



Sonoma County
Office of Education



Escape Tips

DBUG May 27, 2021



Position Account Retro Activity



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)

User Entered Request Values	
1 - Position Account Retro Values	
Pos Id	645 {CLASS/TRANS (2ALT) FTE 0.000}
Fiscal Year	2021 {2020/2021}
Retro From Date	7/1/2020
Retro Thru Date	4/30/2021
JE Transaction Date	5/19/2021
From Account Date	1/1/2015
From Account	01-0890-0-1110-2700-2410-201-0102
Acct Amt Pct	100.00
Comment	Pos Acct Retro Example
Pay Locked Thru	04/30/2021

- ✓ **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

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



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%

To Accounts	
To Account	Percent
01-0000-0-1110-1000-2910-307-0105	100.00

✓ Review Snapshot

PosAcctRetro99				Position Account Retro			
Request ID 5693680, Position ID 645				Retro Range 07/01/2020 - 04/30/2021			
Journal Entry #		Retro Status Open		Fiscal Year 2020/21		Pay Locked Thru 04/30/2021	
From Account 01-0890-0-1110-2700-2410-201-0102		100.00%		Comment Pos Acct Retro Example			
To Account(s) 01-0000-0-1110-1000-2910-307-0105		100.00%					
Ac (003428)							
Pay Cycle/Period	Pay Date	FD- RSRC- Y- GOAL- FUNC- OBJT- SCH- MGMT	Debit	Credit	Description		
CL1A/#1	08/31/2020	01-0000-0- - -9110- -		4,479.91	(2021) Cash In County,Unrestricted/no		
		01-0000-0-1110-1000-2910-307-0105	2,145.77		(2021) Other Class Sal,Instruction,Regular Educati,Pe		
		01-0000-0-1110-1000-3202-307-0105	444.17		(2021) Pers .02894%,Instruction,Regular Educati,Pers		
		01-0000-0-1110-1000-3312-307-0105	133.04		(2021) Benefits - Oasd,Instruction,Regular Educati,Pei		
		01-0000-0-1110-1000-3332-307-0105	31.11		(2021) Benefits - Medi,Instruction,Regular Educati,Per		
		01-0000-0-1110-1000-3402-307-0105	1,678.62		(2021) H & W Benefits,Instruction,Regular Educati,Per		
		01-0000-0-1110-1000-3502-307-0105	1.07		(2021) Benefits - Sui,Instruction,Regular Educati,Pers		
		01-0000-0-1110-1000-3602-307-0105	46.13		(2021) Benefits - Wcom,Instruction,Regular Educati,Pr		
		01-0890-0- - -9110- -	4,479.91		(2021) Cash In County,Lump Sum		
		01-0890-0-1110-2700-2410-201-0102		2,145.77	(2021) Clerical&office,School Administ, Regular Educa		
		01-0890-0-1110-2700-3202-201-0102		444.17	(2021) Pers .02894%,School Administ, Regular Educa		
		01-0890-0-1110-2700-3312-201-0102		133.04	(2021) Benefits - Oasd,School Administ, Regular Educ		
		01-0890-0-1110-2700-3332-201-0102		31.11	(2021) Benefits - Medi,School Administ, Regular Educ		
		01-0890-0-1110-2700-3402-201-0102		1,678.62	(2021) H & W Benefits,School Administ, Regular Educ		
		01-0890-0-1110-2700-3502-201-0102		1.07	(2021) Benefits - Sui,School Administ, Regular Educat		
		01-0890-0-1110-2700-3602-201-0102		46.13	(2021) Benefits - Wcom,School Administ, Regular Edu		



Position Account Retro Activity



- ✓ Use Tasks to Post

User Entered Request Values	
1 - Position Account Retro Values	
Pos Id	645 {CLASS/TRANS (2ALT) FTE 0.000}
Fiscal Year	2021 {2020/2021}

- ✓ Reopen and Review
Section 2 - Request
Information

Request Information	
2 - Request	
Job Request Id	5693680
Job Type	PosAcctRetro
Status	Posted
Status Msg	Account changes have been retroactively changed to reflect the new account coding.
Posted	05/19/21 1:43PM by KALINGLE
Journal Entry #	PR21-00099
JE Link #	244990



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

088 - ABC Finance - Fiscal - Journal Entries

Search List Form

Delete Prev Next Close Cancel Tasks

Payroll JE # PR21-00099 - FY 2021 {2020/2021} - Status: Posted

Journal Entry Approvals Attachments Notes History:1

1 - Summary	
Dept Id	
Location	
Academic Department	
Comment	Pos Acct Retro Example
Batch Id	HR-005693680
Source	PosCon
Out of Balance	No
On Hold	No
Status Comment	
Line Item Count	18
Status	Posted
Total Debits	45,168.80
Total Credits	45,168.80
Amount Out Of Balance	0.00

2 - Reference Information	
Link #	244990
Requisition #	
Stores Requisition #	
Department Requisition #	
Work Order #	
Vendor Invoice #	
Check #	
Check Register #	
AR Invoice #	
AR Receipt #	

3 - Posting Information	
Transaction Date	5/19/2021
Fiscal Year	2021 {2020/2021}
Post Date	5/19/2021 1:43:51 PM
Posted By	KALINGLE

4 - Add/Update Information	
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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.





HOW CAN
WE HELP
YOU?

Submit a ticket to
helpdesk@scoe.org

Schedule a one-on-one meeting through Calendly

Danielle Boettner <https://calendly.com/danielleboettner>

Tracy Lehmann <https://calendly.com/tlehmann-1>

Kimberly Lingle <https://calendly.com/klingle-1>