Data Field Changes for Financial Systems

BRIEF

Policy Summary

This policy establishes guidelines for initiating changes (add/activate, close/inactivate, or modify) to data fields in PeopleSoft Financial Management Systems (FMS) to ensure consistency, data integrity, and control at Berkeley Lab. To change a data field, the requestor completes the relevant form, obtains the signature of the requesting department, and gets approval from the General Accounting Manager or Financial Controls and Compliance Manager.

Who Should Read This Policy

Office of the Chief Financial Officer (OCFO) General Accounting or Business Systems Analysis (BSA) employees responsible for managing and/or processing changes to data fields in the PeopleSoft FMS

To Read the Full Policy, Go To:

The POLICY tab on this wiki page

Contact Information

General Accounting Manager
Financial Controls and Compliance Manager

POLICY

A. Purpose

This policy establishes guidelines for initiating changes (add/activate, close/inactivate or modify) to data fields in PeopleSoft Financial Management Systems (FMS) to ensure consistency, data integrity, and control at Lawrence Berkeley National Laboratory (Berkeley Lab).

B. Persons Affected
C. Exceptions

None

D. Policy Statement

To change a data field, the requestor completes the relevant form (see FMS Data Field Change Request forms, H. Implementing Documents, below), obtains the signature of the requesting department, and gets approval from the General Accounting Manager, or the Financial Controls and Compliance Manager. Each signature is obtained as a digital signature, allowing for electronic distribution for all forms.

The requesting and approving managers must thoroughly analyze the impact of the proposed change on functional and business practices, and systems and reporting requirements, including input from any subject matter experts (i.e., Business Systems Analysis [BSA] and General Accounting work units). The requesting manager completes the appropriate change request form and electronically routes it for electronic approvals. As required, the BSA analyst will obtain input from the Information Technology – Business Systems programmers.

The General Accounting Manager, or the Financial Controls and Compliance Manager, is responsible for the final approval of any changes. Once approved, the General Accounting Manager, or the Financial Controls and Compliance Manager, forwards the completed form electronically to the General Accounting system administrator.

Upon receipt, the General Accounting system administrator implements the requested change in the PeopleSoft FMS and communicates the changes to all appropriate parties.

E. Roles and Responsibilities

Managers, supervisors, and employees have the responsibility to adhere to the provisions of this policy.

F. Definitions/Acronyms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Data Fields</td>
<td>Budget and Reporting (B&amp;R) Budget Classification Code, Fund Code, General Ledger (GL) Account; Management Analysis and Reporting Systems (MARS) Code; Resource Type, Resource Category, and Project Type</td>
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G. Recordkeeping Requirements

None

H. Implementing Documents

<table>
<thead>
<tr>
<th>Document Number</th>
<th>Title</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.04.001.001</td>
<td>FMS Data Field Change forms</td>
<td>Forms</td>
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</tbody>
</table>

I. Contact Information

General Accounting Manager
Financial Controls and Compliance Manager

J. Revision History
Document Information

DOCUMENT INFORMATION

<table>
<thead>
<tr>
<th>Date</th>
<th>Revision</th>
<th>By whom</th>
<th>Revision Description</th>
<th>Section(s) affected</th>
<th>Change Type</th>
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<tr>
<td>1/31/2012</td>
<td>2</td>
<td>Hegarty</td>
<td>Reformat for wiki</td>
<td>All</td>
<td>Minor</td>
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Title: Data Field Changes for Financial Systems

Document number: 11.04.001.000

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Next review date: 1/31/2014

Policy Area: Accounting

RPM Section (home): Financial Management

RPM Section (cross-reference): Section 11.27

Functional Division: OCFO

Prior reference information (optional): RPM, Chapter 11, Section 11.27

Source Requirements Documents

Berkeley Lab Office of the Chief Financial Officer (OCFO) Policy

Implementing Documents

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