
Canopy PCT - Payroll Cost Transfers

Quick Guide

June 2018

FAMIS Services

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Payroll Cost Transfer

Introduction

CANOPY offers the ability for users to electronically initiate a Payroll Cost Transfer between accounts and across System Member accounts. The total process involves creating a PCT (Payroll Cost Transfer) document, routing it for approvals and posting the transfer transaction(s) in FAMIS. PCT's are used to move posted payroll from the account(s) it is posted to, to other accounts. There is no effect to future payroll by doing a PCT, future payroll effects can only be initiated in Workday.

Existing FAMIS EPA Security and FAMIS EPA Routing & Approvals structures are used to control routing. Specific routing paths can be established for PCT's using the ECT form.

While creating and editing the PCT document is only available through CANOPY, the approval actions and inquiry to the routing documents can be done either in CANOPY or using the FAMIS screens. Security access for use of the PCT process is based on FAMIS EPA security.

The FAMIS EPA has been phased out with the implementation of Workday. The PCT system has been developed to offer the ability to make changes to posted payroll in FAMIS. This will be payroll data fed from Workday as well as existing posted BPP Payroll data.

Changes needed to affect an employee's future pay will have to be entered in Workday going forward.

The implementation of PCT's will occur with the implementation of Workday. FAMIS Services will work in conjunction with Members to ensure the required tables are established including those in Routing & Approvals.

PCT's will be available for use by all campuses utilizing FAMIS, including TEEX and WTAMU.

Payroll Cost Transfer

PCT Basic Concepts

General Rules for PCT

Payroll Cost Transfers will be entered utilizing Canopy. The transactions of posted payroll from the BPP system and Workday can be affected by PCT's.

Summary -Difference between PCT and EPA

- EPA created new active budget iterations in BPP that usually impacted future payroll funding.
 - EPA posted payroll encumbrances to cover remainder of the fiscal year at document close before Approval routing
 - Encumbrances were not altered when the EPA is completely approved and sent to BPP
 - EPAs created active budget iterations in BPP
 - EPAs did not impact previously posted payroll
- PCT requires a previously posted payroll result(s) in FAMIS
 - Overall amounts cannot be changed, only split and transferred to other accounts
 - PCT will post encumbrances on the 'new' account while the PCT is in routing
 - PCT will remove encumbrances upon final approval
 - PCT will post actuals upon final approval
 - PCT's do not impact future funding
 - PCT's do not interact with Workday
 - PCT's only affect previously posted payroll
 - Only the account(s) to be changed are entered on the PCT; if the funding on an account will remain the same, it does not and should not be included on the PCT

The following rules apply

- Budget cannot be overridden on the PCT document
- PCT's cannot change the posted total for a payroll item
- AA values will determine how benefits will be moved
- PCT's can affect BPP posted payroll
- PCT's can affect Workday posted payroll
- On a cost transfer - regular salary will not mix with overtime pay

The posting of a PCT will create accounting entries for all aspects of a payroll record, including

- Gross Pay
- Benefit charges driven by the Accounting Analysis Code
 - Longevity
 - TRS
 - FICA
 - Benefits
 - UCI/WCI and Leave
 - All others

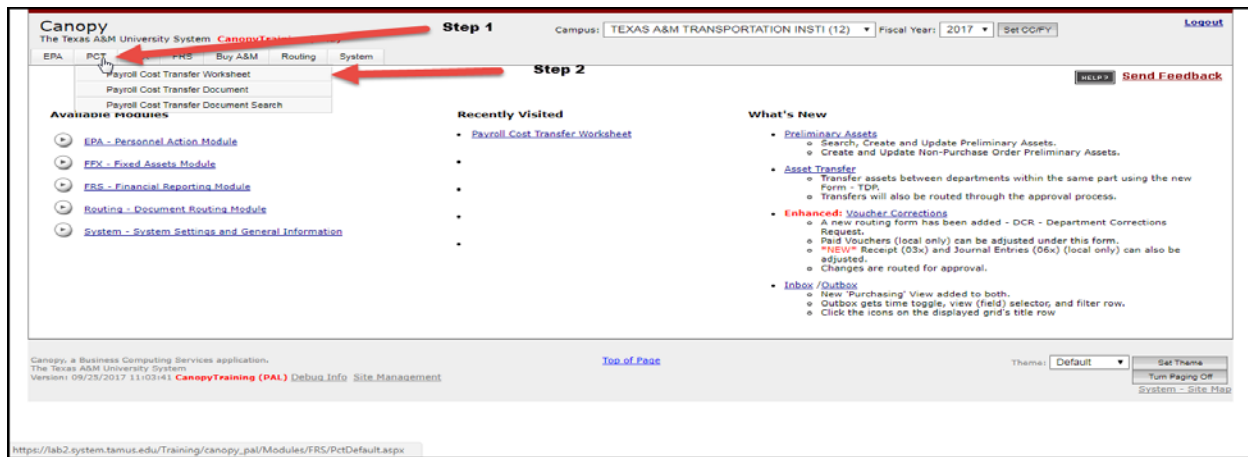
Payroll Cost Transfer

Simple journal entries are created if the change is from one account to one account and **none** of the following conditions exist:

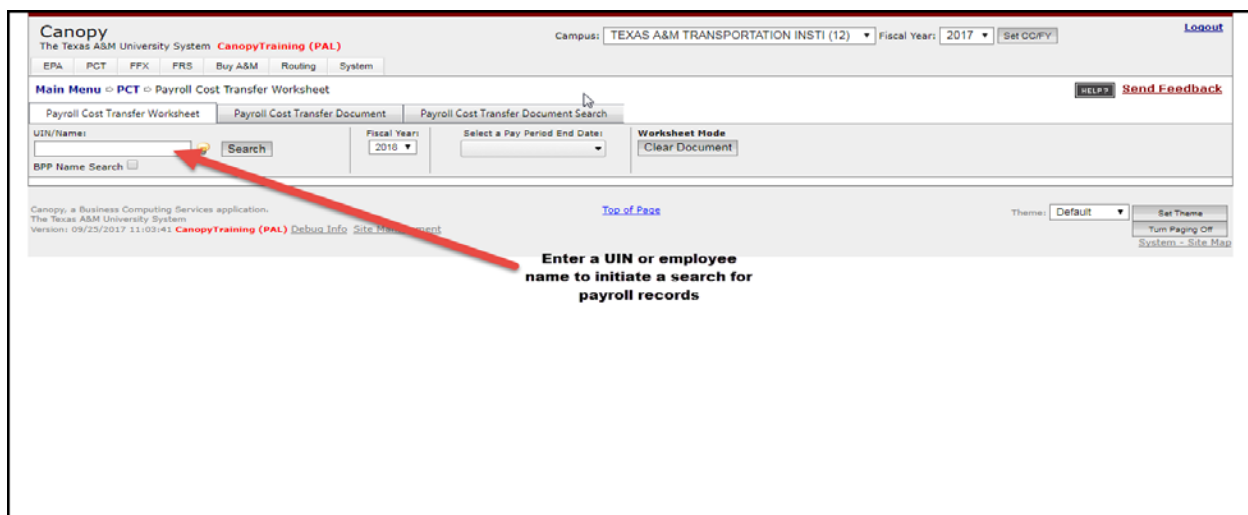
- No change in Member accounts / not cross part
- State to local change or local to state change
- Bank Change
- Transfer is to multiple accounts

Payroll Cost Transfer Worksheet - Entry Steps

- Login to Canopy
- Choose PCT from the tab menu
- Choose Payroll Cost Transfer Worksheet to begin



- Next enter a UIN or employee name to search for posted payroll records:



- Currently, wage employees may require the 'BPP Name Search' field be checked. This must be the employee name, UIN search does not work on this field

Payroll Cost Transfer

Canopy
The Texas A&M University System **CanopyTraining (PAL)**

Campus: TEXAS A&M TRANSPORTATION INSTI (12) Fiscal Year: 2017 Set CO/FY Logout

EPA PCT FFX FRS Buy A&M Routing System

Main Menu > PCT > Payroll Cost Transfer Worksheet

Payroll Cost Transfer Worksheet Payroll Cost Transfer Document Payroll Cost Transfer Document Search

UIN/Name: 701004238 Search Fiscal Year: 2017 Select a Pay Period End Date: 12/28/2016, 12/31/2016, 01/25/2017, 01/31/2017, 02/22/2017, 02/28/2017, 03/31/2017, 04/05/2017, 04/30/2017, 05/03/2017

Worksheet Mode: Clear Document

Canopy, a Business Computing Services application.
The Texas A&M University System
Version: 09/25/2016 11:03:41 CanopyTraining (PAL) Debug Info Site Management

Theme: Default Set Theme Turn Paging Off System - Site Map

1 2 3

Choose the UIN/employee name
Choose the Fiscal Year for the payroll
Choose the actual Pay Period End Date you wish to affect

- When you select the Pay Period End Date, the posted payroll will appear in a PCT Worksheet for edits
- The Pay Period End Date drop down is controlled by existing posted records for the employee
- Each employees' list of pay dates will be representative of only their personal payrolls.
- Original Summary Record appears grayed out
- Below the Original Summary Record a line is presented allowing entry of data in to certain fields
 - Account (SL/SA)
 - Object Code (for BPP processed payrolls)
 - Percentage or Dollar values
- When the other account is listed, the AA value will determine how benefits will be moved from Account A's rules to Account B's rules.

Canopy
The Texas A&M University System **CanopyTraining (PAL)**

Campus: TX A&M AGRILIFE EXTENSION SRVC (07) Fiscal Year: 2017 Set CO/FY Logout

EPA PCT FFX FRS Buy A&M Routing System

Main Menu > PCT > Payroll Cost Transfer Worksheet

Payroll Cost Transfer Worksheet Payroll Cost Transfer Document Payroll Cost Transfer Document Search

UIN/Name: Search Fiscal Year: 2017 Select a Pay Period End Date: 03/31/2017 Worksheet Mode: Clear Document

BPP Name Search

Name: Frank, Maureen G UIN: 118-00-6603 Payroll Pay Period End Date: 03/31/2017
Doc Campus: 07 Doc FY: 2017

PAYROLL COST TRANSFER WORKSHEET

BPP | PIN-X05712 | ADLOC-07154000 | TITLE-7128 ASSISTANT PROFESSOR & EXTENSION SPECIALIST | Regular

CC	SL	SA	OBJ	AA	Pct	Hrs	Salary/Wages	Benefits
07	154000	27000	1211	0100	52.34	0.00	3271.25	583.11
07	154000	27000	1211	0100	0	0	0	0
07	154000	49411	1211	0100	31.77	0.00	1985.63	353.94
07	154000	49411	1211	0100	0	0	0	0
07	154000	97000	1211	3100	15.89	0.00	993.13	213.09
07	154000	97000	1211	3100	0	0	0	0

Existing posted payroll lines will appear, with a new line below each split, allowing the user to move the posted line to another account.

Payroll Cost Transfer

- Enter the changes on the desired Payroll line and click SAVE
- Click ADD to create additional splits on a line
- When all changes are created, click Create FY nnnn Document to proceed to the PCT Document

Canopy
The Texas A&M University System **CanopyTraining (PAL)**

Campus: TX A&M AGRILIFE EXTENSION SRVC (07) Fiscal Year: 2017 [Set CC/FY](#) [Logout](#)

EPA PCT FFX FRS Buy A&M Routing System

Main Menu > PCT > Payroll Cost Transfer Worksheet [HELP ?](#) [Send Feedback](#)

Payroll Cost Transfer Worksheet Payroll Cost Transfer Document Payroll Cost Transfer Document Search

UIN/Name: Fiscal Year: 2017 Select a Pay Period End Date: 03/31/2017 **Worksheet Mode**
BPP Name Search [Search](#) [Clear Document](#)

Name: Frank, Maureen G UIN: 111-00-0000 **PHYSICIAN** Pay Period End Date: 03/31/2017
Doc Campus: 07 Doc FY: 2017

PAYROLL COST TRANSFER WORKSHEET

BPP | PIN-X05712 | ADLOC-07154000 | TITLE-7128 ASSISTANT PROFESSOR & EXTENSION SPECIALIST | Regular

CC	SL	SA	OBJ	AA	Project	Task	Pct	Hrs	Salary/Wages	Benefits
07	154000	27000	1211	0100			52.34	0.00	3271.25	583.11
07	154000	27000	1211	0100	154000	27100				
							New Pct	New Hours	New Salary Amount	Result Salary
							25.00	0.00	0.00	1562.50
							Save	Add		
07	154000	49411	1211	0100			31.77	0.00	1985.63	359.34
07	154000	49411	1211	0100						
							New Pct	New Hours	New Salary Amount	Result Salary
							0	0	0	0
							Save	Delete		
07	154000	97000	1211	3100			15.89	0.00	993.13	213.09
07	154000	97000	1211	3100						
							New Pct	New Hours	New Salary Amount	Result Salary
							0	0	0	0
							Save	Delete		

* To enable TEEX Project/Task Fields, update your [User Profile](#) settings

[Create FY 2017 Document](#)

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[Top of Page](#) Theme: **Default** [Set Theme](#)
[Turn Paging Off](#)
[System - Site Map](#)

Enter desired payroll changes, use the ADD button to create more splits. Click Create FY nnnn Document to Create the PCT Document using your data.

Worksheet Actions

- Can enter changes, add new splits for each line
- Object code can only be changed on BPP processed payrolls
- Accounts can be from different system Members and departments
- Save - then creates and takes you to the Cost Transfer document
 - A number is assigned at this time
 - You can go back to the worksheet to make additional changes, but the assigned document will remain once created
- Accounting Analysis codes are grayed out at this time, creators cannot change this
 - Accounting Analysis codes can only be changed in the Processing Office

Payroll Cost Transfer

Worksheet Error Message Display

The screenshot displays the Canopy Payroll Cost Transfer Worksheet interface. At the top, the header includes the Canopy logo, the Texas A&M University System, and the CanopyTraining (PAL) version. The campus is set to TEXAS A&M TRANSPORTATION INSTI (12) and the fiscal year is 2017. The main menu shows the current path: PCT > Payroll Cost Transfer Worksheet. The interface includes search fields for UIN/Name (701004238) and BPP Name Search. A red arrow points to a yellow error message box that states: "Six digit account 12201719067000000000 does not exist (Error: 6297)". Another red arrow points to the text "Error Messages will appear in red". The main table shows payroll data for BPP PIN-C05611, ADLOC-12110202, and TITLE-4522 PROGRAM SPEC. The table has columns for CC, SL, SA, OBJ, AA, Pct, Hrs, Salary/Wages, and Benefits. The first row shows 12, 190680, 00000, 1940, 9999, 100.00, 0.00, 50.00, and 3.97. The second row shows 12, 190670, 00000, 1940, 9999, 25.00, 0.00, 0.00, and 0.00. The interface also includes a "Create FY 2017 Document" button and a footer with version information and site management links.

Typical Errors and Responses

- When invalid accounts are entered - you will receive an "Object Code 1940 – AA Code 9999".
- At least one Project/Task has been defaulted to the SL/SA (Error: 8476)
 - Project and Task are required for TEEX

Special Handling

- Accounting Analysis extension for TEEX
 - The TEEX AA table for BPP includes a project task
 - On our form we require the Project / Task for TEEX
 - This is used this on the bi-weekly payroll
- Close and Route for approval
 - When there is an incomplete document the system will not allow routing of another document
- 4-5 characters for Department for TTl
- 12 character field For TEEX Project and Account

Additional Information: Payroll details will not be filled in until the document is routed. The first user whose entry goes into routing will override all other pending PCT actions. No other PCT's can be posted to that payroll until the one in routing is approved or cancelled. When a PCT goes into routing for a particular payroll, we will clear all the old documents and pending worksheets at that time.

Payroll Cost Transfer

Salary Compliance – MAESTRO validations

- EPA – validations occurred in REAL TIME, at document Close/Route an external call was made to MAESTRO. The call included employee, salary, date ranges, etc.... If the validation check fails, the EPA cannot be routed for approval.
- PCT – Currently the MAESTRO compliance checks are not implemented. Task is under review, discussions with MAESTRO are scheduled.

Payroll Cost Transfer Document - Entry

Next steps explain creation of the Payroll Cost Transfer Document and Routing Submission.

- Enter the Description
- Choose a Justification Code (Some justification codes require additional notes)
- Can add Attachments, Notes and FYI Recipients
- Click Save

Canopy
The Texas A&M University System CanopyTraining (PAL) Campus: TEXAS A&M UNIVERSITY (02) Fiscal Year: 2017 Set COIFY Logout

PCT FFX FRG Buy A&M Routing System

Main Menu > PCT > Payroll Cost Transfer Document

Payroll Cost Transfer Worksheet Payroll Cost Transfer Document Payroll Cost Transfer Document Search

Payroll Transfer Document: CTAAAAI Actions: Select an action... Submit

Messages

HEADER - Record has been successfully modified (Message: 0003)

PAYROLL COST TRANSFER REQUEST

Document ID: CTAAAAI (PCT Report) DOC FY: 2017 DOC Status: In Process (IP)
Name: Frank, Maureen G UIN: 118-00-6603 Pay Period End Date: 03/31/2017
Route Document: Description: PAYROLL CORRECTION
Justification Code: SPECIAL UNIQUE EVENT/PROJECT (EP)
Created By: Hall, Wendy T (10/02/2017)
Last Update By: Hall, Wendy T (10/02/2017)
Attachments: NO ATTACHMENTS FOUND Add Attachments

Original Payroll Record (Total items: 3)

Campus Code	Account	Obj	AcctAnalysis	Project/Task	Salary/Wages Amt	Benefit Amt	Hrs/Pct
07	154000-27000	1211	0100		\$3,271.25	\$583.11	0.00
07	154000-49411	1211	0100		\$1,993.63	\$353.94	0.00
07	154000-97000	1211	3100		\$993.13	\$213.09	0.00
Grand Total:					\$6,250.01		

prev 1 next Page: 1 of 1 Go Page size: 3 Change (Showing page 1 of 1, items 1-3) Total items: 3

Update Cost Transfer Click Update Cost Transfer to return to the Worksheet

PAYROLL WORKSHEET RECAP OVERVIEW

Campus Code	Account	Obj	AcctAnalysis	Project/Task	Salary/Wages Amt	Benefit Amt	Hrs/Pct
07	154000-27000	1211	0100		(\$1,562.50)	(\$278.52)	0.00
07	154000-27000	1211	0100		\$1,562.50	\$278.52	0.00
Grand Total:					\$0.00		

prev 1 next Page: 1 of 1 Go Page size: 2 Change (Showing page 1 of 1, items 1-2) Total items: 2

PAYROLL SUMMARY

Campus Code	Account	Obj	AcctAnalysis	Project/Task	Salary/Wages Amt	Benefit Amt	Hrs/Pct
07	154000-27000	1211	0100		\$1,708.75	\$304.50	0.00
07	154000-49411	1211	0100		\$1,985.63	\$353.94	0.00
07	154000-97000	1211	3100		\$993.13	\$213.09	0.00
07	154000-27000	1211	0100		\$1,562.50	\$278.52	0.00
Grand Total:					\$6,250.01		

prev 1 next Page: 1 of 1 Go Page size: 4 Change (Showing page 1 of 1, items 1-4) Total items: 4

PAYROLL CHANGE DETAILS

No records found to display.

COMPLETED FYIs RECIPIENT

There are no FYIs for this document.

Add FYI

DOCUMENT NOTES

There are no notes for this document.

Add Notes

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Top of Page

Theme: Default Set Theme Turn Paging Off System - Site Map

Payroll Cost Transfer

Payroll Cost Transfer Request Sections

- Document Header
- Original Payroll Record
- Payroll Worksheet Recap Overview
- Payroll Summary
- Payroll Change Details
- Completed FYI's Recipient
- Document Notes

When changes are complete, the PCT should be submitted into Routing and Approvals by clicking the Action Dropdown and select

The screenshot shows the Canopy Payroll Cost Transfer Document page. The 'Payroll Transfer Document' field contains 'CTAAAAI'. The 'Action' dropdown menu is open, showing options: 'Select an action...', 'CLOSE and ROUTE', 'CANCEL', 'REOPEN to edit', 'ROUTE for approval', 'ROUTE with Extra Action', and 'RECALL from routing'. A red arrow points from the text 'Available Actions, select Route for Approval to submit into Routing' to the 'ROUTE for approval' option. The document header shows 'Document ID: CTAAAAI (PCT Report)', 'DOC FY: 2017', 'DOC Status: In Process (IP)', 'Name: Frank, Maureen G', 'UIN: 118-00-6603', 'Pay Period End Date: 03/31/2017', and 'Route Document:'.

- Once Submitted into Routing and Approvals, the Route Document field will be populated

The screenshot shows the Canopy Payroll Cost Transfer Document page after submission. The 'Route Document' field is now populated with 'ECT07CTAAAAI'. A red arrow points from the text 'Routing Document' to this field. The document header shows 'Document ID: CTAAAAI (PCT Report)', 'DOC FY: 2017', 'DOC Status: Closed (CL)', 'Name: Frank, Maureen G', 'UIN: 118-00-6603', 'Pay Period End Date: 03/31/2017', and 'Route Status: In Dept Rt (DR)'. The 'Description' is 'PAYROLL CORRECTION' and the 'Justification Code' is 'SPECIAL UNIQUE EVENT/PROJECT (EP)'. The 'Created By' and 'Last Update By' are both 'Hall, Wendy T (10/02/2017)'.

Payroll Cost Transfer

Payroll Cost Transfer Document Search

Users may search for existing and posted Payroll Cost Transfers using the Search tab

- Search by the following
 - Document ID
 - Campus Code
 - UIN / Name
- Filtering by the following is available
 - Status
 - Fiscal Year

Additionally the search results may be sorted by clicking the Column Header, such as Status. Clicking the header toggles between ascending and descending list.

Canopy
The Texas A&M University System **CanopyTraining (PAL)**

Campus: TEXAS A&M UNIVERSITY (02) Fiscal Year: 2017 Set CO/FY Logout

PCT FFX FRS Buy A&M Routing System

Main Menu > PCT > Payroll Cost Transfer Document Search

Payroll Cost Transfer Worksheet Payroll Cost Transfer Document Payroll Cost Transfer Document Search

Document ID: Status (Filter): Select a status... Campus Code: Fiscal Year (Filter):

UIN/Name: 118006603 Search

BPP Name Search Search My Documents Reset

Download

PAYROLL COST TRANSFER DOCUMENT SEARCH RESULTS (TOTAL ITEMS: 3)

Document ID	CC	FY	Status	Payroll Uin	Payroll Person	Route Doc ID	Created Date	Created by	Last Updated	Last updated by
CTAAAAG		2017	In Process (IP)	118006603	Frank, Maureen G		10/1/2017 2:13:28 PM	Hall, Wendy T		
CTAAAAG		2017	In Process (IP)	118006603	Frank, Maureen G		10/2/2017 11:15:37 AM	Hall, Wendy T		
CTAAAAI		2017	Closed (CL)	118006603	Frank, Maureen G	ECT07CTAAAAI	10/2/2017 11:24:55 AM	Hall, Wendy T	10/2/2017 12:41:02 PM	Hall, Wendy T

prev 1 next Page: 1 of 1 Go Page size: 3 Change (Showing page 1 of 1, items 1-3) Total items: 3

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Version: 10/02/2017 12:04:17 **CanopyTraining (PAL)** Debug Info Site Management

Click to Sort Top of Page

Theme: Default Set Theme Turn Paging Off System - Site Map

- Users may download the search results to Excel by clicking the download button

FAMIS_PCTSearch_20171002_02_FY2017 [Protected View] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Acrobat Team

Protected View This file originated from an Internet location and might be unsafe. Click for more details. Enable Editing

A1 DocId

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	DocId	CC	FY	Status	Payroll Uin	Payroll Pe	RouteDoc	Created D	Created by	Last Upda	Last updated by					
1	CTAAAAG		{2017}	In Process	{118006603}	Frank, Maureen G	{43010}	Hall, Wendy T								
2	CTAAAAG		{2017}	In Process	{118006603}	Frank, Maureen G	{43009}	Hall, Wendy T								
3	CTAAAAI		{2017}	Closed (CL)	{118006603}	Frank, Ma	ECT07CTA	{43010}	Hall, Weni	{43010}	Hall, Wendy T					

Payroll Cost Transfer

Original Payroll data from 779

779 Payroll Detail Record Inquiry 10/02/17 12:21
 Screen: ____ Fiscal YY: 2017 Cycle/Date: M 03/31/2017 UIN: 118006603 Seq No: 2
 Name: FRANK MAUREEN G Part: 07 Source Seq: 2

Type	Account	Covered Earnings	Amount	Bank	Ben C	Uncharged C	Amount
S/W	154000 27000 1211		3271.25	17116	S 1		
FICA-OAHI	111101 27000 1920	3261.58	47.29	17142	S 2		
FICA-OASI	111101 27000 1920	3261.58	202.22	17142	S 2		
GIP-GH	111100 27000 1910		310.78	17002	S 2		
GIP-GLR	111100 27000 1910		2.21	17002	S 2		
LEAV-ST-FA	154000 27000 1952	3271.25		17116	N 0		40.89
TRS	154000 27000 1960	3271.25		17116	N 0		222.44
UCI	154000 27000 1950	3271.25		17116	N 0		7.52
WCI	111500 27000 1945	3271.25	20.61	17116	S 2		

*** End of Detail List ***

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
 Hmenu Help EHelp PrDtl

Once the PCT has been submitted into routing, the document will appear on Screen 770 for that employee as an In-Process Detail Line

F2321 Make selection to proceed to screen 779
770 Payroll Detail Inquiry by UIN 10/02/17 13:07
 Screen: ____ Fiscal Yr: 2017 UIN: 118006603 Pay Prd End Date: ____
 Incl: Only S/W Account: FRANK MAUREEN G Completed: N Panel: 01 More >>

S	Pay Prd End Date	Seq No	Post St	Voucher	Salary/Wage Account	S/W Obj	Sal/Wg/Lng Amount	Ben. Chrgd to S/W Acct	
-	01/31/2017	1	CO	0004628	154000 49411	1211	1985.63		
-	01/31/2017	2	CO	0004628	154000 27000	1211	3271.25		
-	01/31/2017	3	CO	0004628	154000 97000	1211	993.13		
-	02/28/2017	1	CO	0004754	154000 27000	1211	3271.25		
-	02/28/2017	2	CO	0004754	154000 49411	1211	1985.63		
-	02/28/2017	3	CO	0004754	154000 97000	1211	993.13		
-	03/31/2017	1	CO	0004922	154000 49411	1211	1985.63		
-	03/31/2017	1	IP	CTAAAAI	154000 27000	1211	1562.50		
-	03/31/2017	2	CO	0004922	154000 27000	1211	3271.25		
-	03/31/2017	2	IP	CTAAAAI	154000 27000	1211	1562.50		
-	03/31/2017	3	CO	0004922	154000 97000	1211	993.13		
-	04/30/2017	1	CO	0005048	154000 49411	1211	1991.98		
-	04/30/2017	2	CO	0005048	154000 27000	1211	3281.72		
*** Press ENTER To View More Records ***							Total:	49023.77	0.00

Payroll Cost Transfer

Routing & Approvals

Payroll Cost Transfers will initially use the existing E** or EPA Routing setup in FAMIS Routing. If those Form paths are not established, routing will default to the '*' path. Routing administrators may set up a separate path with designated approvers for PCT using the ECT form type. The ECT form type has been created for all members by FAMIS Services.

The PCT action differs from an EPA in that it is changing posted accounting. For that reason, the approvers may be a different set of personnel than with EPA's. Functionally this approval should probably be done by business office personnel.

Document Routing Results

- Close and route will post encumbrances
 - Create in-process payroll history records as proof that they go with the encumbrances
- Similar to how it processes through a department list, it will work through a campus list
 - The AA value on the individual line is then changeable by anyone in the Processing Office
- Documents will route to the Departments (up to 10)
- Then to the PCT Processing Office of any cross campus Members.

PCT Processing Office Actions

- Approvers in the PCT Processing Office can update the accounting analysis code.
- Approvers in the PCT Processing Office can update object codes on College Work Study title codes
- Documents may be rejected or approved.

Setup

- Up to 4 desks can be established for each path
- The 4th desk is reserved for the posting program
 - In the case of errors, documents will remain on this desk for corrections. Approvers on this desk should be those that can work through any errors

PCT Routing compared to EPA Routing

- PCT- implemented (standard) out of the box FAMIS routing with two exceptions.
 - When an SRS account is part of the change, we add 02-RSFN to the Dept-level routing.
 - Multiple processing offices will see the document if multiple campus' accounts are part of the change.
 - The accounting analysis code can be changed in the Processing Office
 - INTER- document has multiple campuses, will route here until the last campus is found.
 - Must NOT have 'P' desk on end
 - FINAL – document has multiple campuses, will route here on the last one.
 - Must have 'P' desk on end

Payroll Cost Transfer

- INTER and FINAL pathing replaced all of the other options available under an EPA.
 - EPA - routed to a single processing office, but had several customized options to refine the path it took. The customizations include (not implemented in the PCT)
 - OLD-90 or 'Research' specific paths at the processing office. This check includes an 'over 90' check to see if EPA included historical changes.
 - Adloc 'EPA Path' usage. When the EPA reached the processing office, each system member could implement one of several PATH settings (such as 'Biweekly/Monthly', 'EPA Path' from Adloc of employee)
- PCT could support – over 90 days old at the Processing Office.
 - If used this would not distinguish between Research and Non-Research

EPA Path Examples:

- SO(01) – single 'catch ALL' path
- TAMU(02) – adloc's EPA path only
- Tarleton(04) – combo of FORM (EBR,EGR, EWR) and Biweekly/Monthly
- PVAMU(05) – combo of FORM and 'Research/over90(+R)'
- AG(06) – combo of FORM, Biweekly/Monthly, and +R
- AG(07) – FORM and Adloc's EPA path

While PCT documents are in routing, they will appear in IP (In Process) status on the FRS Payroll screens (Screen 770, 771 .and 779). When FINAL approval occurs, the status of the detail payroll records on these screens will be updated to CO (Completed) and they will appear as posted transactions in Financial Accounting.

In the processing office - only the processing office member for the campus affected by a specific PCT detail record will be able to edit the record. For documents that cross campuses, that approver will only have an edit link for their side of the correction.

In FAMIS the E* Path which exists in Routing & Approvals rules apply to the routing of PCT documents. Additionally an ECT Processing Office must be established for the FINAL approval of documents. Send a Change Enhancement Form to FAMISHelp@tamus.edu to establish this on Screen 950.

Creating and editing a PCT document is ONLY available through CANOPY. However, routing document inquiry and approval may be done either in CANOPY or using the FAMIS screens.

Approval Features

- FYA for Approval will be available
 - This might be used initially for 90+ day routing since this will not be a programmed feature of PCTs
- Financial Aid / College Work Study will happen as a result of departmental routing
- SRS – this routing will occur as part of the Routing and Approval process when accounts are marked SRS.
 - We will add the 02-RSFN at the end of all other departmental routing.
- FYA, FYI and FRA functionality will be available

Payroll Cost Transfer

Posting of PCT Documents

UCI, WCI, Leave, GIP and TRS could post differently based on rates for the campus.

Payroll can appear split but must total 100% for the payroll.

Then there will possibly be emoluments and supplements which will appear with their own 100%.

Object codes have recently been implemented. Object Codes are not available in Workday, so this is derived for the purposes of FAMIS posting and PCT. Changes to posted payroll may affect object codes for the posting because Campus Code is a deciding factor in deriving the Object Code.

Old expenditures will remain as posted transactions in their original state until the PCT is approved.

The benefit postings will take place during the payroll cycle created for PCT changes.

EPA funding changes – Current Process

- An account's available budget is checked when an EPA is validated and net funding generated
- EPA creators have the option to override the requirement account, to automatically move budget from another source to the payroll account.
- Thus BPP-related payroll encumbrances are established before EPA's are routed for approval.

Workday Funding Changes

- FAMIS Encumbrance process is fed an overnight batch from Workday.
- No budget checks are available in Workday when maintaining cost allocations (or any change that impacts accounting).
- To process cleanly, available budget should exist *before* FAMIS tries to post payroll encumbrances.
- The payroll account listed in Workday is the account that should have available budget.
- If available budget does not exist:
 - FBPU516 will generate an error report (similar to FBPU515 received today. Note: In the current process, FBPU515 has most of its activity at year startup. All EPA activity is initially HELD waiting on initial budgets to be established.)
 - All errors will automatically attempt to reprocess each morning until resolved.
 - Budget can be moved using DBR.
 - The Net Funding Calculator can be used to check available funding prior to submitting a change in Workday.
 - Payroll encumbrances screen, 758, can be used to temporarily post payroll encumbrances. However, the monthly auto-adjust will always attempt to sync payroll encumbrances to the current Workday position values and cost allocations.
 - Temporary encumbrances on accounts not listed in Workday (or not fully approved in Workday) will be automatically removed.
 - **Exception:** Payroll encumbrances from a PCT exist while the PCT routes for approval. PCT encumbrances are not altered by the monthly auto-adjust process
- Workday related payroll encumbrances are established after the business-processes are completed in Workday and processed the next day in FAMIS.

Payroll Cost Transfer

Salary Savings

Will continue to run end of month and produce FBPR050 and FBPR051 reports. The data from BPP was a list of all vacant positions, accumulated salary, and account splits. FAMIS applied these by reducing payroll encumbrances and posting budget transfers to salary savings accounts (payroll account overrides listed on screen 8/52)

Under Workday the daily positions feed will contain vacant positions too. These vacant positions, associated daily rates, and account splits allow FAMIS to feed collect and capture salary savings dollars. Net flag on screen 842 – WD Encumber Vacant: Y/N

Payroll Cost Transfer

Accounting Results

Entries dealing with local funds will create a journal entry through PCT clearing account.

Encumbrances are posted - and the records will reflect on 770 - as detail records - but they're in IP status until fully approved.

AA changes will resynch the encumbrances because AA tables can affect encumbrances.

We're only going to send the PCT USAS effects to USAS once a month.

New accounting rules -

- Can't move someone from one account to another if that account does not have an AA value on it
 - Not all accounts are payroll eligible
 - Can't be an account that has a 9999 AA value
- (today the source lines on an EPA jump through a whole slew of edits)
- Departmental users can currently enter the AA value on the EPA
- On the PCT the AA will come only from the account
- We are currently generating the accounting - where as in the past it came back from BPP.
- The encumbrance has changed. While the PCT is routing the funds are earmarked on the new account. Stays on the old account at this time. When it is approved the encumbrances go away and the actuals get moved at the same time.
- The EPA as a vehicle to get data into BPP and accounting into FAMIS we would ignore Sept through current month.
- AA values will be set on the accounts - this already exists
- Accounts are not locked in stone - they can be changed.
- New rules for the - the requirement account and the AA cannot be specified at the time of the
- New rules for TTI: They are changing - they used to use a GL to enter all payroll and it went through a distribution process to determine how they will be paid.
- Now instead of a GL they will use a default SL account. They'll use distribution rules to change it from that default if they need to be changed.
- They used to not be able to cross funds between state and local funds.

FAMIS is now responsible for the USAS integration. So now we can trap and monitor these State and Local changes. And we will handle the behind the scenes pieces.

770's will show "Completed" once it's done.

PCT updates

- Based on type of payroll record, the Object code may or may not be editable.
- Label added to break up set of records.

Payroll Cost Transfer

Main Menu ▾ **PCT** ▾ Payroll Cost Transfer Worksheet

Payroll Cost Transfer Worksheet Payroll Cost Transfer Document Payroll Cost Transfer Document Search

UIN/Name: 118006603 Fiscal Year: 2017 Select a Pay Period End Date: 03/31/2017 Document ID: CTAAAAI
 Search Clear Document

BPP Name Search ☐

Name: Frank, Maureen G UIN: 118-00-6603 Pay Period End Date: 03/31/2017
 Position: X05712 ADLOC: 07-154000 Title: 7128 ASSISTANT PROFESSOR & EXTENSION SPECIALIST
 Doc Campus: 07 Doc FY: 2017

Object Code - may or may not be editable.

Label

Workday / Adloc-07154000 / RPS-REGULAR SALARY

CC	SL	SA	OBJ	AA	Hrs	Salary/Wages	Benefits
07	154000	27000	1310	0000	52.34	0.00	3271.24
01	110001	00000	1310	0056	50.00	0.00	3124.99
07	154000	49411	1310	0100	31.77	0.00	1985.63
07	154000	97000	1310	3100	15.89	0.00	993.13

Go to Document CTAAAAI

- Accounting Analysis (AA) – Processing Office approvers
 Active approvers can only change the AA value for their campus. (note: the 01 entry does not have an edit button, it will when the document routes to that location)

PAYROLL CHANGE DETAILS (TOTAL ITEMS: 2)

Name	Seq Nbr	Pay Cycle	Cycle Date	CC	Account	SRS	S/W Obj	AcctAnalysis	Pct Eft	Benefit Amt	Voucher	Hrs Worked	S/W/L Amt	S/W Charged Benefit Amt	Status	Pay Prd Beg Date	Pay Prd End Date	Details	Edit
Frank, Maureen G	1	X	06/15/2017	07	154000-27000	N	1310	0100	-50.00%	(\$557.09)	CTAAAAI	0.00	(\$3,124.99)	\$0.00	IP	03/01/2017	03/31/2017	Details	Edit
Frank, Maureen G	1	X	06/15/2017	01	110001-00000		1310	0056	50.00%	\$544.59	CTAAAAI	0.00	\$3,124.99	\$0.00	IP	03/01/2017	03/31/2017	Details	

- Accounting Transactions
 While the Document Routes for Approval, you will get new Payroll Details posted on 770, Post Status: IP'

770 Payroll Detail Inquiry by UIN

FRANK, MAUREEN G 06/15/17 15:41
 FY 2017 CC BB

Screen: ____ Fiscal Yr: 2017 UIN: 118006603 Pay Prd End Date: ____
 Incl: Only S/W Account: ____ Completed: N Panel: 01 More >>

Pay Prd	Seq	Post	Salary/Wage	S/W	Sal/Wg/Lng	Ben. Chrgd
S End Date	No	St	Voucher	Obj	Amount	to S/W Acct
03/31/2017	1	IP	CTAAAAI	154000 27000	1310	3124.99-

Payroll Cost Transfer

Payroll Cost Transfer Payroll Encumbrances Posted on Payroll Encumbrance Screens 755, 756 and 757.

755 Payroll Encumbrances by PIN				06/15/17 15:40			
				FY 2017 CC AB			
Screen: ____ Pin: X05712____ FY: 2017 Thru Month: 6_ June							
S/W Acct: ____ Include Completed(Y/N): Y							
Salary/Wage Bud/							
S	Account	Account Name	Wage	Salary/Wage	Longevity	Benefit	C

_	AB 110001 00000	TVMDL OPERATIONS	B	3124.99			Y
** Total Cost Transfer >>				3124.99			

Open Commitment posted to Financial Accounting.

046 Transactions for a Month by Reference Number 2 or 4				06/15/17 16:05			
TVMDL OPERATIONS-COLLEGE STATION				FY 2017 CC AB			
Screen: ____ Account: 110001 Month: 6_ Search On Ref: 2 Ref Nbr: X05712_							
Display Ref: 2 Bank Option: N							
Sbcd TC	Ref 2	Date	Description	Amount	I	BatRef	Offset Acct

1105	051	X05712	06/15 CORR ADJ - X05712	3,124.99	D	6349SJ	

Once Final approval reached, the open commitment, payroll encumbrance will be removed and actuals will be posted.

Payroll Cost Transfer

Simple 1 to 1 Journal Entry

From Account: 215500 \$1250.00
 To Account: 413200 \$1250.00

	Percent to Move	25%			
		Debit	Credit	TC	Bank
Gross Pay	431200-1510 -	\$ 1,250.00		068	02000
	215500 -1510		\$ 1,250.00	068	02000
Longevity	431200-1610	\$ 20.00		068	02000
	215500 -1610		\$ 20.00	068	02000
TRS	431200-TRS-OBJ	\$ 85.00		068	02000
	215500 -TRS-OBJ		\$ 85.00	068	02000
FICA	431200-FICA-OBJ	\$ 97.16		068	02000
	215500 -FICA-OBJ		\$ 97.16	068	02000

Payroll Cost Transfer

Local to Local – 2 receiving accounts

Transfer 25% to two local accounts (same bank)

From Account: 510100 \$1,250.00

To Account #1 10%: 431200 \$500.00

To Account #2 25%: 215500 \$750.00

** Assume Primary local bank is: 02000

From Account - 25%		25%			
		Debit	Credit	TC	Bank
Gross Pay	004020-2210 (PCT clearing)	\$ 1,250.00		068	02000
	510100 -1510		\$ 1,250.00	068	02000
Longevity	004020-2210 (PCT clearing)	\$ 20.00		068	02000
	510100 -1510		\$ 20.00	068	02000
TRS	012010-2210 (TRS liability)	\$ 85.00		068	02000
	510100 -TRS		\$ 85.00	068	02000
FICA	012020-2210 - FICA liability	\$ 97.16		068	02000
	510100 -FICA		\$ 97.16	068	02000

1st - "to" account		10%			
		Debit	Credit	TC	Bank
Gross Pay	431200 -1510	\$ 500.00		068	02000
	004020-2210 (PCT clearing)		\$ 500.00	068	02000
Longevity	431200 -1610	\$ 8.00		068	02000
	004020-2210 (PCT clearing)		\$ 8.00	068	02000
TRS	431200 -TRS	\$ 34.00		068	02000
	012010-2210 (TRS liability)		\$ 34.00	068	02000
FICA	431200 -FICA	\$ 38.86		068	02000
	012020-2210 - FICA liability		\$ 38.86	068	02000

Payroll Cost Transfer

2nd - "to" account		15%			
		Debit	Credit	TC	Bank
Gross Pay	215500 -1510	\$ 750.00		068	02000
	004020-2210 (PCT clearing)		\$ 750.00	068	02000
Longevity	21550 - 1610	\$ 12.00		068	02000
	004020-2210 (PCT clearing)		\$ 12.00	068	02000
TRS	211550 -TRS	\$ 51.00		068	02000
	012010-2210 (TRS liability)		\$ 51.00	068	02000
FICA	215500 -FICA	\$ 58.29		068	02000
	012020-2210 - FICA liability		\$ 58.29	068	02000

Payroll Cost Transfer

Local to Federal – other bank

Transfer 30% to new account (different banks)

From Account:	510100	Bank 02000	\$1,500.00
To Account:	431200	Bank 03500	\$1,500.00

Credit From Acct		30%			
		Debit	Credit	TC	Bank
Gross Pay	004020-2210 (PCT clearing)	\$ 1,500.00		068	02000
	510100 -1510		\$ 1,500.00	068	02000
Longevity	004020-2210 (PCT clearing)	\$ 24.00		068	02000
	510100 -1510		\$ 24.00	068	02000
TRS	012010-2210 (TRS liability)	\$ 102.00		068	02000
	510100 -TRS		\$ 102.00	068	02000
FICA	012020-2210 - FICA liability	\$ 116.59		068	02000
	510100 -FICA		\$ 116.59	068	02000

Longevity	431200 -1610	\$ 24.00		068	03500
	004020-2210 (PCT clearing)		\$ 24.00	068	03500
TRS	431200 -TRS	\$ 102.00		068	03500
	012010-2210 (TRS liability)		\$ 102.00	068	03500
FICA	431200 -FICA	\$ 116.59		068	03500
	012020-2210 - FICA liability		\$ 116.59	068	03500

Bank Transfer will occur if the local bank is different from the primary local or payroll bank

Bank Transfer	B02000-5000	\$ 1,742.59		090	
	B03500-5000		\$ 1,742.59	090	
** Note - may do multiple bank transfers when multiple banks are involved					

Local to State Entries GR

Local Side					
		Debit	Credit	TC	Bank
Gross Pay	004020-2210 (PCT clearing)	\$ 1,500.00		068	02000
	215500-1510		\$ 1,500.00	068	02000
Longevity	004020-2210 (PCT clearing)	\$ 24.00		068	02000
	215500-1610		\$ 24.00	068	02000
TRS	012010-2210 (TRS liability)	\$ 102.00		068	02000
	215500-1960		\$ 102.00	068	02000
** TRS report will include an adjustment showing that the amount due TRS is reduced \$102.00 for u					
FICA	012020-2210 (due to IRS)	\$ 116.59		068	02000
	215500-1920		\$ 116.59	068	02000
(GP + LNG)	004020-2210 (PCT clearing)		\$ 1,524.00	068	02000
TRS	120010-1960 (not expenses)	\$ -		048	15001
	B15001-cash (indirect)		\$ -	048	15001
FICA	120010-1920	\$ 116.59		048	15xxx *
	B15xxx-cash (indirect)		\$ 116.59	048	15xxx
FICA Bank and Appropriation would be different than the bank used for salary					
FICA reimbursement from USAS will be deposited into: 012020-2210					
** Net impact on funds sent to IRS - is zero					
* On USAS true up file					

Local to State Entries non-GR

Local Side					
		Debit	Credit	TC	Bank
Gross Pay	004020-2210 (PCT clearing)	\$ 2,250.00		068	02000
	215500-1510		\$ 2,250.00	068	02000
Longevity	004020-2210 (PCT clearing)	\$ 36.00		068	02000
	215500-1610		\$ 36.00	068	02000
TRS	012010-2210 (TRS liability)	\$ 153.00		068	02000
	215500-1960		\$ 153.00	068	02000
** TRS report will include an adjustment showing moving funds between funding sources					
FICA	012020-2210 (due to IRS)	\$ 174.88		068	02000
	215500-1920		\$ 174.88	068	02000
FICA reimbursement from USAS will be deposited into: 012020-2210					
** Note - if local used non-primary bank - then bank transfers would be needed.					

K:\FA\DOC\WRKNPRCS\PCT\PCTQuickGuide.docx

Payroll Cost Transfer

State to Another Member

From Account	02-120010	Bank 25001	\$900.00
To Account	06-410001	Bank 02000	\$900.00

	** TRS funds will move between TAMUS members as part of TRS month end settlement				
FICA	B25xxx-cash (indirect)	\$ 69.95		048	25xxx *
	120010-1920		\$ 69.95	048	25xxx
** Net impact on funds sent to IRS - is zero					
Due from AG	02-012040-1806 (due from Ag)	\$ 914.40		068	02000
	02-004020-2210 (PCT clearing)		\$ 914.40	068	02000
	* On USAS true up file				
Ag - Local Side					
		Debit	Credit	TC	Bank
Gross Pay	06-410001-1510	\$ 900.00		068	02000
	06-004020-2210 - PCT Clearing		\$ 900.00	068	02000
Longevity	06-410001-1510	\$ 14.40		068	02000
	06-004020-2210 - PCT Clearing		\$ 14.40	068	02000
TRS	06-410001-1960	\$ 61.20		068	02000
	06-012010-2210 (TRS liability)		\$ 61.20	068	02000
** TRS report not impacted on the AG side - this is a "M" PIN					
FICA	06-410001-1920	\$ 69.95		068	02000

Payroll Cost Transfer

	06-012010-2210 (TRS liability)		\$ 61.20	068	02000
	<i>** TRS report not impacted on the AG side - this is a "M" PIN</i>				
FICA	06-410001-1920	\$ 69.95		068	02000
	06-012020-2210(due to IRS)		\$ 69.95	068	02000
	<i>** Net impact on funds sent to IRS - is zero</i>				
Due to TAMU	06-004020-2210 - PCT Clearing	\$ 914.40		068	02000 *
	06-012040-2802 - Due to 02		\$ 914.40	068	02000
	* 'M' Pin with 06 Source				
Settlment Processing					
	* 914.00 is included in end of month equity transfer process in place today for gross pay and long				
	* FICA needs to be included in Due to / Due from System for Payroll cost transfers				
	(Note this needs to be special/extra for FICA - since FICA will be settled with each payroll)				

Payroll Cost Transfer

Settlement Processing

- 914.40 is included in the end of the month equity transfer in place today for gross pay and longevity
- FICA needs to be included in the Due to/Due from System for Payroll cross transfers(Note this needs to be a special extra for FICA since FICA will be settled in each payroll
- TRS will be included in the regular month end settlement process – TRS Team

Payroll Cost Transfer

USAS Process

Entries for state funds will create a disbursement using the state bank. The feed to USAS will settle the funds at the state.

FAMIS will transmit PCT generated transactions to the state once monthly.

Payroll Cost Transfer

Accounting Analysis Codes

Screen 730 - is the Mapper - Earning Code/ Object Code Table - for regular Pay (earning code).....

Later this fall there will be a BPP freeze and open and active positions will be loaded to WD, but previous occupants won't be loaded to WD. So the open positions will be loaded - but it won't look like they have ever been filled before. So today - they are getting Salary Savings and getting swept. In January - it will

Accounting Analysis Code Update Programs

XXAAPY - may be requested via the FAMIS Reports links on our site. This program offers users the ability to update the Accounting Analysis Codes

XXAACCT -

Payroll Cost Transfer

Canopy AA display

Accounting Analysis code can be viewed in Canopy as well as on FAMIS Screen 724. Navigate to Canopy, Choose FRS, Payroll then Account Analysis Table to view the existing codes.

Main Menu **FRS** Payroll Account Analysis Table HELP? Send

Payroll by Account Payroll by UIN Payroll Encumbrance Payroll Transactions Account Analysis Table Payroll Cost Transfer

Accounting Analysis Code: 5012

ACCOUNTING ANALYSIS

From Account	Thru Account	Bank	06000	From Account	164000	Thru Account	164099	Fund Title	LOCAL FUNDS
Select 120001	120799	Pay Kind	L	Revolve Fund		Agency	711	Appropriation Number	
Select 121200	121999	State Fund	7999						
Select 130000	134999								
Select 135000	135499								
Select 137000	137999								
Select 138100	138299								
Select 144000	145999								
Select 149000	156899								
Select 158000	159699								
Select 163000	163289								
Select 163600	163889								
Select 163900	163989								
Select 164000	164099								
Select 200000	229999								
Select 230000	230999								
Select 231000	231999								
Select 232000	234999								
Select 235000	235999								
Select 236000	237999								
Select 239000	249000								

Benefit	C	Bank	Account	Benefit	C	Bank	Account	Benefit	C	Bank	Account
GIP	2	06000	121052	WCI	2	06000	121229	UCI	2	06000	121229
LNG	2	06000	121042	FICA	2	06000	121229	TRS CARE	1		
TRS	2	06000	121229	TRS 90	2	06000	121229	TRS SURC	1		
ORP BASE	2	06000	121229	ORP SUPL	2	06000	249902	ORP SSUP	2	06000	121229
FIR	1			CSRS	1			LEAVE	2	06000	121312

A new screen, Screen 724, has been established in FAMIS to maintain Accounting Analysis Codes.

F8336 Please enter a valid Acct Analysis Code

724 Accounting Analysis Maintenance 10/01/17 21:12

FY 2017 CC 07

Screen: ___ FY: 2017 AA Code: █ From: ___ Thru: ___ Del: _

Salary Bank: ___ From Account: ___ Thru: ___ Record of

Pay Kind: _ Revolve Fund: _ Fund Title: _____

Appr Year: ___ State Fund: ___ Appr Number: _____ Agency: ___

Benefit	C	Bank	Account	Benefit	C	Bank	Account	Benefit	C	Bank	Account
GIP	-	___	___	WCI	-	___	___	UCI	-	___	___
LNG	-	___	___	FICA	-	___	___	TRS CARE	-	___	___
TRS	-	___	___	TRS 90	-	___	___	TRS SURC	-	___	___
ORP BASE	-	___	___	ORP SUPL	-	___	___	ORP SSUP	-	___	___
FIR	-	___	___	CSRS	-	___	___	LEAVE	-	___	___

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Updt

Payroll Cost Transfer

In preparation for the transition to Workday Payroll, we need your assistance in setting your SL/SA accounts' payroll accounting analysis (AA) values by October 27. After October 27, an edit will be enforced on Screen 8 that will set an SL account's AA value to '9999' if it is left blank. A blank or '9999' payroll accounting analysis will indicate that an SL account is not valid to be used as a payroll source account once Workday is implemented. SA accounts will inherit their Parent SL account's AA value if the AA is not set at the SA level.

Please read the attached document and/or pass it on to the person(s) responsible for your payroll accounting and account setup. If you have any questions, please contact famishelp@tamus.edu or call 979-458-6464.

Setting Accounting Analysis values on FAMIS Accounts

To prepare for the implementation of the Texas A&M University System's new Workday Payroll system, it is necessary that all Members review their subsidiary ledger (SL) accounts' and support accounts' (SA) payroll accounting analysis (AA) codes on FAMIS Screens 008 and 052, respectively. These fields will be used to determine if an account and/or support account can be used as a payroll source account, and if so, will determine the distribution of that account's benefits once Workday passes the payroll source records to FAMIS for the creation of the payroll detail tape and further accounting. If an account or its parent is not flagged in FAMIS with a non-blank, non-9999 accounting analysis value, it will not be available to fund salary, allowances (supplements), emoluments, etc. in Workday.

Non-FAMIS Members must also pass FAMIS valid accounting analysis values with their accounts because FAMIS will be sending non-FAMIS Members' accounts to Workday and FAMIS will use these AA values to send payroll transactions to USAS as part of the Workday implementation.

Beginning 10/27/17, the payroll accounting analysis fields must be populated on ALL SLs and any SA whose AA value is different than its parent's AA value. If no accounting analysis value is set for an SL after this date, the accounting analysis value will be set to 9999 and it will be assumed that the account and all its SAs without AA values are invalid for payroll use once Workday Payroll goes live. AA values must be set correctly before BPP data is converted to Workday in November.

Rules for Determining an Account's Payroll Accounting Analysis (AA) Value

Accounts' AA values will be assigned to payroll transactions by FAMIS AFTER Workday has processed each payroll and BEFORE the payroll is posted to accounting. The AA value is very important since it is used to specify how the payroll source account's benefits are funded. FAMIS will continue to post all

Payroll Cost Transfer

payroll transactions for FAMIS members, but will also be responsible for passing payroll data to USAS for ALL TAMUS Members. An account's AA value is determined based on the following criteria:

- If a support account's AA value is blank on Screen 052, it will inherit the AA value of its Parent SL.
- If a support account's AA value on Screen 052 is non-blank, it will be used for the SA.

For example, a Parent SL could have an AA value of 9999 (parent account is NOT valid as a payroll source), but the SA could have 5012 as its AA value (SA is valid for payroll purposes). Conversely, a Parent SL could have an AA value of 5012 (parent account is valid as a payroll source), but the SA could have 9999 as its AA value (SA is NOT valid on payroll records).

008 SL Attributes 2 09/20/17 08:08
FY 2018 CC 01
Screen: [] Account: 201900 OIL & GAS ADMIN FEES SRS: N
Element of Cost: Sub-El: Foreign Tvl: 2 Gen Exp Bud: Y
Effort Category: IGAD_ Foreign Per: Admin/Clerical: _
Salary Sav. Dist: Rev Pledged: Restricted: N
Fac Salary Sav. Dist: Pyrl Acct Anal: 5012 Delg Type: _
Fac Savings Form 500: Int Exempt: Int Exe Reason: _
Grad Savings Form 500: Interest Acct: _

Updating Accounts in Workday

An initial file of valid payroll accounts will be loaded to Workday during data conversion from BPP to Workday. Once the initial payroll accounts have been loaded to Workday, FAMIS will send Workday daily files of payroll account additions, modifications, and removals. Therefore, on an ongoing basis, it will be important to assign and keep accounts' AA values correct because they are used to determine an account's eligibility for Workday selection and are used for benefit distribution when the payroll posts to accounting. Accounts are sent to Workday only once a day (not real-time), so if a value is set incorrectly, it can be corrected in FAMIS immediately, but will not be available in Workday until the next work day!

Examples of account changes that would cause an account to be included in the daily account feed to Workday are:

- Changing an AA value of a payroll account to a non-payroll account (AA value of 9999) or vice versa – if new AA is 9999, the account will be inactivated
- Adding or deleting a payroll account – deleting will inactivate the account
- Reaching the end date of the payroll account – inactivates the account
- Freezing a payroll account – does not inactivate the account, but concatenates “- FROZEN” to the end of the account description
- Changing a payroll account's description, department / sub-department affiliation, etc.
- Changing the responsible accountant on an SRS/research payroll account

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- Changing the payroll signer on a payroll account

Assistance in Setting AA Values

FAMIS Services has created **XXAAPY** to assist you in setting your AA values. It reads each of your current SL and SA accounts, querying the prior fiscal year's payroll detail records (Screen 771) to determine if the account was used to fund payroll. If there were no payroll detail records in that fiscal year, it checks the current fiscal year's payroll detail records, and, if there still were not any payroll detail records AND the Member is 06 or 07, it checks the current fiscal year minus two's payroll detail records. Once a payroll detail record is found for an account, the program reviews all payroll detail records on that account for that fiscal year and tries to determine the AA value that was used the most during the fiscal year.

It reads the SL account first, and if the SL account was used for payroll expenses, it determines the new AA value by looking at the payroll expenses at the SL. If the SL account was NOT used for payroll expenses or it was flagged for SA use only (Expense Actuals=Y), it looks at all of its SAs to see if any of them were used to fund payroll expenses. If so, it selects the AA value most used at the SA level to determine the suggested SL AA value. If neither the SL nor any of its SAs were used to fund payroll, the SL's new AA value is set to '9999' (non-payroll eligible).

After reading and determining the SL's AA code, the program then reads each of the SL's SAs and determines its appropriate value.

- If the SA was used for payroll purposes, it then compares its SL's and SA's AA new values:
 - If they are the same AND:
 - The SA's AA value is blank, it leaves the SA's AA value blank
 - The SA's AA value is already set to its new AA value, it leaves it set at the SA (does not wipe it out)
 - If they are different:
 - It sets the SA's AA value to its new AA value (only if UPDATE=Y)
- If the SA was **NOT** used for payroll in the years checked, it leaves/sets the SA's AA value blank (meaning it inherits its SL's AA value). Note: If the SL has a valid AA value set, but you do NOT want the SA to be used for payroll, you must MANUALLY set the SA's AA value to 9999.

XXAAPY Program Parameters

The program can be run with a no-post option to only report AA values for each account, or it can be run in a post mode to update the accounts with their historical AA values. It also has the ability to overwrite the current value on the account with the one it found to be used the most in the past. The following options can be specified when requesting the report:

- UPDATE:
 - Blank or N – Create a file identifying current and suggested AA values, but do NOT update the AA values.

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- Y - Run and post suggested AA updates to your accounts.
- REPLACE:
 - BLANK or N – Set accounts' AA values ONLY IF their current AA values are blank. Do NOT step on non-blank ORIG values. This is only performed if UPDATE =Y.
 - Y – Replace all AA values with NEW AA values, even those with previously set non-blank values.
- OPTION:
 - TIE – If there is more than one AA value that TIES for being used the MOST by an account, set the NEW AA value to the tied AA value MOST RECENTLY used by the account.
 - BLANK – Set an account's AA value ONLY IF one AA was used MORE than any other AA for the account.

XXAAPY does NOT produce a written report, but instead creates a file containing the before and after AA values of all SL and SA accounts.

The following fields are included in the download file:

- CC – campus code
- FY – fiscal year
- SL – SL account
- SA – SA account
- ACCT DESCRIPTION – description of the account
- ORIG – current AA value of the account (on Screen 8/52)
- NEW – suggested new AA value of the account
- COMMENT – Comments include:
 - **No Payroll Reference Found For Account** - account was not used as a payroll source. If there is an ORIG value for the account, the program leaves it at that value.
 - **Set To Best Payroll Detail Value** – one or more AA values were used by the account and the NEW AA value was used more times than any other one was used.
 - **Multiple AA Codes Found: xxxx, xxxx** – multiple AA values were used by the account and several were tied for being used the most. If OPTION=TIE is used, the most recently used one is set as the NEW AA; otherwise the value is not set/changed.
 - **Set to Non-Payroll Account** – the account was not used as a payroll source, so the value is set to '9999'.
 - **Unchanged** – the ORIG and NEW AA values are the same.

Next Steps

To assist you in your review, FAMIS Services has run **XXAAPY** with UPDATE=N, REPLACE=Y, and OPTION=TIE for each Member. To see the results of the run, FTP the file named K7zzFA.DOWNLOAD.XXAAPY (zz is your Part number) and import it into Excel as a comma, quote-delimited file. When importing, select all columns and click on "Text" as the format.

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We suggest you review and analyze this file before requesting **XXAAPY** be run in an UPDATE mode. Once you are comfortable with the results of the NO POST run, submit a FAMIS report request from the FAMIS website, selecting the appropriate program options.

After running with UPDATE=Y, you may need/want to manually override some of the values. Even if you choose to make all of your AA settings manually, you might want to review the NOPOST run to identify current and suggested AA values.

We know this is a very busy time of year and appreciate you taking the time to ensure that your accounts' AA values are set by October 27th. If you need further assistance, please email famishelp@tamus.edu or call 979-458-6464.

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Year-End Processing of PCT Documents

As part of Year End processing, FAMIS Services will Auto-Cancel all unposted PCT Documents. Since Accounting Analysis Codes change on a yearly basis, these documents would not be valid for posting after Year End. Any unposted PCT Documents will need to be recreated in the new year for posting.

System Members should set an early date in August for departments to complete PCT documents.

Should this include the scratchpad?

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Accounting Analysis Codes in FAMIS

Accounting Analysis Codes will be maintained in FAMIS as we transition from BPP to Workday.

Account code changes can cause amounts to be charged to different accounts when moving from one campus to another as well.

Business Office will now setup the AA codes the way they should work.

A new screen, Screen 724, has been established in FAMIS to maintain Accounting Analysis Codes.

F8336 Please enter a valid Acct Analysis Code										10/01/17 21:12	
724 Accounting Analysis Maintenance										FY 2017 CC 07	
Screen: ____ FY: 2017 AA Code: █ From: ____ Thru: ____										Del: _	
Salary Bank: ____ From Account: ____ Thru: ____										Record of	
Pay Kind: _ Revolv Fund: _ Fund Title: _____											
Appr Year: ____ State Fund: ____ Appr Number: _____ Agency: ____											
Benefit	C	Bank	Account	Benefit	C	Bank	Account	Benefit	C	Bank	Account
----	-	----	-----	----	-	----	-----	----	-	----	-----
GIP	-	----	-----	WCI	-	----	-----	UCI	-	----	-----
LNG	-	----	-----	FICA	-	----	-----	TRS CARE	-	----	-----
TRS	-	----	-----	TRS 90	-	----	-----	TRS SURC	-	----	-----
ORP BASE	-	----	-----	ORP SUPL	-	----	-----	ORP SSUP	-	----	-----
FIR	-	----	-----	CSRS	-	----	-----	LEAVE	-	----	-----
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---											
Hmenu Help EHelp										Updt	

FAMIS has developed 2 programs aid in assigning Accounting Analysis codes to accounts in FAMIS. The XXAAPY program looks at prior payroll detail and evaluates the AA code usage for the accounts. The AA code used the most will be assigned to the account. There is a no-post option for this program.

The XX.... Program will allow users to update ranges of accounts to a new Accounting Analysis code which will be helpful after go-live.

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Implementation Requirements for PCT Documents

Implementation for a Member to use the PCT process is a joint effort between the appropriate personnel at the Member and the FAMIS Services staff. The following items are necessary to begin using the PCT process. In the list below, the steps that must be completed by FAMIS are noted. Contact famishelp@tamus.edu to discuss implementation.

Proposed Budget config to FAMIS

- Add a 'requirement' account to FAMIS screen 8/52. This would allow for account overrides, so that automatic budget transfers can be posted. This would ensure that the payroll account listed in cost Allocations has or could get sufficient budget.
 - It is unlikely that this change would be completed before workday goes live.

The members will need a default SL account for things to post to when we can't resolve the - it will work like an SL clearing account. Someone will have to work this account to keep it cleared. This is for those instances where WD has a bad account.

Initially the creators of a PCT will be the same as EPA creators. Created the form with E - so they will hit the E* Path.

Designate a Default Account and AA Code

A default AA code will have to be established for each campus.

Screen 950 must be defined:

```
F0013 Please enter desired modifications
950 Electronic Documents Profile
10/02/17 12:38
CC 01
Screen:  Form:
PANEL: 01MORE>>
Func Form Description Review by Processing Required
Proc Unit Unit View Approvals Cat Route Exp Dt
-----
DBR DEPT BUD REQ Y DBR OFFICE SIGNER AM D
DTR DEPT REQUEST N SIGNER D
DTV DEPT TRAVEL N SIGNER D
EBR EPA BUDGET Y SIGNER D
ECT PAYROLL TRAN Y ECT OFFICE CREATOR D
EGR EPA GRADUATE Y PAYROLL SIGNER D
EWR EPA WAGE Y PAYROLL SIGNER D
PBD BID Y PURS NONE P
PEP EXEMPT PURCH N SIGNER AM D
PIP INVOICE PROB N SIGNER AM D
PLP LIMITED PRCH N SIGNER AM D
PRO PURCH ORDER Y PURS NONE P
PRO REQUISITIONS Y PURS SIGNER AM D
*** Press <ENTER> to view more entries ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Left Right
```


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K:\FA\DOC\WRKNPRCS\PCT\PCTProcesscurr.docx
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