

# Accounting Journal Reminders and Accounting Adjustments





# Land Acknowledgement

*We are grateful to the peoples of these indigenous nations to allow us to gather today.*

I respectfully acknowledge that I live, work and play on the traditional, ancestral and unceded territories of several nations including, xwməθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish), Səlílwətaʔ/Selilwitulh (Tsleil- Waututh), S'ólh Téméxw (Stó:lō) and Stz'uminus Nations.





# Agenda

- Introductions
- Common Issue and Questions - Accounting and Payroll Journals
- Accounting Adjustments – Step by step instructions
- **Q&A**



# Introductions

- Panel
  - Brian Zackon – Senior Finance Manager
  - Farrell Louie – Senior Finance Manager
  - Michael McGuire – Financial Analyst
  - Kim Fowler – Accounts Receivable Coordinator
  - Allison Kim – Director, Academic Finance

---
- Website – MedNet > Resources > Finance > Accounting Journals
- Training material – <https://mednet.med.ubc.ca/resources/finance/training/>
- Queries? – Contact [med.jv@ubc.ca](mailto:med.jv@ubc.ca)



# Accounting Journals – Reminders, Common Issues and Questions

## Alerts!

- If your journal shows an alert or error, fix the problem before submitting it
- Much of the alerts we see are due to **Budget Dates**
  - Budget dates must reflect the original transaction
  - Budget dates must be between the start and end dates of the worktags you are using (e.g. A journal moving costs into a grant must have a budget date before the end date of the grant)
  - You **CANNOT** create a false budget date to avoid the journal being rejected – it must be the date of the original transaction(or the last date in a series of items)
    - For instance, if you are moving payroll costs for an employee for April through June, the budget date should be the end of June
- You **CAN ignore** alerts that relate to changes for Former Employees or using CW00001



# Accounting Journals – Reminders, Common Issues and Questions

- **Journal Backup Reminders**

Attachment	Memo explanation
Invoice Being Coded for splits	Description of invoice being coded and reason for correction
Payroll Summary extract with year and calculation	Employee name, Position number and dates of correction
Supporting Calculation for correction	Explanation of corrections along with assumptions

- **Worktag Deficits**

- An Accounting Journal should not create or increase a deficit in a Program/Grant/Gift/Project



# Accounting Journals – Reminders, Common Issues and Questions

- **Payroll Journals** - employee information must be entered under additional worktags first

**Remember: IMPORTANT– SCROLL TO ADDITIONAL WORKTAGS**

Must include the following:

- ENTER: Employee Name or Emp #
  - Select: Employee Name
  - Select: Position #
- **Note on journal totals** - Journals will auto-create a 'cash' line in your journal & so your totals may look larger than you anticipated after you have submitted – as long as you check your totals before submitting, it is okay
- Accounting Journal source **1 - Campus Manual** and **7 – Payroll Accounting Journal** are the only ones available to the community – please talk to your finance contact for anything else





# Accounting Adjustments





# Accounting Adjustment – Purpose

- **Accounting Adjustments** are made when **paid Supplier Invoices** or **paid Employee Expenses** have been charged to the wrong place
  - If a supplier invoice is not yet paid, you can Edit or Change Approved Invoices
- **Two adjustments can be made :**
  - 1) Supplier invoice**
    - Correct spend category
    - Change Program/Grant/Project/Gift where the charge is made
  - 2) Expenses Reports**
    - Change Program/Grant/Project/Gift where the charge is made



# Security Roles and Business Process – Accounting Adjustments

- Security role for Accounting Adjustments is the same as for Accounting Journals (Department Journal Requestor)
- Department Journal Requestor uses the actual Supplier Invoice number (SI-xxxx) or Expense code (EXP-xxxx) in Workday to make adjustments
- Review of adjustment information and supporting documentation by FoM Finance team and approval
- If information and/or documentation is lacking, FoM Finance will contact requestor for additional details
- Budget Owner (i.e. Worktag Manager) review and approval in Workday





# Step by Step Instructions – Accounting Adjustments

**Accounting adjustment date** – leave as is unless the previous month is still open (i.e. making adjustments to August transactions during the 1st week of September & prior to month-end adjustment cut-off date)

## Adjust Accounting

Transaction Supplier Invoice: SI-0000477568 Transaction Status Approved **Accounting Adjustment Date \*** 2023-08-29  Payment Status Paid

### Document Information

Company UBC The University of British Columbia  
Supplier Staples Professional  
Document Date 2023-06-06  
Transaction Currency CAD  
Total Transaction Amount 0.00

Lines Prepaid Details Accounting Adjustment Attachments

Lines 6 items

Document Lines	Company	Description	Quantity	Unit Amount	Extended Amount	Current Budget Date	Proposed Budget Date	Current Spe



# Step-by-Step Instructions – Accounting Adjustments

**Accounting Adjustments can only be carried out when the payment status is Paid**

- To start you will need the Supplier Invoice number or Expense report number

Workday Search Bar: Type in **Supplier invoice (SI-xxxx)** or **Expense number (EXP-xxxx)** > press Enter

The screenshot shows the Workday Procurement interface. At the top, there is a search bar containing 'SI-0000477568'. Below the search bar, the 'Supplier Invoice' card is displayed with the invoice number 'SI-0000477568'. To the right of the card is an 'Actions' menu with options: 'Accounting', 'Favorite', and 'Navigate'. Below the 'Supplier Invoice' card, there is a table with the following data:

Invoice Number	SI-0000477568	Status	Approved
Match Status	Matched	Payment Status	Paid

Below the table, there are two expandable sections: 'Invoice Information' and 'Invoice Reference Information'. On the left side of the interface, there is a navigation menu with categories like 'Saved Categories', 'People', 'Tasks and Reports', 'Recruiting', 'Staffing', 'Projects', and 'Assets'.

Click on **three dots** beside SI or EXP number

Click on **Accounting** and **Adjust Accounting** to begin the adjustment

- Accounting** will show as a second choice with Expense Reports under Actions





# Step by Step Instructions –Accounting Adjustment

**Scroll down** to line you want to adjust  
**No need to change Proposed Budget date**

Transaction Supplier Invoice: SI-0000477568 Transaction Status Approved Accounting Adjustment Date \* 2023-08-29  Payment Status Paid

### Document Information

Company UBC The University of British Columbia  
 Supplier Staples Professional  
 Document Date 2023-06-06  
 Transaction Currency CAD  
 Total Transaction Amount 0.00

Lines Prepaid Details Accounting Adjustment Attachments

Lines 6 items  

Document Lines	Company	Description	Quantity	Unit Amount	Extended Amount	Current Budget Date	Proposed Budget Date	Current Spe
Supplier Invoice: SI-0000477568 - 8.94	UBC The University of British Columbia	Hilroy 1-Subject Recycled Notebook, 9-1/2" x 6", A	6	1.49	8.94	2023-06-05	2023-06-05	Office Su



# Step by Step Instructions –Accounting Adjustment

Scroll right to:

- Change spend category and/or the Program/Grant/Project/Gift
  - **You cannot change spend category in an expense report**
- Add Additional worktag (eg. Add a person's name)
  - Cost Centre and Additional worktag should change when changing program, grant etc.

Lines   Prepaid Details   Accounting Adjustment Attachments

*Proposed Spend Category		Change Reason	Memo	Current Worktags				Cost Center	*Additional Worktags
				Program	Grant	Project	Gift		
x Office Supplies				Cost Center: CC01985 General   Department - SURG   Faculty of Medicine	x PM007314 General			x CC01985 General   Department - SURG	x Function: FN000 Instruction

Once the change is made, a box will appear in the column called **Change Reason**

- The selection will be New Award or Wrong Worktag
  - Generally Wrong Worktag will be the selection

Lines   Prepaid Details   Accounting Adjustment Attachments

Budget Date	Current Spend Category	*Proposed Spend Category	Change Reason	Memo	Current Worktags
-06-05	Office Supplies	x Office Supplies	<input type="checkbox"/> New Award <input type="checkbox"/> Wrong Worktags		Cost Center: CC01985 General   Department - SURG   Faculty of Medicine Function: FN000 Instruction Fund: FD000 General Purpose Operating Program: PM007314 General Operating





# Step by Step Instructions –Accounting Adjustment

**Memo** field should indicate the reason for the change

Click on **Accounting Adjustment Attachments** to add back-up for the adjustment

Lines    Prepaid Details    Accounting Adjustment Attachments

Lines 6 items

Budget Date	Current Spend Category	*Proposed Spend Category	Change Reason	Memo	Current Worktags
-06-05	Office Supplies	× Office Supplies	× Wrong Worktags	PI states should have been paid from different program	Cost Center: CC01985 General   Department - SURG   Faculty of Medicine Function: FN000 Instruction Fund: FD000 General Purpose Operating

**Select files** or **Drag and drop** your back up files to provide email exchange, supplier invoice or other rational/documentation for adjustment

Lines    Prepaid Details    **Accounting Adjustment Attachments**

## Accounting Adjustment Attachments

Drop files here

or

Select files

Click on **Submit**



# Step by Step Instructions –Accounting Adjustment

Add in your **Organization**, put in a **Start Date** and **End Date**, and click on **OK**

×

### Find Accounting Adjustment Lines for Organizations

<b>Organization</b>	* <input type="text" value="x Cost Center Hierarchy: Faculty of Medicine CCH4"/>
Companies	<input type="text"/>
Transaction Type	<input type="text"/>
Adjusted Transaction	<input type="text"/>
Accounting Adjustment Status	<input type="text" value="Search"/>
Worktags	<input type="text"/>
<b>Start Date</b>	<input type="text" value="2023-07-01"/>
<b>End Date</b>	<input type="text" value="2023-08-29"/>

Manage Filters Save  
0 Saved Filters

OK Cancel



# Step by Step Instructions –Accounting Adjustment

To Edit an Accounting Adjustment - click on the Adjustment that should have appeared in your list

## Find Accounting Adjustment Lines for Organizations



Organization Cost Center Hierarchy: Faculty of Medicine CCH4 Start Date 2023-07-01  
Accounting Adjustment Status Approved Draft In Progress End Date 2023-08-29

391 items

Accounting Adjustment	Accounting Adjustment Status	Company	Accounting Adjustment Date	Prior Budget Date	Current Budget Date	Change Reason	Item	Description
Adjustment 1 for Expense Report: EXP-0000094359 - 2023 08 08	Approved	UBC The University of British Columbia	2023-08-08	2021-06-25	2021-06-25	Wrong Worktags	Equipment   Below \$5000	

Click on **three dots** beside the **Accounting Adjustment name** and you can **edit** or **cancel**

- **Edit** only appears if the adjustment is still in **draft**. Once someone in the **business process** has approved it and you need to change it, the next person in the business process would have to send it back to you







THE UNIVERSITY OF BRITISH COLUMBIA

**Questions? Q&A on following pages**



# Accounting Journal and Accounting Adjustments Presentation 17 Oct 2023 Q&A

## 1) Payroll Journal:

Some of the employees have 2 options for the same position: one with position, and one with position and the name of the employee, which one should we choose?

- Choose the one with the employee name and position number as some have more than one position, and if the employee leaves, then it becomes blank at the end.

## 2) Journals with Worktags in Deficit:

Who does the journal get sent back to when the work tag is in deficit?

- Normally it is sent back to the originator. It will be up to the originator to work out the new program/grant or find out more about the future funding that can help with the approval process. The originator is the one who has gathered and received all the relevant information of what to transfer so is the best source of any further information.

## 3) Contingent Workers:

I am needing to move partial salary and benefits for a contingent worker. May I use the CW00001 code in the additional work tags field? Or do I need to set her up in the system using the stand-alone agreement via HR fast track forms?

- Yes, for contingent workers, you can use code CW00001. Use the invoice reference (e.g. SI-xxxx or SIR-xxxx) as an additional worktag as well to be clear.





# Accounting Journal and Accounting Adjustments

## Presentation 17 Oct 2023 Q&A

### 4) Foreign Currency Invoices:

Should we be careful with any foreign exchange for invoices or expense reports when we do accounting adjustments, or is there no implication and we just adjust? If we change the day, will there be an exchange rate difference for the USD to CAD?

- For a non-Canadian invoice, the foreign exchange is calculated at the time of the original transaction. So as the expense has already been paid and recorded in Canadian dollars in your ledger, there is no need for a new foreign exchange calculation when completing an accounting adjustment. It's already been recorded at Canadian dollar amount at UBC so you're just moving the amount originally charged per your ledger summary.

### 5) Multiple Adjustments at once:

If your accounting adjustment has a large number of transactions (i.e. over 25 lines), that need to move from Grant A to Grant, B, please consider using an EIB accounting journal (reach out your FoM Finance team contact for support).

**If things get a little complicated at your end just reach out to your finance contact and we'll give you the best advice as to how something should be handled or give you more support as necessary.**

