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** 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.

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** All fields on the Find Journals screen that are not mentioned above are optional, however they help to narrow down your search results.

4. Click OK.

On the second Find Journals screen:

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