



Finance: Accounting Adjustment



Accounting Adjustment

Accounting Adjustments are used to reassign an ACTUAL EXPENSE, by changing the associated worktags, either within the same department or between two departments for an expense report line or a purchase order.

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Limitations

Note the following limitations of processing an Accounting Adjustment:

- The supplier’s invoice or the expense report must be in a **PAID** status.
- While each line of a document can be adjusted, the amount of the line cannot be split. Contact General Accounting to split costs in a **PAID** status.
- Spend categories (current or proposed) marked for tracking (assets) cannot be included in an online adjustment. Contact General Accounting to adjust the supplier invoice.

The Workday roles that can initiate this function are Cost Center Finance Specialist, Cost Center Requisitioner for supplier invoices and Employee as Self and Cost Center Finance Specialist for expense reports. Approvers can be Cost Center Manager, Gift Manager, Project Manager, or Grant Manager. The Cost Center Level Two Approver will need to review requests over \$100,000 if not for a gift or grant. All accounting adjustments are routed to general accounting or grants accounting for final approval and posting.

Notes

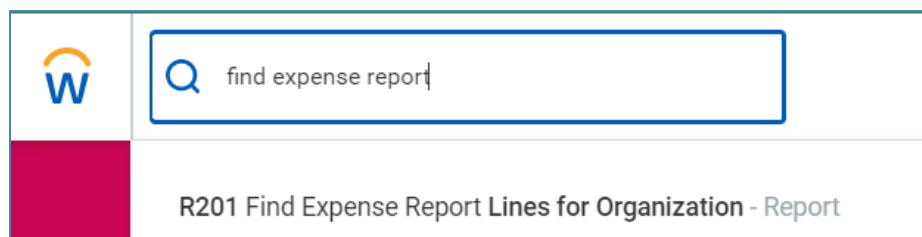
- ✓ All accounting adjustments must be approved by the 5th business day of the next month, or the request will be deleted by the system, to allow for proper month end

close processes. Should the request be deleted, it must be re-entered by the department.

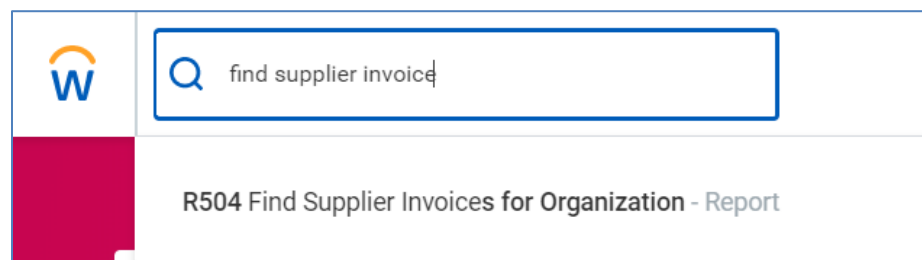
- ✓ All accounting adjustments must be processed within 90 days of the date they were initially posted to the ledger. For the end of the fiscal year, the time period is shorter and year end communication regarding year-end close will provide dates.
- ✓ All accounting adjustments must be completed within the same fiscal year as the original transaction.

Accounting Adjustment

- 1) In the *Search* field enter either **Find Expense Report Lines for Organization** or **Find Supplier Invoices for Organization**, and select the appropriate action from the search results.

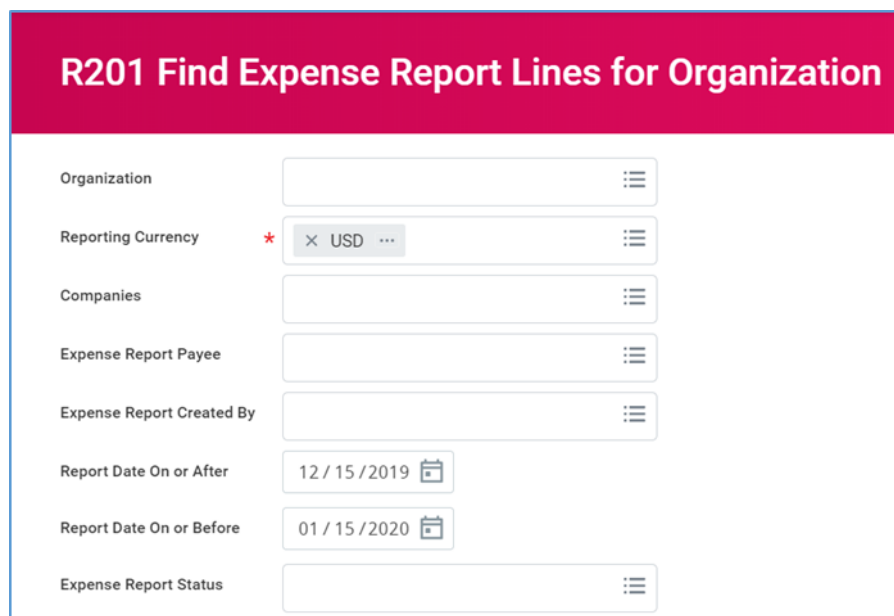


The screenshot shows a search bar with the text "find expense report" entered. Below the search bar, a red bar highlights the search results. The first result is "R201 Find Expense Report Lines for Organization - Report".



The screenshot shows a search bar with the text "find supplier invoice" entered. Below the search bar, a red bar highlights the search results. The first result is "R504 Find Supplier Invoices for Organization - Report".

- 2) For EXPENSE REPORTS - Click the **prompt** icon to search for and select the name of the person associated to the Expense Report Payment.



The screenshot shows the "R201 Find Expense Report Lines for Organization" form. The form has a red header bar with the title. Below the header, there are several input fields with dropdown menus:

- Organization
- Reporting Currency (with a red asterisk and a button to clear the selection)
- Companies
- Expense Report Payee
- Expense Report Created By
- Report Date On or After (with a calendar icon)
- Report Date On or Before (with a calendar icon)
- Expense Report Status

- 3) For SUPPLIER INVOICES – Enter the Cost Center number in the Organization field and enter the Supplier name, if appropriate, to view the invoices related to the selected filters.

R504 Find Supplier Invoices for Organization

Organization

::

Supplier

::

Invoice Date On or After

MM / DD / YYYY

📅

Invoice Date on or Before

MM / DD / YYYY

📅

Only Show Invoices that Failed Budget Check

☐

Exclude Canceled Invoices

☒

- 4) Click the **OK** button to open the document.
- 5) In the results list, click on the **twinkie** of the targeted document.

← R201 Updated Find Expense Report Lines for Organization Actions

Reporting Currency USD

Report Date On or Before 01/15/2020

Report Date On or After 12/15/2019

37 Items

| Expense Report Line | Expense Report | Expense Report Line Date | Expense Item | Line Amount | Currency | Memo Worktags |
|---------------------|----------------------------|--------------------------|--------------|-------------|----------|---|
| | Expense report EXP-0000016 | 11/01/2019 | Airfare | 350.00 | USD | Cost Center: CC10315 Technology Training and Integration Division: D70 Information Technology |

- 6) In the banner of the screen, click the **Actions** button to select **Accounting** > **Adjust Accounting**.

View Expense Report

EXP-0000048 conference Actions

Header

Attachments

Expense Report

Favorite

1 item

Expense Report >

Accounting >

Favorite >

Expense Report EXP-0000048

Adjust Accounting

View Accounting

Pay To

Payee Type

Approved

Pass on

Asoina Richardson

Employee

Expense Lines 1 item

| Item |
|---------|
| Airfare |

- 7) On the *Adjust Accounting* screen, scroll to the right and adjust the **worktags** of the Expense Report or Supplier Invoice.
- 8) A **Change Reason** must also be selected from the corresponding field.

Document Information

Company: Montclair State University
 Document Date: 08/08/2019
 Transaction Currency: USD
 Total Transaction Amount: 1,200.00

Lines: Accounting Adjustment Attachments

Lines: 1 Item

| Change Reason | Current Worktags | *Travel Classification | *Cost Center | Proposed Adjustment Worktags | *Division | *Additional Worktags |
|---------------|--|--------------------------------------|---|------------------------------|--|--|
| | CC10125 Dean's Office - College of Science and Mathematics (CSAM) D23 College of Science and Mathematics Employee/Non-Student Domestic Travel F10 Unrestricted Operating Fund N13 Academic Support | Employee/Non-Student Domestic Travel | CC10125 Dean's Office - College of Science and Mathematics (CSAM) | | D23 College of Science and Mathematics | Fund: F10 Unrestricted Operating Fund Program: N13 Academic Support |

Submit Save for Later Cancel

- 9) For any Grant related transactions, attachments are required and should be a justification of the change. To attach a file, select the **Accounting Adjustments Attachments** tab and uploading support documents. Attachments are not required for departmental requests, but can be included if requested by the approver.
- 10) Click the **Submit** button to save this request and send it to the approver for review and processing.

Review Budget Check

If the system finds an issue with the budget versus your request, a “Review Budget Check” action and Review button displays on the screen, once the request is submitted. An item will also be sent to your Inbox, Actions tab. **NOTE-This request will NOT be sent to the approver for review if there is an issue with the budget.**

You have submitted
 Supplier Invoice: SI-0000000063, LENOVO US INC on 11/10/2019 for \$5,000,000.00 [Actions](#)

Up Next

Patricia Conte
 Review Budget Check
 Due Date 11/11/2019

Review

[Details and Process](#)

- 1) Click the **Review** button to drill into the request in order to find the issue.

In the upper right corner, the budget status displays.

2) Click the **View** button on the line to see the specific details of the request.

Review Budget Check
Check Budget (Financial) for Supplier Invoice Actions

Budget Check Status
Fail (Insufficient Budget)

Transaction exceeds available budget remaining in the budget pool. Correct any inaccurate worktags or create a Budget Amendment to transfer budget from another budget pool.

For Transaction
Supplier Invoice: SH-0000000063, LENOVO US INC on 11/10/2019 for \$5,000,000.00

Request Override ☐

Budget With Exceptions

Transactions

Budget With Exceptions 1 item

| Company | Budget Structure | Year | Control Periods | Budget Check Option | Budget to Date | |
|----------------------------|-----------------------------------|---------|-----------------|---------------------|-------------------------------------|-----------------|
| Montclair State University | Control Budget Structure - Parent | FY 2020 | Annual | Control | <input checked="" type="checkbox"/> | <div>View</div> |

Submit

Send Back

Save for Later

Cancel

3) Review the columns of the report, and pay special attention to the Budget Amount versus the Current Transaction columns.

| Budget Check Exceptions | | | | | | | | |
|--------------------------------|---|---|---|---------------|----------|---------------------|------------------|----------------------------|
| Budget Structure | Control Budget Structure - Parent | | | | | | | |
| Budget | FY20 Control Budget | | | | | | | |
| Budget to Date | Yes | | | | | | | |
| Include Reserved Journal Lines | Yes | | | | | | | |
| Evaluation Date Option | Accounting Date | | | | | | | |
| Transaction: Parent Event | Supplier Invoice: SH-0000000063, LENOVO US INC on 11/10/2019 for \$5,000,000.00 | | | | | | | |
| 1 item | | | | | | | | |
| Company | Ledger Account/Summary | Dimensions on Journal Lines | Budget Structure Dimensions Subject to Budget Check | Budget Amount | Spend | Current Transaction | Available Budget | Line-Level Status |
| Montclair State University | 60525:Membership & Subscriptions | CC10293 University Controller D53 Finance and Treasury F10 Unrestricted Operating Fund LENOVO US INC N15 Institutional Support SC0123 Memberships/Dues | CC10293 University Controller D53 Finance and Treasury F10 Unrestricted Operating Fund N15 Institutional Support | 52,900.00 | 2,067.20 | 5,000,000.00 | (4,949,167.20) | Fail (Insufficient Budget) |

4) Based on the information provided, decide if a Budget amendment needs to be completed, or if the request should be edited to adjust the Worktags.

Approval Process

The process moves forward to both Cost Center Managers to General Accounting, or Grant Accounting if needed, for review and approval.

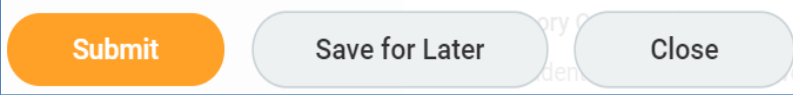
Note- The approver can **Approve**, **Send Back** the request to the Initiator with a comment on any changes to be made, or **Deny** which terminates the request.

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Save for Later

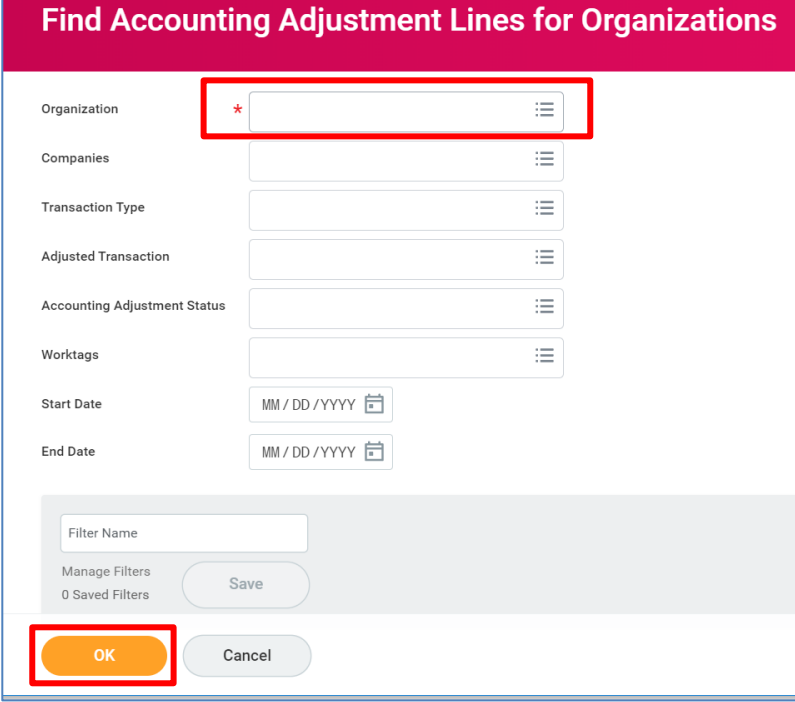
- 1) Click the **Save for Later** button to save your request and return to it later.



A horizontal row of three buttons. The first button is orange and labeled 'Submit'. The second button is light gray and labeled 'Save for Later'. The third button is light gray and labeled 'Close'.

Find an Account Adjustment

- 1) In the *Search* field enter **Find Accounting Adjustment** and select the **Find Accounting Adjustment Lines for Organization** report from the search results.
- 2) Click in the Organization field to select the appropriate driver worktag – Cost Center, Gift, grant, Project.
- 3) Further filter the search results by completing additional fields, and when completed click the **OK** button.



The form is titled 'Find Accounting Adjustment Lines for Organizations' in a pink header. It contains several fields for filtering search results: 'Organization' (with a red asterisk and a red box around it), 'Companies', 'Transaction Type', 'Adjusted Transaction', 'Accounting Adjustment Status', 'Worktags', 'Start Date' (with a date picker), and 'End Date' (with a date picker). Below these fields is a 'Filter Name' input field, a 'Manage Filters' button, and a 'Save' button. At the bottom, there is an 'OK' button (highlighted with a red box) and a 'Cancel' button.

The report displays and lists the Accounting Adjustment transactions for the selected organization.