

**University of Wisconsin System
SFS Accounting Manual**

Category: General Ledger – Payroll Interface (PI)	Effective Date: end of fiscal year review
Task or Process: Verify PR Summary Balances are all at Zero	Revision Date: process does not change
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This verification process will be performed by UWSA staff.

The PI Summary Clearing Account balances should all be at zero at the end of the fiscal year. During the year salary expense charges (rolled up) are recorded in **Fund 998, Program 1, Department PAYCLR, and Account 7000 by business unit** as each payroll is run. The journals created in this process always have an ID mask code of PR and a Source code of PIF.

The Summary Clearing Account data posted in SFS is the basis from which the UWPI1413 payroll/accounting report is generated. That report goes to DOA the morning after the calc night to support release of the payroll checks and ACH deposits.

The Summary Clearing Account balances get reversed in the PJ journals that are generated when the actual salary expense data is posted to the Salary Fringe Detail (SFD) subsidiary ledger in PI. This year-end review is done to insure that the Fund 998 clearing account balances are at zero for all business units.

There are two SFS public queries that can be used to perform this verification. UW_88_ADM_PRSUMRY_YREND uses the journal header table and journal line table data to pull data for the clearing account balances. It needs to be run by business unit because of the volume of transactions. UW_88_SYS_PRSUMRY_ZEROBAL uses the Actuals Ledger table to pull the data. It includes all business units when run.

If the overall balance for any unit is not zero, action needs to be taken to determine why a balance has not been cleared. One possible reason could be that a PJ journal has not yet been posted in SFS. Any needed corrections should be made before the mid-July closing deadline is reached.