

Negative Vendor ACH Generated This Run; to be Used Next Payroll Run

E311-38

REPORT PURPOSE

With final payroll run 1, OSPA sends money to some vendors with an ACH. If agency payroll makes changes prior to final run 2 that reduce the amount we owe the vendor, we cannot recall the earlier payment. Instead, OSPA will record a vendor negative. Then, the next time OSPA has a payment for this vendor, the application will subtract the vendor negative from the amount owed. The E311-38 lists the vendor negatives generated during the payroll run from a prior ACH. They will be available for an offset for the next payroll run.

REPORT FREQUENCY

OSPA will print the report for each final payroll run. If there are no vendor negatives, the report will state "Nothing to Report."

MANAGEMENT CONTROLS

X	Legal compliance	X	Reliability of information
	Separation of duties		Access and accountability (physical security)
X	Audit compliance and resolution	X	Reasonable assurances and safeguards (waste, loss, and misappropriation)

RESPONSIBILITIES

OSPS will use this report to monitor outstanding vendor negatives where the state made the original payment with an ACH.

REPORT INFORMATION DETAILS

OSPA sorts the report by agency number, vendor deduction code, and deduction plan code.

OSPA Reference Manual

Reports

Negative Vendor ACH Generated This Run

It includes:

- Agency Number, always 99999
- Deduction Code
- Deduction Plan Code
- Vendor Amount
- Pay Period Ending
- Description

It has a total for the vendor amounts.

REPORT MESSAGE CODES

Code	Message with Code	Description
------	-------------------	-------------

SECURE STORAGE AND DESTRUCTION

The report does not include confidential information and does not require secure distribution, storage, or destruction.

DATAMART ASSOCIATIONS

You can query certain elements of this report in the Datamart; but you cannot completely reproduce the report. Please contact OSPS to inquire about obtaining a duplicate report if necessary.

OTHER INFORMATION

ACH vendor payments always have Central: Y on the PTD1 Payroll Deduction Table. OSPA will list them with transactions for agency 99999.

REVISION HISTORY

Date	Rev. No.	Modification
	1.0	Original, WR# 3320