GL-46 Payroll Suspense and Reconciliation

Purpose

The purpose of this Quick Reference Guide (QRG) is to explain how to access and generate the NC Payroll Interface Reconciliation Report (RPT-RTR-164) in the North Carolina Financial System (NCFS) and how to identify and clear payroll suspense entries. This report contains the details of an agency's payroll interface from the Integrated HR/Payroll System.

In NCFS, payroll files process the same day the file is received from the Integrated HR/Payroll System. Payroll (PI) transactions will process with an accounting date of the date the file was processed. Health Benefits (BI) transactions will process with an accounting date on the first day of the subsequent month. These journals will load to NCFS with that date as the accounting date but will not be approved or posted until that accounting period has been opened in the system.

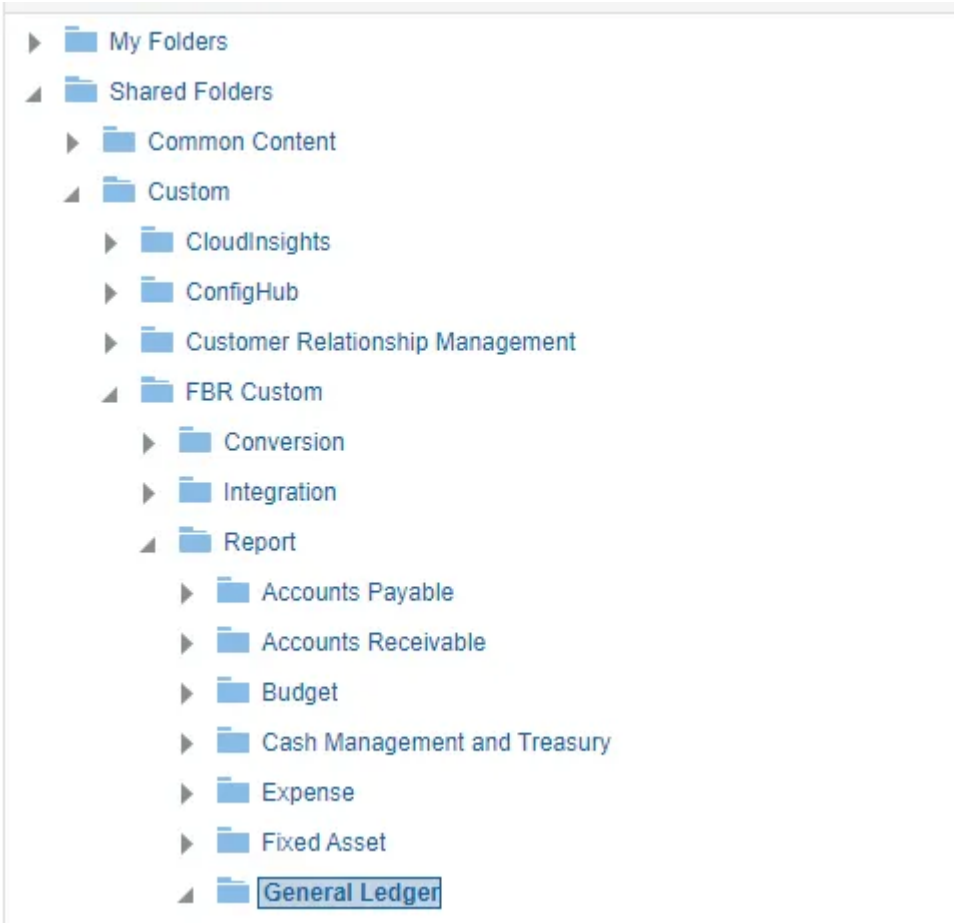
To view the details of those interfaces, the agency can run RPT-RTR-164 for a single payroll, or for multiple payroll runs.

Payroll Suspense and Reconciliation

To navigate to the NC Payroll Interface Reconciliation Report, please follow the steps below after navigating to Reports and Analytics. There are 6 steps to complete this process.

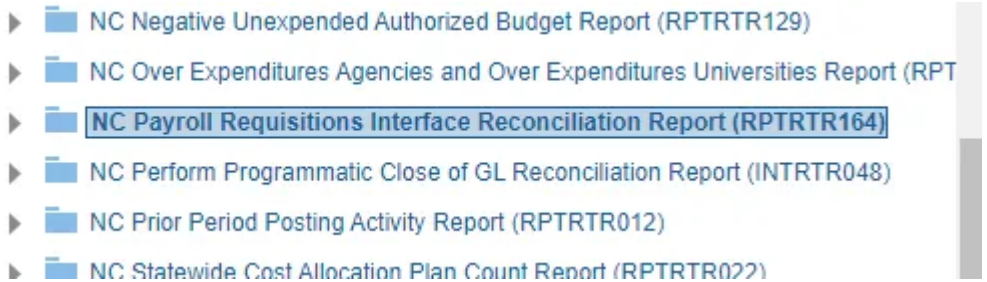
Step 1. Navigate to the General Ledger Section.

Image



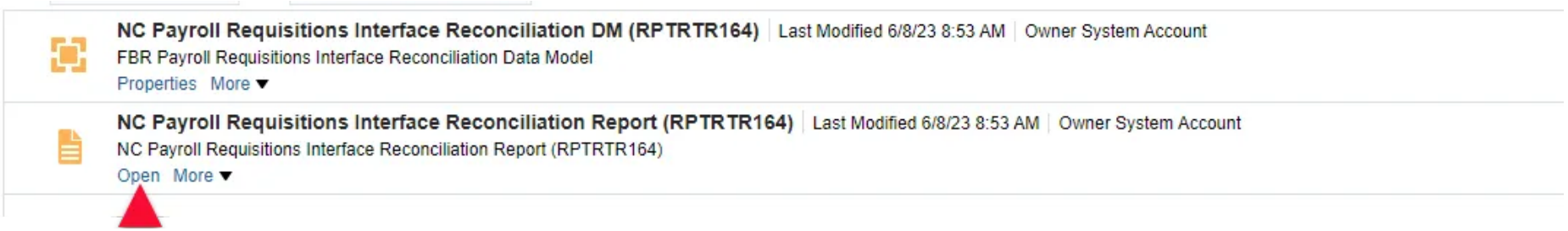
Step 2. Select the **NC Payroll Requisitions Interface Reconciliation Report (RPTRTR164)**.

Image



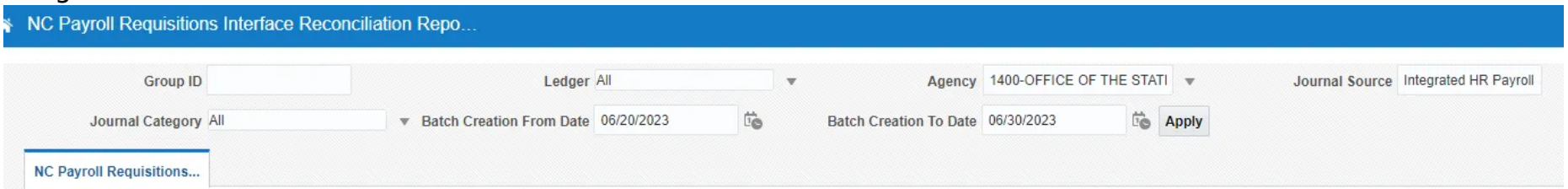
Step 3. Open the report.

Image



Step 4. Enter the parameters for your agency, then click Apply. Note that you must enter the Batch Creation Dates. Batch creation dates will be the date the payroll was processed in NCFS.

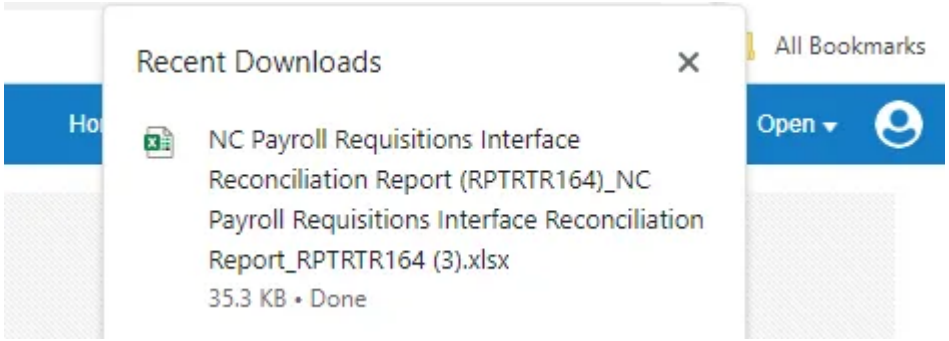
Image



The report will be generated as an Excel document.

Step 5. Open the downloaded Excel document. The download may be in different locations on the screen based on the browser used.

Image



Step 6. The NC Payroll Interface Reconciliation Report is generated into Microsoft Excel.

Image

North Carolina Financial System
Office of State Controller
NC Payroll Interface Reconciliation Report (RPT-RTR-164)
10/22/2023 08:38:10 AM

Parameters

Ledger	All
Agency	1400-DEPARTMENT OF PUBLIC SAFETY
Journal Source	Integrated HR Payroll
Journal Category	All
Batch from date	06/09/2023
Batch to date	10/22/2023

Group ID	Batch Name	Ledger	Journal Name	Source	Category	Period	Actual Flag	Currency	Batch Creation Date	Line Number	Context
230725121008277	Requisitions PI Imported AGENCY 1400 07 25 2023 - 12 10 01 Integrated HR Payroll A 2307251 2578022 N	NC CASH US	Requisitions PI Imported AGENCY 1400 07 25 2023 - 12 10 01 PAY-2-PAYROLL	Integrated HR Payroll	PAY-2-PAYROLL	Jun-23	A	USD	07/25/2023	48	PAY - DISBURSEMENT
230725121008277	Requisitions PI Imported AGENCY 1400 07 25 2023 - 12 10 01 Integrated HR Payroll A 2307251 2578022 N	NC CASH US	Requisitions PI Imported AGENCY 1400 07 25 2023 - 12 10 01 PAY-2-PAYROLL	Integrated HR Payroll	PAY-2-PAYROLL	Jun-23	A	USD	07/25/2023	1217	HR PI REQUISITION

Agencies can use the report to see all the postings made by the Integrated HR/Payroll System interface into NCFS.

This recon report contains data from the payroll file sent to us from the Integrated HR/Payroll System that allows the user to trace the NCFS transactions back to the source documents in the payroll system.

Image

Integrated HR Payroll Details											
er	Context	SAPSourceSys	SAPSourceDocID	SAPSourceDocLn	SAPCompany	SAPBusArea	NCAS Center	SAPFund	SAPBudCode	PAY-DISBURSEMENT	File Name
2	HR BI REQUISITION	BI	0101255848	0294	NC01	1300	7511	137511005	74111		rtr017-018-030i-1400_i034_cm_requisition_py_penditures.txt_20231205200025 12 05 2023 - 21 01 38
3	HR BI REQUISITION	BI	0101255849	0615	NC01	1300	7511	137511005	74111		rtr017-018-030i-1400_i034_cm_requisition_py_penditures.txt_20231205200025 12 05 2023 - 21 01 38
6	HR PI REQUISITION	PI	0101255977	0054	NC01	1300	1781	131781001	14100		rtr017-018-030i-1400_i034_cm_requisition_py_penditures.txt_20231205200025 12 05 2023 - 21 01 38
7	HR PI REQUISITION	PI	0101255977	0004	NC01	1300	72182183	137218005	74100		rtr017-018-030i-1400_i034_cm_requisition_py_penditures.txt_20231205200025 12 05 2023 - 21 01 38
8	HR PI REQUISITION	PI	0101255849	0099	NC01	1300	28841144	132884004	24100		rtr017-018-030i-1400_i034_cm_requisition_py_penditures.txt_20231205200025 12 05 2023 - 21 01 38
9	HR PI REQUISITION	PI	0101255848	0291	NC01	1300	7511	137511005	74111		rtr017-018-030i-1400_i034_cm_requisition_py_penditures.txt_20231205200025

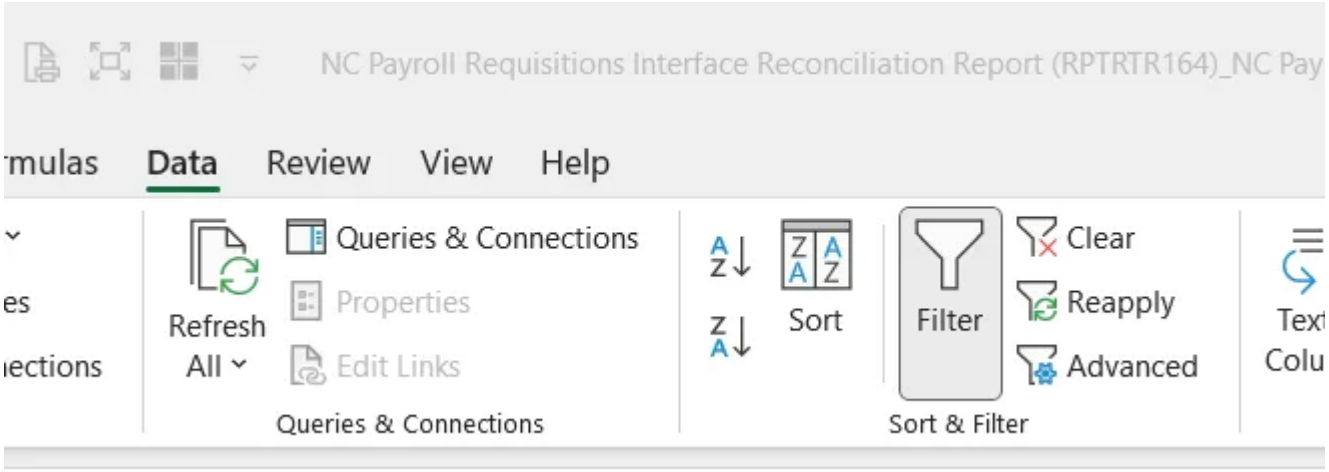
Identifying and Clearing Payroll and Health Benefits Suspense

When payroll costs interface in and there is not a valid NCFS combination for the expenditures to post to, these transactions, along with the associated cash, will post to the payroll suspense budget fund and account. The suspense account for Payroll (PI) transactions is 51999000 and the suspense account for Health Benefits (BI) is 51998000. A list of the suspense budget funds can be found below.

To identify these, the user can filter the payroll recon report for the suspense budget fund. There are 6 steps to complete this process.

Step 1. From the Data tab in Excel, Add the Filter function to the body of the report.

Image



Step 2. Filter on the Budget Fund field for the suspense fund for your agency. Note: the suspense fund will begin with 9999 and end with the agency number. Example 999914.

Image

Agency	Budget Fund	Account	Agency Management Unit
1400	999914	11120000	0000000
1400	999914	51210000	0000000

Step 3. Review the report and compare it with the Integrated HR-Payroll system Financial Report for Payroll Processing (SAP Transaction ZFIR018) or the Payroll Financial Postings Analysis (BOBJ report B0028).

Step 4. Determine the proper posting of the amounts that suspended in the payroll interface.

Note: the suspense fund is in the general fund budget code or the main operating budget code of the agency if the agency has no general fund.

a. If the suspended payroll items are in the main operating budget code of the agency, create a journal to clear suspense using the Journal Category of “NC AGY INTERNAL BC ENTRY”. Note that you must post an entry to the cash account in the suspense fund and the offsetting fund to which the suspense was cleared.

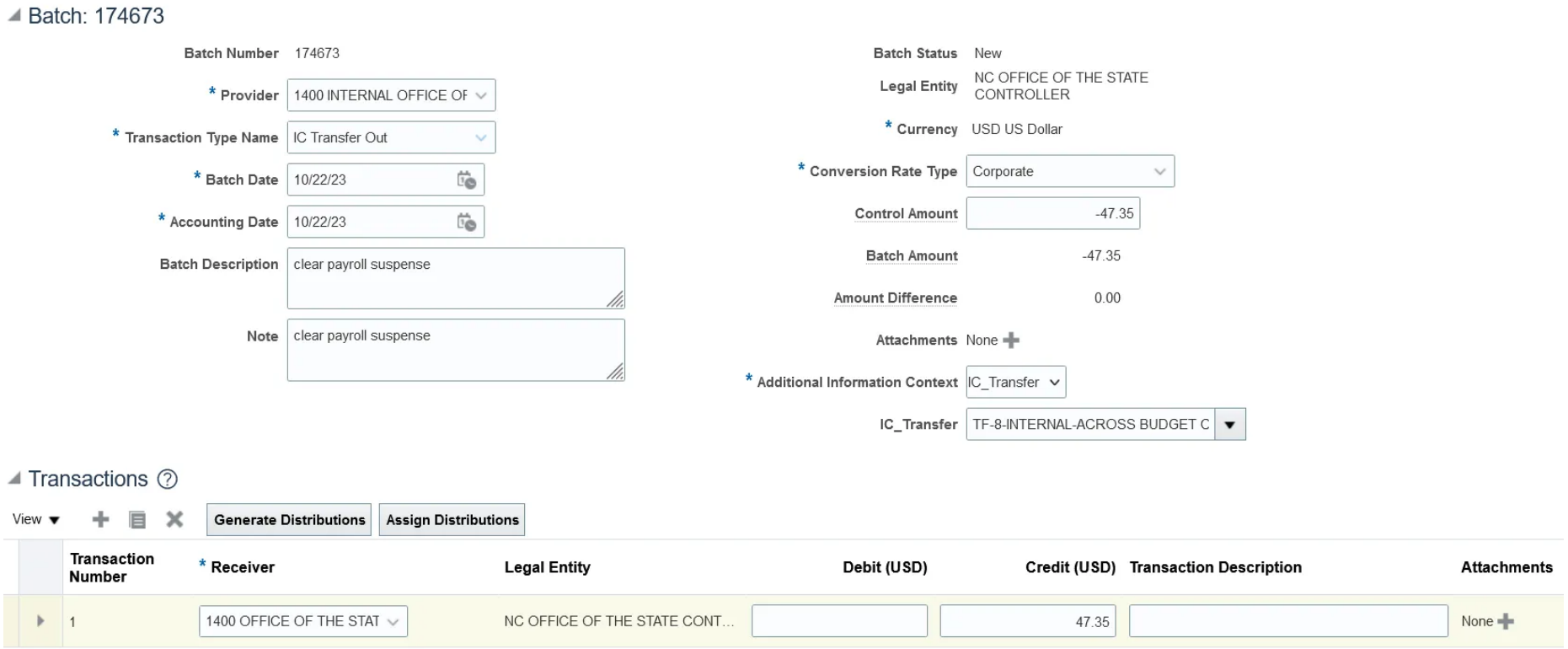
Image

Line	Account	Entered (USD)		Description
		Debit	Credit	
1	1400-102606-11120000-0000000-0000000-0000-0000000000-000000-0000-000000-00000		47.35	Clear Payroll Suspense
2	1400-102606-51210000-1401312-0000000-1000-0000000000-000000-0000-000000-00000	47.35		Clear Payroll Suspense
3	1400-999914-11120000-0000000-0000000-0000-0000000000-000000-0000-000000-00000	47.35		Clear Payroll Suspense
4	1400-999914-51999000-0000000-0000000-0000-0000000000-000000-0000-000000-00000		47.35	Clear Payroll Suspense

Approve the journal.

b. If the suspended payroll items are for a budget code different from the main operating budget code, the agency must Create an Intercompany Batch using the IC_Transfer type of TF-8-INTERNAL-ACROSS BUDGET CODE. The agency will not need to enter the cash lines for the intercompany batch since those are automated in the intercompany module.

Image



Follow the Intercompany Batch procedures for agency internal budget code transfer.

Suspense Budget Funds

A suspense budget fund has been established in NCFS for each agency that uses the Integrated HR/Payroll System. These budget funds are associated with an existing budget code. Below is a list of those budget funds and the budget codes they are attached to.

Agency Budget Code	Suspense Budget Fund

0200	12000	999902
0300	13000	999903
0400	13100	999904
0500	13200	999905
0600	13300	999906
0700	13410	999907
0800	13510	999908
0900	13600	999909
1000	13700	999910
1100	13800	999911
1200	13900	999912

1300	14100	999913
1400	14160	999914
1500	84210	999915
1600	14300	999916
1700	14350	999917
1900	14550	999919
2000	14410	999920
2100	14411	999921
2200	14420	999922
2400	14440	999924
2500	14445	999925

2600	14450	999926
2700	14470	999927
2800	14480	999928
2A00	24481	99992A
2B00	14430	99992B
2D00	14435	99992D
3000	14460	999930
3900	24465	999939
4000	13050	999940
4100	14660	999941
4300	14600	999943

4500	14700	999945
4600	14800	999946
4900	15020	999949
5000	16800	999950
5200	15010	999952
6000	18025	999960
6100	54670	999961
6700	18210	999967
8700	16094	999987
B000	28101	9999B0
B100	28102	9999B1

B200	28103	9999B2
B300	28104	9999B3
B500	28106	9999B5

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