



# Accounting Adjustments



*The Accounting Adjustments tip sheet is for Accountants and Expense Partners.*

## Overview

In Workday certain roles have permission to view or make limited adjustments to settled transactions. These roles are Accountants, Accounting Operations Leads, and Expense Partners. Other budget and accounting roles can see what adjustments have been made.

Adjustments can be made to:

- Expense Reports
- Procurement Card Transactions
- Fully or partially paid Supplier Invoices.

There are two **Change Reason Codes** for accounting adjustments:

- Did not meet Capitalization Criteria
- Update Worktags

## View Adjustments


1. In the Workday Search bar, type “**Find Accounting Adjustments**” and select the report.
2. Enter one or more **Company**.
3. Optional: complete other fields to filter the report results.
4. Select **OK**.
5. Select the Accounting Adjustment you would like to review.
6. When viewing the adjustment, the **Change Reason** and changes display.

**NOTE:** Worktag changes are listed as proposed until the adjustment process is complete, at which time they become current and will differ from the prior worktags.

## Create an Adjustment

**NOTE:** Adjustments can be created only on items that have been approved and paid.

1. In the Workday Search bar, type “**Find Expense Reports**” or “**Find Supplier Invoices**” or “**Find Credit Card Transactions**” and select the report.
2. Select the report based on the query used. These steps are based on making an adjustment to an expense report.

3. Enter one or more **Company**.
4. Optional: complete other fields to filter the report results.
5. Select **OK**.
6. Find the approved and paid expense report, supplier invoice, or credit card transaction that you would like to adjust. Hover the mouse over the Expense Report identifier and select the Related Actions .
7. Select **Accounting > Adjust Accounting**.
8. The Journal Lines display where you can make an adjustment. Scroll to the right to see fillable fields.
9. Indicate the Change Reason in the appropriate column. This is a required field.
10. Make other corresponding changes in the Entity, Cost Center, or Additional Worktags columns.
11. Select **Submit**.