

A banner with a blue and white abstract background featuring glowing circles and lines. The text is centered in a bold, dark blue font.

**CAPPS HR/PAYROLL
End-User Training (EUT)**

**EUT Course - 170
Commitment Accounting**

PeopleSoft 9.2
July 2016



Table of Contents

Commitment Accounting	1
Section 1 - Understanding Valid Account Combinations	1
Valid Combination Code	1
Section 2 - Manage Budgets for Departments and Positions	5
Update Department Budget Table USA.....	5
Section 3 - Update / View TX Fringe Redistribution	32
TX Account/Department for Deductions	32
TX Account/Department for Taxes.....	35
TX PCA Map for Deductions	37
TX PCA Mapping for Taxes	38
TX PCA Setup	40
Section 4 - Reports & Queries.....	43
Funding Reports from Payroll.....	43

Commitment Accounting

Section 1 - Understanding Valid Account Combinations

Valid Combination Code

Section 1, Lesson 1 Exercise - Scenario: Add a new valid combination code.

Key Points:

Combination Code Entry

- Valid Combination Codes will be loaded by CPA at agency implementation.
- Valid Combination Codes will be loaded at the beginning of each fiscal year.
- Maintenance of the Combination Codes will be performed by the agency.
- When adding a new combination code for earnings an associated Combo Code for Fringes will need to be established.

Combination Code Format

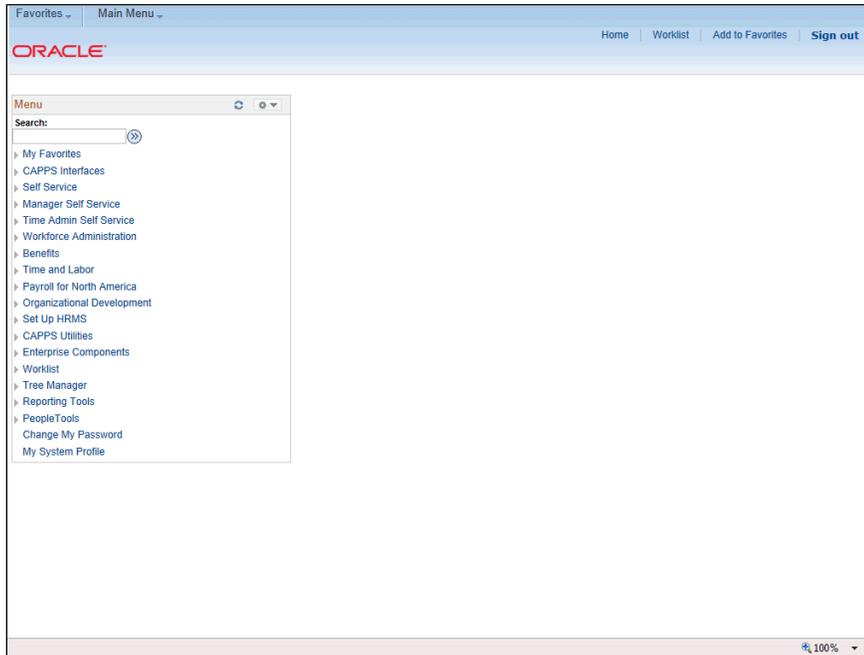
- The first three characters of the Valid Combo Code is the agency number.
- The code can be up to 25 characters in the length.

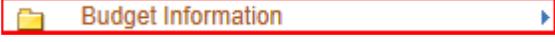
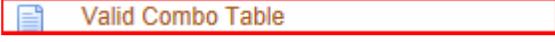
Procedure

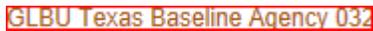
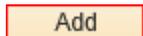
In this lesson, we will learn how to create and update a Valid Combo Code.

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Step	Action
1.	Begin by navigating to the Valid Combo Table page. Click the Main Menu button. 
2.	Click the Set Up HRMS menu. 
3.	Click the Product Related menu. 
4.	Click the Commitment Accounting menu. 
5.	Click the Budget Information menu. 
6.	Click the Valid Combo Table menu. 
7.	Since we are adding a new Combination Code, click the Add a New Value tab. 

Step	Action
8.	Click the Look up Set ID (Alt+5) button. 
9.	For this example, we will use the 03200 SetID. Click the GLBU Texas Baseline Agency 032 link. 
10.	The GL Combination Code is an identifier, or label, for the combination of detailed ChartField values that will be created on the next screen. The GL Combination Code should begin with the three digit Agency number, and should follow a standard naming convention. Each agency can determine what naming convention suits their needs. The valid Combination Code may be up to 25 digits in length. Click in the GL Combination Code field. GL Combination Code: <input type="text"/>
11.	For this example, enter " 0320200000101009004 " into the GL Combination Code field. GL Combination Code: <input type="text"/>
12.	Click the Add button. 
13.	Valid Combination Codes will be uploaded by CPA at implementation, and at the beginning of a new fiscal year. Maintenance of Combination Codes during the year will be performed by the Agency. For this example, the Agency is entering a new Combination Code effective May 1, 2015. Click the Choose a date (Alt+5) button. 
14.	Click the Month list. 
15.	Click the May list item. 
16.	Click the 1 link. 

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Step	Action
17.	<p>This Combination Code is for Operations Admin.</p> <p>Click in the Description field.</p> <p>*Description: <input data-bbox="581 468 1024 506" type="text"/></p>
18.	<p>Enter "032 Operations Admin" into the Description field.</p> <p>*Description: <input data-bbox="581 573 1024 611" type="text"/></p>
19.	<p>Press [Tab].</p>
20.	<p>Short Desc is not a required field. If you leave it blank, a default value will be entered when you save.</p> <p>Press [Tab].</p>
21.	<p>In the Chartfield Details section, the required fields are Department, Fund Code, and Class Field.</p> <p>Other fields can be used at the Agency's discretion. Contact your Finance department or CPA before using these additional fields.</p> <p>The valid Combination Code may not exceed 25 digits in length.</p>
22.	<p>If this Combination Code will be used to interface with Financials, be sure that the values entered here are valid in Financials.</p> <p>Notice that these fields do not have lookup tables. The system will not validate values entered on this page.</p> <p>If the values used here are not valid in Financials, the interface may produce errors.</p>
23.	<p>Click in the Department field.</p> <p>Department <input data-bbox="573 1371 737 1409" type="text"/></p>
24.	<p>Enter "2000" into the Department field.</p> <p>Department <input data-bbox="573 1472 737 1509" type="text"/></p>
25.	<p>The Alternate Account field is used as a unique identifier field when the ChartField details are the same for multiple GL Combination Codes.</p>
26.	<p>Currently, the Department of Information Resources is the only Agency using the Product field.</p>
27.	<p>Click in the Fund Code field.</p> <p>Fund Code <input data-bbox="573 1728 669 1766" type="text"/></p>
28.	<p>Enter "0010" into the Fund Code field.</p> <p>Fund Code <input data-bbox="573 1833 669 1871" type="text"/></p>

Step	Action
29.	Click in the Class Field field. Class Field <input type="text"/>
30.	Enter the Class or PCA (Program Cost Account) code into the Class Field field. For this example, enter "09004". Class Field <input type="text"/>
31.	Click the Save button. <input type="button" value="Save"/>
32.	If the combination you just entered is already set up in the system, you will see this error message. Click the OK button. <input type="button" value="OK"/>
33.	Congratulations! You have successfully completed this lesson. End of Procedure.

Section 2 - Manage Budgets for Departments and Positions

Update Department Budget Table USA

Section 2, Lesson 1 Exercise - Scenario: Add a new Department Budget Table entry for earnings, deductions and taxes.

Key Points:

Initial Load and Maintenance:

- The Department Budget Table will be loaded by CPA at an agency implementation.
- The Department Budget Table Valid Combination Codes will be loaded at the beginning of each fiscal year. This information will be derived from the Agency Budget spreadsheet submitted to CPA.
- Maintenance of the Combination Codes will be performed by the agency.

Administration Notes:

- An agency may budget at the Department level and/or the Position level.

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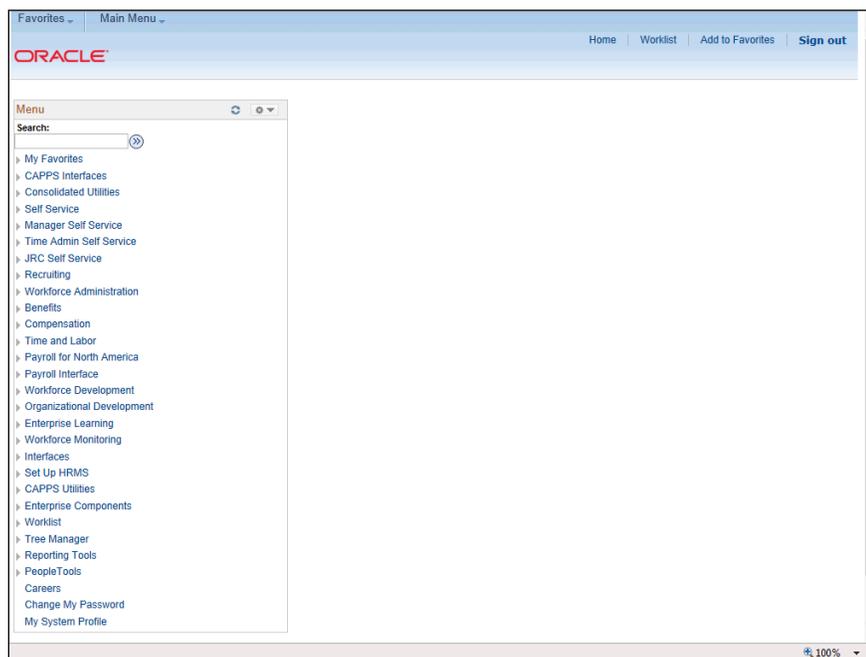


- For each active department, there must be a department level budget within the agency.
- When funding is changed and the Department Budget Table requires a new effective dated row, the new effectived dated row must be dated as the first of the month.
- When adding a new department and/or position, the effective dates must be equal to or greater than the date of the new Department Budget Table row for the new funding information to be effective.

Procedure

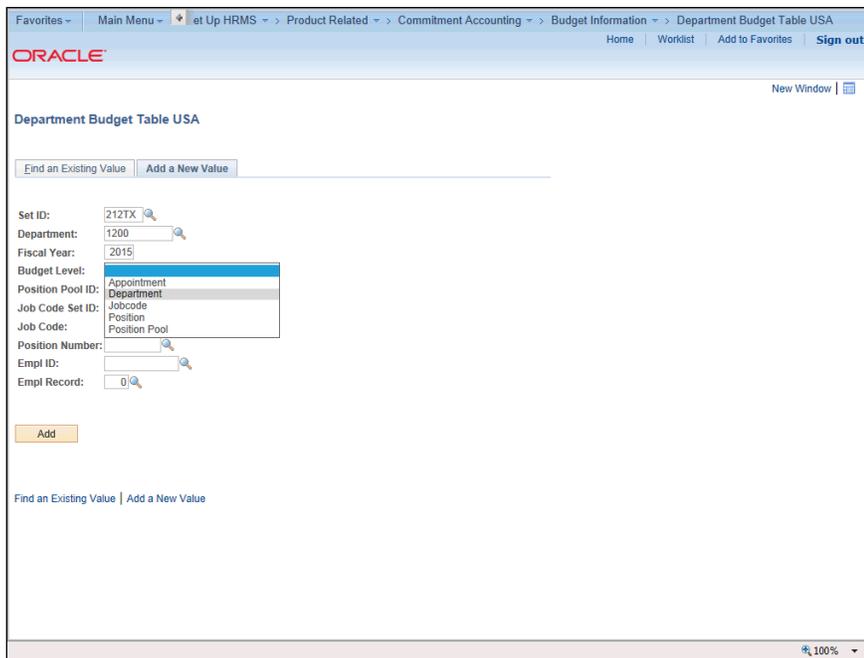
In this lesson, you will learn how to update the Department Budget Table USA.

Step	Action
1.	<p>Note: This CAPPS homepage is for training purposes only. Not all menu items shown will be seen in an Agency environment.</p> <p>Menu items seen on the CAPPS homepage will vary based on the users security role.</p>

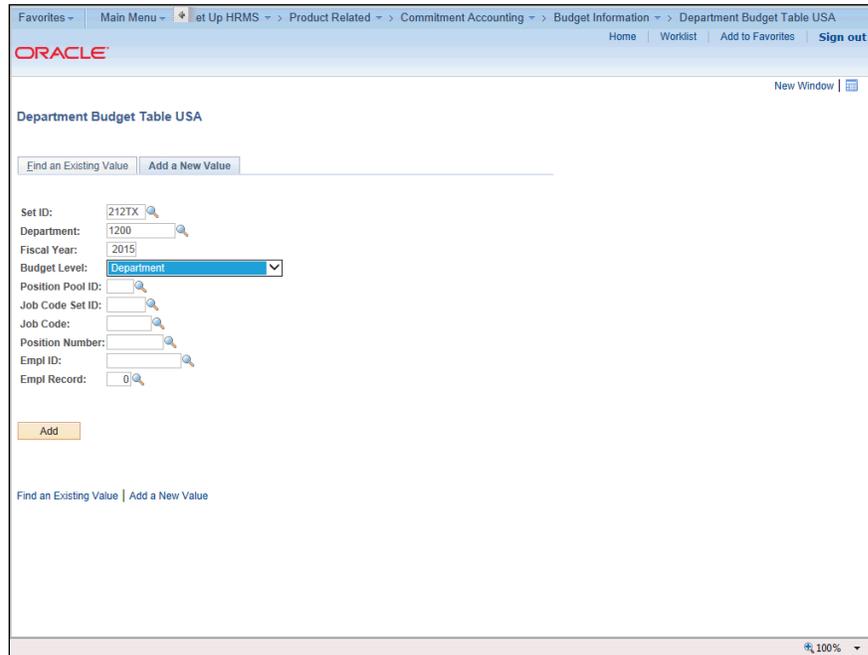


Step	Action
2.	Click the Main Menu button. 
3.	Click the Set Up HRMS menu. 
4.	Click the Product Related menu. 
5.	Click the Commitment Accounting menu. 
6.	Click the Budget Information menu. 
7.	Click the Department Budget Table USA menu. 
8.	The Department Budget Table USA enables you to search for existing values or add new values. In this exercise, we will add a new value to the Department Budget Table.
9.	Click the Add a New Value tab. 
10.	Click in the Set ID field. Set ID: <input data-bbox="643 1262 735 1297" type="text"/>
11.	Enter the desired information into the Set ID field. Enter " 212TX ". Set ID: <input data-bbox="643 1430 735 1465" type="text"/>
12.	Click the Look up Department (Alt+5) button. 
13.	Click the 1200 link. 
14.	Click in the Fiscal Year field. Fiscal Year: <input data-bbox="643 1724 712 1759" type="text"/>

Step	Action
15.	Enter the desired information into the Fiscal Year field. Enter "2015". Fiscal Year: <input type="text"/>
16.	Click the Budget Level list. Budget Level: <input type="text" value="Budget Level"/> ▼



Step	Action
17.	Click the Department list item. Department



Step	Action
18.	Click the Add button. 
19.	After pressing the Add button the various pages required to complete a Department Budget Table are displayed. The Dept Budget Date page is used to define the fiscal year budget's begin and end-dates as well as suspense combination code and *Offset Group information.
20.	The Budget Date will always be the full Fiscal Year. Enter the desired information into the Budget Begin Date field. Enter "09/01/2014". *Budget Begin Date 
21.	Click in the Budget End Date field. *Budget End Date 
22.	Enter the desired information into the Budget End Date field. Enter "08/31/2015". *Budget End Date 

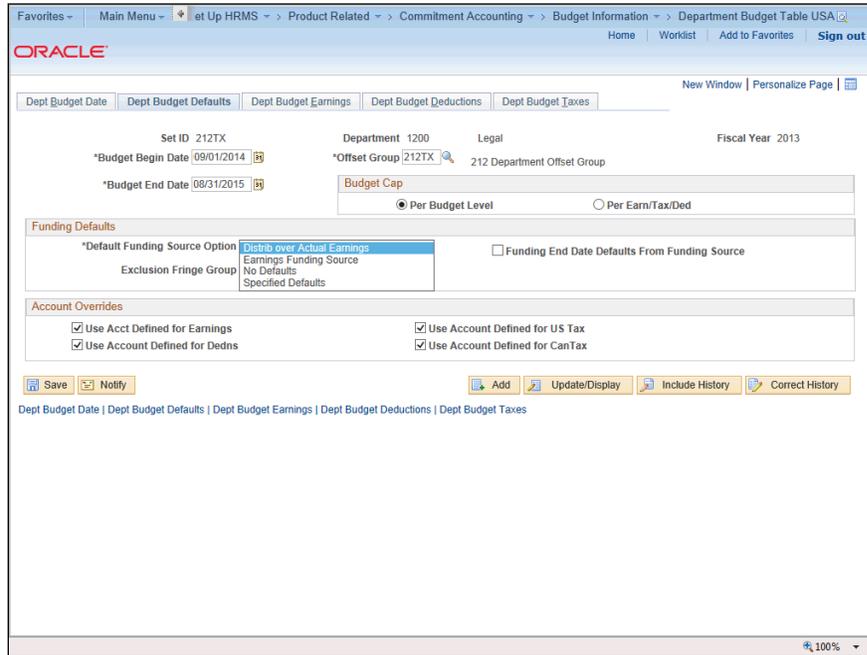
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Step	Action
23.	Click the Look up Offset Group (Alt+5) button. 
24.	Click the 212TX link. 
25.	The *Effective Date defaults to the current date, however, it should be changed to match the Budget Begin Date.
26.	Click in the Effective Date field. *Effective Date 
27.	Enter the desired information into the Effective Date field. Enter " 09/01/2014 ". *Effective Date 
28.	Click the ChartField Details link. 
29.	This link will display ChartField details by Combination Code. Click the ChartField Details link. 
30.	Click the Look up Combination Code (Alt+5) button. 
31.	Click the 212SUSPENSE link. 
32.	The Suspense Combination Codes is setup by CPA. The code will always begin with the three-digit agency number.
33.	Click the Ok button. 
34.	Click the Dept Budget Defaults tab. 
35.	The Dept Budget Defaults displays budget defaults, such as funding source option, default deduction and tax funding sources. This information is setup at the beginning of the Fiscal Year during the Budget Load process.

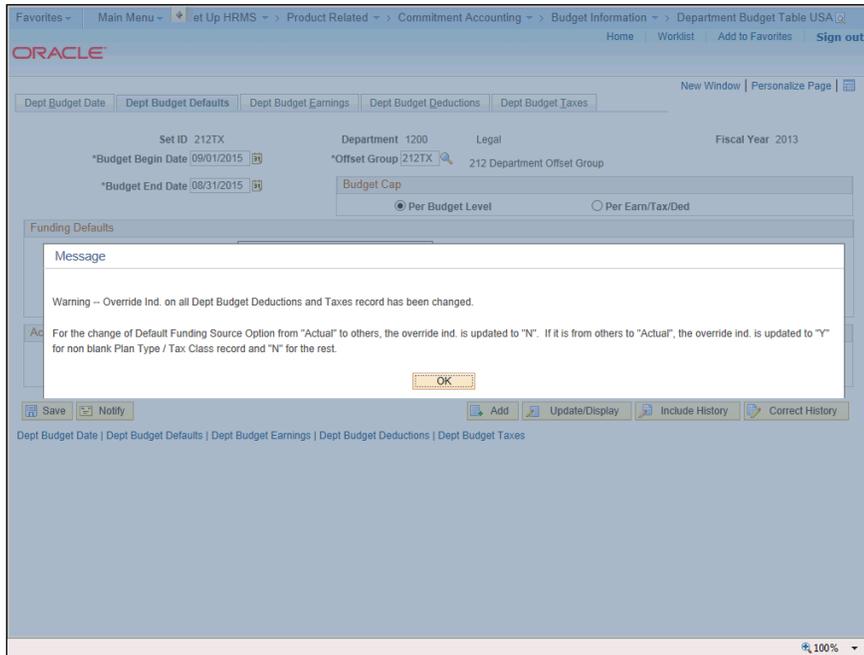
Step	Action
36.	Click the Default Funding Source Option list. *Default Funding Source Option Distrib over Actual Earnings ▼



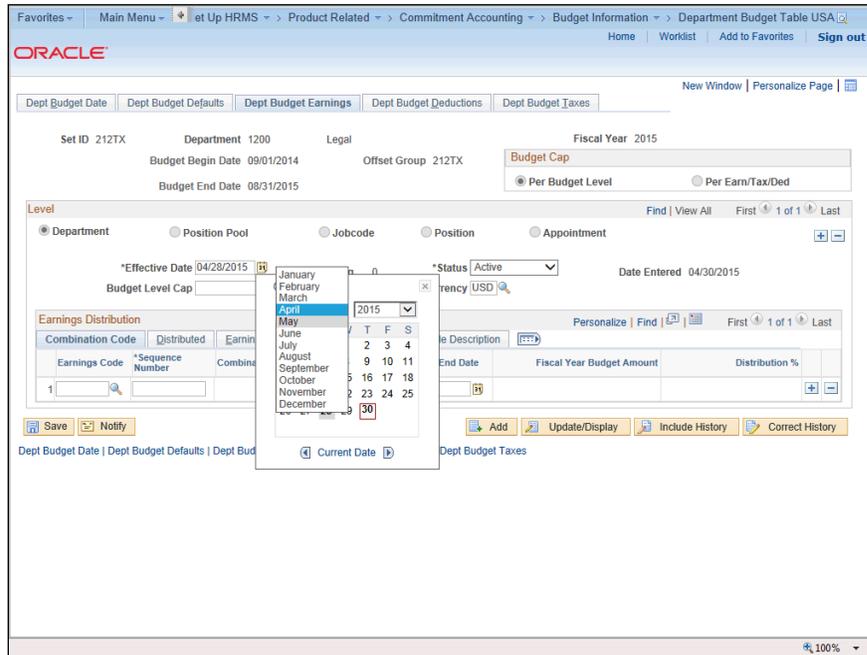
Step	Action
37.	Click the Specified Defaults list item. Specified Defaults
38.	When the Default Funding Source Option is changed to Specified Defaults, the system will display a <i>warning message</i> . This indicates that the Taxes and Deductions override indicator has been changed and has enabled additional default fields. This information will be updated as needed on the upcoming pages, so no further action is required on this page. Proceed to the next step.

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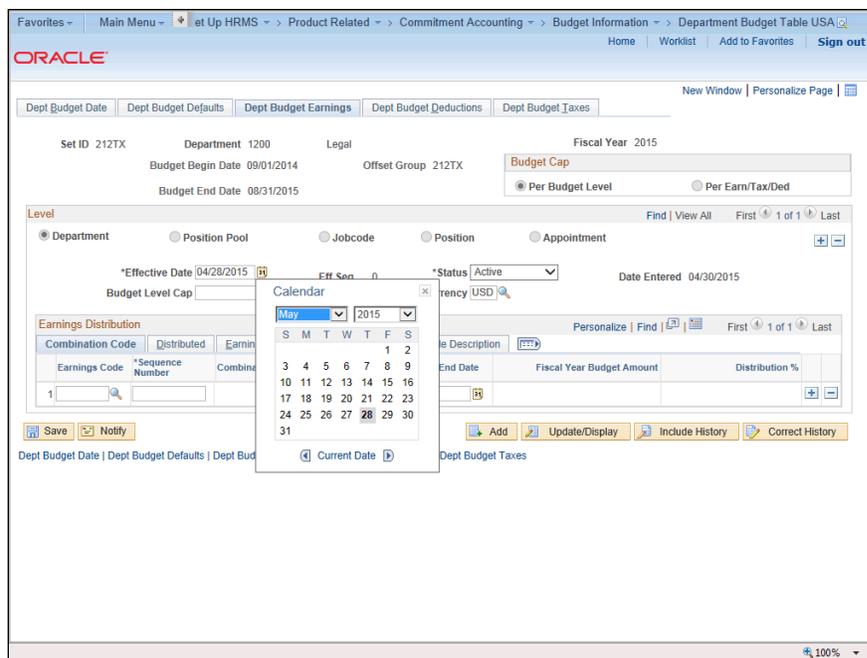
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Step	Action
39.	Click the OK button. 
40.	Click the Dept Budget Earnings tab. 
41.	The Dept Budget Earnings page is used to establish department budgets for employee earnings in each department of the agency.
42.	The *Effective Date will default to the current date, however, the date entered should be the 1st of the month in which this Earnings budget takes effect. Note: This *Effective Date will be applied to all budget expenditures for this department (Earnings, Deductions and Taxes).
43.	Click the Choose a date (Alt+5) button. 
44.	Click the list. 



Step	Action
45.	Click the May list item. May



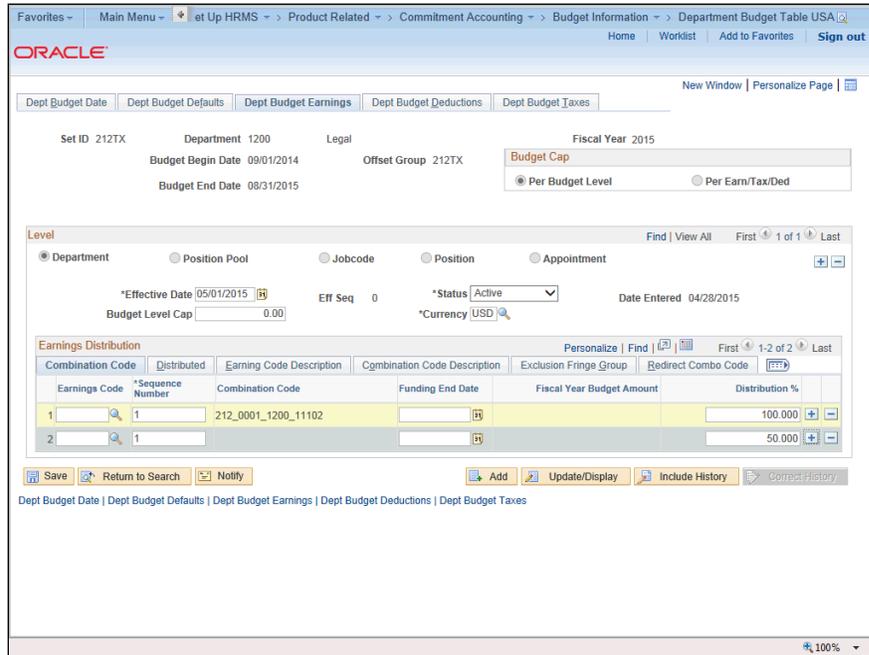
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Step	Action
46.	Click the 1 link. 
47.	The key area for the following pages is the Earnings Distribution sections. These sections enables you to enter the expenditure details, as needed. If there is a single funding source whether it is for Earnings, Deductions or Taxes, there are a few required fields that must be populated. In this example, we will complete those fields.
48.	Click in the Sequence Number field. 
49.	Enter the desired information into the Sequence Number field. Enter " 1 ".
50.	Press [Tab] .
51.	Click in the Distribution % field. 
52.	Enter the desired information into the Distribution % field. Enter " 100 ".
53.	Press [Tab] .
54.	Click the Combination Code Description tab. 
55.	Click the ChartField Details link. 
56.	Click the Look up Combination Code (Alt+5) button. 
57.	Click the 212_0001_1200_11102 link. 
58.	Click the Ok button. 
59.	If the Earnings Distribution has more than one funding source, a new row may be added to account for the additional sources. This will be accomplished by adding a row to the Earnings Distribution section. Note: The Distribution % must total 100%.

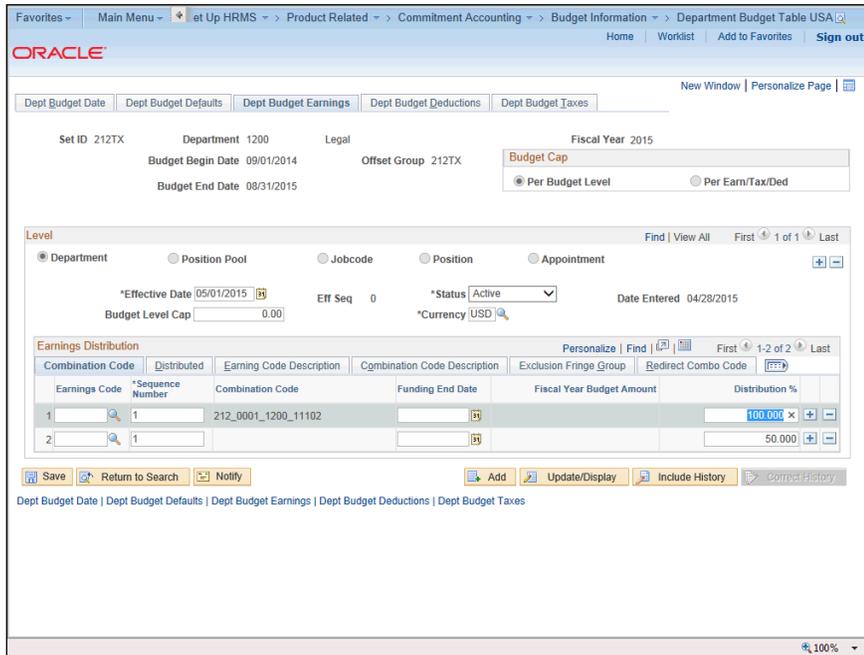
Step	Action
60.	Click the Add a new row at row 1 (Alt+7) button. 
61.	Click in the Sequence Number field. <input type="text"/>
62.	Enter the desired information into the Sequence Number field. Enter " 1 ".
63.	Press [Tab] .
64.	Click in the Distribution % field. <input type="text"/>
65.	Enter the desired information into the Distribution % field. Enter " 50 ".
66.	Press [Tab] .



The screenshot shows the Oracle HRMS interface for Budget Information. The breadcrumb trail is: Favorites > Main Menu > et Up HRMS > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA. The screen displays various fields for budget configuration, including Set ID (212TX), Department (1200), Fiscal Year (2015), Budget Begin Date (09/01/2014), and Budget End Date (08/31/2015). There are tabs for Dept Budget Defaults, Dept Budget Earnings, and Dept Budget Taxes. The 'Level' section has radio buttons for Department, Position Pool, Jobcode, Position, and Appointment. The 'Earnings Distribution' table is visible below.

Earnings Code	*Sequence Number	Combination Code	Funding End Date	Fiscal Year Budget Amount	Distribution %
1	1	212_0001_1200_11102		100,000	
2	1			50,000	

Step	Action
67.	Click in the Distribution% field.

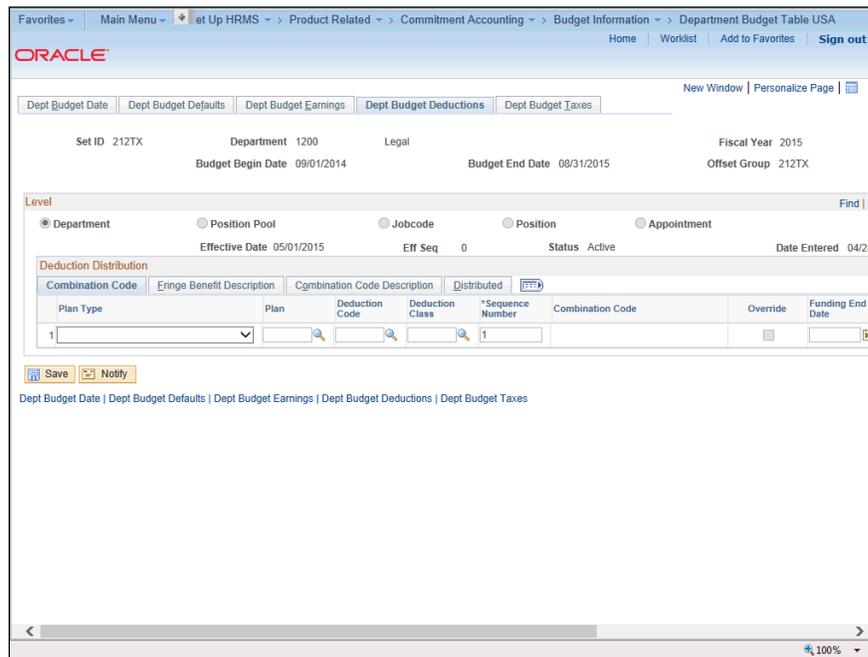


The screenshot shows the Oracle HR/Payroll system interface. The 'Earnings Distribution' table is visible with the following data:

Earnings Code	*Sequence Number	Combination Code	Funding End Date	Fiscal Year Budget Amount	Distribution %
1	1	212_0001_1200_11102			100.00
2	1				50.000

Step	Action
68.	Enter the desired information into the Distribution % field. Enter " 50 ".
69.	Press [Tab] .
70.	Click the Combination Code Description object. 
71.	Click the ChartField Details link. 
72.	Click the Look up Combination Code (Alt+5) button. 
73.	Click the 212_0001_2800_18101 link. 
74.	Click the Ok button. 
75.	Click the Combination Code object. 
76.	Notice that the Distribution % is equal to 100% as a total for both entries.

Step	Action
77.	Click the Dept Budget Deductions tab. 
78.	The Dept Budget Deductions page enables updates to the budget information for employer-paid deductions in each department of the agency.
79.	Click in the Sequence Number field. 
80.	Enter the desired information into the Sequence Number field. Enter "1".
81.	Press [Tab] .



Step	Action
82.	Click the scroll bar.

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New Window | Personalize Page |

Dept Deductions | Dept Budget Taxes

Fiscal Year 2015
 Budget End Date 09/31/2015 Offset Group 212TX

Find | View All First 1 of 1 Last

Position Appointment

Eff Seq 0 Status Active Date Entered 04/28/2015

Personalize | Find | | First 1 of 1 Last

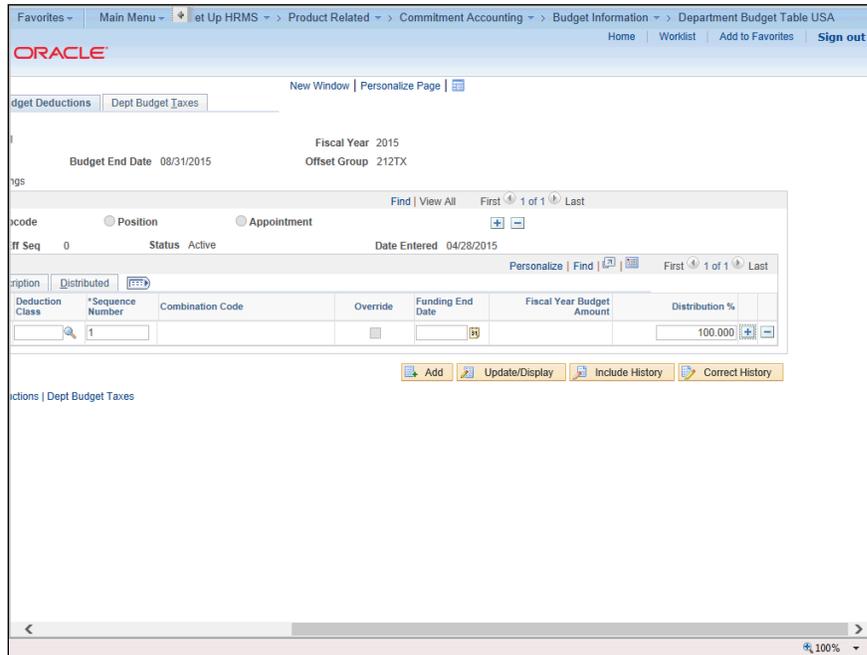
Deduction Class	*Sequence Number	Combination Code	Override	Funding End Date	Fiscal Year Budget Amount	Allow Overspend	Distribution %
	1		<input type="checkbox"/>			<input type="checkbox"/>	

[Add](#) | [Update/Display](#) | [Include History](#) | [Correct History](#)

[Actions](#) | Dept Budget Taxes

100%

Step	Action
83.	Click in the Distribution % field. <input type="text"/>
84.	Enter the desired information into the Distribution % field. Enter " 100 ".
85.	Press [Tab] .



Dept Budget Taxes

Fiscal Year 2015
Budget End Date 08/31/2015
Offset Group 212TX

Find | View All | First 1 of 1 | Last

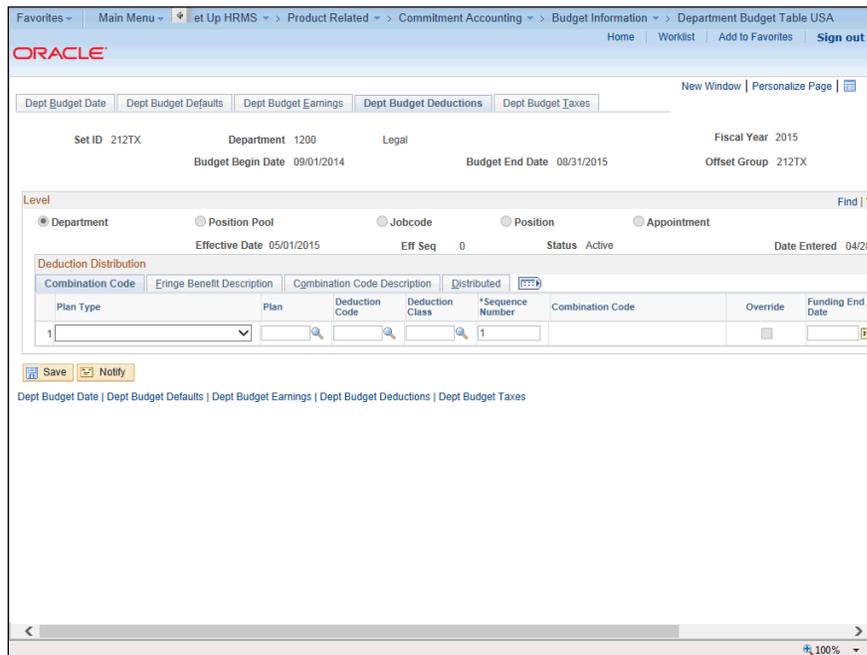
Position Appointment

Eff Seq 0 Status Active Date Entered 04/28/2015

Deduction Class	*Sequence Number	Combination Code	Override	Funding End Date	Fiscal Year Budget Amount	Distribution %
	1		<input type="checkbox"/>			100.000

Buttons: Add, Update/Display, Include History, Correct History

Step	Action
86.	Click the scroll bar.



Dept Budget Defaults

Set ID 212TX Department 1200 Legal Fiscal Year 2015
Budget Begin Date 09/01/2014 Budget End Date 08/31/2015 Offset Group 212TX

Level: Department Position Pool Jobcode Position Appointment

Effective Date 05/01/2015 Eff Seq 0 Status Active Date Entered 04/28/2015

Plan Type	Plan	Deduction Code	Deduction Class	*Sequence Number	Combination Code	Override	Funding End Date
				1		<input type="checkbox"/>	

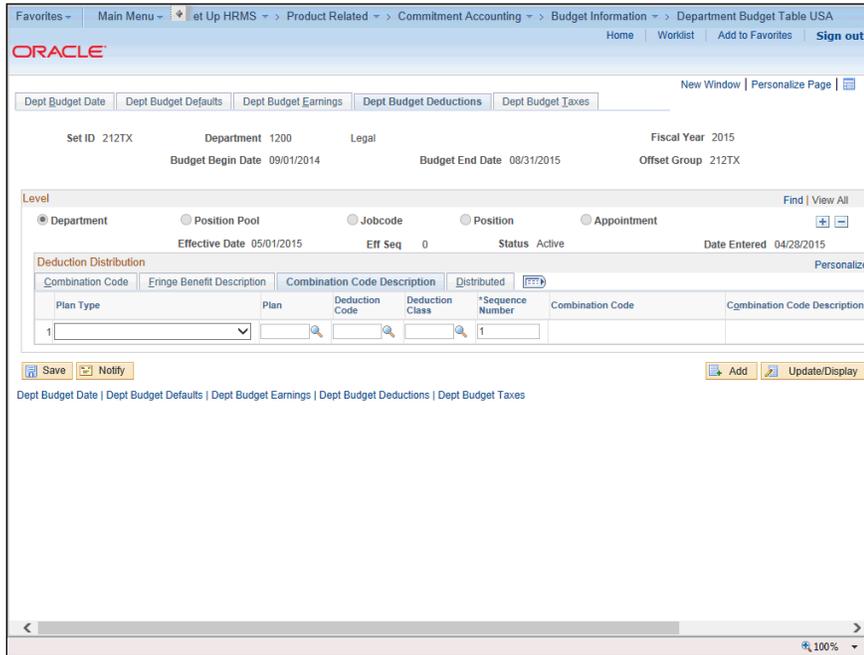
Buttons: Save, Notify

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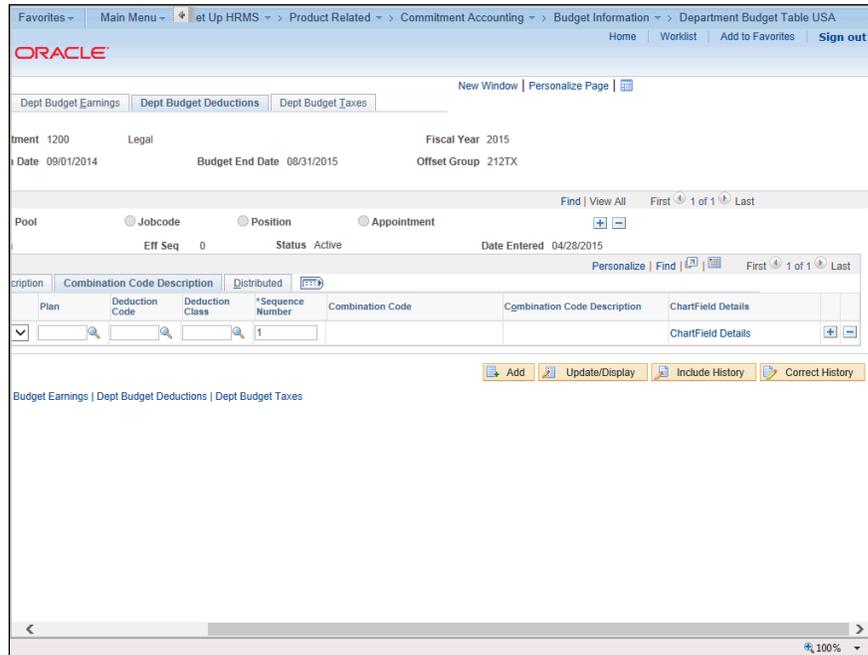
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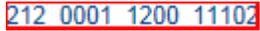
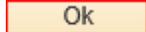


Step	Action
87.	Click the Combination Code Description object. 



Step	Action
88.	Click the scroll bar.



Step	Action
89.	Click the ChartField Details link. 
90.	Click the Look up Combination Code (Alt+5) button. 
91.	Click the 212_0001_1200_11102 link. 
92.	Click the Ok button. 
93.	Click the Dept Budget Taxes tab. 
94.	The Dept Budget Taxes page enables updates to the budget for employer-paid taxes in each department of the agency.
95.	Click in the Sequence Number field. 
96.	Enter the desired information into the Sequence Number field. Enter "1".
97.	Press [Tab].

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[Dept Budget Date](#) | [Dept Budget Defaults](#) | [Dept Budget Earnings](#) | [Dept Budget Deductions](#) | [Dept Budget Taxes](#)

Set ID 212TX Department 1200 Legal Fiscal Year 2015
 Budget Begin Date 09/01/2014 Budget End Date 08/31/2015 Offset Group 212TX

Level: Department Position Pool Jobcode Position Appointment

Effective Date 05/01/2015 Eff Seq 0 Status Active Date Entered 04/28/2015

Tax Distribution

Combination Code	Locality Description	Combination Code Description	Distributed	State	Tax Class	Locality	*Sequence Number	Combination Code	Override	Funding End Date	Fiscal Y
1							1		<input type="checkbox"/>		

[Save](#) [Notify](#) [Add](#)

[Dept Budget Date](#) | [Dept Budget Defaults](#) | [Dept Budget Earnings](#) | [Dept Budget Deductions](#) | [Dept Budget Taxes](#)

100%

Step	Action
98.	Click the scroll bar.

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[Dept Budget Deductions](#) | [Dept Budget Taxes](#)

Legal Fiscal Year 2015
 Budget End Date 08/31/2015 Offset Group 212TX

Jobcode Position Appointment

Eff Seq 0 Status Active Date Entered 04/28/2015

Personalize | Find | First 1 of 1 | Last

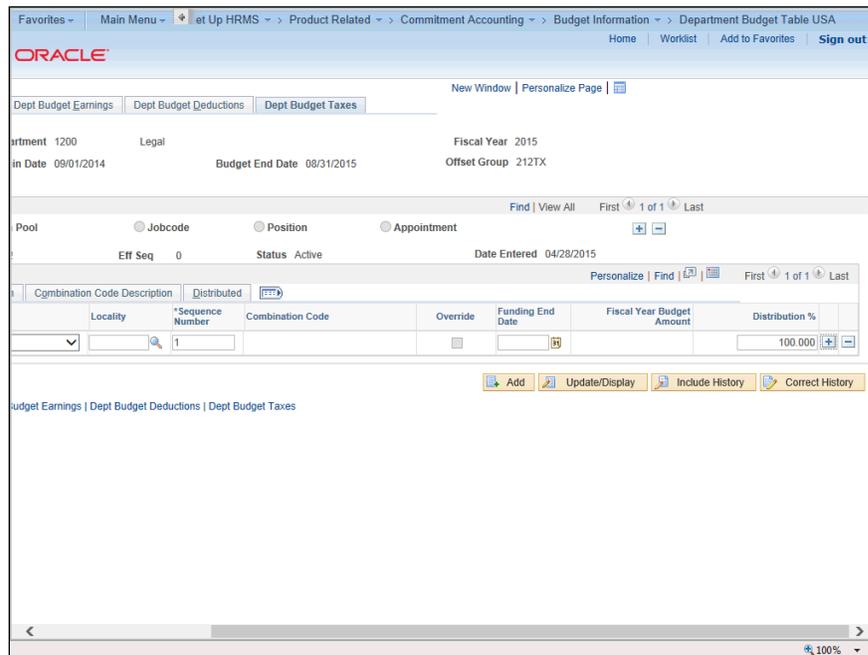
Code Description	Distributed	Locality	*Sequence Number	Combination Code	Override	Funding End Date	Fiscal Year Budget Amount	Allow Overspend	Distribution %
			1		<input type="checkbox"/>			<input type="checkbox"/>	

[Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

[Dept Budget Deductions](#) | [Dept Budget Taxes](#)

100%

Step	Action
99.	Click in the Distribution % field. <input type="text"/>
100.	Enter the desired information into the Distribution % field. Enter " 100 ".
101.	Press [Tab] .



Step	Action
102.	Click the scroll bar.

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Oracle HRMS - Product Related - Commitment Accounting - Budget Information - Department Budget Table USA

ORACLE

Dept Budget Date | Dept Budget Defaults | Dept Budget Earnings | Dept Budget Deductions | Dept Budget Taxes

Set ID 212TX | Department 1200 | Legal | Fiscal Year 2015
Budget Begin Date 09/01/2014 | Budget End Date 08/31/2015 | Offset Group 212TX

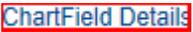
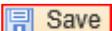
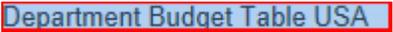
Level: Department (selected) | Position Pool | Jobcode | Position | Appointment

Effective Date 05/01/2015 | Eff Seq 0 | Status Active | Date Entered 04/28/2015

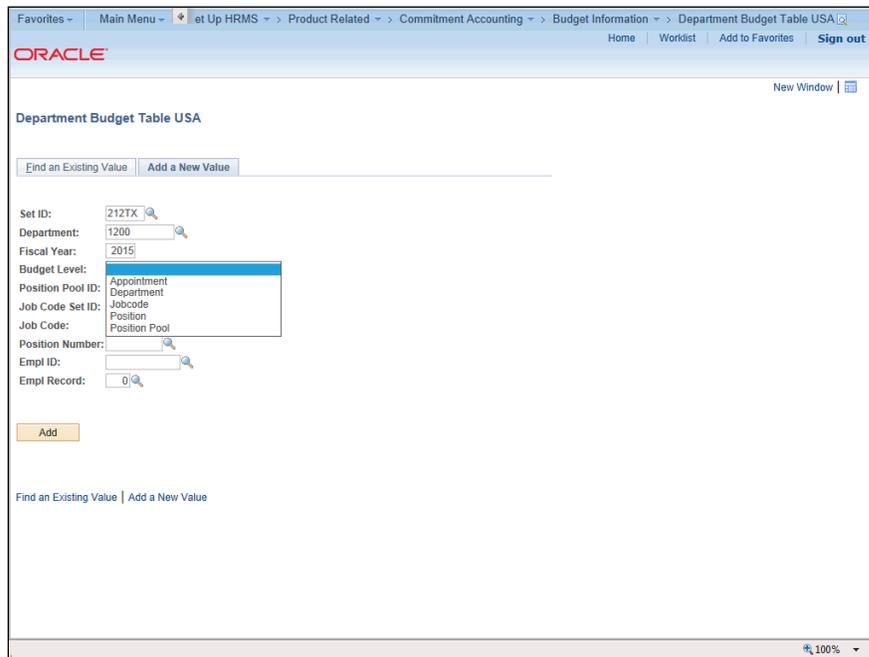
Tax Distribution

Combination Code	Locality Description	Combination Code Description	Distributed	Funding
1			1	

Buttons: Save, Notify, Add, Update/Display

Step	Action
103.	Click the Combination Code Description object. 
104.	Click the ChartField Details link. 
105.	Click the Look up Combination Code (Alt+5) button. 
106.	Click the 212_0001_1200_11102 link. 
107.	Click the Ok button. 
108.	Click the Save button. 
109.	Budgets may be set at either the Department and/or the Position Level . Let's walk through the steps to setup a department budget at the Position level.
110.	Click the Department Budget Table USA menu. 

Step	Action
111.	Click the Add a New Value tab. 
112.	Click the Look up Department (Alt+5) button. 
113.	Click the 1200 link. 
114.	Click in the Fiscal Year field. Fiscal Year: <input data-bbox="643 705 711 741" type="text" value="0"/>
115.	Enter the desired information into the Fiscal Year field. Enter "2015". Fiscal Year: <input data-bbox="643 873 711 909" type="text" value="0"/>
116.	Click the Budget Level list. Budget Level: <input data-bbox="643 972 1052 1010" type="text" value="v"/>

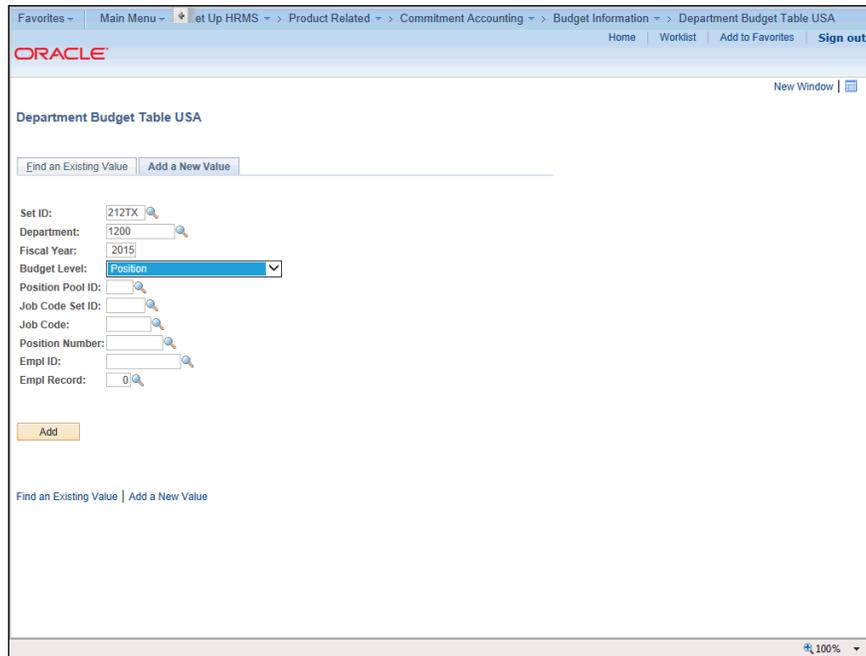


The screenshot shows the Oracle HRMS interface for the 'Department Budget Table USA'. The breadcrumb trail is: Favorites - Main Menu - et Up HRMS - Product Related - Commitment Accounting - Budget Information - Department Budget Table USA. The page title is 'Department Budget Table USA'. There are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. The form contains the following fields:

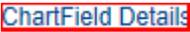
- Set ID: 212TX
- Department: 1200
- Fiscal Year: 2015
- Budget Level: Appointment (dropdown menu is open showing options: Appointment, Department, Jobcode, Position, Position Pool)
- Position Pool ID:
- Job Code Set ID:
- Job Code:
- Position Number:
- Empl ID:
- Empl Record: 0

There is an 'Add' button at the bottom of the form. At the bottom of the page, there is a 'Find an Existing Value | Add a New Value' link and a zoom level of 100%.

Step	Action
117.	Click the Position list item. Position



Step	Action
118.	Click the Look up Position Number (Alt+5) button. 
119.	Click the 00001468 link. 00001468
120.	Click the Add button. 
121.	When setting up a Position level budget in an existing department level budget, CAPPS will default the *Budget End Date , suspense and *Offset Group information from the department level information.
122.	Click the Dept Budget Defaults tab. 
123.	The Dept Budget defaults from the department level information.

Step	Action
124.	Click the Dept Budget Earnings link. 
125.	Notice the budget level is now set to Position . It displays the Position Number as well as the title of the Position .
126.	Click in the Sequence Number field. 
127.	Enter the desired information into the Sequence Number field. Enter " 1 ".
128.	Press [Tab] .
129.	Click in the Distribution % field. 
130.	Enter the desired information into the Distribution % field. Enter " 100 ".
131.	Press [Tab] .
132.	Click the Combination Code Description object. 
133.	Click the ChartField Details link. 
134.	Click the Look up Combination Code (Alt+5) button. 
135.	Click the 212_0001_2999_11107 link. 
136.	Click the Ok button. 
137.	Click the Dept Budget Deductions tab. 
138.	Click in the Sequence Number field. 
139.	Enter the desired information into the Sequence Number field. Enter " 1 ".
140.	Press [Tab] .

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[Favorites](#) | [Main Menu](#) | [et Up HRMS](#) | [Product Related](#) | [Commitment Accounting](#) | [Budget Information](#) | [Department Budget Table USA](#)

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

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[New Window](#) | [Personalize Page](#)

[Dept Budget Date](#) | [Dept Budget Defaults](#) | [Dept Budget Earnings](#) | [Dept Budget Deductions](#) | [Dept Budget Taxes](#)

Set ID 212TX Department 1200 Legal Fiscal Year 2015
 Budget Begin Date 09/01/2014 Budget End Date 08/31/2015 Offset Group 212TX

Level: Department Position Pool Jobcode Position Appointment

Position Number 00001468 Admin Assnt III
 Effective Date 05/01/2015 Eff Seq 0 Status Active Date Entered 04/29/2015

Deduction Distribution

Plan Type	Plan	Deduction Code	Deduction Class	*Sequence Number	Combination Code	Funding End Date	Fiscal Y
1				1			

[Save](#) [Notify](#) [Add](#) [U](#)

[Dept Budget Date](#) | [Dept Budget Defaults](#) | [Dept Budget Earnings](#) | [Dept Budget Deductions](#) | [Dept Budget Taxes](#)

Step	Action
141.	Click the scroll bar.

[Favorites](#) | [Main Menu](#) | [et Up HRMS](#) | [Product Related](#) | [Commitment Accounting](#) | [Budget Information](#) | [Department Budget Table USA](#)

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[Earnings](#) | [Dept Budget Deductions](#) | [Dept Budget Taxes](#)

Legal Fiscal Year 2015
 Budget End Date 08/31/2015 Offset Group 212TX

Level: Jobcode Position Appointment

Admin Assnt III
 Eff Seq 0 Status Active Date Entered 04/29/2015

[Personalize](#) | [Find](#) | [First](#) | [1 of 1](#) | [Last](#)

Deduction Code	Deduction Class	*Sequence Number	Combination Code	Funding End Date	Fiscal Year Budget Amount	Allow Overapend	Distribution %
		1				<input type="checkbox"/>	

[Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

[Dept Budget Deductions](#) | [Dept Budget Taxes](#)

Step	Action
142.	Click in the Distribution % field. <input type="text"/>
143.	Enter the desired information into the Distribution % field. Enter " 100 ".
144.	Press [Tab] .
145.	Click the Combination Code Description tab. <input type="button" value="Combination Code Description"/>
146.	Click the ChartField Details link. <input type="button" value="ChartField Details"/>
147.	Click the Look up Combination Code (Alt+5) button. <input type="button" value="Look up Combination Code (Alt+5)"/>
148.	Click the 212_0001_2999_11107 link. <input type="button" value="212_0001_2999_11107"/>
149.	Click the Ok button. <input type="button" value="Ok"/>
150.	Click the Dept Budget Taxes tab. <input type="button" value="Dept Budget Taxes"/>
151.	Click in the Sequence Number field. <input type="text"/>
152.	Enter the desired information into the Sequence Number field. Enter " 1 ".
153.	Press [Tab] .

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[Favorites](#) | [Main Menu](#) | [et Up HRMS](#) | [Product Related](#) | [Commitment Accounting](#) | [Budget Information](#) | [Department Budget Table USA](#)

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

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[Dept Budget Date](#) | [Dept Budget Defaults](#) | [Dept Budget Earnings](#) | [Dept Budget Deductions](#) | [Dept Budget Taxes](#)

Set ID 212TX Department 1200 Legal Fiscal Year 2015
 Budget Begin Date 09/01/2014 Budget End Date 08/31/2015 Offset Group 212TX

Level: Department Position Pool Jobcode Position Appointment

Position Number 00001468 Admin Assnt III
 Effective Date 05/01/2015 Eff Seq 0 Status Active Date Entered 04/29/2015

[Tax Distribution](#) [Personalize](#)

Combination Code	Locality Description	Combination Code Description	Distributed	State	Tax Class	Locality	*Sequence Number	Combination Code	Funding End Date	Fiscal Year Budget Amount	A	Ove
1			1									

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

[Dept Budget Date](#) | [Dept Budget Defaults](#) | [Dept Budget Earnings](#) | [Dept Budget Deductions](#) | [Dept Budget Taxes](#)

100%

Step	Action
154.	Click the scroll bar.

[Favorites](#) | [Main Menu](#) | [et Up HRMS](#) | [Product Related](#) | [Commitment Accounting](#) | [Budget Information](#) | [Department Budget Table USA](#)

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

ORACLE

[New Window](#) | [Personalize Page](#)

[Dept Budget Earnings](#) | [Dept Budget Deductions](#) | [Dept Budget Taxes](#)

Department 1200 Legal Fiscal Year 2015
 Begin Date 09/01/2014 Budget End Date 08/31/2015 Offset Group 212TX

Level: Department Position Pool Jobcode Position Appointment

Position Number 00001468 Admin Assnt III
 Eff Seq 0 Status Active Date Entered 04/29/2015

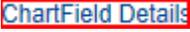
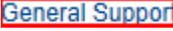
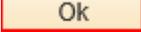
[Tax Distribution](#) [Personalize](#)

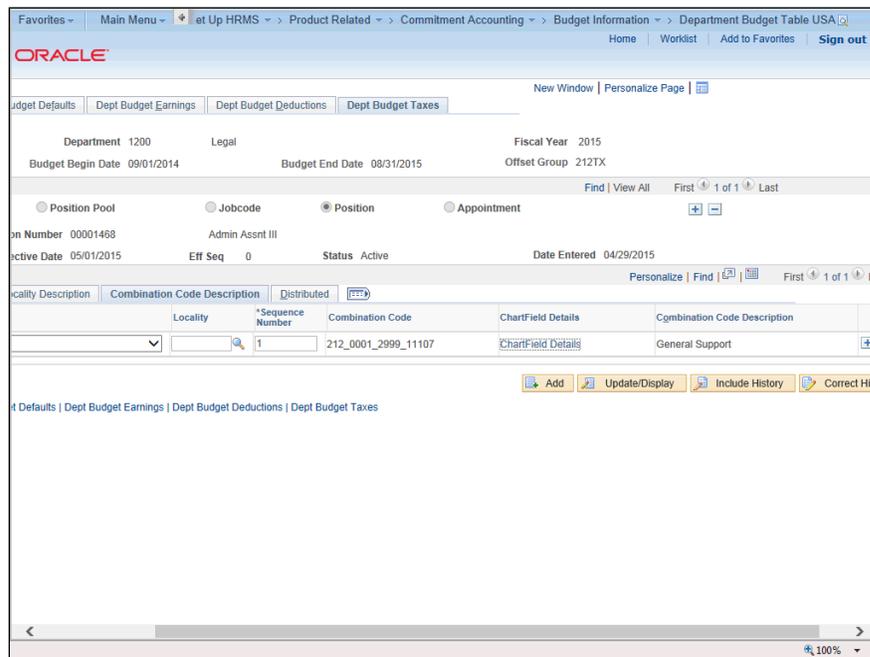
Combination Code Description	Distributed	Locality	*Sequence Number	Combination Code	Funding End Date	Fiscal Year Budget Amount	Allow Overspend	Distribution %
	1						<input type="checkbox"/>	

[Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

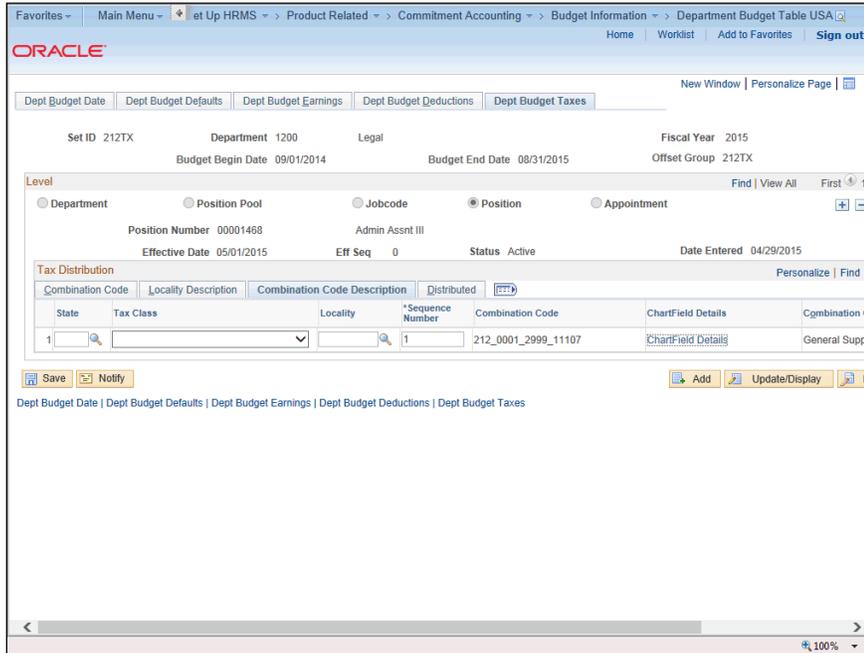
[Budget Earnings](#) | [Dept Budget Deductions](#) | [Dept Budget Taxes](#)

100%

Step	Action
155.	Click in the Distribution % field. 
156.	Enter the desired information into the Distribution % field. Enter " 100 ".
157.	Press [Tab] .
158.	Click the Combination Code Description tab. 
159.	Click the ChartField Details link. 
160.	Click the Look up Combination Code (Alt+5) button. 
161.	Click the General Support link. 
162.	Click the Ok button. 



Step	Action
163.	Click the scroll bar.



Step	Action
164.	Click the Save button. 
165.	Congratulations! You have successfully completed this lesson. End of Procedure.

Section 3 - Update / View TX Fringe Redistribution

TX Account/Department for Deductions

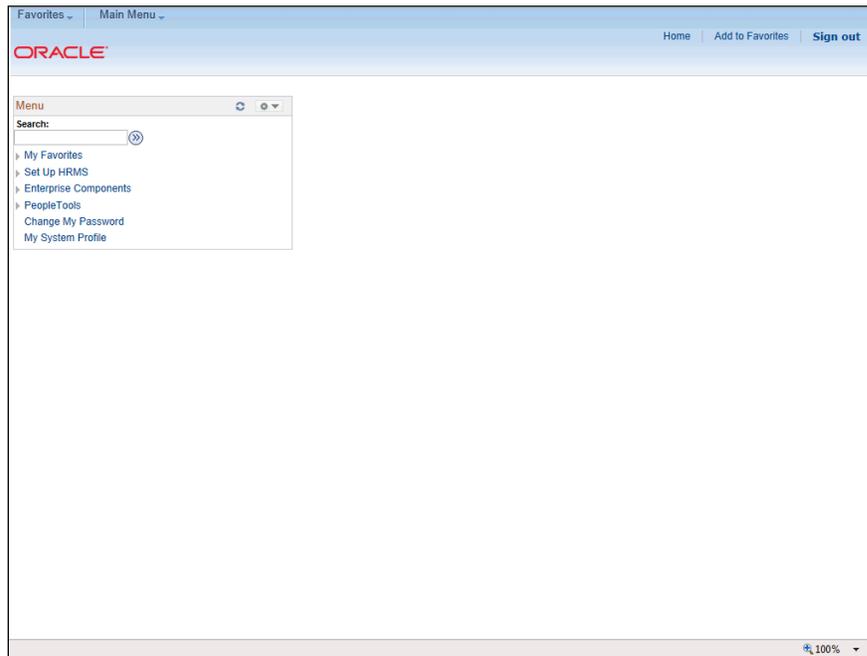
Section 3, Lesson 1 Exercise 1 - Scenario: View the TX Account/Department mapping for deductions.

If there are deductions that do not follow earnings during the distribution process, this table will define the department for the fringe deduction charge.

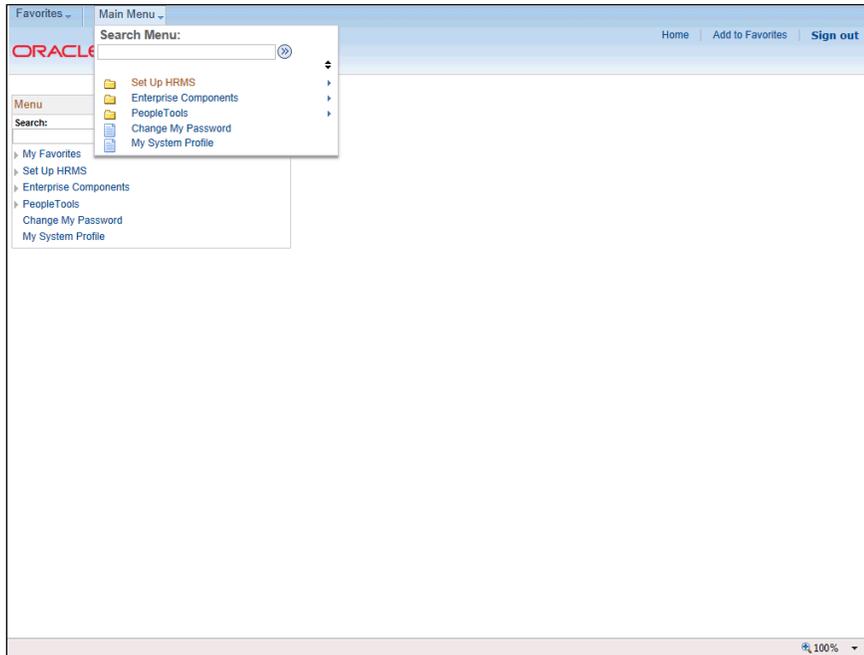
Note: A valid combo code for the specific deduction will exist to facilitate this mapping. Contact CPA to update this table.

Procedure

In this lesson, you will learn how to view the Account/Dept Map for Deductions.



Step	Action
1.	Click the Main Menu button. 



Step	Action
2.	Click the Set Up HRMS menu. 
3.	Click the Product Related menu. 
4.	Click the Commitment Accounting menu. 
5.	Click the TX Fringe Redistribution menu. 
6.	Click the TX Acct/Dept Map for Ded menu. 
7.	Click the Search by list. 
8.	Click the Company list item. 
9.	You can leave the begins with field blank. The results will contain information for the company that you have the security access to view.

Step	Action
10.	Click the Search button. 
11.	Click the T32 link. 
12.	This page displays the department mapping for (General) Plan Type; and (Nontaxable) Deduction Class. This is used during the Actuals Distribution process.
13.	Congratulations! You have successfully completed this lesson. End of Procedure.

TX Account/Department for Taxes

Section 3, Lesson 1 Exercise 2 - Scenario: View the TX Account /Department mapping for taxes.

If there are taxes that do not follow earnings during the distribution process, this table will define the department for the fringe taxes charge.

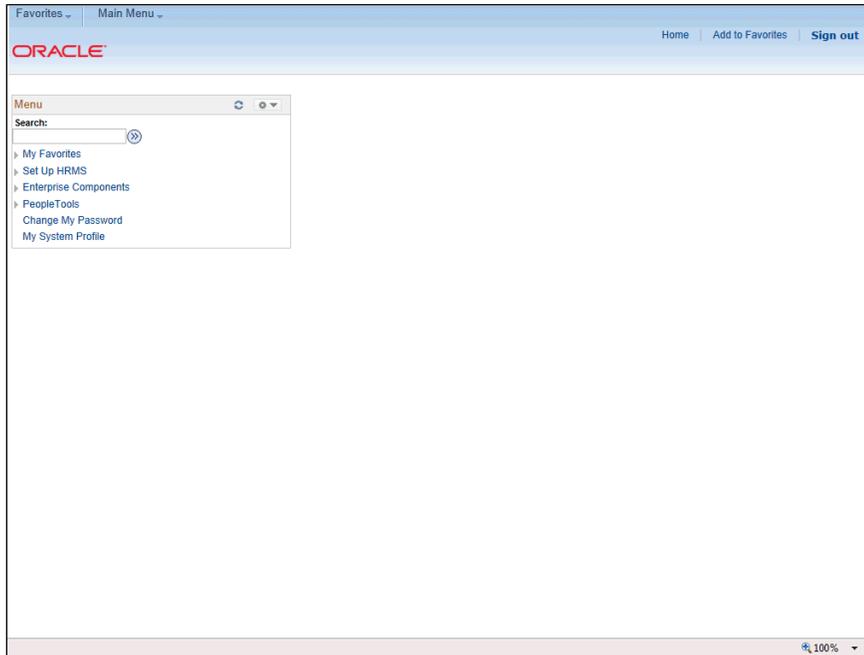
Note: A valid Combo Code for the specific tax will exist to facilitate this mapping. Contact CPA to update this table.

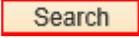
Procedure

In this lesson, you will learn how to view the Account/Dept Map for Taxes.

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Step	Action
1.	Click the Main Menu button. 
2.	Click the Set Up HRMS menu. 
3.	Click the Product Related menu. 
4.	Click the Commitment Accounting menu. 
5.	Click the TX Fringe Redistribution menu. 
6.	Click the TX Acct/Dept Map for Taxes menu. 
7.	You can leave the begins with field blank. The results will contain information for the company that you have the security access to view.
8.	Click the Search button. 

Step	Action
9.	Click the T32 link. 
10.	This page displays the Department Taxes mapping for the specific Tax Class of OASDI/ER . This information is used during the Actuals Distribution process.
11.	Congratulations! You have successfully completed this lesson. End of Procedure.

TX PCA Map for Deductions

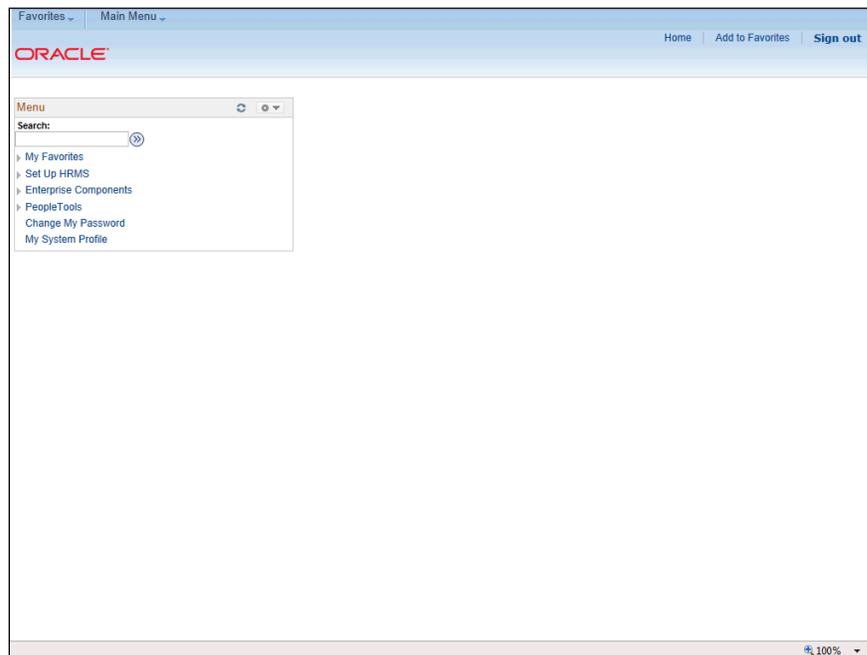
Section 3, Lesson 2 Exercise 1 - Scenario: View the TX PCA Map for deductions.

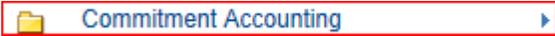
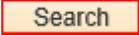
This table displays specific deductions that are redistributed to a specific Program Cost Account (PCA) / Class Field.

Note: A valid Combo Code for the PCA/Class Field deduction must exist before mapping can be set up. Contact CPA to update this table.

Procedure

In this lesson, you will learn how to view the set up to map deduction amounts to specific PCA (Class Field).



Step	Action
1.	Click the Main Menu button. 
2.	Click the Set Up HRMS menu. 
3.	Click the Product Related menu. 
4.	Click the Commitment Accounting menu. 
5.	Click the TX Fringe Redistribution menu. 
6.	Click the TX PCA Map for Deduction menu. 
7.	You can leave the begins with field blank. The results will contain information for the company that you have the security access to view.
8.	Click the Search button. 
9.	Click the T32 link. 
10.	This page displays the PCA mapping for the specific deduction of the Medical Plan Type; MED000 Deduction Code; Nontaxable Dedn Class; and 0010 Fund Code. This information is used during the Actuals Distribution process.
11.	Congratulations! You have successfully completed this lesson. End of Procedure.

TX PCA Mapping for Taxes

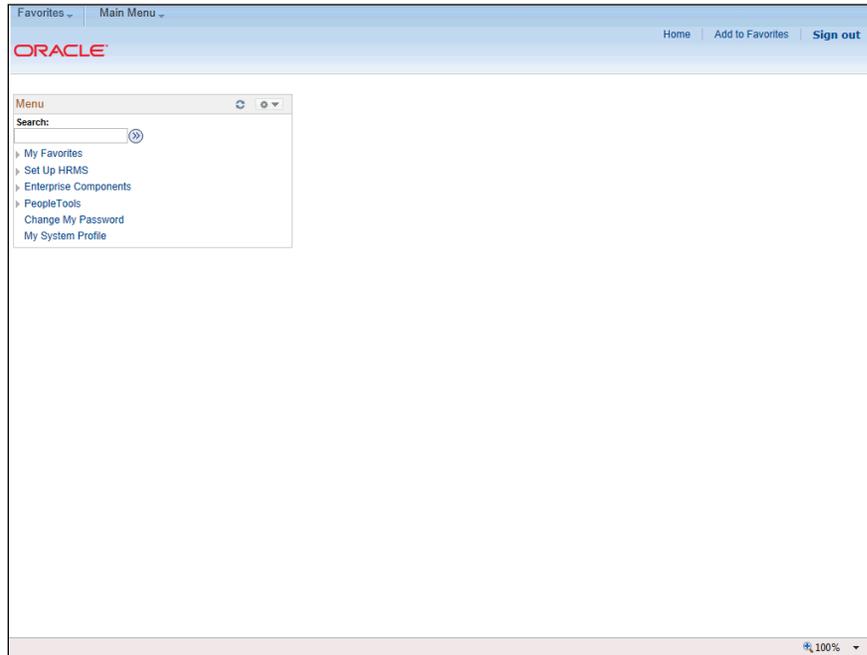
Section 3, Lesson 2 Exercise 2 - Scenario: View the TX PCA Mapping for taxes.

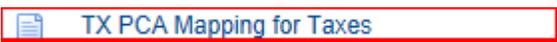
This table displays specific taxes that are redistributed to a specific PCA (Class Field).

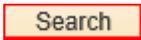
Note: A valid Combo Code for the PCA/Class Field tax will exist to facilitate this mapping. Contact CPA to update this table.

Procedure

In this lesson, you will learn how to view the setup of the tax amounts to specific PCA (Class Field).



Step	Action
1.	Click the Main Menu button. 
2.	Click the Set Up HRMS menu. 
3.	Click the Product Related menu. 
4.	Click the Commitment Accounting menu. 
5.	Click the TX Fringe Redistribution menu. 
6.	Click the TX PCA Mapping for Taxes menu. 
7.	You can leave the begins with field blank. The results will contain information for the company that you have the security access to view.

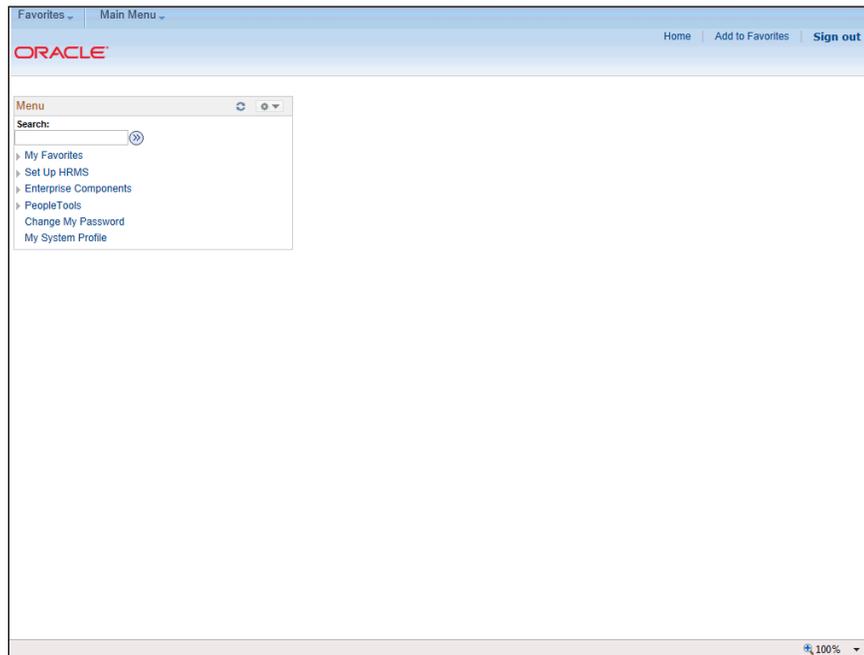
Step	Action
8.	Click the Search button. 
9.	Click the T32 link. 
10.	This page displays the specific tax PCA mapping for the OASDI/ER Tax Balance Class and 0002 Fund Code . This information is used during the Actuals Distribution process.
11.	Congratulations! You have successfully completed this lesson. End of Procedure.

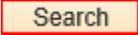
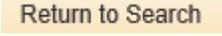
TX PCA Setup

Section 3, Lesson 2 Exercise 3 - Scenario: Update the TX PCA (Class Field) to map appropriations for Payroll Funding Reporting.

Procedure

In this lesson, you will learn how to map the PCA (Class Field) to the Appropriation for Payroll Funding Reporting.



Step	Action
1.	Click the Main Menu button. 
2.	Click the Set Up HRMS menu. 
3.	Click the Product Related menu. 
4.	Click the Commitment Accounting menu. 
5.	Click the TX Fringe Redistribution menu. 
6.	Click the TX PCA Setup menu. 
7.	You can leave the begins with field blank. The results will contain information for the company that you have the security access to view.
8.	Click the Search button. 
9.	Click the T32 link. 
10.	This page displays an existing PCA Setup for Company T32 and Class Field 09003 . Next, you will walk through adding a new PCA Setup .
11.	Click the Return to Search button. 
12.	Click the Add a New Value tab. 
13.	Click the Look up Company (Alt+5) button. 
14.	Click the T32 link. 

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Step	Action
15.	Click in the Class Field field. Class Field: <input type="text"/>
16.	Enter the desired information into the Class Field field. Enter " 08003 ". Class Field: <input type="text"/>
17.	Click the Add button. <input type="button" value="Add"/>
18.	The *Effective Date will default to the current date, however, the date entered should be the 1st of the month in which this PCA code takes effect.
19.	In order to enter the correct date, delete the text highlighted in blue. Press [Delete] .
20.	Enter the desired information into the Effective Date field. Enter " 04012015 ". *Effective Date: <input type="text"/>
21.	Click in the Status field. Status: <input type="text"/>
22.	Enter the desired information into the Status field. Enter " A ". Status: <input type="text"/>
23.	Click in the Description field. Description: <input type="text"/>
24.	Enter the desired information into the Description field. Enter " PCA 08003 ". Description: <input type="text"/>
25.	Enter the desired information into the Short Desc field. Enter " PCA 08003 ". Short Desc: <input type="text"/>
26.	Enter the desired information into the Appropriation field. Enter " 13801 ". Appropriation: <input type="text"/>

Step	Action
27.	Click the Save button. 
28.	Congratulations! You have successfully completed this lesson. End of Procedure.

Section 4 - Reports & Queries

Funding Reports from Payroll

Section 4, Lesson 1 Exercise - Scenario: Review the list and description of the Payroll Funding reports.

Procedure

There are four reports Commitment Accounting receives from Payroll.

The first is to assist them in resolving errors before Pay Confirmation, and the other three are used to aid budget and cash management staff in validating funds availability.

Step	Action
1.	The first report Commitment Accounting receives from payroll is the TX Pre-Distribution Audit Report . This report is run before Pay Confirmation and any errors found on the report need to be resolved before Pay Confirmation is run. Payroll sends a copy of the report to Commitment Accounting to aid them in resolving the errors.
2.	The report contains the detailed information regarding the error message. The report detail includes the Employee ID, Page, Line, Addl Nbr, Earns End Dt, Deptid and Position number. Commitment Accounting would assist payroll in resolving the errors.
3.	The second report Commitment Accounting receives is the TX Pyrl Actuals Fund Summary Report . This report provides summary payroll expenditure information by fund for a specific payroll document being processed in order to aid budget and cash management staff in validating funds availability.
4.	The report displays the fund number, year, account number, gross earnings and employer liability charged to the fund.

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Step	Action
5.	<p>The fund entries are by year and month for Gross Earnings.</p> <p>The heading includes the Pay Group, Pay End Date and whether it is an On Cycle or Off Cycle payroll.</p>
6.	<p>The third report is TX Pyrl Actuals Class Summary.</p> <p>This report provides summary payroll expenditure information by class (PCA) for a specific payroll document being processed in order to aid budget and cash management staff in validating funds availability.</p>
7.	<p>This report contains Year, PD, Account, Gross Earnings and Employer liability by Class.</p>
8.	<p>The report includes the Agency, Pay Group, Pay End Date and whether the payroll is On or Off Cycle.</p> <p>All entries for the Class are displayed for the fiscal year.</p>
9.	<p>The fourth report is the TX Pyrl Actuals by Approp/PCA Report.</p> <p>This report provides summary payroll expenditure information by Appropriation/PCA for a specific payroll document being processed in order to aid budget and cash management staff in validating funds availability.</p>
10.	<p>This report contains the Appropriation Codes, Program Cost Account, Fund Code, Appropriation Year and Amount, with a sub total for each Appropriation year.</p>
11.	<p>The report shows the Agency, Pay Group, Pay End Date, and indicates the report is for an On Cycle payroll.</p>
12.	<p>Congratulations! You have successfully completed this lesson.</p> <p>End of Procedure.</p>