Subsystems – Creating a New "Black Box" Upload

Subsystems are computer applications to which data is entered and subsequently uploaded to the university's PeopleSoft Finance System. Subsystems exist at the System level and at the department level. Those at the System level are managed by UIS Production and include, for example, Payroll, ISIS, and AP. Those at the departmental level are often referred to as **"Black Box"** subsystems and are used by departments that process many transactions such as the Bookstore, FacMan, Telecom, Mailing Services, etc. This document outlines the procedures for creating a Black Box upload.

Why create a Black Box subsystem?

To expedite, manage and ensure better input accuracy of large volumes of data into the Finance System.

What kind of transactions are appropriate for a Black Box?

- Transactions that are considered a "first-time" entry (i.e. not corrections of previously processed entries).
- Transactions that do not require preapproval or supporting documentation such as entries involving Fund 30, 31 and 34.

When should a Black Box subsystem not be used?

Subsystems should never be used to bypass the university's controls that are in place to ensure accounting and/or sponsored projects compliance.

What steps are required to create a Black Box subsystem?

1. Contact Maggie Young, 2-6375, to discuss the creation of a new subsystem and its proposed Journal Prefix ID and description. Note: Transactions considered for upload to a subsystem must be first-time inputs to the Finance System and must not be a correction or transfer of an existing entry.

2. Go to the Office of University Controller (OUC) Finance Forms webpage https://www.cu.edu/System_Controller/forms/ and open the Journal Source form.

3. Complete the Journal Source form and attach it to an email to the Boulder campus controller, Laura.Ragin@Colorado.EDU (with a cc to maggie.young@Colorado.EDU) requesting the creation of a new Black Box subsystem. Include as much information as possible such as a description of the subsystem, the reason for it and justification (if applicable) for a request to exempt it from Expenditure Control edits. Note: Subsystems uploading to Fund 3X SpeedTypes may be subject to additional approval by Sponsored Projects Accounting and may not be granted an override to the above edits.

4. The controller reviews the request, secures answers to any remaining questions and, if approved, forwards the request to the OUC.

5. The OUC notifies the campus controller via email of their decision. If approved, OUC will send specifics of the set-up. This includes whether an existing Journal Source Code has

been modified or whether a new and unique Journal Source Code that maps to the new subsystem has been created.

6. The campus controller forwards the OUC’s response to the requestor and to Maggie with instructions that Maggie assist in the remainder of the creation/start-up.

7. Maggie contacts the requestor with the names of designated Office of Information Technology (OIT) contact staff and information regarding the assistance ITS will supply.

8. Maggie forwards to the requestor a file of the Black Box User Documentation instructions (created by OIT) to review and use in start-up/creation of the subsystem.

9. Maggie contacts OIT to inform them of a new Black Box and to:
   - arrange creation of its Journal Prefix ID and supply the Journal Source Code it will map to
   - supply the Subsystem Description
   - supply Subsystem Owner/Contact Person and arrange for FTP Authorization and Password set-up for the Subsystem Owner/Contact Person through OIT’s PACKARD System.

10. Maggie sets up Black Box Upload Notification email through PACKARD. Note: Contact email addresses (and Maggie’s) are set up to notify of a subsystem upload to the Black Box.

11. After the requestor becomes familiar with the Black Box User Documentation and receives notification of their FTP Authorization and Password, they contact OIT for assistance in setting up their initial upload. OIT staff supplies a minimal amount of time in assistance to perfecting the start-up upload. Once perfected, the department must then supply its own programming/IT resource to run the upload.

12. Maggie works as liaison between Subsystem Owner and OIT to work out bugs in programming and comprehension of documentation to achieve a successful upload.

13. Maggie acts as liaison between Subsystem Owner/OIT/OUC-System’s and UIS when unresolved difficulties occur in the creation of the upload or when uploads do not “sweep” to the Black Box/Finance System.

14. Maggie oversees/verifies the feeds of the subsystem to the Finances System at each Month End/Year End Close.