

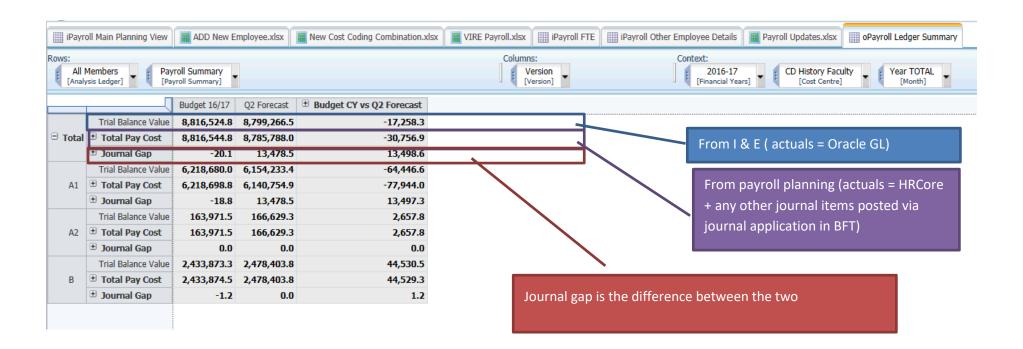
Case Study 11: How to interpret Ytd and Full Year journal gap in the payroll summary ledger tab

By Diana Boxall

The "journal gap" concept in the payroll planning application compares The monthly trial balance from the Income and Expenditure application with the monthly totals in the employee by employee information in the main payroll planning screen

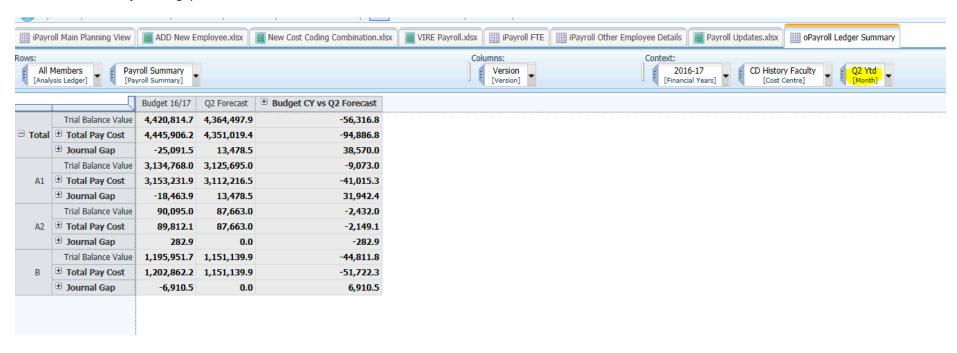
Journal gap for actuals YTD= Oracle Trial balance - Payroll planning total

Before you start to look at the journal gap make sure that the payroll update process is complete, or risk working with outdated numbers





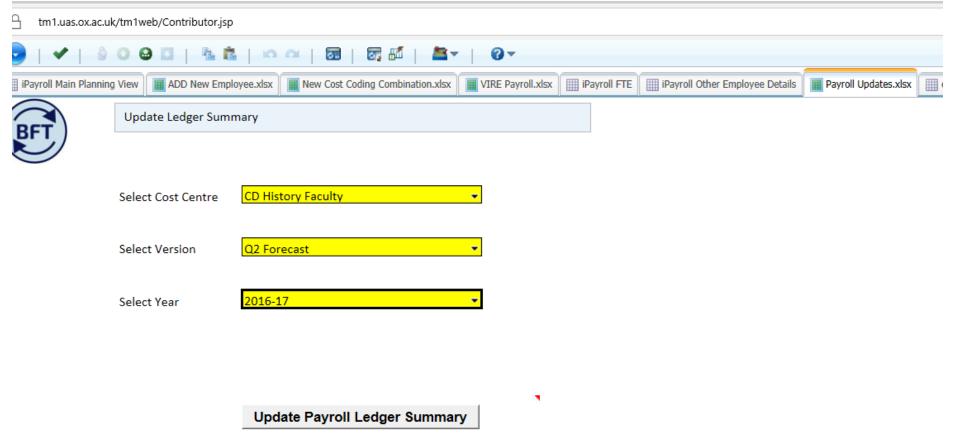
By definition, the journal gap exists only in actual. When the righthand most box is changed from Year total to Q2 Ytd, note that the payroll figures now reflect YTD but the journal gap has the same value.



This is what we would expect, for in the projected months of the year the monthly total from the employee by employee projections will be pulled across into the I and E. Therefore by definition the I and E application and the payroll planning application should be in sync. If they are not, then the ledger update processes to refresh these summary numbers have not been run.

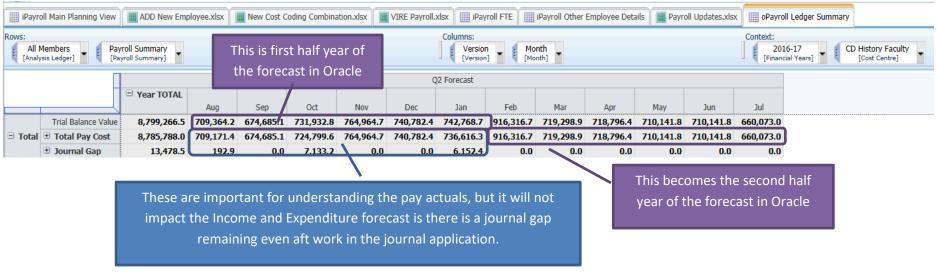
Before starting to look at the journal gap, run the update process from the "payroll updates" tab. This will ensure that the payroll ledger summary tab reflects the latest information from the other payroll planning screens.





If we use a screen transformation from dragging the "year total" from the extreme right into the columns zone and clicking out we can look at each month





Note that there is no journal gap in the projected months of the year (Feb-Jul) once all the ledger update has been done in both payroll planning and I and E. When the system initially opens there may well be an apparent journal gap because the topmost line – the one from the I and E – reflects the prepopulated values, (which in Q2 would have been Q2 =Q1), whilst the second line – the total pay costs- will reflect the initial projection from HRCore data.

The payroll planning numbers can incorporate the entries which have created the journal gap if the GL transaction report is used to replicate the GL manual journal entries in the payroll journal application – BFT Case Studies 2-4 deal with this process.

There is no unbending expectation that all journal gaps will be eliminated, but thought should be given as to whether material journal gap amounts represent a once off error or a recurring cost which should therefore be projected out as a provision or other item within the forecast months.

Be aware that if there is a journal gap, then the total projection on the iPayroll Main Planning View will NOT agree to the full year forecast appearing in the Income and expenditure account.



In the example above the Q2 forecast for permanent payroll costs for the History faculty is £8,779.3k, whilst the employee by employee analysis = £8,785.8k

