

The information below is to assist departments when making corrections to a prior term tuition charge.

Once the term has closed and the Letter of Appointment file has ceased processing tuition waivers for that term (typically, the last run will occur on the last day of classes), corrections to posted charges must be made using an E2E journal.

The department will enter the journal into the myUFL system, upload back-up using the attachment link, **save (do NOT process)** then forward to Contract and Grants if using 201 or 209 funds, or to the Provost office if using other funds that are not 201 or 209.

Once the journal has been reviewed and approved by the appropriate areas, the Provost office will revise the JID to match the LOA journal record system that is kept in the Provost office and delete the journal created by the department. A copy of the journal with the revised JID will be sent to the department, accounting, and C&G, if using grant funds.

**Please remember that tuition waiver authority (WAVR), fund 132, cannot be used to replace a direct tuition charge for a prior term.**

Specific to this procedure:

- Account = 754000 (negative amount for the credited expense, positive amount for the new charge)
- Description = Grad Waiver DIRC [TERM], where [TERM] matches the term being changed. For example 2161 = Spring 2016 term
- UFID = UFID of student whose tuition is being changed

Example:

Line #	Unit	Ledger	Account	Source of Funds	Fund	Dept ID	Program	Budget Ref	CRIS	Proj Unit	Project	Activity	Analysis	Dept Flex	UFID	Amount	Budget Date	Description
1	UFLOR	ACTUALS	754000	G000880	209	02010100	2200	CRRNT		Grant	00043033	1	LOE		99999999	1727.55	01/01/16	Grad Waiver DIRC 2161
2	UFLOR	ACTUALS	754000		211	02010100	2200	CRRNT		Grant	00043031	1	LOE		99999999	(1727.55)	01/01/16	Grad Waiver DIRC 2161

## 201 or 209

Journals using 201 or 209 funds should be forwarded to Contracts and Grants (cgjournal@admin.ufl.edu) for approval along with the completed Cost Transfer Request:

Non-Payroll form located at <http://www.cg.cfo.ufl.edu/forms.php>. Once the expense has been approved by C&G the journal will be forwarded to the Provost Office for processing.

**All Other Funds**

Journals using all other funding sources should be forwarded to Wilma Rogers in the Provost Office for processing – [wrogers@aa.ufl.edu](mailto:wrogers@aa.ufl.edu)