OKLAHOMA

COR214 Payroll to Accounts Payable Process Manual

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Document History

Document Revision	Date	Description
1.0	10/01/2005	Initial Document
1.1	11/28/2007	Upgrade 9.0
1.2	12/08/2011	ADA Compliance
2.0	10/01/2014	Upgrade 9.2 Update, 994 Reconciliation Chapter Added
2.1	01/26/2021	Logo Update

Introduction

The COR214 Payroll to Accounts Payable Process Manual is designed to give each student the knowledge of how the Payroll to A/P process works and the ability to correctly process the after-tax payroll withholdings for their agency that are extracted from the Human Capital Management (HCM) System.

More importantly, though, the manual explains the 994 class fund and that its primary purpose is to pool money due to providers/suppliers that the agency is responsible to submit. Both employee and state share withholdings are credited to the 994 fund using 633xxx accounts. Funds that are disbursed from the 994 class funding should use the same 633xxx account that was used when the money was credited to the 994 class fund. The 994 fund is a fiduciary agency fund and the 633xxx accounts are structured similarly to a tax withholding account or 'due to' type of fund. Disbursements should be for the amounts withheld and all balances should be timing differences identified on a monthly reconciliation.

Process Steps

Step 1 – Run Query

Agency payroll staff extracts payroll non-tax deductions in the HCM system using a Payroll to AP Extract process. A nightly batch processing selects the extracted data and runs an AP Voucher Post process to transfer it to the AP staging tables. Accounts Payable should query the data in the staging tables prior to running the Batch Voucher process. The query name is:

OCP_PAYROLL_VCHR_STG_VALIDATIO

NOTE: The query results must be reviewed prior to running the voucher build process. If the vouchers build incorrectly or not at all, the results from this query will help determine if the problem is with Accounts Payable or HCM.

Query Viewer

Navigation: Reporting Tools > Query > Query Viewer

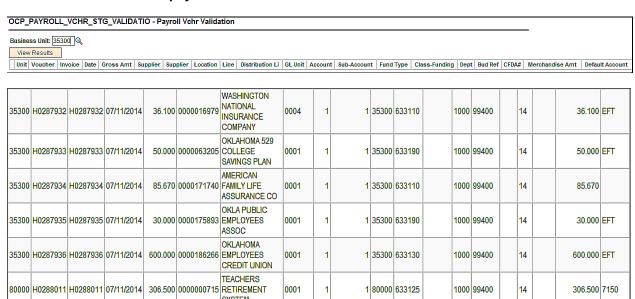**Enter** all or part of the query name and **click** [Search] .

Once the query name displays in the Search Results, **click HTML** link to run the query.
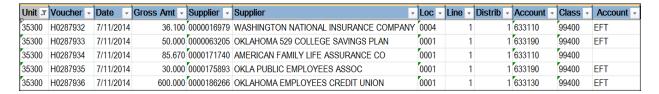
Enter your Business Unit number and **click** [View Results] .

The query will list the vouchers that are ready to be built for the deductions sent from the HCM system. **Amounts interfaced from payroll credits the 994 class fund**.

OCP_PAYROLL_VCHR_STG_VALIDATIO - Payroll Vchr Validation

Business Unit: 35300 🔍

[View Results]

Unit	Voucher	Invoice	Date	Gross Amt	Supplier	Supplier	Location	Line	Distribution Li	GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Merchandise Amt	Default Account
35300	H0287932	H0287932	07/11/2014	36.100	0000016979	WASHINGTON NATIONAL INSURANCE COMPANY	0004	1	1	35300	633110		1000	99400	14			36.100	EFT
35300	H0287933	H0287933	07/11/2014	50.000	0000063205	OKLAHOMA 529 COLLEGE SAVINGS PLAN	0001	1	1	35300	633190		1000	99400	14			50.000	EFT
35300	H0287934	H0287934	07/11/2014	85.670	0000171740	AMERICAN FAMILY LIFE ASSURANCE CO	0001	1	1	35300	633110		1000	99400	14			85.670	
35300	H0287935	H0287935	07/11/2014	30.000	0000175893	OKLA PUBLIC EMPLOYEES ASSOC	0001	1	1	35300	633190		1000	99400	14			30.000	EFT
35300	H0287936	H0287936	07/11/2014	600.000	0000186266	OKLAHOMA EMPLOYEES CREDIT UNION	0001	1	1	35300	633130		1000	99400	14			600.000	EFT
80000	H0288011	H0288011	07/11/2014	306.500	0000000715	TEACHERS RETIREMENT SYSTEM	0001	1	1	80000	633125		1000	99400	14			306.500	7150

Print a copy of the query results or download them into Excel.

Unit	Voucher	Date	Gross Amt	Supplier	Supplier	Loc	Line	Distrib	Account	Class	Account
35300	H0287932	7/11/2014	36.100	0000016979	WASHINGTON NATIONAL INSURANCE COMPANY	0004	1	1	633110	99400	EFT
35300	H0287933	7/11/2014	50.000	0000063205	OKLAHOMA 529 COLLEGE SAVINGS PLAN	0001	1	1	633190	99400	EFT
35300	H0287934	7/11/2014	85.670	0000171740	AMERICAN FAMILY LIFE ASSURANCE CO	0001	1	1	633110	99400	
35300	H0287935	7/11/2014	30.000	0000175893	OKLA PUBLIC EMPLOYEES ASSOC	0001	1	1	633190	99400	EFT
35300	H0287936	7/11/2014	600.000	0000186266	OKLAHOMA EMPLOYEES CREDIT UNION	0001	1	1	633130	99400	EFT

Verify the query results with the Payroll department to confirm that the data matches what was sent and that no additional payroll adjustments will be made to the payroll withholding amounts. The payroll department should run the **HCM query** *GO_PY_DED_RUNID_BY_CONFIRM_DT* for comparison. **The vouchers built and processed for payment should debit the 994 class and zero the transactions sent from payroll. Timing differences in the class fund should be reconciled and resolved to bring the account to zero.**

NOTE: The OCP_PAYROLL_VCHR_STG_VALIDATIO query contains an Account column to indicate if an EFT value will default in the voucher. This is important because if the claim is paid electronically, the agency must be able to provide the supporting documentation to the supplier.

NOTE: If the query returns No Matching Values, check with Payroll and determine when the Payroll to AP Extract process was run and if it ran successfully. There is a one business day delay after the Extract since a nightly batch processing runs the AP Voucher Post process for agencies.
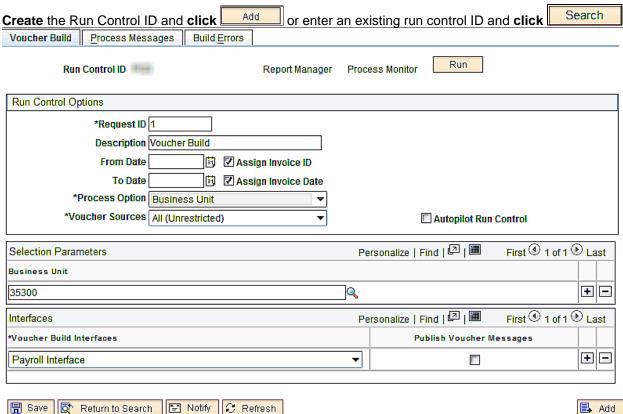
Step 2 – Build the Vouchers

After validating that the query reported the data expected, run the Voucher Build Request.

Navigation: Accounts Payable > Batch Processes > Vouchers > Voucher Build

A Run Control ID created specifically to run the Payroll Interface is recommended to differentiate it from other Voucher Build Interface processes.

Create the Run Control ID and **click** [Add] or enter an existing run control ID and **click** [Search].

The fields on the Voucher Build must be populated correctly to build the vouchers.

Request ID and Description: The request ID value can be "1" to signify the one request being run, or it can be anything meaningful. The description field should also contain a meaningful description.

Dates: Leave the date fields blank. The Voucher Build process will pick up ALL vouchers in the staging tables since the last time the Voucher Build was run.

Voucher Process Option: Business Unit. This field is not available to update.

Voucher Sources: All (Unrestricted). **Change** the value from *New Voucher Data* to *All (Unrestricted)*. Unbuilt vouchers in the staging tables can be in different stages depending on voucher build results. The *All (Unrestricted)* Voucher Source allows all vouchers to be built regardless of the stage.
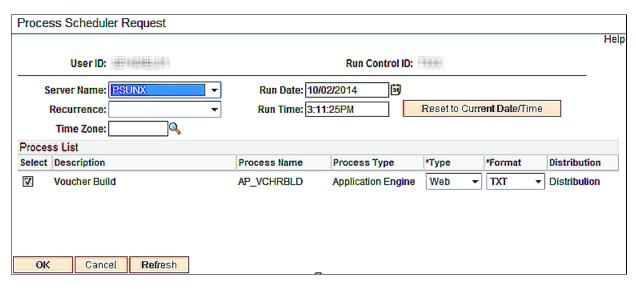

Business Unit: Agency Business Unit

Voucher Batch Interfaces: Payroll Interface. There are a number of choices in this dropdown menu. Ensure *Payroll Interface* is chosen.
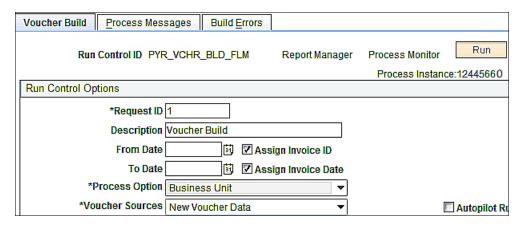
Click [Run] at the top right of the Voucher Build page to access the Process Scheduler Request page after populating the fields.

Within the **Process Scheduler Request** page, the Server Name is **PSUNX** and the Process selected is **Voucher Build**.
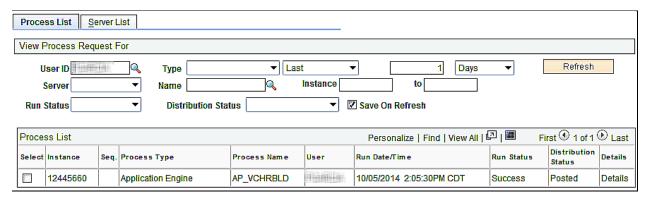
Click [OK] at the bottom of the page to run the process.

After the button is selected, the **Voucher Build** page will appear with the Process Instance indicated at the top right of the page. In addition, there will be a **Process Monitor** link that can be selected to view the status of the running process.

Clicking the **Process Monitor** link from the Voucher Build page opens the Process List.

Process List	Server List								

View Process Request For

User ID [_____] 🔍   Type [_____▼] Last [_____▼]   [____1] Days [_____▼]   [Refresh]
Server [_____▼]   Name [_____] 🔍   Instance [_____] to [_____]
Run Status [_____▼]   Distribution Status [_____▼]   ☑ Save On Refresh

Process List   Personalize | Find | View All | 🔲 | 🔳   First ◀ 1 of 1 ▶ Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	12445660		Application Engine	AP_VCHRBLD	▨▨▨▨	10/05/2014 2:05:30PM CDT	Success	Posted	Details

Click [Refresh] at the top of the page. The process will run until either a *Success* or *No Success* status is reached.
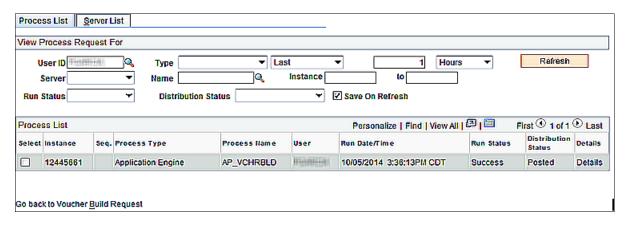
_____

Note: If the process runs to *No Success*, submit a Help Desk Case and provide the User ID and the Process Instance number. Do not delete the job as the technical staff will need to access the messages associated with the process instance to resolve the issue(s). **Also include a copy of the query results with the case because the technical staff may need to reload the staging tables with the voucher IDs identified in the query.**

_____

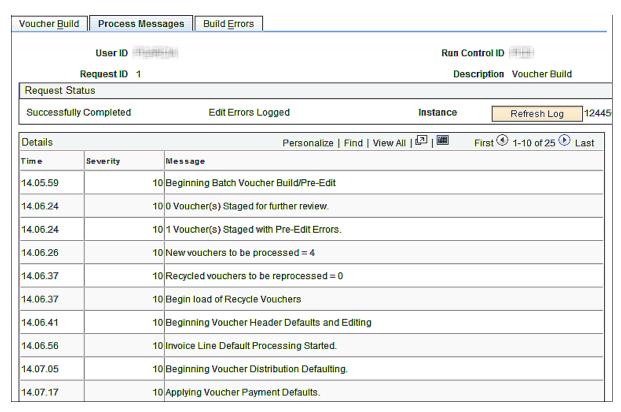Upon receiving a *Success* message, proceed to Step 3.

Step 3 – Review Voucher Build Results

After the process is completed, the user who ran the process is able to review the voucher build results. **Click** the **Go back to Voucher Batch Request** link at the bottom of the Process List page to return to the Voucher Batch Request page.

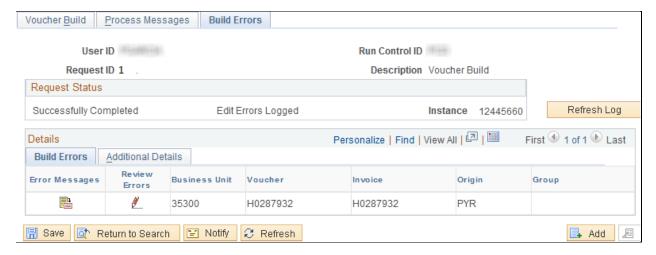**Select** the *Process Messages* page.

The Message column reports the number of vouchers staged with pre-edit errors and the number of new voucher built. Proceed to Step 4 to review vouchers with pre-edit errors and to Step 5 to process the built vouchers.

Step 4 – Reviewing Vouchers with Pre-Edit Errors

Payroll withholding vouchers occasionally stage with pre-edit errors, usually because the supplier ID is not approved or the location is inactive at the time voucher build is executed. The error(s) must be corrected and voucher build re-executed to build voucher(s) in an error status.

Select the *Build Errors* Page to review the Pre-Edit error(s).

Click the Error Message to review the Voucher Build Error Detail.

Errors are reported at the Header and Invoice Line levels. In this example the supplier location is not found, meaning that the location was inactive when voucher build was executed. The error will need to be corrected either by reactivating the location in the supplier profile or selecting another location. OMES staff will need to make the correction so voucher build can be re-executed.

Note: **Submit a helpdesk case with the Voucher Build Error Detail whenever payroll withholding vouchers are staged with pre-edit errors. OMES staff will need to make the corrections**.

Step 5 – Review Vouchers and Add a Pay Group

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry > Find an Existing Value

Enter the Voucher IDs identified on the OCP_PAYROLL_VCHR_STG_VALIDATIO query to review the vouchers and enter a pay group.

Voucher

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

Find an Existing Value	Add a New Value

▽ Search Criteria

Field	Operator	Value
Business Unit:	= ▼	35300 🔍
Voucher ID:	begins with ▼	H0287935
Invoice Number:	begins with ▼	
Invoice Date:	= ▼	📅
Short Supplier Name:	begins with ▼	
Supplier ID:	begins with ▼	🔍
Supplier Name:	begins with ▼	
Voucher Style:	= ▼	▼
Related Voucher:	begins with ▼	
Entry Status:	= ▼	▼
Voucher Source:	= ▼	▼
Incomplete Voucher:	= ▼	▼

☐ Case Sensitive

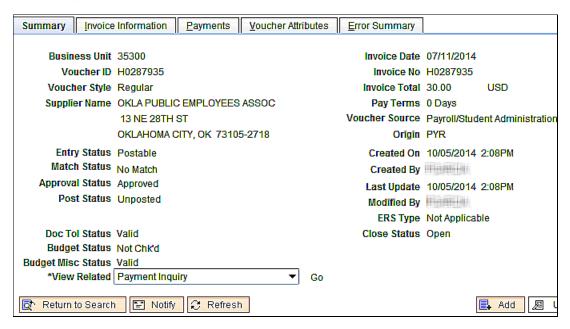| Search	Clear	Basic Search 🔲 Save Search Criteria

Click | Search | to access the Voucher Component.

NOTE: A search for payroll withholding vouchers can also be done by using the Payroll/Student Administration Voucher Source. The 300 most recent H vouchers display.

NOTE: The payroll withholding voucher IDs begin with an H, indicating they were interfaced from the HCM system, followed by seven (7) digits. The numbers are sequenced statewide and not by agency.

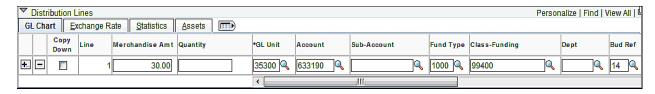The payroll withholding vouchers build with common elements.

Origin: PYR, indicating the source of the vouchers and allowing vouchers to be searched for by Payroll/Student Administration Voucher Source.

Invoice ID: Matches the H voucher number.

Invoice Date: Populates with the payroll date and should not be changed.

Account: Populates with a payroll withholding account 633xxx interfaced from HCM and **should not be changed** in order to assist with reconciling the fund.

Pay Group: Add to the Payment Options on the Payments page for all vouchers that are ready for payment. Failure to do so will prevent warrants from being issued to those suppliers.

Payment Option Message: Allows up to 70 characters to be reported on the electronic remittance advice or warrant stub.

Warning Message: When saving the voucher after adding the pay group, the following warning messages may display because the vouchers are built before the payroll date, which is also the invoice date. **Click** [OK] . **Do not change the invoice date. To eliminate the Message, build the vouchers on the payroll date.**

Message

Warning -- Invoice date is greater than today's date. (7030,243)

[OK] [Cancel]

Continue through your regular day-to-day voucher procedures by printing the vouchers, creating the batch slip, and submitting them to Office of Management and Enterprise Services.

NOTE: When the Pay Group is added, verify the *Schedule Due* date is not dated after the date vouchers will be sent to OMES for payment. The *Schedule Due* date determines when the pay cycle selects vouchers for payments. Failure to change the *Schedule Due* date may result in the claims being returned to the agency.

NOTE: **Best practice is to build the vouchers in the same month as the payroll period** for reconciliation purposes. This narrows the number of timing differences when reconciling monthly. If adjustments are a concern, build and post the vouchers in the same month as the payroll period but delay payment(s), within reason, until adjustments are completed. Posted but unpaid vouchers can be unposted subsequently and corrected before being paid.

NOTE: Many payroll withholding suppliers added their banking information through the supplier portal, resulting in the EFT bank account defaulting into the Payments page in the Voucher Component. If the payment is paid electronically, add a Payment Message up to 70 characters to report on the electronic remittance advice. If 70 characters are not adequate, make arrangements to provide the supporting information to the supplier or override the EFT account with OST to generate a warrant.

The 994 Fiduciary Agency Fund

The 994 fund is a fiduciary agency fund. Monies are withheld from employees and it is the agency's responsibility to remit these withholdings accurately and timely to the providers/suppliers, with the exception of the Oklahoma Child Support. OMES submits the prior week's child support withheld to the Oklahoma Centralized Support Registry every Monday.

The 994 fund should reconcile to zero each month after timing differences. The amounts interfaced from the HCM system credit the 994 fund and the Accounts Payable vouchers debit the 994 fund. **Best practice is to build and post the vouchers in the same month as the payroll period to narrow the number of timing differences**. Because child support is paid on Mondays, there will be a timing difference for the July through May child support liability owed at month-end. OMES make a payment on June 30, regardless of the day of the week, to settle the child support liability within the same fiscal year.

Illustrated is a Summary of Receipts and Disbursements (SR&D) report from an agency that manages the 994 fund well.
- The beginning and ending 994 cash balances are zero. (OMES paid the child support withholding on June 30 for both fiscal years, eliminating the child support timing difference.)
- The Net Payroll Withholding Column nets to zero, meaning the payroll credits were offset by the vouchers and child support payments during the year.
- Vouchers were built in the same month. Although the period 2 Ending Cash Balance is the amount interfaced from payroll, the vouchers were built in the same month as evidenced by the $0.00 period 2 balance in the Net Payroll Withholdings column and the liability that equals the withholdings minus the child support in the in the Change in Liabilities column.
- All other monthly cash balances are child support timing differences.

State of Oklahoma
Office of State Finance
Summary of Receipts and Disbursments
From Business Unit 00000 To Business Unit 99900
For The Month Of June, 2014

7/1/2014
12:34:52 PM
Page 820

BUSINESS UNIT ▒▒▒▒▒▒▒

CLASS 994

Accounting Period	Revenue (Credit) Debit 4xxxxx	Expenditures (Credit) Debit 5xxxxx	Change in Liabilities (Incr) Decr 2xxxxx	Change in Receivables (Incr) Decr 1xxxxx	Net Payroll Withholdings (Credit) Debit 633xxx	Transfers In (Credit) 631100	Transfers Out Debit 621000, 631200 and 499600	Balance Or Changes In Investment (Credit) Debit 632100	Ending Cash Balance
0-Begin Bal			0.00	0.00				0.00	0.00
1-Jul	0.00	0.00	0.00	0.00	(2,345.94)	0.00	0.00	0.00	2,345.94
2-Aug	0.00	0.00	(28,569.55)	0.00	0.00	0.00	0.00	0.00	30,915.49
3-Sep	0.00	0.00	28,569.55	0.00	0.00	0.00	0.00	0.00	2,345.94
4-Oct	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,345.94
5-Nov	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,345.94
6-Dec	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,345.94
7-Jan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,345.94
8-Feb	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,345.94
9-Mar	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,345.94
10-Apr	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,345.94
11-May	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,345.94
12-Jun	0.00	0.00	0.00	0.00	2,345.94	0.00	0.00	0.00	0.00
Column Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Current Ledger Balance:			0.00	0.00					
Class/Fund Balances:								0.00	0.00

NOTE: If the class fund 994 Period 12 Ending Cash Balance minus current liabilities does not equal the sum of unbuilt vouchers at fiscal year end, the difference most likely is not a timing difference and must be researched. Corrective action may include additional or adjustment payments to the providers/suppliers, reimbursements to employees, journal vouchers, journal entries, etc.

Reconciling the 994 Fund

Following is an illustration of a method that can be used to reconcile the 994 fund. The method is most effective when the vouchers are built in the same month as the payroll since it compares the 633xxx payroll credits and accounts payable debits. The vouchers do not need to be paid, just posted, for purposes of this reconciliation method.

In this example, the SR&D shows a cash balance of $2,255.34 as of period 1.

State of Oklahoma
Office of State Finance
Summary of Receipts and Disbursments
From Business Unit 00000 To Business Unit 99900
For The Month Of August, 2014

8/30/2014
2:14:28 AM
Page 782

BUSINESS UNIT

CLASS   994

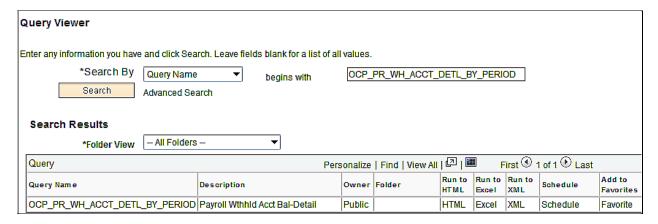| Accounting Period	Revenue (Credit) Debit 4xxxxx	Expenditures (Credit) Debit 5xxxxx	Change in Liabilities (Incr) Decr 2xxxxx	Change in Receivables (Incr) Decr 1xxxxx	Net Payroll Withholdings (Credit) Debit 633xxx	Transfers In (Credit) 631100	Transfers Out Debit 621000, 631200 and 499600	Balance Or Changes In Investment (Credit) Debit 632100	Ending Cash Balance
0-Begin Bal			0.00	0.00				0.00	0.00
1-Jul	0.00	0.00	0.00	0.00	(2,255.34)	0.00	0.00	0.00	2,255.34

Run the **OCP_PR_WH_ACCT_DETL_BY_PERIOD** query to obtain the 994 payroll and accounts payable journal IDs by 633xxx account for a specified period to begin the process of identifying the transaction(s) that comprise the cash balance.

Click Excel to run the query results to Excel.

> **NOTE**: The **OCP_PR_WH_ACCT_BAL_DETAIL** query can be run to obtain the 994 payroll and accounts payable journal IDs by account. It includes the entries for all general ledger years not yet archived. This query may be more beneficial if reconciling items span fiscal years.
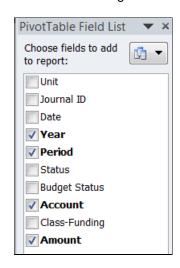
Enter the query parameters and **click** [View Results].

Unit	Journal ID	Date	Year	Period	Status	Budget Status	Account	Class-Funding	Amount
▓▓▓▓	PY02844170	7/2/2014	2015	1	P	V	633190	99400	-100.600
▓▓▓▓	AP02845299	7/3/2014	2015	1	P	V	633190	99400	10.000
▓▓▓▓	0002849312	7/14/2014	2015	1	P	V	633190	99400	90.600
▓▓▓▓	PY02854653	7/23/2014	2015	1	P	V	633110	99400	-485.700
▓▓▓▓	PY02854653	7/23/2014	2015	1	P	V	633125	99400	-2828.420
▓▓▓▓	PY02854653	7/23/2014	2015	1	P	V	633130	99400	-22000.960
▓▓▓▓	PY02854653	7/23/2014	2015	1	P	V	633160	99400	-4189.930
▓▓▓▓	PY02854653	7/23/2014	2015	1	P	V	633190	99400	-3294.280
▓▓▓▓	AP02856640	7/25/2014	2015	1	P	V	633110	99400	485.700
▓▓▓▓	AP02856640	7/25/2014	2015	1	P	V	633125	99400	2828.420
▓▓▓▓	AP02856640	7/25/2014	2015	1	P	V	633130	99400	22000.960
▓▓▓▓	AP02856640	7/25/2014	2015	1	P	V	633160	99400	4189.930
▓▓▓▓	AP02856640	7/25/2014	2015	1	P	V	633190	99400	1038.940

Create a Pivot Table using the Excel Pivot Table Wizard.

Drag and drop the checked column headings as illustrated to create a pivot table identifying the 633xxx account(s) with balances.

The pivot table reveals the ending cash balance of $2,255.34 as of period 1 is in the 633190 account. All other 633xxx payroll credits and accounts payable debits were zeroed.

Year	(All)					
Sum of Amount	Account					
Period	633110	633125	633130	633160	633190	Grand Total
1	0	0	0	0	-2255.34	-2255.34
Grand Total	0	0	0	0	-2255.34	-2255.34

Researching Child Support Timing Differences

Since there will be a timing difference for the July through May child support liability owed at month-end, and because the child support withholding transactions (recorded to 633190) do not report in the Change in Liability column in the SR&D, the 994 reconciliation should begin by reviewing the ledger for the registry payment entry made the Monday following each month end.

Navigation: General Ledger > Review Financial Information > Ledger

Create a Run Control ID and **click** [Add] or enter an existing run control ID and **click** [Search] to open the Ledger Inquiry page.

Ledger Inquiry

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

Ledger Criteria

Inquiry Name	*Unit	*Ledger	*Fiscal Year	*From Period	*To Period	Currency
LEDGER_INQ	▓▓▓▓▓ 🔍	ACTUALS 🔍	2015 🔍	2 🔍	2 🔍	🔍
				Stat Code 🔍	**Settlement or Trade Date View** 🔍	

☐ Show YTD Balance   ☑ Include Closing Adjustments   **Max Ledger Row**
☑ Show Transaction Details   ☐ Only in Base Currency   100

[Search]   [Clear]   [Delete]

Chartfield Criteria   Personalize | Find | 🗗 | 🖩   First ◁ 1-14 of 14 ▷ Last

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account	633190 🔍	🔍	Update/New	☑	☑	1
Dept	🔍	🔍	Update/New	☐	☐	
Operating Unit	🔍	🔍	Update/New	☐	☐	
Sub-Account	🔍	🔍	Update/New	☐	☐	
Fund Type	🔍	🔍	Update/New	☐	☐	
Class-Funding	99400 🔍	🔍	Update/New	☐	☐	

The fields in Ledger Inquiry must be populated correctly to view the journal IDs for a particular period, account, and class-funding.

Unit: (BU) defaults to specific value for each user.

Ledger: Defaults to ACTUALS and is correct for this ledger inquiry.

Fiscal Year: The four digit fiscal year corresponding to the transactions being reviewed.

From Period and To Period: The period being reviewed. In this reconciliation example, the period entered is the subsequent period being reconciled.

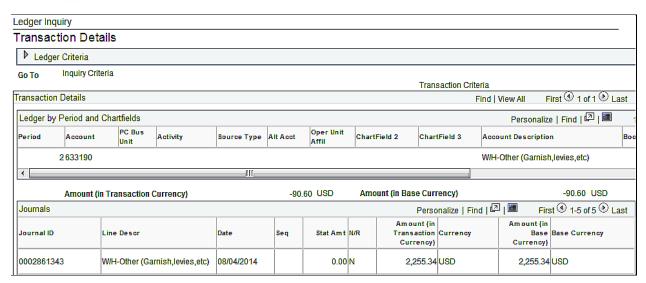**Show Transaction Detail**: **Check** the checkbox to view a list of journal IDs and amounts.

Account and Sum By: **Enter** the specific 633xxx account, or 633% to obtain the entries for all the 633xxx accounts, for the specified period(s). **Check** the *Sum By* checkbox so the period transactions sum by account.

Class-Funding: **Enter** 99400.

Click [Search] to view the entries.

Ledger Inquiry
Transaction Details

▷ Ledger Criteria

Go To   Inquiry Criteria

Transaction Criteria

| Transaction Details | | | | | | | | | | Find | View All   First ① 1 of 1 ① Last | |

Ledger by Period and Chartfields									Personalize	Find	🗗	🔳	
Period	**Account**	**PC Bus Unit**	**Activity**	**Source Type**	**Alt Acct**	**Oper Unit Affil**	**ChartField 2**	**ChartField 3**	**Account Description**	**Boo**
2	633190								W/H-Other (Garnish,levies,etc)	

Amount (in Transaction Currency)	-90.60 USD	**Amount (in Base Currency)**	-90.60 USD

Journals								Personalize	Find	🗗	🔳 First ① 1-5 of 5 ① Last		
Journal ID	**Line Descr**	**Date**	**Seq**	**Stat Amt**	**N/R**	**Amount (in Transaction Currency)**	**Currency**	**Amount (in Base Currency)**	**Base Currency**
0002861343	W/H-Other (Garnish,levies,etc)	08/04/2014		0.00	N	2,255.34	USD	2,255.34	USD

Journal entries beginning with a numeric character (0) and dated on the Monday following a payroll period are generally child support payments. In this example, the entry made on 08/04/2014, the Monday following July 31, 2014, equals the cash balance on the SR&D as of period 1, 2014. The reconciliation zeros after subtracting the child support payment timing difference.

Researching Other 994 Differences

If there is a balance in an account other than the 633190 account, or the 633190 balance is more or less than the child support liability, use the Pivot Table to double click on each summarized balance to display the journal IDs that comprise that balance.

Year	(All) ▼					
Sum of Amount	Account ▼					
Period ▼	633110	633125	633130	633160	633190	Grand Total
1	0	0	0	0	-2255.34	-2255.34
Grand Total	0	0	0	0	-2255.34	-2255.34

Journal ID	Date	Year	Period	Account	Class	Amount
PY02844170	7/2/2014	2015	1	633190	99400	-100.6
AP02845299	7/3/2014	2015	1	633190	99400	10
0002849312	7/14/2014	2015	1	633190	99400	90.6
AP02856640	7/25/2014	2015	1	633190	99400	1038.94
PY02854653	7/23/2014	2015	1	633190	99400	-3294.28

PY Journal ID Detail

The PY journal ID detail for the withholding recorded to the 994 fund can be obtained with the **HCM query** *GO PY DED RUNID BY CONFIRM DT*. Payroll should run this query each time the Payroll to AP Extract is run and provide it to Accounts Payable. The purpose is to compare the payroll withholding details to the vouchers paid from the 994 account.

Pay Run ID	MDC Confirm Dt	Plan Typ	Deductn Cd	Ded Class	Count ID	Sum Curr Dedn	Cur Ref	Descr	GL-Expense	GL-Lblty
30814M1201	7/2/2014	00	SC01	A	1	10.00	0.00	Charitable Contributions		EE633190
30814M1202	7/2/2014	00	GARNSH	A	1	90.60	0.00	Garnishment		EE633190
30815M0100	7/23/2014	00	AI03	A	5	152.18	0.00	American Family Life Insurance		EE633110
30815M0100	7/23/2014	00	AI06	A	3	112.80	0.00	Washington Natl Insurance Co		EE633110
30815M0100	7/23/2014	00	AI24	A	1	14.95	0.00	LegalShield		EE633110
30815M0100	7/23/2014	00	AI36	A	4	205.77	0.00	American General (Universal Li		EE633110
30815M0100	7/23/2014	00	ARLR	A	1	250.00	0.00	OLERS Catch-up Retirement		EE633125
30815M0100	7/23/2014	00	AU02	A	10	6004.00	0.00	Oklahoma Employees CR Union		EE633130
30815M0100	7/23/2014	00	AU04	A	1	100.00	0.00	Credit Union One of Oklahoma		EE633130
30815M0100	7/23/2014	00	AU06	A	31	14421.96	0.00	DPS Credit Union		EE633130
30815M0100	7/23/2014	00	AU08	A	1	200.00	0.00	Okla Educators Credit Union		EE633130
30815M0100	7/23/2014	00	AU16	A	1	450.00	0.00	Municipal Employees Cr Union		EE633130
30815M0100	7/23/2014	00	AU22	A	24	725.00	0.00	F.O.P. Credit Union, Tulsa		EE633130
30815M0100	7/23/2014	00	AU27	A	1	100.00	0.00	Tinker Federal Credit Union		EE633130
30815M0100	7/23/2014	00	GARNSH	A	4	2255.34	0.00	Garnishment		EE633190
30815M0100	7/23/2014	00	MI04	A	4	450.00	0.00	TIAA-CREFF College Fund		EE633190
30815M0100	7/23/2014	00	OPEA	A	6	204.19	0.00	Okla Public Employees Assn		EE633190
30815M0100	7/23/2014	00	SC01	A	20	384.75	0.00	Charitable Contributions		EE633190
30815M0100	7/23/2014	70	ORBI	B	6	2578.42	0.00	Retirement Tax Def -		EE633125
30815M0100	7/23/2014	70	ORBI	P	6	4189.93	0.00	Retirement Tax Def -	ER513240	EE633160

The query information important to Accounts Payable is as follows:

Pay Run ID: The payroll identifier, smart coded as AGYFYMXXnn, where AGY is the agency number; FY is the fiscal year; MXX is the pay period; and nn is the payroll type (00 – main payroll, 01 – off cycle, 02 – supplemental).

MDC Confirm Dt: The date the payroll is confirmed in PeopleSoft.

Deduction Cd / Descr / GL Lblty: The code set up in the HCM Deduction table that corresponds with the description and the EE expenditure account code.

Count ID: The number of employees withheld from by deduction code and confirm date.

Sum Curr Dedn: The sum amount withheld by deduction code and confirm date. Refund amounts in the *Curr Refund* column are netted in the sum current deduction amounts.

Curr Refund: Payroll withholding amounts refunded to employees. Refunds may occur after the provider/suppliers are paid and may be a reason for the 994 account to be out-of-balance.

GL Expense: The agency's expenditure code for the employer paid deductions recorded to the 5xxxxx account at the time payroll is processed. The offsetting credit is to the 633xxx in the GL Lblty column and **must be paid from the same 633xxx account in accounts payable**.

GL Lblty: The 633xxx account credited in the 994 class fund for amounts to be paid from money withheld on the payroll claim. The withholdings can be either employee withholding or state share. The sum of the amounts recorded to each account by confirm date comprise the detail for the PY entries by account.
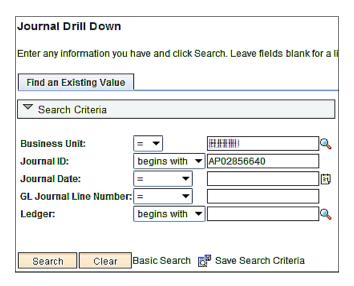
AP Journal IDs

The AP journal ID voucher detail for the payroll withholding payments recorded to the 994 fund can be researched using the Accounts Payable Voucher Drill Down component.

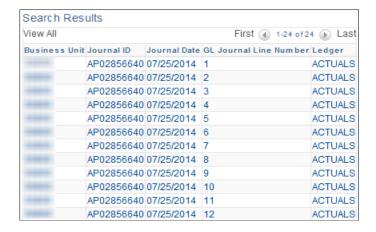***Navigation: Accounts Payable > Review Accounts Payable Info > Vouchers > Journal Drill Down***

The AP02856640 Journal ID for $1,038.94 identified on the pivot table is used to illustrate the Voucher Drill Down.

Journal Drill Down

Enter any information you have and click Search. Leave fields blank for a li

| Find an Existing Value |

▽ Search Criteria

Business Unit:	= ▼	[####] 🔍
Journal ID:	begins with ▼	AP02856640
Journal Date:	= ▼	📅
GL Journal Line Number:	= ▼	
Ledger:	begins with ▼	🔍

| Search | Clear | Basic Search 🔡 Save Search Criteria |

Unit: (BU) defaults to specific value for each user.

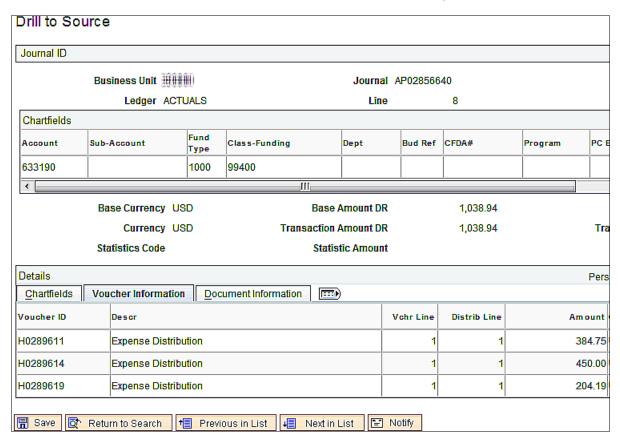**Journal ID**: **Enter** the Journal ID to narrow the search to a specific AP Journal ID.

Click | Search | for the Search Results listing the Journal ID journal lines.

Search Results

View All			First ◄ 1-24 of 24 ► Last

Business Unit	Journal ID	Journal Date	GL Journal Line Number	Ledger
#####	AP02856640	07/25/2014	1	ACTUALS
#####	AP02856640	07/25/2014	2	ACTUALS
#####	AP02856640	07/25/2014	3	ACTUALS
#####	AP02856640	07/25/2014	4	ACTUALS
#####	AP02856640	07/25/2014	5	ACTUALS
#####	AP02856640	07/25/2014	6	ACTUALS
#####	AP02856640	07/25/2014	7	ACTUALS
#####	AP02856640	07/25/2014	8	ACTUALS
#####	AP02856640	07/25/2014	9	ACTUALS
#####	AP02856640	07/25/2014	10	ACTUALS
#####	AP02856640	07/25/2014	11	ACTUALS
#####	AP02856640	07/25/2014	12	ACTUALS

Click any journal line number to open the Drill to Source page and navigate through the journal lines using the Next in List button at the bottom of the page to search for the journal line with the 633xxx Account and 99400 Class-Funding.

Journal ID AP02856640, Line 8, identifies the three voucher IDs that comprise the $1,038.94 balance.

Each Voucher ID is a link that opens the Voucher Accounting Entries in a new window so that the Suppler Name can be identified quickly to help compare the payroll query detail to the voucher detail and resolve reconciliation differences.

NOTE: Effective internal controls require that all 994 differences be reconciled and resolved timely to ensure the agency is paying the providers/suppliers the correct employee and state share withholdings timely.

NOTE: Reimbursements from providers/suppliers for 994 overpayments cannot be deposited into the 994 fund. If such a transaction occurs, please call the Helpdesk for assistance to ensure the action taken will not cause the 994 fund to carry a deficit.

Check List

Step	Description	Path
1	Ensure the payroll deductions are in AP and verify results to the HCM query.	Reporting Tools > Query > Query Viewer > OCP_PAYROLL_VCHR_STG_VALIDATIO. Maintain the query results. HCM query: GO_PY_DED_RUNID_BY_CONFIRM_DT
2	Build vouchers	Accounts Payable > Batch Processes > Vouchers > Voucher Build • Voucher Batch interface = Payroll interface • Select run • Select PSNUX server • Select OK • Link to Process Monitor • After Success, link back to *Go back to Voucher Batch Request*
3	Review Process Messages	From *Go back to Voucher Batch Request,* review *Process* Message page for vouchers built successfully and with errors.
4	Review Build Errors	If errors are present, **Click** the Error Message link to review the Voucher Build Error Detail. Submit a helpdesk case with the error message.
5	Prepare voucher to be sent to OMES for payment • Assign a pay group • Change Scheduled Due • Change *Schedule Due* date if dated after the date vouchers are sent to OMES for payment • Change any necessary information. • Save Voucher	Accounts Payable > Vouchers > Add/Update > Regular Entry > Find an Existing Value Use the Payroll/Student Administration Voucher Source to search **Note: All changes to vouchers must be coordinated with Payroll. The 994 must balance to zero after processing vouchers.**
6	Print Voucher Jacket	Accounts Payable > Reports > Vouchers> Print Vouchers
7	Print Batch Slip	Accounts Payable > Reports > Vouchers > Voucher Batch Slip
8	Send voucher with necessary documentation to OMES.	

Step	Description	Path
9	Reconcile the 99400 fund monthly. • Use the SR&D to determine month end balance. • Use Ledger Inquiry to verify OK child support registry payment • Obtain the detail for PY journal IDs from the HCM query, GO_PY_DED_RUNID_BY_CONFIRM_DT • Obtain the detail for AP journal IDs from Accounts Payable Voucher Drill Down	General Ledger > General Reports > Summary of Receipts and Disb General Ledger > Review Financial Information > Ledger Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher Drill Down