

Welcome to Skyward Academy

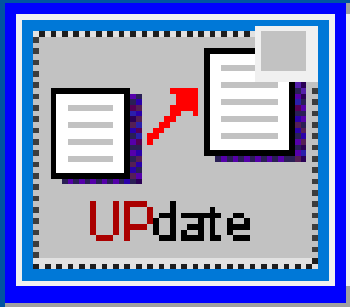
KANSAS PAYROLL PAYABLES

- How the accounting works in Skyward
- How payroll payables can save you time and prevent frustration!



Payroll Balancing & Payroll Payables

Presented By: Jami Mayfield,
Customer Success



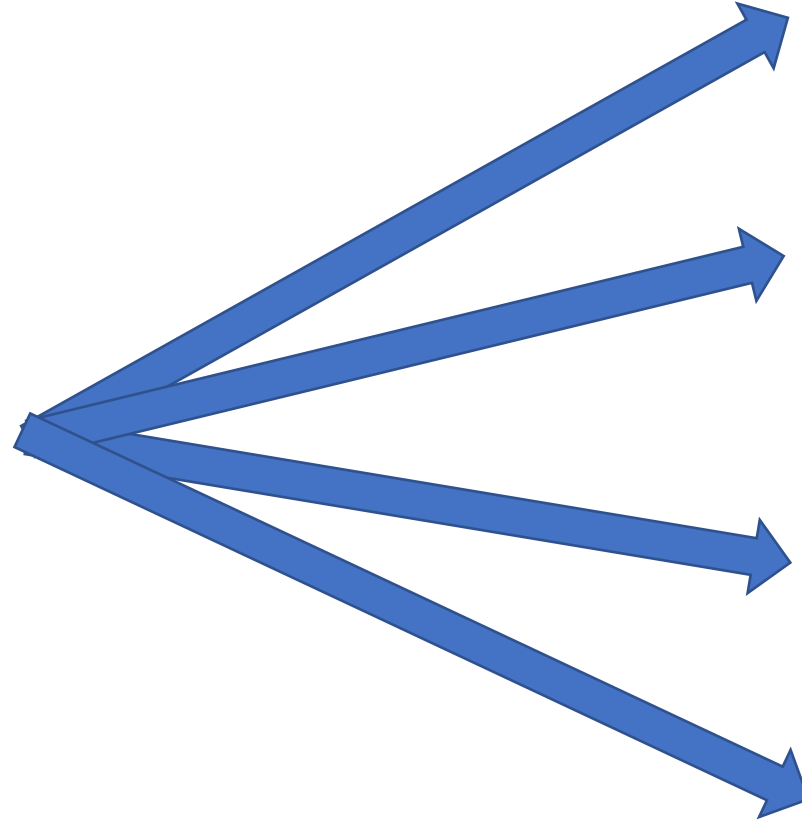
Understanding the Payroll Update Process ...

And the corresponding
accounting that happens
when payroll is updated.

Typical Payroll

Accounting

Payroll Updated



Payroll Invoices Created in AP

Invoice/Due Date Used:
Check Date

941 Data

Date:
Check Date

Payroll Added to YTD/FTD Totals

Date Used:
Payroll Posting Date

Payroll Posted to Cash Acct

Date Used:
Budgetary Posting Date

Account	Debited	Credited
Bank Cash Acct	Total of Deductions	Total of Wages
Payroll Summary Acct	Total of Wages & Benefits	Total of Wages & Benefits
Deduction Liability Accts		Total of Deductions
Benefit Liability Accts		Total of Benefits
Expense Summary Acct	Total of Wages & Benefits	
Wage Expense Accts	Wages Expensed	
Benefit Expense Accts	Benefits Expensed	

This is assuming no ded/ben refunds or dock pay.

What happens when you process your summer pays in June ?

Other than make you frustrated...

Not using Payroll Payables

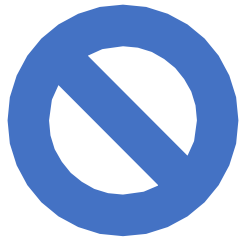
- Payroll checks are dated July and/or August
- Payroll Posting Date June
- Retirement Posting Date June
- Budgetary Posting Date June

Seems simple, right?

A dark, irregular ink blot with splatters on a white background. The blot is roughly circular but has jagged, feathered edges. The center is a solid dark blue/black, while the edges are lighter and more diffuse, with many small, dark splatters scattered around the main shape. The overall effect is that of a fresh ink spill or a hand-drawn mark.

But it's not is it?

941 Reporting is a Mess



- Payrolls were all run in 2nd quarter.
- The IRS invoices in AP have an invoice/due date of July & August.
(Which will start affecting the June Bank Reconciliation (if in open status and cash summary report.)
- General ledger activity and posting to IRS is in 2nd quarter.
- 941 itself will include the wages and payment in 3rd quarter not 2nd quarter.



July & August Payrolls Posted to Cash in June

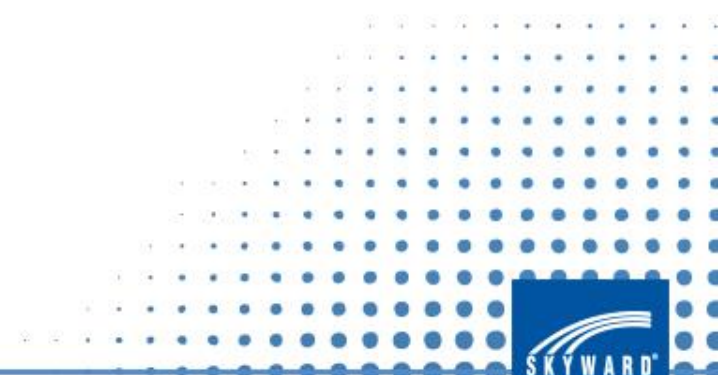


- This will cause issues for the person that has to balance the Bank Reconciliation for the next couple of months.





Payroll Payables



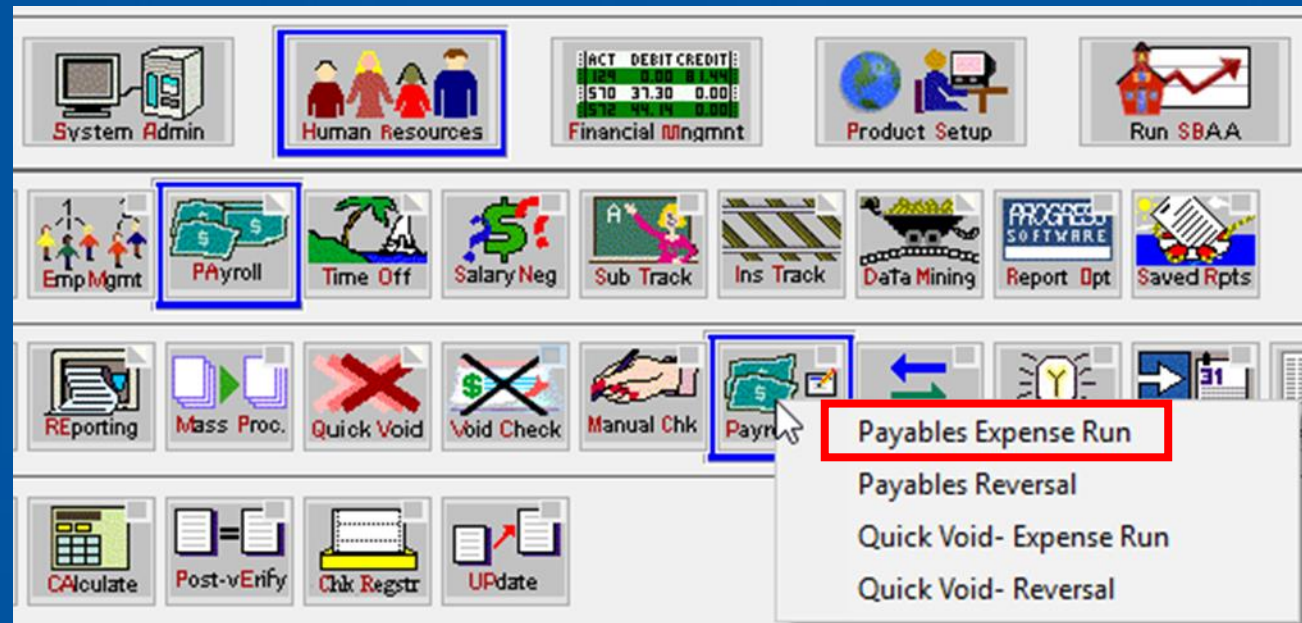
What does Payroll Payables do?

Payroll Payables allows you to expense your July/August wage and benefit expenses to June, without the headache of holding July & Aug payments

1 Payables Expense Run for every 1 Summer Paycheck Cycle

Note: Payroll payables is only for employees who are salaried.

Year-round employees (e.g., support staff) who normally receive pay over 12 mo. should NOT be included in payroll payables.



Expense Run Dates

Payroll Payables Parameters for Payroll Run Number: PYBLE / PAYABLE EXPENSE

Note: Program preloaded posting dates with the last date in the current fiscal year.
All employees will be issued a check number regardless if they are direct deposit or not.

General Update Parameters
Check Date: 07/05/2023 Check Number: 000023000

Payroll Update Parameters
Payroll Posting Date: 06/30/2023 June, 2023 Payroll Quarter: 2
Retirement Posting Date: 06/30/2023 June, 2023

Budgetary Update Parameters
Budgetary Posting Date: 06/05/2023 June, (2022-2023)
Budgetary Posting Date 2:
Override Posting Date: Yes
Override Posting Date: 06/30/2023 June, (2022-2023)

The payroll posting quarter.

OK Reset Close

SkyDoc

Check Date: Actual Check Date
Period End Date: 6/30
Payroll Posting Date: 6/30
Quarter: 2
Retirement Posting Date: 6/30
Budgetary Posting Date: 6/30

Expense Run Dates

Payroll Payables Parameters for Payroll Run Number: PYBLE / PAYABLE EXPENSE

Note: Program preloaded posting dates with the last date in the current fiscal year.
All employees will be issued a check number regardless if they are direct deposit or not.

General Update Parameters

Check Date: 08/05/2023 Check Number: 000023100

Payroll Update Parameters

Payroll Posting Date: 06/30/2023 June, 2023 Payroll Quarter: 2

Retirement Posting Date: 06/30/2023 June, 2023

Budgetary Update Parameters

Budgetary Posting Date: 06/05/2023 June, (2022-2023)

Budgetary Posting Date 2:

Override Posting Date: Yes

Override Posting Date: 06/30/2023 June, (2022-2023)

Check # between 000000001 and 809999999 (unique control #, not used in any other payroll runs).

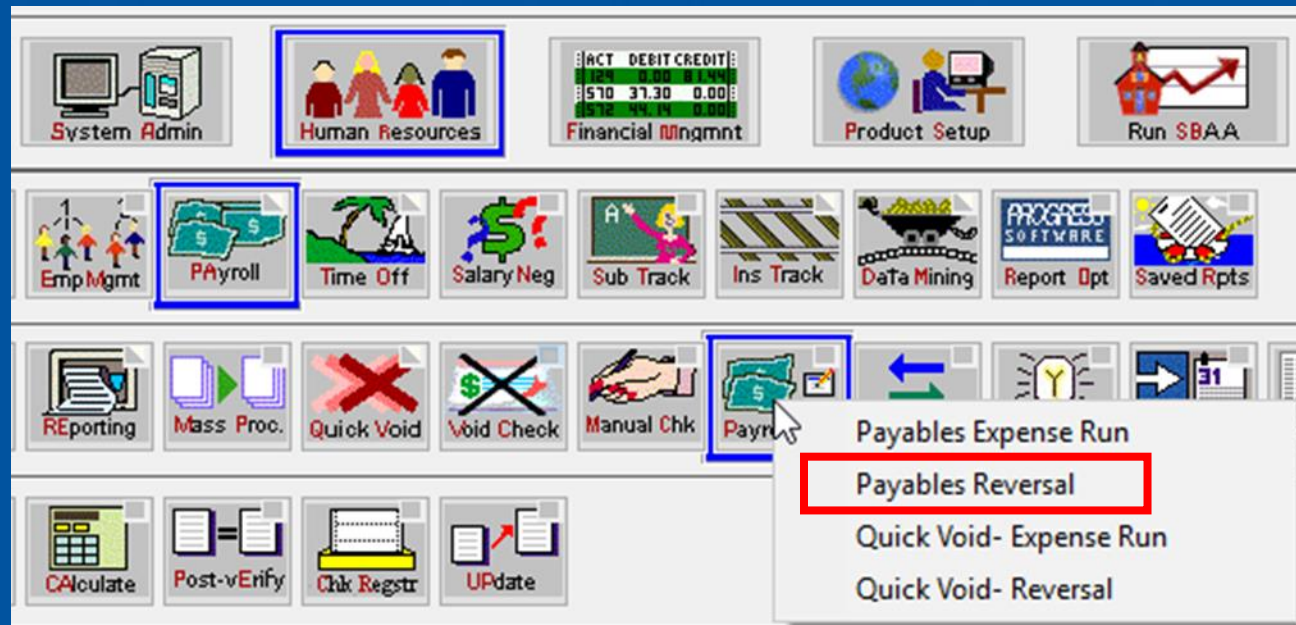
OK Reset Close

SkyDoc

REPEAT FOR AUGUST:
Check Date: Actual Check Date
Period End Date: 6/30
Payroll Posting Date: 6/30
Quarter: 2
Retirement Posting Date: 6/30
Budgetary Posting Date: 6/30

Payables Reversal Run

Do not process reversals until prior to running the actual payroll.



Payables Reversal Run Once for July, once for Aug

HR\PA\PB\PR\PR - 2508 - Payrolls currently available

Payroll Payables					
Check Date	Check Number Low	Check Number High	Deposit Number Low	Deposit Number High	Check Type
07/05/2023	23000	23021	0	0	Y
08/05/2023	23100	23121	0	0	Y

Select
 Purge
 Close

* Records displayed in this color have been reversed.

Display current year only.

Double-click to select highlighted record. SkyDoc #

HR\PA\PB\PR\PR - 2508 - Payrolls currently available

Payroll Payables					
Check Date	Check Number Low	Check Number High	Deposit Number Low	Deposit Number High	Check Type
07/05/2023	23000	23021	0	0	Y
08/05/2023	23100	23121	0	0	Y

Select
 Purge
 Close

* Records displayed in this color have been reversed.

Display current year only.

Double-click to select highlighted record. SkyDoc #

Reversal Run Dates

HR\PA\PB\PR - 2508 - Payroll Payables Parameter Entry

This process creates the needed transactions to reverse out the selected payroll payables run.

General Update Parameters

Check Date: 07/05/2023

Payroll Update Parameters

Payroll Posting Date: 07/05/2023 July, 2023 Payroll Quarter: 3

Retirement Posting Date: 06/30/2023 June, 2023

Budgetary Update Parameters

Budgetary Posting Date: 07/05/2023 July, (2023-2024)

Budgetary Posting Date 2:

Override Posting Date: Yes

Override Posting Date: 07/05/2023 July, (2023-2024)

* Note: Checks that have been quick voided will not be processed.

The OK button accepts all entries.

SkyDoc #

Check Date: Actual Check Date (ACD)
Period End Date: 6/30 (Cannot Be Changed, taken
from Expense Run)
Payroll Posting Date: (ACD)
Quarter: 3
Retirement Posting Date: 6/30
Budgetary Posting Date: (ACD)

Human Resources: Main Screen 05.22.10.00.12 - 010289

Login Logoff Exit Preferences Utilities Customer Access View My Security Personalize My Screen Help

User: Jami Sky Sign In Time: 1:31:32 PM Entity: 000 Use Personal Settings SkyDoc Login Logoff Exit

Student Mngmnt System Admin Human Resources Financial Mngmnt PEIMS Product Setup Run SBA.A Run Web

SETup PProfile EmpMgmt Payroll Time Off Salary Neg Sub Track Data Mining Report Opt Saved Rpts State REporting

COdes Current Payroll REporting Mass Proc. Quick Void Void Check Manual Chk Payroll pBls Acct Adj. Utilities Year-End Qck Pck rpt

TrueTime Payroll Worksheet SSelect Pre-Verify Calculate Post-vEriFY Chk Registr Print Chks UPdate ACH Run Nbr Payroll ENcumbrance

For PaC Documentation, Press Alt + F1

Software Made SIF - SCHOOLS

Jami's Training Data Base

Current Payroll Select

Import Payroll Payables

Import Dates

HR\PA\CP\SE - 745 - Current Payroll Selection Parameters

General Update Parameters

Check Date: 07/05/2023 Check #: 000042539 Deposit #: 900000509

Payroll Update Parameters

Payroll Posting Date: 07/05/2023 July, 2023 Payroll Quarter: 3

Retire Posting Date: 07/05/2023 July, 2023 Create NACHA File?: Yes

Print an exception for employees with zero ACA hours?: Yes

Budgetary Update Parameters

Budgetary Posting Date: 06/05/2023 June, (2022-2023)

Budgetary Posting Date 2:

Override Posting Date: Yes

Override Posting Date: 07/05/2023 July, (2023-2024)

Bank Cash Account *** A 00 1102 00 000 0 00 000 0004

Wells Fargo Bank

Bank Cash Account code. SkyDoc

Check Date: Actual Check Date (ACD)

Period End Date: 6/30 (Cannot Be Changed,
taken from Expense Run)

Payroll Posting Date: (ACD)

Quarter: 3

Retirement Posting Date: (ACD)

Budgetary Posting Date: (ACD)

Current Parameter Selections

Parameter Set Description: Default Parameters (as changed for this payroll).
 Ded/Ben Parameter Set Description: Default Ded/Ben Times (as changed for this payroll).
 Period End Date: 06/30/2023 Check Date: 07/05/2023 Times To Pay: 1

- Indiv. Select
- Mass Select

Selected Transactions

Name Key	Employee Name	Employee Type	Period End Date	Pay Code	Account Number

- Purge
- Import
- ACA Hours

- Auto-Calc Mass Select
- Contract Payout
- Payroll Payables**
- Prior Payroll
- Worksheets
- Substitute Tracking

Employee: Name Key:

Current Selected Transaction Information Rate/Amount: .0000 X Hours/Factor: .0000 = Total: .00	Employee ACA Hours Total: 0.00 Pay Code: 0.00	Employee Totals Hours/Factor: .0000 Total: .00
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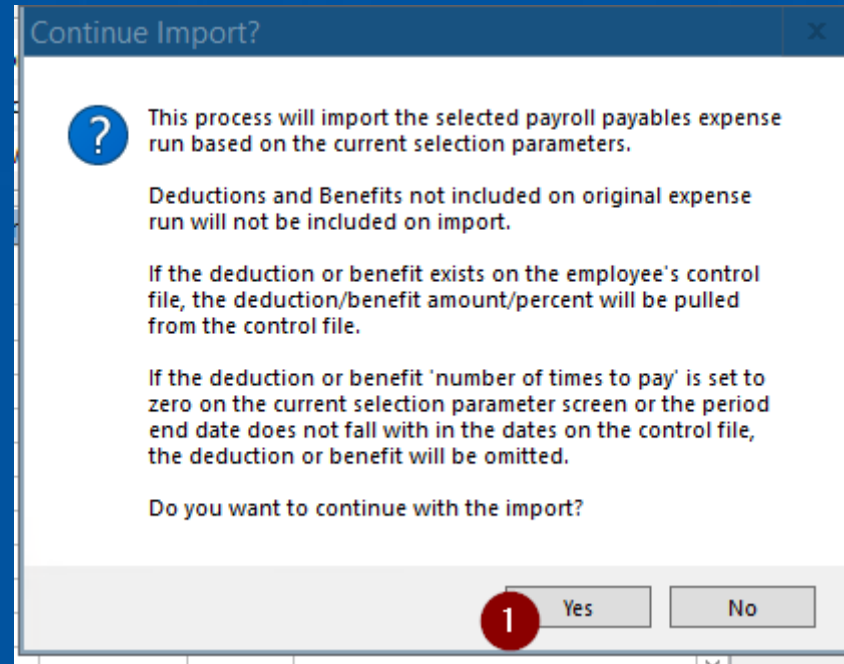
Transactions for the highlighted employee.



Current Payroll Select

Import Payroll Payables





Current Payroll Select

Import Payroll Payables

HR\PA\CP\SE - 745 - Payrolls currently available

Payroll Payables					
Check Date	Check Number Low	Check Number High	Deposit Number Low	Deposit Number High	Check Type
07/05/2023	23000	23021	0	0	Y
08/05/2023	23100	23121	0	0	Y

Select
 Purge
 Close

* Records displayed in this color have been reversed.
 Display current year only.

Double-click to select highlighted record. SkyDoc #

Current Payroll Select

Import Payroll Payables



HR\PA\CP\SE - 745 - Select for Payroll Run Number: MONTH / MONTHLY

Current Parameter Selections
 Parameter Set Description: Default Parameters (as changed for this payroll).
 Ded/Ben Parameter Set Description: Default Ded/Ben Times (as changed for this payroll).
 Period End Date: 06/30/2023 Check Date: 07/05/2023 Times To Pay: 1

Selected Transactions

Name Key	Employee Name	Employee Type	Period End Date	Pay Code	Account Number
ADDRETES000	Address, Test 1	Teach	06/30/2023	CON	199 E 11 6119 00 001 0 23 000
ADDRETES001	Address, Test2	Subs	06/30/2023	CON	199 E 11 6119 00 002 0 23 000
ADDRETES002	Address, Test3	Subs	06/30/2023	CON	199 E 11 6119 00 001 0 23 000
EMPLOJAN000	Employee, Jane J	TCH	06/30/2023	TTAXE	199 E 11 6119 00 002 0 11 000
EMPLOJOE000	Employee, Joe	Cafw	06/30/2023	TTAXE	199 E 11 6119 00 001 0 11 000
JOHNSKAR000	Johnscr, Karen C	Admin	06/30/2023	PRIN	199 E 23 6119 00 001 0 99 000
MACKSSHE000	Mackscr, Shea	Sec	06/30/2023	IAIDE	199 E 11 6129 00 101 0 23 000
MACKSSHE000	Mackscr, Shea	Sec	06/30/2023	RETRO	199 E 11 6129 00 101 0 23 000
MAYFIJAM000	Mayfiscr, Jami K	APrin	06/30/2023	SAL	240 E 35 6121 00 041 0 99 000
MILLEPEN000	Millerscr, Penny Elaine	IAide	06/30/2023	RETRO	199 E 11 6129 00 101 0 11 000
PICCOCAM000	Piccoscr, Camille	Couns	06/30/2023	COUNS	199 E 31 6119 00 041 0 99 000

Employee: Address, Test 1 Name Key: ADDRETES000

Current Selected Transaction Information
 Rate/Amount: 833.3300 X
 Hours/Factor: 1.0000 =
 Total: 833.33

Employee ACA Hours
 Total: 0.00
 Pay Code: 0.00

Employee Totals
 Hours/Factor: 1.0000
 Total: 833.33

Transactions for the highlighted employee.

Current Payroll Select

Import Payroll Payables



Looking at all dates together

		EXPENSE RUN	REVERSAL	ACTUAL CHECK RUN
KS	Check Date	7/15 (ACD)	7/15 (ACD)	7/15 (ACD)
	Period End Date	6/30	6/30	6/30
	Payroll Posting Date	6/30	7/15 (ACD)	7/15 (ACD)
	Payroll Quarter	2	3	3
	Retirement Posting Date	6/30	6/30	7/15 (ACD)
	Budgetary Posting Date	6/30	7/15 (ACD)	7/15 (ACD)

Check Date: We can see that we will have one check with a check date of the ACD

Period End Date: Will be 6/30 on all (Cannot Be Changed, taken from Expense Run)

Payroll Posting Date: We can see that everything will be posted to JUNE – because the reversal and actual are both posted to July

Quarter: everything will be posted to 2nd quarter

Retirement Posting Date: will be the ACD

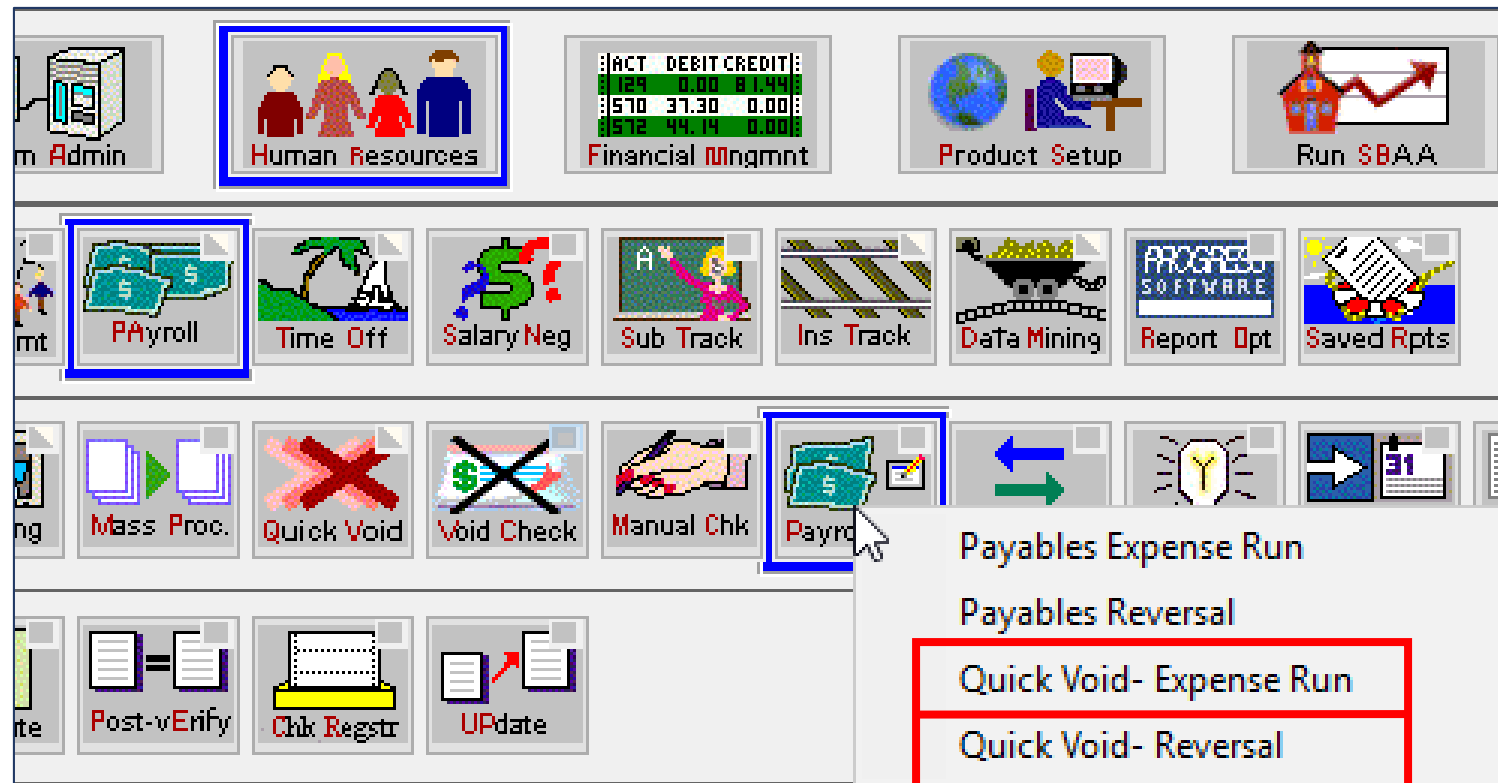
Budgetary Posting Date: will be to June

Payables Quick Voids

Quick Void - Expense Run

Quick Void - Reversal

Either process will allow you to process 1 check or a whole payroll.



Check History

Check Type Y = Expense Run
Check Type Z = Reversal Run

Pay Check History - WH\EP\TB\CH - 9957 - 05.22.10.00.12 - Google Chrome

Not secure | skydevapp08/scripts11/cgiip.exe/WService=62070web/hemprtabs001.w

Jami Sky Account Preferences Exit ?

SKYWARD® Jami's AKAAR ISD SA\SY\DC\DI

Home Employee Employee Administration Payroll Time Off Substitute Tracking TrueTime Work Requests Advanced Features Federal/State Reporting Custom Reports

Pay Check History (553)

Employee: SANCHJOS000 Sanchescr JR, Jose

Employee Type: Administration User Name: jose.san Name ID: 2772

Building: District Check Location: District

Gender: M Age: Hire Date: 10/12/2017 Birth Date: SSN: 887-45-6321

Check History

Views: Check Date Seq - Check Detail Information

Filters: Skyward Default Quick Filter

Check Date*	Check Number	Gross Wages	Net Amount	C T
08/05/2023	23118	25,384.60	21,700.47	Y
07/05/2023	900000517	25,384.60	21,700.47	R
07/05/2023	23018	25,384.60	21,700.47	Y
07/05/2023	23018	-25,384.60	-21,700.47	Z

Payroll Payables

1. June: Create a payables expense run for each summer salary payroll.

1. This should include/exclude any benefit changes that need to be processed for summer pays.
2. Make sure that your final payroll in August is a contract payout.

2. July Payroll: Prior to running your normal payroll, run the payroll payables reversal.

1. The payroll payables reversal will prompt you to import the salaries that were expensed during the payroll payables expense run.
2. Once the salaries are imported into payroll, then the remaining pays would be imported into payroll.

3. August Payroll: Prior to running your normal payroll, run the payroll payables reversal.

1. The payroll payables reversal will prompt you to import the salaries that were expensed during the payroll payables expense run.
2. Once the salaries are imported into payroll, then the remaining pays would be imported into payroll.



PAYROLL MADE
EASIER WITH QMLATIV

You handle crucial tasks every day in payroll: tracking employee payroll data, verifying data accuracy, creating and submitting payroll reports, and much more. But handling challenges like fraud risk, data inaccuracies, and changing compliance regulations can take up valuable time and resources.

Skyward recognizes these challenges, and with feedback from payroll professionals, we've developed solutions to simplify and streamline these tasks within the Qmlativ® Business Management System.

BENEFITS OF THE QMLATIV SOLUTION:

Qmlativ solutions are built to help you manage your tasks with ease, with enhanced features to provide a more seamless experience:

NEGATIVE NET CHECK FUNCTIONALITY (PRIORITIZED DEDUCTIONS)

- Qmlativ allows users to define priority order for deductions.
- Once defined, the program systematically removes deductions in priority order.
- If deductions were not taken out, Qmlativ can track and recoup them in subsequent payrolls.

PAYROLL/PROFILE COMPARISON

- Easily compare the payroll to the employee's profile and update payroll with any differences.
- Run or rerun processes as needed to update payroll amounts.
- Payroll reports are always accessible and can be rerun as needed, even after payroll is complete.

SCAN ME



DISCOVER THE QMLATIV DIFFERENCE

Learn more about what sets Qmlativ apart at skyward.com/qmlativ, or schedule a live demonstration with your Skyward sales representative.

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PAYROLL MADE EASIER WITH QMLATIV



THANK YOU!