Commitment Accounting

Birds of a Feather – Session 1
Agenda

• Inventory of Cohort 1 to 5 Pain Points
• Roadmap Presentation
  • Issues Addressed through Releases
  • Enhancements
  • Cohort 6 and Beyond
• Retro Processing
• Encumbrance Deployment of Change Only
• Regression Testing Schedule and Expectations
• Impacts on Budget Prep
• Open Discussion
Who Handles Commitment Accounting at Your Institution? - Responses

- Payroll Department: 0.00%
- General Ledger Accounting: 10.00%
- Budget Department: 20.00%
- Commitment Accounting Team: 50.00%
Commitment Accounting
Pain Points

Cohorts 1 to 5
User Responses – Most Challenging Area

Challenging Area Responses

- Modifying Combo Codes: 10.00%
- Fringe Redirects: 0.00%
- Processing Budget Retros: 25.00%
- Position Funding: 15.00%
- Encumbrances: 30.00%
- Processing Direct Retros: 30.00%
- Accounting Adjustments: 0.00%
Current Pain Points

• **Encumbrance Calculation** (Cohort 1 to Cohort 5)
  • Account Mapping for Multiple Components of Pay
  • Performance Tuning – Changes Only
  • J Paygroup – 1733.33 Hour Calculation
  • HSA Employer Match Not Encumbered
  • Not Pro-Rating June FICA / Medicare
  • Employees Dropping Coverage Through Open Enroll
Current Pain Points

• Direct Retro Processing (Cohort 1 to Cohort 5)

Introduction

In current state, the colleges have two options for processing retro distributions: Direct Retro and Budget Retro. Budget Retro requests are triggered from the Department Budget Table in the same way as you would when entering a change funding row. Budget Retros are processed nightly by the Shared Services Commitment Accounting team. Direct Retro processing as delivered has a more complex front-end and many end users find it extremely difficult to use. It is common for organizations to develop solutions that help the front-end feel user friendly with edits/audits to ensure the requestor makes minimal mistakes. The OneUSG group of schools that are live in production have been using both solutions. After months of using this delivered functionality, a Retro Distribution Commitment Accounting workshop convened on 2/25/19 with the objective to:

• Define pain points
• Understand process inefficiencies and
• Define requirements for a simplified Retro Distribution solution

This document summarizes the fit/gap analysis and ultimately provides recommendations regarding the current state of Commitment Accounting Direct Retro operations.

This assessment is focused on the following objectives:

Look at functionality, both delivered and customized, with the intent to:

a) Review options and, at the same time.

b) Identify areas of improvement, both functional and technical.
Current Pain Points

• HR Accounting Line and PERS_SERV_BOR Messaging
• SSC Processing Times
• Invalid Funding lacks Job Earnings Distribution Errors
Commitment Accounting Roadmap

Cohorts 1 to 5 - Stabilization
Issues Addressed

• Release 5.12 *(August 23rd)*
  • Archive for PS_ENCUMB_MSG and new query BOR_CA_ENC_MSG_ARC
    • Allows institutions to run query and take processing off SSC
  • Publish Pers Serv BOR (BORPSBPPB)
    • Fix for issue impacting Augusta Univ
  • Position Funding Change (BORDBEUPD)
    • Unique constraint error when position has existing rows
Issues Addressed

• Recent Ad Hoc Releases:
  • Benefits Recon Adjustment (7/30/19)
    • Fixed app engine issue where accounting adjustments marked posted
  • GL02 Interface (8/08/19)
    • Fixes for UGA, Augusta Univ, and Georgia State issues
    • Fixes for zero dollar rows in PSB
  • Load Valid Combo Code BORBUD003 Updates (8/27/19)
    • Fix issues with updating HP_FUNDSRC_INFO when future dated chartfield changes for existing codes entered
  • BOR Data Integrity Report (9/03/19)
    • Add UGA and AU to report
Issues Addressed

• Recent Ad Hoc Releases:
  • Predistribution Audit Report (8/30/19)
    • Fix performance issues and fix for the process producing one error at a time
  • New query BOR_CA_CURRENT_SUSPENSE (9/04/19)
    • Returns PSB data for checks with lines in suspense
    • If suspense is corrected, check no longer appears on the query
    • Replaces query BOR_CA_DIST_LINES_SUSPENSE for suspense cleanup
  • Updated query BOR_CA_DIST_LINES_SUSPENSE (9/04/19)
    • Added pay end date prompt
Enhancements

• **Accounting Adjustment Expansion (09/04/19)**
  - Added new fields (populate in PSB)
    - Pay End Date (PAY_END_DT)  *Required field*
    - Position Number (POSITION_NBR)
    - Check # (CHECK_NBR)
    - Pay Group (PAYGROUP)
    - Pay Run ID (PAYRUN_ID)
  - New BOR_TRANS_TYPE = ‘AADJ’ (previously ‘ONL’ or ‘UPL’)
  - Separated Benefits Recon and Accounting Adjustment table structure:
    - Converted existing transactions to new tables BOR_ACT_ADJ_HDR and BOR_ACT_ADJ_DTL
    - Institutional queries need to be updated to the new tables
  - Updated Accounting Adjustment Job Aids (on the OneUSG Documentation page)
Commitment Accounting
Roadmap

Cohort 6 and Beyond
Cohort 6 and Beyond

**Current**
- Budget and Direct Retro
- Invalid Account Assignment
- SWB/RWB and Additional Pay
- No Archival

**Future State**
- Express Direct Retro (EDR)
- Encumbrances and MCOP
- Summer Pay and Academic Pay
- Archiving PERS_SERV_BOR (PSB)
Retro Processing – Express Direct Retro

• Express Direct Retro (EDR) is replacing Direct Retro and Budget Retro

• EDR Benefits include:
  • Flexibility with Accounting Date
  • Multiple Pay Check / Accounting period changes
  • Ability to redistribute partial amounts
  • Fringe Follows Earnings option
  • Follows workflow approvals
  • Institutions have the option to roll this out to Department Managers
  • Approved transactions processed nightly SSC or batch processing
Retro Processing – Accounting Adjustments

• Accounting Adjustments will still be available after EDR is live

• Accounting Adjustment benefits include:
  • Extract and Upload for Mass Changes
  • Not attached to pay calendar
  • Can be used for prior year adjustments (Multi-Year Grants)
  • Transactions produced will work with EDR (Added Pay End Date and related fields)
  • Requires one-step approval – only for use within the Commitment Accounting team at an institution
  • Process Accounting Adjustment step can be run by institutions at any time
Retro Processing

• Change Position Funding will only affect distributions after the approval date
• EDR and Accounting Adjustments will be used to reallocate expenses
EncumbranceCalc – Two Step Process

• Each encumbrance process involves a zero and calculation
• 2 GL03 process instances for each encumbrance calculation
  • Zero Encumbrance
  • Encumbrance Calculation
• Same Accounting Date
• Same Accounting Template
  • ENC_PROJ
• Results in 1 JE for the net of the zero and calculation
• Run Date may be different
  • If journal generation occurs between the 2 processes, will result in 2 journal entries.
  • Results in clone environments or data warehouses having zero encumbrances depending upon clone time
Encumbrances – Changes Only

• Same Zero and Calculation process as current Encumbrance Calc
• Difference is in population processed
  • A process (BORENCTRU) is run to populate a temporary table that will be used for the zero and calculation processes.
  • Process has a prompt for a date. Changes that have occurred after that date are included in the temporary table.
    • Will use date of one day prior to previous encumbrance calculation.
  • Process pulls changes that have occurred to:
    • Job Data
    • Position Data
    • Department Budget Table

• Institutions will test during Cohort 6 regression testing (Mandatory)
Encumbrances – Changes Only

• Proposed Schedule
  • Full Enc Calc:
    • Monthly Enc Calcs for July, August and January
    • 1st Biweekly Enc Calc for March, April, May and June
  • Changes Only Enc Calc:
    • Weekly Encumbrance Calcs for 120 & 180
    • Monthly Enc Calcs for September, October, November, December (not 2019), February
    • 2nd Biweekly Enc Calcs for March through June
    • 3rd Biweekly if applicable for March through June

• Questions, Comments, or Concerns about this schedule?
Encumbrances and MCOP

- Encumbrances will require DBT rows set up for MCOP Earns Codes
- Working on mapping Earns Codes
Summer Pay and Academic Pay

• Impacts Encumbrances and Budget Prep
  • Summer Pay and Academic Pay will no longer require SWB rows on Job
  • Will be rolled out to Georgia Tech first (Cohort 6)
  • Dependent on Budget Development Activities
    • Will be rolled out to UGA, GT and GSU first
Archiving PERS_SERV_BOR (PSB)

- Due to the large volume of data published to PERS_SERV_BOR within OneUSG and Financials, we need an archiving strategy

<table>
<thead>
<tr>
<th>OneUSG Connect/HPROD</th>
<th>GaFIRST/FPROD</th>
<th>Augusta/AUFPROD</th>
</tr>
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<tbody>
<tr>
<td>EXTRACT(YEARFROMRUN_DT)</td>
<td>COUNT(*)</td>
<td>EXTRACT(YEARFROMRUN_DT)</td>
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<tr>
<td>2009</td>
<td>1,767,604</td>
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<tr>
<td>2010</td>
<td>1,842,835</td>
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<td>2011</td>
<td>1,688,518</td>
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<td>75,922,115</td>
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<td>23,349,618</td>
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PSB row counts as of 8/01/19
Archiving Strategy for PERS_SERV_BOR (PSB)

<table>
<thead>
<tr>
<th>Application</th>
<th>Archiving Strategy</th>
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<tbody>
<tr>
<td>OneUSG Connect</td>
<td>Retain current + one previous year</td>
</tr>
<tr>
<td>GeorgiaFIRST Financials</td>
<td>Retain current + one previous year</td>
</tr>
</tbody>
</table>

• Additional Considerations:
  • Approach will allow PSB tables to remain in sync (HCM and PSFIN)
  • Will have query access to history/archive tables
  • Non-GeorgiaFIRST Financials institutions need to adopt their own archiving strategy
Commitment Accounting
Cohort 6 Regression Testing

Schedule and Expectations
Regression Testing

• Date: Tentatively scheduled November 7th and 8th
• Location: Athens ITS Classrooms
• Institutions to Participate:
  • ALL OneUSG Connect institutions
• How Cohort 6 regression testing is different:
  • Significant changes for Commitment Accounting that will impact all institutions
    • Direct Retros and Budget Retros are going away
    • Accounting Adjustment functionality has changed
    • New Express Direct Retro will be used by all institutions
    • Encumbrance processing is changing
Regression Testing

• Testing will cover:
  • Accounting Adjustments
  • Express Direct Retros
  • MSS Change Position Funding
  • Encumbrances - Changes Only
  • MCOP

• If workflow is not set up for Change Position Funding for your institution, workflow will default to option E (Initiator routes direct to Level 5)

• Look for an invite to a Skype meeting to discuss Regression Testing prerequisites
Impacts on Budget Prep

• For the 2021 Budget Prep Cycle:
  • Support for MCOP and Academic Pay will be added to processes in OneUSG
  • Schools not using GeorgiaFIRST Budget Prep will pilot these changes on the OneUSG side

• For the 2022 Budget Prep Cycle:
  • GeorgiaFIRST Budget Prep in Financials will be updated to fully support MCOP and Academic Pay
## Budget Prep Timeline

<table>
<thead>
<tr>
<th>Application Release</th>
<th>Description</th>
<th>Production Date</th>
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<tbody>
<tr>
<td>GeorgiaFIRST Financials</td>
<td>Fixes and enhancements</td>
<td>November 2019</td>
</tr>
<tr>
<td>Augusta University Financials</td>
<td>Retrofits and enhancements</td>
<td>January 2020</td>
</tr>
<tr>
<td>All OneUSG Institutions</td>
<td>Budget Prep Load</td>
<td>March 2020</td>
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</tbody>
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| Budget Amendment                    | May 2020 (tentative)             |
Open Discussion

• Examples of requested improvements:
  • Easier way to correct the funding on split funded earnings
  • Ability to correct multiple things on the same check on the same day
  • Encumber MCOPs in correct account codes
  • Simplification of direct retro process
Questions