

Financial Accounting: Create Accounting Adjustment

Audience / Role	Accountant Accountant - Auditor's Office Budget Manager
Description	This job aid provides instructions to create an accounting adjustment to reclassify costs on these settled financial transactions: • Expense reports • Procurement card transactions • Fully or partially paid supplier invoices • Supplier invoice adjustments Accounting adjustments are also used to reclassify program, cost centers and other work tags including projects, and grants.
Before You Start	Find a transaction you would like to make an adjustment to.

Create Accounting Adjustment

1	From a transaction, navigate to the Related Actions button near the magnifying glass and select Accounting , then select Adjust Accounting
2	Under Adjust Accounting, enter the following into the fields: • Accounting Adjustment Date – defaults to today's date. Use this date to adjust the accounting date of the transaction if applicable.
3	Under Lines tab, make changes to the following fields: • Proposed Budget Date – select to change budget date of transaction. • Proposed Spend Category – select to reclassify a spend category on a transaction. You can't reclassify the spend category when the spend category is associated with a purchase item or expense item. • Memo – update the memo. • Proposed Adjustment Work tag – select the work tags you wish to use to adjust the transaction. This includes program, fund, cost center, project task, grant, and additional work tags. • Prepaid – select to reclassify supplier invoices to prepaid. When you reclassify a prepaid supplier invoice, you can't create another accounting adjustment for that transaction line. You also can't create new accounting adjustments for an invoice line when you reclassify a supplier invoice line to prepaid. • Billable – N/A. Note: Once you have entered a change, the Change Reason column will open. You must select a reason for the change you are making.
4	Under the Accounting Adjustment Attachments tab, add any attachments that explain the necessity of the adjustment.

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Select **Submit**.

What Happens Next?

- The accounting journal adjustment request routes for review and approval.
 - Budget Manager (Check Budget)
 - Cost Center Manager
 - Grant Manager (If a Grant)
 - Project Manager (If a Project)
 - Accounts Payable Data Entry Specialist (If Prepaid Amortization Type is Schedule)
 - Business Asset Accountant
- Once approved, Workday records the accounting adjustment date the adjustment transaction is approved. If the adjustment is approved in a closed period, the accounting adjustment date falls in the next open period.
- To cancel an In Progress accounting adjustment: from the **Related Actions** button on the accounting adjustment, select **Accounting Adjustment>Cancel**.
- An approved accounting adjustment can't be cancelled, however; cancel a settlement run for an operational transaction to cancel all related accounting adjustments.

Related Reports

- Find Supplier Invoices
- Find Expense Reports
- Find Procurement Card Transaction Verifications - Kern with Cost Center