

# Correcting Accounting Period on PREXP, PRLNP and PRLIA

## 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 PREXP, PRLNP and PRLIA 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.

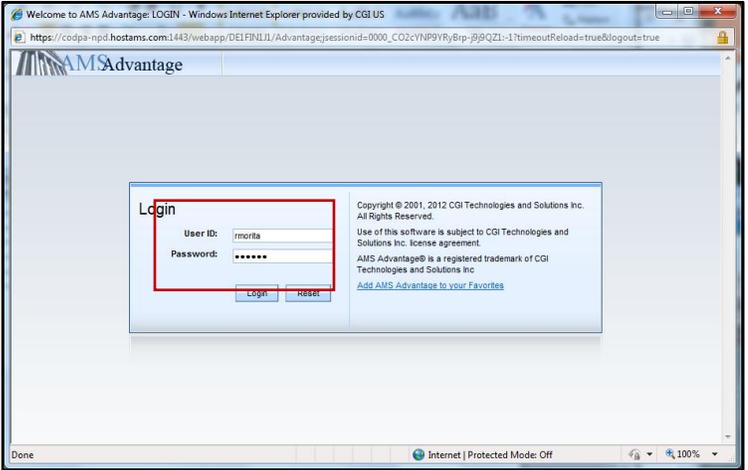
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# Correcting Accounting Period on PREXP, PRLNP and PRLIA

## Log On

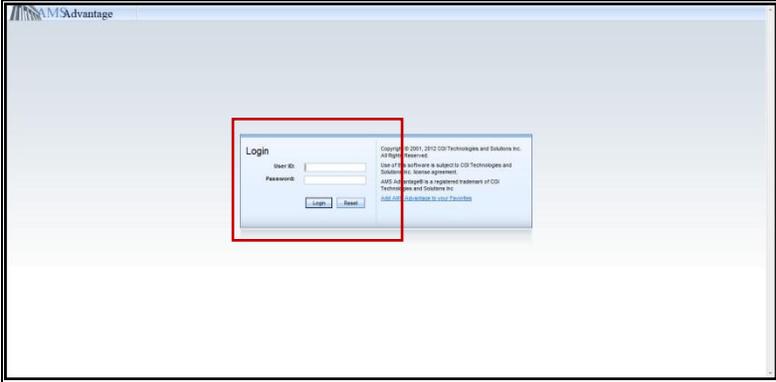
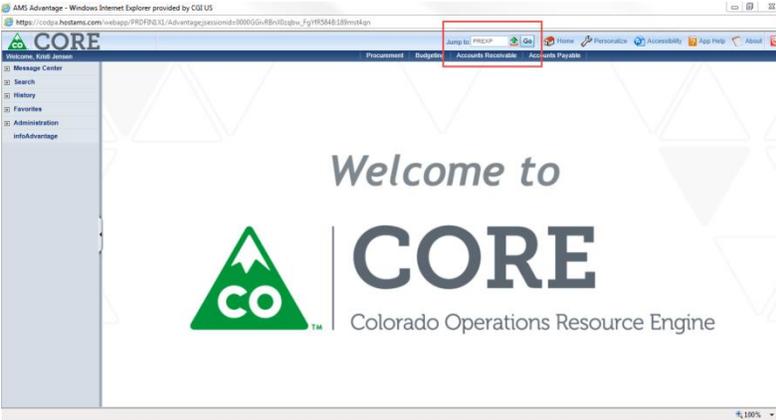
Below are the steps to navigate to Advantage

<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 PREXP, PRLNP and PRLIA

Search for rejected PREXP to make corrections

## Search for Rejected PREXP 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>PREXP</i> in the <b>Jump to</b> field.</p> <p>Click <b>Go</b>.</p>	



# Correcting Accounting Period on PREXP, PRLNP and PRLIA

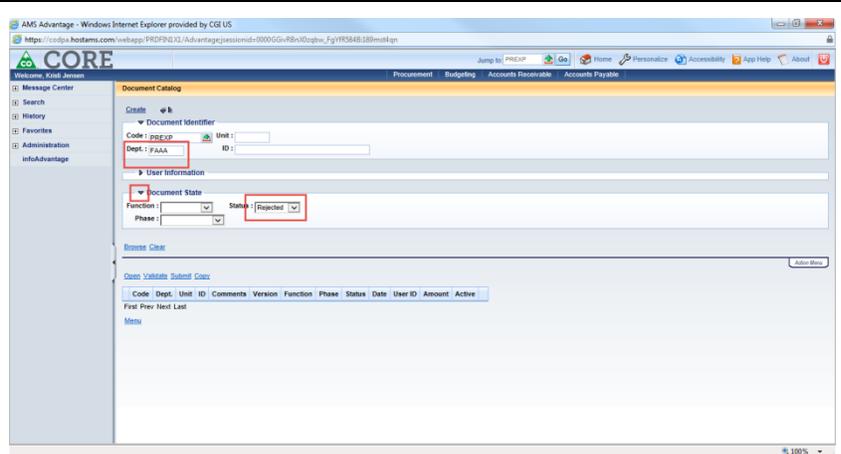
The **Payroll Expenditure (PREXP)** on document catalogue appears.

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

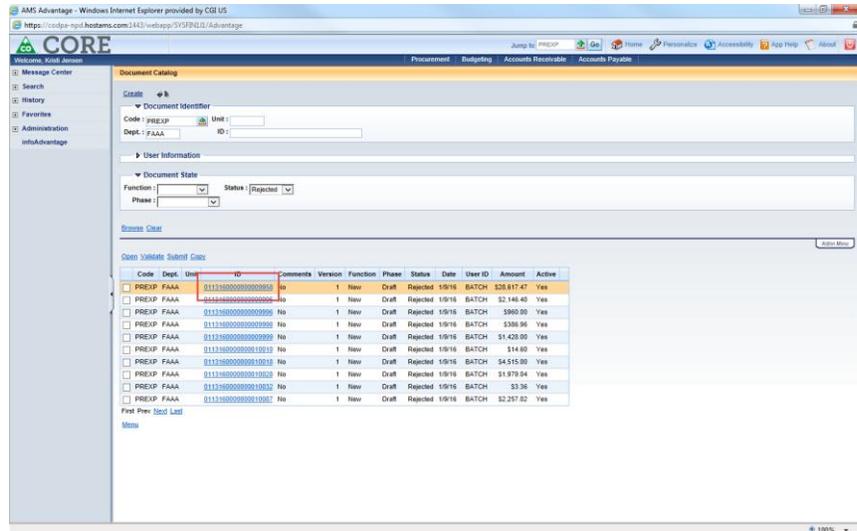
If you don't have the document ID:

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

Click **Browse**.

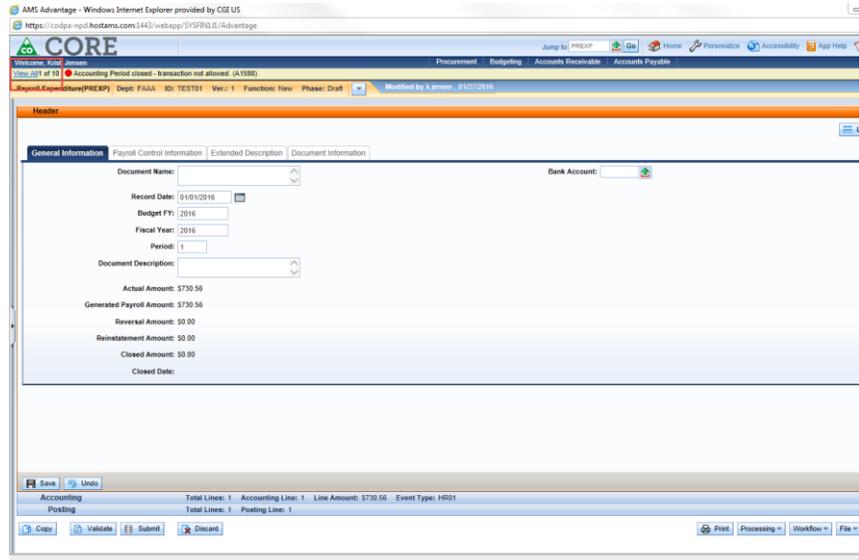


Select the rejected **PREXP** document ID.



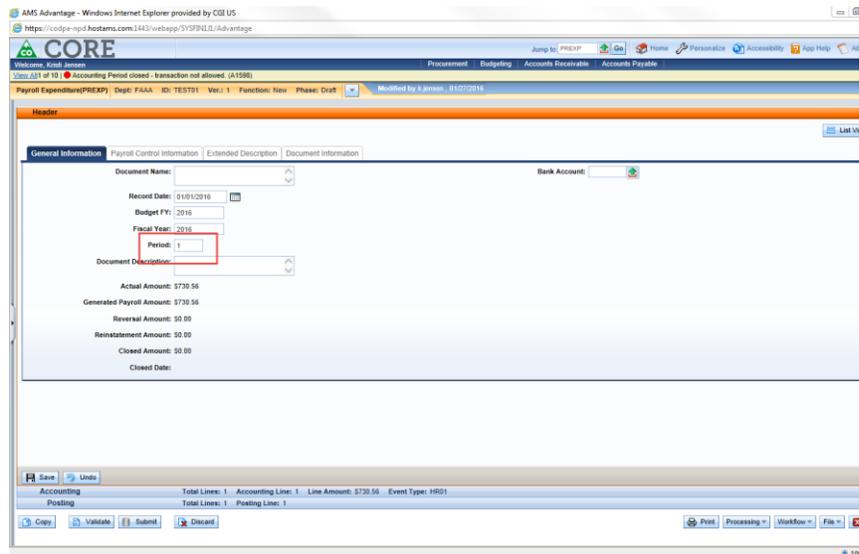
# Correcting Accounting Period on PREXP, PRLNP and PRLIA

The rejected document now displays with error messages.



Go to the **Header** tab.

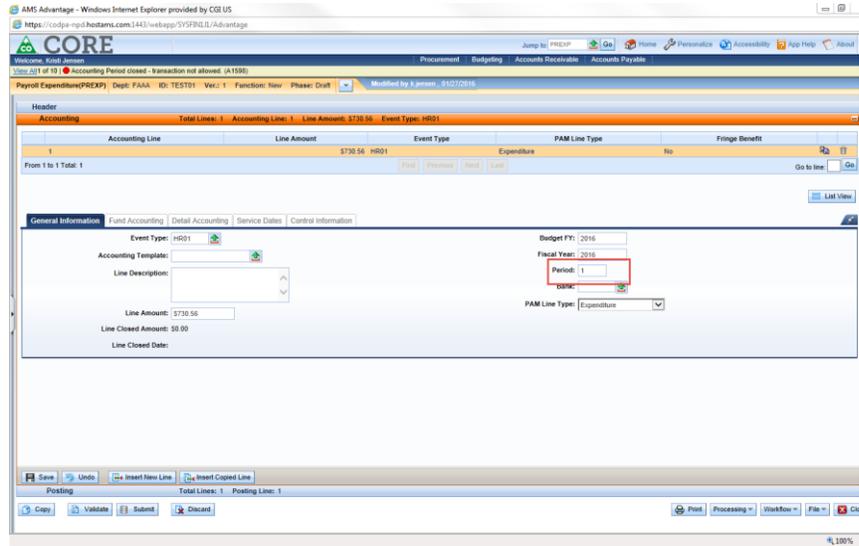
Under **General Information** update the **Period** to reflect the open accounting period.



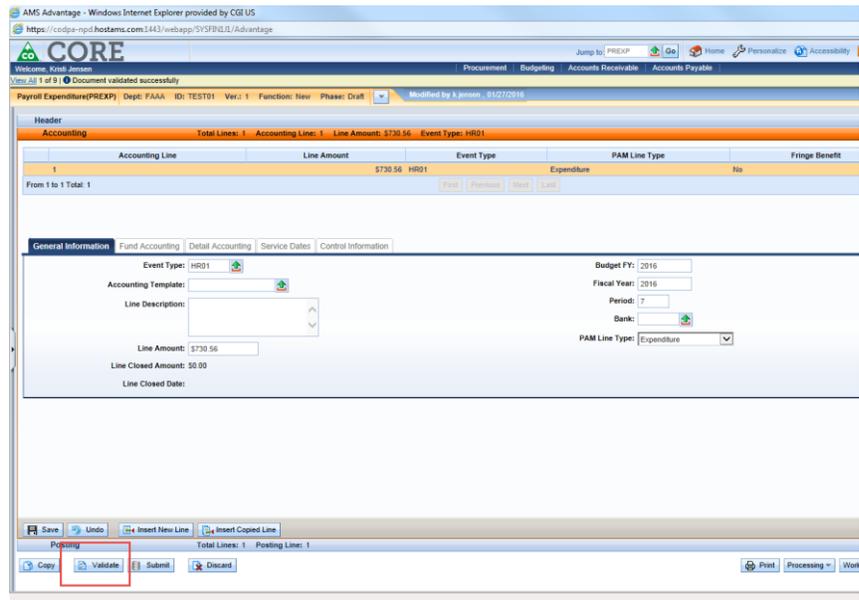
# Correcting Accounting Period on PREXP, PRLNP and PRLIA

Go to the **Accounting** tab.

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

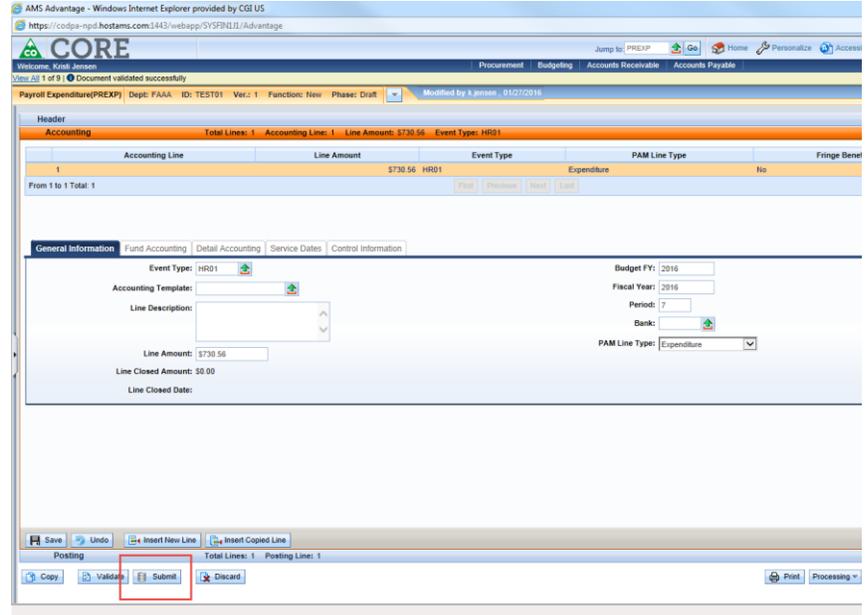


Select **Validate**.



# Correcting Accounting Period on PREXP, PRLNP and PRLIA

Select **Submit**.



AMS Advantage - Windows Internet Explorer provided by CGI US  
 https://codpa-npd.hostams.com:1443/webapp/SYSFIN/II/Advantage

**CORE** Jump to: PREXP Go Home Personalize Access

Welcome, Kristl Jensen Procurement Budgeting Accounts Receivable Accounts Payable  
 View All 1 of 9 Document validated successfully

Payroll Expenditure(PREXP) Dept: FAAA ID: TEST01 Ver: 1 Function: New Phase: Draft Modified by k.jensen - 05/27/2016

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 Fund Accounting Detail Accounting Service Dates Control Information

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

Save Undo Insert New Line Insert Copied Line  
 Posting Total Lines: 1 Posting Line: 1  
 Copy Validate **Submit** Discard Print Processing