

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.

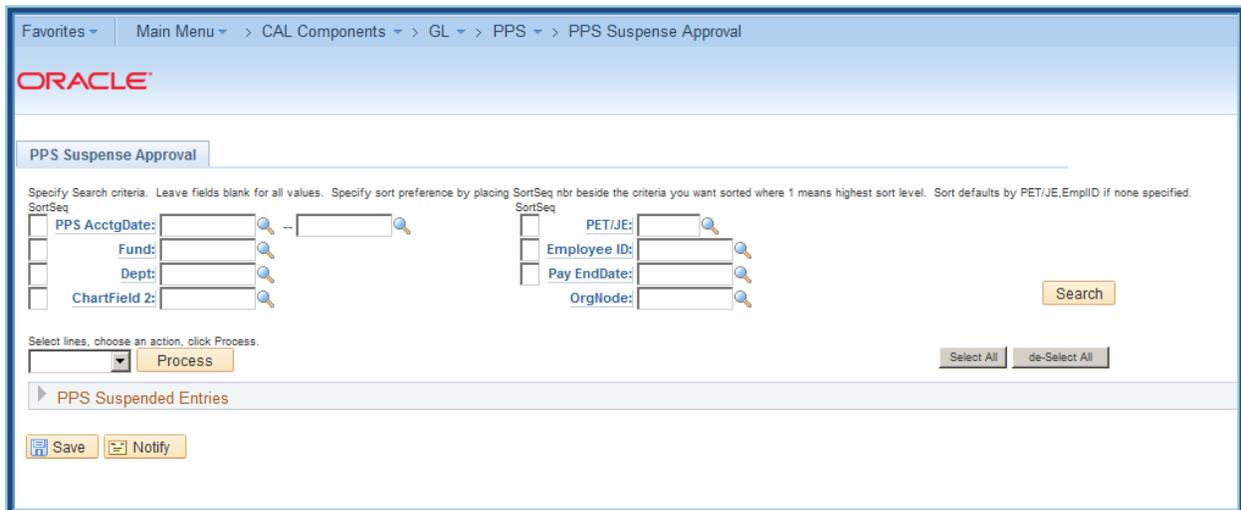
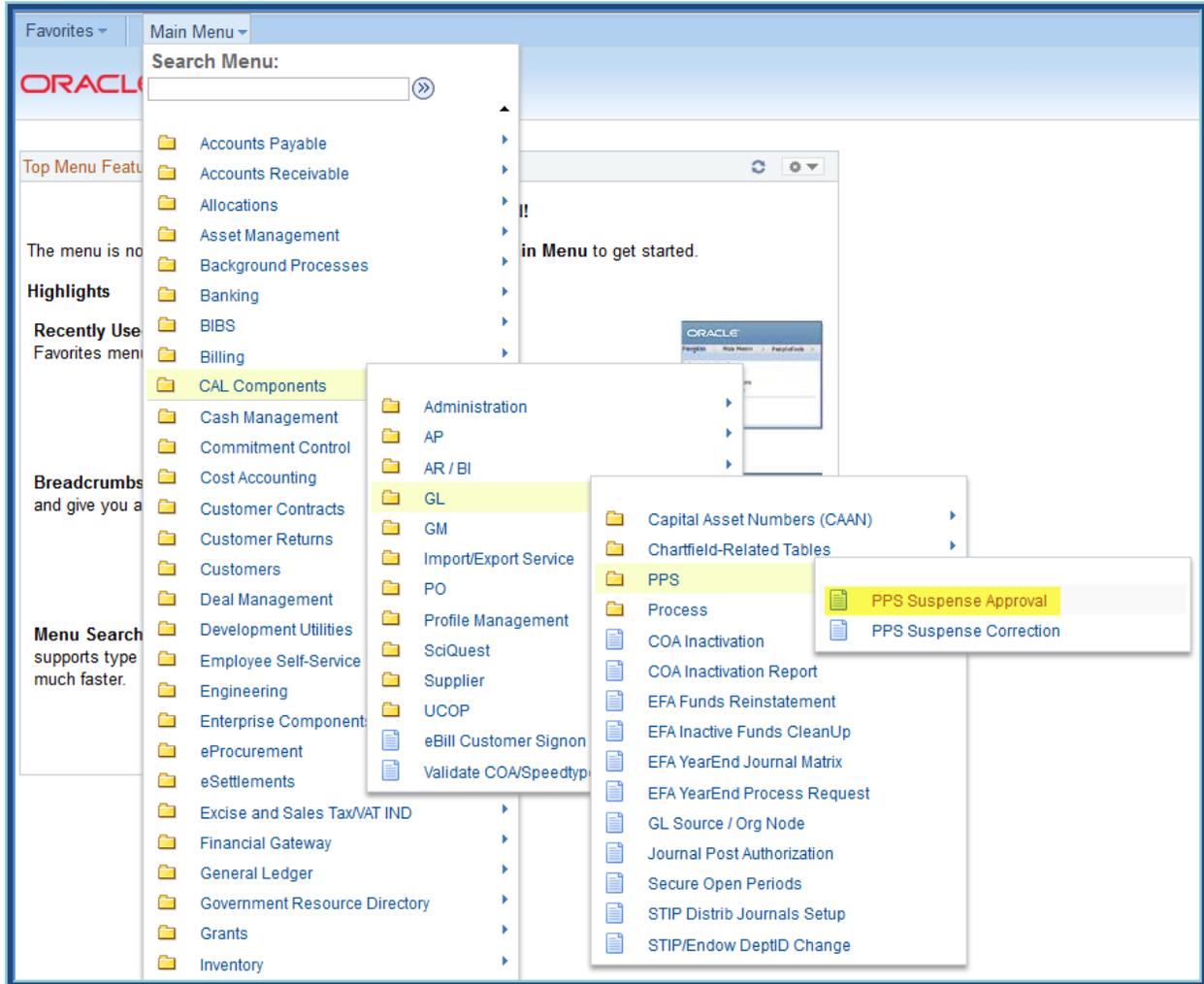
The Search criteria are similar to the PPS Suspense Correction component with an added search field of 'PET/JE'. Unlike the PPS Suspense Correction function, there is no requirement to enter any search criteria. The user may simply click the 'Search' button and all the transactions requiring approval 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 Suspend Approval component is Main Menu – CAL Components - GL – PPS – PPS Suspend Approval



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

PPS Suspend Approval

Specify Search criteria. Leave fields blank for all values. Specify sort preference by placing SortSeq nbr beside the criteria you want sorted where 1 means highest sort level. Sort defaults by PET/JE,EmpID if none specified.

SortSeq

1 PPS AcctgDate: []
 2 Fund: []
 3 Dept: []
 4 ChartField 2: []

PET/JE: []
 Employee ID: []
 Pay EndDate: []
 OrgNode: []

Select lines, choose an action, click Process.

Process

Select All de-Select All

PPS Suspended Entries

Personalize | Find | View 100 | First 1-10 of 147 | Last

COA	Journal Attributes	Last Update	Error Message	Approval	PET/JE	BusUnit	Account	Fund	Dept	Program	ChartField 1	ChartField 2	PC BusUnit	Project	Activity	An Type	OrigCOA	Notes	Error	Corrected Line COA Edit Message
1	<input type="checkbox"/>	09/30/2014	20851	010010041	JE	10000	50215	84469	30017	62			GM100	1004503	01	PAY	OrigCOA		N	Successful chartstring validation.
2	<input type="checkbox"/>	11/30/2014	22988	010162729	JE	10000	50215	19900	11531	40	200234		GM100	1004759	01	CPY	OrigCOA		N	Successful chartstring validation. Note:PC field values had been modified. Previous string: ---
3	<input type="checkbox"/>	06/30/2014	17406	010162729	JE	10000	50215	19900	11531	40	200234		GM100	1004759	01	CPY	OrigCOA		N	Successful chartstring validation. Note:PC field values had been modified. Previous string: ---
4	<input type="checkbox"/>	10/31/2014	15192	010213554	JE	10000	50212	43490	23803	44	200039	EISSO	GM100	1006487	01	CPY	OrigCOA		N	Successful chartstring validation. Note:PC field values had been modified. Previous string: ---
5	<input type="checkbox"/>	01/31/2015	27457	010213554	JE	10000	50215	43490	23803	44	200291	EISSO	GM100	1009067	01	CPY	OrigCOA		N	Successful chartstring validation. Note:PC field values had been modified. Previous string: ---
6	<input type="checkbox"/>	10/31/2014	19701	010476732	JE	10000	50215	81605	14015	44	CPADTR	CPB36	GM100	1004359	01	PAY	OrigCOA		N	Successful chartstring validation. Note:PC field values had been modified. Previous string: ---
7	<input type="checkbox"/>	10/31/2014	75982	010476732	JE	10000	52011	81605	14015	44	CPADTR	CPB36	GM100	1004359	01	FRP	OrigCOA		N	Successful chartstring validation. Note:PC field values had been modified. Previous string: ---
8	<input type="checkbox"/>	08/31/2014	58580	010487091	JE	10000	52011	19900	14166	40	200255	CSMAT	GM100	1004593	01	CFR	OrigCOA		N	Successful chartstring validation. Note:PC field values had been modified. Previous string: ---
9	<input type="checkbox"/>	08/31/2014	30002	010487091	JE	10000	51210	19900	14166	40	200255	CSMAT	GM100	1004593	01	CPY	OrigCOA		N	Successful chartstring validation. Note:PC field values had been modified. Previous string: ---
10	<input type="checkbox"/>	06/30/2014	17399	010492261	JE	10000	50215	19900	11531	40	200127	EHAZX	GM100	1003264	01	CPY	OrigCOA		N	Successful chartstring validation. Note:PC field values had been modified. Previous string: ---

Save Notify

Here is the same data sorted by 1) PPS Accounting Date, 2) Department and 3) Fund

PPS Suspend Approval

Specify Search criteria. Leave fields blank for all values. Specify sort preference by placing SortSeq nbr beside the criteria you want sorted where 1 means highest sort level. Sort defaults by PET/JE,EmpID if none specified.

SortSeq

1 PPS AcctgDate: []
 2 Fund: []
 3 Dept: []
 4 ChartField 2: []

PET/JE: []
 Employee ID: []
 Pay EndDate: []
 OrgNode: []

Select lines, choose an action, click Process.

Process

Select All de-Select All

PPS Suspended Entries

Personalize | Find | View 100 | First 1-10 of 147 | Last

COA	Journal Attributes	Last Update	Error Message	Approval	PET/JE	BusUnit	Account	Fund	Dept	Program	ChartField 1	ChartField 2	PC BusUnit	Project	Activity	An Type	OrigCOA	Notes	Error	Corrected Line COA Edit Message
1	<input type="checkbox"/>	08/31/2014	47759	012275107	JE	10000	51210	88403	10264	62			GM100	1005899	01	PAY	OrigCOA		N	Successful chartstring validation. Note:PC field values had been modified. Previous string: ---
2	<input type="checkbox"/>	08/31/2014	71832	012275107	JE	10000	52011	88403	10264	62			GM100	1005899	01	FRP	OrigCOA		N	Successful chartstring validation. Note:PC field values had been modified. Previous string: ---
3	<input type="checkbox"/>	08/31/2014	47760	012496556	JE	10000	51210	88403	10264	62			GM100	1005899	01	PAY	OrigCOA		N	Successful chartstring validation. Note:PC field values had been modified. Previous string: ---
4	<input type="checkbox"/>	08/31/2014	71833	012496556	JE	10000	52011	88403	10264	62			GM100	1005899	01	FRP	OrigCOA		N	Successful chartstring validation. Note:PC field values had been modified. Previous string: ---
5	<input type="checkbox"/>	08/31/2014	13809	012275558	JE	10000	50211	30806	10805	40		CCCXB	GM100	1002377	01	PAY	OrigCOA		N	Successful chartstring validation. Note:PC field values had been modified. Previous string: ---PAY
6	<input type="checkbox"/>	08/31/2014	13808	012194342	JE	10000	50211	30806	10805	40		CCCXB	GM100	1002377	01	PAY	OrigCOA		N	Successful chartstring validation. Note:PC field values had been modified. Previous string: ---PAY
7	<input type="checkbox"/>	08/31/2014	14385	012263568	JE	10000	50211	32570	10805	40		CCCXB	GM100	1003856	01	PAY	OrigCOA		N	Successful chartstring validation. Note:PC field values had been modified. Previous string: ---PAY
8	<input type="checkbox"/>	08/31/2014	18864	012474785	JE	10000	50211	88533	10805	44		CCMCC	GM100	1008260	01	PAY	OrigCOA		N	Successful chartstring validation. Note:PC field values had been modified. Previous string: ---PAY
9	<input type="checkbox"/>	08/31/2014	15983	012190108	JE	10000	50211	88533	10805	44		CCMCC	GM100	1008260	01	PAY	OrigCOA		N	Successful chartstring validation. Note:PC field values had been modified. Previous string: ---PAY
10	<input type="checkbox"/>	08/31/2014	18523	011730277	JE	10000	50215	19900	11531	40	200094		GM100	1006455	01	CPY	OrigCOA		N	Successful chartstring validation. Note:PC field values had been modified. Previous string: ---

Save Notify

All the transactions requiring approval appear in your search results. Lines populated in the PPS Suspend 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.

PPS Suspend Approval

Specify Search criteria. Leave fields blank for all values. Specify sort preference by placing SortSeq nbr beside the criteria you want sorted where 1 means highest sort level. Sort defaults by PET/JE/EmplID if none specified.

SortSeq: 1 PPS AcctgDate: Fund: 88340 Kaiser-20833785-Crawford-415 Dept: ChartField 2: PET/JE: Employee ID: Pay EndDate: OrgNode:

Select lines, choose an action, click Process. Select All de-Select All

COA	Journal Attributes	Last Update	Error Message	Approval	PET/JE	BusUnit	Account	Fund	Dept	Program	ChartField 1	ChartField 2	PC BusUnit	Project	Activity	An Type	OrigCOA	Notes	Error	Corrected Line COA Edit Message
1	<input type="checkbox"/>	08/31/2014	15938	012026982	JE	10000	50211	88340	13471	44	MA1PC	GM100	1005827	01	PAY	OrigCOA		N	Successful chartstring validation. Note:PC field values had been modified. Previous string: ---PAY	
2	<input type="checkbox"/>	08/31/2014	22230	012060524	JE	10000	50215	88340	13471	44	MA1PC	GM100	1005827	01	PAY	OrigCOA		N	Successful chartstring validation. Note:PC field values had been modified. Previous string: ---	
3	<input type="checkbox"/>	08/31/2014	71794	012060524	JE	10000	52011	88340	13471	44	MA1PC	GM100	1005827	01	FRP	OrigCOA		N	Successful chartstring validation. Note:PC field values had been modified. Previous string: ---	
4	<input type="checkbox"/>	08/30/2014	14803	012026982	JE	10000	50211	88340	13471	44	MA1PC	GM100	1005827	01	PAY	OrigCOA		N	Successful chartstring validation. Note:PC field values had been modified. Previous string: ---	
5	<input type="checkbox"/>	08/30/2014	83428	012060524	JE	10000	52012	88340	13471	44	MA1PC	GM100	1005827	01	FRP	OrigCOA		N	Successful chartstring validation. Note:PC field values had been modified. Previous string: ---	
6	<input type="checkbox"/>	08/30/2014	89428	012060524	JE	10000	52013	88340	13471	44	MA1PC	GM100	1005827	01	FRP	OrigCOA		N	Successful chartstring validation. Note:PC field values had been modified. Previous string: ---	
7	<input type="checkbox"/>	10/31/2014	13668	012026982	JE	10000	50211	88340	13471	44	MA1PC	GM100	1005827	01	PAY	OrigCOA		N	Successful chartstring validation. Note:PC field values had been modified. Previous string: ---	
8	<input type="checkbox"/>	10/31/2014	20254	012060524	JE	10000	50215	88340	13471	44	MA1PC	GM100	1005827	01	PAY	OrigCOA		N	Successful chartstring validation. Note:PC field values had been modified. Previous string: ---	
9	<input type="checkbox"/>	10/31/2014	77885	012060524	JE	10000	52011	88340	13471	44	MA1PC	GM100	1005827	01	FRP	OrigCOA		N	Successful chartstring validation. Note:PC field values had been modified. Previous string: ---	
10	<input type="checkbox"/>	10/31/2014	83418	012060524	JE	10000	52012	88340	13471	44	MA1PC	GM100	1005827	01	FRP	OrigCOA		N	Successful chartstring validation. Note:PC field values had been modified. Previous string: ---	

Save Notify

To select which items to approve, just change the ‘Approval Status’ to “Approve”.

PPS Suspend Approval

Specify Search criteria. Leave fields blank for all values. Specify sort preference by placing SortSeq nbr beside the criteria you want sorted where 1 means highest sort level. Sort defaults by PET/JE/EmplID if none specified.

SortSeq: 1 PPS AcctgDate: Fund: 88340 Kaiser-20833785-Crawford-415 Dept: ChartField 2: PET/JE: Employee ID: Pay EndDate: OrgNode:

Select lines, choose an action, click Process. Select All de-Select All

COA	Journal Attributes	Last Update	Error Message	Approval	PET/JE	BusUnit	Account	Fund	Dept	Program	ChartField 1	ChartField 2	PC BusUnit	Project	Activity	An Type	OrigCOA	Notes	Error	Corrected Line COA Edit Message
1	<input checked="" type="checkbox"/>	08/31/2014	15938	012026982	Approve	JE	10000	50211	88340	13471	44	MA1PC	GM100	1005827	01	PAY	OrigCOA		N	Successful chartstring validation. Note:PC field values had been modified. Previous string: ---PAY
2	<input type="checkbox"/>	08/31/2014	22230	012060524	JE	10000	50215	88340	13471	44	MA1PC	GM100	1005827	01	PAY	OrigCOA		N	Successful chartstring validation. Note:PC field values had been modified. Previous string: ---	
3	<input type="checkbox"/>	08/31/2014	71794	012060524	JE	10000	52011	88340	13471	44	MA1PC	GM100	1005827	01	FRP	OrigCOA		N	Successful chartstring validation. Note:PC field values had been modified. Previous string: ---	
4	<input type="checkbox"/>	08/30/2014	14803	012026982	JE	10000	50211	88340	13471	44	MA1PC	GM100	1005827	01	PAY	OrigCOA		N	Successful chartstring validation. Note:PC field values had been modified. Previous string: ---	
5	<input type="checkbox"/>	08/30/2014	83428	012060524	JE	10000	52012	88340	13471	44	MA1PC	GM100	1005827	01	FRP	OrigCOA		N	Successful chartstring validation. Note:PC field values had been modified. Previous string: ---	
6	<input type="checkbox"/>	08/30/2014	89428	012060524	JE	10000	52013	88340	13471	44	MA1PC	GM100	1005827	01	FRP	OrigCOA		N	Successful chartstring validation. Note:PC field values had been modified. Previous string: ---	
7	<input type="checkbox"/>	10/31/2014	13668	012026982	JE	10000	50211	88340	13471	44	MA1PC	GM100	1005827	01	PAY	OrigCOA		N	Successful chartstring validation. Note:PC field values had been modified. Previous string: ---	
8	<input type="checkbox"/>	10/31/2014	20254	012060524	JE	10000	50215	88340	13471	44	MA1PC	GM100	1005827	01	PAY	OrigCOA		N	Successful chartstring validation. Note:PC field values had been modified. Previous string: ---	
9	<input type="checkbox"/>	10/31/2014	77885	012060524	JE	10000	52011	88340	13471	44	MA1PC	GM100	1005827	01	FRP	OrigCOA		N	Successful chartstring validation. Note:PC field values had been modified. Previous string: ---	
10	<input type="checkbox"/>	10/31/2014	83418	012060524	JE	10000	52012	88340	13471	44	MA1PC	GM100	1005827	01	FRP	OrigCOA		N	Successful chartstring validation. Note:PC field values had been modified. Previous string: ---	

Save Notify

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.

The screenshot shows the Oracle PPS Suspend Approval interface. At the top, there are navigation menus and the Oracle logo. Below that, there are search criteria fields for PPS Acct/Date, Fund, Dept, ChartField 2, and various SortBy options. A 'Process' button is highlighted in yellow. Below the search area, there are 'Approve' and 'Un-Approve' buttons, and a 'Select All' button. The main table displays 10 rows of transactions. The 'Approval Status' column for all rows is set to 'Approve'. The table columns include COA, Journal Attributes, Last Update, Error Message, Approval, PET/J/E, BusUnit, Account, Fund, Dept, Program, ChartField 1, ChartField 2, PC BusUnit, Project, Activity, An Type, OrigCOA, Notes, and Error. A 'Save' button is visible at the bottom left.

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.

This screenshot is similar to the previous one, but a message box is overlaid on the table. The message box contains the text: "There are 11 JE rows Approved. There are 0 PET rows Approved. (24000,679)". An 'OK' button is visible within the message box. The 'Process' button in the background is still highlighted in yellow.

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

The screenshot shows the Oracle PPS Suspend Approval interface. At the top, there are navigation menus: Favorites, Main Menu, CAL Components, GL, PPS, and PPS Suspend Approval. Below this is the Oracle logo and the title 'PPS Suspend Approval'. A search criteria section is visible with fields for PPS AcctgDate, Funds, Dept, ChartField 2, and SortSeq. The SortSeq dropdown is set to 'PET/J/E' and the Sort preference is 'P'. A modal dialog box is open, titled 'Select one of the following values:', with options 'J BFS Journal Entry (JE)' and 'P Payroll Expense Transfer (PET)'. The 'P' option is selected. Below the dialog is a table of 'PPS Suspended Entries' with columns for COA, Journal Attributes, Last Update, Error Message, Approval, and various financial fields. The table contains 6 rows of data.

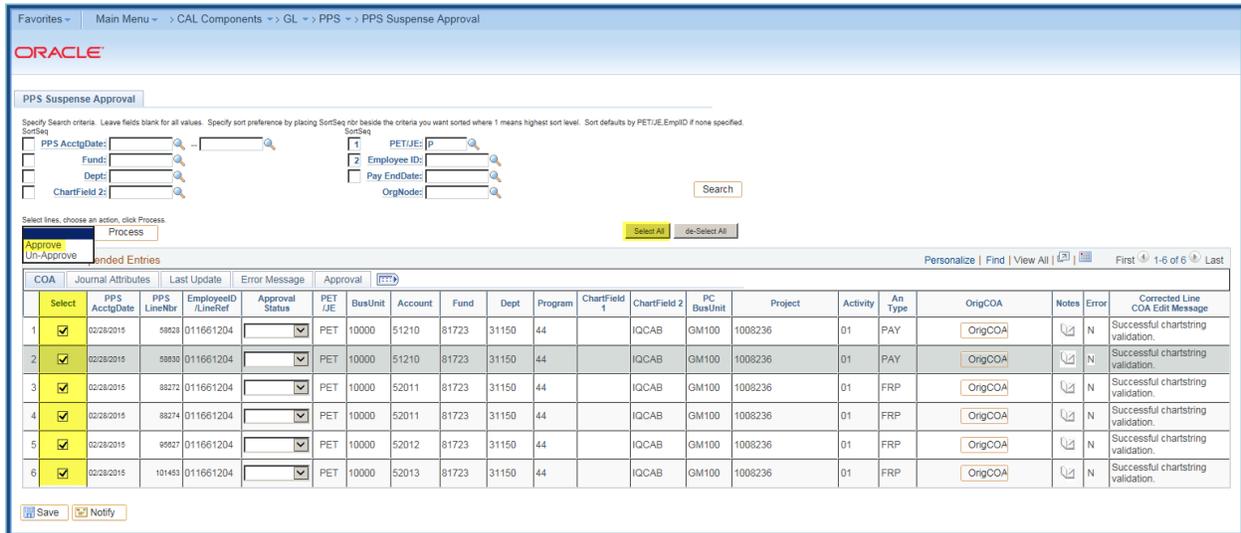
COA	Journal Attributes	Last Update	Error Message	Approval	PET/J/E	BusUnit	Account	Fund	Dept	Program	ChartField 1	ChartField 2	PC BusUnit	Project	Activity	An Type	OrigCOA	Notes	Error	Corrected Line COA Edit Message
1		02/28/2015			PET	10000	51210	81723	31150	44		IQCAB	GM100	1008236	01	PAY	OrigCOA		N	Successful chartstring validation.
2		02/28/2015			PET	10000	51210	81723	31150	44		IQCAB	GM100	1008236	01	PAY	OrigCOA		N	Successful chartstring validation.
3		02/28/2015			PET	10000	52011	81723	31150	44		IQCAB	GM100	1008236	01	FRP	OrigCOA		N	Successful chartstring validation.
4		02/28/2015			PET	10000	52011	81723	31150	44		IQCAB	GM100	1008236	01	FRP	OrigCOA		N	Successful chartstring validation.
5		02/28/2015			PET	10000	52012	81723	31150	44		IQCAB	GM100	1008236	01	FRP	OrigCOA		N	Successful chartstring validation.
6		02/28/2015			PET	10000	52013	81723	31150	44		IQCAB	GM100	1008236	01	FRP	OrigCOA		N	Successful chartstring validation.

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

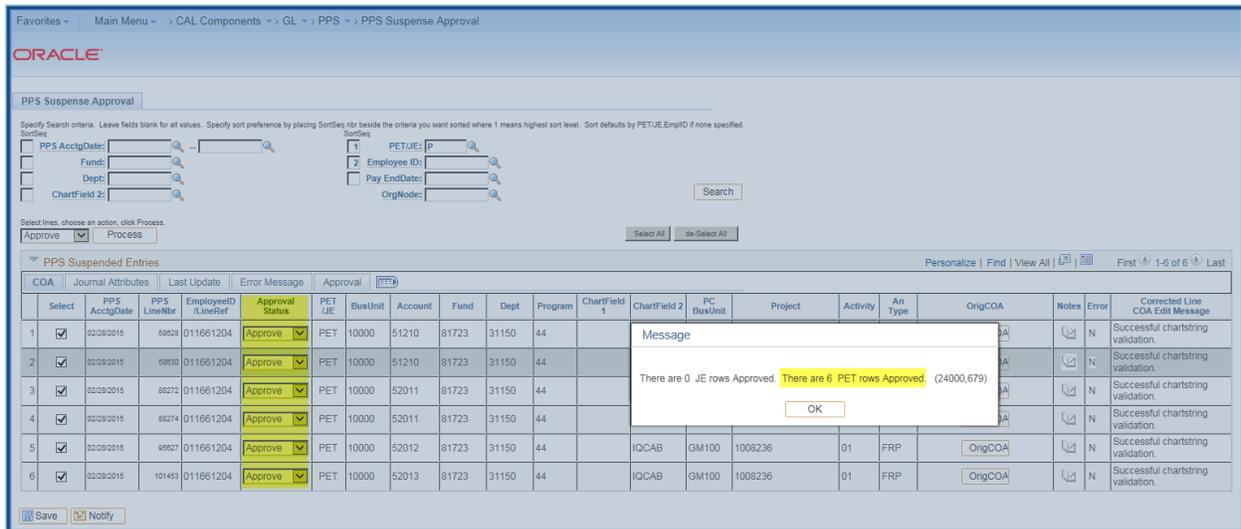
The screenshot shows the same Oracle PPS Suspend Approval interface as above, but with the 'Approval Status' column updated. The first two rows (1 and 2) now have 'Approve' selected in the dropdown menu, and their 'Select' checkboxes are checked. The other rows remain unchanged. The table data is as follows:

COA	Journal Attributes	Last Update	Error Message	Approval	PET/J/E	BusUnit	Account	Fund	Dept	Program	ChartField 1	ChartField 2	PC BusUnit	Project	Activity	An Type	OrigCOA	Notes	Error	Corrected Line COA Edit Message
1		02/28/2015		Approve	PET	10000	51210	81723	31150	44		IQCAB	GM100	1008236	01	PAY	OrigCOA		N	Successful chartstring validation.
2		02/28/2015		Approve	PET	10000	51210	81723	31150	44		IQCAB	GM100	1008236	01	PAY	OrigCOA		N	Successful chartstring validation.
3		02/28/2015			PET	10000	52011	81723	31150	44		IQCAB	GM100	1008236	01	FRP	OrigCOA		N	Successful chartstring validation.
4		02/28/2015			PET	10000	52011	81723	31150	44		IQCAB	GM100	1008236	01	FRP	OrigCOA		N	Successful chartstring validation.
5		02/28/2015			PET	10000	52012	81723	31150	44		IQCAB	GM100	1008236	01	FRP	OrigCOA		N	Successful chartstring validation.
6		02/28/2015			PET	10000	52013	81723	31150	44		IQCAB	GM100	1008236	01	FRP	OrigCOA		N	Successful chartstring validation.

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.



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.



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.