

Commitment Accounting

Express Direct Retro

Agenda

- Express Direct Retro Overview
- Configuration options
- Security Controls
- Demo
- Retro processing
- Cohort 6 Regression Testing

Express Direct Retro Overview

Employee Self Service | Retro Distribution Search

Retro Distribution Search

Search - New

Company* 030 Georgia Institute Technology

Retro Option*

Position

Empl ID

Chartfield Details

Account

Pay Group

From Pay End Dt To Pay End Dt

Check Nbr

Search Show Fringe Clear Search

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.

Employee ID	0346782		Name	John Doe	Transaction ID:	
Deptid	932	Marine Research				
Jobcode	037894	Sr. Researcher				
Position Number	03567890					

Current Distribution
Find | View 1 | First 1-2 of 2 Last

Details	Company	Paygroup	Pay End Dt	Check #	Account	Account Descr	Combination Code	Combination Code Description	ChartField Details	Amount	Select for Retro	Locked by Transaction ID
ChartFields	030	03G	8/31/2019	123456	511100	Salaries - Reguar Faculty	03367673P	National Science Foundation	ChartField Details	1000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>

New Distribution
Find | View 1 | First 1-2 of 2 Last

Details	Company	Paygroup	Pay End Dt	Check #	Account	Account Descr	Combination Code	Combination Code Description	ChartField Details	By Amount	By Percent	
ChartFields	030	03G	8/31/2019	123456	511100	Salaries - Reguar Faculty	03367673P	National Science Foundation	ChartField Details	500.00	50.00	
	030	03G	8/31/2019	123456	511100	Salaries - Reguar Faculty	033706NW4	National Science Foundation	ChartField Details	500.00	50.00	
										Total:	1000.00	100.00

Accounting Date:

Comments:

Details	Company	Paygroup	Pay End Dt	Check #	Account	Account Descr	Combination Code	Combination Code Description	ChartField Details	Amount	Select for Retro	Locked by Transaction ID
ChartFields	030	03G	7/30/2019	109001	511100	Salaries - Reguar Faculty	03367673P	National Science Foundation	ChartField Details	1130.50	<input type="checkbox"/>	<input type="checkbox"/>

SAVE
SUBMIT

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

[← Employee Self Service](#) Retro Distribution Search


Retro Distribution Search

Search - New

Company* 180 University of Georgia

Retro Option* B (Earnings – Fringe Follows)

Position

Empl ID 1802341 

Account

Pay Group

From Pay End Dt To Pay End Dt

Check Nbr

Show Fringe

Express Direct Retro Demo

Employee Self Service Retro Distribution Search

1-10 of 18 | View All

Combo Code Details Search Keys

Select	Locked Trx	Pay Period End Date	Check Nbr	Empl ID	Combination Code	Amount		
1 <input checked="" type="checkbox"/>		06/30/2019	1538940	1802341	18173246001006	984.01	+	-
2 <input type="checkbox"/>		06/30/2019	1538940	1802341	18173246001005	2296.01	+	-
3 <input type="checkbox"/>		06/30/2019	1538940	1802341	18173246001004	83.31	+	-
4 <input type="checkbox"/>		05/31/2019	1459793	1802341	18173246001006	984.01	+	-
5 <input type="checkbox"/>		05/31/2019	1459793	1802341	18173246001005	2296.02	+	-
6 <input type="checkbox"/>		05/31/2019	1459793	1802341	18173246001004	83.31	+	-
7 <input type="checkbox"/>		04/30/2019	1353475	1802341	18173246001006	984.01	+	-
8 <input type="checkbox"/>		04/30/2019	1353475	1802341	18173246001005	2296.02	+	-
9 <input type="checkbox"/>		04/30/2019	1353475	1802341	18173246001004	83.31	+	-
10 <input type="checkbox"/>		03/31/2019	1217306	1802341	18173246001006	984.01	+	-

Next >>

Express Direct Retro Demo

[← Retro Distribution Search](#) Retro Distribution Launch

Retro Distribution Launch

Search Criteria





Empl ID:	1802341	Pay End Dt	
Position:		Check Nbr	
Company:	180 University of Georgia	Retro Option	Follows
Pay Group:		Combo Descr	
Account:		Dept Appr Hide later	H1000292
Transaction ID:	I19ZO56DW8		
Accounting Date:	09/17/2019		

Current Distribution

Combo Code Details

	Company	Position Number	Pay Group	Pay Period End	Check Nbr	Emplid	Account	Combo Code	Amount
1	180	11811452	18Y	06/30/2019	1538940	1802341	511100	18173246001006	984.01



Express Direct Retro Demo

Retro Distribution Search **Retro Distribution Launch**    

Combo Code Details

	Company	Position Number	Pay Group	Pay Period End	Check Nbr	Emplid	Account	Combo Code	Amount
1	180	11811452	18Y	06/30/2019	1538940	1802341	511100	18173246001006	984.01

New Distribution

	Company	Position Number	Pay Group	Pay Period End	Check Nbr	Emplid	Account	Original Amount	Original Acct Cd	Original Account	Chartfield Details	Combo Code
1	180	11811452	18Y	06/30/2019	1538940	1802341	511100	984.01	18173246001006	511100	Chartfield Details	18173246001006

Add comments:

Express Direct Retro Demo

Company Position Number Pay Group Pay Period End Check Nbr Emplid Account Combo Code Amount

ChartField Common Component

ChartField Details

Combination Code:





Search Options

Combination Codes

ChartField Detail

Account	Fund Code	Department	Program Code	Class Field	Budget Reference	Business Unit PC	Project	Activity ID	Chartfield 1	Open Unit
999999	11510	17324600	13200	61FSL						012

Express Direct Retro Demo

Retro Distribution Search **Retro Distribution Launch**    

Current Distribution

Combo Code Details | 1-1 of 1 | View All

	Company	Position Number	Pay Group	Pay Period End	Check Nbr	Emplid	Account	Combo Code	Amount
1	180	11811452	18Y	06/30/2019	1538940	1802341	511100	18173246001006	984.01

New Distribution

1-1 of 1 | View All **Reset**

	Company	Position Number	Pay Group	Pay Period End	Check Nbr	Emplid	Account	Original Amount	Original Acct Cd	Original Account	Chartfield Details	Combo Code	Revised Percentage	Revised Amount	<input checked="" type="checkbox"/> Use Percent
1	180	11811452	18Y	06/30/2019	1538940	1802341	511100	984.01	18173246001006	511100	Chartfield Details	18173246001005	100.00		+

Add comments:

test for InterACT

Submit **Save Ad Hoc** **Cancel**

Return to Search

Express Direct Retro Demo

Submit Confirmation

The Submit was successful.

OK

[Cancel](#) [Submit](#)

EDR - Retro Distribution

HRS_TRANSACTION_ID=I19ZO56DW8, PAYGROUP=, EMPLID=1802341, POSITION_NBR=, PAYCHECK_NBR=0, ACCOUNT=, ACCT_CD=, PAY_END_DT=, PAY_END_DT2=, BOR_RETRO_OPTN=B:Pending

EDR - Retro Distribution

Pending Not Routed

Multiple Approvers Multiple Approvers

LEVEL_APPROVER 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.

Return to Search

Express Direct Retro Demo

https://core.hdev2.onehcm.usg.edu/psp/hdev2/EMPLOYEE/HRMS/c/BOR_CUSTOM_MNU.BOR_RETRO_DIST_S.GBL

Apps Smartsheet SSC FTP LastPass - Sign In GeorgiaFIRST | Univ... Login | Mailchimp Mail - Lynn.Hobbs... OneUSG Connect ADP Smart Complia... Servi

[Retro Distribution Search](#) **Retro Distribution Launch**

Retro Distribution Launch

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

[Find an Existing Value](#)

Search Criteria

Transaction ID **begins with** 19ZO56DW8

Account **begins with**

Pay End Date To =

Retro Type = Fringe follows Earnings

Include History

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

View All 1-1 of 1

Transaction ID	Pay Group	Empl ID	Position Number	Paycheck Number	Account	Combination Code	Pay Period End Date	Pay End Date To	Retro Type	Approval Status	Processed?	Workflow Status
119ZO56DW8	(blank)	1802341	(blank)	0	(blank)	(blank)	(blank)	(blank)	Follows	Pending	Not Proces	None

Express Direct Retro Demo

Retro Distribution Launch

Retro Distribution Launch

Search Criteria

Empl ID: 1802341
 Position: University of Georgia
 Company: 180
 Pay Group: 18Y
 Account: 511100
 Transaction ID: 1802341
 Accounting Date: 09/17/2019
 Pay End Dt: 09/30/2019
 Check Nbr: 1538940
 Retro Option: Follows
 Combo Descr: Dept Appr Prde letter
 H1000232

Current Distribution

Company	Position Number	Pay Group	Pay Period End	Check Nbr	Emplid	Account	Combo Code	Amount
1 180	11811462	18Y	09/30/2019	1538940	1802341	511100	18173248001006	984.01

New Distribution

Company	Position Number	Pay Group	Pay Period End	Check Nbr	Emplid	Account	Original Amount	Original Acct Cd	Original Account	Charfield Details	Combo Code	Revised Percentage	Revised Amount
1 180	11811462	18Y	09/30/2019	1538940	1802341	511100	984.01	18173248001006	511100	Charfield Details	18173248001006	100.00	

Add comments:

Save As New Return

EOR - Retro Distribution

HR_TRANSACTION_ID=1802341, PAYGROUP=, EMPID=1802341, POSITION_NBR=, PAYCHECK_NBR=, ACCOUNT=, ACCT_CD=, PAY_END_DT=, PAY_END_DT2=, BOR_RETRO_OPTN=B: Pending

Pending Multiple Approvals LEVEL APPROVAL
 Not Routed Multiple Approvals HR APPROVAL

Comments

SLUDUOR180 at 09/17/19 - 4:46 PM
Submitted: need for InterACT

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.

Return to Search

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

