

## Negative Vendor ACH Generated This Run; to be Used Next Payroll Run

### E311-38

#### REPORT PURPOSE

With final payroll run 1, OSPA sends money to some vendors with an ACH. If agency payroll makes changes prior to final run 2 that reduce the amount we owe the vendor, we cannot recall the earlier payment. Instead, OSPA will record a vendor negative. Then, the next time OSPA has a payment for this vendor, the application will subtract the vendor negative from the amount owed. The E311-38 lists the vendor negatives generated during the payroll run from a prior ACH. They will be available for an offset for the next payroll run.

#### REPORT FREQUENCY

OSPA will print the report for each final payroll run. If there are no vendor negatives, the report will state "Nothing to Report."

#### MANAGEMENT CONTROLS

X	Legal compliance	X	Reliability of information
	Separation of duties		Access and accountability (physical security)
X	Audit compliance and resolution	X	Reasonable assurances and safeguards (waste, loss, and misappropriation)

#### RESPONSIBILITIES

OSPS will use this report to monitor outstanding vendor negatives where the state made the original payment with an ACH.

#### REPORT INFORMATION DETAILS

OSPA sorts the report by agency number, vendor deduction code, and deduction plan code.

## OSPA Reference Manual

### Reports

### Negative Vendor ACH Generated This Run

It includes:

- Agency Number, always 99999
- Deduction Code
- Deduction Plan Code
- Vendor Amount
- Pay Period Ending
- Description

It has a total for the vendor amounts.

### REPORT MESSAGE CODES

Code	Message with Code	Description

### SECURE STORAGE AND DESTRUCTION

The report does not include confidential information and does not require secure distribution, storage, or destruction.

### DATAMART ASSOCIATIONS

You can query certain elements of this report in the Datamart; but you cannot completely reproduce the report. Please contact OSPS to inquire about obtaining a duplicate report if necessary.

### OTHER INFORMATION

ACH vendor payments always have Central: Y on the PTD1 Payroll Deduction Table. OSPA will list them with transactions for agency 99999.

### REVISION HISTORY

Date	Rev. No.	Modification
	1.0	Original, WR# 3320