



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 the 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:
 - o BOR_PT_QRY_SENS_ACCE
 - o 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.
 - o BOR CA Adjustment Approver
 - Enables APPROVE processing option
 - Approve
 - Validate
 - Delete
 - Accounting Adjustments Upload
 - Accounting Adjustments Process
 - o BOR CA Adjust Acctg Override
 - Also needs BOR CA Accounting Adjustments role
 - Enables Accounting Distribution Type
 - Opens ChartFields for entry
 - Only validates individual ChartFields – not chartstring as a whole
 - Assumes Commitment Control budget in place for accounting string.



Instructions

1. Extract Data for Accounting Adjustment

Navigation

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

! 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. Enter search criteria.

- a. Click **View Results**.
- b. The system returns search results. Review search results and confirm the results are correct for the data the practitioner wants to adjust.

1.2. Click **Excel Spreadsheet** link to download the CSV file.

Note: Refer to the reference aid, Accounting Adjustment File Layout, for more information on file fields and layout.

- a. Open the file in Excel and modify rows as needed until the Monetary Amount balances.
- b. Save file in CSV format.
- c. Use this information and format to create file to upload with changes.

2. Upload Accounting Adjustment Data

Navigation

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

User can either upload the:

- CSV from the extract created in step 1
- Excel template BOR_BPA_PAYROLL_Changes, with manual entries

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

- a. Click either **Add a New Value** or **Find an Existing Value**.



b. Enter the **Run Control ID**.

2.2. The system navigates to the **Accounting Adjustments Upload** page.

- Enter the **Business Unit ID and Accounting Date**.
- The **Accounting 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.

2.3. Upload CSV file.

- Click **Attach**
- Click **Choose File**
- Select the modified CSV file from Step 1.
- Click **Open**
- Click **Upload**
- Click **Save** (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	98155000020C	5.00	521100

2.4. Run the process.

- Click **Run**
- Click the **Process Monitor** link
- Click **Refresh** until the "Run" status is marked as "Success" and "Distribution" status posted.
- Click the **Details** link next to the Process you wish to view
- Click the **View Log/Trace** link
- Click on the ".log" file
- Copy the **Journal ID** at the top of the log file

3. Validate Accounting Adjustment

Navigation

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



3.1. Enter search criteria.

- a. Click **Find an Existing Value**
- b. Enter **Journal ID** from Step 2.4.g and enter in **Transaction ID** field Click the **Process Monitor** link
- c. Click **Search**

3.2. 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.

3.3. Attach necessary documentation

- a. Click **Attach**
- b. Click **Choose File**
- c. Locate file
- d. Click **Open**
- e. Click **Upload**

3.6. Click **Save** when entry is complete.

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

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

4. Approve/Delete Accounting Adjustments

Navigation

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

4.1. 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.

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

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

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



4.4. 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.

5. Process Accounting Adjustment

Navigation

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

5.1. 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

5.2. Enter **Business Unit**.

5.3. 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.

5.4. Click **Run**.

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

- o BORACCTADJLD
- o EOP_PUBLISHA – Loads data to PERS_SERV_BOR table

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

6. Related Financials Processes

6.1. GL.030.001 Running Journal Generator

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

6.2. GL.020.011 Approving and Posting a Journal Entry