January 31, 2018

Processing Salary Adjustments or Cost Transfers in Workday

When processing Salary Adjustments (PAA's or manual journals) or cost transfers to or from grant Driver Worktags, it is important to change the Accounting Date of the transaction to the current date. As these transactions do not affect the month end closing, using the current period dates avoids having transactions affected by month end deadlines and the risk of cancellation if not processed prior to the month end close.

For example, tomorrow, on February 1, any transactions that are initiated should have the Accounting Date changed to reflect 2/1/2018.

Please contact Stephane Malebranche at smalebranche@miami.edu or (305) 284-3223 or Glenda Jimeson at GJimeson@med.miami.edu or (305) 284-4205 if you have any questions.

For additional information, please visit the ORA website at www.ora.miami.edu.

If you have any questions, please email us at ora-si@miami.edu.