

For: State and County Offices and APFO

Correcting Accounting Data Codes on T&A's

Approved by: Acting Deputy Administrator, Management



1 Overview

A

Purpose

This notice provides information for **correcting accounting data codes** in the National Finance Center (NFC) database for State and County Offices and APFO employees **when notified of invalid accounting data on T&A's**.

B

Contact

If questions, contact the appropriate office according to this table.

Location	Contact
State Office and APFO	<ul style="list-style-type: none"> • one of the following at KCAO, PD if a Federal employee <ul style="list-style-type: none"> • Carolyn Layden at 816-926-6709 • Myrna Highlander at 816-926-6184 • Debbie Simmons, FMD at 703-305-1309 for non-Federal employees.
County Office	State Office

Note: If questions concern file names or transmissions, contact the National Help Desk through the State Computer Specialist.

Disposal Date	Distribution
October 1, 2001	State Offices; State Offices relay to County Offices; APFO

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2 Correcting Accounting Data on T&A's Prepared Using PC-TARE

A

Format for Accounting Codes

Enter the correct accounting codes on T&A's according to 98-FI (Rev. 6), subparagraphs 12:

- A through C, if correction is for a Federal employee
 - D and E, if correction is for a non-Federal employee.
-

B

Correcting Accounting Codes

Follow instructions in this table to correct and submit T&A's with invalid accounting data by individual pay period.

Step	Action
1	Using the master disk for the pay period being corrected, access the PC-TARE Main Menu.
2	On the PC-TARE Main Menu, select option 6, "Enter Corrected T&A."
3	On the Corrected T&A Screen, select option 1, "Enter Corrected T&A."
4	The posting screen will be displayed. Enter SSN for T&A being corrected, then ENTER "1" in the "AC" field.
5	On the first transaction line enter the correct accounting data in columns APP through C. PRESS "F4" to update. After completing corrected T&A's for the pay period, return to the PC-TARE Main Menu.

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2 Correcting Accounting Data on T&A's Prepared Using PC-TARE (Continued)

**B
Correcting
Accounting
Codes
(Continued)**

Step	Action
6	On the PC-TARE Main Menu, select option 3, "Print T&A."
7	On the Print T&A Function Screen, select option 3, "Selected T&A Only."
8	<p>A screen will be displayed listing T&A records. ENTER:</p> <ul style="list-style-type: none"> • "Y" to print corrected T&A's • "N" for the other T&A's. <p>Return to the PC-TARE Main Menu.</p>
9	On the PC-TARE Main Menu, select option 4, "Prepare Xmit File for NFC."
10	On the Prepare Xmit File Screen, select option 3, "Selected T&A Only."
11	<p>A screen will be displayed listing T&A records. ENTER:</p> <ul style="list-style-type: none"> • "Y" to transmit corrected T&A's • "N" for the other T&A's. <p>Return to the PC-TARE Main Menu.</p> <p>Important: Transmit only 1 pay period per transmit disk.</p>

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3 Uploading Corrected T&A's to BBS or NITC

A

Creating Upload File

Follow these instructions to create an upload file.

IF uploading to...	THEN...
BBS	use file name for corrected T&A.
NITC	<p>go into:</p> <ul style="list-style-type: none">• TSO• session• properties• file transfer. <p>Under "file handling", put a check in the box next to "append", then click "OK".</p> <p>Note: Use "append" for multiple corrected T&A's only.</p> <p>Use the file name always used for uploading corrected T&A's to NITC.</p> <p>When closing the session, click "no" when asked to save connection properties.</p>

Note: Upload corrected T&A's, for invalid accounting codes, **only** on Monday through noon on Thursday, local time the week after PAYE runs.

4 Committee Member T&A's

A

Recording Correct A/C Code

Most of the non-Federal accounting data code problems concern committee members' T&A's. NFC applies default accounting codes to force the release of required payments. Default accounting is used when there is no record of the correct accounting data codes. This problem can be eliminated if all committee members' T&A's are recorded with an A/C Code of "1" on the first T&A and an A/C Code of "2" on the next T&A to lock the accounting in the NFC system.

5 Reviewing Corrected Accounting Data on Data Warehouse Reports

A

How Corrected Data Is Shown on Reports

Corrections made through the T&A process will be shown on the:

- DW1112ct and DW1112st reports for the month in which the corrections were submitted

Example: Corrected T&A's for Pay Periods 1, 2, and 3 submitted in Pay Period 6 will all be shown as April activity.

- DW1700ct, DW1701ct, DW1701st, and DW1701st reports for the pay period in which the corrections were submitted.

Example: Corrected T&A's for Pay Periods 1, 2, and 3 submitted in Pay Period 4 will all be shown as Pay Period 4 activity.
