

# Correcting Chart of Account Elements in PRLID

## Overview

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 chart of account elements 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.

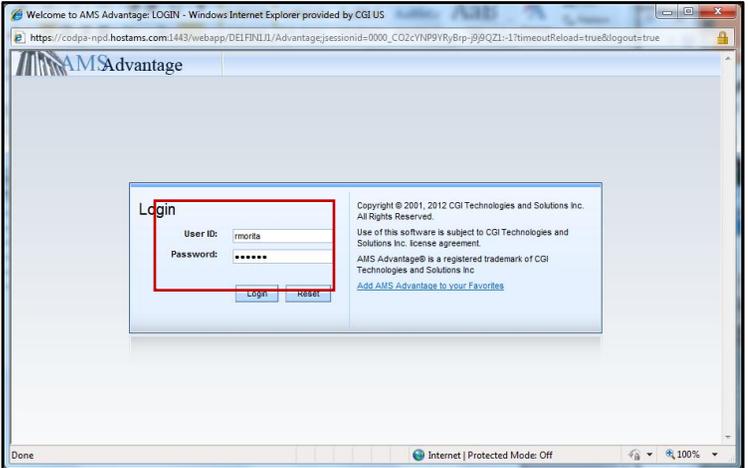
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# Correcting Chart of Account Elements in PRLID

## Log On

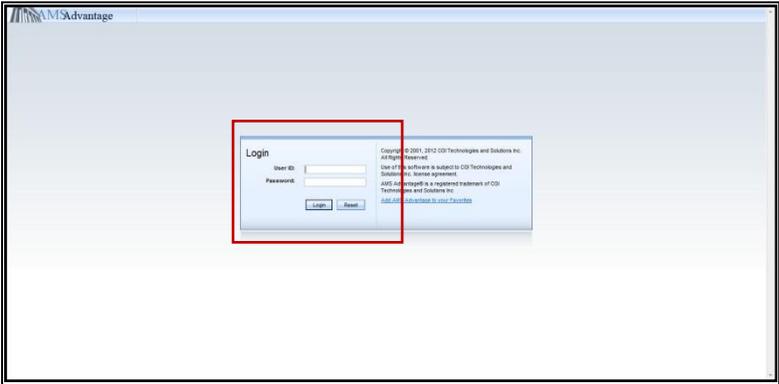
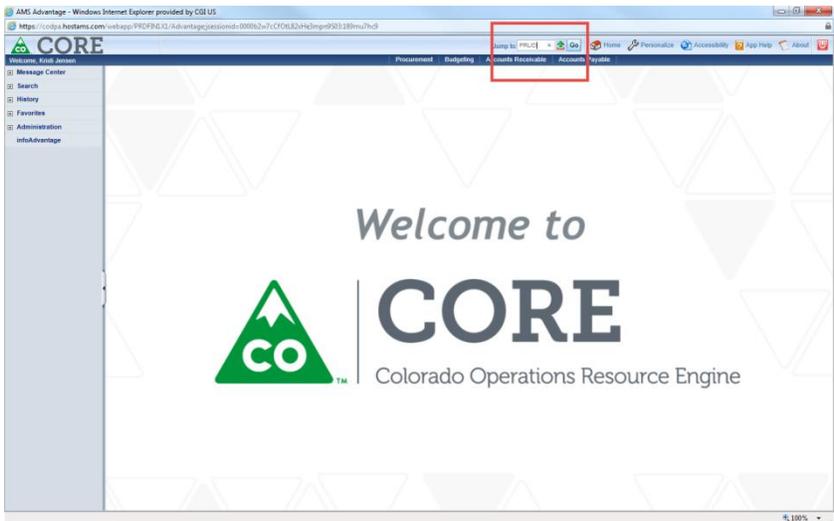
Below are the steps to navigate to Advantage

<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 Chart of Account Elements in PRLID

## Correcting Chart of Account Elements in the PRLID

### Search for Rejected PRLID 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 Chart of Account Elements in PRLID

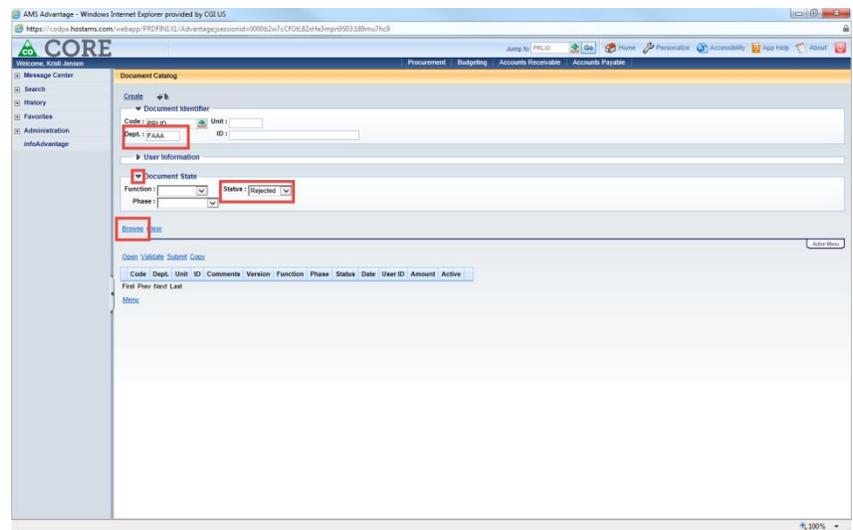
The **Payroll Internal Document (PRLID)** on document catalogue appears.

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

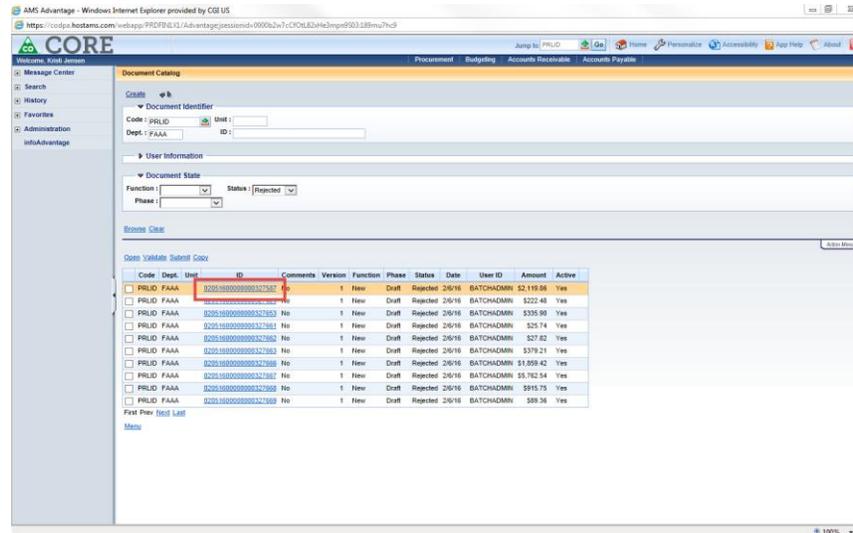
If you don't have the document ID:

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

Click **Browse**.

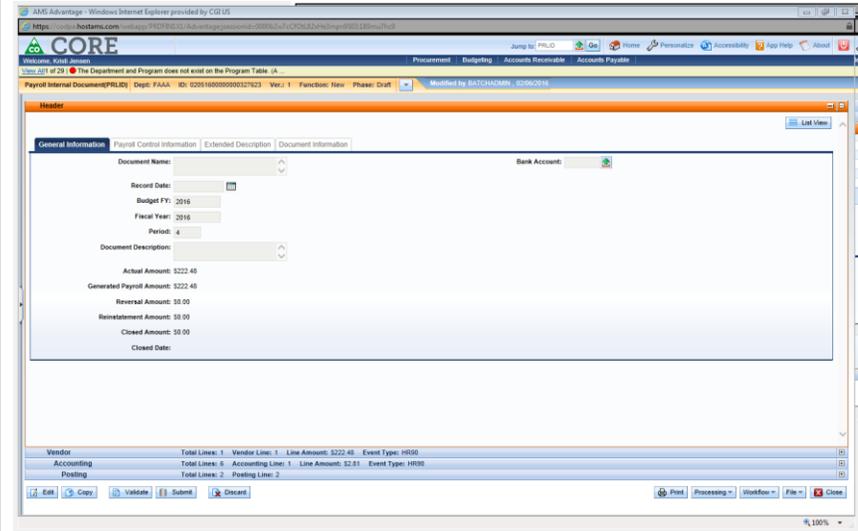


Select the rejected **PRLID** document ID.



# Correcting Chart of Account Elements in PRLID

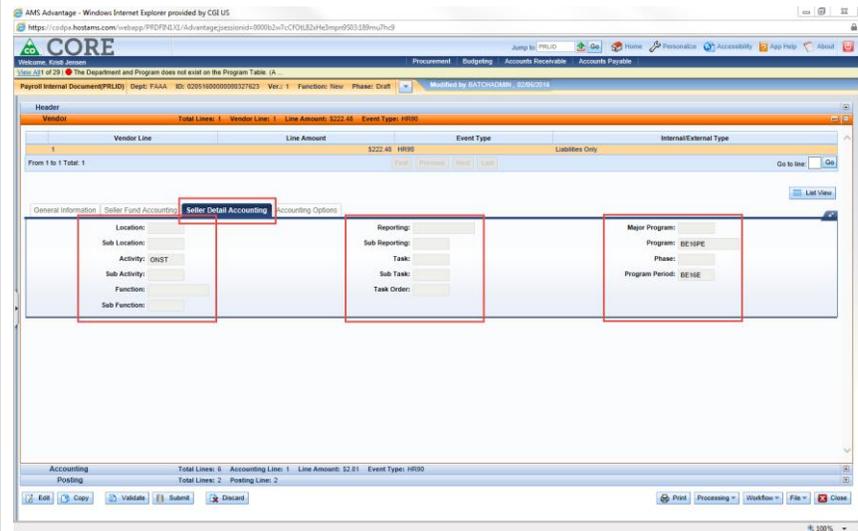
The document displays with error messages.



Go to the **Vendor Tab**

Select **Seller Detail Accounting**

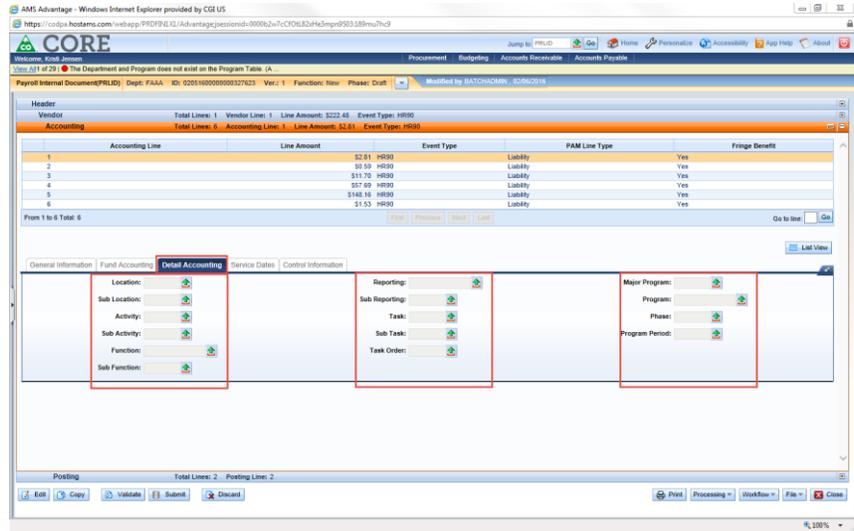
Verify Information is correct and make any necessary changes.



# Correcting Chart of Account Elements in PRLID

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

Verify all information is correct. Make changes as needed.



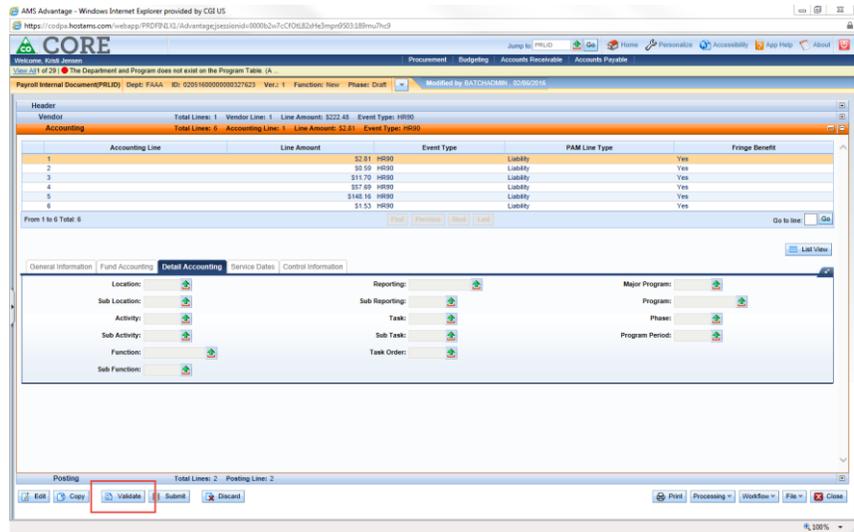
The screenshot shows the 'Detail Accounting' tab in the CORE system. The 'Accounting Line' table is visible with the following data:

Accounting Line	Line Amount	Event Type	PAM Line Type	Fringe Benefit
1	\$2.81	HR90	Liability	Yes
2	\$9.59	HR90	Liability	Yes
3	\$11.70	HR90	Liability	Yes
4	\$57.69	HR90	Liability	Yes
5	\$148.16	HR90	Liability	Yes
6	\$1.53	HR90	Liability	Yes

The 'Detail Accounting' section contains several fields highlighted in red boxes:

- Location:** [Dropdown]
- Sub Location:** [Dropdown]
- Activity:** [Dropdown]
- Sub Activity:** [Dropdown]
- Functions:** [Dropdown]
- Sub Functions:** [Dropdown]
- Reporting:** [Dropdown]
- Sub Reporting:** [Dropdown]
- Task:** [Dropdown]
- Sub Task:** [Dropdown]
- Task Order:** [Dropdown]
- Major Program:** [Dropdown]
- Program:** [Dropdown]
- Phase:** [Dropdown]
- Program Period:** [Dropdown]

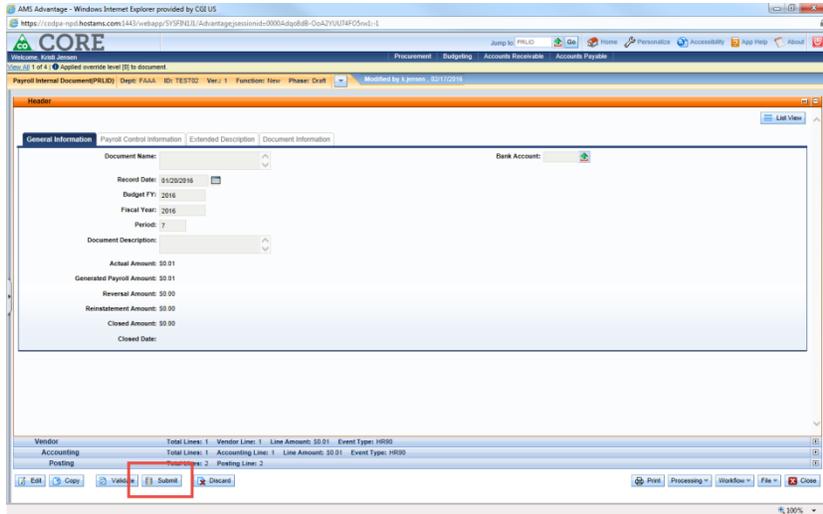
Select **Validate**



The screenshot shows the same 'Detail Accounting' tab as above. The 'Validate' button in the bottom toolbar is highlighted with a red box. The 'Accounting Line' table data remains the same as in the previous screenshot.

# Correcting Chart of Account Elements in PRLID

Select **Submit**



The screenshot displays the AMS Advantage web application interface. The browser title is "AMS Advantage - Windows Internet Explorer provided by COE US". The URL is "http://coe-ar-101.hosted.com:1443/webapp/9759131/Advantage/jsp/omsd-2008-Adp8@\_Coc276307405me-1". The page shows a "Payroll Internal Document(PRLID)" form with the following details:

- Document Name: [Dropdown]
- Record Date: 01/29/2016
- Budget FY: 2016
- Fiscal Year: 2016
- Period: 7
- Document Description: [Dropdown]
- Actual Amount: \$0.01
- Generated Payroll Amount: \$0.01
- Reversal Amount: \$0.00
- Restatement Amount: \$0.00
- Closed Amount: \$0.00
- Closed Date: [Text]

At the bottom of the form, there is a summary table:

Vendor	Total Lines: 1	Vendor Lines: 1	Line Amount: \$0.01	Event Type: HR00
Accounting	Total Lines: 1	Accounting Lines: 1	Line Amount: \$0.01	Event Type: HR00
Posting	Posting Lines: 2	Posting Line: 2		

The "Submit" button is highlighted with a red box. Other buttons include "Edit", "Copy", "Validate", "Discard", "Print", "Processing", "Workflow", "File", and "Close".

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