ctcLink State Reimbursement Processes

A. Payroll

1. Upon completion of payroll processes colleges are notified that checks are ready to run via email from ERP Payroll Support staff.
2. College must run the CR7010 query or report (QHC_PY_CR7010_SUMMARY_BY_FUND):

   Enter any information you have and click Search. Leave fields blank for a list of all values.

   *Search By*

   Query Name: Enter the name of the query.

   Query: Select the query to run.

   Search: Click to search for the query.

   Advanced Search: Click to search for the query with advanced options.

   Scheduled Query

   Enter any information you have and click Search. Leave fields blank for a list of all values.

   Find an Existing Value: Click to find an existing value.

   Add a New Value: Click to add a new value.

   Search Criteria

   Private Query: Select if the query is private.

   Query Name: Enter the name of the query.

   Run Control ID: Enter the run control ID.

   Description: Enter the description of the query.

   Case Sensitive: Select if the search is case sensitive.

   Search: Click to search for the query.

   Clear: Click to clear all search criteria.

   Basic Search: Click to search for the query with basic options.

   Save Search Criteria: Click to save the search criteria.

   Search Results

   View All: Click to view all search results.

   First: Click to view the first page of search results.

   Prev: Click to view the previous page of search results.

   Next: Click to view the next page of search results.

   Last: Click to view the last page of search results.

   Find an Existing Value: Click to find an existing value.

   Add a New Value: Click to add a new value.

Enter the current pay period end date and pay period end date (for a single payroll the values for PAY_END_DT are the same):
1. Create a One-Time bill (Express Billing)

For the 06B payroll, you should record the receivable/revenue before the submodule closes. If you miss the deadline you will be required to follow the normal procedures for year-end accruals.

   a) Customer 001000762
   b) Bill Type Identifier: VPA
   c) Distribution Code (AR Offset): Due From VPA (see f) below)
   d) Revenue Distribution (see f) below)
   e) Fund 841/Class 285/98499
   f) Debit 1010200/Credit 4x000xx
      i. 4100010 – State General Fund 001
      ii. 4100020 – State Education Legacy Trust Fund 08A
      iii. 4100030 – Employment Training Fund 11A (State Board Only)
      iv. 4100060 – Pension Stabilization Fund 489
      v. 4100070 - Workforce Invest Fund 24J (account corrected)
      vi. 4200010 – St Bldg Cap Project Fund 057
      vii. 4200020 – CC Capital Project Fund 060
      viii. 4200030 – Gardner Evans Higher Education Construction Fund 357
ix. 4100040 – Education Const Fund 253

2. **DO NOT INVOICE THE TREASURER FOR THIS BILL!!**

3. Record receipt of payment (deposit) by Treasurer (10000x0/1010200). For the 06B payroll, this transaction should occur in the next fiscal year – following the normal rules for cash, cash must be recorded in the fiscal year in which it is received.

4. Reconcile cash in bank (10000x0/10000x0)

B. Monthly Expenditures (Non-Payroll)

(After month-end close for Accounting Periods 1-132)

1. Run query to identify net non-payroll expenditures by AFRS Fund/PS Fund (Al)/Project ID/Project User Field 5/Account for all capital projects.
   a) Run Query

   *Query Report Scheduler*

   ![Query Report Scheduler](image)

   *Query Report Scheduler – Update Parameters for current month:*

   *Insert query parameters here.*
Enter Business Unit (WA$nnn), Fiscal Year ($nnnn), Period ($nn):

Prompt for Query QFS/GL_VEN_PAY_ADV_REIMBR$S_PAR

QFS/GL_VEN_PAY_ADV_REIMBR$S_PAR

Unit
Fiscal Year
Period
OK Cancel

Open Report Manager

View VPA report
2. Create a One-Time bill (Express Billing)  
(Do not record as A/R Open Item or as Direct Journal)  
For Periods 13-132 please follow the instructions for year-end accruals

   a) Customer 001000762  
   b) Bill Type Identifier: VPA  
   c) Distribution Code (AR Offset): Due From VPA (see f) below  
   d) Revenue Distribution (see f) below
   e) Fund 841/Class 285/98499  
   f) Debit 1010200/Credit 4x000xx  
      i. 4100010 – State General Fund 001  
      ii. 4100020 – State Education Legacy Trust Fund 08A  
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      ix. 4100040 – Education Const Fund 253

3. Submit A7 Treasury Journal Voucher to the State Treasurer listing each fund (001, 08A, 057, etc) either via fax or email

4. Record receipt of payment (deposit) by Treasurer (10000x0/1010200)

5. Reconcile cash in bank (10000x0/10000x0)
C. Year-End Entries (Prd 132 and 133)

1. Reverse (Dr) all revenue (4100010, 4200010, etc) in 841-285-98499 with an offset (Cr) to cash in bank 10000x0.

2. Record cash in bank (Dr 10000x0) and revenue (Cr 4x000xx) in each Appropriation Index (101, 3E0, etc) ensuring the revenue equals the cash expenditures.

Typical Ledger Entries:
D. Revolving Funds and System IT Distribution

According to our system accounting manual revolving funds are:

Funds for services provided by other state agencies that are paid throughout the fiscal year by the State Board on behalf of the colleges. These funds and their respective charges are transferred from the State Board’s records to the colleges’ just prior to the close of the fiscal year. Examples: Attorney General fees, Risk Management.

Similarly, some of the costs for System IT support paid by the State are distributed to the colleges.

1. **Entry #1.** Since these are expenditures already paid for ctcLink colleges should debit the PS account listed and credit cash in bank (1000199) in the chartstring listed in the general ledger.
   - Create a Journal Entry using a **Journal Source of RVL – Revolving & System IT Alloc**
   - Debit expenditures as noted on the Allocation Memos sent out by Operating Budget staff and credit internal cash (1000199).
   - The use of Journal Source RVL will exclude these expenditures from the State Reimbursement Request report.

2. **Entry #2.** In the general ledger using **Journal Source ONL** you should also record a debit to cash in bank (1000199) and a credit to State Allocation Revenue (4100010) in 841-285-98499 for the total amount of System IT and Revolving Funds distribution based on the allocation schedule.
   - Do not request these funds from the Treasurer!

E. Building/Innovation Fee Remittance

(After month-end close tuition transactions from SF are only recorded in Periods 1-12 unless a college records a manual entry for Building or Innovation)

1. Run query to identify net cash collected for both Building (Z60) and Innovation Fee (Z61).
   - You will need to create a Run Control for this report:
     (Reporting Tools/BI Publisher/Query Report Scheduler)
2. Select BFS_GL_BLDIN - BFS_GL_BLDIN.pdf. The report should look like this:

- Report page 1 shows Year-to-Date submissions and collections of Building Fee and page 2 shows the YTD submissions and collections of Innovation Fee.
- Non-Op Building Remittance Fee shows YTD payments and Cash shows YTD collections
- Amount to be remitted should be the net amount.

3. Create a Quick Invoice
   a) Supplier V000045380
   b) Expenditure Distribution
   c) Fund 841/Class 285/98499
   d) Debit 5120xxx/Credit 2000010
      i. 5120010 – Non-Op Building Fee Remittance Fund 060
      ii. 5120020 – Non-Op Innov Fee Remittance Fund 561

4. Submit A8 Treasury Journal Voucher to the State Treasurer listing each fund (060, 057, etc) either via fax or email

5. Send funds to the Treasurer via ACH or Wire

6. Record payment to Treasurer/Cash In Bank: Dr 2000010/Cr 1000070
F. Year-End Entries (Prd 132 and 133)

1. Reverse (Cr) all expenditures (51200x0) in 841-285-98499 with an offset (Dr) to Internal Cash 1000199.
2. Record cash in bank (Cr 1000199) and expenditure (Dr 51200x0) in each PS_Fund/Appr Index (060/Z60, 561/Z61) ensuring the expenditures equals the cash revenue collected.

<table>
<thead>
<tr>
<th>Fund 561(261)/060(260)</th>
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<tr>
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**Balances**

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**Post-AFRS Entries (Period 133)**

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**AFRS Period 132 (Paid)**

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**Balances**

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**Closing Entries**

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**Opening Entries**

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