

## GENERAL INFORMATION

**Purpose** These Release Notes are to inform PeopleSoft Financials technical staff and functional users of the interim 2.09A release of BOR functional application enhancements.

**Business Processes and Job Aids**

- Changes to the following Business Processes and Job Aids have been included in this release:
  - BP.010.010 – Setting Up Budget Prep Year/Hour Parameters
  - BP.010.020 – Setting Up Paygroup Raise Effective Dates
  - BP.010.030 – Setting up Reason Codes and Descriptions
  - BP.010.040 – Setting up Fringe Accounts
  - BP.040.010 – Processing the HR/Payroll to BP Load
  - BP.040.011 – Processing Financials Extracts
  - BP.020.010 – Running the Budget Copy Process
  - BP.020.020 – Processing What-If Analysis
  - BP.020.011 – Deleting the Planning Version of the Budget
  - BP.040.040 – Generating the Fringe Benefit Estimates
  - BP.020.030 – Updating the Personal Services Budget Online
  - BP.020.040 – Updating the Non-Personal Services Budget Online
  - BP.020.050 – Updating the Revenue Estimate Budget Online
  - BP.020.060 – Updating the Grant Budget Online
  - BP.020.070 – Updating the Fringe Benefit Estimates Online
  - BP.020.080 – Processing Build Financials
  - BP.060.010 – Inquiring on Personal Services Online
  - BP.060.020 – Inquiring on Non-Personal Services Online
  - BP.060.030 – Inquire on Aggregate Detail
  - BP.020.090 – Resetting Raise Effective Dates
  - BP.040.020 – Exporting Budget Journals to Financials
  - BP.040.030 – Exporting Changes to HR/Payroll
- Business Processes and Job Aids can be found on the GeorgiaFIRST web site at: <http://www.usg.edu/gafirst-fin/documentation/>.
  - Business Processes are located in the **Business Processes** section.
  - Job Aids and the UPK Player are located in the **Job Aids – UPK** section.

**Known Issues** N/A

**Model Changes** N/A

## PREREQUISITES

**Technical**

- Application of People Tools 8.48
- Releases 1.01 through 1.11A
- Releases 2.01 through 2.09

**Functional** None

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**TECHNICAL IMPACT**

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**Database**

The F89PRD Production Transaction database will go down for the normal maintenance window at 11:00 pm on Friday, March 12, 2010, and will remain unavailable until 7:00 am on Sunday, March 14, 2010. The F89PRD Production Transaction database will be ready for access at 7:00 am on March 14.

- **NOTE:** The system cache may be cleared as part of the release process. OIIT 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.

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**MODULE-SPECIFIC INFORMATION**

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**BUDGET PREP (BP)**

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**MODIFICATIONS TO EXISTING BOR PROCESSES AND REPORTS**

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**Budget Prep Setup**

- BOR Menus, BOR Budget Prep, Budget Prep Setup
  - A SETID must be entered or selected to access all the pages in this group.
- BOR Menus, BOR Budget Prep, Budget Prep Setup, Paygroup Raise Effective Dates

*PAGE: RAISE EFFECTIVE DATES*

- New Pay Groups have been automatically placed in the Look up page for Pay Group for setting the Pay Group Raise Effective Dates.
- BOR Menus, BOR Budget Prep, Budget Prep Setup, Reason Codes

*PAGE: BUDGET REASON CODES*

- BOR-delivered Reason Codes may be changed.
  - New institution-specific Reason Codes may be added.
- BOR Menus, BOR Budget Prep, Budget Prep Setup, Fringe Accounts (FICA, ...)

*PAGE: FICA*

- The account **Description** has been moved next to the **Salary Acct** field in the **Fringe Percentage FICA** group box.
  - The **Fringe Account** field for FICA Med has been hardcoded and is grayed out.

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*PAGE: RETIREMENT*

- All the retirement options are listed in the **Look up** pages for **Plan Type** and **Benefit Plan**.

*PAGE: GROUP HEALTH*

- The **Life Budget Account** field in the **Group Life Fringes** group box has been hardcoded and is grayed out.
- 155 combinations of Plan Type, Benefit Plan, and Coverage Code have been delivered. This will cut setup time by allowing users to select those combinations more quickly than by adding them manually.

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*Budget Prep Data Update*

- BOR Menus, BOR Budget Prep, Budget Prep Data Update, Personal Services
  - A **SETID** or **Business Unit** must be entered or selected to access all the pages in this group.
  - Each **Department ID** and **Position Number** has been reconfigured to begin with the first two digits of the SetID.

*PAGE: BUDGET DATA*

- Position Pool is no longer used and is now hidden on this page.
- The **FTE** field is automatically populated during the initial upload of epoh009.txt file, and is based on Pay Group.

*PAGE: NEW DISTRIB*

- The **Account Code** field has been hardcoded in the distribution line, based on the **Pay Group** that is shown on the **Budget Data** page.
- The **Earnings Code** field has been added.
- BOR Menus, BOR Budget Prep, Budget Prep Data Update, Review Fringe Updates

*PAGE: REVIEW FRINGE UPDATES*

- The Business Unit has been hardcoded into the **Find an Existing Value** page based on User ID.

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*Budgets HR/Payroll Load Process (BORBU8HX)*

BOR Menus, BOR Budget Prep, Budget Prep Processing, HR/PAYROLL BP

*PAGE: HR/PR TO BP LOAD*

- The **HRMS/BP Extract** (BORBU8HX) process has been renamed the **Budgets HR/Payroll Load** process.
- The process has been changed to require manual load of the epoh009.txt file from ADP. This file contains all the personal services data that will be used as a starting point in building the FY2011 budgets.
  - The epoh009.txt file will be downloaded from ADP and the user will place the file in a TEMP directory for uploading during Budget Prep processing.
  - The process uses a “browsing” function to select the file.
  - The process creates a report in PDF format that shows:

- The total number of “D” rows, “J” rows, “H” rows and “R” rows that were processed;
- The count per Pay Group for each of these rows; and,
- The Annual Salary and Proposed Budget.
- **NOTE:** This report may be used for validation purposes.
- **NOTE:** The BORBUDFX process has been removed from the **Process Scheduler Request** page.

### *BudgetPrep Export to HR/Payroll Process (BORBU8F2)*

BOR Menus, BOR Budget Prep, Budget Prep Processing, Export HR/Payroll

*PAGE: EXPORT FOR ADP*

- The **BudgetPrep Export File to HR/Payroll** (BORBU8F2) process produces an exp001.txt file that contains “D” row and “J” row data, which will be loaded into a work table in ADP.
- The BORBU8F2 process also produces a PDF report that contains the same data as the exp001.txt file, but also shows a count of the “D” rows and “J” rows, as well as the Total Finance Budget.
- The BORBU8F2 process now contains an option to create a “final” export file (exp001.txt) to upload to the work table in ADP. There is also an option to create a “test” file.
  - **NOTE:** Several test files may be created, but once the **Create Final Export File for HR/Payroll** radio button is selected, the process cannot be run again.

### *Budget Prep Reports*

BOR Menus, BOR Budget Prep, Budget Prep Reports

- All Budget Prep reports have been modified to accommodate the addition of a Business Unit on the **Run Control** page, and the switch to ADP as the Payroll Source.

## QUERIES

### *Queries Created to Assist Users in Validation*

BOR Reporting Instance, PeopleTools, Query, Query Viewer

- The following queries have been created to assist users in validation:
  - BOR\_BP\_AGG\_GRANTS
  - BOR\_BP\_BUDAGG
  - BOR\_BP\_ORIG\_SAL\_NAMES
  - BOR\_BP\_ORIG\_SAL\_NONAME
- **NOTE:** The BOR\_PT\_QRY\_BUDPREP Security Role will be needed to access these queries.

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**GENERAL LEDGER (GL) / COMMITMENT CONTROL (KK)**

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**MODIFICATIONS TO EXISTING BOR PROCESSES AND REPORTS**

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**ADP Account Code Maintenance**

BOR Menus, BOR General Ledger, BOR GL Processing, ADP Account Code Maintenance

*PAGE: ADP ACCOUNT CODE MAINTENANCE*

- The **ADP Account Code Maintenance** process has been modified as follows:
  - The page name was changed from **ADP Pay Distribution Code** to **ADP Account Code Maintenance**.
  - The **Short Description** field was updated to allow a maximum of ten (10) characters.

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**SECURITY (SC)**

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**MENU/SECURITY CHANGES**

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**BOR\_PT\_QRY\_BUDPREP**

- A new BOR\_PT\_QRY\_BUDPREP Role has been added to query Budget Prep records and run Budget Prep queries.
- Users who are responsible for Budget Prep will need to get their local security admin to add this new role to their Distributed User Profile.

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**OTHER NOTES**

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**Next Scheduled Release**

PeopleSoft Financials Release 2.10 is currently scheduled for March 27, 2010. You will receive a reminder of when this update will occur.

**More Information and Clarification**

For more information/clarification about this OIIT maintenance or schedule, contact the **OIIT HELPDESK** at [http://www.usg.edu/customer\\_services](http://www.usg.edu/customer_services) (self-service support request) or e-mail [helpdesk@usg.edu](mailto:helpdesk@usg.edu). For a production down, business interrupting (emergency) situation, call the **OIIT HELPDESK** immediately (706-583-2001, or toll free within Georgia 1-888-875-3697). (Note: Self-service requires login using a user ID and password. Contact the **OIIT HELPDESK** at [helpdesk@usg.edu](mailto:helpdesk@usg.edu) to obtain self-service login credentials.)