



Overview/Description

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

Area	Method
1. PERS_SERV_BOR to HR_ACCTG_LINE	Query: BOR_CA_EDR_PSB_VS_HRA
2. EDR to Check/EMPLID/Position	Query: BOR_CA_EDR_RECONC_TO_CHECK
3. EDR to Journal Entry	Review PERS_SERV_BOR (PSB) entries vs Journal Entry

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**.

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

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	
Unit	ID	Position	Combo Code	PSB-Pay Period End	PSB- Acct	PSB- Dept ID	PSB- Proj	PSB- Fund	PSB- Program	PSB- Class	PSB- Expended Amt	PSB- Earnings, Tax	PSB-Acctg Date	HRA- GL Unit	HRA- Account	HRA- Dept ID	HRA- Proj	HRA- Fund	HRA- Program	HRA- Class	HRA- Amount	HRA- Acctg Date	
				511630000FOP	9/30/2019	521100		1630000		10600	16500	11000											
				511591000GOP	9/30/2019	521100		1591000		10000	16500	11000											
				511420000FOP	7/27/2019	524100		1420000		10600	15400	11000											
				511691000R00	7/27/2019	523100		1691000	101	50000	16700	61000											
				511401050Y0P	7/27/2019	524100		1401050		16000	15100	11000											
				511691000R00	7/27/2019	523100		1691000	101	50000	16700	61000											
				511111300G0P	7/27/2019	524100		1111300		10000	11100	11000											
				511691000R00	7/27/2019	523100		1691000	101	50000	16700	61000											

1.2. Verify PSB, HRA, and EDR.

- Verify the total amounts in both PSB and HRA are equal (should be zero).
- 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.**

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

Unit	Report ID	Transaction Type	ID	Name	Position	Combo Code	Pay Period End	Acct	Dept ID	Project	Fund	Program	Class	Expended	Date	Earnings, Tax.	Check No	Journal	Acctg Date
1		PIEX				511430000GOP	07/27/2019	522100	1430000		10000	15500	11000	943.35	06/02/2019	REG	1658365	P000732066	08/02/2019
2		PIEX				511430000GOP	07/27/2019	551100	1430000		10000	15500	11000	58.48	08/02/2019	SU E	1658365	P000732066	08/02/2019
3		PIEX				511430000GOP	07/27/2019	551200	1430000		10000	15500	11000	13.67	08/02/2019	SU Q	1658365	P000732066	08/02/2019
4		PIEX				511430000GOP	07/27/2019	552200	1430000		10000	15500	11000	87.17	08/02/2019	01ORPL	1658365	P000732066	08/02/2019
5		PIEX				511430000TOP	07/27/2019	522100	1430000		10500	15500	11000	943.35	10/23/2019	RET_ERN	1658365	EDR1910231	10/23/2019
6		PIEX				511430000GOP	07/27/2019	522100	1430000		10000	15500	11000	-943.35	10/23/2019	RET_ERN	1658365	EDR1910231	10/23/2019

2.2. Verify PSB, HRA, and EDR.

- You will be able to view the original paycheck entries as well as the EDR entries.
- Verify the combo codes from the original distribution match the combo codes of the credit entries of the EDR.
- 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

3.1. Review Journal (after journal generation).

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