

Bloomsburg University
Pay 14 Correcting JE Instructions
FY 2020

Pay 14 = June 6-19, 2020

FY 2020

OOB Bi-Weekly Payroll Posting:

Doc. Type	Posting Date	Journal Entry
Z8	6/19/2020	Dr. 500000-599999 Cr. 199996

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

Doc. Type	Posting Date	Journal Entry
Z8	6/19/2020	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. The form contains the following fields:

- Document Date: 07/04/2020 (with a callout box pointing to it that says "The Doc Date is the date you are entering the JE")
- Posting Date: 06/19/2020
- Reference: (empty)
- Doc. Header Text: (empty)
- Document type: Z8 (circled in red)
- Company Code: SSHE

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 202014 payroll corrections, the 6/30/20 payroll liability will be correctly reported by fund.

FY 2021

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 7/3/2020:

Doc. Type	Posting Date	Journal Entry
ZU	7/3/2020	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 6/30/20. The liability (199996) is cleared upon execution of the ZJ doc type transaction processed by the OOC.