Prior Fiscal Year Expense Corrections

All prior fiscal year expense corrections (cash expense refunds, E2E’s, wage refunds, retros) should be posted to the chartfield where the original expense was posted.

- Corrections will be posted to the current fiscal year and accounting period. If budget does not exist in the chartfield string corrected, a zero dollar budget request can be sent to General Accounting.

- The original transaction ID (voucher number, expense report, or journal ID) must be included on any expense refunds or E2E corrections.

- Prior term direct tuition charge corrections (corrections to LOAxxxxxx journals) will follow procedures set by the Office of the Provost.

Additional Information for Prior Fiscal Year Payroll Retros:

- Payroll retros are allowed for the past two fiscal years for all non-appropriation funds.

- For appropriation funds 101, 102, 103, 106, 107, 108, and 109 retros are allowed under certain circumstances:
  - State appropriated funds were charged in a prior fiscal year and the expenses should have been charged to a grant.
  - A grant was charged in a prior fiscal year and the expense needs to be moved off the grant to state funds.

- Note that such a retro is going to affect current state funds and not the prior year’s state funds and thus will cause prior year data/budget/report discrepancies.

- If there are carry forward state appropriated funds available, then it would be better to do a journal correction and use carry forward funds to make the correction versus processing a retro on the prior fiscal year.

- The Payroll Distribution/Retro Request form must be completed for all prior year retros.

- The Cost Transfer Request: Payroll Form in myUFL must be completed for all retros charging funds 201 and 209.

If you have any questions, please contact Kimberley Alderson for payroll related issues and Patrice Lecomte for all non-payroll related issues.