



Overview/Description

The purpose of accounting adjustments is to make adjustments to redistribute prior payroll expenses. Practitioners can perform accounting adjustments by one of the two methods:

- Direct entry
- CSV file upload

Regardless of method, accounting adjustments do not impact encumbrances or encumbrance liquidations. The Accounting Adjustment Process reads from and writes to PERS_SERV_BOR at the Employee level. Entries do not validate against existing transactions. Transactions require an additional practitioner other than the practitioner who entered the transactions to approve those same transactions. Transactions are available for journal generation on the same day they are approved.

Prerequisite(s)

- Procedure assumes Commitment Control budget exists.
- Security Roles Needed:
 - BOR_PT_QRY_SENS_ACCESS
 - BOR CA Accounting Adjustments
 - o Accounting Adjustment Entry
 - Validate
 - Delete
 - o Accounting Adjustments Process
 - o Accounting Adjustments Upload
 - o Combo Code Adjustments only.
 - User will need BOR CA Adjust Acctg Override role if changing specific ChartFields.
 - o Override users also need this role.
 - BOR CA Adjustment Approver
 - o Enables APPROVE processing option
 - Approve
 - Validate
 - Delete
 - o Accounting Adjustments Upload
 - o Accounting Adjustments Process
 - BOR CA Adjust Acctg Override
 - o Also needs BOR CA Accounting Adjustments role
 - o Enables Accounting Distribution Type
 - o Opens ChartFields for entry
 - o Only validates individual ChartFields – not chartstring as a whole
 - o Assumes Commitment Control budget in place for accounting string



Instructions

1. Entering Accounting Adjustment via Direct Entry

Navigation

Navbar > Navigator > BOR Customizations > BOR General Ledger > Enter Accounting Adjustments

! Important

User must also have role name, BOR_PT_QRY_SENS_ACCESS – Sensitive Data Access, to execute process. Menu item will still show on users menu; however, you will get the following error:

The record (PERS_SERV_BOR) does not exist in the access groups available to you. (29.6)

Access groups control which tables in the database you can run a query against. The specified record definition is not in any of the access groups to which you've been granted access.

OK

1.1. Add accounting adjustment record.

- a. Enter **Business Unit**
- b. Enter **Transaction Date**
- c. Transaction number will be assigned upon save.
- d. The **Transaction Date** will be the journal date in PSFIN, unless date is not in an open period. Journal will be dated with last day of current open period.
Note: If using the process for a previous Fiscal Year correction, e.g. correcting FY19 after year closed in July, use 06/30/19. Journal will be in first Open Period, with Bud Ref of 2019.
- e. Click **Add**

1.2. The system navigates to the **Enter Accounting Adjustment** page to enter Cost Transfer Justification.

- a. Select the **Cost Transfer Justification** from the dropdown menu.
- b. Edit or add justification information to **Long Description** textbox, if needed.



1.3. Enter **payroll adjustment** into the available adjustment line to move funds from an account.

- a. Enter the **Empl ID** for the employee who needs the payroll adjustment. The system populates the **Empl Record** and **Name** fields.
- b. Select **Distribution Type** from the dropdown menu. There are two distribution types to select from:
 - Accounting: allows practitioners to edit the Chartstring directly
 - Account Code: allows practitioners to select a combo code and populates the Chartstring based on the combo code.
- c. Select **pay period end date** appropriate for paying being redistributed
- d. Enter **Pay Run ID**
- e. Enter **Pay Group**
- f. Enter **Position Number**
- g. Enter **Check Number**
- h. Select the combo code for where the employee pay goes
 - **Note:** If using distribution type "Accounting", the combo code is still required and the ChartField can be edited as needed.
- i. Enter monetary adjustment amount in the **Monetary Amount** field.
- j. Edit the payroll account in the **Account** field.
- k. Edit the **Journal Line Description**, if needed.

1.4. Add a new row.

- a. Click the "+" to add a new row
- b. Enter the payroll adjustment into the new adjustment line to move funds to a different account
- c. Follow steps in 1.3
- d. Continue adding rows and entering payroll adjustments as necessary. Monetary Amount totals must balance just like a PSFIN journal entry



1.5. Attach necessary documentation:

- a. Click **Attach**
- b. Click **Choose File**
- c. Locate file
- d. Click **Open**
- e. Click **Upload**
- f. Click **Save** when the entry is complete. (Transaction ID assigned upon save. Screenshot of completed entry below.)

Line Number	Line Status	Empl ID	Empl Record	Distribution Type	Name	*Pay Period End Date	Pay Run ID	Pay Group	Position Number	Check Number	Combination Code	Monetary Amount	*Account
1	No Errors			Acct Cd		07/31/2019	97M1	98A	12345678	1234567	981521000105	-5.00	521100
2	No Errors			Acct Cd		07/31/2019	97M1	98A	12345678	1234567	9815500002GC	5.00	521100

1.6. Select **Validate Adjustment** from the **Processing Option** dropdown menu at the top of the page. Then click **Execute**.

1.7. Contact your approver to let them know to approve the Accounting Adjustment, as no email or workflow notification will be sent.

2. Approve/Delete Accounting Adjustments

Navigation

NavBar > Navigator > BOR Customizations > BOR General Ledger > Enter Accounting Adjustments

2.1. Enter search criteria.

- a. Click **Find an Existing Value**
- b. Enter the **Transaction ID**, or select **Status** for Valid or Edit Req'd
- c. Click **Search**.
- d. Select appropriate transaction.

2.2. The system navigates to the **Enter Accounting Adjustment** page. Review and correct, if needed.

Note: if corrections are made, validate the entry again.

2.3. Select **Approve** or **Delete** from the **Processing Option** dropdown menu at the top of the page.

2.4. Then click **Execute**. Transaction saved or deleted upon execute.



Note: Until the Accounting Adjustment Process runs, Approved transactions remain open for changes and need to be approved again if any changes are made.

3. Process Accounting Adjustments

Navigation

NavBar > Navigator > BOR Customizations > BOR General Ledger > Process Accounting Adjustments

3.1. From the **Run Control** page:

- a. Click either **Add a New Value** or **Find an Existing Value**.
- b. Enter the **Run Control ID**.

Note: Run Control is reusable

3.2. Enter **Business Unit**.

3.3. Select **Dates** or **Date Range**.

Note: For dates in a closed accounting period, a transaction will post to the last day of the next open period. For example, if September is closed and there is a transaction dated 09/30 picked up by this process, the transaction will post on 10/31.

3.4. Click **Run**.

3.5. Click **OK** for job process ACTADJLD, which includes two processes:

- BORACCTADJLD
- EOP_PUBLISHA – Loads data to PERS_SERV_BOR table

3.6. Review the Process Monitor. Click **Refresh** until job status is SUCCESS and POSTED.

4. Related Financials Process

4.1. GL.030.001 Running Journal Generator

- Accounting Definition Name: HCMPAYDEFN – HCM Payroll Expense
- Template – Payroll_AD – Payroll Adjustment Acctg

4.2 GL.020.011 Approving and Posting a Journal Entry