



Overview/Description

The purpose of Express Direct Retros (EDR) is to reallocate funding that has been distributed by GL. EDRs pull information from the PERS_SERV_BOR table and is the solution provided to perform redistributions instead of the PeopleSoft delivered Direct Retro process.

Prerequisite(s)

- Must have Position, Employee ID, and/or Combo Code.
- Any new chartfield (combo code, department ID, etc.) must be set up prior to redistribution.

Instructions

1. Enter a Retro Distribution Request.

Navigation

Manager Self Service > Retro Distribution Request tile.



Prerequisite

Users must have at least one of the following security roles:

- **BOR CA RETRO ADMIN** (Change Accounting Date and Combo Code)
- **BOR CA RETRO ACCTDT** (Change GL Account and Combo Code)
- **BOR CA RETRO PROCESSING** (Change Only Combo Code)
- **BOR EXPRESS DIRECT RETRO** (Used Only for BOR Managers who need to create Express Direct Retros. This role works in combination with the first two roles for the ability to change various fields).

1.1. Add a new EDR Request by Amount.

- Company** should default based on user security.
- Select **Retro Option** ("Earnings only", "Fringe Only").
- Enter **Position** or **Empl ID**.

Note: Either Position, EMPLID, or Combo Code are required. At least one other field is recommended to narrow search. The results may be too large with just the Combo Code.



Retro Distribution Request

Search - New

Company*

Retro Option* E (Earnings Only) ▼

Position Academic Program Mgr I

Empl ID

Account

Pay Group

From Pay End Dt To Pay End Dt

Check Nbr

- d. Click **Search**.
- e. Current distribution details will display below the search criteria. All pending transactions for this user will display at the bottom of the page in **Search - Existing**.
- Note:** You may click the **Details** and **Search Keys** tabs to display combo code description, chartfield details, position title, and name.

Search Results

| Select | Locked Trx | Pay Period End Date | Check Nbr | Empl ID | Name | Combination Code | Amount | | |
|--------|------------|---------------------|-----------|---------|------|------------------|---------|---|---|
| 1 | | 10/05/2019 | 1818920 | | | 03DE00004098 | 1876.00 | + | - |
| 2 | | 09/21/2019 | 1796151 | | | 03DE00004098 | 1876.00 | + | - |
| 3 | | 09/07/2019 | 1761530 | | | 03DE00004098 | 1876.00 | + | - |
| 4 | 1LGKD3YZG3 | 08/24/2019 | 1688171 | | | 03DE00004098 | 1876.00 | + | - |

Search - Existing

Search Existing

| Select | Transaction ID | Processed? | Approval Status | Position Number | Company | Pay Group | Pay Period End Date | Paycheck Number | Empl ID | Account |
|--------|----------------|------------|-----------------|-----------------|---------|-----------|---------------------|-----------------|---------|---------|
| 1 | 9WTS5HETVZ | Not Proces | Pending | | | | | | | |
| 2 | 1LGKD3YZG3 | Not Proces | Pending | | | | | | | |

- f. Select the checkbox(es) for the items in the search results you wish to perform a retro distribution.

Notes:

- Only select the distribution(s) you want to change.



- If there is an EDR pending approval for the same position/employee, pay end date, and check number, this will display as a locked transaction in the search results and will not be selectable.

g. Click **Next**.

Notes:

- Once you click **Next**, a transaction ID is assigned, and the lock is engaged.
- The EDR transaction lock is specific to the employee, paycheck and retro option. Additional transactions can be created for the same employee if the paycheck selected is not involved in any existing, pending transaction. The EDR transaction lock is separate from the Encumbrance Lock that is part of payroll and encumbrance processing.

h. Search criteria for this retro will be displayed at the top of the screen along with the Department ID and Department Name for the selected employee or position.

i. The selected distributions are displayed under **Current Distribution**.

j. The current combo code defaults into the **New Distribution**.

Notes:

- If you have security role **BOR CA RETRO ACCTDT**, you will notice the accounting date is editable.
- If you have security role **BOR CA RETRO ADMIN**, you will notice the GL account is editable.
- If you have security role **BOR CA RETRO PROCESSING**, you will notice neither the accounting date nor GL account are editable.
- The **BOR EXPRESS DIRECT RETRO** security role is for users with the BOR Manager Role who also need the ability to create EDRs. This role works in combination with the first two roles to permit access to edit fields as necessary.

k. You may change the chartfield distribution by clicking **Chartfield Details** and selecting a new combo code. If you do not know the combo code, but know any of the chartfields, click **Search**.

Search Options

Combination Codes

l. Click **Clear** to clear the defaulted combo code.

GL Combination Code

Search by ChartFields

| | |
|---|-------------------------------------|
| Account <input type="text" value="999999"/> | Project <input type="text"/> |
| Fund Code <input type="text" value="10000"/> | Activity ID <input type="text"/> |
| Department <input type="text" value="1111030"/> | Chartfield 1 <input type="text"/> |
| Program Code <input type="text" value="11100"/> | Operating Unit <input type="text"/> |
| Class Field <input type="text" value="11000"/> | |
| Budget Reference <input type="text"/> | |
| Business Unit PC <input type="text"/> | |



m. Input any known chartfield and click **Search**. The combo codes that match your criteria will display.

Search Combination Codes

QL Combination Code

Search by ChartFields

Account Project 101

Fund Code Activity ID

Department Chartfield 1

Program Code Operating Unit

Class Field

Budget Reference

Business Unit PC

Combination Code / ChartFields

| Select | GL Combo Code | Account | Department | Project | Fund Code | Program Code | Class Field | Operating Unit | Budget Reference | Chartfield 1 | Business Unit PC | Activity ID |
|--------|--|---------|------------|---------|-----------|--------------|-------------|----------------|------------------|--------------|------------------|-------------|
| 1 | <input type="button" value="Select"/> 511691000R00 | 999999 | 1691000 | 101 | 20000 | 16700 | 61000 | | | | | |

n. Select the desired combo code, Click **Ok**.

Notes:

- The distribution by amount must not exceed the original check amount.
- The **Chartfields Detail** button must be clicked regardless if you are changing the combo code for the distribution row. The example below shows just the amount changing. This will result in no accounting entries unless you click **Chartfield Details** on each row.

Current Distribution

| Company | Position Number | Pay Group | Pay Period End | Check Nbr | Line Number | Emplid | Account | Combo Code | Amount |
|---------|-----------------|-----------|----------------|-----------|-------------|--------|---------|--------------|--------|
| 1 | | 03F | 02/29/2020 | 2409489 | 1 | | 511100 | 03DE00006714 | 673.79 |
| 2 | | 03F | 02/29/2020 | 2409489 | 2 | | 511100 | 03DE00006713 | 673.79 |

New Distribution

| Company | Position Number | Pay Group | Pay Period End | Check Nbr | Emplid | Account | Line Number | Original Amount | Original Combo Code | Original Account | Chartfield Details | New Combo Code | Revised Amount |
|---------|-----------------|-----------|----------------|-----------|--------|---------|-------------|-----------------|---------------------|------------------|---|----------------|----------------|
| 1 | | 03F | 02/29/2020 | 2409489 | | 511100 | 2 | 673.79 | 03DE00006713 | 511100 | <input type="button" value="Chartfield Details"/> | 03DE00006713 | 500.00 |
| 2 | | 03F | 02/29/2020 | 2409489 | | 511100 | 1 | 673.79 | 03DE00006714 | 511100 | <input type="button" value="Chartfield Details"/> | 03DE00006714 | 847.58 |

- For EDRs by amount, you only put the amount you want to move. There is no need to insert a new row unless you want to split fund the distribution row.

Current Distribution

| Company | Position Number | Pay Group | Pay Period End | Check Nbr | Line Number | Emplid | Account | Combo Code | Amount |
|---------|-----------------|-----------|----------------|-----------|-------------|--------|---------|--------------|---------|
| 1 | | 03H | 02/08/2020 | | 1 | | 522100 | 03DE00007029 | 2024.80 |

New Distribution

| Company | Position Number | Pay Group | Pay Period End | Check Nbr | Emplid | Account | Line Number | Original Amount | Original Combo Code | Original Account | Chartfield Details | New Combo Code | Revised Amount |
|---------|-----------------|-----------|----------------|-----------|--------|---------|-------------|-----------------|---------------------|------------------|---|----------------|----------------|
| 1 | | 03H | 02/08/2020 | | | 522100 | 1 | 2024.80 | 03DE00007029 | 522100 | <input type="button" value="Chartfield Details"/> | 03DE00000050 | 500.00 |

The remaining amount stays on the current distribution chartfield.



- You may split fund distributions by clicking the “+” to the right of the distribution row.
- Once you insert a row on an original distribution row, the entire amount of that distribution row must be accounted for.

Current Distribution

| Company | Position Number | Pay Group | Pay Period End | Check Nbr | Line Number | Emplid | Account | Combo Code | Amount |
|---------|-----------------|-----------|----------------|-----------|-------------|--------|---------|--------------|---------|
| 1 | | 03H | 02/08/2020 | | 1 | | 522100 | 03DE00007029 | 2024.80 |

New Distribution

| Company | Position Number | Pay Group | Pay Period End | Check Nbr | Emplid | Account | Line Number | Original Amount | Original Combo Code | Original Account | Chartfield Details | New Combo Code | Revised Amount |
|---------|-----------------|-----------|----------------|-----------|--------|---------|-------------|-----------------|---------------------|------------------|--------------------|----------------|----------------|
| 1 | | 03H | 02/08/2020 | | | 522100 | 1 | 2024.80 | 03DE00007029 | 522100 | Chartfield Details | 03DE00000050 | 500.00 |
| 2 | | 03H | 02/08/2020 | | | 522100 | 1 | | 03DE00007029 | 522100 | Chartfield Details | 03DE00000011 | 1000.00 |
| 3 | | 03H | 02/08/2020 | | | 522100 | 1 | | 03DE00007029 | 522100 | Chartfield Details | 03DE00000047 | 524.80 |

- You may redistribute a line to as many distributions as needed.
 - You may move less than the original distribution as long as no rows are inserted.
 - The **Reset** button will return the “New Distribution(s)” back to the original distributions.
- You may add an attachment (optional).
 - Select a **Cost Transfer Justification** (required) and enter **comments** in the comments box (optional).

Note: It is NOT recommended to change the description field of the Cost Transfer Justification.
 - You may click **Ad hoc Save** to save the transaction and return to this retro distribution later.

Notes:

- If you enter comments and click **Ad hoc Save**, you will receive an error. For now, the workaround is to delete the comments and click **Ad hoc Save**.
- Entering comments is ok if you are ready to submit.
- The EDR update process will purge transactions that have only been saved based on the number of days in configuration. The user may return to the EDR transaction and submit any time before the number of days configured.
- If you have a “Saved Ad hoc” EDR transaction, the only place a user can review the transaction is by navigating to “Retro Distribution Request” and scroll to the bottom of the page.

1.2. Add a new EDR request by Percent

- Company** should default based on user security.
- Select **Retro Option** (Earnings only or Fringe Only).
- Select the **Percent** checkbox.



Note: The **Percent** checkbox will only display if your institution has elected to use the percent option. Remember, all rows of the paycheck must be selected for the percent option.

d. Enter **Position** or **Empl ID**.

Note: Either Position, EMPLID, or Combo Code are required. At least one other field is recommended to narrow search. The results may be too large with just Combo Code.

Retro Distribution Request

Search - New

Company*

Retro Option* E (Earnings Only) Use Percent

Position Academic Program Mgr I

Empl ID

Chartfield Details

Account

Pay Group

From Pay End Dt To Pay End Dt

Check Nbr

Search **Clear Search**

e. Click **Search**.

f. Current distribution details will display below the search criteria. **All** pending transactions for this user will display at the bottom of the page in **Search - Existing**.

Note: You may click the **Combo Code Details** and **Search Keys** tab to display combo code description, chartfield details, position title, and name.

Search Results

| Select | Locked Trx | Pay Period End Date | Check Nbr | Empl ID | Name | Combination Code | Amount | | |
|--------|------------|---------------------|-----------|---------|------|------------------|---------|---|---|
| 1 | | 10/05/2019 | 1818920 | | | 03DE00004098 | 1876.00 | + | - |
| 2 | | 09/21/2019 | 1796151 | | | 03DE00004098 | 1876.00 | + | - |
| 3 | | 09/07/2019 | 1761530 | | | 03DE00004098 | 1876.00 | + | - |
| 4 | 1LGKD3YZG3 | 08/24/2019 | 1688171 | | | 03DE00004098 | 1876.00 | + | - |

Next >>

Search - Existing

| Select | Transaction ID | Processed? | Approval Status | Position Number | Company | Pay Group | Pay Period End Date | Paycheck Number | Empl ID | Account |
|--------|----------------|------------|-----------------|-----------------|---------|-----------|---------------------|-----------------|---------|---------|
| 1 | 9WTS5HETVZ | Not Proces | Pending | | | | | | | |
| 2 | 1LGKD3YZG3 | Not Proces | Pending | | | | | | | |

Next >>



- g. Select the checkbox(es) for the items in the search results you wish to perform a retro distribution.

Notes:

- For EDRs by percent, all distribution rows of a paycheck must be selected.
- If there is an EDR pending approval for the same position/employee, pay end date, and check number, this will display as a locked transaction and will not be selectable.

- h. Click **Next**.

Notes:

- Once you click **Next**, a transaction ID is assigned, and the lock is engaged.
- The EDR transaction lock is specific to the employee, paycheck and retro option. Additional transactions can be created for the same employee if the paycheck selected is not involved in any existing, pending transaction. The EDR transaction lock is separate from the Encumbrance Lock that is part of payroll and encumbrance processing.

- i. Criteria for this retro will be displayed at the top of the screen along with the Department ID and Department Name for the selected employee or position.

- j. The selected distributions are displayed under **Current Distribution**.

- k. The current combo code defaults into the **New Distribution**.

Notes:

- If you have security role **BOR CA RETRO ACCTDT**, you will notice the accounting date is editable.
- If you have security role **BOR CA RETRO ADMIN**, you will notice the GL account is editable.
- If you have security role **BOR CA RETRO PROCESSING**, you will notice neither the accounting date nor GL account are editable.
- The **BOR EXPRESS DIRECT RETRO** security role is for users with the BOR Manager Role who also need the ability to create EDRs. This role works in combination with the first two roles to permit access to edit fields as necessary.

- l. You may change the chartfield distribution by clicking **Chartfield Details** and selecting a new combo code. If you do not know the combo code, but know any of the chartfields, click **Search**.

The image shows a small dialog box titled "Search Options". Inside the dialog, there is a radio button next to the text "Combination Codes", which is selected. To the right of the radio button is a rectangular button with the word "Search" written on it.



m. Click **Clear** to clear the defaulted combo code.

n. Input any known chartfield and click **Search**. The combo codes that match your criteria will display.

| Select | GL Combo Code | Account | Department | Project | Fund Code | Program Code | Class Field | Operating Unit | Budget Reference | Chartfield 1 | Business Unit PC | Activity ID |
|--------|---------------|--------------|------------|---------|-----------|--------------|-------------|----------------|------------------|--------------|------------------|-------------|
| 1 | Select | 511691000R00 | 999999 | 1691000 | 101 | 20000 | 16700 | 61000 | | | | |

o. Select the desired combo code, Click **Ok**.

Notes:

- All percentages must equal 100% across all distribution rows.
- If the new distribution is split 50/50 by percent, and the calculation has rounded up, the system will perform a validation by the line total and adjust rounding issues on the last distribution entered.
- You may split fund distributions by clicking the “+” to the right of the distribution row.
- The **Reset** button will return the “New Distribution(s)” back to the original distributions.

p. You may add an attachment (optional).

q. Select a **Cost Transfer Justification** (required) and enter **comments** in the comments box (optional).

Note: It is NOT recommended to change the description field of the Cost Transfer Justification.

q. You may click **Ad hoc Save** to save the transaction and return to this retro distribution later.



Notes:

- If you enter comments and click **Ad hoc Save**, you will receive an error. For now, the workaround is to delete the comments and click **Ad hoc Save**.
- Entering comments is ok if you are ready to submit.
- The EDR update process will purge transactions that have only been saved based on the number of days in configuration. The user may return to the EDR transaction and submit any time before the number of days configured.
- If you have a "Saved Ad hoc" EDR transaction, the only place a user can review the transaction is by navigating to "Retro Distribution Request" and scroll to the bottom of the page.

1.3. Cancelling an EDR

Notes:

- You may only cancel an EDR that has not been submitted (Saved only).
 - Only the requestor can delete a transaction.
 - The lock is released immediately.
- a. When on the EDR transaction page, click **Cancel**.
 - b. The user will receive a warning to make sure this is the action you wanted.
 - c. Click **OK**.

Congratulations you have cancelled an EDR transaction!



1.4. Submit EDR Request

- If the transaction is complete, click **Submit**.
- You will receive a **Submit Confirmation** message, click **OK**.
- You are taken back to the submitted transaction. You may click on the **Multiple Approvers** link at the bottom to review the approvers for this transaction.
- Click the "+" to add ad hoc approvers or reviewers (optional).

Notes:

- The approver must have an approver role.
- The reviewer must have MSS access.
- Ad hoc approvers will not take the place of configured level approvers. It is an additional level approver.
- Ad hoc reviewers will only get a notification. They are not required to approve or process further.

Congratulations! You have submitted an Express Direct Retro (EDR).

2. Review a Retro Distribution

Navigation

In Manager Self Service (MSS), click the **Review/Approve EDR** tile.



2.1. Search Page

- Click **Search** to display all your transactions.

Notes:

- This will display all transactions. You may narrow the search by completing one or more fields in the search criteria.
- Click on the transaction you wish to display.
- The **Return** button returns you to the previous screen. Currently, there is no "push back" to requestor functionality.



Review/Approve EDR

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

Find an Existing Value

Search Criteria

Transaction ID

Pay Group

Empl ID

Position Number

Paycheck Number

Account

Combination Code

Pay Period End Date

Pay End Date To

Retro Type

Approval Status

Funding Change Complete

Include History Correct History

[Basic Search](#)

Search Results

View All

1-20 of 20

| Transaction ID | Pay Group | Empl ID | Position Number | Paycheck Number | Account | Combination Code | Pay Period End Date | Pay End Date To | Retro Type | Approval Status | Funding Change Complete |
|----------------------------|-----------|---------|-----------------|-----------------|---------|------------------|---------------------|-----------------|------------|-----------------|-------------------------|
| 1VBISKIEWE | (blank) | | | 0 | (blank) | (blank) | 07/01/2019 | 11/30/2019 | Ern Only | Pending | Not Proces |
| 2QT9ZE0JG1 | (blank) | | | 0 | (blank) | (blank) | (blank) | (blank) | Ern Only | Pending | Not Proces |
| 4SAN0H14FW | (blank) | | | 0 | (blank) | (blank) | (blank) | (blank) | Ern Only | Pending | Not Proces |
| 8EBC9A09HF | (blank) | | | 0 | (blank) | (blank) | (blank) | (blank) | Ern Only | Pending | Not Proces |

Congratulations! You have reviewed an EDR transaction.

3. Approve/Deny EDR Transactions

Navigation Options:

- 3.1. Manager Self Service > Review/Approve EDR Tile
- 3.2. Notification Flag



3.1. Approve EDR transactions via Review/Approve EDR Tile

Navigation

- a. To view all pending transactions, Select **Approval Status** "Pending".
- b. All transactions with a "Pending" status will display.

Notes:

- All transactions displayed may not need your specific approval. This displays **ALL** pending transactions no matter the approver.



- Use the flag method to only see your transactions.

Review/Approve

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

Find an Existing Value

Search Criteria

Company begins with

Transaction ID begins with

Pay Group begins with

Empl ID begins with

Position Number begins with

Paycheck Number =

Account begins with

Pay End Date To =

Retro Type =

Approval Status = Pending

Funding Change Complete =

Include History Correct History

[Basic Search](#)

Search Results

View All 1-2 of 2

| Company | Transaction ID | Pay Group | Empl ID | Position Number | Paycheck Number | Account | Combination Code | Pay Period End Date | Pay End Date To | Retro Type | Approval Status | Funding Change Complete |
|---------|----------------|-----------|---------|-----------------|-----------------|---------|------------------|---------------------|-----------------|------------|-----------------|-------------------------|
| | PHG32PLH3Q | (blank) | (blank) | | 0 | (blank) | (blank) | (blank) | (blank) | Em Only | Pending | Not Proces |
| | ZZY1J12HFD | (blank) | (blank) | | 0 | (blank) | (blank) | (blank) | (blank) | Em Only | Pending | Not Proces |

- Click the transaction you wish to approve.
- The approver may **Approve** or **Deny** the transaction, review attachments, and review the cost justification, comments, and chartfield details for the transaction.

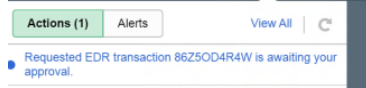
Notes:

- If approved, the transaction status will change to Approved and will be ready to process to GL. The lock is released once the update process is successfully completed.
- If the transaction is denied, the transaction status will change to Denied. The transaction is ended, and the lock is released immediately. Once the update process is successfully completed, the transaction will no longer be on the BOR_RETDIST_LCK table.
- For denied transactions, comments are required.
- Approvers and Reviewers may see comments by clicking on the comments at the bottom of the page.



3.2. Review/Approve using the flag method in the upper, right corner.

a. Click the notification flag to display transactions that need your approval.



b. The transaction will display.

c. To review chartfields and combo code description by clicking **Charfield Details** on the distribution row(s).

d. Scroll down to **Approve** or **Deny** the transaction.

e. Approver has the option to review details and approve or deny.



Notes:

- Ad hoc approvers will not take the place of configured level approvers. It is an additional level approver.
- Ad hoc reviewers will only get a notification. They are not required to approve or process further.
- When the approver clicks **Charfield Details**, the chartfields are editable. However, no changes are saved. It will post to the chartfields originally submitted for approval.
- To advance to the next EDR awaiting approval in your worklist, click the **Notification** flag to select next transaction to approve.
- If approved, the transaction status will change to "Approved" and be ready to process to GL or workflow will send to the next approver. Once the transaction is approved by all approvers and the update process is successfully completed, the lock is released.
- If the transaction is denied, the transaction status will change to "Denied." The transaction is ended, and the lock is released immediately. Once the update process is successfully completed, the transaction will no longer be on the BOR_RETDIST_LCK table.
- For denied transactions, comments are required.
- If for some reason a transaction is denied by mistake, the transaction must be created again.
- Once the update process is run for EDR transactions, institutions need to journal generate in financials using template PAYROLL_RD to produce journals to post for EDR transactions.

Congratulations! You have Approved or Denied an EDR Transaction.