CAPPS HR/PAYROLL

End-User Training (EUT)

Commitment Accounting

Course Number: 170

Course Name: Agency Commitment Accounting

This course does NOT contain audio.

Centralized Accounting and Payroll/Personnel System

This course is recommended for Agency Commitment Accounting / Position Management Super User

Welcome

Centralized Accounting and Payroll/Personnel System

Hello,

Welcome back to the CAPPS HR/Payroll training.

Before taking this class you should have already completed the CAPPS Fundamentals and Position Management courses.

Introductions

Before proceeding with the course, let's take some time to get to know each other.

Tell us:

- Your name
- Your Agency and Department
- Your expectations from this session
- An interesting fact about yourself

Greetings

Lets go over some housekeeping rules, along with a few pointers and tips that will help you complete this course.

Housekeeping Rules

- Training Materials
- Restrooms
- Emergency Exits
- Please Silence Cell Phones
- Ask Questions

Course Overview

Centralized Accounting and Payroll/Personnel System

Pointers and tips to remember while taking this course:

This course will take approximately 3 hours. This course may be completed in sections, or all in one session.

Make sure you view all the information using the **Next** and **Prev** navigation buttons.

Close all other applications, including email while taking the course.

After successfully completing the course, there will be instructions on how to complete a knowledge check.

Course Outline

Centralized Accounting and Payroll/Personnel System

Understand how to use CAPPS Commitment Accounting to perform the following tasks:

- **Section 1** – Understand Valid Account Combinations
- **Section 2** – Manage Budgets for Departments and Positions
- **Section 3** – Update / View TX Fringe Redistribution
- **Section 4** – Reports & Queries
- **Section 5** – Review

Course Objectives

Centralized Accounting and Payroll/Personnel System

After completing this course you will be able to:

- Describe the CAPPS Commitment Accounting Process
- Understand how to manage and update ChartFields
- Learn how to update Department Budget Tables
- View Payroll Funding Reports

Section 1

Understand Valid Account Combinations

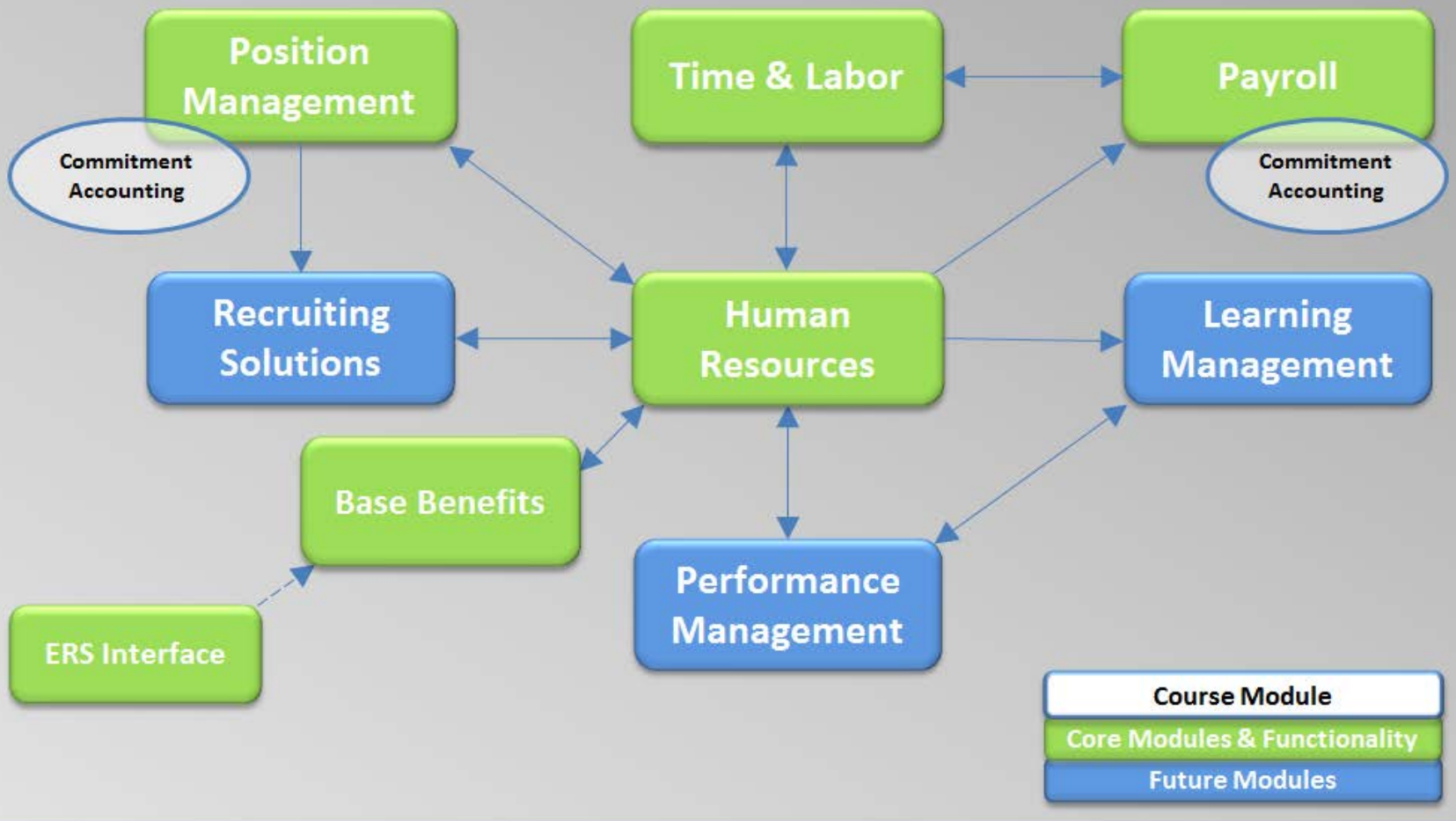
capps

Centralized Accounting and Payroll/Personnel System

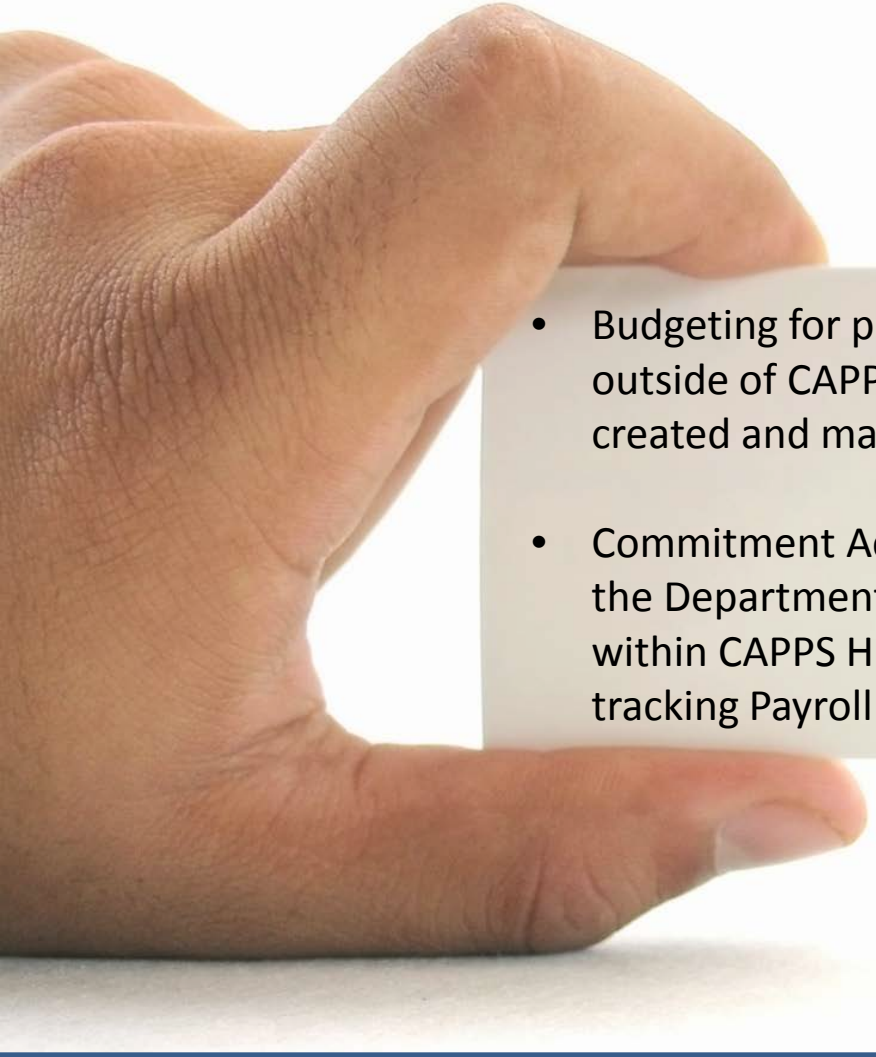
Section 1 - Objectives

- Understand the relationship between CAPPS modules
- Understand the integration with Budgets
- Understand key terms and definitions
- Understand the CAPPS Commitment Accounting process
- Understand the data relationship and dependencies between Payroll, Position Management and Commitment Accounting
- Learn how to add, update and maintain valid Combination Codes

CAPPS HR/Payroll Modules Integration



Section 1 - Integration with Budgets



- Budgeting for positions will be handled outside of CAPPS HR/Payroll and will be created and maintained by Finance.
- Commitment Accounting will be set up at the Department and/or Position Level within CAPPS HR/Payroll for purposes of tracking Payroll Actual Distributions.

Section 1 - Key Definitions

Centralized Accounting and Payroll/Personnel System

Company Code – The Company Code in CAPPS is the Agency number.

Business Unit – The Business Unit is a business level between company and departments that identify divisions for reporting and operations. Business Unit values may include the agency number suffixed with two additional characters. (ex. 30400)

SetID – A core value for each agency; it identifies the data-set for that particular agency. A SetID always begins with the letters "TX" followed by the Agency Number (e.g., TX304).

Department – Identifies an operational entity within an agency. Multiple Departments can be organized by Business Unit, which is essential for system security as well as position and job information.

ChartFields – Fields that store the charts of accounts and provides basic structure to segregate and categorize transactional and budget data. The ChartField details include Department, Fund Code and Class Field (PCA).

Combo Code – Representation of a ChartField string.

Class Field – The Class Field in CAPPS is interchangeable with the Program Cost Account (PCA) code.

Section 1 - Key Definitions continued

Payroll Calculation – Pay calculation processes information that is set up in CAPPS HR/Payroll setup tables and employee setup tables. During the pay calculation, the system determines earnings, deductions, taxes, and net pay for all employees with pay earnings.

Payroll Confirmation – Pay confirmation is the final step in running payroll. There are many audits and error reports that need to be run and checked for accuracy prior to confirmation. After a payroll has been confirmed warrants, advices, and any other payroll reports can be generate. General ledger and Payroll detail interfaces will be generated.

Position – CAPPS Human Resources system is structure by position. The position is used to track details on a particular job in a particular department or location that usually has a one-to-one relationship with employees.

Position Number – A unique auto-assigned number given to a position.

Position Data – Position data is any information related to a specific position such as Job Code, Department ID, Salary Plan or Title.

Section 1 – Commitment Accounting Data Flow

Step 1 – Completed by Commitment Control
Set Up Commitment Accounting Control Tables

- Valid Combo*
- TX PCA Map

Step 2 – Completed by Position Control
Set Up Related Data for Positions
(Position Number)

Step 3 - Completed by Commitment Control
Execute Budget Load at beginning of FY*
Department Budget Table
(department/position level)

Step 4 - Completed by Payroll
Payroll Processes

Step 5 - Completed by Commitment Control
TX Pre-Distribution Audit Report (PDAR)
CA & Payroll reviews this report together to resolve issues. Issues must be resolved before the final step in Payroll (Confirmation).

Step 6 - Completed by Payroll
Actuals Distribution

Step 7 - Completed by Payroll
Create funding reports and distribute to Commitment Control

Step 8 - Verify funding in USAS

Step 9 - Completed by Payroll
Send payroll documents to SPRS / USAS

Step 10 - Completed by Payroll
Verify received documents in CAPPS as USAS complete

Step 11 - Completed by Payroll
Automatically generated
Actuals GL Distribution / Payroll Payment Details

Step 12 - Completed by Financials
Agency Financials

* Valid Combo Codes are established during the Budget Load process.

1 Understanding Valid Account Combinations

45 min

A valid combination code must exist before adding or updating the Department Budget Table.

Exercise:

The following exercise provides step-by-step instructions on how to perform the following task in CAPPS:

Valid Combination Code

Scenario: *Create a Valid Combination Code*

View exercise scenario (opens a new web browser).

After completing the exercise, close the browser tab and return to the course.

Section 2

Manage Budgets for Departments and Positions

capps

Centralized Accounting and Payroll/Personnel System

Section 2 - Objectives

Learn how to create and maintain a department budget using the Department Budget Table to define the combination codes for:

- Earnings
- Deductions
- Taxes

1 Update Department Budget Table USA 60 min

Exercise:

The following exercise provides step-by-step instructions on how to perform the following task in CAPPS:

Update Department Budget Table USA

Scenario: *Update the Department Budget Table with the appropriate earnings, deductions and tax values.*

View exercise scenario (opens a new web browser).

After completing the exercise, close the browser tab and return to the course.

Section 3

Update / View TX Fringe Redistribution

capps

Centralized Accounting and Payroll/Personnel System

Section 3 - Objectives

- View the TX Fringe Redistribution for specific departments and Program Cost Accounts (PCA).
- Understand how to make updates to the PCA map setup page.

1 TX Account / Department Mapping

30 min

These pages are used to for mapping specific departments for deduction.

Exercises:

The following exercise provides step-by-step instructions on how to perform the following task in CAPPS:

TX Account / Department Mapping

Scenario 1: *TX Account/Department for Deductions*

Scenario 2: *TX Account/Department for Taxes*

View exercise scenarios (opens a new web browser).

After completing the exercises, close the window to return to the course.

2 TX PCA Mapping

30 min

Program Cost Account mapping for Taxes and Deductions

Exercises:

The following exercise provides step-by-step instructions on how to perform the following task in CAPPS:

TX PCA Mapping

Scenario 1: *TX PCA Mapping for Deductions*
Scenario 2: *TX PCA Mapping for Taxes*
Scenario 3: *TX PCA Setup*

View exercise scenarios (opens a new web browser).

After completing the exercises, close the window to return to the course.

Section 4

Reports & Queries

capps

Centralized Accounting and Payroll/Personnel System

1 Funding Reports from Payroll 20 min

Exercise:

The following exercise provides step-by-step instructions on how to perform the following task in CAPPS:

Reports and Queries

Scenario 1: *Funding Reports from Payroll*

View exercise scenario (opens a new web browser).

After completing the exercise, close the browser tab and return to the course.

Section 5

Review

capps

Centralized Accounting and Payroll/Personnel System

Important Takeaways

- Commitment Accounting can budget at the department level, however, once a position has been created, it can also be budgeted at the position level.
- Once actuals have run, any updates to the department budget table will require inserting a new effective dated row.
- When a new department is added in HR after the beginning of the fiscal year, the Commitment Accounting data must be manually established for the new department.

Important Takeaways continued

- Budgeting for positions will be handled outside of CAPPS HR/Payroll and will be created and maintained by Finance.

- When budgeting by Position, the Department Budget Table effective date must be equal to after the effective date of the Position Data record.

I hope you enjoyed your training!

This course is almost complete.

It's now time to review what you've learned in this course.

Knowledge Check

Next you will be presented with a series of questions covering important things to remember from this course.

View Knowledge Check
(opens a new web browser).

After completing the knowledge check, close the browser tab and return to the course.

Summary

Congratulations, you have completed this course. You learned the following regarding CAPPS Commitment Accounting:

- Describe the CAPPS Commitment Accounting Process
- Understand how to manage and update Chartfields
- Learn how to update Department Budget Tables
- View Payroll Funding Reports

You are now ready to move on to your next course. See you there!

Questions

Conclusion

This completes Commitment Accounting 170.

Hope you enjoyed this course, see you next time!