Viewing a Direct Retro Transaction

Completed Direct Retro transactions can be viewed on the UM Retro Dist Review/Approval page. When a Direct Retro is completed, the system will reverse each ChartField string and redistribute based upon the changes requested through the Direct Retro.

1. Navigate to: Main Menu > UM Payroll Accounting > UM Retro Processing > UM Retro Dist Review/Approval.

2. Search for the Direct Retro transaction using the Retro ID or other available search criteria.

3. The UM Retro Review/Approval page displays the following:
   a. UM Retro ID Number
   b. Preparer
   c. Date Created
   d. Justification
   e. Credits
   f. Debits
Viewing a Direct Retro Transaction (cont.)

4. Direct Retros will reverse the entire line (credits) and redistribute the line based upon the changes requested through the Direct Retro (debits). Credited amounts would distribute proportionately, between the rows.
   
   a. With this retro, there were two checks/payments: one for $1,488.88 (2/3 of the total) and one for $744.44 (1/3 of the total)–a 67%/33% split.

   b. Since the original split between the two checks was a 67%/33% split, it will redistribute both the $1,000 and the remaining, $1,233.32 at that same ratio.

   i. $1000*2/3 = $666.66
   ii. $1000*1/3 = $333.33
   iii. $1233.32*2/3 = $822.21
   iv. $1233.32*1/3 = $411.11

   **Total amount to be credited and debited:** $1,000

   - **$ 822.21**
   - **$ 411.11**
   - **$ 666.67**
   - **$ 333.33**
   - **$1233.32**
   - **$1000.00**