

## Expense Distribution Adjustments Balancing

It was brought to our attention that Expense Distribution Adjustments (EDA) in DCDS were not picking up all expenses that fit the criteria that was entered on the From tab for the selected pay end date. Upon further research, we determined that the EDA was only picking up expense distributions related to the active appointment of the employee on the selected pay period end date. Therefore, if any expenses distributed for a previous appointment as part of the selected pay period end date for an employee, the EDA was not including it. Fixing this will require a new release of DCDS. In the interim, we are suggesting the following steps to help ensure that all expenses that fit the EDA criteria are redistributed. Prior to taking these steps, we recommend considering the significance of the amounts:

1. Create a new EDA in DCDS entering appropriate data on the "From" tab. When complete, go to "Transaction Detail" tab to obtain total dollar amount of adjustment.
2. Run the Corporate Document business objects query MXR 1007 - Expense Distribution Adjustments Balancing for the pay end date range of the EDA you have entered (Please note that you will need to manipulate the query in order to filter down to the CB elements you entered on the EDA)
3. Compare the dollar total of the Business Objects query to the Transaction Detail tab dollar amount of the EDA. NOTE: If you do not specify coding block elements in the business objects a filter can be used in excel to filter out the specific CB elements you entered on the "From" tab of the EDA.
4. If the dollar amounts match, then the EDA has picked up everything. If they do not, and the amounts are significant continue to the next steps.
5. Determine which pay end dates are not matching the Business Objects query. This can be done by running the EDA by individual pay end dates and comparing it to the dollar amount summary by pay end date of the business objects query.
6. Once you have determined which EDA pay end dates appear to be missing transactions, you can export the EDA transaction detail for those pay end dates by:
  - a. Going to the Transaction Detail tab for the pay end date with the difference
  - b. Go to File -> Print
  - c. Click on "File", enter where you wish to save the file in "File Name" field (ending in .xls), check "Column Headings" and choose "Excel8" as the File Type.
  - d. Click "Ok" to Save
7. Use exported excel spreadsheet to subtotal EDA transaction by employee and compare to summary of business objects for that pay end date by employee
8. Determine which employees either have 1) no transactions included in the EDA for that Pay End Date or 2) which employee has a different amount and therefore have some but not all expenses included.
9. For those expenses not included in the EDA transaction detail you can process the adjustment directly on the expense request in MiTES. Please note that these expenses are attached to a previous appointment.

If you have any questions on this feel free to contact your agency payroll liaison or Jeremy Piggott. Thank you and we apologize for any inconvenience this may cause.