Imported Data Sets & Frequency:

KFS accounts – imported daily. Accounts with expired budget periods do not import.

KFS Non payroll transactions – imported daily from KFS warehouse.

KFS payroll transactions – imported from the KFS warehouse daily. The labor ledger transfer is the source of the information to the KFS warehouse.

Vendors – Imported daily with randomized vendor numbers.

Persons – Persons – New Approved Paid Personnel Records – Imported Weekly on Sundays. New area Person permissions added when the new BA area's account imports into the DIW with their first salary payment.

Import Filter Rules

1.1   Skip all non-UMCP records in the data warehouse import.

1.2   Import payroll expenditures/credits from the labor ledger and ignore KFS payroll expenditures/credits.

2. **Import Data Rules - Budget**

   2.1   Budget entries are not automatically checked (marked) to post in the DIW.

   2.1.1 KFS working budget entries import into the DIW as BA transaction type "Award" and BA transaction code 50. BA reference 2 starts with (KFS FDOC) WB number. Please note that KFS reuses the same WB number every year.

   2.1.2 KFS budget amendments import into the DIW as BA transaction award and BA transaction type 50. BA reference 2 starts with (KFS FDOC) BA number.

3. **Data Import Rules – Payroll Transactions**

   3.1   All payroll transactions are automatically checked (marked) to post in the DIW.

   3.2   Labor ledger normal payroll activity maps to BA transaction type payexp and BA transaction type 6. The BA reference field is the UID and BA reference2 field is BA pay schedule date.

   3.3   Labor ledger payroll transfer activity maps to BA transaction type payexp and BA transaction code 6. The BA reference field is the UID and the BA reference2 field is the pay date of the transfer.

   3.4   Fringe benefits, except for tuition remission object codes 2775 and 2776, map to BA transaction type payexp and BA transaction code 6. Fringe benefit expenditures post on payroll encumbrance forms using the actual fringe object code. The BA account type on the account information screen determines whether these transactions appear in the "ready to post" or "already posted" section of the DIW.

4. **Data Import Rules – Non Payroll Encumbrances**

   4.1 Normal non-payroll encumbrances are imported as BA transaction type enc, BA transaction code 10, and are not automatically checked (marked) to post.

      4.1.1 Travel encumbrances display with the trip number without the letters TR at the beginning of the number, e.g. TR123456 displays 123456 in the BA DIW reference1 field.

   4.2 Encumbrance reversals, from the KFS encumbrance file, are imported as BA transaction type encadj, BA transaction code 101, and are not automatically checked (marked) to post. Posting an expenditure in BA reduces the BA encumbrance.

   4.3 PCARD encumbrances uploaded into the DIW by a user are listed as BA transaction type PCardenc, BA transaction code 110, and are not automatically checked (marked) to post.

5. **Data Import Rules – Non Payroll Expenditure Transactions**

   5.1 Tuition remission, object codes 2775 and 2776, display TUIT+account number as the BA reference field, e.g. tuition charges on account 5123456 will display TUIT5123456 in the BA DIW reference field. Tuition remission transactions import as BA transaction type exp, BA transaction code 11, and are automatically checked (marked) to post.

      5.1.1 Tuition remission object codes display SPRG, SUMR, FALL, or WINT, if available in the data warehouse, as reference2 in the BA DIW.

   5.2 Student aid and student scholarship/fellowship, object codes 4600 and 4610, display AID+account number as the BA reference field, e.g. aid charges on account 1148000 will use AID1148000 in the BA DIW reference field.

      5.2.1 AID object codes display SPRG, SUMR, FALL, or WINT, if available in the data warehouse, as reference2 in the BA DIW.

   5.3 Facilities and administrative costs, object code 9998, displays IDC+account number in the BA DIW reference field, e.g. facilities and administrative costs on account number 51234560 will display IDC51234560 in the BA DIW reference field.

   5.4 Travel object codes 3321 and 3360 use the 6 digit TR number as the BA DIW reference number for travel expenditures, e.g. TR123456 displays 123456 in the BA DIW reference field.

6. **Data Import Rules – Revenue Transactions Other Than Budget**

   6.1 Revenue transactions, object codes starting with zero, 0XXX, import in the DIW as BA transaction type income and BA transaction code 40. BA reverses the sign on the KFS transaction, as the BA revenue form uses a positive amount on the revenue form as revenue, e.g. a KFS revenue entry of -$1000 will display on a BA revenue form as $1000.

7. **DIW Posting Rules**
   - **7.1** If "**Force Project Accounting**" is in use on the account information screen/flags section, the system posts to the default project, **if there is no project encumbrance matching the DIW reference number or the project is not input on the DIW screen.** The default project is defined on the account information screen/projects section.
   - **7.2** DIW encumbrance adjustments, BA transaction type encadj and code 101, are only posted to transactions where BA form transaction reference matches the DIW reference or the PO# matches Reference2. **Most users will rarely post encumbrance adjustments, as the expenditure will close the encumbrance in BA.**
   - **7.3** Non payroll DIW expenditures are posted to a BA encumbrance form using the BA form transaction reference or PO#, if it matches the DIW reference field.
   - **7.4** Use reference2 for posting non payroll transactions **only** when the DIW reference doesn't match and there is an existing account number/object in the encumbrance detail. Users may double click the reference number in the DIW to open potential form matches, if there are any the system shows.
   - **7.5** Post payroll expenditures to the BA payroll encumbrance using the BA pay schedules for the date recorded. Use the KFS fiscal period to ensure dates match the KFS month of record, e.g. a September 2 payroll date might be processed in KFS as August.
   - **7.6** Mark fringe benefit DIW records for "No Benefits" accounts, account type set on the account information screen, as already posted.
   - **7.7** Generate DIW exception message when posting to an account month that has been reconciled. User may force the transaction to post by overriding it a second time.
   - **7.8** All matching rules for DIW postings require an exact match and do not support wildcards.
8. **PHR Person Record Import Rules**
   - **8.1** Person records import from PHR once per week.
   - **8.2** BA will NOT update from PHR if the Directory Name or UID already exists in BA.
   - **8.3** Personnel with the same name, but with unique UID, as an individual already in BA will import using the department code as a middle name.