



PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Manage Commitment Accounting

April 2005

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About This PeopleBook Preface

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

This preface discusses:

- PeopleSoft application prerequisites.
- PeopleSoft application fundamentals.
- Documentation updates and printed documentation.
- Additional resources.
- Typographical conventions and visual cues.
- Comments and suggestions.
- Common elements in PeopleBooks.

Note. PeopleBooks document only page elements, such as fields and check boxes, 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.

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

You should be familiar with navigating the system and adding, updating, and deleting information by using PeopleSoft menus, and pages, forms, or windows. 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 applications.

Note. Application fundamentals PeopleBooks are not applicable to the PeopleTools product.

For some applications, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals PeopleBook. Most PeopleSoft product lines have a version of the application fundamentals PeopleBook. The preface of each PeopleBook identifies the application fundamentals PeopleBooks that are associated with that PeopleBook.

The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft applications across one or more product lines. 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 the appropriate application fundamentals PeopleBooks. They provide the starting points for fundamental implementation tasks.

Documentation Updates and Printed 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, <https://www.peoplesoft.com/corp/en/login.jsp>

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 PeopleBooks Press website under the Ordering PeopleBooks topic. The PeopleBooks Press website is a joint venture between PeopleSoft and MMA Partners, the book print vendor. Use a credit card, money order, cashier's check, or purchase order to place your order.

Telephone

Contact MMA Partners at 877 588 2525.

Email

Send email to MMA Partners at peoplebookspress@mmapartner.com.

See Also

PeopleSoft Customer Connection, <https://www.peoplesoft.com/corp/en/login.jsp>

Additional Resources

The following resources are located on the PeopleSoft Customer Connection website:

Resource	Navigation
Application maintenance information	Updates + Fixes
Business process diagrams	Support, Documentation, Business Process Maps
Interactive Services Repository	Interactive Services Repository
Hardware and software requirements	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Hardware and Software Requirements
Installation guides	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Installation Guides and Notes
Integration information	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation and Software, Pre-built Integrations for PeopleSoft Enterprise and PeopleSoft EnterpriseOne Applications
Minimum technical requirements (MTRs) (EnterpriseOne only)	Implement, Optimize + Upgrade, Implementation Guide, Supported Platforms
PeopleBook documentation updates	Support, Documentation, Documentation Updates
PeopleSoft support policy	Support, Support Policy
Prerelease notes	Support, Documentation, Documentation Updates, Category, Prerelease Notes
Product release roadmap	Support, Roadmaps + Schedules
Release notes	Support, Documentation, Documentation Updates, Category, Release Notes

Resource	Navigation
Release value proposition	Support, Documentation, Documentation Updates, Category, Release Value Proposition
Statement of direction	Support, Documentation, Documentation Updates, Category, Statement of Direction
Troubleshooting information	Support, Troubleshooting
Upgrade documentation	Support, Documentation, Upgrade Documentation and Scripts

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions.
- Visual cues.
- Country, region, and industry identifiers.
- Currency codes.

Typographical Conventions

This table contains the typographical conventions that are used in PeopleBooks:

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, business function names, event names, system 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 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 the W key.
Monospace font	Indicates a PeopleCode program or other code example.

Typographical Convention or Visual Cue	Description
“ ” (quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.
. . . (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.

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.

If the note is preceded by *Important!*, the note 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.

Cross-References

PeopleBooks provide cross-references either under the heading “See Also” or on a separate line preceded by the word *See*. Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Country, Region, and Industry Identifiers

Information that applies only to a specific country, region, or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a country-specific heading: “(FRA) Hiring an Employee”

Example of a region-specific heading: “(Latin America) Setting Up Depreciation”

Country Identifiers

Countries are identified with the International Organization for Standardization (ISO) country code.

Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in PeopleBooks:

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in PeopleBooks:

- USF (U.S. Federal)
- E&G (Education and Government)

Currency Codes

Monetary amounts are identified by the ISO currency code.

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 Used in 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.
Process Monitor	Click to access the Process List page, where you can view the status of submitted process requests.
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).
Request ID	An ID that represents a set of selection criteria for a report or process.
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.
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.
User ID	An ID that represents the person who generates a transaction.

PeopleSoft Enterprise Human Resources Manage Commitment Accounting Preface

This preface discusses:

- PeopleSoft Enterprise HRMS Application Fundamentals.
- PeopleBook structure.

PeopleSoft Products

This PeopleBook refers to the following PeopleSoft product: PeopleSoft Enterprise Human Resources Manage Commitment Accounting.

PeopleSoft Enterprise HRMS Application Fundamentals

Additional essential information describing the setup and design of your system appears in a companion volume of documentation called *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*. Each PeopleSoft product line has its own version of this documentation.

Note. One of more of the pages in Manage Commitment Accounting operates in deferred processing mode. Deferred processing is described in the preface in the *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, “PeopleSoft Enterprise HRMS 8.9 Application Fundamentals Preface”

PeopleBook Structure

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

The PeopleBooks structure conveys a task-based hierarchy of information. Each chapter describes a process that is required to set up or use the application. Chapter sections describe each task in the process. Subsections within a section describe a single step in the process task.

Some PeopleBooks may also be divided into parts. PeopleBook parts can group together similar implementation or business process chapters within an application or group together two or more applications that integrate into one overall business solution. When a book is divided into parts, each part is divided into chapters.

The following table provides the order and descriptions of chapters in a PeopleBook

Chapters	Description
Preface	This is the chapter you're reading now. It explains: • How to use the Application Fundamentals book. • How PeopleBooks are structured. • Common elements used in the PeopleBook, if necessary.
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 documentation 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.
Navigation	(Optional) Some PeopleSoft applications provide custom navigation pages that contain groupings of folders that support a specific business process, task, or user role. When an application contains custom navigation pages, this chapter provides basic navigation information for these pages. Note. Not all applications have delivered custom navigation pages.
Understanding...	(Optional) 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.

Chapters	Description
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.
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.
Delivered Workflow Appendix	(Optional) The delivered workflow appendix describes all of the workflows that are delivered for the application. Note. Not all applications have delivered workflows.
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 Manage Commitment Accounting

This chapter discusses:

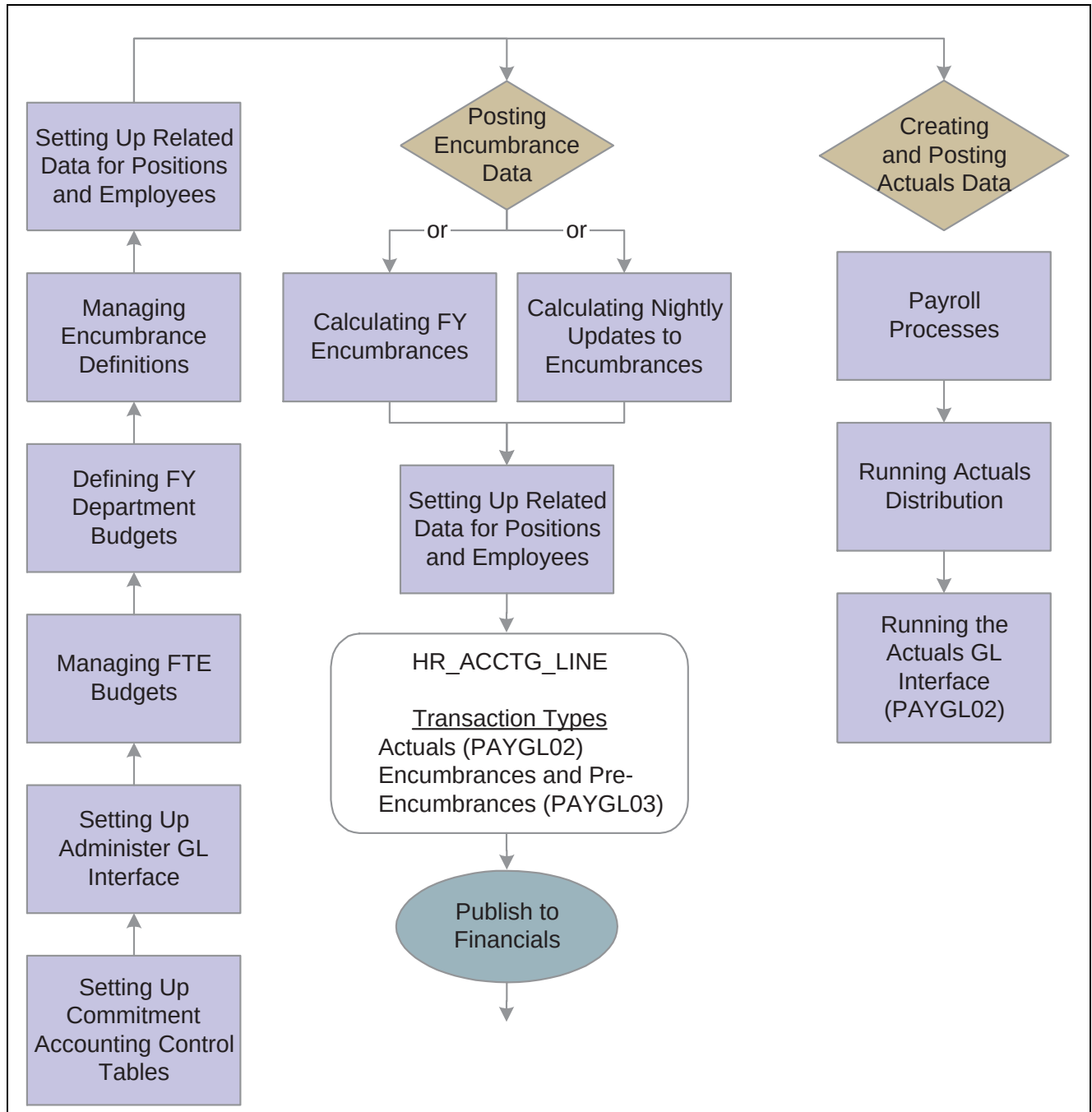
- Manage Commitment Accounting integrations.
- Manage Commitment Accounting implementation tasks.

Understanding Manage Commitment Accounting

The Manage Commitment Accounting business process of PeopleSoft Enterprise Human Resources enables you to budget for payroll expenses and track actual payroll costs. You can exchange this information with PeopleSoft Enterprise Financials—both core PeopleSoft Enterprise Financials and PeopleSoft Enterprise 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 Enterprise Financials product line.

Manage Commitment Accounting Business Processes

The following process flow illustrates Manage Commitment Accounting business processes:



Setting up and using the Commitment Accounting business process

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

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

Manage Commitment Accounting Integrations

Manage Commitment Accounting integrates with these PeopleSoft applications:

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

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

We cover integration considerations in this PeopleBook and the *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*.

See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, “PeopleSoft Enterprise HRMS 8.9 Application Fundamentals Preface”.

Manage Commitment Accounting Implementation

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

Other Sources of Information

In the planning phases of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides, table-loading sequences, data models, and business process maps. A complete list of these resources appears in the preface in the *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, with information about where to find the most current version of each.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, “PeopleSoft Enterprise HRMS 8.9 Application Fundamentals Preface”

PeopleSoft Setup Manager for PeopleSoft Enterprise HRMS and Campus Solutions 8.9 PeopleBook

Enterprise PeopleTools 8.45 PeopleBook: PeopleSoft Component Interfaces

CHAPTER 2

Understanding Manage Commitment Accounting

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

Understanding the Commitment Accounting Business Process

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

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

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

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

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

Common Terms Used in Commitment Accounting

Budget	A plan for expenditures related to staffing that includes 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.

Actuals

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

Example of Commitment Accounting

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

Example

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

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

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

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

<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</i> (annual expenses – four months worth of expenses)	$\$18,000 - \$6,000 = \$12,000$
<i>Pre-encumbered Amount for Position A With New Salary</i>	$[(\$24,000 + \$4,800) / 12] \times 8 = \$19,200$
<i>Update Encumbrances</i>	$\$115,500 - \$12,000 + \$19,200 = \$122,700$

PeopleSoft Enterprise Human Resources Manage Commitment Accounting Business Processes

PeopleSoft Enterprise 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 Enterprise Financials," page 75](#).

- 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 Enterprise Financials," page 87](#).

- 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 113](#).

CHAPTER 3

Setting Up Commitment Accounting Processing Control Tables

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

- Define fringe groups.
- Set up mapping templates.
- Map accounts.
- Define offset groups.
- Define budget benefits groups.
- Define position pools.
- Add or maintain commitment accounting-related message definitions.

Prerequisites

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

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

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

- Populate the Combination Code Table (VALID_COMBO_CODE).
- Create positions in PeopleSoft Enterprise Human Resources: Manage Positions, if you are using positions and budgeting by position.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, “Setting Up Organization Foundation Tables,” Maintaining Departments

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, “Setting Up and Working with ChartFields and ChartField Combinations”

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Manage Positions, “Setting Up Positions,” Creating Positions

Defining Fringe Groups

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

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

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

See Also

Chapter 6, “Defining Fiscal Year Budgets,” Establishing Department Budgets for Employee Earnings, page 57

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, Fringe Costs, Fringe Group Table	Assign different types of benefits and taxes to fringe groups.

Setting Up Fringe Groups

Access the Fringe Group Table.

Fringe Group Table

Fringe Group: PFRG1

***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.

Setting Up Mapping Templates

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

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

In this section we discuss how to:

- Set up earnings mapping templates.
- Set up deductions 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, Earnings Account Template	Define which fields can be used to set up earnings account code mappings.
Deductions Account Template	HP_DED_ACC_TMPL	Set Up HRMS, Product Related, Commitment Accounting, Fringe Costs, Deduction Account Template	Define which fields can be used to set up deduction account code mappings.

Setting Up Earnings Mapping Templates

Access the Earnings Account Template page.

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

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

- Map earnings accounts.
- Map deductions accounts
- (CAN) Map Canadian tax accounts.
- (USA) Map U.S. tax accounts.

Understanding Account Mapping

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

Account mapping enables you to direct the system to an account other than the one associated with the selected combination code to fund expenses that meet your mapping criteria. For example, you might want all the earnings in a department budget to be funded by the combination code and its associated account, except for those earnings from a particular job code that are part time, which you funded 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 (PSPPFUND) distributes earnings, it will distribute part-time earnings from the selected job code to the account you mapped to, instead of the account associated with the combination code.

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

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

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

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

See Also

Chapter 6, “Defining Fiscal Year Budgets,” Setting Up the Department Budget, page 54

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, Earnings Account Mapping Table	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, Deduction Acct Mapping Table	Map deductions field values to accounts.
Tax Account Mapping Table	HP_CTX_ACCT	Set Up HRMS, Product Related, Commitment Accounting, Fringe Costs, Map Tax Accounts CAN	Map wage loss plans, companies and tax classes to accounts.
Tax Account Mapping Table	HP_TAX_ACCT	Set Up HRMS, Product Related, Commitment Accounting, Fringe Costs, Map Tax Accounts USA	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

Find | View All First 1 of 1 Last

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

Customize Find View All First 1 of 1 Last	
Empl Type	Earn Code
1 S	BNS

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

Find | View All | First 1 of 1 Last

***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 Canadian Tax Accounts

Access the Tax Account Mapping Table page.

Tax Account Mapping Table

Company: CFA Canadian Company CFA

Wage Loss Plan: LOW

Find | View All | First 1 of 1 Last

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

	*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 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

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

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

Understanding Offset Groups

When encumbrance transactions are created in PeopleSoft Enterprise Human Resources for PeopleSoft Enterprise 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 Enterprise Financials, where revenues offset expenses, PeopleSoft Enterprise HRMS has only expenses. PeopleSoft Enterprise HRMS uses the Department Offset Groups (DEPT_OFFSET_GRP) to create offsetting entries so that the transactions are balanced when they are sent to general ledger.

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

Understanding 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 Groups component), the credit transaction contains the same ChartFields as the debit transactions and is balanced on all ChartFields except for the account ChartField.

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

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

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

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

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

See Also

[Chapter 6, “Defining Fiscal Year Budgets,” Option 4: Using the Department Budget Table Component, page 47](#)

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Manage Positions, “Setting Up Positions,” Creating Positions

PeopleSoft Enterprise Payroll for North America 8.9 PeopleBook, “Working with Paysheets”

Pages Used to Define Offset Groups

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

Setting Up Offset Groups

Access the Department Offset Groups page.

Department Offset Groups

Department Offset Group: QOST2

Department Offset Group Information

Find | View All First 1 of 1 Last

*Effective Date: 01/01/2000

*Description: EG Offset Grp 2

Short Description: EGOffset2

Payroll Information

Find | View All First 1 of 33 Last

*Payroll Activity: Can Inc Tx

*Account: P220000

*Description: Canadian Income Tax

Short Description: CIT

Department Offset Groups

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

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

This section describes how to define budget benefits groups.

Page Used to Define Budget Benefits Groups

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

Assigning Benefit Plan Types to Budget Benefit Groups

Access the Budget Benefit Groups page.

Budget Benefit Groups

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 and D	+
401(k)	+
403(b)	+

Budget Benefit Groups page

Plan Type

Select one or more benefits plan types.

Defining Position Pools

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

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

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

See Also

PeopleSoft Enterprise Human Resources 8.9 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 position pool IDs.

Setting Up Position Pool IDs

Access the Position Pool Table page.

The screenshot displays the 'Position Pool Table' page. At the top, there's a tab labeled 'Position Pool Table'. Below it, the following fields are visible:

- SetID:** SHARE
- Department:** 90310
- Position Pool ID:** FAC

Below these fields is a section titled 'Position Pool' which contains a table with the following data:

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 (POSITION_DATA) and then set up budgets for position pools using the Commitment Accounting business process.

Adding or Maintaining Commitment Accounting-Related Message Definitions

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

You can create errors messages for commitment accounting processing.

Page Used to Add or Maintain Commitment Accounting Business Process Messages

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

CHAPTER 4

Setting Up GL Interface Tables for Commitment Accounting

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

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, “Setting Up General Ledger Interface Tables”

Understanding Detail Calendars

Use the Detail Calendar page (DETAIL_CALENDAR1) to review the number of accounting periods in a fiscal year and the starting and end dates for each period. If you’re using PeopleSoft Enterprise General Ledger, maintain detail calendars in that system. PeopleSoft Enterprise HRMS subscribes to the calendar data in General Ledger and displays it using the Detail Calendar page in PeopleSoft Enterprise HRMS. Customers not using PeopleSoft Enterprise General Ledger must set up a detail calendar directly in PeopleSoft Enterprise HRMS using the Detail Calendar page.

See Also

PeopleSoft Financials, Enterprise Service Automation and Supply Chain Management Application Fundamentals 8.8 PeopleBook, “Defining Accounting Calendars”

Understanding Budget Periods

Use the Budget Period page (BUDGET_PERIODS) to review the number of budget periods and the starting and end dates for each period. If you’re using PeopleSoft Enterprise Commitment Control, maintain detail calendars in that system. PeopleSoft Enterprise HRMS subscribes to the calendar data in Commitment Control and displays it using the Budget Periods page in PeopleSoft Enterprise HRMS. Customers not using PeopleSoft Enterprise General Ledger must set up a budget period directly in PeopleSoft Enterprise HRMS using the Budget Periods page.

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

See Also

PeopleSoft Commitment Control 8.8 PeopleBook, “Setting Up Basic Commitment Control Options”

Prerequisites

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

- Review Journal Generator Templ (JRNLGEN_APPL_ID)
- Review GL Business Units (BUS_UNIT_TBL_GL)
- GL/HR Business Unit Mapping (BU_GL_HR_LNK)

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

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, “Setting Up General Ledger Interface Tables”

Reviewing Detail Calendars and Budget Periods

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

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

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

Note. If you are not interfacing with PeopleSoft Enterprise Financials 8.4 or higher, set up these tables in HRMS.

Pages Used to Review Detail Calendars and Budget Periods

Page Name	Object Name	Navigation	Usage
Detail Calendar	DETAIL_CALEDAR1	Set Up HRMS, Product Related, Payroll for North America, GL Interface, Review Detail Calendar, Detail Calendar	Review the number of accounting periods in a fiscal year and the start and end dates for each period.
Budget Periods	BUDGET_PERIODS	Set Up HRMS, Product Related, Payroll for North America, GL Interface, Review Budget Periods, Budget Periods	Review the commitment control budget periods and the start and end dates for each period

Reviewing Accounting Periods

Access the Detail Calendar page or Budget Period page.

Detail Calendar

SetID: SHARE **Calendar:** CY **Descr:** Calendar Year

Definition

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

Description: Calendar Year Detail Calendar

Year	Period	Begin Date	End Date	Period Name	Abbrev
1997	1	01/01/1997	01/31/1997	January	Jan
1997	2	02/01/1997	02/28/1997	February	Feb
1997	3	03/01/1997	03/31/1997	March	Mar
1997	4	04/01/1997	04/30/1997	April	Apr

Detail Calendar page

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

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

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

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

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

Calendar

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

Definition

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

CHAPTER 5

Managing Full Time Equivalent Budgets

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

- Track full time equivalent data.
- Running FTE reports.

Understanding Full Time Equivalent Management

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

On the Departments – Comm. Acctg. And EG page (DEPARTMENT_TBL_CA), you can set up each department to produce either a warning or an error message when you exceed the department's FTE maximum. You can also 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.
- A person is hired or moved into a new position/department.
- An FTE is changed manually at the job level or the position level.
- The FTE maximums are modified.

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

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, “Setting Up Organization Foundation Tables,” Enabling and Controlling Department Information for Specified Customers

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Manage Positions, “Setting Up Positions,” Creating Positions

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce, “Increasing the Workforce,” Adding Organizational Instances for Employees, Contingent Workers, and POIs

Tracking Full Time Equivalent Data

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

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

Job Code and Position FTE Values

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

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

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Manage Positions, “Setting Up Positions,” Creating Positions

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce, “Increasing the Workforce,” Adding Organizational Instances for Employees, Contingent Workers, and POIs

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

Tracking Full Time Equivalent Data

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

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 Departments component (DEPARTMENT_TBL). Changes you make to existing fiscal year budgets when you enter the Department Budget FTE page in Correction mode are reflected on the Dept Budget Date page (DEPT_BUDGET_DATE). Create new fiscal year budgets only in the Department Budget Table component (DEPT_BUDGET).

Classification

Select the FTE classification:

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

FTE Maximum (full time equivalent maximum)

Enter the FTE maximum for the department for each classification.

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

Total Actual FTE (total actual full time equivalent)

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

See Also

Chapter 6, “Defining Fiscal Year Budgets,” Option 4: Using the Department Budget Table Component, page 47

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, “Setting Up Organization Foundation Tables,” Maintaining Departments

Running FTE Reports

This section explains how to

- Run the Department FTE report.
- Run the Full Time Equivalent Roll-up report.

Pages Used to Run the FTE Reports

Page Name	Object Name	Navigation	Usage
Department FTE Report	RUNCTL_FRMTHRU_DPT	Set Up HRMS, Product Related, Commitment Accounting, Reports, Department FTE, Department FTE Report	Run a Department FTE (department full time equivalent) report (BUD001), which captures the difference between full time equivalent caps and FTE actuals for each department.
FTE Roll-Up Report	RUNCTL_BUD012	Set Up HRMS, Product Related, Commitment Accounting, Reports, Full Time Equivalent Roll-up, 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 Report page.

Department FTE Report page

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

Running the FTE Rollup Report

Access the FTE Roll-Up Report page.

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 provides an overview of define fiscal year budgets and discusses how to:

- Use the Data Import From Budgets process.
- Use the Build Current FY Budget process.
- Use the Copy Prior Fiscal Year Budget process.
- Assign suspense accounts.
- Use the Department Budget Table component.
- Report on funding.
- Report on department budgets.

Understanding Fiscal Year Budgets in PeopleSoft Enterprise Human Resources

This section provides an overview of fiscal year budgeting and describes the four budgeting options.

Fiscal Year Budgeting

With PeopleSoft Enterprise 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 budgets using Position Management. If you use Position Management, you'll tie budgets to positions, to groups of positions (called Position Pool), or to appointments. If you're not using Position Management, you'll set up budgets to work at the job code level or at the appointment level.

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 Enterprise 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 components (DEPT_BUDGET or DEPT_BUDGET_CN).

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

With PeopleSoft Enterprise 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 Enterprise Human Resources.

See Also

Chapter 9, "Creating and Posting Encumbrance Data to PeopleSoft Enterprise Financials," Running the Fiscal Year Encumbrance Process (PSPENANN), page 80

Chapter 9, "Creating and Posting Encumbrance Data to PeopleSoft Enterprise Financials," Running the Nightly Encumbrances Process (PSPENNHT), page 83

Chapter 10, "Creating and Posting Actuals Data to PeopleSoft Enterprise Financials," Running the Actuals Distribution Process, page 94

Fiscal Year Budgets Definition Options

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

Option 1: Using the Data Import From Budgets Process

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

See Chapter 6, "Defining Fiscal Year Budgets," Option 1. Using the Data Import From Budgets Process, page 35.

Option 2: Using the Build Current FY Budget Process

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

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

See Chapter 6, "Defining Fiscal Year Budgets," Option 2: Using the Build Current FY Budget Process, page 38.

Option 3: Using the Copy Prior Fiscal Year Budget Process

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

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

See [Chapter 6, “Defining Fiscal Year Budgets,” Option 3: Using the Copy Prior Fiscal Year Budget Process, page 43.](#)

Option 4: Using the Department Budget Table Component

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

See [Chapter 6, “Defining Fiscal Year Budgets,” Option 4: Using the Department Budget Table Component, page 47.](#)

Option 1. Using the Data Import From Budgets Process

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

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

Understanding the Data Import From Budgets Process

Use the Data Import From Budgets process (BUD008.SQR) to download initial fiscal year budget information from PeopleSoft Enterprise Budgets to PeopleSoft Enterprise 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 Enterprise HRMS for departments using the Commitment Accounting business process (departments using Commitment Accounting must select the Use Comm. Acctg./Budgeting check box on the Departments – Comm. Acctg. and EG page (DEPARTMENT_TBL_CA)). However, you aren’t limited to creating budgets at an appointment or position level. Based on the budget level you specify on the Data Import From Budgets page (RUNCTL_BUD008), the system combines appointment and position data and creates a budget at appointment, position, position pool, or department levels.

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

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

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

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

A budget's payroll actuals data appears on the Dept Budget Actuals page (DEPT_BUDGET_ACT). If a department budget also contains payroll actuals data that has already been written to the Dept 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 Import	RUNCTL_BUD008	Set Up HRMS, Product Related, Commitment Accounting, Process Budgets, Import Data From Budgets, Budgets Import	Run the Data Import from Budgets process, which downloads fiscal year budget information from PeopleSoft Enterprise Budgets to PeopleSoft Enterprise HRMS.
ChartField Detail	HMCF_HRZNTL_CFLD	Click the Edit ChartFields link on the Budgets Import page.	Use to select individual ChartField values or search for an existing combination code.

Running the Data Import Budgets Process

Access the Budgets Import page.

Budgets Import

Run Control ID: 1
[Report Manager](#)
[Process Monitor](#)

Data Import from Budgets

Fiscal Year:
Business Unit:

Start Date: 09/14/2004

*Budget Level: Department

Department Offset Group:

Combination Code: [Edit ChartFields](#)

*Copy Previous Dedn Budget: Default New Dedn With Benefits

Combination Code (Deductions): [Edit ChartFields](#)

*Copy Previous Tax Budget: Default New Tax Budget

Combination Code (Tax): [Edit ChartFields](#)

Exclusion Fringe Group:

Redirect Combination Code: [Edit ChartFields](#)

Account Overrides

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

Budgets Import page

Fiscal Year

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

Start Date	Enter the date that starts the fiscal year budget you are creating with this process.
Budget Level	Based on the Budget Level you specify, the system combines appointment and position data and creates a budget at appointment, position, position pool, or department levels. <i>Appointment:</i> Creates a budget at the appointment (or job data) level, as well as an overall department budget. If data is provided for a blank or invalid emplID, 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</i> (position pool): Creates a budget at the position pool level, as well as an overall department budget. If data is provided for a blank or invalid position pool ID, the process won't create a position pool budget but instead adds the budget dollars to the department level budget. Note. Although a budget level determined by job code exists within the Department Budget table in PeopleSoft Enterprise HRMS, the Data Import from Budgets process won't combine appointment or position data into a single job code budget.
Department Offset Group	Enter the default department offset group. If previous budget data exists for a department, the system obtains the department offset group from that budget. However, if a previous department offset group can't be selected, the system uses this default value.
Combination Code	Select the combination code to be used as the default if there are blank or invalid earnings combination codes in the input budget data. Click the Edit ChartFields link to search for an existing combination code or select a unique combination of ChartFields on the ChartField Detail page. See <i>PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook</i>, "Setting Up and Working with ChartFields and ChartField Combinations," Entering or Reviewing ChartFields in PeopleSoft HRMS Transactions.
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.

Combination Code (Deductions)	Select the combination code (deductions) to be used as the default if there are blank or invalid deductions combination codes in the input budget data. Click the Edit ChartFields link to search for an existing combination code or select a unique combination of ChartFields on the ChartField Detail page.
Copy Previous Tax Budget	Select <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.
Combination Code (Tax)	Select the combination code (tax) to be used as the default if there are blank or invalid tax combination codes in the input budget data. Click the Edit ChartFields link to search for an existing combination code or select a unique combination of ChartFields on the ChartField Detail page.
Exclusion Fringe Group	Select a group of fringe expenses that should not be funded by the earnings combination code. If you leave this blank, all fringe expenses are funded by the earnings combination code unless a tax or deduction override combination code is specified for a particular fringe expense.
Redirect Combination Code	If you have specified a fringe group, you can select a combination code to fund the fringe expenses included in the selected group. Click the Edit ChartFields link to search for an existing combination code or select a unique combination of ChartFields on the ChartField Detail page.

Account Overrides

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

Option 2: Using the Build Current FY Budget Process

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

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

Understanding the Build Current FY Budget Process

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

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

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

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

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

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

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

Page Used to Run the Build Current FY Budget Process

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

Running the Build Current FY Budget Process

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

Build Current FY Budget

Run Control ID: 1 [Report Manager](#) [Process Monitor](#) [Run](#)

Build Current FY Budget

Fiscal Year: 2004 Start Date: 09/01/2004 End Date: 08/31/2005

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

[Department](#) | [Combination Codes](#) | [Fringe Group](#) | [Distribution Options](#)

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

Build Current FY Budget page

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

[Department](#) | [Combination Codes](#) | [Fringe Group](#) | [Distribution Options](#)

Suspense Combination Code	Edit ChartFields	Combination Code (Earnings)	Edit ChartFields	Combination Code (Deductions)	Edit ChartFields
	Edit ChartFields		Edit ChartFields		Edit ChartFields

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

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

Combination Code (Tax)	Edit ChartFields
	Edit ChartFields

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

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

[Department](#) | [Combination Codes](#) | [Fringe Group](#) | [Distribution Options](#)

Exclusion Fringe Group	Redirect Combination Code	Edit ChartFields
Fringe Group 1		Edit ChartFields

Build Current FY Budget page - Fringe Group tab

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

[Department](#) | [Combination Codes](#) | [Fringe Group](#) | [Distribution Options](#)

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

Build Current FY Budget page - 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:

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

If you select Budget Amount (see next field), the system calculates the budget amount and overall cap in the Department Budget component by adding all position and appointment level entries.
- Department Only:* When selected, this value creates only a department level budget using the specified earnings combination code.

If you select Budget Amount (see next field), the system calculates the budget amount and overall cap in the Department Budget component by adding all position and appointment level entries. If Budget Amount isn't selected, the system creates a department level budget without a budget amount and overall cap. Additionally, the system sets the percentage of distribution to 100 percent and uses the combination code you specify on this page.
- Department and Position:* When you select this value, the system looks at the department's position records (not at the appointment records) to create a position level and a department level budget as in *Dept, Position and Appointment*. Use this option only if all appointments have positions.
- Department and Position Pool:* If you select this value, the system looks at the position records associated with the selected department. Use this option only if all appointments have positions. The system looks first at positions attached to position pools and creates a position level budget. It then summarizes the remaining positions.

If you select Budget Amount, all positions within the department (whether or not they are associated with a position pool) 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 combination code to be used for each type of transaction.
Budget Leave	Select if you want to include employees on leave without pay. The system treats them as if they were active employees. Select this option if your organization "backfills" for employees on leave. Organizations that backfill count the salaries of employees on leave with the assumption that they need a substitute person in that position.

Combination Codes Tab

Suspense Combination Code	Specify a default suspense combination code for the system to associate with the department budget. Click the Edit ChartFields link to search for an existing combination code or select a unique combination of ChartFields on the ChartField Detail page.
Combination Code (Earnings)	Enter the combination code to be used for earnings on the Department Budget Earnings page. If you have specified an earnings combination code on the employee's job record, the system uses that value instead. Click the Edit ChartFields link to search for an existing combination code or select a unique combination of ChartFields on the ChartField Detail page. See <i>PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook</i>, "Setting Up and Working with ChartFields and ChartField Combinations," Entering or Reviewing ChartFields in PeopleSoft HRMS Transactions.
Combination Code (Deductions)	Enter the combination code to be used for deductions on the Dept Budget Deductions page. If you have specified an deductions combination code on the employee's job record, the system uses that value instead. Click the Edit ChartFields link to search for an existing combination code or select a unique combination of ChartFields on the ChartField Detail page. See <i>PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook</i>, "Setting Up and Working with ChartFields and ChartField Combinations," Entering or Reviewing ChartFields in PeopleSoft HRMS Transactions.
Combination Code (Tax)	Enter the combination code to be used for taxes on the Dept Budget Taxes page. If you have specified an tax combination code on the employee's job record, the system uses that value instead. Click the Edit ChartFields link to search for an existing combination code or select a unique combination of ChartFields on the ChartField Detail page.

See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, “Setting Up and Working with ChartFields and ChartField Combinations,” Entering or Reviewing ChartFields in PeopleSoft HRMS Transactions.

Fringe Group Tab

Exclusion Fringe Group

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

Redirect Combination Code

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

Individual fringe costs within the fringe group that have a specified deductions or tax funding source are funded by those sources, not this redirect combination code.

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

Distribution Tab

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

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

Option 3: Using the Copy Prior Fiscal Year Budget Process

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

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

Understanding the Copy Prior Fiscal Year Budget Process

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

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

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

Page Used to Run the Copy Prior FY Budget Process

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

Running the Copy Prior FY Budget

Access the Copy Prior FY Budget page.

Copy Prior FY Budget

Run Control ID: 1

Report ManagerProcess MonitorRun

Copy Prior FY Budget Parameter

Fiscal Year:

2004

Start Date:

09/01/2004

End Date:

08/31/2005

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

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

Copy Prior FY Budget 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 Combination Codes

To assign suspense accounts, use the Load Suspense Combination Code component (RUN_BUD012).

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

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

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

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

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

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

Page Used to Assign Suspense Combination Codes

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

Loading Suspense Combination Codes

Access the Load Suspense Combination Code page.

Load Suspense Combination Code page

Suspense ChartFields

SetID

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

All Budgets

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

Combination Code

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

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

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

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

See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "Setting Up and Working with ChartFields and ChartField Combinations," Entering or Reviewing ChartFields in PeopleSoft HRMS Transactions.

Fiscal Year and From Date

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

Departments

Budget Department and Combination Code

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

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

Option 4: Using the Department Budget Table Component

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

This section provides an overview of the Department Budget Table pages, common elements used on the Department Budget Table pages and describes how to:

- Set up the department budget.
- Specify default deduction and tax information for departments.
- Establish department budgets for employee earnings.
- Budget for employer-paid deductions.
- Budget for employer-paid taxes.
- View detailed department budget information online.

Understanding the Department Budget Table Component

Use the Department Budget Table components 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 Departments – Comm. Acctg. and EG page.

See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, “Setting Up Organization Foundation Tables,” Enabling and Controlling Department Information for Specified Customers.

Retroactive Changes to Budgets

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

Department Budget Table Search Page

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

Find an Existing Value **Add a New Value**

SetID: =

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 six pages in the Department Budget Table component.

Select a Budget Level from the following options:

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

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

Understanding the Dept Budget Earnings Page

The system uses the combination code information from the Department Budget Earnings page when processing encumbrances and actuals distribution if you haven't entered a person-specific combination code override on the Job Earnings Distribution page (JOB_DATA_ERNDIST), Job Data - Payroll (JOB_DATA2), Additional Pay (ADDITIONAL_PAY1) or Paysheet pages (PAY_SHEET_ADD_S, PAY_SHEET_LINE_S, PAY_SHEET_LN_S, PAY_OL_SHEET_S1).

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

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 a combination code's encumbrance account or pre-encumbrance account (specified on the ChartField Transaction Table page (ACCT_CD_TABLE) for the default combination code.

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

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

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

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

- Enter either a budget amount or a percentage of distribution (Distrib %) in each row.
- If you have some dollar-limited funding sources (budget amount) and others that are unlimited (percentage of distribution), assign lower sequence numbers (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 (combination code) must equal 100.
- When the Default Funding Source Option on the Dept Budget Data page is either Actual or Earnings, you must enter one earnings distribution record with a blank earnings code.

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

See Also

Chapter 6, “Defining Fiscal Year Budgets,” Establishing Department Budgets for Employee Earnings, page 57

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce, “Increasing the Workforce,” Distributing Job Earnings

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce, “Increasing the Workforce”

PeopleSoft Enterprise Payroll for North America 8.9 PeopleBook, “Working with Paysheets”

PeopleSoft Enterprise Payroll for North America 8.9 PeopleBook, “Setting Up the Payroll Process,” Reviewing and Modifying Payroll Messages

Overview of the Dept Budget Deductions Page

When you run the Actuals Distribution process, the system uses the combination code information on the Dept Budget Deductions page to determine if you have entered a person-specific override on the Job Data - Payroll page. 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 Dept Budget Earnings page, the information specified here isn't used during encumbrance processing. Information specified on the Encumbrance Definition component is used for that purpose.

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

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

See Also

Chapter 6, “Defining Fiscal Year Budgets,” Budgeting for Employer-Paid Deductions, page 58

Overview of the Dept Budget Taxes Page

When you run the Distribution process, the system uses the combination code information on the Department Budget Taxes page to determine if you've entered a person-specific override on the Job Data - Payroll page. 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 Dept Budget Earnings page, the information specified here isn't used during encumbrance processing; information specified on the Encumbrance Definition component 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* or *Earnings* the system creates a Dept Budget Tax record using the earnings combination code as a default combination code.

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

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

See Also

Chapter 6, “Defining Fiscal Year Budgets,” Overview of Dept Budget Actuals Page, page 51

Overview of Dept Budget Actuals Page

Post encumbrances and payroll distributions using the Encumbrance GL Interface (PAYGL03) and Actuals GL Interface processes (PAYGL02). By using the Dept Budget Actuals page, you see all posted encumbrances and actuals for your departments by combination 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 6, “Defining Fiscal Year Budgets,” Overview of Dept Budget Actuals Page, page 51

Chapter 9, “Creating and Posting Encumbrance Data to PeopleSoft Enterprise Financials,” Running the Encumbrance GL Interface Process (PAYGL03), page 84

Chapter 10, “Creating and Posting Actuals Data to PeopleSoft Enterprise Financials,” Running the Commitment Accounting Actuals GL Interface Process, page 104

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.
Combination Code	For each earnings, deductions, or tax class row, select a combination code or a new combination of ChartFields. Click the Edit ChartFields link to search for an existing combination code or select a unique combination of ChartFields on the ChartField Detail page.

Edit ChartFields

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

Allow Overspend

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

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 combination codes with a budget amount for a single budget sequence, percentage distribution is implied by the ratio between the amounts.

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

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

Funding End Date

Enter the date (if applicable) on which this funding source ends. 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 CAN, Dept Budget Date - Set Up HRMS, Product Related, Commitment Accounting, Budget Information, Department Budget Table USA, Dept Budget Date	Define the fiscal year budget's begin and end-dates as well as other department budget information.

Page Name	Object Name	Navigation	Usage
Dept Budget Defaults (department budget defaults)	DEPT_BUDGET_DFLT	- Set Up HRMS, Product Related, Commitment Accounting, Budget Information, Department Budget Table CAN, Dept Budget Defaults - Set Up HRMS, Product Related, Commitment Accounting, Budget Information, Department Budget Table USA, Dept Budget Defaults	Set up budget defaults, such as funding source option, default deduction and tax funding sources.
Dept Budget Earnings (department budget earnings)	DEPT_BUDGET_ERN	- Set Up HRMS, Product Related, Commitment Accounting, Budget Information, Department Budget Table CAN, Dept Budget Earnings - Set Up HRMS, Product Related, Commitment Accounting, Budget Information, Department Budget Table USA, Dept Budget Earnings	Establish department budgets for employee earnings in each department of your organization.
Dept Budget Deductions (department budget deductions)	DEPT_BUDGET_DED	- Set Up HRMS, Product Related, Commitment Accounting, Budget Information, Department Budget Table CAN, Dept Budget Deductions - Set Up HRMS, Product Related, Commitment Accounting, Budget Information, Department Budget Table USA, Dept Budget Deductions	Budget for employer-paid deductions in each department of your organization.
Dept Budget Taxes (department budget taxes)	DEPT_BUDGET_CTX	Set Up HRMS, Product Related, Commitment Accounting, Budget Information, Department Budget Table CAN, Dept Budget Taxes	Budget for employer-paid taxes in each Canadian department of your organization.
Dept Budget Taxes (department budget taxes)	DEPT_BUDGET_TAX	Set Up HRMS, Product Related, Commitment Accounting, Budget Information, Department Budget Table USA, Dept Budget Taxes	Budget for employer-paid taxes in each U.S. or Global department of your organization.

Page Name	Object Name	Navigation	Usage
Dept Budget Actuals (department budget actuals)	DEPT_BUDGET_ACT	- Set Up HRMS, Product Related, Commitment Accounting, Budget Information, Department Budget Table CAN, Dept Budget Actuals - Set Up HRMS, Product Related, Commitment Accounting, Budget Information, Department Budget Table USA, Dept Budget Actuals	View detailed department budget information online. This page is updated when you run the Encumbrance GL Interface or the Actuals GL Interface processes.
ChartField Detail	HMCF_HRZNTL_CFLD	Click the Edit ChartFields link.	Use to select individual ChartField values or search for an existing combination code.

Setting Up the Department Budget

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

Dept Budget Date		Dept Budget Defaults	Dept Budget Earnings	Dept Budget Deductions	Dept Budget Taxes
SetID:	SHARE	Department:	10000	Human Resources	
Fiscal Year:	2004				
*Budget Begin Date:		*Budget End Date:			
*Offset Group:					
Budget Cap					
☒ Per Budget Level ☐ Per Earn/Tax/Ded					
Suspense Combination Code					
Find View All First 1 of 1 Last					
*Effective Date:		Effective Sequence:			
Combination Code:	ChartField Details				
Balance:	0.00				

Dept Budget Date page

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 combination code to be used for each type of transaction.

Budget Cap

Budget Cap

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

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

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

Suspense Combination Code

Combination Code

Click the ChartField Details link to specify a suspense combination code. The encumbrance and actuals processes will charge all unfunded amounts to this account enabling the encumbrance and actuals processes to continue posting to the specified combination code even when the funding source is exhausted or inactive. Indicate at least one suspense combination code and indicate the effective date of the suspense combination code for each department budget.

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

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

See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "Setting Up and Working with ChartFields and ChartField Combinations," Entering or Reviewing ChartFields in PeopleSoft HRMS Transactions.

See Also

[Chapter 3, "Setting Up Commitment Accounting Processing Control Tables," Understanding Account Mapping, page 13](#)

Specifying Default Deduction and Tax Information for Departments

Access the Dept Budget Defaults (department budget defaults) page.

Dept Budget Date	Dept Budget Defaults	Dept Budget Earnings	Dept Budget Deductions	Dept Budget Taxes
SetID: SHARE Department: 10000 Human Resources Fiscal Year: 2004				
*Budget Begin Date: 31		*Offset Group:		
*Budget End Date: 31		Budget Cap ☒ Per Budget Level ☐ Per Earn/Tax/Ded		
Funding Defaults				
*Default Funding Source Option: Specified				
Combination Code (Deductions):	ChartField Details	Funding End Date (Deductions):	31	
Combination Code (Tax):	ChartField Details	Funding End Date (Tax):	31	
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 Defaults page

Funding Defaults

Default Funding Source Option

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

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

When *Actual* or *Earnings* is the Default Funding Source Option, the system hides the Combination Code (Deductions), Funding End Date (Deductions), Combination Code (Tax), and Funding End Date (Tax) fields and the system uses the funding source (combination code) specified for earnings as a default for deductions and taxes.

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

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

Exclusion Fringe Group

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

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

Combination Code (Deductions)

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

Funding End Date (Deductions)

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

- Combination Code (Tax)** Enter a default combination code for taxes. The value appears in the Combination Code field on the Dept Budget Taxes page, but you can override it.
- Funding End Date (Tax)** Enter the date (if applicable) on which the tax combination code (funding source) ends. 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 combination codes.

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 Defaults', 'Dept Budget Earnings' (selected), 'Dept Budget Deductions', and 'Dept Budget Taxes'. Below the tabs, the following information is shown: SetID: SHARE, Department: 10000, Human Resources, and Fiscal Year: 2004. The 'Budget Begin Date' and 'Budget End Date' fields are present, along with an 'Offset Group' field. A 'Budget Cap' section offers two options: 'Per Budget Level' (selected) and 'Per Earn/Tax/Ded'. The 'Default Funding Source Option' is set to 'Actual'. A 'Level' section allows selection between 'Department', 'Position Pool', 'Jobcode', 'Position', and 'Appointment'. The main form area includes fields for '*Effective Date' (09/08/2004), 'Eff Seq' (0), '*Status' (Active), 'Date Entered' (09/08/2004), 'Budget Level Cap' (0.00), and '*Currency' (USD). Below this is the 'Earnings Distribution' section, which contains fields for 'Earnings Code', '*SEQ#', '% Effort', 'Combination Code', 'Budget Amount' (0.000), 'Distrib %' (0.000), 'Funding End Date', 'Exclusion Fringe Group', and 'Redirect Combination Code'. There are also links for 'ChartField Details'.

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 a combination code that represents a valid General Ledger ChartField combination.

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

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

Budgeting for Employer-Paid Deductions

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

Dept Budget Date		Dept Budget Defaults		Dept Budget Earnings		Dept Budget Deductions		Dept Budget Taxes	
SetID:	SHARE	Department:	10000	Human Resources		Fiscal Year:	2004		
Budget Begin Date:		Budget End Date:		Offset Group:					
Default Funding Source Option:		Actual							
Level Find View All First 1 of 1 Last ☒ Department ☐ Position Pool ☐ Jobcode ☐ Position ☐ Appointment Effective Date: 09/08/2004 Eff Seq: 0 Status: Active Date Entered: 09/08/2004 Deduction Distribution Find View All First 1 of 1 Last Plan Type: Plan: Ded Cd: Ded Class: *SEQ#: Combination Code: ChartField Details ☐ Override Budget Amount: 0.000 Distrib %: 0.000 Funding End Date: 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 a combination code that represents a valid General Ledger ChartField combination.

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

Plan Type, Plan, 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.

Budgeting for Employer-Paid Taxes

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

Dept Budget Taxes page

Tax Budget Cap

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

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

Tax Distribution

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

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

State or Province, Tax Class, 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.

Viewing Detailed Department Budget Information Online

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

Dept Budget Actuals page

Awaiting Posting

Actual Amount The amount of the actuals awaiting posting to the general ledger using the Actuals GL Interface process.

Encumbrance Amount The amount of the encumbrances and pre-encumbrances awaiting posting to the general ledger using the Encumbrance GL Interface process.

Posted

Actual Amount The amount of the actuals posted to the general ledger using the Actuals GL Interface process.

Encumbrance Amount The amount of the encumbrances and pre-encumbrances posted to the general ledger using the Encumbrance GL Interface process.

Total Amount 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
Funding Summary Report	RUNCTL_BUD011	Set Up HRMS, Product Related, Commitment Accounting, Reports, Funding Summary USA	Run a Funding Summary Report (BUD011), which lists a summary of funding information for positions or people within a department. This report can also print information about a specific position or person when you enter employee or position information as a run control. Before using this page, you must have set up funding information for the departments on which you are reporting.
Funding Summary Report	RUNCTL_BUD011C	Set Up HRMS, Product Related, Commitment Accounting, Reports, Funding Summary CAN	(CAN) Run a Funding Summary Report (BUD011C). Note. See Usage description of the Funding Summary USA.

Running the Funding Summary Report

Access the Run Parameters page.

Funding Summary Report

Run Control ID: 1 [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:

Funding Summary Report page

Funding Summary By

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

Report Option	Indicate if you want the report to summarize funding for <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	• Payroll for North America, Payroll Distribution, Commitment Accounting CAN, Reconciliation Report • Payroll for North America, Payroll Distribution, Commitment Accounting USA, Reconciliation Report • Payroll for North America, Payroll Distribution, Commitment Accounting USF, Reconciliation Report	Reports on the encumbrances and actuals for each department budget for the selected fiscal year.
Fiscal Year Budget Report	RUNCTL_BUD004	• Payroll for North America, Payroll Distribution, Commitment Accounting CAN, Fiscal Year Budget Report • Payroll for North America, Payroll Distribution, Commitment Accounting USA, Fiscal Year Budget Report • Payroll for North America, Payroll Distribution, Commitment Accounting USF, Fiscal Year Budget Report	Reports on appointment budgets (earnings, deductions, and taxes) in the department budget.

Running the Fiscal Year Budget Report

Access the Fiscal Year Budget Report page.

Fiscal Year Budget Report page

Report Request Parameter(s)

Fiscal Year, SetID, and Department ID

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

Sort Order

Budget Level and Sequence

Select one or more of the following department levels:

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

Sequence

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

CHAPTER 7

Managing Encumbrance Definitions

This chapter provides an overview of encumbrance definition functionality and discusses how to set up encumbrance definitions.

Understanding Encumbrance Definitions

Encumbrance definitions specify how the system calculates deduction and tax encumbrances, as well as the combination codes used. Before creating encumbrance definitions, you must set up valid combination codes, position pools (if you use them), offset groups, and budget benefit groups. Next, set up actual encumbrance definitions using the Encumbrance Definitions page (ENCUMB_DEFN).

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

- Specify how tax and deduction encumbrances and pre-encumbrances are funded for departments (that is, for the whole department or at lower levels within the department, such as position, position pool, job code, or appointment—or any combination of these).
- Specify how the system should encumber taxes and deductions and what funding sources to use for each.
- Specify the default currency code for the encumbrance definition and maintain multiple effective-dated encumbrance definitions by department.

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

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

See Also

Chapter 6, “Defining Fiscal Year Budgets,” Establishing Department Budgets for Employee Earnings, page 57

Setting Up Encumbrance Definitions

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

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

- Access the Encumbrance Definition component.
- Create an encumbrance definition for taxes and deductions.

Understanding Encumbrance Definition Setup

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

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

Page Used to Set Up Encumbrance Definitions

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

Accessing the Encumbrance Definition Component

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

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. People may include full time employees, part time employees, contractors, and so on. Also indicate an Empl Rcd # (employee record number) for this person.
- *Department:* Select if you are setting up the encumbrance definition at the department level.
- *Jobcode:* Select if you are setting up the encumbrance definition at the job code level. When you select this option, also select a valid Job Code.
- *Position 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 Definitions page.

Encumbrance Definitions				
SetID:	SHARE	Department:	13000	Finance
Level Find View All First 1 of 1 Last ☒ Department ☐ Position Pool ☐ Jobcode ☐ Position ☐ Appointment + -				
*Effective Date: 09/09/2004 31 *Status: Active *Currency Code: USD 🔍				
Tax Distribution Find View All First 1 of 1 Last ChartField Details + -				
ER Tax %: 0.00 Encumbrance Tax Cap: 0.00				
Deduction Distribution Find View All First 1 of 1 Last 🔍 Ded %: 0.00 Ded Amt: 0.00 + -				
Combination Code: ChartField Details				

Encumbrance Definitions page

Tax Distribution

Combination Code

For each Tax Distribution row, select an combination code. The system displays ChartField information on the ChartField Detail page based on the combination code you select. The ChartField values are based on the general ledger ChartField values that you imported as part of the combination code.

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

See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, “Setting Up and Working with ChartFields and ChartField Combinations,” Entering or Reviewing ChartFields in PeopleSoft HRMS Transactions.

ER Tax% (employer tax percentage)

Of the employer paid taxes on encumbered earnings, enter the percentage funded by the combination code you specified in the Combination Code field.

Encumbrance Tax Cap

Enter the encumbrance tax cap amount. The encumbrance calculation only encumbers employer paid taxes up to this amount. Any employer paid taxes above and beyond this amount won't encumbered.

Deduction Distribution

Benefit Group

Select a benefit group.

Ded % (deduction percentage)

Enter the percentage of encumbered earnings required to cover the deductions of the benefits in this budget benefit group at this budget level to be funded by the deduction distribution's combination 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 combination code, as appropriate.

Combination Code

For each Deduction Distribution row, select an combination code. The system displays ChartField information on the ChartField detail page based on the combination code you select. The ChartField values displayed are based on the general ledger ChartField values that you imported as part of the combination code.

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

See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "Setting Up and Working with ChartFields and ChartField Combinations," Entering or Reviewing ChartFields in PeopleSoft HRMS Transactions.

CHAPTER 8

Setting Up Related Data for Positions and Employees

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

- Set up job data for encumbrance and full time equivalent edits processing.
- Set up position data and job code budgeting information.

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

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

- A job code-level budget (if the person 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 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_DATA), Job Code (JOB_CODE_TBL), and Position Data (POSITION_DATA) components. To ensure that the system uses the appropriate budget information, you must set up commitment accounting processing fields on these components.

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce, “Increasing the Workforce”

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, “Setting Up Jobs,” Classifying Jobs

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Manage Positions, “Setting Up Positions,” Creating Positions

Chapter 3, “Setting Up Commitment Accounting Processing Control Tables,” Defining Position Pools, page 19

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

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

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

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

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

Setting Up Position Data and Job Code Budgeting Information

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

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

The Used by 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 organizational relationship exists (that is, before a job record is created). On the Position Data component, you can pre-encumber funds for approved positions using the Pre-Encumbrance Indicator field. You can also select to pre-encumber immediately (that is, on the position effective date) or upon requisition. If you encumber upon requisition, specify on the New Job Opening - Specific Information page (POSITION_DATA5) 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 Enterprise Financials

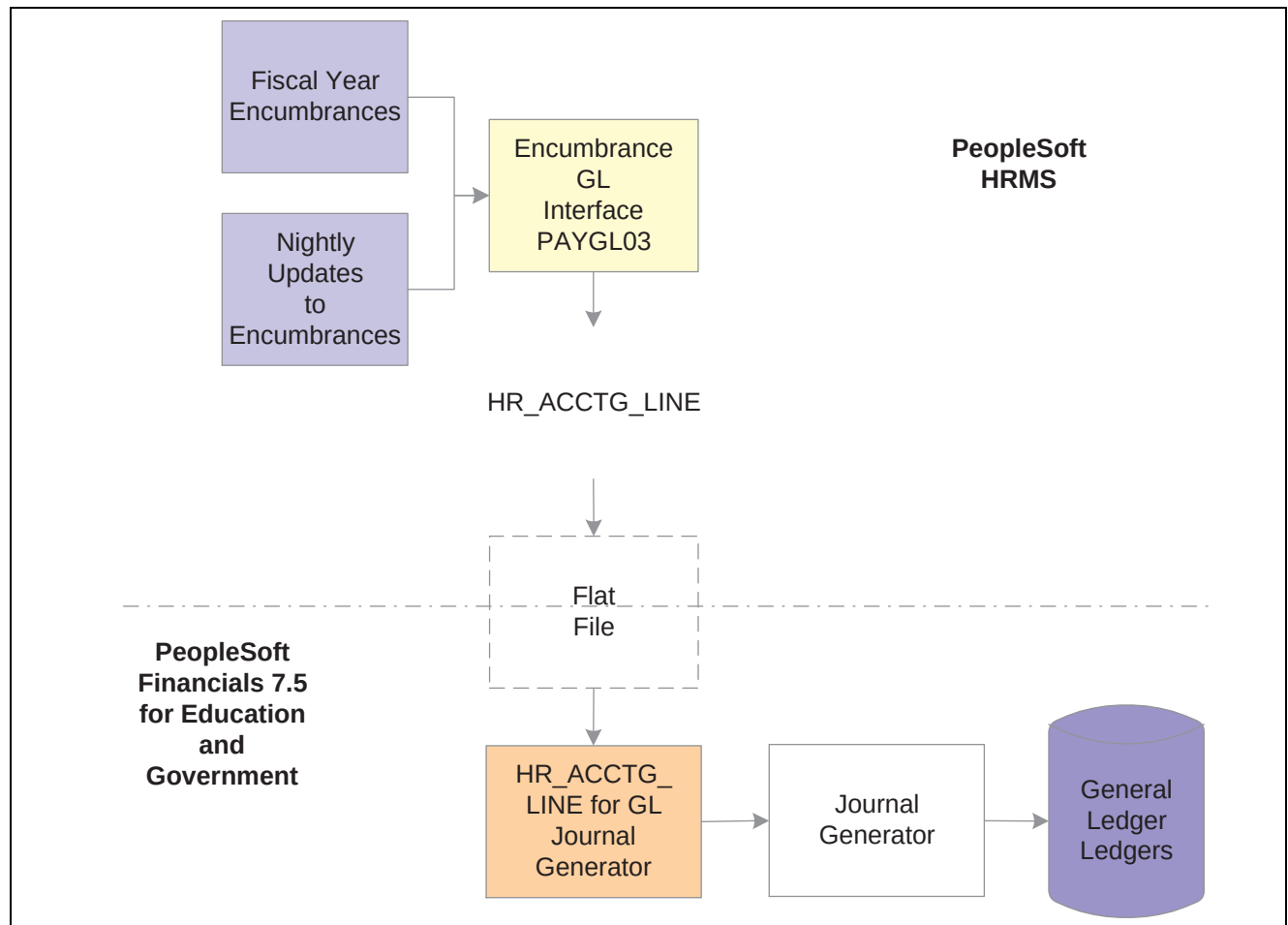
This chapter provides an overview of posting processes and describes how to:

- Run the posting processes.
- Report encumbrance error messages.

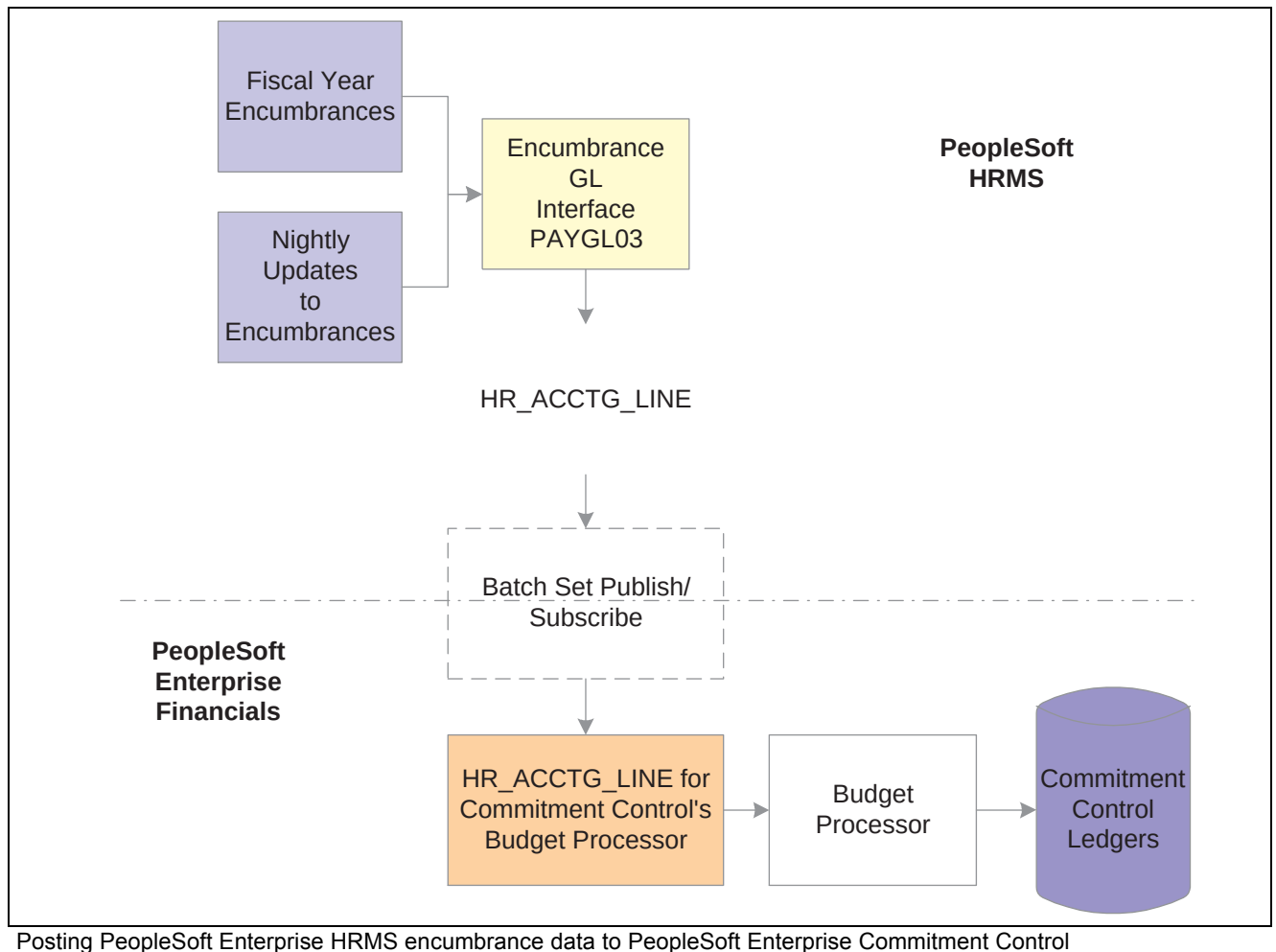
Understanding the Posting Processes

A useful feature of the Commitment Accounting business process is that you can post your encumbrance data to PeopleSoft Enterprise 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 person data. After running each of these processes, run the Encumbrance GL Interface process (PAYGL03) to post the results to the general ledger. The following diagrams illustrate how the data moves from PeopleSoft Enterprise HRMS to PeopleSoft Enterprise Financials. If you are using PeopleSoft Enterprise Financials for Education and Government, you will transfer encumbrance data to the PeopleSoft Enterprise General Ledger ledgers. If you are using core PeopleSoft Enterprise Financials, you will transfer encumbrance data to the Commitment Control ledgers.



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



Running the Posting Processes

This section discusses how to:

- Calculate fiscal year encumbrances.
- Run the fiscal year encumbrance process (PSPENANN).
- Calculate nightly updates to encumbrances.
- Run the nightly encumbrances process (PSPENNHT).
- View and modify suspense combination code encumbrance transactions.
- Run the encumbrance GL interface process (PAYGL03).

Common Elements Used with Encumbrances

Fiscal Year	Enter the fiscal year for which you want to create pre-encumbrance and encumbrance transactions.
Fiscal Year Begin Date	Enter the date from which the fiscal year begins.

Fiscal Year End Date	Enter the fiscal year end date.
Encumbrance Begin Date	Enter the date that you want the system to start calculating encumbrances. For example, if your fiscal year runs from April 1 to March 31, and you specify May 1 as the Encumbrance Begin Date, the encumbrance calculations are prorated to 335 days (rather than 365). The first time you run a fiscal year encumbrance, specify the Encumbrance Begin Date to be the same as your Fiscal Year Begin Date, unless you need to recalculate your entire fiscal year's encumbrance after you've already posted actuals data (for example, if there is a significant budget change). In that case, set the Encumbrance Begin Date so that only encumbrances for the remaining part of the fiscal year are calculated.
After [X] record(s) have been processed, the Maximum Error % allowed is	Enables you to specify how many errors the system allows before the process terminates. Set the system so that after it processes a certain number of records, the maximum error % allowed can't exceed a specific amount. For example, you could specify that the After 10 record(s) have been processed, the Maximum Error % allowed is field value is 10.000. In other words, only one in 10 records can produce an error before the process stops.

Pages Used to Run the Posting Processes

Page Name	Object Name	Navigation	Usage
Fiscal Year Encumbrances	RUNCTL_ENC_FY	Set Up HRMS, Product Related, Commitment Accounting, Process Encumbrances, Fiscal Year Encumbrances	Calculate fiscal year encumbrances.
Nightly Encumbrances	RUNCTL_ENC_NHT	Set Up HRMS, Product Related, Commitment Accounting, Process Encumbrances, Nightly Encumbrances	Update encumbrance calculations after changing data.
Encumbrance Suspense ComboCode	HP_ENCERN_SUSP_DST	Set Up HRMS, Product Related, Commitment Accounting, Encumbrances Information, Encumbrance Suspense ComboCode	- View earnings encumbrance transactions that the system posted to the suspense combination code. - Change the account information.
ChartField Detail	HMCF_HRZNTL_CFLD	Click the Edit ChartFields link on the Encumbrance Suspense ComboCode page.	Use to select individual ChartField values or search for an existing combination code.
Encumbrance GL Interface	RUNCTL_PRCSDATE	Set Up HRMS, Product Related, Commitment Accounting, Process Encumbrances, Encumbrance GL Interface	Creates transactions to post to PeopleSoft Enterprise Human Resources encumbrance records (to both the general ledger system and the Actuals/Encumbrance table in PeopleSoft Enterprise 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 (job)—you're ready to run the Fiscal Year Encumbrance process, 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.

The Fiscal Year Encumbrance process creates baseline pre-encumbrance and encumbrance transactions for the fiscal year. It builds transactions for all filled and vacant positions based on the Job Data - Payroll page (JOB_DATA2), Job Earnings Distribution page (JOB_DATA_ERNDIST), Position Data - Specific Information page (POSITION_DATA5) (for vacant positions), and Department Budget component (DEPT_BUDGET).

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

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 (ENCUMB_DEFN)) for the entire fiscal year.
- Uses funding information from the Job Earnings Distribution page, Job Data - Payroll page, or Dept Budget Earnings page (DEPT_BUDGET_ERN) to determine funding sources for earnings.
- 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 a person'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. pre-encumbrance 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 combination code. View these transactions and specify a new combination code on the Encumbrance Suspense ComboCodes component (HP_ENCUMB_SUSPNSE).

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

See Also

Chapter 6, "Defining Fiscal Year Budgets," Establishing Department Budgets for Employee Earnings, page 57

Chapter 7, "Managing Encumbrance Definitions," Setting Up Encumbrance Definitions, page 65

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce, "Increasing the Workforce," Entering Payroll Processing Data

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Manage Positions, "Setting Up Positions," Entering Position-Specific Information

Running the Fiscal Year Encumbrance Process (PSPENANN)

Access the Fiscal Year Encumbrances page.

Fiscal Year Encumbrances

Run Control ID: 1

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

FY Encumbrance Parameters

Fiscal Year:

Fiscal Year Begin Date: 09/09/2004 31

Fiscal Year End Date: 31

Commit Level:

Encumbrance Begin Date: 09/09/2004 31

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

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

*Encumbrance Prorate Option: Cal Days

Fiscal Year Encumbrances 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 *Cal Days* (calendar days), *Work Days*, or *N/A* (not applicable).

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

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.

Run the Encumbrance GL Interface process (PAYGL03) after you run of the Nightly Encumbrance process.

Overview of the Nightly Encumbrance Process

Various online events cause a pre-encumbrance 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 (ENCUMB_TRIGGER). 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 Departments - 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 job data records 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 Enterprise General Ledger system and the Department Budget Actuals page in PeopleSoft Enterprise 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 - Payroll page, Position Data - Specific Information page (for vacant positions), or Dept 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 combination code. View these transactions and specify a new combination 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 Pre-encumbrance Transactions

A pre-encumbrance transaction is triggered when:

- You add or correct job opening data (and the changes affect the pre-encumbrance calculation), and you've indicated on the Position Data (POSITION_DATA) or Job Code (JOB_CODE_TBL) component 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 pre-encumbrance calculation), and the position indicates to encumber immediately.
- Department budget information is inserted, deleted, or corrected for an entity, and the changes affect the pre-encumbrance calculation for all entities that belong to it and don't have a lower-level budget.
- Encumbrance default information is inserted, deleted, or corrected for an entity on the Encumbrance Definition page and the changes affect the pre-encumbrance calculation for all entities that belong to it and don't have lower-level defaults.
- In the Job Data pages (JOB_DATA), an incumbent is removed from a position and the new number of incumbents is less than the maximum head count for the position.

Triggering Pre-encumbrance Reversal Transactions

A pre-encumbrance reversal transaction is triggered when a new pre-encumbrance reverses all prior related pre-encumbrances. For example, a pre-encumbrance reversal transaction 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 pre-encumbrance 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

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up Jobs," Classifying Jobs
[Chapter 7, "Managing Encumbrance Definitions," Setting Up Encumbrance Definitions, page 65](#)

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up Organization Foundation Tables," Enabling and Controlling Department Information for Specified Customers

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up Jobs," Classifying Jobs

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce, "Increasing the Workforce"

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Manage Positions, "Setting Up Positions," Creating Positions

Running the Nightly Encumbrances Process (PSPENNHT)

Access the Nightly Encumbrances page.

Nightly Encumbrances

Run Control ID: 1 [Report Manager](#) [Process Monitor](#) [Run](#)

Nightly Encumbrance Parameters

Fiscal Year: Fiscal Year Begin Date: 09/09/2004 Fiscal Year End Date:

Commit Level: 100 Encumbrance Begin Date: 09/09/2004

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

*Encumbrance Prorate Option: Cal Days

Nightly Encumbrances 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 Combination Code Encumbrance Transactions

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

To view and modify earnings suspense combination code encumbrance transactions:

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

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

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

Enter a new combination code in the ChartField Detail page to fund the encumbrance transaction. You cannot change the data in any other fields.

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

See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "Setting Up and Working with ChartFields and ChartField Combinations," Entering or Reviewing ChartFields in PeopleSoft HRMS Transactions.

See Also

Chapter 10, "Creating and Posting Actuals Data to PeopleSoft Enterprise Financials," Modifying Actuals Distribution Prior to General Ledger Posting Using the Actuals Distribution Component, page 96

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 combination 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 Enterprise Human Resources. The Actuals/Encumbrance table, in turn, updates both the Department Budget Actuals and Budget Actuals pages.

See Also

[Chapter 7, “Managing Encumbrance Definitions,” Setting Up Encumbrance Definitions, page 65](#)

[Chapter 10, “Creating and Posting Actuals Data to PeopleSoft Enterprise Financials,” Modifying Actuals Distribution After GL Posting, page 105](#)

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 Message Report	RUNCTL_BUD009	Set Up HRMS, Product Related, Commitment Accounting, Reports, Encumbrance Messages	Run an Encumbrance Message report (BUD009), which provides information on encumbrance processing error messages. Before using this page, you must have run the encumbrance processes

Running the Encumbrance Messages Report

Access the Encumbrance Message Report page.

Encumbrance Message Report page

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

CHAPTER 10

Creating and Posting Actuals Data to PeopleSoft Enterprise Financials

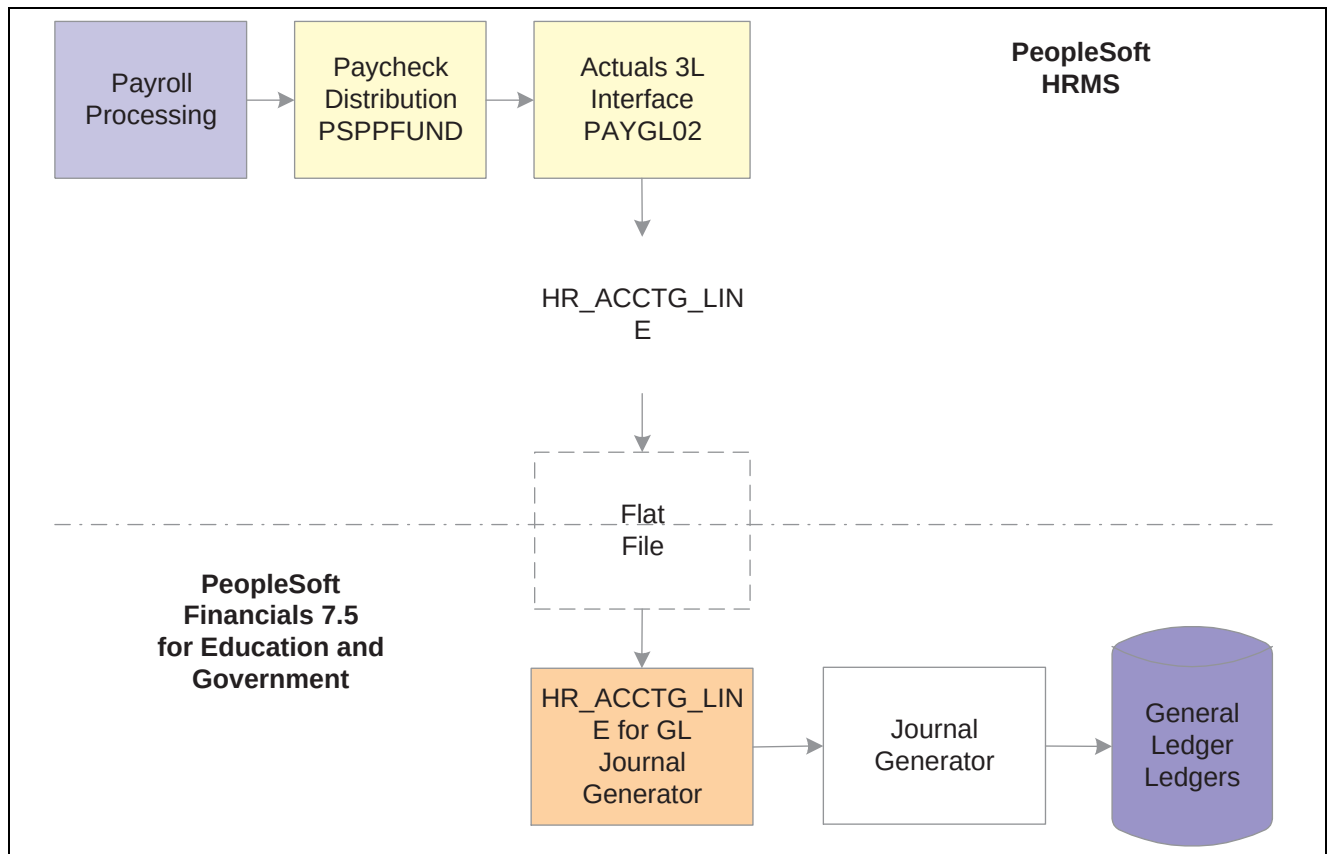
This chapter provides an overview of data flow between PeopleSoft Enterprise HRMS and PeopleSoft Enterprise Financials and describes how to:

- Run payroll processes.
- Run the predistribution audit report.
- Run actuals distribution process.
- Modify actuals distribution prior to general ledger posting using the actuals distribution component.
- View and modify suspense combination code actuals transactions.
- View summaries of actuals distribution.
- Run the commitment accounting actuals GL interface process.
- Modify actuals distribution after GL posting.
- Prepare and run the gross fringe report.

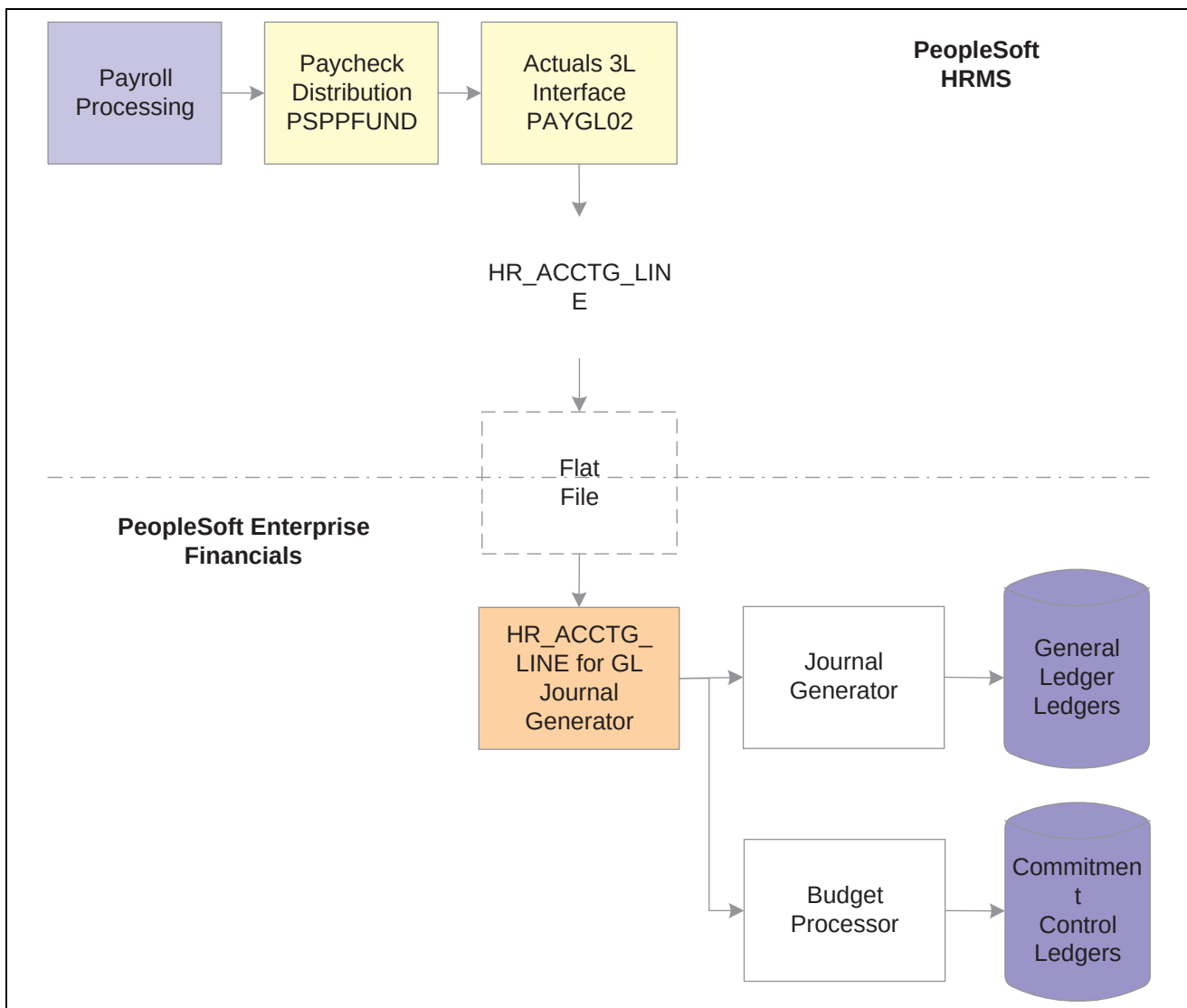
Understanding the Data Flow Between PeopleSoft Enterprise HRMS and PeopleSoft Enterprise Financials

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 Enterprise Financials to update the actuals and encumbrance information that is stored there. Before posting actuals information, distribute actuals across the funding sources that you've established on the Department Budget component (DEPT_BUDGET). Then post actuals to PeopleSoft Enterprise Financials using the Actuals GL Interface process (PAYGL02).

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



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



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

See Also

[Chapter 6, “Defining Fiscal Year Budgets,” Option 4: Using the Department Budget Table Component, page 47](#)

Running Payroll Processes

It’s important to understand how the PeopleSoft Enterprise 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 Enterprise Payroll for North America includes the following basic payroll processes:

- Contract Additional Pay
- Paysheets

- Pay Calculation
- Pay Confirmation

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

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

See Also

PeopleSoft Enterprise Payroll for North America 8.9 PeopleBook

Running the Predistribution Audit Report

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

This section explains how to run the Predistribution Audit report.

Page Used to Run the Predistribution Audit Report

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

Running the Predistribution Audit Report

Access the Predistribution Audit Report page.

Predistribution Audit Report page

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

Running the Actuals Distribution Process

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

- Run the Actuals Distribution process.
- Run the Actuals Dist/TL Extract process.

Understanding the Actuals Distribution Process

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

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

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

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

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

Understanding How the System Finds Funding Sources

This section discusses how the system finds funding sources for:

- Earnings
- Employer-paid deductions and taxes.

Earnings Funding Sources

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

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

See *PeopleSoft Enterprise Time and Labor 8.9 PeopleBook*, “Integrating with PeopleSoft Financials and Enterprise Performance Management,” Using Time and Labor with Commitment Accounting.

See *PeopleSoft Enterprise Time and Labor 8.9 PeopleBook*, “Integrating with Payroll Applications,” Integrating with Payroll for North America.

See [Chapter 6, “Defining Fiscal Year Budgets,” Option 4: Using the Department Budget Table Component, page 47.](#)

See *PeopleSoft Enterprise Payroll for North America 8.9 PeopleBook*, “Working with Paysheets”.

See *PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce*, “Increasing the Workforce,” Adding Organizational Instances for Employees, Contingent Workers, and POIs.

See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, “Setting Up Jobs,” Classifying Jobs.

Employer-Paid Deductions and Taxes Funding Sources

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

1. The person's Job Data - Payroll page.
2. If it can't find a combination code there, the process then looks at the Dept Budget Deduction page (DEPT_BUDGET_DED) and Dept Budget Taxes page (DEPT_BUDGET_TAX or DEPT_BUDGET_CTX).
3. If there is no combination code on the Dept Budget Deduction or Dept Budget Taxes pages, then the Actuals Distribution process can't distribute the actuals and no general ledger transactions are created for that department when you run the Check Actuals Posting process.

See *PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce*, “Increasing the Workforce”.

See [Chapter 6, “Defining Fiscal Year Budgets,” Budgeting for Employer-Paid Taxes, page 59.](#)

Page Used to Run the Actuals Distribution Process

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

Running the Actuals Distribution Process

Access the Actuals Distribution page.

Actuals Distribution

Run Control ID: K0001A
 [Report Manager](#)
[Process Monitor](#)

Actuals Distribution Parameter

Pay Run ID: KC1-01-47 Cdn KC1 Weekly Pay 47 Nov 01

***Distribution Prorate Option:** Work Days
☐ **Use Holiday Schedule**

Actuals Distribution page

Actuals Distribution Parameters

Pay Run ID Select the Pay Run ID.

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

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 Dist/TL Extract page (actuals distribution and Time and Labor extract) page.

Actuals Dist/TL Extract	
Run Control ID: K0001A	Report Manager Process Monitor Run
Process Request Parameter(s)	
Commitment Accounting	
☒ Run Actuals Distribution	
On-Cycle Run	Off-Cycle Pay Calendar
Pay Run ID: KC1-01-47	Company:
WkPy47-01	Pay Group:
	Pay End Date:
	Process Page #: Thru:
Actuals Distribution Parameter	
*Distribution Prorate Option: Work Days v	
☐ Use Holiday Schedule	
Payroll Cycle	
☐ On-Cycle ☐ Off-Cycle ☒ Both	

Actuals/Dist TL Extract page (actuals distribution/time and labor extract)

Commitment Accounting

Run Actuals Distribution Select to run the Actuals Distribution process.

See [Chapter 10, “Creating and Posting Actuals Data to PeopleSoft Enterprise Financials,” Running the Actuals Distribution Process, page 91.](#)

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

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

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

- Modify actuals distribution for earnings.
- Modify actuals distribution for deductions.
- Modify actuals distribution for taxes.

Understanding the Review Actuals Distribution Component

Use the Review Actuals Distribution component to modify funding distribution information in PeopleSoft Enterprise Human Resources after you’ve run the Actuals Distribution process but before posting to PeopleSoft Enterprise 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 Enterprise 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 <i>0</i> (zero). If they are on separate checks (for example, a regular earnings check and a bonus earnings check), the field displays a number between <i>1</i> and <i>9</i>.
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, Combination Code, and Account	Enter the fiscal year, period, combination code, and account to which to distribute the earnings The Account field is only available if the account override for the expense type (earnings, deductions, or US or Canadian taxes) is selected on the Dept Budget Date page.
Edit ChartFields	Click the Edit ChartFields link to search for an existing combination code or select a unique combination of ChartFields on the ChartField Detail page. See <i>PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook</i>, “Setting Up and Working with ChartFields and ChartField Combinations,” Entering or Reviewing ChartFields in PeopleSoft HRMS Transactions.

Pages Used to Modify Actuals Distribution

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

Modifying Actuals Distribution for Earnings

Access the Review Actuals Distribution - Earnings page.

Earnings			Deductions			Taxes								
Company:	QA1	Pay Group:	QA1	End Date:	07/14/2001									
☐ Off Cycle		Page:	1	Line:	1									
EmplID:	QAE04	Name:	Apbert,Marie											
Earnings Find View All First 1 of 2 Last														
Separate Check #:	0	Empl Rcd Nbr	0											
Earnings Code:	Hol-Sal	Earnings:	250.00											
Distribution Find View All First 1 of 2 Last														
*Fiscal Year:	2001	*Period:	1	Earnings:	125.00									
<table border="1"> <thead> <tr> <th colspan="3">ChartFields</th> </tr> <tr> <th>Combination Code</th> <th>Account</th> <th>Department</th> </tr> </thead> <tbody> <tr> <td>QAD01-ER1</td> <td>WAGES</td> <td>QAD01</td> </tr> </tbody> </table>						ChartFields			Combination Code	Account	Department	QAD01-ER1	WAGES	QAD01
ChartFields														
Combination Code	Account	Department												
QAD01-ER1	WAGES	QAD01												
Department:	QAD01	Job Code:	QAJ01	Currency:	USD									
Position:		Position Pool ID:												

Review Actuals Distribution - Earnings page

Earnings

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

Account

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

Modifying Actuals Distribution for Deductions

Access the Review Actuals Distribution - Deductions page.

Earnings			Deductions			Taxes		
Company:	QA1	Pay Group:	QA1	End Date:	07/14/2001			
☐ Off Cycle		Page:	1	Line:	1			
EmplID:	QAE04	Name:	Apbert,Marie					
Deductions Find View All First 1 of 8 Last								
Sep Chk #:	0	Plan Type:	Medical	Benefit Plan:	Basic Med			
Ded Code:	Medical	Ded Class:	After-Tax					
Current Deduction:	11.54	AP Status:						

Deductions page

Current Deduction Enter the deduction amount to be distributed to this combination code in this accounting period. The sum of the deductions in the Distribution group box must equal the displayed Current Deduction in the Deductions group box.

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

Modifying Actuals Distribution for Taxes

Access the Review Actuals Distribution - Taxes page.

Earnings		Deductions		Taxes	
Company:	QA1	Pay Group:	QA1	End Date:	07/14/2001
☐ Off Cycle		Page:	1	Line:	1
EmplID:	QAE04	Name:	Apbert, Marie		
Taxes Find View All First ◀ 1 of 9 ▶ Last					
Separate Check #: 0		Tax Entity: US Federal AP Status			
Locality:		Tax Class: OASDI/EE	Current Tax: 170.50		

Taxes page

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

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

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

Viewing and Modifying Suspense Combination Code Actuals Transactions

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

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

Pages Used to View and Modify Suspense Combination Code Actuals Transactions

Page Name	Object Name	Navigation	Usage
Earnings Suspense Combo Code	HP_PAYERNSUSPDIST	- Payroll for North America, Payroll Distribution, Commitment Accounting CAN, Review Suspense ComboCode Dist, Earnings Suspense Combo Code - Payroll for North America, Payroll Distribution, Commitment Accounting USA, Review Suspense ComboCode Dist, Earnings Suspense Combo Code	View earnings actuals transactions that the system posted to the suspense combination code and change the combination code information.
Deduction Suspense Combo Code	HP_PAYDEDSUSPDIST	- Payroll for North America, Payroll Distribution, Commitment Accounting CAN, Review Suspense ComboCode Dist, Deduction Suspense Combo Code - Payroll for North America, Payroll Distribution, Commitment Accounting USA, Review Suspense ComboCode Dist, Deduction Suspense Combo Code	View deductions actuals transactions that the system posted to the suspense combination code and change the combination code information.
Tax Suspense Combo Code	HP_PAYCTXSUSPDIST	Payroll for North America, Payroll Distribution, Commitment Accounting CAN, Review Suspense ComboCode Dist, Tax Suspense Combo Code	View tax actuals transactions that the system posted to the suspense combination code and change the combination code information.
Tax Suspense Combo Code	HP_PAYTAXSUSPDIST	Payroll for North America, Payroll Distribution, Commitment Accounting USA, Review Suspense ComboCode Dist, Tax Suspense Combo Code	View tax actuals transactions that the system posted to the suspense combination code and change the combination code information.
ChartField Detail	HMCF_HRZNTL_CFLD	Click the Edit ChartFields link.	Use to select individual ChartField values or search for an existing combination code.

Viewing and Modifying Information on the Suspense Combination Code Actuals Transactions Pages

All of the pages in the Review Suspense ComboCode Dist component share the following process.

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

1. Access the appropriate page:
 - Access the Earnings Suspense Combo Code page to view earnings suspense combination code actuals transaction.
 - Access the Deduction Suspense Combo Code page to view deduction suspense combination code actuals transactions.
 - Access the Tax Suspense Combo Code page to view tax suspense combination code actuals transactions.
2. Review the transaction.

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

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

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

You cannot change the data in any other fields.

See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, “Setting Up and Working with ChartFields and ChartField Combinations,” Entering or Reviewing ChartFields in PeopleSoft HRMS Transactions.

Viewing Summaries of Actuals Distribution

To view summaries of actuals distribution, use Review Actuals Dist Summary component (PAYCHECK_DIST_SUM).

This section describes how to use the Actuals Distribution Summary page to view a summary of actuals distributions for earnings, deductions, and taxes on a single page.

Pages Used to View Summaries of Actuals Distribution

Page Name	Object Name	Navigation	Usage
Actuals Distribution Summary	PAY_CHECK_DIST_SUM	Payroll for North America, Payroll Distribution, Commitment Accounting USA, Review Actuals Dist Summary	View the actuals distribution after running the Actuals Distribution process and prior to posting to general ledger.
Actuals Distribution Summary	PAY_CHECK_DIST_CSM	Payroll for North America, Payroll Distribution, Commitment Accounting CAN, Review Actuals Dist Summary	View the actuals distribution after running the Actuals Distribution process and prior to posting to general ledger.

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

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

To view a summary of all the earnings, deductions, and tax suspense combination 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: QA1	Pay Group: QA1	End Date: 07/14/2001	
☐ Off Cycle	Page: 1	Line: 1	
EmplID: QAE04	Name: Apbert,Marie		
▼ Earnings Find View All First 1 of 2 Last			
Sep Chk #: 0	Empl Rcd# 0		
Earnings Code: Hol-Sal	Earnings: 250.00		
Distribution Find View All First 1 of 2 Last			
Department: QAD01	Job Code: QAJ01	Position Pool ID:	
Position:	Combination Code: QAD01-ER1	ChartField Details	
Earnings: 125.00			
▼ Deductions Find View All First 1 of 8 Last			
Sep Chk #: 0	Plan Type: Medical	Benefit Plan: Basic Med	
Ded Code: Medical	Ded Class: After-Tax	Sales Tax Type: None	
Curr Dedn: 11.54	AP Status:		
▼ Tax Find View All First 1 of 9 Last			
Sep Chk #: 0	Tax Entity: US Federal	AP Status	
Locality:	Tax Class: QASDI/EE	Current Tax: 170.50	

Actuals Distribution Summary page

See Also

Chapter 10, “Creating and Posting Actuals Data to PeopleSoft Enterprise Financials,” [Modifying Actuals Distribution Prior to General Ledger Posting Using the Actuals Distribution Component](#), page 96

Running the Commitment Accounting Actuals GL Interface Process

To run the commitment accounting actuals GL Interface process, use the Commitment Accounting Actuals component (RUN_PAYGL02).

Like the Encumbrance GL Interface (PAYGL03) the Actuals GL Interface process (PAYGL02.SQR) prepares actuals transactions (expenses and liabilities) to be published to the general ledger. This process also liquidates encumbered amounts to reflect that the actuals for that pay period have been processed. All processed transactions are reflected on the Dept Budget Actuals page.

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

Processing Retroactively Modified Checks

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

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

Page Used to Run the Actuals GL Interface Process

Page Name	Object Name	Navigation	Usage
Commitment Accounting Actuals	RUNCTL_PAYGL02	Payroll for North America, Payroll Distribution, Provide GL Information, Commitment Accounting Actuals	Runs the Actuals GL Interface process, which prepares actuals transactions for the PeopleSoft journal generator and budget processor if you are using PeopleSoft Enterprise Commitment Control). Before using this page, you must have run the Actuals Distribution process.

Modifying Actuals Distribution After GL Posting

To modify actuals distribution after GL posting, use the Review Budget Actuals component (BUDGET_ACTUALS).

Use the Budget Actuals page to reflect changes made via general ledger journal entries in PeopleSoft Enterprise Human Resources. The page displays actuals and encumbrance information related to fiscal year, job or position, and combination 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	- Payroll for North America, Payroll Distribution, Commitment Accounting CAN, Review Budget Actuals - Payroll for North America, Payroll Distribution, Commitment Accounting USA, Review Budget Actuals - Payroll for North America, Payroll Distribution, Commitment Accounting USF, Review Budget Actuals	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	Jacob Silverstein			
Empl Rcd#:	0				
Encumbrance Record Type:	Taxes				
Fiscal Year:	1999				
Combination Code	Account	Department	Project/Grant	Product	Fund Code
000000017	5002	114	NIH001		100
Awaiting Posting					
Actual Amount:	0.00	Encumbrance Amount:	0.00		
Posted					
Actual Amount:	394.42	Encumbrance Amount:	1,005.58		

Budget Actuals page

Posted

Actual Amount

Enter the actuals or expended amount for this Fiscal Year, Job Code, Position Number, and Combination Code.

Encumbrance Amount

Enter the encumbered amount for this Fiscal Year, Job Code, Position Number, and Combination Code.

Preparing and Running the Gross Fringe Report

To prepare and run the Gross Fringe report, use the Gross/Fringe Report Column CAN component (HP_GF_COL_DEFN_CAN) or Gross/Fringe Report Column USA component (HP_GF_COL_DEFN_USA), the Load Gross/Fringe Data component (HP_RUNCTL_GF_LOAD), and the Gross/Fringe Report component (HP_RUNCTL_GF_RPT).

This section describes how to:

- Define columns for the gross fringe report.
- Load gross fringe data.
- Run the gross fringe report.

Pages Used to Prepare and Run the Gross Fringe Report

Page Name	Object Name	Navigation	Usage
Gross/Fringe Rpt Column Defns (gross fringe report column definition)	HP_COL_DEFN	- Set Up HRMS, Product Related, Commitment Accounting, Fringe Costs, Gross/Fringe Report Column CAN, Gross/Fringe Rpt– Column Defns - Set Up HRMS, Product Related, Commitment Accounting, Fringe Costs, Gross/Fringe Report Column USA, Gross/Fringe Rpt – Column Defns	Setup column definitions to be used by the Gross Fringe report.
Load Gross/Fringe Data	HP_RCTL_GRSFR_LOAD	Payroll for North America, Payroll Distribution, Commitment Accounting USA, Load Gross/Fringe Data	Load the gross fringe data to a temporary table where it can be reported on by the Gross Fringe report.
Gross/Fringe Report	HP_RCTL_GRSFR_RPT	Payroll for North America, 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 Column Defns (gross fringe report column definition) page.

Gross/Fringe Rpt Column Defns

Column Definition Code: C01FR

Description: PAY RUN QC01-FRIDGE

Column Definition Find | View All First 1 of 1 Last

***Column ID:** A ***Gross or Fringe:** Fringe

Column Heading 1: MEDICAL **Column Heading 2:** COSTS

Details Find | View All First 1 of 1 Last

Gross

Earnings Code:

Fringe (Benefits)

Plan Type: 10 Benefit Plan: Deduction Code:

Ded Class: Sales Tax Type:

Fringe (Taxes)

State: Locality: Tax Class:

Gross/Fringe Rpt Column Defns 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: aa [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: 31

☒ All Companies & Paygroups

Company: Pay Group:

☒ All Department

Customize Find View All First 1 of 1 Last	
*SetID	*Department
1	

☒ All Funding Sources

Customize Find View All First 1 of 1 Last	
*Combination Code	Short Description
1	

☒ All Projects

Customize Find View All First 1 of 1 Last	
*Project/Grant	
1	

Gross/Fringe Report page (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 page (2 of 2)

**All Company & Paygroup,
Company, and Pay Group**

Select 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 Combination Code	Select All Funding Sources to process all combination codes or leave clear and select specific combination 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:

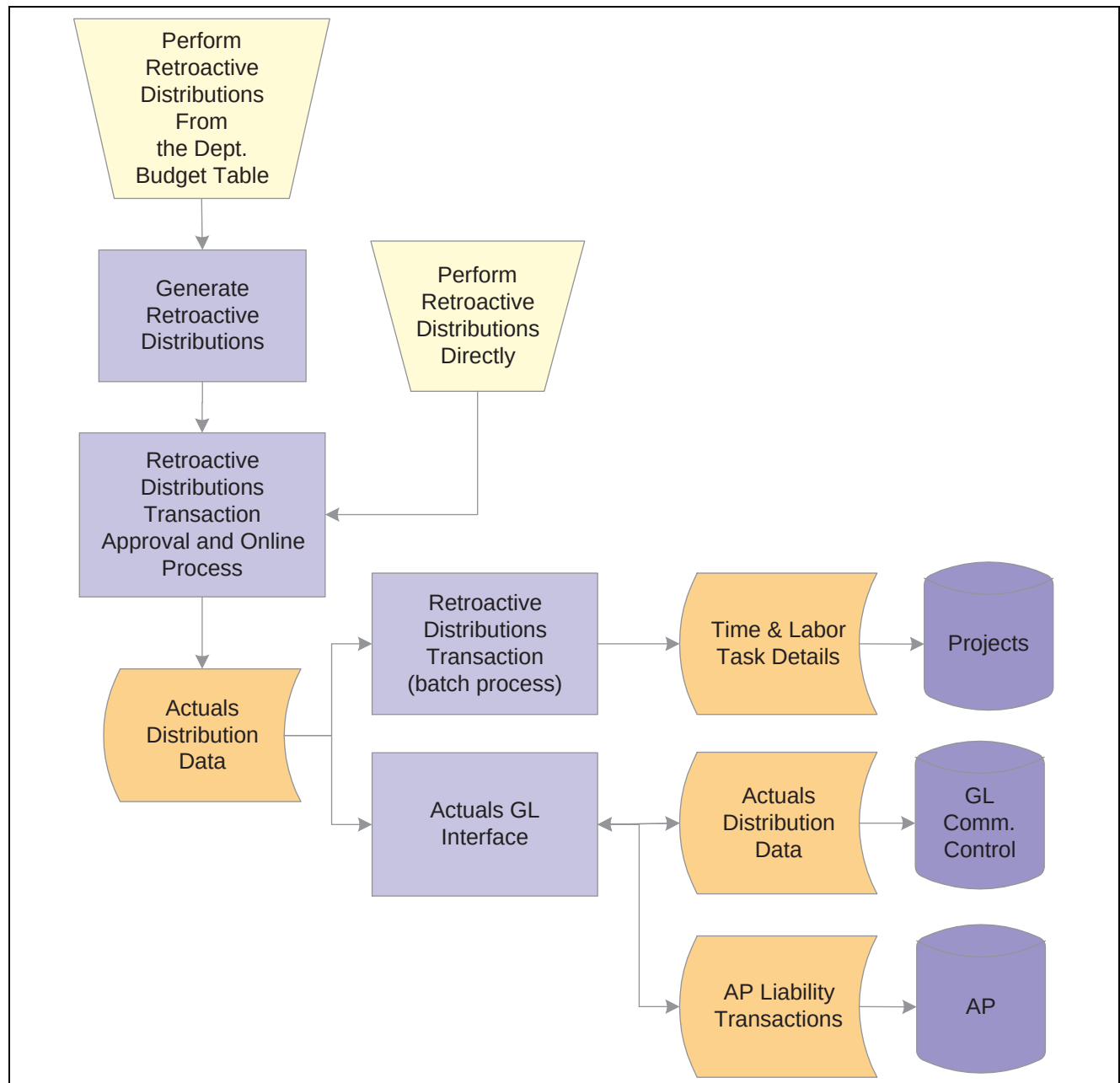
- Create retroactive distribution transactions directly.
- Create retroactive distributions from the department budget table component.
- View and process retroactive transactions.
- Run the Retroactive Distribution report.

Understanding Retroactive Distribution of Funding Sources

You can make mass changes to the distribution of funding sources at the department, job code, position pool, position, or job data (appointment) level for data that has been posted to PeopleSoft Enterprise 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 component (DEPT_BUDGET).

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

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



Retroactive distributions

Common Elements Used in This Chapter

Combination Code

Combination code funding the associated portions of the check.

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

See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, “Setting Up and Working with ChartFields and ChartField Combinations,” Entering or Reviewing ChartFields in PeopleSoft HRMS Transactions.

Benefit Plan	Displays the benefit plan covered by the paycheck.
Canadian Tax Class	Displays the Canadian tax class for Canadian taxes.
Check # (check number)	Paycheck number.
Company	Name of company that issued check.
Current Deduction	Displays the deduction amount distributed to the associated combination code.
Current Tax	Displays the total amount of tax deduction distributed to the associated combination code.
Deduction Classification	Displays the deduction classification of the deduction covered by the paycheck.
Deduction Code	Displays the deduction code of the deduction covered by the paycheck.
Department	Displays the department to which the earnings, deductions, or taxes are distributed.
Earnings	Displays the amount of earnings distributed to the associated combination code.
Earnings Code	Displays the earnings code describing the earnings, such as <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

This section provides an overview of retroactive distribution transactions and describes how to:

- Specify search and update criteria.
- View earnings, deductions, and tax transaction messages.

Understanding Retroactive Distribution Transactions

You can redistribute funding sources directly in the actuals records at the department, job code, position pool, position, or job data (appointment) level without making changes to the department budget. The Direct Retro Distributions (direct retroactive distributions) process selects the records that fit your search criteria. It updates the data in specified fields with the new data from the run control page.

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

In this section we discuss how to:

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

Pages Used to Create Retroactive Distribution Transactions Directly

Page Name	Object Name	Navigation	Usage
Direct Retro Distribution (direct retroactive distribution)	RUN_HP_RETDISTRCH	• Payroll for North America, Payroll Distribution, Commitment Accounting CAN, Process Direct Retro Dist, Direct Retro Distribution • Payroll for North America, Payroll Distribution, Commitment Accounting USA, Process Direct Retro Dist, Direct Retro Distribution	• Enter search criteria to specify which records to modify • Indicate which field values the system should update and with what values • Run the Retro Distribution (retroactive distribution) process.

Page Name	Object Name	Navigation	Usage
Earnings Messages	HP_RETDIST_ERNMSG	• Payroll for North America, Payroll Distribution. Commitment Accounting CAN, Review Retro Distribution Msgs, Earnings Messages • Payroll for North America, Payroll Distribution. Commitment Accounting USA, Review Retro Distribution Msgs, Earnings Messages • Payroll for North America, Payroll Distribution. Commitment Accounting CAN, Review Retro Distribution, Earnings Messages • Payroll for North America, Payroll Distribution. Commitment Accounting USA, Review Retro Distribution, Earnings Messages	View or modify the earnings-related messages created by the Retro Distribution process.
Deduction Messages	HP_RETDIST_DEDMSG	• Payroll for North America, Payroll Distribution. Commitment Accounting CAN, Review Retro Distribution Msgs, Deduction Messages • Payroll for North America, Payroll Distribution. Commitment Accounting USA, Review Retro Distribution Msgs, Deduction Messages • Payroll for North America, Payroll Distribution. Commitment Accounting CAN, Review Retro Distribution, Deduction Messages • Payroll for North America, Payroll Distribution. Commitment Accounting USA, Review Retro Distribution, Deduction Messages	View or modify the deduction-related messages created by the Retro Distribution process.

Page Name	Object Name	Navigation	Usage
Tax Messages	HP_RETDIST_CTXMSG	- Payroll for North America, Payroll Distribution. Commitment Accounting CAN, Review Retro Distribution Msgs, Tax Messages - Payroll for North America, Payroll Distribution. Commitment Accounting CAN, Review Retro Distribution, Tax Messages	View the Canadian tax-related messages created by the Retro Distribution process.
Tax Messages	HP_RETDIST_TAXMSG	- Payroll for North America, Payroll Distribution. Commitment Accounting USA, Review Retro Distribution Msgs, Tax Messages - Payroll for North America, Payroll Distribution. Commitment Accounting USA, Review Retro Distribution, Tax Messages	View or modify the tax-related messages created by the Retro Distribution process.

Specifying Search and Update Criteria

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

Direct Retro Distribution									
Run Control ID: 01	Report Manager Process Monitor Run								
*SetID: SHARE	Search for Next Payroll Pay Period End Date: 09/16/2001 *Days Prior Pay End Date: 28 Ignore Off Cycle ☒								
Processing Option *Apply to Transactions: All									
Date Range <table border="1"> <thead> <tr> <th>Earnings End Dates</th> <th>Or Fiscal Periods</th> </tr> </thead> <tbody> <tr> <td> Begin Date: 09/15/2001 End Date: 09/15/2001 </td> <td> Detail Calendar ID: From Year/Period: To Year/Period: </td> </tr> </tbody> </table>		Earnings End Dates	Or Fiscal Periods	Begin Date: 09/15/2001 End Date: 09/15/2001	Detail Calendar ID: From Year/Period: To Year/Period:				
Earnings End Dates	Or Fiscal Periods								
Begin Date: 09/15/2001 End Date: 09/15/2001	Detail Calendar ID: From Year/Period: To Year/Period:								
Search Fields Customize Find View All <table border="1"> <thead> <tr> <th></th> <th>*Field Description</th> <th>Field Value</th> <th>Search Spaces</th> </tr> </thead> <tbody> <tr> <td>1</td> <td> </td> <td> </td> <td>☐</td> </tr> </tbody> </table>			*Field Description	Field Value	Search Spaces	1			☐
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Direct Retro Distribution

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

Processing Option

Apply to Transactions

- Select *All* to process earnings, deductions, and tax transactions.
- Select *Earnings*, *Deductions*, or *Tax* to process only that kind of transaction.
- Select *Earns&Ded* (earnings and deductions), *Earns&Tax* (earnings and taxes), or *Ded&Tax* (deductions and taxes) to process two of the three kinds of transactions.

Search for Next Payroll

Pay Period End Date

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

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

Days Prior End Date

Enter the number of days prior to the posting date of the pay calendar.

Ignore Off Cycle

Select to ignore off cycle pay calendars.

Transaction Date Range

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

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

Or Fiscal Periods

Detail Calendar ID Select a detail calendar ID.

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

Search Fields

Field Description and Field Value Select the fields and the field values of the records you want the process to search for.

Search Spaces Select to have the system search for blank field values.

Update Sequences

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

Amount Enter the funding amount.

Update Value

Field Description and Field Values Select the fields in the selected records that should be updated and the values they should be updated with.

Update Space Select to have the system update spaces.

Viewing Earnings, Deductions, and Tax Transaction Messages

Use Review Retro Distribution Messages component to view 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 Earnings Messages page, Deduction Messages page, or the Tax Messages 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 component. Insert a new, effective-dated row in the Department Budget Table and make the necessary funding changes to the budget. Run the Budget Retro Distributions (budget retroactive distributions) process to redistribute paycheck transactions using the new budget setup.

In this section we discuss how to:

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

Pages Used to Create Retroactive Distributions From the Department Budget Table

Page Name	Object Name	Navigation	Usage
Budget Retro Distributions (budget retroactive distributions)	RUN_HP_RETDISTBDGT	Set Up HRMS, Product Related, Commitment Accounting, Process Budgets, Budget Retro Distributions	Redistributes effected paycheck transactions using the new department budget setup.

Making Changes to a Department Budget

Access the Department Budget Table and open the department budget you want to modify.

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

1. Insert a new effective-dated row (the date as of which the retroactive changes should apply).
2. Make funding distribution changes on the Dept Budget Earnings, Dept Budget Deductions, or Dept Budget Taxes pages.
3. Save your changes.
4. Select Yes to the system prompt “Do you want to save changes for retro distribution?”
5. Select Yes to the system prompt “Do you want to go to Run Control Page?”

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

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

See Also

[Chapter 6, “Defining Fiscal Year Budgets,” Option 4: Using the Department Budget Table Component, page 47](#)

Running the Budget Retro Distributions Process

Access the Budget Retro Distributions page.

Budget Retro Distributions			
Run Control ID: 01	Report Manager	Process Monitor	Run
*SetID: SHARE	Department:	Fiscal Year:	
Search for Next Payroll			
Pay Period End Date: 09/16/2001	*Days Prior Pay End Date: 28	Ignore Off Cycle ☒	
Transaction Date Range			
Pay Period Dates		Or Fiscal Periods	
Begin Date: 09/15/2001	End Date: 09/15/2001	Detail Calendar ID:	
		From Year/Period:	To Year/Period:

Budget Retro Distributions page

SetID, Department, and Fiscal Year Enter the department budget's setID, department, and fiscal year.

Search for Next Payroll

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

Days Prior End Date Enter the number of days prior to the posting date of the pay calendar.

Ignore Off Cycle Select to ignore off cycle pay calendars.

Transaction Date Range

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

Pay Period Dates

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

Or Fiscal Periods

Detail Calendar ID Select a detail calendar ID

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

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

Viewing and Processing Retroactive Distributions

This section discusses how to:

- Compare new earnings, deduction, and tax transactions with old.

- Process the retroactive distributions.

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

Pages Used to View and Process Retroactive Distributions

Page Name	Object Name	Navigation	Usage
Retro Distribute Earnings	HP_RETRO_DISTERNS	- Payroll for North America, Payroll Distribution. Commitment Accounting CAN, Review Retro Distribution, Retro Distribute Earnings - Payroll for North America, Payroll Distribution. Commitment Accounting USA, Review Retro Distribution, Retro Distribute Earnings	Modify the earnings transactions created by the Retro Distribution process.
Retro Distribute Deduction	HP_RETRO_DISTDEDS	- Payroll for North America, Payroll Distribution. Commitment Accounting CAN, Review Retro Distributions - Payroll for North America, Payroll Distribution. Commitment Accounting USA, Review Retro Distribution	Modify the deductions transactions created by the Retro Distribution process.
Retro Distribute Tax	HP_RETRO_DISTCTXS	Payroll for North America, Payroll Distribution. Commitment Accounting CAN, Review Retro Distribution, Retro Distribute Tax	Modify the Canadian tax transactions created by the Retro Distribution process.
Retro Distribute Tax	HP_RETRO_DISTTAXS	Payroll for North America, Payroll Distribution. Commitment Accounting USA, Review Retro Distribution, Retro Distribute Taxes	Modify the US tax transactions created by the Retro Distribution process.
Actual Distribution Update	RUN_HP_RETDIST	- Payroll for North America, Payroll Distribution, Commitment Accounting CAN, Update Actuals Distribution - Payroll for North America, Payroll Distribution, Commitment Accounting USA, Update Actuals Distribution	Use to apply retroactive distribution updates to the database.

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

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

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

1. Access the Review Retro Distribution component and select the Retro Distribute Earnings page, Retro Distribute Deductions page, or the Retro Distribute Tax page.
2. View the paychecks 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 Posting Accounting Period tabs with the information on the Old Data and Old Accounting Period tabs.

4. Modify the distribution information in the fields on the New Data tab, if necessary.

Remember that you must distribute and fund all the earnings on the person's paycheck.

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

The system only processes selected transactions.

See Also

Chapter 10, "Creating and Posting Actuals Data to PeopleSoft Enterprise Financials," Modifying Actuals Distribution Prior to General Ledger Posting Using the Actuals Distribution Component, page 96

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 Enterprise Projects.

Access the Actuals Distribution Update page.

Actuals Distribution Update 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 combination code.
- Select *Stop* to stop the process.

See Also

Chapter 9, “Creating and Posting Encumbrance Data to PeopleSoft Enterprise Financials,” Running the Encumbrance GL Interface Process (PAYGL03), page 84

Running the Retroactive Distribution Report

This section explains how to generate the Retro Distribution report.

Page Used to Run the Retro Distribution Report

Page Name	Object Name	Navigation	Usage
Retro Distribution Audit Rpt	RUNCTL_BUD020	• Payroll for North America, Payroll Distribution, Commitment Accounting CAN, Retro Distribution Audit Rpt • Payroll for North America, Payroll Distribution, Commitment Accounting USA, 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 Rpt page.

Retro Distribution Audit Rpt page

Run Control ID	Select the Run Control ID of the Create Retro Distribution Transactions process on which you want to report.
Create User Id	Select the Create User ID of the retroactive processes on which you want to report.
Error Status	Select the error status of the retroactive transactions on which you want to report.
Process Status	Select the process status of the retroactive transactions on which you want to report.
Create Date Range	Enter the create date range.
Start Date and End Date	Select the created date range of the transactions on which you want to report on.
Processed Date Range	Enter the processed date range.

CHAPTER 12

Linking PeopleSoft Enterprise HRMS and PeopleSoft Enterprise Financials Budget Data

This chapter provides an overview of the processes used to exchange information and describes how to:

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

Overview of the Processes Used to Exchange Information

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

See Also

Chapter 6, "Defining Fiscal Year Budgets," Option 4: Using the Department Budget Table Component, page 47

Uploading HRMS Department Budget Data to PeopleSoft Enterprise General Ledger

This section provides an overview of Exporting and Publishing Budget Data and describes how to:

- Export budget data to PeopleSoft Enterprise General Ledger for Education and Government
- Run the Budget Export to EG GL 7.5 Process
- Publish budget data to PeopleSoft Enterprise Commitment Control
- Run the Budget Export to GL Process
- Batch publish PeopleSoft Enterprise HRMS budget data to PeopleSoft Enterprise Financials

When you've finalized your department budget data, you'll want to send over this information to the budget ledgers in PeopleSoft Enterprise 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 Enterprise Commitment Control (if you are using core PeopleSoft Enterprise Financials) or PeopleSoft Enterprise General Ledger (if you are using PeopleSoft Enterprise Financials for Education and Government).

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

(E&G) Understanding Exporting and Publishing Budget Data

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 Table component (DEPT_BUDGET) that can be used by PeopleSoft Enterprise 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 Enterprise General Ledger.

Note. PeopleSoft recognizes that your installation of the PeopleSoft Enterprise 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 Enterprise 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 Enterprise 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 47

PeopleSoft General Ledger 8.8 PeopleBook

Understanding Exporting and Publishing Budget Data

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

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

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

See Also

PeopleSoft Commitment Control 8.8 PeopleBook, “Entering and Posting Commitment Control Budget Data

Pages Used to Export and Publish Budget Data

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

(E&G) Running the Export Budget to GL 7.5

Access the Budget/GL Export page.

Budget/GL Export

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

Budget Export to GL 7.5

Business Unit:  *GL Release: 

Fiscal Year: ☐ Add to Existing File

Budget End Date:  File Name:

Ledger:

Ledger Group:

Export Run Type

☒ Fiscal Year

☐ Incremental

Budget/GL Export page

Business Unit	Enter the business unit that corresponds to the department budget data you want to export. The Export Budget to GL 7.5 process (BUD007.SQR) exports budget data for all departments with the selected business unit using commitment accounting processing (as indicated on the Departments component (DEPARTMENT_TBL)). The relationships established during the TableSet Controls set up determine which departments are affiliated with a particular business unit. See <i>PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook</i>, “Setting Up General Ledger Interface Tables,” Using PeopleSoft General Ledger Business Units in PeopleSoft HRMS.
Fiscal Year	Enter the fiscal year of the data you want to copy PeopleSoft Enterprise General Ledger.
Budget End Date	Enter the budget end date of the budget you want to copy to PeopleSoft Enterprise General Ledger. The Budget End Date and Fiscal Year work together to identify a particular set of budget data.
Ledger	Indicate which PeopleSoft Enterprise General Ledger (GL) ledger to which you are sending the budget data.
Ledger Group	Indicate which GL ledger group the GL ledger is a part of.
Export Run Type	Select one of the following export run types: <i>Fiscal Year:</i> The system processes the entire budget for the specified fiscal year for all departments within the selected business unit. <i>Incremental:</i> The system processes the department budget data for all departments where data changes made online may have altered the department budget content. In most cases, these changes are to department and position data.
GL Release	The system enters the value 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.

Running the Budget Export to GL 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 or higher as the GL Release. Enter the budget periods you are exporting to GL.

Batch Publishing PeopleSoft Enterprise HRMS Budget Data to PeopleSoft Enterprise Financials

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

Enter *BUD014* in the Process Name field.

Uploading HRMS Budgets Data to PeopleSoft Enterprise 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 Enterprise Budgets at the end of the fiscal year. The Data Export to Budgets process exports data from the Job Code component (JOB_CODE), Job Data component (JOB_DATA), Position Data component (POSITION_DATA), Define Salary Grades (SALARY_GRADE_TBL), and Dept Budget Earnings page (DEPT_BUDGET_ERN).

The Data Export to Budgets process creates a row of funding information for every person's job data record (or appointment). Depending on the level of Position Management you have selected for your installation, the process may also create a row of funding information for *every unfilled* position. The general ledger accounts that fund these appointments and positions are selected based on a pre-defined hierarchy and are written to a table on your database, which is in turn used to populate four database views. These views contain the data that is required by PeopleSoft Enterprise Budgets.

See Also

Chapter 6, "Defining Fiscal Year Budgets," Establishing Department Budgets for Employee Earnings, page 57

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up Jobs," Classifying Jobs

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Manage Positions, "Setting Up Positions," Creating Positions

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce, "Increasing the Workforce," Adding Organizational Instances for Employees, Contingent Workers, and POIs

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Manage Base Compensation and Budgeting, "Setting Up Base Compensation and Budgeting," Setting Up Salary Grades

Page Used to Export Budgets Data to PeopleSoft Enterprise Budgets

Page Name	Object Name	Navigation	Usage
Budgets Export	RUNCTL_BUD010	Set Up HRMS, Product Related, Commitment Accounting, Process Budgets, Export Data to Budgets	Run the Data Export to Budgets process (BUD010.SQR), which creates baseline budget data that can be uploaded to PeopleSoft Enterprise Budgets at the end of the fiscal year.
ChartField Detail	HMCF_HRZNTL_CFLD	Click the Edit ChartFields link on the Budgets Export page.	Use to select individual ChartField values or search for an existing combination code.

Running the Data Export to Budgets Process

Access the Budgets Export page.

Budgets Export

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

Run

Data Export to Budgets

Budget Effective Date:

31

*GL Release:
 8.40

Fiscal Year:

Ledger:

Combination Code:
[Edit ChartFields](#)

Budgets Export page

Budget Effective Date	Enter the appropriate budget effective date. The system uses the Budget Effective Date and the Fiscal Year you specify to determine which budget is the final source of funding data for appointments and positions.
Fiscal Year	Enter the appropriate fiscal year. The system uses the Fiscal Year and Budget Effective Date to select funding information for a particular budget.
Ledger	Indicate to which budget ledger you are sending the budget data.
Combination Code	Indicate which combination code should be used when no other funding source is indicated. See <i>PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook</i> , "Setting Up and Working with ChartFields and ChartField Combinations," Entering or Reviewing ChartFields in PeopleSoft HRMS Transactions.

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.
academic career	In PeopleSoft Enterprise Campus Solutions, all course work that a student undertakes at an academic institution and that is grouped in a single student record. For example, a university that has an undergraduate school, a graduate school, and various professional schools might define several academic careers—an undergraduate career, a graduate career, and separate careers for each professional school (law school, medical school, dental school, and so on).
academic institution	In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.
academic organization	In PeopleSoft Enterprise Campus Solutions, an entity that is part of the administrative structure within an academic institution. At the lowest level, an academic organization might be an academic department. At the highest level, an academic organization can represent a division.
academic plan	In PeopleSoft Enterprise Campus Solutions, an area of study—such as a major, minor, or specialization—that exists within an academic program or academic career.
academic program	In PeopleSoft Enterprise Campus Solutions, the entity to which a student applies and is admitted and from which the student graduates.
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 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.
action template	In PeopleSoft Receivables, outlines a set of escalating actions that the system or user performs based on the period of time that a customer or item has been in an action plan for a specific condition.
activity	In PeopleSoft Enterprise Learning Management, an instance of a catalog item (sometimes called a class) that is available for enrollment. The activity defines such things as the costs that are associated with the offering, enrollment limits and deadlines, and waitlisting capacities. In PeopleSoft Enterprise Performance Management, the work of an organization and the aggregation of actions that are used for activity-based costing. In PeopleSoft Project Costing, the unit of work that provides a further breakdown of projects—usually into specific tasks. In PeopleSoft Workflow, a specific transaction that you might need to perform in a business process. Because it consists of the steps that are used to perform a transaction, it is also known as a step map.
address usage	In PeopleSoft Enterprise Campus Solutions, a grouping of address types defining the order in which the address types are used. For example, you might define an address usage code to process addresses in the following order: billing address, dormitory address, home address, and then work address.
adjustment calendar	In PeopleSoft Enterprise Campus Solutions, the adjustment calendar controls how a particular charge is adjusted on a student's account when the student drops classes or withdraws from a term. The charge adjustment is based on how much time has elapsed from a predetermined date, and it is determined as a percentage of the original charge amount.
administrative function	In PeopleSoft Enterprise Campus Solutions, a particular functional area that processes checklists, communication, and comments. The administrative function identifies which variable data is added to a person's checklist or communication record when a specific checklist code, communication category, or comment is assigned to the student. This key data enables you to trace that checklist, communication, or comment back to a specific processing event in a functional area.
admit type	In PeopleSoft Enterprise Campus Solutions, a designation used to distinguish first-year applications from transfer applications.
agreement	In PeopleSoft eSettlements, provides a way to group and specify processing options, such as payment terms, pay from a bank, and notifications by a buyer and supplier location combination.
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.
analysis database	In PeopleSoft Enterprise Campus Solutions, database tables that store large amounts of student information that may not appear in standard report formats. The analysis database tables contain keys for all objects in a report that an application program can use to reference other student-record objects that are not contained in the printed report. For instance, the analysis database contains data on courses that are considered for satisfying a requirement but that are rejected. It also contains information on

	courses captured by global limits. An analysis database is used in PeopleSoft Enterprise Academic Advisement.
Application Messaging	PeopleSoft Application Messaging enables applications within the PeopleSoft Enterprise product family to communicate synchronously or asynchronously with other PeopleSoft and third-party applications. An application message defines the records and fields to be published or subscribed to.
AR specialist	Abbreviation for <i>receivables specialist</i> . In PeopleSoft Receivables, an individual in who tracks and resolves deductions and disputed items.
arbitration plan	In PeopleSoft Enterprise Pricer, defines how price rules are to be applied to the base price when the transaction is priced.
assessment rule	In PeopleSoft Receivables, a user-defined rule that the system uses to evaluate the condition of a customer's account or of individual items to determine whether to generate a follow-up action.
asset class	An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.
attribute/value pair	In PeopleSoft Directory Interface, relates the data that makes up an entry in the directory information tree.
audience	In PeopleSoft Enterprise Campus Solutions, a segment of the database that relates to an initiative, or a membership organization that is based on constituent attributes rather than a dues-paying structure. Examples of audiences include the Class of '65 and Undergraduate Arts & Sciences.
authentication server	A server that is set up to verify users of the system.
base time period	In PeopleSoft Business Planning, the lowest level time period in a calendar.
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.
billing career	In PeopleSoft Enterprise Campus Solutions, the one career under which other careers are grouped for billing purposes if a student is active simultaneously in multiple careers.
bio bit or bio brief	In PeopleSoft Enterprise Campus Solutions, a report that summarizes information stored in the system about a particular constituent. You can generate standard or specialized reports.
book	In PeopleSoft Asset Management, used for storing financial and tax information, such as costs, depreciation attributes, and retirement information on assets.
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 activity	The name of a subset of a detailed business process. This might be a specific transaction, task, or action that you perform in a business process.
business event	In PeopleSoft Receivables, defines the processing characteristics for the Receivable Update process for a draft activity. 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).
business process	A standard set of 17 business processes are defined and maintained by the PeopleSoft product families and are supported by Business Process Engineering group at PeopleSoft. An example of a business process is Order Fulfillment, which is a business process that manages sales orders and contracts, inventory, billing, and so forth. See also <i>detailed business process</i> .
business task	The name of the specific function depicted in one of the business processes.
business unit	A corporation or a subset of a corporation that is independent with regard to one or more operational or accounting functions.
buyer	In PeopleSoft eSettlements, an organization (or business unit, as opposed to an individual) that transacts with suppliers (vendors) within the system. A buyer creates payments for purchases that are made in the system.
campus	In PeopleSoft Enterprise Campus Solutions, an entity that is usually associated with a distinct physical administrative unit, that belongs to a single academic institution, that uses a unique course catalog, and that produces a common transcript for students within the same academic career.
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. A catalog item can have one or more learning activities.
catalog map	In PeopleSoft Catalog Management, translates values from the catalog source data to the format of the company's catalog.
catalog partner	In PeopleSoft Catalog Management, shares responsibility with the enterprise catalog manager for maintaining catalog content.
categorization	Associates partner offerings with catalog offerings and groups them into enterprise catalog categories.
category	In PeopleSoft Enterprise Campus Solutions, a broad grouping to which specific comments or communications (contexts) are assigned. Category codes are also linked to 3C access groups so that you can assign data-entry or view-only privileges across functions.
channel	In PeopleSoft MultiChannel Framework, email, chat, voice (computer telephone integration [CTI]), or a generic event.
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.
checkbook	In PeopleSoft Promotions Management, enables you to view financial data (such as planned, incurred, and actual amounts) that is related to funds and trade promotions.
checklist code	In PeopleSoft Enterprise Campus Solutions, a code that represents a list of planned or completed action items that can be assigned to a staff member, volunteer, or unit. Checklists enable you to view all action assignments on one page.
class	In PeopleSoft Enterprise Campus Solutions, a specific offering of a course component within an academic term. See also <i>course</i> .
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> .
clearance	In PeopleSoft Enterprise Campus Solutions, the period of time during which a constituent in PeopleSoft Contributor Relations is approved for involvement in an initiative or an action. Clearances are used to prevent development officers from making multiple requests to a constituent during the same time period.
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.
cohort	In PeopleSoft Enterprise Campus Solutions, the highest level of the three-level classification structure that you define for enrollment management. You can define a cohort level, link it to other levels, and set enrollment target numbers for it. See also <i>population</i> and <i>division</i> .
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.
collection rule	In PeopleSoft Receivables, a user-defined rule that defines actions to take for a customer based on both the amount and the number of days past due for outstanding balances.
comm key	See <i>communication key</i> .
communication key	In PeopleSoft Enterprise Campus Solutions, a single code for entering a combination of communication category, communication context, communication method, communication direction, and standard letter code. Communication keys (also called <i>comm keys</i> or <i>speed keys</i>) can be created for background processes as well as for specific users.
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.
component interface	A component interface is a set of application programming interfaces (APIs) that you can use to access and modify PeopleSoft database information using a program instead of the PeopleSoft client.
condition	In PeopleSoft Receivables, occurs when there is a change of status for a customer's account, such as reaching a credit limit or exceeding a user-defined balance due.
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.
constituents	In PeopleSoft Enterprise Campus Solutions, friends, alumni, organizations, foundations, or other entities affiliated with the institution, and about which the institution maintains information. The constituent types delivered with PeopleSoft Enterprise Contributor Relations Solutions are based on those defined by the Council for the Advancement and Support of Education (CASE).
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 PeopleCode, determines which buffer fields can be contextually referenced and which is the current row of data on each scroll level when a PeopleCode program is running. In PeopleSoft Enterprise Campus Solutions, a specific instance of a comment or communication. One or more contexts are assigned to a category, which you link to 3C access groups so that you can assign data-entry or view-only privileges across functions. 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.
control table	Stores information that controls the processing of an application. This type of processing might be consistent throughout an organization, or it might be used only by portions of the organization for more limited sharing of data.
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.
course	In PeopleSoft Enterprise Campus Solutions, a course that is offered by a school and that is typically described in a course catalog. A course has a standard syllabus and credit level; however, these may be modified at the class level. Courses can contain multiple components such as lecture, discussion, and lab. See also <i>class</i>.
course share set	In PeopleSoft Enterprise Campus Solutions, a tag that defines a set of requirement groups that can share courses. Course share sets are used in PeopleSoft Enterprise Academic Advisement.

current learning	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's in-progress learning activities and programs.
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 cube	In PeopleSoft Analytic Calculation Engine, a data cube is a container for one kind of data (such as Sales data) and works with in tandem with one or more dimensions. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and online analytical processing (OLAP) cubes in PeopleSoft Cube Manager.
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.
dataset	A data grouping that enables role-based filtering and distribution of data. You can limit the range and quantity of data that is displayed for a user by associating dataset rules with user roles. The result of dataset rules is a set of data that is appropriate for the user's roles.
delivery method	In PeopleSoft Enterprise Learning Management, identifies the primary type of delivery method in which a particular learning activity is offered. Also provides default values for the learning activity, such as cost and language. This is primarily used to help learners search the catalog for the type of delivery from which they learn best. Because PeopleSoft Enterprise Learning Management is a blended learning system, it does not enforce the delivery method. In PeopleSoft Supply Chain Management, identifies the method by which goods are shipped to their destinations (such as truck, air, rail, and so on). The delivery method is specified when creating shipment schedules.
delivery method type	In PeopleSoft Enterprise Learning Management, identifies how learning activities can be delivered—for example, through online learning, classroom instruction, seminars, books, and so forth—in an organization. The type determines whether the delivery method includes scheduled components.
detailed business process	A subset of the business process. For example, the detailed business process named Determine Cash Position is a subset of the business process called Cash Management.
dimension	In PeopleSoft Analytic Calculation Engine, a dimension contains a list of one kind of data that can span various contexts, and it is a basic component of an analytic model. Within the analytic model, a dimension is attached to one or more data cubes. In PeopleSoft Cube Manager, a dimension is the most basic component of an OLAP cube and specifies the PeopleSoft metadata to be used to create the dimension's rollout structure. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and OLAP cubes in PeopleSoft Cube Manager.
directory information tree	In PeopleSoft Directory Interface, the representation of a directory's hierarchical structure.
division	In PeopleSoft Enterprise Campus Solutions, the lowest level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a division level, link it to other levels, and set enrollment target numbers for it. See also <i>population</i> and <i>cohort</i>.

document sequencing	A flexible method that sequentially numbers the financial transactions (for example, bills, purchase orders, invoices, and payments) in the system for statutory reporting and for tracking commercial transaction activity.
dynamic detail tree	A tree that takes its detail values—dynamic details—directly from a table in the database, rather than from a range of values that are 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 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.
elimination set	In PeopleSoft General Ledger, a related group of intercompany accounts that is processed during consolidations.
entry event	In PeopleSoft General Ledger, Receivables, Payables, Purchasing, and Billing, a business process that generates multiple debits and credits resulting from single transactions to produce standard, supplemental accounting entries.
equitization	In PeopleSoft General Ledger, a business process that enables parent companies to calculate the net income of subsidiaries on a monthly basis and adjust that amount to increase the investment amount and equity income amount before performing consolidations.
equity item limit	In PeopleSoft Enterprise Campus Solutions, the amounts of funds set by the institution to be awarded with discretionary or gift funds. The limit could be reduced by amounts equal to such things as expected family contribution (EFC) or parent contribution. Students are packaged by Equity Item Type Groups and Related Equity Item Types. This limit can be used to assure that similar student populations are packaged equally.
event	A predefined point either in the Component Processor flow or in the program flow. As each point is encountered, the event activates each component, triggering any PeopleCode program that is associated with that component and that event. Examples of events are FieldChange, SavePreChange, and RowDelete. In PeopleSoft Human Resources, also refers to an incident that affects 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.
exception	In PeopleSoft Receivables, an item that either is a deduction or is in dispute.
exclusive pricing	In PeopleSoft Order Management, a type of arbitration plan that is associated with a price rule. Exclusive pricing is used to price sales order transactions.
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.

financial aid term	In PeopleSoft Enterprise Campus Solutions, a combination of a period of time that the school determines as an instructional accounting period and an academic career. It is created and defined during the setup process. Only terms eligible for financial aid are set up for each financial aid career.
forecast item	A logical entity with a unique set of descriptive demand and forecast data that is used as the basis to forecast demand. You create forecast items for a wide range of uses, but they ultimately represent things that you buy, sell, or use in your organization and for which you require a predictable usage.
fund	In PeopleSoft Promotions Management, a budget that can be used to fund promotional activity. There are four funding methods: top down, fixed accrual, rolling accrual, and zero-based accrual.
gap	In PeopleSoft Enterprise Campus Solutions, an artificial figure that sets aside an amount of unmet financial aid need that is not funded with Title IV funds. A gap can be used to prevent fully funding any student to conserve funds, or it can be used to preserve unmet financial aid need so that institutional funds can be awarded.
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.
gift table	In PeopleSoft Enterprise Campus Solutions, a table or so-called <i>donor pyramid</i> describing the number and size of gifts that you expect will be needed to successfully complete the campaign in PeopleSoft Contributor Relations. The gift table enables you to estimate the number of donors and prospects that you need at each gift level to reach the campaign goal.
GL business unit	Abbreviation for <i>general ledger business unit</i> . A unit in an organization that is an independent entity for accounting purposes. It maintains its own set of accounting books. See also <i>business unit</i> .
GL entry template	Abbreviation for <i>general ledger entry template</i> . In PeopleSoft Enterprise Campus Solutions, a template that defines how a particular item is sent to the general ledger. An item-type maps to the general ledger, and the GL entry template can involve multiple general ledger accounts. The entry to the general ledger is further controlled by high-level flags that control the summarization and the type of accounting—that is, accrual or cash.
GL Interface process	Abbreviation for <i>General Ledger Interface process</i> . In PeopleSoft Enterprise Campus Solutions, a process that is used to send transactions from PeopleSoft Enterprise Student Financials to the general ledger. Item types are mapped to specific general ledger accounts, enabling transactions to move to the general ledger when the GL Interface process is run.
group	In PeopleSoft Billing and Receivables, a posting entity that comprises one or more transactions (items, deposits, payments, transfers, matches, or write-offs). In PeopleSoft Human Resources Management and Supply Chain Management, any set of records that are associated under a single name or variable to run calculations in PeopleSoft business processes. In PeopleSoft Time and Labor, for example, employees are placed in groups for time reporting purposes.
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.
incur	In PeopleSoft Promotions Management, to become liable for a promotional payment. In other words, you owe that amount to a customer for promotional activities.
initiative	In PeopleSoft Enterprise Campus Solutions, the basis from which all advancement plans are executed. It is an organized effort targeting a specific constituency, and it can occur over a specified period of time with specific purposes and goals. An initiative can be a campaign, an event, an organized volunteer effort, a membership drive, or any other type of effort defined by the institution. Initiatives can be multipart, and they can be related to other initiatives. This enables you to track individual parts of an initiative, as well as entire initiatives.
inquiry access	In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user only to view data. See also <i>update access</i> .
institution	In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.
integration	A relationship between two compatible integration points that enables communication to take place between systems. Integrations enable PeopleSoft applications to work seamlessly with other PeopleSoft applications or with third-party systems or software.
integration point	An interface that a system uses to communicate with another PeopleSoft application or an external application.
integration set	A logical grouping of integrations that applications use for the same business purpose. For example, the integration set <code>ADVANCED_SHIPPING_ORDER</code> contains all of the integrations that notify a customer that an order has shipped.
item	In PeopleSoft Inventory, a tangible commodity that is stored in a business unit (shipped from a warehouse). In PeopleSoft Demand Planning, Inventory Policy Planning, and Supply Planning, a noninventory item that is designated as being used for planning purposes only. It can represent a family or group of inventory items. It can have a planning bill of material (BOM) or planning routing, and it can exist as a component on a planning BOM. A planning item cannot be specified on a production or engineering BOM or routing, and it cannot be used as a component in a production. The quantity on hand will never be maintained. In PeopleSoft Receivables, an individual receivable. An item can be an invoice, a credit memo, a debit memo, a write-off, or an adjustment.
item shuffle	In PeopleSoft Enterprise Campus Solutions, a process that enables you to change a payment allocation without having to reverse the payment.
joint communication	In PeopleSoft Enterprise Campus Solutions, one letter that is addressed jointly to two people. For example, a letter might be addressed to both Mr. Sudhir Awat and Ms. Samantha Mortelli. A relationship must be established between the two individuals in the database, and at least one of the individuals must have an ID in the database.
keyword	In PeopleSoft Enterprise Campus Solutions, a term that you link to particular elements within PeopleSoft Student Financials, Financial Aid, and Contributor Relations. You can use keywords as search criteria that enable you to locate specific records in a search dialog box.

KPI	An abbreviation for <i>key performance indicator</i> . A high-level measurement of how well an organization is doing in achieving critical success factors. This defines the data value or calculation upon which an assessment is determined.
LDIF file	Abbreviation for <i>Lightweight Directory Access Protocol (LDAP) Data Interchange Format file</i> . Contains discrepancies between PeopleSoft data and directory data.
learner group	In PeopleSoft Enterprise Learning Management, a group of learners who are linked to the same learning environment. Members of the learner group can share the same attributes, such as the same department or job code. Learner groups are used to control access to and enrollment in learning activities and programs. They are also used to perform group enrollments and mass enrollments in the back office.
learning components	In PeopleSoft Enterprise Learning Management, the foundational building blocks of learning activities. PeopleSoft Enterprise Learning Management supports six basic types of learning components: web-based, session, webcast, test, survey, and assignment. One or more of these learning component types compose a single learning activity.
learning environment	In PeopleSoft Enterprise Learning Management, identifies a set of categories and catalog items that can be made available to learner groups. Also defines the default values that are assigned to the learning activities and programs that are created within a particular learning environment. Learning environments provide a way to partition the catalog so that learners see only those items that are relevant to them.
learning history	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities and programs.
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.
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.
LMS	Abbreviation for <i>learning management system</i> . In PeopleSoft Enterprise Campus Solutions, LMS is a PeopleSoft Student Records feature that provides a common set of interoperability standards that enable the sharing of instructional content and data between learning and administrative environments.
load	In PeopleSoft Inventory, identifies a group of goods that are shipped together. Load management is a feature of PeopleSoft Inventory that is used to track the weight, the volume, and the destination of a shipment.
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.
logistical task	In PeopleSoft Services Procurement, an administrative task that is related to hiring a service provider. Logistical tasks are linked to the service type on the work order so that different types of services can have different logistical tasks. Logistical tasks include both preapproval tasks (such as assigning a new badge or ordering a new laptop) and postapproval tasks (such as scheduling orientation or setting up the service provider email). The logistical tasks can be mandatory or optional. Mandatory preapproval tasks must be completed before the work order is approved. Mandatory postapproval tasks, on the other hand, must be completed before a work order is released to a service provider.
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.
mass change	In PeopleSoft Enterprise Campus Solutions, mass change is a SQL generator that can be used to create specialized functionality. Using mass change, you can set up a series of Insert, Update, or Delete SQL statements to perform business functions that are specific to the institution. See also <i>3C engine</i> .
match group	In PeopleSoft Receivables, a group of receivables items and matching offset items. The system creates match groups by using user-defined matching criteria for selected field values.
MCF server	Abbreviation for <i>PeopleSoft MultiChannel Framework server</i> . Comprises the universal queue server and the MCF log server. Both processes are started when <i>MCF Servers</i> is selected in an application server domain configuration.
merchandising activity	In PeopleSoft Promotions Management, a specific discount type that is associated with a trade promotion (such as off-invoice, billback or rebate, or lump-sum payment) that defines the performance that is required to receive the discount. In the industry, you may know this as an offer, a discount, a merchandising event, an event, or a tactic.
meta-SQL	Meta-SQL constructs expand into platform-specific Structured Query Language (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	Metastings are special expressions included in SQL string literals. The metastings, 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	In PeopleSoft General Ledger, multiple ledgers having multiple-base currencies that are defined for a business unit, with the option to post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (ledgers).
multicurrency	The ability to process transactions in a currency other than the business unit's base currency.
national allowance	In PeopleSoft Promotions Management, a promotion at the corporate level that is funded by nondiscretionary dollars. In the industry, you may know this as a national promotion, a corporate promotion, or a corporate discount.
need	In PeopleSoft Enterprise Campus Solutions, the difference between the cost of attendance (COA) and the expected family contribution (EFC). It is the gap between the cost of attending the school and the student's resources. The financial aid package

	is based on the amount of financial need. The process of determining a student's need is called <i>need analysis</i> .
node-oriented tree	A tree that is based on a detail structure, but the detail values are not used.
pagelet	Each block of content on the home page 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.
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>compensation object</i> .
partner	A company that supplies products or services that are resold or purchased by the enterprise.
pay cycle	In PeopleSoft Payables, a set of rules that define the criteria by which it should select scheduled payments for payment creation.
payment shuffle	In PeopleSoft Enterprise Campus Solutions, a process allowing payments that have been previously posted to a student's account to be automatically reapplied when a higher priority payment is posted or the payment allocation definition is changed.
pending item	In PeopleSoft Receivables, an individual receivable (such as an invoice, a credit memo, or a write-off) that has been entered in or created by the system, but hasn't been posted.
PeopleCode	PeopleCode is a proprietary language, executed by the PeopleSoft component processor. PeopleCode generates results based on existing data or user actions. By using various tools provided with PeopleTools, external services are available to all PeopleSoft applications wherever PeopleCode can be executed.
PeopleCode event	See <i>event</i> .
PeopleSoft Pure Internet Architecture	The fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of a relational database management system (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.
person of interest	A person about whom the organization maintains information but who is not part of the workforce.
personal portfolio	In PeopleSoft Enterprise Campus Solutions, the user-accessible menu item that contains an individual's name, address, telephone number, and other personal information.
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 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.
planned learning	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's planned learning activities and programs.
planning instance	In PeopleSoft Supply Planning, a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.
population	In PeopleSoft Enterprise Campus Solutions, the middle level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a population level, link it to other levels, and set enrollment target numbers for it. See also <i>division</i> and <i>cohort</i> .
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.
price list	In PeopleSoft Enterprise Pricer, enables you to select products and conditions for which the price list applies to a transaction. During a transaction, the system either determines the product price based on the predefined search hierarchy for the transaction or uses the product's lowest price on any associated, active price lists. This price is used as the basis for any further discounts and surcharges.
price rule	In PeopleSoft Enterprise Pricer, defines the conditions that must be met for adjustments to be applied to the base price. Multiple rules can apply when conditions of each rule are met.
price rule condition	In PeopleSoft Enterprise Pricer, selects the price-by fields, the values for the price-by fields, and the operator that determines how the price-by fields are related to the transaction.
price rule key	In PeopleSoft Enterprise Pricer, defines the fields that are available to define price rule conditions (which are used to match a transaction) on the price rule.
primacy number	In PeopleSoft Enterprise Campus Solutions, a number that the system uses to prioritize financial aid applications when students are enrolled in multiple academic careers and academic programs at the same time. The Consolidate Academic Statistics process uses the primacy number indicated for both the career and program at the institutional level to determine a student's primary career and program. The system also uses the number to determine the primary student attribute value that is used when you extract data to report on cohorts. The lowest number takes precedence.
primary name type	In PeopleSoft Enterprise Campus Solutions, the name type that is used to link the name stored at the highest level within the system to the lower-level set of names that an individual provides.

process category	In PeopleSoft Process Scheduler, processes that are grouped for server load balancing and prioritization.
process group	In PeopleSoft Financials, a group of application processes (performed in a defined order) that users can initiate in real time, directly from a transaction entry page.
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 a Structured Query Report (SQR), a COBOL or Application Engine 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	A PeopleSoft or third-party product. PeopleSoft organizes its software products into product families and product lines. Interactive Services Repository contains information about every release of every product that PeopleSoft sells, as well as products from certified third-party companies. These products are displayed with the product name and release number.
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.
product family	A group of products that are related by common functionality. The family names that can be searched using Interactive Service Repository are PeopleSoft Enterprise, PeopleSoft EnterpriseOne, PeopleSoft World, and third-party, certified PeopleSoft partners.
product line	The name of a PeopleSoft product line or the company name of a third-party certified partner. Integration Services Repository enables you to search for integration points by product line.
programs	In PeopleSoft Enterprise Learning Management, a high-level grouping that guides the learner along a specific learning path through sections of catalog items. PeopleSoft Enterprise Learning Systems provides two types of programs—curricula and certifications.
progress log	In PeopleSoft Services Procurement, tracks deliverable-based projects. This is similar to the time sheet in function and process. The service provider contact uses the progress log to record and submit progress on deliverables. The progress can be logged by the activity that is performed, by the percentage of work that is completed, or by the completion of milestone activities that are defined for the project.
project transaction	In PeopleSoft Project Costing, an individual transaction line that represents a cost, time, budget, or other transaction row.
promotion	In PeopleSoft Promotions Management, a trade promotion, which is typically funded from trade dollars and used by consumer products manufacturers to increase sales volume.

prospects	In PeopleSoft Enterprise Campus Solutions, students who are interested in applying to the institution. In PeopleSoft Enterprise Contributor Relations, individuals and organizations that are most likely to make substantial financial commitments or other types of commitments to the institution.
publishing	In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.
rating components	In PeopleSoft Enterprise Campus Solutions, variables used with the Equation Editor to retrieve specified populations.
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>.
recname	The name of a record that is used to determine the associated field to match a value or set of values.
recognition	In PeopleSoft Enterprise Campus Solutions, the recognition type indicates whether the PeopleSoft Enterprise Contributor Relations donor is the primary donor of a commitment or shares the credit for a donation. Primary donors receive hard credit that must total 100 percent. Donors that share the credit are given soft credit. Institutions can also define other share recognition-type values such as memo credit or vehicle credit.
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.
regional sourcing	In PeopleSoft Purchasing, provides the infrastructure to maintain, display, and select an appropriate vendor and vendor pricing structure that is based on a regional sourcing model where the multiple ship to locations are grouped. Sourcing may occur at a level higher than the ship to location.

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.
remote data source data	Data that is extracted from a separate database and migrated into the local database.
REN server	Abbreviation for <i>real-time event notification server</i> in PeopleSoft MultiChannel Framework.
requester	In PeopleSoft eSettlements, an individual who requests goods or services and whose ID appears on the various procurement pages that reference purchase orders.
reversal indicator	In PeopleSoft Enterprise Campus Solutions, an indicator that denotes when a particular payment has been reversed, usually because of insufficient funds.
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.
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.
roll up	In a tree, to roll up is to total sums based on the information hierarchy.
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.
SCP SCBM XML message	Abbreviation for <i>Supply Chain Planning Supply Chain Business Modeler Extensible Markup Language message</i> . PeopleSoft EnterpriseOne Supply Chain Business Modeler uses XML as the format for all data that it imports and exports.
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.
search/match	In PeopleSoft Enterprise Campus Solutions and PeopleSoft Enterprise Human Resources Management Solutions, a feature that enables you to search for and identify duplicate records in the database.
seasonal address	In PeopleSoft Enterprise Campus Solutions, an address that recurs for the same length of time at the same time of year each year until adjusted or deleted.
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.
serial genealogy	In PeopleSoft Manufacturing, the ability to track the composition of a specific, serial-controlled item.

serial in production	In PeopleSoft Manufacturing, enables the tracing of serial information for manufactured items. This is maintained in the Item Master record.
service impact	In PeopleSoft Enterprise Campus Solutions, the resulting action triggered by a service indicator. For example, a service indicator that reflects nonpayment of account balances by a student might result in a service impact that prohibits registration for classes.
service indicator	In PeopleSoft Enterprise Campus Solutions, indicates services that may be either withheld or provided to an individual. Negative service indicators indicate holds that prevent the individual from receiving specified services, such as check-cashing privileges or registration for classes. Positive service indicators designate special services that are provided to the individual, such as front-of-line service or special services for disabled students.
session	In PeopleSoft Enterprise Campus Solutions, time elements that subdivide a term into multiple time periods during which classes are offered. In PeopleSoft Contributor Relations, a session is the means of validating gift, pledge, membership, or adjustment data entry. It controls access to the data entered by a specific user ID. Sessions are balanced, queued, and then posted to the institution's financial system. Sessions must be posted to enter a matching gift or pledge payment, to make an adjustment, or to process giving clubs or acknowledgements. 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.
share driver expression	In PeopleSoft Business Planning, a named planning method similar to a driver expression, but which you can set up globally for shared use within a single planning application or to be shared between multiple planning applications through PeopleSoft Enterprise Warehouse.
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 key process	In PeopleSoft Enterprise Campus Solutions, a process that relates a particular transaction to the source of the charge or financial aid. On selected pages, you can drill down into particular charges.
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.
speed key	See <i>communication key</i> .
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.
staging	A method of consolidating selected partner offerings with the offerings from the enterprise's other partners.
standard letter code	In PeopleSoft Enterprise Campus Solutions, a standard letter code used to identify each letter template available for use in mail merge functions. Every letter generated in the system must have a standard letter code identification.
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.
storage level	In PeopleSoft Inventory, identifies the level of a material storage location. Material storage locations are made up of a business unit, a storage area, and a storage level. You can set up to four storage levels.
subcustomer qualifier	A value that groups customers into a division for which you can generate detailed history, aging, events, and profiles.
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 time period	In PeopleSoft Business Planning, any time period (other than a base time period) that is an aggregate of other time periods, including other summary time periods and base time periods, such as quarter and year total.
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.
syndicate	To distribute a production version of the enterprise catalog to partners.
system function	In PeopleSoft Receivables, an activity that defines how the system generates accounting entries for the general ledger.
TableSet	A means of sharing similar sets of values in control tables, where the actual data values are different but the structure of the tables is the same.
TableSet sharing	Shared data that is stored in many tables that are based on the same TableSets. Tables that use TableSet sharing contain the SETID field as an additional key or unique identifier.
target currency	The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.

tax authority	In PeopleSoft Enterprise Campus Solutions, a user-defined element that combines a description and percentage of a tax with an account type, an item type, and a service impact.
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.
third party	A company or vendor that has extensive PeopleSoft product knowledge and whose products and integrations have been certified and are compatible with PeopleSoft applications.
3C engine	Abbreviation for <i>Communications, Checklists, and Comments engine</i> . In PeopleSoft Enterprise Campus Solutions, the 3C engine enables you to automate business processes that involve additions, deletions, and updates to communications, checklists, and comments. You define events and triggers to engage the engine, which runs the mass change and processes the 3C records (for individuals or organizations) immediately and automatically from within business processes.
3C group	Abbreviation for <i>Communications, Checklists, and Comments group</i> . In PeopleSoft Enterprise Campus Solutions, a method of assigning or restricting access privileges. A 3C group enables you to group specific communication categories, checklist codes, and comment categories. You can then assign the group inquiry-only access or update access, as appropriate.
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.
trace usage	In PeopleSoft Manufacturing, enables the control of which components will be traced during the manufacturing process. Serial- and lot-controlled components can be traced. This is maintained in the Item Master record.
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 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.
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.
tuition lock	In PeopleSoft Enterprise Campus Solutions, a feature in the Tuition Calculation process that enables you to specify a point in a term after which students are charged a minimum (or <i>locked</i>) fee amount. Students are charged the locked fee amount even if they later drop classes and take less than the normal load level for that tuition charge.

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.
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.
update access	In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user to edit and update data. See also <i>inquiry access</i> .
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.
VAT exception	Abbreviation for <i>value-added tax exception</i> . A temporary or permanent exemption from paying VAT that is granted to an organization. This term refers to both VAT exoneration and VAT suspension.
VAT exempt	Abbreviation for <i>value-added tax exempt</i> . Describes goods and services that are not subject to VAT. Organizations that supply exempt goods or services are unable to recover the related input VAT. This is also referred to as exempt without recovery.
VAT exoneration	Abbreviation for <i>value-added tax exoneration</i> . An organization that has been granted a permanent exemption from paying VAT due to the nature of that organization.
VAT suspension	Abbreviation for <i>value-added tax suspension</i> . An organization that has been granted a temporary exemption from paying VAT.
warehouse	A PeopleSoft data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.
work order	In PeopleSoft Services Procurement, enables an enterprise to create resource-based and deliverable-based transactions that specify the basic terms and conditions for hiring a specific service provider. When a service provider is hired, the service provider logs time or progress against the work order.
worker	A person who is part of the workforce; an employee or a contingent worker.
workset	A group of people and organizations that are linked together as a set. You can use worksets to simultaneously retrieve the data for a group of people and organizations and work with the information on a single page.
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.
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.

XML link	The XML Linking language enables you to insert elements into XML documents to create a links between resources.
XML schema	An XML definition that standardizes the representation of application messages, component interfaces, or business interlinks.
XPI	Abbreviation for <i>eXtended Process Integrator</i> . PeopleSoft XPI is the integration infrastructure that enables both real-time and batch communication with EnterpriseOne applications.
yield by operation	In PeopleSoft Manufacturing, the ability to plan the loss of a manufactured item on an operation-by-operation basis.
zero-rated VAT	Abbreviation for <i>zero-rated value-added tax</i> . 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. Organizations that supply zero-rated goods and services can still recover the related input VAT. This is also referred to as exempt with recovery.

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