Your Afternoon Entertainment

Starring:

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List of Most Common
errors

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1. Invoice missing court official signature
2. Timesheet missing employee and/or supervisor signature
3. Reported expenditures on the invoice do not match the expenditures reported on the summary sheet
4. Invoice reflects incorrect calculation of the total reimbursable amount
5. Summary sheet reflects incorrect year-to date expenditures
6. Reallocated funds (increased/decreased) without an approved budget revision
7. Added new expenditure line item without an approved budget revision
8. Did not allocate shared expenses (claimed 100%)
9. Allocated expenses incorrectly (using higher percentage rate than approved operating percentage rate)
10. Did not provide supporting documentation
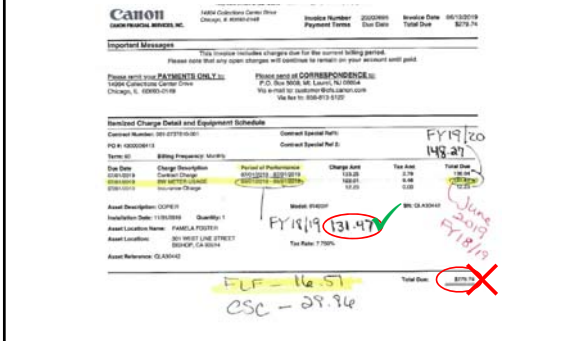11. No service contracts for contracted personnel

Invoice Missing
Court Official Signature

Timesheet Missing Employee and/or Supervisor Signature

Reported Expenditures on the Invoice Do Not Match the Expenditures Reported on the Summary Sheet
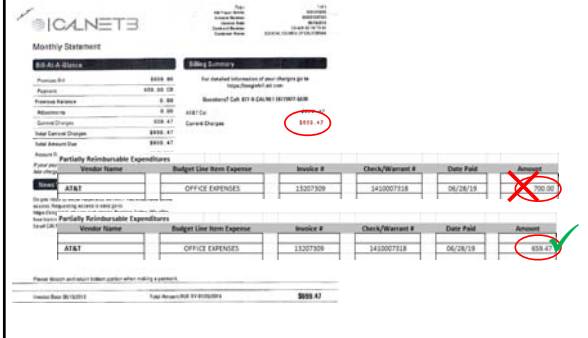
Invoice Reflects Incorrect Calculation of the Total Reimbursable Amount

Summary Sheet Reflects Incorrect Year-to Date Expenditures

Previously Billed + Current Expenditures = Year to Date Expenditures

Each month: Copy your previous invoice's YTD column and Paste as Values to your new invoice's Previously Billed column

These totals should also balance to the expenses recorded in SAP per your WBS Project Number

Reallocated Funds (increased/decreased) Without an Approved Budget Revision

Added New Expenditure Line Item Without an Approved Budget Revision

Did not allocate shared expenses
(claimed 100%)

Allocated expenses incorrectly
(using higher percentage rate than approved operating percentage rate)

The full amount of the expenditure is entered here

The total is reduced by the partial reimbursable OPR

The Operating Percentage Rate (OPR) must be the **Approved Rate**

Missing Supporting Documentation

No Service Contracts for Contracted Personnel

Budgeted Line Items from Summary Sheet:

OPERATING EXPENSES
- CONTRACTED COMMISSIONER
- CONTRACTED COURT REPORTER
- CONTRACTED COURT INTERPRETER
- COUNTY SERVICES
- OFFICE EXPENSES
- OTHER CONTRACT
- TRAVEL/TRAINING/REGISTRATION
- EQUIPMENT RENTAL/LEASE
- IT REPAIR/MAINTENANCE
- RENT/STORAGE
- SECURITY: PERIMETER
- SECURITY: BAILIFF SERVICES

Self-Audit Invoices Before Submitting

Customizing Reports in SAP

Reports You Can Use

- Recommended by Bridgette Hubbs, Senior Fiscal Analyst, in Branch Accounting and Procurement Administrative Division

- **ZGL001** - GL Expenditure Line Items
- **ZGL003** - Journal Entry Detail Report
- **ZBCS04** - Budget Summary-Funded Program: Selection
- **CJI3** – Display Project Actual Cost Line Items
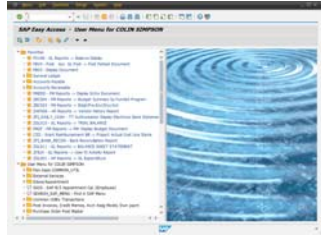
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First, Run the Report

Before you can set the layout, you need to run the given report once.
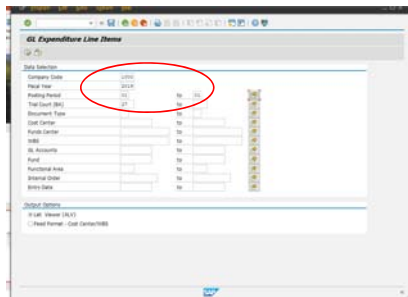
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Select Change Layout
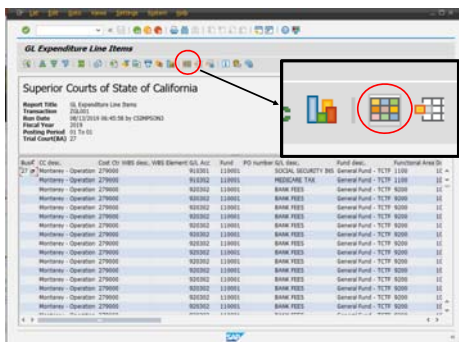
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Some Changes You Can Make

- Change the Displayed Columns in your report

- Change the order in which columns are displayed

- Change the sort order
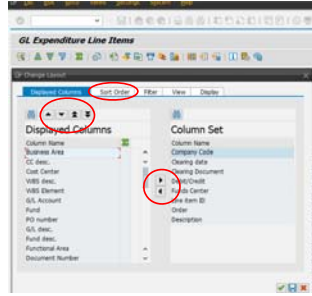
Now Just Save Your Layout
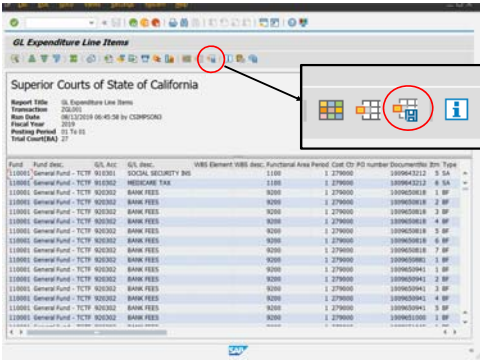
Now Just Save Your Layout
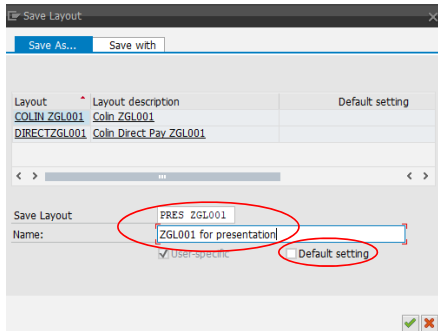
Access Your Layout

If not your default layout, just click on the "Select Layout" button.
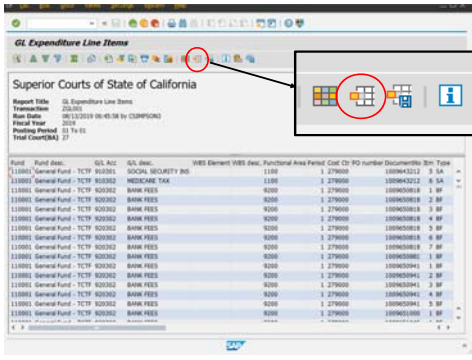
Access Your Layout

You usually need to scroll down to the bottom to find your layout, then click on the layout name to use it is usually

Questions, Comments, or Ideas?

Expense to SAP Entries

How to expense Payroll & Benefit expenses from the *PAYROLL SUMMARY SHEET* to expenses coded in SAP to the program.

Inyo Superior Court Sample

- The flow of our process:
  - County provided payroll services
  - Payroll & Fringe Benefits report from County's system converted to Excel
  - Data in Excel transitions to Journal Entry to upload in SAP
  - The breakout of the Journal Entry = payroll set up per 7A & manually changed to match the expense provided by the *PAYROLL SUMMARY SHEET*

Inyo Superior Court Sample

Inyo Superior Court Sample

Inyo Superior Court Sample

Inyo Superior Court Sample

Inyo Superior Court Sample

Customizing Reports in ADP Workforce Now

Getting Started

Since you are accessing pay and benefits, you will likely need to log in as an Administrator. Click on the "Reports" tab and select "All Reports" under the "Custom Reports" column.

Creating a New Report

Click the "Add" link to create a new custom report. You will then be asked to name your report and provide a description (optional).
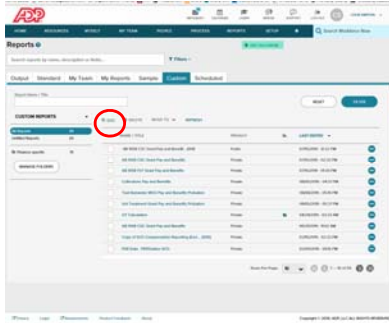
Creating a New Report (cont'd)

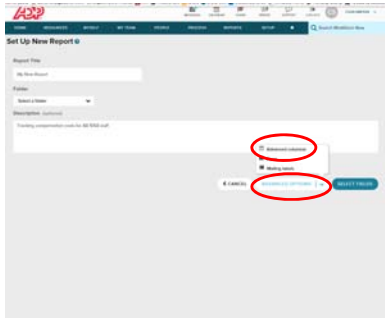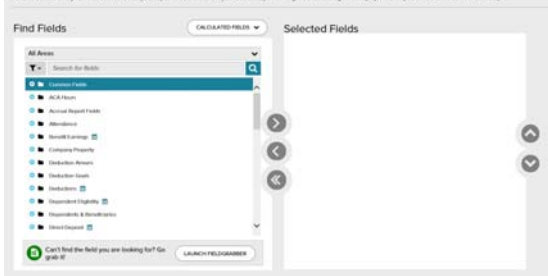Click "Advanced Options" and select "Advanced Columnar". You can just click on "Select Fields" instead, but the "Simple" format is much more difficult to customize.

Select Your Fields

Select Your Fields (cont'd)

- Though there are 7 steps to creating the report, you really only need to focus on "Select Fields", "Add Filters", and "Run a Report".
- Most fields are easy to locate like Name, Employee Number, and Pay Period Date. However, some earnings and benefits are harder to find.
- This may vary by court, but for benefits for my court, I select under the "Pay Statements" category, the "Memo Amount" field and once moved to the "Selected Fields", I can pick the specific benefit.
- For specific earnings, like cell phone pay allowances or flex cash benefits if you record those in a separate GLs, I select under the "Pay Statements" category, the "Additional Earnings" field and once moved to the "Selected Fields", I can pick the specific earned items.
- Then just click "Save and Next" and click "OK" for the pop-up window. You can then move on to "Add Filters".

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Add Filters

- This is where you can filter the information based on specific parameters for one of the fields you selected.
- For AB 1058, you would use this to limit the report to just the court staff that work on the program.
- For Monterey, the "File Number" is the employee's unique identifying number and I filter based on that field. File Number likely serves the same function for your court.
- You also set up pay date range filter under "Add Filters", but you will actually enter the pay date range you want in the "Run a Report" section.
- Then just click "Save and Next". You can then move on to "Run a Report".
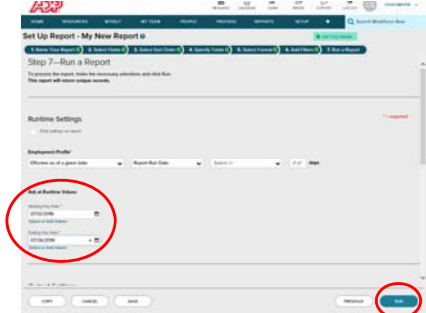
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Add Filters (cont'd)
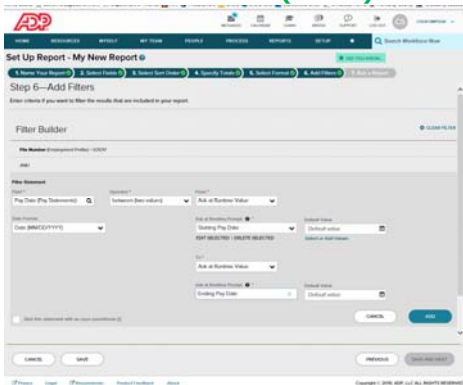
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Run a Report

Now for the easiest part. Just enter the "Starting Pay Date" and "Ending Pay Date" dates in the "Ask at Runtime Values" section. Click "Run" to execute the report. You can then output it to Excel.

Questions, Comments, or Ideas?