

## Reversing a Charge Made in Error

A correction for a charge that was made in error is entered as a reversal of the original transaction. To process a correction, you can either create a new WIC or add a line to an existing WIC, i.e., you don't have to create a WIC that only contains the correction(s). Transaction details, such as the debit expenditure type, should match the original charge that is being reversed.

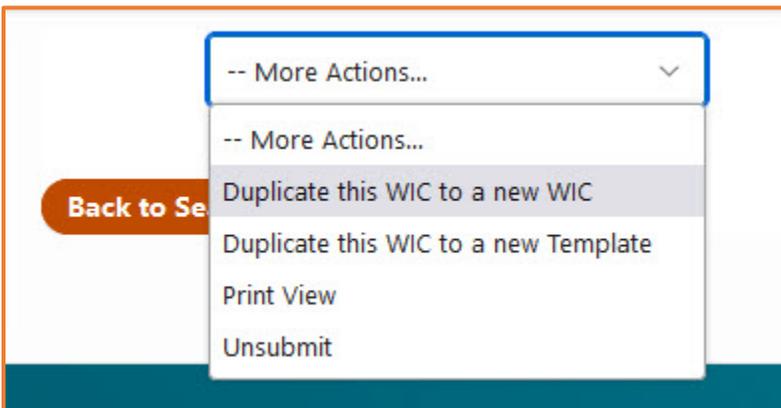
**NOTE:** Users should only create and submit corrections for WICs they have entered.

One option to process a correction is to start by creating a copy of the original WIC.

1. Select the Web Order Number link to the WIC that needs correction on the Web Internal Charges (WIC) tab.

Internal Charges	Search	Go	Actions
Web Internal Charges (WIC)	<b>Web Order Number</b>	<b>Project</b>	<b>Task</b>
Personal Internal Charges(PIC)	<a href="#">WIC-162837</a>	GPS.RESEARCHBACKUP	1
WIC Templates	<a href="#">WIC-162836</a>	LIBR.01800	TLB
			<b>Award</b>
			OARCHG.REBACKUP
			GB.000180

2. Under the *More Actions...* dropdown select *Duplicate this WIC to a new WIC*



- In the Charges section of the form, use a negative number in the *Unit Cost* field. When this is calculated it produces a negative amount for the correction in the *Total Cost* field. It is helpful to note in the *Description* field that the WIC is a reversal correction for a previous WIC.

Charges								
Line	Charge Date (mm/dd/yyyy)	PTA	Expenditure Type	Description	Quantity	Unit Cost	Total Cost	
1	03/19/2024	HBG.45128 ~ 1 ~ ENDOW.451280	Copying/Fax Usage	Reversal - Poster printing \$...	4	-10.00	-\$40.00	
2	03/19/2024	HBG.45128 ~ 1 ~ ENDOW.451280	Copying/Fax Usage	Reversal - Poster printing \$...	4	-10.00	-\$40.00	
3	03/19/2024	HBG.45128 ~ 1 ~ ENDOW.451280	Copying/Fax Usage	Reversal - Poster printing \$...	4	-10.00	-\$40.00	

- Save and submit the correction.

**NOTE:** It is not correct to reverse a WIC charge by swapping the Credit and Debit PTAs in the header and Charges sections of the form. The credit and debit PTAs should stay the same as the original WIC and a negative number should be used in the Unit Cost field as shown in this guide.

**NOTE:** Reversing a charge is a different process than correcting a charge that has failed validation in the Oracle Internal Charge process. Transactions that have failed validation will appear in the *Internal Charge Correction* tab below. For more information, please see the *Correction for Validation Errors* guide.

Internal Charges	Peripheral Load ID	Transaction Reference	Transaction Date	Service Organization	Feeder Upload Date	Quantity	Transaction Amount
Web Internal Charges (WIC)							
Personal Internal Charges(PIC)							
WIC Templates							
Internal Charge Correction	<a href="#">19AUG2022 MMD-35</a>		31-DEC-2019	Institutional Organizations	31-AUG-2022	1	-12434.9