

# HCM Configuration Guide - Institution-Specific Tasks HCM-007-CFG

## Commitment Accounting

**Institution:** 36000 - Georgia College

**Set Up Task:** Review GL Business Units

**Navigation:** Setup HCM/Product Related/GL Interface/Review GL Business Units  
Set Up 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.

Favorites ▾ Main Menu ▾ > Set Up HCM ▾ > Product Related ▾ > Payroll for North America ▾ > GL Interface ▾ > Review GL Business Units

Definition Currency Options

Unit 36000

Create BU

Description Georgia College & State Univer

As of Date 01/01/2001

Short Description GCSU

Default Set ID

Base Currency USD US Dollar

Default Led Grp ACTUALS

### Options

- Enable Document Sequencing
- Enable Payables InterUnit VAT

### Consolidations

- For Eliminations Only

Return to Search Previous in List Next in List Notify

Definition | Currency Options

Favorites ▾ Main Menu ▾ > Set Up HCM ▾ > Product Related ▾ > Payroll for North America ▾ > GL Interface ▾ > Review GL Business Units

Definition Currency Options

Unit 36000

### Currency Balancing Option

- Balance by All Currencies
- Balance by Base Currency Only

### Base Currency Adjust Option

- Allow Base Curr Adjustments
- Disallow Base Curr Adjustments

### Foreign Currencies per Journal

- Multiple Foreign Currencies
- Only One Foreign Currency
- No Foreign Currencies

Return to Search Previous in List Next in List Notify

Definition | Currency Options

# HCM Configuration Guide - Institution-Specific Tasks HCM-007-CFG

## Commitment Accounting

**Institution:** 36000 - Georgia College

**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:** Institution Specific

**Sequence:** 058.001b

**Task Description:** Standard configuration for CA. Confirm values have messaged from Financials.

# HCM Configuration Guide - Institution-Specific Tasks HCM-007-CFG

## Commitment Accounting

**Institution:** 36000 - Georgia College

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

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

Set Up 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.

# HCM Configuration Guide - Institution-Specific Tasks HCM-007-CFG

## Commitment Accounting

**Institution:** 36000 - Georgia College

**Set Up Task:** Combination Code Table

**Navigation:** Set Up HCM > Product Related > Commitment Accounting > Budget Information > Combination Code Table

**Set Up:** 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

# HCM Configuration Guide - Institution-Specific Tasks HCM-007-CFG

## Commitment Accounting

**Institution:** 36000 - Georgia College

**Set Up Task:** Department CF

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

**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.

### Department CF

Enter any information you have and click Search. Leave fields blank for

[Find an Existing Value](#)

▼ **Search Criteria**

Set ID =  🔍

Department  🔍

Description

Case Sensitive

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

### Search Results

Only the first 300 results can be displayed.

View All First 1-100 of 300 Last

Set ID	Department	Description
36000	0000000	All Departments
36000	1000348	Homefront/Conflict:Film Match
36000	1000354	FecalPollution HarrisEst Match
36000	1000356	Web Guide to GA Crayfishes
36000	1000427	Live Healthy Baldwin-Match-RWJ
36000	1000600	From Fossils to Space
36000	1000626	PTFP-PubRadioStaEquipMatch
36000	1000628	MLK Day of Service Match
36000	1000631	Puerto Rico Sea Grant Match
36000	1000632	The Big Read-NEA
36000	1000633	HighAchieversAfterSchoolPrMtch
36000	1000681	Dance Exchange-150 Annv Civil
36000	1000682	Burning Misconceptions
36000	1002041	School of A&S-Summer
36000	1002100	Art
36000	1002105	Art Exhibits S/S
36000	1002106	Art-Studio Class Materials
36000	1002108	Art-Faculty Development

### ChartField Values

- Account
- Fund Code
- Department
- Program Code
- Class Field
- Budget Reference
- Business Unit PC
- Project

# HCM Configuration Guide - Institution-Specific Tasks HCM-007-CFG

## Commitment Accounting

**Institution:** 36000 - Georgia College

**Set Up Task:** Project

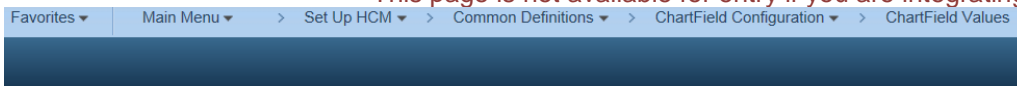
**Navigation:** Set Up HCM > Common Definitions > ChartField Configuration > Project Set Up

**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.



### ChartField Values

- Account
- Fund Code
- Department
- Program Code
- Class Field
- Budget Reference
- Business Unit PC
- Project

#### PC Project

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

Find an Existing Value

#### Search Criteria

Business Unit  36000

PC Project ID

Description

Project Type

Status as of Effective Date

Case Sensitive

#### Search Results

Only the first 300 results can be displayed.

View All First 1-100 of 300 Last

PC Project ID	Description	Project Type	Status as of Effective Date
0000000000	ALL Projects- Interfund Offset	00000	Active
200	Advanced Education Nursing Tra	00000	Inactive
201	Prometheus Project-Teachers Te	00000	Inactive
202	Fed Ed Seog Fy02	00000	Inactive
203	Fed Ed Pell Fy02	00000	Inactive
204	Fed Ed Cwsp Fy02	00000	Inactive
205	America Reads CWSP Fy02	00000	Inactive
206	Direct Loan-Sub Fy02	00000	Inactive
207	Direct Loan-Unsub Fy02	00000	Inactive
208	Direct Loan-Plus Fy02	00000	Inactive
209	Coverdell Institute 2	00000	Inactive
210	Fed Family Edu Loan Sub Fy02	00000	Inactive

# HCM Configuration Guide - Institution-Specific Tasks HCM-007-CFG

## Commitment Accounting

**Institution:** 36000 - Georgia College

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

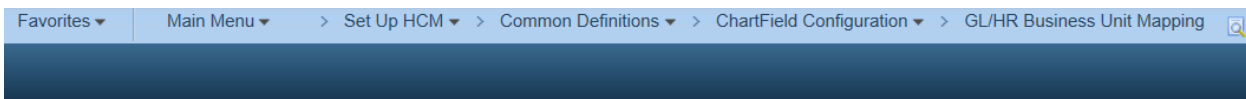
**Navigation:** Set Up HCM > Common Definitions > ChartField Configuration > GL/HR Business Unit Mapping

**Set Up:** 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

Business Unit - GL 36000 Georgia College & State Univer

Journal Template PAYROLL\_EX

Calendar ID

HR Business Units		Personalize	Find	View All	First	1 of 1	Last
Business Unit	Description						
36000	Georgia College & State Univ						

Save Return to Search Previous in List Next in List Notify

# HCM Configuration Guide - Institution-Specific Tasks HCM-007-CFG

## Commitment Accounting

**Institution:** 36000 - Georgia College

**Set Up Task:** Business Unit Reference

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

**Set Up:** 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.

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Business Unit | **Business Unit Reference**

Business Unit 36000 Georgia College & State Univ

**Business Unit Cross Reference**

Asset Management Business Unit	<input type="text" value="36000"/>	AR Business Unit	<input type="text"/>
Order Management Business Unit	<input type="text"/>	AP Business Unit	<input type="text" value="36000"/>
Balancing Business Unit	<input type="text"/>	PO Business Unit	<input type="text" value="36000"/>
Budgeting Business Unit	<input type="text"/>	Business Unit PC	<input type="text"/> 🔍
Billing Business Unit	<input type="text"/>	General Ledger Unit	<input type="text" value="36000"/> 🔍
Inventory Business Unit	<input type="text"/>		

Business Unit | Business Unit Reference



# HCM Configuration Guide - Institution-Specific Tasks HCM-007-CFG

## Commitment Accounting

**Institution:** 36000 - Georgia College

**Set Up Task:** Combination Code Table

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

**Set Up** Institution Specific

**Sequence:** 368.001

**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

# HCM Configuration Guide - Institution-Specific Tasks HCM-007-CFG

## Commitment Accounting

**Institution:** 36000 - Georgia College

**Set Up Task:** Setup Encumbrance Process Control

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

**Set Up:** Institution Specific

**Sequence:** 382.001a

**Task Description:** Must be in place so delivered encumbrances will run. One row only

## Encumbrance Process Control

\*Set ID

\*Calendar ID

\*Fiscal Year

\*Prorate Option

In Progress None

Companies						Personalize	Find	First	1-3 of 3	Last
*Company	Company Name	*Set ID	*Calendar ID	*Fiscal Year	*Prorate Option					
1 400	Georgia Gwinnett College	SHARE	02	2016	Work Days					+ -
2 980	Board of Regents (USG)	SHARE	02	2016	Work Days					+ -
3 360	Georgia College & State Univ	SHARE	02	2016	Work Days					+ -

# HCM Configuration Guide - Institution-Specific Tasks HCM-007-CFG

## Fringe Group Table


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

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Fringe Group

Description

Include History
  Correct History
  Case Sensitive

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

## Search Results

View All First  1-16 of 16  Last

Fringe Group	Description
ALL	Health, Life, Retirement, Taxe
HEO	Health Only
HLO	Health & Life
HLR	Health, Life, Retirement
HLT	Health, Life & Taxes
HRO	Health, Retirement
HRT	Health, Retirement, Taxes
HTO	Health & Taxes only
LIO	Life Only
LRO	Life, Retirement
LRT	Life, Retirement, Taxes
LTO	Life & Taxes
NFR	No Fringes or Taxes
REO	Retirement only
RTO	Retirement & Taxes
TXO	Taxes only

End of Report