

**POSTED:** April 23, 2015

**SUBJECT:** Known Issues AP-3 – Expense EFT Pay Cycles and Prenote Statuses

**Announcement:**

ITS has completed analysis of Known Issue AP-3 where the prenote status has changed from a status of Confirmed to New following the 9.2 upgrade for some employees (active and terminated). As a result of this, the Expenses EFT/PPD bank payment files are including unexpected prenotes and some employee reimbursements are being issued as a system check instead of EFT.

It has been determined that a PeopleSoft delivered code change in 9.2 is causing the prenote status for Expenses to be overwritten by the prenote status contained in the original bank account information received from HR.

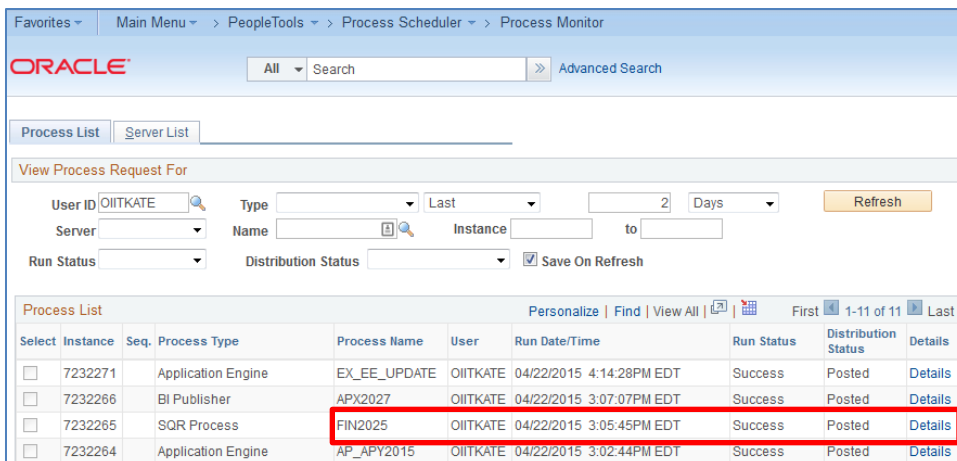
This issue will be addressed as follows:

- (1) A DBI was applied to production this morning (4/23/15) for employees whose prenote status was Confirmed in 8.9 at the time of the upgrade and has been incorrectly changed back to New as a result of this code change. The status should be restored back to Confirmed which will prevent these employees from continuing to be incorrectly prenoted and included in the Expenses EFT/PPD payment file.
- (2) ITS is currently working to revert back to the pre-upgrade PeopleSoft code with plans of including in Release 4.20 (May 16) which will permanently resolve this issue.

Until the permanent fix is implemented, institutions will need to use a functional workaround to address employees that were either in the process of being Confirmed in 8.9 at the time of the upgrade or that have had new or changed banks since the 9.2 upgrade. These employees will need to have their bank information manually entered and set to a Confirmed prenote status.

Please follow the steps below to manually enter and update the prenote status:

1. Beginning today (4/23/15) when you run an Expenses EFT paycycle, review the EFT/PPD (FIN2025) file to see which employees have prenotes included in the file.



Process Scheduler - Process Monitor

View Process Request For

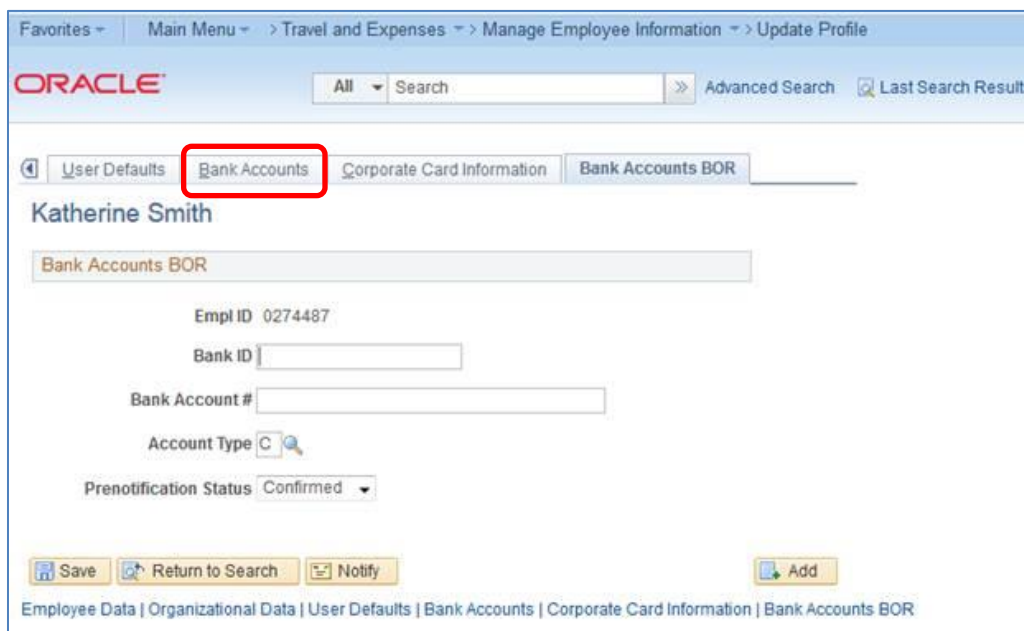
User ID: OIITKATE | Type: | Last: | Days: 2 | Refresh

Server: | Name: | Instance: | to: |

Run Status: | Distribution Status: | Save On Refresh:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	7232271		Application Engine	EX_EE_UPDATE	OIITKATE	04/22/2015 4:14:28PM EDT	Success	Posted	Details
<input type="checkbox"/>	7232266		BI Publisher	APX2027	OIITKATE	04/22/2015 3:07:07PM EDT	Success	Posted	Details
<input type="checkbox"/>	7232265		SQR Process	FIN2025	OIITKATE	04/22/2015 3:05:45PM EDT	Success	Posted	Details
<input type="checkbox"/>	7232264		Application Engine	AP_APY2015	OIITKATE	04/22/2015 3:02:44PM EDT	Success	Posted	Details

2. Provide this information to your Expense Administrator.
3. Prior to the running of your next Expenses EFT pay cycle, the Expense Administrator will need to manually update the bank information and set the Prenotification Status to Confirmed using the Bank Accounts BOR tab.
  - a. You may want to consider the frequency that you run your Expense EFT pay cycles and what your current prenote wait days are set to in order to allow adequate time to confirm the employee bank information is correct.



Navigation: Favorites > Main Menu > Travel and Expenses > Manage Employee Information > Update Profile

ORACLE

All Search Advanced Search Last Search Results

User Defaults **Bank Accounts** Corporate Card Information Bank Accounts BOR

Katherine Smith

Bank Accounts BOR

Empl ID 0274487

Bank ID

Bank Account #

Account Type

Prenotification Status Confirmed

Save Return to Search Notify Add

Employee Data | Organizational Data | User Defaults | Bank Accounts | Corporate Card Information | Bank Accounts BOR

- Navigation: Travel and Expenses > Manage Employee Information > Update Profile
- Enter the Bank ID and Bank Account # exactly as they appear on the Bank Accounts tab.
  - Please take great care when entering this information.
- Select the account type and select a Prenotification Status of Confirmed.
- Click Save.

This will manually set the prenote status to Confirmed for any new/changed bank information as they get created and included in the Expense EFT/PPD payment file.