

WT 3101 Accounting Change

OFM – PPA Meeting 10/28/09

At agency request, DOP and OFM recently changed WT 3101 to accrue to Account 035 GL 1324 instead of Account 035 GL 5199. We checked with quite a few agencies and were able to determine that most if not all activity using WT 3101 had to do with installment overpayment collections. Agencies were required under the old method to write a JV each period to reclassify money accrued in the liability GL 5199 to a receivable amount.

Effective with the 8/25/09 payroll, all new amounts are accruing to Account 035 GL 1324. However, when HRMS runs into retroactive amount (a pay period before 8/25/09), it's trying to re-write the JV sending the money from 5199 to 1324—the problem is that the agency has already done this manually.

So, whenever the system looks at WT3101 in a retroactive period, we have to re-correct the JV again. However, getting the JV amount is very simple.

- Run ZHR_RPTY126
- Complete Payroll Area (11), Pay period, and Business Area.
- Select ALV Layout Variant: /3101
- Execute.

The screenshot shows the SAP 'Payroll Posting Report' dialog box. The interface includes a menu bar (Program, Edit, Code, System, Help) and a toolbar. The main area is divided into several sections for data entry:

- Payroll Period:** Payroll Area (11), Pay Period (20 2009), and a 'to' field.
- Select by Person:** Personnel Number and Organizational Unit, each with a 'to' field and a selection icon.
- Select by Data:** Business Area (3100), Remitting Business Area, Wage Type, and Warrant / EFT #, each with a 'to' field and a selection icon. There are also two checkboxes: 'Display all Data for EE' and 'Display all Bus. Areas for EE'.
- Document:** Run ID field.
- Sequence:** Sequential Number field.
- ALV Variant:** ALV Layout Variant (/3101) and a checked checkbox 'Read only fields in layout'.

The status bar at the bottom shows the program name 'ZHR_RPTY126', user 'SBVCHRPECC', and instance 'INS'.

- Review output:

**State of Washington - HRMS
Payroll Posting Report**

Report ID: ZHR_RPTPY126
 User: 00707138
 Date: 10/27/2009
 Period: From 10/01/2009 To 10/15/2009
 Payroll Period: 20. 2009
 Payroll Area: 11
 Run type: Simulation

Pers.No.	Pay Period	BusA	Bus.area	Last name	First name	Initials	G/L Account	WT	Long text	Amount	Retro	R Bus Area	For-period	In-Period	Pay date
							1324000000			10,209.04-					
							5199000000			6,952.87					
										3,256.17-					

ZHR_RPTPY126 SSVCIHRPECC INS

- Amount accrued to G/L Account 1324000000 is correct.
- Amount accrued to 5199000000 must be moved to Account 035 GL 1324 via an AFRS JV.
- If there is no amount listed under G/L Account 5199000000, there is *nothing* you need to do.

Example:

Agency Use Only	TC	Agency Account	DR/CR	Amount	GL
1324V/9920	348	XXXX 035	DR	6952. 87	1324
9920/5199V	347	XXXX 035	CR	6952. 87	5199

- Do not send this JV to OST—this is a local transfer only within Account 035.
- We don't need to know the full detail of who and why. We know that this is caused by a retroactive accounting treatment change, and that you're simply reclassifying a DR liability to a DR receivable.
- Good idea to review all activity from 8/25 to present, and then each period as necessary.
- Reminder: if you're doing your Account 035 Reconciliations, you may already have done this work.
- Note: We should only be reversing entries if we've already made them manually! If, for whatever reason, your agency hasn't been reclassing values accrued to 5199 to 1324 for this wage type, then the system is actually doing some of your work for you!
- Unfortunately, it's only looking at retroactive transactions, so you'll still have to:
 - manually reclassify the amounts that HRMS hasn't reclassified so far, and
 - continue to monitor this report periodically to reverse duplicate entries the system has made.

Questions? Contact OFM Statewide Accounting:

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