

HRS4150 - TRS On-Behalf Payment Journal

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The report calculates the TRS on-behalf payments, creates a journal, and interfaces the amounts to Finance. There is an option to print the report for all existing pay periods or any combination of these pay periods. The process is run using a date selection. The report should be processed and interfaced after the TRS 373 report is interfaced to Finance.

If the TRS 373 (HRS4000) has not been interfaced prior to running the TRS On-Behalf Payment Journal (HRS4150), the system displays a message. The program verifies the interface for each pay frequency for the from pay date and to pay date selected.

If the amount in the **TRS Above State Base** field on the YTD Payroll Earnings Register is greater than zero, the TRS 373 has been interfaced, and a message is not displayed.

If the amount in the **TRS Above State Base** field on the YTD Payroll Earnings Register is equal to zero, the TRS 373 has not been interfaced, and the system issues the message.

If the amount in the **TRS Above State Base** field on the YTD Payroll Earnings Register is equal to zero for one frequency but not for another pay frequency, the system issues the message for the frequency that has not been interfaced.

If a frequency has not been interfaced because no amounts exist for the TRS 373, the user should click **Yes**, and then continue.

Notes:

- Only G, S, O, and A type accounts are processed on the report.
- Click **Interface FIN** to save the new accounts in Finance. Click **Exit** to close the report without interfacing the new accounts to Finance.

To calculate monthly amounts, use General Fund or Split Funds.

Example of how on-behalf amounts are balanced

This report is printed in landscape orientation.

Parameter	Parameter Description
From Pay Date (MMDDYYYY)	Type the from pay date in the MMDDYYYY format. This is a required field.
To Pay Date (MMDDYYYY)	Type the to pay date in the MMDDYYYY format. This is a required field.

Parameter	Parameter Description
Single Revenue Account per Selected fund? (Y/N)	Y - Include the single revenue account per selected fund on the report. N - Do not include the single revenue account per selected fund on the report. This is a required field.
Interface Transaction Date (MMDDYYYY)	Type an interface transaction date in the MMDDYYYY format. This is a required field.
Finance Accounting Period (01-12)	Type a specific accounting month (e.g., 09). This is a required field.
Select Frequency(ies), or blank for ALL	Type a one-digit frequency number separating multiple frequency numbers with a comma (e.g., 5, 6). Or, click ⋮ to search for payroll frequencies. Otherwise, leave blank to use all payroll frequencies.
Expenditure Account Code (Enter fund, func, obj (6144), sobj, org, pgm)	Type an account code number or an account code number mask separating multiple account code numbers with a comma (e.g., 199XX6144XXXXXXXXXXX, 224XX6144XXXXXXXXXXX). Or, click ⋮ to create an account code mask. Otherwise, leave blank to use all account codes. The expenditure account code is used to isolate the account structure to which you want the expenditures to be posted in Finance. If it is all masked, the system posts expenditures to 6144 for each fund, function, organization, fiscal year, and program that exists in the distribution history. **Example**: If you enter a full 20-digit account number, all expenses associated with on-behalf (regardless of the fund, function, etc.) are posted to that account number. If you leave the fund masked and complete the rest of the account number, each fund has one account that is used to expense the on-behalf for that fund.
Select one Distribution Error Account Code	Type the 20-digit account code number, or click ⋮ to search for account codes. Otherwise, leave blank to not specify an account code.
Additional Matching Amount	Type the additional matching amount in any amount greater than 0.00. Add the last two lines of each child nutrition worksheet and then enter that total. Reference the Worksheet for Calculating the Monthly Child Nutrition Contribution For Federal Fund/Private Grants and Federal Grant TRS-Care.

Generate the report.