

**Bloomsburg University  
Pay 14 Correcting JE Instructions  
FY 2018**

**Pay 14 = June 9-22, 2018**

**FY 2018**

**OOB Bi-Weekly Payroll Posting:**

Doc. Type	Posting Date	Journal Entry
Z8	6/22/2018	Dr. 500000-599999 Cr. 199996

**Payroll Corrections (i.e. cost center/WBS corrections, etc.):**

Doc. Type	Posting Date	Journal Entry
Z8	6/22/2018	Dr. 500000-599999 in correct CC/WBS Cr. 500000-599999 in incorrect CC/WBS

Note: The above entry should be input via **FB50**. Please make sure that the Posting Date and Document Type are input as follows:

The screenshot shows a software interface with two tabs: 'Basic Data' and 'Details'. The 'Details' tab is active. Fields include: Document Date (07/05/2018), Posting Date (06/22/2018), Reference, Doc.Header Text, Document Type (Z8), and Company Code (SSHE). A callout bubble points to the Document Date field with the text 'The Doc Date is the date you are entering the JE'. The 'Z8' in the Document Type field is circled in red.

**NOTE: Z8 doc type automatically balances the above JE to the 199996 account. The 199996 accounts maps to accrued payroll on the balance sheet. By using the Z8 doc type to make pay 201814 payroll corrections, the 6/30/18 payroll liability will be correctly reported by fund.**

**FY 2019**

**OOB Bi-Weekly Payroll Posting:**

Doc. Type	Posting Date	Journal Entry
N/A	N/A	No Entry

**Payroll Corrections (i.e. cost center/WBS corrections, etc.):**

Doc. Type	Posting Date	Journal Entry
N/A	N/A	No Entry

**Transfer Cash to Fund 1011000000 on Paydate 7/7/2018:**

Doc. Type	Posting Date	Journal Entry
ZU	7/6/2018	DR. 101076 in Fund 1011000000 CR. 101076 in All Other Funds

**DN to post above entry via GLSU. ZU doc type automatically balances the above entry to the 199996 and consolidates the liability in fund 1011000000. The posting date on the ZU entry is the payday. This is so that the liability is correctly reported by fund at 6/30/18. The liability (199996) is cleared upon execution of the ZJ doc type transaction processed by the OOC.**