



## **Expense Only - HRS5800**



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## Payroll > Payroll Processing > Special Adjustments > Expense Only

This tab is used to create a special adjustment transaction that moves user-defined expense amounts from one account code to another account code. Adjustment transactions can only be made for pay dates that have been processed and that have occurred within the current school year. This tab page would be used to reclassify expenses from one expense account to another.

Amounts displayed in the grid reflect history transactions for the **From Job Code**, **From Account Code**, and **Pay Date Range** fields selected. When entering amounts to be moved, the user cannot exceed the amount displayed in the corresponding grid field. When all the amounts are zero in the grid for the selected pay date range, job code, and account code, no values can be entered in the amount fields. This can occur when the selected pay date range involves checks that have been issued and voided.

When moving amounts for G account types, the **To Job Code** field and associated distribution codes must already exist in Maintenance > Staff Job/Pay Data > Distributions tab before processing can take place. For all other account types, the Finance Chart of Accounts list displays in the **To Account Code** drop-down list and is available for selection. This process enables the user to easily move specified amounts between account numbers and/or funds (i.e., move transaction amounts from fund 211 to fund 199 or vice versa). The from and to account types must match for the Special Adjustments program to be successful.

### Notes:

- The system recognizes funds that are set up in the Fund to Grant code table.
- This tab does not create a general journal that can be processed through the Interface Processing page. A general journal is created and automatically interfaces to finance when **Interface to Finance** is selected, and the adjustment is processed. Each time an account is processed through this tab, an adjustment number is assigned for that pay date. A maximum of 999 adjustments are allowed for each pay date. This maximum includes adjustments made on the Percent and Accruals Only tabs, Payroll Adjustments (check voids and issues), Zero School YTD, and Accrual Variance.
- The **TRS Federal Deposit** and **TRS Federal Care** amounts are calculated when the account codes are associated with a grant code.
  - If the **From Account Code** has a grant and the **To Account Code** does not have a grant, then the federal amounts are voided from the **From Account Code** and not applied to the **To Account Code**, and the word Void is displayed to the right of the columns for these amounts. The amounts to be voided are based on the **Expense Pay** field.
  - If the **From Account Code** does not have a grant and the **To Account Code** does have a grant, then the federal amounts are calculated and applied to the **To Account Code**.
  - If both accounts have a grant, then the amounts in the **From Account Code** are applied to the **To Account Code**.
  - If neither account codes have a grant, then the federal amounts should not be calculated.
  - If **Post to Finance** is selected, the from job accrues, and the district chooses to process

these entries, no adjusting entries are made to the Finance clearing fund for the TRS 3 and TRS 489 adjustments. The district needs to determine these amounts and make the adjustments manually.

- Manual entries are required because if the from job accrues, the expense pay may include accruals that have not been reported on the TRS 3 and TRS 489 reports and not posted to the clearing fund. Therefore, the system is unable to determine the portion of the expense that has already been reported on the TRS 3 and TRS 489 reports.

**Example of Federal to Nonfederal with accruals:** The user removes distribution account code 224/7 and adds distribution account code 199/7 to an employee's master distribution record. The 199/7 distribution account code should have been expensed since the beginning of the school year. In this case, the TRS 3 and TRS 489 reports have included this employee, and they need to be corrected. The YTD Expenditure Account Distribution Journal displays fund 224/7 with a total expense of \$18,574.92, a TRS 3 amount of \$1,222.23, a TRS 489 amount of \$185.74, and Emplr Care amount of \$102.18. The expense of \$18,574.92 needs to be transferred to fund 199.7. During the special adjustment by expense process, the **TRS 3** and **TRS 489** fields are automatically calculated based on the **Expense Pay** field and are marked as Void. The voided amount in this case equals \$1,407.97 (TRS Fed Deposit \$1,222.23 + TRS Fed Care \$185.74). When the expense adjustment is processed, the system automatically interfaces to Finance and credits the federal fund 211/7 object code 6119 for the expensed amount of \$18,574.92 and 6146 for the total amount of \$1,510.15 (TRS Fed Deposit \$1,222.23 + TRS Fed Care \$185.74 + Emplr Care \$102.18) and debit cash. It then debits the nonfederal fund 199/7 object code 6119 for \$18,574.92 and 6146 in the amount of \$102.18 (Emplr Care) and credit cash. The system does not make any transfers to the Payroll Clearing Account; the offsetting entries to the clearing fund are the responsibility of the user.

**Note:** Since this employee accrues, the system is unable to determine what correction needs to be made to the TRS 3 and TRS 489 reports. The next time payroll is processed, the user needs to make the necessary adjustments to the total amount sent to TRS on the TRS 3 and TRS 489 reports.

- If **Post to Finance** is selected, the from job does not accrue, and the district chooses to process these entries, the adjusting entries are made to the Finance clearing fund for the TRS 3 and TRS 489 adjustments. The district needs to post these amounts on the TRS 3 and TRS 489 reports since the TRS Grant information is not updated.
- If the special adjustment transfers expenses from a nonfederal fund to a federal fund, the expense associated with the TRS Federal Deposit and TRS Federal Care amounts are calculated based on the **Expense Pay** field and are reflected in the issue transactions for the federal fund. These amounts are not voided from the nonfederal fund, and the word Issue is displayed to the right of the editable columns for these amounts.
- If the **Post to Finance** option is selected and the from job accrues, and if the district chooses to process these entries, no adjusting entries are made to the Finance clearing fund for the TRS 3 and TRS 489 adjustments. The district needs to determine these amounts and make the adjustments manually.
- Manual entries are required because if the from job accrues, the expense pay may include accruals which have not been reported on the TRS 3 and TRS 489 reports and not posted to the clearing fund. Therefore, the system is unable to determine the portion of the expense that has already been reported on the TRS 3 and TRS 489 reports.

**Example of Nonfederal to Federal with accruals:** The user removes distribution account code 199/7 and adds distribution account code 211/7 to an employee's master distribution record. The

211/7 distribution account code should have been expensed since the beginning of the school year. In this case, the TRS 3 and TRS 489 reports have not included this employee, and they need to be corrected. The YTD Expenditure Account Distribution Journal displays fund 199/7 with a total expense of \$18,574.92 and Emplr Care amount of 102. The expense of \$18,574.92 needs to be transferred to fund 211.7. During the special adjustment by expense process, the **TRS 3** and **TRS 489** fields are automatically calculated based on the Expense Pay field and are marked as Issue. The issued amount in this case equals \$1,407.97 (TRS Fed Deposit \$1,222.23 + TRS Fed Care \$185.74). When the expense adjustment is processed, the system automatically interfaces to Finance and credits the nonfederal fund 199/7 object code 6119 for the expensed amount of \$18,574.92 and 6146 for the TRS Emplr Care amount of \$102.18 and debit cash. It then debits the federal fund 211/7 object code 6119 for \$18,574.92 and 6146 in the amount of \$1,510.15 (TRS Fed Deposit \$1,222.23 + TRS-Care \$185.74 + Emplr Care \$102.18) and credit cash. The system does not make any transfers to the Payroll Clearing Account; the offsetting entries to the clearing fund are the responsibility of the user.

**Note:** Since this employee accrues, the system is unable to determine what correction needs to be made to the TRS 3 and TRS 489 reports. The next time the payroll is processed, the user needs to make the necessary adjustments to the total amount sent to TRS on the TRS 3 and TRS 489 reports.

- If **Post to Finance** is selected, the from job does not accrue, and the district chooses to process these entries, the adjusting entries are made to the Finance clearing fund for the TRS 3 and TRS 489 adjustments. The district needs to post these amounts on the TRS 3 and TRS 489 reports since the TRS Grant information is not updated.
- If the special adjustment transfers expenses from a federal fund to a federal fund, the expense associated with the **TRS Federal Deposit** and **TRS Federal Care** amounts are calculated based on the **Expense Pay** field, and debit and credit entries are made to the associated expense accounts. Neither Issue nor Void is displayed next to those fields.
- If the employee had any expense pay that was subject to the TRS 90-day wait period that could impact the amount of **TRS Federal Deposit**, the amount is calculated by dividing the employer's new TRS contribution expense amount by the TRS district percent from the TRS Rate tables to determine the TRS 90-day wait gross amount. This gross amount is then subtracted from the expense pay before recalculating the amount of TRS deposit to be applied to this special adjustment.

**Create a special adjustment for an expense only:**

Field	Description
<b>Employee</b>	Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click <b>Retrieve</b> . Or, click <b>Directory</b> to perform a search in the <a href="#">Employees directory</a> .

Under **Post Options**, select from the following options:

<b>Post to Master</b>	Select to update only Human Resources tables.
<b>Post to Master and Interface to Finance</b>	Select to update Human Resources tables; automatically creates and posts the transactions to Finance.





<b>JV Number</b>	This field is only enabled when <b>Post to Master and Interface to Finance</b> is selected. Users can type the journal voucher number for the Finance transactions. Leading zeros are not required. If left blank, the default format for the journal voucher number is P + current year pay frequency + month and day of the calculation date in the <b>To</b> field.
<b>Interface Transaction Date</b>	This field is enabled only when <b>Post to Master and Interface to Finance</b> is selected. The system is set to the current system date, but users can change the date. This date is applied to transactions that are created for finance and is displayed in the <b>Date</b> field on the general ledger.

Under **Accounting Period**, if **Post to Master and Interface to Finance** is selected, select from the following options:

<b>Post to Current Acct Period</b>	<p>When you click <b>Execute</b>, the following may occur:</p> <p>If Finance end-of-month processing is being performed against any file ID, then you may not post to either accounting period.</p> <p>If the current and next accounting periods are the same and the current accounting period is closed, a message is displayed indicating that the current accounting period XX is closed and that the next accounting period is also set to XX. You are not allowed to post at this time. Click <b>OK</b>; then click <b>Cancel</b> to return to the Expense Only tab.</p> <p>If the current accounting period is closed, a message is displayed indicating that the current accounting period XX is closed. You are not allowed to post at this time. Click <b>OK</b> and then click <b>Cancel</b> to return to the Expense Only tab. You can select the next accounting period for posting.</p>
<b>Post to Next Acct Period</b>	<p>This option is selected by default if the current accounting period is being closed.</p> <p>When you click <b>Execute</b>, the following may occur:</p> <p>If the current and next accounting periods are the same, a message is displayed indicating that the current account period XX is closed and that the next accounting period is also set to XX. You are not allowed to post at this time. Click <b>OK</b>; then click <b>Cancel</b> to return to the Expense Only tab.</p>

Under **Pay Date Range**, both **From** and **To** are required fields. Pay dates displayed in the drop-down lists are based on the pay dates associated with the current school year.

<b>From</b>	Click  to select the beginning pay date.
<b>To</b>	Click  to select the ending pay date.
<b>Pay Date</b>	This field is display only and is the <b>To</b> pay date that is selected.
<b>From Job Code</b>	Click  to select the employee's job code from the transaction history record. This job code does not have to exist in the employee's current Staff Job/Pay Data tab. This is a required field, and the user can select only one job code per transaction. If the <b>From Job Code</b> field is XTRA, the <b>To Job Code</b> field is automatically set to XTRA and is disabled.
<b>To Job Code</b>	Click  to select the employee's current job code. This job code must exist in the employee's current Staff Job/Pay Data tab. This is a required field, and the user can select only one job code per transaction.

<b>From Primary Campus</b>	Click  to select the employee's primary campus from history. If the selected job code is XTRA, the primary campus selection is disabled.
<b>To Primary Campus</b>	Click  to select the employee's primary campus from the employee's current record. If the selected job code is XTRA, the primary campus selection is disabled.
<b>From Account Code</b>	Click  to select the account codes from the employee's pay distribution history. The employee's historical pay data associated to the account is displayed in the display-only fields. The account type is displayed as the last character of the account code. The from account code must exist in the pay distribution history and the chart of accounts for file ID C.
<b>Account Code</b>	Click  to select the employee's account code from the employee's current distribution record or Finance Chart of Accounts (depending upon account type). The <b>Execute</b> button is enabled. The account type is displayed as the last character of the account code. The to account code must be in the employee's current master distribution record (for G account types only) and the Chart of Accounts for file ID C (for all account types).
<b>From TRS Grant Code</b>	This field is display only and is populated by the system if a TRS grant code exists in the pay distribution history for the selected account.  <b>Note:</b> If the employee has multiple occurrences of the account within the selected pay date range, and some of the accounts have TRS grant codes, the <b>From TRS Grant Code</b> field is enabled to allow the user to select which account should be affected.
<b>To TRS Grant Code</b>	This field is display only and is populated by the system if a TRS grant code exists for the new account code.

Only columns that have had associated expenses can be accessed.

<b>Expense Pay</b>	Type the expense pay adjustment for the new account code.
<b>Unemployment Ins</b>	Type the unemployment tax adjustment for the new account code.
<b>FICA/Med Tax</b>	Type the FICA and Medicare tax adjustments for the new account code.
<b>Workers' Comp Ins</b>	Type the workers' compensation insurance adjustment for the new account code. Refer to Calculations for information on how to calculate workers' compensation.
<b>Emplr Health Ins Contrib</b>	Type the employer health insurance contribution adjustment for the new account code.
<b>TEA Health Ins Contrib</b>	Type the TEA health insurance contribution adjustment for the new account code.
<b>Emplr Annuity Contrib</b>	Type the employer annuity contribution adjustment for the new account code.
<b>Emplr Dependent Care</b>	Type the employer dependent care adjustment for the new account code.
<b>Emplr 457 Contrib</b>	Type the employer 457 contribution adjustment for the new account code.
<b>TRS Federal Deposit and TRS Federal Care</b>	These fields cannot be modified and are automatically calculated based on the following calculations:  <b>TRS Federal Deposit = Expense Pay * District Rate</b>  <b>TRS Federal Care = Expense Pay * TRS Care Rate</b>

<b>Emplr TRS Pension Surch</b>	Type the employer TRS pension surcharge adjustment for the new account code.
<b>Emplr TRS Care Surch</b>	Type the employer TRS-Care surcharge adjustment for the new account code.
<b>Emplr TRS Care Contrib</b>	Type the employer TRS-Care contribution adjustment for the new account code.
<b>Emplr New TRS Contrib</b>	Type the employer TRS contribution for new employees.
<b>HSA Employer Contrib</b>	Type the employer Health Savings Account contribution for the new account code.

Click **Execute**. A Special Adjustment Report is displayed with a listing of the current adjustments.

If **Post to Master** is selected under Post Options, the Special Adjustments for Expenses Only Report is displayed with a listing of the current adjustments. [Review the report.](#)

If you click **Process** before you print, the process report is lost and cannot be retrieved.

Click **Process** to accept the adjustments.

[Create a backup.](#)

If you click **Yes**, a pop-up window is displayed with the **Frequency** and **Export File Name**. Click **Execute** to continue. Or, click **Cancel** to not create the backup and continue.

If you click **Execute** to create the system backup, a pop-up window is displayed prompting you to enter a password for the archive. Type the password and click **OK** or click **Cancel** to cancel the process. After the process is completed, the Save As window is displayed. Select the drive location to save a copy of the export.




Click **Save**. A message is displayed indicating whether or not the process was completed. Click **Yes** or **No** to either continue or end the process.

If **Post to Master and Interface to Finance** is selected under **Post Options**, the General Journal Transactions Report is displayed with a listing of the current adjustments. Do one of the following:


- Click **Emp Rpt** to switch to the Special Adjustments for Special Adjustments for Expenses Only Report. Users can then:
  - Click **General Jrnl** to switch to the General Journal Transactions Report.
  - Click **Print** to display the Special Adjustments Special Adjustments for Expenses Only Report. If you click **Process** before you click **Print**, then the process report is lost and cannot be retrieved.
  - Click **Process** to accept the adjustments and to close the dialog box.
  - Click **Cancel** to terminate the special adjustment without saving the changes and to close the dialog box.
  - Click the print icon from the browser to print a copy of the General Journal Transactions Report. If you click **Process** before you print, the process report will be lost and cannot be retrieved. [Review the report.](#)


**Review the report using the following buttons:**

Click  to go to the first page of the report.

- Click  to go back one page.  
Click  to go forward one page.  
Click  to go to the last page of the report.

**The report can be viewed and saved in various file formats.**

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

- Click **Process** to accept the adjustments.

[Create a backup.](#)

If you click **Yes**, a pop-up window is displayed with the **Frequency** and **Export File Name**. Click **Execute** to continue. Or, click **Cancel** to not create the backup and continue.


If you click **Execute** to create the system backup, a pop-up window is displayed prompting you to enter a password for the archive. Type the password and click **OK** or click **Cancel** to cancel the process. After the process is completed, the Save As window is displayed. Select the drive location to save a copy of the export.

Click **Save**. A message is displayed indicating whether or not the process was completed. Click **Yes** or **No** to either continue or end the process.


- Click **Execute**. A message is displayed asking you to verify the path of the export.
- Click **Yes** to accept the export path, or click **No** to not accept the export path and return to the Percent tab.
  - Click **Cancel** to close the dialog box without exporting tables.
  - In the archive password dialog box, type a password, and then click **OK**.
  - The tables are exported and a message is displayed indicating that the export process completed successfully. Click **OK**.

- Click **Cancel** to terminate the special adjustment without saving the changes and to close the dialog box.

If all amounts for the voided totals and issued totals are zero, **Process** is disabled. This can occur when the selected pay date range involves checks that have been issued and then voided.

To adjust another job code for the same employee, click  in the **From Job Code** field to select the employee's next job code.

**Other functions and features:**

<b>Reset</b>	Click to clear all data from the tab, and then select a new employee.
<b>Retrieve</b>	<a href="#">Retrieve data.</a> The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
	<a href="#">Delete a row.</a> Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.  Click <b>Save</b> .



## Back Cover