



Financial Systems

Fiscal Year End Fringe Benefit Adjustment

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Fiscal Year End Fringe Benefit Adjustment

The NDPERS voucher for the 7/15/XX payroll (pay period ending 6/30/XX) needs to be adjusted for fiscal year end processing. The voucher for NDPERS (Vendor 0000000003) must be posted before starting the adjustment process.

1. Run the **NDU_AP74_PERS_FY_REVERSAL** query.
 - a. Navigation: Query Viewer, Query
 - i. Enter a **Business Unit**.
 - ii. Enter the payroll voucher **Invoice Date** enter "**07/15/XX**."
 - iii. Run or download the query to Excel.
2. Revise the query results in excel.
 - a. Highlight and copy the existing rows.
 - i. Place the cursor in cell A3. Press the **Shift-End-Down Arrow** keys, while still holding the **Shift** key; use the **Right Arrow** key to select through column K.
 - ii. Copy the highlighted data using **Home > Copy** or **Ctrl-C**.
 - b. To paste the copied data in the "anchor row."
 - i. Move the cursor to column A in the next row after the existing data in the spreadsheet.
 1. If the spreadsheet has 1000 rows, place the cursor in column A - row 1001, keep track of this row number it is referred to as the "anchor row."
 - ii. Paste the copied data beginning in the "anchor row" using **Home > Paste** or **Ctrl-V**.
 - c. To update the "pasted rows" amount field.
 - i. Move the cursor to column L in the "anchor row."
 - ii. Enter the following formula: "**-1*H1001**" where 1001 is the "anchor row."
 - iii. Use the fill function to drag and copy the formula to all of the "pasted rows."
 - d. To copy the updated amounts to column H.
 - i. Highlight column L beginning with the "anchor row." Copy the data using **Home > Copy** or **Ctrl-C**.
 - ii. Place the cursor to column H, staying in the "anchor row." Paste the data using **Home > Paste Special > Values**.
 - e. Replace the "pasted rows" liability account codes with expense account codes.
 - i. Highlight column C in the "anchor row." Press the **Shift-End-Down** keys to highlight all of the account codes in the "pasted rows."
 - ii. Replace the account codes using **Home > Find & Select > Replace** or **Ctrl-F**.
 1. Replace account code 223051 with 516055.
 - a. In the **Find what** box, enter "**223051**."
 - b. In the **Replace with** box, enter "**516055**."
 - c. Click the **Replace All** button.
 - d. Click the **OK** button.
 2. Replace account code 223076 with 516075.
 - a. In the **Find what** box, enter "**223076**."
 - b. In the **Replace with** box, enter "**516075**."
 - c. Click the **Replace All** button.
 - d. Click the **OK** button.
 - e. **Close** the Find and Replace box.
 3. Review the data for accuracy.
 4. To paste the data in the spreadsheet journal template.

- a. Open a blank spreadsheet journal template.
 - b. Copy the chartfields and amounts into the spreadsheet journal template.
 - i. Place the cursor in cell C3. Press the **Shift-End-Down Arrow** keys, while still holding the **Shift** key; use the **Right Arrow** key to select through column K.
 - c. Copy the highlighted data using **Home > Copy** or **Ctrl-C**.
 - d. Paste the data into the spreadsheet journal template using **Home > Paste Special > Values**.
5. Proceed with the spreadsheet journal import process.
 6. Create a reversing journal as of 07/1/XX.