The Position Account Retro activity allows changes to be made to a position and associated addon accounts for prior periods that have already been processed through payroll.

Software creates a journal entry to correct general ledger and payroll detail.

Changes are displayed in Employee Payroll Snapshot, payroll labor reports and fiscal reports.

Account Amounts are loaded into budget as actuals for Revised Budget Model.
Position Account Retro Activity

Section 1 – Position Account Retro Values

- **Pos ID** – Use lookup to enter in Position Id (Required)
- **Fiscal Year** – Defaults to current Fiscal Year (Required)
- **Retro From Date** – Enter beginning date of the retro changes (Required)
- **Retro Thru Date** – Enter end date of the retro changes (Required)
- **JE Transaction Date** – Must be after Retro From Date, AND **CASH MUST BE OPEN**. Watch posting at Month End near payroll processing time as well. (Required)

Note: Red X in From Account field will disappear when the new account is entered in the To Accounts section.

- **From Acct Date** – Locked field will populate from Position Record
- **From Account** – Use lookup to enter current account(s) associated with the Position ID that is being changed (Required)
- **Acct Amt Pct** – Enter percentage of the position account to change. Defaults to 100%. (Required)
- **Comment** – Enter Comment to see in the JE (Required)
- **Pay Locked Thru** - Locked field will populate from Position Record
Position Account Retro Activity

**To Accounts**
- Click New
  - Enter New Account
  - Enter Percentage. Defaults to 100%
    - If more than one to account total percentage needs to equal 100%

- Review Snapshot
Position Account Retro Activity

- Use Tasks to Post

- Reopen and Review Section 2 - Request Information
Position Account Retro Activity

Once the Position Account Retro is posted a Journal Entry is created and can be reviewed in the Journal Entry Activity.

DO NOT EDIT or delete the Journal Entry in the Journal Entry activity. This will break the chain. If changes need to be made, go to the Position Account Retro Activity to Roll Back Posting. Make changes and repost.
Submit a ticket to helpdesk@scoe.org

Schedule a one-on-one meeting through Calendly

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