

# SECTION 15: AKPAY REPORTS

## Payroll Processing Reports

### Account Routing Charge

#### INTRODUCTION

The Account Routing Charge report is a payroll report of personal service costs that are interfaced into AKSAS from AKPAY.

**Account routing code** is an eight-digit, agency-specific code added to the third line of the long description of an AKSAS collocation code that is authorized for personal services expenditures. No edits are performed against this eight-digit number in AKSAS. However, when a collocation code is entered in a labor distribution field on various AKPAY screens, labor distribution validation routines are performed which call the AKSAS database to verify the collocation code has an account routing code. If the collocation code does not have an account routing code, the code is incorrectly entered in the third line of the long description, e.g., it is more than eight digits, it is not followed by an asterisk, or the position is incorrect, AKPAY will display a non-overrideable error and the transaction cannot be processed. The account routing code is not the same as and does not need to match values on the AKPAY 10xx screen Dept, Region, Div, and Sect fields that comprise the payroll organization code maintained on the AKPAY Organization Routing Code table (Table 00092).

#### REPORT DETAIL

**Frequency** - The report is produced with each production payroll run which includes the semi-monthly, biweekly, monthly cancel-reversal, quarter-end and year-end production payrolls. Reports are generally distributed the day prior to or the same day payroll posts (interfaces) to AKSAS. Dates of payroll interfaces for semi-monthly employees are posted on the AKSAS mailbox.

**Sort Order** - Sort order within the report is by pay entity [Corrections and DOT/PF are the only agencies with multiple pay entities], account routing code, chart of accounts year, collocation code setup year, collocation code, program code, ledger code, social security number, and account code.

**Report Format** - The report heading includes the report ID, pay entity, pay period number and pay period end date, and print time and date of the report. The account routing code is displayed below the report header in the left margin of the report.

For each accounting route code, the following detailed information is displayed: Employee's social security number (EMPLOYEE NUMBER), employee's last and first names (NAME), chart of accounts year (COA YEAR), setup year of the collocation code (SETUP YEAR), collocation code (COLLO. CODE), program code (PGM CODE), ledger code (LEDGER CODE), account code (ACCT CODE), earnings/tax/deduction number (ETV CODE), the number of hours associated with the ETV code (HOURS), and the dollar amount (AMOUNT) associated with the ETV code.

**Report Totals** – Within each account route code, the report displays the total hours and amounts for each employee by collocation code (EMPLOYEE TOTAL) and the total hours and amounts for each collocation code (CC CODE TOTAL). The total hours and amounts are displayed for each account route code (ACCT ROUTE TOTAL). Department total hours and amounts within pay entity and pay entity total hours and amounts are displayed on the final page of each pay entity report.

**Account Routing Charge Report**

ACCTRTE		STATE OF ALASKA						08:58 Thursday, August 3, 2004		2
		AUTOMATED PAYROLL SYSTEM								
		ACCOUNT ROUTING CHARGE								
		PERIOD: AMHS 15 07/14/2004								
ACCT ROUTE: 25-07-01-01										
EMPLOYEE NUMBER	NAME	COA YEAR	SETUP YEAR	COLLO. CODE	PGM CODE	LEDGER CODE	ACCT CODE	ETV CODE	HOURS	AMOUNT
100110001	HALIBUT, HARRY H	2004	2004	25079052			71172	E100	75.60	2,187.86
		2004	2004	25079052			71322	E250	8.40	365.99
		2004	2004	25079052			71790	V800		171.45
		2004	2004	25079052			71820	UAK		20.98
EMPLOYEE TOTAL									84.00	2,746.28
200220017	BLOODHOUND, BARRY	2004	2004	25079052			71220	E301		485.35
		2004	2004	25079052			71670	E105	8.40	243.10
		2004	2004	25079052			71820	UAK		5.46
EMPLOYEE TOTAL										
404400179	PEACH, PEDRO	2004	2004	25079052			71172	E100	50.40	2,051.67
		2004	2004	25079052			71220	E301		485.35
		2004	2004	25079052			71790	V800		170.42
		2004	2004	25079052			71820	UAK		20.85
EMPLOYEE TOTAL									50.40	2,728.29
CC CODE TOTAL									226.80	8,657.67
ACCT ROUTE TOTAL									226.80	8,657.67

ACCTRTE		STATE OF ALASKA						08:58 Thursday, August 3, 2004		3
		AUTOMATED PAYROLL SYSTEM								
		ACCOUNT ROUTING CHARGE								
		PERIOD: AMHS 15 07/14/2004								
ACCT ROUTE: 25-07-06-03										
EMPLOYEE NUMBER	NAME	COA YEAR	SETUP YEAR	COLLO. CODE	PGM CODE	LEDGER CODE	ACCT CODE	ETV CODE	HOURS	AMOUNT
400440001	BIRCH, ROBERT	2004	2004	25071030			71172	E100	16.00	307.36
		2004	2004	25071030			71220	E301		482.83
		2004	2004	25071030			71584	E355		99.96
		2004	2004	25071030			71790	V800		54.57
		2004	2004	25071030			71795	U\$M		12.91
		2004	2004	25071030			71800	V841		119.87
EMPLOYEE TOTAL									16.00	1,077.50
400440002	FIR, FRED	2004	2004	25071030			71172	E100	106.00	1,822.92
		2004	2004	25071030			71219	E131	24.00	422.64
		2004	2004	25071030			71220	E301		446.78
		2004	2004	25071030			71322	E250	6.00	157.30
		2004	2004	25071030			71584	E355		300.00
		2004	2004	25071030			71790	V800		193.07
		2004	2004	25071030			71800	V844		432.29
EMPLOYEE TOTAL									136.00	3,775.00
CC CODE TOTAL									152.00	4,852.50
400440001	BIRCH, ROBERT	2004	2004	25079061			71715	E169	96.00	1,788.48
		2004	2004	25079061			71790	V800		109.63
		2004	2004	25079061			71795	U\$M		25.93
		2004	2004	25079061			71800	V841		271.31

Account Routing Charge Report Fields	
Report Field	Field Description
ACCT ROUTE	The 8-digit account routing code assigned in AKSAS to the collocation code.
EMPLOYEE NUMBER	Employee's social security number.
NAME	Employee's last name, first name and middle initial.
COA YEAR	AKSAS Chart of Accounts year.
SETUP YEAR	Setup year of the collocation code.
COLLO. CODE	8-digit AKSAS collocation code.
PGM CODE	5-digit AKSAS program code (optional in AKSAS).
LEDGER CODE	8-digit AKSAS ledger code (optional in AKSAS).
ACCT CODE	5-digit AKSAS account code.
ETV CODE	Earnings, tax or deduction code identifying the earnings and employer charges.
HOURS	Number of hours associated with the earnings code listed.
AMOUNT	Dollar amount associated with the earnings, tax or deduction code listed.
EMPLOYEE TOTAL	Total hours and amount by employee for a collocation code within an account routing code.
CC CODE TOTAL	Total hours and amount by collocation code within an account routing code.
ACCT ROUTE TOTAL	Total hours and amount by account routing code.