

Process: Use this quick reference guide when you run into issues while entering the budget items for the new year. This guide provides prevention information as well as solutions for the issue.

Note: For details in using various layouts, see the **BPS** Quick Reference Cards available on *myHelp* at <u>http://myhelp.uky.edu/rwd/HTML/BPS.html</u>.

Role: Authorized Users	Frequency: When needed
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BPS Keys						
Keys to Minimize Budget/BPS Issues	 Prepare budget data for entry first before accessing the BPS system Keep aware of BPS schedule! During each layout availability period, the system is available daily, 7 am through 10pm 10pm to 7am, the system is being updated Double-check your data entry Check before exiting the layout Run BPS reports to check the data DO NOT enter employees into BPS The employee master data must exist in IRIS/SAP <u>first</u>, before budget data can be entered into BPS 					
BPS Issue	Information					
Employee could not be found UK Campus Regular Positions Message Log Planning sequence GP003001(UK Campus Reg BM/k before) has been executed Prores occurred when executing planning function EXIT011(Get Kyf)PARM001(Get Kyf) Employee data for 11045680 could not be found 137 data records were read, 0 of them were changed, 0 generated Department 3HL00 Submit Save Undo Ext Faculty Monthly Staff Bi-Weekly/Hourty Staff Vacant Posn Bdgt Copy Distr % from prior year Calc. Salary from % Incr Copy Salary to Budget Calculate Benefit Planning Layout Is Not Available	 Prevention Communication between the departmental HR personnel administration staff person and the budget officer Solution Contact BPS list serve at <u>BPS-ISUES@lsv.uky.edu</u> 					



Quick Reference Card – Business Planning Simulation BPS Troubleshooting



With the second seco	 Prevention Use the Exit button Solution Contact BPS list serve at <u>BPS-ISSUES@lsv.uky.edu</u>
Expired web page Internet Explorer cannot display the webpage What you can try: Diagnose Connection Problems More information	 Prevention Proper planning Solution Log out of both systems, close the browser, and then log back into the system
Timed out due to inactivity	 Prevention Proper planning Solution Log out of the system, and log back into the system If you are locked out, contact BPS list serve <u>BPS-ISSUES@lsv.uky.edu</u>
Planning could not be performed VK Campus Non-Regular Position Budget Message Log Planning sequence GP003071(UK Campus Non Bdgt before) has been executed Planning sequence GP003071(UK Campus Non Bdgt before) has been executed Prores occurred when executing planning function EXIT012(Get Benefit Rate) Planning cannot be performed for real-time infoCube BPS_C03; see long text Department SCPUU Submit Save Undo Exit Non-Regular Copy Budget to New Year Calculate Benefit Planning Layout is Not Available	 Prevention BW is fixing an issue and has locked out users momentarily Solution Log out of the system, and log back into the system



Quick Reference Card – Business Planning Simulation BPS Troubleshooting



Error creating tmp table UK Campus Non-Position Budget Message Log Error in BW: Error creating tmp table Business Area 0101 Department 3CC00 Submit Save Undo Exit Campus Non Position Planning Layout Is Not Available						•	 Prevention Has to do with a table space issue and is a very rare issue Solution Log out of system and log back into the system
Multiple Calculate Benefit buttons					ittons		• If two Calculate Benefit buttons exist on a layout, use the button located at the top of the layout NOT the one located under the employee
Employee	Position	Funds Center	Commitment item	20	10 Recurr		list
# Not assigned	50108108 Staff Support Associate I	1043140300	512031	0			
	50108112 Cook/Baker I	1043140300	512061	0			
	50108114 Office Assistant	1043140300	512131	0			
	50108116 Custodial Worker I	1043140300	512061	0			
	50108117 4-H Leadership Director	1043140300	512071	0			
	50121662 Custodial Worker I	1043140300	512061	0			
	50121663 Custodial Worker I	1043140300	512061	0			
	50124205 Cook/Baker I	1043140300	512061	0			
	50124206 Cook/Baker I	1043140300	512061	0			
Calculate Benef	Result 1 to 10 / 10 VII Nu Non-fun	umber of New L Ictional	ines: 1 Add				