

**University of Wisconsin System
SFS Accounting Manual**

Category: General Ledger	Effective Date: Reviewed and updated annually
Task or Process: Schedule of Journal ID Mask and Source Codes for Payroll Interface Operations	Revision Date: April 2006
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Journal ID Mask Codes and Source Codes For Journals Related to Payroll Interface Operations

The information below illustrates the FY 2007 Journal ID mask code and Source code structure for journals resulting from Payroll Interface operations. **BU's are prohibited from using these Mask and Source codes in journals they initiate (except for FX).**

FY	ID mask	Source	Journal Description	Interface to DOA from SFS GL
Reg	PR	PIF	Summary transaction data sent to SFS time of calc (fund 998)	Yes
Reg	PJ	SFD	Detail salary data and fund 998 summary clearing data (all data for a given payroll calc needs to be sent to DOA in one interface batch). That data must be sent to DOA two business days before pay date.	Yes
Reg	FB	SFD	State share fringe data and 980 offset data by BU (this data is interfaced to DOA at the same time that the PJ journal data is sent)	Yes
Reg.	FA	LEG	Fringe Adjustments initiated by UWPC Payroll staff. These transactions will continue to post to Legacy in FY 2007 and interface to SFS. The Legacy 5-digit list # will follow the FA prefix in the SFS journal ID #.	Yes
Reg.	FX	LEG or ALO	Extramural Fringe journals. Source will be LEG if data is posted to Legacy and interfaced to SFS (only Madison data will be done in this manner in FY 2007). Journals created through the SFS allocation process by BUs will automatically have the ALO Source code assigned to them. All BUs should use the FX pre-fix for these journals.	Yes
Reg	FC	XJV	Journal entries to zero 980 balances (by calc) in BUs and move them to UWDPD. This data does not get interfaced to DOA All of these journals will be initiated at UWSA.	No
Sal. Cash Trfr	PT	SFD	Journal entries to record the effect of salary transfers that originate in SFD. <u>Salary expense changes only.</u> The journal numbering for these journals will be controlled by the PI system. Staff at the BUs will not determine the SFS journal number.	Yes

FY	ID mask	Source	Journal Description	Interface to DOA from SFS GL
Sal. Cash Trfr	FT	SFD	Journal entries to record the effect of salary transfers that originate in SFD. <u>Fringe expense changes only.</u> The journal numbering for these journals will be controlled by the PI system. Staff at the BUs will not determine the SFS journal number.	Yes
Sal. Cash Trfr	LT	SFD	Journal entries to record the salary encumbrance effect of coding changes made in Salary Cash Transfers. <u>Encumbrance transactions only.</u> The journal numbering for these journals will be controlled by the PI system. Staff at the BUs will not determine the SFS journal number.	No
Reg sal enc.	PE	SFD	Journal entries generated from transactions entered via the Salary Encumbrance web application within the PI system (creations, changes, etc.). The journal numbering for these journals will be controlled by the PI system. Staff at the BUs will not determine the SFS journal number.	No
Reg sal liq.	PP	SFD	Journal entries to record the salary encumbrance liquidations derived from posting a payroll to SFD. The 5-digit payroll voucher number will be included in the Journal ID number for this data.	No
Summer Session Payrolls (processed before July 1)				
Old	PR	PIF	Summary transaction data sent to DOA at calc	Yes
Old	JS (salary) JF (fringe)	PIF	7105 balance sheet entries, cash offsets, and 998 payroll clearing entries for salary and fringe. These journals would be created from the salary/fringe data posted to SFD, but their data would only reside in the GL.	Yes
New	PJ	SFD	Detail salary data by BU with offset to 7105 instead of to cash	Yes
New	FB	SFD	State share fringe data and 980 offset data by BU with offsets to 7105 instead of to cash	Yes

The five-digit payroll voucher number will be included in positions 3-7 of the journal ID numbers for all of the PR, PJ, FB, PP, JS, and JF journals. Example, if the payroll voucher number is 01234 the related journal ID numbers would be PR01234001, PJ01234001, FB01234001, and PP01234001.

Journals that have the FA, FX, and FC mask codes will have journal ID numbers that are controlled by the individuals who initiate them.

Journals that have the PT, FT, LT, and PE mask codes will have their journal ID number generated by the Payroll Interface systems. In general, those numbers will be assigned sequentially within each BU and will start over each fiscal year. For example, the PE journals for a BU would be sequential as follows: PE00000001, PE00000002, and PE00000003.

The FC journals to clear the 980 fringe offset amounts out of the various BUs and move them to UWDPD will be done monthly.