

# **PAYROLL AUDITING SEMINAR REPORT APPENDIX**

## SECTION 1

# **KEY PAYROLL REPORTS ARRANGED BY GENERATION FREQUENCY AND SOURCE**

**DEPARTMENT OF ACCOUNTS**  
**Payroll Auditing Seminar – Reports Appendix**

**AUTOMATICALLY GENERATED REPORTS**  
(Reports print the day after input)

<b>REPORT NUMBER</b>	<b>REPORT NAME</b>	<b>HOW INITIATED/RECEIVED</b>	<b>INFORMATION PRESENTED</b>	<b>USE</b>
<b>1001</b>	<b>Input Transaction Listing</b>	Daily, automatically - Upon input	All batch transactions keyed (agency and DOA)	Verification that all applicable batch transactions were keyed
<b>1006 or 1010</b>	<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
<b>1009</b>	<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
<b>1013</b>	<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.
<b>1017</b>	<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**  
**Payroll Auditing Seminar – Reports Appendix**

CO. NO. [REDACTED] BATCH NO. 0

REPORT 1001 HR:M  
 RUN ON 04/25/2012 AT 19:57:11  
 REL 12.50.63 PAGE 1

INPUT TRANSACTION LIST AS OF 04/24/2012

ACTION	SEQ NUM	EMP NUM	TRN	2	3	4	5	6	7	8	9	0	1	2
**GEN**	82299		DEF	220000000000000000000000000000										

THE FOLLOWING TRANSACTIONS WERE RELEASED AND DELETED FROM THE ONLINE DATA ENTRY FILE:

82300	00363015800	BFM	0424201200496040049604	00000000	000000
82301	000000000000	BFM	0424201200496020049602	00000000	000000
82302	00203291000	BFM	0424201200496080049608	00000000	000000
82303	00203291000	BFM	0424201200496090049609	00000000	000000
82304	000000000000	BFM	0424201200196690019669	00000000	000000

NUMBER OF TRANSACTIONS INPUT	=	5
NUMBER OF TRANSACTIONS ACCEPTED	=	5
NUMBER OF TRANSACTIONS DELETED	=	0
NUMBER OF TRANSACTIONS ACCEPTED WITH ERRORS	=	0
NUMBER OF INPUT BATCHES	=	1
NUMBER OF TRIGGER TRANSACTIONS GENERATED	=	0

**DEPARTMENT OF ACCOUNTS**  
**Payroll Auditing Seminar – Reports Appendix**

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---			
								0	
06/11/2007	09:49	ERVIN	H0BNE	H0B	SHIFT CONTROL 2		1	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**  
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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

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

**DEPARTMENT OF ACCOUNTS**  
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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**  
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**REPORTS GENERATED UPON REQUEST OF EDIT**

<b>REPORT NUMBER</b>	<b>REPORT NAME</b>	<b>HOW INITIATED/RECEIVED</b>	<b>INFORMATION PRESENTED</b>	<b>USE</b>
<b>U104</b>	<b>CIPPS Payroll Edit/Scrub Request</b>	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.
<b>1004</b>	<b>Transaction Balance Report</b>	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
<b>1005</b>	<b>Batch Summary</b>	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
<b>10 - EDIT</b>	<b>Payroll &amp; Deduction Register - PRE-CALC</b>	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>

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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**  
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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 CODE	PAY DED	REG HRS SPC	REG-RATE/AMT SPC-RATE/AMT	OT HRS	OT RATE/AMT WORK	O-T ADJ T/P	SHF IND	AMT CHK	DED A/P	ST IND	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								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**  
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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			--RES--	--WRK--					CHECK DATE					
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	13.86	136.56	17.60	54.00							
YTD	645.21	.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**  
**Payroll Auditing Seminar – Reports Appendix**

**KEY REPORTS GENERATED WITH PAYROLL CERTIFICATION – LIST 1 of 2**

<b>REPORT NUMBER</b>	<b>REPORT NAME</b>	<b>INFORMATION PRESENTED</b>	<b>USE</b>
<b>U102</b>	<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.
<b>10 - PAY</b>	<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.
<b>21</b>	<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.
<b>26</b>	<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
<b>33</b>	<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.	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
<b>59</b>	<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.
<b>U003</b>	<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.
<b>2007</b>	<b>Recycled Pending Transactions</b>	Lists taxes and deductions that could not be taken in this payroll. Items will recycle and be deducted in the next payroll cycle unless deleted.	Verify that these items are still due. Delete those transactions that are incorrect so they will not affect the next payroll.
<b>U075</b>	<b>Reimbursement Accounts Error Report</b>	Lists employees with errors concerning Deductions 21, 22 and 23 (Flexible Reimbursement Accounts and Fees)	Review the exception and make corrections in CIPPS as necessary.

**DEPARTMENT OF ACCOUNTS**  
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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**  
**Payroll Auditing Seminar – Reports Appendix**

CO. NO. ██████████

COMMONWEALTH OF VIRGINIA  
 REIMBURSEMENT ACCOUNTS ERROR REPORT  
 PAY PERIOD ENDING - 04/09/2012

REPORT U075    PAYB1274  
 RUN ON 04/12/2012 AT 00:18:46  
 PAGE            1

-----EMPLOYEE-----	# OF	DED 21	DED 22	DED 23	ERROR MESSAGE
NUMBER                    NAME	PAYS	DEP CARE	MED R	FLEX ADM	
●00560501500    ██████████	M 24	40.00-	40.00	0.00	EMPLOYEE HAS MED REIM WITH NO ADM FEES

**DEPARTMENT OF ACCOUNTS**  
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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 000000000022000100	600.00
RANDALL, PHILLIP	132568740 0 151-51-5151	54.00	162.00	162.00 000000000022000100	1296.00
DEDUCTION 21 TOTAL		104.00	312.00	312.00	

**DEPARTMENT OF ACCOUNTS**  
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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	313131313131	54600174 0300023	
200	ENTRY COUNT	23	CREDITS	12,250.98	ENTRY HASH	00417652904	00000000000
			DEBITS	.00			

**DEPARTMENT OF ACCOUNTS**  
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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**  
**Payroll Auditing Seminar – Reports Appendix**

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**  
**Payroll Auditing Seminar – Reports Appendix**

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**  
**Payroll Auditing Seminar – Reports Appendix**

CO. NO. ██████

REPORT 2007 HR:M  
 RUN ON 04/20/2012 AT 21:52:29  
 REL 12.50.63 PAGE 1

RECYCLED PENDING TRANSACTIONS AS OF 04/24/2012

ENTRY	PND	SEQ																		
DATE	TYP	NUM	EMP NUM	TRN	2	3	4	5	6	7	8	9	0	1	2					
04242012	58013		30684800	8XX	37															
04242012	58014		51294100	8XX	37					1150										+
04242012	58015		92460000	8XX	37					2300										+
04242012	58016		226110800	8XX	37					1150										+
04242012	58017		275519100	8XX	3					2300										+
04242012	58018		275519100	8XX	35					17500										+
04242012	58019		276387400	8XX	35					1681										+
04242012	58020		277321100	8XX	37					135										+
04242012	58021		306576500	8XX	37					1150										+
04242012	58022		306576500	8XX	1					2300										+
04242012	58023		306576500	8XX	19					32650										+
04242012	58024		390065400	8XX	37					500										+
04242012	58025		396648300	8XX	37					1150										+
04242012	58026		420492000	8XX	37					2300										+
04242012	58027		480760100	8XX	21					1150										+
04242012	58028		480760100	8XX	37					20000										+
04242012	58029		480760100	8XX	35					2300										+
04242012	58030		481948200	8XX	22					2028										+
04242012	58031		514769400	8XX	37					2100										+
										2300										+

**DEPARTMENT OF ACCOUNTS**  
**Payroll Auditing Seminar – Reports Appendix**

**KEY REPORTS GENERATED WITH PAYROLL CERTIFICATION – LIST 2 of 2**

<b>REPORT NUMBER</b>	<b>REPORT NAME</b>	<b>INFORMATION PRESENTED</b>	<b>USE</b>
<b>12</b>	<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.
<b>13</b>	<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.
<b>U094</b>	<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.
<b>U118</b>	<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.

**DEPARTMENT OF ACCOUNTS**  
**Payroll Auditing Seminar – Reports Appendix**

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**  
**Payroll Auditing Seminar – Reports Appendix**

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

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

DEPARTMENT OF ACCOUNTS  
Payroll Auditing Seminar – Reports Appendix

COMMONWEALTH OF VIRGINIA  
D E P A R T M E N T O F A C C O U N T S

REPORT U094 PAYB0136  
RUN ON 06/06/2007 AT 18:42:36

----- CIPPS NEW HIRE REPORT FOR CSE -----  
ON OR AFTER 02/24/2007

PAGE 1

EMPLOYER NO 10010 EMPLOYER NAME TRAINING COMPANY #10  
ADDRESS 101 N 14<sup>TH</sup> STREET  
RICHMOND VA 23219

FEDERAL ID NO 5513231825

EE NO: 011550536 SALARY  
NAME: JOHN THOMAS STROUD  
ADDRESS: APT #3204  
42 MAPLE STREET  
RICHMOND VA 23222-1234

EE NO: 012586453 SALARY  
NAME: SHANNON ELAINE O'REILLY  
ADDRESS: #4  
1771 SOUGHHAMPTON BLVD.  
RICHMOND VA 23225-1234

EE NO: 010203568 HOURLY  
NAME: AMY S ROGERS  
ADDRESS: 30 EAST ROCK AVENUE  
RICHMOND VA 23222-1234

**DEPARTMENT OF ACCOUNTS**  
**Payroll Auditing Seminar – Reports Appendix**

CO. NO. 10010

COMMONWEALTH OF VIRGINIA

REPORT U118 PAYB0084

RUN ON 06/11/2007 AT 21:12:36

DEPARTMENT OF ACCOUNTS

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-----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**  
**Payroll Auditing Seminar – Reports Appendix**

**PAT (PAYROLL AUDIT TOOL) REPORTS**

<b>REPORT NAME</b>	<b>DESCRIPTION</b>	<b>CAN BE GENERATED</b>	<b>USAGE</b>
<b>Summary Report 10 for Wage Employees</b>	Gives a printout of the hourly rate and hours keyed for the wage employees listed on a selected Report 10 File.	The day after edit or certification is requested	Review to ensure wage hours entered are correct.
<b>Report 10 Salary/Rate and Regular Pay Comparison</b>	Lists any salaried employee on the selected Report 10 File that has regular pay that is unequal to the semi-monthly salary rate on HOBID.	The day after edit or certification is requested	Review and ensure that pay items are correct.
<b>Special Pays Listing</b>	Lists all employees on the selected Report 10 file that are receiving a special pay. (Items keyed on HUE01 or HUC01).	The day after edit or certification is requested	Review for accuracy.
<b>Deduction Amount Change Comparison</b>	Compares two selected Report 10 Files and prints deductions for employees when the amounts have changed.	The day after edit or certification is requested	Review for accuracy.
<b>State and Federal Tax Withholding Comparison</b>	Compares two selected Report 10 Files and prints those employees whose tax amounts have changed when there was no change in gross pay.	The day after edit or certification is requested	Review for accuracy.
<b>Rate Amount Change Comparison</b>	Compares two selected Report 10 Files and prints those employees who have had a change to the HOBID Salary/Rate amount.	The day after edit or certification is requested	Review for accuracy.
<b>Comparison Report 10</b>	Compares two selected Report 10 Files and prints those employees who have a difference in gross to net pay amounts.	The day after edit or certification is requested	Review for accuracy.
<b>Employee Information Sheet</b>	Gives a one page printout for the selected employee number showing all the relevant masterfile field values.	The day after the update is made to the Employee Masterfile	Review for accuracy.

**DEPARTMENT OF ACCOUNTS**  
**Payroll Auditing Seminar – Reports Appendix**

04/24/2012

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Company: 000

## SUMMARY REPORT 10 - EMPLOYEE TOTALS

### WAGE EMPLOYEES

Run Date - Pre 06/24/2010

--- HOURS ---

Empl ID	NAME	ORG CODE	RATE	REGULAR	OT	REGULAR EARNINGS	OT EARNINGS	CURRENT GROSS PAY	CHECK DATE
88794249700	LA MONA CHUMNEY	00370100000	12.00	9.60	0.00	115.20	0.00	115.20	07/01/2010
88849904800	BEN EARL HANLEY	00370100000	24.00	0.00	0.00	0.00	0.00	0.00	07/01/2010
88854515100	KIMBERLY YATES	00378200000	8.64	0.00	0.00	0.00	0.00	0.00	07/01/2010
88860486700	BARBARA PEER	00378200000	8.00	0.00	0.00	0.00	0.00	0.00	07/01/2010
88874417800	BERNARD LEWIS	00376700000	18.00	80.00	0.00	1,440.00	0.00	1,440.00	07/01/2010
88889648100	QUINTIN KEYSER BUTLER	00376700000	8.74	16.30	0.00	142.46	0.00	142.46	07/01/2010
88896889900	FAITH HARCOURT, JR	00376700000	20.00	75.00	6.60	1,500.00	198.00	1,698.00	07/01/2010
88905550000	LAURENCE GARIS	00378300000	9.00	52.20	0.00	469.80	0.00	469.80	07/01/2010
88911511000	NEIL BOSLEY	00376700000	9.56	16.20	0.00	154.87	0.00	154.87	07/01/2010
88916081000	TEMEKA STONEBRAKER	00376700000	9.29	0.00	0.00	0.00	0.00	0.00	07/01/2010
88932633700	RONNIE CHASE	00376700000	8.84	18.10	0.00	160.00	0.00	160.00	07/01/2010
88938943400	MEREDITH BOULDIN	00370200000	12.00	0.00	0.00	0.00	0.00	0.00	07/01/2010
88965166200	OLLIE TORRES	00378100000	8.64	0.00	0.00	0.00	0.00	0.00	07/01/2010
88981148900	PETER DUDLEY JR	00376700000	8.74	0.00	0.00	0.00	0.00	0.00	07/01/2010
88985878000	HARI NEECE	00371000000	12.00	0.00	0.00	0.00	0.00	0.00	07/01/2010
88995549300	DEBORAH FISCHER	00376700000	10.00	72.00	0.10	720.00	1.50	721.50	07/01/2010
Totals				1,166.00	29.50	15,586.55	589.63	17,329.61	

**DEPARTMENT OF ACCOUNTS**  
**Payroll Auditing Seminar – Reports Appendix**

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## Report 10 Salary/Rate and Regular Pay Comparison Report

Run Date - Post 06/25/2010

Organization Code	EMP ID	NAME	SALARY/ RATEAMT	REG .PAY	REPORT10 CURRENT GROSS PAY	DIFF.	SPEC. PAY	SPEC. PAY AMT.
0017900000	88085778800	RANDY BLANTON	1,177.33	0.00	0.00	1,177.33		0.00
0017450000	88178187600	CAREY MOREHOUSE	856.25	717.70	856.25	138.55	VSDP BEN	138.55
0017680000	88437313600	VINCENT FRANK	757.08	220.24	674.49	536.84	VSDP BEN	454.25
0017030000	88447384000	STEPHANIE COOK	1,542.54	468.92	1,892.80	1,073.62	INV SEP	1,423.88
0017810000	88459615300	KRESS BASDIKIS	1,036.79	794.28	1,036.79	242.51	VSDP BEN	242.51
0017010000	88565536700	ALEXANDER HEATH	1,557.53	473.48	1,911.20	1,084.05	INV SEP	1,437.72
0017030000	88638123000	CAROL HATCHER	2,695.83	735.24	3,223.70	1,960.59	INV SEP	2,488.46
0017150000	88687748500	CARL ARCHER	2,266.29	2,285.21	2,285.21	-18.92		0.00
0017010000	88740814300	FREDDIE HINDENLANG	1,584.63	7,923.03	7,923.03	-6,338.40		0.00
0017820000	88770287600	PRISCILLA AUSTIN, JR	791.67	3,769.84	5,046.68	-2,978.17	ANNUAL	613.76
0017820000			791.67	3,769.84			O/T TERM	663.08
0017800000	88854395000	MITCHELL COOK	1,015.79	572.91	1,015.79	442.88	VSDP BEN	442.88
0017150000	88990109200	EINYA SCALLAN	1,584.21	1,102.56	1,104.80	481.65	IMPLIFE	2.24

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Payroll Auditing Seminar – Reports Appendix

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# SPECIAL PAYS LISTING

(EXCLUDES IMPUTED LIFE)

Run Date - Post 06/25/2010

ORG CODE	EMPLOYEE NUMBER	NAME	SPECIAL PAY TYPE	SPECIAL PAY AMOUNT	YTD AMOUNT
00371000000	88011291400	MACON ALI	VSDB-PAY	168.48	558.09
00370200000	88048394500	REGINA FAIRCLOTH	VSDB-PAY	274.75	1,427.33
00378200000	88151645200	SIDNEY GARLETTS	VSDBPAY2	625.00	7,970.00
00174500000	88178187600	CAREY MOREHOUSE	VSDP BEN	138.55	3,205.16
00170100000	88205020200	BRIEN HUMPHREYS	VSDB-PAY	625.00	625.00
00171100000	88244824400	ROOSEVELT WADSWORTH	VSDB-PAY	700.00	700.00
00176800000	88437313600	VINCENT FRANK	VSDP BEN	454.25	6,026.93
00170300000	88447384000	STEPHANIE COOK	INV SEP	1,423.88	1,423.88
00178100000	88459615300	KRESS BASDIKIS	VSDP BEN	242.51	3,696.56
00170100000	88565536700	ALEXANDER HEATH	INV SEP	1,437.72	1,437.72
00170300000	88638123000	CAROL HATCHER	INV SEP	2,488.46	2,488.46
00176500000	88655205100	JIAN MCADAM	VSDB-PAY	45.45	997.92
00370300000	88749634600	LUTHER JENKINS, JR	VSDB-PAY	85.20	1,767.60
00178200000	88770287600	PRISCILLA AUSTIN, JR	ANNUAL	613.76	613.76
00178200000	88770287600	PRISCILLA AUSTIN, JR	O/T TERM	663.08	663.08
00178000000	88854395000	MITCHELL COOK	VSDP BEN	442.88	2,361.98

DEPARTMENT OF ACCOUNTS  
Payroll Auditing Seminar – Reports Appendix

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**DEDUCTION AMOUNT CHANGE  
(EXCLUDES TAXES, FLEX ADM AND DD DEDS)**

File 1 - Post 2010-06-25 00:00:00.0      File 2 - Post 2010-05-24 00:00:00.0

Empl ID	NAME	TYPE	PAY FILE 2 AMT	PAY FILE 1 AMT
88018881000	POSEY MONTEITH, JR	AN MATCH	\$20.00	\$10.00
88019741900	MURVIN CEPELNIK	AN MATCH	\$20.00	\$10.00
88021262800	CAROLYN MCGUIRE	ASSOCIAT	\$29.81	\$0.00
88027522000	SONNY JORDAN	AN MATCH	\$20.00	\$10.00
88067246400	RANDOLPH POTTER	AN MATCH	\$20.00	\$10.00
88085778800	RANDY BLANTON	AGY HLTH	\$186.50	\$0.00
88085778800	RANDY BLANTON	DEF COMP	\$40.00	\$0.00
88085778800	RANDY BLANTON	GRP INSR	\$9.30	\$0.00
88085778800	RANDY BLANTON	LT DISAB	\$11.77	\$0.00
88085778800	RANDY BLANTON	PRM CONV	\$20.50	\$0.00
88085778800	RANDY BLANTON	RET CRDT	\$11.77	\$0.00
88085778800	RANDY BLANTON	RETRMNT	\$73.70	\$0.00
88085778800	RANDY BLANTON	RETRMNT2	\$58.87	\$0.00

DEPARTMENT OF ACCOUNTS  
Payroll Auditing Seminar – Reports Appendix

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STATE AND FEDERAL TAX WITHHOLDING COMPARISON  
EMPLOYEES WITH NO CHANGE IN GROSS  
EXCLUDES IMPUTED  
WITH FEDERAL OR STATE VARIANCE GREATER THAN 5

File 1 - Post2010-06-

File 2 - Post 2010-05-

Empl ID	NAME	TYPE	PAY FILE 2 AMT	PAY FILE 1 AMT
88710551800	ANDREA BARTLETT	FEDERAL	\$52.34	\$57.44
		STATE	\$56.71	\$58.66
88751575500	PHYLLIS RECTOR, JR	FEDERAL	\$0.00	\$46.41
		STATE	\$52.21	\$54.44

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Payroll Auditing Seminar – Reports Appendix

04/23/2012

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Company: 000

**RATE AMOUNT CHANGE**

File 1 - Pre 2010-06-24 00:00:00.0      File 2 - Post 2010-05-10 00:00:00.0

Employee ID	EMPLOYEE NAME	PAY FILE 2 AMT	PAY FILE 1 AMT
88789548300	LINWOOD TOMLIN	\$9.34	\$0.00
88939133300	MYRLIN HAMBLIN	\$12.00	\$0.00

DEPARTMENT OF ACCOUNTS  
Payroll Auditing Seminar – Reports Appendix

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## COMPARISION REPORT 10

### Sorted By Org

### All Employees

Report 1 - Post 2010-06-25 00:00:00.0			Report 2 - Pre 2010-06-23 00:00:00.0									
Org. Code	Employee ID	Employee Name	Gross Diff	REG AMT	OVER TIME	NON CASH	FED	OAS	HI	STATE	DED DIFF	NET PAY
0017820000	88770287600	PAT Example	5,046.68	3,769.84	0.00	0.00	774.32	307.84	71.99	264.20	101.50	3,526.83
0017900000	88085778800	PAT Example	-1,177.33	-1,177.33	0.00	0.00	-97.78	-71.73	-16.78	0.00	-60.50	-886.47
<b>Grand Totals -</b>			20,534.29	12,710.96	0.00	2.24	3,259.73	1,243.08	290.72	1,416.61	1,468.42	13,245.27

**DEPARTMENT OF ACCOUNTS  
Payroll Auditing Seminar – Reports Appendix**

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COMPANY: 000

**EMPLOYEE INFORMATION**

**EMP MASTERFILE UPDATE DATE 05/12/2014**

NUMBER: 88497239100	BOX:
NAME: Example, PAT	ADDRESS: 100 Broad Street
	CITY, STATE, ZIP: STAUNTON, VA 24401

GENDER: F	ALIEN CODE: C
BIRTH DATE: 09/04/1941	EMPLOYMENT DATE:
ESTABLISHMENT CODE: 0046	TERMINATION DATE:
PAY TYPE: 1	TERMINATION CODE:
ORGANIZATION CODE: 00370300000	START LEAVE DATE:
FIPS CODE: 51790	RETURN LEAVE DATE:
FED MARITAL STATUS: 2	FREQUENCY: 072
ROLE CODE: 29112	OVERTIME STATUS: 3
TIME CARD STATUS: 0	FIT EXEMPTION: 0000001
AMOUNT LAST PAY CHANGE: 30,000	ANNUAL SALARY: 58,242.24
DATE LAST PAY CHANGE: 11/25/2007	SALARY STEP:
SHIFT: 1	WC CODE: 8968
SHIFT RATE: 1	OVERTIME TYPE: 3
SHIFT-2 PREMIUM: 0.00	OVERTIME-1 PREMIUM: 1.000000
SHIFT LOCATION: 0	OVERTIME-2 PREMIUM: 1.500000
SHIFT-3 PREMIUM: 0.00	EMPLOYMENT STATUS: 1
WORK COUNTRY: 001	FIT STATUS: 4
WORK STATE: 047	FUTA STATUS: 1
WORK LOCATION: 000000	AGY EMP DATE: 001
RESIDENT COUNTRY: 001	TAX UNIT: 001
RESIDENT STATE: 047	MEDICAL PROVIDER: 28.00
RESIDENT LOCATION: 000	SALARY RATE:
SUI STATUS: 4	RETIREMENT PLAN:
SUI STATE CODE: 047	
ANNUAL LEAVE: 0.00	
SICK LEAVE: 0.00	
OVER TIME LEAVE: 0.00	
COMP LEAVE: 0.00	
ONCALL LEAVE: 0.00	
LAST CHECK DATE: 07/01/2010	
STATE BEGIN DATE: 08/29/2007	
ADJUSTED EMPLOY DATE:	ANNUAL STATUS INDICATOR: Y
VSDP EMPLOYMENT DATE:	SICK STATUS INDICATOR: N
NUMBER OF PAYS: 24	COMP STATUS INDICATOR: Y
	OT LEAVE STATUS IND: 0
	ON-CALL LEAVE STATUS IND: N
	SDP PARTICIPANT IND: Y
	SDP RECIPIENT IND: N
	FLSA STATUS: E
	PERCENT EMPLOYMENT: 100
	CONTRACT LENGTH: 10

<table border="0"> <tr> <td>Annual Leave</td> <td>Begin Balance</td> <td>0.00</td> </tr> <tr> <td></td> <td>Earned YTD</td> <td>0.00</td> </tr> <tr> <td></td> <td>Used YTD</td> <td>0.00</td> </tr> <tr> <td></td> <td>Ending Balance</td> <td>0.00</td> </tr> </table>	Annual Leave	Begin Balance	0.00		Earned YTD	0.00		Used YTD	0.00		Ending Balance	0.00	<table border="0"> <tr> <td>Sick Leave</td> <td>Begin Balance</td> <td>0.00</td> </tr> <tr> <td></td> <td>Earned YTD</td> <td>0.00</td> </tr> <tr> <td></td> <td>Used YTD</td> <td>0.00</td> </tr> <tr> <td></td> <td>S/ram Used YTD</td> <td>0.00</td> </tr> <tr> <td></td> <td>Ending Balance</td> <td>0.00</td> </tr> </table>	Sick Leave	Begin Balance	0.00		Earned YTD	0.00		Used YTD	0.00		S/ram Used YTD	0.00		Ending Balance	0.00	<table border="0"> <tr> <td>Bonus Leave</td> <td>Begin Balance</td> <td>0.00</td> </tr> <tr> <td></td> <td>Used YTD</td> <td>0.00</td> </tr> <tr> <td></td> <td>Ending Balance</td> <td>0.00</td> </tr> </table>	Bonus Leave	Begin Balance	0.00		Used YTD	0.00		Ending Balance	0.00	<table border="0"> <tr> <td>Leave Without Pay</td> <td>LWOP Period Used</td> <td>0.00</td> </tr> </table>	Leave Without Pay	LWOP Period Used	0.00																								
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**Report Writer Reports**

**THESE REPORTS ARE ONLY AVAILABLE IF THE AGENCY REQUESTS IT ON HSRUT OR HSRUP THE PREVIOUS DAY**

<b>REPORT NAME</b>	<b>DESCRIPTION</b>	<b>USAGE</b>
<b>Report 852 – Automatic Special Pay – Incorrect Imputed Life</b>	Gives a printout of salaried employees who do not have the correct Imputed Life rate for the Salary Rate stated on HOBID.	Review and correct if necessary.
<b>Report 906 Potential Cash Match Exceptions</b>	Lists salaried employees with an Annuity or Def Comp deduction and no cash match deduction.	Review and correct if necessary.
<b>Report 831 Employees who did not have Direct Deposit in this Payroll</b>	For employees with employment dates after 7/31/08, direct deposit is mandatory. This report will identify those employees that do not have their net pay going to direct deposit.	Review and contact the employee to establish direct deposit.
<b>Many Report Writer Reports are available. Please review the Report Writer Matrix at:</b> <a href="http://www.doa.virginia.gov/Payroll/ReportWriterMatrix.pdf">http://www.doa.virginia.gov/Payroll/ReportWriterMatrix.pdf</a>		

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CO. NO. 230 DEPARTMENT OF ACCOUNTS TEST AGCY  
REL 12.50.65

REPORT 852 CIPPS  
RUN ON 05/12/2014 AT 19:57:14

AUTOMATIC SPECIAL PAY #14 - INCORRECT IMPUTED LIFE  
ACTIVE SALARIED EMPLOYEES WITHIN FREQUENCIES 70-98 AS OF 05/09/2014

PAGE 1

CO. #	EMPLOYEE NAME	EMPLOYEE NUMBER	ANNUAL SALARY	SALARY RATE	H10AS RATE/AMT	CALC RATE/AMT	DIFF	B D
230	XXXXXX XXXXXXXX X	NNNNNNN-00	180,795.84	7,533.17	3,620.00	3,620.00		

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CO. NO. 230 DEPARTMENT OF ACCOUNTS TEST AGCY  
REL 12.50.65

REPORT 906 CIPPS  
RUN ON 05/12/2014 AT 19:57:33

POTENTIAL CASH MATCH EXCEPTIONS FOR SALARIED EMPLOYEES AS OF 05/09/2014

PAGE 1

COMP NO	EMPLOYEE NUMBER	EMPLOYEE NAME	DEF COMP MATCH	ANNUITY MATCH	DC&ANNTY MATCH
230	NNNNNNN-00	XXXXXXXXXX XXXXX X	NO MATCH		
230	NNNNNNN-00	XXXXX XXXXXX X	NO MATCH		
230	NNNNNNN-00	XXXXXXXXXX XXXXXX X	NO MATCH		
230	NNNNNNN-00	XXXXXXXXXX XXXXX X		NO MATCH	
230	NNNNNNN-00	XXXXXXXXXX XXXXXX X		NO MATCH	
230	NNNNNNN-00	XXXXXXXXXX XXXX X	NO MATCH		
230	NNNNNNN-00	XXXXXXXXXX RUTH GRIMES		NO MATCH	
230	NNNNNNN-00	RUSSELL CAMERON L	NO MATCH		
230	NNNNNNN-00	GEARY THOMAS MICHAEL	NO MATCH		

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CO. NO. 230 DEPARTMENT OF ACCOUNTS TEST AGCY  
REL 12.50.65

REPORT 831 CIPPS  
RUN ON 05/12/2014 AT 19:57:02

EMPLOYEES WHO DID NOT HAVE DIRECT DEPOSIT IN THIS PAYROLL  
AND HAVE EMPLOYMENT DATES AFTER 7/31/2008 AS OF 05/09/2014

PAGE 1

EMPLOYEE NAME	ORG CODE	EMPLOYEE NUMBER	STATE EMPL DAT	AGENCY EMPL DAT
XXXXXXXXXXXXXXXX X	051 023 653 023	NNNNNNN00	04/30/2014	04/30/2014

## SECTION 2

# **PAYROLL REPORTS ARRANGED BY UTILITY**

## New Hire Review Tools

- The following reports are automatically run the night a new hire is added:
  - CIPPS Reports (Reportline):
    - Report 1013 – New Employees Added
    - Report 1006/1010 – Changes made to the employee’s record with an “R” will be reported on the Change Listings, however, the initial “I” screen inserts are not reported because they are not a “change” to the record.
  - PAT (Payroll Audit Tool) Reports (Payline):
    - Employee Information One Page Printout– Shows the content of all relevant data fields on the employee’s masterfile record.
- The following reports are available only when you request an edit (PYEDT) or pay (PYCTF) for the employee’s frequency.
  - PAT (Payroll Audit Tool) Reports (Payline):
    - Rate Amount Change Compare
    - Compare your edit report to the last pay processed to view all changes to the H0BID salary/rate amounts. New Hires will show \$0.00 dollars on the previous payroll and the new amount on the new payroll.
    - Salary/Rate and Regular Pay Comparison Report
    - For Salary employees – this report compares the H0BID rate/amount to the amount of regular pay that the employee is receiving. New hires that begin mid pay period should show on this report. New hires that start on the first day of the pay period are receiving a full check and should not appear on this report. If they do appear, their pay may be incorrect.
  - CIPPS Reports (Reportline):
    - Report 10 – You should ALWAYS review a new hire on the Report 10. Incorrect dates on the masterfile can cause prorating and the employee may not receive the correct pay. For hourly employees – multiply the rate times the amount of hours to ensure that the amount of regular pay is correct.
- The following CIPPS Ad-Hoc Reports are requested on screen HSRUT:
  - Report 852 - Automatic Special Pay #14 - Incorrect Imputed Life Report) – this report will notify you if the imputed life rate on H10AS does not appear to match the rate on H0BID or it is not set up correctly.

## Salary Change Review Tools

- The following reports are automatically run the night the salary/rate amount on H0BID is changed:
  - CIPPS Reports – Reportline:
    - Report 1006/1010 – Changes made to the employee’s record with an “R” will be reported on the Change Listings, however, the initial “I” screen inserts are not reported because they are not a “change” to the record.
- The following reports are available only when you request an edit (PYEDT) or pay (PYCTF) for the employee’s frequency.
  - PAT (Payroll Audit Tool) Reports (Payline):
    - Rate Amount Change Compare
      - Compare this edit to the last final pay. Changes made to the H0BID between the two report 10 files, will be reported.
      - Salary/Rate and Regular Pay Comparison Report
      - Salaried employees who had a rate change at the top of the pay period should not show on this report.
      - Salaried employees who had a rate change mid pay period should show on this report.
  - CIPPS Reports – Reportline:
    - Report 10–
      - If the pay change was for an hourly employee – multiply the rate times the number of hours to ensure that an incorrect date of last pay change did not cause an incorrect pay amount.
      - If the pay change was for an hourly employee, make sure that the hours worked were earned after the pay increase was effective. If not, key the previous rate with the hours worked on HUA03.
      - If the employee has overtime hours paid for time worked before the effective date of the salary change – an override on HUA03 is necessary.
    - Report 59 – Gross Pay Limit Exceeded –If the employee’s pay is greater than an agency specified factor (generally two times their normal salary), they will be reported here.
- The following CIPPS Ad-Hoc Reports are requested on screen HSRUT:
  - Report 852 Automatic Special Pay #14 - Incorrect Imputed Life Report– this report will notify you if the imputed life rate on H10AS does not appear to match the rate on H0BID.

### **Deduction Change Review Tools**

- The following reports are automatically run the night that deductions are changed on H0ZDC:
  - CIPPS Reports – Reportline:
    - Report 1006/1010 – Changes made to the employee’s record with an “R” will be reported on the Change Listings, however, the initial “I” screen inserts are not reported because they are not a “change” to the record.
- The following reports are available only when you request an edit (PYEDT) or pay (PYCTF) for the employee’s frequency.
  - PAT (Payroll Audit Tool) Reports (Payline):
    - Deduction Change Comparison Report – Compare the Report 10 file from this edit to the last Report 10 file from final pay to view all of the deductions that have changed between the two files by employee number.
- The following CIPPS Ad-Hoc Reports are requested on screen HSRUT:
  - Report 906 Potential Cash Match Exceptions for Salaried Employees – This report will list employees with an incorrect cash match amount

### **Tax Change Review Tools**

- The following reports are available only when you request an edit (PYEDT) or pay (PYCTF) for the employee's frequency.
- PAT (Payroll Audit Tool) Reports (Payline):
  - Tax Change Comparison Report – Compare the Report 10 file from this edit to the last Report 10 file from final pay to view changes in tax amounts when the employee has had no change in gross pay. Note: changes to the amount of taxes taken can also be caused by a change in the amount of pre-tax deduction.

**NOTE: IT IS BEST TO REVIEW TAX MASTERFILE CHANGES ONLINE USING THE SOURCE DOCUMENT**

**Batch Processing Review Tools  
(HUA03, HUE01, HUC01, HUD01)**

- The following reports are automatically run the night that batch transactions are keyed:
  - CIPPS Reports – Reportline:
    - Report 1001 – Input Transaction List - Lists all transactions that were keyed into CIPPS. Transactions will be grouped by batch number. If they had no batch number (example, manual pay sets) they will appear in batch “0”. If the transaction does not pass the initial edits, some are deleted and some will be listed on the 1001 with an Error.
    - Report 1009 – Employee Diagnostics Listing– Transactions that pass the initial editing (i.e. no error on Report 1001) but were deleted due to additional edits as well as those that had an error on the 1001 will appear here with an explanation.
- The following reports are available only when you request an edit (PYEDT) or pay (PYCTF) for the employee’s frequency:
  - CIPPS Reports – Reportline:
    - Report 1005 – Company Batch Summary– Lists all of the batch numbers and the status of those batches. If a batch is listed as “Out of Balance” it will not stop the batch from processing. However, “Out of Balance” batches should be reviewed to determine the cause of the error. In most cases, a transaction may have had an error and was deleted by CIPPS (as shown on the 1001 and the 1009 Report).
    - Report 1004 – Transaction Balance Report– Lists all of the transactions accepted in the pending file by batch number.
    - Report 10 – The resulting pay and deduction amounts will be shown here.
  - PAT (Payroll Audit Tool) Reports (Payline):
    - Salary/Rate Change Comparison– Employees with a Regular Pay Override should appear as well as VSDP and WC recipients. If the entire semi-monthly salary is not accounted for on the listing – check to see if the retirement overrides processed correctly.
    - Special Pays Listing –provides a printout of all the special pays (9XX transactions keyed on HUE01 and 7XX transactions keyed on HUC01) that were paid on the Report 10 file selected.
    - Deduction Change Comparison Report – This report lists changes in deduction amounts between the two Report 10 files selected. Most HUD01 overrides will show here.
    - Summary Report 10 – Employee Totals for Wage Employees – This report will list all the rate and hours keyed for wage employees on the selected Report 10 File.

### Manual Pay sets and Deduction Refund Review Tools

- The following reports are automatically run the night that manual pay sets are keyed:
  - CIPPS Reports – Reportline:
    - Report 1001 – Input Transaction List – Lists the manual payset lines that were keyed. Some items may error on the 1001. If these items are for blank lines that were not used on the Manual Payset, it is OK.
    - Report 1009 – Employee Diagnostics Listing – Manual Pay sets that were deleted because they had an error will appear here with an explanation.
    - Report 1006/1010 – Change Listing– Successful manual pay sets update the employee’s tax accumulations on the masterfile the NIGHT that a manual payset is keyed. Changes to the masterfile are visible on this report immediately.
- The following reports are available only when you request an edit (PYEDT) or pay (PYCTF) for the employee’s frequency:
  - CIPPS Reports – Reportline:
    - Report 1004 – Transaction Balance Report– Lists manual pay sets under Batch “0”.
    - Report 10– The manual payset will be shown as a second line. If the manual payset does not appear on the Report 10 and it does not show on the Report 1009 with an error (this would have occurred the day it was keyed), then it is stuck in pending. Manual Pay sets will not process unless:
      - The employee is in Active (1) Status on HOBES.
      - The employee is receiving regular pay. If the employee is not due any regular pay, you must key a penny on HUA03 to process the manual payset.
  - PAT (Payroll Audit Tool) Reports (Payline):
    - Salary/Rate Change Comparison– Manual Pay sets will be added to employees’s regular pay and will show here as a combined total.
    - Special Pays Listing –If a special pay was changed with a manual payset, it will be listed here.
    - Deduction Change Comparison– If a deduction was refunded, it will be listed here.

SECTION 3  
**PAYROLL RECONCILIATIONS**

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**KEY REPORTS FOR PRE-CERTIFICATION**

<b>REPORT NUMBER</b>	<b>REPORT NAME</b>	<b>HOW INITIATED</b>	<b>INFORMATION PRESENTED</b>	<b>USE</b>
<b>Report 10</b>	<b>Company Totals</b>	Prints with Edit Request	Totals of all Pays and Deductions	Use to anchor in and reconcile gross pay for certification
<b>Report U104</b>	<b>CIPPS PAYROLL/EDIT REPORT</b>	Prints with Edit Request	Shows how the edit request was keyed on PYEDT	Use to verify that you key the PYCTF with the same dates/information
<b>Report 59</b>	<b>Gross Pay Limit Exceeded</b>	Prints with Edit Request	Shows any employee receiving more than twice their Salary Amt.	Use to quickly identify problems
<b>Report 1005</b>	<b>Company Batch Summary</b>	Prints with Edit Request	Shows all batches for agency and their balance status	Investigate out of balance batches
<b>Report 14</b>	<b>Deductions Not Taken Register</b>	Prints with Edit Request	Shows a listing of employees whose mandatory deductions aren't processing	Use to catch uncollected FICA issues before they occur. Also catch other deduction issues.
<b>Report 852</b>	<b>Incorrect Imputed Life</b>	Request on HSRUT	Shows employees who have Imputed Life exceptions	Use to quickly identify Imputed Life Errors
<b>Report 906</b>	<b>Potential Cash Match Exceptions</b>	Request on HSRUT	Shows employees with potential cash match exceptions	Use to quickly identify Cash Match issues
<b>PAT</b>	<b>Report 10 Salary/Rate and Regular Pay Comparison</b>	Generated in PAT the day after edit	Shows all salaried employees who do not have same regular pay as HOBID Salary Amount	Use to reconcile Gross Pay
<b>PAT</b>	<b>Rate Amount Change</b>	Generated in PAT the day after edit	All HOBID Salary Changes that occurred since last payroll	Use to reconcile Gross Pay
<b>PAT</b>	<b>Special Pays Listing</b>	Generated in PAT the day after edit	Shows all Special Payments to employees on payroll	Use to reconcile Gross Pay
<b>PAT</b>	<b>Summary Report 10 Totals – Wage Employees</b>	Generated in PAT the day after edit	Shows all payments to wage employees	Use to reconcile Gross and Salaried Regular Pay on the Report 10
<b>PAT</b>	<b>Deduction Amount Change Compare</b>	Generated in PAT the day after edit	Shows all deduction amount changes that occurred since last payroll	Use to reconcile deduction changes

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<b>GROSS PAY RECONCILIATION</b>				
<b>AGY NUMBER</b>		<b>10010</b>		
<b>PAY PERIOD:</b>		<b>9/10-24/2014</b>		
Amount Certified Last Payroll		3,772,169.87		
Minus:	Previous Regular Pay from Wage Payroll	-202,926.00		
Minus:	Previous Imputed Life	-27,814.16		
Minus:	Previous Sick Leave Payouts	-2,801.91		
Minus:	Previous Annual Leave Payouts	-32,523.28		
Minus:	Previous Comp Leave Payouts	-319.61		
Minus:	Previous Overtime Leave Payout	-245.68		
Minus:	Previous Temp Pay	-2,148.50		
Minus:	Previous Classified Overtime	-42,894.59		
Minus:	Previous On-Call Pay	-2,083.39		
Minus:	Previous Agency Specific S/P	-1,478.84		
Minus:	Previous Bonus	-49.04		
Minus:	Previous Invol Sep	0.00		
Minus:	Previous VSDP	-28,740.03		
Minus:	Previous Partail Payments to Term EES	0.00		
Add:	Previous Dockings LWOP	31,035.87		
Add:	Previous VSDP Adj Amount to Req Pay	34,827.79		
<b>Salaried Base Pay Previous Payroll</b>		<b>3,494,008.50</b>	<b>3,494,008.50</b>	<b>0.00</b>
<b>Permanent Classified Base Pay Adjustments (List Names)</b>				
<b>New Salaried:</b>	<b>Eff Date</b>			
J Hatfiled	9/10	1,212.50	Increase	
		1,212.50		1,212.50
<b>Terminated Classified Employees:</b>				
	<b>Eff Date</b>	<b>Old Semi</b>	<b>Decrease</b>	
Employee X	9/9	3,022.83		
Employee X	9/9	3,037.42		
Employee X	9/9	2,212.54		
Employee X	9/9	2,125.00		
Employee X	9/9	1,970.33		
Employee X	9/9	1,858.63		
		14,226.75		-14,226.75
<b>Salary Increases:</b>				
	<b>Eff Date</b>	<b>Old Semi</b>	<b>New Semi</b>	<b>Increase/Decrease</b>
G. Bagfield	9/10	1,874.21	1,819.63	-54.58
J. Merks	9/10	2,776.96	3,193.50	416.54
C. Catnip	9/10	1,645.79	1,810.38	164.59
T. Mister	9/10	1,462.75	1,420.17	-42.58
K. Jessup	9/10	1,465.88	1,222.21	-243.67
				240.30
				240.30
<b>Adjusted Base Pay Classified Payroll</b>		<b>3,481,234.55</b>	<b>3,481,234.55</b>	<b>0.00</b>
<b>Total Regular Pay Adjustments from TAB</b>				
		-23,686.90		
<b>Total VSDP Reg Pay Adjustments from TAB</b>		-37,634.74		
<b>Add: Current Regular Pay from Wage Payroll</b>		197,918.98		
		3,617,831.89		
		3,617,831.89		
		0.00		
<b>Add Current VSDP Amount</b>				
<b>Add: Imputed Life Current Payroll</b>		32,228.83		
<b>Add: Current Annual Leave Payouts</b>		19.17		
<b>Add: Current O/C Pay</b>		2,809.95		
<b>Add: Current Bonus Pay</b>		1,881.68		
<b>Add: Current Agency Specific Pay</b>		222.12		
<b>Add: Current Agency Specific Pay</b>		497.42		
<b>Add: Current Overtime Leave Pay</b>		1,180.73		
<b>Add: NTMobile</b>		450.00		
<b>Add Current Temp Pay</b>		1,983.92		
<b>Add: Current Overtime</b>		25,475.85		
<b>Add: Current Invol Sep</b>		0.00		
		Total of Gross Adjustments to Base Pay		
		3,821,178.90		
<b>Current Payroll Certified Amount</b>		<b>7,302,413.45</b>		
<b>Company Total Gross Pay on Current Report 10</b>		<b>3,684,581.56</b>		
<b>Differences</b>		<b>-3,617,831.89</b>		
<b>Amount Certified on PYCTF</b>		<b>3,684,581.56</b>		
<b>Differences</b>		<b>0.00</b>		

**DEPARTMENT OF ACCOUNTS**  
**Payroll Auditing Seminar – Reports Appendix**

CO. CO. NO. 10100 DEPARTMENT OF IMPORTANT STUFF  
 \*\* EDIT/REPORT RUN \*\*

REPORT 10 CIPPS  
 RUN ON 09/23/2014 AT 21:19:09  
 REL 12.50.65 PAGE 912

PAYROLL AND DEDUCTION REGISTER AS OF 09/24/2014

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			--RES--	--WRK--				NET CHECK	CHECK DATE				
----	SSN----	ES	-----	HOURS-----	MS	-EX-	ST	LOC	ST	LOC	(TD SICK	-	VAC)	NET CHECK	CHECK NO
<b>COMPANY TOTAL</b>															
		GROSS PAY	REGULAR PAY	REGULAR HOURS	OVERTIME PAY	FEDERAL TAX	OASDI TAX	HI TAX	STATE TAX						
CUR		3,684,581.56	3,617,831.89	169,726.77	25,475.85	342,288.90	217,326.20	50,862.00	147,344.81						
YTD		62,013,026.66	60,539,584.92	2,843,494.13	656,639.86	5,740,587.18	3,666,758.98	857,548.50	2,476,000.64						
		NET PAY	DI TAX	TOTAL DEDUCT	LOCAL TAX	OVERTIME HR	VACATION	BONUS PAY	PENSION PAY						
CUR		2,281,317.87	.00	645,160.71	261.90	1,186.68	.00	.00	.00						
YTD		38,308,824.32	.00	10,711,417.82	4,336.72	26,561.47	.00	.00	.00						
		SICK PAY	TAXABLE	WRK COMP	LV SHARE	ANNUAL	IMPLIFE	O/C PAY	BONUS						
CUR		.00	.00	.00	.00	2,809.95	19.17	1,881.68	222.12						
YTD		.00	395.55	1,561.39	2,128.70	13,027.50	247,411.50	44,440.71	5,523.00						
		DMV-PAY	O/T TERM	INV SEP	TEMP PAY	HLTINCTV	NTMOBILE	NC AWDS	VSDP BEN						
CUR		497.42	1,180.73	.00	1,983.92	.00	450.00	.00	32,228.83						
YTD		27,398.17	.00	461.54	17,404.58	461.49	2,745.00	125.00	450,832.75						
		ANNUAL	PAY DOCK	CONTRBASE	DCSE-SUP	SUPPORT2	GARNISH1	GARNISH2	GARNISH3						
CUR		.00	7,333.60	3,477,856.67	2,698.33	1,573.06	9,497.46	1,751.27	87.50						
YTD		2,885.00	26,597.47	57,607,863.66	38,371.66	21,641.29	188,346.07	29,415.89	2,872.42						
		EMP ORP	EMP RET	EMPDC MD	EMPDC VC	BUYBACK2	GARN FEE	DEP CARE	MED REIM						
CUR		135.42	172,086.05	933.14	67.05	70.12	95.00	3,736.00	12,180.00						
YTD		2,760.42	2,862,027.11	5,707.85	335.25	1,234.22	1,805.00	58,584.00	200,803.00						
		FLEX ADM	PRM CONV	HC REWARD	AGY HLTH	PETTYCSH	REVENUE	OPT LIFE	DEF COMP						
CUR		3.65	158,639.50	6,468.50	749,658.00	.00	996.00	9,628.08	87,982.26						
YTD		7,865.75	2,571,755.00	103,190.00	12,070,737.00	995.73	16,924.00	162,799.24	1,454,497.92						
		POST TAX	TPA ADM	PREBUYBK2	DC MATCH	VEST	PRETXPRK	VPEP	EMPASOC1						
CUR		26,023.88	2.10	450.42	19,288.50	25.00	1,836.00	241.50	17.00						
YTD		440,996.49	39.90	9,187.58	320,204.50	425.00	28,380.00	4,105.50	289.00						
		CVC	EMPASOC2	ASSOC 1	HBMCMATCH	HBVCMATCH	ORPAPPTE	RET CRDT	RETIRMNT						
CUR		876.07	288.00	144.00	933.14	41.90	909.27	36,479.67	426,263.71						
YTD		14,265.09	4,924.00	2,401.50	5,683.81	209.50	15,750.90	583,866.36	5,632,731.20						
		GRP INSR	LT DISAB	VACULOAN	DDCHKNG1	DDSAVNG1	DDCHKNG3	DDSAVNG3	DDCHKNG2						
CUR		41,399.58	19,061.47	2,494.00	45,938.79	18,094.73	5,395.00	1,053.00	5,253.50						
YTD		685,324.89	250,990.93	9,951.00	753,043.43	290,386.28	98,433.50	18,234.50	90,359.50						
		DDSAVNG2	DDCHKING	DDSAVING	NET ADJUST										
CUR		37,502.67	2,224,730.58	93,952.45	16.00										
YTD		633,548.39	37,346,826.31	1,622,057.45	.00										

EMPLOYEE COUNT 2,158

**DEPARTMENT OF ACCOUNTS**  
**Payroll Auditing Seminar – Reports Appendix**

CO. NO. 10100  
 DEPARTMENT OF IMPORTANT STUFF

COMMONWEALTH OF VIRGINIA  
 DEPARTMENT OF ACCOUNTS

REPORT U104 PAYB0086  
 RUN ON 09/23/2014 AT 21:03:31  
 PAGE 1

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

THE FOLLOWING PAY FREQUENCIES WERE SUBMITTED FOR CIPPS SCRUB PROCESSING ON: 09/23/2014

CO #	PAY FREQ LO-HI	PAY PER	PERIOD BEGIN DATE	PERIOD END DATE	CHECK DATE	PAY TYPE	HOLD SWITCH	TIME ENTERED
----	-----	---	-----	-----	-----	-----	-----	-----
10100	70-70	2	09/10/2014	09/24/2014	09/30/2014	3	2	11:52:52
10100	71-71	2	09/01/2014	09/15/2014	09/30/2014	3	2	11:52:52

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

**DEPARTMENT OF ACCOUNTS**  
**Payroll Auditing Seminar – Reports Appendix**

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CO. NO. 10100 DEPARTMENT OF IMPORTANT STUFF  
 \*\* EDIT/REPORT RUN \*\*

REPORT 59 CIPPS  
 RUN ON 09/23/2014 AT 21:19:11  
 REL 12.50.65 PAGE 1

GROSS PAY LIMIT EXCEEDED AS OF 09/24/2014

CHECK DATE	EMPLOYEE NAME	EMPLOYEE NO.	PAYRL	GROSS PAY	COMPANY RATE	CHECK LIMIT
09/30/2014	THE PERSON BUYING LUNCH	99999990	0 70	3550.51	2.000	2882.080
COMPANY TOTAL		TOTAL NUMBER OF EMPLOYEES	1	3,550.51		

**DEPARTMENT OF ACCOUNTS**  
**Payroll Auditing Seminar – Reports Appendix**

CO. NO. 10100 DEPARTMENT OF IMPORTANT STUFF

REPORT 1005 CIPPS  
 RUN ON 09/23/2014 AT 21:04:16

COMPANY BATCH SUMMARY AS OF 09/24/2014

PAGE 1

BATCH 0 *OUT OF BALANCE*	BATCH 1 *OUT OF BALANCE*	BATCH 2365	BATCH 2366
BATCH 2367	BATCH 2368	BATCH 2369	BATCH 2370
BATCH 2371	BATCH 3575	BATCH 3576	BATCH 3577
BATCH 3578	BATCH 3579	BATCH 3580	BATCH 3581
BATCH 4927	BATCH 4928	BATCH 4929	BATCH 4930
BATCH 4931	BATCH 4932	BATCH 4933	BATCH 4934
BATCH 4936	BATCH 4937	BATCH 4938	BATCH 4939
BATCH 4941	BATCH 4945	BATCH 6000	BATCH 6001
BATCH 6002	BATCH 6003	BATCH 6004	BATCH 6005
BATCH 6006 *OUT OF BALANCE*	BATCH 6007	BATCH 6008	BATCH 6010
BATCH 6011	BATCH 7001	BATCH 7101	BATCH 8017
BATCH 8023	BATCH 8024	BATCH 8025	BATCH 8026
BATCH 8027	BATCH 8029	BATCH 8030	BATCH 8036
BATCH 8092	BATCH 8093	BATCH 8094	BATCH 8095
BATCH 8096	BATCH 8097	BATCH 8098	BATCH 8099
BATCH 8101	BATCH 8102	BATCH 8105	BATCH 8106
BATCH 8107			

TYPE TRANSACTION	CALCULATED TOTALS
400 TRANSACTIONS	6
500 TRANSACTIONS	9
501 TRANSACTIONS	9
502 TRANSACTIONS	9
503 TRANSACTIONS	9
504 TRANSACTIONS	9
505 TRANSACTIONS	9
601 - 699 TRANS	6
550 TRANSACTIONS	3
650 TRANSACTIONS	0
652 TRANSACTIONS	0
660 TRANSACTIONS	0
670 TRANSACTIONS	0
680 TRANSACTIONS	0
TOTALS	69

TOTAL NUMBER OF TRANSACTIONS	996
NUMBER OF EMPLOYEES NOT TO BE PAID	2
TOTAL NUMBER OF BATCHES	65
NUMBER OF BATCHES OUT-OF-BALANCE	3

**DEPARTMENT OF ACCOUNTS**  
**Payroll Auditing Seminar – Reports Appendix**

CO. NO. 10100 DEPARTMENT OF IMPORTANT STUFF  
 \*\* EDIT/REPORT RUN \*\*

REPORT 14 CIPPS  
 RUN ON 09/23/2014 AT 21:20:20  
 REL 12.50.65 PAGE 1

DEDUCTIONS NOT TAKEN REGISTER AS OF 09/24/2014

OFC	EMPLOYEE NO.	EMPLOYEE NAME						TOTALS	
023	99999990	0 PEE WEE HERMAN						244.17	
EMP RET	PRM CONV	DEF COMP							
64.17	160.00	20.00							
023	49999990	0 NAPOLEON DYNAMITE						330.20	
PRM CONV	DEF COMP	POST TAX	DDCHKNG1	DDCHKNG3					
98.00	20.00	62.20	100.00	50.00					
023	99999990	0 ERNEST T BASS						20.00	
DEF COMP									
20.00									
023	39999960	0 HAPPY GILMORE						2,320.01	
EMP RET	PRM CONV	POST TAX	DDCHKNG1	DDSAVNG1					
168.56	173.00	128.45	1,800.00	50.00					
OFFICE	023 TOTAL	EMP RET	PRM CONV	DEF COMP	POST TAX	DDCHKNG1	DDSAVNG1		
		232.73	431.00	60.00	190.65	1,900.00	50.00		
		DDCHKNG3						TOTALS	
		50.00							2,914.38
024	99999920	0 PRECIOUS MEMORIES						4.69	
OASDI TX	HI TAX								
3.77	.92								
OFFICE	024 TOTAL	OASDI TX	HI TAX					TOTALS	
		3.77	.92					4.69	

**DEPARTMENT OF ACCOUNTS**  
**Payroll Auditing Seminar – Reports Appendix**

CO. NO. 10100 DEPARTMENT OF IMPORTANT STUFF  
REL 12.50.65

REPORT 852 CIPPS  
RUN ON 09/23/2014 AT 19:40:06

AUTOMATIC SPECIAL PAY #14 - INCORRECT IMPUTED LIFE  
ACTIVE SALARIED EMPLOYEES WITHIN FREQUENCIES 70-98 AS OF 09/24/2014

PAGE 1

CO. #	EMPLOYEE NAME	EMPLOYEE NUMBER	ANNUAL SALARY	SALARY RATE	H10AS RATE/AMT	CALC RATE/AMT	DIFF	B D
10100	EMPLOYEE A	0000000-00	34,584.72	1,441.04	700.00	700.00		
10100	EMPLOYEE B	0000000-00	29,099.76	1,212.50	1,212.50	600.00	612.50-	
10100	EMPLOYEE C	0000000-0	33,838.80	1,409.96	680.00	680.00		
10100	EMPLOYEE D	0000000-0	26,235.84	1,093.17	540.00	540.00		
10100	EMPLOYEE E	0000000-0	33,865.68	1,411.08	680.00	680.00		

**DEPARTMENT OF ACCOUNTS**  
**Payroll Auditing Seminar – Reports Appendix**

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CO. NO. 10100 DEPT OF IMPORTANT STUFF REL 12.50.65 REPORT 906 CIPPS  
POTENTIAL CASH MATCH EXCEPTIONS FOR SALARIED EMPLOYEES AS OF 09/24/2014 RUN ON 09/23/2014 AT 19:40:22  
PAGE 1

COMP NO	EMPLOYEE NUMBER	EMPLOYEE NAME	DEF COMP MATCH	ANNUITY MATCH	DC&ANNTY MATCH
10100	9999995-00	SPIDERMANH	NO MATCH		

**DEPARTMENT OF ACCOUNTS**  
**Payroll Auditing Seminar – Reports Appendix**

09/27/2014

Page 1

Company: [REDACTED]

## Report 10 Salary/Rate and Regular Pay Comparison Report

Run Date - Post 09/24/2014

Organization Code	EMP ID	NAME	SALARY/ RATEAMT	REG .PAY	REPORT10 CURRENT GROSS PAY	DIFF.	SPEC. PAY	SPEC. PAY AMT.
001010129AS	[REDACTED]	[REDACTED]	1,139.21	971.89	971.89	167.32	PAY DOCK	167.32
001015920FI	[REDACTED]	[REDACTED]	3,279.92	0.00	3,279.92	3,279.92	VSDP BEN	3,279.92
001022231ML	[REDACTED]	[REDACTED]	2,142.67	0.00	2,142.67	2,142.67	VSDP BEN	2,142.67
001022232ND	[REDACTED]	[REDACTED]	1,631.71	1,016.42	1,016.42	615.29	PAY DOCK	615.29
001010201FA	[REDACTED]	[REDACTED]	1,669.75	-2,179.78	1,669.75	3,849.53	VSDP BEN	3,849.53
001023638WT	[REDACTED]	[REDACTED]	1,836.04	367.21	1,836.04	1,468.83	VSDP BEN	1,468.83
001023673SF	[REDACTED]	[REDACTED]	1,866.58	-746.62	1,866.58	2,613.20	VSDP BEN	2,613.20
001014170LS	[REDACTED]	[REDACTED]	3,076.25	2,516.93	3,076.25	559.32	VSDP BEN	559.32
001019125M4	[REDACTED]	[REDACTED]	1,328.83	944.02	944.02	384.81	PAY DOCK	384.81
001006357L1	[REDACTED]	[REDACTED]	2,823.96	564.79	2,823.96	2,259.17	VSDP BEN	2,259.17
001006125M4	[REDACTED]	[REDACTED]	1,227.17	984.29	984.29	242.88	PAY DOCK	242.88
001009144TS	[REDACTED]	[REDACTED]	3,234.71	1,509.53	3,234.71	1,725.18	VSDP BEN	1,725.18
001023622D2	[REDACTED]	[REDACTED]	2,054.46	0.00	2,054.45	2,054.46	VSDP BEN	2,054.45
001023603HT	[REDACTED]	[REDACTED]	1,409.96	0.00	0.00	1,409.96		0.00
001015189H1	[REDACTED]	[REDACTED]	1,535.08	776.26	776.26	758.82		0.00
001023678FT	[REDACTED]	[REDACTED]	2,004.21	1,275.41	1,275.41	728.80		0.00
001022245PS	[REDACTED]	[REDACTED]	1,361.00	0.00	2,474.08	1,361.00	IMPLIFE	1.60
001022245PS			1,361.00	0.00			VSDP BEN	2,472.48

DEPARTMENT OF ACCOUNTS  
Payroll Auditing Seminar – Reports Appendix

09/27/2014

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Company: [REDACTED]

**RATE AMOUNT CHANGE**

File 1 - Post 2014-09-24 19:53:32.0

File 2 - Post 2014-09-10 19:56:16.0

Employee ID	EMPLOYEE NAME	PAY FILE 2 AMT	PAY FILE 1 AMT
[REDACTED]	[REDACTED]	\$3,022.83	\$0.00
[REDACTED]	[REDACTED]	\$3,037.42	\$0.00
[REDACTED]	[REDACTED]	\$2,212.54	\$0.00
[REDACTED]	[REDACTED]	\$13.09	\$1,212.50
[REDACTED]	[REDACTED]	\$1,874.21	\$1,819.63
[REDACTED]	[REDACTED]	\$1,858.63	\$0.00
[REDACTED]	[REDACTED]	\$2,776.96	\$3,193.50
[REDACTED]	[REDACTED]	\$1,465.88	\$1,222.21
[REDACTED]	[REDACTED]	\$1,462.75	\$1,420.17
[REDACTED]	[REDACTED]	\$1,645.79	\$1,810.38
[REDACTED]	[REDACTED]	\$12.36	\$0.00
[REDACTED]	[REDACTED]	\$0.00	\$20.40
[REDACTED]	[REDACTED]	\$1,970.33	\$0.00
[REDACTED]	[REDACTED]	\$12.35	\$12.97
[REDACTED]	[REDACTED]	\$12.35	\$12.97
[REDACTED]	[REDACTED]	\$2,125.00	\$0.00
[REDACTED]	[REDACTED]	\$7.25	\$0.00

DEPARTMENT OF ACCOUNTS  
Payroll Auditing Seminar – Reports Appendix

09/27/2014

Page 1

Company: [REDACTED]

# SPECIAL PAYS LISTING

(EXCLUDES IMPUTED LIFE)

Run Date - Post 09/24/2014

ORG CODE	EMPLOYEE NUMBER	NAME	SPECIAL PAY TYPE	SPECIAL PAY AMOUNT	YTD AMOUNT
001017174FP	[REDACTED]	[REDACTED]	O/C PAY	47.95	3,032.00
001010129AS	[REDACTED]	[REDACTED]	PAY DOCK	167.32	377.56
001002167DA	[REDACTED]	[REDACTED]	O/C PAY	62.10	799.49
001015920FI	[REDACTED]	[REDACTED]	VSDP BEN	3,279.92	4,646.55
001022231ML	[REDACTED]	[REDACTED]	VSDP BEN	2,142.67	2,856.89
001017174FP	[REDACTED]	[REDACTED]	O/C PAY	151.95	3,284.76
001022232ND	[REDACTED]	[REDACTED]	PAY DOCK	615.29	3,202.29
001010201FA	[REDACTED]	[REDACTED]	VSDP BEN	3,849.53	6,855.08
001002168DS	[REDACTED]	[REDACTED]	O/C PAY	428.87	5,608.03
001023638WT	[REDACTED]	[REDACTED]	VSDP BEN	1,468.83	10,882.70
001011148EO	[REDACTED]	[REDACTED]	TEMP PAY	579.96	4,059.72
001002167DA	[REDACTED]	[REDACTED]	O/C PAY	102.02	2,308.19

DEPARTMENT OF ACCOUNTS  
Payroll Auditing Seminar – Reports Appendix

09/27/2014

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Company: [REDACTED]

## SUMMARY REPORT 10 - EMPLOYEE TOTALS

### WAGE EMPLOYEES

Run Date - Post 09/24/2014

---- HOURS ----

Empl ID	NAME	ORG CODE	RATE	REGULAR	OT	REGULAR EARNINGS	OT EARNINGS	CURRENT GROSS PAY	CHECK DATE
[REDACTED]	[REDACTED]	051013698CS	12.35	54.50	0.00	673.08	0.00	673.08	09/30/2014
[REDACTED]	[REDACTED]	051023638WT	12.35	62.90	0.00	776.82	0.00	776.82	09/30/2014
[REDACTED]	[REDACTED]	051023638WT	12.35	60.80	0.00	750.88	0.00	750.88	09/30/2014
[REDACTED]	[REDACTED]	051023696AC	13.96	63.40	0.00	885.06	0.00	885.06	09/30/2014
[REDACTED]	[REDACTED]	051000624TC	13.96	59.20	0.00	826.43	0.00	826.43	09/30/2014
[REDACTED]	[REDACTED]	051023667FR	12.35	68.10	0.00	841.04	0.00	841.04	09/30/2014
[REDACTED]	[REDACTED]	051023660FO	13.96	70.70	0.00	986.97	0.00	986.97	09/30/2014
[REDACTED]	[REDACTED]	051023606PM	12.35	63.10	0.00	779.29	0.00	779.29	09/30/2014
[REDACTED]	[REDACTED]	051023624TC	13.96	66.50	0.00	928.34	0.00	928.34	09/30/2014
[REDACTED]	[REDACTED]	050230614FN	13.96	63.30	0.00	883.67	0.00	883.67	09/30/2014
[REDACTED]	[REDACTED]	051023661SE	13.96	70.10	0.00	978.60	0.00	978.60	09/30/2014
[REDACTED]	[REDACTED]	051023600AX	13.96	71.50	0.00	998.14	0.00	998.14	09/30/2014
[REDACTED]	[REDACTED]	051023654CH	12.35	64.30	0.00	794.11	0.00	794.11	09/30/2014
[REDACTED]	[REDACTED]	051023627MS	13.96	38.50	0.00	537.46	0.00	537.46	09/30/2014
[REDACTED]	[REDACTED]	051023655IW	12.35	62.30	0.00	769.41	0.00	769.41	09/30/2014
[REDACTED]	[REDACTED]	051023681GL	12.35	64.10	0.00	791.64	0.00	791.64	09/30/2014
[REDACTED]	[REDACTED]	050021188IA	12.00	41.00	0.00	492.00	0.00	492.00	09/30/2014
[REDACTED]	[REDACTED]	051023697RO	12.35	65.20	0.00	805.22	0.00	805.22	09/30/2014
[REDACTED]	[REDACTED]	051023603HT	12.35	29.20	0.00	360.62	0.00	360.62	09/30/2014
[REDACTED]	[REDACTED]	050015226M5	15.37	55.50	0.00	853.04	0.00	853.04	09/30/2014
Totals				13,889.82	3.00	197,918.98	220.32	198,139.30	

DEPARTMENT OF ACCOUNTS  
Payroll Auditing Seminar – Reports Appendix

09/27/2014

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Company: [REDACTED]

**DEDUCTION AMOUNT CHANGE**  
**(EXCLUDES TAXES, FLEX ADM AND DD DEDS)**

File 1 - Post 2014-09-24 19:53:32.0      File 2 - Post 2014-09-10 19:56:16.0

Empl ID	NAME	TYPE	PAY FILE 2 AMT	PAY FILE 1 AMT
[REDACTED]	[REDACTED]	POST TAX	\$43.23	\$38.74
[REDACTED]	[REDACTED]	PRETXPRK	\$0.00	\$8.00
[REDACTED]	[REDACTED]	NTMOBILE	\$0.00	\$45.00
[REDACTED]	[REDACTED]	NTMOBILE	\$0.00	\$45.00
[REDACTED]	[REDACTED]	NTMOBILE	\$0.00	\$45.00
[REDACTED]	[REDACTED]	GARNISH2	\$291.77	\$291.89
[REDACTED]	[REDACTED]	POST TAX	\$72.29	\$69.79
[REDACTED]	[REDACTED]	GARNISH1	\$0.00	\$687.23
[REDACTED]	[REDACTED]	[REDACTED] PAY	\$0.00	\$497.42
[REDACTED]	[REDACTED]	VACULOAN	\$0.00	\$46.00
[REDACTED]	[REDACTED]	AGY HLTH	\$264.50	\$683.50
[REDACTED]	[REDACTED]	PRM CONV	\$49.00	\$178.00
[REDACTED]	[REDACTED]	NTMOBILE	\$0.00	\$45.00
[REDACTED]	[REDACTED]	NTMOBILE	\$0.00	\$45.00

**DEPARTMENT OF ACCOUNTS**  
**Payroll Auditing Seminar – Reports Appendix**

**PRE-CERTIFICATION INTERFACE ERROR REPORTS**  
**FAILED INTERFACE UPDATES THAT MUST BE ENTERED MANUALLY INTO CIPPS**

<b>REPORT NUMBER</b>	<b>REPORT NAME</b>	<b>GENERATION FREQUENCY</b>	<b>DESCRIPTION</b>	<b>USAGE</b>
<b>U080</b>	<b>PMIS/CIPPS Transaction Error Listing</b>	Runs daily – check for reports since the last payroll certification	Identifies transactions passed for a terminated employee, a non salaried employee, or for a company/employee number combination that is not found in CIPPS.	These items must be entered manually into CIPPS.
<b>U130</b>	<b>BES/CIPPS Transaction Error Listing</b>	Runs daily – check for reports since the last payroll certification	Provides a list of those items that did not update in CIPPS.	These items must be entered manually into CIPPS.
<b>U184</b>	<b>VNAV/CIPPS Transaction Error Listing</b>	Runs monthly. Check Certification Calendar for date. Errors should be entered on the first payroll of the month.	Identifies items that could not be processed during the VNAV/CIPPS interface.	Review and manually enter the appropriate update into CIPPS as soon as possible.
<b>U063</b>	<b>Deferred Comp/Cash Match Error Report</b>	Runs monthly. Check Certification Calendar for date. Errors should be entered on the first payroll of the month.	Provides a list of Deferred Comp and Cash Match items that did not update CIPPS.	These items must be entered into CIPPS manually. Review and enter as appropriate.
<b>U148</b>	<b>Misc Ins/Annuity/Fee Error Listing</b>	Runs once a pay period. Check Certification Calendar for date.	Provides a listing of Miscellaneous Insurance, Annuities and Administrative Fees that did not update CIPPS.	These items must be entered into CIPPS manually. Review and enter as appropriate.

**DEPARTMENT OF ACCOUNTS**  
**Payroll Auditing Seminar – Reports Appendix**

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/00NNNNNNN00 TRANS EFFECTIVE DATE: 07/24/2011 TERMINATION DATE	07/23/2011	TERMINATED EMPLOYEE ON CIPPS MASTER FILE
EMPLOYEE NAME/NUMBER: xxxxxxxxxxxx/00NNNNNNN00 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/00NNNNNNN00 TRANS EFFECTIVE DATE: 09/19/2011 BOX APARTMENT ZIP CODE	23233-3372	EMPLOYEE RECORD NOT FOUND ON CIPPS MASTER
EMPLOYEE NAME/NUMBER: xxxxxxxxxxxx/00NNNNNNN00 TRANS EFFECTIVE DATE: 09/19/2011 HOME PHONE	(804) 6XX-XXXX	EMPLOYEE RECORD NOT FOUND ON CIPPS MASTER
EMPLOYEE NAME/NUMBER: xxxxxxxxxxxx/00NNNNNNN00 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**  
**Payroll Auditing Seminar – Reports Appendix**

CO. NO. 230

COMMONWEALTH OF VIRGINIA

REPORT U130 PAYB2300

DEPARTMENT OF ACCOUNTS  
 BES/CIPPS TRANSACTION ERROR LISTING  
 PAY PERIOD 04/25/2014 - 05/09/2014

RUN ON 05/08/2014 AT 19:10:57  
 PAGE 1

DEPARTMENT OF ACCOUNTS TEST AGCY

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

CHG IND	FIELD	OLD BES VALUE	/	ERROR MESSAGE/ NEW BES VALUE
	EMPLOYEE NAME/NUMBER: XXXXX X XXXX/00NNNNNNN00			NO CIPPS RECORD
	TRANS EFFECTIVE DATE: 05012014			
	PROVIDER CODE:	042		044
	PLAN CODE:	W		S
	EE HC PREMIUM-DED 24-SEMI-MONTHLY:	0.00		48.00
	HC REWARD (DED 25) - SEMI-MONTHLY:	0.00		0.00
	ER HC PREMIUM-DED 26-SEMI-MONTHLY:	0.00		251.00
	EMPLOYEE NAME/NUMBER: XXXX X XXXXXXXXX/00NNNNNNN00			NO CIPPS RECORD
	TRANS EFFECTIVE DATE: 05012014			
	PROVIDER CODE:	042		046
	PLAN CODE:	W		F
	EE HC PREMIUM-DED 24-SEMI-MONTHLY:	0.00		160.50
	HC REWARD (DED 25) - SEMI-MONTHLY:	0.00		0.00
	ER HC PREMIUM-DED 26-SEMI-MONTHLY:	0.00		660.50

**DEPARTMENT OF ACCOUNTS**  
**Payroll Auditing Seminar – Reports Appendix**

CO. NO. 230

COMMONWEALTH OF VIRGINIA

REPORT U184 PAYB0027

DEPARTMENT OF ACCOUNTS  
 VNAV/CIPPS TRANSACTION ERROR LISTING

RUN ON 05/02/2014 AT 19:11:06  
 PAGE 42

DEPARTMENT OF ACCOUNTS TEST AGCY

FOR MONTH OF MAY 2014

FIELD DESCRIPTION	FIELD VALUE	ERROR MESSAGE
-----		
EMPLOYEE NAME/NUMBER: 00NNNNNNN00		
XAH	VRS PLAN CODE	VS
	VSDP PARTICIPANT INDICATOR	Y
	VOLUNTARY HYBRID 457 PERCENTAGE	0.0
EMPLOYEE NAME/NUMBER: 00NNNNNNN00		
XAH	VRS PLAN CODE	VS
	VSDP PARTICIPANT INDICATOR	Y
	VOLUNTARY HYBRID 457 PERCENTAGE	0.0
EMPLOYEE NAME/NUMBER: 00NNNNNNN00		
XAH	VRS PLAN CODE	HB
	VSDP PARTICIPANT INDICATOR	Y
	VOLUNTARY HYBRID 457 PERCENTAGE	0.0

EMPLOYEE NOT FOUND ON CIPPS MASTER

EMPLOYEE NOT FOUND ON CIPPS MASTER

EMPLOYEE NOT FOUND ON CIPPS MASTER

**DEPARTMENT OF ACCOUNTS**  
**Payroll Auditing Seminar – Reports Appendix**

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CO. NO. 230

COMMONWEALTH OF VIRGINIA

REPORT U063 PAYB0019

DEPARTMENT OF ACCOUNTS  
DC/CIPPS DEFERRED COMP/CASH MATCH ERROR REPORT

RUN ON 02/03/2014 AT 19:15:36  
PAGE 13

AGENCY #230 - DEPARTMENT OF ACCOUNTS TEST AGCY

EMPLOYEE NAME	EMPLOYEE NO	PARTIAL SSN	ERROR MESSAGE	DED 38 AMOUNT
XXXXXXXX, XXXXXX X	00NNNNNNN00	*****NNNN	TERMINATED EMPLOYEE	15.00
XXXXX, XXXX	00NNNNNNN00	*****NNNN	NO CORRESPONDING CIPPS RECORD FOUND	400.00



**DEPARTMENT OF ACCOUNTS**  
**Payroll Auditing Seminar – Reports Appendix**

**KEY REPORTS FOR PRE-CERTIFICATION CONTBASE/RETIREMENT RECONCILIATION**

<b>REPORT NUMBER</b>	<b>REPORT NAME</b>	<b>HOW INITIATED</b>	<b>INFORMATION PRESENTED</b>	<b>USE</b>
<b>Report 10 Total</b>	<b>Payroll and Deduction Register Company Totals</b>	Upon Edit Request	Total for CONTBASE and each retirement deduction	To calculate if all employee retirement contributions are withheld
<b>Report 14</b>	<b>Deductions Not Taken Register</b>	Upon Edit Request	Shows any employee retirement contributions that are not being taken	To identify missed employee retirement contributions
<b>Report 1004</b>	<b>Transaction Balance Report – HUD01 Overrides for Ded 120</b>	Upon Edit Request	Shows any deduction overrides for group insurance (8XX 120)	To identify group insurance deduction variances
<b>PAT</b>	<b>Download of Employees with “G” Group Insurance Only</b>	Generated Manually		Reduce CONTBASE by this amount when calculating 5% withheld
<b>PAT</b>	<b>Download of Employees with ORP Retirement Plans</b>	Generated Manually		Reduce CONTBASE by this amount when calculating 5% withheld

**DEPARTMENT OF ACCOUNTS**  
**Payroll Auditing Seminar – Reports Appendix**

CO. CO. NO. 10100 DEPARTMENT OF IMPORTANT STUFF

\*\* EDIT/REPORT RUN \*\*

REPORT 10 CIPPS

RUN ON 09/23/2014 AT 21:19:09

REL 12.50.65 PAGE 912

PAYROLL AND DEDUCTION REGISTER AS OF 09/24/2014

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	--RES--		--WRK--					CHECK DATE		
----	SSN----	ES	-----	HOURS-----	MS	-EX-	ST	LOC		(TD SICK	-	VAC)	NET CHECK	CHECK NO
<b>COMPANY TOTAL</b>														
	GROSS PAY		REGULAR PAY	REGULAR HOURS		OVERTIME PAY	FEDERAL TAX	OASDI TAX	HI TAX	STATE TAX				
CUR	3,684,581.56		3,617,831.89	169,726.77		25,475.85	342,288.90	217,326.20	50,862.00	147,344.81				
YTD	62,013,026.66		60,539,584.92	2,843,494.13		656,639.86	5,740,587.18	3,666,758.98	857,548.50	2,476,000.64				
	NET PAY	DI TAX	TOTAL DEDUCT	LOCAL TAX	OVERTIME HR	VACATION	BONUS PAY	PENSION PAY						
CUR	2,281,317.87	.00	645,160.71	261.90	1,186.68	.00	.00	.00						
YTD	38,308,824.32	.00	10,711,417.82	4,336.72	26,561.47	.00	.00	.00						
	SICK PAY	TAXABLE	WRK COMP	LV SHARE	ANNUAL	IMPLIFE	O/C PAY	BONUS						
CUR	.00	.00	.00	.00	2,809.95	19.17	1,881.68	222.12						
YTD	.00	395.55	1,561.39	2,128.70	13,027.50	247,411.50	44,440.71	5,523.00						
	DMV-PAY	O/T TERM	INV SEP	TEMP PAY	HLTINCTV	NTMOBILE	NC AWDS	VSDP BEN						
CUR	497.42	1,180.73	.00	1,983.92	.00	450.00	.00	32,228.83						
YTD	27,398.17	.00	461.54	17,404.58	461.49	2,745.00	125.00	450,832.75						
	ANNUAL	PAY DOCK	CONTBASE	DCSE-SUP	SUPPORT2	GARNISH1	GARNISH2	GARNISH3						
CUR	.00	7,333.60	3,477,856.67	2,698.33	1,573.06	9,497.46	1,751.27	87.50						
YTD	2,885.00	26,597.47	57,607,863.66	38,371.66	21,641.29	188,346.07	29,415.89	2,872.42						
	EMP ORP	EMP RET	EMPDC MD	EMPDC VC	BUYBACK2	GARN FEE	DEP CARE	MED REIM						
CUR	135.42	172,086.05	933.14	67.05	70.12	95.00	3,736.00	12,180.00						
YTD	2,760.42	2,862,027.11	5,707.85	335.25	1,234.22	1,805.00	58,584.00	200,803.00						
	FLEX ADM	PRM CONV	HC REWARD	AGY HLTH	PETTYCSH	REVENUE	OPT LIFE	DEF COMP						
CUR	3.65	158,639.50	6,468.50	749,658.00	.00	996.00	9,628.08	87,982.26						
YTD	7,865.75	2,571,755.00	103,190.00	12,070,737.00	995.73	16,924.00	162,799.24	1,454,497.92						
	POST TAX	TPA ADM	PREBUYBK2	DC MATCH	VEST	PRETXPRK	VPEP	EMPASOC1						
CUR	26,023.88	2.10	450.42	19,288.50	25.00	1,836.00	241.50	17.00						
YTD	440,996.49	39.90	9,187.58	320,204.50	425.00	28,380.00	4,105.50	289.00						
	CVC	EMPASOC2	ASSOC 1	HBMCMATCH	HBVCMATCH	ORPAPPE	RET CRDT	RETIRMNT						
CUR	876.07	288.00	144.00	933.14	41.90	909.27	36,479.67	426,263.71						
YTD	14,265.09	4,924.00	2,401.50	5,683.81	209.50	15,750.90	583,866.36	5,632,731.20						
	GRP INSR	LT DISAB	VACULOAN	DDCHKNG1	DDSAVNG1	DDCHKNG3	DDSAVNG3	DDCHKNG2						
CUR	41,399.58	19,061.47	2,494.00	45,938.79	18,094.73	5,395.00	1,053.00	5,253.50						
YTD	685,324.89	250,990.93	9,951.00	753,043.43	290,386.28	98,433.50	18,234.50	90,359.50						
	DDSAVNG2	DDCHKING	DDSAVING	NET ADJUST										
CUR	37,502.67	2,224,730.58	93,952.45	16.00										
YTD	633,548.39	37,346,826.31	1,622,057.45	.00										
EMPLOYEE COUNT		2,158												

**DEPARTMENT OF ACCOUNTS**  
**Payroll Auditing Seminar – Reports Appendix**

CO. NO. 10100 DEPARTMENT OF IMPORTANT STUFF  
 \*\* EDIT/REPORT RUN \*\*

REPORT 14 CIPPS  
 RUN ON 09/24/2014 AT 21:20:20  
 REL 12.50.65 PAGE 1

DEDUCTIONS NOT TAKEN REGISTER AS OF 09/24/2014

OFC	EMPLOYEE NO.	EMPLOYEE NAME							TOTALS
023	99999990 0	PEE WEE HERMAN							
EMP RET	PRM CONV	DEF COMP							
64.17	160.00	20.00					244.17		
023	49999990 0	NAPOLEON DYNAMITE							
PRM CONV	DEF COMP	POST TAX	DDCHKNG1	DDCHKNG3				TOTALS	
98.00	20.00	62.20	100.00	50.00				330.20	
023	99999990 0	ERNEST T BASS							
DEF COMP							TOTALS		
20.00							20.00		
023	39999960 0	HAPPY GILMORE							
EMP RET	PRM CONV	POST TAX	DDCHKNG1	DDSAVNG1				TOTALS	
168.56	173.00	128.45	1,800.00	50.00				2,320.01	
OFFICE	023 TOTAL	EMP RET	PRM CONV	DEF COMP	POST TAX	DDCHKNG1	DDSAVNG1		
		232.73	431.00	60.00	190.65	1,900.00	50.00		
		DDCHKNG3						TOTALS	
		50.00						2,914.38	
024	99999920 0	PRECIOUS MEMORIES							
OASDI TX	HI TAX							TOTALS	
3.77	.92							4.69	
OFFICE	024 TOTAL	OASDI TX	HI TAX					TOTALS	
		3.77	.92					4.69	

**DEPARTMENT OF ACCOUNTS**  
**Payroll Auditing Seminar – Reports Appendix**

CO. NO. 10100 DEPARTMENT OF IMPORTANT STUFF

REPORT 1004 CIPPS  
 RUN ON 09/23/2014 AT 21:04:15

BATCH 3580

TRANSACTION BALANCE REPORT AS OF 09/24/2014

PAGE 17

SEQ. NO.	EMPLOYEE NUMBER	TRAN CODE	PAY DED	REG HRS SPC	REG-RATE/AMT SPC-RATE/AMT	OT HRS	OT RATE/AMT WORK	O-T ADJ T/P	IND	SHF CHK	AMT A/P	DED IND	ST CDE	LOC CDE	F ORG CODE	FRM DATE LABR	TO DATE DISTRIBUTION
P 53843		IBC	3580		.00	.00	77.770000						.000000	70	70		
P 53844	99999900	0 8XX	024		64.50			+									00/00/00 00/00/00
																	00000000000000000000
P 53845	99999900	0 8XX	120		13.27			+									00/00/00 00/00/00
																	00000000000000000000

P - THIS TRANSACTION IS FROM THE PENDING FILE

TRANSACTION BATCH STATISTICS

THIS BATCH IS IN BALANCE.

NO. OF EMPLOYEES NOT TO BE PAID 0

NO. OF TRANSACTIONS IN THIS BATCH 3

	REGULAR HOURS	OVERTIME HOURS	REGULAR RATE/PAY	OVERTIME RATE/PAY
TRANSACTION TOTALS	0.00	0.00	77.770000	0.000000

**DEPARTMENT OF ACCOUNTS**  
**Payroll Auditing Seminar – Reports Appendix**

**KEY REPORTS FOR POST-CERTIFICATION**

<b>REPORT NUMBER</b>	<b>REPORT NAME</b>	<b>HOW INITIATED</b>	<b>INFORMATION PRESENTED</b>	<b>USE</b>
<b>Report U118</b>	<b>Gross Pay Difference</b>	Prints after Certification	Shows the amount you authorized on PYCTF and the actual pay amount	Must explain any difference of \$1.00 to State Payroll Operations by COB the day after certification
<b>PAT</b>	<b>Report 10 Comparison</b>	Generated in PAT the day after Certification	Shows the employees with a difference since the last edit	Use to identify the employees with a gross pay difference for your explanation
<b>Report 2007</b>	<b>Recycled Pending Transactions</b>	Prints after Certification	Shows any transactions that CIPPS created for mandatory deductions not taken in the previous payroll	Use to verify and delete any transactions that you don't want on HSBFM
<b>Report 14</b>	<b>Deductions Not Taken</b>	Prints after Certification	Shows transactions that were not taken	Verify and take corrective action if necessary
<b>Report U029</b>	<b>CIPPS GLI Default Report</b>	Prints after Certification	Shows GLI Errors that need to be corrected	Verify and correct exceptions
<b>Report 59</b>	<b>Gross Pay Limit Exceeded</b>	Prints after Certification	Shows employees who have received more than double their salary on HOBID	Verify again that the employee is valid
<b>Report 831</b>	<b>Employees Who Did Not Have Direct Deposit in this Payroll</b>	Prints after Certification	For employees with employment dates after 7/31/08, direct deposit is mandatory. This report will identify those employees that do not have their net pay going to direct deposit.	Review and contact the employee to establish direct deposit.

DEPARTMENT OF ACCOUNTS  
Payroll Auditing Seminar – Reports Appendix

CO. NO. 10100

COMMONWEALTH OF VIRGINIA

REPORT U118 PAYB0084  
RUN ON 09/24/2014 AT

20:17:38

DEPARTMENT OF ACCOUNTS

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-----CIPPS PAYROLL CERTIFICATION GROSS PAY DIFFERENCES REPORT-----  
AS OF 09/24/2014

PAY FREQ -----	PAY TRANS -----	AUTHORIZED CURRENT GROSS PAY -----	ACTUAL CURRENT GROSS PAY -----	DIFFERENCE AMOUNT -----
70	3	1,826,290.15	1,824,233.00	-2,057.15
AGY 10100 TOTALS		1,826,290.15	1,824,233.00	-2,057.15

DEPARTMENT OF ACCOUNTS  
Payroll Auditing Seminar – Reports Appendix

09/27/2014

Page 1

Company: [REDACTED]

COMPARISION REPORT 10

Sorted By Org

All Employees

Report 1 - Post			2014-09-24 19:53:40.0				Report 2 - Pre			2014-09-23 21:19:16.0			
Org. Code	Employee ID	Employee Name	Gross Diff	REG AMT	OVER TIME	NON CASH	FED	OAS	HI	STATE	DED DIFF	NET PAY	
0013940000	[REDACTED]	[REDACTED]	-2,057.15	-2,057.15	0.00	0.00	-407.31	-127.54	-29.83	-117.48	0.00	-1,374.99	
<b>Grand Totals -</b>			-2,057.15	-2,057.15	0.00	0.00	-407.31	-127.54	-29.83	-117.48	0.00	-1,374.99	



**DEPARTMENT OF ACCOUNTS**  
**Payroll Auditing Seminar – Reports Appendix**

CO. NO. 10100 DEPARTMENT OF IMPORTANT STUFF  
 \*\* EDIT/REPORT RUN \*\*

REPORT 14 CIPPS  
 RUN ON 09/24/2014 AT 21:20:20  
 REL 12.50.65 PAGE 1

DEDUCTIONS NOT TAKEN REGISTER AS OF 09/24/2014

OFC	EMPLOYEE NO.	EMPLOYEE NAME							TOTALS
023	99999990 0	PEE WEE HERMAN							
EMP RET	PRM CONV	DEF COMP							
64.17	160.00	20.00					244.17		
023	49999990 0	NAPOLEON DYNAMITE							
PRM CONV	DEF COMP	POST TAX	DDCHKNG1	DDCHKNG3				TOTALS	
98.00	20.00	62.20	100.00	50.00				330.20	
023	99999990 0	ERNEST T BASS							
DEF COMP							TOTALS		
20.00							20.00		
023	39999960 0	HAPPY GILMORE							
EMP RET	PRM CONV	POST TAX	DDCHKNG1	DDSAVNG1				TOTALS	
168.56	173.00	128.45	1,800.00	50.00				2,320.01	
OFFICE	023 TOTAL	EMP RET	PRM CONV	DEF COMP	POST TAX	DDCHKNG1	DDSAVNG1		
		232.73	431.00	60.00	190.65	1,900.00	50.00		
		DDCHKNG3						TOTALS	
		50.00							2,914.38
024	99999920 0	PRECIOUS MEMORIES							
OASDI TX	HI TAX							TOTALS	
3.77	.92							4.69	
OFFICE	024 TOTAL	OASDI TX	HI TAX					TOTALS	
		3.77	.92					4.69	

**DEPARTMENT OF ACCOUNTS**  
**Payroll Auditing Seminar – Reports Appendix**

CO. NO. 10100  
 CHECKWRITE DATE - 09/24/2014

COMMONWEALTH OF VIRGINIA  
 DEPARTMENT OF ACCOUNTS  
 CIPPS GLI DEFAULT REPORT  
 PAY FREQ: 071 VOUCHER #: 90000567

REPORT U029 PAYB3000  
 RUN ON 09/24/2014 AT 20:09:06  
 PAGE 86  
 CHECKWRITE #: 092404

EMPLOYEE NAME	EMPLOYEE NUMBER	ERROR MESSAGE/DEFAULT	
WINN DIXIE	0999999900	** PAY-DED-TYPE IS # 0R1 PROG. PERCENT GREATER THAN 100%. PAY DISTRIBUTION HAS BEEN ADJUSTED. EMPLOYEE MASTER FILE MAINTENANCE IS REQUIRED.	(187%).
GARY BUSEY	0999999900	** PAY-DED-TYPE IS # 0R1 PROG. PERCENT GREATER THAN 100%. PAY DISTRIBUTION HAS BEEN ADJUSTED. EMPLOYEE MASTER FILE MAINTENANCE IS REQUIRED.	(103%).
TIN MAN	0999999900	** PAY-DED-TYPE IS # 0R1 PROG. PERCENT GREATER THAN 100%. PAY DISTRIBUTION HAS BEEN ADJUSTED. EMPLOYEE MASTER FILE MAINTENANCE IS REQUIRED.	(116%).
DORTHY GAIL	0999999900	** PAY-DED-TYPE IS # 0R1 PROG. PERCENT GREATER THAN 100%. PAY DISTRIBUTION HAS BEEN ADJUSTED. EMPLOYEE MASTER FILE MAINTENANCE IS REQUIRED.	(147%).
SCARECROW MAN	0999999900	** PAY-DED-TYPE IS # 0R1 PROG. PERCENT GREATER THAN 100%. PAY DISTRIBUTION HAS BEEN ADJUSTED. EMPLOYEE MASTER FILE MAINTENANCE IS REQUIRED.	(149%).
COWARDLY LION	0999999900	** PAY-DED-TYPE IS # 0R1 PROG. PERCENT GREATER THAN 100%. PAY DISTRIBUTION HAS BEEN ADJUSTED. EMPLOYEE MASTER FILE MAINTENANCE IS REQUIRED.	(101%).
WICKED WITCH EAST	0999999900	** PAY TRANS. HAS NO PROG. DATA; COMPANY DEFAULT TABLE USED. PAY-DED-TYPE IS # 0R1, TRANS. CODE 246, WITH A TRANSACTION AMOUNT OF ** DED TRANS. HAS NO PROG. DATA; COMPANY DEFAULT TABLE USED. PAY-DED-TYPE IS # 0FE, TRANS. CODE 252, WITH A TRANSACTION AMOUNT OF	\$43.60 \$3.33

**DEPARTMENT OF ACCOUNTS**  
**Payroll Auditing Seminar – Reports Appendix**

CO. NO. 10100 DEPARTMENT OF IMPORTANT STUFF  
 \*\* EDIT/REPORT RUN \*\*

REPORT 59 CIPPS  
 RUN ON 09/24/2014 AT 21:19:11  
 REL 12.50.65 PAGE 1

GROSS PAY LIMIT EXCEEDED AS OF 09/24/2014

CHECK DATE	EMPLOYEE NAME	EMPLOYEE NO.	PAYRL	GROSS PAY	COMPANY RATE	CHECK LIMIT
09/30/2014	THE PERSON BUYING LUNCH	99999990	0 70	3550.51		2.000
2882.080						
COMPANY TOTAL		TOTAL NUMBER OF EMPLOYEES	1	3,550.51		

DEPARTMENT OF ACCOUNTS  
Payroll Auditing Seminar – Reports Appendix

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CO. NO. 10100 DEPARTMENT OF IMPORTANT STUFF  
REL 12.50.65

REPORT 831 CIPPS  
RUN ON 09/24/2014 AT 19:53:55  
PAGE 1

EMPLOYEES WHO DID NOT HAVE DIRECT DEPOSIT IN THIS PAYROLL  
AND HAVE EMPLOYMENT DATES AFTER 7/31/2008 AS OF 09/24/2014

EMPLOYEE NAME	ORG CODE	EMPLOYEE NUMBER	STATE EMPL DAT	AGENCY EMPL DAT
BLAH BLAH	001 156 000 156	999995600	05/06/2013	11/21/2011
LAZY DAY	001 240 500 240	999996800	01/10/2011	03/04/2010
STUCK N PAST	002 114 450 114	999994200	08/25/2014	

**DEPARTMENT OF ACCOUNTS**  
**Payroll Auditing Seminar – Reports Appendix**

**KEY REPORTS FOR POST-CERTIFICATION CHECK RECONCILIATION**

<b>REPORT NUMBER</b>	<b>REPORT NAME</b>	<b>HOW INITIATED</b>	<b>INFORMATION PRESENTED</b>	<b>USE</b>
<b>Report 15</b>	<b>Check Issued Register</b>	After Certification	Shows the checks generated on employee level using H0901. Example – Garnishments	Use to verify that checks are valid.
<b>Report U003</b>	<b>Third Party Check Reconciliation Register</b>	After Certification	Shows the third party checks generated on the company level (one check for all deductions in that frequency).	Use to verify that checks are valid.
<b>Report 10 Total</b>	<b>Payroll and Deduction Register Company Totals</b>	After Certification	Totals for each of the deductions that generated checks. NET ADJUST shows net pay that was refunded back to the employee.	Use to verify that outgoing payments are valid.

**DEPARTMENT OF ACCOUNTS**  
**Payroll Auditing Seminar – Reports Appendix**

CO. NO. 10100 DEPARTMENT OF IMPORTANT STUFF

REPORT 15 CIPPS  
 RUN ON 09/24/2014 AT 19:55:01  
 REL 12.50.65 PAGE 1

CHECK ISSUED REGISTER AS OF 09/24/2014

DIV	OFC	DPT	SEC	EMPLOYEE NO.	CHECK DATE	CHECK NO.	ALT.	BANK	AMOUNT	EMPLOYEE NAME
001	002	167	DA	299999910	09/30/2014	60945717		0	208.00	CARL M. BATES, TRUSTEE
			TOTAL CHECK	1		SECTION DA TOTAL			208.00	
			TOTAL CHECK	1		DEPARTMENT 167 TOTAL			208.00	
			TOTAL CHECK	1		OFFICE 002 TOTAL			208.00	
001	006	125	M4	299999910	09/30/2014	60945718		0	180.00	ROBERT E HYMAN, TRUSTEE
			TOTAL CHECK	1		SECTION M4 TOTAL			180.00	
			TOTAL CHECK	1		DEPARTMENT 125 TOTAL			180.00	
001	006	348	IS	299999910	09/30/2014	60945719		0	825.00	VIRGINIA M SMITH*
			TOTAL CHECK	1		SECTION IS TOTAL			825.00	
			TOTAL CHECK	1		DEPARTMENT 348 TOTAL			825.00	
			TOTAL CHECK	2		OFFICE 006 TOTAL			1,005.00	
001	009	144	CA	299999910	09/30/2014	60945720		0	60.00	ROBERT E HYMAN, TRUSTEE
			TOTAL CHECK	1		SECTION CA TOTAL			60.00	
			TOTAL CHECK	1		DEPARTMENT 144 TOTAL			60.00	

**DEPARTMENT OF ACCOUNTS**  
**Payroll Auditing Seminar – Reports Appendix**

CO. NO. 10100  
DEPARTMENT OF IMPORTANT STUFF

COMMONWEALTH OF VIRGINIA  
CHECK WRITE NUMBER 092404

REPORT U003 PAYB0800  
RUN ON 09/24/2014 AT 19:57:32

THIRD PARTY CHECK RECONCILIATION REGISTER AS OF 09/30/2014 PAGE 66

VENDOR NAME	DEDUCTION NUMBER	SUB NO.	CHECK DATE	CHECK NUMBER	DEDUCTION TOTAL	SUSPENSE DELETED	ADJUSTMENT AMOUNT	CHECK AMOUNT
DIS ANNUAL FUND	064	45	09/30/2014	13640940	927.77		0.00	927.77
*** DEPARTMENT OF IMPORTANT STUFF	065	01	09/30/2014	13640941	2.09		0.00	2.09
*** DEPARTMENT OF IMPORTANT STUFF	066	01	09/30/2014	13640942	4.17		0.00	4.17
E.I.C.					0.00		0.00	0.00
PAY FREQUENCY TOTAL 073					218,973.50		0.00	218,973.50
FAD DEPOSIT	FT 941		09/30/2014	74540701501	1,075.98		0.00	1,075.98
DIS ANNUAL FUND	064	45	09/30/2014	13640943	20.00		0.00	20.00
E.I.C.					0.00		0.00	0.00
PAY FREQUENCY TOTAL 074					1,095.98		0.00	1,095.98
FAD DEPOSIT	FT 941		09/30/2014	80540701501	1,168.58		0.00	1,168.58
E.I.C.					0.00		0.00	0.00
PAY FREQUENCY TOTAL 080					1,168.58		0.00	1,168.58
COMPANY TOTAL					549,916.40		0.00	549,916.40
COMPANY FT TOTAL					522,094.04		0.00	522,094.04

**DEPARTMENT OF ACCOUNTS  
Payroll Auditing Seminar – Reports Appendix**

CO. CO. NO. 10100 DEPARTMENT OF IMPORTANT STUFF  
\*\* EDIT/REPORT RUN \*\*

REPORT 10 CIPPS  
RUN ON 09/23/2014 AT 21:19:09  
REL 12.50.65 PAGE 912

PAYROLL AND DEDUCTION REGISTER AS OF 09/24/2014

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	YTD	YTD	YTD		
SSN	ES	ES	HOURS	MS	EX	ST	LOC	ST	LOC	(TD SICK	-	VAC)	NET CHECK	CHECK NO	
<b>COMPANY TOTAL</b>															
GROSS PAY		REGULAR PAY	REGULAR HOURS	OVERTIME PAY	FEDERAL TAX	OASDI TAX	HI TAX	STATE TAX							
CUR	3,684,581.56	3,617,831.89	169,726.77	25,475.85	342,288.90	217,326.20	50,862.00	147,344.81							
YTD	62,013,026.66	60,539,584.92	2,843,494.13	656,639.86	5,740,587.18	3,666,758.98	857,548.50	2,476,000.64							
NET PAY		DI TAX	TOTAL DEDUCT	LOCAL TAX	OVERTIME HR	VACATION	BONUS PAY	PENSION PAY							
CUR	2,281,317.87	.00	645,160.71	261.90	1,186.68	.00	.00	.00							
YTD	38,308,824.32	.00	10,711,417.82	4,336.72	26,561.47	.00	.00	.00							
SICK PAY		TAXABLE	WRK COMP	LV SHARE	ANNUAL	IMPLIFE	O/C PAY	BONUS							
CUR	.00	.00	.00	.00	2,809.95	19.17	1,881.68	222.12							
YTD	.00	395.55	1,561.39	2,128.70	13,027.50	247,411.50	44,440.71	5,523.00							
DMV-PAY		O/T TERM	INV SEP	TEMP PAY	HLTINCTV	NTMOBILE	NC AWDS	VSDP BEN							
CUR	497.42	1,180.73	.00	1,983.92	.00	450.00	.00	32,228.83							
YTD	27,398.17	.00	461.54	17,404.58	461.49	2,745.00	125.00	450,832.75							
ANNUAL		PAY DOCK	CONTBASE	DCSE-SUP	SUPPORT2	GARNISH1	GARNISH2	GARNISH3							
CUR	.00	7,333.60	3,477,856.67	2,698.33	1,573.06	9,497.46	1,751.27	87.50							
YTD	2,885.00	26,597.47	57,607,863.66	38,371.66	21,641.29	188,346.07	29,415.89	2,872.42							
EMP ORP		EMP RET	EMPDC MD	EMPDC VC	BUYBACK2	GARN FEE	DEP CARE	MED REIM							
CUR	135.42	172,086.05	933.14	67.05	70.12	95.00	3,736.00	12,180.00							
YTD	2,760.42	2,862,027.11	5,707.85	335.25	1,234.22	1,805.00	58,584.00	200,803.00							
FLEX ADM		PRM CONV	HC REWARD	AGY HLTH	PETTYCSH	REVENUE	OPT LIFE	DEF COMP							
CUR	3.65	158,639.50	6,468.50	749,658.00	.00	996.00	9,628.08	87,982.26							
YTD	7,865.75	2,571,755.00	103,190.00	12,070,737.00	995.73	16,924.00	162,799.24	1,454,497.92							
POST TAX		TPA ADM	PREBUYBK2	DC MATCH	VEST	PRETXPRK	VPEP	EMPASOC1							
CUR	26,023.88	2.10	450.42	19,288.50	25.00	1,836.00	241.50	17.00							
YTD	440,996.49	39.90	9,187.58	320,204.50	425.00	28,380.00	4,105.50	289.00							
CVC		EMPASOC2	ASSOC 1	HBMCMATCH	HBVCMATCH	ORPAPPE	RET CRDT	RETIRMNT							
CUR	876.07	288.00	144.00	933.14	41.90	909.27	36,479.67	426,263.71							
YTD	14,265.09	4,924.00	2,401.50	5,683.81	209.50	15,750.90	583,866.36	5,632,731.20							
GRP INSR		LT DISAB	VACUOLAN	DDCHKNG1	DDSAVNG1	DDCHKNG3	DDSAVNG3	DDCHKNG2							
CUR	41,399.58	19,061.47	2,494.00	45,938.79	18,094.73	5,395.00	1,053.00	5,253.50							
YTD	685,324.89	250,990.93	9,951.00	753,043.43	290,386.28	98,433.50	18,234.50	90,359.50							
DDSAVNG2		DDCHKING	DDSAVING	NET ADJUST											
CUR	37,502.67	2,224,730.58	93,952.45	16.00											
YTD	633,548.39	37,346,826.31	1,622,057.45	.00											
EMPLOYEE COUNT		2,158													

**DEPARTMENT OF ACCOUNTS**  
**Payroll Auditing Seminar – Reports Appendix**

**Other Payroll Certification Reconciliations**

<b>REPORT NAME</b>	<b>DESCRIPTION</b>	<b>WHEN AVAILABLE</b>	<b>USAGE</b>
<b>U149, Cash Match (DED 45 + 46) Discrepancy Listing</b>	Prints an exception if the Cash Match for the Annuity or Deferred Comp is over the YTD or Pay Period maximum or if the Cash Match amount is greater than 50% of the Annuity Deduction Amount.	Available two days after Certification Deadline	Review and correct CIPPS as necessary.
<b>U075 Flexible Reimbursement Accounts Error Report</b>	Prints an exception if errors exists for Medical/Dependent Care Reimbursement and Admin Fees for those accounts	Available the day before Payday	Review and correct CIPPS as necessary

**DEPARTMENT OF ACCOUNTS**  
**Payroll Auditing Seminar – Reports Appendix**

CO. NO. 00230

COMMONWEALTH OF VIRGINIA

REPORT U149    PAYB0807  
 RUN ON 04/28/2014 AT 22:08:52  
 PAGE        33

CASH MATCH (DED 45 + 46) DISCREPANCY LISTING  
 FOR CHECKS DATED 04/17/2014 - 05/01/2014

EMPLOYEE NUMBER NAME	PAY TYPE	NO OF PAYS	38 AMT 45 AMT 45 YTD	39 AMT 46 AMT 46 YTD	45 + 46 COMBINED YTD	ERROR NUMBER AND DESCRIPTION	
00NNNNNNN00 XXXXXXXX	XXX	X 2	24	0.00 20.00 160.00	0.00 0.00 0.00	160.00	03 - HAS DED 45 WITH NO DED 38
00NNNNNNN00 XXXXXX	XXXXXX	X 2	24	10.00 0.00 0.00	0.00 0.00 0.00	0.00	05 - INCORRECT CASH MATCH AMOUNT

**DEPARTMENT OF ACCOUNTS**  
**Payroll Auditing Seminar – Reports Appendix**

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CO. NO. 10100

COMMONWEALTH OF VIRGINIA  
 FLEX REIMBURSEMENT ACCOUNTS ERROR REPORT  
 PAY PERIOD ENDING - 09/09/2014

REPORT U075 PAYB1274  
 RUN ON 09/15/2014 AT 22:20:28  
 PAGE 9

-----EMPLOYEE-----	# OF	DED 21	DED 22	DED 23	
NUMBER	PAYS	DEP CARE	MED R	FLEX ADM	ERROR MESSAGE
	HOBUE	MTD	MTD	MTD	
009999990 FROSTY WENDY	L 24	0.00	125.01	0.00	EMPLOYEE HAS MED REIM WITH NO ADM FEES

**DEPARTMENT OF ACCOUNTS**  
**Payroll Auditing Seminar – Reports Appendix**

**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>
<b>U033</b>	<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.
<b>U023</b>	<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
<b>U029</b>	<b>CIPPS GLI Default Report</b>	With Payroll Processing	Shows errors caused by an incorrect setup on the HMBU1 screen.	Review and correct HMBU1 as necessary. An ATV may be required to correct CARS.
<b>CARS 401</b>	<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.
<b>CARS 107</b>	<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**  
**Payroll Auditing Seminar – Reports Appendix**

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 RETIREMENT	SOC SEC	LT DISAB	GRPINS	DC/ANN HEALTH	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	452.04	010	0100	321	02	1123	00000			001	100
001	941 000 00		01006541800		DAYTON		, ELEANOR				A						
OR1	3,000.00	3.00 150.00	229.50	0.00	0.00	0.00	382.50	010	0100	321	02	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	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	581.24	010	0100	321	02	1123	00000			001	100
001	941 000 00		01000547800		MCCELLELLAND		, TIMOTHY										
OR1	895.83	0.90 44.79	63.10	0.00	0.00	0.00	440.79	010	0100	321	02	1123	00000			001	100
122	856 000 00		01032486700		MCORE		, ROGER										
OR1	785.25	0.79 39.26	55.36	0.00	0.00	0.00	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	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	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	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	104.05	010	0100	321	02	1123	00000			001	100
001	941 000 00		01035506400		ROGERS		, ROBERT				R						
OR1	861.68	0.86 43.08	60.41	0.00	0.00	0.00	591.35	010	0100	321	02	1123	00000			001	100

**DEPARTMENT OF ACCOUNTS**  
**Payroll Auditing Seminar – Reports Appendix**

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**  
**Payroll Auditing Seminar – Reports Appendix**

CO. NO. [REDACTED]  
 CHECKWRITE DATE - 04/23/2012

COMMONWEALTH OF VIRGINIA  
 DEPARTMENT OF ACCOUNTS  
 CIPPS GLI DEFAULT REPORT  
 PAY FREQ: 043 VOUCHER #: 00000136

REPORT U029 PAYB3000  
 RUN ON 04/23/2012 AT 20:19:13  
 PAGE 10  
 CHECKWRITE #: 042304

COMPANY: [REDACTED]

EMPLOYEE NAME	EMPLOYEE NUMBER	ERROR MESSAGE/DEFAULT
[REDACTED] V [REDACTED]	00[REDACTED]3	** PAY-DED-TYPE IS # 023 PROG. PERCENT LESS THAN 100%. (072%). PAY DISTRIBUTION HAS BEEN ADJUSTED. EMPLOYEE MASTER FILE MAINTENANCE IS REQUIRED.

CO. NO. [REDACTED]  
 CHECKWRITE DATE - 04/23/2012

COMMONWEALTH OF VIRGINIA  
 DEPARTMENT OF ACCOUNTS  
 CIPPS GLI DEFAULT REPORT  
 PAY FREQ: 040 VOUCHER #: 00000201

REPORT U029 PAYB3000  
 RUN ON 04/23/2012 AT 20:19:13  
 PAGE 8  
 CHECKWRITE #: 042304

COMPANY: [REDACTED]

EMPLOYEE NAME	EMPLOYEE NUMBER	ERROR MESSAGE/DEFAULT
[REDACTED]	00560927600	** PAY. TRANS. HAS NO PROG. DATA; R1 CODING USED. PAY-DED-TYPE IS # 016, TRANS. CODE 246.
[REDACTED]	00560931800	** PAY. TRANS. HAS NO PROG. DATA; R1 CODING USED. PAY-DED-TYPE IS # 016, TRANS. CODE 246.
VERONICA [REDACTED]	00564201200	** PAY TRANS. HAS NO PROG. DATA; COMPANY DEFAULT TABLE USED. PAY-DED-TYPE IS # 0R1, TRANS. CODE 246, WITH A TRANSACTION AMOUNT OF \$795.00 ** DED TRANS. HAS NO PROG. DATA; COMPANY DEFAULT TABLE USED. PAY-DED-TYPE IS # 0FE, TRANS. CODE 252, WITH A TRANSACTION AMOUNT OF \$60.82 ** DED TRANS. HAS NO PROG. DATA; COMPANY DEFAULT TABLE USED. PAY-DED-TYPE IS # 0VT, TRANS. CODE 236, WITH A TRANSACTION AMOUNT OF \$27.19
[REDACTED] A [REDACTED]	00564265600	** PAY TRANS. HAS NO PROG. DATA; COMPANY DEFAULT TABLE USED. PAY-DED-TYPE IS # 0R1, TRANS. CODE 246, WITH A TRANSACTION AMOUNT OF \$635.63 ** DED TRANS. HAS NO PROG. DATA; COMPANY DEFAULT TABLE USED. PAY-DED-TYPE IS # 0FE, TRANS. CODE 252, WITH A TRANSACTION AMOUNT OF \$48.63 ** DED TRANS. HAS NO PROG. DATA; COMPANY DEFAULT TABLE USED. PAY-DED-TYPE IS # 0VT, TRANS. CODE 236, WITH A TRANSACTION AMOUNT OF \$21.01

**DEPARTMENT OF ACCOUNTS**  
**Payroll Auditing Seminar – Reports Appendix**

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-LIST	CUR-DOC/SPX	TC	GLA	CC	FUND	PROGRAM	SRC/	TRANSACTION	PROJ	AGENCY	DR	CR	PROC	---	TRANSACTION	ID	---	MRF	FM
INVOICE-NO	DATE	VENDOR-ID/SFX	VENDOR NAME		INV DESCRIPTION					MULTI-PURPOSE		FIPS							
PAYROLLS																			
PAY3000	-	252	101	0100	7820400	1112		1,367.65	00000	00000091			20100827	997	20100326	9	004	00016	02
PAY3000	-	252	101	0100	7820400	1114		612.00	00000	00000091			20100827	997	20100326	9	004	00017	02
PAY3000	-	252	101	0100	7820400	1115		23,030.00	00000	00000091			20100827	997	20100326	9	004	00018	02
PAY3000	-	252	101	0100	7820400	1116		747.45	00000	00000091			20100827	997	20100326	9	004	00019	02
PAY3000	-	252	101	0100	7820400	1117		396.00	00000	00000091			20100827	997	20100326	9	004	00020	02
PAY3000	-	252	101	0100	7820400	1138		430.00	00000	00000091			20100827	997	20100326	9	004	00021	02
PAY3000	-	252	101	0100	7820400	1165		3,775.00	00000	00000091			20100827	997	20100326	9	004	00022	02
PAY3000	-	252	113	0100	7820400	1111		3,969.69	00000	00000090			20100827	997	20100326	9	004	00024	02
PAY3000	-	252	113	0100	7820400	1112		4,706.84	00000	00000090			20100827	997	20100326	9	004	00025	02
PAY3000	-	252	113	0100	7820400	1114		615.46	00000	00000090			20100827	997	20100326	9	004	00026	02
PAY3000	-	252	113	0100	7820400	1115		9,969.50	00000	00000090			20100827	997	20100326	9	004	00027	02
PAY3000	-	252	113	0100	7820400	1116		597.27	00000	00000090			20100827	997	20100326	9	004	00028	02
PAY3000	-	252	113	0100	7820400	1117		398.10	00000	00000090			20100827	997	20100326	9	004	00029	02
PAY3000	-	252	113	0100	7820400	1138		290.00	00000	00000090			20100827	997	20100326	9	004	00030	02
PAY3000	-	252	113	0100	7820400	1165		3,016.52	00000	00000090			20100827	997	20100326	9	004	00031	02
PAY3000	-	252	114	0100	7820300	1111		2,865.09	00000	00000089			20100827	997	20100326	9	004	00033	02
PAY3000	-	252	114	0100	7820300	1112		3,174.95	00000	00000089			20100827	997	20100326	9	004	00034	02
PAY3000	-	252	114	0100	7820300	1114		444.15	00000	00000089			20100827	997	20100326	9	004	00035	02
PAY3000	-	252	114	0100	7820300	1115		4,035.00	00000	00000089			20100827	997	20100326	9	004	00036	02
PAY3000	-	252	114	0100	7820300	1116		431.09	00000	00000089			20100827	997	20100326	9	004	00037	02
PAY3000	-	252	114	0100	7820300	1117		287.39	00000	00000089			20100827	997	20100326	9	004	00038	02
PAY3000	-	252	114	0100	7820300	1138		80.00	00000	00000089			20100827	997	20100326	9	004	00039	02
PAY3000	-	252	114	0100	7820300	1165		2,177.13	00000	00000089			20100827	997	20100326	9	004	00040	02



**DEPARTMENT OF ACCOUNTS**  
**Payroll Auditing Seminar – Reports Appendix**

**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>
<b>U092</b>	<b>CIPPS year-to-date 10/33 Reconciliation Company Summary</b>	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.
<b>U093</b>	<b>CIPPS Year-To-Date 10/33 Reconciliation Employee Exception Report</b>	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
<b>PAT</b>	<b>Quarterly Control Totals</b>	By Line Agency using PAT (Payroll Audit Tool) at month end	This report gives a cumulative YTD total of all Report 33s for the selected Agency.	Balance the totals for each field to the U092 totals for the Agency.

**DEPARTMENT OF ACCOUNTS**  
**Payroll Auditing Seminar – Reports Appendix**

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**  
**Payroll Auditing Seminar – Reports Appendix**

CO. NO. 10010  
 Training Company #10

COMMONWEALTH OF VIRGINIA  
 CIPPS YEAR-TO-DATE 10/33 RECONCILIATION REPORT  
 COMPANY SUMMARY REPORT  
 FOR THE MONTH ENDING: 08/31/2014

REPORT U092 PAYB1000  
 RUN ON 08/29/2014 AT 21:51:47  
 PAGE 3

EMPLOYEE MASTER FILE/REPORT 10	TAX MASTER FILE/REPORT 33	DIFFERENCE
10100 9999999900 Employee J	DIFF-OASDI WAGES	
10100 9999999900 Employee J	DIFF-HI TXBL WAGES	
10100 9999999900 Employee J	DIFF-STATE WAGES	
10100 9999999900 Employee J	DIFF-SUI GROSS WAGES	
10100 9999999900 Employee D	MORE THAN 1 TAX REC	
10100 9999999900 Employee M	MORE THAN 1 TAX REC	
10100 9999999900 Employee M	LOCAL TAX ZERO	
10100 9999999900 Employee M	LOCAL WAGES ZERO	
10100 9999999900 Employee R	MORE THAN 1 TAX REC	
10100 9999999900 Employee R	LOCAL TAX ZERO	
10100 9999999900 Employee R	LOCAL WAGES ZERO	
10100 9999999900 Employee H	MORE THAN 1 TAX REC	
10100 9999999900 Employee I	EMP HAS UNCOLLECTED OASDI/HI	
10100 9999999900 Employee I	EMP HAS UNCOLLECTED OASDI/HI	
10100 9999999900 Employee S	EMP HAS UNCOLLECTED OASDI/HI	
10100 9999999900 Employee S	EMP HAS UNCOLLECTED OASDI/HI	
10100 9999999900 Employee U	MORE THAN 1 TAX REC	
10100 9999999900 Employee A	MORE THAN 1 TAX REC	
10100 9999999900 Employee B	MORE THAN 1 TAX REC	
10100 9999999900 Employee S	MORE THAN 1 TAX REC	
10100 9999999900 Employee N	MORE THAN 1 TAX REC	
10100 9999999900 Employee N	LOCAL TAX ZERO	
10100 9999999900 Employee N	LOCAL WAGES ZERO	
10100 9999999900 Employee E	MORE THAN 1 TAX REC	
10100 9999999900 Employee Z	MORE THAN 1 TAX REC	
10100 9999999900 Employee S	MORE THAN 1 TAX REC	
10100 9999999900 Employee S	MORE THAN 1 TAX REC	
10100 9999999900 Employee T	MORE THAN 1 TAX REC	
999	EMPLOYEE MASTERS READ =	4,740
999	TAX MASTERS READ =	4,756
999	EMPLOYEE MASTERS WITH ZERO YTD =	836
999	TOTAL NUMBER OF EXCEPTIONS =	28



**DEPARTMENT OF ACCOUNTS**  
**Payroll Auditing Seminar – Reports Appendix**

Tax Report--Department of Accounts													
Quarterly Control Totals													
As of Composite Date: 09/24/2012													
Run Date: 09-23-2014													

Description	QTR1 RPT. 33	QTR1 Adj.	QTR1 Total	QTR2 RPT. 33	QTR2 Adj.	QTR2 Total	QTR3 RPT. 33	QTR3 Adj.	QTR3 Total	QTR4 RPT. 33	QTR4 Adj.	QTR4 Total	YTD Total
GROSS PAY	3,025,894.79	0.00	3,025,894.79	3,155,107.92	0.00	3,155,107.92	3,301,785.40	0.00	3,301,785.40	0.00	0.00	0.00	9,482,788.11
EIC PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FIT TAXABLE	2,746,038.88	0.00	2,746,038.88	2,854,252.45	0.00	2,854,252.45	2,998,973.20	0.00	2,998,973.20	0.00	0.00	0.00	8,599,264.53
FIT NON TAXABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FIT TAX	282,144.30	0.00	282,144.30	296,938.18	0.00	296,938.18	300,260.25	0.00	300,260.25	0.00	0.00	0.00	879,342.73
EMPLOYEE OASDI TAXABLE	2,943,066.36	0.00	2,943,066.36	3,057,719.08	0.00	3,057,719.08	3,205,754.25	0.00	3,205,754.25	0.00	0.00	0.00	9,206,539.69
EMPLOYEE OASDI TAX	123,606.68	0.00	123,606.68	128,422.08	0.00	128,422.08	134,646.00	0.00	134,646.00	0.00	0.00	0.00	386,674.76
EMPLOYEE HI TAXABLE	2,943,066.36	0.00	2,943,066.36	3,057,719.08	0.00	3,057,719.08	3,205,754.25	0.00	3,205,754.25	0.00	0.00	0.00	9,206,539.69
EMPLOYEE HI TAX	42,673.70	0.00	42,673.70	44,336.22	0.00	44,336.22	46,485.10	0.00	46,485.10	0.00	0.00	0.00	133,495.02
EMPLOYEE HI >\$200K TXB	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EMPLOYEE HI >\$200K TAX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EMPLOYEE MEDICARE TXBL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EMPLOYEE MEDICARE TAX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COMPANY OASDI TAXABLE	2,943,066.36	0.00	2,943,066.36	3,057,719.08	0.00	3,057,719.08	3,205,754.25	0.00	3,205,754.25	0.00	0.00	0.00	9,206,539.69
COMPANY OASDI TAX	182,470.18	0.00	182,470.18	189,578.56	0.00	189,578.56	198,756.98	0.00	198,756.98	0.00	0.00	0.00	570,805.72
COMPANY HI TAXABLE	2,943,066.36	0.00	2,943,066.36	3,057,719.08	0.00	3,057,719.08	3,205,754.25	0.00	3,205,754.25	0.00	0.00	0.00	9,206,539.69
COMPANY HI TAX	42,674.45	0.00	42,674.45	44,336.98	0.00	44,336.98	46,483.59	0.00	46,483.59	0.00	0.00	0.00	133,495.02
COMPANY MEDICARE TXBL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COMPANY MEDICARE TAX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FUTA TAXABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FUTA TAX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
D.I. TAXABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
D.I. TAX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COMPANY PAID DI TAX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LOCAL TAXABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LOCAL TAX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SP LOCAL TAXABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SP LOCAL TAX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SIT TAXABLE	2,746,038.88	0.00	2,746,038.88	2,854,252.45	0.00	2,854,252.45	2,998,416.76	556.44	2,998,973.20	0.00	0.00	0.00	8,599,264.53
SIT TAX	119,283.00	0.00	119,283.00	124,548.04	0.00	124,548.04	126,707.00	0.00	126,707.00	0.00	0.00	0.00	370,538.04
SUI GROSS	2,979,942.41	0.00	2,979,942.41	3,096,116.95	928.09	3,097,045.04	3,145,484.06	0.00	3,145,484.06	0.00	0.00	0.00	9,222,471.51
SUI TAXABLE	2,333,490.87	0.00	2,333,490.87	430,715.62	928.09	431,643.71	233,045.71	0.00	233,045.71	0.00	0.00	0.00	2,998,180.29
SUI TAX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EMPLOYEE OASDI TIPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EMPLOYEE HI TIPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COMPANY OASDI TIPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COMPANY HI TIPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
THIRD PARTY OASDI TXBL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
THIRD PARTY OASDI TAX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
THIRD PARTY HI TXBL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
THIRD PARTY HI TAX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
THIRD PARTY MED TXBL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
THIRD PARTY MED TAX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
THIRD PARTY FIT TAX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
THIRD PARTY SIT TAX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**DEPARTMENT OF ACCOUNTS**  
**Payroll Auditing Seminar – Reports Appendix**

**RECONCILIATION OF QUARTER END REPORTS**

<b>REPORT NUMBER</b>	<b>REPORT NAME</b>	<b>HOW INITIATED</b>	<b>INFORMATION PRESENTED</b>	<b>USE</b>
<b>880</b>	<b>Employee Quarterly Composite Tax Report</b>	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
<b>881</b>	<b>Employee Quarterly Composite Tax Report</b>	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.
<b>56</b>	<b>Quarterly Composite Tax Report</b>	By DOA at Quarter End	The summary totals, combining each employee as shown on Report 52	Quarterly Certification of Agency Totals to DOA
<b>U090</b>	<b>FIPS Code Error Report</b>	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
<b>U057</b>	<b>Quarterly Employee Count for SUI Purposes</b>	By DOA at Quarter End	Number of employees per FIPS code	VEC reporting of employment by demographic area.

**DEPARTMENT OF ACCOUNTS**  
**Payroll Auditing Seminar – Reports Appendix**

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**  
**Payroll Auditing Seminar – Reports Appendix**

CO. NO.		TRAINING COMPANY #10		REL 12.50.58		EMPLOYEE QUARTERLY TAX REPORT #2 AS OF 03/24/2007		REPORT 881	CIPPS	RUN ON 04/02/2007 AT 10:17:11	PAGE 1
PQ	YTD	PQ	YTD	PQ	YTD	PQ	YTD	CTY	ST	LO	EST
STROUD JOHN THOMAS		011550536-00	262-62-6262	70				001	47	0000106	
	FUTA TXBL		OASDI TIPS			3PY OAS TXB				3PTY MED TXBL	
	FUTA TAX		HI TIPS			3PY OAS TAX				3PTY MED TAX	
	DI TXBL		CO OAS TIP			3PY HI TXBL				3PTY NONTXBL	
	DI TAX		CO HI TIPS			3PY HI TAX				SP LOCAL TXBL	
	CO DI TAX		5.12 UNC OASDI		1.20	UNC HI				SP LOCAL TAX	
WHITE WAYNE		010006250-00	666-66-6666	70				001	47	0000106	
	FUTA TXBL		OASDI TIPS			3PY OAS TXB				3PTY MED TXBL	
	FUTA TAX		HI TIPS			3PY OAS TAX				3PTY MED TAX	
	DI TXBL		CO OAS TIP			3PY HI TXBL				3PTY NONTXBL	
	DI TAX		CO HI TIPS			3PY HI TAX				SP LOCAL TXBL	
	CO DI TAX		1.28 UNC OASDI		0.30	UNC HI				SP LOCAL TAX	1.50

**DEPARTMENT OF ACCOUNTS**  
**Payroll Auditing Seminar – Reports Appendix**

CO. NO. 10010 TRAINING COMPANY #10

REPORT 56 CIPPS  
 RUN ON 04/02/2007 AT 10:17:11

QUARTERLY COMPOSITE TAX REPORT AS OF 03/24/2007

REL 12.50.58 PAGE 1

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 NONTAXABLE	.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**  
**Payroll Auditing Seminar – Reports Appendix**

CO. NO. 10010  
 TRAINING COMPANY #10

COMMONWEALTH OF VIRGINIA

REPORT U090 PAYB0054  
 RUN ON 04/03/2007 AT 15:13:55  
 PAGE 21

\*\*\*\*\* 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**  
**Payroll Auditing Seminar – Reports Appendix**

CO. NO. 10010				COMMONWEALTH OF VIRGINIA				REPORT U057	PAYB0054
TRAINING COMPANY #1				FED. ID. 354001852				RUN ON 04/03/2007 AT 15:13:55	
VEC ID. 000005001253				QUARTERLY EMPLOYEE COUNT FOR SUI PURPOSES BY FIPS				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