

Title	Taxable Meals And Moving Allowance
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Get help with this process	Dennis Konkler, RIS Finance Module Lead
Processes	FZRCYTM

Taxable Meals

PROCEDURE

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” or “622110”
(Meals – Not Overnight-In State, Meals – Not Overnight-Out of or State Moving Expense Paid)

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 > 18-DEC-20XX

Report to be distributed to the controllers or designated person.

- Invoices listed on FZRCYTM will need to be approved if Payment Due Date is less or equal to 21-DEC-2012 or have the Payment Due Date changed to date less than or equal to 21-DEC-2012 and then approve the invoice.
- FTMACCT – 21-DEC-20XX
 - Terminate account codes 733140, 733340 and 622110 (at the same time reset the effective date for 01-JAN-201X)
 - 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-201X or greater on FAAINVE. (January will need to be open in PROD)
 - Complete the document
 - Document will be forwarded to the approval queues.

After December 21: Daily

RIS will run the FZRCYTM report

Invoices listed on FZRCYTM after 21-DEC-201X (current calendar year), RIS will perform the following:

On FABINVH:

- Record will be backed up.
- Payment Due Date will be changed to 01-JAN-201X (or greater)
- Invoices will need to be approved