

Guide to Payroll Reports

Invalid Transactions by Account Report (FS0323A)

Report FS0323A (Invalid Transactions by Account) identifies inactive, closed or not yet linked, departmental full accounting units (FAU) on which payroll has been processed. Below is a mock sample of what the report detail looks like:

Linear Month	Type Entry	Transaction Number	Account-Cost Center	University Fund	Document Date	Description	Transaction Amount
430	53	04D10	680906	23527	103106	Oct Payroll	\$125

Taking action in response to this report (for work-study related payroll activity) will depend on one of two things:

1. If the fund portion of the FAU includes any current year fund (see WSP Code Guide: <http://www.fao.ucla.edu/workstudy/pdf/WSPCodes.pdf>) no further action is necessary
2. If the fund portion of the FAU includes any fund other than the current ones you must contact WSO (Work-Study Office) to determine how to proceed

Each new fiscal year the payroll system is unaware of what departmental accounts will be linked to the new work-study program funds. As payroll is processed by your department, the payroll system identifies each account as not yet linked to the work-study fund, triggers the invalid FAU report, and then automatically establishes a link between your account and the appropriate work-study fund. This process occurs only the first time payroll is processed for each FAU used by your department and discontinues thereafter (thus item number 1 above).

