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:

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<th>NOTE</th>
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<tbody>
<tr>
<td>To access the financial transaction for which you are to perform the accounting adjustment, use the following guide:</td>
</tr>
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- **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.

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.
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.

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**
   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.

   - **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**
   If you are adjusting a supplier invoice, please make sure to have only one driver worktag (gifts, grant*, designated, or project) on a line. *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.

   - **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**
   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.

   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.

   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.
All fields under the Accounting Adjustment Attachments tab are optional.

9. Select Submit.

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:

- Adjustment moving costs off a Grant
- Adjustment to correct Grant under same Award
- Adjustment to change spend category

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

If the Accounting Adjustment is not approved by all Approvers before Month-End close, it will be cancelled.

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.
### Find Journals

#### Details

3421 items

<table>
<thead>
<tr>
<th>Journal</th>
<th>Journal Number</th>
<th>Company</th>
<th>Status</th>
</tr>
</thead>
</table>

#### Actions

- [Copy]

#### Journal

00001612 - The Record
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.