

CHANGING FUNDING RETROACTIVELY (WITH JOURNAL ENTRY)

Overview

If funding is changed retroactively for a position, a journal entry must be created to correct previous charges. When working with retroactive changes, the following steps must be implemented:

1. Use the FASIS Paycheck page or Vista reports to determine the dollar amount that needs to be transferred. This must be done before beginning the transaction.
 2. Enter the Funding change into the Position Funding page, using the retroactive Start Date (within the last 90 days).
 3. Enter a Journal to correct past charges within 90 days.
 4. If a change is retroactive by more than 90 days, a paper journal must be completed for those changes past the 90-day mark.
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Rules

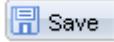
- Use the View Valid Chartstrings page to first determine if the new chartstring, Project, and Account Code are active and valid for the entire period covering the retroactive change.
 - You can only enter retroactive funding within 90 days of the last paycheck for the position in question. If your change is retroactive by more than 90 days, you must enter the last 90 days in the system and submit a paper journal entry for the older corrections.
 - Charges for the same fiscal quarter can be combined into one “part” of the journal.
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Navigation

MAIN MENU > ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > ADD/MAINTAIN POSITIONS > POSITION FUNDING

Quick Steps

Procedure	
1.	Use the FASIS Paycheck View page, or your VISTA reports, to determine the amount of pay that needs to be corrected. You will need the full amount available before beginning the transaction.
2.	Navigate to the Position Funding page for the position.
3.	Locate the chartstring you need to replace. Update the Stop Date for that chartstring by simply typing over the existing Stop Date (if necessary). <u>Note:</u> If the “Indefinite End” box is checked, you must uncheck it before entering a Stop Date.
4.	Click  and enter the details for the new funding chartstring; ensure that the Start Date is the day <i>after</i> the End Date of the one you are replacing. Record the old and new chartstrings; you will need these available to create the journal entry.
5.	Click  . You will be automatically prompted to complete the journal entry, which will open in a new window.
6.	Enter the journal details to correct all charges within the past 90 days. Be sure to follow the Journal Rules and 90-Day Rule.

7. Click  Save. The appropriate workflow messages will be shown, and your transaction will be saved with a "P" (Pending) status and entered into workflow.

Example

A grant account funds part of Position #00046094 and was set to expire on 6/30/2011. In the middle of May, we received notice that the funding account should have been changed on April 1, 2011. We need to make this funding change and submit a journal entry to correct the April 2011 paycheck.

Procedure																																																																																			
<p>1. Before beginning, determine which amount needs to be corrected from past paychecks.</p> <p>Using the Paycheck View page in FASIS, locate the April 2011 paycheck that we need to correct. Using the "Paycheck Distribution" tab, find the amount that was charged to the incorrect chartstring for Position #00046094. For more information on using the Paycheck View page, refer to the FASIS Lookup Training Manual.</p>	<p>2. On the Position Funding page, enter Position Number "46094" and click  Search:</p> <div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <p>Position Funding</p> <p>Enter any information you have and click Search. Leave fields blank</p> <p>Find an Existing Value</p> <p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p> <p>Position Number: begins with <input type="text" value="46094"/> </p> <p>Department: begins with <input type="text"/> </p> <p>Job Code: begins with <input type="text"/> </p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History</p> <p>Search Clear Basic Search  Save Search Criteria</p> </div> <p>3. This position is funded by two chartstrings; the grant is the one we wish to end. Since the new funding needs to be effective April 1, we will change this line's Stop Date to "3/31/11". The remaining chartstring will remain untouched.</p> <div style="border: 1px solid black; padding: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="10" style="text-align: right;">Find First  1-2 of 2 </th> </tr> </thead> <tbody> <tr> <td style="width: 15%;">Select Funding</td> <td style="width: 10%;">*Fund</td> <td>*FN Dept</td> <td>Project</td> <td>Activity</td> <td>Program</td> <td>Chartfield 1</td> <td>*Account</td> <td style="width: 10%; text-align: right;"> </td> </tr> <tr> <td>Approval Action</td> <td>450</td> <td>4110000</td> <td>40005059</td> <td>01</td> <td></td> <td></td> <td>60030</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">PTA</td> <td>1014374</td> <td colspan="7">Cerulean,Jeanne</td> </tr> <tr> <td>Select Funding</td> <td>*Fund</td> <td>*FN Dept</td> <td>Project</td> <td>Activity</td> <td>Program</td> <td>Chartfield 1</td> <td>*Account</td> <td style="text-align: right;"> </td> </tr> <tr> <td>Approval Action</td> <td>610</td> <td>4180000</td> <td>60012867</td> <td>01</td> <td></td> <td></td> <td>60030</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">PTA</td> <td>1014374</td> <td colspan="7">Cerulean,Jeanne</td> </tr> </tbody> </table> </div>	Find First  1-2 of 2 										Select Funding	*Fund	*FN Dept	Project	Activity	Program	Chartfield 1	*Account	 	Approval Action	450	4110000	40005059	01			60030											PTA	1014374	Cerulean,Jeanne							Select Funding	*Fund	*FN Dept	Project	Activity	Program	Chartfield 1	*Account	 	Approval Action	610	4180000	60012867	01			60030											PTA	1014374	Cerulean,Jeanne						
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4. Click to open a new blank funding row:

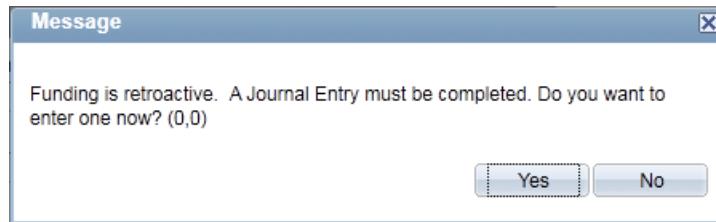
Funding Details									
	*Fund	*FN Dept	Project	Activity	Program	Chartfield 1	*Account		
Select Funding	450	4110000	40005059	01			60030		
Approval Action	Approval Status		*Percent	*Start Date		Stop Date		<input checked="" type="checkbox"/> Indefinite End?	
			73.5000	09/01/2010					
PTA	1014374 Cerulean,Jeanne								
Select Funding	610	4180000	60012867	01			60030		
Approval Action	Approval Status		*Percent	*Start Date		Stop Date		<input type="checkbox"/> Indefinite End?	
			26.5000	09/01/2010		03/31/2011			
PTA	1014374 Cerulean,Jeanne								
Select Funding			Project	Activity	Program	Chartfield 1	*Account		
Approval Action	Approval Status		*Percent	*Start Date		Stop Date		<input type="checkbox"/> Indefinite End?	
PTA									

5. Enter the new funding information in the blank row, with the **Start Date** of “4/1/2011”. Since we are replacing the line above it, we must be sure that the **Percent** for this line is “26.5” as well.

Funding Details									
	*Fund	*FN Dept	Project	Activity	Program	Chartfield 1	*Account		
Select Funding	450	4110000	40005059	01			60030		
Approval Action	Approval Status		*Percent	*Start Date		Stop Date		<input checked="" type="checkbox"/> Indefinite End?	
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			26.5000	09/01/2010		03/31/2011			
PTA	1014374 Cerulean,Jeanne								
Select Funding	610	4180000	60026756	01			60030		
Approval Action	Approval Status		*Percent	*Start Date		Stop Date		<input type="checkbox"/> Indefinite End?	
			26.5000	04/01/2011		06/30/2011			
PTA	1014374 Cerulean,Jeanne								

6. Write down the chartstring that was stopped and the new chartstring, including the Account Code; you will need these numbers available for the journal entry.

7. Click . After clicking through the usual workflow notices, your Position Funding will be saved. Since the funding is retroactive, we receive the Journal Entry notice:



8. Click . A new window will open up, presenting you with a blank Journal Entry page:

9. Enter the **From Date** and the **Thru Date** for earning dates of the *incorrect* paycheck we need to fix, in this case, "04/01/2011" and "04/30/2011" since we need to correct April's paycheck.

10. In the **Journal Description** box, enter a brief description of what you are doing, followed by your initials and 5-digit extension, such as "Correct Charge – CMT 73080":

11. In the first line of funding boxes, enter the chartstring that was *incorrectly charged*, along with the amount that needs to be corrected. **This amount should be negative (-) since we need to credit this account back:**

12. Click the button to the right of that funding line to add a new row.

13. In the new row, enter the chartstring and amount that *should have been charged*. **This amount should be positive.**

14. Click .

15. The appropriate workflow messages will be shown, and your transaction will be saved with a "P" (Pending) status and entered into workflow.

Click . Both parts of your transaction, the journal and funding change, have now been separated routed for approval as two different transactions.