

ASCENDER - Process Payroll Liability Wire Transfer Transactions

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The purpose of this document is to guide you through processing payroll liability wire transfers and posting the transactions to the Finance general ledger. Although actual checks are not generated, the wire transactions are displayed as checks on the check registers and the transactions are displayed in Bank Reconciliation. This process is similar to the deduction checks process.

This document assumes you are familiar with the basic features of the ASCENDER Business system and have reviewed the ASCENDER Business Overview guide.



Some of the images and/or examples provided in this document are for informational purposes only and may not completely represent your LEA's process.

Create a Wire Transfer Transaction

1. Update the deduction code table.

   Payroll > Tables > Tax/Deductions > Deduction Code

   Complete the following:

Wire	Select to create a transfer check. Actual checks are not printed; however, the transactions are interfaced to Finance. If selected, the **Vendor Name/Sort Key** and **Vendor Nbr** fields must be populated. Deduction codes with the **Wire** field selected are displayed on the Utilities > Transfer Transaction Processing page. A deduction code cannot have both the **Deduct Chk** and the **Wire** fields selected.
Vendor Name/Sort Key	Begin typing a vendor name. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor. The **Vendor Nbr** field is populated based on the selection.
Vendor Nbr	Begin typing a vendor number. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor. The **Vendor Name** field is populated based on the selection.

   ❑ Click **Save**. A message is displayed prompting you to add the new deduction code(s) to the organization code table in Finance.

   If you are creating a new deduction code, click **Yes** to add the deduction code(s) to the

organization code table in Finance.

2. Create transactions.

   If there are no transactions to process from payroll, proceed to step 3 to manually enter the transactions.

   Payroll > Utilities > Transfer Transaction Processing > Create Transactions

   This utility is used to create a file with the employees' wire deductions from the deduction code table that are created for payroll liability items. You can process the transfer checks at any time. The best time to do this is after all monthly payrolls including voids and issues have been processed. Once the deduction codes for a pay date are extracted for the transfer checks, the transactions are not updated again. If the vendor information needs to be changed for a deduction code, use the Transaction Maintenance tab. Although actual checks are not issued, the wire transfers are displayed on the check register as checks.

Create a transfer transaction:

Only deduction codes with **Wire** selected on the Payroll > Tables > Tax/Deductions > Deduction Code tab are displayed.

Field	Description
Frequency	Select the payroll frequencies for which transactions are being created. The users can select multiple payroll frequencies if authorized in the security application.
Begin Date	Click ⌄ to select the beginning pay date. All pay dates for the selected payroll frequencies are displayed.
End Date	Click ⌄ to select the ending pay date. All pay dates for the selected payroll frequencies are displayed.

❑ Click **Reset Pay Dates** to clear the **Begin Date** and **End Date** fields when a different pay frequency is selected.

By default, all wire items are selected.

❑ Clear the **Wire** field for any wire items for which you do not want to create a liability transaction. **Wire** must be selected when the payroll is processed in order to create the transactions.

❑ Click **Execute** to generate the selected report(s). Review the report.

❑ Click **Process** to save the transactions.

- Click **Cancel** to close the displayed listing without saving and return to the original tab.
- Click **X** to close the data preview window.

Note: If new account codes are created or if duplicate transfer transactions are encountered, a report listing only those account codes that were added or a report listing the duplicate transfer transactions is displayed.

❑ Click **Continue** to close the list and return to the Create Transactions tab.

3. Perform transaction maintenance or manually create a transaction.

   Payroll > Utilities > Transfer Transaction Processing > Transaction Maintenance

   This utility is used to modify individual transfer transactions. The grid on the Transaction Maintenance tab is populated when you click **Create** on the Create Transactions tab. You can change the transfer transaction for an individual or a group of codes. The Transaction Maintenance tab allows you to modify and/or add transactions before creating transfer checks and posting to the general ledger. Transfer transactions such as TEXNET and LONESTAR POOL can be added to this page for posting to Finance without issuing an actual check or creating a journal entry. Transactions that are grayed out have already had checks issued and cannot be updated. Although actual checks are not issued by the system, the wire transfers are displayed on the Check Register as checks.

   Note: If transfer checks have already been posted for the pay date and the transfer transaction is voided using Check Void in Finance, transactions are inserted into the transfer transaction table for the pay date.

Perform transaction maintenance:

Field	Description
Vendor Nbr	Click ⋮ to select the vendor to be paid by the deduction check.
Deduct Code	Click ⌄ to select the deduction code used to identify the deduction transaction.
From Pay Date	Click ⌄ to select the beginning pay date.
To Pay Date	Click ⌄ to select the ending pay date.
Unpaid Chks Only	Selected, by default, to limit the selected records to liability checks that have not been paid. To view all records, clear this field.
Include Cleared Chks	Select to include cleared checks in transaction maintenance; leave blank to not include cleared checks. This field is disabled if **Unpaid Chks Only** is selected.

❑ Click **Retrieve**. The grid is populated with data for the selected vendor by pay date and

detail fields are displayed at the bottom of the page.

❑ Click **+Add** to add a row.

Frequency	Type the current or a new pay frequency.
Pay Date	Type the pay date in the MM-DD-YYYY format for this transaction.
Vendor Name/Sort Key	Begin typing a vendor name. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor. The **Vendor Nbr** field is populated based on the selection.
Vendor Nbr	Begin typing a vendor number. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor. The **Vendor Name** field is populated based on the selection.
Employee Nbr	Begin typing an employee number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee. This field is optional.
Deduct Code	Click to select the code to use for this deduction transaction. This field is optional.
Deduction Amt	Type the amount deducted, if different from the previous amount. This field is optional.
Account Code	Type the account code, or click to select the code for the account that controls the funds authorized in the previous fields. As you type the data, a drop-down list of corresponding data is displayed. Select an account code.

The following fields are disabled but are populated after completing the interface transfer transaction processing on the Process Transfer Checks tab.

- **Check Nbr**
- **Check Date**
- **Check Type**
- **Check Cleared**

❑ Click **Save** to save the changes.

❑ Click **Print**. A print options dialog box is displayed with the following options:

- **Detail Transfer Checks** - prints a detailed listing of all transfer checks.
- **Transfer Check Trans** - prints all the transfer check transactions.

Select an option and click **OK** to display a copy of the report. Otherwise, click **Cancel** to return to the Transaction Maintenance tab. Review the report.

4. Process transfer checks.

   Payroll > Utilities > Transfer Transaction Processing > Process Transfer Checks

   This utility is used to record and interface wire (or regular) transactions to Finance. Before interfacing to Finance, print the reports from the Transaction Maintenance tab to verify the amounts. Although actual checks are not issued, the wire transactions are displayed on the check register as checks.

Process transfer transactions:

Field	Description
Post to Accounting Period	Select whether to post to the current or next accounting period. During the final processing, when the check transactions are updated to Finance, the following may occur: If Finance end-of-month processing is being performed against any file ID, you may not post to either accounting period. If the current and next accounting periods are the same and the current accounting period is closed, a message is displayed indicating that you are not allowed to post at this time as both accounting periods are closed. Click **OK** to return to the Process Transfer Checks tab.
Print Check Stock	Select whether to print to Finance or payroll check stock. Actual checks are not printed; however, the selection will determine which bank reconciliation (Finance or Payroll) the transactions are displayed. The system is set to **Payroll**. All transfer transaction checks are displayed on FIN1250 (Check Register).
Check Date	Type the payroll date in the MM-DD-YYYY format. This field is required and represents the date to be printed on the check transactions on the check register. It is recommended to use the wire transfer date.
Sort Vendors by Alpha or Numerical	Click ⌄ to select whether vendors are sorted in name or number order.

❑ Click **Preview**. The Transfer Checks Processing page is displayed. All vendors are selected by default.

From Pay Date and To Pay Date	The from and to pay dates are automatically populated based on the unprocessed transfer transactions and not on selected vendors.
Vendor Nbr and Vendor Name	The vendor number and name are automatically populated based on the transactions.
Check Amt	Displays the check amount to be interfaced to Finance and displayed on the appropriate check register.
Check Nbr	Type the number or characters that will display on the check register. In the **Check Nbr** field, type the six-character check number. The system automatically fills the **Check Nbr** field with leading zeros when a partial numeric check number is entered and you tab out of the field. **Note**: Duplicate check numbers may be entered and processed. The system will not display a warning message if a duplicate check number is entered.

The **Select All** button is used to select all vendors.

The **Unselect All** button is used to clear all check boxes so that all vendors are not selected.

Notes:

If a remittance vendor name is typed on the Finance > Maintenance > Vendor Information > Vendor Name/Address tab, the remittance vendor name (not the original vendor name) is

displayed in the **Vendor Name** field on the list.

Only those vendors that have been selected and have a check number entered are processed. Vendors that are selected but do not have a check number will not be processed.

❑ Click **Next**. The **From Pay Date** and **To Pay Date** fields are populated based on the unprocessed transfer transactions and not on selected vendors.

❑ Under **Record Checks Printed**, the following fields are selected by default.

Update Transfer Check Transaction Table	This field updates the check number, check date, and check type on the Transaction Maintenance page.
Update Finance Tables	This field updates the Check Transaction table and the general ledger in Finance. You can clear these fields, but at least one of the fields must remain selected.
Print Fund Transfer Summary	This field is optional. If selected, a summary of the fund transfer is printed at the end of the check process. **Note**: You may post to Finance. Vendors that were assigned a check number will not have a check printed.

❑ Click **Update**.

A message is displayed indicating that check records and general ledger accounts were successfully updated. Click **OK**.

The Update Transfer Checks Transaction Table is displayed. Click **Close** to return to the Process Transfer Checks page.

5. Perform GL inquiry.

   Finance > Inquiry > General Ledger Inquiry > General Ledger Inquiry

   Use this page to perform a general ledger inquiry to verify the wire payment amount posted to Finance.

Alternate methods to create a wire transfer transaction:

Use the Finance > Maintenance > Postings Check Processing - PA tab to create a district-written check to post the wire transaction. The transaction is displayed as a check on the FIN1250 - Check Register (Be sure to generate the report with a Y in the **Include Transfer Checks** parameter) and in Bank Reconciliation.

OR

Use the Finance > Maintenance > Postings > Journal Actual tab to manually create a journal entry to record the wire transaction. The transaction is not displayed on the FIN1250 - Check Register or in Bank Reconciliation.