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General Ledger Payroll Corrections Manual

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Chart of Accounts Values

Combo Codes

Department Budget Table

Journal Edits and/or Budget Check Exceptions



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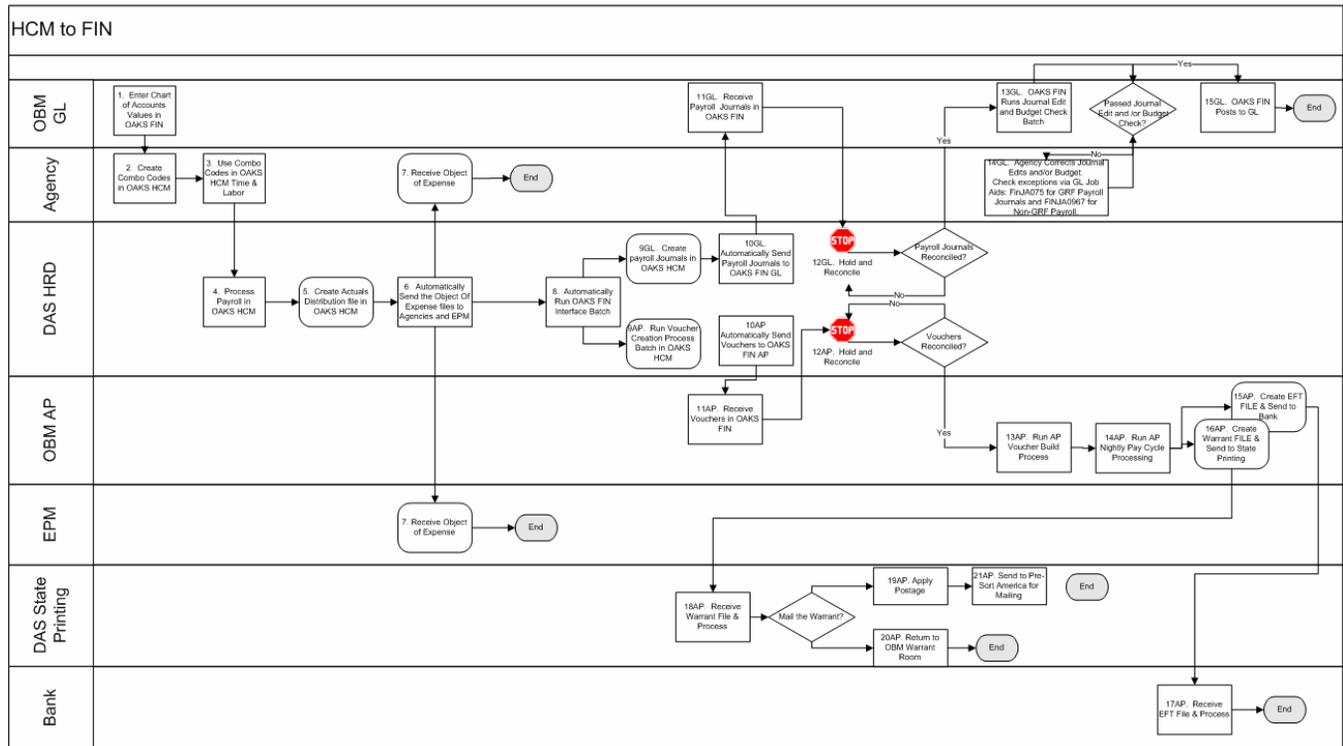
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Introduction

This document will take you through the steps for: Entering Chart of Account Values, Creating Combo Codes, Updating Department Budget Table and Correcting Journal Edits and/or Budget Check Exceptions with appropriate steps for both FIN and HCM end users.

It follows the “FIN  to HCM  ” flowchart

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SECTION I: Chart of Accounts Values –Combo Codes – Department Budget Table - Journal Edits and/or Budget Check Exceptions

Entering Chart of Account Values – Creating Combo Codes – Updating Department Budget Table - Correcting Journal Edits and/or Budget Check Exceptions



Enter Chart of Accounts Values in FIN

To create chart of accounts values, first obtain a **Chartfield Value Request Form** by following the link to <http://www.obm.ohio.gov/forms/> and selecting “Department CF-Requests.” Submit the completed Department CF-Request form to OBM.chartfield@obm.state.oh.us to establish new Fund and Appropriation Line Item (ALI) chartfields. New Funds and ALIs are created by legal authority and entered into OAKS by OBM State Accounting.



Why Editing Combo Codes is *Not* a “Best Practice”

At this time we are not able to edit existing combo codes. If you have entered a combo code in error, you will need to create a new code with the proper values. If you have created a combo code and have entered the incorrect effective date and the date should be earlier, please contact Tom Cruse (tom.cruse@das.state.oh.us) and Jennifer Martin (anne.chernauskas@das.state.oh.us). They will be able to edit the effective date. If you have a large number to create (greater than 100 combo codes) we have a load program that we can use. Contact Tom Cruse to get the necessary documentation to complete for the program. This documentation will soon be available.

1. From a technical standpoint, there is an item attached to Combo Codes call a HASH. PeopleSoft has built in this safe guard that prevents us from making errors, the HASH is one of those safe guards. Each Combo Code has and needs a unique HASH. If we were to edit a Combo Code a new HASH would need to be attached to the Combo Code. There would then be 2 HASH’s attached to one Combo Code and this would cause failures with the use of this code.
2. If we allow edits of Combo Codes without adding a new effective dated row, we lose all history of the values of that code.



3. If we allow edits of Combo Codes without adding a new effective dated row this will cause reversals to go to the new coding, not the old coding which is where the funds should be going.
4. Editing by adding an effective dated row would cause the issue defined in item number 1.

Routine Steps to Create a Combo Code

Creating a Combo Code Step-by-Step Process
[Creating a Combo Code](#)

To view the job aid for creating combo codes, please click on the link above.



Update the Department Budget Table with the correct information refer to:

[Updating a Combo Code on the Department Budget Table](#)
Use this for an existing Department Budget Table record.

General Update Department Budget Table Notes:

The Department Budget Table is always updated:

- When you change a position's combo code.
- When you change a position's department

When changing Department ID or Creating a New Department Budget Table refer to:

[Updating Positions and Department Budget Table](#)



Agency Corrects Journal Edits and/or Budget Check Exceptions

(FIN) The Monday of pay week, run the **Journal Edit Errors Report** (General Ledger>Journals>Process Journals>Journal Edit Errors Report). Please note that only the Agency GL Approver can run this report.

Journal lines in error will be listed on the report with the reason for the error. If the report is blank, no lines have failed edit check and your journal will have a valid journal status.

For information on running this report, please refer to pp. 1-4 of FINJA096 ("Researching and Correcting Non-GRF Payroll Errors")



FINJA096:

http://oakspmo.ohio.gov/oaks/training/FIN_Job_Aids/FINcontent/FINJA096_Researching_and_Correcting_Non_GRF_Payroll_Journal_Errors.pdf



Once the ChartField has been created, refer to these Quick Steps from GL 201 (“Double Entry Accounting and Journal Entry Spreadsheets”):

Word	PDF	L1 Topic 1: Quick Steps: Creating Spreadsheet Journal Entries
Word	PDF	L1 Topic 2: Quick Steps: Reviewing and Uploading Spreadsheet Journals
Word	PDF	L1 Topic 3: Quick Steps: Running the Journal Edit Batch Process
Word	PDF	L1 Topic 4: Quick Steps: Review Journal Entries

Different scenarios can cause Invalid Journal Entries to occur. Look over each of the following scenarios to decide which corrective process will need to be taken.



FIN Scenarios and Corrections

Scenario 1:

You find a journal error caused by incorrect or missing codes. This can mean that the ChartField value used does not exist in FIN or the ChartField value exists in FIN but it is not a transactional value.

Correction:

Review and adjust the coding. Please refer to FINJA030: "Combination Editing" for information on required fields.

http://oakspmo.ohio.gov/oaks/training/FIN_Job_Aids/FINcontent/FINJA030_Combination_Editing.pdf

Scenario 2:

You find a journal error concerning appropriation or allotment budget errors. This can mean that the entry exceeds budget allotment or that no budget exists.

Correction:

- Create new budget journals
- Create transfer budget journals
- Change the coding to match available budget
 - Note: OBM Budget Analysts must approve budget journals regarding appropriation and allotment

Scenario 3:

You find a journal error alerting you to out of balance issues. This indicates that either debits do not equal credits for this entry or debits do not equal credits for specific fund/ISTV class reference combinations within the journal.

Correction:

Adjust or add cash accounts to match expenditure account.

Note: Please refer to FINJA096 ("Researching and Correcting Non-GRF Payroll Errors")

FINJA096:

http://oakspmo.ohio.gov/oaks/training/FIN_Job_Aids/FINcontent/FINJA096_Researching_and_Correcting_Non_GRF_Payroll_Journal_Errors.pdf



HCM Scenarios - Corrections - Queries

When updating your department budget tables, due to new accounting strings (Combo Codes), you can run the query **OH_COMBO_CODE** to identify every position that currently has that combo code attached.

When you go to query viewer, simply enter the query name and click on excel, to run the program in excel and then a window will open asking for a combo code. Enter the combo code and click “view results”.

To view only positions that are filled, you can run **OH_COMBOCODE_FILLED** and follow the same steps as you would for the **OH_COMBO_CODE**. This query originally showed all positions that have been filled at any time since go live of HCM, now it only pulls positions that currently are filled.

To identify positions that are using a combo code that has been inactivated, use **OH_INACTIVE_CC_USED**. This query brings up both filled and unfilled positions.

Click on [Updating Positions and Department Budget Table](#) Department Budget Tables to update these tables.

Updating Department Budget Tables when you have Journal Errors for Coding

Once you have determined the error on a particular Journal and have made the necessary Financials updates, you will still need to go into HCM to update the Department Budget Table to prevent this error from appearing on future Journals. To do this, find the combo code that is being used that is causing the errors and which combo code it should be.

Run the **OH_COMBO_CODE** query to identify the positions and update those position records with the proper combo code.

Again, you can access the job aid by clicking :

[Updating Positions and Department Budget Table](#)

Scenario 1:

When you search for a Department Budget Table record for a position and find two or more lines one or more of these Departments will need to be inactivated. This error occurs when a Department ID is changed on Position Management before inactivating the old Department Budget Table record.

Correction:

Contact DAS Customer Service Line at 800-409-1205.



Scenario 2:

If you run the query **OH_PYQ24_MSNG_POSN_FUNDING** and find positions that have no funding.

Correction:

Follow the step-by-step process Updating Position Departments & Budgets Tables. **Skip** the Inactivating a Department Budget Table Record section of the step-by-step process and **begin** at the Creating New Department Budget Table section.

[Updating Position Departments and Budget Tables](#) HCMJA145

Scenario 3:

At this time if you inactivate a combo code and you have not changed the combo code on the Department Budget Table it will cause a Payroll Journal entry error.

OH_COMBO_CODE_FILLED - Run this query to determine what filled positions are tied to a particular combo code. When this is run, the agency will type in the combo code name (i.e., DASA00013) and this will pull the position information tied to that code.

OH_COMBO_CODE - Run this query to identify vacant and filled positions tied to a particular combo code.

Correction:

Follow step-by-step process:

[Updating a Combo Code on the Department Budget Table](#) HCMJA132.

Scenario 4:

If a combo code is incomplete the accounting string has missing or invalid information. *The Incomplete Combo Code task* will correct future incomplete combo codes. To correct a combo code with an invalid accounting string where a combo codes exists with correct accounting string information follow job aid Update a Positions Combo Code HCMJA132. If no combo code exists with correct accounting string information a combo code must be created.

OH_PYQ45_COMBOCODE_DETAIL - If one or more required fields of the accounting string are available, run to pull positions assigned to the funding.

Correction:

Follow step-by-step process:

[Creating a Combo Code](#) HCMJA128.



Correcting Payroll Journal Errors AFTER Posting

The Payroll Journal cannot be modified after it is posted. Instead, a reclass journal needs to be created by the agency end user and sent to OBM for posting. Once corrected, the General Ledger will be updated.

A total of two or four lines would be required per expense reclass. For example,

If the reclassification is to a different fund: (4 lines)

The first two lines reverse the original posting. Dr. Cash (101000), Cr. Expense (501nnn)

The next two lines post the expense to the new Chartfield string. Dr. Expense, Cr. Cash

If the reclassification is within the same fund but to a different Chartfield string otherwise, i.e., changing to a different ALI or grant: (2 lines)

The first line posts the expense to the new Chartfield string. Dr. Expense

The second line reverses the original expense. Cr. Expense

Payroll reclass journals should be processed using the spreadsheet journal process. Agencies will make their corrections and upload them into OAKS. For instructions on how to perform the spreadsheet journal process, refer to

Creating Spreadsheet Journal Entries:

http://oakspmo.ohio.gov/oaks/training/ClassMaterials/FIN_GL201/GL201_QuickSteps/L1-T1_Creating_Spreadsheet_Journal_Entries.pdf

Reviewing and Uploading Spreadsheet Journal Entries:

http://oakspmo.ohio.gov/oaks/training/ClassMaterials/FIN_GL201/GL201_QuickSteps/L1-T2_Reviewing_and_Uploading_Spreadsheet_Journal_Entries.pdf

Once agencies have uploaded their corrections into OAKS and gotten a journal status of “valid” and a budget status of “valid,” they will e-mail them to obm.journalspreadsheet@obm.state.oh.us. In the e-mail indicate the spreadsheet journal id, the reason for the correction, and attach the query or spreadsheet showing the correction (this serves as backup documentation).