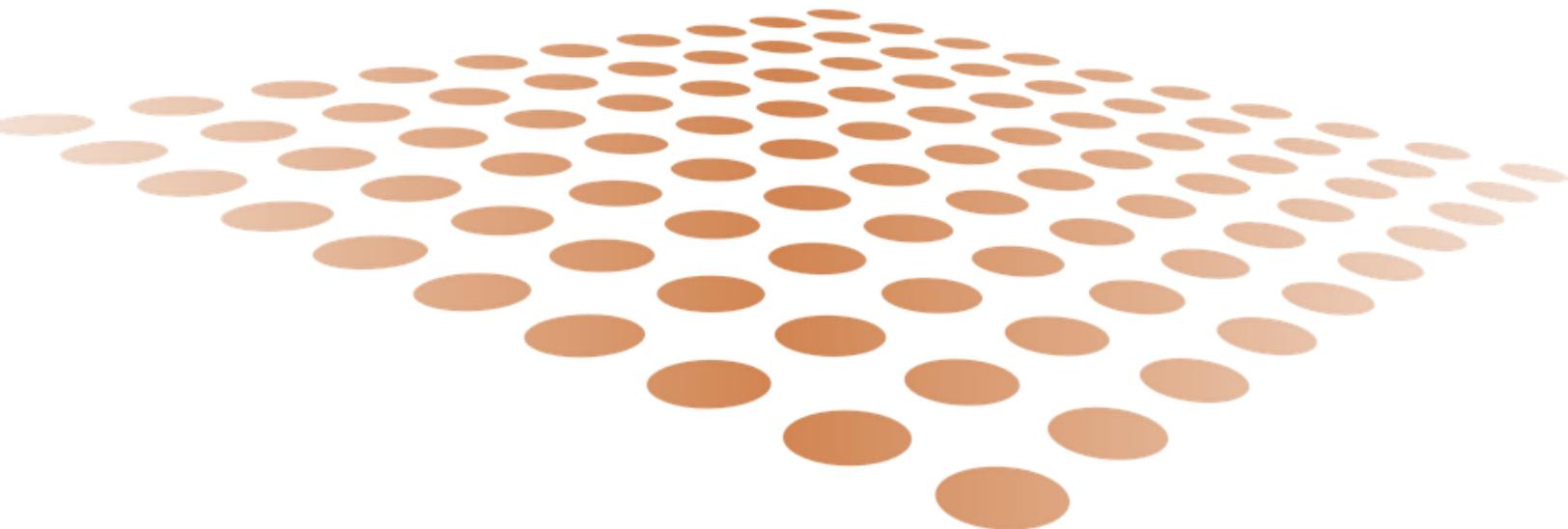


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ADOA – General Accounting Office

QUICK REFERENCE GUIDE: HRIS PAYROLL TRANSACTION CORRECTIONS



HRIS PAYROLL TRANSACTION CORRECTIONS

Overview

Payroll Transactions are initiated in HRIS after each bi-weekly and daily Payroll runs. They are scheduled to be interfaced nightly into New AFIS using Payroll Expenditure Department Fund (PEDF1) documents.

Since these documents contain aggregated payroll information, they are grouped by like Chart of Accounts elements. For example, they are grouped when the Function, Program, and Program Period Code are the same or they simply have the same Function.

The Document ID is the unique identifier for each record within the new AFIS Document Catalog. The Document ID will be generated as follows:

Document ID parameter (M=Manual Payroll or S=Statewide Payroll) + Date of the payroll run in YYMMDD format + 5-digit sequence number

Example:

M15070600001 (for manual Payroll processing on 7/6/15)

Or

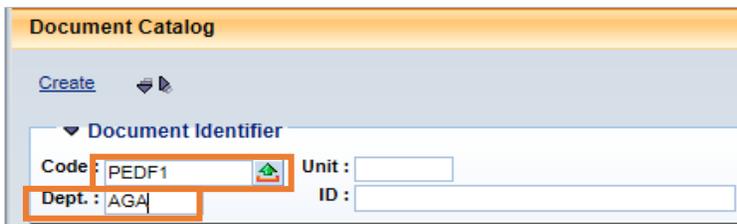
S15070700001 (for Main Payroll Compute on 7/7/15)

Whenever a change in value of Chart of Accounts occurs, the 5-digit sequence number portion of the Document ID field should be incremented by one.

However, when a change in value occurs for the New AFIS Object, the sequence number portion of the Document ID will not be incremented. For changes of Object values, a new Accounting line will be created within a Document ID.

Locating a PEDF1 Document

Log into **AFIS**. Navigate to the **Document Catalog**.



The screenshot shows the 'Document Catalog' interface. Under the 'Document Identifier' section, there are four input fields: 'Code' (containing 'PEDF1'), 'Unit' (empty), 'Dept.' (containing 'AGA'), and 'ID' (empty). The 'Code' and 'Dept.' fields are highlighted with orange boxes.

1. In the Code field, enter PEDF1
2. In the **Dept.** field, enter your agency code
3. Expand User Information



Quick Reference Guide

▼ **User Information**

Create User ID : Create Date

In the **Create Date** field, you can:

- Enter the date when the document was interfaced from HRIS to new AFIS or
- Leave the date blank to see all outstanding agency documents

▼ **Document State**

Function :

Phase :

[Browse](#) [Clear](#)

1. Expand **Document State**
2. In the **Status** field, select **Rejected**
Note: Status options available: Held, Rejected, Submitted
3. In the **Phase** field, select **Draft**
Note: Phase options available: Draft, Pending, Historical-Final

Click **Browse**. The document results that meet the criteria entered will appear below the search:

[Open](#) [Validate](#) [Submit](#) [Copy](#)

<input type="checkbox"/>	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active	Collaboration
<input type="checkbox"/>	PEDF1	AGA		S19042300033	No	1	New	Draft	Rejected	4/24/19	afisbat	\$13,091.25	Yes	No
<input type="checkbox"/>	PEDF1	AGA		S19042300038	No	1	New	Draft	Rejected	4/24/19	afisbat	\$8,642.35	Yes	No
<input type="checkbox"/>	PEDF1	AGA		S19042300132	No	1	New	Draft	Rejected	4/24/19	afisbat	\$10,622.21	Yes	No

Select the document for review.

[Open](#) [Validate](#) [Submit](#) [Copy](#)

<input type="checkbox"/>	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active	Collaboration
<input checked="" type="checkbox"/>	PEDF1	AGA		S19042300033	No	1	New	Draft	Rejected	4/24/19	afisbat	\$13,091.25	Yes	No

1. Select the box next to the document to review
2. Click **Open**

Errors relating to that document appear at the top of the document; see examples of errors that may appear on a rejected document.

[View All](#) 1 of 125 | ● Accounting Period closed - transaction not allowed. (A1598)

[View All](#) 1 of 19 | ● Transaction amount exceeds available cash balance for Fund AG2130. ...

[View All](#) 1 of 12 | ● Budget line not found for Dept Expense 91:Level 2 within Departmen ...

[View All](#) 1 of 58 | ● This transaction exceeds the uncommitted funds for this budget. (A ...

Click **View All** to see all errors displayed and the corresponding line with the error

Severity	Component	Line Number	Override	Message
● Error	DOC_ACTG	VEND Line 1 ACTG Line 1	---	Unit is required.
● Error	DOC_ACTG	VEND Line 1 ACTG Line 1	---	Appr Unit is required.
● Error	DOC_ACTG	VEND Line 1 ACTG Line 1	---	Fund is required.

- View All shows the first three errors, make sure to scroll down to see additional errors

Navigate to the Accounting section to fix errors. There are limited values that can be modified by the user.

General Information tab

Only one field on this tab may be updated.

Accounting

Total Lines: 0 Accounting Line: none Line Amount: none Line Open Amount: none

Accounting Line	Line Amount	Line Closed Amount	Line Open Amount	Referenced Line Amount	Event Type
From 0 to 0 Total: 0					
First Previous Next Last					

[List View](#)

General Information

Reference
Fund Accounting
Detail Accounting
Service Dates
Additional Amounts

Event Type:

Accounting Template:

Line Description:

Line Amount:

Line Closed Amount:

Line Closed Date:

Line Open Amount:

Referenced Line Amount:

Interest Ineligible:

Payment Type:

Interest Amount From IPR:

PY Accrual/Clearing %:

Budget FY:

Fiscal Year:

Period:

Bank:

Vendor Invoice Number:

Vendor Invoice Line:

Vendor Invoice Date:

Tracking Date:

Check Description:

Special Instructions Code:

Disbursement Category:

- Budget FY



Detail Accounting tab

Function field- Only Functions with Rollup type equal to HRIS and HRLG should be used on PEDF1 documents.

The following fields may be updated assuming that the Function does not already infer these fields; a hard inference cannot be overwritten during transaction entry

The screenshot shows the 'Detail Accounting' tab in a software interface. At the top, there is a summary bar with 'Accounting Line: none', 'Line Amount: none', and 'Line Open Amount: none'. Below this is a table header with columns: 'Accounting Line', 'Line Amount', 'Line Closed Amount', 'Line Open Amount', 'Referenced Line Amount', and 'Event Type'. The table content shows 'From 0 to 0 Total: 0'. Below the table are several tabs: 'General Information', 'Reference', 'Fund Accounting', 'Detail Accounting' (selected), 'Service Dates', and 'Additional Amounts'. The 'Detail Accounting' section contains several fields, each with an up/down arrow icon. The fields highlighted with orange boxes are: Location, Activity, Major Program, Program, Phase, and Program Period. Other fields include Sub Location, Reporting, Sub Reporting, Task, Sub Task, Function, Sub Function, and Task Order.

- Location
- Activity
- Major Program
- Program
- Phase
- Program Period

Validate the PEDF1 document.

- Confirm that the document validated successfully in the upper left-hand corner. If it did not, please see your accounting supervisor

Submit the PEDF1 document

Note: There is no approval necessary for PEDF1 documents

The screenshot shows a confirmation message at the top: 'View All 1 of 1 | Document submitted successfully'. Below this is a table with document details:

Payroll Expense - Department Fund(PEDF1)	Dept: AGA	ID: S15040100004	Ver.: 2	Function: Modification	Phase: Final
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Use these steps to clear out each document your agency has for payroll errors.

Note: PEDF1 Documents can be edited and modified by individuals who have the security role DEPT_PYRL_ANLST.