Transaction Correction Method by Journal Source

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This document provides a quick guide to correcting transaction errors by journal source. For example, an Accounts Payable transaction can be corrected with an AP Journal Voucher (JV). Links to the relevant material in the Training Library are also provided. This guide only applies to non-payroll transactions that took place in the current Budget Reference (fiscal year).

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.

Journal begins with	Source	Description	Correction Method/Note	Correction Explanation
1	ACC	Accruals	GL Journal Entry	Financials Topics by Module > General Ledger > Working with GL Journals
1	ACT	Central Accounting use only	GL Journal Entry	Financials Topics by Module > General Ledger > Working with GL Journals
CF NIFA RFICR	ALO	Allocation Process	GL Journal Entry, Contact Accounting before making a correction	Financials Topics by Module > General Ledger > Working with GL Journals
ADD ADJ DEPR PDP RECAT RET	AM	Asset Management – Capital Ledger only	AM Module, Contact Asset Management when a correction is needed (rare)	Financials Topics by Module > General Ledger > Working with GL Journals
APACC APCNCL APCLS APPMT	AP	Accounts Payable	AP Journal Voucher	Financials Topics by Module > Accounts Payable > Working with AP Journal Vouchers
AR ARBIL ARPMT	AR	Accounts Receivable	Contact Central AR	Contact Central AR to make corrections.

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	AV	Student Adm Student Adv	***Note:** Not used.	
BA BC BP CRC TCC TCS TSB	BAN	Banner	GL Journal Entry	Financials Topics by Module > General Ledger > Working with GL Journals
BI	BI	Billing	Billing module	Financials Topics by Module > Accounts Receivable and Billing > Billing > Managing Billing, then the following: • Crediting an Entire Invoice • Crediting a Bill and Rebilling • Reviewing Adjustment History
CAREV	CA	Contracts	These entries occur during a system generated process. The "CAREV" entry generates revenue based on fixed billing limit.	• Verify project type is correct in Project Costing Module. • Verify AR and Revenue account codes are accurate in Contract Module; GL Journal Entry to correct transactions resulting from incorrect account codes.
	CB	Claimbacks	***Note:** Not used.	
MAIL	CM	Campus Mail	GL Journal Entry	Financials Topics by Module > General Ledger > Working with GL Journals
1 CNVG	CNV	Conversion	No correction on theses entries ***Note:** These entries were to bring balances extracted from Legacy.	N/A
CATER	CTR	Campus Catering	GL Journal Entry	Financials Topics by Module > General Ledger > Working with GL Journals
	DBI	State data for DBI	***Note:** Reserved. Only used by Central Accounting	

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EITS	EIT	EITS	GL Journal Entry	Financials Topics by Module > General Ledger > Working with GL Journals
EXACC EXCNCL EXCLS EXPMT	EX	Expenses	Expense Report Adjustment Request Form	Financials Topics by Module > Travel and Expense > All TE Tutorials > Working with Expense Reports > Adjusting a Paid Expense Report
FMD	FMD	Facilities Management Division-AiM	GL Journal Entry	Financials Topics by Module > General Ledger > Working with GL Journals
GAC	GAC	Georgia Center	GL Journal Entry	Financials Topics by Module > General Ledger > Working with GL Journals
CAGM GM	GM	Grants	GL Journal Entry ***Note:** These entries occur during a system generated process. The "*CAGM*" entry generates revenue based on expenditure activity. The "*GM*" entry generates revenue based on IDC recovery and return distribution.	Financials Topics by Module > General Ledger > Working with GL Journals • Corrections to incorrect revenue postings would have to be traced to the expenditures that generate the revenue allocation. • Use **UGA_GL_LEDGER_DETAIL** query to identify the expenditures on a project for a given month.
SIACA SIADJ SIHOU SIMON SISAL	LPY	Legacy Payroll Split Implement	GL Journal Entry	Financials Topics by Module > General Ledger > Working with GL Journals
	ME	Month-End Adjustments	***Note:** Not used.	
1	ONL	Online Journal Entry	GL Journal Entry	Financials Topics by Module > General Ledger > Working with GL Journals
	PA	Position Accounting	***Note:** Not used.	

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P RD	PAY	Payroll and EDR Processing from OneUSG Connect	Express Direct Retro (EDR) ***Note:** Manager Self Service > Retro Distribution Request ***Note:** Entries from OneUSG Connect	OneUSG Connect (HR/Payroll) Topics > Manager Self Service > MSS for System Managers (Initiators) > Submitting an Express Direct Retro Request
AA	PAY	Accounting Adjustments from OneUSG Connect	Corrections are processed by UGA Commitment Accounting. Correction requests should be submitted via the OneSource Service Desk at onesource@uga.edu	N/A
AD RB	PAY	Benefits Accounting Processing from OneUSG Connect	Corrections are processed by UGA Human Resources Benefits Accounting. Correction requests should be submitted via the OneSource Service Desk at onesource@uga.edu	N/A

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CAPC	PC	Project Costing	These entries occur during a system generated process. The "CAPC" entry generates revenue based on expenditure activity.	N/A • Verify project type is correct in Project Costing Module. • Verify AR and Revenue account codes are accurate in Contract Module; GL Journal Entry to correct transactions resulting from incorrect account codes
PCARD	PCD	Purchasing Card	GL Journal Entry	Financials Topics by Module > General Ledger > Working with GL Journals
	PO	Purchasing	***Note:** Not used.	
1	PRE	Pre-approved by Central Accounting	GL Journal Entry	Financials Topics by Module > General Ledger > Working with GL Journals
	SF	Student Adm Student Financials	***Note:** Not used.	
	TR	Treasury	***Note:** Not used.	
TSWO	TS	Telephone Services	GL Journal Entry	Financials Topics by Module > General Ledger > Working with GL Journals
Journal begins with	Source	Description	Correction Method/Note	Correction Explanation
ADL CPL EML FLW HPL IDL PTH TDL VTH	VET	Veterinary Medicine	GL Journal Entry	Financials Topics by Module > General Ledger > Working with GL Journals

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Additional Information

- Tutorials to complete the correction methods above can be found in the OneSource Training Library at training.onesource.uga.edu under Financials Topics by Module.
- If you have questions, please contact the OneSource Service Desk at onesource@uga.edu or 706-542-0202 (option 2).