Institutions of Higher Education – Separation Project

September 4, 2015 Session – T Accounts, File Edits & Update Request

Script Highlights

Overview:

[Lisa Raihl] Jennie Pratt will show examples by T- accounts of the PFT postings to the funds and accounts and then the subsequent postings of the journal entries and voucher payments.

I'll then go over the file edits and afterwards we'll open the floor for questions and discussion over any of the topics previously covered. We'd like to know how the programming is going and any questions you may have.

[Jennie Pratt] Script highlights not available

[Lisa Raihl] File Edits

(Slide 4)

>500 Misc File:

>>Agency number – user must have security access to the company to submit the file and the access must also match the agency number in file

>>Cannot use a claim number that has already been processed

>>Only one claim number per file is allowed

>Header Record Edits:

>>Claim number must match the Payroll Claim number in the PFT

>>Agency & claim number must match the run control

(Slide 5)

>Detail Record Edits:

>>OST Account Number must = '7'

>>Fund Number must = '789'

>>Agency number must = agency number from run control

The first digit of the Warrant Number must be '2'

Name, address, participant ID, class ID fields cannot be blank

Pay Type = 'A', 'E' or 'P'

    a= use account number sent to create PFT and add/update the database,

    e = eft to use info in OST database,

    p = paper warrant

    If Pay Type = 'A' then the transit number, bank account & checking/savings flag must not be blank

Checking/Savings flag = 'C' or 'S'

Invoice ID: claim number + sequence number (sequencing is assigned by the agency)

The Invoice Amount (field 21) must equal the Amount (field 2) and must be greater than'0.00'

Claim Number must = the Claim number on header record

(Slide 6)

Trailer Record Edits:

Detail records (the lines in the file) warrant count must equal the Total Number of Warrants submitted on the trailer record

Sum of the detail records warrant amounts must equal the Total Dollar Amount submitted on the trailer record

Total Dollar Amount on the trailer record must equal the PFT net pay (account 485060)

(Slide 7)

PFT File:

Agency number – user must have security access to the company to submit the file and the access must also match the agency number in file

Record Code (Field positions 1-2) must = 'P9'

Cannot use a PFT/Claim number that has already processed

Only one PFT/Claim number per file is allowed

The same agency and transfer number should be on each record (line) in the file and should match the agency and transfer numbers on the run control

The payroll claim number must match the transfer number (excluding the first 2 digits of the payroll claim number)

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The net of the amounts should = $0

The sum of the Funding Class '78900' amounts should equal the sum of the non-78900 amounts (add up all of your 290, 430, 700 class fund amounts in the file and the total of all those should equal the sum of the 789 class fund amount)

If the Funding Class = '78900', then the DEPTID must = '8900001' and the account must start with '485'

If the Funding Class NOT = '78900', then the ACCOUNT must start with a '5' (but cannot be 585xxx accounts). The '5' accounts are your expense accounts; salary, employer share retirement, taxes, etc.

The sum of the Funding Class = '78900' amounts should NOT = $0

The NET PAY amount (account 485060) must equal the Total Dollar Amount on the 500 Misc file trailer record

(Slide 9)

OpenBooks File:

The End Date value entered on the Run Control must be a valid month-end date (the last day of the month)

As a reminder: The hours included on this file need to be correct, they will be used to calculate the FTE for the agency.

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Direct Deposit File:

Corporation Number = '0007' (OST assigned)

Application Number = '0010' (OST assigned)

Class Code = Agency 3 digit number (lead with zeros if necessary; 010, 041)

Transaction End Date = '20500101' if Participant Stop Cycles = '00' (Jan 1, 2050)

Transaction End Date = Direct deposit stop date if Participant Stop Cycles = '99' (99 = 'Stopped' need actual stop date)

Participant Stop Cycles = '00' or '99' (00 = Active; 99 = Stopped)

Participant Stop Reason = 'AR' (AR= agency requested the stop because the agency enters all changes)

Savings Check Flag = 'C' or 'S'

Debit Credit Flag = 'C' (we credit employees accounts with cash)

Amount = '00000000000'

(Slide 11)

Open forum: How's everything going, making progress, questions on files or other areas of the separation?

Project Update:

We are working on integration testing and would like a few test files from institutions that may have some ready. We've done some initial testing with 041 (Western OK State College) so if you have any ready, we'd like to get them. Others can also send us test files. Please email Ayana.Wilkins@omes.ok.gov before sending any files.

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We've included again the subscription link to sign up for notifications along with the link to the website area where all published information is located.

Please email any questions to Ayana.Wilkins@omes.ok.gov

The next session will be:

September 16th – update on project, other information, requested subjects

September 30th – ACA reporting for 2015