

Payroll JV Rejecting on the AFNS SUSF Screen – How to Correct

When payroll Journal Voucher (JV) transactions load to the AFNS SUSF screen with no detailed information (example – missing object/sub-object), it usually means that an agency employee's payroll information in GHRS was not set up correctly prior to the payroll run. This can occur for two different reasons:

- New agency employee
- Former agency employee (example retired employee)

For a new agency employee, the agency will need to check the GHRS AGYS and/or LDPR tables to ensure that the payroll account coding information is/was set up correctly.

For a former agency employee, the agency will need to check the GHRS AGYS, LDPR, ESMT, QESD, and/or QCHK tables to ensure that the payroll account coding information is set up correctly. Note: The 'Event Date' for any leave keyed after the employee has left the agency should be keyed using the employee's *last day of work*.

Below are instructions on how to determine the equivalent payroll JV that was processed in CAS for each of the payroll JVs rejecting in AFNS.

Converting the rejecting AFNS payroll JV transaction number to the CAS Payroll JV transaction number:

- | | | |
|----|---|------------------------|
| 1. | Start with | JV |
| 2. | Add the agency number | JV AGC |
| 3. | Pickup the type of payroll (SA, MO, BW, SM, etc.)
(which can be located as the first two digits of the rejecting AFNS JV transaction number) | JV AGC SA |
| 4. | Add the information from the ' Comments ' field of the rejecting AFNS JV transaction – omitting the second position (typically a 0 {zero}) | JV AGC SAR03669 |

FUNCTION:	DOCID: JV AGC SAR03669		
STATUS:	BATID:	ORG:	001-001 OF 001
H-	JOURNAL VOUCHER INPUT FORM		
JV DATE:	ACCTG PRD:	BUDGET FY:	REVERSAL DATE:
ACTION:	BUDGET OVERRIDE IND:	COMMENTS:	

Note: This will give the first eight digits of the CAS payroll JV transaction number. The remaining three digits are sequential numbers determined by the CAS system.

Once the CAS payroll JV number has been obtained, view the payroll register that was sent to your agency or view the CAS JVLT table. The information on the payroll register/JVLT table will be needed in order to correct/process the rejecting JVs in AFNS.

- GHRH HAR020G report (CAS General Ledger Detail)

After obtaining the payroll JV information that was loaded into CAS, convert the CAS coding to the AFNS equivalent coding and enter the information into the rejecting AFNS payroll JV (*new lines may need to be added to the rejecting AFNS JV*).

Note: Please keep in mind that the transaction header **Debit** and **Credit** totals already listed on the rejecting AFNS JV should **not** change. The amounts researched above should match the amounts listed on the rejecting AFNS JV. If the AFNS JV has been on the AFNS SUSF screen for some time, be sure the **JV Date**, **ACCTG PRD**, and **Budget FY** are keyed in (based on when the rejecting payroll JV loaded to AFNS & the equivalent payroll JV processed in CAS). This will allow the correct information to be posted to the AFNS ledgers and AFNS expenditure tables.

FUNCTION:	DOCID: JV AGC SAR03699	ORG:	001-001 OF 001
STATUS:	BATID:		
H-	JOURNAL VOUCHER INPUT FORM		
JV DATE :	ACCTG PRD :	BUDGET FY :	REVERSAL DATE:
ACTION:	BUDGET OVERRIDE IND:	COMMENTS:	
DEBIT DOC TOTAL:		CREDIT DOC TOTAL:	
CALC DEBIT TOTAL:		CALC CREDIT TOTAL:	