Accounting Module

Trust and Agency

The Trust and Agency routine can be used to automate the creation of disbursements for a given payroll from the Trust & Agency fund. Payments for Federal, FICA/Medicare (including the Employer share), State and City withholdings in addition to other employee related disbursements like Credit Union deductions, Garnishments, TSA Contributions, Organizational Dues, Retirement Loan payments, etc., can be included in the routine.

Important Notes When Preparing to Use Trust and Agency Processing
- Make sure that G/L Accounts and A/P Vendors have been added for ALL deductions in the Deduction Codes Setup table in Payroll. This will help in two ways:
    - This information will be printed on the Payroll Transaction Journal report where it can be referenced.
    - The Trust and Agency routine defaults these values for any new codes that are set up.
- Make sure that one of the Bank Account Names is flagged as the Trust Agency Checking account in the Bank Setup table.

Trust and Agency Payment Setup
Path: Accounting/Data Entry/Cash Disbursements/Trust and Agency/Payment Setup

Deduction Code	Deduction Name	Vendor	Vendor ID	Employee Name	Employee ID	Payment Cycle	Payment Method	Payment Type
CRED UN	CREDIT UNION	CREDIT UNION	2047			Every	Check	Consolidated
DUES-CS	CIVIL SERVICE DUES	CSEA	2061			Every	Check	Consolidated
DUES-SUB	SUBSTITUTE DUES	DEMO CSD TEACHE…	2062			Every	Check	Consolidated
DUES-TCH	DUES	SAANYS	1522			Every	Check	Consolidated
ERS	EMP'S RETIREMENT…	EMPLOYER SERVICE…	547			Monthly	Wire Transfer	Consolidated
ERSLN	ERS LOAN	EMPLOYER SERVICE…	547			Monthly	Wire Transfer	Consolidated
FLX-DEP	FLEX-DEP CARE	HEALTH LINK	762			Every	Check	Consolidated
FLX-MED	FLEX MEDICAL	HEALTH LINK	762			Every	Check	Consolidated

The following are system-default trust and agency codes:
- FICA-EMPL - Employees' share of FICA
- FICA-EMPR - Employer's matching share of FICA
- FWT - Employees' Federal Tax Withholding
- MCTM-EMPR - MCTMT Employer Tax (not applicable after April 1, 2012)
- MEDI-EMPL - Employees' share of Medicare
- MEDI-EMPR - Employer's matching share of Medicare
- NET - Net Payroll to Disburse
- SWT - Employees' State Tax Withholding
- NYC - Employees' NYC Tax Withholding (if applicable)
- YON - Employees' Yonkers Tax Withholding (if applicable)
    - **NOTE:** If you do not wish to automate any of these default codes, simply change the Pay Cycle to Never.

Adding Other Trust and Agency Codes
- There are two methods to add TA Codes for deductions that were NOT set up by default.
    - Manually add ALL deduction codes on the Payment Setup window.
    -OR-
    - Generate Trust and Agency Payments for a pay period on the Payment Processing window. This will add any missing TA payments included on the current summarized payroll. While the routine will add the new codes, the user must update these codes on the Payment Setup. If the Deduction Code Setup table has had the G/L Account and A/P Vendor updated, these values will default from the table. The Payment Cycle for any new codes created during the Generate Payment Process, however, defaults to N/A and puts them on Hold, so if there are NEW code(s) created that should be paid on this particular run, one of the following two steps must be taken prior to creating the disbursements:
        - The new code(s) must be updated with the proper Payment Cycle and the user must manually remove the HOLD from the code(s) by highlighting the appropriate deduction code and entering Update mode on the Payment Processing window.
        -OR-
        - The new code(s) must be updated with the proper Payment Cycle on the Payment Setup window and the payroll dates generated again on the Trust and Agency Generation window.

    Manually adding Trust and Agency Codes on the Payment Setup window:
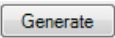   - Enter **Add** mode on the Payment Setup window.
    - Enter the Trust and Agency **Deduction Code**.
    - Enter the **Payment Method** as either Check, Wire Transfer, or Electronic. Check will produce a Computer
        - Check will produce a Computer Check to be printed from nVision.
        - Wire Transfer or Electronic creates Manual Check records.
    - Enter the **Payment Type**.
        - Consolidated – The most commonly used method, creates one check for employees with the same deduction using one consolidated detail line for all employees on the check stub.
        - Singular by Vendor (Typically only used for Garnishments) – Like the Consolidated option, this method creates one check for employees with the same deduction, except it uses multiple lines of detail (one for each employee) on the check stub. It requires an additional deduction code entry for each employee and allows the entry of a reference number for the employee which is printed as the Invoice number on the check stub.
        - Singular by Individual (Typically only used for Garnishments) – Creates a separate check and separate detail line item for each employee with the same deduction. This method requires an additional deduction code entry for each employee and allows the entry of a reference number for the employee which is printed as the Invoice number on the check stub.
            - **Note:** If the Type of Payment is Singular by Vendor or Singular by Individual, the Employee ID and Reference Number fields will open up for entry. For multiple employees, you must have multiple records for the same deduction codes, but with different employees linked to the records. The Reference Number field can be filled in with a unique reference number for each individual employee (defaults to the reference number, if one exists, on the deduction window for the employee in Employee Payroll Information) and is printed in the invoice field on the check stub.
    - Enter the **Payment Cycle** for when payment is made for the deduction.
        - The payment cycle can be Every, Weekly, Monthly, Quarterly, Annually, Never, or N/A.
    - Enter the **Vendor ID**. The vendor number specified for the deduction on the Accounting Information folder in Deduction Codes Setup is defaulted.
    - Enter the **Account** to create the disbursement for. The account specified for the deduction on the Accounting Information folder in Deduction Codes Setup is defaulted.
    - **Save** the record.

Generate Payments

This routine is used to create the trust and agency payment amounts for the current time period and payment cycles selected. From the Payment Processing window,

Payment Processing

Generate	Payment Report	Create Disbursements

Search ▾ 🔍 🔍 ▾ | Payment Cycle: (All) ▾ | Payment Method: (All) ▾ | On Hold: (All) ▾

Drag a column header here to group by that column.

Deduction Code	Deduction Name	Vendor ID	Vendor Name	Payment Method	Payment Cycle	On Hold	Current Amount	Unpaid Amount	Total Amount ▲
CRED UN	CREDIT UNION	2047	CREDIT UNION	Check	Every	☐	150.00		150.00
DUES-CS	CIVIL SERVICE DUES	2061	CSEA	Check	Every	☐	33.54		33.54
DUES-SUB	SUBSTITUTE DUES	2062	DEMO CSD TEACH...	Check	Every	☐			
DUES-TCH	DUES	1522	SAANYS	Check	Every	☐	59.55		59.55
ERS	EMP'S RETIREMENT...	547	EMPLOYER SERVIC...	Wire Transfer	Monthly	☑	576.33		576.33
ERSLN	ERS LOAN	547	EMPLOYER SERVIC...	Wire Transfer	Monthly	☑	15.00		15.00
FLX-DEP	FLEX-DEP CARE	762	HEALTH LINK	Check	Every	☐	5.00		5.00
FLX-MED	FLEX MEDICAL	762	HEALTH LINK	Check	Every	☐	216.49		216.49

- Click the **Generate** button.
- Choose the **Payroll Cycle** and the **Payroll Date**.
- Choose **Payment Cycles** to Generate payments for
  - Check any cycles associated to deductions you want to create payments for at this time. If you check only the Every Pay Cycle, nVision brings in every deduction and automatically checks the Hold flag for the Weekly, Monthly, Quarterly, and Annually payment cycle deductions.
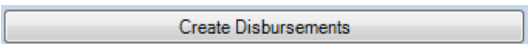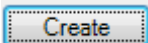- Click [Generate].

Review Payments

- Review TA codes and current payment information on the Payment Processing window.
- To print a report of the current payments, click [Payment Report].

Edit Current Disbursements

- Highlight the deduction record in the listing on the **Payment Processing** window and enter **Update** mode.
- There are 3 items that can be modified:
  - On Hold – A check box allowing the user to manually mark a deduction to be held from the current disbursements and to be carried forward as an unpaid balance
  - Current Amount – The current payroll amount set to be disbursed
  - Unpaid Balance – The amount of money which was held from previous payroll(s)
- **Save** the record.

Creating the Cash Disbursements

- Click [Create Disbursements].
- Select the appropriate **Disbursement Schedule** (warrant) that the payments should be recorded within.
- Enter the **Date** for the disbursements. For checks this is simply the entry date and may not necessarily be the same as the check date since that will be assigned during the printing process.
- Enter the **Wire/Electronic Reference Number**. This reference number will serve as a starting number for the manual disbursements created for Wires and Electronic payments. The first time you run Wires/Electronic payments, you should set this number at a number well outside of the normal check number ranges you are using. Once this routine has been run, the Ref# will default to the next number for each subsequent run.
- Click [Create] to begin the process.
- Once the disbursements have been created, any computer checks that were created can be printed through the normal Print/Post Checks routine. The Checks Waiting to Print report (Reports - Schedule Reports) may be run to confirm check amounts prior to printing them. In addition, disbursements created for Wires or Electronic payments may now be reviewed in the Manual Checks area or reported on via a Cash Disbursement Schedule report (Reports – Schedule Reports).