

## SCREEN 507 - AUTOMATIC FUND SWITCH FUNCTION

This screen is used to maintain records for payroll retroactive transfers in the Tables File.

After receiving the menu screen, enter the following data fields to activate the Automatic Fund Switch Function:

Budget Work Station  
Date Paid (a biweekly pay date to process the transfers)  
Page (optional)

Page number is a system-generated number to group the fund switch requests. A page contains up to five accounting changes to be performed for as many as thirty employees during a maximum of twelve payroll periods. To enter a new page of retroactive fund transfers, enter the work station code and the pay date on the menu screen. The system will return a blank page when this is the first entry for that pay date for your work station. Otherwise, it will return the last page of the requests that have already been entered. Press the enter key again to receive a blank page. To view, correct, or delete a page that was previously entered, you must specify the page number on the menu screen.

Screen - enter one of the following, depending on the processing desired:

- Blank - The data entered is edited. If all edits are passed, the page is added or the changes are made. The system will return the same page with a message showing the action performed. If there is no change to the page, the system will return the next page to the user. If this is the last page, it will return a blank page for more input.
- BP - This code By Passes all editing and updating and returns the user to the menu screen. No changes will be made to the Tables File.
- E - This code performs the same function as the bb (blank) code except that it returns the menu screen to the user after the page is added or changed.
- DP - This code Deletes the Page and returns the same page with a message saying the page is deleted.
- LP - This code brings up the Last Page of the requests entered for the work station.
- NP - This code returns a New Page (blank page) for the user to make a new entry.

All data fields may be changed on the screen except the following:

Pay Date  
Work Station (WRK STA)  
Page

Pay date and work station code are passed from the menu screen. Page number is generated by the system when a new page is added.

Accounting changes could be from any of the following data elements to another:

- Part
- Account
- Support account
- Program code
- Accounting analysis
- Object class
- Source title code

The amount to be transferred is indicated by the percentage associated with each change. An example of transferring 20% from account 02 121202, accounting analysis code 0130 to 02 131504, accounting analysis code 0180, for employee 449-82-2672 from 9/1/1997 to 11/30/1997 is shown below.

```

507 TAMUS B/P/P - Automatic Fund Switch                               11/02/04 15:05
                                                                    D BPP0002 0004

Screen:  ___ Pay Date 08 03 2001          Cncl Vchr 0710 Pay Typ C
          Wrk Sta S      Page NEW          Repay Vchr 0499 Pay Typ A
SSN/    449822672
UIN(s)
Period C Date-Pd      Vchr C Date-Pd      Vchr C Date-Pd      Vchr C Date-Pd      Vchr
      M 10 01 1997 3092 M 11 03 1997 3200 M 12 01 1997 3308

Changes
1) From Pt Acct      S-A      Pgm      Actg Anal      Obj      TlCd      Pct
   To 02 121202      -      -      0130
   To 02 131504      -      -      0180
   To -      -      -      -      -      -      -      20.000000
2) From -      -      -      -      -      -      -      -
   To -      -      -      -      -      -      -      -
3) From -      -      -      -      -      -      -      -
   To -      -      -      -      -      -      -      -
4) From -      -      -      -      -      -      -      -
   To -      -      -      -      -      -      -      -
5) From -      -      -      -      -      -      -      -
   To -      -      -      -      -      -      -      -

PF1=Help,PF3=Exit,PF4=Main,PF7=Up,PF8=Down
-----
4-©          1      Sess-1      128.194.103.18          4/11
    
```

The support account, program code, object class, and source title code are not filled in because there is no change to those fields. If you need to change a source without a support account to one with a support account, fill in the 'from' support account field with dashes to indicate that it is to be replaced by the value in the 'to' support account field.

After all the fund switch requests have been entered, a 'pre-transfer' process is run by B/P/P on the Thursday before the Biweekly Payroll is processed (normally on Tuesdays). It retrieves pay history file records and performs edits on the new part number, account number, accounting analysis code, project number (for part 08), object class, and source title code. When all the edits are passed, the amount to be transferred is calculated from the pay history and reported on the Fund Switch Summary Report. The report shows all the fund switch requests from the Tables File. Any errors found during the editing are also listed next to the entry. The process also generates the Fund Switch Detail Report that lists all the individual cancellation and repayment entries in the format of the regular Permission to Pay Report. Work stations can use both reports to verify against the original request submitted by the departments and make any additional corrections on the Automatic Fund Switch screen. The actual 'transfer' process is run on the following day (Friday). It builds the reversal and correction records in the P2PAY File and generates the Fund Switch Summary Report and the Fund Switch Detail Report again. The title of both reports will indicate that this is the final run. Once the final reports are generated, any corrections must be made directly to the P2PAY File using various functions such as Correct Source, Add Source, and Delete Source, etc...

**SCREEN 507 - AUTOMATIC FUND SWITCH FUNCTION**

```

507 TAMUS B/P/P - Automatic Fund Switch                               11/02/04 15:05
                                                                    D BPP0002 0004

Screen: 1 Pay Date 08 03 2001          Cncl Vchr 2 Pay Typ 3
        Wrk Sta S      Page NEW          Repay Vchr 4 Pay Typ 5
SSN/    6
UIN(s)  _____
Period  C Date-Pd   Vchr C Date-Pd   Vchr C Date-Pd   Vchr C Date-Pd   Vchr
7 8 _____ 9 _____
-----
Changes Pt  Acct   S-A   Pgm   Actg Anal   Obj  TlCd   Pct
1) From 10 11   12 13   14   15 16
   To 17 18   19 20   21   22 23 24
2) From _____
   To _____
3) From _____
   To _____
4) From _____
   To _____
5) From _____
   To _____
PF1=Help,PF3=Exit,PF4=Main,PF7=Up,PF8=Down
-----
4-©                1      Sess-1      128.194.103.18                4/11
    
```

**SCREEN 507 - AUTOMATIC FUND SWITCH FUNCTION EDIT DEFINITIONS**

**NUMBER**

**DATA FIELD**

**EDITS PERFORMED**

1

SCREEN NUMBER

3-digit code that identifies the screen the user would next like to view; is used to maneuver through the B/P/P System Screens.

Blank - return the next page if the page presented to the user is not changed; return the same page if the page is just added, changed, or deleted

SP - Same Page - return this screen

BP - Bypass Processing and return to the function select screen without updating the system

E - Exit and return to the function select screen after updating the system

DP - Delate the Page and return the same screen

LP - go to the Last Page of the requests

NP - return a New Page (a blank page) for the user to make a new entry

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
2	CANCELLATION VOUCHER NUMBER	Voucher to be used for the reversal entries of the fund switch transactions, non zero, 4-digit number.
3	CANCELLATION VOUCHER PAY TYPE	Pay type for the cancellation voucher, <b>C</b> or <b>E</b>
4	REPAYMENT VOUCHER NUMBER	Voucher to be used for the repayment entries of the fund switch transactions, non zero, 4-digit number.
5	REPAYMENT VOUCHER PAY TYPE	Pay type for the repayment voucher, <b>A</b> or <b>E</b>
6	SSN/UIN(s)	Social Security Number of the employee(s) for the fund switch (up to 30 people). If the UIN is entered, it will be converted to the SSN prior to being updated.
7	PAY CYCLE	Pay cycle of the pay history records to be corrected
8	DATE PAID	Pay date of the pay history records to be corrected in MM DD YYYY format must be on the history File (within 13 months) be corrected in MMDDYYYY
9	VOUCHER	Voucher number of the pay history records to be corrected, non zero, 4-digit number.
10	FROM PART NUMBER	Must be a valid part number - find the pay history source with this part number
11	FROM ACCOUNT NUMBER	Must be a valid account number – find the pay history source with this account number, and account must be open
12	FROM SUPPORT ACCOUNT	blank - do not use this field to find the Number specific pay history source  '-----' (all dashes) – find the pay history source with no support account  valid support account number - find the pay history source with this support account

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
13	FROM PROGRAM CODE	None.
14	FROM ACCOUNTING ANALYSIS CODE	blank - do not use this field to find the specific pay history source  valid accounting analysis code - find the pay history source with this accounting analysis code
15	FROM OBJECT CLASS	blank - do not use this field to find the specific pay history source  valid object class - find the pay history source with this object class
16	FROM SOURCE TITLE	blank - do not use this field to find the Code specific pay history source  valid source title code - find the pay history source with this source title code
17	TO PART NUMBER	Must be a valid part number - transfer the amount to this part number
18	TO ACCOUNT NUMBER	Must be a valid account number - transfer the amount to this account number and the account must be open
19	TO SUPPORT ACCOUNT NUMBER	blank - do not change the support account (the From Support Account Number must be blank)  '-----' (all dashes) - change the support account to spaces (the From Support Account must not be blank)  valid support account number - transfer the amount to this support account (the From Support Account must not be blank)

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
20	TO PROGRAM CODE	<p>blank - do not change the program code (the From Program Code must be blank)</p> <p>‘-----‘ (all dashes) - change the program code to spaces (the From Program Code must not be blank)</p> <p>valid program code - transfer the amount to this program code (the From Program Code must not be blank)</p>
21	TO ACCOUNTING ANALYSIS CODE	<p>blank - do not change the accounting analysis code (the From Accounting Analysis Code must be blank)</p> <p>valid accounting analysis code - transfer the amount to this accounting analysis code (the From Accounting Analysis Code must not be blank)</p>
22	TO OBJECT CLASS	<p>blank - do not change the object class (the From Object Class must be blank)</p> <p>valid object class - transfer the amount to this object class (the From Object Class must not be blank)</p>
23	TO SOURCE TITLE CODE	<p>blank - do not change the source title code (the From Source Title Code must be blank)</p> <p>valid source title code - transfer the amount to this source title code (the From Source Title Code must not be blank)</p>
24	PERCENT TRANSFERRED	<p>Percentage of the ‘From’ source to be transferred; default is 100%; six decimal places allowed; Ex:</p> <p style="padding-left: 40px;">10% can be entered as 10. or 10000000</p> <p style="padding-left: 40px;">10.5% can be entered as 10.5 or 10500000</p> <p>Can not be &lt; 0 or &gt; 100.</p>

## **DELETE SOURCE FUNCTION**

This function is used to delete a payroll source from the P2PAY File.

After receiving the menu screen (SCREEN 500), the following data fields must be entered to delete a record from the P2PAY File:

Budget Work Station (Bud work station)  
Social Security Number (SSN)  
Pay Cycle  
Date Paid  
Part  
Account Number  
Support Account  
Voucher  
Source Sequence Number (Src seq no)

After keying in the above control fields, press the enter key to transmit the data to the computer for processing. The computer will return the menu screen and ask the user to enter "DE" in the function code if the specified source is to be deleted or 'no' to bypass the delete function. If "DE" is keyed and entered, the source is deleted. Otherwise, no action is taken. In either case, the menu screen is returned to the user.

## AUTOMATIC CANCELLATION FUNCTION

This function is used to “automatically cancel” the payroll source that has already been processed. Like the Copy for Issue function, it reads the payroll History File and creates a record in the P2PAY File. However, this record will have all numeric values multiplied by -1, thus creating a reversal entry of the original payroll source. If the employee has multiple sources on the voucher number specified, all of the sources are processed.

After receiving the menu screen (SCREEN 500), enter the following data fields to create "negative" images of records in the History File to the P2PAY File:

Budget Work Station (Bud work station)  
 Social Security Number (SSN)  
 Pay Cycle  
 Date Paid  
 Voucher  
 Part\*  
 Account Number\*  
 Support Account\*  
 Voucher\*  
 Source Sequence Number\*  
 Voucher\*\*  
 Process Date\*\*  
 Pay Cycle\*\*

\* These values need to be input if a specific source for the employee is desired.

\*\* These fields are only entered for Automatic Cancellation processing and are found on the lower left-hand side of the menu screen. They identify the payroll and voucher number to be used to generate the cancellation entry.

After the control fields have been input, press the enter key to transmit the data to the computer for processing.

A new source will be created in the P2PAY File for each source in the History File with the specified new Pay Date, Pay Cycle and Voucher Number. All numeric value fields for the record in the History File will be multiplied by a negative one (-1), thus creating a "cancellation" record in the P2PAY File.

After all processing is complete, the menu screen will be returned to the user.

## PAYROLL DEDUCTIONS TABLE

The Payroll Deductions Table controls the edits performed on the Payroll Maintenance screens.

Deduct Name	Description of the deduction or the name of the carrier of the deduction
Employee Deduct	<p>Y - an employee deduct amount may be entered on the Payroll Maintenance screens</p> <p>N - an employee deduct amount may not be entered on the Payroll Maintenance screens</p>
Covered Wage	<p>Y - a covered wage may be entered on the Payroll Maintenance screens</p> <p>N - a covered wage may not be entered on the Payroll Maintenance screens</p> <p>O - obsolete, a covered wage may not be entered on the Payroll Maintenance screens</p>
Employer Payment	<p>Y - an employer paid deduct amount may be entered on the Payroll Maintenance screens</p> <p>N - an employer paid deduct amount may not be entered on the Payroll Maintenance screens</p> <p>O - obsolete, an employer paid deduct amount may not be entered on the Payroll Maintenance screens</p> <p>S - System generated, an employer paid deduct amount may not be entered on the Payroll Maintenance screens</p>
Carrier	<p>Y - a carrier code must be entered for the deduction on the Payroll Maintenance screens</p> <p>N - a carrier code may not be entered for the deduction on the Payroll Maintenance screens</p>
Limit	Maximum limit for the number of times a deduction can be entered on the Payroll Maintenance screens