

Sonoma County Office of Education

Position Account Retro



September 2024

Position Account Retro

The Position Account Retro activity allows you to make changes to position and associated addon accounts for prior periods that have already been processed through payroll.

- No Manual Journal Entries are needed
- Software creates a journal entry (type: payroll or Interfund Cash - depending upon if the fund cash balance changes or not - source: position control) to correct your general ledger and payroll detail
- Changes are displayed in Employee Payroll snapshot, payroll labor reports, and fiscal reports
- Account amounts are loaded into budget as actuals for a Revised Budget Model for the period specified in the change

Special Considerations

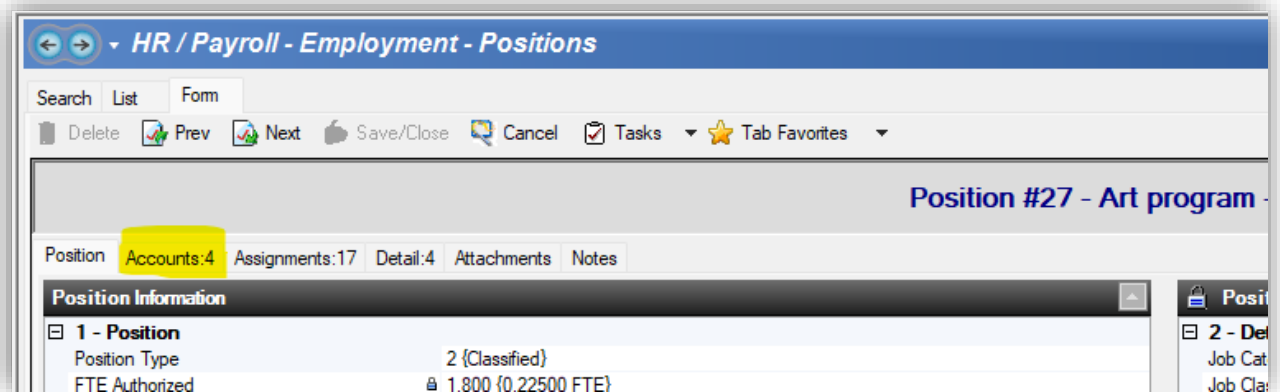
- Available to HR and Pay Managers and above
- Post AFTER the retro thru pay date has been processed
- The accounting period and cash MUST still be open for the retro dates for the change to take effect. (ie, accounts for a closed fiscal year cannot be changed)
- The software looks for assignments for only the most recent fiscal year
- The software looks for addon account earnings associated with a position selected via the criteria on the form using the following criteria
 - Addons directly associated with a position (Use Position flag is set to YES)
 - Addon adjustments that are associated with a position, including retro adjustments
 - Addons that have the same account as the retro position's account and the addon's Account Required is set to No
 - Addons that have account masks that are directly associated with a position will be included as appropriate to the account specified

Step 1 – Update Account Code in Position Record

Go to HR/Payroll – Employment – Positions

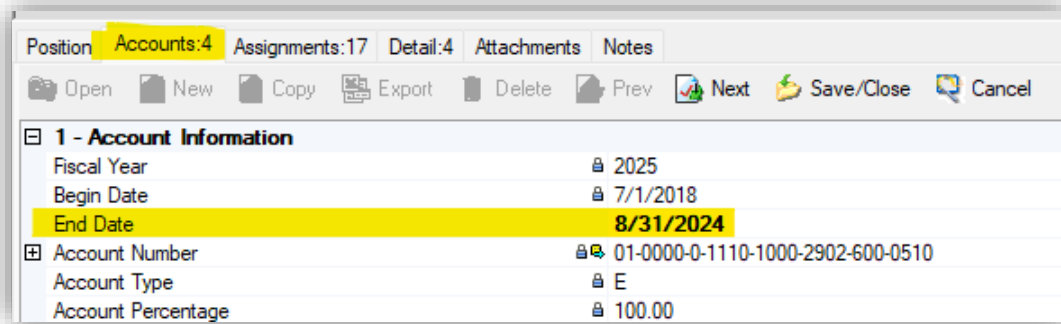


- Enter the Position Number or other criteria to narrow search
- Or Click Go to get a list of all current positions
- Double Click on the position line to open the record



- Click on Accounts Tab

Position Accounts Tab



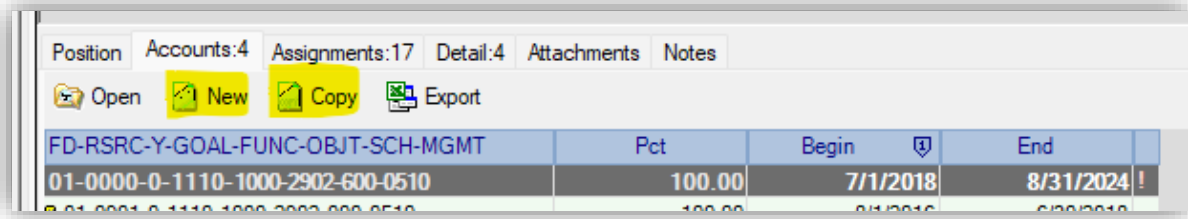
Position Accounts:4 Assignments:17 Detail:4 Attachments Notes

Open New Copy Export Delete Prev Next Save/Close Cancel

1 - Account Information

Fiscal Year 2025
 Begin Date 7/1/2018
 End Date 8/31/2024
 Account Number 01-0000-0-1110-1000-2902-600-0510
 Account Type E
 Account Percentage 100.00

- End current Account Code Records(s) with last Closed Payroll Date
- Save/Close

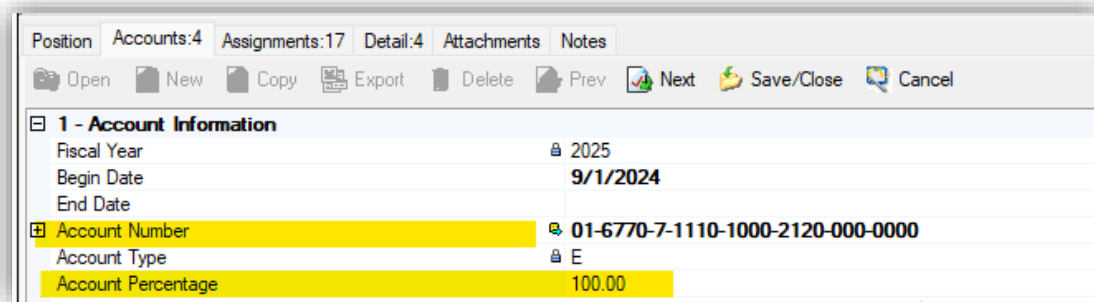


Position Accounts:4 Assignments:17 Detail:4 Attachments Notes

Open New Copy Export

FD-RSRC-Y-GOAL-FUNC-OBJT-SCH-MGMT	Pct	Begin	End
01-0000-0-1110-1000-2902-600-0510	100.00	7/1/2018	8/31/2024 !

- Click New Account Code Record(s) OR
- Click Copy and change appropriate account components



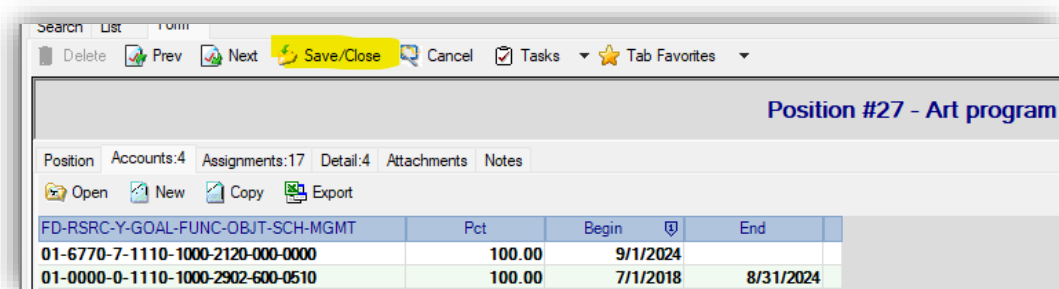
Position Accounts:4 Assignments:17 Detail:4 Attachments Notes

Open New Copy Export Delete Prev Next Save/Close Cancel

1 - Account Information

Fiscal Year 2025
 Begin Date 9/1/2024
 End Date
 Account Number 01-6770-7-1110-1000-2120-000-0000
 Account Type E
 Account Percentage 100.00

- Account Percentage must equal 100%
 - If there are multiple accounts then the total must be 100%
- Save/Close the Accounts Tab
- Save/Close the Position record



Search List Form

Delete Prev Next Save/Close Cancel Tasks Tab Favorites

Position #27 - Art program

Position Accounts:4 Assignments:17 Detail:4 Attachments Notes

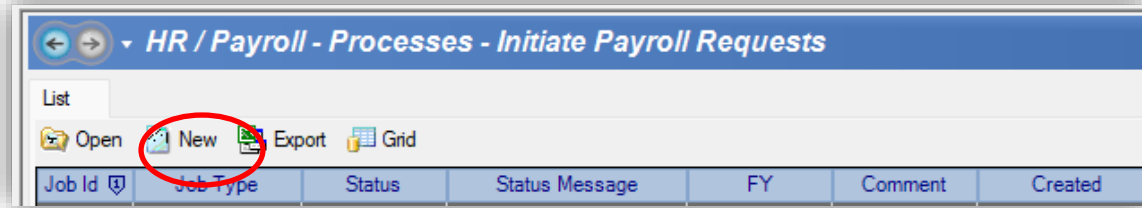
Open New Copy Export

FD-RSRC-Y-GOAL-FUNC-OBJT-SCH-MGMT	Pct	Begin	End
01-6770-7-1110-1000-2120-000-0000	100.00	9/1/2024	
01-0000-0-1110-1000-2902-600-0510	100.00	7/1/2018	8/31/2024

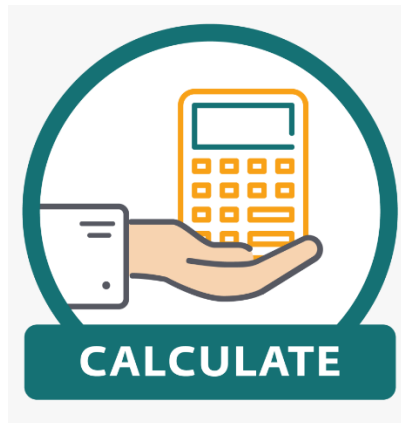
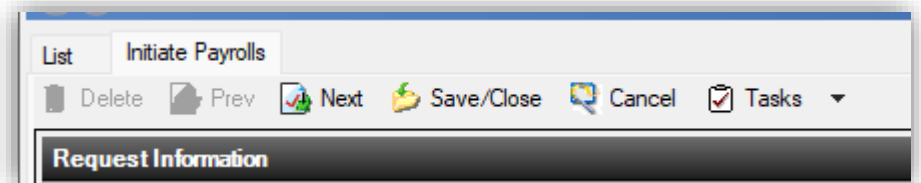
Step 2 – Initiate Payroll

Be sure to Initiate Payroll to set this up for the next payroll processing. When payroll is process it will release the encumbrance for the old account and encumber for the new account for future pay periods.

Go to HR/Payroll – Processes – Initiate Payroll

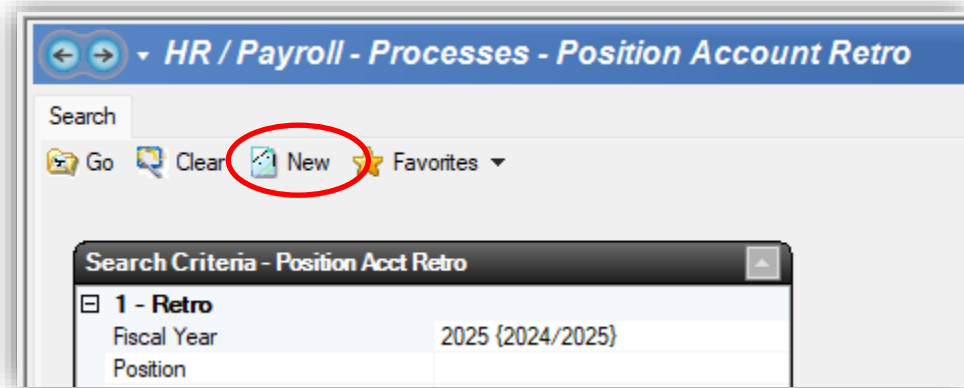


- Click New
- Click Save/Close



Step 3 – Enter Position Account Retro Data

Go to *HR/Payroll – Processes – Position Account Retro*



- Click New to create the Position Account Retro

Section 1 – Position Account Retro Values

- **Pos ID** – Enter the Position Id (Required)
- **Retro From Date** – Enter beginning date of the retro changes (Required)
- **Retro Thru Date** – Enter end date of the retro changes (Required)
- **JE Transaction Date** – Must be after Retro From Date, AND **CASH MUST BE OPEN**. Watch posting at Month End. (Required)
- **From Account** – Use lookup to enter current account(s) associated with the Position ID that is being changed (Required)
- **Acct Amt Pct** – Enter percentage of the position account to change. Defaults to 100%. (Required)
- **Comment** – Enter Comment to see in the JE (Required)

User Entered Request Values	
1 - Position Account Retro Values	
Pos Id	27 {CLAS/Art (1AVS) FTE 0.000}
Fiscal Year	2025 {2024/2025}
Retro From Date	7/1/2024
Retro Thru Date	8/31/2024
JE Transaction Date	9/13/2024
From Account Date	7/1/2018
From Account	✖ 01-0000-0-1110-1000-2902-600-0510
Acct Amt Pct	100.00
Comment	Move to Arts & Music 6770 Rsrc
Pay Locked Thru	08/31/2024

Note: Red X in From Account field will disappear when the new account is entered in the To Accounts section.

To Accounts

- Click New
 - Enter New Account
 - Enter Percentage. Defaults to 100%
 - If more than one account then the total must equal 100%

The screenshot shows the 'Position Account Retro' form. The 'User Entered Request Values' section contains the following data:

Pos Id	27 {CLAS/Art (1AVS) FTE 0.000}
Fiscal Year	2025 {2024/2025}
Retro From Date	7/1/2024
Retro Thru Date	8/31/2024
JE Transaction Date	9/13/2024
From Account Date	7/1/2018
From Account	01-0000-0-1110-1000-2902-600-0510
Acct Amt Pct	100.00
Comment	Move to Arts & Music 6770 Rsrc
Pay Locked Thru	08/31/2024

The 'To Accounts' section shows a table with one entry:

To Account	Percent
01-6770-7-1110-1000-2120-000-0000	100.00

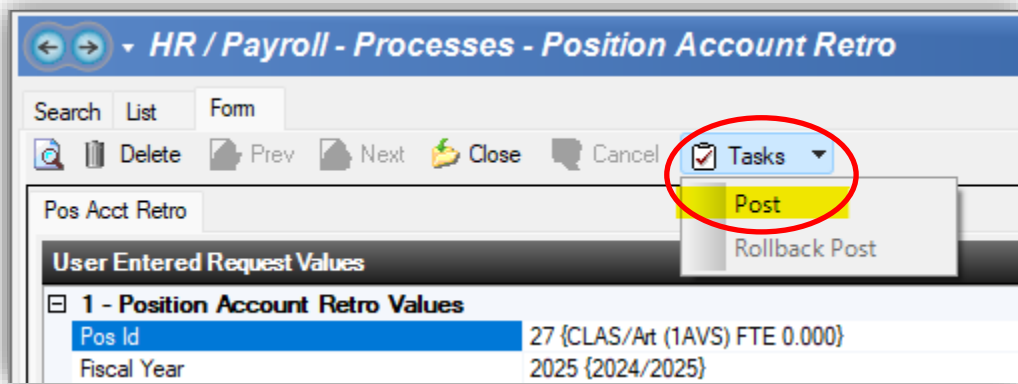
- Save/Close
- Reopen and review the Snapshot report for accuracy while in **Open** Status

This screenshot shows the 'Position Account Retro' form with the 'To Accounts' section visible. The 'New' button in the 'To Accounts' toolbar is circled in red.

Review the Snapshot report for accuracy

PosAcctRetro99				Position Account Retro			
Request ID 7785956, Position ID 16				Retro Range 07/01/2024 - 08/31/2024			
Journal Entry #	Retro Status Open			Fiscal Year	2024/25	Pay Locked Thru 08/31/2024	
From Account	01-5810-0-1110-1000-2100-000-0000			100.00%	Comment	Move to Arts & Muisic 6770 Rsrc	
To Account(s)	01-6770-7-1110-1000-2120-000-0000			100.00%			
Pay Cycle/Period	Pay Date	FD- RSRC- Y- GOAL- FUNC- OBJT- SCH- MGMT	Debit	Credit	Description		
CL1A/#1	08/30/2024	01-5810-0- - -9110- -	1,897.22		(2025) Cash In County,Reap Grant		
		01-5810-0-1110-1000-2100-000-0000		1,397.19	(2025) Instructional A,Instruction,Regular Educati,Und		
		01-5810-0-1110-1000-3202-000-0000		377.94	(2025) PERS,Instruction,Regular Educati,Undefined		
		01-5810-0-1110-1000-3312-000-0000		86.62	(2025) OASDI,Instruction,Regular Educati,Undefined		
		01-5810-0-1110-1000-3332-000-0000		20.26	(2025) Medicare,Instruction,Regular Educati,Undefined		
		01-5810-0-1110-1000-3502-000-0000		.69	(2025) SUI,Instruction,Regular Educati,Undefined		
		01-5810-0-1110-1000-3602-000-0000		14.52	(2025) Workers' Comp,Instruction,Regular Educati,Un		
		01-6770-7- - -9110- -		1,897.22	(2025) Cash In County,Arts & Music		
		01-6770-7-1110-1000-2120-000-0000	1,397.19		(2025) IA - Extra,Instruction,Regular Educati,Undefine		
		01-6770-7-1110-1000-3202-000-0000		377.94	(2025) PERS,Instruction,Regular Educati,Undefined		
		01-6770-7-1110-1000-3312-000-0000		86.62	(2025) OASDI,Instruction,Regular Educati,Undefined		
		01-6770-7-1110-1000-3332-000-0000		20.26	(2025) Medicare,Instruction,Regular Educati,Undefine		
		01-6770-7-1110-1000-3502-000-0000		.69	(2025) SUI,Instruction,Regular Educati,Undefined		
		01-6770-7-1110-1000-3602-000-0000		14.52	(2025) Workers' Comp,Instruction,Regular Educati,Un		
			3,794.44	3,794.44			

- Go to Tasks to Post



- Reopen and Review Section 2 - Request Information
 - Confirm Status is Posted
 - Confirm Status Msg notes account changes have been made
 - Confirm Journal Entry # and JE Link # is populated

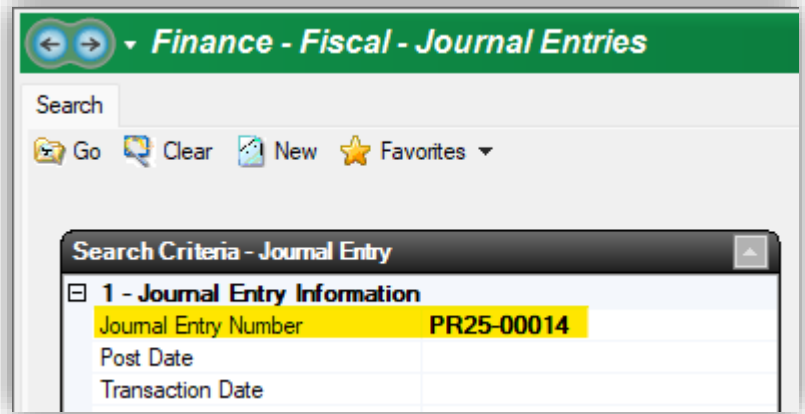
Request Information	
2 - Request	
Job Request Id	7785956
Job Type	PosAcctRetro
Status	Posted
Status Msg	Account changes have been retroactively changed to reflect the new account coding.
Posted	09/13/24 3:04PM by TEST1
Journal Entry #	PR25-00014
JE Link #	37892
3 - Add/Update Information	

Step 4 – Review the PAR Journal in Journal Entries

Once the Position Account Retro is posted a Journal Entry is created and can be reviewed in the Journal Entry Activity

Go to Finance – Fiscal – Journal Entries

- Enter Journal Entry Link Number
- Click Go



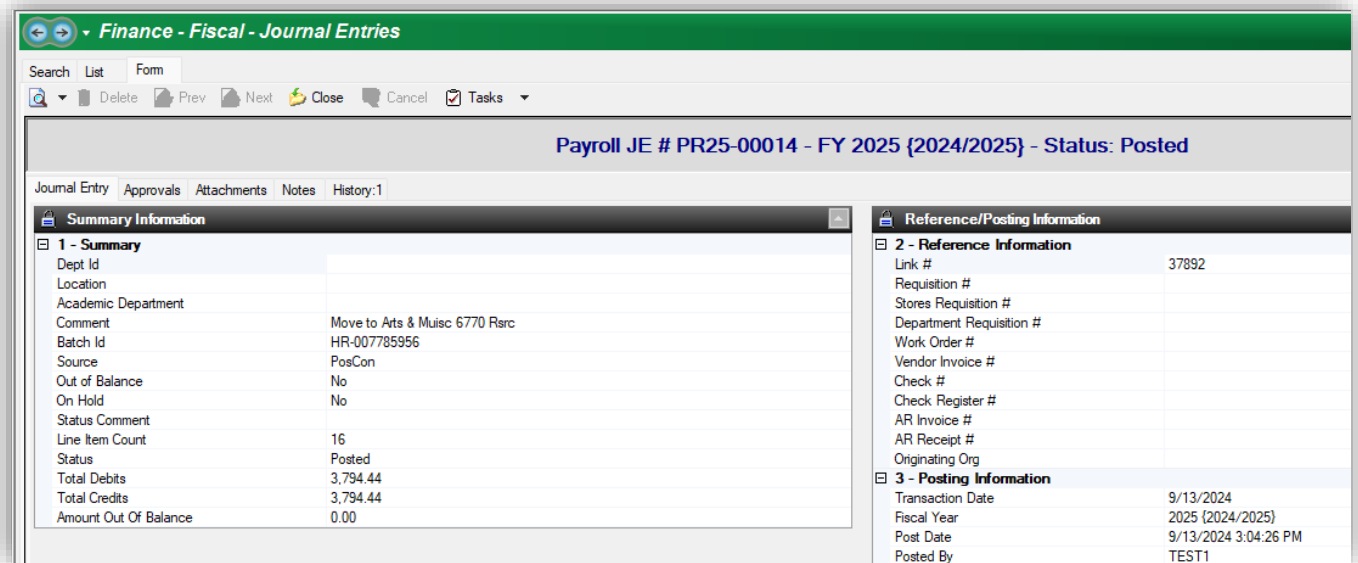
Search

Go Clear New Favorites

Search Criteria - Journal Entry

1 - Journal Entry Information	
Journal Entry Number	PR25-00014
Post Date	
Transaction Date	

- Highlight entry on list
- Click Open



Payroll JE # PR25-00014 - FY 2025 {2024/2025} - Status: Posted

Journal Entry Approvals Attachments Notes History:1

1 - Summary Information		2 - Reference Information	
Dept Id		Link #	37892
Location		Requisition #	
Academic Department		Stores Requisition #	
Comment	Move to Arts & Muisic 6770 Rsrc	Department Requisition #	
Batch Id	HR-007785956	Work Order #	
Source	PosCon	Vendor Invoice #	
Out of Balance	No	Check #	
On Hold	No	Check Register #	
Status Comment		AR Invoice #	
Line Item Count	16	AR Receipt #	
Status	Posted	Originating Org	
Total Debits	3,794.44	3 - Posting Information	
Total Credits	3,794.44	Transaction Date	9/13/2024
Amount Out Of Balance	0.00	Fiscal Year	2025 (2024/2025)
		Post Date	9/13/2024 3:04:26 PM
		Posted By	TEST1



DO NOT EDIT the Journal Entry in the Journal Entry activity. This will break the link. If changes need to be made go back to the Position Account Retro Activity to Roll Back Posting. Make changes and post again.