Position Control Feed to Finance

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April 12, 2010
Session ID 0355

Session Rules of Etiquette

- **Please turn off your cell phone/pager**

- **If you must leave the session early, please do so as discreetly as possible**

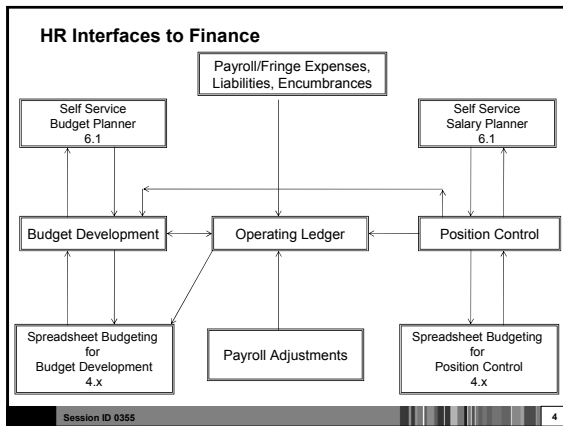- **Please avoid side conversation during the session**

Thank you for your cooperation!

Agenda

- **Discuss the relationship between Human Resources / Position Control and Finance**

- **Discuss the Human Resources / Position Control and Finance forms**

- **Discuss the benefits of a joint Human Resources / Position Control and Finance visit**

HR Interfaces to Finance

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                    ┌─────────────────────────┐
                    │ Payroll/Fringe Expenses,│
                    │ Liabilities, Encumbrances│
                    └─────────────────────────┘
┌──────────────┐                              ┌──────────────┐
│ Self Service │                              │ Self Service │
│Budget Planner│                              │Salary Planner│
│     6.1      │                              │     6.1      │
└──────────────┘                              └──────────────┘

┌──────────────┐    ┌──────────────┐    ┌──────────────┐
│    Budget    │    │  Operating   │    │   Position   │
│ Development  │    │   Ledger     │    │   Control    │
└──────────────┘    └──────────────┘    └──────────────┘

┌──────────────┐    ┌──────────────┐    ┌──────────────┐
│ Spreadsheet  │    │   Payroll    │    │ Spreadsheet  │
│ Budgeting    │    │ Adjustments  │    │ Budgeting    │
│    for       │    └──────────────┘    │    for       │
│   Budget     │                        │  Position    │
│ Development  │                        │  Control     │
│    4.x       │                        │    4.x       │
└──────────────┘                        └──────────────┘
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Relationship

- **Position Budgets**
  - —**Position budgets are created on the Position Control module**
  - —**Can be fed to Budget Development and / or Finance**

- **Encumbrances**
  - —**Can be created for salary**
  - —**Can be created for fringe when the chargeback method is used**

- **Payroll**
  - —**Expenses and liabilities are fed to Finance**

Finance Set Up

- **Fiscal Year Maintenance (FTMFSYR)**
- **Operating Budget Maintenance (FTMOBUD)**

FTMOBUD

HR / Position Control Set Up

- **Fiscal Year (NBAFISC)**
  - —Fiscal Year and COA are entered
  - —Begin Date and End Date fields are automatically populated from Finance

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HR / Position Control Set Up

- **HR / Finance Set Up Rules (NTRFINI)**

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HR / Position Control Set Up

- **Fringe Budgeting Rules (NTRFRNG)**
  — Used with Fringe Actual Method
  — Can not encumber fringe

Employee Class		Benefit or Deduction	Plan	Budget Percent	Budget Amount	Unfilled FTE Amount	Budget Indicator
01	FT Administrative	DN1	M1		400.00	400.00	Deduction
01	FT Administrative	DN1	M2		400.00		Deduction
01	FT Administrative	DN1	M3		400.00		Deduction
01	FT Administrative	FIM		1.45			Bud FTE/Amt
01	FT Administrative	FIO		6.20			Bud FTE/Amt
02	FT Professional	DN1	M1		400.00	400.00	Deduction
02	FT Professional	DN1	M2		400.00		Deduction
02	FT Professional	DN1	M3		400.00		Deduction
02	FT Professional	FIM		1.45			Bud FTE/Amt
02	FT Professional	FIO		6.20			Bud FTE/Amt

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HR / Position Control Set Up

- **Fringe Charge Back Rules (NTRFBLD)**
  — Used with Fringe Charge Back Method
  — Can encumber fringe

Query Date: 01-JUL-1992

Installation Rules | External Rules | Labor Distribution Override

Effective Date: 31-JAN-2010

Labor Distribution Override

COA	Employee Class	Fringe Rate	Index	Fund	Organization	Account	Program	Activity	Location
B	01	28.000				6270			
B	02	28.000				6270			
B	03	29.000				6270			
B	04	27.000				6270			
B	05	29.000				6270			
B	06	26.000				6270			
B	07	29.000				6270			
B	08	29.000				6270			
B	09	25.000				6270			
B	10	29.000				6270			
B	11	7.650				6270			
B	12	7.650				6270			

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HR / Position Control Set Up

- **Position Definition (NBAPOSN)**
  — Position Status, Position Begin Date, Type, Position End Date and COA populated from Position Budget form (NBAPBUD)

Position Number: P99998

Position | Comments | Regulatory

Position Status:	Active	Type: Single
Position Begin Date:	01-JAN-2000	Position End Date: COA: B

Compensation and Classification

Position Class:	Professor
Position Title:	Professor
Employee Class:	08 Permanent Full-time Faculty
Job Progression:	
Salary Group:	2009 Faculty
Salary Table:	FP
Salary Grade:	01
Salary Step:	
Reports To:	
Work Schedule:	
Probationary Period:	
Bargaining Unit:	
Job Location:	

Appointment Percent:	100.00
Budget Type:	Permanent
Exempt Indicator	☑
Accrue Seniority	
Range Low:	25,000.00
Range Midpoint:	95,000.00
Range High:	$165,000.00
Step Value:	

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HR / Position Control Set Up

- **Position Budget (NBAPBUD) – Position Budget tab**
  - —**Status**
    - **Active, Inactive, Frozen, Canceled**
  - —**Budget Roll Rules**
    - **Current Salary, Current Budget, Zero, Actual Expenditures, Current Encumbrance, Range Midpoint, Remaining Budget**

Position Budget NBAPBUD 8.3 (SEEDB)

Fiscal Year: 2009	Employee Class: 08 Permanent Full-time Faculty
Position: F99998	Position Title: Professor

Position Budget | Salary Budgets | Fringe Benefit | Premium Earnings Totals | Labor Distributions | Comments

Status: Active
Budget Profile:

Type: • Single / Pooled
COA: B

Position Effective Dates
Begin Date: 01-JAN-2008
End Date:

Budget Roll Rules
Salary: Current Salary
Premium Earnings: Current Budget

HR / Position Control Set Up

- **Position Budget (NBAPBUD) – Salary Budget tab**
  - —**Status**
    - **Approved, Working, Closed, Transferred**
  - —**Budget Id and Phase**
    - **Created by Finance**

Position Budget NBAPBUD 8.3 (SEEDB)

Fiscal Year: 2009	Employee Class: 08 Permanent Full-time Faculty
Position: F99998	Position Title: Professor

Position Budget | Salary Budgets | Fringe Benefit | Premium Earnings Totals | Labor Distributions | Comments

Fiscal Year: 2009
Status: Approved
COA: B

Organization: 2110
Budget ID: FY2009
Phase: LABOR

Create Date: 01-JUN-2009
Salary Group:
Base Units: 9

☐ Create FTE or Salary Records

Salary

Budgeted Amount:	75,000.00	Position Budget Basis:	9.00
Encumbered Amount:	227,000.04	Position Annual Basis:	9.00
Expended Amount:	22,333.34	Budget Appointment Percent:	100.00
Remaining Amount:	-174,333.38	Budget FTE:	1.0000

HR / Position Control Set Up

- **Position Budget (NBAPBUD) – Fringe Benefits tab**
  - —**Screen will change based on Fringe method**
    - **Fringe Charge Back Method**

Position Budget NBAPBUD 8.3 (SEEDB)

Fiscal Year: 2009	Employee Class: 08 Permanent Full-time Faculty
Position: F99998	Position Title: Professor

Position Budget | Salary Budgets | Fringe Benefit | Premium Earnings Totals | Labor Distributions | Comments

Fiscal Year: 2009
Status: Approved
COA: B

Organization: 2110
Budget ID: FY2009
Phase: LABOR

FTE: 1
Date Created: 01-JUN-2009
Salary Group:

Salary

Budgeted Amount:	75,000.00
Encumbered Amount:	227,000.04
Expended Amount:	22,333.34
Remaining Amount:	-174,333.38

Fringe Charge Back

Budgeted Amount:	21,750.00
Encumbered Amount:	65,830.02
Expended Amount:	1,450.00
Remaining Amount:	-45,530.02

Residual FOAPAL

Index	Fund	Orgn	Account	Program	Activity	Local

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HR / Position Control Set Up

- **Position Budget (NBAPBUD) – Fringe Benefits tab**
  —Screen will change based on Fringe method
    - Fringe Actual Method

Slide 17

HR / Position Control Set Up

- **Position Budget (NBAPBUD) – Labor Distribution tab**
  —Multiple labor distributions can be entered
  —Percent must equal 100
  —To Be Posted is the amount to be fed to Finance

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Salary and Fringe Budgets

- **Budget Feed to Finance**
  —Working Budgets can be fed to Budget Development Controlled by the Check box on NTRFINI
  —Approved Budgets are fed to Finance, Fed using the rule classes on NTRFINI
  —Approved Budgets can also be fed to Budget Development, can keep budget development in sync with Position Control

Salary and Fringe Budgets

- **Budgets can be viewed**
  - Position Budget (NBAPBUD)
  - Labor Distribution Data Inquiry (NHIDIST)
- **Budget Processes**
  - Budget Maintenance Process (NBPBUDM) – only needs to be run if fringe charge back method is used
  - Finance Extract Process (NHPFIN1)
  - Finance Interface Process (NHPFIN2), Puts data on the GURFEED table, System ID of PAYROLL, POSNBUD
  - Finance Budget Feed Process (FBRFEED)
  - Finance Feed Sweep Process (FURFEED)
  - Interface Process (FGRTRNI)
  - Transaction Error Report (FGRTRNR)
  - Posting Process (FGRACTG)

Encumbrances

- **Salaries can be encumbered**
- **Fringe can be encumbered, if using the Fringe Charge Back method**
- **Encumbrance Methods**
  - Recasting
    - System Calculated
  - Liquidation through Payroll
    - Annual Salary
    - Hours Input
    - System Calculated
    - Value Input
- **Method defined at Employee Class level**

Encumbrances

- **Encumbrance Processes**
  - Encumbrance Maintenance Process (NBPENCM)
  - Finance Extract Process (NHPFIN1)
  - Finance Interface Process (NHPFIN2), Puts Data on GURFEED with a system ID of PAYROLL
  - Finance Feed Sweep Process (FURFEED)
  - Interface Process (FGRTRNI)
  - Transaction Error Report (FGRTRNR)
  - Posting Process (FGRACTG)

Encumbrances

- **Encumbrances can be viewed**
  - —Position Budget (NBAPBUD)
  - —Labor Distribution Change History (NBIJLHS)
  - —Labor Distribution Data Inquiry (NHIDIST)
  - —Encumbrance Query Form (FGIENCD)
  - —Budget Query Forms, FGIBDST, FGIBDSR, FGITRND, etc.

Payroll

- **Payroll expenses and liabilities are fed to Finance**
- **Processes**
  - —Expenditures Finance Extract (PHPFEXP)
  - —Finance Interface Report (NHPFIN2), puts data on GURFEED table, system ID of PAYROLL

  - —Finance Feed Sweep Process (FURFEED)
  - —Interface Process (FGRTRNI)
  - —Transaction Error Report (FGRTRNR)
  - —Posting Process (FGRACTG)

Payroll

- **Payroll expenses and liabilities can be viewed**
  - —Position Budget (NBAPBUD)
  - —Labor Distribution Data Inquiry (NHIDIST)
  - —Employee Distribution Inquiry (NHIEDST)
  - —Finance Budget Query, FGIBDST, FGIBDST, FGITRND, Self Service Query

Joint HR / Position Control and Finance Visits

- **Make sure the joint visit is scheduled at the appropriate time in the implementation**
- **Make sure that all participants are available**
- **Approaches –**
  - —**Train on Finance Budget Development and Position Control separately and then have joint session**
  - —**Train on Position Control first and then include Finance Budget Development in the joint session**

Questions?

Thank You!

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