


Find/Edit Payroll Accounting Adjustment Overview

This Quick Reference Guide (QRG) is designed to walk a Payroll Accounting Adjustment Specialist through the steps to find and edit a Historical Payroll Accounting Adjustment in Workday. By the end of this QRG, users will be able to successfully find and make edits to an existing historical PAA that you saved for later.

 NOTE	<p>This QRG is not applicable if you have already submitted the Journal Entry. If that is the case, you cannot edit or change the journal entry unless it is sent back by an approver. However, if you had been entering a Historical PAA Journal entry and saved it for later, use this QRG to find and edit that Journal Entry to complete the submission process.</p>
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Procedure:

On the Workday **Home** screen:

1. Type **Find Journals** in the search field.
2. Select the **Find Journals** report from the **Search Results**.

On the **Find Journals** screen:


3. Complete the following fields:
 - **Company** – select the appropriate company.
 - **Year** – select the appropriate financial year for the journal.
 - **Period** – select the period for the journal.
 - **Accounting Date On or After** – select the appropriate date.
 - **Journal Sources** – select **Payroll Accounting Adjustment – Historical**.
 - **Originated by** – type **your name** and press enter for this field.

 NOTE	<p>All fields on the Find Journals screen that are not mentioned above are optional, however they help to narrow down your search results.</p>
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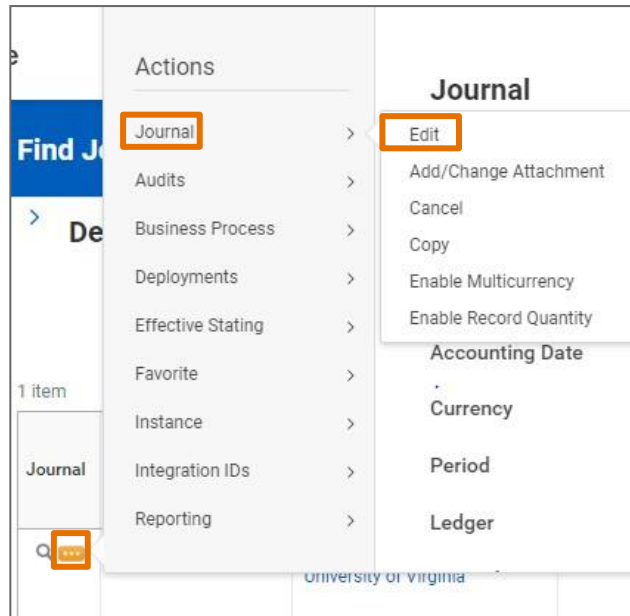
4. Click **OK**.

On the second **Find Journals** screen:

5. Select the **Related Actions (...)** menu under the Journal column of the journal to edit.

0 of 7 items			
Journal	Journal Number	Company	Status
	JE-000000009	The Rector & Visitors of the University of Virginia	In Progress

6. Select **Journal > Edit**.



On the **Confirm Edit Journal** screen:

- 7. Review information and make sure you want to edit the journal.
- 8. Select **Continue**.

On the **Edit Journal** screen:

- 9. Make appropriate edits and continue the process of creating your historical payroll accounting adjustment. You can reference the [Create Historical Payroll Accounting Adjustment QRG](#) for steps and further guidance on this process.

You have successfully completed this task.