



PeopleSoft 8.3 Human Resources PeopleBook: Manage Commitment Accounting

PeopleSoft 8.3 Human Resources PeopleBook: Manage Commitment Accounting

SKU HRr83HCT-B 1001

PeopleBooks Contributors: Teams from PeopleSoft Product Documentation and Development.

Copyright © 2002 PeopleSoft, Inc. All rights reserved.

Printed in the United States.

All material contained in this documentation is proprietary and confidential to PeopleSoft, Inc. ("PeopleSoft"), protected by copyright laws and subject to the nondisclosure provisions of the applicable PeopleSoft agreement. No part of this documentation may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, including, but not limited to, electronic, graphic, mechanical, photocopying, recording, or otherwise without the prior written permission of PeopleSoft.

This documentation is subject to change without notice, and PeopleSoft does not warrant that the material contained in this documentation is free of errors. Any errors found in this document should be reported to PeopleSoft in writing.

The copyrighted software that accompanies this document is licensed for use only in strict accordance with the applicable license agreement which should be read carefully as it governs the terms of use of the software and this document, including the disclosure thereof.

PeopleSoft, the PeopleSoft logo, PeopleTools, PS/nVision, PeopleCode, PeopleBooks, *PeopleTalk*, and Vantive are registered trademarks, and "People power the internet." and Pure Internet Architecture are trademarks of PeopleSoft, Inc. All other company and product names may be trademarks of their respective owners. The information contained herein is subject to change without notice.

Contents

About the HRMS PeopleBooks

Before You Begin.....	xi
PeopleSoft Application Fundamentals for HRMS PeopleBook.....	xi
Related Documentation	xii
Documentation on the Internet.....	xii
Documentation on CD-ROM.....	xii
Hardcopy Documentation	xii
PeopleBooks Standard Page Element Definitions.....	xiii
PeopleBook Standard Group Boxes	xvi
Entering Name Information	xvi
Entering Address Information.....	xviii
Entering or Viewing Pay Components.....	xix
Required Fields on Pages	xxi
Typographical Conventions and Visual Cues	xxi
Process Introductory Table.....	xxii
USF U.S. Federal Government Functionality.....	xxiii
E&G Education and Government Functionality.....	xxiii
Local Country Functionality.....	xxiii
Comments and Suggestions.....	xxiii

Chapter 1

About the PeopleSoft 8.3 Human Resources PeopleBook: Manage Commitment Accounting

PeopleBooks Standard Page Element Definitions.....	1-1
Understanding the Documentation	1-2
Human Resources Reports	1-3

Chapter 2

Overview of Commitment Accounting

Understanding Commitment Accounting.....	2-1
Common Commitment Accounting Terms.....	2-2
Example of Commitment Accounting	2-2
Understanding the Manage Commitment Accounting Business Process	2-3
Setting Up Manage Commitment Accounting	2-5

Chapter 3

Commitment Accounting Processing Control Tables

Before You Begin.....	3-1
Enabling Commitment Accounting Processing.....	3-2
Setting Up Valid Account Codes.....	3-2
Using the Account Code Load Process to Create Account Codes	3-2
Page Used to Set Up Account Codes	3-4
Running the Account Code Load Process.....	3-4
Setting Up Account Code Table Values Manually	3-5
Defining Fringe Groups.....	3-7
Understanding Fringe Groups	3-8
Pages Used to Define Fringe Groups	3-8
Setting Up Fringe Groups	3-8
Defining Account Mapping	3-9
Understanding Account Mapping	3-9
Setting Up Mapping Templates.....	3-10
Pages Used to Set Up Mapping Templates	3-10
Setting Up Earnings Mapping Templates	3-11
Setting Up Deductions Mapping Templates	3-12
Mapping Accounts	3-12
Pages Used to Map Accounts.....	3-13
Mapping Earnings Accounts	3-14
Mapping Deduction Accounts.....	3-14
(USA) Mapping U.S. Tax Accounts	3-15
(CAN) Mapping Cdn Tax Accounts	3-16
Defining Offset Groups	3-16
Balancing Transactions	3-17
Pages Used in Defining Offset Groups	3-18
Establishing Offset Groups	3-18
Defining Budget Benefits Groups.....	3-20
Page Used to Define Budget Benefits Groups	3-20
Assigning Benefit Plan Types to Budget Benefit Groups.....	3-20
Defining Position Pools	3-21
Page Used to Define Position Pools.....	3-22
Setting Up Position Pool IDs	3-22
Adding or Maintaining Commitment Accounting-Related Message Definitions	3-23
Page Used to Add or Maintain Commitment Accounting Business Process Messages	3-23

Chapter 4

Setting Up GL Interface Tables

Before You Begin.....	4-1
Updating the Installation Table.....	4-1
Overview of General Ledger Business Units	4-1
Pages Used to View the General Ledger Business Unit Definition.....	4-2
Viewing the General Ledger Business Unit Definition	4-2
Overview of Detail Calendars	4-3
Page Used to Review Detail Calendars.....	4-4
Reviewing Accounting Periods.....	4-4
Overview of Journal Generator Templates.....	4-5
Pages Used to View Journal Generator Templates	4-5
Viewing Journal Generator Defaults.....	4-5
Viewing the Templates Summarization Options	4-7
Mapping PeopleSoft Human Resources and General Ledger Business Units.....	4-7
Checking General Ledger Business Unit and Human Resources Business Unit Mapping	4-8
Page Used to Map Business Units	4-8
Mapping Business Units	4-8
Using Commitment Accounting Processing Without Using General Ledger	4-9

Chapter 5

Managing Full Time Equivalent Budgets

Overview of Full Time Equivalent Management	5-1
Job Code and Position FTE Values	5-2
Page Used to Track FTE Data.....	5-2
Tracking Full Time Equivalent Data	5-3

Chapter 6

Defining Fiscal Year Budgets

Overview of Fiscal Year Budgets in PeopleSoft Human Resources	6-1
Defining Fiscal Year Budgets: Choosing the Best Option	6-2
Option 1: Using the Data Import From Budgets Process	6-3
Page Used in the Data Import From Budgets Process	6-4
Running the Data Import Budgets Process	6-4
Option 2: Using the Build Current FY Budget Process.....	6-6
Page Used to Run the Build Current FY Budget Process	6-8
Running the Build Current FY Budget Process	6-8
Option 3: Using the Copy Prior Fiscal Year Budget Process	6-12
Page Used to Run the Copy Prior FY Budget Process.....	6-13

Running the Copy Prior FY Budget	6-13
Option 4: Using the Department Budget Table Component	6-14
Pages in the Budget Table Component	6-16
Common Elements in the Department Budget Table Component	6-18
Specifying Default Deduction and Tax Information for Departments	6-19
Overview of the Department Budget Earnings Page	6-22
Establishing Department Budgets for Employee Earnings	6-24
Overview of the Department Budget Deductions Page	6-25
Budgeting for Employer-Paid Deductions	6-26
Overview of the Department Budget Taxes Page	6-27
(GBL)(US)(CAN)Budgeting for Employer-Paid Taxes	6-28
Overview of Department Budget Actuals Page	6-29
Viewing Detailed Department Budget Information Online	6-29

Chapter 7

Managing Encumbrance Definitions

Overview of Encumbrance Definitions	7-1
Setting Up Encumbrance Definitions	7-2
Page Used to Set Up Encumbrance Definitions	7-2
Accessing the Encumbrance Definition Component	7-2
Creating an Encumbrance Definition for Taxes and Deductions	7-4

Chapter 8

Setting Up Related Data for Positions and Employees

Understanding How the Commitment Accounting Business Process Uses Job, Job Code, and Position Data	8-1
Setting Up Job Data for Encumbrance and Full Time Equivalent Edits Processing	8-2
Setting Up Position Data and Job Code Budgeting Information	8-2

Chapter 9

Creating and Posting Encumbrance Data to PeopleSoft Financials

Understanding the Posting Processes	9-1
Pages Used to Run the Posting Processes	9-3
Common Elements	9-5
Calculating Fiscal Year Encumbrances	9-5
Running the Fiscal Year Encumbrance Process (PSPENANN)	9-6
Calculating Nightly Updates to Encumbrances	9-7
Running the Nightly Encumbrances Process (PSPENNHT)	9-10
Viewing and Modifying Suspense Account Code Encumbrance Transactions	9-11
Running the Encumbrance GL Interface Process (PAYGL03)	9-11

Chapter 10

Creating and Posting Actuals Data to PeopleSoft Financials

Understanding the Data Flow Between PeopleSoft HRMS and PeopleSoft Financials.....	10-1
Running Payroll Processes	10-3
Running the Actuals Distribution Process.....	10-3
How the System Finds Funding Sources for Earnings.....	10-4
How the System Finds Funding Sources for Employer Paid Deductions and Taxes	10-5
Page Used to Run the Actuals Distribution Process	10-5
Running the Actuals Distribution Process	10-5
Modifying Actuals Distribution Prior to General Ledger Posting Using the Actuals Distribution Component	10-6
Common Elements.....	10-6
Pages Used to Modify Actuals Distribution.....	10-7
Modifying Actuals Distribution for Earnings	10-8
Modifying Actuals Distribution for Deductions	10-9
Modifying Actuals Distribution for Taxes	10-10
Viewing and Modifying Suspense Account Code Actuals Transactions	10-11
Pages Used to View and Modify Suspense Account code Actuals Transactions	10-12
Viewing and Modifying Information on the Suspense Account code Actuals Transactions Pages.....	10-13
Viewing Summaries of Actuals Distribution.....	10-13
Pages Used to View Summaries of Actuals Distribution.....	10-14
Viewing the Actuals Distribution Summary for Earnings, Deductions, and Taxes	10-14
Running the Commitment Accounting Actuals GL Interface Process.....	10-15
Page Used to Run the Actuals GL Interface Process	10-15
Modifying Actuals Distribution After GL Posting.....	10-15
Page Used to Modify Actuals Distribution After GL Posting	10-16
Modifying Paycheck Distribution Records After Posting to General Ledger	10-16
Preparing the Gross Fringe Report	10-17
Pages Used to Prepare the Gross Fringe Report	10-17
Defining Columns for the Gross Fringe Report.....	10-18
Loading Gross Fringe Data	10-19

Chapter 11

Distributing Funding Sources Retroactively

Understanding Retroactive Distribution of Funding Sources.....	11-1
Standard Fields.....	11-2

Creating Retroactive Distribution Transactions Directly	11-3
Pages Used to Create Retroactive Distribution Transactions Directly.....	11-4
Specify Search and Update Criteria	11-5
View Earning, Deductions, and Tax Transaction Messages	11-7
Creating Retroactive Distributions From the Department Budget Table	11-8
Pages Used to Create Retroactive Distributions From the Department Budget Table.....	11-8
Making Changes to a Department Budget	11-8
Running the Budget Retro Distributions Process.....	11-9
Viewing and Processing Retroactive Distributions	11-10
Pages Used to View and Process Retroactive Distributions	11-10
Comparing New Earnings, Deductions, and Tax Transactions With the Old Transactions	11-11
Processing Retroactive Distribution Transactions	11-12

Chapter 12

Linking PeopleSoft HRMS and PeopleSoft Financials Budget Data

Overview of the Processes Used to Exchange Information.....	12-1
Uploading HRMS Department Budget Data to PeopleSoft General Ledger.....	12-2
Budget Export to PeopleSoft 7.5 General Ledger	12-2
Pages Used to Export and Publish Budget Data.....	12-3
Running the Budget Export to EG GL/7.5 Process	12-4
Budget Publish to PeopleSoft 8 Commitment Control	12-5
Running the Budget Export to GL 8 Process	12-6
Batch Publishing PeopleSoft HRMS Budget Data to PeopleSoft Financials.....	12-6
Uploading HRMS Budgets Data to PeopleSoft Budgets.....	12-7
Page Used to Export Budgets Data to PeopleSoft Budgets.....	12-8
Running the Data Export to Budgets Process	12-8

Chapter 13

Commitment Accounting Business Process Enterprise Integration Points with PeopleSoft Financials

Core PeopleSoft 8 Financials Enterprise Integration Points.....	13-1
Integration Between the Commitment Accounting Business Process and Core PeopleSoft 8 Budgets	13-2
Integration Between the Commitment Accounting Business Process and Core PeopleSoft 8 General Ledger	13-2
PeopleSoft 7.5 Financials for Education and Government Enterprise Integration Points	13-2
Integration Between the Commitment Accounting Business Process and PeopleSoft 7.5 Budgets for Education and Government.....	13-3

Integration Between the Commitment Accounting Business Process and PeopleSoft 7.5 General Ledger for Education and Government.....	13-3
Integration Between PeopleSoft Time and Labor and PeopleSoft 7.5 Projects for Education and Government.....	13-4

Index

About the HRMS PeopleBooks

The HRMS PeopleBooks provide you with the information you will need for implementing and using PeopleSoft Human Resources Management System (HRMS) products.

This section describes information you should know before you begin working with PeopleSoft products and documentation, including PeopleSoft-specific documentation conventions, information specific to the PeopleSoft HRMS product line, how to order additional copies of our documentation, and so on.

Before You Begin

To benefit fully from the information covered in these books, you need to have a basic understanding of how to use PeopleSoft applications. We recommend that you complete at least one PeopleSoft introductory training course.

You should be familiar with navigating around the system and adding, updating, and deleting information using PeopleSoft windows, menus, and pages. You should also be comfortable using the World Wide Web and the Microsoft® Windows or Windows NT graphical user interface.

Because we assume you already know how to navigate the PeopleSoft system, much of the information in these books is not procedural. That is, it does not typically provide step-by-step instructions on using tables, pages, and menus. Instead, we provide you with all the information you need to use the system most effectively and to implement your PeopleSoft application according to your organizational or departmental needs. These books expand on the material covered in PeopleSoft training classes.

PeopleSoft Application Fundamentals for HRMS PeopleBook

The individual HRMS PeopleBooks provide you with implementation and processing information for the individual HRMS products. However, there is additional, essential information describing the setup and design of each HRMS product contained in the companion volume of documentation called *PeopleSoft Application Fundamentals for HRMS PeopleBook*.

The *PeopleSoft Application Fundamentals for HRMS PeopleBook* consists of important topics that apply to many or all PeopleSoft applications across the HRMS product line. Whether you are implementing a single HRMS product, some combination of products within the product line, or the entire PeopleSoft HRMS system, you should be familiar with the contents of this central PeopleBook. It is the starting point for fundamentals such as setting up control tables and administering security.

In the *PeopleSoft Applications Fundamentals for HRMS PeopleBook*, we've included common information pertinent to all applications in the HRMS product line, such as defining general options. If you're upgrading from a previous PeopleSoft release, you may notice that we've

removed some topics or topic headings from the individual application PeopleBooks and consolidated them in this single reference book. You'll now find only application-specific information in your individual application PeopleBooks. This makes the documentation as a whole less redundant. Throughout each PeopleBook, we provide cross-references to *PeopleSoft Application Fundamentals for HRMS* and other PeopleBooks.

Related Documentation

To add to your knowledge of PeopleSoft applications and tools, you may want to refer to the documentation of other PeopleSoft applications. You can access additional documentation for this release from PeopleSoft Customer Connection (www4.peoplesoft.com/cc). We post updates, troubleshooting documentation, and other items on Customer Connection, as well. In addition, documentation for this release is available on CD-ROM and in hard copy.

Important! Before upgrading, it is *imperative* that you check PeopleSoft Customer Connection for updates to the upgrade instructions. We continually post updates as we refine the upgrade process.

Documentation on the Internet

You can order printed, bound versions of the complete PeopleSoft documentation delivered on your PeopleBooks CD-ROM. You can order additional copies of the PeopleBooks CDs through the Documentation section of the PeopleSoft Customer Connection Web site: <http://www4.peoplesoft.com/cc>

You'll also find updates to the documentation for this and previous releases on Customer Connection. Through the Documentation section of Customer Connection, you can download files to add to your PeopleBook library. You'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation delivered on your PeopleBooks CD.

Documentation on CD-ROM

Complete documentation for this release is provided on the CD-ROM *PeopleSoft 8.3 HRMS PeopleBooks*, SKU HR83PBR0, and *PeopleTools 8.14 PeopleBooks*, SKU PTB814R0.

Note. Your access to PeopleSoft PeopleBooks depends on which PeopleSoft applications you've licensed. You may not have access to some of the PeopleBooks listed here.

Hardcopy Documentation

To order printed, bound volumes of the complete PeopleSoft documentation delivered on your PeopleBooks CD-ROM, visit the PeopleSoft Press Web site from the Documentation section

of PeopleSoft Customer Connection. The PeopleSoft Press Web site is a joint venture between PeopleSoft and Consolidated Publications Incorporated (CPI), our book print vendor.

We make printed documentation for each major release available shortly after the software is first shipped. Customers and partners can order printed PeopleSoft documentation using any of the following methods:

Internet	From the main PeopleSoft Internet site, go to the Documentation section of Customer Connection. You can find order information under the Ordering PeopleBooks topic. Use a Customer Connection ID, credit card, or purchase order to place your order. PeopleSoft Internet site: http://www.peoplesoft.com .
Telephone	Contact Consolidated Publishing Incorporated (CPI) at 800 888 3559 .
Email	Email CPI at callcenter@conpub.com .

PeopleBooks Standard Page Element Definitions

Throughout our product documentation, you will encounter fields that are used on many application pages or panels. This section lists the most common fields and provides standard definitions.

Field	Definition
Address 1, Address 2, Address 3	Freeflow text entry fields that enable you to describe street, street number, apartment number, and other address information.
As of Date	The last date for which a report or process includes data.
Block (Bloque)	In Spanish addresses, a building or buildings that are close together may be called a Block (Bloque). Include the Block name in the address, if necessary.
Business Unit	An identification code that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
City	Name of city for address.
Comment(s)	Freeflow text entry that enables you to add comments.
Company	A business organization. For US companies using PeopleSoft Payroll for North America or PeopleSoft Pension Administration, a business unit that has a unique federal Employer Identification Number (EIN) for payroll reporting purposes.

Field	Definition
Country	Country for address. Other address fields will be adjusted to reflect Country choice. Select a country from the list of valid values and press TAB to move through the field. The system automatically displays the appropriate address fields using the standardized address formats previously set up in the Country Table. Enter the appropriate address data in the fields that appear.
County (also Prefecture and Parish)	Name of county (prefecture/parish) for address, if applicable.
Currency Code	The 3-letter code in which the currency is specified.
Description	Freeflow text up to 36 characters that describes what you are defining.
Department	An identification code that represents an organization in a company.
Door (Puerta)	In Spanish addresses, identifies the door name or number.
Effective Date	Date on which a table row becomes effective; the date that an action begins. For example, if you want to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.
Email	The email address for a person or organization.
EmplID (employee ID)	Unique identification code for an individual associated with your organization.
Empl Rcd# (Employee Record Number)	A system-assigned number that indicate an employee has more than one record in the system.
Fax (also Fax Number)	The fax number for a person or organization.
Floor (Piso)	In Spanish addresses, identifies the floor name or number.
House	Identifies the type of house.
Initials	Initials of individual.
Language	Language spoken by employee/applicant/non-employee.
Language or Language Code	The language in which you want the field labels and report headings of your reports to print. The field values appear as you enter them. Language also refers to the language spoken by an employee, applicant, or non-employee.
Last Run On	The date that a report or process was last run.
Locality	A tax location within an organization.
Name	Name of individual.

Field	Definition
National ID	Identification code used by countries to track information on their residents for payroll, identification, benefits, and other purposes. For example, for US residents this would be their Social Security Number; for German residents it would be their Social Insurance Number, and for UK residents it would be their National Insurance Code.
Number	The number related to a street, avenue, or other address field in Spanish addresses. When an address has no number, enter s/n (sin numero) to indicate that there is no number.
Phone	The phone number for a person or organization.
Phone Extension	The phone extension number for a person or organization.
Phone Type	Identifies the type of phone number entered in the Telephone field. Valid values are Business , Campus , Cellular , Dormitory , FAX , Home , Other , Pager 1 , Pager 2 , or Telex .
Post Code (also Postal)	Postal code for address.
Prefix	Prefix for individual (such as Mr., Ms., Mrs., Dr., and so on)
Process Frequency group box	Designates the appropriate frequency in the Process Frequency group box: Once executes the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run . Always executes the request every time the batch process runs. Don't Run ignores the request when the batch process runs.
Process Monitor	This button takes you to the Process List page, where you can view the status of submitted process requests.
Regulatory Region	A regulatory region can be any region where there are specific laws and regulations that are addressed by functionality in PeopleSoft Human Resources. Many country-specific transactions are driven by regulatory requirements where Regulatory Region is used for transaction processing.
Report ID	Identifies a report.
Report Manager	This button takes you to the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).
Request ID	A request identification that represents a set of selection criteria for a report or process.
Run	This button takes you to the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.

Field	Definition
Run Control ID	Identifies specific run control settings for a panel.
Run Date	The date that a process was run or a report was generated.
Run Time	The time that a process was run or a report was generated.
SetID	An identification code that represents a set of control table information. SetIds enable the sharing of a set of control table information across two or more Business Units.
Short Description	Freeflow text up to 15 characters.
Stair (Escalera)	In Spanish addresses, identifies the stair name or number.
State (also Province)	State (Province) for address.
Status	Indicates whether a row in a table is <i>Active</i> or <i>Inactive</i> .
Street Type	Identifies whether an address is a place, street, avenue, road, or so on. Spanish law requires addresses in official documents to include the Street Type.
Telephone (Phone)	The telephone number for a person or organization.
User ID	The system identifier for the individual who generates a transaction.

See Also

PeopleTools Development Tools: Application Designer PeopleBook, “Creating Field Definitions,” Understanding Effective Dates

PeopleSoft Process Scheduler

PeopleBook Standard Group Boxes

The following group boxes and field groupings appear throughout PeopleSoft HRMS. We have documented them once here.

Entering Name Information

The following fields appear wherever you enter or display naming information:

Format Using

Select the country with name format appropriate for this employee. The system will display the appropriate fields for this format in the Person Name group box.

Refresh the Name Field

Click to refresh the Name field after you’ve edited any of the name fields. The system will refresh the name field when you save.

Person Name or Current Name

The following fields appear in the Person Name group box. You will not see all of the fields listed below at any one time. The system displays the fields necessary for the country you select in the Format Using field.

Title	Select a title. If you are reporting employee information under the German Duevo Directive, this field is required and must be completed according to the Duevo rules.
Prefix and Name Prefix	Select a Prefix or Name Prefix, if applicable.
Royal Prefix	Select a Royal Prefix, if applicable.
First Name	Enter the employee's official first name.
Preferred First Name	For The Netherlands, enter the employee's preferred first name, if different from the First Name. The system will use the preferred name when you generate form letters or mailing labels for this employee.
Last Name Preference	For the Netherlands, choose this link to provide additional name information for married employees. The Last Name Preference page contains three fields: Last Name Partner, Prefix Partner and Last Name Preference.
Middle	Enter the employee's middle name, if applicable.
Last Name	Enter the employee's official last name.
Suffix	Select a suffix, if applicable.
Second Last Name	For Spanish employees, enter the second surname (mother's surname).
Alternate Character Name	Use this field to enter the employee's name using alternate characters (such as Japanese phonetic characters). Note. You can enter names using Japanese characters with or without a space between the surname and given name. Names using Roman alphanumeric characters require a comma delimiter. Warning! Be sure to select the correct character set on the Installation Table – Alternate Characters page. Using the wrong character set generates an error message.
Royal Suffix	Select the appropriate royal suffix. If you are reporting employee information under the German Duevo Directive, this field is required and must be completed according to the Duevo rules.
Name	The system displays the employee's name as it will appear in the system.

Displaying Japanese Names on Pages

Pages that display personal name fields usually display them in First Name, Last Name order. When the country is Japan, however (JPN in the Format Using field), those fields appear in the Last Name, First Name order.

Another difference is that the Name field displays “Last Name[space]First Name,” not “Last Name,First Name”; that is, a space separates the last and first names, not a comma.

Person Name	
Last:	津村
First:	友則
Alternate Character Name:	ツムラトモリ
Name:	津村 友則

Japanese name format on a page

See Also

PeopleSoft Applications Fundamentals for HRMS PeopleBook, “Setting Up PeopleSoft HRMS,” Working With Double-Byte Characters

Entering Address Information

The following fields appear in address group boxes throughout PeopleSoft HRMS. You may not see all of the fields listed below as the system displays only the fields necessary for the country in use. Determine which address fields are required for each country on the Country Table – Address Format page.

Country	Select the country with address format appropriate for this address. The system will display the appropriate fields for this format in the address group box.
Address 1, Address 2, Address 3, and Address 4	Freeflow text entry fields that enable you to describe street, street number, apartment number, and other address information.
City	Enter the city.
County	Enter the county, if applicable.
State (State, Province, or other)	Enter the state or province.
Postal	Enter the postal, such as zip or postal code.
Number 1, and Number 2	Enter the number related to a street, avenue, or other address field in Spanish addresses. When an address has no number, enter s/n (sin numero) to indicate that there is no number.

House Type	Enter the house type, if applicable.
Postal Search	Click Postal Search to use international address formats.

Entering or Viewing Pay Components

Amounts Tab

Pay Components - Amounts

Rate Code	Rate codes are IDs for pay components. The system inserts any compensation information associated with this rate code in the compensation grid. Note. If a seniority rate code is inserted as a default value on the Job Data - Compensation page, the values for these rate codes are unavailable for entry.
Seq (sequence)	The sequence number of the rate code if it is used more than once.
Details	Click the Details button to open the Comp Rate Code Secondary Panel page.
Comp Rate , (compensation rate) Currency , and Frequency	The compensation rate, its currency, and the frequency (for example, annually, weekly, or hourly) the comp rate will be paid.
Apply FTE	If selected, the system multiplies the rate code value by the FTE factor for annualization and deannualization. FTE is the percent of full time the employee should normally work in the corresponding job. This field isn't available for Percent rate codes.
Points	The salary points associated with this rate code, if any.
Percent	If the rate code rate type is Percent , the system displays the percent to be applied to the job compensation rate or to a rate code group if you are using rate code groups.
Rate Code Group	A rate code group enables you to be more specific when calculating percentages based components as part of your employee compensation package.

Comp Rate Code Secondary Panel

Comp Rate Code:	TSDFLT
Description	Salaried Default
	☒ Base Pay ☐ Use Highest Rate
	☐ Default Without Override
Rate Code Type:	Flat Amount
Rate Code Class:	

Comp Rate Code Secondary Panel

Access this page by clicking the Details link on the Amounts page. Displays additional information about the rate code.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, “Working With Multiple Components of Pay,” **Defining Rate Codes**

Changes Tab

Pay Components							First	1 of 1	Last
Amounts		Changes		Conversion					
*Rate Code	Seq	Manually Updated	Change Amount	Change Points	Change Percent				
1	0	☐	0.000000		0.000	+	-		

Pay Components – Changes page

This page displays the change in an employee’s salary.

Manually Updated	The system selects this if you have manually updated the pay components.
Change Amount	The overall change amount to this pay component rate.
Change Points	The overall change amount (in points) to this pay component, if applicable.
Change Percent	The overall percentage change to this pay component, if applicable.

Pay Components						First	1 of 1	Last
Amounts		Changes		Conversion				
*Rate Code	Seq	Source	Default Without Override	Apply FTE	Converted Comp Rate			
1		None	☐	☐		+ -		

Pay Components – Conversion

This page displays the conversion rates in an employee's salary.

Source	The system displays the source of the rate code, such as <i>Absorbing Premium</i> , <i>Seniority Pay</i> , <i>Job Code</i> , or <i>Manual</i> .
Default Without Override	Selected if the worker's compensation package cannot be manually updated on the Job Data – Compensation page.
Apply FTE	Indicates if the converted rate code value will be multiplied by the FTE factor for annualization and deannualization.
Converted Comp Rate	Displays the converted compensation rate for this pay component. The system converts all base pay components to the Job currency and compensation frequency.

Required Fields on Pages

When you see a field on a page with an asterisk (*) preceding the field name, it means the field is required. You can not save a page without entering data into all of the required fields on a page.

*Description:	This is a required field
---------------	--------------------------

Example of a required field label

In some unique instances a field may be required even though there is no asterisk preceding the field name. In such cases, you will be prompted to enter data in these fields before saving the page.

Typographical Conventions and Visual Cues

To help you locate and interpret information, we use a number of standard conventions in our online documentation.

Please take a moment to review the following typographical cues:

monospace font

Indicates PeopleCode.

Bold	Indicates field names and other page elements, such as buttons and group box labels, when these elements are documented below the page on which they appear. When we refer to these elements elsewhere in the documentation, we set them in Normal style (not in bold). We also use boldface when we refer to navigational paths, menu names, or process actions (such as Save and Run).
<i>Italics</i>	Indicates a PeopleSoft or other book-length publication. We also use italics for <i>emphasis</i> and to indicate specific field values. When we cite a field value under the page on which it appears we use this style: <i>field value</i>. We also use italics when we refer to words as words or letters as letters, as in the following: Enter the number <i>0</i>, not the letter <i>O</i>.
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press W.
See Also	PeopleBooks provide cross-references under the heading “See Also.” Capitalized titles in italics indicate the title of a PeopleBook; titles in quotes indicate the title of a chapter; titles in normal font refer to sections within the PeopleBook. Here's an example:

See Also

About These HRMS PeopleBooks, **PeopleSoft 8.3 HRMS PeopleBooks Preface**

Note. Text in this bar indicates information that you should pay particular attention to as you work with your PeopleSoft system. If the note is preceded by **Important!**, the note is crucial and includes information that concerns what you need to do for the system to function properly.

Warning! Text within this bar indicates a crucial configuration consideration. Pay very close attention to these warning messages.

Process Introductory Table

In the documentation, each business process in the application is accompanied by an introductory table with pertinent information about the pages used in the process.

<i>Page</i>	<i>System Name</i>	<i>Navigation</i>	<i>Usage</i>
Name of the page.	Gives the system name of the page as specified in the PeopleTools Application Designer. For example, the system name of the Detail Calendar panel is DETAIL_CALENDAR1.	Provides the path for accessing the page.	Describes how you would use the page.

USF U.S. Federal Government Functionality

Any functionality that is specific to the U.S. Federal Government sector will be designated by a USF marker. Most often this will appear at the beginning of a section heading (such as with this section), but the USF designation might also appear in a note or within text, if appropriate.

E&G Education and Government Functionality

Any functionality that is specific to the Education and Government sector will be designated by an E&G marker. Most often this will appear at the beginning of a section heading (such as with this section), but the E&G designation might also appear in a note or within text, if appropriate.

Local Country Functionality

Any functionality that is specific to an individual country will be designated by the three-character ISO code for that country. For example, functionality specific to Germany would be indicated by a DEU designation at the beginning of a section heading. Most often this will appear at the beginning of a section heading (such as with this section), but the country designation might also appear in a Note or within text, if appropriate.

Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like changed about our documentation, PeopleBooks, and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft HRMS Product Documentation Manager
PeopleSoft, Inc.
4460 Hacienda Drive
Pleasanton, CA 94588

Or send comments by email to the authors of the PeopleSoft documentation at:

DOC@PEOPLESOFT.COM

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions. We are always improving our product communications for you.

CHAPTER 1

About the PeopleSoft 8.3 Human Resources PeopleBook: Manage Commitment Accounting

This book provides you with the information you will need for implementing and using PeopleSoft Human Resources: Manage Commitment Accounting.

This chapter complements and extends the About the HRMS PeopleBooks section of HRMS documentation by providing specific information on how to use the documentation for Human Resources. Much of the general information you should know before you begin using PeopleSoft documentation is presented in About the HRMS PeopleBooks.

Note. We strongly recommend that you read About the HRMS PeopleBooks. In particular, the PeopleSoft Application Fundamentals section lists where you can find information about topics that apply to many PeopleSoft applications across the HRMS product line. For example, you can find information about setting up control tables, administering security, and setting language and currency preferences in the *PeopleSoft Application Fundamentals for HRMS PeopleBook*.

See Also

PeopleSoft HRMS PeopleBooks Preface, “About the HRMS PeopleBooks”

PeopleBooks Standard Page Element Definitions

Throughout our product documentation, you will encounter fields that are used on many application pages. This section lists the most common fields and provides standard definitions for Human Resources.

Field	Definition
Benefit Plan	A specific benefit offering within a plan type.
Benefit Plan Type	Also known as Plan Type, it is a two-digit code that identifies a benefit category, such as health, life, or savings.
Benefit Program	A collection of benefit plans your company offers to a group of employees.

Field	Definition
Deduction	Any amount taken from an employee's pay check to offset all or part of the cost of the employee's benefits.
Deduction Code	The code assigned to a benefit deduction.
FSA Maximum Annual Pledge	This is the total maximum an employee can pledge to contribution to a health or dependent care flexible spending accounts during a benefit plan year.
FSA Minimum Check Amount	This is the minimum amount for which a check will be printed.
Plan Type	Also known as Benefit Plan Type, it is a two-digit code that identifies a benefit category, such as health, life, or savings.

See Also

PeopleSoft HRMS PeopleBooks Preface, "About the HRMS PeopleBooks," PeopleBooks Standard Page Element Definitions

Understanding the Documentation

Documentation for PeopleSoft Human Resources is made up of 25 business processes, each with their own book:

- Administer Company Cars
- Administer Festive Advance
- Administer Salaries for the Netherlands
- Administer Salary Packaging
- Administer Training
- Administer Variable Compensation
- Administer Workforce
- Base Benefits
- Manage Commitment Accounting
- Manage Competencies
- Manage French Public Sector
- Manage Netherlands Salary Administration
- Manage Performance
- Manage Positions

- Manage Professional Compliance
- Meet Regulatory Requirements
- Monitor Absence
- Monitor Health & Safety
- Plan Careers and Successions
- Plan Salaries
- Recruit Workforce
- Report Total Compensation
- Track Faculty Events
- Track Flexible Service
- Track Global Assignments

Human Resources Reports

The documentation for the Human Resources reports is in the reports chapter in the *PeopleSoft Application Fundamentals for HRMS PeopleBook*. There you will find information about each report, listed by module.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, “Appendix: PeopleSoft Application Fundamentals for HRMS Reports”

CHAPTER 2

Overview of Commitment Accounting

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

This chapter provides an overview of:

- The commitment accounting business process.
- How the PeopleSoft system executes the commitment accounting business process.

Understanding Commitment Accounting

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

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

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

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

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

Common Commitment Accounting Terms

It's important to understand the following commitment accounting terms:

Budget	A plan for expenditures related to staffing that includes headcount (full time equivalents, or FTEs), salary, benefits, and employer paid taxes.
Encumbrance	A claim against funds. A projection of future expenses based on the situation, as you know it today. Encumbering funds isn't the same as spending them or even guaranteeing that you'll spend them. It just means that if the situation as it exists today doesn't change, you'll spend all of those funds by the end of the fiscal year.
Pre-encumbrance	An encumbrance that occurs before an employee/employer relationship exists. You encumber funds for an employee you have on staff; you pre-encumber funds for an employee that you anticipate hiring. For example, you would pre-encumber funds for a new position that has just been approved but not filled.
Liquidation	Liquidation of an encumbrance takes place whenever an encumbered amount is paid.

Example of Commitment Accounting

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

Example

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

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

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

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

Half way into the first month of the fiscal year, Acme 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 HR department now has expenses of \$7,500 and encumbrances of \$181,500.

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

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

Of the \$18,000 in salary and related expenses encumbered for each employee for the fiscal year, \$4,500 had been liquefied at the time the employees resigned. The remaining salary and expenses for each position is \$13,500. Before updating the encumbrances, Acme's HR expenses were \$45,000 and its encumbrances were \$144,000.

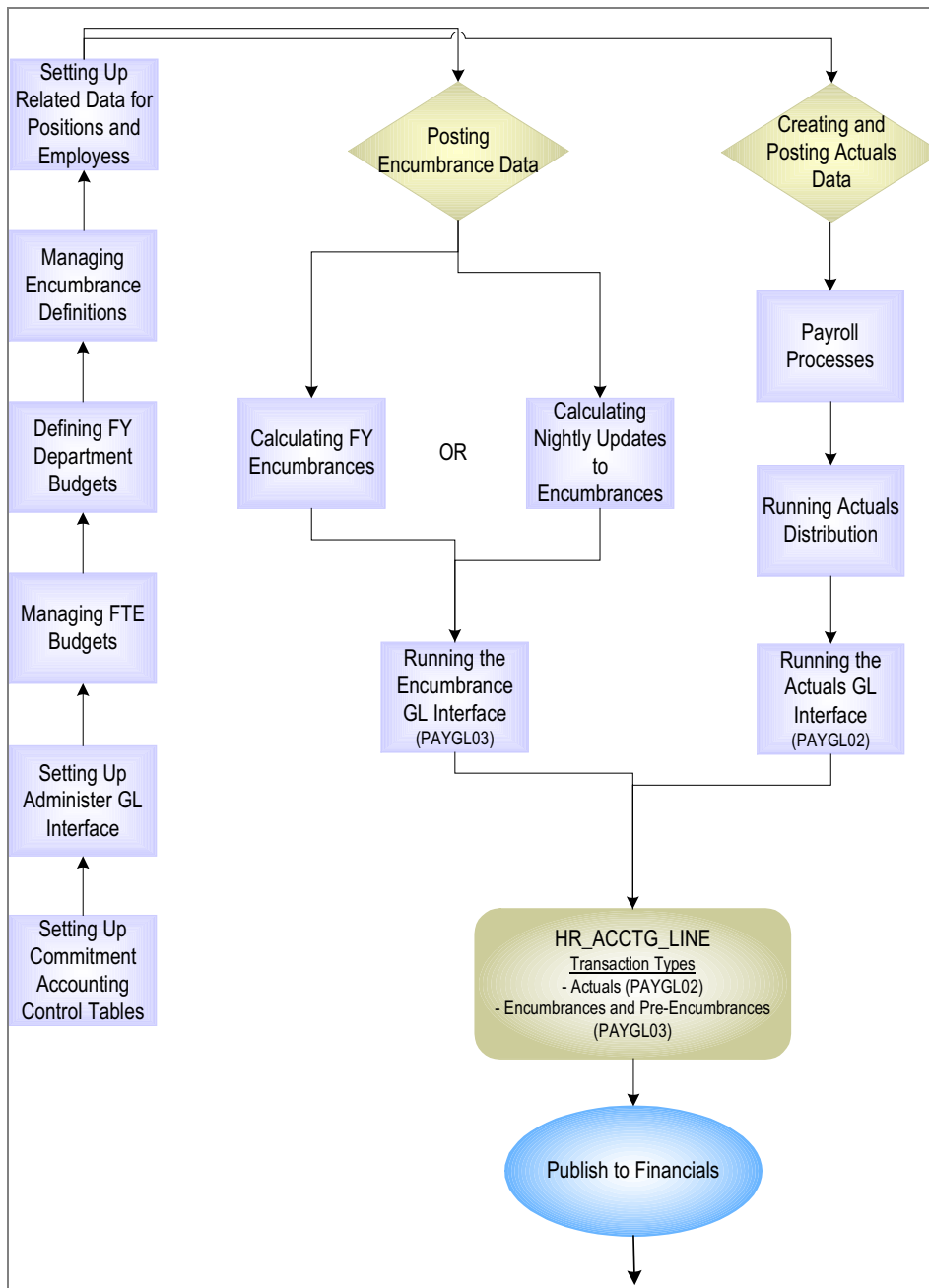
After reversing the encumbrances for positions A and B and pre-encumbering position A, Acme's encumbered amount is now \$130,500 (the previous encumbered amount minus the remaining expenses related to position B).

After a month of searching for a candidate to fill position A, Sue determines that the 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 two-thirds of the salary and employer-paid expenses have to be encumbered to have sufficient funds encumbered for the year, for a total amount of \$19,800. Money is already encumbered for position A at the old salary, so Sue has the system update the encumbrances with the difference ($\$19,800 - \$13,500 = \$6,300$). The total encumbered amount for HR expenses at Acme is 136,800.

Understanding the Manage Commitment Accounting Business Process

Now that we've reviewed the basic principles of commitment accounting, let's look at how PeopleSoft HRMS enables you to meet your commitment accounting needs with the Manage Commitment Accounting business process.

This section provides a high level overview of how to set up Manage Commitment Accounting and how encumbrance-related information is used by the system.



Setting up and using the Commitment Accounting business process

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

Setting Up Manage Commitment Accounting

To set up the Commitment Accounting business process:
--

1. Set up the Commitment Accounting control tables.

In the Commitment Accounting control tables, input the basic information that the system needs to operate. Set up four control tables: the Account Code table, the Department Offset Group table, the Budget Benefit Group table, and the Position Pool table (if you are using position pools).

2. Set up the Administer GL interface tables.

Set up the general ledger interface tables and run the general ledger interface processes so that the Commitment Accounting business process can send information to and receive information from the general ledger.

Check that you've correctly mapped (or associated) your Human Resources and General Ledger business units. After ensuring that you've correctly mapped the business units, specify the correct journal templates and calendar IDs for each PeopleSoft General Ledger business unit.

3. Manage the budgets for full time equivalents (FTEs).

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

4. Define your fiscal year department budgets.

Budgets are one of the basic components of the Commitment Accounting business process. 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 you set up the department budget.

5. Set up encumbrance information.

Create encumbrance definitions, which contain calculation formulas and distribution information for encumbering employer-paid taxes and employer paid deductions.

6. Set up related data for positions and employees.

Specify Position or Job Code data that impacts commitment accounting calculations on the Position Data or Job Code Table pages. This information includes the exclusion of a position from commitment accounting or information related to a FTE calculation.

7. Create and post 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, update encumbrance calculations using the Nightly Updates Encumbrances process. 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 that the proper communication occurs and that the appropriate funds are encumbered. You'll use the Encumbrance GL Interface process to prepare encumbrance information for posting to the general ledger.

8. Create and post actuals data.

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

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

9. Create retroactive distribution transactions.

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

See Also

“Commitment Accounting Processing Control Tables”

“Setting Up GL Interface Tables”

“Managing Full Time Equivalent Budgets”

“Defining Fiscal Year Budgets”

“Managing Encumbrance Definitions”

“Setting Up Related Data for Positions and Employees”

“Creating and Posting Encumbrance Data to PeopleSoft Financials”

“Creating and Posting Actuals Data to PeopleSoft Financials”

“Distributing Funding Sources Retroactively”

CHAPTER 3

Commitment Accounting Processing Control Tables

This chapter provides an overview of:

- Enabling the commitment accounting process.
- Setting up valid account codes.
- Defining offset groups.
- Defining budget benefits groups.
- Defining position pools.
- Adding or maintaining error messages related to the commitment accounting process.

Before You Begin

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
- Earnings Account Template
- Deductions Account Template
- Earnings Account Mapping Table
- Deductions Account Mapping Table
- Tax Account Mapping Table
- Department Offset Group
- Budget Benefit Groups
- Fringe Group Table (**if applicable**)
- Position Pool (**if applicable**)

- Encumbrances Messages

Note. Also use these pages to maintain and update your budgets and encumbrances control tables as your business needs change.

Enabling Commitment Accounting Processing

To enable commitment accounting processing at the department level, select a series of check boxes on the Department Table – Comm. Acctg. And EG page. On this page, set up specifications about commitment accounting processing at the department level and indicate if the department should be taking the task information entered into the PeopleSoft Time and Labor system into account during actuals distribution.

Setting Up Valid Account Codes

Before you do anything with the Commitment Accounting business process, you must define your account codes. An account code (also referred to as a funding source) is 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 the Commitment accounting business process, 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 is used to determine the ChartFields to include on each transaction.

There are two ways to set up account codes:

- If you are using PeopleSoft General Ledger, use the Account Table Load process.
- If you are not using PeopleSoft General Ledger, build your account code 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

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, and to create a flat file for HRMS.

Once you complete these steps in PeopleSoft General Ledger, 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.

Note. 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.

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 PeopleSoft Financials.

When you save the SpeedType table, the system populates an EIP message (HR ChartField Combo) with the HRMS-specific ChartFields that are published to the HRMS subscriber.

Customers who are integrating with core PeopleSoft 8 Financials receive the EIP message through the PeopleCode Subscribe method, which automatically updates the Account Code Table within HRMS.

Customers who are integrating with PeopleSoft 7.5 Financials for Education and Government or a third-party system 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.

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.

See Also

PeopleSoft Application Fundamentals for Financials and Supply Chain Management PeopleBook, “Editing for ChartField Combinations” and “Defining and Using ChartFields,”
Defining and Using SpeedTypes

PeopleSoft Enterprise Integration PeopleBook, “HR ChartField Combo”

Page Used to Set Up Account Codes

Page Name	Object Name	Navigation	Usage
Run Parameters	RUNCTL_FILEPATH	Define Business Rules, Define Commit Accounting(GBL), Process, Account Code Load, Run Parameters	Build budgeting account codes automatically. This page launches a subscribe message that receives the ChartField information that was published in the general ledger.
Account Code Table	ACCT_CD_TABLE	Define Business Rules, Define Commit Accounting(GBL), Setup, Account Code Table, Account Code Table	Manually set up account codes. Also review and modify all account codes, including those you set up automatically.

Running the Account Code Load Process

Access the Run Parameters page.

Run Parameters

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

Account Code Load Parameters

As Of Date: 08/23/2000

Input File:

*Interface with GL Release: 8.00 ☒ Inactivate Accounts Not Downloaded?

Run Parameters page

Account Code Load Parameters

As of Date

Enter the as of date for the ChartField combinations you are importing from PeopleSoft General Ledger.

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 (interface with general ledger release)

Select the general ledger release number of the PeopleSoft General Ledger system with which you are interfacing.

Inactivate Accounts Not Downloaded?

When this option is selected, the system inactivates account codes for which it doesn't find matches in the current fiscal year.

When this option is blank, old account codes remain active for the current fiscal year.

Run

Click to run this request.

See Also

PeopleTools PeopleBook: Process Scheduler

Setting Up Account Code Table Values Manually

Access the Account Code Table page.

Account Code Table

Account Code: 000000017

Account Code Details View All First 1 of 1 Last

*Effective Date: 01/01/1990 *Status: Active

*Description: Staff Salaries

Short Desc: Staff Sal ☐ Direct Charge ☒ Commitment Accounting

Chartfield Details

Account: 5002	DeptID: 114	Project/Grant: NIH001
Product:	Fund: 100	Program: 1000
Class: 10	Affiliate:	Operating Unit:
Field:	SetID: UNIV	
Alternate Account:	Encumbrance Account:	☒ Prorate Liability Indicator
	Pre-Encumbrance Account:	

Account Code Table page

If the PS/GL check box is selected on the Installation table, indicating that you are using PeopleSoft General Ledger, the ChartField information on this page is unavailable for entry. 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 Details

Direct Charge	Select this check box to indicate if you'll use this account code during the Actuals Distribution process. This field is for information only; it has no affect on processing.
Commitment Accounting	Indicates which account codes are used in commitment accounting processing. This check box is updated automatically by the Account Code Load process (BUD003). When you create account codes manually, it defaults to "selected."

ChartField Details

If you set up account codes using the Account Code 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 PeopleSoft General Ledger system, so these fields are unavailable for entry on this page.

These fields are available when you create a new account code manually in PeopleSoft HRMS. Once you save and exit the page, these fields again become unavailable, even in the action of *Correction*. For accuracy and ease of updating, it's best to use the automated Account Code Load process.

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 general ledger account for this ChartField combination. Note. A general ledger account isn't the same as an HRMS account code. The account you enter here is a ChartField that makes up part of the HRMS account code definition.
Product	Enter the general ledger product for this ChartField combination.
Class Field	Enter the general ledger class field for this ChartField combination.
Alternate Account	Enter the general ledger alternate account for this ChartField combination.
DeptID (department ID)	Enter the general ledger DeptID for this ChartField combination.
Fund	Enter the general ledger fund for this ChartField combination.
Affiliate	Enter the general ledger affiliate for this ChartField combination.

SetID	Enter the general ledger setID for this ChartField combination.
Project/Grant	Enter the general ledger project/grant for this ChartField combination.
Program	Enter the general ledger program for this ChartField combination.
Operating Unit	Enter the general ledger operating unit for this ChartField combination.
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 PeopleSoft 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 PeopleSoft General Ledger, it uses the pre-encumbrance account specified here instead of the Account .
Prorate Liability Indicator	If you want to prorate liabilities, select this check box. The system looks for the Prorate Liability Indicator flag when it runs the Actuals GL Interface process. If you select this flag, employee paid taxes and deductions are prorated back across the earnings expenses.

See Also

PeopleSoft General Ledger for Education and Government PeopleBook, Defining and Using ChartFields”

Defining Offset Groups

PeopleSoft Application Fundamentals for HRMS, “Setting Up PeopleSoft HRMS” Setting Up Implementation Defaults

“Creating and Posting Encumbrance Data to PeopleSoft Financials”

“Creating and Posting Actuals Data to PeopleSoft Financials,” Running the Actuals Distribution Process

“Creating and Posting Actuals Data to PeopleSoft Financials,” Running the Commitment Accounting Actuals GL Interface Process

Defining Fringe Groups

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

Understanding Fringe Groups

Group fringe expenses (employer paid benefits and taxes) together into fringe groups. When specified on the Department Budget Earnings page, the system won't distribute the fringe costs associated with the fringe group to the funding sources assigned to that particular earnings code.

See Also

“Defining Fiscal Year Budgets,” Establishing Department Budgets for Employee Earnings

Pages Used to Define Fringe Groups

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Fringe Group Table	HP_FRINGE_GROUP	Define Business Rules, Define Commit Accounting(CAN), Setup, Fringe Group Table Define Business Rules, Define Commit Accounting(GBL), Setup, Fringe Group Table Define Business Rules, Define Commit Accounting(US), Setup, Fringe Group Table	Assign different types of benefits and taxes to fringe groups.

Setting Up Fringe Groups

Access the Fringe Group Table.

Fringe Group Table	
Fringe Group:	BEN
View All First 1 of 1 Last	
*Effective Date:	08/24/2001   
*Description:	
Short Description:	
Benefits View All First 2 of 2 Last	
*Plan Type:	Supplemental AD/D  
US Taxes View All First 1 of 1 Last	
*Tax Class:	 
Canadian Taxes View All First 1 of 1 Last	
*Tax Class:	 

Fringe Group Table page

Benefits

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

US Taxes and Canadian Taxes

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

Defining Account Mapping

This section discusses how to:

- Set up mapping templates.
- Map accounts.

Understanding Account Mapping

Account codes are made up of numerous ChartFields, including accounts. When you specify an account code as a funding source, the system funds the earnings, deductions, or tax cost from the ChartFields grouped under that account code.

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

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

See Also

“Creating and Posting Actuals Data to PeopleSoft Financials,” Running the Actuals Distribution Process

Setting Up Mapping Templates

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

In this section we discuss how to:

1. Set up earnings mapping templates.
2. Set up deduction mapping templates.

Pages Used to Set Up Mapping Templates

Page Name	Object Name	Navigation	Usage
Earnings Account Template	HP_ERN_ACC_TMPL	Define Business Rules, Define Commit Accounting(CAN), Setup, Earnings Account Template Define Business Rules, Define Commit Accounting(US), Setup, Earnings Account Template	Define which fields can be used to set up earnings account mappings.

Page Name	Object Name	Navigation	Usage
Deductions Account Template	HP_DED_ACC_TMPL	Define Business Rules, Define Commit Accounting(CAN), Setup, Deductions Account Template Define Business Rules, Define Commit Accounting(US), Setup, Deductions Account Template	Define which fields can be used to set up deduction account mappings.

Setting Up Earnings Mapping Templates

Access the Earnings Account Template page.

Earnings Account Template

View All First 1 of 1 Last

*Effective Date: 01/01/1900 + -

Account Default

SetID: Account:

Field Name	Required?	Used?	Priority
1 Business Unit	☐	☐	
2 Empl Class	☐	☐	
3 Empl Type	☐	☐	
4 Earnings Code	☐	☐	
5 Full/Part Time	☐	☐	
6 Job Code	☐	☐	

View All First 1-6 of 9 Last

Earnings Account Template page

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

To set up an earnings or deduction account template:

1. In the Account Default group box, select the Account (and it's SetID) to be used as a default in earnings mapping.

When the system is unable to map to an account using the criteria you enter on the

Earnings Account Mapping Table or the Deductions Account Mapping Table, it will use the account you select here.

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

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

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

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

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

Setting Up Deductions Mapping Templates

To set up a deductions mapping template:

1. Access the Deductions Account Template page.
2. Set up a deduction mapping template for a selected account using the instructions in Setting Up Earnings Mapping Templates.

Mapping Accounts

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

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

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

Note. The Actuals Distribution process will only use account mapping information when the account override has been selected on the Dept Budget Date page.

In this section we discuss how to:

1. Map earnings accounts.
2. Map deductions accounts
3. Map U.S. tax accounts.
4. Map Canadian tax accounts.

Pages Used to Map Accounts

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Earnings Account Mapping Table	HP_ERN_ACCT	Define Business Rules, Define Commit Accounting(CAN), Setup, Earnings Account Mapping Table Define Business Rules, Define Commit Accounting(US), Setup, Earnings Account Mapping Table	Map earnings field values to accounts.
Deduction Account Mapping Table	HP_DED_ACCT	Define Business Rules, Define Commit Accounting(CAN), Setup, Deduction Account Mapping Table Define Business Rules, Define Commit Accounting(US), Setup, Deduction Account Mapping Table	Map deductions field values to accounts.
Tax Account Mapping Table	HP_CTX_ACCT	Define Business Rules, Define Commit Accounting(CAN), Setup, Tax Account Mapping Table	Map wage loss plans, companies and tax classes to accounts.

Page Name	Object Name	Navigation	Usage
Tax Account Mapping Table	HP_TAX_ACCT	Define Business Rules, Define Commit Accounting(US), Setup, Tax Account Mapping Table	Map companies and tax classes to accounts.

Mapping Earnings Accounts

Access the Earnings Account Mapping Table page.

Earnings Account Mapping Table page

To map earnings field values to accounts:

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

Mapping Deduction Accounts

Access the Deduction Acct Mapping Table page.

Deduction Acct Mapping Table	
SetID:	SHARE
Account:	000000
View All First 1 of 1 Last	
*Effective Date:	06/21/2001
*Status:	Active
View All First 1 of 1 Last	
*Plan Type	
1	

To map field values to deduction accounts:

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

(USA) Mapping U.S. Tax Accounts

Access the Tax Account Mapping Table page.

Tax Account Mapping Table	
Company:	DJ Department of Justice
View All First 1 of 1 Last	
*Effective Date:	06/21/2001
View All First 1 of 1 Last	
*Tax Class	*SetID *Account
1	

Tax Account Mapping Table page

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

To map companies to tax classes and accounts:

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

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

(CAN) Mapping Cdn Tax Accounts

Access the Tax Account Mapping Table page.

Tax Account Mapping Table

Company: CPA Canadian Company CPA

Wage Loss Plan: LOW

*Effective Date: 06/25/2001

View All First 1 of 1 Last

*Tax Class	*SetID	*Account
1		

Tax Account Mapping Table

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

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

- Select the effective date of the tax account mapping.
- Associate tax classes with accounts to map to this company and wage loss plan.

Defining Offset Groups

When encumbrance transactions are created in PeopleSoft Human Resources for PeopleSoft General Ledger, the system enforces balancing by creating an offsetting entry for each entry written (that is, for each debit transaction written by the system, the system creates an offsetting credit transaction). Unlike PeopleSoft Financials, where revenues offset expenses, PeopleSoft HRMS has only expenses. PeopleSoft HRMS uses the Department Offset Group Table to create offsetting entries 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 PeopleSoft General Ledger. For example, if your general ledger has been set up so that salary expenses are offset by a liability account, then that account should be the value appearing in the Account field associated with the payroll activity *ERN, Payroll Earnings*. 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 writes an equal/offsetting credit entry. With the exception of the account ChartField (which is looked up on the Department Offset Group table), the credit transaction contains the same ChartFields as the debit transactions and is balanced on all ChartFields except for the account ChartField.

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

Expense transactions for earnings, employer deductions, and employer-paid taxes are created based on funding information (namely, the 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 page 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 is replaced with the value on the corresponding Department Offset Group entry.

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

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

Clearing 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).

See Also

“Defining Fiscal Year Budgets,” Option 4: Using the Department Budget Table Component

PeopleSoft Human Resources PeopleBook: Administer Workforce, “Hiring Your Workforce,” Distributing Job Earnings

PeopleSoft Payroll for North America PeopleBook, “Working With Paysheets”

Pages Used in Defining Offset Groups

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Department Offset Group	DEPT_OFFSET_GRP	Define Business Rules, Define Commit Accounting(GBL), Setup, Department Offset Group, Department Offset Group Define Business Rules, Define Commit Accounting(CAN), Setup, Department Offset Group Define Business Rules, Define Commit Accounting(US), Setup, Department Offset Group	Establish offset groups to use as part of your department budgets.

Establishing Offset Groups

Access the Department Offset Group page.

Department Offset Group

Department Offset Group: PACAL

View All First 1 of 1 Last

*Effective Date: 01/01/1990   

*Description: Department Offset Group

Short Description: PACAL

View All First 1 of 27 Last

*Payroll Activity: Deduction  *Account: 2200  

*Description: Deduction Liab

Short Description: DED Liab

View All First 1 of 1 Last

*Plan Type:   

*Deduction Code:  Ded Class: 

*Account: 

Department Offset Group page

- Payroll Activity** Select a valid payroll activity. You can associate more than one activity with a **Department Offset Group**. Add a new row to add more activities.
- Account** Enter a valid account code. The code you select is the funding source for all plan types in the selected **Payroll Activity**, unless otherwise specified.
- Plan Type** When you select a **Payroll Activity** of **DED** (deduction), the system displays the **Plan Type** field. Select a deduction plan type. You can associate more than one plan type with a payroll activity. Add a new row to add more plan types.
- Deduction Code** When you select a **Payroll Activity** of **DED** (deduction), the system displays the **Deduction Code** field. Select a deduction code. The list of available options depends on the **Plan Type** you specified.
- Ded Class** (deduction class) When you select a **Payroll Activity** of **DED** (deduction), the system displays the **Ded Class** field. Select a deduction class, such as **Before Tax** or **Taxable**.
- Account** When you select a **Payroll Activity** of **DED** (deduction), the system displays the deduction plan type **Account** field. Select a deduction plan type account to be used instead of the account specified for the **Payroll Activity**.

Defining Budget Benefits Groups

Page Used to Define Budget Benefits Groups

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Bdgt Benef Grp (budget benefit group)	BDGT_BENEF_GRP	Define Business Rules, Define Commit Accounting(CAN), Setup, Budget Benefit Group 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	Assign one or more benefit plan types to a budget benefit group. Budget Benefit Groups are a way to help you organize your encumbrance definitions on the Encumbrance Definition page.

Assigning Benefit Plan Types to Budget Benefit Groups

Access the Bdgt Benef Grp (budget benefit group) page.

Bdgt Benef Grp

Budget Benefit Group: BASIC

View All First 1 of 1 Last

*Effective Date: 01/01/1990

*Description: Basic Benefit Group

Short Description: Basic

View All First 1-6 of 6 Last

Plan Type	
Medical	+ -
Dental	+ -
Life	+ -
AD/D	+ -
401(k)	+ -
403(b)	+ -

Bdgt Benef Grp page

Plan Type Select one or more benefits plan types.

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, 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, create an implementation team position pool ID on the Position Pool table. Then attach this ID to each implementation-related position on the Position Data-Specific Information page.

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

See Also

PeopleSoft Human Resources PeopleBook: Manage Positions, “Setting Up Positions,”
Entering Position-Specific Information

Page Used to Define Position Pools

Page Name	Object Name	Navigation	Usage
Position Pool Table	POOL_TBL	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	Set up position pool IDs.

Setting Up Position Pool IDs

Access the Position Pool Table page.

Position Pool Table

SetID: SHARE
Department: PNC2006 Public Works
Position Pool ID: ENG

Position Pool View All First 1 of 1 Last

***Effective Date:** 01/01/1990   

***Description:** Engineers

Short Description: Engineers

Position Pool Table page

Position Pool ID

Identifies a position pool. Assign positions to a position pool on the Position Data component and then set up budgets for position pools using the Commitment accounting business process.

Adding or Maintaining Commitment Accounting-Related Message Definitions

You can create errors messages for commitment accounting processing.

Page Used to Add or Maintain Commitment Accounting Business Process Messages

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Encumbrance Message Tbl (encumbrance message table) page	ENC_MESSAGE_TABLE	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	Add or maintain error or warning messages that relate to commitment accounting processing.

CHAPTER 4

Setting Up GL Interface Tables

This chapter reviews:

- Installation table updates.
- PeopleSoft General Ledger business units.
- Detail calendars.
- Journal Generator templates.
- Mapping of PeopleSoft Human Resources and PeopleSoft General Ledger business units.
- Commitment accounting processing without using the general ledger.

Before You Begin

Before calculating and posting encumbrance data to a general ledger system, confirm that the information on the Administer GL Interface menu is correct. This information must be correct to share information successfully with the general ledger.

Updating the Installation Table

To set up an interface between PeopleSoft General Ledger and PeopleSoft Human Resources, select the PS/GL Product check box on the Installation Table.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, “Setting Up PeopleSoft HRMS,” Setting Up Implementation Defaults

Overview of General Ledger Business Units

Payroll companies must post data to at least one PeopleSoft General Ledger business unit. If you’re using PeopleSoft General Ledger, set up General Ledger business units in the general ledger using the General Ledger Definition component. PeopleSoft HRMS subscribes to the General Ledger business unit data and displays it using the Business Unit GL component.

Customers not using PeopleSoft General Ledger must set up a General Ledger business unit directly in PeopleSoft HRMS, using the Business Unit GL component.

See Also

Using Commitment Accounting Processing Without Using General Ledger

PeopleSoft General Ledger PeopleBook, “Defining Your Operational Structure”

Pages Used to View the General Ledger Business Unit Definition

Page Name	Object Name	Navigation	Usage
Business Unit GL - Definition	BUS_UNIT_TBL_GL1	Compensation Employees, Administer GL Interface, Inquire, Business Unit GL, Definition	View the definition of PeopleSoft General Ledger business units. PeopleSoft HRMS processes use the information in the Unit and Base Currency fields only. This page is display-only.
Business Unit GL - Currency Options	BUS_UNIT_TBL_GL2	Compensation Employees, Administer GL Interface, Inquire, Business Unit GL, Currency Options	View the currency options of PeopleSoft General Ledger business units. PeopleSoft HRMS processes do not use the information on this page. This page is display-only.

Viewing the General Ledger Business Unit Definition

Access the Business Unit GL - Definition page.

Definition		Currency Options
Unit:	EGUBU	
Description:	E&G University	As of Date: 01/01/1990
Short Description:	E&G Univ	
Base Currency:	USD US Dollar	
Options		
☐ Enable Document Sequencing		
☐ Enable Payables InterUnit VAT		
Consolidations		
☐ For Eliminations Only		

Business Unit GL - Definition page

Unit The PeopleSoft General Ledger business unit you selected to access the page.

Base Currency The base currency for this PeopleSoft General Ledger business unit. A General Ledger business unit supports one base currency per ledger. This is usually the local currency for the organization, but accounting rules or other circumstances might dictate that it be different.

Options

Enable Document Sequencing This checkbox is selected if document sequencing is required for this business unit.

Enable Payables InterUnit VAT (enable Payables interunit value added taxes) This checkbox is selected if payables interunit value added taxes (VAT) is required for transactions between related parties.

Consolidations

For Eliminations Only This checkbox is selected if this business unit is an eliminations entity for consolidations processing.

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. If you're using PeopleSoft General Ledger, maintain detail calendars in that system. PeopleSoft HRMS subscribes to the calendar data in General Ledger and displays it using the Detail Calendar page in PeopleSoft HRMS. Customers not using PeopleSoft General Ledger must set up a detail calendar directly in PeopleSoft HRMS using the Detail Calendar page.

See Also

Using Commitment Accounting Processing Without Using General Ledger

PeopleSoft Application Fundamentals for Financials and Supply Chain Management
PeopleBook, “Defining Accounting Calendars”

Page Used to Review Detail Calendars

Page Name	Object Name	Navigation	Usage
Detail Calendar 1	DETAIL_CALEDAR1	Compensate Employees, Administer GL Interface, Inquire, Detail Calendar, Detail Calendar 1	Review the number of accounting periods in a fiscal year and the starting and end dates for each period. This page is display-only.

Reviewing Accounting Periods

Access the Detail Calendar 1 page.

Detail Calendar 1

SetID: SHARE Calendar: FY Fiscal Year

Definition

Periods in a Year: 12 End Date Default: ☒ Year ☐ Month ☐ BiMonth ☐ Qtr ☐ Days

Description: Fiscal Year Detail Calendar

View All First 1-5 of 12 Last

Year	Period	Begin Date	End Date	Period Name	Abbrev
1996	1	07/01/1996	07/31/1996	FY 96 Period 1	Jul
1996	2	08/01/1996	08/31/1996	FY 96 Period 2	Aug
1996	3	09/01/1996	09/30/1996	FY 96 Period 3	Sep
1996	4	10/01/1996	10/31/1996	FY 96 Period 4	Oct
1996	5	11/01/1996	11/30/1996	FY 96 Period 5	Nov

Detail Calendar page

Calendar

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

Definition**Periods in a Year**

The number of periods in the calendar year. This doesn't include the adjustment period or any special system periods.

End Date Default	Tells the system to create periodic intervals. Select from the options of Month , BiMonth , Quarterly , or Day .
Year, Period, Begin Date, End Date, Period Name, and Abbrev (abbreviation)	The fiscal year and each accounting period in that year, including the period's begin date and end date, period name, and abbreviated name.

Overview of Journal Generator Templates

PeopleSoft Journal Generator uses the defaults set up in Journal Generator templates to create journals. Most organizations define templates for each application that distributes to the general ledger. If you're using PeopleSoft General Ledger, set up and maintain Journal Generator templates in PeopleSoft Financials. PeopleSoft HRMS subscribes to the Journal Generator template data in Financials and displays it using the Journal Generator Template component in PeopleSoft HRMS. Customers not using General Ledger must set up a Journal Generator template directly in HRMS, using the Journal Generator Templates component.

See Also

Using Commitment Accounting Processing Without Using General Ledger

*PeopleSoft Application Fundamentals for Financials and Supply Chain Management
PeopleBook*

Pages Used to View Journal Generator Templates

Page Name	Object Name	Navigation	Usage
Journal Generator Templates - Defaults	JRNL_GEN_DEFAULTS	Compensation Employees, Administer GL Interface, Inquire, Journal Generator Templates, Defaults	View Journal Generator defaults. PeopleSoft HRMS processes use only the SetID and Template fields.
Journal Generator Templates - Summarization	JRNL_GEN_SUM	Compensation Employees, Administer GL Interface, Inquire, Journal Generator Templates, Summarization	View the template's summarization options. PeopleSoft HRMS processes do not use the information on this page.

Viewing Journal Generator Defaults

Access the Journal Generator Templates - Defaults page.

Defaults		Summarization	
SetID:	SHARE	Template:	PTMPLT
View All First 1 of 1 Last			
Effective Date:	01/01/1990	Status:	Active
Description:	Commit Accting Template		☒ Accounting Entry In Sync
Reversal Code			
☒ Do Not Generate Reversal ☐ Beginning of Next Period ☐ End of Next Period			
Journal Header Fields			
Journal ID Mask:	NEXT	Source:	EXT
Journal Date:	Accounting Date on Transaction		Date:
Alt. Journal Date:			
Header Descr:	Reference:		
Journal Line Fields			
Reference:	Line Descr:		

Journal Generator Templates - Defaults page

Accounting Entry In Sync This checkbox is selected if a PeopleSoft application that supports the multibook feature has generated in-sync accounting entries for this template.

Reversal Code The reversal code for this Journal Generator template.

Journal Header Fields

Journal ID Mask The journal naming convention.

Journal Date The date journals are created; for example, *Accounting Date on Transaction* or *Process Date*.

Alt. Journal Date (alternate journal date) The journal date used for journals created outside of the open accounting periods range.

Header Descr (header description) Descriptive information about the journal.

Source Identifies the originating entity responsible for the journal entries.

Document Type The default general ledger document type assigned to the journal header.

Reference The transaction source of the journal.

Journal Line Fields

Reference	Refers each journal line back to a document, person, invoice, date, or any other piece of information helpful for tracking the source of the transaction.
------------------	---

Viewing the Templates Summarization Options

Access the Journal Generator Templates - Summarization page.

Journal Generator Templates - Summarization page

Primary Summarization Option

How Specified Option	The How Specified option for the template.
How Account Specified	How the account is specified for the template.
Tree Name	The name of the tree used for summarization, if applicable.
Level	The level used for summarization, if applicable.

Alternate Summarization Option

How Default Specified	How the default is specified for this template.
------------------------------	---

Mapping PeopleSoft Human Resources and General Ledger Business Units

To share information successfully with PeopleSoft General Ledger, confirm that you've correctly associated (or mapped) your PeopleSoft Human Resources business units to General Ledger business units. The system uses this mapping information to determine which General

Ledger business unit to use when generating accounting transactions for actuals and encumbrances. General Ledger business units are associated with Human Resources business units on the Business Unit - Business Unit Reference page.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, “Regulating PeopleSoft HRMS System Data,” Adding, Updating, and Identifying Business Units

Checking General Ledger Business Unit and Human Resources Business Unit Mapping

Use the Business Unit Links Details page to check if a specific PeopleSoft General Ledger business unit is correctly mapped to the appropriate PeopleSoft Human Resources business unit. Also use the GLBusUnit/HRBusUnit Mapping page to associate a journal template and calendar ID with each General Ledger business unit.

If the PeopleSoft Human Resources and PeopleSoft General Ledger business units aren't correctly mapped, correctly associate them on the Business Unit - Business Unit Reference page. After mapping Human Resources business units to the appropriate General Ledger business units, return to the GLBusUnit/HRBusUnit Mapping page to associate a journal template and calendar ID with each General Ledger business unit.

Page Used to Map Business Units

Page Name	Object Name	Navigation	Usage
Business Units Link Details	BU_GL_HR_LNK	Compensate Employees, Administer GL Interface, Setup, GL BusUnit/HR BusUnit Mapping, Business Units Link Details	• Check if a specific PeopleSoft General Ledger business unit is associated with the correct PeopleSoft Human Resources business unit. • Associate a journal template and calendar ID with each PeopleSoft General Ledger business unit.

Mapping Business Units

Access the Business Units Link Details page.

Business Units Link Details

Business Unit - GL: EGUBU E&G University

Journal Template: PTMPLT

Calendar ID: FY

HR Business Units	
Business Unit	Description
EGUBU	E&G University

Find | View All First 1 of 1 Last

Business Units Link Details page

Business Unit - GL	The PeopleSoft General Ledger business unit and description.
Journal Template	Select the journal template to associate with this PeopleSoft General Ledger 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 to associate with this PeopleSoft General Ledger business unit. The system uses calendar IDs to distribute actuals over accounting periods. Review calendars on the Detail Calendar page.

HR Business Units

The **HR Business Units** scroll area displays the PeopleSoft Human Resources business units and descriptions currently associated with the PeopleSoft General Ledger business unit. Refer to Checking General Ledger Business Unit and Human Resources Business Unit Mapping for what to do if the correct Human Resources business units aren't associated with this General Ledger business unit.

See Also

“Creating and Posting Encumbrance Data to PeopleSoft Financials,” Running the Encumbrance GL Interface Process (PAYGL03)

“Creating and Posting Actuals Data to PeopleSoft Financials,” Running the Commitment Accounting Actuals GL Interface Process

Using Commitment Accounting Processing Without Using General Ledger

If you use the Commitment Accounting business process to define and update department budget definitions for encumbrances and actuals and don't use PeopleSoft General Ledger, set up information in the Administer GL Interface components before running the encumbrance and actuals processes.

The Business Unit GL, Detail Calendar, and Journal Generator Template components are all delivered as display-only pages because they are maintained in PeopleSoft General Ledger. PeopleSoft HRMS subscribes to the data. If you are not using PeopleSoft General Ledger, make these components available for entry and enter the necessary information before running the encumbrances and actuals processes.

To make the Business Unit GL, Detail Calendar, and Journal Generator Template components available for entry:

1. Apply the resolution to incident R-DLARKI-3L5T6.

Incidents and resolutions are posted on the PeopleSoft Customer Connection website.

2. Verify that PeopleSoft General Ledger is not a selected product on the Installation Table - Product page.

On the Installation Table - Product page, clear the General Ledger check box. If you have to update the setting, log off all database connections and restart your application servers so the change can take effect.

3. In PeopleSoft Application Designer, modify component properties to enable update access.

Modify the component properties of the following components:

- BUS_UNIT_TBL_GL
- DETAIL_CALENDAR
- JRNLGEN_APPL_ID

When you open the components, the system displays the Update Component Properties page.

4. Select the Use tab, and select the Action check boxes for Add, Update/Display, Update/Display All, and Correction.
5. Select the Internet tab, and select the Toolbar check boxes for Add, Update/Display, Update/Display All, Correction, and Save.
6. Save the changes.
7. Modify the page security properties using the Permission Lists - Pages page.

The Permission Lists component is on the PeopleTools, Maintain Security, Use menu.

8. On the Permission Lists - Pages page for the applicable permission list(s), click **Edit Components** for the ADMINISTER_GL_INTERFACE menu.
9. On the Component Permissions page, click **Edit Pages** for the following pages:
 - Business Unit GL

- Detail Calendar
 - Journal Generator Template
10. On the Page Permissions page, clear **Display Only** and select the **Add, Update/Display All**, and **Correction** options, and click **OK**.
 11. Click **OK** on the Component Permissions page.
 12. Click **Save** on the Pages page.
 13. Once the pages are available for entry, populate them with the necessary information.
 14. Add a PeopleSoft General Ledger business unit using the Business Unit GL component.
 - a. Enter the new business unit in the **Unit** field.
 - b. Select the appropriate base currency.
 - c. Enter an existing or new setID in the **Default SetID** field.

The Create BU process uses the default setID that you define here.

- d. The encumbrance and actuals processes do not use the other fields, so you can enter dummy information or leave them blank.

When you create a new PeopleSoft General Ledger business unit, the system displays the **Create BU** button. Click this button to start the Create BU process. This process inserts an entry for this business unit in the Table Set Control page and creates the new business unit.

- e. Use the TableSet Control page to verify that the process created a new entry.

The TableSet Control page is on the PeopleTools, Utilities, Use menu.

15. Add a detail calendar using the Detail Calendar page.

- a. Enter a setID, calendar ID, and fiscal year.

Note. For a PeopleSoft General Ledger business unit to use a calendar, set the detail calendar with the same setID used by the General Ledger business unit for detail and summary calendars, as specified on the TableSet Control page.

- b. Define the number of accounting periods in a fiscal year or calendar year and the starting and end dates for each period.

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

16. Add a Journal Generator template using the Journal Generator Template component.

- a. Enter a template ID and setID.

- b. The encumbrance and actuals processes do not use the other fields, so you can enter dummy information or leave them blank.

Note: For a PeopleSoft General Ledger business unit to use a Journal Generator template, set up the Journal Generator template with the same setID used by the General Ledger business unit for Journal Generator templates (as specified on the TableSet Control page).

17. Enter information on the Business Units Link Details page.

Select the business unit - GL, journal template, and calendar ID that you created.

CHAPTER 5

Managing Full Time Equivalent Budgets

This chapter provides an overview of:

- Full time equivalent (FTE) management.
- Job code and position FTE values.
- How to specify how FTEs are allotted in each department and how to track FTE counts against a budgeted FTE amount.

Overview of Full Time Equivalent Management

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

On the 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 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 system performs the FTE edit as of the current system date. When a future-dated record is added, modified, or deleted, the system performs the FTE edit as of the future date.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook, “Working with Companies, Agencies, and Locations,” Enabling and Controlling Department Information for Specified Customers

Job Code and Position FTE Values

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

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

See Also

PeopleSoft Human Resources PeopleBook: Manage Positions, “Setting Up Positions,” Creating Positions

PeopleSoft Human Resources PeopleBook: Administer Workforce, “Hiring Your Workforce,” Entering Employee Job Location Information

Page Used to Track FTE Data

Page Name	Object Name	Navigation	Usage
Department Budget FTE (department budget full time equivalent)	DEPT_BUDGET_FTE	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,	Track FTE (full time equivalent) data. Specify how FTEs are allotted in each department and track FTE counts against a budgeted FTE amount.

Page Name	Object Name	Navigation	Usage
		Department Budget FTE	

Tracking Full Time Equivalent Data

Access the Department Budget FTE (department budget full time equivalent) page.

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

View All First 1-2 of 2 Last

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

Department Budget FTE page

Budget Begin Date, Budget End Date, and Offset Group

The budget begin date, budget end date, and offset group associated with this department.

While you can use these fields to add a new fiscal year budget on this page, it won't be reflected in the Department Table. Changes you make to existing fiscal year budgets when you enter the Department Budget FTE page in Correction mode are reflected on the Department Budget Date page. Create new fiscal year budgets only in the Department Budget Table component.

Classification

Select the FTE classification:

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

FTE Maximum (full time equivalent maximum)

Enter the FTE maximum for the department for each classification.

Each department can designate whether they want to have an error, a warning, or no edit when the system compares the FTE actuals to the FTE maximums. Set up FTE warning messages on the Department Table by selecting the appropriate value for the FTE Edit Indicator. Select an *Error, Warning, or No Edit*.

Total Actual FTE (total actual full time equivalent)

The total actual full time equivalent counts based on information that you maintain on the Position Data and Job Data component for each FTE maximum and classification.

See Also

“Defining Fiscal Year Budgets,” Option 4: Using the Department Budget Table Component

PeopleSoft Application Fundamentals for HRMS PeopleBook, “Working with Companies, Agencies, and Locations,” Maintaining Departments

CHAPTER 6

Defining Fiscal Year Budgets

This chapter discusses ways to define fiscal year budgets using:

- The Data Import From Budgets process.
- The Build Current FY Budget process.
- The Copy Prior Fiscal Year Budget process.
- The Department Budget Table component.

Overview of Fiscal Year Budgets in PeopleSoft Human Resources

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 to steer your system using Position Management. If you use PeopleSoft 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 Encumbrance batch process (PSPENANN) calculates encumbrances for the fiscal year and then posts that encumbrance data to the PeopleSoft 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 PeopleSoft HRMS.

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

- department
- position pool
- positions

- appointment
- job code

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

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

See Also

"Creating and Posting Encumbrance Data to PeopleSoft Financials," Running the Fiscal Year Encumbrance Process (PSPENANN) and Running the Nightly Encumbrances Process (PSPENNHT)

"Creating and Posting Actuals Data to PeopleSoft Financials," Running the Actuals Distribution Process

Defining Fiscal Year Budgets: Choosing the Best Option

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

Option 1: Using the Data Import From Budgets Process

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

Option 2: Using the Build Current FY Budget Process

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

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

Option 3: Using the Copy Prior Fiscal Year Budget Process

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

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

Option 4: Using the Department Budget Table Component

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

See Also

PeopleTools PeopleBook: Process Scheduler

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 the Commitment Accounting business process (departments using Commitment Accounting must select the Use Comm. Acctg./Budgeting? check box on the Department Table – Comm. Acctg. and EG page). However, you aren't limited to creating budgets at an appointment or position level. Based on the budget level you specify on the Data Import From Budgets page, the system combines appointment and position data and creates a budget at appointment, position, position pool, or department levels.

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

The Data Import From Budgets process (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 Department Budget Deductions page contains (in addition to account code information) limits by funding source. The Dept Budget Taxes page is populated with account code information only.

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

A budget's payroll actuals data appears 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 stops and a message is written to the Structured Query Report (SQR) log file.

Page Used in the Data Import From Budgets Process

Page Name	Object Name	Navigation	Usage
Budgets Data Import	RUNCTL_BUD008	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	Run the Data Import from Budgets process (BUD008.SQR), which downloads fiscal year budget information from PeopleSoft Budgets (7.5 or 8) to PeopleSoft HRMS.

Running the Data Import Budgets Process

Access the Budgets Data Imports page.

Budgets Import

Run Control ID: 1234
 [Report Manager](#)
[Process Monitor](#)

Data Import from Budgets

Fiscal Year:	
From Date:	06/22/2001 BT
*Budget Level:	Department v
Department Offset Group:	Q
Account Code:	Q
*Copy Previous Dedn Budget?:	Default New Dedn With Benefits v
Account Code (Deductions):	Q
*Copy Previous Tax Budget?:	Default New Tax Budget v
Account Code (Tax):	Q
Exclusion Fringe Group:	v
Redirect Account Code:	Q

Account Overrides
☒ Use Acct Defined for Earnings
 ☒ Use Acct Defined for Dedns
 ☒ Use Acct Defined for Tax

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 is 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 combines appointment and position data and creates a budget at appointment, position, position pool, or department levels. Appointment: Creates a budget at the appointment (or 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 adds the budget dollars to the department level budget. Department: Creates a budget at the department level only. The system automatically creates a department level budget regardless of the budget level you choose (that is, appointment, department, job code, position, and position pool). By selecting Department, you are asking the system to create only an overall department level budget. Jobcode: Isn't supported by Data Import from Budgets process. If you select this option, the system displays an explanatory error message. Position: Creates a budget at the position level (including unoccupied positions), as well as an overall department budget. If data is provided for a blank or invalid position number, the process won't create a position budget but instead adds the budget dollars to the department level budget. Posn Pool (position pool): Creates a budget at the position pool level, as well as an overall department budget. If data is provided for a blank or invalid position pool ID, the process won't create a position pool budget but instead adds the budget dollars to the department level budget. Note. Although a budget level determined by job code exists within the Department Budget table in PeopleSoft HRMS, the Data Import from Budgets process won't combine appointment or position data into a single job code budget.
Department Offset Group	Enter the default department offset group. If previous budget data exists for a department, the system obtains the department offset group from that budget. However, if a previous department offset group can't be selected, the system uses this default value.

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 <i>Copy Prev</i> (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 <i>Default</i> to assign 100 percent of the deduction budget to the Account Code (Deductions) , described next.
Account Code (Deductions)	Select the account code (deductions) to be used as the default if there are blank or invalid deductions account codes in the input budget data.
Copy Previous Tax Budget?	Select <i>Copy Prev</i> (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 <i>Default</i> to assign 100 percent of the tax budget to the Account Code (Tax) , described next.
Account Code (Tax)	Select the account code (tax) to be used as the default if there are blank or invalid tax account codes in the input budget data.
Exclusion Fringe Group	Select a group of fringe expenses that should not be funded by the earnings account code. If you leave this blank, all fringe expenses are funded by the earnings account code unless a tax or deduction override account code is specified for a particular fringe expense.
Redirect Account Code	If you have specified a fringe group, you can select an account code to fund the fringe expenses included in the selected group.
Account Overrides	
Use Acct Defined for Earnings, Use Acct Defined for Dedns, and Use Acct Defined for Tax	Select to enable account mapping for earnings, deductions, or taxes.. The Actuals Distribution will use the account mapping you set up on the account mapping tables to map earnings, deductions or taxes to a different account than the one associated with the specified account codes.
Run	Click to run this request.

Option 2: Using the Build Current FY Budget Process

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

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

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

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

Note. The Build Current FY Budget process creates only default budgets for employer-paid deductions or taxes (that is, with 100 percent of the funding assigned to the account codes specified on the Build Current FY Budget page). To set up budget amounts, update the Department Budget component and 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 is specified as appointments and the part that's not is specified as position.)

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

Page Used to Run the Build Current FY Budget Process

Page Name	Object Name	Navigation	Usage
Build Current FY Budget (build current fiscal year budget) Run Parameters	RUNCTL_BUD005	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	Create a budget for the current fiscal year. The Build Current FY Budget process enables you to specify which Department IDs the system should use and to establish budget information in your human resources system.

Running the Build Current FY Budget Process

Access the Build Current FY Budget (build current fiscal year budget) Run Parameters page.

Run Parameters

Run Control ID: 1234

[Report Manager](#)
[Process Monitor](#)

Run

Build Current FY Budget

Fiscal Year:

From Date:

End Date:

Departments

View All First 1 of 1 Last

Department

Account Codes

Fringe Group

Distribution Options

*SetID	*Budget Department	*Budget Levels	Budget Amount	Percent Increase	*Offset Group	Budget Leave
SHARE		Dept, Position and Appointment	☐			☐

Run Parameters page

Build Current FY Budget

Fiscal Year	Enter the fiscal year of the budget you are creating.
From Date and End Date	Enter the fiscal year's beginning date. The system then calculates the End Date by adding 365 days to the From Date you enter. (If February 29th falls within your budget year, modify the Structured Query Report (SQR) program file to set the Dayinyear variable to 366.)
Run	Click to run this request.

Department

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

Budget Department	Select the department for which you are creating a fiscal year budget.
Budget Levels	Enter a budget level for each department. Budget levels control how the Build Current FY Budget process runs, which data the system uses, and how the resulting data appears in the Department Budget component. Select a Budget Levels number: 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 Budget Amount (see next field), the system calculates the budget amount and overall cap in the Department Budget component by adding all position and appointment level entries. 3 - Department Only: When selected, this value creates only a department level budget using the specified earnings account code. If you select Budget Amount (see next field), the system calculates the budget amount and overall cap in the Department Budget component by adding all position and appointment level entries. If Budget Amount isn't

selected, the system creates a department level budget without a budget amount and overall cap. Additionally, the system sets the percentage of distribution to 100 percent and uses the 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***. Use this option 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. Use this option only if all appointments have positions. The system looks first at positions attached to position pools and creates a position level budget. It then summarizes the remaining positions.

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

Budget Amount

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

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

Percent Increase

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

Offset Group

Enter an offset group to specify an offset account code to be used for each type of transaction.

Budget Leave

Select if you want to include employees on leave without pay. The system treats them as if they were active employees. Select this option if your organization "backfills" for employees on leave. Organizations that backfill count the salaries of employees on leave with the

assumption that they need a substitute person in that position.

Account Codes Tab

The screenshot shows the 'Departments' form with the 'Account Codes' tab selected. The form has a header bar with 'View All', 'First', '1 of 1', and 'Last' buttons. Below the header, there are four tabs: 'Department', 'Account Codes', 'Fringe Group', and 'Distribution Options'. The 'Account Codes' tab is active, showing four input fields with search icons: 'Suspense Acct Cd', '*Account Code (Earnings)', 'Account Code (Deductions)', and 'Account Code (Tax)'. There are also '+' and '-' buttons at the bottom right of the input fields.

Run Parameters – Account Codes tab

- | | |
|---|---|
| Suspense Acct Cd (suspense account code) | Specify a default suspense account code for the system to associate with the department budget. |
| Account Code (Earnings) | 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 uses that value instead. |
| Account Code (Deductions) | Enter the account code to be used for deductions on the Dept Budget Deductions page. If you have specified an deductions account code on the employee's job record, the system uses that value instead. |
| Account Code (Tax) | Enter the account code to be used for taxes on the Dept Budget Taxes page. If you have specified an tax account code on the employee's job record, the system uses that value instead. |

Fringe Group Tab

The screenshot shows the 'Departments' form with the 'Fringe Group' tab selected. The form has a header bar with 'View All', 'First', '1 of 1', and 'Last' buttons. Below the header, there are four tabs: 'Department', 'Account Codes', 'Fringe Group', and 'Distribution Options'. The 'Fringe Group' tab is active, showing two input fields with search icons: 'Exclusion Fringe Group' and 'Redirect Account Code'. There are also '+' and '-' buttons at the bottom right of the input fields.

Run Parameters – Fringe Group tab

- | | |
|-------------------------------|--|
| Exclusion Fringe Group | Select a group of fringe expenses to exclude from funding from the earnings account code. If you leave this field blank, the system funds all fringe costs from the account code. |
| Redirect Account Code | <p>If you have specified a fringe group, you can select an account code to fund the fringe expenses included in the selected group.</p> <p>Individual fringe costs within the fringe group that have a specified deductions or tax funding source are funded by those sources, not this redirect account code.</p> |

Distribution Tab

Departments				View All	First	1 of 1	Last
Department	Account Codes	Fringe Group	Distribution Options				
Use Acct Defined for Earnings		Use Acct Defined for Dedns		Use Acct Defined for Tax			
☒		☒		☒		+ -	

Run Parameters - Distribution tab

Use Acct Defined for Earnings, Use Acct Defined for Dedns, and Use Acct Defined for Tax

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

Option 3: Using the Copy Prior Fiscal Year Budget Process

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

By running this process, you generate a new budget using last year's budget information. Enter the business unit and/or department budgets that you want to copy. For each department with a budget for the specified prior-year dates, the system copies all budget data (earnings, deductions, taxes, and full time equivalents) from last year to this year. The system duplicates all budget information, except for the new fiscal year end dates that you specified as part of the run control.

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

Page Used to Run the Copy Prior FY Budget Process

Page Name	Object Name	Navigation	Usage
Copy Prior FY Budget (copy prior fiscal year budget) Run Parameters	RUNCTL_BUD006	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	Generate a new annual budget using last year's budget information.

Running the Copy Prior FY Budget

Access the Copy Prior FY Budget (copy prior fiscal year budget) Run Parameters page.

Run Parameters

Run Control ID: 1234 [Report Manager](#) [Process Monitor](#) [Run](#)

Copy Prior FY Budget Parameter

Fiscal Year:

From Date:

End Date:

Bus. Unit for Budget Copy (Blank for All):

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 and End Date

Enter the fiscal year's beginning date. The system then calculates the **End Date** by adding 365 days to the **From**

	Date you enter. (If February 29th falls within your budget year, modify the Structured Query Report [SQR] program file to set the Dayinyear variable to 366.)
Bus. Unit for Budget Copy (Blank for All)	If applicable, enter the business unit budget you want to copy. Leave this field blank if you want to copy budgets for all business units.
Dept. ID for Budget Copy (Blank for All)	If applicable, enter the department ID for the budget you want to copy. Leave this field blank if you want to copy budgets for all departments.
Run	Click to run this request.

Option 4: Using the Department Budget Table Component

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

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

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

Making Retroactive Changes to Budgets

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

Using the Department Budget Table Search Page

Once you select the budgeting level for a department, enter budgeting information using the Department Budget Table component. When you select Department Budget Table 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 in the Department Budget Table component.

Department Budget Table	
Find an Existing Value	
SetID:	SHARE
Department:	PGV1003
Fiscal Year:	1999
Budget Level:	
Position Pool ID:	
Job Code SetID:	
Job Code:	
Position Number:	
EmplID:	
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 pages in the Department Budget Table component.

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

- **Appointment:** If selected, also select an **EmplID** (employee ID). Employees may include full time employees, part time employees, contractors, temporary workers, and so on. Also select an **Empl Rcd Nbr** (employee record number) for the selected employee.
- **Department:** Select if you are defining the department budget at the department level.
- **Jobcode:** If selected, also select a valid **Job Code**.
- **Position Pool:** If selected, also select a Position Pool ID.
- **Position:** If selected, also select a **Position Number**.

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

Pages in the Budget Table Component

Page Name	Object Name	Navigation	Usage
Dept Budget Date (department budget date)	DEPT_BUDGET_DATE	Define Business Rules, Define Commit Accounting(CAN), Setup, Department Budget Table, Dept Budget Date 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	Define the fiscal year budget's begin and end-dates as well as other department budget information. Also specify default deduction and tax information for each department in your organization.
Dept Budget Earnings (department budget earnings)	DEPT_BUDGET_ERN	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	Establish department budgets for employee earnings in each department of your organization.

Page Name	Object Name	Navigation	Usage
Dept Budget Deductions	DEPT_BUDGET_DED	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	Budget for employer-paid deductions in each department of your organization.
Dept Budget Taxes (department budget taxes)	DEPT_BUDGET_TAX	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	Budget for employer-paid taxes in each U.S. or Global department of your organization.
Dept Budget Taxes (department budget taxes)	DEPT_BUDGET_CTX	Define Business Rules, Define Commit Accounting(CAN), Setup, Department Budget Table, Dept Budget Taxes	Budget for employer-paid taxes in each Canadian department of your organization.

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Dept Budget Actuals (department budget actuals)	DEPT_BUDGET_ACT	Define Business Rules, Define Commit Accounting(CAN), Setup, Department Budget Table, Dept Budget Actuals 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	View detailed department budget information online. This page is updated when you run the Encumbrance GL Interface or the Actuals GL Interface processes.

Common Elements in the Department Budget Table Component

Effective Date and Effective Sequence	These indicate when a budget row takes effect and in what order to apply the row. The system uses these fields to determine when and what order to apply retroactive budget changes.
Action Date	Indicates the date the budget was added or changed.
used by distributions	Indicates if an actuals or encumbrance process has used this budget. If this budget has been used, you cannot make corrections; instead enter a new row.
SEQ# (sequence number)	Indicates the order (sequence) in which to use funding sources. If you have some dollar-limited funding sources (Budget Amount) and some unlimited sources (% of Distribution), assign lower sequence numbers to the limited entries and higher numbers to the unlimited entries.
Account Cd (account code)	For each earnings, deductions, or tax class row, select an account code. 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 that appear are based on the general ledger ChartField values you imported as part of the account code.

Allow Overspend

Select this option to enable the encumbrance and actuals processes to continue to post transactions to an account code even when the budget cap has been exceeded. This option is available only when the budget is expressed with a dollar amount.

Budget Amount and Distrib % (percentage of distribution)

For earnings and deductions, 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, first delete the existing amount. Similarly, to change from a percentage of distribution to a budget amount, 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, you'll update budget information annually with the new budget amounts for each department, job code, position pool, position number, or appointment. Funds checking uses the budget amount. If you don't want to exceed a dollar limit for a particular budget level, use only budget amounts rather than percentages.

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

Funding End Date

Enter the date (if applicable) on which this funding source ends. Leave this field blank to indicate that the funding source isn't date controlled.

Specifying Default Deduction and Tax Information for Departments

Access the Dept Budget Date (department budget date) page.

Dept Budget Date	Dept Budget Earnings	Dept Budget Deductions	Dept Budget Taxes	Dept Budget Actuals
SetID: SHARE Department: 10000 Human Resources Fiscal Year: 2001 *Budget Begin Date: B1 *Budget End Date: B1 *Offset Group: Q				
Budget Cap ☒ Per Budget Level ☐ Per Earn/Tax/Ded				
Suspense Account View All First 1 1 of 1 Last				
Acct Cd: Q + -				
*Effective Date: 06/22/2001 B1 Effective Sequence: 0				
Chartfields				
Account:		Department:		Project/Grant:
Product:		Fund:		Program Code:
Class:		Affiliate:		Operating Unit:
Alt. Account:		Balance:		0.00

Department Budget Table - Dept Budget Data page 1 of 2

Funding Defaults			
*Default Funding Source Option: Specified v			
Account Code (Deductions):	Q	Funding End Date (Deductions):	B1
Account Code (Tax):	Q	Funding End Date (Tax):	B1
Account Overrides			
☒ Use Acct Defined for Earnings		☒ Use Acct Defined for US Tax	
☒ Use Acct Defined for Dedns		☒ Use Acct Defined for Can Tax	

Department Budget Table - Dept Budget Data page 2 of 2

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

Budget Begin Date and Budget End Date

Enter the begin and end dates of this department budget.

Offset Group

Enter an offset group to specify the offset account code to be used for each type of transaction.

Budget Cap

Budget Cap

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

- **Per Budget Level** (that is, for all expenditures combined): Sets a spending limit for each budget level

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

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

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

Suspense Account

Acct Cd (account code)

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

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

Don't correct this account code after it has been used; instead, enter a new, effective-dated suspense account code.

Funding Defaults

Default Funding Source Option

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

The default value, whether you create a budget manually or using one of the budget creation processes, is ***Actual***. The system uses the funding source (account code) specified for earnings as a default for deductions and taxes and distributes deductions and taxes over actual earnings unless you specify funding sources on the Dept Budget Deductions and Dept Budget Taxes pages.

When ***Actual*** or ***Earnings*** is the Default Funding Source Option, the system hides the Account Code (Deductions), Funding End Date (Deductions), Account Code (Tax), and Funding End Date (Tax) fields and the system uses the

funding source (account code) specified for earnings as a default for deductions and taxes.

When you select ***Specified***, the system displays the Account Code (Deductions), Funding End Date (Deductions), Account Code (Tax), and Funding End Date (Tax) fields for you to specify the default funding options.

If there is no **Default Funding Source Option**, select ***No***.

Exclusion Fringe Group

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

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

Account Code (Deductions)

Enter a default account code for deductions. The value in appears in the Account Cd field on the Department Budget Deductions page, but you can override it.

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 appears in the Account Cd field on the Department Budget Taxes page, but you can override it.

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.

Account Overrides

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

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

See Also

“Commitment Accounting Processing Control Tables,” Defining Account Mapping

Overview of the Department Budget Earnings Page

The system uses 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 record, Job Data record, or Paysheet page.

When you run the encumbrance processes, the system looks 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 looks 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 looks first for an entry with the earnings code you've defined as *regular* for your organization, then at the default funding source (blank earnings code). When the system writes an encumbrance (or pre-encumbrance) transaction, it substitutes an account code's encumbrance account or pre-encumbrance account (specified on the account code's Account Code table record) for the default account code.

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

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 generates messages to the Pay Message component and distributes the unfunded amount to suspense account. If the budget is sufficient to cover part of the earnings, benefits, or taxes, then that part is distributed. Note also that funds checking is performed against the information on the Dept Budget pages (and not against the Overall/Detail caps; the latter are used to edit the budget amounts).

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

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

- Enter either a budget amount or a percentage of distribution (Distrib %) in each row.
- If you have some dollar-limited funding sources (budget amount) and others that are unlimited (percentage of distribution), assign lower sequence numbers (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.
- When the Default Funding Source Option on the Department Budget Data page is Actual, you must enter one earnings distribution record with a blank earnings code.

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

See Also

PeopleSoft Human Resources PeopleBook: Administer Workforce, “Hiring Your Workforce,” Distributing Job Earnings and Hiring an Employee

PeopleSoft Payroll for North America PeopleBook, “Working With Paysheets” and “Defining Tables That Support the Payroll Process,” Adding and Modifying Payroll Messages

Establishing Department Budgets for Employee Earnings

Access the Dept Budget Table - Dept Budget Earnings page.

Dept Budget Date	Dept Budget Earnings	Dept Budget Deductions	Dept Budget Taxes	Dept Budget Actuals
SetID: SHARE	Department: 10000	Human Resources	Fiscal Year: 2001	
Budget Begin Date:	Offset Group:	Budget Cap ☐ Per Budget Level ☐ Per Earn/Tax/Ded		
Budget End Date:				
Default Funding Source Option:	Actual			

Department Budget Table - Dept Budget Earnings page (1 of 2)

Level	View All		First	1 of 1	Last
☒ Department ☐ Position Pool ☐ Jobcode ☐ Position ☐ Appointment + -					
*Effective Date: 06/22/2001	Eff Seq: 0	*Status: Active	Date Entered: 06/22/2001		
Budget Level Cap: 0.00	*Currency: USD				
Earnings Distribution	View All		First	1 of 1	Last
Earnings Code:	*SEQ#:	% Effort:	+ -		
*Account Code:					
Account:	Department:	Project/Grant:			
Product:	Fund:	Program Code:			
Class:	Affiliate:	Operating Unit:			
Alt. Account:	Distributed ☐				
Budget Amount: 0.000	Distrib %:	0.000			
Funding End Date:					
Exclusion Fringe Group:					
Redirect Account Code:					

Department Budget Table - Dept Budget Earnings page (2 of 2)

Budget Level Cap and Currency

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

Earnings Distribution

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.

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

Earnings Code	Select an earnings code to establish a budget for particular earnings type. Establish budgets for as many different types of earnings as needed.
% Effort (percentage of effort)	Represents a university's estimate of activity attributable to and associated with a specific grant (or funding source) for the defined begin and end-dates. This field was designed for those higher education customers who need to track a "percentage of effort" as defined in the OMB A-21 regulations.
Exclusion Fringe Group	Select a group of fringe expenses to exclude from funding from the earnings account code. If you leave this field blank, the system funds all fringe costs from the account code. This field is available only when the Default Funding Source Option is <i>Actual</i> or <i>Earnings</i>.
Redirect Account Code	If you have specified a fringe group, you can select an account code to fund the fringe expenses included in the selected group. Individual fringe costs within the fringe group that have a funding source specified on the Dept Budget Deductions or Dept Budget Taxes pages are funded by those sources, not this redirect account code. The system does not override the account associated with this account code even if the appropriate override is selected on the Dept Budget Data page.

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

Unlike the 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.

When the default funding source option is *actual*, the system creates a Dept Budget Deductions record using the earnings account code as a default account code.

Note. The system distributes employee-paid deduction liabilities across all earnings, regardless of the benefit record number.

Budgeting for Employer-Paid Deductions

Access the Dept Budget Deductions (department budget deductions) page.

The screenshot displays the 'Dept Budget Deductions' page. At the top, there are tabs for 'Dept Budget Date', 'Dept Budget Earnings', 'Dept Budget Deductions' (selected), 'Dept Budget Taxes', and 'Dept Budget Actuals'. Below the tabs, the following information is displayed:

- SetID:** SHARE **Department:** 10000 **Human Resources** **Fiscal Year:** 2001
- Budget Begin Date:** **Budget End Date:** **Offset Group:**
- Default Funding Source Option:** Actual

Below this information is a section for 'Level' with a 'View All' link and navigation buttons (First, 1 of 1, Last). The 'Level' section includes radio buttons for 'Department', 'Position Pool', 'Jobcode', 'Position', and 'Appointment', along with a '+' and '-' button. The 'Effective Date' is 06/22/2001, 'Eff Seq' is 0, 'Status' is Active, and 'Date Entered' is 06/22/2001.

The 'Deduction Distribution' section has a 'View All' link and navigation buttons (First, 1 of 1, Last). It contains the following fields:

- Plan Type:** (dropdown) **Plan:** (text box with search icon) **+ -**
- Ded Cdt:** (text box with search icon) **Ded Class:** (text box with search icon) ***SEQ#:** (text box)
- Account Code:** (text box with search icon) **Override** (checkbox)
- Account:** **Department:** **Project/Grant:**
- Product:** **Fund:** **Program Code:**
- Class:** **Affiliate:** **Operating Unit:**
- Alt. Account:** **Distributed** (checkbox)
- Budget Amount:** 0.000 **Distrib %:** 0.000
- Funding End Date:** (calendar icon)

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

Deduction Budget Cap

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

Enter the deduction budget cap that you want to place on this budget level. The cap is used to ensure that the sum of all lower-level budgets doesn't exceed this higher-level

budget. It isn't used for checking funds during the processing of encumbrances and actuals.

Deduction Distribution

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

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

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

Note. If you make an entry in one of these fields (**Plan, 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've 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 searches active budget levels and stops using a funding source if a funding end date is specified and the processing occurs at a later date. For actuals distribution, the earnings end date is used for comparing against the funding end date.

The system ignores budget levels that have become *inactive*. It also stops using a funding source if a funding end date is specified and the processing occurs at a later date. For actuals distribution, the 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, you cannot override funding sources for employer-paid taxes at the job data or paysheet level.

When the default funding source option is *actual*, the system creates a Dept Budget Tax record using the earnings account code as a default account code.

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

(GBL)(US)(CAN)Budgeting for Employer-Paid Taxes

Access the Dept Budget Taxes (department budget taxes) page.

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		Budget End Date:		06/30/2000		Offset Group: PACAL	
Level		View All		First		1 of 1		Last	
☒ Department		☐ Position Pool		☐ Jobcode		☐ Position		☐ Appointment	
Effective Date:		07/01/1999		Status:		Active		Currency: USD	
Tax Distribution		View All		First		1 of 1		Last	
State:		Tax Class:				*SEQ#:		1	
Locality:									
Account Code:	000000017	Staff Salaries							
Account:	5002	Department:	114	Project/Grant:	NIH001				
Product:		Fund:	100	Program Code:	1000				
Class:	10	Affiliate:		Operating Unit:					
Alt. Account:									
Budget Amount:	0.000	Distrb %:	100.000	Funding End Date:					

Department Budget Table - Dept Budget Taxes (department budget taxes) page

Tax Budget Cap

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

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

Tax Distribution

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

Establish one entry for each budget level in which the deduction **Tax Class**, **State** or **Province**, and **Locality** (U.S. only) are blank. This entry is the default funding source and is

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

State or Province, Tax Class, Locality	Specify a budget for a particular type of tax. (For federal tax, choose <i>\$U</i> .)
Override	Indicates if this funding source overrides the default funding source established on Dept Budget Earnings page.

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

Overview of Department Budget Actuals Page

Post encumbrances and payroll distributions using the Encumbrance GL Interface and Actuals GL Interface processes. By using the Department Budget Actuals page, you 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 can 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 appears for each position specifically budgeted. The sum of all positions and appointments in that department also shows for the department level.

See Also

“Creating and Posting Encumbrance Data to PeopleSoft Financials”, Running the Encumbrance GL Interface Process (PAYGL03)

“Creating and Posting Actuals Data to PeopleSoft Financials,” Running the Commitment Accounting Actuals GL Interface Process

Viewing Detailed Department Budget Information Online

Access the Dept Budget Actuals (department budget actuals) page.

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		Budget End Date:		06/30/2000		Offset Group: PACAL	
Level		View All First 1 of 1 Last							
☒ Department	☐ Position Pool	☐ Jobcode	☐ Position	☐ Appointment					
Effective Date:	07/01/1999	Status:	Active				Currency:	USD	
		View All First 1 of 3 Last							
Account Code	000000001		Salaries						
Account:	5000	Department:	114	Project/Grant:	NIH001				
Product:		Fund:	100	Program Code:	1000				
Class:	10	Affiliate:		Operating Unit:					
Alt. Account:									
Posted Actual		Posted Encumbrance		Total Posted					
34,924.38		305,476.50		340,400.88					

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

Posted Actual	The amount of the actuals posted to the general ledger using the Actuals GL Interface process.
Posted Encumbrance	The amount of the encumbrances and pre-encumbrances posted to the general ledger using the Encumbrance GL Interface process.
Total Posted	The combined total of actuals, encumbrances, and pre-encumbrances posted to the general ledger.

CHAPTER 7

Managing Encumbrance Definitions

This chapter provides an overview of:

- Encumbrance definition functionality.
- How to set up encumbrance definitions.

Overview of Encumbrance Definitions

Encumbrance definitions specify how the system calculates deduction and tax encumbrances, as well as the accounts used. Before creating encumbrance definitions, you must set up valid account codes, position pools (if you use them), offset groups, and budget benefit groups. Next, 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 to use for each.
- Specify the default currency code for the encumbrance definition and maintain multiple effective-dated encumbrance definitions by department.

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

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

See Also

“Commitment Accounting Processing Control Tables”

“Defining Fiscal Years Budgets,” Establishing Department Budgets for Employee Earnings

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, leave the Tax Distribution and Deduction Distribution sections of this page blank, but at a minimum, you must still establish each department on this page.

Page Used to Set Up Encumbrance Definitions

Page Name	Object Name	Navigation	Usage
Encumbrance Definition	ENCUMB_DEFN	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	Create an encumbrance definition for taxes and deductions.

Accessing the Encumbrance Definition Component

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

Encumbrance Definition	
Find an Existing Value	
SetID:	SHARE
Department:	PGV1003
Default Level:	Department
Position Pool ID:	
Job Code SetID:	
Job Code:	
Position Number:	
EmplID:	
Empl Rcd Nbr:	
Description:	
Company:	
Location Code:	
☐ Include History ☐ 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 page. Enter the **SetID** and **Department** of the encumbrance definition.

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

- **Appointment:** Select if you are setting up the encumbrance definition at the appointment level. When you select this option, also select an **EmplID** (Employee ID). Employees may include full time employees, part time employees, contractors, temporary workers, and so on. Also indicate an **Empl Rcd#** (employee record number) for this worker.
- **Department:** Select if you are setting up the encumbrance definition at the department level.
- **Jobcode:** Select if you are setting up the encumbrance definition at the job code level. When you select this option, also select a valid **Job Code**.
- **Position Pool:** Select if you are setting up the encumbrance definition at the position pool level. When you select this option, also select a **Position Pool**.
- **Position:** Select if you are setting up the encumbrance definition at the position level. When you select this option, also select a valid **Position Number**.

Creating an Encumbrance Definition for Taxes and Deductions

Access the Encumbrance Definition page.

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 of 2

Deduction Distribution			
*Benefit Group: BASIC		Basic	
*Acct Code: 000000025		Other Benefits	
Ded %: 4.00	Ded Amt: 100.00		
Account: 5005	Department: 114	Project/Grant: NIH001	
Product:	Fund: 100	Program Code: 1000	
Class: 10	Affiliate:	Operating Unit:	
Alt. Account:			

Encumbrance Definition page, 2 of 2

Tax Distribution

Acct Code (account code)

For each Tax Distribution row, select an account code. 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 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

percent of employer paid taxes from one account and 50 percent 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 only encumbers employer paid taxes up to this amount. Any employer paid taxes above and beyond this amount won't encumbered.

Deduction Distribution

Benefit Group

Select a benefit group.

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 account 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 account code, as appropriate.

Acct Code (account code)

For each Deduction Distribution row, select an account code. 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.

CHAPTER 8

Setting Up Related Data for Positions and Employees

This chapter provides information on setting up:

- Job data for encumbrance and full time equivalent edits processing.
- Position data and job code budgeting information.

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

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

- a job code-level budget (if the employee isn't attached to a position)
- an appointment-level budget
- a position-level budget
- a position pool-level budget (if the employee is attached to a position and that position is part of a position pool)

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

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

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

See Also

PeopleSoft Human Resources PeopleBook: Administer Workforce, “Hiring Your Workforce,” Distributing Job Earnings and Hiring an Employee

PeopleSoft Application Fundamentals for HRMS PeopleBook, “Setting Up Jobs and Pay Groups,” Classifying Jobs

PeopleSoft Human Resources PeopleBook: Manage Positions, “Setting Up Positions,” Creating Positions

“Commitment Accounting Processing Control Tables,” Defining Position Pools

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

The system defaults to include all employee job records in encumbrance processing. Override encumbrance processing for individual employees at the job level by selecting the Encumbrance Override check box on the Job Data – Job Information page when you hire an employee or add a concurrent job for an employee.

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

If you’re using the Position Management module, these fields default from the position to the worker’s job data. Override these defaults by selecting the Position Data Override option on the Work Location page.

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

Setting Up Position Data and Job Code Budgeting Information

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

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

The Used by 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 uses any budget data you’ve established at the position/position pool level (and ignores any budget data you’ve established at the Job Code level). If the check box is clear, the system uses any budget data you’ve established at the Job Code level (and ignores any budget data you’ve established at the position/position pool level).

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 can pre-encumber funds for approved positions using the Pre-Encumbrance Indicator field. You can also select to pre-encumber immediately (that is, on the position effective date) or upon requisition. If you encumber upon requisition, specify on the Requisition Data page whether to encumber upon the *Authorization Date* or the *Project Fill Date*. Similarly, for job codes that aren't used by Position Management, you can pre-encumber immediately or upon requisition on the Job Code component.

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

CHAPTER 9

Creating and Posting Encumbrance Data to PeopleSoft Financials

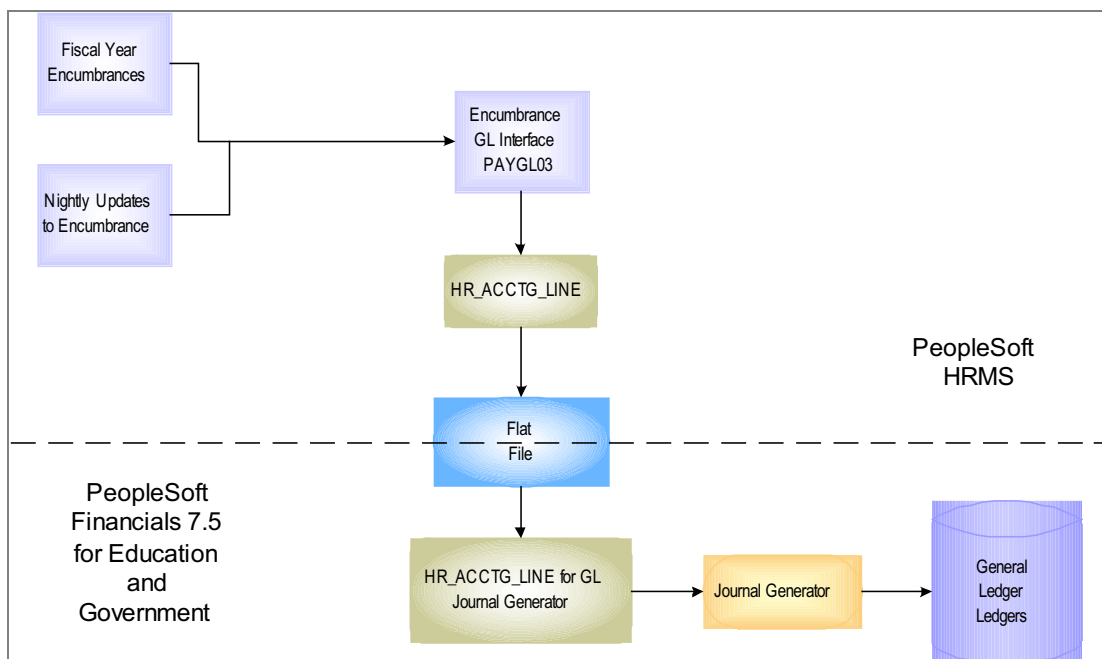
This chapter shows you how to:

- Calculate fiscal year encumbrances.
- Calculate nightly updates to encumbrances.
- View and modify suspense account code encumbrance transactions.
- Run the Encumbrance GL Interface process (PAYGL03).

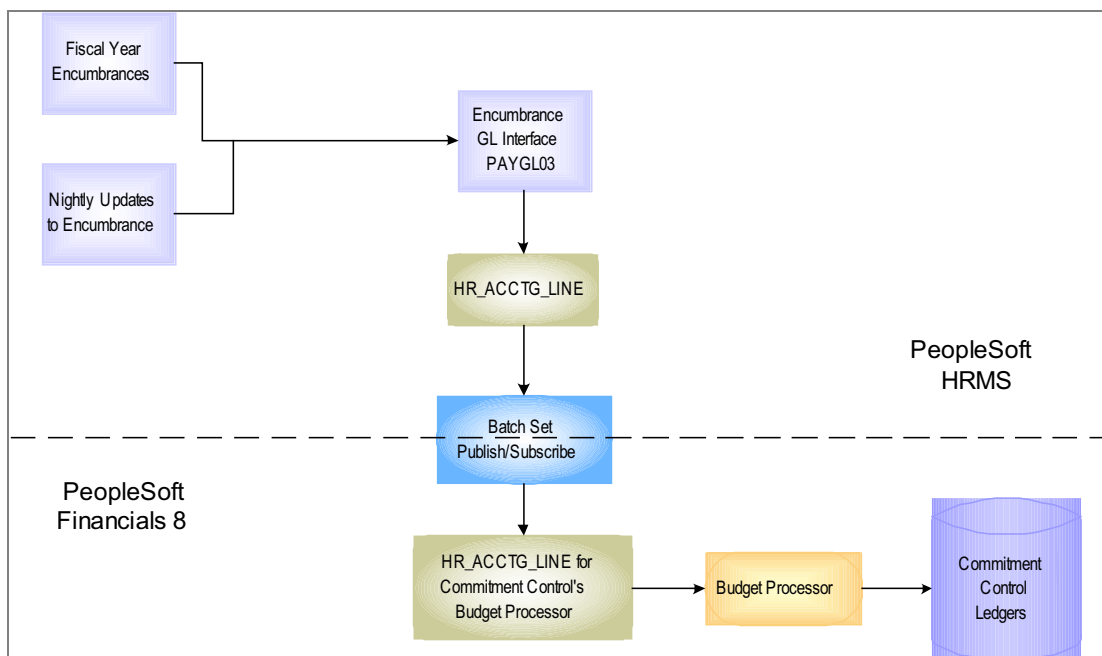
Understanding the Posting Processes

A useful feature of the Commitment Accounting business process is that you can post your encumbrance data to PeopleSoft Financials, ensuring that the two systems are synchronized. Before you can post encumbrance data, calculate it using either the Fiscal Year Encumbrances process (PSPENANN) or the Nightly Encumbrances process (PSPENNHT).

Use the Fiscal Year Encumbrances process to calculate 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, run the Encumbrance GL Interface 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 7.5 Financials for Education and Government, you will transfer encumbrance data to the PeopleSoft General Ledger ledgers. If you are using core PeopleSoft 8 Financials, you will transfer encumbrance data to the Commitment Control ledgers.



Posting PeopleSoft HRMS encumbrance data to PeopleSoft 7.5 General Ledger for Education and Government



Posting PeopleSoft HRMS encumbrance data to PeopleSoft Commitment Control for Education and Government

Pages Used to Run the Posting Processes

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Fiscal Year Encumbrances Run Parameters	RUNCTL_ENC_FY	- 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	Calculate fiscal year encumbrances.
Nightly Encumbrances Run Parameters	RUNCTL_ENC_NHT	- 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	Update encumbrance calculations after changing data.

Page Name	Object Name	Navigation	Usage
Encumbrance Suspense Distribution - Earnings	HP_ENCERN_SUSP_DST	• Define Business Rules, Define Commit Accounting(CAN), Use, Encumbrance Suspense Accounts • Define Business Rules, Define Commit Accounting(US), Use, Encumbrance Suspense Accounts	• View earnings encumbrance transactions that the system posted to the suspense account code. • Change the account information.
Encumbrance GL Interface Run Parameters	RUNCTL_PRCSDATE	• 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 • Compensate Employees, Administer GL Interface, Process, Encumbrance GL Interface, Run Parameters.	Creates transactions to post to PeopleSoft Human Resources Encumbrance records (to both the general ledger system and the Actuals/Encumbrance table in PeopleSoft Human Resources). The Actuals/Encumbrance table, in turn, updates both the Department Budget Actuals and Budget Actuals pages. Run the Encumbrance GL Interface process (PAYGL03) after you run the nightly or fiscal year encumbrance processes.

Common Elements

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

The first time you run a fiscal year encumbrance, 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, set the **Encumbrance Begin Date** so that only encumbrances for the remaining part of the fiscal year are calculated.

After [X] record(s) have been processed, the Maximum Error % allowed is	Enables you to specify how many errors the system allows before the process terminates. 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 the After 10 record(s) have been processed, the Maximum Error % allowed is field value is 10.000 . In other words, only one in 10 records can produce an error before the process stops.
--	---

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 posts encumbrance data to the general ledger. Then, on an ongoing basis throughout the year, you may want to calculate and post updates to your encumbrance data using the Nightly Encumbrance process (RUNCTL_ENC_NHT).

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

The Fiscal Year Encumbrance process only calculates encumbrances for departments for which you've enabled the Commitment Accounting business process on the Department Table - Comm. Acctg. and EG page.

-The Fiscal Year 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 page) for the entire fiscal year.
- Uses funding information from the Job Earnings Distribution, Job Data component, or Department Budget Earnings pages to determine funding sources for earnings.
- Uses the funding information from the Encumbrance Definition page 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 on the Encumbrance Definition page. 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. Preencumbrance and encumbrance calculations reflect future-dated budget, encumbrance definition, position, or job changes.

The Fiscal Year Encumbrance process allocates transactions without funding sources or adequate funding to the department budget's suspense account code. View these transactions and specify a new account code on the Encumbrance Suspense Distributions component.

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

See Also

"Manage Encumbrance Definitions," Creating an Encumbrance Definition for Taxes and Deductions

"Defining Fiscal Year Budgets," Establishing Department Budgets for Employee Earnings

PeopleSoft Application Fundamentals for HRMS PeopleBook, "Working with Companies, Agencies, and Locations," Enabling and Controlling Department Information for Specified Customers

PeopleSoft Human Resources PeopleBook: Administer Workforce, "Hiring Your Workforce," Distributing Job Earnings and Hiring an Employee

Running the Fiscal Year Encumbrance Process (PSPENANN)

Access the Fiscal Year Encumbrances Run Parameters page.

Run Parameters

Run Control ID: 01 [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

☒ Run Previous Errored Encumbrances
☐ Complete Restart/Ignore Previous Errors

*Encumbrance Prorate Option: Cal Days

Fiscal Year Encumbrances Run Parameters page

FY Encumbrance Parameters

Run Previous Errored Encumbrances	Select to restart a previous process that contained errors. The system reprocesses only those records containing errors.
Complete Restart/Ignore Previous Errors	Select to remove all processed values from the system and restart the process. Run the process again.
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).

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

See Also

PeopleTools PeopleBook: Process Scheduler

Calculating Nightly Updates to Encumbrances

As you change data in your system, your encumbrance calculations may require adjustment. Update the encumbrance calculations by periodically running the Nightly Encumbrances process (PSPENNHT). You can run this process at any time and as frequently as required.

As with the Fiscal Year Encumbrance process (PSPENANN), after you run the Nightly Encumbrances process, run the Encumbrance GL Interface process (PAYGL03). Run the Encumbrance GL Interface process after one of the following:

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

Overview of the Nightly Encumbrance Process

Various online events cause a preencumbrance or encumbrance to process. 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 (RUNCTL_ENC_NHT) to build the full encumbrance records.

The Nightly Encumbrance process only calculates encumbrances for departments for which you've enabled the Commitment Accounting business process on the Department Table - Comm. Acctg. and EG page.

The Nightly Encumbrances process (PSPENNHT) is virtually identical to the Fiscal Year Encumbrance process (PSPENANN), except that it is created by the trigger records. That is, it processes only those employees and positions that have changed. When you run the Encumbrance GL Interface process (PAYGL03) after running the Nightly Encumbrances process, these records post to both the PeopleSoft General Ledger system and the Department Budget Actuals page in PeopleSoft HRMS.

The Nightly Encumbrance process:

- Estimates earnings from the run control specified date 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 page) from the date that the process is run to the end of the fiscal year.
- Uses funding information from the Job Earnings Distribution page, Job Data component, Position Data component (for vacant positions), or Department Budget Earnings page to determine funding sources for earnings.
- Uses funding information from the Encumbrance Definition page to determine funding sources for employer paid deductions and taxes.

The Nightly Encumbrance process allocates transactions that are without funding sources or adequate funding to the department budget's suspense account code. View these transactions and specify a new account code in the Encumbrance Suspense Distributions component.

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

Triggering Preencumbrance Transactions

A preencumbrance transaction is triggered when:

- You add or correct requisition data (and the changes affect the preencumbrance 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 (and the changes affect the preencumbrance calculation), and the position indicates to encumber immediately.
- Department budget information is inserted, deleted, or corrected for an entity, and the changes affect the preencumbrance calculation for all entities that belong to it and don't have a lower-level budget.
- Encumbrance default information is inserted, deleted, or corrected for an entity on the Encumbrance Definition page and the changes affect the preencumbrance calculation for all entities that belong to it and don't have 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 Preencumbrance Reversal Transactions

A preencumbrance reversal transaction is triggered when a new preencumbrance reverses all prior related preencumbrances. For example, a preencumbrance reversal transaction is 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 incumbents.
- 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 and don't have a lower-level budget.
- Encumbrance default information is inserted, deleted, or corrected for an entity on the Encumbrance Definition page, and the changes affect the preencumbrance calculation for all entities that belong to it and don't have 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) is reversed.

See Also

“Defining Fiscal Year Budgets”

“Manage Encumbrance Definitions,” Creating an Encumbrance Definition for Taxes and Deductions

PeopleSoft Human Resources PeopleBook: Administer Workforce, “Hiring Your Workforce,” Distributing Job Earnings and Hiring an Employee

PeopleSoft Human Resources PeopleBook: Manage Positions, “Setting Up Positions,” Creating Positions

PeopleSoft Application Fundamentals for HRMS PeopleBook, “Working with Companies, Agencies, and Locations,” Enabling and Controlling Department Information for Specified Customers

Running the Nightly Encumbrances Process (PSPENNHT)

Access the Nightly Encumbrances Run Parameters page.

Run Parameters

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

Nightly 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: 03/16/1998

After 10 record(s) have been processed, the Maximum Error % allowed is 10.000

*Encumbrance Prorate Option: Cal Days

Nightly Encumbrances Run Parameters page

Nightly Encumbrance Parameters

Encumbrance Prorate Option

If you are prorating encumbrances across accounting periods, you can prorate using calendar or work days. Indicate if this option is **Cal Days** (calendar days), **Work Days**, or **N/A** (not applicable).

Note. After running the Nightly Encumbrance process, run the Encumbrance GL Interface process to post the encumbrances.

Viewing and Modifying Suspense Account Code Encumbrance Transactions

When the Fiscal Year Encumbrance process (PSPENANN) and Nightly Encumbrance process (RUNCTL_ENC_NHT) encounter transactions without funding, they post the transactions to the transaction's department budget suspense account code. When each process has finished running, the system displays these transactions on the Suspense Account page. View the transactions and enter new account code information before you run the Encumbrance GL Interface process (PAYGL03).

To view and modify earnings suspense account code encumbrance transactions:
--

1. Access the Encumbrance Suspense Distribution page.
2. Review the transaction.

The Encumbrance Suspense Distributions pages display all the information about the transaction, including the employee name and ID, the fiscal year, the original account code (the account code that did not have enough to fund this transaction), the encumbered earnings amount, and the funding level.

3. Enter a new account code to fund the transaction.

Enter a new account code in the **Account Code** field to fund the encumbrance when you run the Encumbrance GL Interface process. You cannot change the data in any other fields.

See Also:

“Creating and Posting Actuals Data to People Soft Financials,” Modifying Actuals Distribution Prior to General Ledger Posting Using the Actuals Distribution Component

Running the Encumbrance GL Interface Process (PAYGL03)

Run the Encumbrance GL Interface process (PAYGL03) whenever you run the nightly or fiscal year encumbrance processes or make changes to the earnings suspense account code transactions. The Encumbrance GL Interface process creates transactions to post 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.

See Also

Viewing and Modifying Suspense Account Code Encumbrance Transactions

“Defining Fiscal Year Budgets,” Viewing Detailed Department Budget Information Online

“Creating and Posting Actuals Data to PeopleSoft Financials,” Modifying Paycheck Distribution Records After Posting to General Ledger

CHAPTER 10

Creating and Posting Actuals Data to PeopleSoft Financials

This chapter show you how to:

- Run payroll processes.
- Run actuals distribution.
- Modify actuals distribution.
- View and modify suspense account code actuals transactions.
- Run the Actuals GL Interface process (PAYGL02).
- Modify actuals distribution after GL posting.

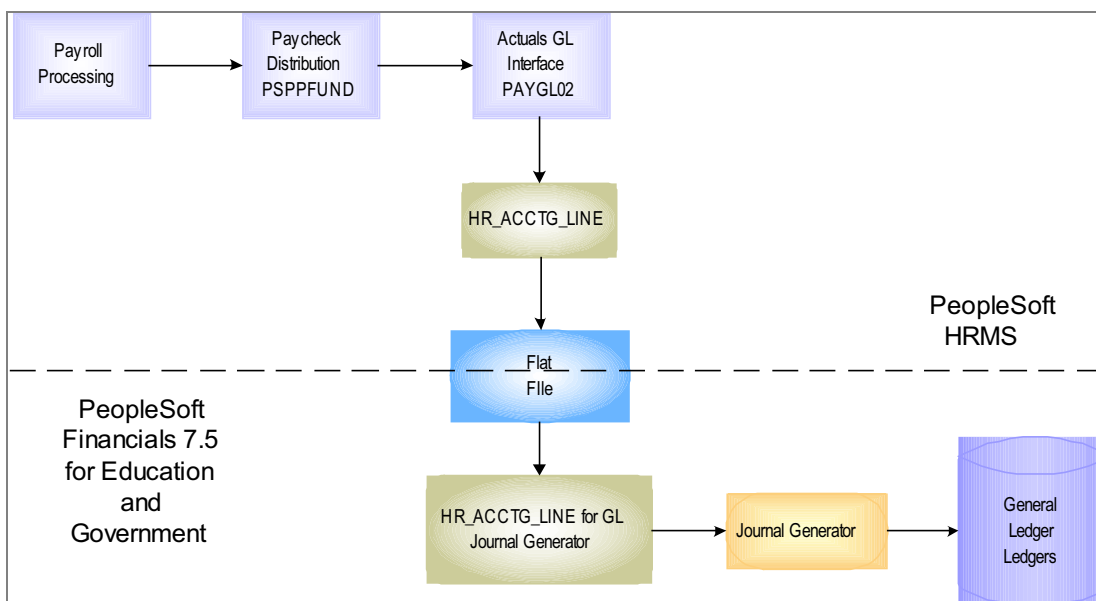
Understanding the Data Flow Between PeopleSoft HRMS and PeopleSoft Financials

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

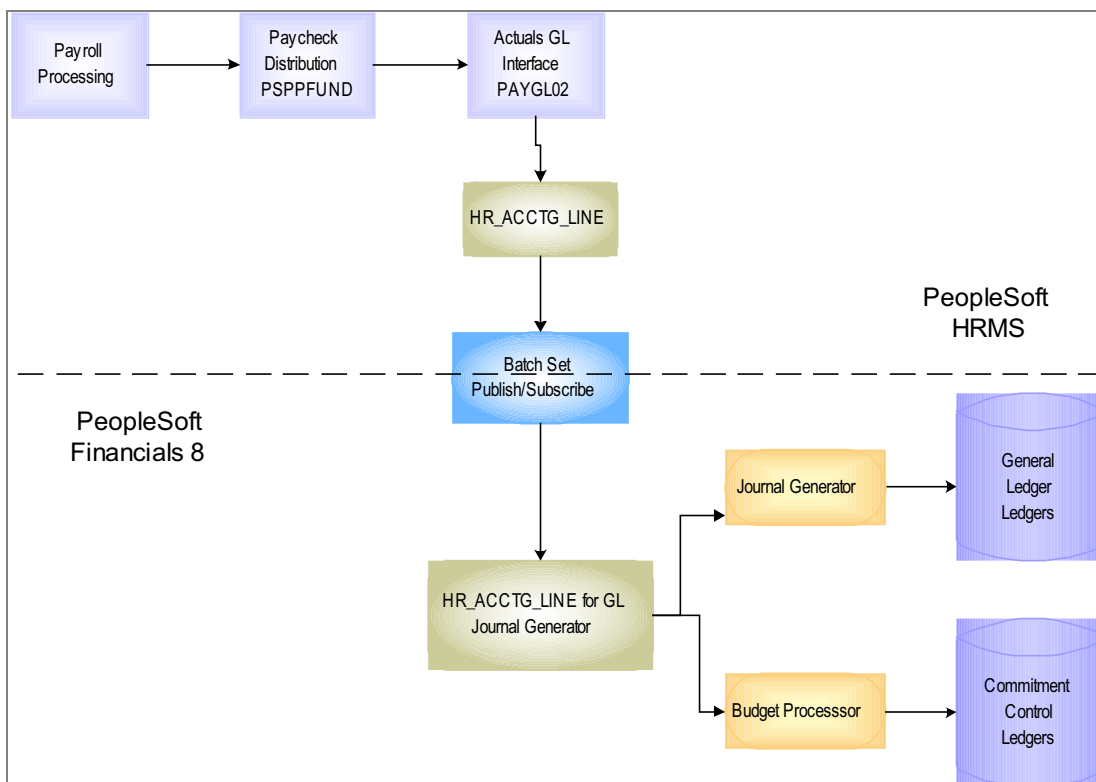
The following diagrams illustrate how the data moves from PeopleSoft HRMS to PeopleSoft Financials. If you are using PeopleSoft 7.5 Financials for Education and Government, you'll transfer actuals data to the PeopleSoft General Ledger ledgers. If you are using core PeopleSoft 8 Financials, you'll transfer encumbrance data to the PeopleSoft General Ledger and Commitment Control ledgers.

See Also

“Defining Fiscal Year Budgets,” Option 4: Using the Department Budget Table Component



Creating and posting actuals data to PeopleSoft 7.5 General Ledger for Education and Government



Creating and posting actuals data to PeopleSoft 8 General Ledger and Commitment Control

Running Payroll Processes

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

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

- Contract Additional Pay
- Paysheets
- Pay Calculation
- Pay Confirmation

After you run the Pay Confirmation process for each pay period, run the Actuals Distribution process. This process distributes actual earnings, deductions, and taxes across the funding sources you've established and notifies you when you've exceeded any budget amounts specified on the Department Budget pages.

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

Running the Actuals Distribution Process

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

The Actuals Distribution process allocates transactions without funding sources or adequate funding to the department budget's suspense account code. View these transactions and specify a new account code on the Distribution to Suspense Acct component.

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

After running the Actuals Distribution process, modify actuals distribution using the Actuals Distribution component.

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 you are using PeopleSoft Time and Labor Distribution. If you are a PeopleSoft Time and Labor customer and are using time and labor distribution information when determining actuals funding sources, see *Customers Using Time and Labor Distribution*. 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 automatically runs 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 takes into account task information entered into PeopleSoft 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 used for labor distribution).

See Also

PeopleSoft Time and Labor PeopleBook, “Integrating With PeopleSoft Financials,” Setting Up Time and Labor for Use With Commitment Accounting and “Integrating With Payroll Applications,” Labor Distribution and Dilution

PeopleSoft Application Fundamentals for HRMS PeopleBook, “Working with Companies, Agencies, and Locations,” Enabling and Controlling Department Information for Specified Customers

Customers Not Using PeopleSoft 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 found on the Actuals Distribution – Earnings page first. If that’s blank, the process then looks 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: Additional Information page. The Paysheets Creation process takes Job Earnings Distribution page account code 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. You can override the account code on the Paysheets, if required.

See Also

“Defining Fiscal Year Budgets,” Establishing Department Budgets for Employee Earnings

PeopleSoft Payroll for North America PeopleBook, “Working With Paysheets”

PeopleSoft Human Resources PeopleBook: Administer Workforce, “Hiring Your Workforce,” Distributing Job Earnings

PeopleSoft Application Fundamentals for HRMS PeopleBook, “Setting Up Jobs and Pay Groups,” Classifying Jobs

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. If none is found, the process 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 can't distribute the actuals and no general ledger transactions are created for that department when you run the Check Actuals Posting process.

See Also

PeopleSoft Human Resources PeopleBook: Administer Workforce, “Hiring Your Workforce,” Hiring an Employee

“Defining Fiscal Year Budgets,” (GBL)(US)(CAN) Budgeting for Employer-Paid Taxes

Page Used to Run the Actuals Distribution Process

Page Name	Object Name	Navigation	Usage
Run Parameters	RUNCTL_PPFUND	Compensate Employees, Manage Payroll Process (USF), Process, Actuals Distribution, Run Parameters Compensate Employees, Manage Payroll Process (CAN), Process, Actuals Distribution with TL, Run Parameters Compensate Employees, Manage Payroll Process (US), Process, Actuals Distribution with TL, Run Parameters	Runs the Actuals Distribution process (PSPPFUND), which distributes actual earnings, employer deductions, and employer taxes across the funding sources and notifies you when you've exceeded any budget amounts. Before using this page, you must have run a Pay Confirmation process.

Running the Actuals Distribution Process

Access the Run Parameters page.

Run Parameters page

Actuals Distribution Parameters

Pay Run ID	Select the Pay Run ID.
Distribute Prorate Option	You must select either of the following options: Cal Days: The system uses calendar days to calculate prorated amounts across accounting periods Work Days: If you select this and Use Holiday Schedule, the process prorates by work days, excluding holidays. If you select Work Days and do not select Use Holiday Schedule, the process prorates by working days, including holidays.
Use Holiday Schedule	Indicate if the process should exclude holidays (based on the holiday schedule) when using Work Days to prorate distribution.

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

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

Common Elements

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

Sep Chk # (separate check number)	If all of the earnings, deductions, or taxes are on a single paycheck for this pay period, this field displays 0 (zero). If they are on separate checks (for example, a regular earnings check and a bonus earnings check), the field displays a number between 1 and 9.
Empl Rcd# (employee record number)	The employee record number associated with this paycheck.
Department, Job Code, and Position	Select the department and job code or position to which the earnings, deductions, or taxes are distributed. The Job Code and Department fields populate automatically when you select a position.
Currency	The currency of the earnings, deductions, or taxes associated with the Job Code or Position .
Position Pool ID	Displays the Position Pool ID of the Position , if applicable.
Fiscal Year, Period, Account Code, and Account	Enter the fiscal year, period, account code, and account to which to distribute the earnings The Account field is only available if the account override for the expense type (earnings, deductions, or US or Canadian taxes) is selected on the Dept Budget Date page.

Pages Used to Modify Actuals Distribution

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Earnings	PAY_CHECK_DIST_ERN	Compensate Employees, Maintain Payroll Data (CAN), Inquire, Actuals Distribution, Earnings Distribution Compensate Employees, Maintain Payroll Data (US), Inquire, Actuals Distribution, Earnings Distribution	View and modify the actuals distribution after running the Actuals Distribution process and prior to posting to general ledger. When you make changes on this page, the system performs an edit when you save the page to ensure that the total amount of earnings, deductions, and taxes redistributed compares to the paycheck totals.

Page Name	Object Name	Navigation	Usage
Deduction	PAY_CHECK_DIST_DED	Compensate Employees, Maintain Payroll Data (CAN), Inquire, Actuals Distribution, Deduction Distribution Compensate Employees, Maintain Payroll Data (US), Inquire, Actuals Distribution, Deduction Distribution	View and modify the actuals distribution after running the Actuals Distribution process and prior to posting to general ledger.
Tax page	PAY_CHECK_DIST_TAX	Compensate Employees, Maintain Payroll Data (US), Inquire, Actuals Distribution, Tax Distribution	View and modify the actuals distribution after running the Actuals Distribution process and prior to posting to general ledger.
Tax page	PAY_CHECK_DIST_CTX	Compensate Employees, Maintain Payroll Data (CAN), Inquire, Actuals Distribution, Tax Distribution	View and modify the actuals distribution after running the Actuals Distribution process and prior to posting to general ledger.

Modifying Actuals Distribution for Earnings

Access the Earnings page.

Earnings		Deductions		Tax	
Company:	PSU	Pay Group:	PUM	End Date:	07/31/1999
☐ 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		
View All First 1 of 1 Last					
Distribution					
*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

Earnings

Enter the amount of earnings to be distributed to this account code in this accounting period. The sum of the earnings in the **Distribution** group box must equal the displayed **Earnings** amount for this check number.

Account

If earnings account mapping is enabled for the corresponding department budget, this field is available for entry.

Modifying Actuals Distribution for Deductions

Access the Deductions page.

Earnings		Deductions		Tax	
Company:	PSU	Pay Group:	PUM	End Date:	07/31/1999
☐ Off Cycle ?		Page:	8	Line:	1
EmplID:	PU018	Name:	Niles,William		
View All First 2 of 6 Last					
Sep Chk #:	0	Plan Type:	Medical	Benefit Plan:	In-Network
Ded Code:	Medical	Ded Class:	Nontaxable		
Curr Dedn:	55.00	AP Status:			
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

Current Deduction

Enter the deduction amount to be distributed to this account code in this accounting period. The sum of the deductions in the **Distribution** group box must equal the displayed **Curr Dedn** for this check number.

Account

If earnings account mapping is enabled for the corresponding department budget, this field is available for entry.

Modifying Actuals Distribution for Taxes

Access the Tax page.

Earnings		Deductions		Tax	
Company:	PSU	Pay Group:	PUM	End Date:	08/31/1999
☐ Off Cycle ?		Page:	8	Line:	1
EmplID:	PU018	Name:	Niles,William		
View All First 2 of 10 Last					
Sep Chk #:	0	Tax Entity:	US Federal	AP Status	+ -
Locality:		Tax Class:	OASDI/ER	Current Tax:	275.55
View All First 1 of 1 Last					
*Fiscal Year:	1999	*Period:	2	Current Tax:	275.55 + -
*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

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

Current Tax Enter the amount of the **Current Tax** to be funded by this account code. The total of the values in the **Current Tax** field must equal the amount in the **Current Tax** field in the upper group box.

Account If earnings account mapping is enabled for the corresponding department budget, this field is available for entry.

Viewing and Modifying Suspense Account Code Actuals Transactions

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

Pages Used to View and Modify Suspense Account code Actuals Transactions

Page Name	Object Name	Navigation	Usage
Earnings Suspense Acct Code page	HP_PAYERNSUSPDIS	Compensate Employees, Manage Payroll Process (CAN), Use, Distributn Suspense Acct Code, Earnings Suspense Acct Code Compensate Employees, Manage Payroll Process (US), Use, Distributn Suspense Acct Code, Earnings Suspense Acct Code	View earnings actuals transactions that the system posted to the suspense account code and change the account code information.
Deduction Suspense Acct Code page	HP_PAYDEDSUSPDIS	Compensate Employees, Manage Payroll Process (CAN), Use, Distributn Suspense Acct Code, Deduction Suspense Acct Code Compensate Employees, Manage Payroll Process (US), Use, Distributn Suspense Acct Code, Deduction Suspense Acct Code	View deductions actuals transactions that the system posted to the suspense account code and change the account code information.
Tax Suspense Acct Code page	HP_PAYCTXSUSPDIST	Compensate Employees, Manage Payroll Process (CAN), Use, Distributn Suspense Acct Code, Tax Suspense Acct Code	View tax actuals transactions that the system posted to the suspense account code and change the account code information.
Tax Suspense Acct Code page	HP_PAYTAXSUSPDIST	Compensate Employees, Manage Payroll Process (US), Use, Distributn Suspense Acct Code, Tax Suspense Acct Code	View tax actuals transactions that the system posted to the suspense account code and change the account code information.

Viewing and Modifying Information on the Suspense Account code Actuals Transactions Pages

All of the pages in the Suspense Account Actuals Transactions component share the following process.

To view and modify earnings, deductions, and tax suspense account code actuals transactions:

1. To view earnings suspense account code actuals transactions, access the Distribution to Suspense Acct – Earnings page.

To view deduction suspense account code actuals transactions, access the Distribution to Suspense Acct – Deductions page.

To view tax suspense account code actuals transactions, access the Distribution to Suspense Acct – Tax page.

2. Review the transaction.

The page displays all the information about the transaction, including employee name, fiscal year, earnings amount, original account code (the account code that did not have enough to fund this transaction), and funding level.

3. Enter a new account code to fund the transaction.

Enter a new account code in the **Account Code** field to fund these earnings actuals, deduction amount, or current tax when you run the Actuals GL Interface process.

You cannot change the data in any other fields.

Viewing Summaries of Actuals Distribution

Use the Actuals Distribution Summary page to view a summary of actuals distributions for earnings, deductions, and taxes on a single page.

Pages Used to View Summaries of Actuals Distribution

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Actuals Distribution Summary page	PAY_CHECK_DIST_SUM	Compensate Employees, Maintain Payroll Data (CAN), Inquire, Actuals Distribution Summary Compensate Employees, Manage Payroll Process (CAN), Inquire, Paycheck Summary Compensate Employees, Maintain Payroll Data (US), Inquire, Actuals Distribution Summary Compensate Employees, Manage Payroll Process (US), Inquire, Paycheque Summary	View the actuals distribution after running the Actuals Distribution process and prior to posting to general ledger.

Viewing the Actuals Distribution Summary for Earnings, Deductions, and Taxes

The Actuals Distribution Summary page displays the suspense account code actuals transactions for the earnings, deductions, and taxes of the selected paycheck. The component shares many of the same fields as the fields on the Actuals Distribution component, but are display only on this page.

To view a summary of all the earnings, deductions, and tax suspense account code actuals transactions:

1. Access the Actuals Distribution Summary page.
2. Review the earnings transactions in the Earnings group box.
3. Review the deductions transactions in the Deductions group box.
4. Review the tax transactions in the Tax group box.

See Also

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

Running the Commitment Accounting Actuals GL Interface Process

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

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

Processing Retroactively Modified Checks

If you have modified the funding sources of a paycheck or group of paychecks, use the Actuals GL Interface process to update the general ledger with the changes. The Actuals GL Interface process processes all regular checks for a given pay calendar ID and then searches for any checks that have been modified retroactively. The system combines corrected entries with entries from the current payroll.

The Actuals GL process will not update the pay calendar when it processes a run made up of only retroactively modified checks. It will update the pay calendar when the process is made up of both new and retroactively modified checks.

Page Used to Run the Actuals GL Interface Process

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Run Parameters	RUNCTL_PAYGL02	Compensate Employees, Administer GL Interface, Process, Actuals GL Intfc - Comm Acctg, Run Parameters	Runs the Actuals GL Interface process, which prepares actuals transactions for the PeopleSoft Journal Generator and Budget Processor (if you are using PeopleSoft 8 Commitment Control). Before using this page, you must have run the Actuals Distribution process.

See Also

PeopleTools PeopleBook: Process Scheduler

Modifying Actuals Distribution After GL Posting

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 code. If you change the distributions on the Budget Actuals page after you've posted to general ledger, you must also enter a journal entry in your general ledger.

Page Used to Modify Actuals Distribution After GL Posting

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Budget Actuals	BUDGET_ACTUALS	Compensate Employees, Manage Payroll Process (USF), Use, Budget Actuals, Budget Actuals Compensate Employees, Manage Payroll Process (CAN), Use, Budget Actuals, Budget Actuals Compensate Employees, Manage Payroll Process (US), Use, Budget Actuals, Budget Actuals	Modify paycheck distribution records after posting to general ledger. Before using this page, you must have run the Actuals GL Interface process.

Modifying Paycheck Distribution Records After Posting to General Ledger

Access the Budget Actuals page.

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	6,092.32	Posted Encumbrance Amount
		33,507.68

Budget Actuals page

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

Posted Encumbrance Amount Enter the encumbered amount for this **Fiscal Year, Job Code, Position Number, and Account Code.**

Preparing the Gross Fringe Report

Before you can report on Gross Fringe data using the Gross Fringe report, you must define columns for the report and load the data using the Gross Fringe process.

Pages Used to Prepare the Gross Fringe Report

Page Name	Object Name	Navigation	Usage
Gross Fringe Rpt – Defn Column (gross fringe report – define column)	HP_COL_DEFN	Compensate Employees, Administer GL Interface, Setup, Gross Fringe Rpt Col Defn, Gross Fringe Rpt – Defn Column	Setup column definitions to be used by the Gross Fringe report.

Page Name	Object Name	Navigation	Usage
Load Gross Fringe Data	HP_RCTL_GRSFR_LOAD	Compensate Employees, Administer GL Interface, Process, Load Gross Fringe Data, Load Gross Fringe Data	Load the gross fringe data to a temporary table where it can be reported on by the Gross Fringe report.

Defining Columns for the Gross Fringe Report

Access the Gross Fringe Rpt – Defn Column page.

Gross Fringe Rpt - Defn Column

Column Definition Code: 123

Description:

Column Definition View All First 1 of 1 Last

*Column ID: ☐ *Gross or Fringe:

Column Heading 1: Column Heading 2:

Details View All First 1 of 1 Last

Gross

Earnings Code:

Fringe (Benefits)

Plan Type: ☐ Benefit Plan: Deduction Code:

Ded Class: ☐ Sales Tax Type: ☐

Fringe (Taxes)

State: Locality: Tax Class: ☐

Gross Fringe Rpt – Defn Column (gross fringe report – define column)

Column ID

Enter the column identifier. Enter either *A* through *F* to represent the user-definable columns from left to right.

Gross or Fringe

Identify if this column setup is for gross earnings or fringe benefits.

**Column Heading 1 and
Column Heading 2**

Enter one or two column headings. Use the second column heading to further describe the column if one does not suffice.

Gross**Earnings Code**

If you select *E* in the **Gross or Fringe** field, select the earnings codes that the system should total in this column.

Fringe (Benefits)**Plan Type, Benefit Plan,
Deduction Code, Ded Class
(deduction class), and Sales
Tax Type**

If you select *F* in the **Gross or Fringe** field, select the benefits that the system should total in this column.

If you leave any of the fields blank the system will treat those fields as a wild card. For example, if you only specify Plan Type and Deduction Code, the system will report on the specified Plan Type and Deduction Code, regardless of Benefit Plan, deduction class, and Sales Tax Type. You must enter information in at least one field.

Fringe (Taxes)**State, Locality, and Tax
Class**

If you select *F* in the **Gross or Fringe** field, select the employer paid taxes that the system should total in this column.

**Province and Canadian Tax
Class**

If you leave any of the fields blank the system will treat those fields as a wild card. For example, if you only specify State, the system will report on the specified State, regardless of Locality and Tax class. You must enter information in at least one field.

Note. You can total both taxes and benefits in a single column by entering information in both fringe group boxes.

Loading Gross Fringe Data

Access the Load Gross Fringe Data page.

Load Gross Fringe Data

Run Control ID: 123 [Report Manager](#) [Process Monitor](#) [Run](#)

Load Request Parameter(s)

☒ **All Company & Paygroup** Company:

 Pay Group:

From Date:  Thru Date: 

☐ **Include Retro Distribution data that is outside of the specified date range.**

Load Gross Fringe Data process page

All Company & Paygroup, Company, and Pay Group

Select **All Company & Paygroup** to process all companies and pay groups or leave clear and select a company and pay group for processing. If you select only a company, the system will report on all pay groups in the selected company.

From Date and Thru Date

Enter the date range you want to process.

Include Retro Distribution data with distribution date that is outside of the specified date range.

Select to process retroactive distribution information for the date range you entered.

Note. To load retroactive distribution data, the system needs to read all rows on the pay check distribution records and this will slow down performance.

CHAPTER 11

Distributing Funding Sources Retroactively

This chapter provides an overview of retroactive distribution of funding sources and discusses how to:

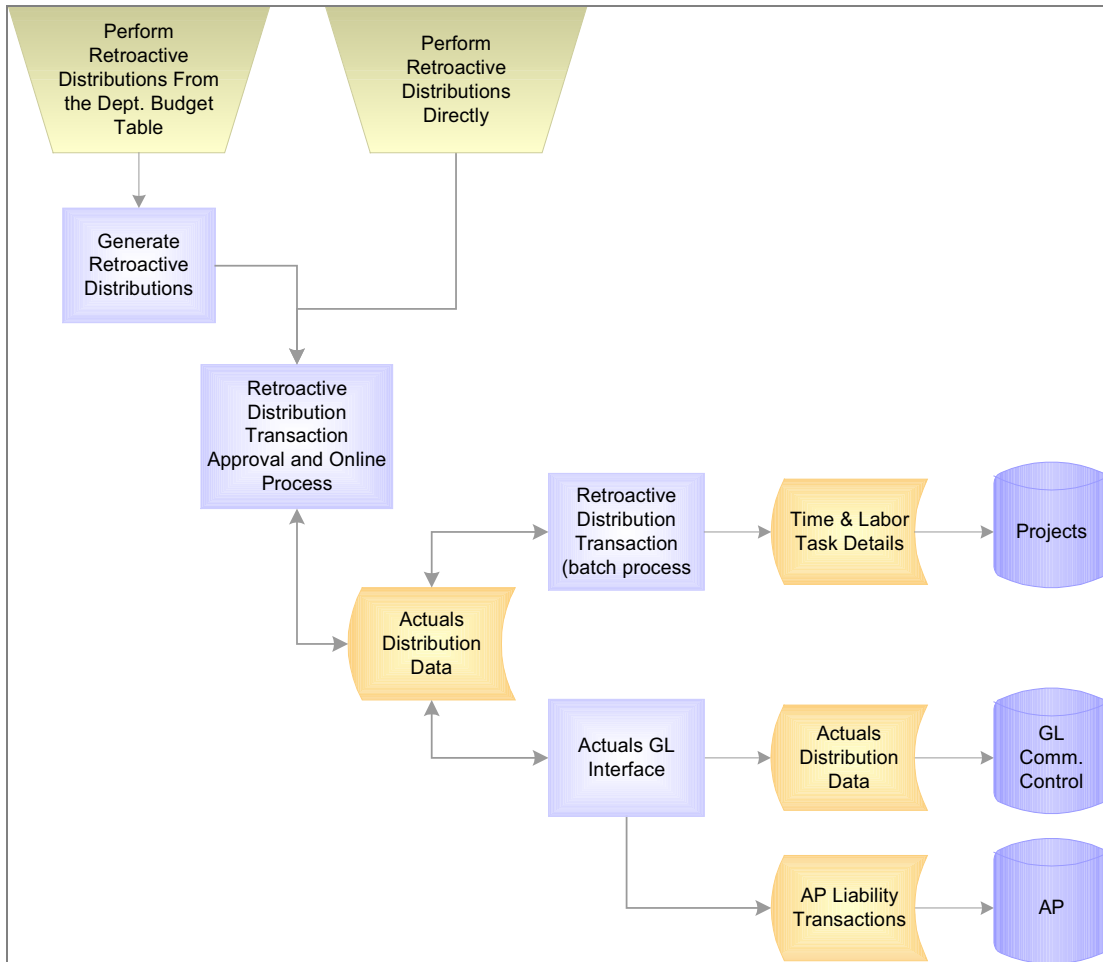
- Create retroactive distributions directly.
- Create retroactive distributions from department budgets.
- View and process retroactive transactions.

Understanding Retroactive Distribution of Funding Sources

You can make mass changes to the distribution of funding sources at the department, job, position pool, position, or appointment level for data that has been posted to PeopleSoft General Ledger. Create retroactive transactions directly by using the Direct Retro Distributions (direct retroactive distributions) process to search the database for records that meet search criteria and replace selected data in those records with new information. Or create retroactive transactions by modifying department budgets. When you start the Budget Retro Distribution process, the system will create retroactive transactions for all records effected by the changes, either using the Direct Retro Distribution process or in the Department Budget table.

After you create the transactions, using either method, view them in the Create Retro Distribution Transactions (create retroactive distribution transactions) component to ensure that they are correct and make changes if necessary. From there, start the online transaction process to apply the new transactions to the actuals data.

The following diagram illustrates the two methods of creating retroactive transactions, applying transactions, and the flow of data through the Commitment Accounting business process and to other PeopleSoft applications:



Retroactive Distributions

Standard Fields

These are standard fields used throughout this chapter:

Account Code	Account code funding the associated portions of the check.
Benefit Plan	Displays the benefit plan covered by the paycheck.
Canadian Tax Class	Displays the Canadian tax class for Canadian taxes.
Check # (check number)	Paycheck number.
Company	Name of company that issued check.
Current Deduction	Displays the deduction amount distributed to the associated account.
Current Tax	Displays the total amount of tax deduction distributed to the associated account.

Deduction Classification	Displays the deduction classification of the deduction covered by the paycheck.
Deduction Code	Displays the deduction code of the deduction covered by the paycheck.
Department	Displays the department to which the earnings, deductions, or taxes are distributed.
Earnings	Displays the amount of earnings distributed to the associated account.
Earnings Code	Displays the earnings code describing the earnings, such as <i>Regular</i> or <i>Vacation</i> .
Job Code	Displays the job code to which the earnings, deductions, and taxes are distributed.
Line	Paycheck line number.
Locality	Displays the locality that regulates and collects the associated tax.
Message ID	The message ID of the message generated by the associated process. The system displays the text of the message in the text box below this field.
Off Cycle	Indicates if the check is off-cycle.
Page	Paycheck page number.
Pay End Date	Pay end date of the pay cycle.
Pay Group	Pay group that the check was processed with.
Plan Type	Displays the type of benefit plan covered by the paycheck.
Position Number	Displays the position number to which the earnings, deductions, and taxes are distributed.
Position Pool ID	Displays the position pool ID to which the earnings, deductions, and taxes are distributed.
Province	Displays the province that regulates and collects the tax.
Selected	Check to include the paycheck in retroactive processing.
State	Displays the state (or federal marker, if a federal tax) that regulates and collects the tax.
Tax Balance Class	Displays the tax balance class for US taxes.

Creating Retroactive Distribution Transactions Directly

You can redistribute funding sources directly in the actuals records at the department, job, position pool, position, or appointment level without making changes to the department budget. The Direct Retro Distributions (direct retroactive distributions) process selects the

records that fit your search criteria. It updates the data in specified fields with the new data from the run control page.

Note. The system only selects records processed by the Commitment Accounting GL Interface process.

In this section we discuss how to:

1. Specify search criteria, and indicate which fields to update and the data to update them with.
2. Run the Retro Distribution process.
3. View the earning, deduction, or tax-related messages generated by the Retro Distribution process.

Pages Used to Create Retroactive Distribution Transactions Directly

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Direct Retro Distributions (direct retroactive distributions)	RUN_HP_RETDISTSRC H	• Compensate Employees, Manage Payroll Process (CAN), Process, Direct Retro Distribution, Direct Retro Distribution • Compensate Employees, Manage Payroll Process (US), Process, Direct Retro Distribution, Direct Retro Distribution	• Enter search criteria to specify which records to modify • Indicate which field values the system should update and with what values • Run the Retro Distribution (retroactive distribution) process.
Retro Distribution Messages - Earnings (retroactive distribution messages - earnings)	HP_RETDIST_ERNMSG	• Compensate Employees, Manage Payroll Process (CAN), Inquire, Retro Distribution Messages, Earnings • Compensate Employees, Manage Payroll Process (US), Inquire, Retro Distribution Messages, Earnings	View or modify the earnings-related messages created by the Retro Distribution process.

Page Name	Object Name	Navigation	Usage
Retro Distribution Messages - Deductions (retroactive distribution messages - deductions)	HP_RETDIST_DEDMMSG	- Compensate Employees, Manage Payroll Process (CAN), Inquire, Retro Distribution Messages, Deductions - Compensate Employees, Manage Payroll Process (US), Inquire, Retro Distribution Messages, Deductions	View or modify the deduction-related messages created by the Retro Distribution process.
Retro Distribution Messages - Tax (retroactive distribution messages - tax)	HP_RETDIST_TAXMSG	Compensate Employees, Manage Payroll Process (US), Inquire, Retro Distribution Messages, Tax	View or modify the tax-related messages created by the Retro Distribution process.
Retro Distribution Messages - Tax (retroactive distribution messages - tax)	HP_RETDIST_CTXMSG	Compensate Employees, Manage Payroll Process (CAN), Inquire, Retro Distribution Messages, Tax	View the Canadian tax-related messages created by the Retro Distribution process.

Specify Search and Update Criteria

Access the Direct Retro Distributions (direct retroactive distributions) process page.

Direct Retro Distributions page

The Direct Retro Distributions process does not apply any changes to the database. If this process produces warnings or errors (viewed in the Retro Dist Messages components) you can rerun this process with different parameters.

Pay Period End Date

The pay period end date defaults the end date closest to, but not included in, the last CA GL Interface process run. Enter a new pay period end date, if necessary.

The system only processes pay periods that have not been processed by the GL Interface.

Processing Option

Apply to Transactions

Select *All* to process earnings, deductions, and tax transactions.

Select *Earnings*, *Deductions*, or *Tax* to process only that kind of transaction.

Select *Earns&Ded* (earnings and deductions), *Earns&Tax* (earnings and taxes), or *Ded&Tax* (deductions and taxes) to process two of the three kinds of transactions.

Transaction Date Range

The process searches for the earnings end dates that fall within the date range you specify.

Begin Date and End Date

Enter the transaction begin and end dates. Clear these fields to use fiscal periods as the date range.

Or Fiscal Periods

Detail Calendar ID	Select a detail calendar ID
From Year/Period and To Year/Period	Enter the year and period from and to which you want to process.

Search Fields

Field Description and Field Value	Select the fields and the field values of the records you want the process to search for.
Search Spaces	Select to have the system search for blank field values.

Update Sequences

SeqNum (sequence number)	Enter the sequence in which this funding amount should be used.
Amount	Enter the funding amount.

Update Value

Field Description and Field Values	Select the fields in the selected records that should be updated and the values they should be updated with.
Update Space	Select to have the system update spaces.

See Also

View Earning, Deductions, and Tax Transaction Messages

View Earning, Deductions, and Tax Transaction Messages

Use Retro Distribution Messages component to view the transactions produced by the retroactive distribution process and any generated messages.

To view retroactive distribution messages:

1. Access the Retro Distribution Messages component and select the Earns page, Deduction page, or the Tax page.
2. View the check earns line and the earnings distribution, deduction distribution, or tax distribution information of the transaction.
3. View the message ID and message text explaining the results of the process for this transaction.

Creating Retroactive Distributions From the Department Budget Table

Make retroactive changes to budgets on the Department Budget table. Insert a new, effective-dated row in the Department Budget table and make the necessary funding changes to the budget. Run the Budget Retro Distributions (budget retroactive distributions) process to redistribute paycheck transactions using the new budget setup.

In this section we discuss how to:

- Make changes to a department budget.
- Run the Budget Retro Distributions process.

Pages Used to Create Retroactive Distributions From the Department Budget Table

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Budget Retro Distribution (budget retroactive distribution)	RUN_HP_RETDIST_BDGT	• Define Business Rules, Define Commit Accounting(CAN), Process, Budget Retro Distributions, Budget Retro Distributions • Define Business Rules, Define Commit Accounting(US), Process, Budget Retro Distributions, Budget Retro Distributions	Redistributes effected paycheck transactions using the new department budget setup.

Making Changes to a Department Budget

Access the Department Budget table and open the department budget you wish to modify.

To make changes to a department budget that has been used in encumbrance or actuals processing:

1. Insert a new effective-dated row (the date as of which the retroactive changes should apply).
2. Make funding distribution changes on the Dept Budget Earnings, Dept Budget Deductions, or Dept Budget Taxes pages.

3. Save your changes.
4. Select **Yes** to the system prompt “Do you want to save changes for retro distribution?”
5. Select **Yes** to the system prompt “Do you want to go to Run Control Page?”

The system accesses the Budget Retro Distributions (budget retroactive distributions) page.

Note. If you don’t opt to save the changes for retroactive distribution, the system deletes the changes.

See Also

“Defining Fiscal Year Budgets,” Option 4: Using the Department Budget Table Component

Running the Budget Retro Distributions Process

Access the Budget Retro Distributions page.

Budget Retro Distributions page

SetID, Department, and Fiscal Year

Enter the department budget’s setID, department, and fiscal year.

Pay Period End Date

Enter the end date of the pay period that you are processing retroactive distributions for. This must be the same pay ending date as the original entry.

Transaction Date Range

The process searches for the earnings end dates that fall within the specified date range.

Pay Period Dates

Begin Date and End Date Enter the transaction begin and end dates. Clear these fields to use fiscal periods as the date range.

Or Fiscal Periods

Detail Calendar ID Select a detail calendar ID

From Year/Period and To Year/Period Enter the year and period from and to which you want to process.

Note. The Budget Retro Distribution does not update transactions for which the account has been overridden.

Viewing and Processing Retroactive Distributions

After you have made retroactive changes to funding distribution, either directly or through the Dept Budget table, you can view the new transactions and compare them with the old. If you are satisfied with the new transactions, you can run the Retro Distribution Update process to distribute the actuals using the new information.

In this section we discuss how to:

1. Compare new earnings, deduction, and tax transactions with old.
2. Process the retroactive distributions.

Pages Used to View and Process Retroactive Distributions

Page Name	Object Name	Navigation	Usage
Retro Distribution Transactn - Earnings (retroactive distribution - transaction earnings)	HP_RETRO_DISTERNS	• Compensate Employees, Manage Payroll Process (CAN), Use, Retro Distribution Transactn, Earnings • Compensate Employees, Manage Payroll Process (US), Use, Retro Distribution Transactn, Earnings	Modify the earnings transactions created by the Retro Distribution process.

Page Name	Object Name	Navigation	Usage
Retro Distribution Transactn - Deductions (retroactive distribution - transaction deductions)	HP_RETRO_DISTDEDS	- Compensate Employees, Manage Payroll Process (CAN), Use, Retro Distribution Transactn, Deductions - Compensate Employees, Manage Payroll Process (US), Use, Retro Distribution Transactn, Deductions	Modify the deductions transactions created by the Retro Distribution process.
Retro Distribution Transactn - Tax (retroactive distribution transaction - tax)	HP_RETRO_DISTTAXS	Compensate Employees, Manage Payroll Process (US), Use, Retro Distribution Transactn, Tax	Modify the US tax transactions created by the Retro Distribution process.
Retro Distribution Transactn - Tax (retroactive distribution transaction - tax)	HP_RETRO_DISTCTXS	Compensate Employees, Manage Payroll Process (CAN), Use, Retro Distribution Transactn, Tax	Modify the Canadian tax transactions created by the Retro Distribution process.
Retro Distributions Process (retroactive distributions process)	RUN_HP_RETDIST	- Compensate Employees, Manage Payroll Process (CAN), Process, Retro Distribution Update, Retro Distributions - Compensate Employees, Manage Payroll Process (US), Process, Retro Distribution Update, Retro Distributions	Use to apply retroactive distribution updates to the database.

Comparing New Earnings, Deductions, and Tax Transactions With the Old Transactions

Use the Retro Distribution Transactns (retroactive distribution transactions) component to compare the proposed funding distribution transactions with the old and to make any necessary changes.

To view, compare, and modify proposed retroactive distribution earnings, deductions, and tax transactions:

1. Access the Retro Distribution Transactns component and select the Earnings page, Deductions page, or the Taxes page.
2. View the employee paychecks effected by this retroactive transaction using the **Employee Id** and **Employee Name** tabs in the **Check Earns Line** group box.
3. Compare the information on the **New Data** and **New Accounting Period** tabs with the information on the **Old Data** and **Old Accounting Period** tabs.
4. Modify the distribution information in the fields on the **New Data** tab, if necessary.

Remember that you must distribution and fund all the earnings on the employee's paycheck.

5. Select the transactions to process by clicking **Select** or **Select all**.

The system only processes selected transactions.

See Also

“Creating and Posting Actuals Information to PeopleSoft Financials,” Modifying Actuals Distribution Prior to General Ledger Posting Using the Actuals Distribution Component

Processing Retroactive Distribution Transactions

When the retroactive distribution transactions meet your approval, process them to apply them to the system. The retroactive distribution process applies all the selected transactions to the actuals distribution of the original paycheck. The system marks the checks as corrected and posts the corrected date. After processing, the actuals are ready to be processed by the Commitment Accounting GL Interface and Time and Labor records are ready to be processed to PeopleSoft Projects.

Access the Retro Distributions page.

Select	*Errors Option	Run Control ID	Created By	Created	Date of pay	Trans Source	Status	Approved
☐	Suspense							

Retro Distributions

Select

Select the transactions (listed by the run control ID for each transaction) to process. The process will only process one selection at a time.

Errors Option

- Select the option the process should use if there is insufficient funding for the transaction:
- Select ***Suspense*** to have the process fund the transaction from the suspense account.
- Select ***Stop*** to stop the process.

See Also

“Creating and Posting Encumbrance Information to PeopleSoft Financials,” Running the Encumbrance GL Interface (PAYGL03)

CHAPTER 12

Linking PeopleSoft HRMS and PeopleSoft Financials Budget Data

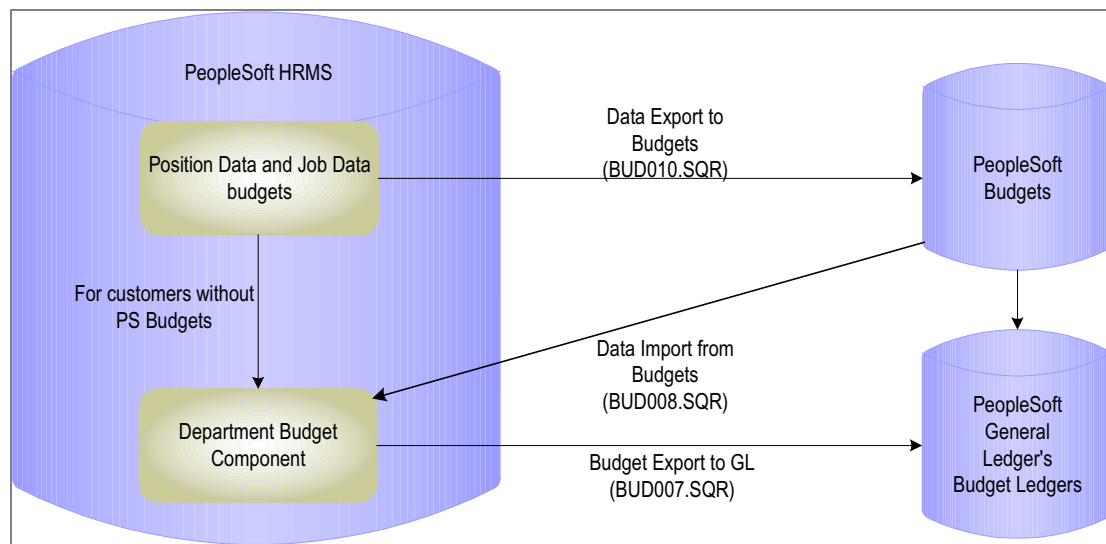
This chapter shows you how to:

- Upload HRMS department budget data to PeopleSoft General Ledger.
- Upload HRMS budgets data to PeopleSoft Budgets.

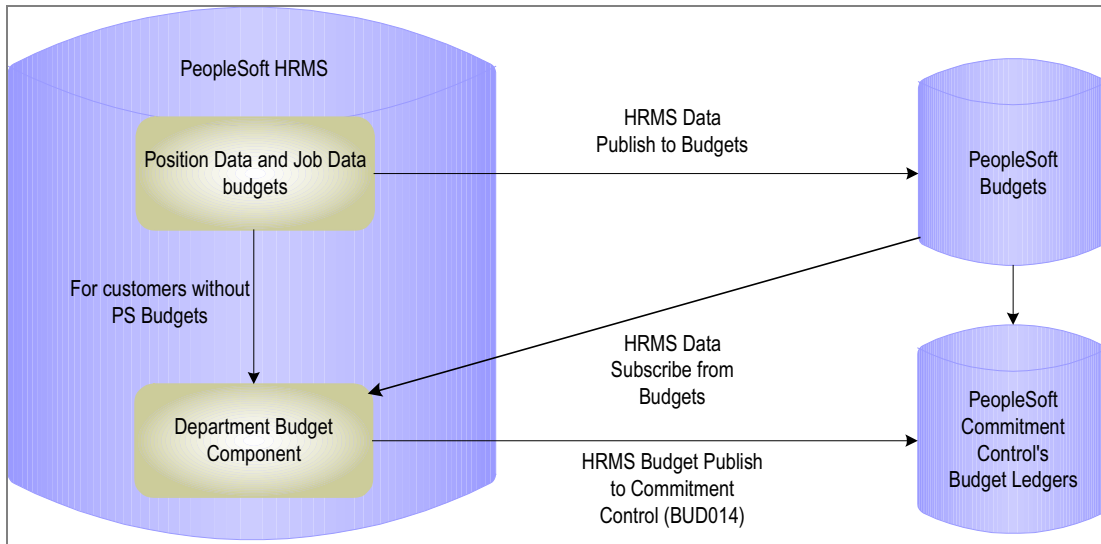
Overview of the Processes Used to Exchange Information

The processes described in this chapter are delivered as templates designed to provide an automated budget load process. They aren't intended to meet the requirements of all organizations without modification.

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



Processes for uploading and downloading data between PeopleSoft 8 HRMS and PeopleSoft 7.5 Financials for Education and Government



Process for publishing and subscribing data between PeopleSoft 8 HRMS and core PeopleSoft 8 Financials

See Also

“Defining Fiscal Year Budget,” 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 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 core PeopleSoft 8 Financials) or PeopleSoft General Ledger (if you are using PeopleSoft 7.5 Financials for Education and Government).

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

Budget Export to PeopleSoft 7.5 General Ledger

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

Note. PeopleSoft recognizes that your installation of the PeopleSoft 7.5 Financials for Education and Government may exist on a different server in a different location, or even on a different database platform than your PeopleSoft HRMS installation. It is your responsibility to move or convert files to a location and format that is compatible with the financials program specified below.

Once you've run the Budget Export to EG GL/7.5 (File) process and generated the flat file, run the following PeopleSoft General Ledger processes:

- GLS9003.SQR: Run to read the flat file resulting from the Budget Export to EG GL/7.5 (File) process (BUD007.SQR) and to load data into the Load Ledger page on the Maintain Ledgers menu (PS_LEDGER_BUDG).
- GLS8000.SQR and GLS8001.SQR: Run to generate journal entries and to produce a control ledger from the rows resulting from GLS9003.SQR.

See Also

“Defining Fiscal Year Budgets,” Option 4: Using the Department Budget Table Component

PeopleSoft General Ledger PeopleBook

Pages Used to Export and Publish Budget Data

Page Name	Object Name	Navigation	Usage
Budget Export to EG GL/7.5	RUNCTL_BUD007	Define Business Rules, Define Commit Accounting(CAN), Process, Budget Export to EG GL/7.5, Run Budget Export Define Business Rules, Define Commit Accounting(GBL), Process, Budget Export to EG GL/7.5, Run Budget Export Define Business Rules, Define Commit Accounting(US), Process, Budget Export to EG GL/7.5, Run Budget Export	Upload PeopleSoft Human Resource Department Budget data to PeopleSoft 7.5 General Ledger for Education and Government. Before using this page, you must have set up a department budget in the Department Budget component.

Page Name	Object Name	Navigation	Usage
Budget Export to GL	RUNCTL_BUD014	Define Business Rules, Define Commit Accounting(US), 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(CAN), Process, Budget Export to GL, Run Budget Export	Publish Human Resource department budget data to PeopleSoft 8 Commitment Control budget ledgers. Before using this page, you must have set up a department budget in the Department Budget table.

See Also

PeopleSoft Process Scheduler PeopleBook

Running the Budget Export to EG GL/7.5 Process

Access the Budget/GL Export page.

Budget/GL Export

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

Budget Export to GL 7.5

Business Unit:
*GL Release:

Fiscal Year:
☐ Add to Existing File

Budget End Date:
File Name:

Ledger:

Ledger Group:

Export Run Type

☒ Fiscal Year
☐ Incremental

Budget/GL Export page

Business Unit	Enter the business unit that corresponds to the department budget data you want to export. The Budget Export to GL process (BUD007.SQR) exports budget data for all departments with the selected business unit using commitment accounting processing (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 PeopleSoft General Ledger.
Budget End Date	Enter the budget end date of the budget you want to copy to PeopleSoft General Ledger. The Budget End Date and Fiscal Year work together to identify a particular set of budget data.
Ledger	Indicate which PeopleSoft General Ledger (GL) ledger to which you are sending the budget data.
Ledger Group	Indicate which GL ledger group the GL ledger is a part of.
Export Run Type	Select one of the following export run types: <i>Fiscal Year:</i> The system processes the entire budget for the specified fiscal year for all departments within the selected business unit. <i>Incremental:</i> The system processes the department budget data for all departments where data changes made online may have altered the department budget content. In most cases, these changes are to department and position data.
GL Release	Select the 7.50 .
Add to Existing File	Select this check box to add data to an output flat file previously created by this process. To replace the existing flat file with a new one, clear this option.
File Name	Enter the name for the output file that will result from this process. Enter the file name only. The directory path for the file and the file suffix are obtained from system-wide structured query report (SQR) run parameters.

Budget Publish to PeopleSoft 8 Commitment Control

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

Note. If this isn't the first transaction sent for a fiscal year and General Ledger business unit, or if it isn't the initial publish process (no other journal ID exists in the HRMS table), PeopleSoft HRMS will send an unpost transaction record to PeopleSoft Commitment Control.

See Also

PeopleSoft Application Fundamentals for Financials and Supply Chain Management PeopleBook, “Entering and Posting Commitment Control Budget Data

Running the Budget Export to GL 8 Process

Access the Budget/GL Export page.

Budget/GL Export page

The fields on this page are the same as those documented under Running the Budget Export to GL Process in PeopleSoft 7.5, with the exception of the following field.

GL Release Select *8.00*.

Batch Publishing PeopleSoft HRMS Budget Data to PeopleSoft Financials

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

Enter *BUD014* in the Process Name field.

Uploading HRMS Budgets Data to PeopleSoft Budgets

Using the Data Export to Budgets process (BUD010.SQR), you can create baseline budget data (from job and position information) that can then be uploaded to PeopleSoft Budgets at the end of the fiscal year. The Data Export to Budgets process exports data from the Job Code component, Job Data component, Position Data component, Salary Grade Table, and Department 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 are written to a table on your database, which is in turn used to populate four database views. These views contain the data that is required by PeopleSoft Budgets.

See Also

“Defining Fiscal Year Budgets,” Establishing Department Budgets for Employee Earnings

PeopleSoft Application Fundamentals for HRMS PeopleBook, “Setting Up Jobs and Pay Groups,” Classifying Jobs

PeopleSoft Human Resources PeopleBook: Manage Positions, “Setting Up Positions,” Creating Positions

PeopleSoft Human Resources PeopleBook: Plan Salaries, “Setting Up Salary Plans, Grades, and Steps,” Defining and Viewing Salary Grades and Steps

Page Used to Export Budgets Data to PeopleSoft Budgets

Page Name	Object Name	Navigation	Usage
Data Export to Budgets	RUNCTL_BUD010	Define Business Rules, Define Commit Accounting(CAN), Process, Data Export to Budgets, Budgets Data Export 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	Run the Data Export to Budgets process (BUD010.SQR), which creates baseline budget data that can be uploaded to PeopleSoft Budgets at the end of the fiscal year.

Running the Data Export to Budgets Process

Access the Budgets Export page.

Budgets Export

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

Data Export to Budgets

Budget Effective Date: 01/01/1998

Fiscal Year: 1998

Ledger:

Default Account Code: 000000001

Budget Export page

Budget Effective Date

Enter the appropriate budget effective date. The system uses the **Budget Effective Date** and the **Fiscal Year** you specify to determine which budget is the final source of funding data for appointments and positions.

Fiscal Year	Enter the appropriate fiscal year. The system uses the Fiscal Year and Budget Effective Date to select funding information for a particular budget.
Ledger	Indicate to which budget ledger you are sending the budget data.
Default Account Code	Indicate which account code should be used when no other funding source is indicated.

CHAPTER 13

Commitment Accounting Business Process Enterprise Integration Points with PeopleSoft Financials

Commitment Accounting processing uses various enterprise integration point (EIP) to publish and receive information from other PeopleSoft applications. Some of these EIPs are launched whenever you save changes to a page and some are launched when you run one of the Commitment Accounting processes.

This chapter provides diagrams that illustrate at which points the Commitment Accounting business process integrates with PeopleSoft Financials. If you are using core PeopleSoft 8 Financials, see PeopleSoft Core Financials 8.0 Enterprise Integration Points (EIPs). If you are using PeopleSoft 7.5 Financials for Education and Government, see PeopleSoft Financials 7.5 for Education and Government Enterprise Integration Points (EIPs).

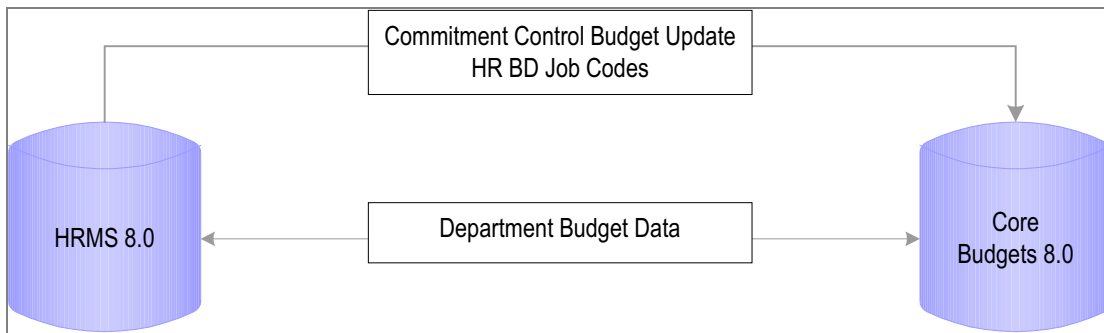
See Also

PeopleSoft Enterprise Integration PeopleBook

Core PeopleSoft 8 Financials Enterprise Integration Points

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

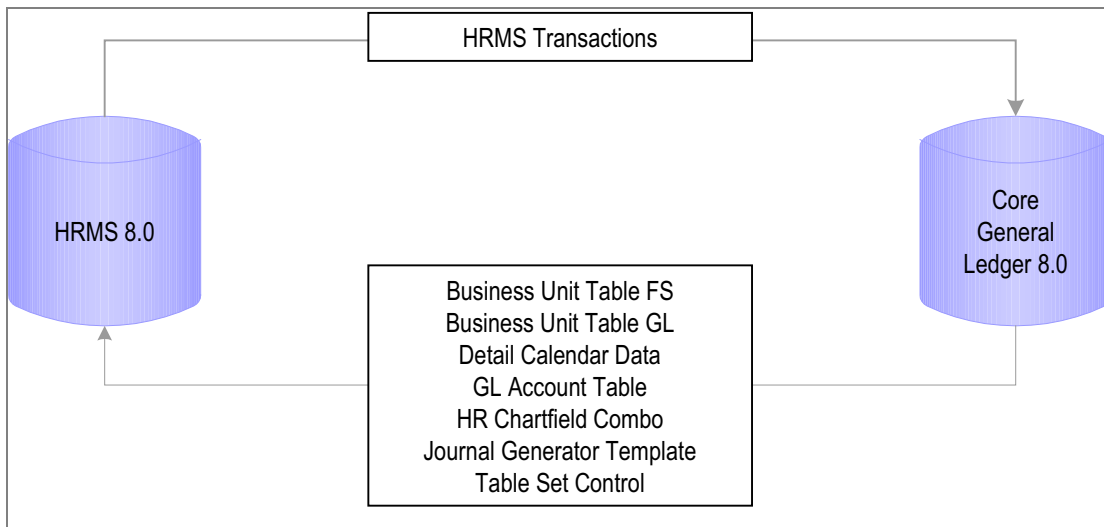
Integration Between the Commitment Accounting Business Process and Core PeopleSoft 8 Budgets



See Also

PeopleSoft Budgets PeopleBook

Integration Between the Commitment Accounting Business Process and Core PeopleSoft 8 General Ledger



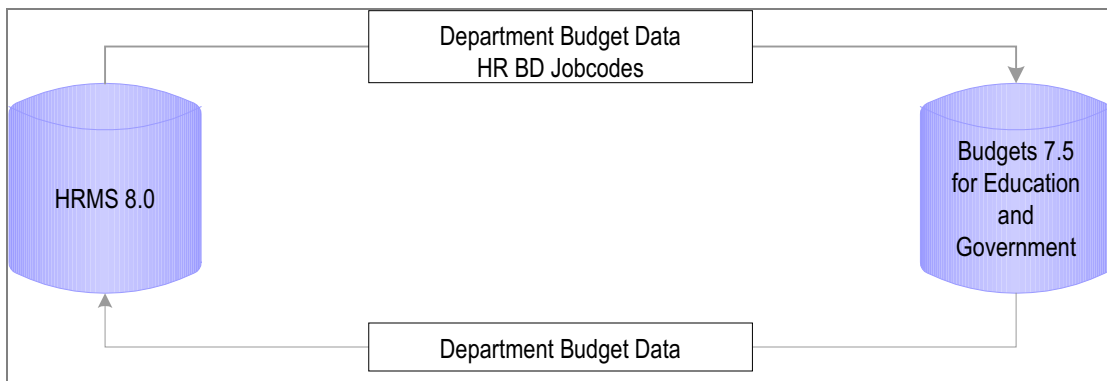
See Also

PeopleSoft General Ledger PeopleBook

PeopleSoft 7.5 Financials for Education and Government Enterprise Integration Points

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

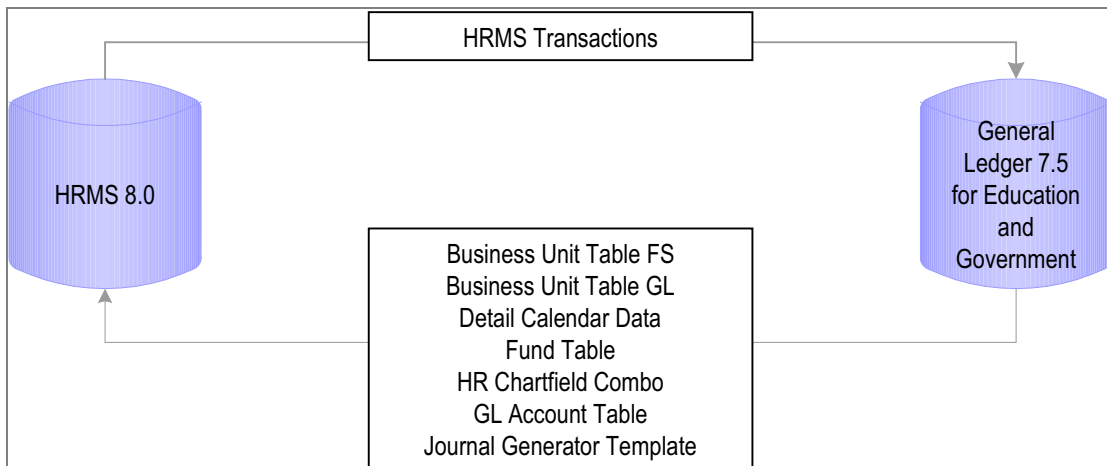
Integration Between the Commitment Accounting Business Process and PeopleSoft 7.5 Budgets for Education and Government



See Also

PeopleSoft Budgets for Education and Government PeopleBook

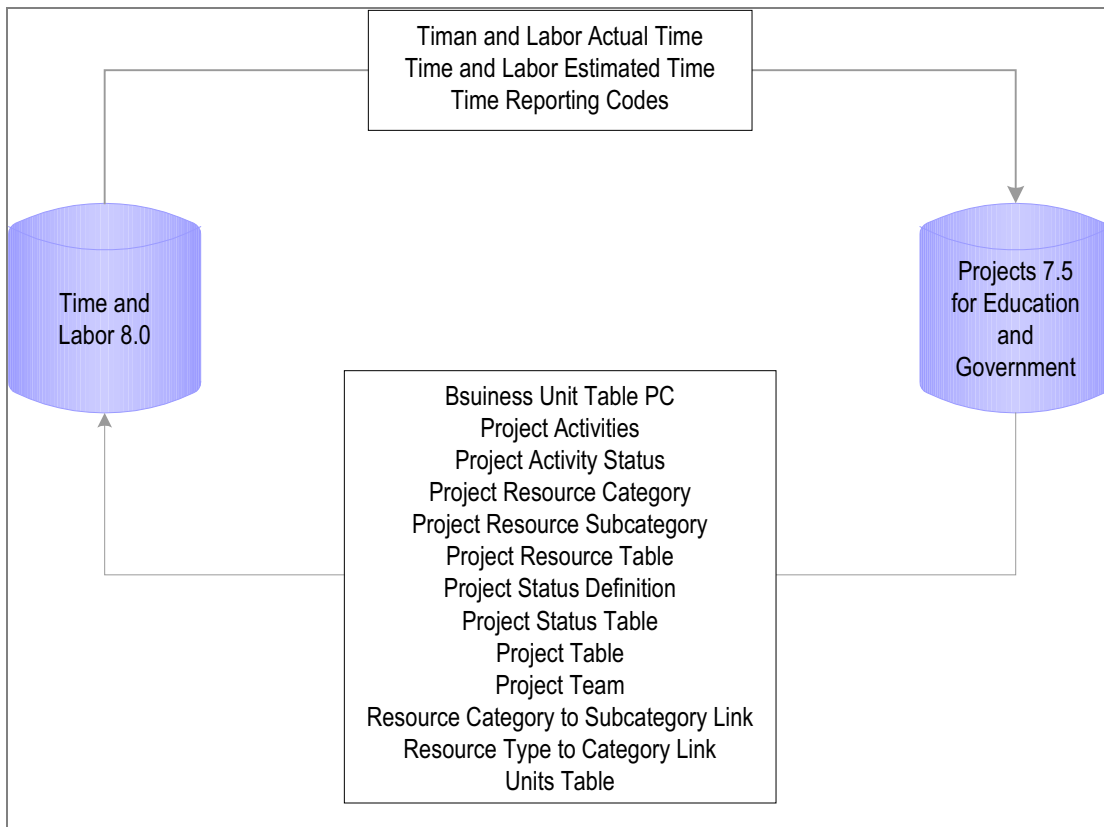
Integration Between the Commitment Accounting Business Process and PeopleSoft 7.5 General Ledger for Education and Government



See Also

PeopleSoft General Ledger for Education and Government PeopleBook

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



See Also

PeopleSoft Time and Labor PeopleBook

PeopleSoft Projects for Education and Government PeopleBook

Index

(

(CAN) Tax Account Mapping Table page 3-16
(US) Tax Account Mapping Table page 3-15

A

Account Code Load - Run Parameters page 3-4
account code load process
 batch integration method 3-2
 creating account codes 3-2
 online integration method 3-3
Account Code Table page 3-5
account codes
 Account Code Table page 3-5
 manual setup 3-5
 setting up 3-2
 using the account code load process 3-2
account mapping
 deductions account template 3-12
 defining 3-9
 earnings account template 3-11
 mapping accounts using templates 3-12
 setting up mapping templates 3-10
actuals data
 determining funding sources 10-4
 posting to PeopleSoft Financials 10-1
 running the Actuals Distribution process 10-3
 viewing summaries of actuals distribution 10-13
actuals distribution
 Actuals Distribution - Deduction page 10-9
 Actuals Distribution - Earnings page 10-8
 Actuals Distribution - Tax page 10-10
 modifying 10-16
 modifying using the Actuals Distribution component 10-6
 modifying using the Budget Actuals page 10-15
Actuals Distribution - Deduction page 10-9
Actuals Distribution - Earnings page 10-8
Actuals Distribution - Run Parameters page 10-5
Actuals Distribution - Tax page 10-10
Actuals Distribution Summary page 10-14
Actuals GL Interface
 running 10-15

B

Budget Actuals page 10-16
Budget Benefit Group page 3-20
budget benefits groups
 Budget Benefit Group page 3-20
 defining 3-20
budget data
 batch publishing HRMS budget data 12-6
 Budget Export to GL page 12-6
 Data Export to Budgets page 12-8
 export to EG GL 7.5 12-4
 exporting to PeopleSoft General Ledger 7.5 12-2
 linking PeopleSoft HRMS and PeopleSoft Financials 12-1
 publishing to Commitment Control 8 12-5
 uploading to PeopleSoft Budgets 12-7
 uploading to PeopleSoft General Ledger 12-2
Budget Retro Distributions page 11-9
Budget/GL Export page 12-4, 12-6
budgeting information
 at position, position pool and job code levels 8-2
 setting up for encumbrance and FTE edits processing 8-2
budgets
 defining fiscal year budgets 6-1
Budgets Export page 12-8
Budgets Import page 6-4
Build Current FY Budget process
 using 6-6
Build Current FY Budget process - Run Parameters page 6-8
Business Unit GL - Definition page 4-2

C

CD-ROM
 ordering ii
commitment accounting
 example 2-2
 in PeopleSoft HRMS 2-3
 overview 2-1
 understanding 2-1
commitment accounting process
 and PeopleSoft Payroll process 10-3

- enterprise integration points with PeopleSoft
 - Budgets 7.5 for Education and Government 13-3
 - enterprise integration points with PeopleSoft Core Budgets 8.0 13-2
 - enterprise integration points with PeopleSoft Core General Ledger 8.0 13-2
 - enterprise integration points with PeopleSoft General Ledger 7.5 for Education and Government 13-3
 - without PeopleSoft Time and Labor 10-4
- commitment accounting processing
 - enterprise integration points with PeopleSoft Financials 13-1
 - messages 3-23
 - setting up account codes 3-2
 - turning on 3-2
 - using commitment accounting processing without using PeopleSoft GL 4-9
- commitment control processing
 - control tables 3-1
- Copy Prior Fiscal Year Budget - Run Parameters page 6-13
- copy prior fiscal year budget process
 - using 6-12

D

- data import from budgets process
 - using 6-3
- Deduction Acct Mapping Table page 3-14
- Deductions Account Template page 3-12
- Department Budget Date page
 - overview 6-19
- Department Budget FTE page 5-3
- Department Budget Table - Dept Budget Actuals page 6-29
- Department Budget Table - Dept Budget Date page 6-19
- Department Budget Table - Dept Budget Deductions page 6-26
- Department Budget Table - Dept Budget Earnings page 6-24
- Department Budget Table - Dept Budget Taxes page 6-28
- department budget table component
 - standard field definitions 6-18
- Department Budget Table component
 - making retroactive distributions 11-8
 - using 6-14
- Department Offset Group page 3-18
- Dept Budget Actuals page
 - overview 6-29
- Dept Budget Deductions page
 - overview 6-25
- Dept Budget Earnings page
 - overview 6-22

- Dept Budget Taxes page
 - overview 6-27
- Detail Calendar 1 page 4-4
- detail calendars
 - Detail Calendar 1 page 4-4
 - overview 4-3
- Distribution to Suspense Acct - Deductions page 10-13
- Distribution to Suspense Acct - Earnings page 10-13
- Distribution to Suspense Acct - Tax page 10-13

E

- Earnings Account Mapping Table page 3-14
- Earnings Account Template page 3-11
- encumbrance data
 - posting to PeopleSoft Financials 9-1
- encumbrance data processing
 - setting up related data for positions and employees 8-1
- Encumbrance Defintion page 7-4
- encumbrance defintions
 - accessing the Encumbrance Defintion component 7-2
 - Encumbrance Definition page 7-4
 - managing 7-1
 - setting up 7-2
- encumbrance GL interface
 - running 9-11
- encumbrance transactions
 - triggering 9-9
 - triggering reversals 9-9

F

- fiscal year encumbrances
 - calculating 9-5
 - overview 9-5
- Fiscal Year Encumbrances - Run Parameters page 9-6
- Fringe Group Table page 3-8
- fringe groups
 - defining 3-7
- FTE budgets
 - Department Budget FTE page 5-3
 - job and position levels 5-2
 - managing 5-1
- funding sources
 - distributing retroactively 11-1
 - for customers not using PeopleSoft Time and Labor 10-4
 - for earnings 10-4
 - for employer paid deductions and taxes 10-5
- FY budgets
 - copying prior fiscal year budgets 6-13

- creating for the current fiscal year 6-8
- Data Import from Budgets page 6-4
- defining 6-1
- downloading FY budget information 6-4
- option 1
 - using the data import from budgets process 6-3
- option 2
 - using the build current FY budget process 6-6
- option 3
 - using the copy prior fiscal year budget process 6-12
- option 4
 - using the Department Budget Table component 6-14
- options 6-2

G

- GL business units
 - checking mapping to PeopleSoft Human Resources 4-8
 - GL BusUnit/HR BusUnit Mapping page 4-8
 - mapping to PeopleSoft Human Resources 4-7
- GL BusUnit/HR BusUnit Mapping page 4-8
- GL interface tables
 - setting up 4-1
 - updating the installation table 4-1
- gross fringe report
 - setting up 10-17
- Gross Fringe Rpt - Defn Column page 10-18

J

- journal generator templates
 - Defaults page 4-5
 - overview 4-5
 - Summarization page 4-7
- Journal Generator Templates - Defaults page 4-5
- Journal Generator Templates - Summarization page 4-7

L

- Load Gross Fringe Data page 10-19

M

- mapping accounts 3-12
- mapping deduction accounts 3-14, 3-15

- mapping earnings accounts 3-14
- messages
 - commitment accounting-related 3-23

N

- nightly encumbrances
 - calculating 9-7
 - overview 9-8
- Nightly Encumbrances - Run Parameters page 9-10

O

- offset groups
 - balancing transactions 3-17
 - defining 3-16
 - Department Offset Group page 3-18

P

- PeopleBooks
 - CD-ROM, ordering ii
 - printed, ordering ii
- PeopleSoft Core Financials 8.0
 - enterprise integration points (EIPs) 13-1, 13-2
- PeopleSoft Financials 7.5 for Education and Government
 - enterprise integration points (EIPs) 13-2, 13-3, 13-4
- PeopleSoft General Ledger business units
 - used in commitment accounting processing 4-1
- Position Pool Table page 3-22
- position pools
 - defining 3-21
 - Position Pool Table page 3-22
- pre-encumbrance transactions
 - triggering 9-9
 - triggering reversals 9-9

R

- Retro Distribution Messages - Deduction page 11-7
- Retro Distribution Messages - Earnings page 11-7
- Retro Distribution Messages - Tax page 11-7
- Retro Distribution Process page 11-5
- Retro Distribution Transactns - Deductions page 11-11
- Retro Distribution Transactns - Earnings page 11-11
- Retro Distribution Transactns - Taxes page 11-11
- Retro Distributions page 11-12
- retroactive distribution
 - comparing new transactions with old 11-11

- creating transactions directly 11-3
- creating transactions from the Department
 - Budget table 11-8
- processing transactions 11-10
- understanding 11-1
- viewing transaction messages 11-7
- viewing transactions 11-10

S

- suspense account code
 - Distribution Suspense Account Code component 10-13

- viewing and modifying actuals transactions 10-11
- viewing and modifying encumbrance transactions 9-11

T

- time and labor
 - enterprise integration points with PeopleSoft Projects 7.5 for Education and Government 13-4