

## GeorgiaFIRST Financials V8

### Announcement

**POSTED:** June 30, 2009

**SUBJECT:** Pay Cycle Cutover to Consolidated Financials System

**PURPOSE:** To notify users at all institutions using GeorgiaFIRST PeopleSoft Financials Version 8.9 about the tasks that are needed for the pay cycle cutover to the Consolidated Financials System.

**FUNCTIONAL IMPACT:** On the evening of Tuesday, June 30, 2009, pay cycles will be migrated from your individual Financials databases to the consolidated Financials database. Listed below are tasks specific to this cut over.

1. Run the **UPG\_APY01 Pay Cycles to be Completed** query in your individual databases. This query will return a list of all pay cycles, including positive pay, that are in process.
2. Complete any outstanding pay cycles in your database by **close of business today, June 30<sup>th</sup>**, and confirm that all Positive Payment processes have been successfully completed.
3. On the evening of June 30<sup>th</sup>, the Consolidation Project Team will remove security access to your pay cycle processing pages in your individual databases. Access to pay cycle processing pages will be activated in the consolidated environment no later than 12:00 a.m. on Wednesday, July 1<sup>st</sup>. An announcement will be sent out to confirm when pay cycles are available
4. Any institutions that have outstanding pay cycles with errors or that are otherwise in process on the evening of Tuesday, June 30<sup>th</sup> will not have their pay cycle access activated in the consolidated database until all 2009 pay cycle errors are resolved.
5. The Consolidation Project Team will update the consolidated database with the last check number for each disbursement account in preparation for your first check run in F89PRD

Prior to running your first pay cycle in F89PRD, you will need to complete the following for your institution:

1. Update your new Business Calendar to include your holiday schedule for 2009. See updated PSFIN Business Process **AP.010.080 – Updating a Business Calendar** for detailed instructions.

2. Validate that each pay cycle is using the new Holiday Calendar for your institution's Business Calendar.
3. Validate that the Banner pay cycle (for example, 2700B) reflects the **B** Business Unit.
4. Validate the pay group SetID (for example, 2700B) for the Banner pay cycle.

**Note:** Pay cycles have new names and have been added to F89PRD for your Business Unit. For a complete listing of these new pay cycles, please refer to the **Paycycle Naming Convention in F89PRD** document.

If you have any questions or concerns about the above pay cycle cutover, please email the Consolidation Project Team at [psfin\\_cons@usg.edu](mailto:psfin_cons@usg.edu).

**SUPPORTING DOCUMENTATION:** The following documentation is available on the of the Georgia *FIRST* Financials web site to assist you with the pay cycle cutover.

1. The following PSFIN Business Process **AP.010.080 – Updating a Business Calendar** contains detailed instructions on updating your new Business Calendar to include your holiday schedule for 2009.
2. The following **Paycycle Naming Convention in F89PRD** document contains a complete listing of these new pay cycles in F89PRD.
3. The **Tasks and Reminders for Cutover to Consolidated Financials System** announcement that was posted on June 26, 2009 contains information on other tasks and reminders that are needed for cutover to the Consolidated Financials System. This is located on the **Announcements** page at <http://www.usg.edu/gafirst-fin/announcements/>.
4. Consolidation Project information is posted on the **PSFIN Consolidation Project** page at <http://www.usg.edu/gafirst-fin/projects/consolidation/>.
5. PSFIN Business Processes are posted in the **Business Processes** section of the **Documentation** page at <http://www.usg.edu/gafirst-fin/documentation/>.

**ADDITIONAL OIIT RESOURCES and SUPPORT:** Contact the **OIIT HELPDESK** at [http://www.usg.edu/customer\\_services](http://www.usg.edu/customer_services) (support request self-service) or e-mail [helpdesk@usg.edu](mailto:helpdesk@usg.edu). For emergency, business interruptions, or production down situations, call the **OIIT HELPDESK** immediately (706-583-2001; or toll free within Georgia 1-888-875-3697).

<b>Security Role</b>	BOR_FN_CONFIG_SETUP
<b>Responsibility/Role</b>	
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<b>Version</b>	
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## AP.010.080 Updating a Business Calendar

### Trigger:

### Concept

This topic demonstrates how to update the Business Calendar for your Business Unit at the beginning of each calendar year. A Business Calendar is used to create the business (or working) calendar that identifies holidays and nonworking days. The business calendar is assigned to the disbursement bank account to identify the normal working week and bank holidays.

The dates established as nonworking/holidays, are used by the system to assure that pay cycles and direct deposit files can only be processed on a regular work day.

A new Holiday List needs to be created prior to running a pay cycle in the new calendar year.

<b>Assumptions</b>

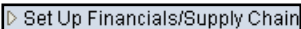
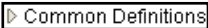
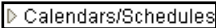

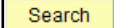
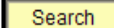

<b>Dependencies/Constraints</b>


### Additional Information

## Procedure

Prior to running a pay cycle in the new Calendar Year, you will need to create a new Holiday List for your Business Calendar for the new year.

For this topic, you will add a Holiday List for 2009 to Business Calendar 27000.

Step	Action
1.	Click the <b>Set Up Financials/Supply Chain</b> link. 
2.	Click the <b>Common Definitions</b> link. 
3.	Click the <b>Calendars/Schedules</b> link. 
4.	Click the <b>Business Calendar</b> link. 
5.	Enter " <b>27000</b> " in the <b>Holiday List ID</b> field.  <b>Note:</b> Each institution has one Business Calendar that will be maintained from year to year.
6.	Click the <b>Search</b> button. 
7.	Click the <b>Search</b> button.  <b>Note:</b> To update Calendar Years, enter the Calendar Year in the search field and click the Search button. 
8.	Press the left mouse button on the <b>Date</b> object.  You can select the date you wish to enter as a holiday from the Calendar, or key the date in the Date field.
9.	Click in the <b>Holiday Name</b> field. 
10.	Enter " <b>Martin Luther King, Jr. Day</b> " in the <b>Holiday Name</b> field.
11.	Press the left mouse button on the <b>Add a new row at row 1 (Alt+7)</b> object.  You may need to select View all in the blue bar at the top of the Holiday Details grid to see all of the Holidays on the page at one time.
12.	Enter " <b>7/03/09</b> " in the <b>Date</b> field.

Step	Action
13.	Enter " <b>Independence Day, Observed</b> " in the <b>Holiday Name</b> field.  <b>Note:</b> Continue inserting rows for each holiday observed by your institution for the calendar year you are updating.
14.	Click the <b>Save</b> button. 
15.	Congratulations. You have just completed the <b>Updating a Business Calendar</b> topic.  The Business Calendar identifies holidays and nonworking days. This ensures that pay cycles and direct deposit files can only be processed on a regular work day. <b>End of Procedure.</b>



# Paycycle Naming Convention

## OVERVIEW

In the consolidated Financials database, each Business Unit will have its own set of paycycles that are created for it. The following naming convention will be used to identify each paycycle by Business Unit, type, and sequence. The example below, uses the Business Unit 27000 as an example to illustrate this convention. All Business Units follow this same logic. Should you need a new paycycle, you should open a HelpDesk ticket so that OIIT or a USO representative can add it for you.

## NEW NAMING CONVENTION

The following rules have been applied in the creation of your new paycycle IDs in the consolidated Financials database. A listing of paycycles by Business Unit begins on page 3 of this document.

RULE	PAYCYCLE NAME (ex. uses 27000)
1. Use the BU number as the first 2 characters of the Paycycle name.	27xxxx
2. For Daily check paycycles, use 'DLY' as the abbreviation for the next 3 characters of the paycycle name.  Leave the 6 <sup>th</sup> character blank.	27DLY
3. For the second and multiple Daily check paycycles, use a sequential numbe as the 6 <sup>th</sup> character for the paycycle.	27DLY2
4. For Banner check paycycles, use 'BNR' as the abbreviation for the next 3 characters of the paycycle name.  Leave the 6 <sup>th</sup> character blank.	27BNR
5. For the second and multiple Banner check paycycles, use a sequential numbe as the 6 <sup>th</sup> character for the paycycle.	27BNR4  <i>Note: The increment number started at 4 because in this scenario, there was already a 27BNR2 and 27BNR3 used as a check paycycle.</i>



# Paycycle Naming Convention

RULE	PAYCYCLE NAME (ex. uses 27000)
6. For Banner EFT paycycles, use 'BNRE' as the abbreviation for the next 4 characters of the paycycle name.	27BNRE
7. For the second and multiple Banner EFT paycycles, use 'BNE' as the abbreviation for the next 3 characters and a sequential number as the 6 <sup>th</sup> character for the paycycle.	27BNE2
8. For EFT paycycles, use 'EFT' as the abbreviation for the next 3 characters of the paycycle name.  Leave the 6 <sup>th</sup> character blank.	27EFT
9. For the second and multiple EFT paycycles, use a sequential number as the 6 <sup>th</sup> character for the paycycle.	27EFT2
10. For ACH paycycles, use 'ACH' as the abbreviation for the next 3 characters of the paycycle name.  Leave the 6 <sup>th</sup> character blank.	27ACH
11. For the second and multiple ACH paycycles, use a sequential number as the 6 <sup>th</sup> character for the paycycle.	27ACH2
12. For Expense check paycycles, use 'XCHK' as the abbreviation for the next 4 characters of the paycycle name.	27XCHK
13. For the second or multiple Expense check paycycles, use 'XCH' as the abbreviation for the next 3 characters and a sequential number as the 6 <sup>th</sup> character for the paycycle.	27XCH2



# Paycycle Naming Convention

## NEW PAYCYCLES

BU	Old Paycycle Name	DESCR	New Paycycle Name
F210	ACH	ACH PAYMENTS	21ACH
F210	BANNER	Banner Pay Cycle	21BNR
F210	DAILY	AP Daily Checkrun	21DLY
F210	EFT	EFT	21EFT
F210	EXCHK	EX Check Paycycle	21XCHK
F210	EXEFT	EX EFT Paycycle	21XEFT
F240	BANNER	Banner Pay Cycle	24BNR
F240	DAILY	AP Daily Checkrun	24DLY
F240	EXCHK	Ex Check Paycycle	24XCHK
F240	EXEFT	Expense EFT	24XEFT
F240	OTHEFT	EFT Non Banner	24OTHE
F270	BANNER	Banner Pay Cycle	27BNR
F270	DAILY	AP Daily Checkrun	27DLY
F270	EFTO	EFT	27EFTO
F270	EXCHK	Expense Pay Cycle- Check	27XCHK
F270	EXEFT	Expense Payments - EFT	27XEFT
F280	BANEFT	EFT BANNER	28BNRE
F280	BANNER	Banner Pay Cycle	28BNR
F280	DAILY	AP Daily Checkrun	28DLY
F280	EFT	EFT AP Payment	28EFT
F280	EXCHK	Expense Pay Cycle-Checks	28XCHK
F280	EXEFT	Expense Payments -EFT	28XEFT
F280	OTHEFT	OTHER EFT PAY CYCLE	28OTHE
F300	ACH	ACH PAYMENTS	30ACH
F300	BANEFT	EFT BANNER	30BNRE
F300	BANNER	Banner Pay Cycle	30BNR
F300	DAILY	AP Daily Checkrun	30DLY
F300	EXCHK	EX Check Paycycle	30XCHK
F300	EXEFT	EXEFT Paycycle	30XEFT
F300	OTHEFT	EFT Non Banner	30OTHE
F330	BANEFT	EFT Banner	33BNRE
F330	BANNER	Banner Pay Cycle	33BNR
F330	DAILY	AP Daily Checkrun	33DLY
F330	EXCHK	EX Check Paycycle	33XCHK
F330	EXEFT	EX EFT Paycycle	33XEFT
F330	OTHEFT	EFT Non Banner	33OTHE
F360	BANEFT	EFT Banner	36BNRE
F360	BANNER	Banner Pay Cycle	36BNR
F360	DAILY	AP Daily Checkrun	36DLY
F360	EFT	EFT Pay Cycle	36EFT
F360	EXCHK	Expense Paycycle-Checks	36XCHK
F360	EXEFT	Expense Paycycle-EFT	36XEFT



# Paycycle Naming Convention

BU	Old Paycycle Name	DESCR	New Paycycle Name
F390	BANEFT	EFT Banner	39BNRE
F390	BANNER	Banner Pay Cycle	39BNR
F390	DAILY	AP Daily Checkrun	39DLY
F390	EXCHK	EX Check Paycycle	39XCHK
F390	EXEFT	EX EFT Paycycle	39XEFT
F390	OTHEFT	Other EFT Pay Cycle	39OTHE
F400	BANNER	Banner Pay Cycle	40BNR
F400	DAILY	AP Daily Checkrun	40DLY
F400	EFT	EFT Processing	40EFT
F400	EXCHK	Expense Pay Cycle	40XCHK
F400	EXEFT	Expense EFT	40XEFT
F420	BANEFT	EFT BANNER	42BNRE
F420	BANNER	Banner Pay Cycle	42BNR
F420	DAILY	AP Daily Checkrun	42DLY
F420	EXCHK	Expense Paycycle - Checks	42XCHK
F420	EXEFT	Expense Payments - EFT	42XEFT
F420	OTHEFT	EFT NON BANNER	42OTHE
F430	ACH	ACH PAYMENT	43ACH
F430	BANNER	Banner Pay Cycle	43BNR
F430	DAILY	AP Daily Checkrun	43DLY
F430	EFT	EFT	43EFT
F430	EXCHK	EX Check Paycycle	43XCHK
F430	EXEFT	EX EFT Paycycle	43XEFT
F450	BANNER	Banner Pay Cycle	45BNR
F450	BANUPG	Banner_Paycycle	45BNR2
F450	DAILY	AP Daily Checkrun	45DLY
F450	EXCHK	Expense Paycycle-Checks	45XCHK
F450	EXEFT	Expense Payments-EFT	45XEFT
F450	OTHEFT	EFT Non Banner	45OTHE
F480	BANNER	Banner Pay Cycle	48BNR
F480	DAILY	AP Daily Checkrun	48DLY
F480	EFT	Electronic Funds Transfer	48EFT
F480	EXCHK	EX Check Paycycle	48XCHK
F480	EXEFT	EX EFT Paycycle	48XEFT
F500	BANEFT	EFT BANNER	50BNRE
F500	BANNER	Banner Pay Cycle	50BNR
F500	DAILY	AP Daily Checkrun	50DLY
F500	EXCHK	EX Check Pay Cycle	50XCHK
F500	EXEFT	EX EFT Paycyle	50XEFT
F500	OTHEFT	EFT DAILY	50OTHE
F510	ACH	ACH Payments (Corporate)	51ACH
F510	AP-EFT	AP-EFT	51AP-E
F510	BANNER	Banner Pay Cycle	51BNR
F510	DAILY	AP Daily Checkrun	51DLY



# Paycycle Naming Convention

BU	Old Paycycle Name	DESCR	New Paycycle Name
F510	EFT	EFT	51EFT
F510	EXCHK	EX Check Pay Cycle	51XCHK
F510	EXEFT	EX EFT Pay Cycle	51XEFT
F540	BANNER	Banner Pay Cycle	54BNR
F540	DAILY	AP Daily Checkrun	54DLY
F540	EFT	EFT	54EFT
F540	EXCHK	EXPENSE PAYCYCLE - CHECK	54XCHK
F540	EXEFT	EXPENSE PAYMENTS - EFT	54XEFT
F570	BANEFT	EFT Banner	57BNRE
F570	BANNER	Banner Pay Cycle	57BNR
F570	DAILY	AP Daily Checkrun	57DLY
F570	EFT	EFT	57EFT
F570	EXCHK	EX Check Paycycle	57XCHK
F570	EXEFT		57XEFT
F610	BANEFT	Banner EFT	61BNRE
F610	BANNER	Banner Pay Cycle	61BNR
F610	DAILY	AP Daily Checkrun	61DLY
F610	EFT	EFT	61EFT
F610	EXCHK	Expense Pay Cycle - Checks	61XCHK
F610	EXEFT	Expense Payments - EFT	61XEFT
F620	BANNER	Banner Pay Cycle	62BNR
F620	DAILY	AP Daily Checkrun	62DLY
F620	EXCHK	Expense Paycycle - Checks	62XCHK
F630	BANNER	Banner Pay Cycle	63BNR
F630	DAILY	AP Daily Checkrun	63DLY
F630	EFT	EFT	63EFT
F630	EXCHK	Expense Paycyle-Checks	63XCHK
F630	EXEFT	Expense Payments-EFT	63XEFT
F690	BANNER	Banner Pay Cycle	69BNR
F690	DAILY	AP Daily Checkrun	69DLY
F690	EFT	EFT AP Payment	69EFT
F690	EXCHK	Expense Paycycle - Checks	69XCHK
F690	EXEFT	Expense Payments - EFT	69XEFT
F700	BANNER	Banner Pay Cycle	70BNR
F700	DAILY	AP Daily Checkrun	70DLY
F700	EXCHK	Ex Check Paycycle	70XCHK
F710	BANNER	Banner Pay Cycle	71BNR
F710	DAILY	AP Daily Checkrun	71DLY
F710	EFT	EFT	71EFT
F710	EXCHK	Expense Pay Cycle - Checks	71XCHK
F710	EXEFT	Expense Payments - EFT	71XEFT
F710	000009		71MSC9
F720	BANNER	Banner Pay Cycle	72BNR
F720	DAILY	AP Daily Checkrun	72DLY



# Paycycle Naming Convention

BU	Old Paycycle Name	DESCR	New Paycycle Name
F720	EXCHK	EX Check Paycyle	72XCHK
F720	EXEFT	EX EFT Pay Cycle	72XEFT
F720	OTHEFT	EFT Non Banner	72OTHE
F730	BANEFT	EFT Banner	73BNRE
F730	BANNER	Banner Pay Cycle	73BNR
F730	DAILY	AP Daily Checkrun	73DLY
F730	EXCHK	Expense Paycycle - Check	73XCHK
F730	EXEFT	Expenses Paycycle - EFT	73XEFT
F730	OTHEFT	EFT Non Banner	73OTHE
F750	ACH	ACH PAYMENTS	75ACH
F750	BANEFT	EFT - BANNER	75BNRE
F750	BANNER	Banner Pay Cycle	75BNR
F750	DAILY	AP Daily Checkrun	75DLY
F750	EFT	EFT-non Banner	75EFT
F750	EXCHK	Expenses paycycle-checks	75XCHK
F750	EXEFT	Expense Payments-EFT	75XEFT
F760	BANNER	Banner Pay Cycle	76BNR
F760	DAILY	AP Daily Checkrun	76DLY
F760	EFT	EFT	76EFT
F760	EXCHK	EX Check Paycycle	76XCHK
F760	EXEFT	EX EFT Paycycle	76XEFT
F810	BANNER	Banner Pay Cycle	81BNR
F810	DAILY	AP Daily Checkrun	81DLY
F810	EFT	EFT	81EFT
F810	EXCHK	Expense Pay Cycle - Checks	81XCHK
F810	EXEFT	Expense Payments - EFT	81XEFT
F840	ACH	Corporate ACH	84ACH
F840	BANEFT	Banner EFT	84BNRE
F840	BANNER	Banner Pay Cycle	84BNR
F840	DAILY	AP Daily Checkrun	84DLY
F840	EFT	EFT - Non-Banner	84EFT
F840	EXCHK	Expenses - Check Payments	84XCHK
F840	EXEFT	Expenses - EFT Payments	84XEFT
F870	BANNER	Banner Pay Cycle	87BNR
F870	DAILY	AP Daily Checkrun	87DLY
F870	EXCHK	Expense Check Paycycle	87XCHK
F870	EXPS		87EXPS
F890	BANEFT	EFT Banner	89BNRE
F890	BANNER	Banner Pay Cycle	89BNR
F890	DAILY	AP Daily Checkrun	89DLY
F890	EXCHK	EXCHK PAY CYCLE	89XCHK
F890	EXEFT	EXEFT PAY CYCLE	89XEFT
F890	OTHEFT	EFT Non Banner	89OTHE
F930	BANNER	Banner Pay Cycle	93BNR
BU	Old Paycycle	DESCR	New Paycycle Name



# Paycycle Naming Convention

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Name			
F930	DAILY	AP Daily Checkrun	93DLY
F930	EXCHK	EC Check Paycycle	93XCHK
F980	ACH	ACH Pay Cyle	98ACH
F980	BANNER	Banner Pay Cycle	98BNR
F980	DAILY	AP Daily Checkrun	98DLY
F980	EFT	EFT Pay Cycle	98EFT
F980	EXCHK	EX Check Paycycle	98XCHK
F980	EXEFT	Ex EFT PayCycle	98XEFT