

Title	FZRCYTM Calendar Year Taxable Meals Finance Procedures
Version	V.1
Date	December 6, 2010
Created by	Mary Ellen Garrett, Finance Module
Edited by	Editor(s), title, organization
Copyright	South Dakota Board of Regents
Process Owner	Dennis Konkler Regents Information Systems
Dept/Division	Department Name/Division name
Get help with this process	Dennis Konkler 605-773-5853
Processes	FZRCYTM

Description:

Taxable meals need to be reported on the W2 in the same calendar year in which the employee receives the per diem. PZRCYTM, Calendar Year Taxable Meals, (Banner HR report) provides the finance amount (from TRND) and HR amount and compares the two. Monthly the Shared Payroll Center sweeps TRND and copies the appropriate transactions (FOAP string containing the account codes 733140 and 733340) to the individual payroll records. For December, this sweep happens on or around 4:00 p.m. on December 21st. Same day meal transactions after that date will not be swept and copied until the January payroll.

This Banner Finance procedure has been developed to monitor the affected travel invoices to make sure the invoice is not paid between December 21 and December 30.

Related Documents : PZRCYTM - Calendar Year Taxable Meals (Banner HR Report)
Sample provided on Page 6.

Related Processes: FZPTAXB - pulls the taxable meals data from Banner Finance
FZRTXBL - puts into the taxable meals data payroll tables

FZRCYTM

Action

#1

A week before December 21st

Run time: - 8:30 am Central Time. Daily

RIS will run the FZRCYTM report which will list the invoices that meet the following criteria, sorted by institution and last name.

- FARINVA: Account codes equal to “733140” or “733340”
- FABINVH: FARINVA Invoice code equal to “I%”
- FABINVH: Invoice Header equal to “O” (open invoice)
- FABINVH: Cancel indicator not equal to “Y” (not canceled)
- FABINVH: Payment Due Date > **17-DEC-2010** (*needs to be determined every year*)

Report to be posted to fin_epd with a notice going to the Controllers and Finance Module members after the first posting. It will be the responsibility of each institution to monitor this report daily between December 17th and December 31st.

#2

- Invoices listed on FZRCYTM will need to be approved if Payment Due Date is less or equal to 21-DEC-2010 or have the Payment Due Date changed to date less than or equal to 21-DEC-2010 and then approve the invoice.
- FTMACCT – **21-DEC-2010** (*needs to be determined every year*)
 - Terminate account codes 733140 and 733340 (at the same time reset the effective date for 01-JAN-2010)
 - Those trying to enter the account codes after termination date will receive notice “Invalid ACCOUNT, List Available).
 - End-user will need to change the Transaction Date and Payment Due Date to 01-JAN-2011 or greater on FAAINVE. (January will need to be open in PROD)
 - Complete the document
 - Document will be forwarded to the approval queues.

#3

After December 21: Daily

RIS will run the FZRCYTM report

Invoices listed on FZRCYTM after 21-DEC-2010, RIS will perform the following:

On FABINVH:

- Record will be backed up.
- Payment Due Date will be changed to 01-JAN-2011 (or greater)
- Invoices will need to be approved

Calendar Year Taxable Meals Finance Procedures(V1) P. 4 of 6 rev. 12/6/2010

FZRCYTM

South Dakota Board of Regents
Calendar Year Open Invoice Taxable Meals

Page 1
12/02/2010

18:29:30
Ver. 112010.10
University - BOR

AID	NAME	FIN AMT	INVOICE	
A00004853	Hansen David	\$9.00	I0567874	Approved - no check cut . Due Date Greater than the cut- off date . Invoice needs to be cancelled.
A00086593	Johnson Gary	\$9.00	I0567877	Completed but not approved Invoice needs to be cancelled.
A00094741	Konkler James	\$9.00	I0567876	Completed but not approved Invoice needs to be cancelled.
A00005917	Kramer Monte	\$18.00	I0567875	Completed but not approved Invoice needs to be cancelled.
A00104790	Warner Jack	\$9.00	I0567879	Completed but not approved Invoice needs to be cancelled.
Total Records For University BOR = 5				
Total Records Overall = 5				

Criteria:

Activity Date > 17-DEC-2010

Invoice Header = open (other value is P for paid)

Cancel Indicator not equal to "Y"

Account codes = 733140 or 733340

Transactions meeting criteria

I0567874: Dave Hansen A00004853
 Invoice Date: 25-DEC-2010
 Due Date: 25-DEC-2010✓
 Transaction Date: 25-DEC-2010
 FOAPAL 132000-119020-733140-06-1Z1000✓

I0567877 Gary E Johnson A00086593
 Invoice Date 27-DEC-2010
 Due Date 27-DEC-2010✓
 Transaction Date 16-NOV-2010
 FOAPAL 110000-180010-733140-06-1Z1000✓

I0567876 Dennis Konkler A00094741
 Invoice Date: 25-DEC-2010
 Due Date: 31-DEC-2010✓
 Transaction Date: 16-DEC-2010
 FOAPAL 132000-119020-733340-06-1Z1000✓

I0567875 Monte Kramer A00005917
 Invoice Date 16-NOV-2010
 Due Date 22-DEC-2010✓
 Transaction Date 22-DEC-2010
 FOAPAL 110000-140860 -733340 -06 -1Z1000✓

I0567879 Jack Warner A00104790
 Invoice Date: 16-NOV-2010
 Due Date: 21-DEC-2010✓
 Transaction Date: 16-NOV-2010
 FOAPAL 133000-140801-733340-06-1Z1000✓

Transactions not meeting the criteria

I0567873 Jack Warner A00104790
Invoice Date 17-DEC-2010
Due Date 17-DEC-2010 Ø
Transaction 17-DEC-2010
FOAPAL 110000 -111010 -733140- 06 -1Z1000✓

I0567878 Monte Kramer A00005917
Invoice Date: 16-NOV-2010
Due Date: 16-DEC-2010 Ø
Transaction Date: 16-NOV-2010
FOAPAL 133000-140801-733340-06-1Z1000✓

Calendar Year Taxable Meals Finance Procedures(V1) P. 6 of 6 rev. 12/6/2010

PZRCYTM

South Dakota Board of Regents
Calendar Year Taxable Meals

Page 1
12/06/2010 09:53:57

Ver. 022010.5

University - BOR

AID	NAME	FIN AMT	HR AMT	AMT DIFF
A00077129	Armstrong Francis	\$36.00	\$36.00	
A00079670	Bastian Kayla	\$9.00	\$9.00	
A00000692	Berg Corydon	\$9.00	\$9.00	
A00063733	Corwin Douglas	\$45.00	\$45.00	
A00045239	Decker Courtney	\$27.00	\$27.00	
A00004515	Emerson Ann	\$9.00	\$9.00	
A00111989	Farrar Kay	\$9.00	\$9.00	
A00001160	Gabriel Jodi	\$21.00	\$21.00	
A00001177	Garelik Claude	\$36.00	\$36.00	
A00004610	Garrett Mary Ellen	\$61.00	\$61.00	
A00004780	Gingerich Samuel	\$9.00	\$9.00	
A00004853	Hansen David	\$18.00	\$18.00	
A00001526	Hansen James	\$18.00	\$18.00	
A00004857	Hansen Rose	\$9.00	\$9.00	
A00001748	Jensen Marvel	\$9.00	\$9.00	
A00086593	Johnson Gary	\$48.00	\$48.00	
A00001911	Kephart Jo	\$9.00	\$9.00	
A00002156	Kotschegarow Julia	\$9.00	\$9.00	
A00005917	Kramer Monte	\$21.00	\$21.00	
A00002300	Lennon Rose	\$27.00	\$27.00	
A00002404	McGarry Ryan	\$141.00	\$102.00	\$39.00 ***
A00002541	Moos James	\$159.00	\$159.00	
A00002774	Nelson Leslie	\$9.00	\$9.00	
A00113539	Porter Theresa	\$23.00	\$23.00	
A00002960	Preszler Suzanne	\$9.00	\$9.00	
A00105819	Schaefer Randy	\$47.00	\$47.00	
A00003417	Schulz Debra	\$9.00	\$9.00	
A00115206	Sheable Jacque	\$9.00	\$9.00	
A00103771	Shumaker Timothy	\$9.00	\$9.00	
A00003653	Tieman Darren	\$135.00	\$135.00	
A00005423	Turman Mary	\$9.00	\$9.00	
A00004033	Westegaard Linda	\$9.00	\$9.00	
A00004093	Wilson Warren	\$48.00	\$48.00	
Total Records For University BOR = 33				
Total Records Overall = 33				