PSFIN V8.9 Training

Georgia*FIRST* Wimba Training Series

BOR Interfaces

November 9, 2010

Handouts

Information Technology Services
Version 1.1
Last Updated: 11/10/2010

GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
A Project of the University System of Georgia

Agenda

- Wimba Ground Rules
- Review Objectives
- Interfaces between ADP and PeopleSoft
- Banner Interface
- P-Card and Phone Bill Interfaces
- Third Party Purge
- Spreadsheet Journals
- Q & A

Wimba Ground Rules

- Use the chat box to submit questions
- Submit questions to "Main Room"
- We may hold some questions to the end of the session

Objectives

- Review the tasks involved with the Payroll Interface to GL, the Benefits Billing Interface to GL, and the Payroll Encumbrance Projection Interface to the GL
- Review ADP Account Code Maintenance
- Identify the items that are interfaced overnight between PSFIN and ADP
- Review how to process the Banner, P-Card, and Telephone Bill interfaces
- Define the Third Party Purge Process and discuss how it works
- Identify where Spreadsheet files to be downloaded are located and demonstrate how to download those spreadsheet files for journals
- Identify how to import a budget journal spreadsheet
- Discuss issues affecting Spreadsheet journals regarding MS Excel versions 2003 vs. 2007
- Identify how to troubleshoot Spreadsheet Journal issues through the log file

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Introduction to Interfaces

- Interfaces allow you to bring information into PeopleSoft from an external source
- Today's discussion centers on interfaces that affect General Ledger
- Other Interfaces Not Covered Today:
  - AP Interfaces
  - Continuous Audit
  - Budget Prep
  - Year End Interfaces:
    - BORIF06A: Payroll Accrual
    - BORIF06B: Summer Faculty
    - BORIF06C: Maymester
    - BORIF06D: Zero Personal Services Encumbrances

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Basic Flow of Most Interfaces

*Banner Interface operates slightly differently.

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Payroll Interface to GL

- Purpose:
  - Generate journals to the GL from ADP to load expense information into the ACTUALS Ledger
  - Generate journals to the GL from ADP to load encumbrance liquidation information into the Encumbrance ledgers in Commitment Control
- After Payroll has been run for a specific pay period, HR personnel create the source file for this interface
- Before running the Payroll Interface, you should review the file and verify the transaction dates to ensure the correct file will be processed.

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Payroll Interface to GL

- Payroll Interface populates the following tables:
  - HR_ACCTG_LINE
  - PERS_SERV_BOR
- In order for the payroll transactions to post:
  - Journal Generate
  - Edit, Budget Check, Post
- Journal Generation depends on the Accounting Entry Definition and the Journal Generator Template

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Accounting Entry Definition

- Identifies the system source that distributes data to the GL
- Identifies the record and field names for the Accounting Entry table
- Identifies Chartfield mapping

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Accounting Entry Definition

SetID: 33000 Accounting Definition: PYRLEXPDEF Description: Payroll Expenditures

Accounting Entry

*Record: HR_ACCT_EX_BOR
Record Update: HR_ACCTG_LINE *System Source: JGen-Other
Page Name: Cross Product Drill Down
Skip Commitment Control In GL Commitment Control Amount Type: Reg / Col

Field Names

*Accounting Date: ACCOUNTING_DT Journal Ref: PAYRUN_ID
*Monetary Amount: MONETARY_AMOUNT Jrnl Descr: PAYGROUP
*Foreign Amount: FOREIGN_AMOUNT Open Item Key: JRNL_LN_REF
Statistical Amount: STATISTIC_AMOUNT

Chartfield Mapping Customize | Find | View 2 | First 1-7 of 7 Last

Field Name	ChartField	Summarize ChartField
Account	Account	☑
Fund Code	Fund Code	☐
Department	Department	☐
Program Code	Program Code	☐
Class Field	Class Field	☐
Project	Project	☐
Budget Reference	Budget Reference	☐

Multibook Order By

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Journal Generator Template

- Used to specify defaults when running the Journal Generator
- Also specifies how Journal Generator summarizes accounting entries when it generates journals

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Defaults | Summarization

SetID: 33000 Template: PAYROLL_EX

Effective Date — Find | View All First 1 of 1 Last

*Effective Date: 01/01/1901 *Status: Active Descr: BOR Payroll Actuals

Options

☐ Accounting Entry In Sync *Create One Journal Per: General Ledger Business Unit

Reversal Code

◉ Do Not Generate Reversal ○ Beginning of Next Period ○ End of Next Period ○ Next Day

Journal Header Fields

*Journal Source: PAY Journal ID Mask: P

*Journal Date: Accounting Date on Transaction

*Alt. Journal Date: End Date - From Period ☐ Stay in Period

Descr: BOR Payroll Actuals Reference:

*Currency Effective Date: Jrnl Date

Journal Line Fields

Line Descr: Reference:

Defaults | Summarization

SetID: 33000 Template: PAYROLL_EX

Effective Date — Find | View All First 1 of 1 Last

Effective Date: 01/01/1901 Status: Active Descr: BOR Payroll Actuals

Primary Summarization Option

How Specified Option
- ○ Summarize to Account, AltAcct
- ○ Summarize to All ChartFields
- ○ Summarize by Selected CF's
- ◉ Retain Detail

How Account Specified
- ○ All Account Values
- ◉ Selected Account Values
- ○ Selected Tree Nodes

Alternate Summarization Option

How Default Specified
- ○ Summarize to Account, AltAcct
- ◉ Summarize to All ChartFields
- ○ Summarize by Selected CF's
- ○ Retain Detail

Tree Information

Tree Name:

Selected Values / Nodes — Customize | Find | View All | First 1-10 of 41 Last

*Value
132160
132170
132200
132300
132400
132900
213100
213101
213102
213103

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Payroll Interface to GL

- For Journal Generation:

	Accounting Entry Defn	Jrnl Generator Template
Payroll Expense Journal	PYRLEXPDEF	PAYROLL_EX
Payroll Encumbrance Jrnl	PYRLENCDEF	PAYROLL_EN

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Payroll Interface to GL

- If the Payroll Interface process completes successfully, but you discover you need to reprocess, then use the 3rd Party Purge Process to purge the HR_ACCTG_LINE table before reprocessing
  - Covered later in this Wimba

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Demonstration

- Demonstration payroll interface

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Payroll Interface to GL

- NOTE:
  - **Manual Payroll Journals or online edits** to existing payroll journals will not be reflected in the PERS_SERV_BOR table.
  - If you delete the journal and run 3rd party purge, PERS_SERV_BOR data is not deleted.
  - If you interface the same payrun ID, PERS_SERV_BOR will be overwritten with new values

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Payroll Interface to GL

- NOTE:
  - Generate payroll journals the same day you interface. Do not combine payroll enc and exp in the same run control.
    (Combining in the same run control may cause Intraunit balance entries to 118200 to be inserted on the encumbrance journal.)

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Benefits Billing Interface to GL

- Purpose: Generates journals to the General Ledger from ADP to load Benefits Billing information into the ACTUALS Ledger
- After Payroll has been run for a specific pay period, HR personnel create the source file for this interface

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Benefits Billing Interface to GL

- Before running the Benefits Billing Interface, you should review the file and verify the transaction dates to ensure the correct file will be processed.

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Benefits Billing Interface to GL

- Benefits Billing Interface populates the HR_ACCTG_LINE table
- In order for the benefits billing transactions to post:
  - Journal Generate
  - Edit, Budget Check, Post

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Benefits Billing Interface to GL

- For Journal Generation:

	Accounting Entry Defn	Jrnl Generator Template
Benefits Billing Journal	PYRLEXPDEF	BENBILL

- If the Benefits Billing Interface process completes successfully, but you discover you need to reprocess, then use the 3rd Party Purge Process to purge the HR_ACCTG_LINE table before reprocessing

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Payroll Encumbrance Projection Interface to GL

- Purpose: Generates journals to the GL from ADP to adjust the personal services encumbrance balances in the encumbrance ledgers in Commitment Control
- From HR, system determines how many payrolls are remaining in a year and how much is needed for payroll…or how much needs to be encumbered
- This interface compares the amount currently encumbered for a Chartstring with how much now needs to be encumbered
- If the two amounts are not the same, the system creates a journal entry to adjust the KK encumbered amount to what it should be

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Payroll Encumbrance Projection Interface to GL

- After Payroll has been run for a specific pay period, HR personnel create the source file for this interface
- This interface should be run at the end of the month, after all other Payroll Interfaces for the month have been run and journal generation is completed

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Payroll Encumbrance Projection Interface to GL

- Payroll Encumbrance Projection Interface populates the HR_ACCTG_LINE table
- In order for the payroll encumbrance projection transactions to post:
  - Journal Generate
  - Edit, Budget Check, Post

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Payroll Encumbrance Projection Interface to GL

- For Journal Generation:

	Accounting Entry Defn	Jrnl Generator Template
Payroll Encumb Projection	PYRENCPROJ	ENC_PROJ

- If this Interface process completes successfully, but you discover you need to reprocess, then use the 3rd Party Purge Process to purge the HR_ACCTG_LINE table before reprocessing

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Updating Fringe Table

- If you need to allocate payroll Chartstrings to alternate Chartstrings, you have to update the Fringe Table prior to running this interface
- Update FRINGE_HDR_BOR table
- The addition or update needs to be made on a Chartstring so that payroll data may be allocated to alternate chartstrings.
- Alternate Chartstrings can only fall within the:
  - Account Range of 551XXX – 569XXX
  - Fund Range of 20000 – 29999

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ADP Account Code Maintenance

- Navigation: Main Menu > BOR Menus > BOR General Ledger > ADP Account Code Maintenance

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Interfaces Between PSFIN & ADP

- Account Code Interface (EPIP009)
  - From PSFIN to ADP via BORBATCH
  - Provides Account Codes to EV5 from PSFIN
  - PSFIN creates file nightly at 7:00 p.m.
  - File is picked up and loaded into EV5 by 6:30 a.m. the next morning
  - New payroll distribution codes entered in PSFIN prior to 7:00 p.m. will be available in EV5 by 6:30 a.m. the next morning
- Project & Department Interface (EPIP002)
  - From PSFIN to ADP via BORBATCH
  - Provides Budget Department and Grant/Projects Info To EV5 from PSFIN
  - PSFIN creates files nightly at 7:00 p.m.
  - Files are picked up and loaded into EV5 by 6:30 a.m. the next morning
  - New department and project/grant information entered in PSFIN prior to 7:00 p.m. will be available in EV5 by 6:30 the next morning

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Interfaces Between PSFIN & ADP

- Employee Data (EPOP005)
  - From ADP to PSFIN
  - Files created at 8:30 p.m. from EV5 and loaded into PSFIN the next morning
  - New employees that are added to EV5 prior to 8:30 p.m. should be visible in PSFIN the next morning after 9:00 a.m.
  - Information includes direct deposit banking info changes
- Position Data (EPOH015B, C, D)
  - From ADP to PSFIN
  - Files are created each morning at 6:00 a.m. and loaded into PSFIN at 7:00 a.m.
  - New information related to HR Departments, Jobcodes, and Positions entered in EV5 will be available in PSFIN the following day at approximately 7:30 a.m.

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Banner Interface

- The Banner Interface is generated in the Banner System, unlike other interfaces we have covered
  - Populates the PeopleSoft table "JGEN_BNR_BOR"
- In order for the Banner transactions to post:
  - Journal Generate
  - Edit, Budget Check, Post

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Banner Interface

- The Banner Application checks each of the Chartfields for validation
  - Detail Codes = account strings
- PS users must enter combined chartstring for it to be in Banner
- COA_COMBO1_BNR: Banner Chartfield Combination Table

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Banner Interface

- For Journal Generation:

	Accounting Entry Defn	Jrnl Generator Template
Banner Journal	BNRDEFN	BNR
Banner Misc. Journal	BNRMISDEFN	BNR_MISC

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Generate Journals Request

Run Control ID: GENJRNL Report Manager Process Monitor Run

Journal Processing Options

☑ Edit ☑ Budget Check ☑ Post

Process Request Parameters Find | View 1 First 1-2 of 2 Last

Process Frequency: ○ Once ◉ Always ○ Don't Run

Request Number: 1
*SetID: 24000
*Accounting Definition Name: BNRDEFN
*Application Business Unit: 24000
Ledger Group: ACTUALS
Template: BNR
*From Date Option: Begin Date - From Period From Date:
*To Date Option: End Date - To Period To Date:

3rd Party

System Transaction GLJ Transaction Code: DEFAULT

Process Frequency: ○ Once ◉ Always ○ Don't Run

Request Number: 2
*SetID: 24000
*Accounting Definition Name: BNRMISDEFN
*Application Business Unit: 24000
Ledger Group: ACTUALS
Template: BNR_MISC
*From Date Option: Begin Date - From Period From Date:
*To Date Option: End Date - To Period To Date:

3rd Party

System Transaction GLJ Transaction Code: DEFAULT

Leave a field blank to select all its values.

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Banner Interface

- Tables in PeopleSoft available for reconciling back to Banner
  - BOR_BNR_SPRID## - View of SPRIDEN
  - BOR_BNR_MISC## - View of TBBMISC
  - BOR_BNR_MISD## - View of TRBMISD
  - BOR_BNR_ZUFG## - View of ZURGFTT

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P-Card Interface

- P-Card Interface creates accounting entries in the JGEN_PCARD_BOR table
- Purchasing Department creates the P-Card Source file for this process
- Before running P-Card Interface, you should review the file and verify the transaction dates to ensure the correct file will be processed.

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P-Card Interface

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P-Card Interface

- In order for the P-Card transactions to post:
  - Journal Generate
  - Edit, Budget Check, Post

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P-Card Interface

- For Journal Generation:

	Accounting Entry Defn	Jrnl Generator Template
P-Card Journal	PCARDDEFN	PCARD

- If this Interface process completes successfully, but you discover you need to reprocess, then use the 3rd Party Purge Process to purge the JGEN_PCARD_BOR table before reprocessing

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Telephone Bill Interface

- The Phone Bill Interface creates accounting entries in the JGEN_PHONE_BOR table
- GTA/IBM creates the source file needed for the Phone Bill Interface
- In order for the Phone Bill transactions to post:
  - Journal Generate
  - Edit, Budget Check, Post

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Telephone Bill Interface

- For Journal Generation:

	Accounting Entry Defn	Jrnl Generator Template
Phone Bill Journal	DOASDEFN	DOAS

- If this Interface process completes successfully, but you discover you need to reprocess, then use the 3rd Party Purge Process to purge the JGEN_PHONE_BOR table before reprocessing

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Telephone Bill Interface

- Interface produces a log file
  - If interface fails, the log file will indicate that there is a missing value in the Phone Bill Table
- If you need to add or delete GTA/IBM and Institution-defined summary phone bill organizations, you need to update the Phone Bill Table prior to running the Phone Bill Interface.
- A different Chartfield combination is possible for each type of charge per Phone Bill Organization and Phone Group Description.

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Telephone Bill Interface

- In the flat file from GTA/IBM, the Phone Group Description is the key that translates to the Chartstrings
  - i.e., Voice Port – Basic; Voice Mailbox
- The Phone Bill Amount Type is the Reference Type
  - Must be populated
  - Recommendation: Use a different value than one already used on other rows in the Organization
- Complete the corresponding Chartfields

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Telephone Bill Interface

- Instructions are available for how to download your phone bill file from the GTA/IBM site
- If your institution wishes to begin using this interface, please submit a ticket to the Help Desk for assistance in getting started

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Third Party Purge Process

- Process allows you to delete transactions for the Third Party Interfaces
- Is a utility that helps prevent the database from getting too large
- Can be used when errors occur and a batch of transactions needs to be resubmitted to Financials

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Third Party Purge Process

- Select one of three "Transactions to Delete" values, according to the data that needs to be purged:
  - "JGen & Non": Data from the staging tables that have been journal generated and the data that has not been journal generated, but populated into the staging table will be purged
  - "Jrnl Gener": Only data from the staging tables that has been journal generated will be purged
  - "Non-Jrnl G": Only data that has not been journal generated but populated into staging table will be purged

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Third Party Purge Process

- When running process, select the Accounting Definition Name
  - If the Payroll accounting entry definitions are selected, then a new field Pay Run ID will appear on the 3rd Party Staging Purge page for you to select the specific pay run data you may need to purge
- You can run a report first to review the transactions to be purged

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Third Party Purge Process

- Issues with Purging Data
- Application ID issues

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Journal Spreadsheet Files

- Users can import journals into GL from specially formatted Excel spreadsheets
- Can import journals individual or by batch (xlm file)
- Spreadsheet files are located at http://www.usg.edu/gafirst-fin/documentation/
- Zip file contains:
  - Control Budget Upload – Excel 2003.xls
  - Control Budget Upload – Excel 2007.xlsm
  - ExcelUploadforVoucher.xlsm
  - **GLLOG.XLT**
  - **JRNL1_BOR.xls**
  - **JRNLMCRO.xla**

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Journal Spreadsheet Files

- In the Workstation Installation Guide (same location), section 3.0 has more specific information for downloading spreadsheet files

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Journal Spreadsheet Preferences

- Within the Journal Load Spreadsheet, you can set defaults to make journal entry more efficient
- Can specify:
  - Header Defaults
  - General Options
  - Message Options
  - Document Sequencing
  - Online Import Control

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Entering Journals from a Spreadsheet

- Allows you to enter a journal into an Excel spreadsheet and import it into GL
- Journal Load Spreadsheet Template is the template from which to enter your journals
- Recommendation: Save the Journal Load Spreadsheet template under a new file name before entering data to preserve the integrity of the original template

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Importing Differences

- Two Ways to Import Spreadsheet Journals:
  - Online: recommended only for small journals
  - Batch (text file – xlm file): highly recommend for journals with 300 or more lines

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Online Import Spreadsheet Journal

- Will need a User ID and password
- Once journal has been imported, go to GL and retrieve the journal entry
  - Journal will still need to be processed through Journal Edit

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Batch Spreadsheet Journal Import

- Spreadsheet journals can be written to an .xlm file and then imported into PeopleSoft

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Encumbrance Journal

- Via spreadsheet

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Demonstration

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- Identified how to import a budget journal spreadsheet
- Discussed issues affecting Spreadsheet journals regarding MS Excel versions 2003 vs. 2007
- Identified how to troubleshoot Spreadsheet Journal issues through the log file

Archive

- The archive for this Wimba Training Session will be available no later than end of day, November 12, 2010.
- The archive and training materials will be posted to the Georgia*FIRST* website: http://www.usg.edu/gafirst-fin/training/archives/

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