Commitment Accounting

Express Direct Retro
Agenda

• Express Direct Retro Overview
• Configuration options
• Security Controls
• Demo
• Retro processing
• Cohort 6 Regression Testing
Express Direct Retro (EDR) will replace Budget Retro and Direct Retro. Users will be able to search by multiple HR attributes (Employee ID, Employee Name, Jobcode, Position Number) to initiate or review accounting transactions.

The search could be further optimized by optional criteria:
- Pay End Date range
- Combo Codes
- Ledger accounts
- Paycheck Number

Depending on their security, requestors will be able to select multiple transaction types to perform:
- Apply to Transactions: Earnings Only, Earnings Fringe Follows, Fringe Only, Money Movement and any other institution-specific transactions that could be configured.
Express Direct Retro Overview

The search results will be displayed on the Retro-Distribution page. Requestors will be able to select all desired transactions for processing, work on all of them on one page and submit all of them attached to a single workflow request.
Express Direct Retro Configuration

• Each Business Unit can have a unique selection of:
  • BOR Transaction Types allowable for Retro-Distribution (e.g. Payroll Actuals, Payroll Retro, etc.)
  • Earnings and Fringe Ledger Accounts eligible for each Transaction Type
  • Security roles to be utilized for certain access (e.g. CA manager)
• The following rules must be defined for each Business Unit:
  • ACCOUNT – what security role users must have within each institution to redistribute the ACCOUNT. E.g., at GT only CA manager can perform ACCOUNT redistribution.
  • DATE RANGE – what ChartField values should trigger retro-period restriction, e.g. Combo Codes containing certain FUND_CODE values cannot be redistributed past 90 days of the original transaction. (NOTE: depending on configuration, this rule can be circumvented given a higher security access. For GT, a CA manager can override these limitations.)
Express Direct Retro Workflow Approval

• Based on MSS Change Position Funding Workflow setup

• Depending on the institution-specific configuration express retro workflow could have up to 5 approval stages.

• Requestors can add ad-hoc approvers to review and approve transactions

• Approvers will be able to see the old and new distribution as well as justification for each transaction.

• Approvers will be able to approve or deny a transaction and provide comments.

• Requestors will be able to view transactions as they move through the Workflow process.
Express Direct Retro Demo
Express Direct Retro Demo

[Image of Retro Distribution Search form]

- Company: 180 University of Georgia
- Retro Option: B (Earnings – Fringe Follows)
- Empl ID: 1802341
- From Pay End Dt: [Date]
- To Pay End Dt: [Date]
- Check Nbr: [Blank]

Buttons: Chartfield Details, Search, Show Fringe, Clear Search
## Express Direct Retro Demo

### Retro Distribution Search

<table>
<thead>
<tr>
<th>Select</th>
<th>Locked Trx</th>
<th>Pay Period End Date</th>
<th>Check Nbr</th>
<th>Empl ID</th>
<th>Combination Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>06/30/2019</td>
<td>1539940</td>
<td>1802341</td>
<td>18173246001006</td>
<td>994.01</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>06/30/2019</td>
<td>1539940</td>
<td>1802341</td>
<td>18173246001005</td>
<td>2296.01</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>06/30/2019</td>
<td>1539940</td>
<td>1802341</td>
<td>18173246001004</td>
<td>83.31</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>05/31/2019</td>
<td>1459793</td>
<td>1802341</td>
<td>18173246001006</td>
<td>984.01</td>
</tr>
<tr>
<td>5</td>
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<td>05/31/2019</td>
<td>1459793</td>
<td>1802341</td>
<td>18173246001005</td>
<td>2296.02</td>
</tr>
<tr>
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<td>18173246001004</td>
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</tr>
<tr>
<td>7</td>
<td></td>
<td>04/30/2019</td>
<td>1353475</td>
<td>1802341</td>
<td>18173246001006</td>
<td>984.01</td>
</tr>
<tr>
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<td>18173246001005</td>
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</tr>
<tr>
<td>10</td>
<td></td>
<td>03/31/2019</td>
<td>1217306</td>
<td>1802341</td>
<td>18173246001005</td>
<td>984.01</td>
</tr>
</tbody>
</table>

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![interactUSG Logo](image-url)
Express Direct Retro Demo
### Retro Distribution Search

<table>
<thead>
<tr>
<th>Company</th>
<th>Position Number</th>
<th>Pay Group</th>
<th>Pay Period End</th>
<th>Check Nbr</th>
<th>Empid</th>
<th>Account</th>
<th>Combo Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>180</td>
<td>1BY</td>
<td>06/30/2019</td>
<td>1558849</td>
<td>1802541</td>
<td>511100</td>
<td>18173246061006</td>
<td>984.01</td>
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</table>

### New Distribution

<table>
<thead>
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<th>Company</th>
<th>Position Number</th>
<th>Pay Group</th>
<th>Pay Period End</th>
<th>Check Nbr</th>
<th>Empid</th>
<th>Account</th>
<th>Original Amount</th>
<th>Original Accr Cd</th>
<th>Original Account</th>
<th>Chartfield Details</th>
<th>Combo Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>180</td>
<td>1BY</td>
<td>06/30/2019</td>
<td>1838640</td>
<td>1802341</td>
<td>511100</td>
<td>984.01</td>
<td>18173246001006</td>
<td>511100</td>
<td>Chartfield Details</td>
<td>18173246001006</td>
</tr>
</tbody>
</table>

### Add comments:

- [Submit]
- [Save Ad Hoc]
- [Cancel]
## Express Direct Retro Demo

### ChartField Details

**Combination Code**: 181732460010003

**Search Options**
- Combination Codes

### ChartField Detail

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund Code</th>
<th>Department</th>
<th>Program Code</th>
<th>Class Field</th>
<th>Budget Reference</th>
<th>Business Unit PC</th>
<th>Project</th>
<th>Activity ID</th>
<th>Chartfield 1</th>
<th>Open Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>999999</td>
<td>11510</td>
<td>17324600</td>
<td>13200</td>
<td>61FSL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Ok**
- **Cancel**

Submit | Save Ad Hoc | Cancel

*interactUSG*
Express Direct Retro Demo
Express Direct Retro Demo

Submit Confirmation

- The Submit was successful.

EDR - Retro Distribution

Pending
- Multiple Approvers
- LEVEL_1_APPROVER

Not Routed
- Multiple Approvers
- HR_APPROVER

Comments

System at 09/17/19 - 4:46 PM
Not enough approvers were found at: step number 4, path 1, stage 10. Routing to next step.

System at 09/17/19 - 4:46 PM
Not enough approvers were found at: step number 3, path 1, stage 10. Routing to next step.

System at 09/17/19 - 4:46 PM
Not enough approvers were found at: step number 2, path 1, stage 10. Routing to next step.
Express Direct Retro Demo
Express Direct Retro Demo
Retro Processing

Express Direct Retro (EDR) is replacing Budget Retro AND Direct Retro

- Flexibility with Accounting Date
- MSS Change position funding/DBT funding changes used for current and future funding changes
- Multiple Pay check / Accounting period changes
- Ability to redistribute partial amounts
- Fringe Follows Earnings
- Approved transactions processed nightly SSC or batch processing

Accounting Adjustments:

- Option for mass changes
- Fiscal year end processing
- Flexibility with Accounting Date
Cohort 6 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
Cohort 6 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
Other Commitment Accounting Sessions

• Commitment Accounting Birds of a Feather – Part 1
  ▪ 1:45pm - 2:35pm today – Room 205

• Commitment Accounting Birds of a Feather – Part 2
  ▪ 3:20pm – 4:10pm today – Room 205

We need your participation!
Questions