

3rd Party Reconciliation

PC00_M99_URMR

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
8/30/06	Lesa Terry	Create

Purpose

Use this procedure to produce a report that provides a list of warrants that are not mailed centrally by OFM.

Trigger

Perform this procedure when an agency has payments to 3rd party vendors and the regular warrant is returned to the agency for mailing.

Prerequisites

For complete results, run this report after DOP executes a payroll run and stores results. This generally is within a day or two of payday.










Transaction Code

PC00_M99_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 as the detailed information to enclose with the warrant when it is delivered to the vendor.

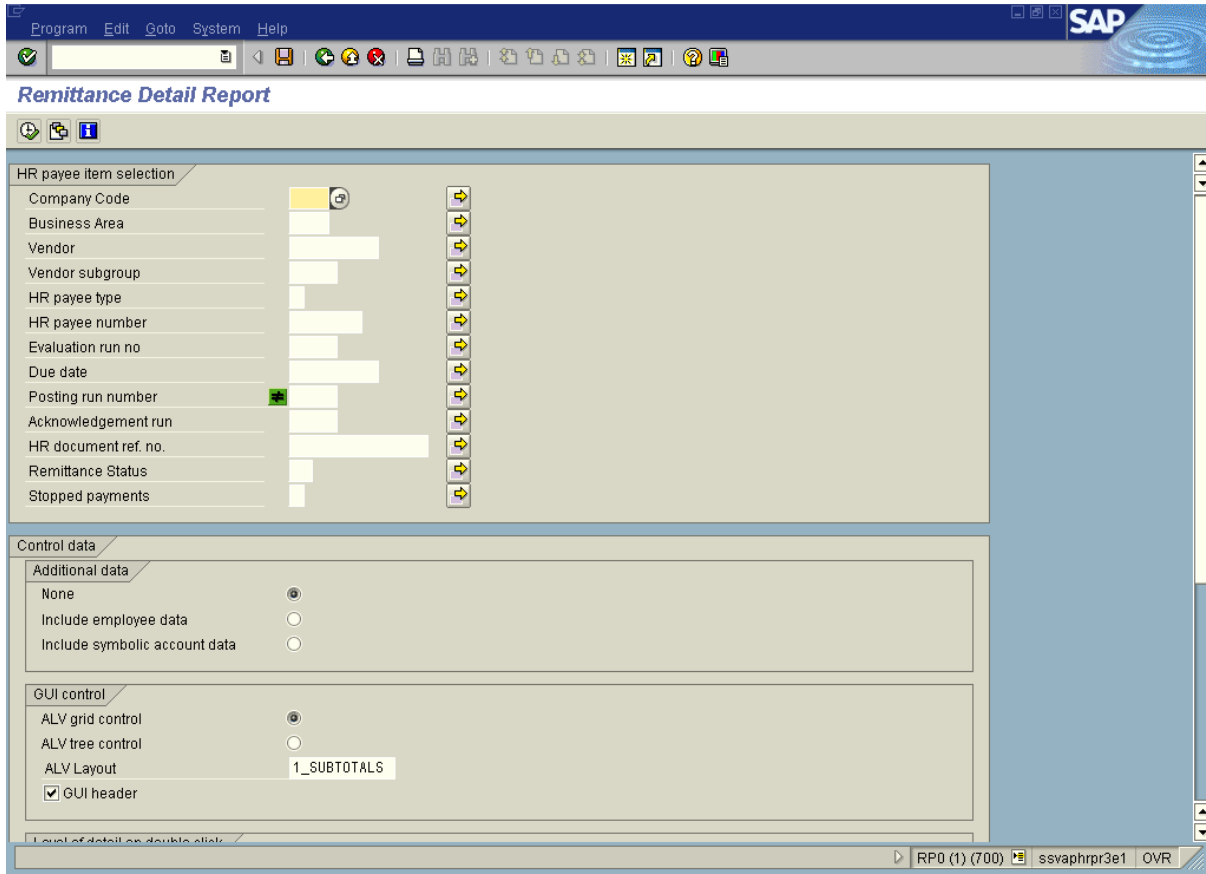
The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to 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 proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

Procedure

1. Start the transaction using transaction code **PC00_M99_URMR**.

Remittance Detail Report



2. Complete the following fields:

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: 0120


Remittance Detail Report

3. Complete the following fields:

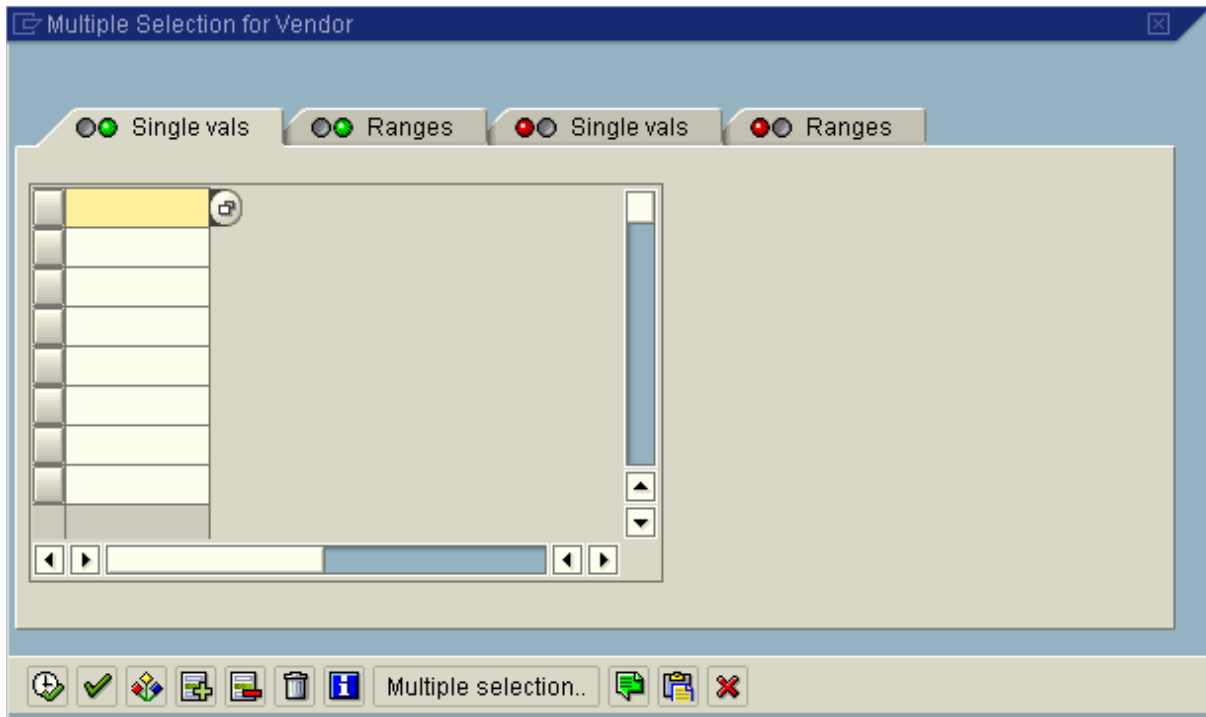
Field Name	R/O/C	Description
Vendor	R	The Vendor number. Example: 1610601



This report may be printed for a single vendor or multiple vendors. To enter multiple vendors, continue to step 4. For a single vendor, continue to step 7.


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

Multiple Selection for Vendor



5. Enter the vendor numbers that are applicable to your agency.



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

State of Washington HRMS

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Processes :

Sub-Processes :

HRMS Training Documents

Vendor Number	Title
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

State of Washington HRMS

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Processes :

Sub-Processes :

HRMS Training Documents

Vendor Number	Title
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

State of Washington HRMS

Title: 3rd Party Reconciliation

Processes :

Sub-Processes :

HRMS Training Documents


Vendor Number	Title
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
2181701	IRS-ACS
2181702	IRS
2196200	BANKERS LIFE & CASUALTY CO
2200700	DIVERSIFIED COLLECTION SRVCS INC

State of Washington HRMS

Vendor Number	Title
2660000	ARROW FINANCIAL SERVICES

6. 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.

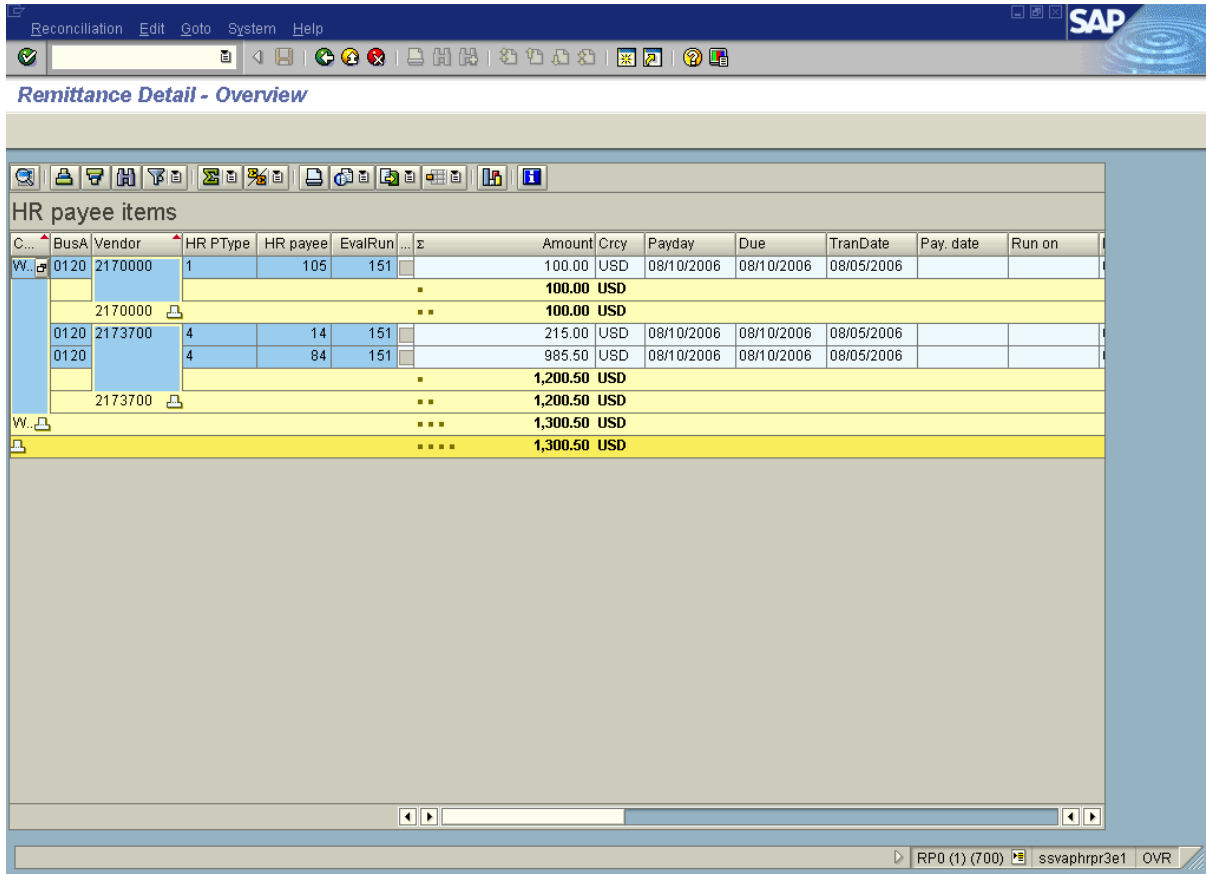
Remittance Detail Report

7. Complete the following fields:

Field Name	R/O/C	Description
Due date	R	The pay date for which you want to run the report. Example: 08/10/2006

- 8. Click  (Enter) to validate the information.
- 9. Click  (Execute) to execute the report.

Remittance Detail - Overview



The screenshot shows the SAP 'Remittance Detail - Overview' report. The table displays HR payee items with the following data:

C...	BusA	Vendor	HR PType	HR payee	EvalRun	...	z	Amount	CrCY	Payday	Due	TranDate	Pay. date	Run on
W...	0120	2170000	1	105	151			100.00	USD	08/10/2006	08/10/2006	08/05/2006		
								100.00	USD					
		2170000					**	100.00	USD					
	0120	2173700	4	14	151			215.00	USD	08/10/2006	08/10/2006	08/05/2006		
	0120		4	84	151			985.50	USD	08/10/2006	08/10/2006	08/05/2006		
								1,200.50	USD					
		2173700					**	1,200.50	USD					
W...							...	1,300.50	USD					
							1,300.50	USD					

- 10. You have generated a report that displays at the summary level, payments made to 3rd Party Vendors.
 - 10.1 To view the report detail, double click on the yellow line.

Print Preview

The screenshot shows the SAP Print Preview interface. At the top, there is a menu bar with 'Text', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The title bar reads 'Print Preview of LOCL Page 00001 of 00001'. The main content area displays the following report:

SAP System

Remittance Detail Report

Remittance summary

Vendor :	2170000 US BANK
Company Code :	WA01 STATE OF WASHINGTON
Amount :	100.00 USD
Due Date :	08/10/2006

Employee details

Number of employees :	0000000001
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<u>Employee</u>	<u>Social Security No.</u>	<u>Amount</u>
██████████	██████████	100.00

11. You have completed this transaction.

Result

You have generated the 3rd Party Reconciliation Report. The agency can print the report as the detail and enclose it with the warrant when it is distributed to the vendor.

Comments

The deduction payments listed on this 3rd Party remittance report are returned to the agency as a Regular warrant batch from AFRS. These warrants will be delivered to Accounts Payable with your agencies' regular batch warrants.