



WISCONSIN YEAR-END RECONCILIATION MANUAL
 Department of Administration – State Controller’s Office

Section	Subsystem Reconciliations
Subsection	HCM Accounting
Accounts	Various Expenditures and Liabilities
Effective Date	07/01/2016
Revision Date	07/01/2016

DESCRIPTION OF RECONCILIATION

The chart field coding for each employee’s salary and fringe expenditures, liabilities and net payroll is based on one of the following three input methods:

1. Position Funding – Each employee has a designated position funding (accounting codes).
2. Task Profiles – Agencies establish Task Profiles. Each Task Profile has pre-determined chart field strings. Employees chose from these Task Profiles to report the time they worked on each task.
3. Timesheets – Employees may also record their time using timesheets, which allow more input flexibility.

Below is a sample of the coding for a single employee in HCM:

Group	Line Descr	GL Unit	Bud Ref	Fund	Appr	Oper Unit	Dept ID	Program	Account	Amount	Reference
410	Net Pay Direct Deposit	41000	FY2016	10000	10100	3123000	4103123000	1400	1000000	-1368.54	9011444
410	Payroll Deduction	41000	FY2016	10000	10100	3123000	4103123000	1400	2052000	-200.75	9011444
410	FICA OASDI (er)	41000	FY2016	10000	10100	3123000	4103123000	1400	2053000	-124.43	9011444
410	Payroll Deduction	41000	FY2016	10000	10100	3123000	4103123000	1400	2056000	-867.40	9011444
410	FICA Medical (er)	41000	FY2016	10000	10100	3123000	4103123000	1400	2058000	-29.10	9011444
410	Payroll Deduction	41000	FY2016	10000	10100	3123000	4103123000	1400	2100000	-25.38	9011444
410	Payroll Deduction	41000	FY2016	10000	10100	3123000	4103123000	1400	2105000	-139.62	9011444
410	FICA OASDI (ee)	41000	FY2016	10000	10100	3123000	4103123000	1400	2110000	-124.43	9011444
410	Payroll Deduction	41000	FY2016	10000	10100	3123000	4103123000	1400	2130000	-108.50	9011444
410	Federal Withholding Tax	41000	FY2016	10000	10100	3123000	4103123000	1400	2140000	-244.46	9011444
410	State Withholding Tax	41000	FY2016	10000	10100	3123000	4103123000	1400	2150000	-100.73	9011444
410	FICA Medical (ee)	41000	FY2016	10000	10100	3123000	4103123000	1400	2160000	-29.10	9011444
410	User Account 000009587	41000	FY2016	10000	10100	3123000	4103123000	1400	7000000	206.04	9011444
410	User Account 000009587	41000	FY2016	10000	10100	3123000	4103123000	1400	7000000	137.36	9011444
410	User Account 000009587	41000	FY2016	10000	10100	3123000	4103123000	1400	7000000	157.71	9011444
410	User Account 000009587	41000	FY2016	10000	10100	3123000	4103123000	1400	7000000	8.40	9011444
410	User Account 000009587	41000	FY2016	10000	10100	3123000	4103123000	1400	7000000	414.91	9011444
410	User Account 000009587	41000	FY2016	10000	10100	3123000	4103123000	1400	7000000	1167.56	9011444
410	User Account 000009587	41000	FY2016	10000	10100	3123000	4103123000	1400	7000000	23.40	9011444
410	User Account 000009587	41000	FY2016	10000	10100	3123000	4103123000	1400	7230000	124.43	9011444
410	User Account 000009587	41000	FY2016	10000	10100	3123000	4103123000	1400	7231000	29.10	9011444
410	User Account 000009587	41000	FY2016	10000	10100	3123000	4103123000	1400	7240000	867.40	9011444
410	User Account 000009587	41000	FY2016	10000	10100	3123000	4103123000	1400	7269000	200.75	9011444
410	User Account 000009587	41000	FY2016	10000	10100	3123000	4103123000	1400	7269000	25.38	9011444

The information chart field coding for a payroll is transferred to the HR_ACCTG_LINE table in HCM. The HR_ACCTG_LINE table is then copied over to Finance, and then is posted to the Actuals Ledger with journals that start with “PAY”. Liability transactions are summarized to the self-balancing chart-field level before posting. Payroll accounting data is not changed in HCM once the payroll is confirmed, so differences between HCM and Finance are due to changes made to either the HR_ACCTG_LINE table in Finance or changes to the journal before posting. Some of these changes are necessary because HCM allows some



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invalid chart field combinations to be entered as part of the task profile and time sheet processes. Without adjustments to the chart field coding, the transactions would not post to the Actuals Ledger.

The chart field coding is reconciled from the HR_ACCTG_LINE table to the actuals ledger, and the differences must be validated or corrected.

RECONCILIATION PROCEDURES

Each pay period is reconciled individually, except for PP 2 and 3 which will need to be combined together since the Actuals Ledger information for those pay periods was combined.

The query to use in HCM (HR_ACCTG_LINE) is WI_PY_PAYROLL_FUND_RPT.

The query to use in Finance (Actuals Ledger) is WI_GL_JOURNAL_DETAILS

Make one worksheet for HCM and one worksheet for Finance. Add an additional column to both worksheets and use the concatenate formula in excel to combine the Account, Appropriation, Department, Activity, and Project chartfields together to allow you to compare HCM to Finance directly. Here is an example of the HCM side:

N2 =CONCATENATE(G2,E2,F2,K2,L2)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	GL Unit	ID	Position	Fund	Appr	Dept ID	Account	Oper Unit	Program	Product	Activity	Project	Amount	String		
2	42500	100008696	502476	10000	10100	4250025000	71500000						86	7150000101004250025000		

Here is an example of the Finance side:

EJ19 =CONCATENATE(CH19,CM19,CI19,CX19,CW19)

	EB	EC	ED	EE	EF	EG	EH	EI	EJ	EK
1	Event	EE Line Stat	EE Journal Li	IU Grc	IU Anc	PC Sta	ID	Source D	String	
19		Y		0	0	I			7150000101004250025000	

Create a Pivot table for both HCM and Finance information into the same worksheet. If you have multiple Finance payroll journals in the same tab you need to add the header row between pay periods. The only fields you need for both are the concatenated “String” as the row and the amount for the value. Use the Vlookup formula to look for each line in the other set of information:



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C4 fx =VLOOKUP(A4,\$F\$4:\$G\$27,2,FALSE)

	A	B	C	D	E	F	G	H	I
2	FIN					HCM			
3	Row Labels	Sum of Amount	HCM Vlookup	Difference		Row Labels	Sum of Amount	Fin Vlookup	Difference
4	1000000101004250025000	(14,953.30)	(14,953.30)	-		1000000101004250025000	(14,953.30)	(14,953.30)	-
5	2052000101004250025000	(1,634.03)	(1,634.03)	-		2052000101004250025000	(1,634.03)	(1,634.03)	-
6	2053000101004250025000	(1,558.70)	(1,558.70)	-		2053000101004250025000	(1,558.70)	(1,558.70)	-
7	2055000101004250025000	(41.42)	(41.42)	-		2055000101004250025000	(41.42)	(41.42)	-
8	2056000101004250025000	(3,992.70)	(3,992.70)	-		2056000101004250025000	(3,992.70)	(3,992.70)	-
9	2058000101004250025000	(364.54)	(364.54)	-		2058000101004250025000	(364.54)	(364.54)	-
10	2100000101004250025000	(3,762.18)	(3,762.18)	-		2100000101004250025000	(3,762.18)	(3,762.18)	-
11	2105000101004250025000	(1,634.03)	(1,634.03)	-		2105000101004250025000	(1,634.03)	(1,634.03)	-
12	2110000101004250025000	(1,558.70)	(1,558.70)	-		2110000101004250025000	(1,558.70)	(1,558.70)	-
13	2125000101004250025000	(84.87)	(84.87)	-		2125000101004250025000	(84.87)	(84.87)	-
14	2130000101004250025000	(585.50)	(585.50)	-		2130000101004250025000	(585.50)	(585.50)	-
15	2140000101004250025000	(2,664.31)	(2,664.31)	-		2140000101004250025000	(2,664.31)	(2,664.31)	-
16	2150000101004250025000	(1,168.43)	(1,168.43)	-		2150000101004250025000	(1,168.43)	(1,168.43)	-
17	2155000101004250025000	(100.53)	(100.53)	-		2155000101004250025000	(100.53)	(100.53)	-
18	2160000101004250025000	(364.54)	(364.54)	-		2160000101004250025000	(364.54)	(364.54)	-
19	7000000101004250025000	19,370.05	19,370.05	-		7000000101004250025000	19,370.05	19,370.05	-
20	7100000101004250025000	6,883.14	6,883.14	-		7100000101004250025000	6,883.14	6,883.14	-
21	7150000101004250025000	270.00	270.00	-		7150000101004250025000	270.00	270.00	-
22	7221000101004250025000	56.10	56.10	-		7221000101004250025000	56.10	56.10	-
23	7230000101004250025000	1,558.70	1,558.70	-		7230000101004250025000	1,558.70	1,558.70	-
24	7231000101004250025000	364.54	364.54	-		7231000101004250025000	364.54	364.54	-
25	7240000101004250025000	3,992.70	3,992.70	-		7240000101004250025000	3,992.70	3,992.70	-
26	7250000101004250025000	41.42	41.42	-		7250000101004250025000	41.42	41.42	-
27	7269000101004250025000	1,931.13	1,931.13	-		7269000101004250025000	1,931.13	1,931.13	-

If there are any differences you can copy the string from either side and put them into a filter on the HCM or Finance source pages to try to identify the difference:

Row Labels	Sum of Amount	FIN Vlookup	Difference
1000000141004450052000ET10044500ET08001_16	(18,980.16)	(20,089.08)	1,108.92



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GL Un	ID	Position	Fund	Appr	Dept ID	Accou	Activity	Project	Amou	string
44500	100001430	309687	10000	14100	4450052000	1000000	ET100	44500ET08001_16	-625.84	1000000141004450052000ET10044500ET08001_16
44500	100004307	012740	10000	14100	4450052000	1000000	ET100	44500ET08001_16	-1116.03	1000000141004450052000ET10044500ET08001_16
44500	100005921	314777	10000	14100	4450052000	1000000	ET100	44500ET08001_16	-777.23	1000000141004450052000ET10044500ET08001_16
44500	100008568	315685	10000	14100	4450052000	1000000	ET100	44500ET08001_16	-1108.92	1000000141004450052000ET10044500ET08001_16
44500	100008568	315685	10000	14100	4450052000	1000000	ET100	44500ET08001_16	1108.92	1000000141004450052000ET10044500ET08001_16
44500	100008659	012748	10000	14100	4450052000	1000000	ET100	44500ET08001_16	-877.56	1000000141004450052000ET10044500ET08001_16
44500	100012988	005407	10000	14100	4450052000	1000000	ET100	44500ET08001_16	-787.01	1000000141004450052000ET10044500ET08001_16
44500	100013112	324150	10000	14100	4450052000	1000000	ET100	44500ET08001_16	-629.47	1000000141004450052000ET10044500ET08001_16
44500	100017493	309793	10000	14100	4450052000	1000000	ET100	44500ET08001_16	-215.34	1000000141004450052000ET10044500ET08001_16
44500	100021366	300890	10000	14100	4450052000	1000000	ET100	44500ET08001_16	-638.34	1000000141004450052000ET10044500ET08001_16
44500	100030706	300876	10000	14100	4450052000	1000000	ET100	44500ET08001_16	-1422.1	1000000141004450052000ET10044500ET08001_16
44500	100032909	326425	10000	14100	4450052000	1000000	ET100	44500ET08001_16	-333.11	1000000141004450052000ET10044500ET08001_16
44500	100044542	303688	10000	14100	4450052000	1000000	ET100	44500ET08001_16	-1182.07	1000000141004450052000ET10044500ET08001_16
44500	100047831	318916	10000	14100	4450052000	1000000	ET100	44500ET08001_16	-1103.98	1000000141004450052000ET10044500ET08001_16
44500	100049112	010237	10000	14100	4450052000	1000000	ET100	44500ET08001_16	-826.03	1000000141004450052000ET10044500ET08001_16
44500	100057649	306915	10000	14100	4450052000	1000000	ET100	44500ET08001_16	-697.71	1000000141004450052000ET10044500ET08001_16
44500	100062759	310148	10000	14100	4450052000	1000000	ET100	44500ET08001_16	-1204.07	1000000141004450052000ET10044500ET08001_16
44500	100063117	011439	10000	14100	4450052000	1000000	ET100	44500ET08001_16	-1466.66	1000000141004450052000ET10044500ET08001_16
44500	100064207	314037	10000	14100	4450052000	1000000	ET100	44500ET08001_16	-1477.98	1000000141004450052000ET10044500ET08001_16
44500	100066281	300582	10000	14100	4450052000	1000000	ET100	44500ET08001_16	-675.63	1000000141004450052000ET10044500ET08001_16
44500	100072643	035505	10000	14100	4450052000	1000000	ET100	44500ET08001_16	-1182.07	1000000141004450052000ET10044500ET08001_16
44500	100074493	311045	10000	14100	4450052000	1000000	ET100	44500ET08001_16	-1250.74	1000000141004450052000ET10044500ET08001_16
44500	100074499	005015	10000	14100	4450052000	1000000	ET100	44500ET08001_16	-491.19	1000000141004450052000ET10044500ET08001_16

Investigate the differences to verify the payroll journals against HCM.

To separate the Chart field string, you may use the following three formulas:

- For account use = left (Cell with string, 7)
- For appropriation use = mid (Cell with string, 8, 5)
- For department use = mid (Cell with string, 13, 10)