

## GENERAL INFORMATION

### Purpose

These Release Notes are to inform PeopleSoft Financials technical staff and functional users of the unscheduled 2.16A release of BOR functional application enhancements.

**NOTE:** These Release Notes and other accompanying documentation for this release will be available on the GeorgiaFIRST web site at:

[http://www.usg.edu/gafirst-fin/release\\_info/](http://www.usg.edu/gafirst-fin/release_info/).

### Business Processes and Job Aids

Carrier Enrollment Accounting Business Processes:

1. Step 0: Import Georgia State Benefits
2. Step 1: Load/Validate CES Accounting Entries
3. Step 2a: Correct CES Errors
4. Step 2b: Mass Correct CES Errors
5. Step 3: Load CES Error Corrections
6. Step 4: Purge CES Accounting Entries (optional)
7. Step 4: Run the Personnel Services Detail Query
8. Step 5: Journal Generate Supplemental PDR Accounting
9. Step 7: Build CES Reconciliation Reporting Table
10. Step 8a: Run CES Reconciliation Errors (August to May) Query
11. Step 8b: Run CES Reconciliation Detail Query
12. Step 9a: Run the Premium Reconciliation Report – Detail
13. Step 9b: Run the Premium Recon Report – Employee Status
14. Step 10: Run Faculty Pay Group Member Query
15. Step 11: View Winflex Benefit Deductions
16. Optional: Schedule Query

### Known Issues

N/A

### Model Changes

N/A

## PREREQUISITES

Technical	<ul style="list-style-type: none"> <li>• Application of People Tools 8.48</li> <li>• Releases 1.01 through 1.11A</li> <li>• Releases 2.01 through 2.16</li> </ul>
Functional	None

### TECHNICAL IMPACT

Database	<p>The F89PRD Production Transaction database will be shut down for the normal maintenance window at 11:00 pm on Friday, January 21, 2011, and will remain unavailable until 7:00 am on Sunday, January 22, 2011. The F89PRD Production Transaction database will be ready for access at 7:00 am on January 24.</p> <ul style="list-style-type: none"> <li>• <b>NOTE:</b> 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.</li> </ul>
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## MODULE-SPECIFIC INFORMATION

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

#### MODIFICATIONS TO EXISTING BOR PROCESSES AND REPORTS

<i>Journal Workflow</i>	<p>In response to audit findings at some GeorgiaFirst institutions along with the ongoing effort to add workflow automation within the application, Fiscal Affairs and ITS are rolling out journal workflow approval. This new functionality replaces the “Mark Journals for Posting” functionality with auditable workflow approval. Instead of marking journals to post, users will now have the ability to use the automated workflow approval functionality. Using the new process valid budget checked journals will be submitted for approval. Once approved by the appropriate user, the journal entry will be postable and be available to be selected by the journal posting process.</p> <p><b>This means effective Monday, January 24, 2011, all journal entries created online or from a third party system (Payroll, DOAS Phone Bill, Procurement Card or Banner) must be approved prior to posting using the new automated workflow approval process. Journal entries created by Payables and Expenses will continue to post as part of the automated batch schedule and will not use workflow approval.</b></p> <p>Note: Users who currently have the ability to author and post journal entries will be prevented from approving their own journal entries.</p> <p>Two security roles are impacted by the journal workflow approval: BOR_GL_PRC_JRNL_MNT and BOR_GL_JRNL_APPR.</p>
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The BOR\_GL\_PRC\_JRNL\_MNT role limits users to the Edit, Submit and Post processes, and this role is necessary for those designates performing journal entry.

The BOR\_GL\_JRNL\_APPR role allows users to Approve journals submitted and will appear in the approvers Workflow list. The approver role may also Post journals after approving the journal entry. In the event that an approver edits the journal at any time before or after approving, the approver must run the edit and budget check process again and subsequently Submit for Approval.

The BOR\_GL\_JRNL\_APPR role will automatically be granted to users who have the BOR\_GL\_PRC\_JRNL\_MRK\_PST\_PRC role (which allowed users to Mark Journals to Post).

**Wimba Training:** GL Journal Entry Approval is being provided on Monday, January 24, 2011, from 9:00 – 9:45 am. This training will be repeated on Tuesday, January 25, 2011, from 10:00 – 10:45 am.

## QUERIES

*People Tools: BOR  
Reporting  
Instance>Reporting  
Tools>Query>Query  
Manager*

A new query BOR\_GL\_JRNL\_WORKFLOW\_AUDIT is added to track journal activity between the journal Edit and Post processes.

Query fields:

	Unit	Journal ID	User	Action	DateTime
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Action values:

I: initiated = created during the Edit process

A: approved = created during the Approval process

P: posted = created during the Post process

Blank: created as a result of additional journal edit(s)

Action values are shown for the most recent process and will be blank for initial process in the event a process has been run more than one time.

Example: Journal Entry role creates a journal, Edits and Submits for Approval, an edit is performed either by adding, subtracting or changes in the journal line content requiring that the Edit process be run again. This will result in a blank Action field and the Action values of I, A will be assigned to the newest process. P is the exception to this rule as Posting may only occur once.

## ASSET MANAGEMENT (AM)

## QUERIES

### *AM Reconciliation Queries*

The following new queries will assist the user with reconciling Asset Management transactions. These queries may be used in conjunction with the information provided in the upcoming **AM Reconciliation Wimba training session, scheduled for Tuesday, January 25<sup>th</sup> from 2:30 – 4:00 p.m.**

BOR\_AM\_NBV\_COMPARE – Compares accumulated depreciation in the by asset ID using the ASSET\_NBV\_TBL and DIST\_LN tables

BOR\_AM\_LTD\_DETAIL – Provides various detailed account information for assets by Asset ID and Accounting Period using the DIST\_LN table

BOR\_AM\_LTD\_SUMM – Provides the Asset information by Transaction Type using the DIST\_LN table

BOR\_AM\_DIST\_JRNL\_RECON – Compares the DIST\_LN and JRNL\_LN tables by Account and Asset ID

BOR\_AM\_CY\_RECON – Compares the information in the DIST\_LN to that in the JRNL\_LN by account, asset ID and/or Journal ID; compares the JRNL\_LN table to the LEDGER table for all asset-related transactions

BOR\_AM\_CAP\_ACT\_RECON – Compares the information in the JRNL\_LN and LEDGER tables for asset-related transactions recorded in the CAPITAL and ACTUALS ledgers only

## ADP RECON PORTAL (ADPREC)

## QUERIES

### *ADP ACCTDIST Queries*

Reporting Tools, Query, Query Viewer

- The following 8 queries have been modified to add the “Fund” field as an output column:
  - BOR\_ADP\_ACCTDIST\_CHECKDT\_A
  - BOR\_ADP\_ACCTDIST\_CHECKDT\_B
  - BOR\_ADP\_ACCTDIST\_CHECKDT\_C
  - BOR\_ADP\_ACCTDIST\_CHECKDT\_D
  - BOR\_ADP\_ACCTDIST\_PAYRUN\_A
  - BOR\_ADP\_ACCTDIST\_PAYRUN\_B
  - BOR\_ADP\_ACCTDIST\_PAYRUN\_C
  - BOR\_ADP\_ACCTDIST\_PAYRUN\_D

## ADP RECONCILIATION PHASE I (PY)

## NEW FUNCTIONALITIES

<b><i>CES Plan to Deduction Code Map</i></b>  Security: BOR_GL_PAY_INTERFACE This page is view only	BOR Menus, BOR Payroll, Carrier Enrollment Accounting, CES Plan to Deduction Code Map <ul style="list-style-type: none"> <li>• Cross-reference table between CES Plan ID and EV5 Deduction Code.</li> <li>• This table is maintained by ITS which receives regular updates from SSC/ADP.</li> <li>• The “Exclude” flag dictates whether or not that deduction code will be excluded from the CES Accounting Entries and Reporting Table processes or not. Therefore it is important to review your institution-specific deduction codes to make sure they are NOT excluded should they be included in your monthly premium reconciliation process.</li> </ul>
<b><i>Winflex Benefit Elections</i></b>  Security: BOR_GL_PAY_INTERFACE	BOR Menus, BOR Payroll, Carrier Enrollment Accounting, Winflex Benefit Elections <ul style="list-style-type: none"> <li>• This is a view of the EV5 Winflex Table.</li> <li>• The data in the screen gets refreshed daily at 5:00AM from the ADP Reporting system.</li> <li>• User can utilize this view to determine the benefit enrollment for an individual when CES Accounting entry errors occur and can investigate reconciliation issues.</li> <li>• <b>Note:</b> As a reminder, Cobra participants will NOT have any records here.</li> </ul>
<b><i>Create CES Accounting Entries</i></b>  Security: BOR_GL_PAY_INTERFACE	BOR Menus, BOR Payroll, Carrier Enrollment Accounting, Create CES Accounting Entries <ul style="list-style-type: none"> <li>• Currently PS Financials already receives a payroll interface file at the end of each payroll that includes the employee payroll deduction and corresponding employer amount. This phase would also interface the CES file, which shows what CES paid to the providers so that discrepancies between what was deducted and what was paid can be easily identified.</li> <li>• This program will read the monthly CES data dump file previously loaded by ITS, and create liability accrual relief journal entries in PERS_SERV_BOR and the General Ledger provided that all errors have been removed. (See Correct CES Acctg Errors and CES Mass Error Correction below)</li> <li>• This program can also be run to purge all the records previously loaded in the PERS_SERV_BOR, the HR_ACCTG_LINE, and the BOR_ADP_CES_FAC tables for the given accounting date so that the reconciliation process can start all over again.</li> </ul>
<b><i>Correct CES Acctg Errors</i></b>  Security: BOR_GL_PAY_INTERFACE	BOR Menus, BOR Payroll, Carrier Enrollment Accounting, Correct CES Acctg Errors <ul style="list-style-type: none"> <li>• Errors exist when the program is unable to match the deduction code on the employee’s record with the cross reference table to find a matching Account and Fund Code.</li> </ul>

	<ul style="list-style-type: none"> <li>User will need to review and correct those errors in its entirety before ANY records can be loaded into the PERS_SERV_BOR, the HR_ACCTG_LINE, and the BOR_ADP_CES_FAC (if there are faculty for that month) tables.</li> <li>This is one of the pages where user can go to correct the errors.</li> <li>Once all the errors are corrected, user can go back to the Create CES Accounting Entries page and run the process in the Load Error Corrections mode to insert records into the PERS_SERV_BOR, HR_ACCTG_LINE, and the BOR_ADP_CES_FAC (if there are faculty for that month) tables.</li> </ul>
<b><i>CES Mass Error Correction</i></b>  <i>Security:</i> BOR_GL_PAY_INTERFACE	BOR Menus, BOR Payroll, Carrier Enrollment Accounting, CES Mass Error Correction <ul style="list-style-type: none"> <li>Another page where user can go to correct the errors.</li> <li>This functionality allows user to quickly correct a large number of errors for a single deduction code.</li> <li>Once all the errors are corrected, user can go back to the Create CES Accounting Entries page and run the process in the Load Error Corrections mode to insert records into the PERS_SERV_BOR, HR_ACCTG_LINE, and the BOR_ADP_CES_FAC (if there are faculty for that month) tables.</li> </ul>
<b><i>Personnel Services Detail</i></b>  <i>Security:</i> BOR_GL_PAY_INTERFACE	BOR Menus, BOR Payroll, Carrier Enrollment Accounting, Personnel Services Detail <ul style="list-style-type: none"> <li>This is a query to the PERS_SERV_BOR table.</li> <li>User can use this query to verify that CES data has been successfully loaded into the PERS_SERV_BOR table for the specified accounting period.</li> </ul>
<b><i>Personnel Services Detail</i></b>  <i>Security:</i> BOR_GL_PAY_INTERFACE	BOR Menus, BOR Payroll, Carrier Enrollment Accounting, Personnel Services Detail <ul style="list-style-type: none"> <li>This is a query to the PERS_SERV_BOR table.</li> <li>User can use this query to verify that CES data has been successfully loaded into the PERS_SERV_BOR table for the specified accounting period.</li> </ul>
<b><i>Create CES Reporting Table</i></b>  <i>Security:</i> BOR_GL_PAY_INTERFACE	BOR Menus, BOR Payroll, Carrier Enrollment Accounting, Create CES Reporting Table <ul style="list-style-type: none"> <li>This program queries the PERS_SERV_BOR table and identifies transactions charged to the 226XXX and 235XXX accounts for the deduction codes listed as "Included" in the CES Mapping table (see above).</li> <li>The rows identified are then summarized and posted to a reporting table BOR_ADP_CES_RPT.</li> <li>This program also populates the ADP Process Audit table, BOR_ADP_CES_AUD, to keep track when and who ran this process,</li> </ul>

	and for what period for auditing purposes. Institution users will have read-only access to that page as well.
<b><i>CES Recon Errors (Aug to May)</i></b>  <i>Security:</i> BOR_GL_PAY_INTERFACE	BOR Menus, BOR Payroll, Carrier Enrollment Accounting, CES Recon Errors (Aug to May) <ul style="list-style-type: none"> <li>• This is a query listing instances when an employee's benefit accruals do not equal the benefit payments.</li> <li>• The data source for the report is the BOR_ADP_CES_RPT table.</li> <li>• This query only shows the differences. To see the details, user should go to CES Reconciliation Detail (see below).</li> </ul>
<b><i>CES Reconciliation Detail</i></b>  <i>Security:</i> BOR_GL_PAY_INTERFACE	BOR Menus, BOR Payroll, Carrier Enrollment Accounting, CES Reconciliation Detail <ul style="list-style-type: none"> <li>• This is a query listing all rows populated by the reconciliation routine, Create CES Reporting Table.</li> <li>• The data source for the report is the BOR_ADP_CES_RPT table.</li> </ul>
<b><i>Faculty Pay Group Members</i></b>  <i>Security:</i> BOR_GL_PAY_INTERFACE	BOR Menus, BOR Payroll, Carrier Enrollment Accounting, Faculty Pay Group Members <ul style="list-style-type: none"> <li>• This is a query listing all faculty members in the faculty pay group.</li> <li>• The Create CES Accounting Entries process populates the base table BOR_ADP_CES_FAC.</li> <li>• This query will be useful in addressing 7/5<sup>th</sup> reconciliation issues.</li> </ul>
<b><i>CES Premium Reconciliation Rpt</i></b>  <i>Security:</i> BOR_GL_PAY_INTERFACE	BOR Menus, BOR Payroll, Carrier Enrollment Accounting, CES Premium Reconciliation Rpt <ul style="list-style-type: none"> <li>• The report is based on the data populated by the Create CES Reporting Table process.</li> <li>• This process provides user the options to represent the reconciliation results generated previously in different permutations. User can choose to see all deduction codes but only variances data, grouped by Employee Status. Or user can choose to only see deduction code 00PPOA, variances only in Detail form.</li> <li>• This report should give out the exact data the CES Recon Errors (Aug to May) and CES Reconciliation Detail queries do.</li> <li>• This process generates both the report (PDF) and the data file (csv).</li> </ul>
<b><i>Import GSU Benefit Accounting</i></b>  <i>Security:</i> BOR_GSU_ADP_IMPORT  Available only to GSU	BOR Menus, BOR Payroll, Carrier Enrollment Accounting, Import GSU Benefit Accounting <ul style="list-style-type: none"> <li>• The process is only available to ITS SUPPORT and Georgia State users.</li> <li>• This process pulls the transactions from the ADP_EP_JEGLX002 table in the ADP Recon Portal environment based on the Accounting Date and an Account range specified by the user, and loads that into the PERS_SERV_BOR table.</li> </ul>

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- Georgia State users can then proceed running the Create CES Reporting Table process to continue their reconciliation process.
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## OTHER NOTES

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### *Next Scheduled Release*

PeopleSoft Financials Release 2.16B is currently scheduled for February 19, 2011. You will receive a reminder of when this update will occur.

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### *More Information and Support*

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

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### *Additional Resources*

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

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