

PS1006 - Cancellation/Overpymt/Handdrawn Header Screen

- [Description](#)
- [User Functions and Key Fields](#)
- [Using the Screen](#)
- [Data Fields](#)

Description

Use PS1006 to perform the following functions:

- to cancel checks or advices that are not on the online payroll history
- to post overpayment recoveries and payroll checks that have been handwritten or processed through accounts payable

For the payroll transactions that you enter, you provide detailed check information, deduction codes, and amounts. For an example of the screen, see below:

PS1006-006		CANCELLATION/OVERPYMT/HANDDRAWN HEADER SCREEN				PAYR SCHD []			
C/O/H []	CHK/ADV IND []	CHK/ADV NUM []			REVERSE? []				
EMPLOYEE ID []		NAME []							
CHK DATE [/ /]	QTR/YR [] []	PAY PER END DATE [/ /]							
OVERVERRIDE? []	FMT GROSS []	OASI GROSS []							
MEDICARE GROSS []	TOT GROSS []	NET PAY []							
		MEDICAL AID OVERRIDE HOURS []							
QTR/YR	DED CD	DED AMOUNT	DED SRC	DED TYP	QTR/YR	DED CD	DED AMOUNT	DED SRC	DED TYP
[/]	[]	[]	[]	[]	[/]	[]	[]	[]	[]
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[/]	[]	[]	[]	[]	[/]	[]	[]	[]	[]

NEXT: FUNC [] SCREEN [] KEY1 [] KEY2 [] KEY3 []

CANCEL	NEXT SCREEN	PRINT	REFRESH	PREVIOUS	NEXT	HELP	MENU
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This Cancellation/Overpymt/Handdrawn Header Screen is the first of three sequential screens for processing cancellations, overpayments, and handdrawn checks. The other two screens are:

- Cancellation/Overpymt/Handdrawn Distributions Screen (PS1007)
- Cancellation/Overpymt/Handdrawn Bonds Screen (PS1008)

User Functions and Key Fields

FUNC	A (Add); C (Change); D (Delete); I (Inquire)
KEY1	Enter a Check/Advice Indicator and Check/Advice Number
KEY2	Leave blank
KEY3	Enter a Payroll Schedule

Using the Screen

To use the Cancellation/Overpymnt/Handdrawn Header Screen to affect the appropriate vendor payments, you must enter employee deductions and employer contributions by deduction code and amount. If you enter a savings bond deduction code, you must identify the bond number and related amount for the bond deduction distribution. If you omit this information, the transaction will produce a fatal error and appear on the Payroll Transaction Edit Report (PS1115A).

Canceling Checks

An advice is the earnings statement for an employee's net pay, which is directly deposited into a bank account. Therefore, you should not cancel an advice unless the deposit of the net pay has been stopped. If the net pay has been deposited into an employee's bank account, your college has to recover the net pay amount from the employee and enter the transaction as an overpayment.

To cancel checks that are still in online history, you use the Automatic Check Cancellation Screen (PS1005). After you cancel a check on the PS1005 screen, information about the check will be displayed automatically on this (PS1006) screen, the PS1007 screen, and the PS1008 screen. You can then review the entries online and correct them if necessary.

Usually, cancellations and overpayments are negative transactions and PPMS will reduce the appropriate gross balances and deduction vendor amounts automatically. If the original check had a reduction to the gross or a refunded deduction on it, the entry should have a minus sign (-) before the amount exactly as it appears on the Payroll Audit Report (PS1315).

Entering Overpayment Transactions

You enter an overpayment transaction on this (PS1006) screen when an employee has been issued a check in error and has cashed the check. The employee must return the net overpayment by writing a personal check to your college. You use this screen to make the related payroll adjustments for the overpayment. Your entries will reduce the appropriate gross balances, will reduce the deduction and employer contribution for the vendor payment, and will reimburse the payroll account distribution.

Entering Handdrawn Checks

You enter a handdrawn check transaction on this (PS1006) screen when a payroll check has been manually processed through the accounts payable process and the check should be entered into payroll history and accounting records. In completing a handdrawn check transaction on this screen, you enter the gross-to-net activity and employer contributions as they were manually calculated to produce the substitute payroll check. PPMS will automatically update the appropriate balances, deduction and employer contribution vendor payments, and will post the expense to the payroll account distribution.

The accounting process will reimburse the account entered for deduction code 200 (hand-drawn payback) from which the accounts payable check expenditure should be generated.

Data Fields

Payr Schd (Key 3)	FWT Gross
C/O/H (required)	OASI Gross
Chk/Adv Ind (Key 1)	Medicare Gross
Chk/Adv Num (Key 1)	Total Gross
Reverse?	Net Pay
Employee ID (required)	Medical Aid Override Hours
Name (display only)	Qtr/Yr
Chk Date (required)	Ded Cd
Qtr/Yr (two fields)	Ded Amount
Pay Per End Date (required)	Ded Src
Override?	Ded Typ

Payroll Schedule (PAYR-SCHD)

Definition	A code identifying a specific payroll.
Length	3 characters The first two characters identify the month of the accounting period (01-12). The third character identifies the schedule code.
Values	The third character is defined by the SBCTC-ITD on the Schedule Code Table (PS9042) as follows: <ul style="list-style-type: none"> A Semimonthly payroll schedule for the pay period of the 1st through the 15th of the month B Semimonthly payroll schedule for the pay period of the 16th through the last working day of the month H Hourly payroll schedule M Monthly payroll schedule S Supplemental schedule for fiscal year end Z Schedule for W-2 balance adjustments 1 First payroll schedule for new academic year

Edits	<p>A payroll schedule must be initialized on the Payroll Schedule Initialization Screen (PS1000) before it can be used on the other Payroll Processing screens.</p> <p>On all Payroll Processing screens: the add, change, and delete functions cannot be performed for a payroll schedule if it has already been processed.</p> <p>The schedule code (third character of Payroll Schedule) must not be Z on the following screens:</p> <ul style="list-style-type: none"> • Payroll Batch Control Screen (PS1001) • Payroll Time Reporting Screen (PS1002) • Retroactive Adjustments Screen (PS1003) • Automatic Check Cancellation Screen (PS1005) • Cancellation/Overpayment/Handdrawn Header Screen (PS1006) • Cancellation/Overpayment/Handdrawn Distributions Screen (PS1007) • Cancellation/Overpayment/Handdrawn Bonds Screen (PS1008) • Deduction Adjustments Screen (PS1010) • Payroll Expense Transfers Screen (PS1011) 						
Data sets	<table border="0"> <tr> <td>PAYR database:</td> <td>PAYR-SCHD-D</td> </tr> <tr> <td></td> <td>PAYR-SCHD-M</td> </tr> <tr> <td>TBL5 database:</td> <td>DED-CAL-D</td> </tr> </table>	PAYR database:	PAYR-SCHD-D		PAYR-SCHD-M	TBL5 database:	DED-CAL-D
PAYR database:	PAYR-SCHD-D						
	PAYR-SCHD-M						
TBL5 database:	DED-CAL-D						

[Back to field list](#)

Cancellation/Overpayment/Hand-drawn Indicator (COH-IND)

Definition	Entry required. A code indicating whether a transaction is a cancellation, an overpayment, or a handdrawn check or advice.
Length	1 character
Values	<p>Defined by SBCTC-ITD as follows:</p> <p>C Cancellation</p> <p>O Overpayment</p> <p>H Handdrawn</p>
Data Sets	COH-TRNS-M

[Back to field list](#)

Check/Advice Indicator (CT-CHK-ADV-IND)

Definition	A code indicating whether a check/advice number refers to a check or an advice.
Length	2 characters
Values	<p>Defined by SBCTC-ITD as follows:</p> <p>C Check</p> <p>A Advice</p>

Data Sets	COH-BOND-D (one of 3 keys) COH-DED-D (one of 3 keys) COH-EARN-DISTR-D (one of 3 keys) COH-TRNS-M (one of 3 keys)
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[Back to field list](#)

Check/Advice Number (CT-CHK-ADV-NUM)

Definition	The number of a payroll check or advice.
Length	8 characters
Data Sets	COH-BOND-D (one of 3 keys) COH-DED-D (one of 3 keys) COH-EARN-DISTR-D (one of 3 keys) COH-TRNS-M (one of 3 keys)

[Back to field list](#)

Cancellation/Overpayment/Handdrawn Reverse (COH-RVRS)

Definition	<p>A code indicating whether PPMS should perform a reverse posting on a transaction (cancellation, overpayment, or handdrawn check) you are entering.</p> <p>You should select this indicator in two situations:</p> <ul style="list-style-type: none"> • A cancellation, an overpayment, or a handdrawn check has been entered incorrectly. • The action was cancelled and the entries must be reversed. <p>To reverse a posting, type the employee gross-to-net and employer contribution information for the transactions being reversed exactly as it was originally entered. Do not type plus or minus signs before amounts to reverse them; PPMS will generate the reversal from this indicator.</p>				
Length	1 character				
Values	<p>Defined by SBCTC-ITD as follows:</p> <table> <tr> <td>(blank)</td> <td>Normal Posting</td> </tr> <tr> <td>R</td> <td>Reverse Posting</td> </tr> </table>	(blank)	Normal Posting	R	Reverse Posting
(blank)	Normal Posting				
R	Reverse Posting				
Data Sets	COH-TRNS-M				

[Back to field list](#)

Employee ID (EMP-ID)

Definition	Entry required. A unique number that identifies an employee. This number is usually the employee's Social Security number.
Length	9 digits
Values	College-entered on the Employee Status Screen (PS0001) or Student/Hourly Screen (PS0012)

Edits	<p>On screens where the employee ID field is open, the employee ID must have been entered into the Employee database on the Employee Status Screen (PS0001) or the Student/Hourly Screen (PS0012).</p> <p>On the Employee Status Screen (PS0001) and the Student/Hourly Screen (PS0012), the employee ID field must not contain spaces.</p>
Data Sets	<p>Employee (EMP) database:</p> <ul style="list-style-type: none"> DED-BAL-D (key) EMP-A (key) EMP-ADDR-D (key) EMP-BENE-D (key) EMP-BOND-D (key) EMP-DED-D (key) EMP-EDUC-D (key) EMP-HIST-D (key) EMP-JOB-D (one of 2 keys) EMP-M (key) EMP-NAME-D (one of 2 keys) EMP-YRQ-D (key) EMPLR-XREF-D (one of 2 keys) FAC-PLACE-D (key) LEAVE-DAY-D (key) LEAVE-XREF-D (one of 2 keys) <p>Payroll (PAYR) database:</p> <ul style="list-style-type: none"> COH-TRNS-M TIME-RPT-D

[Back to field list](#)

Employee Name (EMP-NAME)

Definition	Entry required. The full name of an employee.
Length	30 characters
Format	<p>Last, First Middle; Suffix</p> <p>A compound last name must have a hyphen between each part, for example Smith-Jones. There must be a comma between the last and first name, for example, Smith-Jones, Jane</p> <p>If the name includes a suffix, the middle name must be followed by a semi-colon, for example, Johnson, Robert Alan; Jr.</p>
Values	<p>Entered by college on the Employee Status Screen (PS0001).</p> <p>Can be changed on the Personal Information Screen (PS0004).</p>

Data Sets	EMP database: EMP-M
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[Back to field list](#)

Payroll Check Date (PAYR-CHK-DATE)

Definition	Entry required. The date of the check being posted as a cancellation, an overpayment, or a handdrawn transaction.
Length	6 digits
Format	mmddy
Edits	On the Automatic Check Cancellation Screen (PS1005), the date in this field must match the check date in online payroll history.
Data Sets	COH-TRNS-M

[Back to field list](#)

Calendar Quarter (CAL-QTR)

Definition	A code identifying the calendar quarter to which the specified transactions apply.
Length	1 character
Values	<p>Defined by SBCTC-ITD as follows:</p> <ul style="list-style-type: none"> 1 January to March 2 April to June 3 July to September 4 October to December <p>Default is the payroll check date quarter.</p>
Edits	<p>On these screens: Cancellation/Ovpymt/Handdrawn Screen (PS1006) Deduction Adjustments Screen (PS1010):</p> <p>The combination of calendar quarter and calendar year must not be greater than the payroll check quarter and year.</p>
Data Sets	COH-TRNS-M

[Back to field list](#)

Calendar Year (CAL-YR)

Definition	The last two digits of the calendar year to which the transactions apply.
Length	2 digits
Values	Default is the payroll check date year.

Edits	The combination of calendar quarter and calendar year must not be greater than the payroll check quarter and year.
Data Sets	COH-TRNS-M

[Back to field list](#)

Pay Period End Date (PAY-END-DATE)

Definition	Entry required. The date on which a pay period ends.
Length	6 digits
Format	mmddy
Edits	The pay period end date must be valid and not later than the pay period end date for the payroll schedule.
Data Sets	COH-EARN-DISTR-D COH-TRNS-M EXP-TRNSFR-M PAYR-SCHD-M RETRO-ADJ-D TIME-RPT-D TIME-TRNS-D

[Back to field list](#)

Gross Override Indicator (GROSS-OVERRIDE)

Definition	<p>A code indicating whether PPMS will override the normal calculation for federal withholding tax gross and OASI gross pay.</p> <p>If you type Y (Yes) in this field, PPMS overrides the two gross amounts with the values you enter in the Federal Withholding Tax Gross Pay field and the OASI Gross Pay field on the Cancellation/Overpymt/Handdrawn Header Screen (PS1006) Screen. You should use this override only when one or both gross amounts are different from the amount that is automatically calculated.</p>
Length	1 character
Edits	<p>Defined by SBCTC-ITD as follows:</p> <p>N (or blank) Post normally as defined by the Federal Withholding Tax Gross Indicator field and the OASI Taxable Gross Indicator field on the Earnings Table (PS9007).</p> <p>Y Override normal posting of federal withholding tax gross and OASI gross pay.</p>
Data Sets	COH-TRNS-M

[Back to field list](#)

Federal Withholding Tax Gross Pay (FED-TAX-GROSS)

Definition	The total amount of gross pay subject to federal withholding tax.
Length	9 digits, including 2 decimal places
Format	9999999.99
Edits	If the Gross Override Indicator value is N (no) or blank, this field must be blank.
Data Sets	COH-TRNS-M

[Back to field list](#)

OASI Gross Pay (OASI-GROSS)

Definition	The total amount of gross pay subject to OASI tax.
Length	9 digits, including 2 decimal places
Format	9999999.99
Edits	If the Gross Override Indicator value is N (no) or blank, this field must be blank.
Data Sets	COH-TRNS-M

[Back to field list](#)

Medicare Gross Pay (MEDICARE-GROSS)

Definition	The total amount of gross pay subject to Medicare tax.
Length	9 digits, including 2 decimal places
Format	9999999.99
Edits	If the Gross Override Indicator value is N (no) or blank, this field must be blank.
Data Sets	COH-TRNS-M

[Back to field list](#)

Total Gross Pay (TOT-GROSS)

Definition	The total gross amount of a payroll check transaction prior to deductions being processed.
Length	9 digits, including 2 decimal places
Format	999999.99

Edits	If values are entered in the Payroll Deduction Amount fields, then the Total Gross Pay value minus the deduction amounts must equal the Net Pay value.
Data Sets	COH-TRNS-M

[Back to field list](#)

Net Pay (NET-PAY)

Definition	The amount for which a payroll check was written (for cancellations and handdrawn amounts) or for the amount of a check reimbursement (for overpayment amounts). This amount is the total gross pay minus the deduction amounts.
Length	9 digits, including 2 decimal places
Format	999999.99
Edits	Either the net pay or the total gross pay must be greater than zero.
Data Sets	COH-TRNS-M

[Back to field list](#)

Deduction Quarter/Year (DED-QTR) and (DED-YR)

Definition	The quarter and year for which a set of deduction transactions apply. An entry in this field is required only when the deduction applies to a different quarter/year than the Calendar Quarter and Calendar Year for the payroll check gross amounts.
Length	3 digits
Format	QYY
Values	Defined by SBCTC-ITD as follows: <ul style="list-style-type: none"> 1 January to March 2 April to June 3 July to September 4 October to December
Edits	If a value is entered in this field, it must not be greater than the date in the Calendar Quarter and Calendar Year fields.
Data Sets	COH-DED-D DED-ADJ-TRNS-D

[Back to field list](#)

Deduction Code (DED-CD)

Definition	A code identifying a paycheck deduction. For example, the deduction code for social security is 020.
Length	3 characters
Values	Entered on the Deduction Table (PS9002), where the SBCTC-ITD defines deduction codes 001-399 and each college defines deduction codes 400-999. Codes defined by colleges are used to add, change, or delete miscellaneous deductions that are unique to the college.
Data Sets	EMP database: DED-BAL-D EMP-DED-D PAYR database: COH-DED-D DED-ADJ-TRNS-D DED-BAL-ADJ-D TBL5 database: DED-TBL-M HEALTH-TBL-M RETIRE-TBL-M

[Back to field list](#)

Payroll Deduction Amount (PAYR-DED-AMT)

Definition	The amount taken from gross pay for a deduction.
Length	7 digits, including 2 decimal places
Format	99999.99
Edits	If a value is entered in a Deduction Code field, a value must be entered in the corresponding Payroll Deduction Amount field.
Data Sets	COH-BOND-D COH-DED-D DED-ADJ-TRNS-D

[Back to field list](#)

Deduction Source (DED-SRC)

Definition	A code identifying which transactions related to a deduction have taken place.
Length	2 characters

Values	<p>Defined by SBCTC-ITD as follows:</p> <p>(blank) Normal deduction from employee to vendor</p> <p>DP Deduction from prepayment account to vendor</p> <p>DR Deduction from employee to the college's suspended receivable account</p> <p>DS Deduction from employee to vendor to satisfy the suspended balance of a deduction that was not taken previously</p> <p>PG Prepayment generated from employee to prepayment account</p> <p>RD Deduction is paid by the college and posted as a suspended receivable because the employee's net pay is inadequate.</p> <p>SD Deduction is not paid but is posted to a suspended balance that will be taken when the employee has adequate net pay.</p>
Dependencies	This code is usually generated by PPMS when the payroll is processed and appears on the Payroll Audit Report (PS1315) identifying the deduction transaction. The deduction transactions should be entered exactly as they were listed on the Payroll Audit Report for a cancellation, or would have been for an overpayment or handdrawn transaction.
Data Sets	COH-DED-D

[Back to field list](#)

Payroll Deduction Type (PAYR-DED-TYP)

Definition	A code identifying a type of deduction as it relates to payroll.
Length	1 character
Values	<p>Defined by SBCTC-ITD as follows:</p> <p>(blank) Normal deduction/contribution</p> <p>O+ One-time deduction addition to vendor</p> <p>OP One-time deduction addition to prepayment account</p> <p>OR One-time deduction replacement to vendor</p> <p>PE Deduction refund from prepayment account to employee</p> <p>PP Prepayment entered to post a personal check from employee</p> <p>VE Deduction refund from vendor to employee/employer</p> <p>VP Deduction refund from vendor to prepayment account</p>
Data Sets	COH-DED-D DED-ADJ-TRNS-D