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PeopleSoft HCM 9.2: PeopleSoft Human Resources Manage Commitment Accounting

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Preface

Understanding the PeopleSoft Online Help and PeopleBooks

The PeopleSoft Online Help is a website that enables you to view all help content for PeopleSoft applications and PeopleTools. The help provides standard navigation and full-text searching, as well as context-sensitive online help for PeopleSoft users.

Hosted PeopleSoft Online Help

You can access the hosted PeopleSoft Online Help on the Oracle Help Center. The hosted PeopleSoft Online Help is updated on a regular schedule, ensuring that you have access to the most current documentation. This reduces the need to view separate documentation posts for application maintenance on My Oracle Support. The hosted PeopleSoft Online Help is available in English only.

To configure the context-sensitive help for your PeopleSoft applications to use the Oracle Help Center, see Configuring Context-Sensitive Help Using the Hosted Online Help Website.

Locally Installed PeopleSoft Online Help

If you're setting up an on-premises PeopleSoft environment, and your organization has firewall restrictions that prevent you from using the hosted PeopleSoft Online Help, you can install the online help locally. Installable PeopleSoft Online Help is made available with selected PeopleSoft Update Images and with PeopleTools releases for on-premises installations, through the Oracle Software Delivery Cloud.

Your installation documentation includes a chapter with instructions for how to install the online help for your business environment, and the documentation zip file may contain a README.txt file with additional installation instructions. See *PeopleSoft 9.2 Application Installation* for your database platform, "Installing PeopleSoft Online Help."

To configure the context-sensitive help for your PeopleSoft applications to use a locally installed online help website, see Configuring Context-Sensitive Help Using a Locally Installed Online Help Website.

Downloadable PeopleBook PDF Files

You can access downloadable PDF versions of the help content in the traditional PeopleBook format on the Oracle Help Center. The content in the PeopleBook PDFs is the same as the content in the PeopleSoft Online Help, but it has a different structure and it does not include the interactive navigation features that are available in the online help.

Common Help Documentation

Common help documentation contains information that applies to multiple applications. The two main types of common help are:

• Application Fundamentals

- Using PeopleSoft Applications

Most product families provide a set of application fundamentals help topics that discuss essential information about the setup and design of your system. This information applies to many or all applications in the PeopleSoft product family. Whether you are implementing a single application, some combination of applications within the product family, or the entire product family, you should be familiar with the contents of the appropriate application fundamentals help. They provide the starting points for fundamental implementation tasks.

In addition, the *PeopleTools: Applications User's Guide* introduces you to the various elements of the PeopleSoft Pure Internet Architecture. It also explains how to use the navigational hierarchy, components, and pages to perform basic functions as you navigate through the system. While your application or implementation may differ, the topics in this user's guide provide general information about using PeopleSoft applications.

Field and Control Definitions

PeopleSoft documentation includes definitions for most fields and controls that appear on application pages. These definitions describe how to use a field or control, where populated values come from, the effects of selecting certain values, and so on. If a field or control is not defined, then it either requires no additional explanation or is documented in a common elements section earlier in the documentation. For example, the Date field rarely requires additional explanation and may not be defined in the documentation for some pages.

Typographical Conventions

The following table describes the typographical conventions that are used in the online help.

Typographical Convention	Description
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.
. . . (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.

Typographical Convention	Description
⇒	This continuation character has been inserted at the end of a line of code that has been wrapped at the page margin. The code should be viewed or entered as a single, continuous line of code without the continuation character.

ISO Country and Currency Codes

PeopleSoft Online Help topics use International Organization for Standardization (ISO) country and currency codes to identify country-specific information and monetary amounts.

ISO country codes may appear as country identifiers, and ISO currency codes may appear as currency identifiers in your PeopleSoft documentation. Reference to an ISO country code in your documentation does not imply that your application includes every ISO country code. The following example is a country-specific heading: "(FRA) Hiring an Employee."

The PeopleSoft Currency Code table (CURRENCY_CD_TBL) contains sample currency code data. The Currency Code table is based on ISO Standard 4217, "Codes for the representation of currencies," and also relies on ISO country codes in the Country table (COUNTRY_TBL). The navigation to the pages where you maintain currency code and country information depends on which PeopleSoft applications you are using. To access the pages for maintaining the Currency Code and Country tables, consult the online help for your applications for more information.

Region and Industry Identifiers

Information that applies only to a specific 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 region-specific heading: "(Latin America) Setting Up Depreciation"

Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in the PeopleSoft Online Help:

- 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 the PeopleSoft Online Help:

- USF (U.S. Federal)

- E&G (Education and Government)

Translations and Embedded Help

PeopleSoft 9.2 software applications include translated embedded help. With the 9.2 release, PeopleSoft aligns with the other Oracle applications by focusing our translation efforts on embedded help. We are not planning to translate our traditional online help and PeopleBooks documentation. Instead we offer very direct translated help at crucial spots within our application through our embedded help widgets. Additionally, we have a one-to-one mapping of application and help translations, meaning that the software and embedded help translation footprint is identical—something we were never able to accomplish in the past.

Using and Managing the PeopleSoft Online Help

Select About This Help in the left navigation panel on any page in the PeopleSoft Online Help to see information on the following topics:

- Using the PeopleSoft Online Help.

- Managing hosted Online Help.

- Managing locally installed PeopleSoft Online Help.

PeopleSoft HCM Related Links

Oracle Help Center

PeopleSoft Online Help Home

PeopleSoft Information Portal

My Oracle Support

PeopleSoft Training from Oracle University

PeopleSoft Video Feature Overviews on YouTube

PeopleSoft Business Process Maps (Microsoft Visio format)

"HCM Abbreviations" (Application Fundamentals)

PeopleSoft Spotlight Series

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Chapter 1

Getting Started with Manage Commitment Accounting

Manage Commitment Accounting Overview

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

Manage Commitment Accounting Business Processes

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

The following process flow illustrates the Manage Commitment Accounting business processes:

This diagram illustrates the flow of Manage Commitment Accounting business processes.
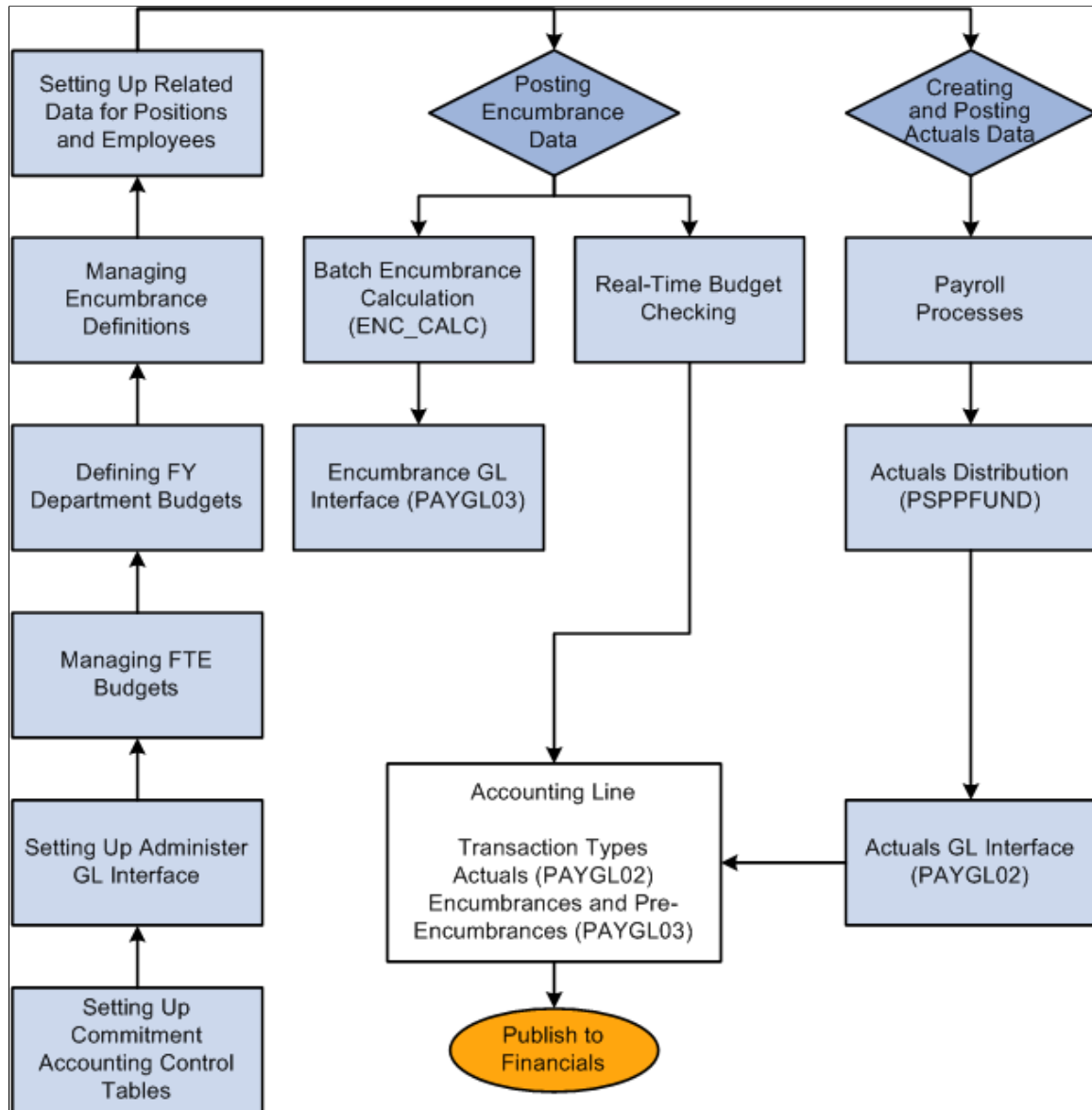
What happens when you publish to PeopleSoft Financials depends on which version of PeopleSoft Financials you are using.

We cover these business processes in the business process topics in this product documentation.

Related Links
PeopleSoft HR Manage Commitment Accounting Business Processes

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Manage Commitment Accounting Integrations

Manage Commitment Accounting integrates with these PeopleSoft applications:

- PeopleSoft HR: Administer Workforce (receives information).

- PeopleSoft HR: Base Benefits (receives information).

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

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

- PeopleSoft Budgeting (sends and receives information).

- PeopleSoft General Ledger (sends and receives information).

- PeopleSoft Commitment Control (sends and receives information).

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

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

Manage Commitment Accounting Implementation

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

Refer to the *PeopleSoft HCM 9.2 - Reorganization of Component Interface Permissions* (Doc ID 2342162.1) article on My Oracle Support for a list of system-delivered CIs and their usage, the mapping of CIs and associated permission lists, and the mapping of CI permission lists and user roles.

See:

- Application Fundamentals

- *PeopleTools: Setup Manager*

- *PeopleTools: Component Interfaces*

Chapter 2

Understanding Manage Commitment Accounting

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

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

Field or Control	Description
Pre-encumbrance	An encumbrance that occurs before an employee/employer relationship exists. You encumber funds for an employee you have on staff; you pre-encumber funds for an employee that you anticipate hiring. For example, you would pre-encumber funds for a new position that has just been approved but not filled.
Actuals	The actual portion of the encumbered amount that you have spent to date. An encumbered amount becomes an actual whenever an encumbered amount is paid. When you process money for payment, for example, by running a payroll, you are creating actuals.

Example of Commitment Accounting

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

Example

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

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

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

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

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

Item	Description
Total Amount Encumbered for the Fiscal Year	$189,000

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

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

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

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

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

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

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

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

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

PeopleSoft HR Manage Commitment Accounting Business Processes

PeopleSoft HR Manage Commitment Accounting supports the following business processes:

• Calculate and post encumbrance data.

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

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

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

Post encumbrance information to the general ledger and commitment control tables each time you run the encumbrance calculation. This ensures that the proper communication occurs and that the appropriate funds are encumbered. For encumbrances calculated by the Batch Encumbrance Calculation process, use the Encumbrance GL Interface process to post the data to the general ledger.

No separate posting process is necessary for encumbrance updates that are validated using real-time budget checking.

See Understanding Encumbrance Processing.

- Create and post actuals data.

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

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

  See Understanding the Data Flow Between PeopleSoft HCM and PeopleSoft Financials.

- Distribute funding retroactively.

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

  See Understanding Retroactive Distribution of Funding Sources.

Chapter 3

Setting Up Commitment Accounting Processing Control Tables

Prerequisites

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

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

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

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

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

- Populate the Combination Code Table (VALID_COMBO_CODE).

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

Related Links

"Product Specific Page" (Application Fundamentals)
"Maintaining Departments" (Application Fundamentals)
"Understanding PeopleSoft ChartFields" (Application Fundamentals)
"Creating Positions" (PeopleSoft Human Resources Manage 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.

Page Used to Define Fringe Groups

Page Name	Definition Name	Usage
Fringe Group Table Page	HP_FRINGE_GROUP	Assign different types of benefits and taxes to fringe groups.

Related Links

Dept Budget Earnings Page

Fringe Group Table Page

Use the Fringe Group Table page (HP_FRINGE_GROUP) to assign different types of benefits and taxes to fringe groups.

Navigation:

Set Up HCM > **Product Related** > **Commitment Accounting** > **Fringe Costs** > **Fringe Group Table**

This example illustrates the fields and controls on the Fringe Group Table page.

Benefits

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

US Taxes and Canadian Taxes

Field or Control	*Description*
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.

Pages Used to Set Up Mapping Templates

Page Name	*Definition Name*	*Usage*
Earnings Account Template Page	HP_ERN_ACC_TMPL	Define which fields can be used to set up earnings account code mappings.
Deductions Account Template Page	HP_DED_ACC_TMPL	Define which fields can be used to set up deduction account code mappings.

Earnings Account Template Page

Use the Earnings Account Template page (HP_ERN_ACC_TMPL) to define which fields can be used to set up earnings account code mappings.

Navigation:

Set Up HCM > **Product Related** > **Commitment Accounting** > **Fringe Costs** > **Earnings Account Template**

This example illustrates the fields and controls on the Earnings Account Template page.

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

To set up an earnings or deduction account template:

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

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

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

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

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

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

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

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

Setting Up Deductions Mapping Templates

To set up a deductions mapping template:

1. Use the Deductions Account Template page **(Set Up HCM** > **Product Related** > **Commitment Accounting** > **Fringe Costs** > **Deduction Account Template).**

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

Mapping Accounts

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

Pages Used to Map Accounts

Page Name	Definition Name	Usage
Earnings Account Mapping Table Page	HP_ERN_ACCT	Map earnings field values to accounts.
Deduction Account Mapping Table Page	HP_DED_ACCT	Map deductions field values to accounts.
Tax Account Mapping Table Page	HP_CTX_ACCT	(CAN) Map wage loss plans, companies and tax classes to accounts.
Tax Account Mapping Table Page	HP_TAX_ACCT	(USA) Map companies and tax classes to accounts.

Understanding Account Mapping

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

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

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

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

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

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

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

Related Links
Dept Budget Date Page

Earnings Account Mapping Table Page

Use the Earnings Account Mapping Table page (HP_ERN_ACCT) to map earnings field values to accounts.

Navigation:

Set Up HCM > **Product Related** > **Commitment Accounting** > **Fringe Costs** > **Earnings Account Mapping Table**

This example illustrates the fields and controls on the 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.

Deduction Account Mapping Table Page

Use the Deduction Account Mapping Table page (HP_DED_ACCT) to map deductions field values to accounts.

Navigation:

Set Up HCM > **Product Related** > **Commitment Accounting** > **Fringe Costs** > **Deduction Acct Mapping Table** > **Deduction Account Mapping Table**

This example illustrates the fields and controls on the Deduction Account Mapping Table.

To map field values to deduction accounts:

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

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

Tax Account Mapping Table Page

(CAN) Use the Tax Account Mapping Table page (HP_CTX_ACCT) to map wage loss plans, companies and tax classes to accounts.

Navigation:

Set Up HCM > **Product Related** > **Commitment Accounting** > **Fringe Costs** > **Tax Account Mapping Table CAN**

This example illustrates the fields and controls on the Tax Accounting 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.

Tax Account Mapping Table Page

(USA) Use the Tax Account Mapping Table page (HP_TAX_ACCT) to map companies and tax classes to accounts.

Navigation:

Set Up HCM > **Product Related** > **Commitment Accounting** > **Fringe Costs** > **Tax Account Mapping Table USA**

This example illustrates the fields and controls on the 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).

Page Used to Define Offset Groups

Page Name	Definition Name	Usage
Department Offset Groups Page	DEPT_OFFSET_GRP	Establish offset groups to use as part of your department budgets.

Understanding Offset Groups

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

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

Understanding Balancing Transactions

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

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

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

for earnings in the same ratio as earnings are allocated. Only the account ChartField is replaced with the value on the corresponding Department Offset Group entry.

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

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

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

Related Links

Option 4: Using the Department Budget Table Component

"Creating Positions" (PeopleSoft Human Resources Manage Positions)

"Understanding Compensation Rates" (PeopleSoft Payroll for North America)

Department Offset Groups Page

Use the Department Offset Groups page (DEPT_OFFSET_GRP) to establish offset groups to use as part of your department budgets.

Navigation:

Set Up HCM > **Product Related** > **Commitment Accounting** > **Budget Information** > **Department Offset Groups**

This example illustrates the fields and controls on the Department Offset Groups page.

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

Plan Information

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

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

Defining Budget Benefits Groups

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

Page Used to Define Budget Benefits Groups

Page Name	Definition Name	Usage
Budget Benefit Groups Page	BDGT_BENEF_GRP	Assign one or more benefit plan types to a budget benefit group. Budget Benefit Groups are a way to help you organize your encumbrance definitions on the Encumbrance Definition page.

Budget Benefit Groups Page

Use the Budget Benefit Groups page (BDGT_BENEF_GRP) to assign one or more benefit plan types to a budget benefit group.

Budget Benefit Groups are a way to help you organize your encumbrance definitions on the Encumbrance Definition page.

Navigation:

Set Up HCM > **Product Related** > **Commitment Accounting** > **Budget Information** > **Budget Benefit Groups**

This example illustrates the fields and controls on the Budget Benefit Groups page.

Field or Control	Description
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.

Page Used to Define Position Pools

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

Related Links

"Position Data - Specific Information Page" (PeopleSoft Human Resources Manage Positions)

Position Pool Table Page

Use the Position Pool Table page (POOL_TBL) to set up position pool IDs.

Navigation:

Set Up HCM > **Product Related** > **Commitment Accounting** > **Budget Information** > **Position Pool Table**

This example illustrates the fields and controls on the Position Pool Table page.

Field or Control	Description
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).

Page Used to Add or Maintain Commitment Accounting Business Process Messages

Page Name	Definition Name	Usage
Encumbrance Message Table Page	ENC_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

Understanding Integration with General Ledger

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

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

   See "Product Specific Page" (Application Fundamentals).

2. Set up the ChartFields and ChartField configuration.

   See "Understanding PeopleSoft ChartFields" (Application Fundamentals).

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

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

   See "Understanding the General Ledger Interface" (PeopleSoft Payroll for North America).

For information on integration concepts, see *PeopleSoft Enterprise Components* product documentation.

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

Understanding Detail Calendars

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

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

For more information, see *PeopleSoft Financials Supply Chain Management Application Fundamentals* product documentation.

Understanding Budget Periods

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

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

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

For more information, see "Setting Up Basic Commitment Control Options" in the *PeopleSoft Commitment Control* product documentation.

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.

Related Links
"Setting Up Business Units for General Ledger Integration" (PeopleSoft Payroll for North America)

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).

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

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

Pages Used to Review Detail Calendars and Budget Periods

Page Name	Definition Name	Usage
Detail Calendar Page	DETAIL_CALENDAR1	Review and maintain the number of accounting periods in a fiscal year and the start and end dates for each period.
Budget Periods Page	BUDGET_PERIODS	Review and maintain the commitment control budget periods and the start and end dates for each period.

Detail Calendar Page

Use the Detail Calendar page (DETAIL_CALENDAR1) to review and maintain the number of accounting periods in a fiscal year and the start and end dates for each period.

Navigation:

Set Up HCM > **Product Related** > **Payroll for North America** > **GL Interface** > **Review Detail Calendar** > **Detail Calendar**

This example illustrates the fields and controls on the Detail Calendar page.

The fields and controls on the Detail Calendar page are the same as on the Budget Periods page. If you are not interfacing with PeopleSoft Financials, then set up detail calendars or budget periods using the appropriate page.

For field and control descriptions, see Budget Periods Page.

Budget Periods Page

Use the Budget Periods page (BUDGET_PERIODS) to review and maintain the commitment control budget periods and the start and end dates for each period.

Navigation:

Set Up HCM > **Product Related** > **Payroll for North America** > **GL Interface** > **Review Budget Periods** > **Budget Periods**

This example illustrates the fields and controls on the Budget Periods page.

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

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

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

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

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

Field or Control	Description
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

Field or Control	Description
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.**

Field or Control	Description
Year or **Budget Period**	The fiscal year (for detail calendars) or budget period (for budget periods).
Budget 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

Understanding Full Time Equivalent Management

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

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

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

- A position is created or changed.

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

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

- The FTE maximums are modified.

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

Related Links
"Comm. Acctg. and EG Page" (Application Fundamentals)
"Creating Positions" (PeopleSoft Human Resources Manage Positions)
"(Classic) Adding Organizational Instances" (PeopleSoft Human Resources Administer Workforce)

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).

Page Used to Track FTE Data

Page Name	Definition Name	Usage
Department Budget FTE Page (department budget full time equivalent)	DEPT_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.

Understanding Job Code and Position FTE Values

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

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

Related Links

"Creating Positions" (PeopleSoft Human Resources Manage Positions)
"(Classic) Adding Organizational Instances" (PeopleSoft Human Resources Administer Workforce)

Department Budget FTE Page

Use the Department Budget FTE (department budget full time equivalent) page (DEPT_BUDGET_FTE) to track FTE (full time equivalent) data.

Navigation:

- **Set Up HCM** > **Product Related** > **Commitment Accounting** > **Budget Information** > **Department Budget FTE CAN** > **Department Budget FTE**

- **Set Up HCM** > **Product Related** > **Commitment Accounting** > **Budget Information** > **Department Budget FTE USA** > **Department Budget FTE**

This example illustrates the fields and controls on the Department Budget FTE page.

Specify how FTEs are allotted in each department and track FTE counts against a budgeted FTE amount.

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

Field or Control	Description
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.

Related Links

Option 4: Using the Department Budget Table Component
"Maintaining Departments" (Application Fundamentals)

Running FTE Reports

Pages Used to Run the FTE Reports

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

Department FTE Report Page

Use the Department FTE Report page (RUNCTL_FRMTHRU_DPT) to 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.

Navigation:

Set Up HCM > **Product Related** > **Commitment Accounting** > **Reports** > **Department FTE** > **Department FTE Report**

This example illustrates the fields and controls on the Department FTE Report page.

Field or Control	Description
Output File	Enter the file name you want the system to write the FTE budget data to.

Full-Time Equivalent Roll-Up Page

Use the Full-Time Equivalent Roll-Up page (RUNCTL_BUD012) to run an FTE Rollup report (BUD012), which provides a detailed listing of total filled and vacant FTE (full time equivalent) counts by department.

Navigation:

Set Up HCM > **Product Related** > **Commitment Accounting** > **Reports** > **Full Time Equivalent Roll-Up** > **Full Time Equivalent Roll-Up**

This example illustrates the fields and controls on the Full-Time Equivalent Roll-Up Report page.

Field or Control	Description
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

Understanding Fiscal Year Budgets in PeopleSoft Human Resources

This topic provides overviews of:

- Fiscal year budgeting.

- Budget creation options.

- Funding end dates and multiyear encumbrances.

Fiscal Year Budgeting

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

Budget-Related Processes

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

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

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

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

Budget Creation

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

Budget Levels

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

- Department

- Position pool

- Positions

- Appointment

- Job code

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

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

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

Related Links
Encumbrance Process Page
Actuals Distribution Page

Budget Creation Options

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

Option 1: Using the Data Import From Budgets Process

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

See Option 1. Using the Data Import From Budgets Process.

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 Option 2: Using the Build Current FY Budget Process.

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 Option 3: Using the Copy Prior Fiscal Year Budget Process.

Option 4: Using the Department Budget Table Component

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

See Option 4: Using the Department Budget Table Component.

Funding End Dates and Multiyear Encumbrances

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

Funding End Date Processing

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

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

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

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

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

Default Funding End Date

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

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

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

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

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

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

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

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

Entering a Default Funding End Date

Page Used to Enter a Default Funding End Date

Page Name	Definition Name	Usage
Funding Source Information Page	HP_FUNDSRC_INFO	Default a default funding end date for a funding source.

Funding Source Information Page

Use the Funding Source Information page (HP_FUNDSRC_INFO) to default a default funding end date for a funding source.

Navigation:

Set Up HCM > **Product Related** > **Commitment Accounting** > **Budget Information** > **Funding Source Information** > **Funding Source Information**

This example illustrates the fields and controls on the Funding Source Information page.

Field or Control	Description
Funding End Date	Enter the default funding end date for the funding source. **Note:** The system uses this value only to populate funding end dates in the department budget and encumbrance definitions, where the funding end dates are used during encumbrance calculations. The system never looks directly at this page to determine the date to use in encumbrance calculations.

Option 1. Using the Data Import From Budgets Process

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

Pages Used in the Data Import From Budgets Process

Page Name	Definition Name	Usage
Budgets Import Page	RUNCTL_BUD008	Run the Data Import from Budgets (BUD008) process, which downloads fiscal year budget information from PeopleSoft Budgets to PeopleSoft HCM.
ChartField Detail Page	HMCF_HRZNTL_CFLD	Use to select individual ChartField values or search for an existing combination code.

Understanding the Data Import From Budgets Process

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

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

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

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

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

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

Budgets Import Page

Use the Budgets Import page (RUNCTL_BUD008) to run the Data Import from Budgets (BUD008) process, which downloads fiscal year budget information from PeopleSoft Budgets to PeopleSoft HCM.

Navigation:

Set Up HCM > **Product Related** > **Commitment Accounting** > **Process Budgets** > **Import Data From Budgets** > **Budgets Import**

This example illustrates the fields and controls on the Budgets Import page.

Field or Control	*Description*
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.

Field or Control	*Description*
Budget Level	Based on the **Budget Level** you specify, the system combines appointment and position data and creates a budget at appointment, position, position pool, or department levels. • *Appointment:* Creates a budget at the appointment (or job data) level, as well as an overall department budget. If data is provided for a blank or invalid employee ID, the process won't create an appointment budget but instead adds the budget dollars to the department level budget. • *Department:* Creates a budget at the department level only. The system automatically creates a department level budget regardless of the budget level you choose (that is, appointment, department, job code, position, and position pool). By selecting *Department,* you are asking the system to create only an overall department level budget. • *Jobcode:* Isn't supported by Data Import from Budgets process. If you select this option, the system displays an explanatory error message. • *Position:* Creates a budget at the position level (including unoccupied positions), as well as an overall department budget. If data is provided for a blank or invalid position number, the process won't create a position budget but instead adds the budget dollars to the department level budget. • *Posn Pool* (position pool): Creates a budget at the position pool level, as well as an overall department budget. If data is provided for a blank or invalid position pool ID, the process won't create a position pool budget but instead adds the budget dollars to the department level budget. **Note:** Although a budget level determined by job code exists within the Department Budget table in PeopleSoft HCM, 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.

Field or Control	Description
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. Select the Edit ChartFields link to search for an existing combination code or select a unique combination of ChartFields on the ChartField Detail page. See "Editing ChartField Combinations in HCM Transactions" (Application Fundamentals).
Copy Previous Dedn Budget (copy previous deduction budget)	Select *Copy Previous Dedn Budget* (copy previous deduction budget) to copy previous deduction information for each department budget processed and for each budget created at the appointment, position, or position pool levels. Select *Default New Dedn No Benefits* or *Default New Dedn With Benefits* to assign 100 percent of the deduction budget to the **Account Code (Deductions),** described next.
Combination Code (Deductions)	Select the combination code (deductions) to be used as the default if there are blank or invalid deductions combination codes in the input budget data. Select the Edit ChartFields link to search for an existing combination code or select a unique combination of ChartFields on the ChartField Detail page.
Copy Previous Tax Budget	Select *Copy Previous Tax Budget* to copy previous tax budget information for each department budget processed and for each budget created at the appointment, position, or position pool levels. Select *Default New Tax Budget* to assign 100 percent of the tax budget to the **Account Code (Tax),** described next.
Combination Code (Tax)	Select the combination code (tax) to be used as the default if there are blank or invalid tax combination codes in the input budget data. Select 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.

Field or Control	Description
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. Select 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

Field or Control	Description
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	Select 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).

Page Used to Run the Build Current FY Budget Process

Page Name	Definition Name	Usage
Build Current FY Budget Page (build current fiscal year budget)	RUNCTL_BUD005	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 Page	HMCF_HRZNTL_CFLD	Use to select individual ChartField values or search for an existing combination code.

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.

Build Current FY Budget Page

Use the Build Current FY Budget (build current fiscal year budget) page (RUNCTL_BUD005) to create a budget for the current fiscal year.

Navigation:

Set Up HCM > **Product Related** > **Commitment Accounting** > **Process Budgets** > **Build Current FY Budget**

This example illustrates the fields and controls on the Build Current FY Budget page.

This example illustrates the fields and controls on the Build Current FY Budget page - Combination Codes tab (1 of 2).

This example illustrates the fields and controls on the Build Current FY Budget page - Fringe Group tab.

This example illustrates the fields and controls on the Build Current FY Budget page - Distribution Options tab .

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.

Build Current FY Budget

Field or Control	Description
Fiscal Year	Enter the fiscal year of the budget you are creating.

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

Department

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

Field or Control	Description
Budget Department	Select the department for which you are creating a fiscal year budget.

Field or Control	Description
Budget Levels	Enter a budget level for each department. Budget levels control how the Build Current FY Budget process runs, which data the system uses, and how the resulting data appears in the Department Budget component. Select a Budget Level number: • *Position and Appointment:* The system looks at all job records (in order of position number) for the selected department for the fiscal year. If a position is specified and the **Position Override** check box is deselected on the Job Data − Work Location page, the system lists the information at the position level. If a position isn't specified on the Job Data - Work Location page, then the process lists information at the appointment level. Once all job records have been processed, vacant positions are listed at the position level. • *Dept, Position and Appointment:* The process works the same as with *Position and Appointment,* except that it also creates a department level budget using the specified earnings combination code. If you select **Budget Amount** (see next field), the system calculates the budget amount and overall cap in the Department Budget component by adding all position and appointment level entries. • *Department Only:* When selected, this value creates only a department level budget using the specified earnings combination code. If you select **Budget Amount** (see next field), the system calculates the budget amount and overall cap in the Department Budget component by adding all position and appointment level entries. If **Budget Amount** isn't selected, the system creates a department level budget without a budget amount and overall cap. Additionally, the system sets the percentage of distribution to 100 percent and uses the combination code you specify on this page. • *Department and Position:* When you select this value, the system looks at the department's position records (not at the appointment records) to create a position level and a department level budget as in *Dept, Position and Appointment.* Use this option only if all appointments have positions. • *Department and Position Pool:* If you select this value, the system looks at the position records associated

Field or Control	Description
	with the selected department. Use this option only if all appointments have positions. The system looks first at positions attached to position pools and creates a position level budget. It then summarizes the remaining positions. If you select **Budget Amount,** all positions within the department (whether or not they are associated with a position pool) are reflected in the Budget Amount attached to the department level budget. Although a position level budget isn't created, all positions associated with the selected department are included in the department level budget.
Budget Amount	Select to establish dollar limits for a particular budget level. If selected, the system populates the Budget Amount field on the Department Budget Earnings page. The sum of the budget amounts for each budget level appears in the Budget Level Cap field. If **Budget Amount** isn't selected, the system populates the percent of Distribution field on the Department Budget Earnings page and sets the Budget Level Cap to zero.
Percent Increase	If you select the **Budget Amount** check box, specify a positive or negative percentage in the **Percent Increase** field. The system uses the percentage you enter to increase or decrease the calculated salary before populating the Budget Amount and Budget Level Cap fields on the Department Budget Earnings page.
Offset Group	Enter an offset group to specify an offset combination code to be used for each type of transaction.
Budget Leave	Select if you want to include employees on leave without pay. The system treats them as if they were active employees. Select this option if your organization "backfills" for employees on leave. Organizations that backfill count the salaries of employees on leave with the assumption that they need a substitute person in that position.

Combination Codes Tab

Field or Control	*Description*
Suspense Combination Code	Specify a default suspense combination code for the system to associate with the department budget. Select 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. Select the Edit ChartFields link to search for an existing combination code or select a unique combination of ChartFields on the ChartField Detail page. See "Editing ChartField Combinations in HCM Transactions" (Application Fundamentals).
Combination Code (Deductions)	Enter the combination code to be used for deductions on the Dept Budget Deductions page. If you have specified a deductions combination code on the employee's job record, the system uses that value instead. Select the Edit ChartFields link to search for an existing combination code or select a unique combination of ChartFields on the ChartField Detail page. See "Editing ChartField Combinations in HCM Transactions" (Application Fundamentals).
Combination Code (Tax)	Enter the combination code to be used for taxes on the Dept Budget Taxes page. If you have specified a tax combination code on the employee's job record, the system uses that value instead. Select the Edit ChartFields link to search for an existing combination code or select a unique combination of ChartFields on the ChartField Detail page. See "Editing ChartField Combinations in HCM Transactions" (Application Fundamentals).

Fringe Group Tab

Field or Control	Description
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. Select 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

Field or Control	Description
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).

Page Used to Run the Copy Prior FY Budget Process

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

Understanding the Copy Prior Fiscal Year Budget Process

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

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

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

Copy Prior FY Budget Page

Use the Copy Prior FY Budget (copy prior fiscal year budget) page (RUNCTL_BUD006) to generate a new annual budget using last year's budget information.

Navigation:

Set Up HCM > **Product Related** > **Commitment Accounting** > **Process Budgets** > **Copy Prior FY Budget**

This example illustrates the fields and controls on the Copy Prior FY Budget page.

Field or Control	Description
Fiscal Year	Enter the fiscal year of the budget you are creating.

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

Assigning Suspense Combination Codes in Batch

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

Pages Used to Assign Suspense Combination Codes

Page Name	Definition Name	Usage
Loading Suspense Combination Codes Page	RUNCTL_BUD021	Use to assign suspense combination codes to departments that require them.
ChartField Detail Page	HMCF_HRZNTL_CFLD	Use to select individual ChartField values or search for an existing combination code.

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

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

The encumbrances and actuals processes will charge all unfunded amounts to the selected suspense combination code. The suspense combination code enables the encumbrance and actuals processes to continue posting to the specified combination code even when the funding source is exhausted or

inactive. Indicate at least one suspense combination code and indicate the effective date of the suspense combination code for each department budget.

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

Loading Suspense Combination Codes Page

Use the Load Suspense Combination Code page (RUNCTL_BUD021) to use to assign suspense combination codes to departments that require them.

Navigation:

Set Up HCM > **Product Related** > **Commitment Accounting** > **Process Budgets** > **Load Suspense Combination Code**

This example illustrates the fields and controls on the Load Suspense Combination Code page.

Suspense ChartFields

Field or Control	Description
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.

Field or Control	Description
Combination Code	Select 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 "Editing ChartField Combinations in HCM Transactions" (Application Fundamentals).
Fiscal Year and **From Date**	Select the budget fiscal year and date from which it starts.

Departments

Field or Control	Description
Budget Department and **Combination Code**	Select one or more department budgets and the suspense combination code to assign to it. Select 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).

Pages Used to Set Up Department Budgets in Option 4

Page Name	Definition Name	Usage
Dept Budget Date Page(department budget date)	DEPT_BUDGET_DATE	Define the fiscal year budget's begin and end-dates as well as other department budget information.
Dept Budget Defaults Page (department budget defaults)	DEPT_BUDGET_DFLT	Set up budget defaults, such as funding source option, default deduction and tax funding sources.
Dept Budget Earnings Page (department budget earnings)	DEPT_BUDGET_ERN	Establish department budgets for employee earnings in each department of your organization.
Dept Budget Deductions Page (department budget deductions)	DEPT_BUDGET_DED	Budget for employer-paid deductions in each department of your organization.
Dept Budget Taxes Page (department budget taxes)	DEPT_BUDGET_CTX	(CAN) Budget for employer-paid taxes in each Canadian department of your organization.
Dept Budget Taxes Page (department budget taxes)	DEPT_BUDGET_TAX	(USA) Budget for employer-paid taxes in each U.S. or Global department of your organization. The Dept Budget Taxes page for USA is similar to the Dept Budget Taxes Page for Canada.
ChartField Detail Page	HMCF_HRZNTL_CFLD	Use to select individual ChartField values or search for an existing combination code.

Understanding the Department Budget Table Component

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

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

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

See "Comm. Acctg. and EG Page" (Application Fundamentals).

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.

This example illustrates the fields and controls on the Department Budget Table search page.

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

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

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

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

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

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

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

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

Understanding the Dept Budget Earnings Page

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

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

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

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

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

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

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

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

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

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

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

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

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

Related Links

Dept Budget Earnings Page

"Job Earnings Distribution Page" (PeopleSoft Human Resources Administer Workforce)

"Understanding Job Data" (PeopleSoft Human Resources Administer Workforce)

"Understanding Compensation Rates" (PeopleSoft Payroll for North America)

"Reviewing and Modifying Payroll Messages" (PeopleSoft Payroll for North America)

Overview of the Dept Budget Deductions Page

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

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

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

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

Related Links

Dept Budget Deductions Page

Overview of the Dept Budget Taxes Page

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

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

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

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

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

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

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

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

Common Elements Used in Setting Up Department Budgets in Option 4

Field or Control	Description
Effective Date and **Effective Sequence**	These indicate when a budget row takes effect and in what order to apply the row. The system uses these fields to determine when and what order to apply retroactive budget changes.
Sequence Number	Indicates the order (sequence) in which to use funding sources. If you have some dollar-limited funding sources **(Budget Amount)** and some unlimited sources **(% of Distribution),** assign lower sequence numbers to the limited entries and higher numbers to the unlimited entries.
Combination Code and **Edit ChartFields**	For each earnings, deductions, or tax class row, select a combination code or a new combination of ChartFields. Select the Edit ChartFields link to search for an existing combination code or select a unique combination of ChartFields on the ChartField Detail page.

Field or Control	Description
Allow Overspend	Select this option to enable the encumbrance and actuals processes to continue to post transactions to a combination code even when the budget cap has been exceeded. This option is available only when the budget is expressed with a dollar amount.
Fiscal Year Budget Amount and **Distribution %**	For earnings and deductions, establish budgets in the **Fiscal Year Budget Amount** field or the **Distribution %** field. Once you enter one of these options, the other field becomes unavailable for entry. For example, if you decide to change from a budget amount to a percentage of distribution, first delete the existing amount. Similarly, to change from a percentage of distribution to a budget amount, first delete the percentage. **Fiscal Year Budget Amount** determines funding using a dollar amount, whereas **Distribution %** uses percentages. When you specify multiple combination codes with a budget amount for a single budget sequence, percentage distribution is implied by the ratio between the amounts. If you elect to use a budget amount, you'll update budget information annually with the new budget amounts for each department, job code, position pool, position number, or appointment. Funds checking uses the budget amount. If you don't want to exceed a dollar limit for a particular budget level, use only budget amounts rather than percentages. If you use a combination of amounts and percentages (for example, some rows have amounts while others have percentages), make sure to apply percentages only to the last sequence numbers to ensure that there is sufficient funds to cover the flat amounts.
Funding End Date	Enter the date (if applicable) on which this funding source ends. Funding sources can continue beyond the current fiscal year. The system creates multiyear encumbrances based on this date. If you do not enter a date, the system creates encumbrances for the current fiscal year only, but the funding source remains available for future fiscal years. If you select the **Funding End Date Defaults From Funding Source** field on the Dept Budget Defaults page, the default funding end date for all earnings, deductions, and tax rows is the default funding end date for the funding source (as defined on the Funding Source Information page).

Dept Budget Date Page

(CAN) Use the Dept Budget Date (department budget date) page (DEPT_BUDGET_DATE) to define the fiscal year budget's begin and end-dates as well as other department budget information.

Note: (USA) The Dept Budget Date (department budget date) page (DEPT_BUDGET_TAX) for USA is similar to the one for Canada.

Navigation:

- **Set Up HCM** > **Product Related** > **Commitment Accounting** > **Budget Information** > **Department Budget Table CAN** > **Dept Budget Date**

- **Set Up HCM** > **Product Related** > **Commitment Accounting** > **Budget Information** > **Department Budget Table USA** > **Dept Budget Date**

This example illustrates the fields and controls on the Dept Budget Date page.

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

Field or Control	Description
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

Field or Control	Description
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

Field or Control	Description
Combination Code	Select 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 "Editing ChartField Combinations in HCM Transactions" (Application Fundamentals).

Related Links

<u>Understanding Account Mapping</u>

Dept Budget Defaults Page

Use the Dept Budget Defaults (department budget defaults) page (DEPT_BUDGET_DFLT) to set up budget defaults, such as funding source option, default deduction and tax funding sources.

Navigation:

- **Set Up HCM** > **Product Related** > **Commitment Accounting** > **Budget Information** > **Department Budget Table CAN** > **Dept Budget Defaults**

- **Set Up HCM** > **Product Related** > **Commitment Accounting** > **Budget Information** > **Department Budget Table USA** > **Dept Budget Defaults**

This example illustrates the fields and controls on the Dept Budget Defaults page.

Funding Defaults

Field or Control	Description
Default Funding Source Option	Indicate if the Default Funding Source Option is *Specified Defaults, Distrib over Actual Earnings* or *Earnings Funding Source* If there is no Default Funding Source Option, select *No Defaults.* The default value, whether you create a budget manually or use one of the budget creation processes, is *Actual Distrib over Actual Earnings.* 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 *Distrib over Actual Earnings* or *Earnings Funding Source* 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 Default,* 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.
Funding End Date Defaults From Funding Source	Select this check box if you want the default funding end date for all new earnings, deductions, and tax rows, and for new encumbrance definitions, to be the funding end date from the Funding Source Information page. This option applies regardless of the method you use to create your fiscal year budget. **Note:** Changes on the Funding Source Information page do *not* affect existing funding end dates in the department budget; the system uses this setting only to set the default funding end date in newly created rows of budget data.

Field or Control	Description
Exclusion Fringe Group	Select a group of fringe expenses to exclude from funding from the earnings funding source. This field is informational only and will be used as a default on Dept Budget Earnings page. This field is available only when the Default Funding Source Option is *Actual* or *Earnings.*
Combination Code (Deductions)	If the Default Funding Source Option is *Actual,* enter a default combination code for deductions. The value in appears in the **Combination Code field** on the Dept Budget Deductions page, but you can override it.
Funding End Date (Deductions)	Enter the date (if applicable) on which the deductions combination code ends. If you do not enter a date, the system creates encumbrances for the current fiscal year only, but the funding source remains available for future fiscal years. If the **Funding End Date Defaults From Funding Source** field is selected, the default value is the funding end date that is defined on the Funding Source Information page.
Combination Code (Tax)	Enter a default combination code for taxes. The value appears in the **Combination Code** field on the Dept Budget Taxes page, but you can override it.
Funding End Date (Tax)	Enter the date (if applicable) on which the tax combination code (funding source) ends. If you do not enter a date, the system creates encumbrances for the current fiscal year only, but the funding source remains available for future fiscal years. If the **Funding End Date Defaults From Funding Source** field is selected, the default value is the funding end date that is defined on the Funding Source Information page.

Account Overrides

Field or Control	Description
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.

Dept Budget Earnings Page

Use the Dept Budget Earnings (department budget earnings) page (DEPT_BUDGET_ERN) to establish department budgets for employee earnings in each department of your organization.

Navigation:

- **Set Up HCM** > **Product Related** > **Commitment Accounting** > **Budget Information** > **Department Budget Table CAN** > **Dept Budget Earnings**

- **Set Up HCM** > **Product Related** > **Commitment Accounting** > **Budget Information** > **Department Budget Table USA** > **Dept Budget Earnings**

This example illustrates the fields and controls on the Dept Budget Earnings page.

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

Earnings Distribution

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

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

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

Dept Budget Deductions Page

Use the Dept Budget Deductions (department budget deductions) page (DEPT_BUDGET_DED) to budget for employer-paid deductions in each department of your organization.

Navigation:

- **Set Up HCM** > **Product Related** > **Commitment Accounting** > **Budget Information** > **Department Budget Table CAN** > **Dept Budget Deductions**

- **Set Up HCM** > **Product Related** > **Commitment Accounting** > **Budget Information** > **Department Budget Table USA** > **Dept Budget Deductions**

This example illustrates the fields and controls on the Dept Budget Deductions page.

Field or Control	Description
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.

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

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

Dept Budget Taxes Page

Use the Dept Budget Taxes (department budget taxes) page (DEPT_BUDGET_CTX) to budget for employer-paid taxes in each Canadian department of your organization.

Navigation:

Set Up HCM > **Product Related** > **Commitment Accounting** > **Budget Information** > **Department Budget Table CAN** > **Dept Budget Taxes**

This example illustrates the fields and controls on the Dept Budget Taxes page.

Field or Control	Description
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.

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

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

Reporting on Funding

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

Pages Used to Run the Funding Summary Report

Page Name	Definition Name	Usage
Funding Summary Report Page	RUNCTL_BUD011	(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 Page	RUNCTL_BUD011C	The Funding Summary Report page for Canada is similar to the Funding Summary Report Page for USA.

Funding Summary Report Page

(USA) Use the Funding Summary Report page (RUNCTL_BUD011) to run a Funding Summary Report (BUD011), which lists a summary of funding information for positions or people within a department. The Funding Summary Report can also print information about a specific position or person when you enter employee or position information as a run control.

Note: (CAN) The Funding Summary Report page (RUNCTL_BUD011C) for Canada is similar to the page for USA.

Navigation:

- **Set Up HCM** > **Product Related** > **Commitment Accounting** > **Reports** > **Funding Summary USA**

- **Set Up HCM** > **Product Related** > **Commitment Accounting** > **Reports** > **Funding Summary CAN**

This example illustrates the fields and controls on the Funding Summary Report page.

Before using this page, funding information for the departments on which you are reporting must be set up.

Field or Control	Description
Funding Summary By	Indicate if you want the funding summary to list information by *Appointment Level* or by *Position Level.*
Report Option	Indicate if you want the report to summarize funding for *Earnings Distribution, Deduction Distribution,* or *Tax Distribution.*
Position Number	If you want the system to report on the funding summary for a single position, enter the position number on which you want to report.
Active Data Only	Select to run the report for active positions only.
Output CSV File	Select to save report output in text or spreadsheet format.

Reporting on Department Budgets

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

- Reconciliation Report (BUD002).

- Fiscal Year Budget Report (BUD004).

Pages Used to Report on Department Budgets

Page Name	Definition Name	Usage
Reconciliation Report Page	RUNCTL_FISCAL_YR	Reports on the encumbrances and actuals for each department budget for the selected fiscal year.
Fiscal Year Budget Report Page	RUNCTL_BUD004	Reports on appointment budgets (earnings, deductions, and taxes) in the department budget.

Fiscal Year Budget Report Page

Use the Fiscal Year Budget Report (RUNCTL_BUD004)to report on appointment budgets (earnings, deductions, and taxes) in the department budget.

Navigation:

- **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**

This example illustrates the fields and controls on the Fiscal Year Budget Report page.

Report Request Parameter(s)

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

Sort Order

Field or Control	Description
Budget Level and **Sequence**	Select one or more of the following department levels: • *Appointment:* Reports on appointment budgets (earnings, deductions, and taxes) in the department budget. (See Defining Fiscal Year Budgets for details.) • *Department:* Reports on the department budget (earnings, deductions, and taxes). If you don't select the department budget level, the report still reports the FTE maximum and FTE actual for the department. • *Jobcode:* Reports on job budgets (earnings, deductions, and taxes) in the department budget. • *Position:* Reports on position budgets (earnings, deductions, and taxes) in the department budget. • *Posn Pool* (position pool): Reports on position pool budgets (earnings, deductions, and taxes) in the department budget.
Sequence	Enter the sequence in which you want the selected budget level information to be reported, with *1* being first.

Chapter 7

Setting Up Encumbrance Definitions

Understanding Encumbrance Definitions

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

Encumbrance Definitions

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

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

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

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

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

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

Fringe Matrix Codes

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

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

Related Links
Dept Budget Earnings Page

Prerequisites

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

Setting Up Fringe Matrix Codes

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

Pages Used to Set Up Fringe Matrix Codes

Page Name	Definition Name	Usage
Encumbrance Salary Range Code Page	HP_SALARY_RANGE	Define fringe encumbrance percentages and additional amounts based on salary ranges.
Encumbrance Fringe Matrix Code Page	HP_FRINGE_MATRIX	Define an overall encumbrance fringe matrix code where you assign different salary range codes to different groups based on companies, pay groups, employee classifications, employee types, and full time/part status. You also establish an overall default salary range code and company-specific default salary range codes for employees who don't fall into any of the classifications that you create.

Encumbrance Salary Range Code Page

Use the Encumbrance Salary Range Code page (HP_SALARY_RANGE) to define fringe encumbrance percentages and additional amounts based on salary ranges.

Navigation:

Set Up HCM > **Product Related** > **Commitment Accounting** > **Encumbrance Information** > **Encumbrance Salary Range Code** > **Encumbrance Salary Range Code**

This example illustrates the fields and controls on the Encumbrance Salary Range Code page.

Field or Control	Description
Minimum Salary and **Maximum Salary**	Use these fields to define salary ranges that have different encumbrance percentages or additional amounts. There must not be any gaps in the ranges you set up, nor can there be any overlap. For example, if the maximum salary for one range is 30,000.00 then the next higher range must have a minimum salary of 30,000.01.
Encumbrance Percent	Enter the percent of the encumbered salary to be encumbered. This percentage is applicable only to either tax encumbrances or deduction encumbrances that use this salary range code.
Additional Encumbrance Amount	Enter any additional amount to be encumbered above the encumbrance percent. This amount is applicable only to deduction encumbrances (and not tax encumbrances) that use this salary range.

Encumbrance Fringe Matrix Code Page

Use the Encumbrance Fringe Matrix Code page (HP_FRINGE_MATRIX) to define an overall encumbrance fringe matrix code where you assign different salary range codes to different groups based on companies, pay groups, employee classifications, employee types, and full time/part status.

You also establish an overall default salary range code and company-specific default salary range codes for employees who don't fall into any of the classifications that you create.

Navigation:

Set Up HCM > **Product Related** > **Commitment Accounting** > **Encumbrance Information** > **Encumbrance Fringe Matrix Code** > **Encumbrance Fringe Matrix Code**

This example illustrates the fields and controls on the Encumbrance Fringe Matrix Code page.

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

Setting Up Encumbrance Definitions

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

Pages Used to Set Up Encumbrance Definitions

Page Name	Definition Name	Usage
Encumbrance Definitions Page	ENCUMB_DEFN	Create an encumbrance definition for taxes and deductions.
ChartField Detail Page	HMCF_HRZNTL_CFLD	Use to select individual ChartField values or search for an existing combination code.

Understanding Encumbrance Definition Setup

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

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

Accessing the Encumbrance Definition Component

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

This example illustrates the fields and controls on the Encumbrance Definition search page.

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

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

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

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

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

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

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

Encumbrance Definitions Page

Use the Encumbrance Definitions page (ENCUMB_DEFN) to create an encumbrance definition for taxes and deductions.

Navigation:

Set Up HCM > **Product Related** > **Commitment Accounting** > **Encumbrance Information** > **Encumbrance Definitions**

This example illustrates the fields and controls on the Encumbrance Definitions page.

Combination Code

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

This example illustrates the fields and controls on the Encumbrance Definitions page, Combination Code Description tabs.

Field or Control	Description
ChartField Details	Select the **ChartField Details** link in the Deduction Distribution group box, Combination Code Description tab, to access the ChartField Detail page, where you can search for an existing combination code or select a unique combination of ChartFields. The ChartField values are based on the general ledger ChartField values that you imported as part of the combination code.

See "Editing ChartField Combinations in HCM Transactions" (Application Fundamentals).

Funding End Date

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

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

Tax Distribution

Field or Control	Description
Employer Tax % or **Fringe Matrix Code**	For each combination code, specify the percentage of salary to encumber for taxes. You can either enter a fixed percentage in the Employer Tax % field, or you can select a fringe matrix code. A fringe matrix code matches the employee or position to the appropriate salary range code, which in turn provides a percentage that is based on the salary for the employee or position. (Any additional amount specified in the salary range code is disregarded for tax encumbrances.) Because you must choose between entering a flat percentage and selecting a fringe matrix code, entering data in one of these fields makes the other one unavailable for entry. To switch which field you use, you must clear data from the field you don't want to use before you can enter data in the field that you do want to use. Leave both fields blank if you do not want to generate encumbrances or pre-encumbrances for employer-paid taxes.
FY Encumbrance Tax Cap (fiscal year encumbrance tax cap)	Enter the encumbrance tax cap amount per fiscal year. The encumbrance calculation only encumbers employer paid taxes up to this amount per fiscal year. Any employer paid taxes above and beyond this amount won't be encumbered.

Deduction Distribution

Field or Control	Description
Benefit Group	Select a benefit group.

Field or Control	Description
Deduction %, Fiscal Year Deduction Amount, and **Fringe Matrix Code**	For each combination code, specify the percentage of salary to encumber for deductions in this benefit group. You can either one of the following: • A fixed percentage plus a flat amount: enter these in the **Deduction %** and **Fiscal Year Deduction Amount** fields. • A fringe matrix code: this matches the employee or position to the appropriate salary range code, which in turn applies a percentage and an optional additional amount based on the salary amount. When you enter data for one of these options, the other option is not available for entry. To switch which option you use, you must clear data from the fields that you don't want to use before you can enter data in the fields that you do want to use. Leave all three fields blank if you do not want to generate encumbrances or pre-encumbrances for employer-paid deductions.

Chapter 8

Setting Up Related Data for Positions and Employees

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

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

1. An appointment-level budget.

2. A position-level budget.

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

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

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

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

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

Related Links

"Understanding Job Data" (PeopleSoft Human Resources Administer Workforce)
"Classifying Jobs" (Application Fundamentals)
"Creating Positions" (PeopleSoft Human Resources Manage Positions)
Defining Position Pools

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

The system defaults to include all JOB records in encumbrance processing. Override encumbrance processing for individual people at the job level by selecting the Encumbrance Override check box on

the Job Data − Job Information page (JOB_DATA_JOBCODE) when you create a Job Data record for a person.

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

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

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

Setting Up Position Data and Job Code Budgeting Information

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

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

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

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

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

Chapter 9

Creating and Posting Encumbrance Data

Understanding Encumbrance Processing

This overview discusses:

- Encumbrance processing options.

- Encumbrance calculations.

Encumbrance Processing Options

There are two options for processing encumbrances:

- Batch processing.

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

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

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

- Real-time budget checking.

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

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

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

Related Links
Processing Encumbrances in Batch
Performing Real-Time Budget Checking

Encumbrance Calculations

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

Earnings Encumbrances

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

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

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

Fringe Encumbrances

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

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

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

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

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

Future-Dated Changes

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

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

Related Links

"Payroll Page" (PeopleSoft Human Resources Administer Workforce)
"Position Data - Specific Information Page" (PeopleSoft Human Resources Manage Positions)

Understanding Document IDs

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

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

Position Number	Combination Code	Amount
P00001	AAA1	54,000
P00001	AAA2	36,000

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

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

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

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

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

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

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

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

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

Processing Encumbrances in Batch

Pages Used to Process Encumbrances in Batch

Page Name	Definition Name	Usage
Fiscal Year End Encumbrance Cleanup Page	HP_RCTL_YE_ENC_CLN	Run the Fiscal Year End Encumbrance Cleanup process (HP_YEENC_CLN) process to liquidate any unused pre-encumbrances and encumbrances before creating new baseline encumbrance data. This is necessary to prevent double booking of multiyear encumbrances.
Encumbrance Process Page	HP_RUN_CNTL_ENC	Run the Batch Encumbrance Calculation process (ENC_CALC) to calculate pre-encumbrances and encumbrances in batch, either to create baseline data for a new fiscal year or to calculate updates to the baseline data.

Page Name	Definition Name	Usage
Encumbrance Suspense ComboCode Page	HP_ENCERN_SUSP_DST	View and modify encumbrance transactions that are distributed to the combination code of the suspense account. Redistribute from the suspense account to another valid ChartField combination.
ChartField Detail Page	HMCF_HRZNTL_CFLD	Select individual ChartField values or search for an existing combination code.
GL Interface - Encumbrances Page	RUNCTL_PRCSDATE	Run the Encumbrance GL Interface process (PAYGL03) after you run the Batch Encumbrance Calculation process or the Fiscal Year End Encumbrance Cleanup process. The Encumbrance GL Interface process prepares the accounting lines for publishing to PeopleSoft Financials and updates the Budget Actuals table in PeopleSoft HCM.

Understanding Encumbrance Batch Processing

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

Batch Encumbrance Processing Overview

To process encumbrances in batch, follow these steps:

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

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

    •   Calculate baseline encumbrances for a fiscal year.

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

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

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

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

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

The Fiscal Year End Encumbrance Cleanup Process (HP_YEENC_CLN)

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

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

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

The Batch Encumbrance Calculation Process (ENC_CALC): Baseline Encumbrances

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

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

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

The Batch Encumbrance Calculation Process (ENC_CALC): Updated Encumbrances

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

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

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

See "Product Specific Page" (Application Fundamentals).

The system creates pre-encumbrance triggers when:

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

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

The system creates encumbrance triggers when:

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

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

- Contract pay information is added or modified.

Suspense Code Review

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

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

The Encumbrance GL Interface Process (PAYGL03)

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

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

This diagram illustrates how the system transfers encumbrance data to the PeopleSoft General Ledger ledgers.
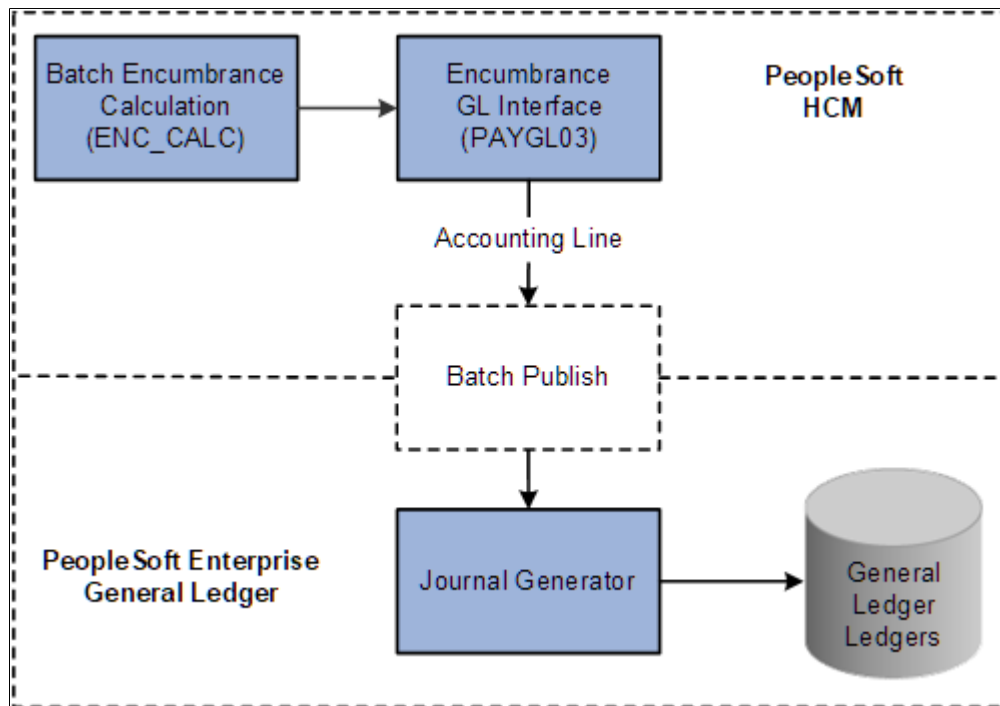
If you are using PeopleSoft Commitment Control, the system transfers encumbrance data to the Commitment Control ledgers, as illustrated in this diagram:

This diagram illustrates how the system transfers encumbrance data to the Commitment Control ledgers in PeopleSoft Commitment Control.
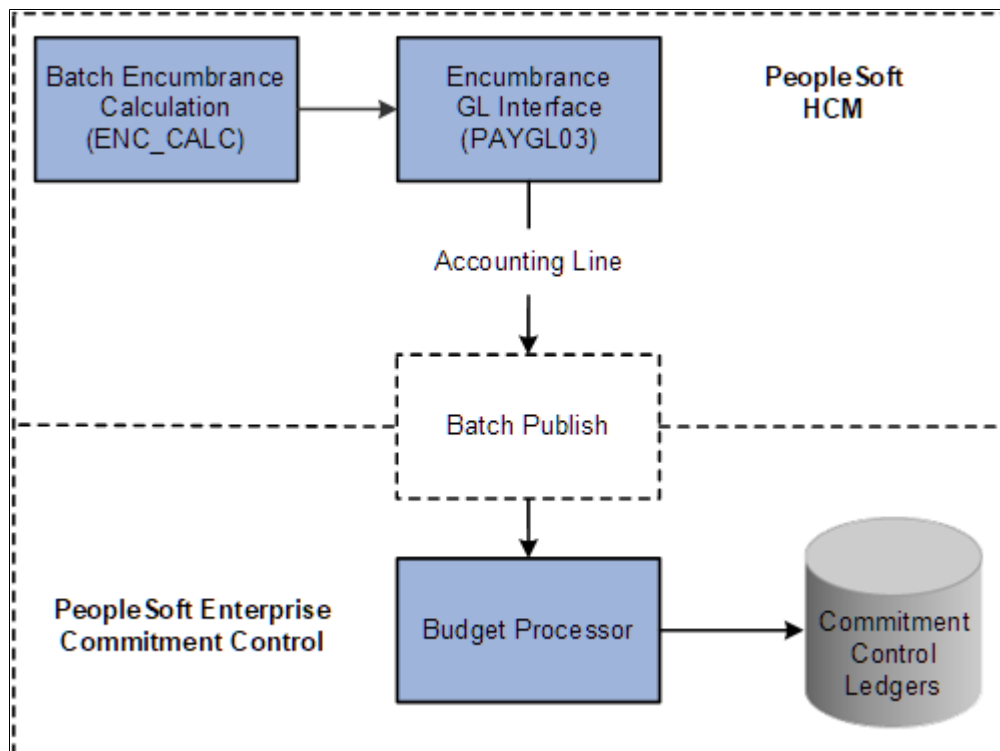
Related Links

"Product Specific Page" (Application Fundamentals)

"Classifying Jobs" (Application Fundamentals)

Setting Up Encumbrance Definitions

"Comm. Acctg. and EG Page" (Application Fundamentals)

"Classifying Jobs" (Application Fundamentals)

"Understanding Job Data" (PeopleSoft Human Resources Administer Workforce)

"Creating Positions" (PeopleSoft Human Resources Manage Positions)

Fiscal Year End Encumbrance Cleanup Page

Use the Fiscal Year End Encumbrance Cleanup page (HP_RCTL_YE_ENC_CLN) to run the Fiscal Year End Encumbrance Cleanup process (HP_YEENC_CLN) process to liquidate any unused pre-encumbrances and encumbrances before creating new baseline encumbrance data.

This is necessary to prevent double booking of multiyear encumbrances.

Navigation:

- **Payroll for North America** > **Payroll Distribution** > **Commitment Accounting USA** > **Fiscal YE Encumbrance Cleanup** > **Fiscal Year End Encumbrance Cleanup**

- **Payroll for North America** > **Payroll Distribution** > **Commitment Accounting CAN** > **Fiscal YE Encumbrance Cleanup** > **Fiscal Year End Encumbrance Cleanup**

This example illustrates the fields and controls on the Fiscal Year End Encumbrance Cleanup page.

Field or Control	Description
Fiscal Year	Enter the fiscal year whose baseline encumbrances you wish to liquidate.

Field or Control	Description
Clear Future Fiscal Years	Select this check box to clear encumbrances for subsequent fiscal years along with the current fiscal year.
Process All Companies	Select this check box to cleanup multiyear encumbrances for all companies. If you leave this check box deselected, use the Companies grid to enter specific companies to process.

Encumbrance Process Page

Use the Encumbrance Process page (HP_RUN_CNTL_ENC) to run the Batch Encumbrance Calculation process (ENC_CALC) to calculate pre-encumbrances and encumbrances in batch, either to create baseline data for a new fiscal year or to calculate updates to the baseline data.

Navigation:

Set Up HCM > **Product Related** > **Commitment Accounting** > **Process Encumbrances** > **Encumbrance Process**

This example illustrates the fields and controls on the Encumbrance Process page.

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

Run With Errors Options

Field or Control	Description
Run Previous Encumbrances in Error	Select to restart a previous process that contained errors. The system reprocesses only those records containing errors. Use this option after you have addressed the errors from the previous run. When you select this option, the system populates the rest of the fields on the page with the settings from the instance that you are reprocessing, and all fields become read-only.
Complete Restart/Ignore Previous Errors	Select this option if you want to restart the Batch Encumbrance Calculation process and ignore errors from previous runs. When you select this option, you select processing settings using the rest of the fields on this page.

Additional Encumbrance Process Parameters

Field or Control	Description
Fiscal Year	Enter the fiscal year for which you want to create pre-encumbrance and encumbrance transactions. Encumbrances and pre-encumbrances can extend into subsequent fiscal years when they are associated with a funding end date that is after the end of the specified fiscal year. However, if the Batch Encumbrance Calculation process finds existing encumbrances for subsequent fiscal years, it will not create encumbrances for these subsequent fiscal years.
Encumbrance Begin Date	Enter the date that you want the system to start calculating encumbrances. For example, if your fiscal year runs from April 1 to March 31, and you specify May 1 as the Encumbrance Begin Date, the encumbrance calculations are prorated to 335 days (rather than 365). When you create baseline encumbrances, the Encumbrance Begin Date is generally the same as the **Fiscal Year Begin Date.** However, if you need to recalculate the encumbrance after you have confirmed one or more pay cycles for the fiscal year, the system will determine the encumbrance begin date. This date is the greater of either the last pay confirm date plus one day or the encumbrance begin date entered in the run control.

Field or Control	Description
Encumbrance Prorate Option	If you are prorating encumbrances across accounting periods, you can prorate using calendar or work days. Indicate if the encumbrance prorate option is *Calendar Days* or *Work Days.*
Processing Option	Select from the following options: • *By Budget Status:* create baseline encumbrance transactions based on budget status. • *By Company / Paygroup:* create baseline encumbrance transactions for departments in a company that you select. • *By Pay Run:* create encumbrances for all pay groups that are attached to the specified Pay Run ID. • *By Table Change:* update baseline encumbrance transactions based on encumbrance triggers generated by setup table changes.

Pay Run ID

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

Company

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

Budget Status

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

Encumbrance Suspense ComboCode Page

Use the Encumbrance Suspense ComboCode page (HP_ENCERN_SUSP_DST) to view and modify encumbrance transactions that are distributed to the combination code of the suspense account. Redistribute from the suspense account to another valid ChartField combination.

Navigation:

Set Up HCM > **Product Related** > **Commitment Accounting** > **Encumbrances Information** > **Encumbrance Suspense ComboCode**

This example illustrates the fields and controls on the Encumbrance Suspense Combo Code (1 of 2).

This example illustrates the fields and controls on the Encumbrance Suspense Combo Code (2 of 2).

ChartField Details	Account	Amount Encumbered	Adjustment	
ChartField Details	6960	-4,986.30	4986.30	+
ChartField Details	6022	0.00	-4986.30	+

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

To view and modify suspense combination code encumbrance transactions:

1. Review the transaction.

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

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

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

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

Related Links
"Editing ChartField Combinations in HCM Transactions" (Application Fundamentals)
Modifying Actuals Distribution Prior to General Ledger Posting Using the Actuals Distribution Component

GL Interface - Encumbrances Page

Use the GL Interface - Encumbrances page (RUNCTL_PRCSDATE) to run the Encumbrance GL Interface process (PAYGL03) after you run the Batch Encumbrance Calculation process or the Fiscal Year End Encumbrance Cleanup process.

The Encumbrance GL Interface process prepares the accounting lines for publishing to PeopleSoft Financials and updates the Budget Actuals table in PeopleSoft HCM.

Navigation:

• **Set Up HCM** > **Product Related** > **Commitment Accounting** > **Process Encumbrances** > **Encumbrance GL Interface** > **GL Interface - Encumbrances**

- **Payroll for North America** > **Payroll Distribution** > **Provide GL Information** > **Encumbrances** > **GL Interface - Encumbrances**

This example illustrates the fields and controls on the GL Interface - Encumbrances page.

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

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

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

Related Links
Setting Up Encumbrance Definitions
Reviewing Actuals Distribution After GL Posting

Reviewing Error Messages for Batch Encumbrance Processing

Pages Used to Review Encumbrance Processing Error Messages and Logs

Page Name	Definition Name	Usage
Review Encumbrance Error Messages Page	ENC_MESSAGES	Review encumbrance error messages online.

Page Name	Definition Name	Usage
Encumbrance Message Report Page	RUNCTL_BUD009	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.

Review Encumbrance Error Messages Page

Use the Review Encumbrance Error Messages page (ENC_MESSAGES) to review encumbrance error messages online.

Navigation:

- **Set Up HCM** > **Product Related** > **Commitment Accounting** > **Process Encumbrances** > **Review Encumbrance Error Messages** > **Review Encumbrance Error Messages**

- **Payroll for North America** > **Payroll Distribution** > **Provide GL Information** > **Encumbrance Messages** > **Review Encumbrance Error Messages**

This example illustrates the fields and controls on the Review Encumbrance Error Messages page.

Encumbrance Message Report Page

Use the Encumbrance Message Report page (RUNCTL_BUD009) to 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

Navigation:

Set Up HCM > **Product Related** > **Commitment Accounting** > **Reports** > **Encumbrance Messages**

This example illustrates the fields and controls on the Encumbrance Message Report page.

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

Defining Processing Parameters for Real-Time Budget Checking

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

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

Page Name	Definition Name	Usage
Encumbrance Process Control Page	HP_ENCUMBER_CTL	Define processing parameters for real-time budget checking.

Understanding Fiscal Years for Real-Time Budget Checking

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

Related Links
Performing Real-Time Budget Checking

Improving Real-Time Budget Checking Performance

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

Process Scheduler

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

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

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

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

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

See "Defining PeopleSoft Process Scheduler Support Information" and "Setting Server Definitions" in *PeopleTools: Process Scheduler*.

Application Server

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

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

See "Application Servers" in *PeopleTools: System and Server Administration*.

Encumbrance Process Control Page

Use the Encumbrance Process Control page (HP_ENCUMBER_CTL) to define processing parameters for real-time budget checking.

Navigation:

Set Up HCM > **Product Related** > **Commitment Accounting** > **Encumbrance Information** > **Encumbrance Process Control** > **Encumbrance Process Control**

This example illustrates the fields and controls on the Encumbrance Process Control page.

Field or Control	Description
Set ID	This is the default SetID that the system uses to look up the journal template. This SetID is for the General Ledger business unit.
Calendar ID	Enter the default detail calendar to use for companies other than the ones that you specifically list in the **Companies** grid. The available calendar IDs are governed by the SetID that you select. Detail calendars define the number of accounting periods in a fiscal year and the starting and end dates for each period. See Understanding Detail Calendars, Reviewing Detail Calendars and Budget Periods.

Field or Control	Description
Fiscal Year	Enter the fiscal year to use for encumbrance calculations during real-time budget checking. The available choices are governed by the SetID and Calendar ID that you select. Also, when determining whether to enter a default funding end date in an encumbrance definition, the system looks at the department budget settings (specifically, the Funding End Date Defaults from Funding Source check box) for the fiscal year that you enter here. This use of the Fiscal Year field applies regardless of whether real-time budget checking is used. **Note:** To activate funding end date defaulting for encumbrance definitions, you must define a fiscal year on the Encumbrance Process Control page.
Prorate Option	If you are prorating encumbrances across accounting periods, you can prorate using calendar or work days. Indicate if the encumbrance prorate option is *Calendar Days* or *Work Days*.

Companies

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

Performing Real-Time Budget Checking

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

- Check the budget for a job data change.

- Check the budget for a position data change.

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

Page Name	Definition Name	Usage
Budget Check By Job Page	HP_BDCK_JOB	Perform budget checking for job data.
Budget Check by Position Page	HP_BDCK_POS	Perform budget checking for position data.

Understanding Real-Time Budget Checking

You can optionally configure some or all departments for real-time budget checking. Use real-time budget checking to do online budget checks with PeopleSoft Financials Commitment Control and reserve the

funding immediately. You still need to use batch processing to create and post your baseline encumbrance and pre-encumbrance data for the fiscal year.

Real-Time Budget Checking Process Options

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

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

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

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

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

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

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

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

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

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

Immediate Budget Checking: Sufficient Funds

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

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

This diagram illustrates that if there are sufficient funds, the PeopleSoft Financials system updates the Commitment Control ledger encumbrance amounts immediately.
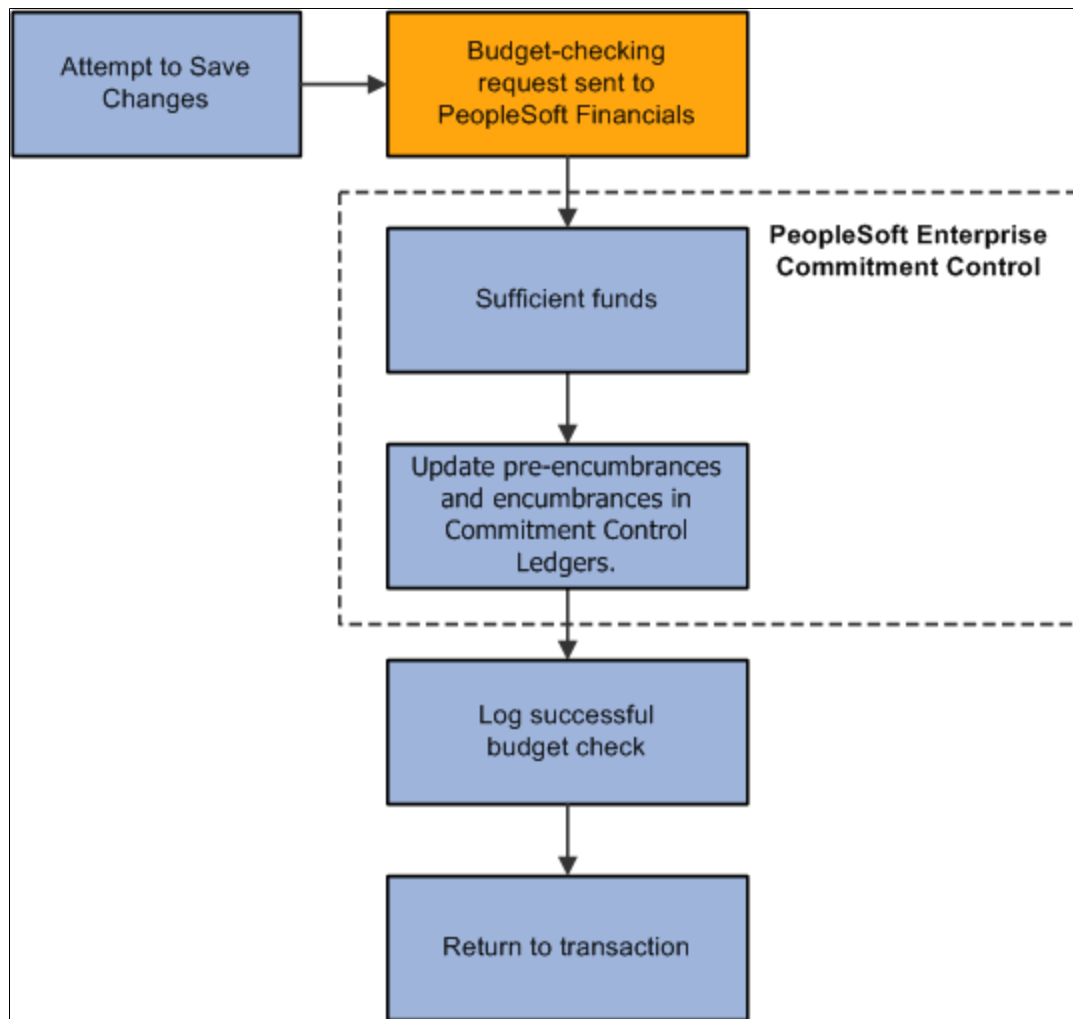
The specific encumbrance and pre-encumbrance calculations depend on the changes that are made. Note, however, that when you fill a position, the system liquidates the pre-encumbrance as well as creating an encumbrance for the new job record.

Immediate Budget Checking: Insufficient Funds

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

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

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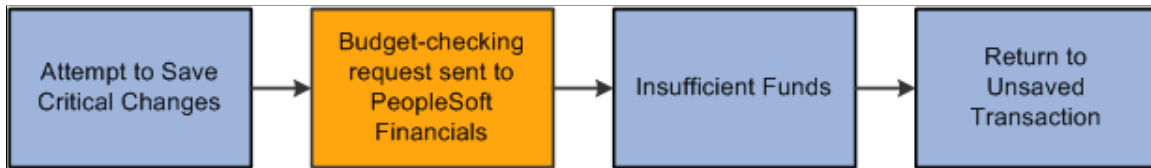
If the transaction is not critical, or if it is critical but the system does not enforce budget compliance for critical changes, then when the budget check shows that there are insufficient funds, the user can choose whether to address the error message or ignore it and save anyway.

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

The following diagram illustrates the results of ignoring and not ignoring the insufficient funds notification from PeopleSoft Financials:

This diagram illustrates the results of ignoring and not ignoring the insufficient funds notification from PeopleSoft Financials
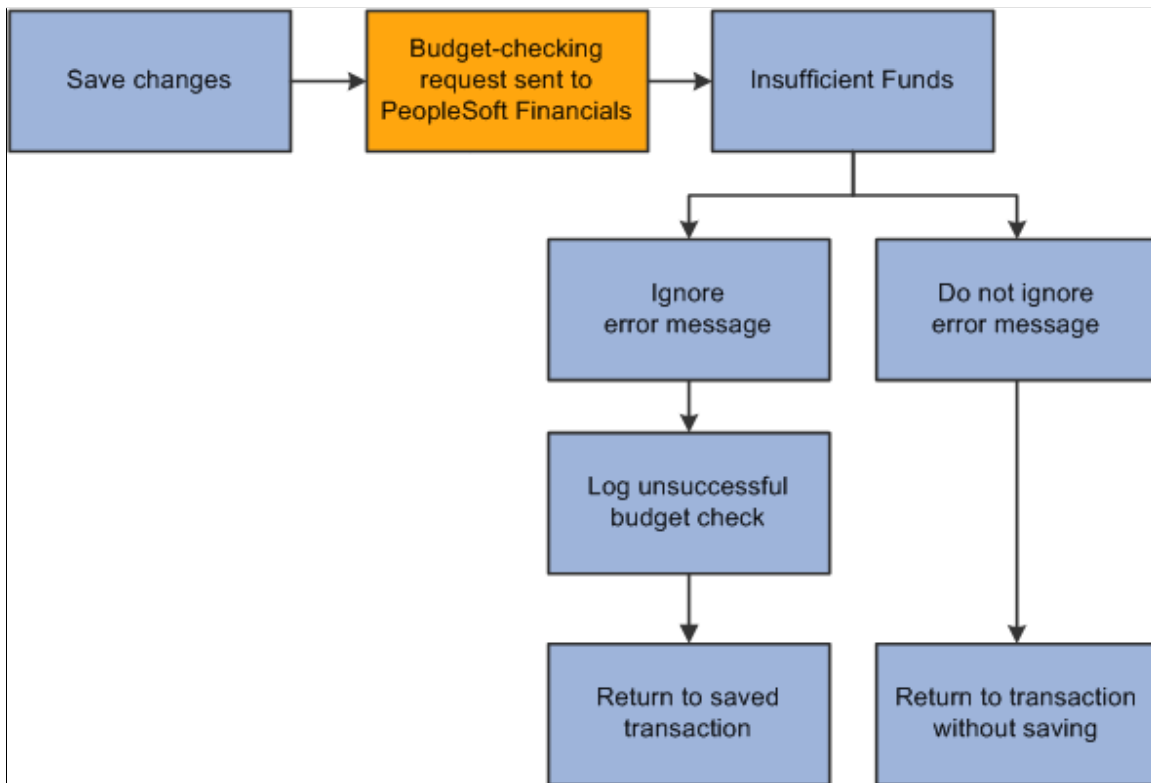
Deferred Budget Checking

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

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

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

Budget Check By Job Page

Use the Budget Check By Job page (HP_BDCK_JOB) to perform budget checking for job data.

Navigation:

Workforce Administration > **Job Information** > **Budget Check By Job** > **Budget Check By Job**

This example illustrates the fields and controls on the Budget Check By Job page.

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

Budget Check Information

Field or Control	Description
RTBC Trigger (real-time budget checking trigger)	Displays the source component of the budget check transaction.
Critical Transaction	Displays *Y* (yes) if the last job data change was a critical transaction, or *N* (no) if it change was not critical.
Budget Status	Displays the current budget check status for the job: *Valid* or *Invalid.*
RTBC Performed	Displays *Y* (yes) if a real-time budget check has been performed, or *N* (no) if not.

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

Budget Check by Position Page

Use the Budget Check by Position page (HP_BDCK_POS) to perform budget checking for position data.

Navigation:

Organizational Development > **Position Management** > **Budget Check By Position** > **Budget Check By Position**

This example illustrates the fields and controls on the Budget Check by Position page.

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

Budget Check Information

Field or Control	Description
RTBC Trigger (real-time budget checking trigger)	Displays the source component of the budget check transaction.
Critical Transaction	Displays *Y* (yes) if the last position data change was a critical transaction, or *N* (no) if it change was not critical.

Field or Control	Description
Budget Status	Displays the current budget check status for the position: *Valid* or *Invalid.*
RTBC Performed	Displays *Y* (yes) if a real-time budget check has been performed, or *N* (no) if not.
Update in Progress	Displays *Y* (yes) if there is another real-time budget check transaction taking place for this position, or *N* (no) if not.
Encumbrance Update Time Stamp	Displays the date and time of the last encumbrance transaction.

Reviewing Budget Checking Status Logs

Pages Used to Review Budget Checking Status Logs

Page Name	Definition Name	Usage
Budget Status by Job Page	HP_RTBC_JOB1_INQ	Review budget status and encumbrance data for an individual job.
Budget Status by Position Page	HP_RTBC_POS1_INQ	Review budget status and encumbrance data for an individual position.
Budget Status by Document ID Page	HP_RTBC_DOC1_INQ	Review budget status for an individual document.
Budget Check Results Page	HP_RTBC_JOB2_INQ HP_RTBC_POS2_INQ HP_RTBC_DOC2_INQ	Review budget check results for an individual document.

Budget Status by Job Page

Use the Budget Status by Job page (HP_RTBC_JOB1_INQ) to review budget status and encumbrance data for an individual job.

Navigation:

Workforce Administration > **Job Information** > **Budget Status by Job** > **Budget Status by Job**

This example illustrates the fields and controls on the Budget Status by Job page: Document Overview tab.

This example illustrates the fields and controls on the Budget Status by Job page: Encumbrance Amounts tab.

This example illustrates the fields and controls on the Budget Status by Job page: Distribution Detail tab.

Budget Status by Position Page

Use the Budget Status by Position page (HP_RTBC_POS1_INQ) to review budget status and encumbrance data for an individual position.

Navigation:

Organizational Development > **Position Management** > **Budget Status by Position** > **Budget Status by Position**

This example illustrates the fields and controls on the Budget Status by Position page: Document Overview tab.

Budget Status by Position

Position Number PUC1019   Budget Status Invalid

Budget Information   Personalize | Find | View All | ⤢ | ▦   First ◀ 1-8 of 8 ▶ Last

| Document Overview | Pre-Encumbrance Amounts | Distribution Detail |

	Commitment Control Document ID	Commitment Control Line Number	Fiscal Year	Budget Year	Budget Status	Budget Check Results
1	439	1	2008	2008	Pending	Budget Check Results
2	439	2	2010	2010	Invalid	Budget Check Results
3	439	3	2010	2010	Invalid	Budget Check Results
4	439	4	2010	2010	Invalid	Budget Check Results
5	440	1	2008	2008	Pending	Budget Check Results
6	440	1	2010	2010	Invalid	Budget Check Results
7	440	2	2010	2010	Invalid	Budget Check Results
8	582	1	2010	2010	Invalid	Budget Check Results

This example illustrates the fields and controls on the Budget Status by Position page: Pre-Encumbrance Amounts tab.

Budget Information   Personalize | Find | View All | ⤢ | ▦   First ◀ 1-8 of 8 ▶ Last

| Document Overview | Pre-Encumbrance Amounts | Distribution Detail |

	Encumbrance Process Type	Posted Actual Amount	Posted Encumbrance Amount	Annual Encumbered Amount	Encumbrance Amount
1	Position PreEncumber Salary				
2	Position PreEncumber Salary		44975.28	44975.28	
3	Position PreEncumber Salary		3590.13	3590.13	
4	Position PreEncumber Salary		14360.53	14360.53	
5	Postiion PreEncumber Deduction				
6	Postiion PreEncumber Deduction		1037.91	1037.91	
7	Postiion PreEncumber Deduction		551.07	551.07	
8	Position PreEncumber Tax		5034.03	5034.03	

This example illustrates the fields and controls on the Budget Status by Position page: Distribution Detail tab.

	General Ledger Unit	Set ID	Department	Company	Pay Group	Combination Code	ChartFields	Account	Position Pool ID	Job Code Set ID	Job Code
1	EGV01	PSUSI	90410	PSU	PU3	PSU-ERN-025	ChartFields	6037		PSUNV	PS0023
2	EGV01	PSUSI	90410	PSU	PU3	PSU-ERN-015	ChartFields	6022		PSUNV	PS0023
3	EGV01	PSUSI	90410	PSU	PU3	PSU-ERN-004	ChartFields	6033		PSUNV	PS0023
4	EGV01	PSUSI	90410	PSU	PU3	PSU-ERN-005	ChartFields	6032		PSUNV	PS0023
5	EGV01	PSUSI	90410	PSU	PU3	PSU-DED-002	ChartFields	6020		PSUNV	PS0023
6	EGV01	PSUSI	90410	PSU	PU3	PSU-DED-002	ChartFields	6020		PSUNV	PS0023
7	EGV01	PSUSI	90410	PSU	PU3	PSU-DED-005	ChartFields	6060		PSUNV	PS0023
8	EGV01	PSUSI	90410	PSU	PU3	PSU-TAX-014	ChartFields	6014		PSUNV	PS0023

Budget Status by Document ID Page

Use the Budget Status by Document ID page (HP_RTBC_DOC1_INQ) to review budget status for an individual document.

Navigation:

- **Workforce Administration** > **Job Information** > **Budget Status by Document ID** > **Budget Status by Document ID**

- **Organizational Development** > **Position Management** > **Budget Status by Document ID** > **Budget Status by Document ID**

This example illustrates the fields and controls on the Budget Status by Document ID page: Document Overview tab.

Budget Status by Document ID

Commitment Control Document ID 451   Commitment Control Line Number 1
Fiscal Year 2010   Budget Year 2010
*Budget Status Pending   Budget Check Results

	Empl ID	Empl Record	Position Number
1	PU204	0	PUC1010
2	PU204	1	PUC1013
3	PU205	0	PUC1011
4	PU215	0	
5	PU217	0	PUC1017
6	PU218	0	PUC1013

This example illustrates the fields and controls on the Budget Status by Document ID page: Encumbrance Amounts tab.

	Encumbrance Process Type	Posted Actual Amount	Posted Encumbrance Amount	Annual Encumbered Amount	Encumbrance Amount
1	Encumber Deduction		1265.51	1265.51	
2	Encumber Deduction		461.46	461.46	
3	Encumber Deduction		2850.55	2850.55	
4	Encumber Deduction		240.66	240.66	
5	Encumber Deduction		451.61	451.61	
6	Encumber Deduction		581.71	581.71	

This example illustrates the fields and controls on the Budget Status by Document ID page: Distribution Detail tab.

Budget Status by Document ID

Commitment Control Document ID 451 Commitment Control Line Number 1
Fiscal Year 2010 Budget Year 2010
*Budget Status Pending Budget Check Results

	General Ledger Unit	Set ID	Department	Company	Pay Group	Combination Code	ChartFields	Account	Position Pool ID	Job Code Set ID	Job Code
1	EGV01	PSUSI	90400	PSU	PU3	PSU-DED-003	ChartFields	6017		PSUNV	PS0010
2	EGV01	PSUSI	90400	PSU	PU3	PSU-DED-003	ChartFields	6017		PSUNV	PS0016
3	EGV01	PSUSI	90400	PSU	PU3	PSU-DED-003	ChartFields	6017		PSUNV	PS0011
4	EGV01	PSUSI	90400	PSU	PU3	PSU-DED-003	ChartFields	6017		PSUNV	PS0015
5	EGV01	PSUSI	90400	PSU	PU3	PSU-DED-003	ChartFields	6017		PSUNV	PS0020
6	EGV01	PSUSI	90400	PSU	PU3	PSU-DED-003	ChartFields	6017		PSUNV	PS0016

Budget Check Results Page

Use the Budget Check Results page (HP_RTBC_JOB2_INQ) to review budget check results for an individual document.

Navigation:

- Select the **Budget Check Results** link on the Budget Status by Job page.

- Select the **Budget Check Results** link on the Budget Status by Position page.

- Select the **Budget Check Results** link on the Budget Status by Document ID page.

This example illustrates the fields and controls on the Budget Check Results page.

Field or Control	Description
Message Detail	When there is a link in this column, select the link to review detailed message logs from the budget check.

Resetting Budget-Checking Locks

Pages Used to Reset Budget-Checking Locks

Page Name	Definition Name	Usage
Reset by Employee Page	HP_RESET_LOCK_JOB	Review locks placed by real-time budget checking for job data changes, and reset the locks if necessary.
Reset by Position Page	HP_RESET_LOCK_POS	Review locks placed by real-time budget checking for position data changes, and reset the locks if necessary.
Reset By Document Line Page	HP_RESET_LOCK_DOC	Review locks placed by real-time budget checking and reset the locks if necessary.
Reset Budget Control Lock Page	HP_RESET_LOCK_BCH	Review locks placed by running budget or liquidation processes, and reset the locks if necessary.

Understanding Locked Transactions

The system employs locking at various levels to prevent simultaneous budget checking for the same transaction or liquidation to the same budgeted fund. When a user attempts to perform real-time budget checking for a locked transaction or attempts to run a batch process that could run into a potential deadlock situation, the system displays a concurrent processing warning message.

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

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

You can reset locks at these levels:

* *By Budget Control:* A lock is set when a budget or liquidation process is running. This lock prevents the system from performing any budget checking or other batch process.

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

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

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

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

Common Elements for Resetting Locks

Field or Control	Description
Reset Lock	Select this button to remove the lock.

Reset by Employee Page

Use the Reset by Employee page (HP_RESET_LOCK_JOB) to review locks placed by real-time budget checking for job data changes, and reset the locks if necessary.

Navigation:

Set Up HCM > **Product Related** > **Commitment Accounting** > **Reset Encumbrance Locks** > **Reset by Employee** > **Reset by Employee**

This example illustrates the fields and controls on the Reset By Employee page: Budget Check Data 1 tab.

This example illustrates the fields and controls on the Reset By Employee page: Budget Check Data 2 tab.

Reset by Position Page

Use the Reset by Position page (HP_RESET_LOCK_POS) to review locks placed by real-time budget checking for position data changes, and reset the locks if necessary.

Navigation:

Set Up HCM > **Product Related** > **Commitment Accounting** > **Reset Encumbrance Locks** > **Reset by Position** > **Reset by Position**

This example illustrates the fields and controls on the Reset By Position page: Budget Check Data 1 tab.

This example illustrates the fields and controls on the Reset By Position page: Budget Check Data 2 tab.

Reset By Document Line Page

Use the Reset By Document Line page (HP_RESET_LOCK_DOC) to review locks placed by real-time budget checking and reset the locks if necessary.

Navigation:

Set Up HCM > **Product Related** > **Commitment Accounting** > **Reset Encumbrance Locks** > **Reset by Document Line** > **Reset by Document Line**

This example illustrates the fields and controls on the Reset By Document Line page.

Reset Budget Control Lock Page

Use the Reset Budget Control Lock page (HP_RESET_LOCK_BCH) to review locks placed by running budget or liquidation processes, and reset the locks if necessary.

Navigation:

This example illustrates the fields and controls on the Reset Budget Control Lock page.

Reset Budget Control Lock

Budget Process Information

Set ID	QEGID	Calendar ID	QF
Fiscal Year	2024	In Progress	None

Concurrent Process

Reset Lock for All

Process Status

| | | | | | | | | | 1-2 of 2 | | | | View All |

Company	Pay Group	Process	Action
GBI	KU1	Distribution in Progress	Reset Lock
GBI	KU2	GL Interface in Progress	Reset Lock

Reset Budget Process Lock

Budget Check Locks

By Job	0
By Position	0
By Document Line	0

Field or Control	Description
In Progress	Displays, if applicable, the budget process that is currently running, for example, *Actuals Distribution, Encumbrance Calculation, Fiscal Year End Encumbrance Cleanup,* and so on. If no process is currently running, or the lock of the current process is reset (by selecting the **Reset Budget Process Lock** button), *None* is displayed.
Reset Budget Process Lock	Select to remove the lock of the running process that is displayed on the **In Progress** field, and update that field value to *None.* This button becomes active when a running process appears in the **In Progress** field.

Concurrent Process

The **Concurrent Process** section displays budget concurrent processes (with corresponding company and pay group) that are currently running in the system, if the **Enable Concurrent Process** option is enabled on the "Payroll for NA Installation Page" (PeopleSoft Payroll for North America).

If the **Enable Concurrent Process** option is cleared, or if the option is selected but there are no concurrent processes running at the time, the *No Concurrent process running* message is displayed.

Field or Control	Description
Reset Lock for All	Select to reset the locks of all company and pay group entries in the **Process Status** section and update the **Process** field values to *None.*
Process	Displays the budget process that is currently running for the associated company and pay group, if available. Values include: *Distribution in Progress* *GL Interface in Progress* *None*
Reset Lock	Select to remove the lock of the corresponding process and update the **Process** field value to *None.*

Budget Check Locks

This section displays the number of locks that are currently placed by real-time budget checking, grouped by job, by position, and by document line.

Creating and Posting Actuals Data to PeopleSoft Financials

Understanding the Data Flow Between PeopleSoft HCM and PeopleSoft Financials

When you process a payroll, you are liquidating your encumbrances with actual earnings, benefits, and tax expenses.

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

This diagrams illustrate how the data moves from PeopleSoft HCM to PeopleSoft Financials.
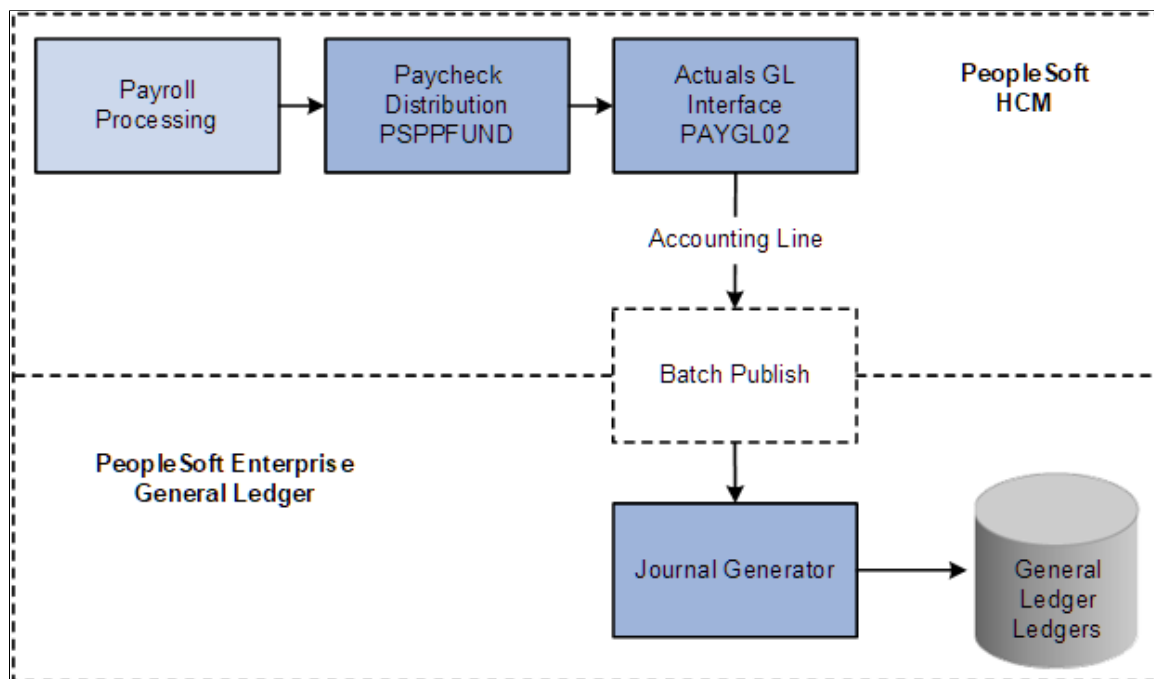
This diagrams illustrate how the data moves from PeopleSoft HCM to PeopleSoft Financials, if you are using PeopleSoft General Ledger and Commitment Control ledgers.
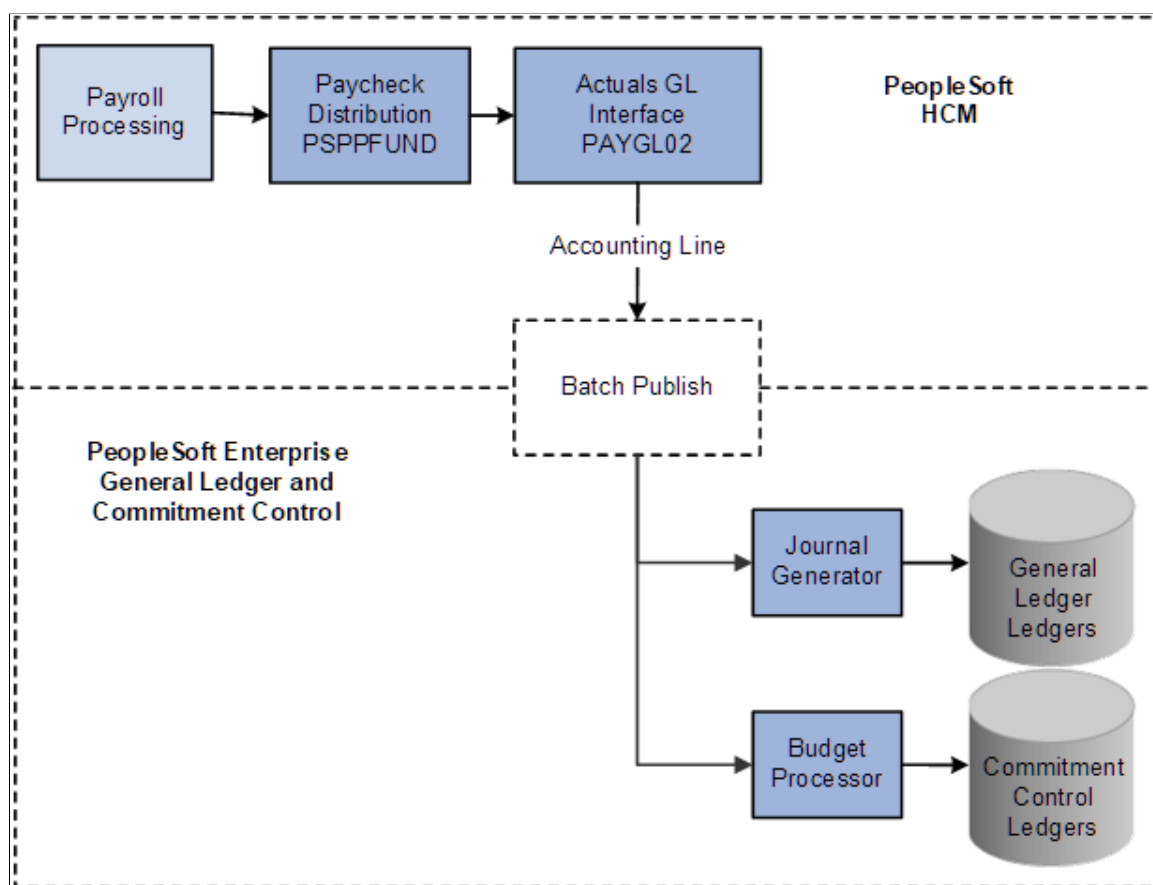
Related Links

Option 4: Using the Department Budget Table Component

Running Payroll Processes

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

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

• Contract Additional Pay

• Paysheets

• Pay Calculation

• Pay Confirmation

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

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

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

Related Links
PeopleSoft Payroll for North America

Running the Predistribution Audit Report

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

Page Used to Run the Predistribution Audit Report

Page Name	Definition Name	Usage
Predistribution Audit Report Page	HP_RUNCTL_PDAUDIT	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. Run the Predistribution Audit report after you've run the Paysheet Create process, but before running the Actuals Distribution process.

Predistribution Audit Report Page

Use the Predistribution Audit Report page (HP_RUNCTL_PDAUDIT) to 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.

Navigation:

- **Payroll for North America** > **Payroll Distribution** > **Commitment Accounting CAN** > **Predistribution Audit Report**

- **Payroll for North America** > **Payroll Distribution** > **Commitment Accounting USA** > **Predistribution Audit Report**

This example illustrates the fields and controls on the Predistribution Audit Report page.

Field or Control	Description
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

Pages Used to Run the Actuals Distribution Process

Page Name	Definition Name	Usage
Actuals Distribution Page	RUNCTL_PPFUND	Runs the Actuals Distribution process (PSPPFUND), which distributes actual earnings, employer deductions, and employer taxes across the funding sources and notifies you when you've exceeded any budget amounts. Before using this page, you must have run a Pay Confirmation process.
Actuals Distribution/TL Extract Page	PY_TL_XTRACT_COST	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.

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 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, review process results, and modify actuals distribution as needed 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 (PAYGL02).

See Also <u>Running the Commitment Accounting Actuals GL Interface Process</u>.

Understanding Concurrent Processing of Actuals Distribution And Actuals GL Interface

The system provides a setup option that allows the Actuals Distribution and Actuals GL Interface processes to run simultaneously for different companies and pay groups.

When the **Enable Concurrent Process** option is selected on the "Payroll for NA Installation Page" (PeopleSoft Payroll for North America), administrators can launch multiple Actuals Distribution process and Actuals GL Interface process instances for different companies and pay groups. Concurrent processing of these batch programs cuts down the wait time spent on running them in the organization.

When the **Enable Concurrent Process** option is cleared, only one process (either Actuals Distribution or Actuals GL Interface) can run at any given time.

To maintain data integrity and ensure accurate calculations, Oracle highly recommends not to run any of these processes while the Actuals Distribution or Actuals GL Interface process is in progress:

- Real-Time Budget Check

- Encumbrance Calculation

- Fiscal Year End Encumbrance Cleanup

- Budget Retro Distributions

- Retro Distribution Update

The system displays warning messages when administrators attempt to run these processes while the Actuals Distribution or Actuals GL Interface process is currently running.

While the Actuals Distribution or Actuals GL Interface process is in progress, the transaction is locked and no budget checking requests can be made until the completion of the process. If for some reason the lock remains in the system unexpectedly and requires manual intervention, review and reset the lock as necessary on the Reset Budget Control Lock Page.

Understanding How the System Finds Funding Sources

This topic discusses how the system finds funding sources for:

- Earnings.

- Employer-paid deductions and taxes.

Earnings Funding Sources

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

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

If you are using PeopleSoft Time and Labor and are using time and labor distribution information when determining actuals funding sources:
 	
• The system automatically runs the Labor Distribution process when you run the Actuals Distribution process.
 	
• If you select the **Use TL Distribution?** check box on the Departments − Comm. Acctg. and EG page (DEPARTMENT_TBL_CA):
 	
   • The system takes into account task information entered into PeopleSoft Time and Labor during the Actuals Distribution process.
 	
   • The Actuals Distribution process creates an entry for each time and labor task entry. It then distributes the earnings in the appropriate ratio (the same ratio used for labor distribution).
	If your system doesn't find any task information, or if you opt not to use time and labor distribution information:
	
	• The actuals transaction for earnings, produced by the Actuals Distribution process, uses the combination code found on the:
	
	   • Paysheet, if the combination code exists.
	
	   • Dept Budget Earnings page (DEPT_BUDGET _ERN), if there is no combination code on the paysheet.
	
	• The Paysheets Creation process populates the Combination Code field on the Paycheck Data - Paycheck Earnings: Additional Information page (PAY_CHECK_ E1).
	
	You can override the combination code on the Paysheets, if required.

See:

• "Using Time and Labor with Commitment Accounting" (PeopleSoft Time and Labor)

• "Integrating Time and Labor and Payroll for North America" (PeopleSoft Time and Labor)

• Option 4: Using the Department Budget Table Component

• "Understanding Compensation Rates" (PeopleSoft Payroll for North America)

• "(Classic) Adding Organizational Instances" (PeopleSoft Human Resources Administer Workforce)

• "Classifying Jobs" (Application Fundamentals)

Employer-Paid Deductions and Taxes Funding Sources

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

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

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

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

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

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

See "Understanding Job Data" (PeopleSoft Human Resources Administer Workforce).

See Dept Budget Taxes Page.

Actuals Distribution Page

Use the Actuals Distribution page (RUNCTL_PPFUND) to run 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.

Note: Before using this page, you must run a Pay Confirmation process.

Navigation:

*   **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**

This example illustrates the fields and controls on the Actuals Distribution page.

Actuals Distribution Parameter

Field or Control	Description
Pay Run ID	Select the Pay Run ID.

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

Actuals Distribution/TL Extract Page

Use the Actuals Distribution/TL Extract page (PY_TL_XTRACT_COST) to run 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.

Navigation:

- **Payroll for North America** > **Payroll Distribution** > **Commitment Accounting CAN** > **Actual Distribution TL Extract** > **Actuals Distribution/TL Extract**

- **Payroll for North America** > **Payroll Distribution** > **Commitment Accounting USA** > **Actual Distribution TL Extract** > **Actuals Distribution/TL Extract**

This example illustrates the fields and controls on the Actuals Distribution/TL Extract page.

Actuals Distribution/TL Extract

Run Control ID PS	Report Manager Process Monitor [Run]

Process Request Parameter(s)

Commitment Accounting
☑ Run Actuals Distribution

On-Cycle Run
Pay Run ID [🔍]

Off-Cycle Pay Calendar
Company [   ]
Pay Group [   ]
Pay End Date [   ]
Process Page [   ]   Thru [   ]

Actuals Distribution Parameter
*Distribution Prorate Option   [Calendar Days   ▾]

Payroll Cycle
○ On-Cycle   ○ Off-Cycle   ◉ Both

Commitment Accounting

Field or Control	Description
Run Actuals Distribution	Select to run the Actuals Distribution process. See Running the Actuals Distribution Process.

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

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

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

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

Pages Used to Modify Actuals Distribution

Page Name	Definition Name	Usage
Review Actuals Distribution - Earnings Page	PAY_CHECK_DIST_ERN	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 Page	PAY_CHECK_DIST_DED	View and modify the actuals distribution after running the Actuals Distribution process and prior to posting to general ledger.

Page Name	Definition Name	Usage
Review Actuals Distribution - Taxes Page	PAY_CHECK_DIST_TAX	(USA, USF) View and modify the actuals distribution after running the Actuals Distribution process and prior to posting to general ledger.
Review Actuals Distribution - Taxes Page	PAY_CHECK_DIST_CTX	(CAN) View and modify the actuals distribution after running the Actuals Distribution process and prior to posting to general ledger. The Canadian Review Actuals Distribution - Taxes Page is similar to the USA Review Actuals Distribution - Taxes Page.

Understanding the Review Actuals Distribution Component

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

Common Elements Used in Modifying Actuals Distribution

Field or Control	Description
Corrected and **Correction Date**	Indicates if the distribution information of this paycheck has been corrected and, if so, the date it was corrected.
Off Cycle	Indicates if this was an off cycle pay period.
Separate Check	If all of the earnings, deductions, or taxes are on a single paycheck for this pay period, this field displays *0* (zero). If they are on separate checks (for example, a regular earnings check and a bonus earnings check), the field displays a number between *1* and *9*.
Empl Record	The employee record number associated with this paycheck.
Department, Job Code, and **Position**	Select the department and job code or position to which the earnings, deductions, or taxes are distributed. The Job Code and Department fields populate automatically when you select a position.

Field or Control	Description
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	Select the Edit ChartFields link to search for an existing combination code or select a unique combination of ChartFields on the ChartField Detail page. See "Editing ChartField Combinations in HCM Transactions" (Application Fundamentals).

Review Actuals Distribution - Earnings Page

Use the Review Actuals Distribution - Earnings page (PAY_CHECK_DIST_ERN) to 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.

Navigation:

- **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**

This example illustrates the fields and controls on the Review Actuals Distribution - Earnings page.

Note: More of the page exists than is shown in the example. Scroll horizontally in the database to view fields in the entire CharfFields group box.

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

Review Actuals Distribution - Deductions Page

Use the Review Actuals Distribution - Deductions page (PAY_CHECK_DIST_DED) to view and modify the actuals distribution after running the Actuals Distribution process and prior to posting to general ledger.

Navigation:

This example illustrates the fields and controls on the Review Actuals Distribution - Deductions page.

Note: More of the page exists than is shown in the example. Scroll horizontally in the database to view fields in the entire Deductions group box.

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

Review Actuals Distribution - Taxes Page

(USA, USF) Use the Review Actuals Distribution - Taxes page (PAY_CHECK_DIST_TAX) to view and modify the actuals distribution after running the Actuals Distribution process and prior to posting to general ledger.

Note: (CAN) The Review Actuals Distribution - Taxes page (PAY_CHECK_DIST_CTX) for Canada is similar to the page for USA.

Navigation:

- **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**

- **(Payroll for North America** > **Payroll Distribution** > **Commitment Accounting CAN** > **Review Actuals Distribution** > **Taxes)**

This example illustrates the fields and controls on the Taxes page (1 of 2).

This example illustrates the fields and controls on the Taxes page (2 of 2).

Note: More of the page exists than is shown in the example. Scroll horizontally in the database to view fields in the entire ChartFields group box.

You can fund the tax from multiple combination codes by entering more than one row.

Field or Control	Description
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.

Field or Control	Description
Account	If tax account mapping is enabled for the corresponding department budget, this field is available for entry. When the *ChartField Details* column is visible, it will contain a link to the page where the user may select a combination code or account value that determines the value of the Account field on the Taxes page.

Viewing and Modifying Suspense Combination Code Actuals Transactions

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

Pages Used to View and Modify Suspense Combination Code Actuals Transactions

Page Name	Definition Name	Usage
Earnings Suspense Combo Code Page	HP_PAYERNSUSPDIST	View earnings actuals transactions that the system posted to the suspense combination code and change the combination code information.
Deduction Suspense Combo Code Page	HP_PAYDEDSUSPDIST	View deductions actuals transactions that the system posted to the suspense combination code and change the combination code information.
Tax Suspense Combo Code Page	HP_PAYCTXSUSPDIST	View tax actuals transactions that the system posted to the suspense combination code and change the combination code information.
Tax Suspense Combo Code Page	HP_PAYTAXSUSPDIST	View tax actuals transactions that the system posted to the suspense combination code and change the combination code information.
ChartField Detail Page	HMCF_HRZNTL_CFLD	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

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 completes, the system displays these transactions on the Distribution to Suspense Acct component. View the transactions and enter new combination code information before you run the Actuals GL Interface process.

All of the pages in the 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:

   • Use the Earnings Suspense Combo Code page to view earnings suspense combination code actuals transaction.

   • Use the Deduction Suspense Combo Code page to view deduction suspense combination code actuals transactions.

   • Use the Tax Suspense Combo Code page to view tax suspense combination code actuals transactions.

2. Review the transaction.

   The page displays all the information about the transaction, including name, fiscal year, earnings amount, suspense combination code and other details like Department ID, JobCode, Position number and Position Pool ID.

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

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

   You cannot change the data in any other fields.

   See "Editing ChartField Combinations in HCM Transactions" (Application Fundamentals).

Viewing Summaries of Actuals Distribution

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

Pages Used to View Summaries of Actuals Distribution

Page Name	Definition Name	Usage
Actuals Distribution Summary Page	PAY_CHECK_DIST_SUM	(USA) View the actuals distribution after running the Actuals Distribution process and prior to posting to general ledger.

Page Name	Definition Name	Usage
Actuals Distribution Summary Page	PAY_CHECK_DIST_CSM	(CAN) View the actuals distribution after running the Actuals Distribution process and prior to posting to general ledger. The Actuals Distribution Summary Page for Canada is similar to the <u>Actuals Distribution Summary Page</u> for USA.

Actuals Distribution Summary Page

Use the Actuals Distribution Summary page (PAY_CHECK_DIST_CSM) to view the actuals distribution after running the Actuals Distribution process and prior to posting to general ledger.

Note: (CAN) The Actuals Distribution Summary Page (PAY_CHECK_DIST_CSM) for Canada is similar to the one for USA.

Navigation:

Payroll for North America > **Payroll Distribution** > **Commitment Accounting USA** > **Review Actuals Dist Summary.**

Payroll for North America > **Payroll Distribution** > **Commitment Accounting CAN** > **Review Actuals Dist Summary**

This example illustrates the fields and controls on the Actuals Distribution Summary page.

Actuals Distribution Summary

Company TG1
Pay Group TGH
Pay End Date 01/24/2009
Employee ID TBCNY004   Lundmark,Dawn BudChk

Page Number 1
Line Number 1
☐ Off Cycle

Earnings   Find | View All   First ◀ 1 of 2 ▶ Last

Separate Check Nbr 0
Earnings Code Holiday

Empl Record 0
Earnings 407.69

Distribution   Find | View All   First ◀ 1 of 1 ▶ Last

Department TBC100
Position Pool ID
Combination Code TBC100-P003
Earnings 407.69

Job Code TGJ01
Position
ChartField Details

Deductions   Find | View All   First ◀ 2 of 9 ▶ Last

Separate Check Nbr 0
Deduction Code Medical
Deduction Class Nontaxable
Current Deduction 2.77

Plan Type Medical
Benefit Plan Medical
Sales Tax Type None
AP Status

Distribution   Find | View All   First ◀ 1 of 1 ▶ Last

Department TBC100
Position Pool ID
Combination Code TBC100-P003
Deduction 2.77

Job Code TGJ01
Position
ChartField Details

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

To view a summary of all the earnings, deductions, and tax combination code actuals transactions, do the following:

1. Review the earnings transactions in the Earnings group box.

2. Review the deductions transactions in the Deductions group box.

3. Review the tax transactions in the Tax group box.

Related Links

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

Running the Commitment Accounting Actuals GL Interface Process

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

Like the Encumbrance GL Interface (PAYGL03) process, the Actuals GL Interface process (PAYGL02) 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.

Note: When processing garnishments with company fees, the Actuals GL Interface process excludes the company fee amounts from the vouchers that are created with the Commitment Accounting Non-Tax Deduction Extract process, and uses the garnishment company fee account to collect company fees. You must specify a garnishment company fee account on the "(Payroll for North America) General Ledger Liability Accts Page" (Application Fundamentals) for the process to run properly. If the account is not available when the process runs, the system issues an error message and stops the process.

Processing Retroactively Modified Checks

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

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

Page Used to Run the Actuals GL Interface Process

Page Name	Definition Name	Usage
GL Interface - Commitment Accounting Actuals Page	RUNCTL_PAYGL02	Runs the Actuals GL Interface process, which prepares actuals transactions for the PeopleSoft journal generator and budget processor if you are using PeopleSoft Commitment Control). Before using this page, you must have run the Actuals Distribution process.

Reviewing Actuals Distribution After GL Posting

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

Page Used to Review Actuals Distribution After GL Posting

Page Name	Definition Name	Usage
Budget Actuals Page	BUDGET_ACTUALS	Review budget actuals records after posting to general ledger. Before using this page, you must have run the Actuals GL Interface process.

Budget Actuals Page

Use the Budget Actuals page (BUDGET_ACTUALS) to review budget actuals records after posting to general ledger.

Before using this page, you must have run the Actuals GL Interface process.

Navigation:

- **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**

This example illustrates the fields and controls on the Budget Actuals page.

Preparing and Running the Gross Fringe Report

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

Pages Used to Prepare and Run the Gross Fringe Report

Page Name	Definition Name	Usage
Gross/Fringe Report Column Page	HP_COL_DEFN	Setup column definitions to be used by the Gross Fringe report.
Load Gross/Fringe Data Page	HP_RCTL_GRSFR_LOAD	Load the gross fringe data to a temporary table where it can be reported on by the Gross Fringe report.
Gross and Fringe Report Page	HP_RCTL_GRSFR_RPT	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.

Gross/Fringe Report Column Page

Use the Gross/Fringe Report Column page (HP_COL_DEFN) to setup column definitions to be used by the Gross Fringe report.

Navigation:

- **Set Up HCM** > **Product Related** > **Commitment Accounting** > **Fringe Costs** > **Gross/Fringe Report Column CAN** > **Gross/Fringe Report Column**

- **Set Up HCM** > **Product Related** > **Commitment Accounting** > **Fringe Costs** > **Gross/Fringe Report Column USA** > **Gross/Fringe Report Column**

This example illustrates the fields and controls on the Gross/Fringe Report Column page.

Field or Control	Description
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

Field or Control	Description
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)

Field or Control	Description
Plan Type, Benefit Plan, Deduction Code, Ded Class (deduction class), and **Sales Tax Type**	If you select *Fringe* 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)

Field or Control	Description
State, Locality, and **Tax Class,** or **Province** and**Canadian Tax Class**	If you select *Fringe* 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.

Load Gross/Fringe Data Page

Use the Load Gross/Fringe Data page (HP_RCTL_GRSFR_LOAD) to load the gross fringe data to a temporary table where it can be reported on by the Gross Fringe report.

Navigation:

Payroll for North America > **Payroll Distribution** > **Commitment Accounting USA** > **Load Gross/Fringe Data**

This example illustrates the fields and controls on the Load Gross/Fringe Data page.

Field or Control	Description
All Companies & Paygroups, Company, and **Pay Group**	Select **All Companies & Paygroups** to process all companies and pay groups or leave the check box deselected and enter a company and pay group for processing. If you select only a company, the system will report on all pay groups in the selected company.
From Date and Thru Date	Enter the date range you want to process.
Include Retro Distribution data with distribution date that is outside of the specified date range.	Select to process retroactive distribution information for the date range you entered. **Note:** To load retroactive distribution data, the system needs to read all rows on the pay check distribution records and this will slow down performance.

Gross and Fringe Report Page

Use the Gross and Fringe Report page (HP_RCTL_GRSFR_RPT) to 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.

Navigation:

Payroll for North America > **Payroll Distribution** > **GL Interface Reports** > **Gross and Fringe** > **Gross and Fringe Report**

This example illustrates the fields and controls on the Gross and Fringe Report page (1 of 2).

This example illustrates the fields and controls on the Gross and Fringe Report page (2 of 2).

Field or Control	Description
All Companies & Paygroups, Company, and **Pay Group**	Select to process all companies and pay groups or leave deselected and select a company and pay group for processing. If you select only a company the system will report on all pay groups in the selected company.
All Department, and **SetID, Department**	Select **All Department** to process all departments or leave deselected and select specific departments for processing.

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

Chapter 11

Distributing Funding Sources Retroactively

Understanding Retroactive Distribution of Funding Sources

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

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

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

This 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
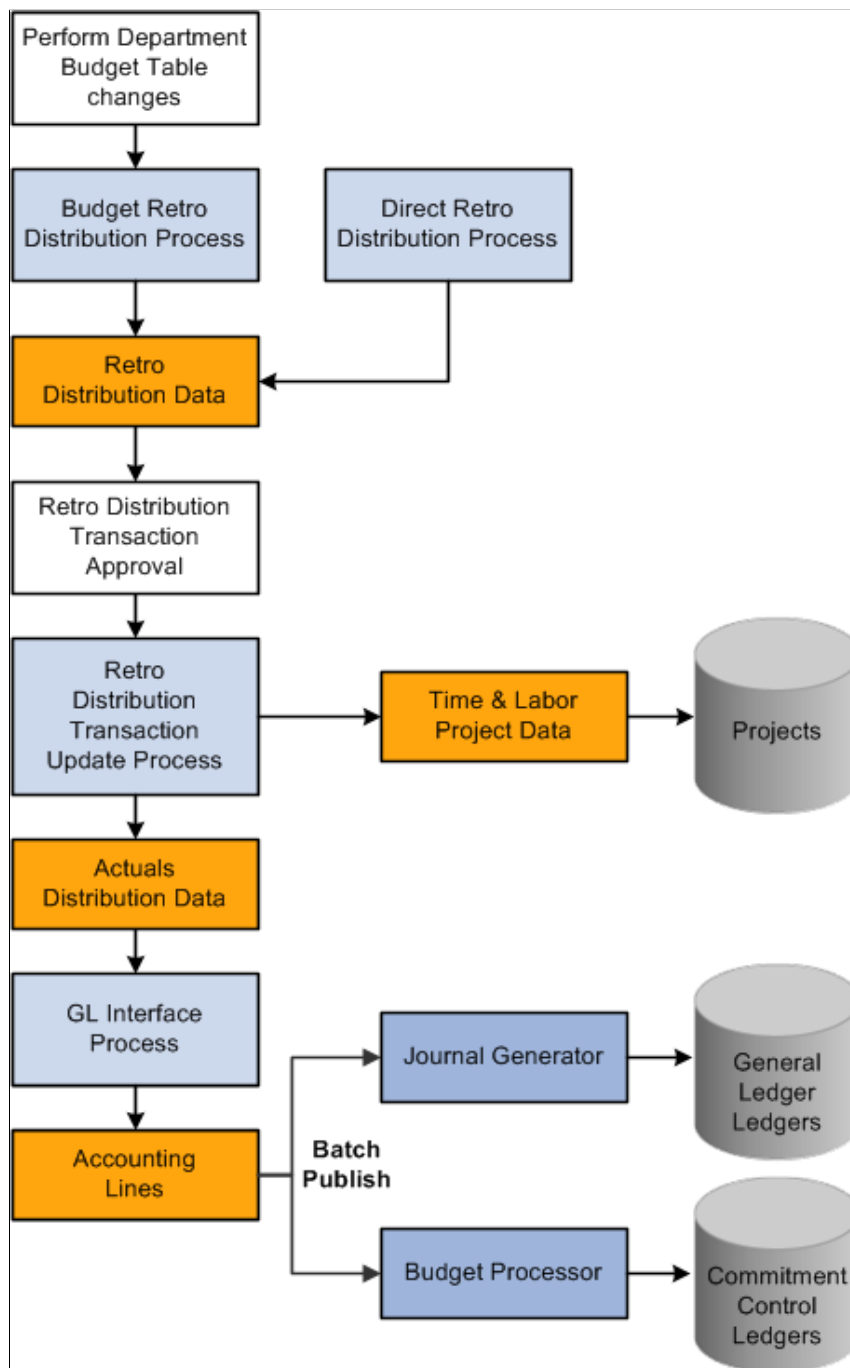
Common Elements Used in Retroactive Distribution of Funding Sources

Field or Control	*Description*
Combination Code	Combination code funding the associated portions of the check.
	Note: Select the Edit ChartFields link to search for an existing combination code or select a unique combination of ChartFields on the ChartField Detail page.
	See "Editing ChartField Combinations in HCM Transactions" (Application Fundamentals).
Benefit Plan	Displays the benefit plan covered by the paycheck.
Canadian Tax Class	Displays the Canadian tax class for Canadian taxes.
Check #(check number)	Paycheck number.
Company	Name of company that issued check.
Current Deduction	Displays the deduction amount distributed to the associated combination code.
Current Tax	Displays the total amount of tax deduction distributed to the associated combination code.
Deduction Classification	Displays the deduction classification of the deduction covered by the paycheck.
Deduction Code	Displays the deduction code of the deduction covered by the paycheck.
Department	Displays the department to which the earnings, deductions, or taxes are distributed.
Earnings	Displays the amount of earnings distributed to the associated combination code.
Earnings Code	Displays the earnings code describing the earnings, such as *Regular* or *Vacation.*
Job Code	Displays the job code to which the earnings, deductions, and taxes are distributed.
Line	Paycheck line number.

Field or Control	Description
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 topic provides an overview of retroactive distribution transactions, and discusses how to create retroactive distribution transactions directly.

Pages Used to Create Retroactive Distribution Transactions Directly

Page Name	Definition Name	Usage
Process Direct Retro Distribution Page (process direct retroactive distribution)	RUN_HP_RETDISTSRCH	• 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.
Earnings Messages Page	HP_RETDIST_ERNMSG	View the earnings-related messages created by the Retro Distribution process.
Deduction Messages Page	HP_RETDIST_DEDMSG	View the deduction-related messages created by the Retro Distribution process.
Tax Messages Page	HP_RETDIST_CTXMSG	(CAN) View the Canadian tax-related messages created by the Retro Distribution process.
Tax Messages Page	HP_RETDIST_TAXMSG	(USA, USF) View the tax-related messages created by the Retro Distribution process.

Understanding Retroactive Distribution Transactions

Use the Retro Distribution Messages component to view any messages that are generated by the retroactive distribution process.

To view retroactive distribution messages:

1. Access the Retro Distribution Messages component, and select the Earnings Messages page, Deduction Messages page, or the Tax Messages page.

2. View the check earnings line and the earnings distribution, check deductions line and deduction distribution, or check taxes line and tax distribution information of the transaction.

3. View the message ID and message text explaining the results of the process for this transaction.

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.

Process Direct Retro Distribution Page

Use the Process Direct Retro Distribution (process direct retroactive distribution) page (RUN_HP_RETDISTSRCH) to do the following.

• 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.

Navigation:

• **Payroll for North America** > **Payroll Distribution** > **Commitment Accounting CAN** > **Process Direct Retro Dist** > **Process Direct Retro Distribution**

• **Payroll for North America** > **Payroll Distribution** > **Commitment Accounting USA** > **Process Direct Retro Dist** > **Process Direct Retro Distribution**

This example illustrates the fields and controls on the Process Direct Retro Distribution page.

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

Processing Option

Field or Control	Description
Apply to Transactions	• Select *All* to process earnings, deductions, and tax transactions. • Select *Deductions, Earnings,* or *Tax* to process only that kind of transaction. • Select *Deductions and Taxes, Earnings and Deductions,* or *Earnings and Taxes* to process two of the three kinds of transactions.

Search for Next Payroll

Field or Control	Description
Pay Period End Date	The pay period end date defaults the end date closest to, but not included in, the last CA GL Interface process run. Enter a new pay period end date, if necessary. The system only processes pay periods that have not been processed by the CA GL Interface.
Days Prior End Date	Enter the number of days prior to the posting date of the pay calendar.
Ignore Off Cycle	Select to ignore off cycle pay calendars.

Transaction Date Range

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

Field or Control	Description
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

Field or Control	Description
Detail Calendar ID	Select a detail calendar ID.

Field or Control	Description
From Year/Period and **To Year/Period**	Enter the year and period from and to which you want to process.

Search Fields

Field or Control	Description
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

Field or Control	Description
Sequence (sequence number)	Enter the sequence in which this funding amount should be used.
Amount	Enter the funding amount.

Update Value

Field or Control	Description
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.

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.

Page Used to Create Retroactive Distributions From the Department Budget Table

Page Name	Definition Name	Usage
Budget Retro Distributions Page (budget retroactive distributions)	RUN_HP_RETDISTBDGT	Redistribute effected paycheck transactions using the new department budget setup.

Making Changes to a Department Budget

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

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

1. Insert a new effective-dated row (the date as of which the retroactive changes should apply).

2. Make funding distribution changes on the Dept Budget Earnings, Dept Budget Deductions, or Dept Budget Taxes pages.

3. Save your changes.

4. Select **Yes** to the system prompt "Do you want to save changes for retro distribution?"

5. Select **Yes** to the system prompt "Do you want to go to Run Control Page?"

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

Note: If you don't opt to save the changes for retroactive distribution, the system will not initiate retroactive distribution processing for the newly added data.

Related Links
Option 4: Using the Department Budget Table Component

Budget Retro Distributions Page

Use the Budget Retro Distributions (budget retroactive distributions) page (RUN_HP_RETDISTBDGT) to redistribute effected paycheck transactions using the new department budget setup.

Navigation:

Set Up HCM > **Product Related** > **Commitment Accounting** > **Process Budgets** > **Budget Retro Distributions**

This example illustrates the fields and controls on the Budget Retro Distributions page.

Field or Control	Description
SetID, Department, and **Fiscal Year**	Enter the department budget's setID, department, and fiscal year.

Search for Next Payroll

Field or Control	Description
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

Field or Control	Description
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

Field or Control	Description
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 Distributions process does not update transactions for which the Combination Code has been overridden.

Viewing and Processing Retroactive Distributions

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

Pages Used to View and Process Retroactive Distributions

Page Name	Definition Name	Usage
Retro Distribute Earnings Page	HP_RETRO_DISTERNS	Modify the earnings transactions created by the Retro Distribution process.
Retro Distribute Deductions Page	HP_RETRO_DISTDEDS	Modify the deductions transactions created by the Retro Distribution process.
Retro Distribute Tax Page	HP_RETRO_DISTCTXS	(CAN) Modify the Canadian tax transactions created by the Retro Distribution process.
Retro Distribute Tax Page	HP_RETRO_DISTTAXS	(USA) Modify the US tax transactions created by the Retro Distribution process.
Update Actuals Distribution Page	RUN_HP_RETDIST	Use to apply retroactive distribution updates to the database.

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

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

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

1. Access the Review Retro Distribution component and select the Retro Distribute Earnings page, Retro Distribute Deductions page, or the Retro Distribute Tax page.

2. View the paychecks affected by this retroactive transaction using the **Employee ID** and **Employee Name** tabs in the **Check Earns Line** group box.

3. Compare the information on the **New Data** and **Posting Accounting Period** tabs with the information on the **Old Data** and **Old Accounting Period** tabs.

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

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

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

   The system only processes selected transactions.

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

Processing Retroactive Distribution Transactions

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

Update Actuals Distribution Page

Use the Update Actuals Distribution page (RUN_HP_RETDIST) to apply retroactive distribution updates to the database.

Navigation:

Payroll for North America > **Payroll Distribution** > **Commitment Accounting USA** > **Update Actuals Distribution**

This example illustrates the fields and controls on the Update Actuals Distribution page.

Field or Control	Description
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 *Use Suspense Account* to have the process fund the transaction from the suspense combination code. • Select *Stop on Error* to stop the process.

Related Links
GL Interface - Encumbrances Page

Running the Retroactive Distribution Report

Page Used to Run the Retro Distribution Report

Page Name	Definition Name	Usage
Retro Distribution Audit Report Page	RUNCTL_BUD020	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.

Retro Distribution Audit Report Page

Use the Retro Distribution Audit Report page (RUNCTL_BUD020) to 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.

Navigation:

- **Payroll for North America** > **Payroll Distribution** > **Commitment Accounting CAN** > **Retro Distribution Audit** > **Retro Distribution Audit Report**

- **Payroll for North America** > **Payroll Distribution** > **Commitment Accounting USA** > **Retro Distribution Audit** > **Retro Distribution Audit Report**

This example illustrates the fields and controls on the Retro Distribution Audit Report page.

Field or Control	Description
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 HCM and PeopleSoft Financials Budget Data

Overview of the Processes Used to Exchange Information

The processes described in this topic 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.

Related Links
Option 4: Using the Department Budget Table Component

Uploading HCM Department Budget Data to PeopleSoft General Ledger

Page Used to Export and Publish Budget Data

Page Name	Definition Name	Usage
Budget Export to GL Page	RUNCTL_BUD014	Publish Human Resource department budget data to PeopleSoft Commitment Control budget ledgers. Before using this page, you must have set up a department budget in the Department Budget Table USA or Department Budget Table CAN component.

Understanding Exporting and Publishing Budget Data

When you've finalized your department budget data, you'll want to send over this information to the budget ledgers in PeopleSoft Financials to ensure that the money you are budgeting for on the HCM side is taken into account on the Financials side.

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

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

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

For more information, see "Entering and Posting Commitment Control Budget Data" in *PeopleSoft Commitment Control* product documentation.

Budget Export to GL Page

Use the Budget Export to GL page (RUNCTL_BUD014) to publish Human Resource department budget data to PeopleSoft Commitment Control budget ledgers.

Before using this page, you must have set up a department budget in the Department Budget Table USA or Department Budget Table CAN component.

Navigation:

Set Up HCM > **Product Related** > **Commitment Accounting** > **Process Budgets** > **Export Budget to GL** > **Budget Export to GL**

This example illustrates the fields and controls on the Budget Export to GL page.

Field or Control	Description
Business Unit	Enter the business unit that corresponds to the department budget data you want to export. The export process exports budget data for all departments with the selected business unit using commitment accounting processing (as indicated on the Departments component). The relationships established during the TableSet Controls set up determine which departments are affiliated with a particular business unit. See "Setting Up Business Units for General Ledger Integration" (PeopleSoft Payroll for North America).

Field or Control	Description
Fiscal Year	Enter the fiscal year of the data you want to copy PeopleSoft General Ledger.
Budget End Date	Enter the budget end date of the budget you want to copy to PeopleSoft General Ledger. The **Budget End Date** and **Fiscal Year** work together to identify a particular set of budget data.
Ledger	Indicate which PeopleSoft General Ledger (GL) ledger to which you are sending the budget data.
Ledger Group	Indicate which GL ledger group the GL ledger is a part of.
Add to Existing File	Select this check box to add data to an output flat file previously created by this process. To replace the existing flat file with a new one, deselect this option.
Export Run Type	Select one of the following export run types: *Fiscal Year:* The system processes the entire budget for the specified fiscal year for all departments within the selected business unit. *Incremental:* The system processes the department budget data for all departments where data changes made online may have altered the department budget content. In most cases, these changes are to department and position data.

Batch Publishing PeopleSoft HCM Budget Data to PeopleSoft Financials

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

Enter *BUD014* in the Process Name field.

Uploading HCM Budgets Data to PeopleSoft Budgets

Using the Data Export to Budgets process (BUD010.SQR), you can create baseline budget data (from job and position information) that can then be uploaded to PeopleSoft Budgets at the end of the fiscal year. The Data Export to Budgets process exports data from the Job Code component (JOBCODE), Job Data component (JOB_DATA), Position Data component (POSITION_DATA), Define Salary Grades (SALARY_GRADE_TBL), and Dept Budget Earnings page (DEPT_BUDGET_ERN).

The Data Export to Budgets process creates a row of funding information for every person's job data record (or appointment). Depending on the level of Position Management you have selected for your installation, the process may also create a row of funding information for *every unfilled* position. The general ledger accounts that fund these appointments and positions are selected based on a pre-defined

hierarchy and are written to a table on your database, which is in turn used to populate four database views. These views contain the data that is required by PeopleSoft Budgets.

Pages Used to Export Budgets Data to PeopleSoft Budgets

Page Name	Definition Name	Usage
Budgets Export Page	RUNCTL_BUD010	Run the Data Export to Budgets process (BUD010.SQR), which creates baseline budget data that can be uploaded to PeopleSoft Budgets at the end of the fiscal year.
ChartField Detail Page	HMCF_HRZNTL_CFLD	Use to select individual ChartField values or search for an existing combination code.

Related Links

Dept Budget Earnings Page

"Classifying Jobs" (Application Fundamentals)

"Creating Positions" (PeopleSoft Human Resources Manage Positions)

"(Classic) Adding Organizational Instances" (PeopleSoft Human Resources Administer Workforce)

"Salary Grade Table Page" (PeopleSoft Human Resources Manage Base Compensation and Budgeting)

Budgets Export Page

Use the Budgets Export page (RUNCTL_BUD010) to run the Data Export to Budgets process (BUD010.

SQR), which creates baseline budget data that can be uploaded to PeopleSoft Budgets at the end of the fiscal year.

Navigation:

Set Up HCM > **Product Related** > **Commitment Accounting** > **Process Budgets** > **Export Data to Budgets**

This example illustrates the fields and controls on the Budgets Export page.

Field or Control	Description
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 "Editing ChartField Combinations in HCM Transactions" (Application Fundamentals).