

Modify the Self Service Advice Form

June 15

2013

How to modify the XML self-service advice (direct deposit) and remove some of the delivered sections from the .pdf file.

PeopleSoft
Self-Service
Advice Form

How to Modify the Self Service Payroll Advice PDF

1. The first step here is to make sure you know which advice form you really want to modify because there are a few of them out there.

Paycheck Options Table

Paycheck Setup ID: PNAUSA

Parameters: Find | View All | First | 1 of 1 | Last

*Effective Date: 01/01/2013 *Description: US Setup

URL Identifier: PY_SSP_ATTACHMENT

Report Definitions

Printing

*Check Report ID: PRTUSCHK
*Advice Report ID: PRTUSADV

Viewing

*Check Report ID: SSPCACHK
*Advice Report ID: SSPCAADV

Self Service Options

Display Options

PDF Paychecks Only \$0 or Negative Manual Checks

Paycheck Availability Customize | Find | View All | First | 1-5 of 10 | Last

Company	Description	Pay Group	Description	Days From Check Date	
BEA	BEA 01 0000-000000	BE1	BEA 01 0000-000000		+ -
BEA	BEA 01 0000-000000	BE2	BEA 01 0000-000000		+ -
BEA	BEA 01 0000-000000	ME1	BEA 01 0000-000000		+ -
BEA	BEA 01 0000-000000	ME2	BEA 01 0000-000000		+ -
BEA	BEA 01 0000-000000	SE1	BEA 01 0000-000000		+ -

Save | Return to Search | Previous in List | Next in List | Refresh | Update/Display | Include History | Correct History

- Next you may need to modify your security so that you have access to the report. Depending on what version of PeopleSoft you are on this may change but currently you would need access to the **Report Category** called 'ALLUSER'. Your options are to either add the role to your security profile and if you don't have access to do that you can add your OPRID to this list. Check with your security team for your particular environment.

Report Category

Report Category ID: ALLUSER

Properties

Description: All PeopleSoft User

*Object Owner ID: PeopleTools

*ID Type	*Security ID	Description	Read Only
User	PS	Peoplesoft Superuser	<input type="checkbox"/>
Role	BEK_SS_PRIMARY	BEK_SS_PRIMARY	<input type="checkbox"/>
Role	OD PeopleSoft User	On Demand PeopleSoft User	<input type="checkbox"/>
Role	OD PeopleSoft User No Password	OD PeopleSoft User No Password	<input type="checkbox"/>

Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display

Report Definition

Report Name: SSPCAADV

Data Source

Data Source Type: XML File

Data Source ID: CAADVICES

Data Source Description: CA and NY Advices XML Data

Report Properties

Report Description: CA and NY Self Service Advice

*Report Status: Active

*Report Category ID: ALLUSER (All PeopleSoft User)

Object Owner ID: PeopleTools

*Template Type: RTF

Retention Days:

Registered Date/Time: 01/16/2007 11:34:37AM Registered By: PS

Updated Date/Time: 06/27/2013 2:27:22PM Updated By: PS

Download: [Data Schema](#) [Sample Data](#)

Buttons: Return to Search, Previous in List, Next in List, Add, Update/Display, Include History, Correct History, Save

3. Next see if you can open up the Report Definition by navigating to the Report Definition. Search for 'SSP'. If nothing comes up you will have more work to do with security and is more than I wanted to cover in this document.

The screenshot shows the Oracle Reporting Tools XML Publisher interface. The breadcrumb trail is: Favorites | Main Menu > Reporting Tools > XML Publisher > Report Definition. The page title is "Report Definition". Below the title, there is a search instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two links: "Find an Existing Value" and "Add a New Value". The search criteria are: "*Search by:" with a dropdown menu set to "Report Name", followed by "begins with" and a text input field containing "SSP". There are two checkboxes: "Include History" and "Correct History", both of which are unchecked. There are two buttons: "Search" and "Advanced Search". Below the search criteria, there is a "Search Results" section with a "Show Detail" link. The search results are displayed in a table with the following columns: Report Name, Description, Data Source Type, Data Source ID, and Data Source Owner. The table contains six rows of results. At the bottom of the search results, there are two links: "Find an Existing Value" and "Add a New Value".

Report Name	Description	Data Source Type	Data Source ID	Data Source Owner
SSPCAADV	CA and NY Self Service Advice	XML File	CAADVICES	Public
SSPCACHK	CA and NY Self Service Check	XML File	CACHECKS	Public
SSPCNADV	Can Self Service Advice Form	XML File	CNADVICES	Public
SSPCNCHQ	Can Self Service Paycheque	XML File	CNCHEQUES	Public
SSPUSADV	US Self Service Advice Form	XML File	USADVICES	Public
SSPUSCHK	US Self Service Paycheck	XML File	USCHECKS	Public

- Select the Advice form you wish to modify.

WWW

- Once the report is opened, select the template page and click on the RTF File. You will want to save this somewhere and then open it up in MS Word.

The screenshot shows the Oracle XML Publisher 'Report Definition' page for report 'SSPCAADV'. The 'Template' tab is active, displaying the following configuration:

- Report Name:** SSPCAADV
- Template ID:** SSPCAADV_1 (checked as Default Template)
- Description:** Self Service Advice Template
- *Language Code:** English
- Channel:** Web Posting
- Effective Date:** 01/01/1900
- *Status:** Active
- Template File:** [PYCAADV.B.rtf](#) (indicated by a red arrow)

Buttons for 'Upload', 'Preview', and 'Use Alt. XML' are visible. At the bottom, there are navigation buttons: 'Return to Search', 'Previous in List', 'Next in List', 'Add', 'Update/Display', 'Include History', 'Correct History', and a 'Save' button.

- Now that you have the template saved off you can access it with MS Word and make the necessary changes. (*Depending on what type of change you need to make you may need to install the Oracle BI add-in for MS Word.) This can be done by navigating to the location below:

The screenshot shows the Oracle XML Publisher 'Design Helper' page. The breadcrumb trail is: Favorites > Main Menu > Reporting Tools > XML Publisher > Setup > Design Helper. The page title is 'Design Helper'.

Under the heading 'Template Designer Client Tools', there is a link: [Plug-in for Microsoft Word \(requires 2000 or later\)](#). Below the link, it states: 'Facilitates the insertion of application data tags into RTF templates.'

- Using Microsoft Word, go ahead and open up the xxxxxxxx.rtf file that you previously saved. For this example I will blank out the 'Employer Paid Benefits' section as well as the 'Leave Balance' section.

```

<?for-each:G_EMP_DATA?>
company
co_addr_11
co_addr_12
co_ph_nbr
Pay Group: pay_gp
Pay Begin Date: pay_beg_dt
Pay End Date: pay_end_dt pay_sht_src
Business Unit: bus_unit
Advice #: check_num
Advice Date: check_dt
emp_name
emp_addr_11
emp_addr_12
emp_addr_13
Employee ID: emp_id
Department: emp_dept
Location: locn_code
Job Title: job_title
Pay Rate: pay_rt
TAX DATA:
Federal
emp_prov State
Marital Status: fed_marital state_marital
Allowances: fed_allw state_allw
Addl. Percent: fed_addl_pct state_addl_pct
Addl. Amount: fed_addl_amt state_addl_amt
</import:psxmp://PYSTMPLT?>
<?choose:?>
<?when:pe_PrPd='$$'?>
<?call-template:eama?>
</end when?>
<?otherwise:?>
<?call-template:eamb?>
</end otherwise?>
</end choose?>

```

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS		
Description	Current	YTD	Description	Current	YTD
<?for-each: bef_taxes_ded?> btxd_descr	btxd_cur	btxd_ytd</end for-each?>	<?for-each: aft_taxes_ded?> atxd_descr	atxd_cur	atxd_ytd</end for-each?>
TOTAL:			TOTAL:		
		btxd_ttl_cur			btxd_ttl_ytd
		btxd_ttl_ytd			atxd_ttl_cur
		atxd_ttl_cur			atxd_ttl_ytd

	TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current	cur_ttl_grs	cur_fed_txd	cur_ttl_tx	cur_ttl_ded	cur_ttl_net
YTD	ytd_ttl_grs	ytd_fed_txd	ytd_ttl_tx	ytd_ttl_ded	ytd_ttl_net

```


```

NET PAY DISTRIBUTION			
	Account Type	Account Number	Deposit Amount
<?for-each: dd_distrib?> dd_advm	dd_acct_typ	dd_acct_num	dd_acct_amt</end for-each?>
TOTAL:			dd_net_pay

```

xfoot_msg1 xfoot_msg2
MESSAGE: pay_slip_msg

```

To do this I highlighted the text and changed the text color to 'white' which is the background color of this template. I did the same thing for the individual fields. This maintains the formatting and leaves the actual template fields in place in case someone wants to turn them back on later. Not that the users would change their minds, but it does happen occasionally. (In addition, we will also have the original version in the database since we're just adding a new effective dated template.)

Now save this .rtf template. You can use the same name you had before.

7. The next step is to add the newly modified template back to the Report Definition. We will use a new effective date for this step.
 - a. Add a new effective dated row that is greater than the 1/1/1900 row delivered
 - b. Next click the 'Upload' button and select the .rtf file from your saved location.
 - c. When it's been added, change the status to 'Active'.
 - d. Save
 - e. Click on the Preview Button and the PDF should open up and it will pull in some of the saved XML data and show you what the report will look like.

ORACLE

Favorites | Main Menu > Reporting Tools > XML Publisher > Report Definition

Definition | **Template** | Output | Properties | Security | Bursting

Report Name: SSPCAADV

Template Find | View All | First 1 of 1 | Last

Template ID: SSPCAADV_1 Default Template + -

Description: Self Service Advice Template

*Language Code: English Channel: Web Posting

Template Files Find | View All | First 1 of 2 | Last

Effective Date: 01/01/1901 + -

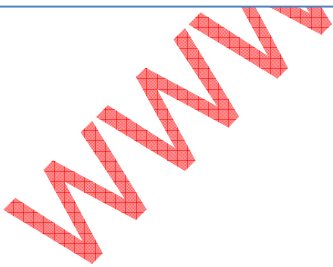
*Status: Active

Template File: [PYCAADV.B.rtf](#) Use Alt. XML

BEFORE Modifications

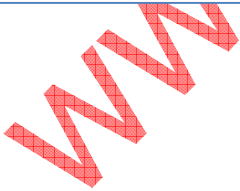
Global Business Institute 9999 500 George Washington Pkway New York, NY 07666 604/688-8411		Pay Group: KU2-US Biweekly Pay Begin Date: 04/12/2008 Pay End Date: 04/25/2008	Business Unit: GBIBU Advice #: 000000000000451 Advice Date: 04/25/2008																																																				
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AFTER Modifications

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