



PeopleSoft 8.00.01 Human Resources PeopleBook

Managing Commitment Accounting

PeopleSoft 8.00.01 Human Resources PeopleBook: Managing Commitment Accounting

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MANAGING COMMITMENT ACCOUNTING

This book provides you with the information you will need for implementing and using the Managing Commitment Accounting module of PeopleSoft Human Resources. You can order the online version by requesting SKU HRB8SP1R0, or the hardcopy version by requesting SKU MAHRDr8SP1B 1200.

Before You Begin

The procedures for accessing and entering information in these tables mirror those for updating any PeopleSoft table or page.



For more information and a quick refresher course, see the general tutorial in your PeopleBook, *Using PeopleSoft Applications*.

Overview of Commitment Accounting provides a high level outline of how budgeting and encumbering funds works in human resources and, more specifically, how it works in PeopleSoft HRMS.

Commitment Accounting Processing Control Tables explains how to set up the control tables you need before you can establish your commitment accounting definitions.

Setting Up GL Interface Tables explains how to set up the Administer GL Interface tables you need to calculate and post encumbrance data to your General Ledger system.

Managing FTE Budgets explains how to establish the FTE counts and maximums for the departments in your organization.

Defining Fiscal Year Budgets outlines the different ways you can create a fiscal year budget. You have the option of using one of three automated processes or manually populating the Department Budget pages.

Managing Encumbrance Definitions explains how to set up the encumbrance definitions that the system will use to calculate an encumbrance amount for employer-paid taxes and employer-paid deductions.

Setting Up Related Data for Positions and Employees discusses what job and position data needs to be set up in order to run the encumbrance process and accurately track FTE.

Creating and Posting Encumbrance Data to PeopleSoft Financials explains how to calculate your fiscal year and updated encumbrances and post them to the General Ledger.

Creating and Posting Actuals Data to PeopleSoft Financials explains how PeopleSoft Payroll fits into the framework of Commitment Accounting, how to distribute payroll actuals across funding sources, and how to post the actuals data to your General Ledger.

Linking PeopleSoft HRMS and PeopleSoft Financials Budget Data describes how to export Commitment Accounting information to PeopleSoft Financials.

Commitment Accounting Enterprise Integration Points with PeopleSoft Financials with PeopleSoft Financials provides diagrams showing the integration points between Commitment Accounting and PeopleSoft Financials.

Running Commitment Accounting Reports describes the reports you can generate to help you better manage and track Commitment Accounting Information.

CHAPTER 1

Overview of Commitment Accounting

The Commitment Accounting feature of PeopleSoft HRMS 8 enables you to budget for payroll expenses, encumber funds, and track actual payroll costs. You can exchange this information with PeopleSoft Financials, both PeopleSoft Core Financials 8 and PeopleSoft Financials 7.5 for Education and Government, to keep both systems in sync and keep your budgeting information accurate. Commitment Accounting is part of the larger Commitment Control feature available in PeopleSoft Core Financials 8.

To acquaint you with the concepts behind Commitment Accounting, this section provides a high level overview of the Commitment Accounting business process as well as a snapshot of how the PeopleSoft system will execute that process. This chapter is especially important for those unfamiliar with budgets and encumbrance processing.

Understanding Commitment Accounting

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

Before further discussing the business process any further, the terms used in Commitment Accounting should be thoroughly defined.

Budget

A human resources ***Budget*** is a plan for expenditures related to staffing. This includes headcount (full time equivalents, or FTEs), salary, benefits, and employer paid taxes.

Encumbrance

An ***Encumbrance*** is a claim against funds. It is a projection of future expenses based on the situation, as we know it today. Encumbering funds isn't the same as spending them or even guaranteeing that you will spend them. It just means that if the situation as it exists today doesn't change, you will spend all of those funds by the end of the fiscal year.

Pre-encumbrance

A ***Pre-encumbrance*** is 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.

Liquidation

Liquidation of an encumbrance takes place whenever an encumbered amount is paid.

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 will spend but 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 will 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 will spend them. If an employee leaves partway 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.

When an employee resigns part way through the fiscal year and you decide not to replace him, you can reverse the encumbrance on the funds that were designated to pay the remainder of his salary. These funds can be used elsewhere or can remain a part of that cushion between your total encumbrances and your budget limit.

Here's an example to illustrate the terms we have been talking about. All of the calculations described in this example are performed by the system.

The Acme Corporation Uses Commitment Accounting

Sue, the manager in charge of human resources at 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 Corp.'s HR department must encumber \$18,000 per employee, for a total of \$180,000. By encumbering this money it is no longer a part of Acme Corp's general operating budget and can't be spent on anything other than staffing related expenses.

The manager, Sue, would like to hire a new employee, also with \$15,000 annual salary and \$3000 employer-paid expenses, in six months time, which is exactly half way through the fiscal year. 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 the position will be filled. The total amount to be pre-encumbered for this yet to be hired employee is \$9,000 (since he or she will be hired halfway through the fiscal year, only half of the annual salary and expenses need to be pre-encumbered).

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

Halfway into the first month of the fiscal year, The Acme Corporation pays each employee half a month's worth of earnings and employer paid expenses, totaling \$7,500. When the payroll is run, the encumbrance is liquefied and becomes an expense, or actual. The human resources department now has expenses of \$7,500 and encumbrances of \$181,500.

As defined above, an encumbrance is a projection of future expenses as based on the situation, as we know it today. Staffing situations can, and often do change, as most HR managers know. Three months into the fiscal year, the Acme Corporation finds that their employment situation has changed when two of their employees resign.

Sue decides that one position must be filled immediately but that the other isn't so crucial. Sue wants to keep the staffing funds for position A encumbered, but not for position B. When Sue updates the human resources encumbrances the remaining funds that were encumbered (but not yet spent) for Positions A and B will be reversed. Since 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 they resigned. The remaining salary and expenses for each position is \$13,500. Before updating the encumbrances, the Acme's HR expenses were \$45,000 and their encumbrances were \$144,000.

After reversing the encumbrances for Positions A and B and pre-encumbering Position A, Acme's encumbered amount is now \$130,500 (the previous encumbered amount minus the remaining expenses related to Position B).

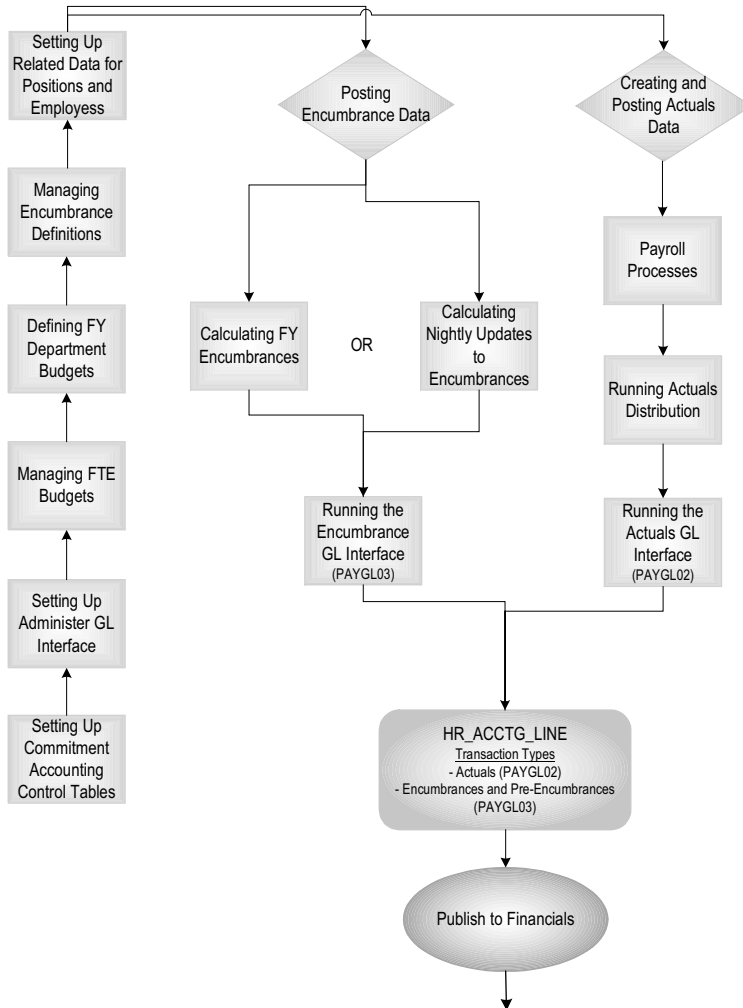
After a month of searching for a candidate to fill Position A, Sue determines that their offered salary is too low. She decides to offer \$24,000 and updates her encumbrances to reflect that change. It is now four months into the fiscal year. When Sue updates the encumbrances, only 2/3 of the salary and employer-paid expenses will have to be encumbered to have sufficient funds encumbered for the year, for a total amount of \$19,800. Money is already encumbered for Position A at the old salary, so Sue the system will update the encumbrances with the difference ($\$19,800 - \$13,500 = \$6,300$). The total encumbered amount for HR expenses at the Acme Corporation is 136,800.

Understanding PeopleSoft Commitment Accounting

We have discussed what commitment accounting is, now we will take a quick look at how PeopleSoft HRMS 8 enables you to meet your commitment accounting needs with the Commitment Accounting feature. We've only just covered the basic principles of Commitment Accounting. In practice, there are a few more elements. This section provides a high level

overview of how to set up the Commitment Accounting feature and how encumbrance related information is used by the system.

The following diagram illustrates the steps you have to take to set up and use PeopleSoft Commitment Accounting:



What happens when you publish to PeopleSoft Financials depends on whether you are using PeopleSoft Core Financials 8 or PeopleSoft Financials 7.5 for Education and Government.



For more information about publishing to PeopleSoft Financials, see Linking PeopleSoft HRMS and PeopleSoft Financials Budget Data.

1. Setting Up Commitment Accounting Control Tables.

You use the Commitment Accounting control tables to input the basic information that the system needs to operate. You must set up four control tables; the Account Code Table, the Department Offset Group table, and the Budget Benefit Group table.



For more information, see [Commitment Accounting Processing Control Tables](#).

2. Setting Up Administer GL Interface Tables.

The business value of the Commitment Accounting feature is its ability to share information with the general ledger. You must set up the general ledger interface tables and run the general ledger Interface processes so that Commitment Accounting is able to send information to and receive information from the general ledger.

You must check that you've correctly mapped (or associated) your Human Resources and General Ledger business units. After ensuring that the business units have been correctly mapped, you need to specify the correct journal templates and calendar IDs for each general ledger business unit.



For more information about setting up the interface to General Ledger, see [Setting Up GL Interface Tables](#).

3. Managing FTE Budgets.

If you want to budget by FTE, you can establish FTE counts and maximums for the departments in your organization. After you set up your FTE budget for a department the system will perform online edits and balance your budgeted FTE against your actual FTE and let you know if you've exceeded your budget.



For more information on establishing FTE counts, see [Managing FTE Budgets](#).

4. Define FY Departments Budgets.

Budgets are one of the basic components of Commitment Accounting. You can establish your fiscal year budget for earnings and employer-paid deductions and taxes either by taking advantage of data in PeopleSoft Budgets or by using one of the template processes delivered with the system.

Each department can budget its salary expenditures by department, position pool, job code, position number, or appointment, or any combination of these levels. The funding sources for earnings are defined when the department budget is set up.



For more information on defining your budgets, see [Defining Fiscal Year Budgets](#).

5. Set up Encumbrance Information.

After you have laid the groundwork for the Commitment Accounting feature, you can create encumbrance definitions. Encumbrance definitions contain calculation formulas and distribution information for encumbering employer-paid taxes and employer paid deductions.



For more information on setting up encumbrance information, see *Managing Encumbrance Definitions*.

6. Setting Up Related Data for Positions and Employees.

Specify Position or Job Code data that impacts Commitment Accounting calculation on the Position Data or Job Code Table pages. This data could include information such as the exclusion of a position from Commitment Accounting or information related to FTE calculation.



For more information about specifying position and job code data, see *Setting Up Related Data for Positions and Employees*.

7. Creating and Posting Encumbrance Data.

Create pre-encumbrance and encumbrance transactions for the fiscal year. The Fiscal Year Encumbrance 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 you'll need to update encumbrance calculations using the Nightly Updates Encumbrances process. You can update your encumbrances as often as your organization requires.

Post Encumbrance information to the general ledger each time you calculate fiscal year encumbrances or update encumbrances. This ensures the proper communication occurs and that the appropriate funds are encumbered. You'll use the Encumbrance GL Interface to prepare encumbrance information for posting in general ledger.



For more information, see *Creating and Posting Encumbrance Data to PeopleSoft Financials*.

8. Creating and Posting Actuals Data.

When you process a payroll you 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. 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.

The Actuals GL Interface process prepares actuals transactions and liquidates encumbered amounts for that pay period and sends that information to the general ledger. You run the Actuals GL Interface process once per pay period.



For more information, see [Creating and Posting Actuals Data to PeopleSoft Financials](#).

CHAPTER 2

Commitment Accounting Processing Control Tables

Before you go to the Department Budget Table and Encumbrance Definition Table to establish your department budgets, you must set up the following control tables:

- Department Table
- Account Code Table
- Department Offset Group
- Budget Benefit Group
- Position Pool
- Encumbrances Messages



You'll also use these pages to maintain and update your budgets and encumbrances control tables as your business needs change.

Turning on Commitment Accounting Processing

To enable commitment accounting processing at the department level you must select a series of check boxes on the Department Table - Comm. Acctg. and EG setup page. On this page, you can 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 Time and Labor system into account during actuals distribution.

Setting Up Valid Account Codes

Before you do anything with Commitment Accounting you need to define your account codes. An account code (also referred to as a funding source) is simply a key that defines a valid combination of General Ledger ChartFields. These are the codes that you attach to components of your budget, such as earnings, deductions, and taxes to indicate the funding source the system should attribute to each expense.

On pages throughout Commitment Accounting you will specify which account codes the system should use to budget, encumber, and post earnings, deductions, and taxes in the PeopleSoft Human Resources system. When you run processes to post transactions to the general ledger, the account code will be used to determine the ChartFields to be included on each transaction.

There are two basic ways to set up account codes:

- If you are using PeopleSoft General Ledger, you will use the Account Table Load Process.
- Otherwise, you'll build your Account Codes Table manually.

Using the Account Code Load Process to Create Account Codes

The Account Code Load process retrieves valid HRMS specific ChartField combinations from PeopleSoft General Ledger and inserts that data into the Account Code Table. There are two ways to prepare ChartField information in general ledger for export to HRMS, the Batch Integration Method and the Online Integration Method.

Batch Integration Method

You can use batch integration to import valid ChartField combinations from PeopleSoft General Ledger. The batch integration method requires that you complete the following steps in PeopleSoft General Ledger:

1. Run the Combination Build Request process to build valid ChartField combinations into the PS_COMBO_DATA_TBL.
2. Initiate the ChartField Interface to extract valid HRMS ChartField combinations, as defined on HR Process Groups page in PeopleSoft General Ledger. The ChartField Interface will then create a flat file for HRMS.

Once these steps have been completed in PeopleSoft General Ledger you can initiate the Account Code Load process (BUD003.SQR) from within the PeopleSoft HRMS application. The Account Code Load process retrieves the flat file and inputs the data into the Account Code Table.

The batch integration method easily accommodates large volumes of data. This method is best if you are supporting a high volume of HRMS specific ChartField combination updates on a daily or pay period basis.



Users of PeopleSoft Financials 8.0 can find more information about ChartFields and the Combination Build Request/Explode process in *Defining and Using ChartFields and Editing for ChartField Combinations*.



Users of PeopleSoft Financials 7.5 for Education and Government can find more information about ChartFields and the Combination Build Request Process in *PeopleSoft Application Fundamentals for Financials Management: Defining and Using ChartFields and Editing for ChartField Combinations*.

Online Integration Method

The online integration method of importing valid ChartField combinations from PeopleSoft General Ledger takes advantage of the existing Speedtype table within PeopleSoft Financials.

The Speedtype table captures ChartField values based on a user-specified speedtype key. For example, a speedtype key could be the DeptID-account or the account and a sequential number. To specify a speedtype key to be attached to HRMS specific ChartField combinations, enter HRMS as the User ID when accessing the Speedtype Table in Financials.

When you do a save to the Speedtype Table, the system will populate an EIP message (HR Chartfield Combo) with the HRMS specific ChartFields that will then be published to the HRMS subscriber.

Customers who are integrating with PeopleSoft Core Financials 8.0 will receive the EIP message through the PeopleCode Subscribe method, which will automatically update the Account Code Table within HRMS.

Customers who are integrating with PeopleSoft EG Financials 7.5 or third-party should go into the Inbound File Rules to ensure that the path and file name for the inbound file reflects the file they want to publish and subsequently subscribe to.

You can use online integration alone or in addition to batch integration. The online integration method easily accommodates a smaller volume of data exchange and enables the entry of a 'smart' key value to correspond with a ChartField combination.



For more information about the Speedtype Table, see Defining and Using SpeedTypes.



For more information about the publishers and technical details of the HR ChartField Combo EIP, see HR Chartfield Combo.

Run Parameters Page

Usage	Use the Account Code Load run parameters page to build budgeting account codes automatically. The Account Code Load page launches a subscribe message that receives the ChartField information that was published in the general ledger.
Object Name	RUNCTL_FILEPATH
Navigation	<ul style="list-style-type: none"> • Compensate Employees, Administer GL Interface, Process, Account Code Load, Run Parameters

	<ul style="list-style-type: none"> • Define Business Rules, Define Commit Accounting(CAN), Process, Account Code Load, Run Parameters • Define Business Rules, Define Commit Accounting(GBL), Process, Account Code Load, Run Parameters • Define Business Rules, Define Commit Accounting(US), Process, Account Code Load, Run Parameters
Prerequisites	GLCF001.SQR in PeopleSoft Financials
Access Requirements	Enter a Run Control ID.

Run Parameters page

Account Code Load Parameters

As of Date Enter the **As of Date** for the ChartField combinations you are importing from GL.

Input File Enter the file the system should use to populate the Account Code Table. The **Input File** is created by GLCF001.SQR in PeopleSoft General Ledger.

Interface with GL Release Select the GL release number of the PeopleSoft General Ledger system you are interfacing with.

Inactivate Accounts Not Downloaded? When this option is *selected*, the system *inactivates* Account Codes for which it doesn't find matches for the current fiscal year.

When this option is *clear*, old Account Codes will *remain active* for the current fiscal year.

Click **Run** to run this request.



For more information about Process Scheduler, see Process Scheduler.

Setting Up Account Code Table Values Manually

If you aren't using the Account Code Load process to set up account codes, you can set them up manually using the Account Code Table page. You can also review and modify all account codes, including those you set up automatically, on this page.

If the PS/GL check box has been selected on the Installation Table, indicating that you are using PeopleSoft General Ledger, the ChartField information on this page will be unavailable for entry. You will need to use the Account Code Load process to set up account codes.

You can't modify ChartField information on this page once it has been entered and saved. We recommend that you make every effort to use the automated load process to ensure accuracy.

Account Code Table Page

Usage	Use the Account Code Table to set up account codes manually.
Object Name	ACCT_CD_TABLE
Navigation	<ul style="list-style-type: none"> • Define Business Rules, Define Commit Accounting(CAN), Setup, Account Code Table, Account Code Table • Define Business Rules, Define Commit Accounting(GBL), Setup, Account Code Table, Account Code Table • Define Business Rules, Define Commit Accounting(US), Setup, Account Code Table, Account Code Table • Define Business Rules, Define General Data (NLD), Setup, Account Code Table, Account Code Table • Define Business Rules, Define Payroll Process, Setup 1, Account Code Table, Account Code Table • Define Business Rules, Define Payroll Process (USF), Setup 1, Account Code Table, Account Code Table
Access Requirements	Enter an Account Code.

The screenshot shows a web-based form titled "Account Code Table". At the top, the "Account Code" is 000000017. Below this is a section for "Account Code Details" with a "View All" button and navigation arrows. The "Effective Date" is 01/01/1990 and the "Status" is Active. The "Description" is "Staff Salaries" and the "Short Desc" is "Staff Sal". There are checkboxes for "Direct Charge" (unchecked) and "Commitment Accounting" (checked). A "Chartfield Details" section contains several input fields: Account (5002), DeptID (114), Project/Grant (NIH001), Product, Fund (100), Program (1000), Class Field (10), Affiliate, Operating Unit, Alternate Account, and SetID (UNIV). At the bottom of the chartfield section, there are fields for "Encumbrance Account" and "Pre-Encumbrance Account", and a checked "Prorate Liability Indicator".

Account Code Table page

Account Code Details

Effective Date

Enter an **Effective Date**. When setting up Commitment Accounting information, only Account Codes with an **Effective Date** on or before today's date are available.

Description / Short Desc (description)

Enter a **Description** and a short description for the Account Code. The system displays these descriptions when you reference an account code on other pages.

Status

Indicate if the Account Code has a **Status** of *Active* or *Inactive*. When you're setting up your budgeting data, you can only use *active* account codes.

Direct Charge

Select the **Direct Charge** check box to indicate if you'll use this Account Code during the Actuals Distribution process. Note that this field is for your information only; it has no effect on processing.

Commitment Accounting

This field is updated automatically by the Account Code Load process (BUD003). The **Commitment Accounting** check box (which indicates which account codes are used in Commitment Accounting) will default to selected when you are creating account codes manually.

Chartfield Details

If you set up Account Codes using the Account Table Load Process, the fields in the Chartfield Details group box display the General Ledger ChartField combinations that define the Account Code. When you use the Account Table Load Process this information comes from and is maintained in your General Ledger system so these fields are unavailable. You can't update or change them on this page.

These fields are available for entry when you create a new Account Code manually in PeopleSoft HRMS. Once you save and exit the page these fields will become unavailable for entry, even in the action of Correction. We recommend that you make every effort to use the automated Account Code Load process for the sake of data accuracy and ease of update.

If you're setting up your Account Codes manually, enter the ChartField information for each of these fields if they are applicable to the ChartField combination associated with your Human Resources Account Codes.

Account Enter the GL **Account** for this ChartField combination.

Note. A GL **Account** isn't the same as an HRMS Account code. This **Account** is a ChartField that makes up part of the HRMS Account Code definition.

Product Enter the GL **Product** for this ChartField Combination.

Class Field Enter the GL **Class Field** for this ChartField Combination.

Alternate Account Enter the GL **Alternate Account** for this ChartField Combination.

DeptID (department ID) Enter the GL **DeptID** for this ChartField Combination.

Fund Enter the GL **Fund** for this ChartField Combination.

Affiliate Enter the GL **Affiliate** for this ChartField Combination.

SetID Enter the GL **SetID** for this ChartField Combination.

Project/Grant Enter the GL **Project/Grant** for this ChartField Combination.

Program Enter the GL **Program** for this ChartField Combination.

Operating Unit Enter the GL **Operating Unit** for this ChartField Combination.



If you are using PeopleSoft General Ledger 8 , see Defining and Using ChartFields For more information on setting up, using, and modifying ChartFields.



If you are using PeopleSoft General Ledger 7.5 for Education and Government, see to Defining and Using ChartFields in the *PeopleSoft General Ledger 7.5 for Education and Government PeopleBook* For more information on setting up, using, and modifying ChartFields.

- Encumbrance Account** Enter an account to be used as an **Encumbrance Account** for each **Account** (ChartField combination). When the system writes an encumbrance transaction for General Ledger (using either the Fiscal Year or the Nightly Encumbrance process), it uses the **Encumbrance Account** specified here instead of the **Account**.
- Pre-Encumbrance Account** Enter an account to be used as a **Pre-Encumbrance Account** for each **Account** (ChartField combination). When the system writes a pre-encumbrance transaction for General Ledger, it uses the **Pre-Encumbrance Account** specified here instead of the **Account**.
- Prorate Liability Indicator** If you want to prorate liabilities select the **Prorate Liability Indicator** check box.
- The system looks for the **Prorate Liability Indicator** flag when it runs the Actuals GL Interface process. If the **Prorate Liability Indicator** is selected, then employee paid taxes and deductions will be prorated back across the earnings expenses.



For more information on the **Prorate Liability Indicator**, see Defining Offset Groups.

Defining Offset Groups

When encumbrance transactions are created in PeopleSoft Human Resources for 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 HRMS has only expenses. We use the Department Offset Group Table to create offsetting entries for us so that the transactions are balanced when they are sent to general ledger.

The account values that you set up on the Department Offset Table must be valid in general ledger. For example, if your GL 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*. We recommend that you set up this table with the help of someone from general ledger.

Balancing Transactions

For each *encumbrances/pre-encumbrances* debit transaction written, the system will write an equal/offsetting credit entry. With the exception of the Account ChartField (which will be looked up on the Department Offset Group table), the credit transaction will contain the same

ChartFields as the debit transactions, and will therefore be balanced on all ChartFields except for Account.

If the Prorate Liability Indicator on the Account Code Table is *selected* (which is the default), then all journals passed from PeopleSoft Human Resources to the General Ledger during actuals transactions will be 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 will *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 Account Code) as established on the Department Budget component (or as overridden at the Job Earnings Distribution or Paysheet level). Assuming that the Prorate Liability Indicator on the Account Code Table is *selected*, all account codes associated with earnings expenses, liability amounts for employee-paid deductions, employee-paid taxes, and employee net pay are allocated to the Account Codes used for earnings in the same ratio as earnings are allocated. Only the Account ChartField will be 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 account codes used for tax and deduction expenses and in the same proportion as the expenses (the Account ChartField will be 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 Account.

Unselecting an Account 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 Account Code. In other words, the employee liability is only allocated across the Account Codes where the Prorate Liability Indicator is *selected* (in proportion with those earnings amounts).

Department Offset Group Page

Usage	Use the Department Offset Group page to establish Offset Groups to use as part of your Department Budgets.
Object Name	DEPT_OFFSET_GRP
Navigation	<ul style="list-style-type: none"> • Define Business Rules, Define Commit Accounting(CAN), Setup, Department Offset Group, Department Offset Group • Define Business Rules, Define Commit Accounting(GBL), Setup, Department Offset Group, Department Offset Group • Define Business Rules, Define Commit Accounting(US), Setup, Department Offset Group, Department Offset Group
Prerequisites	You must have values in the Account Code Table.

Access Requirements	Enter a Department Offset Group ID.
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Department Offset Group page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date**, **Description**, and **Short Description**.

Payroll Activity

Select a valid **Payroll Activity**. Payroll Activity codes are maintained on the Translate table. You can associate more than one **Payroll Activity** with a **Department Offset Group**. Add a new row to add more activities.

Account

Enter a valid **Account** Code. The **Account** Code you select will be the funding source for all plan types in the selected **Payroll Activity**, unless otherwise specified.

Plan Type

When you select a **Payroll Activity** of **DED** (deduction) the system will display the **Plan Type** field. Select a deduction **Plan Type** from the available options. You can associate more than one **Plan Type** with a **Payroll Activity**. Add a new row to add more plan types.

Deduction Code

When you select a **Payroll Activity** of **DED** (deduction) the system will display the **Deduction Code** field. Select a **Deduction Code** from the available options. The list of available options will depend on the **Plan Type** you specified.

Ded Class (deduction class)

When you select a **Payroll Activity** of **DED** (deduction) the system will display the **Ded Class** field. Select a deduction class, such as **Before Tax** or **Taxable**, from the available options.

Account

When you select a **Payroll Activity** of *DED* (deduction) the system will display the deduction plan type **Account** field. Select a deduction plan type **Account** from the available options to be used instead of the **Account** specified for the **Payroll Activity**.

Defining Budget Benefits Groups

The Budget Benefit Group page enables you to 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.

Budget Benefit Group Page

Usage	Use the Budget Benefit Groups page to assign one or more benefit plan types to a Budget Benefit Group ID.
Object Name	BDGT_BENEF_GRP
Navigation	<ul style="list-style-type: none"> • Define Business Rules, Define Commit Accounting(CAN), Setup, Budget Benefit Group, Bdgt Benef Grp • Define Business Rules, Define Commit Accounting(GBL), Setup, Budget Benefit Group, Bdgt Benef Grp • Define Business Rules, Define Commit Accounting(US), Setup, Budget Benefit Group, Bdgt Benef Grp
Access Requirements	Enter a Budget Benefit Group ID.

The screenshot shows the 'Budget Benefit Group' page. At the top, it says 'Bdgt Benef Grp' and 'Budget Benefit Group: BASIC'. There are navigation controls: 'View All', 'First', '1 of 1', and 'Last'. Below this are three input fields: '*Effective Date:' with the value '01/01/1990', '*Description:' with the value 'Basic Benefit Group', and 'Short Description:' with the value 'Basic'. Below these is another set of navigation controls: 'View All', 'First', '1-6 of 6', and 'Last'. Underneath is a list of 'Plan Type' options, each with a dropdown menu and '+ -' buttons: Medical, Dental, Life, AD/D, 401(k), and 403(b).

Budget Benefit Group page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date, Description, and Short Description.**

Plan Type Select one or more **Plan Types** from the list of valid values. You define Plan Types using the Benefit Plan Table in PeopleSoft Benefits.

Defining Position Pools

Use the Position Pool Table 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 you can attach positions to position pools using the Position Pool ID field on the Position Data - Specific Information page. For example, if you want to budget for your implementation-related positions together you would create an implementation team Position Pool ID on the Position Pool Table. You would then attach this Position Pool ID to each implementation-related position on the Position Data-Specific Information page.



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

Position Pool Table Page

Usage	Use the Position Pool Table to set up position pool IDs.
Object Name	POOL_TBL
Navigation	<ul style="list-style-type: none"> • Define Business Rules, Define Commit Accounting(CAN), Setup, Position Pool Table, Position Pool Table • Define Business Rules, Define Commit Accounting(GBL), Setup, Position Pool Table, Position Pool Table • Define Business Rules, Define Commit Accounting(US), Setup, Position Pool Table, Position Pool Table
Access Requirements	Enter a SetID, Department, and Position Pool ID.

Position Pool Table

SetID: SHARE

Department: PNC2006 Public Works

Position Pool ID: ENG

Position Pool View All First ◀ 1 of 1 ▶ Last

*Effective Date: + -

*Description:

Short Description:

Position Pool Table page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date**, and **Description**.

Position Pool ID

The **Position Pool ID** identifies a position pool. You can assign positions to a position pool on the Position Data - Specific Information page and then set up budgets for position pools in Commitment Accounting.

Overview of Commitment Accounting-Related Message Definitions

You can add or maintain error or warning messages that relate specifically to Commitment Accounting on the Encumbrance Message Definition page.

Encumbrance Message Table Page

Usage	Use the Encumbrance Message Table to add or maintain messages related specifically to Commitment Control processing. This table is delivered pre-populated by PeopleSoft.
Object Name	ENC_MESSAGE_TABLE
Navigation	<ul style="list-style-type: none"> • Define Business Rules, Define Commit Accounting(CAN), Setup, Encumbrance Message Table, Encumbrance Message Tbl • Define Business Rules, Define Commit Accounting(GBL), Setup, Encumbrance Message Table, Encumbrance Message Tbl • Define Business Rules, Define Commit Accounting(US), Setup, Encumbrance Message Table, Encumbrance Message Tbl
Access Requirements	Enter a Message ID.

The screenshot shows a window titled "Encumbrance Message Tbl". Inside, there is a section for "Message ID:" with the value "000001". Below this is a sub-section titled "Encumbrance Message". It contains two fields: "Text:" with the value "Funding level not found." and "Description:" with a multi-line text area containing the message: "The funding level for the Employee/Position/Job Requisition being processed was not found. Check the Dept Budget or Encumb Default tables to make sure funding has been established."

Encumbrance Message Table page

Text Enter the **Text** for the **Message ID**.

Description Record a **Description** for this **Message ID**. The system displays this as Explain text when it uses this error or warning message.

CHAPTER 3

Setting Up GL Interface Tables

Before you calculate and post encumbrance data to your general ledger system, you must confirm that the information in the Administer GL Interface menu is correct. This information must be correct in order to share information successfully with the general ledger.

Updating the Installation Table

The first step in setting up an interface between PeopleSoft General Ledger and PeopleSoft Human Resources is to select the PS/GL Product check box on the Installation Table.

Overview of Detail Calendars

Use the Detail Calendar page to review the number of accounting periods in a fiscal year and the starting and end dates for each period. Detail calendars are maintained in the general ledger and published to PeopleSoft HRMS.

Enterprise Integration Point (EIP) Related to the Detail Calendar Page

The Detail Calendar page subscribes to data that is published by the Detail Calendar page in PeopleSoft General Ledger using the Detail Calendar Data EIP message.



For more information about the publisher and technical details of the Detail Calendar Data EIP, see Detail Calendar Data. For more information about the EIPs used in PeopleSoft Commitment Accounting, see Commitment Accounting Enterprise Integration Points with PeopleSoft Financials.

Detail Calendar Page

Usage	Use the Detail Calendar page to review the number of accounting periods in a fiscal year and the starting and end dates for each period. The Detail Calendar page is display only.
Object Name	DETAIL_CALENDAR1

generating accounting transactions for actuals and encumbrances. GL business units are associated with HR business units on the Business Unit-Business Unit Reference page.

Checking GL Business Unit and HR Business Unit Mapping

Use the GL BusUnit/HR BusUnit Mapping page to check if a specific GL business unit is correctly mapped to the appropriate HR business unit. You'll also use the GLBusUnit/HRBusUnit Mapping page to associate a Journal Template and Calendar ID with each GL business unit.

If your HR and GL business units aren't correctly mapped you need to correctly associate them. Use the Business Unit-Business Unit Reference page to associate HR business units with the proper GL business unit. Once you have mapped HR Business Units to the appropriate GL business units you must go back to the GLBusUnit/HRBusUnit Mapping page to associate a Journal Template and Calendar ID with each GL business unit.

GL BusUnit/HR BusUnit Mapping Page

Usage	You can use the GL BusUnit/HR BusUnit Mapping (General Ledger Business Unit and Human Resources Mapping) page to check if a specific GL business unit is associated with the correct HR business unit and to associate a Journal Template and Calendar ID with each GL business unit.
Object Name	BU_GL_HR_LNK
Navigation	Compensate Employees, Administer GL Interface, Setup, GL BusUnit/HR BusUnit Mapping, Business Units Link Details
Prerequisites	You must first associate HR business units with GL business units on the Business Unit-Business Unit Reference page.
Access Requirements	Enter a General Ledger business unit.

The screenshot shows the 'Business Units Link Details' page. It includes the following elements:

- Business Unit - GL:** EGUBU E&G University
- Journal Template:** FTMPLT
- Calendar ID:** FY
- HR Business Units Table:**

Business Unit	Description
EGUBU	E&G University

GLBusUnit/HR BusUnit Mapping page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Business Unit** and **Description**.

Business Unit - GL

The **Business Unit - GL** displays the general ledger business unit and description.

Journal Template

Select the **Journal Template** you want to associate with this GL business unit from the list of available options. Journal Templates are used during the Actuals and Encumbrances processes (PAYGL02 and PAYGL03).

Calendar ID

Select a **Calendar ID** you want to associate with this GL business unit. The system uses Calendar IDs to distribute actuals over accounting periods. You can review calendars on the Detail Calendar page.

HR Business Units

The **HR Business Units** group box displays the HR **Business Unit(s)** and **Description(s)** currently associated with the **GL Business Unit**. Refer to Checking GL Business Unit and HR Business Unit Mapping for what to do if the correct HR **Business Units** aren't associated with this general ledger business unit.

CHAPTER 4

Managing FTE Budgets

PeopleSoft Human Resources features easy-to-use tools to establish FTE (Full Time Equivalent) 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 will balance your budgeted FTE against your actual FTE as you maintain positions, hire workers, or maintain worker information and let you know if you've exceeded your budgeted FTE.

On the Department Table - Comm. Acctg. and EG page 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 select *No Edit* 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.
- An employee 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 FTE edit will be performed as of the current system date. When a future-dated record is added, modified, or deleted, the FTE edit will be performed as of the future date.

Job Code and Position FTE Values

If you are using Position Management, FTE, and Add to FTE Actual information is specified at the position level. You can enter a free-form FTE value or you can allow 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 level. The only way you can override the FTE values on the Position Data component is by selecting the Position Override check box on Job Data - Work Location.

If you aren't using Position Management to steer your system, you can specify FTE and Add to FTE Actual information at the Job level.

Department Budget FTE Page

Usage	Use the Department Budget FTE Table to track FTE (Full Time Equivalent) data. Using this page, you can specify how FTEs are allotted in each department and track FTE counts against a budgeted FTE amount.
Object Name	DEPT_BUDGET_FTE
Navigation	<ul style="list-style-type: none"> • Define Business Rules, Define Commit Accounting(CAN), Setup, Department Budget FTE, Department Budget FTE • Define Business Rules, Define Commit Accounting(GBL), Setup, Department Budget FTE, Department Budget FTE • Define Business Rules, Define Commit Accounting(US), Setup, Department Budget FTE, Department Budget FTE
Prerequisites	Department Offset Groups page
Access Requirements	Enter a SetID, Department, and/or Fiscal Year.

Department Budget FTE

SetID: SHARE **Department:** PNC2001 Human Resources **Fiscal Year:** 2000

***Budget Begin Date:** 07/01/2000 ***Budget End Date:** 06/30/2001

***Offset Group:** PACAL Department Offset Group

View All First 1 of 1 Last

***Effective Date:** 07/01/2000 ***Status:** Active + -

*Classification	FTE Maximum	Total Actual FTE	+ -
All	5.00	5.00	+ -
Classified	5.00	5.00	+ -

Department Budget FTE page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Set ID, Department, Effective Date** and **Status**.

Budget Begin Date, Budget End Date, and Offset Group The system displays the **Budget Begin Date, Budget End Date, and Offset Group** associated with this department.

While you can use the **Budget Begin Date, Budget End Date, and Offset Group** fields to add a new Fiscal Year budget on this page, it won't be reflected in the Department Budget Table component. Changes made to existing Fiscal Year budgets when the Department Budget FTE page has been entered in Correction mode are reflected on the Department Budget Date page. New fiscal year budgets should be only be created in the Department Budget Table component.

Classification Select the FTE **Classification** from the available options. Available options include:

- **All:** An overall maximum
- **Classified:** A classified maximum
- **Temporary:** A temporary maximum
- **Unclassified:** An unclassified maximum

FTE 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 Department Table by selecting the appropriate value for the FTE Edit Indicator. You can select an **Error, Warning, or No Edit**.

Total Actual FTE The system displays the **Total Actual FTE** counts based on information that you maintain on the Position Data and Job Data component for each **FTE Maximum by Classification**.

Defining Fiscal Year Budgets

With PeopleSoft Human Resources, you can define budgets for earnings and for employer-paid deductions and taxes. Depending on how you manage encumbrances and distributions for your organization, you can specify whether or not to steer your system 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.

The system uses the fiscal year budget information that you set up when processing encumbrances and distributing payroll actuals. The Fiscal Year Encumbrances batch process (PSPENANN) calculates encumbrances for the fiscal year and then posts that encumbrance data to the General Ledger. The Nightly Encumbrance process calculates and posts updates to your encumbrance data. The Actuals Distribution process distributes payroll actuals (earnings, taxes, and benefits) across the funding sources you set up on the Department Budget Table.

Create or establish fiscal year 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 HRMS.

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

- department
- position pool
- position
- appointment
- job code

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



You can 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.

Defining Fiscal Year Budgets: Choosing the Best Option

There are four methods for creating fiscal year budgets. Which option you choose will depend 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. You can modify each individual department budget in the Department Budget Table after you have downloaded it, if necessary.

Option 2: Using the Build Current FY Budget Process Use the Build Current Fiscal Year (FY) 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, be aware that you might have to make modifications to meet the requirements of your organization. After you have built your current fiscal year budget, you can modify each individual department budget in the Department Budget Table, if necessary.

Option 3: Using the Copy Prior Fiscal Year Budget Process Use the Copy Prior FY 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, be aware that you might have to make modifications to meet the requirements of your organization. After you have copied the prior current fiscal year budget, you can modify each individual department budget in the Department Budget Table, if necessary.

Option 4: Using the Department Budget Table Component Use the Department Budget Table component to create annual department budgets manually.

Option 1: Using 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 (7.5 or 8) 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 Commitment Accounting (departments using Commitment Accounting must have the Use Comm. Acctg./Budgeting? check box selected on the Department Table - Comm. Acctg. and EG page). However, keep in mind that 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 process page, the system will combine appointment and position data and create a budget at appointment, position, position pool, or department levels.



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.

The Data Import From Budgets process (BUD008.SQR) populates the Department Budget table using information found in three other tables in PeopleSoft Budgets: the Position Table, the Job Table, and the Distribution Table.

Because tax information isn't stored on the Budgets Position Table, only the Dept Budget Earnings and Dept Budget Deductions page will contain, in addition to account code information, limits by funding source. The Dept Budget Taxes page will be populated with account code information only.

If a previous budget exists for the same fiscal year and department, the Data Import From Budgets process will overwrite it during processing. The system will notify 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.

A budget's payroll actuals data is displayed on the Budget Actuals page. If a department budget also contains payroll actuals data that has already been written to the Budget Actuals page, the Data Import From Budgets process will stop and a message will be written to the SQR log file.

Data Import from Budgets Page

Usage	Use the Data Import from Budgets page to run the Data Import from Budgets process (BUD008.SQR). Use this process to download fiscal year budget information from PeopleSoft Budgets (7.5 or 8) to PeopleSoft HRMS.
Object Name	RUNCTL_BUD008
Navigation	<ul style="list-style-type: none"> • Define Business Rules, Define Commit Accounting(CAN), Process, Data Import From Budgets, Budgets Data Import • Define Business Rules, Define Commit Accounting(GBL), Process, Data Import From Budgets, Budgets Data Import • Define Business Rules, Define Commit Accounting(US), Process, Data Import From Budgets, Budgets Data Import
Access Requirements	Enter a Run Control ID.

Data Import from Budgets: Budgets Import page

Fiscal Year

Enter the **Fiscal Year** for the budget information you want to import. The year you enter will be the fiscal year of the budget you are creating with this process.

From 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 will combine appointment and position data and create a budget at appointment, position, position pool, or department levels.

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.

Appointment creates a budget at the appointment (or employee) 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 will add 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 will add 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 IDs, the process won't create a position pool budget but instead will add the budget dollars to the department level budget.

Department Offset Group	Enter the default Department Offset Group . If previous budget data exists for a department, the system will obtain the department offset group from that budget. However, if a previous department offset group can't be selected, the system will use this default value. Department offset groups are defined on the Department Offset Group setup page.
Account Code	Select the Account Code to be used as the default if there are blank or invalid earnings account codes in the input budget data.
Copy Previous Dedn Budget? (copy previous deduction budget?)	Select Copy Prev (copy previous) 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 to assign 100% of the deduction budget to the Account Code (Deductions) , described in the next section.
Account Code (Deductions)	Select the Account Code (Deductions) to be used as default if there are blank or invalid deductions account codes in the input budget data.
Copy Previous Tax Budget?	Select Copy Prev (copy previous) 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 to assign 100% of the tax budget to the Account Code (Tax) , described in the next section.
Account Code (Tax)	Select the Account Code (Tax) to be used as default if there are blank or invalid tax account codes in the input budget data.

Click **Run** to run this request.



For more information about Process Scheduler, see Process Scheduler.

Option 2: Using the Build Current FY Budget Process

To build your current fiscal year budget, you can use or modify the Build Current Fiscal Year (FY) Budget process. PeopleSoft delivers this process as a template that you use to establish budget information in your human resources system. Because this is a template, be aware that you might have to make modifications 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 employee who has a job in the department in the fiscal year and then adds budget data for any vacant positions within the department. You specify whether the budget should include amounts for employees who are on leave of absence. You can also specify the level(s) at which the budget is to be created. The Build Current FY Budget process also generates budget records for FTEs.

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

- Position and appointment
- Department, position, and appointment
- Department only
- Department and position
- Department and position pool



Build Current FY Budget creates only default budgets for employer-paid deductions or taxes (that is, with 100% of the funding assigned to the Account Codes specified on the Build Current FY Budget page). To set up budget amounts, you need to update the Department Budget Table component. In addition, you need to set up encumbrance definitions for employer-paid taxes and deductions on the Encumbrance Definition component.

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 will be specified as appointments and the part that's not will be specified as position.)

You can review and modify the budget data created with the Build Current FY Budget in the Department Budget component.

Run Parameters Page

Usage	Use the Build Current FY Budget (build current fiscal year budget) run parameters page to create the 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.
Object Name	RUNCTL_BUD005
Navigation	<ul style="list-style-type: none"> • Define Business Rules, Define Commit Accounting(CAN), Process, Build Current FY Budget, Run Parameters • Define Business Rules, Define Commit Accounting(GBL), Process, Build Current FY Budget, Run Parameters • Define Business Rules, Define Commit Accounting(US), Process, Build Current FY Budget, Run Parameters
Access Requirements	Enter a Run Control ID.

Run Parameters page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID** and **SetID**.

Build Current FY Budget

Fiscal Year Enter the **Fiscal Year** of the budget you are creating.

From Date Enter the fiscal year's **From Date** (its beginning date). The system then calculates the **Thru Date** by adding 365 days to the **From Date** you enter. (If February 29th falls within your budget year, you will need to modify the SQR program file to set the Dayinyear variable to 366.)

Departments

For each department, enter a **SetID** then enter 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 will appear in the Department Budget Table component. Select a **Budget Levels** number from the list of valid values:

1 - 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 clear 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.

2 - 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 Account Code.

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

3 - Department Only:

When selected, this option creates only a department level budget using the specified Earnings Account Code.

If you select **Bud Amt** (see next field) the system calculates the budget amount and overall cap in the Department Budget Table component by adding all position and appointment level entries. If **Bud Amt** 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% and uses the Account Code you specify on this page.

4 - 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***. This option should be used only if all appointments have positions.

5 - Department and Position Pool:

If you select this value, the system looks at the position records associated with the selected department. This option should be used 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 **Bud Amt**, all positions within the department (whether or not they are associated with a position pool) will be 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.

Bud Amt (budget amount)

If you want to establish dollar limits for a particular budget level, select the **Bud Amt** check box. If **Bud Amt** is selected, the system populates the Budget Amount field on the Department Budget Earnings page. The sum of the budget amounts for each budget level will appear in the Budget Level Cap field.

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

Percent Increase

If you select the **Bud Amt** check box, you can specify a positive or negative percentage in the **Percent Increase** field. The system will use 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.

Account Code

Enter the Account Code to be used for earnings on the Department Budget Earnings page. If you have specified an Earnings Account Code on the employee's job record, the system will use that value instead.

Account Code (Deductions)

Enter the Account Code to be used for deductions on the Department Budget Deductions page. When you select an **Account Code (Deductions)**, the system leaves the Plan Type, Plan, Deduction Code, and Deduction Class fields on the Department Budget Deductions page blank to indicate a default funding source. The system sets the % of Distribution field to 100%, and the Budget Amount field is left blank.

Account Code (Tax)	Enter the Account Code to be used for taxes on the Department Budget Taxes page. When you select an Account Code (Tax) , the system leaves the Plan Type, Plan, Deduction Code, State, Locality, Province, and Tax Class fields on the Department Budget Taxes page blank to indicate a default funding source. Depending upon the country you specify in the Installation Table (U.S. or Canada), the system populates either the U.S. or Canadian Dept Budget Taxes page. The system sets the percentage of distribution field to 100%, and the Budget Amount field is left blank.
Offset Group	Enter an Offset Group to specify an offset account to be used for each type of transaction. Offset groups are defined on the Department Offset Group page.
Budgt Leave (budget leave)	Select Budgt Leave if you want to include employees on leave without pay. The system will treat 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 they will need a substitute person in that position.

Click **Run** to run this request.



For more information about Process Scheduler, see Process Scheduler.

Option 3: Using the Copy Prior Fiscal Year Budget Process

You can generate a new annual budget using last year's budget information with the Copy Prior FY Budget (copy prior fiscal year budget) process. PeopleSoft delivers this process as a template that you use to establish budget information in your human resources system. Because this is a template, be aware that you might have to make modifications to meet the requirements of your organization.

By running this process, you generate a new budget using last year's budget information. You simply enter the business unit and/or department budgets 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 FTEs—from last year to this year. The system duplicates all budget information, except for the new fiscal year end dates that you specified as part of the run control.

You can review and modify the budget data created with the Copy Prior Fiscal Year Budget process in the Department Budget component.

Run Parameters Page

Usage	Use the Copy Prior FY Budget (copy prior fiscal year budget) run parameters page to generate a new annual budget using last year's budget information.
Object Name	RUNCTL_BUD006
Navigation	<ul style="list-style-type: none"> • Define Business Rules, Define Commit Accounting(CAN), Process, Copy Prior FY Budget, Run Parameters • Define Business Rules, Define Commit Accounting(GBL), Process, Copy Prior FY Budget, Run Parameters • Define Business Rules, Define Commit Accounting(US), Process, Copy Prior FY Budget, Run Parameters
Prerequisites	You must have a prior fiscal year in the system to copy.
Access Requirements	Enter a Run Control ID.

The screenshot shows a web interface titled "Run Parameters". At the top, there is a "Run Control ID" field with the value "01". To the right are links for "Report Manager", "Process Monitor", and a "Run" button. Below this is a section titled "Copy Prior FY Budget Parameter" containing several input fields: "Fiscal Year" (1998), "Start Date" (01/01/1998), "End Date" (12/31/1998), "Bus. Unit for Budget Copy (Blank for All)", and "Budget Dept. ID for Budget Copy (Blank for All)".

Run Parameters page

Fiscal Year

Enter the **Fiscal Year** of the budget you are creating.

From Date

Enter the fiscal year's **From Date** (its beginning date.). The system then calculates the **Thru Date** by adding 365 days to the **From Date** you enter. (If February 29th falls within your budget year, you will need to modify the 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.

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.

Click **Run** to run this request.



For more information about Process Scheduler, see Process Scheduler.

Option 4: Using the Department Budget Table Component

Use the Department Budget Table component to create annual budgets manually. You can also modify budgets created by the automated budget-building processes (Data Import from Budgets, Build Current Fiscal Year Budget, and Copy Prior Fiscal Year Budget).

You can 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, you can 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.



In order to use the encumbrance and distribution processes, you must establish budget data for every department in your organization for which you select the Use Comm. Acctg/Budgeting? check box on the Department Table - Comm. Acctg. and EG page.

Using the Department Budget Table Search Page

Once you select the budgeting level for a department, you enter budgeting information on the Department Budget Table. When you select Department Budget Table from the menu (**Define Commit Accounting, Setup**) 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 on the Department Budget Table.

Department Budget Table

Find an Existing Value

SetID:

Department:

Fiscal Year:

Budget Level:

Position Pool ID:

Job Code SetID:

Job Code:

Position Number:

EmpIID:

Empl Rcd Nbr:

Include History Correct History

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 five Department Budget Table pages.

Select a **Budget Level** from the following options:

- **Appointment** - When you select **Appointment** as the budget level, you need to select an **EmplID** (employee ID) from the list of valid values. Employees may include full-time employees, part-time employees, contractors, temporary workers, and so forth. You'll also select an **Empl Rcd Nbr** (employee record number) for the selected employee.
- **Department** - Select **Department** if you are defining the department budget at the department level.
- **Jobcode** - When you select **Jobcode** as the budget level, you'll also select a valid **Job Code** from the list of valid values. Job Codes are stored on the Job Code Table.
- **Position Pool** - When you select **Position Pool** as the budget level, you'll also select a **Position Pool ID** from the list of valid values. These values are stored on the Position Pool Table.
- **Position** - When you select **Position** as the budget level, you'll also select a **Position Number** from the list of valid values. These values are stored on the Position Table.

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

Standard Field Definitions for the Department Budget Table Component

SEQ# (sequence number)	<p>The SEQ# field indicates the order (sequence) in which funding sources are to be used.</p> <p>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.</p>
Account Cd (account code)	<p>For each Earnings, Deductions, or Tax Class row, select an account code from the list of available options (account codes are defined on the Account Code Table). The system displays ChartField information (Account, DeptID, Proj/Grt, Prod, Fund, Program, Class, Affl, Operating Unit, and Alt. Account) based on the account code you select. The ChartField values displayed are based on the general ledger ChartField values that you imported as part of the account code.</p>

Budget Amount and Distrib % (percentage of distribution)

For earnings and deductions, you can establish budgets in the **Budget Amount** field or the **Distrib %** 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, you must first delete the existing amount. Similarly, to change from a percentage of distribution to a budget amount, you must first delete the percentage.

Budget Amount determines funding using a dollar amount, whereas **Distrib %** uses percentages. When you specify multiple account 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, then 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, then you will 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 only apply percentages 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. Leave this field blank to indicate that the funding source isn't date controlled.

Overview of the Department Budget Date Page

Use the Department Budget Date page to define the fiscal year budget's begin and end-dates as well as other department budget information. You will also use the Department Budget Date page to specify default deduction and tax information for each department in your organization.

Department Budget Table - Dept Budget Date Page

Usage	Use the Dept Budget Date (department budget date) page to specify default deduction and tax information for each department in your organization.
Object Name	DEPT_BUDGET_DATE
Navigation	<ul style="list-style-type: none"> • Define Business Rules, Define Commit Accounting(CAN), Setup, Department Budget Table, Dept Budget Date

	<ul style="list-style-type: none"> • Define Business Rules, Define Commit Accounting(GBL), Setup, Department Budget Table, Dept Budget Date • Define Business Rules, Define Commit Accounting(US), Setup, Department Budget Table, Dept Budget Date
Prerequisites	You must first enter data on the Department Offset Group setup page.
Access Requirements	Enter a SetID, Department, Fiscal Year, and Budget Level.

Department Budget Table – Dept Budget Date (department budget date) page

The options on this page are available only when you create a new department budget or access an existing budget in correction mode. Otherwise, all fields and options are unavailable for entry because the bulk of this information is shared by the Department Budget FTE page.

Budget Begin Date Enter the begin date of this department budget in the **Budget Begin Date** field.

Budget End Date Enter the end-date of this department budget in the **Budget End Date** field.

Offset Group Enter an **Offset Group** for this department budget to specify an offset account to be used for each type of transaction. Offset Groups are defined on the Department Offset Group setup page.

Budget Cap

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

- **Per Budget Level** (that is, for all expenditures combined)
- **Per Earn/Tax/Ded** (that is, separately for earnings, deductions, and taxes).

Selecting **Per Budget Level** 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. The Budget Amounts specified for each entry on the Department Budget Earnings, Deductions, and Taxes pages are used for the latter purpose.

Selecting **Per Earn/Tax/Ded** 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.

Account Defaults

Default Funding Source Option Indicate if the Default Funding Source Option is **Specified** or **Earnings**.

When you select **Specified**, the system displays the Account Code (Deductions), Funding End Date (Deductions), Account Code (Tax), and Funding End Date (Tax) fields.

When you select **Earnings**, the system uses the funding source (account code) specified for earnings as a default for deductions and taxes.

If there is no **Default Funding Source Option**, select **No** from the list of options.

Account Code (Deductions) Enter a default account code for deductions. The value entered in this field is displayed in the Account Cd field on the Department Budget Deductions page, but can be overridden as needed.

Funding End Date (Deductions) Enter the date (if applicable) on which the deductions account code ends. Leave this field blank to indicate that the funding source isn't date controlled.

Account Code (Tax) Enter a default account code for taxes. The value entered in this field is displayed in the Account Cd field on the Department Budget Taxes page, but can be overridden as needed.

Funding End Date (Tax) Enter the date (if applicable) on which the tax account code (funding source) ends. Leave this field blank to indicate that the funding source isn't date controlled.

Overview of the Department Budget Earnings Page

The system will use the account code information from the Department Budget Earnings page when processing encumbrances and actuals distribution if you haven't entered an employee-specific account code override on the Job Earnings Distribution page, the Job Data record, or the Paysheet page.

When you run the encumbrance processes, the system will look first for an account code on the Job Earnings Distribution page. If no code is specified there, it next looks for an account code on the Job Data pages, and if that code doesn't exist, it will look for account 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.

The encumbrance process will look 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). When the system writes an encumbrance (or pre-encumbrance) transaction, it substitutes an account's Encumbrance Account or Pre-Encumbrance Account (specified on the account's Account Code table record) for the default account.

Similarly, when you run the Actuals Distribution process (to distribute your actuals across funding sources and accounting periods), the system will look first for an account code specified on the Paysheet record (PAY_EARNINGS), which originates from the Job Earnings Distribution record and can be overridden on the Paysheet. If there is no code specified there, then it looks at the account code information on the Department Budget Earnings table.

During payroll processing, if the payroll exceeds budgets, the system will pay the employee but will neither distribute funds nor post actuals. The system performs fund checking when you run the Actuals Distribution process. If there is insufficient budget to distribute all or part of an employee's earnings, benefits, or employer-paid taxes, the system will generate errors to the Pay Message table. If the budget is sufficient to cover part of the earnings, benefits, or taxes, then that part will be 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 ignores budget levels that have become inactive. It will also stop using a funding source if a funding end-date is specified and the processing occurs at a later date. For Actuals Distribution, the pay end-date is used for comparison with the funding end-date.

If you need to create multiple funding sources, you must insert multiple entries to specify another funding source. You can enter an unlimited number of budget rows. However, you should be aware of the following guidelines:

- You must 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 some that are unlimited (percentage of distribution), assign lower sequence numbers (SEQ#s) to the limited entries and higher sequence numbers to the unlimited entries.
- When you use percentages (Distrib %), the sum of percentages for each funding source (account code) must equal 100.



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 is able to calculate the encumbrances and actuals according to your new funding levels.

Department Budget Table - Dept Budget Earnings Page

Usage	Use the Dept Budget Earnings (department budget earnings) page to establish department budgets for employee earnings in each department of your organization.
Object Name	DEPT_BUDGET_ERN
Navigation	<ul style="list-style-type: none"> • Define Business Rules, Define Commit Accounting(CAN), Setup, Department Budget Table, Dept Budget Earnings • Define Business Rules, Define Commit Accounting(GBL), Setup, Department Budget Table, Dept Budget Earnings • Define Business Rules, Define Commit Accounting(US), Setup, Department Budget Table, Dept Budget Earnings
Prerequisites	This is the second page in the Department Budget Table component. You must first enter data on the Department Budget Date page.
Access Requirements	Enter a SetID, Department, Fiscal Year, and Budget Level.

Dept Budget Date
Dept Budget Earnings
Dept Budget Deductions
Dept Budget Taxes
Dept Budget Actuals

SetID: SHARE Department: PGV1003 Licensing & Certification Fiscal Year: 1999

Budget Begin Date: 07/01/1999 Offset Group: PACAL Budget Cap

Budget End Date: 06/30/2000 Per Budget Level Per Earn/Tax/Ded

Level View All First 1 of 1 Last

Department
 Position Pool
 Jobcode
 Position
 Appointment
 + -

*Effective Date: 07/01/1999 *Status: Active Budget Level Cap: 0.00 *Currency: USD

Earnings Distribution View All First 1 of 1 Last

Earnings Code: *SEQ#: 1 % Effort: + -

*Account Code: 000000001 Salaries

Account: 5000 Department: 114 Project/Grant: NIH001

Product: Fund: 100 Program Code: 1000

Class: 10 Affiliate: Operating Unit:

Alt. Account:

Budget Amount: 0.000 Distrib %: 100.000 Funding End Date: BT

Department Budget Table - Dept Budget Earnings (department budget earnings) page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date, Status.**

The following fields are common to multiple pages in this component and are defined at the front of this section in Standard Field Definitions for the Department Budget Table Component: **Account Code, SEQ#, Budget Amount, Distrib%, and Funding End Date.**

This page displays the **Budget Begin Date, Budget End Date, and Offset Group** that you selected on the Department Budget Date page.

Budget Level Cap 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.

Currency Select the code for the currency of the budget level cap.

Earnings Distribution

You can establish multiple funding sources and (optionally) specify a **Funding End Date** for each source. Funding sources are defined using an Account Code that represents a valid General Ledger ChartField combination.

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

Earnings Code If you want to specify a budget for a particular type of earning, select an **Earnings Code** from the list of valid values. You can establish budgets for as many different types of earnings as you need.

% Effort (percentage of effort) If it is appropriate, enter a **% Effort** amount. The 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.

Overview of the Department Budget Deductions Page

When you run the Actuals Distribution process, the system uses the Account Code information on the Department Budget Deductions page to determine if you have entered an employee-specific override on the Job Data pages. If the system determines you haven't, the process distributes actual employer-paid deductions across funding sources and accounting periods.

The system will ignore budget levels that have become inactive. It will also stop using a funding source if a funding end-date is specified and the processing occurs at a later date. For Actuals Distribution, the pay end-date is used for comparison against the funding end-date.

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

Department Budget Table - Dept Budget Deductions Page

Usage	Use the Dept Budget Deductions page to budget for employer-paid deductions in each department of your organization.
Object Name	DEPT_BUDGET_DED
Navigation	<ul style="list-style-type: none"> • Define Business Rules, Define Commit Accounting(CAN), Setup, Department Budget Table, Dept Budget Deductions • Define Business Rules, Define Commit Accounting(GBL), Setup, Department Budget Table, Dept Budget Deductions • Define Business Rules, Define Commit Accounting(US), Setup, Department Budget Table, Dept Budget Deductions
Prerequisites	This is the third page in the Department Budget Table component. You must first enter data on the Dept Budget Earnings page.
Access Requirements	Enter a SetID, Department, Fiscal Year, and Budget Level.

Department Budget Table - Dept Budget Deductions (department budget deductions) page

The following fields are common to multiple pages in this component and are defined at the front of this section in Standard Field Definitions for the Department Budget Table Component:

Account Code, SEQ#, Budget Amount, Distrib %, and Funding End Date.

This page also displays the **Budget Begin Date**, **Budget End Date**, and **Offset Group** that you selected on the Dept Budget Date page, as well as the **Effective Date**, **Status**, and **Currency** that you selected on the Dept Budget Earnings page.

Deduction Budget Cap

If you selected Per Earn/Tax/Ded as the Budget Cap value on the Dept Budget Date page, the system will display the **Deduction Budget Cap field**. You can 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

You can establish multiple deduction-plan types and (optionally) specify a **Funding End Date** for each of those plans. Funding sources are defined using an Account Code that represents a valid General Ledger ChartField combination.

You must 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 will be used as the funding for all deductions where a specific entry for a deduction type hasn't been established.

- Plan Type** Select a deduction plan type from the available options.
- Plan** Select a deduction plan from the available options.
- Ded Cd (deduction Code)** Select a deduction code from the available options.
- Ded Class (deduction class)** Select a deduction class from the available options.



If you make an entry in one of these fields (**Plan**, **Ded Cd**, or **Ded Class**), you must enter all fields.

Overview of the Department Budget Taxes Page

When you run the Distribution process, the system uses the Account Code information on the Department Budget Taxes page to determine if you have or haven't entered an employee specific override on the Job Data pages. If the system determines you haven't, it distributes actual employer-paid deductions across funding sources and accounting periods when you run the Actuals Distribution process.

The system will ignore budget levels that have become *inactive*. It will also stop using a funding source if a funding end-date is specified and the processing occurs at a later date. For Actuals Distribution, the pay end-date is used for comparing against the funding end-date.

Unlike the Department Budget Earnings page, the information specified here isn't used during encumbrance processing; information specified on the Encumbrance Definition page is used for this purpose. Also unlike earnings information, funding sources for employer-paid taxes can't be overridden at the job data or paysheet level.

The Dept Budget Taxes page is virtually the same when accessed via the Define Commit Accounting (U.S.) and Define Commit Account (GBL) menus as it is when it's accessed via the Define Commit Accounting (CAN) menu. There are two small differences:

- The Dept Budget Taxes (U.S.) page has a State field where the Dept Budget Taxes (CAN) page as a **Province** field
- The Dept Budget Taxes (U.S.) page has a Locality field and the Dept Budget Taxes (CAN) page doesn't.

Department Budget Table - Dept Budget Taxes Page

Usage	Use the Dept Budget Taxes (department budget taxes) page to budget for employer-paid taxes in each U.S. or Global department of your organization.
Object Name	DEPT_BUDGET_TAX
Navigation	<ul style="list-style-type: none"> • Define Business Rules, Define Commit Accounting(GBL), Setup, Department Budget Table, Dept Budget Taxes • Define Business Rules, Define Commit Accounting(US), Setup, Department Budget Table, Dept Budget Taxes
Prerequisites	This is the fourth page in the Department Budget Table component. You must first enter data on the Dept Budget Deductions page.
Access Requirements	Enter a SetID, Department, Fiscal Year, and Budget Level.

Usage	Use the Dept Budget Taxes (department budget taxes) page to budget for employer-paid taxes in each Canadian department of your organization.
Object Name	DEPT_BUDGET_CTX
Navigation	Define Business Rules, Define Commit Accounting(CAN), Setup, Department Budget Table, Dept Budget Taxes
Prerequisites	This is the fourth page in the Department Budget Table component. You must first enter data on the Dept Budget Deductions page.

Access Requirements	Enter a SetID, Department, Fiscal Year, and Budget Level.
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Department Budget Table – Dept Budget Taxes (department budget taxes) page

The following fields are common to multiple pages in this component and are defined at the front of this section in Standard Field Definitions for the Department Budget Table Component: **Account Cd, SEQ#, Budget Amount, Distrib%, and Funding End Date.**

This page displays the **Budget Begin Date, Budget End Date, and Offset Group** that you selected on the Dept Budget Date page, as well as the **Effective Date, Status, and Currency** that you selected on the Dept Budget Earnings page.

Tax Budget Cap

If you selected *Per Earn/Tax/Ded* as the Budget Cap value on the Dept Budget Date page, the system will display the **Tax Budget Cap** field. You can 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

You can 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 an Account Code that represents a valid General Ledger ChartField combination.

You must 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 will

be used as the funding for all tax classes where a specific entry for a **Tax Class** hasn't been established.

State or Province

For U.S. taxes, select a **State** (to specify a budget for a particular type of tax. (For federal tax, choose **\$U.**)

For Canadian taxes, select a **Province** to specify a budget for a particular type of tax.

Tax Class

Select a **Tax Class** from the list of valid values defined on PeopleSoft Payroll for North America tax tables. You can establish budgets for as many different types of taxes as you need.

Locality (U.S. and GBL)

For U.S. taxes, select a **Locality** (if applicable). Valid **Locality** codes are stored on the State and Local Tax Tables.



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

Overview of Department Budget Actuals Page

You post encumbrances and payroll distributions using the Encumbrance GL Interface and Actuals GL Interface processes. By using the Department Budget Actuals page, you will see all posted encumbrances and actuals for your departments by account code within each budget level, along with the total posted amount.

If you've budgeted at various levels, you'll be able to view the information at each of those levels. For example, if you budgeted at the department level and also budgeted for several positions within the department, the actuals and encumbrances will be displayed for each position specifically budgeted. The sum of all positions and appointments in that department will also show for the department level.

Department Budget Table - Dept Budget Actuals Page

Usage	Use the Dept Budget Actuals (department budget actuals) page to view detailed department budget information online. This page is updated when you run the Encumbrance GL Interface or the Actuals GL Interface processes.
Object Name	DEPT_BUDGET_ACT
Navigation	<ul style="list-style-type: none"> • Define Business Rules, Define Commit Accounting(CAN), Setup, Department Budget Table, Dept Budget Actuals

	<ul style="list-style-type: none"> • Define Business Rules, Define Commit Accounting(GBL), Setup, Department Budget Table, Dept Budget Actuals • Define Business Rules, Define Commit Accounting(US), Setup, Department Budget Table, Dept Budget Actuals
Prerequisites	This is the fifth page in the Department Budget Table component. You must first enter data on the Dept Budget Taxes page.
Access Requirements	Enter a SetID, Department, and Fiscal Year.

Department Budget Table - Dept Budget Actuals (department budget actuals) page

This page also displays the **Budget Begin Date**, **Budget End Date**, and **Offset Group** that you selected on the Dept Budget Date page, as well as the **Effective Date**, **Status**, and **Currency** that you selected on the Dept Budget Earnings page.

In the inner group box, you can see the Account Code assigned to each encumbrance and view the related ChartField information. As you go through Account Codes, the system also displays the related **Posted Actual**, **Posted Encumbrance**, and **Total Posted** amounts against the specified Account Code.

Posted Actual Displays the amount of the actuals posted to the General Ledger using the Actuals GL Interface process.

Posted Encumbrance Displays the amount of the encumbrances and pre-encumbrances posted to the General Ledger using the Encumbrances GL Interface process.

Total Posted Displays the combined total of actuals, encumbrances, and pre-encumbrances posted to the General Ledger.

Managing Encumbrance Definitions

Encumbrance definitions specify how the system calculates deduction and tax encumbrances, and the accounts to be used. Before you create Encumbrance Definitions, you need to set up valid Account Codes, Position Pools (if you use them), Offset Groups, and Budget Benefits Groups. Once these tasks are done, you set up actual Encumbrance Definitions using the Encumbrance Definitions page.

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 should be used 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.



Information stored on the Department Budget Earnings page determines how *earnings* are funded during encumbrance processing.

Setting Up Encumbrance Definitions

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 Department Budget Earnings page).

If you choose *not* to encumber employer paid taxes and employer paid deductions, you can 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.

Accessing the Encumbrance Definition Component

To access the Encumbrance Definition page, select **Encumbrance Definition** from the **Define Commitment Accounting, Setup** menu. The system displays the search page for the Encumbrance Definition page.

Encumbrance Definition	
Find an Existing Value	
SetID:	<input type="text" value="SHARE"/> 🔍
Department:	<input type="text" value="PGV1003"/> 🔍
Default Level:	<input type="text" value="Department"/> ▼
Position Pool ID:	<input type="text"/> 🔍
Job Code SetID:	<input type="text"/> 🔍
Job Code:	<input type="text"/> 🔍
Position Number:	<input type="text"/> 🔍
EmplID:	<input type="text"/> 🔍
Empl Rcd Nbr:	<input type="text"/> 🔍
Description:	<input type="text"/>
Company:	<input type="text"/>
Location Code:	<input type="text"/>
<input type="checkbox"/> Include History <input type="checkbox"/> Correct History	

Encumbrance Definition: Find an Existing Value page

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

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

- **Appointment** - Select **Appointment** if you are setting up the Encumbrance Definition at the appointment level. When you select **Appointment** as your **Default Level**, you need to select an **EmplID** (Employee ID) from the list of valid values. Employees may include full time employees, part time employees, contractors, temporary workers, and so forth. You'll also indicate an **Empl Rcd#** (employee record number) for this worker.
- **Department** - Select **Department** if you are setting up the Encumbrance Definition at the department level.
- **Jobcode** - Select **Jobcode** if you are setting up the Encumbrance Definition at the job code level. When you select **Jobcode** as your **Default Level**, you need to select a valid **Job Code** from the list of valid values. **Job Codes** are stored on the Job Code Table.
- **Position Pool** - Select **Position Pool** if you are setting up the Encumbrance Definition at the position pool level. When you select **Position Pool** as your **Default Level**, you need to select a **Position Pool ID** from the list of valid values. These values are located on the Position Pool Table.
- **Position** - Select **Position** if you are setting up the Encumbrance Definition at the position level. When you select **Position** as your **Default Level**, you need to select a valid **Position Number**. These values are stored on the Position Data Table.

Encumbrance Definition Page

Usage	Use the Encumbrance Definition page to create Encumbrance Definition for taxes and deductions.
Object Name	ENCUMB_DEFN
Navigation	<ul style="list-style-type: none"> • Define Business Rules, Define Commit Accounting(CAN), Setup, Encumbrance Definition, Encumbrance Definition • Define Business Rules, Define Commit Accounting(GBL), Setup, Encumbrance Definition, Encumbrance Definition • Define Business Rules, Define Commit Accounting(US), Setup, Encumbrance Definition, Encumbrance Definition
Prerequisites	Account Code Table, Position Pool Table (if applicable), Department Offset Groups Table, and Budget Benefit Groups table.
Access Requirements	Enter a SetID, Department, and Default Level.

Encumbrance Definition

SetID: SHARE **Department:** PGV1003 Licensing & Certification

Level View All First 1 of 1 Last

Department
 Position Pool
 Jobcode
 Position
 Appointment
 + -

*Effective Date: 01/01/1990 *Status: Active *Currency Code: USD

Tax Distribution View All First 1 of 1 Last

*Acct Code: 000000017 Staff Salaries + -

ER Tax %: 8.00 Encumbrance Tax Cap: 0.00

Account: 5002 **Department:** 114 **Project/Grant:** NIH001
Product: **Fund:** 100 **Program Code:** 1000
Class: 10 **Affiliate:** **Operating Unit:**
Alt. Account:

Encumbrance Definition page 1/2

Deduction Distribution View All First 1 of 1 Last

*Benefit Group: BASIC Basic **Ded %:** 4.00 **Ded Amt:** 100.00 + -

*Acct Code: 000000025 Other Benefits

Account: 5005 **Department:** 114 **Project/Grant:** NIH001
Product: **Fund:** 100 **Program Code:** 1000
Class: 10 **Affiliate:** **Operating Unit:**
Alt. Account:

Encumbrance Definition page, 2/2

The Encumbrance Definition page displays the **SetID, Department, Default Level** and the **Job Code SetID, Position Pool ID, Job Code, Position Number, EmplID, or Empl Rcd Nbr** (as appropriate) associated with the **Default Level** that you specified on the search page.

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date** and **Status**.

Currency Code Select the code for the currency of the Encumbrance Definition.

Tax Distribution

Acct Code (account code) For each Tax Distribution row, select an account code from the list of available options (account codes are defined on the Account Code Table). The system displays ChartField information (**Account, DeptID, Proj/Grt, Prod, Fund, Program, Class, Affl, Operating Unit, and Alt. Account**) based on the account code you select. The ChartField values displayed are based on the general ledger ChartField values that you imported as part of the account code.

ER Tax% (employer tax percentage) Of the employer paid taxes on encumbered earnings, enter the percentage funded by the account code you specified in the **Acct Code** field. For example, you could fund 50% of employer paid taxes from one account and 50% from another by creating two **Tax Distribution** rows and entering **50%** in each **ER Tax%** field.

Encumbrance Tax Cap Enter the **Encumbrance Tax Cap** amount. The encumbrance calculation will only encumber employer paid taxes up to this amount. Any employer paid taxes above and beyond this amount won't be encumbered.

Deduction Distribution

Benefit Group Select a **Benefit Group** from the list of available options. These values are stored on the Budget Benefit Group Table.

Ded % (deduction percentage) Enter the percentage of encumbered earnings required to cover the deductions of the benefits in this budget **Benefit Group** at this budget level to be funded by the deduction distribution's **Acct Code**, as appropriate.

Ded Amt (deduction amount) Enter an amount of encumbered earnings required, in addition to the **Ded %**, to cover the deductions at this budget level to be funded by the deduction distribution's **Acct Code**, as appropriate.

CHAPTER 7

Setting Up Related Data for Positions and Employees

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

- a job code-level budget (if the employee isn't attached to a position).
- an appointment-level budget
- a position-level budget, or
- 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 will look for department-level funding.

The Actuals Distribution funding does basically the same thing, except that it will look for job code-level funding only if the person has no position *and* the Used by Posn Mgmt? check box is clear.

Encumbrance processing budget information is defined on the Job Data, Job Code, and Position Data components. To ensure that the system uses the appropriate budget information, you must set up Commitment Accounting fields on these components.

Setting Up Job Data for Encumbrance and FTE Edits Processing

The system *defaults* to include all employee job records in encumbrance processing. You can override encumbrance processing for individual employees at the job level by selecting the Encumbrance Override check box when, and only when, you hire an employee or add a concurrent job for an employee. The Encumbrance Override check box is available on the Work Location page.

If you want to budget by Job Code, you must set up and maintain a number of fields on the Job Information page to accurately track FTE counts for your organization. These fields impact the way the system manages and tracks FTE. The FTE, Adds to FTE Actual Count?, Classified Indc (indicator), and Pre-Encumbrance Indicator fields are all used in Commitment Accounting and can be defined at the Job Data level on the Job Data pages.

If you're using Position Management, these fields will default from the Position to the worker's job data. You can override these defaults by selecting the Position Data Override option on the Work Location page.

As outlined, the system will look for budgeting information at the appointment level first. If you don't establish budgeting information on the Job Data component, the system will look 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 will look next at the position or position pool level. If there is no budgeting information there, the system will then look 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, you need to set up or maintain position data that impacts FTE edits. The FTE, Adds to FTE Actual Count?, Classified Indc (Indicator), and Pre-Encumbrance Indicator fields are all used in Commitment Accounting and can be defined, at the position level, on the Position Data component.

The Used by Posn Mgmt? Check box on the Job Code - Evaluation Criteria page is selected for those job codes that are assigned to a position. If Used by Posn Mgmt? is *selected*, the system will use any budget data you've established at the position/position pool level (and will ignore any budget data you've established at the Job Code level). If the check box is *clear*, the system will use any budget data you've established at the Job Code level (and will ignore any budget data you've established at the position/position pool level).

For Job Codes that aren't used by Position Management, you can also choose to Pre-encumber Immediately or Upon Requisition using the Encumbrance Indicator on the Job Code Table - Evaluation Criteria page. This option appears when the Used by Posn Mgmt? check box is *clear*.

A *pre-encumbrance* is an encumbrance that occurs before an employee/employer relationship exists (that is, before an incumbent is hired). On the Position Data component, you have the option to pre-encumber funds for approved positions using the Pre-Encumbrance Indicator field, and if you choose to, you can select to pre-encumber immediately (that is, on the position effective date) or upon requisition. If you choose to encumber upon requisition, you'll specify on the Requisition Data page whether to encumber upon the *Authorization* date or the *Expected Fill* date. Similarly, for Job Codes that aren't used by Position Management, you can choose to pre-encumber immediately or upon requisition on the Job Code component.

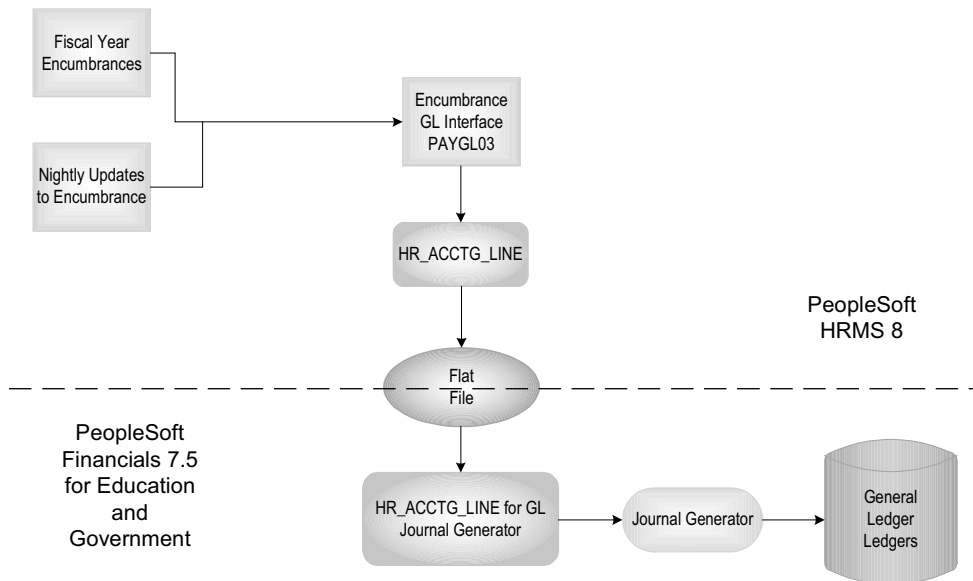
Only Regular earnings will be encumbered/pre-encumbered. For Pre-encumbrances, the system uses the salary grade/step specified in the Job Code component (or the lowest salary step if step isn't entered on the Job Code component) associated with the position or job code.

CHAPTER 8

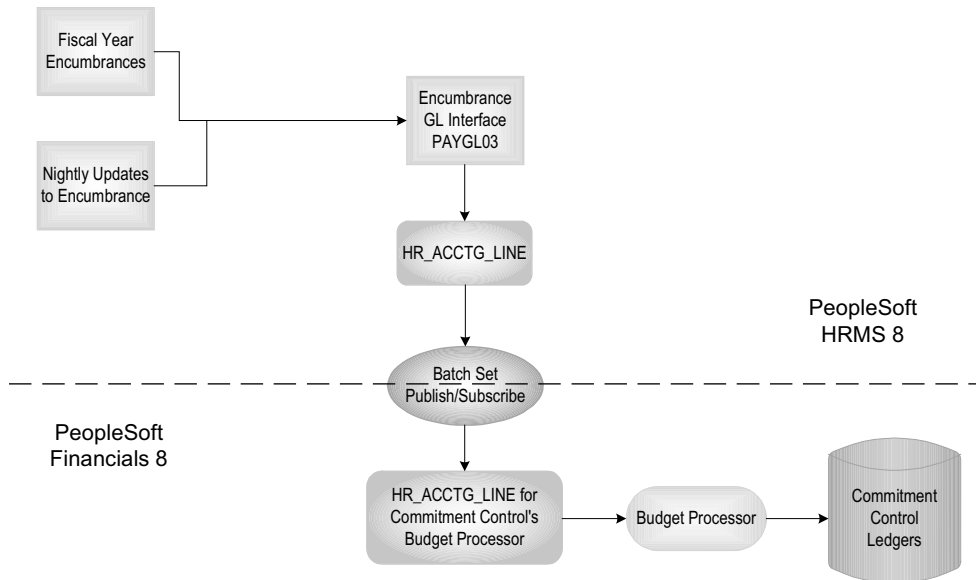
Creating and Posting Encumbrance Data to PeopleSoft Financials

A useful feature of PeopleSoft Commitment Accounting is that you can post your encumbrance data to PeopleSoft Financials, ensuring that the two systems are in synch. Before you can post your encumbrances data, you must first calculate it using either the Fiscal Year Encumbrances process or the Nightly Encumbrances process.

Use the Fiscal Year Encumbrances process to calculate your encumbrances for the entire fiscal year. Use the Nightly Encumbrances process to update encumbrance data as you make changes to budget or employee. After running each of these processes, you must run the Encumbrance GL Interface process to post the results to the general ledger. The following diagrams illustrate how the data moves from PeopleSoft HRMS to PeopleSoft Financials. If you are using PeopleSoft Financials 7.5 for Education and Government, you will be transferring encumbrance data to the general ledger ledgers. If you are using PeopleSoft Core Financials 8, you will be transferring encumbrance data to the Commitment Control ledgers.



Posting HRMS Encumbrance Data to PeopleSoft General Ledger 7.5 for Education and Government



Posting HRMS Encumbrance Data to PeopleSoft Commitment Control 8 for Education and Government

Calculating Fiscal Year Encumbrances

Once you've set up your budgets and encumbrance information at the appropriate levels—Department, Position Pool, Position, Job Code, or Appointment (Employee)—you're ready to run the Fiscal Year Encumbrance process (PSPENANN), which calculates encumbrances for the fiscal year, and then post encumbrance data to the general ledger. Then, on an ongoing basis throughout the year, you'll likely want to calculate and post updates to your encumbrance data. To do that, you'll use the Nightly Encumbrance process.

Overview of the Fiscal Year Encumbrance Process

The Fiscal Year Encumbrance batch process creates baseline pre-encumbrance and encumbrance transactions for the fiscal year. It builds transactions for all filled and vacant positions based on the Job, Job Earnings Distribution, Position (for vacant positions), and Department Budget tables.

The Fiscal Year Encumbrance batch process will only calculate encumbrances for departments that you've enabled the Commitment Accounting functionality for on the Department Table - Comm. Acctg. and EG page.

The Nightly Encumbrance Process:

- Estimates earnings for the entire fiscal year.
- Estimates deductions and taxes as a percentage of earnings plus a flat amount (if stated on the Encumbrance Definition Table) for the entire fiscal year.
- Uses funding information from the Job Earnings Distribution page, Job Data table, or Department Budget Earnings page to determine funding sources for *earnings*.

- Uses the funding information from the Encumbrance Definition Table to determine funding sources for *employer-paid deductions* and *taxes*.

When calculating encumbrances, the system doesn't look at an employee's actual benefits enrollment and tax situation; it estimates these based on the information you enter on the Encumbrance Definition Table. Tax class and benefit budget group-level default values at the Department, Job Code, Position Pool, Position and Appointment level are defined to calculate the benefit and tax estimates for encumbrances.

Pre-encumbrance and encumbrance calculations will reflect future-dated budget, encumbrance definition, position, or job changes.

Run Parameters Page

Usage	Use the Fiscal Year Encumbrances run parameters page to calculate fiscal year encumbrances.
Object Name	RUNCTL_ENC_FY
Navigation	<ul style="list-style-type: none"> • Define Business Rules, Define Commit Accounting(CAN), Process, Fiscal Year Encumbrances, Run Parameters • Define Business Rules, Define Commit Accounting(GBL), Process, Fiscal Year Encumbrances, Run Parameters • Define Business Rules, Define Commit Accounting(US), Process, Fiscal Year Encumbrances, Run Parameters
Prerequisites	Encumbrance Definition Table
Access Requirements	Enter a Run Control ID.

The screenshot shows the 'Run Parameters' page with the following details:

- Run Control ID:** 01
- Buttons:** Report Manager, Process Monitor, Run
- FY Encumbrance Parameters:**
 - Fiscal Year:** 1998
 - Fiscal Year Begin Date:** 01/01/1998
 - Fiscal Year End Date:** 12/31/1998
 - Commit Level:** 100
 - Encumbrance Begin Date:** 01/01/1998
 - After 10 record(s) have been processed, the Maximum Error % allowed is 10.000**
 - Options:**
 - Run Previous Errored Encumbrances
 - Complete Restart.Ignore Previous Errors
 - *Encumbrance Prorate Option:** Cal Days

Run Parameters page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Commit Level**.

FY Encumbrance Parameters

Fiscal Year	Enter the Fiscal Year for which you want to create pre-encumbrance and encumbrance transactions.
Fiscal Year Begin Date	Enter the date from which the Fiscal Year begins.
Fiscal Year End Date	Enter the Fiscal Year End Date .
Encumbrance Begin Date	<p>Enter the appropriate Encumbrance Begin Date. This date tells the system when 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 will be prorated to 335 days (rather than 365).</p> <p>The first time you run a Fiscal Year Encumbrance you specify the Encumbrance Begin Date to be the same as your Fiscal Year Begin Date, unless you need to recalculate your entire Fiscal Year's encumbrance after you've already posted actuals data (for example, if there is a significant budget change). In that case, you can set the Encumbrance Begin Date so that only encumbrances for the remaining part of the fiscal year are calculated.</p>
After [X] record(s) have been processed, the Maximum Error % allowed is	<p>This feature enables you to specify how many errors the system will allow before the process terminates. You can set the system so that after it processes a certain number of records, the Maximum Error % allowed can't exceed a specific amount. For example, you could specify that After 10 record(s) have been processed, the Maximum Error % allowed is 10.000. In other words, only one in ten records can produce an error before the process stops</p>
Run Previous Errored Encumbrances	<p>Select the Run Previous Errored Encumbrances check box to restart a previous process that contained errors. Selecting this option tells the system to reprocess only those records containing errors.</p>
Complete Restart/Ignore Previous Errors	<p>You can remove all processed values from the system and start over from scratch by selecting the Complete Restart/Ignore Previous Errors check box and then running the process.</p>
Encumbrance Prorate Option	<p>If you are prorating encumbrances across accounting periods you can prorate using calendar or work days. Indicate if the Encumbrance Prorate Option is <i>Cal Days</i> (calendar days), <i>Work Days</i>, or <i>N/A</i> (not applicable).</p>

Click **Run** to run this request.



For more information about Process Scheduler, see Process Scheduler.



After running Fiscal Year Encumbrances, you must run the Encumbrance GL Interface process to post the encumbrances.

Calculating Nightly Updates to Encumbrances

As you make changes to the data in your system your encumbrance calculations may require adjustment. You can update the encumbrance calculations by periodically running a process called Nightly Encumbrances (PSPENNHT). Even though it's called a *Nightly* Encumbrance process, it doesn't have to be run nightly. You can run it as frequently as required in your organization.

As with the Fiscal Year Encumbrance process, after you run the Nightly Encumbrances process, you will then need to run the Encumbrance GL Interface. You can run the Encumbrance GL Interface after:

- A single run of the Nightly Encumbrances process, or
- Running a series of Nightly Encumbrance processes (for example, run the Nightly Encumbrances process nightly, but run the Encumbrance GL Interface weekly).

How the Nightly Encumbrance Process Works

Various online events cause a pre-encumbrance or encumbrance to be processed. Only current and future records can create an encumbrance trigger for effective-dated rows. When these events occur, the system writes a record to the Encumbrance Trigger table. These trigger records serve as the input for the Nightly Encumbrances batch process to build the full encumbrance records.

The Nightly Encumbrance process will only calculate encumbrances for departments that you've enabled the Commitment Accounting feature for on the Department Table - Comm. Acctg. and EG page.

The Nightly Encumbrances process is virtually identical to the Fiscal Year Encumbrance process, except that it is created by the trigger records. That is, it processes only those employees/positions that have been changed. When you run the Encumbrance GL Interface after running Nightly Encumbrances, these records will be posted to both the general ledger system and to the Department Budget Actuals page in PeopleSoft HRMS.

The Nightly Encumbrance process:

- Estimates earnings from the date it's run to the end of the fiscal year.

- Estimates deductions and taxes as a percentage of earnings plus a flat amount (if stated on the Encumbrance Definition table) from the date it's run to the end of the fiscal year.
- Uses funding information from the Job Earnings Distribution page, Job Data table, Position Data table (for vacant positions), or Department Budget Earnings Table to determine funding sources for earnings.
- Uses funding information from the Encumbrance Definition Table to determine funding sources for employer paid deductions and taxes.

Triggering Pre-encumbrance Transactions

A pre-encumbrance transaction is triggered when:

- You add or correct requisition data, the changes affect the pre-encumbrance calculation, and you've indicated on the Position or Job Code record that the system is to encumber when you requisition a job or position.
- Position Data information is inserted, deleted, or corrected, the changes affect the pre-encumbrance calculation, and the position indicates to encumber immediately.
- 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 which don't have their own lower-level budget.
- Encumbrance Default information is inserted, deleted, or corrected for an entity on the Encumbrance Definition table and the changes affect the pre-encumbrance calculation for all entities that belong to it which don't have their own lower-level defaults.
- In Job Data, an incumbent is removed from a position and the new number of incumbents is less than the maximum head count for the position.

Triggering Pre-encumbrance Reversal Transactions

A pre-encumbrance reversal transaction is triggered when a new pre-encumbrance reverses all prior related Pre-encumbrances. For example, a pre-encumbrance reversal transaction would be triggered if you eliminated a position that you had encumbered upon requisition without ever filling it.

Triggering Encumbrance Transactions

An encumbrance transaction is triggered when:

- A Position Data change impacts the encumbrance calculation for the incumbent(s).
- Department Budget information is inserted, deleted, or corrected for an entity and the changes affect the encumbrance calculation for all incumbents that belong to it which don't have their own lower-level budget.
- Encumbrance Default information is inserted, deleted, or corrected for an entity on the

Encumbrance Definition table and the changes affect the pre-encumbrance calculation for all entities that belong to it which don't have their own lower-level defaults.

- Job Data records are added, corrected, inserted, or deleted.
- Contract Pay information is added or modified.

Triggering Encumbrance Reversal Transactions

An encumbrance reversal transaction is triggered when a new encumbrance is triggered. The remaining encumbrance balance (original encumbrance less liquidation) will be reversed.

Run Parameters Page

Usage	Use the Nightly Encumbrances run parameters page to update encumbrance calculations after you've made changes to your data.
Object Name	RUNCTL_ENC_NHT
Navigation	<ul style="list-style-type: none"> • Define Business Rules, Define Commit Accounting(CAN), Process, Nightly Encumbrances, Run Parameters • Define Business Rules, Define Commit Accounting(GBL), Process, Nightly Encumbrances, Run Parameters • Define Business Rules, Define Commit Accounting(US), Process, Nightly Encumbrances, Run Parameters
Prerequisites	Fiscal Year Encumbrance process
Access Requirements	Enter a Run Control ID.

The screenshot shows the 'Run Parameters' window. At the top, there is a 'Run Control ID' field with the value '01'. To the right are links for 'Report Manager', 'Process Monitor', and a 'Run' button. Below this is a section titled 'Nightly Encumbrance Parameters' containing several input fields: 'Fiscal Year' (1998), 'Fiscal Year Begin Date' (01/01/1998), 'Fiscal Year End Date' (12/31/1998), 'Commit Level' (100), and 'Encumbrance Begin Date' (03/16/1998). A text field indicates 'After 10 record(s) have been processed, the Maximum Error % allowed is 10.000'. At the bottom, there is a dropdown menu for '*Encumbrance Prorate Option:' set to 'Cal Days'.

Run Parameters page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Commit Level**.

Nightly Encumbrance Parameters

Fiscal Year	Enter the Fiscal Year for which you want to create pre-encumbrance and encumbrance transactions.
Fiscal Year Begin Date	Enter the date from which the Fiscal Year begins.
Fiscal Year End Date	Enter the Fiscal Year End Date .
Encumbrance Begin Date	Enter the appropriate Encumbrance Begin Date . This date tells the system when 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 will be prorated to 335 days (rather than 365). You will normally set this date to the day after the end of the last pay period (for example, the day after the last set of actuals was applicable).
After [X] record(s) have been processed, the Maximum Error % allowed is	This feature enables you to specify how many errors the system will allow before the process terminates. You can set the system so that after it processes a certain number of records, the Maximum Error % allowed can't exceed a specific amount. For example, you could specify that After 10 record(s) have been processed, the Maximum Error % allowed is 10.000 . In other words, only one in ten records can produce an error before the process stops
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 <i>Cal Days</i> (calendar days), <i>Work Days</i> , or <i>N/A</i> (not applicable).



After running Nightly Encumbrances, you must run the Encumbrance GL Interface process to post the encumbrances.

Running the Encumbrance GL Interface (PAYGL03)

You should run the Encumbrance GL Interface process whenever you run the Nightly or Fiscal Year encumbrance processes. Running the Encumbrance GL Interface process creates transactions to post your Human Resources Encumbrance records to both the general ledger system and to the Actuals/Encumbrance Table in PeopleSoft Human Resources. The Actuals/Encumbrance Table, in turn, updates both the Department Budget Actuals and Budget Actuals pages.

Enterprise Integration Point (EIP) Related to the Encumbrance GL Interface

When you run the Encumbrance GL Interface the system will automatically publish the Payroll Acctg Transaction EIP message to any other PeopleSoft or third-party application that subscribes to the message. The message supplies the updated encumbrance information so that the encumbrance data remains current on every database that subscribes to the published message.



For more information about the subscribers and technical details of this EIP, see HRMS Transactions. For more information about the EIPs used in PeopleSoft Commitment Accounting, see Commitment Accounting Enterprise Integration Points with PeopleSoft Financials.

Run Parameters Page

Usage	Use the Encumbrance GL Interface run parameters page to run the Encumbrance GL Interface process. The Encumbrance GL Interface process creates transactions to post to your Human Resources Encumbrance records to the general ledger system.
Object Name	RUNCTL_PRCSDATE
Navigation	<ul style="list-style-type: none"> • Compensate Employees, Administer GL Interface, Process, Encumbrance GL Interface, Run Parameters • Define Business Rules, Define Commit Accounting(CAN), Process, Encumbrance GL Interface, Run Parameters • Define Business Rules, Define Commit Accounting(GBL), Process, Encumbrance GL Interface, Run Parameters • Define Business Rules, Define Commit Accounting(US), Process, Encumbrance GL Interface, Run Parameters
Prerequisites	Fiscal Year or Nightly Encumbrance process.
Access Requirements	Enter a Run Control ID.

The screenshot shows the 'Run Parameters' page. At the top, there is a title bar 'Run Parameters'. Below it, the 'Run Control ID' is set to '01'. To the right of the ID are three buttons: 'Report Manager', 'Process Monitor', and 'Run'. Below these buttons is a section titled 'Report Request Parameters' which contains a text field for 'Accounting Posting Date' with the value '03/16/1998' and a calendar icon.

Run Parameters page

Accounting Posting Date Enter an **Accounting Posting Date**.

Click **Run** to run this request.



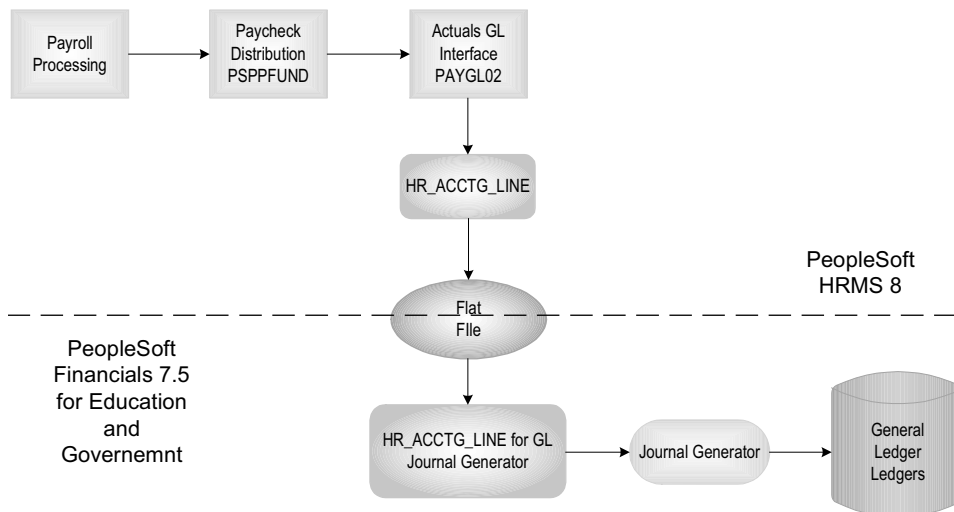
For more information about Process Scheduler, see Process Scheduler.

CHAPTER 9

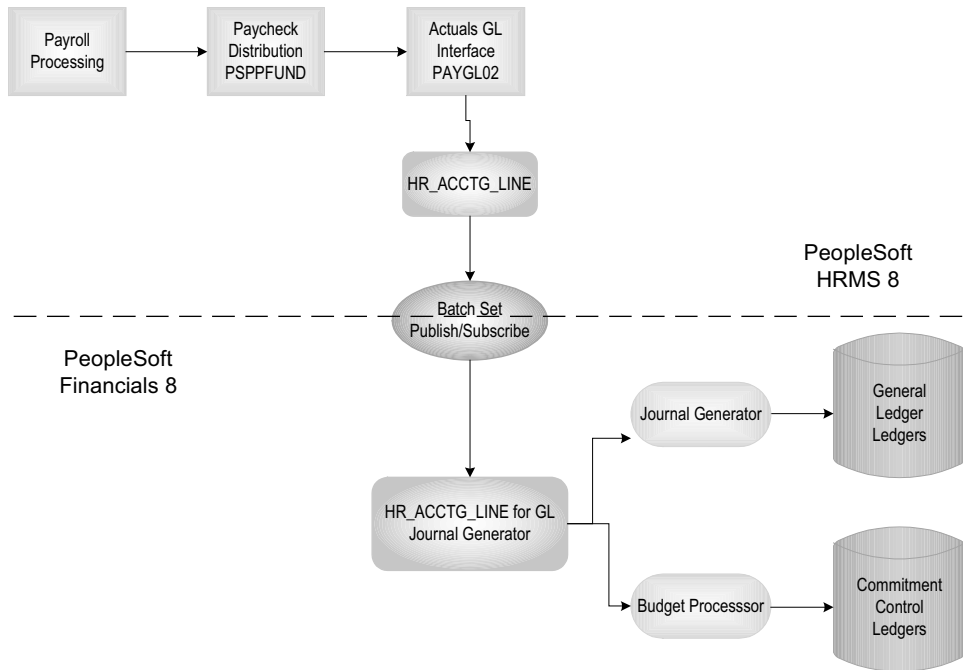
Creating and Posting Actuals Data to PeopleSoft Financials

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, you'll want to distribute actuals across the funding sources that you've established on the Department Budget component. After you've distributed actuals you can post them to 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 Financials 7.5 for Education and Government, you will be transferring actuals data to the General Ledger ledgers. If you are using PeopleSoft Core Financials 8, you will be transferring encumbrance data to the PeopleSoft General Ledger and Commitment Control ledgers.



Creating and Posting Actuals Data to PeopleSoft General Ledger 7.5 for Education and Government



Creating and Posting Actuals Data to PeopleSoft General Ledger and Commitment Control 8

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

Creates additional pay records for contract pay employees that are required for the next pay period. This process needs to be run only if you are using the Contract Pay feature.

Note that if you are running Pay Calculation in an iterative manner, you should repeat the Contract Additional Pay process just prior to each Pay Sheet Creation.

Paysheets

Gathers the information entered in the various system tables about the employees in the pay groups for which you want to process the payroll and generates the pay earnings information for each payline.

Pay Calculation	Processes all the information you've set up on the PeopleSoft Human Resources and PeopleSoft Payroll tables and at the employee level, combined with the additional information provided on paysheets, and calculates your payroll.
Pay Confirmation	Updates all balances for earnings, deductions, Check Year-to-Date, taxes, garnishments, and arrears; also assigns check and advice numbers.

After you run your Pay Confirmation process for each pay period, you will then need to 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 the event that a pay period spans more than one accounting period. This process is described in detail in the following section.



For more information on payroll processes, see PeopleSoft 8 Payroll for North America PeopleBook.

Running Actuals Distribution

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. Such notification takes place through errors generated to the Pay Message Table, which you can view online or run a report against. If your pay period isn't fully contained within a single accounting period, the process will also distribute earnings, employer deductions, and employer taxes across accounting periods using the calendar information from the Detail Calendar table.

After you have run the Actuals Distribution process you can modify actuals distribution using the Actuals Distribution component, if required.

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

How the System Finds Funding Sources for Earnings

Where the system looks for funding information depends on whether or not you are using PeopleSoft Time and Labor Distribution. If you are a Time and Labor customer and you are using Time and Labor Distribution information when determining actuals funding sources, see the Customers Using Time and Labor Distribution section. If your system doesn't find any task information, or if you opt not to use Time and Labor distribution information, see Customers Not Using Time and Labor or Time and Labor Distribution.

Customers Using Time and Labor Distribution

If you are using PeopleSoft Time and Labor, the system will automatically run the Labor Distribution process when you run the Actuals Distribution process. If you select the Use TL Distribution? check box on the Department Table - Comm. Acctg. and EG page, the system will take into account task information entered into Time and Labor during the Actuals Distribution process.

If you select the Use TL Distribution? check box, 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 as was used for Labor Distribution).



For more information, see Commitment Accounting.

Customers Not Using Time and Labor or Time and Labor Distribution

When an actuals transaction for earnings is produced by the Actuals Distribution process, it uses the account code that it finds on the Actuals Distribution - Earnings page first, and if that's blank, then it will look at the Department Budget Earnings page for Account Code information.

The Paysheets Creation process populates the Account Code field on the Paycheck Data - Paycheck Earnings page. The Paysheets Creation process takes Job Earnings Distribution page account information, if it exists, and Job Data information if no job earnings distribution information exists. If there is no account code on the Job Data pages then the field is blank. The account code can be overridden on the Paysheets, if required.

How the System Finds Funding Sources for Employer Paid Deductions and Taxes

For employer deductions and employer taxes, the system first looks for an account code specified on the employee's Job Data record, and if none is found, it uses the account code on the Department Budget Taxes page. If there is no Department Budget information entered for a department, then the Actuals Distribution process won't be able to distribute the actuals and no GL transactions will be created for that department when you run the Check Actuals Posting process.

Run Parameters Page

Usage	Use the Run Parameters page to run the Actuals Distribution process (PSPPFUND). The Actuals Distribution process distributes actual earnings, employer deductions, and employer taxes across the funding sources and notifies you when you've exceeded any budget amounts.
Object Name	RUNCTL_PPFUND
Navigation	<ul style="list-style-type: none"> • Compensate Employees, Manage Payroll Process (USF), Process, Actuals Distribution, Run Parameters

	<ul style="list-style-type: none"> • Compensate Employees, Manage Payroll Process (CAN), Process, Actuals Distribution with TL, Run Parameters • Compensate Employees, Manage Payroll Process (CAN), Process, Actuals Distribution, Run Parameters • Compensate Employees, Manage Payroll Process (US), Process, Actuals Distribution with TL, Run Parameters • Compensate Employees, Manage Payroll Process (US), Process, Actuals Distribution, Run Parameters
Prerequisites	Pay Confirmation process
Access Requirements	Enter a Run Control ID.

Run Parameters page

Actuals Distribution Parameters

Pay Run ID Select the **Pay Run ID** from the list of available options.

Modifying Actuals Distribution Prior to GL Posting Using the Actuals Distribution Component

Use the Actuals Distribution component to modify funding distribution information in Human Resources after the Actuals Distribution process has been run but before posting to General Ledger, using PAYGL02. You can use the Actuals Distribution pages to change the funding source, but not the total amount. Actuals, including your changes, will be posted to Financials when you run PAYGL02.

Actuals Distribution - Earnings Page

Usage	Use the Actuals Distribution - Earnings page to modify the actuals distribution after running the Actuals Distribution process and prior to posting to general ledger. When you make changes on the Actuals Distribution-Earnings Distributions 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.
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Object Name	PAY_CHECK_DIST_ERN
Navigation	<ul style="list-style-type: none"> • Compensate Employees, Maintain Payroll Data (CAN), Inquire, Actuals Distribution, Earnings Distribution • Compensate Employees, Maintain Payroll Data (US), Inquire, Actuals Distribution, Earnings Distribution • Compensate Employees, Manage Payroll Process (USF), Use, Actuals Distribution, Earnings Distribution • Compensate Employees, Manage Payroll Process (CAN), Use, Actuals Distribution, Earnings Distribution • Compensate Employees, Manage Payroll Process (US), Use, Actuals Distribution, Earnings Distribution
Prerequisites	Actuals Distribution process
Access Requirements	Enter the Company, Pay Group, Pay Period End Date, Page, and Line.

Earnings			Deductions			Tax		
Company:	PSU	Pay Group:	PUM	End Date:	07/31/1999			
<input type="checkbox"/> Off Cycle ?		Page:	8	Line:	1			
EmplID:	PU018	Name:	Niles,William					
View All First 1 of 3 Last								
Sep Chk #:	0	Empl Rcd#:	0					
Earnings Code:	CRG	Earnings:	4,444.44					
Distribution View All First 1 of 1 Last								
*Fiscal Year:	1999	*Period:	1	Earnings:	4,444.44			
*Account Code	000000013	Faculty Salaries						
Account:	5001	Department:	140	Project/Grant:	NIH001			
Product:		Fund:	100	Program Code:	1000			
Class:	10	Affiliate:		Operating Unit:				
Alt. Account:								
Department:	PSU5306	Job Code:	PU3700	Currency:	USD			
Position:	PUU6027	Position Pool ID:	FAC					

Actuals Distribution - Earnings page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **EmplID** and **Name**.

Off Cycle? This check box is selected if this was an off cycle pay period.

Sep Chk # (separate check number)	<p>If all of the earnings are on a single paycheck for this pay period, the Sep Chk # field will show 0 (zero).</p> <p>If the earnings for the pay period are on separate checks (for example, a regular earnings check and a bonus earnings check), the field displays a number between 1 and 9.</p>
Empl Rcd# (employee record number)	Displays the employee record number associated with this paycheck.
Earnings Code	Displays the Earnings Code describing the earnings included on this paycheck, such as Regular or Vacation .
Earnings	Displays the dollar amount of the Earnings on this paycheck.
Fiscal Year	Select the Fiscal Year to which the earnings will be distributed.
Period	Select the Period to which the earnings will be distributed.
Earnings	<p>Enter the amount of the Earnings on this paycheck that are to be distributed to the selected Fiscal Year, Period, and Account Code.</p> <p>The total amount of the Earnings fields in these rows should equal the display Earnings field for this paycheck.</p>
Account Code	<p>For each Distribution row, select an account code from the list of available options (account codes are defined on the Account Code Table). The system displays ChartField information (Account, DeptID, Project/Grant, Product, Fund, Program Code, Class, Affiliate, Operating Unit, and Alt. Account) based on the account code you select. The ChartField values displayed are based on the general ledger ChartField values that you imported as part of the account code.</p>
Department	Select the Department of the job to which the earnings will be distributed. This field will be populated automatically when a Position is selected.
Job Code	Select the Job Code of the job to which the earnings will be distributed. This field will be populated automatically when a Position is selected.
Currency	Displays the Currency of the earnings associated with the Job Code or Position .
Position	Select the Position of the job to which the earnings will be distributed.

Position Pool ID Displays the **Position Pool ID** of the earnings associated with the **Position**, if applicable.

Actuals Distribution - Deduction Page

Usage	Use the Actuals Distribution-Deduction page to view the actuals distribution after running the Actuals Distribution process and prior to posting to general ledger.
Object Name	PAY_CHECK_DIST_DED
Navigation	<ul style="list-style-type: none"> • Compensate Employees, Maintain Payroll Data (CAN), Inquire, Actuals Distribution, Deduction Distribution • Compensate Employees, Maintain Payroll Data (US), Inquire, Actuals Distribution, Deduction Distribution • Compensate Employees, Manage Payroll Process (USF), Use, Actuals Distribution, Deduction Distribution • Compensate Employees, Manage Payroll Process (CAN), Use, Actuals Distribution, Deduction Distribution • Compensate Employees, Manage Payroll Process (US), Use, Actuals Distribution, Deduction Distribution
Prerequisites	Actuals Distribution process
Access Requirements	Enter the Company, Pay Group, Pay Period End Date, Page, and Line.

Earnings			Deductions			Tax		
Company:	PSU	Pay Group:	PUM	End Date:	07/31/1999	Off Cycle ?		
EmpID:	PU018	Name:	Niles,William	Page:	8	Line:	1	
View All			First	2 of 6	Last			
Sep Chk #:	0	Plan Type:	Medical	Benefit Plan:	In-Network			
Ded Code:	Medical	Ded Class:	Nontaxable	AP Status:				
Curr Dedn:	55.00							
Distribution			View All			First	1 of 1	Last
*Fiscal Year:	1999	*Period:	1	Current Deduction:	55.00	+ -		
*Account Code	000000031	Other Benefits						
Account:	5005	Department:	140	Project/Grant:	NSF0001			
Product:		Fund:	100	Program Code:	1000			
Class:	10	Affiliate:		Operating Unit:				
Alt. Account:								
Empl Rcd#:	0	Department:	PSU5306	Currency:	USD			
Job Code:	PU3700	Position Number:	PUU6027	Position Pool ID:	FAC			

Actuals Distribution - Deduction page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Short Description**.

Sep Chk # (separate check number)	<p>If all of the deductions are on a single paycheck for this pay period, the Sep Chk # field will show 0 (zero).</p> <p>If the deductions for the pay period are on separate checks (for example, a regular paycheck and a bonus paycheck), the field displays a number between 1 and 9.</p>
Plan Type	Displays the deduction Plan Type .
Ded Class (Deduction Class)	Displays the deduction class.
Sales Tax Type	Displays the sales tax type that applies to the benefit deduction, as defined on the Deduction Table.
Current Deduction	Displays the current benefit paycheck deduction.
AP Status	This field is reserved for future functionality.
Fiscal Year	Select the Fiscal Year to which the deductions will be distributed.
Period	Select the Period to which the deductions will be distributed.
Current Deduction	Indicate the deduction amount to be distributed to this account and accounting period.
Empl Rcd# (employee record number)	Displays the employee record number associated with this paycheck.
Department	Select the Department of the job to which the deductions will be distributed. This field will be populated automatically when a Position is selected.
Currency	Displays the Currency of the earnings associated with the Job Code or Position .
Job Code	Select the Job Code of the job to which the deductions will be distributed. This field will be populated automatically when a Position is selected.
Position	Select the Position of the job to which the deductions will be distributed.
Position Pool ID	Displays the Position Pool ID of the deductions associated with the Position , if applicable.

Actuals Distribution - Tax Page

Usage	Use the Actuals Distribution - Tax page to view the actuals distribution after running the Actuals Distribution process and prior to posting to general ledger.
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Object Name	PAY_CHECK_DIST_TAX
Navigation	<ul style="list-style-type: none"> • Compensate Employees, Maintain Payroll Data (CAN), Inquire, Actuals Distribution, Tax Distribution • Compensate Employees, Maintain Payroll Data (US), Inquire, Actuals Distribution, Tax Distribution • Compensate Employees, Manage Payroll Process (USF), Use, Actuals Distribution, Tax Distribution • Compensate Employees, Manage Payroll Process (CAN), Use, Actuals Distribution, Tax Distribution • Compensate Employees, Manage Payroll Process (US), Use, Actuals Distribution, Tax Distribution
Prerequisites	Actuals Distribution process
Access Requirements	Enter the Company, Pay Group, Pay Period End Date, Page, and Line.

Earnings		Deductions		Tax	
Company:	PSU	Pay Group:	PUM	End Date:	08/31/1999
<input type="checkbox"/> Off Cycle ?		Page:	8	Line:	1
EmpID:	PU018	Name:	Niles,William		
View All First 2 of 10 Last					
Sep Chk #:	0	Tax Entity:	US Federal	AP Status	<input type="button" value="+"/> <input type="button" value="-"/>
Locality:		Tax Class:	OASDIER	Current Tax:	275.55
Distribution View All First 1 of 1 Last					
*Fiscal Year:	1999	*Period:	2	Current Tax:	275.55 <input type="button" value="+"/> <input type="button" value="-"/>
*Account Code	000000014 Faculty Salaries				
Account:	5001	Department:	140	Project/Grant:	NSF00002
Product:		Fund:	100	Program Code:	1000
Class:	10	Affiliate:		Operating Unit:	
Alt. Account:					
Empl Rcd#:	0	Department:	PSU5306	Currency:	USD
Job Code:	PU3700	Position Number:	PUU6027	Position Pool ID:	FAC

Actuals Distribution - Tax page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Account Code, Account, Dept ID, Proj/Grt, Product, Fund, Program, Class, Affiliate, Operating Unit, and Alt. Account.**

These fields are *display-only* and can't be edited on this page:

Sep Chk # (separate check number)	<p>If all of the earnings are on a single paycheck for this pay period, the Sep Chk # field will show 0 (zero).</p> <p>If the earnings for the pay period are on separate checks (for example, a regular earnings check and a bonus earnings check), the field displays a number between 1 and 9.</p>
State or Province	<p>For U.S. Taxes, the State field displays the state (or a Federal marker for federal tax) that regulates and collects this tax.</p> <p>For Canadian Taxes, the Province field displays the province that regulates and collects this tax.</p>
Tax Entity	Displays the Tax Entity responsible for this tax, either State or US Federal .
AP Status	Displays the accounts payable status for the taxes of this pay period.
Locality	For U.S. Taxes, the Locality field displays the tax locality, if applicable.
Tax Class	Displays the Tax Class .
Current Tax	Displays the total amount of tax deduction.
Fiscal Year	Select the Fiscal Year to which the earnings will be distributed.
Period	Select the Period to which the earnings will be distributed.
Current Tax	Enter the amount of the Current Tax to be funded by this account code.
Empl Rcd# (employee record number)	Displays the employee record number associated with this paycheck.
Department	Select the Department of the job to which the taxes will be distributed. This field will be populated automatically when a Position is selected.
Currency	Displays the Currency of the taxes associated with the Job Code or Position .
Job Code	Select the Job Code of the job to which the taxes will be distributed. This field will be populated automatically when a Position is selected.
Position	Select the Position of the job to which the taxes will be distributed.

Position Pool ID Displays the **Position Pool ID** of the taxes associated with the **Position**, if applicable.

Running the Actuals GL Interface (PAYGL02)

Like the Encumbrance GL Interface, the Actuals GL Interface (PAYGL02.SQR) process prepares actuals transactions (expenses and liabilities) to be published to the general ledger. This process also liquidates encumbered amounts to reflect that fact that the actuals for that pay period have been processed. All processed transactions are reflected on the Department Budget Actuals page.

You should run the Actuals GL Interface process once per pay period, after you've completed all manual updates to the defaulted labor (expense) distributions.

Enterprise Integration Point (EIP) Related to the Actuals GL Interface - Commitment Accounting

When you run the Actuals GL Interface - Commitment Accounting the system will automatically publish the Payroll Acctg Transaction EIP message to any other PeopleSoft or third-party application that subscribes to the message. The message supplies the updated encumbrance information so that the encumbrance data remains current on every database that subscribes to the published message.



For more information about the subscribers and technical details of this EIP, see HRMS Transactions. For more information about the EIPs used in PeopleSoft Commitment Accounting, see Commitment Accounting Enterprise Integration Points with PeopleSoft Financials.

Run Parameters Page

Usage	Use the Run Parameters page to run the Actuals GL Interface process, which prepares actuals transactions for the Journal Generator and the Budget Processor, if you are using PeopleSoft Commitment Control 8.
Object Name	RUNCTL_PAYGL02
Navigation	Compensate Employees, Administer GL Interface, Process, Actuals GL Intfc - Comm Acctg, Run Parameters
Prerequisites	Actuals Distribution process
Access Requirements	Enter a Run Control ID.

Run Parameters page

Pay Run Select a **Pay Run ID** from the list of available options.

Or

Pay Calendar Select Pay Calendar information for the **Company**, **Pay Group**, and **Pay End Date** fields.

Max Errors (Maximum Errors) Enter the **Maximum Paychecks in Error** number.

Click **Run** to run this request.



For more information about Process Scheduler, see Process Scheduler.

Modifying Actuals Distribution After GL Posting Using the Budgets Actuals Page

Use the Budget Actuals page to reflect changes made via general ledger journal entries in PeopleSoft Human Resources. The page displays actuals and encumbrance information related to fiscal year, job or position, and account. If you change the distributions on the Budget Actuals page after you've posted to general ledger, you will also need to do a journal entry in your general ledger.

Budget Actuals Page

Usage	Use the Budgets Actuals page to modify paycheck distribution records after posting to general ledger.
Object Name	BUDGET_ACTUALS
Navigation	<ul style="list-style-type: none"> • Compensate Employees, Manage Payroll Process (USF), Use, Budget Actuals, Budget Actuals

	<ul style="list-style-type: none"> • Compensate Employees, Manage Payroll Process (CAN), Use, Budget Actuals, Budget Actuals • Compensate Employees, Manage Payroll Process (US), Use, Budget Actuals, Budget Actuals
Prerequisites	Actuals GL Interface process
Access Requirements	Enter the SetID, Department, Position Pool ID (if applicable), Job Code, Position Number, EmplID (Employee ID), Empl Rcd# (Employee Record Number), Encumbrance Record Type, Account Code, and Fiscal Year.

Budget Actuals	
Department:	PGV1003 Licensing & Certification
Position Pool ID:	
Job Code:	PA1051
Position Number:	PUA8010 Administrator-Licensing&Certif
EmplID:	PA003 Ouren, Tom
Empl Rcd#:	0
Encumbrance Record Type:	Earnings
Fiscal Year:	1999
Account Code:	000000001 Salaries
Posted Actual Amount	Posted Encumbrance Amount
<input type="text" value="6,092.32"/>	<input type="text" value="33,507.68"/>

Budget Actuals page

The Budget Actuals page displays the **Department, Position Pool ID, Job Code, Position Number, EmplID, Empl Rcd#, Encumbrance Record Type, Fiscal Year, and Account Code** that you specified in the search dialog box.

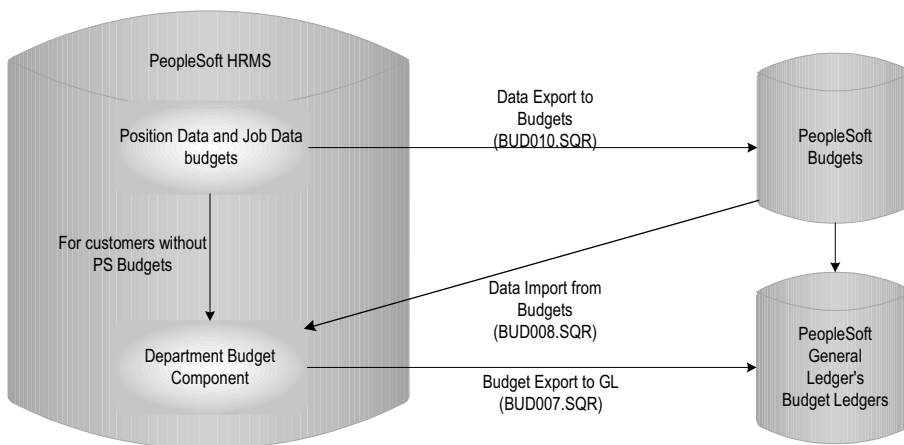
Posted Actual Amount Enter the actuals or expended amount for this **Fiscal Year, Job Code, Position Number, and Account Code.**

CHAPTER 10

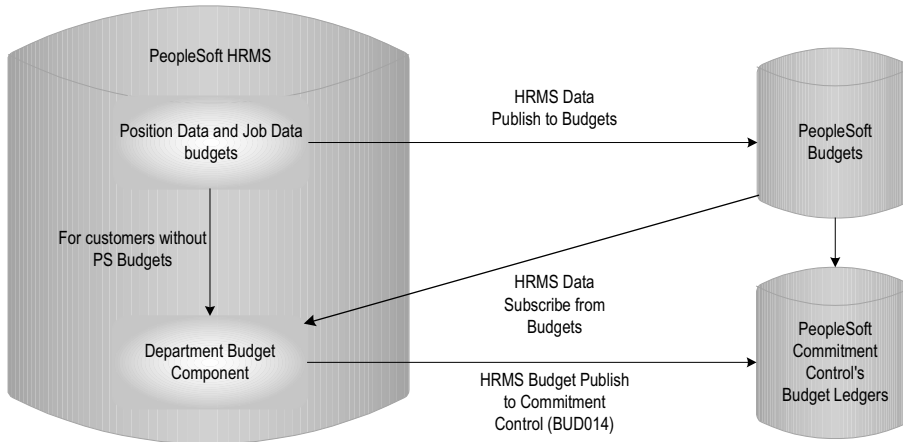
Linking PeopleSoft HRMS and PeopleSoft Financials Budget Data

The processes described in this section 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.

The following illustrations offer an overview of the various processes you can use to exchange information PeopleSoft HRMS 8 and PeopleSoft Financials 7.5 for Education and Government or PeopleSoft Core Financials 8.



Processes for Uploading and Downloading Data between PeopleSoft HRMS 8 and PeopleSoft Financials 7.5 for Education and Government



Process for Publishing and Subscribing Data between PeopleSoft HRMS 8 and PeopleSoft Core Financials 8



For more information about importing data from PeopleSoft Budgets, see Option 1: Using the Data Import From Budgets Process.

Uploading HRMS Department Budget Data to PeopleSoft General Ledger

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 being taken into account on the financials side. There are two process pages that upload department budget data to either PeopleSoft Commitment Control (if you are using PeopleSoft Core Financials 8) or PeopleSoft General Ledger (if you are using PeopleSoft Financials 7.5 for Education and Government).

If you are using PeopleSoft General Ledger 7.5 for Education and Government, see Budget Export to PeopleSoft General Ledger 7.5. If you are using PeopleSoft General Ledger 8, see Budget Publish to Commitment Control 8.

Budget Export to PeopleSoft General Ledger 7.5

When you run the Budget Export to GL/7.5 process (BUD007.SQR) the system creates a flat file of the data stored in the Department Budget table that can be used by PeopleSoft General Ledger 7.5 for Education and Government. Depending on the run location you choose, this flat file will exist on your client computer or on the server. You must ensure that the file is in a location that is accessible to PeopleSoft General Ledger.



PeopleSoft recognizes that your installation of the PeopleSoft Financials 7.5 for Education and Government may exist on a different server in a different location, or even on a different database platform than your HRMS installation. It is the responsibility of the user to ensure that files are moved and/or converted to a location and format which is compatible with the Financials program specified below.

Once you've run the Budget Export to GL (File) process and generated the flat file, you must run the following General Ledger processes:

- GLS9003.SQR - Run this process to read the flat file resulting from the Budget Export to GL (File) process (BUD007.SQR) and load data into the Load Ledger page on the Maintain Ledgers menu (PS_LEDGER_BUDG).
- GLS8000.SQR and GLS8001.SQR - Run these processes to generate journal entries and produce a control ledger from the rows resulting from GLS9003.SQR.



Users of PeopleSoft Financials for Education and Government 7.5 can find more information about GLS9003.SQR in *PeopleSoft General Ledger Reports: General Ledger Report Descriptions*. For more information about GLS8000.SQR and GLS8001.SQR, see *Designing Your General Ledger System: Processing Journals: Creating an Audit Trail for Controlled Budgeting Activities*.

Budget Export to GL/7.5 Page

Usage	Use the Budget Export to GL/7.5 process (BUD007.SQR) to upload Human Resource Department Budget data to PeopleSoft 7.5 General Ledger for Education and Government.
Object Name	RUNCTL_BUD007
Navigation	<ul style="list-style-type: none"> • Define Business Rules, Define Commit Accounting(CAN), Process, Budget Export to GL/7.5, Run Budget Export • Define Business Rules, Define Commit Accounting(GBL), Process, Budget Export to GL/7.5, Run Budget Export • Define Business Rules, Define Commit Accounting(US), Process, Budget Export to GL/7.5, Run Budget Export
Prerequisites	You must have a department budget set up in the Department Budget table.
Access Requirements	Enter a Run Control ID.

Budget Export to GL/7.5 page

Business Unit

Enter the **Business Unit** that corresponds to the department budget data you want to export. The Budget Export to GL process exports budget data for all departments with the selected business unit using Commitment Accounting (as indicated on the Department Table). The relationships established during the TableSet Controls set up determine which departments are affiliated with a particular Business Unit.

Fiscal Year

Enter the **Fiscal Year** of the data you want to copy to the General Ledger.

Budget End Date

Enter the **Budget End Date** of the budget you want to copy to the General Ledger. The **Budget End Date** and **Fiscal Year** work together to identify a particular set of budget data.

Ledger

Indicate which GL **Ledger** you are sending the budget data to.

Ledger Group

Indicate which GL **Ledger Group** the GL **Ledger** is a part of.

Export Run Type

Select one of the appropriate **Export Run Type**.

If you select **Fiscal Year** the system processes the entire budget for the specified fiscal year for all departments within the selected Business Unit.

If you select **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 will be to department and position data.

GL Release

Select the **7.50** GL Release.

Add to Existing File

Select the **Add to Existing File** to add data to an output flat file previously created by this process. To replace the existing flat file with a new one, leave this option clear.

File Name

Enter the name for the output file that will result from this process in the **File Name** field. You only need to enter the file name. The directory path for the file and the file suffix are obtained from system-wide SQR run parameters.

Click **Run** to run this request.



For more information about Process Scheduler, see Process Scheduler.

Budget Publish to Commitment Control 8

When you run the Budget Export to GL process (BUD014.SQR), the system publishes a message containing the data stored in the Department Budget table that can be used by the budget ledgers in PeopleSoft Commitment Control 8. From Commitment Control, you can subscribe to this budget ledger information.

After you run the Budget Export to GL process you must run a batch publish to publish the results.



For more information about subscribing to HRMS Department Budget data from PeopleSoft Commitment Control, see Entering and Posting Commitment Control Budget Data.



If this isn't the first transaction sent for a Fiscal Year and GL Business Unit or if it isn't the initial publish process (no other journal ID exists in the HRMS table), HRMS will send an unpost transaction record to Commitment Control.

Enterprise Integration Point (EIP) Related to the Budget Export to GL Page

When you run the Budget Export to GL process the system will automatically publish the Commitment Control Budget Update EIP message to any other PeopleSoft or third-party application that subscribes to the message. The message supplies the updated encumbrance information so that the encumbrance data remains current on every database that subscribes to the published message.



For more information regarding the subscribers and technical details of this EIP, see Commitment Control Budget Update. For more information about the EIPs used in PeopleSoft Commitment Accounting, see Commitment Accounting Enterprise Integration Points with PeopleSoft Financials.

Budget Export to GL Page

Usage	Use the Budget Export to GL (publish) process to publish Human Resource Department budget data to PeopleSoft 8 Commitment Control budget ledgers.
Object Name	RUNCTL_BUD014
Navigation	<ul style="list-style-type: none"> • Define Business Rules, Define Commit Accounting(CAN), Process, Budget Export to GL, Run Budget Export • Define Business Rules, Define Commit Accounting(GBL), Process, Budget Export to GL, Run Budget Export • Define Business Rules, Define Commit Accounting(US), Process, Budget Export to GL, Run Budget Export
Prerequisites	You must have a department budget set up in the Department Budget table.
Access Requirements	Enter a Run Control ID.

Budget Export to GL page

Budget Export to GL

Business Unit	Enter the Business Unit that corresponds to the department budget data you want to export. The Budget Export to GL process exports budget data for all departments with the selected business unit using Commitment Accounting (as indicated on the Department Table). The relationships established during the TableSet Controls set up determine which departments are affiliated with a particular Business Unit.
Fiscal Year	Enter the Fiscal Year of the data you want to copy to the General Ledger.
Budget End Date	Enter the Budget End Date of the budget you want to copy to the General Ledger. The Budget End Date and Fiscal Year work together to identify a particular set of budget data.
Ledger	Indicate which GL Ledger you are sending the budget data to.
Ledger Group	Indicate which GL Ledger Group the GL Ledger is a part of.
Export Run Type	Select one of the appropriate Export Run Type . Selecting Fiscal Year processes the entire budget for the specified fiscal year for all departments within the selected Business Unit. Selecting Incremental instructs the system to process department budget data for all departments where data changes made online may have altered the department budget content. In most cases, these changes will be to department and position data.
GL Release	Identify which PeopleSoft GL Release you are exporting to. Only PeopleSoft General Ledger 8.00 is a valid option for this process.
Add to Existing File	Select the Add to Existing File to add data to an output flat file previously created by this process. To replace the existing flat file with a new one, leave this option clear.

Click **Run** to run this request.



For more information about Process Scheduler, see Process Scheduler.

Batch Publishing HRMS Budget Data to PeopleSoft Financials

You must publish the budget data you processed using the Data Export to Budgets process. To do this, use the Batch Publish page on the Manage Integration Rules, Process menu.

Enter BUD014 in the Process Name field on the Batch Publish page.

Uploading HRMS Budgets Data to PeopleSoft Budgets

Using the Data Export to Budgets process, 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 Table, Job Data Table, Position Data Table, Salary Grade Table, and Dept Budget Earnings.

The Data Export to Budgets process creates a row of funding information for every employee (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 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.

Enterprise Integration Point (EIP) Related to the Data Export to Budgets Process

When you run the Data Export to Budgets process the system will automatically publish the Dept Budget Data EIP message to any other PeopleSoft or third-party application that subscribes to the message. The message supplies the updated encumbrance information so that the encumbrance data remains current on every database that subscribes to the published message.



For more information regarding the subscribers and technical details of this EIP, see Dept Budget Data. For more information about the EIPs used in PeopleSoft Commitment Accounting, see Commitment Accounting Enterprise Integration Points with PeopleSoft Financials.

Data Export to Budgets Page

Usage	Use the Data Export to Budgets page to run the Data Export to Budgets process (BUD010.SQR). With this process you can create baseline budget data that can be uploaded to PeopleSoft Budgets at the end of the fiscal year.
Object Name	RUNCTL_BUD010
Navigation	<ul style="list-style-type: none"> Define Business Rules, Define Commit Accounting(CAN), Process, Data Export to Budgets, Budgets Data Export

	<ul style="list-style-type: none"> • Define Business Rules, Define Commit Accounting(GBL), Process, Data Export to Budgets, Budgets Data Export • Define Business Rules, Define Commit Accounting(US), Process, Data Export to Budgets, Budgets Data Export
Access Requirements	Enter a Run Control ID.

Data Export to Budgets 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 will be 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 which budget **Ledger** you are sending the budget data to.

Default Account Code Indicate which account code should be used when no other funding source is indicated.

Click **Run** to run this request.



For more information about Process Scheduler, see Process Scheduler.

CHAPTER 11

Commitment Accounting Enterprise Integration Points with PeopleSoft Financials

The diagrams in the following sections illustrate at which points Commitment Accounting integrates with PeopleSoft Financials. If you are using PeopleSoft Core Financials 8.0, see PeopleSoft Core Financials 8.0 Enterprise Integration Points (EIPs). If you are using PeopleSoft Financials 7.5 for Education and Government, see PeopleSoft Financials 7.5 for Education and Government Enterprise Integration Points (EIPs).

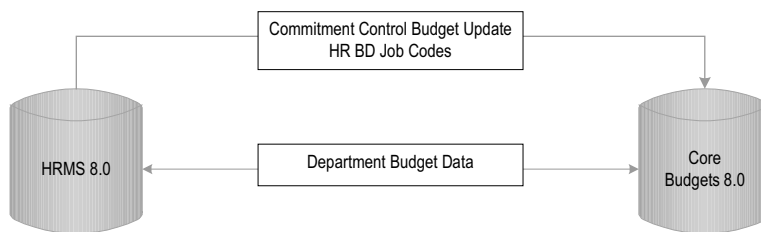


For more information about the Enterprise Integration Points (EIPs) listed in the diagrams of this chapter, see Commitment Control.

PeopleSoft Core Financials 8.0 Enterprise Integration Points (EIPs)

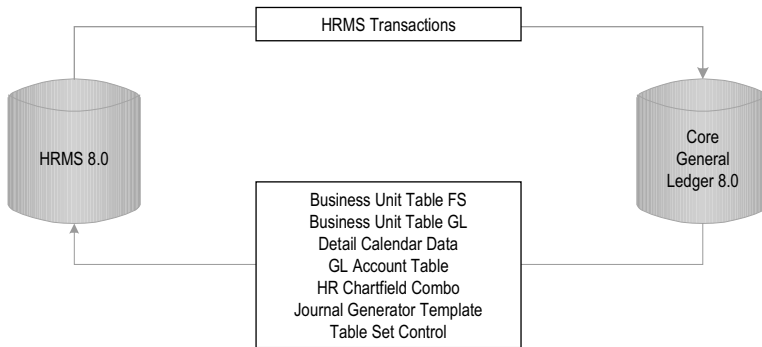
The following two diagrams illustrate the enterprise integration points between PeopleSoft Commitment Accounting and PeopleSoft Budgets and PeopleSoft General Ledger.

EIPs Between Commitment Accounting and PeopleSoft Core Budgets 8.0



For more information about PeopleSoft Budgets, see PeopleSoft 8 Budgets.

EIPs Between Commitment Accounting and PeopleSoft Core General Ledger 8.0

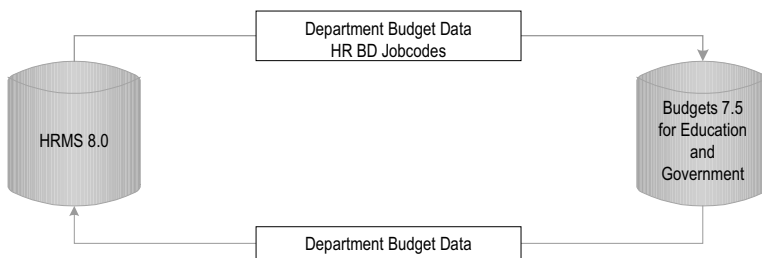


For more information about PeopleSoft General Ledger, see the PeopleSoft 8 General Ledger PeopleBook.

PeopleSoft Financials 7.5 for Education and Government Enterprise Integration Points (EIPs)

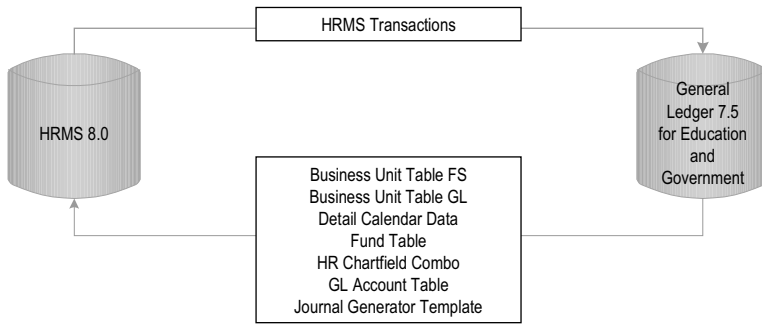
The following three diagrams illustrate the enterprise integration points between PeopleSoft Commitment Accounting and Budgets and General Ledger and between Time and Labor and Projects.

EIPs Between Commitment Accounting and PeopleSoft Budgets 7.5 for Education and Government



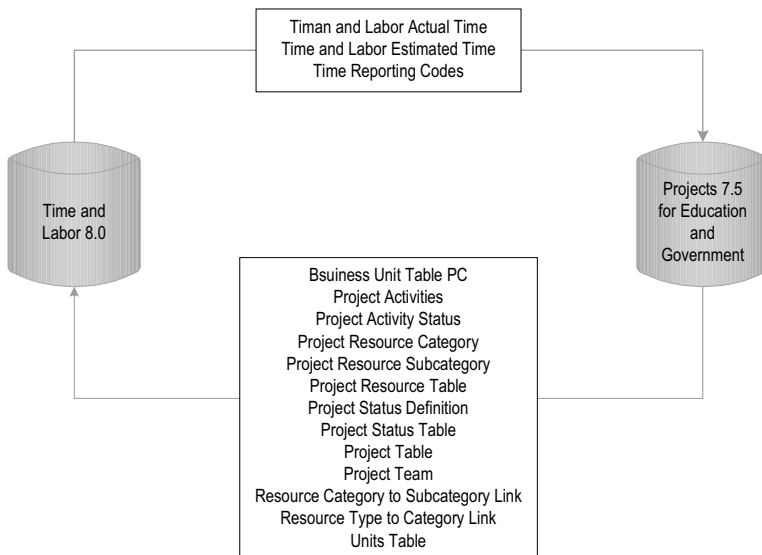
For more information about PeopleSoft Budgets for Education and Government, see the PeopleSoft Budgets for Education and Government PeopleBook.

EIPs Between Commitment Accounting and PeopleSoft General Ledger 7.5 for Education and Government



For more information about PeopleSoft General Ledger for Education and Government, see the PeopleSoft General Ledger for Education and Government PeopleBook.

EIPs Between Time and Labor and PeopleSoft Projects 7.5 for Education and Government



For more information about PeopleSoft Time and Labor, see the PeopleSoft 8Time and Labor PeopleBook.



For more information about PeopleSoft Projects for Education and Government, see the PeopleSoft Projects for Education and Government PeopleBook.

CHAPTER 12

Running Commitment Accounting Reports

This chapter explains how to generate PeopleSoft Commitment Accounting reports and details the output results of those reports. These reports enable you to better manage and track Commitment Accounting information.



For information about generating reports, see Introduction to PeopleSoft Reporting. **For a complete listing** of all PeopleSoft Human Resources reports, see List of Reports in PeopleSoft Human Resources.

Generating the Department FTE Report

The Department FTE report captures the difference between FTE Caps and FTE actuals for each department. You enter a Department ID, From Date, Thru Date, and Output File. The report calculates, for all dates, the actual FTE count. This actual amount will be displayed along with the corresponding FTE cap as of that date.

Run Parameters Page

Usage	Use the Run Parameters page to run a Department FTE report.
Object Name	RUNCTL_FRMTHRU_DPT
Navigation	<ul style="list-style-type: none">• Define Business Rules, Define Commit Accounting(CAN), Report, Department FTE, Run Parameters• Define Business Rules, Define Commit Accounting(GBL), Report, Department FTE, Run Parameters• Define Business Rules, Define Commit Accounting(US), Report, Department FTE, Run Parameters
Access Requirements	Enter a Run Control ID.

Run Parameters

Run Control ID: 01 [Report Manager](#) [Process Monitor](#)

Department FTE Report Params

SetID:

Department: Human Resources

Start Date:

End Date:

Output File:

Run Parameters page

Department FTE Report Params (parameters)

- SetID** Enter the **SetID** of the department whose FTE budget data you are reporting on.
- Department** Enter the **Department** whose FTE budget data you are reporting on.
- Start Date** Enter the date from which you want the system to start reporting on this department's FTE budget.
- End Date** Enter the date through which you want the system to finish reporting on this department's FTE budget.
- Output File** Enter the file name you want the system to write the FTE budget data to.

Click **Run** to run this request. Process Scheduler runs the Employee Service Listing process at user-defined intervals.



For more information about Process Scheduler, see Process Scheduler.

Department FTE Report

Description	This SQR report captures the variance between FTE Caps and FTE actuals. You enter a Department ID, From Date, Thru Date, and Output File. The report calculates, for all dates, the actual FTE count. This actual amount will be displayed along with the corresponding FTE cap as of that date.
Report ID	BUD001
Type of Report	SQR

Parameters	Department, From Date, Thru Date, and Output File
Source	RUNCTL_FRMTHRU_DPT
Source Records	JOB_DATA, DEPT_BUDGET_FTE
Sorted By	Classification, Date



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the PeopleSoft HRMS Reporting Tools.

Generating the Encumbrance Messages Report

The Encumbrance Message report provides information on encumbrance processing error messages.

Run Parameters Page

Usage	Use the Run Parameters page to run an Encumbrance Message report.
Object Name	RUNCTL_BUD009
Navigation	<ul style="list-style-type: none"> Define Business Rules, Define Commit Accounting(CAN), Report, Encumbrance Messages, Run Parameters Define Business Rules, Define Commit Accounting(GBL), Report, Encumbrance Messages, Run Parameters Define Business Rules, Define Commit Accounting(US), Report, Encumbrance Messages, Run Parameters
Prerequisites	You must have run the encumbrance processes.
Access Requirements	Enter a Run Control ID.

Run Parameters

Run Control ID: 01 [Report Manager](#) [Process Monitor](#)

Encumbrance Msg Report Params

SetID:

Department ID:
(or "ALL")

Run Parameters page

SetID Enter the **SetID** of the department(s) whose encumbrance messages you are reporting on.

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

Click **Run** to run this request. Process Scheduler runs the Employee Service Listing process at user-defined intervals.



For more information about Process Scheduler, see Process Scheduler.

Encumbrance Messages Report

Description	This report provides information on encumbrance processing error messages.
Report ID	BUD009
Type of Report	SQR
Parameters	SetID, Department ID
Source	RUNCTL_BUD009
Source Records	ENCUMB_DEFN, ENC_MESSAGE_TBL
Sorted By	Department, Position Pool, Position, JobCode, Employee



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the PeopleSoft HRMS Reporting Tools.

Generating the FTE Rollup Report

The FTE Rollup report provides a detailed listing of total filled and vacant FTE (Full Time Equivalent) counts by department.

FTE Rollup Report page

Usage	Use the FTE Roll-Up Report page to run an FTE Rollup report.
-------	--

Object Name	RUNCTL_BUD012
Navigation	<ul style="list-style-type: none"> • Define Business Rules, Define Commit Accounting(CAN), Report, FTE Roll-Up Report, FTE Roll-Up Report • Define Business Rules, Define Commit Accounting(GBL), Report, FTE Roll-Up Report, FTE Roll-Up Report • Define Business Rules, Define Commit Accounting(US), Report, FTE Roll-Up Report, FTE Roll-Up Report
Access Requirements	Enter a Run Control ID

FTE Roll-Up Report page

FTE Roll Up Report Parameters

SetID Select the **SetID** of the **Department** whose FTE counts you want to report.

Department Select the **Department** whose FTE counts you want to report.

Fiscal Year Enter the **Fiscal Year** of the FTE counts you want to report.

As Of Date Enter the date as of which you want the system to gather FTE counts.

FTE Roll Up

Sum FTE of lower level departments Select this check box if you want the system to roll up the FTE counts of the departments that roll into the **Department** you selected above.

List Details or Summary

List Details or Summary Select this check box if want the FTE Rollup report to list *Summary* or *Details* information.

Click **Run** to run this request. Process Scheduler runs the Employee Service Listing process at user-defined intervals.



For more information about Process Scheduler, see Process Scheduler.

FTE Rollup Report

Description	This report provides a detailed listing of total filled and vacant FTE (Full Time Equivalent) counts by department.
Report ID	BUD012
Type of Report	SQR
Parameters	SetID, Department, Fiscal Year, As of Date
Source	RUNCTL_BUD012
Source Records	DEPT_BUDGET_FTE, JOB_DATA
Sorted By	Department Security Tree sequence (highest level first)



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the PeopleSoft HRMS Reporting Tools.

Generating the Funding Summary Report

The Funding Summary report lists a summary of funding information for positions or employees within a department. This report can also print information about a specific position or employee when employee or position information is entered as a run control.

Run Parameters Page

Usage	Use the Run Parameters page to run a Funding Summary Report page.
-------	---

Object Name	RUNCTL_BUD011
Navigation	<ul style="list-style-type: none"> • Define Business Rules, Define Commit Accounting(CAN), Report, Funding Summary Report, Run Parameters • Define Business Rules, Define Commit Accounting(GBL), Report, Funding Summary Report, Run Parameters • Define Business Rules, Define Commit Accounting(US), Report, Funding Summary Report, Run Parameters
Prerequisites	You must have set up funding information for the departments you are reporting on.
Access Requirements	Enter a Run Control ID.

Run Parameters page

Funding Summary Rpt (report) Parameters

- SetID** Enter the **SetID** of the department you are reporting on.
- Department** Enter the **Department** you are reporting on.
- Fiscal Year** Enter the **Fiscal Year** you want to report on.
- As Of Date** Enter the date as of which you want the system to gather funding summary data.
- 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** you want to report on.

Click **Run** to run this request. Process Scheduler runs the Employee Service Listing process at user-defined intervals.



For more information about Process Scheduler, see Process Scheduler.

Funding Summary Report

Description	This report lists a summary of funding information for positions or employees within a department. This report can also print information about a specific position or employee when employee or position information is entered as a run control.
Report ID	BUD011
Type of Report	SQR
Parameters	SetID, Department, Fiscal Year, As of Date, Position Number, Appointment Level or Position Level, Position Number (optional), Employee ID (optional), and Employee Record Number (optional). Report Options: Earnings, Deductions, or Taxes
Source	RUNCTL_BUD011
Source Records	POOL_TBL, DEPT_BUDGET_ERN, DEPT_BUDGET_DED, DEPT_BUDGET_TAX, JOB_DATA,
Sorted By	Position Number or Employee ID (depending on selection criteria).



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the PeopleSoft HRMS Reporting Tools.

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