Correcting Chart of Account Elements in PREXP, PRLNP and PRLIA

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 PREXP, PRLNP and PRLIA documents.

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

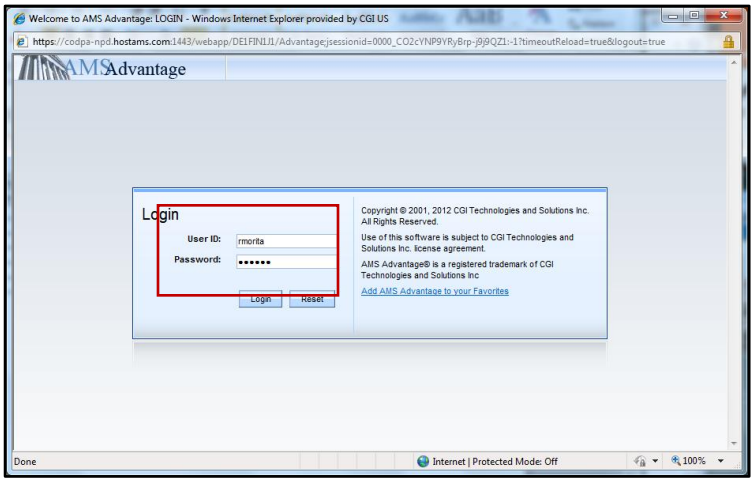
Search for rejected PREXP to make corrections 3

© 2016 Proprietary and Confidential

Correcting Chart of Account Elements in PREXP, PRLNP and PRLIA

Log On

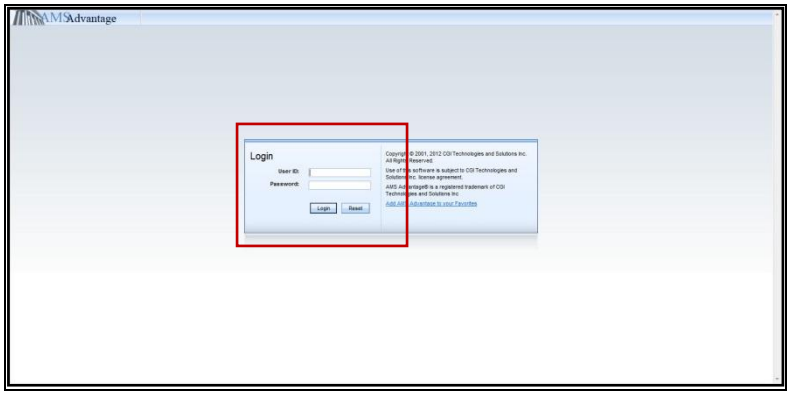
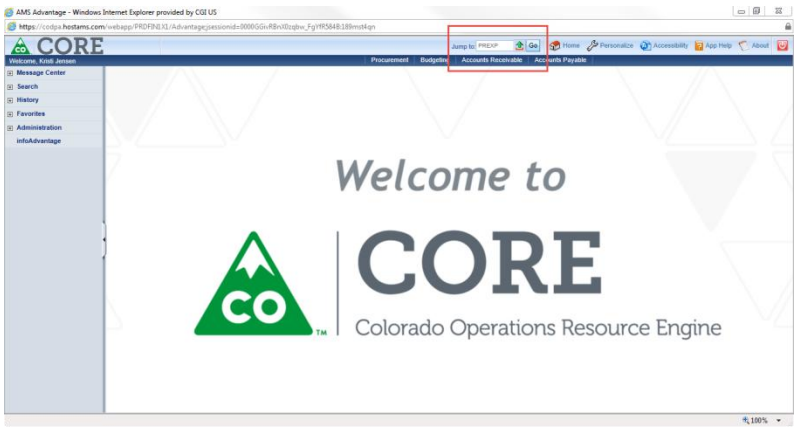
Below are the steps to navigate to Advantage

Log On	
Step	**Image**
Log on to Advantage. 1. Enter your ID in **User ID** field. 2. Enter your password in **Password** field. 3. Click **Login.** **Advantage Home Page** appears.	

© 2016 Proprietary and Confidential

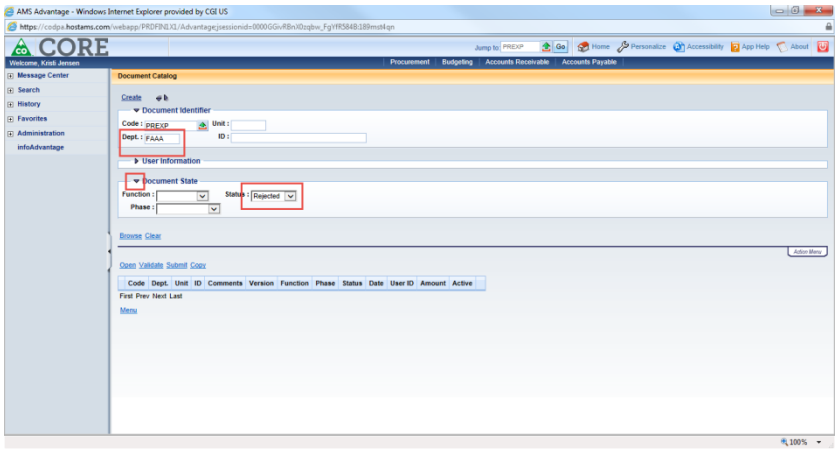
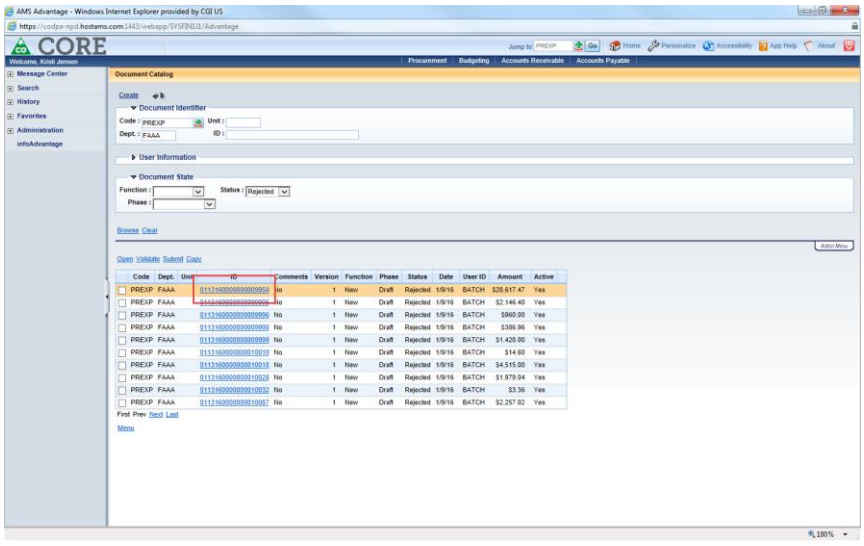
Correcting Chart of Account Elements in PREXP, PRLNP and PRLIA

Search for rejected PREXP to make corrections

Search for Rejected PREXP to make correction	
Step	**Image**
Log on to CORE. Enter your user ID in **User ID** field. Enter your password in **Password** field. Click **Login**.	
The **Home Page** appears. Type *PREXP* in the **Jump to** field. Click **Go**.	

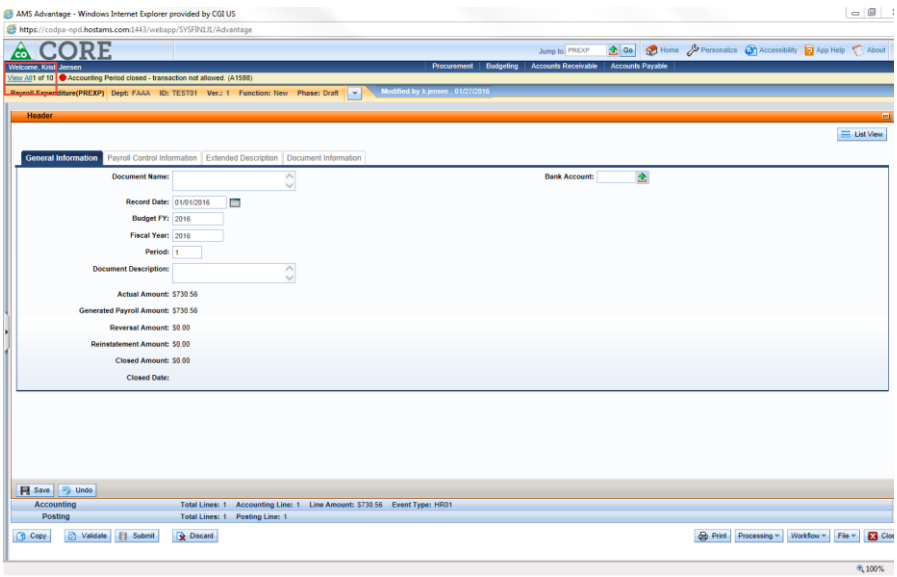
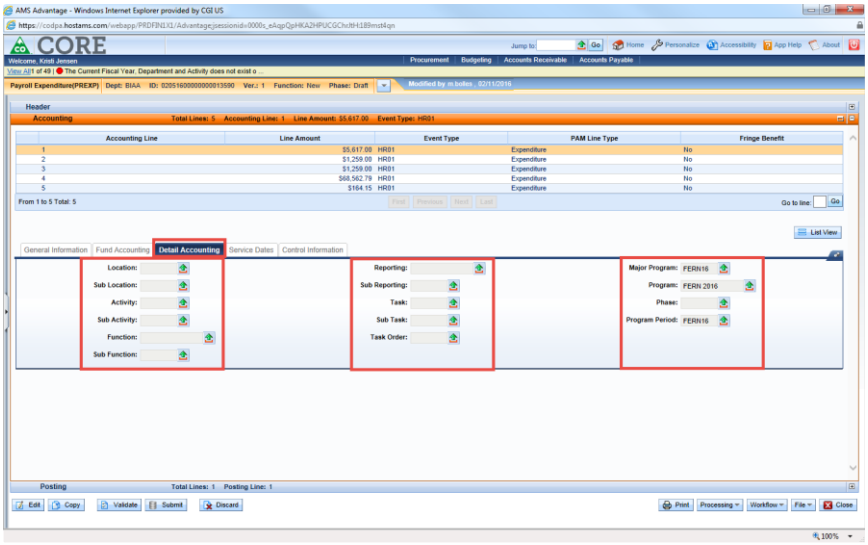
© 2016 Proprietary and Confidential

Correcting Chart of Account Elements in 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.	

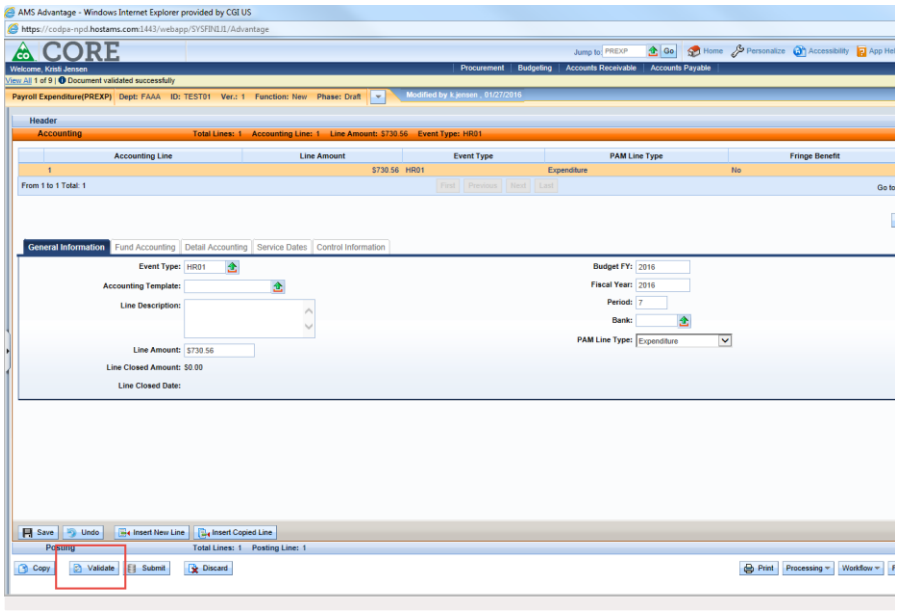
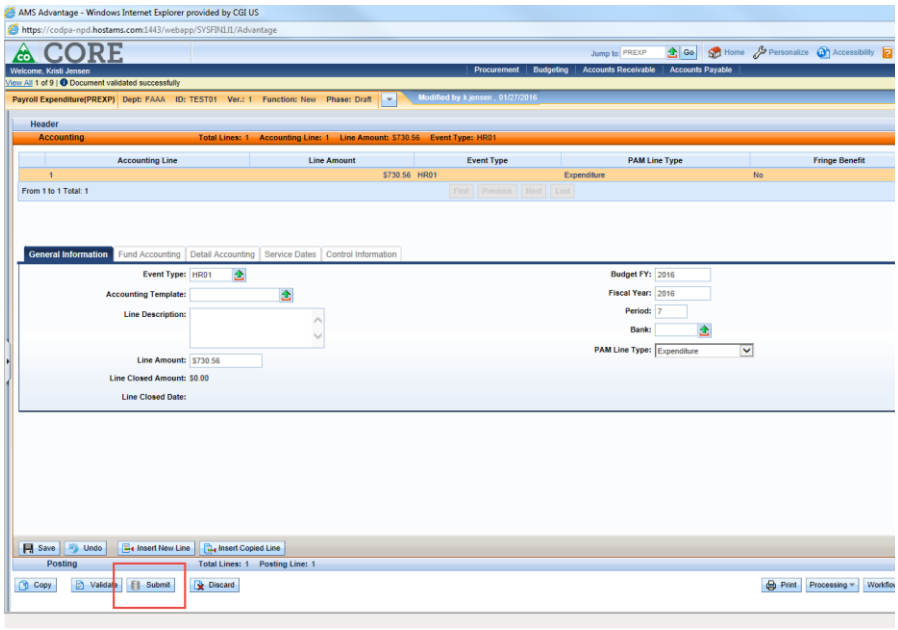
© 2016 Proprietary and Confidential

Correcting Chart of Account Elements in PREXP, PRLNP and PRLIA

The document now appears with error messages.	
Go to the **Accounting** tab and select **Detail Accounting.** Verify All information is correct. Make changes as needed.	

© 2016 Proprietary and Confidential

Correcting Chart of Account Elements in PREXP, PRLNP and PRLIA

Select **Validate.**	
Select **Submit.**	

© 2016 Proprietary and Confidential