

General Account Structure / Transaction Upload Questions

Upload Q&A

General Questions

Q) Will the complete batch be rejected and/or individual transactions? (NEW INFO 1/8/07)

A) The reject process works differently depending upon which upload path you use.

When you submit a financial transaction document for processing, it is evaluated as a single document containing up to 998 distinct transactions. If OnePurdue rejects any of the individual transactions, the entire document is rejected.

When you submit a billing upload to PSCD, it is considered as a file of individual documents, each containing one transaction. OnePurdue will create all the documents that are valid. Any that are rejected are reassembled into a new document you can edit and resubmit.

In either upload, OnePurdue will then notify the owner via e-mail with results.

Q) How will users access the Error files?

A) You will access error files through the OnePurdue Web portal.

Q) How will users submit transaction files?

A) You can submit a transaction batch file either interactively through the OnePurdue Web portal or as an unattended batch job.

Q) When are transactions processed (e.g., at submittal, nightly, hourly)?

A) Jobs submitted interactively through the OnePurdue Web portal are executed immediately. Jobs submitted as an unattended batch jobs will execute as soon as they are moved to the staging directory. Therefore, you could control the timing of your transactional processing through whatever technology solution you use to transfer the submission file to the staging directory.

Q) Can multiple files be submitted with same document type on the same day?

A) Yes. Each is considered an independent batch job.

Q) What is the System Identifier value found in a submission file's control record?

A) The System Identifier is a three-letter code that will be assigned by OnePurdue when establishing upload account authorization for your department and project.

Q) What should I enter as a posting date?

A) Posting date is the date that you want recorded as the date the transaction was posted to the system. In most cases, the Posting Date will be the current date because our Web-based upload process executes on demand. It can, however, be set to any valid date within the current month.

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Transaction Upload specific questions

Q) How do I know which document type I need?

A) Document type codes are specific to the OnePurdue software. But the underlying accounting methods they support are often similar to current legacy document types. The generic transaction upload template allows you to select the document type by task from a pull down selection object.

PSCD Upload specific questions

Q) Can the PSCD upload be used by MMAD to bill back entities outside of Purdue?

A) Absolutely. Once you establish a Business Partner ID for that entity, that ID can be billed using PSCD.

Q) What is the proper format for a Business Partner number?

A) Business Partner is a 10-character ID assigned to businesses and individuals for billing use. There is an imbedded logic to the numbering system that helps the University classify Business Partner by ID range. Craig Fee provided this table that outlines the business partner types/number ranges:

<u>BP Type</u>	<u>BP Type Description</u>	<u># Range</u>	<u>BP Range</u>	<u>BP Group</u>	<u>BP Category</u>	<u>BP Role</u>
P012	Students E	12	31,000,000- 99,999,999 external for CM internal CRM	P012	Person	MKK + PSCM10
P011	Students I	11	30,000,000- 30,999,999 internal	P011	Person	MKK + PSCM10
P010	Related Persons	10	20,000,000- 29,999,999 external	P010	Person	PSCI10 (+ MKK optional)
GMEX	GM Sponsor	00	400,000-499,999	GMEX	Organization	PSSP01
P001	Employee BP (Employees, Recruits, Retirees and Spouses Insurance and Non-Student Employees,)	13	9,000,000-10,999,999 internal	P001	Person	BUP003 + MKK for Retirees and Spouses Insurance
P002	Sponsors people (Anything FA like, 3 rd Parties)	02	2,000,000- 2,999,999 internal	P002	Person/Organizatio ns	MKK

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P003 No Micr for exceptio ns	Businesses (Student Organizations, PRF, Pesticides, and Gov't,)	03	3,000,000-3,999,999 internal	P003	Organizations	MKK
P004	Student AR (Miscellaneous, Alternate Payer)	04	4,000,000- 4,999,999 internal	P004	Person	MKK
P005	General Non-Student (Individuals and Donors)	05	5,000,000- 5,999,999 internal	P005	Person	MKK
P006 No Micr	Ag. County Extensions	06	6,000,000- 6,499,999 internal	P006	Organizations	MKK
P008	Budget Plan (Includes parents)	08	7,000,000- 7,999,999 internal	P008	Person	MKK
KEEP FOR CRM USE	KEEP FOR CRM USE	# Range	BP Range	KEEP FOR CRM USE	KEEP FOR CRM USE	
P009	Related Persons CRM	09	8,000,000- 8,999,999 internal for CRM	P009	Person	
P007	External Organizations CRM	07	6,500,000- 6,999,999 internal for CRM	P007	Organizations	

Q) What is the Contract Account used for?

A) The Contract Account makes it easier for staff to enter billing data and gives us consistent postings based upon account categories. PSCD uses the Contract Account value, along with Main Transaction and Sub-Transaction codes to derive the correct General Ledger credit and debit accounts for each item billed.