

AOSD Flash # 270: Correction/Allocation of Expenditure & Revenue - Updates

WHO: All PeopleSoft Financials and Procurement Users

WHAT: To follow up and clarify Flash #267.

1. For errors made in recording non-labor expenditures and accounts receivables, please make the correction in the source module as described in Flash #267 (see below).
2. For all revenue and expenditure allocations including labor cost allocations, users may process journal entries in the GL module until further notice.
3. For labor expenditure allocations, when processing the journal entry, please do not leave the Journal Class field blank and instead input "PAYADJ" as highlighted in the screenshot below.

Unit SFGOV Journal ID NEXT Date 10/19/2017

Long Description 254 characters remaining

*Ledger Group ACTUALS Adjusting Entry Non-Adjusting Entry

Ledger

*Source CON

Reference Number

Journal Class PAYADJ

Transaction Code GENERAL

SJE Type

Fiscal Year 2018

Period 4

ADB Date 10/19/2017

Auto Generate Lines

Save Journal Incomplete Status

Autobalance on 0 Amount Line

CTA

Commitment Control

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal

QUESTIONS: Please contact your fund accountant.

Please do not reply to this message.

From: Lacsina, Kevin (CON)

Sent: Thursday, September 28, 2017 10:07 AM

Subject: AOSD Flash #267: Correction/Allocation from Source Modules instead of in GL

AOSD Flash # 267: Correction/Allocation of Expenditure & Revenue in Source Module

WHO: All PeopleSoft Financials and Procurement Users

WHAT: It is required to correct/reallocate revenues and expenditures in their respective source modules. Effective immediately,

1. For non-labor expenditure allocation, please process as guided in the attached job aid.
 2. For accounts receivable correction/reallocation:
 - a. If the deposit was processed through Direct Journal, create a negative deposit/payment using the same ChartField string to net out the original payment. Then process a new deposit/payment using the desired ChartField string.
 - b. If the deposit was processed through Payment Worksheet, unpost the payment, close the original Open Item, recreate an Open Item with the desired ChartField string, and then repost the payment.
- Instructions on labor expenditure allocation will be issued at a later time.

QUESTIONS: Please contact your fund accountant.

Please do not reply to this message.



Journal_Voucher.docx