

GENERAL INFORMATION

Purpose These Release Notes are to inform PeopleSoft Financials technical staff and functional users of the scheduled 2.30 release of BOR functional application enhancements.

NOTE: These Release Notes and other accompanying documentation for this release can be found on the GeorgiaFIRST web site at: http://www.usg.edu/gafirst-fin/release_info/.

Known Issues

- Resolutions to the following Known Issues have been included in this release:
 - KI8140
- Details on this Known Issue can be found on the GeorgiaFIRST web site at: http://www.usg.edu/gafirst-fin/known_issues/.

TECHNICAL IMPACT

Database The F89PRD Production Transaction database will be shut down for the normal maintenance window at 11:00 pm on Friday, March 16, 2012, and will remain unavailable until 7:00 am on Sunday, March 18, 2012. The F89PRD Production Transaction database will be ready for access at 7:00 am on Sunday, March 18, 2012.

- **NOTE:** The system cache may be cleared as part of the release process. ITS recommends that all users clear their temporary internet files when logging back into the system. Please be aware that the initial loading of pages may be slower than normal on the first business day after a release because of this. It is highly recommended that all users clear their browser cache often, especially after an update is applied to the Production Transaction database.

MODULE-SPECIFIC INFORMATION

ADP RECONCILIATION PHASE I (PY)

NEW BOR PROCESSES AND REPORTS

ADP CES Detail Transactions

BOR Menus > BOR Payroll > Carrier Enrollment Accounting > ADP CES Detail Transactions

**Security:
BOR_GL_PAY_
INTERFACE**

This query shows the details from the CES Data Dump file.
Run by Business Unit, by EmplID (put % to select all employees), by CES Month Begin Date.

ADP RECONCILIATION PHASE II (PY)

MODIFICATIONS TO EXISTING BOR PROCESSES AND REPORTS

Retiree Benefit Accounting
BOR Menus > BOR Payroll > Retiree Accounting > Retiree Benefits > Retiree Benefit Accounting
Security:
**BOR_ADP_RET_
 BEN_ACCTG**

This program is modified so that the numeric format will contain only two decimals before inserting the record into the HR_ACCTG_LINE table.

Prior to the modifications, the program inserted the records with a monetary amount formatted with three decimals, causing discrepancies between PERS_SERV_BOR and HR_ACCTG_LINE, and issues with ledger data later in the accounting cycle. This occurrence was typically caused by split job earnings distributions set up which was seen rarely for a retiree.

ACCOUNTS RECEIVABLE (AR)

PAGE CHANGES

Add AR Payment Timing Terms to SHARE SetID
Set Up Financials/Supply Chain > Product Related > Receivables > Payments > Payment Terms Timing

A script was applied to add Accounts Receivable Payment Timing Terms to the 'SHARE' SetID.

Add AR Payment Terms to SHARE SetID
Set Up Financials/Supply Chain > Product Related > Receivables > Payments > Payment Terms

A script was applied to add Accounts Receivable Payment Terms to the 'SHARE' SetID.

BUDGET PREP (BP)

MODIFICATIONS TO EXISTING BOR PROCESSES AND REPORTS

BORBU8HX
(HR/PR to BP Load)

The listed reports and processes were updated due to the addition of new pay groups in the ADP EV5 system.

BORBUDCP
(Budget Copy)
BORBU8FU
(Fringe Estimate)
BORBUILD
(Build Financials)
BORMU
(Mass Update)

BORBUDSJ

(Sched J)

BORBU8F2

 (Bud Prep Export for
 HR/Payroll)

BORBUILD
Build Financials

The Build Financials process (BORBUILD) was modified to prevent users from re-running the BORBUILD process after the export has been run. This will keep Budget Prep information in the PeopleSoft Financials system in order to remain consistent with data that has been submitted to System Office.

BORBUDSG1

(Schedule G1)

BOR Menus > BOR Budget Prep > Budget Prep Reports > Schedule G1

The Schedule G1 has been updated to capture original budget information for employees whose funding had changed. Previously, an employee whose funding or job code had changed was showing a zero for the original budget amount, even if the employee was still in the same position.

BORBUDSG

(Schedule G)

BOR Menus > BOR Budget Prep > Budget Prep Reports > Schedule G

Schedule G has been modified to optimize performance.

PAGE CHANGES
New Distrib Tab
BOR Menus > BOR Budget Prep > Budget Prep Data Update > Personal Services

Functionality on the New Distrib tab has been modified to prevent the page from being saved when a zero percent row is present with the same account code information as an existing row. This is being done because the Fringe Estimate process was ending in error when this condition was present.

Ten new earnings codes will be available for budgeting purposes on the New Distrib tab:

- VPF - Vacation Payout - Faculty (Acct 516101)
- EXF -- Extra Pay - Faculty (Acct 516150)
- SUF -- Supp Pay Ret Eligible-Faculty (Acct 516200)
- SNF -- Supp Pay Non-Ret Elig-Faculty (Acct 516250)
- SIF -- Industry Fdn Supplement – Fac (Acct 516300)
- VPS -- Vacation Payout – Staff (Acct 526101)
- EXS -- Extra Pay – Staff (Acct 526150)
- SUS -- Supp Pay Ret Eligible – Staff (Acct 526200)
- SNS -- Supp Pay Non-Ret Elig – Staff (Acct 526250)
- SIS -- Industry Fdn Supplement-Staff (Acct 526300)

COMMON REMITTER PHASE 2 (CR)

NEW BOR PROCESSES AND REPORTS

Common Remitter**BOR Menus > BOR Payroll > Common Remitter**

This project provides the central collection and processing of Retirement and TSA demographic data and contributions by SSC to one common vendor for all primary Providers. In support of the CR process, an accounting solution is being provided which further enhances the service by creating standardized accounting practices for the business units. Phase II includes the RET remittance and accounting functionality for ERS, TRS, and ORP Providers.

Announcements for the Common Remitter processes and documentation will be available no later than March 31, 2012, with the first remittances beginning with the first bi-weekly payroll in April.

Setup**BOR Menus > BOR Payroll > Common Remitter > Setup > Retirement Setup**

- RET Provider Definition – contains the list of Participant Providers, the Benefit Plan, and Deduction Codes for each of the following:
 - ERS – Employees’ Retirement System
 - FID – Fidelity ORP
 - TIAA – TIAA-CREF ORP
 - TRS – Teachers Retirement System
 - VALI – VALIC ORP
- Work Table Setup – maintenance for the view and functions for the RET Provider Adjustments page.
- RET Liability – Acct/Fun Xref – list of RET Account and Fund Codes.
- Error Codes – list of validation functions performed during the work table load process.

Processes**BOR Menus > BOR Payroll > Common Remitter > Processes > RET Processes**

- RET Provider Work Table Load – initial data load process.
- Add Contribution Row – addition of contribution rows that do not exist in the initial data load process.
- RET Provider Adjustments – correction of contribution rows that may have errors and were included in the initial data load process.
- RET Provider Validation – process to validate newly added or adjusted contribution rows prior to final extract file creation.
- RET Final Extract – remittance file creation.
- Create RET Accounting Entries – populates HR_ACCTG_LINE and PERS_SERV_BOR tables with entry data
- Generate RET Journal Entries – journal generation process.

Inquiry**BOR Menus > BOR Payroll > Common Remitter > Inquiry > RET**

Provider Inquiry – Queries to support the RET processes

- Work Table Reports – data populated by the RET Provider Work Table Load process.
 - Work Table Errors
 - Work Table Load Details
 - Detail Results
 - Ret Provider Summary Wrk Tbl
 - Retirement Provider Variances
 - Retirement Provider Variances Detail

- History Table Reports – data populated by the RET Final Extract process.
 - ERS Summary Report
 - TRS Summary Report
 - RET Provider Summary Hist Tbl
 - History Table Load Details

**Security:
User Setup and Roles**

The *PeopleSoft Common Remitter Module User Setup and Roles* job aid is available on the GeorgiaFIRST website at http://www.usg.edu/gafirst-fin/documentation/job_aids/category/security

CONCUR

MODIFICATIONS TO EXISTING BOR PROCESSES AND REPORTS

BORIF050 Concur to PeopleSoft Interface

This Concur interface was modified to remove the hard coding for the GL accounts. The interface will now pull the GL accounts from the Concur Business Unit table, PS_BOR_CONCUR_BU. Only Business Unit 43000, Kennesaw State, has access to the Concur processes at this time.

SpeedCharts for Concur

This Concur process was modified to account for the effective dating being added to the Concur Business Unit table, PS_BOR_CONCUR_BU. Only Business Unit 43000, Kennesaw State, has access to the Concur processes at this time.

Updated the Concur Employee Profile Page

Modified the Concur Employee Profile Page to look at the Max effective dated row on the Concur Business Unit page when pulling default business unit information.

Employee Data Load

Modified this program to pull the max effective dated row from BU page as well as to capture changes to employees from the ADP load. This program was also modified to remove the hard coding of the OPRID field.

ADP Load (BORADPINC)

This program is responsible for loading ADP data into PeopleSoft Financials. In release 2.20, this program was modified to put employee personal data changes into a record for Concur programs to use. In this release, we removed that code and added it into the Employee Data load program instead.

PAGE CHANGES

**CONCUR BU Page
 (ITS use only)**

A new page was created for institutions going live on CONCUR that will store the default chart string information, default email, login suffix and inactive/active flags. This page is populated currently by ITS only.

EPROCUREMENT (EP)

MODIFICATIONS TO EXISTING BOR PROCESSES AND REPORTS

**Catalog Vendors
 Deployed
 (BORSQPV)**

This report is for use by ITS SUPPORT only. Therefore, there is no impact to Institutional users.

Modifications to this report were to prevent overwriting of the Vendor Deployed and Last Activity columns. Additional changes were made to print in a Landscape layout and printing column headers on every page of the report.

QUERIES

BOR_GFM_SECURITY

This new query is for use by:

- Institutional Security Admins
- ITS SUPPORT

The query is designed to assist schools in quickly identifying terminated PS users that were also GeorgiaFIRST Marketplace users. Users returned by this query are limited to any user assigned one of the "BOR_CAT" roles. The values returned for each user include:

- User ID and Name
- Employment Status & other Job Action related data
- User's Security Status (Unlocked or Locked)

Action is required by Security Admins for all inactive GFM users with a status of "Unlocked" including:

- Locking PeopleSoft accounts
- Setting GFM Profiles associated with these User IDs as "Inactive" within the GeorgiaFIRST Marketplace (currently handled by the GFM Security Administrator / ITS SUPPORT)

GENERAL LEDGER (GL) / COMMITMENT CONTROL (KK)

MODIFICATIONS TO EXISTING BOR PROCESSES AND REPORTS

**BORRG044
 Grant Budget Progress
 Report (Basic Detail)**

BOR Menus > BOR General Ledger > BOR GL Reports > Grant Budget Progress Report

The field for Account description on the Grant Budget Progress Report (BORRG044, Basic Detail Level) has been truncated so that it no longer prints over the text in the subsequent field.

PAGE CHANGES

MCR95-New BOR Track Project Grant tab

Setup Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > Chartfield Values > Project > Project ID

A new tab has been added to the Project/Grant setup page. This tab is called BOR Track Project Grant and is located between the BOR Project Info Tab and the BOR Project Financials Tab. This tab allows for additional grant information to be entered, such as: is the grant direct, is the grant a pass thru, does the grant include a loan portion, is the grantor non-profit, are institution matching funds involved, field of study for research grants, etc. The values in these new fields will be populated in the TRCK_PRJGRT_BOR table. Users are able to query this table to retrieve the needed values for reporting purposes.

“Private” value added back to Funding Type Options for Projects

Setup Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > Chartfield Values > Project > Project ID > BOR Project Info Tab

Prior to the upgrade to PeopleSoft Financials 8.9, “Private” was listed as an option under the Funding Type field for projects. “Private” was no longer an option that users could choose from in PeopleSoft Financials 8.9, but it has now been added back in as a Funding Type Option for all projects.

PURCHASING (PO)

MODIFICATIONS TO EXISTING BOR PROCESSES AND REPORTS

Minority Vendor Report (BORRP008.rpt)

BOR Menu > BOR Purchasing > BOR PO Reports > Minority Vendor Report

This report is a custom Crystal report that provides spend data for vendors assigned minority vendor types.

Modifications were made to the order in which parameter fields are pulled from the associated query on to this Crystal report. The variables, Business Unit and Fiscal Year, were restructured within the query in order to pass data from the query to the report correctly. Now, when this report is run, the fields are formatted correctly and data populates as expected.

This modification/fix resolves Known Issue KI8140.

QUERIES

BOR_MIN_VEND_EXCLU_GOV2

Reporting Tools > Query > Query Manager

The BOR_MIN_VEND_EXCLU_GOV2 query was modified to use a newly created view (BOR_VNDR_TYP_VW) instead of pulling directly from the vendor type table.

This modification was necessary to prevent duplication of voucher amounts based on the number of lines pulled directly from the vendor type table. This correction ensures that the monetary amount for each voucher is

summed and reported correctly.

SECURITY (SC)

MODIFICATIONS TO EXISTING BOR PROCESSES AND REPORTS

***User Access Report
(BORRS001)***

The User access report was modified to correct issues with Multi Campus users appearing on the old campuses report. The User ID of a multi-campus user should only appear on the active campuses report.

QUERIES

***BOR_SEC_
TERMINATED_USERS***

The Terminated Users Query was modified to add Retirees, Deceased and Suspended employee statuses. This Query will be modified again in release 2.31 to correct a B business unit issue.

***BOR_PORTAL_
PERMISSIONS***

A new query was developed to assist local security administrators in determining the page names that a role has access to. In the past, queries would show the menu name and component name, which is sometimes hard to track back to a functional name. This query shows the Portal Label name, and it is run by Role Name for the Prompt field.

***SEGREGATE_DUTY_
BOR***

This is a very important query with which security administrators on campus should become familiar. This query uses the Segregation of Duties Matrix that was provided by the auditors and displays users that have potential or real segregation of duties issues. The results on this query will need to be reviewed, and administrators need to have the appropriate reasons documented and signed off on for the auditors.

A job aid for this query is available on the GeorgiaFIRST website at http://www.usg.edu/gafirst-fin/documentation/job_aids/category/security

TRAVEL & EXPENSES (EX)

QUERIES

BOR_EX_DUE

The BOR_EX_DUE Query was modified to add the Payment Method field so that the EFT or CHK will be visible.

WORKFLOW

NEW BOR PROCESSES AND REPORTS

***Human Resources User
List
(ITS use only)***

This new user list was created for Workflow Configuration purposes. This will allow an institution using ePro to route transactions to a Human Resources Approval Path upon request. ITS will have to configure

workflow for each institution that request this path.

OTHER NOTES

Next Scheduled Release

PeopleSoft Financials Release 2.40 is currently scheduled for May 19, 2012. You will receive a reminder of when this update will occur.

More Information and Support

For business impact emergency issues, contact the ITS Helpdesk immediately at 706-583-2001 or 1-888-875-3697 (toll free within Georgia). For non-urgent issues, contact the ITS Helpdesk via the self-service support website at http://www.usg.edu/customer_services. (This service requires a user ID and password. E-mail helpdesk@usg.edu to obtain self-service login credentials.)

Additional Resources

For more information about ITS maintenance schedules or Service Level Guidelines, please visit <http://www.usg.edu/oit/policies>.
