Overview/Description

This job aid will assist users in reconciling retro distributions. There are three areas that users can reconcile retro distributions.

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<td>Query: BOR_CA_EDR_PSB_VS_HRA</td>
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<td>2. EDR to Check/EMPLID/Position</td>
<td>Query: BOR_CA_EDR_RECONC_TO_CHECK</td>
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<td>3. EDR to Journal Entry</td>
<td>Review PERS_SERV_BOR (PSB) entries vs Journal Entry</td>
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To run these queries, you will need sensitive query access.

Prerequisite(s)
N/A

Instructions

**1. Reconcile PERS_SERV_BOR to HR_ACCTG_LINE**

**Navigation**

NavBar > Navigator > Reporting Tools > Query Manager

1.1. Run query, **BOR_CA_EDR_PSB_VS_HRA**.
   
   a. Enter the required criteria, optional criteria is available if needed.
   b. Export the query to Excel. (In the example below, some fields have been omitted due to space limitations.)

![Query Result Example]

1.2. Verify PSB, HRA, and EDR.
   
   a. Verify the total amounts in both PSB and HRA are equal (should be zero).
   b. Verify the amounts and combo codes by employee/position/check number are the amounts in the EDR and verify the combo codes are accurate.
2. Reconcile EDR to Paycheck/EMPLID/Position

Navigation
Navbar > Navigator > Reporting Tools > Query Manager

2.1. Run query, **BOR_CA_EDR_RECONC_TO_CHECK**.

   a. Enter the required criteria, optional criteria is available if needed.
   b. Export the query to Excel. (In the example below, some fields have been omitted due to space limitations.)

   ![Business Unit](image)

   ![Business Unit Table](image)

2.2. Verify PSB, HRA, and EDR.

   a. You will be able to view the original paycheck entries as well as the EDR entries.
   b. Verify the combo codes from the original distribution match the combo codes of the credit entries of the EDR.
   c. If you are making a correction to another retro, validate the credit entries to the retro you are correcting.

3. Reconcile to Journal Entry.

Navigation
Navbar > Navigator > Journals > Process Journals > Review Journal Status


   a. There may be several journals. A separate EDR journal will be created for each accounting date.
   b. For **Journal ID** and enter “EDR.”
   c. Select "Journal Entry Incomplete" for **Journal Header Status**.
   d. EDR journals will display.
   e. Select the **Journal ID** you are validating.
   f. Compare Journal amounts and chartfields to PSB entries.