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# STARS USER MANUAL

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## THIRD PARTY PAYROLL REIMBURSEMENTS

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### INTRODUCTION

Occasionally an agency receives a reimbursement for payroll expenditures from an outside source. With the approval of the Division of Financial Management (DFM), agencies can process a Transaction Code to record the reimbursement. The Transaction Code will reduce expenditures and increase cash in the agency fund.

### TRANSACTION CODES 10P, 105, AND 106

#### Transaction Code 10P

Use a batch type 'J' for depositing a check. Use a type '2' if you previously recorded the check into a treasurer's sweep or suspense account.

The TC 10P will require a personnel expenditure subobject and a position control number. The SCO established a generic subobject of 4130 (Payroll Reimbursements) and a generic position control number of 9666 for use when recording the 10P.

Enter the TC 10P into STARS and then contact the Division of Financial Management for approval. DFM will release the batch and send e-mail notification to the State Controller's Office, Division of Statewide Accounting for release of the batch type 2. The State Treasurer will contact DFM for approval to release the J batch.

#### Transaction Codes 105 and 106

In the DAFR8640 Transaction Code Decision Table report, the following descriptions state:

Use TC 105 for Current Year Vendor Refunds. The TC 105 description states, "Record the receipt of cash due to an overpayment of an expenditure during the current fiscal year. This will reduce the cash expenditures and increase the available appropriation balance."

Use TC 106 for prior year vendor refunds received in the current year. The TC 106 description states, "Record the receipt of cash due to an overpayment of an expenditure of a prior year. This will be recorded as a revenue in the current year using a revenue subobject."