

Tips for Reporting Payroll Deduction Activity

Last Updated: February 6, 2018

Payroll deduction billing will be transitioning to being billed based on the activity reported through UFS Cash Management. The amount reported by the cost center during the billing cycle will automatically be added to invoice to be billed to the client.

This will require the cost center to verify the payroll deductions amount reported in UFS, on a daily basis, matches the POS system and any third-party system reports utilized as part of the payroll deductions process. This will also require the cash entry which includes the payroll deductions to be entered into UFS and transmitted on a daily basis.

If your cost center accepts payroll deductions as a form of payment; use these tips to ensure the proper reporting of your activity. Benefits of referencing these tips regularly:

- Avoiding the most common reporting mistakes.
- Ensuring the accuracy of your financial reporting.
- Positively impacting your bottom line.

Review & Reconcile Payroll Deduction Transactions Daily

If you utilize a third-party system to process your payroll deductions review that report and compare it to the register reading from your register or POS system. Review all payroll deduction reports daily to ensure the totals match. Research and resolve any discrepancies the same day if the reports do not match.

Verify Payroll Deductions before UFS Entry and Transmission

- Before entering into UFS compare your third-party report to your register report to ensure they are accurate.
- If the amounts agree report the payroll deduction activity as part of your regular cash entry.
- If amounts do not agree, research the discrepancy between the reports and make the necessary corrections.
- When amounts agree, proceed with entering the activity in UFS. This entry needs to be done on a daily basis. Confirm all amounts entered in UFS agree to the POS system/third party reports prior to transmitting.
- **If the activity reported through cash management is incorrect then the invoice will also be incorrect. Accurate and timely reporting is essential to the success of the automated billing process.**
- If an error is discovered after UFS transmission, please contact Revenue Accounting at 800-828-7762, option 2, option 1 for instructions on how to correct the error prior to the creation of the Client's invoice.

UFS Entry - Cash Management: Recording activity in the proper adjustment field will assist in timely reconciliation of activity. Enter the daily total of payroll deductions in the proper adjustment line in the Total Adjustments section of UFS:

- Adjustment Code 770 Payroll Deductions G/L Account #4685.4107
- This adjustment will automatically carry over to the Revenue Distribution section of UFS so that the cost center can apply the amount to sales and sales tax.
- Once the activity is reported the cost center must transmit it the same day.

Paid Outs	Credit Card Slips	Total Adjustments	Gross Receipts & Tax
Start of Shift Reason		Over/Short Amount Reason	
Code: Description (Type)	Account No.	Amount	
770: LES - PAYROLL DEDUCTIONS	46854107: Payroll Deduction	-25.00	
Total Adjustments:			-25.00

Paid Outs	Credit Card Slips	Total Adjustments	Gross Receipts & Tax
Start of Shift Reason		Over/Short Amount Reason	
Revenue Distribution			
Number: (Account Description)	Transaction	Amount	
70017200: RETAIL		0.00	
46854107: Payroll Deduction	0	-25.00	
Net Sales:		75.00	
Total Revenue Distribution:		-25.00	
Variance:		100.00	

It is imperative that the cost center verify the accuracy of the payroll deduction total being entered and that the cash entries be input and transmitted on a daily basis. This will result in the most accurate billing to the client.

Payroll Deduction Invoicing: Based on the payroll deduction billing cycle an invoice will be generated for your client that will match the total payroll deduction activity reported and transmitted through UFS. Daily review and transmission of the payroll deduction activity will assist in timely reconciliation and accurate billing.

Questions: Please call the Buffalo Shared Services Center:

- For information regarding how to report Payroll Deduction activity via UFS, call the Revenue Accounting Team at 800 828 7762, option 2 then option 1.