

Labor Template Errors

Error messages – Help!

Add Change Inquire Next Previous PageDown PageUp Delete

HR Company: 1000
 Employee: 10024 Employee
 Effective: 01/01/2007

In FC, Select A to add a new fund and select C to change a percentage

FC	Ln	Fund Number	Acct	Co	Cost Center Account	End Date	-Percentage-	Salary	Effort
<input type="checkbox"/>	2			1000	101507	50000 08/31/2009		85.00	85.00
HEMOPHILIA FACTOR									
<input type="checkbox"/>	4	910518	99016	1000	100002	31000 05/31/2009		25.00	25.00
MCHB COMPLICATIONSofHEMOPHILIA BALANCE SHEET-CMH TEMP REST									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									

Cannot change line with Approved status

Grand Totals

These totals MUST equal 100%

- Trying to change a line during a payroll process.

Correction:

- Try to change the template later; payroll is processing and has released and approved all templates. No changes are allowed at this time.

Add Change Inquire Next Previous PageDown PageUp Delete

HR Company: 1000
 Employee: 10073 Employee
 Effective: 08/01/2007

In FC, Select A to add a new fund and select C to change a percentage

FC	Ln	Fund Number	Acct	Co	Cost Center Account	31000	End Date	-Percentage- Salary	Effort
<input type="checkbox"/>	2	923840	99016	1000	100002	31000	11/30/2008	20.00	20.00
		CLINICAL RESEARCH FACILITATION			BALANCE SHEET-CMH TEMP REST				
<input type="checkbox"/>	3	980160	99016	1000	100002	31000	08/31/2009	70.00	70.00
		CF RESEARCH SALARY SUPPORT			BALANCE SHEET-CMH TEMP REST				
<input type="checkbox"/>	5	499498	99016	1000	300002	31000	08/31/2008	10.00	10.00
		CTR OPERATING FUND FY08			CMIER-B/S TEMP REST				
<input type="checkbox"/>	A	910220	99016	1000				10.00	10.00
<input type="checkbox"/>									

Activity 910220 does not exist

Grand Totals

These totals MUST equal 100%

- Typo of a fund number/cost center.

Correction:

- Check your documentation and make sure you are using the correct fund number/cost center/account numbers.

HR Company: 1000
 Employee:
 Effective:

In FC, Select A to add a new fund and select C to change a percentage

FC	Ln	Fund Number	Acct	Co	Cost Center Account	End Date	-Percentage-	Salary	Effort
<input type="checkbox"/>	2	923840	99016	1000	100002	31000 11/30/2008		20.00	20.00
		CLINICAL RESEARCH FACILITATION			BALANCE SHEET-CMH TEMP REST				
<input type="checkbox"/>	3	980160	99016	1000	100002	31000 08/31/2009		70.00	70.00
		CF RESEARCH SALARY SUPPORT			BALANCE SHEET-CMH TEMP REST				
<input type="checkbox"/>	5	499498	99016	1000	300002	31000 08/31/2008		10.00	10.00
		CTR OPERATING FUND EXP8			CMIER-B/S TEMP REST				
<input type="checkbox"/>	A	901210	99016	1000	100002	31000 10/31/2009		10.00	10.00
		SAFE & HEALTHY HOMES							
<input type="checkbox"/>									

Effective date not within activity
901210 date range

Grand Totals

These totals MUST equal 100%

- Trying to add a new fund with a start date after the effective date of the template.

Correction:

Hint – Do a print screen of all lines of the template before you begin

- Select DELETE at the top of the form and **DO NOT LEAVE THE SCREEN**. Type in the new fund information on a new line and type in a new effective date at the top of the form. Select ADD at the top of the form.

Add Change Inquire Next Previous PageDown PageUp Delete

HR Company: 1000
 Employee: 10073 Employee
 Effective: 08/01/2007

In FC, Select A to add a new fund and select C to change a percentage

FC	Ln	Fund Number	Acct	Co	Cost Center Account	31000	End Date	-Percentage-	Effort
<input type="checkbox"/>	2	923840	99016	1000	100002	31000	11/30/2008	20.00	20.00
		CLINICAL RESEARCH FACILITATION			BALANCE SHEET-CMH TEMP REST				
<input type="checkbox"/>	3	980160	99016	1000	100002	31000	08/31/2009	70.00	70.00
		CF RESEARCH SALARY SUPPORT			BALANCE SHEET-CMH TEMP REST				
<input type="checkbox"/>	5	499498	99016	1000	300002	31000	08/31/2008	10.00	10.00
		CTR OPERATING FUND FY08			CMIER-B/S TEMP REST				
A				1000	107001	5000		10.00	10.00
		ALLERGY							
<input type="checkbox"/>									

End date required
Grand Totals

These totals MUST equal 100%

- Trying to add a new cost center without complete data.

Correction:

- All cost centers require an end date to be typed in. Use the fiscal year end.
- Important – fund end dates will populate in from the system! Do not put an end date on funds.

HR Company: 1000
 Employee:
 Effective:

In FC, Select A to add a new fund and select C to change a percentage

FC	Ln	Fund Number	Acct	Co	Cost Center Account	End Date	-Percentage-	Salary	Effort
<input type="checkbox"/>	2	923840	99016	1000	100002	31000 11/30/2008		20.00	20.00
		CLINICAL RESEARCH FACILITATION			BALANCE SHEET-CMH TEMP REST				
<input type="checkbox"/>	3	980160	99016	1000	100002	31000 08/31/2009		70.00	70.00
		CF RESEARCH SALARY SUPPORT			BALANCE SHEET-CMH TEMP REST				
<input type="checkbox"/>	5	499498	99016	1000	300002	31000 08/31/2008		10.00	10.00
		CTR OPERATING FUND FY08			CMIER-B/S TEMP REST				
<input type="checkbox"/>	A			1000	107001	5000 08/31/2009		10.00	10.00
					ALLERGY				
<input type="checkbox"/>									

Account number is not defined in chart CHART01

Grand Totals

These totals MUST equal 100%

- Trying to add a cost center/fund with incorrect data.

Correction:

- Check to make sure you are using the correct account numbers. This applies to funds as well. Always use **50000** for cost centers unless they are practice plan chargeback employees. Always use **99016** for funds. If you find you are using the correct account and still get this error, contact Accounting.

Add Change Inquire Next Previous PageDown PageUp Delete

HR Company: 1000
 Employee: 10073
 Effective: 08/01/2007

In FC, Select A to add a new fund and select C to change a percentage

FC	Ln	Fund Number	Acct	Co	Cost Center Account	31000	End Date	-Percentage- Salary	Effort
<input type="checkbox"/>	2	923840	99016	1000	100002	31000	11/30/2008	20.00	20.00
		CLINICAL RESEARCH FACILITATION		BALANCE SHEET-CMH TEMP REST					
<input type="checkbox"/>	3	980160	99016	1000	100002	31000	08/31/2009	70.00	70.00
		CF RESEARCH SALARY SUPPORT		BALANCE SHEET-CMH TEMP REST					
<input type="checkbox"/>	5	499498	99016	1000	300002	31000	08/31/2008	10.00	10.00
		CTR OPERATING FUND FY08		CMIER-B/S TEMP REST					
<input type="checkbox"/>	A	923420	99016	1000	100002	31000	08/31/2009	10.00	10.00
		PROJ 5-STEM CELL RESEARCH							
<input type="checkbox"/>									

End date for activity 923420 not within date range

Grand Totals

These totals MUST equal 100%

- Trying to put an end date for funds.

Correction:

- Leave the end date blank for funds. It populates in from the system. If you feel your award has been extended or the end date is wrong, contact OSP.

Summary

You must maintain and set up your templates in order for charges to post correctly!

Contacts:

- Melissa Gentile 137-4509
Karen Hawthorne 137-4210
90, 92, 93 series funds
- Lisa Ose 137-4119
499, 91, 94 series funds
- Marylin Webb 880-6860
95, 98, and 99 series funds
- Barbara Tuttle 137-4212
Practice plan chargeback employees