

**MODULE 9**

**REPORTS REVIEW**

**DEPARTMENT OF ACCOUNTS  
CIPPS INTRODUCTORY PAYROLL TRAINING  
Module 9 – Reports Review**

**AUTOMATICALLY GENERATED REPORTS**

<b>REPORT NUMBER</b>	<b>REPORT NAME</b>	<b>HOW INITIATED/RECEIVED</b>	<b>INFORMATION PRESENTED</b>	<b>USE</b>
<b>RDMS Manifest</b>	<b>RDMS Manifest</b>	Daily, automatically	Lists all reports generated during overnight processing - Should receive this report and an Input Transaction Listing (#1001) for batch 0 daily	Ensure that all reports have been received and verified prior to certification of payroll
1001	<b>Input Transaction Listing</b>	Daily, automatically - Upon input	All batch transactions keyed (agency and DOA)	Verification that all applicable batch transactions were keyed
1006 or 1010	<b>Change Listing</b>	Automatically - when changes are entered to CIPPS masterfiles	Prior value and current value based on the change. Listed in employee order or type of change order (#1010)	Verify that masterfile changes were entered correctly, especially relating to salary or wage amount
1009	<b>Employee Diagnostic</b>	Automatically - when payroll transactions cannot process as entered	The employee number, the change or transaction that was not accepted, a brief reason for not processing	Provides an opportunity for errors to be corrected in a timely manner so transactions can be rekeyed after appropriate changes have been made
1013	<b>New Employees Added</b>	Addition of new employee record	Employee number and name	Notification that a new record has been added to the system so employment, salary/wage, and all other applicable information can be verified.
1017	<b>Updated Pending File</b>	Automatically - when batch transactions are added to the pending file from input or payroll processing	Entry date, sequence number, employee number, transaction type, and other relative information (i.e., ded. or special pay number, hours, dollars, etc.), and the action being taken with each transaction (added or deleted)	Verify that no transactions have an entry date prior to the ending date of the current pay period. If so, research is required to determine if the transaction should be deleted or if masterfile changes are required in order for the transaction to process.

**DEPARTMENT OF ACCOUNTS  
CIPPS INTRODUCTORY PAYROLL TRAINING  
Module 9 – Reports Review**

Date 06/15/07 Time 20.37.45 \_\_\_\_\_ RDMS Manifest report for packet CMP00101 \_\_\_\_\_ Page 6

Distribution Job = ACTJEDST/JOB01784 EDIT PAY REPORTLINE 101 HARDCOPY for location CMP00101

Report Identifier	Report Title		JESJOB		Lines	Report Pages	Relative Page LOC	Copy -NO-	Distribution Key									
	Repository Name	Repository Nbr	Repository Date	Repository Time					Name	Nbr	1	5	10	15	20	25	30	
59 PAYRUN1	GROSS PAY LIMIT EXCEEDED	01845	06/15/07	20.26.38	ACTJPSEC	01774	19	1	1	1	00101	00101						
1001 PAYRUN1	INPUT TRANSACTION LIST	01837	06/15/07	20.26.38	ACTJPSEC	01774	34	2	2	1	00101	00101						
1003 PAYRUN1	RELEASED PENDING TRANSACTIONS	01847	06/15/07	20.26.44	ACTJPSEC	01774	84	2	4	1	00101	00101						
1009 PAYRUN1	EMPLOYEES DIAGNOSTICS LISTING	01847	06/15/07	20.26.44	ACTJPSEC	01774	155	5	6	1	00101	00101						
1017 PAYRUN1	UPDATED PENDING TRANSACTIONS	01847	06/15/07	20.26.44	ACTJPSEC	01774	12	1	11	1	00101	00101						
2007 PAYRUN1	RECYCLED PENDING TRANSACTIONS	01839	06/15/07	20.26.38	ACTJPSEC	01774	10	1	12	1	00101	00101						
U104 PAYBU104	PAYROLL EDIT SCRUB	01833	06/15/07	20.15.57	ACTJPSEC	01774	16	1	13	1	00101	00101						
10 PAYRUN1	PAYROLL & DEDUCTION REG TOTAL	01845	06/15/07	20.26.38	ACTJPSEC	01774	9,229	360	14	1	00101	00101	101					
1004 PAYRUN1	TRANSACTION BALANCE SUMMARY	01847	06/15/07	20.26.44	ACTJPSEC	01774	135	5	374	1	00101	00101	101					
1005 PAYRUN1	COMPANY BATCH SUMMARY	01847	06/15/07	20.26.44	ACTJPSEC	01774	30	1	379	1	00101	00101	101					
Packet Totals							9,724	379										





**DEPARTMENT OF ACCOUNTS  
CIPPS INTRODUCTORY PAYROLL TRAINING  
Module 9 – Reports Review**

CO. NO. 10010 \*\*\*\*\* TRAINING COMPANY # 10 \*\*\*\*\*  
\*\* EDIT/REPORT RUN \*\*

REPORT 1006 DBS HR:M  
RUN ON 06/12/2007 AT 09:09:04  
REL 12.50.58 PAGE 4

HR:M CHANGE LISTING AS OF 07/24/2003

DATE	TIME	TERMINAL OPERATOR	TRAN ID	DBID	DESC	FIELD CHGD	POS NO.	-----CURRENT VALUE-----	-----PREVIOUS VALUE-----
						---NET CHANGE---			
06/11/2007	09:49	ERVIN	H0BNE	H0B	SHIFT CONTROL 2			0	
								1	
								0	
06/11/2007	09:49	ERVIN	H0BNE	H0B	STATE1 PERCT TAX			.999	
					.999			.000	
06/11/2007	09:51	ERVIN	H0BUO	H0B	WRK COMP CODE			1234	
06/11/2007	09:51	ERVIN	H0BUO	H0B	2DATE ELIG			02/01/2007	
					00/00/0000			00/00/0000	
07/24/2003	09:08		223	H0B	SCK PAY METHOD			1	
								0	
07/24/2003	09:08		223	H0B	VAC PAY METHOD			1	
								0	
07/24/2003	09:08		285	H0B	PERSONNEL CONST6			Y	
EMPLOYEE NO 1100560500 DED NO 21						LAST NAME NAMESMITH		DIV 001 OFC 941 DPT 000 SEC 00	
06/11/2007	10:44	ERVIN	H0ZDC	H0ZDEP	CARE	DED CONSTANT		50.00	
						25.00		25.00	
EMPLOYEE NO 1100560500						LAST NAME NAMESMITH		DIV 001 OFC 941 DPT 000 SEC 00	
06/11/2007	10:33	ERVIN	H0BAD	H0B	FIT EXTRA AMT			25	
					25			0	
06/11/2007	10:33	ERVIN	H0BAD	H0B	FIT STATUS			6	
								4	
EMPLOYEE NO 1155053600 DED NO 26						LAST NAME STROUD		DIV 122 OFC 856 DPT 000 SEC 00	
06/15/2007	09:08		225	H0ZAGY	HLTH	DED FREQUENCY		09	
								00	
EMPLOYEE NO 1155053600						LAST NAME STROUD		DIV 122 OFC 856 DPT 000 SEC 00	
06/11/2007	09:14	ERVIN	H0BB1	H0B	ACCOUNT NUMBER		1	21212121212	
06/11/2007	09:14	ERVIN	H0BB1	H0B	BANK NUMBER		1	51401001	
					51401001			0	
06/11/2007	09:11	ERVIN	H0BID	H0B	BUS PHONE			8046642198	
					8046642198			0	
06/11/2007	09:11	ERVIN	H0BID	H0B	DATE C			07/24/2003	
					00/00/0000			00/00/0000	
06/11/2007	09:10	ERVIN	H0BNE	H0B	EMPLOYEE STATUS			1	
								0	
06/11/2007	09:13	ERVIN	H0BUO	H0B	ESTAB NUMBER			1642	

**DEPARTMENT OF ACCOUNTS  
CIPPS INTRODUCTORY PAYROLL TRAINING  
Module 9 – Reports Review**

CO. NO. 10010 TRAINING COMPANY

REPORT 1010 CIPPS  
RUN ON 06/11/2007 AT 19:30:10  
REL 12.50.58 PAGE 1

HR:M CHANGE LISTING BY TYPE AS OF 06/09/2007

DIV	OFC	DPT	SEC	RECORD KEY	LAST NAME	-----CURRENT VALUE-----	-----PREVIOUS VALUE-----
						--NET CHANGE--	
FIELD NAME ACCOUNT NUMBER 1						TRAN ID HOBBI	
001	006	000	00	EMPLOYEE NO 010324867	MOORE	1952301032	
FIELD NAME BANK NUMBER 1						TRAN ID HOBBI	
001	006	000	00	EMPLOYEE NO 010324867	MOORE	53112592	
						53112592	0
						TOTAL NET CHANGE FOR BANK NUMBER	1 53112592
FIELD NAME CITY						TRAN ID HOBID	
001	006	000	00	EMPLOYEE NO 010324867	MOORE	CHESAPEAKE	
						CGESAPEAKE	
FIELD NAME DATE C						TRAN ID HOBID	
001	006	000	00	EMPLOYEE NO 010324867	MOORE	06/09/2007	
						00/00/0000	00/00/0000
FIELD NAME EMPLOYEE STATUS						TRAN ID HOBNE	
001	006	000	00	EMPLOYEE NO 010324867	MOORE	1	
							0
FIELD NAME ESTAB NUMBER						TRAN ID HOBUI	
001	006	000	00	EMPLOYEE NO 010324867	MOORE	0094	
FIELD NAME FLAG A						TRAN ID HOBUI	
001	006	000	00	EMPLOYEE NO 010324867	MOORE	N	
FIELD NAME FLAG C						TRAN ID HOBUI	
001	006	000	00	EMPLOYEE NO 010324867	MOORE	N	
FIELD NAME FLAG D						TRAN ID HOBUI	
001	006	000	00	EMPLOYEE NO 010324867	MOORE	C	
FIELD NAME FLAG I						TRAN ID HOBNE	
001	006	000	00	EMPLOYEE NO 010324867	MOORE	5	
							0

**DEPARTMENT OF ACCOUNTS  
CIPPS INTRODUCTORY PAYROLL TRAINING  
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CO. NO. 10010 \*\*\*\*\* TRAINING COMPANY # 10 \*\*\*\*\*  
\*\* EDIT/REPORT RUN \*\*

REPORT 1009 DBS HR:M  
RUN ON 06/12/2007 AT 09:09:05  
REL 12.50.58 PAGE 2

EMPLOYEE DIAGNOSTICS LISTING AS OF 07/24/2003

BATCH NO. 1

ENTRY DATE	SEQ NUMBER	EMPLOYEE NUMBER	TRAN CODE	PHS	CARD COL.	MSG NO.	FIELD IN ERROR	-----ERROR MESSAGE-----	-----CONTENTS-----
06152007	7	115505360	0 8XX	F	20- 22	105	PAY DED NO	DEDUCTION NOT SET UP FOR THIS EMPLOYEE	26

CO. NO. 10010 \*\*\*\*\* TRAINING COMPANY # 10 \*\*\*\*\*  
\*\* EDIT/REPORT RUN \*\*

REPORT 1009 DBS HR:M  
RUN ON 06/12/2007 AT 12:17:53  
REL 12.50.58 PAGE 1

EMPLOYEE DIAGNOSTICS LISTING AS OF 06/16/2007

BATCH NO. 0

ENTRY DATE	SEQ NUMBER	EMPLOYEE NUMBER	TRAN CODE	PHS	CARD COL.	MSG NO.	FIELD IN ERROR	-----ERROR MESSAGE-----	-----CONTENTS-----
06162007	38	103248670	0 8XX	F	17- 19	137	TRANSACTION CODE PENDED DUE TO STOP PAY TRANSACTION		8XX

**DEPARTMENT OF ACCOUNTS  
CIPPS INTRODUCTORY PAYROLL TRAINING  
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CO. NO. 10010 \*\*\*\*\* TRAINING COMPANY # 10 \*\*\*\*\*  
\*\* EDIT/REPORT RUN \*\*

REPORT 1013 DBS HR:M  
RUN ON 06/11/2007 AT 16:06:06  
REL 12.50.58 PAGE 1

NEW EMPLOYEES ADDED REPORT AS OF 07/24/2003

ENTRY DATE	TERMINAL OPERATOR	EMPLOYEE NUMBER	EMPLOYEE LAST NAME
06/11/2007	ERVIN	102035680 0	ROGERS
06/11/2007	ERVIN	115505360 0	STROUD
06/11/2007	ERVIN	125864530 0	O'REILLY

NUMBER ADDED 3

TOTAL ADDITIONS 3

**DEPARTMENT OF ACCOUNTS  
CIPPS INTRODUCTORY PAYROLL TRAINING  
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CO. NO. 10010

REPORT 1017 HR:M  
RUN ON 06/11/2007 AT 16:06:07  
REL 12.50.58 PAGE 1

UPDATED PENDING TRANSACTIONS AS OF 07/24/2003

ENTRY DATE	PND TYP	SEQ NUM	EMP NUM	TRN	2	3	4	5	6	7	8	9	0	1	2
					01	23	45	67	89	01	23	45	67	89	01
06152007		30	1000547800	700			2		1000						
06152007		4	1003258400	8XX 62						1500			000000000000000000000000		+
06152007		32	1032486700	700											
06152007		31	1035506400	700				7200	20454545						
06152007		6	1059620700	801						77873					+
06152007		7	1155053600	8XX 26						4114			000000000000000000000000		+
06152007		8	1258645300	8XX 15						1126			000000000000000000000000		
06152007		9	1258645300	8XX 16						16718			000000000000000000000000		
06152007		10	1258645300	8XX 20						579			000000000000000000000000		
06152007		11	1258645300	8XX 36						1225			000000000000000000000000		
06152007		15	1258645300	9XX 1			51			53500					
06152007		13	1688732600	9XX 9						458000					
06152007		14	1688732600	9XX 10			538			73523					
06152007		5	1874632900	8XX 62									000000000000000000000000		
06152007		16	1874632900	9XX 2			5			60000					
06152007		17	1874632900	9XX 62			5			30000					
06152007		18	1879425500	9XX 3			38			80000					
06152007		19	1879425500	9XX 4			538			40000					
06152007		25	1987351600	700				8000							
06152007		26	1987351600	700			2		800						

COMPANY  
NUMBER  
  
10010

ADDED  
TRANSACTIONS  
  
20

**DEPARTMENT OF ACCOUNTS  
CIPPS INTRODUCTORY PAYROLL TRAINING  
Module 9 – Reports Review**

**REPORTS GENERATED UPON REQUEST**

<b>REPORT NUMBER</b>	<b>REPORT NAME</b>	<b>HOW INITIATED/RECEIVED</b>	<b>INFORMATION PRESENTED</b>	<b>USE</b>
U104	CIPPS Payroll Edit/Scrub Request	Input by each agency as needed to request edits	By agency, the frequency(ies) being edited, the pay period and check dates, and the time keyed.	To ensure edits are requested for each pay period prior to pay to ensure the accuracy of payroll transactions. Ensure requests are entered timely and accurately.
1004	Transaction Balance Report	Upon Request for Edit or Pay	Batch transactions sorted by batch number that were accepted	Verify that transactions keyed passed all nightly batch processing edits
1005	Batch Summary	Upon Request for Edit or Pay	Batches keyed are listed in numeric order, with notation as to whether or not the batch is in balance	Ensure that any out-of-balance batch has been researched and any deleted transaction has been researched
10 - EDIT	Payroll & Deduction Register - PRE-CALC	Upon request for Edit	Gross-to-net calculation of all payroll transactions, automatic and batch, including all types of payments, deductions, and benefits, that will process with this payroll.	Ensure that all batch transactions, deductions, new and changes, automatic salary payments, tax changes, etc. were processed properly <b>prior to processing the payroll.</b>

**DEPARTMENT OF ACCOUNTS  
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CO. NO. 10010  
\*\*\*\*\* TRAINING COMPANY # 10 \*\*\*\*\*

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF ACCOUNTS

REPORT U104    PAYB0086  
RUN ON 06/12/2007 AT 09:08:29  
PAGE            1

-----CIPPS PAYROLL EDIT/SCRUB REPORT-----

THE FOLLOWING PAY FREQUENCIES WERE SUBMITTED FOR CIPPS SCRUB PROCESSING ON: 06/12/2007

CO #	PAY FREQ LO-HI	PAY PER	PERIOD BEGIN DATE	PERIOD END DATE	CHECK DATE	PAY TYPE	HOLD SWITCH	TIME ENTERED
----	-----	---	-----	-----	-----	-----	-----	-----
10010	70-71	1	01/25/2007	02/09/2007	03/01/2007	3	2	09:04:39

\*\*\*END OF REPORT\*\*\*

**DEPARTMENT OF ACCOUNTS  
CIPPS INTRODUCTORY PAYROLL TRAINING  
Module 9 – Reports Review**

CO. NO. 10010 \*\*\*\*\* TRAINING COMPANY # 10 \*\*\*\*\*

REPORT 1004 DBS HR:M  
RUN ON 06/12/2007 AT 09:08:52

BATCH 31

TRANSACTION BALANCE REPORT AS OF 06/15/2007

PAGE 4

SEQ. NO.	EMPLOYEE NUMBER	TRAN PAY CODE DED	REG HRS SPC HRS	REG-RATE/AMT SPC-RATE/AMT	OT HRS	OT RATE/AMT WORK	O-T ADJ T/P	SHF IND	AMT CHK A/P	DED IND	ST CDE	LOC CDE	ORG CODE	FRM DATE LABR	TO DATE DISTRIBUTION
20		IBC	31	392.00		32.00	225.454545						71 71		
30	100054780	0 700				10.00	.00 2			0				00/00/00	00/00/00
33	102035680	0 700	40.00	200.00			.00 0		1	0				02/01/07	02/09/07
32	103248670	0 700					.00 0			0				00/00/00	00/00/00
31	103550640	0 700	72.00	20.454545			.00 0			0				00/00/00	00/00/00
27	108710320	0 700	80.00				.00 0			0				00/00/00	00/00/00
28	108710320	0 700				10.00	.00 1			0				00/00/00	00/00/00
29	108710320	0 700				2.00	.00 2			0				00/00/00	00/00/00
23	132548620	0 700	40.00				.00 0			0				00/00/00	00/00/00
24	132548620	0 700	40.00	5.000000			.00 0			0				00/00/00	00/00/00
21	142652820	0 700	40.00				.00 0			0				00/00/00	00/00/00
22	142652820	0 700				2.00	.00 1			0				00/00/00	00/00/00
25	198735160	0 700	80.00				.00 0			0				00/00/00	00/00/00
26	198735160	0 700				8.00	.00 2			0				00/00/00	00/00/00

TRANSACTION BATCH STATISTICS

THIS BATCH IS IN BALANCE.

NO. OF EMPLOYEES NOT TO BE PAID 1

NO. OF TRANSACTIONS IN THIS BATCH 14

	REGULAR HOURS	OVERTIME HOURS	REGULAR RATE/PAY	OVERTIME RATE/PAY
TRANSACTION TOTALS	392.00	32.00	225.454545	0.000000



**DEPARTMENT OF ACCOUNTS  
CIPPS INTRODUCTORY PAYROLL TRAINING  
Module 9 – Reports Review**

CO. NO. 10010 \*\*\*\*\* TRAINING COMPANY # 10 \*\*\*\*\*  
\*\* EDIT/REPORT RUN \*\*

REPORT 10 DBS HR:M  
RUN ON 06/13/2007 AT 09:25:27  
REL 12.50.58 PAGE 3

PAYROLL AND DEDUCTION REGISTER AS OF 06/16/2007

DIV	OFC	DPT	SEC	EMP NUMBER	EMPLOYEE NAME											
RATE/AMT	CUR	REG	O/T	GROSS	FED TAX	OASDI TAX	HI TAX	TOT DED	NET PAY							
YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	CHECK DATE	CHECK NO					
SSN	ES	HOURS	MS	EX	ST	LOC	ST	LOC	(TD SICK	-	VAC)	NET CHECK	CHECK NO			
-----																
001	941	000	00	132548620	0	KIRBY R RADCLIFFE										
	5.150000	406.00	.00	406.00	15.81	25.17	5.88	.00	351.13							
		406.00	.00	406.00	15.81	25.17	5.89	.00				03/01/2007				
555-55-5555	1	80.00	.00	1	1	47	0	47	0	.00	.00	351.13	57874624			
	STATE TAX		LOCAL TAX		DI TAX											
CUR	8.01	.00	.00													
YTD	8.01	.00	.00													
-----																
001	941	000	00	132568740	0	PHILLIP RANDALL										
	1557.08	1557.08	.00	1557.08	149.11	91.86	21.49	150.50	1143.15							
		14013.72	.00	14033.74	1997.75	859.21	200.94	325.50				03/01/2007				
151-51-5151	1	86.67	.00	1	2	47	0	47	0	.00	.00	1143.15	57874625			
	STATE TAX		LOCAL TAX		DI TAX		IMPLIFE		RET CRDT		RETIRMNT		GRPINSR		DEP CARE	
CUR	68.47	.00	.00	.00	.00	.00	13.86	136.56	17.60	54.00						
YTD	645.21	.00	.00	.00	20.02	71.33	1,251.93	130.47	108.00							
	PRM CONV		AGY HLTH		PARKING		LT DISAB									
CUR	21.50	132.00	75.00	27.72												
YTD	67.50	838.00	150.00	55.44												
-----																
001	941	000	00	132568740	0	PHILLIP RANDALL									PAID UPDATE	
	1557.08	.00	.00	.00	.00	.00	.00	67.50-	ZERO NET							
		.00	.00	.00	.00	.00	.00	.00				09/16/2001				
151-51-5151	1	.00	.00	1	2	47	0	47	0	.00	.00	.00	916932300			
	STATE TAX		LOCAL TAX		DI TAX		PARKING									
CUR	.00	.00	.00	67.50-												
YTD	.00	.00	.00	.00												

**DEPARTMENT OF ACCOUNTS  
CIPPS INTRODUCTORY PAYROLL TRAINING  
Module 9 – Reports Review**

**KEY REPORTS GENERATED WITH PAYROLL PROCESSING**

<b>REPORT NUMBER</b>	<b>REPORT NAME</b>	<b>INFORMATION PRESENTED</b>	<b>USE</b>
U102	<b>CIPPS Payroll Certification Report</b>	Hard copy of information entered online by the agency to certify the payroll for processing.	To certify the correctness of payroll transactions to be processed, including the total gross dollars to be paid, authorizing DOA to process the payroll.
10 - PAY	<b>Payroll &amp; Deduction Register - ACTUAL PAYROLL</b>	Gross-to-net calculation of all payroll transactions - including update of year-to-date amounts.	Verification of final payroll totals and accuracy of payroll processing.
15	<b>Checks Issued Register</b>	Listing of each employee receiving an actual check, the name of the recipient of any third-party check for a garnishment or support payment, and the net amount of the check.	Verification that there are no extraordinarily large or small net amounts being issued
21	<b>Deduction Register</b>	This report is generated for each deduction and sub-deduction number, listing each employee who had this deduction withheld and the amount of the deduction. Agency-paid deductions are also provided.	Verification that deductions were withheld/charged appropriately and those tax-sensitive deductions were set up correctly.
26	<b>Direct Deposit Transmission</b>	Lists each employee who has an active deduction established for direct deposit to checking or savings, and the amount of the transfer.	Verification that there are no extraordinarily large net amounts being transferred
33	<b>Composite Tax Report</b>	Provides the total gross amount paid, and the taxable amount and taxes withheld for each tax category (federal, state, OASDI, HI, etc.) for employee and, where applicable, employer. Reflects tax masterfile totals. Totals are provided for other states, where applicable.	Ensure no taxes were withheld in certain categories (i.e., FUTA, DI) in which state employees do not contribute. Verify that tax-sensitive deductions and payments were taxed correctly. This function is performed automatically with the monthly 10 to 33 comparison, using year-to-date amounts
59	<b>Gross Pay Limit Exceeded</b>	Lists employees, if any, whose gross wages, including all types of pays, exceed the limit established at the agency level. (Default value is double base salary)	Verification that payments are correct and in accordance with available documentation.
U003	<b>Third-Party Check Reconciliation Register</b>	Lists each third party <b>agency</b> check, as well as the amount of the federal tax deposit being electronically transferred.	Verification of deduction totals and distribution of checks to third party recipients. Verify federal tax transfer.

**DEPARTMENT OF ACCOUNTS  
CIPPS INTRODUCTORY PAYROLL TRAINING  
Module 9 – Reports Review**

CONTROL AGENCY NO: 10010

COMMONWEALTH OF VIRGINIA

REPORT U102    PAYB0085  
RUN ON 06/13/2007 AT 10:09:31  
PAGE            1

DEPARTMENT OF ACCOUNTS  
-----CIPPS PAYROLL CERTIFICATION REPORT-----

DATE: 06/13/2007

FISCAL OFFICER

CONTROL AGENCY: \*\*\*\*\* TRAINING COMPANY # 10 \*\*\*\*\*

I APPROVE OF PAYMENT FOR THE FOLLOWING:

CO #	PAY FREQ	VOUCHER#	PAY PER	PERIOD BEGIN DATE	PERIOD END DATE	CHECK DATE	CURRENT GROSS PAY	PAY TYPE	HOLD SWITCH	LOGON ID	TIME ENTERED
----	----	-----	---	-----	-----	-----	-----	----	-----	-----	-----
10010	70	89898989	1	02/10/2007	02/24/2007	03/01/2007	1.00	3	2	ERVIN	09:41:08
10010	71	45454544	1	02/10/2007	02/24/2007	03/01/2007	.00	3	2	ERVIN	09:41:08

I CERTIFY THAT I HAVE REVIEWED THE REFERENCED PAYROLL DATA IN ACCORDANCE WITH PROCEDURES OUTLINED IN THE CAPP MANUAL, VOLUME 1, SECTION 50200, AND REASONABLY BELIEVE THAT THESE TRANSACTIONS ARE NECESSARY, ACCURATE AND APPROPRIATE.

\*\*\*END OF REPORT\*\*\*



**DEPARTMENT OF ACCOUNTS  
CIPPS INTRODUCTORY PAYROLL TRAINING  
Module 9 – Reports Review**

CO. NO. 10010 \*\*\*\*\* TRAINING COMPANY # 10 \*\*\*\*\*

REPORT 15 DBS HR:M  
RUN ON 06/13/2007 AT 10:10:23  
REL 12.50.58 PAGE 1

CHECK ISSUED REGISTER AS OF 06/16/2007

EMPLOYEE NO.	CHECK DATE	CHECK NO.	ALT.	BANK	AMOUNT	EMPLOYEE NAME
100632580	03/01/2007	59777917		0	820.87	BROWNING, KAREN T
122284700	03/01/2007	59777918		0	830.67	HUDGINS, JEFFREY R
100325840	03/01/2007	59777919		0	873.32	JOHNSON, ALICIA J
100154280	03/01/2007	59777920		0	761.80	JOHNSON, WAYNE D
102040550	03/01/2007	59777921		0	780.05	JOHNSON, WAYNE D
110056050	03/01/2007	59777922		0	1,010.86	NAMESMITH, DAVID
104628420	03/01/2007	59777923		0	200.00	CITY OF RICHMOND
108710320	03/01/2007	59777924		0	633.38	NEWTON, JULIA P
142652820	03/01/2007	59777925		0	296.06	NEWTON, JULIA P
125864530	03/01/2007	59777926		0	1,188.73	O'REILLY, SHANNON ELAINE
132548620	03/01/2007	59777927		0	351.13	RADCLIFFE, KIRBY R
132568740	03/01/2007	59777928		0	1,143.15	RANDALL, PHILLIP
102035680	03/01/2007	59777929		0	173.82	ROGERS, AMY S
168873260	03/01/2007	59777930		0	4,130.61	STRIDER, SALLY S
115505360	03/01/2007	59777931		0	1,172.03	STROUD, JOHN THOMAS
104687330	03/01/2007	59777932		0	603.21	TESTPERSON, RHONDAS
TOTAL CHECK	16	COMPANY TOTAL			14,969.69	

**DEPARTMENT OF ACCOUNTS  
CIPPS INTRODUCTORY PAYROLL TRAINING  
Module 9 – Reports Review**

CO. NO. 10010 \*\*\*\*\* TRAINING COMPANY # 10 \*\*\*\*\*

REPORT 21 DBS HR:M  
 RUN ON 06/13/2007 AT 10:10:23  
 REL 12.50.58 PAGE 9

EMPLOYEES WITHIN DEDUCTION 21 - DEP CARE AS OF 06/16/2007

EMPLOYEE NAME	EMPLOYEE NO SOC SEC NO	DEDUCTION CUR START DATE	DEDUCTION MTD END DATE	DEDUCTION YTD UTILITY	GOAL
NAMESMITH, DAVID	110056050 0 999-99-9999	50.00	150.00	150.00	600.00
RANDALL, PHILLIP	132568740 0 151-51-5151	54.00	162.00	162.00 000000000022000100 000000000022000100	1296.00
DEDUCTION 21 TOTAL		104.00	312.00	312.00	

**DEPARTMENT OF ACCOUNTS  
CIPPS INTRODUCTORY PAYROLL TRAINING  
Module 9 – Reports Review**

CO. NO. 10010 \*\*\*\*\* TRAINING COMPANY # 10 \*\*\*\*\*

REPORT 26 DBS HR:M  
RUN ON 06/13/2007 AT 10:10:23  
REL 12.50.58 PAGE 1

DIRECT DEPOSIT TRANSMISSION REPORT AS OF 06/16/2007

TRANSACTION CODE	EMPLOYEE NUMBER	EMPLOYEE NAME	DEDUCTION AMOUNT	ROUTING NUMBER	ACCOUNT NUMBER	TRACE NUMBER	
23	01258645300	O'REILLY, S. E.	.00	0510 0002 0	23232323232	54600174 0300001	
33	01046284200	NELSON, A.	.00	2510 8261 5	00001110001	54600174 0300002	
22	01059620700	ALCOTT, S.	856.40	0510 0001 7	43792143566	54600174 0300003	
22	01987351600	ANDERSON, J. A.	792.03	0510 0677 8	1234567890	54600174 0300004	
22	01003254700	BROWNING, K. T.	834.10	2514 7285 6	058745	54600174 0300005	
23	01006325800	BROWNING, K. T.	.00	2514 7285 6	058745	54600174 0300006	
22	01874632900	FRANKE, C.	1,683.98	2510 7298 4	255562745	54600174 0300007	
23	01001542800	JOHNSON, W. D.	.00	2514 7285 6	245726	54600174 0300008	
23	01020405500	JOHNSON, W. D.	.00	2514 7285 6	245726	54600174 0300009	
22	01068420000	MARTIN, C.	572.10	2510 7298 4	80034523	54600174 0300010	
22	01000547800	MCCLELLAND, T.	789.19	0510 0002 0	23232323232	54600174 0300011	
22	01046284200	NELSON, A.	124.93	2510 7298 4	80034523	54600174 0300012	
23	01325486200	RADCLIFFE, K. R.	.00	2510 7298 4	80034523	54600174 0300013	
22	01879425500	REID, J.	2,065.66	2510 7298 4	80034523	54600174 0300014	
23	01020356800	ROGERS, A. S.	.00	0510 0001 7	343434343	54600174 0300015	
23	01155053600	STROUD, J. T.	.00	0514 0100 1	21212121212	54600174 0300016	
22	01563972500	THOMPSON, J.	372.77	2510 7298 4	80034523	54600174 0300017	
23	01875263000	WARD, J. A.	.00	0510 0677 8	1092039304	54600174 0300018	
22	01000625000	WHITE, W. W.	1,175.24	2510 7298 4	630023004	54600174 0300019	
22	01751624500	WILSON, A.	1,427.39	2510 7298 4	255562745	54600174 0300020	
33	01258645300	O'REILLY, S. E.	.00	2510 8261 5	56565656565	54600174 0300021	
32	01035506400	ROGERS, R. R.	1,184.41	2510 7298 4	80034524	54600174 0300022	
32	01352684800	WILBUR, T.	372.78	0514 0100 1	31313131313	54600174 0300023	
200	ENTRY COUNT	23	CREDITS	12,250.98	ENTRY HASH	00417652904	00000000000
			DEBITS	.00			

**DEPARTMENT OF ACCOUNTS  
CIPPS INTRODUCTORY PAYROLL TRAINING  
Module 9 – Reports Review**

CO. NO. 10010 \*\*\*\*\* TRAINING COMPANY # 10 \*\*\*\*\*

REPORT 33 DBS HR:M  
RUN ON 06/13/2007 AT 10:10:23  
REL 12.50.58 PAGE 1

COMPOSITE TAX REPORT AS OF 06/16/2007

TAX UNIT 001

COUNTRY CODE 001	STATE CODE 47	LOCAL NAME	LOCAL CODE 0000	ESTABLISHMENT NO. 1642		
-----DESCRIPTION-----		-----CURRENT-----	---QUARTER TO DATE---	----PRIOR QUARTER----	----	----YEAR TO DATE----
		GROSS PAY	2,983.57	12,725.49	9,730.21	22,455.70
		FIT TAXABLE	2,911.57	12,502.49	9,712.71	22,215.20
		FIT NON TAXABLE	.00	.00	.00	.00
		FIT TAX	902.60	1,910.13	.00	1,910.13
		PENSION FIT TAX	.00	.00	.00	.00
		PENSION FIT TAXABLE	.00	.00	.00	.00
		EIC PAYMENT	.00	.00	.00	.00
		ST AEIC PAYMENT	.00	.00	.00	.00
		EMPLOYEE OASDI TAXABLE	2,961.57	12,652.49	9,712.71	22,365.20
		EMPLOYEE OASDI NONTAXB	22.00	66.00	.00	66.00
		EMPLOYEE OASDI TAX	183.62	784.45	602.19	1,386.64
		EMPLOYEE HI TAXABLE	2,961.57	12,652.49	9,712.71	22,365.20
		EMPLOYEE HI NONTAXABLE	22.00	66.00	.00	66.00
		EMPLOYEE HI TAX	42.95	183.47	140.83	324.30
		EMPLOYEE MEDICARE TXBL	.00	.00	.00	.00
		EMPLOYEE MED NONTAXABL	.00	.00	.00	.00
		EMPLOYEE MEDICARE TAX	.00	.00	.00	.00
		COMPANY OASDI TAXABLE	2,961.57	12,652.49	9,712.71	22,365.20
		COMPANY OASDI NONTAXBL	22.00	66.00	.00	66.00
		COMPANY OASDI TAX	183.62	784.45	602.19	1,386.64
		COMPANY HI TAXABLE	2,961.57	12,652.49	9,712.71	22,365.20
		COMPANY HI NONTAXABLE	22.00	66.00	.00	66.00
		COMPANY HI TAX	42.95	183.47	140.83	324.30
		COMPANY MEDICARE TXBL	.00	.00	.00	.00
		COMPANY MEDICARE NONTX	.00	.00	.00	.00
		COMPANY MEDICARE TAX	.00	.00	.00	.00
		FUTA TAXABLE	.00	.00	.00	.00
		FUTA NONTAXABLE	2,983.57	8,831.03	.00	8,831.03
		FUTA TAX	.00	.00	.00	.00
		SIT TAXABLE	2,911.57	12,491.93	9,708.75	22,200.68
		SIT NONTAXABLE	72.00	222.60	.00	222.60
		SIT TAX	133.97	584.51	474.65	1,059.16
		D.I. TAXABLE	.00	.00	.00	.00
		D.I. NONTAXABLE	.00	.00	.00	.00
		D.I. GROSS TAXABLE	.00	.00	.00	.00
		D.I. TAX	.00	.00	.00	.00
		COMPANY PAID DI TAX	.00	.00	.00	.00
		LOCAL TAXABLE	.00	.00	.00	.00
		LOCAL NONTAXABLE	.00	.00	.00	.00

**DEPARTMENT OF ACCOUNTS  
CIPPS INTRODUCTORY PAYROLL TRAINING  
Module 9 – Reports Review**

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CO. NO. 10010 \*\*\*\*\* TRAINING COMPANY # 10 \*\*\*\*\*

REPORT 59 DBS HR:M  
RUN ON 06/13/2007 AT 10:10:23  
REL 12.50.58 PAGE 1

GROSS PAY LIMIT EXCEEDED AS OF 06/16/2007

CHECK DATE	EMPLOYEE NAME	EMPLOYEE NO.	PAYRL	GROSS PAY	COMPANY RATE	CHECK LIMIT
03/01/2007	STRIDER, SALLY S	168873260 0	70	6396.98	2.000	2163.500

COMPANY TOTAL

TOTAL NUMBER OF EMPLOYEES 1 6,396.98

**DEPARTMENT OF ACCOUNTS  
CIPPS INTRODUCTORY PAYROLL TRAINING  
Module 9 – Reports Review**

CO. NO. 10010  
TRAINING COMPANY #10

COMMONWEALTH OF VIRGINIA  
CHECK WRITE NUMBER 061204

REPORT U003 PAYB0800  
RUN ON 06/12/2007 AT 19:50:33

THIRD PARTY CHECK RECONCILIATION REGISTER AS OF 06/14/2007 PAGE 15

VENDOR NAME	DEDUCTION NUMBER	SUB NO.	CHECK DATE	CHECK NUMBER	DEDUCTION TOTAL	SUSPENSE DELETED	ADJUSTMENT AMOUNT	CHECK AMOUNT
FAD DEPOSIT	FT 941		06/14/2007	70546001735	2,754.50		0.00	2,754.50
STATE OF NORTH-CAROLINA	ST		06/14/2007	13493627	132.00		0.00	132.00
VA GOVT EMPLOYEES ASSOCIATION	063	01	06/14/2007	13493628	2.00		0.00	2.00
E.I.C.					0.00		0.00	0.00
PAY FREQUENCY TOTAL 070					2,888.50		0.00	2,888.50
COMPANY TOTAL					2,888.50		0.00	2,888.50
COMPANY FT TOTAL					2,754.50		0.00	2,754.50

**DEPARTMENT OF ACCOUNTS  
CIPPS INTRODUCTORY PAYROLL TRAINING  
Module 9 – Reports Review**

**KEY REPORTS GENERATED WITH PAYROLL PROCESSING**

<b>REPORT NUMBER</b>	<b>REPORT NAME</b>	<b>INFORMATION PRESENTED</b>	<b>USE</b>
12	<b>Manual Checks Issued</b>	By Office, Employee number and name, check number, date, and amount, any manual pay set that was entered to make changes to an employee's masterfile.	To ensure that only authorized, valid changes to employee masterfile records are entered. To ensure that all payroll-related items that were handled outside of the payroll system, are recorded in the employee masterfile record.
13	<b>Adjustment Register</b>	By Office, Employee number and name, the amount of any refund or increase or decrease in the current amount being paid for special payments or being withheld for taxes or deductions.	To ensure that refunds or increases/decreases to current special payments, taxes, or deductions, are valid and authorized. Special attention should be paid to changes to taxes or tax-sensitive deductions and special payments.
U094	<b>New Hire Report</b>	All employees that have been hired within the time frame of the report. DOA automatically produces the U094.	All new hires must be reported to the VEC to ensure the employees are not under a child support withholding order. The U094 reflects the information that is automatically sent to the VEC for this purpose. A review of this report is necessary to insure that all information has been reported.
U118	<b>Gross Pay Differences Report</b>	By frequency paid, the pay type (regular-3 or special-9), the amount authorized for payment, the amount that actually paid, and the amount of the difference.	Ensures that any difference between the amount authorized and certified and the amount actually paid can be identified. Ensure that transactions added or deleted after certification are accounted for and approved for payment or deletion. Explanation for differences can be hand-written on this form for faxing back to DOA.
869	<b>EMPLOYEES NOT PAYING EXPECTED AMT OF RETMNT MEMBER PORTION</b>	Employees who have not contributed an amount equal to 5% of their Creditable Compensation in the current month	The appearance of an employee on the report does not necessarily indicate an error but simply a variance. The Semi-Monthly Salary is provided for comparison purposes, but does not necessary reflect the correct amount of Creditable Compensation. The report generated the night of certification should be used for the review.

**DEPARTMENT OF ACCOUNTS**  
**CIPPS INTRODUCTORY PAYROLL TRAINING**  
**Module 9 – Reports Review**

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CO. NO. 10010 TRAINING COMPANY #10

REPORT 12 CIPPS  
RUN ON 06/11/2007 AT 20:03:34  
REL 12.50.58 PAGE 1

MANUAL CHECK ISSUED REGISTER AS OF 02/25/2007

OFC	EMPLOYEE NO.	EMPLOYEE NAME	CHECK NUM.	CHECK DATE	CHECK AMOUNT
503	01879425500	NAMESMITH, DAVID	503000002	03/01/2007	116.40
			OFFICE	503 TOTAL	116.40

**DEPARTMENT OF ACCOUNTS  
CIPPS INTRODUCTORY PAYROLL TRAINING  
Module 9 – Reports Review**

CO. NO. 10010 \*\*\*\*\* TRAINING COMPANY # 10 \*\*\*\*\*

REPORT 13 DBS HR:M  
 RUN ON 06/13/2007 AT 10:10:23  
 REL 12.50.58 PAGE 1

ADJUSTMENT REGISTER AS OF 06/16/2007

-----EARNINGS-----	EMPLOYEE NO.	EMPLOYEE NAME	SPECIAL PAYS / HOURS	-----DEDUCTIONS-----	-----TAXES-----
	132568740 0	RANDALL, PHILLIP			
				PARKING	67.50-
COMPANY TOTAL					
				PARKING	67.50-



**DEPARTMENT OF ACCOUNTS  
 CIPPS INTRODUCTORY PAYROLL TRAINING  
 Module 9 – Reports Review**

CO. NO. 10010

COMMONWEALTH OF VIRGINIA

REPORT U118 PAYB0084  
 RUN ON 06/11/2007 AT 21:12:36  
 PAGE 12

-----CIPPS PAYROLL CERTIFICATION GROSS PAY DIFFERENCES REPORT-----  
 AS OF 02/25/2007

PAY FREQ ----	PAY TRANS -----	AUTHORIZED CURRENT GROSS PAY -----	ACTUAL CURRENT GROSS PAY -----	DIFFERENCE AMOUNT -----
70	3	450,771.90	452,555.21	1,783.31
71	3	99,676.34	97,892.34	-1,784.00
AGY 10010 TOTALS		550,448.24	550,447.55	-0.69

**DEPARTMENT OF ACCOUNTS  
 CIPPS INTRODUCTORY PAYROLL TRAINING  
 Module 9 – Reports Review**

CO. NO. 10010

REPORT 869 CIPPS

RUN ON 09/23/2011 AT 20:00:21

EMPLOYEES NOT PAYING EXPECTED AMT OF RETMNT MEMBER PORTION AS OF 09/24/2011

PAGE 1

EIN#	EMPLOYEE NAME	HOBID PP SALARY	ORG CODE	RET. PLAN	MTD CRED COMP	5% CALC.	MTD DED #12	DIFF	VSDP RECIP
XXXXXXXXX	XXXXXXXXX	1666.67	001 815 000 00	VN	2894.18	144.70	83.33	61.37	

**DEPARTMENT OF ACCOUNTS  
CIPPS INTRODUCTORY PAYROLL TRAINING  
Module 9 – Reports Review**

**REPORTS FOR CIPPS TO CARS RECONCILIATION**

<b>REPORT NUMBER</b>	<b>REPORT NAME</b>	<b>HOW INITIATED</b>	<b>INFORMATION PRESENTED</b>	<b>USE</b>
U033	<b>Detail Payroll Expenditures Report</b>	With Payroll Processing - to reflect posting of payroll expenditures to CARS	Shows how each employee's payroll and benefits are being posted in CARS and charged to the agency.	Ensure that expenditures are appropriate and correctly charged against agency budget.
U023	<b>Summary of Payroll Expenditures</b>	With Payroll Processing - to reflect posting of payroll expenditures to CARS	This report provided totals that should mirror the charges to CARS through payroll processing	Verify that charges were posted appropriately to CARS in order to ensure agency expenditures do not exceed appropriation
CARS 401	<b>Weekly Reconciliation of Transactions Posted to CARS</b>	By payroll interface to CARS - agency expenditures posted	By transaction type, the amounts charged for gross payroll and agency paid fringe benefits.	Ensure that all payroll expenditures are accurately and timely posted to CARS to ensure expenditures do not exceed appropriation.
CARS 107	<b>Error/Audit</b>	Through interface of payroll expenditures to CARS	Payroll items that did not post to CARS are listed. Total payroll for this cycle should be the total of the 401 and any items appearing on the 107.	Monitor progress to ensure errors are corrected and all valid expenditures are posted to CARS

**DEPARTMENT OF ACCOUNTS  
CIPPS INTRODUCTORY PAYROLL TRAINING  
Module 9 – Reports Review**

CO. NO. 10010  
CHECKWRITE DATE - 02/28/2006

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF ACCOUNTS  
DETAIL PAYROLL EXPENDITURES BY CARS CODING

REPORT U033 PAYB3050  
RUN ON 09/02/2010 AT 10:52:45  
PAGE 1

\*\*\*\*\* TRAINING COMPANY # 10 \*\*\*\*\* PAY FREQ 070 VOUCHER NUMBER 88855111 CHECKWRITE NUMBER 022806

ORGANIZATION CODES		EMP NUMBER		COMPANY		COSTS		NAME		CARS CODING									
PAY TYPE	EARNINGS	RET CRDT	SOC SEC	LT DISAB	DC/ANN	TOTAL COSTS	FUND AGY	FUND PRG	SA	ELE	OBJ	PROJ	TSK	PH	CST	%			
001	941 000 00			01059620700	ALCOTT	, SCOTT													
OR1	1,945.25	1.95 97.26	146.33	0.00 0.00	20.00 186.50	452.04	010	0100	321	02			1123	00000		001 100			
001	941 000 00			01006541800	DAYTON	, ELEANOR													
OR1	3,000.00	3.00 150.00	229.50	0.00 0.00	0.00 0.00	382.50	010	0100	321	02	A		1123	00000		001 100			
122	856 000 00			01874632900	FRANKE	, CLARENCE													
OR1	900.00	0.90 45.00	67.28	0.00 0.00	0.00 186.50	299.68	010	0100	321	02			1123	00000		001 100			
122	856 000 00			01068420000	MARTIN	, CAROL													
OR1	800.00	0.80 40.00	53.44	0.00 0.00	0.00 487.00	581.24	010	0100	321	02			1123	00000		001 100			
001	941 000 00			01000547800	MCCLELLAND	, TIMOTHY													
OR1	895.83	0.90 44.79	63.10	0.00 0.00	0.00 332.00	440.79	010	0100	321	02			1123	00000		001 100			
122	856 000 00			01032486700	MOORE	, ROGER													
OR1	785.25	0.79 39.26	55.36	0.00 0.00	0.00 186.50	281.91	010	0100	321	02			1123	00000		001 100			
001	941 000 00			01100560500	NAMESMITH	, DAVID													
OR1	1,362.04	1.36 68.10	95.47	0.00 0.00	0.00 186.50	351.43	010	0100	321	02			1123	00000		001 100			
122	856 000 00			01046284200	NELSON	, ALFRED													
OR1	675.00	0.68 33.75	46.12	0.00 0.00	20.00 487.00	587.55	010	0100	321	02			1123	00000		001 100			
001	941 000 00			01325687400	RANDALL	, PHILLIP													
OR1	1,557.08	1.56 77.85	116.67	0.00 0.00	0.00 186.50	382.58	010	0100	321	02			1123	00000		001 100			
001	941 000 00			01879425500	REID	, JOSEPH													
OR1	1,246.08	8.72 0.00	95.33	0.00 0.00	0.00 0.00	104.05	010	0100	321	02			1123	00000		001 100			
001	941 000 00			01035506400	ROGERS	, ROBERT													
OR1	861.68	0.86 43.08	60.41	0.00 0.00	0.00 487.00	591.35	010	0100	321	02	R		1123	00000		001 100			

**DEPARTMENT OF ACCOUNTS  
CIPPS INTRODUCTORY PAYROLL TRAINING  
Module 9 – Reports Review**

CO. NO. 010  
CHECKWRITE DATE - 02/28/2006

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF ACCOUNTS  
SUMMARY OF PAYROLL EXPENDITURES

REPORT U023 PAYB3040  
RUN ON 09/02/2010 AT 10:52:44  
PAGE 3

***** TRAINING COMPANY # 10 *****	COMPANY SUMMARY	88855511	CHECK WRITE NUMBER - 022806	
FREQUENCY	SALARY & WAGES	EMPLOYEE DEDUCTIONS	COMPANY COSTS	COMBINED
GROSS EARNINGS	30,372.93			
F.I.T.		2,156.57		2,156.57
S.I.T.		1,173.19		1,173.19
SOCIAL SECURITY		2,220.31	2,220.31	4,440.62
GARNISHMENT FEE		5.00	0.00	5.00
DEP CARE REIMB		25.00	0.00	25.00
MED CARE REIMB		57.00	0.00	57.00
COVA CARE		1,197.00	6,570.50	7,767.50
KAISER PERMANENTE		70.00	474.50	544.50
POST-TAX PARKING DGS		210.00	0.00	210.00
DEFERRED COMPENSATIO		50.00	0.00	50.00
PRE-TAX ANNUITY (TPA		150.00	0.00	150.00
DEF COMP CASH MATCH		0.00	20.00	20.00
ANNUITY CASH MATCH		0.00	20.00	20.00
COMBINED VA CAMPAIGN		29.50	0.00	29.50
RETIREE CREDIT		0.00	36.95	36.95
ER FOR EE VRS RET		0.00	1,338.31	1,338.31
		-----	-----	-----
TOTALS		\$ 7,343.57	\$ 10,680.57	\$ 18,024.14
		=====	=====	=====

**DEPARTMENT OF ACCOUNTS  
CIPPS INTRODUCTORY PAYROLL TRAINING  
Module 9 – Reports Review**

CHECK WRITE # - 022806

COMMONWEALTH OF VIRGINIA  
DELAYED CARS PAYROLL TRANSACTION RECAP

REPORT U149      PAYB3085  
RUN ON 09/02/2010 AT 10:52:55  
PAGE              2

CO. #	TRANS CODE	ARITH VALUE	ABSOLUTE VALUE	NET RECON	REPORT 26	REPORT U003	VOIDS	VARIANCE
CHKWRT	TOTALS	370.00	3,046.62	29,554.14	.00	.00	.00	29,924.14

**DEPARTMENT OF ACCOUNTS**  
**CIPPS INTRODUCTORY PAYROLL TRAINING**  
**Module 9 – Reports Review**

ACTR 0401  
 WEEKLY  
 (CM) - CYCLE W  
 RUN DATE 08/27/2010 11:47 P.M.

COMMONWEALTH ACCOUNTING AND REPORTING SYSTEM / CARS  
 SENATE  
 WEEKLY RECONCILIATION REPORT OF TRANSACTIONS POSTED IN CARS  
 AS OF 08/27/2010

AGENCY NO : 100  
 AGENCY PAGE: 6  
 REPORT PAGE: 6  
 REQUEST NO. ACTR0401 D 01

AGY- INVOICE-NO	LIST DATE	CUR- VENDOR-ID/SFX	DOC- VENDOR-ID/SFX	SPX VENDOR NAME	TC	GLA VENDOR NAME	CC	FUND VENDOR NAME	PROGRAM VENDOR NAME	SRC/ OBJ	TRANSACTION AMOUNT	PROJ	AGENCY VOUCHER	DR AGY	CR AGY	PROC DATE	--- AGY	TRANSACTION ID DATE TY NO SEQ	--- MRF CCC	PM CCO	
PAYROLLS																					
PAY3000	-	252	101	0100	7820400	1112					1,367.65	00000	00000091					20100827	997	20100326	9 004 00016 000
PAY3000	-	252	101	0100	7820400	1114					612.00	00000	00000091					20100827	997	20100326	9 004 00017 000
PAY3000	-	252	101	0100	7820400	1115					23,030.00	00000	00000091					20100827	997	20100326	9 004 00018 000
PAY3000	-	252	101	0100	7820400	1116					747.45	00000	00000091					20100827	997	20100326	9 004 00019 000
PAY3000	-	252	101	0100	7820400	1117					396.00	00000	00000091					20100827	997	20100326	9 004 00020 000
PAY3000	-	252	101	0100	7820400	1138					430.00	00000	00000091					20100827	997	20100326	9 004 00021 000
PAY3000	-	252	101	0100	7820400	1165					3,775.00	00000	00000091					20100827	997	20100326	9 004 00022 000
PAY3000	-	252	113	0100	7820400	1111					3,969.69	00000	00000090					20100827	997	20100326	9 004 00024 000
PAY3000	-	252	113	0100	7820400	1112					4,706.84	00000	00000090					20100827	997	20100326	9 004 00025 000
PAY3000	-	252	113	0100	7820400	1114					615.46	00000	00000090					20100827	997	20100326	9 004 00026 000
PAY3000	-	252	113	0100	7820400	1115					9,969.50	00000	00000090					20100827	997	20100326	9 004 00027 000
PAY3000	-	252	113	0100	7820400	1116					597.27	00000	00000090					20100827	997	20100326	9 004 00028 000
PAY3000	-	252	113	0100	7820400	1117					398.10	00000	00000090					20100827	997	20100326	9 004 00029 000
PAY3000	-	252	113	0100	7820400	1138					290.00	00000	00000090					20100827	997	20100326	9 004 00030 000
PAY3000	-	252	113	0100	7820400	1165					3,016.52	00000	00000090					20100827	997	20100326	9 004 00031 000
PAY3000	-	252	114	0100	7820300	1111					2,865.09	00000	00000089					20100827	997	20100326	9 004 00033 000
PAY3000	-	252	114	0100	7820300	1112					3,174.95	00000	00000089					20100827	997	20100326	9 004 00034 000
PAY3000	-	252	114	0100	7820300	1114					444.15	00000	00000089					20100827	997	20100326	9 004 00035 000
PAY3000	-	252	114	0100	7820300	1115					4,035.00	00000	00000089					20100827	997	20100326	9 004 00036 000
PAY3000	-	252	114	0100	7820300	1116					431.09	00000	00000089					20100827	997	20100326	9 004 00037 000
PAY3000	-	252	114	0100	7820300	1117					287.39	00000	00000089					20100827	997	20100326	9 004 00038 000
PAY3000	-	252	114	0100	7820300	1138					80.00	00000	00000089					20100827	997	20100326	9 004 00039 000
PAY3000	-	252	114	0100	7820300	1165					2,177.13	00000	00000089					20100827	997	20100326	9 004 00040 000



**DEPARTMENT OF ACCOUNTS  
 CIPPS INTRODUCTORY PAYROLL TRAINING  
 Module 9 – Reports Review**

**CIPPS INTRODUCTORY PAYROLL TRAINING  
 MONTHLY RECONCILIATION OF TAXABLE WAGES ("10 TO 33")**

<b>REPORT NUMBER</b>	<b>REPORT NAME</b>	<b>HOW INITIATED</b>	<b>INFORMATION PRESENTED</b>	<b>USE</b>
U092	CIPPS year-to-date 10/33 Reconciliation Company Summary	By DOA at month end	<b>Agency summary totals</b> of gross pay, items exempt from FIT, SIT, and FICA, all taxable wages and taxes withheld. Page 3 of this report lists employees who have an exceptional condition and the exception.	To ensure employee and tax master files reflect the same information and that all required adjustments/ corrections have been made.
U093	CIPPS Year-To-Date 10/33 Reconciliation Employee Exception Report	By DOA at month end	The report format and information presented is the same as on the U092, except it is presented for each employee appearing on Page 3 of the U092.	To ensure the correctness of employee and tax master files on a routine basis in order to accurately certify quarterly tax requirements and annual W-2 information

**DEPARTMENT OF ACCOUNTS  
CIPPS INTRODUCTORY PAYROLL TRAINING  
Module 9 – Reports Review**

CO. NO. 10010  
TRAINING COMPANY #10

COMMONWEALTH OF VIRGINIA  
CIPPS YEAR-TO-DATE 10/33 RECONCILIATION REPORT  
COMPANY SUMMARY REPORT  
FOR THE MONTH ENDING: 03/31/2007

REPORT U092 PAYB1000  
RUN ON 03/31/2007 AT 23:52:33  
PAGE 1

	REPORT 10		REPORT 33	DIFFERENCE
GROSS	3,249,549.92	GROSS PAY	3,249,549.92	.00
WKRS COMP (SP PAY 02)	.00			
MOV/REL NTAX (SP PAY 03)	.00			
NONTAXBL (SP PAY 08)	.00			
PER DIEM NTXBL (SP PAY 20)	511,285.00			
GRAD SPEC PAY (SP PAYS 34-37)	.00			
MIL PAY NTXBL (SP PAY 44)	.00			
1042 PMT (SP PAY 53)	51,556.01			
DECEASE PAY 2 (SP PAY 55)	.00			
THIRD PARTY MOV/REL (SP PAY 57)	.00			
DISAB BEN-WORK CMP (SP PAY 62)	.00			
MED REIMB (DED 22)	13,860.00			
DEP CARE (DED 21)	4,225.00			
FLEX ACCTS ADMIN FEES (DED 23)	.00			
PREM CONV (DED 24)	54,042.00			
MEALS/RENT NTXBL (DED 34)	.00			
DGS PRE-TAX PARKING (DED 37)	7,140.00			
NONDGS PRETAX PARKING (DED 50)	.00			
PRETAX TRANSPORTATION (DED 51)	.00			
-----				
COMPUTED EMPLOYEE OASDI WAGES	2,160,296.91	EMPLOYEE OASDI TAXABLE	2,022,746.91	137,550.00
		COMPANY OASDI TAXABLE	2,022,746.91	
COMPUTED EMPLOYEE HI WAGES	2,160,296.91	EMPLOYEE HI TAXABLE	2,022,746.91	137,550.00
		COMPANY HI TAXABLE	2,022,746.91	
COMPUTED EMP MEDICARE WAGES	427,405.00	EMPLOYEE MEDICARE TXBL	427,405.00	.00
		COMPANY MEDICARE TXBL	427,405.00	
DEF COMP (DED 38)	149,131.14	FIT TAXABLE	2,457,219.47	
PRE TAX (DED 39)	.00	FIT NON TAXABLE	.00	
PRE-TAX BUYBACK (DED 43)	1,091.30			
-----				
COMPUTED FEDERAL WAGES	2,457,219.47	TOTAL FIT WAGES	2,457,219.47	.00
IMP LIFE (SP PAY 14)	6,380.79			
DECEASE PAY 1 (SP PAY 54)	.00			
-----				
COMPUTED STATE WAGES	2,457,219.47	SIT TAXABLE	2,457,219.47	.00

**DEPARTMENT OF ACCOUNTS  
CIPPS INTRODUCTORY PAYROLL TRAINING  
Module 9 – Reports Review**

CO. NO. 10010  
TRAINING COMPANY #10

COMMONWEALTH OF VIRGINIA  
CIPPS YEAR-TO-DATE 10/33 RECONCILIATION REPORT  
EMPLOYEE EXCEPTION REPORT  
FOR THE MONTH ENDING: 03/31/2007

REPORT U093 PAYB1000  
RUN ON 03/31/2007 AT 23:52:33  
PAGE 1

EMPLOYEE ID: 011550536      EMP-STATUS: 1      ORG CODE: 101-102  
NAME: STROUD      JOHN THOMAS      LAST CHECK DATE: 03/01/2007      PAY TYPE: 2

RESIDENT STATE CODE: 047      STATUS: 6      FICA STATUS: 1      LOCAL CODE: 000      STATUS: 1  
WORK STATE CODE: 047      STATUS: 6      FIT STATUS: 6      SP LOCAL STATUS: 1  
SUI STATE CODE: 047      STATUS: 1      FUTA STATUS: 1      DI STATUS: 1

	REPORT 10		REPORT 33	DIFFERENCE
GROSS	14,150.00	GROSS PAY	14,150.00	.00
WKRS COMP (SP PAY 02)	.00			
MOV/REL NTAX (SP PAY 03)	.00			
NONTAXBL (SP PAY 08)	.00			
PER DIEM NTXBL (SP PAY 20)	.00			
GRAD SPEC PAY (SP PAYS 34-37)	.00			
MIL PAY NTXBL (SP PAY 44)	.00			
1042 PMT (SP PAY 53)	.00			
DECEASE PAY 2 (SP PAY 55)	.00			
THIRD PARTY MOV/REL (SP PAY 57)	.00			
DISAB BEN-WORK CMP (SP PAY 62)	.00			
MED REIMB (DED 22)	500.00			
DEP CARE (DED 21)	.00			
FLEX ACCTS ADMIN FEES (DED 23)	.00			
PREM CONV (DED 24)	355.00			
MEALS/RENT NTXBL (DED 34)	.00			
DGS PRE-TAX PARKING (DED 37)	.00			
NONDGS PRETAX PARKING (DED 50)	.00			
PRETAX TRANSPORTATION (DED 51)	.00			
-----				
COMPUTED EMPLOYEE OASDI WAGES	13,295.00	EMPLOYEE OASDI TAXABLE	.00	13,295.00
		COMPANY OASDI TAXABLE	.00	
COMPUTED EMPLOYEE HI WAGES	13,295.00	EMPLOYEE HI TAXABLE	.00	13,295.00
		COMPANY HI TAXABLE	.00	
COMPUTED EMP MEDICARE WAGES	.00	EMPLOYEE MEDICARE TXBL	.00	.00
		COMPANY MEDICARE TXBL	.00	
DEF COMP (DED 38)	.00	FIT TAXABLE	13,295.00	
PRE TAX (DED 39)	.00	FIT NON TAXABLE	.00	
PRE-TAX BUYBACK (DED 43)	.00			
-----				

**DEPARTMENT OF ACCOUNTS  
CIPPS INTRODUCTORY PAYROLL TRAINING  
Module 9 – Reports Review**

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**CIPPS INTRODUCTORY PAYROLL TRAINING  
MONTHLY VERIFICATION OF VRS BENEFITS**

<b>REPORT NUMBER</b>	<b>REPORT NAME</b>	<b>HOW INITIATED</b>	<b>INFORMATION PRESENTED</b>	<b>USE</b>
U016	Monthly Contribution Worksheet	With Payroll Processing	Reflects information being provided to VRS on a semi-monthly basis	Verify that all eligible employees are being reported properly for retirement credit - Compare with VRS-50 Report, Statement of Account, Retirement Contribution Accounting, and the VRS Retirement/Group Life Contributions Subsystem, Employer Payroll-VRS-1500 Dollar/Service Details.
U044	VRS Discrepancy Report	With Payroll Processing	Lists employees who have erroneous data in their masterfile for retirement	See above.

**DEPARTMENT OF ACCOUNTS  
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Module 9 – Reports Review**

COMMONWEALTH OF VIRGINIA  
VIRGINIA RETIREMENT SYSTEM

REPORT U016    PAYB1270  
RUN ON 03/01/2007 AT 22:06:04

MONTHLY CONTRIBUTION WORKSHEET  
SUBSTITUTE VRS-52  
FOR PERIOD - FEBRUARY 01, 2007 THRU FEBRUARY 28, 2007

PAGE        1

AGENCY: TRAINING COMOPANY #10  
PAY PERIOD: 10010

EMPLOYER CODE: 5-0423

NUMBER OF RECORDS: 1

	RETIREMENT -----	INSURANCE -----	RETIREE HCC -----	LONG TERM DISAB -----
CREDITABLE COMPENSATION	-\$        1,629.42		-\$        1,628.97	
INSURANCE BASE PAY		-\$        1,629.20		
LONG TERM DISAB BASE				-\$        1,629.21
CONTRIBUTION RATES	.1074	.0113	.0107	.0178
SUB TOTAL	-\$        175.00	-\$        18.41	-\$        17.43	-\$        29.00
BUY BACK AMOUNT	\$            .00			
I - TOTAL DUE	-\$        175.00 =====	-\$        18.41 =====	-\$        17.43 =====	-\$        29.00 =====
 DEDUCTION REGISTER TOTALS:				
BUY BACK	\$            .00			
EMPLOYER	-\$        175.00	-\$        18.41	-\$        17.43	-\$        29.00
II - TOTAL SUBMITTED	-\$        175.00 =====	-\$        18.41 =====	-\$        17.43 =====	-\$        29.00 =====
DIFFERENCE (I - II)	\$            .00 =====	\$            .00 =====	\$            .00 =====	\$            .00 =====

**DEPARTMENT OF ACCOUNTS  
CIPPS INTRODUCTORY PAYROLL TRAINING  
Module 9 – Reports Review**

COMMONWEALTH OF VIRGINIA  
VIRGINIA RETIREMENT SYSTEM

REPORT U044    PAYB1270  
RUN ON 06/01/2007 AT 21:52:21

DISCREPANCY  
FOR PERIOD - FEBRUARY 01, 2007 THRU FEBRUARY 28, 2007

PAGE    12

AGENCY: TRAINING COMPANY #10  
PAY PERIOD: 10010

EMPLOYER CODE: 5-0423

EMPLOYEE NAME EMP NUM	RETIREMENT			INSURANCE			LT DISABILITY			REP
	CALCULATED AMOUNT DUE	DEDUCTION 16 AMOUNT	DIFFERENCE	CALCULATED AMOUNT DUE	DEDUCTION 20 AMOUNT	DIFFERENCE	CALCULATED AMOUNT DUE	DEDUCTION 36/44 AMOUNT	DIFFERENCE	NEG
J STROUD 011550536	-\$ 58.40	-\$ 58.40	\$ 0.00	\$ 24.01	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	**
J STROUD	NEGATIVE CREDITABLE COMPENSATION								-\$ 543.76	

**DEPARTMENT OF ACCOUNTS  
CIPPS INTRODUCTORY PAYROLL TRAINING  
Module 9 – Reports Review**

**CIPPS INTRODUCTORY PAYROLL TRAINING  
MONTHLY AUTOMATED RECONCILIATION OF HEALTH CARE COSTS**

<b>REPORT NUMBER</b>	<b>REPORT NAME</b>	<b>DESCRIPTION</b>	<b>USAGE</b>
U107	<b>Health Care Exception Report</b>	Identifies CIPPS and/or BES records, which have a variance.	The individual variances are netted together to determine the group bill "Difference" as found on the Report U108. Each variance must be reviewed to determine if adjustments to the automated reconciliation are required.
U108	<b>Monthly Health Care Reconciliation Summary</b>	Provides a summary of the total health care costs for the coverage selected in BES, the total amount collected in CIPPS, and the identified difference. (totals of U107 & U110)	Enter any adjustment amount carried forward from the Health Care Adjustments Worksheet to determine the Adjusted Difference amount.
U110	<b>Benefits Eligibility System (BES) Premium Listing</b>	Provides a listing of the eligibility information in BES by provider and group number.	This report is a BES bill for the self-insured products (Cost Alliance and Key advantage) which supports the BES premiums due amount on the summary. It may be used to determine an employee's coverage in BES.
U111	<b>Invalid Health Care Plan/Provider Codes</b>	Lists all employees with an invalid plan or provider code in BES or CIPPS.	Review each exception and take corrective action. Transactions found on this report have not been included in the automated reconciliation.

**DEPARTMENT OF ACCOUNTS  
 CIPPS INTRODUCTORY PAYROLL TRAINING  
 Module 9 – Reports Review**

CO. NO. 10010

COMMONWEALTH OF VIRGINIA  
 DEPARTMENT OF ACCOUNTS

REPORT U107    PAYB0056  
 RUN ON 06/01/2007 AT 22:25:50  
 PAGE 1

HEALTH CARE EXCEPTION REPORT (BES/CIPPS)  
 FOR THE MONTH OF February

PROVIDER: COVA CARE BASIC

GROUP NUMBER: 101003

C	EMPLOYEE NAME			EMP NUM	PLAN		BES TOTAL	PAYROLL TOTAL	CREDIT DUE AGENCY	CHARGE TO AGENCY (AUTOMATED IAT)
	LAST	F	M		B	P				
-	-----	--	-	-----	--	--	-----	-----	-----	-----
4	STROUD	JO	T	01155053600	S		\$418.00	\$0.00	\$0.00	\$418.00
	GROUP SUBTOTALS			01155053600			\$418.00	\$0.00	\$0.00	\$418.00

**DEPARTMENT OF ACCOUNTS  
CIPPS INTRODUCTORY PAYROLL TRAINING  
Module 9 – Reports Review**

CO. NO. 10010

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF ACCOUNTS

REPORT U108    PAYB0056  
RUN ON 06/01/2007 AT 22:25:50  
PAGE            1

MONTHLY HEALTH CARE RECONCILIATION SUMMARY

HEALTH CARE PROGRAM: KAISER PERMANENTE HMO

MONTH: FEBRUARY  
GROUP NUMBER: 100090

PREMIUMS DUE ACCORDING TO BES:

CODE	COVERAGE TYPE	PREMIUM RATE	NUMBER IN PLAN	PREMIUM DUE
S	EMPLOYEE ONLY	\$404.00	1	\$404.00
	TOTALS		1	\$404.00
	PREMIUMS COLLECTED:			\$404.00
	CREDIT DUE AGENCY			\$0.00
	CHARGE TO AGENCY (AUTOMATED IAT)			\$0.00

**DEPARTMENT OF ACCOUNTS  
CIPPS INTRODUCTORY PAYROLL TRAINING  
Module 9 – Reports Review**

CO. NO. 10010

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF ACCOUNTS

REPORT U110    PAYB0056  
RUN ON 06/01/2007 AT 22:25:50  
PAGE            1

BENEFITS ELIGIBILITY SYSTEM (BES) PREMIUM LISTING  
FOR THE MONTH OF FEBRUARY

PROVIDER: KAISER PERMANENTE HMO

GROUP NUMBER: 100090

EFFECTIVE	EMPLOYEE NAME				PLAN	BES
DATE	LAST	FIRST	MI	EMP NUM	CODE	TOTAL
-----	-----	-----	--	-----	-----	-----
07/01/2005	O'REILLY	SHANNON	E	01258645300	S	\$404.00
	GROUP SUBTOTALS					\$404.00

**DEPARTMENT OF ACCOUNTS  
CIPPS INTRODUCTORY PAYROLL TRAINING  
Module 9 – Reports Review**

CO. NO. 10010  
TRAINING COMPANY #10

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF ACCOUNTS

REPORT U111 PAYB0055  
RUN ON 06/01/2007 AT 22:13:21  
PAGE 3

INVALID HEALTH CARE PLAN/PROVIDER CODES  
FOR THE MONTH OF FEBRUARY

PAY OR BES		EMPLOYEE NAME		EMPLOYEE NO	PROV CODE	PLAN CODE
PAY	STROUD	JOHN	T	01155053600	40	X
PAY	STROUD	JOHN	T	01155053600	40	X
PAY	STROUD	JOHN	T	01155053600	40	X

DUE TO AN INVALID PLAN/PROVIDER THESE RECORDS WERE EXCLUDED FROM THE AUTOMATED HEALTH RECON PROCESS.

**DEPARTMENT OF ACCOUNTS  
CIPPS INTRODUCTORY PAYROLL TRAINING  
Module 9 – Reports Review**

**CIPPS INTRODUCTORY PAYROLL TRAINING  
RECONCILIATION OF QUARTER END REPORTS**

<b>REPORT NUMBER</b>	<b>REPORT NAME</b>	<b>HOW INITIATED</b>	<b>INFORMATION PRESENTED</b>	<b>USE</b>
880	Employee Quarterly Composite Tax Report	By DOA at Quarter End	By employee, gross pay, all taxable wages, and taxes withheld	Verify that employee and tax master files correctly reflect the taxing and reporting of all amounts paid. The final page contains agency totals
881	Employee Quarterly Composite Tax Report	By DOA at Quarter End	By employee, gross pay, all taxable wages, and taxes withheld for other than Virginia state taxing, or other exceptions.	Verify that employee and tax master files correctly reflect the taxing and reporting of all applicable amounts.
56	Quarterly Composite Tax Report	By DOA at Quarter End	The summary totals, combining each employee as shown on Report 52	Quarterly Certification of Agency Totals to DOA
U090	FIPS Code Error Report	By DOA at Quarter End	Lists employees who do not have a FIPS code	Notification to agency that a FIPS code does not exist for these employees
U057	Quarterly Employee Count for SUI Purposes	By DOA at Quarter End	Number of employees per FIPS code	VEC reporting of employment by demographic area.

**DEPARTMENT OF ACCOUNTS  
CIPPS INTRODUCTORY PAYROLL TRAINING  
Module 9 – Reports Review**

CO. NO. 10010 TRAINING COMPANY #10

REL 12.50.58

EMPLOYEE QUARTERLY TAX REPORT #1 AS OF 03/24/2007

REPORT 880 CIPPS

RUN ON 04/02/2007 AT 10:17:09

PAGE 274

PQ	YTD		PQ	YTD		PQ	YTD		PQ	YTD	CTY	ST	LO	EST
		STROUD JOHN THOMAS	011550536-00 262-62-6262								001	47	0000	0106
4465.61	4465.61	GROSS	4465.61	4465.61	FIT TXBL	4465.61	4465.61	OASDI TXBL	4465.61	4465.61	CO	OASDI	TXBL	
4465.61	4465.61	SUI GROSS			FIT NTXBL	276.87	276.87	OASDI TAX	276.87	276.87	CO	OASDI	TAX	
4465.61	4465.61	SUI TXBL	477.10	477.10	FIT TAX	4465.61	4465.61	HI TXBL	4465.61	4465.61	CO	HI	TXBL	
		SUI TAX			EIC	64.75	64.75	HI TAX	64.75	64.75	CO	HI	TAX	
		LOCAL TXBL	4465.61	4465.61	SIT TXBL			MED TXBL			CO	MED	TXBL	
		LOCAL TAX	153.52	153.52	SIT TAX			MED TAX			CO	MED	TAX	
		O'REILLY SHANNON ELAIND	012586453-00 717-17-1717								001	47	0000	0106
4411.46	4411.46	GROSS	4411.46	4411.46	FIT TXBL	4411.46	4411.46	OASDI TXBL	4411.46	4411.46	CO	OASDI	TXBL	
4411.46	4411.46	SUI GROSS			FIT NTXBL	273.51	273.51	OASDI TAX	273.51	273.51	CO	OASDI	TAX	
4411.46	4411.46	SUI TXBL	370.47	370.47	FIT TAX	4411.46	4411.46	HI TXBL	4411.46	4411.46	CO	HI	TXBL	
		SUI TAX			EIC	63.97	63.97	HI TAX	63.97	63.97	CO	HI	TAX	
		LOCAL TXBL	4411.46	4411.46	SIT TXBL			MED TXBL			CO	MED	TXBL	
		LOCAL TAX	145.39	145.39	SIT TAX			MED TAX			CO	MED	TAX	
		WHITE WAYNE	010006250-00 666-66-6666								001	47	0000	0106
3449.58	3449.58	GROSS	3449.58	3449.58	FIT TXBL	3449.58	3449.58	OASDI TXBL	3449.58	3449.58	CO	OASDI	TXBL	
3449.58	3449.58	SUI GROSS			FIT NTXBL	213.87	213.87	OASDI TAX	213.87	213.87	CO	OASDI	TAX	
3449.58	3449.58	SUI TXBL	214.09	214.09	FIT TAX	3449.58	3449.58	HI TXBL	3449.58	3449.58	CO	HI	TXBL	
		SUI TAX			EIC	50.02	50.02	HI TAX	50.02	50.02	CO	HI	TAX	
		LOCAL TXBL	3449.58	3449.58	SIT TXBL			MED TXBL			CO	MED	TXBL	
		LOCAL TAX	91.39	91.39	SIT TAX			MED TAX			CO	MED	TAX	



**DEPARTMENT OF ACCOUNTS  
CIPPS INTRODUCTORY PAYROLL TRAINING  
Module 9 – Reports Review**

CO. NO. 10010 TRAINING COMPANY #10

REPORT 56 CIPPS  
RUN ON 04/02/2007 AT 10:17:11  
REL 12.50.58 PAGE 1

QUARTERLY COMPOSITE TAX REPORT AS OF 03/24/2007

TAX UNIT 001

COUNTRY CODE 001 STATE CODE 47 LOCAL NAME LOCAL CODE 0000 ESTABLISHMENT NO. 0195

-----DESCRIPTION-----	-----PRIOR QUARTER-----	-----YEAR TO DATE-----
GROSS PAY	2,096,074.08	2,096,074.08
EIC PAYMENT	.00	.00
ST AEIC PAYMENT	.00	.00
FIT TAXABLE	1,982,185.30	1,981,335.62
FIT NON TAXABLE	.00	.00
FIT TAX	194,729.85	194,698.97
EMPLOYEE OASDI TAXABLE	2,008,723.08	2,007,873.40
EMPLOYEE OASDI NTAXBLE	87,351.00	88,200.68
EMPLOYEE OASDI TAX	124,488.08	124,488.08
EMPLOYEE HI TAXABLE	2,008,723.08	2,007,873.40
EMPLOYEE HI NONTAXABLE	87,351.00	88,200.68
EMPLOYEE HI TAX	29,114.06	29,114.06
EMPLOYEE MED TAXABLE	.00	.00
EMPLOYEE MED NONTAXBLE	.00	.00
EMPLOYEE MED TAX	.00	.00
COMPANY OASDI TAXABLE	2,008,723.08	2,007,873.40
COMPANY OASDI NONTAXAB	87,351.00	88,200.68
COMPANY OASDI TAX	124,540.76	124,488.08
COMPANY HI TAXABLE	2,008,723.08	2,007,873.40
COMPANY HI NONTAXABLE	87,351.00	88,200.68
COMPANY HI TAX	29,126.38	29,114.06
COMPANY MED TAXABLE	.00	.00
COMPANY MED NONTAXABLE	.00	.00
COMPANY MED TAX	.00	.00
FUTA TAXABLE	.00	.00
FUTA NONTAXABLE	2,096,074.08	2,096,074.08
FUTA TAX	.00	.00
D.I. TAXABLE	.00	.00
D.I. GROSSTAXABLE	.00	.00
D.I. NONTAXABLE	.00	.00
D.I. TAX	.00	.00
COMPANY PAID DI TAX	.00	.00
LOCAL TAXABLE	.00	.00
LOCAL NONTAXABLE	.00	.00
LOCAL TAX	.00	.00
SP LOCAL TAXABLE	.00	.00
SP LOCAL NONTAXABLE	.00	.00
SP LOCAL TAX	.00	.00

**DEPARTMENT OF ACCOUNTS  
 CIPPS INTRODUCTORY PAYROLL TRAINING  
 Module 9 – Reports Review**

CO. NO. 10010  
 TRAINING COMPANY #10

COMMONWEALTH OF VIRGINIA

REPORT U090 PAYB0054  
 RUN ON 04/03/2007 AT 15:13:55  
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\*\*\*\*\* FIPS CODE ERROR REPORT \*\*\*\*\*  
 1ST QUARTER ENDED 03/31/2007

FIPS	EMPLOYEE NO	EMPLOYEE NAME	ORG CODES	TAXABLE WAGES	TOTAL WAGES
10010	01258645300 S	E O'REILLY	00400200099	200.00	200.00
TOTAL # OF EMPLOYEES MONTH 1 MONTH 2 MONTH 3				AGENCY TOTAL WAGES	
1 1 1				\$200.00	\$200.00

**DEPARTMENT OF ACCOUNTS  
CIPPS INTRODUCTORY PAYROLL TRAINING  
Module 9 – Reports Review**

CO. NO. 10010  
TRAINING COMPANY #1  
VEC ID. 000005001253

COMMONWEALTH OF VIRGINIA  
FED. ID. 354001852  
QUARTERLY EMPLOYEE COUNT FOR SUI PURPOSES BY FIPS

REPORT U057 PAYB0054  
RUN ON 04/03/2007 AT 15:13:55  
PAGE 1

FIPS AREA DETAIL ATTACHMENT REPORT				1ST QUARTER ENDED 03/31/2007					
TAX UNIT	STATE CODE	ESTAB CODE	FIPS CODE	NUMBER OF EMPLOYEES			TAXABLE WAGES	EXCESS WAGES	TOTAL WAGES
				MON 1	MON 2	MON 3			
* 1	47	0007	059 - FAIRFAX	01	01	00	4,651.99	.00	4,651.99
* 1	47	0007	332 CHATHAM (PITTSYLVANIA	01	01	01	8,000.00	100.00	8,100.00
* 1	47	0007	760 RICHMOND CITY	230	227	104	1,033,375.11	371,731.97	1,405,107.08
**			TOTALS - ESTAB # 7	232	229	105	1,046,027.10	371,831.97	1,417,859.07
***			TOTALS - STATE # 47	232	229	105	1,046,027.10	371,831.97	1,417,859.07
****			TOTALS - TAX UNIT # 1	232	229	105	1,046,027.10	371,831.97	1,417,859.07
*****			TOTALS - COMPANY # 100	232	229	105	1,046,027.10	371,831.97	1,417,859.07

**DEPARTMENT OF ACCOUNTS  
CIPPS INTRODUCTORY PAYROLL TRAINING  
Module 9 – Reports Review**

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**CIPPS INTRODUCTORY PAYROLL TRAINING  
Nightly Auto Update of PMIS to CIPPS**

<b>REPORT NUMBER</b>	<b>REPORT NAME</b>	<b>DESCRIPTION</b>	<b>USAGE</b>
U082	<b>PMIS/CIPPS Update Listing</b>	Reflects the old and new values of the fields that are being updated. If asterisks are found under the "Hold in Suspense" column, this transaction will be held until the appropriate pay period.	Review to ensure changes are accurate.
U080	<b>PMIS/CIPPS Transaction Error Listing</b>	Identifies transactions passed for a terminated employee, a non salaried employee, or for a company/employee number combination that is not found in CIPPS.	Review to determine if the transactions should have been rejected. If determined to be valid, payroll will need to update the employee's masterfile record.
U053	<b>PMIS/CIPPS Data Discrepancies</b>	Provides an itemization of information included in the update process but for which the current values are different between PMIS and CIPPS. This report groups differing data elements together by employee. The PMIS Value column displays not only the CIPPS translated value, but the actual PMIS value as well (in parentheses).	Produced on a Statewide basis as determined by DOA Central Office. Review and make corrections if needed.
U077	<b>PMIS/CIPPS Data Discrepancies By Element</b>	Lists the same differing data as the U053 but groups the information by data type as opposed to employee.	Produced on a Statewide basis as determined by DOA Central Office. Review and make corrections if needed.

**DEPARTMENT OF ACCOUNTS  
 CIPPS INTRODUCTORY PAYROLL TRAINING  
 Module 9 – Reports Review**

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CO. NO. 10010

COMMONWEALTH OF VIRGINIA

REPORT U082 PAYB2500

DEPARTMENT OF ACCOUNTS  
 PMIS/CIPPS UPDATE LISTING  
 PAY PERIOD 09/10/2011 - 09/24/2011

RUN ON 09/22/2011 AT 19:41:28  
 PAGE 34

TRAINING CO

PMIS TRANSACTION EFFECTIVE DATE OF 08/16/2011

**\*\* THESE ARE RETROACTIVE TRANSACTIONS \*\***  
**MANUAL ACTION / PAY ADJUSTMENTS MAY BE NECESSARY**

FIELD	OLD PMIS VALUE	/	NEW PMIS VALUE	OUT OF SUSPENSE
EMPLOYEE NAME/NUMBER: xxxxxxxxxxxx/#####				
STATE SALARY	35,996.00	/	45,261.00	
POS ROLE CODE	011xx	/	011xx	
LAST SALARY CHANGE DATE	06/25/2011	/	08/16/2011	
EMPLOYEE NAME/NUMBER: xxxxxxxxxxxxxxxx/#####				
EMPLOYEE OT ELIGIBILITY CODE	N	/	C	

**DEPARTMENT OF ACCOUNTS  
 CIPPS INTRODUCTORY PAYROLL TRAINING  
 Module 9 – Reports Review**

CO. NO. 10010

COMMONWEALTH OF VIRGINIA

REPORT U080 PAYB2500

DEPARTMENT OF ACCOUNTS  
 PMIS/CIPPS TRANSACTION ERROR LISTING  
 PAY PERIOD 09/10/2011 - 09/24/2011

RUN ON 09/20/2011 AT 19:37:02  
 PAGE 4

\*\* MUST MANUALLY ENTER CHANGE INTO CIPPS \*\*

VIRGINIA DEPARTMENT OF

FIELD	NEW PMIS VALUE	ERROR MESSAGE
EMPLOYEE NAME/NUMBER: xxxxxxxxxxxx/##### TRANS EFFECTIVE DATE: 07/24/2011 TERMINATION DATE	07/23/2011	TERMINATED EMPLOYEE ON CIPPS MASTER FILE
EMPLOYEE NAME/NUMBER: xxxxxxxxxxxx/##### TRANS EFFECTIVE DATE: 08/09/2011 VSDP CODE VSDP BEGIN DATE VSDP END DATE	11 20100210 20110811	TERMINATED EMPLOYEE ON CIPPS MASTER FILE
EMPLOYEE NAME/NUMBER: xxxxxxxxxxxx/##### TRANS EFFECTIVE DATE: 09/19/2011 BOX APARTMENT ZIP CODE	23233-3372	EMPLOYEE RECORD NOT FOUND ON CIPPS MASTER
EMPLOYEE NAME/NUMBER: xxxxxxxxxxxx/##### TRANS EFFECTIVE DATE: 09/19/2011 HOME PHONE	(804) 6XX-XXXX	EMPLOYEE RECORD NOT FOUND ON CIPPS MASTER
EMPLOYEE NAME/NUMBER: xxxxxxxxxxxx/##### TRANS EFFECTIVE DATE: 09/19/2011 BOX APARTMENT STREET ADDRESS	2702 TRAINING LN APT 2	EMPLOYEE RECORD NOT FOUND ON CIPPS MASTER

DEPARTMENT OF ACCOUNTS  
 CIPPS INTRODUCTORY PAYROLL TRAINING  
 Module 9 – Reports Review

CO. NO. 506

COMMONWEALTH OF VIRGINIA

REPORT U053 PAYB2600

DEPARTMENT OF ACCOUNTS  
 PMIS/CIPPS DATA DISCREPANCIES

RUN ON 12/20/2007 AT 13:43:12  
 PAGE 3

AGENCY #506 - MOTOR VEHICLE DEALER BOARD

FIELD	PMIS VALUE	/	CIPPS VALUE
EMPLOYEE NAME/NUMBER: JANET L GAR [REDACTED] 355000			
ADDR: BOX APARTMENT	PO BOX 155	/	P O BOX 155
BUSINESS PHONE	(000)000-0000	/	(804)899-7034
AGENCY BEGIN DATE	07/01/1998	/	11/16/1995
OT ELIGIBILITY CODE	1 (N)	/	3
OVERTIME EXEMPT CODE	E (1)	/	N
EMPLOYEE NAME/NUMBER: JAMES W AND [REDACTED] 316100			
HOME PHONE	(276)889-3349	/	(000)000-0000
RACE	0 (A)	/	5
STATE BEGIN DATE	10/15/1998	/	10/25/2004
ROLE CODE	92254	/	89033
WORKERS COMP CODE	8810	/	7720
AGENCY BEGIN DATE	10/25/2004	/	00/00/0000
OVERTIME EXEMPT CODE	E (1)	/	N
EMPLOYEE NAME/NUMBER: VALENTIN L ROD [REDACTED] 227000			
RACE	2 (C)	/	5
BUSINESS PHONE	(000)000-0000	/	(804)367-1100
ROLE CODE	92253	/	19013
AGENCY BEGIN DATE	07/07/2004	/	00/00/0000
OT ELIGIBILITY CODE	1 (N)	/	3
EMPLOYEE NAME/NUMBER: RANDALL J SC [REDACTED] 13300			
HOME PHONE	(540)314-4949	/	(000)000-0000
RACE	0 (A)	/	5
ADDR: STREET ADDRESS	90 GIBSON DR	/	#90 GIBSON DR
ADDR: ZIP CODE	24073-1239	/	24073
STATE BEGIN DATE	05/16/2005	/	01/10/2007

DEPARTMENT OF ACCOUNTS  
 CIPPS INTRODUCTORY PAYROLL TRAINING  
 Module 9 – Reports Review

CO. NO. 506

COMMONWEALTH OF VIRGINIA  
 DEPARTMENT OF ACCOUNTS  
 PMIS/CIPPS DATA DISCREPANCIES  
 BY ELEMENT

REPORT U077 PAYB2700  
 RUN ON 12/20/2007 AT 13:43:14  
 PAGE 1

AGENCY #506 - MOTOR VEHICLE DEALER BOARD

FIELD	PMIS VALUE	/	CIPPS VALUE
EMPLOYEE NAME/NUMBER    ADDR: BOX APARTMENT			
JANET L GARDNER/0000000035855000	PO BOX 155	/	P O BOX 155
EMPLOYEE NAME/NUMBER    ADDR: STREET ADDRESS			
PRINCESSA F COVINGTON/000000003920800	390 FLAG STATION RD	/	390 FLAG STATION ROAD
RONALD K YOUNG/00000000702200	308 CEDARWOOD LN	/	308 CEDARWOOD LANE
PAMELA D WILLIAMS/00000000498700	3602 WELCH CT	/	3602 WELCH COURT
RANDALL J SCOTT/0000000013300	90 GIBSON DR	/	#90 GIBSON DR
EMPLOYEE NAME/NUMBER    ADDR: ZIP CODE			
PAMELA D WILLIAMS/00000000498700	23832-8364	/	23832
RANDALL J SCOTT/0000000013300	24073-1239	/	24073
EMPLOYEE NAME/NUMBER    AGENCY BEGIN DATE			
PRINCESSA F COVINGTON/000000003920800	01/10/2007	/	00/00/0000
LISA MANNING/0000000001000	10/10/1998	/	00/00/0000
JANET L GARDNER/0000000035855000	07/01/1998	/	11/16/1995
JAMES W ANDERSON/00000000316100	10/25/2004	/	00/00/0000
VALENTIN L RODRIGUEZ/000000004227000	07/07/2004	/	00/00/0000
EMPLOYEE NAME/NUMBER    BUSINESS PHONE			
BARBARA A HILL/00000000243000	(000)000-0000	/	(804)367-0901
DEBORAH D STAKE/00000000033500	(000)000-0000	/	(804)367-9543
LINDA M BRADLEY/000000003885300	(000)000-0000	/	(804)367-6703
BRUCE GOLDBERG/0000000019000	(000)000-0000	/	(804)367-1100
CAROL D KING-ROBERTS/000000003237800	(000)000-0000	/	(804)367-1100
ALICE R WEEBORN/0000000039648200	(000)000-0000	/	(000)367-9258
JAMES F MCCORMACK/0000000013430500	(000)000-0000	/	(804)786-1274
LISA MANNING/0000000009501000	(000)000-0000	/	(757)565-5966
JANET L GARDNER/0000000035855000	(000)000-0000	/	(804)899-7034
VALENTIN L RODRIGUEZ/000000004227000	(000)000-0000	/	(804)367-1100
EMPLOYEE NAME/NUMBER    HOME PHONE			
PEGGY R BARNETT/0000000012461800	(804)739-4917	/	(000)000-0000
BARBARA A HILL/000000002243000	(804)358-5203	/	(000)000-0000
DEBORAH D STAKE/0000000012033500	(804)226-2584	/	(000)000-0000
WANDA A NEELY/000000003329400	(804)271-4981	/	(000)000-0000
LINDA M BRADLEY/000000003885300	(804)448-4610	/	(000)000-0000