Commitment Accounting

Institution: 98000 - University System Office

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: Data is provided by FIN system. Messaged over. 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:** 98000 - University System Office

**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.

![Review Ledger by Business Unit](image-url)
Commitment Accounting

Institution: 98000 - University System Office

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.
Commitment Accounting

Institution: 98000 - University System Office
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.
Commitment Accounting

Institution: 98000 - University System Office

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.
## Project

**Business Unit:** 40000  
**Project:** 40008  
**Fed Work Study Program FY2016**

### PC Project Definition

<table>
<thead>
<tr>
<th>Project Type</th>
<th>000000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enforce Project Team?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### Date / Time

<table>
<thead>
<tr>
<th>Date/Time Stamp</th>
<th>User ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Long Description

#### Project Resource

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Sequence</th>
<th>Start Date</th>
<th>Status</th>
<th>End Date</th>
<th>Percent Complete</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/10/2016</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

### Team Members

**Business Unit:** 40000  
**Project:** 40008  
**Fed Work Study Program FY2016**

### Team Members

<table>
<thead>
<tr>
<th>Team Member Indicator</th>
<th>Team Member</th>
<th>Name</th>
<th>Project Role</th>
<th>Email Notify for Status Changes</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Commitment Accounting

Institution: 98000 - University System Office

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: Map 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.

---

GL/HR Business Unit Mapping

Enter any information you have and click Search. Leave fields blank for a list of all values:

- **Find an Existing Value**
- **Search Criteria**
  - General Ledger Unit begins with

**Search Results**
- View All
- First
- 1 of 2
- Last
- General Ledger Unit Description
  - 40000 Georgia Oglethorpe College
  - 98000 Board of Regents - HCM update

---

GL/HR Business Unit Mapping

Business Unit - GL 98000 Board of Regents - HCM update

---

HR Business Units

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>98000</td>
<td>Board of Regents</td>
</tr>
</tbody>
</table>
Commitment Accounting

**Institution:** 98000 - University System Office

**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.
### Business Unit Cross Reference

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Business Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Management Business Unit</td>
<td>AR Business Unit</td>
</tr>
<tr>
<td>Order Management Business Unit</td>
<td>AP Business Unit</td>
</tr>
<tr>
<td>Balancing Business Unit</td>
<td>PO Business Unit</td>
</tr>
<tr>
<td>Budgeting Business Unit</td>
<td>General Ledger Unit 98000</td>
</tr>
<tr>
<td>Billing Business Unit</td>
<td>Business Unit PC</td>
</tr>
<tr>
<td>Inventory Business Unit</td>
<td></td>
</tr>
</tbody>
</table>

[Save] Return to Search [Previous In List] Next In List Notify Add Update/Display
Commitment Accounting

Institution: 98000 - University System Office

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: 96060  
Process Group: ALL  
GL Combination Code: 881550000110

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td>99999</td>
</tr>
<tr>
<td>Fund Code</td>
<td>10000</td>
</tr>
<tr>
<td>Department</td>
<td>1550000</td>
</tr>
<tr>
<td>Program Code</td>
<td>16100</td>
</tr>
<tr>
<td>Class Field</td>
<td>11000</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  
*Description: Teacher Preparation/Research  
Short Desc: Teach Prep  
Valid Value: Yes
Commitment Accounting

Institution: 98000 - University System Office

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.

Find an Existing Value  Add a New Value

Search Criteria

- Set ID
- Department
- Fiscal Year
- Budget Level
- Position Pool ID
- Job Code Set ID
- Job Code
- Position Number begins with
- Empl ID
- Empl Record

[Search]  [Clear]  [Basic Search]  [Save Search Criteria]

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>381.002</td>
<td>40000</td>
<td>1010200</td>
<td></td>
<td></td>
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<td></td>
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<tr>
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<td>1010200</td>
<td>2016</td>
<td>381.002</td>
<td>40000</td>
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<tr>
<td>40000</td>
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<td>1010200</td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Dept Budget Date

<table>
<thead>
<tr>
<th>Set ID</th>
<th>Department</th>
<th>Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>40000</td>
<td>1010200</td>
<td>2016</td>
</tr>
</tbody>
</table>

### Dept Budget Defaults

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Effective Sequence</th>
<th>Combination Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/01/2015</td>
<td>0</td>
<td>4010102000US</td>
</tr>
</tbody>
</table>

### Funding Defaults

- Default Funding Source Option: Funding End Date Default From Funding Source

### Account Overrides

- Use Acct Defined for Earnings
- Use Account Defined for US Tax
- Use Account Defined for CA Tax

### Dept Budget Earnings

<table>
<thead>
<tr>
<th>Set ID</th>
<th>Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>40000</td>
<td>2016</td>
</tr>
</tbody>
</table>

### Earnings Distribution

<table>
<thead>
<tr>
<th>Combination Code</th>
<th>Description</th>
<th>Earnings Code Description</th>
<th>Earnings Code Description</th>
</tr>
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<tbody>
<tr>
<td>4010102000US</td>
<td>03/01/2016</td>
<td>10000165 Assistant Professor</td>
<td>03/01/2016</td>
</tr>
</tbody>
</table>

### Budget Cap

- Per Budget Level
- Per Earm/Tax/Ded

---

Tuesday, April 19, 2016
Commitment Accounting

Institution: 98000 - University System Office

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.
End of Report