**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%

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

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

✓ Save/Close
✓ Reopen and review Snapshot for accuracy while in Open Status

Use Tasks to Post

Reopen and Review Section 2 - Request Information
  o Confirm Status is Posted
  o Confirm Status Msg notes account changes have been made
  o Confirm Journal Entry # and JE Link # is populated
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

✓ Highlight entry on list
✓ Click Open

**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.