

Clearing Payroll Suspense

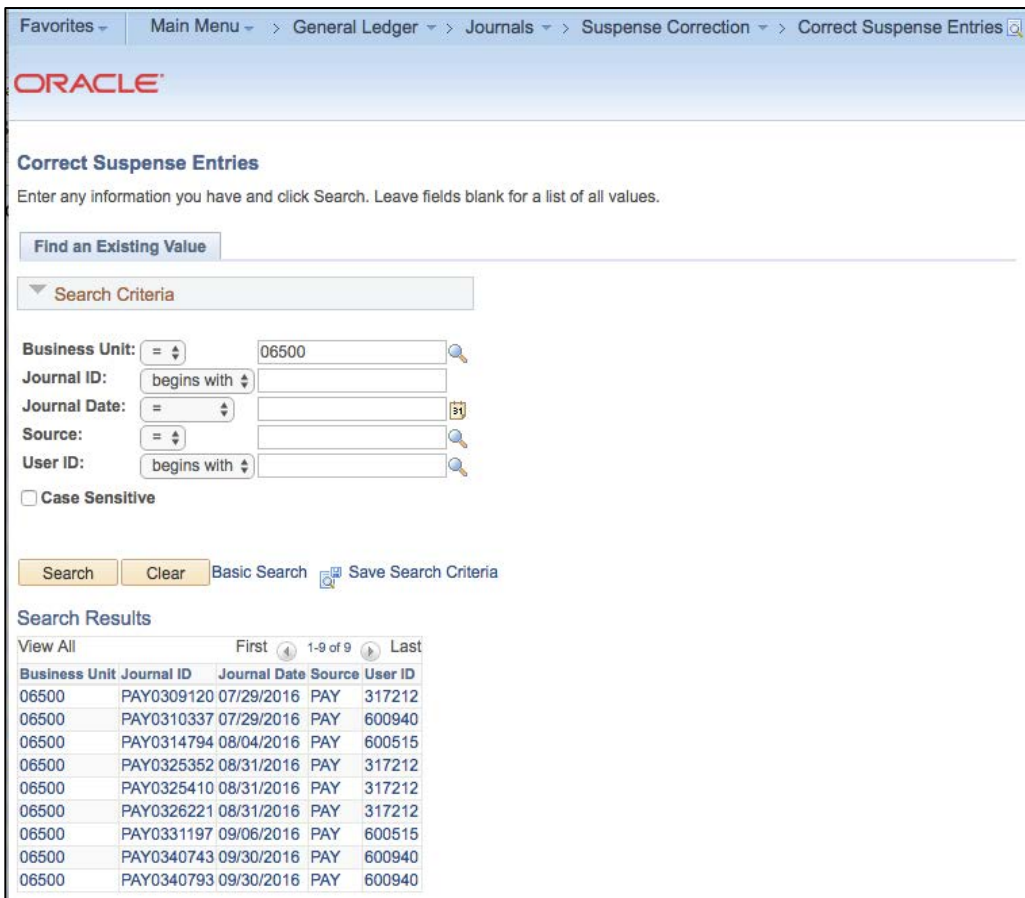
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Overview

Payroll entries can go to Suspense if the Combo Code is not set up on the DBT or if the chartstring is not valid in PS Finance. This navigation shows the entries that were sent to suspense and how to correct them.

Navigation: General Ledger>Journals>Suspense Correction> Correct Suspense Entries

1. Enter **Business Unit** and click **Search**. This will give you a list of Payroll suspense items.



Correct Suspense Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit: = 06500

Journal ID: begins with

Journal Date: =

Source: =

User ID: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-9 of 9 Last

Business Unit	Journal ID	Journal Date	Source	User ID
06500	PAY0309120	07/29/2016	PAY	317212
06500	PAY0310337	07/29/2016	PAY	600940
06500	PAY0314794	08/04/2016	PAY	600515
06500	PAY0325352	08/31/2016	PAY	317212
06500	PAY0325410	08/31/2016	PAY	317212
06500	PAY0326221	08/31/2016	PAY	317212
06500	PAY0331197	09/06/2016	PAY	600515
06500	PAY0340743	09/30/2016	PAY	600940
06500	PAY0340793	09/30/2016	PAY	600940

2. Click on one of the entries to view it.

Change ChartField Values

Change ChartField Values - Apply Changes To All Displayed Lines

Personalize | Find | View All | First 1-12 of 12 Last

Field Name	Field Value	Change to	Selected
Object			<input type="checkbox"/>
Site			<input type="checkbox"/>
Operating Unit			<input type="checkbox"/>
Fund Code			<input type="checkbox"/>
Goal			<input type="checkbox"/>
Function			<input type="checkbox"/>
Project Year			<input type="checkbox"/>
Affiliate			<input type="checkbox"/>
Fund Affiliate			<input type="checkbox"/>
Resource Affiliate			<input type="checkbox"/>
Resource			<input type="checkbox"/>
Date Code			<input type="checkbox"/>

OK Cancel

5. After corrections, click **Save** and you now have an option to **Go to Jrnl Edntry [Correction]**

Journal Suspense Correction Errors

Suspense Journal

Unit 06500 Source PAY
Journal ID PAY0341346 Date 09/30/2016 [Go to Jrnl Entry \[Suspense\]](#)

Correction Journal

*Journal ID 0000361567 *Date 09/30/2016 [Go to Jrnl Entry \[Correction\]](#)

Description Correction of Suspense Journal PAY0341346

6. Click the hyperlink **Go to Jrnl Entry [Correction]** and the GL Journal with correcting entries opens with the original journal entry date. There are 2 options for this journal.
- If this is in *current period*, **continue processing** the journal entry. Edit, Submit, Approve, Post journal and the suspense entry should now be fixed.
 - If this is from a *prior period*, **Copy this journal** and put in a current date. Edit, Submit, Approve, Post journal and the suspense entry should now be fixed. **Delete** the journal with prior period date.
7. This should be checked each month after payroll runs.