



**Office of the Vice President
and Chief Financial Officer**
Finance and Accounting Division
General Accounting and Financial Reporting

Negative Balances Monitoring and Correction

A negative balance is an over expenditure of funds within a specific cost center. Payroll is the primary type of transaction that creates negative balances. General Accounting and Financial Reporting continuously reviews negative balances in commitment control and notifies departments to correct negative balances. Contracts and Grants Office also reviews negative balances specifically for projects in research funds and notifies departments.

Departments must monitor their balances across all funds and initiate correction of the negative balance within five business days following the occurrence of the negative balance. Corrective actions may involve budget transfer, cash transfer, retroactive payroll correction, and expense correction (E2E), as appropriate.

For **Appropriation** funds (funds 101-109) and **current** (CRRNT) budget reference, departments must maintain a positive balance at the 4-digit department level (such as 1612xxxx or 2913xxxx) when the available balances for all budgetary accounts are combined (600000 – Salaries, 650000 – OPS, and 700000 – Other Expenses).

For **Appropriation** funds (funds 101-109) and **carryforward** (CYFWD) budget reference, departments must maintain a positive balance in all departments in all budgetary accounts.

For **Cash Based** funds, departments must maintain positive balances in all funds, departments, source of funds, flexes, and project, as applicable.

Please contact General Accounting and Financial Reporting at gahelp@ad.ufl.edu, or by calling 392-1326 if you have any questions.