Agenda
• Basic Position Funding
• Budget Retro Distributions
• Direct Retro Distributions
• OneUSG Connect Journal Entries
• Daily Money Movement
• Taxes Money Movement
• Garnishments Money Movement
Basic Position Funding

• Prerequisites
  • Position Data
  • Job Data
  • Combo Codes/Payroll Distribution Codes
  • HR Department (not department chartfield)
  • Compatible effective dates

• Department Budget Table
  • Set Up HCM>Product Related>Commitment Accounting>Budget Information>Department Budget Table USA
Department Budget Table

These are the only fields that should be filled in when creating a new Department Budget Table entry.

The Department and Position must match Job Data and Position Data in order for Department Budget Table funding to work.

It is a good idea to enter these values in the “Find an Existing Value” tab first to see if an entry already exists. If no entry exists, the values will carry forward when you click the “Add a New Value” tab.
This Panel may default this information for Departments that have previously been funded. For new Departments these fields must be entered.
This Panel may default this information for Departments that have previously been funded. For new Departments these fields must be entered.
These are the important fields to pay attention to in this panel.

In this example, Earnings Code AAS is charged to a different Combo Code than all other Earnings Codes.

Combo Code and Funding End Date is not entered here.
This Panel is for information only.

If the Distributed boxes are checked, that means that this funding has been used for GL Distribution. If the box is not checked, the funding has never been used.
This Panel is for information only.

If you’ve already entered the Earnings Code on the Combination Code panel, the description will appear here.
Department Budget Table

This Panel is used to select the Combination Code.

The ChartField Details hyperlink will take you to the Combo Code section panel.
This Panel can be used to redirect certain fringe benefit expenses to a different combo code.

In this example, we have selected the group HLR (Health, Life & Retirement) to be redirected for the AAS Earnings Code.
This Panel is used to indicate which combo code the fringe benefit expense will be redirected to.

In this example, we have selected the same combo code that is used for all other earnings codes.
This Panel is used to indicate which combo code the fringe benefit expense will be charged to.

If you don’t do anything on this panel, it will default to the same combo code that earnings are charged to when you save the department budget table entry. The combo code can be entered or changed in the Combination Code Description tab.
This Panel is used to indicate which combo code the tax expense will be charged to.

If you don’t do anything on this panel, it will default to the same combo code that earnings are charged to when you save the department budget table entry. The combo code can be entered or changed in the Combination Code Description tab.
Budget Retro Distribution

• Prerequisites
  • Payrolls have been distributed for the current funding.
  • Direct Retros have not been done for positions affected.

• When a new row is added to Department Budget Table with an effective date less than the current date, the system will ask if you want to trigger a Budget Retro.

• If you click “Yes”, the system will ask if you want to be taken to the run control page. Click NO! to the second question.

• A Budget Retro may or may not get created.
Add a new row in the Department Budget Earnings tab at the Level level.
Budget Retro Distribution

In this example, we are changing the funding as of the beginning of the fiscal year. The effective sequence number will increase when you tab out of the date field.
We selected a different combo code in Fund 14000 and click OK.
Budget Retro Distribution

Click Save.
Budget Retro Distribution

Click Yes if you want the change to be picked up by the Retro Process.

Then click No for the Run Control Page question.

This has now set a “trigger” for the Budget Retro process to look for and redistribute transactions.
Direct Retro Distribution

• Prerequisites
  • Payroll expenses have been distributed.
  • The Pay Date/Accounting Date is in the current fiscal year.

• Use the query BOR_CA_DATA_FOR_RETRO to find the data you will need to create the retro.

• Payroll for North America>Payroll Distribution>Commitment Accounting USA>Process Direct Retro Dist

• Use this process ONLY to change distribution. **Do not try to change the HR Department or Position.**

• Direct Retros must be reviewed and approved in a timely manner. They generally use the next available pay run to get their accounting date. They must be completed prior to that pay run processing date.
Direct Retro Distribution

The BOR_CA_DATA_FOR_RETRO query provides all of the data elements needed to create a Direct Retro Run Control. We have used filters to focus on the single position that we funded previously.

Remember that Earnings End Date is not always the same as Pay Period End Date. The Direct Retro Run Control will use the Earnings End Date.
Your Run Control ID should be unique and recognizable to you in case you need to find it and run it again.

Include Institution Code in Name. Begin with Z to have at bottom of list of run controls.

Enter Earnings End Dates and Search Fields from query data.

Enter Sequence 1 and any amount to move all amounts.

Enter new combo code.

Click Save, the Run.
Review Direct Retro Distribution

Payroll for North America > Payroll Distribution > Commitment Accounting > Review Retro Distribution

Enter Run Control ID

Select Transaction Source

Click Search
Review Direct Retro Distribution

The *Status should be “Editing”. You can’t change it, except to “Delete”.

Review the Distribution Details for each tab. If everything looks ok, click Select All on each tab, then Save.
In the New Data tab, **NEVER** change the *New Department, New Position or New Job Code values.*

**Verify that the New Earnings are correct.** If the New Account is incorrect, click ChartField Details link.
Review Distribution Details – Old Data

Verify that the Earnings amount is correct.
Verify that the Old Data matches the data from your query.
Verify that this information matches the data from your query.
This information will help you to determine what future Pay Run ID to which this retro is associated. If delay in approval or retro processing, ensure the GL for this payrun has not already been processed. If the GL has been run, delete and process the run control again.
Review the Distribution Details for each tab. If everything looks ok, click Select All on each tab, then Save.
If everything was done perfectly, there will be no messages for Earnings, Deductions or Taxes.

If your Select boxes are grayed out and you can’t select them, there may be a message.

The most common message indicates that a retro (Budget or Direct) already exists for the position or employee. The existing retro must be fully processed before another one can be submitted.
OneUSG Connect Journal Entries

• Once journal entries created in OneUSG Connect, the budget actuals table includes these entries.
  • The budget actuals table is the back bone for retros and encumbrances.
  • If journal entries are not posted in PSFIN, then your systems are out of sync.
• Timing is essential for encumbrance calculations.
  • Retros will create actuals journal entry.
  • Retros may create encumbrance journal entry.
  • Always journal generate for both.
Daily Money Movement Items:

- Wire Only, JE is with payrun JE
  - Online Disbursements (On Demand Checks, Emergency Checks)
- Wire, Manual ONL JE needed
  - ACH Rejects
  - Stop Payments
  - ACH Reversals
  - ACH Reversal Returns
Special Money Movement Items:

- Garnishment Refunds
- Tax Adjustments/Amendments

Process Improvement: Monthly reconciliation by SSC MM team with communication of any additional money movement items to institutions.
Garnishment Refunds (GARR)

GARR items are included in the wires for the payrun. Therefore, funds are returned to the institution.

Potential additional money movement may be needed.
- Did ADP pull funds from USO for the original GARN deduction?
  - No – USO has credit balance in garnishment liability account prior to GARR, GARR moves funds to institution as part of MM for the payrun, no additional MM needed.
Garnishment Refunds (GARR)

- Did ADP pull funds from USO for the original GARN deduction?
  - Yes – USO has zero balance in garnishment liability account prior to GARR, GARR creates debit balance at USO, need to pull from institution, institution should receive funds from agency, manual ONL JE will be needed by USO and institution

- If USO receives funds from agency, then an additional pull is not needed

Communication is Key. Tarrain Hood at SSC is the garnishment contact.
Tax Adjustments/Amendments

Tax balance adjustments do not feed to the GL and are not included in MM transfers.

Therefore, for both the institution and for USO, adjustments are needed for the GL and for cash.

To reduce the need for these adjustments, utilize manual checks with a net pay of $0.

Manual checks are included in the GL entries and the money movement items for the payrun to which the manual check is attached.

If the manual check is addressing an adjustment that is needed for a previous tax quarter, tax balance adjustments will still be necessary. However, there should be a tax balance adjustment in one direction for the current tax quarter and in the opposite direction for the prior tax quarter. Since the tax balance adjustments net to zero between the quarters, no additional GL and cash adjustments will be needed.
Tax Adjustments/Amendments

If the tax balance adjustments do not net to zero, the following is needed:
- Increases for tax balances require a transfer of cash from the institution to USO.
- Decreases for tax balances may require a transfer of cash from USO to the institution.

This cash transfer should be recorded as follows:
- USO: cash and the misc payroll deduction liability account (228999) in fund 63000.
- Institution: cash and the appropriate ER expense account, payroll tax liability account (if due to/from taxing agency), or EE MISC deduction liability account (if due to/from employee).

If refunds will be from tax agency, the institution should record in tax liability accounts. When the funds are received from agency, they should be receipted against that liability account.

If amounts are due to a tax agency, ADP will pull from USO. Therefore, USO needs to pull these amounts from the institution.

If adjustment is due to/from employee, the tax deduction codes (which would post to the tax liability accounts) should not be used since the tax balances have already been adjusted. The miscellaneous payroll deduction code should be utilized.
Tax Adjustments/Amendments

Communication is Key

- Institution Payroll Tax team
- Institution Accounting team
- SSC Tax Team
- SSC MM Team
Questions