Release 1940

Service Request 82977

Source of Transfer Edit on 120 Day Funds

Detail Design

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Introduction

Service Request 82977

Service Request 82977 asks for a new edit to report an expense transfer, if the expense has already been transferred. If the FROM and/or TO fund is a 120 day restricted fund, add an edit to flag and report an expense transfer, if the source of the transfer is also an expense transfer.

Service Request 82977 provides the following background information:

Payroll expense transfers are after-the-fact reallocations of payroll that are made to correct or redistribute costs.

Current policy dictates that an expense transferred to a federal or federal flow through account must be recorded in the general ledger within 120 days from the close of the month in which the original charge posted to the ledger. If because of unavoidable circumstances an adjustment has to be made beyond the 120-day period, a full explanation, including a well-documented account of all the events leading to the tardy adjustment, must be provided.

Release 1742 established an edit in the PPS to report expense transfers that were over 120 days.

Release 1848 strengthened the “120-Day” edit by updating the edit procedure to use the Month-End Date that the payroll expense was discovered instead of the Transaction Date.

The additional edit on the 120 day restricted funds triggers the following changes to PPS:

- The TOE update flat file stores the transfer of expense (TOE) records that are reported in the PPP5302 report.
  - A new field TOEU-ADJ-CODE to record the adjustment type should be added at the end of the TOE update flat file.
  - The expense distribution process should be modified to move the type of the adjustment value displayed in the PPP5302 report to the new field TOEU-ADJ-CODE of the TOE update flat file.

- The TOE flat file is loaded into the DB2 table PPPTOE that will be accessed by the compute process for editing the prior month’s PPP5302 reported line details.
  - A new column TOE_ADJ_CODE to record the adjustment type should be added at the end of the PPPTOE table and the views/includes associated with it.
  - In the logic that loads PPPTOE table, code should be added to move the TOEU-ADJ-CODE value of the flat file to the TOE_ADJ_CODE column of the PPPTOE DB2 table.

- A new warning message 35-071, with the description of “REPORTABLE; EXPENSE HAS ALREADY BEEN TRANSFERRED”, should be added to the System Messages table.

- The expense transfer edit process must be modified to check the source of the TOE record from the PPPTOE table’s new column TOE_ADJ_CODE and issue the warning message 35-071, if the following are true:
  - Source of the transfer is expense that is identified by the value of ‘E’ in the new adjustment type value.
  - At least one of the FROM / TO funds in the TS/TM transfer transaction is identified as restricted by the 120 day rule, defined in the PPETFEDT program.
Overview of PPS Modifications

Because of the addition of the new source of transfer edit in order to audit the re-transfer of previously transferred expenses, PPS system will be modified in the following areas:

- **Expense Distribution Process**: Expense Distribution will be modified to store the type of the adjustment value displayed in the PPP5302 report into the TOE update flat file and PPPTOE DB2 table.

- **Compute Process**: The batch (TS/TM) and CICS online (EDTS/EDTM) input transaction edit to verify against the restricted FROM/TO fund rule and report logic for the new warning message 35-071 will be changed.

- **Control Table Update**: A new warning message 35-071 with the description of “REPORTABLE; EXPENSE HAS ALREADY BEEN TRANSFERRED” will be added to the System Messages (PPPMSG) Table.

The overview of the changes needed to PPS is outlined below:

**Expense Distribution Process changes**

The following are the changes needed for the expense distribution to store the adjustment type as part of the TOE data:

**TOE Update Flat file**:
- Record layout of the TOE update flat file that stores the transfer of expense (TOE) records that are reported in the PPP5302 report will be increased by 1 to accommodate the new adjustment type field. The changes needed are:
  - The record length will be increased to 136 (from 135) in the file definition (FD) copybook CPFDTOEU.
  - A new field TOEU-ADJ-CODE (type: PIC X) to record the adjustment type will be added at the end of the TOE update flat file (layout) copybook CPWSTOEU.

- Program PPP530 of the expense distribution process will be modified to move XEDR-RCD23-ADJ-CODE (adj. type from the report detail ofPPP5302) to the new field TOEU-ADJ-CODE of the TOE update flat file.

**PPPTOE DB2 table**:
- Record layout of the PPPTOE DB2 table to store the TOE records loaded from the TOE flat file will be increased by 1 to add the new adjustment type (type: 1 CHAR) field. The following are the changes to the PPPTOE table:
  - Add a new DB2 column TOE_ADJ_CODE at the end of PPPTOE table as below:
    - DDL member TBTOE00C that creates the table
    - DDL member TBTOE06A to alter table PPPTOE to add the column TOE_ADJ_CODE
  - Add a new DB2 column TOE_ADJ_CODE at the end of the PPPVTOE1_TOE view as below:
    - DDL member PPPVTOE1 that creates the view
    - INCLUDE member PPPVTOE1 that has the DCLGEN definition for this view
Add a new field TOESC-ADJ-CODE to the COPYLIB member CPWSXTOE that is used for the host variables for the view PPPVTOE1_TOE.

Add a new DB2 column TOE_ADJ_CODE at the end of the PPPVZTOE_TOE view as below:
- DDL member PPPVZTOE that creates the view
- INCLUDE member PPPVZTOE that has the DCLGEN definition for this view

**Load PPPTOE from TOE file:**

- Program PPP540 of the expense distribution process will be modified to move the value TOEU-ADJ-CODE of the TOE update flat file to the TOE_ADJ_CODE (DB2 column of PPPTOE) as part of loading the PPPTOE table.

**Compute Process changes**

The compute process will be modified to edit the restricted funds for the re-transfer of the expense transfer.

The following changes will be done in the compute process of PPS:

1. Add a new output field PPEXPTRN-TM-ETF-E-RESTR-SW (for Mass Transfer) to the COPYLIB member CPLNKEXP to pass if FROM and/or TO fund is ETFE (120 day rule definition in PPETFEDT) restricted or not.

2. The expense transfer edit process will be modified to check the source of the TOE record from the PPPTOE table’s new column TOE_ADJ_CODE and issue the warning message 35-071, if the following are true:
   - Source of the transfer is expense that is identified by the value of ‘E’ in the new adjustment type value.
   - At least one of the FROM / TO funds in the TS/TM transfer transaction is identified as restricted by the 120 day rule, defined in the PPETFEDT program.

2. The expense transfer edit reporting program (PPP350) will be changed to check whether the flag PPEXPTRN-TM-ETF-E-RESTR is set. If this flag is set, then PPP350 will format and print 35-071 warning message for per transfer TOE record of Mass Transfer in the same format of the 35-075 message warning in the PPP3504 report.

**Control table Update**

The System Messages Table (PPPMSG) will be updated with the new message number 35-071 with the description of “REPORTABLE; EXPENSE HAS ALREADY BEEN TRANSFERRED” (severity: Warning).
Programs

New and Modified Programs

PPP530

PPP530 is the expense distribution reporting program, which reports the amounts that are to be distributed to different accounts.

Adjustment Code (1 byte) is a column in the expense distribution work record that carries the transaction sequence type from the fixed PAR for an employee and the values of this field are shown below:

<table>
<thead>
<tr>
<th>ADJ CODE</th>
<th>Fixed PAR Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>‘E’</td>
<td>‘65’</td>
<td>Expense Transfer</td>
</tr>
<tr>
<td>‘C’</td>
<td>‘70’</td>
<td>Cancellation</td>
</tr>
<tr>
<td>‘O’</td>
<td>‘75’</td>
<td>Over Payment</td>
</tr>
<tr>
<td>‘H’</td>
<td>‘80’</td>
<td>Hand Drawn Checks</td>
</tr>
<tr>
<td>‘R’</td>
<td>‘82’</td>
<td>R-Hand Drawn Checks</td>
</tr>
<tr>
<td>blank</td>
<td>‘85’</td>
<td>Current Payroll Activity</td>
</tr>
</tbody>
</table>

PPP530 produces the TOE Update File (record layout CPWSTOEU), which is a flat file that stores the required PPP5302 report line details.

Program PPP530 will be modified to place the adjustment type code value from the expense distribution work record to the new field in the output TOE Update File record.

PPP540

Program PPP540 maintains the Expense Transfer History database (ETH) tables: PPPTOE and PPPETC (parent table of PPPTOE). In the normal running mode, it will load the TOE Update File records into the DB2 tables PPPTOE (used in Compute Process) and PPPETC. In addition, in both the special and normal modes, it will delete the TOE table rows beyond the campus specified (in the spec. card) historical delete month period.

PPP540 has been modified to retrieve the Adjustment Code from the TOE Update File (record layout CPWSTOEU) record and include this value while updating the DB2 PPPTOE Table.
PPP350

PPP350 program processes all the input activity record to the payroll process and creates a sorted Payroll Input Activity file with a control record as its first record. This program also produces edit reports for the expense/leave transfer requests and a control file.

If the FROM or TO fund in the TM transaction is restricted by the 120 day rule, then flag PPEXPTRN-TM-ETFE-RESTR is set by the PPEXPTRN routine.

Program PPP350 will be changed to check whether the flag PPEXPTRN-TM-ETFE-RESTR is set. If this flag is set, then PPP350 will format and print 35-071 warning message for per transfer TOE record of Mass Transfer in the same format of the 35-075 message warning in the PPP3504 report.

PPEXPTRN

PPEXPTRN is the edit routine called from CICS or batch programs to edit Expense Transfer transactions (TS, TM, and TL) and create E1, E2, and E3 records using the details stored in the Transfer of Expense DB2 table PPPTOE. It is called for data changes from CICS screens EDTS (Single Expense Transfer), EDTM (Multiple Expense Transfer), and EDTL (Vacation Leave Transfer).

In addition, the batch programs PPP350 and PPP450 calls PPEXPTRN to edit Single Expense Transfer (TS), Multiple Expense Transfer (TM), and Vacation Leave Transfer (TL) batch transactions.

The module will be changed to include the new Adjustment Code column added to the PPPTOE table in the following DB2 SQL statements (view PPPVTOE1_TOE):

- Select the column TOE_ADJ_CODE in the declaration of the cursor TOE_SCAP_ROW and fetching the cursor in the paragraph SQL-FETCH-TOE-SCAP-9720.
- Select the column TOE_ADJ_CODE in the paragraph GET-TOE-ROW-9000, which gets the TOE row details for an input ET Month, Page, and Line number combination.
In addition, whenever the FROM and/or TO fund of the expense transfer inputted through TS/TM transactions is returned as restricted by the definition of the 120 day rule in the program PPETFEDT, the following new logic added will be executed:

- Initialized the following per transfer details of Mass Transfer (TM) transactions’ next transaction record accessed from the PPPTOE table:
  - Employee ID
  - Transfer Gross
  - Original Gross Earnings in the TOE table
  - Sum of all the 8 PPPTOE stored benefits for this transaction
  - ET Month, Page, and Line Number
  - The new restricted fund switch

- If the Adjustment Code value is ‘E’, then the program will move the new error message 35-071 (“REPORTABLE; EXPENSE HAS ALREADY BEEN TRANSFERRED”). It will be reported by the program PPP350 in the PPP3504 (TS and TM) report.

- Populate the per transfer details of Mass Transfer (TM) transactions, in the same format as it was collected for the message 35-075.

- The new switch PPEXPTRN-TM-ETF-E-REST is set and passed back to PPP350 via the linkage CPLNKEXP to record the fact that at least one of the funds is restricted. This will help program PPP350 in printing the TM per transfer details for all the error/warning conditions associated with 120 day restricted funds.

**Copy Members**

**CPFDTOEU**

CPFDTOEU defines the FD for the TOE Update file, which is used in programs PPP530 (create the file from PPP5302 report details) and PPP540 (loading the file to DB2).

Copybook CPFDTOEU has been modified to account for the revised record length of 136 (from 135) because of the addition of the new Adjustment Code to the TOE Update file.
CPWSTOEU

CPWSTOEU defines the record format for the TOE Update file, which is used in programs PPP530 (create the file from PPP5302 report details) and PPP540 (loading the file to DB2).

Copybook CPWSTOEU will be modified to add Adjustment Code (1 byte) at the end of the layout that will increase the record length by 1.

CPLNKEXP

CPLNKEXP defines a linkage area for the module PPEXPTRN.

It has an input area to accept TS, TM, and TL transaction details and an output area to send error details and TOE record details from the PPEXPTRN program.

This linkage copy member will be changed to add a new output field PPEXPTRN-TM-ETFE-RESTR-SW (for Mass Transfer). This new output field will be used to print the details of per transfer TOE record of Mass Transfer by the program PPP350, if any one of the FROM/TO transfer fund is restricted by the 120 day rule.

CPWSXTOE

Copy member CPWSXTOE defines the Working Storage layout of the PPPVTOE1_TOE view, which is used for the host variables (view PPPVTOE1_TOE) in the program PPEXPTRN.

This copybook will be modified to add TOESC-ADJ-CODE (Adjustment Code - 1 byte) at the end of the layout in order to apply the changes with the associated view PPPVTOE1_TOE.
Include Members

PPPVTOE1
This include member contains the layout of PPPVTOE1_TOE, which is the full view of the DB2 ETH Transfer of Expense (TOE) table PPPTOE.

Include member PPPVTOE1 will be changed to add a new DB2 column TOE_ADJ_CODE at the end of the PPPVTOE1_TOE view definition and TOE-ADJ-CODE field at the end of the DCLGEN definition for this view.

PPPVZTOE
This include member contains the layout for the view PPPVZTOE_TOE of the Transfer of Expense (TOE) table PPPTOE.

Include member PPPVZTOE will be changed to add a new DB2 column TOE_ADJ_CODE at the end of the PPPVZTOE_TOE view definition and TOE-ADJ-CODE field at the end of the DCLGEN definition for this view.

DDL Members

PPPTOE Table
The TOE adjustment code column will be added to the PPPTOE Table as below:

TOE_ADJ_CODE   CHAR (01)   NOT NULL WITH DEFAULT

The following DDL member will contain an ALTER statement for the new column:
- TBTOE05A (new)

The following DDL member defines the PPPTOE table and will incorporate the new column:
- TBTOE00C

The following view DDL members will incorporate the new column:
- PPPVTOE1
- PPPVZTOE
Control Table Updates

System Messages Table

The following message will be added to this table.

1. 35-071 (REPORTABLE; EXPENSE HAS ALREADY BEEN TRANSFERRED) – Severity Level of ‘3’ (Warning) for online and ‘3’ (Warning) for batch.

JCL Changes

PPP530

The JCL for PPP530 will need to be changed to include the expansion of the TOE update file. The Transfer of Expense Update file (DDname is TOEUPDT) will have the record length expanded from 135 to 136 in order to accommodate the new adjustment code (1 char) at the end of the file.