

**ADJUSTMENTS TO ACCOUNTING TRANSACTIONS**

SOURCE	TYPE OF MOVE	ADJUSTMENT TO USE
<b>Expense Report</b> EXP-XXXXXXXX	Move the entire dollar amount: *Change Driver Worktag *Change Budget Reference	After payment, Operational Journal Accounting Adjustment <ul style="list-style-type: none"> <li>Find Expense Reports by Organization - CR &gt; Related Action &gt; Accounting &gt; Adjust Accounting</li> </ul>
	Move partial amount: *Change Driver Worktag *Change Budget Reference Move entire or partial amount: *Change Spend Category / Ledger Account	If Paid > Accounting Journal <ul style="list-style-type: none"> <li>Create Journal</li> </ul> If Not Paid > Edit transaction and re-submit
<b>Payroll/Salary</b> PAY_YYYYMMDD_01 EDR_YYYYMMDD_01	Move entire or partial amount from the current fiscal year within 90 days: *Change Driver Worktag *Change Ledger Account	OneUSG Connect > Express Direct Retro <a href="#">USG Job Aid</a>
	Move entire or partial amount from the current fiscal year over 90 days or from prior fiscal year: *Change Driver Worktag *Change Ledger Account	Service Now > Commitment Accounting <a href="#">Over 90 Days Late EDR Transmittal Form Required</a>
<b>Procurement Card Verification</b> PCV-XXXXXXXX	Move entire or partial amount: *Change Driver Worktag *Change Ledger Account / Spent Category *Change Budget Reference	Accounting Journal <ul style="list-style-type: none"> <li>Create Journal</li> </ul>
<b>Purchase Order</b> PO-XXXXXXXX  *Please note Bill Only and Catalog Purchase Orders cannot be changed, only closed or canceled.	Changes to a Purchase Order occur in the Obligation Ledger.  If a change to the Actuals Ledger is needed for a posted expense, see the Supplier Invoice section.	Enter a Change Order Requisition in Workday <a href="#">Change Order Job Aid</a>

SOURCE	TYPE OF MOVE	ADJUSTMENT TO USE
<b>Supplier Invoice</b> INV-XXXXXXX	Move the entire dollar amount: *Change Driver Worktag *Change Budget Reference *Change Spend Category	After payment, Operational Journal Accounting Adjustment <ul style="list-style-type: none"> <li>• Find Supplier Invoice for Campus - GTCR &gt; Related Action &gt; Accounting &gt; Adjust Accounting</li> </ul>
	Move partial amount: *Change Driver Worktag *Change Budget Reference *Change Ledger Account / Spent Category	If Paid > Accounting Journal <ul style="list-style-type: none"> <li>• Create Journal</li> </ul> If Not > Edit transaction and re-submit
<b>Other Accounting Transaction</b> JE-XXXXXXXXXX BAN_YYYYMMDD_01 COM_YYYYMMDD_02 OIT_YYYYMMDD_03	Move the entire / partial dollar amount: *Change Driver Worktag *Change Budget Reference *Change Ledger Account / Spent Category  Most Campus Journal Entries are in the Actuals Ledger.	Accounting Journal <ul style="list-style-type: none"> <li>• Create Journal</li> </ul> Reversing a Posted Journal <ul style="list-style-type: none"> <li>• If journal was originally posted in the same monthly period (ex. Jan-FY26) that reversal is occurring in &gt; Related Action &gt; Reverse</li> <li>• Otherwise, Related Action &gt; Copy &gt; Click “Reverse” box</li> </ul>