

University of North Carolina at Chapel Hill

# Lump Sum Payments & Funding Swaps Exercise Workbook

PeopleSoft Human Resources and Finance Implementation

*This Exercise Workbook has been customized for the School of Public Health.*



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### Exercise 1: Submit a Lump Sum Payment using a Chartfield String

#### Scenario

In this exercise, you will enter a lump sum payment for an employee in the Dept. of Engineering Sciences Organizational Training. You do not know the combo code.

#### Reference

Refer to the following for assistance in completing the exercise:

- Submitting a Lump Sum Payment

Menu Path

- Main Menu → HR Workcenter
- In the left menu pane, select **ePar Home Page**, and then select **Start a New ePAR**.
- Select **Lump Sum Payment**.

#### Required Data

Follow the directions, perform the tasks, answer the questions!

1. Navigate to the Lump Sum Payment page. Search for an employee by PID or name in the search fields. Search for this employee using a way that is easier for you.

Field Name	Field Value
Name	Glory Trainwell
Empl ID	730000906



What department does Glory belong to? Which Employee Group does Glory belong to?

2. Enter a lump sum payment for Professor Trainwell as follows.

Field Name	Field Value
Effective Date	8/31/2014
Payment Type	Other-Lump Sum
Payment Amount	1,000.00
Originating Dept.	Your department
Work Period Start Date	8/1/2014
Work Period End Date	8/31/2014
Justification	Work done for curriculum review

- Charge the lump sum payment to the following chartfield using the **Expanded Mode** for entering data.

Field Name	Field Value
Payment Amount	1,000.00
Fund Code	21101
Source	13001
Account	511120
Department	Your department



After you enter the chartfield distribution, what is the remaining Unfunded amount?

- Enter an appropriate comment. (This might be the same as the justification.)
- When you're ready to submit, click **Submit**.



At which stage is the form in the approval route?

- At the bottom of the page, click on **View Form**. This will go back into the form you just entered summarizing the chartfield and showing the generated combo code.



What is the combo code for your chartfield string? Note it here for reference.



Can you explain what the combo code description means?

- Note the eForm ID# at the top, under the employee name. This is like the EPAWeb Serial #.



Record the eForm ID here for your reference.

## Exercise 2: Submit a Lump Sum Payment using a Combo Code

### Scenario

In this exercise, you will enter a lump sum payment for an Accounting Tech in the Dept. of Engineering Sciences Organizational Training. You know the combo code.

### Reference

Refer to the following for assistance in completing the exercise:

- Submitting a Lump Sum Payment
- See Exercise 1 for menu path.

### Required Data

Follow the directions, perform the tasks, answer the questions!

1. Navigate to the Lump Sum Payment page. Search for an employee by PID or name in the search fields. Search for this employee using a way that is easier for you.


Field Name	Field Value
Name	Glory Trainwell
Empl ID	730000906

2. Enter a lump sum payment for Professor Trainwell as follows.

Field Name	Field Value
Effective Date	9/30/2014
Payment Type	Other-Lump Sum
Payment Amount	1,000.00
Originating Dept.	Your department
Work Period Start Date	9/1/2014
Work Period End Date	9/30/2014
Justification	Work done for curriculum review

3. Charge the lump sum payment to the following chartfield using the **Basic Mode** for entering data.

Field Name	Field Value
Payment Amount	500.00
Combo Code	Enter the combo code recorded from Exercise 1. Verify that it produces the same chartfield string as what you entered in Exercise 1.

4. We only distributed half of the \$1,000 so far. Add a line by clicking the  to the left of Payment Amount. Notice how all the information copies down from the first line.

5. Enter the following details in Expanded Mode.

Field Name	Field Value
Payment Amount	500.00
Fund Code	29201
Source	46009
Account	511120
Department	Your department



What type of funding is this? How can you tell?

6. Enter an appropriate comment (this might be the same as the justification,) and then click **Submit**.

7. At the summary page, click on **View Form** to go back into the page.



Record the newly generated Combo Code for the restricted trust fund.



Record the eForm ID for your reference.




### Exercise 3: Viewing an ePAR Form

#### Reference

Refer to the following for assistance in completing the exercise:

- Entering a Funding Swap

Menu Path

- Main Menu → HR Workcenter
- In the left menu pane, select **ePar Home Page**, and then select **View an ePAR**.

#### Required Data

1. In the search criteria, search for your eForm ID recorded from Exercise 3 and click Search.
2. If you did not copy down the eForm ID, enter your training ID (publ\_h\_studXX) in the “Original Operator” search field. Click **Search**.
3. The forms that are submitted will appear in the search results.
4. Click on any line of each eForm to open up the form for viewing.

*Note: Only submitted forms will appear in these results. Forms that are “held” will not appear; they can only be viewed using the Resubmit, Change, or Withdraw an ePAR menu.*

## Exercise 4: Enter a New Funding Swap

### Scenario

In this exercise, you will enter new funding effective the first day of the next month.

### Reference

Refer to the following for assistance in completing the exercise:

- Entering a Funding Swap

Menu Path

- Main Menu → HR Workcenter
- In the left menu pane, select **ePar Home Page**, and then select **Start a New ePAR**.
- Select **Funding Swap**.



### Required Data

This section provides the data required to complete this exercise.

1. Search for an employee using the following parameters:

Field Name	Field Value
Department	800180
Fiscal Year	2015
Budget Level	Choose <b>Position</b> for SPA Employees and EPA Non-faculty <i>[For EPA Faculty you would choose <b>Appointment</b>]</i>
Begin Date	Leave blank
End Effdt	Leave blank
Position Number field will appear	Enter/search for the position number assigned to you by the instructor <i>[For EPA Faculty you would enter the person's PID in the Empl ID box that appears.]</i>
Employee Group	Choose SPA Permanent for this exercise. <i>[Choose the appropriate employee group for the individual you are working on. This selection determines the appropriate OHR approval workflow; an incorrect selection will result in longer processing times. The ConnectCarolina team is working on defaulting this option based on each individual's settings within the first 90-days of Go-Live.]</i>

## Lump Sum Payments & Funding Swaps Exercise Workbook

2. Click Next to go on.
3. The Fund Swap form will appear. Since this is a new year in the new system, each employee will have a funding grid with Effective Date of 7/1/2014. Notice the Eff Sequence is 0 meaning it is the first grid for that date.
4. Add a new funding grid by clicking the  above the latest funding grid.
5. The new funding grid's Effective Date defaults to today – change this to **08/01/2014** as per the exercise.
6. Distribute a new funding grid based on the attached "Exercise 3 Funding Grid". Since we don't know the Combo Codes, enter using Expanded Mode. Add new lines as necessary by clicking on the  to the left of the funding lines.
7. Enter comments similar to how you would enter in EPAWeb. When you are ready to submit, click **Submit**.



What is your eForm number? Record it here.

8. You will jump to the "Form Finalized" page. The status will show which departments will be approving the form. At the bottom of the page, you can click on "View this Form" to review it. You will see the budget check status at the bottom of the form, which hopefully will be "Valid – Passed Budget Check".
9. Click **Close** to close the form.

**Exercise 4 Funding Grid**

Date of preparation: **9/15/2014**

Name:   
 PID/Position:   
 Base salary (Annual): \$ 45,000  
 Effective Date: **8/1/2014**

*46xxxx means to enter your own department.*

cost share if highlighted

Budget Amount (Calculated from Base x %, but may be overwritten)		Combo Code, if known	Fund	Source	Acct Description (choose dropdown)	Dept	Bus Unit PC	Project / Grant	Activity ID
10.00%	\$ 4,500		21101	13001	512120-SPA On Campus	46xxxx			
40.00%	\$ 18,000		25210	49000	512120-SPA On Campus	466001	CHOSR	5030705	1
50.00%	\$ 22,500		25236	49000	512120-SPA On Campus	464501	CHOSR	5039670	1
	\$ -								
	\$ -								

**100.00%** 45,000  
 check against base -

**Comments:**

Effort reallocation on new grant assignment.

## Exercise 5: Resubmit a Funding Swap with Cost Share

### Scenario

In this exercise, imagine you have submitted the funding swap from Exercise 3 but you received notice that it was missing a cost share component on a grant. You will edit and resubmit the funding swap using a chartfield string to include the cost share component.

### Reference

Refer to the following for assistance in completing the exercise:

- Entering a Funding Swap

Menu Path

- Main Menu → HR Workcenter
- In the left menu pane, select **ePar Home Page**, and then select **Resubmit, Change, or Withdraw an ePAR**.

### Required Data

5. In the search criteria, search for your eForm ID recorded from Exercise 3 and click Search.
6. Add a line to add a cost share component appearing on the 4<sup>th</sup> line of the “Exercise 4 Funding Grid – with cost share”.
7. Remember to reduce the Budget Amount from the Line 3 grant since the total distribution needs to equal the annual salary of \$45,000.
8. Enter the appropriate chartfields using Expanded Mode.
9. When you are finished, click **Resubmit**. Note that clicking *Withdraw* will *kill* the form; it will be archived and you will not be able to edit or resubmit it. Click **Yes** when the warning message comes up.

**Exercise 5 Funding Grid - with Cost Share**

Date of preparation: 9/15/2014

Name:	
PID/Position:	
Base salary (Annual):	\$ 45,000
Effective Date:	8/1/2014

46xxxx means to enter your own department.

Budget Amount (Calculated from Base x %, but may be overwritten)		Combo Code, if known		Acct Description (choose dropdown)					Bus Unit	Project /	Activity
%				Fund	Source	Dept	PC	Grant	ID		
10.00%	\$ 4,500			21101	13001	46xxxx					
40.00%	\$ 18,000			25210	49000	466001	CHOSR	5030705	1		
45.00%	\$ 20,250			25236	49000	464501	CHOSR	5039670	1		
5.00%	\$ 2,250			21101	13001	46xxxx	CHOSR	5039670	1		
	\$ -										
	\$ -										
	<b>100.00%</b>	<b>45,000</b>									

cost share if highlighted

check against base

**Comments:**

Effort allocation on new grant assignment with cost share by state appropriations.

## Exercise 6: Resubmit a Funding Swap with Multiple Funding Grids

### Scenario

In this exercise, you would like to also include a follow on funding grid to take the individual off of the grant in two months.

### Reference


Refer to the following for assistance in completing the exercise:

- Entering a Funding Swap

Menu Path

- Main Menu → HR Workcenter
- In the left menu pane, select **ePar Home Page**, and then select **Resubmit, Change, or Withdraw an ePAR**.

### Required Data

1. In the search criteria, search for your eForm ID recorded from Exercise 3 and click Search.
2. The funding grid as of 8/1/2014 will stay the same. Add an additional funding grid by clicking the  above the latest funding grid. The 8/1/2014 funding grid will be copied above with today's effective date. Change the effective date to the appropriate date as indicated on second grid on "Exercise 5 Funding Grid".
3. Enter the additional funding grid from "Exercise 5 Funding Grid", deleting a line as necessary.
4. When you are finished, click **Resubmit**.

**Exercise 6 Funding Grid - Multiple Grids**

Date of preparation: 9/15/2014

Name:   
 PID/Position:   
 Base salary (Annual): \$ 45,000   
 Effective Date: 10/1/2014

46xxxx means to enter your own department.

Budget Amount (Calculated from Base x %, but may be overwritten)		Combo Code, if known		Acct Description (choose dropdown)				Bus Unit Project / Grant			Activity ID
%				Fund	Source	Dept	PC	Grant			
10.00%	\$ 4,500			21101	13001	512120-SPA On Campus	46xxxx				
40.00%	\$ 18,000			25210	49000	512120-SPA On Campus	466001	CHOSR	5030705	1	
50.00%	\$ 22,500			27101	14101	512120-SPA On Campus	46xxxx				
	\$ -										
	\$ -										
<b>100.00%</b>	<b>45,000</b>										

check against base

Effective Date: 8/1/2014

This funding grid effective 8/1/14 is unchanged from exercise 4.

Budget Amount (Calculated from Base x %, but may be overwritten)		Combo Code, if known		Acct Description (choose dropdown)				Bus Unit Project / Grant			Activity ID
%				Fund	Source	Dept	PC	Grant			
10.00%	\$ 4,500			21101	13001	512120-SPA On Campus	46xxxx				
40.00%	\$ 18,000			25210	49000	512120-SPA On Campus	466001	CHOSR	5030705	1	
45.00%	\$ 20,250			25236	49000	512120-SPA On Campus	464501	CHOSR	5039670	1	
5.00%	\$ 2,250			21101	13001	512120-SPA On Campus	46xxxx	CHOSR	5039670	1	
	\$ -										
	\$ -										
<b>100.00%</b>	<b>45,000</b>										

check against base

**Comments:**

Effort allocation on new grant assignment with cost share by state appropriations with follow on action effective 10/1/2014 to move off of grant.



## Exercise 7: Submit a Retroactive Funding Swap

### Scenario

In this exercise, you would like to also include a retroaction funding grid to your action.

### Reference


Refer to the following for assistance in completing the exercise:

- Entering a Funding Swap

Menu Path

- Main Menu → HR Workcenter
- In the left menu pane, select **ePar Home Page**, and then select **Resubmit, Change, or Withdraw an ePAR**.

### Required Data

1. In the search criteria, search for your eForm ID recorded from Exercise 3 and click Search. In this exercise, you'd like to add a retroactive action as of 7/1/2014 to supersede the existing funding grid.
2. The funding grids already entered as of 8/1/2014 and 10/1/2014 will stay the same in terms of data, but we need to add an additional funding grid at *each* effective date.
3. Add an additional funding grid by clicking the  *above the funding grid that you'd like to supersede*. A new funding grid will be copied there with the same effective date but with an incremented Eff Sequence. Notice that the new funding grids are identical to the existing grids.
4. The superseding action effective July 1 needs to be updated based on the data in "Exercise 6 Funding Grid".
5. When you are finished updating the data, click **Resubmit**.

**Exercise 7 Funding Grid - Retroactive Funding Swaps**

Date of preparation: 9/15/2014

Name:   
 PID/Position:   
 Base salary (Annual): \$ 45,000

46xxxx means to enter your own department.

Effective Date: 10/1/2014

This funding grid effective 10/1/14 is unchanged from exercise 5.

cost share if highlighted

Budget Amount (Calculated from Base x %, but may be overwritten)			Combo Code, if known	Acct Description (choose dropdown)				Bus Unit PC	Project / Grant	Activity ID
%				Fund	Source	Dept				
10.00%	\$	4,500		21101	13001	512120-SPA On Campus	46xxxx			
40.00%	\$	18,000		25210	49000	512120-SPA On Campus	466001	CHOSR	5030705	1
50.00%	\$	22,500		27101	14101	512120-SPA On Campus	46xxxx			
	\$	-								
	\$	-								

100.00% 45,000

check against base -

Effective Date: 8/1/2014

This funding grid effective 8/1/14 is unchanged from exercise 5.

cost share if highlighted

Budget Amount (Calculated from Base x %, but may be overwritten)			Combo Code, if known	Acct Description (choose dropdown)				Bus Unit PC	Project / Grant	Activity ID
%				Fund	Source	Dept				
10.00%	\$	4,500		21101	13001	512120-SPA On Campus	46xxxx			
40.00%	\$	18,000		25210	49000	512120-SPA On Campus	466001	CHOSR	5030705	1
45.00%	\$	20,250		25236	49000	512120-SPA On Campus	464501	CHOSR	5039670	1
5.00%	\$	2,250		21101	13001	512120-SPA On Campus	46xxxx	CHOSR	5039670	1
	\$	-								
	\$	-								

100.00% 45,000

check against base -

Effective Date: 7/1/2014

cost share if highlighted

Budget Amount (Calculated from Base x %, but may be overwritten)			Combo Code, if known	Acct Description (choose dropdown)				Bus Unit PC	Project / Grant	Activity ID
%				Fund	Source	Dept				
50.00%	\$	22,500		21101	13001	512120-SPA On Campus	46xxxx			
50.00%	\$	22,500		27101	14101	512120-SPA On Campus	46xxxx			
	\$	-								
	\$	-								
	\$	-								
	\$	-								

100.00% 45,000

check against base -

**Comments:**

Add a retro funding grid effective 7/1/14 to reflect effort.

## Exercise 8: Withdrawing a Funding Swap

### Scenario

In this exercise, you will withdraw a funding grid.

### Reference

Refer to the following for assistance in completing the exercise:

- Entering a Funding Swap

Menu Path

- Main Menu → HR Workcenter
- In the left menu pane, select **ePar Home Page**, and then select **Resubmit, Change, or Withdraw an ePAR**.

### Required Data

1. In the search criteria, search for your eForm ID recorded from Exercise 3 and click Search.
2. Click on **Withdraw**.
3. A warning message will pop up, warning you that withdrawing a form permanently ends form processing. The form will be archived and you will no longer be able to access or resubmit it. Click **Yes**.
4. Go back into the **ePar Home Page** and select **Resubmit, Change, or Withdraw an ePAR**.
5. Search again for your eForm ID from Exercise 3. Click **Search**.
6. The funding grid may be purged from the system. If it is still available for a short while, you can only view the form; the Resubmit and Withdraw buttons no longer appear.

*Since each person can only have one pending funding grid at any point in time, if evolving changes to a funding grid are significant, you may find it easier to start from scratch and use the Withdraw an ePAR function.*

## Exercise 9: Resolving Errors

### Scenario

In this exercise, you will review a funding swap and evaluate it for errors.

### Tasks and Questions

Use the reference and data provided to complete the following tasks and answer the questions:

1. Your instructor will pull up eForm #35901. A printscreen is printed in the Exercise 7 handout.
2. Circle the areas that are causing errors and number the errors.
3. Match the errors to the error messages below. Explain the error message in normal English and explain how you would correct it.

A

Message

There is unfunded distribution for effective date: 2014-08-06, effective sequence 1. (24646,8)

OK

B

Message

Combo code failed Combo Edit Check for row 1 in the funding grid. Please correct (24646,25)

OK

C

Message

Drag to move

Combo code failed Combo Edit Check for row 3 in the funding grid. Please correct (24646,25)

OK

D

Message

Budget precheck error for empl class at effective date: 2014-08-06 effective sequence: 1 line 1. Error: Invalid Account for Empl Class. (24646,22)

OK

**Exercise 9 - Resolving Errors**

*Circle the areas with errors below. Number the errors and match with corresponding error messages.*

Department	800180	DES Organizational Training
Fiscal Year	2015	
Empl ID	730001112	Po-Jul Trainwell
Empl Record		
Position Number		
Employee Group	Faculty	eForm ID 35937

*Effective Date	08/06/2014	<input type="button" value="B"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	
Eff Sequence	1				Budget Amount 60000.00

Basic Mode		Expanded Mode										
		Earnings Code	*Budget Sequence	Budget Amount	Percent of Distribution	Fund Code	Source	Account	Department	Business Unit PC	Project/Grant	Activi
1	<input type="button" value="+"/>		1	\$20,000.000	47.619	21101	13001	512120	460101			
2	<input type="button" value="+"/>		1	\$2,000.000	4.762	20101	13001	511120	460101			
3	<input type="button" value="+"/>		1	\$20,000.000	47.619	25201	49000	511120	460101			
				<b>Total</b>	\$42,000.00							<b>Unfunded \$18,000.00</b>

