Payroll Suspense Approval Process – Approver Guidelines

Once PPS suspended lines have been marked as 'Submitted' for approval in the PPS Suspense Correction page, those lines will now display in the PPS Suspense Approval Component.

Managers will have a security role specific to this page. A message will display if there is any unauthorized attempt.

Entry lines that will display for the manager in this page are those where the lines have GL Source (as assigned from last user who updated the line) that fall under their route controls from role UC_WF_APPROVER.

The Search criteria are similar to the PPS Suspense Correction component with an added search field of 'PET/JE'. Unlike the PPS Suspense Correction function, there is no requirement to enter any search criteria. The user may simply click the 'Search' button and all the transactions requiring approval will appear in the search results.

The process actions available are 'Approve' and 'un-Approve'.

Managers review the COA string given the corrective action PET/JE. Manager ensures that COA string is appropriate and valid. Manager then approves lines.

Note that the journals generated may fail (for a variety of reasons just like other journal processes). The new GL Source, PPC, is set up to reject should there be any errors; that is, no entries will be allowed to post back to suspense. Therefore, it is extremely important that managers review their approved entries to confirm they are posted.

The menu path to get to the new PPS Suspense Approval component is Main Menu – CAL Components - GL – PPS – PPS Suspense Approval

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supports type much faster		Employee Self-Service		Supplier		COA Inactivation Report
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Select lines, choose an action, click Process. Process	Select All de-Select All
PPS Suspended Entries	
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As mentioned in the "Introduction", unlike the PPS Suspense Correction function, there is no requirement to enter any search criteria; search criteria are not mandatory. The manager may simply click the 'Search' button and all qualifying lines for that manager will display for all accounting dates.

If the department manager chooses to specify search criteria the program populates the grid and sorts the grid given the criteria specified.

The sort criteria items provided are the same as the search criteria items except for 'Org Node'. A number is placed before the search criteria item to indicate the sort sequence for that item where 1 is the highest sort level. Any number between 1-99 may be used; the program will sort the sort sequences accordingly. When no sort sequence is specified for any item, the sort defaults to PET/JE and Employee ID.

Managers may narrow their search results by entering information in any of the eight search criteria fields. The search fields are as follows:

- 1. PPS Accounting Date
- 2. Fund
- 3. Department
- 4. Chartfield 2
- 5. PET/JE
- 6. Employee ID
- 7. Pay End Date
- 8. Org Node

Here is an example of the displayed results when we do not specify any sort sequence and allow the system to default to PET/JE and Employee ID

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-		08/31/2014	58580	010487091		JE	10000	52011	19900	14166	40	200255	CSMAT	GM100	1004593 0	1 (CFR	OrigCOA	Ø	N	Successful chartstring validation. Note:PC field values had been modified. Previous string:
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10		09/30/2014	17399	010492261		JE	10000	50215	19900	11531	40	200127	EHAXZ	GM100	1003264 0	1 (CPY	OrigCOA	Ø	N	Successful chartstring validation. Note:PC field values had been modified. Previous string:
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Here is the same data sorted by 1) PPS Accounting Date, 2) Department and 3) Fund

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3		08/31/2014	47760	012496556		JE	10000	51210	88403	10264	62			GM100	1005899	01	PAY	OrigCOA	Ø	N	Successful chartstring validation. Note:PC field values had been modified. Previous string:
4		08/31/2014	71833	012496556		JE	10000	52011	88403	10264	62			GM100	1005899	01	FRP	OrigCOA	Q	N	Successful chartstring validation. Note:PC field values had been modified. Previous string:
5		08/31/2014	13809	012275558		JE	10000	50211	30806	10805	40		сссхв	GM100	1002377	01	PAY	OrigCOA	Ø	N	Successful chartstring validation. Note:PC field values had been modified. Previous string:PAY
6		08/31/2014	13808	012194342		JE	10000	50211	30806	10805	40		сссхв	GM100	1002377	01	PAY	OrigCOA	Q	N	Successful chartstring validation. Note:PC field values had been modified. Previous string:PAY
7		08/31/2014	14385	012263568		JE	10000	50211	32570	10805	40		сссхв	GM100	1003856	01	PAY	OrigCOA	Ø	N	Successful chartstring validation. Note:PC field values had been modified. Previous string:PAY
8		08/31/2014	15884	012474785		JE	10000	50211	88533	10805	44		ссмсс	GM100	1008260	01	PAY	OrigCOA	Ø	N	Successful chartstring validation. Note:PC field values had been modified. Previous string:PAY
9		08/31/2014	15883	012190108		JE	10000	50211	88533	10805	44		ссмсс	GM100	1008260	01	PAY	OrigCOA	Q	N	Successful chartstring validation. Note:PC field values had been modified. Previous string:PAY
10		08/31/2014	18523	011730277		JE	10000	50215	19900	11531	40	200094		GM100	1006455	01	CPY	OrigCOA	Q2	N	Successful chartstring validation. Note:PC field values had been modified. Previous string:
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All the transactions requiring approval appear in your search results. Lines populated in the PPS Suspense Approval Page pertain to the approver route control security for the manager.

Use the tabs at the top of the list to gather information about the transactions. For more detailed information about what is contained in these tabs, please review the "PPS Correction Training" guide. Approvers can also scroll to the right and select the 'OrigCOA' link to see the original chartstring that was entered into the PPS system.

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5		09/30/2014	83428	012060524		JE	10000	52012	88340	13471	44		MA1PC	GM100	1005827	01	FRP	OrigCOA	Q2	N	Successful chartstring validation. Note:PC field values had been modified. Previous string:
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7		10/31/2014	13958	012026982		JE	10000	50211	88340	13471	44		MA1PC	GM100	1005827	01	PAY	OrigCO/	Q2	N	Successful chartstring validation. Note:PC field values had been modified. Previous string:
8		10/31/2014	20254	012060524		JE	10000	50215	88340	13471	44		MA1PC	GM100	1005827	01	PAY	OrigCOA	63	N	Successful chartstring validation. Note:PC field values had been modified. Previous string:
g		10/31/2014	77885	012060524		JE	10000	52011	88340	13471	44		MA1PC	GM100	1005827	01	FRP	OrigCOA	Q2	N	Successful chartstring validation. Note:PC field values had been modified. Previous string:
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To select which items to approve, just change the 'Approval Status' to "Approve".

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	4	09/30/2014	14803	012026982		JE	10000	50211	88340	13471	44		MA1PC	GM100	1005827	01	PAY	OrigCOA	Ø	N	Successful chartstring validation. Note:PC field values had been modified. Previous string:
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		09/30/2014	89426	012060524		JE	10000	52013	88340	13471	44		MA1PC	GM100	1005827	01	FRP	OrigCOA	${\mathbb Q}$	N	Successful chartstring validation. Note:PC field values had been modified. Previous string:
		10/31/2014	13956	012026982		JE	10000	50211	88340	13471	44		MA1PC	GM100	1005827	01	PAY	OrigCOA	Ø	N	Successful chartstring validation. Note:PC field values had been modified. Previous string:
		10/31/2014	20254	012060524		JE	10000	50215	88340	13471	44		MA1PC	GM100	1005827	01	PAY	OrigCOA	02	N	Successful chartstring validation. Note:PC field values had been modified. Previous string:
	•	10/31/2014	77865	012060524		JE	10000	52011	88340	13471	44		MA1PC	GM100	1005827	01	FRP	OrigCOA	Ø	N	Successful chartstring validation. Note:PC field values had been modified. Previous string:
1		10/31/2014	83418	012060524		JE	10000	52012	88340	13471	44		MA1PC	GM100	1005827	01	FRP	OrigCOA	Ø	N	Successful chartstring validation. Note:PC field values had been modified. Previous string:
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Or, if you prefer to approve all the transactions at one time, click the 'Select All' button and select 'Approve' from the 'Action' drop-down.

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Click on the 'Process' button. A message box summarizes the intended action. It states that you are about to approve 11 JE rows. Click 'OK' to process your request. Click the 'Save' button.

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7		10/31/2014	13958	012026982	Approve 🔽	JE	10000	50211	88340	13471	44		MA1PC	GM100	1005827 0	1 PAY	OrigCOA	Q2	N	Successful chartstring validation. Note:PC field values had been modified. Previous string:
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These eleven approved transactions will fall out of this approval queue after the nightly maintenance cycle is complete.

The same process is followed for Payroll Expense Transfers (PET). In this example I have elected to sort by only 'PET' transactions

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To select which items to approve, just change the 'Approval Status' to "Approve".

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Or, if you prefer to approve all the transactions at one time, click the 'Select All' button and select 'Approve' from the 'Action' drop-down.

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Click on the 'Process' button. A message box summarizes the intended action. It states that you are about to approve 6 PET rows. Click 'OK' to process your request. Click the 'Save' button.

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Keep in mind that the payroll data from the PET will not actually appear in the BAIRS report until Campus Shared Services (CSS) processes this request and PPS feeds the updated chartstring back to BFS.

SUMMARIZATION - FINAL NOTES

- A preparer may not self-approve. If a manager makes a correction in the PPS Suspense Correction page, the manager may see these lines in the PPS Suspense Approval page but may not approve. Appropriate message will display.
- Manager should review each line prior to approval.
- Lines may be approved or un-Approved by selecting the appropriate process for the lines selected.
- Any JE lines that have approval status = 'APPROVE' will be selected in the nightly batch process and will be marked for journal-generation.
- The suspended lines that display in this component exclude any lines that have been cleared or any line that has already been journal-generated. Lines previously approved but are in error will continue to display on this page until corrected and journal-generated.