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PeopleSoft HR 9.1 PeopleBook: Manage Commitment Accounting

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PeopleSoft HR 9.1 PeopleBook: Manage Commitment Accounting
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PeopleSoft HR Manage Commitment Accounting Preface

This preface discusses:

- PeopleSoft products.

- PeopleSoft HCM Application Fundamentals.

PeopleSoft Products

This PeopleBook refers to the following PeopleSoft product: PeopleSoft HR Manage Commitment Accounting.

PeopleSoft HCM Application Fundamentals

Additional essential information describing the setup and design of your system appears in a companion volume of documentation called *PeopleSoft HCM Application Fundamentals PeopleBook.* Each PeopleSoft product line has its own version of this documentation.

See Also

PeopleSoft HCM 9.1 Application Fundamentals PeopleBook, "PeopleSoft HCM Application Fundamentals Preface"

PeopleBooks and the PeopleSoft Online Library

A companion PeopleBook called *PeopleBooks and the PeopleSoft Online Library* contains general information, including:

- Understanding the PeopleSoft online library and related documentation.

- How to send PeopleSoft documentation comments and suggestions to Oracle.

- How to access hosted PeopleBooks, downloadable HTML PeopleBooks, and downloadable PDF PeopleBooks as well as documentation updates.

- Understanding PeopleBook structure.

- Typographical conventions and visual cues used in PeopleBooks.

- ISO country codes and currency codes.

- PeopleBooks that are common across multiple applications.

- Common elements used in PeopleBooks.

- Navigating the PeopleBooks interface and searching the PeopleSoft online library.

- Displaying and printing screen shots and graphics in PeopleBooks.

- How to manage the locally installed PeopleSoft online library, including web site folders.

- Understanding documentation integration and how to integrate customized documentation into the library.

- Application abbreviations found in application fields.

You can find *PeopleBooks and the PeopleSoft Online Library* in the online PeopleBooks Library for your PeopleTools release.

Chapter 1

Getting Started with Manage Commitment Accounting

This chapter discusses:

- Manage Commitment Accounting overview

- Manage Commitment Accounting business processes.

- Manage Commitment Accounting integrations.

- Manage Commitment Accounting implementation.

Manage Commitment Accounting Overview

The PeopleSoft HR Manage Commitment Accounting business process enables you to budget for payroll expenses and track actual payroll costs. You can exchange this information with PeopleSoft Financials to keep both systems in sync and to keep your budgeting information accurate. The HR Manage Commitment Accounting business process is the PeopleSoft HCM part of the larger Commitment Control business process available in the core PeopleSoft Financials product line.

Manage Commitment Accounting Business Processes

Use the Manage Commitment Accounting business process to define fiscal year budgets, calculate earnings and fringe encumbrances and pre-encumbrances, and post encumbrances to your general ledger, and post actual earnings and fringe amounts to your general ledger.

The following process flow illustrates the Manage Commitment Accounting business processes:
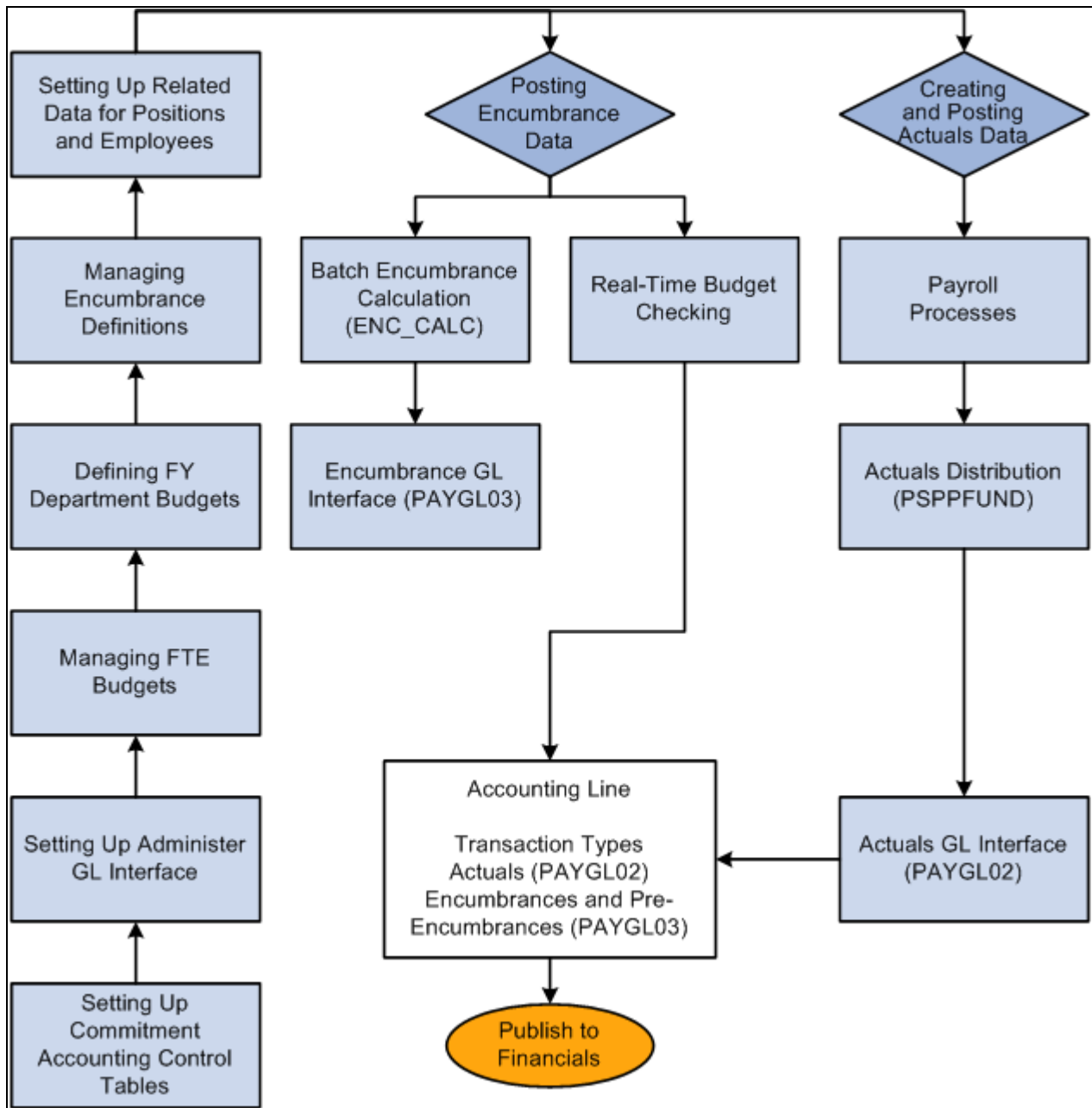
Setting up and using the Commitment Accounting business process

What happens when you publish to PeopleSoft Financials depends on which version of PeopleSoft Financials you are using.

We cover these business processes in the business process chapters in this PeopleBook.

See Also

Chapter 2, "Understanding Manage Commitment Accounting," PeopleSoft HR Manage Commitment Accounting Business Processes, page 8

Manage Commitment Accounting Integrations

Manage Commitment Accounting integrates with these PeopleSoft applications:

- PeopleSoft HR: Administer Workforce (receives information).

- PeopleSoft HR: Base Benefits (receives information).

- PeopleSoft Time and Labor (sends and receives information).

- PeopleSoft Payroll for North America (sends and receives information).

- PeopleSoft Budgeting (sends and receives information).

- PeopleSoft General Ledger (sends and receives information).

- PeopleSoft Commitment Control (sends and receives information).

PeopleSoft HR Manage Commitment Accounting uses Integration Broker to integrate with the other PeopleSoft HCM products. Use the processes provided to send and receive information with PeopleSoft Financials.

We cover integration considerations in this PeopleBook and the *PeopleSoft HCM Application Fundamentals PeopleBook.*

See *PeopleSoft HCM 9.1 Application Fundamentals PeopleBook*, "PeopleSoft HCM Application Fundamentals Preface."

Manage Commitment Accounting Implementation

PeopleSoft Setup Manager enables you to generate a list of setup tasks for your organization based on the features that you are implementing. The setup tasks include the components that you must set up, listed in the order in which you must enter data into the component tables, and links to the corresponding PeopleBook documentation.

Other Sources of Information

In the planning phases of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides, table-loading sequences, data models, and business process maps.

See Also

PeopleSoft HCM 9.1 Application Fundamentals PeopleBook, "PeopleSoft HCM Application Fundamentals Preface"

PeopleTools: PeopleSoft Setup Manager PeopleBook

PeopleTools: PeopleSoft Component Interfaces PeopleBook

Chapter 2

Understanding Manage Commitment Accounting

This section provides an overview of the Commitment Accounting business process and example of the Commitment Accounting business process.

Understanding the Commitment Accounting Business Process

Commitment accounting enables you to lay a claim (encumber) against budgeted funds. Encumbered funds are spoken for, so to speak, and can't be used for any other purposes. By budgeting for anticipated expenses and setting money aside, you ensure that your spending is within your budget.

The first step in employing commitment accounting is determining your budget. Budgets are a cap on expenditures and don't need to reflect what you'll spend but rather the most you can spend. This means that you can allow room in your budget for future expenses, such as hiring new employees or possible salary increases.

After you've defined your budget, you can encumber funds to cover your expenses for the fiscal year, as you know them to be at this time. For human resources, you need to encumber sufficient funds to cover the salaries and employer paid taxes and benefits of current employees. You can also pre-encumber funds for positions you expect to fill during the fiscal year.

When you run your payroll, you pay out those funds for which you are responsible. The funds that make up your payroll are liquidated and become actuals.

Just because you've encumbered funds doesn't mean that you'll spend them. If an employee leaves part way through the fiscal year, you are certainly not committed to spending the remainder of her salary. You can update encumbrance calculations throughout the year to account for changes. As staff and budget information change, you can update your encumbrance calculations to reflect these changes.

Common Terms Used in Commitment Accounting

Budget	A plan for expenditures related to staffing that includes head count (full time equivalents, or FTEs), salary, benefits, and employer paid taxes.
Encumbrance	A claim against funds. A projection of future expenses based on the situation, as you know it today. Encumbering funds isn't the same as spending them or even guaranteeing that you'll spend them. It just means that if the situation as it exists today doesn't change, you'll spend all of those funds by the end of the fiscal year.

Pre-encumbrance   An encumbrance that occurs before an employee/employer relationship exists. You encumber funds for an employee you have on staff; you pre-encumber funds for an employee that you anticipate hiring. For example, you would pre-encumber funds for a new position that has just been approved but not filled.

Actuals   The actual portion of the encumbered amount that you have spent to date. An encumbered amount becomes an actual whenever an encumbered amount is paid. When you process money for payment, for example, by running a payroll, you are creating actuals.

Example of Commitment Accounting

Following is an example to illustrate the terms we've defined. All of the calculations described in this example are performed by the system.

Example

Sue, the manager in charge of human resources (HR) at the Acme Corporation, has to decide on a human resources budget for the upcoming fiscal year. She defines the budget, capping salary expenses at $200,000 and employer paid benefits and expenses at $40,000.

The Acme Corporation has 10 employees. Each employee earns $15,000 a year, and the employer paid taxes and benefits for each employee totals $3,000, for a total employee-related expense of $18,000 per employee. To ensure that there will be enough money to make payroll and cover the employee-related costs for the fiscal year, Acme's HR department must encumber $18,000 per employee, for a total of $180,000. By encumbering this money, this money is no longer a part of Acme's general operating budget and can't be spent on anything other than staffing-related expenses.

Sue would like to hire a new employee within six months (half way through the fiscal year), also with a $15,000 annual salary and $3,000 employer-paid expenses. To make sure that the new employee's salary is also encumbered, Sue decides to create the position and future date it for the date at which she anticipates filling the position. The total amount to be pre-encumbered for this yet-to-be-hired employee is $9,000 (because the new employee will be hired half way through the fiscal year, only half of the annual salary and expenses need to be pre-encumbered).

Acme's human resources budget is $240,000, and Sue has encumbered $189,000 of that amount.

Budgeted Employees	10 for entire fiscal year and 1 for 1/2 of fiscal year.
Total Cost Per Employee	$15,000 + $3,000 = $18,000
Total Annual Cost for All Budgeted Employees	(10 X $18,000) + (0.5 X $18,000) = $189,000
Total Amount Encumbered for the Fiscal Year	$189,000

At the end of the first month of the fiscal year, Acme pays out a month's worth of earnings and employer paid expenses per current employee, totaling $15,000. When the payroll is run, the encumbrance is liquefied and becomes an expense, or actual. The HR department now has expenses of $15,000 and encumbrances of $174,000.

Expenses (Salary, Taxes, and Benefits for 1 month)	(10 X $1,500) = $15,000
Updated Encumbrances	$189,000 − $15,000 = $174,000

As defined above, an encumbrance is a projection of future expenses based on the present situation. Staffing situations can, and often do change, as most HR managers know. Two months later (three months into the fiscal year), two of Acme's employees resign.

Sue decides that one position must be filled immediately but that the other isn't as crucial. Sue wants to keep the staffing funds for position A encumbered, but not for position B. When Sue updates the HR encumbrances, the encumbrances for the remaining funds for positions A and B are reversed. Because Sue wants to keep the funds for position A encumbered, she needs to pre-encumber the remaining funds related to the position.

Of the $18,000 in salary and related expenses encumbered for each employee for the fiscal year, $4,500 had been liquefied at the time the employees resigned. The remaining salary and expenses for each position is $13,500. Before reversing the encumbrances, Acme's HR expenses were $45,000 and its encumbrances were $144,000. When updating the encumbrances, the balance of the employee related expenses for the two positions will be reversed and the value of one position pre-encumbered. Acme's encumbered amount is now $130,500.

Expenses (Salary, Taxes, and Benefits for 3 months)	(10 X $1,500) X 2 = $30,000
Updated Encumbrances	$174,000 − $30,000 = $144,000
Value of Reversed Encumbrances for Positions A and B (annual expenses − 3 months worth of expenses)	2 X ($18,000 − $4,500) = $27,000
Pre-encumbered Amount of Position A	$13,500
Update Encumbrances	$144,000 − $27,000 + $13,500 = $130,500

After a month (four months into the fiscal year) of searching for a candidate to fill position A, Sue determines that the offered salary is too low. She decides to offer $24,000 and updates her encumbrances to reflect the salary change and the attendant change in tax and benefits expenses.

When Sue updates the encumbrances, only two-thirds of the salary and employer-paid expenses have to be encumbered to have sufficient funds encumbered for the year, for a total amount of $19,200. Money is already encumbered for position A at the old salary, so Sue has the system reverse the old pre-encumbrance and update with the new pre-encumbrance value. The total encumbered amount for HR expenses at Acme is 122, 700.

Expenses (Salary, Taxes, and Benefits for 1 month)	(10 X $1,500) = $15,000
Updated Encumbrances	$130,500 – $15,000 = $115,500
Value of Reversed Encumbrances for Position A (annual expenses – four months worth of expenses)	$18,000 – $6,000 = $12,000
Pre-encumbered Amount for Position A With New Salary	[($24,000 + $4,800) / 12] X 8 = $19,200
Update Encumbrances	$115,500 – $12,000 + $19,200 = $122,700

PeopleSoft HR Manage Commitment Accounting Business Processes

PeopleSoft HR Manage Commitment Accounting supports the following business processes:

• Calculate and post encumbrance data.

Create pre-encumbrance and encumbrance transactions for the fiscal year. The Batch Encumbrance Calculation process calculates salaries and fringe expenditures (employer-paid deductions and expenses) for encumbrances and pre-encumbrances based on the defaults you specified in your encumbrance definitions.

As your employment data changes, update encumbrance calculations using either the Batch Encumbrance Calculation process or real-time budget checking.

Note. Real-time budget checking is available if you use PeopleSoft Commitment Control 9.0 or higher.

Post encumbrance information to the general ledger and commitment control tables each time you run the encumbrance calculation. This ensures that the proper communication occurs and that the appropriate funds are encumbered. For encumbrances calculated by the Batch Encumbrance Calculation process, use the Encumbrance GL Interface process to post the data to the general ledger. No separate posting process is necessary for encumbrance updates that are validated using real-time budget checking.

See Chapter 9, "Creating and Posting Encumbrance Data," page 95.

- Create and post actuals data.

  When processing payroll, your budgets are automatically updated. When updating budgets, you liquidate your encumbrances with actual earnings, benefits, and tax expenses, and then you post them to your general ledger. The Payroll Distribution process distributes actual earnings and employer-paid deductions and taxes across the funding sources you established earlier and notifies you when you've exceeded any budgeted amounts.

  Note. The Actuals GL Interface process prepares actuals transactions, liquidates encumbered amounts for that pay period, and sends that information to the general ledger and commitment control tables. Run the Actuals GL Interface process once per pay period.

  See Chapter 10, "Creating and Posting Actuals Data to PeopleSoft Financials," page 133.

- Distribute funding retroactively.

  If you discover funding errors or simply want to modify transactions that have already been processed and posted to general ledger or commitment control tables, use the retroactive distribution feature to modify a transaction's distribution among funding sources.

  See Chapter 11, "Distributing Funding Sources Retroactively," page 163.

Chapter 3

Setting Up Commitment Accounting Processing Control Tables

This chapter provides an overview of the commitment accounting setup and describes how to:

- Define fringe groups.

- Set up mapping templates.

- Map accounts.

- Define offset groups.

- Define budget benefits groups.

- Define position pools.

- Add or maintain commitment accounting-related message definitions.

Prerequisites

Before setting up Commitment Accounting processing control tables, you must:

- Configure system-level settings for Commitment Accounting on the Installation Table - Product page.

  On this page, enable encumbrance triggers to capture job data and position data changes that necessitate encumbrance adjustments, activate real-time budget checking, and choose whether to prevent users from saving certain critical changes without budget validation.

- Enable commitment accounting at the department level by selecting a series of check boxes on the Department Table − Comm. Acctg. and EG page (DEPARTMENT_TBL_CA).

  On this page, set up specifications about commitment accounting processing at the department level and indicate if the department should be taking the task information entered into the PeopleSoft Time and Labor system into account during actuals distribution.

- Populate the Combination Code Table (VALID_COMBO_CODE).

- Create positions in PeopleSoft Human Resources: Manage Positions, if you are using positions and budgeting by position.

See Also

PeopleSoft HCM 9.1 Application Fundamentals PeopleBook, "Setting Up and Installing PeopleSoft HCM," Entering Application- and Industry-Specific Installation Information

PeopleSoft HCM 9.1 Application Fundamentals PeopleBook, "Setting Up Organization Foundation Tables," Maintaining Departments

PeopleSoft HCM 9.1 Application Fundamentals PeopleBook, "Setting Up and Working with ChartFields and ChartField Combinations"

PeopleSoft Enterprise HR 9.1 PeopleBook: Manage Positions, "Setting Up Positions," Creating Positions

Defining Fringe Groups

To define fringe groups, use the Fringe Group Table component (HP_FRINGE_GROUP).

Group fringe expenses (employer paid benefits and taxes) together into fringe groups. When you specify a fringe group on the Department Budget Earnings page (DEPT_BUDGET_ERN), the system will distribute the earnings, but *not* the fringe costs associated with the group, to the funding source you assigned to that particular earnings code.

This section discusses how to set up fringe groups to manage benefits and taxes fringe expenses.

See Also

Pages Used to Define Fringe Groups

Page Name	*Definition Name*	*Navigation*	*Usage*
Fringe Group Table	HP_FRINGE_GROUP	Set Up HRMS, Product Related, Commitment Accounting, Fringe Costs, Fringe Group Table	Assign different types of benefits and taxes to fringe groups.

Setting Up Fringe Groups

Access the Fringe Group Table (Set Up HRMS, Product Related, Commitment Accounting, Fringe Costs, Fringe Group Table).

Fringe Group Table page

Benefits

Plan Type   Select one or more benefit plan types to associate with this fringe group.

US Taxes and Canadian Taxes

Tax Class   Select one or more US or Canadian tax class to associate with this fringe group.

Setting Up Mapping Templates

To set up mapping templates, use the Deduction Account Template component (HP_DED_ACC_TMPL) and the Earnings Account Template component (HP_ERN_ACC_TMPL).

Set up one mapping template each for earnings and deductions. Use the mapping templates to define which fields can be used to create account code mappings for either earnings or deductions costs.

This section discusses how to:

•   Set up earnings mapping templates.

•   Set up deductions mapping templates.

Pages Used to Set Up Mapping Templates

Page Name	Definition Name	Navigation	Usage
Earnings Account Template	HP_ERN_ACC_TMPL	Set Up HRMS, Product Related, Commitment Accounting, Fringe Costs, Earnings Account Template	Define which fields can be used to set up earnings account code mappings.
Deductions Account Template	HP_DED_ACC_TMPL	Set Up HRMS, Product Related, Commitment Accounting, Fringe Costs, Deduction Account Template	Define which fields can be used to set up deduction account code mappings.

Setting Up Earnings Mapping Templates

Access the Earnings Account Template page (Set Up HRMS, Product Related, Commitment Accounting, Fringe Costs, Earnings Account Template).

Earnings Account Template page

The instructions for setting up an earnings account template and a deductions account template are the same and both pages contain the same fields (although the Field Name list is different for each template). Follow the instructions below to set up either an earnings or a deductions account template.

To set up an earnings or deduction account template:

1. In the Account Default group box, select the Account and its SetID to be used as a default in earnings mapping.

   When the system is unable to map to an account using the criteria that you enter on the Earnings Account Mapping Table (HP_ERN_ACCT) or the Deductions Account Mapping Table (HP_DED_ACCT), it will use the account that you select here.

2. For each of the field names, indicate if the field name is required for account mapping.

   The system displays the required fields on the Earnings Account Mapping Table or Deductions Account Mapping Table and you must enter a search value for the required fields when you set up earnings or deductions account mappings.

3. If a field value is not required for account mapping, but may need to be used in some instances, select Used? Indicate the priority (starting with 1) in which the field should be used.

   Note. Only one *Used* field, in addition to all *Required* fields, is allowed on a mapping table row. For example, you can set both theBusiness Unit and Employee Type fields to *Used,* but if they are both entered on the same mapping table row, the system will not accept them. The system will not accept multiple *Used* fields on the same mapping row.

   The system will search using the required fields first and use the other fields only if required to narrow the search, and then in the order of priority.

Note. Remember that you only create one earnings and deductions mapping template. You need to meet all your earnings and deductions account mapping requirements with the fields you select here.

Setting Up Deductions Mapping Templates

To set up a deductions mapping template:

1. Access the Deductions Account Template page (Set Up HRMS, Product Related, Commitment Accounting, Fringe Costs, Deduction Account Template).

2. Set up a deductions mapping template for a selected account using the instructions in Setting up Earnings Mapping Templates.

Mapping Accounts

To map accounts, use the Deduction Acct Mapping Table component (HP_DED_ACCT), Earnings Account Mapping Table (HP_ERN_ACCT), and the Map Tax Accounts CAN component (HP_CTX_ACCT) or Map Tax Accounts USA component (HP_TAX_ACCT).

This section provides an overview of account mapping and discusses how to:

• Map earnings accounts.

• Map deductions accounts.

• (CAN) Map Canadian tax accounts.

- (USA) Map U.S. tax accounts.

Understanding Account Mapping

Combination codes, also known as account codes, are made up of a combination of ChartFields. When you specify a combination code as a funding source, the system funds the earnings, deductions, or tax cost from the ChartFields grouped under that combination code.

Account mapping enables you to direct the system to an account other than the one associated with the selected combination code to fund expenses that meet your mapping criteria. For example, you might want all the earnings in a department budget to be funded by the combination code and its associated account, except for those earnings from a particular job code that are part time, which you funded from a different account. To do this, you set up an earnings account mapping identifying the job code and part time status and tie it to the account you want the system to use instead.

When the Actuals Distribution process (PSPPFUND) distributes earnings, it will distribute part-time earnings from the selected job code to the account you mapped to, instead of the account associated with the combination code.

To create earnings and deductions account mappings, map field values to accounts. The Earnings Account Mapping Table page and the Deductions Account Mapping Table page display the fields you selected on the Earnings Account Template and Deductions Account Template pages. Select values for those fields. When the Actuals Distribution process processes earnings or deductions transactions that have those field values it will distribute the earnings or deductions to the account that you map to on the mapping tables.

To create Canadian tax account mapping on the Tax Account Mapping Table page (HP_CTX_ACCT), map a tax class and account (and the account's SetID) to a company and wage loss plan. When the Actuals Distribution process processes Canadian tax transactions that have the tax class value and the specified company and wage loss plan, it distributes the taxes to the account that you mapped to.

To create U.S. tax account mapping, map a tax class and account (and the account's SetID) to a company on the Tax Account Mapping Table page (HP_TAX_ACCT). When the Actuals Distribution process processes U.S. tax transactions that have the tax class value and the specified company, it distributes the taxes to the account that you mapped to.

Note. The Actuals Distribution process will only use account mapping information when you have selected the account override on Dept Budget Defaults page (DEPT_BUDGET_DFLT) for that department.

See Also

Pages Used to Map Accounts

Page Name	Definition Name	Navigation	Usage
Earnings Account Mapping Table	HP_ERN_ACCT	Set Up HRMS, Product Related, Commitment Accounting, Fringe Costs, Earnings Account Mapping Table	Map earnings field values to accounts.
Deduction Account Mapping Table	HP_DED_ACCT	Set Up HRMS, Product Related, Commitment Accounting, Fringe Costs, Deduction Acct Mapping Table, Deduction Account Mapping Table	Map deductions field values to accounts.
Tax Account Mapping Table	HP_CTX_ACCT	Set Up HRMS, Product Related, Commitment Accounting, Fringe Costs, Tax Account Mapping Table CAN	Map wage loss plans, companies and tax classes to accounts.
Tax Account Mapping Table	HP_TAX_ACCT	Set Up HRMS, Product Related, Commitment Accounting, Fringe Costs, Tax Account Mapping Table USA	Map companies and tax classes to accounts.

Mapping Earnings Accounts

Access the Earnings Account Mapping Table page (Set Up HRMS, Product Related, Commitment Accounting, Fringe Costs, Earnings Account Mapping Table).

Earnings Account Mapping Table page

To map earnings field values to accounts:

1. Select the effective date and status of the earnings account mapping.

2. Select values in each of the fields displayed in the grid to map them to the earnings account. The grid only displays the fields you selected on the Earnings Account Template page.

Mapping Deduction Accounts

Access the Deduction Account Mapping Table page (Set Up HRMS, Product Related, Commitment Accounting, Fringe Costs, Deduction Acct Mapping Table, Deduction Account Mapping Table).

Deduction Account Mapping Table

To map field values to deduction accounts:

1. Select the effective date and status of the deduction account mapping.

2. Select values in each of the fields displayed in the grid to map them to the deduction account. The grid only displays the fields you selected on the Deductions Account Template page, with the exception of Plan Type, which is required for deduction account mappings.

(CAN) Mapping Canadian Tax Accounts

Access the Tax Account Mapping Table page (Set Up HRMS, Product Related, Commitment Accounting, Fringe Costs, Tax Account Mapping Table CAN).

Tax Accounting Mapping Table (CAN) page

Canadian tax accounts are connected to companies and wage loss plans. Connect tax classes with accounts and map these rows to companies and wage loss plans.

To map companies and wage loss plans to tax classes and accounts:

1. Select the effective date of the tax account mapping.

2. Associate tax classes with accounts to map to this company and wage loss plan.

(USA) Mapping U.S. Tax Accounts

Access the Tax Account Mapping Table page (Set Up HRMS, Product Related, Commitment Accounting, Fringe Costs, Tax Account Mapping Table USA).

Tax Accounting Mapping Table (USA) page

U.S. tax accounts are connected to companies. Connect tax classes with accounts and map these rows to companies.

To map companies to tax classes and accounts:

1. Select the effective date of the tax account mapping.

2. Associate tax classes with accounts to map to this company.

Defining Offset Groups

To define offset groups, use the Department Offset Groups component (DEPT_OFFSET).

This section provides an overview of offset groups and balancing transactions and describes how to set up offset groups.

Understanding Offset Groups

When encumbrance transactions are created in PeopleSoft HCM for PeopleSoft General Ledger, the system enforces balancing by creating an offsetting entry for each entry written (that is, for each debit transaction written by the system, the system creates an offsetting credit transaction). Unlike PeopleSoft Financials, where revenues offset expenses, PeopleSoft HCM has only expenses. PeopleSoft HCM uses the Department Offset Groups (DEPT_OFFSET_GRP) to create offsetting entries so that the transactions are balanced when they are sent to general ledger.

The accounts you select on the Department Offset Groups page must be valid in general ledger. For example, if your general ledger has been set up so that salary expenses are offset by a liability account, then that account should be the value appearing in the Account field associated with the payroll activity *ERN, Payroll Earnings.* If you did not load the GL Account Table with values from PeopleSoft General Ledger, it is recommended that you set up this table with the help of someone from general ledger.

Understanding Balancing Transactions

If you are not using commitment control, then for each *encumbrances/pre-encumbrances* debit transaction written, the system writes an equal/offsetting credit entry. With the exception of the account ChartField (which is looked up on the Department Offset Groups component), the credit transaction contains the same ChartFields as the debit transactions and is balanced on all ChartFields except for the account ChartField.

If the Prorate Liability Indicator on the ChartField Transaction Table page (ACCT_CD_TABLE) is *selected* (which is the default), then all journals passed from PeopleSoft HCM to the general ledger during actuals transactions are balanced by fund (and any other ChartField you might select with the exception of account), as long as no *insufficient funds available* errors are generated. In other words, the total debits charged toward a fund equal the credits charged toward that fund.

Expense transactions for earnings, employer deductions, and employer-paid taxes are created based on funding information (namely, the combination code) as established on the Department Budget component (DEPT_BUDGET_CN or DEPT_BUDGET) or as overridden at the Job Earnings Distribution or Paysheet level. Assuming that the Prorate Liability Indicator on the ChartField Transaction Table page is *selected,* all combination codes associated with earnings expenses, liability amounts for employee-paid deductions, employee-paid taxes, and employee net pay are allocated to the combination codes used for earnings in the same ratio as earnings are allocated. Only the account ChartField is replaced with the value on the corresponding Department Offset Group entry.

Similarly, the liability amounts for employer-paid taxes and employer-paid deductions are allocated against the combination codes used for tax and deduction expenses and in the same proportion as the expenses (the account ChartField is replaced with the value on the corresponding Department Offset Group entry).

Because Earnings = Net Pay + EE Deductions + EE Taxes, ER Deduction Expense = ER Deduction Liability, and ER Tax Expense = ER Tax Liability, the net result of this process is that the journals should balance on all ChartFields except for the account ChartField.

Deselecting a combination code's Prorate Liability Indicator may impact this balancing at the ChartField level because it prevents employee deduction, employee tax, or net pay liability from being allocated against that combination code. In other words, the employee liability is only allocated across the combination codes where the Prorate Liability Indicator is selected (in proportion with those earnings amounts).

See Also

PeopleSoft Enterprise HR 9.1 PeopleBook: Manage Positions, "Setting Up Positions," Creating Positions

PeopleSoft Payroll for North America 9.1 PeopleBook, "Working with Paysheets"

Pages Used to Define Offset Groups

Page Name	Definition Name	Navigation	Usage
Department Offset Groups	DEPT_OFFSET_GRP	Set Up HRMS, Product Related, Commitment Accounting, Budget Information, Department Offset Groups	Establish offset groups to use as part of your department budgets.

Setting Up Offset Groups

Access the Department Offset Groups page (Set Up HRMS, Product Related, Commitment Accounting, Budget Information, Department Offset Groups).

Department Offset Groups page

Payroll Activity	Select a valid payroll activity. You can associate more than one activity with a Department Offset Group. Add a new row to add more activities.
Account	Enter a valid account code. The code you select is the funding source for all plan types in the selected Payroll Activity, unless otherwise specified.

Plan Information

This group box appears when you select a Payroll Activity of *Deduction.*

Plan Type	Select a deduction plan type. You can associate more than one plan type with a payroll activity. Add a new row to add more plan types.
Deduction Code	Select a deduction code. The list of available options depends on the Plan Type you specified.
Deduction Classification	Select a deduction class, such as *Before Tax* or *After-Tax*
Account	Select a deduction plan type account to be used instead of the account specified for the Payroll Activity.

Defining Budget Benefits Groups

To define budget benefits groups, use the Budget Benefits Groups component (BDGT_BENEF_GRP).

This section describes how to define budget benefits groups.

Page Used to Define Budget Benefits Groups

Page Name	Definition Name	Navigation	Usage
Budget Benefit Groups	BDGT_BENEF_GRP	Set Up HRMS, Product Related, Commitment Accounting, Budget Information, Budget Benefit Groups	Assign one or more benefit plan types to a budget benefit group. Budget Benefit Groups are a way to help you organize your encumbrance definitions on the Encumbrance Definition page.

Assigning Benefit Plan Types to Budget Benefit Groups

Access the Budget Benefit Groups page (Set Up HRMS, Product Related, Commitment Accounting, Budget Information, Budget Benefit Groups).

Budget Benefit Groups page

Plan Type	Select one or more benefits plan types.

Defining Position Pools

To define position pools, use the Position Pool Table component (POOL_TBL).

Use the Position Pool Table page (POOL_TBL) to set up valid position pool IDs. Position pools enable you to establish groups of positions for budgeting purposes. You can then attach budget information and encumbrance calculation rules to specific position pools. Once you've set up position pool IDs, attach positions to position pools using the Position Pool ID field on the Position Data − Specific Information page (POSITION_DATA5). For example, if you want to budget for your implementation-related positions together, create an implementation team position pool ID on the Position Pool Table. Then attach this ID to each implementation-related position on the Position Data-Specific Information page.

Note. Position pools can't span departments. Each position in a position pool must be in the same department.

See Also

PeopleSoft Enterprise HR 9.1 PeopleBook: Manage Positions, "Setting Up Positions," Entering Position-Specific Information

Page Used to Define Position Pools

Page Name	Definition Name	Navigation	Usage
Position Pool Table	POOL_TBL	Set Up HRMS, Product Related, Commitment Accounting, Budget Information, Position Pool Table	Set up position pool IDs.

Setting Up Position Pool IDs

Access the Position Pool Table page (Set Up HRMS, Product Related, Commitment Accounting, Budget Information, Position Pool Table).

Position Pool Table page

Position Pool ID   Identifies a position pool. Assign positions to a position pool on the Position Data component (POSITION_DATA) and then set up budgets for position pools using the Commitment Accounting business process.

Adding or Maintaining Commitment Accounting-Related Message Definitions

To add or maintain commitment accounting-related message definitions, use the Encumbrance Message Table component (ENC_MESSAGE_TBL).

You can create errors messages for commitment accounting processing.

Page Used to Add or Maintain Commitment Accounting Business Process Messages

Page Name	Definition Name	Navigation	Usage
Encumbrance Message Table	ENC_MESSAGE_TABLE	Set Up HRMS, Product Related, Commitment Accounting, Encumbrance Information, Encumbrance Message Table	Add or maintain error or warning messages that relate to commitment accounting processing.

Chapter 4

Setting Up GL Interface Tables for Commitment Accounting

This chapter provides an overview of GL integration, detail calendars, and budget periods and discusses how to review detail calendars and budget periods:

Understanding Integration with General Ledger

These are the basic steps required to set up the integration with Oracle's PeopleSoft General Ledger:

1. Update the General Ledger fields on the Installation table - Product Specific page.

   See *PeopleSoft HCM 9.1 Application Fundamentals PeopleBook*, "Setting Up and Installing PeopleSoft HCM," Entering Application- and Industry-Specific Installation Information.

2. Set up the ChartFields and ChartField configuration.

   See *PeopleSoft HCM 9.1 Application Fundamentals PeopleBook*, "Setting Up and Working with ChartFields and ChartField Combinations."

3. Set up or review detail calendars and budget periods as described in this chapter.

4. Set up business units for the integration with general ledger.

   See *PeopleSoft Payroll for North America 9.1 PeopleBook*, "Integrating with PeopleSoft General Ledger."

See Also

For information on integration concepts, see *PeopleSoft Enterprise Components PeopleBook*

For a detailed discussion of how commitment accounting relates to commitment control and general ledger, with budget examples, see *PeopleSoft Commitment Control PeopleBook*

Understanding Detail Calendars

Use the Detail Calendar page (DETAIL_CALENDAR1) to review the number of accounting periods in a fiscal year and the starting and end dates for each period. If you're using PeopleSoft General Ledger, maintain detail calendars in the Financials database. PeopleSoft HCM subscribes to the calendar data in Financials and displays it using the Detail Calendar page in PeopleSoft HCM.

Note. If you are not using PeopleSoft General Ledger, set up a detail calendar directly in PeopleSoft HCM using the Detail Calendar page.

See Also

PeopleSoft Financials, Service Automation and Supply Chain Management Application Fundamentals PeopleBook

Understanding Budget Periods

A budget period represents a time segment that the system uses to divide budgets. Budget period calendars define the periods to which budgets apply. A budget period detail calendar is similar to a fiscal year detail calendar. However, budget periods may be independent of fiscal periods and may start and stop at any point in a fiscal year or period. Set up as many budget period calendars as necessary. You can apply a budget period calendar to any number of budget definitions for which you want to use the same budget period parameters.

If you're using PeopleSoft Commitment Control, maintain detail calendars in that system in the Financials database. PeopleSoft HCM subscribes to the calendar data in Commitment Control and displays it using the Budget Periods page in PeopleSoft HCM. If you're not using PeopleSoft Commitment Control, you must set up a budget period directly in PeopleSoft HCM using the Budget Periods page.

Use the Budget Period page (BUDGET_PERIODS) to review the number of budget periods and the starting and end dates for each period.

See Also

PeopleSoft Commitment Control PeopleBook, "Setting Up Basic Commitment Control Options"

Prerequisites

Before calculating and posting encumbrance data to a general ledger system, set up or confirm the information in the following components:

• Review Journal Generator Templ (JRNLGEN_APPL_ID).

• Review GL Business Units (BUS_UNIT_TBL_GL).

• GL/HR Business Unit Mapping (BU_GL_HR_LNK).

This information must be correct to share information successfully with the general ledger.

See Also

PeopleSoft Payroll for North America 9.1 PeopleBook, "Integrating with PeopleSoft General Ledger," Setting Up Business Units for General Ledger Integration

Reviewing Detail Calendars and Budget Periods

To review detail calendars and budget periods, use the Review Detail Calendars component (DETAIL_CALENDAR) and Review Budget Periods component (BUDGET_CALENDAR).

This section provides an overview of detail calendars and describes how to review accounting periods.

Note. If you are interfacing with PeopleSoft Financials 8.X or higher, set up these tables in Financials and update them using Integration Broker. The components will be unavailable for entry in HRMS; use them to review the Financials values.

Note. If you are not interfacing with PeopleSoft Financials, set up these tables in HRMS.

Pages Used to Review Detail Calendars and Budget Periods

Page Name	Definition Name	Navigation	Usage
Detail Calendar	DETAIL_CALENDAR1	Set Up HRMS, Product Related, Payroll for North America, GL Interface, Review Detail Calendar, Detail Calendar	Review and maintain the number of accounting periods in a fiscal year and the start and end dates for each period.
Budget Periods	BUDGET_PERIODS	Set Up HRMS, Product Related, Payroll for North America, GL Interface, Review Budget Periods, Budget Periods	Review and maintain the commitment control budget periods and the start and end dates for each period

Reviewing Accounting Periods

Access the Detail Calendar page or Budget Period page (Set Up HRMS, Product Related, Payroll for North America, GL Interface, Review Detail Calendar, Detail Calendar or Set Up HRMS, Product Related, Payroll for North America, GL Interface, Review Budget Periods, Budget Periods).

Detail Calendar page

Budget Periods page

If you are not interfacing with PeopleSoft Financials, set up detail calendars or budget periods by:

* Entering a setID, calendar ID, and fiscal year.

   Note. The setID needs to match the setID of the General Ledger business units you created on the Review GL Business Units component (BUS_UNIT_TBL_GL) for the business unit to use a calendar.

* Defining the number of accounting periods or budget periods in the fiscal year, and the starting and end dates for each period.

   The beginning and ending dates of successive periods should not overlap. Every day of the year must be included in a period. Do not leave gaps between period dates.

Calendar	The detail calendar's name that appears on prompt lists, inquiries, and reports (such as Fiscal Year, Calendar Year, or Monthly Calendar for Actuals).

Definition

Periods in a Year	The number of periods in the calendar year. This doesn't include the adjustment period or any special system periods.
End Date Default	Select the periodic interval for the default end date. Select from the options of Month, BiMonth, Quarterly, or Day.
Year or **Budget Period**	The fiscal year (for detail calendars) or budget period (for budget periods).
Period, Begin Date, End Date, Period Name, and **Abbrev** (abbreviation)	Each accounting period in the fiscal year or budget period, including the period's begin date, end date, period name, and abbreviated name.

Chapter 5

Managing Full Time Equivalent Budgets

This chapter provides an overview of full time equivalent (FTE) management and discusses how to:

* Track full time equivalent data.

* Run FTE reports.

Understanding Full Time Equivalent Management

PeopleSoft Human Resources features easy-to-use tools to establish Full Time Equivalent (FTE) counts and maximums for departments in your organization. Once you set up your FTE budget for a department by classification (Classified, Unclassified, Temporary, or All), the system balances your budgeted FTE against your actual FTE as you maintain positions, hire workers, or maintain worker information. The system then lets you know if you've exceeded your budgeted FTE.

On the Departments - Comm. Acctg. And EG page (DEPARTMENT_TBL_CA), you can set up each department to produce either a warning or an error message when you exceed the department's FTE maximum. You can also indicate if you don't want the system to perform an FTE edit for a particular department.

If you select *Error* or *Warning,* the system compares the actual FTE count to the appropriate FTE maximum in the following circumstances:

* A position is created or changed.

* A person is hired or moved into a new position/department.

* An FTE is changed manually at the job level or the position level.

* The FTE maximums are modified.

When a position, job, or FTE cap record with an effective date prior to the current system date is added, modified, or deleted, the system performs the FTE edit as of the current system date. When a future-dated record is added, modified, or deleted, the system performs the FTE edit as of the future date.

See Also

PeopleSoft HCM 9.1 Application Fundamentals PeopleBook, "Setting Up Organization Foundation Tables," Enabling and Controlling Department Information for Specified Customers

PeopleSoft Enterprise HR 9.1 PeopleBook: Manage Positions, "Setting Up Positions," Creating Positions

PeopleSoft HR 9.1 PeopleBook: Administer Workforce, "Increasing the Workforce," Adding Organizational Instances for Employees, Contingent Workers, and POIs

Tracking Full Time Equivalent Data

To track full time equivalent data, use the Department Budget FTE CAN component (DEPT_BUDGET_FTE_CN) or Department Budget FTE USA component (DEPT_BUDGET_FTE).

This section provides an overview of job code and position FTE values and describes how to track full time equivalent data.

Understanding Job Code and Position FTE Values

If you are using Position Management , full time equivalent (FTE) and Add to FTE Actual information is specified on the Position Data component (POSITION_DATA). Enter a free-form FTE value or enable the system to calculate the FTE based on the position's standard hours. The FTE value you enter on the Position Data component rolls down to the Job Data component (JOB_DATA). The only way you can override the FTE values on the Position Data component is by selecting the Position Override check box on the Job Data - Work Location page (JOB_DATA1).

If you aren't using Position Management to steer your system, specify FTE and Add to FTE Actual information on the Job Data component.

See Also

PeopleSoft Enterprise HR 9.1 PeopleBook: Manage Positions, "Setting Up Positions," Creating Positions

PeopleSoft HR 9.1 PeopleBook: Administer Workforce, "Increasing the Workforce," Adding Organizational Instances for Employees, Contingent Workers, and POIs

Page Used to Track FTE Data

Page Name	Definition Name	Navigation	Usage
Department Budget FTE (department budget full time equivalent)	DEPT_BUDGET_FTE	• Set Up HRMS, Product Related, Commitment Accounting, Budget Information, Department Budget FTE CAN, Department Budget FTE • Set Up HRMS, Product Related, Commitment Accounting, Budget Information, Department Budget FTE USA, Department Budget FTE	Track FTE (full time equivalent) data. Specify how FTEs are allotted in each department and track FTE counts against a budgeted FTE amount.

Tracking Full Time Equivalent Data

Access the Department Budget FTE (department budget full time equivalent) page (Set Up HRMS, Product Related, Commitment Accounting, Budget Information, Department Budget FTE USA, Department Budget FTE).

Department Budget FTE page

Budget Begin Date, Budget End Date, and **Offset Group**	The budget begin date, budget end date, and offset group associated with this department.
	While you can use these fields to add a new fiscal year budget on this page, it won't be reflected in the Departments component (DEPARTMENT_TBL). Changes you make to existing fiscal year budgets when you enter the Department Budget FTE page in Correction mode are reflected on the Dept Budget Date page (DEPT_BUDGET_DATE). Create new fiscal year budgets only in the Department Budget Table component (DEPT_BUDGET/DEPT_BUDGET_CN).
Classification	Select the FTE classification:

- *All:* An overall maximum.

- *Classified:* A classified maximum.

- *Temporary:* A temporary maximum.

- *Unclassified:* An unclassified maximum.

FTE Maximum (full time equivalent maximum)	Enter the FTE maximum for the department for each classification.
	Each department can designate whether they want to have an error, a warning, or no edit when the system compares the FTE actuals to the FTE maximums. Set up FTE warning messages on the Departments component by selecting the appropriate value for the FTE Edit Indicator. Select an *Error, Warning,* or *No Edit.*
Total Actual FTE (total actual full time equivalent)	The total actual full time equivalent counts based on information that you maintain on the Position Data and Job Data component for each FTE maximum and classification.

See Also

PeopleSoft HCM 9.1 Application Fundamentals PeopleBook, "Setting Up Organization Foundation Tables," Maintaining Departments

Running FTE Reports

This section explains how to

- Run the Department FTE report.

- Run the Full Time Equivalent Roll-up report.

Pages Used to Run the FTE Reports

Page Name	*Definition Name*	*Navigation*	*Usage*
Department FTE Report	RUNCTL_FRMTHRU_DPT	Set Up HRMS, Product Related, Commitment Accounting, Reports, Department FTE, Department FTE Report	Run a Department FTE (department full time equivalent) report (BUD001), which captures the difference between full time equivalent caps and FTE actuals for each department.
Full-Time Equivalent Roll-Up	RUNCTL_BUD012	Set Up HRMS, Product Related, Commitment Accounting, Reports, Full Time Equivalent Roll-Up, Full Time Equivalent Roll-Up	Run an FTE Rollup report (BUD012), which provides a detailed listing of total filled and vacant FTE (full time equivalent) counts by department.

Running the Department FTE Report

Access the Department FTE Report page (Set Up HRMS, Product Related, Commitment Accounting, Reports, Department FTE, Department FTE Report).

Department FTE Report page

| **Output File** | Enter the file name you want the system to write the FTE budget data to. |

Running the FTE Rollup Report

Access the Full Time Equivalent Roll-Up page (Set Up HRMS, Product Related, Commitment Accounting, Reports, Full Time Equivalent Roll-Up, Full Time Equivalent Roll-Up).

Full-Time Equivalent Roll-Up Report page

Sum FTE of lower level departments	Select if you want the system to roll up the FTE counts of the departments that are part of the Department you selected.
List Details or Summary	Select if you want the FTE Rollup report to list *Summary* or *Details* information.

Chapter 6

Defining Fiscal Year Budgets

This chapter provides an overview of fiscal year budgets in PeopleSoft Human Resources and discusses how to:

- Enter a default funding end date.

- Use the Data Import From Budgets process.

- Use the Build Current FY Budget process.

- Use the Copy Prior Fiscal Year Budget process.

- Assign suspense accounts in batch.

- Use the Department Budget Table component.

- Report on funding.

- Report on department budgets.

Understanding Fiscal Year Budgets in PeopleSoft Human Resources

This section provides overviews of:

- Fiscal year budgeting.

- Budget creation options.

- Funding end dates and multiyear encumbrances.

Fiscal Year Budgeting

With PeopleSoft Human Resources, you can define fiscal year budgets for earnings and for employer-paid deductions and taxes.

Budget-Related Processes

The system uses the budget information that you set up when it processes encumbrances and when it distributes payroll actuals:

- The Batch Encumbrance Calculation process (ENC_CALC) calculates encumbrances and the Encumbrance GL Interface (PAYGL03) process sends that encumbrance data to the PeopleSoft General Ledger / Commitment Control for budget validation.

- Real-time budget checking calculates encumbrance data and send to PeopleSoft Commitment Control for immediate validation.

- The Actuals Distribution process distributes payroll actuals (earnings, taxes, and benefits) across the funding sources you set up on the Department Budget components (DEPT_BUDGET or DEPT_BUDGET_CN).

Budget Creation

Create or establish budgets by leveraging data between PeopleSoft HRMS and PeopleSoft General Ledger or PeopleSoft Budgets. Alternatively, use one of the template processes delivered with your system to populate the budget tables with data already in PeopleSoft HRMS.

Budget Levels

With PeopleSoft HRMS, establish budgets at the following levels (budget levels aren't mutually exclusive):

- Department

- Position pool

- Positions

- Appointment

- Job code

Depending on how you manage encumbrances and distributions for your organization, you can specify whether to steer your budgets using Position Management. If you use Position Management, you'll tie budgets to positions, to groups of positions (called Position Pool), or to appointments. If you're not using Position Management, you'll set up budgets to work at the job code level or at the appointment level.

Once you've established budgeting levels, link earnings, deductions, and tax budget items to multiple funding sources. Also specify the sequence in which the system uses the funds.

Note. Define budgets for only those departments, positions, position pools, job codes, and appointments that you've already defined as part of your general setup options for PeopleSoft Human Resources.

See Also

Chapter 9, "Creating and Posting Encumbrance Data," Running the Batch Encumbrance Calculation Process (ENC_CALC), page 105

Chapter 10, "Creating and Posting Actuals Data to PeopleSoft Financials," Running the Actuals Distribution Process, page 141

Budget Creation Options

There are four methods for creating fiscal year budgets. Which option you choose depends on the budget needs of your organization.

Option 1: Using the Data Import From Budgets Process

Use the Data Import From Budgets process (BUD008.SQR) if you have set up a fiscal year budget in PeopleSoft Budgets and want to use it as a basis for your commitment accounting fiscal year budget. Modify each individual department budget in the Department Budget Table after you have downloaded it, if necessary.

See Chapter 6, "Defining Fiscal Year Budgets," Option 1. Using the Data Import From Budgets Process, page 46.

Option 2: Using the Build Current FY Budget Process

Use the Build Current FY Budget (build current fiscal year budget) process to build your current fiscal year budget. PeopleSoft delivers this process as a template that you use to establish budget information in your human resources system.

Because this is a template, you might have to modify it to meet the requirements of your organization. After you build your current fiscal year budget, modify each individual department budget in the Department Budget Table, if necessary.

See Chapter 6, "Defining Fiscal Year Budgets," Option 2: Using the Build Current FY Budget Process, page 50.

Option 3: Using the Copy Prior Fiscal Year Budget Process

Use the Copy Prior FY Budget (copy prior fiscal year budget) process to generate a new annual budget using last year's budget information. PeopleSoft delivers this process as a template that you use to establish budget information in your human resources system.

Because this is a template, you might have to modify it to meet the requirements of your organization. After you copy the prior current fiscal year budget, modify each individual department budget in the Department Budget Table, if necessary.

See Chapter 6, "Defining Fiscal Year Budgets," Option 3: Using the Copy Prior Fiscal Year Budget Process, page 57.

Option 4: Using the Department Budget Table Component

Use the Department Budget Table component to manually create annual department budgets.

See Chapter 6, "Defining Fiscal Year Budgets," Option 4: Using the Department Budget Table Component, page 61.

Funding End Dates and Multiyear Encumbrances

In PeopleSoft Human Resources, you set up budgets for fiscal years. However, you generate encumbrances through the funding end dates that you specify. You can specify funding end dates at all budget levels.

Funding End Date Processing

Using a funding end date that is not tied to the fiscal year enables you to create encumbrances and pre-encumbrances for the entire length of a funding source, even when that time frame stops before the end of the fiscal year or extends into subsequent fiscal years.

When creating multiyear encumbrances, the system generates separate accounting line entries for each fiscal year. If you are not using commitment control, the accounting posting date that you enter when you run the Encumbrance GL Interface process is used as the budget date for both current and future fiscal year entries. If you are using commitment control, the begin date of next pay period is used as the budget date for current fiscal year entries, and the fiscal year begin date is used as the budget date for subsequent fiscal years entries.

If you do not specify a funding end date for a particular funding source, the system creates encumbrances only through the end of the current fiscal year. The funding source does not specifically expire at the end of the year, and it will continue to be available for subsequent fiscal years when you build the budget using the Copy Prior Fiscal Year Budget Process.

Note. To create encumbrances for future fiscal years, you must specify a funding end date that is beyond the current fiscal year.

Encumbrance definitions, where you specify the percent of earnings to encumber for taxes and deductions, also have a funding end date. For the current fiscal year, fringe encumbrances can extend beyond the funding end date of the earnings on which they are based. However, for future fiscal years, fringe encumbrances are not created beyond the funding end date for earnings, even if the encumbrance definition has a later funding end date than the earnings on which the fringe encumbrances are based.

Default Funding End Date

You can optionally set up a default funding end date for the funding source (that is, for a particular combination code). In the Department Budget Table component, you use the Funding End Date Defaults From Funding Source indicator to indicate whether the system should populate funding end dates using the default for the funding source. The default is applied at all department budget funding levels and in encumbrance definitions, though you can override it as needed.

This is how the system applies the default funding end date when you create your budget using an automated process:

- Option 1: Data Import from Budgets: This process looks up the department's Funding End Date Defaults from Funding Source setting from the prior fiscal year. If the check box is selected, then the process uses the default funding end date.

- Option 2: Build Current FY Budget: If you have defined funding end dates for at least one funding source, this process sets the Funding End Date Defaults From Funding Source indicator to yes for all budget levels, then uses the default funding end dates for all funding sources that have them.

- Option 3: Copy Prior Fiscal Year Budget: This process sets funding end dates based on both the default funding end date for the funding source and on the funding end dates in the prior year budget:

  - The process does not copy prior fiscal year rows where the funding end date is earlier than or the same as the last day of the prior fiscal year.

  - In prior fiscal year rows where the funding end date is later than the last day of the prior fiscal year, the process keeps the same funding end dates in the new fiscal year budget.

  - In rows where no funding end date is specified for the prior fiscal year, the process checks the Funding End Date Defaults From Funding Source indicator to determine whether to use the default funding end date for the funding source or create the row with no funding end date.

Entering a Default Funding End Date

This section discusses how to enter a default funding end date.

Page Used to Enter a Default Funding End Date

Page Name	Definition Name	Navigation	Usage
Funding Source Information	HP_FUNDSRC_INFO	Set Up HRMS, Product Related, Commitment Accounting, Budget Information, Funding Source Information, Funding Source Information	Default a default funding end date for a funding source.

Entering a Default Funding End Date

Access the Funding Source Information page (Set Up HRMS, Product Related, Commitment Accounting, Budget Information, Funding Source Information, Funding Source Information).

Funding Source Information page

Funding End Date	Enter the default funding end date for the funding source.

> **Note.** The system uses this value only to populate funding end dates in the department budget and encumbrance definitions, where the funding end dates are used during encumbrance calculations. The system never looks directly at this page to determine the date to use in encumbrance calculations.

Option 1. Using the Data Import From Budgets Process

To use option one, use the Import Data From Budgets component (RUN_BUD008).

This section provides an overview of the Data Imports From Budgets process and describes how to run the process.

Understanding the Data Import From Budgets Process

Use the Data Import From Budgets process (BUD008.SQR) to download initial fiscal year budget information from PeopleSoft Budgets to PeopleSoft HRMS. This process is designed to be run once per fiscal year for a given level at the end of the budget preparation cycle.

The system converts appointment and position budget information into a department budget in PeopleSoft HRMS for departments using the Commitment Accounting business process (departments using Commitment Accounting must select the Use Comm. Acctg./Budgeting check box on the Departments - Comm. Acctg. and EG page). However, you aren't limited to creating budgets at an appointment or position level. Based on the budget level you specify on the Data Import From Budgets page (RUNCTL_BUD008), the system combines appointment and position data and creates a budget at appointment, position, position pool, or department levels.

Note. This process will not create budgets at the job code level.

The Data Import From Budgets process populates the Department Budget Table using information found in three other tables in PeopleSoft Budgets: Position Data (BD_POSITION_TBL), Job Data (BD_JOB_TBL), and Distribution Data (BD_DISTR_TBL).

Because tax information isn't stored on the Budgets Position table (BD_POSITION_TBL) only the Dept Budget Earnings page (DEPT_BUDGET_ERN) and Dept Budget Deductions page (DEPT_BUDGET_DED) contain (in addition to combination code information) limits by funding source. The Dept Budget Taxes page (DEPT_BUDGET_TAX or DEPT_BUDGET_CTX) is populated with combination code information only.

If a previous budget exists for the same fiscal year and department, the Data Import From Budgets process overwrites it during processing unless the budget funding source has been used in actuals distribution or encumbrance processing. The system notifies you if you enter a fiscal year that already has a budget. The system doesn't overwrite fiscal year budgets created directly in the Department Budget Table.

If a department budget also contains payroll actuals data or encumbrance data that has been posted to General Ledger, then the Data Import From Budget process stops and a message is written to the Structured Query Report (SQR) log file.

Page Used in the Data Import From Budgets Process

Page Name	Definition Name	Navigation	Usage
Budgets Import	RUNCTL_BUD008	Set Up HRMS, Product Related, Commitment Accounting, Process Budgets, Import Data From Budgets, Budgets Import	Run the Data Import from Budgets (BUD008) process, which downloads fiscal year budget information from PeopleSoft Budgets to PeopleSoft HRMS.
ChartField Detail	HMCF_HRZNTL_CFLD	Click the Edit ChartFields link on the Budgets Import page.	Use to select individual ChartField values or search for an existing combination code.

Running the Data Import Budgets Process

Access the Budgets Import page (Set Up HRMS, Product Related, Commitment Accounting, Process Budgets, Import Data From Budgets, Budgets Import).

Budgets Import page

Fiscal Year

Enter the fiscal year for the budget information you want to import. The year you enter is the fiscal year of the budget you are creating with this process.

Start Date

Enter the date that starts the fiscal year budget you are creating with this process.

Budget Level

Based on the Budget Level you specify, the system combines appointment and position data and creates a budget at appointment, position, position pool, or department levels.

- *Appointment:* Creates a budget at the appointment (or job data) level, as well as an overall department budget. If data is provided for a blank or invalid employee ID, the process won't create an appointment budget but instead adds the budget dollars to the department level budget.

- *Department:* Creates a budget at the department level only. The system automatically creates a department level budget regardless of the budget level you choose (that is, appointment, department, job code, position, and position pool). By selecting *Department,* you are asking the system to create only an overall department level budget.

- *Jobcode:* Isn't supported by Data Import from Budgets process. If you select this option, the system displays an explanatory error message.

- *Position:* Creates a budget at the position level (including unoccupied positions), as well as an overall department budget. If data is provided for a blank or invalid position number, the process won't create a position budget but instead adds the budget dollars to the department level budget.

- *Posn Pool* (position pool): Creates a budget at the position pool level, as well as an overall department budget. If data is provided for a blank or invalid position pool ID, the process won't create a position pool budget but instead adds the budget dollars to the department level budget.

Note. Although a budget level determined by job code exists within the Department Budget table in PeopleSoft HRMS, the Data Import from Budgets process won't combine appointment or position data into a single job code budget.

Department Offset Group

Enter the default department offset group. If previous budget data exists for a department, the system obtains the department offset group from that budget. However, if a previous department offset group can't be selected, the system uses this default value.

Combination Code	Select the combination code to be used as the default if there are blank or invalid earnings combination codes in the input budget data.
	Click the Edit ChartFields link to search for an existing combination code or select a unique combination of ChartFields on the ChartField Detail page.
	See *PeopleSoft HCM 9.1 Application Fundamentals PeopleBook*, "Setting Up and Working with ChartFields and ChartField Combinations," Editing ChartField Combinations in HCM Transactions.
Copy Previous Dedn Budget (copy previous deduction budget)	Select *Copy Previous Dedn Budget* (copy previous deduction budget) to copy previous deduction information for each department budget processed and for each budget created at the appointment, position, or position pool levels. Select *Default New Dedn No Benefits* or *Default New Dedn With Benefits* to assign 100 percent of the deduction budget to the Account Code (Deductions), described next.
Combination Code (Deductions)	Select the combination code (deductions) to be used as the default if there are blank or invalid deductions combination codes in the input budget data.
	Click the Edit ChartFields link to search for an existing combination code or select a unique combination of ChartFields on the ChartField Detail page.
Copy Previous Tax Budget	Select *Copy Previous Tax Budget* to copy previous tax budget information for each department budget processed and for each budget created at the appointment, position, or position pool levels. Select *Default New Tax Budget* to assign 100 percent of the tax budget to the Account Code (Tax), described next.
Combination Code (Tax)	Select the combination code (tax) to be used as the default if there are blank or invalid tax combination codes in the input budget data.
	Click the Edit ChartFields link to search for an existing combination code or select a unique combination of ChartFields on the ChartField Detail page.
Exclusion Fringe Group	Select a group of fringe expenses that should not be funded by the earnings combination code. If you leave this blank, all fringe expenses are funded by the earnings combination code unless a tax or deduction override combination code is specified for a particular fringe expense.
Redirect Combination Code	If you have specified a fringe group, you can select a combination code to fund the fringe expenses included in the selected group.
	Click the Edit ChartFields link to search for an existing combination code or select a unique combination of ChartFields on the ChartField Detail page.

Account Overrides

Use Acct Defined for Earnings, Use Acct Defined for Dedns, and **Use Acct Defined for Tax**	Select to enable account mapping for earnings, deductions, or taxes. The Actuals Distribution will use the account mapping you set up on the account mapping tables to map earnings, deductions or taxes to a different account than the one associated with the specified combination codes.
Run	Click to run this request.

Option 2: Using the Build Current FY Budget Process

To use option two, use the Build Current FY Budget component (RUN_BUD005).

This section provides an overview of the Build Current FY Budget process and describes how to run the process.

Understanding the Build Current FY Budget Process

To build your current fiscal year budget, use or modify the Build Current FY Budget (build current fiscal year) process (BUD005.SQR). PeopleSoft delivers this process as a template that you use to establish budget information in your human resources system. Because this is a template, you might have to modify it to meet the requirements of your organization.

By completing this process, you create a department budget for the fiscal year you specify. The process builds budget data for each person who has a job in the department in the fiscal year and then adds budget data for any vacant positions within the department. Specify whether the budget should include amounts for people who are on leave of absence. Also specify the level(s) at which the budget is to be created. The Build Current FY Budget process also generates budget records for full time equivalents (FTEs).

For each department you specify, the Build Current FY Budget process creates a budget with the following levels:

- Position and appointment.

- Department, position, and appointment.

- Department only.

- Department and position.

- Department and position pool.

Note. The Build Current FY Budget process creates only default budgets for employer-paid deductions or taxes (that is, with 100 percent of the funding assigned to the combination codes specified on the Build Current FY Budget page (RUNCTL_BUD005). To set up budget amounts, update the Department Budget Table component and set up encumbrance definitions for employer-paid taxes and deductions on the Encumbrance Definition component (ENCUMB_DEFN).

To calculate budgeted salary amounts for vacant positions, the system looks at the midpoint for the salary grade associated with the job code. The system then multiplies that amount by the number of vacant FTEs. (If a position is partly filled, the part that's filled is specified as appointments and the part that's not is specified as position.)

Review and modify the budget data created with the Build Current FY Budget in the Department Budget component.

Page Used to Run the Build Current FY Budget Process

Page Name	Definition Name	Navigation	Usage
Build Current FY Budget (build current fiscal year budget)	RUNCTL_BUD005	Set Up HRMS, Product Related, Commitment Accounting, Process Budgets, Build Current FY Budget	Create a budget for the current fiscal year. The Build Current FY Budget process enables you to specify which Department IDs the system should use and to establish budget information in your human resources system.
ChartField Detail	HMCF_HRZNTL_CFLD	Click the Edit ChartFields link on the Build Current FY Budget page.	Use to select individual ChartField values or search for an existing combination code.

Running the Build Current FY Budget Process

Access the Build Current FY Budget (build current fiscal year budget) page (Set Up HRMS, Product Related, Commitment Accounting, Process Budgets, Build Current FY Budget).

Build Current FY Budget page

Build Current FY Budget page - Combination Codes tab (1 of 2)

Build Current FY Budget page - Combination Codes tab (2 of 2)

Build Current FY Budget page - Fringe Group tab

Build Current FY Budget page - Distribution Options tab

Build Current FY Budget

Fiscal Year   Enter the fiscal year of the budget you are creating.

Start Date and **End Date**   Enter the fiscal year's beginning date. The system then calculates the End
                                          Date by adding 365 days to the Start Date you enter. (If February 29th falls
                                          within your budget year, modify the Structured Query Report (SQR)
                                          program file to set the Dayinyear variable to 366.)

Run   Click to run this request.

Department

For each department, enter a SetID and the following information:

Budget Department   Select the department for which you are creating a fiscal year budget.

Budget Levels

Enter a budget level for each department. Budget levels control how the Build Current FY Budget process runs, which data the system uses, and how the resulting data appears in the Department Budget component. Select a Budget Level number:

- *Position and Appointment:* The system looks at all job records (in order of position number) for the selected department for the fiscal year.

  If a position is specified and the Position Override check box is deselected on the Job Data − Work Location page, the system lists the information at the position level. If a position isn't specified on the Job Data - Work Location page, then the process lists information at the appointment level. Once all job records have been processed, vacant positions are listed at the position level.

- *Dept, Position and Appointment:* The process works the same as with *Position and Appointment,* except that it also creates a department level budget using the specified earnings combination code.

  If you select Budget Amount (see next field), the system calculates the budget amount and overall cap in the Department Budget component by adding all position and appointment level entries.

- *Department Only:* When selected, this value creates only a department level budget using the specified earnings combination code.

  If you select Budget Amount (see next field), the system calculates the budget amount and overall cap in the Department Budget component by adding all position and appointment level entries. If Budget Amount isn't selected, the system creates a department level budget without a budget amount and overall cap. Additionally, the system sets the percentage of distribution to 100 percent and uses the combination code you specify on this page.

- *Department and Position:* When you select this value, the system looks at the department's position records (not at the appointment records) to create a position level and a department level budget as in *Dept, Position and Appointment.* Use this option only if all appointments have positions.

- *Department and Position Pool:* If you select this value, the system looks at the position records associated with the selected department. Use this option only if all appointments have positions. The system looks first at positions attached to position pools and creates a position level budget. It then summarizes the remaining positions.

  If you select Budget Amount, all positions within the department (whether or not they are associated with a position pool) are reflected in the Budget Amount attached to the department level budget. Although a position level budget isn't created, all positions associated with the selected department are included in the department level budget.

Budget Amount   Select to establish dollar limits for a particular budget level. If selected, the system populates the Budget Amount field on the Department Budget Earnings page. The sum of the budget amounts for each budget level appears in the Budget Level Cap field.

If Budget Amount isn't selected, the system populates the percent of Distribution field on the Department Budget Earnings page and sets the Budget Level Cap to zero.

Percent Increase   If you select the Budget Amount check box, specify a positive or negative percentage in the Percent Increase field. The system uses the percentage you enter to increase or decrease the calculated salary before populating the Budget Amount and Budget Level Cap fields on the Department Budget Earnings page.

Offset Group   Enter an offset group to specify an offset combination code to be used for each type of transaction.

Budget Leave   Select if you want to include employees on leave without pay. The system treats them as if they were active employees. Select this option if your organization "backfills" for employees on leave. Organizations that backfill count the salaries of employees on leave with the assumption that they need a substitute person in that position.

Combination Codes Tab

Suspense Combination Code   Specify a default suspense combination code for the system to associate with the department budget.

Click the Edit ChartFields link to search for an existing combination code or select a unique combination of ChartFields on the ChartField Detail page.

Combination Code (Earnings)   Enter the combination code to be used for earnings on the Department Budget Earnings page. If you have specified an earnings combination code on the employee's job record, the system uses that value instead.

Click the Edit ChartFields link to search for an existing combination code or select a unique combination of ChartFields on the ChartField Detail page.

See *PeopleSoft HCM 9.1 Application Fundamentals PeopleBook*, "Setting Up and Working with ChartFields and ChartField Combinations," Editing ChartField Combinations in HCM Transactions.

Combination Code (Deductions)	Enter the combination code to be used for deductions on the Dept Budget Deductions page. If you have specified a deductions combination code on the employee's job record, the system uses that value instead.
	Click the Edit ChartFields link to search for an existing combination code or select a unique combination of ChartFields on the ChartField Detail page.
	See *PeopleSoft HCM 9.1 Application Fundamentals PeopleBook*, "Setting Up and Working with ChartFields and ChartField Combinations," Editing ChartField Combinations in HCM Transactions.
Combination Code (Tax)	Enter the combination code to be used for taxes on the Dept Budget Taxes page. If you have specified a tax combination code on the employee's job record, the system uses that value instead.
	Click the Edit ChartFields link to search for an existing combination code or select a unique combination of ChartFields on the ChartField Detail page.
	See *PeopleSoft HCM 9.1 Application Fundamentals PeopleBook*, "Setting Up and Working with ChartFields and ChartField Combinations," Editing ChartField Combinations in HCM Transactions.

Fringe Group Tab

Exclusion Fringe Group	Select a group of fringe expenses to exclude from funding from the earnings combination code. If you leave this field blank, the system funds all fringe costs from the combination code.
Redirect Combination Code	If you have specified a fringe group, you can select a combination code to fund the fringe expenses included in the selected group.
	Individual fringe costs within the fringe group that have a specified deductions or tax funding source are funded by those sources, not this redirect combination code.
	Click the Edit ChartFields link to search for an existing combination code or select a unique combination of ChartFields on the ChartField Detail page.

Distribution Tab

Use Acct Defined for Earnings, Use Acct Defined for Dedns, and **Use Acct Defined for Tax**	Select to enable account mapping for earnings, deductions, or taxes. The Actuals Distribution uses the account mapping you set up on the account mapping tables to map earnings, deductions, or taxes to a different account than the one associated with the specified combination codes.

Option 3: Using the Copy Prior Fiscal Year Budget Process

To use option three, use the Copy Prior FY Budget component (RUN_BUD006).

This section provides an overview of the Copy Prior Fiscal Year Budget process and describes how to run the process.

Understanding the Copy Prior Fiscal Year Budget Process

Generate a new annual budget using last year's budget information with the Copy Prior FY Budget (copy prior fiscal year budget) process (BUD006.SQR). PeopleSoft delivers this process as a template that you use to establish budget information in your human resources system. Because this is a template, you might have to modify it to meet the requirements of your organization.

By running this process, you generate a new budget using last year's budget information. Enter the business unit and/or department budgets that you want to copy. For each department with a budget for the specified prior-year dates, the system copies all budget data (earnings, deductions, taxes, and full time equivalents) from last year to this year, except that rows with funding end dates during the prior fiscal year are not copied. The system duplicates all budget information, except for the new fiscal year end dates that you specified as part of the run control.

Review and modify the budget data created with the Copy Prior Fiscal Year Budget process in the Department Budget Table component.

Page Used to Run the Copy Prior FY Budget Process

Page Name	Definition Name	Navigation	Usage
Copy Prior FY Budget (copy prior fiscal year budget)	RUNCTL_BUD006	Set Up HRMS, Product Related, Commitment Accounting, Process Budgets, Copy Prior FY Budget	Generate a new annual budget using last year's budget information.

Running the Copy Prior FY Budget

Access the Copy Prior FY Budget page (Set Up HRMS, Product Related, Commitment Accounting, Process Budgets, Copy Prior FY Budget).

Copy Prior FY Budget page

Fiscal Year	Enter the fiscal year of the budget you are creating.
Start Date and **End Date**	Enter the fiscal year's beginning date. The system then calculates the End Date by adding 365 days to the Start Date you enter. (If February 29th falls within your budget year, modify the Structured Query Report [SQR] program file to set the Dayinyear variable to 366.)
Bus. Unit for Budget Copy (Blank for All)	If applicable, enter the business unit budget you want to copy. Leave this field blank if you want to copy budgets for all business units.
Budget Dept. ID for Budget Copy (Blank for All)	If applicable, enter the department ID for the budget you want to copy. Leave this field blank if you want to copy budgets for all departments.
Run	Click to run this request.

Assigning Suspense Combination Codes in Batch

To assign suspense accounts, use the Load Suspense Combination Code component (RUN_BUD021) to run the Load Suspense Account Codes (BUD021) process.

This section provides an overview of suspense combination codes assigned to budgets created with one of the first three options and describes how to load suspense combination codes.

Assigning Suspense Combination Codes to Fiscal Year Budgets Created Using Options 1, 2, and 3

Budgets created using options 1, 2, or 3 may not have assigned suspense combination codes. When you run these three processes, the process trace file will list the budgets that do not have an assigned suspense combination code. Since a suspense combination code is required for each department budget, you use the Load Suspense Combination Code process (BUD021) to assign suspense combination codes to those department budgets that require them.

The encumbrances and actuals processes will charge all unfunded amounts to the selected suspense combination code. The suspense combination code enables the encumbrance and actuals processes to continue posting to the specified combination code even when the funding source is exhausted or inactive. Indicate at least one suspense combination code and indicate the effective date of the suspense combination code for each department budget.

The combination code you use here cannot be used anywhere else in the department budget.

Page Used to Assign Suspense Combination Codes

Page Name	Definition Name	Navigation	Usage
Load Suspense Combination Code	RUNCTL_BUD021	Set Up HRMS, Product Related, Commitment Accounting, Process Budgets, Load Suspense Combination Code	Use to assign suspense combination codes to departments that require them.
ChartField Detail	HMCF_HRZNTL_CFLD	Click the Edit ChartFields link on the Loading Suspense Combination Code page.	Use to select individual ChartField values or search for an existing combination code.

Loading Suspense Combination Codes

Access the Load Suspense Combination Code page (Set Up HRMS, Product Related, Commitment Accounting, Process Budgets, Load Suspense Combination Code).

Load Suspense Combination Code page

Suspense ChartFields

SetID

Select the SetID of the departments to which you are assigning suspense combination codes.

All Budgets

Select to have the process assign the suspense combination code displayed in the Combination Code field to every department for the selected fiscal year with the exception of those departments you select in the Departments group box.

Combination Code

Click the Edit ChartFields link to search for an existing combination code or select a unique combination of ChartFields on the ChartField Detail page. The value(s) you select will be assigned to department budgets.

If you select the All Budgets check box, the process will assign this suspense combination code to all department budgets, including those that already have an assigned suspense combination code (the process will replace the assigned suspense combination code with the one selected here).

If you do not select the All Budgets check box, the process will assign this suspense combination code to those department budgets that don't yet have one.

The system will not assign this suspense combination code to a department budget if you enter an alternative in the Departments group box.

See *PeopleSoft HCM 9.1 Application Fundamentals PeopleBook*, "Setting Up and Working with ChartFields and ChartField Combinations," Editing ChartField Combinations in HCM Transactions.

Fiscal Year and **From Date**   Select the budget fiscal year and date from which it starts.

Departments

Budget Department and   Select one or more department budgets and the suspense combination code
Combination Code   to assign to it.

Click the Edit ChartFields link to search for an existing combination code
or select a unique combination of ChartFields on the ChartField Detail
page.

Option 4: Using the Department Budget Table Component

To use option four, use the Department Budget Table CAN component (DEPT_BUDGET_CN) or the
Department Budget Table USA component (DEPT_BUDGET).

This section provides overviews of the Department Budget Table components and of each page in the
component, lists common elements used on the Department Budget Table pages, and describes how to:

*   Set up the department budget.

*   Specify default deduction and tax information for departments.

*   Establish department budgets for employee earnings.

*   Budget for employer-paid deductions.

*   Budget for employer-paid taxes.

Understanding the Department Budget Table Component

Use the Department Budget Table components to manually create annual budgets and to modify budgets
created by the automated budget-building processes.

Budget the salary expenditures for each department by department, position pool, job code, position number,
or appointment, or by any combination of these levels. At each budget level, define a budget cap individually
for earnings, deductions, and taxes—or for all expenditures together. This cap ensures that the sum of all
lower-level budgets doesn't exceed a higher-level budget cap. It isn't used for checking funds during the
processing of encumbrance and actuals. The budget amounts are used for the latter purpose.

Note. To use the encumbrance and distribution processes, establish budget data for every department in your
organization for which you select the Use Comm. Acctg/Budgeting check box on the Departments - Comm.
Accgt. and EG page.

See *PeopleSoft HCM 9.1 Application Fundamentals PeopleBook*, "Setting Up Organization Foundation
Tables," Enabling and Controlling Department Information for Specified Customers.

Retroactive Changes to Budgets

After a budget has been used by the encumbrance or actuals distribution processes you can no longer correct it. To make changes to the budget, insert an effective-dated and sequenced row that the system will use to make retroactive changes. The Used by Distribution field on each department budget page indicates if a budget has been used.

Department Budget Table Search Page

Once you select the budgeting level for a department, enter budgeting information using the Department Budget Table component. When you select Department Budget Table CAN or Department Budget Table USA from the menu, the Department Budget Table search page appears. The budget level you specify in the search page enables you to pinpoint the level of detail you want to see in the Department Budget Table component.

Department Budget Table: Find an Existing Value page

In the search page, select the SetID and Department for the department budget you are defining. Enter the department budget Fiscal Year. The information you specify here displays at the top of each of the six pages in the Department Budget Table component.

Select a Budget Level from the following options:

*   *Appointment:* If selected, also select an EmplID. The EmplID can be for a full time employee, part time employee, contractors, and so on. Also select an Empl Record for the selected person.

*   *Department:* Select if you are defining the department budget at the department level.

*   *Jobcode:* If selected, also select a valid Job Code.

*   *Position Pool:* If selected, also select a Position Pool ID.

*   *Position:* If selected, also select a Position Number.

When you've specified the department budget information, click OK.

Understanding the Dept Budget Earnings Page

The system uses the combination code information from the Department Budget Earnings page when processing encumbrances and actuals distribution if there isn't a person-specific combination code override.

For encumbrance calculations, a combination code override can be entered on Job Earnings Distribution page (JOB_DATA_ERNDIST) or Job Data - Payroll page (JOB_DATA2). For actuals distribution process, the combination code override is automatically populated from the Job Earnings Distribution page, the Job Data - Payroll page, and the Additional Pay page (ADDITIONAL_PAY1). Otherwise, the override can manually entered on paysheet pages (PAY_SHEET_ADD_S, PAY_SHEET_LINE_S, PAY_SHEET_LN_S, PAY_OL_SHEET_S1).

When you run the encumbrance process to calculate encumbrance data, the system looks first for a combination code on the Job Earnings Distribution page. If no code is specified there, it next looks for a combination code on the Job Data - Payroll page, and if that code doesn't exist, it looks for combination code information on the Department Budget Earnings page. The system looks first for appointment level funding, then position or job code level funding, the position pool, and finally department level funding. To calculate pre-encumbrance data, the system looks for combination code information on the Department Budget Earnings page. The system looks first for the position, then the position pool and finally department level funding.

The encumbrance process looks first for an entry with the earnings code you've defined as *regular* for your organization, then at the default funding source (blank earnings code).

Similarly, when you run the Actuals Distribution process (PSPPFUND) to distribute your actuals across funding sources and accounting periods, the system looks first for a combination code specified on the Paysheet record (PAY_EARNINGS), which originates from the Job Earnings Distribution page or the Job Data page, and which you can override on the Paysheet. If there is no code specified there, then it looks at the combination code information on the Department Budget Earnings table.

The system performs fund checking when you run the Actuals Distribution process (PSPPFUND). If there is insufficient budget to distribute all or part of a person's earnings, benefits, or employer-paid taxes, the system generates messages to the Pay Messages component (PAY_MESSAGES) and distributes the unfunded amount to suspense combination code. If the budget is sufficient to cover part of the earnings, benefits, or taxes, then that part is distributed. Note also that funds checking is performed against the information on the Dept Budget pages (and not against the Overall/Detail caps; the latter are used to edit the budget amounts).

During this processing, the system searches active budget levels and stops using a funding source if a funding end date is specified and the processing occurs at a later date. For actuals distribution, the earnings end date is used for comparison with the funding end date.

To create multiple funding sources, insert multiple entries (there is no limit) to specify additional funding source. However, be aware of the following guidelines:

- Enter either a budget amount or a percentage of distribution (Distrib %) in each row.

- If you have some dollar-limited funding sources (budget amount) and others that are unlimited (percentage of distribution), assign lower sequence numbers to the limited entries and higher sequence numbers to the unlimited entries.

- When you use percentages (Distrib %), the sum of percentages for all funding source (combination code) must equal 100.

- When the Default Funding Source Option on the Dept Budget Data page is either Actual or Earnings, you must enter one earnings distribution record with a blank earnings code.

Note. Although you can choose to set up budgeting and funding at the department, position pool, job code, position, or appointment (EmplID) levels, the system stores actuals and encumbrance information at the lowest level, even if you define your budgeting and funding for the entire department. In this way, if you change the levels during your fiscal year, the system calculates the encumbrances and actuals according to your new funding levels.

See Also

PeopleSoft HR 9.1 PeopleBook: Administer Workforce, "Increasing the Workforce," Distributing Job Earnings

PeopleSoft HR 9.1 PeopleBook: Administer Workforce, "Increasing the Workforce"

PeopleSoft Payroll for North America 9.1 PeopleBook, "Working with Paysheets"

PeopleSoft Payroll for North America 9.1 PeopleBook, "Setting Up the Payroll Process," Reviewing and Modifying Payroll Messages

Overview of the Dept Budget Deductions Page

When you run the Actuals Distribution process, the process distributes to the override combination code specified on Job Data - Payroll page. If there is no override, the process distributes actual employer-paid deductions across the funding sources defined on Dept Budget Deduction page.

The system searches active budget levels and stops using a funding source if a funding end date is specified and the processing occurs at a later date. For actuals distribution, the earnings end date is used for comparison against the funding end date.

Unlike the Dept Budget Earnings page, the information specified here isn't used during encumbrance processing. Information specified on the Encumbrance Definition component is used for that purpose.

When the default funding source option is *Actual* or *Earnings* the system creates a Dept Budget Deductions record using the earnings combination code as a default combination code.

See Also

Overview of the Dept Budget Taxes Page

When you run the Actuals Distribution process, the process distributes to the override combination code specified on Job Data - Payroll page as the override. If there is no override, the process distributes actual employer-paid taxes across funding sources defined on Dept Budget Taxes page.

The system searches active budget levels and stops using a funding source if a funding end date is specified and the processing occurs at a later date. For actuals distribution, the earnings end date is used for comparing against the funding end date.

The system ignores budget levels that have become *inactive*. It also stops using a funding source if a funding end date is specified and the processing occurs at a later date. For actuals distribution, the earnings end date is used for comparing against the funding end date.

Unlike the Dept Budget Earnings page, the information specified here isn't used during encumbrance processing; information specified on the Encumbrance Definition component is used for that purpose. Also unlike earnings information, you cannot override funding sources for employer-paid taxes at the job data or paysheet level.

When the default funding source option is *Actual* or *Earnings* the system creates a Dept Budget Tax record using the earnings combination code as a default combination code.

The Dept Budget Taxes page is virtually the same on the Department Budget Table CAN and Department Budget Table USA components. There are two small differences:

- The Dept Budget Taxes (U.S.) page has a State field; the Dept Budget Taxes (CAN) page has a Province field.

- The Dept Budget Taxes (U.S.) page has a Locality field; the Dept Budget Taxes (CAN) page doesn't.

Common Elements Used in the Department Budget Table Component

Effective Date and **Effective Sequence**	These indicate when a budget row takes effect and in what order to apply the row. The system uses these fields to determine when and what order to apply retroactive budget changes.
Sequence Number	Indicates the order (sequence) in which to use funding sources.
	If you have some dollar-limited funding sources (Budget Amount) and some unlimited sources (% of Distribution), assign lower sequence numbers to the limited entries and higher numbers to the unlimited entries.
Combination Code and **Edit ChartFields**	For each earnings, deductions, or tax class row, select a combination code or a new combination of ChartFields.
	Click the Edit ChartFields link to search for an existing combination code or select a unique combination of ChartFields on the ChartField Detail page.
Allow Overspend	Select this option to enable the encumbrance and actuals processes to continue to post transactions to a combination code even when the budget cap has been exceeded. This option is available only when the budget is expressed with a dollar amount.

Fiscal Year Budget Amount
and **Distribution %**

For earnings and deductions, establish budgets in the Fiscal Year Budget Amount field or the Distribution % field. Once you enter one of these options, the other field becomes unavailable for entry. For example, if you decide to change from a budget amount to a percentage of distribution, first delete the existing amount. Similarly, to change from a percentage of distribution to a budget amount, first delete the percentage.

Fiscal Year Budget Amount determines funding using a dollar amount, whereas Distribution % uses percentages. When you specify multiple combination codes with a budget amount for a single budget sequence, percentage distribution is implied by the ratio between the amounts.

If you elect to use a budget amount, you'll update budget information annually with the new budget amounts for each department, job code, position pool, position number, or appointment. Funds checking uses the budget amount. If you don't want to exceed a dollar limit for a particular budget level, use only budget amounts rather than percentages.

If you use a combination of amounts and percentages (for example, some rows have amounts while others have percentages), make sure to apply percentages only to the last sequence numbers to ensure that there is sufficient funds to cover the flat amounts.

Funding End Date

Enter the date (if applicable) on which this funding source ends. Funding sources can continue beyond the current fiscal year. The system creates multiyear encumbrances based on this date.

If you do not enter a date, the system creates encumbrances for the current fiscal year only, but the funding source remains available for future fiscal years.

If you select the Funding End Date Defaults From Funding Source field on the Dept Budget Defaults page, the default funding end date for all earnings, deductions, and tax rows is the default funding end date for the funding source (as defined on the Funding Source Information page).

Pages Used in the Budget Table Component

Page Name	Definition Name	Navigation	Usage
Dept Budget Date (department budget date)	DEPT_BUDGET_DATE	• Set Up HRMS, Product Related, Commitment Accounting, Budget Information, Department Budget Table CAN, Dept Budget Date • Set Up HRMS, Product Related, Commitment Accounting, Budget Information, Department Budget Table USA, Dept Budget Date	Define the fiscal year budget's begin and end-dates as well as other department budget information.
Dept Budget Defaults (department budget defaults)	DEPT_BUDGET_DFLT	• Set Up HRMS, Product Related, Commitment Accounting, Budget Information, Department Budget Table CAN, Dept Budget Defaults • Set Up HRMS, Product Related, Commitment Accounting, Budget Information, Department Budget Table USA, Dept Budget Defaults	Set up budget defaults, such as funding source option, default deduction and tax funding sources.
Dept Budget Earnings (department budget earnings)	DEPT_BUDGET_ERN	• Set Up HRMS, Product Related, Commitment Accounting, Budget Information, Department Budget Table CAN, Dept Budget Earnings • Set Up HRMS, Product Related, Commitment Accounting, Budget Information, Department Budget Table USA, Dept Budget Earnings	Establish department budgets for employee earnings in each department of your organization.

Page Name	Definition Name	Navigation	Usage
Dept Budget Deductions (department budget deductions)	DEPT_BUDGET_DED	• Set Up HRMS, Product Related, Commitment Accounting, Budget Information, Department Budget Table CAN, Dept Budget Deductions • Set Up HRMS, Product Related, Commitment Accounting, Budget Information, Department Budget Table USA, Dept Budget Deductions	Budget for employer-paid deductions in each department of your organization.
Dept Budget Taxes (department budget taxes)	DEPT_BUDGET_CTX	Set Up HRMS, Product Related, Commitment Accounting, Budget Information, Department Budget Table CAN, Dept Budget Taxes	Budget for employer-paid taxes in each Canadian department of your organization.
Dept Budget Taxes (department budget taxes)	DEPT_BUDGET_TAX	Set Up HRMS, Product Related, Commitment Accounting, Budget Information, Department Budget Table USA, Dept Budget Taxes	Budget for employer-paid taxes in each U.S. or Global department of your organization.
ChartField Detail	HMCF_HRZNTL_CFLD	Click the Edit ChartFields link.	Use to select individual ChartField values or search for an existing combination code.

Setting Up the Department Budget

Access the Dept Budget Date (department budget date) page (Set Up HRMS, Product Related, Commitment Accounting, Budget Information, Department Budget Table USA, Dept Budget Date).

Dept Budget Date page

The options on the Dept Budget Date page are available only when you create a new department budget or access an existing budget in correction mode.

Budget Begin Date and **Budget End Date**	Enter the begin and end dates of this department budget.
Offset Group	Enter an offset group to specify the offset combination code to be used for each type of transaction.

Budget Cap

Budget Cap	Specify the type of budget cap for this department budget. At each budget level, define a cap as follows:

- *Per Budget Level* (that is, for all expenditures combined): Sets a spending limit for each budget level and takes into account all earnings, deductions, and taxes budgets. This cap ensures that the sum of all lower-level budgets doesn't exceed a higher-level budget cap. It isn't used for checking funds during the processing of encumbrance and actuals. Instead, use the budget amounts specified for each entry on the Department Budget Earnings, Deductions, and Taxes pages.

- *Per Earn/Tax/Ded* (that is, separately for earnings, deductions, and taxes): Enables you to define budget caps separately for earnings, deductions, and taxes.

Overall budget and earnings caps are maintained on the Dept Budget Earnings page. Separate caps for taxes and deductions are maintained on the Dept Budgets Deduction and Dept Budget Taxes (U.S. and Canada) pages, respectively.

Suspense Combination Code

Combination Code	Click the ChartField Details link to specify a suspense combination code. The encumbrance and actuals processes will charge all unfunded amounts to this account enabling the encumbrance and actuals processes to continue posting to the specified combination code even when the funding source is exhausted or inactive. Indicate at least one suspense combination code and indicate the effective date of the suspense combination code for each department budget.
	The combination code you use here cannot be used anywhere else in the department budget.
	Don't correct this combination code after it has been used; instead, enter a new, effective-dated suspense combination code.
	See *PeopleSoft HCM 9.1 Application Fundamentals PeopleBook*, "Setting Up and Working with ChartFields and ChartField Combinations," Editing ChartField Combinations in HCM Transactions.

See Also

Specifying Default Deduction and Tax Information for Departments

Access the Dept Budget Defaults (department budget defaults) page (Set Up HRMS, Product Related, Commitment Accounting, Budget Information, Department Budget Table USA, Dept Budget Defaults).

Dept Budget Defaults page

Funding Defaults

Default Funding Source Option	Indicate if the Default Funding Source Option is *Specified, Actual,* or *Earnings.*
	The default value, whether you create a budget manually or use one of the budget creation processes, is *Actual.* The system uses the funding source (combination code) specified for earnings as a default for deductions and taxes and distributes deductions and taxes over actual earnings unless you specify funding sources on the Dept Budget Deductions and Dept Budget Taxes pages.
	When *Actual* or *Earnings* is the Default Funding Source Option, the system hides the Combination Code (Deductions),Funding End Date (Deductions), Combination Code (Tax), and Funding End Date (Tax) fields and the system uses the funding source (combination code) specified for earnings as a default for deductions and taxes.
	When you select *Specified,* the system displays the Combination Code (Deductions),Funding End Date (Deductions),Combination Code (Tax), and Funding End Date (Tax) fields for you to specify the default funding options.
	If there is no Default Funding Source Option, select *No.*

Funding End Date Defaults From Funding Source

Select this check box if you want the default funding end date for all new earnings, deductions, and tax rows, and for new encumbrance definitions, to be the funding end date from the Funding Source Information page.

This option applies regardless of the method you use to create your fiscal year budget.

Note. Changes on the Funding Source Information page do *not* affect existing funding end dates in the department budget; the system uses this setting only to set the default funding end date in newly created rows of budget data.

Exclusion Fringe Group

Select a group of fringe expenses to exclude from funding from the earnings funding source. This field is informational only and will be used as a default on Dept Budget Earnings page.

This field is available only when the Default Funding Source Option is *Actual* or *Earnings.*

Combination Code (Deductions)

If the Default Funding Source Option is *Actual,* enter a default combination code for deductions. The value in appears in the Combination Code field on the Dept Budget Deductions page, but you can override it.

Funding End Date (Deductions)

Enter the date (if applicable) on which the deductions combination code ends. If you do not enter a date, the system creates encumbrances for the current fiscal year only, but the funding source remains available for future fiscal years.

If the Funding End Date Defaults From Funding Source field is selected, the default value is the funding end date that is defined on the Funding Source Information page.

Combination Code (Tax)

Enter a default combination code for taxes. The value appears in the Combination Code field on the Dept Budget Taxes page, but you can override it.

Funding End Date (Tax)

Enter the date (if applicable) on which the tax combination code (funding source) ends. If you do not enter a date, the system creates encumbrances for the current fiscal year only, but the funding source remains available for future fiscal years.

If the Funding End Date Defaults From Funding Source field is selected, the default value is the funding end date that is defined on the Funding Source Information page.

Account Overrides

Use Acct Defined for Earnings, Use Acct Defined for Dedns, Use Acct Defined for US Tax, and **Use Acct Defined for Can Tax**

Select to enable account mapping for earnings, deductions, U.S. taxes, or Canadian taxes. The Actuals Distribution uses the account mapping you set up on the account mapping tables to map earnings, deductions, or taxes to a different account than the one associated with the specified combination codes.

Establishing Department Budgets for Employee Earnings

Access the Dept Budget Earnings page (Set Up HRMS, Product Related, Commitment Accounting, Budget Information, Department Budget Table USA, Dept Budget Earnings).

Dept Budget Earnings page

Budget Level Cap and **Currency**	Enter the budget level cap that you want to place on this budget level. The cap is used to ensure that the sum of all lower-level budgets doesn't exceed this higher-level budget cap. It isn't used for checking funds during the processing of encumbrances and actuals. Also select a currency code.

Earnings Distribution

Use this grid to establish multiple funding sources and (optionally) specify a Funding End Date for each source. Funding sources are defined using a combination code that represents a valid General Ledger ChartField combination.

Establish one entry for each budget level in which the earnings code is blank. This entry is the default funding source and is used as the funding for all earnings where a specific entry for an earnings code hasn't been established.

Earnings Code	Select an earnings code to establish a budget for particular earnings type. Establish budgets for as many different types of earnings as needed.
% Effort (percentage of effort)	Represents a university's estimate of activity attributable to and associated with a specific grant (or funding source) for the defined begin and end-dates.
	This field was designed for those higher education customers who need to track a "percentage of effort" as defined in the OMB A-21 regulations.

Exclusion Fringe Group   Select a group of fringe expenses to exclude from funding from the earnings combination code. If you leave this field blank, the system funds all fringe costs from the combination code.

This field is available only when the Default Funding Source Option is *Actual* or *Earnings.*

Redirect Combination Code If you have specified a fringe group, you can select a combination code to fund the fringe expenses included in the selected group.

Individual fringe costs within the fringe group that have a funding source specified on the Dept Budget Deductions or Dept Budget Taxes pages are funded by those sources, not this redirect combination code.

The system does not override the account associated with this combination code even if the appropriate override is selected on the Dept Budget Data page.

Budgeting for Employer-Paid Deductions

Access the Dept Budget Deductions (department budget deductions) page (Set Up HRMS, Product Related, Commitment Accounting, Budget Information, Department Budget Table USA, Dept Budget Deductions).

Dept Budget Deductions page

Deduction Budget Cap   If you selected Per Earn/Tax/Ded as the Budget Cap value on the Dept Budget Date page, the system displays the Deduction Budget Cap field. Use this field to define budget caps individually for earnings, deductions, and taxes.

Enter the deduction budget cap that you want to place on this budget level. The cap is used to ensure that the sum of all lower-level budgets doesn't exceed this higher-level budget. It isn't used for checking funds during the processing of encumbrances and actuals.

Deduction Distribution

Establish multiple deduction-plan types and (optionally) specify a Funding End Date for each of those plans. Funding sources are defined using a combination code that represents a valid General Ledger ChartField combination.

Establish one entry for each budget level in which the deduction Plan Type, Plan, Ded Cd, and Ded Class are blank. This entry is the default funding source and is used as the funding for all deductions where a specific entry for a deduction type hasn't been established.

Plan Type, Plan, Deduction Code, and **Deduction Class**	Select a deduction plan type, plan, deduction code, and deduction class from the available options.
Override	Indicates if this funding source overrides the default funding source established on Dept Budget Earnings page.

Note. If you make an entry in one of these fields (Plan, Deduction Code, or Deduction Class), you must enter all fields.

Budgeting for Employer-Paid Taxes

Access the Dept Budget Taxes (department budget taxes) page (Set Up HRMS, Product Related, Commitment Accounting, Budget Information, Department Budget Table USA, Dept Budget Taxes).

Dept Budget Taxes page

Tax Budget Cap	If you selected *Per Earn/Tax/Ded* as the Budget Cap value on the Dept Budget Data page, the system displays the Tax Budget Cap field. Use this field to define budget caps individually for earnings, deductions, and taxes.
	Enter the Tax Budget Cap that you want to place on this budget level. The cap is used to ensure that the sum of all lower-level budgets doesn't exceed this higher-level budget. It isn't used for checking funds during the processing of encumbrances and actuals.

Tax Distribution

Establish multiple state or province taxes and tax classes and (optionally) specify a Funding End Date for each of those classes. Funding sources are defined using a combination code that represents a valid General Ledger ChartField combination.

Establish one entry for each budget level in which the deduction Tax Class, State or Province, and Locality (U.S. only) are blank. This entry is the default funding source and is used as the funding for all tax classes where a specific entry for a Tax Class hasn't been established.

State or Province, Tax Class, and **Locality**	Specify a budget for a particular type of tax. (For U.S. federal tax, enter *$U.* as the state)
Override	Indicates if this funding source overrides the default funding source established on Dept Budget Earnings page.

Note. If you enter one of these fields (State/Province, Locality, or Tax Class), you must enter all fields.

Reporting on Funding

This section explains how to generate a summary of your funding information.

Page Used to Run the Funding Summary Report

Page Name	*Definition Name*	*Navigation*	*Usage*
Funding Summary Report	RUNCTL_BUD011	Set Up HRMS, Product Related, Commitment Accounting, Reports, Funding Summary USA	Run a Funding Summary Report (BUD011), which lists a summary of funding information for positions or people within a department. This report can also print information about a specific position or person when you enter employee or position information as a run control. Before using this page, you must have set up funding information for the departments on which you are reporting.

Page Name	Definition Name	Navigation	Usage
Funding Summary Report	RUNCTL_BUD011C	Set Up HRMS, Product Related, Commitment Accounting, Reports, Funding Summary CAN	(CAN) Run a Funding Summary Report (BUD011C). **Note.** See Usage description of the Funding Summary USA.

Running the Funding Summary Report

Access the Funding Summary Report page (Set Up HRMS, Product Related, Commitment Accounting, Reports, Funding Summary USA).

Funding Summary Report page

Funding Summary By   Indicate if you want the funding summary to list information by *Appointment Level* or by *Position Level.*

Report Option   Indicate if you want the report to summarize funding for *Earnings, Deductions,* or *Tax.*

Position Number   If you want the system to report on the funding summary for a single position, enter the position number on which you want to report.

Active Data Only   Select to run the report for active positions only.

Output CSV File   Select to save report output in text or spreadsheet format.

Reporting on Department Budgets

Use the following reports to collect and review information about fiscal year department budgets:

*   Reconciliation Report (BUD002).

*   Fiscal Year Budget Report (BUD004).

Pages Used to Report on Department Budgets

Page Name	Definition Name	Navigation	Usage
Reconciliation Report	RUNCTL_FISCAL_YR	• Payroll for North America, Payroll Distribution, Commitment Accounting CAN, Reconciliation Report • Payroll for North America, Payroll Distribution, Commitment Accounting USA, Reconciliation Report • Payroll for North America, Payroll Distribution, Commitment Accounting USF, Reconciliation Report	Reports on the encumbrances and actuals for each department budget for the selected fiscal year.

Page Name	Definition Name	Navigation	Usage
Fiscal Year Budget Report	RUNCTL_BUD004	• Payroll for North America, Payroll Distribution, Commitment Accounting CAN, Fiscal Year Budget Report • Payroll for North America, Payroll Distribution, Commitment Accounting USA, Fiscal Year Budget Report • Payroll for North America, Payroll Distribution, Commitment Accounting USF, Fiscal Year Budget Report	Reports on appointment budgets (earnings, deductions, and taxes) in the department budget.

Running the Fiscal Year Budget Report

Access the Fiscal Year Budget Report page (Payroll for North America, Payroll Distribution, Commitment Accounting USA, Fiscal Year Budget Report).

Fiscal Year Budget Report page

Report Request Parameter(s)

Fiscal Year, SetID, and **Department ID**	Select the fiscal year, SetID, and department ID of the budget you want to report on.

Sort Order

Budget Level and **Sequence**	Select one or more of the following department levels:

- *Appointment:* Reports on appointment budgets (earnings, deductions, and taxes) in the department budget. (See Defining Fiscal Year Budgets for details.)

- *Department:* Reports on the department budget (earnings, deductions, and taxes). If you don't select the department budget level, the report still reports the FTE maximum and FTE actual for the department.

- *Jobcode:* Reports on job budgets (earnings, deductions, and taxes) in the department budget.

- *Position:* Reports on position budgets (earnings, deductions, and taxes) in the department budget.

- *Posn Pool* (position pool): Reports on position pool budgets (earnings, deductions, and taxes) in the department budget.

Sequence	Enter the sequence in which you want the selected budget level information to be reported, with *1* being first.

Chapter 7

Setting Up Encumbrance Definitions

This chapter provides an overview of encumbrance definition functionality, lists prerequisites, and discusses how to:

* Set up fringe matrix codes.

* Set up encumbrance definitions.

Understanding Encumbrance Definitions

Encumbrance definitions specify how the system calculates deduction and tax encumbrances, as well as the combination codes used.

Encumbrance Definitions

Using the encumbrance definition functionality in the commitment accounting business process you can:

* Specify how tax and deduction encumbrances and pre-encumbrances are funded for departments (that is, for the whole department or at lower levels within the department, such as position, position pool, job code, or appointment—or any combination of these).

* Specify how the system should encumber taxes and deductions and what funding sources to use for each.

* Specify the default currency code for the encumbrance definition and maintain multiple effective-dated encumbrance definitions by department.

The encumbrance processes use the encumbrance definition information to calculate and distribute encumbered deductions and taxes, as a flat amount, and/or as a percent of encumbered earnings.

Note. Information stored on the Dept Budget Earnings page (DEPT_BUDGET_ERN) determines how earnings are funded during encumbrance processing.

Fringe Matrix Codes

When you create an encumbrance definition, you list the combination codes to use for tax distribution and for deduction distribution. For each combination code, you indicate the percent of earnings to encumber. You can enter a fixed percent, or you can vary the percent according based on the salary for the employee or position. For example, you could encumber 10% of salary for employees who earn up to 30,000.00 and 8% of salary for employees who earn more than that.

Note. Any given employee falls into one salary range category, and the system creates encumbrances using only the settings for that range. The system does *not* apply different percentages to different ranges within a single employee's salary.

See Also

Prerequisites

Before creating encumbrance definitions, you must set up valid combination codes, position pools (if you use them), offset groups, and budget benefit groups.

Setting Up Fringe Matrix Codes

To set up encumbrance definitions, use the Encumbrance Salary Range Code (HP_ENCUMB_SAL_RANG) and Encumbrance Fringe Matrix Code (HP_ENCUMB_FRG_MAT) components.

This section discusses how to:

* Define salary range codes.

* Define fringe matrix codes.

Pages Used to Set Up Fringe Matrix Codes

Page Name	*Definition Name*	*Navigation*	*Usage*
Encumbrance Salary Range Code	HP_SALARY_RANGE	Set Up HRMS, Product Related, Commitment Accounting, Encumbrance Information, Encumbrance Salary Range Code, Encumbrance Salary Range Code	Define fringe encumbrance percentages and additional amounts based on salary ranges.

Page Name	Definition Name	Navigation	Usage
Encumbrance Fringe Matrix Code	HP_FRINGE_MATRIX	Set Up HRMS, Product Related, Commitment Accounting, Encumbrance Information, Encumbrance Fringe Matrix Code, Encumbrance Fringe Matrix Code	Define an overall encumbrance fringe matrix code where you assign different salary range codes to different groups based on companies, pay groups, employee classifications, employee types, and full time/part status. You also establish an overall default salary range code and company-specific default salary range codes for employees who don't fall into any of the classifications that you create.

Defining Salary Range Codes

Access the Encumbrance Salary Range Code page (Set Up HRMS, Product Related, Commitment Accounting, Encumbrance Information, Encumbrance Salary Range Code, Encumbrance Salary Range Code).

Encumbrance Salary Range Code page

Minimum Salary and **Maximum Salary**

Use these fields to define salary ranges that have different encumbrance percentages or additional amounts. There must not be any gaps in the ranges you set up, nor can there be any overlap. For example, if the maximum salary for one range is 30,000.00 then the next higher range must have a minimum salary of 30,000.01.

Encumbrance Percent	Enter the percent of the encumbered salary to be encumbered. This percentage is applicable only to either tax encumbrances or deduction encumbrances that use this salary range code.
Additional Encumbrance Amount	Enter any additional amount to be encumbered above the encumbrance percent. This amount is applicable only to deduction encumbrances (and not tax encumbrances) that use this salary range.

Defining Fringe Matrix Codes

Access the Encumbrance Fringe Matrix Code page (Set Up HRMS, Product Related, Commitment Accounting, Encumbrance Information, Encumbrance Fringe Matrix Code, Encumbrance Fringe Matrix Code).

Encumbrance Fringe Matrix Code page

Default Salary Range Code	Enter the overall default salary range code to use for employees who do not fall into any of the classifications that you define on this page.
Company and Pay Group	These fields are required for each row in the matrix.
	You do not have to create entries for all of your companies: companies that you do not specifically configure use the overall default salary range code.
	If all pay groups in the company use the same salary range code, create a row for any one pay group, then select the Company Default Salary Range Code check box.
	If some pay groups use a salary range code other than the company default, create additional rows for those pay groups.
Employee Classification, Employee Type, and Full/Part Time	To assign salary range codes at a more granular level than company and pay group, you can create additional rows in the matrix and assign salary range codes based on the employee classification, employee type, and full/part time status.
Salary Range Code	Enter the salary range code to use for the specified company, pay group, employee classification, employee type, and full/part time status.

Company Default Salary Range Code   Select this check box to use the salary range code as the default for employees who do not fall into any of the more granular classifications that you defined for a specific company.

Setting Up Encumbrance Definitions

To set up encumbrance definitions, use the Encumbrance Definition component (ENCUMB_DEFN).

This section provides an overview of encumbrance definition setup and describes how to:

*   Access the Encumbrance Definition component.

*   Create an encumbrance definition for taxes and deductions.

Understanding Encumbrance Definition Setup

PeopleSoft Human Resources uses the distribution information you enter on the Encumbrance Definition page to calculate an encumbrance amount for employer-paid taxes and employer-paid deductions. (The system doesn't calculate projected actuals.) It also uses this information to determine the funding sources for employer-paid taxes and deductions (but *not* for earnings: the funding source for encumbered earnings is defined on the Dept Budget earnings page).

If you choose *not* to encumber employer paid taxes and employer paid deductions, leave the Tax Distribution and Deduction Distribution sections of this page blank, but at a minimum, you must still establish each department on this page.

Page Used to Set Up Encumbrance Definitions

Page Name	Definition Name	Navigation	Usage
Encumbrance Definitions	ENCUMB_DEFN	Set Up HRMS, Product Related, Commitment Accounting, Encumbrance Information, Encumbrance Definitions	Create an encumbrance definition for taxes and deductions.
ChartField Detail	HMCF_HRZNTL_CFLD	Click the Edit ChartFields links on the Encumbrance Definitions page.	Use to select individual ChartField values or search for an existing combination code.

Accessing the Encumbrance Definition Component

When you select Encumbrance Definition from the Define Commitment Accounting, Setup menu, the following search page appears.

Encumbrance Definition search page

Using this search page, you can pinpoint the exact level of detail you want to see on the Encumbrance Definition page. Enter the SetID and Department of the encumbrance definition.

Select a Default Level by selecting one of the following options:

- *Appointment:* Select if you are setting up the encumbrance definition at the appointment level. When you select this option, also select an EmplID. People may include full time employees, part time employees, contractors, and so on. Also indicate an Empl Record for this person.

- *Department:* Select if you are setting up the encumbrance definition at the department level.

- *Jobcode:* Select if you are setting up the encumbrance definition at the job code level. When you select this option, also select a valid Job Code.

- *Position:* Select if you are setting up the encumbrance definition at the position level. When you select this option, also select a valid Position Number.

- *Position Pool:* Select if you are setting up the encumbrance definition at the position pool level. When you select this option, also select a Position Pool.

Creating an Encumbrance Definition for Taxes and Deductions

Access the Encumbrance Definitions page (Set Up HRMS, Product Related, Commitment Accounting, Encumbrance Information, Encumbrance Definitions).

Encumbrance Definitions page

Combination Code

Both the Tax Distribution grid and the Deduction Distribution grids list the combination codes that you use for fringe encumbrances. The column that displays the selected combination code is read-only; to enter a combination code, access the Combination Code Description tab and click the ChartField Details link.

Tax Distribution: Combination Code Description Tab

Deduction Distribution: Combination Code Description Tab

ChartField Details	Click the Edit ChartFields link to access the ChartField Detail page, where you can search for an existing combination code or select a unique combination of ChartFields.
	The ChartField values are based on the general ledger ChartField values that you imported as part of the combination code.

See *PeopleSoft HCM 9.1 Application Fundamentals PeopleBook*, "Setting Up and Working with ChartFields and ChartField Combinations," Editing ChartField Combinations in HCM Transactions.

Funding End Date

You can optionally enter a funding end date for each combination code in both the Tax Distribution grid and the Deduction Distribution grid.

Funding End Date	Enter the date through which to create encumbrances. If you do not specify a funding end date, the encumbrance processes calculate fringe encumbrances through the end of the fiscal year. Otherwise, the encumbrance processes create encumbrances and pre-encumbrances up to the date you enter. This can result in partial-year fringe encumbrances for the current or future fiscal years.
	Note. If the funding end date for earnings (as entered on the Department Budget Earnings page) is earlier than the funding end date for fringe encumbrances, the system does not calculate future fiscal year fringe encumbrances past the funding end date for earnings. This cut off occurs because fringe encumbrance calculations are based upon the salary encumbrances, and once the salary encumbrances end, there can be no fringe encumbrances.
	If the Funding Source Information page has a funding end date for the combination code, and if the Department Budget Defaults page is configured to use that date as a default, then that date appears as a default value when you insert a row in either the Tax Distribution or Deduction Distribution grid. When checking to see if the Department Budget Defaults page is configured to use the default ending date, the system looks at the settings for the fiscal year that matches the fiscal year on the Encumbrance Process Control page.
	Note. To activate funding end date defaulting on the Encumbrance Definitions page, you must set up the Encumbrance Process Control page.
	See

Tax Distribution

Employer Tax % or **Fringe Matrix Code**	For each combination code, specify the percentage of salary to encumber for taxes. You can either enter a fixed percentage in the Employer Tax % field, or you can select a fringe matrix code. A fringe matrix code matches the employee or position to the appropriate salary range code, which in turn provides a percentage that is based on the salary for the employee or position. (Any additional amount specified in the salary range code is disregarded for tax encumbrances.)

Because you must choose between entering a flat percentage and selecting a fringe matrix code, entering data in one of these fields makes the other one unavailable for entry. To switch which field you use, you must clear data from the field you don't want to use before you can enter data in the field that you do want to use.

Leave both fields blank if you do not want to generate encumbrances or pre-encumbrances for employer-paid taxes. |
| **FY Encumbrance Tax Cap** (fiscal year encumbrance tax cap) | Enter the encumbrance tax cap amount per fiscal year. The encumbrance calculation only encumbers employer paid taxes up to this amount per fiscal year. Any employer paid taxes above and beyond this amount won't be encumbered. |

Deduction Distribution

Benefit Group	Select a benefit group.
Deduction %, Fiscal Year Deduction Amount, and **Fringe Matrix Code**	For each combination code, specify the percentage of salary to encumber for deductions in this benefit group. You can either one of the following:

• A fixed percentage plus a flat amount: enter these in the Deduction % and Fiscal Year Deduction Amount fields.

• A fringe matrix code: this matches the employee or position to the appropriate salary range code, which in turn applies a percentage and an optional additional amount based on the salary amount.

When you enter data for one of these options, the other option is not available for entry. To switch which option you use, you must clear data from the fields that you don't want to use before you can enter data in the fields that you do want to use.

Leave all three fields blank if you do not want to generate encumbrances or pre-encumbrances for employer-paid deductions. |

Chapter 8

Setting Up Related Data for Positions and Employees

This chapter provides an overview of how the Commitment Accounting business process uses job, job code, and position data and describes how to:

- Set up job data for encumbrance and full time equivalent edits processing.

- Set up position data and job code budgeting information.

Understanding How the Commitment Accounting Business Process Uses Job, Job Code, and Position Data

The system first looks for funding sources (combination codes) on the Job Earnings Distribution page (JOB_DATA_ERNDIST) for both encumbrance and actuals funding. If it doesn't find funding sources there, it looks on the Job Data − Payroll page (JOB_DATA2). If the system can't find funding sources on either of those pages, it looks for:

1. An appointment-level budget.

2. A position-level budget.

3. A job code-level budget (if the person isn't attached to a position).

4. A position pool-level budget (if the employee is attached to a position and that position is part of a position pool).

If there is no funding information at the appointment, position, position pool, or job code level, both encumbrances and actuals funding look for department-level funding.

The Actuals Distribution funding does basically the same thing, except that it looks for job code-level funding only if the person has no position *and* the Used by Position Management check box is deselected.

Encumbrance processing budget information is defined on the Job Data (JOB_DATA), Job Code (JOB_CODE_TBL), and Position Data (POSITION_DATA) components. To ensure that the system uses the appropriate budget information, you must set up commitment accounting processing fields on these components.

See Also

PeopleSoft HR 9.1 PeopleBook: Administer Workforce, "Increasing the Workforce"

PeopleSoft HCM 9.1 Application Fundamentals PeopleBook, "Setting Up Jobs," Classifying Jobs

PeopleSoft Enterprise HR 9.1 PeopleBook: Manage Positions, "Setting Up Positions," Creating Positions

Chapter 3, "Setting Up Commitment Accounting Processing Control Tables," Defining Position Pools, page 24

Setting Up Job Data for Encumbrance and Full Time Equivalent Edits Processing

The system defaults to include all JOB records in encumbrance processing. Override encumbrance processing for individual people at the job level by selecting the Encumbrance Override check box on the Job Data − Job Information page (JOB_DATA_JOBCODE) when you create a Job Data record for a person.

If you want to budget by job code, set up and maintain the FTE, Adds to FTE Actual Count, and Classified Indc (indicator) fields on the Job Data − Job Information page and the Pre-Encumbrance Indicator field on the Job Code − Evaluation Criteria page (JOBCODE_TBL2_GBL) to accurately track full time equivalent (FTE) counts for your organization. These fields impact the way the system manages and tracks FTE.

If you're using the Position Management business process, these fields default from the position to the worker's job data. Override these defaults by selecting the Position Data Override option on the Work Location page (JOB_DATA1).

As outlined, the system looks for budgeting information at the appointment level first. If you don't establish budgeting information on the Job Data pages, the system looks next at the position, position pool level, or job code level.

Setting Up Position Data and Job Code Budgeting Information

If the system doesn't find budgeting information at the appointment level, it looks next at the position or position pool level. If there is no budgeting information there, the system then looks at the job code level.

If you want to budget at the position level, or if you are arranging your organization by position and you want to set up default budget information by position, set up or maintain position data that impacts full time equivalent (FTE) edits. The FTE, Adds to FTE Actual Count, Classified Indc (indicator), and Pre-Encumbrance Indicator fields are all used in Commitment Accounting processing and can be defined at the position level on the Position Data component.

The Used by Position Management check box on the Job Code − Evaluation Criteria page is selected for those job codes that are assigned to a position. If Used by Position Management is selected, the system uses any budget data you've established at the position/position pool level (and ignores any budget data you've established at the Job Code level). If the check box is deselected, the system uses any budget data you've established at the Job Code level (and ignores any budget data you've established at the position/position pool level).

A pre-encumbrance is an encumbrance that occurs before an organizational relationship exists (that is, before a job record is created). On the Position Data component, you can pre-encumber funds for approved positions using the Pre-Encumbrance Indicator field. You can also select to pre-encumber immediately (that is, on the position effective date).

Only Regular earnings are encumbered/pre-encumbered. For pre-encumbrances, the system uses the salary grade/step specified in the Job Code component (or the lowest salary step if step isn't entered on the Job Code component) associated with the position or job code.

Chapter 9

Creating and Posting Encumbrance Data

This chapter provides overviews of encumbrance processing and document IDs and describes how to:

- Process encumbrances in batch.

- Review error messages for batch encumbrance processing.

- Define processing parameters for real-time budget checking

- Perform real-time budget checking.

- Review budget checking status logs.

- Reset budget-checking locks.

Understanding Encumbrance Processing

This overview discusses:

- Encumbrance processing options.

- Encumbrance calculations.

Encumbrance Processing Options

There are two options for processing encumbrances:

- Batch processing.

  You use batch processing to create baseline encumbrances for a fiscal year and to update encumbrances on an ongoing basis.

  Note. You should run the batch encumbrance processes regularly to ensure that your encumbrances reflect job data and position data changes that occur during the fiscal year and to liquidate unused pre-encumbrance and encumbrance amounts from the budget.

  There are separate batch processes for calculating encumbrance amounts and for posting the encumbrance data to PeopleSoft Financials.

• Real-time budget checking.

  Real-time budget checking processes job data and position data changes as they occur. Depending on how you've configured the system, changes to job data and position data can be processed immediately, with feedback to the user who makes the change, or the budget checking can be deferred, in which case you use a separate budget-checking component to initiate processing.

  For both immediate and deferred budget-checking, the system calculates encumbrance amounts and sends the data to PeopleSoft Commitment Control, which supplies a return message indicating whether there are sufficient funds for creating the encumbrance.

Note. Encumbrance processing calculates and posts encumbrance data only for departments that are specifically configured to use the Commitment Accounting business process. Configure departments for commitment accounting on the Departments - Comm. Acctg. and EG page (DEPARTMENT_TBL_CA).

See Also

Encumbrance Calculations

This section describes how the system calculates earnings and fringe encumbrance amounts.

Earnings Encumbrances

The system calculates earnings encumbrances through the funding end date of each earnings funding source.

When a funding source does not have a funding end date, the process calculates earnings encumbrances through the end of the current fiscal year. If the funding end date is prior to the current fiscal year end date, the process calculates earnings encumbrances for the entire fiscal year, and the earnings encumbrance from the funding end date through the fiscal year end date is placed into the suspense account.

The system uses funding information from the Job Earnings Distribution page, Job Data - Payroll page, or Dept Budget Earnings page (DEPT_BUDGET_ERN) to determine funding sources for earnings. Because the Dept Budget Earnings page is the only place to specify earnings funding end dates, calculations based on data from the other pages always calculate earnings encumbrances through the end of the current fiscal year.

Fringe Encumbrances

Use the Encumbrance Definition page (ENCUMB_DEFN) to configure calculations, funding sources, and funding end dates for employer-paid deductions and taxes

The system calculates deduction and tax encumbrances as a percentage of earnings plus a flat amount. When you configure fringe calculations, you can use constant percentages and flat amounts, or you can reference a fringe matrix code that finds the appropriate percentages and amounts based on the employee's company, pay group, employee classification, employee type, full/part-time status, and salary.

For the current fiscal year, the system calculates fringe encumbrances through the end of the fiscal year. If the funding end date is prior to the current fiscal year end date, the fringe encumbrance from the funding end date through the fiscal year end date is placed into the suspense account.

For future fiscal years, the encumbrance process calculates fringe encumbrances through the earlier of the funding end date for the fringe funding source or the funding end date of the earnings on which the fringe calculation is based. If the fringe funding source does not have a funding end date, the process calculates fringe encumbrances through the earlier of the earnings funding end date and the end of the current fiscal year.

Note. When calculating fringe encumbrances, the system doesn't look at a person's actual benefits enrollment and tax situation. Instead, it estimates these based on the information on the Encumbrance Definition page.

Future-Dated Changes

Future dated changes are processed only when the effective is within the current fiscal year.

The encumbrance process calculates encumbrances through the funding end date for your earnings and fringe funding sources or, when no funding end date is specified, through the end of the specified fiscal year.

See Also

Chapter 6, "Defining Fiscal Year Budgets," Establishing Department Budgets for Employee Earnings, page 73

Chapter 7, "Setting Up Encumbrance Definitions," Setting Up Encumbrance Definitions, page 85

PeopleSoft HR 9.1 PeopleBook: Administer Workforce, "Increasing the Workforce," Entering Payroll Processing Data

PeopleSoft Enterprise HR 9.1 PeopleBook: Manage Positions, "Setting Up Positions," Entering Position-Specific Information

Understanding Document IDs

During encumbrance calculations, the HR system assigns a document ID to pre-encumbrance and encumbrance data. The document ID is a cross reference identifier between the PeopleSoft HRMS and PeopleSoft Financials systems; it is used as a tracking tag for encumbrance adjustments and liquidating purposes.

For position data transactions, each position has its own document ID, and the combination codes that represent the funding sources for the position each have a different line number. For example, consider a pre-encumbrance for position P0001 with an annual salary of 30,000, and head count of three. The total pre-encumbrance of 90,000 is 60% funded by combination code AAA1 and 40% funded by combination code AAA2:

Position Number	Combination Code	Amount
P00001	AAA1	54,000

Position Number	Combination Code	Amount
P00001	AAA2	36,000

The message that is sent to the Financials system represents this data as follows:

Document ID	Line Number	Combination Code	Pre-Encumbrance Amount	Encumbrance Amount
0000001	1	AAA1	54,000	
0000001	2	AAA2	36,000	

For job data transactions, the document ID represents a more complex key structure: SetID, Department ID, Encumbrance Type, Company, Pay Group, GL Business Unit, Combination Code, and Account.

Because the system created separate document IDs for each combination code, the line number is not used to represent different combination codes, and it is always *1*.

To continue with the example, you now fill position P0001 (represented by document ID 0000001). The employee is funded by the same combination codes in the same proportions:

Employee ID	Company	Pay Group	Department ID	Combination Code	Amount
KU001	GBI	KU1	123	AAA1	18,000
KU001	GBI	KU1	123	AAA2	12,000

You need to liquidate the pre-encumbrances for the position and create the encumbrances for the employee. The message that is sent to the Financials system looks like this

Document ID	Line Number	Combination Code	Pre-Encumbrance Amount	Encumbrance Amount
0000001	1	AAA1	36,000	
0000001	2	AAA2	24,000	
0000002	1	AAA1		18,000
0000003	1	AAA2		12,000

Note that the pre-encumbrance amount in the message is an amount that replaces the previous amount, not an adjustment to the amount.

Processing Encumbrances in Batch

This section provides overviews of encumbrance batch processing and discusses how to:

- Run the Fiscal Year End Encumbrance Cleanup process (HP_YEENC_CLN).

- Run the Batch Encumbrance Calculation process (ENC_CALC).

- View and modify suspense combination code encumbrance transactions.

- Run the Encumbrance GL Interface process (PAYGL03).

Understanding Encumbrance Batch Processing

This section describes the batch processes that you use to calculate encumbrances and post encumbrance data to PeopleSoft Financials.

Batch Encumbrance Processing Overview

To process encumbrances in batch, follow these steps:

1. Use the Fiscal Year End Encumbrance Cleanup process (HP_YEENC_CLN) to liquidate all unused pre-encumbrance and encumbrance amounts.

2. Use the Batch Encumbrance Calculation process (ENC_CALC) to:

   - Calculate baseline encumbrances for a fiscal year.

   - Update encumbrances that reflect subsequent changes to job data and position data.

   - Liquidate unused pre-encumbrance and encumbrance amount for the pay cycles that have been confirmed.

3. Review encumbrance transactions that have been assigned to suspense codes, and take appropriate action.

4. Run the Encumbrance GL Interface process (PAYGL03) to post the results to the general ledger. and commitment control tables.

   Run this process after each run of the Batch Encumbrance Calculation process and after each run of the Fiscal Year End Encumbrance Cleanup process.

The Fiscal Year End Encumbrance Cleanup Process (HP_YEENC_CLN)

Use the Fiscal Year End Encumbrance Cleanup process (HP_YEENC_CLN) to liquidate all unused pre-encumbrance and encumbrance amounts.

Because the system creates encumbrances through the funding end date for a funding source, some of the encumbrances that you create during one fiscal year can extend into subsequent fiscal years. Therefore, before you create baseline encumbrances for the new fiscal year, you need to liquidate all unused pre-encumbrance and encumbrance amounts for the current and future budget years.

Note. You *must* run the Fiscal Year End Encumbrance Cleanup process before creating baseline encumbrances for a new fiscal year. Creating new baseline encumbrances without first cleaning up existing encumbrances could result in double-booked encumbrances.

The Batch Encumbrance Calculation Process (ENC_CALC): Baseline Encumbrances

The Batch Encumbrance Calculation process creates baseline pre-encumbrance and encumbrance transactions for the current fiscal year. The encumbrances can extend into subsequent budget years depending on the funding end dates for the funding sources.

If baseline encumbrances already exist for a future fiscal year, then the calculation process only calculates encumbrances and pre-encumbrances for the current fiscal year: no future budget years are considered.

Baseline encumbrance calculations are created for all filled and vacant positions based on data from the Job Data page, the Position Data - Specific Information page (for vacant positions), and the Department Budget component.

The Batch Encumbrance Calculation Process (ENC_CALC): Updated Encumbrances

As you change data in your system, your baseline encumbrance calculations may be impacted. Update the encumbrance calculations by periodically running the Batch Encumbrance Calculation process.

If there are setup table changes, you can run the Batch Encumbrance calculation with table change option, which is driven by the Encumbrance Trigger table (ENCUMB_TRIGGER).

To configure the system to create trigger records, you must enable encumbrance triggers on the Product Specific page of the installation table.

See *PeopleSoft HCM 9.1 Application Fundamentals PeopleBook*, "Setting Up and Installing PeopleSoft HCM," Entering Application- and Industry-Specific Installation Information.

The system creates pre-encumbrance triggers when:

- Department budget information is inserted, deleted, or corrected for an entity, and the changes affect the pre-encumbrance calculation for all entities that belong to it and don't have a lower-level budget.

- Encumbrance default information is inserted, deleted, or corrected for an entity on the Encumbrance Definition page and the changes affect the pre-encumbrance calculation for all entities that belong to it and don't have lower-level defaults.

The system creates encumbrance triggers when:

- Department budget information is inserted, deleted, or corrected for an entity, and the changes affect the encumbrance calculation.

- Encumbrance default information is inserted, deleted, or corrected for an entity on the Encumbrance Definition page, and the changes affect the encumbrance calculation for all entities that belong to it.

- Contract pay information is added or modified.

Suspense Code Review

When you use batch processing to create and post encumbrance data, the system allocates transactions without funding sources or adequate funding to the department budget's suspense combination code. View these transactions and specify a new combination code on the Encumbrance Suspense ComboCodes component (HP_ENCUMB_SUSPNSE).

The system processes transactions that exceed their budget cap if the funding source has the Allow Overspend check box selected on the Department Budget component. The process generates a warning for these transactions.

### The Encumbrance GL Interface Process (PAYGL03)

Run this process after each run of the Batch Encumbrance Calculation process (after calculating baseline encumbrance data and after calculating updates to baseline data).

This diagram illustrates how the system transfers encumbrance data to the PeopleSoft General Ledger ledgers.
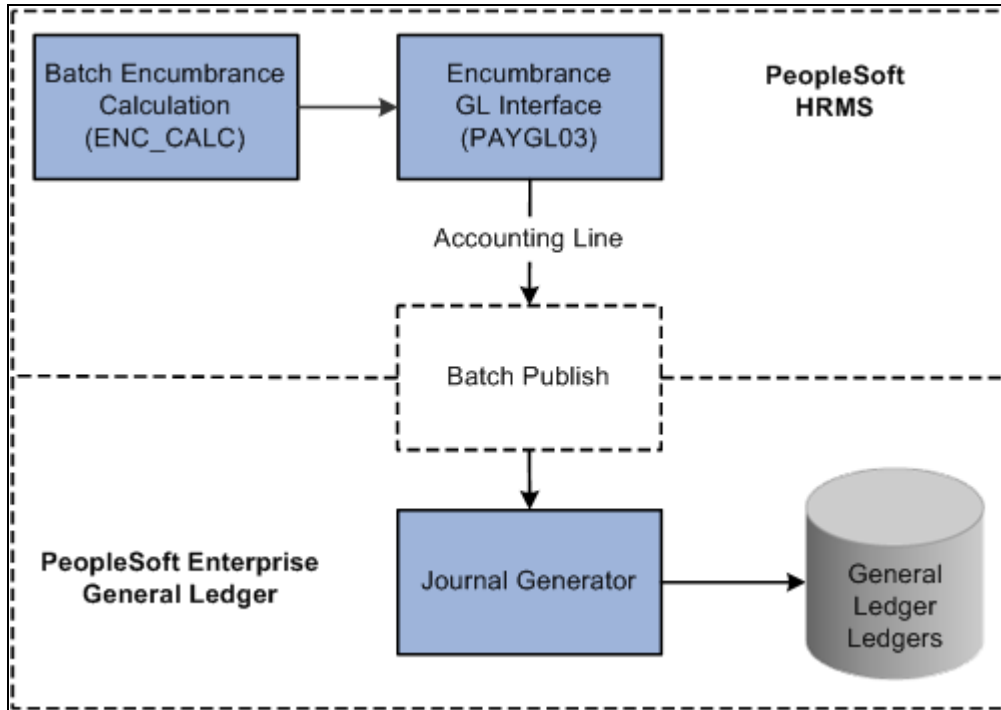
Posting encumbrance data to PeopleSoft General Ledger

If you are using PeopleSoft Commitment Control, the system transfers encumbrance data to the Commitment Control ledgers, as illustrated in this diagram:
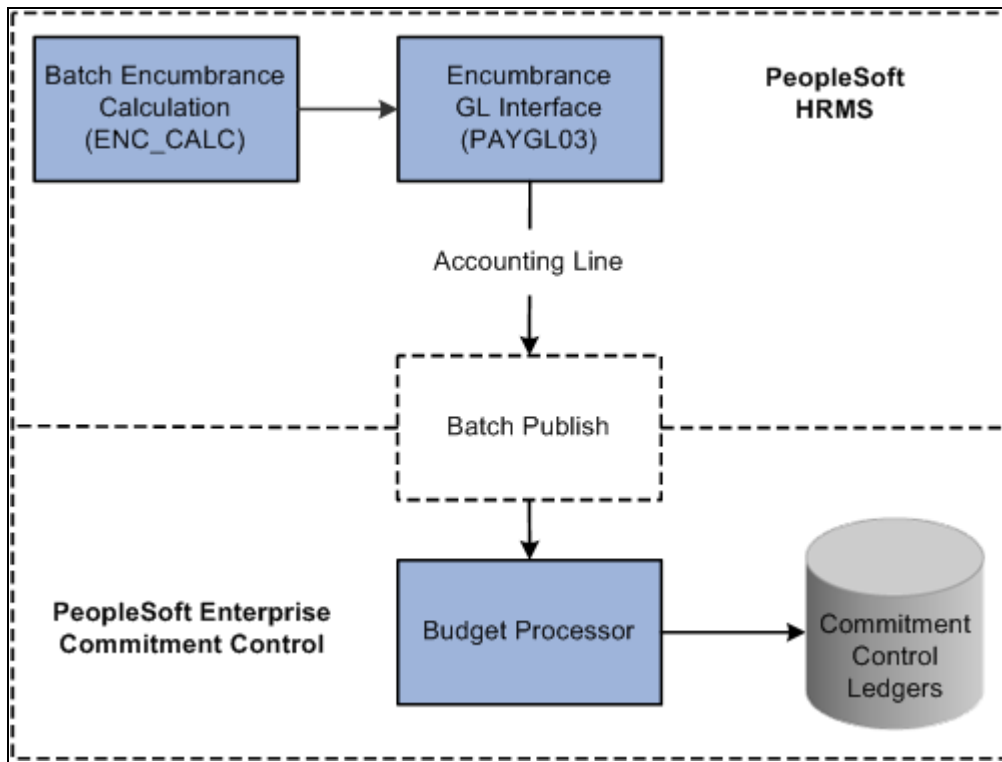
Posting encumbrance data to PeopleSoft Commitment Control

See Also

PeopleSoft HCM 9.1 Application Fundamentals PeopleBook, "Setting Up and Installing PeopleSoft HCM," Entering Application- and Industry-Specific Installation Information

PeopleSoft HCM 9.1 Application Fundamentals PeopleBook, "Setting Up Jobs," Classifying Jobs

Chapter 7, "Setting Up Encumbrance Definitions," Setting Up Encumbrance Definitions, page 85

PeopleSoft HCM 9.1 Application Fundamentals PeopleBook, "Setting Up Organization Foundation Tables," Enabling and Controlling Department Information for Specified Customers

PeopleSoft HCM 9.1 Application Fundamentals PeopleBook, "Setting Up Jobs," Classifying Jobs

PeopleSoft HR 9.1 PeopleBook: Administer Workforce, "Increasing the Workforce"

PeopleSoft Enterprise HR 9.1 PeopleBook: Manage Positions, "Setting Up Positions," Creating Positions

Pages Used to Process Encumbrances in Batch

Page Name	Definition Name	Navigation	Usage
Fiscal Year End Encumbrance Cleanup	HP_RCTL_YE_ENC_CLN	• Payroll for North America, Payroll Distribution, Commitment Accounting USA, Fiscal YE Encumbrance Cleanup, Fiscal Year End Encumbrance Cleanup • Payroll for North America, Payroll Distribution, Commitment Accounting CAN, Fiscal YE Encumbrance Cleanup, Fiscal Year End Encumbrance Cleanup	Run the Fiscal Year End Encumbrance Cleanup process (HP_YEENC_CLN) process to liquidate any unused pre-encumbrances and encumbrances before creating new baseline encumbrance data. This is necessary to prevent double booking of multiyear encumbrances.
Encumbrance Process	HP_RUN_CNTL_ENC	Set Up HRMS, Product Related, Commitment Accounting, Process Encumbrances, Encumbrance Process	Run the Batch Encumbrance Calculation process (ENC_CALC) to calculate pre-encumbrances and encumbrances in batch, either to create baseline data for a new fiscal year or to calculate updates to the baseline data.
Encumbrance Suspense ComboCode	HP_ENCERN_SUSP_DST	Set Up HRMS, Product Related, Commitment Accounting, Encumbrances Information, Encumbrance Suspense ComboCode	View and modify encumbrance transactions that are distributed to the combination code of the suspense account. Redistribute from the suspense account to another valid ChartField combination.
ChartField Detail	HMCF_HRZNTL_CFLD	Click the Edit ChartFields link on the Encumbrance Suspense ComboCode page.	Select individual ChartField values or search for an existing combination code.

Page Name	Definition Name	Navigation	Usage
GL Interface - Encumbrances	RUNCTL_PRCSDATE	• Set Up HRMS, Product Related, Commitment Accounting, Process Encumbrances, Encumbrance GL Interface, GL Interface - Encumbrances • Payroll for North America, Payroll Distribution, Provide GL Information, Encumbrances, GL Interface - Encumbrances	Run the Encumbrance GL Interface process (PAYGL03) after you run the Batch Encumbrance Calculation process or the Fiscal Year End Encumbrance Cleanup process. The Encumbrance GL Interface process prepares the accounting lines for publishing to PeopleSoft Financials and updates the Budget Actuals table in PeopleSoft HRMS.

Running the Fiscal Year End Encumbrance Cleanup Process (HP_YEENC_CLN)

Access the Fiscal Year End Encumbrance Cleanup page (Payroll for North America, Payroll Distribution, Commitment Accounting USA, Fiscal YE Encumbrance Cleanup, Fiscal YE Encumbrance Cleanup).

Fiscal Year End Encumbrance Cleanup page

Fiscal Year   Enter the fiscal year whose baseline encumbrances you wish to liquidate.

Clear Future Fiscal Years   Select this check box to clear encumbrances for subsequent fiscal years along with the current fiscal year.

Process All Companies   Select this check box to cleanup multiyear encumbrances for all companies.
                                    If you leave this check box deselected, use the Companies grid to enter
                                    specific companies to process.

Running the Batch Encumbrance Calculation Process (ENC_CALC)

Access the Encumbrance Process page (Set Up HRMS, Product Related, Commitment Accounting, Encumbrance Process, Encumbrance Process).

Encumbrance Process page

Note. After running fiscal year encumbrances, run the Encumbrance GL Interface process (PAYGL03) to post the encumbrances.

Run With Errors Options

Run Previous Encumbrances in Error
Select to restart a previous process that contained errors. The system reprocesses only those records containing errors. Use this option after you have addressed the errors from the previous run.

When you select this option, the system populates the rest of the fields on the page with the settings from the instance that you are reprocessing, and all fields become read-only.

Complete Restart/Ignore Previous Errors
Select this option if you want to restart the Batch Encumbrance Calculation process and ignore errors from previous runs. When you select this option, you select processing settings using the rest of the fields on this page.

Additional Encumbrance Process Parameters

Fiscal Year
Enter the fiscal year for which you want to create pre-encumbrance and encumbrance transactions.

Encumbrances and pre-encumbrances can extend into subsequent fiscal years when they are associated with a funding end date that is after the end of the specified fiscal year. However, if the Batch Encumbrance Calculation process finds existing encumbrances for subsequent fiscal years, it will not create encumbrances for these subsequent fiscal years.

Encumbrance Begin Date
Enter the date that you want the system to start calculating encumbrances. For example, if your fiscal year runs from April 1 to March 31, and you specify May 1 as the Encumbrance Begin Date, the encumbrance calculations are prorated to 335 days (rather than 365).

When you create baseline encumbrances, the Encumbrance Begin Date is generally the same as the Fiscal Year Begin Date.

However, if you need to recalculate the encumbrance after you have confirmed one or more pay cycles for the fiscal year, the system will determine the encumbrance begin date. This date is the greater of either the last pay confirm date plus one day or the encumbrance begin date entered in the run control.

Encumbrance Prorate Option
If you are prorating encumbrances across accounting periods, you can prorate using calendar or work days. Indicate if the encumbrance prorate option is *Calendar Days* or *Work Days.*

Processing Option	Select from the following options:

- *Budget:* create baseline encumbrance transactions based on budget status.

- *Company:* create baseline encumbrance transactions for departments in a company that you select.

- *Pay Run:* create encumbrances for all pay groups that are attached to the specified Pay Run ID.

- *Table Chg* (table change): update baseline encumbrance transactions based on encumbrance triggers generated by setup table changes.

Pay Run ID

Pay Run ID	If your processing option is *Pay Run,* enter a specific pay run ID here.

Company

Company and **Pay Group**	If your processing option is *Company,* enter a specific company here. To further limit processing to a specific pay group, select a pay group as well.
	Note. When processing pre-encumbrances, the entire company is processed regardless of the specified pay group.

Budget Status

Budget Status	If your processing option is *Budget,* the system processes the employees or positions with the budget check status you select. The options are *Invalid* or *Pending.*

Viewing and Modifying Suspense Combination Code Encumbrance Transactions

Access the Encumbrance Suspense ComboCode page (Set Up HRMS, Product Related, Commitment Accounting, Encumbrances Information, Encumbrance Suspense ComboCode).

Encumbrance Suspense Combo Code (1 of 2)

Encumbrance Suspense Combo Code (2 of 2)

When the Batch Encumbrance Calculation process encounters transactions without sufficient funding for the current fiscal year, it posts the transactions to the department budget suspense combination code. Use the Encumbrance Suspense ComboCode page to view the transactions and to redistribute to another valid ChartField combination before you run the Encumbrance GL Interface process (PAYGL03).

To view and modify suspense combination code encumbrance transactions:

1. Review the transaction.

    The Encumbrance Suspense ComboCode page displays all the information about the transaction, including the person name and ID, the fiscal year, the original combination code (the combination code that did not have enough to fund this transaction), and the encumbered amount.

2. Enter a new combination code to fund the transaction.

   Enter a new combination code in the ChartField Detail page to fund the encumbrance transaction. You can redistribute the amount to multiple ChartField combinations.

   Note. Click the Edit ChartFields link to search for an existing combination code or select a unique combination of ChartFields on the ChartField Detail page.

See Also

PeopleSoft HCM 9.1 Application Fundamentals PeopleBook, "Setting Up and Working with ChartFields and ChartField Combinations," Editing ChartField Combinations in HCM Transactions

Chapter 10, "Creating and Posting Actuals Data to PeopleSoft Financials," Modifying Actuals Distribution Prior to General Ledger Posting Using the Actuals Distribution Component, page 143

Running the Encumbrance GL Interface Process (PAYGL03)

Access the GL Interface - Encumbrances page (Set Up HRMS, Product Related, Commitment Accounting, Process Encumbrances, Encumbrance GL Interface, GL Interface - Encumbrances).

GL Interface - Encumbrances page

Run the Encumbrance GL Interface process (PAYGL03) whenever you run the Batch Encumbrance Calculation process, run the Fiscal Year End Encumbrance Cleanup process, or make changes to the suspense combination code transactions. The Encumbrance GL Interface process creates accounting lines for publishing to PeopleSoft Financials, and it updates the Budget Actuals table in PeopleSoft HRMS.

Note. Changes to Suspense ChartField Combinations must be made before you run the Encumbrance GL Interface process.

Accounting Posting Date	The date you enter is used to determine the applicable effective-dated row in some setup tables like the journal ID, conversion rate, and offset account tables in PeopleSoft Human Resource system. If you are not using commitment control, the accounting posting date is used as the budget date in the accounting lines for both current and future fiscal year entries

Reviewing Error Messages for Batch Encumbrance Processing

This section lists the pages used to review error messages for batch encumbrance processing and discusses how to run the Encumbrance Message error report

Pages Used to Review Encumbrance Processing Error Messages and Logs

Page Name	Definition Name	Navigation	Usage
Review Encumbrance Error Messages	ENC_MESSAGES	• Set Up HRMS, Product Related, Commitment Accounting, Process Encumbrances, Review Encumbrance Error Messages, Review Encumbrance Error Messages • Payroll for North America, Payroll Distribution, Provide GL Information, Encumbrance Messages, Review Encumbrance Error Messages	Review encumbrance error messages online.
Encumbrance Message Report	RUNCTL_BUD009	Set Up HRMS, Product Related, Commitment Accounting, Reports, Encumbrance Messages	Run an Encumbrance Message report (BUD009), which provides information on encumbrance processing error messages. Before using this page, you must have run the encumbrance processes

Reviewing Encumbrance Error Messages Online

Access the Review Encumbrance Error Messages page (Set Up HRMS, Product Related, Commitment Accounting, Process Encumbrances, Review Encumbrance Error Messages, Review Encumbrance Error Messages).

Review Encumbrance Error Messages page

Running the Encumbrance Messages Report

Access the Encumbrance Message Report page (Set Up HRMS, Product Related, Commitment Accounting, Reports, Encumbrance Messages).

Encumbrance Message Report page

Department ID (or "ALL")   Enter the department ID whose encumbrance messages you are reporting. Enter *ALL* to report on all departments in the selected SetID.

Defining Processing Parameters for Real-Time Budget Checking

To define processing parameters for real-time budget checking, use the Encumbrance Process Control (HP_ENCUMBER_CTL) component.

This section provides an overview of processing parameters for real-time budget checking and discusses how to define those parameters.

Understanding Fiscal Years for Real-Time Budget Checking

The Batch Encumbrance process uses the Encumbrance Process run control page (HP_RUN_CNTL_ENC) to specify crucial information such as the fiscal year for the encumbrances, the encumbrance begin date within the fiscal year and the processing option. Real-time budget checking uses the Encumbrance Process Control page (HP_ENCUMBER_CTL) to specify the fiscal year, calendar ID and prorate option. You can configure the Encumbrance Process Control page to use different settings for different companies.

See Also

Improving Real-Time Budget Checking Performance

The Real-Time Budget Check process is an integration of multiple components across systems. It is a synchronous transaction calling an Application Engine (AE) process. The performance of the AE process is a major factor to overall performance. This section discusses configuration considerations for improving the performance of the Real-Time Budget Checking process with PeopleSoft Financials Commitment Control FMS.

Process Scheduler

The current design calls for FMS to schedule the Budget Processor through the Process Scheduler. The Process Scheduler queue time and sleep time are significant factors to good performance.

Oracle recommends that you set up a dedicated Process Scheduler for Budget Processor (FS_BP) with a sleep time of one second instead of the default 15 seconds. Minimizing the sleep time is key to achieving optimal budget check response times.

Higher process concurrency will reduce queuing of AE jobs. Therefore, Oracle recommends that you further enhance performance by increasing the concurrency of the Process Scheduler. To increase the concurrency of the Process Scheduler, increase the Max API Aware value and Max Concurrent values for each AE process.

Set Process Scheduler sleep time and MAX API Aware and Max Concurrent values on the Server Definition page.

Set Process Scheduler sleep time and MAX API Aware and Max Concurrent values on the Server Definition page.

See *PeopleTools: PeopleSoft Process Scheduler PeopleBook,*"Defining PeopleSoft Process Scheduler Support Information"

See *PeopleTools: PeopleSoft Process Scheduler PeopleBook,*"Setting Server Definitions"

Application Server

Integration Broker handlers process asynchronous transactions. Synchronous transactions are processed by Application Servers, in this case PSAPPSRV. An instance of PSAPPRV is dedicated to a synchronous transaction until the transaction is completed. This is true for both the HCM and FMS application servers. The Real-Time Budget Check process occupies each PSAPPSRV for longer periods than most online transactions and, depending on the volume of Budget Check transactions, can increase application server transaction queuing.

Oracle recommends that you minimize transaction queuing by increasing the number of PSAPPSRV processes as necessary to accommodate your transaction volume. Failing to properly size the number of PSAPPSRV processes will cause performance problems with all transactions.

See *PeopleTools: System and Server Administration PeopleBook,*"Application Servers"

Page Used to Define Processing Parameters for Real-Time Budget Checking

Page Name	Definition Name	Navigation	Usage
Encumbrance Process Control	HP_ENCUMBER_CTL	Set Up HRMS, Product Related, Commitment Accounting, Encumbrance Information, Encumbrance Process Control, Encumbrance Process Control	Define processing parameters for real-time budget checking.

Defining Processing Parameters for Real-Time Budget Checking

Access the Encumbrance Process Control page (Set Up HRMS, Product Related, Commitment Accounting, Encumbrance Information, Encumbrance Process Control, Encumbrance Process Control).

Encumbrance Process Control page

Set ID

This is the default SetID that the system uses to look up the journal template. This SetID is for the General Ledger business unit.

Calendar ID

Enter the default detail calendar to use for companies other than the ones that you specifically list in the Companies grid. The available calendar IDs are governed by the SetID that you select.

Detail calendars define the number of accounting periods in a fiscal year and the starting and end dates for each period.

See Chapter 4, "Setting Up GL Interface Tables for Commitment Accounting," Understanding Detail Calendars, page 28 and Chapter 4, "Setting Up GL Interface Tables for Commitment Accounting," Reviewing Detail Calendars and Budget Periods, page 29.

Fiscal Year

Enter the fiscal year to use for encumbrance calculations during real-time budget checking. The available choices are governed by the SetID and Calendar ID that you select.

Also, when determining whether to enter a default funding end date in an encumbrance definition, the system looks at the department budget settings (specifically, the Funding End Date Defaults from Funding Source check box) for the fiscal year that you enter here. This use of the Fiscal Year field applies regardless of whether real-time budget checking is used.

Note. To activate funding end date defaulting for encumbrance definitions, you must define a fiscal year on the Encumbrance Process Control page.

Prorate Option

If you are prorating encumbrances across accounting periods, you can prorate using calendar or work days. Indicate if the encumbrance prorate option is *Calendar Days* or *Work Days*.

Companies

Use this grid to enter company-specific process control options.

Performing Real-Time Budget Checking

This section provides an overview of real-time budget checking and discusses how to:

*   Check the budget for a job data change.

*   Check the budget for a position data change.

Understanding Real-Time Budget Checking

You can optionally configure some or all departments for real-time budget checking. Use real-time budget checking to do online budget checks with PeopleSoft Financials Commitment Control and reserve the funding immediately. You still need to use batch processing to create and post your baseline encumbrance and pre-encumbrance data for the fiscal year.

Real-Time Budget Checking Process Options

There are two ways that the system performs real-time budget checking:

*   Immediate budget checking from the Job Data and Position Data components.

    Immediate budget checking enables the system to inform users if there are insufficient funds (prior to saving their changes). This capability can prevent account overdrafts and helps you avoid the hassles and effort of making adjustments to handle those overdrafts.

*   Deferred budget checking using separate real-time budget checking components.

    There are separate components for checking budgets for job data and for position data.

    These components are used to perform on-demand individual budget checks outside of the job and position data components. This allows the system to reassess the individual encumbrances and budget impacts.

A combination of system-level and department-level settings determine where the real-time budget check occurs for critical and non-critical changes that you make to job data and position data. Critical changes in the Job Data component include hiring, rehiring, and adding a concurrent job. Critical changes in the Position Data component include creating a position, increasing the head count for a position, changing a position from inactive to active, and changing the Pre-Encumbrance Indicator for a position from *None* or *Requisition* to *Immediate,*

The following table shows the department-level processing options that you use to determine whether real-time budget checks take place in context or in the separate real-time budget checking components:

Process Option	*Critical Changes*	*Non-Critical Changes*
All	Allows immediate budget checking from the Job Data and Position Data components.	Allows immediate budget checking from the Job Data and Position Data components.

Process Option	Critical Changes	Non-Critical Changes
Batch Process Only	Do not allow real-time budget checking. All encumbrance calculations are performed by the batch process. The individual budget check status is set to *Pending*.	Do not allow real-time budget checking. All encumbrance calculations are performed by the batch process. The individual budget check status is set to *Pending*.
Critical	Allows immediate budget checking from the Job Data and Position Data components.	Do not allow immediate budget checking from the Job Data and Position Data components. Encumbrance calculations are performed by the batch process or individual budget checks from the Real-time Budget Checking components. The individual budget check status is set to *Pending*.
Deferred	Do not allow immediate budget checking from the Job Data and Position Data components. Encumbrance calculations are performed by the batch process or individual budget checks from the Real-time Budget Checking components. The individual budget check status is set to *Pending*.	Do not allow immediate budget checking from the Job Data and Position Data components. Encumbrance calculations are performed by the batch process or individual budget checks from the Real-time Budget Checking components. The individual budget check status is set to *Pending*.

Immediate Budget Checking: Sufficient Funds

When your settings result in immediate budget checking, the system immediately recalculates encumbrances when a user attempts to save a job data change or position data change that affects the encumbrance amount. The system then sends the encumbrance data to the Commitment Control Budget Processor in PeopleSoft Financials, which in turn verifies that there are sufficient funds available for the recalculated encumbrance amounts.

If there are sufficient funds, the PeopleSoft Financials system updates the Commitment Control ledger encumbrance amounts immediately, as shown in this process flow:
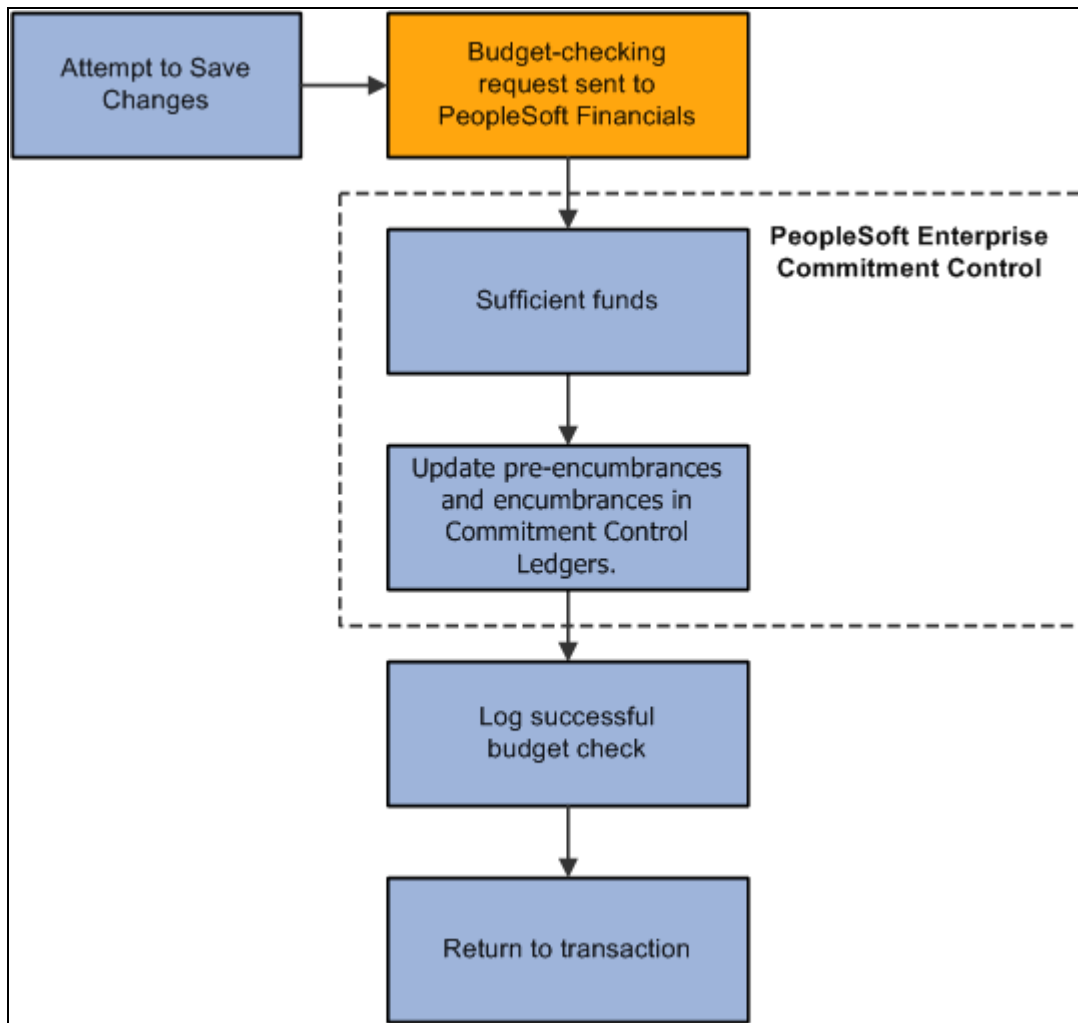
Budget check shows that there are sufficient funds

The specific encumbrance and pre-encumbrance calculations depend on the changes that are made. Note, however, that when you fill a position, the system liquidates the pre-encumbrance as well as creating an encumbrance for the new job record.

Preliminary Budget Checking Without Committing Funds

PeopleSoft Financials enables you to check the availability of funds without actually committing them. To do this, you click the Check Budget button on the Position Data - Specific Information page or on the Job Data - Compensation page. Click the button before saving your changes.

Clicking the button sends a message that checks the budget without committing funds. When the system receives a reply to the message, it displays the budget check results in a popup window. Use the budget check information to help you decide whether you want to save, modify, or reverse the changes that were just evaluated.

Regardless of whether you pre-check the budget, saving the transaction performs a standard budget check that commits funds if the budget check passes.

Immediate Budget Checking: Insufficient Funds

If the system initiates immediate budget checking and there are insufficient funds, the Financials system provides an error message to assist the user in addressing the budget error. The user's options depend on whether the transaction is critical and, if so, whether you enforce real-time budget checking for critical transactions. Enforcing real-time budget checking means that not only does the system immediately check for funds, the system won't let you save critical changes unless sufficient funds are available. You configure this option on the Installation Table - Product Specific page.

If the transaction is critical, and the system is configured to enforce budget-checking for critical transactions, the user cannot save the transaction without resolving the error condition. The following diagram illustrates enforced immediate real-time budget checking:
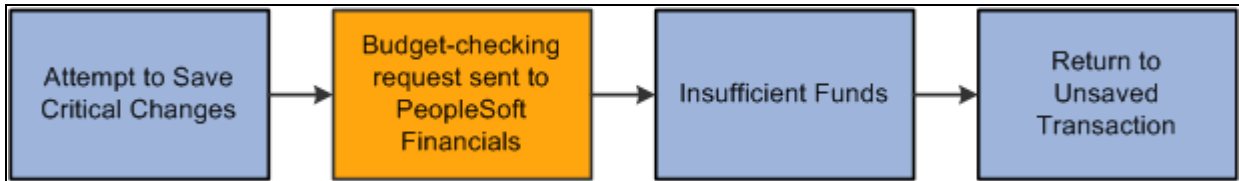
Enforced compliance with real-time budget checking

If the transaction is not critical, or if it is critical but the system does not enforce budget compliance for critical changes, then when the budget check shows that there are insufficient funds, the user can choose whether to address the error message or ignore it and save anyway.

When the user does not ignore the budget check error, the system does not save the original transaction and the user can either cancel the changes or modify the changes and attempt another budget check.

The following diagram illustrates the results of ignoring and not ignoring the insufficient funds notification from PeopleSoft Financial:
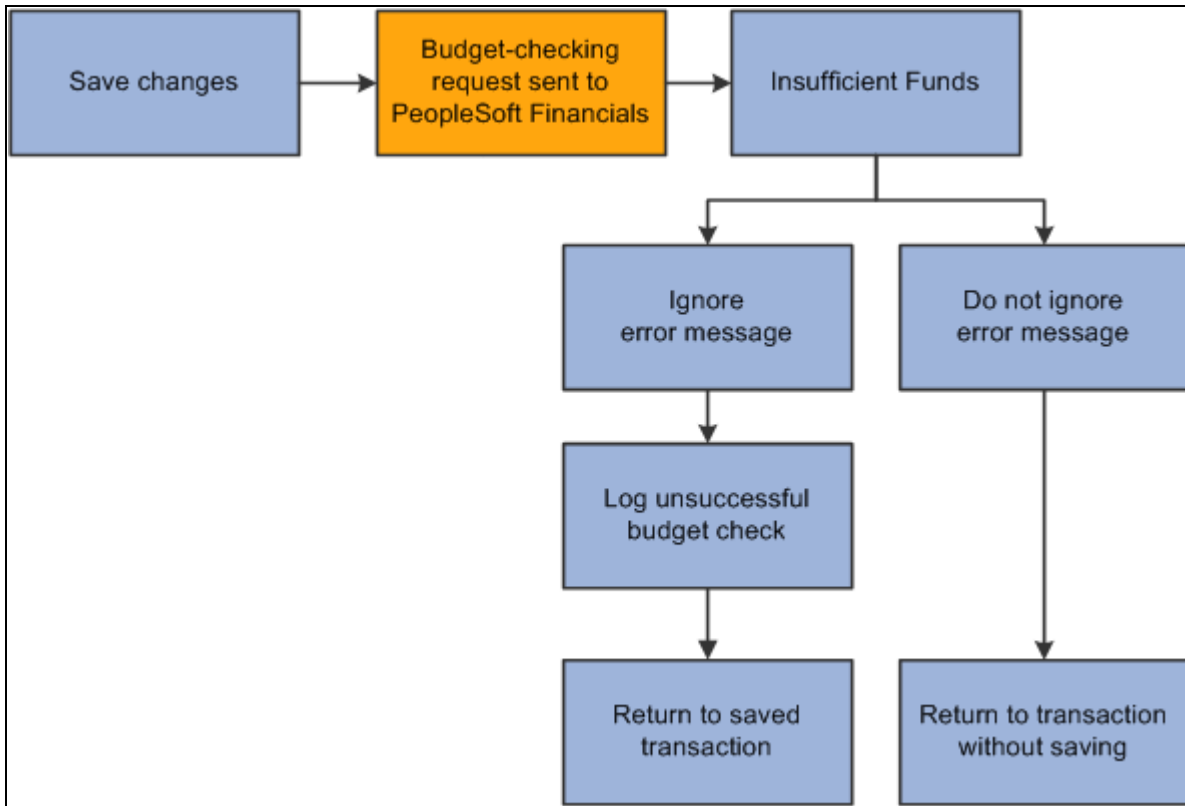
User chooses whether to ignore insufficient funds

Deferred Budget Checking

Deferred budget checking takes place on the Budget Check by Job and Budget Check by Position pages. These pages display read-only information about the transaction to be checked. Click the Check Budget button to initiate the real-time budget check.

When there are sufficient funds, deferred budget checking reserves the funds in PeopleSoft Financials Commitment Control and updates the PeopleSoft HRMS budget check status for the job or position.

When there are insufficient funds, deferred budget checking updates the PeopleSoft HRMS budget check status to invalid. This has no effect on the job or position data, which has already been saved.

Pages Used to Perform Real-Time Budget Checking and Encumbrance Processing

Page Name	*Definition Name*	*Navigation*	*Usage*
Budget Check by Job	HP_BDCK_JOB	Workforce Administration, Job Information, Budget Check By Job, Budget Check By Job	Perform budget checking for job data.

Page Name	Definition Name	Navigation	Usage
Budget Check by Position	HP_BDCK_POS	Organizational Development, Position Management, Budget Check By Position, Budget Check By Position	Perform budget checking for position data.

Checking the Budget for a Job Data Change

Access the Budget Check by Job page Workforce Administration, Job Information. Budget Check By Job, Budget Check by Job)

Budget Check by Job page

Review the transaction data, and click the Check Budget button to initiate the budget check.

Budget Check Information

RTBC Trigger (real-time budget checking trigger)   Displays the source component of the budget check transaction.

Critical Transaction   Displays *Y* (yes) if the last job data change was a critical transaction, or *N* (no) if it change was not critical.

Budget Status   Displays the current budget check status for the job: *Valid* or *Invalid.*

RTBC Performed   Displays *Y* (yes) if a real-time budget check has been performed, or *N* (no) if not.

Update in Progress	Displays *Y* (yes) if there is another real-time budget check transaction taking place for this job, or *N* (no) if not.
Encumbrance Update Time Stamp	Displays the date and time of the last encumbrance transaction.

Checking the Budget for a Position Data Change

Access the Budget Check by Position page (Organizational Development, Position Management, Budget Check By Position, Budget Check By Position).

Budget Check by Position page

Review the transaction data, and click the Check Budget button to initiate the budget check.

Budget Check Information

RTBC Trigger (real-time budget checking trigger)	Displays the source component of the budget check transaction.
Critical Transaction	Displays *Y* (yes) if the last position data change was a critical transaction, or *N* (no) if it change was not critical.
Budget Status	Displays the current budget check status for the position: *Valid* or *Invalid.*
RTBC Performed	Displays *Y* (yes) if a real-time budget check has been performed, or *N* (no) if not.
Update in Progress	Displays *Y* (yes) if there is another real-time budget check transaction taking place for this position, or *N* (no) if not.
Encumbrance Update Time Stamp	Displays the date and time of the last encumbrance transaction.

Reviewing Budget Checking Status Logs

This section lists the pages used to review budget checking status logs.

Pages Used to Review Budget Checking Status Logs

Page Name	Definition Name	Navigation	Usage
Budget Status by Job	HP_RTBC_JOB1_INQ	Workforce Administration, Job Information, Budget Status by Job, Budget Status by Job	Review budget status and encumbrance data for an individual job.
Budget Status by Position	HP_RTBC_POS1_INQ	Organizational Development, Position Management, Budget Status by Position, Budget Status by Position	Review budget status and encumbrance data for an individual position.
Budget Status by Document ID	HP_RTBC_DOC1_INQ	• Workforce Administration, Job Information, Budget Status by Document ID, Budget Status by Document ID • Organizational Development, Position Management, Budget Status by Document ID, Budget Status by Document ID	Review budget status for an individual document.
Budget Check Results	HP_RTBC_JOB2_INQ HP_RTBC_POS2_INQ HP_RTBC_DOC2_INQ	• Click the Budget Check Results button on the Budget Status by Job page. • Click the Budget Check Results button on the Budget Status by Position page. • Click the Budget Check Results button on the Budget Status by Document ID page.	Review budget check results for an individual document.

Reviewing Budget Check Results By Job

Access the Budget Status by Job page (Workforce Administration, Job Information, Budget Status by Job, Budget Status by Job).

Budget Status by Job

Empl ID: PU217   Empl Record: 0   Budget Status: Invalid

Budget Information   Customize | Find | View All | | First 1-8 of 15 Last

	Commitment Control Document ID	Commitment Control Line Number	Fiscal Year	Budget Year	Budget Status	Budget Check Results
1	451	1	2008	2008	Valid	Budget Check Results
2	451	1	2008	2009	Valid	Budget Check Results
3	451	1	2010	2010	Invalid	Budget Check Results
4	453	1	2010	2010	Valid	Budget Check Results
5	472	1	2008	2008	Valid	Budget Check Results
6	472	1	2008	2009	Valid	Budget Check Results
7	473	1	2008	2008	Valid	Budget Check Results
8	473	1	2008	2009	Valid	Budget Check Results

Budget Status by Job page: Document Overview tab

Budget Information   Customize | Find | View All | | First 1-8 of 15 Last

	Encumbrance Process Type	Posted Actual Amount	Posted Encumbrance Amount	Annual Encumbered Amount	Encumbrance Amount
1	Encumber Deduction		454.64	454.64	
2	Encumber Deduction		217.97	217.97	
3	Encumber Deduction		517.15	517.15	
4	Encumber Salary	6500.25	51715.07	58215.32	
5	Encumber Salary	10833.75	41130.98	51964.73	

Budget Status by Job page: Encumbrance Amounts tab

	General Ledger Unit	Set ID	Department	Company	Pay Group	Combination Code	ChartFields	Account	Position Pool ID	Job Code Set ID	Job Code
1	EGV01	PSUSI	90400	PSU	PU3	PSU-DED-003	ChartFields	6017		PSUNV	PS0020
2	EGV01	PSUSI	90400	PSU	PU3	PSU-DED-003	ChartFields	6017		PSUNV	PS0020
3	EGV01	PSUSI	90400	PSU	PU3	PSU-DED-003	ChartFields	6017		PSUNV	PS0020
4	EGV01	PSUSI	90400	PSU	PU3	PSU-ERN-011	ChartFields	6044		PSUNV	PS0020
5	EGV01	PSUSI	90400	PSU	PU3	PSU-ERN-005	ChartFields	6032		PSUNV	PS0020

Budget Status by Job page: Distribution Detail tab

Reviewing Budget Check Results By Position

Access the Budget Status by Position page (Organizational Development, Position Management, Budget Status by Position, Budget Status by Position).

Budget Status by Position

Position Number: PUC1020   Budget Status: Invalid

	Commitment Control Document ID	Commitment Control Line Number	Fiscal Year	Budget Year	Budget Status	Budget Check Results
1	583	1	2010	2010	Invalid	Budget Check Results
2	584	1	2010	2010	Valid	Budget Check Results
3	585	1	2010	2010	Valid	Budget Check Results

Budget Status by Position page: Document Overview tab

	Encumbrance Process Type	Posted Actual Amount	Posted Encumbrance Amount	Annual Encumbered Amount	Encumbrance Amount
1	Position PreEncumber Salary		30000.00	30000.00	
2	Postiion PreEncumber Deduction		469.15	469.15	
3	Position PreEncumber Tax		1900.30	1900.30	

Budget Status by Position page: Pre-Encumbrance Amounts tab

Budget Status by Position page: Distribution Detail tab

Reviewing Budget Check Results By Document ID

Access the Budget Status by Document ID page (Workforce Administration, Job Information, Budget Status by Document ID, Budget Status by Document ID or Organizational Development, Position Management, Budget Status by Document ID, Budget Status by Document ID).

Budget Status by Document ID page: Document Overview tab

Budget Status by Document ID page: Encumbrance Amounts tab

	General Ledger Unit	Set ID	Department	Company	Pay Group	Combination Code	ChartFields	Account	Position Pool ID	Job Code Set ID	Job Code
1	EGV01	PSUSI	90400	PSU	PU3	PSU-DED-003	ChartFields	6017		PSUNV	PS0010
2	EGV01	PSUSI	90400	PSU	PU3	PSU-DED-003	ChartFields	6017		PSUNV	PS0016
3	EGV01	PSUSI	90400	PSU	PU3	PSU-DED-003	ChartFields	6017		PSUNV	PS0011

Budget Status by Document ID page: Distribution Detail tab

Reviewing Detailed Budget Check Results

Access the Budget Check Results page (click the Budget Check Results button on the Budget Status by Job page, the Budget Status by Position page, or the Budget Status by Document ID page).

Budget Check Results

Commitment Control Document ID: 451   Commitment Control Line Number: 1

Fiscal Year: 2010   Budget Year: 2010

Budget Check Detail

	Budget Check Line Status	Ledger Group	Exception Type	Description	Message Number	Message Detail
1	Error	EG_RTBC_PR	E97	Budget Definition not Found		Message Detail

Expense Detail

	Expense Line Status	Ledger Group	Exception Type	Description	Message Number	Message Detail
1						Message Detail

Return

Budget Check Results page

Message Detail	When there is a link in this column, click the link to review detailed message logs from the budget check.

Resetting Budget-Checking Locks

This section provides an overview of locked transactions, lists common elements for resetting locks, and shows the pages used to:

• Reset locks by employee.

• Reset locks by position.

• Reset locks by document line.

• Reset batch process locks.

Understanding Locked Transactions

The system employs locking at various levels to prevent simultaneous budget checking for the same transaction. When a user attempts to perform real-time budget checking for a locked transaction, the system displays a concurrent processing error.

For whatever reason, there may be outstanding locks in the system that require manual intervention. The pages under the Reset Encumbrance Locks menu enable you to review and reset these outstanding locks at various levels.

Warning! Incorrect usage can corrupt budget actuals and document summary tables, cause potential deadlock, and cause other system issues. Access to the pages for resetting encumbrance locks should be restricted to knowledgeable application support personnel.

You can reset locks at these levels:

*   *By Encumbrance Control:* An encumbrance control lock is set when the Batch Encumbrance Calculation process is running. This lock prevents the system from performing any real-time budget checking or other batch process.

*   *By Position:* When real-time budget checking is being performed on a specific position, no other users can perform budget checks on that position until the first check is completed.

*   *By Employee:* When real-time budget checking is being performed on a specific Employee ID and record number, no other users can perform budget checks on the job data and related documents until the first check is completed.

*   *By Document Line:* When real-time budget checking is being performed on a job or position and its related documents, no other budget check is allow for the same document until the first check is completed.

    If job data changes occur for two employees in the same department that refers to the same document, the system performs real-time budget checking on only one employee at a time. The changes that are saved first are processed first; the user who makes the second job data change must wait for the first budget check process to be finished.

Common Elements for Resetting Locks

Reset Lock   Click this button to remove the lock.

Pages Used to Reset Budget-Checking Locks

Page Name	Definition Name	Navigation	Usage
Reset by Employee	HP_RESET_LOCK_JOB	Set Up HRMS, Product Related, Commitment Accounting, Reset Encumbrance Locks , Reset by Employee, Reset by Employee	Review locks placed by real-time budget checking for job data changes, and reset the locks if necessary.
Reset by Position	HP_RESET_LOCK_POS	Set Up HRMS, Product Related, Commitment Accounting, Reset Encumbrance Locks , Reset by Position, Reset by Position	Review locks placed by real-time budget checking for position data changes, and reset the locks if necessary.
Reset By Document Line	HP_RESET_LOCK_DOC	Set Up HRMS, Product Related, Commitment Accounting, Reset Encumbrance Locks , Reset by Document Line, Reset by Document Line	Review locks placed by real-time budget checking and reset the locks if necessary.
Reset Encumbrance Control Lock	HP_RESET_LOCK_BCH	Set Up HRMS, Product Related, Commitment Accounting, Reset Encumbrance Locks , Reset Encumbrance Control Lock, Reset Encumbrance Control Lock	Review locks placed by the Batch Encumbrance Calculation Process, and reset the locks if necessary.

Resetting Locks By Employee

Access the Reset By Employee page (Set Up HRMS, Product Related, Commitment Accounting, Reset Encumbrance Locks , Reset by Employee, Reset by Employee).

Reset By Employee page: Budget Check Data 1 tab

Reset By Employee page: Budget Check Data 2 tab

Resetting Locks By Position

Access the Reset By Position page (Set Up HRMS, Product Related, Commitment Accounting, Reset Encumbrance Locks , Reset by Position, Reset by Position).

Reset By Position page: Budget Check Data 1 tab

Reset By Position page: Budget Check Data 2 tab

Resetting Locks by Document Line

Access the Reset By Document Line page (Set Up HRMS, Product Related, Commitment Accounting, Reset Encumbrance Locks , Reset by Document Line, Reset by Document Line).

Reset By Document Line page

Resetting Batch Process Locks

Access the Reset Encumbrance Control Lock page (Set Up HRMS, Product Related, Commitment Accounting, Reset Encumbrance Locks , Reset Encumbrance Control Lock, Reset Encumbrance Control Lock).

Reset Encumbrance Control Lock page

Chapter 10

Creating and Posting Actuals Data to PeopleSoft Financials

This chapter provides an overview of data flow between PeopleSoft HRMS and PeopleSoft Financials and describes how to:

* Run payroll processes.

* Run the predistribution audit report.

* Run actuals distribution process.

* Modify actuals distribution prior to general ledger posting using the actuals distribution component.

* View and modify suspense combination code actuals transactions.

* View summaries of actuals distribution.

* Run the commitment accounting actuals GL interface process.

* Review actuals distribution after GL posting.

* Prepare and run the gross fringe report.

Understanding the Data Flow Between PeopleSoft HRMS and PeopleSoft Financials

When you process a payroll, you are liquidating your encumbrances with actual earnings, benefits, and tax expenses. This actuals information needs to be posted to PeopleSoft Financials to update the actuals and encumbrance information that is stored there. Before posting actuals information, distribute actuals across the funding sources that you've established on the Department Budget component (DEPT_BUDGET). Then post actuals to PeopleSoft Financials using the Actuals GL Interface process (PAYGL02).

The following diagrams illustrate how the data moves from PeopleSoft HRMS to PeopleSoft Financials. If you are using PeopleSoft General Ledger and Commitment Control ledgers.
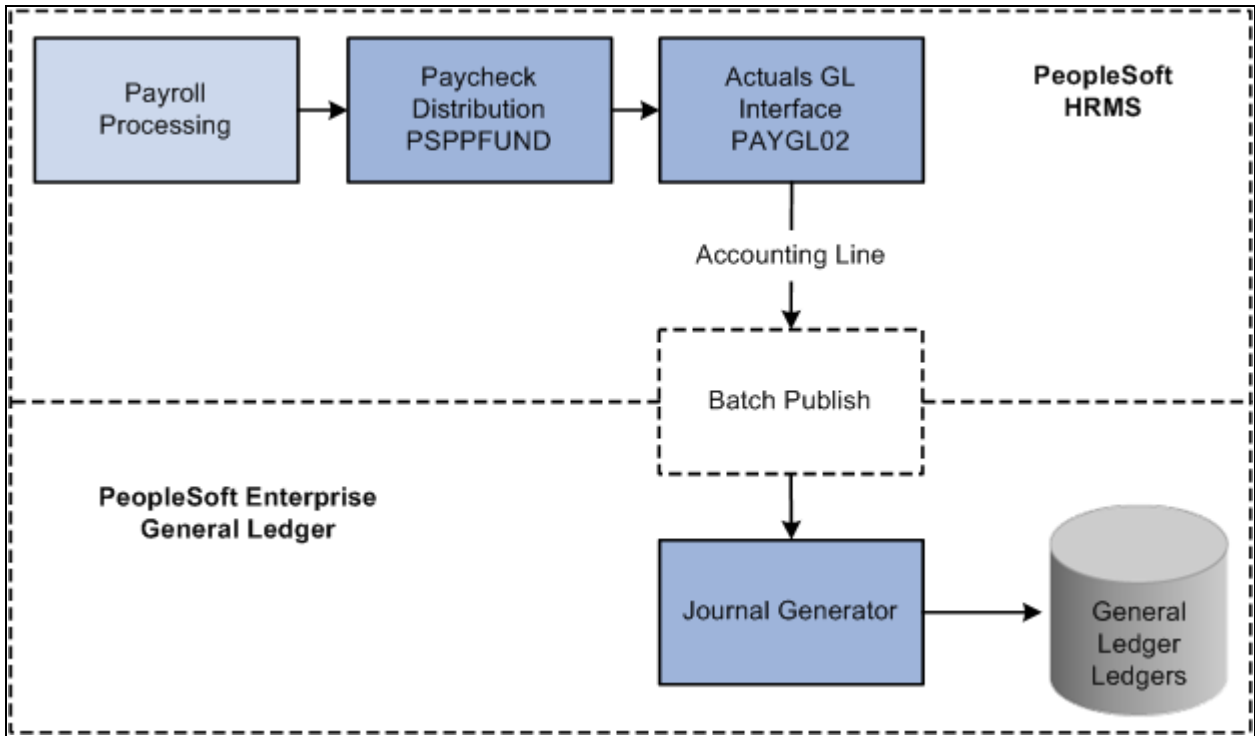
Creating and posting actuals data to PeopleSoft General Ledger
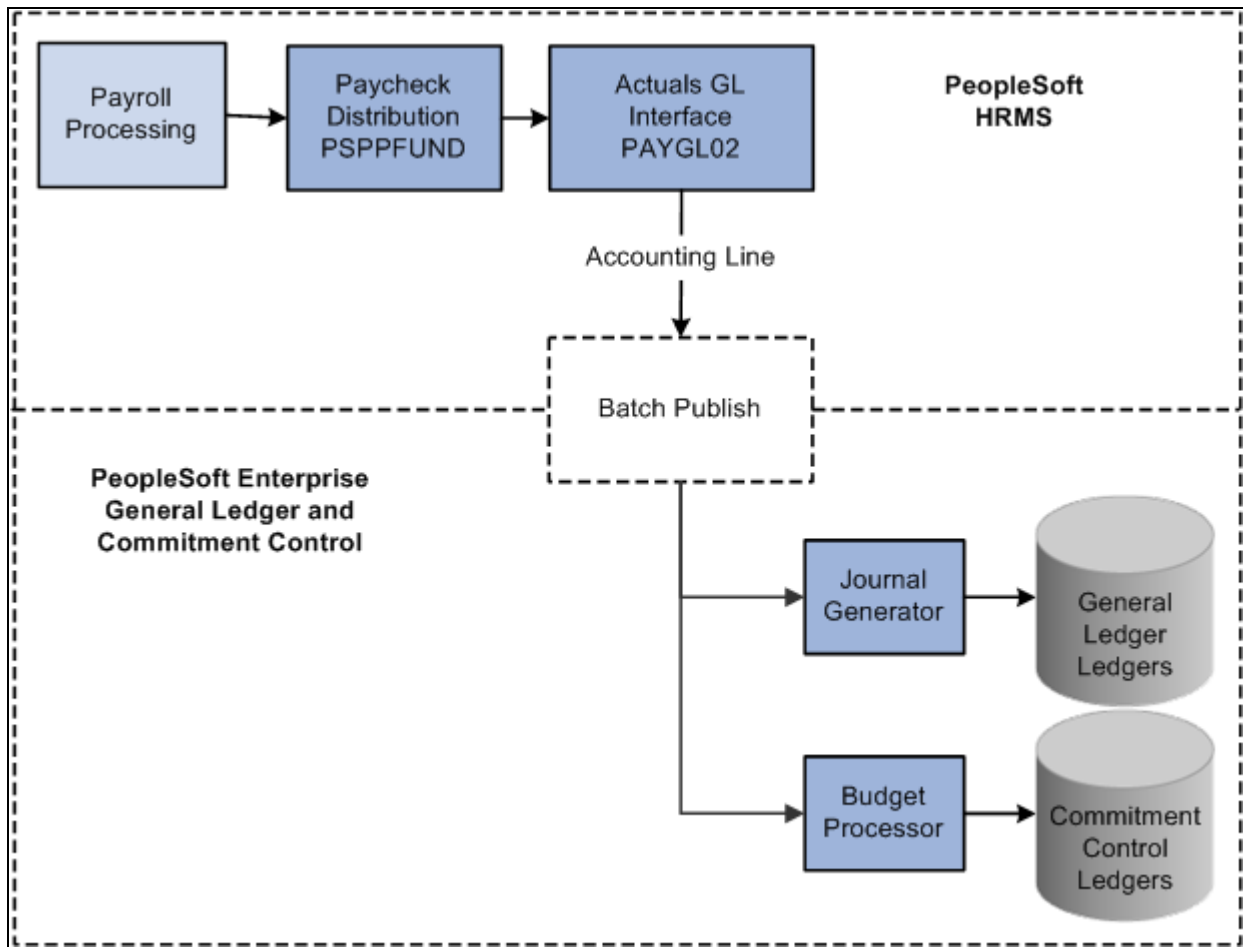
Creating and posting actuals data to PeopleSoft General Ledger and Commitment Control

See Also

Running Payroll Processes

It's important to understand how the PeopleSoft Payroll for North America processes fit into the framework of managing commitment accounting. When you process a payroll, you can automatically update your budgets. When you update your budgets, you liquidate your encumbrances with actual earnings, benefits, and tax expenses and then you post them to your general ledger.

PeopleSoft Payroll for North America includes the following basic payroll processes:

• Contract Additional Pay

• Paysheets

• Pay Calculation

• Pay Confirmation

After you run the Pay Confirmation process for each pay period, run the Predistribution Audit Report to identifies any errors that could be encountered when the Actuals Distribution is run.

After the errors from the Predistribution Audit Report are addressed, run the Actuals Distribution process. This process distributes actual earnings, deductions, and taxes across the funding sources you've established and notifies you when you've exceeded any budget amounts specified on the Department Budget pages.

The earnings, deductions, and taxes are also distributed across accounting calendars in cases when a pay period spans more than one accounting period. This Actuals Distribution process (PSPPFUND) is described in detail in the following section.

See Also

PeopleSoft Payroll for North America 9.1 PeopleBook

Running the Predistribution Audit Report

To run the Predistribution Audit report, use the Predistribution Audit Report component (HP_RUN_PREDIST).

This section explains how to run the Predistribution Audit report.

Page Used to Run the Predistribution Audit Report

Page Name	Definition Name	Navigation	Usage
Predistribution Audit Report	HP_RUNCTL_PDAUDIT	• Payroll for North America, Payroll Distribution, Commitment Accounting CAN, Predistribution Audit Report • Payroll for North America, Payroll Distribution, Commitment Accounting USA, Predistribution Audit Report	The Predistribution Audit report audits payroll and configuration data and identifies any errors that could be encountered when you run the Actuals Distribution or Actuals GL Interface processes. **Note.** Run the Predistribution Audit report after you've run the Paysheet Create process, but before running the Actuals Distribution process.

Running the Predistribution Audit Report

Access the Predistribution Audit Report page (Payroll for North America, Payroll Distribution, Commitment Accounting USA, Predistribution Audit Report).

Predistribution Audit Report page

Pay Run ID	Select the pay run ID of the pay run you will audit.
General Audit	Select to have the system verify that department budgets have been set up for the transactions in the selected pay run.
Specific Employer paid Earning/Deduction/Tax Codes	Select to have the system verify that department budgets have been set up for specific Earnings/Deductions/Tax codes for the transactions in the selected pay run.
Audit Project/Grant	Select to have the system verify that the project/grant ChartField specified in the combination code is valid. The system uses the project ChartField value from the ChartField Transaction Table component (ACCT_CD_TBL) to read the Project Table component (PROJECT).

Running the Actuals Distribution Process

This section provides an overview of the Actuals Distribution process and how the system finds funding sources and discusses how to:

• Run the Actuals Distribution process.

- Run the Actuals Dist/TL Extract process.

Understanding the Actuals Distribution Process

The Actuals Distribution process (PSPPFUND) distributes actual earnings, employer deductions, and employer taxes across the funding sources you've established and notifies you when you've exceeded any budget amounts specified on the Department Budget component or when a transaction lacks funding. If your pay period isn't fully contained within a single accounting period, the process also distributes earnings, employer deductions, and employer taxes across accounting periods using the calendar information on the Detail Calendar.

The Actuals Distribution process allocates transactions without funding sources or adequate funding to the department budget's suspense combination code. View these transactions and specify a new combination code on the Review Suspense ComboCode Dist component (HP_PYCHK_DIST_SUSP).

The system processes transactions that exceed their budget cap so long as the funding source has the Allow Overspend check box selected on the Department Budget component. The process generates a warning for these transactions.

After running the Actuals Distribution process, modify actuals distribution using the Review Actuals Distribution component (PAYCHECK_DIST).

To post actuals to your general ledger system, including any changes you make on the Review Actuals Distribution component, run the Actuals GL Interface process.

Understanding How the System Finds Funding Sources

This section discusses how the system finds funding sources for:

- Earnings.

- Employer-paid deductions and taxes.

Earnings Funding Sources

Where the system looks for funding information depends on whether you are using PeopleSoft Time and Labor distribution:

Customers Using Time and Labor Distribution	Customers Not Using Time and Labor or Time and Labor Distribution

If you are using PeopleSoft Time and Labor and are using time and labor distribution information when determining actuals funding sources:
 	
• The system automatically runs the Labor Distribution process when you run the Actuals Distribution process.
 	
• If you select the Use TL Distribution? check box on the Departments − Comm. Acctg and EG page (DEPARTMENT_TBL_CA):
 	
   • The system takes into account task information entered into PeopleSoft Time and Labor during the Actuals Distribution process.
 	
   • The Actuals Distribution process creates an entry for each time and labor task entry. It then distributes the earnings in the appropriate ratio (the same ratio used for labor distribution).
	If your system doesn't find any task information, or if you opt not to use time and labor distribution information:
	
	• The actuals transaction for earnings, produced by the Actuals Distribution process, uses the combination code found on the:
	
	   • Paysheet, if the combination code exists.
	
	   • Dept Budget Earnings page (DEPT_BUDGET_ERN), if there is no combination code on the paysheet.
	
	• The Paysheets Creation process populates the Combination Code field on the Paycheck Data - Paycheck Earnings: Additional Information page (PAY_CHECK_E1).
	
	You can override the combination code on the Paysheets, if required.

See *PeopleSoft Time and Labor 9.1 PeopleBook*, "Integrating with PeopleSoft Financials and Enterprise Performance Management," Using Time and Labor with Commitment Accounting.

See *PeopleSoft Time and Labor 9.1 PeopleBook*, "Integrating with Payroll Applications," Integrating Time and Labor and Payroll for North America.

See

See *PeopleSoft Payroll for North America 9.1 PeopleBook*, "Working with Paysheets."

See *PeopleSoft HR 9.1 PeopleBook: Administer Workforce*, "Increasing the Workforce," Adding Organizational Instances for Employees, Contingent Workers, and POIs.

See *PeopleSoft HCM 9.1 Application Fundamentals PeopleBook*, "Setting Up Jobs," Classifying Jobs.

Employer-Paid Deductions and Taxes Funding Sources

For employer deductions and employer taxes, the system looks for a combination code specified on:

1. The person's Job Data - Payroll page.

2. If it can't find a combination code there, and a combination code is found on the Paysheet and the default funding option on Department Budget table is either *Actuals* or *Earnings,* the process will use the combination code on the Paysheet.

3. If it can't find a combination code on Job Data and Paysheet, and the default funding option on Department Budget table is either *Actuals* or *Earnings,* the process will use the combination code from Dept Budget Earnings page.

4. If it can't find a combination code there, the process then looks at the Dept Budget Deduction page (DEPT_BUDGET_DED) and Dept Budget Taxes page (DEPT_BUDGET_TAX or DEPT_BUDGET_CTX).

5. If there is no combination code on the Dept Budget Deduction or Dept Budget Taxes pages, then the Actuals Distribution process can't distribute the actuals and the system will use the suspense account specified on Department Budget Date page.

See *PeopleSoft HR 9.1 PeopleBook: Administer Workforce*, "Increasing the Workforce."

See Chapter 6, "Defining Fiscal Year Budgets," Budgeting for Employer-Paid Taxes, page 75.

Page Used to Run the Actuals Distribution Process

Page Name	Definition Name	Navigation	Usage
Actuals Distribution	RUNCTL_PPFUND	• Payroll for North America, Payroll Distribution, Commitment Accounting CAN, Distribute Actuals, Actuals Distribution • Payroll for North America, Payroll Distribution, Commitment Accounting USA, Distribute Actuals, Actuals Distribution • Payroll for North America, Payroll Distribution, Commitment Accounting USF, Distribute Actuals, Actuals Distribution	Runs the Actuals Distribution process (PSPPFUND), which distributes actual earnings, employer deductions, and employer taxes across the funding sources and notifies you when you've exceeded any budget amounts. Before using this page, you must have run a Pay Confirmation process.
Actuals Distribution/TL Extract	PY_TL_XTRACT_COST	• Payroll for North America, Payroll Distribution, Commitment Accounting CAN, Actuals Distrib/TL Extract, Actuals Distribution/TL Extract • Payroll for North America, Payroll Distribution, Commitment Accounting USA, Actuals Distrib/TL Extract, Actuals Distribution/TL Extract	Runs the Actuals Distribution process and extracts cost information from Time and Labor to distribute actual earnings, employer deductions, and employer taxes across the funding sources and notifies you when you've exceeded any budget amounts. Before using this page, you must have run a Pay Confirmation process.

Running the Actuals Distribution Process

Access the Actuals Distribution page (Payroll for North America, Payroll Distribution, Commitment Accounting USA, Distribute Actuals, Actuals Distribution).

Actuals Distribution page

Actuals Distribution Parameters

Pay Run ID   Select the Pay Run ID.

Distribute Prorate Option   You must select either of the following options:

Calendar Days: The system uses calendar days to calculate prorated amounts across accounting periods

Work Days: If you select this and Use Holiday Schedule, the process prorates by work days, excluding holidays.

If you select *Work Days* and do not select Use Holiday Schedule, the process prorates by working days, including holidays.

Use Holiday Schedule   Indicate if the process should exclude holidays (based on the holiday schedule) when using *Work Days* to prorate distribution.

Running the Actuals/Extract TL Costs Process

Access the Actuals Distribution/TL Extract page (actuals distribution and Time and Labor extract) page (Payroll for North America, Payroll Distribution, Commitment Accounting USA, Actuals Distrib/TL Extract, Actuals Distribution/TL Extract).

Actuals Distribution/TL Extract page

Commitment Accounting

Run Actuals Distribution   Select to run the Actuals Distribution process.

See Chapter 10, "Creating and Posting Actuals Data to PeopleSoft Financials," Running the Actuals Distribution Process, page 137.

On-Cycle Run

If you are processing an on-cycle run, select the Pay Run ID.

Off-Cycle Pay Calendar

If you are processing an off-cycle run, select the Company,Pay Group, and Pay End Date. Enter the page range in the Page # and Thru fields.

Actuals Distribution Parameter

Distribution Prorate Option	If you are prorating actuals across accounting periods, you can prorate using calendar or work days. Select one of the following options for the prorate option:
	Calendar Days: The system uses calendar days to calculate prorated amounts across accounting periods
	Work Days: If you select this and Use Holiday Schedule, the process prorates by work days, excluding holidays.
	If you select *Work Days* and do not select Use Holiday Schedule, the process prorates by working days, including holidays.
Use Holiday Schedule	Indicate if the process should exclude holidays (based on the holiday schedule) when using *Work Days* to prorate distribution.

Modifying Actuals Distribution Prior to General Ledger Posting Using the Actuals Distribution Component

To modify actuals distribution prior to general ledger posting, use the Review Actuals Distribution component (PAYCHECK_DIST).

This section provides an overview of the Review Actuals Distribution component and describes how to:

- Modify actuals distribution for earnings.

- Modify actuals distribution for deductions.

- Modify actuals distribution for taxes.

Understanding the Review Actuals Distribution Component

Use the Review Actuals Distribution component to modify funding distribution information in PeopleSoft Human Resources after you've run the Actuals Distribution process but before posting to PeopleSoft General Ledger using the Actuals GL Interface process (PAYGL02). Use the Actuals Distribution component to change the funding source, but not the total amount. Actuals, including your changes, are posted to PeopleSoft Financials when you run the Actuals GL Interface process.

Common Elements Used in This Section

Corrected and **Correction Date**	Indicates if the distribution information of this paycheck has been corrected and, if so, the date it was corrected.
Off Cycle	Indicates if this was an off cycle pay period.

Separate Check	If all of the earnings, deductions, or taxes are on a single paycheck for this pay period, this field displays *0* (zero).
	If they are on separate checks (for example, a regular earnings check and a bonus earnings check), the field displays a number between *1* and *9.*
Empl Record	The employee record number associated with this paycheck.
Department, Job Code, and **Position**	Select the department and job code or position to which the earnings, deductions, or taxes are distributed. The Job Code and Department fields populate automatically when you select a position.
Currency	The currency of the earnings, deductions, or taxes associated with the Job Code or Position.
Position Pool ID	Displays the Position Pool ID of the Position, if applicable.
Fiscal Year, Period, Combination Code, and **Account**	Enter the fiscal year, period, combination code, and account to which to distribute the earnings
	The Account field is only available if the account override for the expense type (earnings, deductions, or US or Canadian taxes) is selected on the Dept Budget Date page.
Edit ChartFields	Click the Edit ChartFields link to search for an existing combination code or select a unique combination of ChartFields on the ChartField Detail page.
	See *PeopleSoft HCM 9.1 Application Fundamentals PeopleBook*, "Setting Up and Working with ChartFields and ChartField Combinations," Editing ChartField Combinations in HCM Transactions.

Pages Used to Modify Actuals Distribution

Page Name	Definition Name	Navigation	Usage
Review Actuals Distribution - Earnings	PAY_CHECK_DIST_ERN	• Payroll for North America, Payroll Distribution, Commitment Accounting CAN, Review Actuals Distribution, Earnings • Payroll for North America, Payroll Distribution, Commitment Accounting USA, Review Actuals Distribution, Earnings • Payroll for North America, Payroll Distribution, Commitment Accounting USF, Review Actuals Distribution, Earnings	View and modify the actuals distribution after running the Actuals Distribution process and prior to posting to general ledger. When you make changes on this page, the system performs an edit when you save the page to ensure that the total amount of earnings, deductions, and taxes redistributed compares to the paycheck totals.
Review Actuals Distribution - Deductions	PAY_CHECK_DIST_DED	• Payroll for North America, Payroll Distribution, Commitment Accounting CAN, Review Actuals Distribution, Deductions • Payroll for North America, Payroll Distribution, Commitment Accounting USA, Review Actuals Distribution, Deductions • Payroll for North America, Payroll Distribution, Commitment Accounting USF, Review Actuals Distribution, Deductions	View and modify the actuals distribution after running the Actuals Distribution process and prior to posting to general ledger.

Page Name	Definition Name	Navigation	Usage
Review Actuals Distribution - Taxes	PAY_CHECK_DIST_TAX	• Payroll for North America, Payroll Distribution, Commitment Accounting USA, Review Actuals Distribution, Taxes • Payroll for North America, Payroll Distribution, Commitment Accounting USF, Review Actuals Distribution, Taxes	View and modify the actuals distribution after running the Actuals Distribution process and prior to posting to general ledger.
Review Actuals Distribution - Taxes	PAY_CHECK_DIST_CTX	Payroll for North America, Payroll Distribution, Commitment Accounting CAN, Review Actuals Distribution, Taxes	View and modify the actuals distribution after running the Actuals Distribution process and prior to posting to general ledger.

Modifying Actuals Distribution for Earnings

Access the Review Actuals Distribution - Earnings page (Payroll for North America, Payroll Distribution, Commitment Accounting USA, Review Actuals Distribution, Earnings).

Review Actuals Distribution - Earnings page (1 of 2)

Review Actuals Distribution - Earnings page (2 of 2)

Earnings	Enter the amount of earnings to be distributed to this combination code in this accounting period. The sum of the earnings in the Distribution group box must equal the displayed Earnings amount for the Earnings group box.
Account	If earnings account mapping is enabled for the corresponding department budget, this field is available for entry. When the *ChartField Details* column is visible, it will contain a link to the page where the user may select a combination code or account value that determines the value of the Account field on the Earnings page.

Modifying Actuals Distribution for Deductions

Access the Review Actuals Distribution - Deductions page (Payroll for North America, Payroll Distribution, Commitment Accounting USA, Review Actuals Distribution, Deductions).

Deductions page

Current Deduction	Enter the deduction amount to be distributed to this combination code in this accounting period. The sum of the deductions in the Distribution group box must equal the displayed Current Deduction in the Deductions group box.
Account	If deduction account mapping is enabled for the corresponding department budget, this field is available for entry. When the *ChartField Details* column is visible, it will contain a link to the page where the user may select a combination code or account value that determines the value of the Account field on the Deductions page.

Modifying Actuals Distribution for Taxes

Access the Review Actuals Distribution - Taxes page (Payroll for North America, Payroll Distribution, Commitment Accounting USA, Review Actuals Distribution, Taxes).

Taxes page (1 of 2)

Taxes page (2 of 2)

Displays the funding distribution for this tax. You can fund the tax from multiple combination codes by entering more than one row.

Current Tax	Enter the amount of the Current Tax to be funded by this combination code. The total of the values in the Current Tax field must equal the amount in the Current Tax field in the upper group box.
Account	If tax account mapping is enabled for the corresponding department budget, this field is available for entry. When the *ChartField Details* column is visible, it will contain a link to the page where the user may select a combination code or account value that determines the value of the Account field on the Taxes page.

Viewing and Modifying Suspense Combination Code Actuals Transactions

To view and modify suspense combination code actuals, use the Review Suspense ComboCode Dist component (HP_PYCHK_DIST_SUSP).

When the Actuals Distribution process encounters transactions without funding, it posts the transactions to the transaction's department budget suspense combination code. When the process has completes, the system displays these transactions on the Distribution to Suspense Acct component. View the transactions and enter new combination code information before you run the Actuals GL Interface process.

Pages Used to View and Modify Suspense Combination Code Actuals Transactions

Page Name	Definition Name	Navigation	Usage
Earnings Suspense Combo Code	HP_PAYERNSUSPDIST	• Payroll for North America, Payroll Distribution, Commitment Accounting CAN, Review Suspense ComboCode Dist, Earnings Suspense Combo Code • Payroll for North America, Payroll Distribution, Commitment Accounting USA, Review Suspense ComboCode Dist, Earnings Suspense Combo Code	View earnings actuals transactions that the system posted to the suspense combination code and change the combination code information.
Deduction Suspense Combo Code	HP_PAYDEDSUSPDIST	• Payroll for North America, Payroll Distribution, Commitment Accounting CAN, Review Suspense ComboCode Dist, Deduction Suspense Combo Code • Payroll for North America, Payroll Distribution, Commitment Accounting USA, Review Suspense ComboCode Dist, Deduction Suspense Combo Code	View deductions actuals transactions that the system posted to the suspense combination code and change the combination code information.

Page Name	Definition Name	Navigation	Usage
Tax Suspense Combo Code	HP_PAYCTXSUSPDIST	Payroll for North America, Payroll Distribution, Commitment Accounting CAN, Review Suspense ComboCode Dist, Tax Suspense Combo Code	View tax actuals transactions that the system posted to the suspense combination code and change the combination code information.
Tax Suspense Combo Code	HP_PAYTAXSUSPDIST	Payroll for North America, Payroll Distribution, Commitment Accounting USA, Review Suspense ComboCode Dist, Tax Suspense Combo Code	View tax actuals transactions that the system posted to the suspense combination code and change the combination code information.
ChartField Detail	HMCF_HRZNTL_CFLD	Click the Edit ChartFields link.	Use to select individual ChartField values or search for an existing combination code.

Viewing and Modifying Information on the Suspense Combination Code Actuals Transactions Pages

All of the pages in the Review Suspense ComboCode Dist component share the following process.

To view and modify earnings, deductions, and tax suspense combination code actuals transactions:

1. Access the appropriate page:

   • Access the Earnings Suspense Combo Code page to view earnings suspense combination code actuals transaction.

   • Access the Deduction Suspense Combo Code page to view deduction suspense combination code actuals transactions.

   • Access the Tax Suspense Combo Code page to view tax suspense combination code actuals transactions.

2. Review the transaction.

   The page displays all the information about the transaction, including name, fiscal year, earnings amount, suspense combination code and other details like Department ID, JobCode, Position number and Position Pool ID.

3. Enter a new combination code to fund the transaction.

   Enter a new combination code in the Combination Code field to fund these earnings actuals, deduction amount, or current tax when you run the Actuals GL Interface process.

   You cannot change the data in any other fields.

   See *PeopleSoft HCM 9.1 Application Fundamentals PeopleBook*, "Setting Up and Working with ChartFields and ChartField Combinations," Editing ChartField Combinations in HCM Transactions.

Viewing Summaries of Actuals Distribution

To view summaries of actuals distribution, use Review Actuals Dist Summary component (PAYCHECK_DIST_SUM).

This section describes how to use the Actuals Distribution Summary page to view a summary of actuals distributions for earnings, deductions, and taxes on a single page.

Pages Used to View Summaries of Actuals Distribution

Page Name	Definition Name	Navigation	Usage
Actuals Distribution Summary	PAY_CHECK_DIST_SUM	Payroll for North America, Payroll Distribution, Commitment Accounting USA, Review Actuals Dist Summary	View the actuals distribution after running the Actuals Distribution process and prior to posting to general ledger.
Actuals Distribution Summary	PAY_CHECK_DIST_CSM	Payroll for North America, Payroll Distribution, Commitment Accounting CAN, Review Actuals Dist Summary	View the actuals distribution after running the Actuals Distribution process and prior to posting to general ledger.

Viewing the Actuals Distribution Summary for Earnings, Deductions, and Taxes

The Actuals Distribution Summary page displays the combination code actuals transactions for the earnings, deductions, and taxes of the selected paycheck. The component shares many of the same fields as the fields on the Review Actuals Distribution component, but are display only on this page.

To view a summary of all the earnings, deductions, and tax combination code actuals transactions:

1. Access the Actuals Distribution Summary page (Payroll for North America, Payroll Distribution, Commitment Accounting USA, Review Actuals Dist Summary).

2. Review the earnings transactions in the Earnings group box.

3. Review the deductions transactions in the Deductions group box.

4. Review the tax transactions in the Tax group box.

Actuals Distribution Summary page

See Also

Chapter 10, "Creating and Posting Actuals Data to PeopleSoft Financials," Modifying Actuals Distribution Prior to General Ledger Posting Using the Actuals Distribution Component, page 143

Running the Commitment Accounting Actuals GL Interface Process

To run the commitment accounting actuals GL Interface process, use the Commitment Accounting Actuals component (RUN_PAYGL02).

Like the Encumbrance GL Interface (PAYGL03) process, the Actuals GL Interface process (PAYGL02.SQR) prepares actuals transactions (expenses and liabilities) to be published to the general ledger. This process also liquidates encumbered amounts to reflect that the actuals for that pay period have been processed. All processed transactions are reflected on the Dept Budget Actuals page.

Run the Actuals GL Interface process once per pay period, after you've completed all manual updates to the defaulted labor (expense) distributions.

Processing Retroactively Modified Checks

If you have modified the funding sources of a paycheck or group of paychecks, use the Actuals GL Interface process to update the general ledger with the changes. The Actuals GL Interface process processes all regular checks for a given pay calendar ID and then searches for any checks that have been modified retroactively. The system combines corrected entries with entries from the current payroll.

The Actuals GL process will not update the pay calendar when it processes a run made up of only retroactively modified checks. It will update the pay calendar when the process is made up of both new and retroactively modified checks.

Page Used to Run the Actuals GL Interface Process

Page Name	Definition Name	Navigation	Usage
GL Interface - Commitment Accounting Actuals	RUNCTL_PAYGL02	Payroll for North America, Payroll Distribution, Provide GL Information, Commitment Accounting Actuals, GL Interface - Commitment Accounting Actuals	Runs the Actuals GL Interface process, which prepares actuals transactions for the PeopleSoft journal generator and budget processor if you are using PeopleSoft Commitment Control). Before using this page, you must have run the Actuals Distribution process.

Reviewing Actuals Distribution After GL Posting

To review actuals distribution after GL posting, use the Review Budget Actuals component (BUDGET_ACTUALS).

Page Used to Review Actuals Distribution After GL Posting

Page Name	Definition Name	Navigation	Usage
Budget Actuals	BUDGET_ACTUALS	• Payroll for North America, Payroll Distribution, Commitment Accounting CAN, Review Budget Actuals • Payroll for North America, Payroll Distribution, Commitment Accounting USA, Review Budget Actuals • Payroll for North America, Payroll Distribution, Commitment Accounting USF, Review Budget Actuals	Review budget actuals records after posting to general ledger. Before using this page, you must have run the Actuals GL Interface process.

Review Budget Actuals After Posting to General Ledger

Access the Budget Actuals page (Payroll for North America, Payroll Distribution, Commitment Accounting USA, Review Budget Actuals).

Budget Actuals page

Preparing and Running the Gross Fringe Report

To prepare and run the Gross Fringe report, use the Gross/Fringe Report Column CAN component (HP_GF_COL_DEFN_CAN) or Gross/Fringe Report Column USA component (HP_GF_COL_DEFN_USA), the Load Gross/Fringe Data component (HP_RUNCTL_GF_LOAD), and the Gross/Fringe Report component (HP_RUNCTL_GF_RPT).

This section describes how to:

- Define columns for the gross fringe report.

- Load gross fringe data.

- Run the gross fringe report.

Pages Used to Prepare and Run the Gross Fringe Report

Page Name	Definition Name	Navigation	Usage
Gross/Fringe Report Column	HP_COL_DEFN	• Set Up HRMS, Product Related, Commitment Accounting, Fringe Costs, Gross/Fringe Report Column CAN, Gross/Fringe Report Column • Set Up HRMS, Product Related, Commitment Accounting, Fringe Costs, Gross/Fringe Report Column USA, Gross/Fringe Report Column	Setup column definitions to be used by the Gross Fringe report.
Load Gross/Fringe Data	HP_RCTL_GRSFR_LOAD	Payroll for North America, Payroll Distribution, Commitment Accounting USA, Load Gross/Fringe Data	Load the gross fringe data to a temporary table where it can be reported on by the Gross Fringe report.
Gross and Fringe Report	HP_RCTL_GRSFR_RPT	Payroll for North America, Payroll Distribution, GL Interface Reports, Gross and Fringe, Gross and Fringe Report	Run the Fringe and Gross Report (HPCA012). This reports on the Pay Check Distribution records. Run after you've completed the Pay Check distribution process. You must set up column definitions and run the Fringe Gross Load process before running the report.

Defining Columns for the Gross Fringe Report

Access the Gross/Fringe Report Column page (Set Up HRMS, Product Related, Commitment Accounting, Fringe Costs, Gross/Fringe Report Column USA, Gross/Fringe Report Column).

Gross/Fringe Report Column

Column Definition Code: C01FR

Description: PAY RUN QC01-FRINGE

Column Definition
Find | View All First ◄ **1 of 1** ► Last

*Column ID: A   ***Gross or Fringe:**   Fringe ▼

Column Heading 1: MEDICAL   **Column Heading 2:** COSTS

Details
Find | View All First ◄ **1 of 1** ► Last

Gross

Earnings Code:

Fringe (Benefits)

Plan Type: 10   **Benefit Plan:**   **Deduction Code:**

Dedn Class: **Sales Tax Type:**

Fringe (Taxes)

Province: **Canadian Tax Class:**

Gross/Fringe Report Column page

Column ID	Enter the column identifier. Enter either *A* through no higher than *F* to represent the user-definable columns from left to right.
Gross or Fringe	Identify if this column setup is for gross earnings or fringe benefits.
Column Heading 1 and **Column Heading 2**	Enter one or two column headings. Use the second column heading to further describe the column if one does not suffice.

Gross

Earnings Code	If you select *E* in the Gross or Fringe field, select the earnings codes that the system should total in this column.

Fringe (Benefits)

Plan Type, Benefit Plan, Deduction Code, Ded Class (deduction class), and **Sales Tax Type**

If you select *F* in the Gross or Fringe field, select the benefits that the system should total in this column.

If you leave any of the fields blank the system will treat those fields as a wild card. For example, if you only specify Plan Type and Deduction Code, the system will report on the specified Plan Type and Deduction Code, regardless of Benefit Plan, deduction class, and Sales Tax Type. You must enter information in at least one field.

Fringe (Taxes)

State, Locality, and **Tax Class,** and **Province** and **Canadian Tax Class**

If you select *F* in the *Gross or Fringe* field, select the employer paid taxes that the system should total in this column.

If you leave any of the fields blank the system will treat those fields as a wild card. For example, if you only specify State, the system will report on the specified State, regardless of Locality and Tax class. You must enter information in at least one field.

Note. You can total both taxes and benefits in a single column by entering information in both fringe group boxes.

Loading Gross Fringe Data

Access the Load Gross/Fringe Data page (Payroll for North America, Payroll Distribution, Commitment Accounting USA, Load Gross/Fringe Data).

Load Gross/Fringe Data page

All Companies & Paygroups, Company, and **Pay Group**	Select All Companies & Paygroups to process all companies and pay groups or leave the check box deselected and enter a company and pay group for processing. If you select only a company, the system will report on all pay groups in the selected company.
From Date and **Thru Date**	Enter the date range you want to process.
Include Retro Distribution data with distribution date that is outside of the specified date range.	Select to process retroactive distribution information for the date range you entered.

Note. To load retroactive distribution data, the system needs to read all rows on the pay check distribution records and this will slow down performance.

Running the Gross Fringe Report

Access the Gross/Fringe Report page (Payroll for North America, Payroll Distribution, GL Interface Reports, Gross and Fringe, Gross and Fringe Report).

Gross and Fringe Report

Run Control ID: PS   Report Manager   Process Monitor   **Run**

Language: English

Report Request Parameter(s)

Data Loaded by: **Last Loaded:**

Run Report For

Fiscal Year: [   ]   **Accounting Period:** [   ]   **Pay Period End Date:** [   ]

☑ **All Companies & Paygroups**

Company: [   ]   **Pay Group:** [   ]

☑ **All Department**

Departments   Customize | Find | View All | 🔲 | 🔢   First ◄ 1 of 1 ► Last

*Set ID	*Department	Short Description		
			➕	➖

☑ **All Funding Sources**

Funding Sources   Customize | Find | View All | 🔲 | 🔢   First ◄ 1 of 1 ► Last

*Combination Code	Short Description		
		➕	➖

☑ **All Projects**

Projects   Customize | Find | View All | 🔲 | 🔢   First ◄ 1 of 1 ► Last

*Project/Grant		
	➕	➖

Gross and Fringe Report page (1 of 2)

Gross and Fringe Report page (2 of 2)

All Companies & Paygroups, Company, and **Pay Group**	Select to process all companies and pay groups or leave deselected and select a company and pay group for processing. If you select only a company the system will report on all pay groups in the selected company.
All Department, and **SetID, Department**	Select All Department to process all departments or leave deselected and select specific departments for processing.
All Funding Sources and **Combination Code**	Select All Funding Sources to process all combination codes or leave deselected and select specific combination codes for processing.
All Projects and Project Grant	Select All Projects to process all projects or leave deselected and select specific projects for processing.
Report Option	Select a report option.
Column Definition Code	The system will summarize the fringe and gross data using the column definition code that you select.
Detail Report and **Summary Report**	Indicate if the system should produce a detail or a summary report. A detail report lists gross and fringe data by employee and a summary report will print the summary total based on the sort option you select in the Sort Option group box.
Sort Option	Select a sort option.
By Fiscal Year & Acct Period and **By Department**	Select to sort the report data by fiscal year and account period or by department. Select both options to sort first by fiscal year and accounting period and then by department.
Secondary Sort Sequence	Select a secondary sort sequence to sort after fiscal year and accounting period and department.
Detail Report Sort Sequence	If you opt to create a detail report, you can select an additional sequence level.

Chapter 11

Distributing Funding Sources Retroactively

This chapter provides an overview of retroactive distribution of funding sources and discusses how to:

- Create retroactive distribution transactions directly.

- Create retroactive distributions from the department budget table component.

- View and process retroactive transactions.

- Run the Retroactive Distribution report.

Understanding Retroactive Distribution of Funding Sources

You can make mass changes to the distribution of funding sources at the department, job code, position pool, position, or job data (appointment) level for data that has been posted to PeopleSoft General Ledger. Create retroactive transactions directly by using the Direct Retro Distributions (direct retroactive distributions) process to search the database for records that meet search criteria and replace selected data in those records with new information. Or create retroactive transactions by modifying department budgets. When you start the Budget Retro Distribution process, the system will create retroactive transactions for all records affected by the changes, either using the Direct Retro Distribution process or in the Department Budget Table component (DEPT_BUDGET).

After you create the transactions, using either method, view them in the Review Retro Distribution (review retroactive distribution) component (HP_RDIST_TRANS_USA or HP_RDIST_TRANS_CAN) to ensure that they are correct and make changes if necessary. From there, start the online transaction process to apply the new transactions to the actuals data.

The following diagram illustrates the two methods of creating retroactive transactions, applying transactions, and the flow of data through the Commitment Accounting business process and to other PeopleSoft applications:
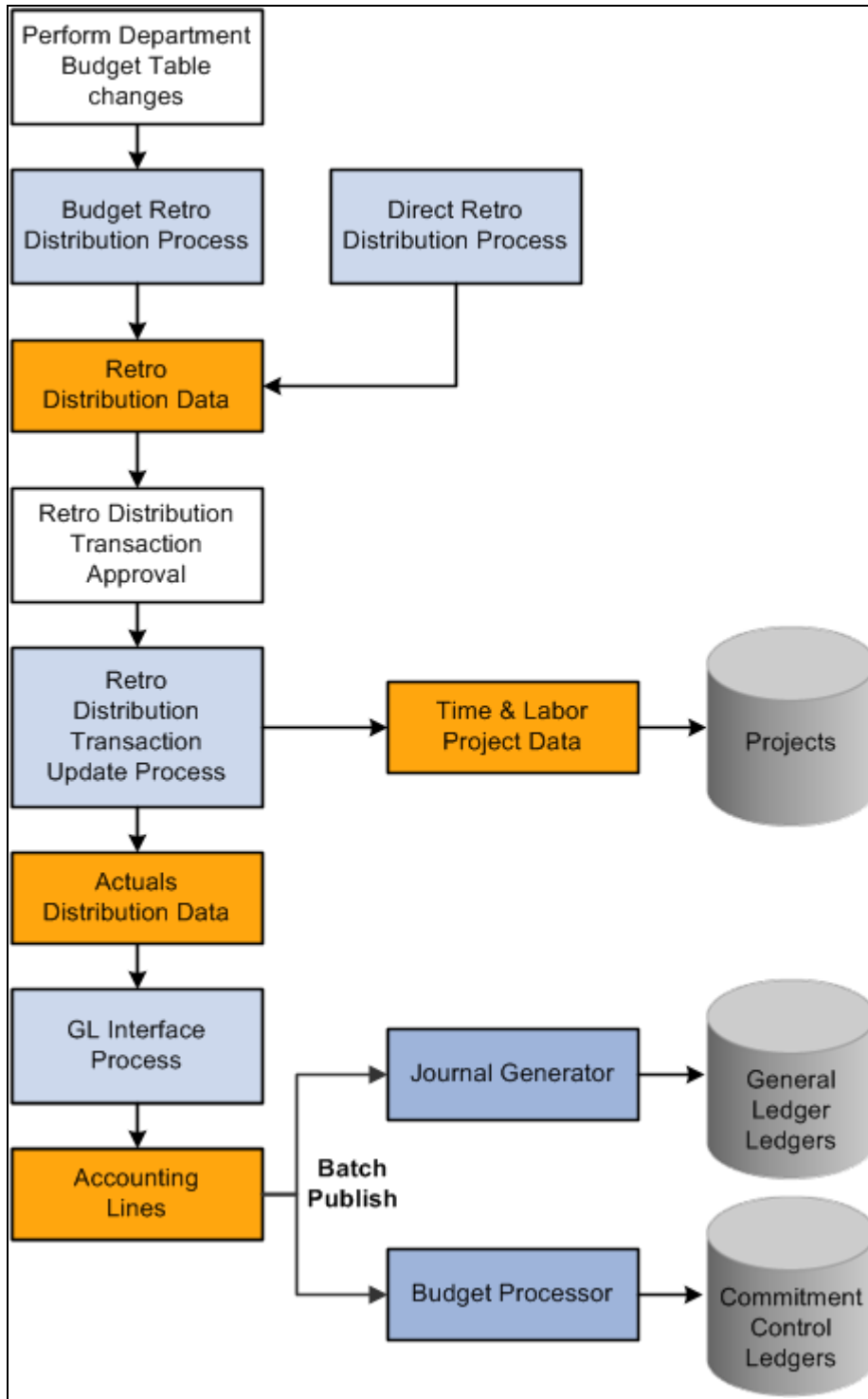
Two methods of creating retroactive distributions

Common Elements Used in This Chapter

Combination Code	Combination code funding the associated portions of the check.
	Note. Click the Edit ChartFields link to search for an existing combination code or select a unique combination of ChartFields on the ChartField Detail page.
	See *PeopleSoft HCM 9.1 Application Fundamentals PeopleBook*, "Setting Up and Working with ChartFields and ChartField Combinations," Editing ChartField Combinations in HCM Transactions.
Benefit Plan	Displays the benefit plan covered by the paycheck.
Canadian Tax Class	Displays the Canadian tax class for Canadian taxes.
Check # (check number)	Paycheck number.
Company	Name of company that issued check.
Current Deduction	Displays the deduction amount distributed to the associated combination code.
Current Tax	Displays the total amount of tax deduction distributed to the associated combination code.
Deduction Classification	Displays the deduction classification of the deduction covered by the paycheck.
Deduction Code	Displays the deduction code of the deduction covered by the paycheck.
Department	Displays the department to which the earnings, deductions, or taxes are distributed.
Earnings	Displays the amount of earnings distributed to the associated combination code.
Earnings Code	Displays the earnings code describing the earnings, such as *Regular* or *Vacation.*
Job Code	Displays the job code to which the earnings, deductions, and taxes are distributed.
Line	Paycheck line number.
Locality	Displays the locality that regulates and collects the associated tax.
Message ID	The message ID of the message generated by the associated process. The system displays the text of the message in the text box below this field.

Off Cycle	Indicates if the check is off-cycle.
Page	Paycheck page number.
Pay End Date	Pay end date of the pay cycle.
Pay Group	Pay group that the check was processed with.
Plan Type	Displays the type of benefit plan covered by the paycheck.
Position Number	Displays the position number to which the earnings, deductions, and taxes are distributed.
Position Pool ID	Displays the position pool ID to which the earnings, deductions, and taxes are distributed.
Province	Displays the province that regulates and collects the tax.
Selected	Check to include the paycheck in retroactive processing.
State	Displays the state (or federal marker, if a federal tax) that regulates and collects the tax.
Tax Balance Class	Displays the tax balance class for US taxes.

Creating Retroactive Distribution Transactions Directly

This section provides an overview of retroactive distribution transactions and describes how to:

*   Specify search and update criteria.

*   View earnings, deductions, and tax transaction messages.

Understanding Retroactive Distribution Transactions

You can redistribute funding sources directly in the actuals records at the department, job code, position pool, position, or job data (appointment) level without making changes to the department budget. The Direct Retro Distributions (direct retroactive distributions) process selects the records that fit your search criteria. It updates the data in specified fields with the new data from the run control page.

Note. The system only selects records processed by the Commitment Accounting GL Interface process.

In this section we discuss how to:

1. Specify search criteria, and indicate which fields to update and the data to update them with.

2. Run the Retro Distribution process.

3. View the earning, deduction, or tax-related messages generated by the Retro Distribution process.

Pages Used to Create Retroactive Distribution Transactions Directly

Page Name	Definition Name	Navigation	Usage
Process Direct Retro Distribution (process direct retroactive distribution)	RUN_HP_RETDISTSRCH	• Payroll for North America, Payroll Distribution, Commitment Accounting CAN, Process Direct Retro Dist, Process Direct Retro Distribution • Payroll for North America, Payroll Distribution, Commitment Accounting USA, Process Direct Retro Dist, Process Direct Retro Distribution	• Enter search criteria to specify which records to modify. • Indicate which field values the system should update and with what values. • Run the Retro Distribution (retroactive distribution) process.

Page Name	Definition Name	Navigation	Usage
Earnings Messages	HP_RETDIST_ERNMSG	• Payroll for North America, Payroll Distribution. Commitment Accounting CAN, Review Retro Distribution Msgs, Earnings Messages • Payroll for North America, Payroll Distribution. Commitment Accounting USA, Review Retro Distribution Msgs, Earnings Messages • Payroll for North America, Payroll Distribution. Commitment Accounting CAN, Review Retro Distribution, Earnings Messages • Payroll for North America, Payroll Distribution. Commitment Accounting USA, Review Retro Distribution, Earnings Messages	View the earnings-related messages created by the Retro Distribution process.

Page Name	Definition Name	Navigation	Usage
Deduction Messages	HP_RETDIST_DEDMSG	• Payroll for North America, Payroll Distribution. Commitment Accounting CAN, Review Retro Distribution Msgs, Deduction Messages • Payroll for North America, Payroll Distribution. Commitment Accounting USA, Review Retro Distribution Msgs, Deduction Messages • Payroll for North America, Payroll Distribution. Commitment Accounting CAN, Review Retro Distribution, Deduction Messages • Payroll for North America, Payroll Distribution. Commitment Accounting USA, Review Retro Distribution, Deduction Messages	View the deduction-related messages created by the Retro Distribution process.
Tax Messages	HP_RETDIST_CTXMSG	• Payroll for North America, Payroll Distribution. Commitment Accounting CAN, Review Retro Distribution Msgs, Tax Messages • Payroll for North America, Payroll Distribution. Commitment Accounting CAN, Review Retro Distribution, Tax Messages	View the Canadian tax-related messages created by the Retro Distribution process.

Page Name	Definition Name	Navigation	Usage
Tax Messages	HP_RETDIST_TAXMSG	• Payroll for North America, Payroll Distribution. Commitment Accounting USA, Review Retro Distribution Msgs, Tax Messages • Payroll for North America, Payroll Distribution. Commitment Accounting USA, Review Retro Distribution, Tax Messages	View the tax-related messages created by the Retro Distribution process.

Specifying Search and Update Criteria

Access the Process Direct Retro Distribution (process direct retroactive distributions) process page (Payroll for North America, Payroll Distribution, Commitment Accounting USA, Process Direct Retro Dist, Process Direct Retro Distribution).

Process Direct Retro Distribution page

The Direct Retro Distributions process does not apply any changes to the database. If this process produces warnings or errors (viewed in the Review Retro Distributions Msgs components) you can rerun this process with different parameters.

Processing Option

Apply to Transactions	• Select *All* to process earnings, deductions, and tax transactions.
	• Select *Earnings,Deductions,* or *Tax* to process only that kind of transaction.
	• Select *Earns&Ded* (earnings and deductions), *Earns&Tax* (earnings and taxes), or *Ded&Tax* (deductions and taxes)to process two of the three kinds of transactions.

Search for Next Payroll

Pay Period End Date	The pay period end date defaults the end date closest to, but not included in, the last CA GL Interface process run. Enter a new pay period end date, if necessary.
	The system only processes pay periods that have not been processed by the CA GL Interface.
Days Prior End Date	Enter the number of days prior to the posting date of the pay calendar.
Ignore Off Cycle	Select to ignore off cycle pay calendars.

Transaction Date Range

The process searches for the earnings end dates that fall within the date range you specify.

Begin Date and **End Date**	Enter the transaction begin and end dates. Clear these fields to use fiscal periods as the date range.

Or Fiscal Periods

Detail Calendar ID	Select a detail calendar ID.
From Year/Period and **To Year/Period**	Enter the year and period from and to which you want to process.

Search Fields

Field Description and **Field Value**	Select the fields and the field values of the records you want the process to search for.
Search Spaces	Select to have the system search for blank field values.

Update Sequences

SeqNum (sequence number)	Enter the sequence in which this funding amount should be used.
Amount	Enter the funding amount.

Update Value

Field Description and **Field Values**	Select the fields in the selected records that should be updated and the values they should be updated with.

Update Space   Select to have the system update spaces.

Viewing Earnings, Deductions, and Tax Transaction Messages

Use Review Retro Distribution Messages component to view any messages generated by the retroactive distribution process.

To view retroactive distribution messages:

1. Access the Retro Distribution Messages component and select the Earnings Messages page, Deduction Messages page, or the Tax Messages page.

2. View the check earnings line and the earnings distribution, check deductions line and deduction distribution, or check taxes line and tax distribution information of the transaction.

3. View the message ID and message text explaining the results of the process for this transaction.

Creating Retroactive Distributions From the Department Budget Table

Make retroactive changes to budgets on the Department Budget Table component. Insert a new, effective-dated row in the Department Budget Table and make the necessary funding changes to the budget. Run the Budget Retro Distributions (budget retroactive distributions) process to redistribute paycheck transactions using the new budget setup.

In this section we discuss how to:

*   Make changes to a department budget.

*   Run the Budget Retro Distributions process.

Pages Used to Create Retroactive Distributions From the Department Budget Table

Page Name	Definition Name	Navigation	Usage
Budget Retro Distributions (budget retroactive distributions)	RUN_HP_RETDISTBDGT	Set Up HRMS, Product Related, Commitment Accounting, Process Budgets, Budget Retro Distributions	Redistributes effected paycheck transactions using the new department budget setup.

Making Changes to a Department Budget

Access the Department Budget Table and open the department budget you want to modify.

To make changes to a department budget that has been used in encumbrance or actuals processing:

1. Insert a new effective-dated row (the date as of which the retroactive changes should apply).

2. Make funding distribution changes on the Dept Budget Earnings, Dept Budget Deductions, or Dept Budget Taxes pages.

3. Save your changes.

4. Select Yes to the system prompt "Do you want to save changes for retro distribution?"

5. Select Yes to the system prompt "Do you want to go to Run Control Page?"

   The system accesses the Budget Retro Distributions (budget retroactive distributions) page.

Note. If you don't opt to save the changes for retroactive distribution, the system will not initiate retroactive distribution processing for the newly added data.

See Also

Chapter 6, "Defining Fiscal Year Budgets," Option 4: Using the Department Budget Table Component, page 61

Running the Budget Retro Distributions Process

Access the Budget Retro Distributions page (Set Up HRMS, Product Related, Commitment Accounting, Process Budgets, Budget Retro Distributions).

Budget Retro Distributions page

SetID, Department, and **Fiscal**   Enter the department budget's setID, department, and fiscal year.
Year

Search for Next Payroll

Pay Period End Date   Enter the end date of the pay period that you are processing retroactive distributions for. This must be the same pay ending date as the original entry.

Days Prior End Date   Enter the number of days prior to the posting date of the pay calendar.

Ignore Off Cycle   Select to ignore off cycle pay calendars.

Transaction Date Range

The process searches for the earnings end dates that fall within the specified date range.

Pay Period Dates

Begin Date and **End Date**   Enter the transaction begin and end dates. Clear these fields to use fiscal periods as the date range.

Or Fiscal Periods

Detail Calendar ID   Select a detail calendar ID

From Year/Period and **To Year/Period**   Enter the year and period from and to which you want to process.

Note. The Budget Retro Distribution does not update transactions for which the Combination Code has been overridden.

Viewing and Processing Retroactive Distributions

This section discusses how to:

• Compare new earnings, deduction, and tax transactions with old.

• Process the retroactive distributions.

After you have made retroactive changes to funding distribution, either directly or through the Department Budget Table, you can view the new transactions and compare them with the old. If you are satisfied with the new transactions, you can run the Retro Distribution Update process to distribute the actuals using the new information.

Pages Used to View and Process Retroactive Distributions

Page Name	Definition Name	Navigation	Usage
Retro Distribute Earnings	HP_RETRO_DISTERNS	• Payroll for North America, Payroll Distribution. Commitment Accounting CAN, Review Retro Distribution, Retro Distribute Earnings • Payroll for North America, Payroll Distribution. Commitment Accounting USA, Review Retro Distribution, Retro Distribute Earnings	Modify the earnings transactions created by the Retro Distribution process.
Retro Distribute Deductions	HP_RETRO_DISTDEDS	• Payroll for North America, Payroll Distribution. Commitment Accounting CAN, Review Retro Distribution • Payroll for North America, Payroll Distribution. Commitment Accounting USA, Review Retro Distribution	Modify the deductions transactions created by the Retro Distribution process.
Retro Distribute Tax	HP_RETRO_DISTCTXS	Payroll for North America, Payroll Distribution. Commitment Accounting CAN, Review Retro Distribution, Retro Distribute Tax	Modify the Canadian tax transactions created by the Retro Distribution process.
Retro Distribute Tax	HP_RETRO_DISTTAXS	Payroll for North America, Payroll Distribution. Commitment Accounting USA, Review Retro Distribution, Retro Distribute Taxes	Modify the US tax transactions created by the Retro Distribution process.

Page Name	Definition Name	Navigation	Usage
Update Actuals Distribution	RUN_HP_RETDIST	• Payroll for North America, Payroll Distribution, Commitment Accounting CAN, Update Actuals Distribution • Payroll for North America, Payroll Distribution, Commitment Accounting USA, Update Actuals Distribution	Use to apply retroactive distribution updates to the database.

Comparing New Earnings, Deductions, and Tax Transactions with the Old Transactions

Use the Review Retro Distribution (review retroactive distribution) component to compare the proposed funding distribution transactions with the old and to make any necessary changes.

To view, compare, and modify proposed retroactive distribution earnings, deductions, and tax transactions:

1. Access the Review Retro Distribution component and select the Retro Distribute Earnings page, Retro Distribute Deductions page, or the Retro Distribute Tax page.

2. View the paychecks affected by this retroactive transaction using the Employee ID and Employee Name tabs in the Check Earns Line group box.

3. Compare the information on the New Data and Posting Accounting Period tabs with the information on the Old Data and Old Accounting Period tabs.

4. Modify the distribution information in the fields on the New Data tab, if necessary.

   Remember that you must distribute and fund all the earnings on the person's paycheck.

5. Select the transactions to process by clicking Select or Select all.

   The system only processes selected transactions.

See Also

Chapter 10, "Creating and Posting Actuals Data to PeopleSoft Financials," Modifying Actuals Distribution Prior to General Ledger Posting Using the Actuals Distribution Component, page 143

Processing Retroactive Distribution Transactions

When the retroactive distribution transactions meet your approval, process them to apply them to the system. The retroactive distribution process applies all the selected transactions to the actuals distribution of the original paycheck. The system marks the checks as corrected and posts the corrected date. After processing, the actuals are ready to be processed by the Commitment Accounting GL Interface and Time and Labor records are ready to be processed to PeopleSoft Projects.

Access the Update Actuals Distribution page (Payroll for North America, Payroll Distribution, Commitment Accounting USA, Update Actuals Distribution).

Update Actuals Distribution page

| Select | | Select the transactions (listed by the run control ID for each transaction) to process. The process will only process one selection at a time. |

Select — Select the transactions (listed by the run control ID for each transaction) to process. The process will only process one selection at a time.

Errors Option
- Select the option the process should use if there is insufficient funding for the transaction:
- Select *Suspense* to have the process fund the transaction from the suspense combination code.
- Select *Stop* to stop the process.

See Also

Chapter 9, "Creating and Posting Encumbrance Data," Running the Encumbrance GL Interface Process (PAYGL03), page 109

Running the Retroactive Distribution Report

This section explains how to generate the Retro Distribution report.

Page Used to Run the Retro Distribution Report

Page Name	Definition Name	Navigation	Usage
Retro Distribution Audit Report	RUNCTL_BUD020	• Payroll for North America, Payroll Distribution, Commitment Accounting CAN, Retro Distribution Audit Rpt, Retro Distribution Audit Report • Payroll for North America, Payroll Distribution, Commitment Accounting USA, Retro Distribution Audit Rpt, Retro Distribution Audit Report	Run the Retro Distribution report (BUD020). This reports on the paychecks that have been modified using retroactive distribution. The report displays the old and the modified check data.

Running the Retro Distribution Report

Access the Retro Distribution Audit Report page (Payroll for North America, Payroll Distribution, Commitment Accounting USA, Retro Distribution Audit Rpt, Retro Distribution Audit Report).

Retro Distribution Audit Report page

Run Control ID	Select the Run Control ID of the Create Retro Distribution Transactions process on which you want to report.
Create User ID	Select the Create User ID of the retroactive processes on which you want to report.
Error Status	Select the error status of the retroactive transactions on which you want to report.
Process Status	Select the process status of the retroactive transactions on which you want to report.
Create Date Range	Enter the create date range.
Start Date and **End Date**	Select the created date range of the transactions on which you want to report on.
Processed Date Range	Enter the processed date range.

Chapter 12

Linking PeopleSoft HRMS and PeopleSoft Financials Budget Data

This chapter provides an overview of the processes used to exchange information and describes how to:

• Upload HRMS department budget data to PeopleSoft General Ledger.

• Upload HRMS budget data to PeopleSoft Budgets.

Overview of the Processes Used to Exchange Information

The processes described in this chapter are delivered as templates designed to provide an automated budget load process. They aren't intended to meet the requirements of all organizations without modification.

See Also

Uploading HRMS Department Budget Data to PeopleSoft General Ledger

This section provides an overview of Exporting and Publishing Budget Data and describes how to:

• Run the Budget Export to GL Process.

• Batch publish PeopleSoft HRMS budget data to PeopleSoft Financials.

Understanding Exporting and Publishing Budget Data

When you've finalized your department budget data, you'll want to send over this information to the budget ledgers in PeopleSoft Financials to ensure that the money you are budgeting for on the HRMS side is taken into account on the Financials side.

When you run the Export Budget to GL process (BUD014.SQR), the system publishes a message containing the data stored in the Department Budget Table USA or CAN component that can be used by the budget ledgers in PeopleSoft Commitment Control. From PeopleSoft Commitment Control, you can subscribe to this budget ledger information.

After you run the Export Budget to GL process, you must run a batch publish to publish the results.

Note. If this isn't the first transaction sent for a fiscal year and General Ledger business unit, or if it isn't the initial publish process (no other journal ID exists in the HRMS table), PeopleSoft HRMS will send an unpost transaction record to PeopleSoft Commitment Control.

See Also

PeopleSoft Commitment Control PeopleBook, "Entering and Posting Commitment Control Budget Data

Page Used to Export and Publish Budget Data

Page Name	Definition Name	Navigation	Usage
Budget Export to GL	RUNCTL_BUD014	Set Up HRMS, Product Related, Commitment Accounting, Process Budgets, Export Budget to GL, Budget Export to GL	Publish Human Resource department budget data to PeopleSoft Commitment Control budget ledgers. Before using this page, you must have set up a department budget in the Department Budget Table USA or Department Budget Table CAN component.

Running the Budget Export to GL Process

Access the Budget Export to GL page (Set Up HRMS, Product Related, Commitment Accounting, Process Budgets, Export Budget to GL, Budget Export to GL).

Budget Export to GL page

Business Unit	Enter the business unit that corresponds to the department budget data you want to export. The export process exports budget data for all departments with the selected business unit using commitment accounting processing (as indicated on the Departments component). The relationships established during the TableSet Controls set up determine which departments are affiliated with a particular business unit.
	See *PeopleSoft Payroll for North America 9.1 PeopleBook*, "Integrating with PeopleSoft General Ledger," Setting Up Business Units for General Ledger Integration.
Fiscal Year	Enter the fiscal year of the data you want to copy PeopleSoft General Ledger.
Budget End Date	Enter the budget end date of the budget you want to copy to PeopleSoft General Ledger. The Budget End Date and Fiscal Year work together to identify a particular set of budget data.
Ledger	Indicate which PeopleSoft General Ledger (GL) ledger to which you are sending the budget data.
Ledger Group	Indicate which GL ledger group the GL ledger is a part of.
Add to Existing File	Select this check box to add data to an output flat file previously created by this process. To replace the existing flat file with a new one, deselect this option.

Export Run Type   Select one of the following export run types:

Fiscal Year: The system processes the entire budget for the specified fiscal year for all departments within the selected business unit.

Incremental: The system processes the department budget data for all departments where data changes made online may have altered the department budget content. In most cases, these changes are to department and position data.

Batch Publishing PeopleSoft HRMS Budget Data to PeopleSoft Financials

Publish the budget data you processed using the Export Data to Budgets process. To do this, use the Batch Publish page in the Manage Integration Rules, Process menu.

Enter *BUD014* in the Process Name field.

Uploading HRMS Budgets Data to PeopleSoft Budgets

Using the Data Export to Budgets process (BUD010.SQR), you can create baseline budget data (from job and position information) that can then be uploaded to PeopleSoft Budgets at the end of the fiscal year. The Data Export to Budgets process exports data from the Job Code component (JOBCODE), Job Data component (JOB_DATA), Position Data component (POSITION_DATA), Define Salary Grades (SALARY_GRADE_TBL), and Dept Budget Earnings page (DEPT_BUDGET_ERN).

The Data Export to Budgets process creates a row of funding information for every person's job data record (or appointment). Depending on the level of Position Management you have selected for your installation, the process may also create a row of funding information for *every unfilled* position. The general ledger accounts that fund these appointments and positions are selected based on a pre-defined hierarchy and are written to a table on your database, which is in turn used to populate four database views. These views contain the data that is required by PeopleSoft Budgets.

See Also

Chapter 6, "Defining Fiscal Year Budgets," Establishing Department Budgets for Employee Earnings, page 73

PeopleSoft HCM 9.1 Application Fundamentals PeopleBook, "Setting Up Jobs," Classifying Jobs

PeopleSoft Enterprise HR 9.1 PeopleBook: Manage Positions, "Setting Up Positions," Creating Positions

PeopleSoft HR 9.1 PeopleBook: Administer Workforce, "Increasing the Workforce," Adding Organizational Instances for Employees, Contingent Workers, and POIs

PeopleSoft HR 9.1 PeopleBook: Manage Base Compensation and Budgeting, "Setting Up Base Compensation and Budgeting," Setting Up Salary Grades

Page Used to Export Budgets Data to PeopleSoft Budgets

Page Name	Definition Name	Navigation	Usage
Budgets Export	RUNCTL_BUD010	Set Up HRMS, Product Related, Commitment Accounting, Process Budgets, Export Data to Budgets	Run the Data Export to Budgets process (BUD010.SQR), which creates baseline budget data that can be uploaded to PeopleSoft Budgets at the end of the fiscal year.
ChartField Detail	HMCF_HRZNTL_CFLD	Click the Edit ChartFields link on the Budgets Export page.	Use to select individual ChartField values or search for an existing combination code.

Running the Data Export to Budgets Process

Access the Budgets Export page (Set Up HRMS, Product Related, Commitment Accounting, Process Budgets, Export Data to Budgets).

Budgets Export page

Budget Effective Date	Enter the appropriate budget effective date. The system uses the Budget Effective Date and the Fiscal Year you specify to determine which budget is the final source of funding data for appointments and positions.
Fiscal Year	Enter the appropriate fiscal year. The system uses the Fiscal Year and Budget Effective Date to select funding information for a particular budget.

Ledger   Indicate to which budget ledger you are sending the budget data.

Combination Code   Indicate which combination code should be used when no other funding
                                              source is indicated.

                                              See *PeopleSoft HCM 9.1 Application Fundamentals PeopleBook*, "Setting
                                              Up and Working with ChartFields and ChartField Combinations," Editing
                                              ChartField Combinations in HCM Transactions.

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