D06. Invalid Cost Allocation and Payroll Suspense Dashboard

Purpose
Invalid Cost Allocation and Payroll Suspense Dashboard is designed to inform fiscal officers and other users with the information necessary to identify positions with an invalid chart-filed combinations. This dashboard provides two reports, the Invalid Cost Allocations and Payroll Suspense. The Invalid Cost Allocations helps identify positions that might result in suspense if the corresponding chartfield error(s) are not corrected before payroll cycle runs. In addition, the Payroll Suspense report’s intended purpose is to provide users the availability of viewing invalid costing assignments that have been already deemed suspended.

Please note:
Payroll suspense consists of salaries associated with invalid costing allocations in PeopleSync, invalid chartfield combinations related to payroll accounting adjustments, and cost transfers processed through the Effort Reporting System (ERS).

It will be incumbent upon each school and department to review the report and process the necessary journal entry to correct the payroll edit suspense transactions Schools and departments will also need to review the “Invalid Costing Allocation” report to determine if the PeopleSync costing allocation needs to be corrected.

A delay in correcting the suspense may result in a significant financial burden to the school or department from an erroneous balance available associated with an operating, discretionary, or sponsored account. Additionally, in the case of a sponsored project, the award may expire and the ability to invoice the sponsor for the salaries, fringe and associated overhead may be lost.

For further insight on either dashboard page please refer to:
Invalid Cost Allocations
Payroll Suspense

Who should use this Dashboard?
Fiscal Officers/Payroll/SPA

Training and Access
Please visit UDW+ Financial Reporting Training and Access.

Security
User’s access is based on Supervisory Org and Cost Center from PD3 Security. (Sup Org will capture all users from HR perspective and PD3 Cost Center will enable FO owners/users).

Help
For questions about UDW+, contact Decision Support Group at 212-998-2900 or askdsg@nyu.edu.