

## **Payroll Adjustments – Accounting Adjustment**

### **Overview**

The purpose of accounting adjustments is to redistribute prior payroll expenses to a new account code or combo code (chartstring). Accounting adjustments do not impact encumbrances or encumbrance liquidations, meaning if an accounting adjustment is processed, your budget will be off until the next encumbrance run. The accounting adjustment process reads from and writes to Employee level payroll data. Because of this, expenses cannot be grouped by account code or chartstring on the adjustments. Expenses needing to be moved must be broken out by paycheck. The SAS report listed below will assist with obtaining employee data on the paycheck level. Entries do not validate against existing transactions or against the current budget. Once the Accounting Adjustment Template is completed, please complete the Payroll Reallocation form (including the Accounting Adjustment upload) at the link below.

### **Templates/Forms Used**

- Accounting Adjustment Template
- [Payroll Adjustment Submission Form](#)

### **Instructions**

1. Separate Payroll Adjustment lines must be submitted per employee; please do not enter lump sum data.
2. Run SAS report to extract accounting adjustment details.
  - a. Financial > Financial Reports>Financial-Position Management for Managers (use pull down arrow under “Options”) > Payroll Accounting Adjustments
3. Use Prompts to extract data needed to complete accounting adjustment spreadsheet.
4. Open the Account Adjustment Template and navigate to the Overview Tab
5. Choose the appropriate reason
6. Enter any additional comments
7. Accounting adjustments are two sided journals. The original entries should be copied onto the Original Entries Tab. The Corrected Entries should be entered on the corrected entries tab. If entered correctly, the journal should show as “Balanced” on the Overview page.
8. Verify that all attributes are correct (combo codes, account codes etc...)
9. Submit your accounting adjustment using the Payroll Reallocation Submission Form, completing all necessary fields and uploading the Accounting Adjustment Template
10. Please note, budget will need to be in place for any expenses being moved. If there is no current budget for the expenses, please submit a budget amendment to fund the expense transfer.