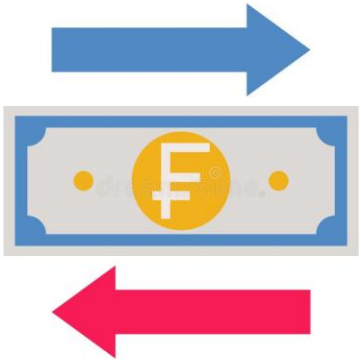
Sonoma County Office of Education

Position Account Retro & Addon Account Retro



November 2025

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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

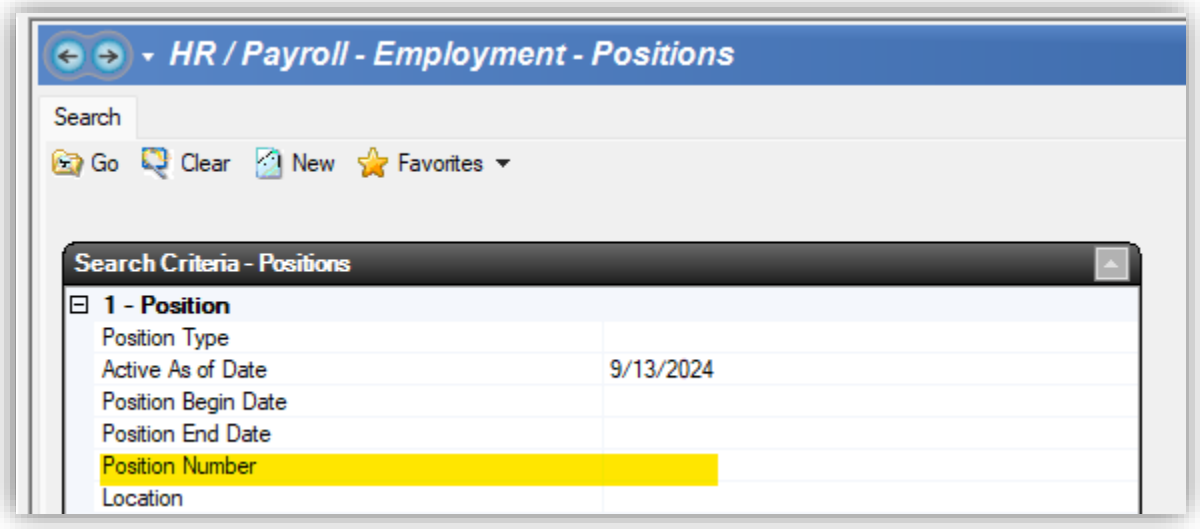
- Available to HR and Pay Managers and above
- Post AFTER the retro thru pay date has been processed
- The accounting period and cash MUST still be open for the retro dates for the change to take effect. (ie, accounts for a closed fiscal year cannot be changed)
- The software looks for assignments for 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

NOTE: After June 30, before the fiscal year is closed, transfers between funds, must be set up as Due To/From with 9310/9610 Object Codes, cannot affect cash 9110

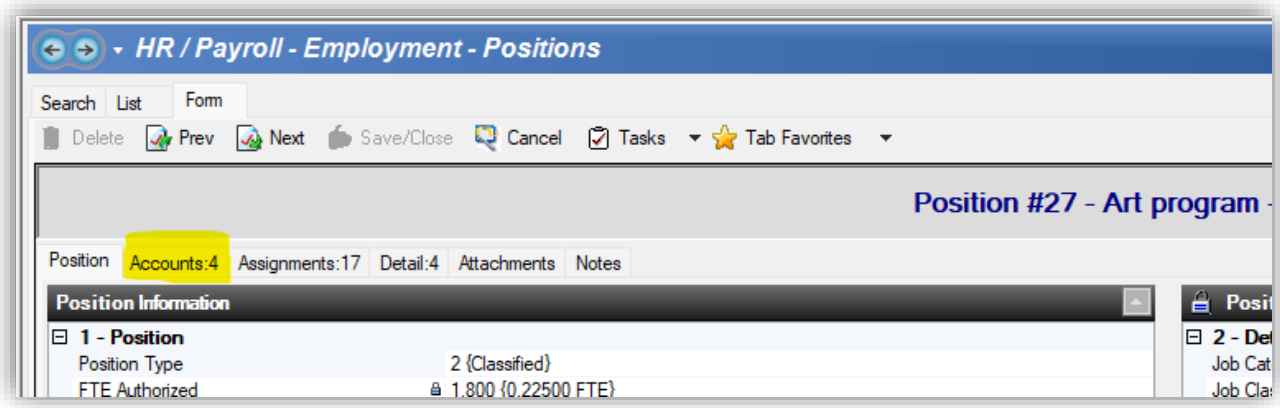
Update Account Code in Position Record

It's recommended to update the Account Code(s) in the Position record first. This will update the record for future pay periods. When payroll is processed, the system will encumber the expenses in the new account and release the encumbrance of the old account.

Go to HR/Payroll – Employment – Positions

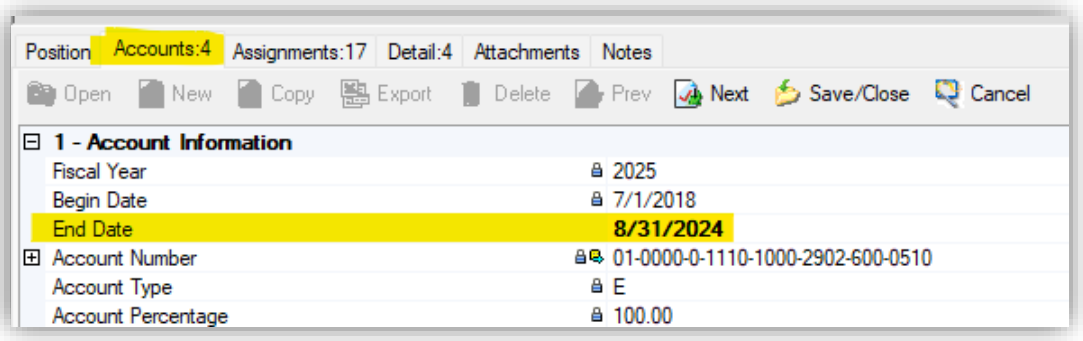


- Enter the Position Number or other criteria to narrow search
- Or Click Go to get a list of all current positions
- Double Click on the position line to open the record

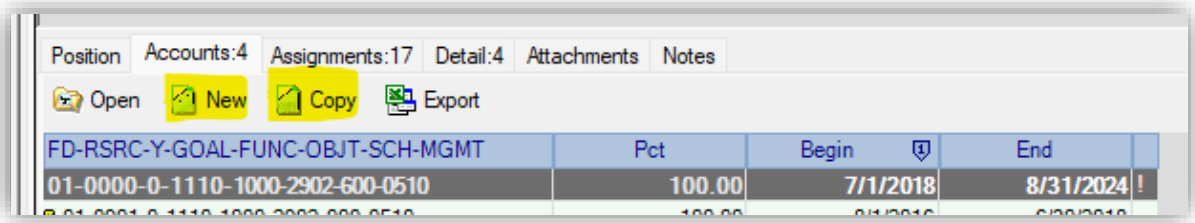


- Click on Accounts Tab

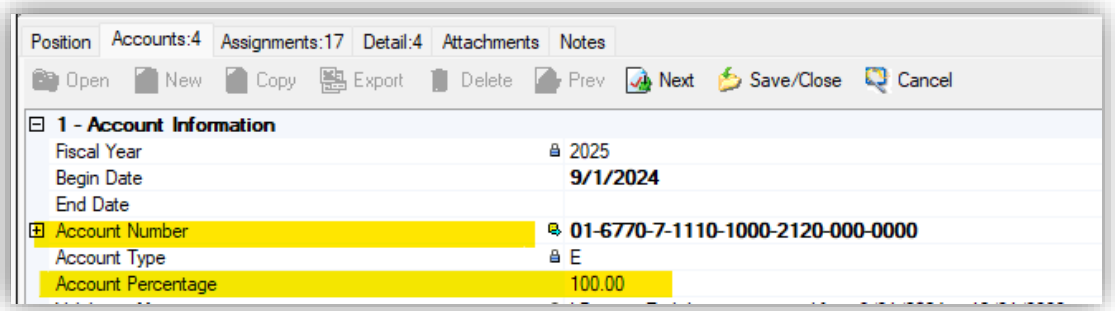
Position Accounts Tab



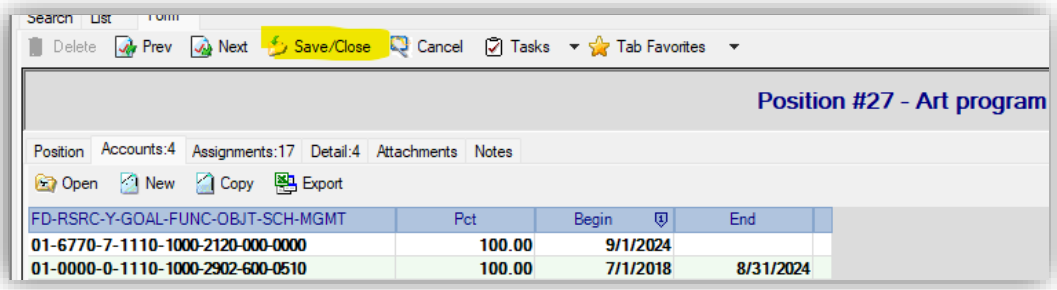
- End current Account Code Records(s) with last Closed Payroll Date
- Save/Close



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



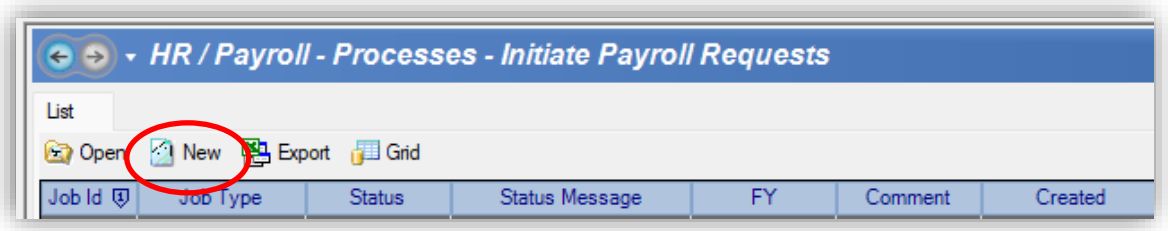
- Account Percentage must equal 100%
  - If there are multiple accounts then the total must be 100%
- Save/Close the Accounts Tab
- Save/Close the Position record



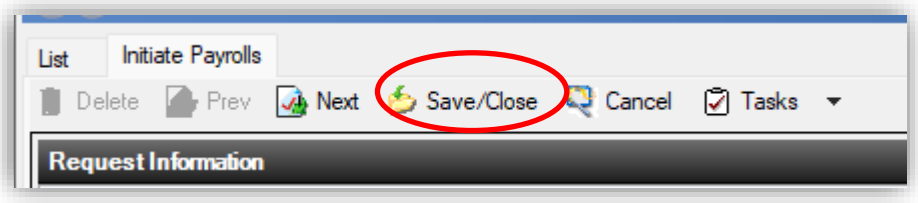
Initiate Payroll

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.

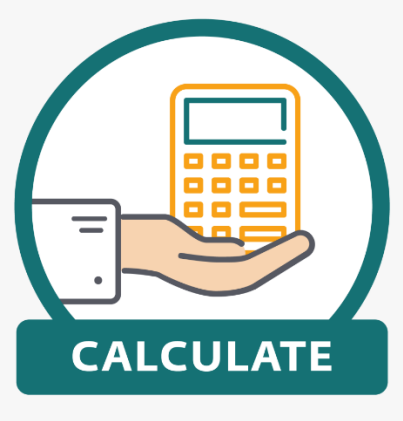
Go to HR/Payroll – Processes – Initiate Payroll



- Click New
- Click Save/Close

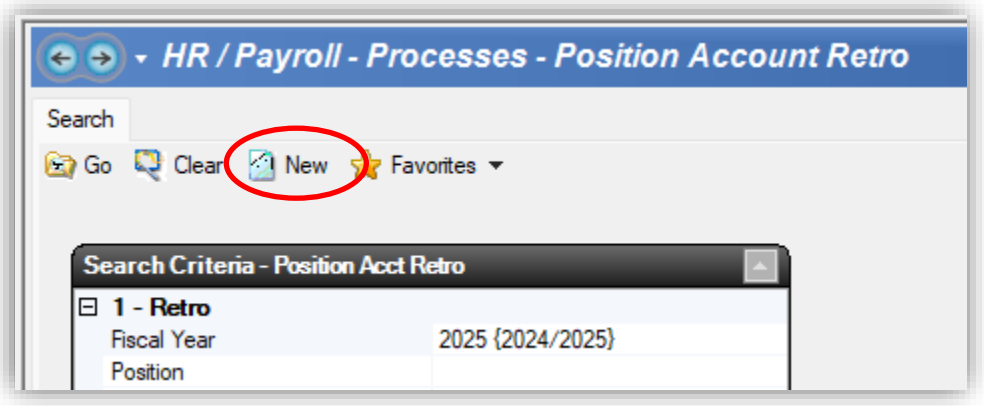


This will update the Position in the Employee Assignment with the new account.



Create Position Account Retro

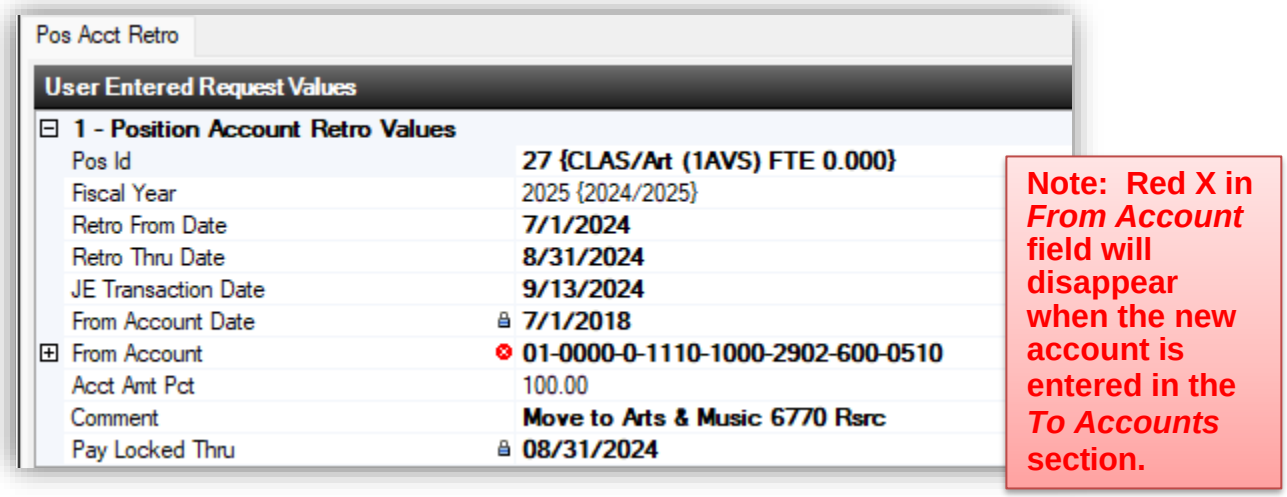
Go to HR/Payroll – Processes – Position Account Retro



- Click New to create the Position Account Retro

Section 1 – Position Account Retro Values

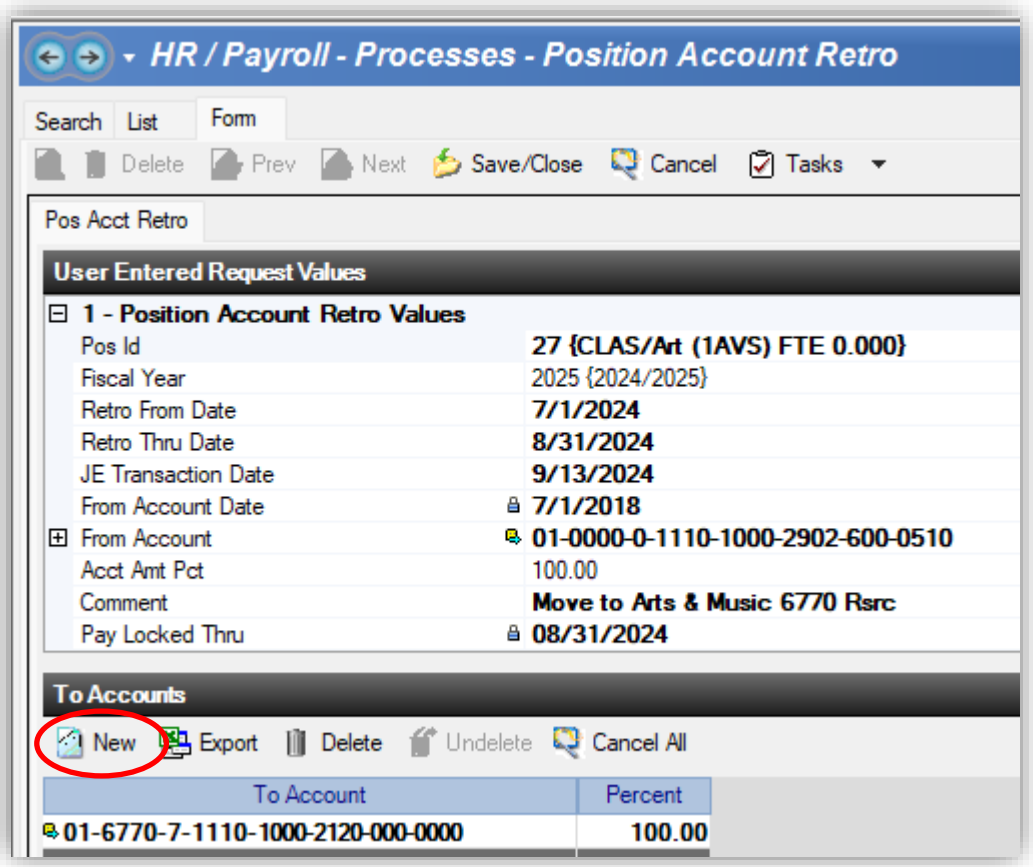
- **Pos ID** – Enter the Position Id (Required)
- **Retro From Date** – Enter beginning date of the retro changes (Required)
- **Retro Thru Date** – Enter end date of the retro changes (Required)
- **JE Transaction Date** – Must be after Retro From Date, AND **CASH MUST BE OPEN. Review Interfund Position Account Deadline on SCOE Calendar.**
- **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%, ability to update to a different %
- **Comment** – Enter Comment to see in the JE (Required)



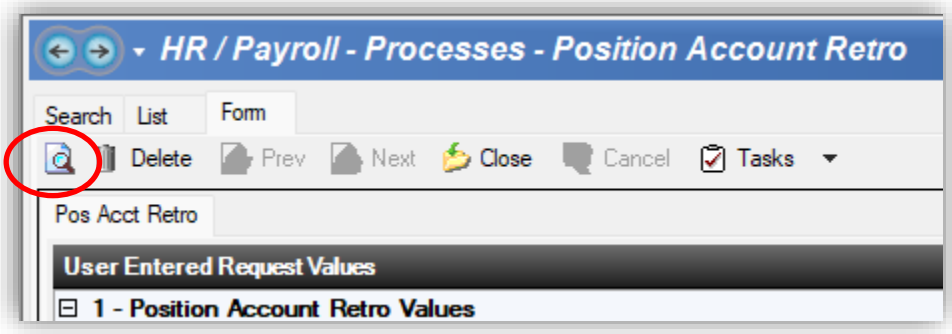
Note: Red X in *From Account* field will disappear when the new account is entered in the *To Accounts* section.

To Account section

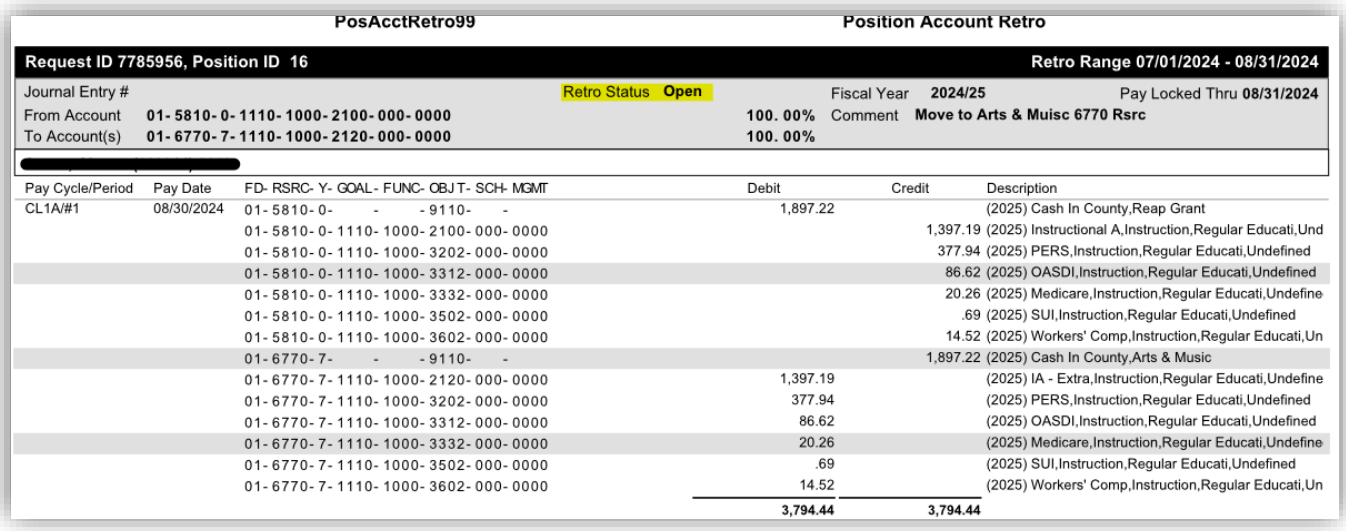
- Click New
    - Enter New Account
    - Enter Percentage. Defaults to 100%
        - If more than one account then the total must equal 100%



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



Review the Snapshot report for accuracy



PosAcctRetro99 — Position Account Retro

Request ID 7785956, Position ID 16 — Retro Range 07/01/2024 - 08/31/2024

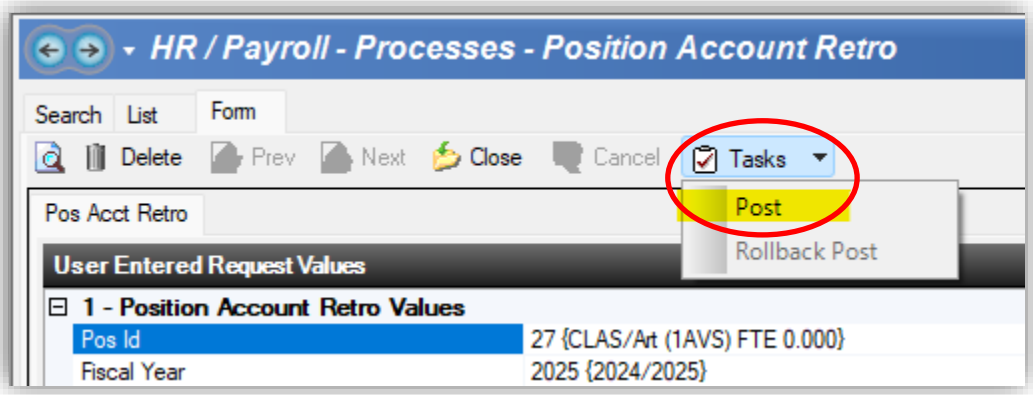
Journal Entry # — Retro Status **Open** — Fiscal Year **2024/25** — Pay Locked Thru **08/31/2024**

From Account **01-5810-0-1110-1000-2100-000-0000** **100.00%** Comment **Move to Arts & Muisc 6770 Rsrc**

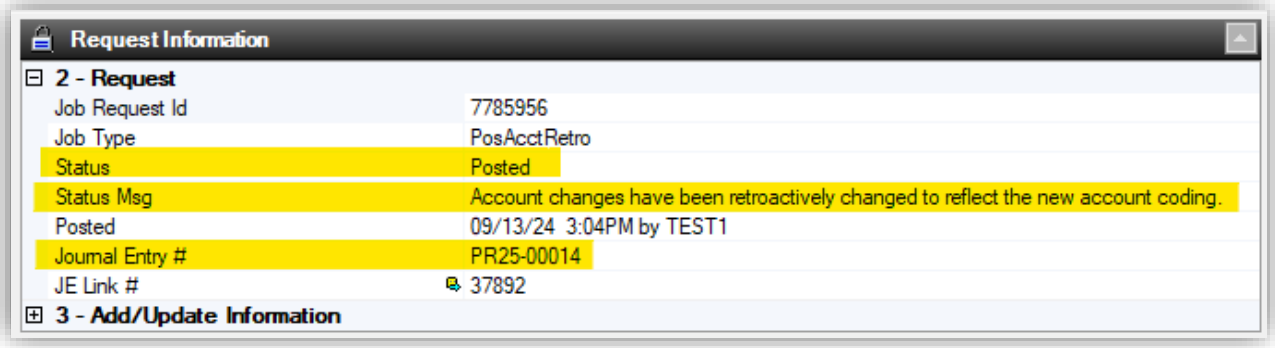
To Account(s) **01-6770-7-1110-1000-2120-000-0000** **100.00%**

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,Undefine
		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



Position Account Retro with Multiple Accounts

The Position Account Retro activity only allows one “From Account” so it’s simple when going from one account to another or one account to multiple accounts, however, when it’s multiple accounts going to multiple accounts then you will need to create a PAR for each “From Account”.

Example

From:
Account code 1: 33.3 %
Account code 2: 50 %
Account code 3: 16.7 %

To:
Account code 1: 66.7 %
Account code 2: 16.7 %
Account code 3: 16.6 %

PAR 1

From:
Account code 1: 100%
To:
Account code 1: 66.7 %
Account code 2: 16.7 %
Account code 3: 16.6 %

PAR 2

From:
Account code 2: 100%
To:
Account code 1: 66.7 %
Account code 2: 16.7 %
Account code 3: 16.6 %

PAR 3

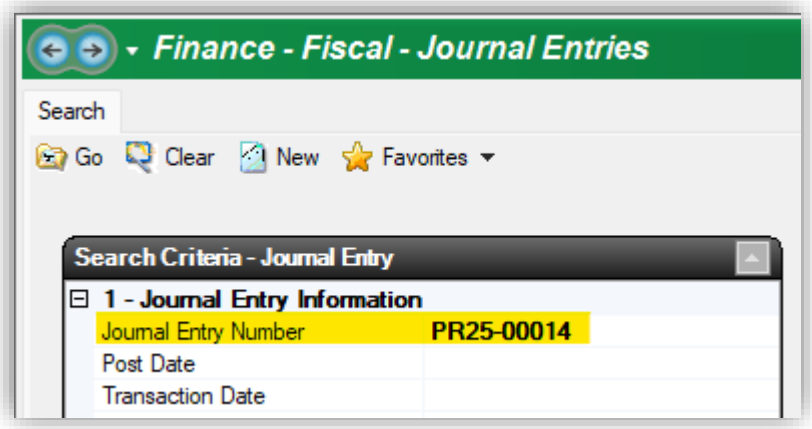
From:
Account code 3: 100%
To:
Account code 1: 66.7 %
Account code 2: 16.7 %
Account code 3: 16.6 %

Review the PAR in Journal Entries

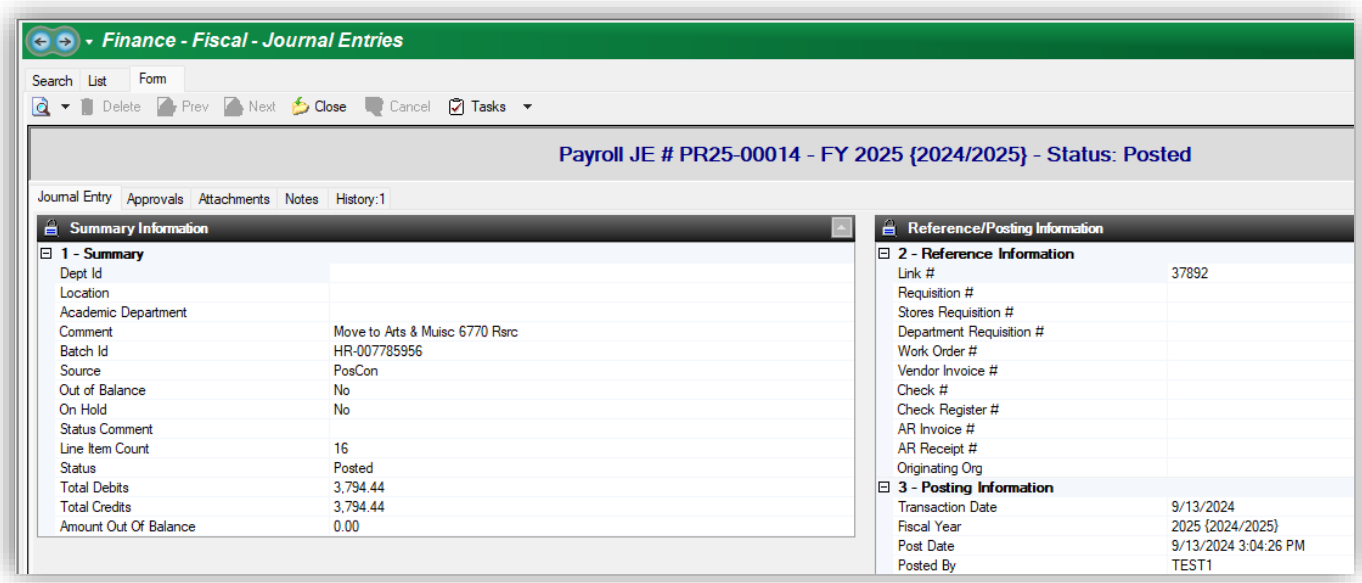
Once the Position Account Retro is posted a Journal Entry is created and can be reviewed in the Journal Entry Activity.

Go to Finance – Fiscal – Journal Entries

- Enter Journal Entry Link Number
- Click Go



- Highlight entry on list
- Click Open



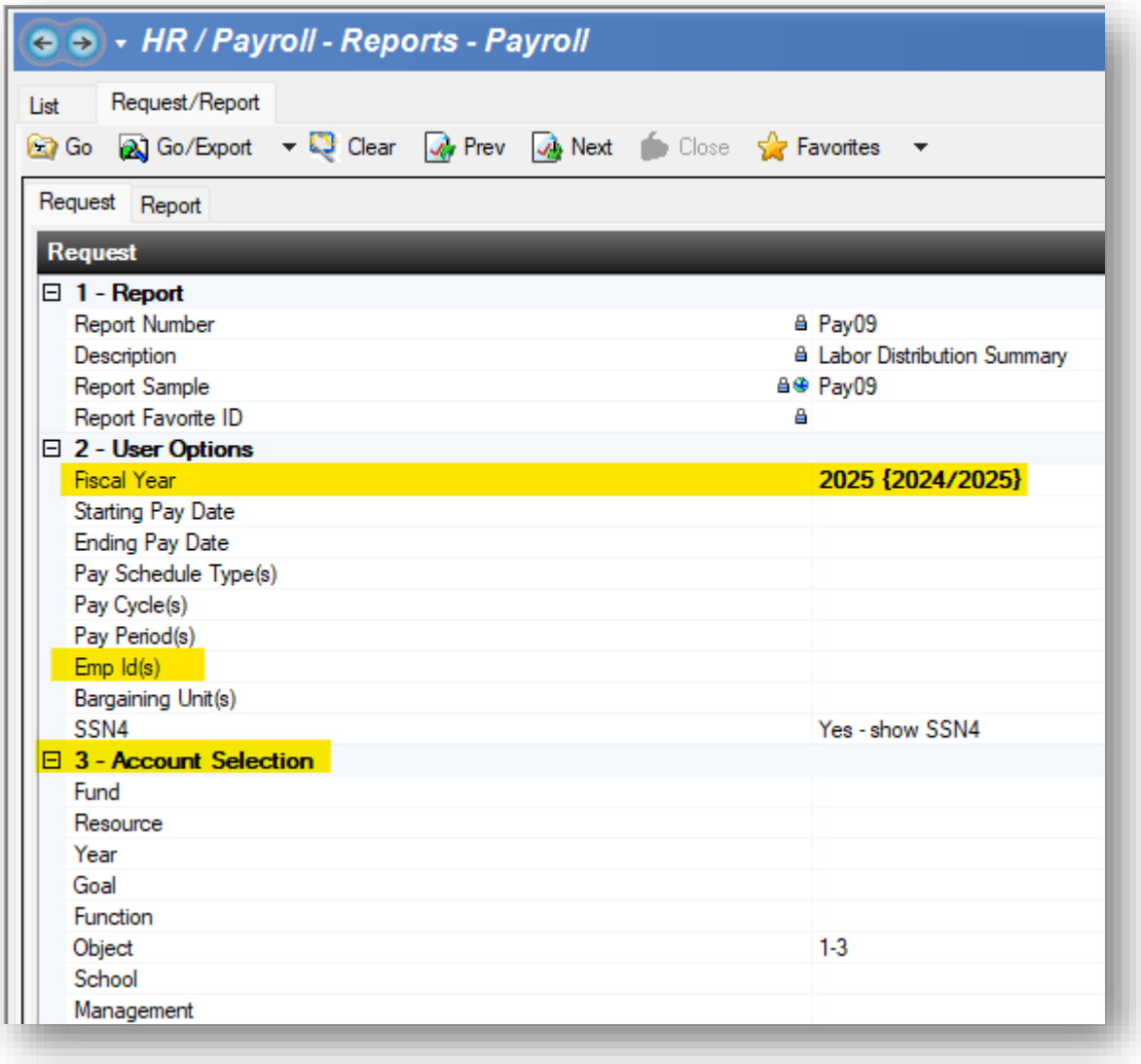
DO NOT EDIT the Journal Entry in the Journal Entry activity. This will break the link. If changes need to be made go back to the Position Account Retro Activity to Roll Back Posting. Make changes and post again.

Review the Pay09 Labor Distribution Summary

Once the Position Account Retro is posted, the Pay09 will show the employee summary of costs of salary and benefits for the fiscal year. This is great to review and verify the PAR posted as expected. If this does not look at what the expected change is, the PAR can be rolled back and edited.

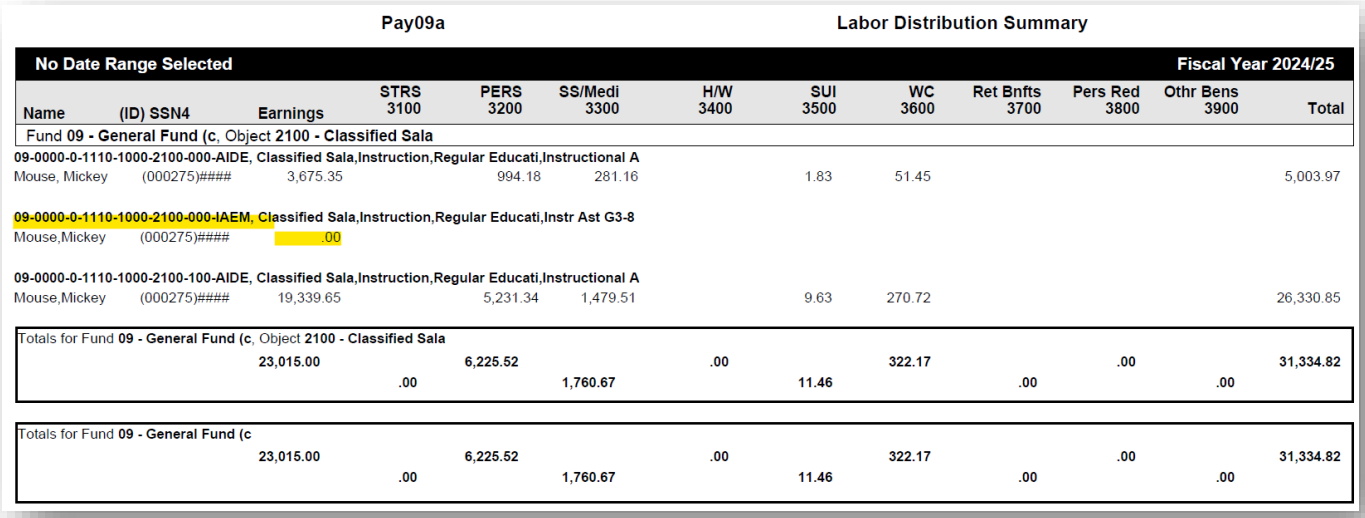
Go to HR/Payroll – Reports – Payroll

- Fiscal Year: 2025 {2024/2025}
- Emp Id(s): Narrow search by employee by entering partial last name to select from the dropdown
- Account Selection: Object Default 1-3
  - Narrow search by other Account Components
- Click Go to generate the report



Example Pay09 Labor Distribution Summary

Review that the Pay09 costs for salary and benefits are as expected. If this is not as expected, then roll back the Position Account Retro.



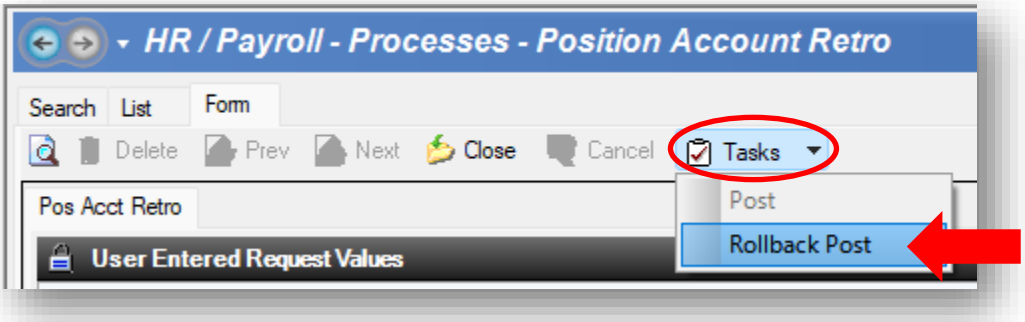
Pay09a — Labor Distribution Summary

No Date Range Selected — Fiscal Year 2024/25

Name	(ID) SSN4	Earnings	STRS 3100	PERS 3200	SS/Medi 3300	H/W 3400	SUI 3500	WC 3600	Ret Bnfts 3700	Pers Red 3800	Othr Bens 3900	Total
Fund **09 - General Fund (c**, Object **2100 - Classified Sala**												
09-0000-0-1110-1000-2100-000-AIDE, Classified Sala,Instruction,Regular Educati,Instructional A												
Mouse, Mickey	(000275)####	3,675.35		994.18	281.16		1.83	51.45				5,003.97
09-0000-0-1110-1000-2100-000-IAEM, Classified Sala,Instruction,Regular Educati,Instr Ast G3-8												
Mouse,Mickey	(000275)####	.00										
09-0000-0-1110-1000-2100-100-AIDE, Classified Sala,Instruction,Regular Educati,Instructional A												
Mouse,Mickey	(000275)####	19,339.65		5,231.34	1,479.51		9.63	270.72				26,330.85
Totals for Fund **09 - General Fund (c**, Object **2100 - Classified Sala**		**23,015.00**	**.00**	**6,225.52**	**1,760.67**	**.00**	**11.46**	**322.17**	**.00**	**.00**	**.00**	**31,334.82**
Totals for Fund **09 - General Fund (c**		**23,015.00**	**.00**	**6,225.52**	**1,760.67**	**.00**	**11.46**	**322.17**	**.00**	**.00**	**.00**	**31,334.82**

Go to HR/Payroll – Processes – Position Account Retro

- Click go to get a list
- Open the PAR
- Go to Tasks to select Rollback Post



- Edit the PAR
- Review the snapshot
- Save/Close
- Go to Task to Post

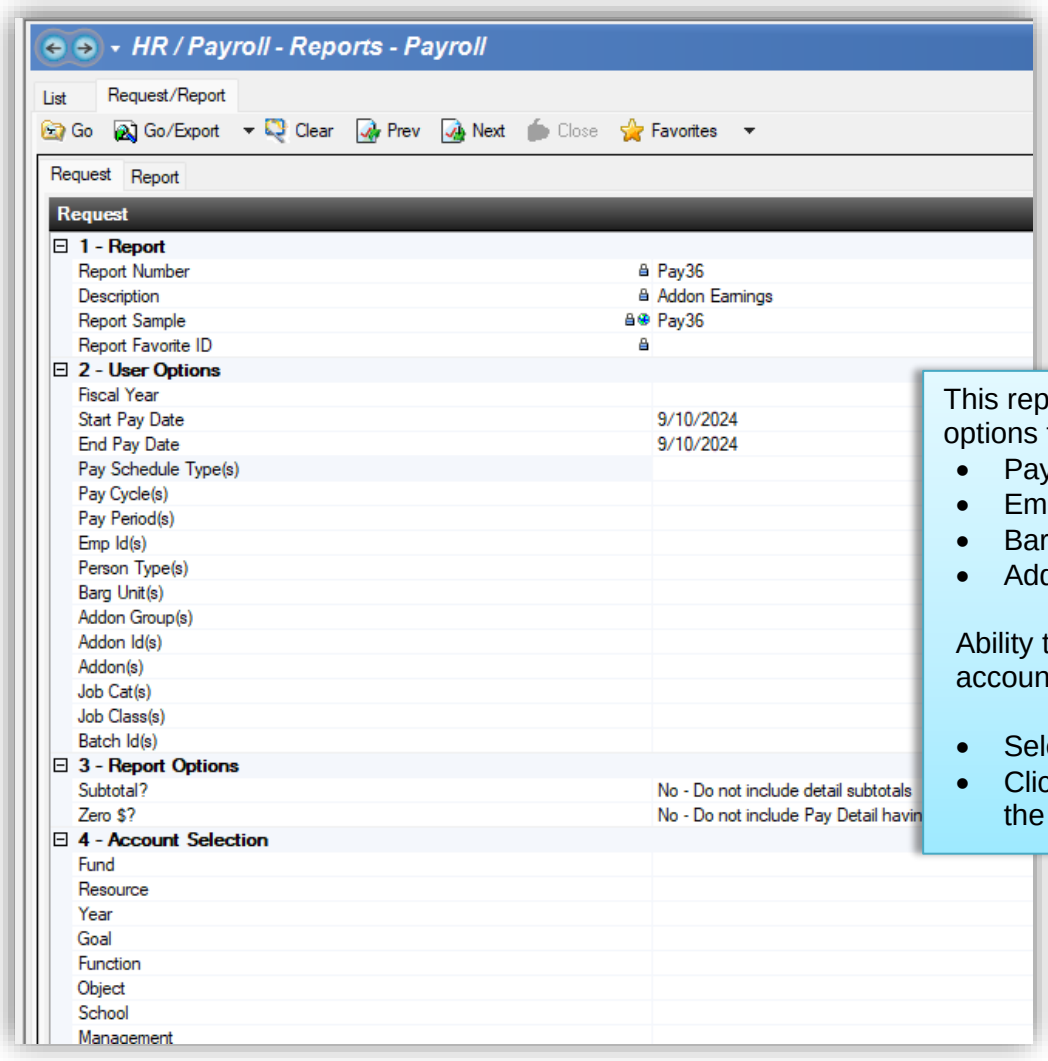
Addon Account Retro

The Addon Account Retro activity allows you to perform a payroll transfer (e.g., changes to grants or federal funding), making changes to addon accounts for prior periods that have already been processed through payroll. Using this activity, you can correct those accounts without having to create manual journals. You can define which addon accounts you want to retroactively change and what the accounts should be changed to, as well as what period should be changed (within the fiscal year).

Pay36 Addon Earnings by Account

This report shows earnings from addons. It can be run for a pay date, addon group(s), addon id(s), employee Id(s), bargaining unit(s) and account selection. This report will help determine what addon(s) or employees need to be transferred to different account(s).

Go to HR/Payroll – Reports – Payroll



This report has many user options to search by

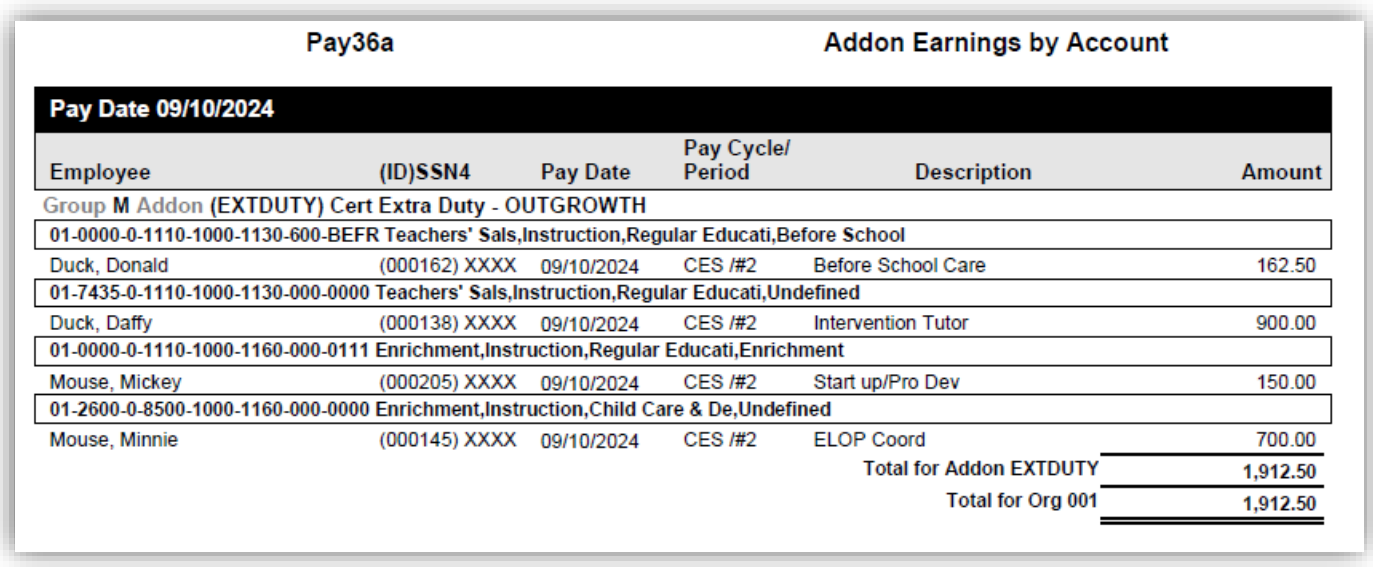
- Pay Date
- Emp Id(s)
- Barg Unit(s)
- Addon Id(s)

Ability to search by account

- Select the information
- Click Go to generate the report

Example Pay36 sort option a)

Shows Accounts, employees, description and amounts



Pay36a **Addon Earnings by Account**

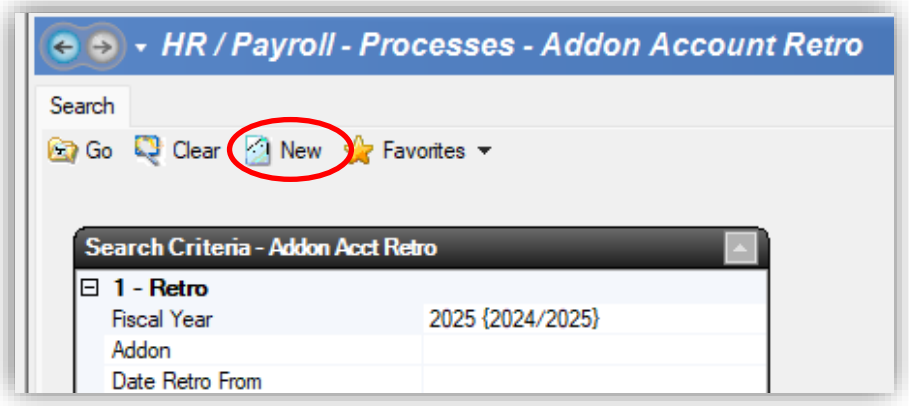
Pay Date 09/10/2024

Employee	(ID)SSN4	Pay Date	Pay Cycle/ Period	Description	Amount
Group M Addon (EXTDUTY) Cert Extra Duty - OUTGROWTH					
01-0000-0-1110-1000-1130-600-BEFR Teachers' Sals,Instruction,Regular Educati,Before School					
Duck, Donald	(000162) XXXX	09/10/2024	CES /#2	Before School Care	162.50
01-7435-0-1110-1000-1130-000-0000 Teachers' Sals,Instruction,Regular Educati,Undefined					
Duck, Daffy	(000138) XXXX	09/10/2024	CES /#2	Intervention Tutor	900.00
01-0000-0-1110-1000-1160-000-0111 Enrichment,Instruction,Regular Educati,Enrichment					
Mouse, Mickey	(000205) XXXX	09/10/2024	CES /#2	Start up/Pro Dev	150.00
01-2600-0-8500-1000-1160-000-0000 Enrichment,Instruction,Child Care & De,Undefined					
Mouse, Minnie	(000145) XXXX	09/10/2024	CES /#2	ELOP Coord	700.00
				Total for Addon EXTDUTY	1,912.50
				Total for Org 001	1,912.50

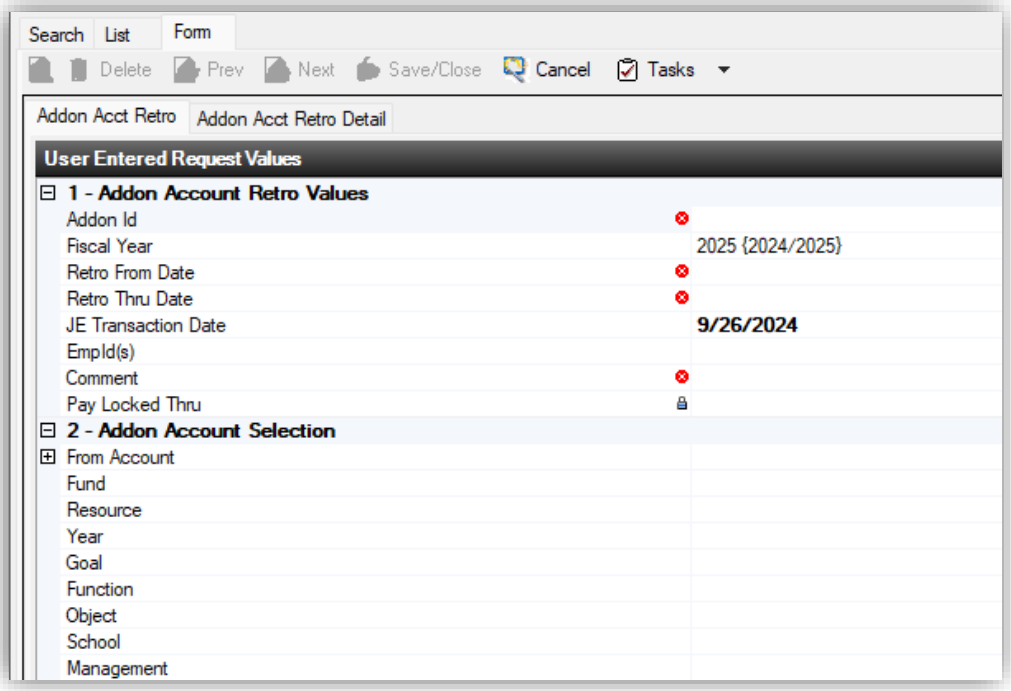
- Use this report to note the payroll expense account to use as the “From Account” in the Addon Account Retro

Create an Addon Retro

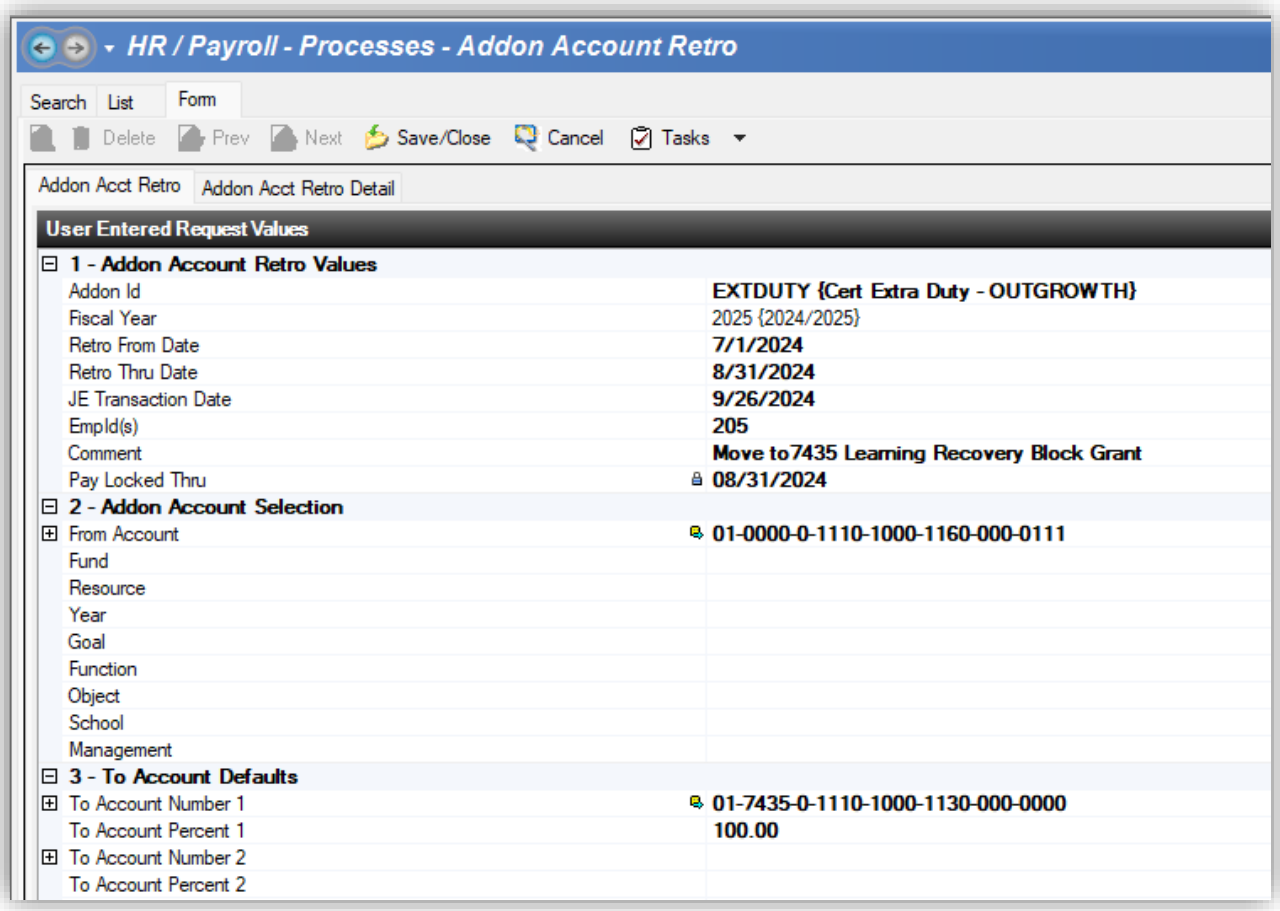
Go to HR/Payroll – Processes – Addon Account Retro



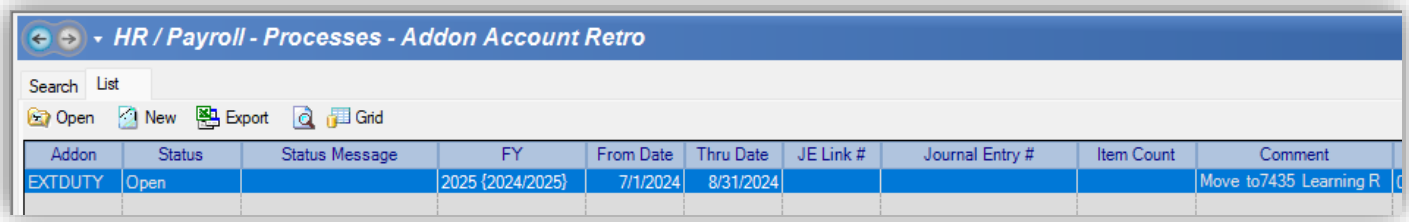
- Click New to Create the Addon Retro



- Review the required fields
- Enter the information or use the dropdown menu in the fields
- This can be performed by Addon Id and also by Emp Id depending on what expenses need to be transferred

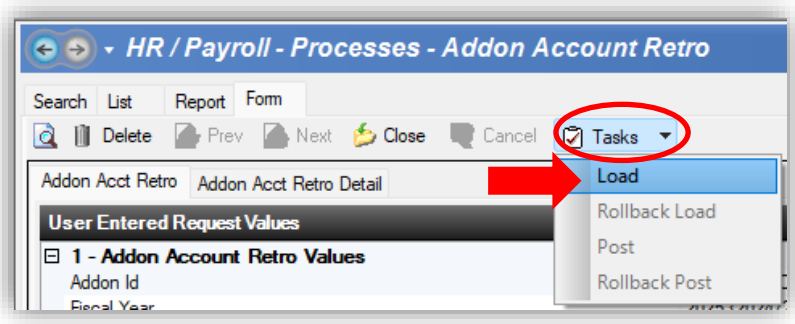


- Addon Id: Enter or use drop down menu
- Retro From Date: must be prior to the Retro Thru Date
- Retro Thru Date: Will populate with the last closed payroll period (Not pay date)
- JE Transaction: Will populate to today's date. Can be change to next period if close to the Cash Close Date
- Emp Id(s): Enter if needed to narrow down
- Comment: Enter where transferring to
- From Account: Enter account string or use the component fields
- To Account Number 1: Enter account to transfer expense
- To Account Percent 1: Enter percentage
- Continue to enter accounts as needed
- Save/Close

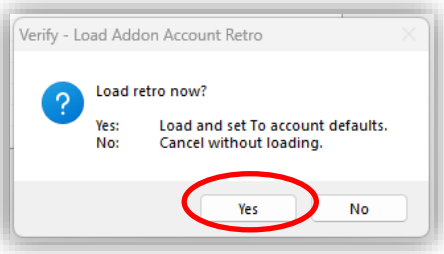


- Open the Retro, Go to Tasks to Load and review the journal entry

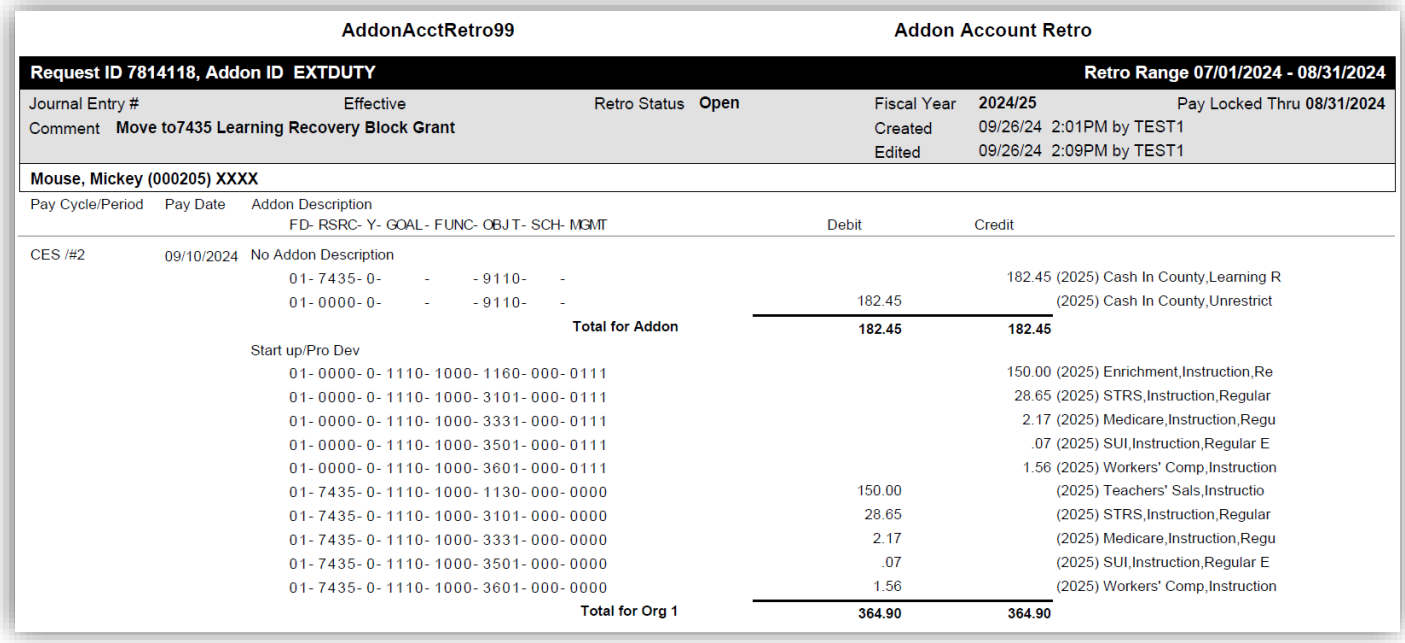
- Go to Tasks to Load and review the journal entry



- Click Yes to Load to create the JE in Open Status



Report will automatically open to review



AddonAcctRetro99 — Addon Account Retro

Request ID 7814118, Addon ID EXTDUTY — **Retro Range 07/01/2024 - 08/31/2024**

Journal Entry # — Effective — Retro Status **Open** — Fiscal Year **2024/25** — Pay Locked Thru **08/31/2024**
Comment **Move to7435 Learning Recovery Block Grant** — Created 09/26/24 2:01PM by TEST1
Edited 09/26/24 2:09PM by TEST1

Mouse, Mickey (000205) XXXX

Pay Cycle/Period	Pay Date	Addon Description / FD-RSRC-Y-GOAL-FUNC-OBJT-SCH-MGMT	Debit	Credit	
CES /#2	09/10/2024	No Addon Description			
		01-7435-0- - -9110- -		182.45	(2025) Cash In County,Learning R
		01-0000-0- - -9110- -	182.45		(2025) Cash In County,Unrestrict
		Total for Addon	**182.45**	**182.45**	
		Start up/Pro Dev			
		01-0000-0-1110-1000-1160-000-0111		150.00	(2025) Enrichment,Instruction,Re
		01-0000-0-1110-1000-3101-000-0111		28.65	(2025) STRS,Instruction,Regular
		01-0000-0-1110-1000-3331-000-0111		2.17	(2025) Medicare,Instruction,Regu
		01-0000-0-1110-1000-3501-000-0111		.07	(2025) SUI,Instruction,Regular E
		01-0000-0-1110-1000-3601-000-0111		1.56	(2025) Workers' Comp,Instruction
		01-7435-0-1110-1000-1130-000-0000	150.00		(2025) Teachers' Sals,Instructio
		01-7435-0-1110-1000-3101-000-0000	28.65		(2025) STRS,Instruction,Regular
		01-7435-0-1110-1000-3331-000-0000	2.17		(2025) Medicare,Instruction,Regu
		01-7435-0-1110-1000-3501-000-0000	.07		(2025) SUI,Instruction,Regular E
		01-7435-0-1110-1000-3601-000-0000	1.56		(2025) Workers' Comp,Instruction
		Total for Org 1	**364.90**	**364.90**	

- Go to Tasks to Post
- Ability to Rollback if needed