

**Sonoma County Office of Education**

# Escape Position Account Retro

**August 2022**

## **Position Account Retro**

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

- No Manual Journal Entries are needed
- Software creates a journal entry (type: payroll or Interfund Cash - depending upon if the fund cash balance changes or not - source: position control) to correct your 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 a Revised Budget Model for the period specified in the change

### **Special Considerations**

- Available to HR and Pay Managers and above
- Post AFTER the retro thru pay date has been processed
- The accounting period and cash MUST still be open for the retro dates for the change to take effect. (ie, accounts for a closed fiscal year cannot be changed)
- The software looks for assignments for only the most recent fiscal year
- The software looks for addon account earnings associated with a position selected via the criteria on the form using the following criteria
  - Addons directly associated with a position (Use Position flag is set to YES)
  - Addon adjustments that are associated with a position, including retro adjustments
  - Addons that have the same account as the retro position's account and the addon's Account Required is set to No
  - Addons that have account masks that are directly associated with a position will be included as appropriate to the account specified

## Step 1 – Update Account Code in Position Record

### Go to HR/Payroll – Employment – Positions

- ✓ Click on Accounts Tab
- ✓ End current Account Code Records(s) with last Closed Payroll Date
- ✓ Create New Account Code Record (s) with next Open Payroll Date
  - Account Percentage must equal 100%



The screenshot shows the 'HR / Payroll - Employment - Positions' window for '088 - ABC'. The 'Accounts' tab is active, displaying a table of account records for 'Position #641'. The table has columns for 'Pct', 'Begin', and 'End'. The first row is highlighted in blue, showing a 100.00% account starting on 5/1/2021. The second and third rows are highlighted in yellow, showing 80.00% and 20.00% accounts starting on 10/1/2020 and ending on 4/30/2021.

Position	Pct	Begin	End
01-0000-0-1110-1000-2910-307-0105	100.00	5/1/2021	
01-0000-0-1110-1000-2910-307-0105	80.00	10/1/2020	4/30/2021
01-6388-0-1110-1000-2910-307-0105	20.00	10/1/2020	4/30/2021

## Step 2 – Enter Position Account Retro Data

### Go to HR/Payroll – Processes – Position Account Retro

#### 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. (Required)
- ✓ **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

088 - ABC HR / Payroll - Processes - Position Account Retro

Search List Form

Delete Prev Next Save/Close Cancel Tasks

Pos Acct Retro

**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

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

## To Accounts

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

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Pos Acct Retro

**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

**To Accounts**

New Export Delete Undelete Cancel All

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

- ✓ Save/Close

- ✓ Reopen and review Snapshot for accuracy while in **Open** Status

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
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	01-0000-0-1110-1000-2910-307-0105	2,145.77	4,479.91	(2021) Cash In County,Unrestricted/no
		01-0000-0-1110-1000-3202-307-0105	444.17		(2021) Other Class Sal,Instruction,Regular Educati,Pe
		01-0000-0-1110-1000-3312-307-0105	133.04		(2021) Pers .02894%,Instruction,Regular Educati,Pers
		01-0000-0-1110-1000-3332-307-0105	31.11		(2021) Benefits - Oasd,Instruction,Regular Educati,Per
		01-0000-0-1110-1000-3402-307-0105	1,678.62		(2021) Benefits - Medi,Instruction,Regular Educati,Per
		01-0000-0-1110-1000-3502-307-0105	1.07		(2021) H & W Benefits,Instruction,Regular Educati,Per
		01-0000-0-1110-1000-3602-307-0105	46.13		(2021) Benefits - Sui,Instruction,Regular Educati,Pers
		01-0890-0-1110-2700-2410-201-0102	4,479.91		(2021) Benefits - Wcom,Instruction,Regular Educati,P
		01-0890-0-1110-2700-3202-201-0102		2,145.77	(2021) Cash In County,Lump Sum
		01-0890-0-1110-2700-3312-201-0102		444.17	(2021) Clerical&office,School Administ, Regular Educa
		01-0890-0-1110-2700-3332-201-0102		133.04	(2021) Pers .02894%,School Administ, Regular Educa
		01-0890-0-1110-2700-3332-201-0102		31.11	(2021) Benefits - Oasd,School Administ, Regular Educa
		01-0890-0-1110-2700-3402-201-0102		1,678.62	(2021) Benefits - Medi,School Administ, Regular Educa
		01-0890-0-1110-2700-3502-201-0102		1.07	(2021) H & W Benefits,School Administ, Regular Educa
		01-0890-0-1110-2700-3602-201-0102		46.13	(2021) Benefits - Sui,School Administ, Regular Educat

- ✓ Use Tasks to Post

088 - ABC HR / Payroll - Processes - Position Account Retro

Search List Form

Delete Prev Next Close Cancel  Tasks

Pos Acct Retro **Post** Rollback 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

- Confirm Status is Posted
- Confirm Status Msg notes account changes have been made
- Confirm Journal Entry # and JE Link # is populated

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

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

### Go to Finance – Fiscal – Journal Entries

- ✓ Enter Journal Entry Link #
- ✓ Hit Go

1 - Journal Entry Information	
Journal Entry Number	
Post Date	
Transaction Date	
Status	
Source	
JE Type	
On Hold	
Dept Id	
Academic Department	
Location	

2 - Reference Numbers	
JE Link Number	244990

- ✓ Highlight entry on list
- ✓ Click Open

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 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.