

# Correcting Accounting Period on PRLID

## 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 PRLID 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.

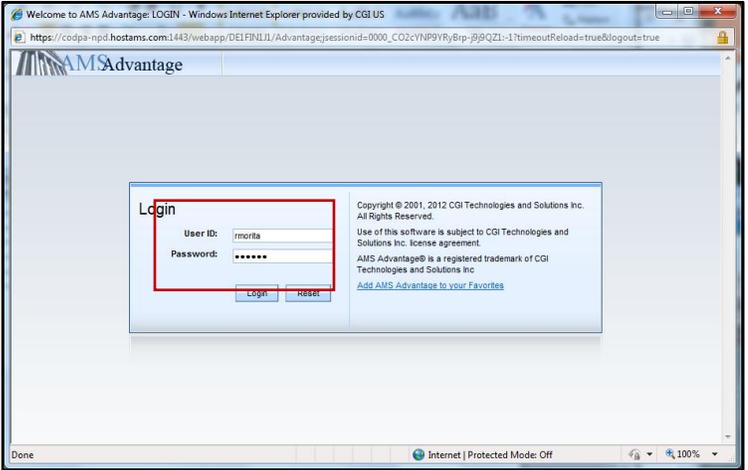
## Table of Contents

Log On .....	2
Search for rejected PRLID to make corrections .....	3

# Correcting Accounting Period on PRLID

## Log On

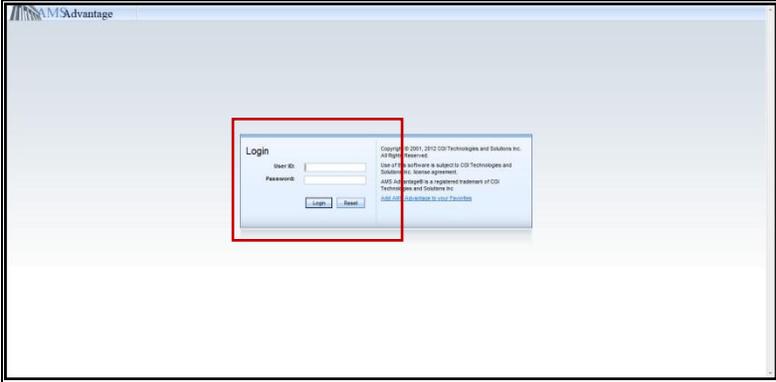
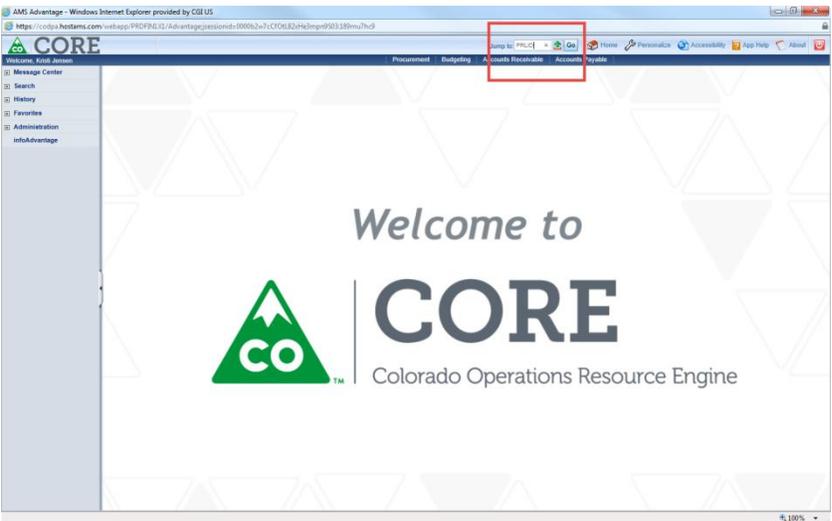
Below are the steps to navigate to Advantage

Log On	
Step	Image
<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 PRLID

Search for rejected PRLID 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>PRLID</i> in the <b>Jump to</b> field.</p> <p>Click <b>Go</b>.</p>	

# Correcting Accounting Period on PRLID

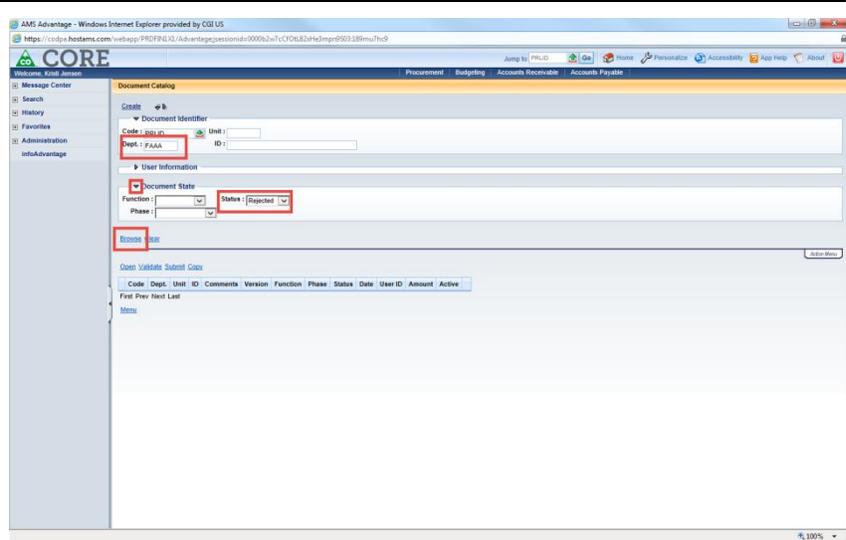
The **Payroll Internal Document (PRLID)** on document catalogue appears.

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

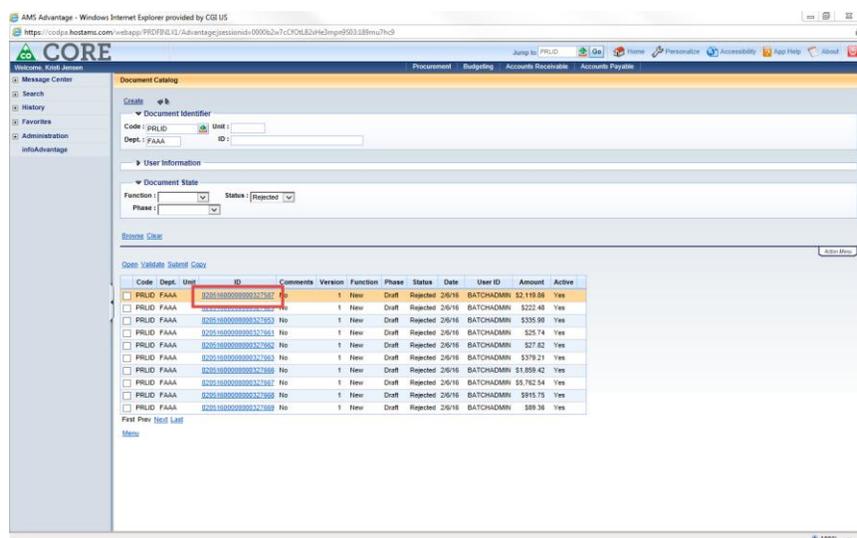
If you don't have the document ID:

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

Click **Browse**.

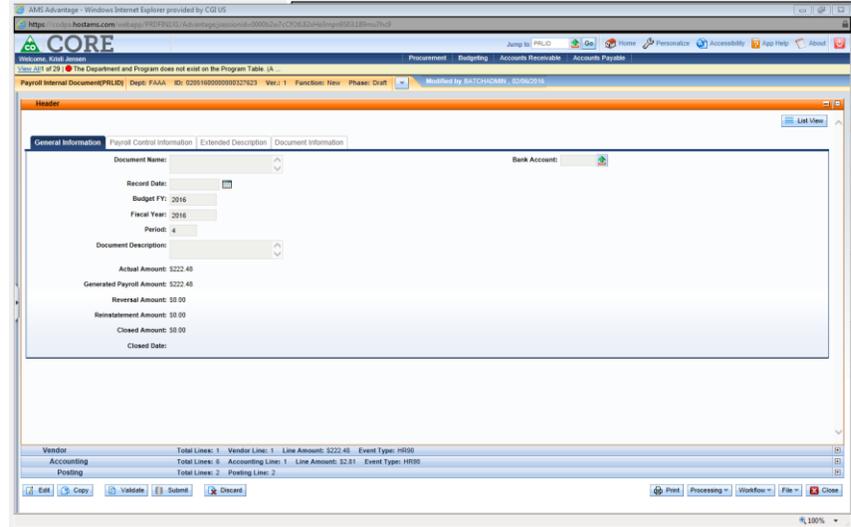


Select the rejected **PRLID** document ID.



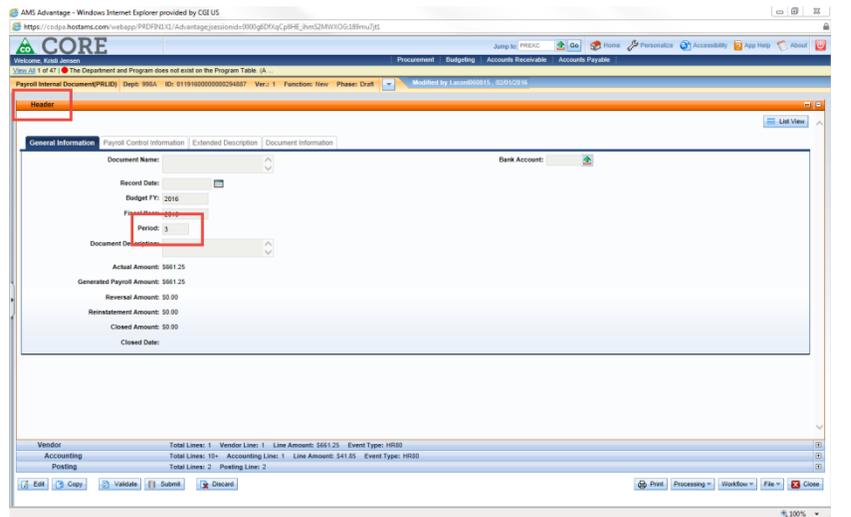
# Correcting Accounting Period on PRLID

The document now displays with error messages.



Go to the **Header** tab.

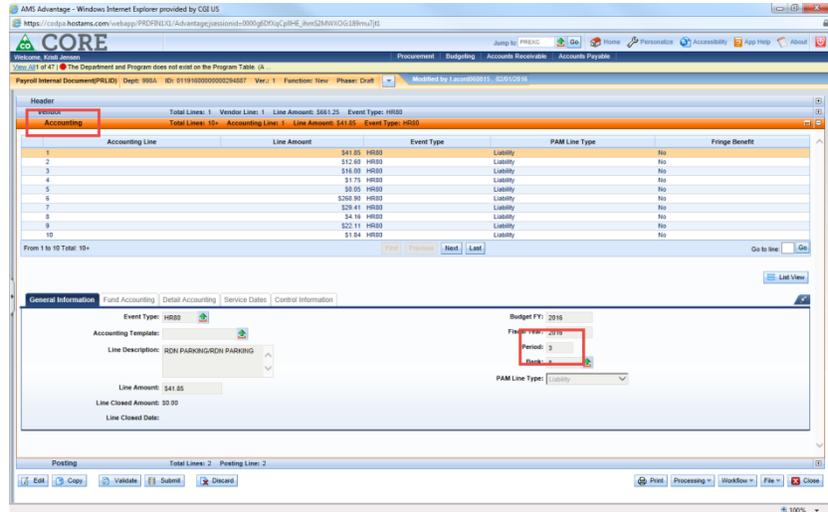
Under **General Information** update the **Period** to reflect the open accounting period.



# Correcting Accounting Period on PRLID

Go to the **Accounting** tab.

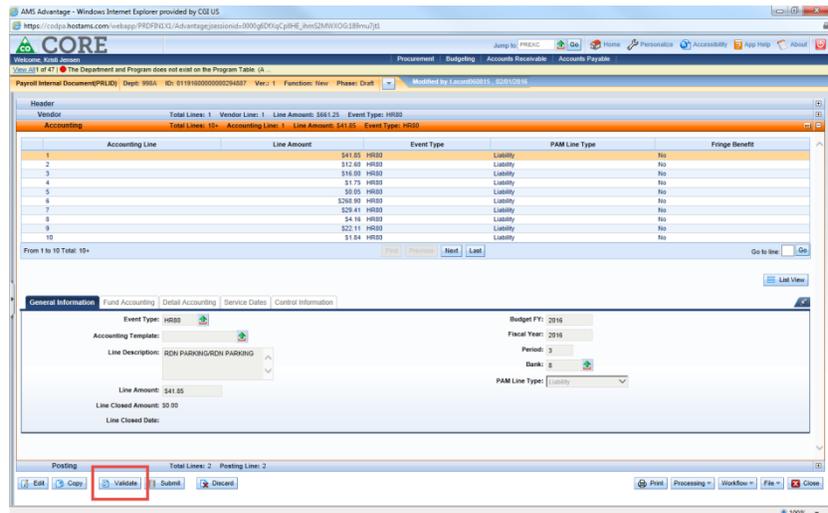
Under **General Information** update the **Period** to reflect the open accounting period.



The screenshot shows the 'Accounting' tab in the AME Advantage system. The 'General Information' section is expanded, and the 'Period' dropdown menu is highlighted with a red box. The current period is set to 3.

Accounting Line	Line Amount	Event Type	PAM Line Type	Fringe Benefit
1	\$41.05	HR00	Liability	No
2	\$12.69	HR00	Liability	No
3	\$16.00	HR00	Liability	No
4	\$1.75	HR00	Liability	No
5	\$0.05	HR00	Liability	No
6	\$266.99	HR00	Liability	No
7	\$29.41	HR00	Liability	No
8	\$4.19	HR00	Liability	No
9	\$22.11	HR00	Liability	No
10	\$1.04	HR00	Liability	No

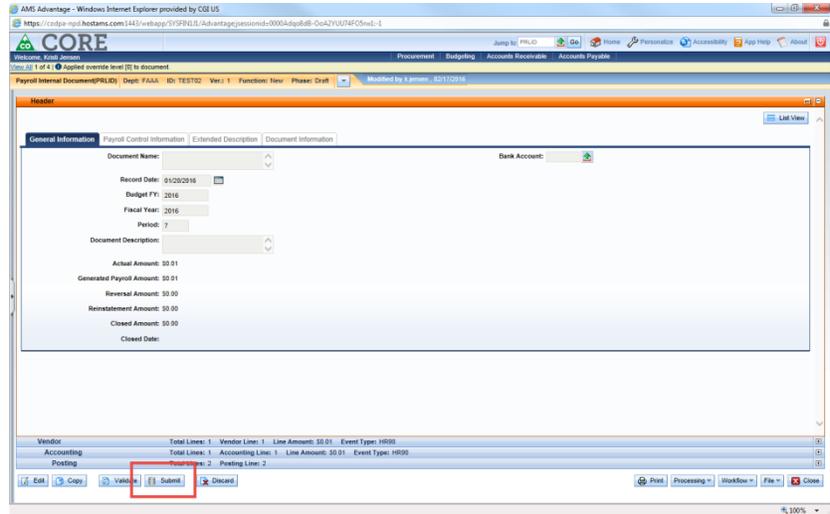
Select **Validate**.



The screenshot shows the same 'Accounting' tab as above, but now the 'Validate' button in the bottom toolbar is highlighted with a red box. The 'Period' field remains highlighted.

# Correcting Accounting Period on PRLID

Select **Submit**.



The screenshot shows the CORE PRLID system interface. The main window displays a 'Payroll Internal Document' form. The 'General Information' tab is active, showing fields for Document Name, Record Date (01/29/2016), Budget FY (2016), Fiscal Year (2016), and Period (7). Below these fields are summary statistics: Actual Amount: \$0.01, Generated Payroll Amount: \$0.01, Reversal Amount: \$0.00, Reimbursement Amount: \$0.00, and Closed Amount: \$0.00. At the bottom of the form, there is a table with columns for Vendor, Total Lines, Vendor Lines, Line Amount, and Event Type. The table contains three rows: Vendor, Accounting, and Posting. The 'Submit' button is highlighted with a red box.

Vendor	Total Lines	Vendor Lines	Line Amount	Event Type
Accounting	1	Accounting Lines: 1	Line Amount: \$0.01	Event Type: HR99
Posting	2	Posting Lines: 2		