

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


If you complete an accounting adjustment for a transaction with a Grant worktag that is over 90 days old, you will need to complete a questionnaire.

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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**.

1 item

Supplier Invoice	Invoice Number	Company	Gapless Document Number

Actions

- Supplier Invoice >
- Accounting** >
 - Adjust Accounting**
 - View Accounting
- Favorite >
- Navigate >

Supplier Invoice: S
Supplier Invoice: S
Invoice Inf

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.
 - **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.
 - **Fund** –auto-populates based on **Gift, Grant, Designated or Project**.
 - **Cost Center** – select to change if needed.
 - **Function** – select to change if needed.
 - **Additional Worktags** – Business Unit auto-populates based on **Cost Center**. You can add/change optional worktags.

 NOTE	All fields under the Accounting Adjustment Attachments tab are optional.
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9. Select **Submit**.

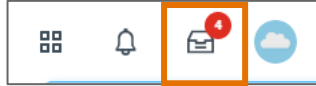
 NOTE	<p>You will be required to complete a questionnaire if the transaction with a Grant Worktag where the original Accounting Date of the transaction is 90 days prior to the Accounting Adjustment Date, and the accounting adjustment Change Reason is NOT one of the following:</p> <ul style="list-style-type: none"> • Adjustment moving costs off of 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.

Procedure: Complete Questionnaire

On the Workday **Home** screen:

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

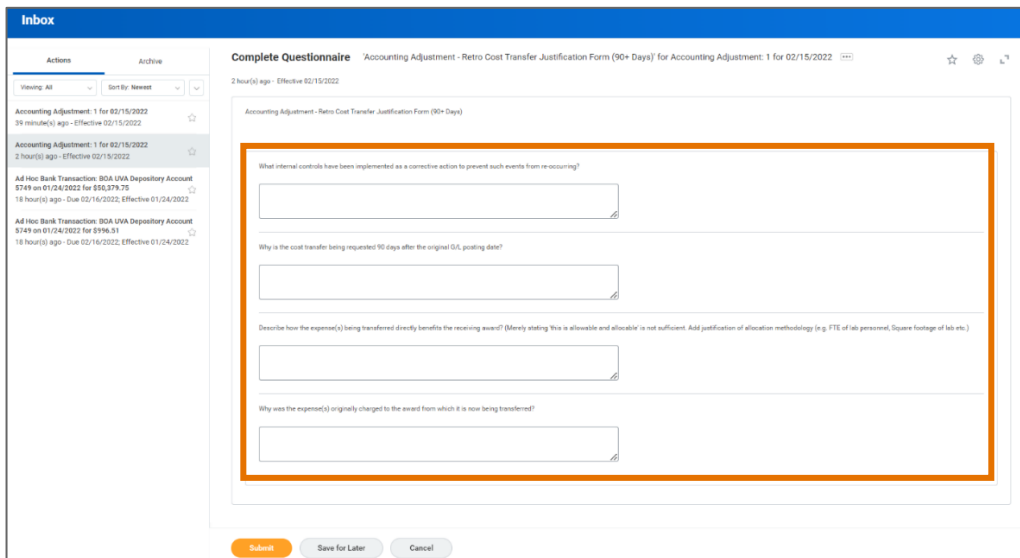


On the **Inbox** screen:

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

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.