

TABLE OF CONTENTS

Getting started in Priority:	2
Accounting	6
General Tab.....	9
Persons	11
Automated F&A Cost Feature	13
Setting up projects:	16
Permissions	19
Account Groups	26
Copying account information from year to year:.....	40
Transactions (Other than payroll)	42
Awards	42
Amendments	46
Encumbrances (other than payroll).....	49
Direct Expenses	55
Income	58
Data Import Worksheet	62
Transaction Codes	66
Override	67
Marking Records as Post/Unposted	74
Splitting Costs	78
Reconciliation Wizard	80
Personnel	85
Persons	86
Person Groups	92
Payroll Documents.....	97
Payroll Encumbrances	110
Revise Current	116
New Assignment.....	117
Retroactive Change – Payroll Transfers	120
BA Central Guide	121
Payroll Examples	132

Priority Software® BA3: User's Manual

Getting started in Priority:



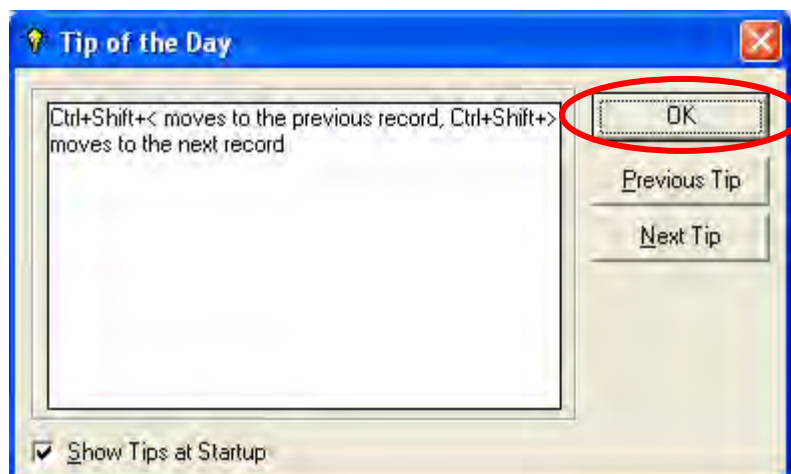
Priority Software BA3.LNK

- Locate the Priority icon on your desktop and double-click to open:
- When the log-in screen pops up, enter your log-in name and password, then click "OK" (Change your password on your initial visit to this screen.)



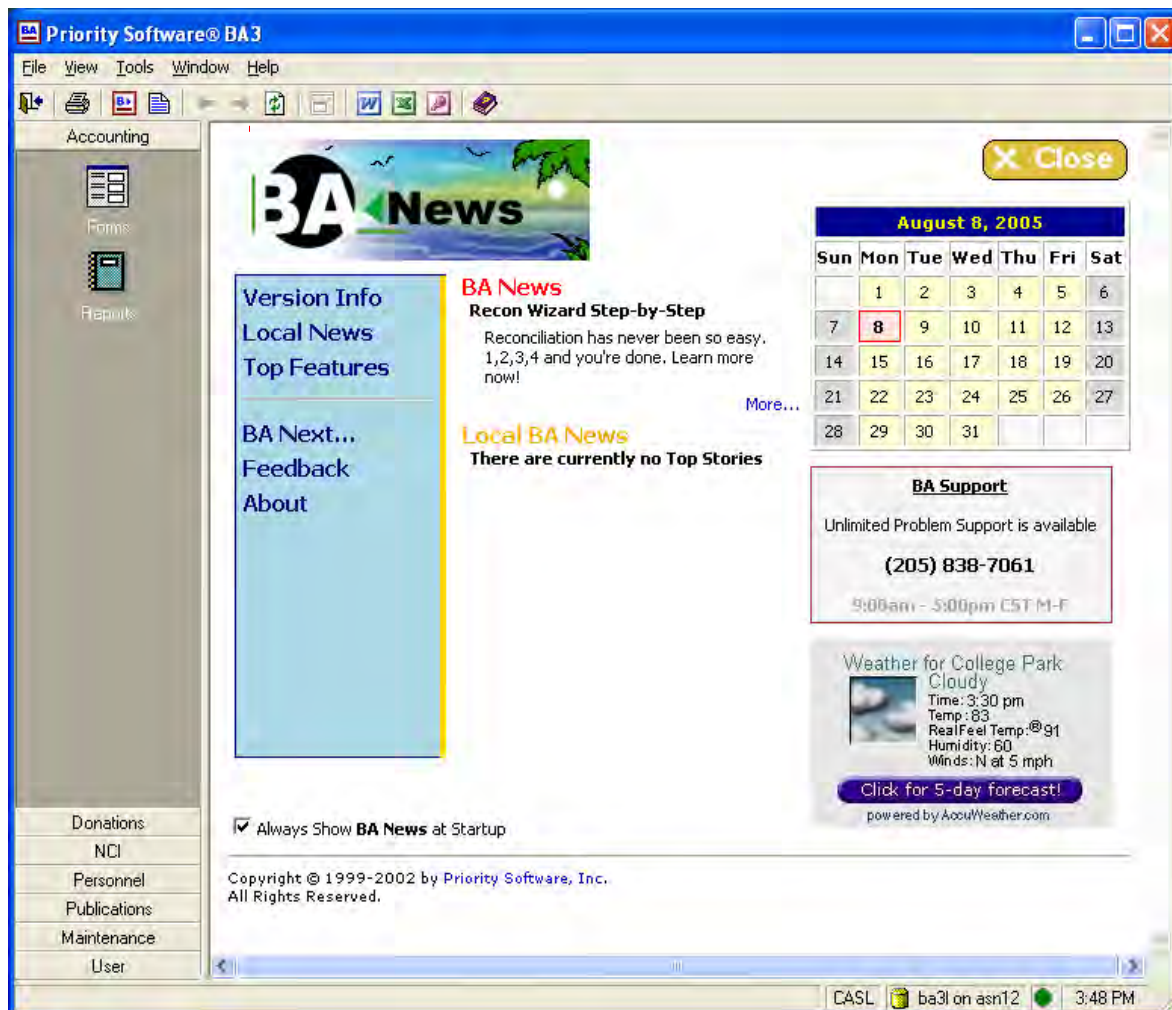
If the log-in screen does not open, check and verify that your VPN Client is activated. Locate the VPN icon on your computer and double click. Highlight the UMAPPS choice for access, unless you are working wireless then press the "Connect" icon; enter your user name and password, which are the same as your ARES name and password.

- A "Tip of the Day" window will pop up. Click on "Previous Tip" or "Next Tip" to see more tips, or just click "OK" to continue



You have now opened Priority!

This screen will appear with top news and information:



At the lower part of the screen, you will at times see a red, yellow, or green symbol:

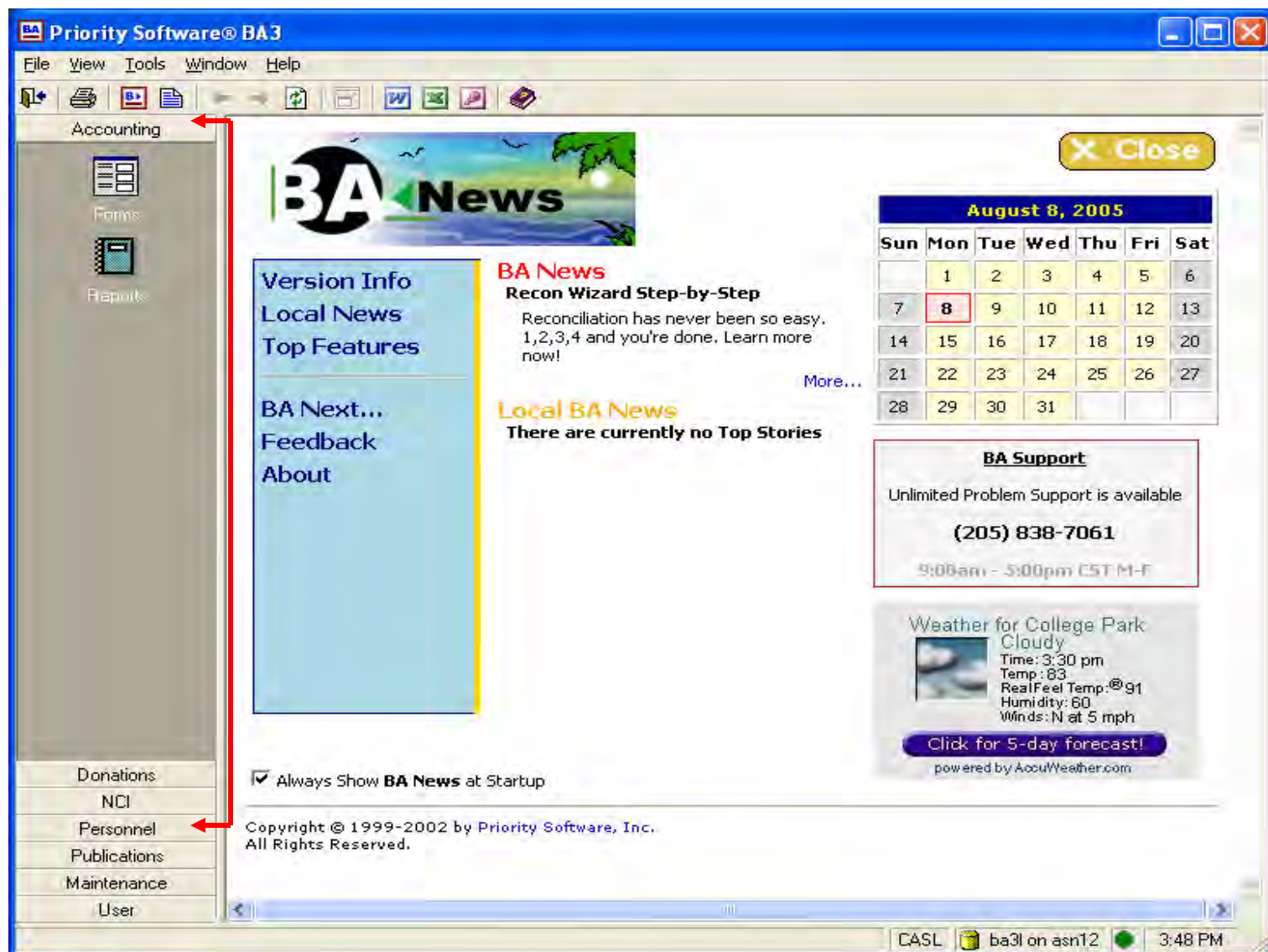


- **Red** means you cannot enter any new data until a new patch has been uploaded into Priority. Unless you can add software to your computer, this requires notifying IT that they must put in the new software update before any new additions can be made.
- **Yellow** means that there have been some software changes. They should be included in the system, and they won't affect any new data that will be entered.
- **Green** means you are operating in the most current version of the software.

There are 7 major areas in Priority:

Accounting
Donations
NCI
Personnel
Publications
Maintenance
User

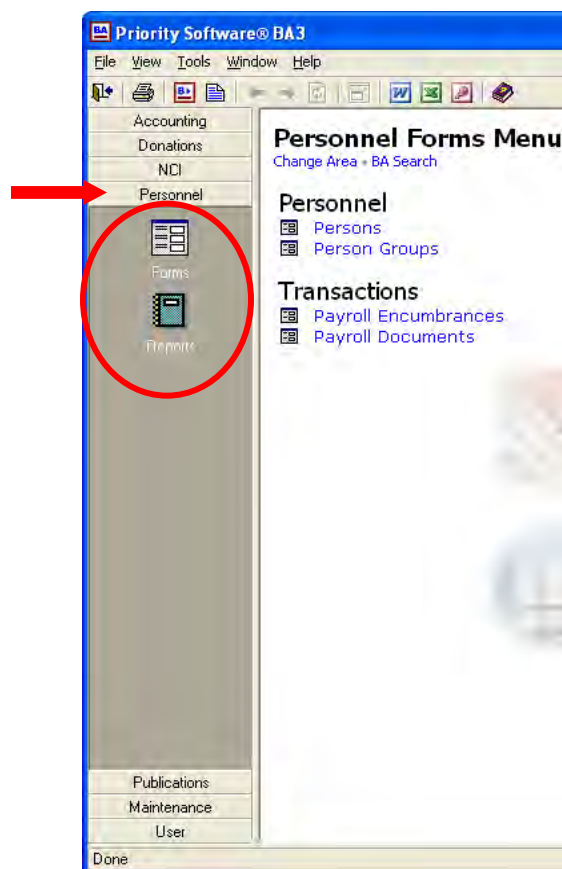
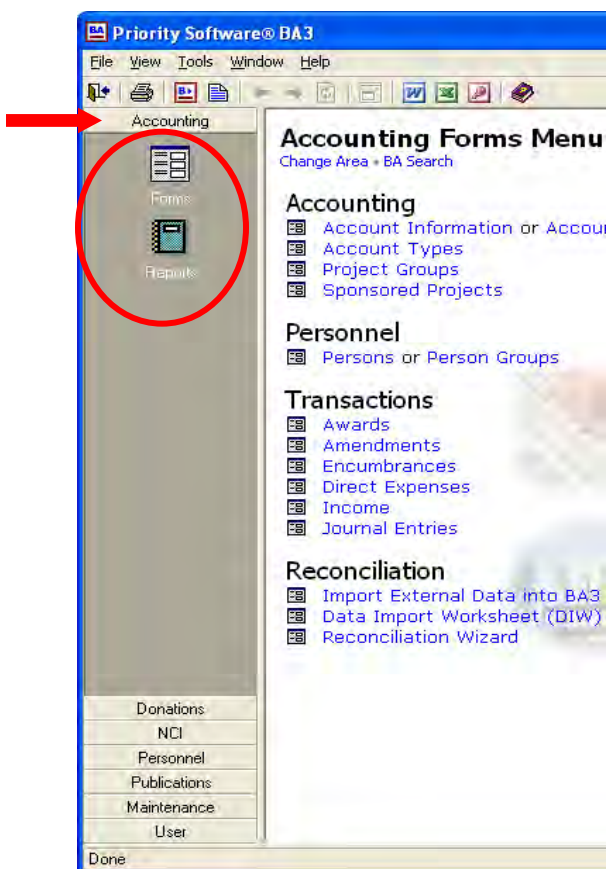
They are listed on the left menu:



Note: You will be dealing only with (1) Accounting and (4) Personnel. The other areas are not in use at the University of Maryland.

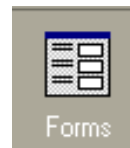
To get started, you will want to check account and person records. The following pages will provide instructions on how to do these things.

- Under both Accounting and Personnel, you will find the options “Forms” and “Reports.” Click on either one to display these options:



- Forms** are used to enter new data into the system. You will go here to review and update accounts and persons, input encumbrances, edit saved information, and do other things requiring data entry.

Click on “Forms” to display the different forms you can use



- Reports** are used when you want to view data that have already been entered into the system. When you are in Reports, you cannot enter new information into the system. (New information must be entered through “Forms”).

Click on “Reports” to display the different reports you can view



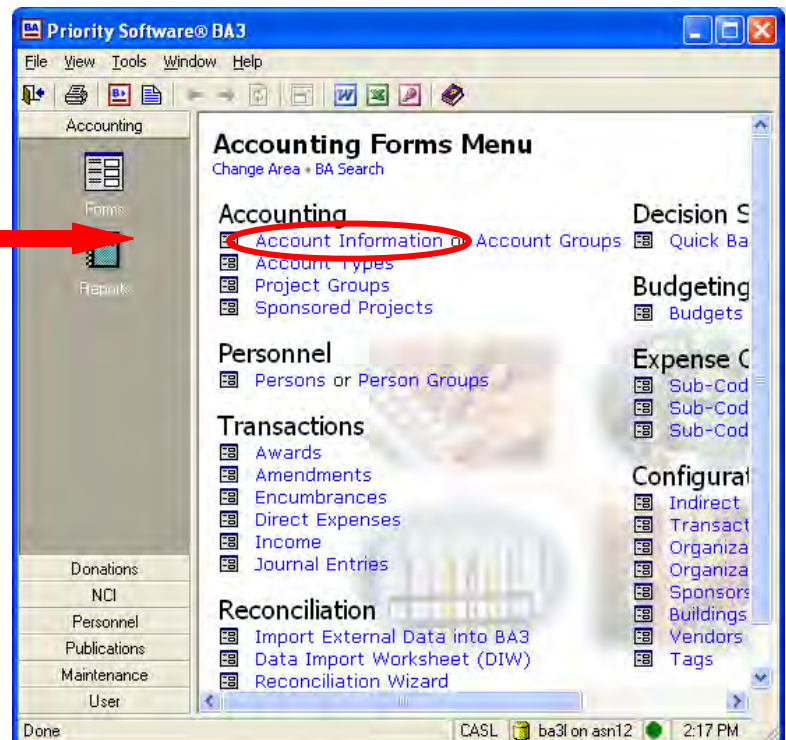
ACCOUNTING

Reviewing accounts:

- Click on “Forms” from the left menu under Accounting:



- Locate the Accounting Forms menu and click on the first item: “Account Information”



- A window will pop up. The data you will find on this form is set up from an FRS download, so it is taken directly from FRS. The account information is similar to the information contained in the FRS account header.
- Before entering any information into this form, you will need to filter (search) the system for existing data pertaining to the account you want to add. To search for existing data, click on the “Filters” tab:

The screenshot shows the 'Account Information' window with the following fields and tabs:

- Tabs:** General, Persons, Flags, Datasheet, Notes, Projects, Notifications, **Filters** (highlighted), Documents.
- Fields:**
 - Area: VPR
 - Account Number: [empty]
 - Year: [empty]
 - Account Type: [empty]
 - Alias: [empty]
 - Sponsored Project: [empty]
 - Short Name: [empty]
 - Long Name: [empty]
 - Status: Active
 - Budget Start: [empty]
 - Budget End: [empty]
 - IRC Schedule: [empty]
 - Last IRC Balance: No Balance
 - Organizational Unit: [empty]
 - Default Object Mapping: [empty]
- Buttons:** Migrate to Alias, Set Year as Current, Edit.
- Footer:** 8:59 AM

- **“Filters”** is Priority’s search engine. Anytime you need to search for data in Priority, go to the “Filters” tab on the form you are using.



Always start by checking through filters to make sure that the information you are about to enter is not already in the system.

- To check an account through filters: Enter the six-digit FRS account number (without dashes) and click “Apply” in bottom right-hand corner. If this account is already on record, the information will appear on the General Tab. If there are no records for this account, it will say “No records found matching filter criteria” at bottom of window. Please wait until FRS download creates the account in Priority. FRS will download 24-48 hours after the ATS is released, except at the Fiscal year end. The new Fiscal year account information downloads don’t start until after the 06/32/FY close is completed.

The screenshot shows the 'Account Information' window with the 'Filters' tab selected. The window contains various input fields for account details and a set of buttons at the bottom. The 'Apply' button is circled in red, and the status message 'No records found matching filter criteria.' is highlighted with a red box.

Account Information

File Edit View Records Tools Help

General Persons Flags Datasheet Notes Projects Notifications **Filters** Documents

Account Number Year
 Account FRS #

Account Type

Status Short Name Alias
 (Show All)

Budget Start Budget End Organizational Unit

Investigator Local Accountant

No records found matching filter criteria. 3:22 PM

- Review the account information; if the data is from an old account, please email Sharon Elliott at selliott@umresearch.umd.edu with the account number and she will research the problem and get back to you.

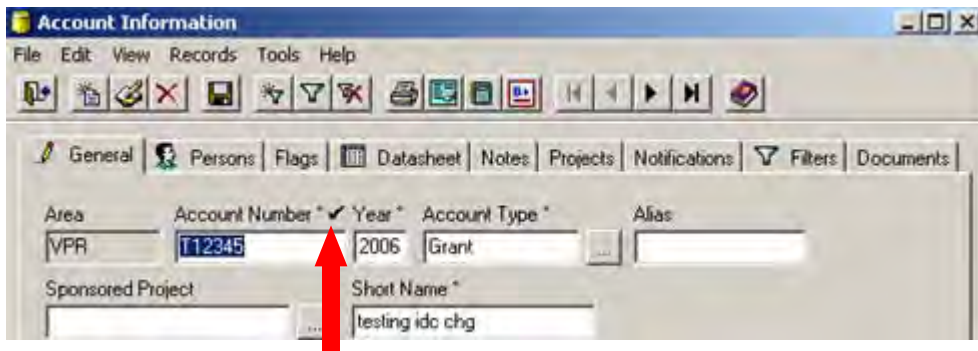
Review the following information on the General Tab:

NOTE: Required fields are indicated by * (asterisks). They are as follows:

1. **Account number** (the six-digit FRS number)—enter without dash
Example: 5-54321 would be entered as 554321. Double-check the “Area” field to make sure it is correct. Priority has it automatically entered into the system, and the user can not change it. If it is incorrect, you must contact Sharon Elliott at: selliott@umresearch.umd.edu.
2. **Year:** grant year or fiscal year (it can be either the year of funding or the fiscal year). *Example: UM fiscal year starts in July, eg: July'07 or FY08, on contracts and grants you can use the start date or on grants with multiple years of funding you can use Y1-3, meaning years 1 through 3.*
3. **Account Type :** imports as a “grant”, but the user can change it (select from list by clicking on square to right of field—indicated below in red circle) *Example: contract, grant, etc. Your choice will affect whether or not fringes will appear on the account.*
4. **Short Name** (project sponsor number) *This will automatically download*
5. **Long Name** (project title from FRS)
6. **Budget Start & End dates** (for the year, if state or account years, if grant)
7. **Automated F&A** (choose the F&A rate) (see page12) *add cross ref*

mm-dd-yyyy

Priority will automatically assume some Account Budget dates when you input a transaction. The dates on the “Year Set as Current” are assumed. If you want to set a different year as current, click on “Set Year as Current” button at the bottom of the screen. A check mark appears to the right of the word “Account Number”, when the account year has been set has current.



All other fields are optional. They include:

8. **Status** (select from list: archive, active, closed, expired, or pending). The Account status must be set as active if the user wants to monitor it in BA3.
9. **FRS Organizational unit** (department or unit #)—each department has its own code. If you do not know what yours is, ask your Payroll person.
Example: the code for VPR is 1420101

```

DATE RUN 08/30/08 University of MD Financial Records System at College Park
TIME RUN 10:13:51 FINANCIAL RECORDS SYSTEM
FY=09 COLLEGE PARK
IBM090 - A1 ACCOUNT STATEMENT IN WHOLE DOLLARS FOR 08/31/08
DEPT: 14201-01 UPR-UP Research PRIORITY SOFTWARE PROJECT

```

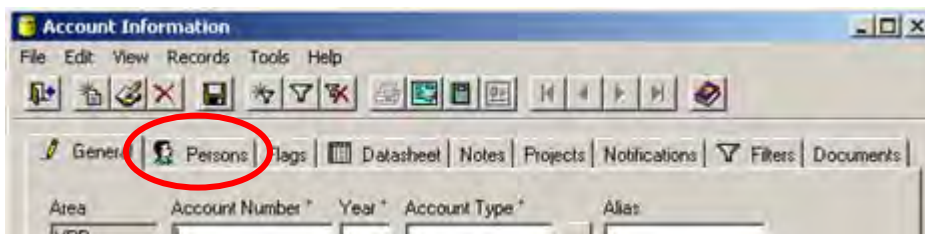
10. **Default object Mapping** - For reporting purposes, you can compress multiple sub-codes into one report line item area, such as “Supplies” could contain the sub-codes 3716, 3914, 3916, 3952, 3953 and 3990. You can look at other departments and use them but you cannot edit them. If you need a mapping set up for your department email Sharon Elliott at selliott@umresearch.umd.edu

SEE 8, 9 and 10 IMAGES ON THE PRECEDING PAGE

- If you want the name of this grant to appear on the financial statement report you need to copy/add it to the “Notes” tab. This will print the title onto the financial statement report. Anything in the “Notes” tab will print onto the financial statement report. An easy way to copy this information, highlight the information use CTRL C to put it on the clipboard, click on notes tab and enter into the Edit mode and use CTRL V.
- To save your changes, click once on “Edit” at the bottom of your screen. It will then say “Saved” which means your information is now saved. CTRL E may also be used to enter Edit Mode. CTRL S may also be used to save the record.



Next, click on the “Persons” tab:



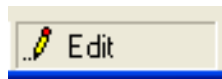
- If desired, enter information for the following:
 1. **Investigator** (project director, a.k.a. Principal Investigator)
 2. **Local Accountant** (Normally this is the Business Office Person)
 3. **Central Accountant** (This could be the Director or 2nd Level Person)

Note: You can select persons from list to right of field

If there is a person who is not on the list, open the Persons form and click on “Persons”, filter for the name and add this responsibility on the “Indicators” tab.

- To save your changes, click once on “Edit” at the bottom of the screen.

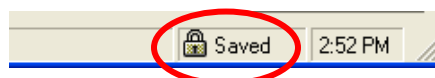
How to edit saved



information:

If you need to make changes to information that you have already saved, please follow these steps:

- Click on the appropriate tab. For example, if you need to change the name of the local accountant, you would click on the “Persons” tab
- At the bottom right-hand corner of the window, find where it says “Saved” and click once:



(User may also use CTRL E to enter Edit)

- It will change to “Edit” and you are then able to make changes to the information



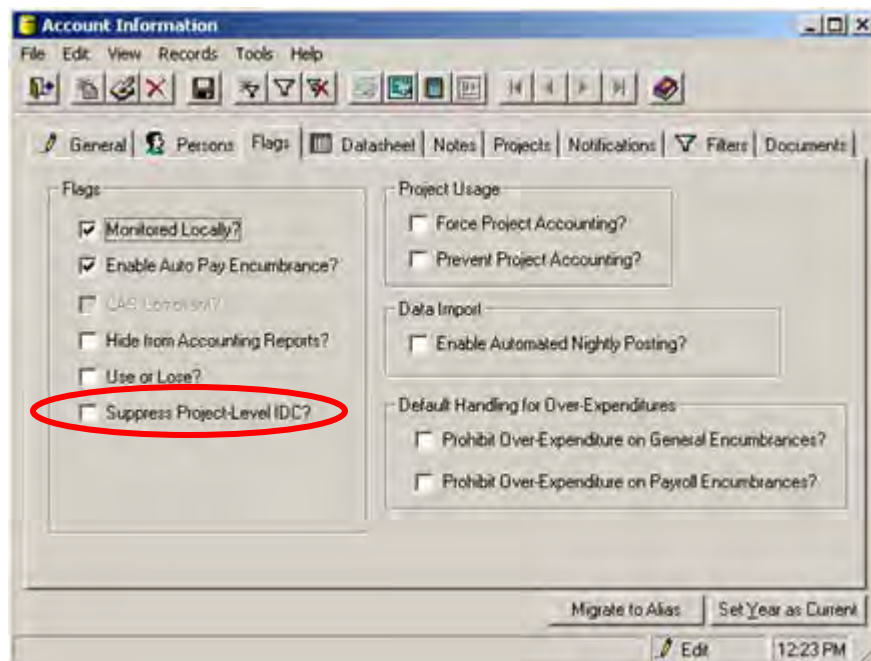
(User may also use CTRL S to save the record)

Remember to save the changes that you make by clicking where it says “Edit”.

Automated F&A Cost Feature

Some Important Information about the automated F&A calculation

- Automated Indirect Cost updates once per night
- Automated F&A calculates on expenditures and open encumbrances, if a department wants to encumber the budgeted amount of F&A on the grant, do not select IRC schedule.
- F&A encumbrance and payment distribution are stored in the Accounting Forms/Transactions/Encumbrances section of the system with reference number IDC + the account number, e.g. IDC525000 would be the reference number for F&A on FRS account number 5-25000
- Automated F&A calculation will ignore any Direct Expense form where the reference number starts with “YTD”
- The user can update the F&A at any time by opening “Account Information, Filtering on the account number and going to “Tools” and clicking “Refresh IDC”.
- When the user brings up “Reconciliation Wizard” the system will update F&A automatically
- Normally F&A is applied to projects. If a user does not want F&A on the project, check the box in Account Information Flags Tab to suppress project IDC.



Enabling the Automated IDC Feature

- Open the Accounting Forms/Account Information Screen by clicking on the blue “Account Information”

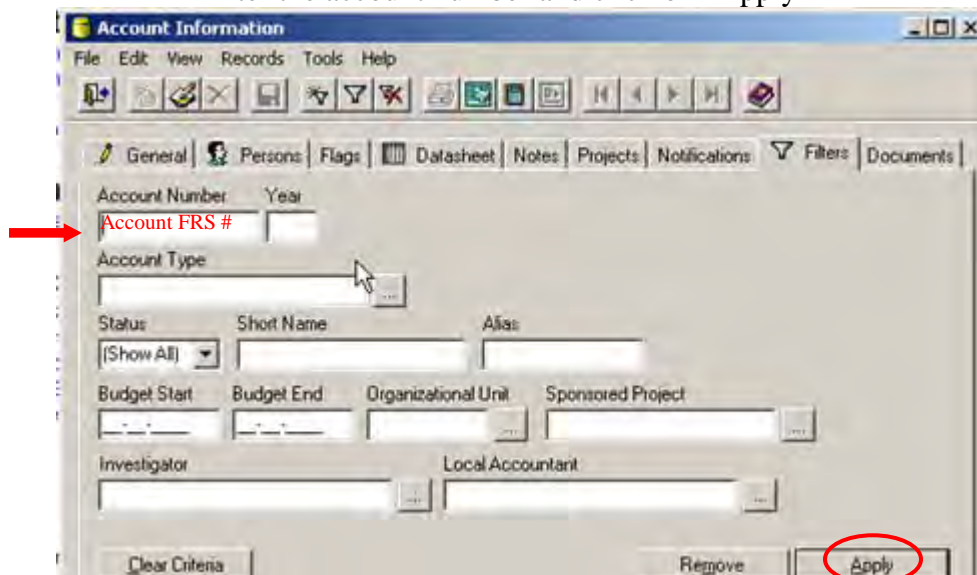


This opens the Account Information screen

- Click on the “Filters” tab



- Enter the account number and click on “Apply”




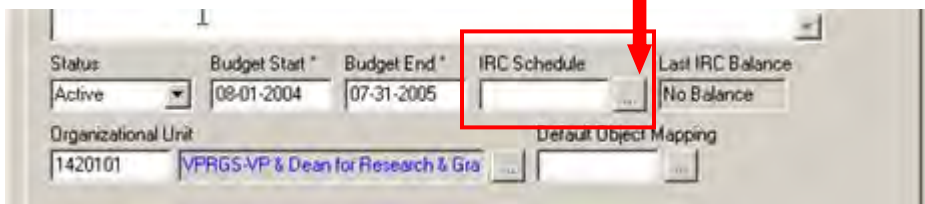
- Click on the “General” tab




- Enter “Edit” mode (click on the lock on the lower right side of the screen or hit “CTRL E”)

 changes to  when the user clicks on the lock

- Select the F&A rate for this account by clicking on the  three dots next to the IRC Schedule field

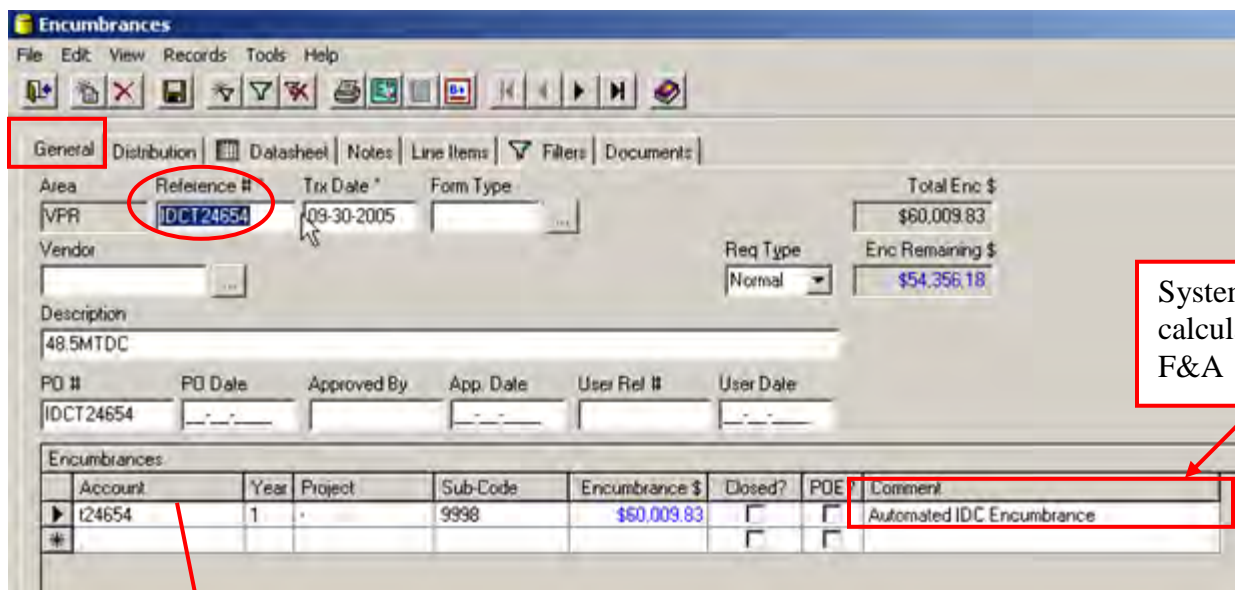


IRC=F&A

- Select the Indirect Rate (F&A) from the drop down box (All rates start with MTDC, TDC or other) – contact Sharon Elliott at selliott@umresearch.umd.edu if you need an official campus rate added to the table.
- Save the record by clicking on  or hitting “CTRL S”

 changes to  when the user clicks on the pencil

The system calculates and posts the account F&A during the overnight cycle. Below is a screenshot of IDC encumbrance form for VPR test account t-24654 showing the Automated F&A calculation? This is the general tab on the form.



System calculated F&A

Account	Year	Project	Sub-Code	Encumbrance \$	Closed?	POE	Comment
t24654	1		9998	\$60,009.83			Automated IDC Encumbrance

FRS Account Number - this is a test account so it starts with a “t” instead of the normal ledger number.

Below is the distribution tab of the F&A Encumbrance form for the same test account. Note the system calculated expenditure amount. The amount was calculated on current month expenditures posted at the time of the overnight cycle.

Encumbrances

File Edit View Records Tools Help

General **Distribution** Datasheet Notes Line Items Filters Documents

Distribution for: 1DCT24654

Account	Year	Project	Sub-Code	Encumbrance \$	Closed?	PDE?
1	1	9998		\$50,009.83		

Expenditures:

Check #	Check Date	Amount	Invoice #	Date Cleared
IDC09302005	09-30-2005	\$5,653.65		

Totals:

Total Enc. \$	\$50,009.83
Total Exp. \$	\$5,653.65
Remaining \$	\$54,356.18
Variance \$	\$0.00

Total of F&A on this account
 Total of F&A spent on this account
 Balance of F&A on this account

Setting up projects:

Projects are a way of segregating and reporting on data that units may want to track for various purposes. Users set the project code(s) up on the account(s) and then enter that project code when they are entering transactions. Projects may be used to segregate data (pots of money) within one (1) account or to aggregate data (pots of money) across multiple accounts. Users may have the same project code set up for different accounts. The system reports are capable of collecting the project data from all accounts in your area when you produce reports by project.

- Click on “Forms” from the left menu under Accounting.
- Locate the Accounting menu and click on the first item: “Account Information”.
- Click on the “Filters” tab:

Account Information

File Edit View Records Tools Help

General **Filters** Persons Flags Datasheet Notes Projects Notifications Documents

Area Account Number * Year * Account Type * Alias

- Enter the 6-digit FRS number for the account you want to access. Then click on the “Apply” button:

The screenshot shows the 'Account Information' window with a menu bar (File, Edit, View, Records, Tools, Help) and a toolbar. Below the toolbar are tabs: General, Persons, Flags, Datasheet, Notes, Projects, Notifications, Filters, and Documents. The 'General' tab is active. It contains fields for Account Number (with a red label 'Account FRS #'), Year, Account Type, Status (a dropdown menu showing '(Show All)'), Short Name, Alias, Budget Start, Budget End, Organizational Unit, Investigator, and Local Accountant. At the bottom, there are buttons for 'Clear Criteria', 'Remove', and 'Apply' (which is circled in red). Other buttons at the bottom include 'Migrate to Alias' and 'Set Year as Current'. The status bar at the bottom right shows 'Edit' and the time '3:22 PM'.

- The account information will appear. Next, click on the “Projects” tab:

This screenshot shows the same 'Account Information' window, but the 'Projects' tab is now selected and circled in red. The 'General' tab fields are still visible at the top, but the main content area is currently empty, ready for project information to be entered.

- Project code and description “**Null**” will appear on the first line of every account. (The system will use this project code for all transactions if a unit does not set up other project codes for an account.) Each account must have Project “Null”.
- Move to the second line and enter the project code(s) of your choice. Keep in mind that users see the project code when entering transactions.
- Enter a name and check the “Active?” box in order to set up the project code. If you wish, you may enter an investigator. If the person does not appear on the drop down box see instructions on page 11 for checking the indicator flag on the Persons Tab.

- You also have the option of setting this project code as a default. Transactions entered on this account will assume the default project code if a user does not enter a different project code.

Account Information

File Edit View Records Tools Help

General Persons Flags Datasheet Notes Projects Notifications Filters Documents

Projects for Account '529752 - 2004'

Project Code	Name	Investigator	Active?	Default?	Comment
-	**Null**		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
* Code 1234	Enter name here	(Not assigned)	<input type="checkbox"/>	<input type="checkbox"/>	

529752 - 2004 TTD#007

Migrate to Alias Set Year as Current

Edit 2:12 PM

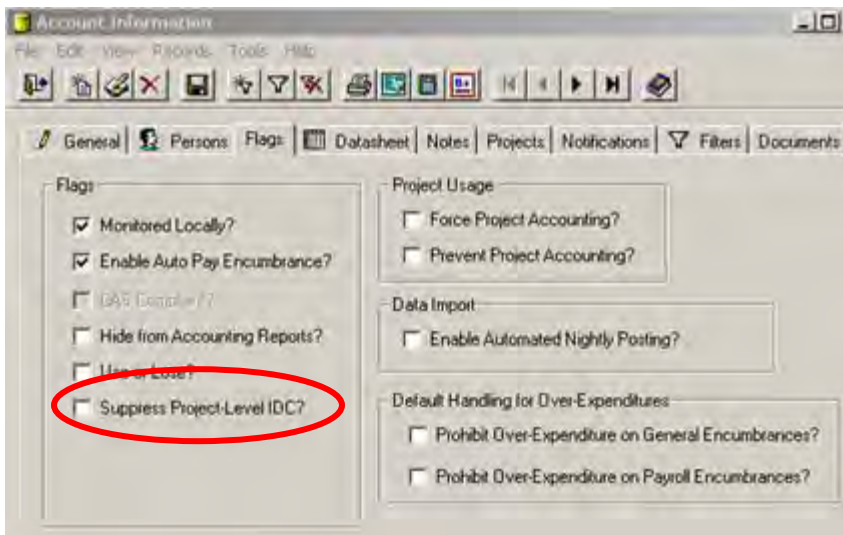
- You may enter new codes by moving to the next line of the form. To do this, click "Tab" on your keyboard until your cursor jumps to the next line. The system will automatically save the previous line when the user tabs to a new line before exiting the form.

Granting BA3 permission to projects is explained on Page 25

NOTE: Departmental users may choose to use automated IDC. If Departmental users select automated IDC on the account, they may choose to allocate IDC to the project level.

IDC on Projects

- System calculates and allocates F&A on project expenditures and encumbrances, unless user elects to suppress project level IDC on the Account Information Form, "Flags" tab.
- F&A is posted to the same project as the expenditure/encumbrance
- To suppress F&A on projects on account information open "Flags" tab and click on the suppress project IDC.



How to Set BA Central Account and Project Permissions

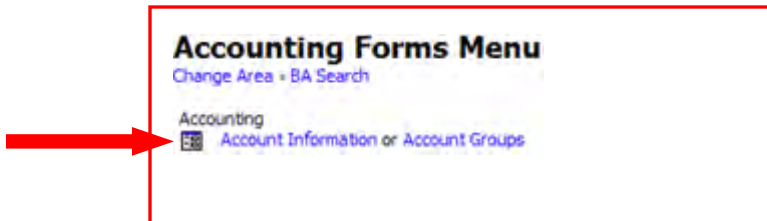
It is through permissions that you give access to see BA Central on-line.

Some Important Information about BA Central

- Users with BA3 access automatically have access to BA Central
- Users without BA3 access must complete an SOU to access BA Central and receive their User ID
- Departmental BA3 Data Admins control the account and project permissions that allow a BA Central User to view accounting reports and projects; account permissions automatically confer project permissions for that account
- Project permissions must be set up also. Some users can be given only project access, if they should not have access to the entire account.
- If “My Project” balance on the BA Central Projects updates every night, if the user drills down into the project data, it updates as changes are made.
- BA Central Accounts are updated when a BA3 User reconciles an account or posts financial reports/documents

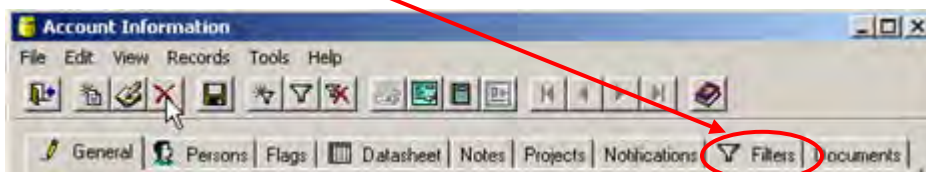
Giving a BA Central User permission to the entire account (you must be a Data Admin to add permissions)

- Open the Accounting Forms/Account Information Screen by clicking on the blue “Account Information”

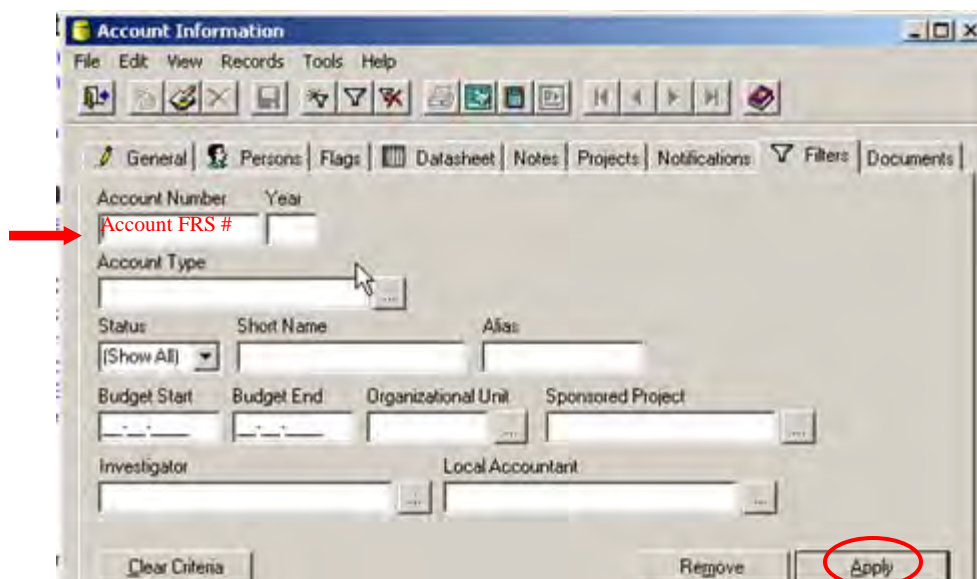


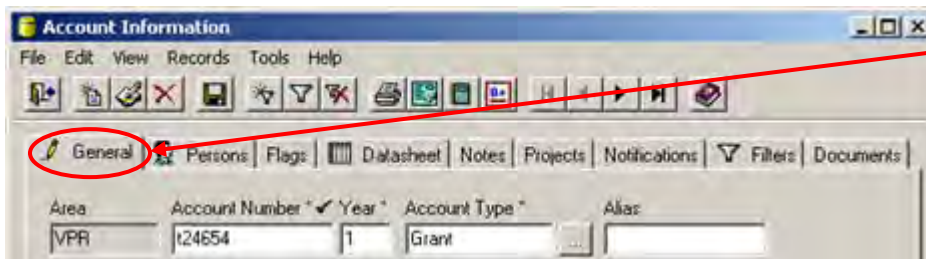
This opens the Account Information screen

- Click on the “Filters” tab



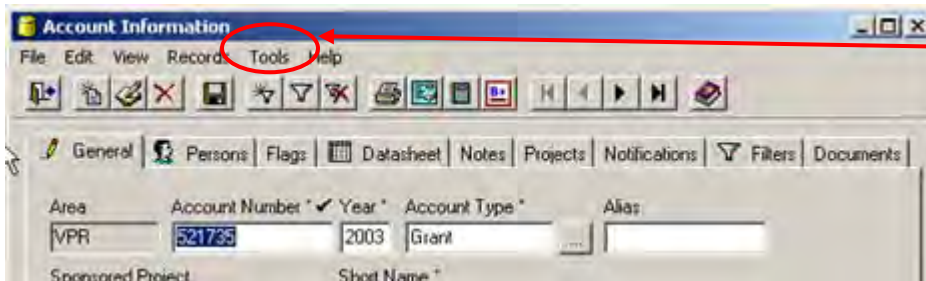
- Enter the account number and click on “Apply”



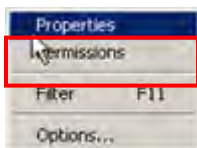


Click on the "General" tab and review the account information

Click on the word "Tools"

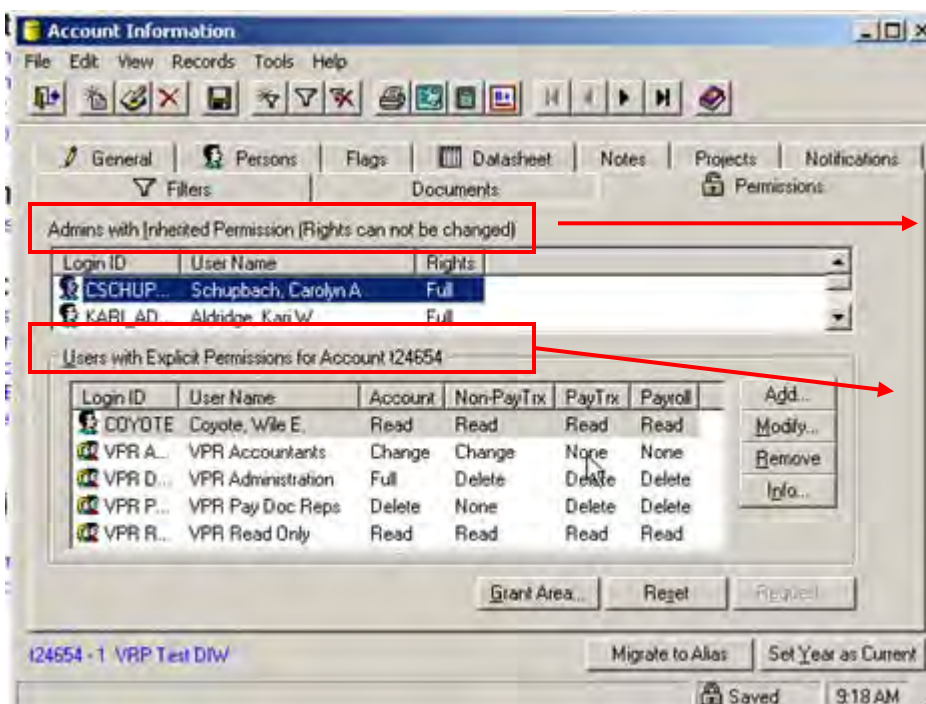


Click on the word "Tools"



Click on the drop down menu "Permissions"

System displays the current account permissions.

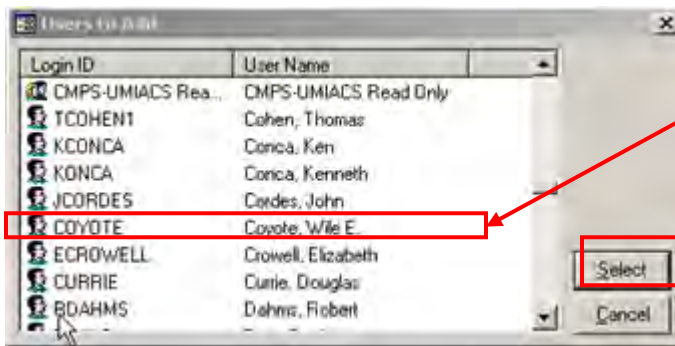


Users with Inherited Permissions for the Account cannot be changed by departmental Data Admins.

Users with Explicit Permissions for the Account may be added, modified, or removed by departmental Data Admins. **Global departmental security group permissions (VRP Accountants, etc. in this sample, in the screen shot on the left) should not be changed by departmental users.**

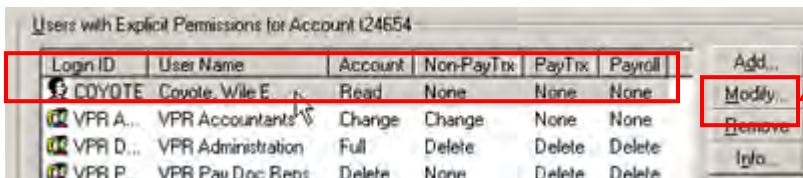
- Click on the **Add...** button on the right side of the screen to add a PI or other specific user to the Explicit Permissions list

System displays a list of users in the drop down box



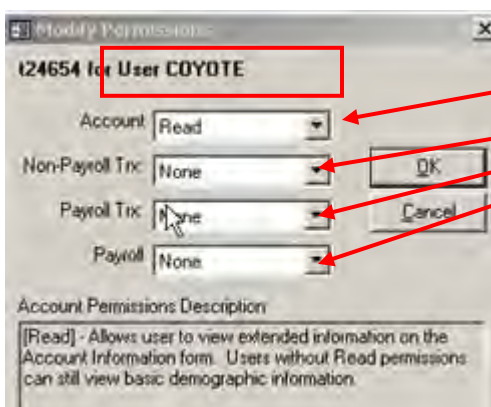
User clicks on the User Name they want to add and hits the **Select** button

System displays the new user in the list of user with the default “Explicit Permissions”



User highlights the line with the new user and clicks on the **Modify...** button

System displays the default account settings for the new user



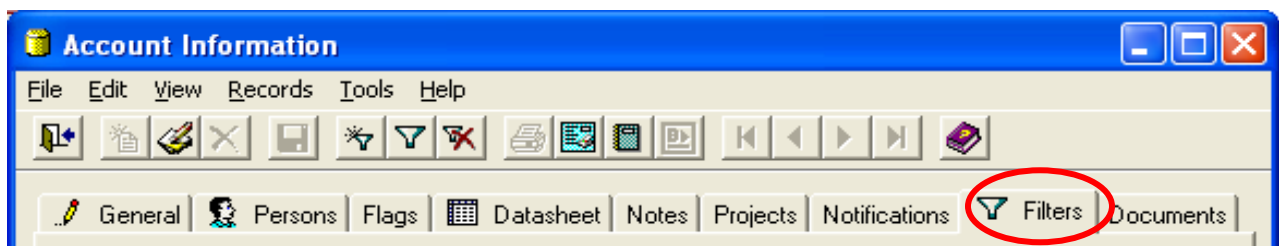
User changes the drop down box settings to “Read” to allow the new user to see the account information on BA Central.

The revised screen looks like this:



Project Permissions:

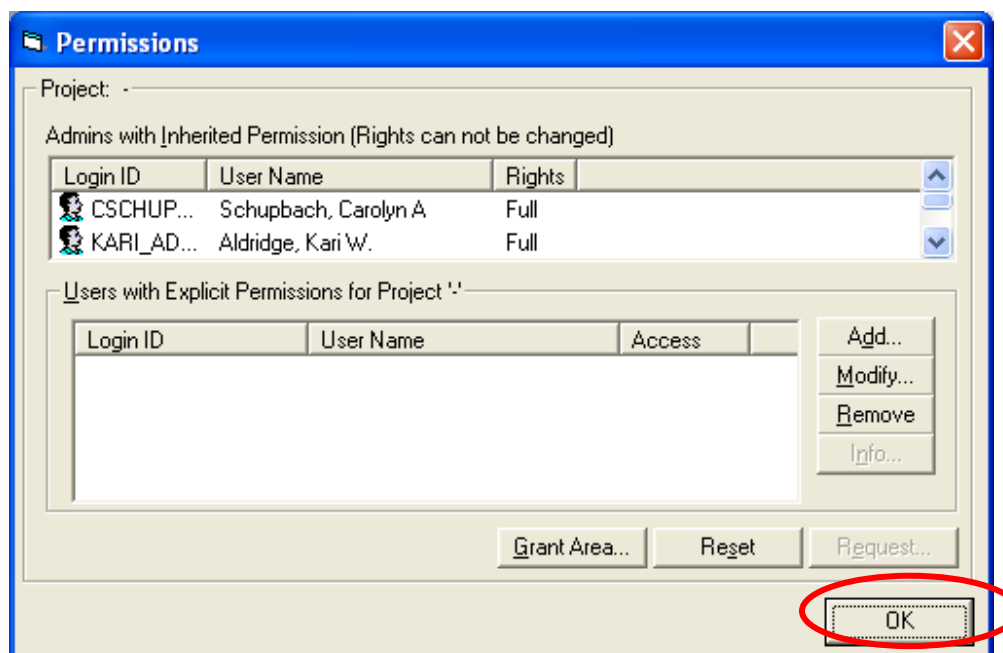
- Click on “Forms” from the left menu under Accounting
- Locate the Accounting menu and click on the first item “Account Information”
- Click on the “Filters” tab and enter the six-digit FRS account number for the account that you want to add permissions to. Then click “Apply” to display the information
- Click on the “Projects” tab:



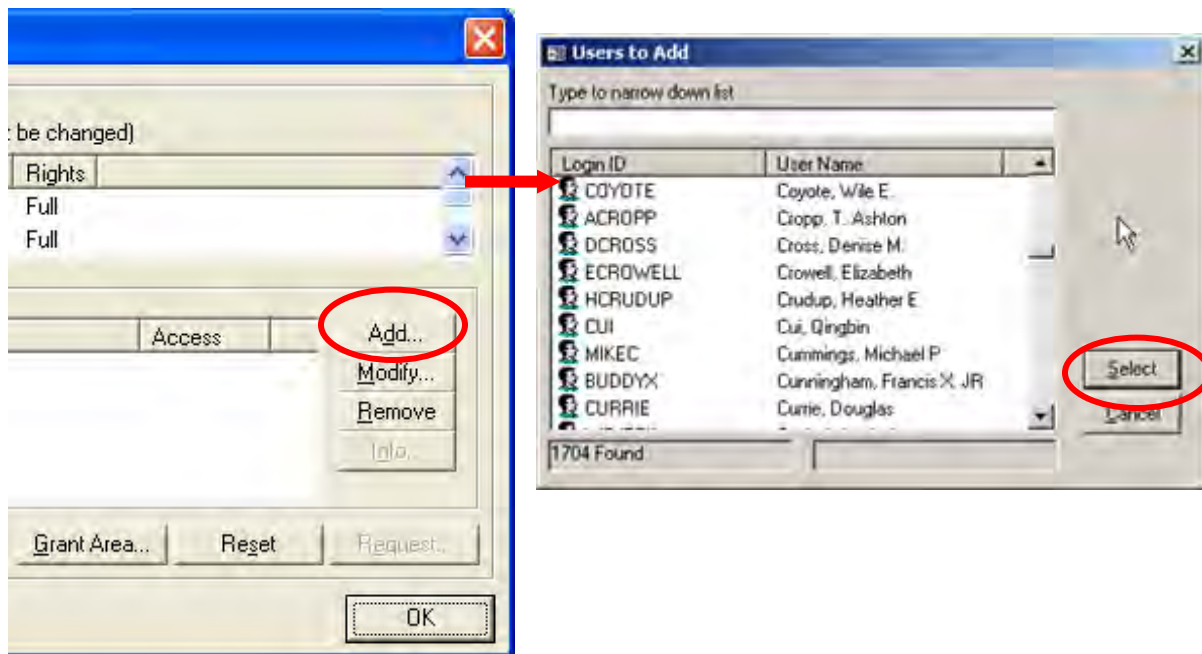
- Highlight the project you want to grant permission then click on the “Permissions” button at bottom right-hand corner of the screen:



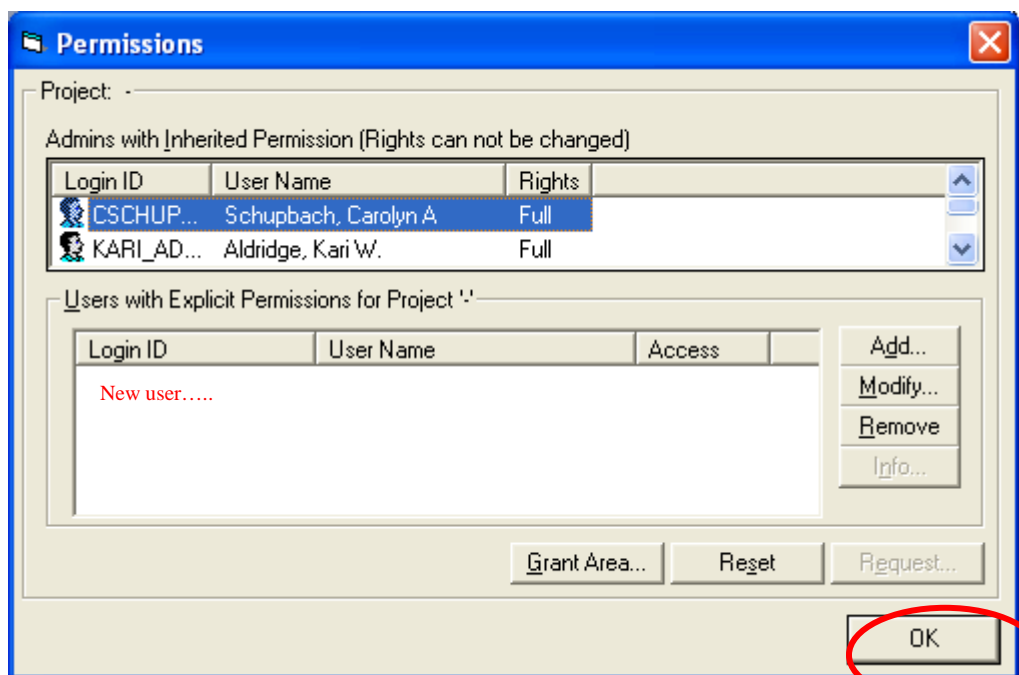
- Permissions for this project will pop up. You will see users with inherited permissions in the top list and users with granted permissions in the second list:



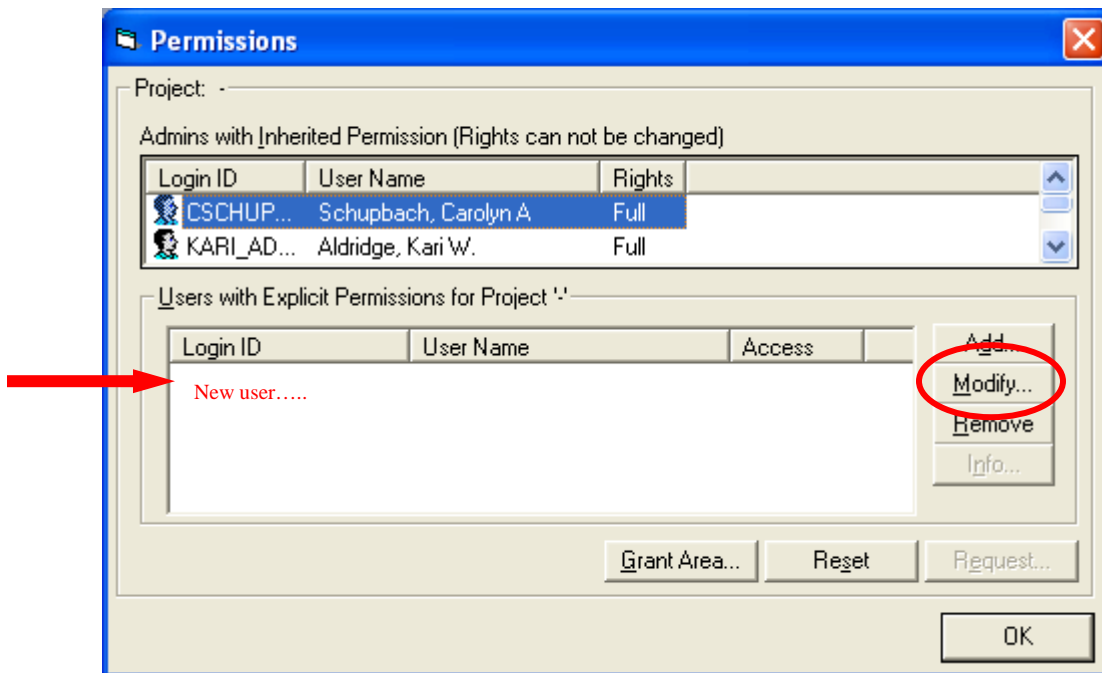
- Click the "Add" button to see a list of users. When the list of users pops up, highlight the user that is receiving permission, then click "Select". If your user does not appear on the list check and see if they have been issued a BA Central User ID.



- The user will then appear on the list. Click “OK” to continue:

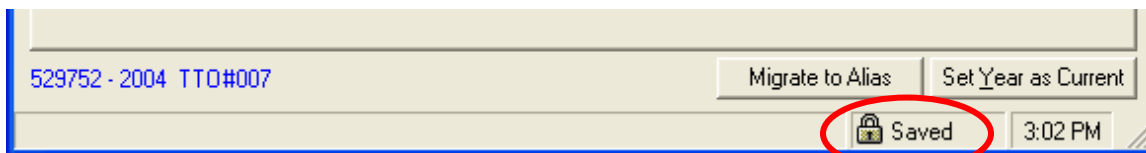


- Highlight the new user and click “Modify” and adjust the level of access you want to grant the user on the list that pops up:



- Click “OK” to return to Projects:

! Make sure it says “Saved” in the bottom right-hand corner of the screen. If it still says “Edit”, click on it once to save current changes:




Account Groups

An Account Group is a way to organize accounts for reporting purposes. For example, if you wanted to set up reports so that all accounts for one particular Principle Investigator are together or all NSF accounts are together. Open the Accounting Forms menu and click on Account Groups



The system brings up the Account Groups screen.

Click on the New Form  icon to create a new Account Group

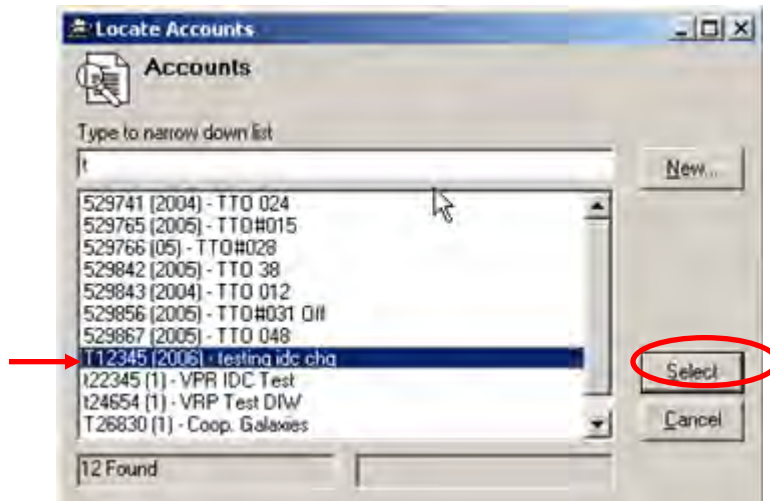


The system returns the Add Account Group screen.

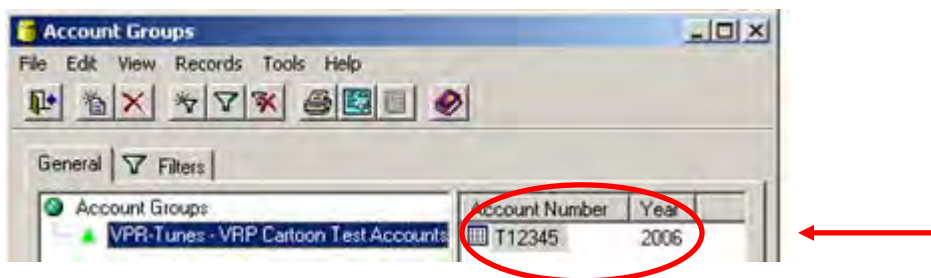
1. Enter the Code (up to 15 characters including spaces) by which you want to identify the Account Group.
2. Enter the Description (up to 40 characters including spaces) of the Account Group



- Click the OK button and the system brings up a list of accounts
- Highlight the account you want to add to the Account Group and hit the Select button (Note – the account selected below is a test account for demo purposes so it starts with a T instead of the normal FRS ledger number)



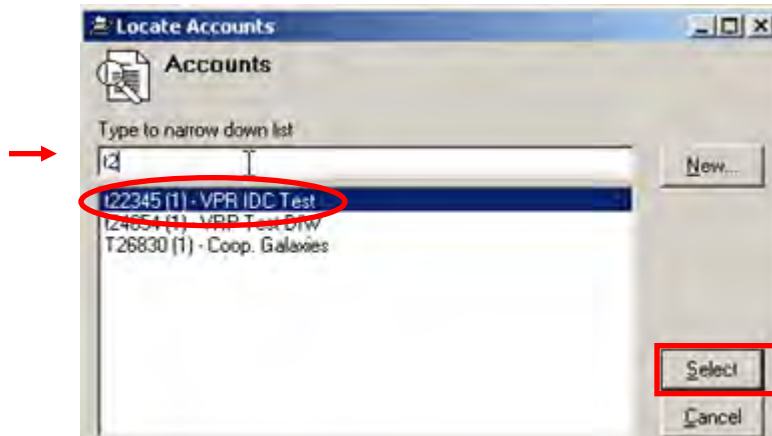
The selected account appears on the right side of the screen under Account Number and is added to the Group



- Right click on the green triangle and click New Group Member and select the next account you want to add to the Group



- Type in the first few digits of the account number you want to add, highlight the account number when it appears on the list, and hit the select button to add the account to the Group



The selected account appears on the right side of the screen under Account Number and has been added to the Group



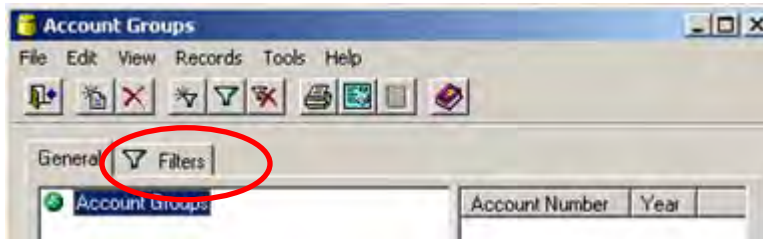
- Right click on the green triangle and continue adding accounts (following the previous instructions) until the Account Group is complete

How to Remove an Account from an Account Group

Open the Accounting Forms menu and click on Account Groups



- Click on the filters tab



- Enter the Account Group (or part of the Group Code followed by the % -- the search below asks for every Group code that starts with VPR) in the Group Code box and click apply

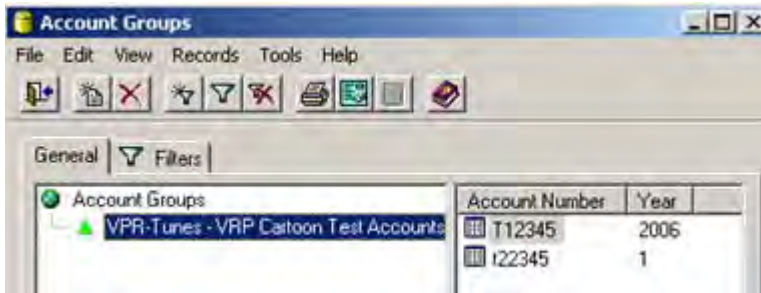


System displays the existing the Account Groups that met the “Filter” criteria

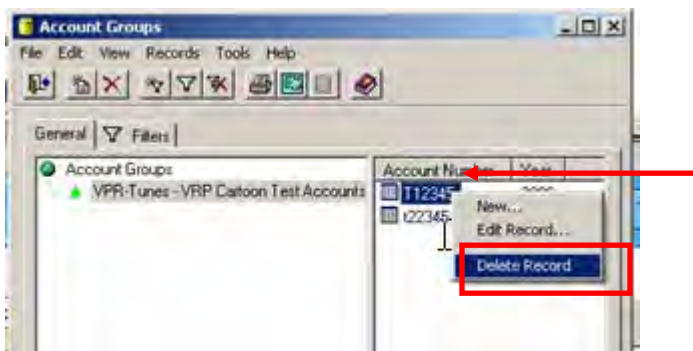


- Click on the green triangle next to the Account Group you want to edit

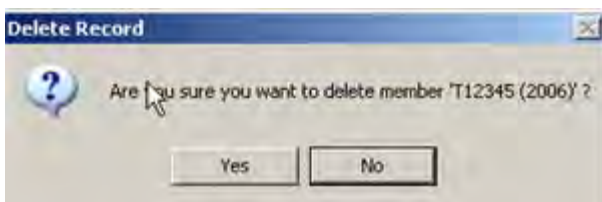
System displays the Account Group Members



- Right click on the Account Number you want to remove and hit “Delete” on the pop up box



System asks if you are sure



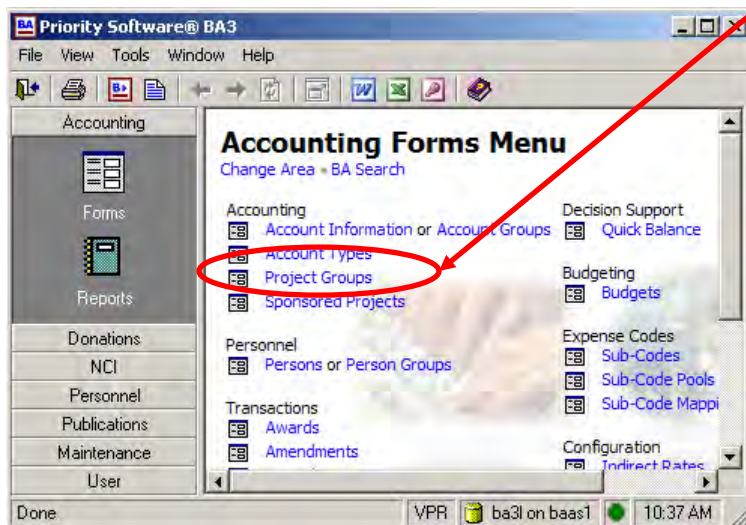
- Click the Yes button to delete the account from the Account Group

System displays the revised Account Group

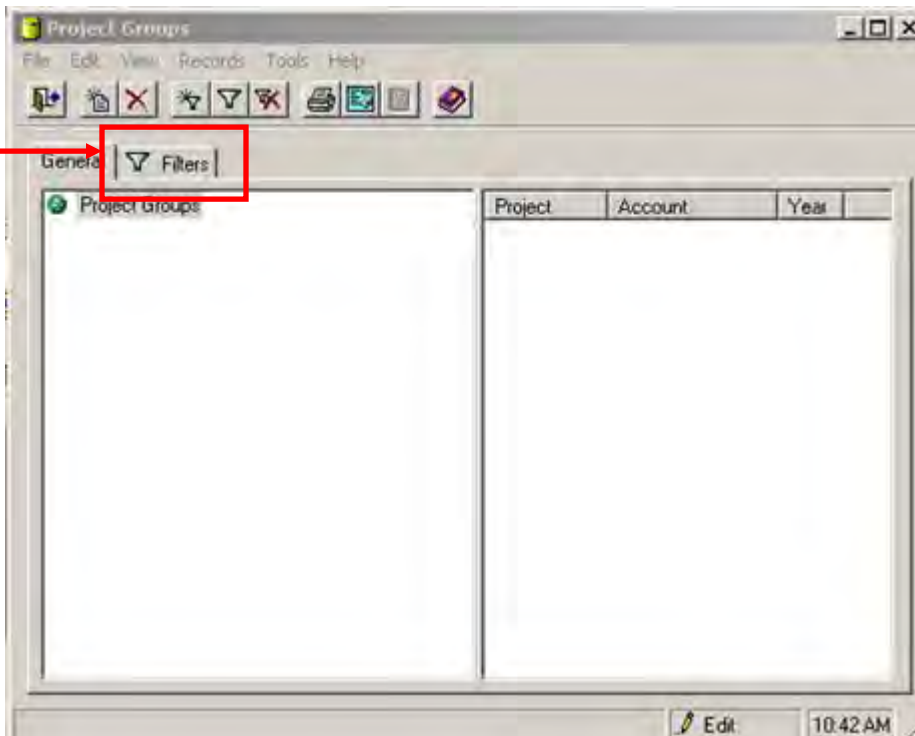


Project Groups

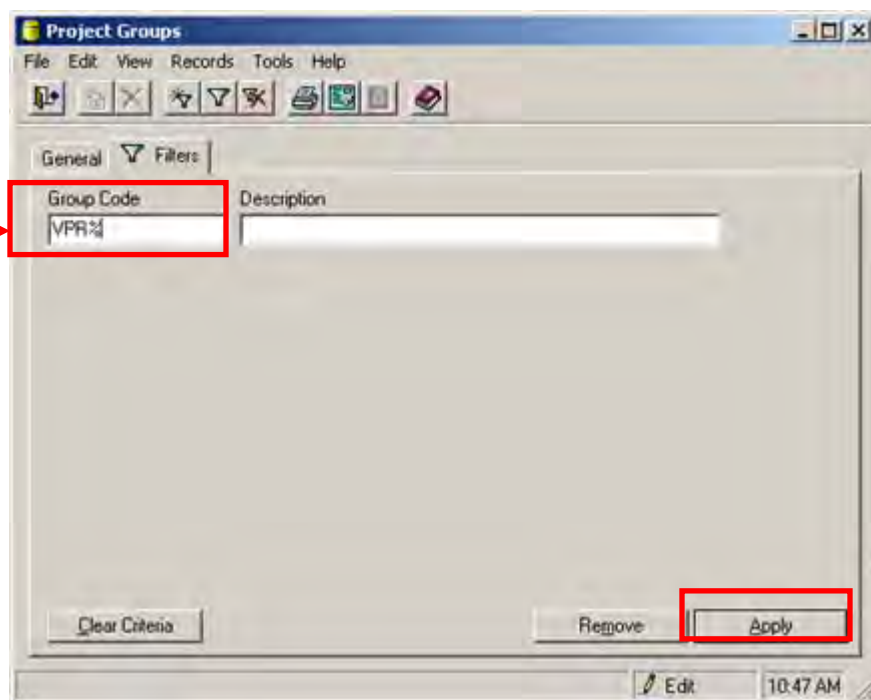
- Open the Accounting Forms Menu and Click on Project Groups



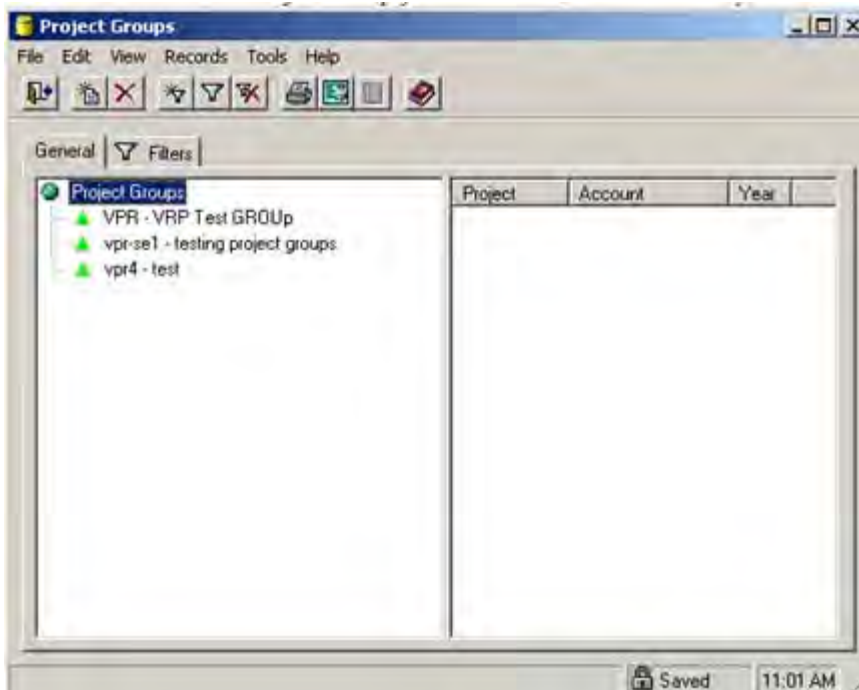
The system will open the Project Groups Screen below.



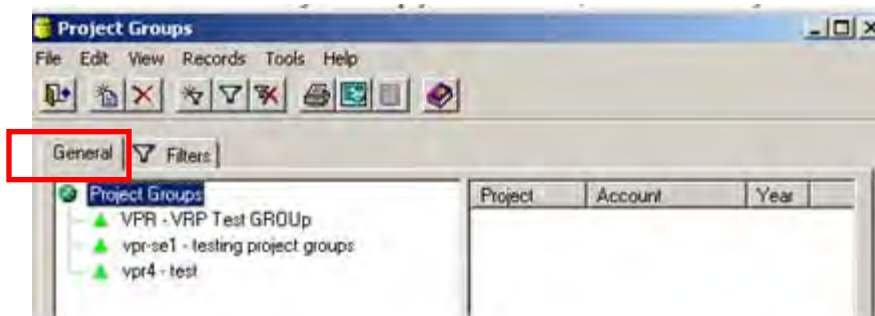
- Click on the “Filters” tab.
- Enter the name of the Project Group you want to use, in order to verify that the Project Group name is not already in use. Entering VPR% returns all Project Group names that start with VPR.
- Click the Apply button.



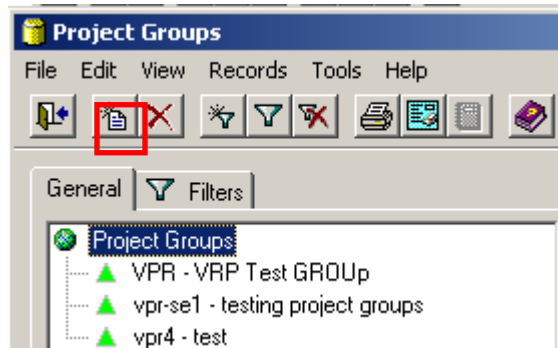
The system returns all Project Group names that start with VPR.



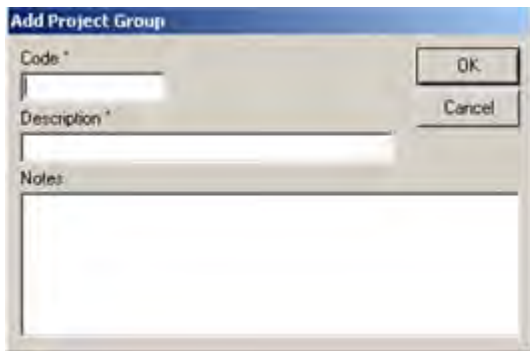
- Click the “General” tab if the Project Group name you want to create is not on the list returned by the filter on the previous page.



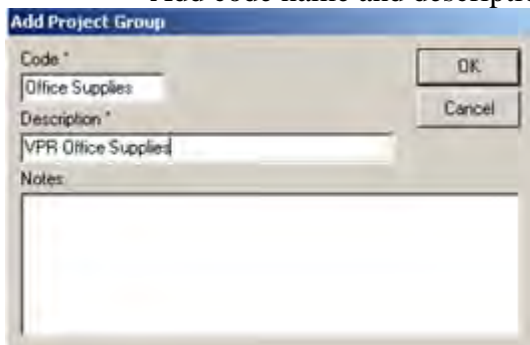
- Click the New icon:



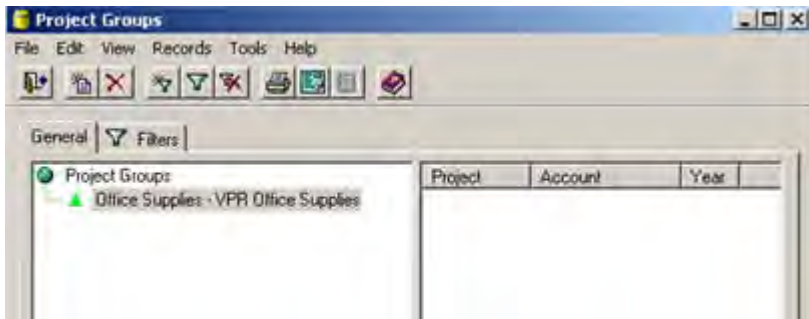
- The following screen will come up:



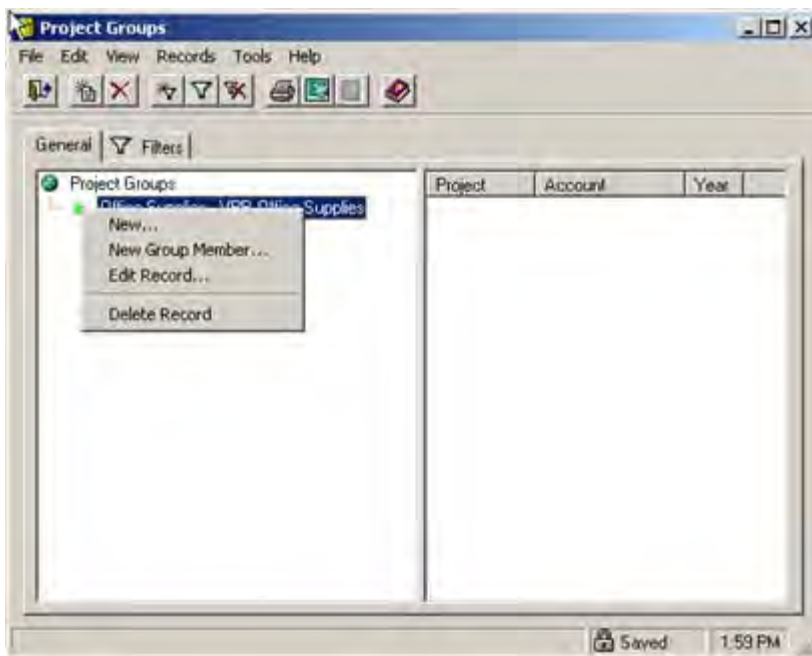
- Add code name and description you want for this group:



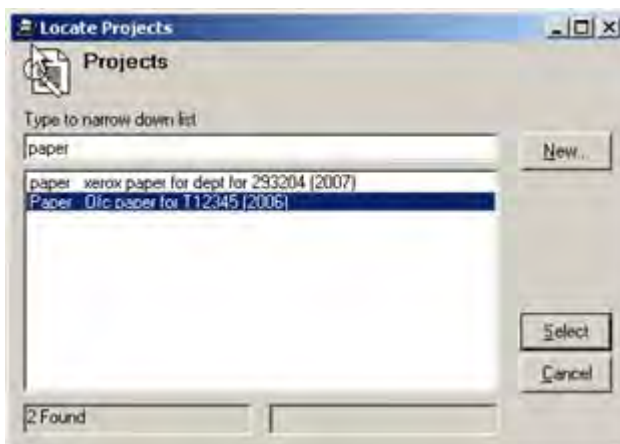
- This will add your group to Project Groups:



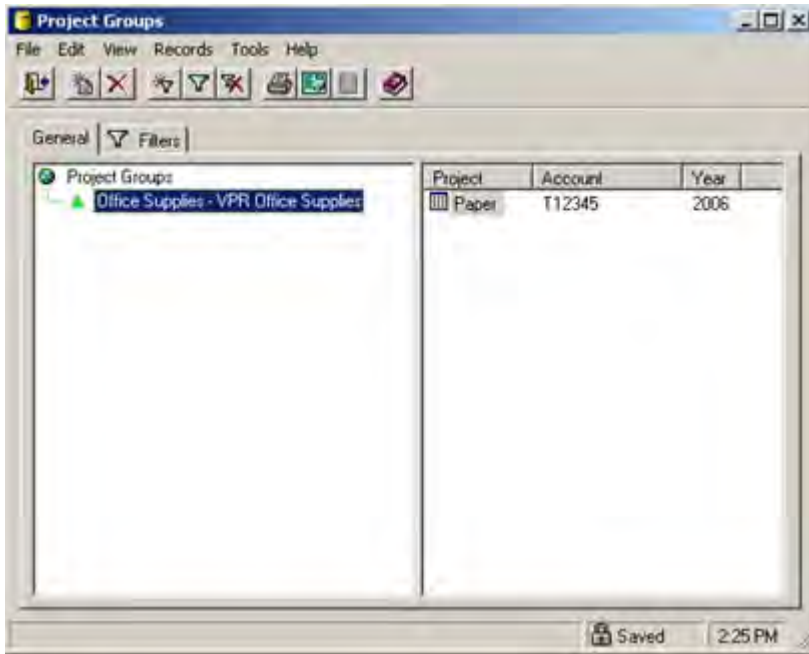
- Right click on the green triangle to add projects you want in this group



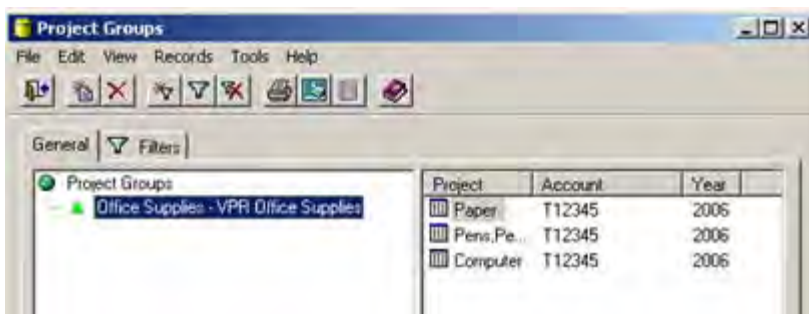
- Click on New Group Member
- Select what project the user wants to add to the Group



- The system will add the project to the Group

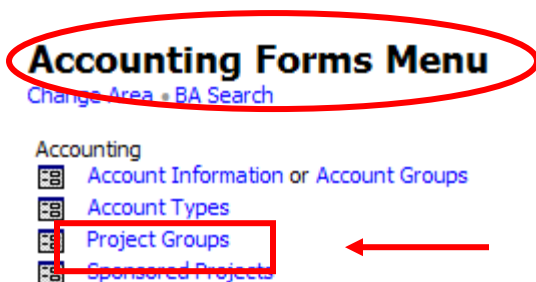


- Repeat these steps for each project you would like to add to the Group

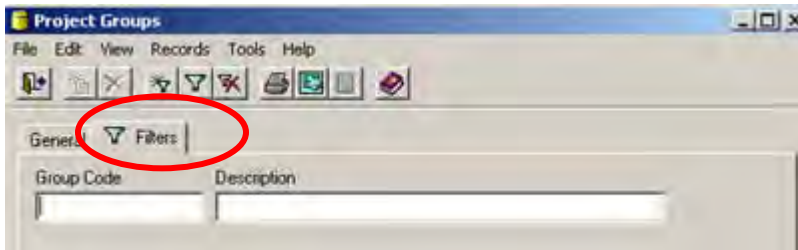


How to Remove a Project from a Project Group

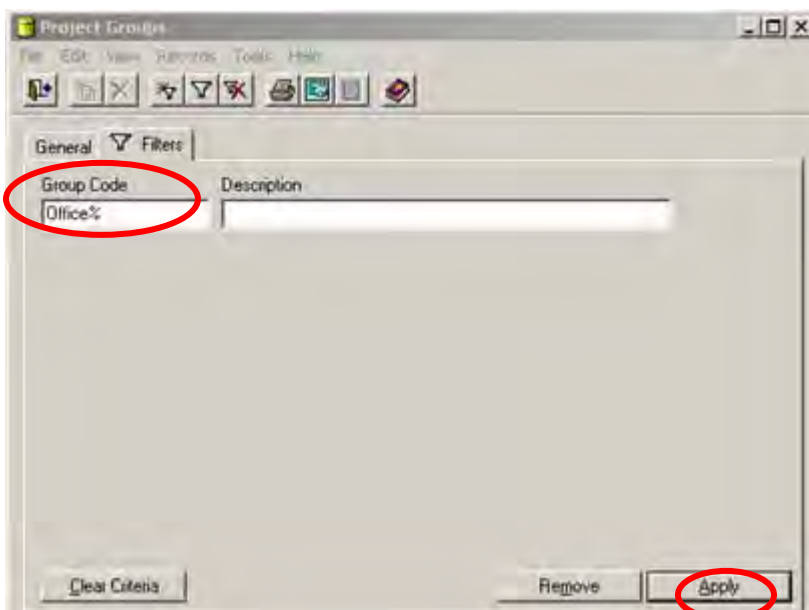
Open the Accounting Forms menu and click on Project Groups



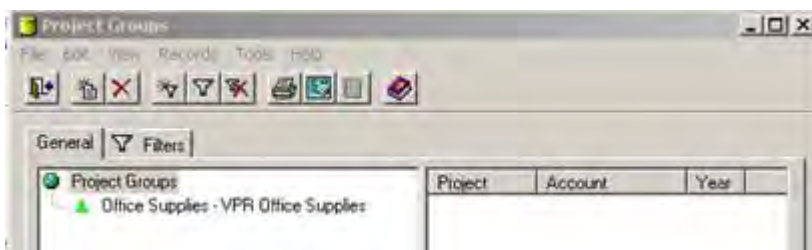
- Click on the filters tab



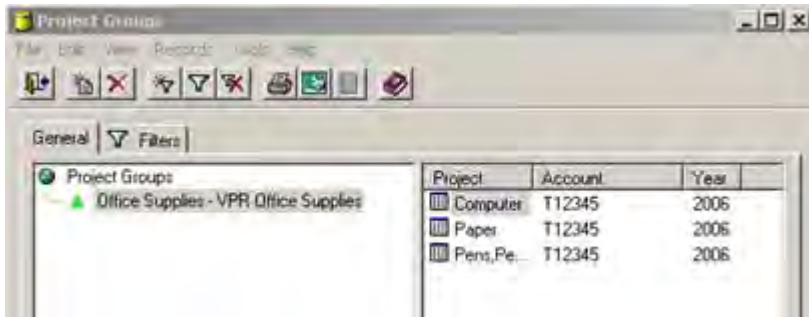
- Enter the Project Group (or part of the Group Code followed by the % - the search below asks for every Group code that starts with Office) in the ?Group Code box and click apply



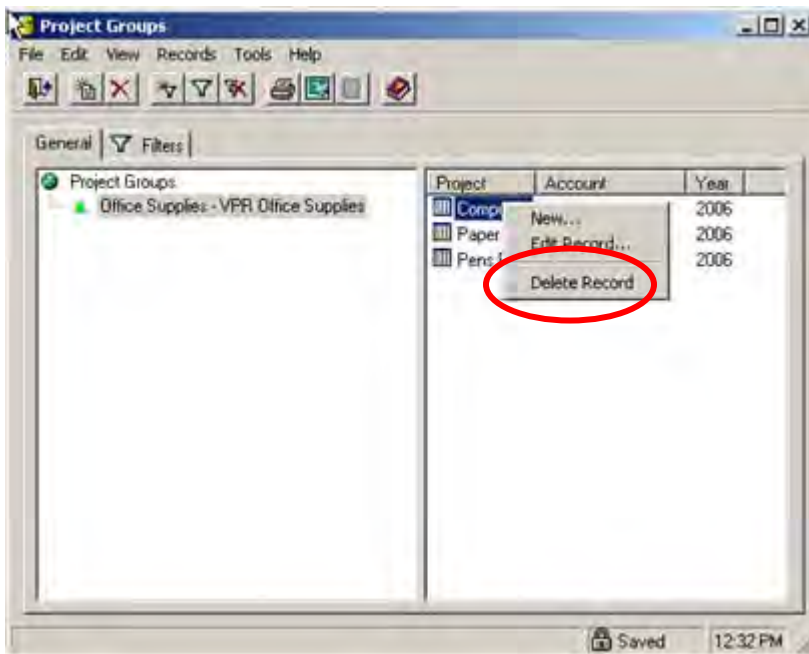
- System displays the existing the Project Groups that met the “Filter” criteria



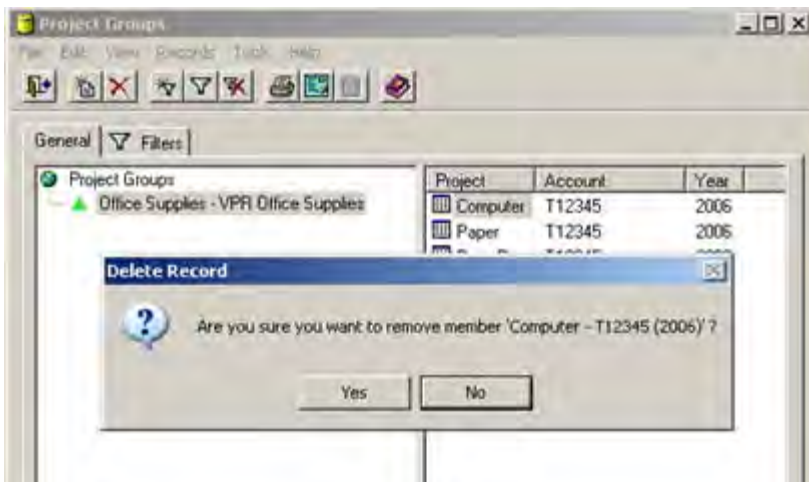
- Click on the green triangle next to the Project Group want to edit
- System displays the Project Group members



- Right click on the Project you want to remove and hit “Delete” on the pop up box



- The system asks if you are sure



- Click the yes button to delete the project from the Project Group
- System displays the revised Project Group



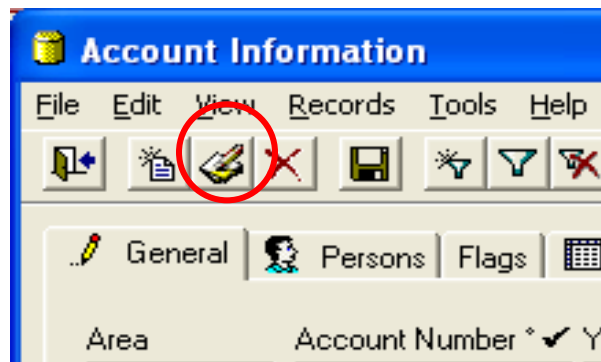
Copying account information from year to year:

- Click on “Forms” from the left menu under Accounting.
- Locate the Accounting menu and click on the first item: “Account Information”
- Click the “Filters” tab and enter the six-digit FRS account number for the year whose information you are going to copy. Then click “Apply.”

The screenshot shows the 'Account Information' window with the 'Filters' tab selected. The 'Account Number' field is labeled 'Account FRS #' and is empty. The 'Year' field is also empty. The 'Apply' button is highlighted with a red circle. Other fields include 'Account Type', 'Status' (set to '[Show All]'), 'Short Name', 'Alias', 'Budget Start', 'Budget End', 'Organizational Unit', 'Investigator', and 'Local Accountant'. At the bottom, there are buttons for 'Clear Criteria', 'Remove', 'Apply', 'Migrate to Alias', and 'Set Year as Current'. The status bar at the bottom right shows 'Edit' and '3:22 PM'.

The existing account information will appear.

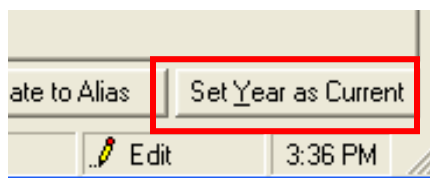
- Next, click on the “Copy Account” button, which is on the left side of the menu above the tabs:



- A “Copy Account” screen will pop up. The account information will automatically appear. Double-check the data and make any necessary changes. Make sure there is a check next to “Automatically Increment by One Year” and then click “OK”



- You have just copied the account information onto a new year. Be sure to click the “Set Year as Current” button to change from the previous year to the current year. **The account that is set as current is the one future data will be automatically entered into. If you have not finished last fiscal year, do not set a future year as current.**



When you pull up DIW the system automatically assumes it is the “Year set as Current”.

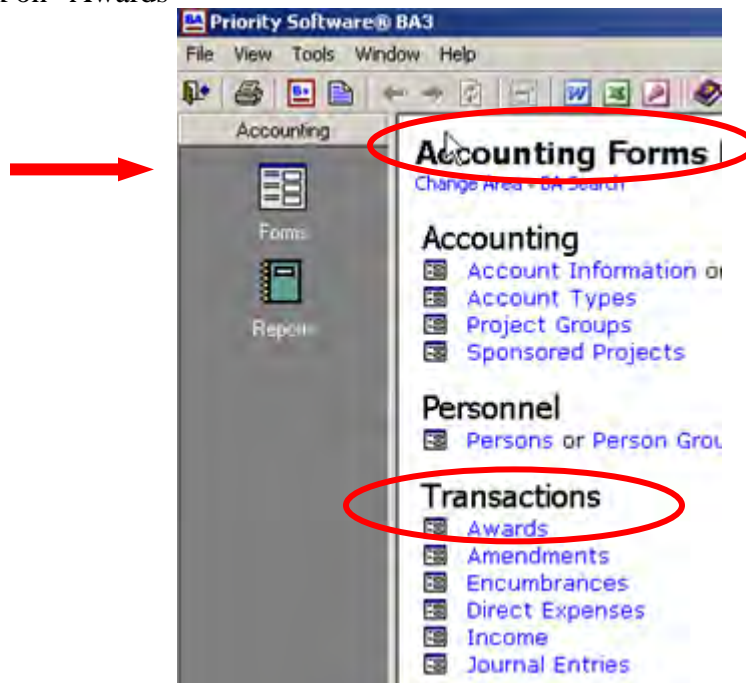
- To save your changes, click once on “Edit” at the bottom of your screen. It will then say “Save” which means your information is now saved.



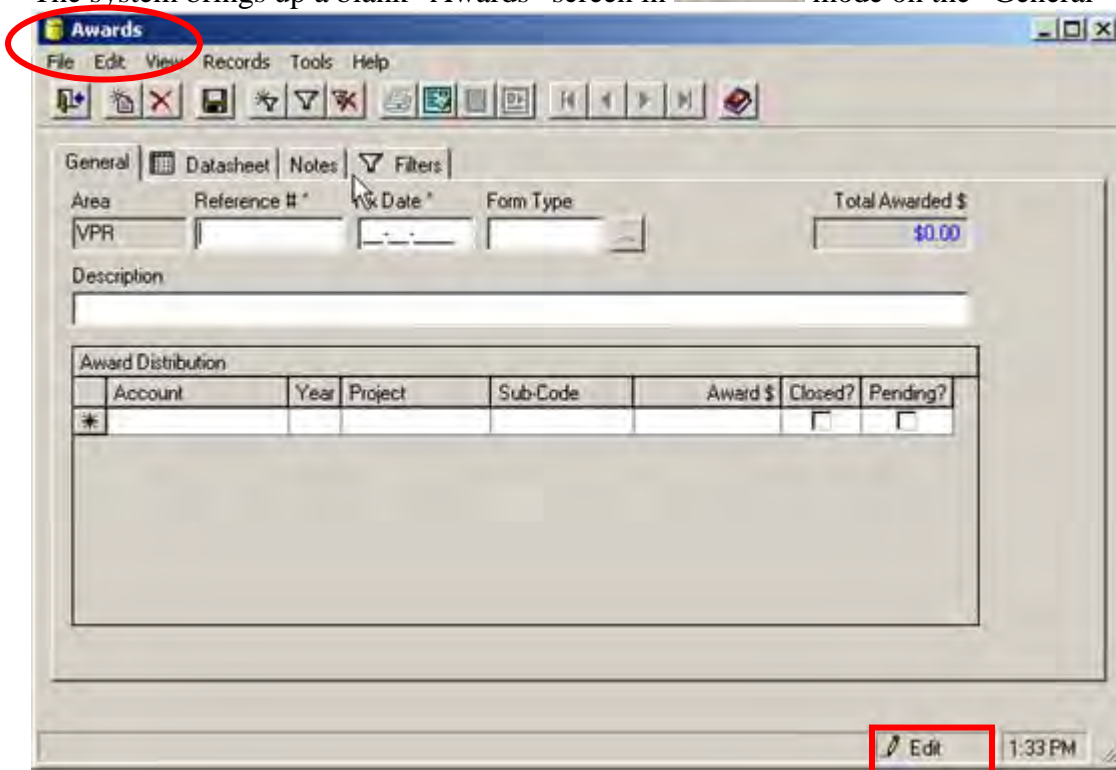
Entering Transactions (Other than payroll)

Awards (Budgets) are the original amount of monies budgeted to an account.

- Go to the Accounting/Accounting Forms Menu
- Click on “Awards”

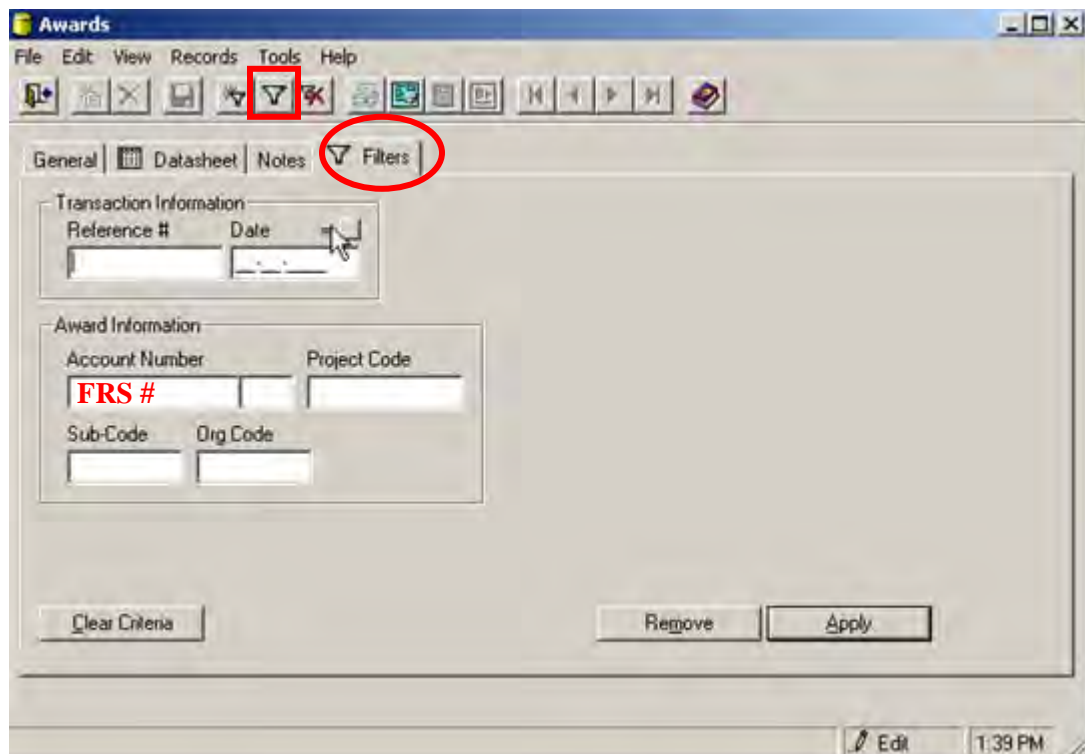


The system brings up a blank “Awards” screen in  mode on the “General” tab.



- Click on the “Filters” tab or hit the  Filter key in the second row from the top.

The system is now on the “Filters” page.



- Filter on the “Account Number” or other information to see if any awards are in the system for your account. *This is a precautionary measure so the user can determine if anything already exists in the system before entering new data.*
- If there are no existing records in the system, it will return

No records found matching filter criteria.

in the lower left hand corner of the screen.
- Click on the

General

 tab and the system brings up a blank screen in

Edit

 mode.

1. Enter the unique Department Reference Number. (FRS #) some departments use FRS# -1 and then FRS#-2 for year 2
 2. Enter the Trx Date (Transaction Date). (Start Date)
 3. Choose the “Form Type” by clicking on the

...

 button to the right of the “Form Type” field.
(See the Transaction Form Types screen sample below.)
- Highlight the “Form Type” and hit the


Select



 key to enter this form type on the “Awards” form. Select “AS Award Statement” for the initial award.

4. Enter the description, e.g. Initial Budget, Supplement 1- August 2005, to make the document easily identifiable.
 5. Enter the “Account Number” (the system will pre-fill the year with the year set as current on the Account Information screen).
 6. Enter the “Project Code”, if projects are in use on this account.
 7. Enter the “Sub-Code”.
 8. Enter the “Amount” for this line.
- Move to the next line and continue with the next budget item.

The system will pre-fill the next line with the information, from the previous line, when you tab to the first field you want to change, e.g. tab to the next line project field and the system will pre-fill the account number and year; tab to the next line sub-code field and the system will pre-fill the account number, year, and project code.

Users should always save the record before exiting the screen.

Note that the “Total Awarded” amount, on the upper right side of the screen, updates as the user adds lines. Moving to a new line saves the previously completed line-note the  indicator on the bottom right hand side of the screen as you add lines.

- User must enter the “Edit” mode to change any information in the form header or on a previously entered line. Click on the  icon (it will change to  mode), or select “Edit/Edit Record” from the tools menu, or hit “CTRL e” to edit the record.
- The total awarded \$ should match the amount on your ATS
- Be sure to enter the sub code 9998 for F&A budget

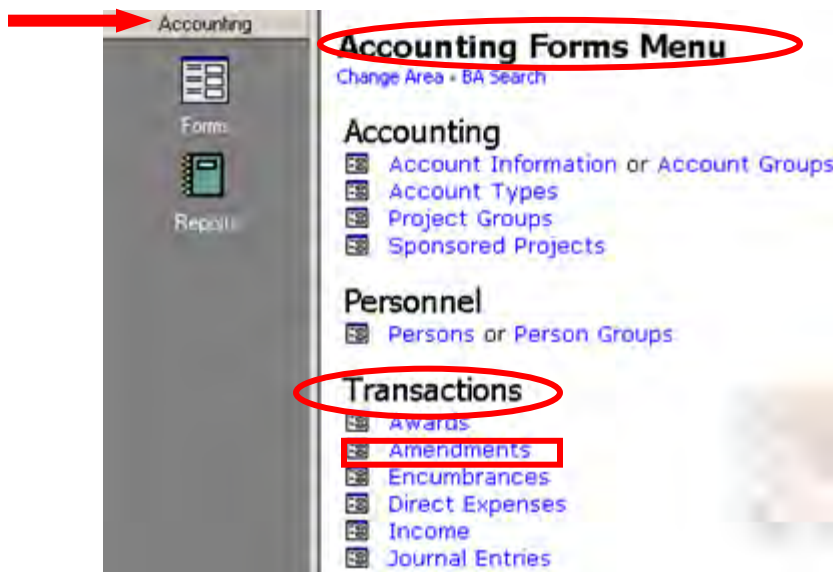
Amendments *An amendment is a modification to the original award or budget for an account. User may also use the “Awards” form, if the user wants to keep all the data in 1 form area.*

Notes:

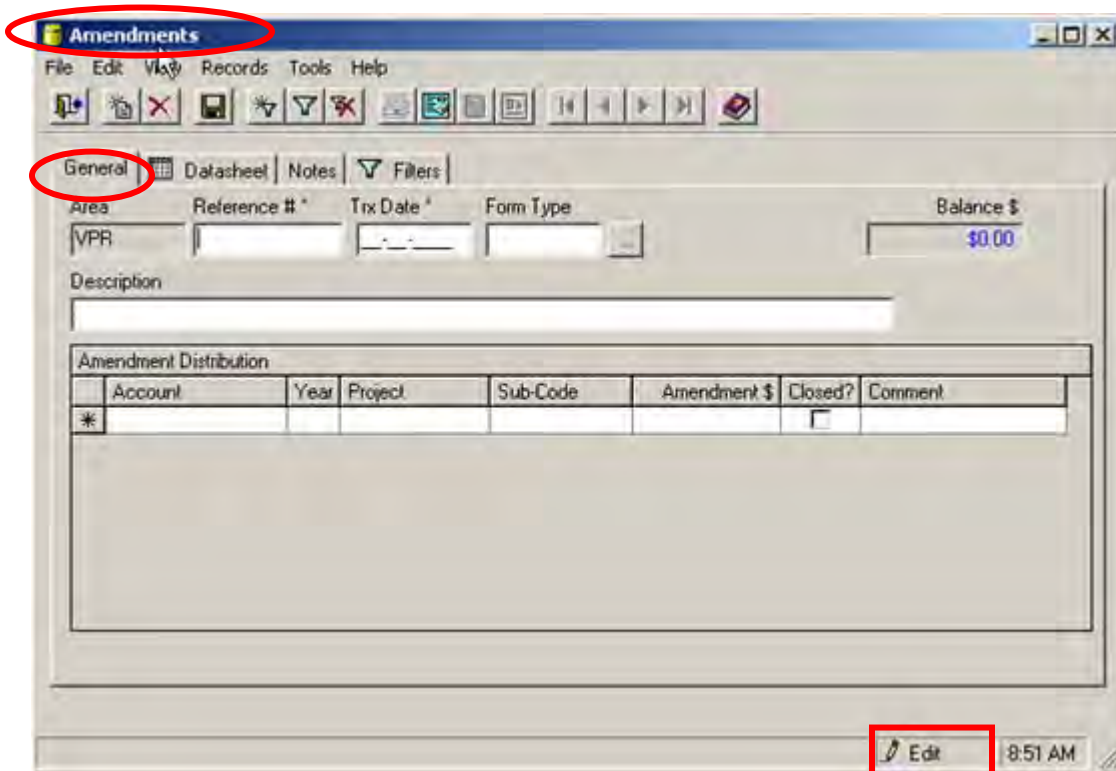
1. You can add modifications directly to the award
2. If the user is posting the budget for DIW and:
 - The transaction code is 50 it will post to “Awards”
 - The transaction code is 30 it will post to “Amendments” *You can change the transaction code to 50 on the DIW and force it to post to “Awards”*
3. Posting from DIW is not recommended because FRS posts the entire contract and grant money under the sub-code 3000.


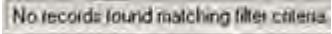


How to Enter the Budget Directly into BA3

You can still keep all budget information in one form area by using “Awards”.
Go to the Accounting/Accounting Forms Menu/Transactions and click on “Amendments”



The system brings up the “Amendments” screen on the “General” tab in “Edit” mode.

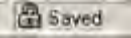


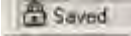
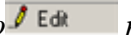
- Click on the “Filters” tab or hit the  Filter key in the second row from the top. “Filters” = search in BA3.
- Filter on the “Account Number” or other information to see if any awards are in the system for your account. *This is a precautionary measure so the user may determine if an amendment exists in the system before entering new data.*
- If there are no existing records in the system, it will return
 in the lower left hand corner of the screen.
- Click on the  tab and the system brings up a blank screen in  mode.

1. Enter the "Reference #".
2. Enter the "Trx Date" (transaction date).
3. Enter the "Form Type" or click on the key next to the field, highlight the form type you want and hit the key.

4. Enter the "Description" for this form, e.g. UPAS transferring monies from Salaries to Travel, startup funds from the Provost for Dr. Wonderful.

- Enter the “Amendment Distribution” information; enter the account number, *the system will pre-fill the year with the year set as current on the Account Information screen*, enter the project (if projects are in use on this account), enter the sub-code, and the dollars.

Note that the “Balance \$” amount, on the upper right side of the screen, updates as the user adds lines. Moving to a new line saves the previously completed line-note the  indicator on the bottom right hand side of the screen as you add lines.

- A user must enter the “Edit” mode to change any information in the form header or on a previously entered line. Click on the  icon (it will change to  mode), or select “Edit/Edit Record” from the tools menu, or hit “CTRL e” to edit the record.
- In the case of a UPAS you will enter a negative number from one budget Sub-code and a positive number to another budget sub-code.

Users should always save the record before exiting the screen.

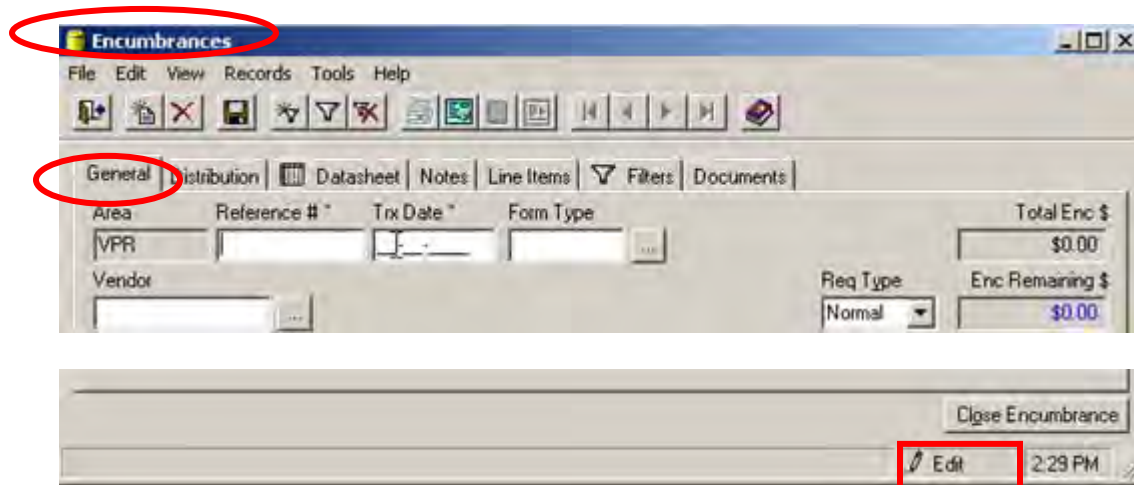
Encumbrances (other than payroll) monies obligated/set aside to meet known or anticipated expenses for the account/project. Sub-codes 300 and above


It is in this area of Priority that the Department must make some maintenance decisions on their accounts. Decide whether you are going to still use Departmental Requisition numbers, maintain records by vendor names, what will be used as the Reference number, etc. The closer you come to using what will download from FRS the easier reconciliation will be.

- Go to the Accounting/Accounting Forms Menu/Transactions and click on “Encumbrances”



The system brings up the “Encumbrances” Screen in  Edit mode.



- Click on the “Filters” tab or hit the  Filter key in the second row from the top. “Filters” = search in BA3.
- Filter on the “Account Number” or other information to see if any encumbrances are in the system for your account. *This is a precautionary measure so the user may determine if an encumbrance exists in the system before entering new data.*


The screenshot shows the 'Encumbrances' application window. The 'Filters' tab is highlighted with a red circle. The window contains several input fields for transaction and encumbrance information, a description text area, and buttons for clearing criteria, removing, applying, and closing the encumbrance. The status bar at the bottom indicates 'Edit' mode and the time '2:33 PM'.

- If there are no existing records in the system, it will return No records found matching filter criteria. in the lower left hand corner of the screen.
- Click on the General tab and the system brings up a blank screen in Edit mode.
- If the expenditure does come up, check and be sure it is in your BA3 area. Sometimes one department will use the same reference number for many different departments. You can reuse the reference number if it is not in your department. For example, Dining Services may use DBS123 for 5 different departments; therefore all 5 departments can use that reference number in Priority, as long as they are in different BA3 areas.

1. Enter the "Reference #", e.g. ELF travel approval number, RM # (appears as M# in FRS) or other document identifier. (*BA3 will use this reference # to post FRS transactions from DIW*).
2. Enter the "Trx Date" (transaction date).
3. Enter the "Form Type" or click on the ... key next to the field, highlight the form type you want and hit the key.

- i.
4. Enter the "Description" for this form, e.g. Dr. Wonderful San Diego 9/12-9/15 ASP Conference. (*This description will show on the "Open Encumbrances" and on the "Paid Transactions" listing (after it is paid) so make it something the PI or administrator will recognize.*)
5. Enter the "Encumbrances Distribution" information; enter the account number, the system will pre-fill the year with the year set as current on the Account Information screen, enter the project (if projects are in use on this account), enter the sub-code, and the dollars.

The system will pre-fill the next line with the information, from the previous line, when you tab to the first field you want to change, e.g. tab to the next line project field and the system will pre-fill the account number and year; tab to the next line sub-code field and the system will pre-fill the account number, year, and project code.

Note that the “Total Enc \$” amount, on the upper right side of the screen, updates as the user adds lines. Moving to a new line saves the previously completed line-note the  indicator on the bottom right hand side of the screen as you add lines.

Users should always save the record before exiting the screen.

IMPORTANT:

When you are working on Purchasing Cards, keep in mind that if you have not assigned a unique reference numbering the departmental reference # to the Visa log everything will post under the PCRD #(e.g. PCRD01). Whatever you assign on the Visa Log before closing will download into FRS. The reference space on the Visa log is limited to seven (7) digits. Some departments are using departmental reference numbers, some departments are using One initial of the card owner ,mm ,yy, and the transaction number, for example c050803 (Coyote, May08, third transaction on the log). As long as this information is added to the log before closing it will post in FRS and DIW with the information.

SMART ENCUMBERING:

Smart Encumbering can be used to average out the payments on ongoing charges on an account, such as monthly telephone charges.

Open your encumbrance and double click on the amount.

Encumbrances

File Edit View Accounts Tools Help

General Distribution Datasheet Notes Line Items Filters Documents

Area: BSOS-GE0G Reference #: Tele2010 Trx Date: 07-01-2009 Form Type: 3220 Phone charges

Vendor: Req Type: Normal Total Enc: \$3,000.00

Description: Telephone charges for account FY2010

Enc Remaining: \$0.00

PD #: PO Date: Approved By: App. Date: User Ref #: User Date:

Account	Year	Project	Sub-Code	Encumbrance \$	Closed?	POE?	Comment
T20782	2009	-	3220	\$3,000.00			

Tele2010 - Telephone charges for account FY2010

Release & Close Enc

Saved 12:16 PM

The following screen will come up:

Specify Encumbrance Expiration

Encumbrance Details

Projected Budget Period: 08-01-2008 to 07-31-2011

Original Encumbrance: \$10,000.00

Expenditures To Date: \$5,000.00

As of today (12-02-2009), 488 days of the 1094 budget period (44.61%) have expired.

Projected Expenditure To Date based on Original Encumbrance is \$4,461, a variance of \$539.31 from the Expenditures To Date. Average Expenditure of \$311.65 per Month over 36 Months = \$11,219.40.

Specify How the Encumbrance will be Adjusted over Time based on Spending:

☒ Do Nothing

☐ By Variance after 90 Days

☐ By Average after 90 Days

Current Encumbrance \$: \$3,000.00

Revised Encumbrance \$: (No Change Specified)

OK Cancel

Smart Encumbering Options

Encumbrance Details

Projected Budget Period	Original Encumbrance	Expenditures To Date
08-01-2008 to 07-31-2011	\$10,000.00	\$5,000.00

As of today (12-02-2009), 488 days of the 1094 budget period (44.61%) have expired.

Projected Expenditure To Date based on Original Encumbrance is \$4,461, a variance of \$539.31 from the Expenditures To Date. Average Expenditure of \$311.65 per Month over 36 Months = \$11,219.40.

Specify How the Encumbrance will be Adjusted over Time based on Spending

☐ Do Nothing
☒ By Variance after 90 Days
☐ By Average after 90 Days

Current Encumbrance \$
\$3,000.00

Revised Encumbrance \$
\$10,539.31

OK Cancel

Smart Encumbering Options

Encumbrance Details

Projected Budget Period	Original Encumbrance	Expenditures To Date
08-01-2008 to 07-31-2011	\$10,000.00	\$5,000.00

As of today (12-02-2009), 488 days of the 1094 budget period (44.61%) have expired.

Projected Expenditure To Date based on Original Encumbrance is \$4,461, a variance of \$539.31 from the Expenditures To Date. Average Expenditure of \$311.65 per Month over 36 Months = \$11,219.40.

Specify How the Encumbrance will be Adjusted over Time based on Spending

☐ Do Nothing
☐ By Variance after 90 Days
☒ By Average after 90 Days

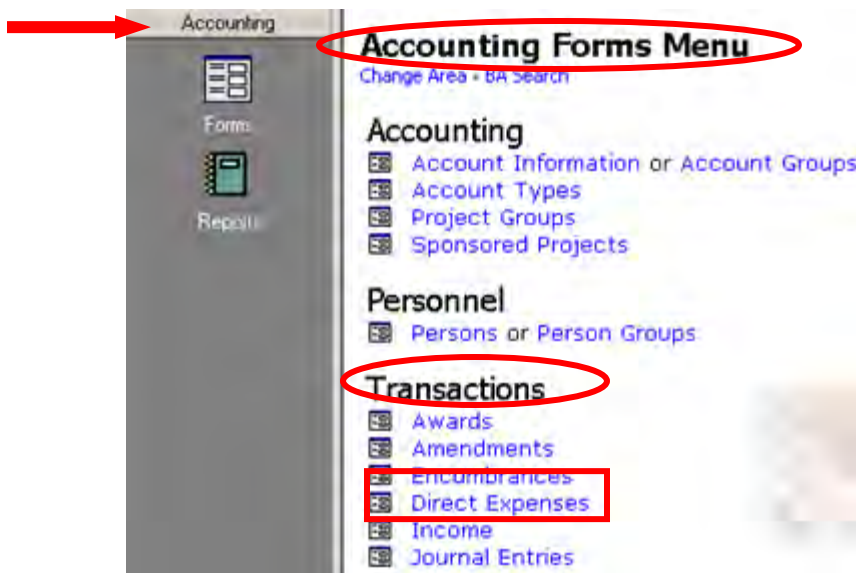
Current Encumbrance \$
\$3,000.00

Revised Encumbrance \$
\$11,219.26

OK Cancel


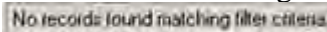
Direct Expenses A Direct Expense is a form that makes an immediate affect on the account balance. Direct Expenses do not have encumbrances to expend against. (This form is usually used to enter year to date or project to date expenses during conversion.)

- Go to the Accounting/Accounting Forms Menu/Transactions and click on “Direct Expenses”.



The system brings up the “Direct Expenses” Screen on the “General” tab in mode

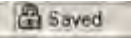
Account	Year	Project	Sub-Code	Expense \$	Closed?	Pending?	Comment
*					<input type="checkbox"/>	<input type="checkbox"/>	

- Click on the “Filters” tab or hit the  Filter key in the second row from the top. “Filters” = search in BA3.
- Filter on the “Account Number” or other information to see if any direct expenses are in the system for your account. *This is a precautionary measure so the user may determine if a direct expense exists in the system before entering new data.*
- If there are no existing records in the system, it will return  in the lower left hand corner of the screen.

- Click on the **General** tab and the system brings up a blank screen in **Edit** mode.

- Enter a unique "Reference #." *(This transaction is immediately expended on account reports as of the date it was entered. If you use YTD at the beginning of your reference number the automatic F&A will ignore these charges and you will need to enter the cumulative F&A)*
- Enter the "Trx Date" (FRS transaction date). **mm-dd-yyyy**. It is recommended you use the last month end date prior to conversion. For example, if you reconciled through March, 2008 then this date would be 03/31/2008
- Enter the "Form Type" or click on the **...** key next to the field, highlight the form type you want and hit the **Select** key.
- Enter the "Description" for this form, e.g. YTD expenses for Project XYZ or Telephone July. *(This description will show on the "Paid Transactions" listing for the month it is entered, so make it something the PI or administrator will recognize.)*
- Enter the "Direct Expenses Distribution" information; enter the account number, the system will pre-fill the year with the year set as current on the Account Information screen, enter the project (if projects are in use on this account), enter the sub-code, and the dollars.

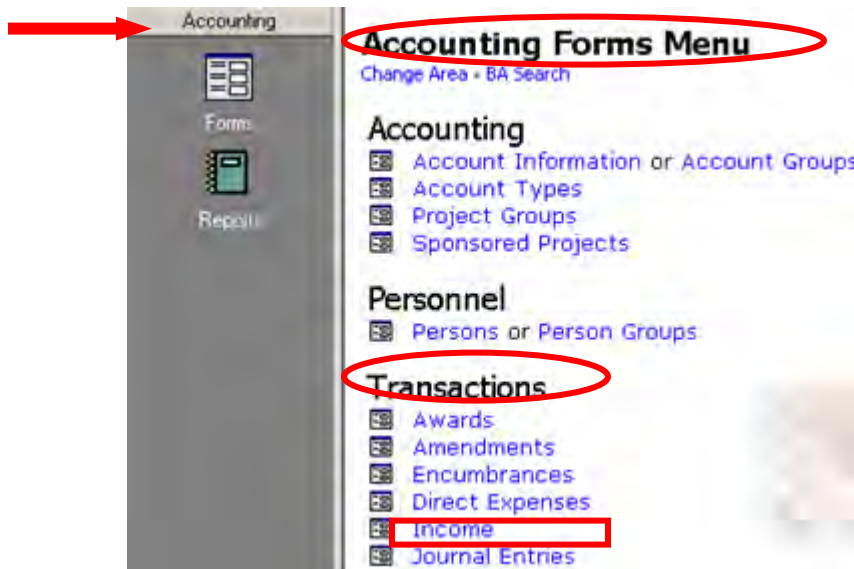
The system will pre-fill the next line with the information, from the previous line, when you tab to the first field you want to change, e.g. tab to the next line project field and the system will pre-fill the account number and year; tab to the next line sub-code field and the system will pre-fill the account number, year, and project code.

Note that the “Total Expended \$” amount, on the upper right side of the screen, updates as the user adds lines. Moving to a new line saves the previously completed line-note the  indicator on the bottom right hand side of the screen as you add lines.

Users should always save the record before exiting the screen.

Income (for all sub-codes beginning with 0) - The Income form is used in the same manner as the Encumbrance form. It is used to encumber Income monies the department expects, but has not yet been received, as well as real income dollars that have been received by the department.

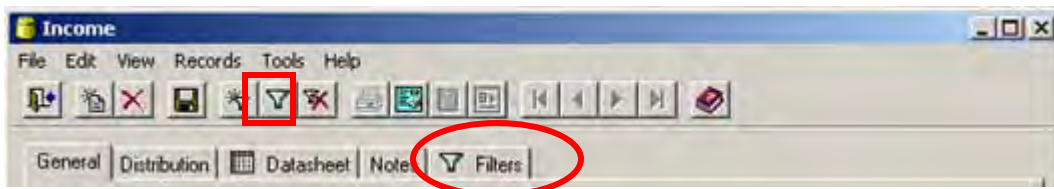
- Go to the Accounting/Accounting Forms Menu/Transactions and click on “Income”.

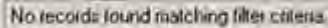




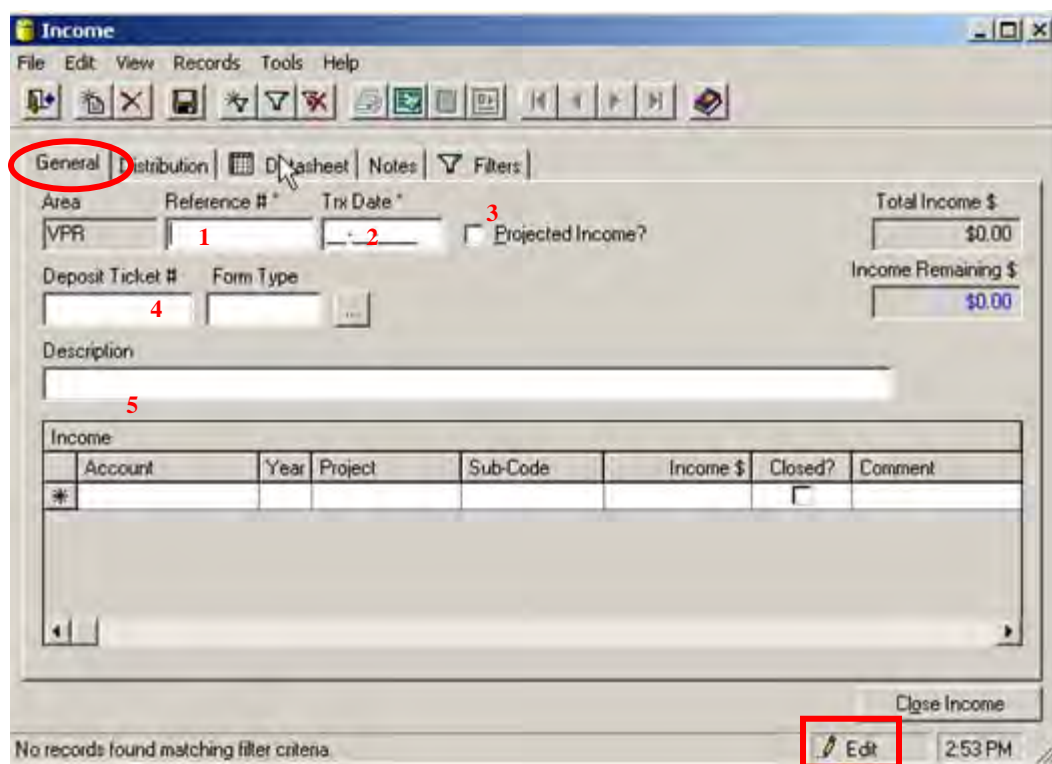
The system brings up the “Income” form on the “General” tab in  Edit mode.

Account	Year	Project	Sub-Code	Income \$	Closed?	Comment
*						

- Click on the “Filters” tab or hit the  Filter key in the second row from the top. “Filters” = search in BA3.



- Filter on the “Account Number” or other information to see if any income forms are in the system for your account. *This is a precautionary measure so the user may determine if an income form exists in the system before entering new data.*
- If there are no existing records in the system, it will return
 in the lower left hand corner of the screen.
- Click on the  General tab and the system brings up a blank screen in  Edit mode.



Income

File Edit View Records Tools Help

General Distribution Datasheet Notes Filters

Area Reference #* Trx Date* ☐ Projected Income?

Deposit Ticket # Form Type

Description

Income							
	Account	Year	Project	Sub-Code	Income \$	Closed?	Comment
*						<input type="checkbox"/>	

Close Income

No records found matching filter criteria. Edit 2:53 PM

- Enter the reference number.
- Enter the “Trx Date” (transaction date).
- Leave “Projected Income” box blank, unless the user never wants to post against this transaction.
- Enter the item description.
- Enter the accounting distribution information.

The system shows this item as an “Open Encumbrance” on the financial statement (and includes it in the account balance) if the “Projected Income?” box is **not** checked.

Open Encumbrances Summary						
Project	Sub-Code	Vendor Name	Trx Date	Ref Numbers	Original Encumbrance	Encumbrance Remaining
	0969	Funds for Dr. Amazing "testing income function"	08-26-2007	R=Provost2008	\$ (10,000.00)	\$ (10,000.00)
Total Open Encumbrances					\$ (10,000.00)	\$ (10,000.00)

The system shows this item as “Projected Income Remaining” **BELOW** the account total on the Financial Statement Report.

Fund Summary						
			Budget	Expenditure Current	Expenditures YTD	Encumbrance Remaining
			\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Sub-Code	Sub-Code Classification Name		Budget	Expenditure Current	Expenditures YTD	Encumbrance Remaining
0969	Miscellaneous		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Account Total			\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
ADD: Projected Income Remaining						\$10,000.00
Projected Balance:						\$ 10,000.00

If “Projected Income” is checked you cannot post a deposit to this entry.

The example below was used to generate the Financial Statement directly above.

Income

File Edit View Records Tools Help

General Distribution Datasheet Notes Filters

Area Reference # Trx Date Total Income \$

VPR Provost2008 08-26-2007 \$10,000.00

Deposit Ticket # Form Type Income Remaining \$

\$10,000.00

Description

Funds for Dr. Amazing "testing income function"

Account	Year	Project	Sub-Code	Income \$	Closed?	Comment
114800	2008	-	0969	10000	<input type="checkbox"/>	

Provost2008 - Funds for Dr. Amazing "testing income function"

Close Income

Saved 10:57 AM

Notes/Reminders about Income:

1. Remember when entering "Income" to always use a positive number for an income deposit
2. BA3/DIW will show a positive number
3. FRS will still show a negative number because it is a credit on the account.
4. When posting cash deposits use this number from your deposit slip as your reference number (drop the 0 and pick up the number after the hyphen).
This is what DIW will post to. In this case the number would be 7353101.



College Park
Bursar's Office Window 001
0735310-1 12/19/2007 MRI T15
Wed Dec 19, 2007 03:34PM Trans#44-44

NAME:
ADDR:

044 C1075027 \$2,389.00 DEPT. DEPOSIT
ID:

1 ITEM(S):	TOTAL:	\$2,389.00
Cash	PAID	\$2,389.00

www.umd.edu/bursar

5. Remember when doing a JV to do a transfer of **income** that you use a positive number and therefore your initial account becomes the debit account number and the transfer to account number becomes the credit account number

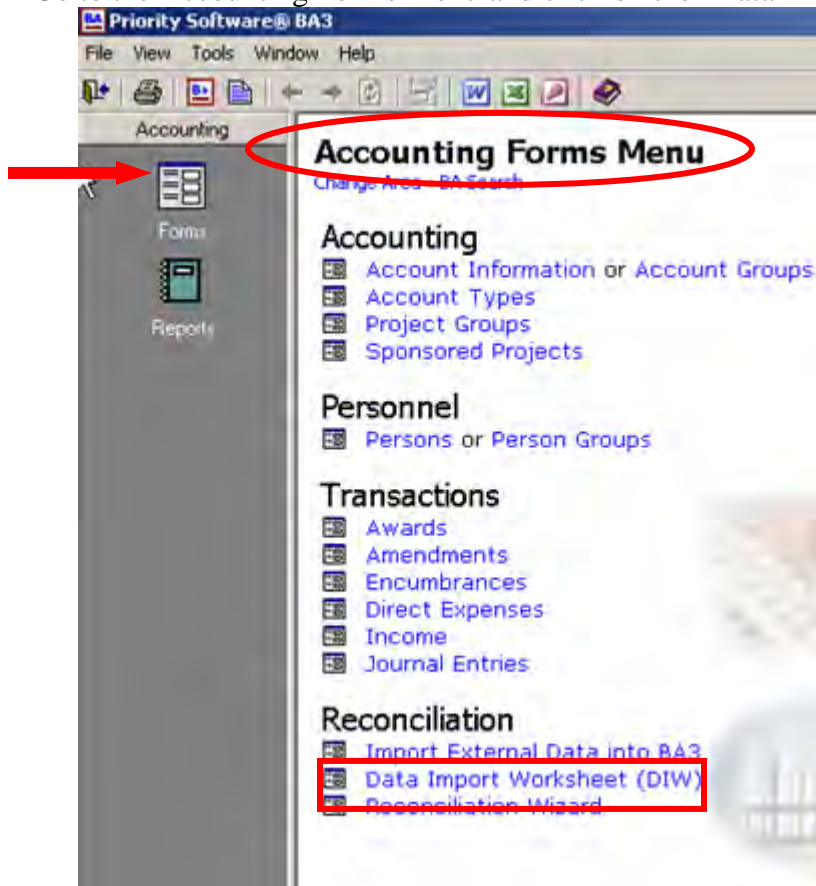
BE SURE TO SEE PERSONNEL SECTION BEFORE TRYING TO ENTER DIW

Data Import Worksheet (DIW) BA3 has the ability to download transactions from the campus FRS system and the Statement of Payroll Charges (SOP). The Data Import Worksheet lists the transactions that are available from the campus systems. It works as a filter because the user decides which transactions should and should not be posted against the account.

- The SOP detail is available by person in the DIW.
- The SOP transactions post against payroll encumbrances using the UID as the “Reference”.
- Fringe Benefits (other than tuition remission) are normally encumbered and posted as sub-code 2700 on grant/contract accounts. If there is no encumbrance and the user posts a transaction with the “override” the system will post each fringe benefit sub-code separately.
- The fringe benefits appear on the DIW, depending upon the account type set on the Accounting Forms Menu/Account Information Screen, as “Records Remaining to be Processed” for grant/contract accounts and “Records that have already Processed Successfully” for State (no benefits) Accounts.
- SOP Corrections (payroll transfers except for pay periods 1) are imported on pay periods 1 only. Payroll transfers (Corrections on the SOP) for pay periods 2-27 are duplicates of payroll transfer transactions that appear as PT batches in the FRS transaction listing.
- DIW imports all items on the FRS report of transactions including payroll transfers, journal vouchers, vendor payments, encumbrances and all other FRS transactions on the DIW.

Tip – See the Import Filter Rules in the BA3 Operating Rules document. (There will be a link to the most current Import Filter Rules)

Go to the Accounting Forms Menu and click on the “Data Import Worksheet”



Important – The DIW will post to the year set as current on the Account Information screen. *If FY 2006 is the year set as current and the user posts June 2005 transactions, the transactions will post to FY 2006. See page 41*

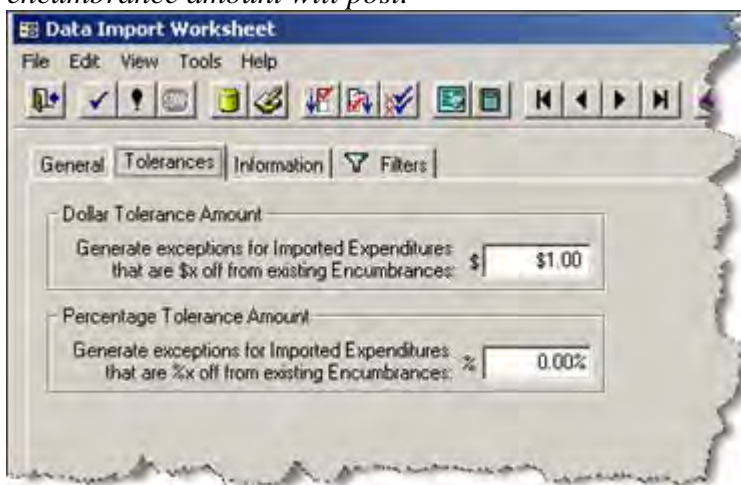
The system brings up the DIW.

- Click on the “Tolerances” tab to set the user per transaction tolerance level. This is the dollar amount or percentage amount (over expenditure compared to the encumbrance) that determines whether the transaction will post or the system generates a warning message. Set this up once on every computer you use.
- NOTE: If you are on a new computer the “Tolerance...” screen will automatically open.



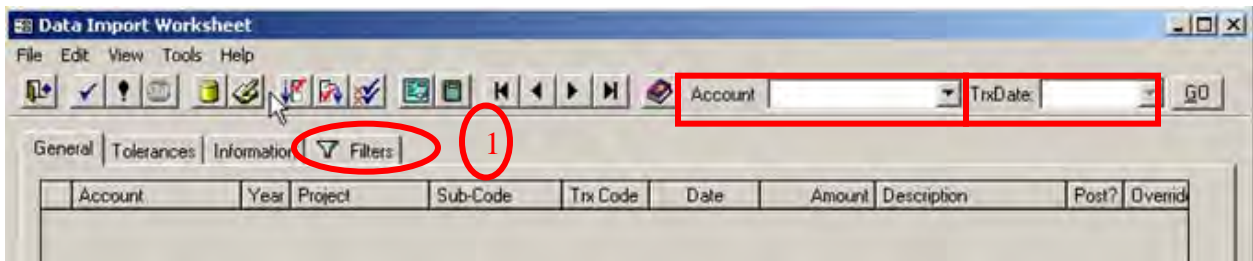
- Enter the user tolerance level by dollar or percentage.

This example has the tolerance set to \$1. Any transactions that are within \$1 of the encumbrance amount will post.




- Click on the “Filters” tab (see 1) or select the “Account” and “TrxDate” (see 2) from the drop down boxes.

2

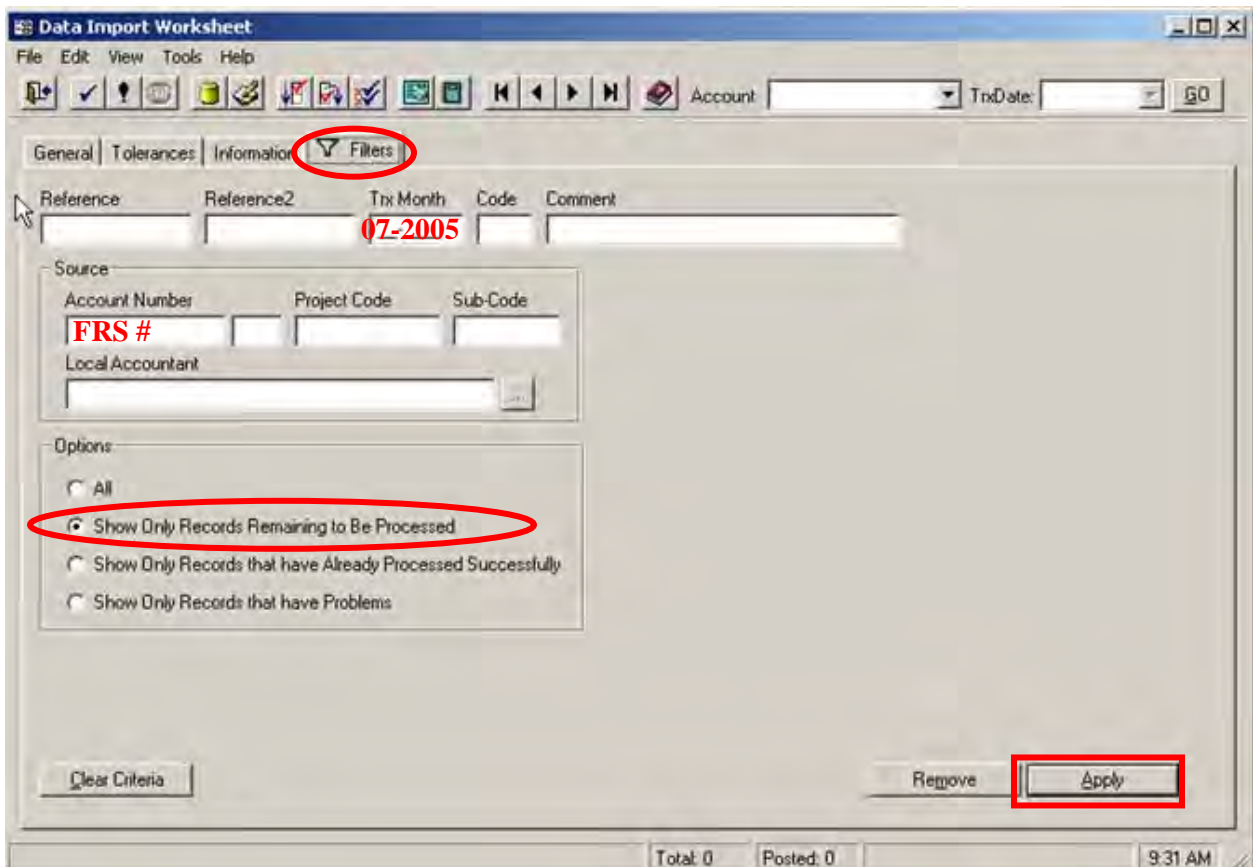


The filters tab will return/show only those items for which the user has filtered, the Account and TrxDate will show all unposted transactions available for the account.

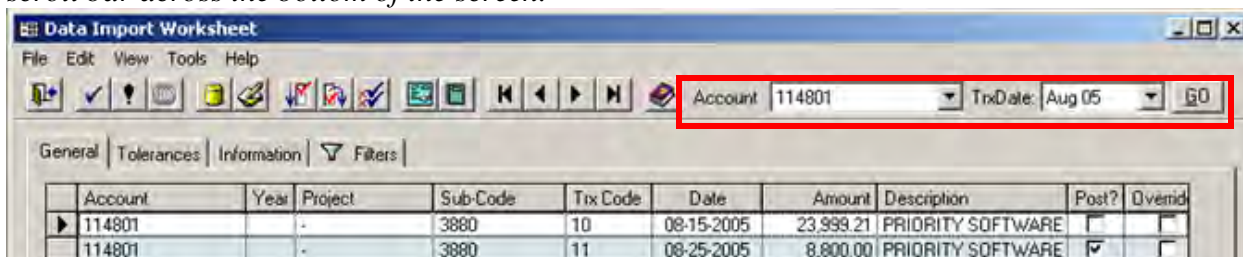
The screen below appears if the user clicked the filters tab.

- Enter the data for the field(s) on which you want to filter, e.g. use the account number and month, use the transaction type and month, use the account number, month, and sub-code, use the Reference, month, and account number, etc.
- Click the  button in the lower right hand corner of the screen.
- Click the “Options” button for the choice of records, e.g. “Show Only Records Remaining to Be Processed”.

Example filtering on the account number and transaction month for any records remaining to be processed.



The screen below appears if the user entered the “Account”, “Trx Date” and hit the “GO” key in the upper right hand corner or filtered on the specific data points above. *Note the scroll bar across the bottom of the screen.*



Account	Year	Project	Sub-Code	Trx Code	Date	Amount	Description	Post?	Overid
114801		-	3880	10	08-15-2005	23,999.21	PRIORITY SOFTWARE	<input type="checkbox"/>	<input type="checkbox"/>
114801		-	3880	11	08-25-2005	8,800.00	PRIORITY SOFTWARE	<input checked="" type="checkbox"/>	<input type="checkbox"/>




Scroll Bar

More fields come into view as the user moves the scroll bar to the right.



Override?	Reference	Reference2	Comment	Details
<input type="checkbox"/>	T112450	R055874		
<input type="checkbox"/>	T112450	908548		

Re-Validate?	Vendor Name	User Reference
<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>		0407145

DIW Field Reference Information

Account Number - The FRS number for the transaction.

Year – Number used to distinguish an Account Number by year, e.g. 01, 02, 03 (or 1-3, 2-3, 3-3) for years in the grant life or 2004, 2005, 2006 for years in a state account. Most FRS transactions and SOP don't necessarily have a year tied to the transaction, the system automatically uses the year “set as current” to post the record.

Project - Project Code used to signify a sub-division of monies within an account (account projects are set up on the Accounting Forms Menu/Account Information screen.) *The system will pick up the project code assigned if it can match the transaction to an open encumbrance. The project code must be input on the DIW if the user is posting the transaction as an override without any encumbrance.*

Sub-code – FRS sub-code used to signify the type of expense, budget or revenue service, material or other charge received or rendered.

Trx Code - *Identifies the type of transaction associated with the transaction.*

- FRS 51 maps to BA3 101 (Encumbrance Adjustment)
- FRS 62 maps to BA3 6 (Payroll Transfer) **if the FRS reference number starts with “PT”**, otherwise map to BA3 11 (Expenditures)


- FRS 65 maps to BA3 6 (Payroll Transfer)
- FRS 55 maps to BA3 5 (Initial Payroll Encumbrances)
- FRS 50 maps to BA3 10 (Initial Encumbrances)
- FRS 21 maps to BA3 30 (Budget Adjustment)
- FRS 45 maps to BA3 6 (Payroll)
- FRS47 maps to BA3 6 (Intercampus Payroll Transfer)
- FRS 2X (other than 21) maps to BA3 50 (Initial Budget)
- FRS Revenue transactions (sub-codes 0101-0999) import as BA3 transaction code 40 (income). The transaction sign imports the opposite of the FRS transaction sign, in order to match how BA3 treats Income Forms, i.e. FRS revenue of \$4000 appears as -\$4000 in FRS and as \$4000 on the BA3 income form.
- All other FRS codes map to BA3 11 (Expenditures).

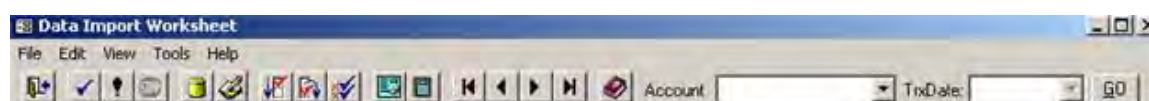
Year	Project	Sub-Code	Tax Code	Date	Amount	Description	Post?	Override?	Reference
1		1012	6	10-01-2007	1,338.80	WECOYOTE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	x3234567

Date - The date the transaction posted against the account per the institution.

Amount \$ - The amount of the FRS/SOP transaction imported.

Description - FRS description or comment affiliated with the record, e.g. Vendor Name on a Purchase Order, “Pay To” name on a Miscellaneous Payment Form for non-payroll transactions, First/Middle Initials and Last Name for payroll transactions (see the sample above), etc.

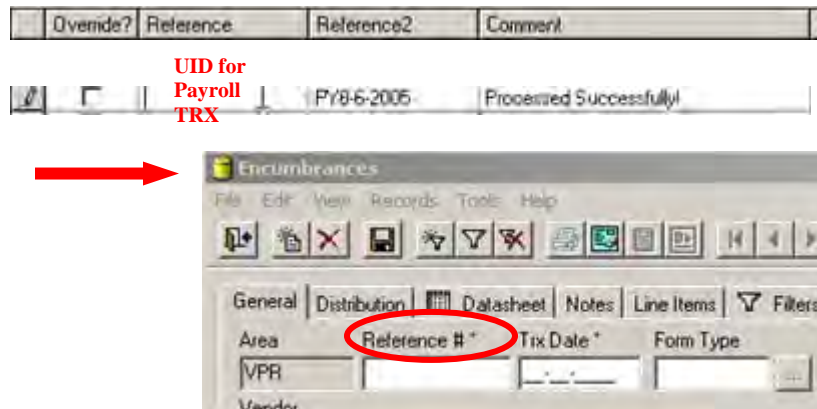
Post? – A check mark indicates the transaction is marked to be posted against the account, when the post transactions key  is clicked. The post key is the third button over on the second row from the top. BA3 will attempt to post all transactions on the screen which have a check mark in the “Post?” column when the Post key is clicked.



Override? – When checked this indicates the user would like to override any problem BA3 found when trying to post the transaction, e.g. BA3 will create an encumbrance when it cannot find one to match this transaction and then post this expenditure against the encumbrance it created, using the information from the DIW. **Payroll transactions must have a person record in order to post, even with an override.** The system will post to the default project if “Force Project Accounting” is turned on for the account and no project is specified in the DIW.

Reference – This reference is the same as reference 1 on the FRS transaction listing for non-payroll transactions and the “Reference #” field on BA3 encumbrances. The UID is used for payroll transactions from the SOP. **BA3 uses this reference number to match**

against open encumbrances in the system. See the BA3 Operating Rules-DIW Posting Rules.



Reference2 – This reference field is the same as reference 2 on the FRS transaction listing for non-payroll transactions. BA3 will use this number as the check date for payroll expenditures (from the SOP) marked for posting. *See the BA3 Operating Rules – DIW Posting Rules for additional information. (There will be a link to the most updated Import Rules)*

Comment - An explanation, note or remark affiliated with the record. BA3 sometimes returns a comment on a transaction to make the user aware of conflicts/problems during the posting process, e.g. the example below is from a user trying to post a payroll charge to a closed encumbrance, the system responded with “Enc Closed (Exception)”.

Account	Year	Project	Sub-Code	Trx Code	Date	Amount	Description	Post?	Override
114815			1020	6	02-05-2005	Amount	BMMEHTA	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Reference2	Comment	Details
Py5-14-2005	Enc Closed (Exception)	PayExpenditure Encumbrance is already closed. (Choose Override to post anyway.)

Details - Details on the comment returned by BA3, e.g. “Pay Expenditure Encumbrance is already closed”, “no header found”, “multiple encumbrance matches found”, etc. This explains to the user why the transaction did not post. See the example above.

Tips & Common Posting Problems

Payroll

- DIW returns “Person not Found” in the comments section of the transaction. *The Person record for this transaction either does not exist or it has an incorrect UID#. The DIW will NOT post the transaction (even with the “Override?” box checked) until the person record is entered or the UID and reference field is*

- *The user should input a project code, before overriding the DIW transaction, if projects are in use on this account.*
 - *See **Warning notes on Purchasing Cards on Page 70.***
- DIW returns “A/P/O = No detail match (Exception) and “No encumbrance detail found for this Account/Project/Object with reference M12345. *The system found the reference number, but something in the Account/Project/Object was different from the encumbrance.*

Comment	Details
A/P/O = No detail match (Exception)	Expenditure: No encumbrance detail found for this Account/Project/Object with reference M161761. (Cho

- *The user should correct the account number, the project, and/or the object, on the open encumbrance in BA3, before trying to post the record again.*

NOTE: When posting Purchasing card transactions, each department must decide on a unique reference number. If this unique number is added to the Purchasing card log before the closing date, it will post to FRS which imports into DIW. If you override the Purchasing Card transactions as they appear on the DIW they will post as one large transaction. See example below.

1. This screen shows the FRS down load of Purchase Card Transactions into DIW if no other information has been added to the second reference on the visa log:

Data Import Worksheet

File Edit View Tools Help

Account: TrxDate: GO

General | Tolerances | Information | Filters

Sub-Code	Tax Code	Date	Amount	Description	Post?	Override?	Reference	Reference2
3952	11	10-01-2007	25.00	123SIGNUP COYOTE	<input type="checkbox"/>	<input type="checkbox"/>	1961187	PCRD10
3952	11	10-13-2007	25.00	ANNE ARUND COYOTE	<input type="checkbox"/>	<input type="checkbox"/>	VPFA2E4	PCRD10
3952	11	10-13-2007	84.59	ATTM 99673 COYOTE	<input type="checkbox"/>	<input type="checkbox"/>	9967382	PCRD10
3952	11	10-01-2007	60.00	DMI DELL COYOTE	<input type="checkbox"/>	<input type="checkbox"/>	N/A ONL	PCRD10
3952	11	10-13-2007	42.70	FEDEX 852 COYOTE	<input type="checkbox"/>	<input type="checkbox"/>	NO REFE	PCRD10
3952	11	10-01-2007	37.05	FEDEX 854 DUCK	<input type="checkbox"/>	<input type="checkbox"/>	3158897	PCRD10
3952	11	10-13-2007	37.05	FEDEX 854 DUCK	<input type="checkbox"/>	<input type="checkbox"/>	3158897	PCRD10
3952	11	10-01-2007	49.27	FEDEX 854 COYOTE	<input type="checkbox"/>	<input type="checkbox"/>	3158897	PCRD10
3952	11	10-01-2007	35.00	FILTERFRES COYOTE	<input type="checkbox"/>	<input type="checkbox"/>	PCRD10	PCRD10
3952	11	10-13-2007	0.24	INTERNATIO COYOTE	<input type="checkbox"/>	<input type="checkbox"/>	PCRD10	PCRD10
3952	11	10-13-2007	755.00	NTL COUNCI COYOTE	<input type="checkbox"/>	<input type="checkbox"/>	PCRD10	PCRD10
3952	11	10-01-2007	600.00	NTL COUNCI COYOTE	<input type="checkbox"/>	<input type="checkbox"/>	PCRD10	PCRD10
3952	11	10-01-2007	29.95	PC TOOLS1 DUCK	<input type="checkbox"/>	<input type="checkbox"/>	PCRD10	PCRD10
3952	11	10-13-2007	1,605.00	REG NCET2 COYOTE	<input type="checkbox"/>	<input type="checkbox"/>	PCRD10	PCRD10
3952	11	10-13-2007	895.00	REG NCET2 DUCK	<input type="checkbox"/>	<input type="checkbox"/>	PCRD10	PCRD10
3952	11	10-01-2007	26.20	SNOW VALLE COYOTE	<input type="checkbox"/>	<input type="checkbox"/>	PCRD10	PCRD10
3952	11	10-01-2007	249.00	SPORTS BUS COYOTE	<input type="checkbox"/>	<input type="checkbox"/>	VRCA2E2	PCRD10
3952	11	10-13-2007	1,200.00	TECH COUNC COYOTE	<input type="checkbox"/>	<input type="checkbox"/>	MEM2009	PCRD10
3952	11	10-13-2007	79.90	UNV-OF-MD COYOTE	<input type="checkbox"/>	<input type="checkbox"/>	PCRD10	PCRD10
3952	11	10-01-2007	900.00	USPTO DUCK	<input type="checkbox"/>	<input type="checkbox"/>	2617047	PCRD10
3952	11	10-01-2007	300.00	USPTO DUCK	<input type="checkbox"/>	<input type="checkbox"/>	2620093	PCRD10
3952	11	10-13-2007	326.08	VZWRLSS AP DUCK	<input type="checkbox"/>	<input type="checkbox"/>	0000000	PCRD10

Record saved: Total: 43 Posted: 0 12:38 PM

2. If you try to post these transactions you will receive the notification that no header was found:

Outsight Workbench

Account: [] TxDate: [] GO

General | Tolerances | Information | Filters

Sub-Code	Trx Code	Date	Amount	Description	Post?	Override?	Reference	Reference2
3952	11	10-01-2007	25.00	123SIGNUP COYOTE			1961187	PCRD10
3952	11	10-13-2007	25.00	ANNE ARUND COYOTE			VPFA2E4	PCRD10
3952	11	10-13-2007	84.59	ATTM 99673 COYOTE			9967382	PCRD10
3952	11	10-01-2007	60.00	DMI DELL COYOTE			N/A-ONL	PCRD10
3952	11	10-13-2007	42.70	FEDEX 852- COYOTE			NO REFE	PCRD10
3952	11	10-01-2007	37.05	FEDEX 854- DUCK			3158897	PCRD10
3952	11	10-13-2007	37.05	FEDEX 854- DUCK			3158897	PCRD10
3952	11	10-01-2007	49.27	FEDEX 854- COYOTE			3158897	PCRD10
3952	11	10-01-2007	35.00	FILTERFRIES COYOTE			PCRD10	PCRD10
3952	11	10-13-2007	0.24	INTERNATIO COYOTE			PCRD10	PCRD10
3952	11	10-13-2007	795.00	NTL COUNCI COYOTE			PCRD10	PCRD10
3952	11	10-01-2007	600.00	NTL COUNCI COYOTE			PCRD10	PCRD10
3952	11	10-01-2007	29.95	PC TOOLS1- DUCK			PCRD10	PCRD10
3952	11	10-13-2007	1,605.00	REG NCET2 COYOTE			PCRD10	PCRD10
3952	11	10-13-2007	895.00	REG NCET2 DUCK			PCRD10	PCRD10
3952	11	10-01-2007	26.20	SNOW VALLE COYOTE			PCRD10	PCRD10
3952	11	10-01-2007	249.00	SPORTS BUS COYOTE			VRCA2E2	PCRD10
3952	11	10-13-2007	1,200.00	TECH COUNC COYOTE			MEM2009	PCRD10
3952	11	10-13-2007	79.90	UNV-OF-MD- COYOTE			PCRD10	PCRD10
3952	11	10-01-2007	900.00	USPTO DUCK			2617047	PCRD10
3952	11	10-01-2007	300.00	USPTO DUCK			2620093	PCRD10
3952	11	10-13-2007	326.08	VZWLSS AP DUCK			0000000	PCRD10

Record saved. Total: 43 Posted: 0 12:53 PM

Outsight Workbench

Account: [] TxDate: [] GO

General | Tolerances | Information | Filters

Override?	Reference	Reference2	Comment	Details
	1961187	PCRD10	Header not found	Expenditure: No header found matching this refere
	VPFA2E4	PCRD10	Enc Closed (Exception)	Expenditure: Encumbrance is already closed. (Ch
	9967382	PCRD10	Enc Closed (Exception)	Expenditure: Encumbrance is already closed. (Ch
	N/A-ONL	PCRD10	Header not found	Expenditure: No header found matching this refere
	NO REFE	PCRD10	Enc Closed (Exception)	Expenditure: Encumbrance is already closed. (Ch
	3158897	PCRD10	Header not found	Expenditure: No header found matching this refere
	3158897	PCRD10	Enc Closed (Exception)	Expenditure: Encumbrance is already closed. (Ch
	3158897	PCRD10	Header not found	Expenditure: No header found matching this refere
	PCRD10	PCRD10	A/P/O = No detail match (Exception)	Expenditure: No encumbrance detail found for this
	PCRD10	PCRD10	A/P/O = No detail match (Exception)	Expenditure: No encumbrance detail found for this
	PCRD10	PCRD10	A/P/O = No detail match (Exception)	Expenditure: No encumbrance detail found for this
	PCRD10	PCRD10	A/P/O = No detail match (Exception)	Expenditure: No encumbrance detail found for this
	PCRD10	PCRD10	A/P/O = No detail match (Exception)	Expenditure: No encumbrance detail found for this
	PCRD10	PCRD10	A/P/O = No detail match (Exception)	Expenditure: No encumbrance detail found for this
	PCRD10	PCRD10	A/P/O = No detail match (Exception)	Expenditure: No encumbrance detail found for this
	PCRD10	PCRD10	A/P/O = No detail match (Exception)	Expenditure: No encumbrance detail found for this
	VRCA2E2	PCRD10	Enc Closed (Exception)	Expenditure: Encumbrance is already closed. (Ch
	MEM2009	PCRD10	Enc Closed (Exception)	Expenditure: Encumbrance is already closed. (Ch
	PCRD10	PCRD10	Enc Closed (Exception)	Expenditure: Encumbrance is already closed. (Ch

3. You are able to choose override to post these charges but they will be lumped as one transaction and all the payments will be applied to that one transaction:

Data Import Worksheet

File Edit View Tools Help

Account: [] TrxDate: [] GO

General | Tolerances | Information | Filters

Date	Amount	Description	Post?	Override?	Reference	Reference2	Comment
10-01-2007	25.00	123SIGNUP COYOTE	<input type="checkbox"/>	<input type="checkbox"/>	1961187	PCRD10	Header not found
10-13-2007	25.00	ANNE ARUND COYOTE	<input type="checkbox"/>	<input type="checkbox"/>	VPFA2E4	PCRD10	Enc Closed (Exception)
10-13-2007	84.59	ATTM 99673 COYOTE	<input type="checkbox"/>	<input type="checkbox"/>	9967382	PCRD10	Enc Closed (Exception)
10-01-2007	60.00	DMI DELL COYOTE	<input type="checkbox"/>	<input type="checkbox"/>	N/A-ONL	PCRD10	Header not found
10-13-2007	42.70	FEDEX 852- COYOTE	<input type="checkbox"/>	<input type="checkbox"/>	NO REFE	PCRD10	Enc Closed (Exception)
10-01-2007	37.05	FEDEX 854- DUCK	<input type="checkbox"/>	<input type="checkbox"/>	3158897	PCRD10	Header not found
10-13-2007	37.05	FEDEX 854- DUCK	<input type="checkbox"/>	<input type="checkbox"/>	3158897	PCRD10	Enc Closed (Exception)
10-01-2007	49.27	FEDEX 854- COYOTE	<input type="checkbox"/>	<input type="checkbox"/>	3158897	PCRD10	Header not found
10-01-2007	35.00	FILTERFRES COYOTE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PCRD10	PCRD10	A/P/O = No detail match (E)
10-13-2007	0.24	INTERNATIO COYOTE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PCRD10	PCRD10	A/P/O = No detail match (E)
10-13-2007	755.00	NTL COUNCI COYOTE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PCRD10	PCRD10	A/P/O = No detail match (E)
10-01-2007	500.00	NTL COUNCI COYOTE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PCRD10	PCRD10	A/P/O = No detail match (E)
10-01-2007	29.95	PC TOOLS1- DUCK	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PCRD10	PCRD10	A/P/O = No detail match (E)
10-13-2007	1,605.00	REG NCET2 COYOTE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PCRD10	PCRD10	A/P/O = No detail match (E)
10-13-2007	895.00	REG NCET2 DUCK	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PCRD10	PCRD10	A/P/O = No detail match (E)
10-01-2007	26.20	SNOW VALLE COYOTE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PCRD10	PCRD10	A/P/O = No detail match (E)

4. This screen represents the encumbrance that the override created:

Encumbrances

File Edit View Records Tools Help

General | Distribution | Datasheet | Notes | Line Items | Filters | Documents

Area: [VPR] Reference #: [PCRD10] Trx Date: [10-19-2005] Form Type: []

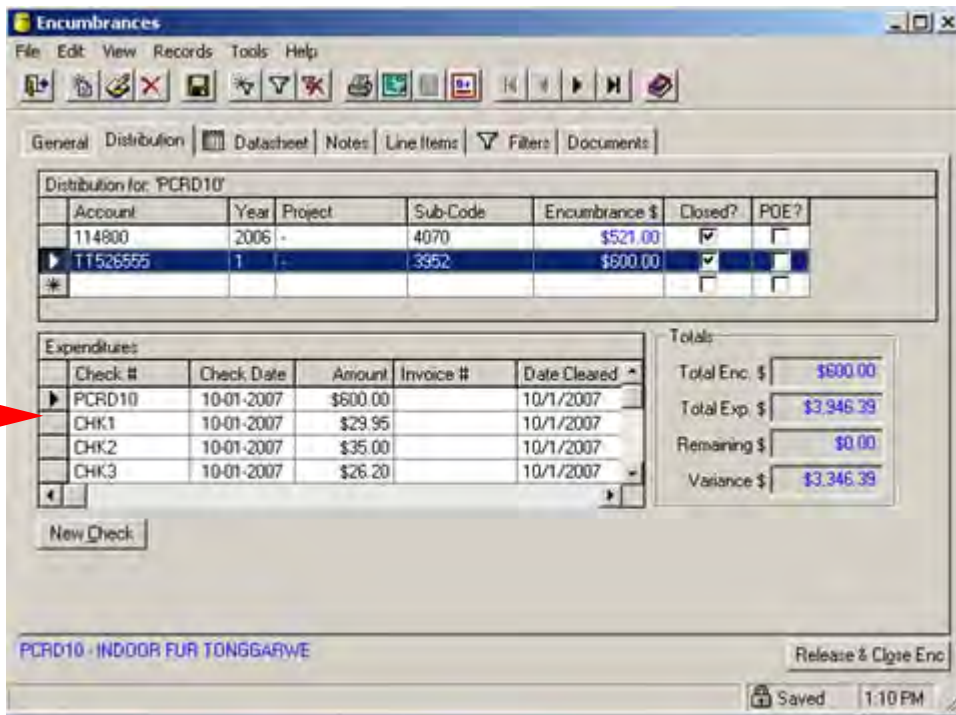
Vendor: [] Req Type: [Normal] Total Enc \$: \$1,121.00

Description: [INDOOR FUR TONGGARWE] Enc Remaining \$: \$0.00

PO #: [PCRD10] PO Date: [] Approved By: [] App. Date: [] User Ref #: [] User Date: []

Account	Year	Project	Sub-Code	Encumbrance \$	Closed?	PDE?	Comment
114800	2006	-	4070	\$521.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11526555	1	-	3952	\$600.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

5. The next screen shows how the payments are lumped into one transaction and that there are no details in the encumbrance:



The screenshot shows the 'Encumbrances' application window. It has a menu bar (File, Edit, View, Records, Tools, Help) and a toolbar. Below the toolbar are tabs for 'General', 'Distribution', 'DataSheet', 'Notes', 'Line Items', 'Filters', and 'Documents'. The 'General' tab is active, showing a 'Distribution for: PCRD10' table with columns: Account, Year, Project, Sub-Code, Encumbrance \$, Closed?, and POE?. The table contains two rows: one for account 114800 and another for account TT526555. Below this is an 'Expenditures' table with columns: Check #, Check Date, Amount, Invoice #, and Date Cleared. A red arrow points to the first row of the 'Expenditures' table, which is 'PCRD10'. To the right of the 'Expenditures' table is a 'Totals' section with fields for Total Enc. \$, Total Exp. \$, Remaining \$, and Variance \$. At the bottom, there is a status bar showing 'PCRD10 - INDOOR FUR TONGGARWE', a 'Release & Close Enc' button, and a 'Saved' status with the time '1:10 PM'.

Account	Year	Project	Sub-Code	Encumbrance \$	Closed?	POE?
114800	2006	-	4070	\$521.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TT526555	1	-	3352	\$600.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Check #	Check Date	Amount	Invoice #	Date Cleared
PCRD10	10-01-2007	\$600.00		10/1/2007
CHK1	10-01-2007	\$29.95		10/1/2007
CHK2	10-01-2007	\$35.00		10/1/2007
CHK3	10-01-2007	\$26.20		10/1/2007

Totals:

Total Enc. \$	\$600.00
Total Exp. \$	\$3,946.39
Remaining \$	\$0.00
Variance \$	\$3,346.39

PCRD10 - INDOOR FUR TONGGARWE

Release & Close Enc

Saved 1:10 PM

Marking Records as Unposted or Posted— Sometimes users may delete a posted expenditures and need to go back and repost expenditures they have already posted. The system allows users to adjust the record and to “mark” DIW transactions as unposted in the system. This allows users to repost the transaction again. The user may also want to mark records as posted, so the record doesn’t keep showing up on the “Show Only Records Remaining to be Processed” list when the user is in the DIW.

Marking a record as Unposted

- Go to the “Accounting/Accounting Forms/Data Import Worksheet (DIW)” (see page? of the Data Import Worksheet instructions if you need assistance).

Data Import Worksheet

File Edit View Tools Help

General Tolerances Information **Filters**

Reference Reference2 Txr Month Code Comment

Source

Account Number 114801 Project Code Sub-Code

Local Accountant

Options

☐ All

☐ Show Only Records Remaining to Be Processed

☒ Show Only Records that have Already Processed Successfully

Clear Criteria Remove Apply

The system returns the following screen. Scroll the screen to the right and note the “Processed Successfully” in the Comment field.

Data Import Worksheet

File Edit View Tools Help

Account: 114801 TxrDate: Aug 05 GO

General Tolerances Information **Filters**

Project	Sub-Code	Trx Code	Date	Amount	Description	Post?	Override?	Reference
-	3718	11	08-01-2005	505.80	CPYSRV.RESEARCH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	108636
-	3880	11	08-25-2005	8,800.00	PRIORITY SOFTWARE IN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	T112450

Reference	Reference2	Comment
108636	DBS077	Processed Successfully!
T112450	308548	Processed Successfully!

- Left click on the record you want mark as unposted. The record highlights and a small arrow appears in the column to the left of the “Account.”

Data Import Worksheet

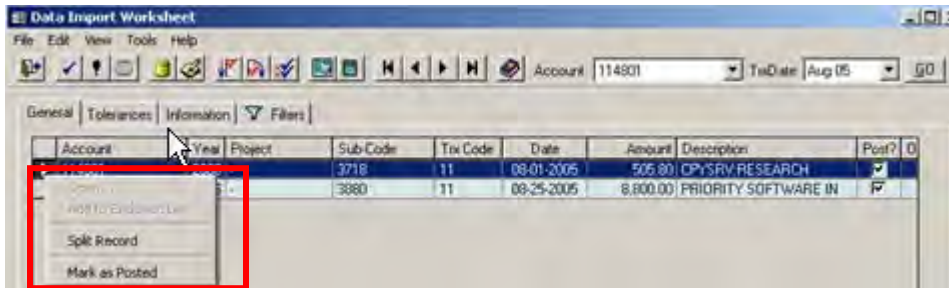
File Edit View Tools Help

Account: 114801 TxrDate: Aug 05 GO

General Tolerances Information **Filters**

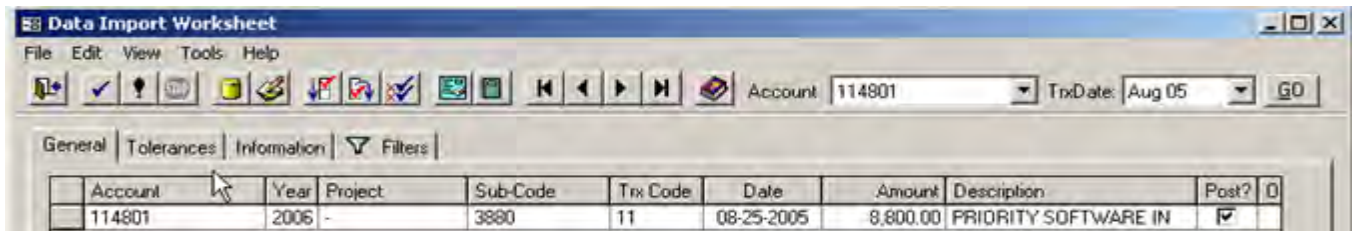
Account	Year	Project	Sub-Code	Trx Code	Date	Amount	Description	Post?
114801	2006	-	3718	11	08-01-2005	505.80	CPYSRV.RESEARCH	<input checked="" type="checkbox"/>
114801	2006	-	3880	11	08-25-2005	8,800.00	PRIORITY SOFTWARE IN	<input checked="" type="checkbox"/>

- Right click the mouse while on the record and the system brings up the following pop up screen.



- Click on the “Mark as Posted” menu item. *Note - The “Mark as Posted” menu item acts as a toggle switch, i.e. it marks the record as unposted if the record was already posted, and marks the record as posted if the record was unposted.*

- The item disappears from the list when it is marked as unposted.



- Click on the filter tab and filter on the data to bring up the specific transaction(s) you want to repost, e.g. the following screen used the “Account”, “Trx Month”, and “Show Only Records Remaining to be Processed” as the filter criteria.

Data Import Worksheet

File Edit View Tools Help

Account: 114801 TrxDate: Aug 05 GO

General | Tolerances | Information | **Filters**

Reference Reference2 Tx Month Code Comment

Source

Account Number: 114801 Project Code Sub-Code

Local Accountant

Options

☐ All

☒ Show Only Records Remaining to Be Processed

☐ Show Only Records that have Already Processed Successfully

☐ Show Only Records that have Problems

Clear Criteria Remove **Apply**

The transaction is now available to repost. Note “Marked as unposted” in the comment field.

Data Import Worksheet

File Edit View Tools Help

Account: 114801 TrxDate: Aug 05 GO

General | Tolerances | Information | **Filters**

Account	Year	Project	Sub-Code	Trx Code	Date	Amount	Description	Post?
114801	2006	-	3718	11	08-01-2005	505.80	CPYSRV:RESEARCH	<input checked="" type="checkbox"/>

Reference	Reference2	Comment
109636	DBS077	Marked as unposted.

Notes:

“Marked as posted/unposted does not change payments that have been paid on encumbrances. The user will need to manually remove payments from the encumbrances if the user is changing how the payment is posted.

Splitting the cost of an encumbrance in DIW (screen below is how the encumbrance looks)

Encumbrances

File Edit View Records Tools Help

General Distribution Datasheet Notes Line Items Filters Documents

Area Reference # Trx Date Form Type Total Enc \$

ENGR-DEA 694585 08-07-2007 IR Internal Requisition \$208.10

Vendor OM1876396146 OFFICE MAX Req Type Normal Enc Remaining \$ \$0.00

Description binders, wristrest, mesh organizer, etc.

PD # PD Date Approved By App Date User Ref # User Date

Account	Year	Project	Sub-Code	Encumbrance \$	Closed?	POE?	Comment
112301	2008	5002	3916	\$131.48	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
112301	2008	5005	3916	\$76.62	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

694585 - binders, wristrest, mesh organizer, etc.

Release & Close Enc

Saved 2:37 PM

- A split normally occurs when you want a cost to be split between two or more project codes
- Open the DIW screen to the encumbrances for that month
- Highlight the encumbrance and right click on the transaction that you want to split
- Choose “Split Record”

Data Import Worksheet

File Edit View Tools Help

General Tolerances Information Filters

Account	Year	Project	Sub-Code	Trx Code	Date	Amount	Description	Post?	Overrid
112301	2008	-	3916	11	08-14-2007	207.09	Boise- 00898974	<input checked="" type="checkbox"/>	<input type="checkbox"/>
112301	2008	-	3916	11	08-20-2007	208.10	Boise- 00061765	<input checked="" type="checkbox"/>	<input type="checkbox"/>
112301	2008	-	3916	11	08-27-2007	257.85	Boise- 00258091	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Open

Add to Enclosure List

Split Record

Mark as Posted

This screen will open. The system will automatically split the cost 50% each. You can correct the amount that you want to split. The two costs must equal the total cost or the system will notify you that the costs are not correct. The user can split the transaction into more lines by clicking new split button and entering the money for each line on the split.

Split Record

Original Transaction

Account	Year	Project Code	Object Code	Date	Amount	Reference	Reference2
▶ 112301	2008	-	3916	08-20-2007	208.10	694585	080807

Proposed Split

Account	Year	Project Code	Object Code	Date	Amount	Reference	Reference2
▶ 112301	2008	-	3916	08-20-2007	104.05	694585	080807
▶ 112301	2008	-	3916	08-20-2007	104.05	694585	080807

New Split OK Cancel

Click "OK"

Post the payment and the system will split the cost in the distribution of the encumbrance

Encumbrances

File Edit View Records Tools Help

General Distribution Datasheet Notes Line Items Filters Documents

Distribution for: '694585'

Account	Year	Project	Sub-Code	Encumbrance \$	Closed?	POE?
▶ 112301	...	2008 5002	3916	\$131.48	<input checked="" type="checkbox"/>	<input type="checkbox"/>
112301		2008 5005	3916	\$76.62	<input checked="" type="checkbox"/>	<input type="checkbox"/>
*					<input type="checkbox"/>	<input type="checkbox"/>

Expenditures

Check #	Check Date	Amount	Invoice #	Date Cleared
▶ 694585	08-20-2007	\$131.48	060	8/20/2007
*				

Totals

Total Enc. \$	\$131.48
Total Exp. \$	\$131.48
Remaining \$	\$0.00
Variance \$	\$0.00

New Check

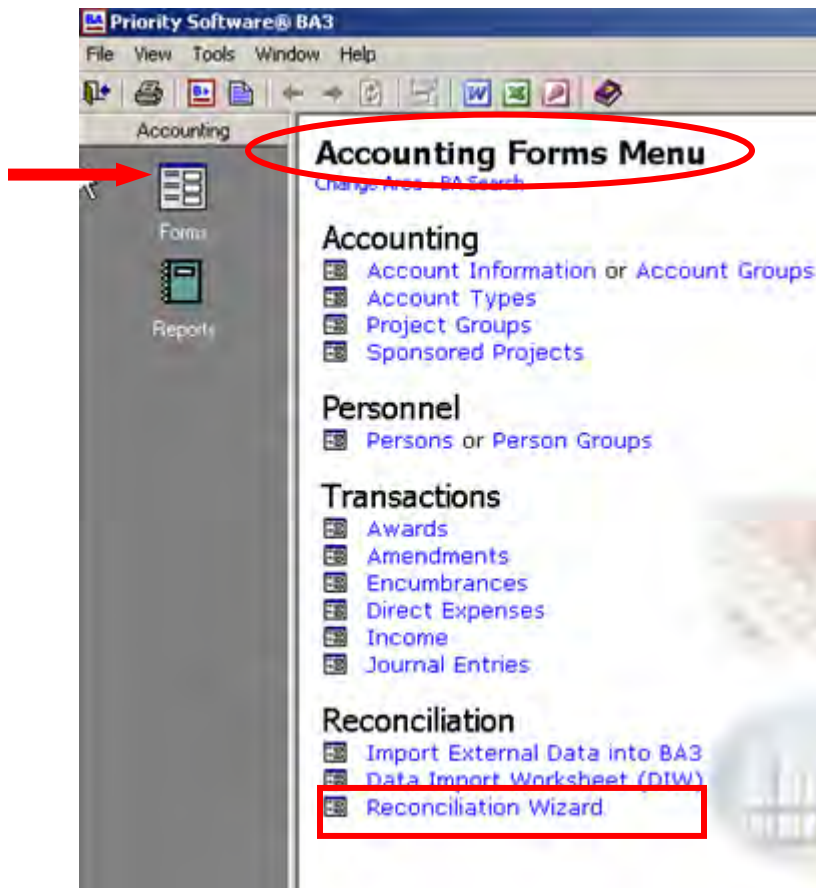
694585 - binders, wristrest, mesh organizer, etc.

Release & Close Enc

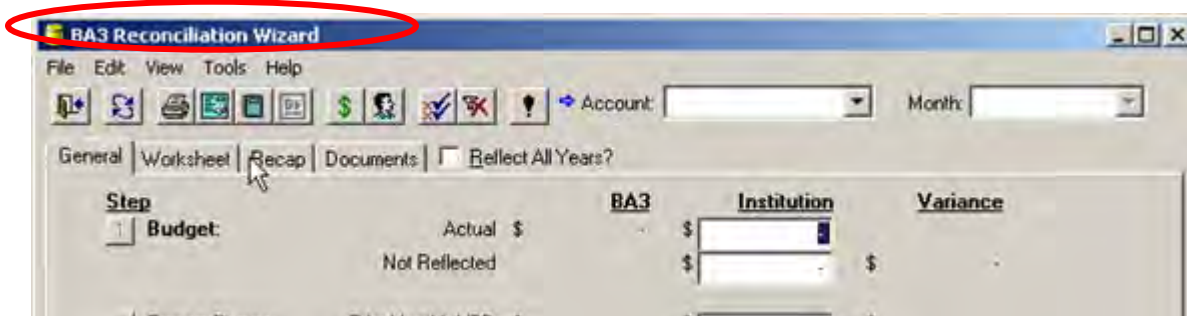
Saved 3:16 PM

Reconciliation Wizard BA3 allows the user to reconcile the month end BA3 balances to the campus month end FRS report. The system provides a column by column comparison of FRS categories and amounts to BA3 categories and amounts when the user inputs the FRS numbers.

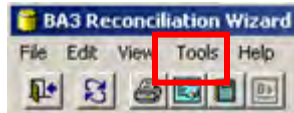
- Go to the Accounting Forms Menu and click on the “Reconciliation Wizard”.



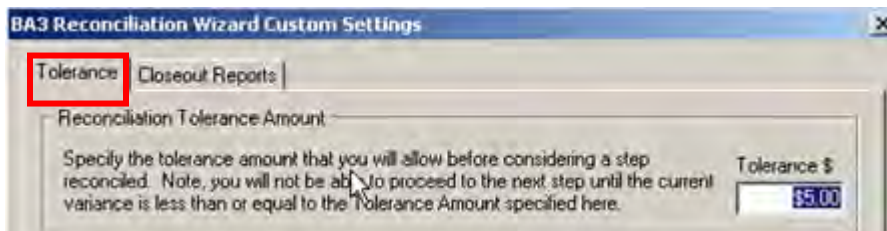
The system brings up the Reconciliation Wizard screen.



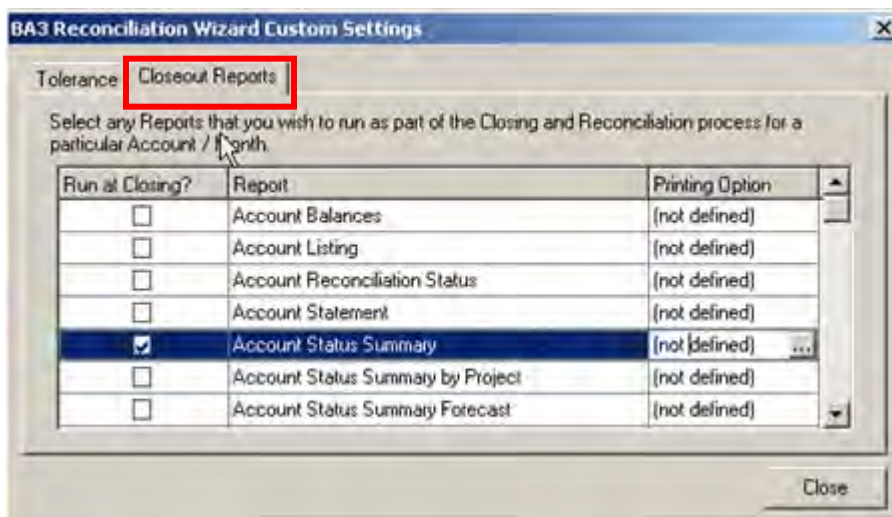
The user should set the tolerance level the first time they access the Reconciliation Wizard. The system usually brings up the Tools menu if this the users first time in the Reconciliation Wizard, but if not, complete the following steps.



- Click on the “Tools” Menu to set the tolerance level and specify the closeout reports the user wants the system to produce and post to BACentral when the account is reconciled.
 - Click on “Customize” and this will bring up the screen shot below. *The user entered \$5 as the tolerance level in this example. **The system will not allow the user proceed to the next step in the reconciliation process if the variance for the preceding step is not within the tolerance.***

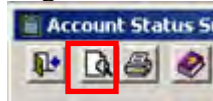



- Click on the “Closeout Reports” tab and the system brings up a list of available reports. The user enters a check mark in the “Run at Closing?” box next to the reports they want the system to run when the reconciliation is posted.

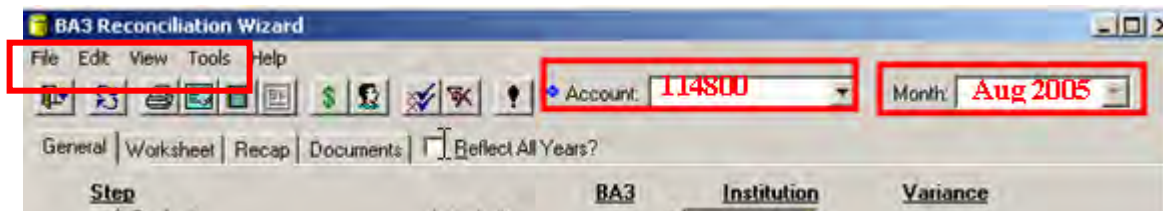


- Click on the “Printing Option” box next to the selected report titles to define the report set up for each reconciliation report. The options chosen

will remain in effect for **ALL** accounts reconciled by this user on this machine, unless the user changes them in the future.



- Click on the Print Preview button to save the Printing Options in the wizard.
- Click on the  button to return to the Reconciliation Wizard screen. Enter/Select the Account and Month to reconcile.



The system brings up the data for the account and month selected. Note the three column headers (in the red boxes) that appear on the screen below.

- A. The BA3 column is a calculated amount from transactions in the BA3.
 - B. The user enters the Institution column amounts from the FRS end of the month account statement.
 - C. The Variance amount is a system calculated amount that shows the difference between the BA3 amount and the Institution amount. The variance amount must be within the user's tolerance amount, as defined on the preceding pages.
1. Enter the budget amount from FRS in the Institution column.
 2. Enters the amount of any budget transactions pending (transactions that are reflected in BA3, but not yet reflected in FRS) in the Institution column.
 3. Enter the Prior Month's YTD expenditure number from the previous month's FRS statement. BA3 will bring up the "Prior Month's YTD" number from the last time the account was reconciled in BA3, ***or from transactions entered as Direct Expenses for dates prior to the current month, if this is the first reconciliation for this account in BA3.***
 4. Enter the current month expenditures from FRS.
 5. Enter the current month IDC amount from FRS. *If IDC is activated on the Accounting/Accounting Forms/Account Information Screen, BA3 will calculate the amount based on the IDC table. If IDC is not activated on the Accounting/Accounting Forms/Account Information Screen, the BA3 amount is from transactions posted/downloaded from the DIW during the month.*
 6. Enter revenue (if applicable) from FRS.
 7. Enter Open commitments from FRS.

Note the blue check mark to the left of each step below. This means the users has completed and reconciled the amount for this step within the tolerance level for the

BA3 Reconciliation Wizard

File Edit View Tools Help

Account: 114800 (2006) Month: Aug-2005 (84)

General Worksheet Recap Documents Reflect All Years?

Step 1 Budget: Actual \$ 2,036,391.00 \$ 1102582.00 \$ 1 0.00

Not Reflected \$ 933,809.00 \$ 2 0.00

Step 2 Expenditures: Prior Month's YTD \$ 73,091.29 \$ 73,091.29 \$ 3 0.00

Current Month \$ 108,643.97 \$ 108,644.00 \$ 4 -0.03

Current Month Indirect Cost \$ 0.00 \$ 0.00 \$ 5 0.00

Revenue: Prior Month's YTD \$ 0.00 \$ 0.00 \$ 6 0.00

Current Month \$ 0.00 \$ 0.00 \$ 0.00

Step 4 Encumbrances: Open Commitments (OC) \$ 1,178,368.89 \$ 1,178,369.00 \$ 7 -0.11

Not Reflected (NR) \$ 35,250.20

Budget Available \$ 641,036.65 \$ 676,286.71

The next step is for the user to reconcile BA3's open commitments to FRS' open commitments.

- Click on the "Worksheet" tab and the system brings up a list of open encumbrances in BA3. Users check the "OC" box 1 if the BA3 open commitment is reflected in FRS or the "NR" box 2 if the open commitment is not reflected in FRS. The system adjusts the variance totals at the top as the user checks each box. The user also has the choice to choose to mark all transactions as open commitments reflected in FRS or not reflected.

BA3 Reconciliation Wizard

File Edit View Tools Help

Account: T12345 (2006) Month: Oct-2005 (0)

General Worksheet Recap Documents Reflect All Years?

Step 3. Inst. Open Commitments: \$ 6,000.00 Step 4. Enc. Not Reflected: \$ 0.00

Checked: 616,314.73 Checked: 0.00

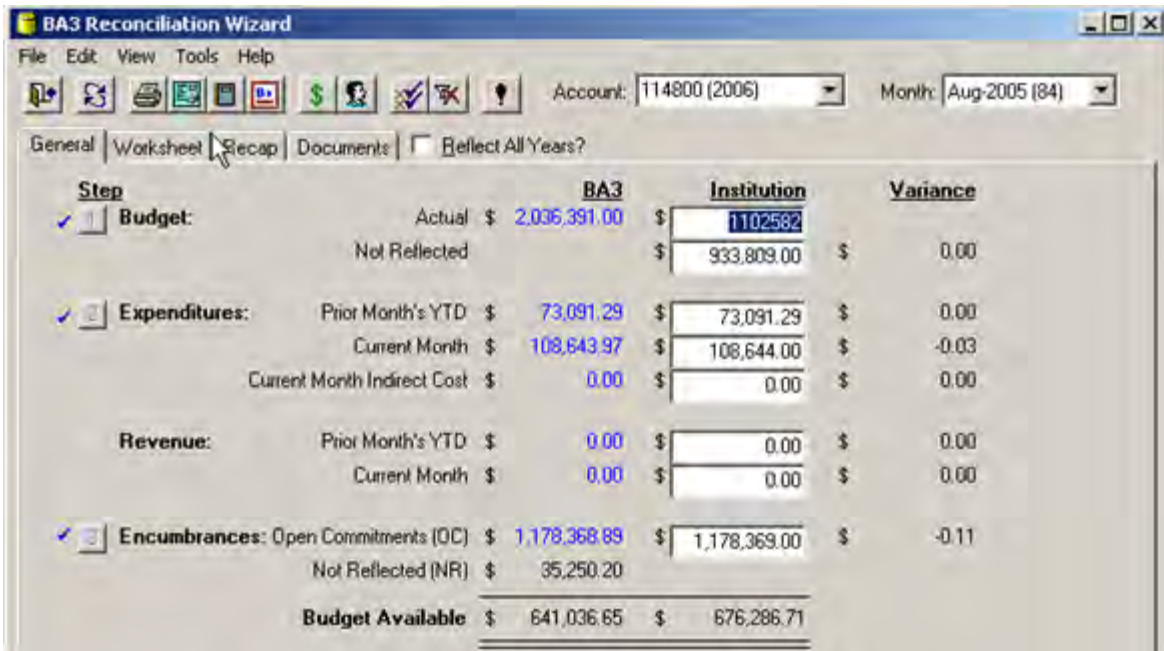
Variance: -610,314.73 Variance: 0.00

OC NR

BA3 Open Commitments

OC	Ref #	PO #	Description	NR	Sub-Coc	Type	Balance	Age (Days)
<input checked="" type="checkbox"/>	PAY34130	T12345	Coyote, Wile E.	<input checked="" type="checkbox"/>	1012	S/F	\$92,822.03	60
<input checked="" type="checkbox"/>	PAY34130	T12345	Coyote, Wile E.	<input checked="" type="checkbox"/>	2700	S/F	\$20,984.68	60
<input checked="" type="checkbox"/>	999876		Coyote to Athens, Greece	<input checked="" type="checkbox"/>	3360	ELFTR	\$4,500.00	-1
<input checked="" type="checkbox"/>	IDCT12345		IDC Encumbrance	<input checked="" type="checkbox"/>	9998		\$197,674.97	60
<input checked="" type="checkbox"/>	999391		Coyote to San Francisco	<input checked="" type="checkbox"/>	3321	ELFTR	\$1,500.00	-21
<input checked="" type="checkbox"/>	PAY34130	T12345	Coyote, Wile E.	<input checked="" type="checkbox"/>	1012	S/F	\$249,315.07	60
<input checked="" type="checkbox"/>	PAY4168A	T12345	Hood, Red R	<input checked="" type="checkbox"/>	1020	S/F	\$25,000.00	-608
<input checked="" type="checkbox"/>	PAY4168A	T12345	Hood, Red R	<input checked="" type="checkbox"/>	2700	S/F	\$6,250.00	-608
<input checked="" type="checkbox"/>	yyy-test		testing project transaction	<input checked="" type="checkbox"/>	3732	PCard	\$10,000.00	-715
<input checked="" type="checkbox"/>	IDCT12345		IDC Encumbrance	<input checked="" type="checkbox"/>	9998		\$6,062.50	60
<input checked="" type="checkbox"/>	PAY34130	T12345	Coyote, Wile E.	<input checked="" type="checkbox"/>	2075	S/F	\$2,205.48	60

- Click the “General”  tab to return to the initial screen.




BA3 Reconciliation Wizard

File Edit View Tools Help

Account: 114800 (2006) Month: Aug-2005 (84)

General Worksheet **Recap** Documents ☐ Reflect All Years?

Step		BA3	Institution	Variance
✓  Budget:	Actual	\$ 2,036,391.00	\$ 1,102,582.00	
	Not Reflected		\$ 933,809.00	\$ 0.00
✓  Expenditures:	Prior Month's YTD	\$ 73,091.29	\$ 73,091.29	\$ 0.00
	Current Month	\$ 108,643.97	\$ 108,644.00	\$ -0.03
	Current Month Indirect Cost	\$ 0.00	\$ 0.00	\$ 0.00
Revenue:	Prior Month's YTD	\$ 0.00	\$ 0.00	\$ 0.00
	Current Month	\$ 0.00	\$ 0.00	\$ 0.00
✓  Encumbrances:	Open Commitments (OC)	\$ 1,178,368.89	\$ 1,178,369.00	\$ -0.11
	Not Reflected (NR)	\$ 35,250.20		
Budget Available		\$ 641,036.65	\$ 676,286.71	

The user is now ready to complete the reconciliation and post the selected reports to BA Central.

- Hit the “Post”  button at the top of the screen.

The system returns the following screen.



Reconcile this Account

Would you like to record 114800-2006 to a Balance of \$641,036.65 for Aug-2005?

This process will generate the closing reports, verify that the adjusted Institution Balance is within the tolerance amount, and mark this Account and Month as reconciled.

Yes No

- Click “Yes” if this account reconciliation is finished or “No” if you need to redo something on the reconciliation before posting it.

The system returns the following screen to let the user know the reconciliation processed and posted.



Reconciliation Successful

Account 114800-2006 was successfully reconciled for Aug 2005. Click on the Documents tab to view the closeout reports.

OK

- Click the “OK” button and the system returns to the “General” tab.
- Click on the “Documents” **Documents** tab to view the closing reports. *The example below shows the Financial Statement generated by the system for this reconciliation. The user can click on the spreadsheet to view the report.*

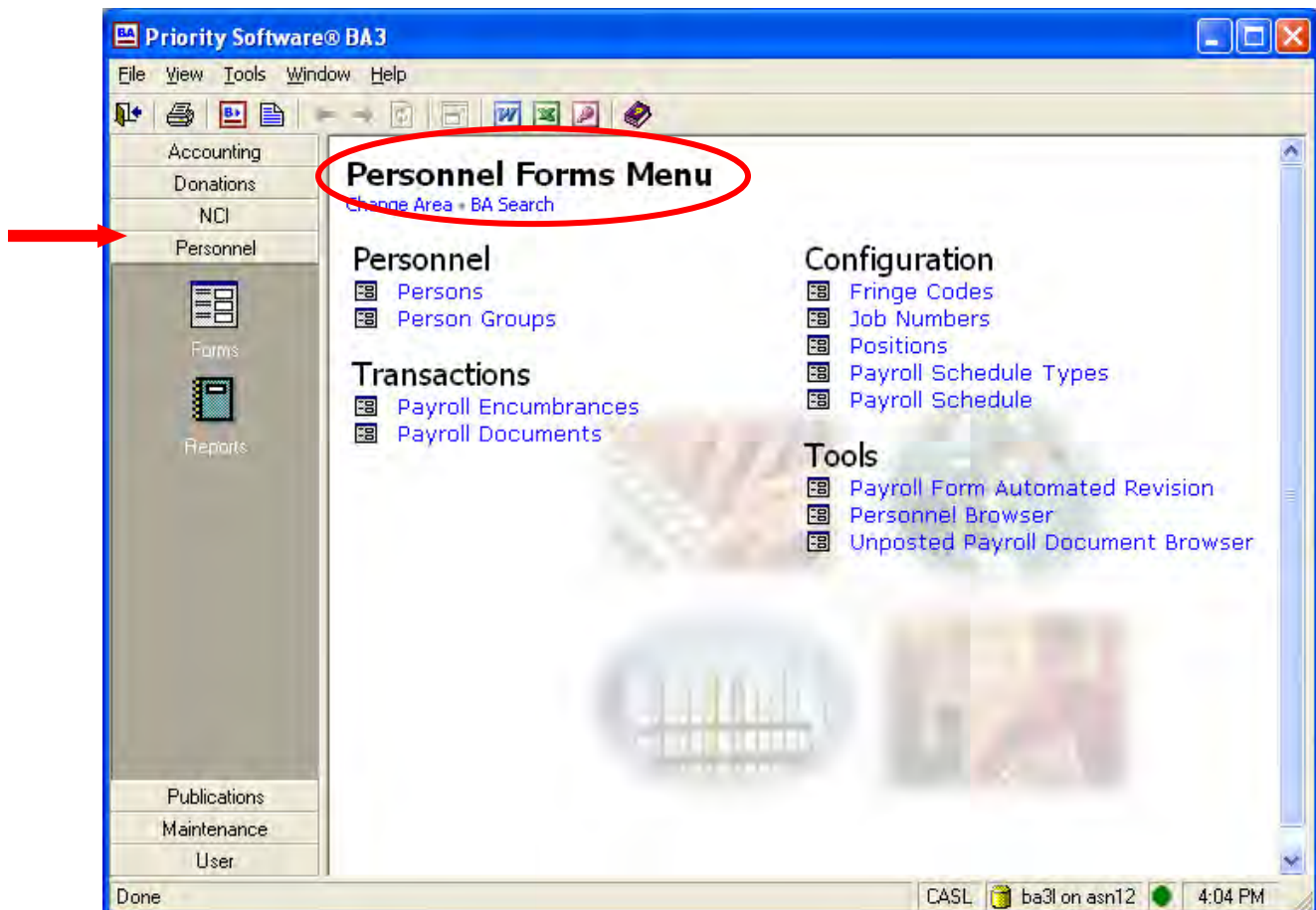


The Reconciliation reports are now available on BA Central.

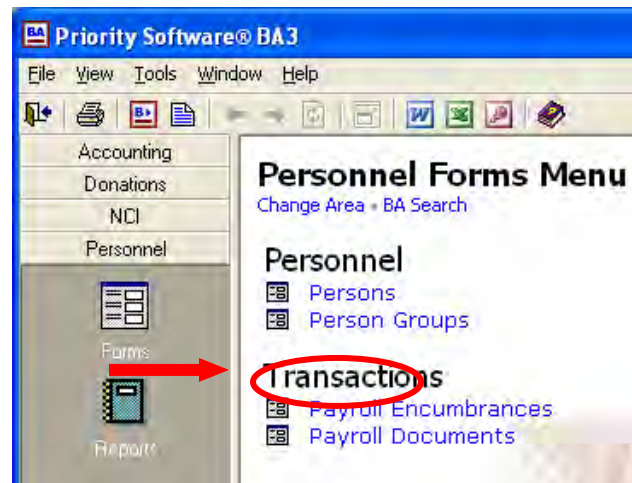
PERSONNEL

Persons forms:

- Click on “Personnel” from the left menu. The Personnel Forms Menu will appear:

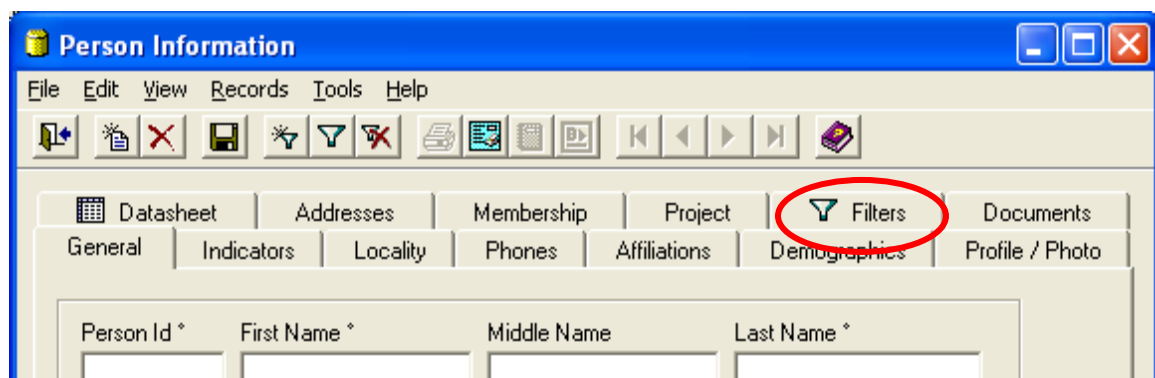


Next, go under Personnel and click on the first item: “Persons”



- The Persons form will pop up. Remember to first check the filters to see if there is existing data for the person you want to enter into the system. To do this, click on the “Filters” tab:

Never input Social Security Numbers into the system. This is a violation of the campus acceptable use policy.



- Click on filter tab and enter the person’s first and last name.

The screenshot shows a 'Person Information' window with a menu bar (File, Edit, View, Records, Tools, Help) and a toolbar. Below the toolbar are tabs for General, Indicators, Locality, Phones, Affiliations, Demographics, Profile / Photo, Datasheet, Addresses, Membership, Project, Filters, and Documents. The 'Filters' tab is selected and circled in red. The form contains fields for First Name (Wiley), Middle Name, Last Name (Coyote), Display Name *, Person Id, and SSN. At the bottom are buttons for Clear Criteria, Remove, and Apply. The status bar at the bottom right shows 'Edit' and '2:03 PM'.

- If the person you searched for is not yet in the system it will say “No records found matching filter criteria” in the bottom left-hand corner of your screen:

This screenshot is identical to the one above, but with a red box highlighting the bottom left corner. The text 'No records found matching filter criteria.' is displayed in this area. The status bar at the bottom right now shows '2:05 PM'.

- If the person you searched for is already in the system, his or her information will automatically appear. PHR will download the information.

The screenshot shows a 'Person Information' window with a menu bar (File, Edit, View, Records, Tools, Help) and a toolbar. Below the toolbar is a tabbed interface with tabs: Datasheet, Addresses, Membership, Project, Filters, Documents, General, Indicators, Locality, Phones, Affiliations, Demographics, and Profile / Photo. The 'General' tab is active, displaying a form with the following fields:

Person Id *	First Name *	Middle Name	Last Name *
x3234567	Wile	E	Coyote
Display Name - First Middle Last *			SSN
Wile E. Coyote			
Honoric	Suffix (Jr., Sr., III)	Titles(s) (M.D., Ph.D., RN)	
Mr.			
Academic Title			
Directory Name - Last, First Middle *			
Coyote, Wile E.			

At the bottom of the window, the name 'Wile E. Coyote' is displayed, and a 'Saved' button and the time '2:15 PM' are visible.

PHR downloads once a week, on Sunday, of all approved new appointments.

- If no existing data is already in the system, click on the “General” tab:

If you do not want to wait for PHR to download the information, you may enter it yourself by the following steps (**This is not the recommended way**):

This screenshot shows the same 'Person Information' window, but the 'General' tab is highlighted with a red circle, indicating it should be selected for manual data entry.

- Fill in required fields, which are indicated by * (asterisks):
1. **Person ID:** This is the UID from PHR or ARES (Be sure it matches PHR exactly)
Never input Social Security Numbers into the system. This is a violation of the campus acceptable use policy.
 2. **First Name** (Be sure it matches PHR exactly)
 3. **Last Name** (Be sure it matches PHR exactly)

4. **Display Name – First Middle Last:** The system will automatically fill in the display name after you have entered the person's first and last names. Just double-check to make sure that there are no spelling errors.
5. **Directory Name – Last, First Middle:** The system will automatically fill in the directory name after you have filled in previous fields.

The screenshot shows a 'Person Information' form with the following fields and red annotations:

- 1** points to the 'Person Id *' field.
- 2** points to the 'First Name *' field.
- 3** points to the 'Last Name *' field.
- 4** points to the 'Display Name - First Middle Last *' field.
- 5** points to the 'Directory Name - Last, First Middle *' field.

Other fields visible include 'Middle Name', 'SSN', 'Honoric', 'Suffix (Jr., Sr., III)', 'Titles(s) (M.D., Ph.D., RN)', and 'Academic Title'. The form has a menu bar (File, Edit, View, Records, Tools, Help) and a toolbar with various icons. The status bar at the bottom indicates 'No records found matching filter criteria.' and has an 'Edit' button and a timestamp '2:22 PM'.

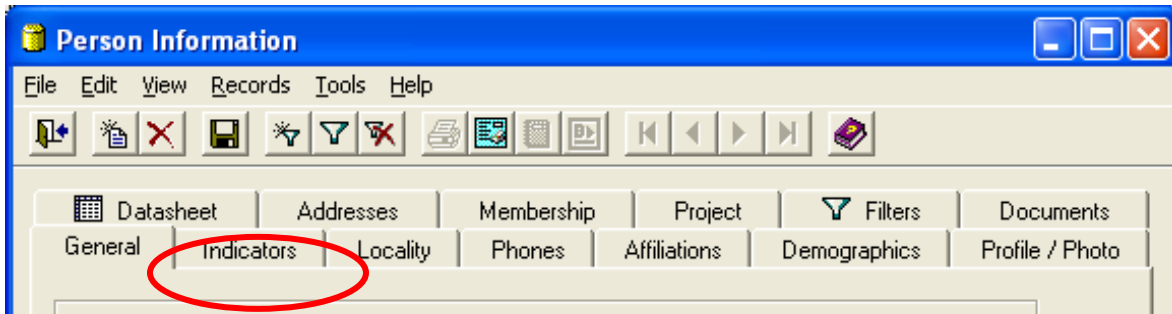
Note: All other fields are optional.

- To save the data you have just entered, click on “Edit” in the bottom right-hand corner. It will change to “Saved” which means that you have saved the new data.

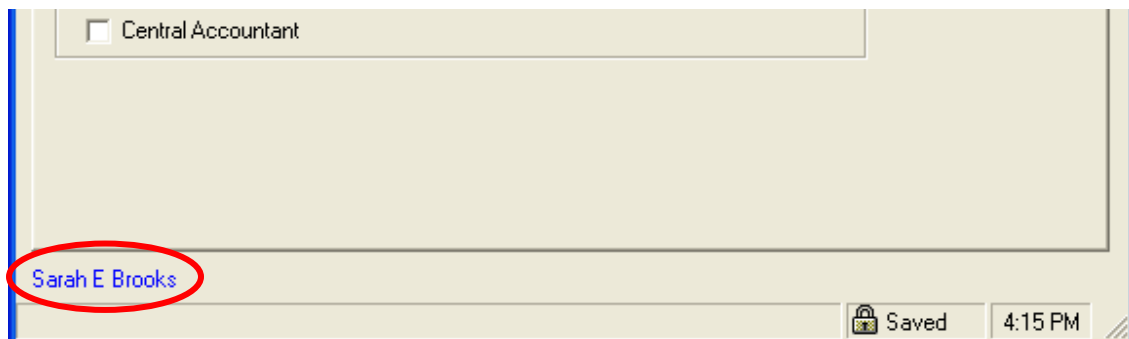


! Note: If a form is incomplete, meaning you have not filled in all required fields, the record will not save.

- Next, click the “Indicators” tab:



- The system will show which person you are working on. The name of the person will appear in the lower left-hand corner of the screen:



- Check any item that applies to this person (Investigator, Local Accountant, Central Accountant, etc.). The example below shows Sarah Brooks as currently active, a local accountant, and is enabled to do payroll encumbrances:
- It is important that you be sure to mark all indicators that apply to this person for future transactions. If you fail to mark a person as an investigator they will not appear on the drop down box to assign to an account on the account information form/persons tab.

Person Information

File Edit View Records Tools Help

Datasheet Addresses Membership Project Filters Documents

General Indicators Locality Phones Affiliations Demographics Profile / Photo

Job Status

☒ **Currently Active?** Job Termination Date: . . .

Job Responsibilities

☐ Author ☐ Track Leave?

☐ Investigator ☒ **Enable Payroll Encumbrances?**

☒ **Local Accountant**

☐ Central Accountant

Sarah E Brooks

Saved 4:15 PM

! Remember to save the changes that you make by clicking on “Edit” in the bottom right-hand corner.

Projects:

- Next, click on the “Project” tab:

Person Information

File Edit View Records Tools Help

Datasheet Addresses Membership **Project** Filters Documents

General Indicators Locality Phones Affiliations Demographics Profile / Photo

Person Id * First Name * Middle Name Last Name *

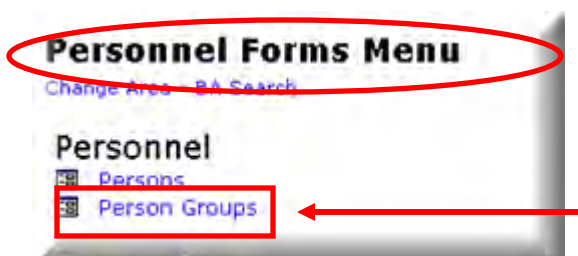
- If this person has been given permission to view accounts and projects, his or her information will appear on the form (see example). If not, you need to go to Account Information in Accounting Forms to grant permissions to this person (see page ?).

Account	Year	Project	Project Investigator	Permissions
01529799	05	* All		Read
529640	FY03	* All	Brecht, Richard D.	Read
529725	2005	* All		Read
529738	FY03	* All	Brecht, Richard D.	Read
529739	2005	* All		Read
529741	2004	* All	Wallsten, Tom S.	Read
529743	04	* All	Rivers, William Patrick	Read
529765	2005	* All	Weinberg, Amy S.	Read
529766	05	* All		Read
529769	2004	* All	Rivers, William Patrick	Read
529792	2004	* All	Weinberg, Amy S.	Read
529798	05	* All		Read
529807	2005	* All	Dougherty, Cathu	Read

Note: Other sections on this form are not required and are generally not used by UMCP

Person Groups: A Person Group is a way to organize Person/Payroll records for reporting purposes. An example of a Person Group would be to place a particular PI's Graduate Students in a group of their own.

Open the Personnel Forms menu and click on Person Groups

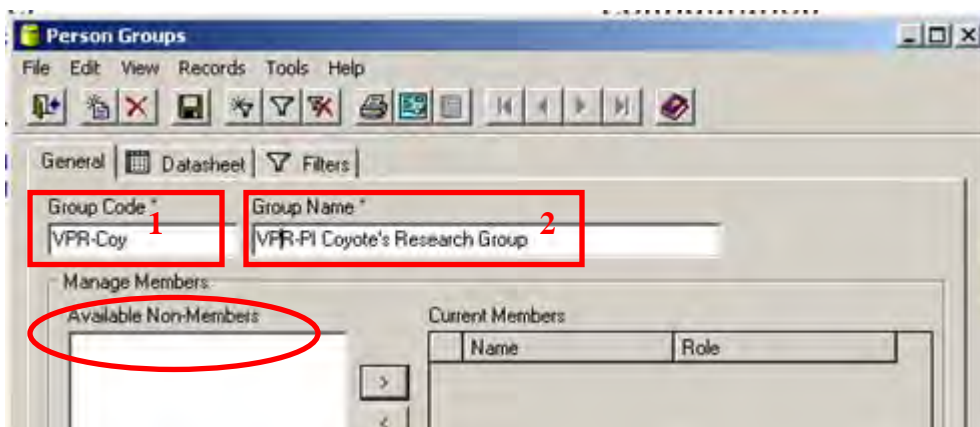



The system brings up the Person Groups screen.

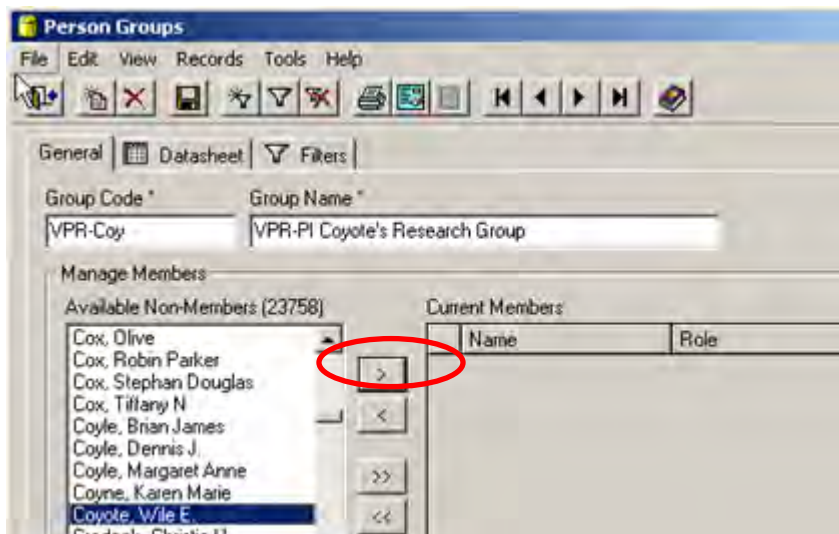
- Click on the New Form  icon to create a new Person Group



1. Enter the Group Code (up to 16 characters including spaces) by which you want to identify the Person Group
2. Enter the Group Name (up to 45 characters including spaces)
3. Click in the available Non-Members box and the system displays the person names available



- Highlight the person you want to add to the Person Group and hit the  button to place the person in the Group (Note – User may choose more than one person by holding down the “CTRL” key and clicking on the names they wish to add)



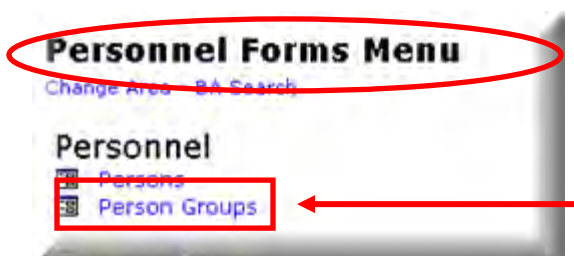
The selected person/persons appear on the right side of the screen under Current Members and are added to the Group



- Continue selecting new Group Members by highlighting the Available Non-Members name and clicking the  button until all Group Members are added

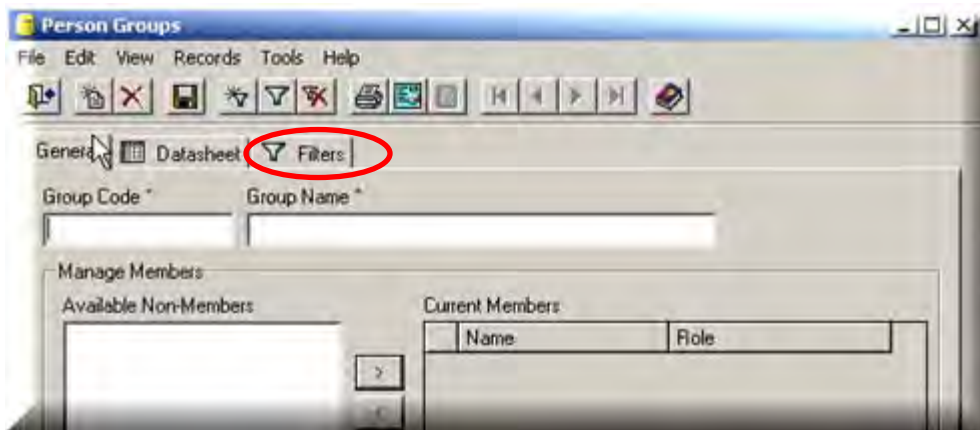
Removing a Person from a Person Group

Open the Personnel Forms menu and click on Person Groups

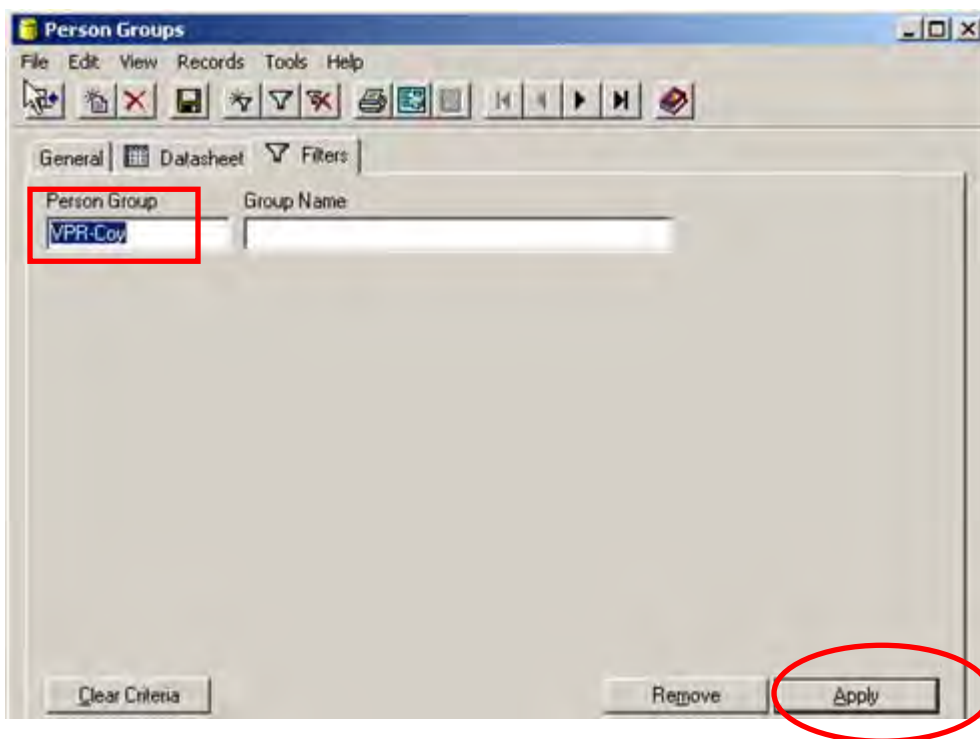


The system brings up the Person Groups screen.


- Click on the “Filters” tab

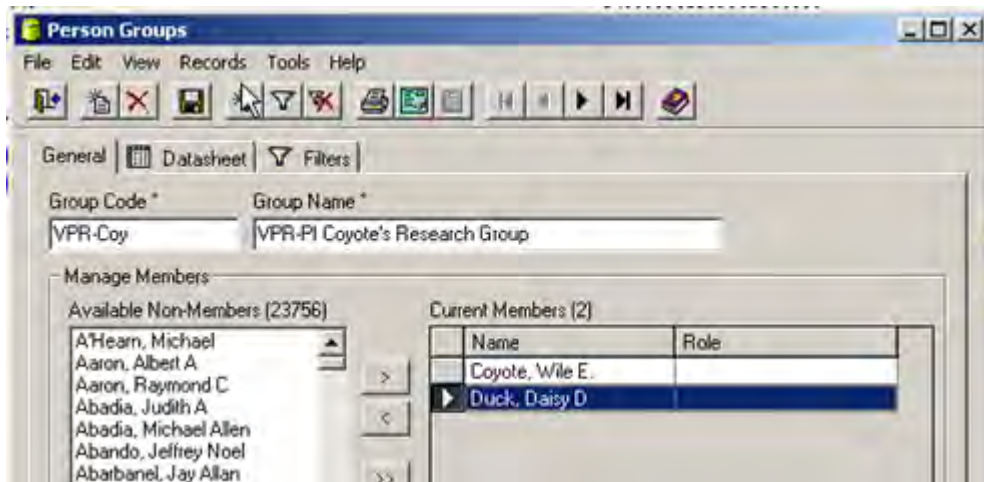


- Enter the Person Group code and click Apply

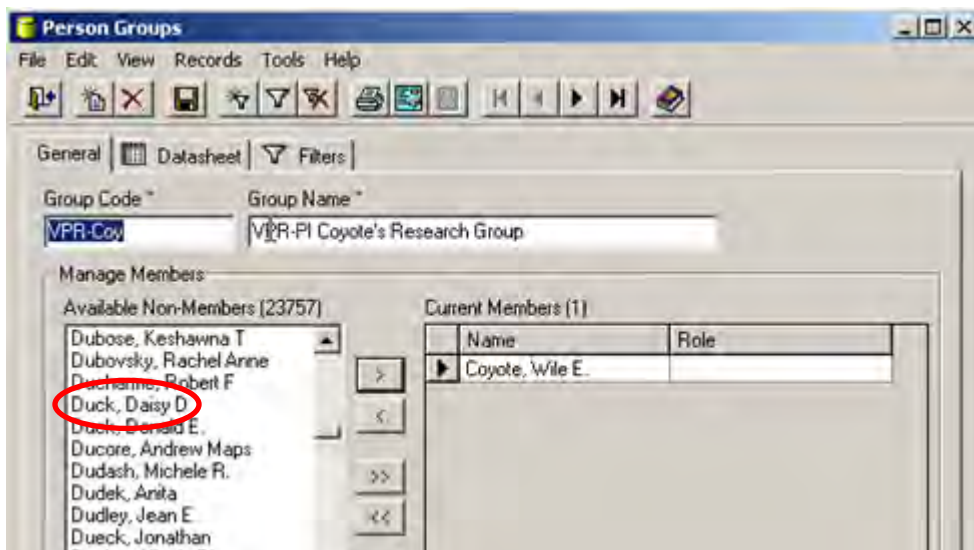


System displays the existing Person Group with Current Members and Available Non-Members

- Highlight the person you want to remove from the Current Members and click the  button



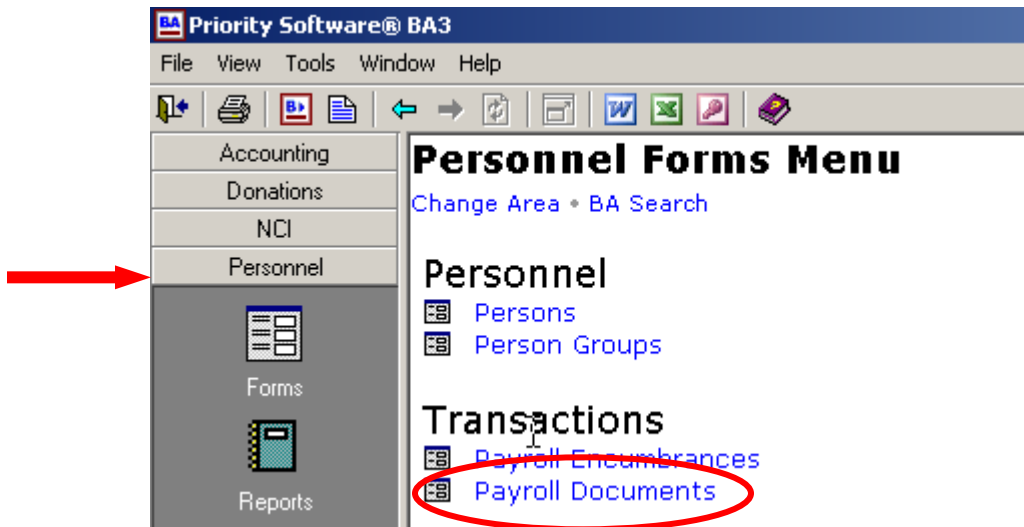
System moves the selected person back to the Available Non-Members list and displays the Current Members of the Person Group (*Note – Users must do a View/Refresh [click on the word View – then hit Refresh] to see the removed Group Member on the Available Non-Members list*)



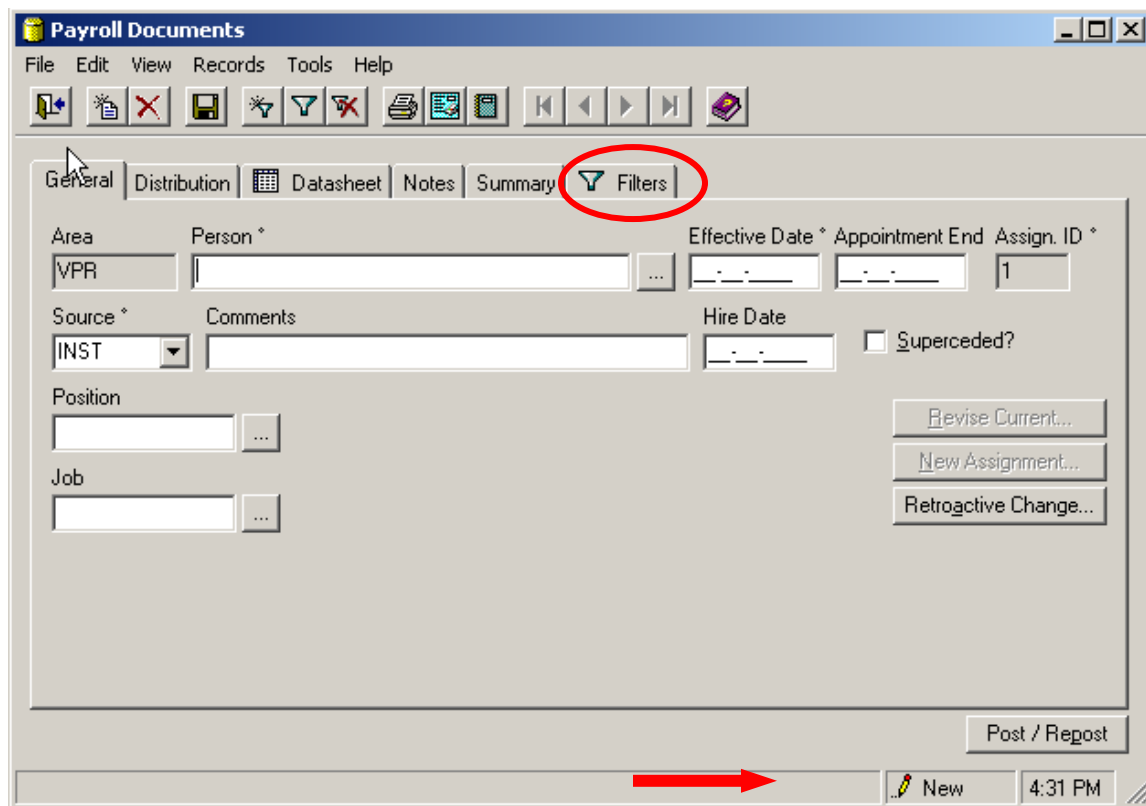
A person can belong to more that one group.

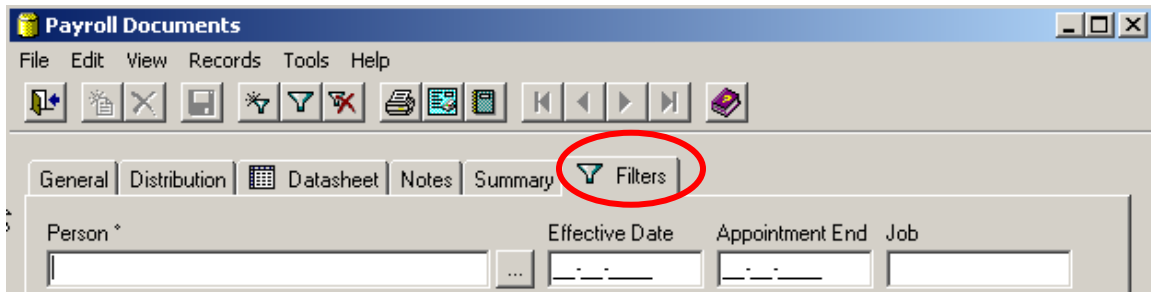
Payroll Documents

- Go to the Personnel Forms menu. Locate “Transactions” and click on the second item: “Payroll Documents”.

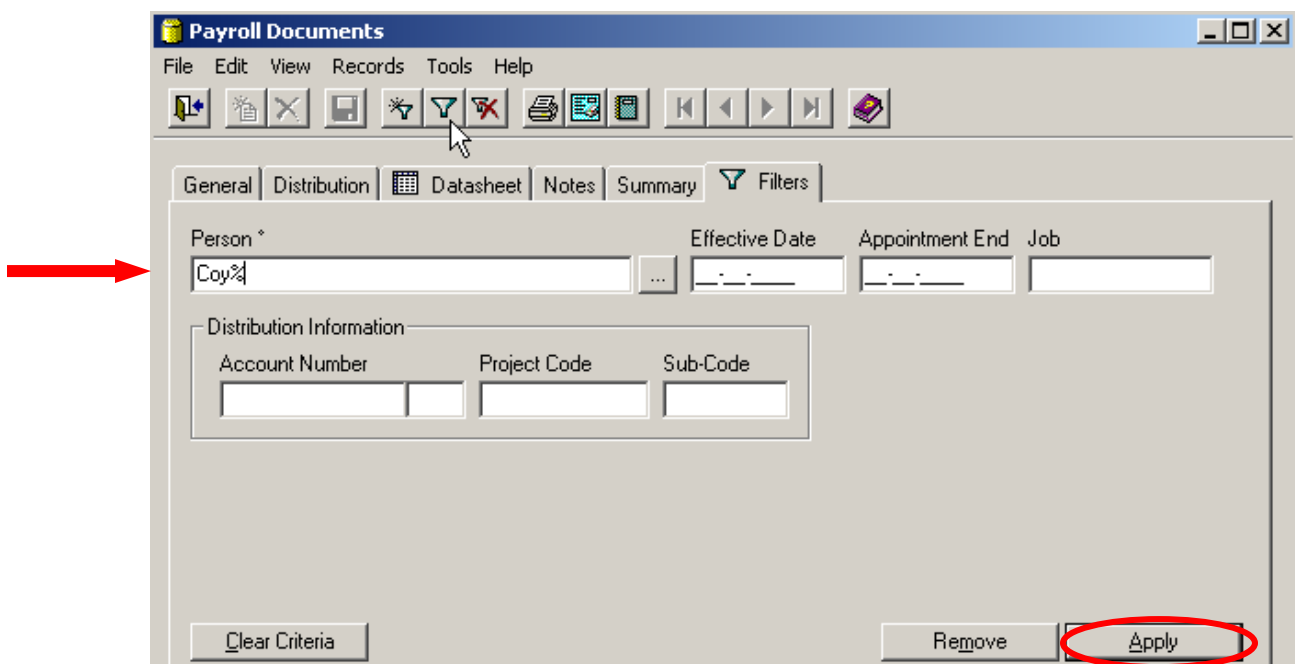


- This brings up a blank new screen on the “General” tab. Click on the “Filters” tab.






- Input last name (or input the first few letters of the last name followed by the %; the % is the wild card in Priority, e.g. Ell% will bring up Ellington, Elliott, Ellison, etc.) and click apply.



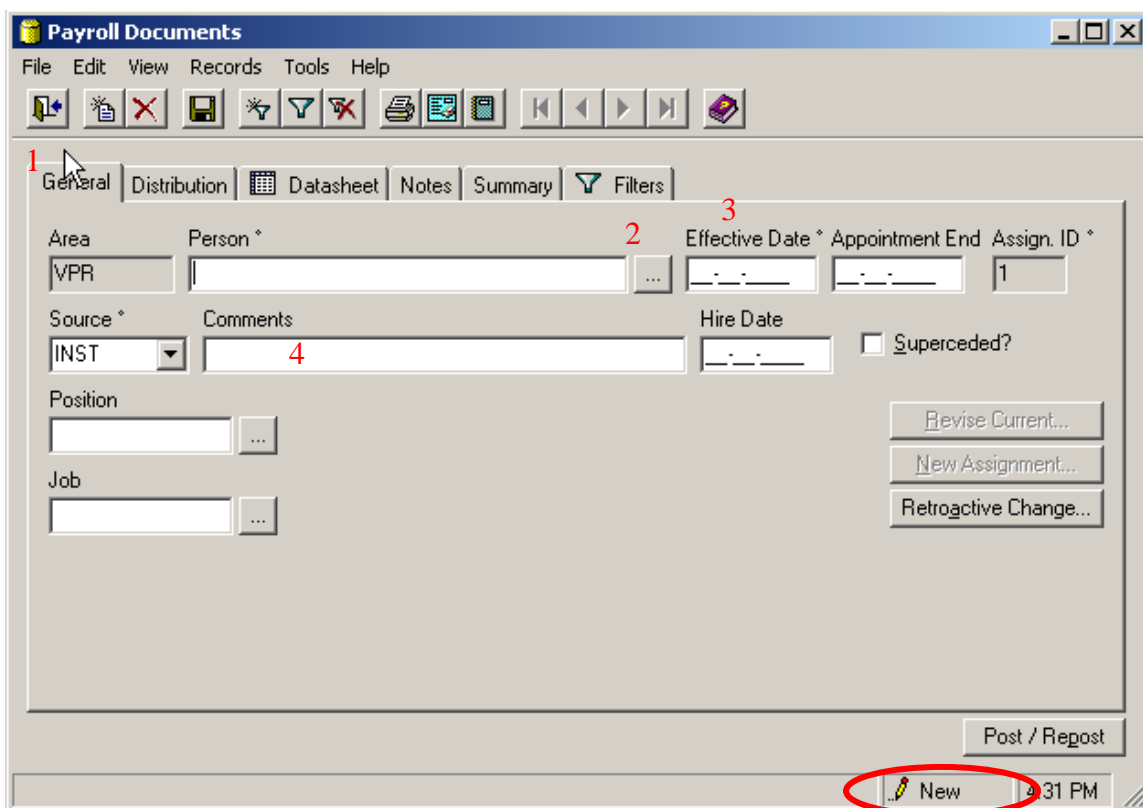
- The system returns with the payroll documents entered for this person or with

No records found matching filter criteria.

New Payroll Documents (the first time a payroll document is entered for a person in your area)

1. Click on the “General Tab”
2. Fill in the person name (or select from the  button to the right of the name field).
3. Fill in the effective date of the payroll doc. This is the effective date of this payroll doc. It is best to leave the appointment end date blank, so future processing can be entered on this document. You will enter the end date on the distribution line as seen on the next page.

Note - The person record must be entered before the user can input a payroll doc for that person. This is normally done by the PHR System download.



4. Comments may be used for information (e.g. Dr. Wonderful's GA) if the department chooses.

Click on the “distribution” tab

The screenshot shows the 'Payroll Documents' window with the 'Distribution' tab selected. The 'Area' is 'VPR' and the 'Person' is 'Coyote, Wile E.'. The 'Effective Date' is '07-01-2005' and the 'Assign. ID' is '1'. The 'Source' is 'DIST' and the 'Hire Date' is empty. The 'Superceded?' checkbox is unchecked.

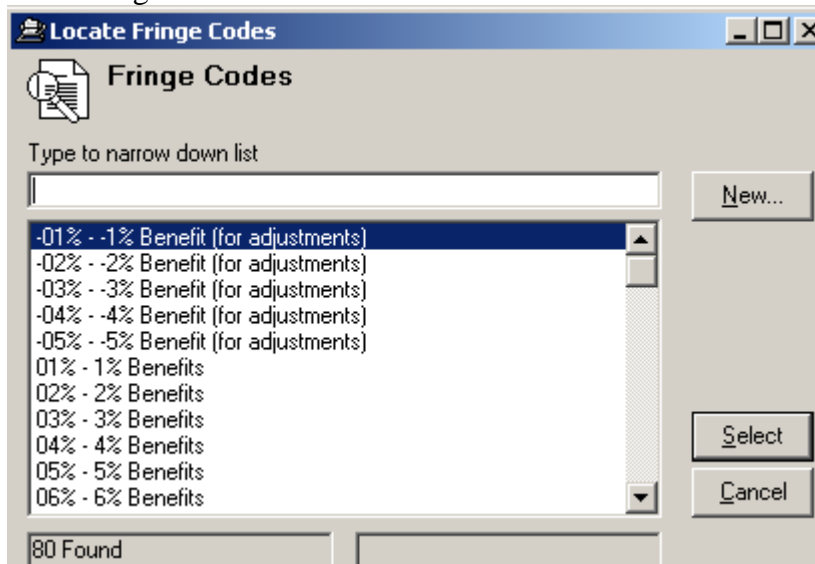
See the distribution screen below

1. Enter in the base period (click on the button to see the available choices)
(In the case of 9 in 12 you will need to make some adjustments to post FRS)
2. Enter the annual salary (100% or the salary for your unit); the system calculates the Salary/Pay Period from the Annual Salary/Base Period
3. Enter the FTE % (100% or percentage that matches the salary you entered in the previous step).
4. Enter the fringe rate (see the screen cutout on the next page).
5. Enter the payroll distribution, including the “Account Number”, “Project” (if one is assigned to this entry), “Sub-Code”, and **the system will pre-fill the start date (from the date the user entered on the “General” tab) and the “End Date” from the end date on the Accounting/Accounting Forms Menu/Account Information.** The user may override the end date.

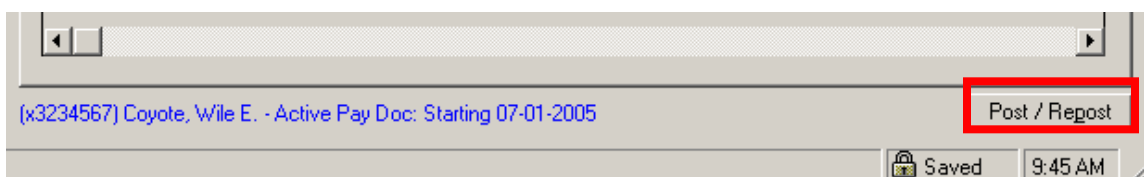
The screenshot shows the 'Payroll Documents' window with the 'Distribution' tab selected. The 'Base Period' is 'B' (Bi-Weekly). The 'Annual Salary' is '\$150,000.00' and the 'FTE' is '100.00%'. The 'Salary/Pay Period' is '\$5,753.42' and the 'Fringe' is '25%'. The 'Total Distribution %' is '25.00%'. The 'Payroll Distribution' table shows one entry with Account 'y32345', Year '2', Project '-', Sub-Code '1001', Start Date '07-01-2005', End Date '06-30-2006', % '25.00%', and Period '\$1,438.38'. The status bar shows '(x3234567) Coyote, Wile E. - Active Pay Doc: Starting 07-01-2005' and a 'Post / Regost' button.

Account	Year	Project	Sub-Code	Start Date	End Date	%	Period \$
y32345	2	-	1001	07-01-2005	06-30-2006	25.00%	\$1,438.38

- Clicking the Fringe Add button on the screen above brings up the “Locate Fringe Codes” screen. Choose the appropriate fringe rate. Notice the first few numbers are negative numbers.

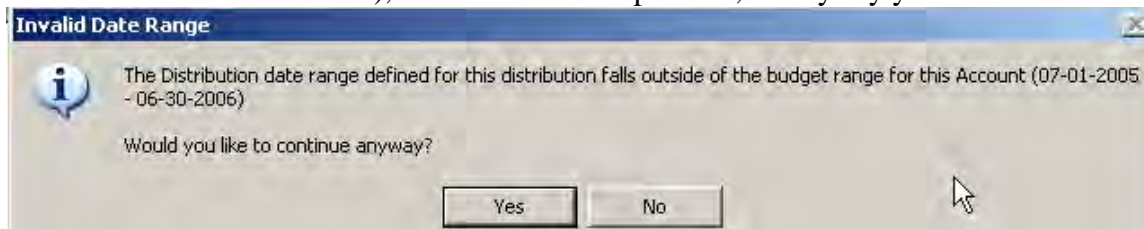


- Click on the post/repost button on the lower right corner of the screen.
- This creates the payroll encumbrance record for the payroll doc.



Pay Doc Tips

- The effective date entered on the general screen is the date that will pre-fill the start date on the account distribution screen.
- The system will pre-fill the end date with end date on the year selected as current “Account Information” screen, **the user can over ride this date with the actual end date for the entry.**
- The system will let the user create a payroll doc that exceeds the end date of the account. The system will warn the user (see the screen cut out below), but allow them to proceed, if they say yes.



- d. If you double click in the info box of the distribution area, the system will show you how the amount was calculated. From there you can view the payroll encumbrance.

Payroll Documents

File Edit View Records Tools Help

General Distribution **Datasheet** Notes Summary Filters

Base Period * Leap Year Annual Salary \$100,000.00 FTE 100.00% Salary/Pay Period \$3,825.14 Fringe Add... Remove

Hours/Wk: Hourly Rate \$0.00 ☒ Full Time? Total Distribution % 100.00%

Payroll Distribution									
	Year	Project	Sub-Code	Start Date	End Date	%	Period \$	Type	Info
▶	1		1012	10-31-2007	09-30-2008	100.00%	\$3,825.14	Active	

- e. This screen will pop up:

Distribution Zoom

Pay Schedule breakdown for 'Coyote, Wile E.' from 10-31-2007 through 09-30-2008.

Account 'T1526555'

	Pay Date	Pay Start	Pay End	Sub-Code	Pay Amount	Fringe Amount
▶	10-17-2008	09-28-2008	10-11-2008	1012	\$765.03	\$0.00
	10-03-2008	09-14-2008	09-27-2008	1012	\$3,825.14	\$0.00
	09-19-2008	08-31-2008	09-13-2008	1012	\$3,825.14	\$0.00
	09-05-2008	08-17-2008	08-30-2008	1012	\$3,825.14	\$0.00
	08-22-2008	08-03-2008	08-16-2008	1012	\$3,825.14	\$0.00
	08-08-2008	07-20-2008	08-02-2008	1012	\$3,825.14	\$0.00
	07-25-2008	07-06-2008	07-19-2008	1012	\$3,825.14	\$0.00
	07-11-2008	06-22-2008	06-30-2008	1012	\$2,459.02	\$0.00
	07-11-2008	07-01-2008	07-05-2008	1012	\$1,366.12	\$0.00
	06-27-2008	06-08-2008	06-21-2008	1012	\$3,825.14	\$0.00
	06-13-2008	05-25-2008	06-07-2008	1012	\$3,825.14	\$0.00

Total Amount Paid \$ + Fringe \$ \$91,803.28 \$0.00

View the Payroll Encumbrance Entry... Additional Info... OK

- f. Click on “View Payroll Encumbrance Entry” and you can see your payroll encumbrance.

The screenshot shows the 'Payroll Encumbrances' software window. The 'General' tab is selected. The form contains the following fields:

- Area:** VPR
- Reference #:** PAY3413L
- Tax Date:** 10-01-2007
- Form Type:** S/F
- Person Name:** Coyote, Wile E.
- Source Account:** T1526555
- Description:** Coyote, Wile E.

On the right side, there are two summary boxes:

- Total Enc \$:** \$37,866.49
- Enc Remaining \$:** \$37,866.49

At the bottom, there is a 'Salary Distribution' table:

Account	Year	Project	Sub-Code	Encumbrance \$	Closed?	Effective Date	POE?	Comr
T1526555	1	-	1001	\$26,297.81	<input type="checkbox"/>	10-01-2007	<input type="checkbox"/>	
T1526555	1	-	2700	\$4,733.61	<input type="checkbox"/>	10-01-2007	<input type="checkbox"/>	

Contractual Employees are handled differently.

- Use the start and end dates on the contract as the effective date and appointment end date.
- Annual salary and annual health insurance are rolled into one amount on the Distribution form. This is the way it comes through SOP. This will then calculate the biweekly to match FRS.
- Contractual employees are charged FICA and therefore you need to set 8% as the fringe benefits, unless it is on a no fringe account.

Fringe Benefits Changes

Sometimes you need to change the fringe benefit rate on an employee. The most common change comes during open enrollment when an employee makes changes in their coverage or the costs go up or down.

There are two ways to correct this on your pay docs.

Example 1:

Open the pay document on the personnel that you need to change.

In this example Wile E. has 18% fringe benefits. Open enrollment has come and his new policy will cost 25% of his salary.

Warning: It is critical that you remember to add the new rate first and post and then delete the old rate and post. Otherwise, you will break the link from the pay doc to the pay encumbrance.

The screenshot shows the 'Payroll Documents' window with the 'General' tab selected. The 'Fringe' field is set to 18%, and the 'Add...' button is circled in red. Below the main form is a 'Payroll Distribution' table.

Account	Year	Project	Sub-Code	Start Date	End Date	%	Period \$
114900	2008	-	1012	07-01-2008	06-30-2011	100.00%	\$6,818.18

At the bottom, the status bar shows 'Saved' and the time '11:15 AM'.

First, add the new rate to your record by pushing the “Add” button and that will pull up the Fringe Codes screen.

The screenshot shows the 'Payroll Documents' window with the 'Locate Fringe Codes' dialog box open. The 'Add...' button is circled in red. The dialog box lists various fringe codes for selection.

Locate Fringe Codes

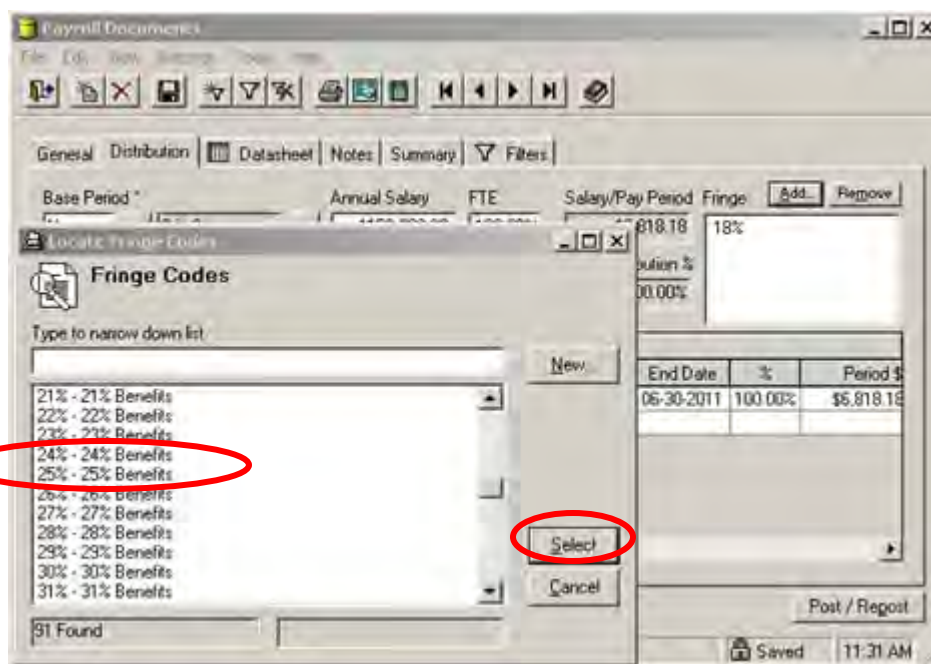
Type to narrow down list

- 01% - 1% Benefit (for adjustments)
- 02% - 2% Benefit (for adjustments)
- 03% - 3% Benefit (for adjustments)
- 04% - 4% Benefit (for adjustments)
- 05% - 5% Benefit (for adjustments)
- 06% - 6% Benefit (for adjustments)
- 07% - 7% Benefit (for adjustments)
- 08% - 8% Benefit (for adjustments)
- 09% - 9% Benefit (for adjustments)
- 10% - 10% Benefit (for adjust.)
- 11% - 11% Benefit (for adjust.)

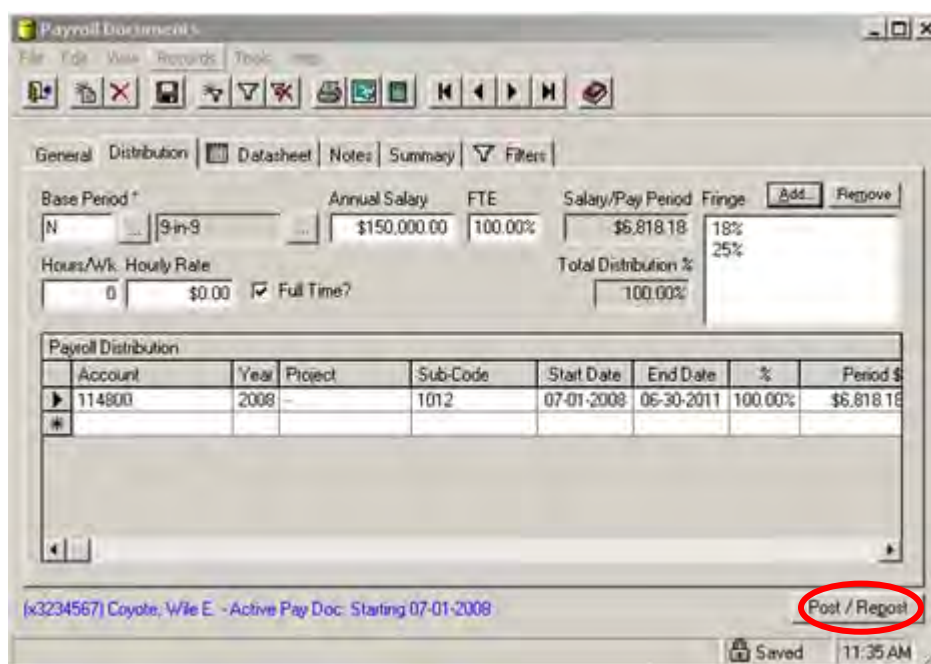
Buttons: New, Select, Cancel

At the bottom, the status bar shows 'Saved' and the time '11:25 AM'.

Highlight the correct new fringe rate and hit Select.



This screen will come up and then Post/Repost.



The system will tell you it has modified the record.

Payroll Documents

File Edit View Records Tools Help

General Distribution Datasheet Notes Summary Filters

Base Period * N 9-in-9 Annual Salary \$150,000.00 FTE 100.00% Salary/Pay Period \$6,818.18 Fringe 18% 25%

Hours/Wk: Hourly Rate 0 \$0.00 ☒ Full Time

Posting Complete

1 record modification occurred.

OK

Payroll Distribution

Account	Year	Proj
114800	2008	-

(x3234567) Coyote, Wile E. - Active Pay Doc: Starting 07-01-2008

Post / Repost

Saved 11:36 AM

At this point you have two rates in the fringe box.

Payroll Documents

File Edit View Records Tools Help

General Distribution Datasheet Notes Summary Filters

Base Period * N 9-in-9 Annual Salary \$150,000.00 FTE 100.00% Salary/Pay Period \$6,818.18 Fringe 18% 25%

Hours/Wk: Hourly Rate 0 \$0.00 ☒ Full Time?

Total Distribution % 100.00%

Payroll Distribution

Account	Year	Project	Sub-Code	Start Date	End Date	%	Period \$
114800	2008	-	1012	07-01-2008	06-30-2011	100.00%	\$6,818.18

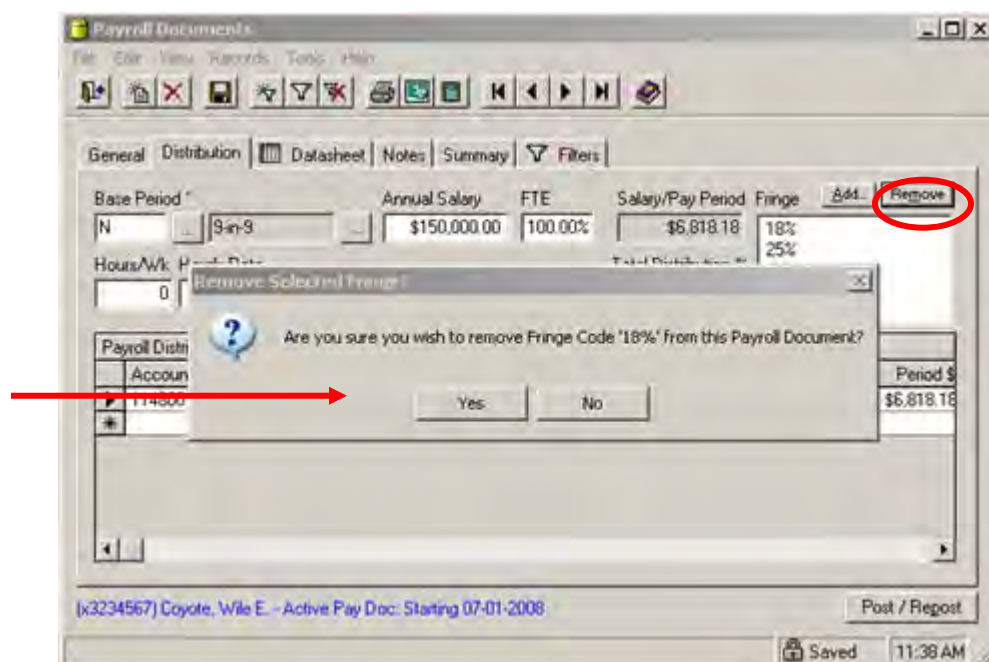
(x3234567) Coyote, Wile E. - Active Pay Doc: Starting 07-01-2008

Post / Repost

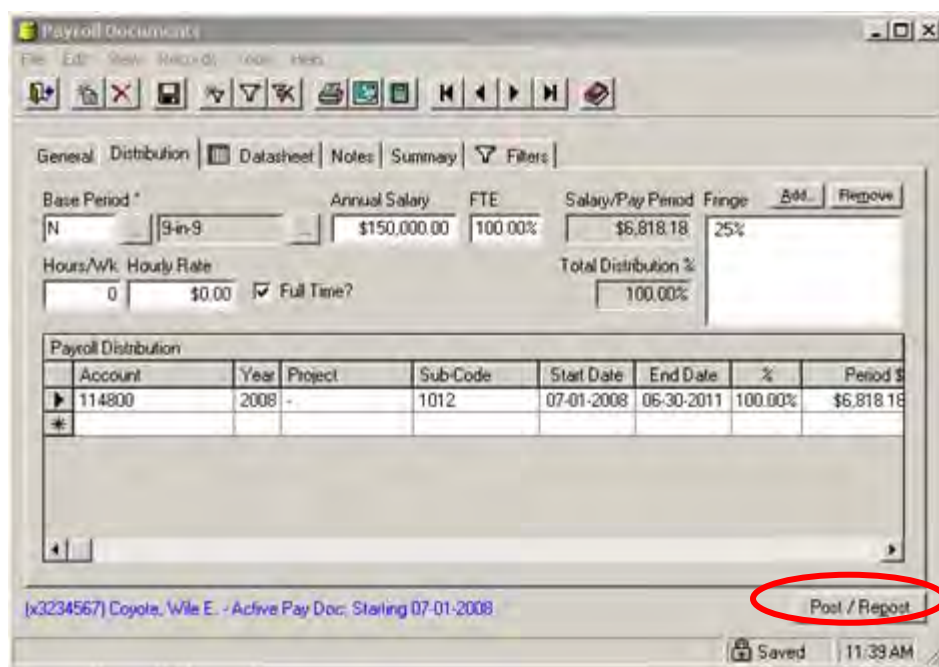
Saved 11:37 AM

Now you need to remove the old fringe rate. Highlight the old fringe rate and hit the "Remove" button.

Warning: Remember to add the new rate first and post and then delete the old rate and post. Otherwise, you will break the link from the pay doc to the pay encumbrance.



Hit the “yes” button.



Now post again to remove the old rate on your payroll encumbrance.

Payroll Documents

File Edit View Records Tools Help

General Distribution Datasheet Notes Summary Filters

Base Period * [N] [9-in-9] Annual Salary \$150,000.00 FTE 100.00% Salary/Pay Period \$6,818.18 Fringe 25% Add Remove

Hours/Wk. Hourly Rate 0 \$0.00 ☒ Full Time Total Distribution % 100.00%

Posting Complete
1 record modification occurred.
OK

Payroll Distribution

Account	Year	Proj	Start Date	End Date	%	Period \$
114800	2008	-	07-01-2008	06-30-2011	100.00%	\$6,818.18

(x3234567) Coyote, Wile E. - Active Pay Doc: Starting 07-01-2008

Post / Regist

Saved 11:40 AM

You have successfully corrected the fringe rate on this account.

This fringe benefit change will effect the entire time period of this pay doc.

Example 2:

You can just add the extra rate to equal the new rate.

Payroll Documents

File Edit View Records Tools Help

General Distribution Datasheet Notes Summary Filters

Base Period * [N] [9-in-9] Annual Salary \$150,000.00 FTE 100.00% Salary/Pay Period \$6,818.18 Fringe 18% Add Remove

Hours/Wk. Hourly Rate 0 \$0.00 ☒ Full Time Total Distribution % 100.00%

Payroll Distribution

Account	Year	Project	Sub-Code	Start Date	End Date	%	Period \$
114800	2008	-	1012	07-01-2008	06-30-2011	100.00%	\$6,818.18

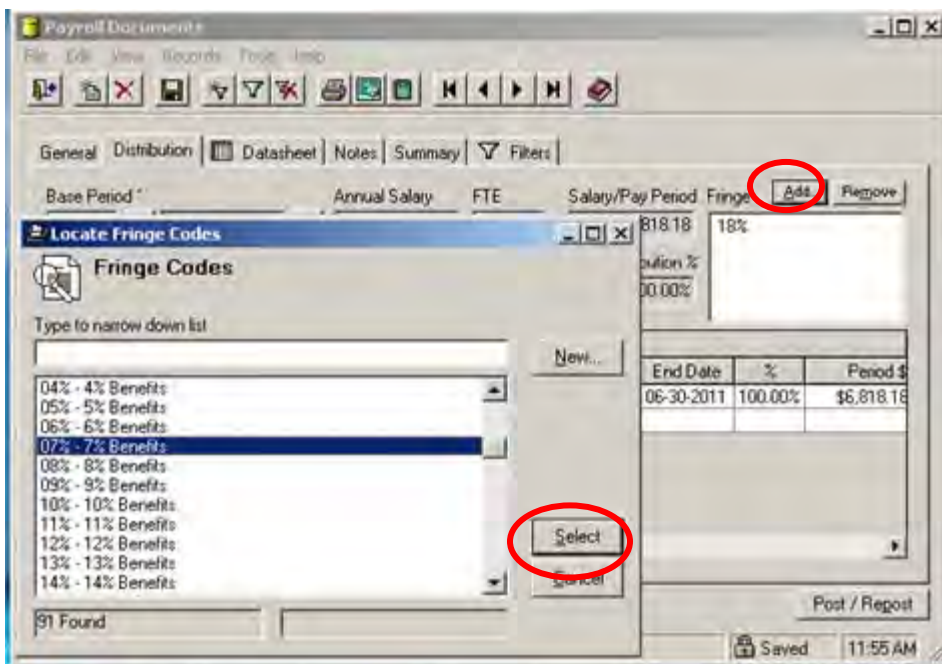
(x3234567) Coyote, Wile E. - Active Pay Doc: Starting 07-01-2008

Post / Regist

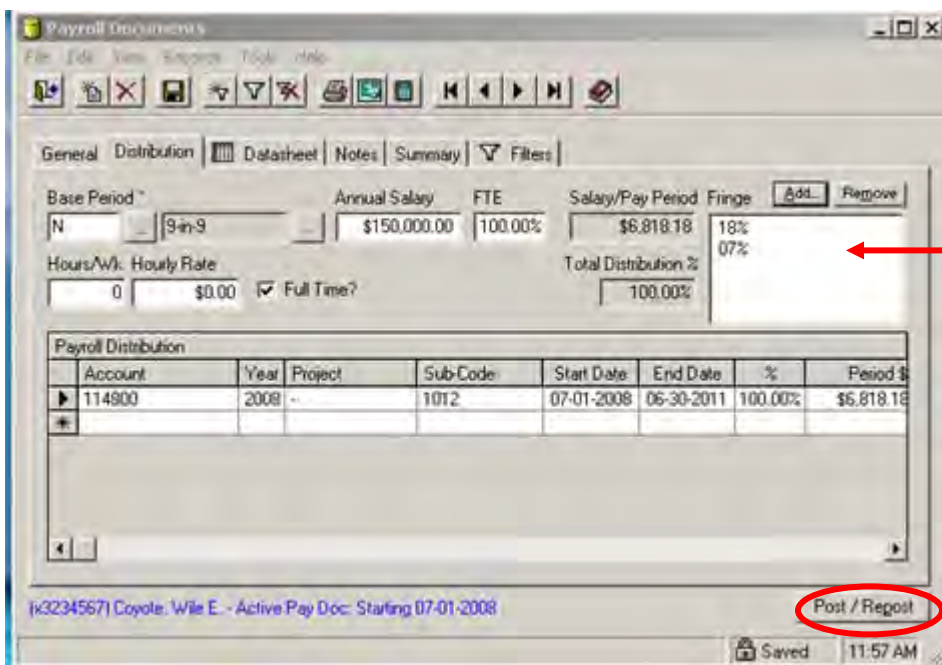
Saved 11:54 AM

The difference between 18% and 25% is 7%. If you add 7% to this document it will calculate 25%.

Hit the “Add” button and highlight the extra percentage you want and “select”

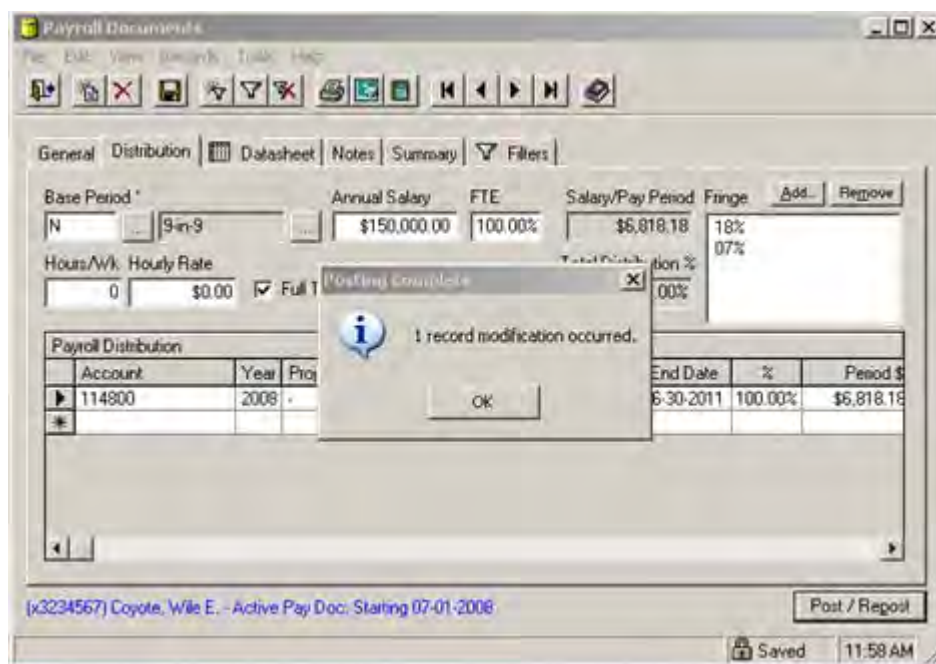


Now you have two rates in the fringe box.



Hit the “Post/Repost” button

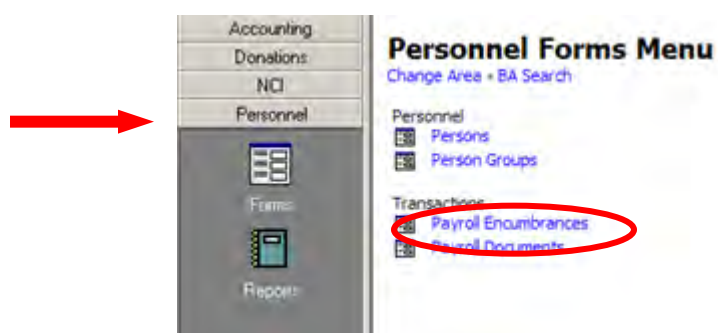
Your record has been modified.



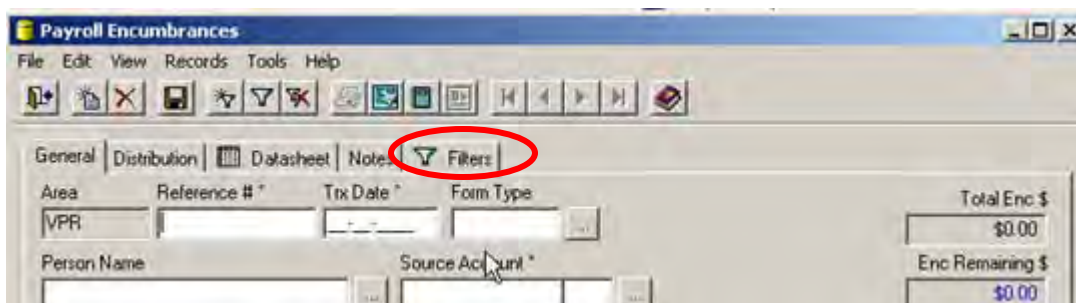
The fringe benefit will now calculate at 25%.

Payroll Encumbrances

- Go to the Personnel Forms Menu
- Click on Payroll Encumbrances

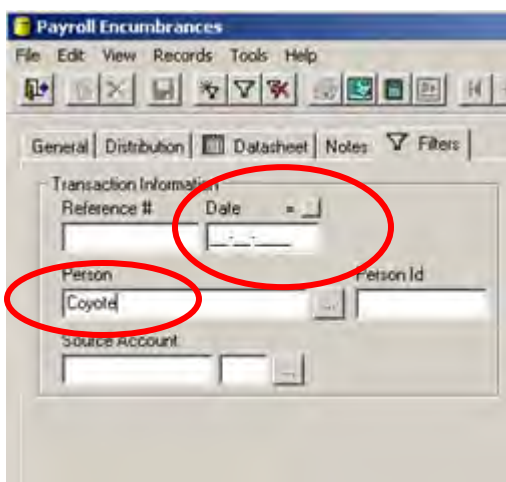


- Click on the "Filters" tab



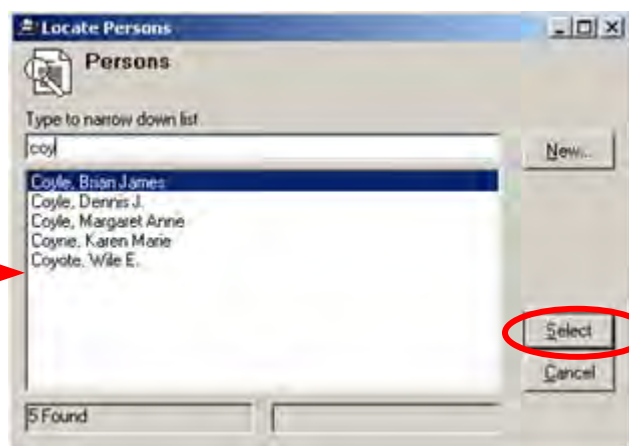
- Filter on the person's last name or other user chosen field.

Note the box next to the date field. This allows the user to set the encumbrance filter date greater than or equal to, equal to, or less than a specified date. *The example below is set to greater than or equal to 07/01/05.*



Never input Social Security Numbers into the system. This is a violation of the campus acceptable use policy.

- Highlight the name you want on the list and hit the “Select” button.



The system brings up any payroll encumbrances that fit the filter criteria (the person and date selected in this example) on the “Filter” screen.

Payroll Encumbrances

File Edit View Records Tools Help

General Distribution Datasheet Notes Filters

Area: VPR Reference #: PAY3413C Trx Date: 07-01-2005 Form Type: S/F Salary and Frin

Person Name: Coyote, Wile E. Source Account: y32345 2

Description: Coyote, Wile E. Prevent Future Changes from Payroll Automation?

Salary Distribution

Account	Year	Project	Sub-Code	Encumbrance \$	Closed?	Effective Date	POE?	Commier
y32345	2	-	1001	\$37,500.00	<input type="checkbox"/>	07-01-2005	...	<input type="checkbox"/>
y32345	2	-	2700	\$9,375.00	<input type="checkbox"/>	07-01-2005	...	<input type="checkbox"/>
*					<input type="checkbox"/>		...	<input type="checkbox"/>

PAY3413C - Coyote, Wile E. Close Encumbrance Link to Payroll Form...

Saved 10:54 AM

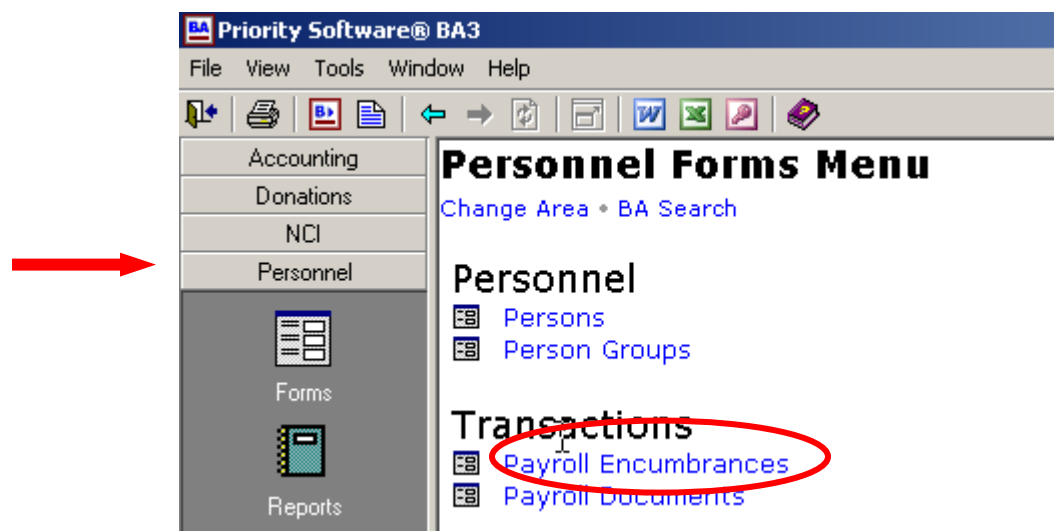
Note the salary and fringe benefit encumbrances. This is because account y32345 is set up as a grant account (Accounting/Accounting Forms Menu) on the Account Information Screen and a fringe benefit rate was input on the payroll doc.


Entering Payroll Encumbrances without a payroll doc (This is not typically recommended)

You might consider doing this if:

- You had someone being paid an award or payment that will come through payroll, but it is not part of their salary.
- Users may only enter accounts they own.
- You are doing a payroll transfer and you only own one of the account numbers. You cannot do a retroactive action unless you own both account numbers.
- You have an hourly student and you want to encumber their salary for a particular project.

Go to the Personnel/Personnel Forms Menu and Click on Payroll Encumbrances





- Hit the  key (the second button over in the second row)



- The system brings up a blank form.

See the screen shot on the next page for the referenced fields.

1. Complete the "Reference #" (user defined)
2. Complete the "Trx Date" (transaction date)
3. Complete the "Form Type" (note the  next to the Form Type – this brings up a list of available choices whenever you see it next to a field).
4. Complete the "Person Name" (or click on the  to select/create a person)
5. Complete the "Source Account". (SA and account distribution MUST be the same)
6. Complete the "Description" (User defined description to tell you what the encumbrance is when you see it on reports.)

7. Complete the “Salary Distribution” (the system will **not** let the user input an “Effective Date”, since that date is filled in from a payroll doc.)

Payroll Encumbrances

File Edit View Records Tools Help

General | Distribution | Datasheet | Notes | Filters

Area: VPR Reference #: 1 spring 06 INST Tax Date: 2 08-01-2005 Form Type: 3 S/F Salary and Frin

Person Name: 4 Instructor, Unknown Source Account: 5 X12345 2006

Description: 6 5 Instructors for Spring 06 @ \$5k each

Prevent Future Changes from Payroll Automation?

Salary Distribution									
	Account	Year	Project	Sub-Code	Encumbrance \$	Closed?	Effective Date	POE?	Commer
▶	X12345	2006		2071	\$25,000.00	<input type="checkbox"/>		...	<input type="checkbox"/>
*						<input type="checkbox"/>		...	<input type="checkbox"/>

spring 06 INST - 5 Instructors for Spring 06 @ \$5k each

Close Encumbrance Link to Payroll Form...

Saved 1:39 PM

Updating a Payroll Doc

- Filter on the person's last name.

Payroll Documents

File Edit View Records Tools Help

General | Distribution | Datasheet | Notes | Summary | Filters


Person: Coyote, Wile E. Effective Date: Appointment End: Job:

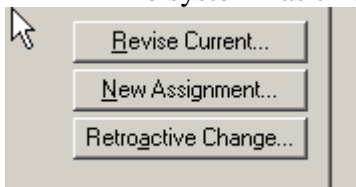
- Select the list from the list of names the system.



- Click Apply (user is still on the “Filters” tab at this point.)
- Click on the “General” tab.



- The system brings up any existing payroll docs for this person.
- Use the  buttons (second row from the top of the screen) to move through the existing payroll docs to the most current doc for this person (for this assignment, if multiple assignments are used)
- Make sure the Appointment End Date is blank
- The system has three options to choose from when doing a payroll doc change.



- Click on “Revise Current” to change the accounting distribution, the annual salary, etc. for an existing record. This brings up a “Revise Current Payroll Form” which will create a new payroll doc and adjust the existing encumbrance

created by the original payroll doc. See the screen cut out at the top of the next page.

- Click on “New Assignment” to enter a second assignment for the person, such as an overload, a TA with an hourly overload, or a second different appointment in the same unit.
- Click on “Retroactive Change to calculate a payroll transfer (and set up a new future payroll document if required). *The original payroll document must be in BA3 for the system to do the transfer. Transfers that affect periods before BA3 was in use must be input manually. Both debit and credit accounts must be in your unit to do a retroactive transfer.*

Entering a “Revise Current” Document (Reminder – filter on the person first, as shown on the preceding page).

- Click on the “General” Tab (see the preceding page if you need a reminder).
- Click on “Revise Current” and this mini screen appears.

- Fill in the “New Effective Date”.
- Check/uncheck the “Copy Existing Notes” box.
- Click OK and the system creates the New Payroll Doc (see the next screen shot for an example.)

- Click on the distribution tab and this will bring up the distribution screen on the payroll document you are revising.

File Edit View Records Tools Help

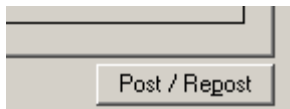
General **Distribution** Datasheet Notes Summary Filters

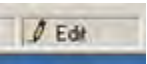
Base Period * 3 ... Bi-Weekly ... Annual Salary \$150,000.00 FTE 100.00% Salary/Pay Period \$5,753.42 Fringe 25% Add Remove

Hours/Wk 0 Hourly Rate \$0.00 Total Distribution % 25.00%

Account	Year	Project	Sub-Code	Start Date	End Date	%	Period \$	Type
y32345	2	-	1001	07-01-2005	06-30-2006	25.00%	\$1,438.36	Active

- Make any changes and click the Post/Repost button on the lower right of the screen.



- Save the record, if it hasn't saved already (click on the  button at the bottom right hand side of the screen or hit "CTRL S".)

Filter for and Post the original pay doc (which now has an appointment end date on the General Tab) so that the system will update the original encumbrance.

The system will update the encumbrance from the original payroll doc and create a new encumbrance from the revised payroll doc.

Entering a "New Assignment" Document (Reminder – filter on the person first as shown on page 6.) Two PHR appointments with different pay rates within the same Department.

- Click on the "General" Tab.
- Click on the "New Assignment" button on the lower right section of the screen.

Payroll Documents

File Edit View Records Tools Help

General Distribution Datasheet Notes Summary Filters

Area: VPR Person: Coyote, Wile E. Effective Date: 08-07-2005 Appointment End: Assign. ID: 1

Source: INST Comments: Hire Date: ☐ Superceded?

Position: Job:

Buttons: Revise Current... **New Assignment...** Retroactive Change...

Status: (x3234567) Coyote, Wile E. - Active Pay Doc: Starting 08-07-2005

Post / Regost Saved 1:46 PM

- The “New Assignment” screen appears.

Create New Assignment Based On Selected Payroll Form

Person: Coyote, Wile E. New Effective Date: 1 New Assign.: 2

☒ Copy Existing Notes

Buttons: OK ³ Cancel ²

Creating a new assignment makes a copy of the original document. The original document remains active. The newly created document is also active and may be modified to show changes for the New Assignment.

- 1 • Fill out the “New Effective Date”.
- 2 • Check/Uncheck the “Copy Existing Notes” box.
- 3 • Click “OK”

The system creates a new payroll document with the “Effective Date” entered above (see the example on the next page.)

Payroll Documents

File Edit View Records Tools Help

General | Distribution | Datasheet | Notes | Summary | Filters

Area: VPR Person: Coyote, Wile E. Effective Date: 08-15-2005 Appointment End: Assign. ID: 2

Source: INST Comments: Hire Date: ☐ Superseded?

Position:

Job:

(x3234567) Coyote, Wile E. - Active Pay Doc: Starting 08-15-2005

New Payroll Form Document successfully created! 1:56 PM

- Click on the distribution tab.

Payroll Documents

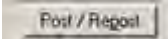


File Edit View Records Tools Help

General | **Distribution** | Datasheet | Notes | Summary | Filters

Area: VPR Person: Coyote, Wile E.

The system brings up a new distribution screen with the same data as the payroll doc the user was on when they hit “New Assignment”.

Fill in the new payroll doc with the information for the “New Assignment”

- Click the  button on the bottom right hand side of the screen to post the record.
- Save the record (click the  button if it hasn't changed to the  button, or hit “CTRL S” to save the record.

The system will create a new encumbrance from the revised payroll doc. The system does not update the original pay doc because this is a new assignment running concurrently with the original assignment.

Entering “Retroactive Change” – Payroll Transfers

To help users with the various payroll transfers refer to Addendum A in the back of this manual.

BA Central Guide

Some Important General Information about BA Central

- Users with BA3 access automatically have access to BA Central
- Users without BA3 access must complete an SOU to establish a BA Central user ID and get access
- Departmental BA3 Data Admins control the account and project permissions that allow a BA Central User to view accounting reports and projects; account permissions automatically confer project permissions for that account
- The front page of My Account and My Project Watch balance date are updated every night. The drill down data is updated every time a user updates a transaction.
- All BA Central Access to access the server requires use of a campus VPN (Virtual Privacy Network) **

**UMD user with directory ID can download a free copy of the VPN from www.helpdesk.umd.edu, search on VPN and follow the instructions on the screen. Contact OIT help desk if you have trouble downloading or accessing the VPN

Logging on to BA Central (*Users with “BA Central Only” access must use the first option – open a web browser and enter the baws1.umd.edu/dashboard link)*

Connect to the VPN

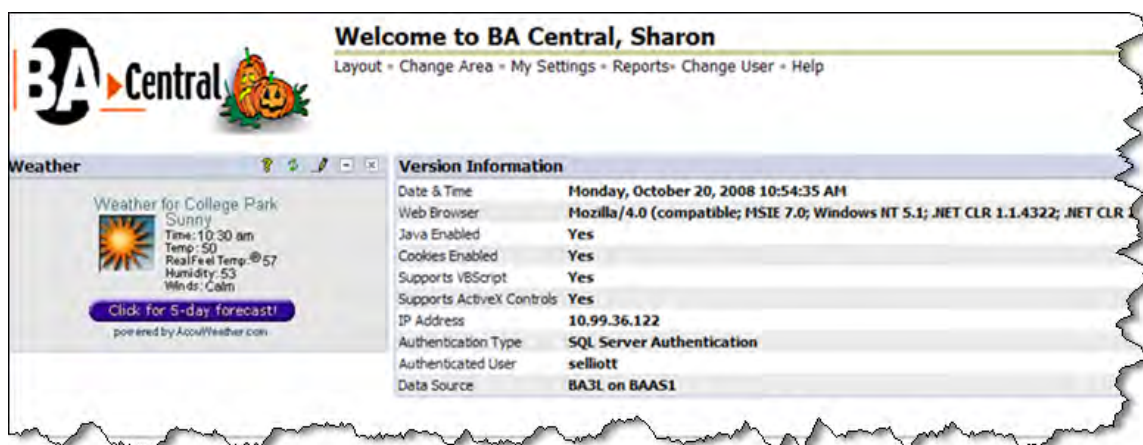
There are two options for a BA3 user to access BA Central:

- Open a web browser and enter “baws1.umd.edu/dashboard” in the address line
- Enter user id and password, then click “Log In”



- OR -

The System displays the BA Central User's Homepage



Welcome to BA Central, Sharon
[Layout](#) • [Change Area](#) • [My Settings](#) • [Reports](#) • [Change User](#) • [Help](#)

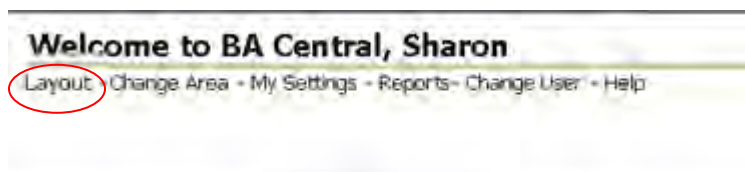
Weather
 Weather for College Park
 Sunny
 Time: 10:30 am
 Temp: 50
 RealFeel Temp: 57
 Humidity: 53
 Winds: Calm
[Click for 5-day forecast!](#)
 powered by AccuWeather.com

Version Information

Date & Time	Monday, October 20, 2008 10:54:35 AM
Web Browser	Mozilla/4.0 (compatible; MSIE 7.0; Windows NT 5.1; .NET CLR 1.1.4322; .NET CLR
Java Enabled	Yes
Cookies Enabled	Yes
Supports VBScript	Yes
Supports ActiveX Controls	Yes
IP Address	10.99.36.122
Authentication Type	SQL Server Authentication
Authenticated User	sellott
Data Source	BA3L on BAAS1

Setting the BA Central User Layout

- Click on Layout



Welcome to BA Central, Sharon
[Layout](#) • [Change Area](#) • [My Settings](#) • [Reports](#) • [Change User](#) • [Help](#)

1

- Click the check box next to the items you want to display on your BA Central Homepage, (unclick the check box to remove an item from the Homepage)
- Re-Order the display by Clicking on the item you want to reposition on the Homepage, (item changes to bold **My Account Watch**); then click “Move Up” or “Move Down” to change the order in which the item appears on the Homepage

2

- Click the “Save Settings and Close” button to save your changes

Dashboard Layout Editor

For: Sharon Elliott

Admin Menu » Return to Dashboard

Dashboard: BA Central

<input checked="" type="checkbox"/> Header ? <input checked="" type="checkbox"/> Stock Ticker ?	
<input type="checkbox"/> Leave Status <input type="checkbox"/> Space Utilization <input checked="" type="checkbox"/> BA Search ? <input checked="" type="checkbox"/> Weather ? <input checked="" type="checkbox"/> My Accounts ? <input type="checkbox"/> Faculty and Staff ? <input type="checkbox"/> Getting Started Accountant ? <input type="checkbox"/> Google Search ? <input type="checkbox"/> Payroll Statistics ? <input type="checkbox"/> Reflect All Years ?	<input type="checkbox"/> Alerts ? <input checked="" type="checkbox"/> My Account Watch ? <input checked="" type="checkbox"/> My Project Balances ? <input type="checkbox"/> Account Alerts ? <input type="checkbox"/> Account Reconciliation Monitor ? <input type="checkbox"/> Account Statistics ? <input type="checkbox"/> BA3 SuperStars ? <input type="checkbox"/> Community of Science ? <input type="checkbox"/> Donations ? <input type="checkbox"/> Exchange Calendar ? <input type="checkbox"/> Exchange Inbox ? <input type="checkbox"/> Exchange Public Folder ? <input type="checkbox"/> Exchange Tasks ? <input type="checkbox"/> Local Accountant Recon Monitor ? <input type="checkbox"/> My Reports ? <input type="checkbox"/> My Sponsored Projects ? <input type="checkbox"/> NCI Summary 2 ? <input type="checkbox"/> Payroll Alerts ? <input type="checkbox"/> Sponsored Projects In-Prep ? <input type="checkbox"/> Top Donors ? <input type="checkbox"/> Version Info ?
<input type="checkbox"/> Footer	

Instructions:

1. Check the [X] next to the Parts you want to display.
2. Re-Order the Parts by Clicking on a Part Name then click the Move Up or Move Down buttons to Change the Order.
3. Click the Save Settings buttons when you are done.

Move Up

Move Down

2

Save Settings and Close

Cancel

Impersonation – A departmental Data Admin may be set up to “Impersonate” another BA Central User. (Units should contact Sharon Elliott (sellott at umresearch.umd.edu) and let her know which Data Admins need to “Impersonate” other departmental users)

- Log onto BA Central with your normal user id and password

System displays the Data Admin BA Central Homepage

- Click on “Change User”

Version Information

Date & Time	Monday, October 20, 2008 10:54:35 AM
Web Browser	Mozilla/4.0 (compatible; MSIE 7.0; Windows NT 5.1; .NET CLR 1.1.4322; .NET CLR
Java Enabled	Yes
Cookies Enabled	Yes
Supports VBScript	Yes
Supports ActiveX Controls	Yes
IP Address	10.99.36.122
Authentication Type	SQL Server Authentication
Authenticated User	sellott
Data Source	BA3L on BAAS1

System displays the users you may impersonate

Change User

Return to Dashboard • Administration

Current User: Sharon Elliott

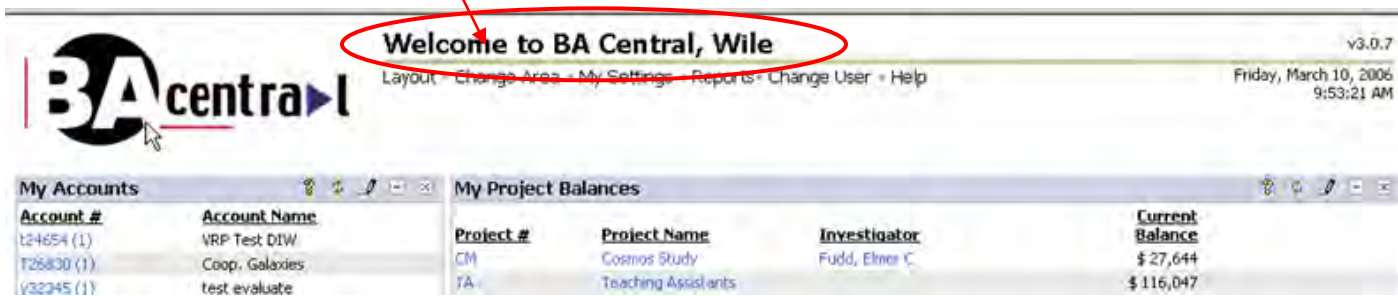
You may select from the following User's Dashboards:

Directory Name	Area	User Code	Building-Rm
Coyote, Wile E.	VPR	COYOTE	
Duck, Daffy D.	VPR	DDUCK	

Copyright © 1999-2006 by Priority Software, Inc. All Rights Reserved.

- Click on the “Directory Name” of the user you want to Impersonate

System displays the impersonated BA Central user Homepage



Welcome to BA Central, Wile

Layout - Change Area - My Settings - Reports - Change User - Help

Friday, March 10, 2006 9:53:21 AM v3.0.7

Account #	Account Name
t24654 (1)	VRP Test DIW
T26830 (1)	Coop. Galaxies
v32245 (1)	test evaluate

Project #	Project Name	Investigator	Current Balance
CM	Cosmos Study	Fudd, Elmer C.	\$ 27,644
TA	Teaching Assistants		\$ 116,047

Data Admin may now set the layout and view any information available on the Impersonated User's Homepage

How to stop impersonating and return to the user's BA Central Homepage

- Click on “Change User”



Welcome to BA Central, Wile

Layout - Change Area - My Settings - Reports - **Change User** - Help

Friday, March 10, 2006 9:53:21 AM v3.0.7

Account #	Account Name
t24654 (1)	VRP Test DIW
T26830 (1)	Coop. Galaxies
v32245 (1)	test evaluate

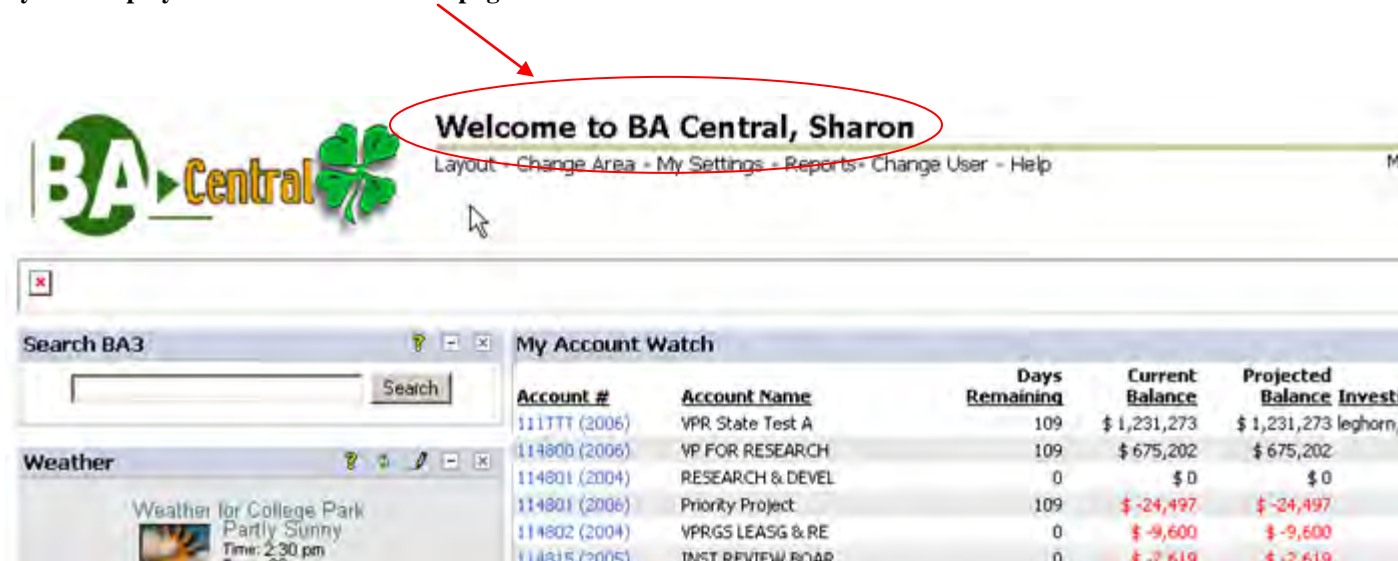
Project #	Project Name	Investigator	Current Balance
CM	Cosmos Study	Fudd, Elmer C.	\$ 27,644
TA	Teaching Assistants		\$ 116,047

System displays the “Change User” page

- Click on “Stop Impersonating”



System displays the User's actual Homepage



Adding an Account email Notification to a BA Central User

Log on to BA Central using an Internet Browser (*Do not access BA Central from within BA3 to add a notification, the system cannot add a notification from within BA3 at present*)

- Open a web browser and enter "baws1.umd.edu/dashboard" in the address line
- Enter user id and password, then click "Log In"

http://baws1.umd.edu/Dashboard/Login.asp?login=true

Priority Software®
Dashboard Login
Version 3.0.7

Dashboard Login

Account: Password:

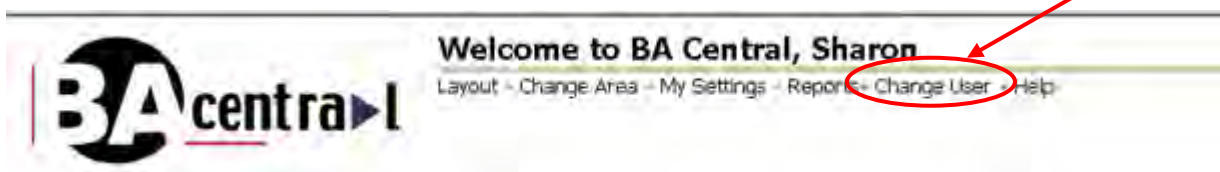
☐ Check here to save your login information on your computer.

[I prefer to Log in with my Windows NT Account](#)

If you need assistance logging in, email [Priority Software Technical Support](#).

Impersonate the User you want to notify, by clicking on “Change User”

Click on “Change User”



System displays the users you may impersonate

Change User

Return to Dashboard - Administration

Current User: Sharon Elliott

You may select from the following User's Dashboards:

Directory Name	Area	User Code	Building-Room
Coyote, Wile E.	VPR	COYOTE	
Duck, Daffy D.	VPR	DBUCK	

Copyright © 1999-2006 by Priority Software, Inc. All Rights Reserved.

- Click on the “Directory Name” of the user you want to Impersonate

System displays the Impersonated User's Homepage



- Click on the account number to which you want to add a notification (*the account chosen below is a test account so the number starts with a "t" instead of the normal FRS ledger number.*)

My Accounts		My Project Balances		
Account #	Account Name	Project #	Project Name	Investigator
t24654 (1)	VRP Test DIW	CM	Cosmos Study	Fudd, Elmer C
t26030 (1)	Coop. Galaxies	TA	Teaching Assistants	
y32345 (1)	test evaluate	THRY	Theory	Duck, Daisy D
y42345 (3-4)	ExTerr Ctr			

System displays the Account View for the selected account

- Click on the "Add Notification" button

Back New Edit View Reports Search BA Central

BA Account View

as of Monday, March 13, 2006 9:10 AM

Information

Account: **t24654 (1) - VRP Test Grant for DIW**
 Principal Investigator: **Coyote, Wile E.**
 Local Accountant: <No Accountant has been assigned>
 Account Type: **Grant**
 Credited Organization: **1420101 - VPRGS-VP & Dean for Research & Graduate Studies**
 Budget Period: **08-01-2005 thru 07-31-2006** Note: 140 Days Remaining in Budget Period
 Balance: **\$ 41,010 as of 03-11-2006 03:31 AM**

Documents

Document Name	Created	Size	By
Need to move the salary on 06	02-14-2006	11KB	Elliott, Sharon

Reconciled Documents

Document Name	Ending	Created	Size	By
Financial Statement	09-30-2005	02-13-2006	17KB	Elliott, Sharon

Reconciliation

Month Ending	Budget	Open Encumbrances	Expenditures	Available Balance	By	On
09-2005	\$ 234,213	\$ 172,455	\$ 20,749	\$ 41,010	Elliott, Sharon	02-13-2006

Salary / Effort

Name	Salary Distribution	% FTE	Until
Hood, Red R	100.00%	50.00%	06-30-2006
Merc, Grand	100.00%	100.00%	07-31-2006
Wolf, Big B	25.00%	100.00%	07-31-2006

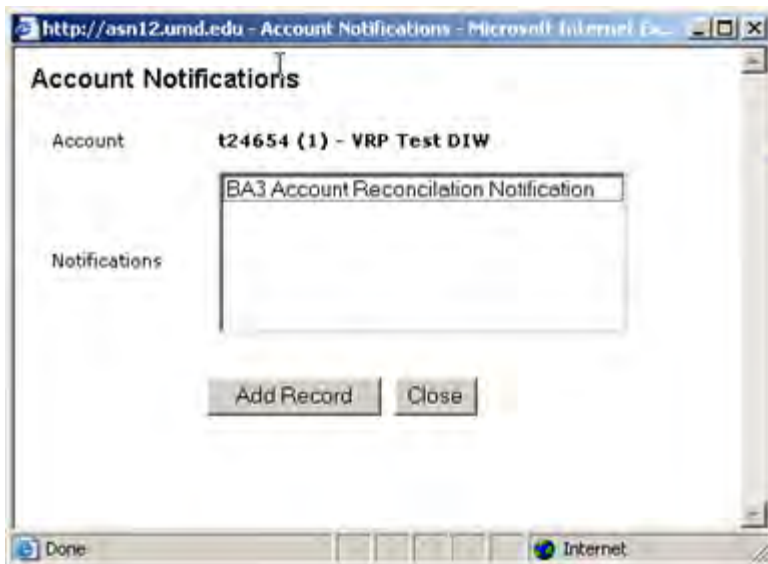
Notifications

There are no Notifications for this Account.

[Add Notification](#)

System displays the “Account Notifications” screen

- Highlight “BA3 Account Reconciliation Notification”
- Click the “Add Record” button



System displays the Account View screen with the added notification

Back New Edit View Reports Search BA Central

Account View

as of Monday, March 13, 2006 9:23 AM

Information

Account: **t24654 (1) - VRP Test Grant for DIW**
 Principal Investigator: **Coyote, Wile E.**
 Local Accountant: <No Accountant has been assigned>
 Account Type: **Grant**
 Credited Organization: **1420101 - VPRGS-VP & Dean for Research & Graduate Studies**
 Budget Period: **08-01-2005 thru 07-31-2006** Note: 140 Days Remaining in Budget Period
 Balance: **\$ 41,010 as of 03-11-2006 03:31 AM**

Documents

Document Name	Created	Size	By
Need to move the salary on 06	02-14-2006	11KB	Elliott, Sharon

Reconciled Documents

Document Name	Ending	Created	Size	By
Financial Statement	09-30-2005	02-13-2006	17KB	Elliott, Sharon

Reconciliation

Month Ending	Budget	Open Encumbrances	Expenditures	Available Balance	By	On
09-2005	\$ 234,213	\$ 172,455	\$ 20,749	\$ 41,010	Elliott, Sharon	02-13-2006

Salary / Effort

Name	Salary Distribution	% FTE	Until
Hood, Red R	100.00%	50.00%	06-30-2006
Mere, Grand	100.00%	100.00%	07-31-2006
Wolf, Big B	25.00%	100.00%	07-31-2006


Notifications






[Add Notification](#)

Name	Notification Type
Wile E. Coyote	Account Reconciliation

To remove the email notification: click on the name and select delete.

BA Central Web Part Settings

BA Central “My” Web Parts (My Accounts, My Accounts Watch, My Project Balances, etc.) display these  symbols on the right side of the information panel next to the item title.

-  Help button – contains basic information about the web part
-  Refresh button – refreshes the view of that particular web part, e.g. if the user hits the button next My Project Balances the system will refresh the project balances
-  Remember Project Balances update every night
-  Configure button – brings up the menu below and allows the user to customize all “My...” settings
-  Remember My Web Parts Access acts as a Filter

My Settings

The My Settings Customization options below allow you to Customize all “My...” settings.

[Click Here to change your password](#)

Account Related

- ☐ Where I am the Principal Investigator
- ☐ Where I am the Local Accountant
- ☐ Where I am the Central Accountant

Checking any of the **Account Related** boxes limits the BA Central Homepage display to those accounts that fit the criteria on any of the “My...” settings with **Account** in the title, e.g. My Accounts, My Accounts Watch, etc. *Principal Investigator, Local Accountant, and Central Accountant are defined on the Account Information Screen/Person tab in BA3.*

Account Filters [Hints]

Accounts that match the following patterns:

All Accounts will be used.

[Add Account](#)

Setting the Account Filter limits the BA Central Homepage display, shown on any of the “My...” settings with the word **Account** in the title, to those accounts that fit the criteria.

Project Related

- ☐ Where I am the Investigator

Setting the **Project Related** filter limits the BA Central Homepage display to those projects where the User is the defined as the Project Investigator on the Accountant Information /Projects Tab in BA3.

Organizational Units

Related to any of the following Org Units.

Org Unit Name

 1420101 - VPRGS-VP & Dean for Research & Graduate Studies

[Add Org Unit](#)

Limits the Accounts & Projects displayed to those that fit the selected criteria. This sample is set to org unit VPRGS.

Other Related

Person Group:

Area Code:

Account Group:

Maximum Records to Return:

Other Related allows the user to set limits based on the criteria chosen in any of the drop down boxes.

Maximum Records to Return allows the user to choose the number of accounts, projects, etc. displayed before the word “more” appears on the BA Central Homepage.

[Save](#) [Close](#)

- Click the [Save](#) button to save the selected settings and the [Close](#) button to return to the BA Central Homepage.
- The user may still see other data (to which they have permission) by searching on it

Addendum A

Payroll Examples

To help users with payroll transfers 2 settings have been set. Please read through them to help you decide which example will best fit your needs.

Setting I

Example 1 – Graduate Student Daisy Duck has a 12 month appointment and has an existing pay doc with 100% of her salary on account TT526555 (grant account) obligated from 10/01/2007 through 06/30/2008. The pay doc was completed using a Leap Year Bi-weekly.

Example 2 – Ms. Duck's PI initiates a change in her salary distribution account to 100% on account T12345 (probably after prompting from the Business Office Staff) starting January 1, 2008 through June 30, 2008. Ms. Duck's PI initiated this change in enough time for PHR to be updated and the salary to flow through FRS on the correct accounts.

Example 3 – Ms. Duck's PI reviewed his January 2008 account statements and directed that her salary for the period 12/01/2007 – 12/31/2007 be transferred to accounts t22345 (50%) and 111TTT (50%). This change was made after the fact (the payroll had already processed in PHR and been charged to the original account) and required a payroll transfer.

Example 1 – Initial Pay Doc for Daisy Duck (General Tab)

The screenshot shows the 'Payroll Documents' application window. The 'General' tab is selected, displaying the following fields and controls:

- Area:** VPR
- Person *:** Duck, Daisy D
- Effective Date *:** 10-01-2007
- Appointment End:** -- --
- Assign ID *:** 1
- Source *:** INST
- Comments:** (empty text box)
- Hire Date:** -- --
- Superseded?:** ☐
- Position Number:** (empty text box with a dropdown arrow)
- Job Number:** (empty text box with a dropdown arrow)
- Buttons:** Revise Current..., New Assignment..., Retroactive Change...
- Status Bar:** [x1234567] Duck, Daisy D - Active Pay Doc: Starting 10-01-2007
- Bottom Bar:** Post / Repost, Saved, 2:31 PM

(Example 1 - Distribution Tab)

Payroll Documents

File Edit View Records Tools Help

General Distribution **Datasheet** Notes Summary Filters

Base Period * Leap Year Annual Salary FTE Salary/Pay Period Fringe

Hours/Wk. Hourly Rate ☒ Full Time? Total Distribution %

Payroll Distribution										
Account	Year	Project	Sub-Code	Start Date	End Date	%	Period \$	Type	Info	Commer
TT526555	1	-	1020	10-01-2007	06-30-2008	100.00%	\$956.28	Active		
<input type="button" value="Add"/> <input type="button" value="Remove"/>										

(x1234567) Duck, Daisy D - Active Pay Doc Starting 10-01-2007

Post / Regost 2:32 PM

Initial Payroll Encumbrance form created by the Example 1 Pay Doc

Payroll Encumbrances

File Edit View Records Tools Help

General **Distribution** Datasheet Notes Filters

Area Reference # * Trx Date * Form Type Salary and Fin

Person Name Source Account *

Description ☐ Prevent Future Changes from Payroll Automation?

Salary Distribution									
Account	Year	Project	Sub-Code	Encumbrance \$	Closed?	Effective Date	PDE?	Commer	
TT526555	1	-	1020	\$18,784.15	<input type="checkbox"/>	10-01-2007	...		
TT526555	1	-	2700	\$7,513.66	<input type="checkbox"/>	10-01-2007	...		
<input type="button" value="Add"/> <input type="button" value="Remove"/>									

PAY3410C - Duck, Daisy D

Release & Close Enc 2:35 PM

Example 2 – Revise Current Pay Doc modifying Example 1 Pay Doc (General Tab) *Note the New Effective Date*

Payroll Documents

File Edit View Records Tools Help

General Distribution Datasheet Notes Summary Filters

Area: VPR Person: Duck, Daisy D Effective Date: 10-01-2007 Appointment End: Assign ID: 1

Source: INS

Revise Current Payroll Form

Person: Duck, Daisy D New Effective Date: 01-01-2008

☒ Copy Existing Notes

OK Cancel

(x1234567) Duck, Daisy D - Active Pay Doc: Starting 10-01-2007

Post / Regost

Saved 2:33 PM

Example 2 - Distribution Tab after the account change was made.

Payroll Documents

File Edit View Records Tools Help

General Distribution Datasheet Notes Summary Filters

Base Period: LB Annual Salary: \$25,000.00 FTE: 50.00% Salary/Pay Period: \$956.28 Fringe: 40%

Hours/Wk: 0 Hourly Rate: \$0.00 ☒ Full Time?

Total Distribution %: 100.00%

Account	Year	Project	Sub-Code	Start Date	End Date	%	Period \$	Type	Info	Commen
T12345	2006		1020	01-01-2008	06-30-2008	100.00%	\$956.28	Active		

(x1234567) Duck, Daisy D - Active Pay Doc: Starting 01-01-2008

Post / Regost

Edit 2:34 PM

Example 2 New Payroll Encumbrance form after posting the “Active Pay Doc: Starting 01-01-2008”.

The screenshot shows the 'Payroll Encumbrances' window with the following details:

- General Tab:**
 - Area: VPR
 - Reference #: PAY3410D
 - Tax Date: 01-01-2008
 - Form Type: S/F
 - Person Name: Duck, Daisy D
 - Source Account: T12345
 - Year: 2006
 - Description: Duck, Daisy D
 - Prevent Future Changes from Payroll Automation? (unchecked)
- Summary:**
 - Total Enc \$: \$17,461.75
 - Enc Remaining \$: \$17,461.75
- Salary Distribution Table:**

Account	Year	Project	Sub-Code	Encumbrance \$	Closed?	Effective Date	PDE?	Comment
T12345	2006	-	1020	\$12,472.68	<input type="checkbox"/>	01-01-2008	...	
T12345	2006	-	2700	\$4,989.07	<input type="checkbox"/>	01-01-2008	...	

Buttons at the bottom: Release & Close Enc, Link to Payroll Form...

Example 2 - Screen image of the original Example 1 Pay Doc after the new Revise Current Pay Doc was created. *Note the Appointment End date.*

The screenshot shows the 'Payroll Documents' window with the following details:

- General Tab:**
 - Area: VPR
 - Person: Duck, Daisy D
 - Effective Date: 10-01-2007
 - Appointment End: 12-31-2007
 - Assign ID: 1
 - Source: INST
 - Comments: (empty)
 - Hire Date: (empty)
 - Superceded? (unchecked)
- Buttons:**
 - Revise Current
 - New Assignment
 - Retroactive Change
- Status Bar:**
 - (x1234567) Duck, Daisy D for the Period 10-01-2007 thru 12-31-2007
 - Post / Regist
 - Saved 2:42 PM

****Post the Original Example 1 Pay Doc with the Appt End of 12-31-2007**

Example 2 - Payroll Encumbrance for the Example 1 Doc after posting the Appointment End change made by the Example 2 “Revise Current” process. *Note the difference in the encumbrance amount on this account. Compare it with the encumbrance amounts on this account from page.*

Payroll Encumbrances

File Edit View Records Tools Help

General | Distribution | Datasheet | Notes | Filters

Area: VPR Reference #: PAY3410C Tax Date: 10-01-2007 Form Type: S/F Salary and Frin

Person Name: Duck, Daisy D Source Account: TT526555 1

Description: Duck, Daisy D

Total Enc: \$8,836.07 Enc Remaining: \$8,836.07

Prevent Future Changes from Payroll Automation?

Account	Year	Project	Sub-Code	Encumbrance \$	Closed?	Effective Date	POE?	Commer
TT526555	1	-	1020	\$5,311.48		10-01-2007		
TT526555	1	-	2700	\$2,524.59		10-01-2007		
*								

PAY3410C - Duck, Daisy D

Release & Close Enc Link to Payroll Form...

Saved 2:58 PM

Example 3 – Retroactive Change [Payroll Transfer] starting with the Example 2 Pay Doc General Tab after Example 2 was completed.

Payroll Documents

File Edit View Records Tools Help

General | Distribution | Datasheet | Notes | Summary | Filters

Area: VPR Person: Duck, Daisy D Effective Date: 01-01-2008 Appointment End: Assign ID: 1

Source: INST Comments: Hire Date: Superceded?

Position Number: Job Number:

Revise Current... New Assignment... Retroactive Change...

(x1234567) Duck, Daisy D - Active Pay Doc: Starting 01-01-2008

Post / Regost

Saved 8:11 AM

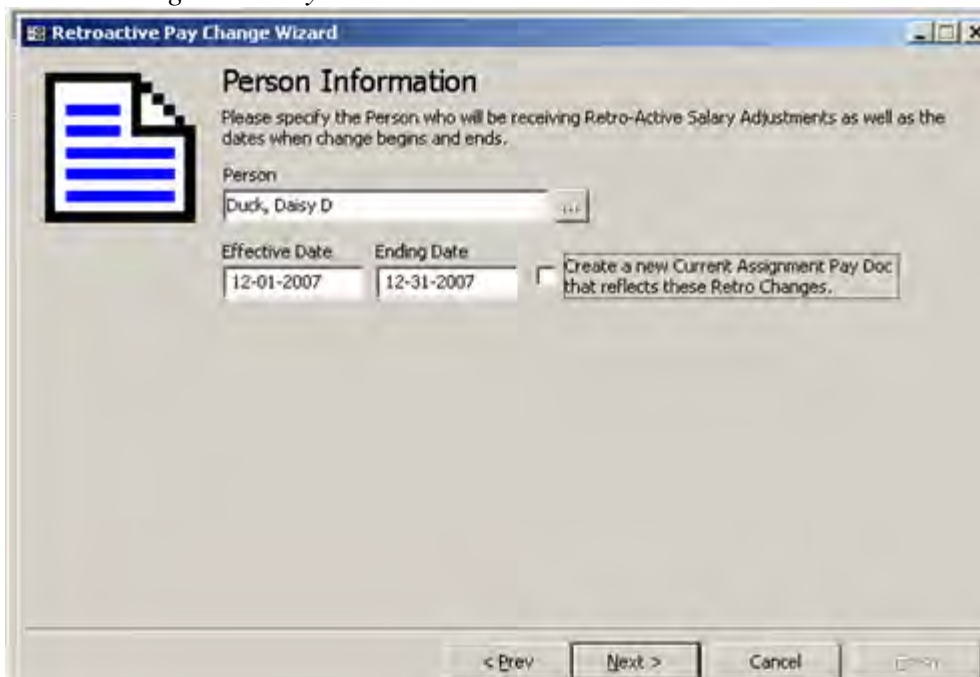
Example 3 – Preceding Example 2 Doc after clicking the Retroactive Change button



Retroactive Payroll Change Wizard after clicking the Next button

The screenshot shows the 'Retroactive Pay Change Wizard' window at the 'Person Information' step. The title bar reads 'Retroactive Pay Change Wizard'. On the left is a document icon with blue horizontal lines. The main text area contains the following:
Person Information
Please specify the Person who will be receiving Retro-Active Salary Adjustments as well as the dates when change begins and ends.
Person
Duck, Daisy D
Effective Date: [MM/DD/YYYY] Ending Date: [MM/DD/YYYY]
☒ Create a new Current Assignment Pay Doc that reflects these Retro Changes.
At the bottom right, there are four buttons: '< Prev', 'Next >', 'Cancel', and 'Finish'.

Example 3 - Retroactive Change Wizard with screen 2 completed. *This example is moving the payroll from 12/1-12/31/07 to other accounts. Note that the Create a new Current Assignment Pay Doc box is unchecked.*



The screenshot shows the 'Retroactive Pay Change Wizard' window, specifically the 'Person Information' step. The window has a blue title bar and a document icon on the left. The main text reads: 'Please specify the Person who will be receiving Retro-Active Salary Adjustments as well as the dates when change begins and ends.' Below this, there are three input fields: 'Person' with the value 'Duck, Daisy D', 'Effective Date' with the value '12-01-2007', and 'Ending Date' with the value '12-31-2007'. To the right of these fields is a checkbox labeled 'Create a new Current Assignment Pay Doc that reflects these Retro Changes.', which is currently unchecked. At the bottom of the window are four buttons: '< Prev', 'Next >', 'Cancel', and 'Finish'.

Screen after clicking the Next button.



The screenshot shows the 'Retroactive Pay Change Wizard' window with the 'Change Effective Date?' dialog box open. The dialog box has a blue title bar and a question mark icon on the left. The main text reads: 'Specified Effective Date does not match a Payroll Schedule Start Date. It is recommended that the Effective Date be the Start Date of the First Retro Pay Period. Would you like to correct the Effective Date before proceeding?'. Below this text are two buttons: 'Yes' and 'No'. The background window is partially visible, showing the same 'Person Information' step as the previous screenshot, but the 'Next >' button is now disabled.

Example 3 - Screen after clicking the No button on the preceding screen. (The No means that it is okay for the start date of the change not to be a pay period start date.)

Person Information

Please specify the Person who will be receiving Retro-Active Salary Adjustments as well as the dates when change begins and ends.

Person
Duck, Daisy D

Effective Date Ending Date Create a new Current Assignment Pay Doc

Change Effective Date?

Specified Ending Date does not match a Payroll Schedule End Date. It is recommended that the Retro Ending Date be the End Date of the last Retro Pay Period. Would you like to correct the Ending Date before proceeding?

Yes No

< Prev Next > Cancel Finish

Screen after clicking the No button. (The No means that it is okay for the end date of the change not to be a pay period end date.)

Affected Payroll Documents

The retro change will take affect on 12-01-2007. The following is a list of documents that are active during or after that time.

Name	Assignment #	Effective Date	End Date
Duck, Daisy D	1	10-01-2007	12-31-2007

The following New documents will be created to adjust the documents above.

Name	Assignment #	Effective Date	End Date
Duck, Daisy D	2	12-01-2007	12-31-2007

The Payroll Documents listed above will be affected by the retro change. If this is correct click Next. If not, click the "Prev" button below to back up and modify the Effective Date.

< Prev Next > Cancel Finish

Example 3 - Screen after clicking the Next button on the preceding screen. (This screen allows for a retroactive salary & pay schedule adjustment.)

Retroactive Pay Change Wizard

Pay Amount and Frequency Changes

The current Salary \$ amount and pay frequency are listed below. In the spaces provided, please indicate what the new Salary \$ or Pay Frequency will be. If no changes are being made, leave the values unchanged.

Current Values

Base Period	Hours / Wk	Amount / Hour	Annual Salary	Period Amount
12 Leap Year			\$25,000.00	\$957.85

Position:

New Values

Base Period	Hours / Wk	Amount / Hour	Annual Salary	Period Amount
12 Leap Year			\$25,000.00	\$957.85

Position:

< Prev **Next >** Cancel Finish

Screen after clicking the Next button

Retroactive Pay Change Wizard

Distribution Changes

The current distribution is listed below. In the space provided, please indicate the new Salary Distribution.

Current Payroll Distribution

Account	Year	Project	Object	End Date	%	Period \$
▶ T1526555	1	-	1020	06-30-2008	100.00%	\$956.28
*						

New Payroll Distribution

Account	Year	Project	Object	End Date	%	Period \$
▶ T1526555	1	-	1020	06-30-2008	100.00%	\$956.28
*						

< Prev **Next >** Cancel Finish

Example 3 - Make the changes on the New Payroll Distribution line(s) and modify the end date(s), if necessary. *(The system will use the End Date on the Account Information screen unless the User inputs another date.)* User may input the % or the Period \$.

Retroactive Pay Change Wizard

Distribution Changes

The current distribution is listed below. In the space provided, please indicate the new Salary Distribution.

Current Payroll Distribution						
Account	Year	Project	Object	End Date	%	Period \$
TT526555	1	-	1020	06-30-2008	100.00%	\$956.28
*						

New Payroll Distribution (50.00%)						
Account	Year	Project	Object	End Date	%	Period \$
111TTT	2008	-	1020	12-31-2007	50.00%	\$478.14
t22345	1	-	1020	12-31-2007	50.00%	\$478.14
*	...					

< Prev Next > Cancel Finish

Screen Shot after clicking the Next Button (check the bi-weekly distribution – sometimes these are a penny or two off; adjust the bi-weekly distribution by amount instead of %, if necessary)

Validate Percentage

?

Total distribution defined does not equal 100%. Do you wish to proceed anyway?

Yes No

Example 3 - Screen shot after clicking Yes.

Retroactive Pay Change Wizard

Finished!

You have completed all the Wizard Steps and are now ready to apply the Retroactive Pay Changes. Click the Finish button below to apply the changes and close this form.

To apply the Retroactive adjustments, the Wizard will create the following Payroll Adjustment Documents. If the documents below are not correct, use the "Prev" button to back up and make changes.

Existing Documents that will be updated with a new Ending Date

Assignment #	Effective Date	Current End Date	Revised End Date
No existing documents in the system will be closed.			

New Pay Documents

Assignment #	Effective Date	End Date
2	12-01-2007	12-31-2007

Distribution breakdown Prior to Retro Change

	Feb 05	Jan 06	Oct 07	Jan 08	Jul 08
T12345 2006				100.00%	
T26830 1	100.00%				
Total ALL	100.00%		100.00%	100.00%	
TT526555 1			100.00%		

New Distribution breakdown once Retro Changes are applied

	Feb 05	Jan 06	Oct 07	Dec 07	Jan 08	Jul 08
111TTT 2008				50.00%		
T12345 2006					100.00%	
t22345 1			50.00%			
T26830 1	100.00%					
Total ALL	100.00%		100.00%	100.00%	100.00%	
TT526555 1			100.00%			

Example 3 - Screen shot after clicking the Finish button.

Retroactive Pay Change Wizard

Finished!

You have completed all the Wizard Steps and are now ready to apply the Retroactive Pay Changes. Click the Finish button below to apply the changes and close this form.

To apply the Retroactive adjustments, the Wizard will create the following Payroll Adjustment Documents. If the documents below are not correct, use the "Prev" button to back up and make changes.

Proceed?

Proceed with the specified Retro Pay changes?

Yes No

Distribution breakdown Prior to Retro Change

	Feb 05	Jan 06	Oct 07	Jan 08	Jul 08
T12345 2006				100.00%	
T26830 1	100.00%				
Total ALL	100.00%		100.00%	100.00%	
TT526555 1			100.00%		

New Distribution breakdown once Retro Changes are applied

	Feb 05	Jan 06	Oct 07	Dec 07	Jan 08	Jul 08
111TTT 2008				50.00%		
T12345 2006					100.00%	
t22345 1			50.00%			
T26830 1	100.00%					
Total ALL	100.00%		100.00%	100.00%	100.00%	
TT526555 1			100.00%			

< Prev Next > Cancel Finish

Screen returns to the pay doc after clicking the Yes button. **The retroactive change doc has not been posted yet. Filter on Daisy Duck and review the pay doc that was created.**

Retroactive Pay Doc that was created. (General Tab) *Note the comments.*

Payroll Documents

File Edit View Records Tools Help

General Distribution Datasheet Notes Summary Filters

Area: VPR Person: Duck, Daisy D Effective Date: 12-01-2007 Appointment End: 12-31-2007 Assign. ID: 2

Source: INST Comments: Retroactive Payroll Adjustment Hire Date: Superceded?

Position Number: Job Number:

Revise Current... New Assignment... Retroactive Change...

Retroactive (x1234567) Duck, Daisy D Pay Doc for the Period 12-01-2007 thru 12-31-2007

Post / Repost

Saved 9:09 AM

Example 3 - Retroactive Pay Doc (Distribution Tab) from the new Pay Doc created on the preceding page.

Payroll Documents

File Edit View Records Tools Help

General Distribution Datasheet Notes Summary Filters

Base Period: LB Annual Salary: \$25,000.00 FTE: 50.00% Salary/Pay Period: \$956.28 Fringe: 40%

Hours/Wk: 0 Hourly Rate: \$0.00 Full Time? Total Distribution %: 0.00%

Payroll Distribution

Account	Year	Project	Sub-Code	Start Date	End Date	%	Period \$
122345	1	-	1020	12-01-2007	12-31-2007	50.00%	\$478.14
TT526555	1	-	1020	12-01-2007	12-31-2007	100.00%	-\$956.28
111TTT	2008	-	1020	12-01-2007	12-31-2007	50.00%	\$478.14

Retroactive (x1234567) Duck, Daisy D Pay Doc for the Period 12-01-2007 thru 12-31-2007

Post / Repost

Saved 9:11 AM

Post the Retroactive Document and watch for the number of record modifications.

Payroll Encumbrance screens after posting the Retroactive Document. *Note the three accounts involved.*

Retro Pay Doc Encumbrance on Account

t22345

Payroll Encumbrances

File Edit View Records Tools Help

General | Distribution | Datasheet | Notes | Filters

Area: VPR Reference #: PAY3410E Trx Date: 12-01-2007 Form Type: S/F Salary and Fin

Person Name: Duck, Daisy D Source Account: t22345 1

Description: Duck, Daisy D

Total Enc \$: \$1,405.74

Enc Remaining \$: \$1,405.74

Prevent Future Changes from Payroll Automation? ☐

Account	Year	Project	Sub-Code	Encumbrance \$	Closed?	Effective Date	PDE?	Commer
t22345	1	-	1020	\$1,004.10	<input type="checkbox"/>	12-01-2007	<input type="checkbox"/>	
t22345	1	-	2700	\$401.64	<input type="checkbox"/>	12-01-2007	<input type="checkbox"/>	

PAY3410E - Duck, Daisy D

Release & Close Enc Link to Payroll Form...

Saved 9:14 AM

Example 3 Retro Pay Doc Encumbrance on Account TT526555

Payroll Encumbrances

File Edit View Records Tools Help

General | Distribution | Datasheet | Notes | Filters

Area: VPR Reference #: PAY3410C Trx Date: 10-01-2007 Form Type: S/F Salary and Fin

Person Name: Duck, Daisy D Source Account: TT526555 1

Description: Duck, Daisy D

Total Enc \$: \$8,024.59

Enc Remaining \$: \$8,024.59

Prevent Future Changes from Payroll Automation? ☐

Account	Year	Project	Sub-Code	Encumbrance \$	Closed?	Effective Date	PDE?	Commer
TT526555	1	-	1020	\$5,311.48	<input type="checkbox"/>	10-01-2007	<input type="checkbox"/>	
TT526555	1	-	2700	\$2,524.59	<input type="checkbox"/>	10-01-2007	<input type="checkbox"/>	
TT526555	1	-	1020	-\$2,008.20	<input type="checkbox"/>	12-01-2007	<input type="checkbox"/>	
TT526555	1	-	2700	-\$803.28	<input type="checkbox"/>	12-01-2007	<input type="checkbox"/>	

PAY3410C - Duck, Daisy D

Release & Close Enc Link to Payroll Form...

Saved 9:16 AM

Retro Pay Doc Encumbrance on Account 111TTT

Payroll Encumbrances

File Edit View Records Tools Help

General Distribution Datasheet Notes Filters

Area: VPR Reference #: PAY3410F Trx Date: 12-01-2007 Form Type: S/F Salary and Fin

Person Name: Duck, Daisy D Source Account: 111TTT 2008

Description: Duck, Daisy D

Total Enc \$: \$1,004.10
Enc Remaining \$: \$1,004.10

Prevent Future Changes from Payroll Automation?

Account	Year	Project	Sub-Code	Encumbrance \$	Closed?	Effective Date	PDE?	Commer
111TTT	2008	-	1020	\$1,004.10		12-01-2007		

PAY3410F - Duck, Daisy D

Release & Close Enc Link to Payroll Form...

Saved 9:18 AM

Example 3 Click on the Payroll doc Summary tab and view the funding summary.

Payroll Documents

File Edit View Records Tools Help

General Distribution Datasheet Notes Summary Filters

Funding Summary for Duck, Daisy D

	Feb 05	Jan 06	Oct 07	Dec 07	Jan 08	Jul 08
111TTT 2008				50.00%		
T12345 2006					100.00%	
t22345 1				50.00%		
T26830 1	100.00%					
Total ALL	100.00%		100.00%	100.00%	100.00%	
TT526555 1			100.00%			

(x1234567) Duck, Daisy D for the Period 10-01-2007 thru 12-31-2007

Post / Repost

Saved 10:13 AM

Setting II

Example 4 – PI Grand Mere has a 12 month appointment and an existing pay doc that started on 08/21/2005 with 100% of her salary on account T24654. Grand Mere received a raise on 07/01/2006 and changed her account distribution to 75% on 111TTT (year 2007), 10% on account t22345, and 15% on account T12345. The original pay doc was completed using a b (12 month bi-weekly) pay schedule. Business Office Staff completes the pay doc using account distribution end dates of 06/30/2007 for all accounts.

Example 5 – PI Grand Mere reviews her August account statements and says there will be another account coming in and she'll move her % on account t22345 to that account in October. The new account number is unknown at this point. The encumbrance on Account t22345 should only go through September. The Business Office Staff changes the end date (for that one account distribution) on the existing Pay Doc and reposts it.

Example 6 – PI Grand Mere receives new account number GM56789 on 10/01/2007, with a 09/15/06 effective start date. She elects to change her salary distribution as of 09/15/06. The change has missed the PHR deadline and will require a payroll transfer. The change was effective in PHR on 10/01/06.

Example 4 – Initial Pay Doc for Grand Mere (General Tab)

The screenshot shows the 'Payroll Documents' application window. The 'General' tab is selected, displaying the following fields and controls:

- Area:** VPR
- Person:** Mere, Grand
- Effective Date:** 08-21-2005
- Appointment End:** - - -
- Assign. ID:** 1
- Source:** INST
- Comments:** (empty text box)
- Hire Date:** - - -
- Superseded?:** ☐
- Position Number:** (empty text box)
- Job Number:** (empty text box)
- Buttons:** Revise Current..., New Assignment..., Retroactive Change...
- Status Bar:** (xxxxx5678) Mere, Grand - Active Pay Doc: Starting 08-21-2005
- Bottom Bar:** Saved, 10:41 AM

Example 4 – (Distribution Tab)

Payroll Documents

File Edit View Records Tools Help

General Distribution Datasheet Notes Summary Filters

Base Period * Annual Salary FTE Salary/Pay Period Fringe Add Remove

8 Bi-Weekly \$48,000.00 100.00% \$1,841.10 26%

Hours/Wk. Hourly Rate Total Distribution %

0 \$0.00 ☒ Full Time? 100.00%

Payroll Distribution

Account	Year	Project	Sub-Code	Start Date	End Date	%	Period \$
▶ 124654	1	-	1012	08-21-2005	07-31-2006	100.00%	\$1,841.10
*							

(xxxx5678) Mere, Grand - Active Pay Doc. Starting 08-21-2005

Post / Regout

Saved 10:42 AM

Example 4 - Initial Encumbrance Screen for the preceding Pay Doc.

Payroll Encumbrances

File Edit View Records Tools Help

General Distribution Datasheet Notes Filters

Area Reference # * Trx Date * Form Type Total Enc \$

VPR PAY4658 08-21-2005 S/F Salary and Frin \$57,066.67

Person Name Source Account * Enc Remaining \$

Mere, Grand 124654 1 \$49,705.85

Description Prevent Future Changes from Payroll Automation?

Mere, Grand ☐

Salary Distribution

Account	Year	Project	Sub-Code	Encumbrance \$	Closed?	Effective Date	POE?	Commer
▶ 124654	1	-	1012	\$45,291.01	<input type="checkbox"/>	08-21-2005	<input type="checkbox"/>	
124654	1	-	2700	\$11,775.66	<input type="checkbox"/>	08-21-2005	<input type="checkbox"/>	
*					<input type="checkbox"/>		<input type="checkbox"/>	

PAY4658 - Mere, Grand

Release & Close Enc Link to Payroll Form..

Saved 11:23 AM

Revise Current Pay Doc modifying Example 4 (General Tab.) *Note the New Effective Date*

Payroll Documents

File Edit View Records Tools Help

General Distribution Datasheet Notes Summary Filters

Area Person * Effective Date * Appointment End Assign. ID *

VPR Mere, Grand 08-21-2005 - - 1

Source * Comments Hire Date

Revise Current Payroll Form

Person New Effective Date

Mere, Grand 07-01-2006

☒ Copy Existing Notes

OK Cancel

Current... Appointment... Change...

(xxxx5678) Mere, Grand - Active Pay Doc: Starting 08-21-2005

Post / Repost

Saved 10:47 AM

Example 4 - New Pay Doc Distribution Tab created by the Revise Current process. *Note that the distribution is the same as the original Pay Doc until it is modified.*

Payroll Documents

File Edit View Records Tools Help

General Distribution Datasheet Notes Summary Filters

Base Period * Annual Salary FTE Salary/Pay Period Fringe Add Remove

Bi-Weekly \$48,000.00 100.00% \$1,841.10 26%

Hours/Wk: Hourly Rate Total Distribution %

0 \$0.00 ☒ Full Time? 100.00%

Payroll Distribution

Account	Year	Project	Sub-Code	Start Date	End Date	%	Period \$
▶ 124654	1	-	1012	08-21-2005	07-31-2006	100.00%	\$1,841.10
*							

(xxxx5678) Mere, Grand - Active Pay Doc: Starting 07-01-2006

Post / Repost

Saved 10:52 AM

Example 4 - Revise Current Pay Doc after the Annual Salary and Account Distribution were modified.

Payroll Documents

File Edit View Records Tools Help

General Distribution Datasheet Notes Summary Filters

Base Period * Annual Salary FTE Salary/Pay Period Fringe Add Remove

B Bi-Weekly \$52,800.00 100.00% \$2,025.21 26%

Hours/Wk: Hourly Rate Total Distribution %

0 \$0.00 ☒ Full Time? 100.00%

Account	Year	Project	Sub-Code	Start Date	End Date	%	Period \$
111TTT	2007	-	1012	07-01-2006	06-30-2007	75.00%	\$1,518.90
122345	1	-	1012	07-01-2006	06-30-2007	10.00%	\$202.52
112345	2006	-	1012	07-01-2006	06-30-2007	15.00%	\$303.78

(xxxx5679) Merit, Grand - Active Pay Doc: Starting 07-01-2006

Post / Repost

Saved 10:58 AM

Example 4 – Revise Current Pay Doc after Posting. *Note that 3 records (corresponding to the number of distribution records) were modified.*

Payroll Documents

File Edit View Records Tools Help

General Distribution Datasheet Notes Summary Filters

Base Period * Annual Salary FTE Salary/Pay Period Fringe Add Remove

B Bi-Weekly \$52,800.00 100.00% \$2,025.21 26%

Hours/Wk: Hourly Rate Total Distribution %

0 \$0.00 ☒ Full Time? 100.00%

Account	Year	Project	Sub-Code	Start Date	End Date	%	Period \$
111TTT	2007	-	1012	07-01-2006	06-30-2007	75.00%	\$1,518.90
122345	1	-	1012	07-01-2006	06-30-2007	10.00%	\$202.52
112345	2006	-	1012	07-01-2006	06-30-2007	15.00%	\$303.78

(xxxx5678) Merit, Grand - Active Pay Doc: Starting 07-01-2006

Post / Repost

Saved 11:02 AM

Example 4 – Payroll Encumbrances created by posting the Revise Current Doc *Note that there are three Encumbrance Forms created by this posting this pay doc.*

Example 4 - Account t22345

Payroll Encumbrances

File Edit View Records Tools Help

General | Distribution | Datasheet | Notes | Filters

Area: VPR Reference #: PAY46688A Trx Date: 07-01-2006 Form Type: S/F Salary and Fin

Person Name: Mere, Grand Source Account: t22345 1

Description: Mere, Grand

Total Enc \$: \$6,652.80

Enc Remaining \$: \$6,652.80

Prevent Future Changes from Payroll Automation? ☐

Account	Year	Project	Sub-Code	Encumbrance \$	Closed?	Effective Date	PDE?	Commer
t22345	1	-	1012	\$5,280.00	<input type="checkbox"/>	07-01-2006	...	
t22345	1	-	2700	\$1,372.80	<input type="checkbox"/>	07-01-2006	...	
*					<input type="checkbox"/>		...	

PAY46688A - Mere, Grand

Release & Close Enc Link to Payroll Form...

Saved 11:04 AM

Example 4 - Account T12345

Payroll Encumbrances

File Edit View Records Tools Help

General | Distribution | Datasheet | Notes | Filters

Area: VPR Reference #: PAY46688B Trx Date: 07-01-2006 Form Type: S/F Salary and Fin

Person Name: Mere, Grand Source Account: T12345 2006

Description: Mere, Grand

Total Enc \$: \$9,979.20

Enc Remaining \$: \$9,979.20

Prevent Future Changes from Payroll Automation? ☐

Account	Year	Project	Sub-Code	Encumbrance \$	Closed?	Effective Date	PDE?	Commer
T12345	2006	-	1012	\$7,920.00	<input type="checkbox"/>	07-01-2006	...	
T12345	2006	-	2700	\$2,059.20	<input type="checkbox"/>	07-01-2006	...	
*					<input type="checkbox"/>		...	

PAY46688B - Mere, Grand

Release & Close Enc Link to Payroll Form...

Saved 11:07 AM

Example 4 - Account 111TTT (Year 2007)

Payroll Encumbrances

File Edit View Records Tools Help

General Distribution Datasheet Notes Filters

Area: VPR Reference #: PAY46588C Trx Date: 07-01-2006 Form Type: S/F Salary and Frin

Person Name: Mere, Grand Source Account: 111TTT 2007

Description: Mere, Grand

Total Enc \$: \$39,600.00

Enc Remaining \$: \$39,600.00

Prevent Future Changes from Payroll Automation?

Salary Distribution									
Account	Year	Project	Sub-Code	Encumbrance \$	Closed?	Effective Date	POE?	Commer	
111TTT	2007	-	1012	\$39,600.00	<input type="checkbox"/>	07-01-2006	...	<input type="checkbox"/>	
*					<input type="checkbox"/>		...	<input type="checkbox"/>	

PAY46588C - Mere, Grand

Release & Close Enc Link to Payroll Form...

Saved 11:08 AM

Example 5 – Existing Pay Doc for Grand Mere (General Tab.)

Payroll Documents

File Edit View Records Tools Help

General Distribution Datasheet Notes Summary Filters

Area: VPR Person: Mere, Grand Effective Date: 07-01-2006 Appointment End: 1 Assign ID: 1

Source: INST Comments: Hire Date: Superceded?

Position Number: Job Number:

Revise Current... New Assignment... Retroactive Change...

{xxxx5678} Mere, Grand - Active Pay Doc: Starting 07-01-2006

Post / Repost

Saved 11:18 AM

Example 5 – Initial Distribution Tab for the preceding Pay Doc.

Payroll Documents

File Edit View Records Tools Help

General Distribution Datasheet Notes Summary Filters

Base Period * [3] [Bi-Weekly] Annual Salary \$52,800.00 FTE 100.00% Salary/Pay Period \$2,025.21 Fringe 26% Add... Remove

Hours/Wk: 0 Hourly Rate: \$0.00 ☒ Full Time? Total Distribution % 100.00%

Account	Year	Project	Sub-Code	Start Date	End Date	%	Period \$
111TTT	2007	-	1012	07-01-2006	06-30-2007	75.00%	\$1,518.90
122345	1	-	1012	07-01-2006	06-30-2007	10.00%	\$202.52
112345	2006	-	1012	07-01-2006	06-30-2007	15.00%	\$303.78
*							

(xxxx5678) Mere, Grand - Active Pay Doc: Starting 07-01-2006

Post / Regpost

Saved 11:19 AM

Example 5 – (Distribution Tab) Distribution End Date changed to 09/30/2006 on account 122345.

Payroll Documents

File Edit View Records Tools Help

General Distribution Datasheet Notes Summary Filters

Base Period * [8] [Bi-Weekly] Annual Salary \$52,800.00 FTE 100.00% Salary/Pay Period \$2,025.21 Fringe 26% Add... Remove

Hours/Wk: 0 Hourly Rate: \$0.00 ☒ Full Time? Total Distribution % 100.00%

Account	Year	Project	Sub-Code	Start Date	End Date	%	Period \$	Ty
111TTT	2007	-	1012	07-01-2006	06-30-2007	75.00%	\$1,518.90	Ac
122345	1	-	1012	07-01-2006	09-30-2006	10.00%	\$202.52	Ac
112345	2006	-	1012	07-01-2006	06-30-2007	15.00%	\$303.78	Ac
*								

(xxxx5678) Mere, Grand - Active Pay Doc: Starting 07-01-2006

Post / Regpost

Example 5 – (Distribution Tab) Pay Doc after clicking the Post button.

Posting Complete
3 record modifications occurred.
OK

Account	Year	Pro	End Date	%	Period \$	Ty
111TTT	2007	-	06-30-2007	75.00%	\$1,518.90	Ac
t22345	1	-	06-30-2006	10.00%	\$202.52	Ac
T12345	2006	-	06-30-2007	15.00%	\$303.78	Ac

(xxxx5678) Mere, Grand - Active Pay Doc: Starting 07-01-2006

Example 5 – Encumbrance Screens after the preceding Pay Doc was posted. *Note the change in amount on account t22345. Compare it to the original encumbrance on page 18. The encumbrance amount for the other two accounts remains the same.*

Example 5 - Account t22345

Payroll Encumbrances

Area: VPR Reference #: PAY46688A Tax Date: 07-01-2006 Form Type: S/F Salary and Frin

Person Name: Mere, Grand Source Account: t22345 1

Description: Mere, Grand

Total Enc \$: \$1,676.87
Enc Remaining \$: \$1,676.87

Prevent Future Changes from Payroll Automation?

Account	Year	Project	Sub-Code	Encumbrance \$	Closed?	Effective Date	PDE?	Commer
t22345	1	-	1012	\$1,330.85		07-01-2006		
t22345	1	-	2700	\$346.02		07-01-2006		

PAY46688A - Mere, Grand

Release & Close Enc Link to Payroll Form...

Example 5 - Account T12345

Payroll Encumbrance

File Edit View Records Tools Help

General Distribution Datasheet Notes Filters

Area: VPR Reference #: PAY46688B Trx Date: 07-01-2006 Form Type: S/F Salary and Fin

Person Name: Mere, Grand Source Account: T12345 2006

Description: Mere, Grand

Total Enc \$: \$9,979.20

Enc Remaining \$: \$9,979.20

Prevent Future Changes from Payroll Automation? ☐

Account	Year	Project	Sub-Code	Encumbrance \$	Closed?	Effective Date	POE?	Commer
T12345	2006	-	1012	\$7,920.00	<input type="checkbox"/>	07-01-2006	...	
T12345	2006	-	2700	\$2,059.20	<input type="checkbox"/>	07-01-2006	...	
*					<input type="checkbox"/>		...	

PAY46688B - Mere, Grand

Release & Close Enc Link to Payroll Form...

Saved 11:28 AM

Example 5 - Account 111TTT (Year 2007)

Payroll Encumbrance

File Edit View Records Tools Help

General Distribution Datasheet Notes Filters

Area: VPR Reference #: PAY46688C Trx Date: 07-01-2006 Form Type: S/F Salary and Fin

Person Name: Mere, Grand Source Account: 111TTT 2007

Description: Mere, Grand

Total Enc \$: \$39,600.00

Enc Remaining \$: \$39,600.00

Prevent Future Changes from Payroll Automation? ☐

Account	Year	Project	Sub-Code	Encumbrance \$	Closed?	Effective Date	POE?	Commer
111TTT	2007	-	1012	\$39,600.00	<input type="checkbox"/>	07-01-2006	...	
*					<input type="checkbox"/>		...	

PAY46688C - Mere, Grand

Release & Close Enc Link to Payroll Form...

Saved 11:29 AM

Example 5 – Payroll Document (Summary Tab) after changing the distribution end date on account t22345 to 09/30/2006. *Note the line (red on the screen) that indicates only 90% of Grand Mere's salary is covered as of 10/06.*

Funding Summary for Mere, Grand

	Aug 05	Jul 06	Oct 06	Jul 07
I11TTT 2007		75.00%	75.00%	
T12345 2006		15.00%	15.00%	
t22345 1		10.00%		
t24654 1	100.00%			
Total ALL	100.00%	100.00%	90.00%	

(xxxxx5678) Mere, Grand - Active Pay Doc: Starting 07-01-2006

Post / Regost

Example 6 - Current Active Pay Doc for Grand Mere after Example 5 was completed (General Tab.)

Payroll Documents

File Edit View Records Tools Help

General Distribution Datasheet Notes Summary Filters

Area: VPR Person: Mere, Grand Effective Date: 07-01-2006 Appointment End: [Date Picker] Assign. ID: 1

Source: INST Comments: [Text Field] Hire Date: [Date Picker] ☐ Superseded?

Position Number: [Text Field]

Job Number: [Text Field]

Revise Current...
New Assignment...
Retroactive Change...

(xxxxx5678) Mere, Grand - Active Pay Doc: Starting 07-01-2006

Post / Regost

Saved 1:30 PM

Example 6 - (Distribution Tab)

Payroll Documents

File Edit View Records Tools Help

General Distribution **Datasheet** Notes Summary Filters

Base Period * Bi-Weekly Annual Salary \$52,800.00 FTE 100.00% Salary/Pay Period \$2,025.21 Fringe 26%

Hours/Wk. 0 Hourly Rate \$0.00 ☒ Full Time? Total Distribution % 100.00%

Payroll Distribution								
	Account	Year	Project	Sub-Code	Start Date	End Date	%	Period \$
▶	122345	1	-	1012	07-01-2006	09-30-2006	10.00%	\$202.52
	T12345	2006	-	1012	07-01-2006	06-30-2007	15.00%	\$303.78
	1111TT	2007	-	1012	07-01-2006	06-30-2007	75.00%	\$1,518.90
*								

(xxxx5678) Merit, Grand - Active Pay Doc: Starting 07-01-2006

1:32 PM

Example 6 Pay Doc Screen after clicking the Retroactive Change button (General Tab)

Retroactive Pay Change Wizard



Retroactive Payroll Change Wizard

This Wizard is used to make salary funding changes that take affect at a prior point in time.

This Wizard will walk you through the process step by step. You will be prompted before any actual database changes are made.

Click the Next button below to begin.

< Prev **Next >** Cancel Finish

Retroactive Payroll Change Wizard after clicking the Next button

The screenshot shows the 'Person Information' screen of the 'Retroactive Pay Change Wizard'. The window title is 'Retroactive Pay Change Wizard'. On the left is a document icon with blue horizontal lines. The main text says 'Please specify the Person who will be receiving Retro-Active Salary Adjustments as well as the dates when change begins and ends.' Below this, there is a 'Person' label and a text box containing 'Mere, Grand' with a dropdown arrow. To the right of the text box are three small dots. Below the text box are two date fields: 'Effective Date' and 'Ending Date', both currently empty. To the right of these fields is a checkbox labeled 'Create a new Current Assignment Pay Doc that reflects these Retro Changes.' which is checked. At the bottom are four buttons: '< Prev', 'Next >', 'Cancel', and 'Finish'.

Example 6 - Retroactive Payroll Change Wizard with the Person Information screen completed. *Note that the Create a new Current Assignment Pay Doc that reflects these Retro Changes box is checked. This creates a future payroll doc with the same changes as the retroactive change.*

This screenshot is similar to the previous one, but the 'Effective Date' and 'Ending Date' fields are now populated with '09-15-2006' and '09-30-2006' respectively. The 'Create a new Current Assignment Pay Doc that reflects these Retro Changes.' checkbox remains checked. All other elements, including the window title, icon, instructions, person name, and bottom buttons, are identical to the previous screenshot.

Screen after clicking the Next button

Retroactive Pay Change Wizard

Person Information

Please specify the Person who will be receiving Retro-Active Salary Adjustments as well as the dates when change begins and ends.

Person: ...

Effective Date: Ending Date: ☒ Create a new Current Assignment Pay Doc

Change Effective Date?

? Specified Effective Date does not match a Payroll Schedule Start Date. It is recommended that the Effective Date be the Start Date of the first Retro Pay Period. Would you like to correct the Effective Date before proceeding?

< Prev **Next >** Cancel Finish

Click the No button (the No means that is okay for the start date of the change not to be a pay period start date.)

Example 6 - Screen after clicking the No button from the preceding screen.

Retroactive Pay Change Wizard

Affected Payroll Documents

The retro change will take effect on 09-15-2006. The following is a list of documents that are active during or after that time.

Name	Assignment #	Effective Date	End Date
Mere, Grand	1	07-01-2006	

The following New documents will be created to adjust the documents above.

Name	Assignment #	Effective Date	End Date
Mere, Grand	2	09-15-2006	

The Payroll Documents listed above will be affected by the retro change. If this is correct click Next. If not, click the "Prev" button below to back up and modify the Effective Date.

< Prev **Next >** Cancel Finish

System screen bug - BA3 will create a new Assignment 1 Doc for this example, because the Create a new Current Assignment Pay Doc box was checked, but this screen omits it.

Click the Next button and the following screen appears. If no changes are required (on this screen) click the Next button.

Retroactive Pay Change Wizard

Pay Amount and Frequency Changes

The current Salary \$ amount and pay frequency are listed below. In the spaces provided, please indicate what the new Salary \$ or Pay Frequency will be. If no changes are being made, leave the values unchanged.

Current Values

Base Period	Hours / Wk	Amount / Hour	Annual Salary	Period Amount
Bi-Weekly			\$52,800.00	\$2,022.99

Position:

New Values

Base Period	Hours / Wk	Amount / Hour	Annual Salary	Period Amount
Bi-Weekly			\$52,800.00	\$2,022.99

Position:

< Prev Next > Cancel Done

Example 6 - The screen below appears after clicking the Next button on the preceding screen.

Retroactive Pay Change Wizard

Distribution Changes

The current distribution is listed below. In the space provided, please indicate the new Salary Distribution.

Current Payroll Distribution

Account	Year	Project	Object	End Date	%	Period \$
t22345	1	-	1012	09-30-2006	10.00%	\$202.52
T12345	2006	-	1012	06-30-2007	15.00%	\$303.78
111TTT	2007	-	1012	06-30-2007	75.00%	\$1,518.90

New Payroll Distribution

Account	Year	Project	Object	End Date	%	Period \$
t22345	1	-	1012	09-30-2006	10.00%	\$202.52
T12345	2006	-	1012	06-30-2007	15.00%	\$303.78
111TTT	2007	-	1012	06-30-2007	75.00%	\$1,518.90

< Prev Next > Cancel Done

Example 6 - Make the changes on the New Payroll Distribution section of the screen and click the Next button. *Note the End Date section of the screen. The system will use the End Date on the Account Information screen (for this account) unless the user enters a*

different End Date. End Date 06/30/2007 was input for account GM56789 in this example.



Distribution Changes

The current distribution is listed below. In the space provided, please indicate the new Salary Distribution.

Current Payroll Distribution						
Account	Year	Project	Object	End Date	%	Period \$
t22345	1	-	1012	09-30-2006	10.00%	\$202.52
T12345	2006	-	1012	06-30-2007	15.00%	\$303.78
111TTT	2007	-	1012	06-30-2007	75.00%	\$1,518.90
*						

New Payroll Distribution						
Account	Year	Project	Object	End Date	%	Period \$
GM56789	1	-	1012	06-30-2007	10.00%	\$202.52
T12345	2006	-	1012	06-30-2007	15.00%	\$303.78
111TTT	2007	-	1012	06-30-2007	75.00%	\$1,518.90
*						

< Prev **Next >** Cancel Finish

Example 6 – The screen below appears after clicking the Next button on the preceding screen.



Affected Payroll Documents

The retro change will take affect on 09-15-2006. The following is a list of documents that are active during or after that time.

Name	Assignment #	Effective Date	End Date
Mere, Grand	1	07-01-2006	

The following New documents will be created to adjust the documents above.

Name	Assignment #	Effective Date	End Date
Mere, Grand	2	09-15-2006	

The Payroll Documents listed above will be affected by the retro change. If this is correct click Next. If not, click the "Prev" button below to back up and modify the Effective Date.

< Prev **Next >** Cancel Finish

The screen below appears after clicking the Next button on the preceding screen.

Retroactive Pay Change Wizard

Pay Amount and Frequency Changes

The current Salary \$ amount and pay frequency are listed below. In the spaces provided, please indicate what the new Salary \$ or Pay Frequency will be. If no changes are being made, leave the values unchanged.

Current Values

Base Period	Hours / Wk	Amount / Hour	Annual Salary	Period Amount
Bi-Weekly			\$52,800.00	\$2,022.99

Position:

New Values

Base Period	Hours / Wk	Amount / Hour	Annual Salary	Period Amount
Bi-Weekly			\$52,800.00	\$2,022.99

Position:

< Prev Next > Cancel Finish

*Adjustment documents, if the documents below are not correct, use the "Prev" button to

Example 6 – The screen below appears after clicking the Finish button on the preceding screen.

Retroactive Pay Change Wizard

Finished!

You have completed all the Wizard Steps and are now ready to apply the Retroactive Pay Changes. Click the Finish button below to apply the changes and close this form.

To apply the Retroactive adjustments, the Wizard will create the following Payroll Adjustment Documents. If the documents below are not correct, use the "Prev" button to back up and make changes.

Existing Documents that will be updated with a new Ending Date

Assignment #	Effective Date	Current End Date	Revised End Date
1	07-01-2006		09-30-2006

New Pay Documents

Assignment #	Effective Date	End Date
2	10-01-2006	
2	09-15-2006	09-30-2006

Distribution breakdown Prior to Retro Change

	Aug 05	Jul 06	Oct 06	Jul 07
111TTT 2007		75.00%	75.00%	
T12345 2006		15.00%	15.00%	
t22345 1		10.00%		
t24654 1	100.00%			
Total ALL	100.00%	100.00%	90.00%	

New Distribution breakdown once Retro Changes are applied

	Aug 05	Jul 06	Sep 06	Oct 06	Jul 07	Sep 07	Sep 08
111TTT 2007		75.00%	75.00%	75.00%			
GM56789 1			10.00%	10.00%	10.00%		
T12345 2006		15.00%	15.00%	15.00%	15.00%	15.00%	
t22345 1		10.00%					
t24654 1	100.00%						
Total ALL	100.00%	100.00%	100.00%	100.00%	25.00%	15.00%	

Click Yes and the system creates two new payroll documents. Documents 1 & 2 that follow were created by the Retro Wizard.

1) Retroactive Adjustment Assign 2 Pay Doc created by the Retro Wizard (General Tab)

Payroll Documents

File Edit View Records Tools Help

General Distribution Datasheet Notes Summary Filters

Area: VPR Person: Mere, Grand Effective Date: 09-15-2006 Appointment End: 09-30-2006 Assign. ID: 2

Source: INST Comments: Retroactive Payroll Adjustment Hire Date: -- Superceded? ☐

Position Number:

Job Number:

Buttons: Revise Current... New Assignment... Retroactive Change...

Retroactive [xxxx5678] Mere, Grand Pay Doc for the Period 09-15-2006 thru 09-30-2006

Post / Repost

Saved 2:18 PM

Example 6 - (Distribution Tab for the preceding Pay Doc)

Payroll Documents

File Edit View Records Tools Help

General Distribution **Datasheet** Notes Summary Filters

Base Period * Bi-Weekly Annual Salary \$52,800.00 FTE 100.00% Salary/Pay Period \$2,025.21 Fringe 26% Add Remove

Hours/Wk: 0 Hourly Rate \$0.00 ☒ Full Time? Total Distribution % 0.00%

Payroll Distribution								
	Account	Year	Project	Sub-Code	Start Date	End Date	%	Period \$
▶	GM56789	1	-	1012	09-15-2006	09-30-2006	10.00%	\$202.52
▶	I22345	1	-	1012	09-15-2006	09-30-2006	-10.00%	-\$202.52

Post / Regest

Saved 2:19 PM

“Retroactive” (xxxx5678) Mere, Grand Pay Doc for the Period 09-15-2006 thru 09-30-2006

2) New future Assign ID 1 Payroll Document with the same account distribution as the retroactive change (General Tab.)

Payroll Documents

File Edit View Records Tools Help

General **Distribution** Datasheet Notes Summary Filters

Area VPR Person * Mere, Grand Effective Date * 10-01-2006 Appointment End Assign. ID * 1

Source * INST Comments New Effective Document reflecting Retro Changes Hire Date ☐ Superseded?

Position Number

Job Number

Revise Current...
New Assignment...
Retroactive Change...

Post / Regest

Saved 2:20 PM

(xxxx5678) Mere, Grand - Active Pay Doc: Starting 10-01-2006

Example 6 - (Distribution Tab) *Note the end dates on the distribution tab. These are from the End Date on the Account Information screen. Edit the End Date fields to the date the user wants to end the encumbrance (06/30/2007 in our sample.)*

Payroll Documents

File Edit View Records Tools Help

General Distribution Datasheet Notes Summary Filters

Base Period * Annual Salary FTE Salary/Pay Period Fringe Add Remove

B Bi-Weekly \$52,800.00 100.00% \$2,025.21 26%

Hours/Wk Hourly Rate Total Distribution %

0 \$0.00 ☒ Full Time? 100.00%

Account	Year	Project	Sub-Code	Start Date	End Date	%	Period \$
GM56789	1	-	1012	10-01-2006	09-14-2007	10.00%	\$202.52
T12345	2006	-	1012	10-01-2006	08-31-2008	15.00%	\$303.78
111111	2007	-	1012	10-01-2006	06-30-2007	75.00%	\$1,518.90

(xxxx5678) Merit, Grand - Active Pay Doc. Starting 10-01-2006

Post / Repost

Saved 2:21 PM

(Distribution Tab) The same Pay Doc after the End Date field was made 06/30/2007 for all accounts.

Payroll Documents

File Edit View Records Tools Help

General Distribution Datasheet Notes Summary Filters

Base Period * Annual Salary FTE Salary/Pay Period Fringe Add Remove

B Bi-Weekly \$52,800.00 100.00% \$2,025.21 26%

Hours/Wk Hourly Rate Total Distribution %

0 \$0.00 ☒ Full Time? 100.00%

Account	Year	Project	Sub-Code	Start Date	End Date	%	Period \$
GM56789	1	-	1012	10-01-2006	06-30-2007	10.00%	\$202.52
T12345	2006	-	1012	10-01-2006	06-30-2007	15.00%	\$303.78
111111	2007	-	1012	10-01-2006	06-30-2007	75.00%	\$1,518.90

(xxxx5678) Merit, Grand - Active Pay Doc. Starting 10-01-2006

Post / Repost

Saved 2:24 PM

Example 6 - Post all three Pay Docs (the New Effective Document reflecting Retro Changes, the Retroactive Payroll Adjustment, and the original Pay Doc that now has an end date.)

New Effective Document

The screenshot shows the 'Payroll Documents' window with the 'General' tab selected. The form contains the following fields:

Area	Person *	Effective Date *	Appointment End	Assign. ID *
VPR	Mere, Grand	10-01-2006		1

Below these fields, there is a 'Source' dropdown set to 'INST', a 'Comments' field with the text 'New Effective Document reflecting Retro Changes', a 'Hire Date' field, and a 'Superceded?' checkbox.

Retroactive Payroll Adjustment Document

The screenshot shows the 'Payroll Documents' window with the 'General' tab selected. The form contains the following fields:

Area	Person *	Effective Date *	Appointment End	Assign. ID *
VPR	Mere, Grand	09-15-2006	09-30-2006	2

Below these fields, there is a 'Source' dropdown set to 'INST', a 'Comments' field with the text 'Retroactive Payroll Adjustment', a 'Hire Date' field, and a 'Superceded?' checkbox.

Original Pay Doc with the Appointment End Date completed.

The screenshot shows the 'Payroll Documents' window with the 'General' tab selected. The form contains the following fields:

Area	Person *	Effective Date *	Appointment End	Assign. ID *
VPR	Mere, Grand	07-01-2006	09-30-2006	1

Below these fields, there is a 'Source' dropdown set to 'INST', an empty 'Comments' field, a 'Hire Date' field, and a 'Superceded?' checkbox. A 'Revise Current...' button is visible at the bottom right.

Example 6 - Pay Doc Summary Tab on the New Effective Document after the preceding three docs were posted.

Payroll Documents

File Edit View Records Tools Help

General Distribution Datasheet Notes Summary Filters

Funding Summary for Mere, Grand

	Aug 05	Jul 06	Sep 06	Oct 06	Jul 07
111TTT 2007		75.00%	75.00%		75.00%
GM56789 1			10.00%	10.00%	
T12345 2006		15.00%	15.00%	15.00%	
t22345 1		10.00%			
t24654 1	100.00%				
Total ALL	100.00%	100.00%	100.00%	100.00%	

Payroll Encumbrances after Example 6 Pay Docs were posted.

Account t22345

Payroll Encumbrances

File Edit View Records Tools Help

General Distribution Datasheet Notes Filters

Area: VPR Reference #: PAY46688A Tax Date: 07-01-2006 Form Type: S/F Salary and Fin

Person Name: Mere, Grand Source Account: t22345 1

Description: Mere, Grand

Total Enc \$: \$1,396.18

Enc Remaining \$: \$1,396.18

Prevent Future Changes from Payroll Automation?

Account	Year	Project	Sub-Code	Encumbrance \$	Closed?	Effective Date	POE?	Com
t22345	1	-	1012	\$1,330.85		07-01-2006		
t22345	1	-	2700	\$346.02		07-01-2006		
t22345	1	-	1012	-\$222.77		09-15-2006		
t22345	1	-	2700	-\$57.92		09-15-2006		

PAY46688A - Mere, Grand

Release & Close Enc Link to Payroll Form...

Saved 2:35 PM

Account T12345

Payroll Encumbrances

File Edit View Records Tools Help

General | Distribution | Datasheet | Notes | Filters

Area: VPR Reference #: PAY466888 Tax Date: 07-01-2006 Form Type: S/F Salary and Frm

Person Name: Mere, Grand Source Account: T12345 2006

Description: Mere, Grand

Total Enc: \$9,979.20 Enc Remaining: \$9,979.20

Prevent Future Changes from Payroll Automation?

Account	Year	Project	Sub-Code	Encumbrance \$	Closed?	Effective Date	PDE?	Comm
T12345	2006	-	1012	\$1,996.27		07-01-2006	...	
T12345	2006	-	2700	\$519.03		07-01-2006	...	
T12345	2006	-	1012	\$5,923.73		10-01-2006	...	
T12345	2006	-	2700	\$1,540.17		10-01-2006	...	

Account 111TTT

Payroll Encumbrances

File Edit View Records Tools Help

General | Distribution | Datasheet | Notes | Filters

Area: VPR Reference #: PAY46688C Tax Date: 07-01-2006 Form Type: S/F Salary and Frm

Person Name: Mere, Grand Source Account: 111TTT 2007

Description: Mere, Grand

Total Enc: \$39,600.00 Enc Remaining: \$39,600.00

Prevent Future Changes from Payroll Automation?

Account	Year	Project	Sub-Code	Encumbrance \$	Closed?	Effective Date	PDE?	Comm
111TTT	2007	-	1012	\$9,991.37		07-01-2006	...	
111TTT	2007	-	1012	\$29,618.63		10-01-2006	...	

PAY46688C - Mere, Grand

Release & Close Enc. Link to Payroll Form...

Saved 2:37 PM

Account GM56789

Payroll Encumbrances

File Edit View Records Tools Help

General Distribution Datasheet Notes Filters

Area: VPR Reference #: PAY46688D Trx Date: 09-15-2006 Form Type: S/F Salary and Fin

Person Name: Mere, Grand Source Account: GM56789 1

Description: Mere, Grand

Total Enc \$: \$5,256.62
Enc Remaining \$: \$5,256.62

Prevent Future Changes from Payroll Automation?

Salary Distribution									
Account	Year	Project	Sub-Code	Encumbrance \$	Closed?	Effective Date	POE?	Comments	
GM56789	1	-	1012	\$222.77	<input type="checkbox"/>	09-15-2006	...		
GM56789	1	-	2700	\$57.92	<input type="checkbox"/>	09-15-2006	...		
GM56789	1	-	1012	\$3,949.15	<input type="checkbox"/>	10-01-2006	...		
GM56789	1	-	2700	\$1,026.78	<input type="checkbox"/>	10-01-2006	...		

PAY46688D - Mere, Grand

Release & Close Enc Link to Payroll Form...

Saved 2:38 PM

***The payroll transfer should be posted on the 09/15/06 line and the normal payroll should be posted on the 10/01/06 line. The users should receive a “Multiple Encumbrance Match” warning when posting from the DIW. Double click on the DIW Reference number and the system will bring up both encumbrance lines. The user should highlight the line to which they want to post the DIW transaction and hit the Post button on the pop-up screen.

