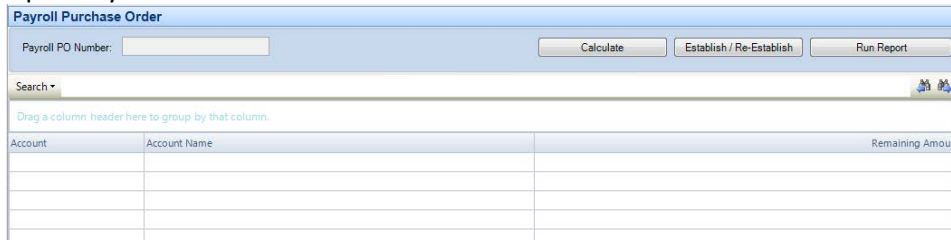# Accounting Module

Payroll Purchase Order

Path: Accounting/Data Entry/Purchase Orders/Payroll Purchase Order

nVision has an automated routine which will allow a user to establish an encumbrance for remaining payroll salary amounts (Contractual, Annualized, and Supplemental). This is done by creating a PO that not only will be liquidated any time an expenditure against one of these encumbrances is made and distributed to Accounting (via the Payroll to General Ledger Distribution routine), but can also be re-established to account for changes in salaries.

Critical Note: Before proceeding with the payroll purchase order procedure, ALL payrolls for the current fiscal year MUST be distributed to Accounting via the Payroll to General Ledger Distribution. Failure to distribute all payrolls may cause appropriation accounts to show inflated unencumbered balance amounts. This is caused from the Payroll PO routine calculating remaining amounts in the Payroll module which have been decreased by payrolls that may not have already been expensed and/or liquidated through the Payroll to General Ledger routine.

- Open Payroll Purchase Order

Follow the steps to establish/re-establish a payroll encumbrance.
1. **Reports** - Print the Remaining Contractual Balance Report by Employee to verify remaining Contractual, Annualized, and/or Supplemental amounts to be paid.
   a. Click Run Report on the right-hand side of the window.
   b. Choose to sort remaining balances by **Employee or Account**.
   c. Check the box to include **Supplemental Appointments** (versus only Contractual and Annualized).
   d. **Active** employees are included. Check the boxes to include **Inactive, Temporary, On Leave, Retired**, or **pending employees** (versus only Active employees).
   e. Click Run to generate the report. User print icon to **Print.**

   The **Remaining Contractual Balances by Employee Report** provides the following information: employee name, employee number, employee group, earning method, account code, earning limit, amount paid, and amount remaining to be paid. Subtotals are provided for each employee.
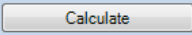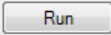
Demo CSD

Remaining Contractual Balance by Employee

Employee Name	Employee ID	Employee Group	Earning	Account	Limit	Paid	Remaining
Aaron, Gene A	23	TCH	CONTRACT	A2110120660000	57,087.00	0.00	57,087.00
				Employee Totals:	57,087.00	0.00	57,087.00
Administrator, Alan	12	ADMIN	CONTRACT	A1310150220000	163,032.00	0.00	163,032.00
				Employee Totals:	163,032.00	0.00	163,032.00

The **Remaining Contractual Balances by Account Report** provides the following information: account code, employee name, employee number, employee group, earning method code, earning limit, amount paid, and amount remaining to be paid.   Subtotals are provided for each account code.

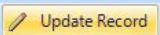| Account	Employee	#	Group	Method	Earning Limit	Amount Paid	Remaining
A1310160220000	Apclerk, Jane E	27	CLERK	CONTRACT	41,499.00	1,596.12	39,902.88
A1310160220000	Payroll, Susan	13	CONF	CONTRACT	44,144.00	1,697.85	42,446.15
A1310160220000	Personnel, Mary A	20	CONF	CONTRACT	40,305.00	0.00	40,305.00
	Account Totals:				**125,948.00**	**3,293.97**	**122,654.03**
A1620160440000	Headcustodian, George	42	MAINT	CONTRACT	48,328.00	1,858.77	46,469.23
A1620160440000	Maintenance, Manuel	15	MAINT	CONTRACT	48,013.00	1,846.65	46,166.35
A1620160440000	Newmaint, Gary E	24	MAINT	CONTRACT	36,535.00	1,405.19	35,129.81
	Account Totals:				**132,876.00**	**5,110.61**	**127,765.39**

2. **Calculate Remaining Balances -** This step will calculate the remaining salaries to be paid from Payroll, based on the selections in the Calculate Remaining Balance criteria box.
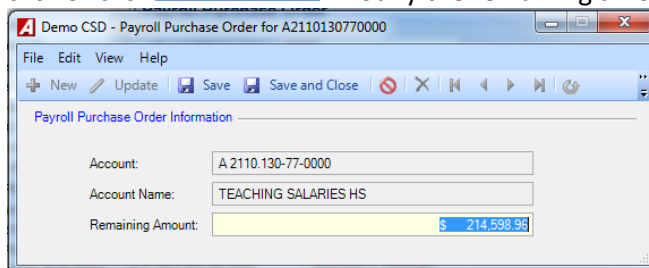   a. From the Payroll Purchase Order window, click the [Calculate] button.
   b. Choose the criteria that nVision should use to calculate the remaining balances.
      i. Check the box to include **Supplemental Appointments**
      ii. **Active** employees are included. Check the boxes to include **Inactive, Temporary, On Leave, Retired,** OR pending employees (versus only Active employees).
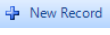   c. Click [Run] to calculate the remaining balances.

Account	Account Name	Remaining Amount
A 1240.150-33-0000	INSTR SAL-SUPERINTENDENT	194,792.31
A 1310.160-22-0000	NON-INSTR SALARIES	122,654.03
A 1620.160-44-0000	NON-INSTR SALARIES	127,765.39
A 1621.160-44-0000	NON-INSTR SALARIES	34,134.62
A 2020.150-77-0000	INSTR. SAL. - HS PRINCIPAL	89,774.04
A 2110.120-66-0000	TEACHER SALARIES EL	414,037.85
A 2110.130-77-0000	TEACHING SALARIES HS	214,598.96
A 2110.160-66-0000	NON-INSTR SAL AIDES EL	39,210.00
A 5510.160-55-0100	NON-INSTR SAL-SUMMER EMPLOYMENT	62,732.69
A 5510.160-55-5000	NON-INSTR SAL-BUS DR REGULAR	22,877.40
C 2860.160-05-0000	NON-INSTRUCT SAL	58,654.81
C 2860.160-05-1000	NON-INSTR SALARIES	39,776.00
F201 2110.150-00-00	INSTRUCTIONAL SALARIES	56,001.00
A 1310.150-22-0000	ASST SUPER OF BUSINESS SALARY	163,032.00
A 2110.120-70-0000	TEACHERS SALARIES MS	87,133.65

3. **Modify Remaining Balances -** This routine allows the user to view and/or change the remaining amounts that were created in Step 2, prior to establishing or re-establishing the purchase order.
   NOTE: Changes made here may be deleted after re-establishing the payroll encumbrance since every time the Calculate Remaining Balances routine is run, nVision is calculating remaining amounts based on ACTUAL payroll salaries and does not include changes made here.
   a. **To update** the remaining amount in an account code, highlight the appropriate account code and double click or click [Update Record]. Modify the remaining amount. Save the record.

   A Demo CSD - Payroll Purchase Order for A2110130770000

   File   Edit   View   Help

   New   Update   Save   Save and Close

   Payroll Purchase Order Information

   Account: A 2110.130-77-0000
   Account Name: TEACHING SALARIES HS
   Remaining Amount: $ 214,598.96

   b. **To add** an account code and remaining amount, click [New Record].
      i. Use the lookup to enter the account code. Enter the remaining amount. Save the record.
   c. **To delete** an account code and amount, highlight the appropriate account code and click [X].

4. **Establish/Re-establish Purchase Order**
   NOTE: The Calculate Remaining Balances MUST be run prior to running this routine. See Step 2.
   a. Click [Establish / Re-Establish] on the upper right-hand side of the window.
   Establish OR Re-Establish Purchase Order

b. **Establish Purchase Order** – If there currently is not a Payroll Purchase Order being used, the Establish/Re- Establish PO window will prompt for a **Payroll PO Number** to record the encumbrances against. Since this usually is not a physical PO, choose a number that is meaningful, but does not duplicate any other PO numbers entered in nVision.

-OR-

c. **Re-establish Purchase Order** – If there currently is a Payroll Purchase Order being used, the Establish/Re- establish PO routine will NOT prompt for a PO #, but will simply compare the current amounts established to the current PO balances by account and make any adjustments (Increases or Liquidations) to the Purchase Order that may be necessary.

d. Enter the **Effective Date**. The date should be any date on or after the last payroll distributed.

e. Use the drop-down to select a **schedule** for the encumbrances to be recorded in.

f. Click [Run] to establish or re-establish the purchase order.

g. Click OK at the completion prompt.

NOTE: Once a purchase order has been established, nVision displays the saved PO number on the Payroll Purchase Order processing window.

5. View Purchase Order Schedule Report
   a. Path: Reports/Schedule Reports/Purchase Order Schedules
   b. Choose the schedule used to encumber the payroll and include Account Distribution.

99999	2054 PAYROLL ENCUMBRANCE	☐ Establish Payroll Purchase Order			
		08/12/2014	☑	A 1240.150-33-0000	194,792.31	0.00
		08/12/2014	☑	A 1310.160-22-0000	122,654.03	0.00
		08/12/2014	☑	A 1620.160-44-0000	127,765.39	0.00
		08/12/2014	☑	A 1621.160-44-0000	34,134.62	0.00
		08/12/2014	☑	A 2020.150-77-0000	89,774.04	0.00
		08/12/2014	☑	A 2110.120-66-0000	414,037.85	0.00
		08/12/2014	☑	A 2110.130-77-0000	214,598.96	0.00
		08/12/2014	☑	A 2110.160-66-0000	39,210.00	0.00
		08/12/2014	☑	A 5510.160-55-0100	62,732.69	0.00
		08/12/2014	☑	A 5510.160-55-5000	22,877.40	0.00
		08/12/2014	☑	C 2860.160-05-0000	58,654.81	0.00
		08/12/2014	☑	C 2860.160-05-1000	39,776.00	0.00
		08/12/2014	☑	F201 2110.150-00-00	56,001.00	0.00
		08/12/2014	☑	A 1310.150-22-0000	163,032.00	0.00
		08/12/2014	☑	A 2110.120-70-0000	87,133.65	0.00

Other Notes

- After encumbering payroll, when a payroll is distributed into accounting, the Payroll to General Ledger Distribution routine automatically liquidates the encumbrance by the amount of the expense distributed, up to the amount currently encumbered.
- The Payroll PO is treated just like a normal purchase order, which can be liquidated through the Liquidate PO routine.
- At fiscal year end, the Payroll PO must be cancelled (fully liquidated). The Payroll PO Number will be automatically removed from the Payroll Purchase Order window until a PO with a different number is established in the next fiscal year.