General Ledger Extract - KPAYGL5C or KPAYGL6C

KPAYGL6C is for Department on Aging only and KPAYGL5C is for all other agencies.

DESCRIPTION:

This data file is an extract of the general ledger data. The file shows funding information by check number.

Two versions of the data file are available. Their file layouts are provided in the following links: https://admin.ks.gov/docs/default-source/payroll/sharp-9.2/KPAYGL5C.xls and https://admin.ks.gov/docs/default-source/payroll/sharp-9.2/KPAYGL5C_CSV_Version.xls. Most agencies receive the newer CSV version. After downloading the file, open the .OUT file in Excel using the options Delimited, and Comma. You may also want to change some columns, i.e., program, budget unit, etc, from General to Text to preserve the leading zeroes.

For agency convenience, two Excel pivot tables, DATA and KPAYGL5C Pivot and DATA YTD And KPAYGL5C Pivot Table YTD, that summarize the report by each category (row or column, i.e., fund, BU, position, journal ID, YTD cumulative total, etc.) are available by request. To request the files and instructions, please contact Lisa Kraus by email at lisa.kraus@da.ks.gov, or by phone at 785 296-3699.

FREQUENCY:

The data file is run twice each payroll period: 1) The first file is created after the final pay calculation for each on-cycle and contains only information for that payroll period on-cycle - this file does not include journal IDs since the file is created prior to sending the data to SMART. Several agencies use this first file to get total expenditures of federal funds in order to request federal draw-downs. 2) The second file is created two days after the final off-cycle (Off-Cycle C) run for a pay period and contains information for the entire pay period, including the on-cycle and the three off-cycles in that payroll period. This file will include journal IDs.

WHERE FOUND:

Downloaded from the agency's MVS mailbox using the file transfer protocol (FTP) software, or Core FTP Pro.