## **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.

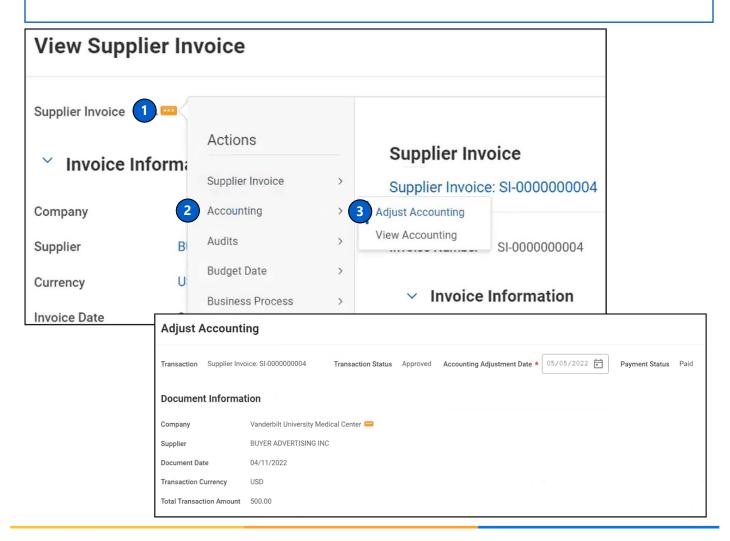
- 1. Click the Related Actions button.
- 2. Select Accounting.

workday.

3. Select Adjust Accounting to open the Adjust Accounting task.

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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.

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.

item					4 Proposed Adju	= ⊾ Istment Worktags
		Grant	Project	Program	*Cost Center	*Operating Entity
	:=	x GR012791 :Ξ 4043347422 PROTECT IV TRIAL,VUMC 97186			X CC02849 Medicine Cardiology Div - CD Acad Grants Gifts	× OEAcad_GG Academic Grants and Gifts
Lines Pre	Daid Deta	Accounting Adjustment Attachments	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~			
Lines 1 item		·				
Current Budget Date	Proposed Budg	et Date Current Spend Category	*Proposed Spend Category	Change Reason	Memo	Current Worktags
05/11/2022	05/11/202	SC064 Clinic direct drug expense	X SC064 Clinic direct drug expense	5 × Worktag Change ··· :		CARTS: CTRRR Research - Res Restricted Cost Center: CC03012 Pediatr Hematology Div - CD Acad Gra Function Code: FC19019 Spor Research Fund: FD004 Sponsored Progr Grant: GR020039 DEMO 4045 Operating Entity: OEAcad_GG
4						Grants and Gifts

## **QUESTIONS?**

Please email <u>BusinessEducation@vumc.org</u>.