Prior Fiscal Year Expense Corrections
As of 12/17/2012

Effective immediately, all prior fiscal year expense corrections (cash expense refunds, E2E’s, wage refunds, retros) will be posted to the chartfield where the original expense was posted. This means that it will no longer be necessary to use 74060000-11X-1100-530000-CRRNT if the expense originated in Approp funds 101, 102, 103 or to use account 530000 if the expense originated in cash based funds 141-186 or IFAS funds 221 or 222.

Prior fiscal year payroll retros for funds 101, 102 and 103 will also be allowed under certain circumstances. For example:

- 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.

In addition, prior fiscal year retros will be allowed for cash based funds 141 – 186.

The following procedures remain unchanged:

- Corrections will be posted to the current fiscal year and accounting period.
- Corrections relating to Grant Funds (201-214) and Construction Funds (5XX) will continue to be posted to the original chartfield string.
- The Payroll Cost Transfer Information Form in myUFL must be completed for all retros charging Funds 201 or 209.
- The Payroll Distribution/Retro Request form must be completed for all prior year retros.
- 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 will continue to be processed by the Provost office via journal entry.

If you have any questions, please contact Linda Orfield for payroll related issues and Sheela Moudgil for all non-payroll related issues.

NOTE: The above notification was sent out via the UFACC listserv. To receive notifications from the UFACC listserv follow the instructions found here.