FN-11 Tips for Maintaining the HR-Payroll System Cost Distribution Records

Purpose

The purpose of this job aid is to share tips for maintaining the HR-Payroll System Cost Distribution Records.

Changes to the distribution (IT1018) information such as fund and cost center that are back dated to a prior month cause reversing entries to occur in the Integrated HR-Payroll System that will be passed to NCAS through the payroll interface. Important things to remember as to the way data is processed follow:

- It is best not to backdate a change. Always use the current date for all changes to the Fund, Cost Center, or Internal Orders. However, there may be cases where you will have to back date these changes, and the following must be taken into consideration:
  - All reversing entries will be done as of the current period.
  - All entries sent to NCAS in the HR-Payroll System to NCAS interface are based on the NCAS company/cost center associated with the internal order field.
- It is critical to have the Fund, Cost Center, and Internal Order fields in agreement. The fund and center must be related correctly to the Company/ Center in the description field of the internal order number. Regardless of the fund and center, all entries will post to NCAS based on the Company/Center description field in the internal order field.
- Backdating and changing the Internal Order without changing the Fund and Center fields will not cause reversing entries to occur.

- Backdating and changing the Fund and/or Center will cause reversing entries to occur. The reversing entries will back out the original distribution and create new entries in NCAS based on the Company/Center that is in the Internal Order description field.
- The NCAS GL account number that is posted through the NCAS payroll interface is based on the funding source of the fund.

  Example:

  A fund ending in 01 will cause the GL account to be an appropriated account. A fund ending in 04 or 05 will direct it to the Receipts account.

  If we were dealing with SPA salaries, this would be the difference of posting to 531211-Appropriated SPA Salaries verses 531212 Receipts SPA Salaries.

Transaction Code ZFIR018 can be used to research errors or investigate payroll posting entries.

The BI report under Organization Management/Position/B0149-Positions by Funding Source is a useful tool to identify errors in distribution. Pull the NCAS Financial Key and the employee name from the column on the left over to the report and compare to the SAP Fund and Center. They must be in agreement based on the agency's crosswalk. Any errors must be corrected on the position cost center (1018) record for that employee.

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