



How to review and delete POPS transactions in Banner using PYAPOPS

Last Updated: 26-Oct-2010

Overview

PYAPOPS is a Banner form developed at McGill that allows users to browse their transmitted casual payroll data. In addition to restricting the view to their own payment data, this form has powerful query capabilities allowing the user to limit the display to payments that match the query criterion. For example, to view all records belonging to an individual and/or by FOAPAL.

The POPS user/approver must be authorized to review and/or approve the POPS requisitions. They will have access only to the org and/or transactions that they have initiated or have jurisdiction over.

There are 3 types of users who can use the POPS review table (PYAPOPS):

Type	Description
N — Normal User	The user can transmit from POPS and view the entries for the Orgs that they have been authorized to view.
R — Restricted User	The user can transmit from POPS and view only those entries that he/she has transmitted.
S — Super User	The user can transmit from POPS for their own org but can view all entries on the POPS table review form. There are only a limited number of people that fit in this group and they are generally from the Payroll, HR and Finance departments.



Accessing the POPS Collector Table Review Form PYAPOPS

Steps

1. In the **Go to...** field, type **PYAPOPS** and press Enter to access the form.

or

Use the Banner Menu and select FastTrack Menu > Human Resources FastTrack Menu > McGill POPS Onetimes Review [PYAPOPS].

2. The following screen will appear:

The form is split up into three sections:

	Description
Section 1	Contains most of the POPS payment record.
Section 2	Contains most of the POPS requisition user profile information.
Section 3	Contains the tracking history of the POPS record after it has been transmitted.

To delete a payment, you must be in the first section.

Query a payment

You can locate one or more payments to review by performing a query.

Steps

1. Once you have accessed **PYAPOPS**, press **F7** or click on the **Enter Query** icon  to clear the screen and put Banner in query mode.
2. Enter your search criteria. Any combination of fields can be used to query and will help to reduce the search results.

You can execute a query on almost any field on PYAPOPS. The most likely query criteria are:

- McGill ID
 - Name (Not case sensitive. Enter the whole family name or a portion of it, followed by the wildcard % (e.g. Wilmo%))
 - FOAPAL (or individual FOAPAL elements)
 - Pay date
 - Req No
 - CPM (Casual Policy Monitoring code)
 - Gov Prog Code or Gov Prog ID (Work Study or SEED #s)
 - Status
3. To query POPS transmissions by **Pay Date, you can query** by specific date, and all past and future pay dates (or double-click in the field to bring up a calendar):
 - The actual pay date e.g. 18-JAN-2001
 - All previous payments up to and including a certain date (e.g. <=18-JAN-2009).
 - All previous payments prior to a certain date (e.g. < 18-JAN-2009).
 - All future payments including a certain date (e.g. >=18-JAN-2009).
 4. Press **F8** to execute your query or click on **Execute Query**  .

The transactions that match the criteria you entered (if any) will appear in physical transmission order Use the up or down arrow keys on your keyboard or the arrows that are in section 1 of the PYAPOPS screen to see your results.

5. To delete a transaction, change the **Status** indicator to **D and Save**  your changes.