

GENERAL INFORMATION

Purpose	These Release Notes are to inform PeopleSoft Financials technical staff and functional users of the scheduled 2.10 release of BOR functional application enhancements.
Business Processes and Job Aids	<ul style="list-style-type: none"> Changes to the following Business Processes and Job Aids have been included in this release: <ul style="list-style-type: none"> AP.040.030 – Generating the Positive Payment File EX.070.001 – Running the Employee Data by Department Report GL.040.005D – Continuous Audit Combined Salary_Travel Report GL.040.013 – Continuous Audit Salary Load (new) GL.040.014 – Continuous Audit NSI Code Entry (new) SC.080.106 – Managing Terminated User Access (new) SC.080.141 – Running Security Access Reports (new) Business Processes and Job Aids can be found on the GeorgiaFIRST web site at: http://www.usg.edu/gafirst-fin/documentation/. <ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Resolutions to the following Known Issues have been included in this release: <ul style="list-style-type: none"> KI8101 – ePro ALTACCT Field Auto-populating on Requisitions and Purchase Orders Details on these Known Issues can be found on the GeorgiaFIRST web site at: http://www.usg.edu/gafirst-fin/known_issues/.
Model Changes	N/A

PREREQUISITES

Technical	<ul style="list-style-type: none"> Application of People Tools 8.48 Releases 1.01 through 1.11A Releases 2.01 through 2.09A
Functional	None

TECHNICAL IMPACT

Database	<p>The F89PRD Production Transaction database will go down for the normal maintenance window at 11:00 pm on Friday, March 26, 2010, and will remain unavailable until 7:00 am on Sunday, March 28, 2010. The F89PRD Production Transaction database will be ready for access at 7:00 am on March 28.</p> <ul style="list-style-type: none"> 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
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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

ACCOUNTS PAYABLE (AP)

QUERIES

BOR_AP_VENDOR_PRENOTE_STATUS

BOR Reporting Instance, PeopleTools, Query, Query Viewer

- The new BOR_AP_VENDOR_PRENOTE_STATUS query has been created to help users identify ACH and EFT vendors who do not have a confirmed Pre-note Status.

PAGE CHANGES

Pay Cycle Manager

Accounts Payable, Payments, Pay Cycle Processing, Pay Cycle Manager

PAGE: PAY CYCLE MANAGER

- The Pay Cycle Manager page has been modified for the Positive Pay pay cycles (POSPY) so that the **Process Monitor** link will be disabled as long as the process is running.
- The **Process Monitor** link will only become active again when the pay cycle is complete. This will remind users not to navigate away from the page while it's still Running. This should help prevent the pay cycles being left in a Running status, which prevents others users from accessing that pay cycle.
- PSFIN Business Process **AP.040.030 – Generating the Positive Payment File** has been modified to reflect this change.

BUDGET PREP (BP)

MODIFICATIONS TO EXISTING BOR PROCESSES AND REPORTS

Budgets HR/Payroll Load Process (BORBU8HX)

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

PAGE: HR/PR TO BP LOAD

- The **Budgets HR/Payroll Load (BORBU8HX)** process has been modified to include a new PS_BOR_ADPLD_REPRT Temp Table, which has been created to store the ADP file data (epoh009xxx.txt) from the HR/Payroll to BP Load process. This data is used to generate the HR/Payroll to BP Load .pdf reports.

**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 has been modified as follows:
 - The epxp001xxx.txt file, where xxx represents the first three digits of the Business Unit/SetID, has been corrected to populate the first D row with the Salary Effective Date.
 - A message will appear in the Trace File in the event distribution information was not found for a position/EmplID contained in the .txt file.
 - The borbu8f2.pdf report that is produced by this process has been completely re-written so that the D and J Records are now separated into two distinct reports to allow each to reflect export fields and employee name. Each report contains a summary section providing the Record and Position counts that may be used for validation of data going back into ADP. The D Records report contains the Total Finance Budget amount which may also be used for validation

Budget Prep DataBOR Menus, BOR Budget Prep, Budget Prep Data Update, Personal
Services*PAGE: NEW DISTRIB*

- The process that populates the **New Distrib** page has been modified to calculate the Fringe % based on the pro-rata share of the Distributed Amount when a Distribution Type of **A** is selected.
- **Note:** The Fringe % may be overwritten by any percent so long as the total percentage equals 100%. For example, one department may have Fringe = 100 % and another department may have Fringe = 0 %.

**Budget Prep
Reports**

BOR Menus, BOR Budget Prep, Budget Prep Reports

- The following Budget Prep reports have been modified to contain the new Program Code 17800:
 - Schedule D (Borbudsd.sqr)
 - Schedule D1 (Borbudsd1.sqr)
 - Schedule E (Borbudse.sqr)
 - Schedule G (Borbudsg.sqr)
- The following Budget Prep reports have been modified to contain the new Classes FS011, FSE10, and FSE11:
 - Schedule C (Borbudsc.sqr)
 - Schedule C1 (Borbudsc1.sqr)
 - Schedule D (Borbudsd.sqr)
 - Schedule D1 (Borbudsd1.sqr)
 - Schedule E (Borbudse.sqr)
 - Schedule F (Borbudsf.sqr)
 - Schedule G (Borbudsg.sqr)
- The Schedule G (Borbudsg.sqr) report has also been modified as

follows:

- A new BUD_SCHEDG_BOR temp table has been created to improve run time. Previously this report took multiple hours to run to completion. With this new temp table, completion times are now in minutes.
- This report was relocated on the Navigation menu in alphabetical order.

QUERIES

BOR_BP_DIST_EXCEPTIONS

BOR Reporting Instance, PeopleTools, Query, Query Viewer

- A new BOR_BP_DIST_EXCEPTIONS query has been added to identify differences in the Proposed Budget and the Distributed Proposed Budget Amounts.
- **NOTE:** This condition can occur when the **Budgets HR/Payroll Load** (BORBU8HX) process contains Distribution Type equal to **A**. To correct this condition, the user must update the corresponding fields located on the **New Distrib** page (BOR Menus, BOR Budget Prep, Budget Prep Data Update, Personal Services).

PAGE CHANGES

Budget Prep Report Schedule G1

BOR Menus, BOR Budget Prep, Budget Prep Reports, Schedule G1

PAGE: SCHEDULE G1

- The Schedule G1 page has been modified to correct the department selection criteria to reflect FIN departments. These are the same departments used in the Borbudsg1.sqr.

EPROCUREMENT (EP)

MODIFICATIONS TO EXISTING BOR PROCESSES AND REPORTS

Creating an ePro Requisition

eProcurement, Create Requisition

PAGE: DEFINE REQUISITION (DEFAULTS)

- The **ALTACCT** field on the **Define Requisition** page has been modified by commenting out the PeopleCode responsible for updating this field.
- Previously, the **ALTACCT** field was being auto-populated with the 714100 account, which is assigned to all Category Codes in the consolidated environment, when the Category Code was inserted on the **Defaults** page, and updates were made to the distribution line using the **Modify Line/Shipping/Accounting** link on Step 3 **Review and Submit** page. Population of this field prevented users from selecting and modifying the Account code on distribution lines for either Requisitions or sourced Purchase Orders.
- Known Issue **KI8101 – ePro ALTACCT Field Auto-populating on**

Requisitions and Purchase Orders has been resolved with this release.

PAGE CHANGES

Define Requisitions Page

eProcurement, Create Requisition

PAGE: DEFINE REQUISITION

- The **ALTACCT** field on the **Define Requisition** page has been modified by commenting out the PeopleCode responsible for updating this field, as noted above.

GENERAL LEDGER (GL) / COMMITMENT CONTROL (KK)

MODIFICATIONS TO EXISTING BOR PROCESSES AND REPORTS

Continuous Audit Travel Error Report (BORIF01A)

BOR Menus, BOR General Ledger, BOR GL Interfaces, Continuous Audit

PAGE: CONTINUOUS AUD BOR

- The **Continuous Audit Travel Error Report** (BORIF01A) process has been modified to include journal entries that did not have a corresponding record in the PS_OPEN_ITEM_GL table.
- Previously, journal entries with no open item key would not appear on the report because of an equal join between the JRNL_LN and PS_OPEN_ITEM_GL tables.

Continuous Audit Per Diem Error Report (BORIF01B)

BOR Menus, BOR General Ledger, BOR GL Interfaces, Continuous Audit

PAGE: CONTINUOUS AUD BOR

- The **Continuous Audit Per Diem Error Report** (BORIF01B) process has been modified to include journal entries that did not have a corresponding record in the PS_OPEN_ITEM_GL table.
- Previously, journal entries with no open item key would not appear on the report because of an equal join between the JRNL_LN and PS_OPEN_ITEM_GL tables.

Continuous Audit Salary/Travel and Per Diem File Creation (BORIF01D)

BOR Menus, BOR General Ledger, BOR GL Interfaces, Continuous Audit

PAGE: CONTINUOUS AUD BOR

- The **Continuous Audit Salary/Travel and Per Diem File Creation** (BORIF01D) process has been modified as part of the redesign of the entire Continuous Audit process.
- This process creates the combined Salary/Travel file and the Per Diem files that must be submitted to DOAA.
- PSFIN Business Process **GL.040.005D – Continuous Audit Combined Salary_Travel Report** has been modified to reflect these changes.

**Continuous Audit
Salary Load
(BORIF044)**BOR Menus, BOR General Ledger, BOR GL Interfaces, Continuous Audit
Salary Load*PAGE: SALARY TABLE LOAD*

- The **Continuous Audit Salary Load** (BORIF044) process has been modified as follows:
 - Any **SSN not found** loading errors will be shown on the PDF that is produced.
 - The ability to add a run control was added. Previously, users could only use an existing run control.
- A new PSFIN Business Process **GL.040.013 – Continuous Audit Salary Load** has been added to assist you with this process.

**Sync KK and Project
Definition (SYNC_KK_
BOR)**BOR Menus , BOR General Ledger, BOR GL Processing , Sync KK and
Project Definition*PAGE: SYNC KK AND PROJECT DEFINITION*

- The **Sync KK and Project Definition** (SYNC_KK_BOR) process has been modified as follows:
 - The process now calculates the **Budget Definition Begin Date** field to the PeopleSoft Project Start Date minus (-) 1.
 - The process now calculates the **Budget Definition End Date** field to the PeopleSoft Project End Date plus (+) Days Lag plus (+) 1.
 - The process now populates the PRMST_EXP, PROJ_GRT, and PRMST_REV budget ledger definitions using the new budget control options on the **BOR Project Info** page in the Project component, as noted in the **Page Changes** section below. This will allow the control to be specific to each of these three budget ledger groups.
 - **NOTE:** This is one of several updates to Projects requested at the Grants Workshop in October 2010.

Ledgers for a UnitSet Up Financials/Supply Chain, Business Unit Related, General Ledger,
Ledgers for a Unit*PAGE: JOURNAL EDIT OPTIONS*

- The Plant ledger group has been updated to include the following Combination groups:
 - ACCTBUDRF
 - ALLCFS
 - FUNDPROG
 - FNDPRGACCT
- **NOTE:** The **Build Combo Data** run control page included in the BORDAILY job has been updated to include the Plant ledger group.

NEW BOR PROCESSES AND REPORTS

Delete KK Exceptions

BOR Menus, BOR General Ledger, BOR Year End, Year End Processing, Delete KK Exceptions

PAGE: DELETE KK EXCEPTION WARNINGS

- A new **Delete KK Exceptions** process has been added to the BOR Year End processing.
- This new component will delete warnings from the KK exception table (PS_KK_EXCPTN_TBL), which will help reduce or eliminate the volume of warnings that would appear when reviewing Budget Check Exceptions.

QUERIES

BOR Open Item Queries

BOR Reporting Instance, PeopleTools, Query, Query Viewer

- The **Table Join** criteria for the following BOR Open Item queries has been modified:
 - BOR_OI_ACCOUNT_ID
 - BOR_OI_ACCOUNT_TIN
 - BOR_OI_CHART_ID
 - BOR_OI_TRANS_ID
- Previously, some open item data was not being included in the results under certain conditions.

BOR_KK_LEDG_ACTV_RECON

BOR Reporting Instance, PeopleTools, Query, Query Viewer

- The BOR_KK_LEDG_ACTV_RECON query has been modified to include a prompt for the Business Unit to improve performance.

PAGE CHANGES

BOR Project Info

Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, Chartfield Values, Project

PAGE: BOR PROJECT INFO

- The **BOR Project Info** page has been modified as follows:
 - The **Project End Date** field has been reinstated. Previously in Version 7.5, the **Project End Date** field appeared on this page to use as the 'true' end date of the project since the PeopleSoft End Date had to be extended for transaction processing. The reinstated **Project End Date** field value will initially be populated with the PeopleSoft End Date via a script included in this release. Upon adding a new project, the same will occur.
 - The **Accountant** field has been renamed the **Name/PI** field.
 - A new **Commitment Control Processing Options** group box has been added. This new group box contains three project budget ledger group fields:
 - Project Master Expense

- Project Master Revenue
- Project Grant Expense

Each of these fields has a drop-down list that includes the following budget definition control options:

- Track w/o Budget
- Tracking w/Budget
- Control

This will allow the control to be specific to each of these three budget ledger groups. This release includes a script that will automatically update the **Commitment Control Processing Option** fields with the values from the budget definitions. Therefore, no manual updates should be needed.

- **NOTE:** This is one of several updates to Projects requested at the Grants Workshop in October 2010.

Continuous Audit NSI Code Entry

BOR Menus, BOR General Ledger, BOR GL Interfaces, Continuous Audit NSI CD Entry

PAGE: CONTINUOUS AUDIT NSI CD ENTRY

- A new **Continuous Audit NSI CD Entry** page has been added for the entry of Non Salary Indicator (NSI) codes for those employees/persons with a Travel Expense and no Salary reported.
 - **NOTE:** The DOAA requires that for any person reported to have a Travel Expense, but no salary within that fiscal year, a reason should be indicated in the form of a NSI Code.
- Users will be able to pull up the EmplID and choose the NSI code. Saving the page will insert records into the PS_BOR_NSI_EMPLID table, which will be used to produce the Totals reports and the files for submission to DOAA.
- A new PSFIN Business Process **GL.040.014 – Continuous Audit NSI Code Entry** has been added to assist you with this process.

Delete KK Exceptions

BOR Menus, BOR General Ledger, BOR Year End, BOR Year End Processing, Delete KK Exceptions

PAGE: DELETE KK EXCEPTION WARNINGS

- A new **Delete KK Exception Warnings** page has been added to use the new **Delete KK Exceptions** process mentioned above.

OTHER

PS_BOR_ADP_ ACCT_CD

- The status of Payroll distributions to Fund 12000 has been set to *Inactive* on all current and future-dated rows in the PS_BOR_ADP_ACCT_CD table.

PS_COA_COMBO1_ BOR

- Entries have been inserted into the PS_COA_COMBO1_BOR table to inactivate all combinations containing Fund Code 12000.

PURCHASING (PO)

MODIFICATIONS TO EXISTING BOR PROCESSES AND REPORTS

PO Surplus Analysis Report (BORRP012) BOR Menus, BOR Purchasing, BOR PO Reports, PO Surplus Analysis

PAGE: PO SURPLUS ANALYSIS

- The **PO Surplus Analysis** (BORRP012) report has been modified as follows:
 - A fix was applied to correct this report running to **Error** status due to receiving a unique constraint.
 - The report will now pull from PeopleSoft base tables instead of the BOR_VW records for better performance.

Receipt Delivery Report (POY5050)

Purchasing, Receipts, Reports, Receipt Delivery

PAGE: RECEIPT DELIVERY

- The **Receipt Delivery** (POY5050) report has been modified to correct the exceptionally long process times that delayed output of the receiving report. A fix was applied and users should now notice a significant improvement in processing time.

QUERIES

BOR Queries Updated in Consolidated Environment

BOR Reporting Instance, PeopleTools, Query, Query Viewer

- The following queries have been updated to perform in the Consolidated environment:
 - BOR_POAP_BUDERR
 - BOR_POAP_CFERR
 - BOR_POAP_VENDOR
 - BOR_PO_NOT_RECEIVED
 - BOR_PO_PARTIAL_RECEIVED
 - BOR_PO_UNRECON
 - BOR_REQ_OPEN_AMOUNT_3
 - BOR_REQ_OPEN_AMOUNT_4
 - BOR_REQ_OPEN_AMOUNT_ALL
 - **NOTE:** The BOR_REQ_OPEN_AMOUNT_ALL query has also been recreated for improved performance.
 - BOR_REQ_OPEN_PREENCS_KK
- Updates to these queries for use in the Consolidated environment had been scheduled for Release 1.10A, a pre-consolidation release. These queries were not updated as part of that release, and therefore have not been part of the Consolidated environment until now.

SECURITY (SC)

NEW BOR PROCESSES AND REPORTS

Role Page Access Report

BOR Menus, BOR Utilities, BOR Security, Role Page Access Report

PAGE: ROLE PAGE ACCESS REPORT

- The new **Role Page Access** report shows each Security role in the system, with its associated Page access.
- This report should only need to be printed once and then used in conjunction with the new **User Access** report described below for the auditors.
- This report is under the BOR_LOCAL_SEC_ADMIN security role and the new BOR_PT_SEC_REPORTS security role.
- A new PSFIN Business Process **SC.080.141 – Running Security Access Reports** has been added to assist you with this report.

User Access Report

BOR Menus, BOR Utilities, BOR Security, User Access Report

PAGE: USER ACCESS REPORT

- The new **User Access** report shows each User ID with its associated employee name and security roles.
- This report can be run in conjunction with the new **Role Page Access** report described above to provide to the auditors.
- This report is under the BOR_LOCAL_SEC_ADMIN security role and the new BOR_PT_SEC_REPORTS security role.
- A new PSFIN Business Process **SC.080.141 – Running Security Access Reports** has been added to assist you with this report.

QUERIES

BOR_SEC_ROLE_USERS

BOR Reporting Instance, PeopleTools, Query, Query Viewer

- A new BOR_SEC_ROLE_USERS query has been added.
- This query will return users who are assigned a specified Security role. It prompts for a Business Unit and a Role Name.
- This new query replaces a query that previously existed under **Security, Common Queries**. The link to these PeopleSoft-delivered Common Queries was removed from F89PRD as part of Release 2.08, because the queries were running in F89PRD instead of the F89RPT Reporting Instance and were not Business Unit-specific. Additional BOR queries to replace other PeopleSoft-delivered Common Queries begin with “BOR_SEC” as well.

<i>BOR_SEC_TERMINATED_USERS</i>	<p>BOR Reporting Instance, PeopleTools, Query, Query Viewer</p> <ul style="list-style-type: none"> • A new BOR_SEC_TERMINATED_USERS query has been added. • This query lists all User IDs that are still active in the system, but the employee has been terminated. • A new PSFIN Business Process SC.080.106 – Managing Terminated User Access has been added to assist you with this query.
<i>New Budget Prep Views</i>	<ul style="list-style-type: none"> • The following new Budget Prep views have been added to the Query Tree: <ul style="list-style-type: none"> ▫ BOR_ADPJCSPEC_VW ▫ BOR_ADPJCALI_VW ▫ BOR_ADPPOSDA_VW

MENU/SECURITY CHANGES

<i>BOR_PT_SEC_REPORTS</i>	<ul style="list-style-type: none"> • A new BOR_PT_SEC_REPORTS role has been added to run the new Role Page Access and User Access reports described above. • Users who responsible for running security reports will need to get their local security administrator to add this new role to their Distributed User Profile.
<i>Continuous Audit NSI Code Entry Page</i>	<ul style="list-style-type: none"> • Security for the Continuous Audit NSI Code Entry page described in the General Ledger (GL) /Commitment Control (KK) section was added to the BOR_GL_CONT_AUD security role.
<i>Delete KK Exception Warnings Page</i>	<ul style="list-style-type: none"> • Security for the new Delete KK Exception Warnings page described in the General Ledger (GL) /Commitment Control (KK) section was added to the following Security Roles: <ul style="list-style-type: none"> ▫ BOR_GL_BOR_CUST_RPT ▫ BOR_GL_REPORTS

TRAVEL & EXPENSES (EX)

QUERIES

<i>BOR_EX_OPEN_LIABILITY_IN_EX</i>	<p>BOR Reporting Instance, PeopleTools, Query, Query Viewer</p> <ul style="list-style-type: none"> • The new BOR_EX_OPEN_LIABILITY_IN_EX query has been added to assist users with reconciliation. • This query will show expense transactions that have an open liability and still exist in the Expenses records. • PSFIN Business Process EX.070.001 – Running the Employee Data by Department Report is associated with this query.
<i>BOR_EX_OPEN_LIABILITY_NOT_FND</i>	<p>BOR Reporting Instance, PeopleTools, Query, Query Viewer</p> <ul style="list-style-type: none"> • The new BOR_EX_OPEN_LIABILITY_NOT_FND query has been added to assist users with reconciliation. • This query will break out the expense transactions that have an open

liability but have been deleted from the expenses records.

- In these cases, for expense reports, a manual journal entry will have to be created to relieve the open liability. However, even after the journal entry is created, the transaction will always appear on this query. Users will want to document the journal entry created and keep a record for audit purposes.
- PSFIN Business Process **EX.070.001 – Running the Employee Data by Department Report** is associated with this query.

PAGE CHANGES

Expense Sheet Exceptions Page

Self Service Portal, Employee Self Service, Expense Report, Expense Rpt
Budget Exceptions

PAGE: EXPENSE SHEET EXCEPTIONS

- The icon next to the Report ID that allowed users to drill down to the expense report and then down to bank account information has been removed.

Travel Authorize Exceptions Page

Self Service Portal, Employee Self Service, Travel Authorization, Travel
Auth Budget Exceptions

PAGE: TRAVEL AUTHORIZE EXCEPTIONS

- The icon next to the Report ID that allowed users to drill down to the travel authorization and then down to bank account information has been removed.

OTHER NOTES

Next Scheduled Release

PeopleSoft Financials Release 2.11 is currently scheduled for April 24, 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 (self-service support request) or e-mail 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 to obtain self-service login credentials.)