

Accounting Adjustment Overview

This Quick Reference Guide (QRG) is designed to walk an **Accountant** through the steps to perform an **Accounting Adjustment** in Workday. By the end of this QRG, you will be able to successfully create an accounting adjustment to reclassify costs on settled financial transactions. You can perform accounting adjustments for the following settled transactions:

- Paid expense reports
- Paid supplier invoices
- Supplier invoice adjustments

You cannot change the Spend Category on an Expense Report using an Accounting Adjustment. If you need to change the Spend Category on an Expense Report, you will have to complete an Accounting Journal to make the changes necessary.


If the Supplier Invoice status is Unpaid, you can wait until the status changes to Paid or you can complete an Accounting Journal.

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Procedure: Perform Accounting Adjustment

On the Workday **Home** screen:

 NOTE	<p>To access the financial transaction for which you are to perform the accounting adjustment, use the following guide:</p> <ul style="list-style-type: none"> • Find Expense Reports – to perform accounting adjustment on an Expense Report. • Find Supplier Invoices - to perform accounting adjustment on a Supplier Invoice. • Find Accounting Adjustments - to perform accounting adjustment on a Supplier Invoice Accounting Adjustment. <p>For the demonstration purpose we are accessing the Find Supplier Invoice report to perform accounting adjustment on a supplier invoice. You can perform the similar steps to adjust accounting for other types of financial transactions.</p>
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On the Workday **Home** screen:

1. Type **Find Supplier Invoices** in the search field.
2. Select the **Find Supplier Invoices** task from the Search Results.

On the **Find Supplier Invoices** screen:

3. Complete the following required field:
 - **Payment Status** – select the value as **Paid** from the drop-down list depending on the status of the transaction to adjust. You can only adjust accounting for the paid or partially paid transactions.

All fields on the **Find Supplier Invoices** screen that are not mentioned above are optional, however additional fields will help to narrow down the results.

4. Select **OK** to display the supplier invoices.

On the second **Find Supplier Invoices** screen:

5. Select the **Related Actions** button next to the magnifying glass in the row for which you want to make an adjustment.

531 items

Supplier Invoice	Invoice Number	Company	Gapless Document Number	Intercompany	Direct Intercompany	Tax-Only	Status	Cancel Date	Supplier
	SI-0000000608	The University of Virginia's College at Wise					Approved		Supply Room Companies

On the **Related Actions** menu of the selected supplier invoice:


6. Select **Accounting > Adjust Accounting**.

On the **Adjust Accounting** screen:


- 7. The **Accounting Adjustment Date** field will auto-populate with current date at the top of the screen. Change the date, if needed.

Under the **Lines** tab:


- 8. Change the following required fields as needed:
 - **Proposed Budget Date** – will auto-populate to the current budget date.
 - **Proposed Spend Category** – will auto-populate to the current spend category.

 NOTE	<p>You will not be able to change the Spend Category for an Expense Report. If you need to change the Spend Category for an Expense Report, you will have to create an Accounting Journal.</p>
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- **Change Reason** – select the appropriate **Change Reason** for accounting adjustment. You won't be able to make this selection until you changed a field.
- **Memo** - type a memo.
- **Gift, Grant, Designated** or **Project** – select to change the Worktag information, if needed.

 NOTE	<p>If you are adjusting a supplier invoice, please make sure to have only one driver worktag (gifts, grant*, designated, or project) on a line. <i>*Please note: There is one exception. You can have a grant worktag with designated or gift on the same line when the designated/gift worktag is used as a cost share for a grant.</i></p>
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- **Fund** – auto-populates based on **Gift, Grant, Designated** or **Project**.
- **Cost Center** – select to change, if needed.
- **Function** – will auto-populate. Select to change, if needed.
- **Program** – optional worktag – will auto-populate if a Program was on the original transaction.
- **Additional Worktags**
 - **Business Unit (required on all journal lines if company is R&V)** may auto-populate based on the selected Cost Center. If the field does not auto-populate, select the appropriate Business Unit.
 - Other additional worktags (e.g., activity, etc.) are optional.

 NOTE	<p>If you select a Gift worktag, this will populate Fund (required on all journal lines), Cost Center (required on all journal lines), and Function but not the Business Unit from that Cost Center. You will need to confirm you want to use that Cost Center worktag from the selected gift.</p> <p>If you want to use the Cost Center that was populated, you will need to enter a Business Unit worktag in the Additional Worktags field.</p> <p>If you do not want to use that Cost Center, you can select a new Cost Center worktag which will populate a Business Unit worktag.</p>
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	Business Unit is required on all journal lines if the company is R&V.
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 NOTE	All fields under the Accounting Adjustment Attachments tab are optional.
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9. Select **Submit**.

 NOTE	<p>You will be required to complete a questionnaire if the transaction with a Grant Worktag where the original Accounting Date of the transaction is 90 days prior to the Accounting Adjustment Date, and the accounting adjustment Change Reason is NOT one of the following:</p> <ul style="list-style-type: none"> • Adjustment moving costs off a Grant • Adjustment to correct Grant under same Award • Adjustment to change spend category
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You have successfully completed this task. It will now be routed based on the workflow.

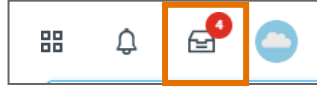
 CAUTION	<p>If the Accounting Adjustment is not approved by all Approvers before Month-End close, it will be cancelled.</p> <p>You can use the Find Journals report to pull a list of journals created with your Cost Center/Cost Center Hierarchy and/or the person that Originated the Journals with the status of Cancelled and the previous period. This will show you all journals that were cancelled. If an Accounting Journal was cancelled, you can click on the Related Actions of the Journal and Copy. You will need to update the Accounting Date with today's date, but you will not have to redo the lines.</p>
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The screenshot shows a web application interface for finding journals. At the top, there is a blue header with the text "Find Journals" and a search icon. Below the header, the page title "Details" is displayed. A table with 3421 items is shown, with columns for "Journal", "Journal Number", "Company", and "Stat". A context menu is open over a row, showing options "Journal" and "Copy". The "Copy" option is highlighted, and a tooltip shows "Copy" and "00001612 - The Rect".

Procedure: Complete Questionnaire

On the Workday **Home** screen:

1. Select the **My Tasks** icon at the top-right corner of the Workday **Home** screen.



2. Select the relevant **Accounting Adjustment** task to access the questionnaire

In the **Complete Questionnaire** task:

3. Type the appropriate answers for all fields on **the Accounting Adjustment - Retro Cost Transfer Justification Form**.
4. Select **Submit** to submit the questionnaire.

You have successfully completed this task. It will now be routed based on the configuration.