



Accounting Adjustments

This guide will explain how to initiate Accounting Adjustments in Workday. Accounting Adjustments are used to update or correct Worktags for certain **operational transactions** (i.e. transactions that originate from Workday) while maintaining the integrity of the original transaction. Departmental users must be part of the Departmental Accountant security group to initiate this task. Examples of eligible operational transactions include supplier invoices and expense reports. Supplier invoices and expense reports must be in a **paid** or **partially paid** status for this task to be available. A separate process is available for Worktag adjustments related to payroll operational transactions. Workflow routes the Accounting Adjustment to the appropriate approver(s)'s Workday inbox based on the dimensions included in the proposed adjustment (e.g. adjusting a Grant ID would route the approval of the adjustment to the Grant Manager).

Before following the steps below, navigate to the operational transaction you would like to propose an accounting adjustment for. In the example below, a proposed accounting adjustment for a Supplier Invoice in the **Paid** status is being made.

1. Click the **Related Actions** button.
2. Select **Accounting**.
3. Select **Adjust Accounting** to open the Adjust Accounting task.

View Supplier Invoice

Supplier Invoice 1 ...

Invoice Information

Company

Supplier

Currency

Invoice Date

Actions

Supplier Invoice >

2 Accounting >

Audits >

Budget Date >

Business Process >

Supplier Invoice

Supplier Invoice: SI-0000000004

SI-0000000004

Invoice Information

Adjust Accounting

Transaction Supplier Invoice: SI-0000000004 Transaction Status Approved Accounting Adjustment Date * 05/05/2022 📅 Payment Status Paid

Document Information

Company Vanderbilt University Medical Center ...

Supplier BUYER ADVERTISING INC

Document Date 04/11/2022

Transaction Currency USD

Total Transaction Amount 500.00



Accounting Adjustments

Scroll down to view the current Worktags in the **Current Worktags** section.

4. Enter or update any Worktags in the **Proposed Adjustment Worktags** section.

Updating a driver worktag (Gift, Grant, Project, Program, Cost Center) will automatically update all other related worktags in the proposed adjustment. For an expense report accounting adjustment, only these driver worktags (funding sources) can be changed.

5. Enter the **Change Reason**.

6. Attach any support for the adjustment on the **Accounting Adjustment Attachments** tab.

7. Select **Submit** to send the adjustment through the approval workflow.

In this example, approval by a Grant Manager for the proposed Grant entered is required before the adjustment is posted to the general ledger.

The screenshot shows the 'Accounting Adjustment Attachments' page in Workday. It features a table for 'Proposed Adjustment Worktags' and a 'Change Reason' dropdown menu. A blue box highlights a note about expense report adjustments.

Gift	Grant	Project	Program	*Cost Center	*Operating Entity
	GR012781 4043347422 PROTECT IV TRIAL,VUMC 97186			CC02849 Medicine - Cardiology Div - CD Acad Grants Gifts	OEAcad_GG Academic Grants and Gifts

Note: For an accounting adjustment on an **expense report**, only funding source (driver) worktags can be changed. Any adjustments to spend categories for these transactions need to be processed as a [journal entry request](#).

Current Budget Date	Proposed Budget Date	Current Spend Category	*Proposed Spend Category	Change Reason	Memo	Current Worktags
05/11/2022	05/11/2022	SC064 Clinic direct drug expense	SC064 Clinic direct drug expense	Worktag Change		CARTS: CTRRR Research - Restricted - Restricted Cost Center: CC03012 Pediatrics - Hematology Div - CD Acad Grants Gifts Function Code: FC19019 Sponsored Research Fund: FD004 Sponsored Program Fund Grant: GR020039 DEMO 4045980091 Operating Entity: OEAcad_GG Academic Grants and Gifts


7 Submit Save for Later Cancel



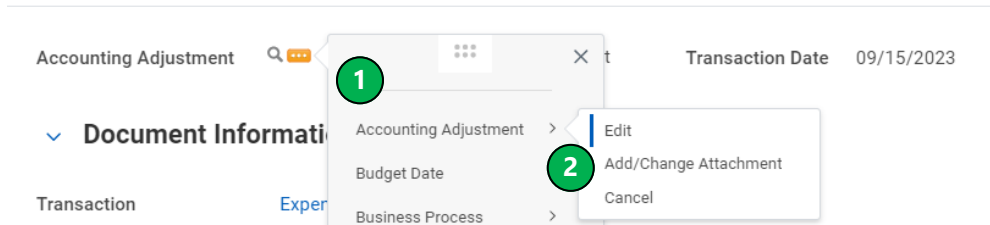
Accounting Adjustments—Edit or Cancel

Department users can now edit or cancel an Accounting Adjustment (AA) within your organization. The AA can either be **In Progress** or in **Draft** status. To find AAs for your organizations, run '**Find Accounting Adjustment Lines for Organization**' from the Workday Search box.


For an AA in **DRAFT** status:

1. Click the related action button , select **Accounting Adjustment**.
2. Select:
 - **Edit**: edit the AA and click **Submit**.
 - **Cancel**: if it is determined the AA is no longer required.

View Accounting Adjustment



For an AA in **IN PROGRESS** status:

1. Click the related action button , select **Accounting Adjustment**.
2. Select **Cancel** if it is determined the AA is no longer required.

Note: Edit is not available if the AA has already been submitted for review.

View Accounting Adjustment

