State of Wisconsin

Department of Administration

Validating, Adjusting and Approving, Payroll, Tax and Fringe Benefit Accounting Prior to R2

Version 3.0

(10/12/2015)

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PURPOSE

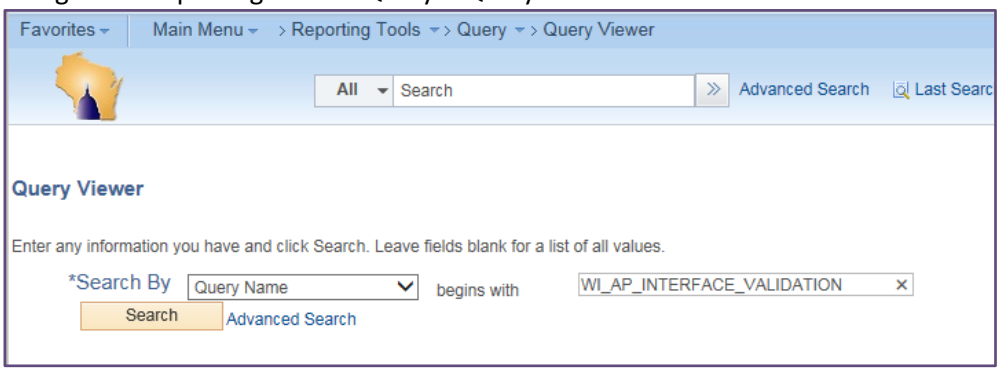
This Job Aid provides instructions for agencies on validating their Payroll, Tax, and Fringe Benefit accounting transactions.

The following table shows the STAR user roles that will need to be used to access the transaction data within STAR:

Transaction Type	WiSMART Trans	STAR Trans	STAR Role to Access in PFNUAT
Payroll	PR	GL	Agency GL Journal Processor AND Agency GL Journal Approver
Fed and State Tax	MW	AP	Agency AP Processor and Agency AP Approver
Fringe Benefits (ETF)	PV	AP (established through an interunit billing)	Agency AP Processor and Agency AP Approver

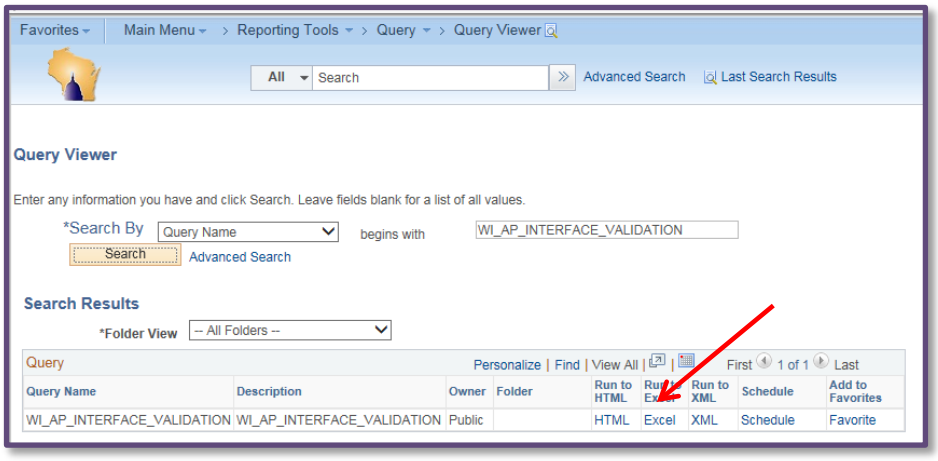
To run queries:

1) Navigate to Reporting Tools > Query > Query Viewer

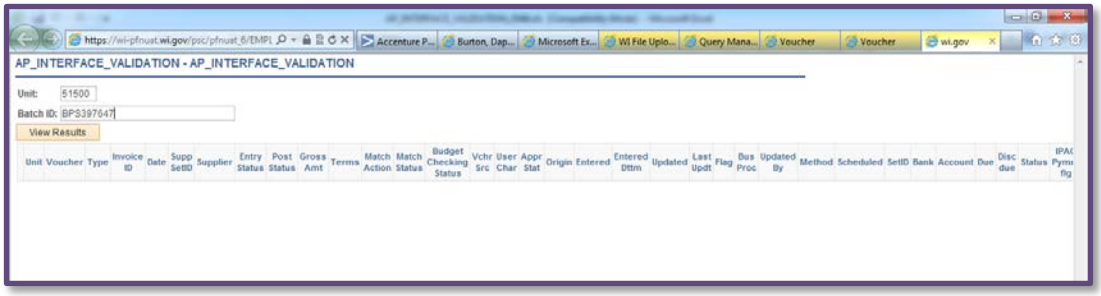


2) Enter the Query ID (WI_GL_JRNLEDIT_ERROR_RPT_ALL or AP_VCHR_BATCH_REVIEW for example)

3) Click on the link for "Excel" to run the query to an excel spreadsheet

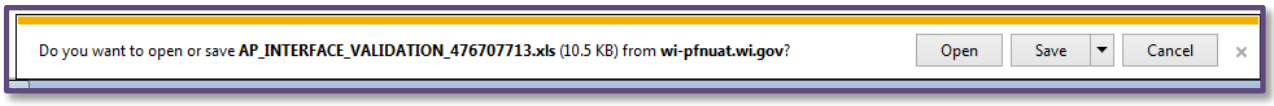


4) You will then be prompted to enter your batch ID and other information. Fill out any and all fields

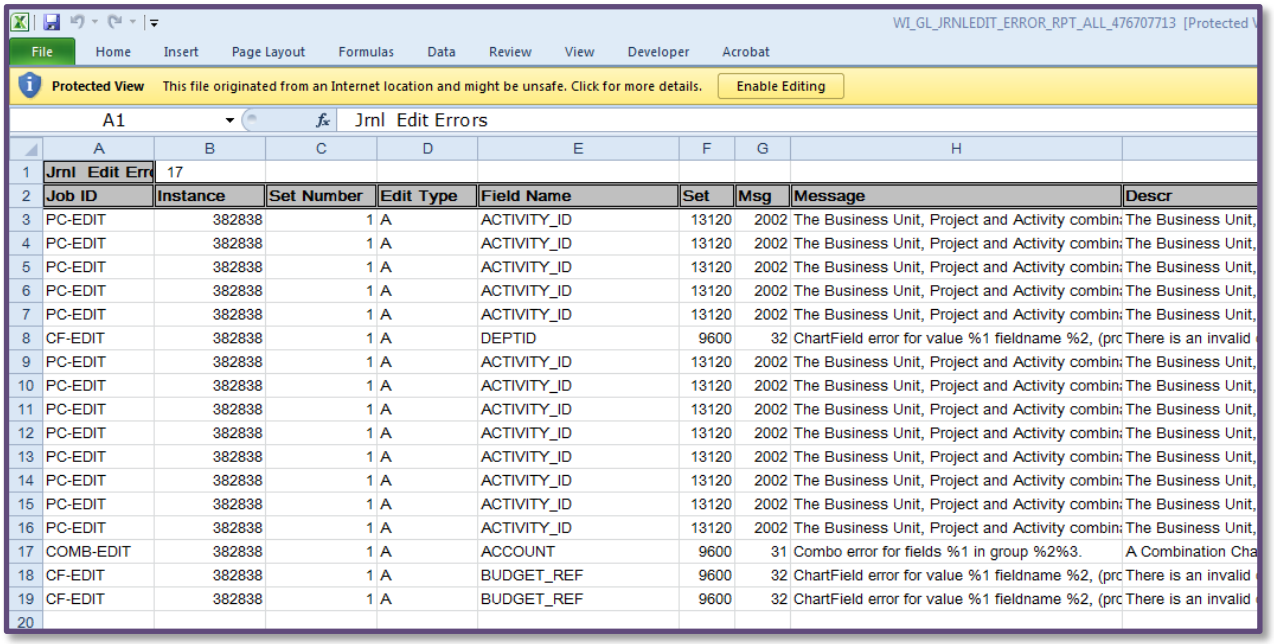


5) Click "View Results"

6) Click on Open to open the excel document if this box shows at the bottom of your screen.



7) Excel should then open with the data populated:



	A	B	C	D	E	F	G	H	
1	Jrnl Edit Err	17							
2	Job ID	Instance	Set Number	Edit Type	Field Name	Set	Msg	Message	Descr
3	PC-EDIT	382838	1	A	ACTIVITY_ID	13120	2002	The Business Unit, Project and Activity combin	The Business Unit,
4	PC-EDIT	382838	1	A	ACTIVITY_ID	13120	2002	The Business Unit, Project and Activity combin	The Business Unit,
5	PC-EDIT	382838	1	A	ACTIVITY_ID	13120	2002	The Business Unit, Project and Activity combin	The Business Unit,
6	PC-EDIT	382838	1	A	ACTIVITY_ID	13120	2002	The Business Unit, Project and Activity combin	The Business Unit,
7	PC-EDIT	382838	1	A	ACTIVITY_ID	13120	2002	The Business Unit, Project and Activity combin	The Business Unit,
8	CF-EDIT	382838	1	A	DEPTID	9600	32	ChartField error for value %1 fieldname %2, (prc	There is an invalid
9	PC-EDIT	382838	1	A	ACTIVITY_ID	13120	2002	The Business Unit, Project and Activity combin	The Business Unit,
10	PC-EDIT	382838	1	A	ACTIVITY_ID	13120	2002	The Business Unit, Project and Activity combin	The Business Unit,
11	PC-EDIT	382838	1	A	ACTIVITY_ID	13120	2002	The Business Unit, Project and Activity combin	The Business Unit,
12	PC-EDIT	382838	1	A	ACTIVITY_ID	13120	2002	The Business Unit, Project and Activity combin	The Business Unit,
13	PC-EDIT	382838	1	A	ACTIVITY_ID	13120	2002	The Business Unit, Project and Activity combin	The Business Unit,
14	PC-EDIT	382838	1	A	ACTIVITY_ID	13120	2002	The Business Unit, Project and Activity combin	The Business Unit,
15	PC-EDIT	382838	1	A	ACTIVITY_ID	13120	2002	The Business Unit, Project and Activity combin	The Business Unit,
16	PC-EDIT	382838	1	A	ACTIVITY_ID	13120	2002	The Business Unit, Project and Activity combin	The Business Unit,
17	COMB-EDIT	382838	1	A	ACCOUNT	9600	31	Combo error for fields %1 in group %2%3.	A Combination Cha
18	CF-EDIT	382838	1	A	BUDGET_REF	9600	32	ChartField error for value %1 fieldname %2, (prc	There is an invalid
19	CF-EDIT	382838	1	A	BUDGET_REF	9600	32	ChartField error for value %1 fieldname %2, (prc	There is an invalid
20									

Validate the Payroll Transactions

1. GL Journal ID ranges will be posted to the Conversion Validation Library in SharePoint.

2. The Agency GL Journal Processor must run the error query **WI_GL_JOURNAL_DETAILS** using the steps above, for the specified Journal ID's. Tis will return all GL payroll line detail for the Business Unit.

3. Compare the query results to the EOS BSX3 – Bridge Report (the Bridge Report is produced directly from the Payroll System). This comparison will validate that the transactions generated form the Payroll System were loaded into STAR.

4. Run the error queries and make any necessary coding adjustments in either WiSPER or STAR.

5. Run the query **WI_GL_JRNLEDIT_ERROR_RPT_ALL** for the Journal ID's specified for the related payroll.

6. Based on the error description and the indicated field values, the necessary corrections can be made to either WiSPER or STAR. The table below describes the errors and the corrective action that must be taken to resolve.

Error Description	Corrective Action
Budgetary Only %1 %2 is not allowed for a non-budget ledger group.	These Departments are set to Budgetary Only in STAR – review and correct.
A Combination ChartField error has been identified for the specified fields.	Review the "MSG PARM" column and based on the indicated combination, either correct the combination edit in STAR, or correct the employee accounting in WiSPER.
Contains an invalid value.	Based on the indicated Field Name, make the appropriate correction.
The Business Unit, Project and Activity combination is not Valid. The Business Unit, Project and Activity do not exist in the PROJ_ACTIVITY table.	Determine if the coding is correct in STAR. If the Activity is valid, update STAR. If the activity is not valid, update WiSPER with the correct coding.
The Business Unit GL does not match what has been set in the Integration Template.	Verify that the Project and Activity are populated if they have a PC Business Unit Populated. If there is no project coding for the line, the PC Business Unit should be blank. The WiSPER coding should be updated.

Source Type is required. The Projects Business Unit Options require that the Source Type is input.	The WiSPER coding did not include the Source Type (aka Resource Type), but it is required. The Source Type must be added in WiSPER. Verify that the STAR line has PC BU and Activity and Source Type populated.
There is an invalid chartfield value on the account entry line. Use the prompt tables on these fields to select a valid value.	Review all three "MSG PARM" fields and determine the necessary correction. Invalid ChartFields require updates to WiSPER.

Run **WI_GL_BCM_EXCEPTIONS**, to identify any budget exceptions. Errors may occur in the following which are referenced in the error message:

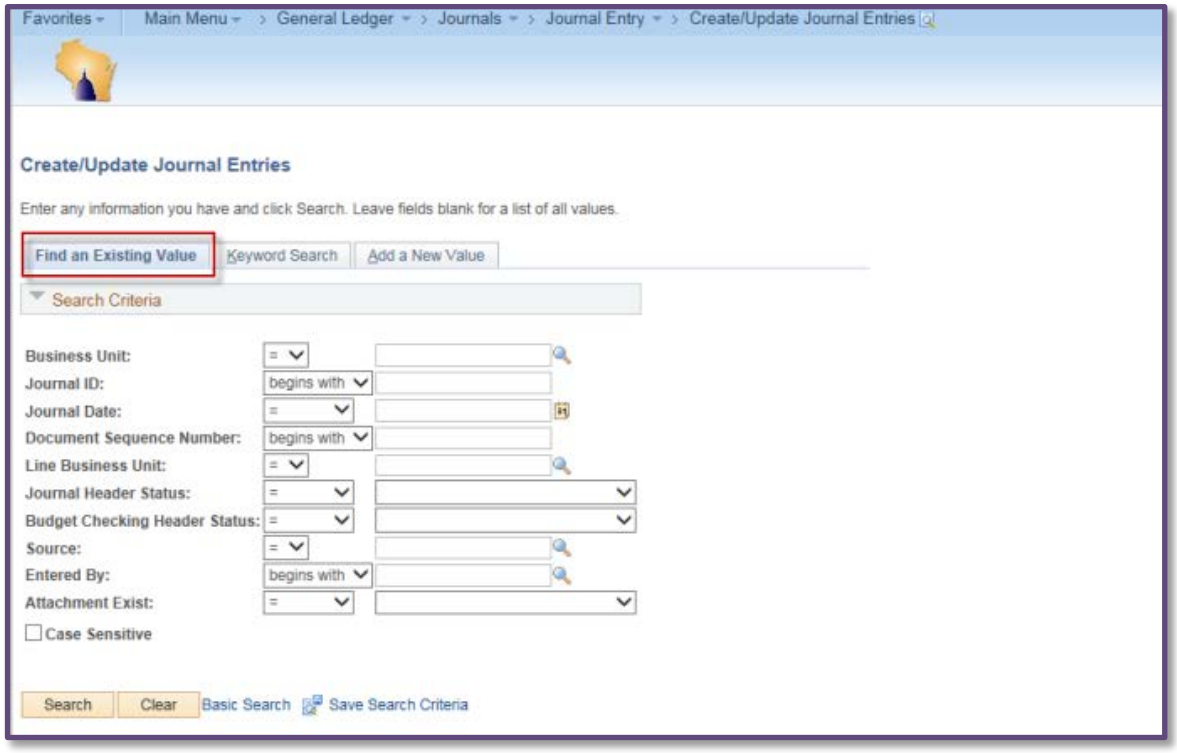
- **CC_APPROR** is the Appropriation Budget Ledger
- **CC_OPER** is the Operating Budget Ledger
- **CC_PRJ** is the Project Costing Project Budget Ledger
- **CC_PRJACT** is the Project Costing Activity Budget Ledger

Agencies should work with their budget staff to resolve errors. NOTE: Agencies should not change the amounts on their payroll transactions.

Approve the Payroll Transactions

1. The **AGENCY_GL_JOURNAL_PROCESSOR**, should navigate to the **Journal Entry** page: **Main Menu > General Ledger > Journal Entry > Create/Update Journal Entries > Find an Existing Value.**

2. The Journal Entry Page will be displayed. To find your payroll journals, select the Find an Existing Value tab.

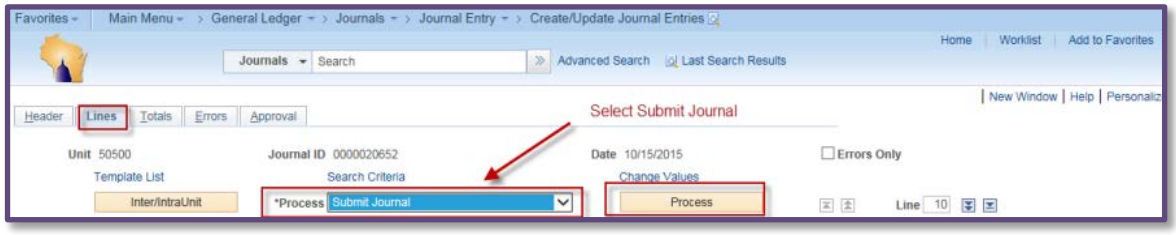


3. Complete the following fields:
   Business Unit
   Journal Date: [Payroll Date] ex., PP21 is 10/15/2015
   Source: PAY

4. Select **Search.**

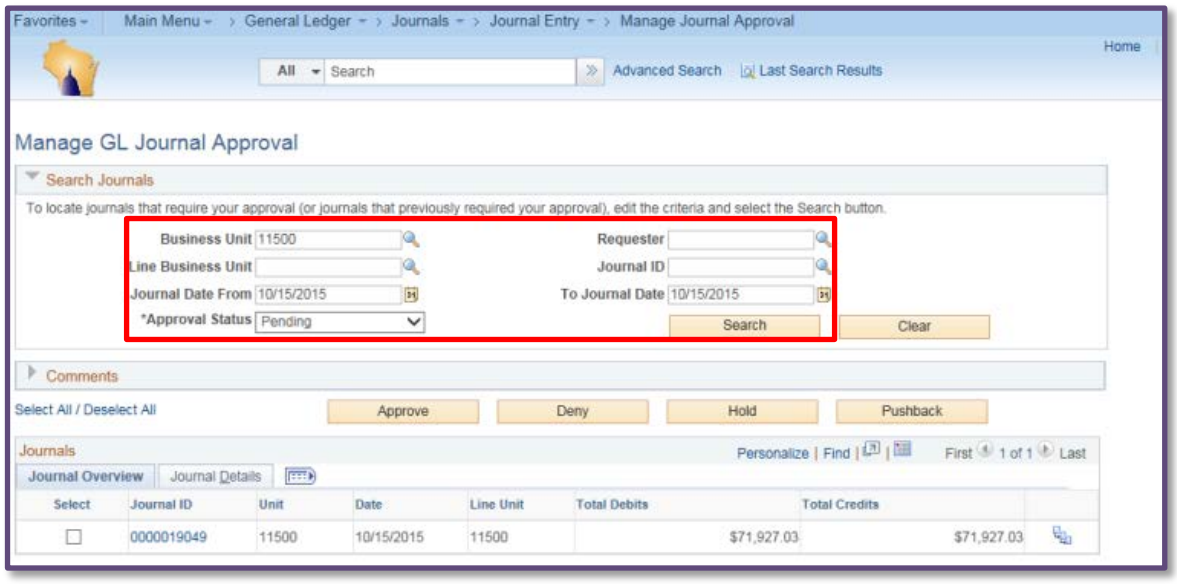
5. Click on the Journal ID to view the journal.

6. The **Header** page will be displayed. Navigate to the **Lines** page. After correcting any errors and reviewing journal, select **Submit Journal** from the Process drop down list. Click the **Process** button.



7. Once all journals have been submitted for approval, the **AGENCY_GL_JOURNAL_APPROVER** will need to apply the approval. Navigate to the **Manage GL Journal Approval** page: **Main Menu > General Ledger > Journals > Journal Entries > Manage Journal Approval.**

Complete the following fields:
Business Unit
Journal Date From: [Payroll Date] ex., PP21 is 10/15/2015
Journal Date To: [Payroll Date] ex., PP21 is 10/15/2015
Approval Status: Pending
Click on Search.



8. Your agency payroll journals will appear. You can select (by checking the select box) to approve your payroll journals. Then click the "APPROVE" button. If you need to review the journal click on the Journal ID link.

9. Once the journals have been approved, they will automatically post on payroll date.

Validate the Federal and State Tax Transactions

1. An **AGENCY_AP_PROCESSOR** must run the query **WI_VCHR_BATCH_REVIEW**, which shows all Federal State taxes for the pay period.

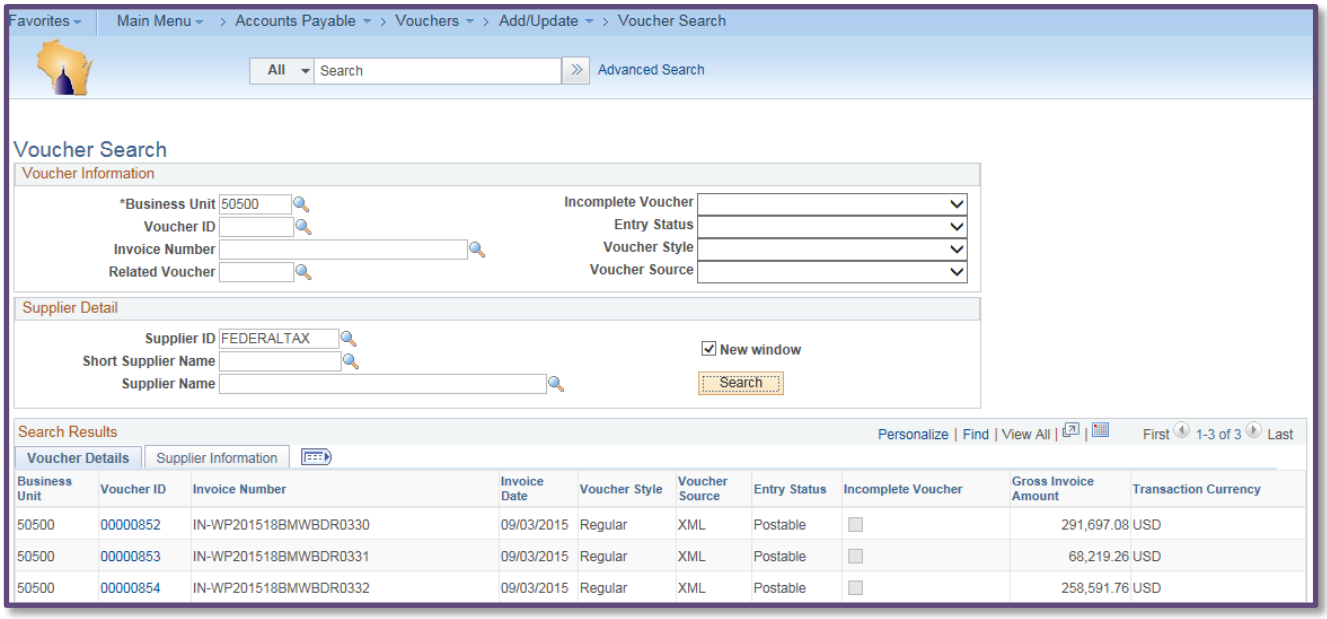
2. First look at column P Status. Those entries with a "P" are Postable, which is good. Entries containing an "R" are in Recycled status and must be reviewed and corrected in order to become postable. Review *all* columns titled "Message" and filter on each column separately to see errors. Examples of some errors which might appear are below. Corrections can be made by an Agency AP Processor using the online pages. Once the voucher is fixed and saved, the voucher status will change from "R"/"Recycled" to "P"/"Postable".

3. Column Q has the Budget Checking Status. This should be "V" which means "Valid". The Budget Checking Process will be run automatically after file uploads are completed. All vouchers with entry status "Postable" will be budget checked.

Error Description	Corrective Action
Combo error for fields %1 in group %2%3.	Review the indicated field. Notify your Agency Accounting SME to validate the ChartField value combination. Based on review, either correct the coding in WiSPER or contact STAR Support Organization (SSO) to update the combo edit in STAR.
Prompt Table edit error; field value %1 is invalid.	This indicates an invalid value in STAR. Error message will indicate which field. Notify your Agency Accounting SME to validate the ChartField value combination. Based on review, either correct the coding in WiSPER or contact STAR Support Organization (SSO) to update the combo edit in STAR.
Invoice line Merchandise Amount %1 <> sum of Distrib Line amounts %2.	These errors are automatically corrected once the underlying error above is corrected. If it is not corrected contact the STAR Support Organization (SSO).

Adjust the Federal and State Tax Transactions

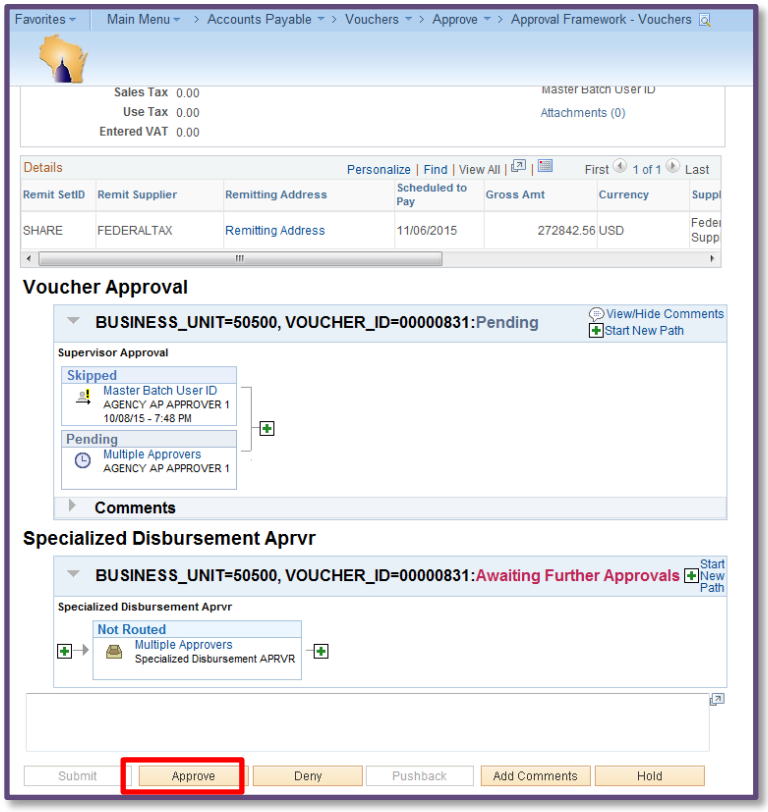
An **AGENCY_AP_PROCESSOR** must navigate to the voucher. Using the Voucher Search page, search for the related tax Supplier ID – “FEDERALTAX” or “STATETAX”:

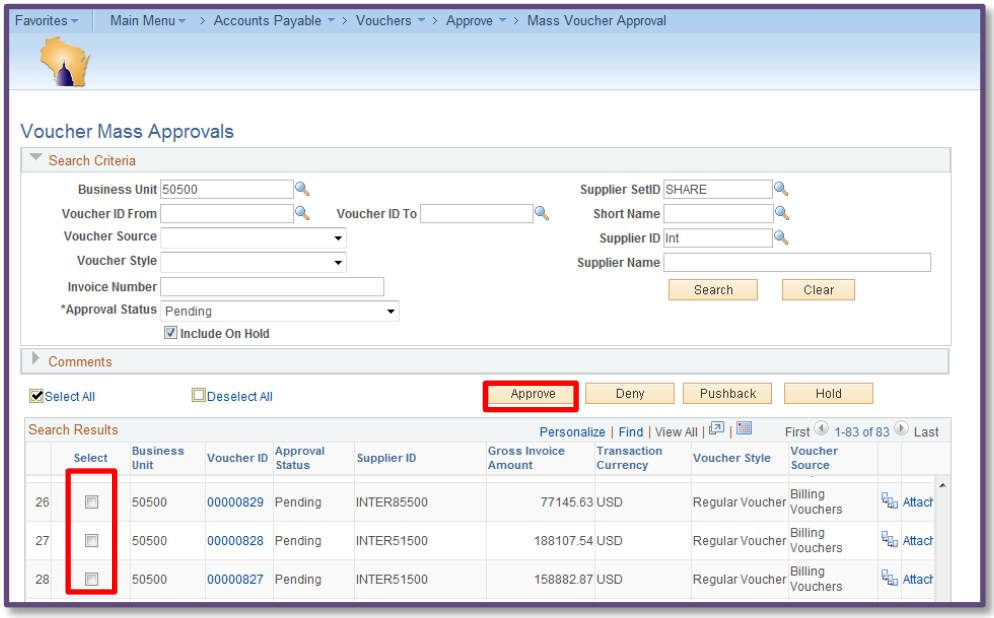


Once the voucher is loaded, click on the voucher ID to enter the voucher and adjust the federal or state tax amounts. The amount of the adjusted voucher(s) must equal the amount reported on the related tax form. Please see the Reviewing Accounting Entries for Adjustment Job Aid.

Approve the Federal and State Tax Vouchers

Once the voucher has been validated and the entries adjusted and saved, workflow will direct it to the **AGENCY_AP_APPROVER**. The processor should communicate with the approver so that the approver can verify that any adjustments are completed before approving. The voucher may then be approved by the using either the regular of mass approval processes in STAR (Please note that the Federal and State Tax Vouchers must be approved the Tuesday prior to the pay date):





Notify the SCO of the Federal Tax Payment Amount

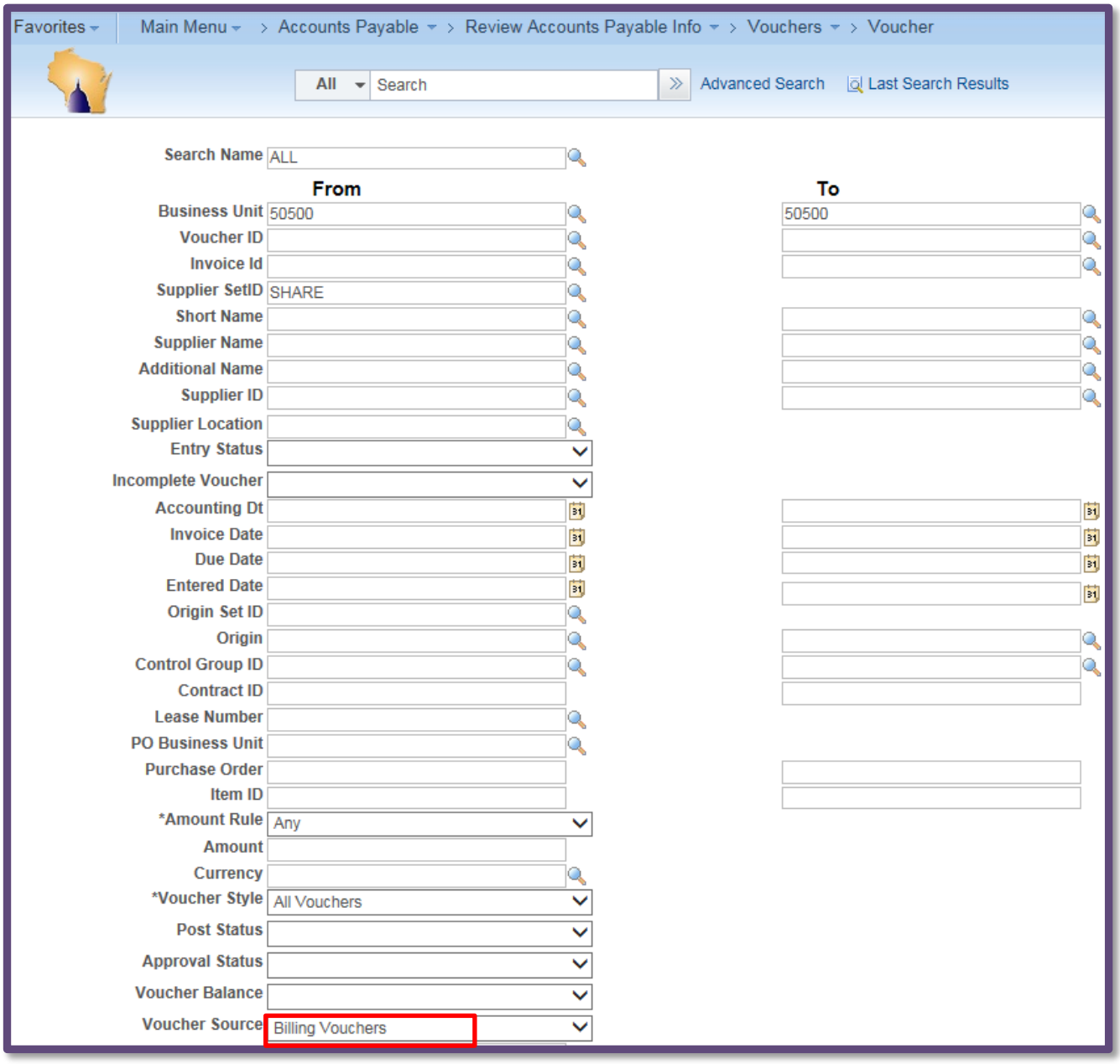
Once the voucher is approved, an email should be sent to the SCO sara.schwoch@wisconsin.gov. The email should contain the completed Federal Tax Form (DOA-6598), and a worksheet summarizing the total tax payment by detail fund. The worksheet is available from the SCO.

Validate the Fringe Benefit (ETF) Transactions

- Fringe Benefit payments to ETF are processed through InterUnit Billing. InterUnit Billing will create an AP Voucher for your payment to ETF. Agencies will locate their vouchers through the online pages rather than running queries.

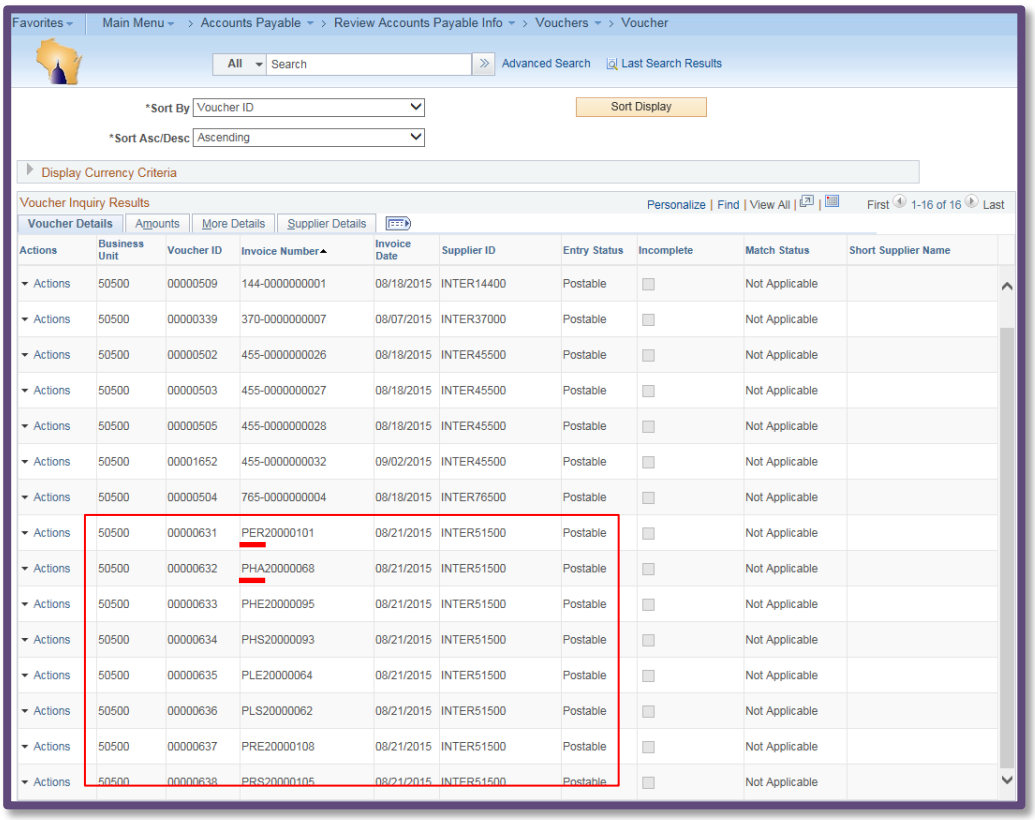
- An **AGENCY_AP_PROCESSOR** can navigate to the Voucher Search page: Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher.

- Search for the "Billing Vouchers" as the Voucher Source for your Business Unit.



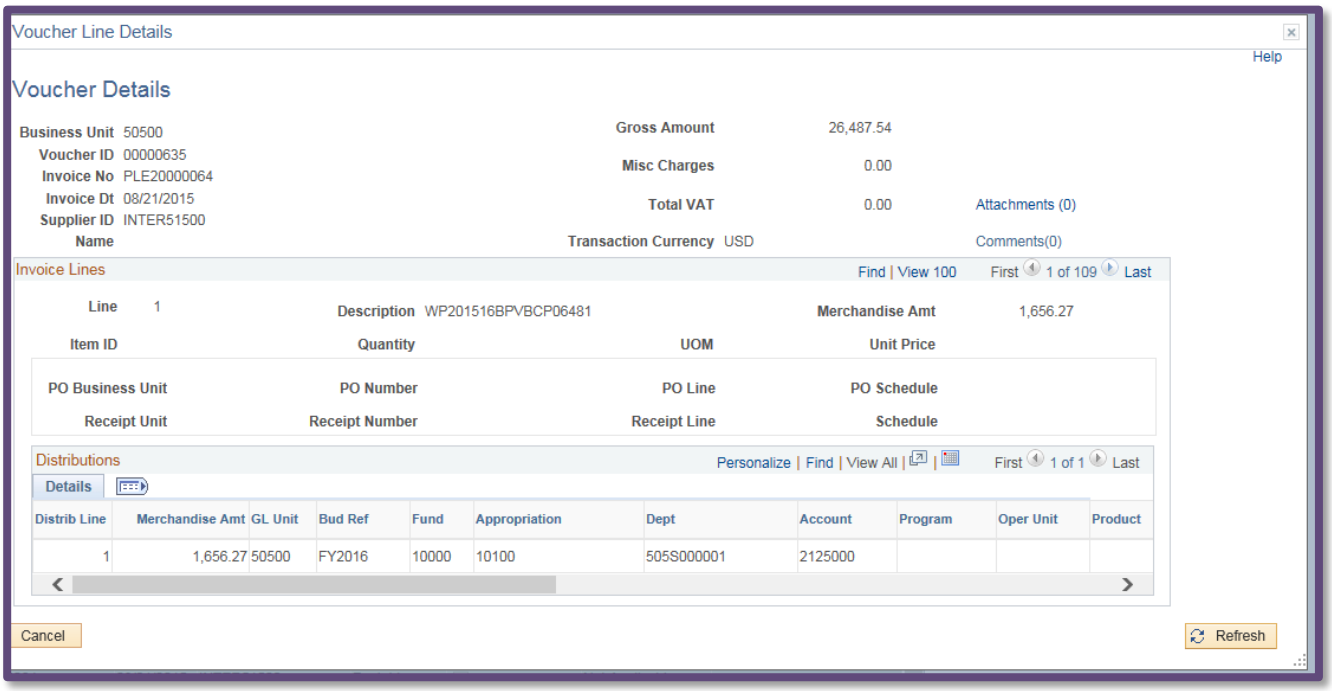
The following vouchers for the following Bill Types must be reviewed:

No.	Bill Type	BU	Description	WiSMART Acct	STAR Acct	Account Description
1	PRS	51500	Wisconsin Retirement Payments	BS 5052	2052000	Retirement Payable State Share
2	PRE	51500	Wisconsin Retirement Payments	BS 5105	2105000	Retirement Pay Employee Share
3	PHS	51500	Health Insurance Payments	BS 5056	2056000	Health Insurance Payable State Share
4	PHE	51500	Health Insurance Payments	BS 5130	2130000	Health Insurance Employee Share
5	PHA	51500	HSA Payments	BS 5166	2166000	HSA Employee Share
6	PIS	51500	Wage Insurance Payments	BS 5057	2057000	Income Continuation Insurance Payable State Share
7	PIE	51500	Wage Insurance Payments	BS 5155	2155000	Income Continuation Insurance Employee Share
8	PER	51500	ERA Payments	BS 5165	2165000	Employee Reimbursement Account
9	PLS	51500	Group Life Payments	BS 5055	2055000	Life Insurance Payments State Share
10	PLE	51500	Group Life Payments	BS 5125	2125000	Life Insurance Employee Share
11	PTS	51500	Teacher Retirement Payments	BS 5054	2054000	Teacher Retirement Payable State Share
12	PTE	51500	Teacher Retirement Payments	BS 5120	2120000	Teacher Retirement Employee Share
13	PLP	51500	LPFSA	BS 5167	2167000	LPFSA Employee Share
14	PRR	51500	Retirement Reinstatement	BS 5185	2185000	Retirement Reinstatement
15	STD	85500	Pension Obligation Bond Payment	BS 5065	2065000	Pension Bond Contributions Payable



The first 3 characters of the Invoice Number indicate the Bill Type.

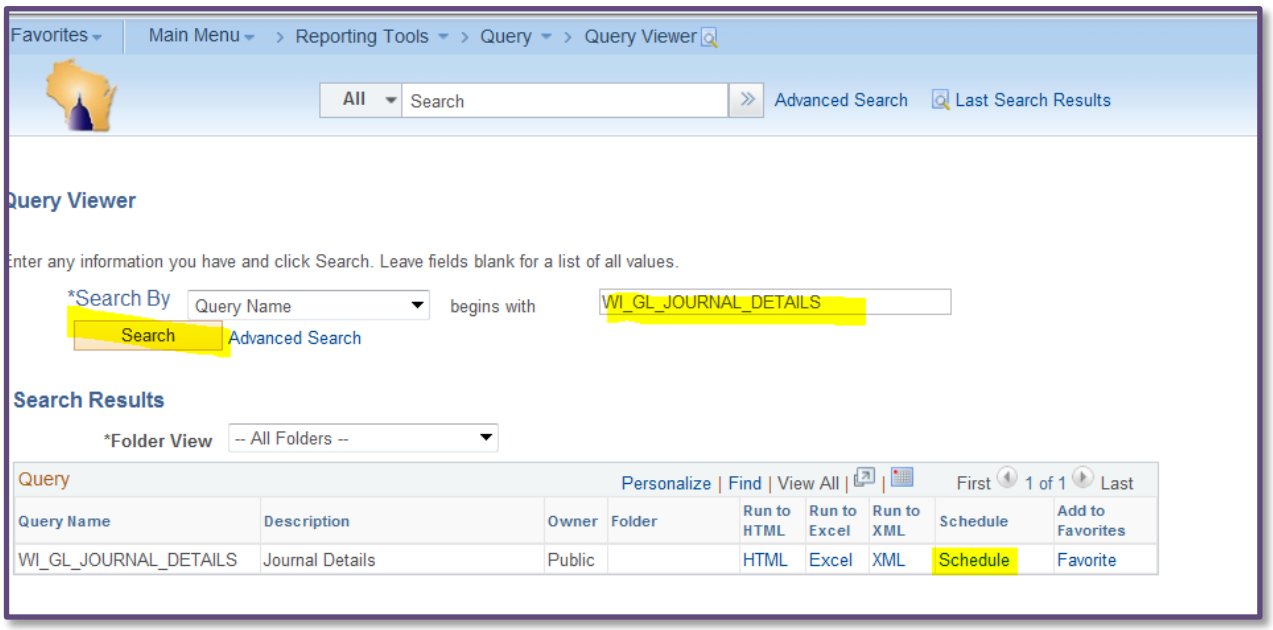
Confirm that all of the vouchers are postable for each Bill Type. Then, for each Bill Type, select “Actions”, “Voucher Details”



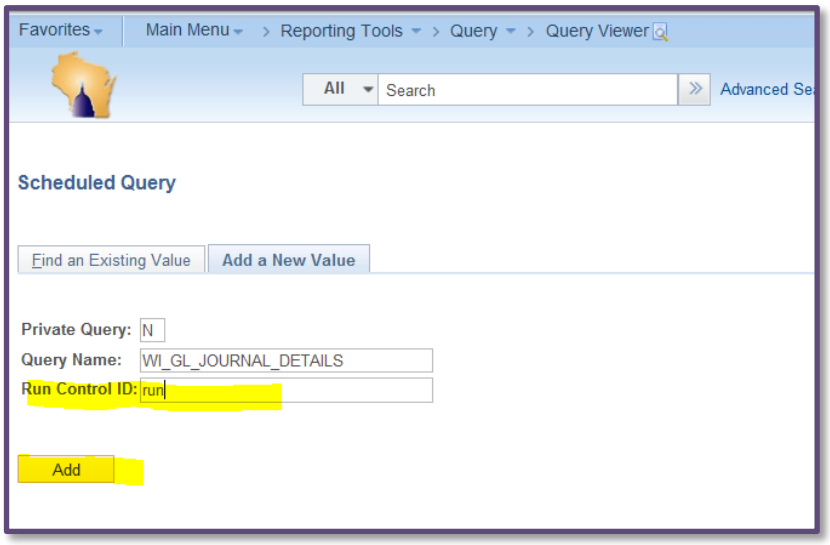
Validate that the gross amount from the Voucher Detail page equals the PV total on the STAR version of the bridge report – BSX3. Note: the STAR vouchers are separated by Bill Type, and therefore the state and the employee shares are on separate vouchers.

View the detail lines to become familiar with the level of detail coding in STAR vs. WiSMART.

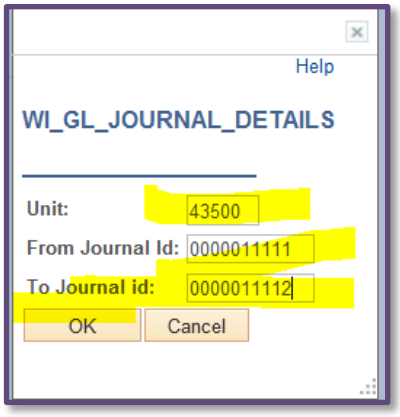
For the largest state agencies query **WI_GL_JOURNAL_DETAILS** will not run due to record volume restrictions. To address that issue, the query should be processed through Query Scheduler, as it allows for a larger file to be generated.



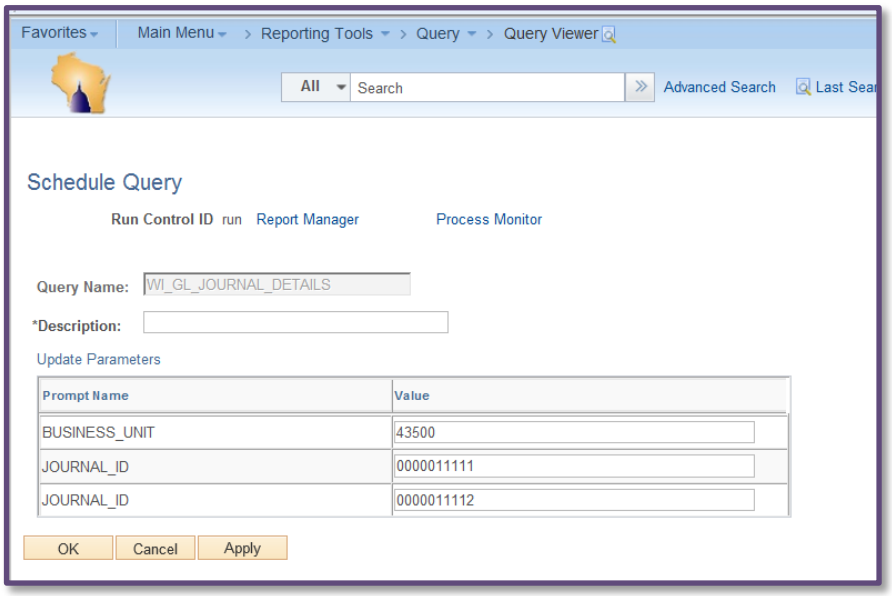
First time using, will need to be Add a New Value, and subsequently the Find an Existing Value should be used.



Enter BU and Journal ID From and Journal ID To

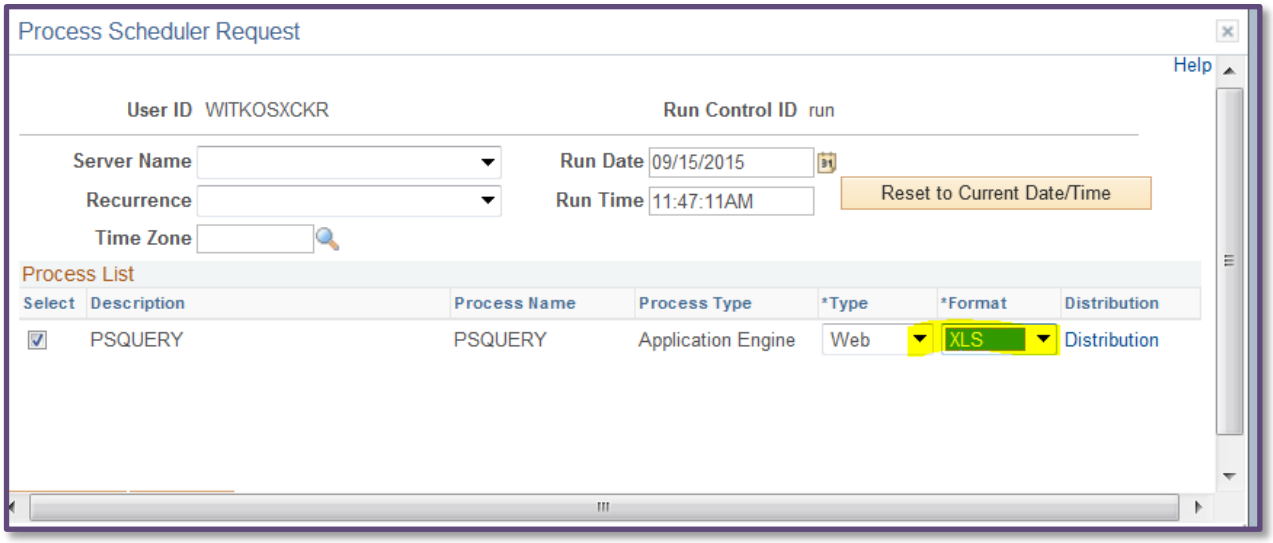


The next time you access the query using Find an Existing Value, you will not see above screen but will have ability to update using the screen below:



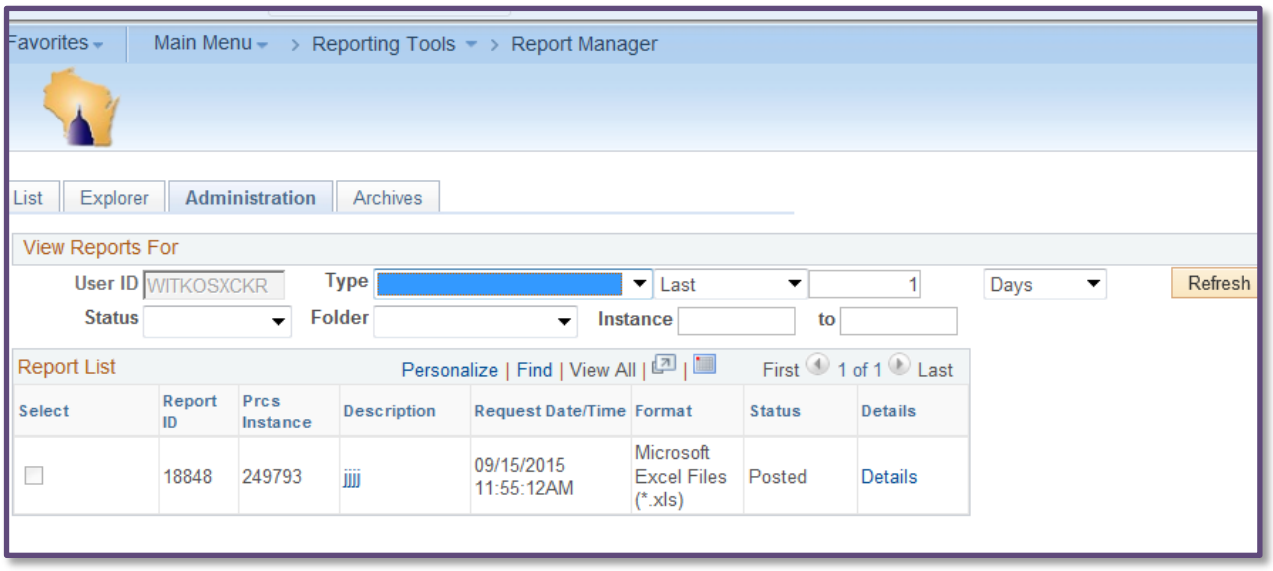
Enter a Description for the Query to track it in Process Monitor

Select “OK”



Make sure Format is XLS

Select OK (scroll down)



Navigate to Report Manager as above and when hyperlink under Description is available click on row to review report.

Adjust the Fringe Benefit (ETF) A/P Transactions

Please note that the following process relates to only the agencies that are on central payroll. Other agencies will need to use their current process for making fringe benefit payments to ETF.

The SCO will monitor the inter-unit billing transaction load. If any transactions error-out, the SCO will work with the agency to resolve the issue so those transactions and the associated billing can be picked up for

agency review after the next batch cycle is run. Agencies will not have the security to view transactions while in error status.

Below is an example of the accounting entries contained in the AP side of a typical agency inter-unit billing voucher interfaced by DOA – Central Payroll (WiSPER). The amounts loaded into STAR are based on the payroll processed for each pay period:

DR/CR	Amount	GL Unit	Bud Ref	Fd	Appn	Account	Acct Name
DR	1,500	50500	FY 2016	10000	13900	2105000	Retirement Pay Employee Share
DR	1,000	50500	FY 2016	10000	13900	2125000	Life Insurance Employee Share
DR	2,500	50500	FY 2016	10000	13900	2130000	Health Insurance Employee Share
DR	500	50500	FY 2016	10000	13900	2155000	Incom Contin Ins Employee Share
DR	500	50500	FY 2016	10000	13900	2160000	Employee Reimbursement Account
DR	100	50500	FY 2016	10000	13900	2166000	HSA Employee Share
DR	100	50500	FY 2016	10000	13900	2167000	LPFSA Employee Share
CR	-6,200	50500	FY 2016	10000	13900	2004000	Accounts Payable – Inter/Intra Unit Billing

An **AGENCY_AP_PROCESSOR** will need to edit the voucher, adjusting individual liabilities/expenditures, possibly adding or deleting lines as necessary. The total amount of the adjusted voucher (the Accounts Payable amount) must equal the amount of the original voucher as it was interfaced from DOA – Central Payroll (WiSPER). Any difference between the adjusted voucher and the original voucher amount must be posted to the Payroll Adjustment Clearing Appropriation 99801, and account 2275000 – Payment Variance. Failure to follow this procedure will create additional accounts receivable clean-up work.

Example

Assume that there were two adjustments to the voucher above, and that a new line needed to be added:

DR/CR	Amount	GL Unit	Bud Ref	Fd	Appn	Account	Acct Name
DR	1,600 ~~1,500~~	50500	FY 2016	10000	13900	2105000	Retirement Pay Employee Share
DR	1,000	50500	FY 2016	10000	13900	2125000	Life Insurance Employee Share
DR	2,600 ~~2,500~~	50500	FY 2016	10000	13900	2130000	Health Insurance Employee Share
DR	500	50500	FY 2016	10000	13900	2155000	Incom Contin Ins Employee Share
DR	500	50500	FY 2016	10000	13900	2160000	Employee Reimbursement Account
DR	100	50500	FY 2016	10000	13900	2166000	HSA Employee Share
DR	100	50500	FY 2016	10000	13900	2167000	LPFSA Employee Share
DR	500	50500	FY 2016	10000	13900	2175000	Health Insurance – Grad Assi

The adjustments and the new line increase the amount due to ETF by $700. However, ETF must still be paid the amount of the original billing amount of $6,200. So, an additional line coded to the Payroll Adjustment Clearing Appropriation must be added:

CR	-700	50500	FY 2016	10000	99801	2075000	Payment Variance

Please note that STAR will create Accounts Payable offset lines for 1) the new debit total of $6,900 in appropriation 13900 and; 2) the additional $700 coded to appropriation 99801:

CR	-6,900	50500	FY 2016	10000	13900	2004000	Accounts Payable – Inter/Intra Unit Billing
DR	700	50500	FY 2016	10000	99801	2004000	Accounts Payable – Inter/Intra Unit Billing

When the interunit payment is made, these Accounts Payable lines are reversed and cash is automatically offset.

Each month, between the 24th and the end of the month, the agency must make a payment to ETF for the additional amount recorded to the clearing appropriation. The payment must be made by check. If an amount is owed from ETF to the agency (these will be less common), those will carryforward to the next month (monthly payments will not be made from ETF to the agency). ETF will create a statewide remittance report and distribute the agencies. Agencies must indicate on the report their adjustments by fringe type, and submit it to ETF.

Approve the Fringe Benefit (ETF) A/P Transactions

Once the voucher has been validated and the entries adjusted and saved, workflow will direct it to the **AGENCY_AP_APPROVER**. The processor should communicate with the approver so that the approver can verify that any adjustments are completed before approving. The voucher may then be approved by the using either the regular of mass approval processes in STAR (see approving the Tax payments above).