

Correcting Chart of Account Elements in PREXC

Process

The payroll process involves multi-document creation from the PAM cycle and the 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 goal of this document is to show users how to correct chart of account elements 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.

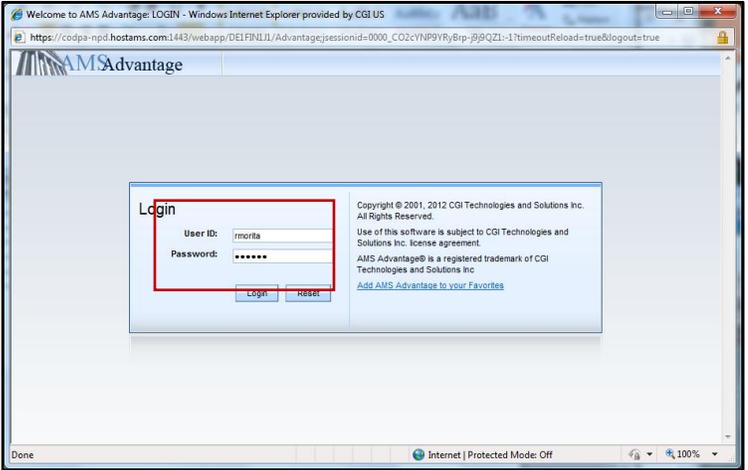
Table of Contents

| | |
|--|---|
| Log On | 2 |
| Correcting Chart of Account Elements in the PREXC..... | 3 |

Correcting Chart of Account Elements in PREXC

Log On

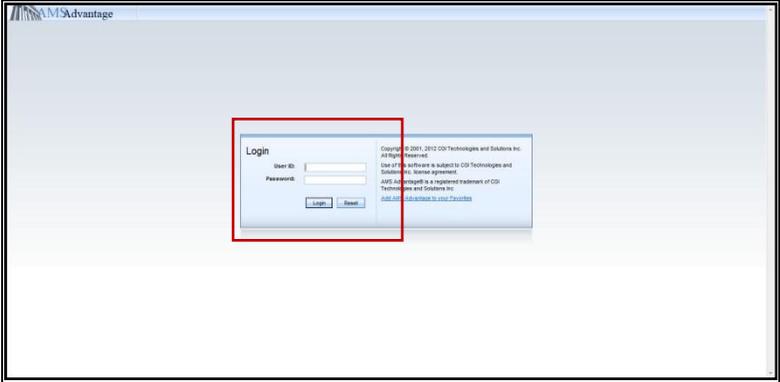
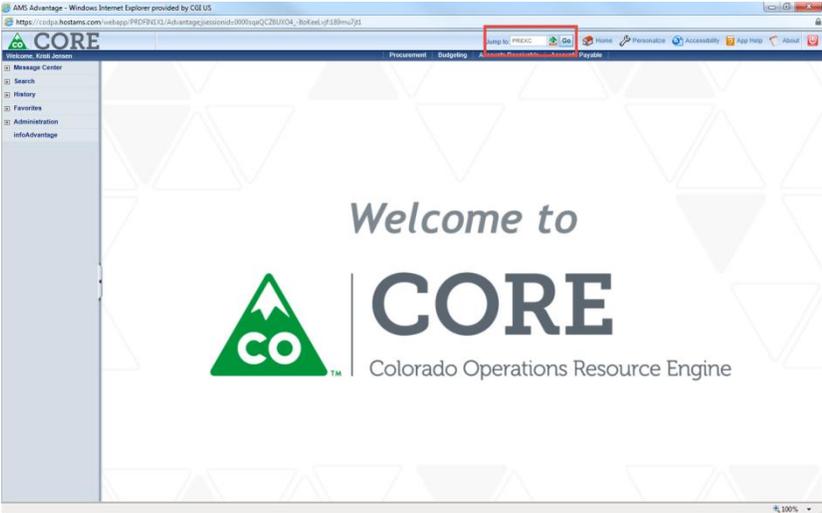
Below are the steps to navigate to Advantage

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

Correcting Chart of Account Elements in PREXC

Correcting Chart of Account Elements in the PREXC

Search for Rejected PREXC to make correction

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

Correcting Chart of Account Elements in PREXC

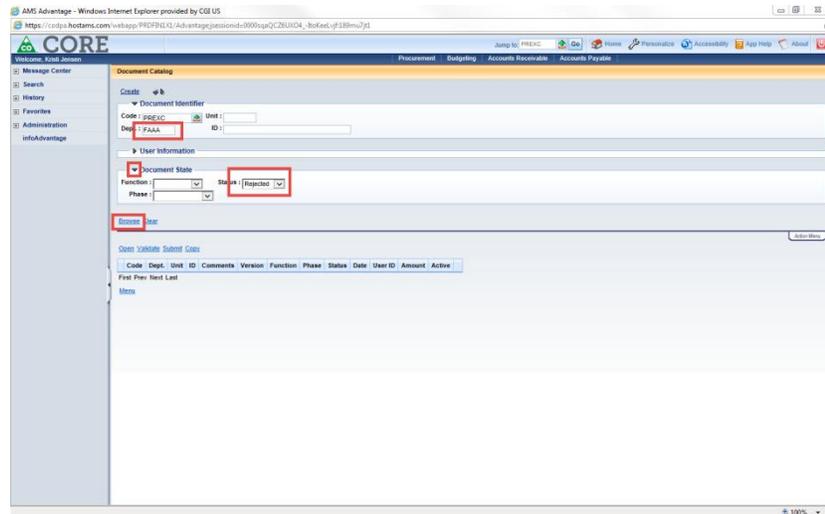
The **Payroll Expenditure Correction (PREXC)** on document catalogue appears.

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

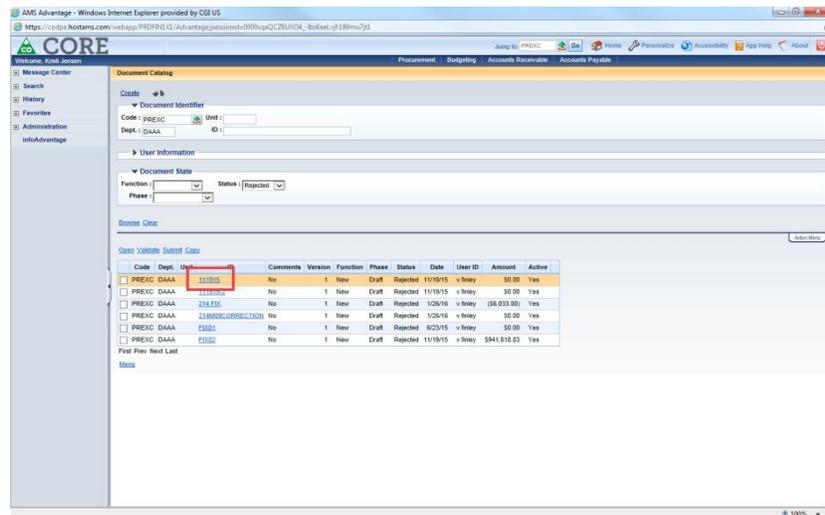
If you don't have the document ID:

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

Click **Browse**.

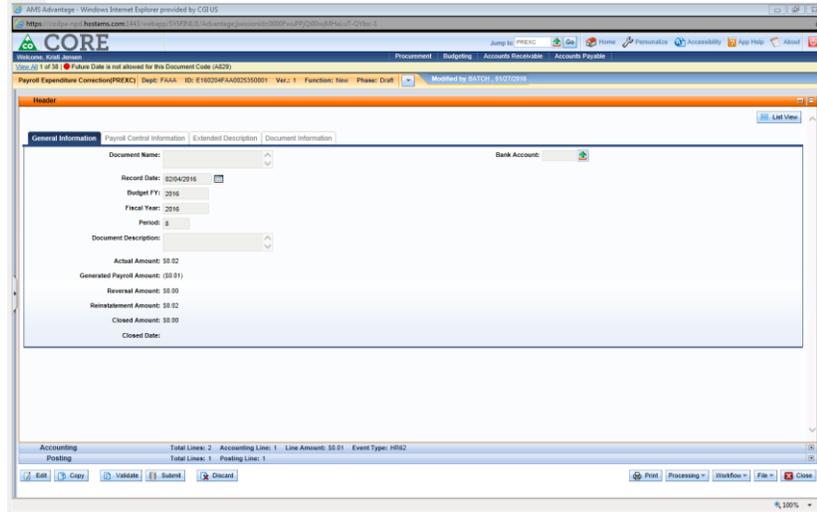


Select the rejected **PREXC** document ID.

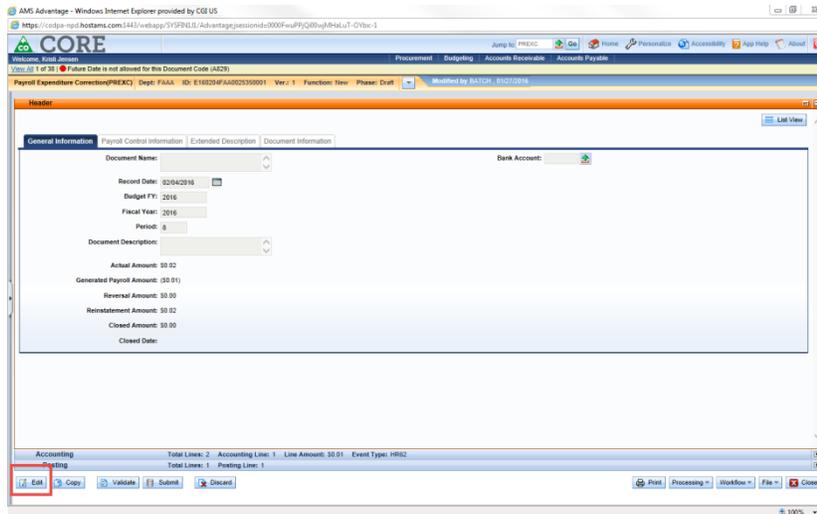


Correcting Chart of Account Elements in PREXC

The rejected document now displays with error messages.



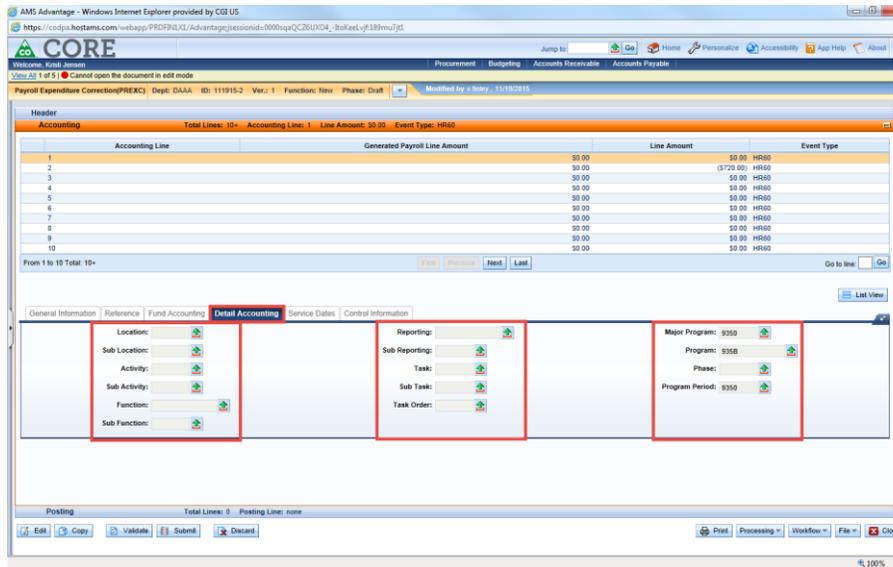
Click **Edit**



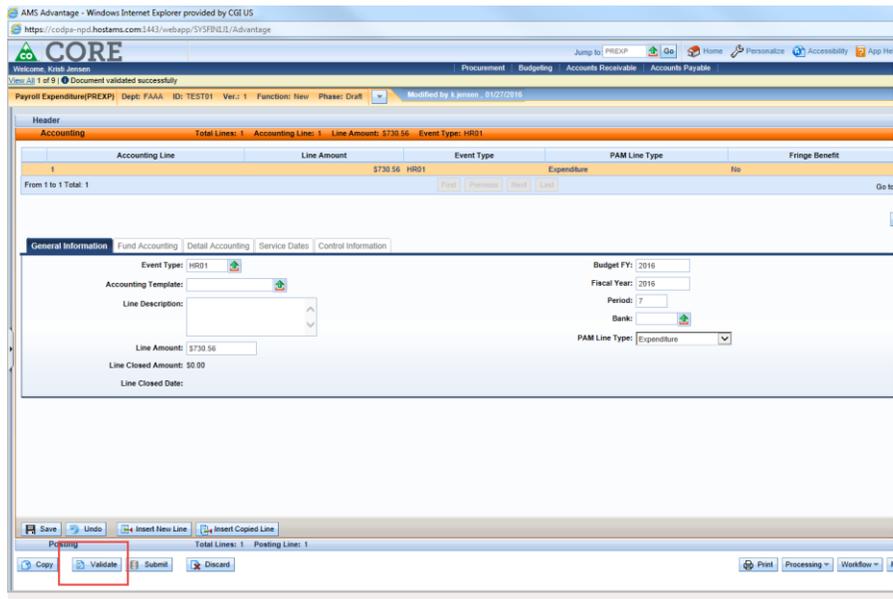
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Go to the **Accounting** tab and Select **Detail Accounting**.

Verify all information is correct. Make changes as needed.

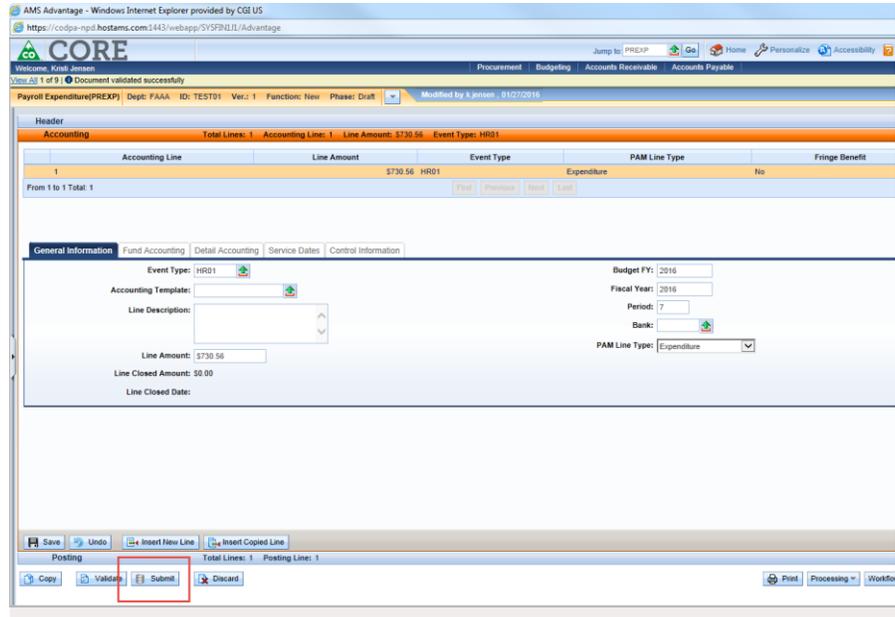


Select **Validate**.



Correcting Chart of Account Elements in PREXC

Select **Submit**.



The screenshot shows the CORE web application interface for a 'Payroll Expenditure(PREXP)' entry. The interface includes a header section with 'Accounting Line: 1', 'Line Amount: \$730.56', and 'Event Type: HR01'. Below this is a 'General Information' section with fields for 'Event Type', 'Accounting Template', 'Line Description', 'Line Amount', 'Line Closed Amount', and 'Line Closed Date'. On the right side, there are fields for 'Budget FY', 'Fiscal Year', 'Period', 'Bank', and 'PAM Line Type'. At the bottom, there is a 'Posting' section with a toolbar containing buttons for 'Save', 'Undo', 'Insert New Line', 'Insert Copied Line', 'Copy', 'Validate', 'Submit', and 'Discard'. The 'Submit' button is highlighted with a red box.