



Benefit Reconciliation

User's Guide

GeorgiaFIRST

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BENEFIT ACCOUNTING

Benefit Accounting Processes

Benefit Accounting in PS Financials includes the creation of accounting entries for active employees with benefits.

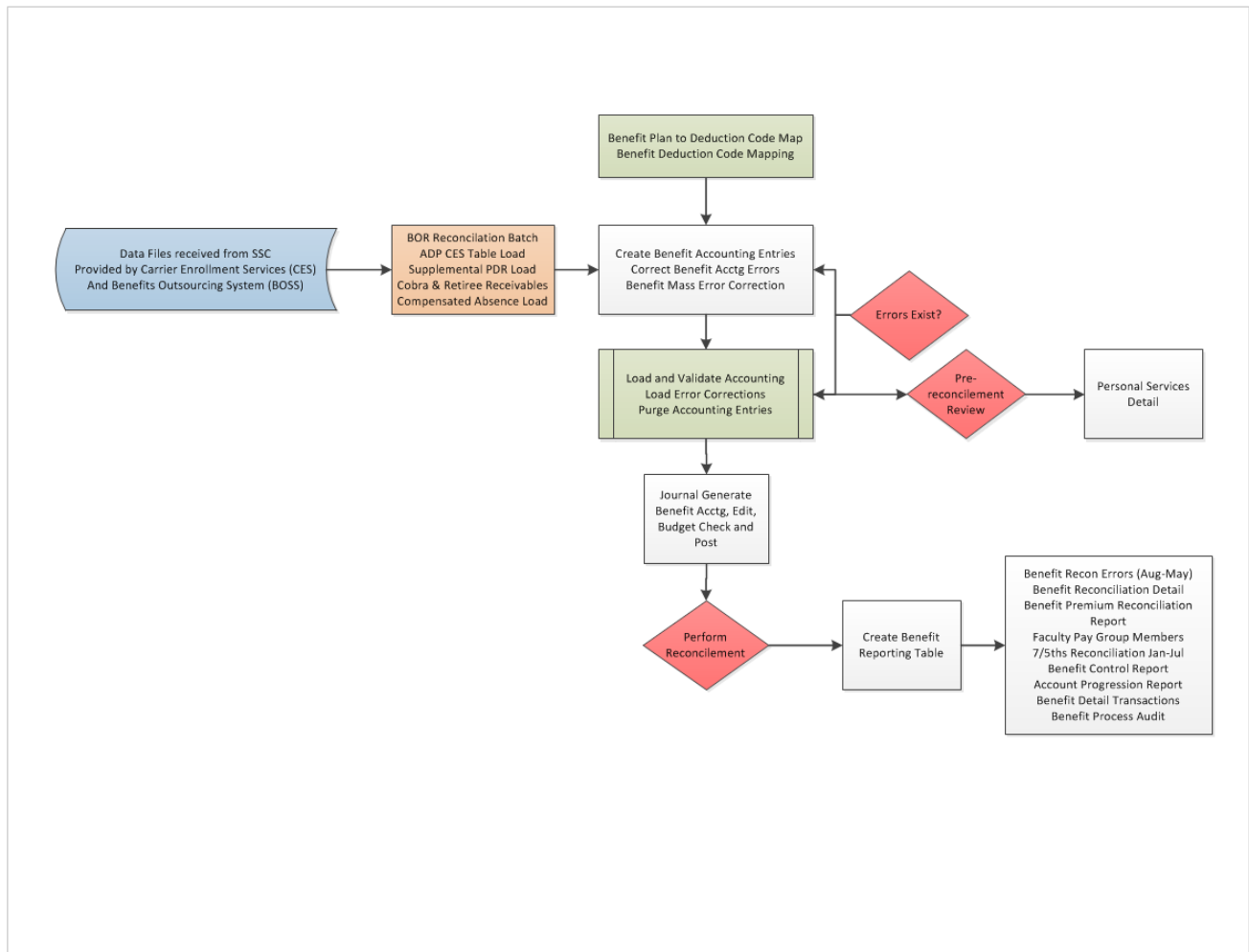
The Benefit Accounting processes are used to generate liability relief journal entries from the Carrier Enrollment Services “data dump” transactions. Monthly, the Shared Services Center will receive the transaction detail file from ADP and ITS will load the file in the PeopleSoft Benefits Reconciliation environment. Once benefit data is loaded, institutions are notified that accounting entry creation and reconciliation may begin.

Create Benefit Accounting Entries

Overview: The Create Benefit Accounting Entries process is used to generate liability relief journal entries from the Carrier Enrollment Services “data dump” transactions.

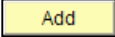
The Create Benefit Accounting Entries process will generate accounting entries for active employees in the PERS_SERV_BOR and HR_ACCTG_LINE tables that are processed by PeopleSoft Financials and brought into the General Ledger. Additionally, the process will cross walk benefit plans to payroll deduction codes so that all liability and cash disbursement transactions can be tracked at an employee/deduction code level. In the event a cross walk does not exist, the process will allow users to correct errors prior to populating the accounting lines, insuring the accounting entry detail reconciles back to the data source.

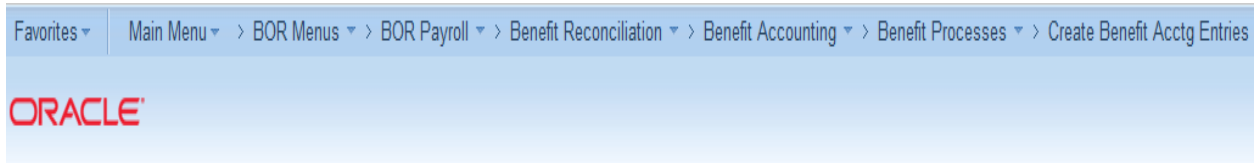
The following diagram highlights the business process flow for the Benefit Accounting Entries process:




Procedure

The steps required to Create Benefit Accounting Entries are:


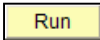
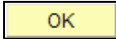
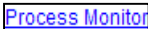
Step	Action
1.	Navigate to BOR Menus > BOR Payroll > Benefit Reconciliation > Benefit Accounting > Benefit Processes > Create Benefit Acctg Entries
2.	Click the Add a New Value tab to create a new Run Control ID.
3.	Enter " create_benefit_acctg " in the Run Control ID field.
4.	Click the Add button. 



Create Benefit Acctg Entries

Run Control ID: 

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
5.	Enter the institution business unit number in the Business Unit field.
6.	<p>Enter the date in the Accounting Date field. Normally, this date would be the last day of the month for which the benefits were accrued.</p> <p>Once the accounting date is populated, the fiscal year, accounting period and calendar year will auto-populate.</p> <p>Note: The accounting date will become the journal date in the ACTUALS ledger at the time this process is run. All benefit reconciliation processes should be completed and journals posted before the accounting period is closed for efficient benefit reconciliation of GL accounts.</p>
7.	<p>Enter the appropriate account in the Cash Account field.</p> <p>Note: Best practice is to use the ADP Clearing-Benefits liability account 229900. Since the process is run in one accounting period and the benefits impound is in a subsequent accounting period, using the benefits liability account 229900 instead of institutional cash account reduces impact on bank reconciliation for the institution.</p>
8.	Distribute to GL check box is on . The Distribute to GL flag determines whether a transaction will be sent to the general ledger
9.	Process selection is " Load and Validate Accounting "
10.	<p>Click the Save button.</p> 
11.	<p>Click the Run button.</p> 
12.	<p>Click the OK button.</p> 
13.	<p>Click the Process Monitor link.</p> 



Create Benefit Accounting Entries

Run Control ID create_benefit_acctg Report Manager Process Monitor [Run](#)

Processing Parameters

Business Unit	<input type="text" value="71000"/>	Georgia Perimeter College
Accounting Date	<input type="text" value="12/31/2014"/>	
Cash Account	<input type="text" value="229900"/>	ADP Clearing - Benefits
Fiscal Year	2015	Period 6 Calendar Year 2014
<input checked="" type="checkbox"/> Distribute to GL		
Process	<input type="text" value="Load and Validate Accounting"/>	

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)

Step	Action
13.	<p>Once the process monitor indicates this process is complete any mapping errors must be corrected before accounting entries may be created and journal generated.</p> <p>Note: When mapping errors exist the process monitor will show the run status as “Warning”. If no mapping errors exist the run status will show as “Success”.</p>

Process List | Server List

View Process Request For

User ID Type Days

Server Name Instance to

Run Status Distribution Status Save On Refresh

Process List Personalize | Find | View All | First 1-6 of 6 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6385488		Application Engine	BOR_CESACCT	OIITMCCARLEY	01/12/2015 3:25:02PM EST	Warning	Posted	Details
<input type="checkbox"/>	6385480		Application Engine	BOR_CESACCT	OIITMCCARLEY	01/12/2015 2:52:23PM EST	Success	Posted	Details
<input type="checkbox"/>	6385479		Application Engine	BOR_CESACCT	OIITMCCARLEY	01/12/2015 2:44:47PM EST	Success	Posted	Details
<input type="checkbox"/>	6385473		Application Engine	BOR_CESACCT	OIITMCCARLEY	01/12/2015 2:19:37PM EST	Success	Posted	Details
<input type="checkbox"/>	6385471		Application Engine	BOR_CESACCT	OIITMCCARLEY	01/12/2015 2:07:30PM EST	Success	Posted	Details
<input type="checkbox"/>	6385465		Application Engine	BOR_CESACCT	OIITMCCARLEY	01/12/2015 2:00:20PM EST	Success	Posted	Details

[Go back to Create Benefit Acctg Entries](#)

Process List | Server List

Load Benefit Error Corrections

Overview: Once error correction is complete, the Create Benefit Accounting Entries process has to be executed again in order to load the error corrections. The Load Error Corrections process will extract corrected transactions from the BOR_ADP_CES_ERR table and insert them into the BOR_ADP_CES_TMP table. If all errors are corrected, PERS_SERV_BOR and HR_ACCTG_LINE will be populated with balanced accounting entries.

As discussed in the Load / Validate Benefit Accounting entries, the following steps outline the process required to create Benefit Accounting Lines:

- 1) Load and Validate the Benefit Accounting Lines
- 2) Correct Benefit Errors or Benefit Mass Error Correction
- 3) Load Error Corrections
- 4) Validate Benefits Data Load
- 5) Journal Generate, Edit, Budget Check and Post Benefit Accounting Lines

This process reviews the steps required to Load Benefit Error Corrections.



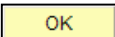
Prerequisite: Load / Validate Benefit Accounting Lines

Related Processes (1): Correct Benefit Errors

Related Processes (2): Benefit Mass Error Correction

Procedure

The steps required to Load Error Corrections are:


Step	Action
1.	Navigate to BOR Menu > BOR Payroll > Benefit Reconciliation > Benefit Accounting > Benefit Processes > Create Benefit Acctg Entries.
2.	Enter the institution business unit in the Business Unit field.
3.	Enter " create_benefit_acctg " in the Run Control ID begins with field on the Find an Existing Value tab. (use the same run control ID used to create benefit accounting entries). Note: The Run Control ID begins with field may be left blank to search for all values.
4.	The Accounting Date field should be pre-populated with the current benefit accounting entries load date.
5.	The Cash Account field should be pre-populated with the account used in the current benefit accounting load.
6.	Fiscal year, Period and Calendar year fields should be pre-populated from the current benefit accounting entries load date.
7.	Distribute to GL check box is checked on.
8.	Process selection is " Load Error Corrections ". Note: This should be pre-populated if all errors have been corrected.
9.	Click the Save button. 
10.	Click the Run button. 
11.	Click the OK button. 
12.	Click the Process Monitor link. Process Monitor
13.	To validate that the data successfully loaded run the Personal Services Detail query on the appropriate date range and account range for current reconciling period. Select all or one Empl ID to validate data processed accurately. Use the wildcard % for Transaction Code .





Create Benefit Accounting Entries

[Run Control ID](#) create_benefit_acctg [Report Manager](#) [Process Monitor](#) [Run](#)

Processing Parameters


Business Unit  Georgia Perimeter College

Accounting Date 

Cash Account  ADP Clearing - Benefits

Fiscal Year 2015 **Period** 6 **Calendar Year** 2014

Distribute to GL

Process 

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)

Purge Benefit Accounting Entries (optional)

Overview: In the event there is a need to start the accounting entry process over again, the Purge Benefit Accounting Line Creation process allows users to purge all transaction tables for a given business unit and accounting period.

Prerequisite: Load / Validate Benefit Accounting Lines

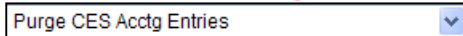

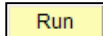
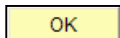
Prerequisite: Benefit Accounting Error Correction

Related Processes: Benefit Mass Error Correct

Related Processes: Delete CES Journal (if created)

Procedure

The steps required to Purge Benefit Accounting Lines are:

Step	Action
1.	Navigate to BOR Menu > BOR Payroll > Benefit Reconciliation > Benefit Accounting > Benefit Processes > Create Benefit Acctg Entries
2.	Enter the institution business unit in the Business Unit field.
3.	Enter " create_benefit_acctg " in the Run Control ID begins with field on the Find an Existing Value tab. (Use the same run control ID used to create benefit accounting entries.) Note: The Run Control ID begins with field may be left blank to search for all values.
4.	The Accounting Date field should already be pre-populated based on the accounting entries loaded and errors corrected.
5.	The Cash Account field should be pre-populated with the account used in the current benefit accounting load and error correction load.
6.	Fiscal year, Period and Calendar year fields should be pre-populated from the current benefit accounting entries load date.
7.	Distribute to GL check box is checked on.
8.	Click the Process Purge Accounting Entries list item.  Note: All errors must to be corrected before accounting entries will be created.
9.	Click the Save button. 
10.	Click the Run button. 
11.	Click the OK button. 



Create Benefit Accounting Entries

Run Control ID `purge_acctg_entries`

[Report Manager](#)

[Process Monitor](#)

[Run](#)

Processing Parameters

Business Unit East Georgia State College

Accounting Date

Cash Account ADP Clearing - Benefits

Fiscal Year 2015 Period 4 Calendar Year 2014

Distribute to GL

Process

[Save](#)

[Return to Search](#)

[Previous in List](#)

[Next in List](#)

[Notify](#)

[Add](#)

[Update/Display](#)

Step	Action
12.	Click the Process Monitor link. Process Monitor
13.	Once the purge process successfully completes, the Create Benefit Accounting Entries process may be started again.

Favorites ▾ Main Menu ▾ BOR Menu ▾ BOR Payroll ▾ Benefit Reconciliation ▾ Benefit Accounting ▾ Benefit Processes ▾ Create Benefit Acctg Entries ▾ Process Monitor

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Process List Server List

View Process Request For

User ID Type Last Days Refresh

Server Name Instance to

Run Status Distribution Status Save On Refresh

Process List Personalize | Find | View All | First 1-3 of 3 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6387577		Application Engine	BOR_CESACCT	OIITMCCARLEY	02/02/2015 2:07:27PM EST	Success	Posted	Details
<input type="checkbox"/>	6387576		Application Engine	BOR_CESACCT	OIITMCCARLEY	02/02/2015 12:09:52PM EST	Success	Posted	Details
<input type="checkbox"/>	6387575		Application Engine	BOR_CESACCT	OIITMCCARLEY	02/02/2015 12:04:04PM EST	Warning	Posted	Details

[Go back to Create Benefit Acctg Entries](#)

Process List | Server List

Benefit Error Correction

Overview: The Benefit Error Correction component is used when an institution needs to correct invalid deduction plans, fund codes or account codes created during the Create Benefit Accounting Entries process. Benefit Accounting Errors typically occur during the mapping process from the benefit plan to the payroll deduction. In most instances, the Benefit Accounting Entry process successfully completes the mapping activity, however, there may be instances when the benefit plan and deduction code mapping is incomplete or the benefit election table is out of sync with the online benefit enrollment. In those instances, error correction is required in order to account for all benefit payments.

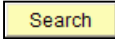


The mapping process logic is as follows:

- 1) Select the payment made by benefit plan
- 2) Derive the deduction codes associated with the benefit Plan
- 3) Review the benefit elections to determine what deduction code is associated with the employee
- 4) Review the deduction class table to determine the fund and account associated with the deduction code

Once all errors have been corrected, The Benefit Accounting Entry process must be executed again to load the corrections and generate the accounting entries in HR_ACCTG_LINE and PERS_SERV_BOR

Procedure

The steps required to correct Benefit Accounting Errors are:

Step	Action
1.	Navigate to BOR Menu > BOR Payroll > Benefit Reconciliation > Benefit Accounting > Benefit Process > Benefit Acctg Error Correction.
2.	Enter the institution business unit in the Business Unit field.
3.	Click the Search button to view mapping errors. 
4.	In order to view deduction codes associated with benefit plans, Click the View Plan button. 
5.	A new window will be displayed. Once the value needed to correct the errors has been obtained (Copy/paste may be used), close the window.
6.	Enter/paste the appropriate deduction code in the Deduction Code field. Once the value is entered in the Deduction Code field, PeopleCode will be executed to retrieve the fund code and the account value. Note: Once populated, institutions have the ability to override the account value.
7.	If an institution is unsure of the correct Deduction Code to use, the benefit elections can also be displayed from the Benefit Acctg Error Correction component. In order to view benefit data, Click the View Winflex button. 
8.	A new window will open. Review the benefit election and determine the correct deduction code to use in the Benefit Acctg Error Correction component (Copy/paste may be used), close the window.
9.	Once the value entered in the Deduction Code field, PeopleCode will be executed to retrieve the fund code and the account value.
10.	Repeat these steps until all errors are corrected. Save the panel. Note: In order for the Benefit Accounting Entries to be created, the Error Status should be None for all distribution lines.

Benefit Accounting Error Correction (before error corrections)

Favorites ▾ Main Menu ▾ BOR Menu ▾ BOR Payroll ▾ Benefit Reconciliation ▾ Benefit Accounting ▾ Benefit Processes ▾ Benefit Acctg Error Correction

Home | Worklist | Add to Favorites

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New Window | Help | Personalize P

Benefit Accounting Error Correction

Business Unit 71000 Transaction ID 000005356 Journal Date 12/31/2014 User ID OITMCCARLEY

Line Number	Empl ID	Employee Status	View Winflex	Name	Benefit Plan ID	View Plan	Type	*Deduction Code	*Account	*Fund Code	Description	Monetary Amount	Coverage Period Date	Coverage Effective Date	Coverage Run Date	Error Status
1	2782	Active	Q		B014	Q	Employer Debit					11,480	12/01/2014	11/03/2014	12/01/2014	
2	2781	Active	Q		B014	Q	Employer Debit					11,480	11/01/2014	11/03/2014	12/01/2014	
3	5319	Active	Q		D024	Q	Employee Debit					49,620	12/01/2014	12/01/2014	12/01/2014	
4	2783	Active	Q		H018	Q	Employer Debit					672,060	12/01/2014	12/01/2014	12/01/2014	
5	5320	Active	Q		H018	Q	Employee Debit					289,000	12/01/2014	12/01/2014	12/01/2014	
6	5321	Active	Q		L043	Q	Employee Debit					5,330	12/01/2014	12/01/2014	12/01/2014	
7	5322	Active	Q		N045	Q	Employee Debit					22,270	12/01/2014	12/01/2014	12/01/2014	
8	5323	Active	Q		P039	Q	Employee Debit					4,100	12/01/2014	12/01/2014	12/01/2014	
9	5324	Active	Q		S054	Q	Employee Debit					9,570	12/01/2014	12/01/2014	12/01/2014	
10	5325	Active	Q		V029	Q	Employee Debit					14,380	12/01/2014	12/01/2014	12/01/2014	

Save Notify

Benefit Accounting Error Correction (after error corrections)

Favorites ▾ Main Menu ▾ BOR Menu ▾ BOR Payroll ▾ Benefit Reconciliation ▾ Benefit Accounting ▾ Benefit Processes ▾ Benefit Acctg Error Correction

Home | Worklist | Add to Favorites | Sign out

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New Window | Help | Personalize Page

Benefit Accounting Error Correction

Business Unit 71000 Transaction ID 000005356 Journal Date 12/31/2014 User ID OITMCCARLEY

Line Number	Empl ID	Employee Status	View Winflex	Name	Benefit Plan ID	View Plan	Type	*Deduction Code	*Account	*Fund Code	Description	Monetary Amount	Coverage Period Date	Coverage Effective Date	Coverage Run Date	Error Status
1	2782	Active	Q		B014	Q	Employer Debit	00BLA	235951	62000	Empr PR Liab-Basic-Life-Regent	11,480	12/01/2014	11/03/2014	12/01/2014	None
2	2781	Active	Q		B014	Q	Employer Debit	00BLA	235951	62000	Empr PR Liab-Basic-Life-Regent	11,480	11/01/2014	11/03/2014	12/01/2014	None
3	5319	Active	Q		D024	Q	Employee Debit	00DDBB	228972	62000	Paj Ded - Dental - Delta	49,620	12/01/2014	12/01/2014	12/01/2014	None
4	2783	Active	Q		H018	Q	Employer Debit	00KSPB	228906	62000	Empr PR Liab - Kaiser HMO	672,060	12/01/2014	12/01/2014	12/01/2014	None
5	5320	Active	Q		H018	Q	Employee Debit	00KSPB	228906	62000	Paj Ded - Kaiser HMO	289,000	12/01/2014	12/01/2014	12/01/2014	None
6	5321	Active	Q		L043	Q	Employee Debit	00LTA	228974	62000	Paj Ded - Long-Term Disability	5,330	12/01/2014	12/01/2014	12/01/2014	None
7	5322	Active	Q		N045	Q	Employee Debit	00SELA	228963	62000	Paj/Ded-Supp Life ADD Regents	22,270	12/01/2014	12/01/2014	12/01/2014	None
8	5323	Active	Q		P039	Q	Employee Debit	00SLFA	228952	62000	Paj/Ded-Dependent Life-Regents	4,100	12/01/2014	12/01/2014	12/01/2014	None
9	5324	Active	Q		S054	Q	Employee Debit	00STDA	228977	62000	Paj/Ded - Short Term Disability	9,570	12/01/2014	12/01/2014	12/01/2014	None
10	5325	Active	Q		V029	Q	Employee Debit	00VSNB	228978	62000	Paj/Ded - Group Vision	14,380	12/01/2014	12/01/2014	12/01/2014	None

Save Notify

Benefit Mass Error Correction

Overview: Benefit Mass Error Correction utility is used when an institution has a number of deduction plans, fund codes or accounts in error that have similar characteristics. Using this page prevents institutions from updating lines one transaction at a time.

Benefit Accounting errors typically occur during the mapping process from the benefit plan to the payroll deduction. In most instances, the Benefit Accounting Entry process successfully completes the mapping activity. However, there may be instances when the benefit plan and deduction code mapping is incomplete or the benefit plan is out of sync with the online benefit enrollment. In those instances, manual correction is required in order to account for all benefit payments.

The mapping process logic is as follows:

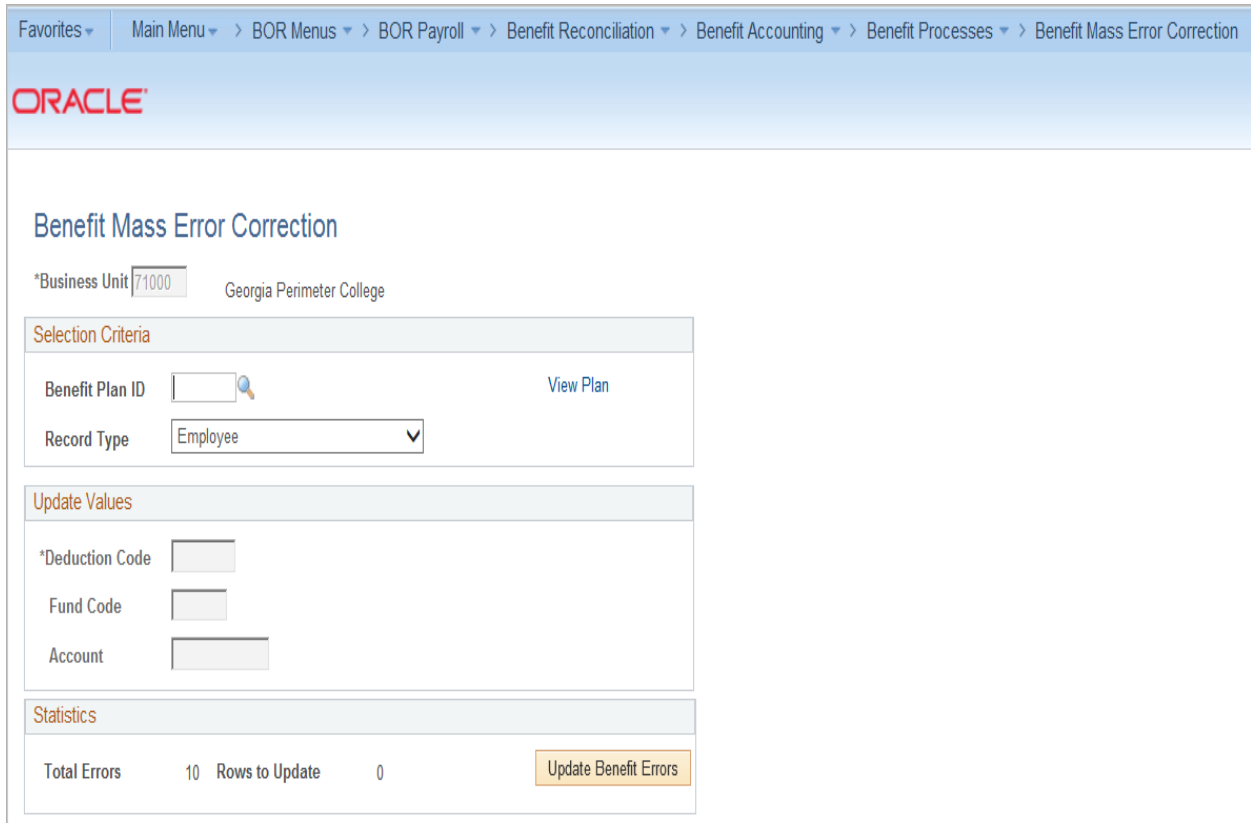
- 1) Select the payment made by benefit plan
- 2) Derive the deduction codes associated with the benefit plan
- 3) Review the benefit elections to determine the deduction code associated with the employee
- 4) Review the deduction class table to determine the fund and account associated with the deduction code

Once all errors have been corrected, the Benefit Accounting Entry process must be executed again to load the corrections and generate the accounting entries in HR_ACCTG_LINE and PERS_SERV_BOR

Procedure

The steps required to perform Benefit Mass Error Correction for the Benefit Accounting Entry interface are:

Step	Action
1.	Navigate to BOR Menus > BOR Payroll > Benefit Reconciliation > Benefit Accounting > Benefit Processes > Benefit Mass Error Correction.




Favorites > Main Menu > BOR Menus > BOR Payroll > Benefit Reconciliation > Benefit Accounting > Benefit Processes > Benefit Mass Error Correction

ORACLE

Benefit Mass Error Correction

*Business Unit Georgia Perimeter College

Selection Criteria

Benefit Plan ID  [View Plan](#)

Record Type ▼

Update Values

*Deduction Code

Fund Code

Account

Statistics

Total Errors 10 Rows to Update 0 [Update Benefit Errors](#)

Step	Action
2.	Enter the institution business unit in the Business Unit field.
3.	Once the business unit field is populated, tab out of the field. This will execute the logic necessary to enable the Benefit Plan ID field.
4.	The Benefit Plan ID prompt is limited to the benefit plans that contain errors in the Benefit Accounting Error table. When no plans are available, the institution can assume all errors have been corrected

Favorites ▾ | Main Menu ▾ > BOR Menus ▾ > BOR Payroll ▾ > Benefit Reconciliation ▾ > Benefit Accounting ▾ > Benefit Processes ▾ > Benefit Mass Error Correction

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Benefit Mass Error Correction

*Business Unit Georgia Perimeter College

Selection Criteria

Benefit Plan ID [View Plan](#)

Record Type

Update Values

*Deduction Code

Fund Code

Account

Statistics

Total Errors 10 Rows to Update 0 [Update Benefit Errors](#)

Look Up Benefit Plan ID Help

Search by: begins with

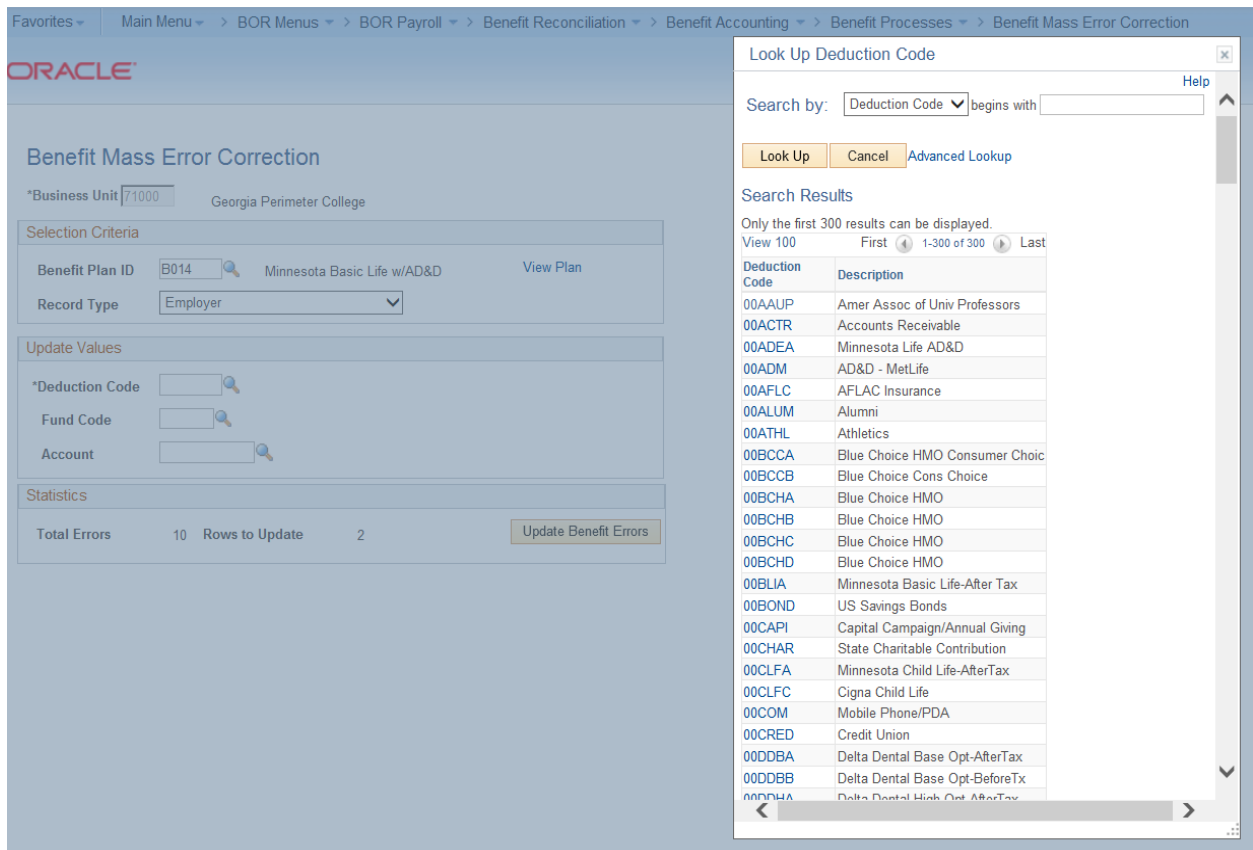
[Look Up](#) [Cancel](#) [Advanced Lookup](#)

Search Results

View 100 First 1-8 of 8 Last

Benefit Plan ID	Description
E014	Minnesota Basic Life w/AD&D
D024	Delta Dental Base Option
H018	Kaiser HMO
L043	MetLifeLong Term Disability
N045	Minnesota SEL w/AD&D-2x SAL
P039	Minnesota Spouse Life
S054	MetLife Short Term Disability
V029	EyeMed Vision

Step	Action
5.	Select the first Benefit Plan ID in the error list. The plan description populates once a Benefit Plan ID has been selected.
6.	Click the View Plan link. The View Plan hyperlink may be utilized if an institution is unsure which deduction codes are associated with a benefit plan. A new window will open and the Benefit Plan to Deduction Code mapping component will be displayed (copy/paste may be used), close the window.
7.	Enter/paste the appropriate deduction code in the Deduction Code field. Once the value is entered in the Deduction Code field, PeopleCode will be executed to retrieve the fund code and the account value.
8.	The Record Type field is used to distinguish between Employee and Employer transactions. Accounting for employee benefit liabilities is different based on the type of record. Employee liabilities are in a range beginning with 22XXXX accounts. Employer liabilities are in a range beginning with 235XXX accounts.



The screenshot displays the Oracle PeopleSoft interface for 'Benefit Mass Error Correction'. The main window shows the following details:

- Business Unit:** 71000 (Georgia Perimeter College)
- Selection Criteria:** Benefit Plan ID: B014 (Minnesota Basic Life w/AD&D), Record Type: Employer
- Update Values:** *Deduction Code, Fund Code, and Account fields are empty.
- Statistics:** Total Errors: 10, Rows to Update: 2

An overlay window titled 'Look Up Deduction Code' is open, showing a search interface with the following elements:

- Search by:** Deduction Code begins with
- Buttons:** Look Up, Cancel, Advanced Lookup
- Search Results:** A table listing deduction codes and their descriptions. The first few rows are:

Deduction Code	Description
00AAUP	Amer Assoc of Univ Professors
00ACTR	Accounts Receivable
00ADEA	Minnesota Life AD&D
00ADM	AD&D - MetLife
00AFLC	AFLAC Insurance
00ALUM	Alumni
00ATHL	Athletics
00BCCA	Blue Choice HMO Consumer Choic
00BCCB	Blue Choice Cons Choice
00BCHA	Blue Choice HMO
00BCHB	Blue Choice HMO
00BCHC	Blue Choice HMO
00BCHD	Blue Choice HMO
00BLIA	Minnesota Basic Life-After Tax
00BOND	US Savings Bonds
00CAPI	Capital Campaign/Annual Giving
00CHAR	State Charitable Contribution
00CLFA	Minnesota Child Life-AfterTax
00CLFC	Cigna Child Life
00COM	Mobile Phone/PDA
00CRED	Credit Union
00DDBA	Delta Dental Base Opt-AfterTax
00DDBB	Delta Dental Base Opt-BeforeTx
00DDHA	Delta Dental High Opt-AfterTax



Benefit Mass Error Correction

*Business Unit Georgia Perimeter College

Selection Criteria	
Benefit Plan ID	<input type="text" value="B014"/> Minnesota Basic Life w/AD&D View Plan
Record Type	<input type="text" value="Employer"/>

Update Values	
*Deduction Code	<input type="text" value="00BLIA"/> Minnesota Basic Life-After Tax
Fund Code	<input type="text" value="62000"/> Agency-Payroll Operations
Account	<input type="text" value="235951"/> Empr PR Liab-Basic Life-Regent

Statistics		
Total Errors	10	Rows to Update 2
		<input type="button" value="Update Benefit Errors"/>

Step	Action
9.	Once all values are populated the system is ready to update the errors. Click the Update Benefit Errors button. <input type="button" value="Update CES Errors"/>
10.	If the update is successful, the institution will be transferred back to the Mass Error Correction page in order to correct another series of errors.
11.	To verify no errors exist click the Correct Benefit Acctg Errors link.
12.	Enter the institution business unit in the Business Unit field.
13.	Click the Search button. <input type="button" value="Search"/>
14.	Verify the updates have taken place and no other errors need correcting by checking the error status column. "None" will be populated for all corrected errors.



Benefit Accounting Error Correction

Business Unit 71000 Transaction ID 0000003356 Journal Date 12/01/2014 User ID OITMCCARLEY

Line Number	Empl ID	Employee Status	View Winflex	Name	Benefit Plan ID	View Plan	Type	*Deduction Code	*Account	*Fund Code	Description	Monetary Amount	Coverage Period Date	Coverage Effective Date	Coverage Run Date	Error Status
1	2782	Active			B014		Employee Debit	00BLA	235951	62000	Empr PR Liab-Basic Life-Regent	11,480	12/01/2014	11/03/2014	12/01/2014	None
2	2781	Active			B014		Employee Debit	00BLA	235951	62000	Empr PR Liab-Basic Life-Regent	11,480	11/01/2014	11/03/2014	12/01/2014	None
3	5319	Active			D024		Employee Debit	000BB	228972	62000	Pay Ded - Dental - Delta	49,620	12/01/2014	12/01/2014	12/01/2014	None
4	2783	Active			H018		Employee Debit	00KSPB	235906	62000	Empr PR Liab - Kaiser HMO	672,060	12/01/2014	12/01/2014	12/01/2014	None
5	5320	Active			H018		Employee Debit	00KSPB	228906	62000	Pay Ded - Kaiser HMO	289,000	12/01/2014	12/01/2014	12/01/2014	None
6	5321	Active			L043		Employee Debit	00LTA	228974	62000	Pay Ded - Long-Term Disability	5,330	12/01/2014	12/01/2014	12/01/2014	None
7	5322	Active			N045		Employee Debit	00SELA	228953	62000	Pay Ded-Supp Life-ADD Regents	22,270	12/01/2014	12/01/2014	12/01/2014	None
8	5323	Active			P039		Employee Debit	00SLFA	228952	62000	Pay Ded-Dependent Life-Regents	4,100	12/01/2014	12/01/2014	12/01/2014	None
9	5324	Active			S054		Employee Debit	00STDA	228977	62000	Pay Ded- Short Term Disability	9,570	12/01/2014	12/01/2014	12/01/2014	None
10	5325	Active			V029		Employee Debit	00VSNB	228978	62000	Pay Ded - Group Vision	14,380	12/01/2014	12/01/2014	12/01/2014	None

Save Notify

Journal Generate Benefit Accounting Entries

Overview: Institutions can create journal entries in the General Ledger once the benefit accounting entries have been created, errors corrected and data validated. An accounting entry definition has been created (**PYRLCEDEF**) to isolate the Benefit Accounting Entries. Benefit journal entries can be identified by the Journal ID Mask of **CES** and a journal source of **PAY**.

Note: The creation of these entries will not be included in the nightly batch schedule as institutions expressed a desire to run the process on demand.

Prerequisite: Load / Validate Benefit Accounting Lines

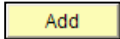
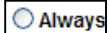

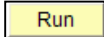
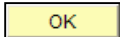
Prerequisite: Load Error Corrections

Prerequisite: Run the Personnel Services Detail query to validate data

Related Process: Journal Edit, Budget Check and Post

Procedure

The steps required to create the Benefit Accounting journal entries are:

Step	Action
1.	Navigate to BOR Menus > BOR Payroll > Benefit Reconciliation > Benefit Accounting > Benefit Processes > Jrnl Generate Benefit Acctg
2.	Click the Add a New Value tab.
3.	Enter " JRNL_GEN_BENEFIT_ACCTG " in the Run Control ID field.
4.	Click the Add button. 
5.	Journal Processing Options are institution specific. Generally Edit and Budget Check boxes are checked on, but NOT Post .
6.	Click the Always option on for Processing Frequency 
7.	Enter the institution SETID in the SetID field.
8.	Enter/Select " PYRLCEDEF " in the Accounting Definition Name field. Note: The creation of a new accounting entry definition prevents any other journal generation process from picking up benefit accounting lines.
9.	Enter the institution business unit in the Application Business Unit field.
10.	Enter " ACTUALS " in the Ledger Group field.
11.	Enter " PAYROLL_CE " in the Template field.
12.	Enter " Specify Date " in the From Date Option field.
13.	Enter the begin date of the month the benefit acctg data loaded in the From Date field.
14.	Select " Specify Date " in the To Date Option field.
15.	Enter the end date of the month the benefit acctg data loaded in the To Date field.
16.	Click the Save button. 
17.	Click the Run button. 
18.	Click the OK button. 



Generate Journals Request

Run Control ID JRNL_GEN_BENEFIT_ACCTG [Report Manager](#) [Process Monitor](#) [Run](#)

Journal Processing Options	
<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Budget Check <input type="checkbox"/> Post

Process Request Parameters	
Find View All First 1 of 1 Last	Request Number 1 + -
Process Frequency <input type="radio"/> Once <input checked="" type="radio"/> Always <input type="radio"/> Don't Run	*SetID <input type="text" value="71000"/>
	*Accounting Definition Name <input type="text" value="PYRLCEDEF"/>
Application Business Unit <input type="text" value="71000"/>	
Ledger Group <input type="text" value="ACTUALS"/>	
Template <input type="text" value="PAYROLL_CE"/>	
*From Date Option <input type="text" value="Specify Date"/>	From Date <input type="text" value="12/01/2014"/>
*To Date Option <input type="text" value="Specify Date"/>	To Date <input type="text" value="12/31/2014"/>

Leave a field blank to select all its values.

[Save](#) [Notify](#) [Refresh](#)

[Add](#) [Update/Display](#)

Step	Action
19.	Click the Process Monitor link. Process Monitor
20.	Click in the Details column of the completed journal generate process.

[Favorites](#) > [Main Menu](#) > [BOR Menus](#) > [BOR Payroll](#) > [Benefit Reconciliation](#) > [Benefit Accounting](#) > [Benefit Processes](#) > [Jrnl Generate Benefit Acctg](#) > [Process Monitor](#)

Home | Wo

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New

[Process List](#) | [Server List](#)

View Process Request For

User ID Type Days

Server Name Instance to

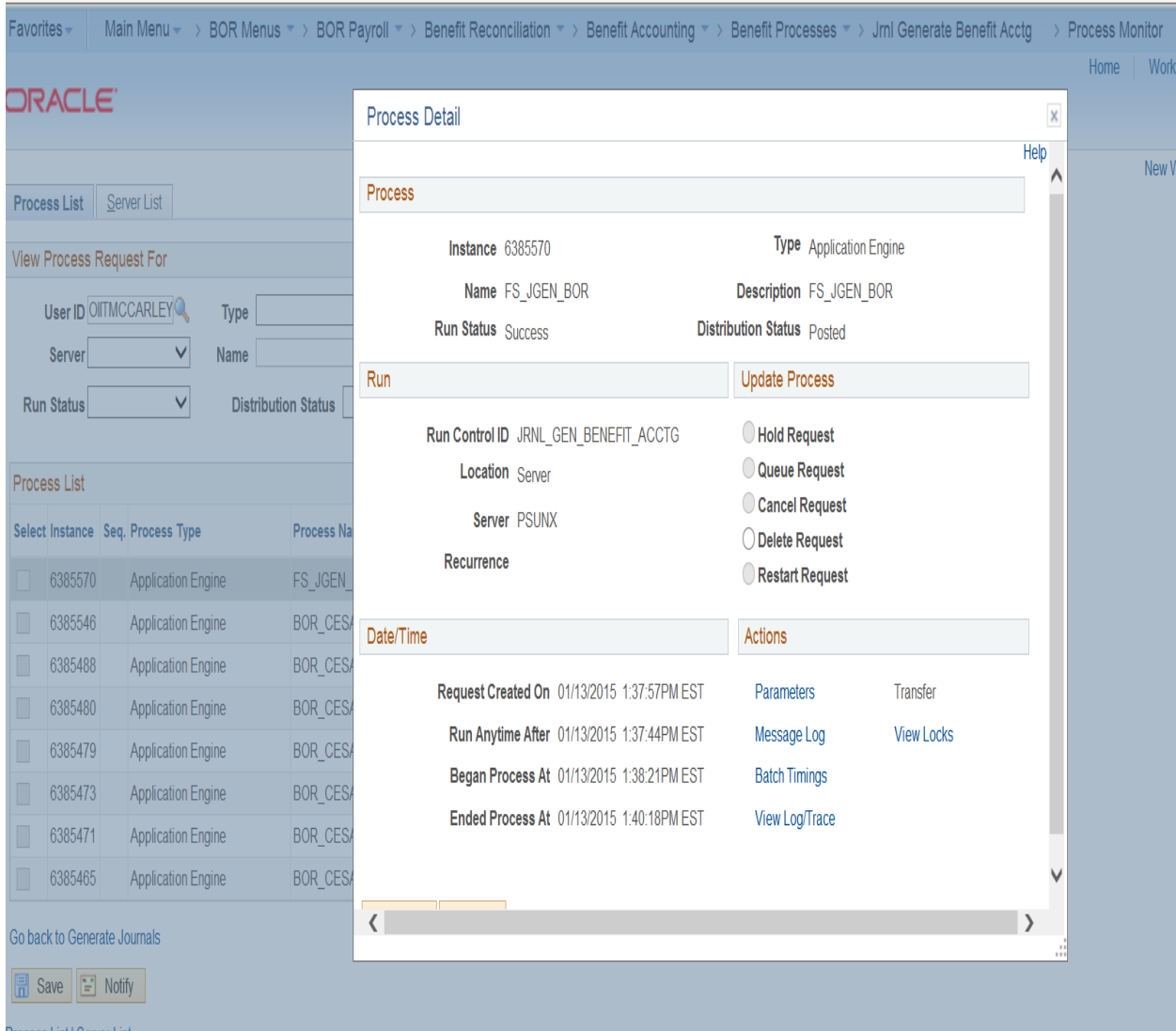
Run Status Distribution Status Save On Refresh

Process List Personalize | Find | View All |

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6385570		Application Engine	FS_JGEN_BOR	OITMCCARLEY	01/13/2015 1:37:44PM EST	Success	Posted	Details
<input type="checkbox"/>	6385546		Application Engine	BOR_CESACCT	OITMCCARLEY	01/13/2015 8:53:28AM EST	Success	Posted	Details
<input type="checkbox"/>	6385488		Application Engine	BOR_CESACCT	OITMCCARLEY	01/12/2015 3:25:02PM EST	Warning	Posted	Details
<input type="checkbox"/>	6385480		Application Engine	BOR_CESACCT	OITMCCARLEY	01/12/2015 2:52:23PM EST	Success	Posted	Details
<input type="checkbox"/>	6385479		Application Engine	BOR_CESACCT	OITMCCARLEY	01/12/2015 2:44:47PM EST	Success	Posted	Details
<input type="checkbox"/>	6385473		Application Engine	BOR_CESACCT	OITMCCARLEY	01/12/2015 2:19:37PM EST	Success	Posted	Details
<input type="checkbox"/>	6385471		Application Engine	BOR_CESACCT	OITMCCARLEY	01/12/2015 2:07:30PM EST	Success	Posted	Details
<input type="checkbox"/>	6385465		Application Engine	BOR_CESACCT	OITMCCARLEY	01/12/2015 2:00:20PM EST	Success	Posted	Details

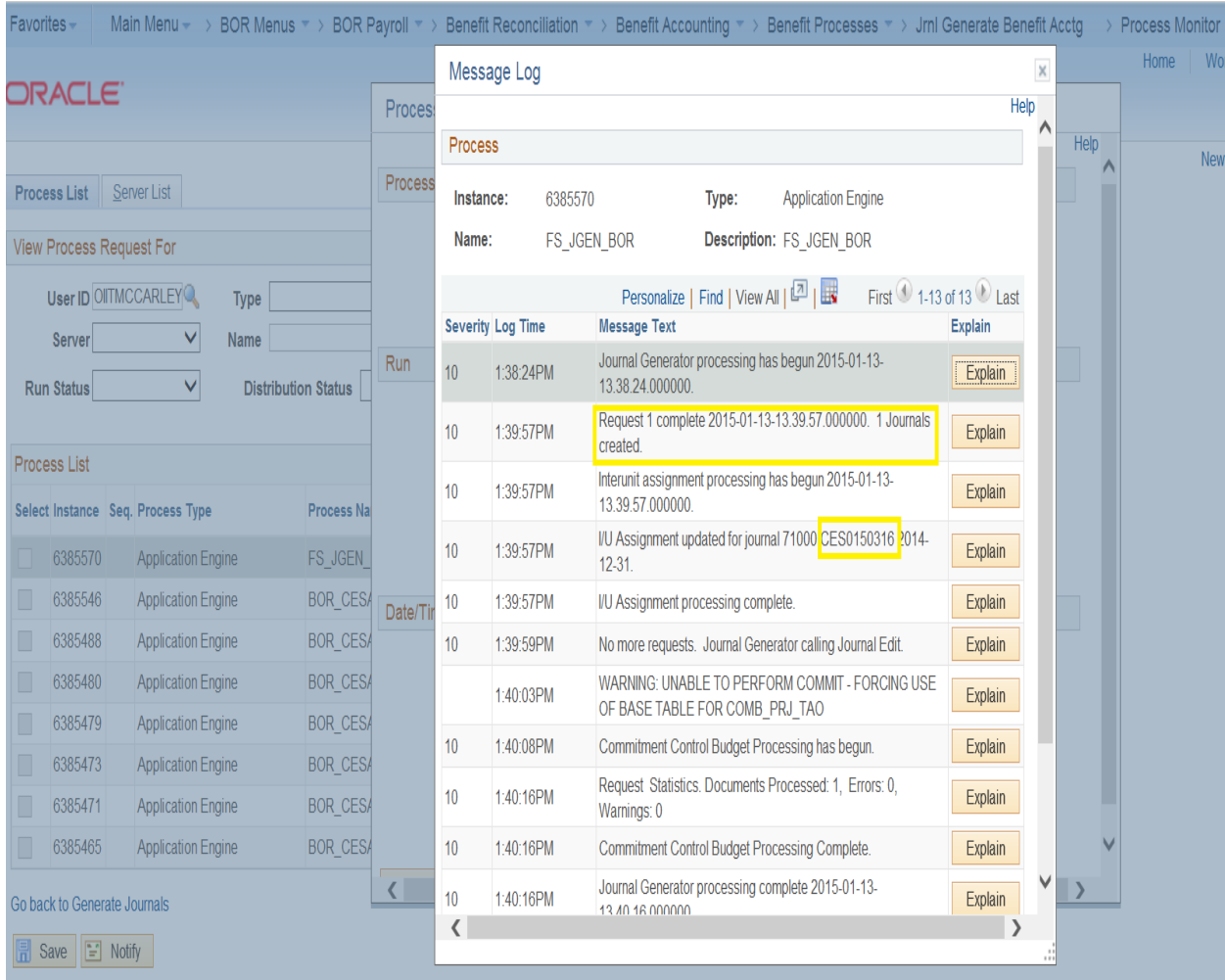
[Go back to Generate Journals](#)

Step	Action
21.	Click the Message Log link. Message Log



The screenshot shows the Oracle Process Monitor interface. A 'Process Detail' window is open for Instance 6385570. The process name is FS_JGEN_BOR, and its status is 'Success'. The window includes a 'Run' button and an 'Update Process' button. Below these are radio buttons for 'Hold Request', 'Queue Request', 'Cancel Request', 'Delete Request', and 'Restart Request'. A 'Date/Time' section shows the request created on 01/13/2015 at 1:37:57 PM EST, and the process ended at 1:40:18 PM EST. An 'Actions' section contains links for 'Parameters', 'Transfer', 'Message Log', 'View Locks', 'Batch Timings', and 'View Log/Trace'.

Step	Action
22.	<p>Review the message log. There should be a message stating 1 journal entry has been created. The journal number and date should be shown.</p> <p>Note: Go to Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journals to review, submit and print journal.</p>



The screenshot displays the Oracle Process Monitor interface. A 'Message Log' window is open, showing a list of messages. The message at 1:39:57PM is highlighted in yellow: 'Request 1 complete 2015-01-13-13:39:57.000000. 1 Journals created.' The background interface includes a breadcrumb trail: 'Main Menu > BOR Menus > BOR Payroll > Benefit Reconciliation > Benefit Accounting > Benefit Processes > Jnl Generate Benefit Acctg > Process Monitor'. Below the breadcrumb, there are tabs for 'Process List' and 'Server List', and a 'View Process Request For' section with fields for 'User ID' (OITMCCARLEY), 'Type', 'Server', 'Name', 'Run Status', and 'Distribution Status'. A 'Process List' table is visible with columns for 'Select Instance', 'Seq.', 'Process Type', and 'Process Name'. The table contains several rows of process information, including instance numbers like 6385570 and process names like 'FS_JGEN_'. At the bottom of the interface, there are 'Save' and 'Notify' buttons.

Build Benefit Reconciliation Reporting Table


Overview: The Benefit Reconciliation Report Build process extracts benefit liability accruals and payments into two temporary tables from the PERS_SERV_BOR table. Queries and reports have been created to give institutions quick access to identify and correct differences between benefit enrollment and payroll deductions. Institutions should run the process after all payroll related accounting transactions have been processed each month. In the event an institution is behind in reconciling, multiple months may be reconciled at one time.

Prerequisites: Payroll to GL interfaces for reconciling month are complete.

Prerequisites: Benefit Accounting processes for reconciling month are complete.

Procedure

The steps required to build the Benefit Reporting Table are:


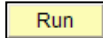
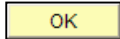
Step	Action
1.	Navigate to BOR Menu > BOR Payroll > Benefit Reconciliation > Benefit Accounting > Benefit Processes > Create Benefit Reporting Table
2.	Click the Add a New Value tab to create a new Run Control ID.
3.	Enter " create_reporting_table " in the Run Control ID field.
4.	Click the Add button. 



Create Benefit Reporting Table

Run Control ID:


[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
5.	Enter the institution business in the Business Unit field.
6.	The begin and end dates filter the payroll transaction activity extracted from PERS_SERV_BOR. Logically, the begin date should be the first day of an accounting period and the end date should be the last day of an accounting period. Note: Institutions have the ability to reconcile multiple months of data at one time; however it is recommended institutions reconcile monthly.
7.	Enter the first day of the reconciling month in the Begin Date field.
8.	Enter the last day of the reconciling month in the End Date field.
9.	Click the Save button. 
10.	Click the Run button. 
11.	Click the OK button. 

Favorites ▾ Main Menu ▾ > BOR Menus ▾ > BOR Payroll ▾ > Benefit Reconciliation ▾ > Benefit Accounting ▾ > Benefit Processes ▾ > Create Benefit Reporting Table

ORACLE

Create Benefit Reporting Table




Run Control ID create_reporting_table Report Manager Process Monitor 

Processing Parameters

Business Unit Georgia Perimeter College

Begin Date

End Date

Step	Action
12.	Click the Process Monitor link. Process Monitor
13.	Note: This process can complete with a Warning status. The warning status indicates there are variances in the reconciling process. These errors are reported in the reconciliation queries and reports.

[Favorites](#) > [Main Menu](#) > [BOR Menus](#) > [BOR Payroll](#) > [Benefit Reconciliation](#) > [Benefit Accounting](#) > [Benefit Processes](#) > [Create Benefit Reporting Table](#) > [Process Monitor](#)



[Process List](#) | [Server List](#)

View Process Request For

User ID Type Last Days Refresh

Server Name Instance to

Run Status Distribution Status Save On Refresh

Process List Personalize | Find | View All | First 1-4 of 4 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6387578		Application Engine	BOR_CESRECN	OIITMCCARLEY	02/02/2015 2:30:56PM EST	Warning	Posted	Details
<input type="checkbox"/>	6387577		Application Engine	BOR_CESACCT	OIITMCCARLEY	02/02/2015 2:07:27PM EST	Success	Posted	Details
<input type="checkbox"/>	6387576		Application Engine	BOR_CESACCT	OIITMCCARLEY	02/02/2015 12:09:52PM EST	Success	Posted	Details
<input type="checkbox"/>	6387575		Application Engine	BOR_CESACCT	OIITMCCARLEY	02/02/2015 12:04:04PM EST	Warning	Posted	Details

[Go back to Create Benefit Reporting Table](#)

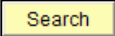
[Process List](#) | [Server List](#)

Benefit Plan – Deduction Code Mapping

Overview: The Benefit Plan to Deduction Code Mapping allows institutions to view/add or delete benefit plan ID’s and their associated deduction codes.

Procedure

The steps required to view/add or delete benefit plan ID’s are:

Step	Action
1.	Navigate to BOR Menus > BOR Payroll > Benefit Reconciliation > Benefit Accounting > Benefit Processes > Benefit Plan – Deduct Code Map
2.	Enter the Benefit Plan ID in the Benefit Plan ID field.
3.	Click the Search button. 

Favorites ▾ | Main Menu ▾ > BOR Menus ▾ > BOR Payroll ▾ > Benefit Reconciliation ▾ > Benefit Accounting ▾ > Benefit Processes ▾ > Benefit Plan - Deduct Code Map

ORACLE

Benefit Plan - Deduct Code Map

Enter any information you have and click Search. Leave fields blank for a list of all values.


Find an Existing Value | Add a New Value

▼ Search Criteria



Benefit Plan ID: begins with ▾ B014

Description: begins with ▾

Case Sensitive

Search | Clear | Basic Search  Save Search Criteria

Find an Existing Value | Add a New Value


Step	Action
1.	Click the Add a new row button at row 1. 
2.	Enter Deduction Code in the Deduction Code Field.
3.	The exclude check box will exclude this row from the benefits reconciliation process (not recommended).
4.	Select the appropriate tax code from the drop down box in the Taxable Code field.
5.	Select the appropriate benefit type from the drop down box in the Benefit Type field.
6.	Enter the appropriate benefit option based on the Benefit Plan ID in the Benefit Option field.
7.	Click the Save button. 




[Favorites](#) > [Main Menu](#) > [BOR Menus](#) > [BOR Payroll](#) > [Benefit Reconciliation](#) > [Benefit Accounting](#) > [Benefit Processes](#) > [Benefit Plan - Deduct Code Map](#)


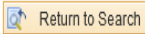

ORACLE


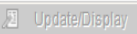
Benefit Plan - Deduct Code Map

Benefit Plan ID: B014 *Description:

Personalize | Find | View All |  First 1 of 1 Last

*Deduction Code		Exclude	*Taxable Code	*Benefit Type	*Benefit Option	
1	00BLIA  Minnesota Basic Life-After Tax	<input type="checkbox"/>	Non Tax	LIF - Life Insurance	10	 

 Save
  Return to Search
  Notify

 Add
  Update/Display



Benefit Plan - Deduct Code Map

Benefit Plan IDB014 *Description

Personalize Find View All First 1-2 of 2 Last						
*Deduction Code		Exclude	*Taxable Code	*Benefit Type	*Benefit Option	
1	00BLIA	Minnesota Basic Life-After Tax	<input type="checkbox"/>	Non Tax ▾	LIF - Life Insurance ▾	10
2	<input type="text"/>		<input type="checkbox"/>	▾	▾	

Save Return to Search Notify

Add Update/Display

Benefit Inquiry/Reports

Reconciliation queries and reports have been developed to assist institutions with benefit reconciliation and variance correction. The queries and reports may be run after the Benefit Accounting processes are completed and the Create Benefit Reporting table is run.

Benefit Recon Errors (Aug – May) query

Overview: The Benefit Recon Errors (Aug-May) query displays employees, deduction codes and amounts where the payroll liability accrual is not equal to the benefit premium payment. For each variance an institution will have to determine what adjustments will be required to zero out the variance. In most instances, a pay line adjustment or an online payroll adjustment entry will be required.


The query output will not include variances for faculty members for the months of June and July as their benefits were accrued during the January to May timeframe. Not all reconciling items will be displayed in this query. If faculty members transfers or terminate during the June and July timeframe, manual adjustments may be required.

Prerequisite: Create Benefit Accounting Entries to completion

Prerequisite: Create Benefit Reporting Table to success

Procedure

The steps required to initiate the Benefit Recon Errors (Aug to May) query are:

Step	Action
1.	Navigate to BOR Menu > BOR Payroll > Benefit Reconciliation > Benefit Accounting > Benefit Inquiry/Reports > Benefit Recon Errors (Aug-May)
2.	Enter the institution business unit in the Business Unit field.
3.	Click the View Results button. 
4.	Review the results and/or download to Excel to begin the reconciliation process.



The screenshot shows the Oracle HR system interface. The breadcrumb navigation path is: Favorites > Main Menu > BOR Menu > BOR Payroll > Benefit Reconciliation > Benefit Accounting > Benefit Inquiry/Reports > Benefit Recon Errors (Aug-May). The Oracle logo is visible. Below the logo, the page title is "BOR_ADP_CES_RECERR - Benefit Recon Errors (Aug-May)". There is a "Business Unit" field with the value "88000" and a search icon. A "View Results" button is present. Below the button is a table header with columns: Unit, ID, Name, Account, Fund, Deduction Code, and Sum Amount.



BOR_ADP_CES_RECERR - Benefit Recon Errors (Aug-May)

Business Unit:

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(3 kb\)](#)

[View All](#)

First 1-9 of 9 Last

	Unit	ID	Name	Account	Fund	Deduction Code	Sum Amount	User	Begin Date	End Date
1	88000			235951	62000	00BLIA	5.740	RHONDA	10/01/2014	10/31/2014
2	88000			226952	62000	00CLFA	1.500	RHONDA	10/01/2014	10/31/2014
3	88000			226953	62000	00SELA	3.490	RHONDA	10/01/2014	10/31/2014
4	88000			226972	62000	00DDBB	79.380	RHONDA	10/01/2014	10/31/2014
5	88000			226974	62000	00LTDA	7.840	RHONDA	10/01/2014	10/31/2014
6	88000			226977	62000	00STDA	14.110	RHONDA	10/01/2014	10/31/2014
7	88000			226952	62000	00CLFA	-1.500	RHONDA	10/01/2014	10/31/2014
8	88000			235951	62000	00BLIA	11.480	RHONDA	10/01/2014	10/31/2014
9	88000			235951	62000	00BLIA	11.480	RHONDA	10/01/2014	10/31/2014

Benefit Reconciliation Detail Query


Overview: The Benefit Reconciliation Detail query displays employees, deduction codes and amounts for all payroll accruals and benefit premium payments for a given time frame. Institutions are encouraged to utilize this query in conjunction with Microsoft Excel pivot tables in order to perform interactive reconciliation activities. In most instances, when variances are discovered, a pay line adjustment or online payroll adjustment entry will be required.

Prerequisite: Create Benefit Accounting Entries to completion

Prerequisite: Create Benefit Reporting Table to success

Procedure

The steps required to run the Benefit Reconciliation Detail query are:

Step	Action
1.	Navigate to BOR Menu > BOR Payroll > Benefit Reconciliation > Benefit Accounting > Benefit Inquiry/Reports > Benefit Reconciliation Detail
2.	Enter the institution business unit in the Business Unit field.
3.	Enter "%" (wildcard) in the EmplID field. This query supports wildcarding. If an institution desires the detail for all employees, enter % in the EMPL ID field. Note: Larger institutions may have to use the schedule query function as the detail output can produce a large number of rows.
4.	Click the View Results button. 
5.	Click the Excel Spreadsheet link.



BOR_ADP_CES_RECON - Benefit Reconciliation Detail

Business Unit:

Empl ID:

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1434 kb)

[View All](#)

First 1-100 of 2214 Last

	Unit	ID	Name	Account	Fund	Total Amount	Deduction Code	Prorated Amount (7/5)	Group	Journal ID	Date	Descr	Description	Trans Type	Run User ID	Run Begin Date	Run End Date	Run Date Time
1	71000			226910	62000	-205.000	00BCHC	-205.000	71H		09/05/2014	9/14 - Sept 5, 2014 - BW1	epgh001	PIEX	OITMCCARLEY	09/01/2014	09/30/2014	02/02/2015 2:31:13PM
2	71000			226972	62000	-49.050	00DDHB	-49.050	71H		09/05/2014	9/14 - Sept 5, 2014 - BW1	epgh001	PIEX	OITMCCARLEY	09/01/2014	09/30/2014	02/02/2015 2:31:13PM
3	71000			226977	62000	-5.190	00STDA	-5.190	71H		09/05/2014	9/14 - Sept 5, 2014 - BW1	epgh001	PIEX	OITMCCARLEY	09/01/2014	09/30/2014	02/02/2015 2:31:13PM
4	71000			226978	62000	-9.420	00VSNB	-9.420	71H		09/05/2014	9/14 - Sept 5, 2014 - BW1	epgh001	PIEX	OITMCCARLEY	09/01/2014	09/30/2014	02/02/2015 2:31:13PM

Benefit Premium Recon Report

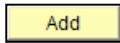
Overview: The Benefit Premium Recon Report is used by institutions to identify differences between payroll withholdings and benefit premium payments. The report allows institutions to run for a specific deduction code or all deduction codes. Additionally, users can specify an option to only see instances where the withholding does not equal the payment.

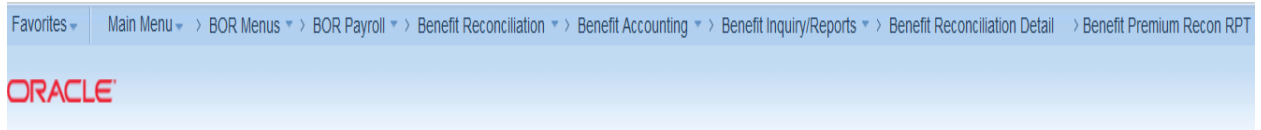
Prerequisite: Create Benefit Accounting Entries to completion

Prerequisite: Create Benefit Reporting Table to success

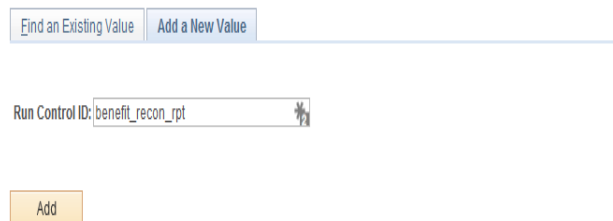
Procedure

The steps required to execute the Benefit Premium Reconciliation Report (full detail) are:

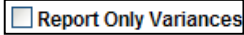

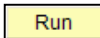
Step	Action
1.	Navigate to BOR Menus > BOR Payroll > Benefit Reconciliation > Benefit Accounting > Benefit Inquiry/Reports > Benefit Premium Recon RPT
2.	Click the Add a New Value tab.
3.	Enter " benefit_recon_rpt " in the Run Control ID field.
4.	Click the Add button. 



Benefit Premium Recon RPT



Find an Existing Value | Add a New Value

Step	Action
5.	Enter the institution business unit in the Business Unit field.
6.	<p>Note: Users are not required to enter a deduction code. If the field is left blank, the report will be executed for all deduction codes.</p> <p>Note: The Reporting Begin and End Dates are populated based on the Create Benefit Reporting Table dates.</p>
7.	Click the Report Only Variances checkbox. 
8.	Click the Save button. 
9.	Click the Run button. 
10.	Report in PDF format is generated in the Process Monitor

[Favorites](#) > [Main Menu](#) > [BOR Menus](#) > [BOR Payroll](#) > [Benefit Reconciliation](#) > [Benefit Accounting](#) > [Benefit Inquiry/Reports](#) > [Benefit Premium Recon RPT](#)

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Run Benefit Premium Reconciliation Report

Run Control ID: benefit_recon_rpt Report Manager Process Monitor **Run**

Processing Parameters

Business Unit: South Georgia State College

Deduction Code:



Report Only Variances



Report Option

Detail
 Benefit Plan
 Employee Status

Reporting Data

Begin Date	10/01/2014	End Date	10/31/2014
------------	------------	----------	------------


Faculty Pay Group Members Query

Overview: The Faculty Pay Group Members query is populated when the Create Benefit Accounting Entries process is executed. The query lists the employees that make up the Faculty pay group for an institution. The list of employees is assembled based on the employees who exist in the PERS_SERV_BOR table for the month the Create Benefit Accounting Entries is run. The query should be used to validate reconciliation issues stemming from the 7/5th's benefit proration during the months of January to May.

Prerequisite: Create Benefit Accounting Entries

Procedure

The steps required to execute the Faculty Pay Group Members query are:

Step	Action
1.	Navigate to BOR Menus > BOR Payroll > Benefit Reconciliation > Benefit Accounting > Benefit Inquiry/Reports > Faculty Pay Group Members
2.	Enter the institutional business unit in the Business Unit field.
3.	Click the View Results button. 
4.	Note: This data is based on the Create Benefit Accounting Entries data and not the pay group field from job data.

Favorites ▾ Main Menu ▾ > BOR Menus ▾ > BOR Payroll ▾ > Benefit Reconciliation ▾ > Benefit Accounting ▾ > Benefit Inquiry/Reports ▾ > Faculty Pay Group Members

ORACLE

BOR_ADP_CES_FACULTY - Faculty Pay Group Members

Business Unit: 

	Unit	ID	Name
--	------	----	------

7/5ths Reconciliation Jan-Jul Query

Overview: 7/5ths Reconciliation Jan-Jul query lists the employees that are in Pay Groups “F”, “J” and “X” for an institution. The query will sum each month’s payroll deductions (shown as negative amounts) and premium amounts (shown as positive amounts) processed in the Benefit Accounting process then show the sum net total by adding all premium amounts less the payroll deductions. This sum net total will provide the outstanding balance amount as of the date the Create Benefit Reporting Table process has been run. The query may be used to validate reconciliation issues stemming from the 7/5th’s benefit proration during the months of January to May.

Prerequisite: Create Benefit Accounting Entries completion

Prerequisite: Create Benefit Reporting Table completion

Procedure


The steps required to execute the 7/5ths Reconciliation Jan-Jul query are:

Step	Action
1.	Navigate to BOR Menu > BOR Payroll > Benefit Reconciliation > Benefit Accounting > Benefit Inquiry/Reports > 7/5ths Reconciliation Jan-Jul query
2.	Enter the institutional business unit in the Business Unit field.
3.	Enter the calendar year in the Year field.
4.	Click the View Results button.

Favorites ▾ Main Menu ▾ BOR Menu ▾ BOR Payroll ▾ Benefit Reconciliation ▾ Benefit Accounting ▾ Benefit Inquiry/Reports ▾ 7/5ths Reconciliation Jan-Jul Home Worklist

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BOR_ADP_7_5THS_RECON_JAN_JULY - 7/5ths Reconciliation Jan-Jul

Business Unit: 

Year:

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(725 kb\)](#)

View All First 1-100 of 640 Last


Unit	ID	Name	Deduction Code	Account	Jan Payroll	Jan CES	Feb Payroll	Feb CES	Mar Payroll	Mar CES	Apr Payroll	Apr CES	May Payroll	May CES	Jun Payroll	Jun CES	Jul Payroll	Jul CES	Outstanding Balance
1	42000		00DENT	226961	-86.320	61.660	-86.320	61.660	-86.320	61.660	-86.320	61.660	-86.320	61.660	0.000	61.660	0.000	61.660	0.020
2	42000		00DLJF	226952	-6.580	4.700	-6.580	4.700	-6.580	4.700	-6.580	4.700	-6.580	4.700	0.000	4.700	0.000	4.700	0.000
3	42000		00PALB	226903	-252.000	180.000	-252.000	180.000	-252.000	180.000	-252.000	180.000	-252.000	180.000	0.000	180.000	0.000	180.000	0.000
4	42000		00PALB	235903	-586.600	419.000	-586.600	419.000	-586.600	419.000	-586.600	419.000	-586.600	419.000	0.000	419.000	0.000	419.000	0.000
5	42000		00RGLA	235951	-16.910	12.080	-16.910	12.080	-16.910	12.080	-16.910	12.080	-16.910	12.080	0.000	12.080	0.000	12.080	0.010
6	42000		00SLBR	226953	-137.980	98.560	-137.980	98.560	-137.980	98.560	-137.980	98.560	-137.980	98.560	0.000	98.560	0.000	98.560	0.020
7	42000		42LTR	226975	-30.130	21.520	-30.130	21.520	-30.130	21.520	-30.130	21.520	-30.130	21.520	0.000	21.520	0.000	21.520	-0.010
8	42000		42STD	226976	-33.730	24.090	-33.730	24.090	-33.730	24.090	-33.730	24.090	-33.730	24.090	0.000	24.090	0.000	24.090	-0.020
9	42000		42VSB	226978	-15.850	11.320	-15.850	11.320	-15.850	11.320	-15.850	11.320	-15.850	11.320	0.000	11.320	0.000	11.320	-0.010

Benefit Deduction Code Mapping Query

Overview: The Benefit Deduction Code Mapping query provides a complete mapping list of benefit plans, liability accounts, plan ID's and associated deduction codes. The query will be useful in providing a complete mapping listing to aide in entering deduction codes for error correction.

Procedure

The steps required to run the Benefit Deduction Code Mapping query are:

Step	Action
1.	Navigate to BOR Menus > BOR Payroll > Benefit Reconciliation > Benefit Accounting > Benefit Inquiry/Reports > Benefit Deduction Code Mapping query
2.	Enter the deduction code in the Deduction Code field. Note: Query lists all Benefit Deduction Code Mapping with the associated data fields by using the (%) wild card
3.	Click the View Results button. 


Favorites ▾ Main Menu ▾ > BOR Menus ▾ > BOR Payroll ▾ > Benefit Reconciliation ▾ > Benefit Accounting ▾ > Benefit Inquiry/Reports ▾ > Benefit Deduction Code Mapping

Home | W

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BOR_ADP_CES_DEDUCT_MAP - Benefit Deduction Code Mapping

DEDCD(Put % to select all):



Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(279 kb\)](#)

View All First 1-100 of 1111

	Plan Typ	DEDCD	Descr	DED_CLASS	Expense Acct	Liability Acct	CES Plan	Exclude
1	00	004AUP	Amer Assoc of Univ Professors	A		22892182000		
2	00	00ACTR	Accounts Receivable	A		22892062000		
3	00	004DEA	Minnesota Life AD&D	A		22695362000	1008	N
4	00	004DEA	Minnesota Life AD&D	A		22695362000	1008	N
5	00	004ADM	AD&D - MeLife	A		22630262000		

Account Progression Report

Overview: The Account Progression Report is an online query that provides detail journal line data for a requested account and date range in a meaningful format, rather than the standard General Ledger Activity reports. The Account Progression Report provides access to journal data that may not be available to users via alternate menus. The data contained in the report is taken from the PERS_SERV_BOR table based on the Benefit Accounting processes completion. The report may be used to assist users in identifying variances in an account or as supporting documentation for the reconciliation processes.

Procedure

The steps required to execute the Account Progression Report are:

Step	Action
1.	Navigate to BOR Menus > BOR Payroll > Benefit Reconciliation > Benefit Accounting > Benefit Inquiry/Reports > Account Progression Report
2.	Enter the business unit in the Business Unit field.
3.	Enter the first account of your range of accounts in the From Account field.
4.	Enter the last account of your range of accounts in the To Account field.
5.	Enter the earliest date of your date range in the From Date field.
6.	Enter the last date of your date range in the To Date field.
7.	Click the View Results button.

[Favorites](#) > [Main Menu](#) > [BOR Menus](#) > [BOR Payroll](#) > [Benefit Reconciliation](#) > [Benefit Accounting](#) > [Benefit Inquiry/Reports](#) > [Account Progression Report](#)

[Home](#) | [Work](#)

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BOR_ACCOUNT_PROGRESSION - Account Progression Report

Business Unit:

From Account:

To Account:

From Date:

To Date:

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (69 kb)

[View All](#)

First 1-100 of 140 Last

	Trans Type	Unit	Pay Run ID	ID	Name	Pool ID	Payroll Distrib	Account	Dept	Fund	Class	Program	Project	Bud Ref	Group	trim(SUBSTR(A.ETO_INJ_BOR,1,6	Expended	Date	Journal ID	Line #
1	EED	42000	CES			A		226903	62000					2014	42F	00PALB	180.00	04/30/2014	CES1060845	1
2	EED	42000	CES			A		226903	62000					2014	CES	00PALB	377.00	04/30/2014	CES1060845	1
3	EED	42000	CES			A		226903	62000					2014	CES	00PALB	180.00	04/30/2014	CES1060845	1
4	EED	42000	CES			A		226903	62000					2014	CES	00PALB	50.00	04/30/2014	CES1060845	1
5	EED	42000	CES			A		226903	62000					2014	CES	00PALB	180.00	04/30/2014	CES1060845	1
6	EED	42000	CES			A		226903	62000					2014	42F	00PALB	50.00	04/30/2014	CES1060845	1

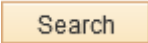
Benefit Elections Inquiry

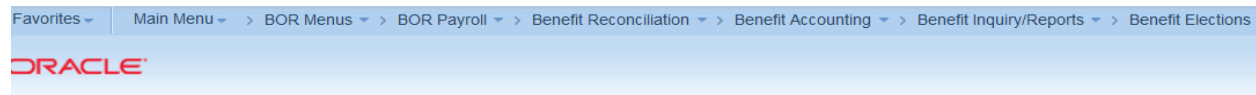
Overview: The Benefit Elections inquiry screen is a view of the EV5 Winflex table. The data in the screen gets refreshed daily at 5:00AM from the ADP Reporting System. Institutions may utilize the component to determine the benefit enrollment for an individual when Benefit Accounting Entry errors occur. Additionally, they can investigate reconciliation issues.

Prerequisites: None

Procedure

The steps required to view the Benefit Elections component are:

Step	Action
1.	Navigate to BOR Menu > BOR Payroll > Benefit Reconciliation > Benefit Accounting > Benefit Inquiry/Reports > Benefit Elections
2.	Enter the Empl ID in the Empl ID field.
3.	Click the Search button. 
4.	Select the appropriate benefit effective date to view employee's benefit elections.



Benefit Elections

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID:

Calendar Year:

Effective Date:

Name:

Case Sensitive

Search Results

View All First 1-4 of 4 Last

Empl ID	Name	Calendar Year	Effective Date
2014			11/10/2014
2014			07/07/2014
2014			01/06/2014
2014			01/03/2014





Benefit Elections by Employee


Employee

Benefit Year 2014

Effective Date 01/03/2014

[Personalize](#) | [Find](#) |  |  | [First](#) | [1-7 of 7](#) | [Last](#)

	Deduction Code	Benefit Option	Employee Amount	Employer Amount	Coverage Begin Date	Coverage End Date	Coverage Level	Coverage Amount
1	00DDHB	Delta DTL High Opt	30.66	0.00	01/01/2014	12/31/2014	Employee Only	0.00
2	00FSAM	Contributing	100.00	0.00	01/01/2014	12/31/2014		0.00
3	00BLIA	Minn LIF w/AD&D	0.00	11.48	01/01/2014	10/31/2014		25,000.00
4	00LTDA	MetLife LTD	10.52	0.00	01/01/2014	12/31/2014		2,817.70
5	00PALB	BCBS Open Access POS	180.00	433.00	01/01/2014	12/31/2014	Employee Only	0.00
6	00SELA	Minn SEL w/AD&D-2x	43.78	0.00	01/01/2014	12/31/2014		114,000.00
7	00STDA	MetLife STD	18.92	0.00	01/01/2014	12/31/2014		650.24

 Save |
  Return to Search |
  Previous in List |
  Next in List

Benefit Detail Transaction Query

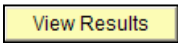
Overview: The Benefit Detail Transactions query provides a listing of the data lines loaded by the Benefit Table Load process which contains benefit enrollment data and associated costs. This query is utilized by institutional users who do not have ready access to the data from the source payroll system and/or the data dump file.

Prerequisite: Create Benefit Accounting Entries completion

Prerequisite: Create Benefit Reporting Table completion

Procedure

The steps required to execute the Benefit Detail Transaction query are:

Step	Action
1.	Navigate to BOR Menu > BOR Payroll > Benefit Reconciliation > Benefit Accounting > Benefit Inquiry/Reports > Benefit Detail Transactions
3.	Enter the Empl ID in the Empl ID field. Note: Query lists all Empl ID's when using the (%) wild card
4.	Enter the first day of reporting month in the Benefit Month Begin Date field.
5.	Click the View Results button. 



BOR_AD_P_CES_DTL - Benefit Detail Transactions

Business Unit: 
 Empl ID:
 Benefit Month Begin Date: 

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (3 kb)

[View All](#)

First  1-7 of 7  Last

ID	Lastname	Firstname	Empl Status	Unit ID	Year	Plan ID	Descr	Coverage Period	Coverage Run Dt	Coverage Term	Org Code	Tier Status	Coverage Amt	Employee Contri	Employer Contri	Total Transacti	Trans Code	Manual Transact
1		A	71A	2014	B014	Minnesota Basic Life w/AD&D	05/01/2014	05/01/2014	0	0	25000	0.00	11.48	11.48	N			
2		A	71A	2014	D023	Delta Dental High Option	05/01/2014	05/01/2014	0	1	0	30.66	0.00	30.66	N			
3		A	71A	2014	H031	BCBSGA PPO Alt	05/01/2014	05/01/2014	0	1	0	180.00	433.00	613.00	N			
4		A	71A	2014	L043	MetLife Long Term Disability	05/01/2014	05/01/2014	0	0	4696	10.52	0.00	10.52	N			
5		A	71A	2014	N045	Minnesota SEL w/AD&D-2x SAL	05/01/2014	05/01/2014	0	0	114000	43.78	0.00	43.78	N			
6		A	71A	2014	S054	MetLife Short Term Disability	05/01/2014	05/01/2014	0	0	650	18.92	0.00	18.92	N			
7		A	71A	2014	Z001		05/01/2014	05/01/2014	0	1	0	0.00	0.00	0.00	N			

RETIREE BENEFIT ACCOUNTING

Retiree Benefit Processes

Retiree Benefit Accounting in PS Financials includes the creation of accounting entries for retirees, COBRA participants and employees on Leave of Absence (LOA) with benefits. Retiree Benefit Accounting is used to process non-active employee data from the Carrier Enrollment Services “data dump” transactions. The employer costs will be entered as expenses and the employee costs from the file will be entered as receivables. Monthly, the Shared Services Center will receive the transaction detail file from ADP and ITS will load data into the PeopleSoft Benefit Reconciliation environment. Once the file is loaded institutions are notified that accounting entry creation and reconciliation may begin.

Create Retiree Benefit Accounting Entries

Overview: The Create Retiree Benefit Accounting Entries process is used to generate liability relief journal entries from the Carrier Enrollment Services “data dump” transactions for non-active participants.

The Retiree Benefit Accounting line process (BOR_RETACCT) will generate accounting entries in the PERS_SERV_BOR and HR_ACCTG_LINE tables that can be processed by PeopleSoft Financials and brought into the General Ledger. Additionally, the process will cross walk benefit plans to payroll deduction codes so that all liability and cash disbursement transactions can be tracked at a participant/deduction code level. The expense distribution is based on the job earnings distribution for the participant. In the event a cross walk does not exist, the process will allow users to correct errors prior to populating the accounting lines, insuring the accounting entry detail reconciles back to the data source.

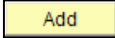
The following steps outline the process required to load Retiree Benefits Accounting Lines

- 1) Load and Validate the Retiree Benefits Accounting Lines
- 2) Correct RET Errors
- 3) Load Error Corrections
- 4) Download the BANNER SLOA file for employees on Leave of Absence (LOA)
- 5) Journal Generate, Edit, Budget Check and Post Retiree Benefits Accounting Lines

Prerequisite: Receive Data Dump Load Notification


Procedure

The steps required to Create Retiree Benefit Accounting Entries are:



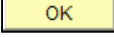

Step	Action
1.	Navigate to BOR Menus > BOR Payroll > Benefit Reconciliation > Retiree Benefit Accounting > Retiree Benefit Processes > Create Retiree Benefit Acctg
2.	Click the Add a New Value tab to create a new Run Control ID.
3.	Enter " create_retiree_acctg " in the Run Control ID field.
4.	Click the Add button. 



Create Retiree Benefit Acctg

Run Control ID: 

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
5.	Enter the institution business unit in the Business Unit field.
6.	<p>Enter the date in the Accounting Date field. Normally, this date would be the last day of the month for which the benefits were accrued.</p> <p>Once the accounting date is populated, the fiscal year, accounting period and calendar year will auto-populate.</p> <p>Note: The accounting date will become the journal date in the ACTUALS ledger at the time this process is run. All retiree benefit reconciliation processes should be completed and journals posted before the accounting period is closed in order for accurate benefit reconciliation of GL accounts.</p>
7.	<p>Enter the appropriate account in the Cash Account field.</p> <p>Note: Best practice is to use the ADP Clearing-Benefits liability account 229900. Since the process is run in one accounting period and the benefits impound is in a subsequent accounting period, using the benefits liability account 229900 instead of institutional cash account reduces impact on bank reconciliation for the institution.</p>
8.	Distribute to GL check box is on . The Distribute to GL flag determines whether a transaction will be sent to the general ledger
9.	Process selection is " Load and Validate Accounting "
10.	<p>Click the Save button.</p> 
11.	<p>Click the Run button.</p> 
12.	<p>Click the OK button.</p> 
13.	<p>Click the Process Monitor link.</p> 



Create Retiree Benefit Accounting

Run Control ID create_retiree_acctg

Report Manager

Process Monitor

Run

Processing Parameters

Business Unit Georgia Perimeter College

Accounting Date

Account ADP Clearing - Benefits

Fiscal Year 2015 Period 4 Calendar Year 2014

Distribute to GL Generate Encumbrance Entries

Process

 Save  Notify

 Add  Update/Display

Step	Action
14.	Once the Process Monitor indicates the process is complete any mapping errors must be corrected before accounting entries may be created and journal generated.
15.	Review Log/Trace file to determine if any mapping errors exist and need correcting.

[Favorites](#) > [Main Menu](#) > [BOR Menus](#) > [BOR Payroll](#) > [Benefit Reconciliation](#) > [Retiree Benefit Accounting](#) > [Retiree Benefit Processes](#) > [Create Retiree Benefit Acctg](#) > [Process Monitor](#)

ORACLE

[Process List](#) | [Server List](#)

View Process Request For

User ID Type Days
 Server Name Instance to
 Run Status Distribution Status Save On Refresh

Process List Personalize | Find | View All |

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6387599		Application Engine	BOR_RETACCT	dhickey	02/03/2015 3:26:48PM EST	Success	Posted	Details

[Go back to Create Retiree Benefit Acctg](#)

Favorites ▾ Main Menu ▾ BOR Menus ▾ BOR Payroll ▾ Benefit Reconciliation ▾ Retiree Benefit Accounting ▾ Retiree Benefit Processes ▾ Create Retiree Benefit Acctg ▾ Process Monitor

ORACLE

Process List Server List

View Process Request For

User ID

Server

Run Status

Process List

Select Instance Seq. Process Type

6387599 Application E

Go back to Create Retiree Benefit A

Process List | Server List

Process Detail

Process

View Log/Trace

Report

Report ID: 5703247 Process Instance: 6387599 Message Log

Name: BOR_RETACCT Process Type: Application Engine

Run Status: Success

Retiree Billing Accounting

Distribution Details

Distribution Node: DNODE Expiration Date:

File List

Name	File Size (bytes)	Datetime Created
AE_BOR_RETACCT_6387599.stdout	610	02/03/2015 3:28:40.673796PM EST

Distribute To

Distribution ID Type	*Distribution ID
User	dhickey

PeopleTools 8.53.13 - Application Engine Server
 Copyright (c) 1988-2015 Oracle and/or its affiliates.
 All Rights Reserved

PSAESRV started service request at 15.27.09 2015-02-03

Loading temporary RET accounting line table: BOR_ADP_RET_TMP (99999,1)

Skipping - Loading end-user corrections (99999,1)

Skipping - Purging Temp, Error and Accounting Line Tables (99999,1)

Finalize Processing - Errors Exist - Complete Error Correction (99999,1)

RET Accounting Entry Process is complete (99999,1)

Application Engine program BOR_RETACCT ended normally

PSAESRV completed service request at 15.28.30 2015-02-03

Load Benefit Error Corrections

Overview: Once error correction is complete, the Create Retiree Benefit Accounting Entries process has to be executed again in order to load the error corrections. The Load Error Corrections process will extract corrected transactions from the BOR_ADP_CES_ERR table and insert them into the BOR_ADP_CES_TMP table. If all errors are corrected, PERS_SERV_BOR and HR_ACCTG_LINE will be populated with balanced accounting entries.

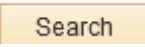

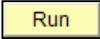
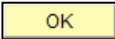
This process reviews the steps required to Load Benefit Error Corrections.

Prerequisite: Load / Validate Retiree Benefit Accounting Lines

Related Processes (1): Correct Retiree Benefit Errors

Procedure

This steps required to Load Retiree Error Corrections are:

Step	Action
1.	Navigate to BOR Menu > BOR Payroll > Benefit Reconciliation > Retiree Benefit Accounting > Retiree Benefit Processes > Create Retiree Benefit Acctg
2.	Enter " create_retiree_acctg " in the Run Control ID begins with field on the Find an Existing Value tab. Note: The Run Control ID begins with field may be left blank to search for all values.
3.	Click the Search button. 
4.	The Business Unit field should be pre-populated based on user security.
5.	The Accounting Date field should be pre-populated with the current benefit accounting entries load date.
6.	The Cash Account field should be pre-populated with the account used in the current benefit accounting load.
7.	Fiscal year, Period and Calendar year fields should be pre-populated from the current benefit accounting entries load date.
8.	Distribute to GL check box is checked on.
9.	Process selection is " Load Error Corrections ". Note: This should be pre-populated if all errors have been corrected.
10.	Click the Save button. 
11.	Click the Run button. 
12.	Click the OK button. 
13.	Click the Process Monitor link. Process Monitor
14.	To validate that the data successfully loaded run the Personal Services Detail query on appropriate date range and account range for current reconciling period. Select all or one EMPLID to validate data processed accurately. Use the wildcard R% for Transaction Type .



Create Retiree Benefit Accounting

Run Control ID create_retiree_acctg

[Report Manager](#)

[Process Monitor](#)

[Run](#)

Processing Parameters

Business Unit Georgia Perimeter College

Accounting Date

Account ADP Clearing - Benefits

Fiscal Year 2015 Period 4 Calendar Year 2014

Distribute to GL Generate Encumbrance Entries

Process

[Save](#)

[Return to Search](#)

[Previous in List](#)

[Next in List](#)

[Notify](#)

[Add](#)

[Update/Display](#)

ORACLE

[Process List](#) | [Server List](#)

View Process Request For

User ID Type Last Days

Server Name Instance to

Run Status Distribution Status Save On Refresh

Process List									
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6383353		Application Engine	BOR_RETACCT	OIITMCCARLEY	02/10/2015 3:47:07PM EST	Success	Posted	Details

[Go back to Create Retiree Benefit Acctg](#)

[Process List](#) | [Server List](#)

Step	Action
15.	Click in the Details column of the completed BOR_RETACCT process.
16.	Click on the View Log/Trace link.

Favorites ▾ Main Menu ▾ > BOR Menus ▾ > BOR Payroll ▾ > Benefit Reconciliation ▾ > Retiree Benefit Accounting ▾ > Retiree Benefit Process

ORACLE

Process List

View Process Request For

User ID Type Last 1 Days 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"/>	6383353		Application Engine	BOR_RETACCT	OIITMCCARLEY	02/10/2015 3:47:07PM EST	Success	Posted	Details

Process Detail Help

Process

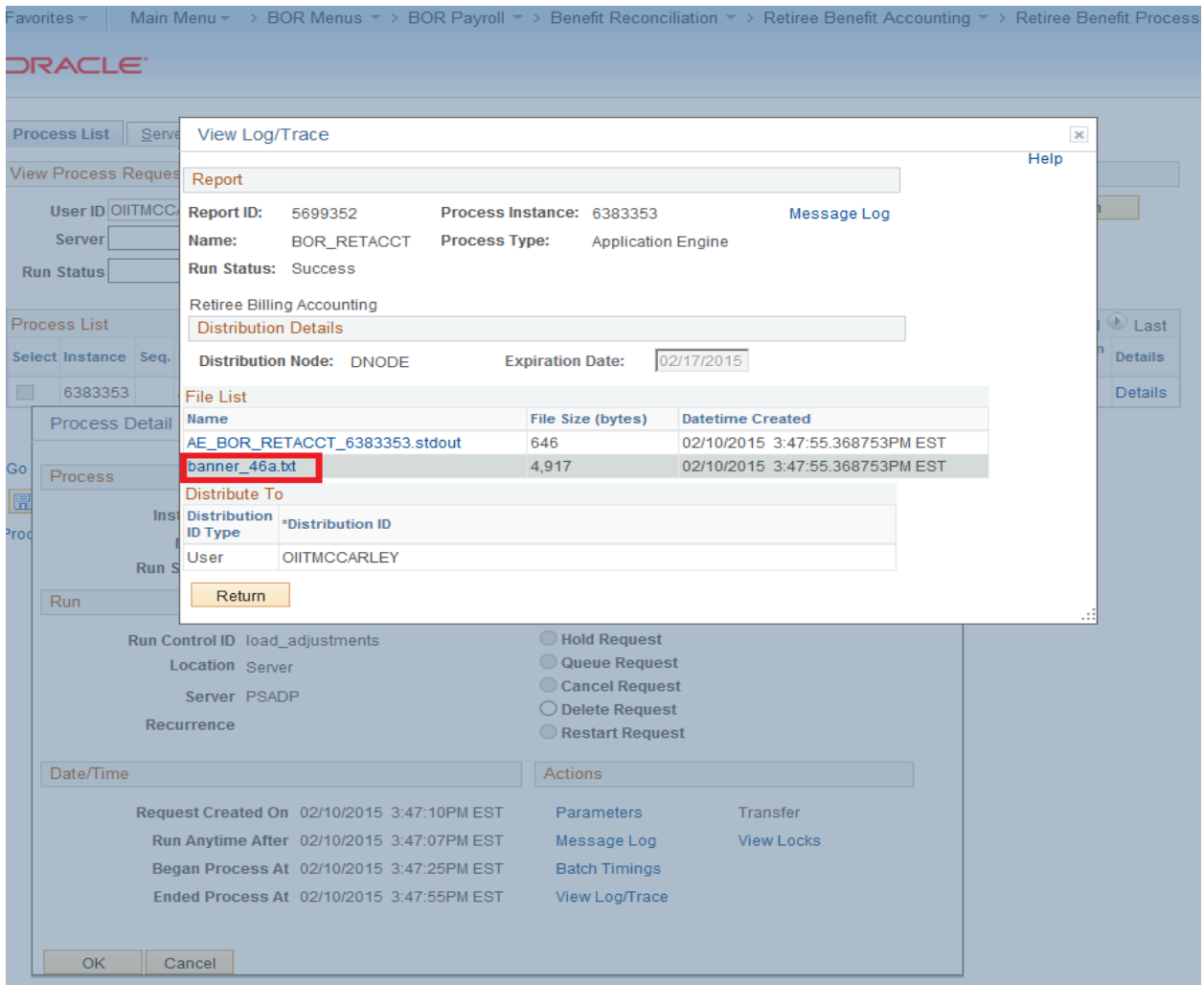
Instance 6383353 Type Application Engine
 Name BOR_RETACCT Description Retiree Billing Accounting
 Run Status Success Distribution Status Posted

Run Control ID load_adjustments Hold Request
 Location Server Queue Request
 Server PSADP Cancel Request
 Recurrence Delete Request
 Restart Request

Date/Time Actions

Request Created On 02/10/2015 3:47:10PM EST Parameters Transfer
 Run Anytime After 02/10/2015 3:47:07PM EST Message Log View Locks
 Began Process At 02/10/2015 3:47:25PM EST Batch Timings
 Ended Process At 02/10/2015 3:47:55PM EST View Log/Trace

Step	Action
17.	<p>A successful process creates a text file that contains benefits data for all employee status codes that are marked for EXPORT to BANNER in the Retirement Benefits Parameter page (Employees on Leave of Absence/LOA).</p> <p>Note: This is the file uploaded to Banner to create LOA receivable accounts and are billed manually by the institution</p>
18.	Right-click on the banner_46a.txt link to open menu



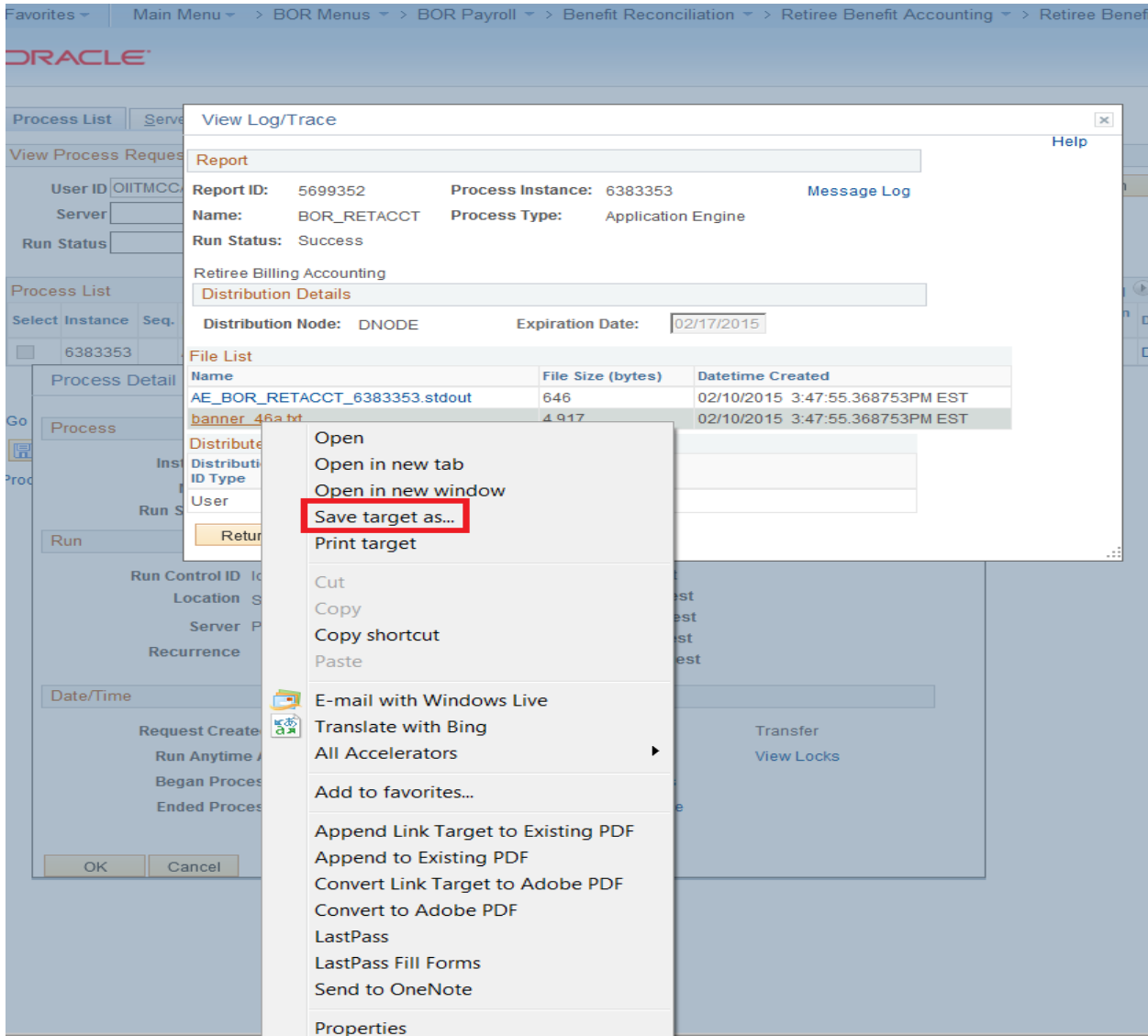
The screenshot shows the Oracle HRMS interface with a 'View Log/Trace' dialog box open. The dialog contains the following information:

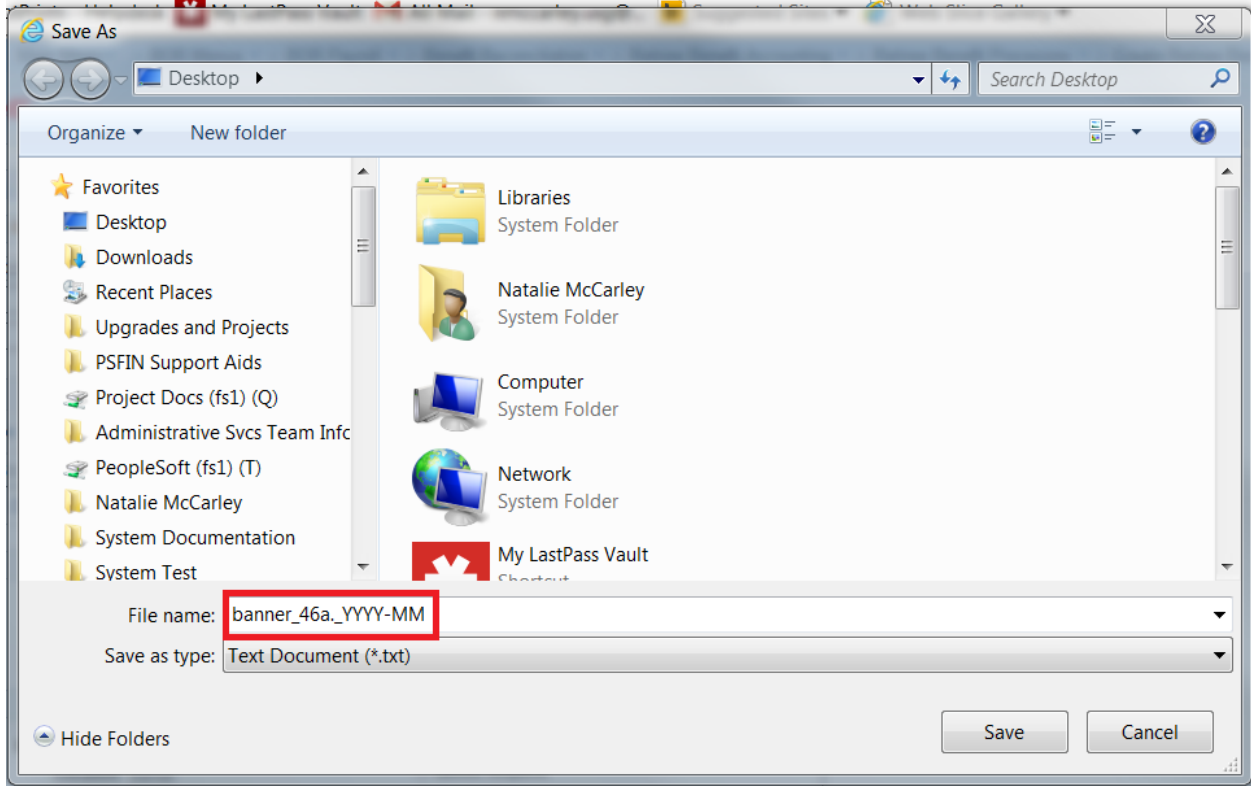
- Report:** Report ID: 5699352, Process Instance: 6383353, Message Log
- Name:** BOR_RETACCT, **Process Type:** Application Engine
- Run Status:** Success
- Retiree Billing Accounting:** Distribution Details
- Distribution Node:** DNODE, **Expiration Date:** 02/17/2015
- File List:**

Name	File Size (bytes)	Datetime Created
AE_BOR_RETACCT_6383353.stdout	646	02/10/2015 3:47:55.368753PM EST
banner_46a.txt	4,917	02/10/2015 3:47:55.368753PM EST
- Distribute To:** Distribution ID Type, *Distribution ID
- User:** OIITMCCARLEY

The background interface shows process details for instance 6383353, including run control ID, location, server, and recurrence information. There are also options to hold, queue, cancel, delete, or restart the request.

Step	Action
19.	<p>Click on Save Target As (new window will open). Save the Banner SLOA text file to your computer. This is the file uploaded to Banner to create LOA receivable accounts and are billed manually by the institution.</p> <p>Note: File may be renamed with unique value for retention purposes</p>





Purge Retiree Accounting Entries (optional)

Overview: In the event an institution needs to start the retiree accounting entry process over again, the Purge Retiree Accounting Line Creation process allows users to purge all transaction tables for a given business unit and accounting period.

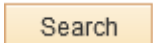
Prerequisite: Load / Validate Retiree Benefit Accounting Lines

Prerequisite: Retiree Benefit Error Correction

Prerequisite: Delete retiree benefit journal (if already created)

Procedure

The steps required to Purge Retiree Accounting are:

Step	Action
1.	Navigate to BOR Menus > BOR Payroll > Benefit Reconciliation > Retiree Benefit Accounting > Retiree Benefit Processes > Create Retiree Benefit Acctg
2.	Enter " create_retiree_acctg " in the Run Control ID begins with field on the Find an Existing Value tab. Note: The Run Control ID begins with field may be left blank to search for all values.
3.	Click the Search button. 



Create Retiree Benefit Acctg

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search by: Run Control ID begins with

Case Sensitive



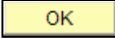
[Advanced Search](#)

Search Results

View All First 1-8 of 8 Last

Run Control ID	Language Code
JRNL_GEN_PDR_ENTRIES	English
Jrnl_Gen_Adjustments	English
build_retiree_aging_tbl	English
create_SUPPLPDR_entries	English
create_retiree_acctg	English
Jrnl_gen_retiree_benefits	English
load_adjustments	English
purge_benefit_acctg	English

[Find an Existing Value](#) |
 [Add a New Value](#)

Step	Action
4.	The Business Unit field should be pre-populated based on user security.
5.	The Accounting Date field should be pre-populated with the current benefit accounting entries load date.
6.	The Cash Account field should be pre-populated with the account used in the current benefit accounting load.
7.	Fiscal year, Period and Calendar year fields should be pre-populated from the current benefit accounting entries load date.
8.	Distribute to GL check box is checked on.
9.	Process selection is " Purge Accounting Entries ".
10.	Click the Save button. 
11.	Click the Run button. 
12.	Click the OK button. 
13.	Click the Process Monitor link. Process Monitor

[Favorites](#) > [Main Menu](#) > [BOR Menus](#) > [BOR Payroll](#) > [Benefit Reconciliation](#) > [Retiree Benefit Accounting](#) > [Retiree Benefit Processes](#) > [Create Retiree Benefit Acctg](#)

ORACLE

Create Retiree Benefit Accounting

Run Control ID `create_retiree_acctg` [Report Manager](#) [Process Monitor](#) [Run](#)

Processing Parameters

Business Unit Georgia Perimeter College

Accounting Date

Account ADP Clearing - Benefits

Fiscal Year 2015 Period 4 Calendar Year 2014

Distribute to GL Generate Encumbrance Entries

Process

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Step	Action
14.	Click on the Details link of the completed BOR_RETACCT process in the Process Monitor.

[Favorites](#) > [Main Menu](#) > [BOR Menus](#) > [BOR Payroll](#) > [Benefit Reconciliation](#) > [Retiree Benefit Accounting](#) > [Retiree Benefit Processes](#) > [Create Retiree Benefit Acctg](#) > [Process Monitor](#)



[Process List](#) | [Server List](#)

View Process Request For

User ID Type Last Days

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"/>	6383405		Application Engine	BOR_RETACCT	OITMCCARLEY	02/12/2015 11:18:18AM EST	Success	Posted	Details

[Go back to Create Retiree Benefit Acctg](#)

[Process List](#) | [Server List](#)

Step	Action
15.	Click on the Message Log link.

Favorites ▾ Main Menu ▾ BOR Menus ▾ BOR Payroll ▾ Benefit Reconciliation ▾ Retiree Benefit Accounting ▾ Retiree Benefit Processes ▾ Create Retiree Benefit Acctg ▾ Process Monitor

ORACLE

Process List Server List

View Process Request For

User ID OITMCCARLE Type [v] L

Server [v] Name [v]

Run Status [v] Distribution Status [v]

Process List

Select	Instance	Seq.	Process Type	Process Name	U
<input type="checkbox"/>	6383405		Application Engine	BOR_RETACCT	O

Go back to Create Retiree Benefit Acctg

Save Notify

Process List | Server List

Process Detail

Process

Instance 6383405 Type Application Engine

Name BOR_RETACCT Description Retiree Billing Accounting

Run Status Success Distribution Status Posted

Run Update Process

Run Control ID create_retiree_acctg

Location Server

Server PSADP

Recurrence

Hold Request
 Queue Request
 Cancel Request
 Delete Request
 Restart Request

Date/Time

Request Created On 02/12/2015 11:18:21AM EST

Run Anytime After 02/12/2015 11:18:18AM EST

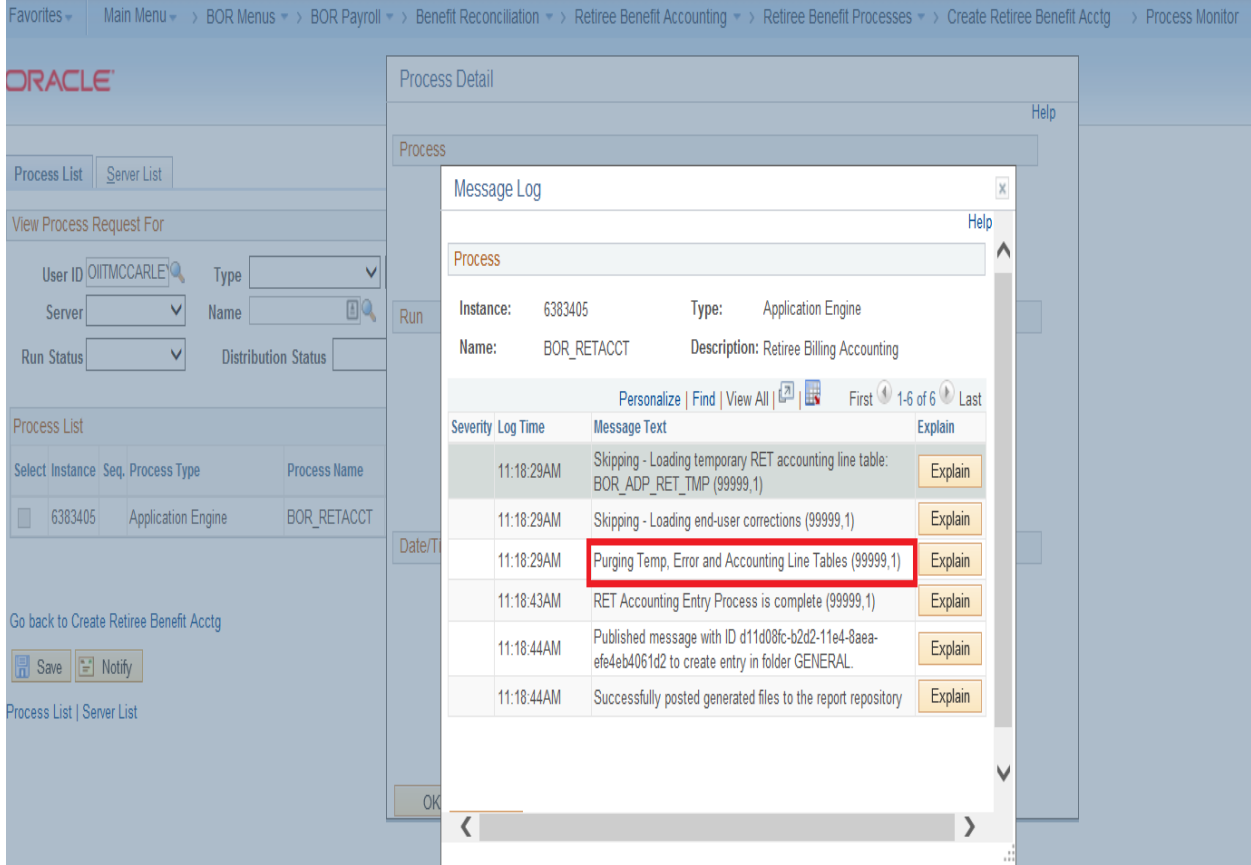
Began Process At 02/12/2015 11:18:29AM EST

Ended Process At 02/12/2015 11:18:44AM EST

[Parameters](#) [Transfer](#)
[Message Log](#) [View Locks](#)
[Batch Timings](#)
[View Log/Trace](#)

OK Cancel

Step	Action
16.	If Purge process is successful message log will indicate tables purged.



The screenshot shows the Oracle Process Monitor interface. A 'Message Log' window is open, displaying the following details:

- Process:** BOR_RETACCT
- Instance:** 6383405
- Type:** Application Engine
- Description:** Retiree Billing Accounting

The log table contains the following entries:

Severity	Log Time	Message Text	Explain
	11:18:29AM	Skipping - Loading temporary RET accounting line table: BOR_ADP_RET_TMP (99999,1)	Explain
	11:18:29AM	Skipping - Loading end-user corrections (99999,1)	Explain
	11:18:29AM	Purging Temp, Error and Accounting Line Tables (99999,1)	Explain
	11:18:43AM	RET Accounting Entry Process is complete (99999,1)	Explain
	11:18:44AM	Published message with ID d11d08fc-b2d2-11e4-8aea-efe4eb4061d2 to create entry in folder GENERAL.	Explain
	11:18:44AM	Successfully posted generated files to the report repository	Explain

Retiree Benefit Error Correction

Overview: The Retiree Benefit Error Correction component is used when an institution needs to correct invalid deduction codes, fund codes or account codes in the Retiree Benefit Process. Retiree Benefit Accounting errors typically occur during the mapping process from the benefit plan to the payroll deduction or when a match is not found for the retiree's (job) earnings distribution (JED). In most instances, the Retiree Accounting Entry process successfully completes the mapping activity, however, there may be instances when the benefit plan and deduction code mapping is incomplete or the benefit election table is out of sync with the benefits enrollment. In those instances, error correction is required in order to account for all retiree charges.

The mapping process logic is as follows:

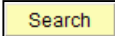


- 1) Select the payment made by benefit plan
- 2) Derive the deduction codes associated with the benefit plan
- 3) Review the benefit elections to determine what deduction code is associated with the employee
- 4) Review the deduction class table to determine the fund and account associated with the deduction code
- 5) Review the job earnings distribution to select the appropriate account code.

Once all errors have been corrected, the Create Retiree Benefit Accounting process must be executed again to load the corrections and generate the accounting entries in HR_ACCTG_LINE and PERS_SERV_BOR

Prerequisite: Create Retiree Benefit Accounting

Procedure

The steps required to correct Retiree Benefit Accounting Errors are:

Step	Action
1.	Navigate to BOR Menus > BOR Payroll >Benefit Reconciliation > Retiree Benefit Accounting > Retiree Benefit Process > Retiree Ben Error Correction.
2.	Enter the institution business unit in the Business Unit field.
3.	Click the Search button to view mapping errors. 
4.	In order to view deduction codes associated with benefit plans, Click the View Plan button. 
5.	A new window will open. Once the deduction code needed to correct the error has been obtained (copy/paste may be used), close the window to return to the retiree benefit error correction window.
6.	Once the deduction code has been entered in the Deduction Code field, PeopleCode will be executed to retrieve the fund code and the account value. Once populated, institutions have the ability to override the account value.
7.	If an institution is unsure of the correct deduction code to use, the benefit elections can also be displayed from the Benefit Acctg Error Correction component. In order to view benefit data, click the View Winflex button. A new window will open. Review the benefit election and determine the correct deduction code to use in the Benefit Acctg Error Correction component (copy/paste may be used). Close the window to return to the retiree benefit error correction window.
8.	If there is no account code populated in the Account Code field, click the View JED button. A new window will open and the job earnings distribution lookup will display the corresponding account code for the participant. You will have to review the value on the JED page and enter it as the account code (copy/paste may be used). Close the window to return to the retiree benefit error correction window. Note: Fund code, department, program code and class code are auto-populated based on the JED code.
9.	Repeat these steps until all errors are corrected. Note: In order for the Retiree Benefit Accounting Entries to be created, the Distribution Status should be None for all lines.
10.	Click on Save . 

Retiree Benefit Error Correction (before corrections)

Business Unit: 71000 Report ID: 000008358 Journal Date: 10/31/2014 User ID: dhokey

Line Number	Empl ID	Employee Status	View	Name	Benefit Plan ID	View Plan	Type	Deduction Code	Account Code	View JEID	*Account	Fund Code	Program Code	Class Field	Project	Description	DeptID	Monetary Amount	Coverage Period Date	Coverage Effective Date	Coverage Run Date	Distribution Status
1	785	Leave of Absence	Q		8014	Q	RB Employer Expense	00BLJA		Q	553201					Grp Life Ins-Basic Life-Regent		-11,480	08/01/2014	01/01/2014	10/01/2014	
2	786	Leave of Absence	Q		8014	Q	RB Employer Expense	00BLJA		Q	553201					Grp Life Ins-Basic Life-Regent		-11,480	08/01/2014	01/01/2014	10/01/2014	
3	790	Leave of Absence	Q		8014	Q	RB Employer Expense	00BLJA		Q	553201					Grp Life Ins-Basic Life-Regent		-11,480	07/01/2014	01/01/2014	10/01/2014	
4	789	Leave of Absence	Q		8014	Q	RB Employer Expense	00BLJA		Q	553201					Grp Life Ins-Basic Life-Regent		-11,480	08/01/2014	01/01/2014	10/01/2014	
5	792	Retiree Deceased	Q		8017	Q	RB Employer Expense	00BLJA		Q	553201					Grp Life Ins-Basic Life-Regent		11,140	09/01/2014	01/01/2014	10/01/2014	
6	794	Retiree	Q		8017	Q	RB Employer Expense	00BLJA		Q	553201					Grp Life Ins-Basic Life-Regent		-11,140	09/01/2014	01/01/2014	10/01/2014	
7	7	Cobra	Q		D023	Q	RB Employee Receivables				129230	82000				ADP AR - Cobra		30,880	10/01/2014	01/01/2014	10/01/2014	
8	11	Cobra	Q		D023	Q	RB Employee Receivables				129230	82000				ADP AR - Cobra		30,880	10/01/2014	08/01/2014	10/01/2014	
9	20	Cobra	Q		D023	Q	RB Employee Receivables				129230	82000				ADP AR - Cobra		30,880	10/01/2014	01/01/2014	10/01/2014	
10	788	Leave of Absence	Q		H006	Q	RB Employer Expense	00BCHC		Q	553111					Grp Hlth Ins - Blue Choice HMO		-341,000	07/01/2014	01/01/2011	10/01/2014	
11	787	Leave of Absence	Q		H006	Q	RB Employer Expense	00BCHC		Q	553111					Grp Hlth Ins - Blue Choice HMO		-341,000	08/01/2014	01/01/2011	10/01/2014	

Retiree Benefit Error Correction (after corrections)

Business Unit: 71000 Report ID: 000008358 Journal Date: 10/31/2014 User ID: dhokey

Line Number	Empl ID	Employee Status	View	Name	Benefit Plan ID	View Plan	Type	Deduction Code	Account Code	View JEID	*Account	Fund Code	Program Code	Class Field	Project	Description	DeptID	Monetary Amount	Coverage Period Date	Coverage Effective Date	Coverage Run Date	Distribution Status
1	785	Leave of Absence	Q		8014	Q	RB Employer Expense	00BLJA	717209301051	Q	553201	10600	18700	11000		Grp Life Ins-Basic Life-Regent	7209301	-11,480	08/01/2014	01/01/2014	10/01/2014	None
2	786	Leave of Absence	Q		8014	Q	RB Employer Expense	00BLJA	717209301051	Q	553201	10600	18700	11000		Grp Life Ins-Basic Life-Regent	7209301	-11,480	08/01/2014	01/01/2014	10/01/2014	None
3	790	Leave of Absence	Q		8014	Q	RB Employer Expense	00BLJA	717209301051	Q	553201	10600	18700	11000		Grp Life Ins-Basic Life-Regent	7209301	-11,480	07/01/2014	01/01/2014	10/01/2014	None
4	789	Leave of Absence	Q		8014	Q	RB Employer Expense	00BLJA	717209301051	Q	553201	10600	18700	11000		Grp Life Ins-Basic Life-Regent	7209301	-11,480	08/01/2014	01/01/2014	10/01/2014	None
5	792	Retiree Deceased	Q		8017	Q	RB Employer Expense	00BLJA	717209301051	Q	553201	10600	18700	11000		Grp Life Ins-Basic Life-Regent	7209301	11,140	09/01/2014	01/01/2014	10/01/2014	None
6	794	Retiree	Q		8017	Q	RB Employer Expense	00BLJA	717209301051	Q	553201	10600	18700	11000		Grp Life Ins-Basic Life-Regent	7209301	-11,140	09/01/2014	01/01/2014	10/01/2014	None
7	7	Cobra	Q		D023	Q	RB Employee Receivables	000DHA			129230	82000				ADP AR - Cobra		30,880	10/01/2014	01/01/2014	10/01/2014	None
8	11	Cobra	Q		D023	Q	RB Employee Receivables	000DHA			129230	82000				ADP AR - Cobra		30,880	10/01/2014	08/01/2014	10/01/2014	None
9	20	Cobra	Q		D023	Q	RB Employee Receivables	000DHA			129230	82000				ADP AR - Cobra		30,880	10/01/2014	01/01/2014	10/01/2014	None

Build Retiree Receivable Aging Data

Overview: The Build Retiree Receivable Aging Data (BOR_RETAGING) process compiles data in summary form by date ranges of 30, 60, 90 and 120 days (buckets) to be used when reconciling receivable accounts.

The Build Retiree Receivable Aging Data (BOR_RETAGING) process compiles data from the PERS_SERV_BOR (Personal Services Data) table by EMPLID, deduction code, date range and expended amount and inserts it into the BOR_ADP_RET_AGE table for reporting balances in the Retiree Receivable Aging online query.

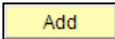
The data is totaled in date buckets dependent upon the As of Date selected in the processing parameters. This will allow institutions to evaluate participant's premium due amounts as of the given month end and how old the receivable amount would be. The data selected is for accounts between 129210 and 129230, this is the range of accounts used in processing retiree data.

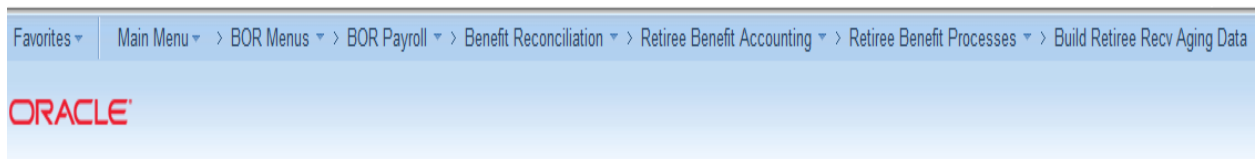
Prerequisite: Create Retiree Benefit Accounting completion

Prerequisite: Create Supplemental PDR Accounting completion

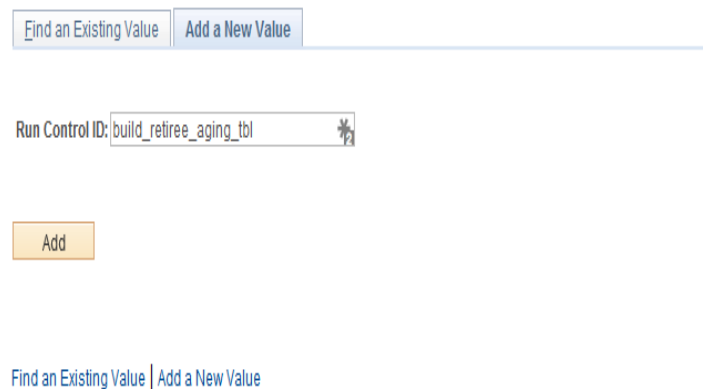
Procedure


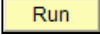
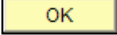
The steps required to Build Retiree Receivables Aging Data are:

Step	Action
1.	Navigate to BOR Menus > BOR Payroll >Benefit Reconciliation > Retiree Benefit Accounting > Retiree Benefit Process > Build Retiree Receivable Aging Data.
2.	Click the Add a New Value tab to create a new Run Control ID.
3.	Enter " build_retiree_aging_tbl " in the Run Control ID field.
4.	Click the Add button. 



Build Retiree Recv Aging Data



Step	Action
5.	Enter the business unit in the Business Unit field.
6.	Enter the as of date in the As of Date field. Note: The As of Date should be the last day of the month of the current reconciling period and current Retiree Benefit Accounting and Supplemental PDR Accounting processes.
7.	Click on Save . 
8.	Click the Run button. 
9.	Click the OK button. 
10.	Click the Process Monitor link. Process Monitor


Favorites ▾ | Main Menu ▾ > BOR Menus ▾ > BOR Payroll ▾ > Benefit Reconciliation ▾ > Retiree Benefit Accounting ▾ > Retiree Benefit Processes ▾ > Build Retiree Recv Aging Data


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Build Retiree Receivables Aging Data

Run Control ID build_retiree_aging_tbl Report Manager Process Monitor 

Processing Parameters

Business Unit  Georgia Perimeter College

As Of Date 

Step	Action
11.	When the process has successfully completed retiree queries and reports may be run.

[Favorites](#) > [Main Menu](#) > [BOR Menus](#) > [BOR Payroll](#) > [Benefit Reconciliation](#) > [Retiree Benefit Accounting](#) > [Retiree Benefit Processes](#) > [Build Retiree Recv Aging Data](#) > [Process Monitor](#)

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[Process List](#) | [Server List](#)

View Process Request For

User ID Type Days

Server Name Instance to

Run Status Distribution Status Save On Refresh

Process List Personalize | Find | View All | | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6383382		Application Engine	BOR_RETAGING	OIITMCCARLEY	02/12/2015 9:26:15AM EST	Success	Posted	Details

[Go back to Build Retiree Recv Aging Data](#)

[Process List](#) | [Server List](#)

Journal Generate Retiree Benefit Accounting Entries

Overview: Institutions may journal generate the retiree benefit journal entries in the General Ledger once the retiree benefit accounting entries have been created, errors corrected and data validated. New accounting entry definitions have been created (**PYRLRBDEF & PYRLRNCDEF**) to isolate the Retiree Benefits Accounting Entries. These journal entries can be identified by the Journal ID Mask of RB and RN (for encumbrances) and a journal source of PAY.

Note: The creation of these entries will not be included in the nightly batch schedule as institutions expressed a desire to run the process on demand.

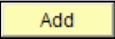
Prerequisite: Load / Validate Retiree Benefits

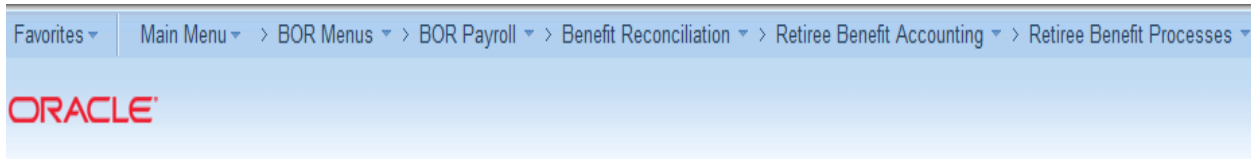
Prerequisite: Run the Personnel Services Detail Query

Related Process: Journal Edit, Budget Check and Post

Procedure

The steps required to Journal Generate Retiree Benefit Accounting Entries are:




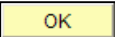
Step	Action
1.	Navigate to BOR Menus > BOR Payroll > Benefit Reconciliation > Retiree Benefit Accounting > Retiree Benefit Processes > Jrnl Generate Retiree Benefits
2.	Click the Add a New Value tab.
3.	Enter " jrnl_gen_retiree_benefits " in the Run Control ID field.
4.	Click the Add button. 



Generate Journals

Run Control ID: *

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
5.	Journal Processing Options are institution specific. Generally Edit and Budget Check boxes are checked on, but NOT Post .
6.	Click the Always option on for Processing Frequency . 
7.	Enter the institution SETID in the SetID field.
8.	Enter/Select " PYRLRBDEF " in the Accounting Definition Name field. Note: The creation of a new accounting entry definition prevents any other journal generation process from picking up benefit accounting lines.
9.	Enter the institution business unit in the Application Business Unit field.
10.	Enter " ACTUALS " in the Ledger Group field.
11.	Enter " PAYROLL_RB " in the Template field.
12.	Enter " Specify Date " in the From Date Option field.
13.	Enter the begin date of the month the retiree benefit acctg data loaded in the From Date field.
14.	Select " Specify Date " in the To Date Option field.
15.	Enter the end date of the month the retiree benefit acctg data loaded in the To Date field.
16.	Click the Save button. 
17.	Click the Run button. 
18.	Click the OK button. 



Generate Journals Request

Run Control ID `jml_gen_retiree_benefits` [Report Manager](#) [Process Monitor](#) [Run](#)

Journal Processing Options	
<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Budget Check <input type="checkbox"/> Post

Process Request Parameters	
Find View All First 1 of 1 Last	
<div style="border: 1px solid #ccc; padding: 5px;"> Process Frequency <input type="radio"/> Once <input checked="" type="radio"/> Always <input type="radio"/> Don't Run </div>	Request Number 1 <input type="button" value="+"/> <input type="button" value="-"/> *SetID 71000 <input type="button" value="🔍"/> *Accounting Definition Name PYRLRBDEF <input type="button" value="🔍"/>
Application Business Unit 71000 <input type="button" value="🔍"/>	
Ledger Group ACTUALS <input type="button" value="🔍"/>	
Template PAYROLL_RB <input type="button" value="🔍"/>	
*From Date Option Specify Date ▼	From Date 10/01/2014 <input type="button" value="📅"/>
*To Date Option Specify Date ▼	To Date 10/31/2014 <input type="button" value="📅"/>

Leave a field blank to select all its values.

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Step	Action
23.	Click the Process Monitor link. Process Monitor
24.	Click in the Details link of the completed journal generate process.

[Favorites](#) > [Main Menu](#) > [BOR Menus](#) > [BOR Payroll](#) > [Benefit Reconciliation](#) > [Retiree Benefit Accounting](#) > [Retiree Benefit Processes](#) > [Jnl Generate Retiree Benefits](#) > [Process Monitor](#)

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[Process List](#) | [Server List](#)

View Process Request For

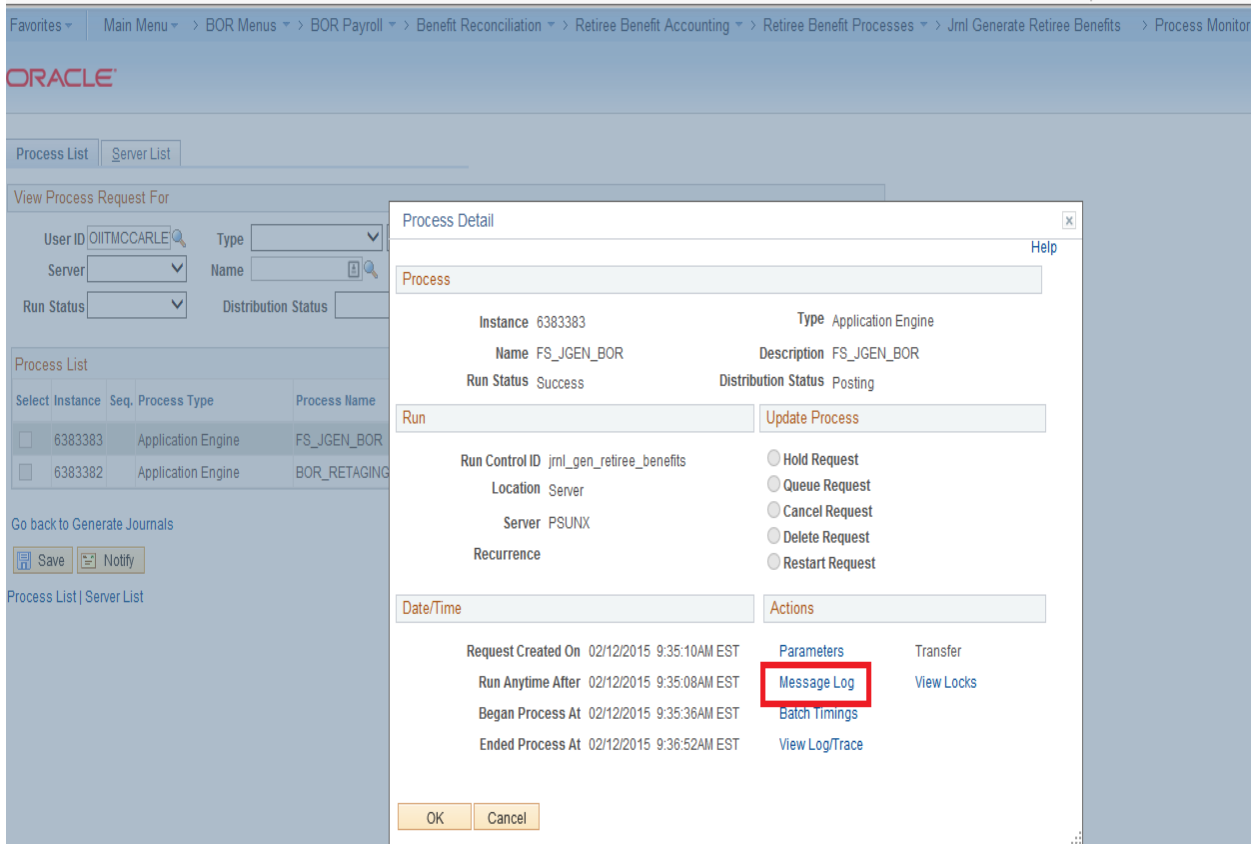
User ID: Type: Days
 Server: Name: Instance: to
 Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6383383		Application Engine	FS_JGEN_BOR	OIITMCCARLEY	02/12/2015 9:35:08AM EST	Success	Posting	Details
<input type="checkbox"/>	6383382		Application Engine	BOR_RETAGING	OIITMCCARLEY	02/12/2015 9:26:15AM EST	Success	Posted	Details

[Go back to Generate Journals](#)

[Process List](#) | [Server List](#)

Step	Action
25.	Click the Message Log link.
26.	Review the message log. There should be a message stating 1 journal entry has been created. The journal number and date should be shown. Note: Go to Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journals to review, submit and print journal.



Favorites ▾ Main Menu ▾ BOR Menu ▾ BOR Payroll ▾ Benefit Reconciliation ▾ Retiree Benefit Accounting ▾ Retiree Benefit Processes ▾ Jml Generate Retiree Benefits ▾ Process Monitor

ORACLE

Process List | Server List

View Process Request For

User ID Type ▾
 Server ▾ Name
 Run Status ▾ Distribution Status

Select	Instance	Seq.	Process Type	Process Name
<input type="checkbox"/>	6383383		Application Engine	FS_JGEN_BOR
<input type="checkbox"/>	6383382		Application Engine	BOR_RETAGING

Go back to Generate Journals

Process List | Server List

Process Detail Help

Process

Instance	6383383	Type	Application Engine
Name	FS_JGEN_BOR	Description	FS_JGEN_BOR
Run Status	Success	Distribution Status	Posting

Run

Run Control ID	jml_gen_retiree_benefits	<input type="radio"/> Hold Request
Location	Server	<input type="radio"/> Queue Request
Server	PSUNX	<input type="radio"/> Cancel Request
Recurrence		<input type="radio"/> Delete Request
		<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On 02/12/2015 9:35:10AM EST	Parameters Transfer
Run Anytime After 02/12/2015 9:35:08AM EST	Message Log View Locks
Began Process At 02/12/2015 9:35:36AM EST	Batch Timings
Ended Process At 02/12/2015 9:36:52AM EST	View Log/Trace

Favorites > Main Menu > BOR Menu > BOR Payroll > Benefit Reconciliation > Retiree Benefit Accounting > Retiree Benefit Processes > Jnl Generate Retiree Benefits > Process Monitor

ORACLE

Process List | Server List

View Process Request For

User ID: OIITMCCARLE Type: [v]
 Server: [v] Name: [v]
 Run Status: [v] Distribution Status: [v]

Process List

Select	Instance	Seq.	Process Type	Process Name
<input type="checkbox"/>	6383383		Application Engine	FS_JGEN_BOR
<input type="checkbox"/>	6383382		Application Engine	BOR_RETAGING

Go back to Generate Journals

Save Notify

Process List | Server List

OK

Message Log

Process

Instance: 6383383 Type: Application Engine
 Name: FS_JGEN_BOR Description: FS_JGEN_BOR

Personalize | Find | View All | First 1-13 of 13 Last

Severity	Log Time	Message Text	Explain
10	9:35:37AM	Journal Generator processing has begun 2015-02-12-09:35:37.000000.	Explain
10	9:36:03AM	Request 1 complete 2015-02-12-09:36:03.000000. 1 Journals created.	Explain
10	9:36:04AM	Interunit assignment processing has begun 2015-02-12-09:36:04.000000.	Explain
10	9:36:04AM	I/U Assignment updated for journal 71000 RB00150084 2014-10-31.	Explain
10	9:36:04AM	I/U Assignment processing complete.	Explain
10	9:36:05AM	No more requests. Journal Generator calling Journal Edit.	Explain
10	9:36:11AM	WARNING: UNABLE TO PERFORM COMMIT - FORCING USE OF BASE TABLE FOR COMB_PRJ_TAO	Explain
10	9:36:26AM	Commitment Control Budget Processing has begun.	Explain
10	9:36:37AM	Request Statistics. Documents Processed: 1, Errors: 0, Warnings: 0	Explain
10	9:36:37AM	Commitment Control Budget Processing Complete.	Explain
10	9:36:37AM	Journal Generator processing complete 2015-02-12-09:36:37.000000.	Explain
	9:36:53AM	Published message with ID 96318ce4-b2c4-11e4-abb5-aeab5cd780e to create entry in folder GENERAL.	Explain
	9:36:53AM	Successfully posted generated files to the report repository	Explain

Return

Retiree Benefit Parameters

Overview: The Retiree Benefit Parameters page/component is used to configure Retirement Benefits and Payment processes. The Retiree and COBRA receivable accounts are assigned by institution and by Employee Status.

The data entered in the Retiree Benefit Parameters page/component is inserted into the BOR_ADP_RET_PRM table by ITS Support only. Institutional users should have read only access. The BOR_ADP_RET_PRM table has an Export to Banner File flag which lets the BOR_RETACCT process know what accounts to include in the banner_46a.txt outbound file. The BOR_ADP_RET_PRM table connects the Employee Status to the Account.

The Retiree Benefit Parameters is required for Retiree Benefit Accounting processes and accurate account classification and reconciliation.

Procedure

The steps required to view the Retiree Benefit Parameters are:

Step	Action
1.	Navigate to BOR Menus > BOR Payroll > Benefit Reconciliation > Retiree Benefit Accounting > Retiree Benefit Processes > Retiree Benefit Parameters
2.	Enter the business unit/SETID in the SETID field.

[Favorites](#) ▾ |
 [Main Menu](#) ▾ |
 [BOR Menus](#) ▾ |
 [BOR Payroll](#) ▾ |
 [Benefit Reconciliation](#) ▾ |
 [Retiree Benefit Accounting](#) ▾ |
 [Retiree Benefit Processes](#) ▾ |
 [Retiree Benefit Parameters](#)

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Retiree Benefit Parameters

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Search by: SetID ▾ begins with 71000

Search [Advanced Search](#)

Step	Action
3.	Review employee status and account parameters to determine what employee status codes will generate charges to receivable accounts.
4.	Report any necessary changes to ITS at helpdesk@usg.edu .

Retiree Benefits Parameters

SetID 42000 Georgia Southwestern St Univ

Personalize Find First 1-8 of 8 Last					
Employee Status	Account	Description	Move ER costs to EE	Export to Banner File	
1 Disability	128001	AR Clearing- Leave of Absence	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2 Active Survivor	129210	ADP AR - Retiree	<input type="checkbox"/>	<input type="checkbox"/>	
3 Cobra	129230	ADP AR - Cobra	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4 Leave of Absence	128001	AR Clearing- Leave of Absence	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5 Retiree	129210	ADP AR - Retiree	<input type="checkbox"/>	<input type="checkbox"/>	
6 Retiree Deceased	129210	ADP AR - Retiree	<input type="checkbox"/>	<input type="checkbox"/>	
7 Retiree Spouse	129210	ADP AR - Retiree	<input type="checkbox"/>	<input type="checkbox"/>	
8 Retiree Retro Cancelled Cover	129210	ADP AR - Retiree	<input type="checkbox"/>	<input type="checkbox"/>	

Retiree Benefit Inquiry/Reports

Reconciliation queries and reports have been developed to assist institutions with retiree benefit reconciliation and variance correction. The queries and reports may be run after the Retiree Benefit Accounting processes are completed and the Build Retiree Receivable Aging Data build is run.

Net Receivables Change query

Overview: The Net Receivables Change query displays the net change in a participant's receivable balance for a specified date range. The query should be run after the Retiree Benefit Accounting processes and the Supplemental PDR processes are completed.

Prerequisites: Retiree Benefits Accounting process.

Prerequisites: Supplemental PDR process.

Prerequisites: Build Retiree Receivable Aging Data

Procedure

The steps required to run the Net Receivables Change query are:

Step	Action
1.	Navigate to BOR Menus > BOR Payroll > Benefit Reconciliation > Retiree Benefit Accounting > Retiree Benefit Inquiry/Reports > Net Receivables Change query
2.	Enter the business unit in the Business Unit field.
3.	Enter the first day of the reconciling month in the From Date field.
4.	Enter the last day of the reconciling month in the To Date field.
5.	Click on View Results .
6.	Click on Download Results in Excel Spreadsheet .



BOR_ADP_NET_RECEIVABLES_CHANGE - Retiree Net Receivables Change

Business Unit:

From Date: 

To Date: 

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(86 kb\)](#)

[View All](#)

First  1-100 of 262  Last

	Unit	ID	Name	Employee Status	Employee Status Description	Account	Date	BOR Deduction Code	Total Amount
1	71000			C	Cobra	129230	10/31/2014	00GCHC	-2028.00
2	71000			R	Retiree	129210	10/31/2014	00PALB	-521.00
3	71000			C	Cobra	129230	10/31/2014	00KSPB	-457.64
4	71000			R	Retiree	129210	10/31/2014	00MBLB	-443.00
5	71000			R	Retiree	129210	10/31/2014	00PPNB	-443.00
6	71000			R	Retiree	129210	10/31/2014	00MBLB	-435.00
7	71000			R	Retiree	129210	10/31/2014	00MBLB	-347.00
8	71000			C	Cobra	129230	10/31/2014	00HALB	-325.00
9	71000			R	Retiree	129210	10/31/2014	00MBLB	-303.00
10	71000			R	Retiree	129210	10/31/2014	00PPNB	-299.00

Retiree Receivable Aging query

Overview: The Retiree Receivables Aging query takes the data compiled in the Build Retiree Receivable Aging Data (BOR_RETAGING) process and totals in summary form by Empl ID and Deduction Code by date ranges of 30, 60, 90 and 120 days (buckets). This query will allow the user to evaluate employees premium due amounts as of the given month end and how old the receivable amount would be. The data selected is for accounts between 129% and 129240, this is the range of accounts used in processing retiree data. Pivot tables may be created to use for reconciliation purposes

Prerequisites: Retiree Benefits Accounting process.

Prerequisites: Supplemental PDR process.

Prerequisites: Build Retiree Receivable Aging Data

Procedure

The steps required to run the Retiree Receivables Aging query are:

Step	Action
1.	Navigate to BOR Menus > BOR Payroll > Benefit Reconciliation > Retiree Benefit Accounting > Retiree Benefit Inquiry/Reports > Retiree Receivables Aging query
2.	Enter the business unit in the Business Unit field.
3.	Enter the Empl ID in the Empl ID field. Note: Query lists all Empl ID's when using the (%) wild card .
4.	Enter the deduction code in the Deduction Code field. Note: Query lists all Deduction Codes when using the (%) wild card .
5.	Enter the account in the Account field. Note: Query lists all Receivable Accounts when using the (%) wild card .
6.	Click on View Results .
7.	Click on Download Results in Excel Spreadsheet .



30R_AD_P_RET_RECV_AGING - Retiree Receivables Aging

Business Unit:

Impl ID:

Deduction Code:

Account:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(532 kb\)](#)

[View All](#)

First 1-100 of 1095 Last

	Unit	ID	Name	Deduction Code	Account	As Of	1-30 Days	31-60 Days	61-90 Days	91-120 Days	> 120 Days
1	71000			00DHB	129210	10/31/2014	30.660	0.000	0.000	0.000	0.000
2	71000			00PALB	129210	10/31/2014	180.000	0.000	0.000	0.000	0.000
3	71000			00VSNB	129210	10/31/2014	6.380	0.000	0.000	0.000	0.000
4	71000			00MELB	129210	10/31/2014	101.000	0.000	0.000	0.000	0.000
5	71000			00DHB	129210	10/31/2014	61.300	0.000	0.000	0.000	0.000
6	71000			00MELB	129210	10/31/2014	203.000	0.000	0.000	0.000	0.000
7	71000			00DHB	129210	10/31/2014	61.300	0.000	0.000	0.000	0.000
8	71000			00DLFA	129210	10/31/2014	2.350	0.000	0.000	0.000	0.000
9	71000			00MELB	129210	10/31/2014	203.000	0.000	0.000	0.000	0.000
10	71000			00PPOA	129210	10/31/2014	0.000	0.000	0.000	0.000	-1882.000
11	71000			00PPOB	129210	10/31/2014	0.000	0.000	0.000	0.000	1882.000
12	71000			00DHB	129210	10/31/2014	61.300	0.000	0.000	0.000	0.000
13	71000			00MELB	129210	10/31/2014	303.000	0.000	0.000	0.000	0.000
14	71000			00PPOA	129210	10/31/2014	0.000	0.000	0.000	0.000	-3052.060
15	71000			00PPOB	129210	10/31/2014	0.000	0.000	0.000	0.000	3052.060

Job Earnings Distribution view

Overview: The Job Earnings Distribution page/component is to provide institutions the ability to review employee job earnings distributions within PS Financials.

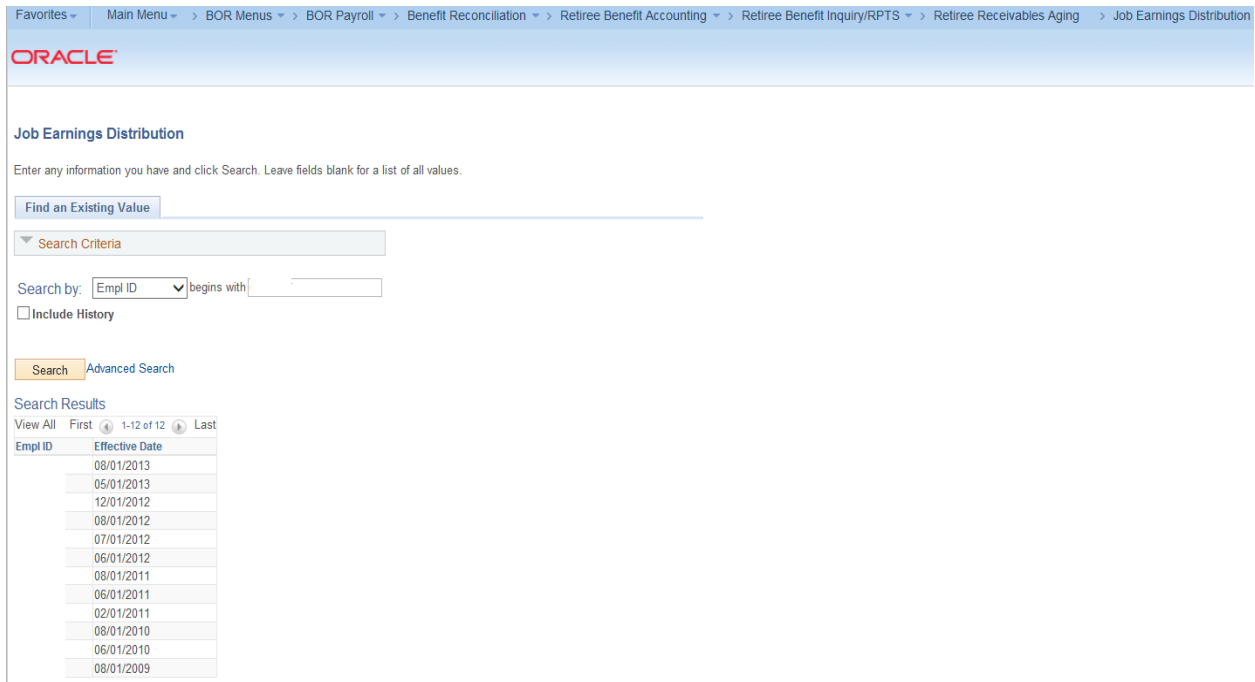
In some circumstances, the retiree status on the benefit file will not match the corresponding data in the JOB table. The Job Earnings Distribution page will allow the user to lookup the appropriate account code that must be charged when booking the expenses.

Prerequisites: None.

Procedure

The steps required to view the Job Earnings Distribution page are:

Step	Action
1.	Navigate to BOR Menu > BOR Payroll > Benefit Reconciliation > Retiree Benefit Accounting > Retiree Benefit Inquiry/Reports > Job Earnings Distribution.
2.	Enter the Empl ID in the Empl ID field.



Favorites > Main Menu > BOR Menu > BOR Payroll > Benefit Reconciliation > Retiree Benefit Accounting > Retiree Benefit Inquiry/RPTS > Retiree Receivables Aging > Job Earnings Distribution

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Job Earnings Distribution

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Search by: Empl ID begins with

Include History

Search Advanced Search

Search Results

View All First 1-12 of 12 Last

Empl ID	Effective Date
	08/01/2013
	05/01/2013
	12/01/2012
	08/01/2012
	07/01/2012
	06/01/2012
	08/01/2011
	06/01/2011
	02/01/2011
	08/01/2010
	06/01/2010
	08/01/2009





[Favorites](#) > [Main Menu](#) > [BOR Menus](#) > [BOR Payroll](#) > [Benefit Reconciliation](#) > [Retiree Benefit Accounting](#) > [Retiree Benefit Inquiry/RPTS](#) > [Retiree Receivables Aging](#) > [Job Earnings Distribution](#)



Employee Job Earnings Distribution

Empl ID Employee
 Record Number

Effective Date 08/01/2013 Effective
 Sequence

Personalize Find  		First  1 of 1  Last
Account Code	Percent of Distribution	
1 717209301051	100.000	

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Update/Display](#) [Include History](#)

Supplemental PDR Accounting

Each month retirees are billed by and will remit payment to ADP's BeneDirect organization and a receivable (Open Coupon) balance will be accrued for each retiree and COBRA participant's obligation for benefits premiums. The Supplemental Premium Data Reporting (PDR) data will relieve the receivable balances created by the Retiree Benefit Accounting process.

Monthly, the Shared Services Center will receive the receipt transaction detail file from BeneDirect and then ITS will load the file into the PS Financials Benefit Reconciliation module. Once the file is loaded institutions are notified that accounting entry creation and reconciliation may begin.

Create Supplemental PDR Accounting Entries

Overview: The Create Supplemental PDR Accounting Entries process is a batch process to read the Supplemental PDR Load file used to process the retiree and COBRA premium receipts. This process provides a reconciliation tool to the institutions for retiree and COBRA benefit payments and outstanding balances.

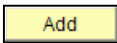
The following steps outline the process required to load Supplemental PDR Accounting Lines:

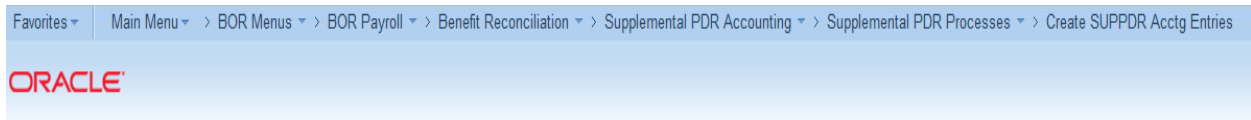
- 1) Load and Validate the Supplemental PDR Accounting Lines
- 2) Correct Supplemental PDR Errors
- 3) Load Error Corrections
- 4) Purge Supplemental PDR Accounting
- 5) Journal Generate, Edit, Budget Check and Post Supplemental PDR Accounting Lines

Prerequisite: Receive Supplemental PDR Load Notification

Procedure

The steps required to Create Supplemental PDR Accounting Entries are:



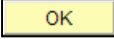
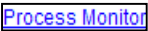
Step	Action
1.	Navigate to BOR Menus > BOR Payroll > Benefit Reconciliation > Supplemental PDR Accounting > Supplemental PDR Processes > Create SUPPDR Acctg Entries
2.	Click the Add a New Value tab to create a new Run Control ID.
3.	Enter " create_SUPPLPDR_entries " in the Run Control ID field.
4.	Click the Add button. 



Create SUPPDR Acctg Entries

Run Control ID: 

Find an Existing Value | Add a New Value

Step	Action
5.	Enter the institution business unit in the Business Unit field.
6.	<p>Enter the date in the Accounting Date field. Normally, this date would be the last day of the month for which the benefits were accrued.</p> <p>Once the accounting date is populated, the fiscal year, accounting period and calendar year will auto-populate.</p> <p>Note: The accounting date will become the journal date in the ACTUALS ledger at the time this process is run. All supplemental PDR reconciliation processes should be completed and journals posted before the accounting period is closed in order for accurate benefit reconciliation of GL accounts.</p>
7.	Enter the appropriate account in the Cash Account field.
8.	Distribute to GL check box is on . The Distribute to GL flag determines whether a transaction will be sent to the general ledger
9.	Process selection is " Load and Validate Accounting "
10.	<p>Click the Save button.</p> 
11.	<p>Click the Run button.</p> 
12.	<p>Click the OK button.</p> 
13.	<p>Click the Process Monitor link.</p> 



Create Supplemental PDR Accounting Entries

Run Control ID create_SUPPLPDR_entries Report Manager Process Monitor

Processing Parameters

Business Unit Georgia Perimeter College

Accounting Date

Account Cash Clearing - Supp PDR

Fiscal Year 2015 Period 4 Calendar Year 2014

Process

Distribute to GL

Step	Action
14.	<p>Once the process monitor indicates this process is complete any mapping errors must be corrected before accounting entries may be created and journal generated.</p> <p>Note: When mapping errors exist the process monitor will show the run status as “Warning”. If no mapping errors exist the run status will show as “Success”.</p>

[Favorites](#) > [Main Menu](#) > [PeopleTools](#) > [Process Scheduler](#) > [Process Monitor](#)

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[Process List](#) | [Server List](#)

View Process Request For

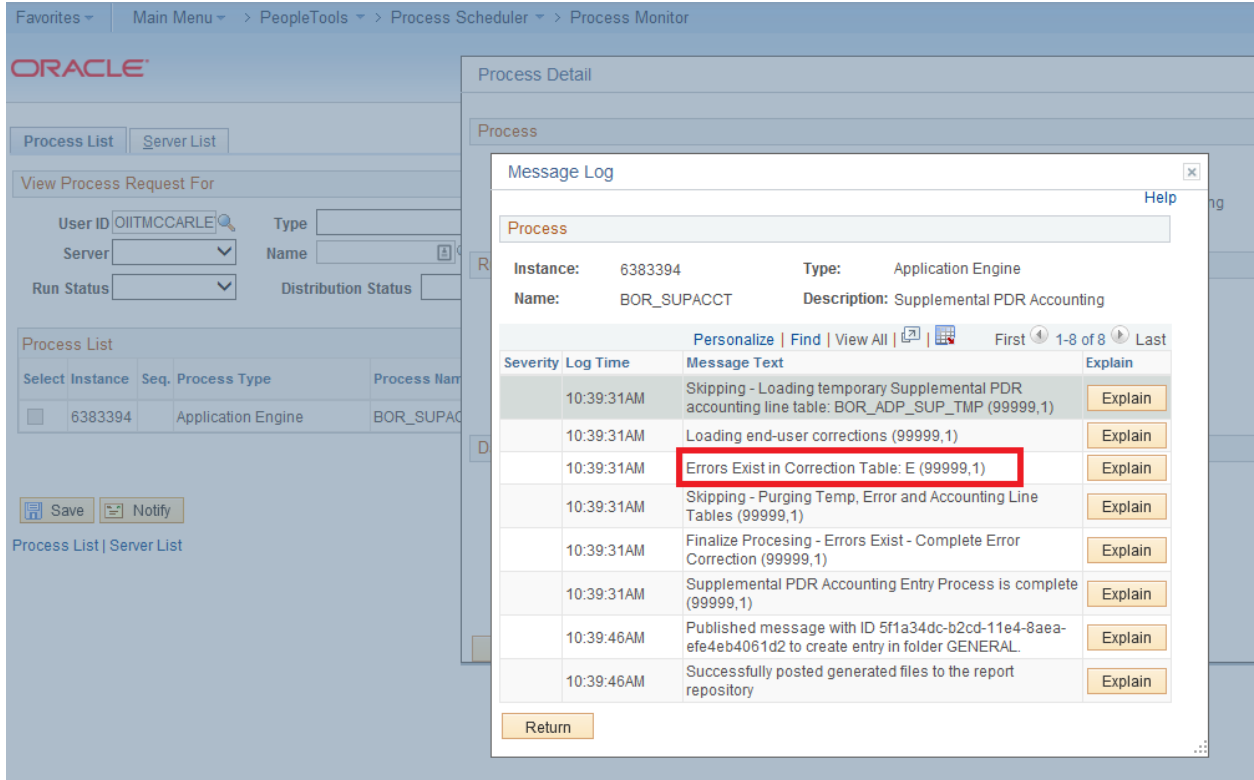
User ID Type Last 10 Days
 Server Name Instance to
 Run Status Distribution Status Save On Refresh

Process List Personalize | Find | View All |
First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6383394		Application Engine	BOR_SUPACCT	OIITMCCARLEY	02/12/2015 10:39:16AM EST	Warning	Posted	Details

[Process List](#) | [Server List](#)

Step	Action
15.	Click on the details link of the completed BOR_SUPACCT process.
16.	Click on the message log to confirm errors exist and need correcting.



Favorites ▾ Main Menu ▾ > PeopleTools ▾ > Process Scheduler ▾ > Process Monitor

ORACLE

Process List | Server List

View Process Request For

User ID: OIITMCCARLE Type:
 Server: Name:
 Run Status: Distribution Status:

Process List

Select	Instance	Seq.	Process Type	Process Name
<input type="checkbox"/>	6383394		Application Engine	BOR_SUPACCT

[Process List](#) | [Server List](#)

Process Detail

Process

Message Log

Instance: 6383394 Type: Application Engine
 Name: BOR_SUPACCT Description: Supplemental PDR Accounting

Personalize | Find | View All | First 1-8 of 8 Last

Severity	Log Time	Message Text	Explain
	10:39:31AM	Skipping - Loading temporary Supplemental PDR accounting line table: BOR_ADP_SUP_TMP (99999,1)	<input type="button" value="Explain"/>
	10:39:31AM	Loading end-user corrections (99999,1)	<input type="button" value="Explain"/>
	10:39:31AM	Errors Exist in Correction Table: E (99999,1)	<input type="button" value="Explain"/>
	10:39:31AM	Skipping - Purging Temp, Error and Accounting Line Tables (99999,1)	<input type="button" value="Explain"/>
	10:39:31AM	Finalize Processing - Errors Exist - Complete Error Correction (99999,1)	<input type="button" value="Explain"/>
	10:39:31AM	Supplemental PDR Accounting Entry Process is complete (99999,1)	<input type="button" value="Explain"/>
	10:39:46AM	Published message with ID 5f1a34dc-b2cd-11e4-8aea-efe4eb4061d2 to create entry in folder GENERAL.	<input type="button" value="Explain"/>
	10:39:46AM	Successfully posted generated files to the report repository	<input type="button" value="Explain"/>

Load Supplemental PDR Error Corrections

Overview: Once error correction is complete, the Create Supplemental PDR Accounting Entries process has to be executed again in order to load the error corrections. The Load Error Corrections process will extract corrected transactions from the BOR_ADP_SUP_ERR table and insert them into the BOR_ADP_SUP_TMP table. If all errors are corrected, PERS_SERV_BOR and HR_ACCTG_LINE will be populated with balanced accounting entries.

As discussed in the Load / Validate Supplemental PDR Accounting entries, the following steps outline the process required to create Supplemental PDR Accounting Lines:

- 1) Load and Validate the Supplemental PDR Accounting Lines
- 2) Correct Supplemental PDR Errors
- 3) Load Error Corrections
- 4) Journal Generate, Edit, Budget Check and Post Supplemental PDR Accounting Lines

Prerequisite: Load / Validate Supplemental PDR Accounting Lines

Related Processes: Correct Supplemental PDR Errors

Procedure

The steps required to Load Error Corrections are:

Step	Action
1.	Navigate to BOR Menus > BOR Payroll > Benefit Reconciliation > Supplemental PDR Accounting > Supplemental PDR Processes > Create SUPPDR Acctg Entries.
2.	Enter the institutions business unit in the Business Unit field.
3.	Enter " create_SUPPLPDR_entries " in the Run Control ID field on the Find an Existing Value tab. (Use the same run control ID used to Create Supplemental PDR Accounting Entries). Note: The Run Control ID begins with field may be left blank to search for all values.

[Favorites](#) > [Main Menu](#) > [BOR Menus](#) > [BOR Payroll](#) > [Benefit Reconciliation](#) > [Supplemental PDR Accounting](#) > [Supplemental PDR Processes](#) > [Create SUPPDR Acctg Entries](#)

ORACLE

Create SUPPDR Acctg Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search by: Run Control ID begins with



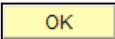
Case Sensitive

Search Results

View All First 1-8 of 8 Last

Run Control ID	Language Code
jml_Gen_Adjustments	English
build_retiree_aging_tbl	English
create_SUPPLPDR_entries	English
jml_gen_retiree_benefits	English
load_adjustments	English
purge_benefit_acctg	English

[Find an Existing Value](#) | [Add a New Value](#)


Step	Action
4.	The Accounting Date field should be pre-populated with the current benefit accounting entries load date.
5.	The Cash Account field should be pre-populated with the account used in the current benefit accounting load.
6.	Fiscal year, Period and Calendar year fields should be pre-populated from the current benefit accounting entries load date.
7.	Distribute to GL check box is checked on.
8.	Process selection is " Load Error Corrections ". Note: This should be pre-populated if all errors have been corrected.
9.	Click the Save button. 
10.	Click the Run button. 
11.	Click the OK button. 
12.	Click the Process Monitor link. Process Monitor
13.	To validate that the data successfully loaded run the Personal Services Detail query on the appropriate date range and account range for current reconciling period. Select all or one Empl ID to validate data processed accurately. Use the SP% for Transaction Code .





Create Supplemental PDR Accounting Entries

[Run Control ID create_SUPPLPDR_entries](#) [Report Manager](#) [Process Monitor](#) [Run](#)


Processing Parameters

Business Unit  Georgia Perimeter College

Accounting Date 

Account  Cash Clearing - Supp PDR

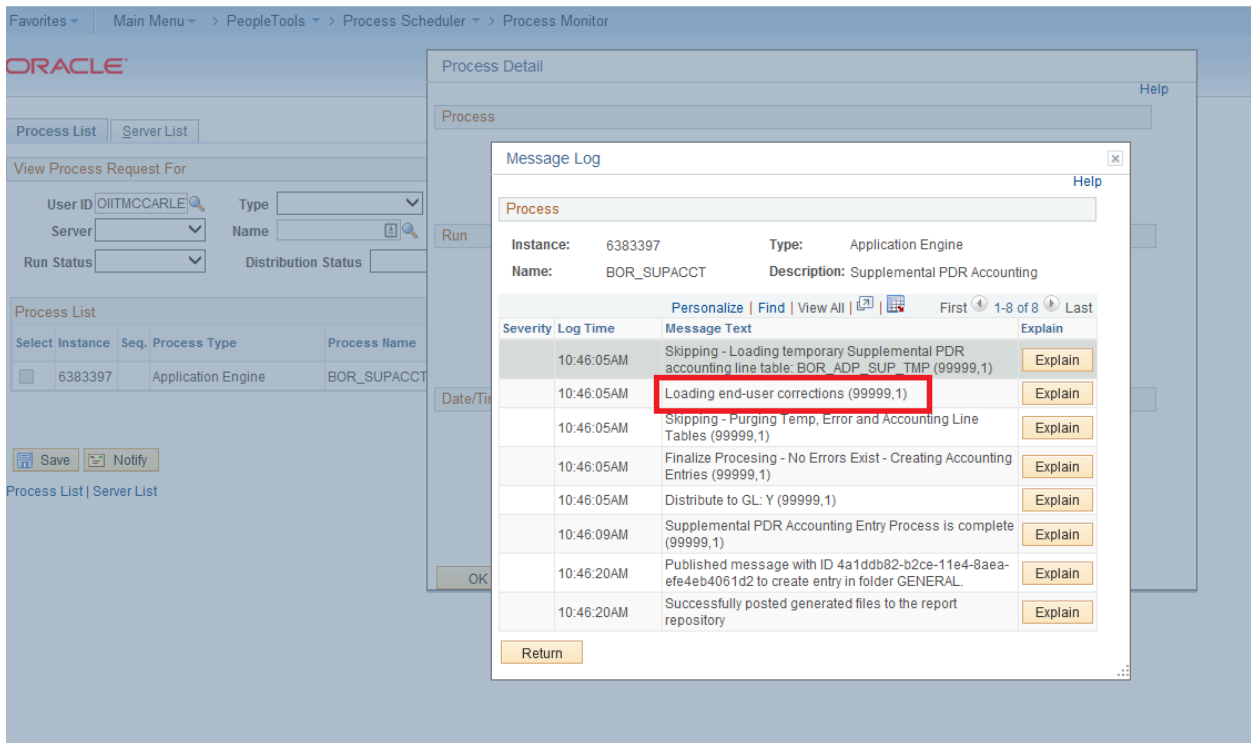
Fiscal Year 2015 Period 4 Calendar Year 2014

Process 

Distribute to GL

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Add](#) [Update/Display](#)

Step	Action
14.	Once the process monitor indicates this process is complete click on the details link of the BOR_SUPACCT process.
15.	Click on the message log to confirm load error corrections process is successful.



The screenshot shows the Oracle Process Scheduler interface. A 'Message Log' window is open, displaying the following process details:

- Instance: 6383397
- Type: Application Engine
- Name: BOR_SUPACCT
- Description: Supplemental PDR Accounting

The Message Log table contains the following entries:

Severity	Log Time	Message Text	Explain
	10:46:05AM	Skipping - Loading temporary Supplemental PDR accounting line table: BOR_ADP_SUP_TMP (99999,1)	Explain
	10:46:05AM	Loading end-user corrections (99999,1)	Explain
	10:46:05AM	Skipping - Purging Temp, Error and Accounting Line Tables (99999,1)	Explain
	10:46:05AM	Finalize Processing - No Errors Exist - Creating Accounting Entries (99999,1)	Explain
	10:46:05AM	Distribute to GL: Y (99999,1)	Explain
	10:46:09AM	Supplemental PDR Accounting Entry Process is complete (99999,1)	Explain
	10:46:20AM	Published message with ID 4a1ddb82-b2ce-11e4-8aea-efe4eb4061d2 to create entry in folder GENERAL.	Explain
	10:46:20AM	Successfully posted generated files to the report repository	Explain

The entry 'Loading end-user corrections (99999,1)' is highlighted with a red box in the original image.

Purge Supplemental PDR Accounting Entries (optional)

Overview: In the event there is a need to start the supplemental PDR accounting entry process over again, the Purge Supplemental PDR Accounting Line process allows users to purge all transaction tables for a given business unit and accounting period.

If the process completes successfully, the following tables will be purged for the specified business unit and accounting date range:

- 1) BOR_ADP_PDR_TMP
- 2) BOR_ADP_PDR_ERR
- 3) PERS_SERV_BOR
- 4) HR_ACCTG_LINE

Prerequisites: Load / Validate Supplemental PDR Accounting Lines

Prerequisites: Supplemental PDR Error Correction

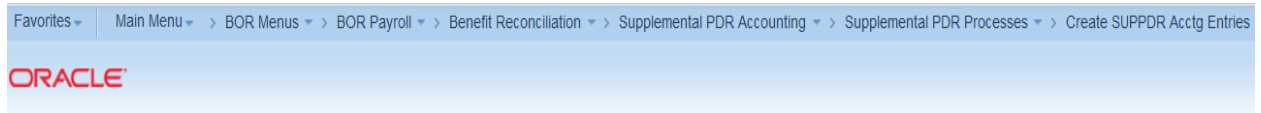
Prerequisites: Load Error Corrections - Supplemental PDR Accounting Lines

Related Processes: Delete PDR Journal (if created)

Procedure

The steps required to Purge Supplemental PDR Accounting Lines are:

Step	Action
1.	Navigate to BOR Menus > BOR Payroll > Benefit Reconciliation > Supplemental PDR Accounting > Supplemental PDR Processes > Create SUPPDR Acctg Entries.
2.	Enter the institution business unit in the Business Unit field.
3.	Enter " create_SUPPLPDR_entries " in the Run Control ID field on the Find an Existing Value tab. (Use the same run control ID used to Create Supplemental PDR Accounting Entries). Note: The Run Control ID begins with field may be left blank to search for all values.



Create SUPPDR Acctg Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Search by: Run Control ID begins with

Case Sensitive



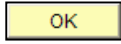
Search | Advanced Search

Search Results

View All | First | 1-8 of 8 | Last

Run Control ID	Language Code
JRNL_GEN_PDR_ENTRIES	English
Jrnl_Gen_Adjustments	English
build_retiree_aging_tbl	English
create_SUPPLPDR_entries	English
create_retiree_acctg	English
jrnl_gen_retiree_benefits	English
load_adjustments	English
purge_benefit_acctg	English

Find an Existing Value | Add a New Value

Step	Action
4.	The Accounting Date field should already be pre-populated based on the accounting entries loaded and errors corrected.
5.	The Cash Account field should be pre-populated with the account used in the current benefit accounting load and error correction load.
6.	Fiscal year, Period and Calendar year fields should be pre-populated from the current benefit accounting entries load date.
7.	Distribute to GL check box is checked on.
8.	Click the Process Purge Accounting Entries list item. Note: All errors must to be corrected before accounting entries will be created.
9.	Click the Save button. 
10.	Click the Run button. 
11.	Click the OK button. 

[Favorites](#) > [Main Menu](#) > [BOR Menu](#) > [BOR Payroll](#) > [Benefit Reconciliation](#) > [Supplemental PDR Accounting](#) > [Supplemental PDR Processes](#) > [Create SUPPDR Acctg Entries](#)

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Create Supplemental PDR Accounting Entries

Run Control ID: create_SUPPLPDR_entries [Report Manager](#) [Process Monitor](#) [Run](#)

Processing Parameters

Business Unit: Georgia Perimeter College

Accounting Date:

Account: Cash Clearing - Supp PDR

Fiscal Year: 2015 Period: 4 Calendar Year: 2014

Process:

Distribute to GL

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Add](#) [Update/Display](#)

Step	Action
12.	Click the Process Monitor link. Process Monitor

[Process List](#) | [Server List](#)

View Process Request For

User ID: Type: Last: Days

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

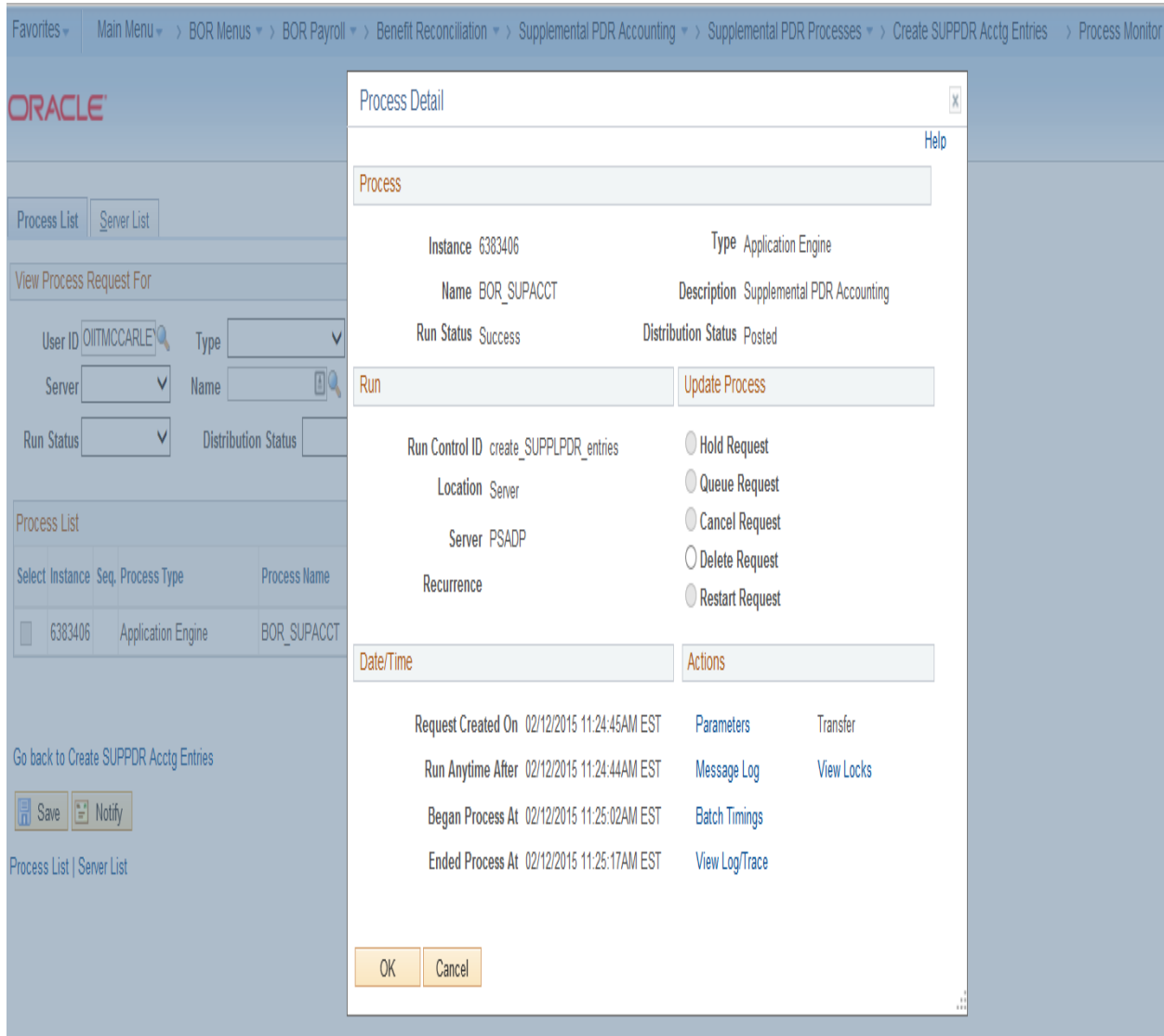
Process List Personalize | Find | View All | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6383406		Application Engine	BOR_SUPACCT	OIITMCCARLEY	02/12/2015 11:24:44AM EST	Success	Posted	Details

[Go back to Create SUPPDR Acctg Entries](#)

[Process List](#) | [Server List](#)

Step	Action
13.	When the process successfully completes, click on the Details link.
14.	Click on the Message Log link to confirm purge process completed.



The screenshot shows the Oracle Process Monitor interface. A 'Process Detail' window is open, displaying the following information:

- Process:** Instance 6383406, Type Application Engine, Name BOR_SUPACCT, Description Supplemental PDR Accounting, Run Status Success, Distribution Status Posted.
- Run:** Run Control ID create_SUPPLPDR_entries, Location Server, Server PSADP, Recurrence.
- Date/Time:** Request Created On 02/12/2015 11:24:45AM EST, Run Anytime After 02/12/2015 11:24:44AM EST, Began Process At 02/12/2015 11:25:02AM EST, Ended Process At 02/12/2015 11:25:17AM EST.
- Actions:** Parameters, Transfer, Message Log, View Locks, Batch Timings, View Log/Trace.

Buttons for 'Run', 'Update Process', 'Hold Request', 'Queue Request', 'Cancel Request', 'Delete Request', and 'Restart Request' are visible. At the bottom of the window are 'OK' and 'Cancel' buttons.

Favorites ▾ Main Menu ▾ BOR Menus ▾ BOR Payroll ▾ Benefit Reconciliation ▾ Supplemental PDR Accounting ▾ Supplemental PDR Processes ▾ Create SUPPDR Acctg Entries ▾ Process Monitor

ORACLE

Process Detail Help

Process

Process List Server List

View Process Request For

User ID: OITMCCARLEY Type: ▾
 Server: ▾ Name:
 Run Status: ▾ Distribution Status:

Process List

Select	Instance	Seq.	Process Type	Process Name
<input type="checkbox"/>	6383406		Application Engine	BOR_SUPACCT

Go back to Create SUPPDR Acctg Entries

Process List | Server List

Message Log Help

Process

Instance: 6383406 Type: Application Engine
 Name: BOR_SUPACCT Description: Supplemental PDR Accounting

Personalize | Find | View All | First 1-6 of 6 Last

Severity	Log Time	Message Text	Explain
	11:25:02AM	Skipping - Loading temporary Supplemental PDR accounting line table: BOR_ADP_SUP_TMP (99999,1)	<input type="button" value="Explain"/>
	11:25:02AM	Skipping - Loading end-user corrections (99999,1)	<input type="button" value="Explain"/>
	11:25:02AM	Purging Temp, Error and Accounting Line Tables (99999,1)	<input type="button" value="Explain"/>
	11:25:03AM	Supplemental PDR Accounting Entry Process is complete (99999,1)	<input type="button" value="Explain"/>
	11:25:18AM	Published message with ID bb795aea-b2d3-11e4-8aea-efe4eb4061d2 to create entry in folder GENERAL.	<input type="button" value="Explain"/>
	11:25:18AM	Successfully posted generated files to the report repository	<input type="button" value="Explain"/>

Supplemental PDR Error Correction

Overview: The Supplemental PDR Error Correction component is used when an institution needs to correct invalid deduction codes, fund codes or account codes in the Supplemental PDR Accounting Process. Supplemental PDR errors typically occur during the mapping process from the benefit plan to the BeneDirect payment. In most instances, the Supplemental PDR Accounting Entry process successfully completes the mapping activity, however, there may be instances when the benefit plan and deduction code mapping is incomplete or the benefit election table is out of sync with the benefits enrollment. In those instances, error correction is required in order to account for all retiree charges.

The mapping process logic is as follows:

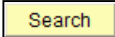


- 1) Select the payment made by benefit plan
- 2) Derive the deduction codes associated with the benefit plan
- 3) Review the benefit elections to determine what deduction code is associated with the employee
- 4) Review the deduction class table to determine the fund and account associated with the deduction code

Once all errors have been corrected, the Create Supplemental PDR Accounting process must be executed again to load the corrections and generate the accounting entries in HR_ACCTG_LINE and PERS_SERV_BOR

Prerequisite: Create Supplemental PDR Accounting

Procedure

The steps required to correct Supplemental PDR Accounting Errors are:

Step	Action
1.	Navigate to BOR Menus > BOR Payroll >Benefit Reconciliation > Supplemental PDR Accounting > Supplemental PDR Process > Supplemental PDR Error Correct.
2.	Enter the institution business unit in the Business Unit field.
3.	Click the Search button to view mapping errors. 
4.	In order to view deduction codes associated with benefit plans, Click the View Plan button. 
5.	A new window will open. Once the deduction code needed to correct the error has been obtained (copy/paste may be used), close the window to return to the Supplemental PDR error correction window.
6.	Once the deduction code has been entered in the Deduction Code field, PeopleCode will be executed to retrieve the fund code and the account value. Once populated, institutions have the ability to override the account value.
7.	If an institution is unsure of the correct deduction code to use, the benefit elections can also be displayed from the Supplemental PDR Error Correction component. In order to view benefit data, click the View Winflex button. A new window will open. Review the benefit election and determine the correct deduction code to use in the Supplemental PDR Error Correction component (copy/paste may be used). Close the window to return to the Supplemental PDR Error correction window.
8.	Repeat these steps until all errors are corrected. Note: In order for the Supplemental PDR Accounting Entries to be created, the Error Status should be None for all lines.
9.	Click on Save . 

Supplemental PDR Error Correct-before corrections

Favorites » Main Menu » BOR Menus » BOR Payroll » Benefit Reconciliation » Supplemental PDR Accounting » Supplemental PDR Processes » Supplemental PDR Error Correct

Home Worklist



Supplemental PDR Accounting Error Correction

Business Unit 71000 Transaction ID 000005357 Journal Date 10/31/2014 User ID OIITMCCARLEY

Line Number	Social Security #	Empl ID	Last Name	First Name	Employee Status	View W/inflex	Benefit Plan	*Deduction Code	*Account	*Fund Code	Description	Monetary Amount	Coverage From Date	Coverage To Date	Error Description	Error Status
77					Unpaid Te		Delta Dental High Option Plan - DTL23 (Self Funded Plan)		129210	82000	ADP AR - Retiree	-30.660	10/01/2014	10/31/2014	Dedot. CF, ID or Status N/A	
242					Unpaid Te		Minn Life DL- 80% - Family		129210	82000	ADP AR - Retiree	-2.350	10/01/2014	10/31/2014	Dedot. CF, ID or Status N/A	
382					Cobra		Ejemed Vision Plan		129230	82000	ADP AR - Cobra	-8.380	10/01/2014	10/31/2014	Dedot. CF, ID or Status N/A	
383					Cobra		Ejemed Vision Plan		129230	82000	ADP AR - Cobra	-8.380	11/01/2014	11/30/2014	Dedot. CF, ID or Status N/A	
648					Cobra		Delta Dental High Option Plan - D023 (Self Funded Plan)		129230	82000	ADP AR - Cobra	-30.660	09/01/2014	09/30/2014	Dedot. CF, ID or Status N/A	
649					Cobra		Delta Dental High Option Plan - D023 (Self Funded Plan)		129230	82000	ADP AR - Cobra	-30.660	10/01/2014	10/31/2014	Dedot. CF, ID or Status N/A	
650					Cobra		Delta Dental High Option Plan - D023 (Self Funded Plan)		129230	82000	ADP AR - Cobra	-30.660	11/01/2014	11/30/2014	Dedot. CF, ID or Status N/A	
654					Cobra		Ejemed Vision Plan		129230	82000	ADP AR - Cobra	-8.380	09/01/2014	09/30/2014	Dedot. CF, ID or Status N/A	
665					Retiree		Delta Dental Base Plan - DTL24 (Self Funded Plan)		129210	82000	ADP AR - Retiree	-49.820	10/01/2014	10/31/2014	Dedot. CF, ID or Status N/A	
666					Retiree		Delta Dental Base Plan - DTL24 (Self Funded Plan)		129210	82000	ADP AR - Retiree	-49.820	10/01/2014	10/31/2014	Dedot. CF, ID or Status N/A	
667					Retiree		Delta Dental Base Plan - DTL24 (Self Funded Plan)		129210	82000	ADP AR - Retiree	-49.820	09/01/2014	09/30/2014	Dedot. CF, ID or Status N/A	
668					Retiree		Delta Dental Base Plan - DTL24 (Self Funded Plan)		129210	82000	ADP AR - Retiree	-34.820	10/01/2014	10/31/2014	Dedot. CF, ID or Status N/A	
669					Retiree		Delta Dental Base Plan - DTL24 (Self Funded Plan)		129210	82000	ADP AR - Retiree	-49.820	10/01/2014	10/31/2014	Dedot. CF, ID or Status N/A	
670					Retiree		Delta Dental Base Plan - DTL24		129210	82000	ADP AR - Retiree	-34.820	10/01/2014	10/31/2014	Dedot. CF, ID or Status N/A	

Supplemental PDR Error Correct-after corrections

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Line Number	Social Security #	Empl ID	Last Name	First Name	Employee Status	View Winflex	Benefit Plan	*Deduction Code	*Account	*Fund Code	Description	Monetary Amount	Coverage From Date	Coverage To Date	Error Description	Error Status
77					Unpaid Ter		Delta Dental High Option Plan - DTL23 (Self Funded Plan)	000DHA	129210	82000	ADP AR - Retiree	-30.880	10/01/2014	10/31/2014		None
242					Unpaid Ter		Minn Life DLF- 50% - Family	000LFA	129210	82000	ADP AR - Retiree	-2.350	10/01/2014	10/31/2014		None
382					Cobra		Eyemed Vision Plan	00VSNA	129230	82000	ADP AR - Cobra	-8.380	10/01/2014	10/31/2014		None
383					Cobra		Eyemed Vision Plan	00VSNA	129230	82000	ADP AR - Cobra	-8.380	11/01/2014	11/30/2014		None
649					Cobra		Delta Dental High Option Plan - D023 (Self Funded Plan)	000DHA	129230	82000	ADP AR - Cobra	-30.880	09/01/2014	09/30/2014		None
649					Cobra		Delta Dental High Option Plan - D023 (Self Funded Plan)	000DHA	129230	82000	ADP AR - Cobra	-30.880	10/01/2014	10/31/2014		None
650					Cobra		Delta Dental High Option Plan - D023 (Self Funded Plan)	000DHA	129230	82000	ADP AR - Cobra	-30.880	11/01/2014	11/30/2014		None
654					Cobra		Eyemed Vision Plan	00VSNA	129230	82000	ADP AR - Cobra	-8.380	09/01/2014	09/30/2014		None
685					Retiree		Delta Dental Base Plan - DTL24 (Self Funded Plan)	000D6A	129210	82000	ADP AR - Retiree	-49.820	10/01/2014	10/31/2014		None
686					Retiree		Delta Dental Base Plan - DTL24 (Self Funded Plan)	000D6A	129210	82000	ADP AR - Retiree	-49.820	10/01/2014	10/31/2014		None
687					Retiree		Delta Dental Base Plan - DTL24 (Self Funded Plan)	000D6A	129210	82000	ADP AR - Retiree	-49.820	09/01/2014	09/30/2014		None
688					Retiree		Delta Dental Base Plan - DTL24 (Self Funded Plan)	000D6A	129210	82000	ADP AR - Retiree	-24.820	10/01/2014	10/31/2014		None
689					Retiree		Delta Dental Base Plan - DTL24 (Self Funded Plan)	000D6A	129210	82000	ADP AR - Retiree	-49.820	10/01/2014	10/31/2014		None

Journal Generate Supplemental PDR Accounting Entries

Overview: Institutions may journal generate the supplemental PDR journal entries in the General Ledger once the create supplemental PDR accounting entries process has been run, errors corrected and data validated. A new accounting entry definition has been created (**PYRLSPDEF**) to isolate the Supplemental PDR Accounting Entries. These journal entries can be identified by the Journal ID Mask of **SP** and a journal source of **PAY**.

Note: The creation of these entries will not be included in the nightly batch schedule as institutions expressed a desire to run the process on demand.

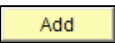
Prerequisite: Supplemental PDR Accounting process completion

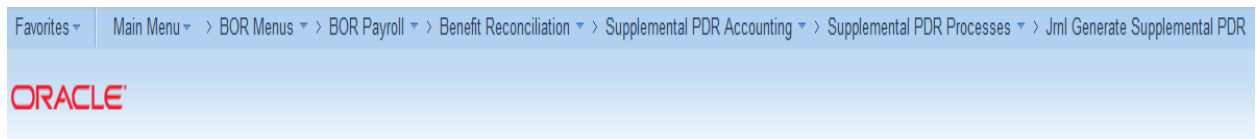
Prerequisite: Run the Personnel Services Detail Query

Related Process: Journal Edit, Budget Check and Post

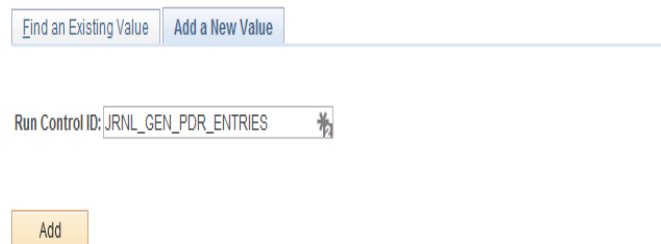
Procedure

The steps required to Journal Generate Supplemental PDR Accounting Entries are:




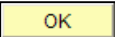
Step	Action
1.	Navigate to BOR Menus > BOR Payroll > Benefit Reconciliation > Supplemental PDR Accounting > Supplemental PDR Processes > Jrnl Generate Supplemental PDR
2.	Click the Add a New Value tab.
3.	Enter " JRNL_GEN_PDR_ENTRIES " in the Run Control ID field.
4.	Click the Add button. 



Generate Journals



Find an Existing Value | Add a New Value

Step	Action
5.	Journal Processing Options are institution specific. Generally Edit and Budget Check boxes are checked on, but NOT Post .
6.	Click the Always option on for Processing Frequency . 
7.	Enter the institution SETID in the SetID field.
8.	Enter/Select " PYRLSPDEF " in the Accounting Definition Name field. Note: The creation of a new accounting entry definition prevents any other journal generation process from picking up benefit accounting lines.
9.	Enter the institution business unit in the Application Business Unit field.
10.	Enter " ACTUALS " in the Ledger Group field.
11.	Enter " PAYROLL_SP " in the Template field.
12.	Enter " Specify Date " in the From Date Option field.
13.	Enter the begin date of the month the supplemental PDR acctg data loaded in the From Date field.
14.	Select " Specify Date " in the To Date Option field.
15.	Enter the end date of the month the supplemental PDR acctg data loaded in the To Date field.
16.	Click the Save button. 
17.	Click the Run button. 
18.	Click the OK button. 



Generate Journals Request

[Run Control ID](#) [JRNL_GEN_PDR_ENTRIES](#) [Report Manager](#) [Process Monitor](#) [Run](#)

Journal Processing Options	
<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Budget Check
<input type="checkbox"/> Post	

Process Request Parameters	
Find View All First 1 of 1 Last	
Process Frequency <input type="radio"/> Once <input checked="" type="radio"/> Always <input type="radio"/> Don't Run	Request Number 1 + - *SetID 71000 🔍 *Accounting Definition Name PYRLSPDEF 🔍
Application Business Unit 71000 🔍	
Ledger Group ACTUALS 🔍	
Template PAYROLL_SP 🔍	
*From Date Option Specify Date ▼	From Date 10/01/2014 📅
*To Date Option Specify Date ▼	To Date 10/31/2014 📅

Leave a field blank to select all its values.

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Step	Action
19.	Click the Process Monitor link. Process Monitor
20.	Click in the Details link of the completed journal generate process.

[Favorites](#) > [Main Menu](#) > [BOR Menus](#) > [BOR Payroll](#) > [Benefit Reconciliation](#) > [Supplemental PDR Accounting](#) > [Supplemental PDR Processes](#) > [Jnl Generate Supplemental PDR](#) > [Process Monitor](#)

ORACLE

[Process List](#) | [Server List](#)

View Process Request For

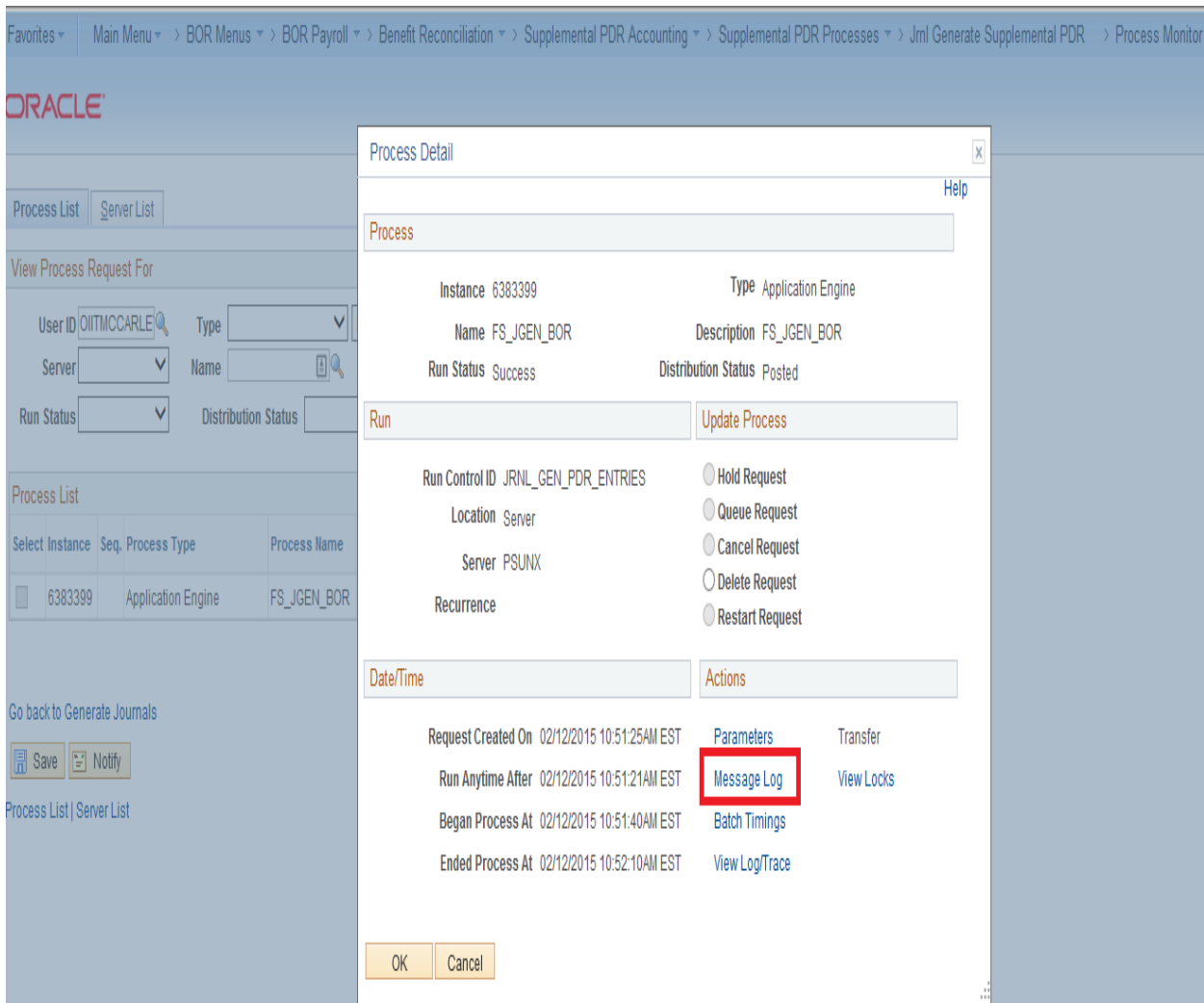
User ID: Type: Last: 30 Days
 Server: Name: Instance: to
 Run Status: Distribution Status: Save On Refresh

Process List							Personalize	Find	View All	First	1 of 1	Last
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details			
<input type="checkbox"/>	6383399		Application Engine	FS_JGEN_BOR	OIITMCCARLEY	02/12/2015 10:51:21AM EST	Success	Posted	Details			

[Go back to Generate Journals](#)

[Process List](#) | [Server List](#)

Step	Action
21.	Click the Message Log link.
22.	Review the message log. There should be a message stating 1 journal entry has been created. The journal number and date should be shown. Note: Go to Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journals to review, submit and print journal.



The screenshot shows the Oracle Process Monitor interface. A 'Process Detail' window is open for process 'FS_JGEN_BOR'. The process is running successfully on instance 6383399. The 'Message Log' link is highlighted with a red box. The process details include:

- Instance: 6383399, Type: Application Engine
- Name: FS_JGEN_BOR, Description: FS_JGEN_BOR
- Run Status: Success, Distribution Status: Posted
- Run Control ID: JRNL_GEN_PDR_ENTRIES
- Location: Server, Server: PSUNX
- Request Created On: 02/12/2015 10:51:25AM EST
- Run Anytime After: 02/12/2015 10:51:21AM EST
- Began Process At: 02/12/2015 10:51:40AM EST
- Ended Process At: 02/12/2015 10:52:10AM EST

Available actions include: Hold Request, Queue Request, Cancel Request, Delete Request, Restart Request, Parameters, Transfer, Message Log (highlighted), Batch Timings, and View Locks.

ORACLE

Process Detail
Help

Process List Server List

View Process Request For

User ID Type

Server Name

Run Status Distribution Status

Select	Instance	Seq.	Process Type	Process Name
<input type="checkbox"/>	6383399		Application Engine	FS_JGEN_BOR

Go back to Generate Journals

Process List | Server List

Message Log Help

Process

Instance: 6383399 Type: Application Engine

Name: FS_JGEN_BOR Description: FS_JGEN_BOR

Personalize | Find | View All | | First 1-13 of 13 Last

Severity	Log Time	Message Text	Explain
10	10:51:40AM	Journal Generator processing has begun 2015-02-12-10:51:40.000000.	<input type="button" value="Explain"/>
10	10:51:46AM	Request 1 complete 2015-02-12-10:51:46.000000. 1 Journals created.	<input type="button" value="Explain"/>
10	10:51:46AM	Interunit assignment processing has begun 2015-02-12-10:51:46.000000.	<input type="button" value="Explain"/>
10	10:51:46AM	IU Assignment updated for journal 71000 SP00150085 2014-10-31.	<input type="button" value="Explain"/>
10	10:51:46AM	IU Assignment processing complete.	<input type="button" value="Explain"/>
10	10:51:47AM	No more requests. Journal Generator calling Journal Edit.	<input type="button" value="Explain"/>
	10:51:49AM	WARNING: UNABLE TO PERFORM COMMIT - FORCING USE OF BASE TABLE FOR COMB_PRJ_TAO	<input type="button" value="Explain"/>
10	10:51:52AM	Commitment Control Budget Processing has begun.	<input type="button" value="Explain"/>
10	10:51:56AM	Request Statistics. Documents Processed: 1, Errors: 0, Warnings: 0	<input type="button" value="Explain"/>
10	10:51:56AM	Commitment Control Budget Processing Complete.	<input type="button" value="Explain"/>
10	10:51:56AM	Journal Generator processing complete 2015-02-12-10:51:56.000000.	<input type="button" value="Explain"/>
	10:52:10AM	Published message with ID 1af3f110-b2cf-11e4-abb5-aeaeab5cd780e to create entry in folder GENERAL.	<input type="button" value="Explain"/>
	10:52:10AM	Successfully posted generated files to the report repository	<input type="button" value="Explain"/>

Benefit Reconciliation User Guide

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Supplemental PDR Mapping

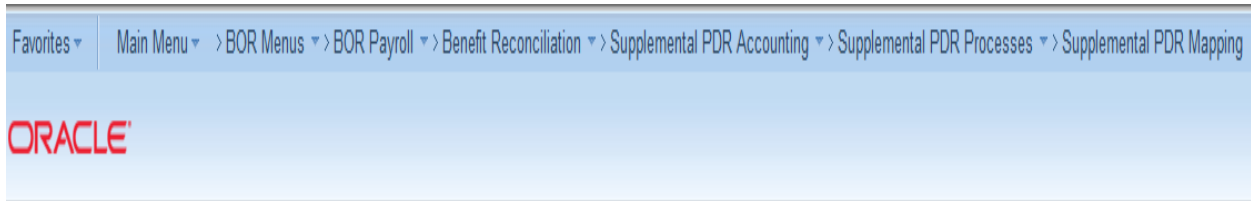
Overview: The Supplemental PDR Mapping page/component is used to map Benefit Plans to Benefit Type, Benefit Option and the associated Carrier Enrollment Services Plan ID and Descriptions. Carrier Enrollment Services and the Supplemental Premium Distribution (PDR) reports do not always have the same plan descriptions and the mapping process links the two together. This mapping is a critical component in performing the monthly benefit reconciliation processes.

The Supplemental PDR Mapping page/component will allow plans to be added, edited or deleted from the BOR_ADP_SUP_MAP table by Support Users only. Institutional Users will have read access only.

Procedure

The steps required to view the Supplemental PDR Mapping are:

Step	Action
1.	Navigate to BOR Menus > BOR Payroll > Benefit Reconciliation > Supplemental PDR Accounting > Supplemental PDR Processes > Supplemental PDR Mapping
2.	Select a search by option from Search By list.



Supplemental PDR Mapping

Enter any information you have and click Search. Leave fields blank for a list of all values.

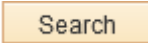
Find an Existing Value

▼ Search Criteria
 Benefit Option
 Benefit Type
 Plan description

Search by: Plan description begins with

Case Sensitive

[Advanced Search](#)

Step	Action
3.	Enter the appropriate value in the begins with field. Note: Query lists all options with the associated data field by using the (%) wild card.
4.	Click on Search . 

[Favorites](#) > [Main Menu](#) > [BOR Menus](#) > [BOR Payroll](#) > [Benefit Reconciliation](#) > [Supplemental PDR Accounting](#) > [Supplemental PDR Processes](#) > [Supplemental PDR Mapping](#)

ORACLE

Supplemental PDR Mapping

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search by: begins with

Case Sensitive

[Advanced Search](#)

Search Results

View All First 1-59 of 59 Last

Plan description	Benefit Type	Benefit Option
BCBS GA HDHP Consumer Choice Medical M013	Medical	15
BCBS GA HDHP Medical M014	Medical	14
BCBS GA Indemnity Medical M011	Medical	11
BCBS GA PPO Choice Medical M013	Medical	13
BCBS GA PPO Choice Medical M013 (Self Funded Plan)	Medical	13
BCBS GA PPO Medical M012	Medical	12
BCBS GA PPO Medical M012 (Self Funded Plan)	Medical	12
BCBS HDHP Medical Plan MED14	Medical	14
BCBS HSA Open Access POS - M032 (Self Funded Plan)	Medical	32
BCBS HSA Open Access POS - M032 - (Self Funded Plan)	Medical	32
BCBS HSA Open Access POS - MED32 (Self Funded Plan)	Medical	32
BCBS HSA PPO Medical with Rx Plan	Unmapped	00
BCBS Open Access POS - M031 (Self Funded Plan)	Medical	31
BCBS Open Access POS - M031 - (Self Funded Plan)	Medical	31
BCBS Open Access POS - MED31 (Self Funded Plan)	Medical	31
BCBS PPO Choice Medical Plan MED13	Medical	13
BCBS PPO Choice Medical Plan MED13 (Self Funded Plan)	Medical	13

Step	Action
5.	Select the option to view.
6.	Review benefit plan and the associated benefit type and option.
7.	Report any necessary changes to ITS at helpdesk@usg.edu .


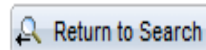
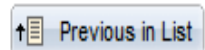
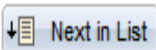
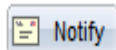
Supplemental PDR Mapping

Benefit Plan BCBS Open Access POS - M031 (Self Funded Plan)

Benefit Type MED - Medical

Benefit Option 31

Associated CES Plans	
CES Plan ID	Description
1 H031	BCBSGA PPO Alt

Benefit Recon Audit Tools

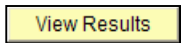
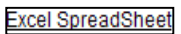
Overview: Audit queries have been developed to assist institutions and auditors in the validation of benefit reconciliation data and processes. The queries may be run after the Benefit Reconciliation processes are completed.

Personnel Services Detail Query

Overview: The Personnel Services Detail Query allows users to view all payroll related transactions for an employee. Users have the ability to enter a business unit, account range, date range, employee id and a transaction type. This query is integral in validating the accuracy of accounting entries prior to distribution to the General Ledger and Journal Generating. During month end processing and reconciliation, institutions should be able to utilize this query to reconcile the net activity for any account.

Procedure

The steps required to run the Personal Services Detail query are:

Step	Action
1.	Navigate to BOR Menus > BOR Payroll > Benefit Reconciliation > Benefit Accounting Audit Tools > Personal Services Detail
2.	Enter the business unit in the Business Unit field.
3.	Enter earliest date needed in the From Date field.
4.	Enter latest date needed in the To Date field.
5.	Enter first account in range needed in the From Account field. Note: Query lists all accounts when using the (%) wild card.
6.	Enter last account in range needed in the To Account field. Note: Query lists all accounts when using the (%) wild card.
7.	Enter Empl ID in the Empl ID field. Note: Query lists all Empl ID's when using the (%) wild card.
8.	Enter a specified transaction type in the Transaction Type field. Note: Query lists all Transaction Types when using the (%) wild card.
9.	Click the View Results button. 
10.	Click the Excel SpreadSheet link. 



BOR_ADP_PERSSERV_DTL - Personnel Services Detail

Business Unit:

From Date:

To Date:

From Account:

To Account:

Empl ID:

Transaction Type:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(6869 kb\)](#)

[View All](#)

First 1-100 of 8025 Last

Unit	Report ID	Trans Type	ID	SSN	Name	Position	Pool ID	Payroll Distrib	Account Dept	Pay Run ID	Fund	Program Class	Project	Bud Ref	Encumbered	Expended	Date	Group	Run Date	SeqNum	Line	Job Code	Job Family	Description	Earnings Tax	Check No	Description	Journal ID	Line #
1	42000	0000005356	ERC			A		229900	CES 62000		62000			2015	0.000	-11.48	10/31/2014	CES	10/31/2014	21	1		CES Plan: B014	00BLJA N		Cvg 2014-10-01 Eff:2014-01-01		0	
2	42000	0000005356	ERD			A		236951	CES 62000		62000			2015	0.000	11.48	10/31/2014	CES	10/31/2014	21	2		CES Plan: B014	00BLJA N		Cvg 2014-10-01 Eff:2014-01-01		0	
3	42000	0000005356	EEC			A		229900	CES 62000		62000			2015	0.000	-61.30	10/31/2014	CES	10/31/2014	21	3		CES Plan: D023	00DDHB E		Cvg 2014-10-01 Eff:2014-01-01		0	
4	42000	0000005356	EED			A		226972	CES 62000		62000			2015	0.000	61.30	10/31/2014	CES	10/31/2014	21	4		CES Plan: D023	00DDHB E		Cvg 2014-10-01 Eff:2014-01-01		0	
5	42000	0000005356	EEC			A		229900	CES 62000		62000			2015	0.000	-180.00	10/31/2014	CES	10/31/2014	21	5		CES Plan: H031	00PALB E		Cvg 2014-10-01 Eff:2012-01-01		0	
6	42000	0000005356	EED			A		226903	CES 62000		62000			2015	0.000	180.00	10/31/2014	CES	10/31/2014	21	6		CES Plan: H031	00PALB E		Cvg 2014-10-01 Eff:2012-01-01		0	

Benefit Control Report query

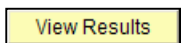
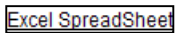
Overview: In order to ensure the cash posted in the Benefit Accounting and Retiree Benefit Accounting processes reconciles to the Data Dump file, users should run the Benefit Control Report query.

Prerequisites: Benefit Accounting process is complete.

Prerequisites: Retiree Benefit Accounting process is complete.

Procedure

The steps required to run the Benefit Control Report query are:

Step	Action
1.	Navigate to BOR Menu > BOR Payroll > Benefit Reconciliation > Benefit Accounting Audit Tools > Benefit Control Report query
2.	Enter the business unit in the Business Unit field.
3.	Enter the first day of the reconciliation process month in the From Date field.
4.	Enter last day of the reconciliation process month in the To Date field.
5.	Click the View Results button. 
6.	The query results will contain 3 sets of data: 1) Trial Balance from the Benefit Reconciliation Accounting process 2) Trial Balance from Retiree Benefit Accounting process 3) Cash Total from the Carrier Enrollment Data Dump file The account activity in 1 and 2 should equal the total in 3.
7.	Click the Excel SpreadSheet link. 



BOR_ADP_CES_CONTROL_REPORT - Benefit Control Report

Business Unit:

From Date: 10/01/2014

To Date: 10/31/2014

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(4 kb\)](#)

[View All](#)

First 1-21 of 21 Last

	Descr	Unit	Account	Descr	Amount	Date
1	1-CES Acctg		226903	Pay Ded - BCBS PPO	41599.000	10/31/2014
2	1-CES Acctg		226908	PR DED - BOR HDHP-SELF-FUNDED	11851.000	10/31/2014
3	1-CES Acctg		226952	Pay Ded-Dependent Life-Regents	793.080	10/31/2014
4	1-CES Acctg		226953	PayDed-Supp Life ADD Regents	6171.640	10/31/2014
5	1-CES Acctg		226972	Pay Ded - Dental - Delta	10419.120	10/31/2014
6	1-CES Acctg		226974	Pay Ded - Long-Term Disability	1274.960	10/31/2014
7	1-CES Acctg		226977	Pay Ded-Short Term Disability	910.080	10/31/2014
8	1-CES Acctg		226978	Pay Ded - Group Vision	2062.220	10/31/2014
9	1-CES Acctg		226981	Pay Ded-Prepaid Legal Services	198.000	10/31/2014
10	1-CES Acctg		229900	ADP Clearing - Benefits	-243440.500	10/31/2014
11	1-CES Acctg		236903	Empr PR Liab - BCBS PPO	98183.000	10/31/2014
12	1-CES Acctg		236908	EMPR LIAB-BOR-HDHP-SELF-FUNDED	66764.000	10/31/2014
13	1-CES Acctg		236951	Empr PR Liab-Basic Life-Regent	3214.400	10/31/2014
14	2-Retiree Acctg		128001	AR Clearing- Leave of Absence	411.910	10/31/2014
15	2-Retiree Acctg		129210	ADP AR - Retiree	32774.310	10/31/2014
16	2-Retiree Acctg		129230	ADP AR - Cobra	1227.000	10/31/2014
17	2-Retiree Acctg		229900	ADP Clearing - Benefits	-102357.560	10/31/2014
18	2-Retiree Acctg		553123	GRP HLTH INS - PPO ALT	60605.000	10/31/2014
19	2-Retiree Acctg		553128	GRP HLTH INS - HDHP ALT	5544.000	10/31/2014
20	2-Retiree Acctg		553201	Grp Life Ins-Basic Life-Regent	1795.340	10/31/2014
21	1-CES Acctg		Total		216788.860	10/31/2014

Benefit Process Audit

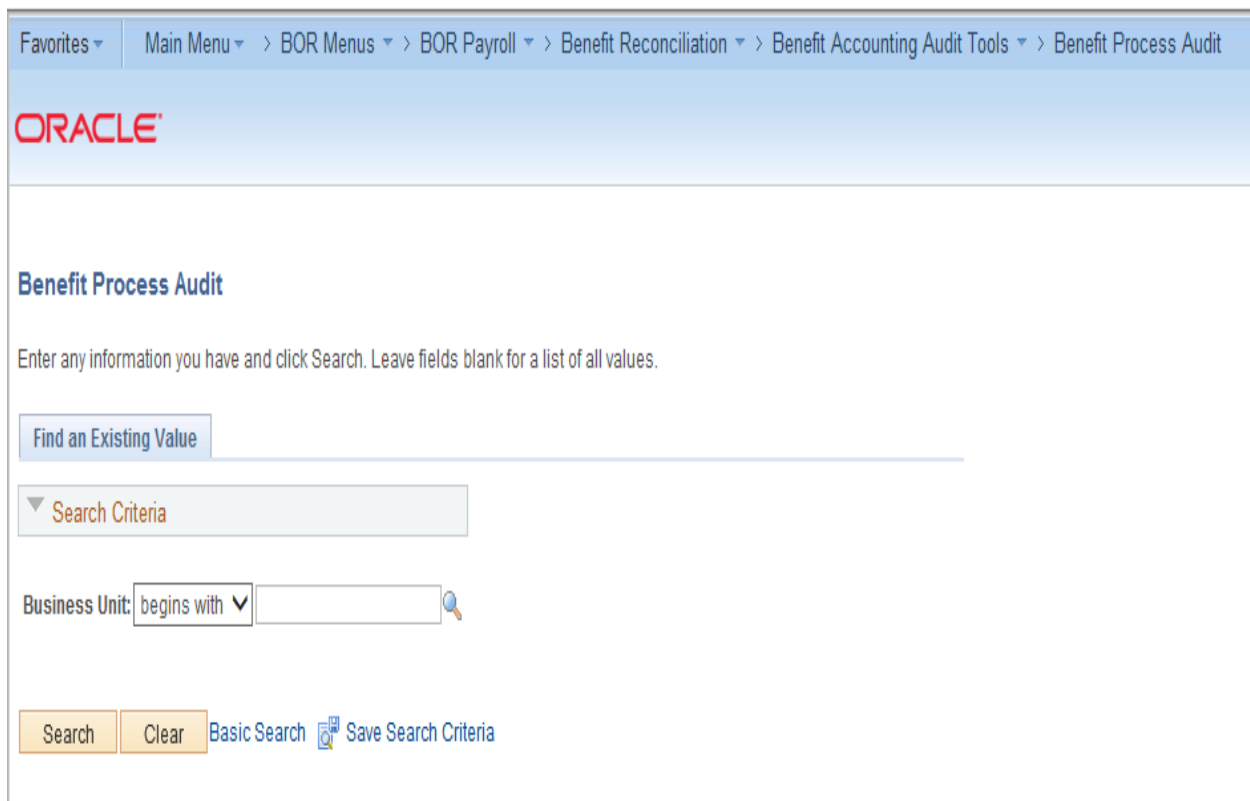
Overview: The Benefit Process Audit provides a review of reconciliation activities by institution and user ID. This table is used as a control to verify that all institutions are utilizing the automated reconciliation procedures. The view provides Benefit Reconciliation processes and their run date, effective date and user ID and may be also used as a validation of what benefit reconciliation processes were run and when.

Prerequisites: None

Procedure

The steps required to view the Benefit Process Audit panel are:

Step	Action
1.	Navigate to BOR Menu > BOR Payroll > Benefit Reconciliation > Benefit Accounting Audit Tools > Benefit Process Audit
2.	Enter the business unit in the Business Unit field.



Favorites > Main Menu > BOR Menu > BOR Payroll > Benefit Reconciliation > Benefit Accounting Audit Tools > Benefit Process Audit

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Benefit Process Audit

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit: begins with

Search Clear Basic Search Save Search Criteria

Step	Action
3.	Completed processes are shown in descending run date order.

Favorites ▾ Main Menu ▾ BOR Menus ▾ BOR Payroll ▾ Benefit Reconciliation ▾ Benefit Accounting Audit Tools ▾ Benefit Process Audit



Benefit Reconciliation Process Audit

Business Unit

Journal Line Description	User ID	Begin Date	End Date	Parm 1	Descr2	Description	Description	Identifier	Last Update DateTime
1 Supplemental PDR Process	OIITMCCARLEY			BOR_SUPACCT	P Purge	Y Distribute to GL	2014-10-31		02/12/2015 11:25:03AM
2 Retiree Benefits Process	OIITMCCARLEY			BOR_RETACCT	P Purge	Y Distribute to GL	2014-10-31		02/12/2015 11:18:43AM
3 Supplemental PDR Process	OIITMCCARLEY			BOR_SUPACCT	C Correct Errors	Y Distribute to GL	2014-10-31		02/12/2015 10:46:09AM
4 Supplemental PDR Process	OIITMCCARLEY			BOR_SUPACCT	C Correct Errors	Y Distribute to GL	2014-10-31		02/12/2015 10:39:31AM
5 Supplemental PDR Process	OIITMCCARLEY			BOR_SUPACCT	L Load and Validate	Y Distribute to GL	2014-10-31		02/12/2015 10:28:17AM
6 Supplemental PDR Process	OIITMCCARLEY			BOR_SUPACCT	P Purge	Y Distribute to GL	2014-10-31		02/12/2015 10:25:13AM
7 Supplemental PDR Process	OIITMCCARLEY			BOR_SUPACCT	C Correct Errors	Y Distribute to GL	2014-10-31		02/12/2015 10:22:01AM
8 Retiree Benefits Process	OIITMCCARLEY			BOR_RETACCT	C Correct Errors	Y Distribute to GL	2014-10-31		02/10/2015 3:47:53PM
9 Supplemental PDR Process	dhickey			BOR_SUPACCT	L Load and Validate	Y Distribute to GL	2014-10-31		11/21/2014 8:19:52AM
10 Retiree Benefits Process	dhickey			BOR_RETACCT	L Load and Validate	Y Distribute to GL	2014-10-31		11/20/2014 8:22:21PM
11 CES Accounting Process	dhickey			BOR_CESACCT	L Load and Validate	Y Distribute to GL	2014-10-31		11/17/2014 11:35:41AM
12 Load Payroll Adjustment	NATALIE	07/08/2014	07/08/2014						07/08/2014 10:23:05AM
13 CES Reconciliation	NATALIE	06/01/2014	06/30/2014						07/03/2014 9:34:09AM
14 Supplemental PDR Process	NATALIE			BOR_SUPACCT	C Correct Errors	Y Distribute to GL	2014-06-30		07/03/2014 8:58:54AM
15 Supplemental PDR Process	NATALIE			BOR_SUPACCT	L Load and Validate	Y Distribute to GL	2014-06-30		07/03/2014 8:53:25AM

Open Coupon query

Overview: The Open Coupon data is generated by ADP Cobra Services (BeneDirect) division showing a snapshot of the coupon balances of retirees and Cobra participants. The data used in the report is loaded monthly by ITS into PS Financials. The Open Coupon query provides users a way of reviewing receivable balances as of month end. Users will utilize the Open Coupon query along with the Supplemental PDR detail file (found on the SSC/FTP site each month) to reconcile retiree and COBRA receivable accounts. Query data is downloaded to Excel, pivot tables are created so that receivable accounts may be reconciled.

Prerequisite: Receive Open Coupon Data Load Notification

Procedure

The steps required to view the Benefit Process Audit panel are:

Step	Action
1.	Navigate to BOR Menu > BOR Payroll > Benefit Reconciliation > Benefit Accounting Audit Tools > Open Coupon Query
2.	Enter the business unit in the Business Unit field.
3.	Enter the as of date in the As of Date field. Note: The as of date us usually the last day of the month for the data load.



BOR_ADP_COBRARET_RCV_YW - Cobra and Retiree Recv. View

Business Unit:
 As of Date:

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(20 kb\)](#)

[View All](#)

First 1-27 of 27 Last

Beneficiary	SSN	Lastname	Firstname	BEGC Code	Unit	Bene Type	Benefic Status	ARRA Status	Plan Descr	From Date	To Date	Monthly Premium	Tot Unpaid Prem	ID
1				710GP	71000	COBRA	COBRA Current		Delta Dental High Option Plan - D023	10/01/2014	11/01/2014	30.660	30.660	
2				710GP	71000	COBRA	COBRA Current		Delta Dental High Option Plan - D023	10/01/2014	11/01/2014	30.660	494.680	
3				710GP	71000	COBRA	COBRA Current		Eyemed Vision Plan	10/01/2014	11/01/2014	6.380	494.680	
4				710GP	71000	COBRA	COBRA Current		Kaiser HMO Medical M018	10/01/2014	11/01/2014	457.640	494.680	
5				710GP	71000	Normal Retiree	Direct Billing Participant		Delta Dental High Option Plan - DTL23	10/01/2014	11/01/2014	98.100	497.100	
6				710GP	71000	Normal Retiree	Direct Billing Participant		Kaiser HMO Medical Plan MED18	10/01/2014	11/01/2014	399.000	497.100	
7				710GP	71000	Normal Retiree	Direct Billing Participant		Eyemed Vision Plan	10/01/2014	11/01/2014	18.840	417.840	
8				710GP	71000	Normal Retiree	Direct Billing Participant		Kaiser HMO Medical Plan MED18	10/01/2014	11/01/2014	399.000	417.840	
9				710GP	71000	Normal Retiree	Direct Billing Participant		BCBS Open Access POS - MED31	10/01/2014	11/01/2014	377.000	466.730	
10				710GP	71000	Normal Retiree	Direct Billing Participant		Delta Dental High Option Plan - DTL23	10/01/2014	11/01/2014	61.300	466.730	
11				710GP	71000	Normal Retiree	Direct Billing Participant		Eyemed Vision Plan	10/01/2014	11/01/2014	14.380	466.730	
12				710GP	71000	Normal Retiree	Direct Billing Participant		Minnesota SEL w/o AD&D - SEL52	10/01/2014	11/01/2014	11.700	466.730	
13				710GP	71000	Normal Retiree	Direct Billing Participant		Minnesota Spouse Life Retiree	10/01/2014	11/01/2014	2.350	466.730	
14				710GP	71000	Normal Retiree	Direct Billing Participant		Delta Dental High Option Plan - DTL23	10/01/2014	11/01/2014	58.240	306.740	
15				710GP	71000	Normal Retiree	Direct Billing Participant		Kaiser HMO Medical Plan MED18	10/01/2014	11/01/2014	248.000	306.740	
16				710GP	71000	Normal Retiree	Direct Billing Participant		Minnesota Life CLF	10/01/2014	11/01/2014	0.500	306.740	
17				710GP	71000	Normal Retiree	Direct Billing Participant		Med B BCBS Open Access POS - MED33	10/01/2014	11/01/2014	203.000	228.600	
18				710GP	71000	Normal Retiree	Direct Billing Participant		Minn Life DLF- 50% - Family	10/01/2014	11/01/2014	2.350	228.600	
19				710GP	71000	Normal Retiree	Direct Billing Participant		Minnesota SEL w/o AD&D - SEL52	10/01/2014	11/01/2014	23.250	228.600	
20				710GP	71000	Normal Retiree	Direct Billing Participant		BCBS Open Access POS - MED31	10/01/2014	11/01/2014	180.000	216.520	
21				710GP	71000	Normal Retiree	Direct Billing Participant		Delta Dental Base Plan - DTL24	10/01/2014	11/01/2014	24.820	216.520	
22				710GP	71000	Normal Retiree	Direct Billing Participant		Minnesota SEL w/o AD&D - SEL52	10/01/2014	11/01/2014	11.700	216.520	
23				710GP	71000	Normal Retiree	Direct Billing Participant		Delta Dental High Option Plan - DTL23	10/01/2014	11/01/2014	61.300	462.650	
24				710GP	71000	Normal Retiree	Direct Billing Participant		Minn Life DLF- 50% - Family	10/01/2014	11/01/2014	2.350	462.650	
25				710GP	71000	Normal Retiree	Direct Billing Participant		Non-Med B BCBS Open Access POS - MED34	10/01/2014	11/01/2014	399.000	462.650	
26				710GP	71000	Normal Retiree	Direct Billing Participant		Blue Choice HMO - MED06	10/01/2014	11/01/2014	297.000	346.620	
27				710GP	71000	Normal Retiree	Direct Billing Participant		Delta Dental Base Plan - DTL24	10/01/2014	11/01/2014	49.620	346.620

ONLINE PAYROLL ADJUSTMENTS

Overview: During normal processing there may be data entries that need to be corrected and captured in the PERS_SERV_BOR table due to errors in the benefits reconciliation process or reclassification of journal entries for personal services that have already been posted. Manual journals entries entered online in the General Ledger module or uploaded using the Journal Spreadsheet load process do not insert personal services journal lines into the PERS_SERV_BOR table and the adjusted or reclassified journal data will not be included in online queries and reports created using the PERS_SERV_BOR table.

Create Payroll Adjustments

The Create Payroll Recon Adjustments is a batch process that will auto create, by deduction code or account, personal services adjustment data rows and insert them into the PERS_SERV_BOR table for inclusion in queries and reports used for reconciliation and reporting purposes.

The Create Payroll Adjustments process will capture variances between the reconciliation data and payroll data loaded and captured in the PERS_SERV_BOR table by Account or Deduction code based on a specified account or range of accounts and amount of variance range. Typically the amount of variance range will not exceed .01 – 0.99 or whatever the acceptable amount of write-off has been specified by the institution.

The functionality of this module is similar to creating an online journal entry. The advantage is that by using this module, data will be captured at the EMPLID level and then rolled up into a Journal Entry.

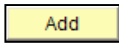
Most refer to this process as “writing off rounding cents” variances that occur from differences in payroll processing deductions for benefits and the actual benefit premiums charged to institutions.

The Create Payroll Adjustment Process should be run after the Create Benefit Acctg Entries is completed and before the Create Benefit Reporting Table is run in order for the adjustments to appear in the Benefit Reconciliation Detail query.

The Create Payroll Adjustment Process **may only be run for current reconciling month**. Any previous month’s variances from rounding cents should be written off with a manual journal entry and will be excluded from the pers_serv_bor table and subsequent reporting.


Procedure

The steps required to Create Payroll Adjustments are:

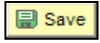
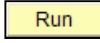
Step	Action
1.	Navigate to BOR Menus > BOR Payroll > Benefit Reconciliation > Payroll Adjustments > Create Payroll Recon Adjustmnt
2.	Click the Add a New Value tab.
3.	Enter " Create_Adjustments " in the Run Control ID field.
4.	Click the Add button. 



Create Payroll Recon Adjustmnt

Run Control ID: 

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
5.	Enter institution business unit in the Business Unit field.
6.	Enter the first day of the month for the benefits data load the From Date field.
7.	Enter the last day of the month for the benefits data load the To Date field. Note: This is the TRANSACTION DATE needed to look up the adjustment.
8.	The Offset Account field is institution specific. This will be the account where variances included in the adjustment are charged.
9.	The Offset Account Code field is institution specific. This will be the account code where variances included in the adjustment are charged.
10.	Enter " 0.001 " in the From Amount (ABS) field.
11.	Enter " 0.099 " in the To Amount (ABS) field. Note: These values are absolute values i.e. you should enter positive amounts only in these fields. The process will look for +/- the values when creating the adjustment entries.
12.	The Recon Option should default to " Deduction Code ". You can also choose " Account " as the Recon Option from the dropdown list.
13.	Enter the appropriate deduction code in the Deduction Code field if the recon option is "deduction code". Enter the appropriate account code or range of accounts if recon option is "account".
14.	Click the Save button. 
15.	Click the Run button. 

Create Adjustments by Deduction Code

[Favorites](#) > [Main Menu](#) > [BOR Menus](#) > [BOR Payroll](#) > [Benefit Reconciliation](#) > [Payroll Adjustments](#) > [Create Payroll Recon Adjustmnt](#)

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Create Payroll Reconciliation Adjustments

[Run Control ID](#) [Create_Adjustments](#) [Report Manager](#) [Process Monitor](#) [Run](#)

Processing Parameters

Business Unit Georgia Perimeter College

From Date **To Date**

Offset Account **Offset Account Code**

From Amount (ABS) **To Amount (ABS)**

Recon Option

Deduction Code

From Account **To Account**

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Create Adjustments by Account

[Favorites](#) > [Main Menu](#) > [BOR Menus](#) > [BOR Payroll](#) > [Benefit Reconciliation](#) > [Payroll Adjustments](#) > [Create Payroll Recon Adjustmnt](#)



Create Payroll Reconciliation Adjustments

[Run Control ID](#) [Create_Adjustments](#) [Report Manager](#) [Process Monitor](#) [Run](#)

Processing Parameters

Business Unit Georgia Perimeter College

From Date **To Date**

Offset Account **Offset Account Code**

From Amount (ABS) **To Amount (ABS)**

Recon Option

Deduction Code

From Account **To Account**

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Step	Action
16.	Click the Process Monitor link. Process Monitor
17.	Click in the Details column of the completed adjustment process.
18.	Click the Message Log link. Message Log
19.	If there are any adjustments created, this message will indicate "1 row inserted into Adjustment Header" .

Favorites ▾ Main Menu ▾ > BOR Menus ▾ > BOR Payroll ▾ > Benefit Reconciliation ▾ > Payroll Adjustments ▾ > Create Payroll Recon Adjustmnt > Process Monitor

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Process List | Server List

View Process Request For

User ID Type

Server Name

Run Status Distribution Sta

Process List

Select Instance	Seq.	Process Type	Pro
<input type="checkbox"/>	6385631	Application Engine	BOF
<input type="checkbox"/>	6385623	Application Engine	BOF
<input type="checkbox"/>	6385616	Application Engine	BOF
<input type="checkbox"/>	6385570	Application Engine	FS_
<input type="checkbox"/>	6385546	Application Engine	BOF

Go back to Create Payroll Recon Adjustmnt

Process List | Server List

Process Detail

Process

Instance 6385631 Type Application Engine

Name BOR_PYRLADJT Description Payroll Recon Adjustment

Run Status Success Distribution Status Posted

Run Update Process

Run Control ID Create_Adjustments

Location Server

Server PSUNX

Recurrence

Hold Request
 Queue Request
 Cancel Request
 Delete Request
 Restart Request

Date/Time Actions

Request Created On 01/13/2015 3:52:33PM EST Parameters Transfer

Run Anytime After 01/13/2015 3:52:28PM EST **Message Log** View Locks

Began Process At 01/13/2015 3:52:44PM EST Batch Timings

Ended Process At 01/13/2015 3:53:44PM EST View Log/Trace

Favorites ▾ Main Menu ▾ > BOR Menus ▾ > BOR Payroll ▾ > Benefit Reconciliation ▾ > Payroll Adjustments ▾ > Create Payroll Recon Adjustmnt > Process Monitor

ORACLE

Process Detail

Process List | Server List

View Process Request For

User ID: OIITMCCARLEY Type:
 Server: Name:
 Run Status: Distribution Sta:

Process List

Select	Instance	Seq.	Process Type	Proc
<input type="checkbox"/>	6385631		Application Engine	BOF
<input type="checkbox"/>	6385623		Application Engine	BOF
<input type="checkbox"/>	6385616		Application Engine	BOF
<input type="checkbox"/>	6385570		Application Engine	FS_
<input type="checkbox"/>	6385546		Application Engine	BOF

Go back to Create Payroll Recon Adjustmnt

Process List | Server List

Message Log

Process

Instance: 6385631 Type: Application Engine
 Name: BOR_PYRLADJT Description: Payroll Recon Adjustment

Personalize | Find | View All | First 1-3 of 3 Last

Severity	Log Time	Message Text	Explain
10	3:53:44PM	1 rows inserted into Adjustment Header	<input type="button" value="Explain"/>
	3:53:44PM	Published message with ID 4371f04a-9b66-11e4-a902-a20b7917513a to create entry in folder GENERAL.	<input type="button" value="Explain"/>
	3:53:44PM	Successfully posted generated files to the report repository	<input type="button" value="Explain"/>

Enter Payroll Adjustments

Overview: This module allows you enter payroll adjustments. The functionality of this module is similar to creating an online journal entry. The advantage is that by using this module, data will be captured at the EMPLID level and then rolled up into a Journal Entry.

The Enter Payroll Recon Adjustments is a process that will create, by Empl ID, deduction code or account, personal services adjustment data rows and insert them into the PERS_SERV_BOR table for inclusion in queries and reports used for reconciliation and reporting purposes.

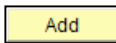
The overall business process flow is:

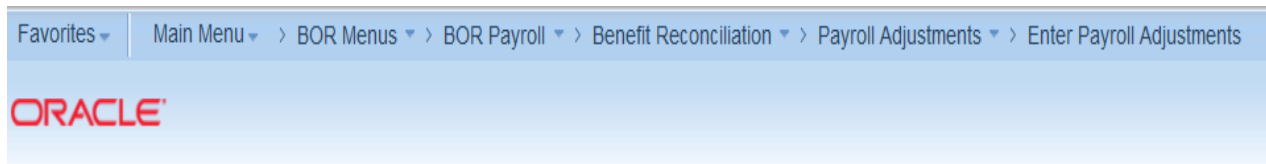
1. Manually enter online adjustments as needed (example – benefit termination rows split by employee status codes in the data dump file)
2. Save adjustment to generate a Transaction ID
3. Review and Validate(or Delete) the adjustments created using the online payroll adjustment pages
4. Load the adjustments
5. Print the adjustments
6. Journal Generate, Edit, Budget Check and Post the Payroll Adjustments

Note: Adjustments generated during the reconciling and accounting period should be completed before running the Create Benefit Reporting Table to be included in the Benefit Reconciliation Detail Query.

Procedure

The steps required to Enter Payroll Adjustments are:

Step	Action
1.	Navigate to BOR Menus > BOR Payroll > Benefit Reconciliation > Payroll Adjustments > Enter Payroll Adjustments
2.	Process defaults to the “ Add a New Value ” tab.
3.	Enter institution business unit in the Business Unit field.
4.	“ Next ” is the value for Transaction ID field (System will assign value).
5.	System/Current date is the default value for Transaction Dt field. Note: Adjustments may be backdated to the reconciling month if Accounting Period has not been closed.
6.	Click the Add button. 



Enter Payroll Adjustments



Business Unit:

Transaction ID:

Transaction Dt:

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
7.	Business Unit field should auto-populate based on user security.
8.	Transaction ID field is blank until Payroll Adjustment Entry panel is saved.
9.	Transaction Dt field defaults from Enter Payroll Adjustments Transaction Dt field.
10.	Enter the reason for the adjustment in the Purpose field.
11.	Status field defaults to “ Edit Req’d ” until adjustment is validated or deleted.
12.	Source field defaults to “ Online Entry ”.
13.	Operator field defaults to user.
14.	On Line 1 enter the Empl ID of the employee to be adjusted in the Empl ID field. The search option may be used to locate Empl ID. Note: Name field should auto-populate based on Empl ID entered
15.	Distribution Type field has 3 options: “ EE Deduction ”, “ ER Deduction ” and “ Acct Cd ”. The account cd option will insert the Account Code field into the adjustment panel to adjust amounts associated with an Account Code . Note: Distribution Type field and Deduction Code field will determine what account will auto-populate the Account field and what fund will auto-populate the Fund Code field.
16.	Enter the appropriate deduction code in the Deduction Code field. The search option may be used to locate deduction codes. Note: Tabbing out of the Deduction Code field should auto-populate the Account field and the Fund Code field.
17.	Enter the adjustment amount in the Monetary Amount field.
18.	Account field auto-populates based on the Distribution Type field and the Deduction Code field. Note: Account field may be changed manually if determined necessary.
19.	Fund Code field auto-populates based on Distribution Type and Deduction Code and may not be changed.
20.	Department field auto-populates based on Account Code and may not be changed.
21.	Program Code field auto-populates based on Account Code and may not be changed.
22.	Class Code field auto-populates based on Account Code and may not be changed.
23.	Project field auto-populates based on Account Code and may not be changed.
24.	Budget Reference field auto-populates based on Transaction Dt and may not be changed.
25.	Reference field is open for manual editing.
26.	Line Description auto-populates based on Deduction Code field or Account Code field.

Step	Action
27.	Insert data entry rows as needed to complete adjustment.
28.	Click the Save button when adjustment is complete.  Note: Saved adjustments generate a Transaction ID .
29.	Click the Run button. 

Favorites ▾ Main Menu ▾ BOR Menus ▾ BOR Payroll ▾ Benefit Reconciliation ▾ Payroll Adjustments ▾ Enter Payroll Adjustments

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Payroll Adjustment Entry Processing Option

Business Unit Purpose new retirees whose active benefit termination rows are split between status codes caused both payroll liability accounts and retiree receivable accounts to be out of balance Status **Edit Req'd**

Transaction ID **0000005540** Source Online Entry

Transaction Dt 12/31/2014 Operator OIITMCCARLEY

Line	Status	Empl ID	Distribution Type	Name	Deduction Code	Account Code	Monetary Amount	*Account	Fund Code	Department	Program Code	Class Field	Project	Budget Reference	Reference	Line Description
1	No Errors		EE Deduct		00PALB		-193.000	228903	82000					2015		Comprehensive Care
2	No Errors		EE Deduct		00PALB		193.000	129210	82000					2015		Comprehensive Care
3	No Errors		ER Deduct		00PALB		-450.000	235903	82000					2015		Comprehensive Care
4	No Errors		Acct Cd			421004102001	450.000	553123	10000	1004102	11100	11000		2015		Dept Health & Human Perform


Validate/Delete Payroll Adjustments

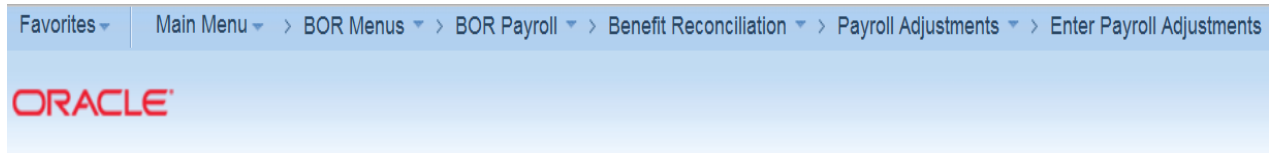
Overview: The Validate/Delete Payroll Adjustments step is to review the adjustments generated by either the Create Payroll Adjustment process or the Enter Payroll Adjustment Process before they are loaded. Users may either VALIDATE or DELETE the adjustment. This process is performed in the Enter Payroll Adjustments panel for both adjustments “created” and “entered”.

Note: If adjustment entries are valid, validation is required before they can be Loaded to GL.

Procedure


The steps required to Validate/Delete Payroll Adjustments are:

Step	Action
1.	Navigate to BOR Menu > BOR Payroll > Benefits Reconciliation > Payroll Adjustments > Enter Payroll Adjustments
2.	If the adjustment was “created” the Transaction ID is unknown. If the adjustment was entered then the Transaction ID is generated at the time the adjustment panel is saved. Search may be performed with or without a Transaction ID .
3.	Enter the date of the adjustment created in the Transaction Dt field.
4.	Click on Search . 




Enter Payroll Adjustments

Enter any information you have and click Search. Leave fields blank for a list of all values.

Business Unit: = 

Transaction ID: begins with

Transaction Dt: = 

Status: =

Step	Action
5.	Note the description on the adjustment. Review to ensure that the transaction reflects your criteria.
6.	Notice the STATUS says " Edit Req'd "

Favorites ▾ Main Menu ▾ > BOR Menus ▾ > BOR Payroll ▾ > Benefit Reconciliation ▾ > Payroll Adjustments ▾ > Enter Payroll Adjustments

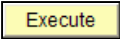
Home | Worklist | Add to Favorites

New Window | Help | Personalize F

Payroll Adjustment Entry
Processing Option

Business Unit: 42000 Purpose: CES Benefit Reconciliation Adjustment, Processing Option: ACT Deduction Code: Status: **Edit Req'd**
 Transaction ID: **0000005539** Account From: 226202 Account To: 235951 From Date: 2014-05-01 To Date: 2014-05-31 Source: Reconciliation Adjustment
 Transaction Dt: 05/31/2014 Operator: OITMCCARLEY


Line	Status	Empl ID	Distribution Type	Name	Deduction Code	Account Code	Monetary Amount	*Account	Fund Code	Department	Program Code	Class Field	Project	Budget Reference	Reference	Line Description
1	No Errors		EE Deduct		00LTD		-0.010	226974	62000					2014		MeiLife Long Term Disability
2	No Errors		EE Deduct		00LTD		0.010	226974	62000					2014		MeiLife Long Term Disability
3	No Errors		EE Deduct		00LTD		0.010	226974	62000					2014		MeiLife Long Term Disability
4	No Errors		EE Deduct		00LTD		-0.010	226974	62000					2014		MeiLife Long Term Disability
5	No Errors		EE Deduct		00LTD		-0.010	226974	62000					2014		MeiLife Long Term Disability
6	No Errors		EE Deduct		00LTD		-0.010	226974	62000					2014		MeiLife Long Term Disability
7	No Errors		EE Deduct		00LTD		0.010	226974	62000					2014		MeiLife Long Term Disability
8	No Errors		EE Deduct		00LTD		-0.010	226974	62000					2014		MeiLife Long Term Disability
9	No Errors		EE Deduct		00LTD		-0.010	226974	62000					2014		MeiLife Long Term Disability
10	No Errors		EE Deduct		00LTD		-0.010	226974	62000					2014		MeiLife Long Term Disability
11	No Errors		EE Deduct		00LTD		0.010	226974	62000					2014		MeiLife Long Term Disability
12	No Errors		EE Deduct		00LTD		0.010	226974	62000					2014		MeiLife Long Term Disability

Step	Action
7.	Click the Processing Option list.
8.	<p>There are two Processing Options: "Validate Adjustment" or "Delete Adjustment". If adjustment is correct choose "Validate Adjustment". If opting to delete the adjustment, choose "Delete Adjustment".</p> <p>Note: If opting to delete adjustment, on pressing the "Execute" button this adjustment entry will be permanently deleted and you will be returned to the search screen.</p>
9.	Click the Execute button. 
10.	Notice the status now says " Valid ".

Favorites ▾ Main Menu ▾ BOR Menus ▾ BOR Payroll ▾ Benefit Reconciliation ▾ Payroll Adjustments ▾ Enter Payroll Adjustments
 Home Worklist Add to Favorites

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Payroll Adjustment Entry

 Processing Option **Validate Adjustment** ▾ 

Business Unit 42000 Purpose CES Benefit Reconciliation Adjustment. Processing Option: ACT Deduction Code: Status **Valid**
 Account From: 226202 Account To: 226981 From Date: 2014-05-01 To Date: 2014-05-31 Source Reconciliation Adjustment
 Transaction ID **000006539** Operator OITMCCARLEY
 Transaction Dt 05/31/2014

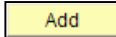
Line	Status	Empl ID	Distribution Type	Name	Deduction Code	Account Code	Monetary Amount	*Account	Fund Code	Department	Program Code	Class Field	Project	Budget Reference	Reference	Line Description
1	No Errors		EE Deduct ▾		O0LTDA		-0.010	226974	62000					2014		MeLife Long Term Disability
2	No Errors		EE Deduct ▾		O0LTDA		0.010	226974	62000					2014		MeLife Long Term Disability
3	No Errors		EE Deduct ▾		O0LTDA		0.010	226974	62000					2014		MeLife Long Term Disability
4	No Errors		EE Deduct ▾		O0LTDA		-0.010	226974	62000					2014		MeLife Long Term Disability
5	No Errors		EE Deduct ▾		O0LTDA		-0.010	226974	62000					2014		MeLife Long Term Disability
6	No Errors		EE Deduct ▾		O0LTDA		-0.010	226974	62000					2014		MeLife Long Term Disability
7	No Errors		EE Deduct ▾		O0LTDA		0.010	226974	62000					2014		MeLife Long Term Disability
8	No Errors		EE Deduct ▾		O0LTDA		-0.010	226974	62000					2014		MeLife Long Term Disability
9	No Errors		EE Deduct ▾		O0LTDA		-0.010	226974	62000					2014		MeLife Long Term Disability
10	No Errors		EE Deduct ▾		O0LTDA		-0.010	226974	62000					2014		MeLife Long Term Disability
11	No Errors		EE Deduct ▾		O0LTDA		0.010	226974	62000					2014		MeLife Long Term Disability
12	No Errors		EE Deduct ▾		O0LTDA		0.010	226974	62000					2014		MeLife Long Term Disability

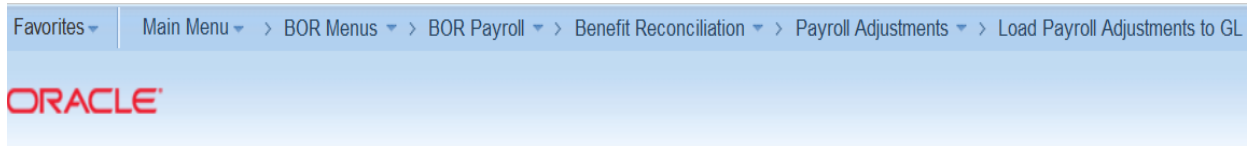
Load Payroll Adjustments to GL

Overview: The Load Payroll Adjustments to GL process loads all adjustment entries that are in **VALID** status to the PERS_SERV_BOR & HR_ACCTG_LINE tables. This process may be run after each adjustment is validated or after a group of adjustments are validated. If this process is run on multiple valid adjustments, only one journal will be created when Journal Generate Payroll Adjustments is run.

Procedure

The steps required to Load Payroll Adjustments are:


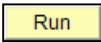
Step	Action
1.	Navigate to BOR Menus > BOR Payroll > Benefit Reconciliation > Payroll Adjustments > Load Payroll Adjustments to GL
2.	Click the Add a New Value tab.
3.	Enter " Load_Adjustments " in the Run Control ID field.
4.	Click the Add button. 



Load Payroll Adjustments to GL

Run Control ID: 


[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
5.	Business Unit field should auto-populate based on user security
6.	Enter the Adjustment Transaction Dt in the From Date field. Date should be within the current accounting period. Note: If loading multiple adjustments at once enter the earliest Transaction Dt.
7.	Enter the Adjustment Transaction Dt in the To Date field. Date should be within the current accounting period. Note: If loading multiple adjustments at once enter the latest Transaction Dt.
8.	Click the Save button. 
9.	Click the Run button. 


Favorites ▾ | Main Menu ▾ > BOR Menus ▾ > BOR Payroll ▾ > Benefit Reconciliation ▾ > Payroll Adjustments ▾ > Load Payroll Adjustments to GL



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


Load Payroll Adjustments to GL

Run Control ID Load_Adjustments Report Manager Process Monitor 

Processing Parameters

Business Unit  Georgia Southwestern St Univ

From Date  **To Date** 

Step	Action
10.	Click the Process Monitor link. Process Monitor
11.	Once the Load Adjustment process is successfully completed adjustment queries may be run and adjustments may be Journal Generated.

Favorites ▾ | Main Menu ▾ > PeopleTools ▾ > Process Scheduler ▾ > Process Monitor

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[Process List](#) | [Server List](#)

View Process Request For

User ID Type Last Days Refresh

Server Name Instance to

Run Status Distribution Status Save On Refresh

Process List										Personalize	Find	View All	First	1-3 of 3	Last
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details						
<input type="checkbox"/>	6385631		Application Engine	BOR_PYRLADJT	OIITMCCARLEY	01/13/2015 3:52:28PM EST	Success	Posted	Details						
<input type="checkbox"/>	6385623		Application Engine	BOR_PYRLADJT	OIITMCCARLEY	01/13/2015 3:44:19PM EST	Success	Posted	Details						
<input type="checkbox"/>	6385616		Application Engine	BOR_PYRLADJT	OIITMCCARLEY	01/13/2015 3:32:14PM EST	Success	Posted	Details						

[Save](#) | [Notify](#)

[Process List](#) | [Server List](#)

Payroll Adjustments Not Posted query

Overview: The Payroll Adjustments Not Posted query was developed to assist in determining if any adjustments have been created but not loaded/posted to the PERS_SERV_BOR & HR_ACCTG_LINE tables. The output data from this query will provide Transaction ID rows for any adjustment not loaded/posted, including the adjustment date, status and amount. This query is intended as a support tool to ensure completion of the adjustment process.

Procedure

The steps run the Payroll Adjustments Not Posted query are:

Step	Action
1.	Navigate to BOR Menu > BOR Payroll > Benefit Reconciliation > Payroll Adjustments > Payroll Adjustments Not Posted
2.	Enter the business unit in the Business Unit field.
3.	Output data may be downloaded to Excel.



Favorites > Main Menu > BOR Menu > BOR Payroll > Benefit Reconciliation > Payroll Adjustments > Payroll Adjustments Not Posted

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XOR_ADP_ADJUST_NOTPOSTED - Payroll Adjustments Not Posted

Business Unit

View Results

Unit	Journal ID	Date	Status	Source	User	DateTime	Long Descr	ID	Name	Distribution	Deduction Code	Acct Code	Amount	Account	Dept	Project	Fund	Class	Program	Bud Ref	Line Descr	Ref	Status
------	------------	------	--------	--------	------	----------	------------	----	------	--------------	----------------	-----------	--------	---------	------	---------	------	-------	---------	---------	------------	-----	--------

Print Payroll Adjustments query

Overview: The Print Payroll Adjustments query provides adjustment row data by Transaction ID, date and status. Business Unit, Transaction ID, Transaction Date and Adjustments Status are required fields to run this query. Query output may be downloaded to Excel, saved and printed to support adjustment journals.

Procedure

The steps run the Print Payroll Adjustments query are:

Step	Action
1.	Navigate to BOR Menus > BOR Payroll > Benefit Reconciliation > Payroll Adjustments > Payroll Adjustments Not Posted
2.	Enter the business unit in the Business Unit field.
3.	Enter transaction ID in the Transaction ID field.
4.	Enter the adjustment begin date in the From Date field.
5.	Enter the adjustment end date in the To Date field.
6.	Select the appropriate adjustment Status from the dropdown list.
7.	Output data may be downloaded to Excel.

[Favorites](#) > [Main Menu](#) > [BOR Menus](#) > [BOR Payroll](#) > [Benefit Reconciliation](#) > [Payroll Adjustments](#) > [Print Payroll Adjustments](#)
[Home](#)

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BOR_ADP_PYRL_ADJ - Print Payroll Adjustments

Business Unit: 
 Transaction ID:
 From Date: 
 To Date: 
 Status: 

Unit	Journal ID	Date	Line #	Status	Source	ID	Name	Distribution	Deduction Code	Acct Code	Amount	Account	Dept	Project	Fund	Class	Program	Bud Ref	Line Descr	Ref	Status
------	------------	------	--------	--------	--------	----	------	--------------	----------------	-----------	--------	---------	------	---------	------	-------	---------	---------	------------	-----	--------



BOR_ADJ_PYRL_ADJ - Print Payroll Adjustments

Business Unit: 
 Transaction ID:
 From Date: 
 To Date: 
 Status: 

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All

First  1-2 of 2  Last

Unit	Journal ID	Date	Line #	Status	Source	ID	Name	Distribution	Deduction Code	Acct Code	Amount	Account	Dept	Project	Fund	Class	Program	Bud Ref	Line Descr	Ref	Status
1	42000	000006626	11/26/2014	1	P	ONL		Employer Deduction	00BLIA		-11,480.236961				62000			2015	Minnesota Basic Life-After Tax	0	
2	42000	000006626	11/26/2014	2	P	ONL		Account Code		42100112005	11,480.663201		1001112		10600	11000	11100	2015	Department of Music	0	

Journal Generate Adjustments

Overview: Institutions can create journal entries in the General Ledger once the Payroll Adjustment processes are complete. A new accounting entry definition has been created (**PYRLADDEF**) to isolate the Payroll Adjustment Entries. Adjustment journal entries can be identified by the Journal ID Mask of **AD** and a journal source of **PAY**.

Note: The creation of these entries will not be included in the nightly batch schedule as institutions expressed a desire to run the process on demand.

Prerequisite: Create/Enter Payroll Adjustments

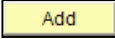
Prerequisite: Validate Payroll Adjustments

Prerequisite: Load Payroll Adjustments

Related Process: Journal Edit, Budget Check and Post

Procedure

The steps required to Journal Generate Payroll Adjustments are:



Step	Action
1.	Navigate to BOR Menus > BOR Payroll > Benefit Reconciliation > Payroll Adjustments > Jrnl Generate Adjustments
2.	Click the Add a New Value tab.
3.	Enter " Jrnl_Gen_Adjustments " in the Run Control ID field.
4.	Click the Add button. 

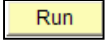
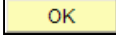


Generate Journals


Run Control ID: 

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
5.	Journal Processing Options are institution specific. Generally Edit and Budget Check boxes are checked on, but NOT Post .
6.	Click the Always option on for Processing Frequency .  Always
7.	Enter the institution SETID in the SetID field.
8.	Enter " PYRLADDEF " in the Accounting Definition Name field. Note: The creation of a new accounting entry definition prevents any other journal generation process from picking up Payroll Adjustment Lines.
9.	Enter the institution business unit in the Application Business Unit field.
10.	Enter " ACTUALS " in the Ledger Group field.
11.	Enter " PAYROLL_AD " in the Template field.
12.	Enter " Specify Date " in the From Date Option field.
13.	Enter the beginning date of the payroll adjustment in the From Date field.
14.	Enter " Specify Date " in the To Date Option field.
15.	Enter the ending date of the payroll adjustment in the To Date field.
16.	Click the Save button. 

Step	Action
17.	Click the Run button. 
18.	Click the OK button. 

[Favorites](#) > [Main Menu](#) > [BOR Menus](#) > [BOR Payroll](#) > [Benefit Reconciliation](#) > [Payroll Adjustments](#) > [Jrnl Generate Adjustments](#)



Generate Journals Request

[Run Control ID](#) [Jrnl_Gen_Adjustments](#) [Report Manager](#) [Process Monitor](#) 

Journal Processing Options

Edit
 Budget Check
 Post

Process Request Parameters Find | View All | First 1 of 1 Last

Process Frequency

Once
 Always
 Don't Run

Application Business Unit

Ledger Group

Template

*From Date Option

*To Date Option

Request Number 1 + -

*SetID

*Accounting Definition Name

From Date

To Date

Leave a field blank to select all its values.










Step	Action
19.	Click the Process Monitor link. Process Monitor
20.	Click in the Details column of the completed journal generate

[Favorites](#) > [Main Menu](#) > [BOR Menus](#) > [BOR Payroll](#) > [Benefit Reconciliation](#) > [Payroll Adjustments](#) > [Jrnl Generate Adjustments](#) > [Process Monitor](#)

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[Process List](#) | [Server List](#)

View Process Request For

User ID Type Last Days

Server Name Instance to

Run Status Distribution Status Save On Refresh

Process List Personalize | Find | View All |

First 1-4 of 4 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6383018		Application Engine	FS_JGEN_BOR	OIITMCCARLEY	01/27/2015 2:08:58PM EST	Success	Posted	Details
<input type="checkbox"/>	6383017		Application Engine	BOR_PYRLADLD	OIITMCCARLEY	01/27/2015 2:07:27PM EST	Success	Posted	Details
<input type="checkbox"/>	6383016		Application Engine	FS_JGEN_BOR	OIITMCCARLEY	01/27/2015 2:00:41PM EST	Success	Posted	Details
<input type="checkbox"/>	6383015		Application Engine	FS_JGEN_BOR	OIITMCCARLEY	01/27/2015 1:55:29PM EST	Success	Posted	Details

[Go back to Generate Journals](#)

[Process List](#) | [Server List](#)

Step	Action
21.	Click the Message Log link. Message Log

Favorites ▾ Main Menu ▾ > BOR Menus ▾ > BOR Payroll ▾ > Benefit Reconciliation ▾ > Payroll Adjustments ▾ > Jml Generate Adjustments ▾ > Process Monitor

ORACLE

Process List | Server List

View Process Request For

User ID OIITMCCARLEY

Server ▾

Run Status ▾

Process List

Select	Instance	Seq.	Process
<input type="checkbox"/>	6383018		Applicati
<input type="checkbox"/>	6383017		Applicati
<input type="checkbox"/>	6383016		Applicati
<input type="checkbox"/>	6383015		Applicati

Go back to Generate Journals

Save Notify

Process List | Server List

Process Detail

Process

Instance 6383018 Type Application Engine

Name FS_JGEN_BOR Description FS_JGEN_BOR

Run Status Success Distribution Status Posted

Run Update Process

Run Control ID Jml_Gen_Adjustments Hold Request

Location Server Queue Request

Server PSUNX Cancel Request

Recurrence Delete Request

Restart Request

Date/Time Actions

Request Created On 01/27/2015 2:09:01PM EST Parameters Transfer

Run Anytime After 01/27/2015 2:08:58PM EST **Message Log** View Locks

Began Process At 01/27/2015 2:09:16PM EST Batch Timings

Ended Process At 01/27/2015 2:09:46PM EST View Log/Trace

Step	Action
•	Review the message log. There should be a message stating 1 journal entry has been created. The journal number and date should be shown.
•	Go to Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journals to review, submit and print journal

Favorites ▾ Main Menu ▾ > PeopleTools ▾ > Process Scheduler ▾ > Process Monitor

ORACLE

Process List Server List

View Process Process Detail

User ID C Server Run Status

Process List Select Instance Run Date/Time

Save

Process List | Se

Message Log

Process

Instance: 6383021 Type: Application Engine
 Name: FS_JGEN_BOR Description: FS_JGEN_BOR

Personalize | Find | View All | First 1-13 of 13 Last

Severity	Log Time	Message Text	Explain
10	7:53:01AM	Journal Generator processing has begun 2015-01-28-07.53.01.000000.	Explain
10	7:53:06AM	Request 1 complete 2015-01-28-07.53.06.000000. 1 Journals created.	Explain
10	7:53:06AM	Interunit assignment processing has begun 2015-01-28-07.53.06.000000.	Explain
10	7:53:06AM	I/U Assignment updated for journal 42000 AD00150065 2015-01-27.	Explain
10	7:53:06AM	I/U Assignment processing complete.	Explain
10	7:53:06AM	No more requests. Journal Generator calling Journal Edit.	Explain
	7:53:09AM	WARNING: UNABLE TO PERFORM COMMIT - FORCING USE OF BASE TABLE FOR COMB_PRJ_TAO	Explain
10	7:53:18AM	Commitment Control Budget Processing has begun.	Explain
10	7:53:24AM	Request Statistics. Documents Processed: 1, Errors: 0, Warnings: 0	Explain
10	7:53:24AM	Commitment Control Budget Processing Complete.	Explain
10	7:53:25AM	Journal Generator processing complete 2015-01-28-07.53.25.000000.	Explain
	7:53:31AM	Published message with ID a9998252-a6ec-11e4-aa8c-def05fce5d9f to create entry in folder GENERAL.	Explain
	7:53:31AM	Successfully posted generated files to the report repository	Explain

Return

Appendix

Appendix A: PREREQUISITES

There are a number of prerequisites in the Benefit Reconciliation Processes as most of the reporting is dependent on the various data builds within each reconciliation module. The very definition of prerequisite is something that must happen first or that is a condition of something else occurring.

The following is a list of benefit reconciliation prerequisites:

- Benefit data files (data dump files and open coupon files) must be received by ITS from Carrier Enrollment Services and BeneDirect before they can be loaded into PS Financials.
- Data Load Notifications **must** be received by institutions from ITS before benefit reconciliation processes may begin.
- All payroll to GL interface files for the current reconciling month **must** be processed and completed in PS Financials before any benefit reconciliation process may begin.
- The Create Benefit Accounting process must be complete before the Create Benefit Reporting Table process may be run.
- The Create Benefit Reporting Table process must be complete before the Benefit Reports and Queries will provide accurate data.
- The Create Payroll Recon Adjustment process must be complete before the Create Benefit Reporting Table process is run in order for adjustments to be included in the Create Benefit Reporting Table data.
- The Create Retiree Benefit Accounting and Supplemental PDR processes must be complete before the Build Retiree Receivable Aging Data process is run in order for retiree/COBRA receivable balances to be accurate.
- The Build Retiree Receivable Aging Data process must be complete before the Retiree Benefit Reports and Queries will provide accurate data.

Appendix B: Reconciliation Task List

The following URL will access an Excel task list providing, in processing order, each task within the individual modules of the Benefit Reconciliation Process. Views, reports and queries are listed on a separate tab in the spreadsheet since the utilization of these tools are institution specific.

http://www.usg.edu/gafirst-fin/documents/Benefit_Reconciliation_Task_List.xlsx

Appendix C: Best Practices and Tips

The following is a list of “Best Practices” and helpful tips. While these are not policy or required by BOR, they are recommended procedures and have been determined to provide efficiencies in the Benefit Reconciliation Process and the reconciliation of accounts.

- Best Practice is to utilize the ADP Benefits Clearing Account/229900 when completing the Benefit Accounting and Retiree Benefit Accounting processes. The processes will charge the payroll liability and retiree/COBRA receivable accounts and credit the ADP Benefits Clearing account/229900. This procedure limits the impact on bank reconciliation for cash accounts.
- Best Practice is to create a separate, unique run control ID for each recon process. Save the run parameters each time before executing the process.
- When benefits terminate for a participant there are two termination rows for each terminating benefit plan in the data dump file. If the employee is retiring (active benefits terminating) it is likely the two termination rows will be split between employee status codes “A” & “R” and subsequently, two accounts impacted (payroll liability and retiree receivable/expense accounts). An online payroll adjustment is required to correct these transactions. Another example is an employee on leave of absence who does not return to work and is terminated. Half of the two termination rows in the data dump file will post to the Banner Clearing/128001 (employee status “L”) and the other half will post to the payroll liability accounts (Employee status “T”). An easy way to see this is to look at the participant’s benefit rows and employee status codes in the actual data dump file.
- In the data dump file employee status codes determine where benefit premiums are charged.
 1. Employee status codes A, D, T & P are charged to payroll liability accounts.
 2. Employee status code L is charged to the Banner LOA clearing account.
 3. Employee status codes R, RS, RZ, Z & AD are charged to the retiree receivable account.
 4. Employee status code C is charged to the COBRA receivable account.

- Open Coupon Query data shows the ADP outstanding balances for 129210 and 129230 retiree/COBRA receivables. Institution's receivable accounts should balance to the Open Coupon Query data each month.
- The Supplemental PDR file contains payments received by BeneDirect for retirees and COBRA participants. Each month premiums collected are credited institutions via ACH credit. The actual Supplemental PDR detail file is on the SSC FTP site. Download file, sort by columns "PROD" and "Name". Filter on payment dates to find pre-payments (paid in advance). Prepaid premiums are not included in the Open Coupon query data and will be variances between receivable accounts and the Open Coupon data. GL totals/Retiree Aging query totals less any pre-payments on the Supplemental PDR should equal the Open Coupon Query data.
- Reconcile the Retiree Aging query (in PS Financials) to the general ledger activity for account 129210. Then balance the open coupon query data for retirees to the 129210 totals. There is a 3 way tie-out to reconcile receivable data to open coupon query data each month.
- Reconcile the COBRA with the Retiree Aging query (in PS Financials) to the general ledger activity for account 129230. Then balance the open coupon query data for COBRA to the 129230 totals. There is a 3 way tie-out to reconcile receivable data to open coupon query data each month.
- Key online payroll adjustments prior to "Creating the Benefits Reporting table" and the "Build Retiree Receivable Aging Data" each month so adjustments will be included in the recon reporting data. Online payroll adjustments may be keyed any time during the month and optimally best keyed before the Benefit Reconciliation process begins.
- Any adjustments needed for receivable accounts should be online payroll adjustments. Manual journal data is not reported in receivable reconciliation query data.

