EUT Course 170 – Commitment Accounting

PeopleSoft Version 9.2

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Commitment Accounting

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.
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Procedure

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

Step	Action
1.	Begin by navigating to the **Valid Combo Table** page. 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 **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.
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.
11.	For this example, enter "**0320200000101009004**" into the **GL Combination Code** field.
12.	Click the **Add** button.

Step	Action
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.
17.	This Combination Code is for Operations Admin. Click in the **Description** field.
18.	Enter "**032 Operations Admin**" into the **Description** field.
19.	Press **[Tab]**.
20.	**Short Desc** is not a required field. If you leave it blank, a default value will be entered when you save. Press **[Tab]**.
21.	In the **Chartfield Details** section, the required fields are **Department, Fund Code,** and **Class Field.** Other fields can be used at the Agency's discretion. Contact your Finance department or CPA before using these additional fields. The valid Combination Code may not exceed 25 digits in length.
22.	If this Combination Code will be used to interface with Financials, be sure that the values entered here are valid in Financials. Notice that these fields do not have lookup tables. The system will not validate values entered on this page. If the values used here are not valid in Financials, the interface may produce errors.

Step	Action
23.	Click in the **Department** field.
24.	Enter "**2000**" into the **Department** field.
25.	The Alternate Account field is used as a unique identifier field when the ChartField details are the same for multiple GL Combination Codes.
26.	Currently, the Department of Information Resources is the only Agency using the **Product** field.
27.	Click in the **Fund Code** field.
28.	Enter "**0010**" into the **Fund Code** field.
29.	Click in the **Class Field** field.
30.	Enter the Class or PCA (Program Cost Account) code into the **Class Field** field. For this example, enter "**09004**".
31.	Click the **Save** button.
32.	If the combination you just entered is already set up in the system, you will see this error message. Click the **OK** button.
33.	Congratulations! You have successfully completed the **Valid Combination Code** lesson. **End of Procedure.**

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.
- 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, we will learn how to update the Department Budget Table USA.

Step	Action
1.	**Note**: This CAPPS homepage is for training purposes only. Not all menu items shown will be seen in an Agency environment. Menu items seen on the CAPPS homepage will vary based on the users security role.
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.
11.	Enter the desired information into the **Set ID** field. Enter "**212TX**".
12.	Click the **Look up Department (Alt+5)** button.
13.	Click the **1200** link.
14.	Click in the **Fiscal Year** field.

Step	Action
15.	Enter the desired information into the **Fiscal Year** field. Enter "**2015**".
16.	Click the **Budget Level** list.
17.	Click the **Department** list item.
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**".
21.	Click in the **Budget End Date** field.
22.	Enter the desired information into the **Budget End Date** field. Enter "**08/31/2015**".
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.

Step	Action
27.	Enter the desired information into the **Effective Date** field. Enter "**09/01/2014**".
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.
36.	Click the **Default Funding Source Option** list.
37.	Click the **Specified Defaults** list item.
38.	When the **Default Funding Source Option** is changed to Specified Defaults, the system will display a *warning message*. 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 futher action is required on this page. Proceed to the next step.

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.
45.	Click the **May** list item.
46.	Click the **1** link.
47.	The key area for the following pages is the 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.

Step	Action
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 Distribution section. **Note:** The Distribution must total 100%.
60.	Click the **Add a new row at row 1 (Alt+7)** button.
61.	Click in the **Sequence Number** field.
62.	Enter the desired information into the **Sequence Number** field. Enter "**1**".
63.	Press **[Tab]**.
64.	Click in the **Distribution %** field.
65.	Enter the desired information into the **Distribution %** field. Enter "**50**".
66.	Press **[Tab]**.
67.	Click in the **Distribution%** field.
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.

Step	Action
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.
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]**.
82.	Click the scroll bar.
83.	Click in the **Distribution %** field.
84.	Enter the desired information into the **Distribution %** field. Enter "**100**".
85.	Press **[Tab]**.
86.	Click the scroll bar.
87.	Click the **Combination Code Description** object.
88.	Click the scroll bar.
89.	Click the **ChartField Details** link.
90.	Click the **Look up Combination Code (Alt+5)** button.
91.	Click the **212_0001_1200_11102** link.

Step	Action
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]**.
98.	Click the scroll bar.
99.	Click in the **Distribution %** field.
100.	Enter the desired information into the **Distribution %** field. Enter "**100**".
101.	Press **[Tab]**.
102.	Click the scroll bar.
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.
115.	Enter the desired information into the **Fiscal Year** field. Enter "**2015**".
116.	Click the **Budget Level** list.
117.	Click the **Position** list item.
118.	Click the **Look up Position Number (Alt+5)** button.
119.	Click the **00001468** link.
120.	Click the **Add** button.
121.	When setting up a Position level budget in an existing department level budget, CAPPS will default the date, suspense and offset information from the department level information.
122.	Click the **Dept Budget Defaults** tab.
123.	The Dept Budget defaults from the department level information.
124.	Click the **Dept Budget Earnings** link.
125.	Notice the budget level is not set to Position. It displays the Position Number as well as the title of the Position.

Step	Action
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]**.
141.	Click the scroll bar.
142.	Click in the **Distribution %** field.
143.	Enter the desired information into the **Distribution %** field. Enter "**100**".
144.	Press **[Tab]**.
145.	Click the **Combination Code Description** tab.

Step	Action
146.	Click the **ChartField Details** link.
147.	Click the **Look up Combination Code (Alt+5)** button.
148.	Click the **212_0001_2999_11107** link.
149.	Click the **Ok** button.
150.	Click the **Dept Budget Taxes** tab.
151.	Click in the **Sequence Number** field.
152.	Enter the desired information into the **Sequence Number** field. Enter "**1**".
153.	Press **[Tab]**.
154.	Click the scroll bar.
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.
163.	Click the scroll bar.
164.	Click the **Save** button.

Step	Action
165.	Congratulations! You have successfully completed the **Update Department Budget Table USA** lesson. **End of Procedure.**

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.
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.

Step	Action
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.
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 the **TX Account/Department for Deductions** 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.

Step	Action
1.	Click the **Main Menu** button.
2.	Click the **Set Up HRMS** menu.

Step	Action
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.
9.	Click the **T32** link.
10.	This page displays the Department Taxes mapping for the specific (OASDI/ER) Tax Class. This information is used during the Actuals Distribution process.
11.	Congratulations! You have successfully completed the **TX Account/Department for Taxes** 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 (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 the **TX PCA Map for Deductions** 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.
8.	Click the **Search** button.
9.	Click the **T32** link.
10.	This page displays the specific tax PCA mapping for (OASDI/ER) Tax Balance Class and (0002) Fund Code. This information is used during the Actuals Distribution process.
11.	Congratulations! You have successfully completed the **TX PCA Mapping for Taxes** 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.

Step	Action
12.	Click the **Add a New Value** tab.
13.	Click the **Look up Company (Alt+5)** button.
14.	Click the **T32** link.
15.	Click in the **Class Field** field.
16.	Enter the desired information into the **Class Field** field. Enter "**08003**".
17.	Click the **Add** button.
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**".
21.	Click in the **Status** field.
22.	Enter the desired information into the **Status** field. Enter "**A**".
23.	Click in the **Description** field.
24.	Enter the desired information into the **Description** field. Enter "**PCA 08003**".

Step	Action
25.	Enter the desired information into the **Short Desc** field. Enter "**PCA 08003**".
26.	Enter the desired information into the **Appropriation** field. Enter "**13801**".
27.	Click the **Save** button.
28.	Congratulations! You have successfully completed the **TX PCA Setup** lesson. **End of Procedure.**

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.
5.	The fund entries are by year and month for Gross Earnings. The heading includes the Pay Group, Pay End Date and whether it is an On Cycle or Off Cycle payroll.
6.	The third report is **TX Pyrl Actuals Class Summary.** 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.

Step	Action
7.	This report contains Year, PD, Account, Gross Earnings and Employer liability by Class.
8.	The report includes the Agency, Pay Group, Pay End Date and whether the payroll is On or Off Cycle. All entries for the Class are displayed for the fiscal year.
9.	The fourth report is the **TX Pyrl Actuals by Approp/PCA Report.** 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.
10.	This report contains the Appropriation Codes, Program Cost Account, Fund Code, Appropriation Year and Amount, with a sub total for each Appropriation year.
11.	The report shows the Agency, Pay Group, Pay End Date, and indicates the report is for an On Cycle payroll.
12.	Congratulations! You have successfully completed the **Funding Reports from Payroll** lesson. **End of Procedure.**