Payroll Expense Adjustment
Payroll Expense Adjustment

There are two ways to process a payroll expenditure adjustment, (1) the **Expense Adjust by Employee** and (2) the **Expense Adjust by Account Code**. Following is a brief description of these processes. Both processes move payroll by percentages. If you need to move a specific amount you can process a regular journal entry instead.

**Expense Adjust by Employee**
The **CSU Expense Adjust -Employee** panel will reverse **ALL payroll entries (all accounts)** for an employee based on the Charged period, Deptid, and Empl Rcd#. This process should be used when you want to move **all earnings, all taxes, and all deductions** that were paid to an employee for the Charge Period, Deptid, and Empl Rcd #, that you specify.

**Expense Adjust by Account Code**
The **CSU Expense Adjust–Acct Code** panel will adjust the amount in **a single accountcode** for the Employee, DeptID, Charge Period, AND Empl Recd # that you specify. This process should be used when you want to move the amount in **one account code** that was paid to an employee for the Charge Period, Deptid, and Empl Rcd #, that you specify. One example of when you would use this process is if you wanted to move only the overtime pay in 601301 and not the regular earnings and benefits.

The following steps show you how to run a Brio Query to analyze the payroll entries and how to process the adjustment in PeopleSoft.

**PART I - QUERY AND ANALYZE THE PAYROLL ENTRIES**

1. Run the “LCD” query to analyze the payroll entries for the employee you want to adjust and to get all the information needed to complete the panel.

Open the file “LCD.bqy” stored on:
s:\Payroll Recon and click the process button.
2. The sign-on prompt will appear.

Enter your userid and password

3. You will be prompted for the employee id.

Enter the employee ID, click on the GREEN CHECK, and then click OK.
4. You will be prompted for the Fiscal Year.

Enter the Fiscal Year(s), click the GREEN CHECK, and click OK.

5. The query will process and the "Results" section will display.

(You can set further limits here if you wish by double clicking on the column that you wish to limit. Limits that you set here will appear on the limit line.)

6. Go to the Pivot section to see a list of payroll expenses for the employee by Charge Period.

The query also provides the Chartfields, Empl Rcd,
Position#, Pool#, Budget Level, and Deptid that you will need to process the adjustment.

Print the report to file with your payroll adjustment.

PART II – PROCESS THE EXPENSE ADJUSTMENT

Determine whether you want to adjust all accounts for the charge period for the employee or just one account. If you want to adjust all accounts then use the Expense Adjust–Employee panel. If you want to adjust just one account use the Expense Adjust-Account Code panel.

Expense Adjustment by Employee

1. Enter the following information in the top portion of the panel to identify the entry you want to reverse.

   a Setid
   b Deptid (where pay was originally charged)
   c Emplid
   d Empl Rcd#
   e Charge Period
   f Check# - only if adjusting one check
   g Journal Date (this will used as the jrnl date on the Accounting Lines)
2. Enter in the bottom portion of the panel where to put the charges

h) Setid
i) DeptID
j) Account Code (where you want the pay charged - Dynamic Account Swap works here for Taxes & Deductions but **make sure to put the appropriate SALARY ACCOUNT**)
k) % to charge (insert multiple rows for a split distribution. All rows must equal 100%)
l) Budget Level
m) Position PoolID
n) Position Number
3. Click the RUN button.

This will take you to the Process Scheduler Request page.

Click OK to start the process.

4. Once you return to the input page click the Process Monitor link to check the status of the job.
5. When the Job finishes, click on the Details link.

6. Click on View Log/Trace to access the reports.
7. Click on the CSUBE02G_INS report to view the transactions that were generated.

If the process was successful the report will list all the transactions.

Click on the report CSUBE02G_ER to view any errors.

8. Print the report showing the transaction to file with your expense adjustment request.
Expense Adjustment by Account


1. Enter the following information in the top portion of the panel to identify the entry you want to reverse.
   a. Setid
   b. Deptid - where pay was originally charged
   c. Emplid
   d. Empl Rcd#
   e. Accountcode - of the expense you want to reverse.
   f. Charge Period
   g. Journal Date - this is the jrn1 date on the Accounting Lines
2. In the bottom portion of the panel, enter where to put the charges

<table>
<thead>
<tr>
<th>h Setid</th>
</tr>
</thead>
<tbody>
<tr>
<td>i DeptID</td>
</tr>
<tr>
<td>j Account Code</td>
</tr>
<tr>
<td>k % to charge (enter multiple rows to enter a split distribution. All rows must equal 100%)</td>
</tr>
<tr>
<td>l Budget Level</td>
</tr>
<tr>
<td>m Position PoolID</td>
</tr>
<tr>
<td>n Position Number</td>
</tr>
</tbody>
</table>

Follow steps 3-8 in the previous sections to run the process and print the report.