# Correcting Charges Quick Reference Guide

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This Quick References Guide for Correcting Charges provides an abbreviated look at how to correct charges associated with the four types of transactions (GL Journal, Voucher, Expense Sheet, and Facilities and Admin). This guide only applies to non-payroll transactions that took place in the Budget Reference (fiscal year).

| Original Transaction | Transaction Type | GL Journal to correct | AP Journal Voucher to correct | Expense Adjustment to correct | Training Library |
|---|---|---|---|---|---|
| PCARD | GL Journal | x | | | Creating and Submitting a GL Journal |
| Intra-university Charges | GL Journal | x | | | Creating and Submitting a GL Journal |
| – Banner Charges | GL Journal | x | | | Creating and Submitting a GL Journal |
| – Campus Mail Charges | GL Journal | x | | | Creating and Submitting a GL Journal |
| – Campus Catering Charges | GL Journal | x | | | Creating and Submitting a GL Journal |
| – EITS Charges | GL Journal | x | | | Creating and Submitting a GL Journal |
| – FMD Charges | GL Journal | x | | | Creating and Submitting a GL Journal |
| – Georgia Center Charges | GL Journal | x | | | Creating and Submitting a GL Journal |
| – Telephone Services Charges | GL Journal | x | | | Creating and Submitting a GL Journal |
| Payment Request | Voucher | | x | | Creating an AP Journal Voucher |
| Requisition/ PO Payment | Voucher | | x | | Creating an AP Journal Voucher |
| TA Direct Bill Payment | Voucher | | x | | Creating an AP Journal Voucher |
| Expense Report | Expense Sheet | | | x | Adjusting a Paid Expense Report |
| Touchnet Deposits (Revenue) | GL Journal | x | | | Creating and Submitting a GL Journal |
| IDC Returns (Revenue) | Facilities and Admin | x | | | Creating and Submitting a GL Journal |
| Payroll | Express Direct Retro | N/A | N/A | N/A | Submitting an Express Direct Retro Request |

**Additional Information:**

- If a transaction on restricted funding needs to be moved after the fiscal year is closed, then you must create a GL Journal to move the transaction, regardless of what module it was created in (with the exception of payroll). When creating the GL journal, the budget reference used should be the current open bud ref, NOT the bud ref of the original transaction. The Cost Transfer Justification form must be attached along with supporting documentation of the expense you are moving, which should specify the module it originated in. The long description of the journal should identify that the entry is correcting a prior year transaction.
- For payroll transactions, please see the Submitting an Express Direct Retro Request tutorial for more information on moving prior year expenses.
- Training materials are available in the OneSource Training Library at training.onesource.uga.edu, including the courses Working with GL Journals, Accounts Payable: Payment & AP Journal Vouchers, and MSS for System Managers (for Express Direct Retros).
- For assistance, please contact the OneSource Service Desk at onesource@uga.edu or 706-542-0202 (option 2).