

**University of Wisconsin System
SFS Accounting Manual**

Category: General Ledger – Payroll Interface (PI)	Effective Date: end of fiscal year review
Task or Process: Verify that PI Default Coding Balances are at Zero	Revision Date: process does not change
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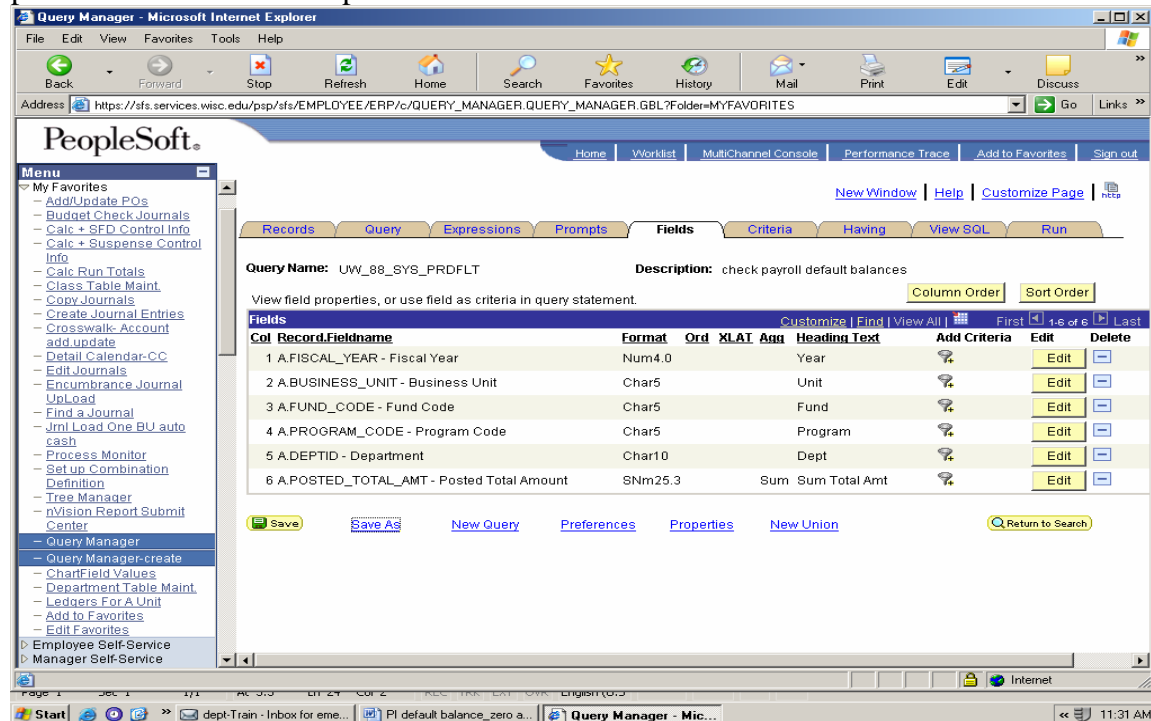
This verification process should be performed by each business unit. UWSA staff will also review to insure compliance.

When payrolls are processed in PI to bring the data into SFS, some of the transactions don't pass the SFS edits. When that occurs, the system converts the coding to a default code string. The default coding consists of:

Fund = 128, Program = 1, DeptID = PRDFLT, Project/Grant = blank, and Account = same as in the original record.

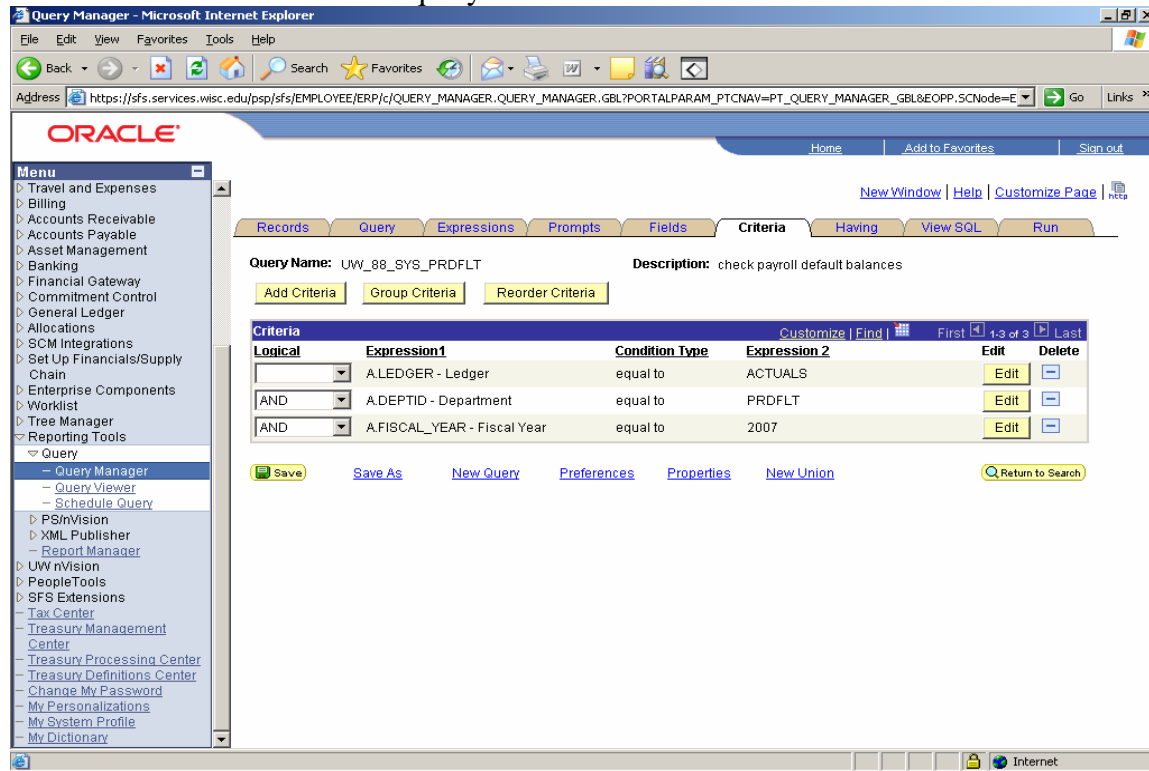
Each business unit is expected to take prompt action to process an SFS transfer journal to move the expense from the default coding to the appropriate valid coding string. Thus, the default code string 128-1-PRDFLT should have a zero balance at the end of the year.

A public query titled UW_88_SYS_PRDFLT has been set up in SFS to use for this verification process. Here is a screen print.



This query runs against the Ledger Table for ACTUALS. It will show the year-to-date balances by business unit for the PRDFLT DeptID. Any that are not zero need to be cleared before the mid-July close of the fiscal year.

Here is the criteria data for the query.



Be sure the fiscal year designation is correct before running the query.

Detail information regarding any balance that is not zero can be made by navigating to this page.

Select the SFD_10 report “GL Journals with Default Coding” and run it for a business unit. The resulting report will show all of the PI default coding charges posted in SFS from the PJ journals for payroll expense distributions. It will also show the detail from the correction transfer journals that were processed to clear the amounts from the default coding.

