SCT Banner
Human Resources
Human Resources to Finance Interface Training Workbook

*Release 7.0*
*January 2005*

# Table of Contents

# Section A:  Introduction

## Overview

**Workbook goal**  This workbook describes SCT Banner's support for the Human Resources to Finance Interface process.

The workbook is divided into four sections:

- Introduction
- Set-up
- Day-to-day operations
- Reference

**Intended audience**  Personnel responsible for the Human Resources to Finance Interface process at your institution.

**Client responsibility**  You must complete several tasks before the instructor arrives at the site to conduct the course.  The instructor will assign tasks to define elements within SCT Banner in order to complete this workbook topic.  If you are unable to complete these tasks before the course is scheduled, please contact your account manager for assistance.

**Objectives**  At the end of this course, participants will be able to:

- set up a Position budget in position control
- define benefits and deductions
- set up Transaction rules
- establish Earnings codes
- extract payroll data
- review extracted information

**In this section**  These topics are covered in this section.

| Topic | Page |
|---|---|
| Process Introduction | A-2 |

# Process Introduction

**Introduction**   This workbook is intended to train designated personnel in the use of the SCT Banner Human Resources to Finance Interface, as a tool to accomplish administrative responsibilities in managing the interface that posts Human Resources transactions to the Finance System.

**Flow diagram**   This diagram highlights steps for feeding SCT Banner Human Resources data to SCT Banner Finance.

Note:  Some steps may be completed by different offices at your institution.



| **Legend** |
| --- |
| **Finance Office** |
| **Human Resources Office** |

**1** Set up and review rule codes and posting examples

**2** Set up the HR/ Finance Set up Rule Form (NTRFINI)

**3** Feed HR Transactions to Generic Interface table (GURFEED)

**4** Run Finance Feed Sweep process (FURFEED)

**7** Run Posting process (FGRACTG)

**6** Run Transaction Error Report (FGRTRNR)

**5** Run Interface process (FGRTRNI)

# Process Introduction, Continued

**What happens**   The stages of the process are described in this table

| Stage | Description |
|-------|-------------|
| **Finance Office** | |
| 1 | Sets up and reviews rule codes and posting examples. |
| 2 | Sets up the HR/Finance Set Up Rule Form (NTRFINI). |
| **Human Resources Office** | |
| 3 | Feeds HR Transactions to the Generic Interface table (GURFEED). |
| **Finance Office** | |
| 4 | Runs the Finance Feed Sweep process (FURFEED), which feeds transactions from GURFEED to the Interface table (FGBTRNI) and feeds Position Budgets from GURFEED to the Finance Budget tables. |
| 5 | Runs the Interface process (FGRTRNI) to create journal entries and populate either the approved posting table (if no errors) or the Suspended Journal File (if errors are detected). |
| 6 | Runs the Transaction Error Report (FGRTRNR) to purge the Interface table (FGBTRNI) and produce an error report. |
| 7 | Runs the Posting process (FGRACTG) to post approved entries to the Finance Ledgers. |

# Section B:  Set Up

## Overview

| | |
|---|---|
| **Purpose** | The purpose of this section is to outline the set-up process and detail the procedures to set-up the Human Resources to Finance Interface process at your institution. |
| **Intended audience** | Personnel responsible for the Human Resources to Finance Interface process at your institution |
| **Objectives** | At the end of this section, you will be able to<br><br>• set up a position budget in Position Control<br>• define benefits and deductions<br>• set up transaction rules<br>• establish earnings codes<br>• set up the Human Resources to Finance Interface process |
| **Prerequisites** | To complete this section, you should have<br><br>• completed the SCT Banner Education Practices computer-based training (CBT) tutorial "Banner 7.x Fundamentals: Navigation and Forms," or have equivalent experience navigating in the SCT Banner System.<br>• completed the Finance: Chart of Accounts workbook<br>• completed the Finance: Rules, Security and Approvals workbooks<br>• a minimum working knowledge of SQL for building rules<br>• administrative rights to create the rules and set the validation codes in SCT Banner. |
| **In this section** | These topics are covered in this section. |

| Topic | Page |
|---|---|
| Setting up a Position Budget in Position Control | B-2 |
| Defining Benefits and Deductions | B-10 |
| Defining Transaction Rules | B-14 |
| Establishing Earnings Codes | B-18 |
| Tips for Interface Set-Up | B-24 |

# Setting Up a Position Budget in Position Control

**Introduction**     The Position Budget Control Form (NBAPBUD) authorizes all positions.  It enables you to define Position budgets by Fiscal year, regular Earnings totals (budgeted, encumbered, expended, and remaining), Premium Earnings totals, Fringe benefits, and Position Labor distributions.  You can also use this form to monitor Position expenditures and compare them to their Budgeted amounts.

Note:  A position must be defined on the Position Definition Form (NBAPOSN) before it can be budgeted on NBAPBUD.

**Banner form**



**Procedure**     Follow these steps to complete the process.

| Step | Action |
|------|--------|
| 1 | Access the Position Budget Control Form (NBAPBUD). |
| 2 | Enter the desired fiscal year in the **Fiscal Year** field. |
| 3 | Select the desired position number in the **Position** field. |
| 4 | Perform a **Next Block** function.<br><br>Note:  The fields on the second block are populated.  It has default values that are used, but those fields can only be changed on NBAPBUD. |

*Continued on the next page*

# Setting Up a Position Budget in Position Control, Continued

**Salary Budget tab**



| Step | Action |
|------|--------|
| 1 | Select the <u>Salary Budget</u> tab. |
| 2 | Enter the desired fiscal year in the **Fiscal Year** field. |
| 3 | Select a status of approved in the **Status** field. <br><br> <u>Note</u>: New Positions being added in an active fiscal year can only be added as Approved. Working budgets are created through the budget roll process. |
| 4 | Enter the code of the organization or department responsible for the position in the **Organization** field. |
| 5 | Enter the code for the desired operating budget in the **Budget ID** field. |
| 6 | Enter the applicable budget phase in the **Phase** field. |
| 7 | Tab to the next field, the **Create Date** field is populated. You can override this default value, but the date you enter must be within the fiscal year selected. |
| 8 | Enter the budgeted salary amount for the referenced fiscal year in the **Budgeted Amount** field. |
| 10 | The **Encumbered Amount** field displays the encumbered salary amount, if applicable, for the referenced fiscal year. |
| 11 | The **Expended Amount** field displays the expended salary amount, if applicable, for the referenced fiscal year. |
| 12 | The **Remaining Amount** field displays the remaining salary amount, if applicable, for the referenced fiscal year. |
| 13 | Click the **Save** icon. |

*Continued on the next page*

# Setting Up a Position Budget in Position Control, Continued

**Labor Distributions tab**



| Step | Action |
|------|--------|
| 1 | Select the Labor Distribution tab. |
| 2 | Review and edit information as needed. |
| 3 | Click the **Save** icon. |

**Options - Fiscal Year Definition**

This form enables you to define the parameters of a fiscal year. You can define fiscal years for an unlimited number of active and working budgets.

Note: Only one active fiscal year per Chart of Accounts code may be defined at one time. You must define your fiscal year prior to your first use of the Position Definition Form (NBAPOSN). The Finance fiscal year must exist on FTMFSYR before you can define the HR fiscal year on NBAFISC.



| Step | Action |
|------|--------|
| 1 | Select Fiscal Year Definition from the **Options** menu. |
| 2 | Make the changes indicated by the instructor. |
| 3 | Click the **Save** icon. |
| 4 | Click the **Exit** icon to return to NBAPBUD. |

*Continued on the next page*

# Setting Up a Position Budget in Position Control, Continued

**Options -
Position
Definition Detail**

This form only defines one specific position, which is linked to a position classification. Its main window enables you to enter basic information about the position, to identify what position it reports to, and to view salary guidelines defaulted from the Position Class Rule Form (NTRPCLS) and the Employee Class Rule Form (PTRECLS).

Note: The salary group code defaults when the position class code is entered or changed. The work schedule code, which defaults from PTRECLS, may be overridden.



| Step | Action |
|------|--------|
| 1 | Select <u>Position Definition Detail</u> from the **Options** menu. |
| 2 | Perform a **Next Block** function.<br><br>Note: Data entered in the following fields is captured and saved for display on the Position History Form (NBIPOSH): **Position Number**, **Position Class**, **Position Title**, **Employee Class**, **Salary Table**, **Salary Grade**, **Salary Step**, **Reports To**, **Appointment%**, and **Position Group**. |
| 3 | Edit default values as indicated by the instructor, and save and exit the form. |
| 4 | Click the **Save** icon. |
| 5 | Click the **Exit** icon to return to NBAPBUD. |

*Continued on the next page*

# Setting Up a Position Budget in Position Control, Continued

**Options -
Position Budget
Totals**

This form provides query access to budget totals for regular salaries, premium earnings such as overtime, and fringe benefits.



| Step | Action |
|------|--------|
| 1 | Select <u>Position Budget Totals</u> from the **Options** menu. |
| 2 | Complete fields as indicated by the instructor, and execute the query. |
| 3 | Click the **Save** icon. |
| 4 | Click the **Exit** icon to return to NBAPBUD. |

*Continued on the next page*

# Setting Up a Position Budget in Position Control, Continued

**Options – Salary Budget History**

This form provides query access to Position Budget totals.



| Step | Action |
|------|--------|
| 1 | Select <u>Salary Budget History</u> from the **Options** menu. |
| 2 | Complete fields as indicated by the instructor, and execute the query. |
| 3 | Click the **Save** icon. |
| 4 | Click the **Exit** icon to return to NBAPBUD. |

# Setting Up a Position Budget in Position Control, Continued

**Options - Premium Earnings Budget History**

This form provides query access to premium earnings budget totals.



| Step | Action |
|------|--------|
| 1 | Select Premium Earnings Budget History from the **Options** menu. |
| 2 | Complete fields as indicated by the instructor, and execute the query. |
| 3 | Click the **Save** icon. |
| 4 | Click the **Exit** icon to return to NBAPBUD. |

**Options - Fringe Actual Budget History**

This form provides query access to fringe actual totals.



| Step | Action |
|------|--------|
| 1 | Select Fringe Actual Budget History from the **Options** menu. |
| 2 | Complete fields as indicated by the instructor, and execute the query. |
| 3 | Click the **Save** icon. |
| 4 | Click the **Exit** icon to return to NBAPBUD. |

*Continued on the next page*

# Setting Up a Position Budget in Position Control, Continued

**Options - Fringe Charge Back Budget History**

This form provides query access to fringe charge back totals.



| Step | Action |
|------|--------|
| 1 | Select Fringe Charge Back Budget History from the **Options** menu. |
| 2 | Complete fields as indicated by the instructor, and execute the query. |
| 3 | Click the **Save** icon. |
| 4 | Click the **Exit** icon to return to NBAPBUD. |
| 5 | Click the **Save** icon. |
| 6 | Click the **Exit** icon. |

# Defining Benefits and Deductions

**Introduction**  The Benefit/Deduction Rule Form (PTRBDCA) is supported by predefined deduction calculation rules.  Code definitions include data on precluded deductions, labor distributions, excluded earnings codes and included and excluded deduction codes.  The main window collects calculation and deduction/contribution frequency data.

This form is used to define the code you enter in the **Deduction Code** field on the Employee Deduction Form (PDADEDN) and the Employee Deduction Set-Up Form (PDABDSU).

**Banner form**



**Procedure**  Follow these steps to complete the process.

| Step | Action |
|------|--------|
| 1 | Access the Benefit/Deduction Rule Form (PTRBDCA). |
| 2 | Enter a unique three-character code to identify the combination you are defining in the **Benefit or Deduction Code** field. |
| 3 | Perform a **Next Block** function. |
| 4 | Enter a brief description in the **Short** field. |
| 5 | Enter a more detailed description in the **Long** field. |

*Continued on the next page*

# **Defining Benefits and Deductions,** Continued

Procedure, continued

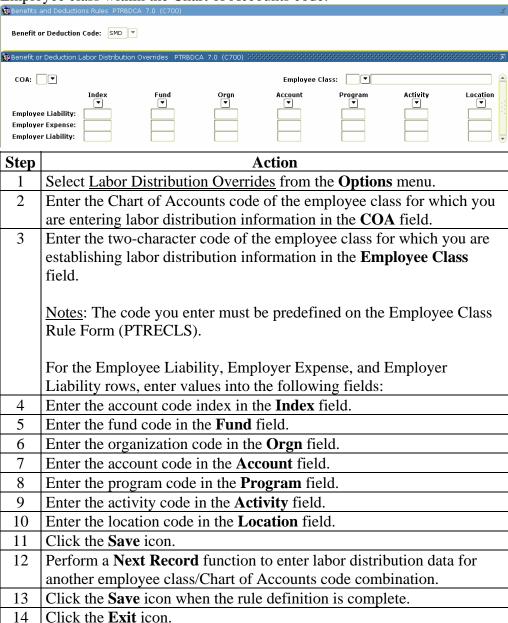| Step | Action |
|------|--------|
| 6 | Specify the order in which the benefit/deduction is taken when gross and net amounts are calculated in the **Priority** field.<br><br>*Example*:  A priority of *50* would mean that the benefit/deduction was taken after deductions *1* through *49* and before those numbered *51* and higher. |
| 7 | Enter a value in the **Deduction Type** field to validate the benefit/deduction type for payroll and personnel purposes.<br><br>Note:  This field is also used to:<br>• generate tax forms<br>• generate SCT Banner reports<br>• process life insurance premiums and contributions<br>• calculate imputed income. |
| 8 | Leave the **Tax Code** field blank unless you are defining a tax.<br><br>Note:  The tax you enter must exist on the Tax Code Form (PXATXCD). |
| 9 | Leave the **1099-R Code** field blank unless you are defining a benefit/deduction that requires 1099-R reporting.<br><br>Note: The value you enter must be predefined on the 1099 Validation Form (PTV1099). |
| 10 | Enter the calculation rule you want to associate with this benefit/deduction in the **Calculation Rule** field.<br><br>Notes:  This value determines how the system calculates this deduction's employer and employee amounts.<br><br>For a detailed overview of the available calculation rules, refer to the Rule Forms chapter of the Human Resources User Manual. |
| 11 | Select the **Exclude from Overload Jobs** checkbox if the deduction should be excluded from pay for jobs that are separate from the employee's base contract.  Leave it unchecked if the deduction should be made from overload pay. |

*Continued on the next page*

Human Resources to Finance Interface

# Defining Benefits and Deductions, Continued

Procedure, continued

| Step | Action |
|------|--------|
| 12 | Specify whether the deduction can go into arrears when it cannot be taken because the available net is less than the deduction amount in the **Arrearage Method** field.<br><br>Note:  For a detailed overview of the available Arrearage methods, refer to the Rule Forms chapter of the <u>Human Resources User Manual</u>. |
| 13 | Enter a number in the **Year-to-Date Start Month Indicator** field identifying the first month the system is to use in calculating YTD totals.<br><br>Note:  This field provides the mechanism for calculating deduction YTD amounts that are based upon a starting month, rather than the calendar year.  Valid values are *1* through *12*, with a default value of *blank* which will calculate based on the calendar year. |
| 14 | Select the **Continue Employer Contribution While on Leave with Benefits?** checkbox if a benefit/deduction should continue when an employee is on leave without pay but with benefits.  Otherwise, leave it unchecked. |
| 15 | Select the **Pay Periods** checkboxes for the paychecks per month that should reflect the deduction.  The pay period numbers appearing in this section are established in the **Pay of Month** field on the Payroll Calendar Rule Form (PTRCALN). |
| 16 | Click the **Save** icon. |

*Continued on the next page*

# Defining Benefits and Deductions, Continued

**Options - Labor Distribution Overrides**

This window allows you to enter labor distribution override information by Employee class within the Chart of Accounts code.



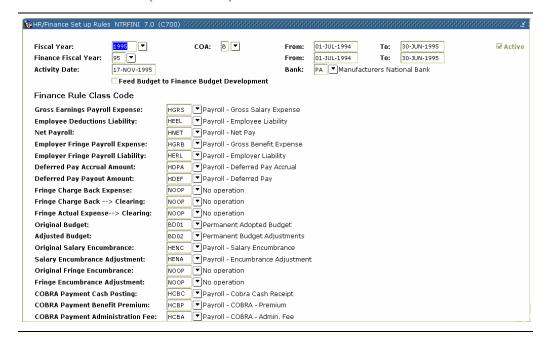| Step | Action |
|---|---|
| 1 | Select <u>Labor Distribution Overrides</u> from the **Options** menu. |
| 2 | Enter the Chart of Accounts code of the employee class for which you are entering labor distribution information in the **COA** field. |
| 3 | Enter the two-character code of the employee class for which you are establishing labor distribution information in the **Employee Class** field.<br><br>Notes: The code you enter must be predefined on the Employee Class Rule Form (PTRECLS).<br><br>For the Employee Liability, Employer Expense, and Employer Liability rows, enter values into the following fields: |
| 4 | Enter the account code index in the **Index** field. |
| 5 | Enter the fund code in the **Fund** field. |
| 6 | Enter the organization code in the **Orgn** field. |
| 7 | Enter the account code in the **Account** field. |
| 8 | Enter the program code in the **Program** field. |
| 9 | Enter the activity code in the **Activity** field. |
| 10 | Enter the location code in the **Location** field. |
| 11 | Click the **Save** icon. |
| 12 | Perform a **Next Record** function to enter labor distribution data for another employee class/Chart of Accounts code combination. |
| 13 | Click the **Save** icon when the rule definition is complete. |
| 14 | Click the **Exit** icon. |

# Defining Transaction Rules

**Introduction**

To feed the Human Resources transactions to the Finance System, you must define interface transaction rules using the HR/Finance Set Up Rule Form (NTRFINI).  This form is used to establish interface transaction rules, define accounting distribution for net pay and deferred pay, as well as for fringe clearing  and validate rule class codes against the Finance System Rules Maintenance Form (FTMRUCL).

**Banner form**



**Procedure**

Follow these steps to complete the process.

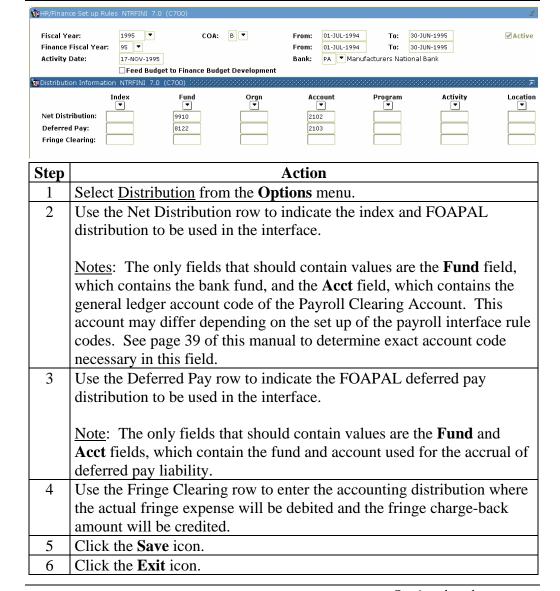| Step | Action |
|------|--------|
| 1 | Access the HR/Finance Set Up Rule Form (NTRFINI).<br><br>Note: When you access this form, all defined records are retrieved.  To view all of the Finance rule class code fields, use the vertical scroll box located to the right or perform a **Next Item** function. |
| 2 | Enter the fiscal year for which you are setting up the interface in the **Fiscal Year** field.<br><br>Notes: The system displays the year's start and end dates in the **From** and **To** fields.  The value you enter in the **Fiscal Year** field must be predefined on the Fiscal Year Form (NBAFISC) |

*Continued on the next page*

# Defining Transaction Rules, Continued

Procedure, continued

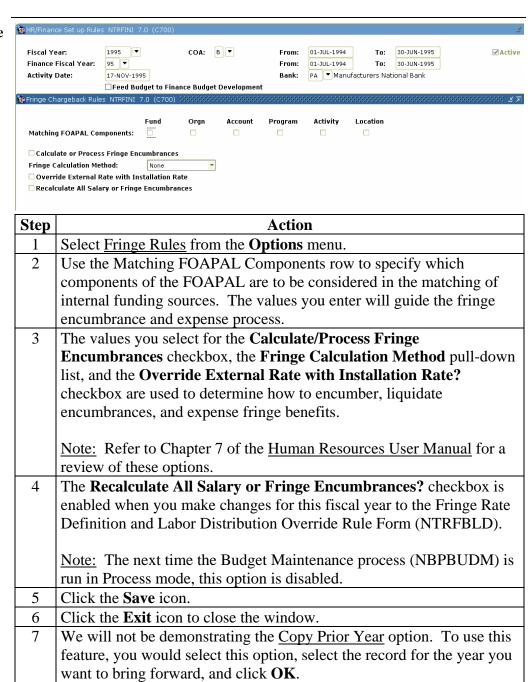| Step | Action |
|------|--------|
| 3 | The **COA** field displays the Chart of Accounts code to be applied to the labor distributions, as found in the Distribution Information window. |
| 4 | The **Active** checkbox indicates whether the value entered in the **Fiscal Year** field is defined as the currently active fiscal year on the Fiscal Year Form (NBAFISC). |
| 5 | Enter the Finance System fiscal year for which you are setting up the interface in the **Finance Fiscal Year** field.<br><br>Note: The system displays the year's start and end dates in the **From** and **To** fields. The end date should match the end date that appears for the Human Resources fiscal year. The value you enter must be predefined on the Finance Fiscal Year Form (FTMFSYR). |
| 6 | Enter the code of the bank you use to issue payroll checks and direct deposits in the **Bank** field.<br><br>Note: The bank code must be defined on (GXRBANK). |
| 7 | The **Feed Budget to Finance Budget Development** checkbox is used to update the SCT Banner Finance Budget Development module with all original and adjusted budget entries for both working and active salary and fringe budgets. |
| 8 | The Finance Rule Class Code section is used to enter the SCT Banner Finance System rule class codes that the system should use for validation.<br><br>Note: The codes you enter must be predefined on the Finance System's Rules Maintenance Form (FTMRUCL). |
| 9 | Click the **Save** icon. |

*Continued on the next page*

# Defining Transaction Rules, Continued

**Options - Distribution**

HR/Finance Set up Rules  NTRFINI  7.0  (C700)

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Fiscal Year: | 1995 ▼ | COA: | B ▼ | From: | 01-JUL-1994 | To: | 30-JUN-1995 | ☑ Active |
| Finance Fiscal Year: | 95 ▼ | | | From: | 01-JUL-1994 | To: | 30-JUN-1995 |
| Activity Date: | 17-NOV-1995 | | | Bank: | PA ▼ Manufacturers National Bank |

☐ Feed Budget to Finance Budget Development

Distribution Information  NTRFINI  7.0  (C700)

| | Index | Fund | Orgn | Account | Program | Activity | Location |
|---|---|---|---|---|---|---|---|
| | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ |
| Net Distribution: | | 9910 | | 2102 | | | |
| Deferred Pay: | | 8122 | | 2103 | | | |
| Fringe Clearing: | | | | | | | |

| Step | Action |
|---|---|
| 1 | Select <u>Distribution</u> from the **Options** menu. |
| 2 | Use the Net Distribution row to indicate the index and FOAPAL distribution to be used in the interface.<br><br>Notes:  The only fields that should contain values are the **Fund** field, which contains the bank fund, and the **Acct** field, which contains the general ledger account code of the Payroll Clearing Account.  This account may differ depending on the set up of the payroll interface rule codes.  See page 39 of this manual to determine exact account code necessary in this field. |
| 3 | Use the Deferred Pay row to indicate the FOAPAL deferred pay distribution to be used in the interface.<br><br>Note:  The only fields that should contain values are the **Fund** and **Acct** fields, which contain the fund and account used for the accrual of deferred pay liability. |
| 4 | Use the Fringe Clearing row to enter the accounting distribution where the actual fringe expense will be debited and the fringe charge-back amount will be credited. |
| 5 | Click the **Save** icon. |
| 6 | Click the **Exit** icon. |

*Continued on the next page*

# Defining Transaction Rules, Continued

**Options - Fringe Rules**



| Step | Action |
|---|---|
| 1 | Select <u>Fringe Rules</u> from the **Options** menu. |
| 2 | Use the Matching FOAPAL Components row to specify which components of the FOAPAL are to be considered in the matching of internal funding sources.  The values you enter will guide the fringe encumbrance and expense process. |
| 3 | The values you select for the **Calculate/Process Fringe Encumbrances** checkbox, the **Fringe Calculation Method** pull-down list, and the **Override External Rate with Installation Rate?** checkbox are used to determine how to encumber, liquidate encumbrances, and expense fringe benefits.<br><br>Note:  Refer to Chapter 7 of the <u>Human Resources User Manual</u> for a review of these options. |
| 4 | The **Recalculate All Salary or Fringe Encumbrances?** checkbox is enabled when you make changes for this fiscal year to the Fringe Rate Definition and Labor Distribution Override Rule Form (NTRFBLD).<br><br>Note:  The next time the Budget Maintenance process (NBPBUDM) is run in Process mode, this option is disabled. |
| 5 | Click the **Save** icon. |
| 6 | Click the **Exit** icon to close the window. |
| 7 | We will not be demonstrating the <u>Copy Prior Year</u> option.  To use this feature, you would select this option, select the record for the year you want to bring forward, and click **OK**. |
| 8 | Click the **Exit** icon. |

# Establishing Earnings Codes

**Introduction**    The Earnings Code Rule Form (PTREARN) enables you to create earnings codes and associate them with rules. The earnings code identifies the nature of the pay (for example, regular or holiday) and establishes the rules governing the time entry validation and processing of earnings represented by this code. This code can also instruct the system to override Labor Distribution rules.

**Banner form**



**Procedure**    Follow these steps to complete the process.

| Step | Action |
|------|--------|
| 1 | Access the Earnings Code Rule Form (PTREARN). |
| 2 | Enter a unique code to identify the earnings code rule you are defining or revising in the **Earnings Code** field. |
| 3 | Perform a **Next Block** function. |
| 4 | Enter a detailed description of the rule in the **Long** field. |
| 5 | Enter a brief description in the **Short** field. |
| 6 | Select the rate at which earnings in this category are calculated in the **Source of Rate** field.<br><br>Note: For a review of the available options, refer to the Rule Forms chapter of the Human Resources User Manual. |
| 7 | Enter a multiplication factor in the **Multiplication Factor** field if you selected *Job Regular Rate* as the source of rate. |
| 8 | Select the **Allow LD Overrides at Time Entry** checkbox if the labor distribution rules defined in the Employee Job Form (NBAJOBS) for this earnings code can be changed at time of entry. |

*Continued on the next page*

# Establishing Earnings Codes, Continued

Procedure, continued

| Step | Action |
|------|--------|
| 9 | Select the **Expend Budget with Earnings Value?** checkbox to indicate whether earnings in this category represent a budget expense, and, if so, what budget should be expended. |
| 10 | Select the **Applicable to Fringe Expense** checkbox if earnings are used to compute the Fringe Charge Back expense when the Expenditures Finance Extract process (PHPFEXP) interfaces to your system. |
| 11 | Enter the nature of the earnings represented in the **Type** field. |
| 12 | Enter the earnings code rule class for this earnings type in the **Earnings Code Rule Class** field.<br><br>Note:  This value is used to process salary encumbrances and liquidations.  When blank, the system assumes the value *found on NTRFINI for Gross earnings  payroll expense*, although this value does not appear on the form. |
| 13 | Enter the code in the **Earnings Group** field to identify the earnings group to which the earnings code being defined belongs.<br><br>Note:  The code you enter must be predefined on the Earnings Group Code Validation Form (PTBERGR). |
| 14 | Indicate whether the payment is calculated according to hours or units in the **Hours/Units** field. |
| 15 | Select a method of deducting taxes from earnings in the **Tax Method** field.<br><br>Note:  Refer to the Time Entry and Payroll Processing chapter of the Human Resources User Manual for an overview of this option. |
| 16 | Select the **Base Salary** checkbox if this earnings code represents base salary. |
| 17 | Select the **Reduce Base Salary** checkbox if earnings in this category should be subtracted from base salary. |
| 18 | Select the **Longevity** checkbox if this earnings code is eligible for longevity premium calculation.  Leave it unchecked if this earnings code is not eligible. |
| 19 | Select the **Shift Differential** checkbox if earnings in this category are eligible for shift differential.  Leave it unchecked if they are not. |

*Continued on the next page*

©SunGard 2004-2005

Human Resources to Finance Interface

Page B-19

# Establishing Earnings Codes, Continued

Procedure, continued
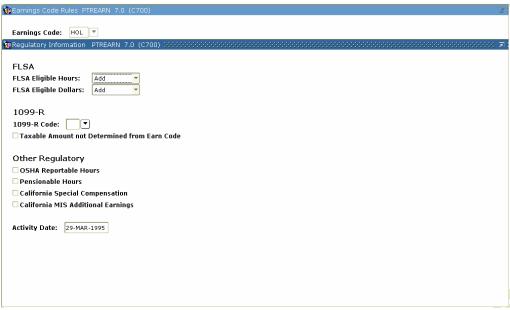
| Step | Action |
|------|--------|
| 20 | Select the **Cash** checkbox if the code represents cash earnings. Leave it unchecked if the earnings are non-cash. |
| 21 | Select the **Stipend** checkbox if the code represents stipend earnings. |
| 22 | Select the **Display on Web** checkbox if information is to be displayed for the current earnings type. Leave it unchecked if information is not to be supplied for this earnings type.<br><br>Note: This field affects only Earnings History on the Web. It does not affect what is displayed on the Pay Stub on the Web. Complete this field only if you have installed the SCT Banner Web for Employees product on the Web. |
| 23 | Select the **Applicable to Leave Proration** checkbox if earnings in this category are counted when leave accrual is calculated. Leave it unchecked if they are not. |
| 24 | Select the **Applicable to Leave Minimum** checkbox if time in this earnings category is included when calculating accrued leave. |
| 25 | Enter the appropriate leave code in the **Leave Taken Code** field if the earnings code you are defining represents leave to be deducted.<br><br>Note: The code you enter must be predefined on the Leave Code Rule Form (PTRLEAV). |
| 27 | Enter the leave code in the **Leave Earned Code** field if the earnings code you are defining identifies a specific leave type accrual.<br><br>Note: The code you enter indicates the specific leave balance that should be increased when this earnings code is used. This field works in conjunction with the value you entered at the **Multiplication Factor** field.<br><br>*Example*: If the value of Multiplication Factor is 150 (that is, 150%, or time and a half), using this leave code will cause the leave balance to increase by one and a half times the number of hours entered. |

# Establishing Earnings Codes, Continued

**Options –**
**Employee Class**
**Labor Dist**
**Overrides**



| Step | Action |
|------|--------|
| 1 | Select <u>Employee Class Labor Distribution Overrides</u> from the **Options** menu. |
| 2 | Enter the code for the Chart of Accounts to which this earnings code/employee class combination should be charged in the **COA** field. |
| 3 | Enter the code of the employee class for which you are defining labor distribution in the **Employee Class Code** field. |
| 4 | Enter the account code index in the **Index** field. |
| 5 | Enter the fund code in the **Fund** field. |
| 6 | Enter the organization code in the **Orgn** field. |
| 7 | Enter the account code in the **Account** field. |
| 8 | Enter the program code in the **Program** field. |
| 9 | Enter the activity code in the **Activity** field. |
| 10 | Enter the location code in the **Location** field. |
| 11 | Click the **Save** icon. |
| 12 | To enter labor distribution data for another Employee Class/Chart of Accounts code combination, perform a Next Record function. |
| 13 | Click the **Save** icon. |
| 14 | Click on the top of the Earning Code Rules Form to return. |

# Establishing Earnings Codes, Continued

**Options -
Regulatory
Information**

The Regulatory Information window collects FLSA and 1099 data for this earnings code.



| Step | Action |
|------|--------|
| 1 | Select <u>Regulatory Information</u> from the **Options** menu. |
| 2 | Enter the effect of earnings in this category on the total number of hours worked in the FLSA work period in the **FLSA Eligible Hours** field.<br><br>Note:  The value selected here is used in the automatic calculation of overtime pay.  For additional information, refer to the FLSA (Overtime) Compensation section of the Processing chapter of the <u>Human Resources User Manual</u>. |
| 3 | Enter the effect of earnings in this category on the dollar amount used to determine average hourly rate in the **FLSA Eligible Dollars** field.<br><br>Note:  The value selected here is used in the automatic calculation of overtime pay as dictated by the Fair Labor Standards Act. |
| 4 | Enter the 1099-R distribution code associated with this earnings code in the **1099-R Code** field if you are defining an earnings code that requires 1099-R reporting.<br><br>Note:  The value you enter must be predefined on the 1099 Code Validation Form (PTV1099). |

*Continued on the next page*

# Establishing Earnings Codes, Continued

| Step | Action |
|---|---|
| 5 | Select the **Taxable Amount Not Determined from Earn Code** checkbox to designate the earning code income for which the taxable amount is not determined when processing 1099-Rs.  This includes IRA distributions, except for the Roth IRA and the Ed IRA. |
| 6 | Select the **OSHA Reportable Hours** checkbox if the hours associated with this earn code should be included in the calculation of the total hours worked by all employees last year for the Form 300A report.<br><br>Note:  See the U.S. Department of Labor instructions for the OSHA Form 300A report for more information. |
| 7 | Select the **Pensionable Hours** checkbox if the hours for the earn code being defined are to be tagged as pensionable hours.<br><br>Note:  This field must be completed by California and Canada sites. Others can use this field for pension tracking purposes. |
| 8 | The **California Special Compensation** checkbox is related to California STRS/PERS processing.<br><br>Note:  Please refer to the appendix "California STRS/PERS" in the Human Resources User Manual for further information. |
| 9 | Click the **Save** icon. |
| 10 | Click the **Exit** icon. |

# Tips for Interface Set-Up

**Set-up tips**   If you choose to use the charge-back method, residual fringes (the difference between the actual fringes calculated and the calculated percentage charged to the department) are posted to a Fringe Clearing account defined on the HR/Finance Set Up Rule Form (NTRFINI).  This account may be either a G/L or Operating account.  It is recommended that you use an Operating account so that the expense is recognized immediately without manual intervention (i.e. a journal entry being written).

Regardless of the method, ALL of the Labor Distribution accounting entries on the Benefit/Deduction Rule Form (PTRBDCA) should be set up.  To verify that this is done, use the following calculation:

```
[number of employee classes] X [number of benefit/deduction
codes] = number of records in each of the ACCT fields in the
PTRBDLD table
```

In instances where a given Employee class is not eligible for a particular benefit or deduction, it is STRONGLY RECOMMENDED that you enter a Suspense account instead of leaving it blank.

Posting modifiers bypass normal System edits, so it is imperative that all of these Rule codes be fully tested before they are used in a production environment.

On the Payroll Adjustment Form (PHAADJT) there are two date fields.  The Payroll date affects payroll history and tax records and should reflect the Effective date (Date of Constructive Receipt) of the adjustment for payroll purposes.  The Posting date is what is fed as the Transaction date to Finance and should always be the System date (exceptions may be made at the end of the fiscal year).

For Rule code *HEEL*, some organizations may credit employee deductions directly to an Operating account.  An example would be if employees pay for parking permits via payroll deduction, with the revenue being credited directly to the Parking Department.  In that case, the edit on the ACCT_CODE field of *4450* should be replaced by an edit on the ACCT_CODE of *0003*, an Operator of *!IN*, and Literal 1 representing the beginning of your Salary Account range, and Literal 2 representing the end.  In other words, if your Salary accounts range from 6100 through 6399, then Literal 1 would be *6100* and Literal 2 would be *6399*.

# Section C:  Day-to-Day Operations

## Overview

| | |
|---|---|
| **Purpose** | The purpose of this section is to explain the day-to-day or operational procedures to run the Human Resources to Finance Interface process at your institution. |
| **Intended audience** | Personnel responsible for the Human Resources to Finance Interface process at your institution |
| **Objectives** | At the end of this section, you will be able to |

At the end of this section, you will be able to

- Extract payroll data
- Review extracted information
- Test rule codes
- Review document postings
- Correct errors

**Prerequisites**  To complete this section, you should have

- completed the SCT Banner Education Practices computer-based training (CBT) tutorial "Banner 7.x Fundamentals: Navigation and Forms," or have equivalent experience navigating in the SCT Banner System.
- completed the Finance: Chart of Accounts workbook
- completed the Finance: Rules, Security and Approvals workbooks

You will also need to ensure that the rules and validation codes in SCT Banner needed for HR to Finance interface have been set up for you.

**In this section**  These topics are covered in this section.
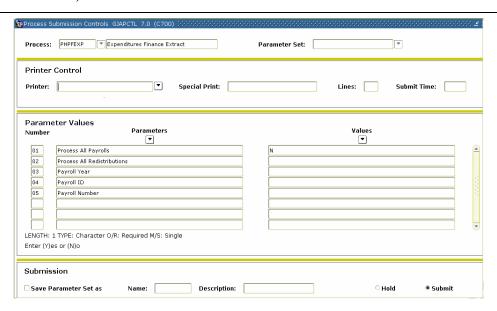
# Extracting Payroll Data

**Introduction**    When processing encumbrances, payroll expenditures, and approved budget transactions, the user is required to run the Expenditures Finance Extract process (PHPFEXP).  PHPFEXP puts identical sets of information in the Finance Interface Collector table (NHRFINC) and the Finance Distribution table (NHRDIST) for encumbrances, payroll expenditures, and budgets.

For working budgets, PHPFEXP puts identical sets of information into NHRFINC and the Temporary Budget table (NHRTBUD).  PHPFEXP aids in the preparation of all the tables for the eventual insertion of the Finance Document number by the Finance Interface Report (NHPFIN2).

This process also updates the expended amounts on the Position Budget Form (NBAPBUD)

**Banner form**



**Procedure**    Follow these steps to complete the process.

| Step | Action |
|------|--------|
| 1 | Access the Process Submission Control Form (GJAPCTL). |
| 2 | Enter *PHPFEXP* (Expenditures Finance Extract process) in the **Process** field.<br><br>Note:  This process extracts payroll data for interface to the Finance System and updates the expended amounts on the Position Definition Form (NBAPOSN). |
| 3 | Perform a **Next Block** function. |

*Continued on the next page*

# Extracting Payroll Data, Continued

Procedure, continued

| Step | Action |
|------|--------|
| 4 | Enter the desired printer name in the **Printer** field.<br><br>Note:  You can enter *DATABASE* to write the report to a table for on-line viewing and to enable the saving of the report to a shared folder on a designated network drive. |
| 5 | The **Print** field displays the number of printed lines per inch.  If you direct your output to a database, you can leave this field blank. |
| 6 | Enter these parameter values.<table><tr><th>Parameter</th><th>Description</th></tr><tr><td>Process All Payrolls (required)</td><td>Enter *Y* to process all payrolls awaiting Finance Extract processing; enter *N* if you don't want to process all payrolls.</td></tr><tr><td>Process All Distributions (required)</td><td>Enter *Y* to process redistributions for all payrolls awaiting Finance Extract processing; enter *N* if you do not want to process all redistributions.</td></tr><tr><td>Payroll Year</td><td>Enter the payroll year.</td></tr><tr><td>Payroll ID</td><td>Enter the ID of the payroll to be included in the report.</td></tr><tr><td>Payroll Number</td><td>Enter the Period number of the payroll to be included in the report.</td></tr></table> |
| 7 | Click the **Save Parameter Set as** checkbox. |
| 8 | Enter a name and description in the **Name** and **Description** fields. |
| 9 | Click the **Submit** radio button. |
| 10 | Click the **Save** icon to execute the report.<br><br>Result:  The Auto hint line displays the job submission number for the report log and list file. |
| 11 | Select **Review Output** on the Options menu to review the report. |
| 12 | Click the **Exit** icon. |

# Reviewing Extracted Information

**Introduction**
The Finance Interface Report process (NHPFIN2) associates the Finance Document number with a specific payroll in the Generic Interface table (GURFEED). In addition, the Document number is inserted into the Finance Distribution table (NHRDIST), and the Temporary Budget table (NHRTBUD).

**Banner form**



**Procedure**
Follow these steps to complete the process.

| Step | Action |
|---|---|
| 1 | Access the Process Submission Control Form (GJAPCTL). |
| 2 | Enter the Finance Interface Report process (NHPFIN2). <br><br> Note: This process shows information that has been passed to the Finance System. |
| 3 | Perform a **Next Block** function. |

*Continued on the next page*

# Reviewing Extracted Information, Continued

Procedure, continued

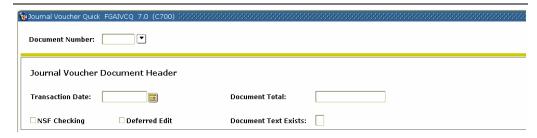| Step | Action |
|------|--------|
| 4 | Enter the desired printer name in the **Printer** field.<br><br>Note: You can enter *DATABASE* to write the report to a table for on-line viewing and to enable the saving of the report to a shared folder on a designated network drive. |
| 5 | The **Print** field displays the number of printed lines per inch. If you direct your output to a database, you can leave this field blank. |
| 6 | Enter these parameter values.<br><br><table><tr><th>Parameter</th><th>Description</th></tr><tr><td>Produce Detail Report (required)</td><td>Enter *Y* if you want to create the Detail Finance Interface Report; enter *N* to override the Detail Finance Interface Report.</td></tr><tr><td>Interface Trans to GURFEED (required)</td><td>Enter *Y* to interface transactions to the Finance System from the Position Control module; enter *N* to override the interface to the Finance System from the Position Control module.</td></tr><tr><td>Expenditure to Payroll ID</td><td>Enter a Payroll ID code if expenditure data will be interfaced.</td></tr></table> |
| 7 | Click the **Save Parameter Set as** checkbox. |
| 8 | Enter a name and description in the **Name** and **Description** fields. |
| 9 | Click the **Submit** radio button. |
| 10 | Click the **Save** icon to execute the report.<br><br>Result: The Auto hint line displays the job submission number for the report log and list file. |
| 11 | Select **Review Output** on the Options menu to review the report. |
| 12 | Click the **Exit** icon. |

# Testing Rule Codes

**Introduction**   The most important thing to remember is to test the rule codes, which are organization specific. If you don't have any real payroll data, we can still test using a journal voucher. In this exercise, we select payroll rule codes using the Fringe Actual Method. This method is the System default.

**Banner form**



**Procedure**   Follow these steps to complete the process.

| Step | Action |
|------|--------|
| 1 | Access the Journal Voucher Quick Form (FGAJVCQ). |
| 2 | Enter *NEXT* in the **Document Number** field.<br><br>Note: SCT Banner will assign a Document number. |
| 3 | Perform a **Next Block** function. |
| 4 | Enter today's date in the **Transaction Date** field. |
| 5 | Enter the document total for the journal line items in the **Document Total** field. |
| 6 | Perform a **Next Block** function. |
| 7 | Record the Document number that was assigned to the transaction. |
| 8 | Press the **[Tab]** key and SCT Banner will enter the next **Sequence** number for the document. For this exercise, SCT Banner will enter *1*. |
| 9 | Complete the other fields as directed by your instructor. |
| 10 | Click the **Save** icon. |
| 11 | Click the **Exit** icon. |

# Reviewing Document Postings

**Introduction**      All documents that are posted to the ledger can be viewed on the Document Inquiry Review Form (FGIDOCR).

**Banner form**



**Procedure**      Follow these steps to complete the process.

| Step | Action |
|------|--------|
| 1 | Access the Document Retrieval Inquiry Form (FGIDOCR). |
| 2 | Enter the document number previously assigned to the transaction in the **Document Number** field. |
| 3 | Perform a **Next Block** function.<br><br>Note: The journal header record reflects the actual items that were entered on the journal voucher. |

*Continued on the next page*

# Reviewing Document Postings, Continued

**Option -**
**Document**
**Postings**

Next, you may view the detail postings.



| Step | Action |
|------|--------|
| 1 | Select <u>Access Document Postings</u> from the **Options** menu to view the detail postings on the Document Posting Form (FGQDOCP). |
| 2 | Click the **Exit** icon to return to the Document Retrieval Inquiry Form (FGIDOCR). |
| 3 | Click the **Exit** icon. |

# Correcting Errors

**Introduction**     Any documents listed on the Document Retrieval Inquiry Form (FGIDOCR) were probably rolled back and reset during posting.

**Banner form**



**Procedure**     Follow these steps to complete the process.

| Step | Action |
|---|---|
| 1 | Access the Journal Voucher Quick Form (FGAJVCQ). |
| 2 | Click the **Search** icon to the right of the **Document Number** field. |
| 3 | Select the document you wish to correct from the List of Suspended Journal Vouchers Form (FGIJVCD). This loads the document into the Journal Voucher Quick Form (FGAJVCQ).  |
| 4 | Perform a **Next Block** function. |
| 5 | Double-click the **Document Total** field and use the calculator to enter a new value. |
| 6 | Click the **Save** icon. |
| 7 | Click the **Exit** icon. |
| 8 | Post the transaction.<br><br>Note: If you are not sure of the errors, check the posting .lis file which will provide information as to why it didn't post. |

# Payroll Interface to SCT Banner Finance: Suggested Payroll Rule Codes

## Option A – Fringe Actual Method (System Default)

| RULE | ACCOUNT DESCRIPTION | BALANCE METHOD | EDITS | PROCESS CODES | POSTING ACTION | <---MODIFIERS---> FUND | ACCT |
|---|---|---|---|---|---|---|---|
| HEEL | Employee Clearing | S | ACCT_CODE 4450 | I061 | N | | |
| | | | | G010 | N | P/R Clearing | |
| | | | | G020 | N | | |
| | | | | G022 | N | P/R Clearing | |
| | | | | G026 | R | | Payroll Clearing |
| HENC | Salary Encumbrance | S | ACCT_CODE 4451 | I011 | N | | |
| | | | | E117 | N | | |
| HERL | Employer Clearing | S | ACCT_CODE 4450 | I061 | N | | |
| | | | | G010 | N | P/R Clearing | |
| | | | | G020 | N | | |
| | | | | G022 | N | P/R Clearing | |
| | | | | G026 | R | | Fringe Clearing |
| HGRB | Employer-paid Benefits | S | ACCT_CODE 4451 | I061 | N | | |
| | | | | O030 | N | | |
| | | | | G020 | N | | |
| | | | | G022 | N | | |
| | | | | G026 | R | | Fringe Clearing |
| HGRS | Gross Payroll Expense | S | ACCT_CODE 4451 | I061 | N | | |
| | | | | O030 | N | | |
| | | | | E035 | N | | |
| | | | | G020 | N | | |
| | | | | G022 | N | | |
| | | | | G026 | R | | Payroll Clearing |
| HNET | Net Payroll | S | ACCT_CODE 4450 | I061 | N | | |
| | | | | G024 | N | | |
| | | | | G026 | R | | Payroll Clearing |

*Continued on the next page*

## Payroll Interface to SCT Banner Finance: Suggested Payroll Rule Codes, Continued

### Option B – Fringe Actual Method using Payroll Clearing Fund

| RULE | ACCOUNT DESCRIPTION | BALANCE METHOD | EDITS | PROCESS CODES | POSTING ACTION | <------MODIFIERS-------> FUND | ACCOUNT |
|------|---------------------|----------------|-------|---------------|----------------|------|---------|
| HEEL | Employee Liability | S | ACCT_CODE 4450 | I061 | N | | |
| | | | | G010 | N | P/R Clearing | |
| | | | | G010 | R | P/R Clearing | Payroll Clearing |
| HENC | Salary Encumbrance | S | ACCT_CODE 4451 | I011 | N | | |
| HENA | Salary Encumbrance Adj. | | | E117 | N | | |
| HERL | Employer Liability | S | ACCT_CODE 4450 | I061 | N | | |
| | | | | G010 | N | P/R Clearing | |
| | | | | G010 | R | P/R Clearing | Fringe Clearing |
| HGRB | Employer-paid Benefits | S | ACCT_CODE 4451 | I061 | N | | |
| | | | | O030 | N | | |
| | | | | G020 | N | | |
| | | | | G020 | R | P/R Clearing | |
| | | | | G010 | R | P/R Clearing | Fringe Clearing |
| HGRS | Gross Payroll Expense | S | ACCT_CODE 4451 | I061 | N | | |
| | | | | O030 | N | | |
| | | | | E035 | N | | |
| | | | | G020 | N | | |
| | | | | G020 | R | P/R Clearing | |
| | | | | G010 | R | P/R Clearing | Payroll Clearing |
| HDPA | Deferred Pay Accrual | S | ACCT_CODE 4450 | I061 | N | | |
| | | | | G010 | N | | |
| | | | | G010 | R | | Payroll Clearing |
| HDEF | Deferred Pay Payout | S | ACCT_CODE 4450 | I061 | N | | |
| | | | | G010 | N | | |
| | | | | G010 | R | | Payroll Clearing |
| HNET | Net Payroll | S | ACCT_CODE 4450 | I061 | N | | |
| | | | | G010 | R | P/R Clearing | Payroll Clearing |
| | | | | G020 | R | P/R Clearing | |
| | | | | G023 | N | | |
| | | | | G024 | N | | |

*Continued on the next page*

## Payroll Interface to SCT Banner Finance: Suggested Payroll Rule Codes, Continued

**Option C – Fringe Chargeback Method using Payroll Clearing Fund**

| RULE | ACCOUNT DESCRIPTION | BALANCE METHOD | EDITS | PROCESS CODES | POSTING ACTION | <------MODIFIERS-------> FUND | ACCOUNT |
|---|---|---|---|---|---|---|---|
| HEEL | Employee Liability | S | ACCT_CODE 4450 | I061 | N | | |
| | | | | G010 | N | P/R Clearing | |
| | | | | G010 | R | P/R Clearing | Payroll Clearing |
| HENC | Salary Encumbrance | S | ACCT_CODE 4451 | I011 | N | | |
| HFEN | Fringe Encumbrance | | | E117 | N | | |
| HFRL | Employer Liability | S | ACCT_CODE 4450 | I061 | N | | |
| | | | | G010 | N | P/R Clearing | |
| | | | | G020 | N | P/R Clearing | |
| HFRD | Fringe Chargeback with liquidation of encumbrance | S | | I061 | N | | |
| | | | | O030 | N | | |
| | | | | G020 | N | | |
| | | | | E035 | N | | |
| HFRC | Fringe Chargeback Clearing | S | | I061 | N | | |
| | | | | O030 | N | | |
| HFEX | Fringe Actual Distribution | | | G020 | N | | |
| | | | | G010 | N | | |
| HENA HFEA | Salary Encumbrance Adj. | S | | I061 | N | | |
| | Fringe Encumbrance Adj. | | | E020 | N | | |

*Continued on the next page*

# Payroll Interface to SCT Banner Finance: Suggested Payroll Rule Codes, Continued

---

### Option C, continued

| RULE | ACCOUNT DESCRIPTION | BALANCE METHOD | EDITS | PROCESS CODES | POSTING ACTION | <------MODIFIERS-------> | |
|------|---------------------|----------------|-------|---------------|----------------|---------------------------|---|
| | | | | | | FUND | ACCOUNT |
| HGRS | Gross Payroll Expense | S | ACCT_CODE 4451 | I061 | N | | |
| | | | | O030 | N | | |
| | | | | E035 | N | | |
| | | | | G020 | N | | |
| | | | | G020 | R | P/R Clearing | |
| | | | | G010 | R | P/R Clearing | Payroll Clearing |
| HDPA | Deferred Pay Accrual | S | ACCT_CODE 4450 | I061 | N | | |
| | | | | G010 | N | | |
| | | | | G010 | R | | Payroll Clearing |
| HDEF | Deferred Pay Payout | S | ACCT_CODE 4450 | I061 | N | | |
| | | | | G010 | N | | |
| | | | | G010 | R | | Payroll Clearing |
| HNET | Net Payroll | S | ACCT_CODE 4450 | I061 | N | | |
| | | | | G010 | R | P/R Clearing | Payroll Clearing |
| | | | | G020 | R | P/R Clearing | |
| | | | | G023 | N | | |
| | | | | G024 | N | | |

*Continued on the next page*

---

# Payroll Interface to SCT Banner Finance: Suggested Payroll Rule Codes, Continued

**Postings using Option A**

### FRINGE ACTUAL METHOD (SYSTEM DEFAULT)

Pay salary of $100, employer-paid fringes of $20, and deductions of $15. The journal voucher fed by SCT Banner Payroll looks like this:

```
Dr.       Salary Expense                $100    HGRS (a)
Dr.       Fringe Expense                  20    HGRB (b)
  Cr.       Employer Fringe Liab.         20    HERL (c)
  Cr.       Employee Fringe Liab.         15    HEEL (d)
  Cr.     Net Pay                         85    HNET (e)
```

### FUND REALIZING PAYROLL EXPENSE

| CASH INTERFUND | | SALARY EXPENSE | | FRINGE EXPENSE | |
|---|---|---|---|---|---|
| 100(a) | | 100(a) | | 20(b) | |
| 20(b) | | | | | |

### PAYROLL CLEARING FUND

| CASH INTERFUND | | PAYROLL CLEARING | | FRINGE LIABILITY | |
|---|---|---|---|---|---|
| 15(d) | | | | | 15(d) |
| 20(c) | | | | | 20(c) |

### BANK FUND

| CASH INTERFUND | | PAYROLL CLEARING | | PAYROLL CASH | |
|---|---|---|---|---|---|
| 100(a) | 15(d) | 15(d) | 100(a) | | 85(e) |
| 20(b) | 20(c) | 20(c) | 20(b) | | |
| | | 85(e) | | | |

*Continued on the next page*

# Payroll Interface to SCT Banner Finance: Suggested Payroll Rule Codes, Continued

**Postings using Option B**

*FRINGE ACTUAL METHOD USING PAYROLL CLEARING FUND*

Pay salary of $100, employer-paid fringes of $20, and deductions of $15. The journal voucher fed by SCT Banner Payroll looks like this:

```
Dr.       Salary Expense                $100    HGRS (a)
Dr.       Fringe Expense                  20    HGRB (b)
  Cr.     Employer Fringe Liab.           20    HERL (c)
  Cr.     Employee Fringe Liab.           15    HEEL (d)
  Cr.     Net Pay                         85    HNET (e)
```

*FUND REALIZING PAYROLL EXPENSE*

| *CASH INTERFUND* | *SALARY EXPENSE* | *FRINGE EXPENSE* |
|---|---|---|
| 100(a) | 100(a) | 20(b) |
| 20(b) | | |

*PAYROLL CLEARING FUND*

| *CASH INTERFUND* | *PAYROLL CLEARING* | | *FRINGE LIABILITY* |
|---|---|---|---|
| 100(a) | 20(c) | 100(a) | 20(c) |
| 20(b) | 15(d) | 20(b) | 15(d) |
| 85(e) | 85(e) | | |

*BANK FUND*

| *CASH INTERFUND* | *PAYROLL CLEARING* | *PAYROLL CASH* |
|---|---|---|
| 85(e) | | 85(e) |

*Continued on the next page*

SunGard 2004-2005

Page C-15

Human Resources to Finance Interface

# Payroll Interface to SCT Banner Finance: Suggested Payroll Rule Codes, Continued

**Postings using Option C**

*FRINGE CHARGEBACK METHOD USING PAYROLL CLEARING FUND*

Pay salary of $100, employer-paid fringes of $20, chargeback percent of 12 percent, and deductions of $15.

The journal voucher fed by SCT Banner Payroll looks like this:

```
Dr.      Salary Expense              $100       HGRS (a)
Dr.      Fringe Chargeback Expense     12       HFRD (b)
  Cr.    Employer Fringe Liab.         20       HFRL (c)
  Cr.    Fringe Chargeback Clearing    12       HFRC (d)
Dr.      Fringe Actual Clearing        20       HFEX (e)
  Cr.    Employee Fringe Liab.         15       HEEL (f)
  Cr.    Net Pay                       85       HNET (g)
```

### *FUND REALIZING FRINGE RESIDUAL EXPENSE*

| *CASH INTERFUND* | | *FRINGE RESIDUAL* | |
|---|---|---|---|
| 12(d) | 20(e) | 20(e) | 12(d) |

### *FUND REALIZING PAYROLL EXPENSE*

| *CASH INTERFUND* | | *SALARY EXPENSE* | | *FRINGE EXPENSE* | |
|---|---|---|---|---|---|
| | 100(a) | 100(a) | | 12(b) | |
| | 12(b) | | | | |

### *PAYROLL CLEARING FUND*

| *CASH INTERFUND* | | *PAYROLL CLEARING* | | *FRINGE LIABILITY* | |
|---|---|---|---|---|---|
| 100(a) | | | 100(a) | | 20(c) |
| 20(c) | | 15(f) | | | 15(f) |
| | 85(g) | 85(g) | | | |

### *BANK FUND*

| *CASH INTERFUND* | | *PAYROLL CLEARING* | | *PAYROLL CASH* | |
|---|---|---|---|---|---|
| 85(g) | | | | | 85(g) |

---

# Self Check

| | |
|---|---|
| **Directions** | Use the information you have learned in this workbook to complete this self check activity. |
| **Question 1:** | Name the processes that must be executed in order to feed payroll transactions to the Finance System. |
| **Question 2:** | What is the recommended procedure for testing organization-specific Rule codes prior to placing them in production? |
| **Question 3:** | What is the consequence of NOT testing Rule codes? |
| **Question 4:** | Which form controls if payroll transactions are fed in detail or summary format? |
| **Question 5:** | On what forms do you review suspended documents?  Posted documents? |
| **Question 6:** | How do you modify a posted transaction in SCT Banner Finance? |
| **Question 7:** | What report lists any errors encountered on HR feed documents? |
| **Question 8:** | You have fed payroll records and reviewed the postings in the General Ledger. The entry is posted out of balance.  How do you correct it and prevent it from occurring in the future? |

# Self Check, Continued

**Question 9:**     What is the consequence of using an incorrect posting action or modifier on the rule codes?

# Answer Key

| | |
|---|---|
| **Question 1:** | Name the processes that must be executed in order to feed payroll transactions to the Finance System. |

- **Finance Budget Feed process (FBRFEED)**
- **Finance Feed Sweep process (FURFEED)**
- **Interface process (FGRTRNI)**
- **Transaction Error Report (FGRTRNR)**
- **Posting process (FGRACTG)**

| | |
|---|---|
| **Question 2:** | What is the recommended procedure for testing organization-specific Rule codes prior to placing them in production? |

**Test them first with a journal voucher.**

| | |
|---|---|
| **Question 3** | What is the consequence of NOT testing Rule codes? |

- **Documents may be suspended during the Interface process.**
- **Ledgers may be out of balance.**
- **Transactions may be posted to the wrong accounts.**

| | |
|---|---|
| **Question 4:** | Which form controls if payroll transactions are fed in detail or summary format? |

**The System Data Maintenance Form (FTMSDAT)**

| | |
|---|---|
| **Question 5:** | On what forms do you review suspended documents? Posted documents? |

**The Suspended Voucher Journal List (FGIJVCD) lists suspended documents.**
**The Document Retrieval Inquiry Form (FGIDOCR) lists posted documents.**

| | |
|---|---|
| **Question 6:** | How do you modify a posted transaction in SCT Banner Finance? |

**You cannot modify a posted transaction. You must enter a correcting document.**

| | |
|---|---|
| **Question 7:** | What report lists any errors encountered on HR feed documents? |

**Transaction Error Report (FGRTRNR)**

# Answer Key, Continued

| | |
|---|---|
| **Question 8:** | You have fed payroll records and reviewed the postings in the General Ledger. The entry is posted out of balance. How do you correct it and prevent it from occurring in the future?<br><br>**You must enter a correcting journal voucher. To prevent it from happening again, check the Rule codes and test in another database prior to using in production.** |
| **Question 9:** | What is the consequence of using an incorrect posting action or modifier on the rule codes?<br><br>**Using the incorrect posting action could cause the General Ledger to be out of balance.**<br>**An incorrect posting modifier will post the offset to the incorrect account.** |

# Section D:  Reference

## Overview

**Purpose**    The purpose of this section is to provide reference materials related to the workbook.

**In this section**    These topics are covered in this section.

| Topic | Page |
|-------|------|
| Set Up Forms and Where Used | D-2 |
| Day-to-Day Forms and Set Up Needed | D-3 |
| Forms Job Aid | D-4 |

# Set Up Forms and Where Used

**Purpose**    Use this table as a guide to the set up forms and the day-to-day forms that use them.

| Set Up Form | | Day-to-Day Form(s) | |
|---|---|---|---|
| **Form Name** | **Code** | **Form Name** | **Code** |
| Position Budget Control Form | NBAPBUD | | |
| Position Definition Form | NBAPOSN | | |
| Position Class Rule Form | NTRPCLS | | |
| Employee Class Rule Form | PTRECLS | | |
| Benefit/Deduction Rule Form | PTRBDCA | | |
| Employee Deduction Form | PDADEDN | | |
| Employee Deduction Set-Up Form | PDABDSU | | |
| Tax Code Form | PXATXCD | | |
| 1099 Validation Form | PTV1099 | All of the set up forms are needed for the day-to-day forms and processes to run. | |
| Payroll Calendar Rule Form | PTRCALN | | |
| HR/Finance Set Up Rule Form | NTRFINI | | |
| Fiscal Year Form | NBAFISC | | |
| Finance Fiscal Year Form | FTMFSYR | | |
| Bank Code Rules | GXRBANK | | |
| Finance System's Rules Maintenance Form | FTMRUCL | | |
| Earnings Code Rule Form | PTREARN | | |
| Earnings Group Code Validation Form | PTBERGR | | |
| Leave Code Rule Form | PTRLEAV | | |
| 1099 Code Validation Form | PTV1099 | | |

# Day-to-Day Forms and Set Up Needed

**Purpose**    Use this table as a guide to the day-to-day forms and the set up forms needed for each.

| Day-to-Day Forms and Processes | Set Up Forms Needed |
|---|---|
| Expenditures Finance Extract Process (PHPFEXP) | All of the set up forms listed on the previous page are needed for the day-to-day forms and processes to run. |
| Finance Interface Report Process (NHPFIN2) | |
| Journal Voucher Quick Form (FGAJVCQ) | |
| Document Retrieval Inquiry Form (FGIDOCR) | |

# Forms Job Aid

**Purpose**    Use this table as a guide to the forms used in this workbook.  The Owner column may be used as a way to designate the individual(s) responsible for maintaining a form.

| Form Name | Form Description | Owner |
|---|---|---|
| NBAPBUD | Position Budget Control Form | |
| NBAPOSN | Position Definition Form | |
| NTRPCLS | Position Class Rule Form | |
| PTRECLS | Employee Class Rule Form | |
| PTRBDCA | Benefit/Deduction Rule Form | |
| PDADEDN | Employee Deduction Form | |
| PDABDSU | Employee Deduction Set-Up Form | |
| PXATXCD | Tax Code Form | |
| PTV1099 | 1099 Validation Form | |
| PTRCALN | Payroll Calendar Rule Form | |
| NTRFINI | HR/Finance Set Up Rule Form | |
| NBAFISC | Fiscal Year Form | |
| FTMFSYR | Finance Fiscal Year Form | |
| GXRBANK | Bank Code Rules | |
| FTMRUCL | Finance System's Rules Maintenance Form | |
| PTREARN | Earnings Code Rule Form | |
| PTBERGR | Earnings Group Code Validation Form | |
| PTRLEAV | Leave Code Rule Form | |
| PTV1099 | 1099 Code Validation Form | |

# Release Date

This workbook was last updated on 04/01/2005.