

## HOW TO MAKE PRIOR YEAR ADJUSTMENTS

### (DO I USE 295X or BSA 0390)

Adjustments to balance forward/prior year are made when a correction is needed for a prior fiscal year that is closed.

1. Dedicated Accounts (Funds 013 to 024)
  - a. 2952: Used to adjust prior year revenue
  - b. 2953: Used to adjust prior year **all other** expenditures
  - c. 2955: Used to adjust prior year **personal services** expenditures
  - d. 2957: Used to adjust prior year **capital** expenditures

**NOTE:** In a dedicated account, the Controller's Office does **not** make an adjustment to the balance forward appropriation balance. Because of this, using 2952 can be used to make a revenue adjustment to prior year balances.

2. Carrying Undedicated Accounts (Funds 010 & 012)
  - a. 2953: Used to adjust prior year **all other** expenditures
  - b. 2955: Used to adjust prior year **personal services** expenditures
  - c. 2957: Used to adjust prior year **capital** expenditures

**NOTE:** In a non-carrying Undedicated Account, adjustments to undedicated revenue (GF & HF revenue) should be made using BSA 0390 and **not** 2952.

3. Non-Carrying Undedicated Accounts (Funds 010 & 012)
  - a. 0390: Balance sheet 0390 should be used
    - i. DR to 0390 is **not** allowed without prior approval from the Controller's Office.
    - ii. CR to 0390 is allowed
  - b. What options are there if no prior approval has been given to Debit (DR) Undedicated Account
    - i. If transaction is not required
      1. Do not process the correction
    - ii. If transaction must be made
      1. Current Year Expenditures and/or Revenue codes should be used (meaning a prior year adjustment should not be used on either side of the transaction).

# How To Determine if an Undedicated Account is Carrying or Non-Carrying: BQ90LV3

Central Appropriations and Allotments: Level 3

BFY	Department	Appr Unit	Fund	Object Class	Name	Current Budget	Unobligated
✓ 2010	10A	013701	010	2	IV-E FOSTER CARE/ADOPTION ASSIST.	\$14,232,647.99	\$5,964,837.69

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BFY :	2010	Name :	IV-E FOSTER CARE/ADOP
Department :	10A	Description :	04 CARRYING
Appr Unit :	013701	Active :	<input checked="" type="checkbox"/>
Fund :	010	Manager :	
Object Class :	2	House Bill Number :	P571A1-7207
		Start Date :	07/01/2009
		End Date :	06/30/2010