

# Correcting Accounting Period on PREXC

## Process

The payroll process involves the creation of multiple documents from the PAM/HRM cycle. The documents generated by PAM are the payroll expenditure (PREXP), payroll internal document (PRLID), payroll net pay (PRLNP), and payroll liability (PRLIA). The document generated by HRM is the payroll expenditure correction (PREXC). The objective of this document is to show users how to correct an accounting period in the PREXC document.

The PREXP, PRLNP, PRLIA and PREXC documents are laid out the same. Upon opening the documents you will see a header tab, accounting tab, and posting tab. The PRLID has all of the previous listed tabs in addition to a vendor tab.

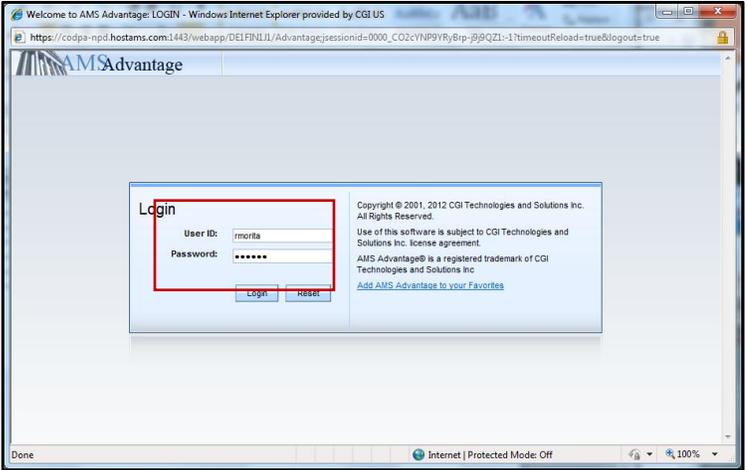
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# Correcting Accounting Period on PREXC

## Log On

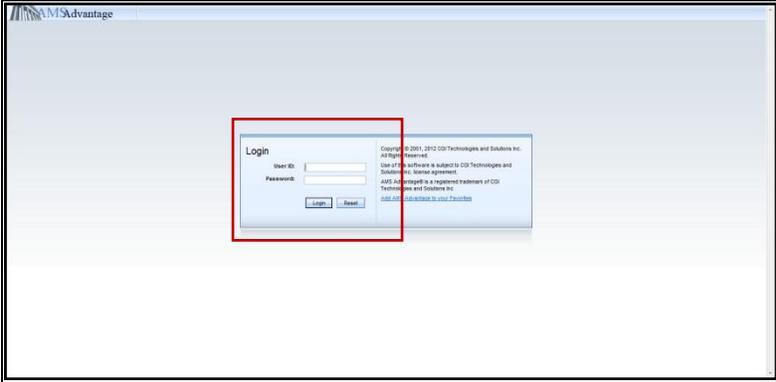
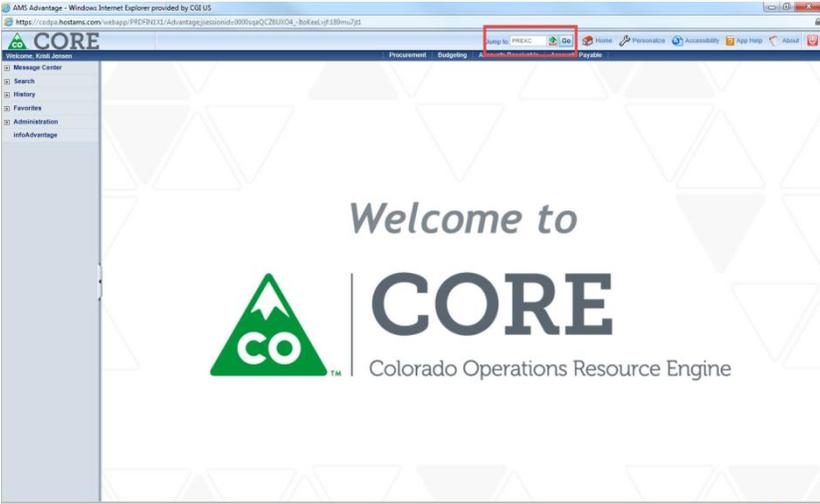
Below are the steps to navigate to Advantage

<b>Log On</b>	
<b>Step</b>	<b>Image</b>
<p>Log on to Advantage.</p> <ol style="list-style-type: none"> <li>1. Enter your ID in <b>User ID</b> field.</li> <li>2. Enter your password in <b>Password</b> field.</li> <li>3. Click <b>Login</b>.</li> </ol> <p><b>Advantage Home Page</b> appears.</p>	

# Correcting Accounting Period on PREXC

Search for rejected PREXC to make corrections

## Search for Rejected PREXC to make correction

Step	Image
<p>Log on to CORE.</p> <p>Enter your user ID in <b>User ID</b> field.</p> <p>Enter your password in <b>Password</b> field.</p> <p>Click <b>Login</b>.</p>	
<p>The <b>Home Page</b> appears.</p> <p>Type <i>PREXC</i> in the <b>Jump to</b> field.</p> <p>Click <b>Go</b>.</p>	



# Correcting Accounting Period on PREXC

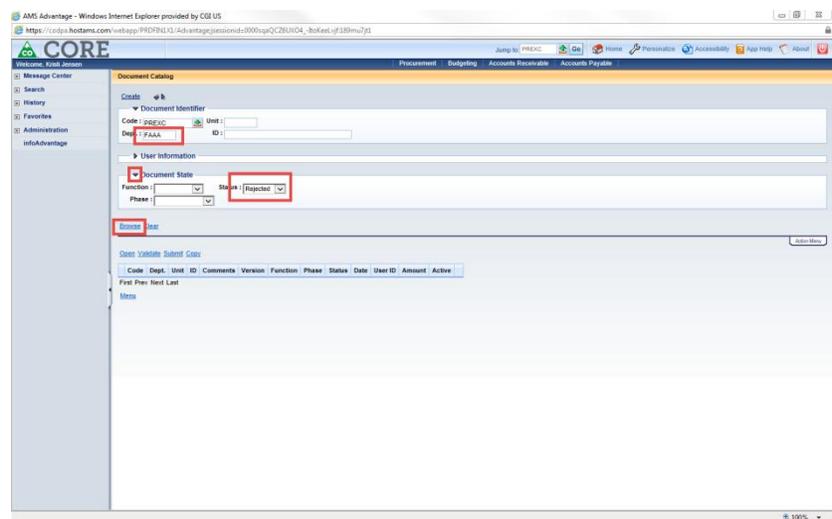
The **Payroll Expenditure Correction (PREXC)** on document catalogue appears.

Enter your **department and doc ID** in the search bar.

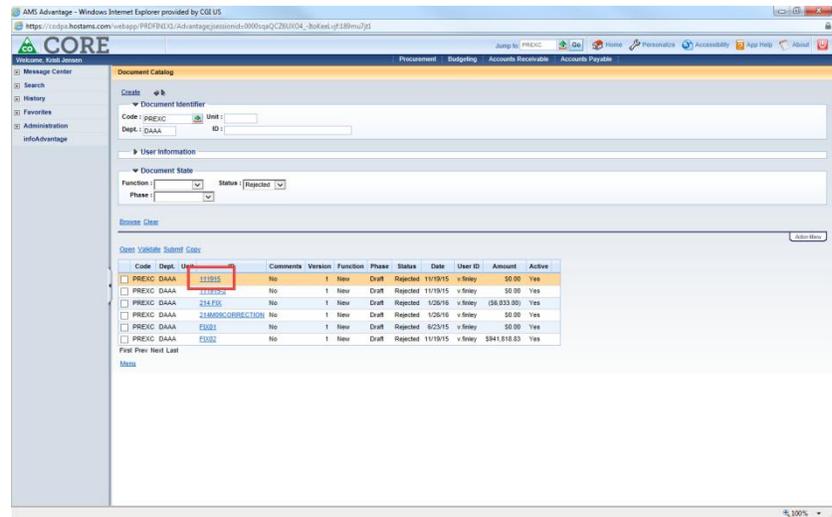
If you don't have the document ID:

Go to **Document State** and from the **Status** pick list select **Rejected**.

Click **Browse**.

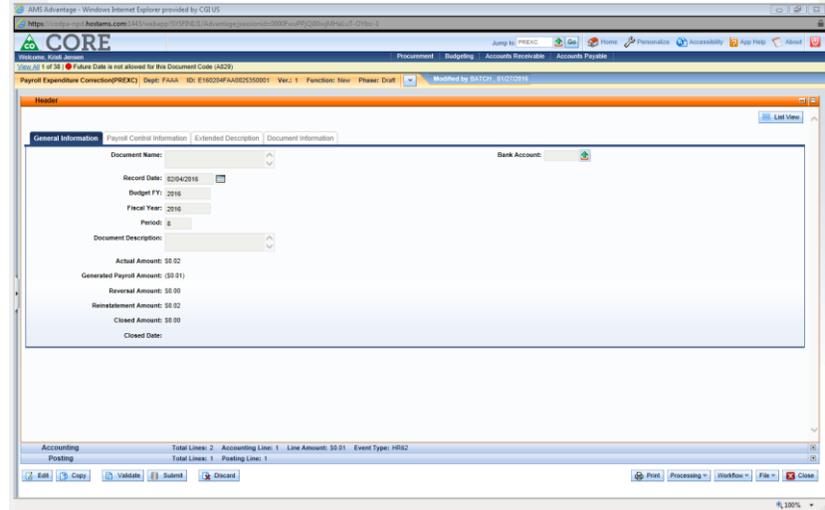


Select the rejected **PREXC** document ID.

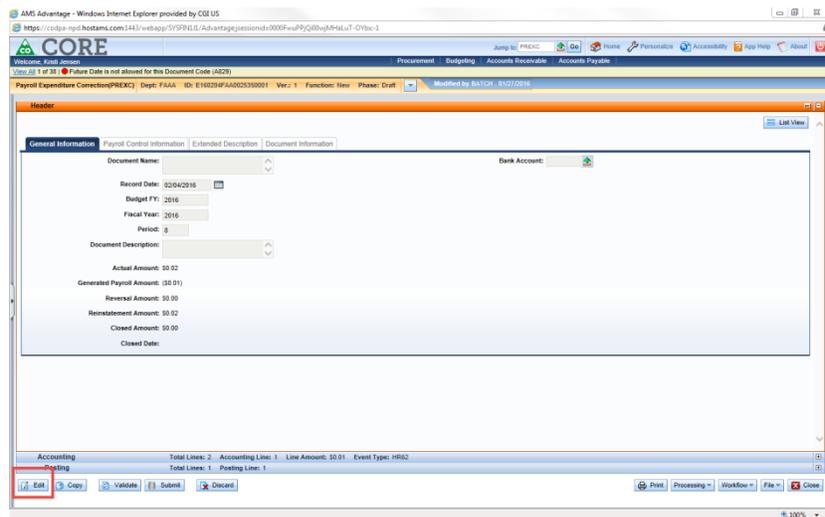


# Correcting Accounting Period on PREXC

The rejected document now displays with error messages.



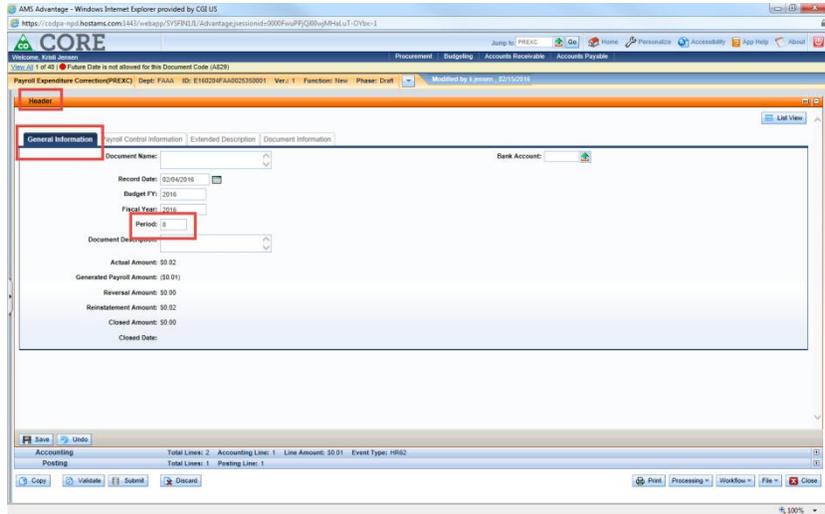
Click **Edit**



# Correcting Accounting Period on PREXC

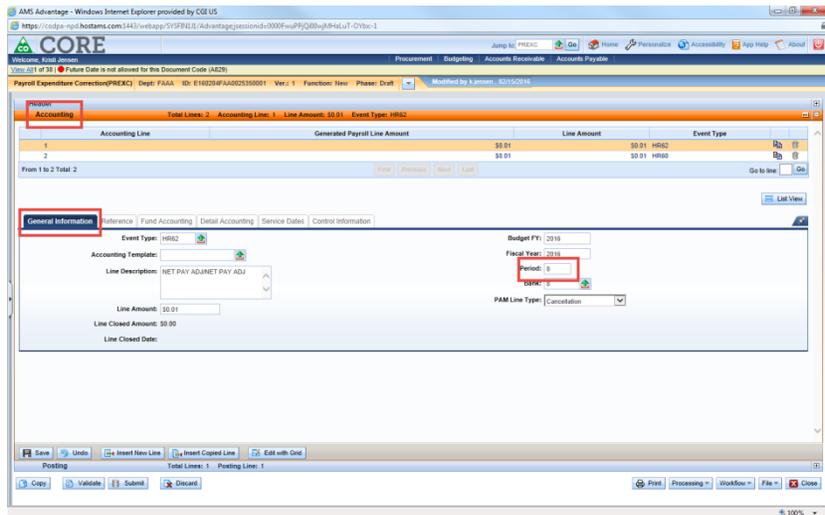
Go to the **Header** tab.

Under **General Information** update the **Period** to reflect the open accounting period.



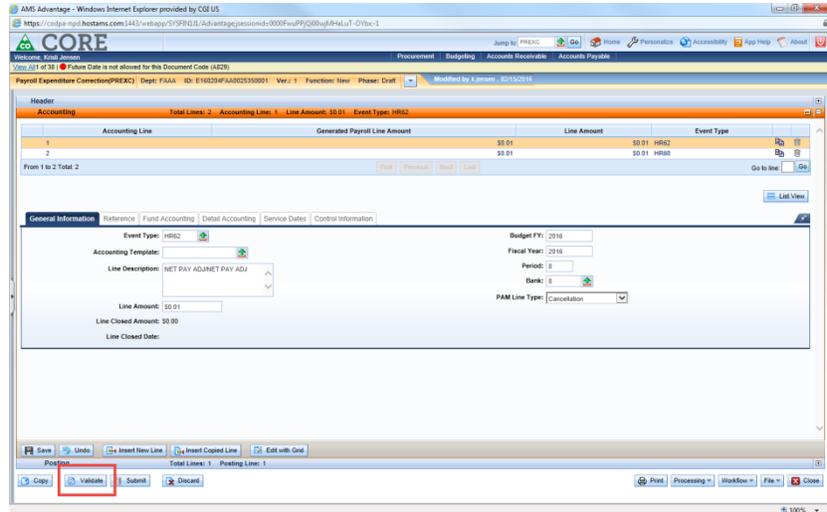
Go to the **Accounting** tab.

Under **General Information** update the **Period** to reflect the open accounting period.



# Correcting Accounting Period on PREXC

Select **Validate**.



AMC Advantage - Windows Internet Explorer provided by CGI US

https://coadp-npl.hostamc.com:143/webapp/SYSPNLI/Advantage?document=300F-waPPQ20h@M4L1-0Yba-1

Payroll Expenditure Corrector(PREXC) Dept: FA0A ID: E18228FAA002539201 Ver: 1 Function: New Phase: Draft Modified by: L.jamin 6/15/2016

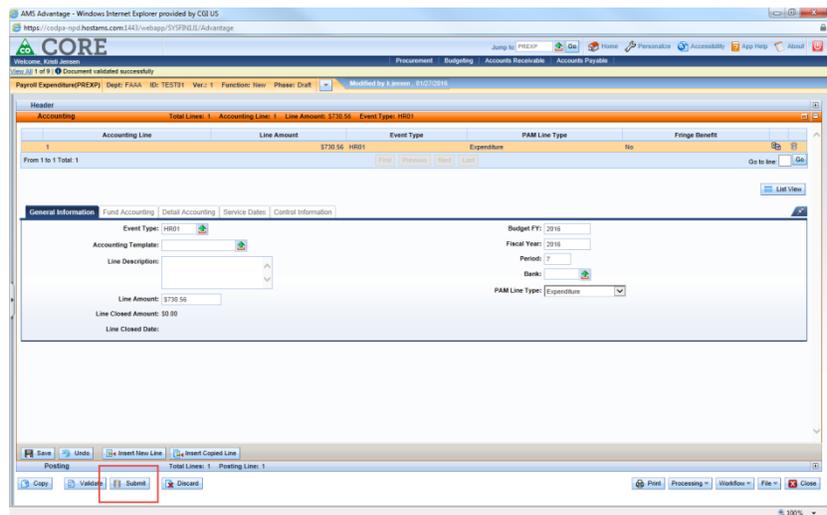
Accounting Line	Generated Payroll Line Amount	Line Amount	Event Type
1		\$0.01	HR02
2		\$0.01	HR00
From 1 to 2 Total: 2			

General Information

Event Type: HR02 Budget FY: 2016  
 Accounting Template: Fiscal Year: 2016  
 Line Description: NET PAY ADJNET PAY ADJ Period: 8  
 Line Amount: \$0.01 Bank: 8  
 Line Closed Amount: \$0.00 PAM Line Type: Cancellation  
 Line Closed Date:

Buttons: Save, Undo, Insert New Line, Insert Copied Line, Edit with Grid, Copy, **Validate**, Submit, Discard, Print, Processing, Workflow, File, Close

Select **Submit**.



AMC Advantage - Windows Internet Explorer provided by CGI US

https://coadp-npl.hostamc.com:143/webapp/SYSPNLI/Advantage

Payroll Expenditure(PREXP) Dept: FA0A ID: TEST01 Ver: 1 Function: New Phase: Draft Modified by: L.jamin 6/10/2016

Accounting Line	Line Amount	Event Type	PAM Line Type	Fringe Benefit
1	\$730.56	HR01	Expenditure	No
From 1 to 1 Total: 1				

General Information

Event Type: HR01 Budget FY: 2016  
 Accounting Template: Fiscal Year: 2016  
 Line Description: Line Amount: \$730.56  
 Line Closed Amount: \$0.00 Period: 7  
 Line Closed Date: Bank: 8  
 PAM Line Type: Expenditure

Buttons: Save, Undo, Insert New Line, Insert Copied Line, Copy, **Submit**, Discard, Print, Processing, Workflow, File, Close