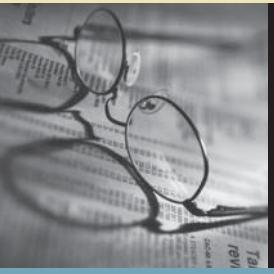

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# Document Change Log

| Version | Date | Change Description |
|---|---|---|
| 7.9.6 | February 2010 | 7.9.6 Version |

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# 1: Common Code Overview

Common codes are part of the Nucleus system. They store parameters used by various processes which change infrequently. This manual is a collection of each common code and offers a convenient place to reference common codes.

All IFAS subsystems have a particular set of associated common codes. Therefore, we have organized the common codes into sections by module. The sections describe the functions of each common code.

This overview includes a brief introduction to updating common codes. For more information on common codes, refer to the Nucleus User Guide.

Updating Common Codes (NUUPCD)

To update a common code, key in NUUPCD on the Insight main menu screen and press RETURN. The Common Codes Master screen will be displayed. Listed below are generic descriptions of each field appearing on this screen.

**Code Category:** A four-character code which is used to categorize the code being defined. REQ

**Code Value:** For those code categories which have multiple entries, the Code Value is used to differentiate between the entries. Enter up to eight characters.

**Ledger:** This field is used to specify the Ledger to which this common code will apply. If the common code is not ledger-specific, enter '@@' to indicate that any ledger may be used.

Short Description: Up to eight characters describing the code or values specific to the code as documented.

Medium Description: Up to 30 characters describing the code or values specific to the code as documented.

Long Description: Up to 72 characters describing the code or values specific to the code as documented.

Associated Values, Codes & Descriptions: Up to five numeric values, codes, and descriptions may be associated with the given Code Value. Associated numeric values may have up to five places of decimal accuracy. Associated codes may be up to 12 characters in length and are automatically converted to upper case. Finally, associated descriptions may contain up to 30 characters. Some common codes require specific values and placement in these fields. Be certain to follow the value and placement instructions for the given common code to ensure accurate results.

Find Category: Use this field in BROWSE-mode to cause browsing to continue from the first Code Category entered. Partial entries will cause retrieval of the first entry whose Code Category matches the characters entered.

Find Value: Use this field in BROWSE-mode to cause browsing to continue from the Code Value entered. This field should only be used if the Find Category is also being used. Partial entries will cause retrieval of the first entry whose Code Value matches the characters entered.

Find Ledger: Use this field in BROWSE-mode to cause browsing to continue from the Ledger entered.

Note: All common code set up screens include a two-character Ledger code field. This field can accept a Ledger code of @@ , which allows the common code to be used by ALL ledgers. The second option is to specify a previously defined Ledger code to restrict the use of an individual common code to that Ledger

# 2: Accounts Payable

## APAH / ADDRESS - Create Address Hierarchy

This common code sets the address hierarchy for the Accounts Payable systems. The hierarchy is utilized during data entry and check printing.

**Code Category:** **APAH**

**Code Value:** **ADDRESS**

Short Description: Enter the two-character address types in the order of desired hierarchy. The address types must be entered in upper case.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Placing "USEPOADDRESS" will cause the invoice to default to the address code on the PO (when doing PO extraction on APOHBTUB)
2-5: Not Required.

### Associated Description

1-5: Not Required.

## APAR / DBSET - Create AR/CR database set when running the AP to AR Interface

This common code has been obsoleted. By default sets will be put to the database. The default behavior can be modified with the SY7I NOSET common code.

This common code is a switch for the AP to AR interface that is optionally run during an AP distribution process. If "turned on", the resulting AR or CR records are created as a database set, rather than a classic batch file.

### Code Category: APAR

### Code Value: DBSET

Short Description: Set to "OFF" to disable this common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Description

1-5: Not Required.

# APBP / INVEXP - Validation by Invoice / PO Expiration dates.

This common code allows an AP batch validation that will compare the invoice date to the PO expiration date. The message produced by the validation can be configured to be a warning or a block. It can also be configured to validate specific PO types (P, B, C). This validation will apply to both an Open Hold batch proof as well as the Immediate Pay batch proof.

### Code Category: APBP

### Code Value: INVEXP

Short Description: On or Off.

Medium Description: Not used.

Long Description: Used to describe the purpose of the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: “P”, “B”, or “C” (PO Type).
2: “P”, “B”, or “C” (PO Type).
3: “P”, “B”, or “C” (PO Type).
4-5: Not Required.

### Associated Descriptions

1: “WARN”, “BLOCK”, or blank.
2: “WARN”, “BLOCK”, or blank.
3: “WARN”, “BLOCK”, or blank.
4-5: Not Required.

# APBP / POEXCEPT - Exception Listing on AP Batch Proof

If this common code exists and PO Extraction occurred on the PO ITEM screen, then the following exceptions will show on an AP batch proof. When the units in the batch do not equal the quantity received. When the unit price in the batch does not equal the PO item amount / PO item quantity. When a new item has been added to the PO since receiving. Enter “REC” in the first Associated Code to activate a three way match (Quantity Paid <> Quantity Received, Unit Price Paid <> Unit Price Ordered, and Quantity Paid <> Quantity Ordered). Enter “BLOCK” in the first Associated Description to block items that have not been received.

### Code Category: APBP

### Code Value: POEXCEPT

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter REC to activate a three way match.
2-4: Not Required.
5: Placing "APUBPOPAID" in the 5th associated code will force exceptions for only the PO types marked on the common code APUB POPAID.

### Associated Description

1: Enter BLOCK to block items that have not been received.
2-5: Not Required.

# APBP / STOPDS - Tape Total Blocking

This common code sets up a block at Accounts Payable distribution if the user's tape total does not match the system batch total.

### Code Category: APBP

### Code Value: STOPDS

Short Description: Enter "ON" to activate this block. When system and use tape totals do not match, the distribution of the batch will abort. Enter "OFF" to deactivate this common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-4: Not Required.

### Associated Description

1-5: Not Required.

# APBP / SUSPEND - Suspend Files

A suspend file is a batch file designed to capture all transactions being processed through normal data-entry that have exceptions. The batch proof will display all transactions that have a data exception. If one transaction for an invoice has an exception, all transactions associated with the invoice are written to the suspend file. The suspend file is activated when the following code is activated, or "ON". The definition is also used to name the suspend file. The suspend process can create one file per fiscal year. The fiscal year will be determined by the General Ledger posting date defined during each batch distribution.

### Code Category: APBP

### Code Value: SUSPEND

Short Description: Enter "ON" to activate this common code . Enter "OFF" to deactivate this common code. **Note -** If left blank, the default setting is "ON".

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter "FY" to append the suspend file name with the fiscal year. Otherwise, leave blank.
2: Enter up to four-character Accounts Payable Division to be excluded.
3: Enter up to eight-character Batch ID to be excluded. It is best to make the Batch ID the batch file name. **Note -** A record that has a matching Division or Batch ID will not be suspended.
4-5: Not Required.

### Associated Descriptions

1-5: Not Required.

## APBP / TAXTYPE - Tax Record Creation with Batch Proof Printing

This code causes the system to automatically create tax records at the time of Batch Proof print

### Code Category: APBP

### Code Value: TAXTYPE

Short Description: "AUTO" will automatically create the record and place it in the batch at proof time. "OFF" will turn this option off and will NOT automatically create tax records.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Used to denote the type of tax record being created. Options are ‘SST’ for State tax or ‘GST’ for Goods and Services tax (used in Canada).
2-4: Not Required.

### Associated Descriptions

1-4: Not Required.
5: Used to denote the field that the difference in the tax rate should be displayed in. Field value options are "TAXCODE", "TAXCODE2", "DUTYCODE", "RETAIL", "MISC", "PREPID" or "DIV".

# APBP / TEXT - Text File Printing

**Code Category:** **APBP**

**Code Value:** **TEXT**

Short Description: ON to activate the text file printing.

Medium Description: Name of Text file to print (assumes the perm directory).

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1: OH filename or blank.
2: IP filename or blank.
3: TR filename or blank.
4: EN filename or blank.
5: Not Required.

**Note:** Associated Descriptions 1-4 can be defined if you want text that is specific to the type of batch you are running. If these are not defined, the "default" text file named in the medium description will be used, and the following message is printed on the tailsheet, "Since an override text file is not specified, the default text file is printed."

# APCB / FMTBATCH - Create 7i Batch

This common code has been obsoleted. By default sets will be put to the database. The default behavior can be modified with the SY7I NOSET common code.

Setup common code APCB / FMTBATCH to have mask APOHUTCB create a 7i batch.

**Code Category:** **APCB**

**Code Value:** **FMTBATCH**

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Description

1-5: Not Required.

# APCS / DE542.01

This common code is required to set up the DE542 process for California Independent Contractor reporting and electronic filing.

**Code Category:** **APCS**

**Code Value:** **DE542.01**

Short Description: Enter up to 3 characters to use as the file name prefix for magnetic reporting.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1: Override reporting threshold. Default is 600.00 if left blank.
2-5: Not Required.

### Associated Codes

1: Value = "L" or "F", indicating whether names should be reported "L"ast name first, or "F"irst name first.
2: Reserved for next version.
3-5: Not Required.

### Associated Descriptions

1: Description = peid of service recipient.
2: Description = service recipient's EDD number.
3-5: Not Required.

# APDS / ENPAY

If defined, the pay type from the AP batch screen is added to the PO number as the secondary reference in the GL.

**Code Category:** **APDS**

**Code Value:** **ENPAY**

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# APDS / POONLY

This common code causes the AP Posting process to put the PO# into the GL Primary Invoice field, and the Invoice number into the Secondary Invoice. Normal posting places the Invoice number in the Primary Invoice field, and the PO number in the Secondary Invoice field.

**Code Category:** **APDS**

**Code Value:** **POONLY**

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-4: Not Required.

### Associated Descriptions

1-5: Not Required.

## APDS / POSWITCH - AP Posting Process

This common code causes the AP Posting process to put the PO# into the GL Primary Invoice field, and the Invoice number into the Secondary Invoice. Normal posting places the Invoice number in the Primary Invoice field, and the PO number in the Secondary Invoice field.

**Code Category:** **APDS**

**Code Value:** **POSWITCH**

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# APDS / SECREF - Secondary Reference when posting to GL

This common code is used to determine what will be placed in the secondary reference when posting to GL. If this common code exists and the short description is not OFF, the posting logic will always put the secondary reference in the GL secondary reference when posting from AP.

**Code Category:** **APDS**

**Code Value:** **SECREF**

Short Description: Enter “OFF” to disable this common code.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# APEN / PAYTOT - Overpayment Control Code

This common code is used to control over payments of encumbered amounts on Purchase Orders. It is also used to establish a dollar amount or percentage tolerance applied to the amount encumbered on an account on a Purchase Order. The code may be made specific to the type of Purchase Order.

Type "P" Purchase Orders would use value PAYTOTP.
Type "C" Purchase Orders would use value PAYTOTC.
Type "B" Purchase Orders would use value PAYTOTB.

A value of PAYTOT would be used for types where the specific PAYTOTx is not set up.

The common code will BLOCK at OH / IP data entry. The tolerance will be the lower of the dollar amount or percentage.

**Code Category:** **APEN**

**Code Value:** **PAYTOTx**

Short Description: The common code is active unless the short description is "OFF".

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter the specific dollar amount with or without decimal places.
2: Enter the specific percentage amount without decimal places.
3: Enter WARNING for the system to issue a warning on the batch proof, or BLOCK for the system to block further batch processing.
4: Enter “Y” to allow payment of a nonencumbered PO. All other values will not activate this feature.
5: Not Required.

### Associated Descriptions

1-5: Not Required.

# APFA / MULTI

The existence of the APFA MULTI common code activates a new method of processing payments against fixed asset PO items. In this new method, multiple quantities and multiple accounts are handled by recording the asset ID in the secondary reference field of the AP payment. This allows for more accurate updating of FA during the AP check run.

**Code Category:** **APFA**

**Code Value:** **MULTI**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# APFC / SFPFMxxCK - Check Form Based on Amount

This common code allows different escape sequences to be used based on Check amount. This will allow different laser forms based on dollar amount. Place the dollar amount in the numeric values of the common code. The values should be placed lowest to highest. For example, numeric value (1) contains "$499,999.99" and numeric value (2) contains "99,999,999.00". Associated Descriptions (1) and (2) contain the escape sequences related to the numerics. If the PO Total was between 0 and 4,999.99 the sequence in description 1 is used. If the PO Total was 5,000 or greater the sequence in description 2 is used. The escape sequence is printed when line 1 of the check is printed.

**Code Category:** **APFC**

**Code Value:** **SFPFMxxCK (where xx is the check stock ID)**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Used for the initial portion of the escape sequence. The “~” is used to represent the escape.

### Associated Numeric Values

1-5: Holds the upper dollar limits (see example above).

### Associated Codes

1-5: Either "L" or "R" for left or right. If left blank this is the same as "R". This determines whether the escape sequence is printed on the left or the right of the data (if any) being printed on line 1.

### Associated Descriptions

1-5: Not Required.

# APGL / POSTTEXT - Posting Free Form Text

This common code allows posting of free form text into the General Ledger from Accounts Payinvoice text. This text in the GL is referenced by the invoice number within the subsystem.

**Code Category:** **APGL**

**Code Value:** **POSTTEXT**

Short Description: Enter "ON" to activate this common code. Enter "OFF" to deactivate.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# APOH / AMTGROUP - Check Sorting

This common code is used to sort checks into different groups by check amount. The "A"' check sorting option must be used in order for this common code to be activated. Up to five different amount groupings can be defined using the numeric values. Sorting is based on the characters placed in the Associated Codes fields to the left of each numeric value. When the system is deterwhich group to place a check in, it starts with the value entered into the first Associated Numeric Value field and continues on. As soon as it the system finds a numeric value which is greater than the check amount, the check is assigned to that group.

**Code Category:** **APOH**

**Code Value:** **AMTGROUP**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Enter the first through fifth (if necessary) dollar amount limits.

### Associated Codes

1-5: Enter a single character that identifies the amount group defined with the dollar limit in Associated Numeric Values 1-5. This character is used to sort. Example would be "A", "B", "C", etc.

### Associated Descriptions

1-5: Not Required.

# APOH / AUTODISC

Apply discount to all records of AP Batch. This particular common code is only used with the Terms field in APOHBTUB, it does not get used if the user enters a value in the Discount Amount field.

**Code Category:** **APOH**

**Code Value:** **AUTODISC**

Short Description: ON.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# APOH / BLANKDES - Blank Associated Descriptions

This common code allows a blank description to be entered into an Accounts Payable batch record.

**Code Category:** **APOH**

**Code Value:** **BLANKDES**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# APOH / DUEDATE - Due Date Limit Warning

This common code is used to warn the user if the due date entered is greater than the current date or the reference date by the number of days noted in the common code. This is only a warning; pressing ENTER a second time will override the warning.

### Code Category: APOH

### Code Value: DUEDATE

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1: Enter the maximum number of days a due date can pass before a warning is issued.
2-5: Not Required.

### Associated Codes

1: A value of "CURRENT" adds the maximum number of days, as defined in Associated Numeric Value (1), to the entered reference date before comparing with the entered due date.
2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# APOH / DUPCHECK - Blocking / Authorizing Payment of Duplicate Invoice

This common code can block payment or require a supervisor's budget authorization when a duplicate invoice number is entered into an Accounts Payable batch.

**Code Category:** **APOH**

**Code Value:** **DUPCHECK**

Short Description: Enter "BLOCK" to block the payment of duplicate invoice numbers. **Note:** on the Accounts Payable General Information screen, there is a switch to warn at the PEID level, warn across all vendors or not warn. Entering block merely changes the warning set on the General Information Screen to a block. Enter 'AUTHORIZE' to require budget authorization be entered on the budget authorization screen. (Note: 7i does not yet support AUTHORIZE option).

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: A batch record field name can be entered here to be checked for duplication. This works in conjunction with the "Check A/P Reference" flag on the APOHUPGN screen. Currently, SEC-REF is supported.

### Associated Descriptions

1-5: Not Required.

# APOH / INBPVPGR - Ledger toggle for APOHINVP and BP

This Common Code is used when all ledgers, as opposed to the user's current ledger, are desired to be processed when APOHINVP and APOHINBP are run. If this Common Code is OFF or non-existent, only the default ledger of the IFAS user ID running APOHINVP or APOHINBP will be processed.

**Code Category:** **APOH**

### Code Value: INBPVPGR

Short Description: Set to "ON" or "on" to turn this Common Code ON.

Medium Description: Not Required, but this text will help users remember this Common Code's purpose: if ON make APOHINBP/VP process ALL ledgers instead of user's current ledger.

Long Description: Not required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# APOH / INTERACT - Process using interactive OH data entry screen.

This code is used to determine how transactions are processed using the interactive OH data-entry screen. This is activated by using APOHUPIN or APOHBTIN.

### Code Category: APOH

### Code Value: INTERACT

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Post in Collect? If “Y” then the transaction will be posted as soon as the user verifies the entry in collect mode. If the code is “N” then no postings are done until the user places a Y in the POST box on the screen while in browse mode. Default is N.

2: Post to the GL in summary? If this is “Y” then postings to the GL will occur at time the user exits the batch. Otherwise, posting to GL will occur at the same time OH postings occur (see above). Default is Y.

3: Produce posting reports? If “Y” then posting reports are produced when the user exits from the batch. Otherwise no reports are produced. Default is N.
4: Accept file name from user? If this is “Y” then the user can assign batch file names to Interactive OH batches. Otherwise the system will assign a name to the batch as follows; Oyyjjjnn where yy is the current year, jjj is the current Julian date, and nn is a sequence number from 01 up to 99 for each batch posted on a given day. Default is N.
5: Not Required.

### Associated Descriptions

1-5: Not Required.

# APOH / INVDATE - Invoice Date Block / Warn

This common code is used to set up a block or a warning when the invoice date entered is greater than or less than a defined number of days from the current date. **Note** - The Authorize option of this common code will not function if using the IFAS 7i version of the APOscreen.

### Code Category: APOH

### Code Value: INVDATE

Short Description: Enter "OFF" to turn this off. Enter ‘WARN’ to issue a warning. Enter "BLOCK" to issue a block.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1: Enter the number of days in the future to block or warn. For example if 10 were entered and an invoice was keyed into an Accounts Payable batch with an invoice date greater than 10 days from the current date, a warning or block would occur.
2: Enter the number of days in the past to block or warn. For example if 30 were entered and an invoice was entered which had an invoice date 30 days older than the current date, a warning or block would occur.
3-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# APOH / OH450C

This common code enables the option to show the Vendor's Name instead of the Vendor's ID in the short format report. It also contains an option to turn off Reference Total validation which prints at the end of the Open Hold Set Proof and provides the ability to print a warning message on the Set Proof if an Asset ID is used on a record and the Asset ID already exists in the Fixed Asset module.

**Code Category:** **APOH**

**Code Value:** **OH450C**

**Special Notes**: The On or Off portion of this common code only applies to the NOVALIDATION option.

| | |
|---|---|
| Short Description: | Enter ON or OFF to activate or inactivate the Reference Total validation portion of the Set Proof |
| Medium Description: | Enter NOVALIDATION turns off the Reference Total portion of the Set Proof |
| Long Description: | Enter PENAME to print the PE Name instead of the Vendor ID on the Short format of the Set Proof. |

## Associated Numeric Values

1-5: Not Required.

## Associated Codes

1-5: Not Required.

## Associated Descriptions

1: Enter FAWARNING to produce a warning message on the Set Proof if an Asset ID is used which already exists in the FA module.
2-5: Not Required.

# APOH / OH455C

This common code enables the option to show amounts with pennies in last two columns instead of showing whole amounts(no pennies) in the short format report of oh250 processes.

**Code Category:** **APOH**

**Code Value:** **OH455C**

Short Description: Not Required.

Medium Description: PENNIES

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-4: Not Required.

### Associated Descriptions

1-5: Not Required.

# APOH / PSREPORT – Client Specific OH Pay Selections Report

This common code allows the user to turn off the standard OH Pay Selections Report that prints from program oh255. For the system to print an OH Pay Selections Report with this common code turned on there needs to be a client specific ap777 program created to print the Client Specific OH Pay Selections Report. The purpose for this common code is to delay the printing of the OH Pay Selections Report until after the check numbers are assigned. This allows the Client Specific ap777 program to print the report with the actual Check numbers. To turn on this common code it needs to exist and have the word “SUPPRESS” in the short description. Anything else in the short description and the common code is read as inactive.

Code Category: APOH

Code Value: PSREPORT

Short Description:  SUPPRESS to activate. Blank or anything else in the short description to inactivate the common code.

Medium Description:  Not Required

Long Description:  Not Required

Associated Numeric Values

1-5:  Not Required.

Associated Codes

1-5:  Not Required.

Associated Descriptions

1-5:  Not Required.

# APOH / REQUIRE1

**Code Category:** **APOH**

**Code Value:** **REQUIRE1**

Short Description: OFF or ON.

Medium Description: Not Required.

Long Description: Not Required.

**Associated Numeric Values**

1-5: Not Required.

### Associated Codes

1: SEC-REF: makes the secondary reference field on the batch screen required.
2: SEC-CD: requires a valid security code to be entered on the batch screen.
3-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# APOH / SETDUEDT

This common code allows the invoice **received date** to be used to calculate the due date.

**Code Category:** **APOH**

**Code Value:** **SETDUEDT**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: If the first character is “R”, the invoice received date will be used to calculate the due date, otherwise the invoice date will be used.
2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# APOH / TAXSOFT - Tax Field Calculation

This common code allows the system to calculate the tax amount field only if the amount field is blank. If this common code does not exist, then the tax amount will always be calculated using the tax code field even when the tax amount field is not blank.

**Code Category:** **APOH**

### Code Value: TAXSOFT

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# APOH / TEXTONLY - Printing Free-form Text on AP Check Stubs

This common code is used when printing free form text on Account Payable check stubs. If this common code is not defined, the description from the AP batch screen will print in the text field on the stub. If this common code is defined, it blocks the AP batch description from printing on the stub.

### Code Category: APOH

### Code Value: TEXTONLY

Short Description: Enter "ON" to activate this common code. Enter "OFF" to inactivate this common code.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# APOH / XXFIXLEN - Setting Length of Free-form Text on AP Check Stubs

This common code is used when free form text is printed on Accounts Payable Check stubs. The numeric value entered below deterhow many lines of text to print for each invoice. In the code value above "XX" is the Check Stock ID.

### Code Category: APOH

### Code Value: XXFIXLEN

Short Description: Enter "Y" to activate this common code. Enter "N" to deactivate this common code.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1: Enter the number of text lines per invoice which you want to print on the check stub.
2-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# APPD / SHOWPAID - Paid Items Purchasing Extraction

### Code Category: APPD

### Code Value: SHOWPAID

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# APPO / EXTRACT - Paid Items Purchasing Extraction

This common code will force extraction when a PO number is used in the Accounts Payable Open Hold or Immediate Pay Batch screen.

### Code Category: APPO

### Code Value: EXTRACT

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: If the first associated code contains either "M", "MIN" or "Minimal", the system will extract the purchase order even if you enter more than the PO number, type, invoice number and invoice date into the AP batch. Fields entered will be overwritten with information from the extraction process.

2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# APPO / PAYTOT - Batch Proof Check of Amount Paid

This common code allows the system to check the Accounts Payable batch proofs. It will compare the dollar amount paid on an item to the dollar amount stated on the Purchase Order. Within this common code, a specific minimum dollar amount and a percentage can be stated. The difference between the PO stated price and the total of the payments on an item must be less than the specific dollar amount or percentage, whichever is less.

**Code Category:** **APPO**

**Code Value:** **PAYTOTx**

**Note:** The common code may be made specific to the type of Purchase Order.

Type "P" Purchase Orders would use value PAYTOTP.
Type "C" Purchase Orders would use value PAYTOTC.
Type "B" Purchase Orders would use value PAYTOTB.
A value of PAYTOT would be used for types where the specific PAYTOTx is not set up.

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

## Associated Numeric Values

1-5: Not Required.

## Associated Codes

1: Enter the specific dollar amount with or without decimal places.
2: Enter the specific percentage amount without decimal places.
3: Enter WARNING for the system to issue a warning on the batch proof, or BLOCK for the system to block further batch processing.
4: Enter POTOTAL to apply the check against the PO total instead of each line item.
5: Enter NOFRT to ignore freight charges paid for the item when checking the amount paid on the item.

## Associated Descriptions

1-5: Not Required.

# APPO / REQ2CHRG - Flagging Purchase Orders

This common code can be used to flag a purchase order with a requisition code. That same code will appear in the charge code field on the Account Payable batch screen after extraction. For example, a requisition code of "PF" (for Plus Freight) could be used to indicate that the charges for freight are to be added at payment time. When the payment is made the charge code of "PF" would be automatically entered. This common code is used mainly for tracking purposes.

**Code Category:** **APPO**

**Code Value:** **REQ2CHRG**

Short Description: Enter "ON" to activate this common code. Enter "OFF" to turn it off.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter a two character requisition code which should be automatically carried forward into the charge code field in Accounts Payable if used on a Purchase Order.
2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# APRF / two character code - Refund Type Codes

This common code is used for the Refund Type code in Accounts Payable data entry.

**Code Category:** **APRF**

**Code Value:** **Enter a two character Refund Type code.** Examples are TU for Tuition and PK for Parking Fee.

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-4: Not Required.
5: If Associated Code 5 is "WARN", the error message for receiving will be a warning. Any other value and the error message will be a BLOCK. This will only be supported in 7i, not in COBOL screens.

### Associated Descriptions

1-5: Not Required.

# APRI / NETSIGHT

This common code has been obsoleted. By default sets will be put to the database. The default behavior can be modified with the SY7I NOSET common code.

The software will look for common code APRI NETSIGHT, and if found, will create the resulting invoices as a 7i set instead of a batch file. No other values are needed on the common code - its presence alone triggers the action.

### Code Category: APRI

### Code Value: NETSIGHT

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# APRP / DATE - Days Limit

The common code effects APOHUTRP and APIPUTRP. Place the “days limit” in associated number (1). If the common code does not exist the internal default is “1”. So creating the common code with “1” in numeric value (1) is the same as not having the common code. When reprint checks the calendar date is compared to the check date in BK. When the days limit is “1”, you may reprint checks on the same day or one day after the check date from BK. If the days limit is “10” you could reprint checks up to 10 calendar days after the BK check date, etc.

**Code Category: APRP**

**Code Value: DATE**

**Short Description**: Not Required.

**Medium Description**: Not Required.

**Long Description**: Not Required.

**Associated Numeric Values**

1: Enter the days limit.

2-5: Not Required.

**Associated Codes**

1-5: Not Required.

**Associated Descriptions**

1-5: Not Required.

# APTR / BTDS

This common code has been obsoleted. By default sets will be put to the database. The default behavior can be modified with the SY7I NOSET common code.

Tell system to create 7i set from Reversal Batch

**Code Category:** **APTR**

**Code Value:** **BTDS**

Short Description: "NETSIGHT"
Medium Description: Not Required.
Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# APQP / DEFAULTS

Code Category: APQP

Code Value: DEFAULTS

General Description: Defines defaults for the Open Hold Quick Payment Screen (APOHBTQP).

Short Description: Not Required

Medium Description: Not Required

Long Description: Not Required

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter the code value of the default SYNO PEID seed to use. If not defined; “PEIDNUMS” will be used.
2: Enter the default PE address code to use. If not defined; “PR” will be used.
3: Enter the default Owner Id to be used. If not defined; the Owner Id will be left blank. Note that a unique Owner Id will make it easier to delete these Vendors at a later date.
4-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# APSP / charge code

This common code defines a special charge code used to spread the total freight on an invoice across all payments for that invoice within the same batch. After payments for a PO have been entered (or extracted), locate one of the payment records in browse mode. Enter the special charge code in the charge code field and the total freight amount in the charge amount field. When you press ENTER, the system will spread the total freight across all payments in the batch that have a matching batch ID, invoice, and PO number. Each payment will be allocated its share of the freight according to the payment’s percentage of the total invoice. For example, a $100 invoice is paid with two entries of $60 and $40 each. When a freight amount of $10 is entered as described above, the system will add a charge amount of $6 (60%) to the first payment, and $4 (40%) to the second. The special charge code will not appear on any of the updated records; it is used only to trigger the freight spreading.

**Code Category: APSP**

**Code Value: Enter your charge code which should have been defined under the common code category SYCH. No other common code fields are used.**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# APUB / POPAID - Mandate Receiving

If this common code exists, Accounts Payable will not be able to pull PO information unless PO receiving information exists for the Purchase Order. Setting receiving to be required by using the PO type (Associated Code 1) or the FA flag (Associated Code 4) can be used along with either the Requisition Code or Item Associated Value Code (Associated Codes 2 & 3 respectively). Up to six single-character PO types may be entered separated by commas.

### Code Category: APUB

### Code Value: POPAID

Short Description: Enter “ON” to activate or “OFF” to deactivate.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter PO type. “P” will require receiving for regular Purchase Orders only. “C” for contract or “B” for blanket order. Up to six single-character PO types, separated by commas, may be entered.
2: Enter the user-defined requisition code that was applied to the purchase order if receiving is needed (i.e., "RR" will require receiving for Purchase Orders which contain the requisition code of "RR"). Requisition codes are entered on the first screen of POUPPR.
3: Enter Associated Value Code that was applied to the item in the purchase order if receiving is needed (ie., if "RTPERwere entered, only items containing the association code of "RTPERwould have to be received).
4: Enter “Y” or “FA” to require receiving for Fixed Assets only.
5: Not Required.

### Associated Descriptions

1-5: Not Required. Used to describe the Associated Codes.

# APUB / USEPOSEC - Bring over PO Security Code during AP extraction

NOTE: This code is used for 7.9.3 and later releases only.

If this common code exists, when extracting a Purchase Order in Accounts Payable the PO security code will be brought over. This will only happen if the AP security code field is blank. If the user wants the PO security code to override any AP security code then place the word "OVERRIDE" in associated code 1.

### Code Category: APUB

### Code Value: USEPOSEC

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter the word "OVERRIDE" to have the PO security code brought over on extraction even if the AP security code is already populated.
2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# APWF / WFNOTIFY  Workflow Record

This presence of this common code will cause the APOHINVP (Validate & Post) process to create a Workflow queue record for the "BT20.OHBirMaster" based on the insertion of error messages posted to the invoice text records. When running APOHBTDS (Distribute Set), a queue record will also be created when the Invoice status is updated to "AP".

### Code Category: APWF

### Code Value: WFNOTIFY

Short Description: Set to "OFF" to disable this common code.

Medium Description: Used to describe this common code.

Long Description: Used to describe this common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# CK99 / 2TIN-NOT - 1099 Withholding

This common code is used to calculate 1099 withholding.

### Code Category:  CK99

### Code Value:  2TIN-NOT

Short Description:  Enter "ON" to activate this common code. Enter "OFF" to deactivate.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1: Enter the percentage to withhold.
2-5: Not Required.

### Associated Codes

1: Enter Posting Code if different from AP transaction.
2: Enter Check Stock ID if different.
3: Enter the Object Code.
4: Enter the Accounts Payable Division.
5: Enter the Status.

### Associated Descriptions

1: Enter the PEID for the entity to send the withholding to.
2-5: Not Required.

# CK99 / WITHOLD - 1099 Vendor Withholding

This common code is used to calculate and withhold a payment amount from a vendor. Up to five percentages, Posting codes and Relate To codes can be entered. For each 1099 able payment, up to five withholdings can be created against it. An amount is created for each line entered on the common code.

### Code Category: CK99

### Code Value: WITHOLD

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1: Enter the percentage to withhold.
2-5: Not Required.

### Associated Codes

1: Enter the Posting Code to use.

2-5: Not Required.

### Associated Descriptions

1: Enter the relate-to code.
2-5: Not Required.

# CKID / Code Value: xx

Common code category CKID defines check stock parameters to process Accounts Payable checks. CKIDs are typically defined during system installation; caution is advised when altering these entries.

**Code Category:** **CKID**

**Code Value:** **xx --> where xx is the check stock ID for Accounts Payable checks.**

Short Description: Used to describe this common code entry.

Medium Description: Used to describe this common code entry.

Long Description: Used to describe this common code entry.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: The GL project code for the cash account associated with this check stock ID.
2: The GL object code for the cash account associated with this check stock ID.
3-5: Not Required.

### Associated Descriptions

1-5: An explanation of the contents of lines 1 through 5.

# CKID / Code Value: yy - Report of Entries for Payment Report

The Select For Pay Report will show an exceptions error if there is already a check number in the OH-DTL record. This common code prevents duplicate payment for an item through the incorrect use of the SELECT FOR PAYMENT screen. This feature is added in BROWSE mode for the applicable existing CKID common code. Associated Code 5 (shown in bold) is the addition to be made in BROWSE mode.

**Code Category:** **CKID**

**Code Value:** **yy --> where yy is the applicable two-character CKID code.**

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: The GL project code for the cash account associated with this check stock ID.

2: The GL object code for the cash account associated with this check stock ID.

3-5: Not Required

### Associated Descriptions

1-5: An explanation of the contents of lines 1 through 5.

## GLOH / DIST001 - System Generated GL Codes

This common code is system-generated when entries are made to the GLUTSPSI screen. No entries need to be made directly to the common code itself.

**Code Category:** **GLOH**

**Code Value:** **DIST001**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLOH / DIST002 - System Generated GL Codes

This common code is system-generated when entries are made to the GLUTSPSI screen. No entries need to be made directly to the common code itself.

### Code Category: GLOH

### Code Value: DIST002

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

***

# GLOH / DIST003 - System Generated GL Codes

This common code is system-generated when entries are made to the GLUTSPSI screen. No entries need to be made directly to the common code itself.

**Code Category:** **GLOH**

**Code Value:** **DIST003**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLOH / POSTUNIT - Posting Units

If the long description of this common code is “DONT POST UNITS”, the unit field of General Ledger transactions created from Accounts Payable will be left blank.

**Code Category:** **GLOH**

**Code Value:** **POSTUNIT**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Enter “DONT POST UNITS” to activate this common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# OHAP / CONTROL

This common code changes the invoice sorting in APOHAPAP to sort by vendor name.

**Code Category:** **OHAP**

**Code Value:** **CONTROL**

Short Description: "ON" to enable

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: "NAME"
2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# OHCD / RELATE - Relate-to Code on AP Batch Screen

This common code is used to default a Relate To code into the first Relate To field on the AP batch screen.

**Code Category:** **OHCD**

**Code Value:** **RELATE**

Short Description: Enter the relate to code to default. An Example would be ‘CC’.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# OHEN / AMOUNTS

Computing EN amounts.

**Code Category:** **OHEN**

**Code Value:** **AMOUNTS**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# OHEF / ADDR

This common code affects AP EFT files. Normally all transactions for a given PEID are grouped into a single record 6 in the EFT file. If the client would like to have one record 6 per Address Code associated with the vendor setup this common code.

Category: OHEF

Value: ADDR

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-4: Not Required.

### Associated Description

1-5: Not Required.

# OHEF / AMTGROUP - Bank Info for EFTs

This common code is used to specify Bank Info for EFTs above a certain dollar amount.

### Code Category: OHEF

### Code Value: AMTGROUP

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1: The >= dollar amount. For example "10000" means this applies to checks >= 10000.
2-5: Not Required.

### Associated Codes

1: Will map to Immediate Destination Code.
2: Will map to Company Identification.
3: Name of new EFT file.
4-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# OHEN / ACCTINEN - Account Number Authorization

This common code is used to require authorization when the account number being paid is not encumbered on the purchase order.

**Code Category:** **OHEN**

**Code Value:** **ACCTINEN**

Short Description: Enter "AUTHORIZE" to activate this common code.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# OHEN / NOEN - Non-Encumbered PO Paid in AP

This common code controls whether encumbrance checking should be made on PO when paying the PO. This common code cannot be used in conjunction with the OHEN / ACCTINEN override common code.

**Code Category:** **OHEN**

**Code Value:** **NOEN**

Short Description: “OFF” or “ON”

Medium Description: Used to describe the common code.

Long Description: Not Required

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: PCB

The values “P”, “C” and “B” can be specified in any order.

"P" – check encumbrances of standard PO when paying.

"C" – check encumbrances of contract PO when paying.

"B" – check encumbrances of blanket PO when paying.

2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# OHFG / OH305 - Change Default Code

This common code allows you to change the from status code on the Select for Pay screen from DS to whatever you define on this common code. If this common code is not set up, DS is the default on the screen

**Code Category: OHFG**

**Code Value: OH305**

### Associated Numeric Values

1: This is where you put the code you want to default in the From Status field. Choices are: H0-H9, WP, PD, RV.
2-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# OHIQ / REQONLY - Displaying Required Approval Codes

This common code allows the format of the approval hierarchy option in APOHIQ to only display required approval codes. When this common code is deactivated, all approval codes are displayed with an indication of whether or not they are required.

**Code Category: OHIQ**

**Code Value: REQONLY**

Short Description: Enter "ON" to activate this common code. Enter "Off" to inactivate.

Medium Description: Not Required

Long Description: Not Required

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# OHJE / JEAP - Create AP Batch From JE Batch

This common code creates an Open Hold batch from a Journal Entry batch.

### Code Category: OHJE

### Code Value: JEAP

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Key (Account Key, optional).
2: Obj (Object Code, optional).
3: Div (Division Code, required).
4: Posting Code (Posting Code, required).
5: Misc (Miscellaneous Code, optional).

### Associated Descriptions

1: Enter the appropriate Check Stock ID.
2: Transaction Format Code.
3: Payment Type Code (DS, WP ,PD).
4-5: Not Required.

# OHMC / four character code - Open Hold Miscellaneous Codes

The OHMC common code is used in APOHBTUB to validate misc codes. When APOHUPGN is setup to validate misc codes and you use a misc code in APOHBTUB, then an OHMC common code for that misc code must exist. For example, if APOHUPGN is setup to validate misc codes and you use a misc code of "TEST" in APOHBTUB, then the common code OHMC TEST must exist (or you'll get an error about an undefined misc code).

**Code Category:** **OHMC**

**Code Value:** **Enter a four-character Miscellaneous Code.** Examples are MISC for Miscellaneous or BLDG for Building Construction.

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# OHMC / NORT

**Code Category:** **OHMC**

**Code Value:** **NORT**

Short Description: Not required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Numeric Values

1-5: Not required.

### Associated Codes

1-5: Not required.

### Associated Descriptions

1-5: Not required.

# OHMC / RETN

**Code Category:** **OHMC**

**Code Value:** **RETN (Or any four-character, user-defined code matching the third AssoValue in the ComCode, POAS, RTLIMIT)**

Short Description: Not Required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Numeric Value

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# OHPO / MATCHID - OH Match ID

This code will show a warning at data entry and proof level if the system is paying a different vendor on a non-encumbered PO.

**Code Category:** **OHPO**

**Code Value:** **MATCHID**

Short Description: "ON" to activate.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required..

# OHPS / applicable code - Defining an Account Split for the MULTI-LINE Data Entry Screen

When using the MULTI-LINE screen, if the same account breakdown is used often, this common code may be used to define the split. Refer to the Account field on the MULTI-LINE data-entry screen for further information on the use of this common code.

**Code Category:** **OHPS**

**Code Value:** **Enter the applicable code that is to be recognized in the Account field on the MULTI-LINE data-entry screen.**

Short Description: Enter the definition of the Account Split.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Enter up to five percentages that correspond to the allocation for each account specified in the Associated Description fields.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Enter up to five account codes as they should appear on the MULTI-LINE data-entry screen. PROJECT CODE and PROJECT-OBJECT CODE combinations may be used.

# OHTX / TABLE1 - Open Hold Tax

This is the master entry used to define information to create additional payable entries in an Accounts Payable batch.

**Code Category:** **OHTX**

**Code Value:** **TABLE1**

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Posting Code.
2: AP Division.
3: CKID.
4: Address Code.
5: Batch ID.

### Associated Descriptions

1: ID of Tax Payable.
2: Posting Type (i.e. DS, WP, PD, RV).
3: Not Required.
4: Define as “Y” to have the use tax calculated at the PR / PO level.
5: Not Required.

# PEAS / NOCHECK

When assigned to a PEID, this code will disable AP check printing for a PEID.

**Code Category:** **PEAS**

**Code Value:** **NOCHECK**

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PEAS / OHBAD

When assigned to a PEID, this code will inactivate a PEID for the AP subsystem only.

**Code Category:** **PEAS**

**Code Value:** **OHBAD**

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PEPS / AP133 - Converting Name and Address to USPS Rules - AP

This common code is used to convert the Payee name and address to US Postal Service Rules at check printing time. If this common code entry does not exist, the system will print the name and address as entered in the Person / Entity database.

### Code Category: PEPS

### Code Value: AP133

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PEPS / Ck133 - Converting Name and Address to USPS Rules - CK

This common code is used to activate conversion of the Payee name and address to US Postal Service Rules at 1099 printing time. If this common code entry does not exist, the system will print the name and address as entered in the Person / Entity database.

### Code Category: PEPS

### Code Value: CK133

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PEPY / ADDRESS - Create Address Hierarchy

This common code sets the address hierarchy for the Payroll IDs paid though the Accounts Payable system. The hierarchy is utilized during data entry and AP check printing.

### Code Category: PEPY

### Code Value: ADDRESS

Short Description: Enter the two-character address types in the order of desired hierarchy. Enter address types in upper case.

Medium Description: Describe the common code.

Long Description: Describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Description

1-5: Not Required.

# POAP / MISC - Fiscal Year in AP Transactions

This common code will add a two-character fiscal year into the miscellaneous code field of Accounts Payable transactions. The fiscal year is derived from the receive date entered in the receiving portion of the Purchasing system. If multiple receiving entries exist, the earliest date will be used.

**Code Category:** **POAP**

**Code Value:** **MISC**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYEA / two character Relate To code. See common codes RT01 and RT02.

This common code is used to control the details for the creation of payroll CDH assignments when the AP/PY Interface* is active.

**Code Category:** **PYEA**

**Code Value:** A two (2) character Relate To code. See common codes RT01 and RT02

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1: Set this to the primary CDH number used to create payroll CDH assignments. Example: A CDH number of 1624 would be entered at 1,624.00000.
2-5: Not Required.

### Associated Codes

1: Not Required.
2: Set this to "O<sp>,A<sp>,<sp><sp>,P" where <sp> is a space.
3-4: Not Required.
5: Set this to RT0nxx where n = 1 or 2 and xx = The Relate To code. The common code RT0nxx should be the common code with PYEAxx in Associated Code 2. (The RT0nxx "points" to this PYEAxx common code and this PYEAxx common code "points" back to the RT0nxx common code.).

### Associated Descriptions

1: Set this to "USE PAY PERIOD DATES".
2-5: Not Required.

* See the AP/PY Interface section of the AP User Guide.

# RT01 / two character code - Relate To Code 1

**Code Category:** **RT01**

**Code Value:** **Enter a two-character code to be used as the code for the Relate Code being entered. Examples are AR to create an ARBATCH interface or CC for Consultant Contract.**

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: If this Relate To code is to be used in the AP/PY Interface*, set these values to the payroll CDH numbers to be used as alternate CDH assignments.

### Associated Codes

1: Set this to “INTERFACE-PY” if this Relate To code is to control the AP/PY Interface*.
2: Set this to PYEAxx (where xx is the Relate To code) if this Relate To is for the AP/PY Interface*. The common code PYEAxx will control the details for the creation of payroll CDH assignments.

3-5: Not Required.

### Associated Descriptions

1-5: Not Required.

* See the AP/PY Interface section of the A/P User Guide.

# RT02 / two character code - Relate To Code 2

**Code Category: RT02**

**Code Value: Enter a two-character code to be used as the code for the Relate Code being entered. Examples are AR to create an ARBATCH interface or CC for Consultant Contract.**

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: If this Relate To code is to be used in the AP/PY Interface*, set these values to the payroll CDH numbers to be used as alternate CDH assignments.

### Associated Codes

1: Set this to “INTERFACE-PY” if this Relate To code is to control the AP/PY Interface*.
2: Set this to PYEAxx (where xx is the Relate To code) if this Relate To is for the AP/PY Interface*. The common code PYEAxx will control the details for the creation of payroll CDH assignments.
3-5: Not Required.

### Associated Descriptions

1-5: Not Required.

* See the AP/PY Interface section of the A/P User Guide.

# SPRD / AP - System Generated Spreading

This common code is system-generated when the menu mask GLUTASUP is used. It is not necessary to make changes directly to this common code.

**Code Category: SPRD**

**Code Value:** **AP**

Short Description: Not Required

Medium Description: Not Required

Long Description: Not Required

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# SYCH / up to four characters - Charge Calculations

Tax common code entries are required to support special features in the system. Not all clients require these features. Any tax rate that may be applied to items on Purchase Requisitions, or EN batches if extracted to AP, should be entered in Common Codes at installation time or when needed. An unlimited number of rates may be entered to accommodate a variety of tax percentduty, and charge calculations. This common code relates to fields on all the Accounts Paydata entry screens.

**Code Category:** **SYCH**

**Code Value:** **Enter up to four characters to be used as the code for the tax rate being entered.**

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1: Enter the charge rate to be used. The system will maintain up to five decimal places. For a six percent tax rate, simply enter a 6 in this field. Upon pressing the enter key, the value will appear as 6.00000.

2-5: Not Required.

### Associated Codes

1-2: Not Required.
3: Enter information describing how to calculate the duty; letters are placed corresponding to each amount that is to be included in the calculation. D=Distribution amount, C=Charge amount, U=Duty amount, and T=Tax amount. For example placing 'DC' will result in the Distribution and Charge amounts to be included in the Duty calculation.
4-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# SYDU / up to four characters - Duty Calculations

Duty common code entries are required to support special features in the system. Not all clients require these features. Any tax rate that may be applied to items on Purchase Requisitions, or EN batches if extracted to AP, should be entered in Common Codes at installation time or when needed. An unlimited number of rates may be entered to accommodate a variety of tax percentand duty calculations. This common code relates to fields on all the Accounts Payable data entry screens.

### Code Category: SYDU

### Code Value: Enter up to four characters to be used as the code for the duty rate being entered. Examples are DU for Duty Rate or 10 for a 10% duty rate.

Short Description: Not Required.

medium description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1: Enter the duty rate to be used. The system will maintain up to five decimal places. For a 10.4 percent duty, simply enter 10.4 in this field. Upon pressing the enter key, the value will appear as 10.40000.
2-5: Not Required.

### Associated Codes

1-2: Not Required.
3: Enter information describing how to calculate the duty; letters are placed corresponding to each amount that is to be included in the calculation. D=Distribution amount, C=Charge amount, U=Duty amount, and T=Tax amount. For example placing 'DC' will result in the Distribution and Charge amounts to be included in the Duty calculation.
4-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# SYNO / APREFNO - Immediate Pay Invoice Number

An invoice number can be manually created at data entry time, or the system can default to a preinvoice number.

**Code Category:** **SYNO**

**Code Value:** **APREFNO**

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

**See Appendix A for the complete instructions on setting up SYNO seed values.**

# SYNO / APSECREF

If defined, the AP secondary reference will always be the secondary reference in the GL. The primary reference in the GL will still be the invoice number from the AP batch. When the secondary reference is blank, the GL secondary reference will also be blank.

**Code Category:** **SYNO**

**Code Value:** **APSECREF**

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

**See Appendix A for the complete instructions on setting up SYNO seed values.**

# SYNO / APSREFNO - Immediate Pay Secondary Invoice Number

A secondary invoice number can be manually created at data entry time, or the system can default to a predetermined invoice number.

**Code Category:** **SYNO**

**Code Value:** **APSREFNO**

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

**See Appendix A for the complete instructions on setting up SYNO seed values.**

# SYNO / BTCHIDAP - Immediate Pay Batch ID

A Batch ID can be manually created at data entry time, or the system can default to a predetermined Batch ID. Two options are availwith regard to the system predetermined default Batch ID. The first option is to default to the Batch File Name specified by the user, or the second option is to default to a pre-defined Batch ID that is not the Batch File Name.

**Code Category:** **SYNO**

**Code Value:** **BTCHIDAP**

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

**See Appendix A for the complete instructions on setting up SYNO seed values.**

# SYNO / BTCHIDAR - AR Batch ID

To create a user-defined AR Batch ID, the following common code must be defined. This common code is also used to default the batch file name as the batch ID.

**Code Category:** **SYNO**

**Code Value:** **BTCHIDAR**

Short Description: Not Required

Medium Description: Used to describe the common code

Long Description: Used to describe the common code

**See Appendix A for the complete instructions on setting up SYNO seed values.**

# SYNO / BTCHIDCR - CR Batch ID

To create a user-defined AR Batch ID, the following common code must be defined. This common code is also used to default the batch file name as the batch ID.

**Code Category: SYNO**

**Code Value: BTCHIDCR**

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

**See Appendix A for the complete instructions on setting up SYNO seed values.**

# SYNO / BTCHIDOH - Open Hold Batch ID

A Batch ID can be manually created at data entry time, or the system can default to a predetermined Batch ID. Two options are availfor a predetermined default Batch ID. The first option is to default to the Batch File Name specified by the user, or the second option is to default to a pre-defined Batch ID that is not the Batch File Name.

**Code Category: SYNO**

**Code Value: BTCHIDOH**

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

**See Appendix A for the complete instructions on setting up SYNO seed values.**

# SYNO / BTCHIDTR - Void, Typed, and Reversed Batch ID

A Batch ID can be manually created at data entry time, or the system can default to a predetermined Batch ID. Two options are availfor the predetermined default Batch ID. The first option is to default to the Batch File Name specified by the user, or the second option is to default to a pre-defined Batch ID that is not the Batch File Name.

**Code Category:** **SYNO**

**Code Value:** **BTCHIDTR**

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

**See Appendix A for the complete instructions on setting up SYNO seed values.**

# SYNO / OHREFNO - Open Hold Invoice Number

An Invoice number can be manually created at data entry time, or the system can default to a preInvoice number.

**Code Category:** **SYNO**

**Code Value:** **OHREFNO**

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

**See Appendix A for the complete instructions on setting up SYNO seed values.**

# SYNO / OHSREFNO - Open Hold Secondary Invoice Number

A secondary invoice number can be manually created at data entry time, or the system can default to a predetermined invoice number.

**Code Category:** **SYNO**

**Code Value:** **OHSREFNO**

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

**See Appendix A for the complete instructions on setting up SYNO seed values.**

# SYNO / SWABTMO - Monthly Output File Batch Numbers

This common code is used to generate batch numbers for monthly output files. All output files sent to SAWS must have a batch number. It is important that the seed values for the daily, monthly and quarterly batch numbers are kept separate.

**Code Category:** **SYNO**

**Code Value:** **SAWABTMO**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

**See Appendix A for the complete instructions on setting up SYNO seed values.**

# SYNO / TRREFNO - Void, Typed, & Reversed Invoice Number

A Invoice number can be manually created at data entry time, or the system can default to a predetermined Invoice number.

**Code Category:** **SYNO**

**Code Value:** **TRREFNO**

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

**See Appendix A for the complete instructions on setting up SYNO seed values.**

# SYNO / TRUSETAX***

Used to store a numeric seed that will be used to generate the Use Tax Reversals and Adjustments batch file name or set name. The existence of common code APTR / BTDS with as short description of “NETSIGHT” will create a 7i set instead of classic batch file.

The batch name will be pppnnnnn where "ppp" is the file prefix and "nnnnn" is seed stored in this common code. The length of the prefix and file seed cannot exceed eight characters.

Special Notes-If an item is paid in the range specified in numeric values 1 and 2, the item Code.

**Code Category:** **SYNO**

**Code Value** **:TRUSETAX**

Short Description: Used to describe common code

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

**See Appendix A for the complete instructions on setting up SYNO seed values.**

# SYTX / up to four characters - Tax Calculations

Tax common code entries are required to support special features in the system. Not all clients require these features. Any tax rate that may be applied to items on Purchase Requisitions, or EN batches if extracted to AP, should be entered in Common Codes at installation time or when needed. An unlimited number of rates may be entered to accommodate a variety of tax percentand duty calculations. This common code relates to fields on all the Accounts Payable data entry screens.

Note - Some sites have both state and county tax. In this case, on the ENCUMBRANCE BATCH UPDATE or ENCUMBRANCE DIRECT UPDATE screen, enter the state tax is one of the Tax Cd fields and the county tax in the other. This allows for separate postings of the Tax Payable due or the Tax Receivable due in the Accounts Payable module. The Encumbrance system does not encumber tax separately.

**Code Category:** **SYTX**

**Code Value:** **Enter up to four characters to be used as the code for the tax rate being entered. Examples are ST for a standard state tax or 10 for a 10% tax rate.**

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1: Enter the tax rate to be used. The system will maintain up to five decimal places. For a six percent tax rate, simply enter a 6 in this field. Upon pressing the enter key, the value will appear as 6.00000.
2-5: Not Required.

### Associated Codes

1: Not Required.
3: Enter information describing how to calculate the tax; letters are placed corresponding to each amount that is to be included in the calculation. D=Distribution amount, C=Charge amount, U=Duty amount, and T=Tax amount. For example placing "DC" will result in the Distribution and Charge amounts to be included in the Tax calculation.
4-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# SYUP / AUDIT - Direct Update Audit Reporting

This common codes activates an audit report for changes made to the direct update screen. Note - The driver file for the direct update screen may need to be modified in order for an audit report to print. The driver file is APOHUPTR.driver.bsi. The modification would be to add "AUDIT_REPORT" to follow the HEAD_FORMS statement at the beginning of the file.

**Code Category:** **SYUP**

**Code Value:** **AUDIT**

Short Description: Not Required

Medium Description: Not Required

Long Description: Not Required

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# WOSL / TRIAD - AP to Triad WOACTUAL interface

This Common Code is used by APOHBTDS to create a WOACTUAL entry for each WO number used in the AP batch.

### Code Category: WOSL

### Code Value: TRIAD

Short Description: Set to “ON” to activate this common code.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# 3: Accounts Receivable

## AR98 / FILEINFO - General information for the 1098 -T Scholarship tape file

This common code is used to complete general information for the “T” record type for 1098-T Scholarship tape file.

**Code Category:** **AR98**

**Code Value:** **FILEINFO**

Short Description: 8-character file name.

Medium Description: Not required.

Long Description: Submission Flag - valid values are "O" if this tape file is an original, "C" for correction, or "R" for replacement.

### Associated Numeric Values

1: Used for Payment year - should be 1,999.00000 for 1999.
2-5: Not Required.

### Associated Codes

1: Payer name control field - blank filled if unknown.
2-4: Not Required.
5: Two-character postal code abbreviation of the payer or “FOREIGN” to indicate a foreign payer.

### Associated Descriptions

1-5: Not Required.

## Common Codes

This common code is used to complete the “B” record type for 1098-T Scholarship tape file.

**Code Category:** **AR98**

**Code Value:** **BRECINFO**

Short Description: not used

Medium Description: not used

Long Description: not used

### Associated Numeric Values

1: Method of Reporting Indicator - 1 = change, 0 or blank = no change
2-5: not required

### Associated Codes:

1-5: not required

### Associated Descriptions:

1-5: not required

# AR98 / TRECINFO - 1098-T Scholarship tape file info

This common code is used to complete the “T” record type for 1098-T Scholarship tape file.

### Code Category: AR98

### Code Value: TRECINFO

Short Description: “T” or blank (“T” for test flag)

Medium Description: “P”or blank (“P” for prior year)

Long Description: “F” or blank (“F” for foreign flag)

### Associated Numeric Values

1-5: Not Required.

### Associated Codes:

1: Five-digit Transmitter Control Code, assigned by IRS / MCC.
2: Transmitting Company PEID - name and address information for the Transmitting Company is derived from this field.
3: Transmitting Company's address code.
4: Correspondence Company name PEID - name and address information for the Correspondence Company is derived from this field.
5: Correspondence Company's address code.

### Associated Descriptions:

1: Contact name PEID - name and address information for the Contact name is derived from this ID.
2: Contact name address code.
3: File name for an incorrect original file for which a replacement is being sent.
4: Not Required.
5: Replacement alpha character - for replacement files only.

# ARAH / ADDRESS - Create Address Hierarchy

This common code sets the address hierarchy for the Accounts Receivable systems. This hierarchy is utilized during data entry.

### Code Category: ARAH

### Code Value: ADDRESS

Short Description: Enter the two character address types in the order of desired hierarchy.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# ARAP / CONTROL - Derive AR Description Field Value

This common code is used to derive the correct AR description field value in ARSPAP when using options “L8” or “SR”.

### Code Category: ARAP

### Code Value: CONTROL

Short Description: ON.

Medium Description: AR-AP Interface controls.

Long Description: AR-AP Interface controls (ARSPAP).

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: APDESC
2-5: Not Required.

### Associated Descriptions

1: Use AP Desc for L8 / SR Desc.
2-5: Not Required.

# ARBC / FMTBATCH - Create 7i Batch

This common code has been obsoleted. By default sets will be put to the database. The default behavior can be modified with the SY7I NOSET common code.

Setup common code ARBC / FMTBATCH to have mask ARSPBC create a 7i batch.

### Code Category: ARBC

### Code Value: FMTBATCH

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Description

1-5: Not Required.

# ARBP / REQUIRE1 - Add Deposits to Bank Management

This common code is part of adding deposits to the Bank Management Module. When this common code is present, the CR Batch Proofing and CR Batch Distribution Functions will require all transactions in the batch to have a deposit slip number prior to posting. This ensures that all cash receipt transactions posted to the GL and / or AR databases are also posted to the Bank Reconciliation data

### Code Category: ARBP

### Code Value: REQUIRE1

Short Description: Enter "OFF" to disable this common code (will not check the deposit slip) If the common code is setup, and the short description is not "OFF",then it reads through the five associated codes looking for "DEPOSITNOxx", where "xx" is a payment type. If it finds an entry, then it sets the RQR-DEPOSIT-SLIP flag to true (meaning that it will enforce a deposit slip), and it tables up all of the "xx" payment types in thecommon code. The payment types that are on this common code are "Exclude" types, meaning that it will NOT check the bank slip on records that have a payment type defined in the common code. You HAVE to put in a "DEPOSIT NOxx" value in one of the associated codes to turn on the check. When this common code is present, the CR Batch Proofing and CR Batch Distribution Functions will require all transactions in the batch to have a deposit slip number prior to posting. This ensures that all cash receipt transactions posted to the GL and / or AR databases are also posted to the Bank Reconciliation database.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Enter "DEPOSIT NOxx" (where xx is the payment type) to exclude certain payment types from requiring a deposit slip number. Up to five payment types, noted in associated codes 1-5, can be excluded from requiring a deposit slip number.

### Associated Descriptions

1-5: Used to describe the payment types excluded in associated codes.
Example-Associated Code 1: DEPOSIT NORC
Example-Associated Description 1: Revenue Clearing Payment Type

**Note:** The process will ONLY require a deposit slip if there is at least ONE entry in associated codes 1-5. If there is no need to restrict any payment types, then enter a dummy type in associated code 1(i.e. DEPOST NOZZ).

# ARBP / TEXT - Naming General Text File

This common code assigns a name to the General Text file to be printed at the end of a Batch Proof.

**Code Category:** **ARBP**

**Code Value:** **TEXT**

Short Description: Enter "OFF" to indicate no text file is to be printed.

Medium Description: Enter the name of the Default Text file to print at the end of a batch proof.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1: AR Batch Override Text file.
2: CR Batch Override Text file.
3-5: Not Required.

# ARBT / REQUIRE1 – Require Selected Fields

This common code is used to require fields on ARBTARUB. The possible fields are Product ID, Description, and Misc.

**Code Category:** **ARBT**

**Code Value:** **REQUIRE1**

Short Description: Not required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Use keyword “PRODID” to require a product ID. Use keyword “DESC” to require a description. Use keyword “MISC” to require a miscellaneous code.

### Associated Descriptions

1-5: Not Required.

## ARCB / ACCRUAL- Cash-based Year-end Closing

This common code gives the summary method and passing object codes information to the CASH based year-end closing processor.

### Code Category: ARCB

### Code Value: ACCRUAL

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Summary Method
2: Passed Object.
3-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# ARCC / CRFIELDS - Field Verification Flag

This common code allows the client to specify whether or not they wish the CR fields (pay type, pay reference, bank ID, deposit slip number, and deposit date) to be verified as being empty when creating or updating an AR transaction.

**Code Category:** **ARCC**

**Code Value:** **CRFIELDS**

Short Description: ON or OFF.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# ARCR / BLANKID - Set the “Blank ID” for 7i cash receipts that do not have an Account ID

In Cash Receipting there are instances where the Account ID is either not available or not desired. In these cases, the transaction can not be posted to AR and will only hit the General Ledger. When using IFAS 7i, the receipts are no longer stored in set file records, but instead are kept in database tables. Due to the structure of the tables, an Account ID is a required field. Therefore, if the Account ID is left blank on cash receipts in 7i, a "dummy" account ID will be used. This common code allows the client to determine the ID for this dummy account. The entered ID must also exist in Person / Entity (PEUPPE). The default Account ID is "ZZBLANK”.

**Code Category:** **ARCR**

**Code Value:** **BLANKID**

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: The PE ID to use for cash receipts without an Account ID.
1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# ARCR / FORMFEED - Special Forms Form Feed Control

This common code allows you to setup five different special forms which control the number of forms that are printed on each page before issuing a Form Feed (printer control character FF; 0C hex; 12 dec). In the example shown, form SPFMART4 will print three forms and then send a Form Feed control to the printer. This will occur after every third form, thus providing proper alignment. The value placed in the associated code is the Report ID as defined on the first screen of the form definition file (AR SP SF).

### Code Category: ARCR

### Code Value: FORMFEED

Short Description: Not Required.

Medium Description: Form Feed Control.

Long Description: Issue a Form Feed after a user-defined number of forms have been printed.

### Associated Numeric Values

1: 3.00000.
2-5: Number of forms to be printed per page before the Form Feed command.

### Associated Codes

1: SPFMART4.
2-5: Report ID of additional special forms requiring this Form Feed control setting.

### Associated Descriptions

1-5: Number of forms / Report ID.

# ARCR / WFNOTIFY

This common code will enable ar910 (the process that can load new interface data into AR/CR 7i sets, via ARUTFT), to create a Workflow queue record. The Workflow queue record can then get picked up and processed by a Workflow model.

**Code Category:** **ARCR**

**Code Value:** **WFNOTIFY**

Short Description: Set to "OFF" to disable this common code.

Medium Description: Not required.

Long Description: Not required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not required.

### Associated Descriptions

1-5: Not Required.

# ARCR / 7ISET – Option to Create 7i Sets in AR/CR Subsystem.

This common code allows the user to turn on the creation of 7i sets for certain functions within the AR subsystem. Currently only the function ARSLPUTIFAS2 uses this common code. Other functions will be added as they complete the 7i conversion process. . If the Common Code exists and the short description has anything except “OFF” or “off” in it the routine will create a 7i Set. If the Common Code does not exist or has “OFF” or “off” in the short description a classic batch will be created. Warning: If this Common Code is changed during business hours the data will be split between classic batches and 7i sets and will cause issues in retrieving and posting the data.

Code Category: ARCR

Code Value: 7ISET

**Short Description:** "OFF" or "off" to turn off this common code and create classic batches. Anything else and 7i sets will be created.

**Medium Description**: Not Required

**Long Description**: Not Required

Associated Numeric Values

1-5: Not Required.

Associated Codes

1-5: Not Required.

Associated Descriptions

1-5: Not Required.

# ARCS / SBLOOKUP

When clicking in the combo box, the first 4 characters of the peid are taken and all peids that have the same first four characters are shown in the Separate Billing combo box. Only the last four digits of the id are shown. For example, if an AR record is created with the PE-ID '17370000', clicking on the 'Sep Bill' flag drop down box will list all of the Ids in Person / Entity that match '1737*'. Only the LAST four digits will be shown in the drop down, along with the Name, as defined in PE. So, if there is a PE-ID of '17370109', then the '0109' will appear in the drop down list, along with any other Ids that qualify. NOTE: All the PEIDs are exactly 8 characters long.

**Code Category:** **ARCS**

**Code Value:** **SBLOOKUP**

Short Description: Not required.

Medium Description: Not required.

Long Description: Not required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not required.

### Associated Descriptions

1-5: Not Required.

# ARDA / IRIS - Aid Disbursement Status

This common code passes all valid aid disbursement status codes from Financial Aid so that AR can process accordingly.

### Code Category: ARDA

### Code Value: IRIS

Short Description: Enter valid Financial Aid Status Code from Student software (up to eight codes).

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Active Accounting Flags
2: Activate common code and turn on date check (Aid Date >= Bill Date). Valid values: "ON", "OFF".
3-4: Not Required.
5: If excluding specific award codes, set to “EXCLUDE”

### Associated Descriptions

1-5: Only used if Associated Code (5) is set to "EXCLUDE". If so, descriptions 1-5 can contain award codes to exclude from billing, separated by commas.

# ARDS / AR240C - Optional settings for the AR SP TI interface process

This common code has various setting for use with the AR Table Interface (AR SP TI), which include debug mode, test data, additional job launching, printer designation, and batch status checking.

**Code Category:** **ARDS**

**Code Value:** **AR240C**

Short Description: Enter "ON" to enable this common code.

Medium Description: Enter "TEST" to run the interface using pre-defined testing data. Enter "DEBUG" to run the process in debug mode.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter the mask (i.e. ARBTARDS) to run after loading the records into an AR / CR batch set. This is typically used to automatically distribute the batch during the running of this interface.
2: If using Associated Code 1, enter the printer to use for reports that result from the job that is run.
3: Enter "BE" to allow new interface records to be added to an existing batch, provided the batch status is still "BE". Without this setting NO records are added to batches that already exist, regardless of the status.
4-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# ARDT / REFDATE - Posting Date Limit Values

This common code is used to warn or block if an AR or CR reference date is before or after a given range. Setting up code will default to BLOCK.

**Code Category:** **ARDT**

**Code Value:** **REFDATE**

Short Description: Blank will Block, "OFF" will Disable, "WARN" will Warn only.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1: Set to maximum number of days in the future a reference can be dated.
2: Set to maximum number of days in the past a reference can be dated.
3-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# AREF / ACHFILE - Define Receiving / Ending Point Fields

This common code is used to define the Receiving Point and Sending Point fields in the ACH file.

### Code Category: AREF

### Code Value: ACHFILE

Short Description: Not Required.

Medium Description: Not Required.

Long Description: AR EFT ACH file field values.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes:

1: Destination Point Number (ACH Bank routing number).
2: Origin Point Number (Company Tax ID).
3-4: Not Required.
5: The first character of this field is used to indicate if CR transactions are used in determining the balance. The second character of this field is used for including the final CR record in the Tape File.

### Associated Descriptions:

1: Receiving Point Name.
2: Sending Point Name.
3: Entry Description.
4: Receiving Point Account Number.
5: Not Required.

# ARFA / IRIS - Financial Aid Status

This common code passes all valid financial aid status codes from Student software to the Financial software so that accounting can process accordingly.

**Code Category:** **ARFA**

**Code Value:** **IRIS**

Short Description: Enter valid Financial Aid Status Code from Student module software.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# ARFL / FSMLIMIT - Report File (FSM Temporary File Size Limit)

This common code sets a limit on the number of records a temporary reporting file (FSM file) can hold. This temporary file is used in AR in the process of producing special forms, reports and standard reports. For example - AR Summary Reports, AR Aging Reports and AR Billing Statements. The size of the file should be estimated at six times the number of customers plus the total number of transin the system. This is only an estimate, and individual reports and / or systems may require a higher setting. If this in not set high enough, the above processes may terminate with an end of file error.

**Code Category:** **ARFL**

**Code Value:** **FSMLIMIT**

Short Description: Enter the limit of the FSM file.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# ARGC / SEEDGEN#

This common code is used to establish the **system seed common code** for different attributes in the AR / CR batch files so that the options "SYSTEM" and "SYSTEMxx" may be utilized. The name of the attribute is placed in **the Associated Code** with the **system seed value** in the **Associated Description** field. This common code may be entered up to ten times with the incrementing number in the SEEDGEN# value (ie. SEEDGEN1, SEEDGEN2…SEEDGEN0). Thus, up to 50 different system seeds may be declared.

### Code Category: ARGC

### Code Value: SEEDGEN#

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Attribute name.
2-5: SAME as 1.

### Associated Descriptions

1: System seed value.
2-5: SAME as 1.

# ARGL / POSTREF - AR Posting Reference Hierarchy

The presence of this common code sets the AR General Ledger Posting Reference Hierarchy. The hierarchy for the GL Primary and Secondary References can be specified for the detailed level posting by placing the list of AR transaction attributes in the Associated Code column. The attributes must be from the AR cluster TRNS.

**Code Category:** **ARGL**

**Code Value:** **POSTREF**

Short Description: Accounts Receivable batches as primary and secondary references in GL.

Medium Description: Accounts Receivable batches as primary and secondary references in GL.

Long Description: Accounts Receivable batches as primary and secondary references in GL.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: The first two non-blank fields are used for primary and secondary reference in GL. The first non-blank field is used for primary, and the second non-blank field is used for secondary reference.
2-5: SAME as 1.

### Associated Descriptions

1-5: Not Required.

# ARIQ / EXCLUDE - Excluding Accounts During Interactive Inquiry

This common code passes all status codes for accounts that are to be excluded during the interactive inquiry process.

**Code Category:** **ARIQ**

**Code Value:** **EXCLUDE**

Short Description: List the two-character class status codes to exclude from ARIQCC.

Medium Description: Used to describe the common code.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# ARLN / EVENT - Enable Late Notice Events

This common code identifies what event tp out in each circumstance.

### Code Category: ARLN

### Code Value: EVENT

Short Description: ON.

Medium Description: Enable Late Notice Events.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Not Required.
2: Contains event codes 1-3.
3: Contains event codes 4-6.
4-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# ARLP / LATE- Late Charge Codes for Overdue Accounts

This common code assigns the Key, Object, Division, and Posting Code. It also sets the percentfor a transaction late charge on overaccounts.

**Code Category:** **ARLP**

**Code Value:** **LATE**

Short Description: Enter ARC late charge.

Medium Description: Enter ARC late charge.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-4: Not Required.
5: Enter the percentage for the late charge

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1: Enter the Project Number.
2: Enter the Object Number.
3: Enter the Division.
4: Enter the Posting Code.
5: Not Required.

# ARRE / AR100

This Common Code controls various settings related to the AR100 program, which is used in nearly all AR reporting as a selection and/or sorting tool.

**Code Category:** **ARRE**

**Code Value:** **AR100**

Short Description: Set to "OFF" to disable this common code.

Medium Description: Used for informational purposes to describe this common code.

Long Description: Used for informational purposes to describe this common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Set to "HIDEBADARMSG" to turn OFF the the display message that warns of CR records that reference a non-existent AR invoice number.
2: Set to "AGESORTBYINV" to turn ON the sorting by Invoice number when running the Aging report. This switch will always add Invoice as a sort level on the Aging report, even if not selected.
3: BILLAGEBYINV
4-5: Not Required.

### Associated Descriptions

1: Used to describe the Associated Code 1 setting.
2: Used to describe the Associated Code 2 setting.
3: For Bills, Age by Invoice Flag
4-5: Not Required.

# ARRE / AR615

This Common Code controls the printing guidelines for the Late Notice Summary Statement in Accounts Receivable, specifically the line spacing (default 1), maximum lines per page (default 65) and bottom margin (default 11). This is used to allow more flexibility with different printers.

### Code Category: ARRE

### Code Value: AR615

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1: Line Spacing.
2: Max Lines Per Page.
3: Bottom Margin.

4-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# ARSL / REGID - Register ID

This common code sets the batch ID to be a register ID and date when a batch file is created during an interface.

**Code Category:** **ARSL**

**Code Value:** **REGID**

Short Description: Enter the Register ID.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# ARTP / SITE# - Register ID

This common code is used in the IRIS to IFAS interface to set the interface file name, batch file name, location of the interface file, and group or directory.

**Code Category:** **ARTP**

**Code Value:** **SITE#**

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Home site selection for TP Bridge Batch File Processing.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1: Enter the TP Prefix
2: Enter the AR Prefix
3: Enter the Hold Location
4: Enter the Group
5: Not Required.

# ARUT / RECORD# - Separating Utility activity from AR / CR Activity

This common code is used when separating UTIL activity from AR / CR activity. The code creates separate files for both. The record number is a sequential number of codes (i.e. 1,2,3) that specifies the order of tables that hold UTIL and key and object codes.

### Code Category: ARUT

### Code Value: RECORD#

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: AR to ICS utility billing related account codes; key and object.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter the Key(1 through 5).
2-5: Same as 1.

### Associated Descriptions

1: Enter the Object (1 through 5).
2-5: Same as 1.

# CKID / xx - Validating Bank Codes

This common code is used to validate Bank ID Codes used in IFAS.

### Code Category: CKID

### Code Value: Two character code

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Enter the bank description.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# CRBT / DELETE - Disable DELETE Key

This common code is used to disable the DELETE key in CRBATCH.

### Code Category: CRBT

### Code Value: DELETE

Short Description: Enter "DISABLE" to disable the DELETE (F2) key on the CRBATCH screen.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# CRGL / POSTREF - Cash Receipts Posting Reference Hierarchy

This common code sets the CR General Ledger Posting Reference Hierarchy. The hierarchy for the GL Primary and Secondary References can be specified for the detailed level posting by placing the list of AR transaction attributes in the Associated Code column. The attributes must be from the AR cluster TRNS. See Appendix I - AR / CR Cluster & Attributes for a complete list.

### Code Category: CRGL

### Code Value: POSTREF

Short Description: Cash Receipts batches as primary and secondary references in GL.

Medium Description: Cash Receipts batches as primary and secondary references in GL.

Long Description: Cash Receipts batches as primary and secondary references in GL.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: The first two non-blank fields are used for primary and secondary reference in GL. The first non-blank field is used for primary, and the second non-blank field is used for secondary reference.

2-5: Same as 1.

### Associated Descriptions

1-5: Not Required.

# CST2 / CREDITS - Student Registration Credit Checking

This common code creates a table comparing the number of months a student attends a course to the number of credits earned. The code is used in processing Student Registration Information.

**Code Category:** **CST2**

**Code Value:** **CREDITS**

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1: Enter the number of months (1 through 5).
2-5: Same as 1.

### Associated Codes

1: Enter the number of credits (1 through 5).
2-5: Same as 1.

### Associated Descriptions

1-5: Not Required.

# CST2 / SRN degree code - Validating Student Registration Degree Codes

This common code validates the Degree Codes and passes the description during the processing of student registration information.

**Code Category:** **CST2**

**Code Value:** **SRN degree code**

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Enter the Degree description.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# FDID / GL Key Group Part - Passing Key and Object Codes to GL

This common code passes Key and Object Codes based on a Key Group Part during posting of transactions to the General Ledger.

### Code Category: FDID

### Code Value: GL Key Group Part

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter the GL Key
2: Enter the GL Object
3-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# LCGL / POSTREF - Lonesome Cash Receipts Posting Reference  Hierarchy

This common code sets the Lonesome Cash Receipts batches General Ledger Posting Reference Hierarchy. The hierarchy for the GL Primary and Secondary References can be specified for the detailed level posting by placing the list of AR transaction attributes in the Associated Code column. The attributes must be from the AR cluster TRNS. See Appendix I - AR / CR Cluster & Attributes for a complete list.

**Code Category:** **LCGL**

**Code Value:** **POSTREF**

Short Description: Lonesome Cash Receipts batches as primary and secondary references in GL.

Medium Description: Lonesome Cash Receipts batches as primary and secondary references in GL.

Long Description: Lonesome Cash Receipts batches as primary and secondary references in GL.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: The first two non-blank fields are used for primary and secondary reference in GL. The first non-blank field is used for primary, and the second non-blank field is used for secondary reference.

### Associated Descriptions

1-5: Not Required.

# NUJL / Group Level - Deciphering Job Control Language

This common code is used within the Accounts Receivable Control Center in deciphering job control language.

**Code Category:** **NUJL**

**Code Value:** **Group Level**

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Enter the location for student system ‘Sam Progs’ for system command.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PEAS / ARDEBIT1 - Defines PE Associations for ACH in AR

This common code is used in defining the PE Associations used in ACH processing in the Accounts Receivable System.

For Association Code ARDEBIT1 - This entry contains information on the customer's direct deposit bank account.

Code Value = GL###### where:

```
GL = General Ledger Code (two characters, any valid)
XXXXXX = Transaction Object (up to six characters, any valid)
```

Associated Code Description = XXXXXXXX,Y,ZZZZZZZZZZZZZZZZZ,T where:

```
XXXXXXXX = Bank Routing Number
Y = Check Digit (I used 8)
ZZZZZZZZZZZZZZZZZ = Customer Bank Account Number
T = Type of Account (S for Savings, any other character for Demand or Checking, etc.)
```

### Code Category: PEAS

### Code Value: ARDEBIT1

Short Description: For AR / EFT.

Medium Description: ARDEBIT1 for AR / EFT.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PEAS / ARDEBIT2 - Defines PE Associations for ACH in AR

This common code is used in defining the PE Associations used in ACH processing in the Accounts Receivable System.

For Association ARDEBIT2 - This entry contains information on the status of the customer's direct debit bank account.

Code Value = GL###### where:
GL = General Ledger Code (two characters, any valid)
###### = Transaction Object (six character, any valid) OR there's documentation stating a Selection Class Definition can also be entered (six character, any valid) however, this does not appear to work in testing.
Associated Code Description - ccyymmdd,CCYYMMDD,H,P where:

```
ccyymmdd = effective start date for direct debit to occur (1st date)

CCYYMMDD = Effective end date for direct debit to terminate (2nd date)

H = Hold flag indicating whether direct debit is currently on hold(H= Hold, all other entries = Not on Hold

P = Prenote flag, if customer set up for Prenote enter Y, all other entries = Not Prenote
```

### Code Category: PEAS

### Code Value: DEBIT2

Short Description: For AR / EFT.

Medium Description: ARDEBIT2 for AR / EFT.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PECD / SEARCH - Search Hierarchy for PE Access

This common code sets the search hierarchy of the Person / Entity databases when attempting to access PE information.

**Code Category:** **PECD**

**Code Value:** **SEARCH**

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter the PEDB value.
2-5: Not Required.

### Associated Descriptions

1: Enter the search hierarchy.
2-5: Not Required.

# RT01 / xx - Validating Relate-to Codes

This common code is used to validate Relate one codes on AR and CR transactions.

**Code Category:** **RT01**

**Code Value:** **xx (two-character Relate 1 code)**

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# RT02 / xx - Validating Relate-to Codes

This common code is used to validate Relate two codes on AR and CR transactions.

**Code Category:** **RT02**

**Code Value:** **xx (two-character Relate 2 code)**

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# SYGL / UNDODATE - Specify Cut Off Date for Transaction Removal

The common code SYGL UNDODATE specifies the cut-off date for the oldest transactions to be removed. This does not allow for undos to occur prior to the date placed into the first Assoc. Code (e.g. 12 / 31 / 1999). This allows no undos of transactions with a reference less than or equal to the given date to be undone, even if the transaction has the entered IFAS Job Number. This controls changes to the database after a fiscal year has been closed. The long description can carry an additional description which will be displayed when the undo process is run.

**Code Category:** **SYGL**

**Code Value:** **UNDODATE**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Option to enter information to be displayed when the process is run.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter the desired cutoff date
2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# SYNO / 1099MISC

This common code will generate a system sequence number which will print on the 1099-MISC form in the Account Number field. It will also be in the 1099-MISC file - Record B – Payer's Account Number for Payee section. This common code is automatically created by IFAS when the user runs the 1099-MISC process and the seed is incremented by "1" each time the process if run in IFAS.

**Code Category:** **SYNO**

**Code Value:** **1099MISC**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

**See Appendix A for the complete instructions on setting up SYNO seed values.**

# SYNO / ACHBATCH - Seed Number for Batch File

This common code is a seed number used in generating a batch file. The ACH process creates a CR batch file with the name derived from the first Associated Codes field on this screen.

**Code Category:** **SYNO**

**Code Value:** **ACHBATCH**

Short Description: Not Required.

Medium Description: Seed Value used for ACH Batch.

Long Description: Seed Value used for ACH Batch File Name for AR.

**See Appendix A for the complete instructions on setting up SYNO seed values.**

# SYNO / ACHSEED - CR Reference number

This common code is used to fill the CR Reference number in the CR Batch file created.

**Code Category:** **SYNO**

**Code Value:** **ACHSEED**

Short Description: Not Required.

Medium Description: Seed value used for ACH CRREF.

Long Description: Seed value used for ACH CR Reference Number.

**See Appendix A for the complete instructions on setting up SYNO seed values.**

# SYNO / ACHTRACE - Trace # for ACH File

This common code is a seed number used in the ACH file itself. One of the fields that is required in the ACH file is a trace number, obtained from this code.

**Code Category:** **SYNO**

**Code Value:** **ACHTRACE**

Short Description: Not Required.

Medium Description: Seed number for ACH Trace #.

Long Description: Seed number used for ACH Trace Number.

**See Appendix A for the complete instructions on setting up SYNO seed values.**

# SYNO / AREXTID - Seed Number for External Account ID

This Common Code is a seed number used in generating an AR Account ID when an external (third party) ID is used for the first time. However, in 7i (not "classic"), the external ID will NOT be translated to a new ID if the second Associated Code says "NOTRANS" (case does not matter). If "NOTRANS" is set, the external ID will be used as the new AR Account ID (NOTE: The external ID must be 12 characters or less for IFAS to use the external ID, also, the "NOTRANS" option was introduced in 7.5.1.67, which is beta 7.5.2; it will also be in 7.6.2).

Normally, when an external ID is used for the first time in AR (i.e., in ARBTCRIC, ARBTCRUB, ARBTARUB, or...), the external ID will be translated and the new ID will be put in the ar_acct_mstr.ara_acct_id column, the external ID will be put in the ar_acct_mstr.ara_ext_id column on the same row/record, and the row will be auto-inserted (behind the scenes) into the db (IDs can be viewed in ARUPAC). If "NOTRANS" is set, and the external ID length is 12 or less, the row that is auto-inserted will have the external ID in BOTH ar_acct_mstr columns-- the ara_acct_id and ara_ext_id columns.

If you set "NOTRANS", be advised that AR will STILL search the ara_ext_id-- NOT ara_acct_id-- column in the ar_acct_mstr when searching to see if the external ID is already in AR. Remember, the "NOTRANS" setting is specific only to 7i AR, not "classic" AR.

Code Category: SYNO

Code Value: AREXTID

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Account ID created for 3rd party cash receipts

Associated Numeric Values

1: The beginning for your seed. This field stores five characters plus a decimal point ("0.00001" is one example for this field). This field will get incremented by 1 each time a new external ID is translated for use in AR.

2: This is a system assigned numeric counter. It records the number of times the seed has been used.

3-5: Not Required.

Associated Codes

1: In order for the seed to have an alphanumeric prefix, enter the prefix in the first six positions of the field. The last two positions are used to identify the length of the seed number (i.e. the number of digits in the numeric part of the Ref. Number).

2: Set to "NOTRANS" (no quotes) if you want 7i AR to use the same external ID when inserting a new ARUPAC entry (auto-insert into ar_acct_mstr)(details above), instead of translating the ID. If the field is blank, or anything other than "NOTRANS", translation will happen as normal (described above). ("NOTRANS" is specific only to 7i AR, not "classic" AR)

3-5: Not Required.

Associated Descriptions

1: Not Required.

2: Not required, but putting in "Translate Acct ID?" would be helpful to anyone else looks at this Common Code.

3-5: Not Required.

# SYNO / ARLINENO - Line Item Text Number

This code is used to activate a system-generated number that links a transaction to specific line item text information.

**Code Category:** **SYNO**

**Code Value:** **ARLINENO**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

**See Appendix A for the complete instructions on setting up SYNO seed values.**

# SYNO / ARREF - AR Multi-Seed Reference Numbers

This common code is composed of the five-character prefix "ARREF" followed by an optional user-defined two-character suffix which uniquely identifies the seed (e.g. ARREF would be used when the user simply enters "SYSTEM" in the reference filed and "ARREFAA" is used when the user enters "SYSTEMAA" in the Reference field.).

**Code Category:** **SYNO**

**Code Value:** **ARREF(xx)**

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

**See Appendix A for the complete instructions on setting up SYNO seed values.**

# SYNO / BTCHIDAR - AR Batch Multi-Seed Reference Numbers

This common code is used with AR Batch Multi-Seed Reference Numbers.

**Code Category:** **SYNO**

**Code Value:** **BTCHIDAR**

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

**See Appendix A for the complete instructions on setting up SYNO seed values.**

# SYNO / BTCHIDCR - CR Batch Multi-Seed Reference Numbers

This common code is used with CR Batch Multi-Seed Reference Numbers.

**Code Category:** **SYNO**

**Code Value:** **BTCHIDCR**

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

**See Appendix A for the complete instructions on setting up SYNO seed values.**

# SYNO / BTCHIDJE - Journal Entry Batch Multi-Seed Reference Numbers

This code will help generate a batch ID for a journal entry batch file.

**Code Category:** **SYNO**

**Code Value:** **BTCHIDJE**

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

**See Appendix A for the complete instructions on setting up SYNO seed values.**

# SYNO / CRREF - Cash Receipt Multi-Seed Reference Numbers

This common code is composed of the five-character prefix "CRREF" followed by an optional user-defined two-character suffix which uniquely identifies the seed (e.g. CRREF would be used when the user simply enters "SYSTEM" in the reference filed and "CRREis used when the user enters "SYSTEMAA" in the Reference field.).

**Code Category:** **SYNO**

**Code Value:** **CRREF**

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

**See Appendix A for the complete instructions on setting up SYNO seed values.**

# T4A / FILEINFO

If using the AR CS T4 process (designed specifically to print the Canadian T4A tax form), there is an optional magnetic file that can be produced. The settings in this common code are used to derive specific values for the resulting magnetic media file.

**Code Category:** **T4A**

**Code Value:** **FILEINFO**

Short Description: Transmitter Number.

Medium Description: Payer's Business Number.

Long Description: Footnote Description.

### Associated Numeric Values

1: Tax Year.
2-5: Not Required.

### Associated Codes

1: Payer PE-ID.
2: "O" = original, "T" = test, or "R" = replacement.
3: Named Total 1.
4: Named Total 2.
5: Magnetic Filename.

### Associated Descriptions

1: Payer Address Code.
2-5: Not Required.

# 4: Bank Reconciliation

## BKFG / BK200C

**Code Category:** **BKFG**

**Code Value:** **BK200C**

Short Description: Not required.

Medium Description: Not required.

Long Description: Not required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Entering "SAVE BK-TYPE" in Associated code 1 copies the check type to a new relate-to field when canceling checks.
2. Not required.
3. Enter "RVPOSTDATE" in the third associated code to use the posting date as reversal date in BK subsystem.
4-5. Not required.

### Associated Descriptions

1: Enter the PE ID to be associated with this check ID.
2: Enter the PE Name to be associated with this check ID.
3: Enter the Reference to be associated with this check ID.
4: Enter the Relate to Code to be associated with this check ID.
5: Not Required.

## BKPY / CKDIST Employee Distribution Code from HR to BK

This common codes takes the employee check distribution code from HR_EMPMSTR and puts it in the Association tab on BKUPCI Bank Reconciliation screen (thus, the hr_empmstr.ckdist maps to the bk_assoc_dtl) and updates when PYPADP Payroll is run.

Code Category: BKPY

Code Value: CKDIST

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

Associated Numeric Values

1-5: Not Required.

Associated Codes

1: Two characters used for pay check stock (for example, PY for payroll).

2-5: Not Required.

Associated Descriptions

1: CKDIST

2-5: Not Required.

# BKRC / RECON — Bank Reconciliation Settings

Set Associated Code 1 to "YES" to cause the BKUPRC screen to only present items in the grid that have not been previously reconciled (approved). By default, the entries in this grid will show all IFAS records where the Recon Type and Recon Number match the current record selected in the Bank grid. The default was established to help the client have immediate recognition of a condition that can mean that a data mismatch exists. There are some clients that reuse bank document numbers and therefore this condition is expected. For those clients setting this field to YES will allow them to have the BKUPRC process ignore those already processed records.

Set Associated Code 2 to "YES" to cause BKUPRC to automatically present all IFAS records where the amount matches the selected bank record amount when the IFAS Filter is set to Amount or Type, Number and Amount. The default is for this automatic behavior not to occur, but rather for the user to enter the desired amount in the Filter field, then press the Search button. This default behavior is in place to eliminate unnecessary communication with the 7i server each time a row is selected in the Bank grid.

Set Associated Code 3 to "YES" to skip date validation in BK for all check types but "CHK" or set to "ALL" to skip all date validation.

### Code Category: BKRC

### Code Value: RECON

Short Description: Set to "OFF" to disable this common code.

Medium Description: Used to describe this common code.

Long Description: Used to describe this common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter "YES" to cause the BKUPRC screen to only present items in the IFAS grid that have not been previously reconciled (approved).
2: Enter "YES" to cause BKUPRC to automatically present all IFAS records where the amount matches the selected bank record amount when the IFAS Filter is set to Amount or Type, Number and Amount.
3: Enter "YES" to skip date validation in BK for all check types but "CHK" or set to "ALL" to skip all date validation.
4-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# BKRC / xxADJ

Converts bank recon file adjustment code(s) into BKR-TYPE of “ADJ”. Optional if bank file or client does not support adjustments. The common code value has the check stock represented by the lower case “xx” as the first two characters.

### Code Category: BKRC

### Code Value: xxADJ

Short Description: Not required.

Medium Description: Not required.

Long Description: Bank file code value(s) that indicate the record is an adjustment. Use a comma to separate multiple values. Do not use spaces. A maximum of six codes may be defined.

### Associated Numeric Values

1: **Fixed Format**: Start column of adjustment field indicator. (req)
**Comma Delimited Format**: Number that corresponds to field positions within the file. (req)
2: **Fixed Format**: Length of adjustment field indicator. (req)
**Comma Delimited Format**: Not required.
3-5: Not Required.

### Associated Codes

1-5: Not required.

### Associated Descriptions

1-5: Not Required.

# BKRC / xxADJ2

This common code converts additional bank reconciliation file adjustment code(s) into BKR-TYPE of 'ADJ'. Common code BKRC/xxADJ must exist with all six strings defined. Optional if bank file or client does not support adjustments.

### Code Category: BKRC

### Code Value: xxADJ2

Short Description: Not required.

Medium Description: Not required.

Long Description: Bank file code value(s) that indicate the records is a canceled check. Use a comma to separate multiple values. Do not use spaces. A maximum of six codes may be defined. Can be blank if Short Desc is “ALL”.

### Associated Numeric Values

1: Not Required.
2: Not Required.
3-5: Not Required.

### Associated Codes

1-5: Not required.

### Associated Descriptions

1-5: Not Required.

# BKRC / xxCHK

Used to convert bank recon file check code(s) into BKR-TYPE of 'CHK' (req). The common code value has the check stock represented by the lower case “xx” as the first two characters.

### Code Category: BKRC

### Code Value: xxCHK

Short Description: “ALL” if bank file consists only of canceled checks or bank does not use codes to indicate record type. Other values will be ignored. CC's BKRC / ADJ and BKRC / DEP will be ignored if set to “ALL”.

Medium Description: Not required.

Long Description: Bank file code value(s) that indicate the records is a canceled check. Use a comma to separate multiple values. Do not use spaces. A maximum of six codes may be defined. Can be blank if Short Desc is “ALL”. '@@' to process multiple check stokes simultaneously within the same bank file.

a) The check stock ID value must be imbedded within the detail record

b) Do not use the 'ALL' option in the short description when using this feature.

c) The input file cannot have header/trailer records in the middle of the file.

d) The 'xx' in the common codes does not refer to the actual check ID when using this option.

### Associated Numeric Values

1: **Fixed Format**: Start column of check field indicator. Can be blank if Short Desc is 'ALL' (req) **Comma Delimited Format**: Number that corresponds to field positions within the file. (req)
2: Length of check field indicator. Can be blank if Short Desc is “ALL” (req).
3-5: Not Required.

### Associated Codes

1-5: Not required.

### Associated Descriptions

1-5: Not Required.

# BKRC / xxCKAMT

Defines check amount position within bank file. It is assumed that the amount is fixed with no ".", if not see short or medium desc (req). The common code value has the check stock represented by the lower case “xx” as the first two characters.

**Code Category:** **BKRC**

**Code Value:** **xxCKAMT**

Short Description: “Y” / ”N” flag that indicates amount has a "." in the amount. This will handle all of the examples below

99.99

99.9

99

Medium Description: Not required.

Long Description: Not required.

### Associated Numeric Values

1: **Fixed Format**: Start column of check field indicator. Can be blank if Short Desc is 'ALL' (req) **Comma Delimited Format**: Number that corresponds to field positions within the file (req).

2: **Fixed Format**: Length of amount field. (req) **Comma Delimited Format**: Not required

3-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# BKRC / xxCKAMT2

If BKRC/xxCKAMT retrieves zero amount, BKRC/xxCKAMT2 will be used. It defines check amount position within bank file. It is assumed that the amount is fixed with no ".", if not see short desc.

**Code Category:** **BKRC**

**Code Value:** **xxCKAMT2**

Short Description: “Y” / ”N” flag that indicates amount has a "." in the amount. This will handle all of the examples below

99.99

99.9

99

Medium Description: Not required.

Long Description: Not required.

**Associated Numeric Values**

1: **Fixed Format**: Start column of check field indicator. Can be blank if Short Desc is 'ALL' (req) **Comma Delimited Format**: Number that corresponds to field positions within the file (req).
2: **Fixed Format**: Length of amount field. (req) **Comma Delimited Format**: Not required
3-5: Not Required.

**Associated Codes**

1-5: Not Required.

**Associated Descriptions**

1-5: Not Required.

# BKRC / xxCKDATE

Defines check date position and format within bank file. The common code value has the check stock represented by the lower case “xx” as the first two characters.

**Code Category: BKRC**

**Code Value: xxCKDATE**

**Short Description:** Not required.

**Medium Description:** Define date format if not CSV format. There is no error checking here, so choose wisely. ”Y” - indicates year pos, “m” indicates month pos, “D” indicates day pos. “ / ” indicates any filler pos. Do not use spaces or any other characters. Examples:

YYYYMMDD

YYMMDD

YMMDD

DD / MM / YY

DD / MM / YYYY

DDMMYY

DDMMYYYY

The following date formats are available and must be used for CSV files where a date can be in any of these formats (6/10/2005, 10/1/2005, 1/1/2006) There is some duplication with the above formats.

| Code | Input Format | Example |
|---|---|---|
| DR | MMDDYY | 072787 |
| DS | MM/DD | 07/27 |
| DT | MM/DD/YY | 07/27/87 |
| DT | MMDDYY | 072787 |
| DU | MM/DD/CCYY | 07/27/1987 |
| DU | MMDDCCYY | 07271987 |
| DV | DD/MM/YY | 27/07/87 |
| DW | DD/MM/CCYY | 27/07/1987 |
| DX | YY/MM/DD | 87/07/27 |
| DY | CCYY/MM/DD | 1987/07/27 |
| DZ | MM/YY | 07/87 |

**Long Description:** Not required.

### Associated Numeric Values

1: **Fixed Format**: Start column of check field indicator. Can be blank if Short Desc is 'ALL' (req) **Comma Delimited Format**: Number that corresponds to field positions within the file (req).
2: **Fixed Format**: Length of amount field. (req) **Comma Delimited Format**: Not required
3-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# BKRC / xxCKNUM

Defines check number position within bank file. The file check number will be right shifted and zero filled to convert to IFAS format. This same position is often used for non-check unique references as well. Use CC BKRCTRANNO for non-check records (req). The common code value has the check stock represented by the lower case “xx” as the first two characters.

### Code Category: BKRC

### Code Value: xxCKNUM

Short Description: "Y" will right shift the check number and zero fill.

Medium Description: Not required.

Long Description: Not required.

### Associated Numeric Values

1: **Fixed Format**: Start column of check field indicator. Can be blank if Short Desc is 'ALL' (req) **Comma Delimited Format**: Number that corresponds to field positions within the file (req).
2: **Fixed Format**: Length of amount field. (req) **Comma Delimited Format**: Not required3-5: Not Required.

### Associated Codes

1-5: Not required.

### Associated Descriptions

1-5: Not Required.

# BKRC / xxDEP

This code converts Bank Recon file deposit code(s) into BKR-TYPE of 'DEP'. Optional if bank file and/or client does not support deposits.

**Code Category:** **BKRC**

**Code Value:** **xxDEP**

Short Description: Not required.

Medium Description: Not required.

Long Description: Bank file code value(s) that indicate the record is a deposit. Use a comma to separate multiple values. Do not use spaces. A maximum of six codes may be defined.

### Associated Numeric Values

1: **Fixed Format**: Start column of check field indicator. Can be blank if Short Desc is 'ALL' (req) **Comma Delimited Format**: Number that corresponds to field positions within the file (req).
2: **Fixed Format**: Length of amount field. (req) **Comma Delimited Format**: Not required
3-5: Not Required.

### Associated Codes

1-5: Not required.

### Associated Descriptions

1-5: Not Required.

# BKRC / xxGEN

Used to describe general characteristics of the Bank's recon file (req). The common code value has the check stock represented by the lower case “xx” as the first two characters.

**Code Category:** **BKRC**

**Code Value:** **xxGEN**

Short Description: “Y” / “N” field that dictates if an existing statement may be purged if the statement being imported is a duplicate.

Medium Description: 'Y' indicates bank file is comma delimited. 'N' (or any other value) indicates bank file is fixed format.

Long Description: Not required.

### Associated Numeric Values

1: Length of bank file record (req).
2-5: Not Required.

### Associated Codes

1: “Y” / “N” field which indicates a Bank file has a header record (req). All header information will be ignored.
2: “Y” / “N” field which indicates a Bank file has a trailer record (req). All Trailer information will be ignored.
3-5: Not required.

### Associated Descriptions

1-5: Not Required.

# BKRC / xxRECSL1

Defines record selection based on specific character strings and column position. BKRC / xxSKIP takes precedence. (opt). The common code value has the check stock represented by the lower case “xx” as the first two characters.

### Code Category: BKRC

Code Value: xxRECSL1

Short Description: Not required.

Medium Description: Not required.

Long Description: Not required.

### Associated Numeric Values

1: **Fixed Format**: Start column of check field indicator. Can be blank if Short Desc is 'ALL' (req) **Comma Delimited Format**: Number that corresponds to field positions within the file (req).
2: **Fixed Format**: Length of amount field. (req) **Comma Delimited Format**: Not required
3-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1: String value that will cause interface to select bank record.
2: String value that will cause interface to select bank record.
3: String value that will cause interface to select bank record.
4: String value that will cause interface to select bank record.
5: String value that will cause interface to select bank record.

# BKRC / xxSKIP1

Defines string values and location that will cause the interface to skip the bank input record (opt). The common code value has the check stock represented by the lower case “xx” as the first two characters.

**Code Category:** **BKRC**

**Code Value:** **xxSKIP1**

Short Description: Not required.

Medium Description: Not required.

Long Description: Not required.

## Associated Numeric Values

1: **Fixed Format**: Start column of check field indicator. Can be blank if Short Desc is 'ALL' (req) **Comma Delimited Format**: Number that corresponds to field positions within the file (req).
2: **Fixed Format**: Length of amount field. (req) **Comma Delimited Format**: Not required
3-5: Not Required.

## Associated Codes

1-5: Not Required.

## Associated Descriptions

1: String value that will cause interface to skip bank record.
2: String value that will cause interface to skip bank record.
3: String value that will cause interface to skip bank record.
4: String value that will cause interface to skip bank record.
5: String value that will cause interface to skip bank record.

# BKRC / xxTRANNO

Defines unique transaction reference position within bank file for non-checks. If this unique reference is not provided in the bank file, define seed code in medium description so that a unique reference may be derived. (req only if non-checks are to be reconciled). The common code value has the check stock represented by the lower case “xx” as the first two characters.

**Code Category:** **BKRC**

**Code Value:** **xxTRANNO**

Short Description: 'Y' or 'y' will use cc seed (Med Desc) only if the bank supplied reference number is blank or zeroes. All other values are considered 'N'.

Medium Description: CC value (category is assumed to be SYNO) seed to derive unique reference field (BKR-NUMBER) used only if bank does not provide a reference number for non-checks. The seed CC must also be defined as SYNO / xxxxxx (where “SYNO” is the code category and “xxxxxx” is the value entered in the Med Desc). Do not enter the code category or “ / ”. Do not define if Val1 / Val2 is defined.

Long Description: Not required.

### Associated Numeric Values

1: Fixed Format: Start column of non-check reference field. Do not define if Med Desc is defined. Comma Delimited Format: Number that corresponds to field positions within the file. Do not define if Med Desc is defined.
2: Fixed Format : Length of non-check reference field. Do not define if Med Desc is defined. Comma Delimited Format: Not required.
3-5: Not Required.

### Associated Codes

1-5: Not required.

### Associated Descriptions

1-5: Not Required.

# CKID / xx - Accounts Payable Checks

Common Code category CKID defines Bank ID codes. Bank ID codes are referred to in Accounts Payable as check stock ID codes. CKID's are typically defined during system installation; caution is advised when altering these entries.

**Code Category:** **CKID**

**Code Value:** **xx** (The check stock ID for Accounts Payable checks).

Short Description: Used to describe this Common Code entry.

Medium Description: Used to describe this Common Code entry.

Long Description: Used to describe this Common Code entry.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: The GL project code for the cash account associated with this bank ID.
2: The GL object code for the cash account associated with this bank ID.
3-5: Not Required.

### Associated Descriptions

1-2: An explanation of the contents of lines 1 and 2.
3-4: Not required.
5: The stale dating aging value for this bank ID. This value is expressed in days.

# CKID / yy - Payroll Checks

**Code Category:** **CKID**

**Code Value:** **yy** (The check stock ID for payroll checks).

Short Description: Used to describe this Common Code entry.

Medium Description: Used to describe this Common Code entry.

Long Description: Used to describe this Common Code entry.

### Associated Numeric Values

1: Starting check number current box.
2: Ending check number current box.
3: Starting check number next box.
4: Number of unprintable checks, last in the box.
5: Account number to be used in the debit record on the eft tape. In this manner, payrolls using different eft stock can make use of different account numbers for the debit amount on the eft tape. When common code PYEF TAPE04 desc 2 says CKID then the program which creates the eft tape will look for a CKID common code of the appropriate check stock which will have a debit account number in desc 5.

### Associated Codes

1: The GL project code for the cash account associated with this check stock ID.
2: The GL object code for the cash account associated with this check stock ID.
3-4: Not required.
5: Indicates whether this check stock is to be printed in a batch.

### Associated Descriptions

1-4: An explanation of the contents of lines 1 through 4.
5: The stale dating aging value for this bank ID. This value is expressed in days.

# RT01 / two character code - Relate To Code 1

**Code Category:** **RT01**

**Code Value:** **Enter a two-character code to be used as the code for the Relate Code being entered. An example is CC for Consultant Contract.**

Short Description: Not Required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# RT02 / two character code - Relate To Code 2

**Code Category:** **RT02**

**Code Value:** **Enter a two-character code to be used as the code for the Relate Code being entered. An example is CC for Consultant Contract.**

Short Description: Not Required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

## Associated Numeric Values

1-5: Not Required.

## Associated Codes

1-5: Not Required.

## Associated Descriptions

1-5: Not Required.

# 5: Budget Item Detail

## SYNO / BD@@@@  BD Seed Number Set-up

These codes are used to set-up the seed numbers for Budget Item Detail.  Examples include:

SYNO BDEQPT

SYNO BDMISC

SYNO BDTRVL

**Code Category**:  **SYNO**

**Code Value**:  **BD@@@@** (Where @@@@ is a four-character code identifying the seed value.)

**Short Description**:  If set to OFF, it is the same as the common code not existing.

**Medium Description:**  Up to 30 characters that may be used to document the purpose of the common code.

**Long Description**:  Up to 72 characters that may be used to document the purpose of the common code.

**See Appendix A for the complete instructions on setting up SYNO seed values.**

# 6: Check Management

## APCK / SUMMARY

Use this common code to print record ’04’ of the check management process with five client-defined areas of up to 80 characters in length.

**Code Category:** **APCK**

**Code Value:** **SUMMARY**

Short Description: Not Required.

Medium Description: If 80-character fields are to be used, enter “LONG”.

Long Description: Enter the field names that are to appear (refer to the appendix “Special Forms” of the Accounts Receivable User Guide for more information).

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter the starting position and length of the fields separated by commas, use semicolons to separate fields (e.g., “1,3;5,32;39,16”).
2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

## CK42 / FILEINF2

Provides Payer Information

**Code Category:** **CK42**

**Code Value:** **FILEINF2**

Short Description: "0" or "1" to determine final return indicator for electronic filing. "0" represents Not Pro Rata. "1" represents Pro Rata Basis Reporting.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Withholding agents Employee Identification number.
2-5: Not Required.

### Associated Descriptions

1: Withholding agents Employee Identification Number (See Code 1) Indicator. "E" for EIN, "N" fir NQI-EIN, "Q" for QI-EIN, Box 9 on 1042.
2: Withholding agents PEID.
3: Withholding agents Address Hierarchy.
4-5: Not Required.

# CK42 / FILEINFO

Provides Payer Information and Magnetic Media Description

### Code Category: CK42

### Code Value: FILEINFO

Short Description: TCC number for tape transmittal.

Medium Description: Method of filing 'P'aper, 'F'ile, 'T'ape

Long Description: Type of Submission - "O" for Original, or "T" for Test.

### Associated Numeric Values

1: Reporting Year.
2: Tape LDEV number.
3: Tape Density.
4: Not Required.
5: Not Required.

### Associated Codes

1: Payers Name control code from the IRS.
2: Payers Name if different, Box 21 on 1042.
3: Payers TIN if different, Box 21 on 1042.
4: Not Required.
5: Withholding agents state code, Box 24 on 1042.

### Associated Descriptions

1: Withholding Agent's EIN, Box 9 on 1042.
2-4: Not Required.
5: Withholding agents State Tax Identification Number.

# CK42 / RELATE01

This common code is used to define the Relate To Codes and the corresponding IRS Income codes for form 1042-S. The Relate To Codes are defined in the Associated Codes column. The IRS Income Codes are defined in the Associated Descriptions column.

### Code Category: CK42

### Code Value: RELATE01

Short Description: Not Required.

Medium Description: Relate to codes for 1042's.

Long Description: Code is Relate to Code - Description is IRS Income Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: O8
2: OC
3: FW
4: I1
5: I2

### Associated Descriptions

1: 16

2: 20
3: FW
4: 01
5: 02

# CK42 / RELATE02

This common code is used to define the Relate To Codes and the corresponding IRS Income codes for form 1042-S. The Relate To Codes are defined in the Associated Codes column. The IRS Income Codes are defined in the Associated Descriptions column.

**Code Category:** **CK42**

**Code Value:** **RELATE02**

Short Description: Not Required.

Medium Description: Relate to codes for 1042's.

Long Description: Code is Relate to Code - Description is IRS Income Code.

## Associated Numeric Values

1-5: Not Required.

## Associated Codes

1: I3
2: I4
3: I5
4: I6
5: I7

## Associated Descriptions

1: 03
2: 04
3: 05
4: 29
5: 30

# CK42 / RELATE03

This common code is used to define the Relate To Codes and the corresponding IRS Income codes for form 1042-S. The Relate To Codes are defined in the Associated Codes column. The IRS Income Codes are defined in the Associated Descriptions column.

**Code Category:** **CK42**

**Code Value:** **RELATE03**

Short Description: Not Required.

Medium Description: Relate to codes for 1042's.

Long Description: Code is Relate to Code - Description is IRS Income Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: I8
2: D1
3: D2
4: D3
5: O1

### Associated Descriptions

1: 31
2: 06
3: 07
4: 08
5: 09

# CK42 / RELATE04

This common code is used to define the Relate To Codes and the corresponding IRS Income codes for form 1042-S. The Relate To Codes are defined in the Associated Codes column. The IRS Income Codes are defined in the Associated Descriptions column.

**Code Category:** **CK42**

### Code Value: RELATE04

Short Description: Not Required.

Medium Description: Relate to codes for 1042's.

Long Description: Code is Relate to Code - Description is IRS Income Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: O2
2: O3
3: O4
4: O5
5: O6

### Associated Descriptions

1: 10
2: 11
3: 12
4: 13
5: 14

# CK42 / RELATE05

This common code is used to define the Relate To Codes and the corresponding IRS Income codes for form 1042-S. The Relate To Codes are defined in the Associated Codes column. The IRS Income Codes are defined in the Associated Descriptions column.

### Code Category: CK42

### Code Value: RELATE05

Short Description: Not Required.

Medium Description: Relate to codes for 1042's.

Long Description: Code is Relate to Code - Description is IRS Income Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: O7
2: RP
3: O9
4: OA
5: OB

### Associated Descriptions

1: 15
2: RP
3: 17
4: 18
5: 19

# CK42 / RELATE06

This common code is used to define the Relate To Codes and the corresponding IRS Income codes for form 1042-S. The Relate To Codes are defined in the Associated Codes column. The IRS Income Codes are defined in the Associated Descriptions column.

### Code Category: CK42

### Code Value: RELATE06

Short Description: Not Required.

Medium Description: Relate to codes for 1042's.

Long Description: Code is Relate to Code - Description is IRS Income Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: not required
2: OD
3: OE
4: OF
5: OG

### Associated Descriptions

1: not required
2: 24
3: 25
4: 26
5: 27

# CK42 / RELATE07

This common code is used to define the Relate To Codes and the corresponding IRS Income codes for form 1042-S. The Relate To Codes are defined in the Associated Codes column. The IRS Income Codes are defined in the Associated Descriptions column.

### Code Category: CK42

### Code Value: RELATE07

Short Description: Not Required.

Medium Description: Relate to codes for 1042's.

Long Description: Code is Relate to Code - Description is IRS Income Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: OH
2: OI
3: OJ
4: ON
5: .

### Associated Descriptions

1: 28
2: 32
3: 50
4: 37
5: .

# CK42 / RELATE08

This common code is used to define the Relate To Codes and the corresponding IRS Income codes for form 1042-S. The Relate To Codes are defined in the Associated Codes column. The IRS Income Codes are defined in the Associated Descriptions column.

**Code Category:** **CK42**

**Code Value:** **RELATE08**

Short Description: Not Required.

Medium Description: Relate to codes for 1042's.

Long Description: Code is Relate to Code - Description is IRS Income Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: I9.
2: O4.
3: OK.
4: OL.
5: OM.

### Associated Descriptions

1: 33.
2: 34.
3: 20.
4: 35.
5: 36.

# CK42 / TRECINFO

Provides transmitter and contact information.

**Code Category:** **CK42**

**Code Value:** **TRECINFO**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1: Transmitters TIN.
2: Transmitters PEID.
3: Transmitters Address Hierarchy.
4: Contact Name.
5: Contact telephone number.

## CK99 / 2TIN-NOT - Calculate 1099 Withholding

This common code is used to calculate 1099 withholding.

### Code Category: CK99

### Code Value: 2TIN-NOT

Short Description: Enter "ON" to activate this common code. Enter "OFF" to inactivate.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1: Enter the percentage to withhold.
2-5: Not Required.

### Associated Codes

1: Enter Posting Code if different from AP transaction.
2: Enter Check Stock ID if different.
3: Enter the Object Code.

4: Enter the Accounts Payable Division.
5: Enter the Status.

### Associated Descriptions

1: Enter the PEID for the entity to send the withholding to.
2-5: Not Required.

# CK99 / COMBxx- Override default

This common code applies only to those clients that participate in the IRS's Combined Federal / State Filing Program. It is used to overthe default minimum dollar criteria for state reporting. These dollar amounts are set by each state and reflect an aggregate amount paid to a vendor during the tax year as opposed to an amount for an individual 1099 category. Note that IFAS will display a warning message to alert you if any value read from these common codes differs from the AVOS's defaults. For more information about this program, refer to IRS Publication 1220.

**Note**-SunGard Public Sector does not recommend overriding these default values without first consulting a tax specialist regarding the consequences of doing so.

**Code Category:** **CK99**

**Code Value:** **COMBxx --> where 'xx' is a 2-digit sequential number from '01' to '12'**

Short Description: Not required.

Medium Description: Not required.

Long Description: Combined Federal / State Filing Program data

### Associated Numeric Values

1-5: This field represents the minimum dollar criteria for state reporting as defined by each state. If a state doesn't participate in the prothen this field is ignored. Note that not all states that participate in the program define this amount. In these cases, the vendor is reported to the state only when a 1099 is produced.

### Associated Codes

1-5: Set to “Y” if the state or U.S. territory is a program participant. Non-participants are set to “N” (for states) or “X” (for U.S. territories). (REQ)

### Associated Descriptions

1-5: The first two characters of this field represent the state or U.S. territory as defined in IRS Publication 1220, Part A, State Abbreviations. No abbreviations other than those defined in Publication 1220 will be processed by IFAS. The remaining positions of this field are ignored by IFAS and may be used to further define the abbreviation. (REQ)

# CK99 / FILEINFO - Define the Organization Creating the 1099s

This required common code is used to define information about the organization creating the 1099s. It is also used to define the filing method, tax year, and magnetic media format.

**Code Category:** **CK99**

**Code Value:** **FILEINFO**

Short Description: Not Required.

Medium Description: The first character designates the method of filing as follows:

| | |
|---|---|
| F | File |
| P | Paper Only |
| T | ASCII Tape |

The second character specifies if a laser printer is used for printing the 1099-MISC forms. If using a laser printer, enter 'R' for the second character; if not using a laser printer, leave the second character blank.

Long Description: not used

## Associated Numeric Values

1: Set to the tax year being reported (e.g., 2006). Displayed as 2,006.00000.
2: Designates the LDEV number for the tape. Used only when the method of filing is tape. Displayed as 7.00000.
3: Density used when creating the tape. Used only when the method of filing is tape. Either 1600 or 6250 are valid. Disas 1,600.00000 and 6,250.00000.
4: not required
5: Payer's State's Minimum Exclusion amount. If a state is a "Participating State in the combined federal / state filing program", then the amount entered will be compared to what the IRS documents as the minimum exclusion amount for that state. If the amounts differ, then a warning will be displayed when 1099s are processed. If your state does not require filing of the 1099-MISC forms, then enter a "-1.00000" into this field. If your state is the same as federal, enter the federal amount ("600.00000"), otherwise enter the state's amount. If it is desired that a 1099 be cut no matter what the amount of payments, enter "1.00000".

## Associated Codes

1: The four-character Payer Name Control code assigned by the IRS, taken from the mail label on the 1099 package sent by the IRS (e.g., SunGard Public Sector's is "BITE"). The code entered must be left justified. Only used if the paper method is *not* designated.
2: Enter the PEID for your organization.

3: Enter the Address code for your organization's PEID which contains the address and phone number to print in the payer box of the 1099. Note- The 1099 process will then take the name and address to put in the Payer's name field of the 1099 from the PE database. It will also take the first phone number entered for the address code for the PEID to print in the Payer's name field.

4: A series of address type codes that indicate the order of the address to be retrieved from the person / entity database.

5: Enter the two-character postal abbreviation code of the payer. All fifty states and nine special areas are supported. The nine special areas are-

AS American Samoa
DC District of Columbia
FM Federated States of Micronesia
GU Guam
MH Marshall Islands
MP Mariana Islands
PA Palau
PR Puerto Rico
VI Virgin Islands

FOREIGN is used to designate a foreign Payer. In addition, if the state is a participating state and the Payer is participating in the COMBINED Federal / State program, then the next characters after the State abbreviation MUST be the word 'COMBO'.
Note-Before deciding to become a participant in the combined federal / state program, the Payer must submit a TEST file. Please refer to the 1099 Fact Sheet that corresponds to the year for which 1099s are to be run.

### Associated Descriptions

1: The Payer's Federal Tax Identification Number (TIN). It is also known as the Payer's Federal Employer Identification Number (EIN). Enter in the form of ##-#######.

2: This field contains how the filename is created by IFAS for 1099s when running CK99CC / BK99CC or CK99RP / BK99RP. If the field is blank, the file format is: IRSTAXyy (file method is file or tape). If the field is "LEDGER," the file format is: IxxTAXyy (file method file or tape).
Note- xx = 2 character ledger code; yy=2 digit year; ### =sequence number.

3-4: Not Required.

5: The Payer's State Tax Identification Number. This should be foras the state specifies and may contain up to 12 characters.

# CK99 / RELATE

These Common Code entries, set up as shown below, are used to designate the transactions which are to be included for reporting on the 1099-MISC form. Combined, the three entries detail boxes 1 through 11 and box 13 on the 1099-MISC form. Of these entries, the only significant fields are the Associated Codes. These Associated Codes are used to designate the Relate To values that are valid for the various boxes appearing on the 1099-MISC form. The order of the Associated Codes is important, as the amounts associated with the designated Relate To Code will appear in the box matching the position of the Associated Code (i.e., the first code of the RELATE01 entry will always designate what is to be included for Rents.). On the 1099-MISC form the RELATE01 entry designates boxes 1-5, the RELATE02 entry designates boxes 6-10, and the RELATE03 entry designates box 11 and box 13, as well as the optional Exclude Relate To Code. The entries are displayed below. The Associated Values and Descriptions have been used to describe the entries. Again, the only information IFAS uses are the actual Associated Code entries.

The optional user-defined Exclude Relate To Code is defined in the fourth Association Code field on RELATE03. It is important to remember that the optional Exclude Relate To Code must be defined as a Common Code to be used in the Open Hold subsystem. The optional Exclude Relate To Code must also have been defined in Common Code ‘‘RT01’ and ‘RT02’ to be used in flagging individual transactions.

**Code Category:** **CK99**

**Code Value:** **RELATE01, RELATE02, or RELATE03.**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-2: Not Required.
5: 14.00000.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# CK99 / RELATE01 - Relate To codes for boxes 1-5

This common code is used to define the Relate To codes associated with boxes 1 through 5 on the 1099-MISC.

**Code Category:** **CK99**

**Code Value:** **RELATE01**

Short Description: Not required.

Medium Description: Not required.

Long Description: 1099 Relate To codes for boxes 1 through 5.

### Associated Numeric Values

1: 1.00000
2: 2.00000

3: 3.00000
4: 4.00000
5: 5.00000

### Associated Codes

1: RE.
2: RO.
3: PA.
4: FW.
5: FB.

### Associated Descriptions

1: Rents.
2: Royalties.
3: Prizes and awards.
4: Federal income tax withheld.
5: Fishing boat proceeds.

# CK99 / RELATE02 - Relate To codes for boxes 6-10

This common code is used to define the Relate To codes associated with boxes 6 through 10 on the 1099-MISC.

### Code Category: CK99

### Code Value: RELATE02

Short Description: Not required.

Medium Description: Not required.

Long Description: 1099 Relate To codes for boxes 6 through 10.

### Associated Numeric Values

1: 6.00000
2: 7.00000
3: 8.00000
4: 9.00000
5: 10.00000

### Associated Codes

1: MH.
2: CC.
3: SP.
4: DS.
5: CI.

### Associated Descriptions

1: Medical and health care.
2: Non-employee compensation.
3: Substitute payments.
4: Direct sales.
5: Crop insurance proceeds.

# CK99 / RELATE03 - Relate To codes for boxes 13 and 16

This common code is used to define the Relate To codes associated with boxes 13 - 16 on the 1099MISC form. It also defines the Exclude Relate To Code.

### Code Category: CK99

### Code Value: RELATE03

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1: 16.00000
2: 13.0000
3: 15.00000
4: Not required.
5: 14.00000

### Associated Codes

1: SW.
2: EP.
3: DI.
4: EX.
5: AF.

### Associated Descriptions

1: State withholding.
2: Excess golden parachute.
3: Deferred Income.
4: Exclude Relate-To code.
5: Attorney's Fees.

# CK99 / TRECINFO - For data in the Transmitter "T" Record

This common code is required for magnetic media / electronic filers to define the data that is included in the Transmitter "T" Record. For each of the fields below that designate a PEID or address code, the appropriate data must be entered on the NAME AND ADDRESS screen (PEUFor more information about the contents of the Transmitter record, refer to IRS Publication 1220.

### Code Category: CK99

### Code Value: TRECINFO

Short Description: Enter T for test submission; leave blank otherwise.

Medium Description: Leave blank.

Long Description: Enter F if transmitter is Foreign; leave blank for Domestic.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter the transmitter control code (TCC), a five-character code assigned by the IRS to the transmitter of the 1099 data. (REQ)
2: Enter a PEID that identifies the name and TIN (or SSN) of the Transmitter of the 1099 data. The name must be entered in the manit is used in normal business. (REQ)
3: Not required.
4: Enter a PEID that identifies the name of the organization to which the IRS can return the media if they are unable to process it. (REQ)
5: Enter an address code for the PEID in Associated Code (4) that defines the address to which the IRS can return the media if they are unable to process it. (REQ)

### Associated Descriptions

1: Enter a PEID that identifies the name of the point of contact within your organization that the IRS can call if they have problems with your submission. Enter the name in First Last order.(REQ) Note: If available, enter the contact's email address in the 'Address Contact' field in PEUPPE.

2: Enter an address code for the PEID in Associated Description (1) that defines the phone number that the IRS can call if they have problems with your submission. Enter the number in the first phone number field. (REQ)
3: Leave this field blank unless the IRS tells you that your original electronic file was incorrect. If you are so told, then enter the file name assigned by the IRP-BBS for your replacement file transmission.
4: Leave this field blank unless you are submitting a replacement magnetic / electronic file to the IRS. The IRS will give you an alphacharacter on Form 9267 (Media Tracking Slip) to enter in this field.
5: Not Required.

Common Code Categories CKCC and CKNC define the tape and data formats for the canceled and issued checks' tape interface, respectively. Three entries, each with a different Code Value, must exist before canceling checks using a tape interface. If there is a conflict between a CKCC Code that is needed for cancellation processing and one that is needed for issue processing, the issue codes can be setup with a Code Category of CKNC. These Common Codes entries are as follows-

Technical Note- CHAR may be up to nine ASCII characters. SCHAR is a signed number represented by up to ten ASCII characters. BINARY is a S9(9) COMP-5 number. PBINARY is a 9(11) COMP-3, packed binary number.

# CKCC / CKNC xx - For canceled / issued checks

This common code is the check stock ID for checks that will be canceled or issued.

**Code Category:** **CKCC / CKNC**

**Code Value:** **xx** (xx is the check stock ID for the checks that will be canceled / issued).

Short Description: TAPE

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

## Associated Numeric Values

1: Not Required.
2: For ASCII and EBCDIC type files, this field indicates the starting position (column) of the check number in the record. For COMMA type files, this value should indicate the field number of the check number.
3: For ASCII and EBCDIC type files, this field indicates the length of the check number in the record with a maximum value of 8. For COMMA type files, this value is not used and should be set to 2.
4: For ASCII and EBCDIC type files, this field indicates the starting position (column) of the check amount in the record. For COMMA type files, this value should indicate the field number of the check amount.
5: For ASCII and EBCDIC type files, this field indicates the length of the check amount in the record with a maximum value of 18. For COMMA type files, this value is not used and should be set to 2.

### Associated Codes

1: The valid values for this field are ASCII, EBCDIC, and COMMA and indicate the general format of the file. Both ASCII and EBCDIC indicate fixed-width fields on each record. COMMA indicates an ASCII file with comma-delimited fields (without quotes). When using a COMMA type file, the field lengths are not used and should be set to 2 to avoid configuration errors.
2: Check number type (i.e., CHAR, BINARY, or PBINARY).
3: There are three valid values: ASCII, EBCDIC, and COMMA. "COMMA" means each record is comma-delimited and in ASCII format. When using this mode, each field type should be set to CHAR and the number of each field is placed into the starting position on the common code. The field length is not used, but should be set to 1 to prevent warnings about invalid values. Comma-delimited fields may be up to 30 characters long
4: Check amount type (i.e., CHAR, BINARY, PBINARY, or SCHAR).
5: Not Required.

### Associated Descriptions

1-5: An explanation of the contents of lines 1 through 5.

# CKCC and / or CKNC - Check stock ID: canceled / issued

Where *xx* is the check stock ID for the checks that will be canceled / issued (e.g., WFTAPE).

### Code Category: CKCC and / or CKNC

### Code Value: xxTAPE

Short Description: TAPE

Medium Description: Used to describe this Common Code entry.

Long Description: Used to describe this Common Code entry.

### Associated Numeric Values

1: Record length in bytes.
2: Blocking factor (i.e., the number of records per block).
3: Number of header records (0 or 1).
4: Number of trailer records.
5: Not required.

### Associated Codes

1: LENGTH.
2: BLOCK.
3: Are there heading records? Yes (Y) or no (N).

4: Are there trailing records? Yes (Y) or no (N).
5: Device name for the tape drive, if other than "TAPE". Enter "DISK" if a disk file is being used.

### Associated Descriptions

1-4: An explanation of the contents of lines 1 through 4.
5: If Associated Code (5) contains "DISK" (MPE or UNIX sites) or "TAPE" (MPE sites), a default file name may be entered in this field (e.g., BANKDATA.DATA.ADMIN). When a file name is entered in this field, the user will not be prompted for a file name when processing canceled checks via the interface. If the user is to be prompted for the file name, enter 'PROMPT FOR FILE NAME' in this field.

# CKCC and / or CKNC - Check stock ID for the checks that will be issued followed by MISC

**Code Category:** **CKCC and / or CKNC**

**Code Value:** **xxMISC** (Where xx is The check stock ID for the checks that will be issued) (e.g., WFMISC).

Short Description: Used to describe this Common Code entry.

Medium Description: Used to describe this Common Code entry.

Long Description: Used to describe this Common Code entry.

### Associated Numeric Values

1: For ASCII and EBCDIC type files, this field indicates the starting position (column) of the reference (invoice) in the record. For COMMA type files, this value should indicate the field number of the check date. This value is only used when loading new checks into CK with the CKUTBK process.
2: For ASCII and EBCDIC type files, this field indicates the length of the reference (invoice) in the record with a maxivalue of 16. For COMMA type files, this value is not used and should be set to 2. This value is only used when loading new checks into CK with the CKUTBK process.
3: For ASCII and EBCDIC type files, this field indicates the starting position (column) of the check type in the record. For COMMA type files, this value should indicate the field number of the check type. This value is only used when loading new checks into CK with the CKUTBK process.
4: For ASCII and EBCDIC type files, this field indicates the length of the check type in the record with a maximum value of 2. For COMMA type files, this value is not used and should be set to 2. This value is only used when loading new checks into CK with the CKUTBK process.
5: Deblock factor.

### Associated Codes

1: Reference type (i.e., 'CHAR')
2: Not Required.

3: Check type “aabbccddee” where, “aa” is the code used on the tape to indicate a hand written check. “bb” is the code on the tape used to indicate a machine-generated checks. “cc” is the code on the tape used to indicate a reversal. “dd” is the code used on the tape to indicate a void check. And “ee” is the code on the tape used to indicate a stop payment check.
4: Not Required.
5: DEBLOCK.

### Associated Descriptions

1-5: An explanation of the contents of lines 1 through 5.

# CKCC or / and CKNC - Check stock ID for the checks that will be canceled / issued followed by PEID

### Code Category: CKCCENTRY_64 and / or CKNC

**Code Value: xxPEID** (Where xx is the check stock ID for the checks that will be canceled / issued) for example, WFPEID.

Short Description: Used to describe this Common Code entry.

Medium Description: Used to describe this Common Code entry.

Long Description: Used to describe this Common Code entry.

### Associated Numeric Values

1: For ASCII and EBCDIC type files, this field indicates the starting position (column) of the PEID in the record. For COMMA type files, this value should indicate the field number of the PEID. This value is only used when loading new checks into CK with the CKUTBK process.
2: For ASCII and EBCDIC type files, this field indicates the length of the PEID in the record with a maximum value of 12. For COMMA type files, this value is not used and should be set to 2. This value is only used when loading new checks into CK with the CKUTBK process.
3: For ASCII and EBCDIC type files, this field indicates the starting position (column) of the PE Name in the record. For COMMA type files, this value should indicate the field number of the PE Name. This value is only used when loading new checks into CK with the CKUTBK process.
4: For ASCII and EBCDIC type files, this field indicates the length of the PE Name in the record with a maximum value of 30. For COMMA type files, this value is not used and should be set to 2. This value is only used when loading new checks into CK with the CKUTBK process.
5: Not Required.

### Associated Codes

1: Not Required.

### Associated Descriptions

1-4: An explanation of the contents of lines 1 through 4.

5: Not Required.

# CKCC or CKNC / xxDATEID - Check stock ID for the checks that will be canceled / issued followed by DATEID

**Code Category:** **CKCC and / or CKNC**

**Code Value:** **xxDATEID** (Where *xx* is the check stock ID for the checks that will be canceled / issued) (e.g.,WFDATEID).

Short Description: TAPE

Medium Description: Used to describe this common code entry.

Long Description: Used to describe this common code entry.

## Associated Numeric Values

1: For ASCII and EBCDIC type files, this field indicates the starting position (column) of the check date in the record. For COMMA type files, this value should indicate the field number of the check date.
2: For ASCII and EBCDIC type files, this field indicates the length of the check date in the record with a maximum value of 10. For COMMA type files, this value is not used and should be set to 2.
3: For ASCII and EBCDIC type files, this field indicates the starting position (column) of the check stock ID in the record. For COMMA type files, this value should indicate the field number of the check date. This value is only used when loading new checks into CK with the CKUTBK process.
4: For ASCII and EBCDIC type files, this field indicates the length of the check stock ID in the record with a maximum value of 10. For COMMA type files, this value is not used and should be set to 2. This value is only used when loading new checks into CK with the CKUTBK process.
5: Not Required.

## Associated Codes

1: The format of the date. Valid formats are YMD and MDY.
2: Check date type (i.e., "CHAR" or "BINARY").
3: Optional CKID type (i.e., "CHAR")
4: "MATCHID" for Bank-ID translation. If this field contains "MATCHID", ONLY ID's that match the user's response to the system prompt “Please enter the two character Bank / Check ID Code will be processed. If a record in the file does not exactly match the user's response, the record will be skipped (i.e., the record will not be processed and no error will be issued.
5: Enter "Y" to direct the system to write unknown check numbers to the batch file. Enter 'N' to direct the system not to write unknown check numbers to the batch file.

### Associated Descriptions

1-4: Not Required.

5: Used if and only if Associated Code (4) specifies MATCHID. This is optional even if Associated Code (4) is specified. Enter the Bank's ID that needs to be converted to IFAS' two-character check stock ID. This allows the CKID length specified in Associated Numeric Value (4) to have meaning when it is greater than two. Associated Description (5) may be up to twelve characters long and its length should match the length specified in Associated Numeric Value (4).

For example, if a bank is sending three characters, like 001, to specify the Bank ID=FI, enter MATCHID in the CKCC FIDATEID Common Code at Code (4) and at Associated Description (5) enter '001'. With this set up, when the bank's file contains 001, it is interpreted as meaning FI (if and only if Associated Code (4) is set to MATCHID).

# CKCN / POSTCD - Posting code parameters

Common Code category CKCN defines posting code parameters. CKCNs are typically defined during system installation; caution is advised when altering these entries. These entries are as follows:

### Code Category: CKCN

### Code Value: POSTCD

Short Description: Enter "CHECK ID" to cause the check stock ID to be placed in the Posting Code field when the Open Hold transaction is processed. Any other short description will cause the posting code of the original transaction to be preserved. If short description is blank, the system uses the posting code from the AP record.

Medium Description: Used to describe this Common Code entry.

Long Description: Used to describe this Common Code entry.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Any one of the codes can be set to "GL-TRN" which will activate the "Use GL Transactions for Payroll" feature. DO NOT use this feature unless your Payroll to General Ledger posting strategy causes postings to be posted in detail rather than summary. This feature basically 1) allows Payroll to post to multiple cash clearing accounts by GL Key and 3) allows check reconciliation of payroll checks to process using multiple cash clearing accounts.
Setting any one of the Associated Codes to "PY-GLT" will force payroll check cancellations to use the GL-Key from the original check posting rather than from the GL-Keys specified in the Associated Descriptions. It is assumed that the object code specified in the Associated Descriptions is the object code for cash. When PY-GLT is set, GL Transactions for the check with matching cash object codes are used to derive the GL Keys. More than one postis possible if there is more than one posting to cash.

### Associated Descriptions

1-5: If the Open Hold database is not used to derive the posting code for posting canceled checks to the General Ledger, then this Common Code can be used to derive posting codes. Enter the Check Stock ID in the first two positions of the field, in the next 10 positions of the field enter the Org. Key, followed by the Object code. Be sure to insert blank spaces after the Org. Key if the Org. Key used is less than 10 characters in length (e.g., "AP110000 1000")
If the Use GL Transactions for Payroll feature is active, one of the Descriptions (id doesn't matter which one) must be set up for paye.g., "PY[not used]1000". Note the GL Key portion of the description is not used but there must be 10 characters between "PY" and the cash clearing object.

# CKCN / POST

**Code Category: CKCN**

**Code Value: ..... POST**

Short Description: Used to describe this Common Code entry.

Medium Description: Used to describe this Common Code entry.

Long Description: Used to describe this Common Code entry.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: “PY-ALT” in any Associated Codes field will cause the cancelled check process to look for the check number in the GL Transactions data base. This is only used by those clients that post their payroll checks at the fund level to a Warrants Payable (or similar account) and want the cancelled check process to credit cash and debit WarPayable. For this to function properly, the payroll posting strategy would have to be previously defined to credit Warrants Payable at the “T” level.

### Associated Descriptions

1-5: If the Open Hold database is not used to derive the posting code for posting canceled checks to the General Ledger, then this Common Code can be used to derive posting codes. Enter the Check Stock ID in the first two positions of the field, in the next 10 positions of the field enter the Org. Key, followed by the Object code. Be sure to insert blank spaces after the Org. Key if the Org. Key used is less than characters in length (e.g., “AP110000 1000").

# CKFG / CK133C2 - Controls display of withholding amounts

The following describes the optional CKFG entry that is used to control the display of federal and state withholding amounts on the 1099. If no vendors were subject to withholding, this common code may be omitted.

**Code Category: CKFG**

**Code Value: CK133C2**

Short Description: Used to describe the Common Code.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

## Associated Numeric Values

1-5: Not Required.

## Associated Codes

1: A 'Y' in this field indicates that values displayed in Box 4 of the 1099 form (state withholdings) must be positive.
2: A 'Y' in this field indicates that values displayed in Box 16 of the 1099 form (federal withholding) must be positive.
3: A 'Y' in this field causes no name mismatch warning to be displayed.' and the 3rd association desc = 'Turn off name mismatch warning'.
4-5: Not Required.

## Associated Descriptions

1: Display Box 4 as positive value.
2: Display Box 16 as positive value.
3: Turn off name mismatch warning
4-5: Not Required.

# CKFG / CK133C

The following describes the optional CKFG entry that is used to control the types of warning messages displayed when processing 1099s. If this Common Code entry does not exist, the system assumes that all warning messages are desired.

**Code Category:** **CKFG**

**Code Value:** **CK133C**

Short Description: Used to describe the Common Code.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

## Associated Numeric Values

1: If the number entered is a '1.00000' and the method of filing is by magnetic media, the first address line will print in the address area followed by the last address line defined. For those vendors having only one address line defined, only one address line will print.

2-5: Not Required.

## Associated Codes

1: If the first character is a 'Y', then the zero or blank check number warning for the CKDB will be displayed. Any other character (including a blank) will prevent this warning from being printed.

2: If the first character is a 'Y', then the zero or blank check number warning for the OHDB will be displayed. Any other character (including a blank) will prevent this warning from being printed.

3: If the first character is a 'Y', then the warning about all unpaired check numbers that do not have both a CKDB and OHDB entry will be displayed. Any other character (including a blank) will prethis warning from being printed.

4: If the first character is a 'Y', instead of using the default address hierarchy, the system will attempt to use the address code specified in Open Hold. If the first character is a 'N' or blank, the default address hierarchy will be used along with the PEDB database, if specified in the Open Hold database. Optionally, this field may conthe PEDB hierarchy to use (along with the address hierarchy) indicated by any combination of the characters 'P', '1', '2', or 'H'.

5: In calculating the amount paid a vendor or person for 1099s, the user can define a hierarchy for the Open Hold date used in the selection process. These codes are outlined below:

- R Reference Date
- D Due Date
- C Check Date

Note-The default hierarchy is based on 'R', for reference date.

To use a date other than the default, enter the codes in the desired order of processing. For example, 'DR' would tell the system to first use the Due date. If the Due date is blank, then the Reference date will be used. If the Due date is dated in 1998 and the Reference date is dated in 1997, then the entry will not be included on the 1997 1099-MISC forms.

### Associated Descriptions

1-5: Not Required.

# CKFG / CK200C

**Code Category:** **CKFG**

**Code Value:** **CK200C**

Short Description: Not required.

Medium Description: Not required.

Long Description: Not required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Entering "SAVE CK-TYPE" in Associated code 1 copies the check type to a new relate-to field when canceling checks.
2. Not required.
3. Enter "RVPOSTDATE" in the third associated code to use the posting date as reversal date in CK subsystem.
4-5. Not required.

### Associated Descriptions

1: Enter the PE ID to be associated with this check ID.
2: Enter the PE Name to be associated with this check ID.
3: Enter the Reference to be associated with this check ID.
4: Enter the Relate to Code to be associated with this check ID.
5: Not Required.

# CKFG / CK250C

**Code Category:** **CKFG**

**Code Value:** **CK250C**

Short Description: Not required.

Medium Description: Not required.

Long Description: Not required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Entering ‘SAVE CK-TYPE’ in Associated code 1 copies the check type to a new relate-to field when canceling checks.
2-5: Not required.

### Associated Descriptions

1: Enter the PE ID to be associated with this check ID.
2: Enter the PE Name to be associated with this check ID.
3: Enter the Reference to be associated with this check ID.
4: Enter the Relate to Code to be associated with this check ID.
5: Not Required.

## CKID / xx - Check stock ID for Accounts Payable checks

Common Code category CKID defines check stock parameters. Two distinct types of entries exist. The first type is the entry necessary to process Accounts Payable checks. The second type is the entry necessary to process Payroll checks. CAKED’s are typically defined during system installation; caution is advised when altering these entries. These entries are as follows-

### Code Category: CKID

### Code Value: **xx** (Where xx is the check stock ID for Accounts Payable checks).

Short Description: Used to describe this Common Code entry.

Medium Description: Used to describe this Common Code entry.

Long Description: Used to describe this Common Code entry.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: The GL project code for the cash account associated with this check stock ID.
2: The GL object code for the cash account associated with this check stock ID.

3-4: Not Required.
5: DUPLICATE

### Associated Descriptions

1-3: An explanation of the contents of lines 1 through 5.
4: Enter the Bank Name which will be used in the ACH file created when using ACH in ARREBL.
5: Enter the Bank ID which will be used in the ACH file created when using ACH in ARREBL.

The "Select for Pay" report will show an “exceptions” error if there is already a check number in the OH-DTL record. This Common Code ensures duplicate payment is not made for an item through the incorrect use of the SELECT FOR PAYMENT screen. This feature is added in BROWSE mode for the applicable existing CKID Common Code. Associated Code 5 (shown in bold) is the addition to be made in BROWSE mode.

# CKID / yy - Check stock ID for payroll checks

### Code Category: CKID

### Code Value: **yy** (Where yy is the check stock ID for payroll checks).

Short Description: Used to describe this Common Code entry.

Medium Description: Used to describe this Common Code entry.

Long Description: Used to describe this Common Code entry.

### Associated Numeric Values

1: Starting check number current box.
2: Ending check number current box.
3: Starting check number next box.
4: Number of unprintable checks, last in the box.
5: Account number to be used in the debit record on the eft tape. In this manner payrolls using different eft stock can make use of different account numbers for the debit amount on the eft tape. When common code PYEF TAPE04 desc 2 says CKID then the program which creates the eft tape will look to a CKID common code of the appropriate check stock which will have a debit account number in desc 5.

### Associated Codes

1: The GL project code for the cash account associated with this check stock ID.
2: The GL object code for the cash account associated with this check stock ID.
3-4: Not Required.
5: Indicates whether this check stock is to be printed in a batch.

### Associated Descriptions

1-5: An explanation of the contents of lines 1 through 5.

# CKIF

**Code Category: CKIF**

**Code Value:** This Common Code is used to set the PEID, PE Name, Reference, and Relate To Code on checks that have been issued and will be posted in IFAS using the Post New Checks from Tape utility (CKUTBK). Enter the check stock ID for which the information entered in the Description one through four fields applies.

Short Description: Not Required.

Medium Description: Used to describe this Common Code entry.

Long Description: Used to describe this Common Code entry.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1: Enter the PE ID to be associated with this check ID.
2: Enter the PE Name to be associated with this check ID.
3: Enter the Reference to be associated with this check ID.
4: Enter the Relate to Code to be associated with this check ID.
5: Not Required.

# CKNC / xxMISC2 - Check stock ID for the checks that will be issued followed by MISC2

**Code Category:..... CKNC**

**Code Value:** **xxMISC2** (Where *xx* is the check stock ID for the checks that will be issued followed) (e.g., WFMISC2).

Short Description: Used to describe this Common Code entry.

Medium Description: Used to describe this Common Code entry.

Long Description: Used to describe this Common Code entry.

### Associated Numeric Values

1: For ASCII and EBCDIC type files, this field indicates the starting position (column) of the relate-to code in the record. For COMMA type files, this value should indicate the field number of the relate-to code. This value is only used when loading new checks into CK with the CKUTBK process.
2: For ASCII and EBCDIC type files, this field indicates the length of the relate-to code in the record with a maximum value of 2. For COMMA type files, this value is not used and should be set to 2. This value is only used when loading new checks into CK with the CKUTBK process
3-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-2: An explanation of the contents of lines 1and 2.
3-5: Not Required.

# CMEN / CONFIG

This common code sets a "grace period" within the current fiscal year where encumbrance posting to a prior fiscal year is permitted. This setting is checked when the contract is sent to PO.

**Code Category:** **CMEN**

**Code Value:** **CONFIG**

**Short Description**: Leave blank to enable or enter "OFF" to disable this common code.

**Medium Description:** Used to describe the common code.

**Long Description**: Used to describe the common code.

### Associated Numeric Values

1: Enter the number of days into the current fiscal year where posting to the previous fiscal year is allowed. If the current date is in the grace period, then the end date of the previous fiscal year will be used, otherwise the begin date of the current fiscal year will be used.

2-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Description

1-5: Not Required.

# PEAS / 1042ADDR

This common code is used to denote a different address for a given Person/Entity on the 1042-S form. Through the creation of this Common Code, a Person Entity Association of '1042ADDR' can be made in PEUPPE.

### Code Category: PEAS

### Code Value: 1042ADDR

Short Description: Not required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PEAS / 1042EIN

This common code is used to define the Person/Entity Association Code, which is used to defined the recipient's TIN as either an EIN or QI-EIN on the 1042-S form. Through the creation of this Common Code, a Person Entity Association of '1042EIN' can be made in PEUPPE.

**Code Category:** **PEAS**

**Code Value:** **1042EIN**

Short Description: Not required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PEAS / 1042NQI

This Common code is used to define the Person/Entity Association code, which represents the PEID and address code of the NQI on the 1042-S form. Through the creation of this Common Code, a Person Entity Association of "1042NQI" can be made in PEUPPE.

**Code Category:** **PEAS**

**Code Value:** **1042NQI**

Short Description: Not required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PEAS / 1042PR

This Common code is used to defined the Person/Entity Association code, which represents the reporting year and the "X" for the Pro-Rata Basis Reporting Box on the 1042-S form. Through the creation of this Common Code, a Person Entity Association of '1042PR' can be made in PEUPPE.

**Code Category:** **PEAS**

**Code Value:** **1042PR**

Short Description: Not required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PEAS / 1042RECP

This Common Code is used to defined the Person/Entity Association code, which represents the Recipient Code reported in Box 12 of the 1042-S form. Through the creation of this Common Code, a Person Entity Association of "1042RECP" can be made in PEUPPE.

Code Category: PEAS

**Code Value:** **1042RECP**

Short Description: Not required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PEAS / 1042RSDC

This Common Code is used to define the Person/Entity Association code, which represents the recipients's Country code on the 1042-S form. Through the creation of this Common Code, a Person Entity Association of '1042RSDC' can be made in PEUPPE.

**Code Category:** **PEAS**

**Code Value:** **1042RSDC**

Short Description: Not required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PEAS / 1099ADDR - Different address

**Code Category:** **PEAS**

**Code Value:** **1099ADDR**

This Common Code is used to denote a different address or address hierarchy for a given vendor. Through the creation of this Common Code, a Person / Entity Association Assignment (PEUPPE, Second Screen) of "1099ADDR" can be made.

Short Description: Not required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PEAS / 1099BOXP - Denote direct sales

### Code Category: PEAS

### Code Value: 1099BOX9

This Common Code is used to denote direct sales for a vendor that has met or exceeded $5000. Through the creation of this Common Code, a Person / Entity Association Assignment (PEUPPE, Second Screen) of "1099BOX9" can be made.

Short Description: Not required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PEAS / 1099DFLT - Reporting 1099 information

**Code Category:** **PEAS**

**Code Value:** **1099DFLT**

This Common Code is useful in directing the reporting of 1099 information. If a vendor is defined in PERSON / ENTITY NAME AND ADDRESS with a 'Y' in the 1099 field, but all payments are to be reported on the 1099 in a box other than Box 7, the Person / Entity Associated Assignment (**PEUPPE**, Second Screen) may be used to direct the 1099 reporting to another box.

Short Description: Not required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PEAS / 1099SOLE - Define individual name

**Code Category:** **PEAS**

**Code Value:** **1099SOLE**

This Common Code is used to define an individual name to be reported on the 1099 in lieu of the name defined in the NAME AND ADDRESS screen (PEUPPE). This is useful for reporting Sole Proprietors. Using the Person / Entity Association Assignment screen (PEUPPE - F6 NEXT FORM), the individual name will be defined in the Associated Description field.

Short Description: Not Required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PEAS / 2TIN-NOT - Incorrect Tax Payer ID Number

### Code Category: PEAS

### Code Value: 2TIN-NOT

This Common Code is useful when the IRS has sent notification twice in three years that a given PE ID is reporting under an incorrect Tax Payer ID Number. Through the creation of this Common Code a Person / Entity Association Assignment (PEUPPE, Second Screen) of "2TIN-NOT" can be made. This definition will place an "X" on the appropriate field on the 1099-MISC form.

Short Description: Not required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PEAS / W9FILE - Vendor returned completed W9

**Code Category:** **PEAS**

**Code Value:** **W9FILE**

Use this common code to record that a vendor returned a W9 with completed tax information. When creating this common code, a Person / Entity Association Assignment (CPEUPPE, second screen) of W9FILE can be made in the code ID column with the received date entered in the code value column.

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PEAS / W9WAIT - Client requesting information

**Code Category:** **PEAS**

**Code Value:** **W9WAIT**

Use this common code to record that the client has sent a W9 requesting tax information from the vendor. Through the creation of this common code, a Person / Entity Association Assignment (PEUPPE, second screen) of W9WAIT can be made in the code ID column with the requested date entered in the code value column.

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PEPS / CK133

**Code Category:** **PEPS**

**Code Value:** **CK133**

Short Description: Used to describe the Common Code.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Code

1-5: Not Required.

### Associated Description

1-5: Not Required.

# PEPS / Name of program retrieving address data - Convert the Payee name and address to U.S. Postal Service Rules

The following describes the optional PEPS entry which is used to activate conversion of the Payee name and address to U.S. Postal Service rules. If this Common Code entry does not exist, the system will print the address as entered in the PE database.

**Code Category:** **PEPS**

**Code Value:** **The name of the program that retrieves the address data. Examples are "AP133" for printing AP checks or "CK133" for printing 1099s.**

Short Description: Used to describe the Common Code.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# RT01 / two-character code - Sets up Relate To Codes

This Common Code must be defined if any values are to be entered into the Relate To Code fields on the AP batch entry screens, due to field validation. Relate To Codes are used primarily to flag transactions that should or should not be included in 1099MISC or 1042-S processing. These valid Relate To Codes must also be referenced on the Common Code category of CK99 or CK42 and code values of RELATE01, RELATE02, and RELATE03.

**Code Category:** **RT01**

**Code Value:** **Enter a two-character code. Examples are "RE" for Rents or "EX" to exclude an amount from 1099 processing, or “07” for scholarship or fellowship grants on 1042-S forms.**

Short Description: Not Required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# RT02 / two-character code - Sets up Relate To Codes

This Common Code must be defined if any values are to be entered into the Relate To Code fields on the AP batch entry screens, due to field validation. Relate To Codes are used primarily to flag transactions that should or should not be included in 1099MISC or 1042-S processing. These valid Relate To Codes must also be referenced on the Common Code category of CK99 or CK42 and code values of RELATE01, RELATE02, and RELATE03.

### Code Category: RT02

### Code Value: Enter a two-character code. Examples are "RE" for Rents or "EX" to exclude an amount from 1099 processing, or “07” for scholarship or fellowship grants on 1042-S forms.

Short Description: Not required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# SYFC / SPFM99xy - Adjust alignment of the 1099 form

This common code is used to adjust the alignment of the laser printed 1099 form. The code value is the form definition file being used for printing the forms. The valid options are- SPFM99MR (magnetic fil/ right margin form); SPFM99PR (paper filing / right margin form) or SPFM99MZ (magnetic filing / z fold laser form).

### Code Category: SYFC

**Code Value: SPFM99xy (where "x" is a variable using the followcodes to designate the printing format of the 1099 and "y" is the placement of the margin on the 1099 form or what style of form is used.)**

**"x"**

M - magnetic media

P - paper

**"y"**

R - right margin form

Z - Z fold laser form

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1: Number of forms per page.
2: Number of blank lines before 1st form.
3: Number of blank lines between forms.
4: Number of blank lines after last form.
5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# SYFG / SY666C - Print the check number on all stubs

**Code Category: SYFG**

**Code Value: SY666C**

Short Description: Used to describe the Common Code.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter 'Y' to print the check number on all stubs.
2-5: Not Required

### Associated Descriptions

1-5: Not Required

## SYNO / CONTNUM - CM Contract Number seed

Enter this common code to set up the Contract Number seed.

**Code Category:** **SYNO**

**Code Value:** **CONTNUM**

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

**See Appendix A for the complete instructions on setting up SYNO seed values.**

# 7: Encumbrance System

## Overview

NOTE:  Common code ENGL-CONTROL causes the obsolete, pre-CUTIP method "A" to be used if the first associated code is set to "A". If the second associated code is set to "D" or "DISABLE", prior year encumbrance details will not be included in the EN Status Totals, and hence will also not be included in the EN totals of the GL accumulators. If this flag is changed, ENUTCP and GLUTDICP should both be run (in that order) to readjust the EN and GL accumulator totals.

## ENCD / RELATE - Relate Codes Default

This Common Code sets the default for Relate Codes when in Encumbrance batch Update.

**Code Category:** **ENCD**

**Code Value:** **RELATE**

Short Description: Enter the two-character codes which are used to specify the transaction’s relationship to other systems.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# ENFG / BALFWD - Rolling EN Detail

If you are using ENUTRE to roll encumbrances into the next fiscal year, activating this Common Code will give you a choice in rolling EN detail or not.

Note: Caution should be exercised in using this Common Code as it can populate your encumbrance with a large number of entries. If this Common Code does not exist or is turned off, then balance forwards are brought forward as summary entries which are highly recommended.

**Code Category:** **ENFG**

**Code Value:** **BALFWD**

Short Description: Enter "OFF" to turn this option off. If this Common Code exits, the default is "ON".

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Not Required.
2: Anything other than a "Y" in this field indicates that EN detail will be brought over as Balance Forward entries.
3-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# ENFG / DUEDATE - Current Date as Due Date

Use this Common Code to indicate that the current date is to be used as the due date when posting.

**Code Category:** **ENFG**

**Code Value:** **DUEDATE**

Short Description: Not required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter "CURRENT" to use the current date as the due date when posting.
2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

## ENGL / ALLOWNEG - Negative Encumbrances

This Common Code allows negative encumbrances. It only affects the recompute. This common code only affects the glba-budact-mstr in the gla-en fields. This common code was written for a specific client for old rollover data and should not be used.

### Code Category: ENGL

### Code Value: ALLOWNEG

Short Description: Entering "ON" will allow negative encumbrances when re-computing the encumbrance database.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

## ENGL / CONTROL - Carry Over Encumbrance Balances

This Common Code instructs the system to carry over Encumbrance balances when logging new activity for a year.

**Code Category:** **ENGL**

**Code Value:** **CONTROL**

Short Description: Not required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Leave blank. If this code is set to ‘A’ the obsolete PRE-CUTIP method of EN calculation will be used (not recommended).

2: Leave this field blank in order to use the automatic EN roll feature (this is the recommended option). If you want to use the manual roll forward (where prior year Encumbrance details will not be included in the EN status totals and will not be included in the GL totals of the EN accumulators), then enter ‘D’ or ‘DISABLE’ in this field. (See also knowledge base entry 1535, "2 methods for carryEN's forward into the new year" for more details). If this field is changed, ENUTCP and GLUTDICP should both be run (in that order) to re-adjust the EN and GL accumulator totals

3: Enter 'N' or 'NOFUTURE' in this field to ensure that future year Encumbrance status totals will not be kept in EN, and hence, will not be included in the GL totals of the EN accumulators. If this flag is changed, ENUTCP and GLUTDICP should both be run (in that order).

4: Enter 'FY' or 'FISCALYEAR' in this field to ensure that any new transactions posted to a fiscal year that occurs after the fiscal year of the original encumbrance entry will get their post dates set to the last day of the fiscal year from the original encumbrance entry. PO's that need to carry to the new year must have a new PO generated.

5: Not Required.

### Associated Descriptions

1-5: Not Required.

# ENIQ / EN700 - Setting Default Ending Date

This Common Code is used to set default ending dates. If this Common Code does not exist or if the short description is not set to ‘ALL’, the default ending date in ENIQ defaults to the current day’s date. If ‘ALL’ is present in the short description of this Common Code, the ending date will be open ended.

**Code Category:** **ENIQ**

**Code Value:** **EN700**

Short Description: Entering ‘ALL’ turns this option on.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# ENPS / DATE - EN Date Options from APOHBTDS

The following lists the options for EN posting (en255.cbl) from APOHBTDS. They are controlled by common code: ENPS DATE as follows:

### Code Category: ENPS

### Code Value: DATE

Short Description: Entering "GL" here will have the posting date replace the invoice date when creating the entry in the encumbrance detail.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: The first associated code will determine whether the encumbrance posting date will be the invoice date or the standard AP posting date.
"I" means always use invoice date, if any "I" dates are used in GLUTSPSI.
"P" means never use the invoice date - use posting date.
Anything else (or no common code at all) will leave it set to possibly use the invoice date if "I" date used on TRNS TRNS or TTLKEY TTLOBJ entry in GLUTSPSI

2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# ENRE / NAME501 - Using PE Name for Account Field in EN501 Report

This Common Code causes the PE name to appear in the Account Field of the EN501 report.

**Code Category:** **ENRE**

**Code Value:** **NAME501**

Short Description: Not Required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1: Enter the number of characters of the PE Name that you would like to appear in the Account Field.
2-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# ENRE / RVERBOSE - Summary in Verbose Mode

This Common Code causes the EN / PO summary (EN503) to run in “real verbose” mode. The resulting report will show multiple lines per PO and Account when this Common Code is present.

**Code Category:** **ENRE**

**Code Value:** **RVERBOSE**

Short Description: Enter "OFF" to disable this option. When this Common Code is present, "ON" is the default.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# ENRP / 820SORT - Sorting Transaction Types

This Common Code sets the sorting parameters of transaction types for most GL reports that show EN details.

**Code Category:** **ENRP**

**Code Value:** **820SORT**

Short Description: Enter "OFF" to disable this option. When this Common Code is present, ‘ON’ is the default.

Medium Description: Used to describe the Common Code.

Long Description: Enter a list, separated by commas, of the order transaction types are to be sorted. For example, “EN,PP,DE, FP, AA” will cause ENs to come first, followed by PPs, DEs, FPs, and AAs.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# ENxx / APPLYPAY -- Disencumbrance Hierarchy

The main purpose of this Common Code is to define the hierarchy by which encumbered amounts are reduced. If the Common Code exists with no entries in the Associated Codes (1-5) fields, the account number entered in Accounts Payable will be used. This Common Code is also used for reducing encumbered amounts entered through the Purchasing system; however, normally amounts are disencumbered through the Accounts Payable module.

An entry must be made for each ledger for which a Disencumbrance Hierarchy is to be applied. The hierarchy is defined using Common Code entries. For every transaction that involves a JL side, there must be a GL side. This could impact the number of EN transactions created when encumbrances are relieved. Because the system only relieves encumbered transactions, it will relieve as much as it can at every level of the hierarchy. If, for instance, this results in two GL transactions due to the GL hierarchy and 15 JL transactions due to the JL hierarchy, the system will create 15 transactions for the GL / JL combinations.

## Code Category: ENxx where xx corresponds to the ledger for which this hierarchy is being defined.

## Code Value: APPLYPAY

Short Description: Used to describe the Common Code. If the short description is "USEHIER", and the entered Org. Key-Object Code combination is found, but the amount encumbered is less than the amount to be relieved, then the extra amount to be relieved will be relieved using the hierarchy. If the short description is not "USEHIER" and the above case is true, the entire amount to be relieved will be relieved for the entered Org. Key-Object Code combination.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: The four-character Org. Key Group Codes to be used when disen

### Associated Descriptions

1-5: The four-character Object Group Codes to be used when disencum

Note- The common code ENAP xxAPPLY, where xx corresponds to the ledger for which this hierarchy is being defined, is checked for before ENxx APPLYPAY. If ENAP xxAPPLY exists, its values will override those of ENxx APPLYPAY. ENAP xxAPPLY can be set up in the same way as described for ENxx APPLYPAY

### Example

For this example the following Organization Keys and Object Codes will be used.

**Org. Keys**

| Key | Title | | Fund | Fnct | Div | Ofcr |
|---|---|---|---|---|---|---|
| 101200 | Dept 1200 | 10 | Goal | ND | VPGO | |
| 201100 | Dept 1100 | 20 | Goal | SD | VPGO | |
| 201300 | Dept 1300 | 20 | Admn | ND | VPFA | |

301000 Rest Fund 30 Admn NA VPFA

## Object Codes

| Object | Desc | Bal Type | Close Code | Acct Type | Budg Type |
|---|---|---|---|---|---|
| 5000 | Office Equip | DR | XP | 50 | 4000 |
| 5100 | Office Supplies DR | XP | 50 | 4000 | |
| 5200 | Computer Equip | DR | XP | 50 | 4100 |
| 5300 | Computer Supplies | DR | XP | 50 | 4100 |

**PO #123456** is encumbered as follows-

| Account | Reference | Type | Amount |
|---|---|---|---|
| 101200-5000 | PO123456 | EN | $1200 |
| Encumbrance Balance for Account 101200-5000 $1200 | | | |
| 201300-5100 | PO123456 | EN | $250 |
| Encumbrance Balance for Account 201300-5100 $250 | | | |
| 301000-5200 | PO123456 | EN | $550 |
| Encumbrance Balance for Account 301000-5200 $550 | | | |

**Invoice #9901** references PO #123456 and is to be paid as follows-

$300 to account 101200-5000

$100 to account 201300-5100

$550 to account 301000-5200

$950

Disencumbering PO #123456 using Invoice #9901 as coded above will be no problem because the invoice is to be paid from the accounts encumbered for the Purchase Order.

If an invoice is coded as follows-

**Invoice #1234** references PO #123456 and is to be paid as follows-

| | | |
|---|---|---|
| $300 | to account | 101200-5100 |
| $100 | to account | 201100-5300 |
| $400 | to account | 201300-5200 |
| $800 | | |

The Accounts Payable system would not allow the invoice to be entered with these accounts unless the following hierarchy was defined.

| Org. Key Groups | Object Group Codes |
|---|---|
| FUND | BUDG |
| OFCR | ACCT |

This hierarchy will direct processing in the following manner.

1. Entered Org. Key-Object Code combination.
2. Entered Org. Key-Object Group Code (BUDG).
3. Entered Org. Key-Object Group Code (ACCT).
4. Entered Org. Key-Any Object Code.
5. Org. Key Group Code (FUND)-Entered Object Code.
6. Org. Key Group Code (FUND)-Object Group Code (BUDG).
7. Org. Key Group Code (FUND)-Object Group Code (ACCT).
8. Org. Key Group Code (FUND)-Any Object Code.
9. Org. Key Group Code (OFCR)-Entered Object Code.
10. Org. Key Group Code (OFCR)-Object Group Code (BUDG).
11. Org. Key Group Code (OFCR)-Object Group Code (ACCT).
12. Org. Key Group Code (OFCR)-Any Object Code.

13. Any encumbrance with type EN for the given Purchase Order reference.

The following outlines the steps the system will go through when attempting to apply the payments:

| $300 | $100 | $400 |
|---|---|---|
| 1. 101200-5100 | 1. 201100-5300 | 1. 201300-5200 |
| 2. 101200-BUDG (4000) | **2.** 201100-BUDG (4100) | 2. 201300-BUDG (4100) |
| | 3. 201100-ACCT (50) | **3.** 201300-ACCT (50) |
| | 4. 201100-Any Object | 4. 201300-Any Object (5100) |
| | 5. FUND (20)-5300 | 5. FUND (20)-5200 |
| | 6. FUND (20)-BUDG (4100) | 6. FUND (20)-BUDG (4100) |
| | **7.** FUND (20)-ACCT (50) | 7. FUND (20)-ACCT (50) |
| | | 8. FUND (20)-Any Object |
| | | **9.** OFCR (VPFA)-5200 |

Entering Invoice #1234 will result in four transactions being created within the Encumbrance database. The steps that create these transactions are shown above as bolded (2, 7, 3, and 9). The transare listed below-

| | | | |
|---|---|---|---|
| $300 | to account | 101200-5000 | fromstep 2.101200-BUDG (4000) |
| $100 | to account | 201300-5100 | fromstep 7.FUND (20)-ACCT (50) |
| $150 | to account | 201300-5100 | fromstep 3.201300-ACCT (50) |
| $250 | to account | 301000-5200 | fromstep 9.OFCR (VPFA)-5200 |

Listed below are the transactions that exist in the Encumbrance database after processing PO #123456 and Invoice #1234.

| Account | Reference | Type | Amount |
|---|---|---|---|
| 101200-5000 | PO123456 | EN | $1200 |
| 101200-5000 | INV1234 | PP | $300 |

Encumbrance Balance for Account 101200-5000$900

201300-5100 PO123456 EN $250
201300-5100 INV1234 PP $100
201300-5100 INV1234 PP $150
Encumbrance Balance for Account 201300-5100 $0

301000-5200 PO123456 EN $550
301000-5200 INV1234 PP $250
Encumbrance Balance for Account 301000-5200$300

# ENxx / CONTACCT (Control Account)

**Code Category:** **ENxx where xx corresponds to the ledger to which this control account applies.**

**Code Value:** **CONTACCT** (Control Account) This Common Code instructs the system that Control Accounts are to be updated in the General Ledger database for encumbrances and disencumbrances. When this Common Code is set up with valid Key and Object information, the EN control totals will be maintained as Purchase Orders are printed and payments processed. Also, the recompute Balance process in the General Ledger will recompute these control totals.

Short Description: Used to describe the Common Code.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

## Associated Numeric Values

1-5: Not Required.

## Associated Codes

1: The specific Org. Key for the Control Account or 'FDKEY'.
2: The specific Object Code for the Control Account.
3-5: Note Required.

## Associated Descriptions

1-5: The four-character Object Group Codes to be used when disencumbering.

# OHEN / AMOUNTS - Computing EN Amounts

This Common Code allows you to define which elements are used in computing EN amounts.

**Code Category:** **OHEN**

**Code Value:** **AMOUNTS**

Short Description: Enter "OFF" to disable this option. When this Common Code is present, "ON" is the default.

Medium Description: Used to describe the Common Code.

Long Description: Define OH to EN amounts. D=Discount; T=Taxes; C=Charges; U=Duty.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter “D", "T", "C", or "U".
2-5: Not Required.

### Associated Descriptions

1: Enter any combination of D, T, C, and / or U.
2-5: Not Required.

# POST / PRIOR EN

When the short description is "EXCLUDE", the report with the mask POST will exclude all encumbrances from the previous year.

**Code Category:** **POST**

**Code Value:** **PRIOR EN**

Short Description: “EXCLUDE” or blank

Medium Description: Not Required

Long Description: Not Required

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# SYCH / xxxx - Charge Codes

Tax Common Code entries are required to support special features in the system. Not all clients require these features. Any tax rate that may be applied to any items on Purchase Requisitions should be entered in Common Codes at installation time or when needed. An unlimited number of rates may be entered to accommodate a variety of charge calculations. This Common Code relates to fields on all the Encumbrance data entry screens.

### Code Category: SYCH

### Code Value: Enter up to four characters to be used as the code for the charge being entered.

Short Description: Not required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1: Enter the charge rate to be used. The system will maintain up to five decimal places. For a six percent tax rate, simply enter a 6 in this field. Upon pressing the enter key, the value will appear as 6.00000.

2-5: Not Required.

### Associated Codes

1-2: Not Required.

3: Enter information describing how to calculate the tax; letters are placed corresponding to each amount that is to be included in the calculation. D=Distribution amount, C=Charge amount, U=Duty amount, and T=Tax amount. For example placing 'DT' will result in the Distribution and Tax amounts to be included in the calculation of the Charge amount.

4-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# SYDU / xxxx - Duty Calculations

Duty Common Code entries are required to support special features in the system. Not all clients require these features. Any duty rate that may be applied to any items on Purchase Requisitions should be entered in Common Codes at installation time or when needed. An unlimited number of rates may be entered to accommodate a variety of tax percentages and duty calculations. This Common Code relates to fields on the PURCHASE REQUEST ITEM, ENCUMBRANCE BATCH UPDATE, and OPEN HOLD BATCH UPDATE screens.

Note: Duty does not encumber separately from the account entered on the ENCUMBRANCE BATCH UPDATE screen.

**Code Category:** **SYDU**

**Code Value:** **Enter up to four characters to be used as the code for the duty rate being entered (e.g. "DU" for duty or "10" for 10% duty)**.

Short Description: Not required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1: Enter the duty rate to be used. The system will maintain up to five decimal places. For a 10.4 percent duty, simply enter 10.4 in this field. Upon pressing the enter key, the value will appear as 10.40000.
2-5: Not Required.

### Associated Codes

1-2: Not Required.
3: Enter information describing how to calculate the duty; letters are placed corresponding to each amount that is to be included in the calculation. D=Distribution amount, C=Charge amount, U=Duty amount, and T=Tax amount. For example placing 'DC' will result in the Distribution and Charge amounts to be included in the calculation of the Duty amount.
4-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# SYNO / BTCHIDEN - Encumbrance Batch ID

A Batch ID can be manually created at data entry time, or the system can default to a predetermined Batch ID. The first option is to default to the Batch File Name specified by the user, or the second option is to default to a pre-defined Batch ID that is not the Batch File Name.

**Code Category:** **SYNO**

**Code Value:** **BTCHIDEN**

Short Description: Not Required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

**See Appendix A for the complete instructions on setting up SYNO seed values.**

# SYPR / xxxxxxxx - Purging POs

When purging POs with the mask ENUTPU, if the encumbrance product ID selected matches the Common Code value, the medium description in the Common Code will be printed in the verbose format report.

**Code Category:** **SYPR**

**Code Value:** **xxxxxxxx**

Short Description: Not Required.

Medium Description: Enter the text to be printed in the verbose format report when POs are purged.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter “D", "T", "C", or "U".
2-5: Not Required.

### Associated Descriptions

1: Enter any combination of D, T, C, and / or U.
2-5: Not Required.

# SYTX / xxxx - Tax Calculations

Tax Common Code entries are required to support special features in the system. Not all clients require these features. Any tax rate that may be applied to any items on Purchase Requisitions should be entered in Common Codes at installation time or when needed. An unlimited number of rates may be entered to accommodate a variety of tax percentage and duty calculations. This Common Code relates to fields on the PURCHASE REQUEST ITEM, ENCUMBRANCE BATCH UPDATE, and OPEN HOLD BATCH UPDATE screens.

**NOTE:** Some sites have both state and county tax. In this case, on the ENCUMBRANCE BATCH UPDATE or ENCUMBRANCE DIRECT UPDATE screen, enter the state tax is one of the Tax Cd fields and the county tax in the other. This allows for separate postings of the Tax Payable due or the Tax Receivable due in the Accounts Payable module. The Encumbrance system does not encumber tax separately.

**Code Category:** **SYTX**

**Code Value:** **Enter up to four characters to be used as the code for the tax rate being entered (e.g. 'ST' for state or '10' for 10% tax).**

Short Description: Not Required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

## Associated Numeric Values

1: Enter the tax rate to be used. The system will maintain up to five decimal places. For a six percent tax rate, simply enter a 6 in this field. Upon pressing the enter key, the value will appear as 6.00000.
2-5: Not Required.

## Associated Codes

1-2: Not Required.
3: Enter information describing how to calculate the tax; letters are placed corresponding to each amount that is to be included in the calculation. D=Distribution amount, C=Charge amount, U=Duty amount, and T=Tax amount. For example placing 'DC' will result in the Distribution and Charge amounts to be included in the calculation of the tax amount.
4-5: Not Required.

## Associated Descriptions

1-5: Not Required.

# 8: Endowment Management

The following information will assist in understanding the Field ‘Tag’ and NUCLEUS Common Codes which may be setup to assist with Donor Fund, Investment Pool and Investment definitions. References to these definitions are also contained in the Endowment Management 7i Help Screens.

## General Setup: EM@@ / (your code--8 character maximum)

The Field ‘Tags’ for each of the different screens are defined in EM General Information – EMUPGN. Field ‘Tags’ refer to the descriptive information in front of a field that describes it’s particular purpose.

These are used for:

Dates, Rates, Codes, Amounts and Notes.

For all of the Common Code entries the following information applies:

Code Value = yourcode (max 8 characters)

Medium Description = your description

Each of the different Update Screens and the specific NUCLEUS Common Codes are described below.

## Donor Funds - EMUPDF

| Upper Screen Section | Code Category |
|---|---|
| Type: | EMDT |
| Status: | EMDS |
| Location: | EMDL |

### Contacts Tab

Contact Type: EMDC

**Account Information**

Key Type: EMDK

Pools Tab

Status: EMPS

Additional Text

Text Types EMTD

**Other Associated Items**

Type EADT

# Investment Pools - EMUPPL

| Upper Screen Section | Code Category |
|---|---|
| Type: | EMPT |
| Status: | EMPS |
| Location: | EMPL |
| **Contacts Tab** | |

| | |
|---|---|
| Contact Type: | EMPC |
| **Account Information** | |
| Key Type: | EMPK |
| **Additional Text** | |
| Text Types: | EMTP |
| **Other Associated Items** | |
| Type | EAPT |

# Investments - EMUPIN

| **Upper Screen Section** | **Code Category** |
|---|---|
| Type: | EMIT |
| Status: | EMIS |
| Location: | EMIL |

### Contacts Tab

| | |
|---|---|
| Contact Type: | EMIC |

### Account Information

| | |
|---|---|
| Key Type: | EMIK |

### Additional Text

| | |
|---|---|
| Text Types | EMTI |

## Other Associated Items

| | |
|---|---|
| Type | EAIT |

# 9: Employee Online

## Overview

Employee Online is supported by a family of common codes sharing the category ECOD. There is a master entry along with individual entries for certain functional areas. In each common code, the medium description can be set to NO UPDATES to make an area “read-only.” The long description can be used to define a message that will be displayed when NO UPDATES is active.

## Common Code for Client Specific Links

Along with the standard functions provided by EO, modules allow for a client specific link to be shown at the bottom of the screen. Such modules are BENEFITS, PERSONAL, DIRDEP, DEFCOMP, SAVBONDS, TAX, TRAIN, PAYCHK, and EMPDIR. This capability is turned ‘ON’ if Description 4 starts with the string CLIENTICON. Description 4 and 5 then define the file containing the icon and the url to use when the icon is pressed. (Description 4: CLIENTICON:xxxxxxx.gif ; Description 5: www.xxxxxxx.yyy)

The files containing icon gif’s should be stored in /inetpub/wwwroot/netsight/EmployeeOnline/ ClientSpecific.

# EOCD / BENEFITS

Code Category: EOCD

Code Value: BENEFITS

Short Description: Not Required.

Medium Description: NO UPDATES (makes EO read only).

Long Description: Message to be displayed when NO UPDATES is active (leave the first character blank if you'd like the default “No Update” message displayed).

## Associated Numeric Values:

1: Special Code Box Number for Pct/Amt symbol that will get written out to the benefit record. Can be 1, 2, or 3.
2: Determines how deduction percent amounts are written out. If set to 100 then a request for 50% will be recorded as an amount of .5. If set to 1 then 50% will appear as 50 in the deduction amount.
3-5: Not Required.

## Associated Codes

1: Percent symbol / amount symbol to be placed in the specified special code box on the benefit record.
2-5: Not Required.

## Associated Descriptions

1-5: Not Required.

# EOCD / DEFCOMP

Code Category: EOCD

Code Value: DEFCOMP

Short Description: DEFINED. (Required)

Medium Description: NO UPDATES. (makes EO read only)

Long Description: Message to be displayed when NO UPDATES is active (leave the first character blank if you'd like the default “No Update” message displayed).

## Associated Numeric Values:

1: Special Code Box Number for Pct/Amt/Net symbol on TSAINFO record. Can be 1 or 2 or 3.
2: Amount representing net %, which should be either 100 or 1.0 depending on how % amounts are entered. (Required).
3: 401k Limit amount, used for advisory purposes.
4: 457 Limit amount, used for advisory purposes.
5: Combined 401k and 457 plan limit, used for advisory purposes.

## Associated Codes

1: Symbol used for percent, to be placed in Special Code on TSAINFO record.
2: Symbol used for amt, to be placed in Special Code on TSAINFO record.
3: If set to WARN457 then a warning which says changes to 457 plans will not take affect until the following month will be shown when a change request is made.
4-5: Not Required.

## Associated Descriptions

1-5: Not Required.

# EOCD / DIRDEP

Code Category: EOCD

Code Value: DIRDEP

Short Description: DEFINED (required)

Medium Description: NO UPDATES (makes EO read only)

Long Description: Message to be displayed when NO UPDATES is active (leave the first character blank if you'd like the default “No Update” message displayed).

## Associated Numeric Values

1: Special Code Box Number for PCT/Amt/Net symbol on DIRDEP record. Can be 1 or 2.
2: Amount representing net % which should be either 100 or 1.0 depending how % amounts are entered. (required).
3: Beginning CDH # for new DIRDEP records. (required).
4: Ending CDH # for new DIRDEP records. (required).
5: Not Required.

## Associated Codes

1: Percent symbol / amount symbol to be placed in Special Code on DIRDEP record.
2: Net symbol to be placed in Special Code on DIRDEP record.
3: Dynamic priority for flat amounts goes in Special Code 3 on DIRDEP.
4: Dynamic priority for percent amounts goes in Special Code 3 on DIRDEP.
5: Dynamic priority for net amounts, will be placed in Special Code 3 on DIRDEP.

## Associated Descriptions

1: When set to USE ZERO FOR NET, will place “0” in the amt. field on the DIRDEP for entries requesting a net deduc
2: When set to "RESET BANKIDS", EO rereads it's list of valid bankid's from BANKINFO (table ar_bankinfo). Usually this is used by setting description 2 to RESET BANKIDS, then logging into EO and going into DIRDEP. Once the direct deposit area of EO is accessed, the bank ids will have been reset and the RESET BANKIDS code can be removed from common codes.
3-5: Not Required.

# EOCD / DIRDEP2

Code Category: EOCD

Code Value: DIRDEP2

Short Description: DEFINED (required)

Medium Description:

Long Description:

## Associated Numeric Values

1: The number of active direct deposits allowed for each person at any one time.
2-5: Not Required.

## Associated Codes

1: The status type value to use on new DIRDEP entries made from EO.
2: Place the strings "NET", "PCT", and "AMT" in this code to enable those types.
3-5: Not Required.

## Associated Descriptions

1: Place 'NO CHECK IN MONTH CHOICE' to disable which check in the month check boxes. This makes the direct deposit active for every check issued each month.
2: Place 'NO PRENOTE MODE' to prevent EO from using pre-notes on new or update direct deposits.
3: 'REQUIRE NET' Displays a message if the employee doesn't have a net deduction to remind them to add one.
4-5: Not Required.

# EOCD / EMER

Code Category: EOCD

Code Value: EMER

Short Description: Not Required.

Medium Description: NO UPDATES (makes EO read only)

Long Description: Message to be displayed when NO UPDATES is active.(leave the first character blank if you'd like the default “No Update” message displayed)

## Associated Numeric Values

1-5: Not Required.

## Associated Codes

1-5: Not Required.

## Associated Descriptions

1-5: Not Required.

# EOCD / EMPDIR

Code Category: EOCD

Code Value: EMPDIR

Short Description: Not Required
Medium Description: Not Required
Long Description: Not Required

## Associated Numeric Values

1-5: Not Required

## Associated Codes

1: When set to "NOEMAIL", email addresses will not be shown.
2-5: Not Required

## Associated Descriptions

1-5: Not Required

# EOCD / FAMILY

Code Category: EOCD

Code Value: FAMILY

Short Description: Not Required.

Medium Description: NO UPDATES (makes EO read only).

Long Description: Message to be displayed when NO UPDATES is active. (leave the first character blank if you'd like the default “No Update” message displayed)

## Associated Numeric Values

1: Set to ‘1’ to cause the Family Wizard to open up in a popup window after adding a new family member on the Family Info page.
2-5: Not Required.

## Associated Codes

1: When set to "HIDE SSN", dependent's SSN numbers will not be shown.
2-5: Not Required.

## Associated Descriptions

1-5: Not Required.

# EOCD / LEAVE

The common code is required to allow the option of showing unposted leave on the employee leave tracking screen. The options are: S (show), H (hide), or O (optional). Setting the common code to **O** for Optional gives the employee the option of checking the **Show Unposted Leave** box to display the unposted leave, or leaving it unchecked and viewing posted leave only.

Code Category: EOCD

Code Value: LEAVE

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Used to describe the common code.

Associated Numeric Values

1-5: Not Required.

Associated Codes

1: Enter the unposted leave display option code: S (show), H (hide), or O (optional).
2-5: Not Required.

Associated Descriptions

1: (S)how, (H)ide or (O)ptional
2-5: Not Required.

# EOCD / MASTER

This is the master code for Employee Online. For "read only" EO modules, set NO UPDATE. To prevent any new logins to EO set NO LOGONS.

Code Category: EOCD

Code Value: MASTER

Short Description: NO LOGONS. (prevents new logins to EO)

Medium Description: NO UPDATES. (makes EO read only)

Long Description: Message to be displayed when NO UPDATES is active. (leave the first character blank if you'd like the default “No Update” message displayed)

### Associated Numeric Values

1: Business Rule Level. This should only be set by someone at Sungard who is very experienced with EO. Generally, this should be left blank or set to 0.
2-4: Not Required.
5: Set to 1 to enable Frequency Matching. When enabled the frequency for the employee will used in conjunction with the pay cycle to determine the pay period in EO.

### Associated Codes

1: SHOW DATES. Displays EO's view of effective dates for requests. For debug purposes.
2-4: Not required
5: Place "SSN" anywhere in code 5 to disable display of SSNs.
Place "IDS" anywhere in code 5 to disable displays of the Employee ID including making the login box a hidden text field.
A value of "IDS SSN" will disable both SSNs and IDs.

### Associated Descriptions

1-4: Not Required.
5: Set to ‘SHOW LAST X’ where X is a digit which determines how many of the employee’s ID it should display. The rest will be masked with an asterisk. If left blank or the number of digits is zero then the ID will be hidden.

# EOCD / MASTER2

Code Category: EOCD

Code Value: MASTER2

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

Associated Numeric Values

1-5: Not Required.

Associated Codes

1: Set to 'ALLOW TERM' to allow terminated employee's to login to Employee Online.

2: Used to set which status code to look at when a user logs in. Values: USE HR STAT. Default is blank which causes it to look at HREmpmstr.Stat. When set to USE HR STAT, it will look at HREmpmstr.HRStat.

3-5: Not Required.

Associated Descriptions

1: Used for specifying whether or not a terminated employee has access past their employment end date and if so for how long and with what access.

Value: ALLOW TERMINATED. Default is blank which restricts terminated employee's from logging in.

Access Type(Optional)s: RW,RO which stand for Read & Write, Read Only respectively. Default is Read Only.

Month Amount(Optional): Numeric Amount. Value of 0 means infinity.

Common Code Format: Value:AccessType,MonthAmount

2: Represents a comma separated list of status codes and their associated access types. When associated code 2 is set to blank, this common code will be used for setting access restrictions for HREmpmstr.Stat codes. When AssocCode02 is set to USE HR STAT, this common code will be used for setting access restrictions for HREmpmstr.HRStat codes. Any status that is not listed in this common code is considered to have no access except for the default of Active which has access set to read & write.

Access Types: RW,RO which stand for Read & Write, Read Only respectively.

Common Code Format: StatusCode:AccessType,StatusCode:AccessType, etc.

3-5: Not Required.

# EOCD / PAYCHK

Code Category: EOCD

Code Value: PAYCHK

Short Description: Not Required
Medium Description: Not Required
Long Description: Not Required

## Associated Numeric Values

1: Number of previous checks to offer as possible choices to user. Paycheck information must be previously stored for EO
2-5: Not Required

## Associated Codes

1-5: Not Required

## Associated Descriptions

1-5: Not Required

# EOCD / PERSONAL

Reserved for Future Use

Code Category: EOCD

Code Value: PERSONAL

Short Description: Not Required

Medium Description: NO UPDATES. (makes read only)

Long Description: Message to be displayed when NO UPDATES is active. (leave the first character blank if you'd like the default “No Update” message displayed)

Associated Numeric Values

1-5: Not Required

Associated Codes

1-5: Not Required

Associated Descriptions

1-5: Not Required

# EOCD / SAVBONDS

Code Category: EOCD

Code Value: SAVBONDS

Short Description: DEFINED (required)

Medium Description: NO UPDATES (makes read only)

Long Description: Message to be displayed when NO UPDATES is active. (leave the first character blank if you'd like the default “No Update” message displayed)

### Associated Numeric Values

1-2: Not Required.
3: Beginning CDH # for new BONDS records. (required).
4: Ending CDH # for new BONDS records. (required).
5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# EOCD / TAX

Code Category: EOCD

Code Value: TAX

Short Description: Not Required.

Medium Description: NO UPDATES (makes read only)

Long Description: Message to be displayed when NO UPDATES is active. (leave the first character blank if you'd like the default “No Update” message displayed)

Associated Numeric Values

1-5: Not Required.

Associated Codes:

1-2: Not Required.
3: When set to WARNTAX, causes the system to display a reminder to update your accompanying State or Federal infor
4-5: Not Required.

Associated Descriptions

1-2: Not Required.
3: Place employee types that should be excluded from changing tax information here. This is a comma separated list that allows a single character wild card '?' and a 0 or more character wild card '*'.
4-5: Not Required.

# EOCD / TRAIN

Code Category: EOCD

Code Value: TRAIN

Short Description: Not Required
Medium Description: Not Required
Long Description: Not Required

Associated Numeric Values

1-5: Not Required

Associated Codes

1: When set to TUITION the EO Train screen will take its information from the TRIAD TUITION screen. (The default behavior takes info from CRSEUNIT)
2-5: Not Required

Associated Descriptions

1-5: Not Required

# EOCD / WHATIF

Code Category: EOCD

Code Value: WHATIF

Short Description: Defined. (Required)

Medium Description: NO UPDATES. (makes read only)

Long Description: Message to be displayed when NO UPDATES is active. (leave the first character blank if you'd like the default “No Update” message displayed)

Associated Numeric Values

1: Default hour amount to be used in 3xxx entry for default hour. Is not used in calculations other than the fact that a valid 3xxx entry must exist to properly calculate an employee (non-zero). (Required)
2-5: Not Required

Associated Codes

1: What-if hour number. This refers to the pre-defined hour used exclusively for what-if calculations. This hour must be defined in payroll. The hour must be defined as a "O" type hour (Override) and a "S" type rate (Salary"). (Required)
2: What-if "new" pre-tax deduction #1. This refers to the first of two possible pre-tax deductions used exclusively for what-if calculations. This deduction must be defined in payroll. The priority should be higher than tax and post-tax deductions, but lower then employee assigned pre-tax deductions. Pay bases should be set up to reflect a pre-tax deduc(Required)
3: What-if "new" pre-tax deduction #2. This refers to the second of two possible pre-tax deductions used exclusively for what-if calculations. This deduction must be defined in payroll. The priority should be higher than tax and pre-tax deductions, but lower then employee assigned pre-tax deductions and "new" pre-tax #1. (Optional)
4-5: Not Required

Associated Descriptions

1-5: Not Required

# PYPR / CYCLExx

Code Category: PYPR

Code Value: CYCLExx

This common code helps EO determine how to set begin and end dates for requests. There should be a PYPR CYCLExx code defined for each cycle that is defined at the site. For example at a site which has cycles 01 and 02 there should be PYPR CYCLE01 and PYPR CYCLE02 defined.

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

Associated Numeric Values

1: The number of days prior to a paycheck release in which changes can be made. Employee Online can establish a cut-off date for changes to payroll information. If this value is 9, the cut-off date will be nine days before the check. During the nine days, administrators can approve changes and/or requests.. (required)
2: The sequence for the beginning and ending period for a year. If #2 is "01" and #3 is "26", there will be 26 paychecks in one year; employees will be paid bi-weekly. (required)
3: The sequence for the beginning and ending period for a year. If #2 is "01" and #3 is "26", there will be 26 paychecks in one year; employees will be paid bi-weekly. (required)
4: Defines the increment used to traverse the regular periods in a year.
5: Not Required.

Associated Codes:

1-5: Not Required.

Associated Descriptions

1-5: Not Required.

# SYNO / TRNSID – Employee Online Transaction ID Number

In Employee Online, the Transaction ID is a request identification number that is automatically generated by the system. This is typically constructed with a prefix of "EO" and a fixed length number with leading 0's. In the 7.9 version of EO, this seed information will exist as a common code like other system seeds. The common code category is SYNO and the value is TRNSID.

Code Category: SYNO

Code Value: TRNSID

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

See Appendix A for the complete instructions on setting up SYNO seed values.

# 10: Fixed Assets

## Overview

Activity that takes place within the Fixed Assets Inventory System will affect the General Ledger at one point or another. One of these times will be at the recording of the depreciation for the period. FAIS is somewhat unique in the method of the posting strategy in that it operates its flow through the Common Codes Master form rather than through the General Ledger Utility function that Accounts Payand Accounts Receivable uses. This section will deal with the distribution of the funds to the General Ledger and provide the descriptions necessary to carry out the postings.

## FAAP / INTRFACE

The following common code will cause additional PO / GL information to be passed to FA at the time the client creates the AP check. The client must have extracted the AP information from PO receiving and marked the PO item and the receiving as FA related as defined in the user guide

**Code Category: FAAP**

**Code Value: INTRFACE**

Short Description: OFF to skip this common-code

Medium Description: Not Required.

Medium Description: Not Required.

### Associated Numeric Values

1-5: Not Required

### Associated Codes

1-5: “BATCHID” if needed to pass BATCHID into FA - ACCT.BATCH.
“BID” if needed to pass BID into FA - ACCT.BID
“CONTRACT” if needed to pass CONTRACT into FA - ACCT.CONT
“FUND” - To fill in FA - ACCT.FUND
“DEPT”- To fill in FA - SITE.DEPT
“BUILDING” - To fill in FA - SITE.BUILD

### Associated Descriptions

1-5: If “FUND”, “DEPT”, or “BUILDING” in the code the corresponding Associated Description must have the 4 character code from GLUPGN to represent a Key, Key Part, Object, or Object Group. This must be entered in uppercase letters. You can also put “Ship To ID” in the description to get the PO's ship to ID value.
For example if you want the department in FA to be your background GL part Division and the Building code in FA to be the Ship to ID from PO you would enter the following-
Code1- DEPT Desc1- DIV (in uppercase)
Code2- BUILDING Desc2- Ship To ID (Case is important.)
SHIP TO ID will not work. This is just in case a client has a background group or part called SHIP. The case differentiates the two.

# FADP / NEWCALC

Use this common code to set the depreciation method used for FA to depreciate in a straight line according to the following calculation-Current Depreciation = Current Book Value / Remaining Useful Life. The NEWCALC option is only available for the SmartDB verof Fixed Assets.

**Code Category: FADP**

**Code Value: NEWCALC**

Short Description: Enter “Y”.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required

### Associated Codes

1-5: Not Required

### Associated Descriptions

1-5: Not Required

# FADP / NOADJUST - Calculate Current Depreciation Amount

**Code Category: FADP**

**Code Value: NOADJUST**

Short Description: Not Required.

Medium Description: Not Required

Long Description: Not Required

### Associated Numeric Values

1-5: Not Required

### Associated Codes

1-5: Not Required

### Associated Descriptions

1-5: Not Required

# FARE / DISPR - Calculate Depreciation Relative to Disposal Date

The existence of this common code causes the depreciation program to calculate the depreciation relative to the disposal date. This allows a disposal date to be entered and the asset to continue depreciating until the disposal date has been crossed.

### Code Category: FARE

### Code Value: DISPR

Short Description: Not Required

Medium Description: Not Required

Long Description: Not Required

### Associated Numeric Values

1-5: Not Required

### Associated Codes

1-5: Not Required

### Associated Descriptions

1-5: Not Required

# FARE / SORT - Sort Depreciation Report

Setting up this common code as described above, tells the depreciation report to sort by Object Code, then Org Key, and then Asset ID.

### Code Category: FARE

**Code Value:** **SORT**

Short Description: “Y”

Medium Description: Not Required

Long Description: Not Required

### Associated Numeric Values

1-5: Not Required

### Associated Codes

1: "NOTOTAL" still allows fully depreciated items to be displayed on the depreciation report, but does not include them in the totals.
2-5: Not Required

### Associated Descriptions

1-5: Not Required

# FARE / TOT280 - Include Fully Depreciated Items

The existence of this common code causes fully depreciated items to be displayed on the depreciation report and to be included in the totals.

**Code Category:** **FARE**

**Code Value:** **TOT280**

Short Description: Not Required

Medium Description: Not Required

Long Description: Not Required

### Associated Numeric Values

1-5: Not Required

### Associated Codes

1: "NOTOTAL" still allows fully depreciated items to be displayed on the depreciation report, but does not include them in the totals.
2-5: Not Required

### Associated Descriptions

1-5: Not Required

# 11: General Ledger

## BUFT / CHECK - Batch Budget Adjustment Type

The user may define the Type of Budget Adjustment with a two-character code. The Type can also become a required entry on the Batch Budget Adjustment screen when the Common Code Value of CHECK is defined. See Section 4 of the GL documentation for a discussion on the use of this Common Code.

**Code Category:** **BUFT**

**Code Value:** **CHECK or User-defined**

Short Description: Enter OFF to eliminate the need for a Fund Type entry.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

## BURS / CHECK - Batch Budget  Adjustment Reason

The user may define the Reason for a Budget Adjustment with a four-character code. The Reason can also become a required entry on the Batch Budget Adjustment screen when the Common Code Value of CHECK is defined. See Section 4 for a discussion on the use of this Common Code. If the common code BURS CHECK is defined, the reason code must be filled in, and the reason code will be validated. If this common code BURS CHECK is not defined, the reason code can be blank, but if the reason code is non-blank, it will be validated.

**Code Category:** **BURS**

**Code Value:** **CHECK or User-defined**

Short Description: Not Required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

Associated Descriptions

1-5: Not Required.

## CKID / xx - Check Stock ID

The two-character code which specifies each Check Stock used must be specified with a Common Code. The Common Code may also specify an Org. Key and / or Object Code to be used in posting entries to the GL Account represented by the CKID. See Section 7 for a discussion on the use of this Common Code.

**Code Category:** **CKID**

**Code Value:** **Two-character Check Stock ID**

Short Description: Not Required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Organization Key, optional.
2: Object Code, optional.
3-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# ENGL / CONTACT - Update Control Accounts in GL for Encumbrances and Disencumbrances

This common code instructs the system to update Control Accounts in the General Ledger datafor encumbrances and disencumbrances. When this Common Code is set up with valid Key and Object information, the EN control totals will be maintained as Purchase Orders are printed and payments processed. Also, the Recompute Balance process in the General Ledger will recompute these control totals.

**Code Category:** **ENGL**

**Code Value:** **CONTACT**

Short Description: Not Required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: The specific Org. Key for the Control Account or 'FDKEY'.
2: The specific Object Code for the Control Account.
3-5: Not Required.

### Associated Descriptions

1-5: The four-character Object Group Codes to be used when disencumbering.

# GLBU / DATEFY - Budget Logging Dates

This common code affects the way GL budgets are posted to the budget logging table (glc_budg_dtl). If this common code GLBU DATEFY has "NOLIMIT" in the short description, it will not restrict the budget change dates (the budget change date does not have to be within the fiscal year that is being posted to).

If common code GLBU DATEFY does not exist, or if it exists and does not have "NOLIMIT" in the short description, then:

If the budget change date is earlier than the fiscal year that is being posted to, IFAS will change the budget change date to be the first day of the fiscal year.
If the budget change date is more recent than the fiscal year that is being posted to, IFAS will change the budget change date to be the last day of the fiscal year.

Code Category: **GLBU**

Code Value: **DATEFY**

Short Description: Enter "NOLIMIT" to remove restrictions on budget change dates.

Medium Description: Not Required.

Long Description: Not Required.

Associated Numeric Values

1-5: Not Required.

Associated Codes

1-5: Not Required.

Associated Descriptions

1-5: Not Required.

# ENGL / DEFAULTS -- JE Batch Encumbrance Defaults

This Common Code allows the user to define default Division Codes, Posting Codes, Transaction Formats, PEIDs, and PEDBs for EN Type transactions that are created using JE Batches (Hit EN = “Y” or “E” and EN Type = “EN”.)

**Code Category:** **ENGL**

**Code Value:** **DEFAULTS**

Short Description: Not required. Entering “OFF” or “N / A” (case sensitive) will deactivate this Common Code.

Medium Description: Not Required.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: The first 4 characters of CD-ASSOC-CODE (1) are used for the default division code. (e.g. GEN)
2: The first 2 characters of CD-ASSOC-CODE (2) are used for the default posting code. (e.g. 01)
3: The first 2 characters of CD-ASSOC-CODE (3) are used for the default transaction format. (e.g. NB).
4: CD-ASSOC-CODE (4) is used for the default PE ID.
5: The first character of CD-ASSOC-CODE (5) goes to the default PEDB.

### Associated Descriptions

1-5: Not Required.

# ENVT / CHECKEN - Controls

### Code Category: ENVT

### Code Value: CHECKEN

Short Description: Not Required.

Medium Description: Enhanced EN Checking Controls

Long Description: Set associated code to B (Block), W (Warn), or I (Ignore)

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-3: B
4-5: Not Required.Associated Descriptions.

### Associated Descriptions

1: Check EN chain sequence S9.
2: Check for Ref in GL S8.
3: Check EN record fields S10.

4-5: Not Required.

# FDID / FUND ID - Fund ID

The code which identifies each Fund defined in the system must be specified with a Common Code. The Common Code identifies an Org. Key and / or Object Code to be used in posting entries to the GL Account representing the Fund.

**Code Category:** **FDID**

**Code Value:** **FUND ID**

Short Description: Not required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

## Associated Numeric Values

1-5: Not Required.

## Associated Codes

1: Organization Key or “TTLKEY”* or “FDTT”**
2: Object Code, optional.
3: Due From Object, Optional (if this is left blank then Due from and Due To are the same as code 2.)
4: If “KEY” and code 1 is blank then RJE’s will treat this the same as “TTLKEY” in code 1.
5: Not Required.

## Associated Descriptions

1-5: Not Required.

*Note: If the first Associated Code has a value of TTLKEY, then all key’s within this fund will be self balancing and the Org. Key itself will be used in place of the fund admin key.

**Note: If the first Associated Code has a value of FDTT, then FDTT Fund ID common code would be used to determine the Fund Key.

# FDTT / FUND ID - Fund ID

This code tells the system to redirect the key lookup.  Lookup the key by matching up all 8 primary parts to the Original key and then replacing the values with the parts specified in the common code.  Lookup the new key based on all primary key parts that are defined.

Code Category: FDTT

Code Value: FUND ID

Short Description: Set to "OFF" to disable this common code.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

Associated Numeric Values

1-5: Not Required.

Associated Codes

1-5: A four-character description of an Organization Part associated with an Organization Key(GLUPGN).

Associated Descriptions

1-5: Valid replacement key part value(GLUPKY).

Example:

**Category:  FDTT  Code: 10**

Assoc Code 1:  DEPT  Assoc Desc 1: 5000

Assoc Code 2:  DIV  Assoc Desc 2: 5555

Then any posting to fund 10 will change the background part department to 5000 and the division to 5555 and lookup the org key with those associated parts (all other parts remaining the same) to get the org. key used to post admin/balance sheet type entries.

# GLAC / GLKEY, GLOBJ, JLKEY, JLOBJ - Account Conversion File Definitions

Code Category: GLAC

Code Values: GLKEY, GLOBJ, JLKEY, JLOBJ

General Description: One or more of these Common Codes can be used to define Account Conversion files for use by GLUTRIIJ. The Account Conversion files must have been previously sorted and have a record length of 80 bytes. All records must be ASCII text (no COMP). An Account Conversion table may be defined for each Ledger Code. The Search String for each type of table is as follows:

GLKEY GL Org Key field (limited to a 10-character search string)

GLOBJ GL Object Code field (limited to a 8-character search string)

JLKEY JL Org Key field (limited to a 10-character search string)

JLOBJ JL Object Code field (limited to a 8-character search string)

Special Notes: These common codes are alternatives to GLAC/TABLE and GLAC/TABLE2. They should not be used at the same time.

Short Description: Leave blank.

Medium Description: Used to describe the Common Code.

Long Description: Path to Account Conversion File in FILENAME.GROUP.ACCOUNT format.

Associated Values

1: Start position of Old Account String in the Account Conversion File. The Old Account number must begin at position 1.

2: Start position of New GL Organization Key in the Account Conversion File.
3: Start position of New GL Object Code in the Account Conversion File.
4: Start position of New JL Organization Key in the Account Conversion File.
5: Start position of New JL Object Code in the Account Conversion File.

Associated Codes

1: Length of Old Account String in the Account Conversion File. Note - This should not be larger that 18 characters.
2: Length of GL Organization Key in the Account Conversion File. Note -This should not be larger that 10 characters
3: Length of GL Object Code in the Account Conversion File. Note - This should not be larger that 8 characters
4: Length of JL Organization Key in the Account Conversion File. Note - This should not be larger that 10 characters
5: Length of JL Object Code in the Account Conversion File. Note - This should not be larger that 8 characters

Associated Descriptions

1-5: Used to describe Common Code.

# GLAC / TABLE - Account Conversion File Definition

This Common Code is used to define an Account Conversion file for use by various IFAS Interand Rollover utilities. The Account Conversion file must have been previously sorted and have a record length of 80 bytes. All records must be ASCII text (no COMP) An Account Conversion table may be defined for each Ledger Code. The Search String is derived from concatenating the input Organization Key and Object Code and may not be longer than 18 characters.

**Code Category:** **GLAC**

**Code Value:** **TABLE**

Short Description: Leave blank. Place "OFF" or "N / A" in this field to disable this Common Code.

Medium Description: Used to describe the Common Code.

Long Description: Path to Account Conversion File in FILEformat.

## Associated Numeric Values

1: Start position of Old Account String in the Account Conversion File. The Old Account number must begin at position 1.
2: Start position of New GL Organization Key in the Account Conversion File.
3: Start position of New GL Object Code in the Account Conversion File.
4: Start position of New JL Organization Key in the Account Conversion File.

5: Start position of New JL Object Code in the Account Conversion File.

### Associated Codes

1: Length of Old Account String in the Account Conversion File. Note - This should not be larger that 18 characters.
2: Length of GL Organization Key in the Account Conversion File. Note -This should not be larger that 10 characters
3: Length of GL Object Code in the Account Conversion File. Note - This should not be larger that 8 characters
4: Length of JL Organization Key in the Account Conversion File. Note - This should not be larger that 10 characters
5: Length of JL Object Code in the Account Conversion File. Note - This should not be larger that 8 characters

### Associated Descriptions

1-5: Used to describe Common Code.

# GLAC / TABLE2 - Account Conversion File Definition

Code Category: GLAC

Code Value: TABLE2

General Description: This Common Code is used to define an Account Conversion file for use by various IFAS Interface and Rollover utilities. The Account Conversion file must have been previously sorted and have a record length of 80 bytes. All records must be ASCII text (no COMP). An Account Conversion table may be defined for each Ledger Code. The Search String is derived from concatenating the JL side Organization Key and Object Code and may not be longer than 18 characters.

Special Notes: This code is used in conjunction with the GLAC/TABLE common code.

Short Description: Leave blank.

Medium Description: Used to describe the Common Code.

Long Description: Path to Account Conversion File in FILENAME.GROUP.ACCOUNT format.

Associated Values

1: Start position of Old Account String in the Account Conversion File. The Old Account number must begin at position 1.
2: Start position of New GL Organization Key in the Account Conversion File.
3: Start position of New GL Object Code in the Account Conversion File.
4: Start position of New JL Organization Key in the Account Conversion File.
5: Start position of New JL Object Code in the Account Conversion File.

Associated Codes

1: Length of Old Account String in the Account Conversion File. Note - This should not be larger that 18 characters.
2: Length of GL Organization Key in the Account Conversion File. Note -This should not be larger that 10 characters
3: Length of GL Object Code in the Account Conversion File. Note - This should not be larger that 8 characters
4: Length of JL Organization Key in the Account Conversion File. Note - This should not be larger that 10 characters
5: Length of JL Object Code in the Account Conversion File. Note - This should not be larger that 8 characters

Associated Descriptions

1-5: Used to describe Common Code.

# GLAP / DEFAULT - Default Approval Class Groups

**Code Category:** **GLAP**

**Code Value:** **DEFAULT**

Short Description: Leave blank to activate this common code or enter 'OFF' to disable this Common Code. Optionally enter 'SAVE' to keep all approval history in the database for audit trail purposes. Leaving the short description blank will cause all approval history for a JEID to be purged after the JEID is distributed to posted.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

## Associated Numeric Values

1: Default JEID level ACG to use if one does not exist for the user.
2: Default transaction level ACG if one doesn't exist for the user.
3-5: Not Required.

## Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLAP / xxxxxxxx - Default Approval Class Groups by User

**Code Category:** **GLAP**

**Code Value:** **xxxxxxxx (where xxxxxxxx is a valid Nucleus User ID)**

Short Description: Leave blank to activate this common code or enter 'OFF' to disable this Common Code.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1: Default JEID level ACG to use for this user.
2: Default transaction level ACG to use for this user.
3-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLBT / INITDFLT - Set Default PE-ID and PE-NAME on JE Update Screen

A default PE-ID and / or PE-NAME may be set for the Journal Entries update screens.

**Code Category:** **GLBT**

**Code Value:** **INITDFLT**

Short Description: Not Required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Enter “PE-ID” or “PE-NAME” to define a default.

### Associated Descriptions

1-5: Enter default value for associated code.

# GLBU / ACTIVE

If the common code GLBU ACTIVE exists (and short description is not OFF (not case-sensitive)), then when a new GLBA-BUDACT-MSTR record is created for an actual or EN, it will set the budget status to "A" for active.

### Code Category: GLBU

### Code Value: ACTIVE

Short Description: Leave blank to activate this common code or enter 'OFF' to disable this Common Code.

Medium Description: NA

Long Description: NA

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLBU / APPROVE Budget Set Approvals

Set up this common code to enable Budget Set Approvals. A Workflow model to change the post states from "BE" to "AP" will also be required.

### Code Category: GLBU

### Code Value: APPROVE

Short Description: Set to "OFF" to disable this common code.

Medium Description: Used to describe this common code.

Long Description: Used to describe this common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Set to "AP" so that only sets with a post state of "AP" will be allowed to post.
2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLBU / BALTYPE

Use this common code to define budget batch balance types to match actual balance types. For example, a credit to an Expense account will increase the budget and a debit would decrease the budget. If you want the budget batch to follow the object type then you must use this common code GLBU BALTYPE.

Code Category: GLBU

Code Value: BALTYPE

Short Description: NA

Medium Description: NA

Long Description: NA

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: SAME
2-5: Not Required.

### Associated Descriptions

1: If code 1 is “SAME” then the balance type in a budget batch is the same as an actual entry. If any other code is used then budget batches balance types will be just the opposite of an actual entry.
2-5: Not Required.

# GLBU / BATCHID - BatchID Lock

This Common Code forces a Batch ID to be locked (users cannot make changes) when a budget batch is created. If the short description of this Common Code is left blank, the batch file name is locked as the Batch ID. Optionally, the word “SYSTEM” may be used to generate and lock in a Batch ID from the SYNO-BTCHIDBU seed value.

**Code Category:** **GLBU**

**Code Value:** **BATCHID**

Short Description: Enter SYSTEM to generate and lock in a Batch ID from the SYNO-BTCHIDBU seed value

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5 Not Required.

### Associated Codes

1-5: Not Required

### Associated Descriptions

1-5: Not Required.

# GLBU / BUDGDT - Budget Change Reference Date

If this common code exists, the calculation date will be the Budget Change Reference Date when distributing Budget Model batches.

**Code Category:** **GLBU**

**Code Value:** **BUDGT**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

## GLBU / CALCCHG - Calculate Budget As-Of-Date Amounts

To calculate budget as-of-date amounts in GLIQBA & GLIQYY.

**Code Category:** **GLBU**

**Code Value:** **CALCCHG**

Short Description: ON.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLBU / COPYAC - Derive Budgets from Actuals

This common code allows budgets to be derived from actuals.

**Code Category:** **GLBU**

**Code Value:** **COPYAC**

Short Description: Not required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLBU / DELIM - Budget Update Account Format Delimiters and Control Key s

When this Common Code exists, the account in the input file should be in the input format specified in GLUPGN. The first character of the short description of this Common Code specifies the delimiter that is to be used by GLBUCF in separating the formatted account from the budget amount(s). Note-the delimiter should not be a character that could normally appear in the formatted account (i.e. letters, numbers, dashes). A common delimiter is the semi-colon (;).

**Code Category:** **GLBU**

**Code Value:** **DELIM**

Short Description: The first character entered in the short description is the delimiter character.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLBU / DTLIMIT - Budget Batch Date Limits (GLBUBAUB / BP / DS)

This Common Code allows the user to define allowable valid date to be used in Budget Batches. This Common Code may be set up on a ledger-by-ledger basis by defining this Common Code for each Ledger or using '@@' for all Ledgers.

### Code Category: GLBU

### Code Value: DTLIMIT

Short Description: Leave blank. Place 'OFF' in this field to disable this Common Code.

Medium Description: Used to describe Common Code.

Long Description: Used to describe Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Minimum valid date in MM / DD / CCYY format.
2: Maximum valid date in MM / DD / CCYY format.
3-5: Not Required.

### Associated Descriptions

1-5: Used to describe Common Code.

# GLBU / FYLIMIT - Budget Batch Fiscal Year Limits (GLBUBAUB / BP / DS)

This Common Code allows the user to define allowable Fiscal Year ranges to be used in Budget Batches. This Common Code may be set up on a ledger-by-ledger basis by defining this Common Code for each Ledger or using '@@' for all Ledgers.

**Code Category:** **GLBU**

**Code Value:** **FYLIMIT**

Short Description: Leave blank. Place "OFF" in this field to disable this Common Code.

Medium Description: Used to describe Common Code.

Long Description: Used to describe Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Minimum "To" Fiscal Year in CCYY format. E.g. 1998.
2: Maximum "To" Fiscal Year in CCYY format.
3: Minimum "From" Fiscal Year in CCYY format.
4: Maximum "From" Fiscal Year in CCYY format.
5: Not Required.

### Associated Descriptions

1-5: Used to describe Common Code.

# GLBU / GL370C - Batch Budget Adjustment / Transfers (GLBUBAUB)

The user may define default Reason Codes, Budget Versions, and Object Levels for Budget Batch Adjustments on a ledger-by-ledger basis by defining this Common Code for each ledger.

**Code Category:** **GLBU**

**Code Value:** **GL370C**

Short Description: Placing “OFF” in the short description causes this common code to be ignored.

Medium Description: Leave blank to accept all Object Types for Batch Budget Adjustment / Transfers or insert a comma-delimited list of Object Types to be allowed, e.g. RV,XP,TI,TO.

Long description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Default reason code to use, left justified.
2: Default Budget Version to use, left justified.
3: Default Object Level to use, left justified.
4-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLBU / GL371C - Intrafund Budget Transfer Batch Defaults (GLBUBATR)

This Common Code allows the user to define allowable Object Types and some field defaults. Field defaults may be set up for Reason Code, Budget Version, and Budget Level for intrafund Budget Transfer Batches. This Common Code may be set up on a ledger-by-ledger basis by defining this Common Code for each Ledger or using '@@' for all Ledgers.

### Code Category: GLBU

### Code Value: GL371C

Short Description: Leave blank. Place "OFF" or "N / A" in this field to disable this Common Code.

Medium Description: Leave blank to accept all Object Types for Budget Transfer Batches or insert a comma-delimited list of Object Types to be allowed, e.g. RV,XP,TI,TO.

Long Description: Leave blank or enter up to 40 characters (left justified) to use as alternative field title for the "ACCOUNT" field on the Transfers Batch Screen. Backslash codes will be translated, e.g. if "\GT" is used, the account description on GLUPGN screen 4 will be used.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Default Reason Code to use, left justified.
2: Default Budget Version to use, left justified.

3: Default Budget Level to use, left justified.
4: Leave blank or enter an alternative field title to use for the "DEBIT" field on the Transfers Batch Screen. Backslash codes will be translated.
5: Leave blank or enter an alternative field title to use for the "CREDIT" field on the Transfers Batch Screen. Backslash codes will be translated.

### Associated Descriptions

1-5: Used to describe Common Code.

# GLBU / GL37xCAS - Control Creation for Pseudo / Object Associations

These common codes restrict account associations for budget set screens. Use the following code values to control associations for the listed mask(s).

| Mask | Code Values |
|---|---|
| GLBUBAUB, GLBUBAUX | GL370CAS |
| GLBUBATR | GL371CAS |
| GLBUBAAJ | GL372CAS |
| GLBUBAAN | GL373CAS |

**Code Category:** **GLBU**

**Code Value:** **GL37xCAS** (Where “x” is 0,1,2 or 3 using the table to map the code value to the correct mask)

Short Description: "OFF" may be placed in this field to disable this Common Code.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: "B" for Block or "W" for Warn.
2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLBU / GL372C - Intrafund Budget Adjustment Batch Defaults (GLBUBAAJ)

This Common Code allows the user to define allowable Object Types and some field defaults. Field defaults may be set up for Reason Code, Budget Version, and Budget Level for intrafund Budget Adjustment Batches. This Common Code may be set up on a ledger-by-ledger basis by defining this Common Code for each Ledger or using "@@" for all Ledgers.

**Code Category:** **GLBU**

**Code Value:** **GL372C**

Short Description: Leave blank. Place "OFF" or "N / A" in this field to disable this Common Code.

Medium Description: Leave blank to accept all Object Types for Budget Adjustment Batches or insert a comma-delimited list of Object Types to be allowed, e.g. RV,XP,TI,TO

Long Description: Leave blank or enter up to 40 characters (left justified) to use as alternative field title for the "ACCOUNT" field on the Adjustments Batch Screen. Backslash codes will be translated. E.g. If "\GT" is used, the account description on GLUPGN screen 4 will be used.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Default Reason Code to use, left justified.
2: Default Budget Version to use, left justified.
3: Default Budget Level to use, left justified.
4: Leave blank or enter an alternative field title to use for the "AMOUNT" field on the Adjustments Batch Screen. Backcodes will be translated.
5: Leave blank or enter an alternative field title to use for the 'Debit Total' field on the Adjustments Batch Screen. Backcodes will be translated.

### Associated Descriptions

1-4: Used to describe Common Code.
5: Leave blank or enter an alternative field title to use for the 'Credit Total' field on the Adjustments Batch Screen. Backcodes will be translated.

# GLBU / GL373C - Intrafund Annual Budget Changes Batch Defaults (GLBUBAAN)

This Common Code allows the user to define allowable Object Types and some field defaults. Field defaults may be set up for Reason Code, Budget Version, and Budget Level for intrafund Annual Budget Changes Batches. This Common Code may be set up on a ledger-by-ledger basis by defining this Common Code for each Ledger or using '@@' for all Ledgers.

**Code Category:** **GLBU**

**Code Value:** **GL373C**

Short Description: Leave blank. Place "OFF" or "N / A" in this field to disable this Common Code.

Medium Description: Leave blank to accept all Object Types for Budget Adjustment Batches or insert a comma-delimited list of Object Types to be allowed, e.g. RV,XP,TI,TO.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Default Reason Code to use, left justified.
2: Default browse and change Budget Versions to use. Enter as a comma-delimited list - with the first three being the default browse versions and the last being the default change version, e.g. AC,AD,EN,WB.
3: Default Budget Level to use, left justified.
4: Leave blank or enter an alternative field title to use for the "CHANGES" column on the Annual Budget Changes Batch Screen.
5: The Object Code to which Budget offsets will be made.
If this field contains a valid Object Code, the Annual Budget Changes batch will not be required to be in balance. Budget offsets will be created as required to balance each Fund at distribution time. If desired 'FDID' may be entered instead of a specific Object Code - this will tell the system to use the Object Code found in the FDID Common Code for the current Fund. Note -The Org. Key to offset to will always be extracted from the FDID Common Code.

### Associated Descriptions

1-5: Used to describe Common Code.

# GLBU / LASTFLAG

The "Last?" field on the Budget Batch Update screens is used to mark the last screen of a given Reference. This code allows a default value to be assigned for this field.

**Code Category:** **GLBU**

**Code Value:** **LASTFLAG**

Short Description: A one-character default value for the "Last?" field on the Budget Batch Update screens. Valid values are "Y" or "N".

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLBU / MONTHLY

Use this common code to post the monthly budget's adjustment only to the period for which the adjustment is being made. Use "Y" or "N" as default for store monthly figure flag when processing budget batches (GLBUBADS).

### Code Category: GLBU

### Code Value: MONTHLY

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5 Not Required.

### Associated Codes

1: Use "MONTH" in first associate code for monthly budget's adjustment to be posted solely to the period the adjustment is being made. First associated code should be "MONTH" or "SPREAD". Default is "SPREAD".
2: Use "Y" or "N" as default for store monthly figure flag when processbudget batches (GLBUBADS).
3-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLBU / NEXTYEAR - Default to Next Year Budget

You can look at next year's budgets whether or not you have this common code defined, but if you do have this common code defined, GLBUUP and GLUTAC will default to looking at next year's data. If you don't have this common code defined, these screens will default to looking the current year's data.

**Code Category:** **GLBU**

**Code Value:** **NEXTYEAR**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLBU / SHOWCNTL - GL Budget Update Show Control

GLBU SHOWCNTL determines whether the GL Control keys will be accessible. The short description may be set to “ON” or to “OFF”. The default setting is ON. When the short description is set to OFF, the GL Control keys will not be accessible and will not be seen when budgets are browsed.

**Code Category:** **GLBU**

**Code Value:** **SHOWCNTL**

Short Description: Toggles between ON and OFF. Enter "OFF" in the short description to block GL Control Keys access.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLBU / TROBJxxx - Definition for Intrafund Budget Transfer Batches (GLBUBATR)

This series of Common Codes allows the user to limit or define Budgeting Normal Balance types for the Object Codes that may be used on the intrafund Budget Transfer batch screen. This Common Code may be set up on a ledger-by-ledger basis by defining this Common Code for each Ledger or using '@@' for all Ledgers. Multiple codes may be setup by sequencing the Code Value from 001-100. Common code sequence must be contiguous so that all Common Codes will be checked. Up to five Object ranges may be defined on each Common Code screen.

**Code Category:** **GLBU**

**Code Value:** **TROBJxxx** Where "xxx" is a number from 001 to 100.

Short Description: Leave blank to disallow use of any Object Codes that fall into the ranges defined on this Common Code screen. Enter "DR" to define Debit or "CR" to define Credit as the Budgeting Normal Balance type for any Object Codes that fall into the ranges defined on this Common Code screen. "OFF" may be placed in this field to disable this Common Code.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Enter the first Object Code in the series so that this field contains the first value in a series and the Associated Description contains the last; e.g., to exclude the Objects in the 0000-1000 range, enter 0000 in Associated Code 1 and 1000 in Associated Description 1.

### Associated Descriptions

1-5: Enter the last Object Code in the series so that this field contains the last value in a series and the Associated Code contains the first.

# GLBU / xxOBJyyy - Object Security and Normal Balance Definition for Budget Batches (GLBUBA@@)

This code controls object security and normal balance definition for budget sets.

Common codes should be sequential within mask, for example, start with UBOBJ001. If you need a second code, make it UBOBJ002, and so on. Use the following code values to control associations for the listed mask(s).

| Mask | Code Values |
|---|---|
| GLBUBAUB, GLBUBAUX | UBOBJ001-UBOBJ100 |
| GLBUBATR | TROBJ001-TROBJ100 |
| GLBUBAAJ | AJOBJ001-AJOBJ100 |
| GLBUBAAN | ANOBJ001-ANOBJ100 |

**Code Category:** **GLBU**

**Code Value:** **xxOBJyyy** (Where “xx” is the Budget Batch Editor mask - UB, TR, AJ, or AN) and "yyy" is a number from 001 to 100).

Short Description: Leave blank to disallow use of any Object Codes that fall into the ranges defined on this Common Code screen. Enter “DR” to define Debit or “CR” to define Credit as the Budgeting Normal Balance type for any Object Codes that fall into the ranges defined on this Common Code screen. “OFF” may be placed in this field to disable this Common Code.

Medium Description: Used to describe Common Code.

Long Description: Used to describe Common Code.

### Associated Numeric Values

1-5: Not Required

### Associated Codes

1-5: Enter the first object code in the series so that this field contains the first value in a series and the associated description contains the last, e.g. to exclude the Object Codes in the 0000-1000 range , enter “0000” in Associated Code 1 and “1000” in associated description (1).

### Associated Descriptions

1-5: Enter the last object code in the series so that this field contains the last value in a series and the corresponding associated code contains the first.

# GLCS / Previously created JE Interface File - GLUTRIJI Settings

This common code defines custom interface settings for the JE Interface Import.

**Code Category:** **GLCS**

**Code Value:** **Previously created JE Interface File**

Short Description:

Medium Description: Leave blank OR optionally set to "DEBUG" to enable debug displays.

Long Description:

### Associated Numeric Values

1-5: Not Required

### Associated Codes

1: Set to "CHECKWO" to validate Work Order numbers and add any that are not already defined.
2: Enter "FULL" to show detailed batch proof.
3-5: Not Required

### Associated Descriptions

1: Set to a description to use for new work orders that are created by this interface.
2-5: Set to a description to use for new work orders that are created by this interface.

# GLCT / Contact Types - GLUPKY Settings

This common code defines custom Contact Types for Person/Entities associated with an Organization Key.

**Code Category:** **GLCT**

**Code Value:** **User-Defined Contact Type Code** (2 character limit)

**Short Description:** Leave Blank.

**Medium Description:** Description of Contact Type ( to be displayed in echo field following code on GLUPKY Contact Tab (7i)

**Long Description:** Leave Blank.

### Associated Numeric Values

1-5: Leave Blank.

### Associated Codes

1-5: Leave Blank.

### Associated Descriptions

1-5: Leave Blank.

# GLDB / JEACCESS - Alternate Security for JE Update and Batch Proofs

An alternate security class may be used for JE batch updates and batch proofs when running GLJEUX and GLJEBX.

**Code Category:** **GLDB**

**Code Value:** **JEACCESS**

Short Description: Not required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Put a user ID (the single user that security access classes will be copied from) in this field. For example, if you would like to give all users the security of user SUPERUSER when they run GLJEUX or GLJEDX. Enter SUPERUSER in associated code 1. Now any user, when they run GLJEUX or GLJEBX, and enter the password of user SUPERUSER, will temporarily (for the duration of the process) have user

SUPERUSER's security access class. Note-If the JE special access user has a password of NOPW no password will be required to run any of the JE special access masks. OR,
Put the word “USERIDJE” in this field. In this case a alternate security user must be defined for each user to be given special access to GLJEUX and GLJEBX. The user id must be in the form - USERIDJE where USERID is the user to be given special access followed by the letters “JE”. For example, if you would like to set up an alternate security access for user BOB. In this case you would create a user BOBJE using NUUPUS. Whenever user BOB runs GLJEUX or GLJEBX he must enter a password. This password is the one that is defined for the user BOBJE. Note-If the special access user has a password of NOPW no password will be required to run any of the je special access masks.

### Associated Descriptions

1-5: Not Required.

# GLDB / INITIAL - Key / Object Initialization

By putting the word “YES” in the short description, this code enables initialization of key and object parts that already have values (in GLUTSURS-GL Restructure). Note - it is not advised to leave “Yes” in the short description as this makes it easy to wipe out key and object part values.

**Code Category:** **GLDB**

**Code Value:** **INITIAL**

Short Description: Entering “YES” in the short description enables initialization of key and object parts that already have values**.**

Medium Description: Used to describe the Common Code**.**

Long Description: Used to describe the Common Code**.**

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLDF / OBJTYPE - Limiting Default Mapping by Obj Type

This common code allows default mapping to be limited by the object type of the GL object code to be mapped from. If the object type does not exist in the concatenated list of object types (see example below) in the 1st associated description of this common code, the entire account GL / JL will not be mapped. Valid object types are limited to AS (Assets), LI (Liabilities), RV (Revenues), XP (Expenses), FB (Fund Balances), TI (Transfers In), TO (Transfers Out), and NA (Not Applicable).

**Code Category:** **GLDF**

**Code Value:** **OBJTYPE**

Short Description: Enter "OFF" to disable this common code.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1: Enter object types: AS (Assets), LI (Liabilities), RV (Revenues), XP (Expenses), FB (Fund Balances), TI (Transfers In), TO (Transfers Out), or NA (Not Applicable)
2-5: Not Required.

# GLDF / OPTIONS

Code Category: GLDF

Code Value: OPTIONS

**General Description**: This common code allows the warning that is normally generated after GL default account mapping has substituted in its defaults to be turned off.

Special Notes: None

Short Description: Enter WARN to make GL default account mapping show a warning after it has substituted in its defaults (so the user has a chance to see what defaults were filled in by GLUPDF, then, once seen, enter can be pressed again to commit the defaults to the db)

Medium Description: Not required

Long Description: Not required

Assoc. Value (1): Not required

Assoc. Value (2): Not required

Assoc. Value (3): Not required

Assoc. Value (4): Not required

Assoc. Value (5): Not required

Assoc. Code (1): Not required

Assoc. Code (2): Not required

Assoc. Code (3): Not required

Assoc. Code (4): Not required

Assoc. Code (5): Not required

Assoc. Desc (1): Not required

Assoc. Desc (2): Not required

Assoc. Desc (3): Not required

Assoc. Desc (4): Not required

Assoc. Desc (5): Not required

# GLDF / OVERRIDE – Default Mapping Override of Entered Account

This common code will cause any applicable default mappings to override the account codes that have been entered on the screen. The code can be configured to tell the system which default mapping entries need to act as defaults and which need to act as overrides.

### Code Category: GLDF

### Code Value: OVERRIDE

**Short Description**: Enter “OFF” to disable this common code.

**Medium Description**: Used to describe the common code.

**Long Description**: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter “KOKO”. Used for reference only.

2. Enter an “X” under the column that matches the default mapping that needs to become an override. Only one type of default mapping can become and override. The first column represents the GL key, the second column is the GL Object, the third column represents the JL Key, and the fourth column is the JL Object. E.g. If “X X “ (X then a space followed by another X then a space) is entered then any default mapping that has only a GL Key and a JL Key in the “From” information will become an override instead of a default.

3-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLDF / XX - Subsystem Account Defaults for WOUPDF

This common code allows if GL Key, GL Object, JL Key, and JL Object are blank, then the WOUPDF screen will get defaults for these fields from this common code.

**Code Category:** **GLDF**

**Code Value:** **XX (Where "XX" is a two-character subsystem ID)**

Short Description: Used to describe the Common Code.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: GL Key.
2: GL Object.
3: JL Key.
4: JL Object.
5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLDS / GL245C

This common code may be setup to automatically post JE Batches created by the GLUTRITI (JE Table Interface) process.

**Code Category:** **GLDS**

### Code Value: GL245C

Short Description: Enter “ON”.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter GLUTRIAJ.
2: Enter the printer to be used when the process is run from the command line or a job-scheduler.
3-5: Not Required.

### Associated Descriptions

1-5: Not Required.

## GLDS / SORT - Sort by Fully Qualified Account (GLJEDS)

This code allows the user to sort by Fully Qualified Account (FQA) in the GL posting report.

### Code Category: GLDS

### Code Value: SORT

Short Description: If the GLDS SORT common code exists, and the short desc is "FQA KEY", it should sort by FQA key and ignore the object code in the sort. If the short desc is FQA, it should sort by FQA, which includes key parts and objects.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLDS / xxUNITS - Show Units (GLJEDS)

This common code, if active, displays units in the GL posting reports. If global units printing is preferred (rather than by subsystem), the Code Value should be “UNITS”.

**Code Category:** **GLDS**

**Code Value:** **xxUNITS (xx=optional two-character Subsystem Code)**

Short Description: Not Required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLEM / AUDIT - E-mail if Out of Balance Condition Occurs

This common code is used to e-mail a condensed version of the Audit Report (printed after a JE distribution) to selected users if an out of balance condition has occurred. Whether or not an out of balance condition has occurred, the last Audit Report run will be kept in a file called AUDITRPT in the user's PERM group.

**Special Notes -** The SYEM / MAIL Common Code must have been previously defined before theGLEM / AUDIT functionality may be used. Refer to the Common Code reference.

**Code Category:** **GLEM**

**Code Value:** **AUDIT**

Short Description: Leave blank or “ON” to enable, “OFF” to disable.

Medium Description: Enter the subject line to send the e-mail. The default subject is “WARNING: GL is out of balance.”

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Enter the IFAS User ID for the person to send e-mail to. Up to 5 users may be specified.

### Associated Descriptions

1-5: Not Required.

# GLEM / REDIRECT

This common code may be set up to notify specific users when account numbers have been redirected to suspense accounts as defined on the GLJE / REDIRECT common code. Up to five users may be notified.

E-mail addresses must have been previously defined on the user's NUUPUS setup. The SYEM / MAIL common code must have been previously defined before the GLEM / REDIRECT functionality may be used.

### Code Category: GLEM

### Code Value: REDIRECT

Short Description: Enter “ON”.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Nucleus USERID.

### Associated Descriptions

1-5: Not Required.

# GLEN / GL820 - Expiration Warnings

If this common code exists, the first associated value specified the number of days before keys and / or object code expire to begin warning users. The warnings are printed on the batch proof and on the data entry screens specifying the key and or object codes that are attempting to be used, and how many days remain before they expire.

**Code Category:** **GLEN**

**Code Value:** **GL820**

Short Description: Not Required.

Medium Description: Not Required

Long Description: Not Required

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLEN / GL820 - Object Code / Expiration Warnings

When this Common Code exists, the first associated value specifies the number of days before keys and / or object codes expire to begin warning users. These warnings are printed on the batch proof and on the data-entry screens specifying the key and object code that is attempting to be used, and the number of days that remain before the key and code expires.

**Code Category:** **GLEN**

**Code Value:** **GL820**

Short Description: Not required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1: The value entered here determines the number of days prior to the expiration of the key and code that the warning is to first appear.
2-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLER / xxxxxxxx - Override / Modify Specific Date Warnings

This Common Code allows the user to override and / or modify specific date warning error codes. The code category should be set up as GLER with the code value equal to the IFAS mask that the date warnings will be overridden and / or modified for. The error codes that can be changed are GL 473, GL 479, GL 480, GL 481, GL482, GL483, GL484, GL 485, GL 486, and GL 497. Any of these error codes may be overridden for all masks by changing the 'Nature' field on their NUUscreen to 'I' for Ignore.

**Code Category: GLER**

**Code Value: xxxxxxxx (xxxxxxxx = the mask of the process to be affected, e.g. GLJEUB, GLJEBP)**

Short Description: Enter "OFF" to disable this common code.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code**.**

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Enter error codes to override / modify, in the following format; GL xxxn (xxx = the error number; n = the error nature; "I" for IGNORE, "F" for FATAL, "W" for WARN). If the error nature is left blank then the error nature will not change. Note: Don't forget there is a space between the GL and the error number (e.g. GL 473I -- If the common code was GLER-GLJEUB; the system would ignore all GL 473 errors when running GLJEUB).

### Associated Descriptions

1-5: Same as Associated Codes (1-5).

# GLFG / AVGSAL - Average Salary Definition

This is where you define what Parts/Groups will be used for the Average Salary definition screen.

### Code Category: GLFG

### Code Value: AVGSAL

Short Description: Not Required.

Medium Description: Average Salary Configuration.

Long Description: Codes - 4 Character GLUPGN Codes Descriptions - Screen Display Tags

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Enter the four character Key, Key Part, Object, Object Group from GLUPGN or use "#M1" through "#M8" for Key Misc Codes one through eight or use "#S1" through "#S8" for Key Select Codes one through eight.

### Associated Descriptions

1-5: Enter the "Tag" description to appear next to this code on the Average Salary screen.

# GLFG / FRINGE - Fringe Rate Definition

This is where you define what Parts/Groups will be used for the Fringe Rate definition screen.

### Code Category: GLFG

### Code Value: FRINGE

Short Description: Not Required.

Medium Description: Fringe Configuration.

Long Description: Codes - 4 Character GLUPGN Codes Descriptions - Screen Display Tags

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Enter the four character Key, Key Part, Object, Object Group from GLUPGN or use "#M1" through "#M8" for Key Misc Codes one through eight or use "#S1" through "#S8" for Key Select Codes one through eight.

### Associated Descriptions

1-5: Enter the "Tag" description to appear next to this code on the Fringe Rate screen.

# GLFG / FTE - FTE Controls for GLBUFTUB

This table is applied to FTE on the GLBUFTUB budget screen..

### Code Category: GLFG

### Code Value: FTE

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-4: Not Required.
5: If the fifth associated code contains the word 'ROUND' this rounding logic will be used.

The fifth numeric value will designate what decimal place will be used for rounding as follows:

0.01 = Round to the nearest cent (as it does now)

0.10 = Round to the nearest 10 cents

1.00 = Round to the nearest dollar

10.00 = Round to the nearest 10 dollars

100.00 = Round to the nearest 100 dollars

1,000.00 = Round to the nearest 1,000 dollars

10,000.00 = Round to the nearest 10,000 dollars

100,000.00 = Round to the nearest 100,000 dollars

1,000,000.00 = Round to the nearest 1,000,000 dollars

This is standard mathematical rounding. If the number to the right of the decimal place we are rounding to is 5 or higher the amount will round up. Other wise it will round down. For example: If you are rounding to the nearest dollar and the answer computed is 100.50 or higher then the final result after rounding will be 101.00. If the answer computed is 100.49 or lower then the final result after rounding will be 100.00.

Anything other than the above amounts are in the fifth associated numeric value or if 'ROUND' is not in the fifth associated code then the calculations on GLBUFTUB will rounding to the nearest cent as it does now.

When an FTE number is entered, the program will do it's calculation based on the average annual salary as it does now. Then the results will be rounded based on the GLFG FTE common code as described above. The rounded results are then updated in the dollar amount field. The rounded answers will be stored in the database in the glba_budact_mstr table.

This rounding logic also applies to the fringe benefit calculation. The fringe benefits will be calculated against the rounded dollar amount and then the fringe benefit result is also to be rounded based on the above logic.

### Associated Codes

1: Four character Object Code / Group from GLUPGN. This tells the system which Obj / Obj group to use.
2-4: Not required.
5: If the fifth associated code contains the word 'ROUND'; rounding logic will be used (see description for Associated Value 5).

### Associated Descriptions

1-5: One or more code values, separated by commas, that allow FTE's to be entered. For example, if Code 1 was OBJ, and Description 1 was 2000,3000 then if a user tried to enter an FTE for any budget record where the State Object code is not 2000 and is not 3000, an error will be generated.

Note: All 5 descriptions can be used but only the first code will be used.

# GLFG / LEVELS - Common Code Accumulator

Its use is enabled by the 10th option flag on GLUPGN screen 1, as described in section 2. This common code causes IFAS to maintain accumulator records at the specified levels, and optionally enable blocking or warning at these levels without having to configure the traps on each Key or budget account.

**Code Category:** **GLFG**

**Code Value:** **LEVELS**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter “O12345678” representing Object & Group levels The first character is the letter “O” representing Object.
2: “Y” under any level to be accumulated
3: “W”, “B”, or blank (W=warn, B=block, blank=off) under each level to be checked
4: “Y” under any level for which you want budget checking to occur for 7i screens.
5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLFG / NEWKEY

### Code Category: GLFG

### Code Value: NEWKEY

Short Description: SEED

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1: 2
2: 3
3: 2
4-5: Not Required.

### Associated Codes

1: FUND
2: LOC
3: DEPT

4-5: Not Required.

### Associated Descriptions

1-3: DESC
4-5: Not Required.

# GLFG / FQA

If this common code does not exist then it is treated as KEY ONLY.

This common code is used to direct how GLUTDIVK will populate glf_full_mstr. If this common code exists then GLUTDIVK will populate the object code in the glf_full_mstr table. If the common code does NOT exists or there is “KEY ONLY” in the first associated code then GLUTDIVK will only populate Org. Keys in the glf_full_mstr table.

**Code Category:** **GLFG**

**Code Value:** **FQA**

Short Description: Not Required.
Medium Description: Not Required.
Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter “KEY ONLY” to de-activate this common code (causing GLUTDIVK to only populate Org. Keys in the glf_full_mstr table).
2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLFG / PMEXPENS Project Management Expense Allocation

This common code is used for Project Management expense allocation. If the short description is equal to "OFF" then it is the same as if the common code did not exist.

**Code Category:** **GLFG**

**Code Value:** **PMEXPENS**

Short Description: Not Required.

Medium Description: Associated Description to print next to the summary information of the GL Posting report.

Long Description: Not Required.

### Associated Numeric Values

1: Enter the number of the Object Group to be used to allocate expense (i.e., at what level is the budget entered). If the Budgeted Object Group is number one (1) then place a 1.00000 here. If no Object Group is specified then the budget is assumed to be at the Object Code level.

2-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLJE / 450SUPPR - Out of Balance Warning

If the short description is not “OFF” and the common code exists, then out-of-balance warnings will not show up for the one-sided JE batch proof (GLUTSUOB). Out-of-balance warnings will still show up for the regular JE batch proof.

**Code Category:** **GLJE**

**Code Value:** **450SUPPR**

Short Description: “OFF” default is “ON.”

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLJE / APPROVE JE Approvals

Set up this common code to enable Journal Entry Approvals. A Workflow model to change the post states from "BE" to "AP" is also required.

### Code Category: GLJE

### Code Value: APPROVE

Short Description: Set to "OFF" to disable this common code.

Medium Description: Used to describe this common code.

Long Description: Used to describe this common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Set to "AP" so that only sets with a post state of "AP" will be allowed to post.
2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLJE / BUDGETxx

Code Category: GLJE

Code Value: BUDGETxx (optionally xx may be the last two characters of the JE data-entry screen mask)

General Description: This Common Code allows the user to define default budget posting information when posting to a budget using the journal entry "hit budget" functionality. Separate defaults may be defined for each type of data-entry screen.

Short Description: Not Required

Medium Description: Not Required

Long Description: Not Required

Assoc. Value (1): Not Required

Assoc. Value (2): Not Required

Assoc. Value (3): Not Required

Assoc. Value (4): Not Required

Assoc. Value (5): Not Required

Assoc. Code (1): Default 4-digit fiscal year.

Assoc. Code (2): Default 2-character budget version code.

Assoc. Code (3): Default 2-character budget level code.

Assoc. Code (4): Default 4-character reason code.

Assoc. Code (5): Default 2-character fund type.

Assoc. Desc (1): Not Required

Assoc. Desc (2): Not Required

Assoc. Desc (3): Not Required

Assoc. Desc (4): Not Required

Assoc. Desc (5): Not Required

# GLJE / DETAIL - JE Offset Detail Posting

When automatic offsetting entries are generated, they are usually accumulated by JE ID and posted with a system generated Auto-ID# description. If the GLJE-DETAIL Common Code exists, offsetting entries will be generated line-by-line from the JE Batch file using the JE Associated Description instead of the Auto-ID#. Note, this option is primarily used with IFAS-4.)

**Code Category:** **GLJE**

**Code Value:** **DETAIL**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLJE / EMAIL

Notifies a selected list of users whenever a JE distribution fails.

**Special Notes -** The SYEM / MAIL Common Code must have been previously defined before the GLJE / EMAIL functionality may be used.

**Code Category:** **GLJE**

**Code Value:** **EMAIL**

Short Description: Leave blank or enter "BAL" to e-mail "out of balance" error conditions only. Place "OFF" in this field to disable.

Medium Description: Enter the subject line to give the e-mail. The default subject is "WARN: JE Distribution Failed".

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Enter the IFAS User ID for the person to send e-mail to. Up to 5 user's may be specified.

### Associated Descriptions

1-5: Not Required.

# GLJE / FULLSCAN - JE Batch Totaling

All Journal Entry Batch Files will always be automatically sorted to be in JEID order when a batch proof is run, when loaded for editand after a record is added or updated. If the batch has more than 10000 records, or the Common Code GLJE FULLSCAN is defined with a short description of DISABLE, the batch will never be sorted by the batch editor or batch proof. This option allows JEID records to be defined out of sequence, which may cause batch totals to be incorrect. The DISABLE option will speed up the processing of large batch files.

**Code Category:** **GLJE**

**Code Value:** **FULLSCAN**

Short Description: When “Y” is entered in the short description, the totals on the JE batch update screen will include ALL previous records with this JE ID. Enter “DISABLE” if sorting is not desired.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLJE / GL265 - Multiple-Ledger Flag (GLUTRII1)

This Common Code allows the user to set MULTIPLE-LEDGERS flag to TRUE in GL265. This Common Code may be set up on a ledger-by-ledger basis by defining this Common Code for each Ledger or using '@@' for all Ledgers.

### Code Category: GLJE

### Code Value: GL265

Short Description: Leave blank. Place "OFF" in this field to disable this Common Code.

Medium Description: Used to describe Common Code.

Long Description: Used to describe Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: The mask to set the flag.

### Associated Descriptions

1-5: Used to describe Common Code.

# GLJE / GL350C - JE Batch Screen Defaults and Object Type Restriction

Is this Common Code client specific? Yes

This Common Codes allows the user to define allowable Object Types and some field defaults. Field default may be setup for the Account column title and the Intra / Inter Fund, Fund Title column. This Common Codes may be setup on a ledger-by-ledger basis by defining this Common Code for each ledger or using "@@" for all ledgers.

### Code Category: GLJECode

### Code Value: GL350C

Short Description: Leave blank. Optionally "OFF" may be entered in this field to disable this Common Code.???

Medium Description: Leave blank to accept all Object Types for JE Batches or insert a comma-delimited list of Object Types to be allowed, e.g. RV,XP,TI,TO

Long Description: Leave blank or enter up to 28 characters (left justified) to use as alternative field title for the 'ACCOUNT' field on all of the JE Batch Editor Screens. Backslash codes will be translated. E.g. If "\GT" is used, the account description on GLUPGN screen 4 will be used.

Note-The fields below have no character limit. Enter as much text as you like, the box will expand as you type. Leave N / A fields blank.

### Associated Numeric Values

1: Enter an alternative title to be used for the Fund column when displaying the Intra Fund and Inter Fund JE batch screens and batch proof. Backslash codes will be translated.
2-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLJE / INTRA - Intra-Fund Accounts

This common code allows you to disable the automatic acceptance of intra-accounts by placing “No” in the short description.

### Code Category: GLJE

### Code Value: INTRA

Short Description: “No” to disable auto-accept of intra-accounts.

Medium Description: Not required.

Long Description: Not required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLJE / LASTFLAG - Default Value for “Last?” Field on JE Update Screen

The “Last?” field on the JE update screen is used to mark the last account distribution of a given Journal Entry ID. This code allows a default value to be defined for this field.

**Code Category:** **GLJE**

**Code Value:** **LASTFLAG**

Short Description: A one-character default value for the “Last?” field on the JE update screen. Valid values are "Y" or "N".

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLJE / MISCxx - Default Transaction Miscellaneous Code for Journal Entries

This Common Codes allows the user to define default transaction miscellaneous codes based on the batch editor used to create the batch. Optionally a Common Code of GLJE MISC may be created to default a misc. Code for all batch editor screens.

**Code Category:** **GLJE**

**Code Value:** **MISCxx** Where "xx" is the JE Batch Editor mask - UB, ML, WA, UI or UN.

Short Description: A four-character default value for the “MISC” field on the JE update screen.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Use "ALWAYS" in first associate code of common code "GLJEto use common code's default misc anytime blank record created or blank misc found, instead of last misc used.

### Associated Descriptions

1-5: Not Required.

# GLJE / OFFSET - Automatic JE Offsetting Entries and Fullscan Setting

The system has the capability to generate automatic offsetting entries based upon the Code placed in the OF field on the Journal Entries screen. See Section 3 and 7 of this user guide for a discussion on the use of this Common Code.

**Code Category:** **GLJE**

**Code Value:** **OFFSET**

Short Description: YY,NN,YN,NY,MB

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Set to “ALWAYS” will use common code default offset anytime a new record created or blank offset is found, instead of using the last offset used.
2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLJE / OVERRIDE - Override Out of Balance (previously said "Budget") Warnings on JE Update Screen

If this code is active and the user has the required security setup, the user will be able to override out of balance warnings on the JE update screens.

**Code Category:** **GLJE**

**Code Value:** **OVERRIDE**

Short Description: YES, Leave blank or optionally "OFF" may be entered in this field to disable this Common Code.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLJE / REDIRECT

This Common Code may be setup to redirect invalid account numbers to suspense accounts when running any process that uses GL265, e.g. GLUTRIIJ. Special Notes-GL Ledger specific Common Codes will be used first. If a matching ledger-specific Common Code is not found, the '@@' code will be used.

**Code Category:** **GLJE**

### Code Value: REDIRECT

Short Description: On.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1: GL Suspense Account Number in Input Format
2: JL Suspense Account Number in Input Format
3-5: Not Required.

# GLJE / RJDS - GLA-TRNS-DTL Dataset

RJE's can now be created into GLA-TRNS-DTL dataset instead of batch file for certain masks. This is helpful for SET users.

**Special Note** -Short description of "NETSIGHT" would enable this functionality to write to the dataset, not the batch file.

### Code Category: GLJE

### Value: RJDS

Short Description: NETSIGHT

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLJE / SWITCH - Swap Reference Fields (GL560)

This Common Code swaps the Primary Reference (JEID) field with the Secondary Reference field.

### Code Category: GLJE

### Code Value: SWITCH

Short Description: “Y” or “y”.

Medium Description: Enter the prefix that batch files must have to cause references to be switched (maximum 8 characters).

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLJE / VIEWS- Default Values for View Flags on JE Batch Data Entry Screens

This code is used to set the initial (default) values for the view flags on the Journal Entry Batch data entry screens. If this common code does not exist, then the default will be “YYNN”.

### Code Category: GLJE

### Code Value: VIEWS

Short Description: Enter the default values for the view flags in the “View” field on the Journal Entry Batch data entry screens.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLJE / xxKEYyyyy - Org Key and Key Part Security for Journal Entries

Is this Common Code client specific? Yes

This series of Common Codes allows the user to limit the Org Keys and Key Parts that may be used for Journal Entries based on the editor screen used to initially create the batch. These Common Codes may be setup on a ledger-by-ledger basis by defining this Common Code for each ledger or using "@@" for all ledgers. Multiple codes may be setup by sequencing the code value from 001 to 100. Common Code sequence must be contiguous so that all Common Codes will be checked. Up to five Org Key or Key Part ranges may be defined on each Common Code screen.

### JE Batch Editor Masks:

UB = Standard Journal Entries Batch

ML = Multi-Ledger JE Batch

WA = Wide Account Format JE Batch

UN = Intra-Fund Only JE Batch

UI = Inter-Fund Only JE Batch

Special Notes-?????

**Code Category:** **GLJE**

**Code Value:** **xxKEYyyy** (Where "xx" is the JE Batch Editor mask - UB, ML, WA, UI, or UN) and "yyy" is a number from 001 to 100)????**)**

Short Description: Leave blank. Optionally "OFF" may be entered in this field to disable this Common Code.???

Medium Description: Used to describe the Common Code

Long Description: Used to describe the Common Code.

Note-The fields below have no character limit. Enter as much text as you like, the box will expand as you type. Leave N / A fields blank.

### Associated Numeric Values

1: Enter the index (1-8) of the Key Part you are restricting in the corresponding Code and Description fields (1-5) OR leave blank to restrict the corresponding Org Keys.
1 Enter the Org Key or Key Part (1-5) in the series so that this field contains the first value in a series and the Associated Description contains the last. e.g. To exclude the Org Key or Key Part in the 0000-1000 range, enter 0000 in Associated Code 1 and 1000 in Associated Description 1.????1 Enter the last Org Key or Key Part in the series so that this field contains the last value in a series and the corresponding Associated Code contains the first.???

2-5: Same as Value 1.

### Associated Codes

1: Not Required.
2-5: Same as Code 1.

### Associated Descriptions

1: Not Required.
2-5: Same as Description 1.

# GLJE / xxOBJyyy - Object Security for Journal Entries

This series of Common Codes allows the user to limit the Object Codes and Object Groups that may be used for Journal Entries based on the editor screen used to initially create the batch. These Common Codes may be setup on a ledger-by-ledger basis by defining this Common Code for each ledger or using '@@' for all ledgers. Multiple codes may be setup by sequencing the code value from 001 to 100. Common Code sequence must be contiguous so that all Common Codes will be checked. Up to five Object Code or Object Group ranges may be defined on each Common Code screen.

### JE Batch Editor Masks-

UB = Standard Journal Entries Batch

ML = Multi-Ledger JE Batch

WA = Wide Account Format JE Batch

UN = Intra-Fund Only JE Batch

UI = Inter-Fund Only JE Batch

**Code Category: GLJE**

**Code Value: xxOBJyyy**

Where 'xx' is the JE Batch Editor mask - UB, ML, WA, UI, or UN) and 'yyy' is a number from 001 to 100 ????

Short Description: Leave blank. Optionally "OFF" may be entered in this field to disable this Common Code.???

Medium Description: Used to describe the Common Code

Long Description: Used to describe the Common Code.

Note-The fields below have no character limit. Enter as much text as you like, the box will expand as you type. Leave N / A fields blank.

### Associated Numeric Values

1: Enter the index (1-8) of the Object Group you are restricting in the corresponding Code and Description fields (1-5) OR leave blank to restrict the corresponding Object Codes.1 Enter the Object Code or Object Group (1-5) in the series so that this field contains the first value in a series and the Associated Description contains the last. Eg. To exclude the Object Codes or Object Groups in the 0000-1000 range ,enter 0000 in Associated Code 1 and 1000 in Associated Description 1.????1 Enter the last Object Code or Object Group in the series so that this field contains the last value in a series and the corresponding Associated Code contains the first.???

2-5: Same as Value 1.

### Associated Codes

1:

2: Same as Code 1.???

3-5:

### Associated Descriptions

1: Not Required.

2-5: Same as Description 1.

# GLJL / xx

With the common code, you can create a common code by subsystem that will activate the default mapping at posting time. A possible drawback is that it disables the “JL required” for that subin the regular screens. It assumes that the default mapping will fill in the JL at posting time.

Simply entering this common code in Nucleus enables the feature.

**Code Category:** **GLJL**

**Code Value:** **xx** (Where xx is the subsystem).

Short Description: Enter “NO” to disable the common code without deleting it.

Medium Description: Not Required.

Long Description: Not Required.

**Associated Numeric Values**

1-5: Not Required.

**Associated Codes**

1-5: Not Required.

**Associated Descriptions**

1-5: Not Required.

# GLJL / POSTJL JL Posting for Balance Sheet Accounts

If common code GLJL POSTJL exists then for each transaction to be posted:

If there is NO JL account on the original transaction then post (as it does now).

If there IS a JL account then do the following when creating postings from GLUTSPSI: Always use the same JL Org. Key as the original transaction. Derive the JL Object from the GL object specified on the GLUTSPSI screen. Optionally this may be done only for specific GL Funds as identified in Associated Codes 1-5.

**Code Category:** **GLJL**

**Code Value:** **POSTJL**

**Short Description**: "OFF" to disable.

**Medium Description**: Not Used.

**Long Description**: Not Used.

### Associated Numeric Values

1-5: Not required.

### Associated Codes

1-5: Optional FUND value.

### Associated Descriptions

1-5: Not Required.

# GLOB / OOOOOOO - (name of code)

In Recurrent Journal Entries, calculations are performed for a particular object code. The amount calculated can then be posted to any valid object code. In some cases, this object code is directly related to the object code that was calculated, but is not the same object code. RJE's provides for this by allowing the code XOBJnn, where nn is a value from 01 thru 05, to access a table that has been established for the calculated object code. This table contains from 1 through 5 object codes that may be associated with a calculated object code and used in the posed to account number.

**Code Category:** **GLOB**

**Code Value:** **OOOOOOO** (Where ooooooo is the object code for which the calculation was made).

Short Description: Not Used.

Medium Description: Not Used.

Long Description: Not Used.

### Associated Numeric Values

1-5: Not required.

### Associated Codes

1: Object code referenced by XOBJ01.
2: Object code referenced by XOBJ02.
3: Object code referenced by XOBJ03.

4: Object code referenced by XOBJ04.
5: Object code referenced by XOBJ05.

### Associated Descriptions

1-5: Not Required.

# GLOB / xxxxxx (obj. code) - Associate object codes with a base object code (RJEs)

This Common Code associates multiple object codes with a base object code (used in conjunction with RJEs).

**Code Category:** GLOB

**Code Value:** xxxxx (Object code for which associations are being setup)

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter an associated object code. This object code will be used when XOBJ01 is placed into the account field of the RJE definition.
2: Enter an associated object code. This object code will be used when XOBJ02 is placed into the account field of the RJE definition.
3: Enter an associated object code. This object code will be used when XOBJ03 is placed into the account field of the RJE definition.
4: Enter an associated object code. This object code will be used when XOBJ04 is placed into the account field of the RJE definition.
5: Enter an associated object code. This object code will be used when XOBJ05 is placed into the account field of the RJE definition.

### Associated Descriptions

1-5: Not Required.

# GLPD / xx - Defined Begin / End Dates for Projects (GL Standard Report)

This Common Codes allows Project begin / end dates to be defined by Org. key for GLRESR16.

**Code Category:** **GLPD**

**Code Value:** **xxxxxxxxxx (an Org. Key code)**

Short Description: Not Required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Beginning date of project in MM / DD / YY format.
2: Ending date of project in MM / DD / YY format.
3-5: Not Required.

### Associated Descriptions

1-5: Not Required.

## GLPP / BLKRANGE - Validate the COA Elements Used as Ranges

This Common Codes allows Project begin / end dates to be defined by Org. key for GLRESR16.

**Code Category:** **GLPP**

**Code Value:** **BLKRANGE**

Short Description: Not Required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLRE / FLTRSH - Transaction File Listing Detail Line Reformatting

When the Transaction File listing report GLREFLTR is run in Short Format, the detail line can be reformatted for a user-defined list of subsystems. A more complete setup is described in common code GLRP-SR19JB.

Once this common code is turned “ON” a header will need to be made in NUUPHD. The new header must have the name “GLHDFLSH”.

### Code Category: GLRE

### Code Value: FLTRSH

Short Description: Enter “OFF” to disable this common code. Enter “ON” to enable.

Medium Description: Enter “ON” to enable Concatenation Mode. Enter “OFF” to insert a space before and after each reformatted field.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Enter subsystem IDs to which reformatting applies (only 6 subwill fit on one line). Only reformatting on corresponding "Associated Descriptions" line will be applied to these subsystems (i.e.: reformatting in "Associated Descriptions" line 1 only applies to subsystems listed in "Codes" line 1).

### Associated Descriptions

1-5: Enter reformatting here in the following format (exclude “<“and “>”): <Variable Name><Starting Column><Length> If more than one field needs to be reformatted, concatenate the pattern until "Associated Descriptions" line is full. Only four fields will fit on one 'Associated Descriptions' line, and there will always be at least two blank spaces at the end of each "Associated Descriptions" line. Reformatting only applies to subsystems listed on corresponding "Codes" line.

| Valid <Variable Names> are> | Maximum Length** |
|---|---|
| REFPrimary Reference | 16 |
| PIDPayee ID | 12 |

| | | |
|---|---|---|
| PERFiscal Period | | 2 |
| TYPTransaction Type | | 2 |
| DESAssociated Description | | 30 |
| MISMiscellaneous Code | 4 | |
| RF2Secondary Reference | | 16 |
| DT2Secondary Reference Date | 8 | |
| BATBatch ID | | 16 |
| SBSSubsystem ID | | 2 |
| PEDPerson Entity DB Code | | 2 |
| CKICheck Stock ID | | 2 |
| CKNCheck Number | | 6 |
| CNCCKI and CKN concatenated | | 8 |
| GWOWork Order (for future use) | | 12 |
| CURForeign Currency Code | | 4 |
| DATPrimary Transaction Date | 8 | |
| PEPPreparer's ID | | 4 |
| CNOContract Number | 16 | |
| OFYOriginal Fiscal Year | 4 | |

Note-Larger Maximum Lengths can be used, but nothing will be printed beyond the Maximum Length.

Example-

For the following setup of common code GLRE-FLTRSH, all detail line entries with a subsystem ID in the list on line one of the 'Codes' column (EN, OH, AR, etc.) will have the Primary Reference (REF) printed in column 1 for a length of 10 characters (only the first 10 characters will be printed), the Subsystem ID (SBS) printed in column 11 for a length of 2, the Check Stock ID (CKI) printed in column 13 for a length of 2, and only the first 3 characters of the Check Number (CKN) will be printed starting in column 15.

All detail line entries with a subsystem ID listed on line two of the 'Codes' column (JN) will have the Preparer's ID (PEP) printed in column 3 for a length of 16. Since the Preparer's ID has a maximum length of 4, and since the Common Code setup specifies a length of 16, the last 12 characters will be blank.

All detail line entries with a subsystem ID listed on line three of the 'Codes' column (DF) will have the Primary Transaction Date printed in column 6 for a length of 26. As with the Preparer's ID, since the specified print length (26) is longer than the maximum length for the Primary Transaction Date field (8), the last 18 characters will be blank.

| Codes | Associated Descriptions |
|---|---|
| EVOLDTFSLAEH | REF0110SBS1102CKI1302CKN1503 |
| JNPEP0316 | |
| DFDAT0626 | |

# GLRE / GL507C - Show Secondary Reference (GL Standard Report 07)

The Secondary Reference can be shown on GLRESR07.

**Code Category:** **GLRE**

**Code Value:** **GL507C**

Short Description: Not Required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

## Associated Numeric Values

1-5: Not Required.

## Associated Codes

1: Enter “SECREF” in this field to show the first eight characters of the secondary reference in the last half of the primary reference column of the report.

2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLRE / GL516C - Include Key and Key Part Associated Descriptions and / or Zero Balances (GL Standard Report 16)

This Common Codes allows selection of custom formatting options for GLRESR16.

**Code Category:** **GLRE**

**Code Value:** **GL516C**

Short Description: Not Required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter “BOTHDESC” in this field to include Org. Key and Org. Key Part descriptions in the 3rd section of the report.
2: Enter “ALLTOTALS” to include zero balances in all sections of the report.
3-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLRE / SR20 - Reference Field Control (GL Standard Report 20 - GLRESR20)

This Common Code allows the user to configure the primary reference field for GLRESR20 (Verbose Format). Normally this field contains the primary reference and secondary reference - with a ' / ' used as a separator. This Common Code allows the user to define how the 21 character field will be formatted. Possible data items to use in the field definition are-Primary Reference (up to 16 characters), Secondary Reference (up to 16 characters), Person Entity ID (up to 12 characters), and Check Number (up to 6 characters). Each data item may have a defined maximum number of characters to show in the field. Each item will be separated by a space.

**Code Category:** **GLRE**

**Code Value:** **SR20**

Short Description: Enter "OFF" to disable this common code.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code**.**

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Enter the 4-character data item name to show in the primary reference field of the report in order of importance. Valid values are REF1 (Primary Reference), REF2 (Secondary Reference), PEID (Person-Entity ID), and CKNO (Check Number).

### Associated Descriptions

1-5: Enter the maximum length for each data item in the corresponding associated code field. Strings with a total length greater than 21 characters will be truncated. Remember to account for a space in between each item.
The maximum lengths are 16 for the Primary and Secondary References, 12 for the Person-Entity ID, and 6 for the Check Number.

# GLRJ / ALLOWCRS - Override Cross-Ledger RJE Restrictions

This code allows TTLKEY, TTLOBJ, FDKEY, and FDOBJ to be used when creating an RJE that posts to a different ledger code that one being selected from.

**Code Category:** **GLRJ**

**Code Value:** **ALLOWCRS**

Short Description: Placing “OFF” in this field will disable this common code.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLRJ / REJSUBS - RJE Substitution Strings for GLJERJDX

The substitution strings defined by this common code are used by GLJERJDX to calculate RJE distributions by Primary Reference. See the documentation on GLJERJDX for more information.

### Code Category: GLRJ

### Code Value: RJESUBS

Short Description: GLJERJDX.

Medium Description: Used to describe the Common Code.

Long Description: Enter “RJE-MISC=xxxx” where xxxx is the value of MISC field on transactions for the current fiscal period.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1: The substitution string that will be replaced by a Primary Reference. This string should be 16 characters in length. The default value is “PRIMARYREFERENCE”.

2: The substitution string that will be replaced by a operator + a sum total for a Primary Reference. This string should be 14 characters in length and enclosed with “<<*” and “>>” where * may be an arithmetic operator (+, -, *, / ). The default is “<<*TOTALREFER”.

3: The substitution string that will be replaced by a operator + the current month total for a Primary Reference. This string should be 14 characters in length and enclosed with “<<*” and “>>” where * may be an arithmetic operator (+, -, *, / ). The default is “<< / CURR”.

4: The substitution string that will be used to insert a list of Org. Keys into big screen selection criteria. This list is used to speed up processing. The default value is “<<KEYLIST>>”.

5: Not Required.

# GLRJ / USEREF - Copy Primary Reference to Secondary Reference (GLJERJDS)

This code causes the Secondary Reference to be replaced by the Primary Reference in the resultbatch file when running a RJE distribution.

**Code Category:** **GLRJ**

**Code Value:** **USEREF1**

Short Description: Enter “OFF” or “N / A” to disable this common code.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLRL / xxxxxxD

Date Range to determine what should be loaded where to check fiscal year or date.

**Code Category: GLRL**

**Code Value: xxxxxxD** (Where **xxxxxx** identifies the rule logic file layout).

Short Description: FIXED or COMMA This determines if the file is fixed record length or comma delimited. If set to OFF, then IFAS won't look at this code.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1: Starting position of Item if fixed or which item if comma delimited for starting date.
2: The length of the starting date.

3: If fixed, this is the ending position of item.
4: If fixed, this is the ending position of item.
5: Not Required.

### Associated Codes

1: The date input format for the begin date. Two characters of description to indicate the date format. Valid date format:Y2 for two digit fiscal year, Y4 for four digit fiscal year, D6 for YYMMDD date format, D8 for YYYYMMDD date format, DT for MM / DD / YY date format, DU for MM / DD / YYYY date format. If invalid date format found, then D8 will be assumed.
2: Not Required.
3: The date input format for the end date. Two characters of description to indicate the date format. Valid date format:Y2 for two digit fiscal year, Y4 for four digit fiscal year, D6 for YYMMDD date format, D8 for YYYYMMDD date format, DT for MM / DD / YY date format, DU for MM / DD / YYYY date format. If invalid date format found, then D8 will be assumed.
4: Not Required.
5: Allows use of a different Fiscal Year Designation (LS or FR) than is set in GLUPGN.

### Associated Descriptions

1-5: Not Required.

# GLRL / xxxxxxyy

File Layout Definition and Column Specific Defaults for GLUTRILR. Up to 99 columns may be defined using this set of common codes. Blank columns need not be defined. Note- Multiple GLR-RULE-DTL records may be created from a single input record

### Code Category: GLRL

**Code Value:** **xxxxxxyy** (Where **xxxxxx** identifies the rule logic file layout, and **yy** is a two-digit number identifying the column that this common code is defining).

Short Description: Enter the Column Type (A-I). These correspond the fields on the GLUPRU screen. A=Ledger (at the top of the screen), B=Organization Part, C=Part Code, D=Ledger, E=Org. Code, F=Relational Operator, G=Part Code, H=Logical Operator, I=Priority. Note: Column type G (Part Code) may contain a range (two values separated by a '-'). Ranges in this column will be automatically split into two records, with the second record having the opposite sign from the first. (Required)

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1: (Optional) The starting character position within the column.
2: (Optional) The number of characters to take from the column.
3-5: Not Required.

### Associated Codes

1: (Optional) The Ledger (at the top of the GLUPRU) screen to use for all entries in this column.
2: (Optional) The Organization Part to use for all entries in this column.
3: (Optional) The Part Code to use for all entries in this column.
4-5: Not Required.

### Associated Descriptions

1: (Optional) The Ledger to use for all entries in this column.????
2: (Optional) The Org. Code to use for all entries in this column.
3: (Optional) The Relational Operator to use for all entries in this column.
4: (Optional) The Part Code to be used for all entries in this column.
5: (Optional) The Logical Operator to use for all entries in this column.

# GLRP / 507 or 508 - Print YTD less Budget

GLRP 507 with a “Y” in the first position of the short description causes standard report 07 to print the difference between YTD expense and budget when there is no budget for the account. GLRP 508 does a similar thing for standard report 08.

### Code Category: GLRP

### Code Value: 507 or 508

Short Description: “Y” or blank.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLRP / 508POCK - Show PO and Check Number (GL Standard Report)

If the transaction being shown comes from the AP, OH, or TR subsystems the PO Number (Secondary Reference) will show in the first nine characters of the Primary Reference field and the Check Number will show in the last seven. Note-Common Code GL508SHPO must be inactive for this feature to work properly.

**Code Category:** **GLRP**

**Code Value:** **508POCK**

Short Description: Not Required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter “IP” to check for IP subsystem transactions.
2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLRP / 508PRIOR - Print “Prior” Amount in “To Date” Column (GL Standard Report 08)

This code allows the prior amount to print in the “to-date” column only.

**Code Category:** **GLRP**

**Code Value:** **508PRIOR**

Short Description: Enter “TO DATE”.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLRP / 508SHPO - Show PO Number (GL Standard Report 08)

If the transaction being shown has a PO Number (Secondary Reference), it will show in the PriReference field starting in the column defined by this Common Code. Note-Common Code GL508POCK must not exist for this feature to work properly.

### Code Category: GLRP

### Code Value: 508SHPO

Short Description: Entering “O” or “o” in this field will disable this common code.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1: Enter the column position to begin showing the PO Number (Secondary Reference) in the sixteen-character Primary Reference field. If no value is entered, a default of 9 will be used.

2-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLRP / 593EXCNT - Secondary Journal Entries

The system has the capability of generating secondary transactions based upon primary transactions being posted. This process works in conjunction with the Recurrent Journal Entry function.

Calculation Parameters for RJE-Based Interest Apportionment Reports

When RJEs are used to create interest apportionments, an option is available to create a report. To do this, the intermediate values calculated by the RJE are stored temporarily in a file and then extracted and reformatted into a report. The specific order of parameters to use will vary with the calculation line on the RJE, and this common code tells the report generator which ones to choose in which order.

This common code is used to control which extracted parameters to use in driving the report. Parameters are numbered 1, 2, 3, ... in the order processed in the calculation line which is processed in reverse Polish notation (RPN). For example, a typical calculation would be - D.OBJ"TTLOBJ" / 1234567.89 *543.21 where Bal, 1234567.89 is the total in the cash pool, and 543.21 is the interest to be distributed.

The typical RPN order of processing is-

ADB CASH / INTEREST *

1 2 3 4 5

| | | | _ TOT

| | | _ INTEREST

| | _ FACTOR

| _ CASH

_ ADB

So the common code values would be 1,2,3,4,5.(D.OBJ"TTLOBJ" MAX 0) / 1234567.89 * 543.21 would yield code values of 3,4,5,6,7, etc.

**Code Category:** **GLRP**

**Code Value:** **593EXCNT**

Short Description: Enter "OFF" to disable this common code and use the default.

Medium Description: Used to describe this Common Code.

Long Description: Used to describe this Common Code.

### Associated Numeric Values

1: Which subcalculation yields the Average Daily Balance. The default is 1.
2: Which subcalculation yields the Pooled Cash Total. The default is 2.
3: Which subcalculation yields the calculated apportionment factor. The default is 3.
4: Which subcalculation yields the Interest to be distributed. The default is 4.
5: Which subcalculation yields the apportioned amount. The default is 5.

### Associated Codes

1: DETAIL will turn the PRINT-DETAIL option on. This means that it will print each line of detail. The program had this option before but had no way to turn it on.
2: "NO TOTAL" will turn the subtotaling off. This allows the user to sort on an item but only print a grand total.
3-5: Used to describe the values.

### Associated Descriptions

1-5: Used to describe the values.

# GLRP / 593RESI - Control Rounding Information (GLRESR593)

The GLRP 593RESI common code is used to control how the rounding residue information will be presented on the GL593 report.

### Code Category: GLRP

### Code Value: 593RESI

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1: Which subcalculation yields the rounding difference. Example- S.X-S.Y would use a 3. (X is the first subcalculation, Y is the second, and the difference is the third.) Three is the default.
2-5: Not Required.

### Associated Codes

1: “CALC” or “MISC” If CALC is specified we defined a calculation into the RJE to combat rounding. If MISC is specified we will look for a record with a MISC code and calculate the rounding differon the report and post to the transaction that matches the misc value. The default is MISC.
2: Calculation name or misc. code value depending on CODE (1). the default is “RESI”.
3-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLRP / GL512 - Standard Report 12 (GLRESR12)

The ability to overwrite the subtotal label in Standard Report 12 requires the following Common Code entry. The values in associated description will replace the default label 'Income”, “Expense”, and “Net” at all levels in verbose-format. The values are limit to 10 characters. The short-format uses the associated codes and the value is are limited to four characters.

### Code Category: GLRP

### Code Value: GL512

Short Description: Entering “YES” in this field will enable to overwrite sub-total wording.

Medium Description: Not Required.

Short Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Value to overwrite "Rev." in short-format.
2: Value to overwrite "Exp." in short-format.
3: Value to overwrite "Net" in short-format.
4-5: Not Required.

### Associated Descriptions

1: Value to overwrite "Revenue" in verbose-format.
2: Value to overwrite "Expense" in verbose-format.
3: Value to overwrite "Net" in verbose-format.
4-5: Not required. This code adds a new question that suppress lines with zero amounts. Answering Questions:

How do you want to handle lines with Zeroes (RETURN=00)

00 Do not suppress 01 Budget is zero

02 Actual is zero 03 Both is zero

If "00" entered, suppress is off.

If "01"' entered and Current Budget's amount is 0, line is suppress.

If "02" entered and Activity Balance's amount is 0, line is suppress.

If "03" entered and both amounts are 0, line is suppress.

# GLRP / GL519EN - Report Encumbrance Status from Fiscal Year Begin (GL Standard Report 19)

Use this code to report Encumbrances (in the Encumbrance status section of the report from the fiscal year begin date.

**Code Category:** **GLRP**

**Code Value:** **GL519EN**

Short Description: Enter "Y" to activate.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLRP / SR01JB - Detail Line Reformatting (GL  Standard Report 1)

The detail line can be reformatted for all subsystems or for a user-defined list of subsystems. A more complete setup is described in common code GLRP-SR19JB.

Once this common code is turned “ON” a header will need to be made in NUUPHD. The new header must have the name “GLHD01JB” if running a report in long form. If this report is being run in Short Format, a header should be made using the name “GLHD01SH”.

**Code Category:** **GLRP**

**Code Value:** **SR01JB** (Change “JB” to “SH” if running report in Short Format.)

Short Description: Enter “OFF” to disable this common code. Enter “ON” to enable.

Medium Description: Enter “ON” to enable Concatenation Mode. Enter “OFF” to insert a space before and after each reformatted field.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: By placing “@@” in the first two spaces of line 'Codes' line 1, associated reformatting will be applied to all subsystems (**GL Standard Report 1 is the only report with the “@@” capability). See also setup for common code GLRP-SR19JB.

### Associated Descriptions

1-5: See setup for common code GLRP-SR19JB.

# GLRP / SR08JB - Detail Line Reformatting (GL Standard Report 1)

The detail line can be reformatted for all subsystems or for a user-defined list of subsystems. A more complete setup is described in common code GLRP-SR19JB.

Once this common code is turned “ON” a header will need to be made in NUUPHD. The new header must have the name “GLHD01JB” if running a report in long form. If this report is being run in Short Format, a header should be made using the name “GLHD01SH”.

**Code Category:** **GLRP**

**Code Value:** **SR08JB** (Change “JB” to “SH” if running report in Short Format).

Short Description: Enter “OFF” to disable this common code. Enter “ON” to enable.

Medium Description: Enter “ON” to enable Concatenation Mode. Enter “OFF” to insert a space before and after each reformatted field.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: By placing “@@” in the first two spaces of line 'Codes' line 1, associated reformatting will be applied to all subsystems (**GL Standard Report 1 is the only report with the “@@” capability). See also setup for common code GLRP-SR19JB.

### Associated Descriptions

1-5: See setup for common code GLRP-SR19JB.

# GLRP / SR14JB - Detail Line Reformatting (GL Standard Report 14)

The detail line can be reformatted for a user-defined list of subsystems. A more complete setup is described in common code GLRP-SR19JB.

Once this common code is turned “ON” a header will need to be made in NUUPHD. The new header must have the name “GLHD14JB”. If this report is being run in Short Format, a header should be made using the name “GLHD14SH”.

### Code Category: GLRP

### Code Value: SR14JB

Change “JB” to “SH” if running report in Short Format.

Short Description: Enter “OFF” to disable this common code. Enter “ON” to enable.

Medium Description: Enter “ON” to enable Concatenation Mode. Enter “OFF” to insert a space before and after each reformatted field.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: See setup for common code GLRP-SR19JB.

### Associated Descriptions

1-5: See setup for common code GLRP-SR19JB.

# GLRP / SR19JB - Detail Line Reformatting (GL Standard Report 19)

The detail line in GL Standard Reports 1, 14, 19 and in the GL Transaction File Listing Report (GLREFLTR) can be reformatted on a subsystem basis. This is the setup for GL Standard Report 19 in verbose format, setup is similar for GLREFLTR and the other Standard Reports (see other Common Code descriptions). When the common code is “ON” certain fields can be concatenated, shortened or moved to a new location on the same detail line based on the subsystem ID(s) specified in the common code. Note-Reformatted fields only write over what was previously on the detail line, they are not inserted.

Once this common code is turned “ON” a header will need to be made in NUUPHD. The new header must have the name “GLHD1901”. If this report is being run in Short Format, a header should be made using the name “GLHD1902”.

### Code Category: GLRP

### Code Value: SR19JB (Change “JB” to “SH” if running report in Short Format).

Short Description: Enter “OFF” to disable this common code. Enter “ON” to enable.

Medium Description: Enter “ON” to enable Concatenation Mode. Enter “OFF” to insert a space before and after each reformatted field.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Enter subsystem IDs to which reformatting applies (only 6 subwill fit on one line). Only reformatting on corresponding "Associated Descriptions" line will be applied to these subsystems (i.e.-reformatting in "Associated Descriptions" line 1 only applies to subsystems listed in "Codes" line 1).

### Associated Descriptions

1-5: Enter reformatting here in the following format (exclude “<“and “>”) <Variable Name><Starting Column><Length> If more than one field needs to be reformatted, concatenate the pattern until "Associated Descriptions" line is full. Only four fields will fit on one "Associated Descriptions" line, and there will always be at least two blank spaces at the end of each "Associated Descriptions" line. Reformatting only applies to subsystems listed on corresponding "Codes" line.

| Valid <Variable Names> are- | | Maximum Length**: |
|---|---|---|
| REF | Primary Reference | 16 |

| | | |
|---|---|---|
| PID | Payee ID | 12 |
| PER | Fiscal Period | 2 |
| TYP | Transaction Type | 2 |
| DES | Associated Description | 30 |
| MIS | Miscellaneous Code | 4 |
| RF2 | Secondary Reference | 16 |
| DT2 | Secondary Reference Date | 8 |
| BAT | Batch ID | 8 |
| SBS | Subsystem ID | 2 |
| PED | Person Entity DB Code | 2 |
| CKI | Check Stock ID | 2 |
| CKN | Check Number | 6 |
| CNC | CKI and CKN concatenated | 8 |
| GWO | Work Order (for future use) | 12 |
| CUR | Foreign Currency Code | 4 |
| DAT | Primary Transaction Date | 8 |
| PEP | Preparer's ID | 4 |
| CNO | Contract Number | 16 |
| OFY | Original Fiscal Year | 4 |

** Larger Maximum Lengths can be used, but nothing will be printed beyond the Maximum Length.

Example-

For the following setup of common code GLRE-SR19JB, all detail line entries with a subsystem ID in the list on line one of the 'Codes' column (AR, CR, EN, OH, FA, SI) will have- the Primary Reference (REF) printed in column 1 for a length of 10 characters (only the first 10 characters will be printed), the Subsystem ID (SBS) printed in column 11 for a length of 2, the Check Stock ID (CKI) printed in column 13 for a length of 2, and only the first 3 characters of the Check Number (CKN) will be printed starting in column 15.

All detail line entries with a subsystem ID listed on line two of the 'Codes' column (JE) will have the Preparer's ID (PEP) printed in column 3 for a length of 16. Since the Preparer's ID has a maximum length of 4, and since the Common Code setup specifies a length of 16, the last 12 characters will be blank.

All detail line entries with a subsystem ID listed on line three of the 'Codes' column (JE) will have the Primary Transaction Date printed in column 6 for a length of 26. As with the Preparer's ID, since the specified print length (26) is longer than the maximum length for the Primary Transaction Date field (8), the last 18 characters will be blank

| Codes | Descriptions |
|---|---|
| AR | REF0110SBS1102CKI1302CKN1503 |
| CR | PEP0316 |
| JE | DAT0626 |

# GLRP / SR19SH - Standard Report Formatting

This lets the user format the left-most 99 positions of the “Account Directors' Summary” in Standard Reports. Each detail line is forif the transaction is from the subsystem(s) indicated in the "Codes" column.

For example, say a user is running Standard Report 19 in Short format, and wants to replace what is printed in the Primary Reference column with the Check Number for all transactions from the “JE” subsystem ONLY. They would have to enter “JE” in the "Codes" column, and then enter “CKN1906” in the "Associated Descriptions" column. This will then print the check number startat position 19 on the report and print for a length of 6 for all transactions from the “JE” sub

The user will also have to create a new header when using the new common code. For this common code the new header should be made in NUUPHD, with the name GLHD19SH (for short forand GLHD19JB (for verbose format). The new header name for the other common codes follow the same naming convention (see below).

**Code Category: GLRP**

**Code Value:** **SR19SH** (For SHORT format only).

Short Description: Used to describe the Common Code.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

## Associated Numeric Values

1-5: Not Required.

## Associated Codes

1-5: Not Required.

## Associated Descriptions

1-5: Not Required.

Additional Common Codes which function in the same manner are listed below.

GLRE - FLTRSH

(for the mask GLREFLTR)

(header name- GLHDFLSH)

GLRP-SR01SH

(for the mask GLRESR01)

(Standard Report 1 - Short format)

(header name- GLHD01SH)

GLRP-SR01JB

(for the mask GLRESR01)

(Standard Report 1 - Verbose format)

(header name- GLHD01JB)

GLRP-SR19SH

(for the mask GLRESR19)

(Standard Report 19 - Short format)

(header name- GLHD19SH)

GLRP-SR19JB

(for the mask GLRESR19)

(Standard Report 19 - Verbose format)

(header name- GLHD19JB)

GLRP-SR01SH

(for the mask GLRESR01)

(Standard Report 1 - Short format)

(header name- GLHD01SH)

GLRP-SR01JB

(for the mask GLRESR01)

(Standard Report 1 - Verbose format)

(header name- GLHD01JB)

GLRP-SR14SH

(for the mask GLRESR14)

(Standard Report 14 - Short format)

(header name- GLHD14SH)

GLRP-SR14JB

(for the mask GLRESR14)

(Standard Report 14 - Verbose format)

(header name- GLHD14JB)

# GLRS / 02 - Default Sort Order (GL  Standard Report 02)

This common code allows a default sort order to be defined for Standard Report 02.

**Code Category:** **GLRS**

**Code Value:** **02**

Short Description: Not Required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1: Enter a number from 1 to 8 to represent the alternate Fund index to use when running this report. This will override the one defined on GLUPGN screen 2.
2: Enter 10. This must be set to 10 or the report will not work properly.
3: Enter a number from 1 to 8 to represent the alternate Function Index to use when running this report. This will override the one defined on GLUPGN screen 2.
4: Enter 9. This must be set to 9 for the report to work properly. Selection codes to use.
5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLRU / CKRULE - Override Block

This Common Code should be set up to override all the block error message as a warning error message when checking the rule logic.

**Code Category:** **GLRU**

### Code Value: CKRULE

Short Description: “OFF” will skip this common code. “WARN” to change "Failure" message to "Warning" message.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

## GLTB / REF - Trial Balance - Reference Choice

### Code Category: GLTB

### Code Value: REF

Short Description: Not Required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Entering "PO" here will cause the number to print on the report instead of the Primary reference for OH, IP, or TR subtrans
2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLTB / SUBSYID - Show Subsystem ID (GL  Standard Report 01)

The Subsystem ID can be shown on GLRESR01.

**Code Category:** **GLTB**

**Code Value:** **SUBSYID**

Short Description: Not Required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Entering "Y" here will cause the Subsystem ID to print in the last two character positions of the Associated Description field.
2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLUT / RECOMPUT - Ledger  Specific Recomputes

If this Common Code is active when a GL recompute is run, the recompute will only affect records that have the same Ledger  codes (GL / JL) that the current user is set to.

**Code Category:** **GLUT**

**Code Value:** **RECOMPUT**

Short Description: Set to the word "LEDGER".

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLUT / TRNSDEL - Client / Server Deletion Tracking in GLUTSUUN

GLUTSUUN (UNDO Transaction Distribution) has the capability to track deletions. If the GLUTTRNSDEL common code is properly set up, it will store all transactions that have been deleted using this utility. These transactions will be kept in a permanent file for later use.

### Code Category: GLUT

### Code Value: TRNSDEL

Short Description: Entering “DEBUG” in this field will cause debug information to be displayed for small IFAS (clients) machine (for diagnostic use only). For the main IFAS (Server) machine “HOST” should be entered in this field.

Medium Description: Entering “ACTIVE” in this field will cause GLUTSUUN deletion tracking to be active.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-4: Not Required.
5: Value to be used as maximum file size (in records) when building the permanent file.

### Associated Codes

1: Not Required.
2: Entering “CONTRACT” or “WO” in this field will cause the utility to use the designated field to contain the actual Job Number + Site number. When distributing the JE file, the actual Job Number with Site Number will be used on the trans(as opposed to assigna new Job Number from the system).
3-5: Not Required.

### Associated Descriptions

1: This field contains the file name of the permanent file that will be used to store transactions for deletion tracking.
2-3: Not Required.
4: This field contains the site number. Each small IFAS (clients) should have unique site number - starting with '99' and going downward sequentially.

5: Not Required.

# GLVT / xx - Add or Turn off Warnings

At time of GL posting, as a last validity check, run all transactions through GLSLVERIFYTRNS and display any errors. This will catch any errors created by GLUTSPSI and / or automatic RJEs. The default will be to show only blocks. Common Code GLVTxx (where xx is the subsystem or ** for all subsystems) will allow the user to add warnings or turn this feature off. Also a 'suspense' object code may be defined as a place to post 'blocked' transactions. At this point we will not abort because we would end up with an out-of-balance GL. The user can decide whether to undo, correct the problem, then re-post, or fix it with a JE. These errors should occur rarely.

**Code Category:** **GLVT (GL Verify Transactions)**

**Code Value:** **Two character subsystem ID or ** for all subsystems**

Short Description: If OFF is placed here it is the same as if the common code did not exist.

Medium Description: Not Required.

Long Description: Not Required.

## Associated Codes

1: One of three codes as follows:

N or blank - Don't verify transactions for this subsystem.

B - Only report error if it is a block.

W - Report Blocks and Warnings.

Note-B is the default if no common code exists. Showing both blocks and warnings could get lengthy and may obscure the more serious blocks.

2: Optional suspense object code. If a block occurs then the transaction would be posted to this object code instead of the original object code. If left blank or an invalid code is placed here we will post to the original object code.

3-5: Not Required.

## Associated Numeric Values

1-5: Not Required.

## Associated Descriptions

1-5: Not Required.

# GLxx / CKIDyyyy --- Default Bank ID / CKID Preferences

This series of system-generated common codes define Bank ID / CKID Preferences by subsystem. Please use GLUTSPCK to update.

**Code Category:** **GLxx**

xx = two-character Subsystem Code-

AP - AP, IP, TR, & OH

CR - "Hit AR? Yes" CR

LC- "Hit AR? No" CR

**Code Value:** **CKIDyyyy** (yyyy = four-digit sequence number).

Short Description: Not Required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Contains the attribute name. Valid values are: DIV, KEY, KEY Part, OBJ, OBJ Group, DIV (Division Code), NUMG (Manager Code), or NULC (Location Code).
2: Attribute Lo Range.
3: Attribute Hi Range.
4: Default CKID Code. CKID Codes are defined in Common Codes.
5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLxx / DFlTyyyy - Default Posting Preferences

This series of system-generated common codes define Default Posting Preferences by subsystem. Please use GLUTSPPP to update.

**Code Category:** **GLxx** (where xx = two-character Subsystem Code).

AP -AP, IP, TR, & OH

CR - “Hit AR? Yes” CR

LC - “Hit AR? No” CR

SI - SIOE

SC - SIINCT

AR - AR

CP - Contributions (PY)

DP - Deductions (PY)

EP - Earnings (PY)

**Code Value:** **DFLTyyyy** (yyyy = four-digit sequence number.)

Short Description: Not Required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

## Associated Numeric Values

1-5: Not Required.

## Associated Codes

1: Contains the attribute name. Valid values are: DIV, KEY, KEY Part, OBJ, or OBJ Part.
2: Attribute Lo Range.
3: Attribute Hi Range.
4: Default Posting Code.
5: Not Required.

## Associated Descriptions

1-5: Not Required.

# GLxx / PKOMyyyy - Posting Key / Object Mapping

This series of system-generated common codes define Posting Key / Object Mapping by subPlease use GLUTSPPM to update.

**Code Category:** **GLxx** (where xx = two-character Subsystem Code)

CP - Contributions (PY)

DP - Deductions (PY)

EP - Earnings (PY)

**Code Value:** **PKOMyyyy** (yyyy = four-digit sequence number.)

Short Description: Default.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Contains the attribute name. Valid values are: DIV, KEY, KEY Part, OBJ, OBJ Part, PAY, CNT, DED, M1-M8.
2: Attribute Lo Range.
3: Attribute Hi Range.
4: Default Posting Code.
5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLxx / PMAPyyy - Posting Mapping for Payroll

Under certain circumstances, it may be necessary to define unique and complex posting strategies for payroll. If this is the case, then the POSTING KEY / OBJ MAPPING screen in conjunction with this Common Code can be utilized. See Section for a discussion on the use of this Common Code.

**Code Category:** **GLxx** (where xx = two-character Subsystem Code)

CP-contributions

DP-deductions

EP-earnings

**Code Value:** **PMAPyyy** (yyy = three-character Mapping Code).

Short Description: Not required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Alternate GL Org. Key to be used in posting.
2: Alternate GL Object Code to be used in posting.
3: Alternate JL Org. Key to be used in posting.
4: Alternate JL Object Code to be used in posting.
5: Alternate JL Object Code to be used in posting.

### Associated Descriptions

1-5: Not Required.

# GLxx / POSTRPT - Only Show Key and Object Totals on the Posting Report

**Code Category:** **GLxx (Where xx is subsystem posting may come from such as AR)**

**Code Value:** **POSTRPT**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Blank or "TOTALS ONLY". If set to TOTALS ONLY then any posting from that subsystem will only show key and object totals on the posting report. Default is to show the detailed entries posted to GL.
2-5: Alternate GL Object Code to be used in posting.

### Associated Descriptions

1-5: Not Required.

Note-the detailed entries are still posted to GL you just don't see them on the report.

# GLxx / POSTUNIT - Disable Unit Posting to GL by Subsystem (GL250)

This Common Code disables posting of units to the General Ledger.

**Code Category:** **GLxx** (xx = two-character Subsystem Code)-

AP - AP, IP, TR, & OH
CR - “Hit AR? Yes” CR
LC - “Hit AR? No” CR
SI - SIOE
SC - SIINCT
AR - AR
CP - Contributions (PY)
DP - Deductions (PY)
EP - Earnings (PY)

**Code Value:** **POSTUNIT**

Short Description: Not required.

Medium Description: Used to describe the Common Code.

Long Description: This field should contain the phrase “DONT POST UNITS” to block the posting of units to the General Ledger from the subsystem defined in the Code Category.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# GLxx / yyyzzzz - Subsystem Interface Definitions

This series of system-generated common codes define Subsystem Interface Posting by subsystem. Please use GLUTSPSI to update.

**Code Category:** **GLxx** (xx = two-character subsystem code).

**Code Value:** **yyyyzzzz** (yyyy = four-character register code, zzzz = four-digit sequence number).

Short Description: aabcdeeeffff = aa two-character ledger code, b = one-character level code, c = one-character type code, d = one- character date code, eee = three-character post code, ffff = four-character fund code.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Sign of entry (DR or CR).
2: Org. Key designation.
3: Object Code designation.
4: Posting Date to be used.
5: Reference code on transaction.

### Associated Descriptions

1-5: Not Required.

# NUDT / GL29 - Open Posting Periods for JE's

The user can control the open posting periods for the posting of Journal Entries to the General Ledger. This Common Code works in conjunction with the Edit Code on the Posting Date Question as defined in NUCLEUS. This Common Code specifies a specific period of time during which the system will allow the posting of JE's.

**Code Category:** **NUDT**

**Code Value:** **GL29** (JE Posting Date Question Number)

Short Description: Not Required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Start date of the allowable posting period.
2: End date of the allowable posting period.
3-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# NUDT / GLDK - Open Posting Periods for JE's

The user can control the open posting periods for the posting of Journal Entries to the General Ledger. This Common Code works in conjunction with the Edit Code on the Posting Date Question as defined in NUCLEUS. This Common Code specifies a specific period of time during which the system will allow the posting of JE's. This is the same as GL29 except for that GLDK allows for a blank posting date.

**Code Category:** **NUDT**

**Code Value:** **GLDK** (JE Posting Date Question Number)

Short Description: Not Required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Start date of the allowable posting period. A blank posting date will use the date value listed in the Budget Batch file.
2: End date of the allowable posting period. A blank posting date will use the date value listed in the Budget Batch file.

3-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# NUDV / GL29 - Prior period posting control for JE's

The user can specify the number of days into the current month after which the posting of Journal Entries to the General Ledger to a prior month will be disallowed. This Common Code works in conjunction with the Edit Code on the Posting Date Question as defined in NUCLEUS.

**Code Category:** **NUDV**

**Code Value:** **GL29** (JE Posting Date Question Number)

Short Description: Not Required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Number of days into current month after which posting to the prior month will not be allowed.
2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# SYGL / AUDIT - Number of Months to Show in GL Audit Trail Report

If this common code is active, only audit totals after the indicated date will be printed.

**Code Category:** **SYGL**

**Code Value:** **AUDIT**

Short Description: Not Required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1: Enter the number of months to show in the GL Audit Trail Report.
2-5: Not Required.

### Associated Codes

1: If "FYB" is placed in this field, then audit information is calculated from the beginning of the fiscal year, in relation to the posting date entered. Use the option “CURRENT DATE” in conjunction with the numeric value. If “CURRENT DATE” is placed here then the number of months is calculated from the date on which the posting occurs. Otherwise it will use the GL posting date supplied by the user. For example, if it is July 5 and I post transactions dated June 30. If “CURRENT DATE” is active then the number of months is calculated from July 5. If “CURRENT DATE” is NOT active the it would use June 30.
2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

## NUDV / GLDK - Prior period posting control for JE's

The user can specify the number of days into the current month after which the posting of Journal Entries to the General Ledger to a prior month will be disallowed. This Common Code works in conjunction with the Edit Code on the Posting Date Question as defined in NUCLEUS.

**Code Category:** **NUDV**

**Code Value:** **GLDK** (JE Posting Date Question Number)

Short Description: Not Required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Number of days into current month after which posting to the prior month will not be allowed.
2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# POST / LOGGL333 - GLUTSPSI Log File

This Common Code is created automatically by GLUTSPSI with the "LOG" and "AUTO" options turned on. When the word “LOG” is in the short description field, then a log file is created of all database transactions that occur while GL333 is running (these files are named SIYMMDDA where 'Y' is the last digit of the year, "MM" is two digit month, "DD" is a two digit day, "A" is a daily sequence letter from A-Z). When the word "AUTO" is in the medium description then the program will automatically recover if errors are detected during run-time. The associated values, codes, and descriptions section shows a log of GL333 activity. The numeric values section shows how many records were updated by the user followed by how many bad records (unsuccessful writes) were detected. The associated description shows the recovery file names. GLUTSPSI files start with SI. The last five sessions are tracked. When a new session is logged - the last session log on the list is deleted, along with any associated SI or SL files. Examples of files created by the GLUTSPSI process (all files are created in the user's PERM group).

SI70430A = the first Subsystem Interface recovery file created on 4 / 30 / 97. These files are created after running GLUTSPSI.

SL70430A = the first Detail Database log file created on 4 / 30 / 97. 'LOG' must be placed in the short description of the Common Code for this file to be created.

LOGGL333 = this file contains information needed to prevent other users from updating the SubInterface information at the same time. If a session is terminated abnormally, GLUTSPSI may not be restarted until this lock file is deleted.

### Code Category: POST

### Code Value: LOGGL333

Short Description: “LOG” or blank.

Medium Description: “AUTO” or blank.

Long Description: Used to describe the Common Code**.**

### Associated Numeric Values

1-5: Number of records contained in the recovery file for last five runs on GLUTSPSI (newest file is listed first). System generated.

### Associated Codes

1-5: Records updated by GL333 followed by the number of bad records that could not be written to the database (newest file is listed first). System generated.

### Associated Descriptions

1-5: List of log file names (newest file is listed first). System generated.

# POST / LOGGL334 - Log File

If the word “LOG” is placed in the short description field, then a log file is created of all database transactions that occur while GL334 is running (these files are named PLYMMDDA where Y is the last digit of the year, MM is a two digit month, DD is a two digit day, *and where 'A' is a sequence letter from A-Z.").* If the word “AUTO” is placed in the medium description then the program will automatically recover if errors are detected during run-time. The associated values, codes, and descriptions section shows a log of GL334 activity. The numeric values section shows how many records are in the recovery file for that session. The associated codes shows how many records were updated by the user followed by how many bad records (unsuccessful writes) were detected. The associated description shows the recovery file names GLUTSPPP files start with PP and GLUTSPPM start with PM. The last five sessions are tracked. When a new session is logged - the last session log on the list is deleted, along with any associated PP, PM, or PL files.

Examples of files created by GLUTSPPP, GLUTSPPM, and GLUTSPCK processes (all files are created in the user's PERM group)-

PP70430A = the first Posting Preferences recovery file created on 4 / 30 / 97. These files are created after running GLUTSPPP.

PM70430A = the first Posting Mapping recovery file created on 4 / 30 / 97. These files are created after running GLUTSPPM.

CK70430A = the first Bank ID / CKID Preferences recovery file created on 4 / 30 / 97. These files are created after running GLUTSPCK.

PL70430A = the first Detail Database log file created on 4 / 30 / 97 ('LOG' must be placed in the short description of the Common Code for this file to be created.

LOGGL334 = this file contains information needed to prevent other users from updating Posting Preferences, Posting Mapping, or Bank ID / CKID Preferences at the same time. If a session terminates abnormally, the GLUTSPPP, GLUTSPPM, and GLUTSPCK processes may not be restarted until this lock file is deleted.

### Code Category: POST

### Code Value: LOGGL334

Short Description: “LOG” or blank

Medium Description: “AUTO” or blank

Long Description: Used to describe Common Code

### Associated Numeric Values

1-5: Records contained in recovery file for last 5 runs (newest file is listed first).

### Associated Codes

1-5: Records updated by GL334 followed by the number of bad records that could not be written to the DB (newest files is listed first).

### Associated Descriptions

1-5: List of log file names (newest file is listed first).

# PYFG / Gl250C - Disable Payroll Subsystem Checking (GL250)

This Common Code disables Payroll Subsystem checking when running GL250.

**Code Category:** **PYFG**

**Code Value:** **GL250C**

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-2: Not Required.
3: Put a 1 in this field to turn off Payroll Subsystem checking in GL250.
4-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYFG / Gl252C - Modify / Disable Payroll Subsystem Checking (GL252)

This Common Code allows Payroll Subsystem checking to be disabled when running Gl252. Also, posting BLOCKs overridden or changed to WARNs.

**Code Category:** **PYFG**

**Code Value:** **GL252C**

Short Description: Not Required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1: Enter a 1 in this field to override a BLOCK.
2: Enter a 1 in this field to BLOCK on a WARN.
3: Enter a 1 in this field to turn off Payroll Subsystem checking.
4-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYFG / PY908C

Controls whether the PY908 zeroes out the check number for the check writer.

**Special Notes**-Do NOT set description 1 to keep the old check number unless you have a check writer that supports it. Doing this with a check writer that does not will cause the check reprint to fail to print checks.

**Code Category:** **PYFG**

**Code Value:** **PY908C**

Short Description: DEBUG will activate debug for the process.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1: Set to "KEEP CHECK NUMBERS" if you have a check writer that supports printing from history that has a non-zero check number. Do NOT do this if your check writer doesn't support this. See Special Notes.
2-5: Not Required.

# RXUP / ADHOC

Control the logic to check for Ledger Codes to may sure the Ad Hoc not modify in other ledgers or not run the Ad Hoc report in other ledgers.

Special Notes-Ad Hoc update screen update(RX350) is default to “ON” to check for ledger codes. Ad Hoc report generator(GL111) is default to “OFF” to not check for ledger codes.

### Code Category: RXUP

### Code Value: ADHOC

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: OFF
2: ON
3-5: Not Required.

### Associated Description

1: Check ledger codes in RX350C.
2: Check ledger codes in GL111C.
3-5: Not Required.

# SPRD / xxyyyyyy - Account Spreading Codes

This series of system-generated common codes define Account Spreading Codes by subsystem. Please use GLUTASUP to update. See Section VIII for information on this utility.

**Code Category:** **SPRD**

**Code Value:** **xxyyyyyy** (xx = two-character Subsystem Code, yyyyyy = six-character Spread Code).

Short Description: The Spread Code file name in the format “SPRDxxxx” where “xxxx” is a sequence number.

Medium Description: Associated Description of this Spread Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: User ID of the creator of this Spread Code.
2: Creation date of this spread code - in MM / DD / YY format.
3: Clock time at creation.
4: Modify date of this spread code - in MM / DD / YY format.
5: Clock time at last modify.

### Associated Descriptions

1-5: Not Required.

# STGL / GL240 - Secondary Processing

The system has the capability of generating Budget Adjustment entries based upon primary transbeing posted. This process works in conjunction with the Budget Model function to control secondary ACTUAL as well as BUDGET entries. Section 4 for a discussion on the use of this Common Code.

**Code Category:** **STGL** (The ledger field should be set to the General Ledger code that this BM should be run for. When a batch is distributed, calculations are made from the RJE identified in the common code for the GL ledger that the user is set to. If the ledger in the common code is @@ - it will run for all ledgers.)

**Code Value:** **GL240**

Short Description: Enter 'OFF' to disable this Common Code.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1: Associated Numeric Value (1) is the number of iterations the RJE should make. The default is 10 or until no new entries are generated. It may be that a new entries created by the RJE should also be used to create other entries.
2-4: Not Required.
5: The maximum number of entries the RJE will process at one time. The default is all entries in the post file. If this is set then the RJE will process the post file in groups of whatever number is here. RJE's are more efficient if processing less than a few hundred entries at a time.

### Associated Codes

1: A RJE file to be use to automatically create new entries
2: This code is to contain the name of the Budget Model File which contains the defined calculations.
3: An optional two-character budget version to be used by the RJE in code (1).
4: An optional budget level to be used by the RJE in code 91 when retrieving budgets, the default is OB. Valid codes are OB,G1,G2,G3,G4,G5,G6,G7, and G8.

### Associated Descriptions

1-5: Not Required.

# STGL / GL241 - JCL Executed before GL Posting

The following common code allows the user to setup JCL to be executed just before any GL PostThe GL posting sanity check pro(GL240) activates GL241. If the STGL GL241C comcode exists then it will execute the JCL attached to the mask(s) defined in the common code.

If the short description is equal to **OFF** then it is the same as if the common code did not exist.

### Code Category: STGL

### Code Value: GL241

Short Description: Used to describe the Common Code.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required

### Associated Codes

1-5: MASK used to lookup JCL for programs to run prior to GL Post

### Associated Descriptions

1-5: Not Required.

Note-Since there are five codes you can specify up to five different masks to be executed prior to a GL Posting. If a user has the need to manipulate the POSTFILE before posting to the GL then the process / program can be included in the JCL defined by a specific mask.

Note-For Project Management the JCL needs to contain the following statements-

!RUN GL242

!RUN GL243

(GL242 is the Project Management Expense Allocations and GL243 is the Inter-Departmental Charge Backs).

# SYEM / MAIL

This common code is required to send an e-mail from the command line. There are three string substitutions available that allow you to insert the recipient's e-mail address, subject, and file name containing the e-mail message. The key words that the system looks for when doing the string substitution are also configurable.

### Code Category: SYEM

### Code Value: MAIL

Short Description: Not required.

Medium Description: Not required.

Long Description: E-mail command to send to operating system. Examples include:

For UNIX:

mail $1<$HOME/tmp/$PGRP/data/$3

For MPE:

mail "-h mail -t $TO -s '$SUBJECT' -m $FILE"

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Substitution string representing the recipients e-mail address (e.g., $1).
2: Substitution string representing the subject line (e.g., $2).
3: Substitution string representing the file name (e-mail contents). (e.g., $3)
4-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# SYBT / DUPSET

### Code Category: SYBT

### Code Value: DUPSET

General Description: By default, if a 7i Set and Classic Batch File exist with the same name, the CLASSIC set will be automatically deleted upon a proof/post of that Set or attempting to access the Set from the CLASSIC data entry screen. If this common code exists, an error message stating “The Set exists in CLASSIC and 7i. Delete one before proceeding” will be shown instead of automatically deleting the CLASSIC set.

Short Description: Not required.

Medium Description: Not required.

Long Description:

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# SYFG / CTRLKEY - GL Account Keys On / Off Switch

This Common Code controls the GL account keys that are displayed on a help screen when a question mark (?) is entered in a GL account field.

**Code Category:** **SYFG**

**Code Value:** **CTRLKEY**

Short Description: When “On” is entered in the short description of this Common Code, keys that do not accept transactions are displayed. When “Off” is entered these keys are not displayed. “Off” is the default if this Common Code is not set.

Medium Description: Not used.

Long Description: Not used.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Holds a menu “mask” for which control keys WILL be shown even if the Short Description is “OFF”

### Associated Descriptions

1-5: Not Required.

# SYGL / UNDODATE - Date Limitation on UNDO Utility (ENUTUG, GLUTSUUN)

This Common Code limits UNDO's to transactions after the date entered in this Common Code.

**Code Category:** **SYGL**

**Code Value:** **UNDODATE**

Short Description: Not Required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Restrict UNDO's of transactions on or before this date. The date should be entered in MM / DD / CCYY format.
2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# SYNO / BTCHIDBU - Budget  Batch Adjustment Batch ID

A Batch ID can be manually created at data entry time, or the system can default to a predetermined Batch ID. Two options are availwith regard to the system predetermined default Batch ID. The first option is to default to the Batch File  name specified by the user and the second option is to default to the pre-defined Batch ID that is not the Batch File Name.

**Code Category:** **SYNO**

**Code Value:** **BTCHIDBU**

Short Description: Not Required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

**See Appendix A for the complete instructions on setting up SYNO seed values.**

# SYNO / BTCHIDJE - Journal Entry Batch ID

A Batch ID can be manually created at data entry time, or the system can default to a predetermined Batch ID. Two options are availwith regard to the system predetermined default Batch ID. The first option is to default to the Batch File  name specified by the user, or the second option is to default to a pre-defined Batch ID that is not the Batch File Name. See Section 3 for a discussion on the use of this Common Code.

**Code Category:** **SYNO**

**Code Value:** **BTCHIDJE**

Short Description: Used to describe the Common Code.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

**See Appendix A for the complete instructions on setting up SYNO seed values.**

# SYNO / BTCHIDRJ - Generate Batch ID

SYNO-BTCHIDRJ works just like SYNO-BTCHIDJE but for RJE's (GLJERJUB). In addition if JEID is placed in associated codes position 3 - and in the RJE batch, JEID is placed in BATCH-ID, then the first eight characters of the JE-ID will be used to generate the BATCH-ID.

**Code Category:** **SYNO**

**Code Value:** **BTCHIDRJ**

Short Description: Not Required.

Medium Description: Used to describe Common Code.

Long Description: Not Required.

**See Appendix A for the complete instructions on setting up SYNO seed values.**

# PYFG / PY544C - Special History Listing (PYREFLSH)

The Special History Listing is an ad-hoc, ten-column report that extracts information from the PY History transaction set. Report defiare stored in several common codes- PYRD / xxxxxx01, PYRD / xxxxxx02, PYRD / xxxxxx03, PYRD / xxxxxx04, etc, where "xxxxxx" is the user-defined report name. The first 3 of these are required and the others are optional. In addicommon code PYFG / PY544C is used for setting "debug mode" process switches for the prothat produces the reports.

Common code "PYxxxxxx01" is used to define the sort order and subtotals. Common codes "PYxxxxxx02" and "PYxxxxxx03" are used to define the report columns. Each may describe up to 5 columns of numeric data for a total of 10 columns. Common code "PYxxxxxx02" defines columns 1 - 5 and "PYxxxxxx03" defines columns 6 - 10. Both are required even if not used for column defini

**Code Category:** **PYFG**

**Code Value:** **PY544C**

Short Description: DEBUG - activates normal debug mode.

DEBUG2 - activates a more detailed level debug mode.

DEBUG-COL - activates a special debug mode that displays information about the setup for the report columns.

DEBUGPBC - activates a special debug mode that analyzes pay base control processing within the pro

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

Please refer to the PYRD / xxxxxx Common Codes for detailed information about setting up Special History Listings.

# SYNO / BUID - Budget Batch Adjustment Reference

The user may specify a Budget Batch Adjustment Reference for each Budget Adjustment created, or the system can automatically assign a Reference to each new Budget Adjustment created.

**Code Category: SYNO**

**Code Value: BUID**

Short Description: Not Required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

**See Appendix A for the complete instructions on setting up SYNO seed values.**

# SYNO / BUID, BUIDxxxx

This common code defines the seeds available for Budget Reference values. The standard seed is code value BUID. Additional seeds may be defined with code values of BUIDxxxx (where xxxx is any other 4 alphanumeric characters).

**Special Note:** See Appendix A for the complete instructions on setting up SYNO seed values.

**Code Category:** **SYNO**

**Code Value:** **BUID, BUIDxxxx**

Short Description: Used to describe the Common Code.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# SYNO / JEEN - EN Reference for JE

The user may specify an Encumbrance Reference for each Journal Entry created, or the system can automatically assign an Encumbrance Reference to each new Journal Entry created. If APDS POSWITCH common code exists, Encumbrance Reference should be in the JEID field and Sec Reference can be blank.

**Code Category:** **SYNO**

**Code Value:** **JEEN**

Short Description: Not required.

Medium Description: Not required.

Long Description: Not required.

**See Appendix A for the complete instructions on setting up SYNO seed values.**

# SYNO / JEID - Journal Entry ID

The user may specify a Journal Entry ID for each Journal Entry created, or the system can automatically assign a Journal Entry ID to each new Journal Entry created.

**Code Category:** **SYNO**

**Code Value:** **JEID**

Short Description: Not Required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

**See Appendix A for the complete instructions on setting up SYNO seed values.**

# SYNO / REF2

SYNO REF2 is exactly the same as SYNO JEID (shown above) except that it is used as a seed for the secondary reference.

**Code Category:** **SYNO**

**Code Value:** **REF2**

**See Appendix A for the complete instructions on setting up SYNO seed values.**

# TRNS / JOBRANGE - Track Transactions Selected by GLUTRITR

This Common Code should be set up to track transactions selected by GLUTRITR.

**Code Category:** **TRNS**

**Code Value:** **JOBRANGE**

Short Description: Not Required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Associated Numeric Values (1-5) list the number of records selected by the last five runs of GLUTRITR. The most recent run is listed first.

### Associated Codes

1-5: Associated Codes (1-5) list the files that contain the transactions selected by the last five runs of GLUTRITR. The fileare in the format GLYMMDDA where Y = a single digit year code, MM = a two-digit month, DD = a two-digit day, A = a sequence letter from A-Z. The most recent file is listed first. Files are saved in the user's data group.

### Associated Descriptions

1-5: Associated Descriptions (1-5) list the last five Job Range selections that were made by GLUTRITR. The most recent selection is listed first.

## xxSy / zzzzzzzz - Org. Key Select Code Validation

This series of common codes are used to validate Org. Key select codes at data entry time. Valid select codes may be added to Org. Keys using GLUPKY.

**Code Category:** **xxSy** (xx = two-character Ledger Code, y = a select code number from 1 through 8).

**Code Value:** **zzzzzzzz** (The select code value to validate - up to eight-characters in length.)

Short Description: Not Required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# 12: Grant Management

## GMCL / DEFAULT

The following common code is associated with the Archive Date and Destroy Date fields on the Grant Closure screen. The Archive Date field represents the date in which grant documents may be archived. The associated field (1) value of this common code GMCL/DEFAULT is added to closed date year to derive this field. If the common code GMCL/DEFAULT is not found or the short description is ‘OFF’ the field will default to the closed date plus five years.

The Destroy Date field represents the date in which grant documents may be destroyed. The associated field (2) value of common code GMCL/DEFAULT is added to closed date year to derive this field. If the common code GMCL/DEFAULT is not found or the short description is ‘OFF’ the field will default to the closed date plus ten years.

**Code Category:** **GMCL**

**Code Value:** **DEFAULT**

Short Description: Enter "OFF" to disable this common code.

Medium Description: Not required.

Long Description: Not required. May contain client help text.

### Associated Numeric Values

1: Enter a number of years to add to the close date to determine the Archive Date for this grant.
2: Enter a number of years to add to the close date to determine the Destroy Date for this grant.
3-5: Not Required.

### Associated Codes

1:
2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# 13: Human Resources

## EPAY / CONTRACT

This common code is used to identify the contract ID parts for the PAYUTIL - hr utility.

**Code Category:** **EPAY**

**Code Value:** **CONTRACT**

Short Description: Not required. May contain client help text.

Medium Description: Not required. May contain client help text.

Long Description: Not required. May contain client help text.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Used to identify the hr column names that are used in the contract ID.

### Associated Descriptions

1-5: Not Required.

## CRSE / UNITS Client Defined Conversion Codes

Code Category: CRSE

Code Value: UNITS

Short Description: Not Required.
Medium Description: Not Required.
Long Description: Not Required.

Associated Numeric Values

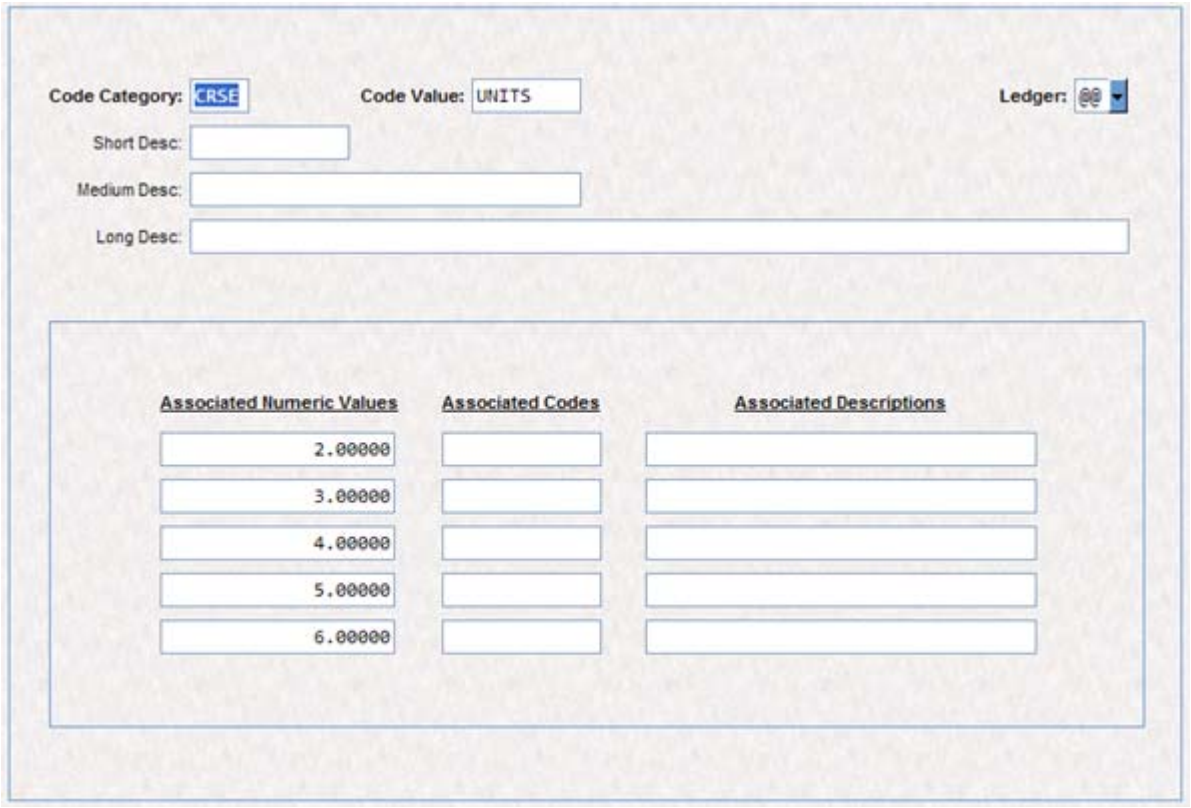
1-5: The Associated Numeric Values represent client defined Conversion Codes 1-5. The "Units/Hours" value will be multiplied by the value in the Associated Numeric Values field, depending upon what "Conversion Code" the user selects (see example below).

Associated Codes

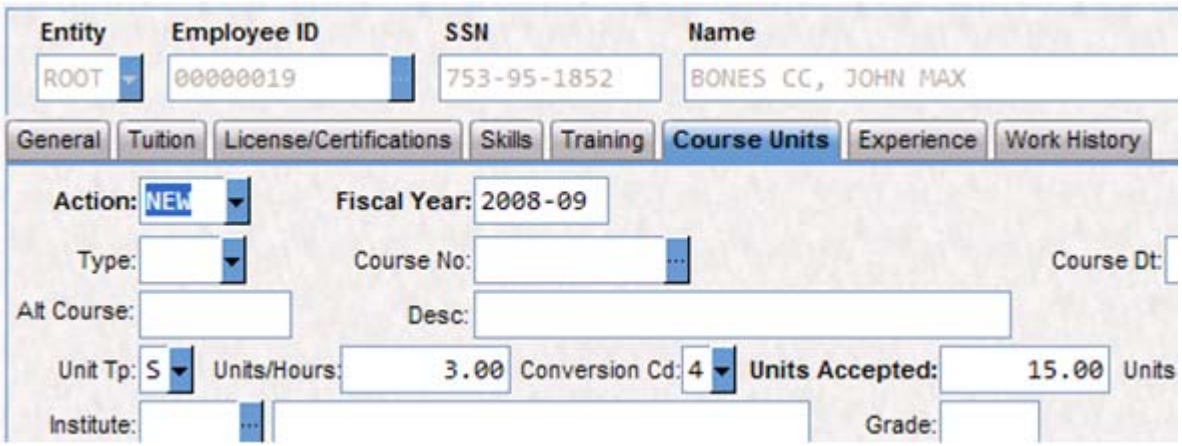
1-5: Not Required.

Associated Descriptions

1-5: Not Required.




For instance, in the following example, the value in the "Units/Hours" field is "3". The "Conversion Cd" is "4". The "4" equates to the fourth "Associate Numeric Value" in the common code which is "5". Three times five equals 15. The "Units Accepted" value is "15".




# EPAY / MISCFLDS

This common code is used to populate one or more of the pyp_msc_chr01-5 fields on pyp_pay_dtl with user-specified HR pay assign field values. The available fields are Department, Division, Bargaining Unit, Calendar, Fiscal Year, and Special Function.

**Code Category:** **EPAY**

**Code Value:** **MISCFLDS**

Short Description: Enter UPDATE-HR to also update the associated Misc_01-05 fields on HRPYPA with the same values.

Medium Description: Enter VECTOR to update the Special field on the PY pay assignment (column pyp_spread_info) with the value in the HR distribution Misc field. This allows distribution level special vectoring.

Long Description: Not required.

## Associated Numeric Values

1: Enter a value greater than zero if the amount in “Misc Value 1” should be multiplied by the assignment percentage when the assignment is sent to Payroll. Assignment percentage is effort / total effort. Total effort is not 1 if the pcn fte on emppay is less than 1.
2: Enter a value greater than zero if the amount in “Misc Value 2” should be multiplied by the assignment percentage when the assignment is sent to Payroll. Assignment percentage is effort / total effort. Total effort is not 1 if the pcn fte on emppay is less than 1.
3: Enter a value greater than zero if the amount in “Misc Value 3” should be multiplied by the assignment percentage when the assignment is sent to Payroll. Assignment percentage is effort / total effort. Total effort is not 1 if the pcn fte on emppay is less than 1.
4: Enter a value greater than zero if the amount in “Misc Value 4” should be multiplied by the assignment percentage when the assignment is sent to Payroll. Assignment percentage is effort / total effort. Total effort is not 1 if the pcn fte on emppay is less than 1.

5: Enter a value greater than zero if the amount in “Misc Value 5” should be multiplied by the assignment percentage when the assignment is sent to Payroll. Assignment percentage is effort / total effort. Total effort is not 1 if the pcn fte on emppay is less than 1.

### Associated Codes

1: Used to indicate which of the HR pay assignment field values should populate the pyp_pay_dtl.pyp_msc_chr01 field (PYUPEP, Vectors/Misc Values tab - Long Character field) when the process is run to send assignments to payroll.. The defined codes are:

| Code | Field to Send |
|---|---|
| DEPARTMENT | Department |
| DIVISION | Division |
| BARGUNIT | Bargaining Unit |
| CALENDAR | Calendar |
| SPECFUNC | Special Function |
| FISCALYR | Fiscal Year |

2-5: Used to populate the pyp_pay_dtl.pyp_msc_chr02-05 fields (PYUPEP, Vectors/Misc Values tab - Long Character fields 2-5). The same code values are available as with the Codes 1 field.

Additional 1: SALTOAUXSAL – entering this code will cause the actual annual salary of the HRPYPA pay assignment to be sent to the “Aux Salary” on PYUPEP, General Information tab.

### Associated Descriptions

1-5: Not Required.

# EPAY / MSG4036

Entering common code EPAY / MSG4036 in the NUUPCD screen will disable the warning message 4036. Set up the common code as follows-

### Code Category: EPAY

### Code Value: MSG4036

Short Description: Not required. May contain client help text.

Medium Description: Not required. May contain client help text.

Long Description: Not required. May contain client help text.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: NO_WARN

2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# EPAY / UPDATE

Use this common code with the EMPPAY screen to control the way that the Approval Code and PY Send Status fields get set when a change is made in BROWSE to Actual Dollar Amounts. The usual way that EMPPAY works when a change is made (in BROWSE mode) to any of the Actual Dollar Amount fields is that the Approval Code is set to “WAIT” and the PY Send Status field is set to “WAITAP” (Waiting for Approval). This is due to the fact that, since a change was made to the salary amounts, the EMPPAY record needs to be approved again before it can be sent to Pay If a client wishes to override this functionality and have EMPPAY not do the update of Approval Code to 'WAIT' and PY Send Status to 'WAITAP', they can use the common code described below.

### Code Category: EPAY

### Code Value: UPDATE

Short Description: Not required. May contain client help text.

Medium Description: Not required. May contain client help text.

Long Description: Not required. May contain client help text.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter "NOUPDATE” so changes made post update and post insert by the contract calc options will a still allow the EMPPAY record to be set to “SEND”.
2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# FXAL / REG_PERD

Common Code FXAL / REG_PERD must be set up for FIXALL to run. It is used by the FIXALL Action 'LIFE50'. This FIXALL Action is used to insert a Life 50 record into CDHASSGN for a group of employees.

This common code is used to tell the FIXALL Action 'LIFE50' what the client has named a 'Regular Period' in the Period Definition Master in Payroll. You can enter from 1 to 5 different Regular Period codes in this common code, one in each of Code1 through Code5. The FIXALL process will search the Period Definition Master in Payroll for the Regular Period code that covers the as-of-date of the FIXALL run. If it does not find one, it will give the error:

"REGULAR period not found covering as-of date".

If it finds more than one, it will give the error:

"(#) REGULAR periods cover as-of date"

where # is the count of instances found in the Period Definition Master in Payroll.

**Code Category: FXAL**

**Code Value: REG_PERD**

Short Description: Not required. May contain client help text.

Medium Description: Not required. May contain client help text.

Long Description: Not required. May contain client help text.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Enter up to 5 pay period codes that designate a pay period in the pay period definition screen as a “Regular” pay period.

### Associated Descriptions

1-5: Not Required.

# HRAP / REQCRIME - Criminal History flag

When the Short Description is set to “Enabled” the Criminal History flag must be checked on the Interview tab of the HRAPAD screen to allow an applicant to be hired.

**Code Category: HRAP**

**Code Value: REQCRIME**

**Short Description**: When set to “Enabled” the Criminal History flag must be checked on the Interview tab of the HRAPAD screen to allow an applicant to be hired.

**Medium Description**: Not required.

**Long Description**: Not required.

**Associated Numeric Values**

1-5: Not Required.

**Associated Codes**

1-5: Not Required.

**Associated Descriptions**

1-5: Not Required.

# HRCS / PAYBASE

Code Category: HRCS

Code Value: PAYBASE

General Description: Identifies the pay base the SBS extract will use.

Special Notes:

Is this Client Specific? Yes

Short Description: Not Required.

Medium Description: Not Required.

Long Description: A comma delimited list of status codes to exclude from the count (E.g., IN,EX,ZZ)

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# HRPC / APPROVAL

### Code Category: HRPC

### Code Value: APPROVAL

**General Description:** Approval codes to include when running the active pay assignment count tool. Only pay assignments with these approval codes will be counted. If this common code does not exist, pay assignments with all approval codes will be included in the count.

**Special Notes:** Used in conjunction with the HRPC/STATUS common code.

Is this Client Specific? No

Short Description: Not Required.

Medium Description: Not Required.

Long Description: A comma delimited list of approval codes to include in the count (E.g., SEND,WAIT,APPR)

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# HRPC / STATUS

The HRPC/STATUS common code allows you to define which status codes are not included in the count. This can be used to exclude inactive pay assignments. If the common code does not exist, all status codes will be included.

### Code Category: HRPC

### Code Value: STATUS

**General Description:** Status codes to exclude when running the active pay assignment count tool. Only pay assignments without these status codes will be counted.

If this common code does not exist, pay assignments with all status codes will be included in the count.

**Special Notes**: Used in conjunction with the HRPC/APPROVAL common code

Short Description:

Medium Description:

Long Description: A comma delimited list of status codes to exclude from the count (E.g., IN,EX,ZZ)

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# HRPY / ASSIGNNO Auto Generate Assignment Numbers

New functionality has been added to the PCNTBLE screen to allow the client to auto-generate Assignment Numbers within Job Code, OR within Job Code and Location. The system does not use a seeded value for this auto-generation. It actually looks in PCNTBLE itself to determine the next-sequential, unused Assignment Number within either the Job Code or Job Code/Location combination (depending on common code setup) and displays it to the

Assignment Number field. To turn this new functionality on requires the creation of common code HRPY/ASSIGNNO, set up in the following manner. To turn this function off, simply remove this common code from NUUPCD.

## Code Category: HRPY

## Code Value: ASSIGNNO

**Short Description**: Not required.

**Medium Description**: Not required.

**Long Desc**: Used to turn on and control the auto-gen of Assignment Number on PCNTBLE

Associated Numeric Values

1-5: Not Required.

Associated Codes

1: Enter a numeric value up to 8 digits long (max length of the Assignment Number field on PCNTBLE) representing the beginning of the range in which you want Assignment Numbers auto-generated. For example '0001'. Be sure to put in leading zeros so that you indicate the length of Assignment Number you wish to have generated.

2: Enter a numeric value up to 8 digits long representing the end of the range in which you want Assignment Numbers auto-generated. For example '9999'. Be sure to put in leading zeros.

Note: the length of the beginning range and ending range values must be the same.

3: Enter Y or N indicating whether or not to do alpha progression once the end of the range is reached. E.g. in the example above where the range is set to 0001 - 9999, if you enter Y here, after the system reaches 9999, it will move on to using alpha progression (e.g., A001,A002..A999,B001,B002….. If you enter N, an error will be given when the end of the range is reached and the system will be unable to auto-generate any more Assignment Numbers within that Job Code OR Job Code/Location combination, depending on the setup in code value 4.

4: Enter J to have the Assignment Number generated within Job Code. Enter L to have the Assignment Number generated within Job Code/Location combination.

5: Not Required.

### Associated Descriptions

1-5: Not Required.

# HRPY / BENEFTE

This common code allows the Employee Master message center to check for the existence of a common code that will indicate what hr_pe_mstr misc numeric field will be populated with the Benefit FTE from the Employee Master screen. The presence of this common code will activate the sending of the Benefit FTE from HR to PY.

**Note**: The Benefit FTE must be multiplied by 100000 before sending to PY as the py_emp_msc_num0x columns are defined as integers.

**Code Category:** **HRPY**

**Code Value:** **BENEFTE**

**Ledger:** Enter @@ to activate for all entities, otherwise enter a specific ledger code.

Short Description: Any desired descriptive text.

Medium Description: Benefit FTE to PY set up.

Long Description: Benefit FTE may be written to HR_PE_MSTR PY_EMP_MSC_NUM1 - NUM09 columns.

### Associated Numeric Values

1-5: Not used.

### Associated Codes

1: Enter NUM01 - NUM09 to indicate what hr_pe_mstr misc numeric field will be populated with the Benefit FTE from the Employee Master screen.
2-5: Not used.

### Associated Descriptions

1: Enter NUM01 - NUM09 Enter any desired descriptive text.
2-5: Not used.

# HRPY / CNTRCTID

Code Category: HRPY

Code Value: CNTRCTID

Short Desc: Not used

Medium Desc: Not used

Long Desc: "run py962;lib=G;INFO='SENDPAY'"

Associated Numeric Values

1: This setting is used in conjunction with Calc options 26 and 27 to specify the Misc Value to find a Target Per Period Amount. If no value is specified the base per period will be used as the Target Per Period Amount.
2: This setting is used in conjunction with Calc options 26 and 27 to specify the Misc Value to write the one time adjustment. If no value is specified the one time adjustment will be written to misc num 5 on the HR Pay Assignment.
3-5: Not Required.

Associated Codes

1: Entering a Y here tells the system to give the message "TCV OVR, PP OVR, and/or contract Index have changed." if the user changes one or more of those 3 enterable fields on the Contract Accumulator tab on the HR Pay Assignment screen.
2: Entering a Y here tells the system to give the message "Contract ID is being set to xxxxxxxx whenever the Contract ID is first created (insert) or any component of the Contract ID is changed (update).
3: Not Required.
4: Entering a Y here tells the system to give the message "Running py962 to recompute Contract accumulators" just before SENDPAY calls py962 to recompute contract accumulators in Payroll. Leaving this field blank, entering N, or anything besides Y will cause the system to not give this message.
5: Not Required.

Associated Descriptions

1-4: Not Required.
5: The setting "USE ACTUAL DAYS" will activate the use of the actual days from the HR Pay Assignment(s) when calculating the per period pay amount. Note: the calendar will be used if the contract change occurs mid period to count the number of days into the period an assignment is active.

# HRPY / COBRA

This common code allows for setting up COBRA values, codes and descriptions.

## Code Category: HRPY

## Code Value: COBRA

Short Description: Any desired descriptive text.

Medium Description: Any desired descriptive text.

Long Description: COBRA set up.

### Associated Numeric Values

1: This value is used to determine an override Due Back date. By default, 60 days is added to the Letter Sent date to deterthe Due Back date. To override the default value of 60 days, enter the number of days in this field.

2: This value is used to determine an override Pay Due date. By default, 45 days is added to the Election date to determine the Pay Due date. To override the default value of 45 days, enter the number of days in this field.

3-5: Not used.

### Associated Codes

1: Enter a value of CDH to only default the Administrative Fee CDH. Enter ALL to default all of the Administrative Fee fields. The Administrative Fee default values are determined in the following manner:

| Codes 1 Value | **CDH** |
|---|---|
| CDH | No. from PYUPCC with a RelCd8 = FEE |
| ALL | No. from PYUPCC with a RelCd8 = FEE |
| | **St** |
| CDH | N/A |
| ALL | St from the PYUPCC record that the CDH was selected from. |
| | **Fq** |
| CDH | N/A |
| ALL | Fq from the PYUPCC record that the CDH was selected from. |
| | **Bx** |
| CDH | N/A |
| ALL | B# from the PYUPCC record that the CDH was selected from. |
| | **Cost** |
| CDH | N/A |
| ALL | Value 1 from the PYUPCC record that the CDH was selected from. |
| | **AXP** |
| CDH | N/A |
| ALL | The first character of the Description 3 field. |
| | **Misc** |
| CDH | N/A |

ALL The first 4 characters of the Description 5 field.

2: This field controls how the COBRA screen will process an Alt. Billing ID that is not found in the PE system. Enter BLOCK to generate an error message and prevent the COBRA record from being saved. Enter WARN to generate a warning message and allow the COBRA record to be saved.

3-5: Not used.

### Associated Descriptions

1-5: Not used.

# HRPY / COPY_ID Copy Entity Specific Fields

### Code Category: HRPY

### Code Value: COPY_ID

Short Description: May be used to store any client desired help text.

Medium Description: May be used to store any client desired help text.

Long Description: May be used to store any client desired help text.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1. If this field contains NO, then no Entity specific fields will be copied (E.g., they will be blank). If this field contains YES, then all Entity specific fields will be copied. If this field is blank or contains anything other then NO and YES, then only the fields specified in the Codes 2 fields will be copied. Thus, the value of SOME in the above screenshot indicates that some of the Entity specific fields will be copied (not because it states SOME, but because it's something other then NO, YES, or blank).

2. If the Codes 1 fields contains a value other then NO, YES, or blank, then only the Entity specific fields identified in this field

will be copied. Any fields not identified to be copied will be cleared. The single character codes below identify which fields will be copied.

A value of “ACVB”, for example, indicates that the Approval Code, Check Distribution, Division and Bargaining Unit fields will

be copied. The order of the characters (e.g., ACVB) is not important, any order may be used.

A – Approval Code

C – Check Distribution

D – Department

V – Division

T – Termination Code 1

2 – Termination Code 2

P – Employee Type

B – Bargaining Unit

L – Location

Code 3: If this field contains “YES”, then the Entity specific fields that are copied will be validated by verifying that the copied value exists in the validation table for the destination Entity. This is only relevant if the source and destination Entities are different. If a copied value does not exist in the destination Entity, then that field(s) will be cleared.

Code 4: This field is used to indicate that the PY hr_pe_mstr table information should also be copied to the new employee ID. A code of

“PY” will only copy the hr_pe_mstr table information. A code of “BOTH” will copy both the hr_pe_mstr table information and the pya_assoc_dtl table information. Leaving Associated Code 4 blank is the same as entering "BOTH". Both PYUPEM and PYUPEM, Association Codes will be updated. A data string of "NO" will prevent the new ID from being copied anywhere but HR."

5: Not Required.

## Associated Descriptions

1-5: May be used to store any client desired help text.

# HRPY / IDTRAN

This common code allows modifying the EMPMSTR screen to insert a record into the sub_idtran table (ID_TRAN screen) when a record is added (e.g. entered in ADD mode). This functionality is activated by the presence of the common code HRPY / IDTRAN. A value of “Y” in the Codes 1 field will activate the sub_idtran insert.

**Code Category:** **HRPY**

**Code Value:** **IDTRAN**

Short Description: Any desired descriptive text.

Medium Description: Any desired descriptive text.

Long Description: Any desired descriptive text.

### Associated Numeric Values

1-5: Not used.

### Associated Codes

1: Enter “Y” to activate ID_TRAN insert.
2: Enter any desired value to be appended to the front of the SSN before being inserted into the IDTRAN screen / table. The value may have a maximum of 3 characters.
3-5: Not used.

### Associated Descriptions

1-5: Enter any desired descriptive text.

# HRPY / PC TOL

This common code allows the ability for the APU position control checking code to read a common code for a "tolerance" amount that will be added to the calculated available amount. This tolerance will be used to offset minor variances in the calculated APUs that are currently causing records to be over budget. If the common code does not exist, or if the appropriate Numeric Values field does not cona positive value, then perform the normal budget checking.

**Code Category:** **HRPY**

### Code Value: PC TOL

Short Description: Any description.

Medium Description: Any description.

Long Description: Any description.

### Associated Numeric Values

1: Enter the FTE tolerance value.
2: Enter the dollars tolerance value.
3: Enter the APU tolerance value.
4-5: Not used.

### Associated Codes

1-5: Not used.

### Associated Descriptions

1-5: Enter any desired description.

# HRPY / RAND_ID EMPMSTR Random ID Generator Setup

### Code Category: HRPY

### Code Value: RAND_ID

Short Description: Any description.

Medium Description: Any description.

Long Description: EMPMSTR Random ID generator setup (optional)

### Associated Numeric Values

1-5: Not used.

### Associated Codes

1: Minimum Value of the random number used to create id (req)

2: Maximum Value of the random number used to create id (req)

3: this field controls 4 different optional ways of generating an id with this random number generator, as follows:

a. Leave empty - the employee id will simply be the random number

b. Fill it with "ENTITY" - the employee id will be created by combining the entity id off of EMPMSTR with the random number (e.g. ROOT4536) up to 12 digits long

c. Fill with "LEDGER" - the employee id will be created by combining the ledger with the random number. The ledger is found by using the entity id off of EMPMSTR and reading the ENTYTBLE screen (it's a mapping of entity to the GL ledger associated with that entity)

d. Put in some other characters, for example "E". The employee id will be created by combining the characters entered here + random id. Some examples would be:

- "E" e.g., E6565
- "EMP" e.g., EMP6565
- "XYZZ" e.g., XYZZ6565

### Associated Descriptions

1-5: Not used.

# HRPY / RECTYPE

HRRQSS, Addl Pay Info tab has the field “System Generate Record Type”. If the field is set to a “1” or a “2” then the system will automatically assign the next ordered record type to a pay assignment on HRPYPA and HRPYQP. If the desire exists to have a custom order for record types then this common code needs to exist.

The Record Type of “PM” is a unique case and is not included in the common code. By default, if the employee has no “PM” record then the first record type will always be “PM”. If “PM” is found, then the software will look to this common code to determine the next character to use as the beginning of the Record Type.

### Code Category: HRPY

### Code Value: RECTYPE

**Short Description**: Any desired descriptive text.

**Medium Description**: Any desired descriptive text.

**Long Description**: Any desired descriptive text.

### Associated Numeric Values

1-5: Not used.

### Associated Codes

1-5: Not used.

### Associated Descriptions

2: Record Type order for HRPYQP screen.

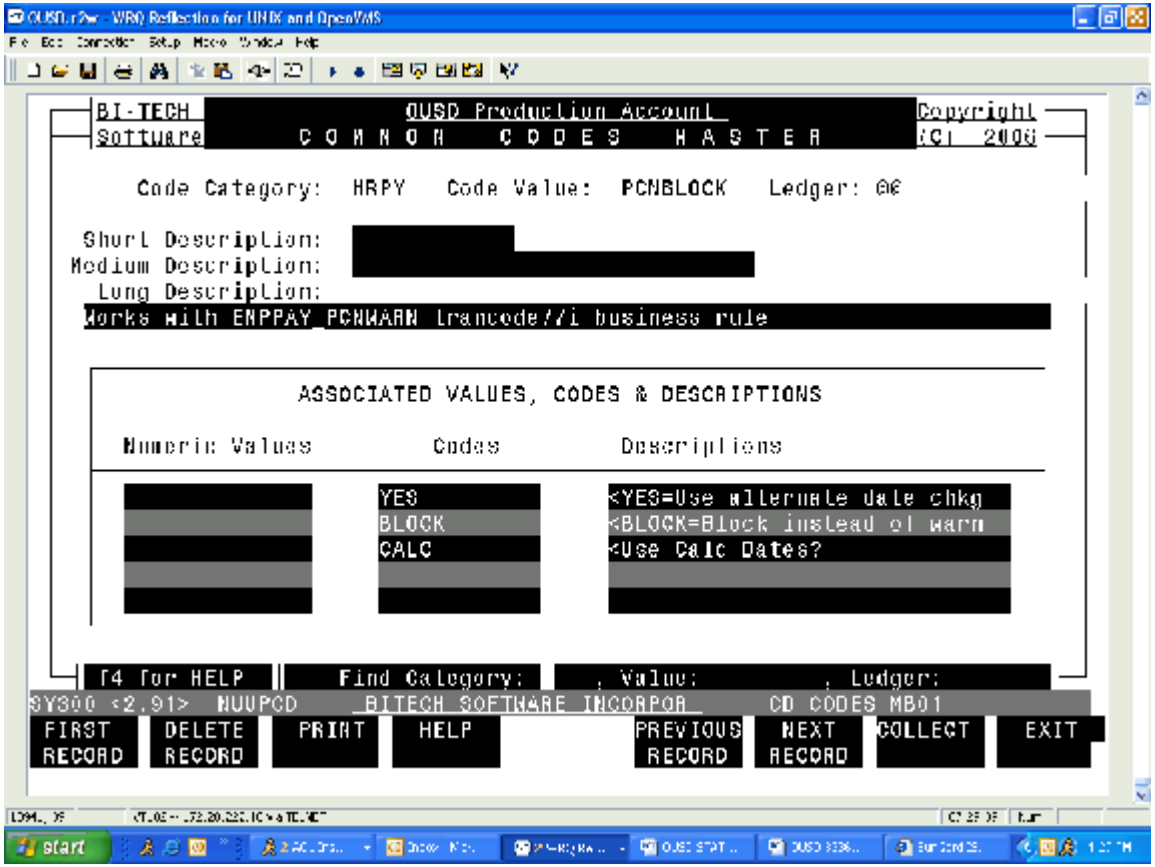
# HRPY / PCNBLOCK

The EMPPAY screen has been enhanced to give the client the option of making the message that is displayed to the user be a fatal error instead of just a warning. In other words, the system will not allow the user to create and save this new EMPPAY record if it finds that the addition of this EMPPAY would cause the system to exceed the Max Incumbent setting on PCNTBLE. To turn this functionality on, create common code HRPY/PCNBLOCK with "BLOCK" in Codes Field 2.

Using this same common code, the user can have the system do Max Incumbent checking based on the Calc Dates instead of the Effective Dates. To turn this functionality on, create common code HRPY/PCNBLOCK with "CALC" in Codes Field 3.

The EMPPAY screen has been enhanced to give the client an additional date checking option. If the common code HRPY/PCNBLOCK is set up with the word "YES" in Codes Field 1, then, instead of the date checking described above, the system will count any EMPPAY records with the same PCN/Position and an Effective Date range that overlaps the new entry being created in any way.

Common Code Set Up:




Code Category: HRPY

Code Value: PCNBLOCK

Ledger: @@

Long Desc: Works with EMPPAY_PCNWARN trancd/7i Business Rule

Codes Value 1: Enter "YES" to use the "alternate" date checking

Codes Value 2: Enter "BLOCK" to have the system actually block the creation of the EMPPAY with this particular PCN/ Position.

Codes Value 3: Enter "CALC" to do Max Incumbent checking based on the Calc Dates instead of the Effective Dates on EMPPAY.

# HRPY / ROLL_PY

This common code is used to disable various warning statements.

**Code Category: HRPY**

**Code Value: ROLL_PY**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Common code to disable various warning statements.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: "Y" to Disable.
2: "Y" to Disable.
3: "Y" to Disable.
4: "Y" to Disable.
5: "Y" to Disable.

### Associated Descriptions

1: Disable FICA warning.
2: Disable Medicare warning.
3: Disable SDI warning.
4: Disable SUI warning.
5: Disable WCOMP warning.

# HRPY / SSNCHECK

Functionality has been added to the EMPMSTR screen enabling clients to make adding a duplicate SSN (either within ENTITY or overall) a fatal error instead of just a warning (default functionality). To turn this new functionality on requires the creation of common code HRPY/SSNCHECK, set up in the following manner.

### Code Category: HRPY

### Code Value: SSNCHECK

Ledger: @@

Long Description: Used with DUPLICATE_SSNS trancd/7i rule to make duplicate SSN a fatal error.

Codes Value 1:  ENTITY - This tells the system that the SSN has to be unique with Entity ID.  In other words, if the client uses two (2) different Entity IDs, then this SSN can exist in EMPMSTR once for each of those two Entity ID values.

ALL - This tells the system that the SSN has to be unique over all.  The SSN can only be entered once in the entire EMPMSTR data set, regardless of Entity ID value.

# HRPY / TCP (or TCP+entity ID)

This common code enables the PART1 and PART2 fields on payroll master to be populated based on user selection of fields from HR employee master table, or other derived attributes.

The user selects the fields via one or more common codes whose category is HRPY and whose code is either TCP or TCP concatenated with an entity ID. If an entity specific common code is not present for the employee's entity, the generic common code will be used if it is present.

The user needs to supply at least the generic common code HRPY/TCP. The software will search for an entity specific common code of the form HRPY/TCP+entity ID, and use that one if it is present. The entity being searched is the entity of the employee under consideration. If it is not present, the generic common code will be used.

Several arrangements of common codes are possible. If several entities share the same PART1/PART2 attributes, the user can put them in the generic common code. The entity or entities whose attributes are different need to have an entity specific common code.

**Code Category:  HRPY**

**Code Value:** **TCP (**Or TCP+Entity ID)

The first 4 association codes and association descriptions are involved in describing which attributes go into part1 and part2. The first 2 are for part 1. The 3rd and 4th are for part 2. Part 1 consists of the data from the attribute listed on association code 1, concatenated with the data from the attribute listed on association code 2 (if present). Similarly, part 2 consists of the data from the attribute listed on association code 3, concatenated with the attribute listed on association code 4 (if present). The association descriptions are used as a substring selection from the attribute on the same line. So if association code 2 is DEPARTMENT and association description 2 is “1,4”, that means that the second half of part 1 will be characters 1 to 4 of the DEPARTMENT attribute.

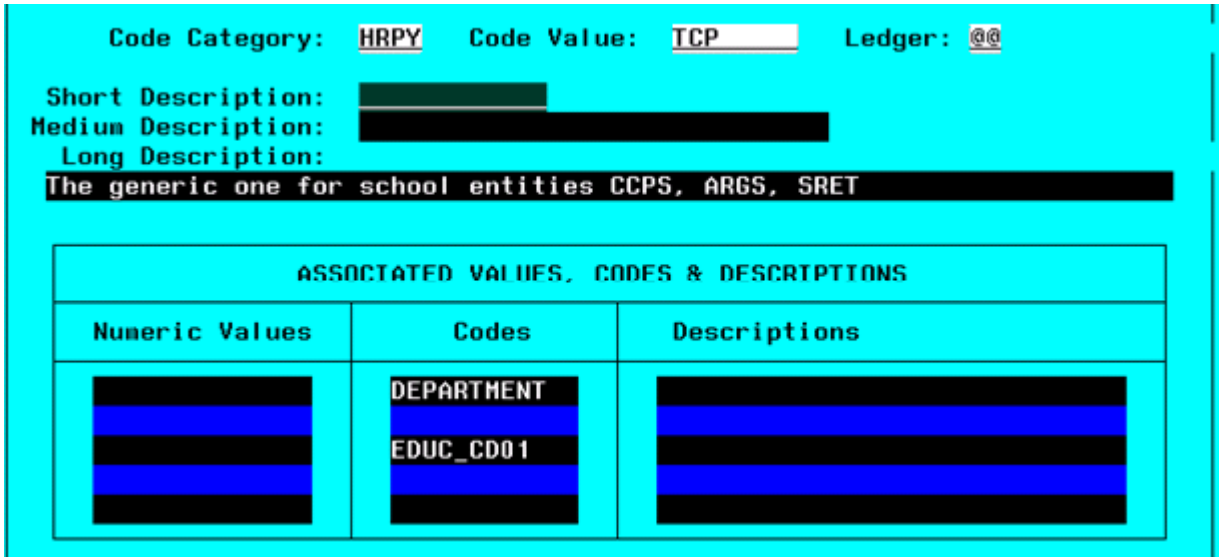
Supported attributes:

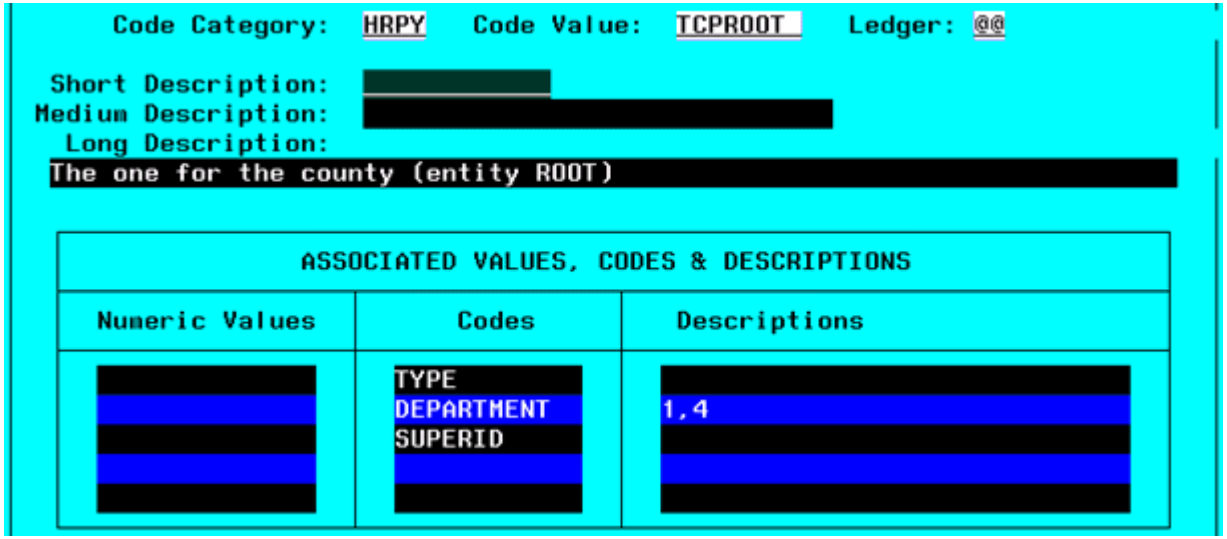
| | |
|---|---|
| TYPE | Employee type |
| BARGUNIT | Bargaining unit |
| DEPARTMENT | Department |
| ENTITY_ID | Entity |
| STAT | PY status |
| HR_STATUS | HR status |
| CALENDAR | Pay calendar |
| CKDIST | Check distribution |
| CYCLE | Pay cycle |
| WORKSITE | Work site |
| DIVISION | Division |
| EDUC_CD01 | Education code 1 |
| EDUC_CD02 | Education code 2 |
| SKILL_CD05 | Skill code 5 |

| | |
|---|---|
| SEL_CD02 | Selection code 2 |
| MISC_CD01 | Miscellaneous code 1 |
| SUPERID | Supervisor ID (from PCNTBLE via primary pay assignment) |
| HR1 à HR28 | One to 28 spare items |

Note: The SUPERID comes from fields of the EMPMSTR screen. Refer to the employee's most recent primary pay assignment on TDHRPYPA (or TDHRPYQP) and get the PCN from that. Then you go to the PCNTBLE2 screen for that position, and get the SUPERID field from that.

Examples






# HRPY / TCPARTS

General setting for populating py_emp_part1 and py_emp_part2.

### Code Category: HRPY

### Code Value: TCPARTS

Short Description: Any desired descriptive text.

Medium Description: Any desired descriptive text.

Long Description: General setting for populating py_emp_part1 and py_emp_part2. The first and third codes are required and the second and fourth are optional. If the second code is used its value (or part of the value as set in the description for the code) is concatenated to the end of the first value or sub set of that value).

### Associated Numeric Values

1-5: Not used.

### Associated Codes

1: (Required) First part for py_emp_part1
2: (Optional) Second part for py_emp_part1
3: (Required) First part for py_emp_part2
4: (Optional) Second part for py_emp_part1

Possible fields for use are:

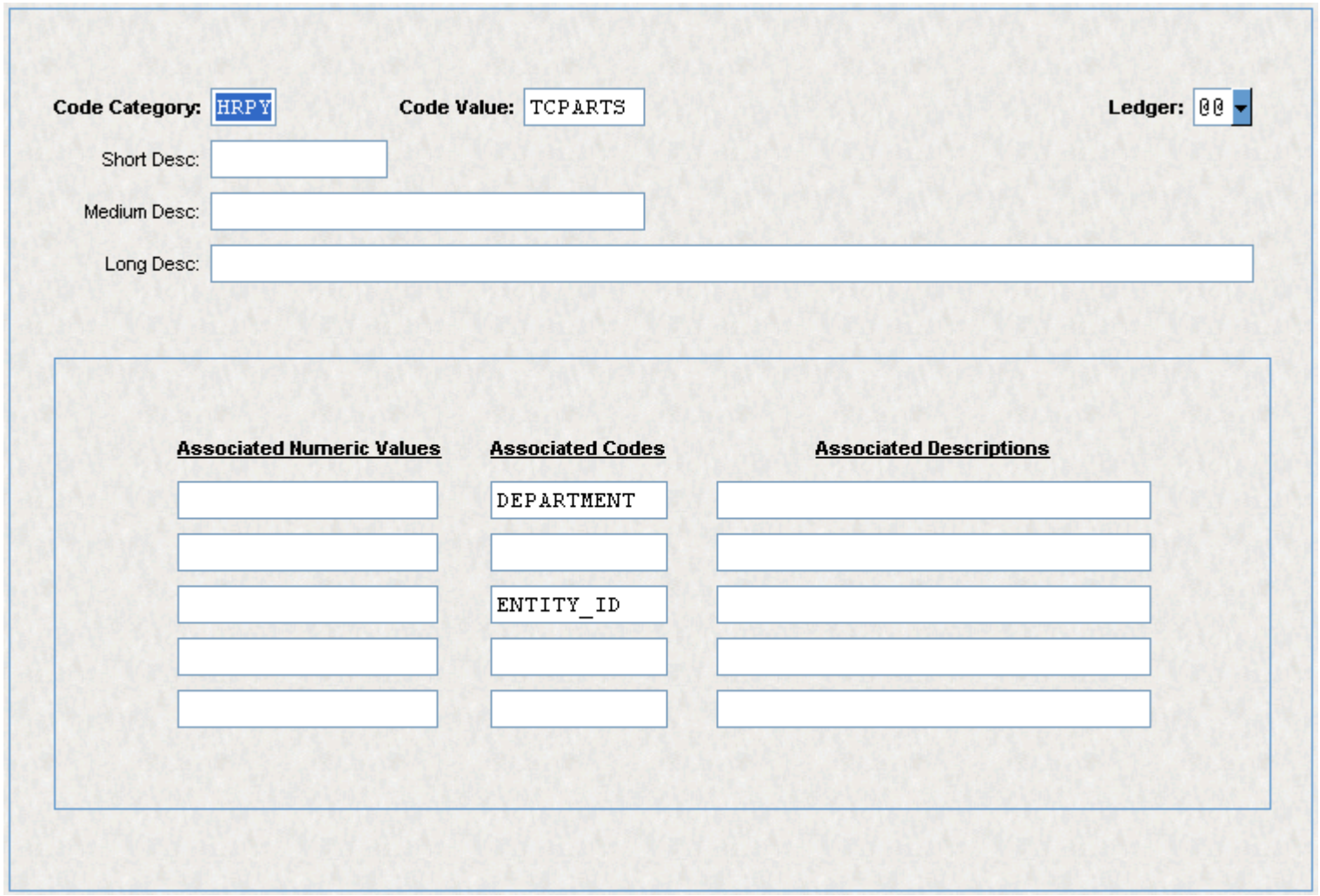
| | | | | |
|---|---|---|---|---|
| TYPE | ENTITY_ID | STAT | HR_STATUS | BARGUNIT |
| CALENDAR | CKDIST | DEPARTMENT | CYCLE | WORKSITE |
| DIVISION | EDUC_CD01 | EDUC_CD02 | SKILL_CD05 | SEC_CD02 |
| MISC_CD01 | HR1 | HR2 | HR3 | HR4 |
| HR5 | HR6 | HR7 | HR8 | HR9 |
| HR10 | HR11 | HR12 | HR13 | HR14 |
| HR15 | HR16 | HR17 | HR18 | HR19 |
| HR20 | HR21 | HR22 | HR23 | HR24 |
| HR25 | HR26 | HR27 | HR28 | |

5: Not used.

## Associated Descriptions

1: blank for entire value from field or #,# for sub set. [start position], [number of characters]
2: blank for entire value from field or #,# for sub set. [start position], [number of characters]
3: blank for entire value from field or #,# for sub set. [start position], [number of characters]
4: blank for entire value from field or #,# for sub set. [start position], [number of characters]
5: Not used.

Example:




# HRPY / TERMDT

This common code is used to increment the End Date based on Termination Date plus a specified number of days.

**Code Category:** **HRPY**

**Code Value:** **TERMDT**

Short Description: Used to describe the common code. Not Required.

Medium Description: Used to describe the common code. Not Required.

Long Description: Used to describe the common code. Not Required.

### Associated Numeric Values

1: Number of days after the Termination date to default the end date. The end date in which this value is applied is specified in the corresponding associated code.
2: Number of days after the Termination date to default the end date. The end date in which this value is applied is specified in the corresponding associated code.
3: Number of days after the Termination date to default the end date. The end date in which this value is applied is specified in the corresponding associated code.
4: Number of days after the Termination date to default the end date. The end date in which this value is applied is specified in the corresponding associated code.
5: Number of days after the Termination date to default the end date. The end date in which this value is applied is specified in the corresponding associated code.

### Associated Codes

1: Enter the value “PAYEND”. Controls the pay end date on the employee’s HRPYPA and HRPYQP assignments.
2: Enter the value “CALCEND”. Controls the calc end date on the employee’s HRPYPA assignments.
3: Enter the value “ADDLCONTEND”. Controls the end date on the employee’s HRPYPC assignments.
4: Enter the value “MANDDEDEND”. Controls the end date on the employee’s HRPYMD assignments.
5: Enter the value “DIRDEPEND”. Controls the end date on the employee’s HRPYCA, Direct Deposit assignments.

### Associated Descriptions

1-5: Not Required.

# HRPY / TERMDT2

This common code is used to increment the End Date based on Termination Date plus a specified number of days.

**Code Category:** **HRPY**

**Code Value:** **TERMDT2**

Short Description: Used to describe the common code. Not Required.

Medium Description: Used to describe the common code. Not Required.

Long Description: Used to describe the common code. Not Required.

### Associated Numeric Values

1: Number of days after the Termination date to default the end date. The end date in which this value is applied is specified in the corresponding associated code.
2: Number of days after the Termination date to default the end date. The end date in which this value is applied is specified in the corresponding associated code.
3: Number of days after the Termination date to default the end date. The end date in which this value is applied is specified in the corresponding associated code.
4: Number of days after the Termination date to default the end date. The end date in which this value is applied is specified in the corresponding associated code.
5: Number of days after the Termination date to default the end date. The end date in which this value is applied is specified in the corresponding associated code.

### Associated Codes

1: Enter the value “TSAINFOEND”. Controls the end date on the employee’s HRPYCA, Tax Sheltered Annuities assignments.
2: Enter the value “BONDSEND”. Controls the end date on the employee’s HRPYCA, Bonds assignments.
3: Enter the value “CDHASSGNEND”. Controls the end date on the employee’s HRPYCA, Miscellaneous assignments.
4: Enter the value “BENEMSTREND” ”. Controls the end date on the employee’s HRPYBE, Benefit Master assignments.
5: Enter the value “BENEINFOEND” ”. Controls the end date on the employee’s HRPYBE, Benefit Assignments assignments.

### Associated Descriptions

1-5: Not Required.

# HRRA / CONFIG – Changes for race/ethnicity HREMEN

You use this code to control race/ethnicity settings on the HREMEN screen.

### Code Category: HRRA

### Code Value: CONFIG

Short Description: Not Required.

Medium Description: Not Required.

Long Description:  Not Required.

## Associated Numeric Values

1-5: Not Required.

## Associated Codes

1: Enter "ALLOWSAME".

The standard software will not allow a duplicate in the race field and race grid.  Enter "ALLOWSAME" to skip standard error check.

2: Enter "GRIDOPTION".  This changes what is sent to PY (hr_pe_mstr.py_emp_aa_cd).

The standard software will send "MULT" when there is at least one different entry in the grid.

"GRIDOPTION" will only send "MULT" when the grid contains two or more entries.

EXAMPLE:

| | Old Race | New Race | GRIDOPTION: send to Payroll | Standard: send to Payroll |
|---|---|---|---|---|
| Hisp/Latino | Race Field | Race Grid | | |
| No | Caucasian | [empty] or Caucasian | Caucasian | Caucasian |
| No | Caucasian | Asian + African American | MULT | MULT |
| No | Caucasian | African American | African American | MULT |

**Note**: Hispanic/Latino box checked always sends "HISP" to PY.

3-5: Not Required.

## Associated Description

1-5: Not Required.

# NCLB / NCLBUTIL

Code Category: **NCLB**

Code Value: **NCLBUTIL**

**Short Description**: Used to identify the EMPMSTR3 date field used to store the employee's credential date. Only needed if the "Cred Date" field is used on the NCLBREQ screen. Enter the actual hr_empmstr column name.

**Medium Description**: Enter EXACTDEGREE to globally require an exact match for degrees entered on NCLBREQ. To enable this at the course level, leave this field blank and enter EXACTDGR into any of the CRSETBLE Misc fields for the desired courses.

Long Description: Not Required.

Associated Numeric Values

1: Enter a 1.00000 to have the HQ checking routine automatically run after the MSTRLOAD option finishes loading records.

2-5: Not Required.

Associated Codes

1-5: Enter the first 5 checking routines to be used and in the desired order. If, for example, an organization primarily uses the LICNCERT and EDUCINFO screens for entering NCLB compliance data, then the Codes 1 and Codes 2 fields should contain LICN and EDUC respectively.

Associated Descriptions

1-5: Enter the second 5 checking routines to be used and in the desired order. There are a total of 10 checking routines, all of which are shown in this example.

# NCLB / PASSVALS

Code Category: **NCLB**

Code Value: **PASSVALS**

**Short Description**: May be used to store any desired text.

**Medium Description**: May be used to store any desired text.

**Long Description**: May be used to store any desired text.

Associated Numeric Values

1-5: Not Required.

Associated Codes

1-5: Enter the first 5 values that indicate passing values on EMPTEST. The Codes 1 field (e.g., the first code that indicates a passing value on EMPTEST) must be entered. The Codes 2-5.

Associated Descriptions

1-5: Descriptions 1-5 are optional. Enter the next 5 values that indicate passing values on EMPTEST.

# NCLB / UTILDEFS

In this code, Associated Codes 1-4 and Value 1 are used to default values into NCLBUTIL when the Option HQUTIL is run.

Code Category: NCLB

Code Value: **UTILDEFS**

**Short Description**: Not Required.

**Medium Description**: Not Required.

**Long Description**: Not Required.

Associated Numeric Values

1: Enter the default value for the Seq. field.

2-5: Not Required.

Associated Codes

1: Enter the default value for the Entity field.

2: Enter the default value for the FY field.

3: Enter the override value for the Exempt Course Code. The field has a screen level default of E. If a value is entered into the Codes 5 field, then the value of E will be overridden.

4: Enter the default value for the Process Paraprofessionals field.

5: Enter a Y to activate the certificate of compliance checking.

Associated Descriptions

1-5: Not Required.

# PAYU / APPRVCD

By default, PAYUTIL only processes EMPPAY / PAYALT records with an approval code of 'SEND'. A common code may be set up, though, that will cause PAYUTIL to process up to 5 additional approval codes.

**Code Category:** **PAYU**

**Code Value:** **APPRVCD**

Short Description: Not used

Medium Description: Not used

Long Description: Not used

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Enter one approval code value in any or all of the Codes fields to cause PAYUTIL to process EMPPAY / PAYALT records with those approval codes.

### Associated Descriptions

1-5: Not used. May be used to store client-specific help information.

# PAYU / OPTION 1

The PAYU OPTION1 common code controls whether the Step Increase, Index Change, and PCN / Position Change functionality will be active for PAYUTIL Option 1. By default, these features are not active for Option 1.

### Code Category: PAYU

### Code Value: OPTION1

Short Description: Can be used to store descriptive text.

Medium Description: Can be used to store descriptive text.

Long Description: Can be used to store descriptive text.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Used to activate the step increase functionality. Enter a "Y" to activate.
2: Used to activate the salary index change functionality. Enter a "Y" to activate.
3: Used to activate the PCN / Position change functionality. Enter a "Y" to activate.
4-5: Not used.

### Associated Descriptions

1-5: Can be used to store descriptive text.

# SRET / xxx

Enter this common code to determine the rate type that should be calculated for that Reportable STRS Code when sending STRS FTE rate and code to Payroll Pay Assignments.

Note-An entry in common codes must be made for each reportable STRS code.

**Code Category:** **SRET**

**Code Value:** **Enter the Reportable STRS Code**

Short Description: Enter any desired descriptive text.

Medium Description: Enter any desired descriptive text.

Long Description: Enter any desired descriptive text.

## Associated Numeric Values

1-5: Not Required.

## Associated Codes

1: Enter the rate type for the STRS code.

| | |
|---|---|
| 0 | Annual |
| 1-3 | Per Period |
| 8 | Daily |
| 4 | Hourly |
| 4,8 | Hourly or Daily |

(Note-The Per Period rate entry could be 1,2,3 or just 1 or any other combination of 1 and 2 and 3)

(Note 2-If an STRS code has 4,8 (a 4 then a comma then an 8) as the rate type, then the system will read the Reg Rate field on EMPPAY to determine which to send. If the Reg Rate field contains an H, then the system will use the BASE hourly rate. If it contains a D, then the system will use the BASE daily rate.

2-5: Not Required.

## Associated Descriptions

1-5: Enter any desired descriptive text.

# SYNO / HROSHA — OSHA tracking number seed generator

The “Numeric Values” field represents the starting point for the seed value. Leave it blank or place a numeric value in the field. If it is blank, the system will assume the starting number is one. The “Codes” of YES or NO determines if the code is on or off indicating whether to automatically create a seed value or not.

NOTE: This seed value is not entity specific.

**Code Category:** **SYNO**

**Code Value:** **HROSHA**

Short Description: OSHA Track #.

Medium Description: OSHA Tracking Number.

Long Description: OHSA seed generated tracking number for TRIAD HR EMPRINFO screen.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Yes or No.
2-5: Not Required.

### Associated Descriptions

1: Yes, use seed generated values or No, do not use seed generated values.
2-5: Not Required.

**See Appendix A for the complete instructions on setting up SYNO seed values.**

# SYNO / APPLID And Other SY_SEEDVAL_DEF Table Replacement Codes

The sy_seedval_def table is no longer supported in IFAS 7.9. The seeds that used to exist in the sy_seedval_def must now belong in Common Codes under the Common Code category of SYNO. A UNIX utility named migrate_syseedvaldef was created to assist in the migration of the sy_seedval_def seeds that were shipped with previous versions of IFAS. This utility is automatically run during updates of IFAS that is pre 7.9. The majority of these seeds are now entity specific.

The following lists the existing seeds that will be migrated to common codes:

cl_id of APPLMSTR with at_id of ID and act_text of NEWID is now SYNO.APPLID.

cl_id of TRNSREQ with at_id of ID and act_text of NEWID is now SYNO.TRNSID.

cl_id of EMPMSTR with at_id of ID and act_text of NEWID is now SYNO.EMPM concatenated with Entity ID.

cl_id of GRIEVANC with at_id of LOGNUM and act_text of ADD is now SYNO.GREV concatenated with Enity ID.

cl_id of REQPST with at_id of REQNUM and act_text of ELIG is now SYNO.ELIG concatenated with Enity ID.

cl_id of REQPST with at_id of REQNUM and act_text of POST is now SYNO.POST concatenated with Entity ID.

cl_id of PCNTBLE with at_id of PCN and act_text of NEWPCN is now SYNO.PCN concatenated with Entity ID.

cl_id of PCNTBLE with at_id of POSN and act_text of NEWPOS is now SYNO.POSN concatenated with Entity ID.

Common Codes will be created for each entity found in hr_entytble for the seeds that now use entities. If a sy_seedval_def record exists with an entity specified for ROOT then it will be used as the ROOT version of the Common Code. If one does not exist, then the non entity specific one will be used instead. When creating the entity specific Common Codes and no entity specific sy_seedval_def record exists then the ROOT entity based Common Code will be used as the template for the new Common Code.

# SYNO / EMPMROOT  Auto Generate Employee ID

**Code Category: SYNO**

**Code Value: EMPMROOT**

**Short Description:** Not used.

**Medium Description:** Can be used to describe the common code.

**Long Description:** Can be used to describe the common code.

### Associated Numeric Values

1: Enter the STARTING SEED NUMBER. These fields automatically display five places of precision. The decimal point must be ignored when creating starting seed numbers. For example, entering "1" in this field will display the value as "1.00000". This will set the starting seed number at a value of "100000". If you wish to start the seed value at '38', then the value "0.00038" must be entered into this field. This value will be automatically incremented by the system whenever the seed value is used.

Caution: Resetting the starting seed number may impact existing data (i.e. Seed numbers might be duplicated between existing records and new records). Please evaluate the situation prior to resetting this value.

2: This value is simply a count of how many times the seed value has been used. If, for example, both the starting seed number (associated code 1) and this number are set to "0.00000", then these two fields will always be the same. As the seed number is incremented, so will this count of how many times the seed number has been incremented. The value in this field has no impact on the actual generation of the seed number. It is used for informational purposes only.

3 - 5: Not Used.

### Associated Codes

1: There are two components to setting up this 12-character field. In the four left-most positions a prefix can be added. If left blank, there will be no prefix. The two right-most positions contain the desired number of digits to include in the seed value. For example, entering "TEMP 06" will create a seed value that begins with the characters "TEMP" and contains six digits, which will result in a seed value that has a total of ten characters. Although this is a REQUIRED field, only the number of digits is required. Using a Prefix is optional.

2: This is an OPTIONAL field that can add up to two pieces of information to the generated seed value. The first is the Julian Date. By putting "JD" in the first two positions of this field the Julian Date - YYddd, where "ddd" is the current day (i.e., The Julian Date for "02/01/2005" is "05032"). If used, the Julian Date will be added to the seed number after the prefix, but before the generated number.

A second setting with this field is to specify either "FML" or "LFM" in the last three positions of this field. This will append the user's initials to the end of the generated seed number. Using "FML" will pull the user's initials as First, Middle, Last, whereas "LFM" will pull the initials in the order of Last, First, Middle. Both of these settings (i.e., "JD FML") are rarely used.

For certain seed generation common codes, there is another option for this field. When it comes to generating a Batch ID, putting the word "BATCH" in this field will ensure that the process uses the Batch Filename rather than generating a unique Batch ID. These SYNO common codes are easily identified

because they have a code value of "BTCHIDxx", where "xx" is related to the type of batch (i.e. AR). Please see the individual description of each of these common codes for more information.

Note that this setting does not apply to 7i sets (batches).

3: Another rarely used option is the ability to use part (or all) of the Manager Code in generating the next seed number. Each UserID has a given Manager Code (as defined in NUUPUS). Any (or all) of the up to eight characters that make up the Manager Code may be used as a prefix to the seed value. For example, if a certain UserID has a Manager Code of "TECH1", and this field on the common code has 'M15', then a string is created by taking the first and fifth character of the Manager Code.

In this example that would result in the value "T1" being included in the newly created seed number.

4 - 5: Not Used.

The order in which the seed value string is put together is as follows:

Prefix -> Julian Date -> Manager Code -> Seed Number -> FML (or LFM)

Of course, there is no practical application for using all of these options simultaneously for a single seed generator, especially considering that the maximum generated seed value is 16 characters, although for some processes only 12 or even 8 is allowed.

Prefix (up to 4)Julian Date (5)Manager Code (up to 8)Seed Number (up to 16)FML/LFM (3)

**Associated Descriptions**

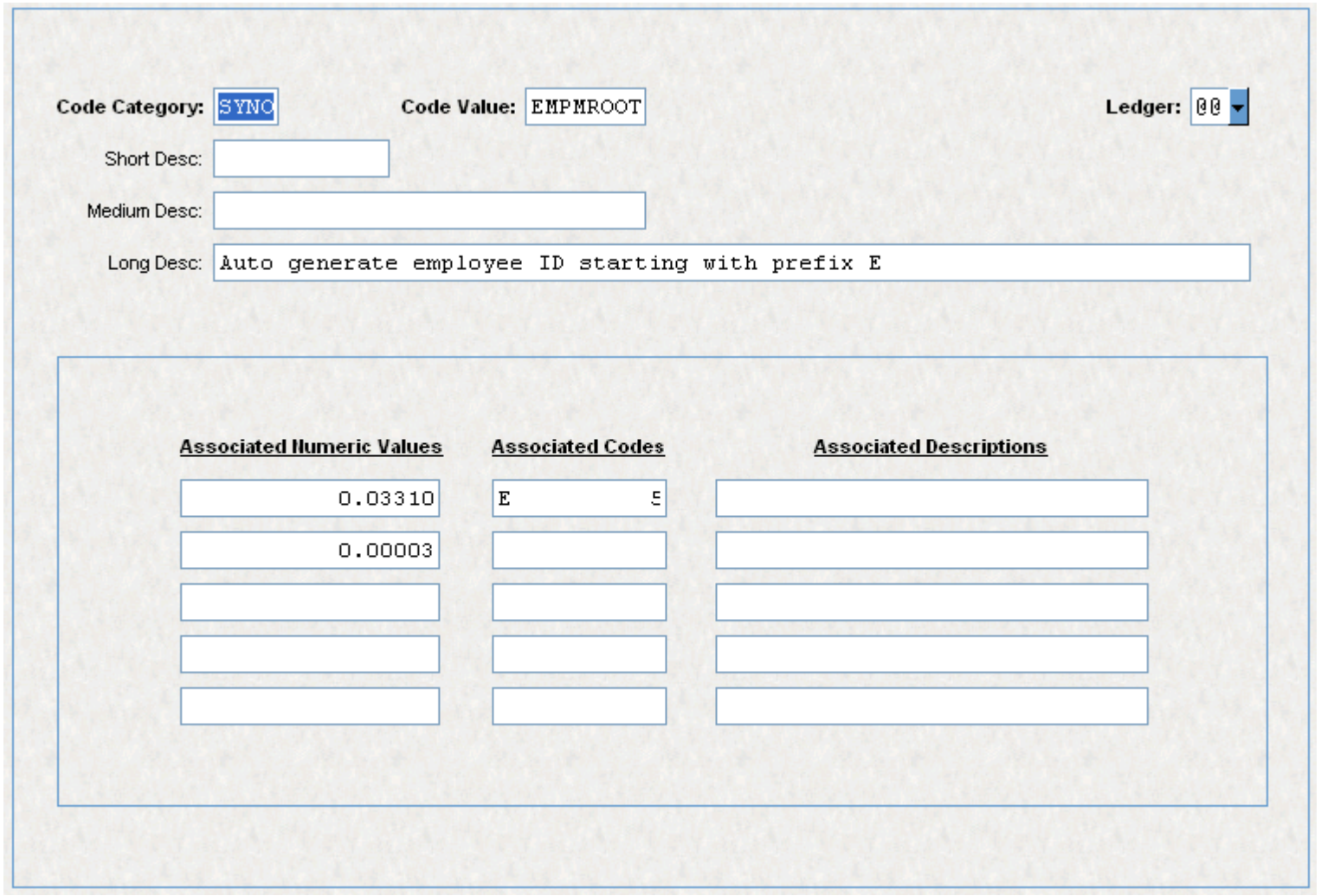
1 - 3: Can be used to briefly describe the contents of Associated Codes 1-3.

4 - 5: Not Required.

**Examples (not including the rarely used settings in associated code 2 and 3):**

| Assoc. Value (1) | Assoc. Code (1) | Result |
|---|---|---|
| 0.00183 | AR 06 | AR000183 |
| 1.05729 | PR 06 | PR105729 |

| | | |
|---|---|---|
| 0.00001 | TEMP 08 | EMP00000001 |
| 0.10023 | CL 04 | CL0023 |



# 14: Nucleus

## Overview

Nucleus is responsible for maintaining coded information for all other subsystems; this section discusses only the common codes that are maintained for use within Nucleus itself. For information about the common codes associated with a particular subsystem, see the user guide for that subsystem.

Nucleus maintains several code categories in the common codes structure within ROOTDB. See Section II for a description of this structure and Section IV for a description of how to update the structure. This section gives particular instructions on defining each of these code categories. The code categories maintained are for user location codes, user manager codes, user days and hours codes, printer LDEV codes, database capacity management codes, terminal type codes, date wincodes, and terminal password codes. Each of these code categories is maintained in the common codes structure.

## FPnn / LC — Laser Forms Code

A common code is used to facilitate the use of laser forms products such as RXLASER. The common code allows escape sequences to be assigned to specific pages and / or copies of a report, purchase order, or AP check created through IFAS.

Whenever a report is run to a normal (non-Daisy) printer, the system checks for an “FP01” common code definition. If it exists, the specified sequences are included in the print output.

**Code Category:** **FP***nn*, where *nn* represents a sequence number. The first screen of the definition for a particular printer would be under category “FP01”. If more than five lines of codes are needed, additional screens can be entered using category “FP02”, “FP03”, etc.

**Code Value:** **The name of the printer**, as defined through an “NULP” common code.

Short Description: Used for documentation purposes only.

Medium Description: Used for documentation purposes only.

Long Description: Used for documentation purposes only.

### Associated Numeric Values

1-5: Page number on which to print the sequence. A zero (or blank) value indicates that the sequence is to be printed on every page, and a value of 99 indicates that the sequence is to be printed after the last page of the report.

### Associated Codes

1-5: Copy number on which to print the sequence. A zero (or blank) value indicates that the sequence is to be printed on every copy.

### Associated Descriptions

1-5: The actual sequence which is to be printed. Tilde characters (~) will be replaced by ESCAPE characters, and other special or non-printcharacters may be entered using the notation “\nnn”, where nnn represents the decimal value of the ASCII character being used. For example, the sequence “\027” would represent an ESCAPE character.

# NUAS / XXXXXXXX — Nucleus Associations

These Common Codes are used to add associations to a user from the "Associations" tab of the 7i NUUPUS screen.

### Code Category: NUAS

**Code Value:** Up to eight characters for the code defining Association Code. Examples are "FINANCE" for the association used to allow access to the Dashboard, "APPLY" for the association used by Applicant Online. Client-Specific codes should contain some kind of naming convention to separate them from those used by IFAS applications.

Short Description: Used to declare which type of association is being created. Examples are "IDENTITY" for dashboard identity associations, "AO_EMAIL" for Applicant Online e-mail associations.

Medium Description: This is the description of the association that will be shown to the end user in most cases.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# NUCM / APOHPA — Capacity Management Codes

The following describes each data item on the COMMON CODES MASTER screen which applies to establishing database capacity checking for a given job. This function is only available for masks defined in SYDBCAP.PERM. Note-On UNIX systems database capacity management is handled differently and the concept of checking individual tables and jobs is not necessary.

**Code Category:** **NUCM**

**Code Value:** **Mask** representing job for which database capacity is to be checked. This may also be specified in the Check DB? field on the NEXT QUESTION PROMPTING screen (NUUPJB). The advantage of using the common code is that future CUTIPs will not affect the common code setting.

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# NUDT / QUESTNO — Date Window Codes

The purpose of this common code is to define the valid date range that can be entered for a particular date question in Nuclues. The question must have a "Response Edit Code" of "DS" to enable this common code.

The following describes each data item on the Common Codes Master screen which applies to the definition of a valid date window for a particular Question Number.

**Code Category:** **NUDT**

**Code Value:** **xxxx** (Where xxxx is a question No.)

Short Description: Up to eight characters describing the date window.

Medium Description: Up to 30 characters describing the date window.

Long Description: Up to 72 characters describing the date window.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: A date in MM / DD / YY format which specifies the beginning of the date window.
2: A date in MM / DD / YY format which specifies the end of the date window.
3-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# NUDV / QUESTNO — Posting Days

The purpose of this common code is to control the number of days into the next month that a user may backdate something into the prior month. This type of validation is usually done on date questions that are used for prompting for the Posting Date. To enable this common code, the question must also be defined with the “Response Edit Code” of “DM.”

### Code Category: NUDV

### Code Value: **xxxx** (Where xxxx is a question No).

Short Description: Up to eight characters describing the posting days.

Medium Description: Up to 30 characters describing the posting days.

Long Description: Up to 72 characters describing the posting days.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Maximum number of days into a month where the system is allowed to post to a previous month. Number of days must be entered as two digits ('01,' '05,' '10'). For example if '10' is entered then-

| On this date- | Valid posting dates are- |
|---|---|
| 11 / 5 / xx | 10 / 31 / xx to 11 / 30 / xx |
| 11 / 10 / xx | 10 / 31 / xx to 11 / 30 / xx |
| 11 / 11 / xx | 11 / 1 / xx to 11 / 30 / xx |

2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# NUFG / NU945C

**Code Category: NUFG**

**Code Value: NU945C**

General Description: General settings for New User Utility

Short Description: DEBUG – turns on debug for the process

Medium Description: Not Required.

Long Description: Not Required.

Associated Numeric Values

1-5: Not Required.

Associated Codes

1-5: Not Required.

Associated Descriptions

1: This setting controls the sorting of the New User Report. Available options are: 'SORT BY NAME' to sort by the name from the originating subsystem, 'SORT BY SRC ID' to sort by the ID in the originating subsystem, 'SORT BY NUC ID' to sort by the new Nucleus ID. Default is by Name.

2-5: Not Required.

# NUHR / HOURS — Hours Codes

The following describes each data item on the COMMON CODES MASTER screen which applies to the definition of days and hours which a user may be assigned for system log-on. 00:00 to 24:00 is a special code meaning that terminal and password timeouts are never checked. To continue to check terminal and password timeouts, set the NUHR @@ code to 00:00 to 23:59.

**Code Category: NUHR**

**Code Value: Up to eight characters which will be used to qualify a user definition as to days and hours that they may be signed onto the system.**

Short Description: Up to eight characters describing the code.

Medium Description: Up to 30 characters describing the code.

Long Description: Up to 72 characters describing the code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Five characters of the form HH:MM which specify the low end of the clock range when a user may be signed on; HH = hours (24 hour clock), MM = minutes (00-59). If the hours code is "00:00" to "24:00", terminal timeout will never occur just because it became midnight. It will still happen if the user leaves it alone too long without doing anything.

2: Five characters of the form HH:MM which specify the high end of the clock range when a user may be signed on; HH = hours (24 hour clock), MM = minutes (00-59).

3-5: Not Required.

### Associated Descriptions

1: Up to seven four-character codes which represent the days of the week which a user may be signed onto the system. These codes must be entered in upper case. Associated Codes are as follows:

MON TUE WED THU FRI SAT SUN

2-5: Not Required

# NUJB / QUEUE — Multiple Batch Processing Queue

This common code is used to control CPU scheduling when a job is launched through IFAS. This feature allows for the automatic selection of an appropriate CPU processing queue, based on the estimated run-time of the job.

### Code Category: NUJB

### Code Value: QUEUE

Short Description: Up to eight characters describing the code.

Medium Description: Up to 30 characters describing the code.

Long Description: Up to 72 characters describing the code.

### Associated Numeric Values

1-5: Value, accurate up to five decimal places, indicating the number of wall time minutes to serve as cutoff point for queue selection. If a job is estimated to take the number of minutes specified (or more), the queue named in the corresponding associated code is used.

### Associated Codes

1-5: Enter the code(s) corresponding to the selected CPU queue.

**Associated Descriptions**

1-5: Enter descriptions corresponding to the time limit and code assigned to each value.

# NULD / LOCATION — Location Codes

The following describes each data item on the COMMON CODES MASTER screen which applies to the definition of location codes. These codes are used to qualify the definition of a user to the system.

**Code Category:** **NULD**

**Code Value:** **Up to eight characters which will be used to specify a user's typical location when using the system.**

Short Description: Up to eight characters describing the code.

Medium Description: Up to 30 characters describing the code.

Long Description: Up to 72 characters describing the code.

**Associated Numeric Values**

1-5: Not Required.

**Associated Codes**

1-5: Not Required.

**Associated Descriptions**

1-5: Not Required.

# NULD / TERMINAL — Terminal Passwords

The following describes each data item on the COMMON CODES MASTER screen which applies to the definition of terminal pass

**Code Category:** **NULD**

**Code Value:** **Up to eight characters which specify the terminal logical device number. This number must be entered right justified and filled with leading zeroes. Example: 00000020.**

Short Description: Up to eight characters which define the password to be associated with this terminal. The contents of this field must be entered in UPPER CASE.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# NULP / PRINTER — Printer Definitions and Codes

The following describes each data item on the COMMON CODES MASTER screen which applies to the definition of printer codes. These codes may be specified for standard or special forms printing. Following is an example of a standard line printer code definition screen.

### Code Category: NULP

### Code Value: Up to eight characters which will be used to designate the code representing the particular printer.

Short Description: Up to eight characters describing the code.

Medium Description: Up to 30 characters describing the code.

Long Description: The logical device number or printer class of the line printer to which the code relates where, 'pp' equals the priority of the spool file requested by the user and 'cc' equals the number of copies of the spool file. If desired, the right hand side of the 'LP' file equation may be entered in place of a device number or class; in this case, a carat (^) must be entered as the first character on the line. If the first five characters are 'DAISY', a daisy printer is being defined. The characters after the blank are a fully-qualified file name of DAISY directives. See the description of daisy printing below.

Note-When printing to a flat file, care must be taken when specifythe right hand side of the "LP" file equation. The following file equation should produce the desired results on all platforms:

^FLATFILE;DEV=DISC;NOCCTL;REC=-133;SAVE

### Associated Numeric Values

1: Number of lines per page. If this field is left blank, the system defaults to the value defined for the Report and Screen Headings (NUUPHD).
2: Number of columns per line. If this field is left blank, the system defaults to the value defined for the Report and Screen Headings (NUUPHD).
3-5: Not Required.

### Associated Codes

1: To eliminate the extra page at the beginning of a report, enter 'NOEXTRAPAGE' in this field.
2: The name of a file which is to be copied to a spool file before any text. For example, a printer initialization file.
3: The name of a file which is to be copied to a spool file after any text. For example, a file to reset a printer.
4: An N entered in this field will cause the printing of report titles to be suppressed.
5: To print a banner which contains the menu mask, user ID, location, and date (in LARGE type) before each report, enter 'BANNER' in this field. Placing the words "AUTO ON" in this field will not cause automatic page eject to be turned off. This can be useful for printers used for special forms processing.

Note-The method to specify daisy printing exists via the NULP common code. Daisy printing is invoked by answering the printer question with a name matching the code value of a NULP common code whose long description has the form "DAISY filename", where "filename" is a daisy directive file. The name of this file is usually "DAISxxxx.PERM", where 'xxxx' is a 4-digit number. The contents of the file are keyname / value pairs which describe the type of printer, denoting whether or not there is compression and give the name of a printer escape-sequence file containing startup, compression and reset escape sequences. Example file listings are found in Appendix B.

While a daisy report is executing, questions will be asked about the nature of the printer, compression, etc., allowing the user to overany defaults given in the daisy directive file.

### Associated Descriptions

1-5: Not Required.

# NUMG / MGR — Manager Codes

The following describes each data item on the COMMON CODES MASTER screen which applies to the definition of user managers. These manager codes are used to qualify users and to determine database access as defined when updating user information (NUU

**Code Category: NUMG**

**Code Value: Up to eight characters which will be used to specify the manager of a user. It is suggested that the person's first name be used, where possible.**

Short Description: Up to eight characters naming the manager.

Medium Description: Up to 30 characters naming the manager.

Long Description: Up to 72 characters naming the manager.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1: Up to 30 characters giving the manager's formal name. Used for AR / CR special forms (USERCDNM).
2: Up to 30 characters giving the manager's phone number. Used for AR / CR special forms (USERCDPH).
3: Up to 30 characters giving the 1st line of the manager's address. Used for AR / CR special forms (USERCDA1).
4: Up to 30 characters giving the 2nd line of the manager's address. Used for AR / CR special forms (USERCDA2).
5: Up to 30 characters giving the 3rd line of the manager's address. Used for AR / CR special forms (USERCDA3).

# NUPW / VALIDATE — Validating Passwords

This common code allows for validation of user passwords.

**Code Category:** **NUPW**

**Code Value:** **VALIDATE**

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1: The number entered in the Associated Numeric Values field 1 equals the minimum length of the password..
2: The number entered in the Associated Numeric Value 2 field equals the number of days that a password may not be reused. Each time the user changes their password, the password gets saved along with the date the password was created. On successive password change attempts the new password is first compared to the old passwords. If an old passis found and the date is less than "n" days old (where "n" is the number of days allowed in the Associated Numeric Value 2) then the user is restricted from using the password and prompted to create a different new password. If the number of days is not set in the common code then there is no restriction. (7i Only)
3: The number entered in the Associated Numeric Value 3 field equals the number of login attempts allowed since the last successful login attempt. Each failed login attempt is counted. Once the count equals the number in the Associated Numeric Value 3, the user is locked out until DBA resets the users status to A (Active) from L (Locked) in NUUPUS. On each successful login attempt, the failed login count is reset to zero.(7i Only)
4-5: Not Required.

### Associated Codes

1: If set to "NUMBER" (without the quotes), this code indicates that one or more numbers must be included in the pass(password cannot consist exclusively of alphabetic characters).
2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# NUSC / NWUSEREO New User Employee Online

**Code Category: NUSC**

**Code Value: NWUSEREO**

General Description: General settings for creating users for either Timecard Online (TO), Employee Online (EO) or Employee/Timecard Online (ET).

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

Associated Numeric Values

1-5: Not Required.

Associated Codes

1-5: Not Required.

Associated Descriptions

1: USE SSN – Tells the system to use SSN for the password of the Employee or
USE PIN -- Tells the system to use the EO PIN as the password if it is present. If the PIN is blank it will use the SSN
2: EMPLOYEE ID – Tells the system to use the Employee ID for the Nucleus User ID
3: EMAIL FROM HR – will fill in the email field from the HR table hr_empmstr
4-5: Not Required.

# NUSC / NWUSERET New User Employee/Timecard

**Code Category: NUSC**

**Code Value: NWUSERET**

General Description: General settings for creating users for either Timecard Online (TO), Employee Online (EO) or Employee/Timecard Online (ET).

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

Associated Numeric Values

1-5: Not Required.

Associated Codes

1-5: Not Required.

Associated Descriptions

1: USE SSN – Tells the system to use SSN for the password of the Employee or

USE PIN -- Tells the system to use the EO PIN as the password if it is present. If the PIN is blank it will use the SSN

2: EMPLOYEE ID – Tells the system to use the Employee ID for the Nucleus User ID

3: EMAIL FROM HR – will fill in the email field from the HR table hr_empmstr

4-5: Not Required.

# NUSC / NWUSERTO General settings for Creating Users for Timecard Online

When Timecard Online is selected, the process asks for selection criteria to select Employees from Payroll. These Employees are created in Nucleus with the options specified in common code NUSC NWUSERTO for the creation of the User ID, Password and email. The nucleus users will have their nucleus name be the same as the name in Payroll. Their email will come from the HR Empmstr if selected.

**Code Category: NUSC**

### Code Value: NWUSERTO

Short Description: General settings for creating users Timecard Online (TO).

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1: USE SSN – Tells the system to use SSN for the password of the Employee
2: EMPLOYEE ID – Tells the system to use the Employee ID for the Nucleus User ID
3: EMAIL FROM HR – will fill in the email field from the HR table hr_empmstr
4-5: Not Required.

# NUFG / NU945C General Settings for New User Utility

When Timecard Online is selected, the process asks for selection criteria to select Employees from Payroll. These Employees are created in Nucleus with the options specified in common code NUSC NWUSERTO for the creation of the User ID, Password and email. The Nucleus users will have their nucleus name be the same as the name in Payroll. Their email will come from the HR Empmstr if selected.

### Code Category: NUFG

### Code Value: NU945C

Short Description: DEBUG – turns on debug for the process

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1: This setting controls the sorting of the New User Report. Available options are: 'SORT BY NAME' to sort by the name from the originating subsystem, 'SORT BY SRC ID' to sort by the ID in the originating subsystem, 'SORT BY NUC ID' to sort by the new Nucleus ID. Default is by Name.
2-5: Not Required.

# NUSL / BTCHLOCK — 12 Duplicate Batch File Checking

Entering "OFF" in the short description of this common code will globally turn off the checking of duplicate distribution of batch files. If this common code does not exist, the system assumes that batch checking and locking is ON by default.

### Code Category: NUSL

### Code Value: BTCHLOCK

Short Description: ON or OFF. Placing OFF in the short description of this common code will globally turn off the checking of duplicate distribution of batch files. If this common code does not exist, the system assumes that batch checking and locking is ON by default.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Value

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# NUSL / STREAMX - VESOFT STREAMX Software Code

This common code applies to MPE sites which have the STREAMX product. The following describes each data item on the COMMON CODES MASTER screen which instructs Nucleus to use the STREAMX program instead of the MPE stream command.

**Code Category:** **NUSL**

**Code Value:** **STREAMX**

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Enter the fully-qualified name of the STREAMX program (e.g., STREAMX.PUB.SECURITY).

Note-**MPE-Users** - If the word "OFF" is in the short description, and the word "UDC" is in the long description, the system does not immediately invoke STREAMX to stream jobs, but rather defers this until the user invokes STREAMX via a UDC.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# NUTT / TERMINAL — Terminal Type Code

The following describes each data item on the COMMON CODES MASTER screen which applies to the definition of a terminal type. This code has no effect on IFAS.

**Code Category:** **NUTT**

**Code Value:** **Code which will be used to specify the terminal type defined on this screen.**

Short Description: Up to eight characters describing the terminal type.

Medium Description: Up to 30 characters describing the terminal type.

Long Description: Up to 72 characters describing the terminal type.

### Associated Numeric Values

1: Terminal screen width in characters (may be expressed as either 80.00000 or 0.00080).
2: Terminal screen height in lines (may be expressed as either 24.00000 or 0.00024).

3-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# SYBT / DIST — Batch Distribution Security

Batch file security to allow simultaneous multiple user access to batch files. The subsystems / batch types currently supported are AR (Accounts Receivable), CR (Cash Receipts), OH (Open / Hold AP), IP (Immediate Pay AP), TR (Typed / Reversed AP), EN (Encumbrance), JE (General Ledger Journal Entries), and RJ (General Ledger Recurrent Journal Entries). For subsystem and batch file type descriptions, please refer to the corresponding IFAS technical reference manuals.

**Code Category:** **SYBT**

**Code Value:** **DIST**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Up to 72 characters may be used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Two-character identifier of each subsystem which is to perform this checking. Up to five subsystems may be specified per screen.

### Associated Descriptions

1-5: USER-ID or name of Nucleus job running Security Class designating user(s) who can override this security for the subdesignated in the corresponding Associated Code. Up to five users or security classes may be specified per screen.

# SYBT / MULTI — Batch Multiple User Access Security

Batch file security to allow simultaneous multiple user access to batch files.

**Code Category:** **SYBT**

**Code Value:** **MULTI**

Short Description: "On" or blank to activate, "Off" to disable.

Medium Description: Not Required.

Long Description: Up to 72 characters may be used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# SYBT / UPDATE — Batch Update Security

Batch update security to prevent users from updating batch files created by others.

**Code Category:** **SYBT**

**Code Value:** **UPDATE**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Up to 72 characters may be used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Two-character identifier of each subsystem which is to perform this checking. Up to five subsystems may be specified per screen. The following subsystems are supported: AR (Accounts Receivable), BU (Budgeting), CR (Cash Receipts), OH (Open Hold Accounts Payable), IP (Immediate Pay Accounts Payable), EN (Encumbrances), and JE (Journal Entries).

### Associated Descriptions

1-5: IFAS User ID or the name of Nucleus Job Running Security Class designating a user or users who can override batch update/delete security for the subsystem designated in the corresponding Associated Code. Up to five users or security classes may be specified per screen.

# SYCP / xxxxxxxx - Automatic Process Control

The SYCP common code is used to identify information relating to a mask that is to be run using a job scheduling process (primarily cron on UNIX machines).

The primary functions of the control program (sy150) are to create the USERID and RUNREQ files, and to execute JCL (which contains the interface program). Since this program can be used by many different processes; RUNREQ, JCL, and possibly USERID files will have to be created specific to the process being run. To accomplish this; this common code will contain the location of a RUNREQ file to use, a USERID in which to build a USERID file, and the menu mask indicating which JCL to execute. The common code will always have a code category of SYCP. The code value will be user-defined and will be sent to the control program via an information parameter (MPE_INFO).

### Special Notes: Scheduling a process:

To create the cron job, a deferred batch job must first be created. Do this by temporarily adding a menu option SY CP to run program SY150, prompting for whatever questions need to be asked. Run this new process as a deferred batch job. The menu option can then be removed as this prowill never need to be run from the IFAS menu.

Go to the .spool directory where the J## and J##I files exist and copy them to new names in the / ifas / admin / perm directory or some other protected directory. (E.g. call them GLUTRI.job and GLUTRII.job). Edit the first job file (GLUTRI.job in this example) by addexports of BSI_HOME, XPORTDIR, COBDIR, INFORMIXDIR, and MPE_INFO, according to the approvalues.

For example:

export BSI_HOME= / ifas / bsi

export XPORTDIR= / ifas / xport

export COBDIR= / usr / opt / cobol

export INFORMIXDIR= / dbms / informix

export MPE_INFO=xxxxxxxx (the mask you used in associated code 1)

Also modify the line where it points to the original .spool / J##I file to point to the new job file. ( / ifas / admin / perm / GLUTRII.job in this example)

Now create a new file (call it something like ifas.cron) in the  / ifas / admin / perm directory (or whatdirectory you copied the J files to) with just a single line, as follows; where xxxxxxxx is the mask you used in associated code 1:

00 06 * * 1,2,3,4,5  / ifas / admin / perm / xxxxxxxx.job

Additional entries can be added to spawn other interface jobs as well by appending commands with a semicolon, or appending an entire new schedule and commands with a comma.

The format of the command line is "mm hh DD MM d command":

mmMinute of the hour to run the job (0-59)

hhHour of the day to run the job (0-23)

DDDay of the month to run the job (1-31); * means no specific day

MMMonth of the year to run the job (1-12); * means no specific month

dList of days of the week to run the job, separated by commas (0-6 with 0 = Sunday)

An asterisk (*) in any field represents always.

Once the new ifas.cron file is created, kick it in motion with the following command: crontab ifas.cron

To cancel the scheduled jobs, type: crontab -r

To list the current scheduled jobs, type: crontab -l

## Code Category: SYCP

## Code Value: xxxxxxxx

| | |
|---|---|
| Short Description: | Leave blank to enable; enter 'OFF' to disable |
| Medium Description: | Used to describe the process being run |
| Long Description: | Location of the RUNREQ file to be used in FILEformat.  E.g.  RUN |

### Associated Numeric Values

| | |
|---|---|
| 1: | Optional debug level 1-9 |
| 2-5: | Not Required. |

### Associated Codes

1: IFAS mask to execute. E.g. GLUTRIIJ (required).
2: IFAS Nucleus User Id to use when executing the automatic process (required).
3: Printer defintion to use in xxyyyyyyyyzz; where xx is the number of copies, yyyyyyyy is the NULP printer code, and zz is the prior E.g. 01LP 08 (optional).
4: 2nd IFAS mask to execute. E.g. GLJEDS (optional) ????
5: 3rd IFAS mask to execute (optional).

### Associated Descriptions

1-5: Not Required.

# SYIN / MASK Client Specific Parameters

Used by SY300 to store client specific parameters for a given mask. This is only used now to store budget version for GLBUUP and / or other client specific budget update masks.

Since masks can be more than eight characters SY300 will look for a match on the last part of the mask in the five codes. If we still don't have a match we will put a two digit number at the end of the common code starting with 01 and incrementing to a maximum of 99 until we either find a match or no common code is found.

The following describes each data item on the COMMON CODES MASTER screen which applies to the definition of a terminal type. This code has no effect on IFAS.

### Code Category: SYIN

### Code Value: (mask) or (mask) nn where nn is a two digit number in the 7th and 8th position.

Note-If <Mask>nn is used the then nn must being with 01 and continue in sequence. SY300 will not process any common codes not in sequence.

Short Description: If set to OFF is the same as the common code not existing.

Medium Description: Up to 30 characters that may be used to document the purpose of the common code.

Long Description: Up to 72 characters that may be used to document the purpose of the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Rest of the mask if needed. This code must be left blank if not needed

### Associated Descriptions

1-5: The parameter values. For GLBUUP type masks this would be a list of four budget versions to placed in each of the columns.

Example:

My mask is GLUTCSABBU - a special client specific update for ABC company. We will first look for the common code:

SYIN GLUTCSAB and look in the five codes for BU.

If we don't find a match we then look for common code:

SYIN GLUTCS01 and look in the five codes for ABBU. Then...

SYIN GLUTCS02 and look in the five codes for ABBU. Then...

SYIN GLUTCS03 and look in the five codes for ABBU.

And so on until we either a) find a match, b) there is no common code, or c) we reach 99.

If a match is found we use the corresponding associated description to use as the parameters.

# SYNO / 7iUPLOAD - File Upload Process

**Code Category: SYNO**

**Code Value: 7IUPLOAD**

**General Description**: This controls the temporary file that's created when a file is transferred from the users PC to the IFAS server.

**Special Notes**: This is needed when the response type on a IFAS question = 'UP' which indicates a file is to be uploaded from the PC to the IFAS server.

Is this Client Specific? No

**Short Description**: Not Required

**Medium Description**: Not Required

**Long Description**: Generates file name for the file upload process done in 7I.

### Associated Numeric Values

1-5: Should start at 0.

### Associated Codes

1-5: 'UP 06'

### Associated Descriptions

1-5: Temp file name to be created.

# SYNO / NOSECCHK — Do not check security when presenting seeds (7i only)

The following common code is used to disable the application of Nucleus security when determining available seeds. For example, when a user is creating a new vendor using PEUPPE, they have an option of selecting the next sequential value from a pre-defined list of codes. Using security, this list can be restricted to just a partial set of codes. The existence of this common code will instruct the softto generate the list of pre-defined codes without applying common code security.

NOTE: This common code is available only in 7.3, 7.4 and 7.5 to disable the application of this security. The common code is SYNO NOSECCHK, with a ledger code of @@. If the NOSECCHK exists, this feature will be disabled. The common code can also exist with a short description of OFF, and security will continue to be applied. So, without the NOSECCHK, or with it in place and OFF, security will be applied to the seeds available to a specific user. With the release of 7.6, this security check will always be enforced.

### Code Category: SYNO

### Code Value: NOSECCHK

Short Description: If set to OFF, it is the same as the common code not existing.

Medium Description: Up to 30 characters that may be used to document the purpose of the common code.

Long Description: Up to 72 characters that may be used to document the purpose of the common code.

**See Appendix A for the complete instructions on setting up SYNO seed values.**

# SYSP / xx (or SYSP / xxyy) Check Stub Printing Options

Defines various check stub-printing options for mask or mask and CKID combination.

### Code Category: SYSP

**Code Value: xx or xxyy** (Where 'xx' is the last 2 characters of the mask used to print the checks and 'yy' is the AP Check Stock ID. E.g. For mask APOHPPPA the value of xx would be 'PA')

Short Description: Set to "OFF" to disable this common code.

Medium Description: Used to describe this common code.

Long Description: Used to describe this common code.

### Associated Numeric Values

1: Maximum number of stub lines.
2: Maximum number of summary lines.
3-5: Not Required.

### Associated Codes

1: A value in this field will prevent voided checks from printing when stub overflow occurs. A valid check will print for the amount of the stub detail information. Multiple valid checks for a single vendor will be printed. A value of 2, 6, 7, or 8 is used for detail transactions that print on the stub. A value of 3, 9, 10, or 11 is used when summary transactions print on the stub. If a value other than these is used. A value of 2 will be assumed.
2: A value of "CLAIM" will print claims forms rather than checks.
3: Enter "YES" to force checks that have more than the maximum stub lines (in Associated Numeric Value 1) to print all of their stub lines in a separate attachment report. The report is triggered via Workflow on insert of an "OVERFLOW" Association for the Bank Reconciliation Document. The default Workflow model is "STUB_OVERFLOW". The default CDD Report is "Payment_attachments". These items must be installed and active to use this option.
3-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# SYUP / AUDIT — Audit Report Generation

The following is used to turn on audit reports from screens that use the SY300 screen processor. If changes are made, then an audit report is generated to the user's default report printer.

### Code Category: SYUP

### Code Value: AUDIT

Short Description: ON or OFF. To turn on global audit report generation, set to "ON". To turn off global audit report generation, set to "OFF".

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# SYUP / CURSOR — Cursor Positioning

The following common code is used to position the cursor on the first field of the screen when the user changes from COLLECT Mode to BROWSE Mode. Normally the cursor will appear on the "Find" field.

Note-This only applies to screen using the SY300 screen processing.

**Code Category:** **SYUP**

**Code Value:** **CURSOR**

Short Description: FIRST. Place the word "FIRST" in upper case in the short description to move the cursor to the first field when the user changes from COLLECT Mode to BROWSE Mode.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Value

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# SY7I / UPDTLOCK — Update Lock

Update lock adds a restriction to a record update submitted from a 7i screen. The restriction checks to see if the record has been updated by another user between retrieval and update. If the record has been updated, the user is notified of the update and requested to re-retrieve the record try again.

Code Category: SY7I

Code Value: UPDTLOCK

Short Description:  Not Required.

Medium Description:  Not Required.

Long Description:  Up to 72 characters may be used to describe the common code.

Associated Numeric Values

1-5:  Not Required.

Associated Codes

1:  TIMESTAMP – By default the update check looks at the last update date for the record (UPDATE_WHEN) and compares it with the value currently stored in the database.  If this column does not exist in the table being updated, the restriction looks at all values originally retrieved from the database and compares each one with what is currently stored.

2-5:  Not Required.

Associated Descriptions

1-5:  Not Required.

# 15: Payroll

## PECO / Code - Person / Entity Country Codes

This common code is used to validate entries in the Country field on the Employee Definition (1) screen.

**Code Category:** **PECO**

**Code Value:** **Enter the country code being defined** (e.g., "US" for United States).

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

## PERS / COVKEY01 - COVKEYxx

This common code defines the employer and employee rate associated with a coverage group (or Unit within a coverage group). Please note that the EMPLOYER rate(s) entered in the numeric values below, are used in the summary calculations at the end of the PERS report to determine the actual amount owed to PERS by the employer and therefore it is very important that these rates be kept current and accurate for the period being reported.

**Code Category:** **PERS**

**Code Value:** **COVKEY01 - COVKEYxx**

Short Description: Not used

Medium Description: Not used

Long Description: Not used

### Associated Numeric Values

1-5: Employer paid rate associated with coverage group/unit in corresponding description, e.g., if 7.1% enter “7.1”.

### Associated Codes

1-5: Employee paid rate associated with coverage group/unit in corresponding description, e.g., if 7.1% enter “07100”.

### Associated Descriptions

1-5: Coverage Group in the first 5 positions of this field. If there are multiple Units within a coverage group AND the employer and/or employee rate differs for the various Units, then enter a separate line for each Unit and place the applicable 3 digit Unit number in positions 7-9 of the associated description. If ALL Units within a coverage group have the same employer and employee rates, leave positions 7-9 blank. For example, if a coverage group (70001, for instance), has two units (lets use 542 and 543) which have different employer rates (4.5 and 5.0, in our example), and another coverage group (70002) has several Units but they all have the same employer and employee rates, then the entries will appear as follows (in our example, all employee rates are the same, that is, 7 percent):

| Numeric Value Code | | Description |
|---|---|---|
| 4.50000 | 07000 | 70001 542 |
| 5.00000 | 07000 | 70001 543 |
| 4.50000 | 07000 | 70002 |

# PERS / PAYBASES

This common code contains the numbers of the various Pay Bases used in payroll calculations for different types of earnings that are subject to PERS. If this common code is not defined or nothing is entered in one of the numeric values below, the default is Pay Base 7 in each case.

### Code Category: PERS

### Code Value: PAYBASES

Short Description: Not used.

Medium Description: Not used.

Long Description: Not used.

### Associated Numeric Values

1: The Pay Base used to accumulate Normal Earnings (PR01)
2: The Pay Base used for accumulation of Earnings Adjustments (PR03)
3: The Pay Base used for Contributions Receivable (PR04) pay
4: The Pay Base used for Retroactive Salary Adjustments (PR05)
5: The Pay Base used to accumulate Special Compensation (PR06)

### Associated Codes

1-5: Not used

### Associated Descriptions

1-5: Not used.

### Specifying PERS reportable earnings.

Place a “+” in the retirement pay base (as indicated in Numeric Value 1 of this common code) in hour definition screen 2 for any hour that is to add to PERS normal reportable earnings. Some contributions are also PERS reportable earnings (for instance, longevity pay) and should add to the normal reportable earnings pay base by having a “+” in the appropriate pay base in contribudefinition screen 2.

Place a “+” in the appropriate pay base for each type of pay (Special Compensation, Retro, etc.,) when defining the various types of PERS reportable earnings. For instance, if there is Special Compensation (PR06) to be paid (perhaps through a contribution or an hour) for clothing allowthat CDH’s definition should have a “+” in the Special Compensation Pay Base (specified in Numeric Value 5, above). Subsequent contributions and/or deductions will use the value accumulated for this pay base to compute the amount of the employee’s PERS deduction amount and/or employer’s PERS amount of contribution for this special compensation.

# PEST / Code - Person / Entity State / Province Codes

This common code is used to validate entries in the ST / Pr field on the Employee Definition (1) screen.

**Code Category:** **PEST**

**Code Value:** **Enter the state / province code being defined** (e.g., "CA" for California).

Short Description: Used to describe the common code.

Medium Description: Enter up to 20 characters to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PVEC / Special Vectoring

This common code cannot be used at the same time as standard vectoring. Users can define different values for PVECs to suit their posting strategies. There are three types of directives that can be used singularly or in combination with each other. These directives, in their order of precedence, are: "EXCLUDE" - do not spread the listed CDHs to this pay line. "STICK-HERE" - the listed CDHs should only appear on this pay line. "INCLUDE-ONLY" - include ONLY the listed CDHs on this pay line.

**Code Category:** **PVEC**

**Code Value:** **Special Vectoring**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYAA / Code - Affirmative Action Codes

**Code Category:** **PYAA**

**Code Value:** **A PYAA entry must exist for all Affirmative Action Codes that will be used on the EMPLOYEE DEFINITION (1) screen (PYUPEM). Specify the desired Affirmative Action Code in this field.**

Short Description: Enter a code of "B" through "K", which indicates which column on the report this category will fall into:

B = White (non-Hispanic) males

G = White (non-Hispanic) females

C = Black (non-Hispanic) males

H = Black (non-Hispanic) females

D = Hispanic males

I = Hispanic females

E = Asian or Pacific Islander males

J = Asian or Pacific Islander females

F = Am Indian or Alaskan Native males

K = Am Indian or Alaskan Native females

Medium Description: You can enter more descriptive information and it will not affect the EEO report.

The appropriate affirmative action code is then input on screen 1 of the employee master in Payroll (**PYUPEM**) in the box called **AA code** or in Triad HR (**TDHREM**) **EMPMSTR2** in the field called **Ethniccd**. Make sure these values match the values in the common codes.

Long Description: Used to describe the Affirmative Action Code Value.

**The employee's function and job category are specified on the Screen 3 of the Employee Definition Screen.**

01 = Financial Administration / General Control

02 = Streets and Highways

03 = Public Welfare

04 = Police Protection

05 = Fire Protection

06 = Natural Resources / Parks and Recreation

07 = Hospitals and Sanatoriums

08 = Health

09 = Housing

10 = Community Development

11 = Corrections

12 = Utilities and Transportation

13 = Sanitation and Sewage

14 = Employment Security State Governments Only

15 = Other

Associated Code: Must be "EE04INFO".

Association Code Description: The first two characters of this field specify the function ("01" - "14") while character 5 specifies the job category ("1" - "8").

Job Categories are pre-defined-

1 = Officials / Administrators

2 = Professionals

3 = Technicians

4 = Protective Service

5 = Para-professionals

6 = Administrative Support

7 = Skilled Craft

8 = Service / Maintenance

## Associated Numeric Values

1: Set to the paybase number used to determine salary. If left blank, pay base 2 will be used.
2-5: Not Required.

## Associated Codes

1: If set to "NO SUMMARIZE", summarization of functions with less than 100 employees will not occur. Employers with > 1000 full time employees should set this field to "NO SUMMARIZE".
2-5: Not Required.

## Associated Descriptions

1: Enter the name / title of the certifying official.
2: Enter the EEOC assigned control number of the organization.
3: Defines two options for determining full time vs. non-full employees. When set to OPTION-1, an employee will be considered full time if the Type field on the Employee Definition screen is set to "FT" or "FULL". When set to OPTION-2, the Type field of the Employee Definition screen will be used to read the PYTPxxxx (xxxx is the value of the Type field) common code and, if Associated Description 1 of this common code is set to "FULL", the employee will be marked as full time, otherwise the employee will be considered not-full time. Note-If no option is specified the process will assume OPTION-1.
4: Enter the name of the county.
5: Enter the jurisdiction name.

The EEO-4 report process is invoked via mask PYRESPEO04. In addition to the normal employee selection criteria and printer selection, the following prompts will be issued-

Select the function for which you will be generating this report - 16

| | |
|---|---|
| 01 Financial Planning | 02 Streets and Highways |
| 03 Public Welfare | 04 Police Protection |
| 05 Fire Protection | 06 Natural Resources |
| 07 Hospitals and Sanatoriums | 08 Health |
| 09 Housing | 10 Community Development |
| 11 Corrections | 12 Utilities and Transportation |
| 13 Sanitation and Sewage | 14 Employment Sec. State Gov Only |

15 Other 16 All Function Codes

Select 1 - 15 to report on a specific function only, otherwise select 16.

Enter a four-digit tax year.

Supply the tax year for the report.

Special Note - Only employees receiving wages in the June of the selected tax year will be reported consequently the normal run would simply select all employees.

# PYAS / Code - Association Codes

**Code Category:** **PYAS**

**Code Value:** **If a 'Y' is in the Validate Assoc Dtl field (field #10) on the Entity Definition (2) screen, a PYAS entry must exist for all Association Codes that will be used on the Employee Definition (3) screen (PYUPEM). Specify a one to four-character Association Code in this field.**

Short Description: May be used to describe the Association Code Value.

Medium Description: Used to describe the Association Code Value.

Long Description: May be used to describe the Association Code Value.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYCC / 1xxx -- Accounts Payable Interface - Contributions

The "nnn" in these patterns represents a 3-digit contribution or deduction number. The PYCC/ common codes are used to define contributions used in the interface and the PYDD/ common codes are used to define the deductions. (**Note:** a 4-digit contribution and/or deduction code may optionally be used instead of the 3-digit codes)

One of these common codes must be set up for each contribution that is to be processed by the PY / AP Interface. If there is no matching Common Code for a contribution or deduction, the CDH is ignored by the process.

**Code Category:** **PYCC**

**Code Value:** **1XXX** (where "XXX" is the contribution number to be included).

**in the AP interface**.

Short Description: Enter the Vendor ID (payee) that is to be associated with this CDH. If the word “LOOKUP” is used, the process will get Vendor information from the CDH Assignment for each employee. The following 3 items are taken from the CDH Assignment in the case of a LOOKUP:

Vendor ID

Tracking Number

PEDB Address Code

Please refer to the CDH Assignment screens for more information about these options.

Medium Description: Not used.

Long Description: Not used.

## Associated Numeric Values

1-5: Not Required.

## Associated Codes

1: A code defining this contribution's Account Key.
Enter "FDKEY" to use the Fund Administration Key for the GL key. This is located in the NUCLEUS common codes (NUUPCD) with a Code Category of FDID and a Code Value of the Fund. Associated Code #1 is the Fund Administration Org Key. Enter "TTLKEY" to use the total of all transactions for the GL Key that is already associated with the contribution. This option only writes one record for each GL Key - Object Code combination. Enter "TRNS" to use the GL Key that is already associated with the contribution. This option writes one record for **each** transaction. If the value in this field is other than one of the above listed codes, the value will be treated as the GL Key.

2: A code defining what should be used for this contributions Object Code. Enter "TTLOBJ" to use the Object Code that is already associated with the contribution. This option only writes one record for each GL Key - Object Code combination. Enter "TRNS" to use the Object Code that is already associated with the contribution. This option writes one record for **each** transaction. If the value in this field is other than one of the above listed codes, the value will be treated as the GL Object Code.

3: PEDB Address Code (Defaults to "PR". This code also is used in the LOOKUP option when the Address Code is not found on the employee assignment).

4: Alternate Vendor ID – When specified, the Alternate Vendor ID will be used if the LOOKUP Vendor ID is blank. (See PYFG/PY955C for LOOKUP OPT 1 feature).

5: Override AP Division and Status (B01-DIV and B01-TYPE). Enter Division and Status separated by "/" to override (for this CDH only) the default values for AP Division and Status. Normal defaults are “GEN” and “DS” (the default DIV may also be set in PYFG/AP01). For example, for this CDH, entering ABC/H1, the defaults are replaced with Division “ABC” and Status “H1”. **Note:** The DIV code may be used in Posting Preferences logic. If that is intended, see common code PYFG/AP01, set Assoc-Code (4) = “PP” or blank.

### Associated Descriptions

1-2: Not Required.
3: Enter the JL Key if USING-JL activated by PYFG/PY955C common code.
4: Enter the JL Object if USING-JL activated by PYFG/PY955C common code.
5: Not Required.

# PYCK / MSGnn

Check message in client specific check / EFT writers.

### Code Category: PYCK

### Code Value: MSGnn

Where “nn” represents an integer-01-99.

Short Description: Not Required.

Medium Description: Not Required.

Long Description: One 72 character check message line.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYAR / ####  PY to AR Interface Controls

The individual lines of the common code (Numeric Values/Codes/Descriptions) may appear in any order. The value in the Codes field identifies the parameter, and values in the Numeric Values and/or Descriptions fields provide the needed parameter controls.

### Code Category: PYAR

### Code Value: ####

The CODE for this common code is the 4-digit number of the CDH that is to have specific values used other than the defaults established through common code PYFG PY961C

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1: %
2: $
3: [Number of Months]
4-5: Not Required.

### Associated Codes

1: RATE
2: FLAT
3: CALC MONTHS
4-5: Not Required.

### Associated Descriptions

1-5: Not Required.

RATE and FLAT are mutually exclusive, e.g., only one may be used. If RATE is used, the value in the Numeric Value field is considered a percentage to be calculated against the amount of an applicable CDH to arrive at a fee. FLAT is used when the fee is a constant dollar amount. Note that in both cases, whether RATE or FLAT is used, the actual fee amount will be multiplied by 3 or the CALC MONTHS described below, to arrive at the total fee.

CALC MONTHS is used to indicate the number of months to be calculated. That is, the amount extracted for a particular CDH during the payroll period specified at run-time will be multiplied by or the value of CALC MONTHS. The default is one (1). This calculation will arrive at the total AR amount for the reporting range. CALC MONTHS can be modified internally by the program on an individual basis if an employee has an applicable CDH assignment that ends prior to the end of the reporting range. For instance, if a period is entered at run time that has begin and end dates of 01/01/2005 and 01/31/2005, respectively, and the value of CALC MONTHS is 3, then the reporting range is actually 01/01/2005 through 03/31/2005. If an employee to be reported has an applicable CDH assignment with an end date of 02/28/2005, then, for this employee, the multiplier will be two instead of three. Note that the calculation is done in whole months only. If the employee's CDH assignment end date in this example is for any date in February, the multiplier will still be two.

# PYDD / 2xxx -- Accounts Payable Interface - Deductions

The "nnn" in these patterns represents a 3-digit contribution or deduction number. The PYCC/ common codes are used to define contributions used in the interface and the PYDD/ common codes are used to define the deductions. (**Note:** a 4-digit contribution and/or deduction code may optionally be used instead of the 3-digit codes)

One of these common codes must be set up for each deduction that is to be processed by the PY / AP Interface. If there is no matching Common Code for a deduction the CDH is ignored by the process.

**Code Category:** **PYDD**

**Code Value:** **2xxx** (Where "xxx" is the deduction number to be included in the AP interface).

Short Description: Enter the Vendor ID (payee) that is to be associated with this CDH. If the word "LOOKUP" is used, the process will get Vendor information from the CDH Assignment for each employee. The following 3 items are taken from the CDH Assignment in the case of a LOOKUP:

Vendor ID

Tracking Number

PEDB Address Code

Medium Description: Not used.

Long Description: Not used.

## Associated Numeric Values

1-5: Not Required.

## Associated Codes

1: A code defining this deduction's Account Key.

Enter "FDKEY" to use the Fund Administration Key for the GL Key. This is located in the NUCLEUS common codes (NUUPCD) with a Code Category of FDID and a Code Value of the Fund. Associated Code #1 is the Fund Administration Org Key. Enter "TTLKEY" to use the total of all transactions for the GL Key that is already associated with the deduction. This option only writes one record for each GL Key - Object Code combination. Enter "TRNS" to use the GL Key that is already associated with the deduction. This option writes one record for **each** transaction. If the value in this field is other than one of the above listed codes, the value will be treated as the GL Key.

2: A code defining this deduction's Object Code. Enter "TTLOBJ" to use the Object Code that is already associated with the deduction. This option only writes one record for each GL Key - Object Code combination. Enter "TRNS" to use the Object Code that is already associated with the deduction. This option writes one record for **each** transaction. If the value in this field is other than one of the above listed codes, the value will be treated as the GL Object Code.

3: PEDB Address Code (Defaults to "PR". This code also is used in the LOOKUP option when the Address Code is not found on the employee assignment).

4: Alternate Vendor ID – When specified, the Alternate Vendor ID will be used if the LOOKUP Vendor ID is blank. (See PYFG/PY955C for LOOKUP OPT 1 feature).

5: Override AP Division and Status (B01-DIV and B01-TYPE). Enter Division and Status separated by "/" to override (for this CDH only) the default values for AP Division and Status. Normal defaults are “GEN” and “DS” (the default DIV may also be set in PYFG/AP01). For example, for this CDH, entering ABC/H1, the defaults are replaced with Division “ABC” and Status “H1”. **Note:** The DIV code may be used in Posting Preferences logic. If that is intended, see common code PYFG/AP01, set Assoc-Code (4) = “PP” or blank.

### Associated Descriptions

1-2: Not Required.
3: Enter the JL Key if USING-JL activated by PYFG/PY955C common code.
4: Enter the JL Object if USING-JL activated by PYFG/PY955C common code.
5: Not Required.

# PYE5 / EEO5AAxx

This Common Code allows for the mapping of existing AA codes to a specific column (2 through 6). AA codes may have already been set up to satisfy the requirements of other reports and, rather that change the codes depending on which report is being run, it will be easier to map the existing codes for this report.

**Code Category:** **PYE5**

**Code Value:** **EEO5AAxx** (Where xx is a sequential number starting with 01. This allows for 99 Common Codes to be used for this feature).

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1: Should contain the report column (2-6) to be used as the object of this mapping.
2-5: Not Required.

### Associated Numeric Codes

1: This is the value of the AA code to be mapped to the column in the Associated Numeric Value. Up to 5 mapped AA codes can be entered in each Common Code.
2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYE5 / EEO5JBxx

This Common Code allows for the mapping of existing EEOC codes to a specific line (1 through 18) on the EEO5 report. EEOC codes may have already been set up to satisfy the requirements of other reports, and, rather that change the codes depending on which report is being run, it will be easier to map the existing codes for this report.

**Code Category:** **PYE5**

**Code Value:** **EEO5JBxx** (Where xx is a sequential number starting with 01. This allows for 99 Common Codes to be used for this feature).

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1: Should contain the report line (1 through 18) to be used as the object of this mapping.
2-5: Not Required.

### Associated Numeric Codes

1: This is the value of the EEOC code to be mapped to the report line in the Associated Numeric Value. Up to 5 mapped EEOC codes can be entered in each Common Code.

### Associated Descriptions

1-5: Not Required.

# PYED / One to four character code - Education Codes

**Code Category:** **PYED**

**Code Value:** **Enter a one to four-character code.** An entry must exist for all Education Codes that will be used on the EMPLOYEE DEFINITION (1) screen (PYUPEM). Specify the desired Education Code in this field.

Short Description: May be used to describe the Education Code Value.

Medium Description: Enter up to 20 characters to describe the Education Code Value.

Long Description: May be used to describe the Education Code Value.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYEF / TAPE01 - Magnetic Tape - Format Switches

The Miscellaneous common codes associated with Electronic Fund Transfer Tape processing are detailed below. Common Code PYEF, Code Values TAPE01, TAPE02, and TAPE03 are required for EFT processing.

**Code Category:** **PYEF**

**Code Value:** **TAPE01**

Short Description: If "TEST" is entered in this field, a tape pre-note record will be created. This is used when beginning to utilize Electric Fund Transferring.

Medium Description: Used to describe the common code. Note-If employee EFT information is to be stored in common codes, instead of in the Assoc. Code and Association Code Description fields on the Employee Definition (3) screen, enter "OLD" in this field.

Long Description: Used to describe the common code.

### Associated Numeric Values

1: If this is set to “1” then the employee's SSN will be used instead of the employee's ID on the tape and report.
2-5: Not Required.

### Associated Codes

1: Enter the two-character Priority Code. The value should always be "01".
2: Enter the File ID Modifier. The value should always be "A".
3: Enter "SECURPAY" in this field to create the tape in the SecurPay format. Enter "MELLON" in this field to create the tape in Mellon Bank format.
4: Enter "ASCII" in this field to create the tape in ASCII. If left blank, the tape will be created in EBCDIC format.
5: If you want the Federal ID No. (or anything other than Originator DFI ID in record 8) enter that number here.

Secure Pay-Allows alternate DFI Trace NO.

Put alternate trace number in Assoc Code 5.

Secure Pay also causes all "000" to be put in the reference code in record 1 otherwise it uses period reference.

If Secure Pay or Mellon are being used the settlement date is blanked out in record 5; otherwise, it is all "0". (All Mellon format does is blank this date out).

### Associated Descriptions

1: Enter the Immediate Destination Code or Receiving Point Identification Number. This is the ID number of the bank to which the tape is sent.
2: Enter the Immediate Origin Code or Sending Point Identification number. This is the ID number of the service agency or company that created the tape.
3: Enter the Destination Name. This is the name of the bank to where the tape is sent.
4: Enter the name of the service agency or company that created the tape (usually the name of the employer creating the tape).
5: Enter the name of the organization (usually the name of the employer creating the tape). If you would like the name of the organization to change with the pay cycle, enter 'CYCLE' in description 5. This will cause a lookup to another common code, PYEF CYCLExx where 'xx' is the pay cycle for which the EFT tape is being created. The organization name is paced in Description 5 of the PYEF CYCLExx common code.

**Special Note**-PYFG / TAPE01Z allows you to specify the Trace and Sequence numbers for the tape 6 record in the EFT file. Enter “SET TRAC SEQ" in associated code 2 and the 15-character code (eight character trace number and seven character sequence number) in associated description 2 to enable this feature.

# PYEF / TAPE01C - Magnetic Tape - Format Switches - Canada

**Code Category:** **PYEF**

### Code Value: TAPE01C

Short Description: If “TEST” is present and PYEF TAPE06 is used, the program will automatically put TEST in the associated header record.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-3: Not Required.
4: Enter "ASCII" in this field to create the tape in ASCII. If left blank, the tape will be created in EBCDIC format.
5: Not Required.

### Associated Descriptions

1: Enter the Immediate Destination Code or Receiving Point Identification Number. This is the ID number of the bank to which the tape is sent.
2: Enter the name of the service agency or company that created the tape (usually the name of the employer creating the tape).
3-4: Not Required.
5: Enter the name of the organization (usually the name of the employer creating the tape).

# PYEF / TAPE01Z -- EFT Tape01 Additional Settings

### Code Category: PYEF

### Code Value: TAPE01Z

Short Description: Used to describe the common code.

Medium Description: Additional Settings for EFT TAPE01 Record.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-2: Not Required.
3: Set to an eight-character code that will be placed into the REF-CODE area within the Tape01 record of the EFT file. These are positions 87-74 of that record. Enter "BLANKREF" to for spaces into the field.

4-5: Not Required.

### Associated Descriptions

1-2: Not Required.
3: (Informational only.) Show the description “User-defined EFT Tape01 REF-CODE.”
4-5: Not Required.

# PYEF / TAPE02 - Electronic Fund Transfer (EFT) Processing

**Code Category:** **PYEF**

**Code Value:** **TAPE02**

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Not Required.
2: This code signifies the originator status code.
“1” identifies the originator as an Originating DFI (an ACH Association member) as defined in these rules.
"2" identifies the originator as a federal government entity or agency not subject to these rules.
"3" This code identifies the originator as not an Originating DFI (not an ACH Association member), but subject to these rules.
"0" the default value if this code does not exist or if something besides 1-3 is entered in code 2.
4: "UNIXREMLABEL" will cause a unix "remlabel" command to be issued against the EFT file built. This is a convenience for unix sites to prepare the file for sending to the bank. However, if the EFT file is to be merged later with other files this should not be used. Merge process will not read the files correctly.
5: If "DISK" or "DISC" is entered in this field, the file will not be written out to a tape, but instead will be saved as a permanent file.

### Associated Descriptions

1: This field is used to provide Company Discretionary Data, such as codes or descriptions for all the entries in the batch. These codes and descriptions are of significance only to the company, and they will appear on all returned items. Enter"PERIOD" will cause the system to place "PAYROLLnnnnnnn" (where nnnnnnn is the period number) in the User Discretionary Data area of the EFT file.
2: Enter the Company Identification Number. The company should be identified by the ANSI identification number. The first digit in the ANSI format is the Identification Code Designator (ICD). The most frequently used numbers and their related ICD's follow:

1 IRS Employer Identification Number (EIN)
2 Social Security Number (SSN)
3 Data Universal Numbering System (DUNS)

3: Enter "PPD" if the transaction is a pre-arranged payment or deposit and "CCD" if it is a Cash Concentration.
4: Used for a description of the entry (e.g., "Payroll").
5: Enter the tape device number. If "DISK" or "DISC" was entered as the Associated Code (5), enter the name of the file to be written. Enter "PERIOD" to cause the system to name the file "Ennnnnnn", where nnnnnnn is the period number (e.g., E9301001).

# PYEF / TAPE02C

**Code Category:** **PYEF**

**Code Value:** **TAPE02C**

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-4: Not Required.
5: If "DISK" or "DISC" is entered in this field, the file will not be written out to a tape, but instead will be saved as a permanent file.

### Associated Descriptionsrn

1-4: Not Required.
5: Enter the tape device number. If "DISK" or "DISC" was entered as the Associated Code (5), enter the name of the file to be written. Enter "PERIOD" to cause the system to name the file "Ennnnnnn", where nnnnnnn is the period number (e.g., E9301001).

# PYEF / TAPE03 - Electronic Fund Transfer (EFT) Tape Labels

**Code Category:** **PYEF**

**Code Value:** **TAPE03**

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter "ANS" if the tape is to have ANSI Standard label records. Enter "IBM" if the tape is to have IBM label records.
2: This field contains either, "ANS" if the tape is to have ANSII Standard label records, or "IBM" if the tape is to have IBM label records.
3-4: Not Required.
5: Enter 'FILL9RECORD' to direct the system to fill record 9 with 9's rather than blanks.

### Associated Descriptions

1: This field is the Company Identification which is an identification number assigned by the bank. This number should be identical to the one that is placed in the second description field in the second table. This value appears on record '8'.
2: This field contains the label name for the label records (e.g., Company Identification- An identification number assigned by the bank). This number should be identical to the one that is placed in the Description (2) field of the TAPE02 table.
3: Enter the Tape expiration date in MM / DD / YY format to identify the duration of the file on the tape.
4-5: Not Required.

# PYEF / TAPE04 - Electronic Fund Transfer (EFT) Debit Record Processing

Note-Only define the TAPE04 code if debit transaction is to be generated. Otherwise, delete any existing TAPE04 entry if no debit transaction is to be included.

### Code Category: PYEF

### Code Value: TAPE04

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1: The first 8 characters contain the Bank Identification number. The ninth character contains the Routing Code.
2: The first 17 characters contain the Bank Account number. For sites that use different account numbers depending on particular payroll runs, entering "CKID" here directs the system to look up the CKID common code based on the check stock found in history. Note- Description 5 in the CKID common code should hold the account # used for that check stock. Note also, multiple check stocks should not be in history for EFT checks in a given period for this feature to function properly.
3: The first 15 characters contain the Employer's Identification number.
4: The first 22 characters contain the Employer's name.
5: Set this to "C" (in upper case) if this is a checking account
Set this to "S" (in upper case) if this is a savings account.

# PYEF / TAPE05 - Electronic Fund Transfer (EFT) H.E.R.O. Format

Set up this common code if and only if the EFT tape is to be produced in H.E.R.O. format.

### Code Category: PYEF

### Code Value: TAPE05

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1: Not Required.
2: This field contains the organization's Taxpayer ID number.
3: Enter the H.E.R.O. ID number.
4: Enter the file type.
5: Enter the file qualifier.

# PYEF / TAPE06 - Electronic Fund Transfer (EFT) Jobcard Record

Some banks require that a “jobcard” record be written at the beginning of the EFT tape. This common code is set up for that purpose.

**Code Category:** **PYEF**

**Code Value:** **TAPE06**

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter the job record-ID.
2: Enter the job literal.
3: Enter the organization's ID.
4: Enter the job separator.
5: Enter the processing ID.

### Associated Descriptions

1-5: Not Required.

# PYEF / TAPE07 - 09

Some banks may require custom file header(s). Common codes TAPE07, TAPE08 and TAPE09 are reserved for this purpose. This common code will write the first free form header record. In other words, don't just create PYEF TAPE09 and expect that to work without an 07 or 08. Exact text of the header needs to be typed into the long description of these common codes.

**Code Category:** **PYEF**

**Code Value:** **TAPE07, TAPE08, or TAPE09**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Set to a literal string that is to be written to a header record in the file. If there are multiple common codes set up for header records, there will be multiple header records written, one for each of these common codes, in the order TAPE07, TAPE08, TAPE09.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Set to NOREC1 to suppress the writing of the standard EFT first record in the file. The assumption is that the header records are replacing the standard first record.
2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYFG / AP01 - Accounts Payable Interface

This section describes the common codes that are required for the Accounts Payable interface.

### Code Category: PYFG

### Code Value: AP01

Short Description: "SEL2" will direct the PY / AP Interface process to derive the Batch Reference Date from Sel-Cd1 and the Batch Reference # from Sel-Cd2 on the PE Name Master (Vendor) record.

Medium Description: Not used.

Long Description: Not used.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-3: Not Required.
4: A/P Posting Preferences Code (2-characters; defaults to “PP”).
5: A/P Division Code (4-characters; defaults to “GEN”).

### Associated Descriptions

1: Set to a comma-delimited list of sort items from the following list. Up to 5 sort levels may be specified. The sort applies to the batch detail entries and an improper sort may adversely affect the way those records are summarized. For most clients, this field should be left blank and a default sort of “22,21,9,10” will be used. This list uses the following choices:

- 1-8 Representing the 8 GL Key background parts.
- 9 GL Key
- 10 GL Object
- 11-18 GL Object background parts.
- 19 Employee Name
- 20 Employee ID
- 21 CDH Number
- 22 Vendor ID

2-5: Not Required.

# PYFG / AP02 -- Accounts Payable Interface - Switches

**Code Category:** **PYFG**

**Code Value:** **AP02**

Short Description: Set to “W” to activate Warning Messages when CDH’s have no PYCC / or PYDD / common codes.

Medium Description: Not used.

Long Description: Not used.

## Associated Numeric Values

1-5: Not used.

## Associated Codes

1: Not used.
2: A/P Check Stock ID (defaults to “AP”).
3: PEDB Indicator (defaults to “P”).
4: Vendor Address Type (defaults to “PR”).
5: A/P Transaction Format (defaults to “IN”).

## Associated Descriptions

1-5: Not used.

# PYFG / CNTRCTID

This common code is used to set up what pay string parts make up the Contract ID.

**Code Category:** **PYFG**

**Code Value:** **CNTRCTID**

Short Description: DEBUG - intended for SunGard use only. Allows user to debug issues.

Medium Description: Not Required.

Long Description: This field is a comma separated list of the titles of the parts to include in the Contract ID. These titles have to match exactly what is on the Entity Definition Screen. (e.g., Position, FYr, Sq)

## Associated Numeric Values

1: Contract Pay Base - This field allows the user to override the default Contract Pay Base, if desired. It is suggested this not be done unless necessary.

2: Contract Hour Base - This field allows the user to override the default Contract Hour Base, if desired. It is suggested this not be done unless necessary.

3. Escrow Pay Base - This field allows the user to override the default Escrow Pay Base, if desired. It is suggested this not be done unless necessary.

4: Specifies the level of the period counting mechanism.

**Options:**

**blank** – Override Level (Simple), which recognizes “REG” in the Period Type field. Under this scheme, Periods marked REG that fall in the contract Begin/End date range will be counted as Paid periods. No count for earnings periods will be developed.

**1** – Global Level; use the first of the 10 codes on the period definition as the basis for counting earning and payment periods. This will apply to all employees and all contracts.

**2** – Employee Level; use the value of Employee Switch (8) as an index into which of the 10 counting codes on the Period Definitions to use. If Switch 8 is not specified, revert to Index 1 as the default.

**3** - Contract Level: Use the Contract Index from the Pay Assignment as the index into which of the 10 counting codes to use. If no Contract Index is specified, use Switch 8 from the Employee Master record as the index, defaulting to an index of 1 if not otherwise specified.

5: Not Required.

## Associated Codes

1: Pay calculation options.

"PRORATE"- Prorate period pay amount on a mid-period assignment change.

"LEVEL" - Calculate even payments on a mid-period assignment change.

"ADJUST" – Pay a target salary amount and calculate the necessary upfront pay adjustment. The one time pay adjustment is calculated on the HR Pay Assignment screen and is written to a miscellaneous Number field on the assignment. The miscellaneous Number field is specified in associated code 2 of the HRPY CNTRCTID common code.

2-5: Not Required.

### Associated Descriptions

1: "TCV IS HST PLUS FUT" - By default TCV is calculated by counting paid days on each assignment and multiplying by rate info on the pay assignment. This setting will calculate TCV by adding up historical paid transactions and adding to it future patch amounts.

2-5: Not Required.

# PYFG / CNTRCTIN

This common code allows the system to include or exclude groups of people from Contract XTDs.

**Code Category:** **PYFG**

**Code Value:** **CNTRCTIN**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Valid values in this column are- INCLUDE UNIT, EXCLUDE UNIT, INCLUDE TYPE, EXCLUDE TYPE. These values are setup if you want to include or exclude based on the employee bargaining unit or employee type.

### Associated Descriptions

1-5: Enter the value to include or exclude. this value is used in conjunction with the action specified in the codes and represents the specific values to look for. If more than one value is needed use commas to separate the different values. If a range is needed separate the two extreme values with a dash (no spaces). (e.g. FT,PT,TEAC-TEAL)

# PYFG / CNTRCTU2

**Code Category:** **PYFG**

### Code Value: CNTRCTU2

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Enter the CDH number including 5000 levels for amounts on hours or Pay Base and Hour Base number (6000 s and 7000s).

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Title of the user-defined amounts to appear in PYIQ.

# PYFG / CNTRCTU3

### Code Category: PYFG

### Code Value: CNTRCTU3

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Enter the CDH number including 5000 levels for amounts on hours or Pay Base and Hour Base number (6000 s and 7000s).

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Title of the user-defined amounts to appear in PYIQ.

# PYFG / CNTRCTU4

**Code Category:** **PYFG**

**Code Value:** **CNTRCTU4**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Enter the CDH number including 5000 levels for amounts on hours or Pay Base and Hour Base number (6000 s and 7000s).

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Title of the user-defined amounts to appear in PYIQ.

# PYFG / CNTRCTUS

This common code defines what amounts to track in the user defined Contract Accumulator Fields.

**Code Category:** **PYFG**

**Code Value:** **CNTRCTUS**

Short Description: Not Required.

Medium Description: Enter a title that you would like to see describe your contract ID on the PYIQ screen. The default value is “Contract Id-”.

Long Description: Not Required.

### Associated Numeric Values

1-5: Enter the CDH number including 5000 levels for amounts on hours or Pay Base and Hour Base number (6000 s and 7000s).

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Title of the user-defined amounts to appear in PYIQ.

# PYFG / CREG - Contribution Register - Sorts

**Code Category:** **PYFG**

**Code Value:** **DREG**

Short Description: Entering "NORUN" will cause this program not to run.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: This code represents the sort order for the Deduction Register. The field contains codes on which to sort listed from major to minor sort level. The following codes are valid-

D= Deduction
P= Project (GL Org Key)
S= Supervisor*
E= Employee
F= Fund

Valid sort choices are-

"CPSE", "DPSE", "CPE", "DPE", "CSPE", "DSPE", "CSE", "DSE", "CE", "DE", "XFPE", "CFPE", "DFPE", "XDPE", "CDPE", "DDPE", "XUPE", "CUPE", "DUPE", "XDE", "CDE", "DDE", "XUE", "CUE", or "DUE".

For example, entering "DPSE" will generate a Deduction Register sorted by employee within supervisor, within GL Org key, within deduction.

Entering "DFPE" will generate a Deduction Register sorted by employee, within GL Org Key, within fund, within deduction.

2: Enter "1" to have all detail entries print (if Code 1 contains "DFPE", this field must contain a "1"). Enter "2" to print subtotals only. Otherwise, enter "3" to print grand totals only.

3: A "Y" in this field will cause the system to include on the report all employees with activity in the current fiscal or tax year, whether or not the employee has activity during the period for which the report is being run.

4: Not Required.

5: *Enter "SUPR / OBJ" to cause the object code to be displayed on the Deduction Register in place of the supervisor.

Note-If the GL Object is to be displayed in place of the supervisor, Code (5) of common codes PYFG / PY501C, PYFG / CREG, PYFG / DREG, PYFG / PY503C, PYFG / HREG, PYFG / PY509C must all contain "SUPR / OBJ".

### Associated Descriptions

1-5: Not Required.

# PYFG / ENCALCnn PY Encumbrance Calculations

PYFG/ENCALCnn (Where 'nn' represents the Pay Cycle for the encumbrance run.) These settings control the PY Encumbrance calculation process. There will be a separate common code for each pay cycle. These common codes are optional; default values will apply if not specified.

Short Desc: DEBUG will activate standard debug displays for the PYEN calculation process.

Med Desc: Not required

Long Desc: Not required

### Associated Values:

1-2: Not required.
3: Box # used in conjunction with the Frequency Match Code specified in Assoc-Code(3). This is a reference to which Frequency Match Code (1 – 10) on the Pay Period definition is used to identify the encumbered periods. There is no common code default for this setting. This value is used unless a different one is specified at the standard question prompt.
4-5: Not required.

### Associated Codes:

1: Set to the Type Code on the Pay Period definition that identifies which Pay Periods are included in the PYEN calculation. Defaults to "REG" if not specified. This method is used unless overridden by the Frequency Match Code described under Assoc-Code(3).
2: Set to the default ending Pay Period in the encumbered range. This ending period is used unless a different one is specified at the standard question prompt.
3: Optional Frequency Match Code that may be used to identify which Pay Periods are included in the PYEN calculation process. This option overrides any Pay Period Type Code specified in Assoc-Code(1). If the Frequency Match Box # is given in response to the standard question prompt, the Frequency Match Code will default to "EN" if not specified in this common code.
4-5: Not required.

### Associated Descriptions:

1-5: Not required.

# PYFG / ENTITY Use Workflow Approval Codes Only for Specific Entities

### Code Category: PYFG

**Code Value: ENTITY**

**General Description**: Use workflow approval codes only for specific entities.

**Special Notes**: If using the "USE APPROVAL CODES" option on the PYFG/PY970C01" common code and this common code exists and the current entity is listed in any of the associated codes, then only approved records for this entity will be processed. If the entity is not listed on the common code, then all records for this entity will be processed. If the "PYFG/PY970C01" common code is set to "USE APPROVAL CODES" and the "PYFG/ENTITY" common code doesn't exist; then only approved records for all entities will be processed.

**Short Description:** Not Required.

**Medium Description**: Not Required.

**Long Description:** Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: If the current Entity ID is listed in any of the associated codes, then only approved records for this entity will be processed. If the entity is not listed on the common code, then all records for this entity will be processed.

### Associated Descriptions

1-5: Not Required.

# PYFG / GL250C - General Ledger / Payroll Posting Report Printing

This common code defines how the General Ledger / Payroll posting reports will be printed.

**Code Category: PYFG**

**Code Value: GL250C**

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Entering “TOTALS ONLY” will allow the report to run in totals-only mode.
2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYFG / GL252C - GL Warnings and Budget Blocks

This common code is used to control what happens when the Payroll system encounters a GL warning or budget block during the Payposting process (PYPADP).

### Code Category: PYFG

### Code Value: GL252C

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1: Enter "1.00000" to direct the system to continue the posting process when a GL budget block is encountered.
2: Enter "1.00000" to direct the system to halt the Payroll posting process when a GL budget warning is encountered.
3: Enter "1.00000" to direct the system to ignore all GL budget warnings and blocks during the Payroll posting process.
4-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYFG / HREG - Leave Balance Register - Sorts and Displays

**Code Category:** **PYFG**

**Code Value:** **HREG**

Short Description: Entering "NORATES" will prevent rates and pay amounts from being printed. Entering "NORUN" will cause this program not to run.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

## Associated Numeric Values

1-5: Not Required.

## Associated Codes

1: This code represents the sort order for the Leave Balance Register. The field contains codes on which to sort listed from major to minor sort level. The following codes are valid:

H=Hour
P=Project (GL Org key)
S=Supervisor*
E=Employee
F=Fund
D=Department

Valid sort choices are:

HPE, HSE, HPSE, HSPE, HE, and HFPE.

For example, entering "HPSE" will generate a leave balance register sorted by employee, within supervisor, within GL Org key, within hour. Entering "HFPE" will generate a leave balance register sorted by employee, within GL Org key, within fund, within hour.

2: Entering "1" will cause all levels of the report to print (totals and detail). Entering "2" will cause only subtotals and grand totals to print. Entering "3" will cause only grand totals to print.

3: Not Required.

4: Entering 'Y' will always default to page break on sub-totals.

5: Enter "SUPR / OBJ" to cause the object code to print on the Leave Balance Register (rather than the supervisor).
Note-If the GL Object is to be displayed in place of the supervisor, Code (5) of common codes PYFG / PY501C, PYFG / CREG, PYFG / DREG, PYFG / PY503C, PYFG / HREG, PYFG / PY509C must all contain "SUPR / OBJ".

## Associated Descriptions

1-5: Not Required.

# PYFG / JLBYTYPE Control PY Posting of JL information

This common code is used to control PY Posting of JL info. No setup is needed in the common code. If it exists, then when a JL key and object is attached to a transaction, those JL keys and objects will stay attached to the transaction (regardless if there is posting mapping or a hardcoded key and object in the posting strategies for the GL side) and will only get blanked out if the object on the GL side is labeled as AS, LI, FB or NA.

### Code Category: PYFG

### Code Value: JLBYTYPE

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYFG / LVCASC## (01-99)

Code Category: PYFG

Code Value: LVCASC## (01-99)

General Description: This set of common codes is used to define Leave Cascade Models. Each Hour that can start a cascade a Leave Cascade Model will need to be defined.

For Example:

Cascade Leave Model LV01: Vacation, Sick, Personal, LWOP

Cascade Leave Model LV02: Sick, Personal, LWOP

Cascade Leave Model LV03: Personal, LWOP

Special Notes:

Is this Client Specific No

Short Desc: Specify a Pay Class that this model applies to. This is only necessary if the “LV BY PAYCLS” setting is in PY970C01 common code, associated code 3. If the “LV BY PAYCLS” is not set then the short description is ignored.

Med Desc: *Required. This setting identifies the “group” that the model belongs to. The Leave Cascade Model will only apply to employees within the “group”. Note: The “group” value in this field is compared to the value in the “IFPY-GROUP” column of the import table.

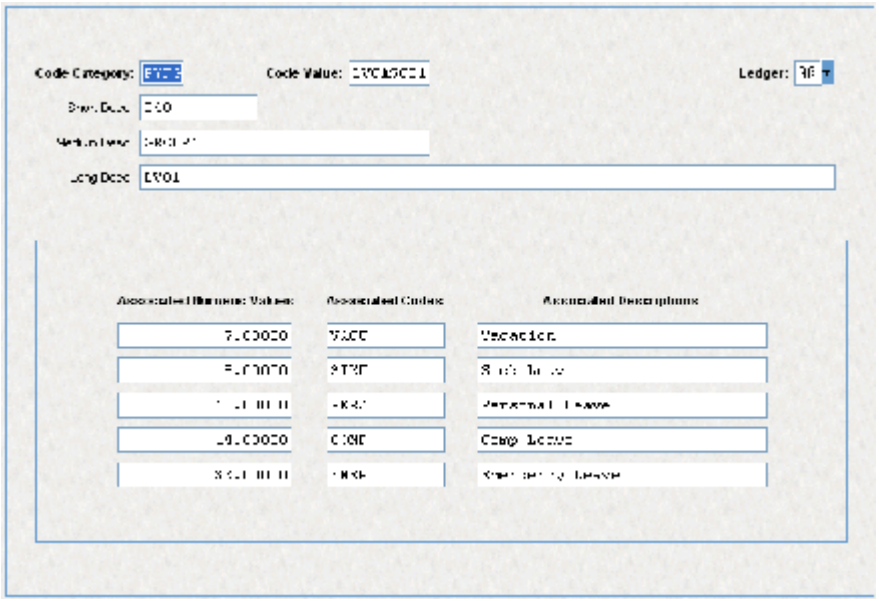
Long Desc: Specify a four character Leave Cascade Model ID that is unique to the Group and Payclass. For example “LV01” or “0001”.

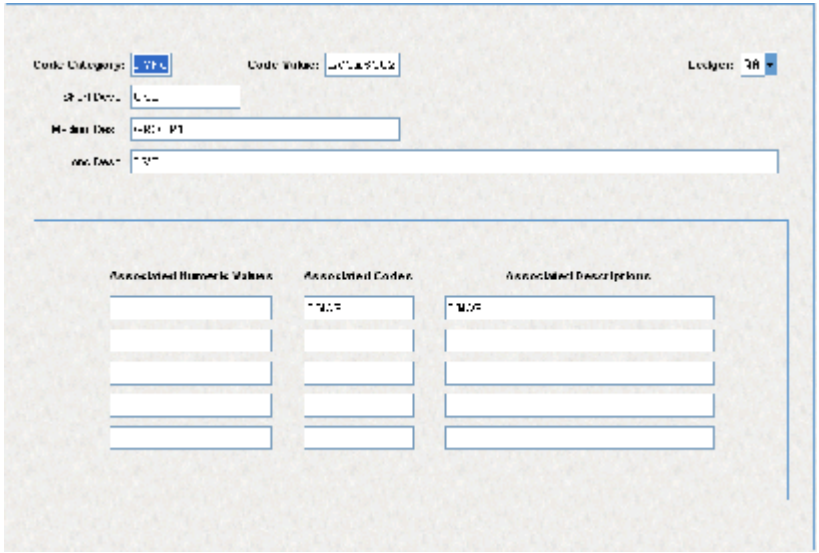
Codes: 1-5: Specify the value of the miscellaneous code value 1 to determine the hour to use in the cascade. WARNING: If not setting Models up at the group or payclass level, do not begin more than one Leave Cascade Model with the same Misc code Value.

Values: 1-5: Enter the Hour Base that corresponds to the used hour specified in the corresponding Associated Code. If this hour code is the last in the cascade as is to be assigned the remaining hours leave the value blank (zero).

# Example Setup of a Leave Cascade Model

This Leave Cascade Model is for the Vacation hour in payclass 040 for “GROUP1” employees. If time is entered on the vacation hour the employee does not have enough Vacation time to then Sick Balance will be checked and so on.





# PYFG / MISCVALS - EMPLOYEE DEFINITION Screen

**Code Category:** **PYFG**

**Code Value:** **MISCVALS**

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

## Associated Numeric Values

1-5: Not Required.

## Associated Codes

1-4: Used to describe the value to be stored for the 4 misc values. There are several date types "DT" -04 / 13 / 00, "DU" 04 / 13 / 2000, "DW" 13 / 04 / 2000, "DV" 13 / 04 / 00, "DX" 00 / 04 / 13", "DY" 2000 / 04 / 13, "D8" 20000413 and "D6" 000413 and also numeric types "N0" 34, "N1",34.0, "N2" 34.00, "N3" 34.000, "N4" 34.0000, "N5" 34.00000.

5: Not Required.

### Associated Descriptions

1-4: The titles of the four Miscellaneous Value fields located on the EMPLOYEE DEFINITION (1) screen may be customized. Enter the desired titles in Description fields (1-4).
5: Not Required.

# PYFG / MSCLCHR1- 4 - EMPLOYEE DEFINITION Screen

This range of common codes is used in conjunction with the Fourth screen of the Employee Definition. They are used to define the field descriptions for the eight character miscellaneous codes which is the second set of sixteen fields on the screen. If this common code does not exist or some of the descriptions are left blank the field descriptions will default to "Long Chr". The first five fields are described in the first common code, "PYFGMSCLCHR1", using the five description fields. The next five fields are described in "PYFGMSCLCHR2", the third set of five is described in "PYFGMSCLCHR3" and the last field is described in the first description field of "PYFGMSCLCHR4".

### Code Category: PYFG

### Code Value: MSCLCHR1

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1: Field description for the corresponding eight-character miscellaneous codes.
2-5: Not Required.

# PYFG / MSCNUM01 - PYFG / MSCNUM03 - EMPLOYEE DEFINITION Screen

These common codes are used to control the format, content and title of the 15 values in the five lines just below the Employee ID on the EMPLOYEE DEFINITION (4) screen. PYFG / MSCNUM01 controls the first five values, PYFG / MSCNUM02 controls the secfive values and PYFG / MSCNUM03 controls the last five values.

**Code Category:** **PYFG**

**Code Value:** **MSCNUMxx (where xx is 01 to 03)**

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Used to describe the value to be stored for the appropriate 5 values on screen 4. There are several date types "DT" 04 / 13 / 00, "DU" 04 / 13 / 2000, "DW" 13 / 04 / 2000,"DV" 13 / 04 / 00, "DX" 00 / 04 / 13", "DY" 2000 / 04 / 13, "D8" 20000413 and "D6" 000413 and also numeric types "N0" 34, "N1",34.0, "N2" 34.00, "N3" 34.000, "N4" 4.0000, "N5" 34.00000.

### Associated Descriptions

1-5: The titles of the set of five values located on the EMPLOYEE DEFINITION (4) screen may be customized. Enter the desired titles in Description fields (1-5).

# PYFG / MSCSCHR1- 3 - EMPLOYEE DEFINITION Screen

This range of common codes is used in conjunction with the Fourth screen of the Employee Definition. They are used to define the field descriptions for four character miscellaneous codes which is the third set of twelve fields on the screen. If this common code does not exist or some of the descriptions are left blank the field tags will default to "Short". The first five fields are described in the first common code, "PYFGMSCSCHR1", using the five description fields. The next five fields are described in "PYFGMSCSCHR2" and the last two are described in the first two description fields of "PYFGMSCSCHR3".

**Code Category:** **PYFG**

**Code Value:** **MSCSCHR1, 2, or 3**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Field descriptions for the corresponding four character miscellaneous codes (for MSCSCHR3, only descriptions 1-2 with 3-5 not required).

# PYFG / PY011C - Instruct Message Center to Display Employee Processing Information

### Code Category: PYFG

### Code Value: PY011C

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Entering "SHOWSTATS" causes the message center to periodically display the number of employees processed in increments of 200 and the processing time used.

2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYFG / PY050C

**Code Category:** **PYFG**

**Code Value:** **PY050C**

Short Description: Not used.

Medium Description: Set to DON'T USE SQL causes the normal SQL routines for selection criteria to be suppressed. Instead, the standard SYSLSELTEST routines are used.

Long Description: Not used.

## Associated Numeric Values

1-5: Not Required.

## Associated Codes

1: Set to HIST-REQ-OFF will suppress a selective filter that normally applies. For the following masks, py050 will normally test whether each employee has PY History in the target period and eliminate those ID's which do not.
PYPADP
PYPACM
PYPARN
PYPARC
PYTPDP
PYTPCM
PYTPRN
PYTPRC
PYTPTP
PYUTAP
PYREEL
PYRECM

2-5: Not Required.

## Associated Descriptions

1-5: Not Required.

# PYFG / PY100C - PY100 Controls for PY Register Reports

**Code Category:** **PYFG**

### Code Value: PY100C

Short Description: Entering "DEBUG" or "DEBUG-TRACE" in this field will cause debug information to be displayed. This is for SunGard Bi-Tech LLC diagnostic use ONLY. Output must be re-directed or debug messages will overwrite information on the screen.

Medium Description: Enter "PERIOD" if the system should only report errors regarding invalid parts of pay assignments for the current period and not previous periods. This is useful, for example, when employees change positions, and their ID no longer appears on the JOB / POSITION DEFINITION screen for their previous job / position.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1: Enter "DIRECT CONT IN PAY COLUMN" so that direct contributions will appear as "Other" pay.
2: Normally, the PY registers will report a single pay period plus year-to-date (YTD), quarter-to-date (QTD) and month-to-date (MTD) values. A couple of options will alter this standard reporting mode. Set Description (2) to "MULTI-PERIOD" to allow multiple periods to be included in the period amount. Multiple periods may be chosen by using hisselection criteria. A second option is activated by setting Description (2) to "NO YTD, NO MTD". This option will skip the accumulation of MTD, QTD and YTD values to speed up the report process.
3-5: Not Required.

# PYFG / PY100C01 - Sort Items

This common code defines the root and user-defined sort items taken from the employee definition screen. The following is a list of valid field identifiers:

| Identifier | Field on Employee Definition Screen |
|---|---|
| ID | Employee ID |
| TYPE | Type |
| ENTITY | Entity |
| UNIT | Unit |
| EDUC1 | Education code 1 |

| | |
|---|---|
| EDUC2 | Education code 2 |
| EDUC3 | Education code 3 |
| EDUC4 | Education code 4 |
| SKILL1 | Skill code 1 |
| SKILL2 | Skill code 2 |
| SKILL3 | Skill code 3 |
| SKILL4 | Skill code 4 |
| SEL1 | Selection code 1 |
| SEL2 | Selection code 2 |
| AA | AA (Affirmative Action) code |
| SRTADJ | Sr. Adj. (Seniority adjustment) |
| CALENDAR | Calendar |
| PART1 - PART4 | Parts 1-4 are hidden fields used internally. They are often populated automatically from HR for use in payroll. Part 1 is usually associated with dept. sorting in timecards. |

## Code Category: PYFG

## Code Value: PY100C01

Short Description: Root field identifier from list above

Medium Description: Root start and offset in format "1, 2".

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: The field identifier for each field making up the user-defined sort. Taken from above list.

### Associated Descriptions

1-5: Contain the start and offset of the corresponding field identifier found in the assoc. code. It is in the format 1, 2 (same as for the root).

# PYFG / PY101C - Payroll Posting Controls

**Code Category:** **PYFG**

**Code Value:** **PY101C**

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1: Set to 1, 2, or 3 to activate pay object protection feature. this option protects the pay object code (used in the PY / GL posting logic) coming from a pay string against being replaced by the object code from the CDH definition. "1" directs the system to protect all such pay objects. "2" indicates protection for hour codes only. "3" is used for protection for contribution codes only.

2-5: Not Required.

### Associated Codes

1: "GROSS" - it will print detail and totals from accumulator 6002 or "TOTAL" - it will print detail and totals from accumulator 6001 in regards to the Detail Posting Report (PYRESPDP).

2: XXXXXXXX - Enter a default object code that is to be used in GL posting whenever the PY history record contains no pay object. This default will be necessary if the pay string contains no object code and there is no hour or direct contribution included in the PY history.

3-5: Not Required.

### Associated Descriptions

1: DIRECT-CNT-AS-PAY entering this literal in Description 1 activates the special function of Direct Contributions which behaves in the same manner as hour codes on EREG postings.

2-5: Not Required.

# PYFG / PY200C - Payroll Calculation

**Code Category:** **PYFG**

## Code Value: PY200C

Short Description: Entering "DEBUG" in this field will cause information regarding payroll calculation (History record information, CDH assignment, and calculation) to be displayed on the screen. Entering "DEBUG2" in this field will cause pay assignment and pay string spreading information to be displayed on the screen. Entering "DEBUG3" will cause the calendar and schedule information to be displayed on the screen. This is for SunGard Bi-Tech LLC diagnostic use ONLY.

Medium Description: POS WITH ID - PY200 will look for job / position entries that have been tagged with the ID for the employee being calculated. This is for use with the patch by position functionality when the same position may need to be associated with different calendars dependon the employee. Using this common code value implies that positions are entered with ID's on the job / position screen.

ALLOW MULTIPLE FORCE CALCS - This option provides the capability to run multiple , simultaneous payroll force calcs (PYPAFC). Caution-It is important that each employee be included in only one force calc list at a time. The user must make very careful use of selection criteria to separate employees into distinct lists when running under this option. Employees who happen to be in multiple lists at the same time may yield erroneous values.

Long Description: Enter the ID of the employee to debug.

## Associated Numeric Values

1: Enter the dollar amount desired at which the system will warn when adjustments are made above this level.
2: Numeric value (2) controls which Special Code on the employee CDH assignment determines the dynamic priority for calculation.
3: This value represents the number of days in an outside date range prior to the period begin date that are allowable and included in the calculation by py200. This value will only come into play when PY-GEN-MSTR process switch 29 (Allow Outside Dates) is set to "Y". For example, if the value is "130", the program will permit outside dates that are between 130 days prior to the period begin date up to the period begin date. If this value is not specified and the Allow Outside Dates switch is set, the program uses a default value of 180 days.
4: Dates Option. Allows the user to specify the date range that applies for each pay assignment. The date range is important in identifying the default pay assignment to use when a given timecard date is entered. For all settings, if a date is blank, the effective date is used instead. If effective dates are blank, the begin date is set to “00000000” and the end date is set to “20501231”.
   Set to zero (will appear blank) to use the default Effective Begin / End dates.
   Set to 1.00000 to use the Patch Begin / End dates.
   Set to 2.00000 to use the Retro Date as the begin date and Effective End date.
   Set to 3.00000 to use the Retro Date as the begin date; otherwise, same as Option #1.
   Set to 4.00000 to use the Paid Begin / End dates.
5: Not Required.

## Associated Codes

1: One method for troubleshooting problems in a Contribution, Deduction, or Hour calculation code is to use the WARN statement. If the variable NVAR0 is used in a calculation code and the user wants to know what value has been assigned at a certain point in the calculation code, the user would inset a line in the calculation code, such as-
WARN ("NVAR0",NVAR0)
This causes the value of NVAR0 to be printed in the temporary file WARN200. By entering "SHOWWARNS" in "Codes(1)" field, the value of NVAR0 will be displayed on the screen, as well as, printed in the WARN200 file.

Set Code 1 to "NO HIRE WARN" to turn off hire date warnings.

2: "PYPD-PCT-OVR" activates a setting to alter the standard spreading logic for Spread-by-Effort. For Spread-by-Effort where the PYPD-PERCENT is zero (no paid days on the calendar schedule for this pay line), the PYPD-PERCENT is changed to 1.0000. Spreading to this line will then be based on a full share of the effort against the CDH amount.

3: Entering "LIMITOVR" in this field directs the system to check amounts from overridden history entries against the Limit field on the CDH ASSIGNMENT screen (PYUPEC, PYUPED, or PYUPEH). If the limit is exceeded then the limit is substituted for the amount of the CDH.
Entering "ALL DAILY" indicates that all timecards will be entered on the Daily PAYROLL TIMECARD ENTRY screens.
Entering "ALL DAILY" sets all employees to process in daily timeall timecards will be entered on the daily timeentry screens. Daily patching is inactivated.
Entering "ALL PATCH" is the same as entering "ALL DAILY", but daily patching will also occur for all employees. The daily patch hour will split across all pay assignments for the employee.
Entering "PATCH BY PAY" is the same as entering "ALL PATCH", except the daily patch hour will split only across pay assignments whose pay class contains the daily patch hour.

4: Entering "SPLIT RATE" indicates that hours may be paid at multiple rates if a mid-period rate change has occurred.

5: Not Required.

## Associated Descriptions

1: Description 1 can be set to 'USE OVERRIDE OT RATE' which causes py200 to use the OT rate found on the actual "O" pay assignment rather than following the rules in PYFG / PYRATE common code.
Set this description to "DON'T CHECK EMPL CALENDAR" to bypass certain employee calendar error checking, specifically the checks for 1) no paid days in the calendar for the period, 2) no paid hours in the calendar for the period, and 3) no paid days for the employee for the period are bypassed. This calendar option is primarily for users that input all hours via daily timecards and do not do any patching, spreading, etc.

2: Description 2 can be set in the following ways-

FLSA DATE PERIOD END - place per end date on cnt / ded amts
FLSA DATE PERIOD BEGIN - place per beg date on cnt / ded amts
FLSA DATE ACROSS PERIOD - spread amt across paid days in per.
PRORATE PATCH - will prorate the number of hours patched from the calendar by FTE on PYUPEM.

This setting is used to set dates for cnt / ded amounts which occur in previous paid histories and are now being considered as part of FLSA calculations. See switch 26 in entity definition process switches for a fuller description.

3: This is designed for fire-fighter types of pay situations. Enter "NEGATIVE PATCH OK" to direct the system to patch negative value for hours when computing the number of hours to be patched, if necessary. This is useful if more hours have been entered in timethan the system would normally patch. When "NEGATIVE PATCH OK" appears in this field, the system will patch negative hour amounts to arrive at the number of hours derived from the CALENDAR DEFINITION.
For example, if an employee is on an 80-hour calendar and takes 96 hours of vacation, if "NEGATIVE PATCH OK" appears in this field, the system will patch - 16 hours of vacation so that the employee receives 80 hours worth of pay.

4: Can be set to DAILY TC WRITEBACK, PER BEGIN or DAILY TC WRITEBACK, PER END and controls the date used for certain system timecard entries or other Force Calc calculations when the actual date is unclear or ambiguous. For examples, as a function of this setting:

1. Accumulated roundoff error between pay history and system timecards will be posted to the period begin or period end date.
2. FLSA calculations for undated items like contributions will be posted to the period begin or end date.
3. Manually entered handchecks will be posted to the period begin or end date.

5: Not Required.

# PYFG / PY200C01 - Split Rate

This common code is used to make split rate correct and consistent for straight patch employees, summary timecard employees and daily timecard employees. In this common code set the long description to MATCH ANY POS / STEP IN TIMECARDS if you'd like the rate for the timecard line to be taken from an existing pay assignment that matches the position and step of the timeentry. A note of caution here. If an employee has multiple non PM pay assignments with the same position / step active at the same time, then it's a matter of chance which line will be picked to determine the rate.

### Code Category: PYFG

### Code Value: PY200C01

Short Description: "PERIOD CTR N" This value will inactivate the newer, standard mechanism for counting pay periods to get the future periods remaining on a contract. This count is assigned to attribute CTFC.FTPERS. Current method is to count pay periods with the same Pay Period Code (short description) as the current period through the contract end date. The old method uses date arithmetic based on contract end-date and the number of times the 15th of the month occurs through contract end.

Medium Description: Used to describe the common code.

Long Description: “MATCH ANY POS/STEP IN TIMECARDS” - For the rate for the timecard line to be taken from an existing pay assignment that matches the position and step of the timecard entry.

“MATCH ANY POSITION IN TIMECARDS” - This option allows rates for timecards to be determined by lines that match by position only.

### Associated Numeric values

1: Not Required.
2: 1.0 - turns on JOHN O salary method that if the employee is a late start then the full salary is paid regardless.
2.0 - turns on KSM salary method that says if this is a mid period split (i.e. an assignment starts and stops in the period it will pay the full salary of both assignments).
3-5: Not Required.

### Associated Codes

1: Set code 2 to 'NO BOND WARN' to turn off bond buy warnings.
2-4: Not Required.
5: Setting code (5) to "WARN ACT DT" will allow the system to generate warnings when timecard entries fall outside the employee's active dates but the timecard entries will be considered valid. "NO WARN ACT" will “silently” accept these timecard entries.

### Associated Descriptions

1-2: Not Required.
3: TC-OVERRIDES THEN SALGRD (default)

NO TC OVERRIDES
This code controls whether py200 will take the rate from override PM pay assignments which match timecard entered lines by POS / STEP before the salary grade table. An entry here of NO TC OVERRIDES means that we'll use the salary grade table even if there is a matching "O" PM pay assignment.

4: TC SET ZERO RATES BY POSSTEP (default)
NO TC SET ZERO RATES
For sites which don't use salary grade tables the default action here allows py200 to figure the rate for a timecard entered line by lookat PM assignments which match the POS / STEP of the entered line. It doesn't matter whether the PM assignment is "O" or "A". This behavior is also used at some sites which have entries in the sal / grade table with $0 for rate and salary (when coupled with an "O" PM pay string it allows for quickly defaulting a pay line in timecards which can be then modified by the timecard entry clerk). Set description 4 to NO TC SET ZERO RATES to turn off this behavior.

5: SUMMARY DEFAULT RATES (default)
NO SUMMARY DEFAULT RATES
Prior to the above changes, py200 would place the PM rate on sumtimecard hours which it could not figure any other way (regardless of POS / STEP matching). If you are using the default action for description 4 then this entry should be set to NO SUMDEFAULT RATES.

# PYFG / PY200C02 - Spread by Beg / End

This setting changes how calc code overridden hours / dollars are spread.

**Code Category:** **PYFG**

**Code Value:** **PY200C02**

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

## Associated Numeric values

1-5: Not Required.

## Associated Codes

1: Place "MULTISPLIT" in code 1 to allow multiple pay line splits in a period for a contract. If "MULTISPLIT" is placed here, the target salary will come from the most current pay assign in the period.

2: "FUT-BEGIN-OK" will activate an option to NOT EXCLUDE employees who have an Emp Begin Date that is after the Pay Period End Date. For these employees, the Employee Begin Date is replaced with the Pay Period Begin Date

3-5: Not Required.

## Associated Descriptions

1: SPREAD BY BEG / END - This setting changes how calc code overridden hours / dollars are spread. With this setting the difference between what the calc code set and what was calculated before is set on the beg / end date of the period (beg / end determined by common code PYFG PY200C associated description four).
2-5: Not Required.

# PYFG / PY200D - Settings for PY200 Days Table

Special Notes-This common code specifies an hour base and hour limit for up to 5 day types. The PY calculation process will derive day counts for each day type that is specified. The day counts are based on daily timecard and daily patching hours that fall within the pay period begin and end dates. For each date, the day count for each day type is incremented by 1 when the hours in the specified hour base reach or exceed the limit.

MSCX attributes are available to the PY calculation codes out of this process.

MSCX.DAYCTR{x} - The day counts for each day type where "x" is a number 1-5.

MSCX.HRSOVR{x} - The total number of hours that each day type is over the limit in the period, where "x" is a number 1-5.

**Code Category:** **PYFG**

**Code Value:** **PY200D**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

## Associated Numeric Values

1: Enter the hour limit for day type 1.
2: Enter the hour limit for day type 2.
3: Enter the hour limit for day type 3.
4: Enter the hour limit for day type 4.
5: Enter the hour limit for day type 5.

## Associated Codes

1: Enter the hour base for day type 1.
2: Enter the hour base for day type 2.
3: Enter the hour base for day type 3.
4: Enter the hour base for day type 4.
5: Enter the hour base for day type 5.

### Associated Descriptions

1-5: Not Required.

# PYFG / PY211C - Patching By Pay Line / Contact Retro Processing

**Code Category:** **PYFG**

**Code Value:** **PY211C**

Short Description: Entering "DEBUG" in this field will cause debug information to be displayed. This is used for SunGard Bi-Tech LLC diagnostic purposes.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1: Miscellaneous Record Type Identifier. This field identifies the MISC Code that determines the alternate record type for retros. Basic retro process runs by Num-Cd and record type to distinguish distributions. Therefore one record type will retro back only onto pay assignments with the same record type. When this is not possible a record type can be entered into the miscellaneous code that the assignment will retro upon.

2: The number entered here determines the number of employees read between progress messages. If "0" is entered here, no progress messages will be displayed.

3-5: Not Required.

### Associated Codes

1: Open Patch Flag – This setting is used to extend the patching timeframe beyond the effective dates on employee Pay Assignments. Ordinarily, the Pay Assignment effective Begin/End dates must overlap the pay period to be considered eligible. These optional settings work as follows:

- EARLY PATCH – Pay Assignments that start after the pay period are eligible for patching if the Patch Begin/End dates touch the pay period.
- LATE PATCH – Pay Assignments that end before the pay period are eligible for patching if the Patch Begin/End dates touch the pay period.
- OPEN PATCH – Combination of the above. All Pay Assignments where Patch Begin/End dates touch the pay period are eligible for patching.

2: PYPMSCNUM03 - this value will cause retros to use the number located on the Pay Assignment in miscellaneous Numeric Code 3 as the number of future periods remaining on the contract. “DAILY PATCH” in this field causes patch by payline to run using defaults from the employee definition. Defaults are: Patch Flag = F; Patch Dates are set to the effective dates; Calendar = Calendar on Employee Definition

3: The Period Code of the normal processing periods from the Pay Period Definition Screen. Retros and other processing requires knowing which periods correspond to the normal processing periods throughout the year. With this code a period table is built that represents the periods for the whole year and when multiple periods are selected in either the retro or correction utilities it steps through these periods to calculate the correct amounts. “FUT-BEGIN-OK” will activate an option to NOT EXCLUDE employees who have an Emp Begin Date that is after the Pay Period End Date. For these employees, the Employee Begin Date is replaced with the Pay Period Begin Date.

4: "DON'T SMEAR". This Code should not be used except in extremely rare cases where the retro utility and the correction utility are not used. This code causes excess hours entered on patchable days to not smear. Retros and Corrections require that this be turned off.
5: "NO DAY FILL". This Code should not be used except in extremely rare cases where the retro and correction utility are not used. This code causes days that have less than the full number of hours entered through timecards to not patch the difference. This means that if you enter 2.0 hours on an 8.0 hour day, the system will not patch the remaining 6.0 hours. Retros and Corrections require that this be turned off.

### Associated Descriptions

1: “NO ERROR ON RETRO PAID” – Tells the system to not display a warning if retro paid is calculated but there is no retro paid hour (RTRP in misc code 1) in the payclass.
2: Associated Desc 2-"USE PERIOD DATES". This code should be used nearly all the time. This code is used in determining the retro paid amount. They system uses the date range from the period table to determine the paid amounts for each period. This option allows all dollars that by period begin and end date fall into the standard period table. This setis beneficial when supplemental periods are used because the check date may vary but the period dates remain constant. The default behavior is to use check date to deterthe paid dollars.
3: “ROUND BY PERIOD”. This code will cause both salary and rate type patching to be rounded to the nearest penny for the whole period. This will cause daily amounts to be adjusted when a full penny correction is necessary so that the target for the current period is more accurate.
4: Not Required.
5: Not Required.

# 7i Tab Fields

PYFG-PY211C01 provides more setup options within Patch by Payline.

**Code Category:** **PYFG**

**Code Value:** **PY211C01**

Short Description: Not Required.

Medium Description: Not Required.

Long Description:

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Associated Code 1 indicates which dates to use for patching. If you want the calc dates to drive patching, enter "USECALCDATE"
2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYFG / PY214C - Retro Utility Options

This common code controls Retro utility processing options.

### Code Category: PYFG

### Code Value: PY214C

**Short Desc**: Debug options

**Medium Description**: Not Required.

**Long Description**: Not Required.

### Associated Numeric Values

1: Retro pay must be greater than or less than this variance from zero, in a given retro'ed period, in order for the retro amount to be written to timecards
2-5: Not Required.

### Associated Codes

1-3: Not Required.
4: "LV ORPHAN EX" - This setting has an effect ONLY when desc (5) is set to "WARN ON ORPHAN EX". Under this setting Exceptions that can not be retro'ed to assigned lines will NOT be backed out.

5: "MATCH-EX" - If data in the employee's pay line retroactively changes exception entries on the "old" pay lines will need to be move to a "new" pay line. Exceptions that effect patching must all be moved to assigned lines before the Retro Earnings can be calculated. An attempt will be made to move all exceptions regardless of their effect on patching. The matching pattern must be a combination of paystring parts that points to a unique paystring assigned to the user. These parts would be made up of data that would not retro-actively change. Note: Corresponds with the matching pattern in Associated Desc 5.

### Associated Descriptions

1: "NO ERROR ON RETRO PAID" - If the retro pay hour is not found in the employee's payclass no error will be given.
2-3: Not Required.
4: Controls exceptions entries that can not be moved to assigned lines.

"EX TO HIGHEST REC TYPE" - Move exceptions to the highest Rec Type on the Contract.

"RETRO ON ORPHAN EX" - Retro on the "orphaned" exception setup will calculated the retro amount and put it back onto the "orphaned" exception, unless the hour effects patching. If the hour effects patching the entry will be placed on the pay line with the highest rec type on the contract.

"WARN ON ORPHAN EX" - Generate a Warning and back out the entry on the "old" pay line. The default behavior when generating a warning is to back out the original exception entry and give a warning to the user of the entries backed out. The user can then either fix the matching pattern and re-run the retro utility or make correcting entries in the retro adjustment timecard batch (RTADJXXXXXXX, where "XXXXXXX" is the current pay period being processed).

5: Matching pattern - Enter the Retro Exception matching pattern which is a sequence of up to 18 “X” and blank characters representing the 18 possible pay string parts. Note: The order of the X's is the order in which the PY Gen Master displays the parts, NOT the sequence that the client sets up for the pay string display. For example, the first 3 parts are always Pay Class, Position and Step. The default, if not activated, is for all 18 parts to be potential sources for the copy.

# PYFG / PY220C

**Code Category:** **PYFG**

**Code Value:** **PY220C**

Short Description: “DEBUG” for debug information (SunGard Bi-Tech LLC only).

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1: If a date range is used which straddles a periods beg / end dates, the user may choose a constant percentage instead of days worked in that range divided by days worked in the period. Enter that percent here (optional).

2: The hour number to be used in the timecard batch, in which the retro payment is attached. This hour must be defined in the hour definition screen (PYUPHH).
3: The misc. code box number on the hour definition or contribution definition screen which contains the hour number of the hour to map this hour to. See Assoc. Code 1 below.
4-5: Not Required.

### Associated Codes

1: "DETAIL-PAY" causes either the original hour codes, or mapped hour codes to be used in the timecard batch. If associated value 3 is 0, the original hour codes will be used. Otherwise, the hour number in the misc. code box given in assoc. value 3 above is used.
2: "NO-RETRO-RPT" causes no report to be printed.
3: "NO-WARN-RP" causes no warning report to be printed.
4: "NO-WARNINGS" causes warnings to be suppressed.
5: The values "USE-HISTORY" AND "USE-TIMECARD" control retroactive pay calculations. (If nothing is specified, "USE-TIMECARD" is the default.)
If "USE- HISTORY" is specified, history information will always be used for retroactive pay calculations. If a period could potentially be split as may happen when the operator selects "Date Range" in answer to the runtime question-"How would you like to select the periods?", the process will proportion out the history information based on the employee's calendar.
If "USE-TIMECARD" is specified, system timecards will be used for retroactive pay but only when the operator selects "Date Range" in answer to the runtime question-"How would you like to select the periods?". In all other cases, history will be used for the calculations even though the common code setting is "USE-TIMECARD". This makes sense-Hisinformation is generally more accurate as it includes hand checks, etc., that are not part of system timecards. Therethe process always tries to use history. It is only when a period could potentially be split that system timecards are used instead of his

### Associated Descriptions

1-5: Not Required.

# PYFG / PY266C - Posting Direct Deposit Stubs to the Check Database

This common code is used to direct the system to post EFT check stubs to the Check Database when it is reversed.

Set up this common code with numeric value 2, code 2, and description 2 to allow the user to flag those deductions to be included in reversal amount sent to the CKDB.

**Code Category:** **PYFG**

**Code Value:** **PY266C**

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1: Not Required.
2: The number in the second Numeric Value field designates which miscellaneous code in the deduction definition will contain the value entered in the second associated codes field.
3-5: Not Required.

### Associated Codes

1: Two-character EFT check stock ID if other than "EF". This is used by the check maintenance process when revering a direct deposit stub that has been posted to the check database.
2: Enter the value that will appear in the miscellaneous code (designated in associated value number 2) in the deduction definition.
3. Set associated code to "EOSTUB". This will cause the program to delete records in the hr_eostub table when handling reversed ("WR") checks.
4-5: Not Required.

### Associated Descriptions

1: Not Required.
2: The legend INCLUDE-CKREG must be entered in the second description field to allow the user to only include designated EFT deductions in the Check Register when reversing Check History entries. If the legend INCLUDE-CKREG is not entered in Description line 3, all EFT deductions are reversed and included in the amount sent to the Check Data
3: The legend EOSTUB should be added if the site is using Employee Online. This tells the check maintenance process to delete previous entries from the Eostub table if they are being reversed or voided. The Eostub table (hr_eostub) is used by Employee Online to store paystub information for later display to the employee.
4-5: Not Required.

# PYFG / PY268C

This common code is used to define employer name, ID, office code, and indices for the locations of required values (PERS contribution codes, employee Unit code, Pay Schedule code and Work Schedule code and the source of the employee's Coverage Group).

### Code Category: PYFG

### Code Value: PY268C

Short Description: Reserved for SunGard Public Sector LLC use.

Medium Description: Normally data is extracted from PY Check History based on a period's Begin/End Dates falling within the begin/end dates specified by the user when running mask PYRERRCAPE. If it is desired that this extract qualification be based on the period's Check Date instead, enter the phrase EXTRACT BY CHECK DATE in this field.

Long Description: PERS Employer name to appear on report.

## Associated Numeric Values

1: A value between 1 and 8, pointing to the appropriate Miscellaneous Code of a CDH definition where the related PERS contribution code (e.g. PR01, PR05,...) is entered. Default index is 1.
2: Used in conjunction with Code (2) to indicate the source of UNIT code for an employee.
3: Used in conjunction with Code (3) to indicate the source of Pay Code for an employee/line on the PERS report.
4: Not used
5: Used in conjunction with Code (5) to indicate the source of an employee's Work Schedule Code.

## Associated Codes

1: Four-digit employer ID and three digit office code separated by a "/", e.g., "1234/567".
2: To indicate the source of an employees' UNIT code enter one of the following words in Code (2), and, if necessary, the appropriate value in Numeric Value (2) of this common code to indicate which one of multiple entries to use:

| Word | Numeric value (2) | Source of Unit Code |
|---|---|---|
| UNIT | | Unit field of Employee Master |
| ENTITY | | Entity field of Employee Master |
| ID | | First 2 digits of Employee ID |
| CC | UNIT number | This common code's Numeric Value (2) |
| EDUC | | 1 through 5One of the 5 Education Code fields in the Employee Master |
| MISC | | 1 through 4One of the 4 Misc Value fields in the Employee Master |

3: Enter "PAY CLASS" if the employees' pay code is the same for all employees in a pay class and enter a number between 1 and 8 in Numeric Value (3) to indicate which Pay Class Miscellaneous Code will have the Pay Code.

Enter "SELECT" if the employees' pay code is to be found in one of the Employee Master Selection Code fields and enter the number (1 or 2) of the selection code to be used in Numeric Value (3).

Enter "HOUR" if the pay code is to be taken from the first two characters of the Hour Definition Code field.

Pay codes may be entered as 01 or SA or MO for pay code 1 (monthly pay rate); 4 or 04 or HR or HO for pay code 4 (hourly pay rate), and 8 or 08 or DA or DY for pay code 8 (Daily Pay Rate).

Enter "WORK SCHED" to derive the pay code from the value of Work Schedule Code, that is, if Work Schedule code is less than 100, it is presumed that Pay Code is Daily (8), if Work Schedule is greater than 200, Pay Code is Hourly (4), otherwise Pay Code is Monthly (1).

4: Enter "GINCC" if all employees share the same PERS coverage group. This will cause the coverage group for all employees to be that specified in Description (1) of the PERS COVKEY01 common code. If GINCC is not used, the PERS extract program assumes that every employee will have their own Coverage Key specified in the Employee Assoc Codes screen (screen 3 of mask PYUPEM) with an associated code of PERSCOV and the actual 5-digit key in the associated description field.

5: Source of an employee's Work Schedule Code, use the applicable word from the list below in Code (5) and enter the appropriate value in Numeric Value (5):

| Word | Numeric value (5) | Source of Work Sched Code |
|---|---|---|
| CAL | not applicable | Derived from the Calendar |
| Definition associated with the employee. The Daily, Weekly or Monthly hours, are converted to the proper PERS code depending on the employee's Pay Schedule | | |
| SKILL | 1 through 5 | One of 5 Skill Code fields in the Employee Master |
| ASSIGN | 1 through 4 | The employee's Contribution/Deduction assignments will have the Work Schedule code in one of the Special Codes fields (pointed to by the number in numeric value 5) |
| CC | WORK SCHED | This common code's Numeric Value (5). |

### Associated Descriptions

1-2: Not used.

3: Enter one of the following to indicate the source of Prior Service Period date(s) for Contribution Adjustments (02, 12), Earnings Adjustments (03, 13), Retroactive Pay (05, 15), or Survivor Contribution Adjustments (07):

CDH ASSIGNMENTS: d,f
CDH DEFINITIONS: d,f
TIMECARDS This option is under development]

The values d,f above indicate which 2 of the 4 Special Codes available in the CDH Assignments, or which 2 of the 8 Miscellaneous Codes available in CDH Definitions, contain the Service Date (in the format MMYY) and the Frequency Code. If d,f are not specified 3 and 4 are the defaults.

4-5: Not used.

# PYFG / PY268CNT

This common code contains miscellaneous control information for the PERS extract process.

**Code Category:** **PYFG**

**Code Value:** **PY268CNT**

Short Description: Not used

Medium Description: Not used

Long Description: Allows the user to suppress "No Coverage Group" warning for select types of employees or all employees. Warnings will appear for employees encountered during the extract process that do not have Coverage Groups specified. Suppression of these warnings can be achieved at an "Employee Type" level by listing the employee type(s) in the Long Description. For example, if temporary employees (Type =

TEMP) are not PERS reportable, and do not have coverage groups specified, the “No Coverage Group” warning may be suppressed by listing “TEMP” in the Long Description. Up to eight (8) employee types may be specified separated by commas (,). Do not use quotes. ALL coverage group warnings can be suppressed by entering the phrase “SKIP ALL COVERAGE GROUP WARNINGS” (without quotes) in this field.

### Associated Numeric Values

1-5: Not used.

### Associated Codes

1: Enter “YES” (without quotes) to use the Salary Grade Table to derive employee pay rates.
2: Enter “YES” (without quotes) to use the employee’s FTE in the computation of pay rates when NOT using the Salary Grade tables.
3: Enter “YES” (without quotes) to use an employee’s EFFORT from their pay assignment when computing pay rate.
4: Enter “YES” (without quotes) to use the rates from the employee’s history records instead of either Salary Grade Table or computing pay rates using pay assignments.
5: Not used

### Associated Descriptions

1-5: Not used.

# PYFG / PY268EXC

This common code contains miscellaneous exclusionary information for the PERS extract process.

### Code Category: PYFG

### Code Value: PY268EXC

Short Description: Not used

Medium Description: Not used

Long Description: Allows the user to suppress warnings that may appear when a pay line Numeric Code in history cannot be located in the employee’s pay assign(This is not applicable when using the Salary Grade table as there will be no attempt to locate the pay line Numeric Code in the employee pay line assignment). Up to 14 CDH numbers may be entered in the long description, separated by commas. If the employee’s history contains any of the specified CDH numbers, no warning will be printed in the event the Numeric Code in history does not exist in the employee’s pay assignments.

### Associated Numeric Values

1-5: Not used.

### Associated Codes

1-5: Not used.

### Associated Descriptions

1-5: Not used.

# PYFG / PY275C - Warrant Check Off List

This common code defines how the Warrant Check Off List will be printed. Employees who pick up their pay check initial / sign this list to indicate they have received their check.

### Code Category: PYFG

### Code Value: PY275C

Short Description: Entering “NORUN” in this field causes the program not to run. Entering “DEBUG” in this field will cause debug information to be displayed. This is used for SunGard Bi-Tech LLC diagnostic puronly.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: This code is used to indicate whether to “INCLUDE” or to “EXCLUDE” EFTS on report.
2: Entering “SHOWAMT” to show the check amounts on the report.
3: Entering “LOCATION” turns on Client Specific location calls. Instead of the string “LOCATION”, you may indicate one of the EMPM Attributes as containing the Location Code. For that feature, enter the attribute from the Employee Master record that holds the value to be reported as Location Code (Example: enter UNIT to indicate that the value in the Employee Bargaining Unit is to be used.) For attributes having multiple occurrences, you may specify a numeric subscript after the attribute, such as “SKILL3”. To see a full list of valid attributes, run mask PYREFLAT and request a listing for EMPM@. Note that there is a full page of user-defined codes available for this purpose. (See MNUM, MLCHR and MSCHR).

   Any of the EMPM attributes that are numeric fields may require an edit code to interpret them. Set the last 2 characters of the Assoc-Code field to N0 – N5 to indicate decimal precision.

4: Entering “NOCHECK” will suppress the check ID and number from displaying on the report.
5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYFG / PY300 - Changing the Pay String Format on ENTITY DEFINITION screen

**Code Category:** **PYFG**

**Code Value:** **PY300C**

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: WARNING-This should ONLY be used in a training environment and NOT when there is live data in the system. Enter "CHANGEOK;" to allow a change in the pay string format in BROWSE-mode, even if there are existing pay strings. Normally the system requires that the Change Pay String Format utility (PYUTCP) be used.

2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYFG / PY305C - Pay Period Begin / End Date Ranges

This setting will permit pay period begin / end date ranges that are longer than normally allowed. Ordinarily, pay periods are limited to 31 days or shorter. This code setting will allow begin / end date ranges up to 62 days long.

**Code Category:** **PYFG**

**Code Value:** **PY305C**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: "62 Days OK"
2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYFG / PY305L1 Define Descriptive Labels (1-5)

Two Common Codes PY305L1 and PY305L2 are used to define descriptive labels for the ten Contract Counting Schemes on screen 2 of the Pay Period definitions. Each can define five labels. L1 defines the first five and L2 defines the second five. If either of these common codes is not defined, the labels will default to be "Contract Type n" where 'n' is a number 1 – 10.

### Code Category: PYFG

### Code Value: PY305L1

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1. Descriptive label for Contract Counting Scheme 1.
2. Descriptive label for Contract Counting Scheme 2.
3. Descriptive label for Contract Counting Scheme 3.
4. Descriptive label for Contract Counting Scheme 4.
5. Descriptive label for Contract Counting Scheme 5.

# PYFG / PY305L2 Define Descriptive Labels (6-10)

Two Common Codes PY305L1 and PY305L2 are used to define descriptive labels for the ten Contract Counting Schemes on screen 2 of the Pay Period definitions. Each can define five labels. L1 defines the first five and L2 defines the second five. If either of these common codes is not defined, the labels will default to be “Contract Type n” where ‘n’ is a number 1 – 10.

### Code Category: PYFG

### Code Value: PY305L2

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1. Descriptive label for Contract Counting Scheme 6.
2. Descriptive label for Contract Counting Scheme 7.
3. Descriptive label for Contract Counting Scheme 8.
4. Descriptive label for Contract Counting Scheme 9.
5. Descriptive label for Contract Counting Scheme 10.

# PYFG / PY310C - Calendar Definition Screens

### Code Category: PYFG

### Code Value: PY310C

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: DEFAULT-EDIT
2-5: Not Required.

### Associated Descriptions

1: SAT=S ,SUN=U, NUL=X The Calendar Definition screen1 has an EDIT field at the bottom of the screen for issuing commands that quickly populate the Day Codes on the calendar. One of the edit commands is "DEFAULT". This command will populate the calendar with a default pattern of day codes using "S" for Saturday, "U" for Sunday, " " for regular days (Mon - Fri) and "X" for non-days (e.g. Feb 30). The client may override this default pattern and replace with one that matches Day Codes specific to the site. Enter a list of Edit Commands separated by commas, such as "MON=M, TUE=T, SAT=B" etc. and the DEFAULT command will use that pattern instead.
2-5: Not Required.

# PYFG / PY320C - Salary Grade Table Entry; Salary Adjustment Ratio

**Code Category:** **PYFG**

**Code Value:** **PY320C**

Short Description: Entering "DEBUG" in this field will cause debug information to be displayed. This is for SunGard Public Sector LLC diagnostic use ONLY.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1: Enter the standard number of work days ;in the year to be used in deriving the salary adjustment ratio (typically 260).
2-5: Not Required.

### Associated Codes

1: Enter "ADJUST;" if salary amounts are to be derived based on the CALENDAR DEFINITION information (PYUPCA). A ratio is derived by dividing the number of work days in a year (as defined on the CALENDAR DEFINITION screen) by the number of standard days entered in the first numeric value field of this common code. This ratio is used to adjust salaries. For example, a school may want to pay $18,000 over nine months. Rather than having a monthly salary of $1,500, the ratio may be used to adjust the monthly salary to $2,000, or for ten-month employees a monthly salary of $1,800.
2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYFG / PY325C - FTE; Display on .JOB / POSITION DEFINITION screen

### Code Category: PYFG

### Code Value: PY325C

Short Description: Entering "DERIVEFTE" causes the system to display the total FTE for all positions within a particular job. This total is displayed on the JOB / POSITION DEFINITION screen in the Total FTE; field.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYFG / PY335C -- CDH Definition Screen 3

CDH Assignment Screen Switches-Allows the user to specify what the titles are for the user-defined switches.

### Code Category: PYFG

### Code Value: PY335C

Short Description: DEBUG (To activate debug)

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-2: Not Required.
3: Enter the number of days to establish a cutoff date prior to the current date. This value is only effective when Assoc-Cd(3) is set to "CUTOFF-DAYS".
4-5: Not Required.

### Associated Codes

1-2: Not Required.
3: CUTOFF-DAYS This string will activate a feature to set a cutoff date based on the current date minus the number of days specified in Assoc-Val(3). This cutoff date is used to segregate CDH's that end prior to the cutoff, and sort them last in the screen display order.
4-5: Not Required.

### Associated Descriptions

1: Used to describe the title of Switch 25 in the CDH definition.
2: Used to describe the title of Switch 26 in the CDH definition
3: SORT-INACTIVE-LAST: This string will cause all status "I" records to be displayed as a group at the very end of the CDH assignments for an employee. Active records will display as a first group, then cutoff-date records (if specified) will display as a group and then the "I" status records will display as a group. Within each grouping, the assignments will be sorted in ascending CDH number order and descending order by end date and begin date.
4-5: Not Required.

# PYFG / PY340C - Changing default settings to the Pay Class definition screen.

**Code Category:** **PYFG**

**Code Value:** **PY340C**

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: used to describe the common code.

### Associated Descriptions

1: Enter "SORT-HRS-BY-NUMBER" to display the pay class update screen in order by hour code rather than in order entered.
2-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYFG / PY350C - Excluding SSN default from Employee Definition (1) screen

If referencing a PEDB for employee information, the system will also bring over the employee's social security number. If you do not want to have the SSN default in, set common code PYFG / PY350C Associated Code (1) to contain "NOPEDBSSN".

**Code Category:** **PYFG**

**Code Value:** **PY350C**

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Set to "NOPEDBSSN" to exclude SSN default.
2: If this field contains “HIERARCHY” then in Description (2) you can provide the Address Code Hierarchy that you would prefer to use for the employee.
3-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYFG / PY351C - Effort Checking on EMPLOYEE PAY ASSIGNMENT screen

**Code Category:** **PYFG**

**Code Value:** **PY351C**

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter "NOEFFORT" to indicate that the system should not issue a warning if the sum of all the active pay assignment effort fields does not equal 1.
2: Enter "NOSORT" to indicate to the program no particular sort order wanted. If this is not in place the program will sort by begin date, blank date first then highest begin date.
3-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYFG / PY352C - CDH Assignment Controls

CDH Assignment Screen Switches

### Code Category: PYFG

### Code Value: PY352C

Short Description: DEBUG (TO ACTIVATE DEBUG)

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-2: Not Required.
3: Enter the number of days to establish a cutoff date prior to the curdate. This value is only effective when Assoc-Cd(3) is set to "CUTOFF-DAYS".
4-5: Not Required.

### Associated Codes

1: MARITLNOTREQ - Enter this string to turn off the requirement for marital status and number of exemptions on SIT and FIT assignments. Otherwise, the user is required to enter information in special codes 1 and 2.
2: ACTIVE EMPS - Enter this string to restrict screen display to active employees only.
3: CUTOFF-DAYS - This string will activate a feature to set a cutoff date based on the current date minus the number of days specified in Assoc-Val(3). This cutoff date is used to segregate CDH's that end prior to the cutoff, and sort them last in the screen display order.

4-5: Not Required.

### Associated Descriptions

1-2: Not Required.
3: SORT-INACTIVE-LAST - This string will cause all status "I" records to be displayed as a group at the very end of the CDH assignments for an employee. Active records will display as a first group, then cutoff-date records (if specified) will display as a group and then the "I" status records will display as a group. Within each grouping, the assignments will be sorted in ascending CDH number order and descending order by end date and begin date.
4-5: Not Required.

# PYFG / PY353C - History Calculations

### Code Category: PYFG

### Code Value: PY353C

Short Description: Entering "DEBUG" in this field will cause debug information to be displayed. This is for SunGard Public Sector LLC diagnostic use ONLY. Output must be redirected or debug messages will overwrite information on the screen.

Medium Description: Entering "BROWSELATEST" in this field will allow you to view the employee's histories displaying the most recent first.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Mask PYUPHS allows changes to the paystring for distributed history records (those with "D" in the first position of the Check Note field). Entering "MASK-PYUPHS" in this field plus accompanying "X"s in Associated Description 1 will allow only specific parts of the paystring to be changed.
2-5: Not Required.

### Associated Descriptions

1: When Associated Code 1 is set to MASK-PYUPHS, the value in this field will control whether a particular part of the paystring can be changed via mask PYUPHS. Up to 18 blanks or "X"s can be specified. Each character position (1 through 18) will prohibit changing of a paystring part (character = <blank>) or allow changing of a paystring part (character = "X"). The character positions correspond to the 18 possible paystring elements on screen 7 of PYUPGN. For example, the third element is reserved for Step. (Note: The "s" field controls the relative position of Step within a particular entity's paystring. Don't use this value when deciding where to place the "X"s.) To allow Step to be changed, place an "X" in the third character position.
2-5: Not Required.

# PYFG / PY353CSP - History Calculations (Continued)

**Code Category:** **PYFG**

**Code Value:** **PY353CSP**

Short Description: Used to describe the common code

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Enter an IFAS user ID in each field to grant the user the ability to change the check note, Check ID, or number on the EMPLOYEE PAYROLL HISTORY screen (PYUPUH).

### Associated Descriptions

1-5: Enter an IFAS user ID in each field to grant the user the ability to change the check note, Check ID, or number on the EMPLOYEE PAYROLL HISTORY screen (PYUPUH).

# PYFG / PY335C -- CDH Definition Screen 3

This codes is used to set the CDH Assignment Screen Switches. This code allows the user to specify what the titles are for the user-defined switches.

Code Category: PYFG

Code Value: PY335C

Short Description: DEBUG (to activate debug)

Medium Description: Not Required.

Long Description: Not Required.

Associated Numeric Values

1-2: Not Required.
3: Enter the number of days to establish a cutoff date prior to the current date. This value is only effective when Assoc-Cd(3) is set to "CUTOFF-DAYS".
4-5: Not Required.

Associated Codes

1-2: Not Required.
3: CUTOFF-DAYS. This string will activate a feature to set a cutoff date based on the current date minus the number of days specified in Assoc-Val(3). This cutoff date is used to segregate CDH's that end prior to the cutoff, and sort them last in the screen display order.
4-5: Not Required.

Associated Descriptions

1: Specify the title for user-defined switch 25 with a maximum of 18 characters.
2: Specify the title for user-defined switch 26 with a maximum of 18 characters.
3: SORT-INACTIVE-LAST: This string will cause all status "I" records to be displayed as a group at the very end of the CDH assignments for an employee. Active records will display as a first group, and then cutoff-date records (if specified) will display as a group and then the "I" status records will display as a group. Within each grouping, the assignments will be sorted in ascending CDH number order and descending order by end date and begin date.

# PYFG PY359C Maximum Length in Check Messaging

This determines what gets displayed as the Maximum Length in the Check Messaging Utility (PYUTCWEM).

**Code Category: PYFG**

**Code Value: PY359C**

**Short Description**: Not used.

**Medium Description**: Can be used to describe the common code.

**Long Description**: Can be used to describe the common code.

### Associated Numeric Values:

1: Enter up to 4 digits. This digit will display as the Maximum Length in the Check Messaging Utility.

2-5: Not Required.

Associated Codes

1-5: Not Required.

Associated Descriptions

1-5: Not Required.

# PYFG / PY360C - Flexible Spending Benefit Screen

### Code Category: PYFG

### Code Value: PY360C

Short Description: Enter "DEBUG" to set program debugging.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1: For non-calendar plan years, specify the month number that is to be the first month of the plan year. Valid choices are 2-12. Plan year will default to be the calendar year if not specified.

2-5: Not Required.

### Associated Codes

1: For non-calendar plan years, two codes are valid, "JANUARY" and "DECEMBER". These values determine the plan year naming for non-calendar plan years. For example, "JANUARY" specifies that plan year 1999 will include January, 1999 and "DECEMBER" specifies that plan year 1999 includes December, 1999. In your head, pick some year as a plan year. Then envision two dates consisting of [January plus a comma plus the plan year] and [December plus a comma plus the plan year]. For example, using plan year 2005, envision the two dates January, 2005 and December, 2005. If the January date falls within the plan year, set this field to "JANUARY", otherwise set it to "DECEMBER".

2-5: Not Required.

### Associated Descriptions

1: Normally the MEDI balance on the screen is calculated as the MEDI election amount less the MEDI paid year to date. If you would like the balance to be calculated as the MEDI deductions year to date less the MEDI paid year to date, set this field to MEDI-LIMIT TO YTD DED.
2: Normally the DEPC balance on the screen is calculated as the DEPC election amount less the DEPC paid year to date. If you would like the balance to be calculated as the DEPC deductions year to date less the DEPC paid year to date, set this field to DEPC-LIMIT TO YTD DED.
3: Normally the OUTI balance on the screen is calculated as the OUTI election amount less the OUTI paid year to date. If you would like the balance to be calculated as the OUTI deductions year to date less the OUTI paid year to date, set this field to OUTI-LIMIT TO YTD DED.
4-5: Not Required.

# PYFG / PY377C - Weekly Daily Timecard Entry

**Code Category:** **PYFG**

**Code Value:** **PY377C**

Short Description: Enter DEBUG to turn debug on.

Medium Description: Enter ALL or ANY to allow data-entry for all weeks of the period.

Long Description: Enter the pay string parts separated by a slash ( / ). Valid parts include: PAY, POS, STEP, GL, JL, GLK, JLK, GLO, JLO.

### Associated Numeric Values

1: JL Misc code to use for JL to GL translations if turned on.
2-5: Not Required.

### Associated Codes

1: INITSPLIT Split hours is the default.
2: Browse by code. Valid codes are: EMP-ENTITY, EMP-UNIT, EMP-UNIT1-4, EMP-SELCD1-2, EMP-PM-GLK, EMP-PM-GLK, EMP-PM-POS, EMP-PM-PAY, TC-STATUS, TC-REC-TYPE, TC-PART1-4, TC-GLK, TC-POS, TC-PAY.
3: Ditto Character. Character used to copy part of the previous paystring.
4: Day Week begins. Entry can be a three character abbreviation (MON) or full day names.
5: Split by code. Valid entries include- POSITION, CLASS, POS_STEP, PASCO.

### Associated Descriptions

1: Enter the paystring description that is to appear on the timecard screen (for long description).
2: Browse by description.
3: Enter "JLTOGL" if JL to GL translation is to occur.
4-5: Not Required.

# PYFG / PY382C Debug Mode

This Common Code controls general behavior of the history transfer process (PYUPHT).

**Code Category:** **PYFG**

**Code Value:** **PY382C**

Short Description: Set to "DEBUG" to turn on debug mode. Set to "DEBUG FILE" (note space between "DEBUG" and "FILE") to also turn on a file debugging mode.

Medium Description:

Long Description:

### Associated Numeric Values

1: REQUIRED. Defines the Cycle to use for supplemental periods. It is suggested to create a cycle that is currently unused and the process will automatically create sequential supplemental periods for the post date selected. Valid values are between 1 and 99. For instance if 77 is selected then the process will generate periods that fall into the same tax year as the latest selected history record and number them sequentially based on post date. The first period in year 05 would be 0577001 in this example. A new period is created for each post date that is used in the transfer process.

### Associated Codes

1: If the first eight characters are "SHOW PB:" (note the space), then a Show PB flag is turned on. Maybe this has something to do with Pay Base, but I'm just guessing.
Additionally, the character positions nine and ten should contain a numeric value. If the value is NOT between 1 and 42, then something called a PB-NUM (Pay Base Number, perhaps?) is set to zero, and a "SHOW-ALL" flag is set, which would be different than the SHOW-PB flag, set by the first eight characters. For example, this code could contain "SHOW PB:13", or it could simply have "13" (eight spaces in front).

2-5: Not Required.

### Associated Descriptions

1: When set to "MANDATORY NOTES" (note the space), then the screen will require the "Notes" field to be non-blank.

2-5: Not Required.

# PYFG / PY382X01 Codes for Transfer

This Common Code controls what object codes can be used in the transfer process. Five ranges of object codes can be given for exclusion.

## Code Category: PYFG

## Code Value: PY382X01

**Short Description**: Not Required

**Medium Description**: Not Required

**Long Description**: Not Required

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1: Insert a single number if only one code is to be excluded, or a range (i.e., 5000-5600) in each description field. Object codes that fall into this range will be excluded from use in the transfer process. Any object code used in the range will result in a warning message to the user and block further processing until the object code is fixed.

2: Insert a single number if only one code is to be excluded, or a range (i.e., 5000-5600) in each description field. Object codes that fall into this range will be excluded from use in the transfer process. Any object code used in the range will result in a warning message to the user and block further processing until the object code is fixed.

3: Insert a single number if only one code is to be excluded, or a range (i.e., 5000-5600) in each description field. Object codes that fall into this range will be excluded from use in the transfer process. Any object code used in the range will result in a warning message to the user and block further processing until the object code is fixed.

4: Insert a single number if only one code is to be excluded, or a range (i.e., 5000-5600) each description field. Object codes that fall into this range will be excluded from use in the transfer process. Any object code used in the range will result in a warning message to the user and block further processing until the object code is fixed.

5: Insert a single number if only one code is to be excluded, or a range (i.e., 5000-5600) each description field. Object codes that fall into this range will be excluded from use in the transfer process. Any object code used in the range will result in a warning message to the user and block further processing until the object code is fixed.

# PYFG / PY385C

**Code Category: PYFG**

**Code Value: PY385C**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

Associated Numeric Values

1-5: Not Required.

Associated Codes

1-2: Not Required.
5: "PROTECT PAID" - Once the period has been paid the Daily TC batches associated with the paid period can not be accessed.

Associated Descriptions

1-5: Not Required.

# PYFG / PY387C - Leave Balance Debugging

Set common code PYFG / PY387C to cause the PYUPLV to read from the history records rather than from the SYSTEM records.

**Code Category: PYFG**

**Code Value: PY387C**

Short Description: "DEBUG" - to turn on debug.

Medium Description: Enter “USE-HISTORIES” to pick up information from history records instead of the “system” timecard records which is the default source of information.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Enter **xxxx#** where **xxxx** is the misc-code value for the hour definitions that are to be included in the screen display, and **#** is the number (1-8) of the misc-code to reference. For example, “VACU1” would mean to include all hour definitions which had “VACU” in the first misc-code field.

### Associated Descriptions

1-5: Not Required.

# PYFG / PY392C - Secondary Labor Distribution

### Code Category: PYFG

### Code Value: PY392C

Short Description: Entering "DEBUG" in this field will cause debug information to be displayed. This is for SunGard Public Sector LLC diagnostic use ONLY. Output must be redirected or debug messages will overwrite information on the screen.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1: Enter the acceptable outage amount. When splitting hours among pay assignments, the total extension dollars will sometimes change because of rounding. The program will automatically fix outages less than the value specified in this field by putting the outage on the last line of the split hours.

2-5: Not Required.

### Associated Codes

1-3: Not Required.

4: Entering "HEAD=1" directs the system to display the PAYROLL TIMECARD ENTRY; (1) screen when HEAD FORM (F1) is pressed during timecard entry. Entering "HEAD=2" directs the system to display the PAYROLL TIMECARD ENTRY (2) screen when HEAD FORM (F1) is pressed during timecard entry.

5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYFG / PY395C - Basis for Timecard Hour Splitting

**Code Category:** **PYFG**

**Code Value:** **PY395C**

Short Description: Entering "DEBUG" in this field will cause debug information to be displayed. This is for SunGard Public Sector LLC diagnostic use ONLY. Output must be redirected or debug messages will overwrite information on the screen.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

## Associated Numeric Values

1-2: Not Required.
3: Entering a number in this associated value will direct the system to post the JL parts of the pay string.
4-5: Not Required.

## Associated Codes

1-2: Not Required.
3: Entering "PATCH HOL" directs the system to "patch-in" holiday hours; (as defined on the employee's calendar), in addition to regular hours, when the patch feature is being used.
4: Entering "HEAD=1" directs the system to display the PAYROLL TIMECARD ENTRY; (1) screen when HEAD FORM (F1) is pressed during timecard entry. Entering "HEAD=2" directs the system to display the PAYROLL TIMECARD ENTRY (2) screen when HEAD FORM (F1) is pressed during timecard entry.
5: Some employees have multiple pay assignments representing more than one pay class. When the split feature is used, the timecard protypically splits the hours on a given line only to those pay assignments having the same pay class as the line being split. If this is the approach desired, enter "CLASS", or leave this field blank. If a different approach is desired, the user may enter "POSITION" or "POS-STEP". This will direct the timecard program to split hours only to those pay lines having the same position or the same position **and** step as the line being split, respectively.

## Associated Descriptions

1: When a negative number of hours is entered (i.e., backing out a previous error), the system will normally patch additional hours to balance out the negative hours entered. Entering "NONEG" causes the system **not** to patch additional hours to make up for the negative entry.
2: Enter "ONLY-ACTIVE" if ONLY employees that have an active status (an "A" in the Status field on the EMPLOYEE DEFINITION (1) screen (PYUPEM)) may be assigned hours through timecards.
3: If this field contains "ONLY-CURRENT-CYCLE", the system will not allow hours to be entered for employees from cycles other than that period's cycle.
4: Entering "DON'T-SHOW-DOLLARS" will cause the total dollar field to be blank.

5: “WARNCLASS” will cause the timecard entry screen to check if an entered hour belongs in the given pay class. If it does not than a warning will be generated. "BLOCKCLASS" will perform the same check, but will not allow the user to override.

# PYFG / PY397C - Daily Timecard Settings

**Code Category:** **PYFG**

**Code Value:** **PY397C**

Short Description: DEBUG or DEBUGH

Medium Description: Not Required.

Long Description: Not Required.

## Associated Numeric Values

1: Set to 1.00000 activates "HIDE-STATUS" which suppresses the display of common code settings when the program launches.

2: Early Dates logic:
- Set to zero (will appear blank), Early Dates NOT ALLOWED.
- Set to 1.00000, Early Dates OK and all pay assignments are included as default assignments.
- Set to 2.00000, Early Dates OK and only pay assignments active in the current period are considered defaults.
- Set to 3.00000, Early Dates NOT ALLOWED, but all pay assignments are included in the defaults.

3: Special Pay Class for PYUTLVSC mask. Set up this Pay Class to hold only those hour codes that are valid entries for scheduled leave. Mask PYUTLVSC will automatically block all other hour codes.

4: Dates Option. Allows the user to specify the date range that applies for each pay assignment. The date range is important in identifying the default pay assignment to use when a given timecard date is entered. For all settings, if a date is blank, the effective date is used instead. If effective dates are blank, the begin date is set to “00000000” and the end date is set to “20501231”.
- Set to zero (will appear blank) to use the default Effective Begin / End dates.
- Set to 1.00000 to use the Patch Begin / End dates.
- Set to 2.00000 to use the Retro Date as the begin date and Effective End date.
- Set to 3.00000 to use the Retro Date as the begin date; otherwise, same as Option #1.
- Set to 4.00000 to use the Paid Begin / End dates.

5: Set to 1.00000 activates BLOCK-RT-CHG, which prevents the user from changing the hourly rate on Screen 1.

## Associated Codes

1: Date format represented on the screens. Possible values are the standard IFAS two-character codes: DT (MM / DD / YY), DU (MM / DD / CCYY), DV (DD / MM / YY), DW (DD / MM / CCYY), DX (YY / MM / DD), DY (CCYY / MM / DD), D6 (YYMMDD), D8 (CCYYM

2: Set to INITSPLIT to set all Screen 2 Split Flags to “Y”. This will cause all timecard entries on Screen 2 to automatically split to assigned lines as the default behavior.

3: Set to PATCH HOL to include holidays in the screen patching logic.

4: Controls which screen initially appears as the default.

HEAD=1 Sets Screen 1 as the initial screen.
HEAD=2 Sets Screen 2 as the initial screen
HEAD=1 ONLY Restricts access to Screen 1 only.
HEAD=2 ONLY Restricts access to Screen 2 only.

5: Controls Payline Splitting logic. On lines marked for splitting (split flag set to "Y"), the hours entered will automatically be divided based on the effort ratio for eligible lines. Eligible lines are based on matching criteria controlled by this common code setting.

CLASS- Split to lines with matching pay class (default).

POSITION- Split to lines with matching position.

POS-STEP- Split to lines with matching position / step.

SPLIT-ALL- Split to all default lines.

### Associated Descriptions

1: NONEG indicates that no negative hours will created in the patchfeature. The 3 right-most positions in Description 1 indicate special command operations. Each of the characters in positions 28 - 30 can be used in the pay string field on screen 2 to perform special functions. The 3 functions are “BLANK”, “COPY” and “DITTO” respectively. Recommended codes for these 3 positions are (B*").
Position 28 specifies a single character to be used for the “BLANK” command.
Position 29 specifies a single character for the “COPY” command.
Position 30 specifies a single character for the “DITTO” command.
BLANK - Use to force spaces into a pay string part. Sometimes blanks are filled by some default value. Use this BLANK feature to override that behavior.
COPY - Use the copy character followed by timecard line number to copy a pay string from the line referenced. Example: *5 will copy the pay string from line 5 to the current line.
DITTO - Use the ditto feature to copy the pay string from the line directly above.
2: ONLY-ACTIVE will include only active employees.
3: ONLY-CURRENT-CYCLE will include only employees whose cycle matches the period for the timecard batch.
4: Specifies the default date when the date field is left blank.
PERIOD-END Set to the period end date (this is the default).
PERIOD-BEGIN Set to the period begin date.
PREVIOUS-Set to the date specified in the line directly above. The top line will default to PERIOD-END.
5: DONT-SHOW-DOLLARS - This turns off the display of total dollars for each employee in the upper right corner of both screens.

# PYFG / PY397C01 - Daily Timecard Settings

**Code Category:** **PYFG**

**Code Value:** **PY397C01**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

## Associated Numeric Values

1: Controls default cursor placement for Screen 1. There are two values represented in the number used. Digits to the left of the decimal represent the global default cursor position. Digits to the right of the decimal represent the default column in the detail timecard entry lines. Typically, the default cursor will be set to go to the Find ID field at the bottom of the screen (124). The default column is typically the date column (1) or the hours column (2). For example, value 124.20000 would be entered to set default cursor position to 124 and default column to 2. How these defaults operate is conby the Cursor Mode described under Assoc-Description field 1.

2: Controls default cursor placement for Screen 2. Same logic as screen 1, but the Find ID field on Screen 2 corresponds to value 111. Example entry would be 111.200000.

3: Used in conjunction with the DEPT-IN-BATCH-NAME feature. This value specifies the beginning position and the length of the department code that is embedded in the batch name. Digits to the left of the decimal represent the beginning position and the first 2 digits to the right of the decimal represent the length of the department code. For example, 3.04000 means the department code begins at position 3 of the batch name and is 4 characters in length. For example, if the user entered batch name “PRXYZ2REG”, the program would derive the department code to be “XYZ2”.

4: Controls default cursor placement for Screen 3. Same logic as screen 1, but the Find ID field on Screen 3 corresponds to value 124. Example entry would be 124.20000.

5: Set to a value to truncate the Pay String display length. For example, set to 30.00000 will result in only the first 30 characters of the pay string being displayed.

## Associated Codes

1: MIDPERSPLIT - This supports a client-specific function at SLC. Do not use.

2: DEFAULT-FILL - Activates a matching pattern for controlling how blank pay string parts are filled from the default pay string. The matching pattern is specified in Assoc-Desc2.

3: ADJUST-RATE - Activates a feature on Screen 1. This feature causes the Rate Adjust column to immediately adjust the rate on that line by the factor entered. Otherwise, this Rate Adjust column is a stored value used in the PY calculation process later. When used, the rate override flag is set “ON”.

4: FORCE-RT-OVR - Causes the rate override flags to be forced “ON” as soon as an entry is made. This ensures that timerates are not recalculated in timecards or in the PY calculation process.
ASK-RT-OVR - Same as FORCE-RT-OVR, but prompts for the feature when the timecard program runs. The user may activate or not by a “Y”or “N” response. Default response is “N”.

5: MATCH-RATE - Activates a matching pattern for finding a rate from another assigned pay line when a rate is not assigned to the actual pay string used. The matching pattern is specified in Assoc-Desc5.

## Associated Descriptions

1: Two different settings are possible. TTL$$=HRS-ARE-DOLLARS specifies an obscure option used in conjunction with the HRS=DOLLARS setup. It simply causes the display field 'Total Dollars' to only show dollar amounts for those special hour codes. The more relevant setting is for CURSOR-MODE. CURSOR-MODE A is the default. CURSOR-MODE X is an alternative set The Cursor Mode works in conjunction

with the default cursor control settings specified in Assoc-Val 1. The cursor will place itself in one of two places, at the default position or in the default column on the first available detail line. The cursor behavior is defined within the context of function key sequence used. The following maps the relationships between function key and cursor placement within each mode.

| | Function Key | Cursor Placement |
|---|---|---|
| CURSOR-MODE A | <enter> | First Open Line |
| | F7 / F7 | First Open Line |
| | Find ID<enter> | First Open Line |
| | F5 / F6 | First Open Line |
| | F7 Collect | Default |
| | Function Key | Cursor Placement |
| CURSOR-MODE X | <enter> | Default |
| | F7 / F7 | First Open Line |
| | Find ID<enter> | First Open Line |
| | F5 / F6 | Default |
| | F7 Collect | Default |

2: Default Fill Pattern - This field holds a sequence of up to 18 “X” and blank characters representing the 18 possible pay string parts. The X's represent the pay string parts that are to be copied in whenever a blank occurs on an entered pay string. The parts are copied from the pay string that is the appropriate default for the date on the timeline. If there is no valid default assigned line for that date, no copy occurs.
Note-The order of the X's is the order in which the PY Gen Master displays the parts, NOT the sequence that the client sets up for the pay string display. For example, the first 3 parts are always Pay Class, Position and Step. The default, if not activated, is for all 18 parts to be potential sources for the copy.
An option is to use the character “P” rather than “X” in the pattern, which causes the copy to examine and replace blank positions within the corresponding part. For example, if the part in the source string was "ABCDEFG" and the target was "123", the result would be "123DEFG".

3: DEPT-IN-BATCH-NAME - Activates a feature that recognizes the department code as part of the Timecard Batch Name. The department code is automatically extracted from the timecard batch name entered by the user. Used in conwith Assoc-Val 3 to identify the beginning position and length of the department code within the batch name. Alternative setup is DEPT-IN-BATCH-FORCED, which automatically uses the department without prompting the user to confirm or change it.

4: Not Required.

5: Rate Match Pattern. This setting works similarly to the Default Fill Pattern from Assoc-Desc 2. A series of X's represents pay string parts. When an hourly rate cannot be derived for an entered pay line, if the MATCH-RATE option is active, this pattern is used to find a match with an assigned pay line, and the rate from that matching pay line is used.

**Caution**-This Rate Match feature should be used carefully until the PY calculation process can be brought up to the same level of functionality. Because PY200 is only able to find matching rates based on position or position / step, you should use the same matching criteria here as is set up in the PY200 common codes. The exception would be if you also use the FORCE-RT-OVR option in timecards, which would eliminate the recalculation of rates in PY200.

# PYFG / PY397C02 - Daily Timecard Settings

**Code Category:** **PYFG**

**Code Value:** **PY397C02**

Short Description: Set to ON to activate USE-PM-STRING option. This is an obscure setting that sets an option within the Default Fill logic. When using the “P” character instead of “X”, the default fill is character by character instead of by the whole pay string part. The USE-PM-STRING option indicates to use the default PM pay string in that case rather than the regular default pay string that may be used.

Medium Description: Not Required.

Long Description: Not Required.

## Associated Numeric Values

1-5: Not Required.

## Associated Codes

1: Not Required.
2: Set to the default Calendar Code to be used in deriving the normal M-F dates. This has a bearing on how the M1-F2 date formats and logic function. The right-most 3 positions in this field may specify the day that defines the beginning of a week, “SUN”, “MON”, “TUE”, etc. If not specified, the calendar name NORMAL and week begin day SUN are the defaults.
3: Not Required.
4: Set to "FIND BY SSN" to activate an option to search and order by SSN rather than Employee ID. The user will enter the SSN in the Find ID field for lookups.
5: "PROTECT PAID" - Once the period has been paid the Daily TC batches associated with the paid period can not be accessed.

## Associated Descriptions

1-3: Not Required.
4: WARNGL- Option to provide that Warn-Level GL errors may be accepted by a second <enter> key after viewing the warning message. Otherwise, the GL warnings will block the entry. (Refer to the GL User Guide for GL Warning levels).

5: WARNCLASS - This option will issue a warning if the hour code entered is not in the pay class for the pay line entered. After view the warning, the user may press <enter> a second time to accept the entry.
BLOCKCLASS - This option will block an entry if the hour code is outside the pay class.

# PYFG / PY397C03 - Daily Timecard Settings

These common codes, PYFG / PY397C03, C04, C05, etc. are used for the leave balance checking feature in the timecard screen. Each of the five rows in the table match an hour code Misc-Cd(1) with a balance-type hour base. This identifies to the timecard logic, which hours affect each of the leave balances to be checked. There is a "Check-Available" switch on the hour definition that also needs to be set to either (B)lock or (W)arn status.

**Code Category:** **PYFG**

**Code Value:** **PY397C03**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Leave balance hour base.

### Associated Codes

1-5: Misc-Cd(1) of hour definitions that affect the corresponding hour base.

### Associated Descriptions

1-5: Not Required.

# PYFG / PY397DEF - GL Default Mapping

Use this common code in association with using standard GL default mapping in payroll timeDefault mapping allows a user to type in part of the paystring and, based on mapping codes set up in GL (GLUPDF), it will default the other parts. It might be used, for example, to type in a JLKEY and have it default in the GLKEY. This change works with any combination of the parts GLKEY, GLOBJ, JLKEY, JLOBJ for input or output. Associated codes 1-4 are necessary when, in default mapping, "@@" is used to signify any valid GL / JL code and that JL code does not exist on the paystring. For example, if you have "@@" in the JL object code in your default mapping, and the object code is not part of the paystring, putting a valid JL object or "@@" in code 4 below will cause that to be the default value. GL mapping will then work as if that value entered was the object code on the paystring.

**Code Category:** **PYFG**

### Code Value: PY397DEF

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Set to a default GL Key to be used in standard GL Default MapThis value is supplied if the GL Key is left blank in the pay string entered. Alternative value is FORCEMAP, which will force the GL Key to be blanks, which will force GL Default Mapping to try to map into the field.
2: Set to a default GL Object for standard GL Default Mapping. May also enter FORCEMAP.
3: Set to a default JL Key for standard GL Default Mapping. May also enter FORCEMAP.
4: Set to a default JL Object for standard GL Default Mapping. May also enter FORCEMAP.
5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYFG / PY397SSN Mask SSN on Classic Timecard Screen

Setup this common code to mask SSN's on the Classic Timecard (py397) screen.

### Code Category: PYFG

### Code Value: PY397SSN

Short Description: Set to "OFF" to disable this common code. Leave blank to blank out the entire SSN field. Optionally you may mask just some parts of the SSN by defining an overlay mask (for example, ******* would mask all but the last 4 digits of the SSN with "*"). Any of the 12 characters left as blanks would let that part of the SSN show through.

Medium Description: Used to describe this common code.

Long Description: Used to describe this common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYFG / PY401C - W2 Desc Batch File

**Code Category:** **PYFG**

**Code Value:** **PY401C**

Short Description: Entering "DEBUG" in this field will cause debug information to be displayed. This is for SunGard Public Sector LLC diagnostic use ONLY.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYFG / PY450C - File Listing of Employee Definitions

**Code Category:** **PYFG**

**Code Value:** **PY450C**

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Entering "NEWPAGE" causes the system to start each employee on a new page when printing the employee definition file listing (PYREFLEM) in long format.

2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYFG / PY492 - Secondary Labor Distribution Batch Proof Sort Order; / Journal Entry File Creation

**Code Category:** **PYFG**

**Code Value:** **PY492C**

Short Description: Entering "DEBUG" in this field will cause debug information to be displayed. This is for SunGard Public Sector LLC diagnostic use ONLY. Output must be redirected or debug messages will overwrite information on the screen.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter "ID" to sort the Secondary Labor Distribution batch proof by ID; otherwise, the batch proof will be sorted by name.
2: Entering "NORATES" will cause rates, rate adjustments, and pay amounts to not be displayed on the report; entering "YESTOTALS" will cause only totals for each hour type and grand totals to displayed on the report; or, entering "YESwill cause only grand totals to be displayed on the report; leaving this field blank will cause all detail information to be displayed on the report.
3: The values in this field control setting offset flags in the JE file; possible values are-"YY", "YN", "NY", "NN". Leaving this field blank is equivalent to "NN".
4: Enter "UNITS" or "POST UNITS", if hours are to be included (posted) as units on journal entries.
5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYFG / PY492C01 - Secondary Labor Distribution Postings; / GL Object Code Location

### Code Category: PYFG

### Code Value: PY492C01

Short Description: Entering "DEBUG" in this field will cause debug information to be displayed. This is for SunGard Public Sector LLC diagnostic use ONLY.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter "PAY STRING" to direct the system to post the Secondary Labor Distribution using the GL Debit Object Code contained in the pay string, rather than the GL Debit Code contained on the CDH DEFINITION screen in the GL DR field (PYUPCC, PYUPDD, or PYUPHH).
2: Enter "PAY STRING" to direct the system to post the Secondary Labor Distribution using the JL Debit Object Code contained in the pay string, rather than the JL Debit Object Code contained on the CDH DEFINITION screen in the JL DR field (PYUPCC, PYUPDD, or PYUPHH).

3: Enter "PAY STRING" to direct the system to post the Secondary Labor Distribution using the GL Credit Object Code contained in the pay string, rather than the GL Credit Code contained on the CDH DEFINITION screen in the GL CR field (PYUPCC, PYUPDD, or PYUPHH).
4: Enter "PAY STRING" to direct the system to post the Secondary Labor Distribution using the JL Credit Object Code contained in the pay string, rather than the JL Credit Object Code contained on the CDH DEFINITION screen in the JL CR field (PYUPCC, PYUPDD, or PYUPHH).
5: Not Required.

### Associated Descriptions

1: Enter "FIX" to direct the system to use the GL Debit Object Code contained in the pay string, if the GL DR field on the CDH DEFINITION screen is blank. Or vice versa, if "PAY STRING" is entered in Code (1) of this common code.
2: Enter "FIX" to direct the system to use the JL Debit Object Code contained in the pay string, if the JL DR field on the CDH DEFINITION screen is blank. Or vice versa, if "PAY STRING" is entered in Code (1) of this common code.
3: Enter "FIX" to direct the system to use the GL Credit Object Code contained in the pay string, if the GL CR field on the CDH DEFINITION screen is blank. Or vice versa, if "PAY STRING" is entered in Code (1) of this common code.
4: Enter "FIX" to direct the system to use the JL Credit Object Code contained in the pay string, if the JL CR field on the CDH DEFINITION screen is blank. Or vice versa, if "PAY STRING" is entered in Code (1) of this common code.
5: Not Required.

# PYFG / PY495C - Timecard Batch Proof Listing

**Code Category:** **PYFG**

**Code Value:** **PY495C**

Short Description: Entering "DEBUG" in this field will cause intermediate calculations and logic to be displayed.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1: Enter the minimum hours allowed. The system will warn that the employee has not received enough hours (e.g. for insurance purposes).
2: Enter the maximum number of hours allowed. The system will warn if the employee receives more than the maximum allowable number of hours (e.g. more than 40 hours in a week).
3-5: Not Required.

### Associated Codes

1: Entering "ID" will cause the batch proof to be sorted by Employee ID. Entering "NAME" will cause the batch proof to be sorted by the employee's name. Entering "REC" will cause the batch proof to be sorted by the timecard record number. Entering "SUPR" will cause the batch proof to be sorted by the employee's supervisor ID.

2: Entering "NORATES" will cause rates, rate adjustments, and pay amounts to not be displayed on the report; entering "YESTOTALS" will cause only totals for each hour type and grand totals to be displayed on the report; or, entering "YESwill cause only grand totals to be displayed on the report; leaving this field blank will cause all detail information to be displayed on the report.

3: “WARNCLASS” will cause the timecard batch proof to check if an entered hour belongs in the given pay class. If it does not than a warning will be generated.

4-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYFG / PY495C##-Timecard Batch Proof Listing - Leave Balance Warning

**Code Category:** **PYFG**

**Code Value:** **PY495C##**

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: An hour base number (1-32) entered here will check the leave entered for an employee for this period and print a warning if the leave amount exceeds the balance available for the employee. The corresponding hour base must be defined as a "balance-type" (refer to common code PYHB for information on defining hour bases in this way).

### Associated Codes

1-5: Enter the description that corresponds to the hour base number entered in the numeric value field. This field is required; if the description is not entered, no balance checking will be performed.

### Associated Descriptions

1-5: Not Required.

# PYFG / PY497C - Daily Timecard Batchproof

**Code Category:** **PYFG**

**Code Value:** **PY497C**

Short Description: Entering "DEBUG" will cause intermediate calculations and logic to be displayed.

Medium Description: Enter SORTBATCH to direct the system to build its own idlist for only those employees in the batch. This is a more efficient way to run the report for those clients where selection criteria will not be used. To make this work you will also need to go to NUUPJB locate PYTCDTBP remove the selection criteria question (PY10), sort question (PY4N) and remove PY051 from the JCL. The standard setup for PYTCDTBP without the SORTBATCH option is JCL - 05 ! RUN PY051 and 10 !RUNPY497C and questions PY4Y, PY51,PYAF,PY10, PY4N, PY4U and SY02.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Set to “HIDE-STATUS” to prevent the timecard status (2-character code) from appearing with each detail line. Ordinarily, this Status Code appears just to the left of the detail line, before the Record-Type code.

2: Enter "INITSPLIT" to direct the system to place a "Y" in the "S" (Split) field on the TIMECARD ENTRY screens. This default causes all timecard hours entered to be split between the employee's pay assignments, unless 'Y' is blanked out when the timecard is entered. Entering "NORATES" will cause rates, rate adjustments, and pay amounts to not be displayed on the report; entering "YESTOTALS" will cause only totals for each hour type and grand totals to be displayed on the report; entering "YESwill cause only grand totals to be displayed on the report; leaving this field blank will cause all detail information to be displayed on the report.

3: “WARNCLASS” will cause the daily timecard batch proof to check if an entered hour belongs in the given pay class. If it does not than a warning will be generated.

4-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYFG / PY499C - Warn 200 Display Program

**Code Category:** **PYFG**

**Code Value:** **PY499C**

Short Description: Entering "DEBUG" in this field will cause debug information to be displayed. This is for SunGard Public Sector LLC diagnostic use ONLY. Entering "NORUN" in this field will cause the WARN200 information to be written to the WARN200 file only, and the information will not be displayed on the screen during payroll processing. It is recommended that the WARN200 information be displayed when debugging a calculation formula.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYFG / PY500C - Employee Prelist

### Code Category: PYFG

### Code Value: PY500C

Short Description: Entering "DEBUG-SORT" will cause intermediate calculations and logic to be displayed. Will yield debug information about the sorting mechanism for the Pay String information used in sorting the Pay Table.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1: A warning will be printed for employees whose net pay falls below the amount entered in this field.
2: A warning will be printed for employees whose net pay is greater than the amount entered in this field.
3: Enter a number between 1 and 5 to indicate the number of blank lines to be printed between employees.
4: Enter the number of lines per page that are to be printed. If this field is left blank, the system assumes 66 lines per page.
5: Not Required.

### Associated Codes

1: Entering "NOADDNEGNET" will cause the prelist not to add an employee's net pay to the report totals if the net is less than zero.
2: Entering "EFTOK" or "Y" will suppress the low net pay warning if the employee's net amount is low due to the EFT deduction.

3: Entering "NOFICACHECK" will suppress the warning that normally occurs when an employee's FICA / MEDI deduction does not equal the FICA / MEDI contribution.

4: Entering "PRIORITY" will cause CDH's to be sorted by priority instead of numerical order. Entering "AVn" will cause CDH's to be sorted by Associated Value "n" on screen 1 of the CDH definition (where "n" is a number from 1 to 10 specifying the Associated Value number). Entering "ADn" will cause CDH's to be sorted by Associated Description "n" on screen 1 of the CDH definition (where "n" is a number from 1 to 10 specifying the Associated Description number). Entering "MISCn" will cause CDH's to be sorted by Miscellaneous Code "n" on screen 1 of the CDH definition (where "n-is a number from 1 to 8 specifying the Miscellaneous Code number). Entering "NUMERICORDER" directs the system to list CDH's in numeric order on the prelist.

5: Entering "ONELINETTL" will cause the prelist to print the employees' total rather than the standard two-line total which indicates the Check number along with other information.

### Associated Descriptions

1: Entering "SUMMARIZE" will cause the prelist to NOT include direct contributions and to summarize payments for each pay assignment into one line (i.e., NOT list payments separately for each pay assignment). When this option is used, pay string information will NOT be printed on the prelist.

2: Entering "NOGROSS" will cause the prelist program to skip employees with gross pay of zero dollars unless contributions will be paid for the employee. Entering 'SHOWALL' will cause the prelist to show all active employees even if nothing is to be paid for the employee.

3: Set to “SPLITTTL” to activate a feature that splits out negative and positive totals for Contributions and Deductions into separate print lines.

4: Entering "SLC-DEPT-SUB-TOTALS" will cause additional client specific sub totals by department groupings. This is a client specific flag. Entering "DEPT-IN-SEL-CD2" will modify the prelist sort by department Sel-Cd1 to be based on EMp Master Sel-Cd2.

5: “EFT-MISC-CD2=xxxx” - This setting allows the user to select which EFT deductions are included as part of Net Pay on the Prelist. Set the EFT deductions to have “EFT” in Misc-CD(1) and a Misc-CD(2) matching the “xxxx” specified here.

# PYFG / PY500C## - Employee Prelist - Required CDHs

**Code Category:** **PYFG**

**Code Value:** **PY500C##**

Where ## is an integer between 01 and 99; entries must be consecutively numbered.

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Any CDH number entered will be considered required for all employees (e.g., Federal Income Tax).

### Associated Codes

1: If this field contains one of the following values, that value will be printed underneath the employee status and employee id on the Prelist.

| | |
|---|---|
| Social Security Number | VALUE "SSN". |
| Type | VALUE "TYPE". |
| Cycle | VALUE "CYCLE". |
| Unit | VALUE "UNIT". |
| Entity | VALUE "ENTITY". |
| Affirmative Action Code | VALUE "AA". |
| Education Code 1 | VALUE "EDUC1". |
| Education Code 2 | VALUE "EDUC2". |
| Education Code 3 | VALUE "EDUC3". |
| Education Code 4 | VALUE "EDUC4". |
| Education Code 5 | VALUE "EDUC5". |
| Skill Code 1 | VALUE "SKILL1". |
| Skill Code 2 | VALUE "SKILL2". |
| Skill Code 3 | VALUE "SKILL3". |
| Skill Code 4 | VALUE "SKILL4". |
| Code 5 | VALUE "SKILL5". |
| Misc. Value 1 | VALUE "MISC1". |
| Misc. Value 2 | VALUE "MISC2". |
| Misc. Value 3 | VALUE "MISC3". |
| Misc. Value 4 | VALUE "MISC4". |

Selection Code 1 VALUE "SEL1".

Selection Code 2 VALUE "SEL2".

Seniority Adj. VALUE "SRTADJ".

2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYFG / PY500C01 - Sort control feature for PY Prelist Report

This is the setup for specifying the sort order for the pay strings that print out in the employee's detail information on the prelist. The user may specify up to 5 user-defined segments from the pay string that will be concatenated together to form a single sort value. The user specifies up to 5 pairs of numbers that represent the position and offset for each segment within the full pay string.

### Code Category: PYFG

### Code Value: PY500C01

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Codes

1: Enter a location code from the following list of employee attributes. This value will appear below the employee status and ID on the report.

"SSN"

"TYPE"

"CYCLE"

"UNIT"

"ENTITY"

"AA"

"EDUC1"

"EDUC2".

"EDUC3"

"EDUC4"

"EDUC5"

"SKILL1"

"SKILL2"

"SKILL3"

"SKILL4"

"SKILL5"

"MISC1"

"MISC2"

"MISC3"

"MISC4"

"SEL1"

"SEL2"

"SRTADJ"

2: "NOWARN0NET" causes zero net pay warnings to be suppressed.
3: Not used.
4: Set to cluster / attribute value for user-defined top-level sorting value. See standard listing of PY clusters for a list of valid cluster / attribute names. Examples are "EMPMSEL1", "EMPMSKILL1", "EMPMCYCLE", etc.
5: “SORT-PYSTR” will activate the sorting option for pay string order within the report. The actual order is specified within Assoc-Desc5.

## Associated Descriptions

1-4: Not Required.
5: Enter up to 5 pairs of numbers. Each number pair will include a colon " : " separator and a comma " , " will separate one pair from another. These number pairs represent the starting position and length for each of the segments the user is specifying. To determine the pay string position include the delimiters (example GL / 1001 / 02 / 2001 to sort by the 3rd part enter 9:2) The individual segments are then combined into a single string in the order specified to form a single sort value. (example "5:4,28:3,14:8;41:1" )

# PYFG / PY500CX - Employee Prelist - Pre-Tax Deductions

**Code Category:** **PYFG**

**Code Value:** **PY500CX**

Short Description: Entering "PRETAX" in this field will cause Pre-Tax Deduction totals to be listed on the sort / grand total pages along with the hour, contribution and deduction totals

Medium Description: Entering "PRETAXGROUP" in this field will cause the Pre-Tax Deduction totals to be grouped on the sort / grand pages categories as determined by the user.

Warning-If this method is selected, all pre-tax deductions must be selected for one and only one group at a time.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: The title of a pre-tax deduction group for the sort / grand total pages. Multiple occurrences of the same title are permissible if a large number of pre-tax deductions require several lines. However, they must be in contiguous order.

### Associated Descriptions

1-5: The pre-tax deductions to be included in the group as designated by the title in the numeric field. Ranges are acceptable as long as they are separated by a dash (-). Single deduction must be separated by a comma. No spaces are allowed.

Example- 701,703-705,710,712,720-722

# PYFG / PY500PB6 - Special Processing of FICA Wages and FICA Withholding

**Code Category:** **PYFG**

**Code Value:** **PY500PB6**

Short Description: If the value "CHECK" is entered, special processing will occur to identify employees whose FICA wages do not accurately relate to their FICA withholding.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1: Current FICA Rate (e.g., 0.062 for 6.2%)
2: Acceptable Difference (e.g., 0.01 to allow differences of a penny positive or negative without appearing on the report).
3-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYFG / PY500TOT - User-Defined Totals on the Employee Prelist

### Code Category: PYFG

### Code Value: PY500TOT

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Enter the number of the EMPM Attribute that you want to count by. This only applies to those attributes that have more than one field. (i.e., skill codes, misc. codes, selection codes, etc.)

### Associated Codes

1-5: Enter the Attribute name from the EMPM cluster that you want to count by. The listing can be obtained by running PYREFLAT.

### Associated Descriptions

1-5: Enter the value that you want the attribute to match and thus count. For example, if you want to count Employee Types of PERM, enter 'PERM' in this field.

# PYFG / PY501C - Period Register - Sorts and Totals

**Code Category:** **PYFG**

**Code Value:** **PY501C**

Short Description: Entering "DEBUG" will cause intermediate calculations and logic to be displayed. Entering "NORUN" will cause this program not to run.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Entering "PSE" will sort Employee within Supervisor within GL Key. Entering "PE" will sort Employee within GL Key. Entering "SPE" will sort Employee within GL Key within Supervisor. Entering "SE" will sort Employee within Supervisor. Entering "DE" will sort Employee within Department. Entering "PDE" will sort Employee within Department within GL Key. Entering "FPE" will sort Employee within GL Key within Fund.
2: Entering "1" will cause all levels of the report to print-totals and detail. Entering "2" will cause only totals to print.
3-4: Not Required.
5: Enter "SUPR / OBJ" to cause the object code to be displayed on the Period Register in place of the supervisor.
Note-If the GL Object is to be displayed in place of the supervisor, Code (5) of common codes PYFG / PY501C, PYFG / CREG, PYFG / DREG, PYFG / PY503C, PYFG / HREG, PYFG / PY509C must all contain "SUPR / OBJ".

### Associated Descriptions

1-2: Not Required.
3: Description number 3 specifies whether the Gross or Total pay base accumulators are to be printed on the report. The valid entries for this field are "GROSS", "Gross", "TOTAL" or "Total". If this description is left blank, the Total pay base will be accumulated and printed on the report.
4-5: Not Required.

# PYFG / PY501C01 - Period Register - Deduction Titles

**Code Category:** **PYFG**

**Code Value:** **PY501C01**

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Entering "GRS=NET" will cause the gross pay amount to be set to the net pay amount if gross pay = 0 and net pay > 0.
4-5: Not Required.

### Associated Descriptions

1-5: Deduction headings on this report are user-definable. Descriptions 1-5 may be used to define the titles for deduction boxes 1-5 on the Period Register. Boxes are numbered left to right, top to bottom (box 6 is always labeled "Other"). Note that the eighth Miscellaneous Code on the DEDUCTION DEFINITION screen contains the box number where the deduction value should print (e.g., Description 1 corresponds to the deductions which contain a "1" in the eighth Miscellaneous Code. If more than one of the employee's deductions contains a "1" in the eighth miscellaneous Code, the deductions will be added together).

# PYFG / PY502C - Contribution and Deduction Register - Totals

### Code Category: PYFG

### Code Value: PY502C

Short Description: Entering "DEBUG" in this field will cause debug information to be displayed. This is for SunGard Public Sector LLC diagnostic use ONLY.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Entering "REPORT-TOTAL" will cause the totals of the Contribution and Deduction Register to include only the entries listed on the report. If not, the totals will include entries which may not appear on the report (i.e., deductions which affect the year-to-date totals but fall outside the selected time period being reported).
2-5: Not Required.

### Associated Descriptions

1: If Description (1) contains "NO-PAGE-EJECT", no page eject will occur after each contribution / deduction number is printed.
2-5: Not Required.

# PYFG / PY503C - Earnings Register - Sorts and Pagination

**Code Category:** **PYFG**

**Code Value:** **PY503C**

Short Description: Entering "DEBUG" will cause intermediate calculations and logic to be displayed. Entering "NORUN" will cause this program not to run.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: This code represents the sort order for the Earnings Register. The field codes on which to sort are listed from major to minor sort level. The following codes are valid:
P=Project (GL Org Key)
S=Supervisor*
E=Employee
F=Fund
D=Department
Valid sort choices are:
PE, PDE, PSE, SPE, SE, FPE, DE, AND E.
For example, entering "PSE" will generate an earnings register sorted by employee within supervisor within Project (GL Org Key).
2: Entering "1" will cause all levels of the report to print (totals and detail). Entering "2" will cause only subtotals and grand totals to be printed. Entering "3" will cause only grand totals to be printed.
3: Entering "P" or "S" or "F" will cause a page break on new GL Org Key, Supervisor, or Fund, respectively.
4: Not Required.
5: *Enter "SUPR / OBJ" to cause the object code to be displayed on the Period Register in place of the supervisor.
Note-If the GL Object is to be displayed in place of the supervisor, Code (5) of common codes PYFG / PY501C, PYFG / CREG, PYFG / DREG, PYFG / PY503C, PYFG / HREG, PYFG / PY509C must all contain "SUPR / OBJ".

### Associated Descriptions

1-5: Not Required.

# PYFG / PY503C01 - Earnings Register - Titles

**Code Category:** **PYFG**

**Code Value:** **PY503C01**

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Entering "GRS=NET" will cause the gross pay amount to be set to the net pay amount if gross pay = 0 and net pay > 0.
2-5: Not Required.

### Associated Descriptions

1-5: Contribution headings on this report are user-definable. Descriptions 1-5 may be used to define the titles for contribution boxes 1-5 on the Earnings Register. Boxes are numbered left to right, top to bottom (box 6 is always labeled "Other"). Note that the eighth Miscellaneous Code on the CONTRIBUTION DEFINITION screen contains the box number where the contribution value should print (e.g., Description 1 corresponds to the contributions which contain a "1" in the eighth Miscellaneous Code. If more than one of the employee's contributions contains a "1" in the eighth Miscellaneous Code, the contributions will be added together).

# PYFG / PY505C 941 Report

**Code Category:** **PYFG**

**Code Value:** **PY505C**

Short Description: "DEBUG" is entered to see internal debug messages. This is intended for SunGard Public Sector LLC use only.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Codes

1: Enter the sorting option here. "S" for State Sorting or "E" for Entity sorting.
2: "FIT" is placed here if FIT deductions are to be included on the report
3: Enter "NOALIGN" if alignment pages are not to be printed.
4-5: Not Required.

### Associated Descriptions

1: Enter the Account number here as you would like to see it on the report. If special symbols are necessary, like dashes, then make sure those appear here in the proper places.
2: "REPORT-IF-TAX / WAGE-ACTIVITY" -to also report employees with taxes or taxable wage (FIT, MEDI, or FICA) activity. The program defaults to reporting employees only if they have gross wages.
3-5: Not Required.

# PYFG / PY506C - Tax Payment Summary - Totals and Displays

### Code Category: PYFG

### Code Value: PY506C

Short Description: "DEBUG" is entered to see internal debug messages. This is intended for SunGard Public Sector LLC use only.

Medium Description: Leaving this field blank, causes the FICA Deduction, Medicare Deduction, and FICA Wages amounts to be printed (no Medicare Wages will be printed). Entering "MERGE" will cause the Medicare deduction to be added to the FICA deduction. This "merged amount" and FICA Wages will be printed (no Medicare Wages will be printed). Entering "ALWAYS" causes the FICA Deduction, Medicare Deduction, and FICA Wages and Medicare Wages to be printed.

Long Description: Entering "TOTAL" causes the total paybase to be used instead of the gross paybase.

### Associated Numeric Values

1: Lines prior to page total - Enter the number of lines to be printed before the page totals. This includes the header which is 10 lines. Therefore if you want 25 employees enter 35; 25 for employees and 10 for page header.
2-5: Not Required.

### Associated Codes

1-4: Enter the code designated in the first Miscellaneous Code field on the CDH DEFINITION screen, identifying the contribution / deduction definition for a particular tax (e.g., FICA, FIT, SIT, etc.). The order in which these codes are entered determines the order in which tax information will appear on the report. To restrict the amount displayed in a field to only the contribution or deduction amount, place a "C" or "D" respectively in the 12th character.
Note-If "ALWAYS" appears in the Medium Description, then "FICA / MEDI" must appear in one of the first four Associated Code fields.

5: Enter the code value to specify the desired sort. The first position of the code value specifies the primary sort where blank=No Primary Sort, 'S'=State, 'E'=Entity, and 'D'=Department. The second position specifies the secondary sort where 'N'= Name and 'I'=ID. Valid sorts are- " N", " I", "SN", "SI", "EN", "EI", "DN", and "DI". Examples-" N" will sort by employee name, "EI" will sort by ID within Entity.

Note-Sorting by state assumes that a SIT deduction is being requested in one of the columns.

### Associated Descriptions

1-4: These descriptions indicate the paybase number and the column title to print for the first four columns of the report corresponding to the values in Associated Codes 1-4. The format for each description is nnnxxxx where nnn is the paybase number and xxxx is the column description. For examples "106CAIT" will print the appropriate MTD, QTD, YTD, FTD value for paybase 106 and the column header will be CAIT (California Income Tax) while "03 FIT" will print pay3 with a column header of "FIT".

5: Entering "STATE ONLY" in this field will cause only SIT tax and taxable information to show up on the report. Any column definitions in common codes will be overridden. This field can be used in conjunction with state sort criteria to produce a multi-state SIT report.

# PYFG / PY506C01 - Tax Payment Summary - Totals and Displays

**Code Category:** **PYFG**

**Code Value:** **PY506C01**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-4: Enter the code designated in the first Miscellaneous Code field on the CDH DEFINITION screen, identifying the contribution / deduction definition for a particular tax (e.g., FICA, FIT, SIT, etc.). The order in which these codes are entered determines the order in which tax information will appear on the report. To restrict the amount displayed in a field to only the contribution or deduction amount, place a "C" or "D" respectively in the 12th character.
Note: If "ALWAYS" appears in the Medium Description, then "FICA / MEDI" must appear in one of the first four Associated Code fields.
Note: Sorting by state assumes that a SIT deduction is being requested in one of the columns.

5: Not Required.

### Associated Descriptions

1-4: These descriptions indicate the paybase number and the column title to print for columns 5-8 of the report corresponding to the values in Associated Codes 1-4. The format for each description is nnnxxxx where nnn is the paybase number and xxxx is the column description.

For examples "106CAIT" will print the appropriate MTD, QTD, YTD, FTD value for paybase 106 and the column header will be CAIT (California Income Tax) while "03 FIT" will print paybase 3 with a column header of "FIT".

5: Not Required.

# PYFG / PY506C02 - Tax Payment Summary - Totals and Displays

**Code Category:** **PYFG**

**Code Value:** **PY506C02**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-4: Enter the code designated in the first Miscellaneous Code field on the CDH DEFINITION screen, identifying the contribution / deduction definition for a particular tax (e.g., FICA, FIT, SIT, etc.). The order in which these codes are entered determines the order in which tax information will appear on the report. To restrict the amount displayed in a field to only the contribution or deduction amount, place a "C" or "D" respectively in the 12th character.
Note-If "ALWAYS" appears in the Medium Description, then "FICA / MEDI" must appear in one of the first four Associated Code fields.
Note-Sorting by state assumes that a SIT deduction is being requested in one of the columns.

5: Not Required.

### Associated Descriptions

1-4: These descriptions indicate the paybase number and the column title to print for columns 9-12 of the report correspondto the values in Associated Codes 1-4. The format for each description is nnnxxxx where nnn is the paybase number and xxxx is the column description. For example: "106CAIT" will print the appropriate MTD, QTD, YTD, FTD value for paybase 106 and the column header will be CAIT (California Income Tax) while "03 FIT" will print paybase 3 with a column header of "FIT".

5: Not Required.

# PYFG / PY506C03 - Tax Summary Report

This common code stores settings that control whether negative amounts print. It also controls the printing of sub-totals at the end of each page, as well as generates an error list of the report.

**Code Category:** **PYFG**

**Code Value:** **PY506C03**

Short Description: Entering “NEGFORMAT” in this field directs the system to print parentheses () around all negative amounts on the report.

Medium Description: Entering “SUBTOTALACCUM” or "SUBTOTALPAGE" in this field directs the system to print sub-totals at the end of each page of the report.

Long Description: Entering “ERRORLIST” in this field directs the system to generate an error list at the end of the report.

### Associated Numeric Values

1-5: Enter a value indicating the percentage by which the column amount is to be multiplied before comparison with the other column. For example, enter 0.06200 for 6.2%.

### Associated Codes

1-5: The first four characters entered here are the abbreviated title of the contribution or deduction code name. The next four characters entered should be 'WAGE' indicating the wages column, or "WITH" indicating the withholding column.
If the associated value is a percentage, it will calculate the percentwith the associated code's respective column amount before checking to match with the associated description's respective column amount. If the amounts don't match, an error list is generated. If the associated value is blank, it will compare the associated code's respective column amount. If the amounts don't match, an error list is generated. If the associated code is 'ZERO', it will check to see that the associated description's respective column amount is zero and also check to see that the opposite column is not zero, in which case an error list will be generated.
For example, if "ZERO"; is entered in the associated code and "FICAWITH" is entered in the associated description, when the FICA wage amount is more than zero and the FICA withheld is zero, the error list generated will display “Wages for FICA but FICA withheld is zero.”

### Associated Descriptions

1-5: The first four characters entered here are the abbreviated title of the contribution or deduction code name. The next four characters entered should be 'WAGE' indicating the wages column, or "WITH" indicating the withholding column. For example, "FICAWAGE".

# PYFG / PY506C07 - Pennies Offset Range

This common code stores settings that control the pennies offset range. Occasionally the wages compared with the withholding amount may be off by a small fraction (pennies). This common code allows you to specify a range in which the difference is acceptable and, thus, no error list is printed.

**Code Category:** **PYFG**

**Code Value:** **PY506C07**

Short Description: Not used.

Medium Description: Not used.

Long Description: Not used.

### Associated Numeric Values

1: Enter the amount of the pennies offset range.
2-5: The format is C.00000 where C is numeric value of cents. Example: $.05 would be entered as "5.00000". Not required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1: Enter the description of the pennies offset range.
2-5: Not Required.

# PYFG / PY507C - Workers Compensation Report - Totals and Factors

**Code Category:** **PYFG**

**Code Value:** **PY507C**

Short Description: DEBUG2

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1: Enter the factor by which to adjust the grand total amount (e.g., .99 to display 99% of the grand total).
2-5: Not Required.

### Associated Codes

1: Entering "TWO-TOTALS" causes a second total column to print. The values in the second total column equal the Workers Compensation earnings multiplied by the adjustment factor contained in the Numeric Value (1) field.
2: Position 1 specifies the major sort parameters- “” (blank) sorts by W / C code, “Y” sorts by State, “E” sorts by entity, and “D” sorts by department. Position 2 specifies the minor sort parameters- “K” sorts the GL / ORG Key within Worker's Comp Code, within the selected major sort chosen in Position 1. A “” (blank) turns off the minor sort option..
3: Code 3 specifies the masking of several errors. An "N" in the first position causes the masking of Undefined Assignment Associated Codes errors, an "N" in the second position masks Undefined Position Code errors, and "N" in the third position masks Undefined Job Code errors, and an "N" in the fourth position masks Undefined WORKCOMP Code errors.

4-5: Not Required.

### Associated Descriptions

1-2: Not Required.
3: This description is used in conjunction with Code 3 to mask certain warnings. The string "WARN:" needs to appear at the beginning of Description 3 to enable masking.
4-5: Not Required.

# PYFG / PY508C - Leave Hour Balance Report

**Code Category:** **PYFG**

**Code Value:** **PY508C**

Short Description: Entering "DEBUG" in this field will cause debug information to be displayed. This is for SunGard Public Sector LLC diagnostic use ONLY.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: "ACTIVEONLY" to include only active employees on the report.
2: Entering "SHOWHIREDATE" directs the system to include the hire date in the detail line of this report.
3: Entering "SHOWPOSITION" directs the system to include the employee's position in the detail line of this report.
4: If the legend SHOWAGE is entered in Assoc Code 4, then the employee's age (in years) will be printed on the report below their Id and name on the same line as the employee's hire date (if that has been selected for printing). Whether the employee's age is calculated to the beginning or end of the payroll period is dependent on the setting of Processing Switch 12 of the Entity Definition. If this switch has a "Y", then the age is calculated to the period's end, otherwise the beginning date of the period is used.
5: If the legend SHOWSENIORIT or SHOWSVCYEARS is entered in Assoc Code 5, the employee's seniority is calculated and printed in years below the Id and Name area (on the same line as employee's hire date and age if those are also to be printed). If the legend SHOWSVCMONTHS is entered, the employee's seniority is calculated and shown in months. The calculation may be based on the employee's leave date if Processing Switch 15 of the Entity Definition has a "Y", otherwise the calculation uses the employee's hire date as the starting point for its computations. The service months or years are calculated according to the beginning or end of the payroll period depending on the setting of Processing Switch 12 of the Entity Definition.
Both these items are printed on the same line as "Hire date".

Note 1: the employee's age is computed through either the beginning or end of a period depending on the value in switch 12 of the root entity definition.
Note 2: the employee's months of service is computed from his / her hire date (but may use leave date when present through the use of switch 15 of the root entity definition) through either the beginning or ending date of the period depending on the value of switch 12 of the root entity definition.

### Associated Descriptions

1: Not Required.
2-5: Enter “SUPERVISOR-IS-MISC-VAL-n” to have the program retrieve the supervisor id from one of the miscellaneous value fields (indicated by the number “n”) of the employee master, overriding the normal source of the supervisor ID in the Job / Position definition.

# PYFG / PY509C - Pay Register - Sorts and Displays

### Code Category: PYFG

### Code Value: PY509C

Short Description: Entering "NORUN" in this field causes the program not to run.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: This code represents the sort order for the Pay Register. The field contains codes on which to sort listed from major to minor sort level. The following codes are valid:

P in position 1=Pay type (hour)
P in position 2=Project (GL Org Key)
S=Supervisor*
E=Employee

Valid sort choices are:

PE, PSE, PPE, PSPE, AND PPSE.

For example, entering "PPSE" will generate a pay register sorted by employee within supervisor, within GL Org key, within pay (hour) type.

2: Entering "1" will cause all levels of the report to print (totals and detail). Entering "2" will cause only subtotals and grand totals to print. Entering "3" will cause grand totals only to print.

3: A "Y" in this field will cause the system to include on the report all employees with activity in the current fiscal or tax year, whether or not the employee has activity during the period for which the report is being run.

4: Not Required.
5: Enter "SUPR / OBJ" to cause the object code to print on the Leave Balance Register (rather than the supervisor).
Note**:** If the GL Object is to be displayed in place of the supervisor, Code (5) of common codes PYFG / PY501C, PYFG / CREG, PYFG / DREG, PYFG / PY503C, PYFG / HREG, PYFG / PY509C must all contain "SUPR / OBJ".

### Associated Descriptions

1-5: Not Required.

# PYFG / PY50XC - Period Register; and Earning Register; - Pay and Hour Titles

**Code Category:** **PYFG**

**Code Value:** **PY50XC**

Note-The PY50XC code applies to the Earnings register and Period register report headings.

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: The pay descriptions are user definable.

### Associated Descriptions

1-5: Hour headings on these reports are user-definable. This is where boxes 1-5 on the Period Register Report are labeled (box 6 is always labeled as "Other"). Note that the eighth Miscellaneous Code on the hour definition contains the box number where the hour value should print (e.g., Description 1 corresponds to the hours which contain a "1" in the eighth Miscellaneous Code box).

# PYFG / PY511C - Employee's Cost to Employer Report (PYRESPCO)

**Code Category:** **PYFG**

**Code Value:** **PY511C**

Short Description: Entering "NORUN" in this field causes the program not to run. Entering "DEBUG" in this field directs the system to display debug information. This is for SunGard Public Sector LLC diagnostics only.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-4: These codes represent the sort order if the common code Setting sort option is selected when the report is being run. These fields contain codes on which to sort, listed from major to minor level. The following codes are valid: "GLKEY", "POSITION", "EMP-ID", "EMP-SSN", "EMP-NAME", "BENEFITS", and "WAGES". For example, if the report is to be sorted by employee name within GL Org key, enter "GLKEY" in Code (1) field and "EMP-NAME" in the Code (2) field. When running PYRESPCO, respond with common code Setto the "How would you like your report sorted / summarized" prompt and the sort options specified in the common code will be used.

5: Not Required.

### Associated Descriptions

1: Enter "USE-POSTING-DATE" if the date range entered when running the report pertains to the Posting date on the hisrecords. Leaving this blank means that the Check date will be used.

2-5: Not Required.

# PYFG / PY512C - Quarterly State Unemployment Tax Report

### Code Category: PYFG

### Code Value: PY512C

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1: Enter the maximum taxable wage amount.

2-5: Not Required.

### Associated Codes

1: Entering "UCAR" directs the system to print an employee ID column on the report.

2: Entering "UCAR" directs the system to include the non-taxable amounts on the report.
3: Enter Unemployment tax ID.
4: Enter Seasonal type. If this code is present, it is compared to the employee type. If it is a match, the employee is flagged as seasonal on tape.
5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYFG / PY523C - Payroll Savings Bonds Electronic Submission

The common code PYFG PY523C controls the magnetic tape and diskette file requirements that will be used to create a payroll bond report file suitable for electronic submission. Set description 1 to 'TAPE MODE' to create the tape style file, otherwise the diskette style file will be built by default. If using diskette, The Federal Reserve requires that this file be named “PAYROLL.DK” on the dis

### Code Category: PYFG

### Code Value: PY523C

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Enter the maximum taxable wage amount.

### Associated Codes

1: Should contain the company ID as assigned by the Federal Reserve.
2: Should contain the location ID, 0000 or “ “ indicates main office.
3: Should contain the Federal Reserve District designator.
4: Should contain the optional Federal Reserve account number.
5: Should contain the optional Federal Reserve branch number.

### Associated Descriptions

1: Valid entries are TAPE MODE, DISKETTE MODE, DIRECTLY TO TAPE; DEV=. If left blank the default will be dismode. It is possible on MPE machines to write directly to a tape device. The device number should follow the equal sign. If there is to be no electronic submission set to NO ELECTRONIC SUBMISSION.

2: This field controls the use of a line feed to terminate records. The default is to use a line feed. Normally this will not have to be over Set to DON'T USE LINE FEED if there should be no record terminator.
3: This field controls the character set used to create the file. The choice of modes will normally control which set and there is no need for an entry here. Set to ASCII or EBCDIC.
4: This field allows you to explicitly name the file created. Normally this is not used and a file is created named BNDxxxxx where the x's represent the last 5 digits of the period number.
Enter "NO WARNS WHEN NO HISTORY" to direct the system to eliminate warnings that typically appear when the employee has EFT set up by has no history.
5: The Fed can send the bonds to the company rather then the individual bond holders. If you have made arrangements for this then set this field to DON'T REQUIRE MAIL TO ADDRESS.

# PYFG / PY550C - Payroll Detail Posting Report

### Code Category: PYFG

### Code Value: PY550C

Short Description: DEBUG - activates normal debug mode.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1: PRINT PYEN REPORT – This setting will force the PY560 Distribution Report to print for the PY Encumbrance calculation masks. By default, the Distribution Report will not print under the PYEN masks.
2: SUPPRESS-STARS (this option will suppress asterisk notation on subtotal lines).
3-5: Not Required.

# PYFG / PY557C - Leave Balance and Utility Report

Up to five hour bases (of balance type only) may be selected by entering the number of each hour base to be included in the associated value column of the common code. Associated codes are used to indicate up to five sort / total levels (see SL-SORT-ITEM, below, for possible values); associated descriptions

will contain the 'title' of the sort level and column 30 of the associated description may contain a 'Y' to indicate a total break, or a 'B' to indicate a total and page break; any other value indicates no total or page break. Sort / total levels are major (top) to minor (bottom).

## Code Category: PYFG

## Code Value: PY557C

Short Description: Entering a value of "DEBUG" will turn on internal program debug routines.

Medium Description: Value of "INCLUDE-ZERO-BALANCES" will print employees who have zero balances in all bases. These employees will not be printed without this setting.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Numeric values are used to specify up to five balance-type hour bases to be included on the report.
First Balance Type Base (e.g., 10 for Personal Leave Balance)
Second Balance Type Base (e.g., 8 for Sick Balance)
Third Balance Type Base (e.g., 7 for vacation Balance)
Fourth Balance Type Base (e.g., 14 for Comp Time Balance)
Fifth Balance Type Base (e.g., 12 for Jury Duty Balance)
**Note:** Each client may be using different hour bases for the different types of balances. The examples above may or may not be accurate based on your setup.

### Associated Codes

1-5: Associated Associated Codes are used to specify up to five different sort levels. Acceptable values include:
GLKEY - GL Key from the employees primary "PM" pay assignment
ID - Employee ID
NAME - Employee Name
TYPE - Employee Type
CYCLE - Employee Cycle
ENTITY - Employee Entity
UNIT - Employee Unit
SEX - Employee Sex
AA-CODE - Employee Associated Associated Codes
SELECT1 - Employee Select Code 1
SELECT2 - Employee Select Code 2
PART1 - Employee Part 1
PART2 - Employee Part 2
PART3 - Employee Part 3
PART4 - Employee Part 4

### Associated Descriptions

1-5: Associated Descriptions provide the titles for each of the (up to) five columns. Each Title may be up to 16 characters long. Anyover 16 characters will be truncated. The last column in the Description Field may contain a special character to force a sort-subtotal and / or a page break. To force a sub-total at a sort break, ensure that a 'Y' is in the last character. To force a sub-total and a page break on the specified sort level, place a 'B' in the last column. Although it appears that these special characters are tied to the column titles, they are really tied to the sort levels specified in the Associated Codes.

# PYFG / PY560C - PY/GL Posting Logic (including Work Order and Sub Ledger)

With this set, you can populate it by running PYTPTP for any prior period. You need to be careful not to run it twice for the same period and remember to deactivate the common code when done.

Gen-Mstr switch 11 activates the subledger in general.

### Code Category: PYFG

### Code Value: PY560C

Short Description: Not Required.

Medium Description: Special debug coding. Set to **WO-DEBUG** to activate Work Order debug mode. Set to **PYG-DEBUG** to activate PY Sub Ledger debug mode. In each case, the special debug mode will display detail values for these posting entries.

Long Description: Both **Work Order** posting and **PY Sub-Ledger** posting are optional processes. When implemented, each has additional options within the posting logic to create entries under the Trial Post masks (PYTPTP or PYTPTC) and under the Re-post masks (PYPARN or PYPARC). These options provide for recreating entries or populating periods not originally captured. These settings are **temporary only** and should be removed once the requested periods are populated.

```
POST-WO-ON-TRIAL - post to Work Order under a Trial post mask.

POST-PYG-ON-TRIAL - post to PY Sub-Ledger under a Trial post mask.

POST-WO-ON-REPOST - post to Work Order under a Re-post mask.

POST-PYG-ON-REPOST - post to PY Sub-Ledger under a Re-post mask.
```

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Set to **FINDID** for use in the PYTPDB posting debugger.
2: Set to **EREG, CREG or DREG** to activate debug for a specific Posting Register. This debug will isolate that one register and display detail information about the posting process. Note: When this debug feature is active, the other registers are NOT processed at all and you will typically see an incomplete set of posting reports.
3: Set to a specific **Employee ID** to see detailed debug for that employee only.
4: Set to a specific **Posting Code** to see detailed debug for that Posting Code only.
5: Set to ID will cause the Employee ID rather than Name to be written to the GL when Employee-level postings are in place.

### Associated Descriptions

1: DON'T USE SYTBL - This is a technical setting for use by SunGard staff only.
2: GLT-MISC-IS-QTR - Causes the GLT-MISC field on the GL postings and the PYG-MISC field on the PY Sub Ledger to be marked with the number of the posting quarter for report selection purposes later.
3: Controls posting of Units (number of hours) for summary EREG Posting entries. By default, Units will post to the GL for all debit-side TRNS level entries or for debit side summary posting entries marked “P7P” in the GLUTSPSI EREG setup. To specify a different summary GLUTSPSI entry to receive the Units, set this code to the 3-character GLUTSPSI coding under the “LTD” heading (e.g., K7P, G7P, etc.).
4: Not used.
5: Not used.

# PYFG / PY564C

### Code Category: PYFG

### Code Value: PY564C

Short Description: Reserved for SunGard Public Sector LLC use.

Medium Description: Enter DO NOT SUMMARIZE or leave blank: If DO NOT SUMMARIZE is entered in this field, one report and one file record will be generated for each Entity Code used in the Employee Master and defined in the Entity Definition Screen (mask PYUPGN). The default is to summarize, producing one report and file record for all entities, regardless of the number of entities (districts) defined in the system or if selection criteria is used to select specific entities. The information needed for the report and file are taken from the 'ROOT' entry of the Entity Definition (mask PYUPGN) if the summarize option is used.

Long Description: A response of “Y” in each of the first six characters, respectively, instructs the program to suppress the display of the errors listed below. A response of “N” will display the errors listed below:

“PM” pay assignment not found for an employee.

Invalid / undefined Position within a “PM” pay string.

Invalid / undefined Job Code.

Job Definition has no EEOC Code (Activity Assignment Classification).

The EEOC code found is invalid (must be 1-18).

Invalid Column Code.

## Associated Numeric Values

1: Used in conjunction with the cluster / attribute entered in Associate Code 1, to point to a specific entry within an array.
2-5: Not required.

## Associated Numeric Codes

1: Enter the cluster / attribute name to be used as the source of the AA Code (ethnicity / sex code) in the Employee Master.
Appropriate values are:
EMPM.AA The AA Code field of the Employee Master
EMPM.EDUC One of the five Educ Code fields. Also enter a number from 1 through 5 in Numeric Value 1 to indicate which of the five is to be used.
EMPM.VAL One of the four Misc Value fields. Enter a number from 1 through 4 in Numeric Value 1.
EMPM.SKILL One of the five Skill Code fields. Enter a number from 1 through 5 in Numeric Value 1.
EMPM.VECT One of the 32 Switch Fields in the second screen of the Employee Master definition. Though this field is only 1 character long, if a numeric column code (2-6) is used to indicate one of the 'male' columns, the program will adjust this value to the corresponding 'female' column, if the Employee Master Sex field has an 'F''. Also enter a number from 1 through 32 in Numeric Value 1 to indicate which of the 32 switches is being used for this purpose.
EMPM.MNUM One of the 15 numeric fields available in screen four of the Employee Master definition. Enter a number from 1 through 15 in Numeric Value 1 to indicate which field contains the information.
EMPM.LCHR Points to one of the 16 long-character fields available in screen four of the Employee Master Definition. Enter a number from 1 through 16 in Numeric Value 1 to indicate which of the 16 fields contains the AA column code.
EMPM.SCHR Indicates one of the 12 short-character fields in screen four of the Employee Master definition contains the AA code needed. Also enter the appropriate value in Numeric Value 1, indicating which of the 12 available fields is to be used.
2: Enter the word LOOKUP, if the AA code entered in the field designated in Assoc Code 1, above, must be found in Common Codes (category: PYAA, value: the contents of the field pointed to by Assoc Code 1, above) to determine which column of the EEO-5 report is to be affected. That is, if the field indicated by Assoc Code 1, above, has a code (WHT, BLK, ALK, for example), this code becomes the Value field, appended to the category PYAA, to retrieve a Common Code which will indicate the column on the report to be affected. The Common Code retrieved must have the report's column code in the Short Description field.
3-4: Not required.
5: Used in conjunction with Assoc Code 5 to indicate the source of the OE Number. If used, the value entered here must be from 1 through 4, inclusive.Enter one of the phrases below to indicate the source of the OE Number:
CC This option indicates the source of the OE Number is this Common Code and the value will be found in Assoc Desc 5.

GENM.FID or
GENM.SID Use one of these two cluster / attribute names to indicate the OE Number may be found in one of the four FID or SID fields of the Entity Definition. Enter a number from 1 through 4 in Assoc Value 5 to indicate which one of the four fields has the needed information.

### Associated Descriptions

1-2: Not Required.

3: Enter one of the phrases below:

TYPE CD This option uses the employee's TYPE field from the Employee Master to determine whether an employee is full time or part time. If the word FULL or the letters FT appear anywhere in consecutive positions of the TYPE field, then the employee is treated as a full time employee, otherwise as a part time employee. That is, if TYPE contains FULL, FTxx, xFTx, or xxFT (where x is any character), then the employee will be considered full time.

CC TYPE This option uses the employee's TYPE to look in Common Codes (category: PYTP, value: the contents of TYPE) where the word FULL in the first Assoc Desc field will indicate full time, any other value will indicate part time.

FTE This option uses the employee's FTE to determine full time employment (FTE = 1). Any value other than 1 indicates part time employment.

4: Not Required.

5: If Assoc Code 5 has the value CC, enter the OE number in this field.

# PYFG / PY568C

This common code defines certain setup options for the PERS report.

### Code Category: PYFG

### Code Value: PY568C

Short Description: Not used

Medium Description: Not used

Long Description: Not used

### Associated Numeric Values

1: Number of lines per page on PERS Report.
2-5: Not used.

### Associated Codes

1: Not used
2: Enter the word YES to leave a blank line between employees
3-5: Not used

### Associated Descriptions

1-5: Not used.

# PYFG / PY572C - EEO-4 Report Variables

### Code Category: PYFG

### Code Value: PY572C

Short Description: Reserved for SunGard Public Sector LLC use.

Medium Description: EEO-4 Report Variables / Flags.

Long Description: Program Variables and Flags for EEO-4 Report.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1: TITLE / OFFICIAL.
2: control #.
3: OPTION 2.
4: County.

5: JURISDICTION-NAME.

# PYFG / PY588C - Multi-period Leave Balance Report

**Code Category: PYFG**

**Code Value: PY588C**

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

## Associated Numeric Values

1: Normally an employee is not included on the report if their end-date is less than the report end date. If a value is entered, a grace period is established. End dated employees will be included on the report if their end date plus the grace period is greater than or equal to the report end date.
2-5: Not Required.

## Associated Codes

1: A value of "ACTIVEONLY" will limit the report to active employees only.
2: A value of "NO ZERO" will exclude employees with zero balances and no activity in the reporting period.
3: A value of "SHOW DATES" will print the date and day for hours taken.
4: A value of "PERIOD SORT" will sort an employees records by period then check date. The default is to sort by check date then period.
5: A value of "SHOW W / HST" will only print employees with activity in the reporting period.

## Associated Descriptions

1: A value of "WARN NO PM" will generate warnings for those employees with no PM pay assignment.
2: A value of "WARN NO ACTIVITY IN RPT PERIOD" will generate warning for those employees with no activity in the reporting period.
3: A value of "NO PAGE BREAK BEFORE SUBTOTALS" will suppress ejecting to a new page to print subtotals.
4: A value of "INCLUDE SCHEDULED LEAVE" will include scheduled leave in the calculations.
5: A value of "DONT SHOW LIABILITY" will cause the report to blank out all liability amounts on the report.

# PYFG / PY588C01 - Period Leave Balance Report

**Code Category:** **PYFG**

**Code Value:** **PY588C01**

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1: A value of "DONT SHOW ACCR" followed by a common delimited list of hour bases will suppress printing of accruals for the specified hour codes. For example, "DONT SHOW ACCR: 7,8" will suppress print accruals for vacation and sick.
2-3: Not Required.
4: A value of "EMP DATES:" followed by "LEAVE", "HIRE" or "LEAVE,HIRE" will print the employee leave date and / or the employee hire date.
5: A value of "ACTIVE BALANCE ONLY" will print only those employees with activity in the reporting period.

# PYFG / PY588MXx - Leave Maximums for Multi-Period Leave Report

This common code controls leave liability maximums.

**Code Category:..... PYFG**
**Code Value: ..... PY588MX1 - PY588MX9**

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: If the actual liability is some percentage of the ending leave balance, enter the percentage here. 50% would be entered as 50.00000.

### Associated Codes

1-5: Enter the hourbase. Hourbase 8 (normally sick balance) would be entered as "8".

### Associated Descriptions

1: This is a comma delimited field containing maximum liability hours followed by a comma followed by a pay class (if the entry is to be limited to a specific pay class) followed by a comma followed by a minimum number of months an employee must be employed before a leave liability is incurred.

### Example:

| Number | Associated Value | Associated Code | Associated Description |
|---|---|---|---|
| 1 | 80.00000 | 8 | 160 |
| 2 | | 7 | 80,100,3 |
| 3 | | 7 | 120,200,6 |
| 4 | | | |
| 5 | | | |

Value / Code / Description 1: Ending sick hours are limited to 160. The sick liability is 80% of the ending sick balance.

Value / Code / Description 2: For pay class 100, ending vacation hours are limited to 80 provided the employee has been employed for 3 months.

Value / Code / Description 3: For pay class 200, ending vacation hours are limited to 120 provided the employee has been employee for 6 months.

# PYFG / PY601C - W2 Extractions

### Code Category: PYFG

## Code Value: PY601C

Short Description: Set to ZERO NEGATIV to ensure that any negative value is changed to zero. Set to "DEBUG" to activate program diagnostics.

Medium Description: Set to 1 FORM PER ID - Used as an override setting for Laser printing Forms having 2 Employee IDs on a single page (two-down).

Long Description: Override Escape Sequence for Laser Printing. This value is ONLY USED IF the Override Switch on the Escape Sequence Screen is set to 'Y'. (Enter '*' character to represent the escape character in the string.) The escape sequence is included before the first print line on each page.

### Associated Numeric Values

1: Specifies the number of copies of the W-2 forms to print if extra copies are needed. Default is 1 copy.
2: Not Required.
3: Override top margin adjustment. This value is ONLY USED IF the Override Switch on the Escape Sequence Screen is set to Y. Give the adjustment in decipoints (1/720th Inch) of the printing on the form. This number can be positive or negative. Use whole numbers only.
4: Specify the number of lines between items in Box 12. Is Box 12 double spaced, single spaced, etc. If double spaced (most common) enter a 2 here.
5: Not Required.

### Associated Codes

1: Entering "ROOT" directs the system to always use the root entity (defined on the ENTITY DEFINITION (1) screen) when extracting information for the W-2 report and file. Otherwise, the entity associated with the employee being processed is used.
2: "MULTIPLE" - use for multiple entities. This causes A and B records to contain information for the Root Entity. The E record will contain information for each individual entity. Default is "SINGLE", meaning "ROOT".
3: Specify Default PE Address Code or Address Hierarchy to be used in place of the addresses specified on the employee definition screen. To specify an address hierarchy, use a consecutive list of 2-character codes (PRHOX2 for example).
4: "ASCII" - save file in ASCII format. Default is BINARY.
5: Not Required.

### Associated Descriptions

1: "NOZEROS" - S Records that contain all zeros will not be printed.
2: "NO ADDRESS SHIFT" – This setting only applies when the employee address lines are pulled from a PE Database (see PEDB code on the employee master screen). There are two address lines and the normal process will shift address 1 to address 2 when address 2 is blank, clearing address 1. This common code will inactivate that behavior.
3: Not Required.
4: "FLOPPY=nnnnn" – For clients reporting large files on floppy diskettes, this setting will activate an automatic process that will split the file into smaller files limited to a maximum record count "nnnnn". Files will be named sequentially W2FEDxxA, W2FEDxxB, etc.
5: Not Required.

# PYFG / PY602C - Payroll User-Defined “Page Total”

**Code Category:** **PYFG**

**Code Value:** **PY602C**

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not required.

### Associated Codes

1: PAGE-TOTAL.
2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYFG / PY604C - Payroll EFT

**Code Category:** **PYFG**

**Code Value:** **PY604C**

Short Description: Entering "DEBUG" will cause intermediate calculations and logic to be displayed.

Medium Description: If "SUPRESSWARN" is entered, no warning message will be given if the employee's account information is incorrect.

Long Description: Used to describe the common code.

### Associated Codes

1: Entering "UNSETEMPTEST" in this field removes "TEST" from an employee's EFT association record. This is a global command and will remove "TEST" from all employees EFT associated records. This common code should be set after you have processed the test EFT file and the bank has approved it.
2: Enter "UPSHIFT-NAME" to change the employee's name from mixed case to upper case on the tape file. Note: The report will still be mixed case.
3: Enter "USE-SSN" to use the employee's SSN instead of ID.
4-5: Not Required.

### Associated Descriptions

1: Entering "MULTITAPE" in this field enables multi-tape processing for EFT's. This requires additional common code screens to be set up. Refer to the EFT sections of this user guide for more information.
2: Set to cluster / attribute value for user-defined top-level sorting value. See standard listing of PY clusters for a list of valid cluster / attribute names. Examples are "EMPMSEL1", "EMPMSKILL1", "EMPMCYCLE", etc.
3: Enter "UNIX LINE FEED" to build file on unix with a line feed character. Enter "NO LINE FEED" or set to blanks.
4-5: Not Required.

# PYFG / PY613C - TRS10 (Texas Retirement System) Report

### Code Category: PYFG

### Code Value: PY613C

Please refer to the client-specific documentation delivered with the TRS10 software for information on setting up this common code.

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYFG/PY622C Control of State SUI Reports

State SUI reports use a common program for all states. This common program gathers data which is then reported by a separate state specific program. This brief document describes the common codes needed to control the common program.

Code Category: PYFG

Code Value: PY622C

Short Description: Not Required.

Medium Description: Controls the sort of the report. Allowable values are:

| | |
|---|---|
| SORT-BY-NAME | Sort by Name within Entity |
| SORT-BY-SSN | Sort by SSN within Entity |
| SORT-BY-ID | Sort by ID within Entity |
| SORT-BY-CLAT-NAME | Sort by Name within specified Cluster/Attribute (see Associated Description 5) within Entity |
| SORT-BY-CLAT-SSN | Sort by SSN within specified Cluster/Attribute (see Associated Description 5) within Entity |
| SORT-BY-CLAT-ID | Sort by ID within specified Cluster/Attribute (see Associated Description 5) within Entity |
| SORT-BY-EMPLR-NAME | Sort by Name within Employer Account |
| SORT-BY-EMPLR-SSN | Sort by SSN within Employer Account |
| SORT-BY-EMPLR-ID | Sort by ID within Employer Account |

Long Description: Not Required.

Associated Numeric Values

1: Set to the SUI paybase number (of the form 60nn) for SUI taxable wages. Leave blank if SUI Taxable wages are not reported.

2: Set to the SIT paybase number (of the form 60nn) for SIT taxable wages. Leave blank if SIT Taxable wages are not reported.

3: Set to the Gross paybase number (of the form 60nn) for Gross taxable wages. Leave blank if Gross wages are not reported.

4: Set to the CIT paybase number (of the form 60nn) for CIT taxable wages. Leave blank if CIT Taxable wages are not reported.

5: Set to the SUI hours worked hourbase number (of the form 70nn) for hours worked. Leave blank if hours worked is not reported.

Associated Codes

1-4: Not Required.

5: If an employee can be reported under multiple employers and the employer is defined by one of the eight background parts associated with the Organization Key (e.g., Fund) within the paystring, set this field to the defining Organization Key background part number. (Programmer note: the "employer" is passed in the SPEC-CD field.)

Associated Descriptions

1-4: Not Required.

5: Set to the cluster attribute to be used for sorting/reporting (e.g., EMPM.SEL2). Only required if a "sort by cluster/attribute" type sort is selected.

# PYFG/PY622C01 Control of State SUI Reports

State SUI reports use a common program for all states. This common program gathers data which is then reported by a separate state specific program. This brief document describes the common codes needed to control the common program.

Code Category: PYFG

Code Value: PY622C01

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

Associated Numeric Values

1: If a SUI taxable wages limit is to be calculated by the program, set this value to the limit.

2: Set to the paybase number (of the form 60nn) (usually the gross paybase number) to be used to determine if an employee worked on the 12th of the month. Leave blank if employee's working on the 12th of the month are not reported.

3: If Associated Value 1 has a paybase specified and an employee is to be reported as working on the 12th only if the employee earns more than a threshold value, set this field to the threshold value. Leave this field blank if your state has no threshold value (that is, your state requires reporting if the employee has any pay activity at all, no matter how small).

4: Set this field to 13.00000 to limit the weeks work reported to 13 (Note: Some quarters actually have 14 work weeks).

5: Not Required.

Associated Codes

1: The report normally uses the calendar year/quarter/month in the period definition (PYUPPR) to define periods to be included in the report. Set this field to "USE TAX YEAR" to use the tax year/quarter/month instead.

2-5: Not Required.

Associated Descriptions

1: This value can be used to select a subset of employee paid history based on the period definition. Possible values are "PERIOD CODE = xxxxxxxxx", "FREQUENCY CODE = xx", or "CYCLE = xx" where x…x is the Period Code, Frequency Code or Cycle to be matched. For example, to restrict SUI reporting to only cycle two employees, set this value to "CYCLE = 02".

2-5: Not Required.

# PYFG / PY632C -- PY to AR Interface

**Code Category:** **PYFG**

**Code Value:** **PY632C**

Short Description: Not required.

Medium Description: Not required.

Long Description: Not required.

## Associated Numeric Values

1-5: Not Required.

## Associated Codes

1: Code 1 holds the name of the AR FINance code for use in filling in details of the AR batch entry.
2: Code 2 allows the ledger code to be set explicitly. Otherwise, the ledger code is drawn from the Finance code.

3: Code 3 allows the user to establish the first two characters of the batch name. If no entry is made here, this prefix defaults to 'AR'.
4-5: Not Required.

### Associated Descriptions

1-5 Not Required.

# PYFG / PY626## (TIAA-CREF File and Report Processing)

## PYFG/PY626C## Setup

A series of common codes (use mask NUUPCD or PYUPCD to update common codes) are designed to indicate to the TIAA-CREF process where certain IFAS Payroll information can be retrieved from to complete data requirements. These common codes have a category of PYFG and values of PY626C## (where ## is a sequential number starting with 01 and continuing through 99, as needed). As many common codes as necessary to enter all parameters can be defined but they must be in consecutive numerical order by the ## value. The parameters defined within these common codes may be in any sequence, however, and have the general format indicated below with each parameter using one complete line of the five Associated Values, Codes and Descriptions lines in the common code:

| Numeric Value | Associated Code | Associated Description |
|---|---|---|
| ####<br><br>Set this to the number of the deduction/contribution miscellaneous code box that will contain the CDH Flag (e.g., “TIA1”) | CDH FLAG | |
| | ORG ID | (Use this value if and only if you are not using TIAA Group codes.)<br><br>=#####<br><br>Enter an equal sign (=) followed by the required five character Organization Id. With this option, all em assigned the same Org ID. The PAYMENT MODE keyword, described below, must also be entered in |

| | | |
|---|---|---|
| | | codes.<br><br>OR<br><br>cluster.attribute<br><br>If it is necessary to report employees under more than one Organization ID and/or Payment Mode use<br>to specify the controlling field in the Employee Master that will separate employees into the appropriate<br><br>For example, the cluster.attribute EMPM.GENCO, will use the employee's Entity field as the controlling<br>group employees, EMPM.SEL2 will use the second Selection Code field, and EMPM.SKILL4 will use th<br>Skill Code field in the Employee Master. Any non-numeric field of the employee master may be used fo<br>purpose.<br><br>In conjunction with the cluster.attribute option, the ORG/MODE keyword, described below, must be def<br>common codes to assign the grouped employees a particular Organization Id and Payment Mode. |
| | ORG/MODE | (Use this value if and only if you are not using TIAA Group codes.)<br><br>xxxxx yyy zzzz<br><br>Where xxxxx is the Organization Id, yyy is the Payment Mode and zzzz is the value of the field in the E<br>Master (defined in the cluster.attribute option of the ORG ID parameter, described above).<br><br>For example, if the Description field of the ORG ID parameter contains: EMPM.GENCD and there are<br>Entity codes (ROOT and CNTY) that are assigned to employees, then there will be two ORG/MODE en<br>common codes that look like this:<br><br>ORG/MODE 12345 123 ROOT<br><br>ORG/MODE 54321 321 CNTY<br><br>This will result in all employees that have an Entity code of ROOT to be assigned Org ID 12345 and Pa<br>Mode 123, and employees with the Entity CNTY to be assigned Org ID 54321 and Payment Mode 321 |
| | PAYMENT MODE | (Use this value if and only if you are not using TIAA Group codes.)<br><br>=###<br><br>Enter an equal sign (=) followed by the required three character Payment Mode. |

| | | |
|---|---|---|
| | | The PAYMENT MODE keyword does not need to be entered if the ORG ID cluster.attribute option is us ORG/MODE keyword is used). PAYMENT MODE is only used when all employees are to be assigned Org ID and Payment Mode. |
| | SEQUENCE | NAME<br><br>SSN<br><br>Enter either the word NAME or SSN, indicating the sequence desired for the output file and report. The SSN. Whichever sequence is selected, if there are multiple Org IDs and/or Payment modes, the NAME sequence will be subordinate to Org ID and Payment Mode. |
| | INCLUDE EMP | DEDUCTION<br><br>CONTRIBUTION<br><br>ANY<br><br>Use one of these three options:<br><br>The word DEDUCTION to indicate that employees must have a TIAA-CREF flagged deduction to be in the file and report.<br><br>The word CONTRIBUTION to indicate those employees to be reported must have a TIAA-CREF contri Check History.<br><br>The word ANY to indicate that employees with either a TIAA-CREF contribution or deduction or both w included in the file and report. |
| ####<br><br>Set this to the number of the deduction/contribution miscellaneous code box that will contain the TIAA group code. | TIAA GRP MSC | |
| | TIAA GROUP | xxxx yyyyy zzz<br><br>where: |

| | | |
|---|---|---|
| | | xxxx = a TIAA Group code<br>yyyyy = the Organization ID for this Tiaa Group<br>zzz = The Payment Mode for this TIAA group |

# PYFG / PY637C - Mask for PYRESPW4

This common code controls the mask for PYRESPW4.

**Code Category:** **PYFG**

**Code Value:** **PY637C**

Short Description: Set to “DEBUG” for troubleshooting.

Medium Description: Not Required.

Long Description: Not Required.

## Associated Numeric Values

1-3: Not Required.
4: Number of Lines per page, if not 60.
5: Not Required.

## Associated Codes

1: Not Required.
2: Primary Sort Code.
3: Secondary Sort Code.
4-5: Not Required.

## Associated Descriptions

1-5: Contact Information.

# PYFG / PY638C - General Information for the Multiple Worksite Report

This common code controls the debug level and stores general information for the Multiple Worksite Report.Special Notes-Each workthat will be included in this report also has its own Common Code. The code value for the worksite specific Common Codes is "PY638C##" where "##" is any numeric value from 00 to 99. If there are more than 100 worksites, you may also use "PY638###" where "###" is any numeric value between 000 and 999.

**Code Category:** **PYFG**

**Code Value:** **PY638C**

Short Description: Enter “DEBUG” to turn debug on.

Medium Description: Not Required.

Long Description: Legal or corporate name of the establishment.

## Associated Numeric Values

1: FIPS code for the state.
2: Not Required.
3: Reporting Paybase - The paybase to report gross wages from.
4: Delivery Point Barcode. (Optional)
5: Not Required.

## Associated Codes

1: Unemployment Insurance Account Number.
2: Employer Identification Number (EIN)
3-5: Not Required.

## Associated Descriptions

1: Location Field - This is the cluster and attribute of the field where the employee's location (a.k.a. worksite) is specified. Currently, the only valid cluster is EMPM and the valid attributes are GENCD, SKILL, SEL, EDUC, and MISC. For attributes with more than 1 field, put the field number after the attribute. For example, if the location code is stored in selection code 1, put EMPM.SEL1 here.
2-5: Not Required.

# PYFG / PY638C## - Values for a Specific Worksite used by the Multiple Worksite Report

This common code contains values for a specific worksite used by the Multiple Worksite Report.

The "##" can be any number between 00 and 99. It should be different for each worksite. Its assignment is arbitrary. It is suggested that you use the reporting unit number for the worksite, but it is not necessary if the reporting unit number is included below. If more than 100 worksites are used, use PY638### for the code value instead, where "###" is any three digit number between 000 and 999.

**Code Category:** **PYFG**

**Code Value:** **PY638C##**

Short Description: Location Code. This code will be matched with a field on the employee definition to determine which location each employee works at. The field that it is matched with is determined by the cluster and attribute entered in description 1 of common code PYFGPY638C.

Medium Description: Worksite Name.

Long Description: Worksite Street Address.

## Associated Numeric Values

1: County FIPS Code
2: Township Code
3: Ownership Code
4: Auxiliary Code
5: NIACS Code

## Associated Codes

1: AuxNIACS Code
2: Reporting Unit Number (RUN). If this is blank, PY638 will use the "##" or "###" from the name of this common code as the RUN.
3: SIC Code
4-5: Not Required.

## Associated Descriptions

1: Worksite City
2: Worksite State
3: Worksite Zip Code. The 4 digit extension is allowed. Put a dash between the zip code and the extension (e.g., 99999-9999).
4: Reporting Unit Description (RUD).
5: Not Required.

# PYFG / PY654C - Florida SUI Report

**Code Category:** **PYFG**

**Code Value:** **PY654C**

Short Description: Not required.

Medium Description: Not required.

Long Description: Enter a comma-delimitated list of those employee types to be excluded from the report.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYFG / PY660C - EFT Check Writer (Required)

The only required common code for the payroll check and EFT writers is PYFG/PY660C. DO NOT use any of these settings without understanding their function from the descriptions below. Many are not applicable to standard setups. Code 1 is the only field that is an absolutely required field, and most likely the long description (MICR).

### Code Category: PYFG

### Code Value: PY660C

Short Description: This field is used to turn on debug options. "DEBUG" shows all the internal tables at four different progressions:

1.) after XTD is loaded,
2.) after history is loaded,

3.) after timecard info is loaded, and
4.) after it has all been sorted. "DEBUG2" shows a map of the logic as it moves from one routine to the next… mainly for programmer use.

Medium Description: You have the option to disable the "write" to this table, should write errors occur during a live payroll. To disable EO, enter "EO DISABLED" in the medium description.

Long Description: Set this to the MICR encoding for the paychecks if the Payroll check writer process is to print the MICR line on the bottom of the check. MICR printing only works in conjunction with the use of ELF or RxLaser forms. The MICR line of the check is divided into three sections. The first section consists of the check number bounded on both sides by the ON-US symbol. The Payroll check writer automatically handles this section. The second section contains the bank's transit-routing number and the number of the account that the check is drawn on. The transit number is bounded by Transit symbols and the ON_US symbol follows the account number. The third optional section contains the check amount bounded by the Amount symbol and filled with "$" where the actual amount will print. The second and third sections are printed using the text contained in the long description. Use the table below to print the special characters.

| Name | Symbol | Mapping character ELF | Mapping character RxLaser |
|---|---|---|---|
| Transit symbol | | : (colon) | ; (semi-colon) |
| Amount symbol | | ; (semi-colon) | |
| ON-US symbol | | < (less than) | : (colon) |
| Dash symbol | | = (equal) | = (equal) |

## Associated Numeric Values

1: Not Required.
2-3: These values control fine adjustments in the alignment of the data printed on the form versus the pre-printed form layout. These values are pertinent only if pre-printed forms are used and serve to move all rows / columns up / down / left / right the specified amounts. (If ELF forms are used, these values are usually not needed.) These values are primarily used to account for positioning differences from printer to printer. For example, if pre-printed forms are in use and a different forms printer than normal is specified, these values may need to be modified to account for alignment differences between the old and new printer.

Value 2 will offset all row positions and value 3 will offset all column positions. Plus and minus values are acceptable. The row offset is in terms of six lines per vertical inch, e.g., a value of -1.00000 will move all rows up 1 / 6". The column offset is in terms of 12 characters per horizontal inch, e.g., a value of 1.00000 will move all columns right 1 / 12". Fractional values are acceptable.

4-5: These values control fine adjustments to the location of the MICR line print. Numeric value 4 will adjust the vertical (row) position up or down while Numeric Value 5 controls the horizontal (column) position. Both values can be positive or negative numbers and the values are in decimal equivalent inches. In the above example, the pre-programmed MICR print would be moved up 1 / 8” and to the right 1 / 16”. Here's how to use these values: Your bank can check the MICR print positioning or you may be able to talk them into giving you one of the clear plastic overlays they use to check the MICR positioning so you can check it yourself. Because different printers print in different locations for a specified row and column, your delivered Payroll check writer may print the MICR line in a less than desirable position. With this fine adjustment in the common code, you can adjust the MICR positioning when you first start using your Payroll check writer or when you change printers.

## Associated Codes

1: ** This is a required field. Set this to the name of your client specific check/EFT writer program (without the “.cbl” extension for UNIX sites). Depending on your environment, look in either the ifas/bsi/source directory or ifas/app/custom/cob directory for your client specific py660 program. Example: If the py660 program in your directory was py660you.cbl, this field would need to show “PY660YOU”, where the screen shot above shows “PY660XXX”.

2: This value can control how checks / EFTs are sorted. The default sort is employee name within check distribution code (name within Education Code 5 if you are looking at PYUPEM). That is, if this field is left blank and your custom check / EFT writer does not explicitly specify a sort sequence, the sort will be by employee name within check distribution code. Supplying a value in this Associated Code 2 will override the default sort. Bear in mind that your custom check / EFT writer can override the value you put in this field. For example, suppose you wanted to change the sort to name within supervisor. To do this, you would set the value of this field to NS. But, if your custom check / EFT writer specifically sets the sort to something other then name within supervisor, the checks / EFTs will be sorted as per your custom check / EFT writer specification.

Recognized values for this field are:

```
ID - ID Only

IO - ID Within Org Key

IS - ID Within Supervisor

NM - Name Only

ND - Name Within Department (PYUPEM Selection Code 1)

NO - Name Within Org Key

NS - Name Within Supervisor

S2 - Name Within Selection Code 2 (PYUPEM screen)

E5 - Name Within Check Distribution Code (PYUPEM Education Code 5)

SE - Name Within Check Distribution Code Within Department ( PYUPEM Educ Code5, and Sel Code 1)
```

3: When this field is blank, employees with calculated history having a check note of "WP" and zero net pay will be ignored by the check/EFT writers. When Associated Code 3 is set to "PRINTZERONET", zero net checks will print on check form stock. When this field is set to "ZEROCHKASEFT", zero net checks will be treated as if they are EFTs, and will print on EFT form stock. Does not print stub, only updates history record to "DP" check note status.

**** Important note**: Associated Code 4 must be set to "ALLZERONET" when either of these options are used.

4: When this field is blank, employees with calculated history having a check note of "WP" and zero net pay will be ignored by the check/EFT writers. When Associated Code 4 is set to "ALLZERONET", the zero net histories will be distributed, check note changed to "DP", and if Associated Code 3 is blank, they will be given a check number of 99999999.

5: This field should be set to "NO TABSTOPS" for most clients. Only clients that have multiple entities, and maintain a unique "TABSTOPS" file in the data directory for each data base should leave this field blank.

### Associated Descriptions

1: Normally the check / EFT writer obtains the MICR account number from the long description of this common code. If it is desired to get the MICR account number from the CKID / xx common codes (so that different check stock drawn on different banks can be processed), set this field to “MICR FROM CKID”. Then set up the long description in the CKID common codes as described above.

2: When this field is blank, the check/EFT writer obtains the EFT bank transit number, account number, etc. from the employee’s deduction assignments. Prior to release 7, the bank information was contained in the employee’s associated codes (screen 3 of PYUPEM). To obtain bank information from the employee’s associated codes instead of the employee’s deduction assignments, set this common code to “BANK INFO FROM ASSOC CODES”.

3: This is reserved for programmer testing.

4: A feature that started with the development of the core PY check/eft writer was the “REDO, OK, or EXIT” question that shows before the check and eft complete their respective execution. That is the default setting when this field is blank. Now the “REDO, OK, or EXIT” question can shut off by setting this field to “NO REDO/OK QUESTION”.

5: Not Required.

# PYFG / PY660C01 - New Check Writer

This common code area has been designated for additional options for the Core PY check / eft writer. The main common code, PYFG / PY660C, has no more available codes.

### Code Category: PYFG

### Code Value: PY660C01

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-2: Not Required.
3: CKREG XX. Place the client desired check register check type for EFT stubs in the spaces occupied by the XX, for example: CKREG CX.
4-5: Not Required

### Associated Descriptions

1-5: Not Required.

# PYFG / PY660CKOUT - Spoolfile Management in PY Check Writer

There are a number of options for dealing with spoolfiles in the PY check/eft writer. The PY check writer is controlled by the common code PYFG/660CKOUT and the PY eft writer is controlled by PYFG/660EFOUT. The following documentation applies to both common codes.

### Code Category: PYFG

### Code Value: PY660CKOUT

Short Description: The first 8 characters of this field will be used to replace the spoolfile name that is seen when executing the MPE showout command.

Medium Description: If this field reads “BREAK ON SORT” then a new spoolfile will be created every time the primary sort item changes. If this option is used, Associated Values (1-5) will be ignored.

Long Description: Not Required.

### Associated Numeric Values

1-5: The number of checks to be printed on the printer named in the matching Associated Code before a new spoolfile is created. If this field is zero ,then no limit will be placed on the printer.

### Associated Codes

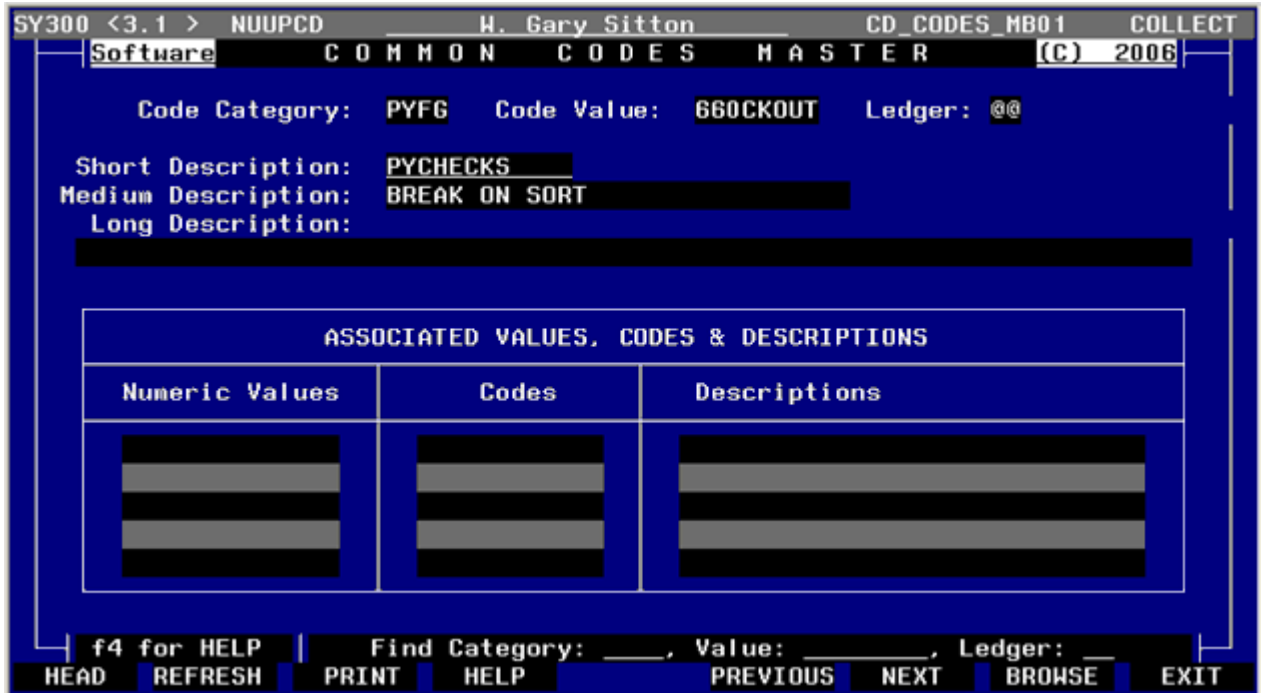
1-5: The name of an IFAS printer. This printer will be used instead of the printer specified in the question SY03. The number of copies and the printer priority specified in SY03 will still be used.

### Associated Descriptions

1: Not Required.
2: Not Required

3-5: Not Required.

# Example 1




This example will create a new spoolfile every time the primary sort item changes. All the spoolfiles created will use the forms printer question to determine which printer to use. All the spoolfiles created will have the name “PYCHECKS” in this sample, when a showout command is used for a spoolfile listing.

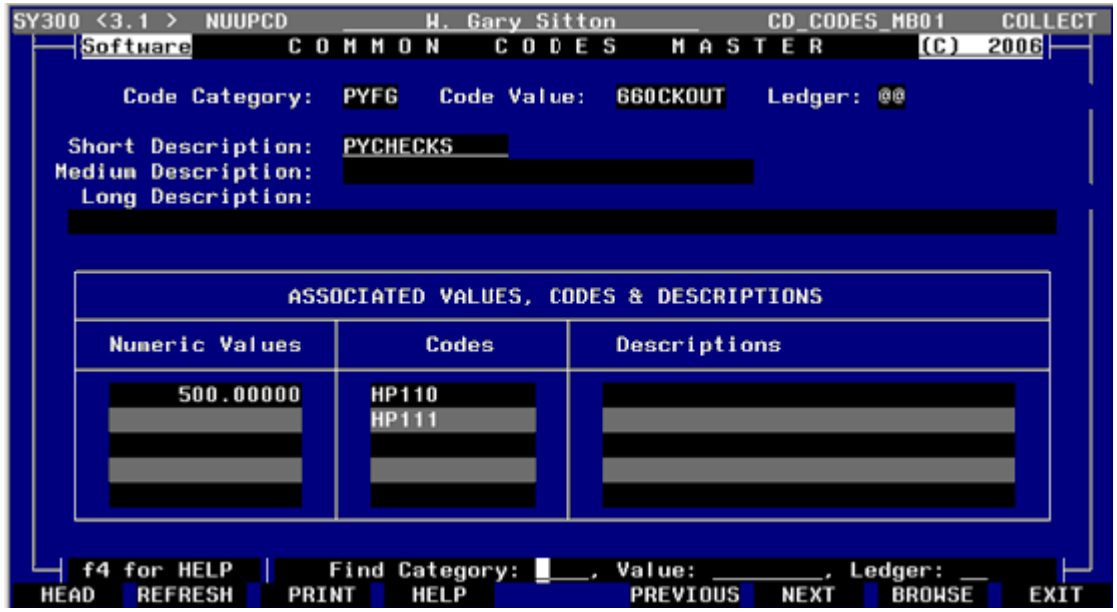
**WARNING** Only try this setting if primary sorts are in groups of departments, location codes, etc.

Primary sorts by employee name or ID would be impractical usage of this setting.

Refer to PYFG/PY660C, code 2 to determine sort selection you are using.

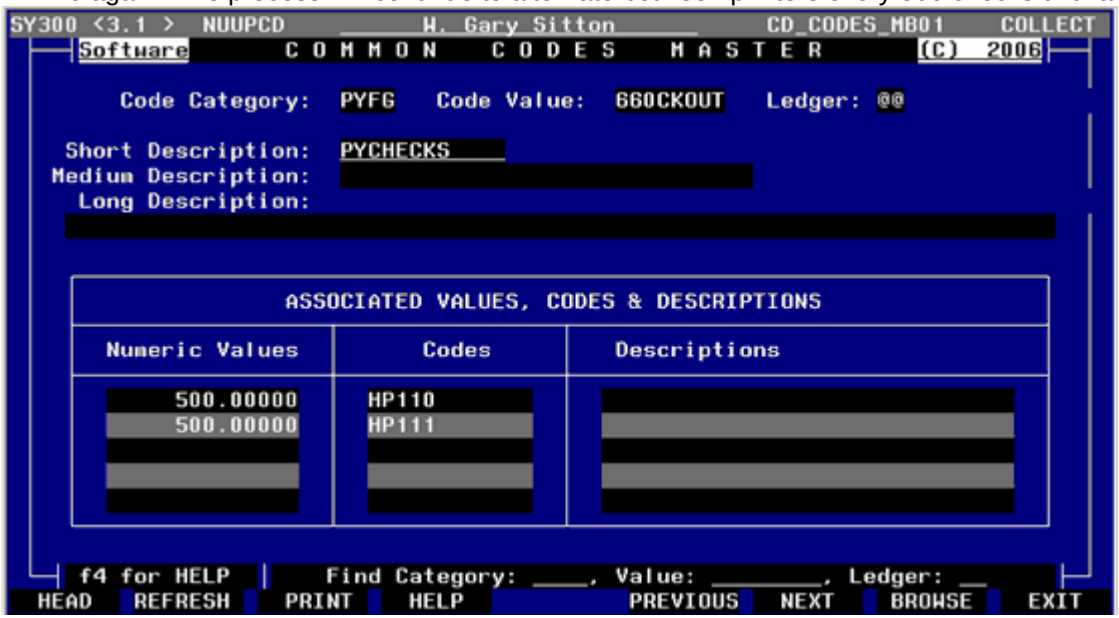
# Example 2

This example will print the first 500 checks to IFAS printer, HP110. The remainder of the checks will be printed to IFAS printer, HP111.



# Example 3

This example will print the first 500 checks to IFAS printer HP110. The next group of 500 will print on IFAS printer HP111. The next group of 500 will print to HP110 again. This process will continue to alternate between printers every 500 checks until all checks have been printed.




There are a number of options for dealing with spoolfiles in the PY check/eft writer. The PY check writer is controlled by the common code PYFG/660CKOUT and the PY eft writer is controlled by PYFG/660EFOUT. The following documentation applies to both common codes.

### Code Category: PYFG

### Code Value: PY660CKOUT

Short Description: The first 8 characters of this field will be used to replace the spoolfile name that is seen when executing the MPE showout command.

Medium Description: If this field reads “BREAK ON SORT” then a new spoolfile will be created every time the primary sort item changes. If this option is used, Associated Values (1-5) will be ignored.

Long Description: Not Required.

## Associated Numeric Values

1-5: The number of checks to be printed on the printer named in the matching Associated Code before a new spoolfile is created. If this field is zero ,then no limit will be placed on the printer.

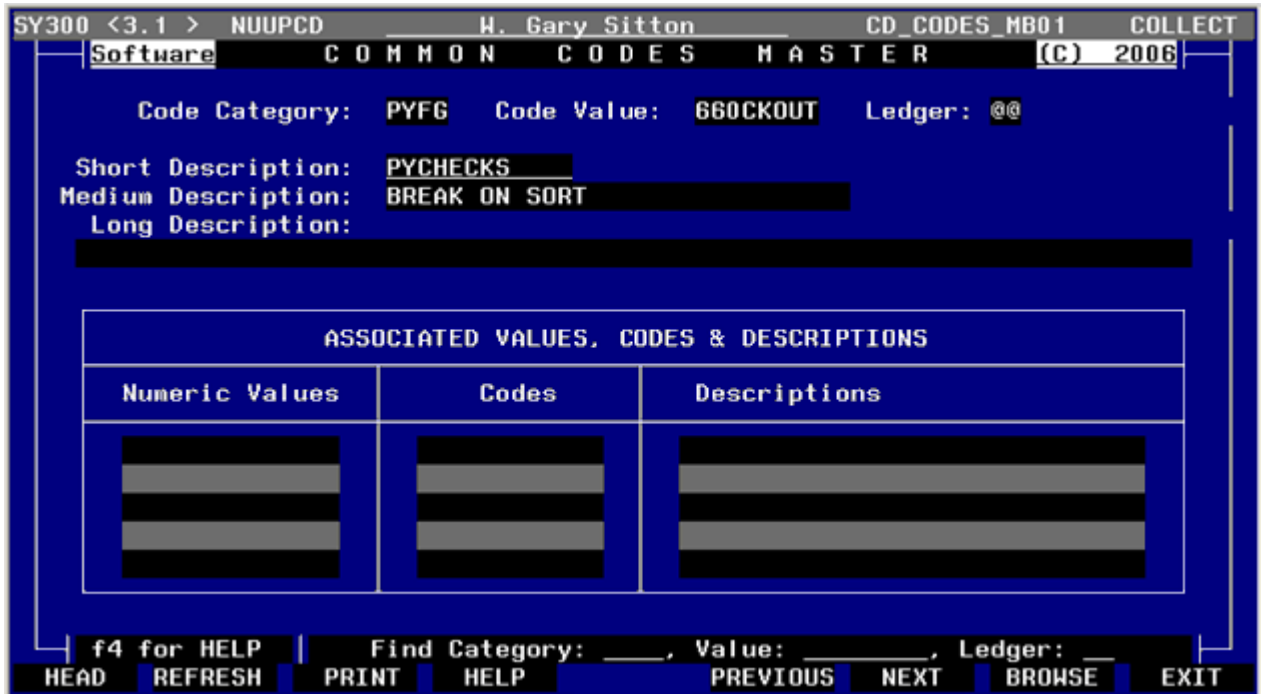
## Associated Codes

1-5: The name of an IFAS printer. This printer will be used instead of the printer specified in the question SY03. The number of copies and the printer priority specified in SY03 will still be used.

## Associated Descriptions

1: Not Required.
2: Not Required
3-5: Not Required.

# Example 1




This example will create a new spoolfile every time the primary sort item changes. All the spoolfiles created will use the forms printer question to determine which printer to use. All the spoolfiles created will have the name “PYCHECKS” in this sample, when a showout command is used for a spoolfile listing.

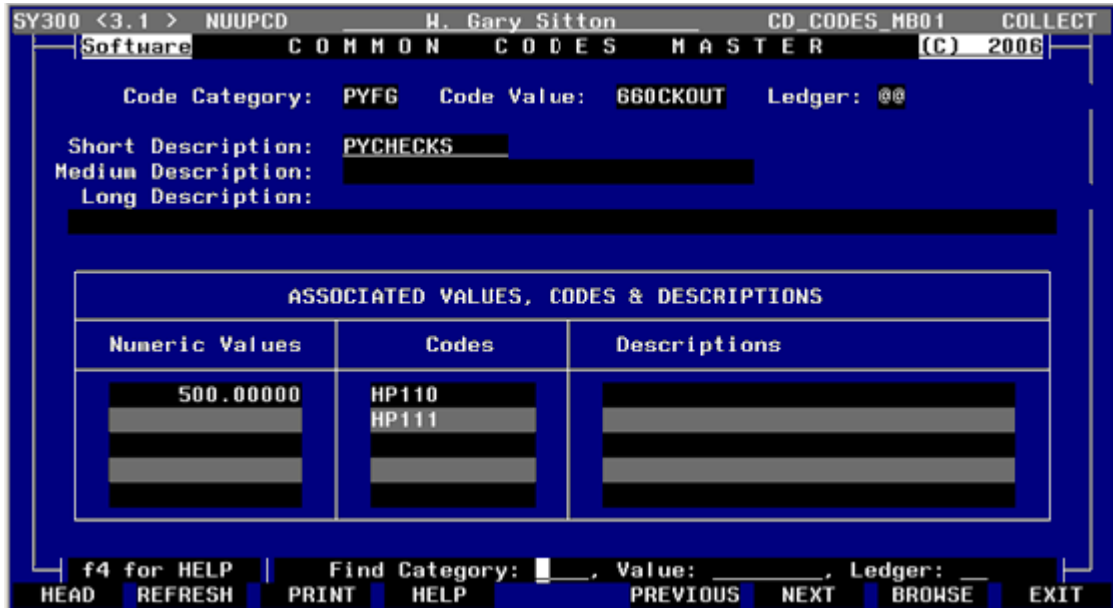
**WARNING** Only try this setting if primary sorts are in groups of departments, location codes, etc.

Primary sorts by employee name or ID would be impractical usage of this setting.

Refer to PYFG/PY660C, code 2 to determine sort selection you are using.

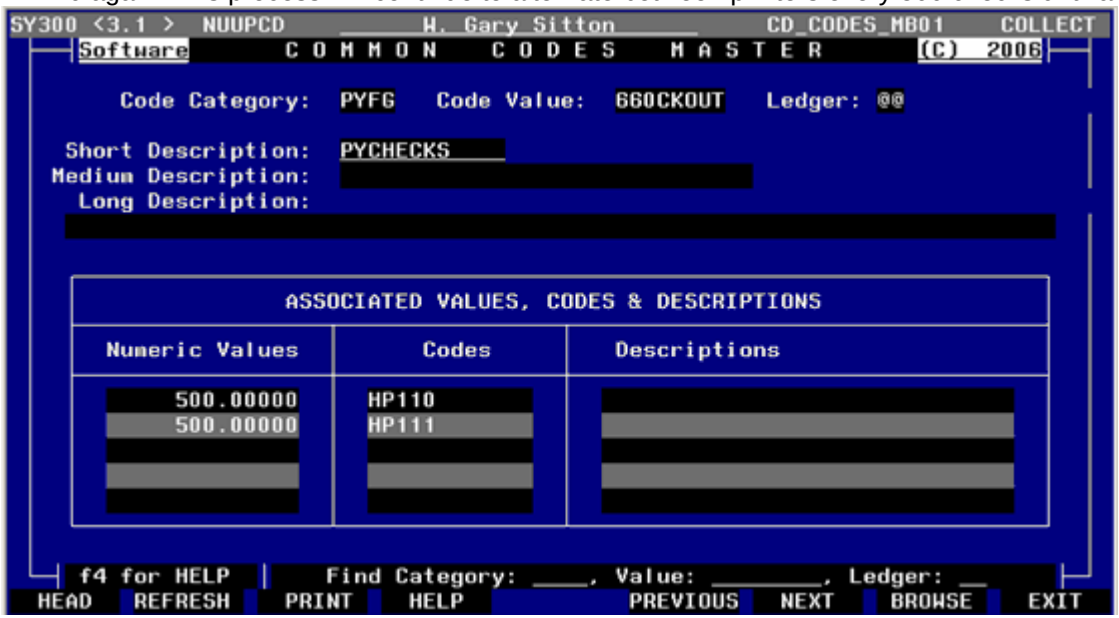
# Example 2

This example will print the first 500 checks to IFAS printer, HP110. The remainder of the checks will be printed to IFAS printer, HP111.



# Example 3

This example will print the first 500 checks to IFAS printer HP110. The next group of 500 will print on IFAS printer HP111. The next group of 500 will print to HP110 again. This process will continue to alternate between printers every 500 checks until all checks have been printed.




To combine multiple CDHs on the PY check stub, use the following common code. PYFG/660SUBxx, where xx is a two digit number from 01 to 99.

**Code Category: PYFG**

**Code Value: PY660SUBxx** (where xx is a two digit number from 01 to 99.)

Short Description: Shows the title to be used for this line item on the PY check stub. This is optional, and if left blank the title of the CDH listed in Associated Code (1) will be used.

Medium Description: Not Required.

Long Description: Not Required.

## Associated Numeric Values

1: Shows the primary CDH number that holds the combined values. This is required.
2-5: Not Required.

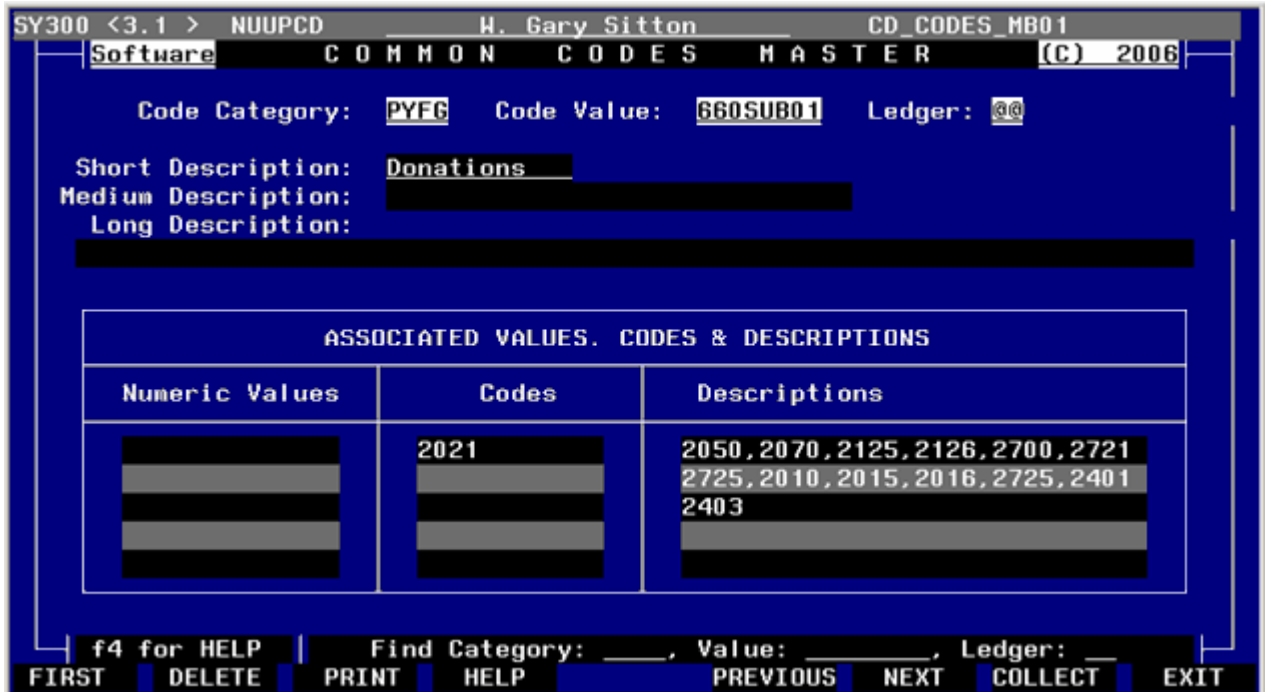
## Associated Codes

1-5: Not Required.

## Associated Descriptions

1-5: Shows all the CDHs that are to be combined with the primary CDH listed in Associated Code (1) for the line item on the PY check stub. CDH numbers listed in these fields must be 4 digits, comma delimited and left justified. If the Associated Descriptions are left blank and there is a value in the Short Description, the only effect of this code will be to change the title of the Primary CDH.

In the example below, all 13 deductions listed in the description lines are combined with CDH 2021 and shown as one line item on the stub with the title of “Donations”.




# PYFG / PY666C - New Check Writer

**Code Category:** **PYFG**

**Code Value:** **PY666C**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Not Required.
2: Recognized values for this field are (from PYUPEM):
ID - ID Only
IO - ID Within Org Key
IS - ID Within Supervisor (Selection Code 1)
NM - Name Only
ND - Name Within Department (Selection Code 1)
NO - Name Within Org Key
NS - Name Within Supervisor
S2 - Name Within (Selection Code 2)
E5 - Name Within Check Distribution Code (Educ Code 5)
SE - Name Within Check Distribution Code (Educ Code 5), within Department (Selection Code 1)
3-5: Not Required.

### Associated Descriptions

1-3: Not Required.
4: DEBUG PROGRAM will allow you to directly run your program over and over from the MPE prompt.
5: PRINT TO SCREEN will print to the screen so you avoid walking to and fro getting wasted printouts. Useful for debugging.
PRINT SAMPLE will cause an alignment page to print.

# PYFG / PY672C

This common code allows adding a third line to the report which will show detailed amounts for Leave With Out Pay (LWOP).

**Code Category:** **PYFG**

**Code Value:** **PY672C**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1: Not Required.
2: “SHOW LWOP” - Putting this code will add a third line to the report which will show the detailed amounts for LWOP.
3-5: Not Required.

# PYFG / PY691C - Debug

### Code Category: PYFG

### Code Value: PY691C

Short Description: Entering “DEBUG” in this field will cause debug information to be displayed. This is for SunGard Public Sector LLC diagnostic use only.

Medium Description: Not Required.

Long Description: Used to describe the common code.

### Associated Numeric Values

1: Length of the total box.
2-5: Not Required.

### Associated Codes

1: Entering “NO” in the first 2 positions of the code will suppress printing of the totals box and its label.
2: Entering “STATUS” will allow selection of up to 5 status codes for inclusion on the time sheet.
3-5: Not Required.

### Associated Descriptions

1: The first 12 characters contain the description of the first total box. The next 12 characters contain the description of the 2nd total box.
2: Up to 5 status codes to be used in selection in capitals and separated by commas. Used in conjunction with Code (2).
3-5: Not Required.

# PYFG / PY691C01 & PY691C02 - Time Sheet Set-up Parameters

Code Category: PYFG

Code Value: PY691C01

**PY691C02**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

## Associated Numeric Values

1-5: Enter the number of spaces to indent the personal information for the line.

## Associated Codes

1-5: A code that signifies what information to place on this line in the personal information portion of the time sheet. The line is given by the code number. For example, the third code for PY691C01 would refer to the third line on the time sheet, the third code for PY691C02 would refer to the eighth line on the time sheet, etc. Valid codes are as follows-

| Code | References |
|---|---|
| "ID" | Employee ID |
| "NAME" | Employee Name |
| "SSN" | Employee SSN |
| "TYPE" | Employee Type |
| "CYCLE" | Employee cycle |
| "EDUC1" through | Employee education codes 1-5 |

| | |
|---|---|
| EDUC5" | |
| "SKILL1" | |
| through | Employee skill codes 1-5 |
| "SKILL5" | |
| "SEL1" | Employee selection code 1 |
| "SEL2" | Employee selection code 2 |
| "AA" | Affirmative Action Code |
| "SLCJOB" | Special for SLC Job code |
| “SRTADJ” | Employee Seniority Adjustment |
| "CALENDAR" | Employee Calendar |

### Associated Descriptions

1-5: Description of the item. This is printed one space before the item and is indented by the number of spaces assigned in the correspondnumeric value.

# PYFG / PY691C03 & PY691C04

**Code Category:** **PYFG**

**Code Value:** **PY691C03**

**PY691C04**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Enter the number of spaces to indent the personal information for the line.

### Associated Codes

1-5: A code that signifies what information to place on this line in the leave balance portion of the time sheet. Note that this area may hold any contribution, deduction, hour, pay base, or hour base that is stored in the payroll accumulators. Tax year to-date, inception to-date, or calendar to-date amounts may be used. The format is as follows:

**Code Positions** 1-4 Four-digit contribution, deduction, hours, pay base, or hours base number.

**Code Positions** 5-6 Unused.

**Code Positions** 7-9 "TTD" to use tax year-to-date value.
"ITD" to use inception to-date value.
"FTD" to use fiscal year-to-date value.
"CTD" to use calendar year-to-date value.

**Code Positions** 10-12 Unused.

### Associated Descriptions

1-5: Description of the corresponding contribution, deduction, hours, pay base, or hours base to print on the time sheet.

# PYFG / PY691C05

**Code Category:** **PYFG**

**Code Value:** **PY691C05**

Short Description: Not required.

Medium Description: Sort title to appear on time sheet.

Long Description: Company heading to appear on time sheet.

### Associated Numeric Values

1: Number of boxes per line.
2: Number of rows inside each box.
3: Number of rows of boxes for each employee.
4: Number of lines per page.
5: Not used.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYFG / PY691C06 & PY691C07

**Code Category:** **PYFG**

**Code Value:** **PY691C06**

**PY691C07**

Short Description: Not Required.

Medium Description: Sort title to appear in heading.

Long Description: Company heading to appear on time sheet.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Label to be printed above a box. For example, code 2 from PY691C06 would contain a label such as "TUE" to denote the second box. Code 3 from PY691C07 would correspond to the eighth box.

### Associated Descriptions

1-5: Not Required.

# PYFG / PY691C08 & PY691C09

**Code Category:** **PYFG**

**Code Value:** **PY691C08**

**PY691C09**

Short Description: Not required.

Medium Description: Sort title to appear in heading.

Long Description: Company heading to appear on time sheet.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Label to be printed above a box. For example, code 2 from PY691C06 would contain a label such as "TUE" to denote the second box. Code 3 from PY691C07 would correspond to the eighth box.

### Associated Descriptions

1-5: Not Required.

# PYFG / PY780IA - Settings for Iowa State Unemployment Report

The Iowa State Unemployment Report can be run by executing the mask PYRESRIASU. This report will print out the standard Iowa State Unemployment Report and create the necessary file to submit to the state. The common code PYFG PY780IA contains some client specific values that will need to be populated for the report. Make sure this common code is reviewed prior to submitting this file to the state.

**Short Description**: Not required.

**Medium Description**: Not required.

**Long Description**: Not required.

### Associated Numeric Values

1: Tax Rate – This is the tax rate used to display on the Total Record
2-5: Not Required.

### Associated Codes

1: SUI Account Number – This is the account number used in both the employment and summary records.
2: Contact Phone Number – List here the phone number for the state to get in touch with the contact.
3: Contact Phone Extension – Enter the phone extension the state is to use to get in touch with the contact.
4: Media Authority Number – Enter this number here to be used on the A record.
5: Not Required.

### Associated Descriptions

1: Contact – This is the person who will be listed as the contact in the A record.
2: Computer – Enter the computer description that is required for the B record.
3-5: Not Required.

# PYFG / PY781CO Determine PERA/401K Subject Wages

Before processing of PERA/401K files, the PYFG/PY781CO common code must be set up.

### Code Category: PYFG

### Code Value: PY781C

Short Description: Not required.

Medium Description: Not required.

Long Description: Not required.

### Associated Numeric Values

1: Set to the Paybase number to be used to determine PERA/401K subject wages.
2: Set to the Miscellaneous Code number to be used to determine PERA contributions and deductions. For example, if set to 1, Miscellaneous Code 1 in screens PYUPCC and PYUPDD will be used to match against the special codes listed above to determine if a particular contribution or deduction is a PERA contribution or deduction.
3: Set to the Miscellaneous Code number to be used to determine 401K contributions and deductions. For example, if set to 1, Miscellaneous Code 1 in screens PYUPCC and PYUPDD will be used to match against the special codes listed above to determine if a particular contribution or deduction is a 401K contribution or deduction.

4: Set to the CDH number that identifies an employee as a retiree. For example, if all retirees have deduction 200, numeric value 4 would be set to 2200.00000. The employee must have a CDH assignment with this CDH number active in the pay period being reported to be qualified as a retiree.
5: Not Required.

### Associated Codes

1: Set to the 3 digit state assigned employer number.
2: If non-12 month employee reporting is needed, this code is set to the EMPM attribute containing the value "08" if an employee is not a 12 month employee. If "08" in found in this EMPM attribute, the employee will be reported as a non-12 month employee. Any other value in this attribute will result in the employee being reported as a 12 month employee.
3: By default, the report and file are sorted by employee Social Security Number. To force a sort by some other value, set this code to the EMPM attribute to be used for sorting.
4-5: Not Required.

### Associated Descriptions

1-2: Not Required.
3: This description controls the date reported as the "Transaction Date" in the PERA/401K files. If this field is left blank, the check date associated with the period will be used as the transaction date. Valid values for this field include: <blank>, CHECK DATE, PERIOD BEGIN DATE, PERIOD BEGIN DATE.
4-5: Not Required.

# PYFG / PY831C

This common code is used by the payroll routine that creates CDH assignments based on Accounts Payable invoice entry. (See the AP/PY Interface section of the AP User Guide.) The common code controls various functions of the routine.

**Code Category:** **PYFG**

**Code Value:** **PY831C**

Short Description: Not required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1: Enter the number of cutoff days. If nothing is entered, "cutoff period" process is not in effect. If a value is entered, a cutoff date will be calculated that is the pay period posting date less the cutoff date for the targeted period. If the current date is not before this cutoff date, the AP/PY Interface will abort.
2-5: Not Required.

### Associated Codes

1: Set this to YYCCSNN or YYCCNNS as a function of how pay periods are numbered. Typically pay period numbers consist of the last 2 digits of the year (YY), the payroll cycle number (CC), a two digit payroll number (NN) indicating which payroll this is within YYCC and a supplemental run number (S). Set this to YYCCSNN if your organization places the supplemental number before the payroll number. Set this to YYCCNNS if your organization places the supplemental number after the payroll number.
2-5: Not Required.

### Associated Descriptions

1: Set this to ALLOW CALCULATED PERIODS if creation of CDH assignments is allowable even if the pay period has been calculated.
2-5: Not Required.

# PYFG / PY901C

JCL now properly halts a job when force calculation errors are encountered.

### Code Category: PYFG

### Code Value: PY901C

Short Description: Not required.

Medium Description: Not required.

Long Description: Not required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter "USE JCW". Program defaults to continue when an error is encountered. However, if this common code is set, the payroll prowill stop, e.g. a calc code has an error in it.
2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYFG / PY902C - Recompute Accumulators Flags

Switch settings for Accumulator re-compute process.

### Code Category: PYFG

### Code Value: PY902C

Short Description: Entering "DEBUG" in this field will cause debug information to be displayed. This is for SunGard Public Sector LLC diagnostic use ONLY.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1: Entering "1" activates debug mode for pay base control.
2: Entering "1" activates debug mode for caching.
3: Entering "1" activates debug mode for detailed debugging.
4: Entering "1" activates debug mode for pay base and hour base updating.
5: Not Required.

### Associated Codes

1-5: Enter the "names" (Code field on the PERIOD DEFINITION screen (PYUPPR)) of special periods that are NOT to be counted in the Num-of-Periods figure on the EMPLOYEE ACCUMULATOR record (PYUPEA).

### Associated Descriptions

1: When date ranges are used on CDH assignments, this common code keeps a range-to-date amount in the ITD variable of an accumulator. The default test to see if something should be included in the range is comparing the check date against these assignment dates. If the check date of the last period of the assignment falls after the period end date, this means that the last period where the assignment was active may not be included in the range. If it is desired to consider any period where the assignment was active as part of the range then set Description (1) to "RANGE TO DATE BY PERIOD".
2: Not Required.

3: IGNORE TERM DATE (This wording will inactivate a normal feature when computing employee accumulator records. In the normal operation, employees will be skipped when the Termination Date is before both the Calendar year and Fiscal year begin dates. IGNORE TERM DATE will let those employees be processed.)
4: 'PYPACM TRANSFERS OFF' – Causes PY902 to not recomputed accumulators when running PYPACM for records in a transfer period.
5: Not Required.

# PYFG / PY908C

**Code Category:** **PYFG**

**Code Value:** **PY908C**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1: "KEEP CHECK NUMBERS". This option keeps the original check numbers on re-run of PY checks.
2-5: Not Required.

# PYFG / PY911C -Payroll Undo Program

Delete records in hr_eostub.

**Code Category:** **PYFG**

**Code Value:** **PY911C**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-2: Not Required.
3: Set associated code to "EOSTUB". This will cause the program to delete records in the hr_eostub table when handling reversed ("WR") checks.
4-5: Not Required.

### Associated Descriptions

1-5: Not Required.
Note-IGNORE TERM DATE (This wording will inactivate a normal feature when computing employee accumulator records. In the normal operation, employees will be skipped when the Termination Date is before both the Calendar year and Fiscal year begin dates. IGNORE TERM DATE will let those employees be processed.)

# PYFG / PY913C - Bond Calculation Balance Update

**Code Category:** **PYFG**

**Code Value:** **PY913C**

Short Description: Entering "DEBUG" in this field will cause debug information to be displayed. This is for SunGard Public Sector LLC diagnostic use ONLY.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYFG / PY915C

**Code Category:** **PYFG**

**Code Value:** **PY915C**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYFG / PY919C - Repost PY Checks to CK (PYUTRE)

**Code Category:** **PYFG**

### Code Value: PY919C

Short Description: Entering "DEBUG" in this field will cause debug information to be displayed. This is for SunGard Public Sector diagnostic use ONLY.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1: Set to "DO NOT SUBTRACT EFT FROM NET" when you want EFT amounts to be included when you repost check numbers to Check Management.
2: Set to "DO NOT SUBTRACT CU FROM NET" when you want Credit Union amounts to be included when you repost check numbers to Check Management.
3: PRINT DETAIL LINES - This options allows the report to show detail lines per check number to be shown. This is mainly used for debugging and not intended as a report since it does not have headers and the same information is on the CK200 report.
4-5: Not Required.

# PYFG / PY923C - Check Employee EFT Accounts (PYUTCE)

### Code Category: PYFG

### Code Value: PY923C

Short Description: Entering "DEBUG" in this field will cause debug information to be displayed. Entering "NORUN" indicates that the program is not to run.

Medium Description: Entering "FULL" indicates that ASSOC CODE information exists for the employee, but there is not EFT deduction for the employee in the period.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Entering "ALLOWAPLPHA" in this field will suppress the warning that would normally occur if an alpha character were to be found in either the bank number, the account number, or both. This field is used in conjunction with Assoc. Code 1 of this common code.
2: Entering "VALIDATE-CU" in this field activates the credit union deduction.
3-5: Not Required.

### Associated Descriptions

1: This field will be ignored unless "ALLOWAPLPHA" has been entered in Assoc. Code 1 of this common code. If using "ALLOWentering “BANKID ONLY” in this field will suppress the warning tat would normally occur if alpha characters exist in the bank ID (the account number would still generate a warning). Entering “ACCT ONLY” in this field will suppress the warning that would normally occur if alpha characters exist in the account number (the bank ID would still generate a warning). If this field is left blank, the warning will be suppressed if alpha characters exist in either the bank ID or the account number.
2: Not Required.
3: ONLY-CURRENT-CYCLE. This setting will allow only the current cycle to be validated.
4: Normally, warnings are produced for all EFT employees even when they have no history in the period under consideration. Entering NO WARNS WHEN NO HISTORY in description 4 disables these extraneous warnings.
5: Not Required.

# PYFG / PY924C - Merge Summary Timecard Batches

**Code Category:** **PYFG**

**Code Value:** **PY924C**

Short Description: Entering "DEBUG" in this field will cause debug information to be displayed.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Entering "BATCH" in this field will cause the batch count in a merged file to equal 1. The Batch count will be found in the 2nd through 7th positions of the “9” record. Note: Some banks require that the batch count be 1 instead of the number of batches merged.

2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYFG / PY945C - Payroll Encumbrance Process

**Code Category:** **PYFG**

**Code Value:** **PY945C**

Short Description: Enter 'DEBUG' to activate debug.

Medium Description: Enter "EN-NORMAL" or "EN-BY-EMPLOYEE" this is required element that establishes normal or employee level posting mode.

Long Description: Used to describe the common code.

### Associated Numeric Values

1: Enter the seed # for employee-level posting reference fields.
2-5: Not Required.

### Associated Codes

1: Holds a one-character Division Code.
2: Holds a two-digit Post Code.
3: Holds a two-character transaction format.
4: Holds a one-character prefix that will be joined with the period number in the reference fields for EN-NORMAL mode batches.
5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYFG / PY955C

**Code Category:** **PYFG**

## Code Value: PY955C

Short Description: Set to DEBUG to activate program diagnostic displays.

Medium Description: Not used.

Long Description: Not used.

### Associated Numeric Values

1-5: Not used.

### Associated Codes:

1: Used to specify optional B01-DESC values.
**TRACKING #** - Activates an option to populate the B01-DESC field with the Tracking # from the PY CDH assignment.
**SSN NAME** - Activates an option to populate the B01-DESC field with employee's SSN and up to 20 characters of the employee name. This option requires that NAME be one of the specified sort items in the PYFG/AP01 common code.

2: Used to specify optional B01-REF values.
**TRACKING #** - Activates an option to populate the B01-REF field with the Tracking # when the LOOKUP option is used. In that case, the normal default B01-REF (CDH and Pay Period) will be placed in the B01-SEC-REF field.

3: PEDB Address Code (Defaults to "PR". This code also is used in the LOOKUP option when the Address Code is not found on the employee assignment)..

4: **LOOKUP OPT 1** – Activates an added option for the LOOKUP feature, when an Alternate Vendor ID or Vendor Address Code is specified. This setting will force the Alternate ID or Address Code to be used. Normally, these codes are only used if the LOOKUP Vendor values are missing. Refer to common codes PYDD and PYCC for information about the LOOKUP feature and setting up an Alternate Vendor ID or Address Code. Alternate Vendor ID – When specified, the Alternate Vendor ID will be used if the LOOKUP Vendor ID is blank.

5: **USING-JL** – Activates an option to use Job Ledger Account Numbers. When active JL Key and JL Object may be specified in the PYDD and PYCC common codes.

**GLOBALJL** – Activates the Job Ledger Account Numbers option, but uses a global JL Key and JL Object specified in Assoc-Desc(5).

**7I** – To create a batch in 7i to write to the data set (like the Classic PYUTAP function)

### Associated Descriptions:

1-4: Not required.

5: Enter the JL Key and JL Object when using the "GLOBALJL" setting from Assoc-Code(5). Format the key and object separated by a comma, with no spaces.

# PYFG / PY957C - Daily Timecard - Clean Up Utility - Recovery File Options

**Code Category:** **PYFG**

**Code Value:** **PY957C**

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1: Entering "NO RECOVERY" in this field will direct the system not to write a recovery file. "RECOVERY OPTIONAL" allows the user the option of creating a recovery file or not. "ALWAYS RECOVER" requires a recovery file.

2-5: Not Required.

# PYFG / PY958C - Transfer Scheduled Leave

This common code is used to control output of the proof report, exception reporting and error diagnostics for the Transfer Scheduled Leave process.

Code Category: PYFG

Code Value: PY958C

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1: When this description is left blank, the proof report with any exceptions will be printed. When set to "NO PROOF REPORT", no proof report will be printed. When set to "EXCEPTIONS ONLY", only error exceptions will print.

2: If this description is left blank, leave entries with a date less than the beginning date of the target period will be transferred to the tarbatch and an error exception noted on the proof report. When set to "TEST BEGIN DATES", leave entries with a date less than the beginning date of the target period will not be transferred to the target batch.

3-5: Not Required.

# PYFG / PY970C - Daily Timecard Flat File Interface

This common code is used to control various processing functions of the Timecard Interface utility.

### Code Category: PYFG

### Code Value: PY970C

Short Description: Set to **DEBUG** to activate program diagnostic displays. Set to **WRITE** to activate debug level to display details of the input and output records.

Medium Description: Enter "SUPRESS WARNINGS" in this field (exactly as shown, without quotes) to suppress the display of these warnings as they occur:

"Both HRS and $$$ given for $$$-type hour"

"Pay override set, or pay / hrs override both unset, will use pay amt"

"Hour override flag is set; pay override flag is NOT"

Long Description: Set to any of the following:

**KEEP PAY STRINGS W/ INVALID GL** tells the interface to use whatever GL Account is entered, regardless of validation.

**DEFAULT INVALID PAY STRINGS TO PM** tells the interface to replace pay strings that have invalid GL Accounts with the employee's current PM assigned pay string.

**DEFAULT INVALID PAY STRINGS TO PM EVEN WITH BAD DATES** tells the interface to replace a pay string having an invalid GL Account by any PM assignment.

## Associated Numeric Values

1: Options for Employee Begin/End Dates.
1.00000 – Don't process any timecard dates for an employee that are before or after the Employee Begin/End dates. Entries are discarded.
2.00000 – Sets timecard dates that are before or after the Employee Begin/End dates to be Employee Begin Date or Employee End Date respectively.
3.00000 – Activates warning messages for any timecard dates that are outside the Employee Begin/End date range, but accepts the entries.
2: Set to 1.00000 allows timecard dates that are prior to the Period Begin Date.
3: Not used.
4: Not used.
5: For Option C on the SPLIT-MATCH functionality, set to the number (1-8) indicating which MISC-CD box to use to find the matching MISC-CD.

## Associated Codes

1: Set to "**DAILY-PYTC**" will cause the output from the process to be written to the PYTC-HRS-DTL table rather than PYT-HRS-DTL.
2: Setting to direct the process to get the object code from the Hour Definition.
**HR-OBJ-GL** – If the interface record has no GL Object, set it to the Debit GL Object from the Hour Definition.
**HR-OBJ-JL** – If the interface record has no JL Object and there is a JL Key, set the JL Object to the Debit JL Object from the Hour Definition.
**HR-OBJ-GL-JL** – Activates both of the above settings for Object Codes.
3: **DEFAULT-FILL** - Activates a matching pattern for controlling how blank pay string parts are filled from the default pay string. The matching pattern is specified in Assoc-Desc(2). **NOTE:** Unless this is set to "DEFAULT-FILL" and a limiting matching pattern is given in Assoc-Desc(3), the default behavior is for all blank pay string parts to be filled by parts from the default string.
Special Codes: B* - This reserved word entered into an interface item that is configured with the DEFAULT-FILL feature, will force spaces into the resulting pay string part in the timecard record.
4: **XX FORMAT** – activates an option to interpret the input date format according to standard date edit types. The XX represents the date edit type. Valid Codes are:
DR mmddyy
DT mm/dd/yy
DU mm/dd/ccyy
DV dd/mm/yy
DW dd/mm/ccyy
DX yy/mm/dd
DY ccyy/mm/dd
D6 yymmdd
D8 ccyymmdd

5: Activate SPLIT-MATCH functionality by one of the following values. This functionality provides a way to automatically split timecard input records across multiple assigned pay lines based on relative effort among eligible lines. Eligible lines may be based on a user-defined Matching Pattern.

"SPLIT-MATCH"
"SPLIT-MATCHA"
"SPLIT-MATCHB"
"SPLIT-MATCHC"

Options A, B and C activate **optional** splitting.

A: Only split entries where the GLKEY in the input file is set to "SPLIT".
B: Only split if GLKEY/OBJ and JLKEY/OBJ in the input file are all set to blank.
C: Only split if the hour code has a MISC-CD that matches that specified in Assoc-Desc(5).

## Associated Descriptions

1: **GET PERIOD FROM RUNREQ** – always use the Pay Period for this batch that was entered at the prompt, regardless of what Period is specified in the file.

2: **USE SSN IN ID** – activates an option to allow the input Employee ID to be the SSN.

3: Default Fill Pattern – Used in conjunction with Assoc-Code(3), this field holds a sequence of up to 18 'X' and blank characters representing the 18 possible pay string parts. The X's represent the pay string parts that are to be copied in whenever a blank occurs on an entered pay string. The parts are copied from the pay string that is the appropriate default for the date on the timecard line. If there is no valid default assigned line for that date, no copy occurs.

**Note:** The order of the X's is the order in which the PY Gen Master displays the parts, NOT the sequence that the client sets up for the pay string display. For example, the first 3 parts are always Pay Class, Position and Step. The default, if not activated, is for all 18 parts to be potential sources for the copy.

4: USE PERIOD END – option to replace blank timecard dates by the Pay Period End Date. Default is to replace by the Pay Period Begin Date.

5: When using the SPLIT-MATCH function, enter a **matching pattern** to specify which Pay Assignments are to be used in the split. The matching pattern is a series of X's in the first 18 positions. The X's represent which pay string parts from the input record are to be used in identifying matching employee pay assignments.

**Note:** The 18 positions are in the order that pay string parts are displayed on the PY Gen Master screen, NOT the order in which they appear in the pay string. For example, a pattern of "XXX ", would indicate a matching based on Pay Class, Position and Step, which are the first 3 parts listed on the PYUPGN screen. As a special case to automatically split to all assigned pay lines, use "SPLIT-ALL" instead of the matching pattern of X's.

**For Option C only**, using the last 4 positions of Assoc-Desc(5), enter the MISC-CD that will be used to identify matching hour codes. When there are no matching Pay Assignments for an input record, splitting is ignored and the input record creates a single timecard entry instead.

# PYFG / PY970C01 - Daily Timecard Flat File Interface

This Common Code is used to control additional optional features of the PY Timecard Interface Utility, program py970.

**Code Category:** **PYFG**

**Code Value:** **PY970C01**

Short Description: Not used.
Medium Description: Not used.
Long Description: Not used.

## Associated Numeric Values

1: Set to an override length for the Employee ID. This feature can be used only to pad leading zeros to the input ID if the ID differs from the length in IFAS.
2: Not used.
3: Enter the Value of the Misc Code to determine the Leave Requested Hours. Defaults to Misc code 7. This value is used in conjunction with Assoc. Code 3.
4-5: Not used.

## Associated Codes

1: Set to WARNGL to allow for GL warnings on the Timecard Interface report.
2: Set to a Default Date (ccyymmdd format) that is used when the Input Date is not valid. Set “SUB” to activate the Substitute Timecard feature during the Timecard Interface Process (see PY User Guide, Substitute Pay). Separate the next setting with a comma. Set “LEAVE to activate the Leave Cascade feature during the Timecard Interface Process.
The entry “SUB,LEAVE” or “LEAVE,SUB” will activate both features. The entry “SUB” will only activate the Substitute Timecard feature and the entry “LEAVE” will only activate the Leave Cascade feature.
3: Enter the Misc Code to determine leave request hours. This value is used in conjunction with Associated Value 3. Any Hour that can start a Leave Model Cascade needs to have the specified code in the specified misc code field. Update the hour definition under the mask PYUPHH.
4: Enter “LV BY PAYCLS” if the Leave Cascade Models will be setup by payclass. This is only necessary if the order of the cascade differs between payclass. For example, pay class 100 cascades from SICK to EMER to PERS, but payclass 200 cascades from SICK to PERS to EMER.
5: Not used.

## Associated Descriptions

1: Set to AUTO CREATE WORK ORDERS to activate a feature that will validate an input Work Order number and add it to the IFAS Work Order table if not found.
2: Set “SUB” to activate the Substitute Timecard feature during the Timecard Interface Process (see PY User Guide, Substitute Pay). Separate the next setting with a comma. Set “LEAVE to activate the Leave Cascade feature during the Timecard Interface Process.

The entry “SUB,LEAVE” or “LEAVE,SUB” will activate both features. The entry “SUB” will only activate the Substitute Timecard feature and the entry “LEAVE” will only activate the Leave Cascade feature.

"EQUIP" instructs the interface process to create a second, parallel, batch that contains only the Equipment hours for the given import set. This option and the "SUB" (substitute teacher) option are mutually exclusive.

When using this option, each IFPY record is examined for Equipment information. IFPY-EMP-ID2 is examined for Equipment IDs, IFPY-USER1 is examined for Equipment Hours and IFPY-MISC1 is examined for TCIN-HRS-NO. If detected a timecard entry is added to batch EQUIPXXXXXX where XXXXXX is the period number.

3: Set USE APPROVAL CODES to only process records with approval codes of "AP."

4: Set "SORT-BY-TYPE" to sort Messages by Error Type or "SORT-BY-GROUP" to sort Messages by Group then Error Type. Separate the next setting with a comma. Set "NAME" to sort by name within Group or Error Type or set "ID" to sort by ID with Group or Error Type. Separate the next setting with a comma. Set "B" to page break when the highest level sort value changes.

For example the value, SORT-BY-TYPE,NAME,B would sort Messages by Name within Error Type and give a page break on a change of Error Type.

5: Set ADD ACCRUALS TO CASCADE to add the accrual amounts from the current periods payroll history records, to the Accumulator leave balances.

# PYFG / PY970DEF

**Code Category:** **PYFG**

**Code Value:** **PY970DEF**

Short Description: Not used.

Medium Description: Set to **GLDEF-MAP-ON** to activate GL Default Mapping.

Long Description: Not used.

## Associated Numeric Values

1-5: Not used.

## Associated Codes

1: Set to a default GL Key to be used in standard GL Default Mapping. This value is supplied if the GL Key is left blank in the pay string entered. Alternative value is **FORCEMAP**, which will force the GL Key to be blanks, which will force GL Default Mapping to try to map into the field.

2: Set to a default GL Object for standard GL Default Mapping. May also enter **FORCEMAP**.

3: Set to a default JL Key for standard GL Default Mapping. May also enter **FORCEMAP**.

4: Set to a default JL Object for standard GL Default Mapping. May also enter **FORCEMAP**.
5: Not used.

### Associated Descriptions

1-5: Not used.

# PYFG / PY972C

This common code allows the total earnings utility (PYUTRTTE) to place the total hours on the pay assignment record.

### Code Category: PYFG

### Code Value: PY972C

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1: If you would like the total hours along with the total dollars to display on the Employee Pay Assignment screen upon running the Calc Total Earnings Utility, then enter a Misc NUM, valid options 1 -5. This will determine where the total hours will be stored on the Employee Pay Assignment screen.
2-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYFG / PY961C  PY to AR Interface Controls

The individual lines of the common code (Numeric Values/Codes/Descriptions) may appear in any order.  The value in the Codes field identifies the parameter, and values in the Numeric Values and/or Descriptions fields provide the needed parameter controls.

## Code Category:  PYFG

## Code Value:  PY961C

Short Description:  Reserved for SBI debug control

Medium Description:  Client Code (e.g., SBI, AEA11,etc.)

Long Description:  Client Name

### Associated Numeric Values

1:  [1] through [8]
2:  %
3:  $ and cents
4:  [number of months]
5:  Not Required.

### Associated Codes

1:  CDH MISC CD
2:  RATE
3:  FLAT
4:  CALC MONTHS
5:  FINANCE CODE
6:  FILE
7:  BATCH
8:  USER DEBUG

### Associated Descriptions

1:  xxxx,yyyy,zzzz
2:  Not Required
3:  Not Required
4:  Not Required
5:  FINANCE CODE
6:  FORMTEXT or filename
7:  FORMTEXT or batchname

8: BSI

NOTE: If more than 5 of the options described above need to be used, additional common codes may be defined. The additional common codes have a Code Category of PYFG and a Code Value of PY961C## (where ## is a sequential number starting with 01).

Keyword is the name of the option being defined and must be entered in the Codes field exactly as shown. The values entered in the Numeric Values and/or Descriptions field are then used in defining that keyword.

The keyword CDH MISC CD is used to specify which Misc Code Box (1 through 8 may be used) of a CDH definition will hold the AR to PY Interface identifying code. The code(s) (shown as xxxx,yyyy,zzzz above, as an example) to look for are specified in the Descriptions field of this parameter. Commas must separate multiple codes. For instance if applicable CDHs are to be coded with ARIX, ARPY or PYAR in the Misc Code Box specified in the Numeric Value, then the Description field will contain ARIX, ARPY, PYAR. Up to six 4-character codes may be specified.

The keywords RATE and FLAT are mutually exclusive, e.g., only one may be used. If RATE is used, the value in the Numeric Value field is considered a percentage to be calculated against the amount of an applicable CDH to arrive at a fee. The percentage must be entered as a decimal number, e.g., 12½ percent should be entered as .125. FLAT is used when the fee is a constant dollar and cents amount. Note that in both cases, whether RATE or FLAT is used, the actual fee amount will be multiplied by the CALC MONTHS described below, to arrive at the total fee.

CALC MONTHS is used to indicate the number of months to be calculated. That is, the amount extracted for a particular CDH during the payroll period specified at run-time will be multiplied by the value of CALC MONTHS. The default is one (1). This calculation will arrive at the total AR amount for the reporting range. CALC MONTHS can be modified internally by the program on an individual basis if an employee has an applicable CDH assignment that ends prior to the end of the reporting range. For instance, if a period is entered at run time that has begin and end dates of 01/01/2005 and 01/31/2005, respectively, and the value of CALC MONTHS is 3, then the reporting range is actually 01/01/2005 through 03/31/2005. If an employee to be reported has an applicable CDH assignment with an end date of 02/28/2005, then, for this employee, the multiplier will be two instead of three. Note that the calculation is done in whole months only. If the employee's CDH assignment end date in this example is for any date in February, the multiplier will still be two.

FINANCE CODE is an up to 8-character value that will be placed in the finance (fee) code field of the AR batch file created by this process.

FILE is the name of the batch file to be created. The file name entered in the Descriptions field may be up to 8 characters, but must start with an alpha character. Or if ARPERIOD is entered in the Descriptions field, the word PERIOD will be replaced with the last 6 digits of the period number being processed. For instance, if the period being processed is 0601001 the resulting file name will be AR601001.

BATCH is the name of the batch created. The batch name entered in the Descriptions field may be up to 16 characters. If ARPERIOD is entered in the Descriptions field, however, the word PERIOD will be replaced with the last 6 digits of the period number being processed. For instance, if the period being processed is 0601001 the resulting batch name will be AR601001.

USER DEBUG is used to specify a particular user in the Descriptions field. Only this user will be able to see debug statements scroll on the terminal when the appropriate debug flag is entered in the Short Description of this common code.

COMMON CODE OVERRIDES

The parameters described above for RATE, FLAT, CALC MONTHS and FINANCE CODE set the global values for all CDHs processed. If, however, these need to be overridden for individual CDH this may be accomplished by entering the overrides in the appropriate CDH definitions.

For RATE, FLAT and CALC MONTHS, these keywords are entered in any one of the 10 Description fields of the CDH definition and the desired value is entered in the corresponding Value field. Note that RATE and FLAT, as described in the common code above, are mutually exclusive.

To override FINANCE CODE, enter this keyword in one of the 10 Description fields of the CDH definition, followed by a space followed by the finance code to be used.

# PYFG / PY962C - Contract Recompute Control

This code is used to set control for the PY Contract Recompute process.

Code Category: PYFG

Code Value: PY962C

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

Associated Numeric Values

1-5: Not Required.

Associated Codes

1: Enter the “As Of” date to be used in the selection of the contracts. Only contracts ending after the “As Of” date will be included. This date is only used during the Contract Recompute launched via the SENDPAY process.

2-5: Not Required.

Associated Descriptions

1-5: Not Required.

# PYFG / PY980C - Delete Utility Report - Page Breaks

**Code Category: PYFG**

**Code Value: PY980C**

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: The Payroll Delete utility (PYUTDU) prints a report showing the master and detail entries that were deleted. Entering "MASTER-BREAK" in this field causes each master record entry to be printed on a new page.
2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

## PYFG / PY997C - Daily Timecard Merge Utility

### Code Category: PYFG

### Code Value: PY997C

Short Description: "DEBUG" turns on debug processing.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter "PROMPT" if user is to be prompted for each batch that is to be merged. Enter "MATCH" if user is to enter matching pattern for merged batches.
2-5: Not Required.

### Associated Descriptions

1: Enter "IGNORE UNMERGED" if user does not want to be asked about the status of changes to batches that have not been merged.
2: Enter "SINGLE PERIOD" to direct the system to assume that the source period always matches the target period.
3-5: Not Required.

# PYFG / PY999C - Override the SYSTM Timecard Correction Utility defaults

This Common Code allows the user to override the SYSTM Timecard Correction Utility defaults.

**Code Category:** **PYFG**

**Code Value:** **PY999C**

Short Description: Entering "DEBUG" in this field will cause debug information to be displayed. This is for SunGard Public Sector LLC diagnostic use ONLY.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1: Display Count - Enter the number to see a progress report after a specified number of employees. Enter 50 would cause the utility to display a message every 50 employees processed. Default is 50.

2-5: Not Required.

### Associated Codes

1: Enter "PERIOD END" to select periods based on the date range given in the questions of the mask. With this setting any period touching the date range given will be reconciled. The default setis to use check date. With the default setting any check date falling within the date range given (including falling on the boundary) will be reconciled.

2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYFG / PYCC

**Code Category:** **PYFG**

**Code Value:** **PYCC**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-2: Not Required.
3: Optional 2-character address code for the vendor. If left blank, the system will default to "PR". If LOOKUP option is being used, a vendor address code from the employee assignment will override this value.
4-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYFG / PYDD

### Code Category: PYFG

### Code Value: PYDD

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-2: Not Required.
3: Optional 2-character address code for the vendor. If left blank, the system will default to "PR". If LOOKUP option is being used, a vendor address code from the employee assignment will override this value.
4-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYFG / PY269C

Use this common code to send STRS FTE rate and code to Payroll Pay Assignments.

### Code Category: PYFG

### Code Value: PY269C

Short Description: Not used

Medium Description: Not used

Long Description: Not used

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter the EMPPAY field name that will have the STRS Rate Type (Annual - A, Per Period - P, Daily - D, Hourly - H) written to it. Field choices are: spec_cd01 thru spec_cd08 and misc_01 thru misc_05. (required)

2: Enter the EMPPAY field name that will have the Total STRS Rate written to it. Field choices are num_01 thru num_05. (Note: fields num_01, num_03, and num_04 have 5 decimal point accuracy and can store a maximum number of 9999.99999 while fields num_02 and num_05 have two decimal point accuracy and can store a maxnumber of 9999999.99). (required)

3: Enter the EMPPAY field name that will have the text “STRS” writto it (optional). If nothing is entered here, then the text “STRS” will NOT be written to the EMPPAY screen.

4-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYFG / PYRATE - Special Control of Overtime Rates

**Code Category:** **PYFG**

**Code Value:** **PYRATE**

Short Description: Not required.

Medium Description: Not required.

Long Description: Enter up to 10 project numbers (separated by commas) which will receive specified overtime rate (from Numeric Value (2). Employee's project number will be taken from PY-EMP-SEL-CD (from Code (2)).

### Associated Numeric Values

1: Miscellaneous Codes of grade table which will describe overtime rate.
2: Overtime factor for employees whose project (SEL-CD (2)) is in long description list.
3-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYFG / RETROEX1

This common code is used to identify where retros should use an alternate CDH code rather than the original. A good example is LWOP (leave without Pay). LWOP typically will need to be retro'd on a separate CDH due to the fact that the definition of an employee's salary could be the total salary minus LWOP in the current period. The thing to note is that we do not want to reduce the current period's salary by any LWOP that might have occurred due to a retro. To accommodate this a separate code is setup for the retro LWOP to occur on so the calc code for an employee's salary can determine what is LWOP in the current period and what is LWOP due to retro.

**Code Category:** **PYFG**

**Code Value:** **RETROEX1**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Enter the CDH code of the original occurrence.

### Associated Codes

1-5: Enter the new CDH code that the amount calculated by retro should be associated.

### Associated Descriptions

1-5: Not Required.

# PYFG / TWEAK01 Tweak Ledger

### Code Category: PYFG

### Code Value: TWEAK01

Short Description: Not Required

Medium Description: Not Required

Long Description: Not Required

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1: If this is “LEDGER” or “USER-GL-CODE”, use the user’s GL code. If a specific ledger is entered here, use that as the “tweak” ledger. Enter a number if only one object code is excluded or a range to exclude more than one number.

2: Not Required.

3: Not Required.

4: Not Required.

5: Not Required.

# PYFG / 780VAxxx

### Code Category: PYFG

**Code Value: 780VAxxx** (where xxx = <blanks> for single entity organizations and E01 to E99 for multiple entity organizations.)

Short Description: For multiple entity organizations, set this to a valid entity code. One common code is required for each entity to be reported. Leave this field blank for single entity organizations.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1. Not Required.
2. Set this to the number of the FID field on the Entity Definition screen PYUPGN to be used to report FEIN. For single entity organizations, use the screen defining entity ROOT.

3-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1. Set this to your Virginia Unemployment Account Number for the entity to be reported.
2. Not Required.
3. Set this to PRINT HEADER RECORDS if you want the process to print the contents of the header records (“RA” and “RE” records) on the first page of the report.

4-5:

# PYGL / TCSPREAD - Process Spread Codes for Payroll Timecard Batches

The presence of this common code will provide that GL Spread Codes are permitted to be used in the PY Timecard program. Refer to the GL User Guide for a description of the use of GL Spread Codes.

### Code Category: PYGL

### Code Value: TCSPREAD

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYFG / TCSUB###

This Common Code is used to control the options for creating a secondary record for the ID listed in the HR-ID or ifpy_emp_id2 fields of the timecard interface process. The ### corresponds to the hour code used on the original record. All REQUESTED hour codes must be defined in this common code.

**Code Category:** **PYFG**

**Code Value:** **TCSUB###**

Short Description: Enter the Hour code to use for the Secondary ID, 'OBJECT CODE' if the hour code is to be derived by find one that matches the originating object code or 'IN IFPY MISC' if the sub cdh was stored in misc1 and the number of hours in misc2.

Medium Description: Not Required.

Long Description: Not Required.

## Associated Numeric Values

1-5: Not Required.

## Associated Codes

1: Specifies the option to determine the GL Key for the secondary ID. Either enter the specific key desired or 'GLKEY' to use the key from the originating record.

2: Specifies the GL Object for the secondary ID. Either enter the specific object desired, 'GLOBJ' to use the object from the originating record, or 'HRS DEF' to get the object code from the hour code being used for the secondary ID.

3-5: Not Required.

## Associated Descriptions

1-5: Not Required.

# PYGL / TRAINING - Disable GL Postings for Training

During Payroll training it is convenient to set up this common code so that Payroll processing may occur even in situations when a valid GL posting strategy (GLUTSPSI) has not yet been defined. Once training is complete and the posting strategy is defined, delete this common code from the system. DO NOT USE THIS COMMON CODE WITH A "LIVE" PAYROLL DATA

**Code Category:** **PYGL**

**Code Value:** **TRAINING --> Enter "TRAINING" to put the system into training mode (GL postings will not occur).**

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYHB / xx --Hour Base Description

**Code Category:** **PYHB**

**Code Value:** **Up to two digits specifying the sequence of the code.** There are nine Code Value entries: "01" is used to describe Hour Bases 1-5; "02" is used to describe Hour Bases 6-10; "03" is used to describe Hour Bases 11-15; "04" is used to describe Hour Bases 16-20; "05" is used to

describe Hour Bases 21-25; "06" is used to describe Hour Bases 26-30; "07" is used to describe Hour Bases 31-35; "08" is used to describe Hour Bases 36-40; and "09" is used to describe Hour Bases 41 and 42.

Note: There are 42 Hour bases "buckets" available to use. The first 22 are system-defined, which means that they are reserved for predetermined uses. The final 20 are user defined, which means each site may label and use these for their own processing or reporting needs.

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: A "1.00000" in this field specifies that this Hour Base is a balance-type hour base. That is, the value stored in this hour base is an "hours-available" figure (e.g., leave balances), not an hours-used or hours-accrued figure.

### Associated Codes

1-5: Enter the short Hour Base description codes that are to appear on some screens (e.g., EMPLOYEE ACCUMULATOR screen) and reports (e.g., Deduction Definition File Listing).

### Associated Descriptions

1-5: Enter the long Hour Base description codes that are to appear on some screens (e.g., EMPLOYEE ACCUMULATOR screen) and reports (e.g., Deduction Definition File Listing).

# PYHR / DERV / x

EMPPAY salary index default logic common code.

**Code Category:** **Must be 'PYHR'**

**Code Value:** **DERVx --> It can be followed with x (x being any other characters including a blank).**

Short Description: Not used.

Medium Description: Not Used.

Long Description: Not Used.

### Associated Numeric Values

1-5: Not Required.

## Associated Codes

1: This field controls how the first part of the salary index will be created. Enter one of the salary index creation codes listed above in the EMPPAY documentation section.

2: This field controls how the second part of the salary index will be created. Enter one of the salary index creation codes listed above in the EMPPAY documentation section.

3: This field controls how the third part of the salary index will be created. Enter one of the salary index creation codes listed above in the EMPPAY documentation section.

4: This field controls how the fourth part of the salary index will be created (if a 4-part salary index is used). Enter one of the salary index creation codes listed above in the EMPPAY documentation section.

5: This field is used to store a user defined selection criteria value for determining active records to process from EXPRINFO, EDUCINFO, and CRSEUNIT. A default code of "SLRY" is also supported.

- If the Associated Code value equals "JOB-SCHED", the index key part is defined as the schedule code from the Job Codes table based on the Job Code from the PCNTBLE entry for the pay assignment's PCN/Position combination.
- If the Associated Code value equals "JOB-RANGE", the index key part is defined as the range code from the Job Codes table based on the PCNTBLE entry for the pay assignment's PCN/Position combination
- If the Associated Code value equals "PCN-SCHED", the index key part is defined as the schedule from the PCNTBLE entry for the pay assignment's PCN/Position combination.
- If the Associated Code value equals "PCN-RANGE", the index key part is defined as the range from the PCNTBLE entry for the pay assignment's PCN/Position combination.
- If the Associated Code value equals "PCN-STEP", the index key part is defined as the step from the PCNTBLE entry for the pay assignment's PCN/Position combination.
- If the Associated Code value equals "DEGREE" and a Common Code entry for "PYHR" "DEGREE" is undefined, return the index key part value as "NoDgreCCode".
- If the Associated Code value = "DEGREE" and a Common Code entry for "PYHR" "DEGREE" is defined, derive the index key part in the following manner.

  For each Associated Code and Description Field, if it is not blank or empty (contains a degree code), use it's value in attempting to find a match in the EDUCINFO table for the employee where the degree is like the CC's value and one of the EDUCINFO entry misc fields (1 thru 5) = either "SLRY" or a misc value previously defined in Associated Code #5 field of the CC entry which defines the index key". Look at each of the CC entry values until a match is found or no more fields exist.

  If a match is found

  - Return the maximum degree as the index key part

  If no match is found

  - Return index key part as "NoDegreFnd"

- If the Associated Code value is like "IN-HOUSE", derive the index key part in the following manner.

  Select the sum of the "In House" values from the EXPRINFO table for the employee where Misc Code 1 or 2 = "SLRY" or a previously defined value from the Associated Code #5 field of the "PYHR" "DERV* " CC entry which defines the index key. The sum is truncated to a non-decimal value.

  If no records exist for the employee

  - 0 is returned

- If the Associated Code value is like "PRE-EMPL", derive the index key part in the following manner.

  Select the sum of the "Pre-Employment" values from the EXPRINFO table for the employee where Misc Code 1 or 2 = "SLRY" or a previously defined value from the Associated Code #5 field of the "PYHR" "DERV*" CC entry which defines the index key. The sum is truncated to a non-decimal value.

  If no records exist for the employee

  - 0 is returned

- If the Associated Code value is like "EXPR-SUM", derive the index key part in the following manner.

  Select the sum of the "In House" values from the EXPRINFO table for the employee where Misc Code 1 or 2 = "SLRY" or a previously defined value from the Associated Code #5 field of the "PYHR" "DERV*" CC entry which defines the index key.Select the sum of the "Pre-Employment" values from the EXPRINFO table for the employee where Misc Code 1 or 2 = "SLRY" or a previously defined value from the Associated Code #5 field of the "PYHR" DERV*" CC entry which defines the index key.Add both sums together to form the index key part. The sum is truncated to a non-decimal value.

  If no records exist for the employee

  - 0 is returned

- If the Associated Code value is like "ACCPTED1", derive the index key part in the following manner.

  Select the sum of the "Accepted 1" values from the CRSEUNIT table for the employee where Misc Code 1 or 2 = "SLRY" or a previously defined value from the Associated Code #5 field of the "PYHR" "DERV*" CC entry which defines the index key". The sum is truncated to a non-decimal value and returned as the index key part.

  If no records exist for the employee

  - 0 is returned

- If the Associated Code value is like "ACCPTED2", derive the index key part in the following manner.

  Select the sum of the "Accepted 2" values from the CRSEUNIT table for the employee where Misc Code 1 or 2 = "SLRY" or a previously defined value from the Associated Code #5 field of the "PYHR" "DERV*" CC entry which defines the index key". The sum is truncated to a non-decimal value and returned as the index key part.

  If no records exist for the employee

  - 0 is returned

- If the Associated Code value is like "CRSE-SUM", derive the index key part in the following manner.

  Select the sum of the "Accepted 1" values from the CRSEUNIT table for the employee where Misc Code 1 or 2 = "SLRY" or a previously defined value from Associated Code #5 field of the "PYHR" "DERV" CC entry which defines the index key". Return the sum as the index key part.Select the sum of the "Accepted 2" values from the CRSEUNIT) table for the employee where Misc Code 1 or 2 = "SLRY" or a previously defined

value from the Associated Code #5 field of the "PYHR" "DERV" CC entry which defines the index key". Return the sum as the index key part.Add both sums together to form the index key part. The sum is truncated to a non-decimal value and returned as the index key part.

If no records exist for the employee

- 0 is returned

For any numeric value that is returned as an index key part (i.e. IN-HOUSE), if the definition contains a PAD1, PAD2 or PAD3 in it, left pad the numeric value with zeros to the appropriate position (i.e PAD2 means 11 => 0011). The padding will not exceed a total length of four for the numeric value.

### Associated Descriptions

1-5: Not Required.

# PYHR / BENE_MN

This allows for a common code that will indicate if a requirement should be disabled for benefits with a Calculation Code of MN (manual entry).

### Code Category: PYHR

### Code Value: BENE_MN

Short Description: Any description.

Medium Description: Any description.

Long Description: Disable override flag requirement for MN benefits.

### Associated Numeric Values

1-5: Not used.

### Associated Codes

1: Enter a “Y” to activate the functionality.
2: Enter an “A” to disable the override requirement in Add mode. Enter a “B” to disable the override requirement in Browse mode. Enter a “Y” to disable the override requirement in both modes.
3-5: Not used.

### Associated Descriptions

1-5: May be used to store descriptive information.

# PYHR / BENEMSTR

BENEMSTR insert into PY common code.

**Code Category:** **Must be 'PYHR'**

**Code Value:** **Must be 'BENEMSTR'**

Short Descriptions: Not used.

Medium Descriptions: Not used.

Long Descriptions: Not used.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter 'SEND_TO_PY' to have the benefit package benefit records also sent to PY when making an Add mode entry in BENEMSTR if the "BENEINFO Approval Code" field contains 'SEND'.

2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYHR / DEGREE

DEGREE common code.

**Code Category:** **Must be 'PYHR'**

**Code Value:** **Must be 'DEGREE'**

Short Description: Not used.

Medium Description: Not Used.

Long Description: Not Used.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: These fields are used to store a hierarchy of what degree, if found on EDUCINFO, should be used in the salary index. The priority is Codes1 to Codes 5 and then Descriptions 1 to Descriptions 5. Wildcards may be used in these values to perform a matching check. E.g. the Codes 1 field in the display contains P%. That will match any EDUCINFO record with a Degree code that begins with P. A maximum of 10 degree codes may be entered in the common code.

### Associated Descriptions

1-5: These fields are used to store a hierarchy of what degree, if found on EDUCINFO, should be used in the salary index. The priority is Codes1 to Codes 5 and then Descriptions 1 to Descriptions 5. Wildcards may be used in these values to perform a matching check. E.g. the Codes 1 field in the display contains P%. That will match any EDUCINFO record with a Degree code that begins with P. A maximum of 10 degree codes may be entered in the common code.

# PYHR / EDIT_PCN - Change PCN, Position, Record Type

This code allows change of PCN, Positions and Record Types (do not leave this enabled for contract xtd clients)on the HRPYPA screen. Code 4 must be enabled in order for the same changes to be allowed on the HRPYQP screen.

### Code Category: PYHR

### Code Value: EDIT_PCN

Short Description: May be used to store (client-desired) descriptive text.

Medium Description: May be used to store (client-desired) descriptive text.

Long Description: May be used to store (client-desired) descriptive text.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter the Fiscal Year to allow PCN/Position edits. An exact Fiscal Year may be entered (e.g. 2008-09) or a wildcard (2008%) may be used. The value of 2008% will activate the PCN/Position edit code for any Fiscal Year that begins with 2008.

2: Enter a date that will indicate "up until this date" edits are allowed. After the indicated date, if within the Fiscal Year, edits to the PCN/Position will be disabled. If this feature is to be used, then the date may need to be changed when a new Fiscal Year begins.
3: If changing the Record Type field is also desired, then enter RECTYPE in this field.
4: If any of the above functionality is to be applied to the HRPYQP screen, then PAYALT must be placed in this field. By default, the features of this common code will only apply to the HRPYPA screen.
5: Not Required

### Associated Descriptions

1: Allow access for the fiscal year
2: Up to an end date of "x"
3: Allow changes to record types
4: Descriptive text
5: Not required

# PYHR / DERV / x

EMPPAY salary index default logic common code.

**Code Category:** **Must be 'PYHR'**

**Code Value:** **DERVx --> It can be followed with x (x being any other characters including a blank).**

Short Description: Not used.

Medium Description: Not Used.

Long Description: Not Used.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: This field controls how the first part of the salary index will be created. Enter one of the salary index creation codes listed above in the EMPPAY documentation section.
2: This field controls how the second part of the salary index will be created. Enter one of the salary index creation codes listed above in the EMPPAY documentation section.
3: This field controls how the third part of the salary index will be created. Enter one of the salary index creation codes listed above in the EMPPAY documentation section.

4: This field controls how the fourth part of the salary index will be created (if a 4-part salary index is used). Enter one of the salary index creation codes listed above in the EMPPAY documentation section.

5: This field is used to store a user defined selection criteria value for determining active records to process from EXPRINFO, EDUCINFO, and CRSEUNIT. A default code of "SLRY" is also supported.

- If the Associated Code value equals "JOB-SCHED", the index key part is defined as the schedule code from the Job Codes table based on the Job Code from the PCNTBLE entry for the pay assignment's PCN/Position combination.
- If the Associated Code value equals "JOB-RANGE", the index key part is defined as the range code from the Job Codes table based on the PCNTBLE entry for the pay assignment's PCN/Position combination
- If the Associated Code value equals "PCN-SCHED", the index key part is defined as the schedule from the PCNTBLE entry for the pay assignment's PCN/Position combination.
- If the Associated Code value equals "PCN-RANGE", the index key part is defined as the range from the PCNTBLE entry for the pay assignment's PCN/Position combination.
- If the Associated Code value equals "PCN-STEP", the index key part is defined as the step from the PCNTBLE entry for the pay assignment's PCN/Position combination.
- If the Associated Code value equals "DEGREE" and a Common Code entry for "PYHR" "DEGREE" is undefined, return the index key part value as "NoDgreCCode".
- If the Associated Code value = "DEGREE" and a Common Code entry for "PYHR" "DEGREE" is defined, derive the index key part in the following manner.

  For each Associated Code and Description Field, if it is not blank or empty (contains a degree code), use it's value in attempting to find a match in the EDUCINFO table for the employee where the degree is like the CC's value and one of the EDUCINFO entry misc fields (1 thru 5) = either "SLRY" or a misc value previously defined in Associated Code #5 field of the CC entry which defines the index key". Look at each of the CC entry values until a match is found or no more fields exist.

  If a match is found

  - Return the maximum degree as the index key part

  If no match is found

  - Return index key part as "NoDegreFnd"

- If the Associated Code value is like "IN-HOUSE", derive the index key part in the following manner.

  Select the sum of the "In House" values from the EXPRINFO table for the employee where Misc Code 1 or 2 = "SLRY" or a previously defined value from the Associated Code #5 field of the "PYHR" "DERV* " CC entry which defines the index key. The sum is truncated to a non-decimal value.

  If no records exist for the employee

  - 0 is returned

- If the Associated Code value is like "PRE-EMPL", derive the index key part in the following manner.

  Select the sum of the "Pre-Employment" values from the EXPRINFO table for the employee where Misc Code 1 or 2 = "SLRY" or a previously defined value from the Associated Code #5 field of the "PYHR" "DERV*" CC entry which defines the index key. The sum is truncated to a non-decimal value.

  If no records exist for the employee

- 0 is returned

- If the Associated Code value is like "EXPR-SUM", derive the index key part in the following manner.

  Select the sum of the "In House" values from the EXPRINFO table for the employee where Misc Code 1 or 2 = "SLRY" or a previously defined value from the Associated Code #5 field of the "PYHR" "DERV*" CC entry which defines the index key.Select the sum of the "Pre-Employment" values from the EXPRINFO table for the employee where Misc Code 1 or 2 = "SLRY" or a previously defined value from the Associated Code #5 field of the "PYHR" DERV*" CC entry which defines the index key.Add both sums together to form the index key part. The sum is truncated to a non-decimal value.

  If no records exist for the employee

  - 0 is returned

- If the Associated Code value is like "ACCPTED1", derive the index key part in the following manner.

  Select the sum of the "Accepted 1" values from the CRSEUNIT table for the employee where Misc Code 1 or 2 = "SLRY" or a previously defined value from the Associated Code #5 field of the "PYHR" "DERV*" CC entry which defines the index key". The sum is truncated to a non-decimal value and returned as the index key part.

  If no records exist for the employee

  - 0 is returned

- If the Associated Code value is like "ACCPTED2", derive the index key part in the following manner.

  Select the sum of the "Accepted 2" values from the CRSEUNIT table for the employee where Misc Code 1 or 2 = "SLRY" or a previously defined value from the Associated Code #5 field of the "PYHR" "DERV*" CC entry which defines the index key". The sum is truncated to a non-decimal value and returned as the index key part.

  If no records exist for the employee

  - 0 is returned

- If the Associated Code value is like "CRSE-SUM", derive the index key part in the following manner.

  Select the sum of the "Accepted 1" values from the CRSEUNIT table for the employee where Misc Code 1 or 2 = "SLRY" or a previously defined value from Associated Code #5 field of the "PYHR" "DERV" CC entry which defines the index key". Return the sum as the index key part.Select the sum of the "Accepted 2" values from the CRSEUNIT) table for the employee where Misc Code 1 or 2 = "SLRY" or a previously defined value from the Associated Code #5 field of the "PYHR" "DERV" CC entry which defines the index key". Return the sum as the index key part.Add both sums together to form the index key part. The sum is truncated to a non-decimal value and returned as the index key part.

  If no records exist for the employee

  - 0 is returned

For any numeric value that is returned as an index key part (i.e. IN-HOUSE), if the definition contains a PAD1, PAD2 or PAD3 in it, left pad the numeric value with zeros to the appropriate position (i.e PAD2 means 11 => 0011). The padding will not exceed a total length of four for the numeric value.

## Associated Descriptions

1-5: Not Required.

# PYHR / EMPMSLRY

This code is used to configure the EMPMSTR screen to display the pay assignment based on the record type used in the common code. The pay assignment data is displayed on EMPMSTR2 for Classic IFAS and the "Primary" tab for 7i. You can set up this common code for each specific ledger - or - you can make the common code apply to all ledgers by using "@@" in the ledger field. If you have this common code set up for both a specific ledger and "@@", the specific ledger will take precedence. If a specific ledger is not found, the "@@" code will be used. If no code is found or if the code 1 value is not a valid RecType, the "PM" RecType will be used. The ledger for each hr_empmstr record is determined by the ledger associated with the Entity ID on the hr_entytble. Put the RecType of the assignment you want to pull from hr_emppay in Code 1.

**Code Category:** **PYHR**

**Code Value:** **EMPMSLRY**

Short Description: Any description.

Medium Description: Any description.

Long Description: Any description.

### Associated Numeric Values

1-5: Not used.

### Associated Codes

1: If no code is found or if the code 1 value is not a valid RecType, the 'PM' RecType will be used. The ledger for each hr_empmstr record is determined by the ledger associated with the Entity ID on the hr_entytble. Put the RecType of the assignment you want to pull from hr_emppay in Code 1.

2-5: Not used.

### Associated Descriptions

1-5: Enter any desired description.

# PYHR / EXTEND - Send Extended Leave to Payroll

The PYHR/EXTEND common code activates HR to send extended leave to Payroll. Payroll uses the common code to also activate extended leave overriding patching via daily patching and patch by payline.

The following data from the HREMPR, Leave Info tab will be sent to the payroll associated codes table – Actual Start Date, Actual Return Date and Leave Class. The Associated Code title will be HREXTENDEDLV.

The following data from HREMPR, FMLA Tracking tab will be sent to the payroll associated codes table – Approved Start Date, Approved Return Date and Leave Class. The Associated Code title will be HREXTENDEDLV.

For example, associated codes will look similar to the following:

| Associated Code | Associated Description |
|---|---|
| HREXTENDEDLV | 20090930,20091005,CLAS |
| HREXTENDEDLV | 20090901,20091130,MMMM |
| HREXTENDEDLV | 20090905,20091125,XXXX |

Code Category: PYHR

Code Value: EXTEND

Short Description: Not Required.

Medium Description: ACTIVATE – controls whether this common code is active or not. To deactivate the common code just remove this description or alter it so it isn't a complete word. This will deactivate the HR send to Payroll as well as the patching override on the payroll side.

Long Description: Not Required.

## Associated Numeric Values

1-5: Not Required.

## Associated Codes

1-5: Not Required.

## Associated Descriptions

1-5: Not Required.

# PYHR / PAYUCLR--Clear Misc, Num, and Special Code Fields in EMPPAY

When running PAYUTIL options 2, 7, 8, or 9, have the utility use this common code that will indicate whether specific EMPPAY Misc / Num / Special Code fields should be cleared when creating the new EMPPAY record. This is due to the fact that many clients have FIXoptions that populate some of these fields and that data would not apply to the new pay assignment.

**Code Category:** **PYHR**

**Code Value:** **PAYUCLR**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Used to indicate which EMPPAY Misc fields should be cleared. In the example, 135 indicates that Misc fields 1, 3, and 5 should be cleared.
2: Used to indicate which EMPPAY Numeric fields should be cleared. In the example, 35 indicates that Numeric fields 3 and 5 should be cleared.
3: Used to indicate which EMPPAY Special Code fields should be cleared. In the example, 12345678 indicates that all of the Special Code fields should be cleared.
4-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYHR / PERCENT

By setting up this common code with a ‘1’ in the Associated Codes 1 field, you are telling the system to allow the user to enter a 0 (zero) in the Percent field when entering distributions on the EARNDIST window that pops up on the EMPPAY and PAYALT screens. The message center will build these pay assignments in Payroll with 0 (zero) effort. If this common code is not set up with a ‘1’ in the Associated Codes 1 field, the system will give an error if a user attempts to enter a 0 in the Percent field on EARNDIST.

## Code Category: PYHR

## Code Value: PERCENT

Short Description: Not used.

Medium Description: Not Used.

Long Description: Allow percent values that are not > 0 in EMPPAY / PAYALT Distribution screen.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: 1
2-5: Not Required.

### Associated Descriptions

1: 1=Allow 0’s in Percent.
2-5: Not Required.

# PYHR/SUBCNTRL

**Category:** PYHR

**Code Value:** SUBCNTRL

**Ledger:** @@

**Short Description:** If you would like debug to be generated when running options on the SUBCNTRL screen, enter a Q in the first character of the Short Description field.

**Long Description**: Once used to specify which directory Sub Tracker should look in to find SubFinder or SEMS file. Because the import program was re-written to work for Oracle, you

must place your file in the DATA directory. Therefore, the Long Description is not used any longer by the Sub Tracker module.

**Numeric Value 1**: Enter 30 or 45 representing the length of the Budget Code. The newest version of eSchool Solution's SEMS system has a 45-long Budget Code. But not all clients have the upgraded version and some still continue to use the length of 30 even when they do get the upgrade. If it is left blank, the system will assume 30.

**Numeric Value 2**: Not currently used.

**Numeric Value 3**: GL Key Length - This value represents the length of the GL Key coming in from the IMPORT record (if any). If no GL Key length is entered, Target GL Key is filled with the Entire IMPORT.ACCOUNT field and Target Object Code is left empty.

**Numeric Value 4:** OBJCDlen - This value represents the length of the Object Code coming in from the IMPORT record (if any). If no Object Code length is entered, Object Code is filled by IMPORT.ACCOUNT[GL Key Length + 1, 30]

**Numeric Value 5**: Max ID Length - Range you can use is from 1 to 12. If user enters 1 through 12, then during the LOADFILE option on SUBCNTRL, as the ABSid and SUBid are imported from the flat file, the program will check the Max ID Length and truncate the ABSid and SUBid if either exceeds that maximum. If Max ID Length is left empty or is less than 1 or larger than 12, the Max ID Length that the system will use is 12.

**Codes Value 1:** SEEDROOT - In the IMPORT and IMPORT2 screens, you may be doing entry by hand. You need a JOBID, but you don't want to type a new one in every time by hand and keep track of what it's supposed to be. But if you use a simple numeric seed, you might start overlapping JOBIDs coming from the outside (CRS/eSchool Solutions systems). So you can set a SEEDROOT (let's say "MAN" for manual), and the JOBIDs created by hand would be MANxxxxxx where xxxxxx is a steadily incrementing integer. **Not sure if this works on ATTEND1 or ATTEND2.**

**Codes Value 2**: SUB_ACCT or SUB_FQA - Enter one of the following codes here which will tell the MAKEATT action on SUB-CNTRL where to get GL/JL distribution information from:

3. Leave it blank or enter 'SUB_ACCT' – Get GL/JL distribution information based on entries in the SUB_ACCT screen. On the SUB_ACCT screen, distribution information can be hard-coded or it can come from the Absentee or Substitute's existing EMPPAY record or records.
4. Enter 'SUB_FQA' – Get the FQA based on the Input Account from the SUB_FQA screen and use it determine the GL/JL Information. 100% of the distribution will be assigned to this one combination of GL Ledger/Key/Object, possibly along with a JL Ledger/Key/Object.

**Codes Value 3**: SITEvar - If you set SITEvar to "LOC", the system will look for two consecutive dashes ("--") anywhere in the GLKey and replace them with the location (site) from the incoming eSchool Solutions/CRS record. This way you can specify a more generic GLKey to charge something to on the SUB_ACCT screen (or in SubFinder) without worrying about which location someone worked in. For example, a sub may work in any of 30 locations (numbered 01 thru 30), and the key to charge them to would be:

AA01BBB
AA02BBB
AA03BBB
...
AA30BBB

Rather than make the user create 30 separate SUB_ACCT entries every time this happens, we allow him/her to say "charge to AA--BBB", and the system replaces the "--" with the location from the incoming CRS/eSchool Solutions record.

**Codes Value 4:** CHANGEALLJOB -

**Codes Value 5**: CRS or ESCHOOL – This code tells the LOADFILE action on SUBCNTRL the format of the input file coming from the 3rd party software:

Enter 'CRS' if you use CRS's SubFinder program.

Enter 'ESCHOOL' if you use eSchool Solution's (TSSI's) SEMS program.

# PYHR / SUBMISC1

This task entailed adding functionality that will allow clients to control what gets placed in the ABS Misc1-10 and SUB Misc1-10 fields when the LOADFILE Action is run on the SUBCNTRL screen in the SubTracker subsystem. This new function will give the users the flexibility to override what the LOADFILE Action fills the ten absentee miscellaneous fields, ten substitute miscellaneous fields, and the position, account, and site fields with.

To turn this functionality on, you must create common code PYHR/SUBMISC1 to tell it what values to override and where to get the override values from the input file. If the common code is not set up, or if it is set up incorrectly, nothing will be overridden. Here is a description of the common code and some examples:

### Code Category: PYHR

### Code Value: SUBMISC1

Ledger: @@

Codes: Range of Characters from flat file: The codes fields would hold the range of characters to be extracted from the 3rd-party flat file. For example: 45,65 means to take characters 45 through 65 and put them in the field designated by the corresponding Description field (described below).

Range Limitations:

a. Max Range length for Each IMPORT field:

| | |
|---|---|
| ABS1-ABS10, SUB1-SUB10 | 33 long |
| POSN | 31 long |
| ACCT | 45 long |
| SITE | 9 long |

b. The Range must fall within the record length of the 3rd-party software input file:

| | |
|---|---|
| CRS | 669 characters |
| eSchools - standard | 365 characters |

| | |
|---|---|
| eSchools - SmartFindExpress | Delimited File - special case |
| Aesop | 1085 characters |

**Descriptions**: These are the codes the user can use in the Description column and their meaning:

| | |
|---|---|
| ABS1–ABS10 | Override Absentee Misc 1, 2, 3… up to 10 |
| SUB1–SUB10 | Override Substitute Misc 1, 2, 3… up to 10 |
| ABSSUB1–ABSSUB10 | Override Absentee AND Substitute Misc 1, 2,3..10 |
| POSN | Override Position field |
| ACCT | Override Account field |
| SITE | Override Site field |

A "U" in the very last character of the Description field indicates that the results should be upshifted before being placed in the appropriate field on IMPORT. This can be useful for "standardizing" data that may import in multiple different formats (e.g., sometimes all upper-case, other times mixed case, etc.).

Any errors encountered with the common code will be written to SUBERROR when the LOADFILE Action is run.

# PYPB - Pay Base Limits and Description Codes

**Code Category:** **PYPB**

**Code Value:** **Up to two digits specifying the sequence of the code.** There are seven Code Value entries: "01" is used to describe Pay Bases 1-5; "02" is used to describe Pay Bases 6-10; "03" is used to describe Pay Bases 11-15; "04" is used to describe Pay Bases 16-20; "05" is used to describe Pay Bases 21-25; "06" is used to describe Pay Bases 26-30; and "07" is used to describe Pay Bases 31 and 32.

Note: Hour bases 1 thru 22 are reserved for SunGard Public Sector LLC's use, so you can not assign a description or change the description in either codes 1-5 or descriptions 1-5.

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Enter the dollar value limit at which pay should no longer be added to the Pay Base identified in the corresponding Code field For example, entering "55500.00000" in the Numeric Value field that corresponds with the FICA Pay Base, directs the system to stop adding to the FICA Pay Base when the limit of $55,500.00 has been reached.

### Associated Codes

1-5: Enter the short Pay Base description codes that are to appear on some screens (e.g., EMPLOYEE ACCUMULATOR screen) and reports (e.g., Deduction Definition File Listing).
There are nine Code Value entries: "01" is used to describe Hour Bases 1-5; "02" is used to describe Hour Bases 6-10; "03" is used to describe Hour Bases 11-15; "04" is used to describe Hour Bases 16-20; "05" is used to describe Hour Bases 21-25; "06" is used to describe Hour Bases 26-30; "07" is used to describe Hour Bases 31-35; "08" is used to describe Hour Bases 36-40; and "09" is used to describe Hour Bases 41 and 42. Note: There are 42 Hour Base “buckets” available to use. The first 22 are system-defined, which means that they are reserved for predetermined uses. The final 20 are user-defined, which means that each site may label and use these for their own processing or reporting needs.

### Associated Descriptions

1-5: Enter the long Pay Base description codes that are to appear on some screens (e.g., EMPLOYEE ACCUMULATOR screen) and reports (e.g., Deduction Definition File Listing).

# PYPE / UPDATE - Person / Entity Database Update Codes

This common code must exist if the SunGard Public Sector LLC Person / Entity database is to be updated with changes / additions made in the Payroll database.

### Code Category: PYPE

### Code Value: UPDATE

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter the valid address code to be used for the employee's address that the Person / Entity database will receive from Payroll when PE updates are done (e.g., 'HO' for Home). REQ
2: Identifies which employee master field is being used to update the owner ID field in the PE data base. Type in EMPM plus the attribute name. Example if "type" is used - EMPMTYPE should be entered. Optionally, enter the Owner ID as previously defined on the NAME AND ADDRESS (PEUPPE) screen.
3: Enter the first select code to be used, as previously defined on the NAME AND ADDRESS (PEUPPE) screen.
4: Enter the second select code to be used, as previously defined on the NAME AND ADDRESS (PEUPPE) screen.
5: Enter “INACTIVE" to inactivate Payroll to Person / Entity updates.

### Associated Descriptions

1: Not Required.
2: controls whether or not the owner ID field is updated in the PE data base from the PY data base. The value must be set to 1.00000 to update.
3: Not Required.
4: Not Required.
5: Not Required.

# PYR2 / xxxxxx01

This common code stores settings that control the sort order hierarchy, text that appears on subtotal lines, and whether a subtotal, subtotal with a page break, or neither appears at sort breaks.

**Code Category:** **PYR2**

**Code Value:** **xxxxxx01** (Where xxxxxx is the title of the report to be entered when PYREFLS2 is run. The title may be up to six characters in length).

Short Description: If PERIOD is one of the sort levels specified in the Associated Codes fields (see below), enter "PERIOD", "CKDATE", "PER"PEREND", or "NONE" to indicate that the period number, check date, period beginning date, period ending date, or none of the above is to appear in the special reserved column.

Medium Description: Enter up to six characters that represent the title of the report.

Long Description: Used to describe the common code.

## Associated Numeric Values

1-5: Not Required.

## Associated Codes

1-5: These codes represent the sort order hierarchy (i.e., the entry in the Code 1 field is the highest level sort and the entry in the Code 5 field is the lowest level sort). The following codes are valid:

ID as assigned on the EMPLOYEE DEFINITION screen

NAME in Last-First-Middle order as assigned on the EMPLOYEE DEFINITION screen

TAXYEAR Tax Year as defined on the PAY PERIOD DEFINITION screen

TAXQTR Tax Quarter as defined on the PAY PERIOD DEFINITION screen

TAXMONTH Tax Month as defined on the PAY PERIOD DEFINITION screen

FISCYEAR Fiscal Year as defined on the PAY PERIOD DEFINITION screen

FISCQTR Fiscal Quarter as defined on the PAY PERIOD DEFINITION screen

FISCMONTH Fiscal Month as defined on the PAY PERIOD DEFINITION screen

PERIOD Period number as defined on the PAY PERIOD DEFINITION screen. *When this sort option is used, the contents of the special reserved column may be specified in the Short Description field*

TYPE as assigned on the EMPLOYEE DEFINITION screen

CYCLE as assigned on the EMPLOYEE DEFINITION screen

ENTITY as assigned on the EMPLOYEE DEFINITION screen

UNIT as assigned on the EMPLOYEE DEFINITION screen

SEX as assigned on the EMPLOYEE DEFINITION screen

AACODE as assigned on the EMPLOYEE DEFINITION screen

SELECT1 as assigned on the EMPLOYEE DEFINITION screen in the first Selection Code field

| | |
|---|---|
| SELECT2 | as assigned on the EMPLOYEE DEFINITION screen in the second Selection Code field |
| PART1 | Reserved for future use |
| PART2 | Reserved for future use |
| PART3 | Reserved for future use |
| PART4 | Reserved for future use |
| GLKEY | the GL org key portion of the Pay String as it appears on the EMPLOYEE PAYROLL HISTORY screen |
| GLLEDGER | the GL ledger portion of the Pay String as it appears on the EMPLOYEE PAYROLL HISTORY screen |
| GLOBJ | the GL object code portion of the Pay String as it appears on the EMPLOYEE PAYROLL HISscreen |
| JLKEY | the JL org key portion of the Pay String as it appears on the EMPLOYEE PAYROLL HISTORY screen |
| JLLEDGER | the JL ledger portion of the Pay String as it appears on the EMPLOYEE PAYROLL HISTORY screen |
| JLOBJ | the JL object code portion of the Pay String as it appears on the EMPLOYEE PAYROLL HISscreen |
| PAYCLASS | the Pay Class portion of the Pay String as it appears on the EMPLOYEE PAYROLL HISTORY screen |
| POSITION | the Position portion of the Pay String as it appears on the EMPLOYEE PAYROLL HISTORY screen |
| JOBCODE | as defined on the JOB / POSITION DEFINITION screen |
| STEP | the Step portion of the Pay String as it appears on the EMPLOYEE PAYROLL HISTORY screen |
| CHECKNO | the Check Number portion of the Pay String as it appears on the EMPLOYEE PAYROLL HISscreen |

Note: Associated Code (1) should be CDH.

## Associated Descriptions

1-5: In the first 29 characters of this field, enter the text to appear on the subtotal line for the corresponding sort break as entered in the Code fields to the left of these fields.

The last character of these fields is used to indicate whether or not a subtotal is to be printed at a particular sort break or if a subtotal and page break is to occur at a particular sort break. Leave the last character of the field blank, if no action is to take place on a sort break. Enter “Y” if a subtotal line

is to be printed at the sort break. Enter “B” if a subtotal line and a page break are to occur at the sort break. Note that the subtotal line will contain the text specified in the first 29 characters of this field.

The Special History Listing II also reads the Miscellaneous Code (5) in (PYUPCC and PYUPDD). All CDH amount are added with the same Miscellaneous Code (5) for each employee.

# PYRD

The Special History Listing is an ad-hoc, ten-column report that extracts information from the PY History transaction set. Report definitions are stored in several common codes: PYRD / xxxxxx01, PYRD / xxxxxx02, PYRD / xxxxxx03, PYRD / xxxxxx04, etc, where "xxxxxx" is the user-defined report name. The first 3 of these are required and the others are optional. In addition, common code PYFG / PY544C is used for setting "debug mode" process switches for the program that produces the reports.

Common code "PYxxxxxx01" is used to define the sort order and subtotals. Common codes "PYxxxxxx02" and "PYxxxxxx03" are used to define the report columns. Each may describe up to 5 columns of numeric data for a total of 10 columns. Common code "PYxxxxxx02" defines columns 1 - 5 and "PYxxxxxx03" defines columns 6 - 10. Both are required even if not used for column definitions.

# PYRD / xxxxxx01 - Special History Listing (Reporting Functions)

This common code stores settings that control the sort order hierarchy, text that appears on subtolines, and whether a subtotal, subtowith a page break, or neither appears at sort breaks.

**Code Category:** **PYRD**

**Code Value:** **xxxxxx01** (Where xxxxxx represents the user-defined Report Name).

Short Description: A few key words may be used in the Short Description field to cause a specified field from the history record to display on the report even when that field is not set up as a report sort item. Those key words are these:

PERIOD - History pay period id.

CKDATE - History check date.

PERBEG - Begin date for the history pay period.

PEREND - End date for the history pay period.

Medium Description: Enter the report title that is to appear at the top of the printed report. If left blank, the Report Name "xxxxxx" is used instead.

Long Description: USEPMPARTS - The user may specify pay string parts as sort items in the report. The normal operation is to use the pay string from the history record being reported. This USEPMPARTS option will cause a PM pay assignment pay string to be used instead of the history pay string for those sort items.

Note: since the report may use various time-frames when run, the program is using the first PM assignment that is read, which may not match the PM that was active for all the history being reported.

## Associated Numeric Values

1-5: For each sort level (specified in Codes 1-5) there will be a Sort Title to the left of the sort value on each report line. For example, "Check Total" appears when CHECKNO is specified as a sort level. In some cases, it may be more useful to have the Employee ID or Employee Name appear instead of the sort title. Entering a value of 1 or 2 in the Assoc-Values will cause this replacement.

1 - Show Employee ID
2 - Show Employee Name

All other values are ignored.

## Associated Codes

1-5: The Associated Codes represent the Sort Levels for the report, which may or may not result in a printed line. Valid selections for Sort Level are shown below. The 5 codes allow you to specify from 1 to 5 sort levels, the first one representing the highest sort level and the one farthest down representing the lowest sort level. For example, to sort by PERIOD within employee NAME within GL Key you would specify:

1.GLKEY
2.NAME
3.PERIOD

If no sort levels are specified, the program will default to use sort levels of PERIOD within ID, printing subtotals for each.

### Valid Sort Items

### ID

### SSN

### NAME

### NAME-ONLY (when name or ssn / id specified, both normally appear)

### TAXYEAR

### TAXQTR

**TAXMONTH**

**FISCYEAR**

**FISCQTR**

**FISCMONTH**

**PERIOD**

**TYPE**

**CYCLE**

**ENTITY**

**UNIT**

**SEX**

**AACODE**

**SELECT1**

**SELECT2**

**PART1**

**PART2**

**PART3**

**PART4**

**GLKEY**

**GLLEDGER**

**GLOBJ**

**JLKEY**

**JLLEDGER**

**JLOBJ**

**PAYCLASS**

**POSITION**

**JOBCODE**

**STEP**

**CHECKNO**

**LANDI (Client-specific for PASCO)**

**CDHNO (sets detail mode)**

**CDHCD**

**GLPART1**

**GLPART2**

**GLPART3**

**GLPART4**

**GLPART5**

**GLPART6**

**GLPART7**

**GLPART8**

**JLPART1**

**JLPART2**

**JLPART3**

**JLPART4**

**JLPART5**

**JLPART6**

**JLPART7**

**JLPART8**

### Associated Descriptions

1-5: The Associated Descriptions provide additional setup information for each of the specified sort levels. The first 20 characters of each description provide a user-defined label that will print in front of each subtotal line for that sort level. A subtotal will only print if the last character (30th position) in the Associated Description is set to "Y" or "B". Otherwise, the sort break occurs without a printed line. The "B" will also cause a page break after the subtotal line. The 29th position may be used to specify a character to create an underline string for the subtotal line. For example, if you put "*" in the 29th position, a string of "**********" will underline that subtotal.

# PYRD / xxxxxx02

This common code stores settings that control columns one through five of the Special History Listing. Specifically, this common code controls which values appear and their column headings.

**Code Category:** **PYRD**

**Code Value:** **xxxxxx02** (Where "xxxxxx" represents the user-defined Report Name).

Short Description: Not Required.

Medium Description: LONGNUM - This setting is used if the report columns are generating numbers that are too long to fit in the normal space. The report columns will be printed in a staggered, two-line format.

Long Description: Not Required.

The 5 Associated Values, Codes and Descriptions are used together to define 5 columns of numeric data extracted from CDH information from the PY history records.

## Associated Numeric Values

1-5: Values may specify 3 different types of extraction.

**CDH number** Enter the 4-digit number representing an hour, contribution or deduction. (Deduction 2115, hour code 3001, etc.) You may specify a 5xxx type number to represent the dollar amounts for hours. (For example, 5001 represents the dollars for hour code 3001).

**Pay Base / Hour Base** Enter a 6xxx or 7xxx type number to represent a pay base or hour base amount. (6003 for FIT pay base 3, 7016 for Retirement hour base, etc.) Note-The pay base and hour base values are not stored directly in PY history records, but are derived from PY history.

**Misc-Code Box #** Used in combination with the Associated Codes, the Associated Values may specify which CDH Misc-Code(1-8) to reference for defining a column.

## Associated Codes

1-5: The Associated Codes may be used to tie together a group of CDH's into a single column. Specify the CDH Misc-Code that the CDH's all share and specify which Misc-Code box # in the adjacent Associated Value field.

To indicate which type of CDH the Misc-Code is to refer to, use the right-most position in the Associated Code-

C - contributions only

D - deductions only

B - both (combine contributions and deductions)

H - hours only

P - dollars from hours only

So, as an example, the following would indicate the column is to report the sum of all deductions having "PERS" in the 3rd Misc-Code box-

**Value** **Code**

3.00000 PERS D

### Associated Descriptions

1-5: Enter a column title that is to appear above each column. (First 10 characters only.)

Prompted Columns-

As an option, column definitions may also be set up to prompt the user for values as the report is run. To use this option, set up any of the column values as follows-

Associated Value-9999.00000

Associated Code-PROMPT

Associated Desc-PROMPT

In each case where one of the above is used, the program will prompt for the needed information. When column prompts are used to specify a CDH definition, the column titles will default to CDH Short Descriptions when not specified otherwise.

# PYRD / xxxxxx03

This common code defines report columns 6 - 10 and is identical in setup to common code PYRD / PYxxxxxx02.

**Code Category:** **PYRD**

**Code Value:** **xxxxxx03** (Where "xxxxxx" represents the user-defined Report Name).

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Same as common code PYRD / PYxxxxxx02.

### Associated Codes

1-5: Same as common code PYRD / PYxxxxxx02.

### Associated Descriptions

1-5: Same as common code PYRD / PYxxxxxx02.

# PYRD / xxxxxx04

This is a series of common codes used to define arithmetic steps that can be added to existing report column definitions. For example, two columns can be added together or subtracted one from another. A column value can be multiplied by a decimal constant. Up to 5 such calculation steps (maximum) may be defined for each of the 10 columns. For example, step 1 may be to add columns 1 and 3 together and place the result in column 4. Step 2 may be to multiply column 4 by 1.234. As many common codes as are needed may be set up in the range PYxxxxxx04 - 99.

The calculation steps will be applied in the order specified in the common codes. All values specified in common codes PYxxxxxx02 and PYxxxxxx03 will be resolved first, then the calculation steps applied. The calculation steps will only be applied at the lowest level of subtotal that prints on the report. All higher level subtotals will simply be accumulations of those low-order subtotals.

### Code Category: PYRD

### Code Value: xxxxxx04 (Where "xxxxxx" represents the user-defined Report Name).

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Set to the column number that will hold the result of the calculation step.

### Associated Codes

1-5: Calculation steps are defined in the Associated Codes. Steps may be defined two ways:

"Numeric operator between two column references

C1 + C3 (add column 1 to column 3)

C1 - C3 (subtract column 3 from column 1)

C1 * C3 (multiply column 1 by column 3)

C1 / C3 (divide column 1 by column 3)

C1 : C5 (sum of the columns 1 through 5)

"Numeric operator between one column reference and a decimal constant.

C3 + 2.25 (add 2.25 to column 3)

C3 * .0056 (multiply column 3 by .0056)

Etc.

Any step that results in an attempted division by zero, will be noted on the report line with " Divide / 0" and the result will be treated as zero.

Any step that results in a value too large to fit on the report will be noted on the report line with " size err ", though the value will be accumulated as calculated.

### Associated Descriptions

1-5: Alternate column titles may be defined in the first 10 characters. The last step that holds any characters in those 10 character positions will replace the original column title.

The 30th character position may be used to specify the decimal precision for the column. Valid entries here are 0-5. The last step that holds any such character will be used to specify the decimal precision for the column. If not specified, the decimal precision for a column using math steps will be set to 2 places.

# PYSK / Four character code - Job Skill Codes

**Code Category:** **PYSK**

**Code Value:** **Enter a one to four-character code.** A PYSK entry must exist for all Job Skill Codes that will be used on the EMPLOYEE DEFINITION (1) screen (PYUPEM). Specify the desired Job Skill code in this field.

Short Description: May be used to describe the Job Skill Code Value.

Medium Description: Enter up to 20 characters to describe the Job Skill Code Value.

Long Description: May be used to describe the Job Skill Code Value.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYSR / RATE###

### Code Category: PYSR

### Code Value: RATE###

Short Description: Designates the range of periods to be affected by these rates. The range is specified in the following format: YYMM-YYMM

Where YY is the last 2 digits of the tax year, and MM is the 2 digits tax month.

Medium Description: May be used to describe the common code.

Long Description: May be used to describe the common code.

### Associated Numeric Values

1: The member paid contribution rate (corresponds to the employee deduction ST1D).
2: The employer paid member contribution rate (corresponds to the employee share paid by the employer contribution ST1C, a.k.a. pickup).
3: The employer paid rate (corresponds to the employer contribution STEM).
4: The 34 / 36 rate. Positions with association codes of 34 and 36 qualify for the 34 / 36 rate.
5: The 37 rate. Positions with association codes of 37 qualify for the 37 rate.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYTC / FLATAMT - City Income Tax Tables

**Code Category:** **PYTC**

**Code Value:** **FLATAMT**

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1: Enter "1.00000" if an hour definition is defined as “TC Hours=$$” and you DO NOT want to see the fraction of an hour that is tied to the payment.

2-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYTC / xxxxxxxx

**Code Category:** **PYTC**

**Code Value:** **Eight characters of the general form, ssyySP01, where ss = two-character city code, yy = last two digits of the calendar year number.**

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1: City tax percentage rate.
2-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Description

1: Description of the entry.
2-5: Not Required.

# PYTP / Type Code - Employee Type Codes

**Code Category: PYTP**

**Code Value: If a "Y" is in the Validate Emp Type field (field #13) on the ENTITY DEFINITION (2) screen, a PYTP entry must exist for all employee Type Codes that will be used on the EMPLOYEE DEFINI(1) screen (PYUPEM).** Specify the desired Type Code in this field.

Short Description: May be used to describe the Association Code Value.

Medium Description: May be used to describe the Association Code Value.

Long Description: May be used to describe the Association Code Value.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYTX / ssyyID01 - Itemized Deduction Table

This system calculates federal, state, territory, and city taxes on an annual basis. The following are examples of the federal tables.

**Code Category:** **PYTX**

**Code Value:** **ssyyID01 --> Eight characters of the general form, ssyyID01, where ss = two-character state code or 'FE' for federal, yy = last two digits of the calendar year number.**

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1: The amount to be multiplied by the number of Additional WithAllowances; indicated in the first two characters of the Special Codes (3) field when the deduction is assigned to an employee.

2-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Enter the description of the entry.

# PYTX / ssyyLI01 - Low Income Table

This system calculates federal, state, territory, and city taxes on an annual basis. The following are examples of the federal tables.

**Code Category:** **PYTX**

**Code Value:** **ssyyLI01 --> Eight characters of the general form, ssyyLI01, where ss = two-character state code or 'FE' for federal, yy = last two digits of the calendar year number.**

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1: Income amount below from which no tax is deducted for SINGLE persons.
2: Income amount below from which no tax is deducted for MARRIED persons with less than 2 exemptions claimed in The Special Codes (2) field of the Deduction Assignment.
3: Income amount below from which no tax is deducted for MARRIED persons with more than 1 exemption claimed in The Special Codes (2) field of the Deduction Assignment.
4: Income amount below which no tax is deducted for HEAD OF HOUSEHOLD persons.
5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1: Enter the descriptions that correspond to the Numeric Values.
2-5: Not Required.

# PYTX / ssyySD01 - Standard Deduction Table

This system calculates federal, state, territory, and city taxes on an annual basis. The following are examples of the federal tables.

### Code Category: PYTX

### Code Value: ssyySD01 --> Eight characters of the general form, ssyySD01, where ss = two-character state code or 'FE' for federal, yy = last two digits of the calendar year number.

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1: Deduction from Gross Pay amount for SINGLE persons.
2: Deduction from Gross Pay amount for MARRIED persons with less than 2 exemptions claimed in The Special Codes (2) field of the Deduction Assignment.
3: Deduction from Gross Pay amount for MARRIED persons with more than 1 exemption claimed in The Special Codes (2) field of the Deduction Assignment.
4: Deduction from Gross Pay amount for HEAD OF HOUSEHOLD persons.
5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Descriptions of Numeric Values.

# PYTX / ssyyTC01 - Tax Credit Table

This system calculates federal, state, territory, and city taxes on an annual basis. The following are examples of the federal tables.

**Code Category:** **PYTX**

**Code Value:** **ssyyTC01 --> Eight characters of the general form, ssyyTC01, where ss = two-character state code or 'FE' for federal, yy = last two digits of the calendar year number.**

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1: The amount to be multiplied by the number of exemptions claimed in the first two characters of the Special Codes (2) field when the deduction is assigned to an employee.
2-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Description of the entry.

# PYTX / ssyyxTii - Annual Tax Tables

This system calculates federal, state, territory, and city taxes on an annual basis. The following are examples of the federal tables.

**Code Category:** **PYTX**

**Code Value:** **ssyyxTii** --> Eight characters of the general form, ssyyxTii, where ss = two-character state code or "FE" for federal; yy = last two digits of the calendar year number; x = "S" for SINGLE, "M" for MARRIED or "H" for HEAD OF HOUSEHOLD; and ii = Table entry number.

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

## Associated Numeric Values

1: The low taxable earnings amount in the annual table.
2: The high taxable earnings amount in the annual table.
3: The base tax amount on low taxable earnings.
4: The rate which is applied to the taxable earnings amount which is over the low taxable earnings amounts.
5: Not Required.

## Associated Codes

1-5: Not Required.

## Associated Descriptions

1-5: Description of the entry.

# PYW2 / BOX12-## Box 12 Setup

There are two basic methods for filling in Box 12 and Box 14 on the W-2 forms. For clients not needing the Box 12 or Box 14 overflow feature, separate value definitions may be specified for each Box item used. For clients needing the overflow feature (for example, having potentially more than 4 Box 12

items), special common code settings are required. These common codes associate your value definitions with the required codes that are to be entered in Box 12 and 14. The common codes are set up as a range 01-99. The first one for each box would be PYW2 BOX12-01 and PYW2 BOX14-01. The last 2 digits may vary from 01 to 99 to create additional setups. Each common code may specify up to 5 Code and Value Definition pairs for the Box 12 and Box 14 items. Each site may set up as many as are needed.

For example, value definitions 401A, 401B, 401C, 401D, 401E and 401G all apply to Box 12. These would require 2 common codes (each common code can specify five entries). The first Common Code would hold 401A, 401B, 401C, 401D and 401E and the second would hold 401F and 401G. These value definitions are entered into the associated descriptions. The corresponding alpha reference code for each (A-H, J-N, P or Q as defined by the Social Security Administration) is entered into the corresponding associated code field for each. The Associated Code for Box 14 can be up to a 4-character description.

## Code Category: PYW2

## Code Value: BOX12-##

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

## Associated Numeric Values

1-5: Not Required.

## Associated Codes

1-5: Enter the SSA code specified for Box 12 value.

## Associated Descriptions

1-5: Enter the value definition name to be included in Box 12.

These common codes and the overflow feature are implemented by using the reserved words BOX12 and BOX14 in the Forms Definition screen. The reserved word is entered in the Character String field and the row and column specified is for the top line for the Box 12 or Box 14 region. An example follows that shows Box 12 starting on line 22 in column 42 with a length of 13 characters. Box 14 setup would follow the same example.

**Note**: You should use both Box 12 and Box 14 common code settings if you will encounter overflow forms for either Box 12 or 14.

The value definitions for Box 12 and 14 (401K, 403B, etc.) must be unique and used only in the common code setup. They cannot be used elsewhere in the W-2 setup.

# PYW2 / BOX14-## Box 14 Setup

There are two basic methods for filling in Box 12 and Box 14 on the W-2 forms. For clients not needing the Box 12 or Box 14 overflow feature, separate value definitions may be specified for each Box item used. For clients needing the overflow feature (for example, having potentially more than 4 Box 12 items), special common code settings are required. These common codes associate your value definitions with the required codes that are to be entered in Box 12 and 14. The common codes are set up as a range 01-99. The first one for each box would be PYW2 BOX12-01 and PYW2 BOX14-01. The last 2 digits may vary from 01 to 99 to create additional setups. Each common code may specify up to 5 Code and Value Definition pairs for the Box 12 and Box 14 items. Each site may set up as many as are needed.

For example, value definitions 401A, 401B, 401C, 401D, 401E and 401G all apply to Box 12. These would require 2 common codes (each common code can specify five entries). The first Common Code would hold 401A, 401B, 401C, 401D and 401E and the second would hold 401F and 401G. These value definitions are entered into the associated descriptions. The corresponding alpha reference code for each (A-H, J-N, P or Q as defined by the Social Security Administration) is entered into the corresponding associated code field for each. The Associated Code for Box 14 can be up to a 4-character description.

### Code Category: PYW2

### Code Value: BOX14-##

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Enter your user defined code for Box 14. (May be up to 4 characters.)

### Associated Descriptions

1-5: Enter the value definition name to be included in Box 14.

These common codes and the overflow feature are implemented by using the reserved words BOX12 and BOX14 in the Forms Definition screen. The reserved word is entered in the Character String field and the row and column specified is for the top line for the Box 12 or Box 14 region. An example follows that shows Box 12 starting on line 22 in column 42 with a length of 13 characters. Box 14 setup would follow the same example.

**Note**: You should use both Box 12 and Box 14 common code settings if you will encounter overflow forms for either Box 12 or 14.

The value definitions for Box 12 and 14 (401K, 403B, etc.) must be unique and used only in the common code setup. They cannot be used elsewhere in the W-2 setup.

# PYWC / xxxxxx -Worker's Compensation Codes

**Code Category:** **PYWC**

**Code Value:** **A PYWC entry must exist for all Worker's Comp Codes that will be used on the JOB / POSITION DEFINITION screen (PYUPJB). Specify the desired Worker's Comp Code in this field.**

Short Description: May be used to describe the Worker's Comp Code Value.

Medium Description: May be used to describe the Worker's Comp Code Value.

Long Description: May be used to describe the Worker's Comp Code Value.

## Associated Numeric Values

1: The rate to be used in the calculation of the Worker's Compensation calculation for all pay entries associated with the given Code Value. This entry may have up to five places to the right of the decimal point.

2-5: Not Required.

## Associated Codes

1-5: Not Required.

## Associated Descriptions

1: Up to 30 characters describing the type of job being referenced.

2-5: Not required.

# PYXX / XTDN01 - Grand Total XTD Report

These codes hold the associated description fields (1-5) numbers representing XTD values to be used as selection criteria for building the report. For example, Assoc. Desc. = "7002" would select XTD value for pay base 2 and Assoc. Desc. = "102" would select XTD value for contribution 102.

**Code Category:** **PYXX**

**Code Value:** **XTDN01, N02, N03, etc.**

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# SYNO PYCKMSGS

This must be set up before the Message Number can be system generated in the Check Messaging Utility (PYUTCWEM).

**Code Category:** **SYNO**

**Code Value:** **PYCKMSGS**

Short Description: Not Required

Medium Description: Used to describe the common code

Long Description: Used to describe the common code

## Associated Codes

1: There are two components to setting up this 11 character field. In the five left-most positions enter the prefix of CKMGS. The two right-most positions contain the desired number of digits to include in the seed value. For example, entering “CKMGS 04” will create a seed value that begins with the characters “CKMGS” and contains four digits, which will result in a seed value that has a total of nine characters.

**See Appendix A for the complete instructions on setting up SYNO seed values.**

# 16: Person Entity

## Overview

A number of different codes can be associated with Person / Entities in the Person / Entity system. These Common Codes keep track of pre-defined values of specific screen fields so that at data entry time entered codes are validated. Two of these Common Codes allow IFAS to automatically generate Person / Entity numbers. These Common Codes are referred to as 'seeds' for the ID numbers. The first type of entry is for ID numbers that are 'added' to the PEDB as permanent ID's. The second type of entry is for ID numbers that are temporary ID's, commonly temporary vendors. The remaining Codes used by the Person / Entity system are required codes used for the definition of a Person / Entity. These codes must be defined prior to their use in the PEDB. Codes are maintained on the COMMON CODES MASTER form located in NUCLEUS.

In addition to the PE Common Codes, zip codes may be logged by City and State. After Zip Codes are recorded, they may be entered at Person / Entity data entry time and the system will retrieve the appropriate City and State. This is an optional feature. Clients who choose to use another database for the storage of Person / Entity information must have a Common Code defined that redirects the validation process from subsystems requiring PE ID's. The Common Code, PECDSEARCH, will aid in the validation by defining an appropriate search hierarchy for alternate name and address databases.

## BMSL / TRIAD

Enter the common code BMSL TRIAD to validate the bid number (that is entered in the Purchasing screen POUPPR) against the Bid Management system.

**Code Category:** **BMSL**

**Code Value:** **TRIAD**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

## PEAD / xx - Address Type Codes

These codes are used to differentiate multiple addresses for a single PE ID.

**Code Category:** **PEAD**

**Code Value:** **A two-character code defining the address type.** Examples are 'BL' for Billing, 'HM' for Home, and 'PR' for Primary.

Short Description: Used to describe the Common Code.

Medium Description: The value associated with the code being set up. Examples are Billing, Home, and Primary.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

## PEAF / xxxxxxxx - Affiliation Codes

Affiliation Codes are used to affiliate (group) people / entities.

**Code Category:** **PEAF**

**Code Value:** **An eight-character code defining the affiliation**. Examples are 'COMPUTER' for computer related entities.

Short Description: Used to describe the Common Code.

Medium Description: The value associated with the code being set up. Examples are 'COMPUTER VENDOR'.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PEAP / STATCHK - Validation to Prevent Name Change

This common code activates a validation that will prevent changing the PE name if there are payments in AP with certain status codes. The status codes must be defined on the common code.

**Code Category:** **PEAP**

**Code Value:** **STATCHK**

Short Description: ON or OFF

Medium Description: Not Required

Long Description: Not Required

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1: List of AP status codes, listed side-by-side, no commas. For Example, enter "DSWP" (without quotes) to prevent changing PE name when vendor has outstanding payments.
2-5: Not Required.

# PEAS / 409Axxxx

This Common Code is used to enter an amount in box 15a of the 1099MISC form. Through the creation of this Common Code, a PerAssociation Assignment (PEUPPE, Associations Tab) of "409Axxxx" (where xxxx is the current tax year) can be defined for a vendor.

**Code Category:** **PEAS**

**Code Value:** **409Axxxx, where "xxxx" is the current tax year**.

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PEAS / xxxxxxxx - Association Codes

People / Entities can be associated with particular codes of various values; this is done on the Association Tab in PEUPPE.

**Code Category:** **PEAS**

**Code Value:** **An eight-character code defining the Association Code.** Examples are 'FID' for Federal Tax ID number, and 'REVIEW' for Personnel Review Date, and 'PHONE' for Phone and Extension number.

Short Description: Used to describe the Common Code.

Medium Description: The value associated with the code being set up. Examples are FedTax ID number and Employee Review Date.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PECD / LOOKUP or LOOKUPxx - PE LOOKUP Screen

This Common Code is used to define the information that appears on the PE LOOKUP screen. One Common Code may be created to govern the PE LOOKUP screen for every subsystem; or Common Codes may be set up for specific subsystems.

When activated from other functions in the software, the PECD LOOKUP common code will determine whether or not inactive PEIDs will be shown. The PENM CHECK common code "NOINACTIVE" setting will take precedence when the lookup screen is activated for the purpose of duplicate name checking.

**Code Category:** **PECD**

**Code Value:** **LOOKUP or LOOKUPXX** (where XX is the subsystem to which the definition applies). The value "LOOKUP" defines the lookup fields for all subIf the definition is subsystem-specific, enter the subID in place of the "XX". For example, to define a different lookup screen for the Accounts Receivable subsystem, enter "LOOKUPAR."

Short Description: Enter "OFF" to disable the definition. Optionally, by entering "NOINACTIVE" in the short description restricts the lookup to not show Inactive IDs, as designated by a status of ‘IN’ in the Person / Entity database.

Medium Description: If address information is to appear on the PE LOOKUP screen, enter the address code for which to search when displaying information. For example, to display the first address line from the Primary address, enter "PR".

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Enter the length of each field on the PE LOOKUP screen.

### Associated Codes

1-5: Enter the name of each attribute to be displayed. Any attribute within the XPE cluster may be used. Attribute names are installed with the system and may be viewed by keying in NUUPCA from the main menu.

### Associated Descriptions

1-5: Enter each title to appear over the column information.

If this Common Code does not exist, the system defaults to the following values-

| Numeric Code | Code | Description |
|---|---|---|
| 50.00000 | NAME | Person / Entity Name |
| 9.00000 | SSN | SSN |

This default will appear on the screen as follows-

| PE ID | Person / Entity Name | SSN |
|---|---|---|
| 123456789012 | Dusty Rhodes | 123-45-6789 |
| 210987654321 | Fred Gorman | 987-65-4321 |

# PECD / SEARCH - Alternate Person / Entity Database

As some clients run applications that interface to IFAS, they may maintain an alternate or additional database for all person / entities. In these cases, the IFAS system needs to be directed to the appropriate database when performing data entry in the subsystems (e.g. Accounts Receivable). This direction to the appropriate database requires a Common Code to be completed.

**Code Category:** **PECD**

**Code Value:** **SEARCH**

Short Description: Used to describe the Common Code.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Contains the codes in the order to search. Valid codes are 1, 2, P, and H. 1 and 2 are client specific databases; 'P' is the IFAS PEDB, 'H' is the IFAS HRDB (NOTE: If 'H' is used, the PEHR Common Code with a Code Value of ADDRESS must be set up). For example, 'P1' searches the IFAS PEDB and then client specific #1.

2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PECO / xxxx - Country Codes

Country Codes denote the country. The installation's country will be installed as the default.

**Code Category:** **PECO**

**Code Value:** **A four-character code defining the Country Code.** Examples are 'USA' for the United States of America, 'CAN' for Canada, and 'FRAN' for France.

Short Description: Used in producing 1042-s. The IRS Withholding Tax Rate for the Country is entered in the Short Description.

Medium Description: The value associated with the code being set up. Examples are United States of America, Canada, and France.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PEDS / x . . . - Product Description Length

This Common Code is used to ensure that text is not truncated by subsystems when product description text is referenced. Use of this Common Code will place a fixed length on the descriptive text entered on the PRODUCT INFORMATION - DESCRIPTION Screen. For example, if the Purchase Order form only accommodates 30 characters where the product description is printed, enter 'PO' for the Code Value and '30' for the Associated Numeric Value (1).

**Code Category:** **PEDS**

**Code Value:** **Type of descriptive text (e.g. 'CT' for Count File, 'PO' for Purchase Orders).**

Short Description: Used to describe the Common Code.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1: Contains maximum number of characters allowed in the Product Description field.
2-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PEEM / xx Email Code Definition

**Code Category:** **PEEM**

**Code Value:** **xx** (where xx is a two-character code defining the Email Code (i.e., WK for Work).

General Description: Similar to Address Codes, these codes are used to differentiate multiple email addresses for a single PE ID.

Special Notes:

Is this Client Specific?

Short Description: Used to describe the Common Code.

Medium Description: The value associated with the code being set up (i.e. Work, etc.).

Long Description: Used to describe the Common Code.

Associated Numeric Values

1-5: Not Required.

Associated Codes

1-5: Not Required.

Associated Descriptions

1-5: Not Required.

# PEHR / ADDRESS - Address Cluster

This code defines the cluster and attribute information to be extracted from the HRDB.

**Code Category:** **PEHR**

**Code Value:** **ADDRESS**

Short Description: Enter the applicable cluster name.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

## Associated Numeric Values

1-5: Not Required.

## Associated Codes

1: Enter the name of the attribute that contains the hierarchy for the address type (e.g. TYPE).
2: Enter the attribute name that corresponds to the Person / Entity NAME AND ADDRESS screen, if applicable (e.g. ADDR1).
3: Enter the attribute name that corresponds to the Person / Entity NAME AND ADDRESS screen, if applicable (e.g. ADDR2).
4: Enter the attribute name that corresponds to the Person / Entity NAME AND ADDRESS screen, if applicable (e.g. ADDR3).
5: Enter the attribute name that corresponds to the Person / Entity NAME AND ADDRESS screen, if applicable (e.g. ADDR4).

## Associated Descriptions

1: Enter the attribute name that corresponds to the Person / Entity NAME AND ADDRESS screen, if applicable (e.g. CITY).
2: Enter the attribute name that corresponds to the Person / Entity NAME AND ADDRESS screen, if applicable (e.g. STATE).

3: Enter the attribute name that corresponds to the Person / Entity NAME AND ADDRESS screen, if applicable (e.g. ZIP).
4: Enter the attribute name that corresponds to the Person / Entity NAME AND ADDRESS screen, if applicable (e.g. CNTRY).
5: Not Required.

# PEID / LENGTH - Lengths of PE ID and Name

This Common Code defines the minimum and maximum lengths of the PE ID and PE Name. If the values are left blank, a 0 (zero) is assumed.

**Code Category:** **PEID**

**Code Value:** **LENGTH**

Short Description: Entering 'OFF' in this field will turn this option off.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

## Associated Numeric Values

1: Enter the minimum PE ID length.
2: Enter the maximum PE ID length.
3: Enter the minimum Name length.
4: Enter the maximum Name length.
5: Not Required.

## Associated Codes

1-5: Not Required.

## Associated Descriptions

1-5: Not Required.

# PELG / ALL - Change Log Entries

An option exists within the PE database to log changes (**NOT** inserts or deletes) that occur regarding name and address information. The following Common Code is required for this function.

**Code Category:** **PELG**

**Code Value:** **ALL**

Short Description: Select one of the following options for change logging.

1. NAME
2. ADDRESS
3. ASSOCIATION
4. SOCIAL SECURITY NUMBER
5. RALT ID
6. SELECT 1
7. SELECT 2
8. AFFILIATION CODE
9. OWNER ID
10. TIN
11. EMAIL
12. URL

Enter a “Y” for those items to be logged in sequence as listed in the short description; a space or an “N” is used for those items not to be logged (i.e. “YYNY”, or “YY(space)Y” would log name, address, and Social Security Number changes, but not Association changes).

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

## Associated Numeric Values

1-5: Not Required.

## Associated Codes

1: Select one of the following options for additional change logging:

a) Status
b) 1099

Enter a “Y” for those items to be logged in sequence as listed; a space or an “N” is used for those items not to be logged (i.e. “Y(space)” or “YN” would log Status but not 1099 changes).

2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PELU / UPDATE - Go To PE Lookup Screen

**Code Category:** **PELU**

**Code Value:** **LOOKUP**

Short Description: “ON” to add lookup option.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1: Not Required.
2-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PEMC / VALIDATE

If common code PEMC / VALIDATE exists and the short description is not “OFF”, then the miscellaneous code on PEUPPR will be validated against the remaining PEMC common codes (no other values needed on these codes).

**Code Category:** **PEMC**

**Code Value:** **VALIDATE**

Short Description: Enter “OFF” to disable.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PENM / CHECK – Duplicate PEID Name Checking

If this common code is active, the PE Update screen will check for duplicate names upon entry in “Add” mode or changing the name in “View” mode. If a name match is found, regardless of case, the user will be blocked from adding the new PEID. The error message will identify the number of matching entries and the reason from the block. A “Find” may then be executed to locate all the offending entries or the user may continue entering the PEID by pressing enter again.

**Code Category: PENM**

**Code Value: CHECK**

**Short Description**: Leave blank to enable duplicate PEID name checking. Enter “OFF” to disable.

**Medium Description**: Leave blank to include all PEID statuses in the duplicate name checking. Enter "NOINACTIVE" to prevent inactive PEIDs from being included in the duplicate name checking (i.e., only PEIDs with a status of "AC" will be included).

**Long Description**: Used to describe the common code (not required).

### Associated Numeric Values

1: Number of characters of the PEID to compare (0-12). If no entry or zero, then the PEID will not be used in the duplicate name checking criteria. The system, by default, will not allow a duplicate PEID to be entered.
2: Number of characters of the PE Name to compare (1-128). If no entry or zero, then all characters of the PE Name will be used to find duplicates.
3-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PENM / NOREV

This common code works in conjunction with the PESF common code. It is used to not have PE Names with commas in them flip around so that the last name prints last on the check. For example, a PE Name entered as SMITH, JOHN prints as JOHN SMITH on AP checks without this setup. If this common code is defined and a PE suffix equal to the 1st associated code of the PENM NOREV common code is assigned to a vendor, then the name prints with the comma (as entered in PE). A good example would be a business name such as Heavenly Landscaping, Inc.

Note: all the vendors you don't want to flip around the comma, add a PE SUFFIX of "BUSN".

**Code Category:** **PENM**

**Code Value:** **NOREV**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Make up your own 4-character code.
2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PEOW / xxxxxxxx - Validate Owner ID for PEUPPE

This common code is used to create a valid Owner ID for PEUPPE. All Owner ID codes are now validated, and must be defined with this code. If a common code exists with a category of PEOW and associated code 1 = EMPLOYEE, then the owner id field is required and will be populated with the value in the common code "Code Value" field.

### Code Category: PEOW /

### Code Value: XXXXXXXX

Where this is the new Owner ID value.

Short Description: Not Required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: EMPLOYEE will make the owner ID field required and will populate with the value in the Code Value..

2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PEPF / xxxx - Performance Ratings

ENTRY_94ENTRY_95This code defines valid performance ratings most typically used to rate vendors. The performance rating information is displayed on the Vendor / Product Information screen of PEUPPR.

### Code Category: PEPF

### Code Value: A four-character code indicating the performance rating being defined (e.g., FAIR, GOOD, EXCL).

Short Description: Used to describe the Common Code.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PEPH / xx - Phone Codes

Similar to Address Codes, these codes are used to differentiate multiple phone numbers for a single PE ID.

**Code Category:** **PEPH**

**Code Value:** **A two-character code defining the Phone Code (i.e. HM for Home, MS for Message, and WK for Work).**

Short Description: Used to describe the Common Code.

Medium Description: The value associated with the code being set up (i.e. Home, Message, Work, etc.).

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PEPR / BUYER - Buyer Codes

This code designates validated buyers.

**Code Category:** **PEPR**

**Code Value:** **BUYER**

Short Description: When “ON,” the PE-IDs entered as buyers are validated for BUYER designation in the PE-ID’s SELECT field.

Medium Description: Used to describe the common code (optional).

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PEPR / LOOKUP or LOOKUPxx – Define Information for Product Lookup screen

This common code is used to define the information that appears on the Product Lookup screen. One common code may be created to govern the Product lookup screen for every subsystem; or common codes may be set up for specific subsystems. **Special Note**: If this common code does not exist, the system defaults to the following values-

| Numeric Code | Code | Description |
|---|---|---|
| 30 | DESC | Product Desc |
| 8 | UNITS | Units |
| 2 | STATUS | Status |
| 4 | CLASS | Class |

This default will appear on the screen as follows-

| Product ID | Description | Units | Status | Class |
|---|---|---|---|---|
| **123456789012** | **Paper, 8 1 / 2 x 11 copy** | **CS** | **AC** | **MISC** |
| **123456789013** | **Paper, 8 1 / 2 x 14 copy** | **CS** | **AC** | **MISC** |

**Code Category: PEPR**

**Code Value:** **LOOKUP OR LOOKUPxx** (where XX is the subsystem to which the definition applies. The value "LOOKUP" defines the lookup fields for all subsystems. If the definition is subsystem-specific, enter the subsystem ID in place of the "XX". For example, to define a different lookup screen for the Purchasing subenter "LOOKUPPO").

Short Description: Enter "ON" to activate this common code. Enter "OFF" to disable this definition.

Medium Description: Used to describe common code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Enter the length of each field on the Product lookup screen.

### Associated Codes

1-5: Enter the name of each attribute to be displayed. Any attribute within the XPR cluster may be used. Attribute names are installed with the system and may be viewed by keying in NUUPCA from the main menu.

### Associated Descriptions

1-5: Enter each title to appear over the column information.

# PEPR / TOXIC

Use this common code to identify toxic within the range specified in the first and second associated descriptions.

**Code Category:** **PEPR**

**Code Value:** **TOXIX**

Short Description: Enter “OFF” to disable this common

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1: Enter the low end of the range for the toxic ID.
2: Enter the high end of the range for the toxic ID.
3-5: Not Required.

# PEPS / xxxxx - Postal Formatting of Address

This code is used to activate conversion of the Payee name and address to U.S. Postal Service rules. If this Common Code entry does not exist, the system will print the address as entered in the PE database.

**Code Category:** **PEPS**

**Code Value:** **The name of the program that retrieves the address data.** Examples are 'AP133' for printing AP checks or 'CK133' for printing 1099s.

Short Description: Used to describe the Common Code.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PERQ / REQUIRE1 - Required fields on PEUPPE screen

ENTRY_111Can make certain fields required in the PEUPPE screen. Currently supported fields are SSN, TIN, and OWNERID. Place the field name in any one of the five code values.

SSNTIN is also supported. This requires either the SSN or TIN.

### Code Category: PERQ

### Code Value: REQUIRE1

Short Description: Used to describe the Common Code.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required

### Associated Codes

1-5: Enter the values for the fields to be required.

### Associated Description

1-5: Not Required.

# PESA / ADDSAL - Adding the Salutation Code to Name

Adds the Salutation Code description to the name in addresses.

### Code Category: PESA

### Code Value: ADDSAL

Short Description: Entering 'OFF' in this field will turn this option off.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PESA / xx - Salutation Codes

This code designates possible salutations.

### Code Category: PESA

### Code Value: A four-character code defining the Salutation Code (i.e. DR for Doctor, MS for Ms., PR for President, etc.).

Short Description: Used to describe the Common Code.

Medium Description: The value associated with the code being set up (i.e. Dr., Ms., and Pr).

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PESF / ADDSUF - Adding the Suffix Code to Name

Adds the Suffix Code description to the name in addresses.

**Code Category:** **PESF**

**Code Value:** **ADDSUF**

Short Description: Entering 'OFF' in this field will turn this option off.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PESF / xxxx - Suffix Codes

This code defines possible name suffixes.

**Code Category:..... PESF**

**Code Value:** **A four-character code describing the suffix. Examples are III, Jr.**

Short Description: Used to describe the Common Code.

Medium Description: Enter the value associated with the suffix (ie Junior for JR).

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PESS / DUPCHECK - Block Entries with Duplicate SSNs

Common code PESS will block entry on PEUPPE when a duplicate SSN is entered. “Off” in the short description deactivates the common code.

**Code Category:** **PESS**

**Code Value:** **DUPCHECK**

Short Description: ‘Off’ will deactivate this common code.

Medium Description: Not Required

Long Description: Not Required

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Description

1-5: Not Required.

# PEST / xx - State Codes

Each state used in the system must be defined with a State Code.

**Code Category:** **PEST**

**Code Value:** **A two-character code defining the State Code (i.e. CA for California, VA for Virginia, etc.).**

Short Description: Used to describe the Common Code.

Medium Description: The value associated with the code being set up. Examples are California, Virginia, and Oklahoma.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PETN / DUPCHECK - Block Entries with Duplicate TINs

Common code PETN will block entry on PEUPPE when a duplicate TIN is entered. “Off” in the short description deactivates the common code.

**Code Category:** **PETN**

**Code Value:** **DUPCHECK**

Short Description: ‘Off’ deactivates the Common Code.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PEUN / VALIDATE

This code validates the PE Product Unit of Measure in PEUPPR.

**Code Category:** **PEUN**

**Code Value:** **VALIDATE**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PEUN / x . . . - Standard Units

Optional standard definitions may be used. If there is no vendor-specific or product-specific unit definitions specified, the system will default to these standard unit definitions when converting the number of units received into stocked units.

The screen below shows an example of how the stock units of GALLONS may be defined in terms of QUARTS, PINTS, and BARRELS. Therefore, if an item is ordered by the BARREL and stocked by the GALLON, global standard units may be used to have the system automatically convert the number of units at the time inventory is received.

**Code Category:** **PEUN**

**Code Value:** **Specify the units in which an item is stocked (e.g. GALLONS, CARTON, etc.).**

Short Description: May be used to describe the Common Code.

Medium Description: May be used to describe the Common Code.

Long Description: May be used to describe the Common Code.

### Associated Numeric Values

1-5: Numeric factor to be used in the conversion.

### Associated Codes

1-5: Arithmetic operator to be used in the conversion. Valid operators include: "*"(multiply), and " / " (divide).

### Associated Descriptions

1-5: The units from which the stock units are being converted.

# PEUP / DELETE - Disable Delete

This common code controls deletes of Person Entity ID's (PEID's) via the Person Entity Update Screen (PEUPPE).

**Code Category:** **PEUP**

**Code Value:** **DELETE**

Short Description: Enter ‘DISABLE’ to disable PEID deletion OR enter ‘VERIFY’ to force the system to block all deletes of PEID’s that have already been used in GL, EN, OH, BK, PO, AR, or SI.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PEUT / PURGExx - Date Selection for PEUTPI Utility

Each subsystem has a variety of dates to choose from when making the comparison to the cut off date. For example, Open Hold has invoice date, check date, etc. To direct the utility to examine a date other than the default, create a common code PEUT / PURGExx, where “xx” is the subsystem ID. Place the date code listed in the table in associated code (1).

### Code Category: PEUT

### Code Value: PURGExx

Short Description: Used to describe the Common Code.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Date code for desired date to use.
2-5: Not Required.

**Associated Descriptions**

1-5: Not Required.

# SYNO / PRODUCT - Product ID Number Seed

The following Common Code entry must be set up before Person / Entity Product ID numbers can be system generated.

**Code Category:** **SYNO**

**Code Value:** **PRODUCT**

Short Description: Used to describe the Common Code.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

**See Appendix A for the complete instructions on setting up SYNO seed values.**

# SYNO / x . . . - PE ID Number Seeds

When developing the ID format for permanent and temporary entities, it is important that temporary ID's be easily identifiable. At a later date the temporary ID's may be selected and purged through a PE Utility. The utility can be requested and selection criteria entered to cause a purge of all temporary ID's. The following Common Code entry must be set up before Person / Entity ID numbers can be system generated.

**Code Category:** **SYNO**

**Code Value:** **Enter the value associated with type of seed number being entered.** The value for permanent ID's is 'PE IDNUMS' and the value of temporary ID's is 'PE IDTEMP'.

Short Description: Used to describe the Common Code.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

**See Appendix A for the complete instructions on setting up SYNO seed values.**

# 17: Project Allocation

## PAFG / FSNEWKEY - Automatically Generate Org Keys

An option exists on the Funding sources tab of screen PAUPPR (Project Information), to automatically generate an Org Key for the entry based on the underlying project definition and the funding source. It is activated by creating this code for the appropriate ledger (or for ledger @@ if the feature is to be used by all ledgers). If different rules for Org Key generation are to be used by different ledgers, multiple common codes must be created. When this feature is active, any change made to the Funding Source will result in an update to the Org Key.

**Category: PAFG**

**Code: FSNEWKEY**

**Short Description**: If short description contains “OFF” then it is the same as if the common code did not exist.

**Medium Description**: Not Required.

**Long Description**: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

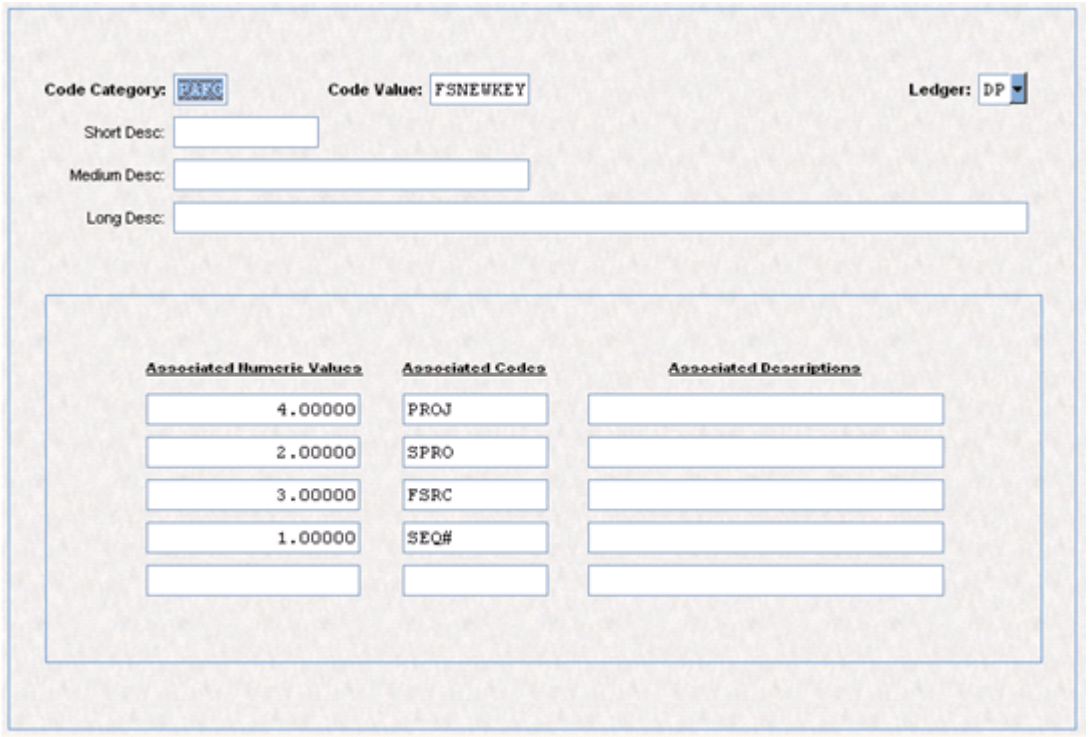
1-5: The 5 associated codes will indicate what pieces of the “Parent Key” are to be used for generating a the new Org. Key.

## Associated Descriptions

1-5: Not Required.

The example below uses the first 4 characters of the Project, the first 2 characters of the Sub-project, the first 3 characters if the Funding source and then a 1 character sequence number.

The sequence number is derived by adding one to the highest value found when looking for keys that match the other values. The other values are defined by looking at the four character codes defined in GLUPGN (glg_gen_mstr) for any of the 8 primary parts or the Org. Key itself.



# 18: Purchasing

## CMPO / DEFAULT

Enter this common code to identify the default ship to ID and bill to ID.

**Code Category:** **CMPO**

**Code Value:** **DEFAULT**

Short Description: Not Required.

Medium Description: Describes the common code and its 2 values.

Long Description: Default values for pop_pv_dtl.pop_ship_id and pop_pv_dtl.pop_bill_id.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Default ship to ID.
2: Default bill to ID.
3-5: Not Required.

### Associated Descriptions

1-5: Not Required.

## ENGL / CONTACCT - Instructing IFAS to Remove Instead of Adjust

If this common code exists, the control key / object code is used for encumbrances. The object code must be a valid GL object. The key may be 'FDKEY' or a valid GL key.

**Code Category:** **ENGL**

### Code Value: CONTACCT

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter the control key.
2: Enter control object.
3-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PEAS / NOPRINT

Assigning the following code to a PEID will disable the PO print process for a PEID.

### Code Category: PEAS

### Code Value: NOPRINT

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PEAS / POBAD

Assigning the following code to a PEID will inactivate a PEID in the PO subsystem.

**Code Category:** **PEAS**

**Code Value:** **POBAD**

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PEPR / TOXIC - Warn for Toxic Items

See the Person / Entity subsection of the *Common Code Reference Manual*.

# PEUN / xxx - Standard Units

Standard Unit definitions are optional. If there is no vendor-specific or product-specific unit definitions specified, the system will default to these definitions when converting the number of units received into stocked units. If an item is ordered by the BARREL and stocked by the GALLON, global standard units may be used to instruct the system to automatically convert the number of units at the time inventory is received. Special Notes-To set up global standard units, access the common codes Master screen by keying in “NUUPCD.”

**Code Category:** **PEUN**

**Code Value:** **Specify the units in which an item is stocked (e.g., GALLONS, CARTON, etc.)**

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1: Numeric factor to be used in the conversion.
2-5: Same as 1

### Associated Codes

1: Arithmetic operator to be used in the conversion. Valid arithmetic operators include-"*" (multiply) and " / " (divide).
2-5: Same as 1.

### Associated Descriptions

1: The units from which the stock units are being converted.
2-5: Same as 1.

# POAH / ADDRESS- Address Hierarchy

This common code is used to set Address Hierarchy. Use this definition during the PO creation process and the vendor has more than one address. This code determines which address to use on the PO.

**Code Category:** **POAH**

### Code Value: ADDRESS

Short Description: Enter a two-character address hierarchy codes in order of importance.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter the control key.
2: Enter the control object.
3-5: Not Required.

### Associated Descriptions

1: The units from which the stock units are being converted.
2-5: Not Required.

## POAP / MISC - Using the Fiscal Year in the Misc. Field of Batch Files

When this common code exists, the fiscal year from the receiving information is used in the Misc. field in the batch that is to be created from scan data.

### Code Category: POAP

### Code Value: MISC

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# POAS / RTDollar, RTSavings, RTLimit, and RTPercnt

The AP manual contains the setup for Contract Retention. The common code to setup is POAS. It has four different code values.

**Code Category:** **POAS**

**Code Value:** **RTDOLLAR, RTSavings, RTLimit, and RTPercnt**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# POAS / xxxxxxxx - Associating Details with Items

For items on a purchase requisition or purchase order, details may be associated in coded form. These details permit information to be tracked that is not normally associated through the traditional purchasing process. These coded details are kept in the common codes and are entered as described below.

**Code Category:** **POAS**

**Code Value:** **Enter up to eight characters to use as the code for the detail being defined.**

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1: Enter the appropriate Code and Numeric Value based on the following:

CHAR - Enter the maximum characters that will be accepted for the Value entered for this Association.

NUM - Enter the number of decimal places that will be accepted.

DATE - Leave blank, a Numeric Value for the DATE is not applicable.

2-5: Not Required.

### Associated Codes

1: Not Required.
2: 'UPSHIFT' will cause the character value entered in POUPPR to be upshifted.
3: Place a check value here to restrict users from certain association codes. This value will be compared to database access in Nucleus for the PODB database.
4-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# POBU / OPEN - Establishing a Date Range to Allow Requisition Entries

A budget period that is open to purchasing may be established by entering a common code with a specified date range. This enables a window of time where Purchase Requisitions may be entered. This common code only restricts the requested by date in POUPPR and is what determines the budget to check against. In order to restrict the PO Print date common code NUDT PO20 will need to be created.

**Code Category:** **POBU**

**Code Value:** **OPEN**

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter the starting date of the Open Budget Period into the first Associated Code. Enter the Ending Date of the Open BudPeriod into the second Associated Code. The dates entered here must be in YYYYMMDD form (four digits for the year, two for the month, and two for the day).

2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# POCO / xxxxxxxx

Defines Compliance Types for the Purchasing Subsystem where "xxxxxxxx" is a code from 1 to 8 characters in length.

**Code Category**: POCO

**Code Value**: xxxxxxxx

**Short Description**: Not used.

**Medium Description**: The description of the Compliance Type. This will be the wording shown in the screen drop-down.

**Long Description**: Used to describe this common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# POCS / xx### - Client Specific Printing Definitions

This common code allows a client defined print item (290 - 299) to be defined to print the security code description, and / or a GL Key part description as that background part relates directly to the security code. For example, if security codes are defined such that the security values are the same values as the GL Departments, then the GL department description can be specified to print rather than the PO security code description.

**Code Category:** **POCS**

**Code Value:** **xx### - - > Where xx is an optional format specific code, and ### is a client specific print item from 290 to 299.**

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1: This number specifies whether to print the security code description or the GL Key part description. Zero (0) or blank specifies the security code description, 1-8 specifies the GL Key part (1-8) description.
2-5: Not Required.

### Associated Codes

1: Enter 'SECDESC' to print the description as specified in associated value 1.
2: Enter 'SEC' to print the actual security code after the description, separated by a dash (-).
3-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# POCT / xx (where xx is the category code)

Used for PO categories.

**Code Category:** **POCT**

**Code Value:** **xx** (Where *xx* is the two-character PO category code).

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required

### Associated Codes

1: File name of text to be printed before the items.
2: File name of text to be printed after the items.
Both files should exist in the PERM group (aka admin / perm / directory) and have 80-byte records.
3-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PODF / BUYER- Defaulting the BUYER ID Field Based on Product ID

The presence of this common code directs the system to default the BUYER ID field on the first POUPPR screen. The Buyer ID to be used will be taken from the Product ID on the first non-deleted item.

**Code Category:** **PODF**

**Code Value:** **BUYER**

Short Description: Set to “DEFAULT” to direct the system to default the buyer ID only when the field is left blank. Set to “OVERRIDE” to cause the system to always set the buyer ID field regardless of the present value.

Medium Description: Used to describe the common code

Long Description: Used to describe the common code

### Associated Numeric Values

1-5: Not Required

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# POEC / CONFIG1 – PO eProcurement Interface

This common code defines text wrapping and seed values for the Ecommerce process.

**Code Category: POEC**

**Code Value: CONFIG1**

**Short Description**: Not Required.

**Medium Description:** PRE-ON or PRE-OFF.

**Long Description**: Not Required.

### Associated Numeric Values

1: Item Text Width

2-5: Not Required.

### Associated Codes

1: PR Prefix

2: PO Seed

3: EN Division Code

4: User ID Source

5: Pre-Encumbrance Seed

### Associated Descriptions

1-5: Not Required

# POEC / CONFIG2 – PO eProcurement Interface

This common code defines the vendor and “ship to” vendor information for the Ecommerce process.

### Code Category: POEC

## Code Value: CONFIG2

**Short Description**: Not Required.

**Medium Description**: Not Required.

**Long Description**: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Vendor Seed

2: Ship To Seed

3: Owner ID for new IDs

4: Default Address Code

5: Update Vendor PE Info (Y/N)

### Associated Descriptions

1-5: Not Required

# POEC / CONFIG3 – PO eProcurement Interface

This common code defines the user and security for the Ecommerce process.

**Code Category: POEC**

**Code Value: CONFIG3**

**Short Description**: Not Required.

**Medium Description**: Not Required.

**Long Description**: Not Required.

## Associated Numeric Values

1-5: Not Required.

## Associated Codes

1: User To Get Email

2: Map ESM to IFAS ID

3: PR Security Code

4: E-PO Address Code

5: Security Code Derivation

### Associated Descriptions

1: ESM PE ID Flag Field

2-5: Not Required

# POEM / MAIL- E-mail Notification

This common code enables you to establish a list of recipient names for the PO e-mail option. To tell IFAS the file names, simply create the POEM MAIL common code, place “ON” in the short description, and place the name of each file in the associated code fields. The common code SYEM / MAIL is also required to enable this process The order of the names should match the order of the events. If you do not want to send mail for a certain event, then leave that event’s file name blank.

**Special Notes:** Place a file name in Codes fields. The file must exist in the user’s PERM group or an e-mail will not be sent. The text in the file will be included as part of the e-mail.

**Code Category:** **POEM**

**Code Value:** **MAIL**

Short Description: Enter “ON” to activate, or “OFF” to disable this code.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1: 1 = requested by field
2 = end use field
3 = buyer field
any other value = the user who created the PR.
In all cases, the value of the indicated field must be a valid Nucleus user ID.

2: Number representing recipient for “Print” e-mail.

3: Number representing recipient for “Item Delete” e-mail.
4: Number representing recipient for "Referred Back" e-mail.
5: File name to send for "Fully Approved" e-mail.

### Associated Codes

1: File name to send for “Approval Required” e-mail.
2: File name to send for “Print” e-mail.
3: File name to send for “Item Delete” e-mail.
4: File name to send for “Referral” e-mail.
5: File name to send for “Fully Approved” e-mail.

### Associated Descriptions

1-5: Not Required.

# POEN / ACCRUAL - Posting Liability Accounts

When this common code exists, a liability account is posted to when items are received on a PO.

**Code Category:** **POEN**

**Code Value:** **ACCRUAL**

Short Description: Enter “OFF” to disable this code. When this code exists, the default is “ON”.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter ‘LIAB-KEY’. Note: the liability key must be a valid GL key or ‘FDKEY’
2: Enter ‘LIAB-OBJ’. Note: the liability object must be a valid GL object code.
3-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# POEN / OPTIONS - Matching EN (POUPPR) Screen to PO Total

When this common code exists with “Yes” in the short description, the third screen (ADEN) of the POUPPR must equal 100% or match the PO total on the PO item screen.

**Code Category:** **POEN**

**Code Value:** **OPTIONS**

Short Description: Enter “YES” to enable this option.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# POEN / PR - Encumbering at the Purchase Requisition Level

This common code will cause the Purchasing System to automatically encumber (i.e., pre-encumber) Purchase Requisitions as they are entered into IFAS. Requisitions that are encumbered in this manner are encumbered using the current date unless the Short Description directs IFAS to use the Purchase Requisition Date.

When a Purchase Order is printed, the system will automatically disencumber the Purchase Request or the Purchase Order depending on which encumbrance was existing prior to the printing. The Purchase Order will then be encumbered through the printing process. The method that is used to

disencumber will not completely remove the existing encumbrance, but rather adjust the prior encumbrance to zero on an account by account basis. The encumbrance information in the Encumbrance System will provide a complete history of the activity for each Purchase Order. This allows encumbrance reporting to be date sensitive. Note-When this option is enabled, it is important that the numbering methods for Purchase Requisitions and Purchase Orders be significantly different so as to prevent any overlap of numbering.

The default method of pre-encumbering is initiated when closing the window, adding another PR or browsing data.

Two alternatives to this default can be activated by code 5.

Place “AS” in code 5 to pre-encumber after each item is accepted. This asynchronous method has negligible performance impact to PR item entry. There may be a number of seconds delay between PR data entry and pre-encumbrance updates. Or place “IM” in code 5 to pre-encumber during record acceptance. This immediate option will likely have noticeable performance impact to PR item acceptance. When viewing “Record Accepted” the pre-encumbrance has been recorded.

## Code Category: POEN

## Code Value: PR enables Purchase Requisition Encumbering.

Short Description: Enter 'PRDATE' for the system to encumber using the Request Date. If this field is left blank, the encumbrance date will be the current date.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-4: Not Required.
5: See notes on “AS” and “IM” above

### Associated Descriptions

1-5: Not Required.

# POEN / PRNTDATE - Using Last Print Date for Encumbrance Adjustments

When this common code exists with “PRNTDATE” in the short description, the system will use the last print date as the date on which to make encumbrance adjustments.

**Code Category:** **POEN**

**Code Value:** **PRNTDATE**

Short Description: Enter “PRNTDATE” to enable this option.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# POEN / SKIP- Skipping Select Object Codes

Use this common code to define up to 5 object and misc codes that should be skipped. When a PO is reprinted, any EN transaction with an object code or misc code appearing on this list will be ignored for the purpose of determining the current EN balance for the PO.

**Code Category:** **POEN**

**Code Value:** **SKIP**

Short Description: Enter “OFF” to disable this code. When this code exists, the default is “ON”.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter “OBJ” or “MISC” to identify the type of code to skip.
2-5: Same as 1.

### Associated Descriptions

1: Enter the object code or the misc code (depending on the entry in the corresponding code value) to be skipped.
2-5: Same as 1.

# POFA / CONTROL- FA Object Code Determination

This common code tells the system how to determine a Fixed Asset Object Code. This specification can be made based on Object Code or Object Part. When an item is entered into the system with an account code, the FA Flag field will automatically be set to “Y” or “N”, depending on the object code used and the entries made in this common code. The PO to FA interface can be configured to create an FASITE record and / or an FAWARR record when an asset is created during the receiving process using Associated Codes (3) and (4).
Special Note-If an item is paid in the range specified in numeric values 1 and 2, the item will be flagged as a fixed asset. (This should be used in conjunction with object codes listed in the description fields).

### Code Category: POFA

### Code Value: CONTROL

Short Description: Enter “Auto” or “Man” to set FA flag automatically or allow manual flagging.

Medium Description: Used to describe the common code

Long Description: Used to describe the common code

### Associated Numeric Values

1: Minimum FA Item Amount (optional).
2: Maximum FA Item Amount (optional).
3-5: Not Required.

### Associated Codes

1: Enter either the four-character description of the object code or the object part.

2: Enter “ADD” to generate a system-assigned Asset ID number when receiving entries are created in the Purchasing system. This is optional. When “ADD” is entered here, the word “ADD” will appear in the Tag Number field on the Receiving screen in Purchasing. The system will assign the next sequential number using the common code SYNO FAIDNUMS.
3: LOC. Notifies the PO to FA interface to create an FASITE record.
4: WARRANTY. The value placed here is used to identify a purchasing item association code that holds the warranty information. The purchasing item association value will be placed into the warranty field of the FAWARR record for the asset.
5: “POPRINT” can be entered into the 5th Associated Code. This is a client-specific option which requires customization of the Fixed Asset Module in order to be implemented.

### Associated Descriptions

1-3: Enter the criteria (like selection criteria) to select the FA object codes. An example is 010,310,350-399. In this example, assuming the first associated description says 'OBJ', object codes 010, 310, and any object code in the range 350 through 399, are considered FA object codes.
4: Associated Description 4: "Y" will require the location and an asset id if the asset flag on the item is "Y".
5: Same as 1.

# POFA / CONTROL2- Control In-Service Date and Product Code

This common code tells the system how to determine the In-Service date and whether to transfer the Product Id to the Fixed Asset FAIDNT screen. When the Item is received the system can default in the receive date as the In-Service Date. At the same time, if the common code is set properly, the Product Code (limited to 10 characters) can be placed in the Parcel field on the FAIDNT screen too. Associated codes (1) and (3) are used for this purpose.

It also allows you to restrict the depreciation process to assets that have a minimum purchase price. By putting a minimum value in Associated Numeric Value 5, the software will check the purchase price against that value and only allow those purchases which exceed that value.

Special Notes-Only the first ten characters of a product code will be transferred to the FA system.

### Code Category: POFA

### Code Value: CONTROL2

Short Description: Not Required.

Medium Description: Used to describe the common code

Long Description: Used to describe the common code

### Associated Numeric Values

1-4: Not required.
5: Put minimum asset purchase price.

### Associated Codes

1: REC. To have the receiving date used as default In-Service Date. Will cause the initial purchase amount to be set to the unit price from the PO. Also, the in service date should always be populated with the receiving date whenever an asset is created from POUPRC.
2: BLANK
3: PARCEL. Tells the system to put the Product code (from Purchase Item screen) on the Parcel field on the FAUPAS screen.
4: BLANK
5: LOCATION. Tells the system to put the default location code entered here into the location field on the FAUPAS screen when POUTBC is run.

### Associated Descriptions

1-5: BLANK. Optional field not used.

# POFC / xx - Esc sequences

This common code allows different esc sequences to be used based on PO dollar amount. This will allow different laser forms based on dollar amount

**Code Category:** **POFC**

**Code Value:** **xx (two character PO format ID)**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Used for the initial portion of the escape sequence. The "~" is used to represent the escape.

### Associated Numeric Values

1: Enter the upper dollar limits. The values should be placed lowest to highest. For example, numeric value (1) contains "5000.00" and numeric value (2) contains "99,999,999.00".
2-5: Same as 1.

### Associated Codes

1: Either 'L' or 'R' for left or right. If blank this is the same as 'R'. This says whether to print the escape sequence to the left or the right of the data (if any) being printed on line 1.
2-5: Same as 1.

### Associated Descriptions

1: Enter the escape sequences related to the numerics. The "~" is used to represent the escape. This will be appended to any escape sequence in the long description. If the PO Total was between 0 and 4,999.99 the sequence in description 1 is used. If the PO Total was 5,000 or greater the sequence in description 2 is used. The escape sequence is printed when line 1 of the PO is printed.

2-5: Not Required.

# POJN / xxxx - Join Codes for Quantity Discounts

Join Codes are used to bring together multiple items on Purchase Requisitions into a single item on a Purchase Order. The user may or may not know what Join Codes are necessary at system installation time as those items involved in Joins are unknown. An example of an item that may be joined is any item where, due to the volume of purchase, a discount is received. In this case, items on multiple Purchase Requisitions may be printed as one Purchase Order item. The common item from the Purchase Requisitions will require identical PO Numbers and Join Codes in order to join the common items into a single item on the Purchase Order. The following describes how to define a Join Code entry.

**Code Category:** **POJN**

**Code Value:** **Enter up to four characters to be used as the Join code. This code will be used in the Item data entry screens as the Join Code.**

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# POMF / xx- Multiple Printing Format Codes

This assigns up to five (5) different PO format codes to use when printing multiple copies of a PO. For example-If formats A1, A2, A3 and A4 are defined in this common code and you request four copies of two POs (set the number of copies in the "Forms Printer Copies, Name, Pri, & Option: 04POPRINTR08 " line of the printing request) you will get 4 copies of each PO, one on each format.

**Code Category:** **POMF**

**Code Value:** **xx** (Where xx is the master format code used by question POOD when the printing is requested).

Short Description: Not Required

Medium Description: Not Required

Long Description: Not Required

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: A1
2: A2
3: A3
4: A4
5: A5

### Associated Descriptions

1: PO format for copy 1
2: PO format for copy 2
3: PO format for copy 3
4: PO format for copy 4
5: PO format for copy 5

# POOH / PORCPOST - Default Batch Values

When creating an OH batch from Receiving, IFAS will assign values for the following fields based on the defaults defined in this common code - Due Date, Division Code, Transaction Format, and Check Stock ID.

**Code Category:** **POOH**

**Code Value:** **PORCPOST**

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1: Enter a number to be added to the current date to create the due date in the batch records.
2-5: Not Required.

### Associated Codes

1: Enter the AP division to be used in the batch.
2: Enter the transaction format to be used in the batch.
3: Enter the check stock ID to be used in the batch.
4-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# POPE / NOCHANGE

The existence of this common code prevents users from changing the PE ID in Purchasing when the status is PP or PO. Note-This common code will not control the PR, FP, DE, or CA status. If the status is FP, DE, or CA, the PE ID can not be changed anyway. If the status is PR, the PE ID can be changed.

**Code Category:** **POPE**

**Code Value:** **NOCHANGE**

Short Description: Set to “ ”.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# POPO / CATALOG - Printing the Catalog Number

A common code is used to instruct the system to print the Catalog Number of a specific Item. It is displayed as the first line of the description of the Item on a Purchase Order. To identify the Catalog number, up to 30 characters of text may be defined to print prior to the number. The following describes such an entry.

### Code Category: POPO

### Code Value: CATALOG

Short Description: Not Required.

Medium Description: Enter any description to be printed preceding the Catalog Numbers on the PO. To print Catalog Numbers as 'Catalog # BC832764', enter 'Catalog #' in the Medium Description. This description will only print if a Catalog Number is associated to the PR.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# POPO / BUYER Define the Heading for the Detail Buyer Information

This Common Code is used to define the heading for the detail buyer information that will be printed under the item detail description on the PO format. If no common code is defined '**Buyer Address**' will be used as a default heading.

**Code Category:** **POPO**

**Code Value:** **BUYER**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Description Line to be used as a heading for the Buyer name and address information

## Associated Numeric Values

1-5: Not Required.

## Associated Codes

1-5: Not Required.

## Associated Descriptions

1-5: Not Required.

# POPO / SNOTES  Define the Heading for Shipping Notes

This Common Code is used to define the heading for the detail shipping notes that will be printed under the item detail description on the PO format.  If no common code is defined '**Ship Notes**' will be used as a default heading.

**Code Category:** **POPO**

**Code Value:** **SNOTES**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Description Line to be used as a heading for the Shipping Notes

## Associated Numeric Values

1-5: Not Required.

## Associated Codes

1-5: Not Required.

## Associated Descriptions

1-5: Not Required.

# POPO / DATES - Defining Date Formats

Dates may be formatted in two ways when printed on Purchase Orders. The entry for this common code will determine how the dates will appear. The two choices are Year / Month / Day or Month / Day / Year. The following describes how to format either method.

### Code Category: POPO

### Code Value: DATES

Short Description: Enter YMD to have dates print in the format YY / MM / DD on the Purchase Order. Enter MDY to have dates print in the format MM / DD / YY on the Purchase Order. In addition to YMD and MDY, the following two character codes can be entered in the short description.

Note that DT and DX are the same as MDY and YMD.

| Code | Output | Example |
|---|---|---|
| DR | MMDDYY | 123100 |
| DS | MM / DD | 12 / 00 |
| DT | MM / DD / YY | 12 / 31 / 00 |
| DU | MM / DD / CCYY | 12 / 31 / 2000 |
| DV | DD / MM / YY | 31 / 12 / 00 |
| DW | DD / MM / CCYY | 31 / 12 / 2000 |
| DX | YY / MM / DD | 00 / 12 / 31 |
| DY | CCYY / MM / DD | 2000 / 12 / 31 |
| DZ | MM / YY | 12 / 00 |
| D6 | YYMMDD | 001231 |
| D8 | CCYYMMDD | 20001231 |

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# POPO / ESCAPES - Initializing the .Printer

When problems are encountered printing purchase orders, often times the printer assigned to print POs needs to be initialized. A common code can be created to initialize the printer each time POs are to be printed. The following describes the common code used to initialize a Rugged Writer.

### Code Category: POPO

### Code Value: ESCAPES

Short Description: If PAGE is entered, the system will not print the ending lines (blanks) of the last page of the Purchase Order.

Medium Description: Used to describe the common code.

Long Description: Enter the escape sequence to be used when initializing the printer on which Purchase Orders will be printed. When entering the Escape character, use the ^ symbol. As an example, the escape sequence that may be necessary when using Rugged Writer printers is '^&l0L'. That is '^' (Shift '6') & (Shift '7') 'l' (Lower case 'L') '0' (Numeric zero) and 'L' (Upper case 'L'). Additionally, “\nnn” (where nnn is a three digit decimal number) to include any ASCII character in the starting and ending escape sequences. For example, \065 would print an "A".

### Associated Numeric Values

1: Enter the number of Continuation Statements to print (system default is 3).
2: Enter the column number where the Continuation Statement should start printing (system default is 30).
3-5: Not Required.

### Associated Codes

1: Enter the number of lines per Purchase Order (system default is 66).
2: Leave blank to work as usual. Optional to enter NOEXTRAPAGE to cause the system to remove extra lines that appear before the starting escape sequence.
3-5: Not Required.

### Associated Descriptions

1: Enter the Continuation Statement to print.
2: Enter the closing escape sequence for the printer, or \nnn (where nnn is a three digit decimal number) to include any ASCII character in the starting and ending escape sequences. For example, \065 would print an "A".
3-5: Not Required.

# POPO / NAME - Defining the PO Agent and if / how Totals Should Appear

A common code is completed to allow the purchasing agent's name and descriptions associated with the discount, first tax, second tax, charges, and duty fields to be included on the purchase order (PO). To print these items on the PO, this common code entry must exist and the purchase order format must have been defined to have these items print.

Special Notes -The keywords you place in the code fields may be listed in any order. The possible keywords are listed below in code fields 1-5. In the description field next to the keyword, you should enter the name or title of the total amount. For example, if code (1) = "TAX" and description (1) = "Sales Tax", the PO will print "Sales Tax  2.79" after the item(s). The keywords shown for the code fields below are listed with possible descriptions to be associated with them.

### Code Category: POPO

### Code Value: NAME

Short Description: Enter ITEM, TOTAL, or BOTH to establish if the placement of the discount, tax, etc., values will be printed on the PO. ITEM means that the amounts will be printed for each Item. TOTAL means that the amounts will print in total only at the end of the PO. BOTH means that the amounts will print after each Item and also in Total at the end of the Purchase Order.

Medium Description: Used to describe the common code.

Long Description: Enter the name of the Purchasing Agent

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Discount
2: Tax2
4: Charge
5: Duty

### Associated Descriptions

1: Discount
2: Federal
3: Provincial
4: Shipping Charge
5: Import Duty

# POPO / PRNTACCT or xxPRACCT- Print Account & Dollar Distribution

The ability to print the account and dollar distribution after the line item description on a PO is activated via a common code. To turn on for all formats, enter common code POPO PRNTACCT. To turn on for a specific format, enter common code POPO xxPRACCT where xx is the format ID.

Note -The account is left justified. The dollar amount is right justified.

**Code Category:** **POPO**

**Code Value:** **PRNTACCT or xxPRACCT**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1: Enter the start character for account printing.
2: Enter the length of the account string.
3: Enter the start character of the dollar amount.
4: Enter the length of the dollar amount.
5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# POPO / RANGE - Printing a Range of PO's

When using the Purchase Order print option (POPO), only one Purchase Order may be printed at a time. In order to print a range of Purchase Orders, a special common code is required. This restriction can help prevent printing more Purchase Orders than desired, which can happen if the selection criteria is entered incorrectly.

**Code Category:** **POPO**

**Code Value:** **RANGE**

Short Description: Enter YES if ranges of purchase orders are to be permitted when issuing selection criteria during the Purchase Order printing process. If this common code is not entered, or anything other than YES is entered in the short description of this common code, the system will not permit ranges of Purchase Order Numbers to be entered when printing Purchase Orders.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# POPO / SHIP - Causing Headings & Ship To Addresses to Print on PO's

This common code enables printing a pre-defined heading line and the name and address of a specific "ship to" PE ID in the "ship to" area of the Purchase Order. It is used in conjunction with the Description field on the PURCHASE REQUEST ITEMS screen. "CATALOG" to 2nd associate code will print the item catalog field as the first line of ship-to information, instead of the first line of description. The label for the catalog field is specified in 2nd associate description.

**Code Category:** **POPO**

**Code Value:** **SHIP**

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Enter characters that are to appear on the heading line (the line before the name line) in the "ship to" area of the Purchase Order. The length should not exceed the length of your description field on your PO for(ID 028).

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter 'F' to print the heading line and the ship to name and address before the item (First), enter 'L' to print the heading line and ship to name and address after the line item (Last) or enter 'N' for no headline.
2: Enter 'CATALOG' or "CATALOGSA". "CATALOG" will print the item catalog field as the first line of ship-to information, instead of the first line of description if the is ship-to information. "CATALOGSA" will print the item catalog field as the first line of ship-to information, instead of the first line of description regardless of the ship-to information.
3-5: Not Required.

### Associated Descriptions

1: Not Required.
2: Enter optional label that can be used with the 'CATALOG' or "CATALOGSA" options (ex 'ATTN:').
3-5: Not Required.

# POPO / xxDESC

To print the descriptive text below the detail line.

**Code Category:** **POPO**

**Code Value:** **xxDESC** (Where xx is the Purchase Order Format Code).

Short Description: If OFF then the common code is not active

Medium Description: Not used.

Long Description: Not used.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# POPQ / CONTROL - Controls Print Quotations

This common code controls functionality Purchase Order Print Quotations. It applies to Quote formats with multiple names (field 004) defined. Normally each name represents a different vendor.

**Code Category:** **POPQ**

Code Value: CONTROL

Short Description: “Off” turns off the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: SINGLE to force one Vendor per Quote even with multiple names defined on the Quote.
2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# POPR / ALLOWADJ

Set up this common code to be able to adjust amounts in the Quantity and Unit Cost fields on the POUPPR screen by entering “+” or “-” and the amount of adjustment. (For example, if the quantity in the field is 1 and it should be 5, enter “+4” to adjust the quantity to 5.)

Note-This common code does not function in IFAS 7i.

**Code Category:** **POPR**

**Code Value:** **ALLOWADJ**

Short Description: Enter “ON.”

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required

### Associated Descriptions

1-5: Not Required.

# POPR / AMTCHECK - Limits Amount Paid to Vendor Through Purchasing

This common code works in conjunction with the bid management system. This common code provides a method to limit the amount of money paid to a vendor through Purchasing.

**Code Category:** **POPR**

**Code Value:** **AMTCHECK**

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1 : Warn amount.
2: Block amount.
3-5: Not Required.

### Associated Codes

1: Vendor ID to exclude from this code.
2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# POPR / COPYITEM - Allows Account Distribution to be Copied

By default, the Copy Item feature on the PURCHASE REQUEST ITEMS screen does not copy Account Distributions or Association Codes. This common code can be used to ‘turn on’ copying of this information.

### Code Category: POPR

### Code Value: COPYITEM

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter "Y" to copy Account Distribution.
2: Enter "Y" to copy Association Codes.
3-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# POPR / DUPPO - Preventing Duplicate PO numbers

By default, the Purchasing system will allow duplicate PO numbers if each of the Requisitions that have the PO number are to the same vendor. The existence of this common code will override that default.

**Code Category:..... POPR**

**Code Value: DUPPO**

Short Description: NO.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# POPR / DUPPR - Preventing Duplicate PR numbers

POUPPR will NOT allow duplicate Purchase Request numbers to be entered into the system with the existence of this common code. Without this common code, duplicate PR's will be made unique by the system by automatically appending a sequence number to the end of the PR numFor example, if PR# 3678 already exists, and an attempt is made to use it again, the following would happen-The second PR# 3678 would become PR# 367801. A third PR# 3678 would become PR# 367802.

**Code Category: POPR**

**Code Value: DUPPR**

Short Description: Enter 'N'.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

## POPR / KEEPJL - Defaulting to Previous JL Account

If the short description of this common code contains 'KEEP JL', the JL account will remain, along with the GL account, during data entry.

### Code Category: POPR

### Code Value: KEEPJL

Short Description: KEEPJL

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# POPR / KEEPWO - Requiring a Work Order Number

If this common code is present, the Work Order Number will remain on the PO Item screen, along with the GL account, during data entry.

**Code Category:** **POPR**

**Code Value:** **KEEPWO**

Short Description: KEEPWO

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# POPR / SECREP- Causing the Security Code to not Repeat

Note-This common code is only effective in classic IFAS. IFAS 7i no longer uses this common code. This will cause POUPPR to NOT repeat the Security Code after the enter key is pressed on the Requisition screen.

**Code Category:** **POPR**

**Code Value:** **SECREP**

Short Description: Enter "N".

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# POPR / SECREQUR - Forces the Security Code to be Required

This will cause the Security code to be required when inputting a new Purchase Request. No Purchase Request can be entered with a blank Security Code. If the following common code exists, this option will be turned on.

### Code Category: POPR

### Code Value: SECREQUR

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required

### Associated Descriptions

1-5: Not required.

# POPR / SENDTO - Activates Warning

This will cause a warning when filling out the “send to” field on POUPPR. If the following common code exists, this option will be activated on.

If you are in browse mode and put a value in Send To and press enter, you will receive a warning at the bottom of the screen informing you that if you proceed, a new PR / PO will be created and the item will be deleted off the current PR / PO and moved to the new one.

If you press enter again, the process will continue and complete as currently except that a record of the deletion of the item will be writto pol_log_dtl with your current user information in order to identify the transaction.

**Code Category:** **POPR**

**Code Value:** **SENDTO**

Short Description: Used to describe the common code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required

### Associated Descriptions

1-5: Not required.

# POPR / SPLIT  Default Split Account Type

**Code Category:  POPR**

**Code Value:  SPLIT**

General Description: Default Split Account Type (POUPPR - 7i Only)

Special Notes:

Is this Client Specific? No

**Short Description**: Not Required.

**Medium Description**: Used to describe the common code.

**Long Description**: Used to describe the common code.

## Associated Numeric Values

1-5: Not Required.

## Associated Codes

1: Enter ‘P’ to default to “Split By Percentage” or ‘A’ for “Split by Amount”.

2-5: Not Required.

## Associated Descriptions

1-5: Not Required.

# POPS / xxx - Defining a Purchasing Split

If the same encumbrance breakdown is used often, a common code can be created defining this split. The common code value assigned to this split is then entered, proceeded by "\", in the first account field on the "Item Account Distribution" screen for the item.

**Code Category:** **POPS**

**Code Value:** **User-Defined.**

Short Description: Enter the definition of the Purchasing Split.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1: Up to five percentages may be allocated.
2-5: Same as 1.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1: Up to five accounts may be specified. PROJECT CODE, and PROJECT-OBJECT CODE combinations may be used. Enter the Codes as they should appear on the data entry screen.
2-5: Same as 1.

# POPT / PRINTaa - Person Entity Name and Address

Person Entity Name and Address.

**Code Category:** **POPT**

**Code Value:** **PRINTaa** (Where 'aa' is a number starting at '01' and incremented for each successive Global Printing assignment entry. The first Global Printing assignment entry will have a Code Value of PRINT01, the second PRINT02, the third PRINT03 and so on. The suffix must start at '01' and

continue sequentially without breaks to the final Global Printing Assignment entry. If defining Global Printing assignments for a specific format, use the following Code Value definition, WKPRNaa, where WK is the Worksheet format).

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1: The Item Number that will be referenced on the PO Format screen to cause the name and address of the given ID to be printed.
2-5: Same as 1.

### Associated Codes

1: Enter 'PE'.
2: Enter 'ADDR'.
3: Enter the Person / Entity ID. This is the ID for the name and address that is to be printed on the Purchase Order.
4: Enter the Address Type Code.
5: Enter the PEDB Code.

### Associated Descriptions

1-5: Not Required.

# POPT / PRINTbb - Person Entity SSN / TIN

Person Entity SSN / TIN

### Code Category: POPT

**Code Value:** **PRINTbb** (Where 'bb' is a number starting at '01' and incremented for each successive Global Printing assignment entry. The first Global Printing assignment entry will have a Code Value of PRINT01, the second PRINT02, the third PRINT03 and so on. The suffix must start at '01' and continue sequentially without breaks to the final Global Printing Assignment entry. If defining Global Printing assignments for a specific format, use the following Code Value definition, WKPRNbb, where WK is the Worksheet for

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1: The first numeric value contains the item number that relates to this type of printing assignment. The number entered here will be referon the PO Format screen to cause this field to print.
2-5: Not Required.

### Associated Codes

1: Enter 'PE'.
2: Enter 'SSN' to print the Social Security Number of the Vendor. Enter ‘TIN’ to print the Tax ID number of the vendor. Enter SSNto print the Social Security number if non-blank (if blank,TIN will be printed) Enter ‘TINSSN’ to print he Tax ID number if non-blank (if blank, SSN will be printed).
3-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# POPT / PRINTuu - Person Entity Association Codes

Person Entity association codes.

**Code Category:** **POPT**

**Code Value:** **PRINTuu** (Where 'uu' is a number starting at '01' and incremented for each successive Global Printing assignment entry. The first Global Printing assignment entry will have a Code Value of PRINT01, the second PRINT02, the third PRINT03 and so on. The suffix must start at '01' and continue sequentially without breaks to the final Global Printing Assignment entry. If defining Global Printing assignments for a specific format, use the following Code Value definition, WKPRNuu, where WK is the Worksheet format).

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1: The first numeric value contains the Item Number that relates to this type of printing assignment. The number entered in the first numeric value is the number that will be referenced on the PO Forscreen to cause this field to print.
2-5: Not Required.

### Associated Codes

1: Enter 'PE'.
2: Enter 'ASSOC'.
3: Enter the Association Type related to the code to be extracted from Person / Entity.
4: Enter 'VALUE' to print the Association Value from Person / Entity. Enter 'DESC' to print the Association Description from Person / Entity.
5. Not Required.

### Associated Descriptions

1-5: Not Required.

# POPT / PRINTvv - Encumbered GL Account and Amount

Encumbered GL account and amount.

**Code Category:** **POPT**

**Code Value:** **PRINTvv** (Where 'vv' is a number starting at '01' and incremented for each successive Global Printing assignment entry. The first Global Printing assignment entry will have a Code Value of PRINT01, the second PRINT02, the third PRINT03 and so on. The suffix must start at '01' and continue sequentially without breaks to the final Global Printing Assignment entry. If defining Global Printing assignments for a specific format, use the following Code Value definition, WKPRNvv, where WK is the Worksheet format).

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1: Enter the Item Numbers that will be referenced on the PO Format screen to cause the Encumbered GL Account and Amount fields to print on the Purchase Order. Only enter as many Item Numbers as are necessary to print the encumbrance information needed to print.
2-5: Same as 1.

### Associated Codes

1: Enter "EN" in the first code.
2: Enter "GL" if setting up the printing of the encumbered GL accounts or enter "JL" if setting up the printing of the encumbered JL accounts.
3-5: Not Required.

### Associated Descriptions

1: In the first description field, enter the number of characters to be printed for the amount portion of the Encumbrance GL Account and Amount. This can be any numeric value from 9 to 14.
2: In the second description field, enter the number of occurrences or number of accounts that are to print in this field. As an example:
"1" entered in this field will cause "3450 60250 3,050.25" to print.
"2" entered in this field will cause "3450 60250 3,050.25 3450 60222 640.32" to print.
3-5: Not Required.

# POPT / PRINTww - Global Printing Assignments

Global Printing Assignments. Purchase Orders which are considered generic (preprinted PO's which do not contain site specific information) need to have standard information printed each time a PO is printed. For example, if the PO stock used does not list the name and address of the institution, assigned values need to be given to site specific information and those values need to be referenced for printing on the PO FORMAT DEFINITION screen.

### Code Category: POPT

**Code Value:** **PRINTww** (Where 'ww' is a number starting at '01' and incremented for each successive Global Printing assignment entry. The first Global Printing assignment entry will have a Code Value of PRINT01, the second PRINT02, the third PRINT03 and so on. The suffix must start at '01' and continue sequentially without breaks to the final Global Printing Assignment entry. If defining Global Printing assignments for a specific format, use the following Code Value definition, WKPRNww, where WK is the Worksheet format).

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1: The numeric values entered to associate the text to print with an Item number must be greater than or equal to 100, and less than or equal to 150. The Associations will vary depending on the type of Global Printing assignment that is being entered. The following describes the use of each field for the valid types of Global Printing assignments.
2-5: Same as 1.

### Associated Codes

1: The Associations will vary depending on the type of Global Printassignment that is being entered. The following describes the use of each field for the valid types of Global Printing assignments.
2-5: Same as 1.

### Associated Descriptions

1: The Associations will vary depending on the type of Global Printassignment that is being entered. The following describes the use of each field for the valid types of Global Printing assignments.
2-5: Same as 1.

# POPT / PRINTxx - Account Summary

Account summary

### Code Category: POPT

**Code Value:** **PRINTxx** (Where 'xx' is a number starting at '01' and incremented for each successive Global Printing assignment entry. The first Global Printing assignment entry will have a Code Value of PRINT01, the second PRINT02, the third PRINT03 and so on. The suffix must start at "01" and continue sequentially without breaks to the final Global Printing Assignment entry. If defining Global Printing assignments for a specific format, use the following Code Value definition, WKPRNxx, where WK is the Worksheet for

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Enter the fields on which to summarize and print. Options are FUND, KEY, OBJ, COMMODITY, AMT, or CFDA. A summary will take place for each field except Amount.

### Associated Numeric Values

1: Enter the field number assigned as reference on PO Format screen.
2: Enter the # of lines allocated to print the summary information on the PO. In order to have all allocated lines print on the PO, the same # must be allocated on the PO Format Screen. If 5 lines are defined here, but only 3 are set on the PO Format, only 3 lines will print.
3-5: Not Required.

### Associated Codes

1: To activate the summary process, enter "SUMMARY".
2-5: Not Required.

### Associated Descriptions

1: Position and length of each part of summary. For example; if "FUND, KEY, OBJ, COMMODITY, AMT" is entered in the Long Description, and "1,2;4,6;12,4;18,12;30,12" is entered for the Association Description. The following will result:
FUND will start in position-1 for 2 characters

KEY will start in position-4 for 6 characters
OBJECT will start in position-12 for 4 characters
COMMODITY will start in position-18 for 12 characters
AMOUNT will start in position-30 for 12 characters

2-5: Same as 1.

# POPT / PRINTyy - Account Summary Page

This common code prints an Account Summary on a separate page following the PO. It contains the same header and trailer information as the PO. The detail area is used to print Account Suminformation. A single PO format can use either the "SUMMARY" or "SUMMARYPAGE" method, but not both".

**Code Category:** **POPT**

**Code Value:** **PRINTyy** (Where 'yy' is a number starting at '01' and incremented for each successive Global Printing assignment entry. The first Global Printing assignment entry will have a Code Value of PRINT01, the second PRINT02, the third PRINT03 and so on. The suffix must start at '01' and continue sequentially without breaks to the final Global Printing Assignment entry. If defining Global Printing assignments for a specific format, use the following Code Value definition, WKPRNyy, where WK is the Worksheet for

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Enter the fields on which to summarize and print. Options are FUND, KEY, OBJ, COMMODITY, AMT, or CFDA. A summary will take place for each field except Amount.

## Associated Numeric Values

1-5: Not Required.

## Associated Codes

1-5: Not Required.

## Associated Descriptions

1-5: Not Required.

# POPR / SPLIT  Default Split Account Type

**Code Category:  POPR**

**Code Value:  SPLIT**

General Description:  Default Split Account Type (POUPPR - 7i Only)

Special Notes:

Is this Client Specific?  No

Short Description:  Not Required.

Medium Description:  Used to describe the common code.

Long Description:  Enter the fields on which to summarize and print. Options are FUND, KEY, OBJ, COMMODITY, AMT, or CFDA. A summary will take place for each field except Amount.

## Associated Numeric Values

1-5:  Not Required.

## Associated Codes

1:  Enter ‘P’ to default to “Split By Percentage” or ‘A’ for “Split by Amount”.
2-5:  Not Required.

## Associated Descriptions

1-5:  Not Required.

# POPT / PRINTzz - Automatic Specific Text

All five of the Association lines can be used to set up automatic lines or fields of text to print on the Purchase Order.

**Code Category:** **POPT**

**Code Value:** **PRINTzz** (Where 'zz' is a number starting at '01' and incremented for each successive Global Printing assignment entry. The first Global Printing assignment entry will have a Code Value of PRINT01, the second PRINT02, the third PRINT03 and so on. The suffix must start at '01' and continue sequentially without breaks to the final Global Printing Assignment entry. If defining Global Printing assignments for a specific format, use the following Code Value definition, WKPRNzz, where WK is the Worksheet format).

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1: Enter the Item Number that will be referenced on the PO Format screen to cause the text entered in the Description field of this same line to print on the Purchase Order.
2-5: Same as 1.

### Associated Codes

1: Enter "AUTO" in the first code field.
2-5: Not Required.

### Associated Descriptions

1: Enter the text that is to be printed on the Purchase Order.
2-5: Same as 1.

# PORB / DEFAULT - Defaulting User Name or ID into Requested By

This common code will automatically default the User Name or ID into the Requested By field on the Purchase Request screen.

**Code Category:** **PORB**

**Code Value:** **DEFAULT**

Short Description: Enter ‘ID’ if you would prefer the User ID to default. If left blank, the system will default the User Name.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PORC /

Common Code to activate POCSAD mask filter.

**Code Category:** **PORC**

**Code Value:** **AD**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PORC / HR

This Common Code activates the POCSHR mask filter.

### Code Category: PORC

### Code Value: HR

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PORC / SCAN - Upload Receiving from Scanner (POUTBC)

Common code to define default values for the 'Upload Receiving from Scanner' function (POUTBC). This common code is optional.

**Code Category** **PORC**

**Code Value:** **SCAN**

Short Description: Used to describe Common Code.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

## Associated Numeric Values

1-5: Not Required.

## Associated Codes

1: Enter the delimiting character that is used to separate fields in the scanner file. The default is '|'.
2: Used to describe the format of date fields in the input scanner file. The default is 'D8'.

D6YYMMDD

D8CCYYMMDD

DTMMDDYY

DUMM / DD / CCYY or MMDDCCYY

3: Batch ID value of the stores transaction record.
4-5: Not Required.

## Associated Descriptions

1-5: Not Required.

# PORC / xx - Causing Statements to Print on Purchase Orders

Two common codes enable statements to be associated with Requisitions and ultimately, printed on Purchase Orders. The one shown here also controls the spacing of detail items on Purchase Orders. Normally, a single space will appear between each Item appearing on the Purchase Order. Following the instructions given below for the field description Code 1 will remove this spacing.

Note-Up to 30 standard statements can be coded for associations with requisitions and printing on PO's. For example, to cause the system to associate / print 'CONFIRMING ORDER' on the PO, a common code must be completed for the desired statement. The code value assigned must be referenced on the Purchase Request form, and the Numeric Value assigned must be referenced on the PO ForDefinition screen to activate its printing. This assigned numeric value must be a number from 70 to 99, inclusive.

**Code Category:** **PORC**

**Code Value:** **xx - - >** Enter a two-character code that will be used as the Requisition Code and reference the statement entered on this common code entry. This code will be entered on the Purchase Request screen when the statement is to be associated with a Requisition.

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Enter the statement to associate with the Requisition Code value entered. This statement will be printed on the Purchase Order if the Requisition Code is entered on the Purchase Requisition and the field is defined to be printed.

## Associated Numeric Values

1: Enter the desired field number. Each item to print on the PO must be associated with a number. Thus, each statement must be numbered. Select a number between 70 and 99 inclusive. Selecting the number as the Field ID on the PO Format screen will cause the Long Description field to print on any PO for which the associated Requisition has this Requisition Code entered.

2-5: Not Required.

## Associated Codes

1: Enter NOSPACE to remove the single space normally printed between items on the Purchase Orders. This option will function when the Requisition Code is associated on the Purchase Requisition screen.

2-5: Not Required.

## Associated Descriptions

1-5: Not Required.

# PORC / yy - Causing Statements to Print Before / After Item Detail

The second common code that enables statements to be associated with Requisitions and ultimately, printed on Purchase Orders also causes text to print either before or after the item information. The advantage of this method is that statements greater than 30 characters may be printed and they don't need to be referenced on the PO Format Definition screen. For statements longer than 150 characters, a text file containing up to 20 lines can be created. The name of the text file is then entered into the Associated Code 1 of this common code. Make sure when creating a new file to pad the file to 132, for example: ifas/admin/perm$ pad 132 mtv]

Note-The common code entry shown below is used to enter Requisition Code values. The description entered in the Long Description field is the description of the Requisition Code that will print on Purchase Orders.

**Code Category:** **PORC**

**Code Value:** **yy - - >** Enter a two-character code that will be used as the Requisition Code and reference the statement entered on this common code entry. This code will be entered on the Purchase Request screen when the statement is to be associated with a Requisition.

Short Description: FIRST or LAST. FIRST indicates that the text will print before the first item. LAST indicates that the text will print after the last item.

Medium Description: Is used to describe the requisition code. This description will appear on lookup and drop-down lists for the requisition codes.

Long Description: If a single line is needed, the line is entered in the Long Description.

## Associated Numeric Values

1-5: Leave blank.

## Associated Codes

1: Enter the name of the file that contains the text statement.
2: Enter the group name of where the file is located.
3: Enter the account name of where the file is located.

Example: MTV.PERM.ADMIN (complete name of text file)

Associated Code 1: MTV

Associated Code 2: PERM

Associated Code 3: ADMIN

4: NOSPACE option. This was previously entered into code (1) but has been moved to code (4) to make room for the file name.
5: Not Required.

## Associated Descriptions

1: If 150 characters or less of text are needed, enter the lines to be printed in this area.
2-5: Same as 1.

# PORC / zz - Requisition Codes for Mandate Receiving of Blanket Orders

To use requisition codes to mandate receiving on blanket orders, we can create a common code such as “RR” for “Require Receiving”(shown below). This requisition code does not have to print on the PO.

**Code Category:** **PORC**

**Code Value:** **zz - -** > Enter a two-character code that will be used as the Requisition Code and reference the statement entered on this common code entry. This code will be entered on the Purchase Request screen when the statement is to be associated with a Requisition.

Short Description: Not Required.

Medium Description: If text is from a file, enter the file name, otherwise it can be used to describe the common code.

Long Description: Enter the statement to associate with the Requisition Code value entered. This statement will be printed on the Purchase Order if the Requisition Code is entered on the Purchase Requisition and the field is defined to be printed.

## Associated Numeric Values

1: Enter the desired field number. Each item to print on the PO must be associated with a number. Thus, each statement must be numbered. Select a number between 70 and 99 inclusive. Selecting the number as the Field ID on the PO Format screen will cause the Long Description field to print on any PO for which the associated Requisition has this Requisition Code entered.
2-5: Not Required.

## Associated Codes

1: Enter NOSPACE into the first Associated Code to remove the single space normally printed between items on the Purchase Orders. This option will function when the Requisition Code is associated on the Purchase Requisition screen.
2-5: Not Required.

## Associated Descriptions

1-5: Not Required.

# PORF / CONTROL - Sends referral PR’s back to originator and erases approvals

Entering this common code will allow a PR to be referred back to the first approver and deletes all previous approvals given. Normally, the last user’s given approvals are deleted / removed.

Note-A “Y” in code (1) is needed to activate the deletion of ALL given approvals.

**Code Category:** **PORF**

**Code Value:** **CONTROL**

Short Description: Enter “AUTO” for the system to always update the FA flag. For the system to only update the flag when it is blank, do not enter “Auto” or enter “MANUAL”.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PORQ / REQUIRE1 - Define Required Fields on Data Entry Screens

The presence of this common code causes the system to require the user to enter values in specific fields. The fields that are currently supported are listed below.

**Code Category:** **PORQ**

**Code Value:** **REQUIRE1**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Enter one code per required field. If the account number field is required, to satisfy the field requirement and enter mulaccounts per item, enter “SPLIT” on the item screen. Then enter account splits on the Item Account Distribution screen. Valid codes (in caps) below are listed with the field associated to each:

| Code | Field |
|---|---|
| ACCT | Account number on Item Screen. |
| PROD | Product Code field on Item Screen. |
| RQSBY | Requested By field on the PR Screen. |
| SHIP | Ship to ID on the PR Screen. |
| UNIT | Units on the Item Screen. |

### Associated Descriptions

1-5: Not Required.

# PORV / CONTROL - Receiving module controls

This common code controls various functionality within the Receiving Module.

### Code Category: PORV

### Code Value: CONTROL

Short Description: By default, the system will not allow receiving on POs that are closed. To allow receiving on closed POs, place a “Y” in the short description.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter 'Y' to instruct the system to automatically adjust the quantity ordered to be equal to the quantity received when a complete record is entered in the RECEIVING UPDATE screen (POUPRC). This will also immediately adjust the encumbrance balance on the PO.
2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# POST / CONTROL - Sets up Controls for POST

This common code controls the mask POST.

### Code Category: POST

### Code Value: CONTROL

Short Description: Common code is always active unless “OFF” appears here.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: LOG - Turns on the flag to display logged changes on the POST report.
2: EVENT. Turns on the flag to display the events on the POST report.
3: A 'Y' in associated codes 3 activates the "AP ALL" functionality in PO approvals (POUPAM).
4: ENITEMSORT - (Unix Only) This sorts the EN detail by Key and Object within line item.

5: Not Required.

### Associated Descriptions

1: Encumb: (Unix Only) Turns on the flag to display the encumbrance totals.
2: Preen: (Unix Only) Turns on the flag to display the pre-encumbrance totals.
3-5: Not Required.

# POST / ENSUM - Adds information to POST

When active this common code adds an extra screen of information to mask POST. It shows summarized encumbrance information. The information is summarized based on Key (or Key Part) and Object (or Object Group).

### Code Category: POST

### Code Value: ENSUM

Short Description: If "Off", the common code is off.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1: Enter 0 to represent Key, or enter 1-8 to correspond to a Key Part.
2: Enter 0 represent Object, or enter 1-8 to correspond to an Object Group.
3-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# POTX / DEFAULT- Purchasing Tax Code

To have the system default to a specific tax code, without having to enter a tax code value, this common code must exist.

**Code Category:** **POTX**

**Code Value:** **DEFAULT**

Short Description: Enter the desired tax code.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1: Enter the tax rate to be used. The system will maintain up to five decimal places. For a six percent tax rate, simply enter a 6 in this field. Upon pressing the enter key, the value will appear as 6.00000.

2-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# POVF / xx - Approval Code Association

This may be used to associate a name or title with an approval code. When an approval is given, the medium description will be placed in the "Approved by" field.

**Code Category:** **POVF**

**Code Value:** **Enter the appropriate defined Approval Code.**

Short Description: Not Required.

Medium Description: Name or title of person with approval.

Long Description: Used to describe the common code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not required.

# POWD / xx - Word Processing Interface

This common code sets up the directory to contain data files. The PO data entry process supports a word processing interface for the editing of item descriptions. The option of using the word processing is activated by the entry of two common codes that tells where to find the word processor to be used on a PC (using Windows) or a MAC (using Multi-finder), and where to locate the item description files. This process is one directional; the item descriptions are edited on the PC or MAC and transferred back to the host computer (HP3000, RS6000...). When the description for an item is to be edited, it is not transferred back to the PC or MAC. Rather, the original file on the PC or MAC is edited and transferred back to the host. On the ITEM DETAIL screen, an 'Edit' field will only show up if common codes POWD and POWP are found. When a 'Y' is placed in the Edit field, and the first line description for the item contains '\filethe system will drop into the word processor and the data entry process will wait for a response from the user before transferring the description file up to the host computer. Note-Works in conjunction with POWP xx

### Code Category: POWD

### Code Value: Enter the USER ID.

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Enter the path for the directory. For a PC, enter 'C:\WIN\POTEXT'. For a MAC, enter '{HD:PurDescriptions}'.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter the extension used on the word processor file.

2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# POWP / xx - Path to Find Word Processor

This common code sets up the path to find the word processor. The PO data entry process supa word processing interface for the editing of item descriptions. The option of using the word processing is activated by the entry of two common codes that tells where to find the word processor to be used on a PC (using Windows) or a MAC (using Multi-finder), and where to locate the item description files. This process is one directional; the item descriptions are edited on the PC or MAC and transferred back to the host computer (HP3000, RS6000...). When the description for an item is to be edited, it is not transferred back to the PC or MAC. Rather, the original file on the PC or MAC is edited and transferred back to the host.

On the ITEM DETAIL screen, an "EDIT" field will only show up if common codes POWD and POWP are found. When a "Y" is placed in the Edit field, and the first line description for the item contains "\filename", the system will drop into the word processor and the data entry process will wait for a response from the user before transferring the description file up to the host computer.

### Code Category: POWP

### Code Value: Enter the USER ID.

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Enter the path for the word processor. For a PC, enter "C:\WIN\WINWORD.EXE". For a MAC, enter "{HD:ProWord}"

Folder names

Program name

The "{" and "}" are necessary.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# SYCC / xxxx - Alternate Currency Rates

When entering Purchase Requisitions for countries where the currency rate is different than the base rate, adjustments need to be made to the figure prior to checking the budget. Creating a common code for each currency type that will be used makes these adjustments. Once defined, the currency code is entered on the Purchase Request form. This allows the values entered to be adjusted for budget purposes when a one-to-one relationship does not exist between the currencies. The following describes how to enter Currency Codes.

**Code Category:** **SYCC**

**Code Value:** **Enter up to four characters to be used as the Currency code.**

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1: Enter the conversion rate. For a conversion rate of 112.5 percent, enter 1.125. For a conversion rate of 80 percent, enter 0.80.
2-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# SYDU / xxxx - Duty Calculations

Duty common code entries are required to support special features in the system. Not all clients require these features. Any duty rate that may be applied to any items on Purchase Requisitions should be entered in common codes at installation time or when needed. An unlimited number of rates may be entered to accommodate a variety of tax percentages and duty calculations. This common code relates to fields on the PURCHASE REQUEST ITEM screen.

**Code Category:** **SYDU**

**Code Value:** **Enter up to four characters to be used as the code for the duty rate being entered.**

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

### Associated Numeric Values

1: Enter the duty rate to be used. The system will maintain up to five decimal places. For a 10.4 percent duty, simply enter 10.4 in this field. Upon pressing the enter key, the value will appear as 10.40000.
2-5: Not Required.

### Associated Codes

1-2: Not Required.
3: Enter information describing how to calculate the duty; letters are placed corresponding to each amount that is to be included in the calculation. D=Distribution amount, C=Charge amount, U=Duty amount, and T=Tax amount. For example placing 'DC' will result in the Distribution and Charge amounts to be included in the Duty calculation.
4-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# SYEM / MAIL - E-mail Command to Operating System

This common code is required to send an e-mail from the command line. There are three string substitutions available that allow you to insert the recipient’s e-mail address, subject, and file name containing the e-mail message. The key words that the system looks for when doing the string substitution are also configurable.

**Code Category:** **SYEM**

**Code Value:** **MAIL**

Short Description: Not Required.

Medium Description: Not Required.

Long Description: @MERCURY.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Substitution string representing the recipient's e-mail address.
2: Substitution string representing the subject line.
3: Substitution string representing the file name (e-mail contents).
4-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# SYNO / BTCHPOAP - Open Hold Batch ID

When creating an OH batch from Receiving, IFAS will assign a Batch ID to the batch based on the following definition. Batch IDs may be no more than eight characters long.

**Code Category:** **SYNO**

**Code Value:** **BTCHPOAP**

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

**See Appendix A for the complete instructions on setting up SYNO seed values.**

# SYNO / POUPPR

The default seed to be used for generating the PO# if the user does not have the "Assign PO Number" security setting. This setting is handled as a functional item within the Purchasing subsystem, in Role Security Management.

Code Category: **SYNO**

Code Value: **POUPPR**

**Short Description**: Not Required. You may use the name of another existing seed rather than using the Associated Numeric Values to define this seed. For example, if the client already has a seed used for PO's, such as SYNO / PO.Seed, that they prefer to use, then "PO.SEED" in the short description will cause that seed to be used.

**Long Description**: Not Required.

**Associated Numeric** Values: Not required if Short Description is used.

See Appendix A for the complete instructions on setting up SYNO seed values.

# SYNO / PO.SEED

The standard system seed used for generating the default PO#.

**Code Category:** **SYNO**

**Code Value:** **PO.SEED - - > PO.SEED or PO.xxxxx** (Where xxxxx = value / description e.g. PR.REG or PO.BKT).

Short Description: Not Required.

Medium Description: Used to describe the common code

Long Description: Not Required.

**See Appendix A for the complete instructions on setting up SYNO seed values.**

# SYNO / PR.SEED

The standard system seed used for generating the default PR#.

**Code Category:** **SYNO**

**Code Value:** **PR.SEED - - > PR.SEED or PR.xxxxx** (Where xxxxx = value / description e.g. PR.REG or PO.BKT).

Short Description: Not Required.

Medium Description: Used to describe the common code

Long Description: Not Required.

**See Appendix A for the complete instructions on setting up SYNO seed values.**

# SYTX / xxxx - Tax Calculations

Tax common code entries are required to support special features in the system. Not all clients require these features. Any tax rate that may be applied to any items on Purchase Requisitions should be entered in common codes at installation time or when needed. An unlimited number of rates may be entered to accommodate a variety of tax percentages and duty calculations. This common code relates to fields on the PURCHASE REQUEST ITEM screen.

**Code Category:** **SYTX**

**Code Value:** **Enter up to four characters to be used as the code for the tax rate being entered.**

Short Description: Not Required.

Medium Description: Used to describe the common code.

Long Description: Used to describe the common code.

## Associated Numeric Values

1: Enter the tax rate to be used. The system will maintain up to five decimal places. For a six percent tax rate, simply enter a 6 in this field. Upon pressing the enter key, the value will appear as 6.00000.
2-5: Not Required.

## Associated Codes

1-2: Not Required.
3: Enter information describing how to calculate the tax; letters are placed corresponding to each amount that is to be included in the calculation. D=Distribution amount, C=Charge amount, U=Duty amount, and T=Tax amount. For example placing 'DC' will result in the Distribution and Charge amounts to be included in the Tax calculation.
4-5: Not Required.

## Associated Descriptions

1-5: Not Required.

# 19: Recurring Calculations

## Code ID’s for Recurring Calculations

Code Category: RCCD

Code Value: Recurring Calculations Code ID

Short Description: Not required.

Medium Description: Description of the Code ID

Long Description: Long description of the Code ID

Associated Numeric Values

1-5: Not required.

Associated Codes

1-5: Not required.

Associated Descriptions

1-5: Not required.

# 20: Security

## NUHR / Hours Codes

The following describes each data item on the COMMON CODES form which applies to the definition of days and hours which a user may be assigned for system log-on.

**Code Category: NUHR**

**Code Value: Up to eight characters which will be used to qualify a user definition as to days and hours that they may be signed onto the system.**

Short Description: Up to eight characters describing the code.

Medium Description: Up to 30 characters describing the code.

Long Description: Up to 72 characters describing the code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Five characters of the form HH:MM which specify the low end of the clock range when a user may be signed on; HH = hours (24 hour clock), MM = minutes (00-59).

2: Five characters of the form HH:MM which specify the high end of the clock range when a user may be signed on; HH = hours (24 hour clock), MM = minutes (00-59).

3-5: Not Required.

### Associated Descriptions

1: Up to seven four-character codes which represent the days of the week which a user may be signed onto the system. Codes are as follows: MON TUE WED THU FRI SAT SUN. These codes must be entered in upper case.

2-5: Not Required.

# NULC / Location Codes

The following describes each data item on the COMMON CODES form which applies to the definition of location codes. These codes are used to qualify the definition of a user to the system.

**Code Category:** **NULC**

**Code Value: Up to eight characters that will be used to specify a user's typical location when using the system.**

Short Description: Up to eight characters describing the code.

Medium Description: Up to 30 characters describing the code.

Long Description: Up to 72 characters describing the code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYFG / PY382C

This Common Code controls general behavior of the history transfer process (PYUPHT).

**Code Category:** **PYFG**

**Code Value: PY382C**

Short Description: Up to eight characters describing the code.

Medium Description: Up to 30 characters describing the code.

Long Description: Up to 72 characters describing the code.

### Associated Numeric Values

1: The first Numeric Value defines the Cycle to use for supplemental periods. It is suggested to create a cycle that is currently unused and the process will automatically create sequential supplemental periods for the post date selected. Valid values are between 1 and 99. For instance if 77 is selected then the process will generate periods that fall into the same tax year as the latest selected history record and number them sequentially based on post date. The first period in year 05 would be 0577001 in this example. A new period is created for each post date that is used in the transfer process.
2-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PYFG / PY382X01

This Common Code controls what objects codes can be used in the transfer process. Five ranges of object codes can be given for exclusion.

### Code Category: PYFG

### Code Value: PY382X01

Short Description: Up to eight characters describing the code. Not Required.

Medium Description: Up to 30 characters describing the code. Not Required.

Long Description: Up to 72 characters describing the code. Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1: Insert a single range (i.e. 5000-5600) in each description field. Object codes that fall into this range will be excluded from use in the transfer process. Any object code used in the range will result in a warning message to the user and block further processing until the object code is fixed.
2: Insert a single range (i.e. 5000-5600) in each description field. Object codes that fall into this range will be excluded from use in the transfer process. Any object code used in the range will result in a warning message to the user and block further processing until the object code is fixed.
3: Insert a single range (i.e. 5000-5600) in each description field. Object codes that fall into this range will be excluded from use in the transfer process. Any object code used in the range will result in a warning message to the user and block further processing until the object code is fixed.
4: Insert a single range (i.e. 5000-5600) in each description field. Object codes that fall into this range will be excluded from use in the transfer process. Any object code used in the range will result in a warning message to the user and block further processing until the object code is fixed.
5: Insert a single range (i.e. 5000-5600) in each description field. Object codes that fall into this range will be excluded from use in the transfer process. Any object code used in the range will result in a warning message to the user and block further processing until the object code is fixed.

# NULD / Terminal Passwords

The following describes each data item on the COMMON CODES form which applies to the definition of terminal passwords.

**Code Category: NULD**

**Code Value: Up to eight characters which specify the terminal logical device number. This number must be entered right justified and filled with leading zeroes. Example: 00000020.**

Short Description: Up to eight characters which define the password to be associated with this terminal.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# NULP / Printer Definition Codes

The following describes each data item on the COMMON CODES form that applies to the definition of printer codes. These codes may be specified for standard or special forms printing.

Following is an example of a standard line printer code definition screen. In the Associated Descriptions fields of the example screen are explanations of what would commonly be found in the Associated Values and Associated Codes fields.

**Code Category: NULP**

**Code Value: Up to eight characters which will be used to designate the code representing the particular printer.**

Short Description: Up to eight characters describing the code.

Medium Description: Up to 30 characters describing the code.

Long Description: The logical device number or printer class of the line printer to which the code relates. If desired, the right hand side of the 'LP' file equation may be entered in place of a device number or class; in this case, a carat (^) must be entered as the first character on the line.

### Associated Numeric Values

1: Default number of lines per page.
2: Default number of columns per line.
3-5: Not Required.

### Associated Codes

1: May use value of “NOEXTRAPAGE” to indicate no prior page eject for laser printers.
2: The name of a file which is to be copied to a spoolfile before any text. For example, a printer initialization file.
3: The name of a file which is to be copied to a spoolfile after any text. For example, a file to reset a printer.
4: An N entered in this field will cause the printing of report titles to be suppressed.
5: Can have the word “BANNER” to cause an IFAS banner to be printed with output.

### Associated Descriptions

1-5: Not Required.

# NUMG / Manager Codes

The following describes each data item on the COMMON CODES form which applies to the definition of user managers. These manager codes are used to qualify a user being defined to the system.

**Code Category: NUMG**

**Code Value: Up to eight characters that will be used to specify the manager of a user. Note: The value “DBA” has a special meaning. Users given “DBA” manager code have the ability to clear the Nucleus error log.**

Short Description: Up to eight characters naming the manager.

Medium Description: Up to 30 characters naming the manager.

Long Description: Up to 72 characters naming the manager.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# NUTT / Terminal Type Codes

The following describes each data item on the COMMON CODES form which applies to the definition of a terminal type. As this code is not used by IFAS, only one entry is required and is defined with a value of “HP”.

**Code Category:** **NUTT**

**Code Value:** **Code which will be used to specify the terminal type defined on this screen.**

Short Description: Up to eight characters describing the terminal type.

Medium Description: Up to 30 characters describing the terminal type.

Long Description: Up to 72 characters describing the terminal type.

## Associated Numeric Values

1: Terminal screen width in characters.
2: Terminal screen height in lines.
3-5: Not Required.

## Associated Codes

1-5: Not Required.

## Associated Descriptions

1-5: Not Required.

# 21: Stores Inventory

## PECL / VALIDATE

Setting up this common code will activate the validation process for product class codes.

**Code Category:** **PECL**

**Code Value:** **VALIDATE**

Short Description: Enter “ON” or “OFF”.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

## PECL / xxxxxxxx

Setting up this common code to define product classes codes. This definition would be required if the common code PECL / VALIDATE is defined.

**Code Category:** **PECL**

**Code Value:** **xxxxxxxx** (Where xxxxxxxx are the characters of the actual user-defined codes).

Short Description: Not Required.

Medium Description: Describe the class code.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PEDS / xxProduct Description Length

This common code is used to ensure that text is not truncated by subsystems when product description text is referenced. Use of this common code will place a fixed length on the descriptive text entered on the PRODUCT INFORMATION - DESCRIPTION Screen. For example, if the purchase order form only accommodates 30 characters where the product description is printed, the Code Value is 'PO' and the Associated Numeric Value (1) is '30'.

### Code Category: PEDS

### Code Value: Type of descriptive text (e.g. 'CT' for Count File, 'PO' for Purchase Orders).

Short Description: May be used to describe the Common Code.

Medium Description: May be used to describe the Common Code.

Long Description: May be used to describe the Common Code.

### Associated Numeric Values

1: Contains maximum number of characters allowed in the Product Description.
2-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PEMC / xxxx

Set up this cc to define product misc. codes. This definition would be required if the common code PEMC / VALIDATE is defined.

**Code Category:** **PEMC**

**Code Value:** **xxxx** (Where xxxxxxxx are the characters of the actual user-defined codes).

Short Description: Not Required.

Medium Description: Describe the PE Product Misc code.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# SIFG / SI100 status of the items when using the mask SIOEPB print backorders

Enter either BK or CM in the short description of this code to indicate the status of the items to which you wish to have available stock quantities allocated when using the mask SIOEPB to print backorders. If this common code is not defined both CM and BK items will have available stock allocated to them. This common code is used to indicate a choice of either just committed items (CM) or just backordered items (BK).

**Code Category:** **SIFG**

**Code Value:** **SI100**

**Short Description**: Enter either BK or CM to indicate the status of the items to which you wish to have available stock quantities allocated when using the mask SIOEPB to print backorders. If this common code is not defined both CM and BK items will have available stock allocated to them. This common code is used to indicate a choice of either just committed items (CM) or just backordered items (BK).

**Medium Description**: Not Required.

**Long Description**: Not Required.

**Associated Numeric Values**

1-5: Not Required.

**Associated Codes**

1-5: Not Required.

**Associated Descriptions**

1-5: Not Required.

# PEMC / VALIDATE

Setting up this common code will activate the validation process for product misc codes.

**Code Category:** **PEMC**

**Code Value:** **VALIDATE**

Short Description: Enter “ON” or “OFF”.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PEPF / xxxx -- Performance Ratings

User-definable code to rate vendor's performance. This rating is used on the VENDOR / PRODUCT Screen in the Performance Rating field.

### Code Category: PEPF

### Code Value: A four-character code used to rate vendor performance.

Short Description: May be used to describe the Common Code.

Medium Description: May be used to describe the Common Code.

Long Description: May be used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PEPL / BARxx -- Bar Code Label Definition

This Common Code is used to describe the bar code label. BAR01 and BAR02 are provided and others may be defined as required.

**Code Category:** **PEPL**

**Code Value:** **BARxx** (Where xx is the menu entry on question PE24). This question (Select the bar code font for labels) is asked when printing bar code labels.

Short Description: Used to describe the Common Code.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

## Associated Numeric Values

1: Enter the number of lines to print the bar code (i.e., the point height of the bar code lines).
2: Enter the number of labels across one page.
3: Enter the width of the labels in characters.
4: Enter the length of the labels in characters.
5: Not Required.

## Associated Codes

1: Enter a list of characters to replace when printing bar code.
2: Enter a list of characters to replace the list in the Associated Code (1) field.
3: Enter the characters that are to prefix the bar code text.
4: Enter the characters to be printed after the bar code text.
5: Not Required.

## Associated Descriptions

1: Enter the sequence to turn on bar code font. The cedilla '~' indicates an escape character. The sequences in the example are defined for a Hewlett Packard Laser Jet printer.
2: Enter the sequence to turn off bar code font. The cedilla '~' indicates an escape character.
3: Enter the sequence to turn on caption font. The cedilla '~' indicates an escape character.
4: Enter the sequence to turn off caption font.
5: Not Required.

# PEPR / LOTSER -- Require Lot & Serial Number on SI Products

**Code Category:** **PEPR**

**Code Value:** **LOTSER**

Short Description: ON

Medium Description: Not Required.

Long Description: Lot / Serial Number and Expiration Date Input Activation

### Associated Numeric Descriptions

1-5: Not Required

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# PEPR / TOXIC - Warn for Toxic Products

**Code Category:** **PEPR**

**Code Value:** **TOXIC** (Setup this common code to identify which SI products should receive a toxic warning when being ordered).

Short Description: ON

Medium Description: Describe Common Code

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1: Beginning range of toxic products.
2: Ending range of toxic products.
3-5: Not Required.

# PEUN / xxxxx -- Standard Units

Optional standard unit definitions may be used. If there is no vendor-specific or product-specific unit definitions specified, the system will default to these definitions when converting the number of units received into stocked units. The screen below shows an example of how the stock units of GALLONS may be defined in terms of QUARTS, PINTS, and BARRELS. Therefore, if an item is ordered by the BARREL and stocked by the GALLON, global standard units may be used to have the system automatically convert the number of units at the time inventory is received. It is recommended that all units of SI products be defined under the PEUN common code.

To set up global standard units, access the COMMON CODES MASTER screen by keying in **NUUPCD**.

**Code Category:** **PEUN**

**Code Value:** **Specify the units in which an item is stocked (e.g., GALLONS, CARTON, etc.)**

Short Description: May be used to describe the Common Code.

Medium Description: May be used to describe the Common Code.

Long Description: May be used to describe the Common Code.

### Associated Numeric Values

1-5: Numeric factor to be used in the conversion.

### Associated Codes

1-5: Arithmetic operator to be used in the conversion. Valid arithmetic operators include: multiply (*), and divide ( / ).

### Associated Descriptions

1-5: The units from which the stock units are being converted.

**UO** UNDO Order Posting SI only

# SIAC / DEFAULT -- GL Key Defaults

This Common Code determines if a default GL Key will be retrieved by the system during Order Entry.

**Code Category:** **SIAC**

**Code Value:** **DEFAULT**

Short Description: Enter 'ON' if the Users' Nucleus Security definition should be used to determine a valid GL Key to which the user has access. If one can be found and the Acct field on the ORDER ENTRY ITEMS screen (SIOEUB) is left blank, the system will use the GL Key and Object on the PRODUCT DEFINITION screen to create the account number. Without this code on the ORDER ENTRY ITEMS screen, the syswill fill in the account number from the line above the current line being entered.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# SIAH / ADDRESS -- Address Hierarchy

The presence of this Common Code sets the address hierarchy for the Stores Inventory system. This hierarchy is utilized during data entry and printing of orders.

**Code Category:** **SIAH**

**Code Value:** **ADDRESS**

Short Description: Enter the two character address types in the order of desired hierarchy.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# SIAR / PRICING -- AR Interface Pricing Formula

The presence of this common code allows the user to define an alternate pricing formula to be used when interfacing to AR during Order Filling (SIOEFL).

### Code Category: SIAR

### Code Value: PRICING

Short Description: Can use ON or OFF to activate / inactivate the code.

Medium Description: Enter the pricing formula to be used when interfacing to AR. Valid values are FIFO, LIFO, AVG, WO, CC, OC, or a numeric constant. See also common code SIPR PRICING.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Add the AR Invoice seed number to use when creating the new AR records during the SI to AR process, (i.e. ARREF or ARREFxx).
2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# SIBU / OPEN

Set up this common code to indicate the valid range for SI order request date.

**Code Category:** **SIBU**

**Code Value:** **OPEN**

Short Description: ON

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter the beginning date in YYYYMMDD format.
2: Enter the ending date in YYYYMMDD format.
3-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# SICR / CONFIG01 -- Activate SI Consolidated Credit Returns

**Code Category:** **SICR**

**Code Value:** **CONFIG01**

Short Description: Not Required.

Medium Description: Desc Code.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: SI_RETURN.
2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# SICT / Netsight -- Activate Netsight (7i) Count Files

This common code has been obsoleted. By default sets will be put to the database. The default behavior can be modified with the SY7I NOSET common code.

### Code Category: SICT

### Code Value: Netsight

Short Description: ON

Medium Description: Turn on Netsight (7i) Count Files

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# SICT / SCANF001 -- Scan File Definition

This Common Code is used to define the structure of the file created for downloading to a hand held Scanning Unit (i.e., Scanning devices used in performing physical inventories). **Note**-Common Code SICT, Code Value SCANF002 must also be defined.

**Code Category:** **SICT**

**Code Value:** **SCANF001**

Short Description: Used to describe the Common Code.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1: Enter the number of characters in a scan file record.
2: Enter the position in which the Product ID begins.
3: Enter the length of the Product ID in number of characters.
4: Enter the position in which the quantity-counted value begins.
5: Enter the length of the quantity-counted value in number of charac

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# SICT / SCANF002 -- Move Scan File Parameters

This common code contains further information defining the structure of the scan file. Refer to Common Code SICT, Code Value SCANF001 for more information.

**Code Category:** **SICT**

**Code Value:** **SCANF002**

Short Description: Used to describe the Common Code.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1: Enter the position in which the date counted value begins.
2: Enter the length of the date in number of characters.
3-5: Not Required.

### Associated Codes

1: Enter the format code for the date. 'MDY' indicates MM / DD / YY format.
2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# SICT / SHOWQTY

Entering this common code in Nucleus will activate the option to “pre-fill” the quantity counted with the quantity on-hand when producing inventory count files.

**Code Category:** **SICT**

**Code Value:** **SHOWQTY**

Short Description: Enter “OFF” to disable this feature.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# SIDA / xxxx -- Warehouse

When it is ON, users are not allowed to change the account numbers unless they have the capabilto modify orders after pick ticket printing (SIUPUS setting).When ON, the GL key is pulled from the customer's SIKEY association in PE. This is always done - it's not just a default. I.E. regular users cannot change the key, only the object.

### Code Category: SIDA

### Code Value: xxxx

Short Description: ON or OFF.

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# SIEN / DIVISION -- Encumbering Functionality

The common code SIEN / DIVISION must be defined with the Short Description set to 'ON' for the encumbering functionality to be active. Code #1 defines the encumbering division. This Division must be activated in mask ENUPDV.

**Code Category:** **SIEN**

**Code Value:** **DIVISION**

Short Description: ON

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter EN Division to be used on SI transactions.
2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# SIIS / SCAN1

This common code defines the default values for scenario two.

**Code Category:** **SIIS**

**Code Value:** **SCAN1**

Short Description: SI order seed. If not defined "SIORDERN" will be used.

Medium Description: The default order description.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Sort order of the barcode file. The only valid values are "CUST" and "WHSE". If this field is not defined or invalid, "CUST" will be used.
2: Order level. A new order will be created each time a new user id or warehouse id is processed. The valid values are "CUST" and "WHSE". If this field is not defined or invalid, "WHSE" will be used.
3: Default security code. If a default security code is defined and approval will be needed to fill the order, mask SIUTWI cannot be used to fill the order. Use SIOEFL to fill the order once the approval process is complete.
4-5: Not Required

### Associated Descriptions

1-5: Enter the bank account code of the check stock.

### File Transfer

The barcode file should be transferred to the data directory and padded to a length of 200 charac(ex. 'pad 200 bcfile). In this examfile 'bcfile' is padded to a length of 200 characters. This command must be issued from the command prompt.

# SIOC / xx -- Order Entry Order Codes; (Printing "Canned" Statements;)

This Common Code enables standard, "canned" statements to be associated with an order and printed on Pick tickets / Invoices. Two methods are available to associate / print standard "canned" statements. The following will describe each method and the field descripfor the two options.

### Selected Statements to Print in a Specific Location

Up to 50 standard statements can be coded for association with orders and printing on Pick tickets / Invoices. For example, to cause the system to associate / print 'THE WAREHOUSE WILL BE CLOSED FOR PHYSICAL INVENTORY ON 9 / 16 / 92 - GET ALL ORDERS IN BY 9 / 14 / 92', a Common Code must be completed for the desired statement. The Common Code's Code Value is then referenced as one of the Order Codes on the ORDER ENTRY screen, and the Associated Numeric Value is referenced on the STORES FORMAT DEFINITION screen to activate its print This Associated Numeric Value must be a number from 201 to 250 (inclusive).

**Code Category:** **SIOC**

**Code Value:** **xx - - >** Enter a two-character code that will be used as the Order Code when referencing the statement entered on this Common Code entry. This code will be used as the Order Code on the ORDER ENTRY screen when the statement is to be associated with the order.

Short Description: Not Required.

Medium Description: Not Required.

Long Description: Enter the statement to associate with the Code Value entered. This statement will be printed on the Pick ticket / Invoice if the Order Code is entered on the order and the field is defined to be printed.

### Associated Numeric Values

1: As described on the STORES FORMAT DEFINITION screen ('ID' field), each item to print on the Pick ticket / Invoice must be associated with a number. Thus, each statement must be numbered. Enter the desired field number in the first numeric value field. The field number must be a value from 201 through 250 inclusive. This field number can be selected on the STORES FORMAT DEFINITION screen as the ID to cause the Long Description field of this entry to print on any Pick ticket / Invoice for which the associated order has this Order Code entered.

2-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# SIOC / yy -- Statements to Print Before / After Detail Lines

The second method causes text to print either before or after the detail lines on the Pick ticket / Invoice. The advantage of this method is that statements longer than 30 characters may be printed and do not need to be referenced on the STORES FORMAT DEFINITION screen.

**Code Category:** **SIOC**

**Code Value:** **yy - - >** Enter a two-character code that will be used as the Order Code when referencing the statement entered on this Common Code entry. This code will be used as the Order Code on the ORDER ENTRY screen when the statement is to be associated with the order.

Short Description: Use **FIRST** or **LAST** to indicate where the text is to be printed on the Pick ticket / Invoice. **FIRST** indithat the text will print before the first detail line. **LAST** indicates that the text will print after the last detail line.

Medium Description: If more than 150 characters of text are needed, the name of the file containing the text to be printed can be entered here.

Long Description: If only a single line of text is needed, the text is entered in this field.

### Associated Numeric Values

1-5: Leave all numeric values blank.

### Associated Codes

1: Enter 'NOSPACE' if the blank lines that are normally printed before the text are not to be printed.
2-5: Not Required.

### Associated Descriptions

1-5: If 150 characters or less of text are needed, enter the lines to be printed in this area.

# SIOR / DATES -- Date Formats

This Common Code is used to define the format in which dates are to be printed on Pick Tickets and Packing Lists.

### Code Category: SIOR

### Code Value: DATES

Short Description: Enter 'DT' if dates are to appear in MM / DD / YY format. Enter 'DU' if dates are to appear in MM / DD / YYYY format. Enter 'DV' if dates are to appear in DD / MM / YY format. Enter 'DW' if dates are to appear in DD / MM / YYYY format. Enter 'DX' if dates are to appear in YY / MM / DD format. Enter 'DY' if dates are to appear in YYYY / MM / DD format.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# SIOR / ESCAPES -- Printer Escape Sequences

This Common Code is used to set up special requirements for a STORES FORMAT DEFINITION.

**Code Category: SIOR**

**Code Value: ESCAPES; or xxESCAPE for format-specific definitions, where xx is the two-character Format ID as defined on the STORES FORMAT DEFINITION screen.**

Short Description: Enter 'PAGE' to force the printer to automatically perform a form feed for page breaks, if needed.

Medium Description: Used to describe the Common Code.

Long Description: Enter the escape sequence to insert at the beginning of the form ('^' indicates escape).

## Associated Numeric Values

1: Enter a number to indicate how many times the continuation statement prints. If left blank, the statement will print three times.
2: Enter the starting position of the continue message, if other than position 30.
3-5: Not Required.

## Associated Codes

1: Enter the number of lines on the form, if other than 66. Note-The system defaults to six lines per inch on 11 inch paper.
2: Enter the escape sequence to insert at the end of the form when printing on a slaved printer or in daisy-mode ('^' indiescape).
3-5: Not Required.

## Associated Description

1: Enter the continue message, if it is to be different from "****CONTINUED****" or if a new position is entered in the Associated Numeric Value (2) field.
2: Enter the closing escape sequence.
3-5: Not Required.

# SIOR / NAME -- Detail Level to Print

This Common Code is used to direct the system to print the Discount, Charges, and / or Taxes on separate lines on the Pick Tickets or Packing Slips.

**Code Category:** **SIOR**

**Code Value:** **NAME**

Short Description: Enter 'ITEM' to print the specified lines after each item line. Enter 'TOTAL' to print the specified lines at the end of each detail line. Enter 'BOTH' to print the specified lines after each item line AND at the end of each detail line.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter 'DISCOUNT' to have the discount price print on a separate line.
2: Enter 'CHARGE' to have the charges print on a separate line.
3: Enter 'TAX' to have the taxes print on a separate line.
4-5: Not Required.

### Associated Descriptions

1: Enter the description of the Code field to print on the form.
2: Enter the description of the Code field to print on the form.
3: Enter the description of the Code field to print on the form.
4-5: Not Required.

# SIOR / QNTYMSG -- Insufficient Quantity

This Common Code is used to disable the display of the "Insufficient Quantity" message during order entry.

**Code Category:** **SIOR**

### Code Value: QNTYMSG

Short Description: Enter a value of 'ON' to disable the comparison of quantity ordered to quantity available. Enter a value of 'OFF' (or remove the Common Code) to allow the warning message to be displayed.

Medium Description: Not Required

Long Description: Not Required.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

## SIOR / xxPRACCT – Print Account Numbers

This common code allows the account number to be printed below the detail.

### Code Category: SIOR

### Code Value: xxPRACCT

Short Description: If OFF the common code is not active

Medium Description: Not Required.

Long Description: Not Required.

### Associated Numeric Values

1: Stores the start position of the account.
2: Stores the length of the account.
3-5: Not Required.

### Associated Codes

1: By default GL / JL and WO are printed. If the client would not like all three parts, place the desired parts in code 1. For example "GLJL" would not print WO. "GLWO" would not print WO. "GL" would print the GL portion only.
2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# SIPR / CREATE -- Purchase Requests for Back Ordered Items

This Common Code directs the system whether or not to automatically generate Purchase Requests for back ordered items. If this Common Code is set, when backorders occur while using Repost Filled Order to GL (SIOEGL) or Fill Order - Post to SI and GL (SIOEFL) or Reorder points are calculated (SIINOP), a Purchase Request is posted to the Purchasing system. If this code has not been defined or the Short description field contains 'OFF', Purchase Requests may not be generated when filling orders.

### Code Category: SIPR

### Code Value: CREATE

Short Description: Enter 'OFF' to disable automatic posting of Purchase Requests to the Purchasing system.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter the default Vendor ID for the Purchase Request. If this field is blank, the Customer ID on the order will be used.
2: Enter the seed prefix for Purchase Request number generation.
3-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# SIPS / PRINTBK or PRINTxx

This common code will allow the printing of back ordered items on the packing list.

**Code Category:** **SIPS**

**Code Value:** **PRINTBK or PRINTxx** (Where xx is the packing list format code).

Short Description: Enter 'OFF' to disable this function.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Enter "Z" to use 0 for the price of back ordered items on the packing slip. A value other than "Z" will use the actual amount of the items.
2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# SIPT / PRINTxx or ffPRNxx -- Printing Assignments

Pick ticket and Packing Slips can have generic (preprinted text which do not contain order-specific information) information printed each time a order is printed. For example, if the order stock used does not list the name and address of the institution, assigned values need to be given to site-specific information and those values need to be referenced for printing on the order's FORMAT DEFINITION screen.

**Code Category:** **SIPT**

**Code Value:** **Enter PRINTxx or ffPRN xx** (Where 'xx' is a number starting at '01' and incremented for each successive Global Printing assignment entry and 'ff' designates a specific Stores Inventory Format Definition to which the printing assignment applies. The first Global Printing assignment entry will have a Code Value of PRINT01, the second PRINT02, the third PRINT03 and so on. The suffix must start at '01' and continue sequentially without breaks to the final Global Printing Assignment entry).

## Associated Numeric Values, Codes and Descriptions

The Associations will vary depending on the type of Global Printing assignment that is being entered. Throughout all of the entries shown below, the numeric values entered to associate the text to print with an Item number must be greater than or equal to 251 and less than or equal to 300. The following describes the use of each field for the valid types of Global Printing assignments.

### Associated Numeric Values

1: The first numeric value contains the Item Number that relates to this type of printing assignment. The remainder of the numeric values are not used; leave them blank. The number entered in the first numeric value is the number that will be referenced on the order's FORMAT DEFINITION screen to cause this field to print.
2-5: Not Required.

### Associated Codes

1: Enter 'PE' in the first code.
2: Enter 'ASSOC' in the second code.
3: Enter the Association Type related to the code to be extracted from Person / Entity.
4-5: Not Required.

### Associated Descriptions

1-3: Not Required.
4: Enter 'VALUE' to print the Association Value from Person / Entity. Enter 'DESC' to print the Association Description from Person / Entity.
5: Not Required.

### Associated Numeric Values

1: The first numeric value contains the Item Number that will be referenced on the order's FORMAT DEFINITION screen to cause the name and address of the given ID to be printed.
1: Enter 'PE' in the first code.
2: Enter 'ADDR' in the second code.
3: Enter the Person / Entity ID in the third code. This is the ID for the name and address that is to be printed on the order.
4: Enter the Address Type Code in the fourth code.
5: Enter the PEDB Code in the fifth code.

### Associated Codes

1-5: Not Required.

### Associated Descriptions

1-5: Not Required.

## Person Entity Social Security Number

## Associated Numeric Values

1: The first numeric value contains the Item Number that will be referon the order's FORMAT DEFINITION screen to cause the Social Security Number of the given ID to be printed.
2-5: Not Required.

## Associated Codes

1: Enter 'PE' in the first code.
2: Enter 'SSN' in the second code.
3-5: Not Required.

## Associated Descriptions

1-5: Not Required.

## Automatic Specific Text

All five of the Association lines can be used to set-up automatic lines or fields of text to print on the order.

## Associated Numeric Values

1: Enter the Item Number that will be referenced on the order's FORMAT DEFINITION screen to cause the text entered in the Description field of this same line to print on the order.
2-5: Not Required.

## Associated Codes

1: Enter 'AUTO' in the first code field. The remaining four codes are not used; leave them blank.
2-5: Not Required.

## Associated Descriptions

1: Enter the text that is to be printed on the order. If Associated Description (1) is blank, the contents of the Long Descripfield will be used for Associated Description (1).
2-5: Not Required.

## Account Summary

Long Description: Enter the fields on which to summarize and print. Options are FUND, KEY, OBJ, COMMODITY, AMT. A summary will take place for each field except Amount.

## Associated Numeric Values

1: Enter the field number assigned as reference on order FORMAT DEFINITION screen.

2: Enter the number of lines allocated to print the summary information on the order. Note- In order to have all allocated lines print on the order, the same number must be allocated on the order Format Screen. If five lines are defined here, but only three lines are set on the order format, only three lines will print.
3-5: Not Required.

### Associated Codes

1: To activate the summary process, enter 'SUMMARY'.
2-5: Not Required.

### Associated Descriptions

1: Position and length of each part of summary. For example; Assume 'FUND, KEY, OBJ, COMMODITY, AMT' is entered in the Long Description, and '1,2;4,6;12,4;18,12;30,12' is entered for the Association Description. The followwill result-

FUND will start in position - 1 for 2 characters
KEY will start in position - 4 for 6 characters
OBJECT will start in position - 12 for 4 characters
COMMODITY will start in position - 18 for 12 characters
AMOUNT will start in position - 30 for 12 characters

2-5: Not Required.

# SITR / xx -- Transaction Codes

This Common Code defines Transaction Codes to be used during Receiving Batch Processing and Order Processing. Separate Common Codes are defined for each and every valid type of transaction code (e.g., 'WT' for inter-warehouse transfers, 'SC' for scrapping obsolete items) and one default Common Code is set up to specify default transaction codes (OE for Order Entry and RC for Batch Receiving). The following describes both types and the field descriptions.

**Code Category: SITR**

**Code Value: Two-character Transaction Code to be used on the ORDER ENTRY screen and in the Code field on the STORES BATCH UPDATE screen (SIBTUB).**

Short Description: Not Required.

Medium Description: Used to describe the Common Code.

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not Required.

### Associated Codes

1: Placing 'WT' in the field denotes that this transaction code is a special Warehouse Transfer type transaction code.
2-5: Not Required.

### Associated Descriptions

1-5: Not Required.

# SIUTBI / SIUTWI / SIUTWO -- Barcode Interface With Stores Inventory Issuing

**Code Category:** **POIS**

**Code Value:** **SCAN**

There are two scenarios for interfacing the barcode reader data file with the IFAS SI subsystem. In the first scenario the order has been previously created in Stores Inventory. The barcode file will consist of the order id, product id, warehouse id and quantity of the product that was picked from the warehouse shelf. When the barcode file is transferred to IFAS (a given file will usually contain multiple orders) the SIUTBI mask will be run to process and fill the order.

The second scenario is a more casual approach to getting the order created and filled. An authorized user / customer visits the wareand asks for goods. The warehouse personnel will key in the customer's IFAS user id into the barcode scanner. The warehouse id, product id will then be scanned and the quantity taken from the warehouse shelf will be keyed. When the barcode file is transferred to IFAS (a given file will usually contain orders for multiple customers) the mask SIUTWI or SIUTWO will then be run to create the order. Mask SIUTWI will create and fill the order.

Mask SIUTWO will only create the order. This mask is used if approval is needed for any of the orders before filling. After the approval process is complete the orders can be individually filled as usual though mask SIOEFL or in mass through mask SIUTBI (scenario one). Only one file for(scenario) can be used per barcode scanner.

This common code defines the default delimitation character and is used by all of the barcode interfaces to IFAS.

Short Description: Not Required.

Medium Description: Not Required

Long Description: Used to describe the Common Code.

### Associated Numeric Values

1-5: Not required.

### Associated Codes

1: Enter the default delimitation character. The default is "|".
2-5: Not Required

### Associated Descriptions

1-5: Enter the bank account code of the check stock.

# SYNO / BTCHIDSI -- Batch ID

Users can create a Batch ID at data entry time, or the system can default to a predetermined Batch ID. You can also default to the Batch File Name specified by the user, or default to a predefined Batch ID. Batch or Set IDs are assigned when using SI Batch Receivinf (SIBTUB).

**Code Category:** **SYNO**

**Code Value:** **BTCHIDSI**

Short Description: May be used to describe the Common Code.

Medium Description: May be used to describe the Common Code.

Long Description: May be used to describe the Common Code.

**See Appendix A for the complete instructions on setting up SYNO seed values.**

# SYNO / PEIDNUMS or SYNO / PEIDxxxx -- Vendor / Customer ID Numbering

The format for the Customer ID in the Person / Entity system is defined using this Common Code.

**Code Category:** **SYNO**

**Code Value:** **PEIDNUMS or PEIDxxxx** (Where xxxx is a custom identifier).

Short Description: May be used to describe the Common Code.

Medium Description: May be used to describe the Common Code.

Long Description: May be used to describe the Common Code.

**See Appendix A for the complete instructions on setting up SYNO seed values.**

# SYNO / PRODxxxx -- SOUNDEX Entry for Group / Class Support

The following Common Code entries are required to support extended features in the system. This Common Code relates to the Group / Class field on the PRODUCT LOOKUP screen. The field is accessed via the STORES BATCH UPDATE or the PURCHASE REQUEST ITEMS screen. Note-This feature is available on UNIX-based systems only.

**Code Category:** **SYNO**

**Code Value: PRODxxxx --> where xxxx is the group / class**

Short Description: Not required.

Medium Description: Used to describe group / class

Long Description: Not required.

**See Appendix A for the complete instructions on setting up SYNO seed values.**

# SYNO / SI.x -- User Defined Order Number Seeds

When creating new orders with the "ADD" command, the system automatically looks at the common code SYNO / SIORDERN. To cause the system to use an alternate seed, a code after the "ADD" is used. For example, if the user entered "ADDX" at the prompt, the system would use the Common Code SYNO / SI.X. This Common Code should be defined the same as SIORDERN.

**Code Category:** **SYNO**

**Code Value:** **SI.x - - > where x is the ADDX value**

Short Description: May be used to describe the Common Code.

Medium Description: May be used to describe the Common Code.

Long Description: May be used to describe the Common Code.

**See Appendix A for the complete instructions on setting up SYNO seed values.**

# SYNO / SIORDERN -- Order Number Seed

When creating orders with Stores Inventory Order Processing (**SIOEUB**), an Order Number is required. When the user adds an order, the system defaults to a predetermined Order Number. This Common Code is used to tell the system the Order Number with which to start.

**Code Category:** **SYNO**

**Code Value:** **SIORDERN**

Short Description: May be used to describe the Common Code.

Medium Description: May be used to describe the Common Code.

Long Description: May be used to describe the Common Code.

**See Appendix A for the complete instructions on setting up SYNO seed values.**

# SYNO / SIPICKNM -- Pick Ticket Seed Number

When printing Pick Tickets (SIOEPK) in SI order / processing, this Common Code is used to tell to system what Pick ticket Number to start with and the length of Pick ticket Numbers.

**Code Category:** **SYNO**

**Code Value:** **SIPICKNM**

Short Description: May be used to describe the Common Code.

Medium Description: May be used to describe the Common Code.

Long Description: May be used to describe the Common Code.

**See Appendix A for the complete instructions on setting up SYNO seed values.**

# SYNO / SIREFNO -- Batch Receiving Invoice Number

When receiving products into Stores Inventory using a Receiving Batch File (**SIBTUB**), a batch receiving Invoice Number is required. The user can create a batch receiving Invoice Number at data entry time, or the system can default to a predetermined batch receiving Invoice Number.

**Code Category:** **SYNO**

**Code Value:** **SIREFNO**

Short Description: May be used to describe the Common Code.

Medium Description: May be used to describe the Common Code.

Long Description: May be used to describe the Common Code.

**See Appendix A for the complete instructions on setting up SYNO seed values.**

# Appendix A - SYNO Common Code

All SYNO seed generation common codes follow the same format. Any exceptions are noted in the section that describes the particular SYNO code in question.

By default, read security is applied to the 7i Seed features, where the seeds are configured in common codes, in order to provide you the option of allowing or disallowing a users use of particular seeds. To configure this security, the database access permissions in NUUPUS must be configured to allow access to ROOTDB's CD-CODES-MSTR. Seeds are setup using the SYNO common code category and some particular code value as configured for the particular seed. The selection codes for these entries be specific, SYNOPEIDTEMP, or provide for a range, SYNO and SYNOz.

**Code Category:** **SYNO**

**Code Value:** **specific seed generator name**

Short Description: Not used.

Medium Description: Can be used to describe the common code.

Long Description: Can be used to describe the common code.

## Associated Numeric Values

1: Enter the STARTING SEED NUMBER. These fields automatically display five places of precision. The decimal point must be ignored when creating starting seed numbers. For example, entering "1" in this field will display the value as "1.00000". This will set the starting seed number at a value of "100000". If you wish to start the seed value at '38', then the value "0.00038" must be entered into this field. This value will be automatically incremented by the system whenever the seed value is used.
Caution: Resetting the starting seed number may impact existing data (i.e. Seed numbers might be duplicated between existing records and new records). Please evaluate the situation prior to resetting this value.

2: This value is simply a count of how many times the seed value has been used. If, for example, both the starting seed number (associated code 1) and this number are set to "0.00000", then these two fields will always be the same. As the seed number is incremented, so will this count of how many times the seed number has been incremented.
The value in this field has no impact on the actual generation of the seed number. It is used for informational purposes only.

3 - 5: Not Used.

## Associated Codes

1: There are two components to setting up this 12-character field. In the four left-most positions a prefix can be added. If left blank, there will be no prefix. The two right-most positions contain the desired number of digits to include in the seed value. For example, entering "TEMP 06" will create a seed value that begins with the characters "TEMP" and contains six digits, which will result in a seed value that has a total of ten characters.

Although this is a REQUIRED field, only the number of digits is required. Using a Prefix is optional.

2: This is an OPTIONAL field that can add up to two pieces of information to the generated seed value. The first is the Julian Date. By putting "JD" in the first two positions of this field the Julian Date - YYddd, where "ddd" is the current day (i.e. The Julian Date for "02/01/2005" is "05032"). If used, the Julian Date will be added to the seed number after the prebut before the generated number.
A second setting with this field is to specify either "FML" or "LFM" in the last three positions of this field. This will append the user's initials to the end of the generated seed number. Using "FML" will pull the user's initials as First, MidLast, whereas "LFM" will pull the initials in the order of Last, First, Middle.
Both of these settings (i.e. "JD FML") are rarely used.
For certain seed generation common codes, there is another option for this field. When it comes to generating a Batch ID, putting the word "BATCH" in this field will ensure that the process uses the Batch Filename rather than generating a unique Batch ID. These SYNO common codes are easily identified because they have a code value of "BTCHIDxx", where "xx" is related to the type of batch (i.e. AR). Please see the individual description of each of these common codes for more information. Note that this setting does not apply to 7*i* sets (batches).

3: Another rarely used option is the ability to use part (or all) of the Manager Code in generating the next seed number. Each UserID has a given Manager Code (as defined in NUUPUS). Any (or all) of the up to eight characters that make up the Manager Code may be used as a prefix to the seed value. For example, if a certain UserID has a Manager Code of "TECH1", and this field on the common code has 'M15', then a string is created by taking the first and fifth character of the Manager Code. In this example that would result in the value "T1" being included in the newly created seed number.

4 - 5: Not Used.

The order in which the seed value string is put together is as follows:

Prefix -> Julian Date -> Manager Code -> Seed Number -> FML (or LFM)

Of course, there is no practical application for using all of these options simultaneously for a single seed generator, especonsidering that the maximum generated seed value is 16 characters, although for some processes only 12 or even 8 is allowed.
Prefix (up to 4)Julian Date (5)Manager Code (up to 8)Seed Number (up to 16)FML/LFM (3)

## Associated Descriptions

1 - 3: Can be used to briefly describe the contents of Associated Codes 1-3.

4 - 5: Not Required.

## Examples (not including the rarely used settings in associated code 2 and 3):

| Assoc. Value (1) | Assoc. Code (1) | | Result |
|---|---|---|---|
| 0.00183 | AR | 06 | AR000183 |
| 1.05729 | PR | 06 | PR105729 |
| 0.00001 | TEMP | 08 | TEMP00000001 |
| 0.10023 | CL | 04 | CL0023 |