

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/expense report ID 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. See procedures [here](#).

Additions 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, and 107, 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 [Susan Wilson](#) for payroll related issues and [Patrice Lecomte](#) for all non-payroll related issues.