



PeopleSoft 8.8

Human Resources PeopleBook: Manage Commitment Accounting

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Human Resources PeopleBook:
Manage Commitment Accounting
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About This PeopleBook

PeopleBooks provide you with the information that you need to implement and use PeopleSoft applications.

This preface discusses:

- PeopleSoft application prerequisites.
- PeopleSoft application fundamentals.
- Related documentation.
- Typographical elements and visual cues.
- Comments and suggestions.
- Common elements in PeopleBooks.

Note. PeopleBooks document only page elements that require additional explanation. If a page element is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line. Elements that are common to all PeopleSoft applications are defined in this preface.

PeopleSoft Application Prerequisites

To benefit fully from the information that is covered in these books, you should have a basic understanding of how to use PeopleSoft applications.

See *Using PeopleSoft Applications*.

You might also want to complete at least one PeopleSoft introductory training course.

You should be familiar with navigating the system and adding, updating, and deleting information by 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.

These books do not review navigation and other basics. They present the information that you need to use the system and implement your PeopleSoft applications most effectively.

PeopleSoft Application Fundamentals

Each application PeopleBook provides implementation and processing information for your PeopleSoft database. However, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals PeopleBook. Each PeopleSoft product line has its own version of this documentation.

The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft applications across a product line. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, 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.

Related Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection Website. Through the Documentation section of PeopleSoft 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 that is delivered on your PeopleBooks CD-ROM.

Important! Before you upgrade, you must check PeopleSoft Customer Connection for updates to the upgrade instructions. PeopleSoft continually posts updates as the upgrade process is refined.

See Also

PeopleSoft Customer Connection Website, <http://www.peoplesoft.com/corp/en/login.asp>

Ordering Printed Documentation

You can order printed, bound volumes of the complete PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM. PeopleSoft makes printed documentation available for each major release shortly after the software is shipped. Customers and partners can order printed PeopleSoft documentation by using any of these methods:

- Web
- Telephone
- Email

Web

From the Documentation section of the PeopleSoft Customer Connection Website, access the PeopleSoft Press Website under the Ordering PeopleBooks topic. The PeopleSoft Press Website is a joint venture between PeopleSoft and Consolidated Publications Incorporated (CPI), the book print vendor. Use a credit card, money order, cashier's check, or purchase order to place your order.

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Send email to CPI at psoftpress@cc.larwood.com.

See Also

PeopleSoft Customer Connection Website, <http://www.peoplesoft.com/corp/en/login.asp>

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions.
- Visual cues.

Typographical Conventions

The following table contains the typographical conventions that are used in PeopleBooks:

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
<i>Italics</i>	Indicates field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. We also use italics when we refer to words as words or letters as letters, as in the following: Enter the number <i>O</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.
Monospace font	Indicates a PeopleCode program or other code example.
(quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.

Typographical Convention or Visual Cue	Description
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe ().
[] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.
(ISO)	Information that applies to a specific country, to the U.S. federal government, or to the education and government market, is preceded by a three-letter code in parentheses. The code for the U.S. federal government is USF; the code for education and government is E&G, and the country codes from the International Standards Organization are used for specific countries. Here is an example: (DEU) If you're administering German employees, German law requires you to indicate special nationality and citizenship information for German workers using nationality codes established by the German DEUEV Directive.
Cross-references	PeopleBooks provide cross-references either below the heading See Also or on a separate line preceded by the word <i>See</i> . Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Visual Cues

PeopleBooks contain the following visual cues.

Notes

Notes indicate information that you should pay particular attention to as you work with the PeopleSoft system.

Note. Example of a note.

A note that is preceded by *Important!* is crucial and includes information that concerns what you must do for the system to function properly.

Important! Example of an important note.

Warnings

Warnings indicate crucial configuration considerations. Pay close attention to warning messages.

Warning! Example of a warning.

Comments and Suggestions

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

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

Or send email comments to doc@peoplesoft.com.

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

Common Elements in These PeopleBooks

As of Date	The last date for which a report or process includes data.
Business Unit	An ID 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.
Description	Enter up to 30 characters of text.
Effective Date	The date on which a table row becomes effective; the date that an action begins. For example, 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.
Once, Always, and Don't Run	Select Once to run the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run. Select Always to run the request every time the batch process runs. Select Don't Run to ignore the request when the batch process runs.

Report Manager	Click to access 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).
Process Monitor	Click to access the Process List page, where you can view the status of submitted process requests.
Run	Click to access the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.
Request ID	An ID that represents a set of selection criteria for a report or process.
User ID	An ID that represents the person who generates a transaction.
SetID	An ID that represents a set of control table information, or TableSets. TableSets enable you to share control table information and processing options among business units. The goal is to minimize redundant data and system maintenance tasks. When you assign a setID to a record group in a business unit, you indicate that all of the tables in the record group are shared between that business unit and any other business unit that also assigns that setID to that record group. For example, you can define a group of common job codes that are shared between several business units. Each business unit that shares the job codes is assigned the same setID for that record group.
Short Description	Enter up to 15 characters of text.

See Also

Using PeopleSoft Applications

PeopleSoft Process Scheduler

PeopleSoft Human Resources: Manage Commitment Accounting Preface

This preface discusses:

- PeopleSoft application fundamentals.
- PeopleBook structure.
- Common elements used in this PeopleBook.

Note. This PeopleBook documents only page elements that require additional explanation. If a page element is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line.

PeopleSoft Application Fundamentals

The *PeopleSoft 8.8 Human Resources: Manage Commitment Accounting PeopleBook* provides you with implementation and processing information for your PeopleSoft Human Resources Management Commitment Accounting system. Additionally, essential information describing the setup and design of your system appears in a companion volume of documentation called *PeopleSoft Application Fundamentals for HRMS PeopleBook*. Each PeopleSoft product line has its own version of this documentation.

PeopleSoft Application Fundamentals for HRMS PeopleBook consists of important topics that apply to many or all PeopleSoft applications across the PeopleSoft HRMS product line. No matter which PeopleSoft HRMS products you are implementing, 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.

See Also

PeopleSoft Application Fundamentals for HRMS PeopleBook

PeopleBook Structure

PeopleSoft PeopleBooks follow a common structure. By understanding this structure, you can use this PeopleBook more efficiently.

Chapters	Description
Preface	This is the chapter you're reading now. It explains: • How to use the Application Fundamentals book. • How PeopleBooks are structured.
Getting Started With...	This chapter discusses product implementation guidelines. It explains: • The business processes documented within the book. • Integrations between the product and other products. • A high-level guide to how our documentation maps to the overall implementation process; it doesn't offer step-by-step guidance on how to perform an actual implementation.
Understanding...	This is an introductory chapter that broadly explains the product and the functionality within the product.
Setup and Implementation	This can be one or more chapters. These chapters contain documentation to assist you in setting up and implementing the product. For example, if functionality X is part of a product, this chapter would be devoted to explaining how to set up functionality X, not necessarily how to use functionality X. You would look to the corresponding business process chapter to learn how to use the functionality. Note. There may be times when a small amount of business process information is included in a setup chapter if the amount of business process documentation was insufficient to create a separate section in the book.
Business Process	This can be one or more chapters. These chapters contain documentation that addresses specific business processes with each chapter generally devoted to a specific functional area. For example, if functionality X is part of a product, this chapter would be devoted to explain how the functionality works, not necessarily how to set up functionality X. You would look to the corresponding setup and implementation chapter to learn how to set up the functionality. Note. There may be times when a small amount of setup and implementation information is included in a business process chapter if the amount of setup and implementation documentation was insufficient to create a separate chapter in the book.

Chapters	Description
Appendixes	(optional) If the book requires it, one or more appendixes might be included in the book. Appendixes contain information considered supplemental to the primary documentation.
Reports Appendix	(optional) This appendix contains an abbreviated list of all of the product's reports. The detailed documentation on the use of these reports is usually included in the related business process chapter.

CHAPTER 1

Getting Started With PeopleSoft Human Resources: Manage Commitment Accounting

This chapter provides an overview of PeopleSoft Human Resources: Manage Commitment Accounting business processes and discusses:

- PeopleSoft Human Resources: Manage Commitment Accounting integrations.
- PeopleSoft Human Resources: Manage Commitment Accounting implementation tasks.

Manage Commitment Accounting Business Processes

PeopleSoft Human Resources: Manage Commitment Accounting performs the following processes :

- Managing encumbrance definitions.
- Defining department budgets.
- Managing FTE budgets.
- Calculating and posting encumbrance data.
- Creating and posting actuals data.

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

PeopleSoft Human Resources: Manage Commitment Accounting Integrations

PeopleSoft Human Resources: Manage Commitment Accounting integrates with the following PeopleSoft applications:

- Human Resources: Administer Workforce (receives information)
- Human Resources: Base Benefits (receives information)
- Time and Labor (sends and receives information)
- Payroll for North America (sends and receives information)
- Budgets (sends and receives information)
- General Ledger (sends and receives information)

Manage Commitment Accounting uses application messaging to integrate with the other PeopleSoft HRMS products. Use the processes provided to send and receive information with PeopleSoft Financials.

We cover integration considerations in this PeopleBook.

PeopleSoft Human Resources: Manage Commitment Accounting Implementation

The Manage Commitment Accounting table-loading implementation includes setting up the following:

- PeopleSoft HRMS fundamental tables.
- Manage Commitment Accounting application tables.
- Additional Manage Commitment Accounting application tables.

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

Important! The order in which you set up tables required to implement PeopleSoft Human Resources: Manage Commitment Accounting may vary; each individual application isn't necessarily set up in sequence. For example, you may set up HRMS tables, then tables for the Manage Commitment Accounting core application, then several tables specific to the country or industry you operate in, followed by additional Manage Commitment Accounting core tables. In addition, the order in which you set up tables may also depend on the features you want to use. The information provided in this chapter offers a high-level guide of how our documentation maps to the overall implementation process; it doesn't offer step-by-step guidance on how to perform an actual implementation.

Setting Up PeopleSoft HRMS Fundamental Tables

The Manage Commitment Accounting business process requires the setup of fundamental HRMS tables, common to multiple HRMS applications. The information that you define on these tables lays the foundation for the Manage Commitment Accounting business process setup.

Step	Reference
1. Set up PeopleSoft HRMS fundamental tables.	<i>PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook</i> , "Getting Started With PeopleSoft HRMS"
2. Set up PeopleSoft Human Resources fundamental tables.	<i>PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook</i> , "Getting Started With PeopleSoft HRMS"

Setting Up Core PeopleSoft Human Resources: Manage Commitment Accounting Tables

The steps discussed in this section suggest an order in which you define the information in your core Manage Commitment Accounting tables. The information that you defined in your fundamental tables lays the foundation for this setup.

The steps laid out here assume that you have hired people into your PeopleSoft Human Resources system. If you will be budgeting by position, you must have enabled and set up PeopleSoft Human Resources: Manage Positions.

Setting up these core tables prepares your system to support these business processes:

- Manage full time equivalent budgets.
- Define fiscal year budgets.
- Creating and posting encumbrance data.
- Creating and posting actuals data.
- Modifying actuals distributions retroactively.

Step	Reference
1. Define commitment accounting installation options on the Department Table.	<i>PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook</i> , “Setting Up Organization Foundation Tables,” Maintaining Departments
2. Set up valid account codes.	<u>Chapter 3, “Commitment Accounting Processing Control Tables,” Creating Valid Account Codes, page 14</u>
3. Define account mapping.	<u>Chapter 3, “Commitment Accounting Processing Control Tables,” Mapping Accounts, page 24</u>
4. Define offset groups.	<u>Chapter 3, “Commitment Accounting Processing Control Tables,” Defining Offset Groups, page 28</u>
5. Define budget benefits groups.	<u>Chapter 3, “Commitment Accounting Processing Control Tables,” Defining Budget Benefits Groups, page 30</u>
6. Define error or warning messages.	<u>Chapter 3, “Commitment Accounting Processing Control Tables,” Adding or Maintaining Commitment Accounting-Related Message Definitions, page 33</u>
7. Select the PS/GL Product check box on the Installation Table.	<i>PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook</i> , “Installing PeopleSoft HRMS,” Setting Up Implementation Defaults
8. Map HR and GL business units.	<u>Chapter 4, “Setting Up GL Interface Tables,” Mapping PeopleSoft Human Resources and General Ledger Business Units, page 41</u>
9. Set up full time equivalent budgets.	<u>Chapter 5, “Managing Full Time Equivalent Budgets,” page 47</u>
10. Set up fiscal year department budgets.	<u>Chapter 6, “Defining Fiscal Year Budgets,” page 53</u>
11. You can use one of three processes to load budget data into the Department Budget Table, but you should ensure that the data is as you want it in the Department Budget Table.	<u>Chapter 6, “Defining Fiscal Year Budgets,” Option 4: Using the Department Budget Table Component, page 66</u>
12. Set up encumbrance definitions.	<u>Chapter 7, “Managing Encumbrance Definitions,” page 85</u>

Setting Up Additional PeopleSoft Human Resources: Manage Commitment Accounting Tables

Follow these steps to define information in additional commitment accounting tables. The information that you defined in your core tables has laid the foundation for this commitment accounting-specific set up.

Setting up these additional tables prepares your system to support these business processes:

- Control distribution of fringe costs.
- Budget at the position pool level.

Step	Reference
1. Set up fringe groups.	Chapter 3, “Commitment Accounting Processing Control Tables,” Defining Fringe Groups, page 20
2. Set up position pools.	Chapter 3, “Commitment Accounting Processing Control Tables,” Defining Position Pools, page 32

CHAPTER 2

Understanding Managing Commitment Accounting

Use the commitment accounting business process to manage your employee-related expenses.

Overview of Managing 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 Financials and PeopleSoft 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 Financials product line.

Common Terms Used in Commitment Accounting

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.

Understanding the Commitment Accounting Business Process

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

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

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

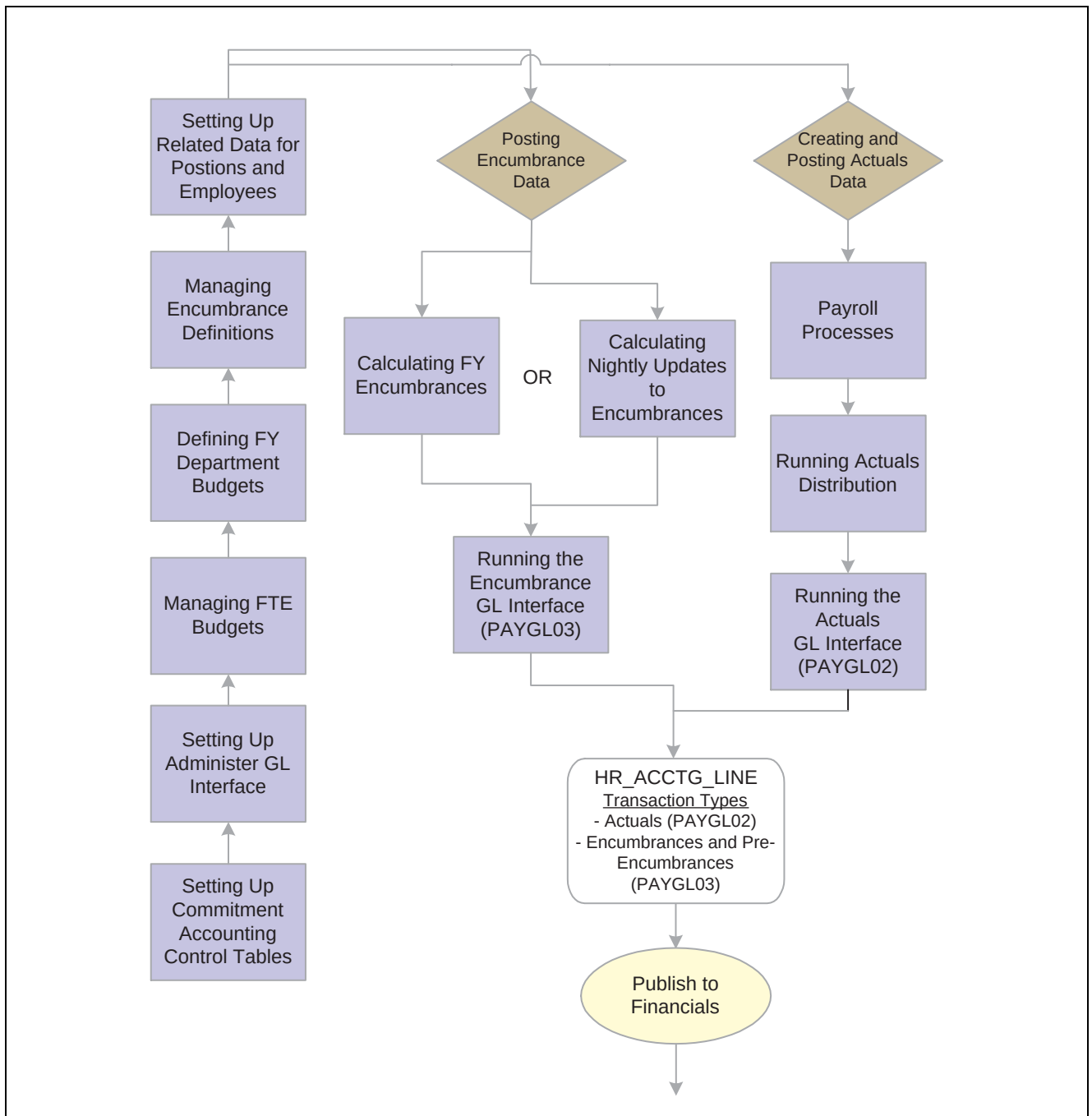
When you run your payroll, you pay out those funds for which you are responsible. The funds that make up your payroll are liquidated and become actuals.

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

Understanding Commitment Accounting in PeopleSoft HRMS

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 Financials or PeopleSoft Financials for Education and Government.

Example of Commitment Accounting

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

Example

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

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

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

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

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

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

<i>Expenses (Salary, Taxes, and Benefits for 1/2 month)</i>	$(10 \times \$1,500) = \$15,000$
<i>Updated Encumbrances</i>	$\$189,000 - \$15,000 = \$174,000$

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

Sue decides that one position must be filled immediately but that the other isn't as crucial. Sue wants to keep the staffing funds for position A encumbered, but not for position B. When Sue updates the HR encumbrances, the 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 reversing the encumbrances, Acme's HR expenses were \$45,000 and its encumbrances were \$144,000. When updating the encumbrances, the balance of the employee related expenses for the two positions will be reversed and the value of one position pre-encumbered. Acme's encumbered amount is now \$130,500.

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

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

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

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

Managing Commitment Accounting Business Processes

PeopleSoft Human Resources: Managing Commitment Accounting supports the following business processes:

- Calculate 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.

See [Chapter 9, "Creating and Posting Encumbrance Data to PeopleSoft Financials," page 95](#).

- Create and post actuals data.

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

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

See [Chapter 10, "Creating and Posting Actuals Data to PeopleSoft Financials," page 107](#).

- Distribute funding retroactively.

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 [Chapter 11, "Distributing Funding Sources Retroactively," page 131](#).

PeopleSoft Human Resources: Manage Commitment Accounting Integrations

PeopleSoft Human Resources integrates with all the PeopleSoft HRMS applications, with other PeopleSoft applications, and with third-party applications.

PeopleSoft Human Resources shared tables are available to many PeopleSoft HRMS applications. In addition, data in many HR tables are available to any PeopleSoft application that is set up to subscribe to the published messages.

PeopleSoft Human Resources: Manage Commitment Accounting integrates with the following PeopleSoft applications:

- Human Resources: Administer Workforce (receives information)
- Human Resources: Base Benefits (receives information)
- Time and Labor (sends and receives information)
- Payroll for North America (sends and receives information)
- Budgets (sends and receives information)
- General Ledger (sends and receives information)

Manage Commitment Accounting uses application messaging to integrate with the other PeopleSoft HRMS products. Use the processes provided to send and receive information with PeopleSoft Financials.

We cover integration considerations in this PeopleBook.

See Also

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, “Understanding Enterprise Integration Points in HRMS”

Setting Up Manage Commitment Accounting

To use the Manage Commitment Accounting business process, you must set up:

- Commitment accounting processing 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).

See [Chapter 3, “Commitment Accounting Processing Control Tables,” page 13.](#)

- 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.

See [Chapter 4, “Setting Up GL Interface Tables,” page 35.](#)

- FTE budgets.

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.

See [Chapter 5, “Managing Full Time Equivalent Budgets,” page 47.](#)

- 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.

See [Chapter 6, “Defining Fiscal Year Budgets,” page 53](#).

- Encumbrance definitions.

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

See [Chapter 7, “Managing Encumbrance Definitions,” page 85](#).

- Position and employee data for encumbrance and actuals tracking.

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.

See [Chapter 8, “Setting Up Related Data for Positions and Employees,” page 91](#).

See Also

[Chapter 1, “Getting Started With PeopleSoft Human Resources: Manage Commitment Accounting,” page 1](#)

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.

See Also

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, “Setting Up Organization Foundation Tables,” Maintaining Departments

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.

See Also

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, “Setting Up Organization Foundation Tables,” Enabling and Controlling Department Information for Specified Customers

Creating 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 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 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”

Setting Up Account Codes

This section discusses how to set up account codes. You can:

- Set up account codes automatically.
- Set up account codes manually.

Note. Inactivate account codes that you are no longer using. This enables the system to keep records.

Page Used to Set Up Account Codes

Page Name	Object Name	Navigation	Usage
Account Code Load	RUNCTL_FILEPATH	Set Up HRMS, Product Related, Commitment Accounting, Process Budgets, Load Account Codes Set Up HRMS, Product Related, Commitment Accounting, Process Budgets CAN, Load Account Codes Set Up HRMS, Product Related, Commitment Accounting, Process Budgets USA, Load Account Codes North American Payroll, Payroll Distribution, Commitment Accounting, Load Account Codes	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	Set Up HRMS, Product Related, Commitment Accounting, Budget Information, Account Code Table Set Up HRMS, Product Related, Commitment Accounting, Budget Information CAN, Account Code Table Set Up HRMS, Product Related, Commitment Accounting, Budget Information USA, 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 Account Code Load page.

Account Code Load			
Run Control ID:	GN2	Report Manager	Process Monitor Run
As Of Date:	10/23/2002		
*Interface with GL Release:	8.40	☐	Inactivate Accounts Not Downloaded?

Account Code Load page

As of Date	Enter the as of date for the ChartField combinations you are importing from 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.

Setting Up Account Code Table Values Manually

Access the Account Code Table page.

Account Code Table			
Account Code: 000000001			
Account Code Details Find View All First 1 of 1 Last			
*Effective Date: 01/01/1990	*Status: Active		+ -
*Description: Salaries			
Short Desc: Salaries	☐ Direct Charge	☒ Commitment Accounting	
Chartfield Details			
Account: 5000	DeptID: 114	Project/Grant: FACTORY	
Product:	Fund: 100	Program: 1000	
Class Field: 10	Affiliate:	Operating Unit:	
Alternate Account:	Budget Ref: 0001-REF		
Chartfield 1: 00018a-CF1	Chartfield 2: 000111-CF2	Chartfield 3: 00005001-3	
SetID: UNIV			
Encumbrance Account:	Pre-Encumbrance Account:	☒ Prorate Liability Indicator	

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 the fields if they are applicable to the ChartField combination associated with your Human Resources account codes.

Account, Product, Class Field, Alternate Account, Chartfield 1, SetID, DeptID, Fund, Affiliate, Budget Ref, Chartfield 2, Project/Grant, Program, Operating Unit, and Chartfield 3	Enter the general ledger information for this ChartField combination. Note. A general ledger account isn't the same as an HRMS account code. The account and alternate account you enter here are ChartFields that makes up part of the HRMS account code definition. Note. Chartfield 1, Chartfield 2, and Chartfield 3 are the default labels for these chartfields. If you opt to change the default labels in General Ledger using PeopleTools, you will also need to change the default labels in HRMS.
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"

Chapter 3, "Commitment Accounting Processing Control Tables," Defining Offset Groups, page 28

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, "Installing PeopleSoft HRMS," Setting Up Implementation Defaults

Chapter 9, "Creating and Posting Encumbrance Data to PeopleSoft Financials," page 95

Chapter 10, "Creating and Posting Actuals Data to PeopleSoft Financials," Running the Actuals Distribution Process, page 111

Chapter 10, "Creating and Posting Actuals Data to PeopleSoft Financials," Running the Commitment Accounting Actuals GL Interface Process, page 122

Defining Fringe Groups

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

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

See Also

Chapter 6, “Defining Fiscal Year Budgets,” Establishing Department Budgets for Employee Earnings, page 75

Pages Used to Define Fringe Groups

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

Setting Up Fringe Groups

Access the Fringe Group Table.

Fringe Group Table	
Fringe Group:	PFRG1
Find View All First 1 of 1 Last	
*Effective Date:	01/01/2000   
*Description:	Fringe Group 1
Short Description:	FG1
Benefits Find View All First 1 of 1 Last	
*Plan Type:	General Deduction   
US Taxes Find View All First 1 of 1 Last	
*Tax Class:	OASDI/Disability - ER   
Canadian Taxes Find 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.

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

Chapter 10, “Creating and Posting Actuals Data to PeopleSoft Financials,” Running the Actuals Distribution Process, page 111

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	Set Up HRMS, Product Related, Commitment Accounting, Fringe Costs CAN, Earnings Account Template Set Up HRMS, Product Related, Commitment Accounting, Fringe Costs USA, Earnings Account Template	Define which fields can be used to set up earnings account mappings.
Deductions Account Template	HP_DED_ACC_TMPL	Set Up HRMS, Product Related, Commitment Accounting, Fringe Costs CAN, Deductions Account Template Set Up HRMS, Product Related, Commitment Accounting, Fringe Costs USA, 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

Find | View All First 1 of 1 Last

*Effective Date: 01/01/2000

Account Default

SetID: SHARE Account:

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

Earnings Account Template page

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

To set up an earnings or deduction account template:

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

When the system is unable to map to an account using the criteria 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 deductions 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

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

Mapping Earnings Accounts

Access the Earnings Account Mapping Table page.

Earnings Account Mapping Table

SetID: SHARE

Account: 614000

***Effective Date:** 01/01/2000

***Status:** Active

Find | View All | First 1 of 1 Last

Empl Type		Earn Code	
1	S	BNS	

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

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: 616100

***Effective Date:** 01/01/2000 ***Status:** Active

	*Plan Type	Benefit Plan	Ded Code	Ded Class	
1	Medical	KUMED		Nontaxable	
2	Medical	KUMED	KUMED		

Deduction Acct Mapping Table page

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.

(CAN) Mapping Cdn Tax Accounts

Access the Tax Account Mapping Table page.

Tax Account Mapping Table

Company: CFA Canadian Company CFA

Wage Loss Plan: LOW

***Effective Date:** 10/23/2002   

Find | View All First 1 of 1 Last

	*Tax Class	*SetID	*Account		
1					

Tax Account Mapping Table page

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

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

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

(USA) Mapping U.S. Tax Accounts

Access the Tax Account Mapping Table page.

Tax Account Mapping Table

Company: ACC State of Accord

***Effective Date:** 01/01/2000   

Find | View All First 1 of 1 Last

	*Tax Class	*SetID	*Account		
1	Unemployment ER	SHARE 	P620003 		

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

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

Chapter 6, “Defining Fiscal Year Budgets,” Option 4: Using the Department Budget Table Component, page 66

PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce, “Hiring Your Workforce,” Distributing Job Earnings

PeopleSoft 8.8 Payroll for North America PeopleBook, “Working With Paysheets”

Setting Up Offset Groups

This section discusses how to set up offset groups.

Pages Used to Define Offset Groups

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

Establishing Offset Groups

Access the Department Offset Group page.

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 <i>DED</i> (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 <i>DED</i> (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 <i>DED</i> (deduction), the system displays the Ded Class field. Select a deduction class, such as <i>Before Tax</i> or <i>Taxable</i> .
Account	When you select a Payroll Activity of <i>DED</i> (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

This section describes how to define budget benefits groups.

Page Used to Define Budget Benefits Groups

Page Name	Object Name	Navigation	Usage
Bdgt Benef Grp (budget benefit group)	BDGT_BENEF_GRP	Set Up HRMS, Product Related, Commitment Accounting, Budget Information, Budget Benefit Group Set Up HRMS, Product Related, Commitment Accounting, Budget Information CAN, Budget Benefit Group Set Up HRMS, Product Related, Commitment Accounting, Budget Information USA, 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 page.

Bdgt Benef Grp

Budget Benefit Group: BASIC

Benefit Group Information Find | View All First 1 of 1 Last

*Effective Date: 01/01/1990

*Description: Basic Benefit Group

Short Description: Basic

Plan Type Find | 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 8.8 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	Set Up HRMS, Product Related, Commitment Accounting, Budget Information, Position Pool Table Set Up HRMS, Product Related, Commitment Accounting, Budget Information CAN, Position Pool Table Set Up HRMS, Product Related, Commitment Accounting, Budget Information USA, 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:	90310																
Position Pool ID:	FAC																
<table border="1"> <thead> <tr> <th colspan="2">Position Pool</th> <th>Find View All</th> <th>First ◀ 1 of 1 ▶ Last</th> </tr> </thead> <tbody> <tr> <td>*Effective Date:</td> <td>01/01/1990 </td> <td>*Status:</td> <td>Active </td> </tr> <tr> <td>*Description:</td> <td colspan="3">Faculty</td> </tr> <tr> <td>Short Description:</td> <td colspan="3">Fac</td> </tr> </tbody> </table>		Position Pool		Find View All	First ◀ 1 of 1 ▶ Last	*Effective Date:	01/01/1990	*Status:	Active	*Description:	Faculty			Short Description:	Fac		
Position Pool		Find View All	First ◀ 1 of 1 ▶ Last														
*Effective Date:	01/01/1990	*Status:	Active														
*Description:	Faculty																
Short Description:	Fac																

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

Page Name	Object Name	Navigation	Usage
Encumbrance Message Tbl (encumbrance message table)	ENC_MESSAGE_TABLE	Set Up HRMS, Product Related, Commitment Accounting, Enumbrances, Encumbrance Message Table Set Up HRMS, Product Related, Commitment Accounting, Enumbrances CAN, Encumbrance Message Table Set Up HRMS, Product Related, Commitment Accounting, Enumbrances USA, Encumbrance Message Table	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.

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

Using General Ledger Business Units in Commitment Accounting

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

[Chapter 4, “Setting Up GL Interface Tables,” Using Commitment Accounting Processing Without Using General Ledger, page 43](#)

PeopleSoft General Ledger PeopleBook, “Defining Your Operational Structure”

Pages Used to View the General Ledger Business Unit Definition

Page Name	Object Name	Navigation	Usage
Review GL Business Units - Definition	BUS_UNIT_TBL_GL1	Set Up HRMS, Product Related, North American Payroll, GL Interface, Review GL Business Units, 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.
Review GL Business Units - Currency Options	BUS_UNIT_TBL_GL2	Set Up HRMS, Product Related, North American Payroll, GL Interface, Review GL Business Units, 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 Review GL Business Units - 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

Review GL Business Units - 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 check box is selected if document sequencing is required for this business unit.
Enable Payables InterUnit VAT (enable Payables interunit value added taxes)	This check box is selected if payables interunit value added taxes (VAT) is required for transactions between related parties.

Consolidations

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

Chapter 4, "Setting Up GL Interface Tables," Using Commitment Accounting Processing Without Using General Ledger, page 43

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	Set Up HRMS, Product Related, North American Payroll, GL Interface, Review 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 **Descr:** Fiscal Year

Definition

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

Description: Fiscal Year Detail Calendar

Year	Period	Begin Date	End Date	Period Name	Abbrev
2001	1	07/01/2001	07/31/2001	FY 2001 Period 1	Jul
2001	2	08/01/2001	08/31/2001	FY 2001 Period 2	Aug
2001	3	09/01/2001	09/30/2001	FY 2001 Period 3	Sep

Detail Calendar 1 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.

Note. You must enter a value in the Last Journal Number Assigned field on the PeopleSoft Financials Installation Table to use the Journal Generator.

See Also

Chapter 4, “Setting Up GL Interface Tables,” Using Commitment Accounting Processing Without Using General Ledger, page 43

PeopleSoft Application Fundamentals for Financials and Supply Chain Management PeopleBook

Pages Used to View Journal Generator Templates

Page Name	Object Name	Navigation	Usage
Review Journal Generator Templ - Defaults	JRNL_GEN_DEFAULTS	Set Up HRMS, Product Related, North American Payroll, GL Interface, Review Journal Generator Templ, Defaults	View Journal Generator defaults. PeopleSoft HRMS processes use only the SetID and Template fields.
Review Journal Generator Templ - Summarization	JRNL_GEN_SUM	Set Up HRMS, Product Related, North American Payroll, GL Interface, Review Journal Generator Templ, Summarization	View the template's summarization options. PeopleSoft HRMS processes do not use the information on this page.

Viewing Journal Generator Defaults

Access the Review Journal Generator Templ - Defaults page.

Defaults | **Summarization**

SetID: SHARE **Template:** PTMPLT

Effective Date 01/01/1990 **Status:** Active Find | View All First 1 of 1 Last

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 **Document Type:**

Journal Date: Accounting Date on Transaction **Date:**

Alt. Journal Date:

Header Descr: **Reference:**

Journal Line Fields

Reference: **Line Descr:**

Review Journal Generator Templ - Defaults

Accounting Entry In Sync

This check box 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 Review Journal Generator Templ - Summarization page.

The screenshot shows the 'Summarization' tab of the 'Review Journal Generator Templ' page. At the top, there are two tabs: 'Defaults' and 'Summarization'. Below the tabs, the 'SetID' is 'SHARE' and the 'Journal Template' is 'PTMPLT'. A table-like structure displays the 'Effective Date' as '01/01/1990' and the 'Status' as 'Active'. Below this is the 'Description: Commit Accting Template'. The 'Primary Summarization Option' section includes 'How Specified Option: Summarize to ChartField Level', 'How Account Specified: All Account Values', and 'Tree Name:' and 'Level:'. The 'Alternate Summarization Option' section includes 'How Default Specified: Retain Detail'.

Review Journal Generator Templ - 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.
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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 8.8 Application Fundamentals for HRMS PeopleBook, "Setting Up Organization Foundation Tables," 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.

Mapping Business Units

This section discusses how to map PeopleSoft HRMS business units to PeopleSoft General Ledger business units.

Page Used to Map Business Units

Page Name	Object Name	Navigation	Usage
Business Units Link Details	BU_GL_HR_LNK	Set Up HRMS, Product Related, North American Payroll, GL Interface, GL/HR Business Unit 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.
GL Account Table	GL_ACCOUNT	Set Up HRMS, Product Related, Commitment Accounting, Budget Information, Review GL Account Table, GL Account Table	Use to review GL account codes.

Mapping Business Units

Access the Business Units Link Details page.

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

Chapter 4, “Setting Up GL Interface Tables,” Checking General Ledger Business Unit and Human Resources Business Unit Mapping, page 41

Chapter 9, “Creating and Posting Encumbrance Data to PeopleSoft Financials,” Running the Encumbrance GL Interface Process (PAYGL03), page 104

Chapter 10, “Creating and Posting Actuals Data to PeopleSoft Financials,” Running the Commitment Accounting Actuals GL Interface Process, page 122

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 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 the information on the Business Unit Links 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.
- Running FTE reports.

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 8.8 Application Fundamentals for HRMS PeopleBook, "Setting Up Organization Foundation Tables," 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 8.8 Human Resources PeopleBook: Manage Positions, “Setting Up Positions,” Creating Positions

PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce, “Hiring Your Workforce,” Entering Employee Job Location and Position Information

Page Used to Track FTE Data

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

Tracking Full Time Equivalent Data

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

Department Budget FTE

SetID: SHARE Department: 10000 Human Resources Fiscal Year: 2002

*Budget Begin Date: *Budget End Date:

*Offset Group:

Department Budget FTE Find | View All First 1 of 1 Last

*Effective Date: 10/23/2002 *Status: Active

Budget Information Find | View All First 1 of 1 Last

*Classification	FTE Maximum	Total Actual FTE
All	0.00	0.00

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

Chapter 6, “Defining Fiscal Year Budgets,” Option 4: Using the Department Budget Table Component, page 66

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, “Setting Up Organization Foundation Tables,” Maintaining Departments

Running FTE Reports

This section explains how to generate reports of your FTE budgets.

Pages Used to Run the FTE Reports

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

Running the Department FTE Report

Access the Department FTE - Run Parameters page.

Run Parameters

Run Control ID: GN2 [Report Manager](#) [Process Monitor](#) [Run](#)

Department FTE Report Params

SetID:

Department:

Start Date:

End Date:

Output File:

Department FTE - Run Parameters page

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

Running the FTE Rollup Report

Access the FTE Roll-Up Report page.

FTE Roll-Up Report

Run Control ID: GN2 [Report Manager](#) [Process Monitor](#) [Run](#)

FTE Roll Up Report Parameters

SetID: Department:

Fiscal Year:

As Of Date:

FTE Roll Up

☒ Sum FTE of lower level departments

List Details or Summary

☒ Details ☐ Summary

FTE Roll-Up Report page

Sum FTE of lower level departments Select if you want the system to roll up the FTE counts of the departments that are part of the Department you selected.

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

CHAPTER 6

Defining Fiscal Year Budgets

This chapter 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

Chapter 9, "Creating and Posting Encumbrance Data to PeopleSoft Financials," Running the Fiscal Year Encumbrance Process (PSPENANN), page 100

Chapter 9, "Creating and Posting Encumbrance Data to PeopleSoft Financials," Running the Nightly Encumbrances Process (PSPENNHT), page 103

Chapter 10, "Creating and Posting Actuals Data to PeopleSoft Financials," Running the Actuals Distribution Process, page 111

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 (Core or Education and Government) 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	Set Up HRMS, Product Related, Commitment Accounting, Process Budgets, Import Data From Budgets Set Up HRMS, Product Related, Commitment Accounting, Process Budgets CAN, Import Data From Budgets Set Up HRMS, Product Related, Commitment Accounting, Process Budgets USA, Import From Data Budgets	Run the Data Import from Budgets process (BUD008.SQR), which downloads fiscal year budget information from PeopleSoft Budgets (core or Education and Government) to PeopleSoft HRMS.

Running the Data Import Budgets Process

Access the Budgets Data Imports page.

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. <i>Appointment:</i> 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. <i>Department:</i> 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 <i>Department</i>, you are asking the system to create only an overall department level budget. <i>Jobcode:</i> Isn't supported by Data Import from Budgets process. If you select this option, the system displays an explanatory error message. <i>Position:</i> 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. <i>Posn Pool (position pool):</i> 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	Set Up HRMS, Product Related, Commitment Accounting, Process Budgets, Build Current FY Budget Set Up HRMS, Product Related, Commitment Accounting, Process Budgets CAN, Build Current FY Budget Set Up HRMS, Product Related, Commitment Accounting, Process Budgets USA, Build Current FY Budget	Create a budget for the current fiscal year. The Build Current FY Budget process enables you to specify which Department IDs the system should use and to establish budget information in your human resources system.

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: GN2 [Report Manager](#) [Process Monitor](#) [Run](#)

Build Current FY Budget

Fiscal Year: Start Date: End Date:

Departments [Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

Department	Account Codes	Fringe Group	Distribution Options
*SetID	*Budget Department	*Budget Levels	Budget Amount
SHARE		Dept, Position and Appointment	☐
			Percent Increase
			*Offset Group
			Budget Leave
			☐

Build Current FY Budget - Run Parameters with Department tab

Departments [Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

Department	Account Codes	Fringe Group	Distribution Options
Suspense Acct Cd	*Account Code (Earnings)	Account Code (Deductions)	Account Code (Tax)

Account Codes tab

Departments [Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

Department	Account Codes	Fringe Group	Distribution Options
Exclusion Fringe Group	Redirect Account Code		

Fringe Group tab

Departments [Customize](#) | [Find](#) | [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	
☒	☒	☒	

Distribution Options tab

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

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

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

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 specified deductions or tax funding source are funded by those sources, not this redirect account code.

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	Set Up HRMS, Product Related, Commitment Accounting, Process Budgets, Copy Prior FY Budget Set Up HRMS, Product Related, Commitment Accounting, Process Budgets CAN, Copy Prior FY Budget Set Up HRMS, Product Related, Commitment Accounting, Process Budgets USA, Copy Prior FY Budget	Generate a new annual budget using last year's budget information.

Running the Copy Prior FY Budget

Access the Copy Prior FY Budget - Run Parameters page.

Run Parameters

Run Control ID: GN2 [Report Manager](#) [Process Monitor](#) **Run**

Copy Prior FY Budget Parameter

Fiscal Year:

Start Date:

End Date:

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

Budget Dept. ID for Budget Copy (Blank for All):

Copy Prior FY Budget - 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.

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

Budgets created using options 1, 2, or 3 may not have an assigned suspense account. When you run any of these three processes, the process trace file will list the budgets that do not have an assigned suspense account. Since a suspense account is required for each department budget, you must use the Load Suspense Account process to assign suspense accounts to those department budgets that require them.

The encumbrances and actuals processes will charge all unfunded amounts to the selected suspense account. 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.

Page Used to Assign Suspense Accounts

Page Name	Object Name	Navigation	Usage
Load Suspense Acct (load suspense account)	RUNCTL_BUD021	Set Up HRMS, Product Related, Commitment Accounting, Process Budgets CAN, Load Suspense Account Codes Set Up HRMS, Product Related, Commitment Accounting, Process Budgets USA, Load Suspense Account Codes	Use to assign suspense accounts to departments that require them.

Loading Suspense Account Codes

Access the Load Suspense Acct page.

Load Suspense Acct page

Suspense Acct Cd

SetID

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

Fiscal Year and From Date

Select the budget fiscal year and date from which it starts.

Suspense Acct Cd

Select the suspense account code to be assigned to department budgets.

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

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

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

All Budgets

Select to have the process assign the suspense account you selected in the Suspense Acct Cd field to every department for the selected fiscal year with the exception of those departments you select in the Departments group box.

Departments

Budget Department and Suspense Acct Cd (suspense account code)

Select one or more department budgets and the suspense account to assign to it.

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.

See *PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook*, “Setting Up Organization Foundation Tables,” Enabling and Controlling Department Information for Specified Customers.

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.

Find an Existing Value
Add a New Value

SetID:

=

SHARE

Department:

begins with

Fiscal Year:

=

Budget Level:

=

Position Pool ID:

begins with

Job Code SetID:

begins with

Job Code:

begins with

Position Number:

begins with

EmplID:

begins with

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.

Common Elements Used in the Department Budget Table Component

Effective Date and Effective Sequence These indicate when a budget row takes effect and in what order to apply the row. The system uses these fields to determine when and what order to apply retroactive budget changes.

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.

Pages Used in the Budget Table Component

Page Name	Object Name	Navigation	Usage
Dept Budget Date (department budget date)	DEPT_BUDGET_DATE	Set Up HRMS, Product Related, Commitment Accounting, Budget Information, Department Budget Table Set Up HRMS, Product Related, Commitment Accounting, Budget Information CAN, Department Budget Table Set Up HRMS, Product Related, Commitment Accounting, Budget Information USA, Department Budget Table	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	Set Up HRMS, Product Related, Commitment Accounting, Budget Information, Department Budget Table Set Up HRMS, Product Related, Commitment Accounting, Budget Information CAN, Department Budget Table Set Up HRMS, Product Related, Commitment Accounting, Budget Information USA, Department Budget Table	Establish department budgets for employee earnings in each department of your organization.
Dept Budget Deductions (department budget deductions)	DEPT_BUDGET_DED	Set Up HRMS, Product Related, Commitment Accounting, Budget Information, Department Budget Table Set Up HRMS, Product Related, Commitment Accounting, Budget Information CAN, Department Budget Table Set Up HRMS, Product Related, Commitment Accounting, Budget Information USA, Department Budget Table	Budget for employer-paid deductions in each department of your organization.

Page Name	Object Name	Navigation	Usage
Dept Budget Taxes (department budget taxes)	DEPT_BUDGET_TAX	Set Up HRMS, Product Related, Commitment Accounting, Budget Information, Department Budget Table Set Up HRMS, Product Related, Commitment Accounting, Budget Information USA, Department Budget Table	Budget for employer-paid taxes in each U.S. or Global department of your organization.
Dept Budget Taxes (department budget taxes)	DEPT_BUDGET_CTX	Set Up HRMS, Product Related, Commitment Accounting, Budget Information CAN, Department Budget Table	Budget for employer-paid taxes in each Canadian department of your organization.
Dept Budget Actuals (department budget actuals)	DEPT_BUDGET_ACT	Set Up HRMS, Product Related, Commitment Accounting, Budget Information, Department Budget Table Set Up HRMS, Product Related, Commitment Accounting, Budget Information CAN, Department Budget Table Set Up HRMS, Product Related, Commitment Accounting, Budget Information USA, Department Budget Table	View detailed department budget information online. This page is updated when you run the Encumbrance GL Interface or the Actuals GL Interface processes.

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 Bud	
SetID:	SHARE	Department:	10000	Human Resources					
Fiscal Year:	2002								
*Budget Begin Date:	01/01/2002		*Budget End Date:	12/31/2002					
*Offset Group:	PACAL		Department Offset Group						
Budget Cap									
☐ Per Budget Level ☒ Per Earn/Tax/Ded									
Suspense Account Code									
Find View All First 1 of 1 Last									
*Effective Date:	10/23/2002		Effective Sequence:	0	+ -				
Acct Cd:	000000008		Salaries						
Balance:	0.00								
Chartfields									
Account:	5000	Department:	140	Project/Grant:	P000003				
Product:		Fund:	100	Program Code:	1000				
Class:	10	Affiliate:		Operating Unit:					
Alt. Account:		Budget Ref:	0008-REF						
Chartfield 1:	0008Sa-CF1	Chartfield 2:	000814-CF2	Chartfield 3:	00005008-3				

Dept Budget Data page, 1 of 2

Funding Defaults			
*Default Funding Source Option:	Specified		
Account Code (Deductions):	000000032		Funding End Date (Deductions):
Account Code (Tax):	QAD-CDTX1		Funding End Date (Tax):
			12/31/2002
			12/31/2002
Account Overrides			
☒ Use Acct Defined for Earnings	☒ Use Acct Defined for US Tax		
☒ Use Acct Defined for Dedns	☒ Use Acct Defined for Can Tax		

Dept Budget Date 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. The encumbrance and actuals processes will charge all unfunded amounts to this account enabling the encumbrance and actuals processes to continue posting to the specified 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

Chapter 3, "Commitment Accounting Processing Control Tables," Understanding Account Mapping, page 21

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

PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce, “Hiring Your Workforce,” Hiring an Employee

PeopleSoft 8.8 Payroll for North America PeopleBook, “Working With Paysheets”

PeopleSoft 8.8 Payroll for North America PeopleBook, “Setting Up the Payroll Process,” Reviewing and Modifying Payroll Messages

Establishing Department Budgets for Employee Earnings

Access the Dept Budget Earnings page.

The screenshot displays the 'Dept Budget Earnings' page. At the top, there are tabs for 'Dept Budget Date', 'Dept Budget Earnings' (selected), 'Dept Budget Deductions', 'Dept Budget Taxes', and 'Dept Budget Actuals'. Below the tabs, the following information is entered: SetID: SHARE, Department: 10000 Human Resources, Fiscal Year: 2002, Budget Begin Date: 01/01/2002, Offset Group: PACAL, Budget End Date: 12/31/2002. A 'Budget Cap' section shows two radio buttons: 'Per Budget Level' (selected) and 'Per Earn/Tax/Ded'. Below this is a 'Level' section with radio buttons for 'Department', 'Position Pool', 'Jobcode', 'Position', and 'Appointment'. The 'Earnings Distribution' section contains fields for 'Earnings Code' (B04 Bonus), '*Account Code' (000000005 Salaries), '*Effective Date' (10/23/2002), 'Eff Seq' (0), '*Status' (Active), 'Date Entered' (10/23/2002), 'Earnings Cap' (1,000,000.00), '*Currency' (USD), '*SEQ#' (1), '% Effort' (100), 'Budget Amount' (100,000.000), 'Distrib %' (0.000), 'Allow Overspend' (checked), 'Funding End Date' (12/31/2002), and 'Distributed' (unchecked).

Dept Budget Earnings page

Budget Level Cap and Currency

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

Earnings Distribution

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.

Dept Budget Date		Dept Budget Earnings		Dept Budget Deductions		Dept Budget Taxes		Dept Budget Actuals	
SetID:	SHARE	Department:	10000	Human Resources		Fiscal Year:	2002		
Budget Begin Date:		01/01/2002		Budget End Date:		12/31/2002		Offset Group: PACAL	
Level Find View All First 1 of 1 Last ☒ Department ☐ Position Pool ☐ Jobcode ☐ Position ☐ Appointment + - Effective Date: 10/23/2002 Eff Seq: 0 Status: Active Date Entered: 10/23/2002 Deduction Budget Cap: 200,000.00 Deduction Distribution Find View All First 1 of 1 Last Plan Type: 401(k) Plan: BNFTE 401K Savings + - Ded Cd: B40-01 401(a) Ded Class: N Nontaxable *SEQ#: 1 Account Code: 000000032 Other Benefits Chartfields Budget Amount: 0.000 Distrib %: 100.000 Funding End Date: 12/31/2002 Distributed ☐									

Dept Budget Deductions page

Deduction Budget Cap

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

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

Deduction Distribution

Establish multiple deduction-plan types and (optionally) specify a Funding End Date for each of those plans. Funding sources are defined using 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 through the Define Commit Accounting (U.S.) and Define Commit Account (GBL) menus as it is when it's accessed through 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:	10000	Human Resources		Fiscal Year:	2002		
Budget Begin Date:			01/01/2002		Budget End Date:			12/31/2002	
						Offset Group:			PACAL
Level Find View All First 1 of 1 Last ☒ Department ☐ Position Pool ☐ Jobcode ☐ Position ☐ Appointment + - Effective Date: 10/23/2002 Eff Seq: 0 Status: Active Date Entered: 10/23/2002 Tax Budget Cap: 400,000.00									
Tax Distribution Find View All First 1 of 1 Last State: DC Q District of Columbia Tax Class: Earned Inc ▼ *SEQ#: 1 + - Locality: Q Account Code: QAD-CDTX1 Q AP Tax Acct 7 Chartfields Budget Amount: 0.000 Distrb %: 100.000 Funding End Date: 12/31/2002 BT Distributed ☐									

Dept Budget Taxes page

Tax Budget Cap

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

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

Tax Distribution

Establish multiple state or province taxes and tax classes and (optionally) specify a Funding End Date for each of those classes. Funding sources are defined using 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 *\$U.*)

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

[Chapter 9, "Creating and Posting Encumbrance Data to PeopleSoft Financials," Running the Encumbrance GL Interface Process \(PAYGL03\), page 104](#)

[Chapter 10, "Creating and Posting Actuals Data to PeopleSoft Financials," Running the Commitment Accounting Actuals GL Interface Process, page 122](#)

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:	10000	Human Resources				Fiscal Year:	2002
Budget Begin Date:		01/01/2002		Budget End Date:		12/31/2002		Offset Group: PACAL	
Level ☒ Department ☐ Position Pool ☐ Jobcode ☐ Position ☐ Appointment + - Find View All First 1 of 1 Last									
Effective Date:		10/23/2002		Eff Seq:		0		Status: Active	
Currency:		USD							
Find View All First 1 of 1 Last									
Account Code: Account: Product: Class: Alt. Account: Chartfield 1: Department: Fund: Affiliate: Budget Ref: Chartfield 2: Project/Grant: Program Code: Operating Unit: Chartfield 3:									
Posted Actual		Posted Encumbrance		Total Posted					
0.00		0.00		0.00					

Dept 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.

Reporting on Funding

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

Page Used to Run the Funding Summary Report

Page Name	Object Name	Navigation	Usage
Run Parameters	RUNCTL_BUD011	Set Up HRMS, Product Related, Commitment Accounting, Reports, Funding Summary Report Set Up HRMS, Product Related, Commitment Accounting, Reports USA, Funding Summary Report	Run a Funding Summary Report (BUD011), which lists a summary of funding information for positions or employees within a department. This report can also print information about a specific position or employee when you enter employee or position information as a run control. Before using this page, you must have set up funding information for the departments on which you are reporting.
Run Parameters	RUNCTL_BUD011C	Set Up HRMS, Product Related, Commitment Accounting, Reports CAN, Funding Summary Report	See above.

Running the Funding Summary Report

Access the Run Parameters page.

Run Parameters

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

Funding Summary Rpt Parameters

*SetID: *Department:

*Fiscal Year:

*As Of Date:

Funding Summary By

☐ Appointment Level ☒ Position Level

Report Option

☒ Earnings ☐ Deductions ☐ Tax

Position Number:

Run Parameters page

- | | |
|---------------------------|---|
| Funding Summary By | Indicate if you want the funding summary to list information by <i>Appointment Level</i> or by <i>Position Level</i> . |
| Report Option | Indicate if you want the report to summarize funding for <i>Earnings</i> , <i>Deductions</i> , or <i>Tax</i> . |
| Position Number | If you want the system to report on the funding summary for a single position, enter the position number on which you want to report. |

Reporting on Department Budgets

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

- Reconciliation Report (BUD002)
- Fiscal Year Budget Report (BUD004)

Pages Used to Report on Department Budgets

Page Name	Object Name	Navigation	Usage
Reconciliation Report	RUNCTL_FISCAL_YR	North American Payroll, Payroll Distribution, Commitment Accounting, Reconciliation Report North American Payroll, Payroll Distribution, Commitment Accounting CAN, Reconciliation Report North American Payroll, Payroll Distribution, Commitment Accounting USF, Reconciliation Report	Reports on the encumbrances and actuals for each department budget for the selected fiscal year.
Fiscal Year Budget Reports	RUNCTL_BUD004	North American Payroll, Payroll Distribution, Commitment Accounting, Fiscal Year Budget Report	Reports on appointment budgets (earnings, deductions, and taxes) in the department budget.

Running the Fiscal Year Budget Report

Access the Fiscal Year Budget Reports page.

Fiscal Year Budget Reports

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

Report Request Parameter(s)

Fiscal Year:

SetID: Table Set shared across Corp

Department ID:

Sort Order [Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

*Budget Level	*Sequence

Fiscal Year Budget Reports page

(E&G) BUD004 - Fiscal Year Budget Report Request Parameter(s) Fiscal Year, SetID, and Department ID Select information for the department budget for which you want to generate a report. Budget Level Appointment: Reports on appointment budgets (earnings, deductions, and taxes) in the department budget. (See Defining Fiscal Year Budgets for details.)

Report Request Parameter(s)

Fiscal Year, SetID, and Department ID

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

Sort Order

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

- *Department*: Reports on the department budget (earnings, deductions, and taxes). If you don't select the department budget level, the report still reports the FTE maximum and FTE actual for the department.
- *Jobcode*: Reports on job budgets (earnings, deductions, and taxes) in the department budget.
- *Position*: Reports on position budgets (earnings, deductions, and taxes) in the department budget.
- *Posn Pool* (position pool): Reports on position pool budgets (earnings, deductions, and taxes) in the department budget.

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

CHAPTER 7

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, you set up actual encumbrance definitions using the Encumbrance Definitions page.

Using the Encumbrance Definition functionality in the commitment accounting business process you can:

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

[Chapter 3, “Commitment Accounting Processing Control Tables,” page 13](#)

[Chapter 6, “Defining Fiscal Year Budgets,” Establishing Department Budgets for Employee Earnings, page 75](#)

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	Set Up HRMS, Product Related, Commitment Accounting, Encumbrances, Encumbrance Definition Set Up HRMS, Product Related, Commitment Accounting, Encumbrances CAN, Encumbrance Definition Set Up HRMS, Product Related, Commitment Accounting, Encumbrances USA, 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.

Find an Existing Value
Add a New Value

SetID:	=	SHARE	🔍
Department:	begins with		🔍
Default Level:	=		▼
Position Pool ID:	begins with		🔍
Job Code SetID:	begins with		🔍
Job Code:	begins with		🔍
Position Number:	begins with		🔍
EmplID:	begins with		🔍
Empl Rcd Nbr:	=		🔍
Description:	begins with		
Company:	begins with		
Location Code:	begins with		

☐ **Include History**
☐ **Correct History**
☐ **Case Sensitive**

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:	10000	Human Resources
Level Find View All First 1 of 1 Last				
☒ Department ☐ Position Pool ☐ Jobcode ☐ Position ☐ Appointment + -				
*Effective Date:		08/09/2002	*Status:	Active
			*Currency Code:	USD
Tax Distribution Find View All First 1 of 1 Last				
*Acct Code:				
ER Tax %:		0.00	Encumbrance Tax Cap:	0.00
▶ Chartfields				
Deduction Distribution Find View All First 1 of 1 Last				
*Benefit Group:			Ded %:	0.00
			Ded Amt:	0.00
*Acct Code:				
▶ Chartfields				

Encumbrance Definition page

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 be 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 8.8 Human Resources PeopleBook: Administer Workforce, “Hiring Your Workforce,” Distributing Job Earnings

PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce, “Hiring Your Workforce,” Hiring an Employee

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, “Setting Up Jobs,” Classifying Jobs

PeopleSoft 8.8 Human Resources PeopleBook: Manage Positions, “Setting Up Positions,” Creating Positions

Chapter 3, “Commitment Accounting Processing Control Tables,” Defining Position Pools, page 32

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

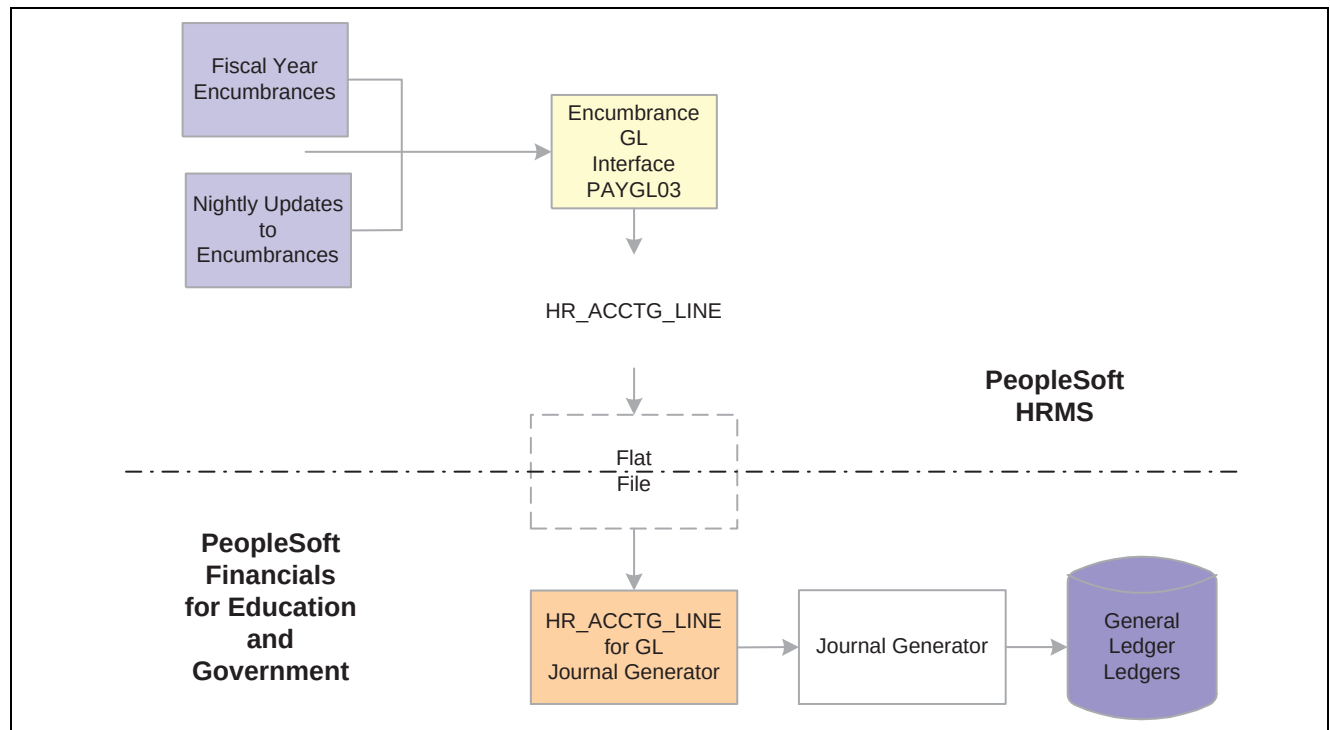
This chapter shows you how to:

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

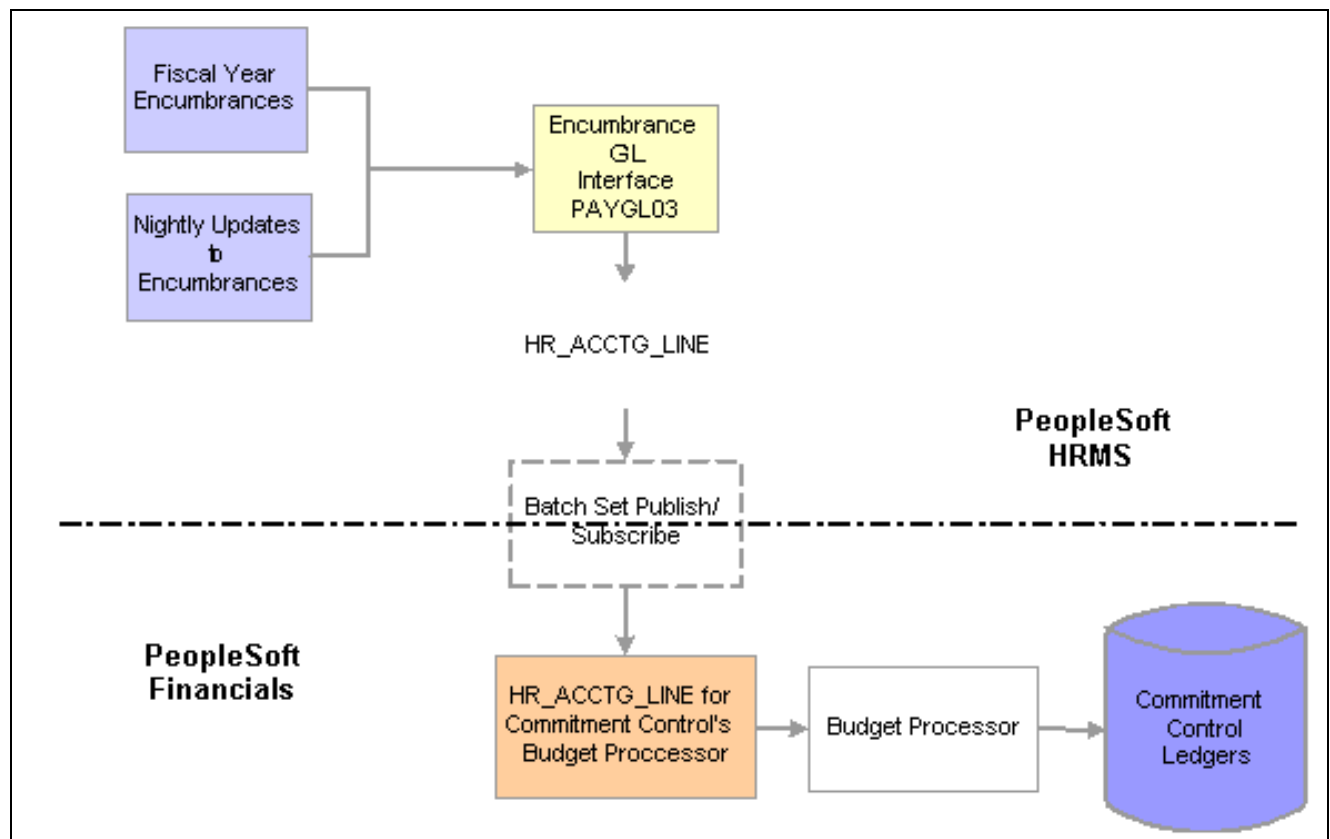
Understanding the Posting Processes

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 Financials for Education and Government, you will transfer encumbrance data to the PeopleSoft General Ledger ledgers. If you are using core PeopleSoft Financials, you will transfer encumbrance data to the Commitment Control ledgers.



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



Posting PeopleSoft HRMS encumbrance data to PeopleSoft Commitment Control

Running the Posting Processes

This section discusses how to:

- Calculate fiscal year encumbrances.
- Update encumbrance calculations after changing data.
- View earnings encumbrance transactions that the system posted to the suspense account code.
- Creates transactions to post to PeopleSoft Human Resources Encumbrance records.

Common Elements Used with Encumbrances

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 <i>10</i> record(s) have been processed, the Maximum Error % allowed is field value is <i>10.000</i>. In other words, only one in 10 records can produce an error before the process stops.

Pages Used to Run the Posting Processes

Page Name	Object Name	Navigation	Usage
Fiscal Year Encumbrances - Run Parameters	RUNCTL_ENC_FY	Set Up HRMS, Product Related, Commitment Accounting, Process Encumbrances, Fiscal Year Encumbrances Set Up HRMS, Product Related, Commitment Accounting, Process Encumbrances CAN, Fiscal Year Encumbrances Set Up HRMS, Product Related, Commitment Accounting, Process Encumbrances USA, Fiscal Year Encumbrances	Calculate fiscal year encumbrances.
Nightly Encumbrances - Run Parameters	RUNCTL_ENC_NHT	Set Up HRMS, Product Related, Commitment Accounting, Process Encumbrances, Nightly Encumbrances Set Up HRMS, Product Related, Commitment Accounting, Process Encumbrances CAN, Nightly Encumbrances Set Up HRMS, Product Related, Commitment Accounting, Process Encumbrances USA, Nightly Encumbrances	Update encumbrance calculations after changing data.
Encumbrance Suspense Distribution - Earnings	HP_ENCERN_SUSP_DST	Set Up HRMS, Product Related, Commitment Accounting, Encumbrances CAN, Encumbrance Suspense Accounts Set Up HRMS, Product Related, Commitment Accounting, Encumbrances USA, Encumbrance Suspense Accounts	- View earnings encumbrance transactions that the system posted to the suspense account code. - Change the account information.

Page Name	Object Name	Navigation	Usage
Encumbrance GL Interface - Run Parameters	RUNCTL_PRCSDATE	Set Up HRMS, Product Related, Commitment Accounting, Process Encumbrances, Encumbrance GL Interface Set Up HRMS, Product Related, Commitment Accounting, Process Encumbrances CAN, Encumbrance GL Interface Set Up HRMS, Product Related, Commitment Accounting, Process Encumbrances USA, Encumbrance GL Interface	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.

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 check box selected on the Department Budget component. The process generates a warning for these transactions.

See Also

[Chapter 7, “Managing Encumbrance Definitions,” Creating an Encumbrance Definition for Taxes and Deductions, page 87](#)

[Chapter 6, “Defining Fiscal Year Budgets,” Establishing Department Budgets for Employee Earnings, page 75](#)

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, “Setting Up Organization Foundation Tables,” Enabling and Controlling Department Information for Specified Customers

PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce, “Hiring Your Workforce,” Distributing Job Earnings

PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce, “Hiring Your Workforce,” 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: Fiscal Year Begin Date: 08/09/2002 Fiscal Year End Date:

Commit Level: 100 Encumbrance Begin Date: 08/09/2002

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

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 check box 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

[Chapter 6, “Defining Fiscal Year Budgets,” page 53](#)

[Chapter 7, “Managing Encumbrance Definitions,” Creating an Encumbrance Definition for Taxes and Deductions, page 87](#)

PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce, “Hiring Your Workforce,” Distributing Job Earnings

PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce, “Hiring Your Workforce,” Hiring an Employee

PeopleSoft 8.8 Human Resources PeopleBook: Manage Positions, “Setting Up Positions,” Creating Positions

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, “Setting Up Organization Foundation Tables,” Enabling and Controlling Department Information for Specified Customers

Running the Nightly Encumbrances Process (PSPENNHT)

Access the Nightly Encumbrances - Run Parameters page.

Nightly Encumbrances – Run Parameters page

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

Chapter 10, "Creating and Posting Actuals Data to PeopleSoft Financials," Modifying Actuals Distribution Prior to General Ledger Posting Using the Actuals Distribution Component, page 116

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

Chapter 9, "Creating and Posting Encumbrance Data to PeopleSoft Financials," Viewing and Modifying Suspense Account Code Encumbrance Transactions, page 104

Chapter 6, "Defining Fiscal Year Budgets," Viewing Detailed Department Budget Information Online, page 80

Chapter 10, "Creating and Posting Actuals Data to PeopleSoft Financials," Modifying Actuals Distribution After GL Posting, page 123

Reporting Encumbrance Error Messages

This section explains how to generate the Encumbrance Messages report.

Page Used to Run the Encumbrance Messages Report

Page Name	Object Name	Navigation	Usage
Encumbrance Messages - Run Parameters	RUNCTL_BUD009	Set Up HRMS, Product Related, Commitment Accounting, Reports, Encumbrance Messages Set Up HRMS, Product Related, Commitment Accounting, Reports CAN, Encumbrance Messages Set Up HRMS, Product Related, Commitment Accounting, Reports USA, Encumbrance Messages	Run an Encumbrance Message report, which provides information on encumbrance processing error messages. Before using this page, you must have run the encumbrance processes

Running the Encumbrance Messages Report

Access the Run Parameters page.

Encumbrance Messages Report – Run Parameters page

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

CHAPTER 10

Creating and Posting Actuals Data to PeopleSoft Financials

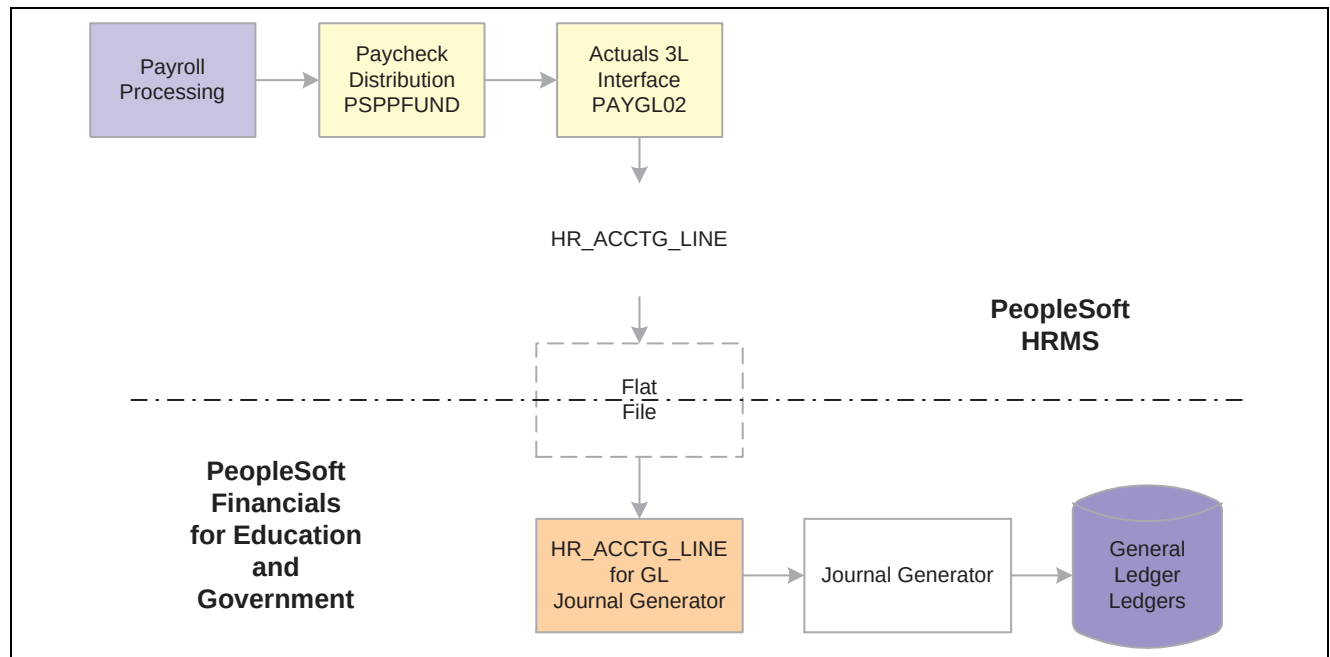
This chapter show you how to:

- 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.

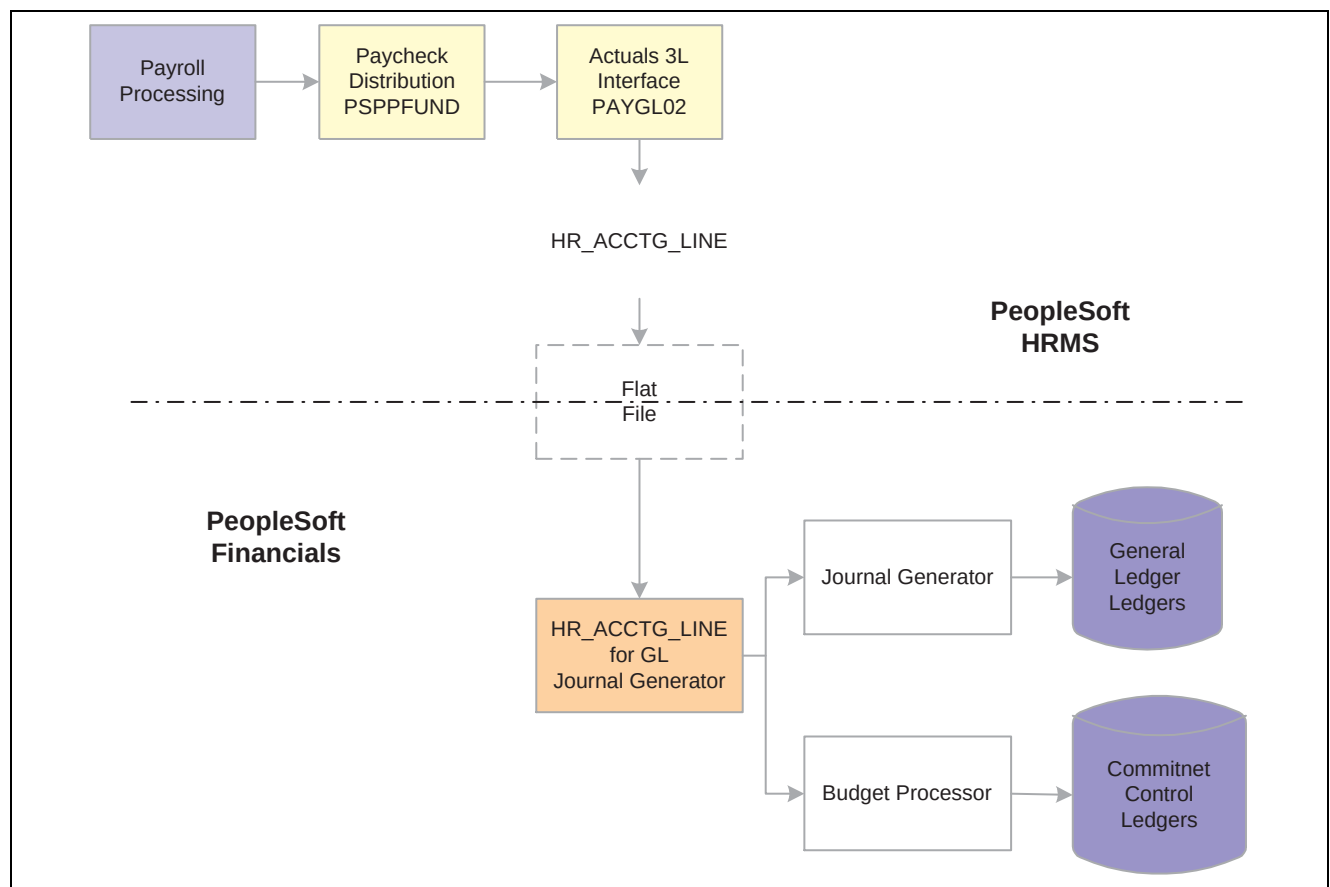
Understanding the Data Flow Between PeopleSoft HRMS and PeopleSoft Financials

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 Financials for Education and Government, you'll transfer actuals data to the PeopleSoft General Ledger ledgers. If you are using core PeopleSoft Financials, you'll transfer encumbrance data to the PeopleSoft General Ledger and Commitment Control ledgers.



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



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

See Also

Chapter 6, “Defining Fiscal Year Budgets,” Option 4: Using the Department Budget Table Component, page 66

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

See *PeopleSoft 8.8 Payroll for North America PeopleBook*, "Processing Retro Pay," (E&G) Generating Lump-Sum Retroactive Payments for Contractual Employees.

- Paysheets

See *PeopleSoft 8.8 Payroll for North America PeopleBook*, "Working With Paysheets".

- Pay Calculation

See *PeopleSoft 8.8 Payroll for North America PeopleBook*, "Calculating Pay".

- Pay Confirmation

See *PeopleSoft 8.8 Payroll for North America PeopleBook*, "Confirming Pay".

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 Predistribution Audit Report

This section explains how to run the Predistribution Audit report.

Page Used to Run the Predistribution Audit Report

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

Running the Predistribution Audit

Access the Predistribution Audit page.

Predistribution Audit page

Pay Run ID

Select the pay run ID of the pay run you will audit.

General Audit

Select to have the system verify that department budgets have been set up for the transactions in the selected pay run.

**Specific Employer paid
Earning/Deduction/Tax
Codes**

Select to have the system verify that department budgets have been set up for specific Earnings/Deductions/Tax codes for the transactions in the selected pay run.

Audit Project/Grant

Select to have the system verify that the project/grant specified on the Account Code table has been defined.

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 check box selected on the Department Budget component. The process generates a warning for these transactions.

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

Page Used to Run the Actuals Distribution Process

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

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).

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

PeopleSoft 8.8 Time and Labor PeopleBook, “Integrating With PeopleSoft Financials and Enterprise Performance Management,” Using PeopleSoft Time and Labor with Commitment Accounting

PeopleSoft 8.8 Time and Labor PeopleBook, “Integrating With Payroll Applications,” Integrating With PeopleSoft Payroll for North America

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, “Setting Up Organization Foundation Tables,” Enabling and Controlling Department Information for Specified Customers

Chapter 6, “Defining Fiscal Year Budgets,” Establishing Department Budgets for Employee Earnings, page 75

PeopleSoft 8.8 Payroll for North America PeopleBook, “Working With Paysheets”

PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce, “Hiring Your Workforce,” Distributing Job Earnings

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, “Setting Up Jobs,” 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 8.8 Human Resources PeopleBook: Administer Workforce, “Hiring Your Workforce,” Hiring an Employee

Chapter 6, “Defining Fiscal Year Budgets,” (GBL)(US)(CAN)Budgeting for Employer-Paid Taxes, page 78

Running the Actuals Distribution Process

Access the Actuals Distribution - Run Parameters page.

Run Parameters

Run Control ID: 01

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

Actuals Distribution Parameter

Pay Run ID:

*Distribution Prorate Option:

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.

Running the Actuals/Extract TL Costs Process

Access the Actuals/Extract TL Costs page.

Actuals / Extract TL Costs

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

Process Request Parameter(s)

Commitment Accounting

☒ Run Actuals Distribution

On-Cycle Run or **Off-Cycle Pay Calendar**

Pay Run ID:

Company:

Pay Group:

Pay End Date:

Process

Page #: Thru:

Actuals Distribution Parameter

*Distribution Prorate Option: ▼

Payroll Cycle

☐ On-Cycle ☐ Off-Cycle ☒ Both

Actuals/Extract TL Costs page

Commitment Accounting

Run Actuals Distribution Select to run the Actuals Distribution process.

See [Chapter 10, “Creating and Posting Actuals Data to PeopleSoft Financials,” Running the Actuals Distribution Process, page 111.](#)

On-Cycle Run

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

Off-Cycle Pay Calendar

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

Actuals Distribution Parameter

Distribution Prorate Option

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

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 Used in This Section

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

Page Name	Object Name	Navigation	Usage
Review Actuals Distribution - Earnings	PAY_CHECK_DIST_ERN	North American Payroll, Payroll Distribution, Commitment Accounting, Review Actuals Distribution North American Payroll, Payroll Distribution, Commitment Accounting CAN, Review Actuals Distribution North American Payroll, Payroll Distribution, Commitment Accounting USF, Review Actuals 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.
Review Actuals Distribution - Deduction	PAY_CHECK_DIST_DED	North American Payroll, Payroll Distribution, Commitment Accounting, Review Actuals Distribution North American Payroll, Payroll Distribution, Commitment Accounting CAN, Review Actuals Distribution North American Payroll, Payroll Distribution, Commitment Accounting USF, Review Actuals Distribution	View and modify the actuals distribution after running the Actuals Distribution process and prior to posting to general ledger.
Review Actuals Distribution - Tax	PAY_CHECK_DIST_TAX	North American Payroll, Payroll Distribution, Commitment Accounting, Review Actuals Distribution North American Payroll, Payroll Distribution, Commitment Accounting USF, Review Actuals Distribution	View and modify the actuals distribution after running the Actuals Distribution process and prior to posting to general ledger.
Review Actuals Distribution - Tax	PAY_CHECK_DIST_CTX	North American Payroll, Payroll Distribution, Commitment Accounting CAN, Review Actuals 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:	GBI		Pay Group:	KC1		End Date:	12/05/1999	
☐ Off Cycle			Page:	7		Line:	1	
EmplID:	KC0025		Name:	Brown,Jennifer L				
Earnings			Find View All			First 1 of 1 Last		
Separate Check #:	0		Empl Rcd Nbr	0				
Earnings Code:			Earnings:	0.00				
Distribution			Find View All			First 1 of 1 Last		
*Fiscal Year:			*Period:			Earnings:	0.00	
*Account Code:								
Chartfields								
Account:			Department:			Project/Grant:		
Product:			Fund:			Program Code:		
Class:			Affiliate:			Operating Unit:		
Alt. Account:			Budget Ref:					
Chartfield 1:			Chartfield 2:			Chartfield 3:		
Department:			Job Code:			Currency:	USD	
Position:			Position Pool ID:					

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:	GBI	Pay Group:	KC1	End Date:	12/05/1999
☐ Off Cycle ?		Page:	7	Line:	1
EmplID:	KC0025	Name:	Brown,Jennifer L		
Deductions Find View All First ◀ 1 of 19 ▶ Last					
Sep Chk #:	0	Plan Type:	Dental	Benefit Plan:	CN Dental
Ded Code:	Dental	Ded Class:	After-Tax		
Current Deduction:	20.00	AP Status:			

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:	GBI	Pay Group:	KC1	End Date:	12/05/1999
☐ Off Cycle ?		Page:	7	Line:	1
EmplID:	KC0025	Name:	Brown,Jennifer L		
Find View All First ◀ 1 of 5 ▶ Last					
Sep Chk #:	0	Province:	NS		
Tax Class:	CIT (T4)	Current Tax:	173.02	AP Status:	Extracted

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.

Note. There are two Current Tax fields available on this page. The second Current Tax field does not appear unless the Actuals Distribution process is run for a particular record.

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	HP_PAYERNSUSPDIS	North American Payroll, Payroll Distribution, Commitment Accounting, Review Suspense Acct Distrib, Earnings Suspense Acct Code North American Payroll, Payroll Distribution, Commitment Accounting CAN, Review Suspense Acct Distrib, 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	HP_PAYDEDSUSPDIS	North American Payroll, Payroll Distribution, Commitment Accounting, Review Suspense Acct Distrib, Deduction Suspense Acct Code North American Payroll, Payroll Distribution, Commitment Accounting CAN, Review Suspense Acct Distrib, 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	HP_PAYCTXSUSPDIST	North American Payroll, Payroll Distribution, Commitment Accounting CAN, Review Suspense Acct Distrib, 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	HP_PAYTAXSUSPDIST	North American Payroll, Payroll Distribution, Commitment Accounting, Review Suspense Acct Distrib, 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

Page Name	Object Name	Navigation	Usage
Actuals Distribution Summary	PAY_CHECK_DIST_SUM	North American Payroll, Payroll Distribution, Commitment Accounting, Review Distribution Summary North American Payroll, Payroll Distribution, Commitment Accounting CAN, Review Actuals Distrib 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.

Actuals Distribution Summary			
Company: EC2	Pay Group: ES6	End Date: 01/15/1999	
☐ Off Cycle ?	Page: 1	Line: 2	
EmplID: E633	Name: Bains,Eric		
▼ Earnings Find View All First ◀ 1 of 1 ▶ Last			
Sep Chk #: 0	Empl Rcd#: 0		
Earnings Code:	Earnings: 0.00		
Distribution Find View All First ◀ 1 of 1 ▶ Last			
Department:	Job Code:	Position Pool ID:	
Position:	Account Code		
Earnings: 0.00			
▼ Deductions Find View All First ◀ 1 of 1 ▶ Last			
Sep Chk #: 0	Plan Type:	Benefit Plan:	
Ded Code:	Ded Class:	Sales Tax Type: None	
Curr Dedn: 0.00	AP Status:		
▼ Tax Find View All First ◀ 1 of 9 ▶ Last			
Sep Chk #: 0	Tax Entity: US Federal	AP Status	
Locality:	Tax Class: OASDI/EE	Current Tax: 955.32	

Actuals Distribution Summary page

See Also

Chapter 10, “Creating and Posting Actuals Data to PeopleSoft Financials,” [Modifying Actuals Distribution Prior to General Ledger Posting Using the Actuals Distribution Component](#), page 116

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

Page Name	Object Name	Navigation	Usage
Actuals - Run Parameters	RUNCTL_PAYGL02	North American Payroll, Payroll Distribution, Provide GL Information, Commit Accounting, Actuals, 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 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 by way of 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

Page Name	Object Name	Navigation	Usage
Budget Actuals	BUDGET_ACTUALS	North American Payroll, Payroll Distribution, Commitment Accounting, Review Budgets Actuals North American Payroll, Payroll Distribution, Commitment Accounting CAN, Review Budgets Actuals North American Payroll, Payroll Distribution, Commitment Accounting USF, Review Budgets 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:	95000	Executive Branch
Position Pool ID:		
Job Code:	290000	Clerk
Position Number:	PUA8015	Clerk
EmplID:	PA008	Silverstein,Jacob
Empl Rcd#:	0	
Encumbrance Record Type:	Earnings	
Fiscal Year:	1999	
Account Code:	000000001	Salaries
Account:	5000	
Posted Actual Amount		Posted Encumbrance Amount
2,692.32		14,807.64

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 and Running 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.

This section explains how to define the columns for the report, load the data, and run the report.

Pages Used to Prepare and Run the Gross Fringe Report

Page Name	Object Name	Navigation	Usage
Gross Fringe Rpt - Defn Column (gross fringe report – define column)	HP_COL_DEFN	Set Up HRMS, Product Related, Commitment Accounting, Fringe Costs CAN, G&F Report - Column Definition Set Up HRMS, Product Related, Commitment Accounting, Fringe Costs USA, G&F Report - Column Definition	Setup column definitions to be used by the Gross Fringe report.
Load Gross Fringe Data	HP_RCTL_GRSFR_LOAD	North American Payroll, Payroll Distribution, Commitment Accounting, Load Gross Fringe Information	Load the gross fringe data to a temporary table where it can be reported on by the Gross Fringe report.
Gross Fringe Report	HP_RCTL_GRSFR_RPT	North American Payroll, Payroll Distribution, GL Interface Reports, Gross and Fringe, Gross Fringe Report	Run the Fringe and Gross Report (HPCA012). This reports on the Pay Check Distribution records. Run after you've completed the Pay Check distribution process. You must set up column definitions and run the Fringe Gross Load process before running the report.

Defining Columns for the Gross Fringe Report

Access the Gross Fringe Rpt – Defn Column page.

Gross Fringe Rpt - Defn Column

Column Definition Code: PFRG1

Description: Fringe Reporting 1 - Health

Column Definition Find | View All First 1 of 3 Last

*Column ID: A *Gross or Fringe: Fringe

Column Heading 1: Medical Column Heading 2: Costs

Details Find | View All First 1 of 1 Last

Gross

Earnings Code:

Fringe (Benefits)

Plan Type: 10 Benefit Plan: Deduction Code:

Ded Class: N Sales Tax Type:

Fringe (Taxes)

State: Locality: Tax Class:

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

Column ID Enter the column identifier. Enter either *A* through no higher than *F* to represent the user-definable columns from left to right.

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

Column Heading 1 and Column Heading 2 Enter one or two column headings. Use the second column heading to further describe the column if one does not suffice.

Gross

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

Fringe (Benefits)

Plan Type, Benefit Plan, Deduction Code, Ded Class (deduction class), and Sales Tax Type If you select *F* in the Gross or Fringe field, select the benefits that the system should total in this column.

If you leave any of the fields blank the system will treat those fields as a wild card. For example, if you only specify Plan Type and Deduction Code, the system will report on the specified Plan Type and Deduction

Code, regardless of Benefit Plan, deduction class, and Sales Tax Type. You must enter information in at least one field.

Fringe (Taxes)

State, Locality, and Tax Class and Province and Canadian Tax Class

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

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

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

Loading Gross Fringe Data

Access the Load Gross Fringe Data page.

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.

Running the Gross Fringe Report

Access the Gross Fringe Report page.

Gross Fringe Report

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

Language: English

Report Request Parameter(s)

Data Loaded by: Last Loaded:

Run Report For

Fiscal Year: Accounting Period: Pay Period End Date:

☒ All Companies & Paygroups

Company: Pay Group:

☒ All Department

*SetID	*Department	Short Description
1		

[Customize](#) | [Find](#) | View All | First 1 of 1 Last

☒ All Funding Sources

*Account Code	Acct Code Short Description
1	

[Customize](#) | [Find](#) | View All | First 1 of 1 Last

☒ All Projects

*Project/Grant
1

[Customize](#) | [Find](#) | View All | First 1 of 1 Last

Gross Fringe Report, 1 of 2

Report Option

Column Definition Code:

☒ Detail Report ☐ Summary Report

Sort Option

☒ by Fiscal Year & Acct Period ☒ by Department

Secondary Sort Sequence: None

Detail Report Sort Sequence: Employee ID

Gross Fringe Report, 2 of 2

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.

All Department, and SetID, Department	Select All Department to process all departments or leave clear and select specific departments for processing.
All Funding Sources and Account Code	Select All Funding Sources to process all account codes or leave clear and select specific account codes for processing.
All Projects and Project Grant	Select All Projects to process all projects or leave clear and select specific projects for processing.
Report Option	Select a report option.
Column Definition Code	The system will summarize the fringe and gross data using the column definition code that you select.
Detail Report and Summary Report	Indicate if the system should produce a detail or a summary report. A detail report lists gross and fringe data by employee and a summary report will print the summary total based on the sort option you select in the Sort Option group box.
Sort Option	Select a sort option.
By Fiscal Year & Acct Period and By Department	Select to sort the report data by fiscal year and account period or by department. Select both options to sort first by fiscal year and accounting period and then by department.
Secondary Sort Sequence	Select a secondary sort sequence to sort after fiscal year and accounting period and department.
Detail Report Sort Sequence	If you opt to create a detail report, you can select an additional sequence level.

CHAPTER 11

Distributing Funding Sources Retroactively

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

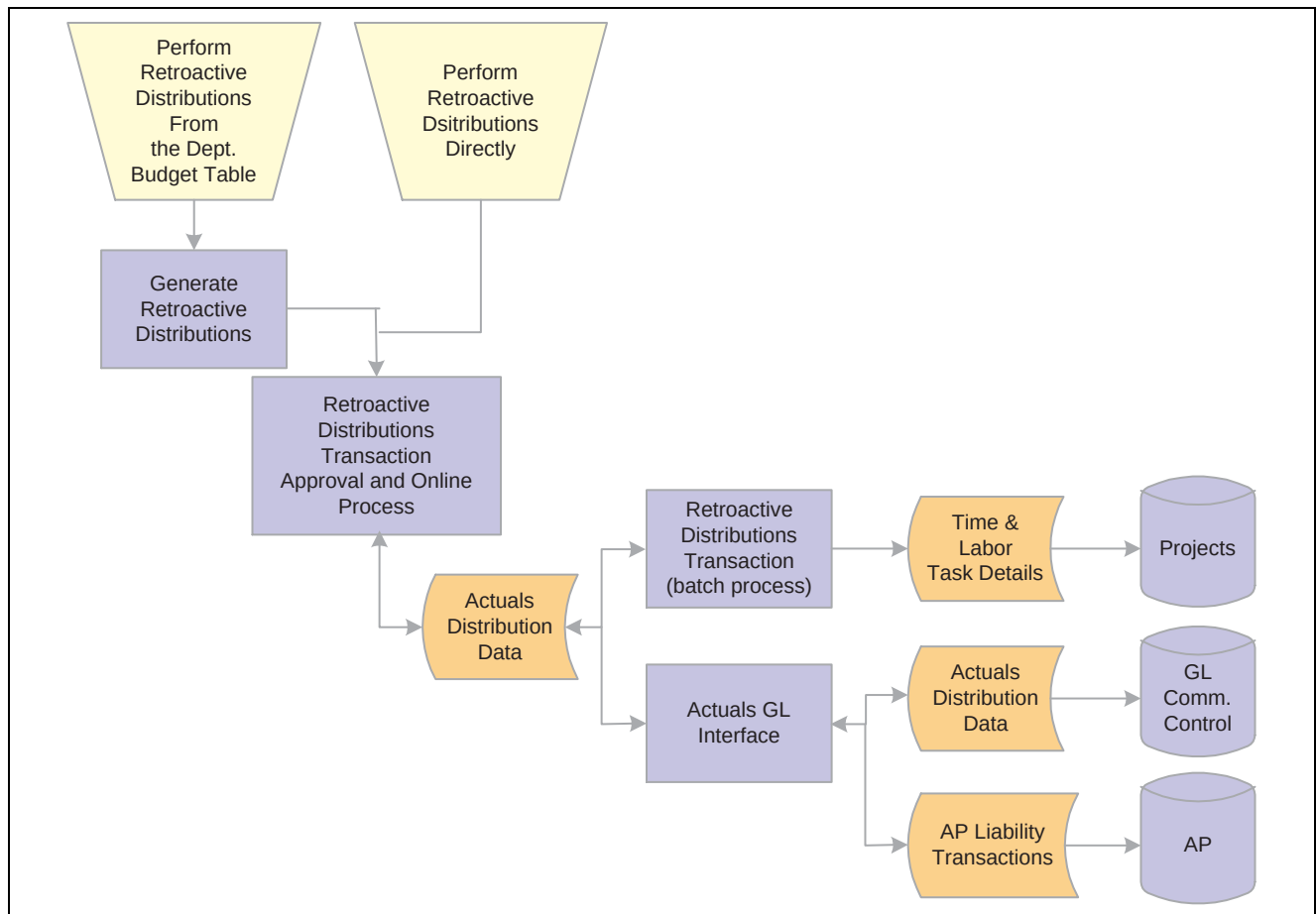
- Create retroactive distributions directly.
- Create retroactive distributions from department budgets.
- View and process retroactive transactions.
- Run the Retro Distribution report.

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

Common Elements Used in 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

Page Name	Object Name	Navigation	Usage
Direct Retro Distribution (direct retroactive distribution)	RUN_HP_RETDISTRCH	North American Payroll, Payroll Distribution, Commitment Accounting, Run Retro Distribution Process North American Payroll, Payroll Distribution, Commitment Accounting CAN, Run Retro Distribution Process	• 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.
Review Distribution Msgs - Earnings Messages	HP_RETDIST_ERNMSG	North American Payroll, Payroll Distribution, Commitment Accounting, Review Retro Distribution North American Payroll, Payroll Distribution, Commitment Accounting CAN, Review Retro Distribution North American Payroll, Payroll Distribution, Commitment Accounting, Review Distribution Messages North American Payroll, Payroll Distribution, Commitment Accounting CAN, Review Distribution Msgs	View or modify the earnings-related messages created by the Retro Distribution process.

Page Name	Object Name	Navigation	Usage
Review Distribution Messages - Deduction Messages	HP_RETDIST_DEDMSG	North American Payroll, Payroll Distribution. Commitment Accounting, Review Retro Distribution North American Payroll, Payroll Distribution. Commitment Accounting CAN, Review Retro Distribution North American Payroll, Payroll Distribution. Commitment Accounting, Review Distribution Messages North American Payroll, Payroll Distribution. Commitment Accounting CAN, Review Distribution Msgs	View or modify the deduction-related messages created by the Retro Distribution process.
Review Distribution Messages - Tax Messages	HP_RETDIST_TAXMSG	North American Payroll, Payroll Distribution. Commitment Accounting, Review Retro Distribution North American Payroll, Payroll Distribution. Commitment Accounting, Review Distribution Messages	View or modify the tax-related messages created by the Retro Distribution process.
Review Distribution Messages - Tax Messages	HP_RETDIST_CTX_MSG	North American Payroll, Payroll Distribution. Commitment Accounting CAN, Review Retro Distribution North American Payroll, Payroll Distribution. Commitment Accounting CAN, Review Distribution Msgs	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 Distribution

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

*SetID: Pay Period End Date: Processing Option:

Date Range

Earnings End Dates **Or Fiscal Periods**

Begin Date: End Date: Detail Calendar Id: From Year/Period: To Year/Period:

Search Fields [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)

	*Field Description	Field Value	Search Spaces
1			

Update Sequences [Find](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)

*SeqNum: *Amount: **+** **-**

Update Value [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)

	*Field Description	Field Value	Update Space
1			

Direct Retro Distribution page

The Direct Retro Distributions process does not apply any changes to the database. If this process produces warnings or errors (viewed in the 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

Chapter 11, “Distributing Funding Sources Retroactively,” View Earning, Deductions, and Tax Transaction Messages, page 137

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

Page Name	Object Name	Navigation	Usage
Budget Retro Distribution (budget retroactive distribution)	RUN_HP_RETDISTBDGT	Set Up HRMS, Product Related, Commitment Accounting, Process Budgets CAN, Budget Retro Distributions Set Up HRMS, Product Related, Commitment Accounting, Process Budgets USA, 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

Chapter 6, “Defining Fiscal Year Budgets,” Option 4: Using the Department Budget Table Component, page 66

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 Distribute Earnings	HP_RETRO_DISTERNS	North American Payroll, Payroll Distribution. Commitment Accounting, Review Retro Distribution North American Payroll, Payroll Distribution. Commitment Accounting CAN, Review Retro Distribution	Modify the earnings transactions created by the Retro Distribution process.
Retro Distribute Deduction	HP_RETRO_DISTDEDS	North American Payroll, Payroll Distribution. Commitment Accounting, Review Retro Distribution North American Payroll, Payroll Distribution. Commitment Accounting CAN, Review Retro Distribution	Modify the deductions transactions created by the Retro Distribution process.
Retro Distribute Taxes	HP_RETRO_DISTTAXS	North American Payroll, Payroll Distribution. Commitment Accounting, Review Retro Distribution	Modify the US tax transactions created by the Retro Distribution process.
Review Retro Distribution - Tax	HP_RETRO_DISTCTXS	North American Payroll, Payroll Distribution. Commitment Accounting CAN, Review Retro Distribution	Modify the Canadian tax transactions created by the Retro Distribution process.
Retro Distributions Process (retroactive distributions process)	RUN_HP_RETDIST	North American Payroll, Payroll Distribution, Commitment Accounting, Update Retro Distribution North American Payroll, Payroll Distribution, Commitment Accounting CAN, Update Distribution	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

Chapter 10, "Creating and Posting Actuals Data to PeopleSoft Financials," Modifying Actuals Distribution Prior to General Ledger Posting Using the Actuals Distribution Component, page 116

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.

Retro Distributions page

Select

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

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

Chapter 9, “Creating and Posting Encumbrance Data to PeopleSoft Financials,” Running the Encumbrance GL Interface Process (PAYGL03), page 104

Running a Report of Retroactive Distribution

This section explains how to generate the Retro Distribution report.

Page Used to Run the Retro Distribution Report

Page Name	Object Name	Navigation	Usage
Retro Distribution Audit	RUNCTL_BUD020	North American Payroll, Payroll Distribution. Commitment Accounting, Retro Distribution Audit Rpt North American Payroll, Payroll Distribution. Commitment Accounting CAN, Retro Distribution Audit Rpt	Run the Retro Distribution report (BUD020). This reports on the paychecks that have been modified using retroactive distribution. The report displays the old and the modified check data.

Running the Retro Distribution Report

Access the Retro Distribution Audit page.

Retro Distribution Audit

Run Control ID: 01

Report Manager

Process Monitor

Run

Retro Distribution Audit Report

Run Control ID:

Create User Id:

Create Date Range

Begin date:

End Date:

Error Status:

Process State:

Processed Date Range

Begin Date:

End Date:

Retro Distribution Audit page

Run Control ID

Select the Run Control ID of the Create Retro Distribution Transactions process on which you want to report.

Create User Id

Select the Create User ID of the retroactive processes on which you want to report.

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Error Status	Select the error status of the retroactive transactions on which you want to report.
Process Status	Select the process status of the retroactive transactions on which you want to report.
Create Date Range	Enter the create date range.
Start Date and End Date	Select the created date range of the transactions on which you want to report on.
Processed Date Range	Enter the processed date range.

CHAPTER 12

Linking PeopleSoft HRMS and PeopleSoft Financials Budget Data

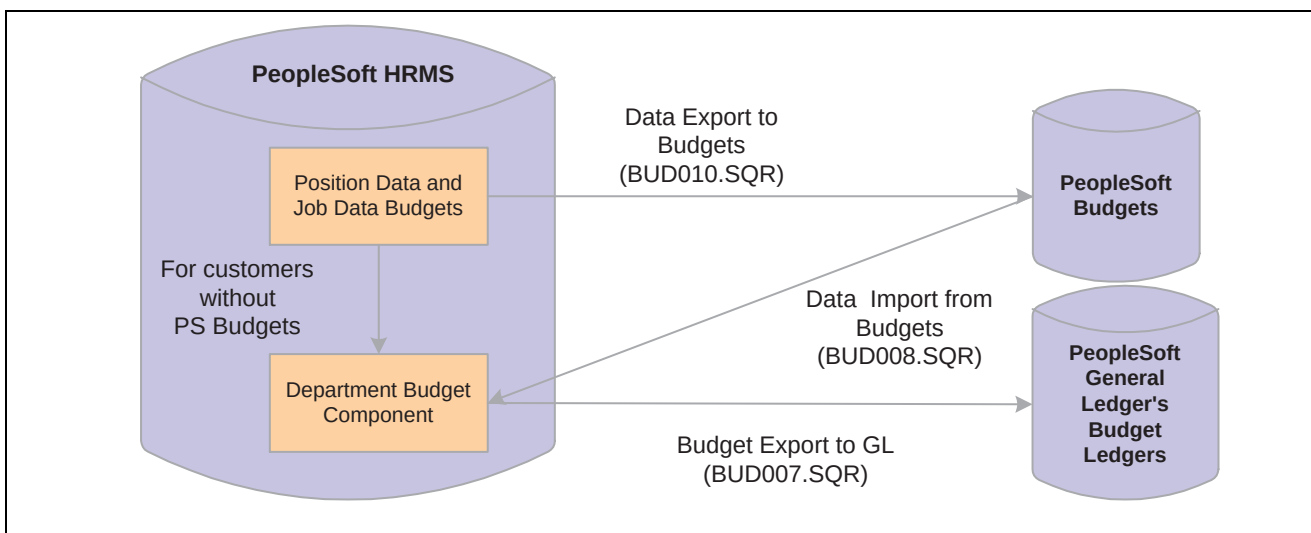
This chapter shows you how to:

- 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 diagram provides an overview of the various processes you can use to exchange information between PeopleSoft HRMS and PeopleSoft Financials for Education and Government or core PeopleSoft Financials.



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

See Also

Chapter 6, "Defining Fiscal Year Budgets," Option 1: Using the Data Import From Budgets Process, page 55

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 Financials) or PeopleSoft General Ledger (if you are using PeopleSoft Financials for Education and Government).

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

Pages Used to Export and Publish Budget Data

Page Name	Object Name	Navigation	Usage
Budget Export to EG GL/7.5	RUNCTL_BUD007	Set Up HRMS, Product Related, Commitment Accounting, Process Budgets, Export Budget to GL/7.5 Set Up HRMS, Product Related, Commitment Accounting, Process Budgets CAN, Export Budget to EG GL/7.5 Set Up HRMS, Product Related, Commitment Accounting, Process Budgets USA, Export Budget to EG GL/7.5	Upload PeopleSoft Human Resource Department Budget data to PeopleSoft General Ledger for Education and Government. Before using this page, you must have set up a department budget in the Department Budget component.
Budget Export to GL	RUNCTL_BUD014	Set Up HRMS, Product Related, Commitment Accounting, Process Budgets, Export Budget to GL Set Up HRMS, Product Related, Commitment Accounting, Process Budgets CAN, Export Budget to GL Set Up HRMS, Product Related, Commitment Accounting, Process Budgets USA, Export Budget to GL	Publish Human Resource department budget data to PeopleSoft Commitment Control budget ledgers. Before using this page, you must have set up a department budget in the Department Budget table.

See Also

PeopleSoft Process Scheduler PeopleBook

Budget Export to PeopleSoft General Ledger for Education and Government

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 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 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

Chapter 6, "Defining Fiscal Year Budgets," Option 4: Using the Department Budget Table Component, page 66

PeopleSoft General Ledger PeopleBook

Running the Budget Export to EG GL/7.5 Process

Access the Budget/GL Export page.

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:

Fiscal Year: The system processes the entire budget for the specified fiscal year for all departments within the selected business unit.

Incremental: The system processes the department budget data for all departments where data changes made online may have altered the department budget content. In most cases, these changes are to department and position data.

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 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 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 EG GL/7.5 Process, with the exception of the following fields.

GL Release Select the GL release that you are integrating with.

Budget Periods

The system makes this field available for entry when you select 8.4 as the GL Release. Enter the budget periods you are exporting to GL.

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

Chapter 6, “Defining Fiscal Year Budgets,” Establishing Department Budgets for Employee Earnings, page 75

PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook, “Setting Up Jobs,” Classifying Jobs

PeopleSoft 8.8 Human Resources PeopleBook: Manage Positions, “Setting Up Positions,” Creating Positions

PeopleSoft 8.8 Human Resources PeopleBook: Plan Salaries, “Administering Salary Plans, Grades, and Steps,” Understanding Salary Grades and Steps

Page Used to Export Budgets Data to PeopleSoft Budgets

Page Name	Object Name	Navigation	Usage
Budgets Export	RUNCTL_BUD010	Set Up HRMS, Product Related, Commitment Accounting, Process Budgets, Export Data to Budgets Set Up HRMS, Product Related, Commitment Accounting, Process Budgets CAN, Export Data to Budgets Set Up HRMS, Product Related, Commitment Accounting, Process Budgets USA, Export Data to Budgets	Run the Data Export to Budgets process (BUD010.SQR), which creates baseline budget data that can be uploaded to PeopleSoft Budgets at the end of the fiscal year.

Running the Data Export to Budgets Process

Access the Budgets Export page.

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

Understanding Commitment Accounting Integration Points

Commitment Accounting processing uses various enterprise integration points (EIPs) 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 Financials, see PeopleSoft Core Financials Enterprise Integration Points (EIPs). If you are using PeopleSoft Financials for Education and Government, see PeopleSoft Financials for Education and Government Enterprise Integration Points (EIPs).

See Also

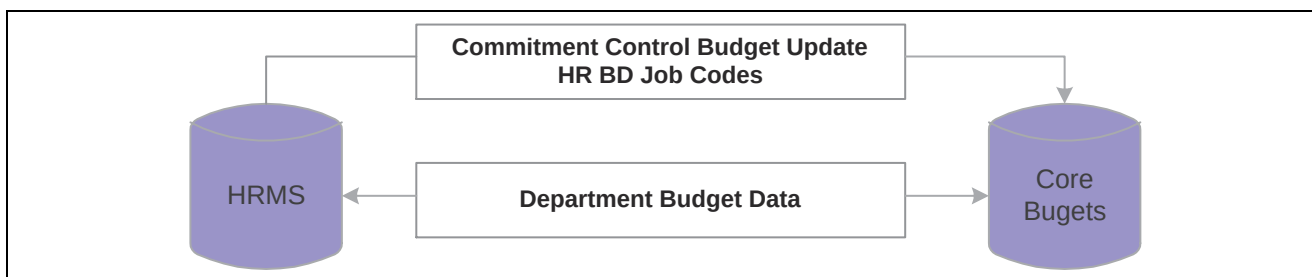
PeopleSoft Enterprise Integration PeopleBook

Core PeopleSoft 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 PeopleSoft Budgets

The following diagram illustrates the integration between commitment accounting and PeopleSoft Budgets.



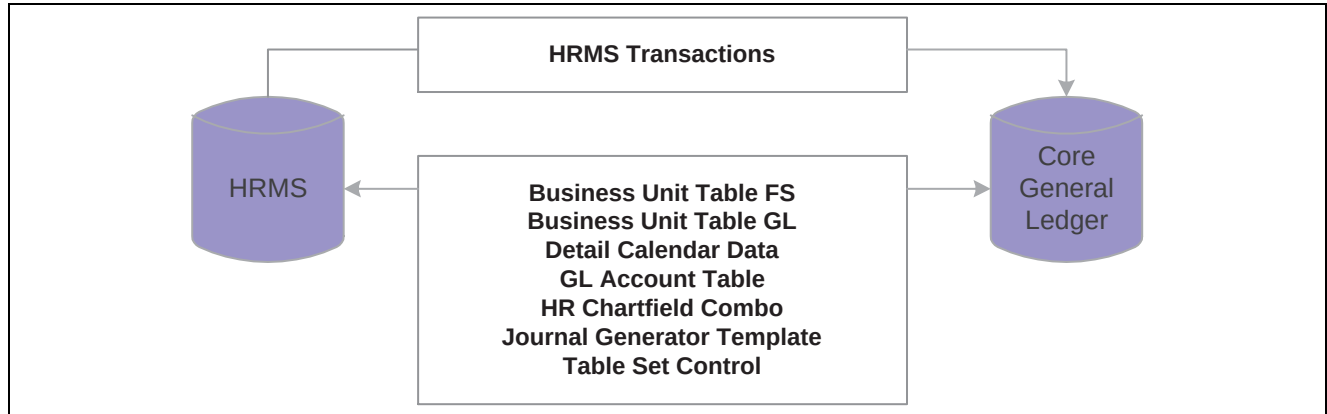
Integration between PeopleSoft HRMS and PeopleSoft Budgets

See Also

PeopleSoft Budgets PeopleBook

Integration Between the Commitment Accounting Business Process and PeopleSoft General Ledger

The following diagram illustrates the integration between commitment accounting and PeopleSoft General Ledger.



Integration between PeopleSoft HRMS and PeopleSoft General Ledger

See Also

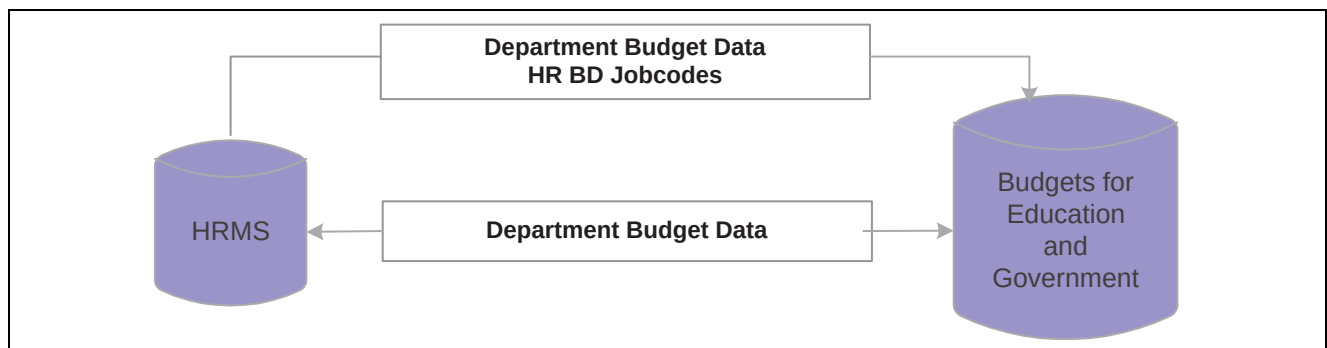
PeopleSoft General Ledger PeopleBook

PeopleSoft 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 Budgets for Education and Government

The following diagram illustrates the integration between commitment accounting and PeopleSoft Budgets for Education and Government.

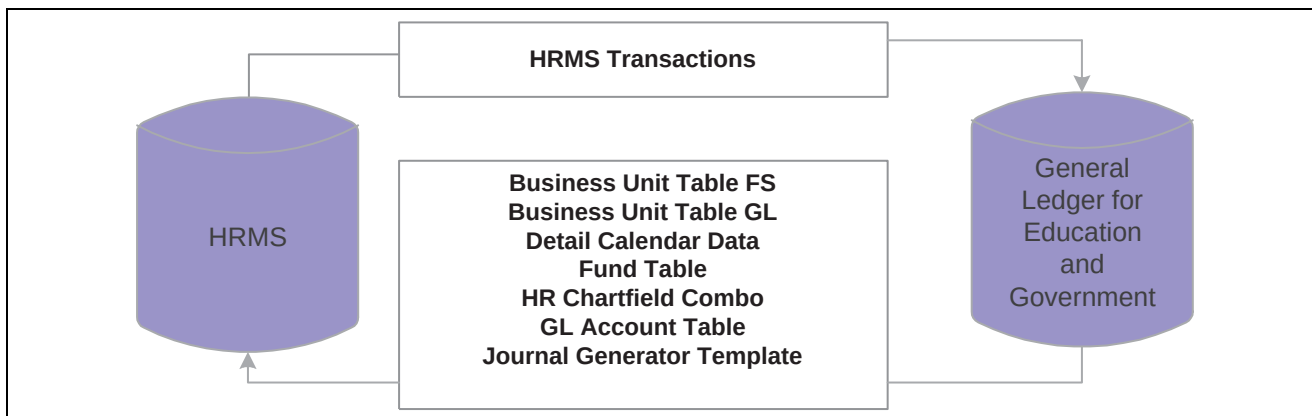


Integration between PeopleSoft HRMS and PeopleSoft Budgets for Education and Government

See *PeopleSoft Budgets for Education and Government PeopleBook*

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

The following diagram illustrates the integration between commitment accounting and PeopleSoft General Ledger for Education and Government.

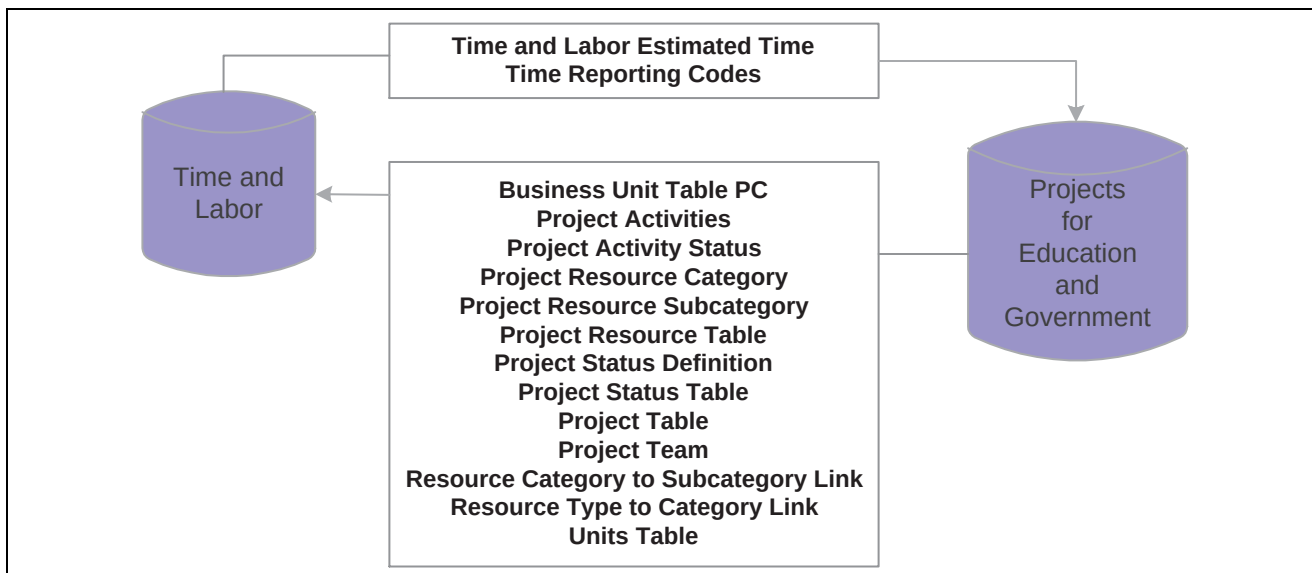


Integration between PeopleSoft HRMS and PeopleSoft General Ledger for Education and Government

See *PeopleSoft General Ledger for Education and Government PeopleBook*

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

The following diagram illustrates the integration between PeopleSoft Time and Labor and PeopleSoft Project for Education and Government.



Integration between PeopleSoft Time and Labor and PeopleSoft Projects for Education and Government

See *PeopleSoft Time and Labor PeopleBook*

PeopleSoft Projects for Education and Government PeopleBook

Glossary of PeopleSoft Terms

absence entitlement	This element defines rules for granting paid time off for valid absences, such as sick time, vacation, and maternity leave. An absence entitlement element defines the entitlement amount, frequency, and entitlement period.
absence take	This element defines the conditions that must be met before a payee is entitled to take paid time off.
account	You use an account code to record and summarize financial transactions as expenditures, revenues, assets, or liabilities balances. The use of this delivered PeopleSoft ChartField is typically defined when you implement PeopleSoft General Ledger.
accounting class	In PeopleSoft Enterprise Performance Management, the accounting class defines how a resource is treated for generally accepted accounting practices. The Inventory class indicates whether a resource becomes part of a balance sheet account, such as inventory or fixed assets, while the Non-inventory class indicates that the resource is treated as an expense of the period during which it occurs.
accounting date	The accounting date indicates when a transaction is recognized, as opposed to the date the transaction actually occurred. The accounting date and transaction date can be the same. The accounting date determines the period in the general ledger to which the transaction is to be posted. You can only select an accounting date that falls within an open period in the ledger to which you are posting. The accounting date for an item is normally the invoice date.
accounting entry	A set of related debits and credits. An accounting entry is made up of multiple accounting lines. In most PeopleSoft applications, accounting entries are always balanced (debits equal credits). Accounting entries are created to record accruals, payments, payment cancellations, manual closures, project activities in the general ledger, and so forth, depending on the application.
accounting split	The accounting split method indicates how expenses are allocated or divided among one or more sets of accounting ChartFields.
accumulator	You use an accumulator to store cumulative values of defined items as they are processed. You can accumulate a single value over time or multiple values over time. For example, an accumulator could consist of all voluntary deductions, or all company deductions, enabling you to accumulate amounts. It allows total flexibility for time periods and values accumulated.
action reason	The reason an employee's job or employment information is updated. The action reason is entered in two parts: a personnel action, such as a promotion, termination, or change from one pay group to another and a reason for that action. Action reasons are used by PeopleSoft Human Resources, PeopleSoft Benefits Administration, PeopleSoft Stock Administration, and the COBRA Administration feature of the Base Benefits business process.
activity	In PeopleSoft Enterprise Learning Management, an instance of a catalog item delivery method it may also be called a class. The activity defines such things as meeting times and locations, instructors, reserved equipment and materials, and detailed costs that are associated with the offering, enrollment limits and deadlines, and waitlisting capacities.
allocation rule	In PeopleSoft Enterprise Incentive Management, an expression within compensation plans that enables the system to assign transactions to nodes and participants. During transaction allocation, the allocation engine traverses the compensation structure

	from the current node to the root node, checking each node for plans that contain allocation rules.
alternate account	A feature in PeopleSoft General Ledger that enables you to create a statutory chart of accounts and enter statutory account transactions at the detail transaction level, as required for recording and reporting by some national governments.
application agent	An application agent is an online agent that is loaded into memory with a PeopleSoft page. It detects when a business rule has been triggered and determines the appropriate action.
asset class	An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.
attachment	In PeopleSoft Enterprise Learning Management, nonsystem-defined electronic material that supplements a learning resource, such as an equipment items user handbook or the site map of a large facility.
background process	In PeopleSoft, background processes are executed through process-specific COBOL programs and run outside the Windows environment.
benchmark job	In PeopleSoft Workforce Analytics, a benchmark job is a job code for which there is corresponding salary survey data from published, third-party sources.
branch	A tree node that rolls up to nodes above it in the hierarchy, as defined in PeopleSoft Tree Manager.
budgetary account only	An account used by the system only and not by users; this type of account does not accept transactions. You can only budget with this account. Formerly called system-maintained account.
budget check	In commitment control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.
budget control	In commitment control, budget control ensures that commitments and expenditures don't exceed budgets. It enables you to track transactions against corresponding budgets and terminate a document's cycle if the defined budget conditions are not met. For example, you can prevent a purchase order from being dispatched to a vendor if there are insufficient funds in the related budget to support it.
budget period	The interval of time (such as 12 months or 4 quarters) into which a period is divided for budgetary and reporting purposes. The ChartField allows maximum flexibility to define operational accounting time periods without restriction to only one calendar.
business event	In PeopleSoft Sales Incentive Management, an original business transaction or activity that may justify the creation of a PeopleSoft Enterprise Incentive Management event (a sale, for example).
catalog item	In PeopleSoft Enterprise Learning Management, a specific topic that a learner can study and have tracked. For example, Introduction to Microsoft Word. A catalog item contains general information about the topic and includes a course code, description, categorization, keywords, and delivery methods.
category	In PeopleSoft Enterprise Learning Management, a way to classify catalog items so that users can easily browse and search relevant entries in the learning catalog. Categories can be hierarchical.
ChartField	A field that stores a chart of accounts, resources, and so on, depending on the PeopleSoft application. ChartField values represent individual account numbers, department codes, and so forth.
ChartField balancing	You can require specific ChartFields to match up (balance) on the debit and the credit side of a transaction.

ChartField combination edit	The process of editing journal lines for valid ChartField combinations based on user-defined rules.
ChartKey	One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.
child	In PeopleSoft Tree Manager trees, a child is a node or detail on a tree linked to another, higher-level node (referred to as the parent). Child nodes can be rolled up into the parent. A node can be a child and a parent at the same time depending on its location within the tree.
Class ChartField	A ChartField value that identifies a unique appropriation budget key when you combine it with a fund, department ID, and program code, as well as a budget period. Formerly called <i>sub-classification</i> .
clone	In PeopleCode, to make a unique copy. In contrast, to <i>copy</i> may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.
collection	To make a set of documents available for searching in Verity, you must first create at least one collection. A collection is set of directories and files that allow search application users to use the Verity search engine to quickly find and display source documents that match search criteria. A collection is a set of statistics and pointers to the source documents, stored in a proprietary format on a file server. Because a collection can only store information for a single location, PeopleSoft maintains a set of collections (one per language code) for each search index object.
compensation object	In PeopleSoft Enterprise Incentive Management, a node within a compensation structure. Compensation objects are the building blocks that make up a compensation structure's hierarchical representation.
compensation structure	In PeopleSoft Enterprise Incentive Management, a hierarchical relationship of compensation objects that represents the compensation-related relationship between the objects.
configuration parameter catalog	Used to configure an external system with PeopleSoft. For example, a configuration parameter catalog might set up configuration and communication parameters for an external server.
configuration plan	In PeopleSoft Enterprise Incentive Management, configuration plans hold allocation information for common variables (not incentive rules) and are attached to a node without a participant. Configuration plans are not processed by transactions.
content reference	Content references are pointers to content registered in the portal registry. These are typically either URLs or iScripts. Content references fall into three categories: target content, templates, and template pagelets.
context	In PeopleSoft Enterprise Incentive Management, a mechanism that is used to determine the scope of a processing run. PeopleSoft Enterprise Incentive Management uses three types of context: plan, period, and run-level.
corporate account	Equivalent to the Account ChartField. Distinguishes between the chart of accounts typically used to record and report financial information for management, stockholders, and the general public, as opposed to a chart of statutory (alternate) accounts required by a regulatory authority for recording and reporting financial information.
cost profile	A combination of a receipt cost method, a cost flow, and a deplete cost method. A profile is associated with a cost book and determines how items in that book are valued, as well as how the material movement of the item is valued for the book.
cost row	A cost transaction and amount for a set of ChartFields.

data acquisition	In PeopleSoft Enterprise Incentive Management, the process during which raw business transactions are acquired from external source systems and fed into the operational data store (ODS).
data elements	Data elements, at their simplest level, define a subset of data and the rules by which to group them. For Workforce Analytics, data elements are rules that tell the system what measures to retrieve about your workforce groups.
data row	Contains the entries for each field in a table. To identify each data row uniquely, PeopleSoft applications use a key consisting of one or more fields in the table.
data validation	In PeopleSoft Enterprise Incentive Management, a process of validating and cleansing the feed data to resolve conflicts and make the data processable.
DAT file	This text file, used with the Verity search engine, contains all of the information from documents that are searchable but not returned in the results list.
delivery method	In PeopleSoft Enterprise Learning Management, identifies a learning activity's delivery method type. An activity can have one or more delivery methods.
delivery method type	In PeopleSoft Enterprise Learning Management, specifies a method that your organization uses to deliver learning activities, for example, scheduled or self-paced learning.
distribution	The process of assigning values to ChartFields. A distribution is a string of ChartField values assigned to items, payments, and budget amounts.
double byte character	If you're working with Japanese or other Asian employees, you can enter the employee's name using double-byte characters. The standard double byte character set name format in PeopleSoft applications is: [last name] space [first name].
dynamic tree	A tree that takes its detail values dynamically directly from a table in the database, rather than from a range of values entered by the user.
edit table	A table in the database that has its own record definition, such as the Department table. As fields are entered into a PeopleSoft application, they can be validated against an edit table to ensure data integrity throughout the system.
effective date	A method of dating information in PeopleSoft applications. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. By using effective dates, you don't delete values; you enter a new value with a current effective date.
EIM job	Abbreviation for <i>Enterprise Incentive Management job</i> . In PeopleSoft Enterprise Incentive Management, a collection of job steps that corresponds to the steps in an organization's compensation-related business process. An EIM job can be stopped to allow manual changes or corrections to be applied between steps, and then resumed from where it left off, continuing with the next step. A run can also be restarted or rolled back.
EIM ledger	Abbreviation for <i>Enterprise Incentive Management ledger</i> . In PeopleSoft Enterprise Incentive Management, an object to handle incremental result gathering within the scope of a participant. The ledger captures a result set with all of the appropriate traces to the data origin and to the processing steps of which it is a result.
equipment	In PeopleSoft Enterprise Learning Management, resource items that can be assigned to a training facility, to a specific training room, or directly to an activity session. Equipment items are generally items that are used (sometimes for a fee) and returned after the activity is complete.

event	Events are predefined points either in the application processor flow or in the program flow. As each point is encountered, the event activates each component, triggering any PeopleCode program associated with that component and that event. Examples of events are FieldChange, SavePreChange, and OnRouteSubscription. In PeopleSoft Human Resources, <i>event</i> also refers to incidents that affect benefits eligibility.
event propagation process	In PeopleSoft Sales Incentive Management, a process that determines, through logic, the propagation of an original PeopleSoft Enterprise Incentive Management event and creates a derivative (duplicate) of the original event to be processed by other objects. Sales Incentive Management uses this mechanism to implement splits, roll-ups, and so on. Event propagation determines who receives the credit.
external system	In PeopleSoft, any system that is not directly compiled with PeopleTools servers.
fact	In PeopleSoft applications, facts are numeric data values from fields from a source database as well as an analytic application. A fact can be anything you want to measure your business by, for example, revenue, actual, budget data, or sales numbers. A fact is stored on a fact table.
filter	In PeopleSoft applications, a filter creates a subset of information. Filters are used in templates to limit your information from a pick list of attribute values.
generic process type	In PeopleSoft Process Scheduler, process types are identified by a generic process type. For example, the generic process type SQR includes all SQR process types, such as SQR process and SQR report.
group	Any set of records associated under a single name or variable in order to run calculations in PeopleSoft business processes. In PeopleSoft Time and Labor, for example, employees are placed in groups for time reporting purposes.
homepage	Users can personalize the homepage, or the page that first appears when they access the portal.
incentive object	In PeopleSoft Enterprise Incentive Management, the incentive-related objects that define and support the PeopleSoft Enterprise Incentive Management calculation process and results, such as plan templates, plans, results data, user interaction objects, and so on.
incentive rule	In PeopleSoft Sales Incentive Management, the commands that act on transactions and turn them into compensation. A rule is one part in the process of turning a transaction into compensation.
key	One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.
learner group	In PeopleSoft Enterprise Learning Management, a group of learners within the same learning environment that share the same attributes, such as department or job code.
learning activity	See <i>activity</i> .
learning history	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities.
learning plan	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's planned and in-progress learning activities.
ledger mapping	You use ledger mapping to relate expense data from general ledger accounts to resource objects. Multiple ledger line items can be mapped to one or more resource IDs. You can also use ledger mapping to map dollar amounts (referred to as <i>rates</i>) to business units. You can map the amounts in two different ways: an actual amount that represents actual costs of the accounting period, or a budgeted amount that can be used to calculate the capacity rates as well as budgeted model results. In PeopleSoft Enterprise Warehouse, you can map general ledger accounts to the EW Ledger table.

level	A section of a tree that organizes groups of nodes.
library section	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan (or template) and that is available for other plans to share. Changes to a library section are reflected in all plans that use it.
linked section	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan template but appears in a plan. Changes to linked sections propagate to plans using that section.
linked variable	In PeopleSoft Enterprise Incentive Management, a variable that is defined and maintained in a plan template and that also appears in a plan. Changes to linked variables propagate to plans using that variable.
load	The feature that initiates a process to automatically load information into a PeopleSoft application for example, populating the PeopleSoft Benefits database with plan-level election information.
local functionality	In PeopleSoft HRMS, the set of information that is available for a specific country. You can access this information when you click the appropriate country flag in the global window, or when you access it by a local country menu.
location	Locations enable you to indicate the different types of addresses for a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number. The primary location indicated by a <i>1</i> is the address you use most often and may be different from the main address.
market template	In PeopleSoft Enterprise Incentive Management, additional functionality that is specific to a given market or industry and is built on top of a product category.
material	In PeopleSoft Enterprise Learning Management, a resource item that can be assigned to the sessions of an activity. Material items are generally consumed during the duration of an activity and not returned, and they may have an associated cost.
message definition	An object definition specified in PeopleSoft Application Designer that contains message information for PeopleSoft Application Messaging.
meta-SQL	Meta-SQL constructs expand into platform-specific SQL substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, and PeopleSoft Application Engine programs.
metastring	Metastrings are special expressions included in SQL string literals. The metastrings, prefixed with a percent (%) symbol, are included directly in the string literals. They expand at run time into an appropriate substring for the current database platform.
multibook	Processes in PeopleSoft applications that can create both application entries and general ledgers denominated in more than one currency.
multicurrency	The ability to process transactions in a currency other than the business unit's base currency.
objective	In PeopleSoft Enterprise Learning Management, an individual's learning goal. An example of a learning goal is a competency gap.
override	In PeopleSoft Enterprise Incentive Management, the ability to make a change to a plan that applies to only one plan context.
pagelet	Each block of content on the homepage is called a pagelet. These pagelets display summary information within a small rectangular area on the page. The pagelet provide users with a snapshot of their most relevant PeopleSoft and non-PeopleSoft content.

parent node	A tree node linked to lower-level nodes or details that roll up into it. A node can be a parent and a child at the same time, depending on its location within the tree.
participant	In PeopleSoft Enterprise Incentive Management, participants are recipients of the incentive compensation calculation process.
participant object	Each participant object may be related to one or more compensation objects. See also <i>participant object</i> .
payout	In PeopleSoft Enterprise Incentive Management, the resulting incentive plan computation that is provided to payroll.
PeopleCode	PeopleCode is a proprietary language, executed by the PeopleSoft application processor. PeopleCode generates results based upon existing data or user actions. By using business interlink objects, external services are available to all PeopleSoft applications wherever PeopleCode can be executed.
PeopleCode event	An action that a user takes upon an object, usually a record field, that is referenced within a PeopleSoft page.
PeopleSoft Internet Architecture	The fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of an RDBMS, an application server, a Web server, and a browser.
performance measurement	In PeopleSoft Enterprise Incentive Management, a variable used to store data (similar to an aggregator, but without a predefined formula) within the scope of an incentive plan. Performance measures are associated with a plan calendar, territory, and participant. Performance measurements are used for quota calculation and reporting.
period context	In PeopleSoft Enterprise Incentive Management, because a participant typically uses the same compensation plan for multiple periods, the period context associates a plan context with a specific calendar period and fiscal year. The period context references the associated plan context, thus forming a chain. Each plan context has a corresponding set of period contexts.
per seat cost	In PeopleSoft Enterprise Learning Management, the cost per learner, based on the total activity costs divided by either minimum attendees or maximum attendees. Organizations use this cost to price PeopleSoft Enterprise Learning Management activities.
plan	In PeopleSoft Sales Incentive Management, a collection of allocation rules, variables, steps, sections, and incentive rules that instruct the PeopleSoft Enterprise Incentive Management engine in how to process transactions.
plan context	In PeopleSoft Enterprise Incentive Management, correlates a participant with the compensation plan and node to which the participant is assigned, enabling the PeopleSoft Enterprise Incentive Management system to find anything that is associated with the node and that is required to perform compensation processing. Each participant, node, and plan combination represents a unique plan context if three participants are on a compensation structure, each has a different plan context. Configuration plans are identified by plan contexts and are associated with the participants that refer to them.
plan section	In PeopleSoft Enterprise Incentive Management, a segment of a plan that handles a specific type of event processing.
plan template	In PeopleSoft Enterprise Incentive Management, the base from which a plan is created. A plan template contains common sections and variables that are inherited by all plans that are created from the template. A template may contain steps and sections that are not visible in the plan definition.
portal registry	In PeopleSoft applications, the portal registry is a tree-like structure in which content references are organized, classified, and registered. It is a central repository that

	defines both the structure and content of a portal through a hierarchical, tree-like structure of folders useful for organizing and securing content references.
private view	A user-defined view that is available only to the user who created it.
process	See <i>Batch Processes</i> .
process definition	Process definitions define each run request.
process instance	A unique number that identifies each process request. This value is automatically incremented and assigned to each requested process when the process is submitted to run.
process job	You can link process definitions into a job request and process each request serially or in parallel. You can also initiate subsequent processes based on the return code from each prior request.
process request	A single run request, such as an SQR, a COBOL program, or a Crystal report that you run through PeopleSoft Process Scheduler.
process run control	A PeopleTools variable used to retain PeopleSoft Process Scheduler values needed at runtime for all requests that reference a run control ID. Do not confuse these with application run controls, which may be defined with the same run control ID, but only contain information specific to a given application process request.
product category	In PeopleSoft Enterprise Incentive Management, indicates an application in the Enterprise Incentive Management suite of products. Each transaction in the PeopleSoft Enterprise Incentive Management system is associated with a product category.
publishing	In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.
record definition	A logical grouping of data elements.
record field	A field within a record definition.
record group	A set of logically and functionally related control tables and views. Record groups help enable TableSet sharing, which eliminates redundant data entry. Record groups ensure that TableSet sharing is applied consistently across all related tables and views.
record input VAT flag	Abbreviation for <i>record input value-added tax flag</i> . Within PeopleSoft Purchasing, Payables, and General Ledger, this flag indicates that you are recording input VAT on the transaction. This flag, in conjunction with the record output VAT flag, is used to determine the accounting entries created for a transaction and to determine how a transaction is reported on the VAT return. For all cases within Purchasing and Payables where VAT information is tracked on a transaction, this flag is set to Yes. This flag is not used in PeopleSoft Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Expenses, where it is assumed that you are always recording only input VAT.
record output VAT flag	Abbreviation for <i>record output value-added tax flag</i> . See <i>record input VAT flag</i> .
reference data	In PeopleSoft Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, channels, and so on.
reference object	In PeopleSoft Enterprise Incentive Management, this dimension-type object further defines the business. Reference objects can have their own hierarchy (for example, product tree, customer tree, industry tree, and geography tree).
reference transaction	In commitment control, a reference transaction is a source transaction that is referenced by a higher-level (and usually later) source transaction, in order to

	automatically reverse all or part of the referenced transaction's budget-checked amount. This avoids duplicate postings during the sequential entry of the transaction at different commitment levels. For example, the amount of an encumbrance transaction (such as a purchase order) will, when checked and recorded against a budget, cause the system to concurrently reference and relieve all or part of the amount of a corresponding pre-encumbrance transaction, such as a purchase requisition.
relationship object	In PeopleSoft Enterprise Incentive Management, these objects further define a compensation structure to resolve transactions by establishing associations between compensation objects and business objects.
results management process	In PeopleSoft Sales Incentive Management, the process during which compensation administrators may review processing results, manually change transactions, process draws, update and review payouts, process approvals, and accumulate and push payments to the EIM ledger.
role user	A PeopleSoft Workflow user. A person's role user ID serves much the same purpose as a user ID does in other parts of the system. PeopleSoft Workflow uses role user IDs to determine how to route worklist items to users (through an email address, for example) and to track the roles that users play in the workflow. Role users do not need PeopleSoft user IDs.
role	Describes how people fit into PeopleSoft Workflow. A role is a class of users who perform the same type of work, such as clerks or managers. Your business rules typically specify what user role needs to do an activity.
roll up	In a tree, to roll up is to total sums based on the information hierarchy.
routing	Connects activities in PeopleSoft Workflow. Routings specify where the information goes and what form it takes email message, electronic form, or worklist entry.
run control	A run control is a type of online page that is used to begin a process, such as the batch processing of a payroll run. Run control pages generally start a program that manipulates data.
run control ID	A unique ID to associate each user with his or her own run control table entries.
run-level context	In PeopleSoft Enterprise Incentive Management, associates a particular run (and batch ID) with a period context and plan context. Every plan context that participates in a run has a separate run-level context. Because a run cannot span periods, only one run-level context is associated with each plan context.
search query	You use this set of objects to pass a query string and operators to the search engine. The search index returns a set of matching results with keys to the source documents.
section	In PeopleSoft Enterprise Incentive Management, a collection of incentive rules that operate on transactions of a specific type. Sections enable plans to be segmented to process logical events in different sections.
security event	In commitment control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.
self-service application	Self-service refers to PeopleSoft applications that are accessed by end users with a browser.
session	In PeopleSoft Enterprise Learning Management, a single meeting day of an activity (that is, the period of time between start and finish times within a day). The session stores the specific date, location, meeting time, and instructor. Sessions are used for scheduled training.
session template	In PeopleSoft Enterprise Learning Management, enables you to set up common activity characteristics that may be reused while scheduling a PeopleSoft Enterprise

	Learning Management activity characteristics such as days of the week, start and end times, facility and room assignments, instructors, and equipment. A session pattern template can be attached to an activity that is being scheduled. Attaching a template to an activity causes all of the default template information to populate the activity session pattern.
setup relationship	In PeopleSoft Enterprise Incentive Management, a relationship object type that associates a configuration plan with any structure node.
sibling	A tree node at the same level as another node, where both roll up into the same parent. A node can be a sibling, parent, and child all at the same time, depending on its location in the tree.
single signon	With single signon, users can, after being authenticated by a PeopleSoft application server, access a second PeopleSoft application server without entering a user ID or password.
source transaction	In commitment control, any transaction generated in a PeopleSoft or third-party application that is integrated with commitment control and which can be checked against commitment control budgets. For example, a pre-encumbrance, encumbrance, expenditure, recognized revenue, or collected revenue transaction.
SpeedChart	A user-defined shorthand key that designates several ChartKeys to be used for voucher entry. Percentages can optionally be related to each ChartKey in a SpeedChart definition.
SpeedType	A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together.
SQR	See <i>Structured Query Report (SQR)</i> .
statutory account	Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft, this is equivalent to the Alternate Account (ALTACCT) ChartField.
step	In PeopleSoft Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.
Structured Query Report (SQR)	A type of printed or displayed report generated from data extracted from a PeopleSoft SQL-based relational database. PeopleSoft applications provide a variety of standard SQRs that summarize table information and data. You can use these reports as is, customize them, or create your own.
Summary ChartField	You use summary ChartFields to create summary ledgers that roll up detail amounts based on specific detail values or on selected tree nodes. When detail values are summarized using tree nodes, summary ChartFields must be used in the summary ledger data record to accommodate the maximum length of a node name (20 characters).
summary ledger	An accounting feature used primarily in allocations, inquiries, and PS/nVision reporting to store combined account balances from detail ledgers. Summary ledgers increase speed and efficiency of reporting by eliminating the need to summarize detail ledger balances each time a report is requested. Instead, detail balances are summarized in a background process according to user-specified criteria and stored on summary ledgers. The summary ledgers are then accessed directly for reporting.
summary tree	A tree used to roll up accounts for each type of report in summary ledgers. Summary trees enable you to define trees on trees. In a summary tree, the detail values are really nodes on a detail tree or another summary tree (known as the <i>basis</i> tree). A summary tree structure specifies the details on which the summary trees are to be built.

table	The underlying PeopleSoft data format, in which data is stored by columns (fields) and rows (records, or instances).
TableSet sharing	Specifies control table data for each business unit so that redundancy is eliminated.
target currency	The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.
template	A template is HTML code associated with a Web page. It defines the layout of the page and also where to get HTML for each part of the page. In PeopleSoft, you use templates to build a page by combining HTML from a number of sources. For a PeopleSoft portal, all templates must be registered in the portal registry, and each content reference must be assigned a template.
territory	In PeopleSoft Sales Incentive Management, hierarchical relationships of business objects, including regions, products, customers, industries, and participants.
TimeSpan	A relative period, such as year-to-date or current period, that can be used in various PeopleSoft General Ledger functions and reports when a rolling time frame, rather than a specific date, is required. TimeSpans can also be used with flexible formulas in PeopleSoft Projects.
transaction allocation	In PeopleSoft Enterprise Incentive Management, the process of identifying the owner of a transaction. When a raw transaction from a batch is allocated to a plan context, the transaction is duplicated in the PeopleSoft Enterprise Incentive Management transaction tables.
transaction loading process	In PeopleSoft Enterprise Incentive Management, the process during which transactions are loaded into Sales Incentive Management. During loading, the source currency is converted to the business unit currency while retaining the source currency code. At the completion of this stage, the transaction is in the first state.
transaction state	In PeopleSoft Enterprise Incentive Management, a value assigned by an incentive rule to a transaction. Transaction states enable sections to process only transactions that are at a specific stage in system processing. After being successfully processed, transactions may be promoted to the next transaction state and picked up by a different section for further processing.
transaction type	In PeopleSoft Enterprise Incentive Management, a way to categorize transactions to identify specific transaction types (for example, shipment, order, opportunity, and so on). Plan sections process only one type of transaction type. Transaction types can be defined based on a company's specific processes model.
Translate table	A system edit table that stores codes and translate values for the miscellaneous fields in the database that do not warrant individual edit tables of their own.
tree	The graphical hierarchy in PeopleSoft systems that displays the relationship between all accounting units (for example, corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.
unclaimed transaction	In PeopleSoft Enterprise Incentive Management, a transaction that is not claimed by a node or participant after the allocation process has completed, usually due to missing or incomplete data. Unclaimed transactions may be manually assigned to the appropriate node or participant by a compensation administrator.
uniform resource locator (URL)	In PeopleSoft, the term URL refers to the entire query string. The following is an example of a URL: <code>http://serverx/InternetClient/InternetClientServlet?ICType=Script&ICScriptProgramName=WEBLIB_BEN_401k.PAGES.FieldFormula.iScript_Home401k</code>
universal navigation header	Every PeopleSoft portal includes the universal navigation header, intended to appear at the top of every page as long as the user is signed on to the portal. In addition to

providing access to the standard navigation buttons (like Home, Favorites, and signoff) the universal navigation header can also display a welcome message for each user.

URL

See *uniform resource locator (URL)*.

user interaction object

In PeopleSoft Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All Sales Incentive Management user interface objects and reports are registered as user interaction objects. User interaction objects can be linked to a compensation structure node through a compensation relationship object (individually or as groups).

variable

In PeopleSoft Sales Incentive Management, the intermediate results of calculations. Variables hold the calculation results and are then inputs to other calculations. Variables can be plan variables that persist beyond the run of an engine or local variables that exist only during the processing of a section.

warehouse

A PeopleSoft data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.

worksheet

A way of presenting data through a PeopleSoft Business Analysis Modeler interface that enables users to do in-depth analysis using pivoting tables, charts, notes, and history information.

workflow

The background process that creates a list of administrative actions based on selection criteria and specifies the procedure associated with each action.

worklist

The automated to-do list that PeopleSoft Workflow creates. From the worklist, you can directly access the pages you need to perform the next action, and then return to the worklist for another item.

zero-rated VAT

Abbreviation for *zero-rated value-added tax*. A VAT transaction with a VAT code that has a tax percent of zero. Used to track taxable VAT activity where no actual VAT amount is charged.

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