

Account Mapping

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What is Account Mapping?

- Used to 'reroute' accounts board amounts that are being distributed to
 - Any account dimension can be changed
 - 2xx objects are for Employer Distributions and Employer Retirement Share



Why use Account Mapping?

- Used often for grant accounts
 - Benefits sometimes can not be charged to these
- Used often to consolidate benefit accounts
 - Mapping can move multiple benefits accounts into one

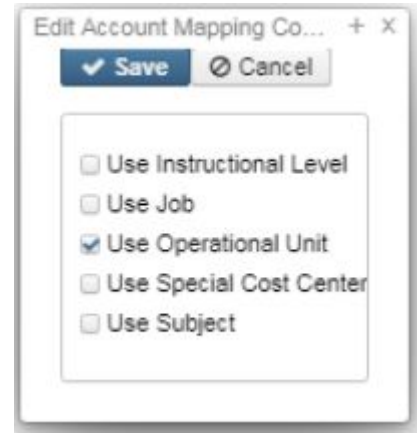


What programs use Account Mapping?

- Employer Distributions
- Employer Retirement Share
- Leave Projection

Account Mapping Configuration

- The **Account Mapping (System/Configuration/Account Mapping Configuration)** module allows you to determine how much detail you would like to keep for your benefit accounts.
 - Currently, the account to which the employee's salary will be charged is used to create a benefit account. However, under EMIS reporting, benefit accounts are not required to be maintained with as much detail as the budget accounts.
 - The district has the ability to indicate what dimensions should be carried forward when posting a benefit.
 - For instance, if **Use Operational Unit (OPU)** is 'checked', this means that when a benefit account is created on the system, this user would like the OPU that is to be charged for the employees pay to be carried through on all their benefit accounts.
- The **Special Cost Center (SCC)** flag is referring to all special cost centers under 9000. If a SCC on the employee's account is 9000 or greater, the SCC will automatically be carried through for all the benefits.





Employer Distributions

- Generates a worksheet to provide you with dollar amounts for the distribution of board paid deductions to the proper USAS accounts.
 - Uses payroll history so may be run as many times as desired
 - Used to replace pay account object code as part of the distribution process
 - 1xx codes are replaced with 2xx board benefit object codes
- Since board shares are paid through USAS, the **Employer Distribution** needs to know what object code should be charged for a particular Payroll Item. This is done by taking the USAS account from which this employee is being paid and substituting the board object code provided in the CORE/PAYROLL ITEM CONFIGURATION option in place of the employee's object code when the Employer Distribution worksheet is created.



Employer Retirement Share

- Distributes the board's retirement share by allocating amounts to non-general (non-001) fund accounts at a flat 14% rate of the current payroll items paid. Any remaining amount is then allocated to the general fund (001) accounts by prorating to each account based on the current payroll items paid. Employer Retirement will not create accounts if they don't exist. It will use USPS Mapping for the accounts. The object codes are used from the payroll item configuration and mapping.
- The distribution amounts given in the State Foundation distribution are entered into the 'STRS and SERS Amount to Distribute' fields. Based on the amounts entered, the report then gathers the payroll items data for the current processing month by looking at the Payroll Items paid on the following pertinent salary accounts.
- System/Configuration/Employer Retirement Share Configuration
 - To include ONLY Employer Distribution accounts - check the box
 - To include ALL (employer distribution and non employer distribution) accounts leave the box UNchecked



1	Leave Projection OBJ conversion			
2				
3	Leave Type	Certificated	Classified	
4	Sick		121	151
5	Personal		122	152
6	Vacation		123	153
7	Holiday		124	154
8	Professional		125	155
9	Military		126	156
10	Jury Duty		127	157
11	Other		129	159
12	Calamity		131	161

Leave Projection

- The regular payroll process does not automatically charge the appropriate leave accounts. To distribute the leave amounts to the correct USAS benefit accounts, the program Leave Projection must be run. If Leave Projection is not run, all leave is charged to the regular pay account.
- Generates worksheets to provide you with dollar amounts for the distribution from which absences may be charged to the proper leave accounts. The Leave Projection Report may be used to charge out all leave benefits or only specific ones
- Creates a posting file which will be posted by the USAS Integration/Leave Projection Submission program.
 - Contained in this posting file will be a positive reduction of expenditure to the regular payroll account (giving the money back) and a negative reduction of expenditure to the appropriate leave account.
- The Leave Projection program switches the object code of all the active pay accounts for an employee and prorates the leave charges across those accounts that were active at the time of the absence.



Account Mapping

- Order option is the number in which the information should be entered and processed.
 - Assign more detailed accounts with lower order numbers and less detailed accounts a higher order number
 - Once an account matches a line of mapping, the account can not be charged again.
- Each account is only mapped ONCE
- Wildcards can be used
 - Be careful of wildcards in the object codes due to various programs using the mapping entries
 - Use 2xx objects for Employer Distributions and Employer Retirement Share

Insert	Ord ^
+	1
+	2
+	3
+	4
+	5



Account Mapping

Original Account (left side) - enter the original account number.

- Object code has already been changed to 2xx object code for board benefit before it gets to read the account mapping entries

Mapped Account (right side) enter the account number to be charged

Account code may be entered using wildcards:

- % represents a single digit
- * represents multiple digits

Mapping lines are NOT changed by USAS programs Account Change or Fund Change



Account Mapping - Wildcards

Wildcard samples:

- To specify all SCC's beginning with 90 and ending with 0, the SCC would be entered as 90%0.
- To specify all Functions ending with 30, enter the Function code as *30.
- Any account code dimension that are left blank will be filled with the same value of that same dimension from the original account