

3rd Party Reconciliation










- Purpose** Use this procedure to produce a report that provides a list of employee deduction payments that are generated each pay date for HRMS vendors.
- Trigger** Perform this procedure when an agency has payments to HRMS vendors and the regular warrant is returned to the agency for mailing or to create a report to assist in reconciling a payment.
- Prerequisites** For complete results, run this report on or after the pay date of the period you are requesting.
- End User Roles** In order to perform this transaction you must be assigned at least one of the following roles:
Financial Reporting Processor, Payroll Processor, Tax Reporter

Change History	
Date	Change Description
06/15/2015	Procedure created

Transaction Code ZHR_RPTFI0001_URMR

Helpful Hints	The Remittance Detail Report may act as the agency’s Miscellaneous Deduction Register (MDR) Each agency has the option to print the report for the detailed information pertaining to an HRMS vendor warrant. The report will include the vendor information, Employee Personnel ID, Employee Name, Due Date (pay date), and the last four digits of the employee’s Social Security Number.
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The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:


Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to validate and proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

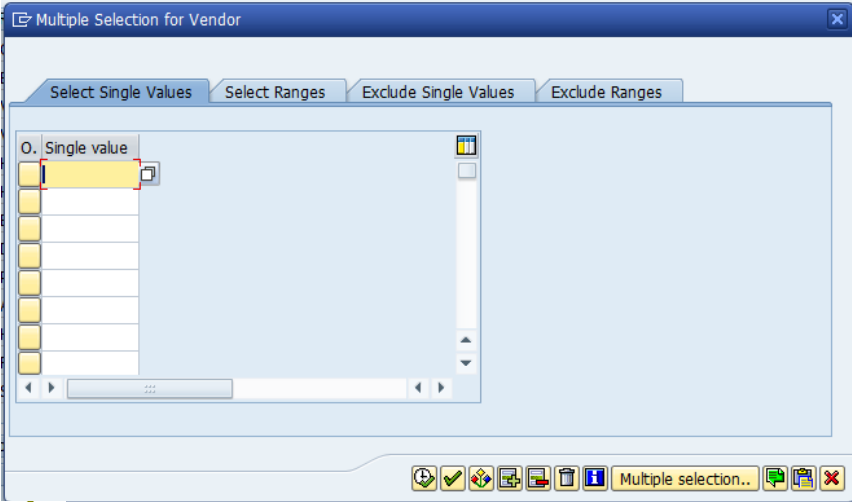
Procedure



1. Start the transaction using the transaction code **ZHR_RPTFI0001_URMR**

2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Company Code	R	The Company Code for the State of Washington is WA01 Example: WA01
Business Area	R	Agency Number Example: 0350
Vendor	R	The Vendor number:  This report may be printed for a single vendor or multiple vendors. To enter multiple vendors, continue to step 3 . Example: 2181700

3. Click  (Multiple Selection) to the right of the **Vendor** field.




4.  To input this entire vendor list, highlight the Vendor Number column of this table (excluding the heading row) and press CTRL + C simultaneously to copy the selection. Then click on  (Upload from clipboard) to paste the list.

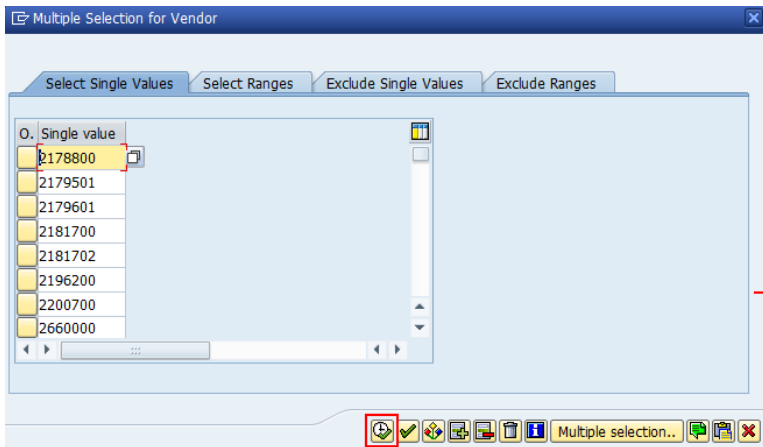
Vendor Number	Title
36624	PIERCE CO CLERK
403201	WSCTC HEALTH PREMIUM
403202	WSCTC PARK
743614	THURSTON CO SUPERIOR CT CLERK
894907	KITSAP COUNTY CLERK
1047901	PATRICIA KNIES
1258436	DSHS-FINANCIAL RECOVERY
1415201	LABOR & INDUSTRIES
1610601	GRIMM COLLECTIONS
2093001	STANDARD INSURANCE COMPANY
2093002	STANDARD INSURANCE COMPANY
2157900	ARIZONA DEPT OF REVENUE
2158000	CALIFORNIA DEPT OF BENEFIT PAY
2158100	S B & C LTD
2158300	CONNECTICUT REVENUE SERVICES
2158400	GEORGIA DEPT OF REVENUE

2158500	IDAHO STATE TAX COMMISSION
2158600	ILLINOIS DEPT OF REVENUE
2158700	INDIANA DEPT OF REVENUE
2158800	KANSAS DEPT OF REVENUE
2158900	MICHIGAN DEPT OF TREASURY
2159000	BISHOP WHITE MIERSMA & MARSHALL
2159100	NEW JERSEY DIVISION OF TAXATION
2159200	TX GUARANTEED STUDENT LOAN CORP
2159400	OHIO DEPT OF REVENUE
2159500	OREGON DEPT OF REVENUE
2159600	PENNSYLVANIA DEPT OF REVENUE
2159700	WEST ASSET MANAGEMENT
2159800	MINNESOTA DEPT OF TAXATION
2159900	PREMIERE CREDIT OF N AMERICA LLC
2160000	PIONEER CREDIT RECOVERY INC
2160200	COLLEGE ACCESS NETWORK
2160400	IDS FINANCIAL SERVICES INC
2160700	FRANKLIN LIFE INS 403 B
2161100	WEST COAST STATIONARY ENGINEERS
2161700	CARPENTERS TRUST OF WESTERN WA
2162500	COWLITZ CREDIT UNION
2162600	CREDIT UNION OF PUGET SOUND
2165300	PUTNAM INVESTMENT SERVICES
2165501	METROPOLITAN LIFE INSURANCE CO
2165800	MONTEREY FEDERAL CREDIT UNION
2166000	AMERICAN CENTURY 403B
2166200	NORTHERN LIFE INSURANCE CO
2167000	GREAT AMERICAN LIFE


2167200	SECUR BENEFIT LIFE 403B
2167400	ILLINOIS STUDENT ASSISTANCE COMM
2167500	DEAN WITTER TRUST
2167700	RELIANCE STANDARD CORP
2168200	FIDELITY MUTUAL FUND
2168400	UNTD STDNT AID FUNDS
2168700	STERLING SAVINGS ASSOC
2168900	T ROWE PRICE
2169600	LINCOLN LIFE ER SERVICES
2169800	OPPENHEIMER SPECIAL 403B
2169900	UNUM LIFE INSURANCE COMPANY
2170000	US BANK
2170800	WA EDUCATION ASSOCIATION
2171100	WASHINGTON MUTUAL SAVINGS
2171800	OSI EDUCATION SERVICES INC
2172100	WELLS FARGO BANK
2173500	ACS INC
2173600	DANIEL H BRUNNER CH 13 TRUSTEE
2173700	DAVID M. HOWE TRUSTEE
2173800	DYNAMIC COLLECTORS INC
2173900	EDUCATIONAL CREDIT MNGMT CORP
2174100	FINANCIAL ASSISTANCE INC
2174300	NY HIGHER EDUCATION SERVICE CORP
2174400	CHAPTER 13 TRUSTEE-SEATTLE
2174500	KARLA FORSYTHE CH 13 TRUSTEE
2174800	NM STUDENT LOAN GUARANTEE CORP
2174900	NW EDUCATION LOAN ASSOCIATION
2175000	OK GUARANTEED STUDENT LOAN PROG

2175100	PA HIGHER EDUC ASSIST AGENCY
2175200	SAN DIEGO CO DISTRICT ATTORNEY
2175300	ND STUDENT LOAN GUARANTOR
2175400	US DEPT OF EDUCATION
2175500	WINDHAM PROFESSIONALS INC
2175700	GENERAL REVENUE CORP
5175800	NJ HIGHER EDUC STUD ASSIST AUTH
5175900	KY HIGHER EDUC STUD ASSIS AUTH
5176000	MERCHANTS ACCEPTANCE CORP
2176100	MT GUARANTEED STUDENT LOAN PROG
2176400	PLOVIE LAW FIRM PS
2178800	PAULA PLUMMER
2179501	TWIN COUNTY CREDIT UNION
2179601	WA STATE EMPLOYEES CREDIT UNION
2181700	EFTPS PAYROLL TAX DEPOSITS
2181702	IRS
2196200	BANKERS LIFE & CASUALTY CO
2200700	DIVERSIFIED COLLECTION SRVCS INC
2660000	ARROW FINANCIAL SERVICES

5. Click  (Copy) to accept.





Notice the  (Multiple Selection Active) button now has a green box below it indicating you have entered additional data for this field.

Reconciliation of Remittance Posting Items

HR payee item selection

Company Code	W7A01	
Business Area	0350	
Vendor	2181700	
Vendor subgroup		
HR payee type		
HR payee number		
Evaluation run no		
Due date	02/25/2014	
Posting run number		
Acknowledgement run		
HR document ref. no.		
Remittance Status		
Stopped payments		

Control data

Additional data

None

Include employee data

Include symbolic account data

GUI control

ALV grid control


ALV tree control

ALV Layout 1_SUBTOTALS

GUI header

7. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Due Date	R	The pay date for which you want to run the report. Example: 2/25/2014

8. Click  (Execute) to generate the report.

Remittance Detail - Overview

HR payee items

CoCd	BusA	Vendor	HR PType	HR payee	St...	Σ	Amount	Crcy	Payday	Due	TranDate
WA01	0350	2181700	2	1	<input type="checkbox"/>		9,067.18	USD	02/25/2014	02/25/2014	04/22/2014
	0350		2	2	<input type="checkbox"/>		2,066.66	USD	02/25/2014	02/25/2014	04/22/2014
	0350		2	3	<input type="checkbox"/>		2,066.66	USD	02/25/2014	02/25/2014	04/22/2014
	0350		2	4	<input type="checkbox"/>		483.34	USD	02/25/2014	02/25/2014	04/22/2014
	0350		2	5	<input type="checkbox"/>		483.34	USD	02/25/2014	02/25/2014	04/22/2014
							14,167.18	USD			
WA01							14,167.18	USD			
							14,167.18	USD			

9. You have generated the report that displays at the summary level, payments made to 3rd Party Vendors.



To view the report detail, double click on the yellow line

Remittance Detail - Overview

HR payee items

CoCd	BusA	Vendor	HR PType	HR payee	St...	Σ	Amount	Crcy	Payday	Due	TranDate
WA01	0350	2181700	2	1	<input type="checkbox"/>		9,067.18	USD	02/25/2014	02/25/2014	04/22/2014
	0350		2	2	<input type="checkbox"/>		2,066.66	USD	02/25/2014	02/25/2014	04/22/2014
	0350		2	3	<input type="checkbox"/>		2,066.66	USD	02/25/2014	02/25/2014	04/22/2014
	0350		2	4	<input type="checkbox"/>		483.34	USD	02/25/2014	02/25/2014	04/22/2014
	0350		2	5	<input type="checkbox"/>		483.34	USD	02/25/2014	02/25/2014	04/22/2014
2181700							14,167.18	USD			
WA01							14,167.18	USD			
							14,167.18	USD			

Result

You have generated the 3rd Party Reconciliation Report. The agency can print the report as the detail or use it to assist with reconciling an account.

Comments

The deduction payments listed on this 3rd Party remittance report are payments made to HRMS vendors from employee payroll deductions.