Commitment Accounting

Institution: 40000 - Georgia Gwinnett

Set Up Task: Review GL Business Units

Navigation: Setup HCM/Product Related/GL Interface/Review GL Business Units

Set Up Classification: Institution Specific

Sequence: 058.001a

Task Description: Use the Review GL Business Units - Definition page (BUS_UNIT_TBL_GL1) to view the definition of PeopleSoft General Ledger business units.
Commitment Accounting

Institution: 40000 - Georgia Gwinnett

Set Up Task: Review Ledger by Business Unit

Navigation: Setup HCM/Product Related/Payroll for North America/GL Interface/Review Ledger by Business Unit

Set Up Classification: Institution Specific

Sequence: 058.001b

Task Description: Standard configuration for CA. Confirm values have messaged from Financials
<table>
<thead>
<tr>
<th>Business Unit:</th>
<th>98000</th>
</tr>
</thead>
</table>

**Ledger Details**

<table>
<thead>
<tr>
<th>Ledger Type:</th>
<th>Detail Ledger</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ledger Group:</td>
<td>CAPITAL</td>
</tr>
<tr>
<td>Calendar ID:</td>
<td>02</td>
</tr>
</tbody>
</table>

**Update Open Periods:** By Ledger Group

- Balanced Ledger
- Allow Ledger Load Update
- Direct Budgets Ledger Updates
- Enable Separate Debit/Credit
- Separate DR/CR Amount Fields
- Jnl Generator Dft Ledger Grp
- Enable Alternate Account
- Acct->Alt. Suspense
- Alt->Acct. Suspense

**Ledger Details**

<table>
<thead>
<tr>
<th>Ledger Group:</th>
<th>DETAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Type:</td>
<td></td>
</tr>
<tr>
<td>Journal Balance Option:</td>
<td>Default to Higher Level Value</td>
</tr>
<tr>
<td>Journal Edit Errors Option:</td>
<td>Default to Higher Level Value</td>
</tr>
<tr>
<td>Journal Amount Errors Option:</td>
<td>Default to Higher Level Value</td>
</tr>
<tr>
<td>Control Total Option:</td>
<td>Default to Higher Level Value</td>
</tr>
<tr>
<td>Position Accounting:</td>
<td></td>
</tr>
<tr>
<td>Journal Date &lt; Open From:</td>
<td>Default to Higher Level Value</td>
</tr>
<tr>
<td>Journal Date &gt; Open to:</td>
<td>Default to Higher Level Value</td>
</tr>
</tbody>
</table>

**ChartField Combo Edit**

| Process Group: |       |

**ADB Calendar:**

- Maintain Regulatory Balances
- Filter Posted Activity
<table>
<thead>
<tr>
<th>Business Unit:</th>
<th>98000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ledger Details</td>
<td>Find</td>
</tr>
</tbody>
</table>

**Ledger Group:** ENCUMB
**Document Type:**
- Journal Balance Option: Default to Higher Level Value
- Journal Edit Errors Option: Default to Higher Level Value
- Journal Amount Errors Option: Default to Higher Level Value
- Control Total Option: Default to Higher Level Value
- Position Accounting:
- Journal Date < Open From: Default to Higher Level Value
- Journal Date > Open to: Default to Higher Level Value
### Ledger Details

**Business Unit:** 98000

<table>
<thead>
<tr>
<th>Ledger Type:</th>
<th>Commitment Control Ledger</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ledger Group:</td>
<td>PRJST_REV</td>
</tr>
<tr>
<td>Calendar ID:</td>
<td>02</td>
</tr>
<tr>
<td>Update Open Periods:</td>
<td>By Ledger Group</td>
</tr>
</tbody>
</table>

- Balanced Ledger
- Allow Ledger Load Update
- Direct Budgets Ledger Updates
- Enable Separate Debit/Credit
- Separate DR/CR Amount Fields
- Jnl Generator Orbital Ledger Group
- Enable Alternate Account
- Acct->Alt Suspense: All>

### Ledger Details

**Business Unit:** 98000

<table>
<thead>
<tr>
<th>Ledger Type:</th>
<th>Commitment Control Ledger</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ledger Group:</td>
<td>PRLJ_GRT</td>
</tr>
<tr>
<td>Calendar ID:</td>
<td>02</td>
</tr>
<tr>
<td>Update Open Periods:</td>
<td>By Ledger Group</td>
</tr>
</tbody>
</table>

- Balanced Ledger
- Allow Ledger Load Update
- Direct Budgets Ledger Updates
- Enable Separate Debit/Credit
- Separate DR/CR Amount Fields
- Jnl Generator Orbital Ledger Group
- Enable Alternate Account
- Acct->Alt Suspense: All>

### Ledger Details

**Business Unit:** 98000

<table>
<thead>
<tr>
<th>Ledger Group:</th>
<th>PRLJ_GRT</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Document Type:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal Balance Option:</td>
<td>Default to Higher Level Value</td>
</tr>
<tr>
<td>Journal Edit Errors Option:</td>
<td>Default to Higher Level Value</td>
</tr>
<tr>
<td>Journal Amount Errors Option:</td>
<td>Default to a Higher Level Value</td>
</tr>
<tr>
<td>Control Total Option:</td>
<td>Default to Higher Level Value</td>
</tr>
<tr>
<td>Position Accounting:</td>
<td></td>
</tr>
<tr>
<td>Journal Date * Open From:</td>
<td>Default to Higher Level Value</td>
</tr>
<tr>
<td>Journal Date * Open To:</td>
<td>Default to Higher Level Value</td>
</tr>
</tbody>
</table>

### ChartField Combo Edit

### Personalize | Find | View | First | Last

**Process Group:** FUNDPROG
**XKSUMACCT:**
### Ledger Details

**Business Unit:** 98000

<table>
<thead>
<tr>
<th>Tab</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ledger Type</td>
<td>Commitment Control Ledger</td>
</tr>
<tr>
<td>Ledger Group</td>
<td>REVEST</td>
</tr>
<tr>
<td>Calendar ID</td>
<td>02</td>
</tr>
<tr>
<td>Update Periods</td>
<td>By Ledger Group</td>
</tr>
<tr>
<td>Balanced Ledger</td>
<td>Allow Ledger Load Update</td>
</tr>
<tr>
<td></td>
<td>Direct Budgets Ledger Updates</td>
</tr>
<tr>
<td></td>
<td>Enable Separate Debit/Credit</td>
</tr>
<tr>
<td></td>
<td>Separate DRCCR Amount Fields</td>
</tr>
<tr>
<td></td>
<td>Jnl Generator DRI Ledger Group</td>
</tr>
<tr>
<td></td>
<td>Enable Alternate Account</td>
</tr>
<tr>
<td></td>
<td>Acct&gt;Alt Suspense</td>
</tr>
<tr>
<td></td>
<td>Acct&gt;Acct Suspense</td>
</tr>
</tbody>
</table>

### Ledger Details

**Business Unit:** 98000

<table>
<thead>
<tr>
<th>Tab</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ledger Group</td>
<td>REVEST</td>
</tr>
<tr>
<td>Document Type</td>
<td>Journal Balance Option</td>
</tr>
<tr>
<td></td>
<td>Journal Edit Errors Option</td>
</tr>
<tr>
<td></td>
<td>Journal Amount Errors Option</td>
</tr>
<tr>
<td></td>
<td>Total Option</td>
</tr>
<tr>
<td></td>
<td>Position Accounting</td>
</tr>
<tr>
<td></td>
<td>Journal Date &gt; Open From</td>
</tr>
<tr>
<td></td>
<td>Journal Date &gt; Open to</td>
</tr>
</tbody>
</table>

### Chart/Field Combo Edit

<table>
<thead>
<tr>
<th>Group</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>FUNDPROG</td>
<td></td>
</tr>
<tr>
<td>KSUMMACCT</td>
<td></td>
</tr>
</tbody>
</table>
Commitment Accounting

**Institution:** 40000 - Georgia Gwinnett

**Set Up Task:** Review Journal Generator Template

**Navigation:** Setup HCM/Product Related/Payroll for North America/Review Journal Generator Tmpl

**Set Up Classification:** Institution Specific

**Sequence:** 058.001e

**Task Description:** Ensure values message over from Financials. Nothing to enter in HCM. Use the Review Journal Generator Tmpl - Defaults page (JRNL_GEN_DEFAULTS) to view Journal Generator defaults.
### Effective Date
- **Set ID:** 40000
- **Template:** ACCRUAL

#### Reversal Code
- **Do Not Generate Reversal**
- **Beginning of Next Period**
- **End of Next Period**

#### Journal Header Fields
- **Journal ID Mask:** BEXP
- **Source:** PAY
- **Document Type:** Date
- **Accounting Date on Transaction**
- **End Date - From Period**
- **Header Descr:** Ben Bill to GL Expense
- **Reference:** BENEXP

#### Journal Line Fields
- **Ref.**
- **Line Descr:** Ben Bill to GL Expense

### Effective Date
- **Set ID:** 40000
- **Template:** BENBILL

#### Reversal Code
- **Do Not Generate Reversal**
- **Beginning of Next Period**
- **End of Next Period**

#### Journal Header Fields
- **Journal ID Mask:** BEXP
- **Source:** PAY
- **Document Type:** Date
- **Accounting Date on Transaction**
- **End Date - From Period**
- **Header Descr:** Ben Bill to GL Expense
- **Reference:** BENEXP

#### Journal Line Fields
- **Ref.**
- **Line Descr:** Ben Bill to GL Expense
## Set ID 40000
### Template ENC_PROJ
#### Effective Date
- **Effective Date:** 01/01/1991
- **Status:** Active

#### Reversal Code
- Do Not Generate Reversal
- Beginning of Next Period
- End of Next Period

#### Journal Header Fields
- **Journal ID Mask:** P
- **Source:** PAY
- **Document Type:** Date
- **Accounting Date on Transaction:**
- **End Date - From Period:**
- **Header Descr:** Encumbrance Projection
- **Reference:**

#### Journal Line Fields
- **Reference:**
- **Line Descr:**

### Set ID 40000
#### Journal Template ENC_PROJ
#### Effective Date
- **Effective Date:** 01/01/1991
- **Status:** Active

#### Primary Summarization Option
- Summarize to Chart/Field Level
- All Account Values
- **Tree Name:** Level

#### Alternate Summarization Option
- Retain Detail

### Set ID 40000
#### Journal Template PAYROLL_CE
#### Effective Date
- **Effective Date:** 01/01/1991
- **Status:** Active

#### Reversal Code
- Do Not Generate Reversal
- Beginning of Next Period
- End of Next Period

#### Journal Header Fields
- **Journal ID Mask:** CES
- **Source:** PAY
- **Document Type:** Date
- **Accounting Date on Transaction:**
- **End Date - From Period:**
- **Header Descr:** Record ADP CES Payments
- **Reference:**

#### Journal Line Fields
- **Reference:** CES
- **Line Descr:** Carrier Enrollment Payment

#### Primary Summarization Option
- Retain Detail
- Selected Account Values
- **Tree Name:** Level

#### Alternate Summarization Option
- Summarize to Chart/Field Level
Commitment Accounting

Institution: 40000 - Georgia Gwinnett
Set Up Task: Combination Code Table

Navigation: Set Up HCM > Product Related > Commitment Accounting > Budget Information > Combination Code Table
Set Up Classification: Institution Specific
Sequence: 059.001
Task Description: Use the Combination Code Table page (VALID_COMBO_TBL) to review all combination codes imported into HCM and loaded by the Load Combination Code process (BUD003) Manually define and review valid combinations of ChartField values if not importing them.

Combination Code Table

[Image of Combination Code Table]

Funding Source Information
Commitment Accounting

Institution: 40000 - Georgia Gwinnett

Set Up Task: Department CF

Navigation: Set Up HCM > Common Definitions > ChartField Configuration > Department CF

Set Up Classification: Institution Specific

Sequence: 066.001

Task Description: Access the Department ChartFields from Financials. Review a department. Departments typically represent a divisional classification of a larger entity in your organization (such as a profit center, an operating unit, a school within a university, or a bureau of a government). Its emphasis is usually on budget and responsibility accounting.

This page is not available for entry.
Commitment Accounting

Institution: 40000 - Georgia Gwinnett

Set Up Task: Project

Navigation: Set Up HCM > Common Definitions > ChartField Configuration > Project

Set Up Classification: Institution Specific

Sequence: 071.001

Task Description: Access the Project ChartFields from Financials. Add project values, set up project start and end dates, and project status.

This page is not available for entry if you are integrating with PeopleSoft Financials.
Commitment Accounting

**Institution:** 40000 - Georgia Gwinnett

**Set Up Task:** GL/HR Business Unit Mapping

**Navigation:** Set Up HCM > Common Definitions > ChartField Configuration > GL/HR Business Unit Mapping

**Set Up Classification:** Institution Specific

**Sequence:** 343.001

**Task Description:** HCM business units to General Ledger business units. Use the GL/HR Business Unit Mapping page (BU_GL_HR_LNK) to verify that the General Ledger business unit is associated with the correct HCM business unit.
Commitment Accounting

Institution: 40000 - Georgia Gwinnett

Set Up Task: Business Unit Reference

Navigation: Setup HCM/Foundation Tables/Organization/Business Unit/Business Unit Reference

Set Up Classification: Institution Specific

Sequence: 343.001a

Task Description: Map GL BU and AP BU. Use the Business Unit Reference page (BUS_UNIT_TBL_HR2) to identify business units in other PeopleSoft applications that are related to a business unit.
Commitment Accounting

Institution: 40000 - Georgia Gwinnett

Set Up Task: Combination Code Table

Navigation: Set Up HCM > Common Definitions > ChartField Configuration > Combination Code Table

Set Up Classification: Institution Specific

Sequence: 368.001

Task Description: Set up combinations created by the Build Combination process in General Ledger. Use the Combination Code Table page (VALID_COMBO_TBL) to review all combination codes imported into HCM and loaded by the Load Combination Code process (BUD003). Manually define and review valid combinations of ChartField values if not importing them.
## Combination Code Table

**Set ID**: 40000  
**Process Group**: ALLCFS  
**GL Combination Code**: 401510120185

<table>
<thead>
<tr>
<th>ChartField</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td>669899</td>
</tr>
<tr>
<td>Fund Code</td>
<td>10580</td>
</tr>
<tr>
<td>Department</td>
<td>1510120</td>
</tr>
<tr>
<td>Program Code</td>
<td>11180</td>
</tr>
<tr>
<td>Class Field</td>
<td>11080</td>
</tr>
<tr>
<td>Budget Reference</td>
<td></td>
</tr>
<tr>
<td>Business Unit/PC</td>
<td></td>
</tr>
<tr>
<td>Project</td>
<td></td>
</tr>
<tr>
<td>Activity ID</td>
<td></td>
</tr>
<tr>
<td>Resource Type</td>
<td></td>
</tr>
<tr>
<td>Resource Category</td>
<td></td>
</tr>
<tr>
<td>Resource Sub-Category</td>
<td></td>
</tr>
</tbody>
</table>

*Effective Date*: 01/01/2014  
*Status*: Active
Commitment Accounting

Institution: 40000 - Georgia Gwinnett
Set Up Task: Department Budget Table USA
Navigation: Set Up HCM > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA
Set Up Classification: Institution Specific
Sequence: 381.002
Task Description: Define annual budgets.

Department Budget Table USA
Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria

Set ID = 40000
Department begins with 1010200
Fiscal Year = 2016
Budget Level =
Position Pool ID begins with
Job Code Set ID begins with
Job Code begins with
Position Number begins with
Empl ID begins with
Empl Record =

Search Results

<table>
<thead>
<tr>
<th>Set ID</th>
<th>Department</th>
<th>Fiscal Year</th>
<th>Budget Level</th>
<th>Position Pool ID</th>
<th>Job Code Set ID</th>
<th>Job Code</th>
<th>Position Number</th>
<th>Empl ID</th>
<th>Empl Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>40000</td>
<td>1010200</td>
<td>2016</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
</tr>
<tr>
<td>40000</td>
<td>1010200</td>
<td>2016</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
</tr>
<tr>
<td>40000</td>
<td>1010200</td>
<td>2016</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
</tr>
<tr>
<td>40000</td>
<td>1010200</td>
<td>2016</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
</tr>
<tr>
<td>40000</td>
<td>1010200</td>
<td>2016</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
</tr>
<tr>
<td>40000</td>
<td>1010200</td>
<td>2016</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
</tr>
<tr>
<td>40000</td>
<td>1010200</td>
<td>2016</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
</tr>
<tr>
<td>40000</td>
<td>1010200</td>
<td>2016</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
</tr>
</tbody>
</table>
### Budget Cap

<table>
<thead>
<tr>
<th>Dept Budget Date</th>
<th>Dept Budget Defaults</th>
<th>Dept Budget Earnings</th>
<th>Dept Budget Deductions</th>
<th>Dept Budget Taxes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year 2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Set ID**: 40000

**Department**: 1010200

**Offset Group**: DOG

**Group for Oneusg**: Group for Oneusg

**Budget Cap**

- Per Budget Level
- Per Earn/Tax/Ded

**Suspense Combination Code**

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Effective Sequence</th>
<th>Combination Code</th>
<th>Effective English</th>
<th>ChartField Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/01/2015</td>
<td>0</td>
<td>400102000SUS</td>
<td>Suspense English</td>
<td>ChartField Details</td>
</tr>
</tbody>
</table>

**Balance**: 0.00

### Funding Defaults

- **Default Funding Source Option**: Distrib over Actual Earnings
- **Exclusion Fringe Group**: Exclusion Fringe Group

**Funding End Date Defaults From Funding Source**

**Account Overrides**

- **Use Acct Defined for Earnings**
- **Use Acct Defined for Dedns**

**Funding Source Defaults**

- **Use Account Defined for US Tax**
- **Use Account Defined for CanTax**

### Earnings Distribution

<table>
<thead>
<tr>
<th>Combination Code</th>
<th>Distributed</th>
<th>Earning Code Description</th>
<th>Combination Code Description</th>
<th>Exclusion Fringe Group</th>
<th>Redirect Combo Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>401012000SUS</td>
<td>1</td>
<td>100.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Earnings Code**: 1

**Effective Date**: 07/01/2015

**Budget Level Cap**: 0.00

---

**Department**: 1010200

**Position Pool**: Position Pool

**Jobcode**: Position

**Department**: Position

**Offset Group**: DOG

**Group for Oneusg**: Group for Oneusg

**Fiscal Year**: 2016

**Budget Cap**

- Per Budget Level
- Per Earn/Tax/Ded

**Level**

<table>
<thead>
<tr>
<th>Position Pool</th>
<th>Jobcode</th>
<th>Position</th>
<th>Department</th>
<th>Position</th>
<th>Assistant Professor</th>
<th>Status</th>
<th>Active</th>
<th>Currency</th>
<th>Date Entered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Code</td>
<td>1000165</td>
<td>Eff 0</td>
<td>1010200</td>
<td>07/01/2015</td>
<td>1</td>
<td>Active</td>
<td>1</td>
<td>USD</td>
<td>12/15/2015</td>
</tr>
</tbody>
</table>

---

**Earnings Distribution**

- **Earnings Code**: 1
- **Sequence Number**: 401012000SUS
- **Combination Code**: 100.00
- **Earnings Code Description**: 0.00
- **Combination Code Description**: 0.00
- **Exclusion Fringe Group**: 0.00
- **Redirect Combo Code**: 0.00

---

**Fiscal Year**: 2016

**Budget Amount Distribution %**: 100.00

---

**Save** | **Return to Search** | **Previous in List** | **Next in List** | **Notify** | **Add** | **Update/Display** | **Include History** | **Correct History**
Commitment Accounting

Institution: 40000 - Georgia Gwinnett

Set Up Task: Setup Encumbrance Process Control

Navigation: Setup HCM/Product Related/Commitment Accounting/Encumbrance Information/Encumbrance Process Control

Set Up Classification: Institution Specific

Sequence: 382.001a

Task Description: Must be in place so delivered encumbrances will run. One row only.
### Encumbrance Process Control

**Set ID** SHARE

**Fiscal Year** 2015

In Progress: None

#### Companies

<table>
<thead>
<tr>
<th>Company</th>
<th>Company Name</th>
<th>*Set ID</th>
<th>*Calendar ID</th>
<th>*Fiscal Year</th>
<th>*Prorate Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 400</td>
<td>Georgia Gwinnett College</td>
<td>SHARE</td>
<td>02</td>
<td>2015</td>
<td>Work Days</td>
</tr>
<tr>
<td>2 980</td>
<td>Board of Regents (USG)</td>
<td>SHARE</td>
<td>02</td>
<td>2015</td>
<td>Work Days</td>
</tr>
</tbody>
</table>

#### Look Up Calendar ID

- **Search by:** Calendar ID begins with
- **Search Results**
  - View 100, First 1 of 7, Last
  - Calendar ID Description
    - **B1:** Monthly D
    - **B2:** Fiscal Year - HCM update D
    - **A1:** Annual Calendar-1099 D
    - **AL:** BUDGET_PERIOD ALL YEARS P
    - **AN:** Annual Calendar S
    - **BP:** Control Budget Ledger Calendar D
    - **YE:** BUDGET_PERIOD YEAR P
End of Report