

Release 1742

**Service Request 81600
120 Day Limit on Transfers of Payroll Expense**

Detail Design

December 04, 2006
Prepared by Baskar Chitravel

Application Technology Services
Information Resources & Communications
Office of the President
University of California

Table of Contents

INTRODUCTION	2
PROCESSING OVERVIEW	3
Summary of Modifications:	3
PROGRAM CHANGES	4
PPETFEDT	4
PPEXPTRN.....	4
PPP350.....	5
PPP450.....	5
PPWEDTM	6
PPWEDTS	6
COPYLIB MEMBERS.....	6
CPLNETFE	6
CPLNF018	6
CONTROL TABLE UPDATES	7
System Messages Table (PPPMMSG).....	7
System Parameters Table (PPPPRM).....	7
Fund Group Table (PPPFND).....	8
CICS Processing Program Table	8
BIND MEMBERS.....	9
PPP350.....	9
PPP450.....	9
PPETFEDT	9

Introduction

Service Request 81600 includes the following background:

“Business and Finance Bulletin A-47, University Direct Costing Procedures, advises Accounting Offices that transfers of payroll expenditures affecting restricted funds must pass seven (7) specific tests (see Section V.B.7., Expenditure Adjustments-Criteria). This document addresses the enforcement of the seventh test, which follows:

B. CRITERIA

A request for adjustment of expenditures shall meet the following tests when the adjustment is to transfer a cost to a restricted fund provided by an external agency for a specific purpose (e.g., funds provided under a gift, endowment, grant, or contract for a specific purpose):

7. It must be recorded in the general ledger within 120 days of the original charge. (For example, the deadline for adjusting a charge which appears in the January ledger will be the May ledger.) If because of unavoidable circumstances an adjustment has to be made beyond the 120-day period, a full explanation, including a well-documented account of all the events leading to the tardy adjustment, must be provided. Campuses have the option to establish their own criteria when the adjustment is to transfer a cost between unrestricted University funds, as long as the requirements listed in items 5. and 6., above, are met.”

Service Request 81600 requests the following 120 day limit on expense transfers changes to the Payroll/Personnel System (PPS)

1. “During the payroll computation cycle, an edit message should be issued regarding the 120-day requirement when two specific conditions occur when a user enters a transfer of payroll expense in the OPTRS or through batch processing:
 - The Full Accounting Unit (FAU) presented on the “FROM” or “TO” line of the transfer is a restricted fund source or a federal “pass-through” fund AND
 - The Distribution Pay Period End Date on the transfer transaction is 120 days prior to the pay period end date of the pay cycle in process.
2. Each message pertaining to a transfer of payroll expense exceeding the 120-day should be recorded with the details of the transfer for reporting in a tab-delimited file.”

Processing Overview

Summary of Modifications:

1. Control Table Changes

The following control tables will be updated:

- System Parameter Table (01) – to add a new Reporting Indicator parameter number 202.
- System Messages Table (08) – to add new messages 35075 and 45993.
- Fund Group Table (41) – to add a new Fund Group Definition FEDPASS (Federal Pass Thru).

2. New dual use funds edit routine PPETFEDT will be written to edit the input FROM and TO funds against the PPPFND fund table. It will access the PPPPRM parameter table to get the value of the parameter number 202 and call the FAU edit routines PPFAU002 and PPFAU018. It will use a new linkage copy member CPLNETFE to interface with the calling program.
3. The dual use edit routine PPEXPTRN will be changed to call the new 120 day limit on expense transfer edit program PPETFEDT and check for errors provided by PPETFEDT program in the linkage copy member CPLNETFE.
4. The batch program PPP350 will be changed to pass the Pay Period End date to the edit routine PPEXPTRN.
5. The CICS programs PPWEDTS and PPWEDTM will be changed to pass the Pay Period End date to the edit routine PPEXPTRN.
6. The batch program PPP450 will be modified to create a Tab Delimited file for all Payroll Expense Transfers that exceed 120 Day Transfer Limit.
7. The 88 level, used to find the identity of the Federal Pass-Through Funds (FEDPASS), will be added to the Fund Grouping Definition of the copy member CPLNF018, which will be used in the 120 day limit on payroll expense transfer edit(s).
8. The bind members for PPP350 and PPP450 will be changed to add the newly developed PPETFEDT program. A new PPETFEDT CICS bind member will be created to bind the new program PPETFEDT into a CICS region.

Program Changes

PPETFEDT

PPETFEDT is a new dual use funds edit routine that will edit the input FROM and TO funds against the PPPFND fund table and checks for 120 Day Limit on Transfers of Payroll Expense. It will access the PPPPRM parameter table to get the parameter number 202. This program will call the FAU edit routines PPFAU002 and PPFAU018 and will use a new linkage copy member CPLNETFE to interface with the calling program.

This program will contain the following logic:

1. It accesses the PPPPRM parameter table to get the new Reporting Indicator parameter number 202. If the parameter is not found then a value of '0' is assumed (All Restricted funds – EXTRAMRL, FEDFUNDS, and FEDPASS).
2. The input FROM and TO FAU from the calling programs with **each** restricted Fund Group Definition (If the Reporting Parameter is '1' then FEDFUNDS and FEDPASS; Otherwise, All Restricted funds – EXTRAMRL, FEDFUNDS, and FEDPASS) are passed to PPFAU018 routine to check whether the input combination exist or not. If any one of the return from PPFAU018 for FROM and TO funds with each Restricted Fund Group Definition say that the input combination(s) exist, then perform step 3. Otherwise, further editing is bypassed (go to step 5).
3. The input Expense Transaction Date and the Pay Period End Date are checked whether their difference is more than 120 days. If the difference is more than 120 days, then the output flag is set to ET Exceed 120 days. If the call is from PPEXPTRN (no data needed for tab delimited), then further editing is bypassed (go to step 5). However, if the call is from PPP450 (tab delimited file creation), then perform step 4.
4. The FROM and TO FAU is passed as input to the program PPFAU002 to get the Department Code associated with the input (FROM and TO) FAU. The Department Code is moved to the appropriate (FROM/TO) FAU, which will be used in the Tab Delimited file creation process in the program PPP450.
5. Return to the calling program with the output values in the linkage copy member CPLNETFE.

PPEXPTRN

PPEXPTRN is the routine called from CICS or batch programs to edit Expense Transfer transactions (TS, TM, and TL) and create E1, E2, and E3 records using the details stored in the Transfer of Expense table PPPTOE.

PPEXPTRN program will be modified to add an edit for 120 Day Limit on Transfers of Payroll Expenses through

1. CICS screens EDTS (Single Expense Transfer), EDTM (Multiple Expense Transfer), and EDTL (Vacation Leave Transfer).
2. Batch calls from the programs PPP350 and PPP450. PPEXPTRN is called with Single Expense Transfer (TS), Multiple Expense Transfer (TM), and Vacation Leave Transfer (TL) batch transactions.

PPP350

PPP350 program processes all the input activity record to the payroll process and creates a sorted Payroll Input Activity file with a control record as its first record. This program also produces edit reports for the expense/leave transfer requests and a control file.

Program PPP350 will be changed to pass the Pay Period End date to the PPEXPTRN edit routine for the Single Transfer (TS) and Multiple Transfer (TM) expense transactions. Pay Period End date will be used by PPEXPTRN to compare with the transaction end date for the 120 day limit on expense transfer edit.

PPP450

PPP450 program produces reports based on the Payroll Audit file (PAR) data. Following are the different reports produced by PPP450:

C-O-H PAR Reports:

PPP4501	-	Stop Payment / Unclaimed Check PAR Audit
PPP4502	-	Cancellation / Overpayment / Hand Drawn / Rush Check PAR Audit

ET PAR Reports:

PPP4503	-	Expense Transfer Reporting in Employee ID order
PPP4504	-	Expense Transfer Reporting in Employee Name order
PPP4505	-	Expense Transfer Reporting in "FROM" Account/Fund order
PPP4506	-	Expense Transfer Reporting in "TO" Account/Fund order
PPP4507	-	Expense Transfer Reporting in EXTRAMURAL "FROM" Fund order
PPP4508	-	Expense Transfer Reporting in EXTRAMURAL "TO" Fund order

ET Control Report:

PPP4509	-	Expense Transfer Control Details
---------	---	----------------------------------

Program PPP450 will be modified to create a new Tab Delimited file for all Payroll Expense Transfers that exceed 120 Day Transfer Limit. If the call to PPEXPTRN yields a return of ET exceeds more than 120 days then it populates the Tab Delimited file from the PAR details and the data returned from PPEXPTRN. Then this record is written into a sequential file in the DD name ETE120DL (length 250). It also writes a header record with labels and footer record with number of records written.

PPWEDTM

PPWEDTM is the CICS detail screen processor program for the time reporting Mass Expense transfer screen EDTM. This program will be changed to pass the Pay Period End date to the edit routine PPEXPTRN for the 120 day expense transfer limit check.

PPWEDTS

PPWEDTS is the CICS detail screen processor program for the time reporting Single Expense transfer screen EDTS. This program will be changed to pass the Pay Period End date to the edit routine PPEXPTRN for the 120 day expense transfer limit check.

Copylib Members

CPLNETFE

CPLNETFE is a new copy member, which defines the linkage between program PPETFEDT and PPEXPTRN / PPP450 modules.

It has an input area to accept FROM FAU, TO FAU, Transaction date of the expense transfer, Pay Period End date, and the type of call (Call from PPEXPTRN – Check, PPP450 – Check and provide additional data).

It has an output area to send FROM FAU Restricted and Department details, TO FAU Restricted and Department details, Flag to inform whether the Expense Transfer is 120 days old or not **if** one of the FROM/TO FAU is Restricted, Return Code, and a Failure Text **if** the Return Code is not zero.

CPLNF018

CPLNF018 defines the linkage between PPAU018 program and various Payroll modules.

This copy member will be changed to add an 88 level, used to find the identity of the Federal Pass-Through Funds (FEDPASS), will be added to the Fund Grouping Definition of the copy member CPLNF018, which will be used for the 120 day limit on payroll expense transfer edit program(s).

Control Table Updates

System Messages Table (PPPMSG)

The following Error Messages will be used while editing for 120 day limit on Expense Transfers
A08350750112 33TOE EXCEEDS 120 DAYS; DOCUMENTS MUST BE AVAILABLE FOR REVIEW.
A08459930115 9 MODULE "PPETFEDT" HAS RETURNED AN ABORT TYPE OF ERROR

The following messages will be **added** into System Messages table (PPPMSG):

MSG_NUMBER	→ 35075	MSG_REFERENCE	→ 1
MSG_SEVERITY	→ 2	MSG_TURNAROUND	→
MSG_TEXT	→ TOE EXCEEDS 120 DAYS; DOCUMENTS MUST BE AVAILABLE FOR REVIEW.		
MSG_BATCH_SEVERITY	→ 3	MSG_ONLIN_SEVERITY	→ 3

MSG_NUMBER	→ 45993	MSG_REFERENCE	→ 1
MSG_SEVERITY	→ 5	MSG_TURNAROUND	→
MSG_TEXT	→ MODULE "PPETFEDT" HAS RETURNED AN ABORT TYPE OF ERROR		
MSG_BATCH_SEVERITY	→ 9	MSG_ONLIN_SEVERITY	→

System Parameters Table (PPPPRM)

A01202 0000100001-FED; DEFAULT-ALL

A new record will be added with the parameter number 202 to the system parameters table. The description of this record is '1-FED; DEFAULT-ALL' and the parameter data value is 1.0000.

Bind Members

PPP350

This bind member contains the plan bind for PPP350. Program PPETFEDT will be added to this bind member.

PPP450

This bind member contains the plan bind for PPP450. Program PPETFEDT will be added to this bind member.

PPETFEDT

A package bind member will be created for the new program PPETFEDT.

BIND	-
PACKAGE (UC00)	-
MEMBER (PPETFEDT)	-
ACTION (REPLACE)	-
VALIDATE (BIND)	-
ISOLATION (CS)	-
FLAG (I)	-
RELEASE (COMMIT)	-
OWNER (PAYADM)	-
EXPLAIN (NO)	-