
**South Dakota Board of Regents
Customization Id: SDBOR 026
Banner® Human Resources/Payroll
Federal Appropriated Retirement
Cost Distribution Process
Functional Specification**

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1 Introduction

South Dakota Board of Regents has contracted with SunGard Higher Education to develop a new process that will create additional entries in the payroll feed document to redistribute the employer paid portion of retirement costs. Currently, this required functionality does not exist in the baseline Banner® system. The new process will be run after the baseline payroll process is disposition 62 (PHPFEXP). The new transactions will be inserted into the NHRFINC/NHRDIST tables and the baseline NHPFIN2 process will create the required payroll journal entries.

The Functional Specification document represents the outcome of an iterative review process. It is considered a product-planning document and does not represent a commitment to develop the described software changes in the manner presented. SunGard Higher Education reserves the exclusive right to determine, in its sole discretion, the enhancements to be developed by SunGard Higher Education and the manner in which they are developed.

2 Overview

SunGard HE will develop a new process that will create additional entries in the payroll feed document to redistribute the Employer Paid portion of retirement costs.

3 Scope

3.1 Product Release

The following release dependencies are required for this customization and may differ from the Statement of Work. Note that changes to the release after approval of this specification require a change request and may require additional project hours. It is the responsibility of the client to adhere to these releases and to notify SunGard Higher Education Customization Services of planned changes in releases before applying them to the client environment.

Module	Release Number
Banner General	7.4
Banner HR/Position Control	7.2.3/7.3

Platform/Operating System	Release Number
Oracle®	10g
Unix Platform	

3.2 Assumptions

3.2.1 Process Assumptions

1. The new process will run in job submission.
2. SDBOR will be required to run the process.
3. Banner Baseline Object Security will be invoked.
4. ~~A Job submission parameter will be used to identify the range of payroll documents to be reported.~~
5. The process will select transactions based on specific funds/fund types and account codes. SDBOR will provide SunGard Higher Education with a list of the selection criteria. The selection criteria will be identified by FTMSDAT entries.
6. The Process will calculate and report transactions by employee.
7. The process will create additional debit/credit entries within the payroll journal entries in NHRDIST/NHRFINC for the current payroll being processed.
8. Every fund that is identified by the process will have a related distribution fund defined in the attribute table.
9. An Error will be reported if a fund relationship is missing.
10. The process is required to be run after the PHPFEXP baseline payroll process but before the NHPFIN2.
11. Additional entries in NHRDIST/NHRFINC will be added using a debit/credit indicator of a D or C.
12. All other fields needed for the insert into these tables, which have not been defined as being different in this Functional Specification, will be the same as the retirement row selected from NHRDIST.
13. ~~The process will include all Earn Codes in the calculation of Gross Pay for the purposes of calculating the Employer Paid portion of Retirement. SDBOR should consider if some earn codes should be excluded.~~

3.2.2 Additional Process Assumptions other than those stated in the SOW

14. The NTRFINI record for the current fiscal year will be used to select the Gross Payroll Expense Rule Class Code. The Gross Payroll expense rule class will be used to determine gross pay. All earn codes with this rule class will be included by the process.
15. SDBOR will provide the FTMFATA fund distribution values and relationships.
16. SunGard HE will initially load and deliver the setup of FTMSDAT, FTMATTT, FTMATTV, and FTMFATA. SDBOR is responsible for maintaining this information after the initial load.

3.2.3 Development Assumptions

3.3 Concerns

Timing is crucial for this process. The new process must be run after the PHPFEXP but prior to the NHPFIN2 baseline processes. Steps must be followed exactly to achieve the desired results in the finance system.

3.4 Terminology

N/A

3.5 Security

This customization could add or alter objects that potentially impact the institution's security policy. The institution's security policy should be reviewed and adjusted appropriately to add new objects such as forms or reports to the appropriate users and roles, or to adjust the security privileges for baseline objects being customized.

3.6 Site Policy Impact

This customization could have an impact upon institutional policies and procedures. It is the client's responsibility to review policies and procedures for changes that may be necessary based upon the customization.

4 Functionality

4.1 Functional Process Flow**4.1.1.1 Set up**

1. User identifies the Fund types to include in the selection criterion of the process. User will enter the job name, NZPFRCD as the Entity of Usage Code and the Attribute Code of FTYP and enter the fund type to be included in the process in the Data field. All Fund types that need to be included in the process need to be added as a record in this form.

System Data Maintenance FTMSDAT 7.0 (SDAKOTA7)

Entity or Usage Code: NZPFRCD
 Attribute Code: FTYP
 Optional Code Number 1:
 Optional Code Number 2:
 Level:
 Chart of Accounts:
 Active Status
 Last Activity Date: 29-JAN-2008
 Effective Date: 21-JAN-2008
 Termination Date:
 Next Change Date:
 Description or Title: Include fund type in the process
 Short Title: Include fund type
 Data: 10

2. User identifies the account codes to include in the selection criterion of the process. User will enter the job name, NZPFRCD as the Entity of Usage Code and the Attribute Code of ACCT and enter the account code to be included in the process in the Data field. All Account Codes that need to be included in the process need to be added as a record in this form.

System Data Maintenance FTMSDAT 7.0 (SDAKOTA7)

Entity or Usage Code: NZPFRCD
 Attribute Code: ACCT
 Optional Code Number 1:
 Optional Code Number 2:
 Level:
 Chart of Accounts:
 Active Status
 Last Activity Date: 29-JAN-2008
 Effective Date: 21-JAN-2008
 Termination Date:
 Next Change Date:
 Description or Title: Include account code in the process
 Short Title: Include account code
 Data: 6333

- User creates the Attribute Relationship for Distribution Fund: 10001 Fund - 10001D Distribution Fund. Any fund that is selected by the process that does not have a distribution fund relationship will produce an error.

FOAPAL Attribute Association FTMFATA 7.0 (SDAKOTA7)

Chart of Accounts:

Select FOAPAL element to associate attributes: Fund Orgn Acct Prog Actv Locn Atyp Ftyp

Fund Code: Data Entry:

Predecessor Code:

Attribute Type	Description	Status	Attribute Value	Description	Begin Date	End Date
DISTRIBU	Distribution Fund - NZPFRCD	<input checked="" type="checkbox"/>	1000D	Distribution Fund	21-JAN-2008	
		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
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		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				

- User verifies that the correct rule class for the Gross Payroll Expenses has been set up in the NTRFINI form for the current fiscal year code.

HR/Finance Set up Rules NTRFINI 7.0 (SDAKOTA7)

Fiscal Year: 2008 COA: B From: 01-JUL-2007 To: 30-JUN-2008 Active
 Finance Fiscal Year: 08 From: 01-JUL-2007 To: 30-JUN-2008
 Activity Date: 08-AUG-2007 Bank: PA Manufacturers National Bank
 Feed Budget to Finance Budget Development

Finance Rule Class Code

Gross Earnings Payroll Expense: HGRS Payroll - Gross Salary Expense
 Employee Deductions Liability: HEEL Payroll - Employee Liability
 Net Payroll: HNET Payroll - Net Pay
 Employer Fringe Payroll Expense: HGRB Payroll - Gross Benefit Expense
 Employer Fringe Payroll Liability: HERL Payroll - Employer Liability
 Deferred Pay Accrual Amount: HDPA Payroll - Deferred Pay Accrual
 Deferred Pay Payout Amount: HDEF Payroll - Deferred Pay
 Fringe Charge Back Expense: NOOP No operation
 Fringe Charge Back --> Clearing: NOOP No operation
 Fringe Actual Expense--> Clearing: NOOP No operation
 Original Budget: BD01 Permanent Adopted Budget
 Adjusted Budget: BD02 Permanent Budget Adjustments
 Original Salary Encumbrance: HENC Payroll - Salary Encumbrance
 Salary Encumbrance Adjustment: HENA Payroll - Encumbrance Adjustment
 Original Fringe Encumbrance: NOOP No operation
 Fringe Encumbrance Adjustment: NOOP No operation
 COBRA Payment Cash Posting: HCBC Payroll - Cobra Cash Receipt
 COBRA Payment Benefit Premium: HCBP Payroll - COBRA - Premium
 COBRA Payment Administration Fee: HCRB Payroll - COBRA - Admin. Fee

4.1.1.2 Process Flow

1. SDBOR runs the baseline payroll process through disposition 62, the PHPFEXP process, which loads the NHRFINC and NHRDIST table with the payroll entries.
2. The NHRDIST table has this entry selected that hit Fund 10001 (10 fund type) and account 6333.

PIDM	Fund	Organization	Account	Program	Amount
ID1	10001	Org1	6333	Prog1	60.00

3. User will enter the process name (NZPFRCD) in Direct Access or Job Submission form (GJAPCTL) and will run the new process. The process can be run in audit or update modes. User will first run the process in audit mode to make sure the dollars are correct and that there are no set up issues regarding the distribution funds. User corrects any missing attribute fund relationships and runs the process in update mode.
4. The process will select the retirement amounts for the employees and their gross pay from the NHRDIST table. An employee may have multiple records representing Gross Pay and multiple records representing Retirement amounts. The process will add up all records regardless of Fund or any other attribute to calculate a Total Gross and Total Retirement for the employee for the pay period.

ID1 has a Gross Payroll amount from this payroll run of \$1000.00. The Gross payroll rule class code on NTRFINI will be used to identify gross payroll transactions.

ID 1 Gross Payroll rule class Fund 10001 Org1 Prog1

ID1 \$1,000.00 X .05 = 50.00

Total \$50.00

ID 1 has Total Employer Paid Retirement amount of \$60.

The difference of \$10.00 will be used in the additional payroll entries that will be inserted by the new process.

Distribution Fund attribute for 10001 is 1000D.

The additional entries loaded into NHRFINC/NHRDIST will be:

PIDM	C Fund	Organization	Account	Prog	Actv	Loc	Amount	
DR/CR ind								
ID1	C 1000D	Org1	6333	Prog1			10.00	D
ID1	C 10001	Org1	6333	Prog1			10.00	C

A report will be generated listing the transactions inserted.

6. SDBOR will then continue the baseline payroll process by running the NHPFIN2 process to create the finance journal entry in the GURFEED table.

4.2 New Human Computer Interactions (HCI)/Form

N/A

4.3 Modified Human Computer Interactions (HCI/Forms)

N/A

4.4 New Web Applications

N/A

4.5 Modified Web Applications

N/A

4.6 New Processes

4.6.1 NZPFRCD - Federal Appropriated Retirement Cost Distribution

4.6.1.1 Parameters

#	Parameter Label	Type/ Length	Req'd	Multi/ Single	Validation	List	Default Value	Help Text
1	(A)udit or (U)pdate Mode?	1	Y	S	N/A	N/A	A	To run in audit mode enter 'A' for update mode 'U'.

4.6.1.2 Process Flow

1. The process will select employees and their retirement payroll transaction amounts based on specific Fund Types and Account Codes from the table NHRDIST where the accounting feed document is null.
2. The process will then use the Gross payroll amounts (based on the gross payroll rule class code and fund type) and employees that had the specific retirement fund type/accounts.
3. The process will check to see if the funds selected have a distribution fund attribute. If one does not exist, an error will be displayed in a report showing the fund and fund title with the missing attribute and the process will abort. The user must correct the missing attribute before continuing.
4. If all the distribution relationships exist, the process will take the Gross amount selected for the individual employees and will multiple those amounts by 5%.
5. The process will then transfer the difference between the amounts charged to the retirement accounts for this individual employee and this calculated amount to another distribution fund. The relationships of the offset distribution fund to the transaction fund will be identified as an attribute. Each transaction fund will only have one offset fund relationship. The required Organization, Account, and Program Codes will be the same as the original transaction from payroll. The new entries will be loaded into the NHRFINC/NHRDIST tables and the baseline payroll process will be used to create the journal entries.
6. The process will create a report and display the calculations and the transactions created. Any errors encountered, like missing distribution fund attributes, will abort the job and the fund(s) with the missing relationship will be reported. The sort order of a successful run will be Year, PICT code, Payno, Fund Code, and Last Name.

NHRDIST	NHRDI	NHRDI	NHRDIST	NHRDIST	NHRDIST	NHRDIST	NHRDIST	NHRDIST	NHRDIST
2007 MN	2	476 HGRS	B	10001	11001	6111 10	D	3445	
2007 MN	2	476 HGRS	B	2157	11004	6111 20	D	1766.67	
2007 MN	2	476 HEEL	B	8122		2115	C	9.92	
2007 MN	2	476 HGRB	B	1110	11001	6280	10 D	11.02	
2007 MN	2	476 HERL	B	8122		2115	C	11.02	
2007 MN	2	476 HEEL	B	8122		2115	C	5.08	
2007 MN	2	476 HGRB	B	10001	11004	6333	20 D	206.7	
2007 MN	2	476 HERL	B	8122		2115	C	206.7	

This is a sample from the NHRDIST table for one employee. Here is what the process will do:

- The process will select Employees that have a fund code with the fund type and account code defined in FTMSDAT
Fund code 10001 has a fund type of 10. Fund type of 10 has been defined in FTMSDAT based on the set up rules.
Account code 6333 has been defined in FTMSDAT based on the set up rules.

2007 MN	2	476 HGRB	B	10001	11004	6333	20 D	206.7
---------	---	----------	---	-------	-------	------	------	-------

Total charged for the employee for this payroll is \$206.70

2007 MN	2	476 HGRS	B	10001	11001	6111 10	D	3445
---------	---	----------	---	-------	-------	---------	---	------

This gross payroll is then selected for this employee and fund combination for this payroll.

2007 MN	2	476 HGRS	B	10001	11001	6111 10	D	3445
							X	0.05
							5% of the employee's Gross Pay:	\$ 172.25

2007 MN	2	476 HGRB	B	10001	11004	6333	20 D	206.7
---------	---	----------	---	-------	-------	------	------	-------

Subtract 5% from the amount originally charged

This is the amount that needs to be moved to the distribution fund that is set up as an attribute code for fund 10001. The distribution fund is 10001D for fund 10001.

-172.25
\$ 34.45

The process needs to create additional entries added to NHRDIST and NHRFINC. The max(trnum) +1 should be the starting number for the additional transaction numbers added.

Here are the new entries needed and that will be inserted into the tables when the process is run in update mode:

2007 MN	2	476 HGRB	B	10001D	11004	6333	20 D	34.45
2007 MN	2	476 HGRB	B	10001	11004	6333	20 C	34.45

This calculation need to be made per employee, fund and payroll selected

4.6.1.3 Report Output Examples

4.6.1.3.1 Successful Run

5.4 Modified View

N/A

5.5 New Functions

N/A

5.6 Modified Functions

N/A

5.7 New Procedures

N/A

5.8 Modified Procedures

N/A

5.9 New Packages

N/A

5.10 Modified Packages

N/A

5.11 New Other

N/A

5.12 Modified Other

N/A

6 Approval to Proceed

The signatures below indicate that SDBOR 026 Federal Appropriated Retirement Cost Distribution Process v2.doc meets the approval of the undersigned and thereby grants SunGard Higher Education the approval to proceed.

Please fax this approval page to Jason Norem at 610.578.3395.

Signature

Date

Print Name:

Print Title:

Signature

Date

Print Name:

Print Title:

7 Document History

Revision Record

Number	Date and Sections	Author	Notes
1	1/29/2008	Jason Norem	Version sent to client for approval
2	1/30/2008	Jason Norem	Updated after review with SDBOR. Sent to SDBOR for approval

