



State of North Dakota

Commitment Accounting Manual

PEOPLESOFT
Version 8.9



State of

T A B L E O F C O N T E N T S



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COMMITMENT ACCOUNTING

OVERVIEW

The Commitment Accounting business process facilitates the budgeting and tracking of actual payroll costs. We exchange some information with PeopleSoft Financials applications. This exchange keeps both systems in sync. Commitment Accounting is a part of the larger Commitment Control business process available in the PeopleSoft Financials modules.

During training, we will focus on the use of funding sources to properly classify actual expenses used to produce the labor distribution reports and to send information to General Ledger.

OBJECTIVES

After completing this section, you will be able to:

- Understand PeopleSoft 8.9 Commitment Accounting concepts and business processes.
- Understand how to maintain Commitment Accounting information.
- Determine Combination Codes that are relevant to your business requirements.



CONVENTIONS USED

To indicate how a field is used by the state, an explanation will be provided in italics. For example: *Required, enter "STATE"*.

Additional text that is not in italics provides additional information about the functionality of this field, but is not specific to its use at North Dakota.

The topics covered are presented in detail to help get you started quickly. Each explanation builds on previous topics, so information that appears later in the manual will not repeat steps that have already been covered, such as using a search dialog box and running a process. The later instances are noted and refer you to a more complete coverage of the topic that appears earlier in the material.



UNDERSTANDING COMMITMENT ACCOUNTING

Commitment Accounting allows you to budget funds for labor expenses, and to establish default accounting information (funding sources) on how to distribute those expenses.

The first step in determining your budget is whether or not you wish to place a firm limit on the expenses, or just need to establish the accounting defaults. *(Generally the state plans to use commitment accounting for account defaults, but the functionality exists to use it for budget purposes.)* After you have defined your budget and accounting information, you will pay labor expenses from those funding sources every time you run payroll.

Just because you have budgeted labor expenses to certain funding sources doesn't mean that you have to spend it all. If an employee leaves part way through the fiscal year, you do not have to spend the remainder. You can update the budget information throughout the year to account for changes in personnel and funding sources.



COMMITMENT ACCOUNTING TERMS

There are some basic terms used throughout the PeopleSoft Commitment Accounting section. Prior to using your application you will need to become familiar with these terms.

Budget Entry	A collection of field values that describe the accounting treatment for a particular position at the Earnings, Deduction or Tax level.
Combination Code	A 25 character (maximum) code that points to a specific combination of ChartField values. Used in HR, not Financials/General Ledger.
Account	The General ledger ChartField used to record assets, liabilities, equity, expenses and revenue.
ChartFields	General Ledger fields used together to describe an accounting entry, including Account, Department, Fund, Class (<i>Appropriation Line</i>), Operating Unit (<i>Appropriation</i>), and Project / Grant.
Set ID	<i>The Agency number.</i> It is used to point to tables containing default values.
Business Unit	<i>The Agency number.</i> It is used in GL to define a balanced set of books.
Department	<i>Identifies an organizational unit (HR – 3 or 6 digits) or Cost Center (GL – 4 digits) within a business unit. Note: Department values are different in the HR vs. GL systems.</i>
Earnings Code	Breakdown of pay. <i>e.g. regular - S01. overtime – S11</i>
Deduction Code	Breakdown of benefits. <i>e.g. medical - S10101, EAP – P1Z101</i>
Tax Class	Breakdown of taxes. <i>e.g. FICA-MED, OASDI.</i>
Empl ID	An arbitrary and unique value that identifies a specific employee.
Position	<i>Describes a specific job within an agency. The position is associated with a certain Agency and department. In most cases, only one employee is assigned to a position.</i>



COMBINATION CODES

OVERVIEW

Combination codes are used to point to a combination of field values that represent a unique accounting string. Combination codes are used in HR, but not in the Financial Systems.

The Combination Code page is where Combination Codes are defined and their relationship to certain General Ledger ChartField values is established. Later on you will use the Combination Codes defined here as values in the Department Budget table.



COMBINATION CODE TABLE NAVIGATION

To initiate the Combination Code process, use the following navigation: **Set Up HRMS > Product Related > Commitment Accounting > Budget Information > Combination Code Table.** This will bring you to the following search page, from which you can examine existing codes and add new ones:

Combination Code Table

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](#)

SetID: begins with

GL Combination Code: begins with

Description: begins with

Search Additional Chartfields

Account: begins with

Department: begins with

Project/Grant: begins with

Product: begins with

Fund Code: begins with

Program Code: begins with

Class Field: begins with

Operating Unit: begins with

Include History Correct History Case Sensitive

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

[Find an Existing Value](#) | [Add a New Value](#)



EXAMINING COMBINATION CODE ENTRIES

Enter a value in one or more of the search fields and click the **Search** button. You can narrow the search by entering as much information as you can. You can also enter partial values into fields. This will bring up a list similar to the one shown below.

Combination Code Table

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](#)

SetID:

GL Combination Code:

Description:

Search Additional Chartfields

Account:

Department:

Project/Grant:

Product:

Fund Code:

Program Code:

Class Field:

Operating Unit:

Include History Correct History Case Sensitive

[Basic Search](#)

Search Results

[View All](#)

SetID	Process Group	GL Combination Code	Description	Account	Department	Project/Grant	Product	Fund Code
20100	(blank)	2011000E-0011000060	20100 001 00060	511070	1000	(blank)	(blank)	001
20100	(blank)	2011000E-001100006001	20100 001 000000000600100	511070	1000	(blank)	(blank)	001
20100	(blank)	2011000E-001100006002	20100 001 000000000600200	511070	1000	(blank)	(blank)	001
20100	(blank)	2011000E-001100060001	20100 001 000000000600100	511070	1000	(blank)	(blank)	001
20100	(blank)	2011000E-001100060002	20100 001 000000000600200	511070	1000	(blank)	(blank)	001
20100	(blank)	2011000S-00110	Suspense	511075	1000	(blank)	(blank)	001
20100	(blank)	2011010E-0011010020307	20100 001 100203000000700	511070	1010	(blank)	(blank)	001
20100	(blank)	2011010E-0011010020407	20100 001 100204000000700	511070	1010	(blank)	(blank)	001
20100	(blank)	2011010E-0011010020507	20100 001 100205000000700	511070	1010	(blank)	(blank)	001

Now review the list of items based on your search criteria. If you do not see the right combination of ChartField values you need, you will have to add it. Adding Combination Codes is covered in the next section. If you do see the right item, click on it to display the Combination Code page.

Note: the process for searching and examining entries for other pages, such as Department Budget, is very similar. Therefore, this section is not repeated for those other pages.



COMBINATION CODE NUMBERING SCHEME

In order to make the Combination Codes consistent we have adopted a specific convention for how they are numbered. The objective of this standard is to pack as much information as possible about the ChartFields that the Combination Code represents, within the 25 character limitation. It is important to stick to this standard when adding new values, so that other users can infer the correct Combination Code to be used, based on the ChartField values known. (Each unique combination of ChartFields can only be used with one Combination code, and existing Combination codes cannot be deleted, so use caution when creating new Combination codes.) The scheme is described as follows:

Length	PeopleSoft Field	Description
Required Fields		
3	Business Unit / SetID	<i>Required – first three digits of agency</i>
4	Department ID	<i>Financials Department (cost center), not HR organizational Department</i>
1		<i>E = Earnings</i>
1		<i>“ – “ A dash is added</i>
3	Fund	<i>Required (002 for Federal)</i>
2	Appropriation Line	<i>Last 2 digits of the class (2 digit appropriation line)</i>
Up to 11	Fund or Project	<i>11 digits are available for: Federal Fund (5 digit) or Project (Generally only agencies that are not using the Projects Module will use a project here.)</i>

ADDING COMBINATION CODE ENTRIES

Before entering a new value, make sure that it does not already exist. Also check that the ChartField combination you will use does not already exist, since each combination can only be defined one time. Click on the [Add a New Value](#) tab. The page shown below will be displayed.

Combination Code Table

[Find an Existing Value](#) | **Add a New Value**

SetID: 

GL Combination Code:

[Find an Existing Value](#) | [Add a New Value](#)

Overlay the word 'NEW' with the Combination Code value you wish to add (ex. 2011020E-00210I0215). Click on the button. The following page will be displayed.



COMBINATION CODE PAGE

Combination Code Table

SetID: 20100

GL Combination Code: 2011020E-0021010215

Combination Code Detail		Find View All	First	1 of 1	Last
Effective Date:	10/12/2006	Status:	Active		
Description:	<input type="text"/>				
Short Desc:	<input type="text"/>	<input checked="" type="checkbox"/> Valid Value			
Chartfield Detail					
Account :	<input type="text"/>	<input type="text"/>			
Department :	<input type="text"/>	<input type="text"/>			
Project/Grant :	<input type="text"/>	<input type="text"/>			
Product :	<input type="text"/>	<input type="text"/>			
Fund Code :	<input type="text"/>	<input type="text"/>			
Program Code :	<input type="text"/>	<input type="text"/>			
Class Field :	<input type="text"/>	<input type="text"/>			
Affiliate :	<input type="text"/>	<input type="text"/>			
Operating Unit :	<input type="text"/>	<input type="text"/>			
Alternate Account :	<input type="text"/>	<input type="text"/>			
Budget Reference :	<input type="text"/>	<input type="text"/>			
Chartfield 1 :	<input type="text"/>	<input type="text"/>			
Chartfield 2 :	<input type="text"/>	<input type="text"/>			
Chartfield 3 :	<input type="text"/>	<input type="text"/>			

Save

Add

Update/Display

Include History

Effective Date – Use beginning of fiscal month.

Description – Enter a description. (You can use whatever description you would like to make it more easily identifiable.)

Short Descr – Enter a shortened version of the description – up to 10 characters.



CHARTFIELD DETAILS

(Peoplesoft will only allow valid GL chartfields to be used in this section. The values are sent over from the General Ledger. You can type in the values or do a look-up.)

Account – *Required. Six digit value for earnings, deductions or taxes. Generally use 511070. (OMB uses account mapping to direct transactions to the proper account in GL.)*

Department – *Required. Four digit Financials Department / Cost Center. (Not the three digit HR organizational Department values.)*

Project/Grant – *Optional. Only agencies not using the Projects moduel should fill in a value here.*

Product – *Not used, leave blank.*

Fund Code – *Required. Enter the three digit fund number or the five digit federal grant number.*

Program – *Not used, leave blank.*

Class – *Required. (Appropriation Line). The three digit operating unit (appropriation) plus the two digit appropriation line.*

Affiliate – *Not used, leave blank.*

Operating Unit – *Required. (Appropriation) Usually the same as the agency number unless non-appropriated.*

Alternate Account – *Not used, leave blank.*

Budget Reference – *Not used, leave blank.*

ChartField 1 – *Not used, leave blank.*

ChartField 2 – *Not used, leave blank.*

ChartField 3 – *Not used, leave blank.*



Enter the appropriate fields, then click Save. Following is an example of a completed combination code page:

Combination Code Table

SetID: 20100

GL Combination Code: 2011020E-0011000060

Combination Code Detail Find | View All First 1 of 1 Last

'Effective Date: 10/01/2004

'Status: Active

'Description: 20100 001 00060

Short Desc: 20100 001 Valid Value

ChartField Detail	
Account :	511070
Department :	1020
Project/Grant :	
Product :	
Fund Code :	001
Program Code :	
Class Field :	20110
Affiliate :	
Operating Unit :	201
Alternate Account :	
Budget Reference :	
Chartfield 1 :	
Chartfield 2 :	
Chartfield 3 :	

Once you have saved the combination code, you will not be able to change the chartfield details, so review carefully before saving. You will be able to change the effective date, status and descriptions. Generally, when your agency will no longer be using a combination code (for example, the federal fund has been closed) you should go to the combination code page, add a row and change the status to Inactive using the appropriate effective date.



DEPARTMENT BUDGET TABLE

OVERVIEW

The Department Budget page is where Commitment Accounting defaults are defined for each position. This data will be used after payroll is run to prepare pay data for labor distribution reports and for posting to the General Ledger.

Commitment Accounting data consists of Budget entries for earnings, deductions and taxes. Each entry contains funding source information that is used to create accounting entries.

Entries can be entered at different levels, including department, position pool, position, job code or appointment. ***Most state entries will be at the position level for regular salaried employees and at the appointment level for temporary employees.***

The system also includes functionality for encumbrances, and budget caps on FTEs that we will not be using.

After a department budget table entry has been used by the distribution process, you can no longer change that entry. (The Distributed box on each page indicates this status for each entry.) To make changes, insert an effective dated and sequenced row.

NOTE: Most Department Budget Tables are set up by position number and are specific to the department (HR) that position is assigned to. If the position is moved to a new HR department, you will need to set up a new Department Budget table for the position in the new HR department.



DEPARTMENT BUDGET TABLE NAVIGATION

To initiate the Department Budget process, use the following navigation: **Set Up HRMS > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA**. This will bring you to the following search page, from which you can access existing values and add new ones:

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**

SetID: =

Department: begins with

Fiscal Year: =

Budget Level: =

Position Pool ID: begins with

Job Code SetID: begins with

Job Code: begins with

Position Number: begins with

EmplID: begins with

Empl Rcd Nbr: =

Include History Correct History

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

[Find an Existing Value](#) | [Add a New Value](#)

Enter the appropriate values to search for existing entries.



ADDING DEPARTMENT BUDGET ENTRIES

Click on the Add a New Value tab. The page shown below will be displayed.

Department Budget Table USA

[Find an Existing Value](#) | **Add a New Value**

SetID:

Department:

Fiscal Year:

Budget Level:

Position Pool ID:

Job Code SetID:

Job Code:

Position Number:

EmplID:

Empl Rcd Nbr:

Add

[Find an Existing Value](#) | [Add a New Value](#)

Enter the values listed below. All other fields are blank:

Set ID: *Required. Agency Number. 5 digits.*

Department: *Required. Enter the HR Department.*

Fiscal Year: *Required. For example fiscal year beginning 7/1/2006 is 2007.*

Budget Level: *Required. Enter Position for regular employees or Appointment for temporary employees.*

Position Number: *Required for Budget Level of Position. Enter a valid Position number.*

EmplID: *Required for Budget Level of Appointment. Enter EmplID and Empl Rcd Nbr.*

Click on the **Add** button.



DATE & DEFAULTS PAGES

The fields on the Date page are only defaults and should not be changed.

DATE COMPONENTS

[Dept Budget Date](#) | [Dept Budget Defaults](#) | [Dept Budget Earnings](#) | [Dept Budget Deductions](#) | [Dept Budget Tax](#)

SetID: 11000 **Department:** 110110 Office of Management & Budget
Fiscal Year: 2007
***Budget Begin Date:** 07/01/2006 ***Budget End Date:** 06/30/2007
***Offset Group:** STATE State Dept Offset Group

Budget Cap
 Per Budget Level Per Earn/Tax/Ded

Suspense Combination Code Find | View All First 1 of 1

***Effective Date:** 07/01/2006 **Effective Sequence:** 0
Combination Code: 1101000S-00110 [ChartField Details](#)
Balance: 0.00

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Add](#) [Update/Display](#) [Include History](#)

[Dept Budget Date](#) | [Dept Budget Defaults](#) | [Dept Budget Earnings](#) | [Dept Budget Deductions](#) | [Dept Budget Taxes](#) | [Dept Bud](#)

Budget Begin Date and Budget End Date –The begin and end dates of the fiscal year.

Offset Group – Always State. Tells the system which account to use in certain accounting entries.

Budget Cap – *Usually Per Budget Level.* (Budget caps are generally not used by the state.) Specify the type of budget cap for this department budget. At each budget level, define a cap as follows:

- **Per Budget Level** (that is, for all expenditures combined): Sets a spending limit for each budget level and takes into account all earnings, deductions, and taxes budgets. This cap ensures that the sum of all lower-level budgets doesn't exceed a higher-level budget cap. It isn't used for checking funds during the processing of encumbrance and actuals. Instead, use the budget amounts specified for each entry on the Department Budget Earnings, Deductions, and Taxes pages.



- **Per Earn/Tax/Ded** (that is, separately for earnings, deductions, and taxes): Enables you to define budget caps separately for earnings, deductions, and taxes..

Overall budget and earnings caps are maintained on the Dept Budget Earnings page. Separate caps for taxes and deductions are maintained on the Dept Budgets Deduction and Dept Budget Taxes (U.S. and Canada) pages, respectively.

Suspense Combination Code – *Required. Agency specific.*
Specify one suspense account code for the actuals process to charge all unfunded amounts. The suspense Combination code enables the actuals process to continue posting to the suspense Combination code even when the funding source specified on the department budget is exhausted or inactive. The effective date of the suspense Combination code is usually the first day of the fiscal year.

The Combination code you use here cannot be used anywhere else in the department budget. Don't correct this Combination code after it has been used. (OMB has created a suspense Combination code for each agency.)

DEFAULT COMPONENTS

Dept Budget Date	Dept Budget Defaults	Dept Budget Earnings	Dept Budget Deductions	Dept Budget Tax
SetID: 11000 Department: 110110		Office of Management & Budget		Fiscal Year: 2007
'Budget Begin Date:	<input type="text" value="07/01/2006"/>	'Offset Group:	<input type="text" value="STATE"/>	State Dept Offset Group
'Budget End Date:	<input type="text" value="06/30/2007"/>	Budget Cap		
		<input checked="" type="radio"/> Per Budget Level <input type="radio"/> Per Earn/Tax/Ded		
Funding Defaults				
'Default Funding Source Option:	<input type="text" value="Earnings"/>			
Exclusion Fringe Group:	<input type="text"/>			
Account Overrides				
<input checked="" type="checkbox"/> Use Acct Defined for Earnings		<input checked="" type="checkbox"/> Use Acct Defined for US Tax		
<input checked="" type="checkbox"/> Use Acct Defined for Dedns		<input checked="" type="checkbox"/> Use Acct Defined for Can Tax		

Funding Source Option – *Usually Actual or Earnings.* Indicates if the Default Funding Source Option is **Specified, Actual, or Earnings.**



The default value, whether you create a budget manually or using one of the budget creation processes, is **Earnings**. The system uses the funding source (Combination code) specified for earnings as a default for deductions and taxes and distributes deductions and taxes over actual earnings unless you specify funding sources on the Dept Budget Deductions and Dept Budget Taxes pages. If you use **Actual**, you can set your deductions or taxes to use a certain combination code and not follow deductions and taxes by checking the override box on designated pages.

Exclusion Fringe Group – *Leave Blank. Not Used.*

Account Overrides – *Required. Select for earnings, deductions, and U.S. taxes.* The Actuals Distribution uses the account mapping set up on the account mapping tables to map earnings, deductions, or taxes to a different account than the one associated with the specified Combination codes. *(Account mapping is set up by OMB.)*

Mapping Example:

Value	Source	Example
Combination Code – Earnings (S01)	Dpt Bdg	1103020E-00131
Combination Code Account	Acct Cd	511070
Earnings Code Account	Map	SO1 = 511005
Account used in Distribution	Map	511005
Combination Code – Deduction (EAP)	Dpt Bdg	1103020D-00131
Combination Code Account	Acct Cd	511070
Earnings Code Account	Map	EAP = 516015
Account used in Distribution	Map	516015



EARNINGS, DEDUCTIONS & TAXES PAGES

The system uses the Combination code information from the Department Budget Earnings, Deductions and Taxes pages when processing actuals distribution unless you've entered an override in State Time Entry.

When the Actuals Distribution process is run, the system looks first for an Combination code specified on the Payline record, which originates from State Time Entry. If there is no code specified there, then it looks at the Combination code information on the Department Budget tables.

If you are using the Budget Cap functionality, the system performs fund checking when you run the Actuals Distribution process. If there is insufficient budget to distribute all or part of the paycheck, the system distributes the unfunded amount to the suspense Combination Code. Funds checking is performed against the information on the Dept Budget pages.

To create multiple funding sources, insert multiple "rows" (there is no limit) to specify additional funding source. However, be aware of the following guidelines:

- Enter either a budget amount or a percentage of distribution in each row.
- If you have some dollar-limited funding sources (budget amount) and others that are unlimited (percentage of distribution), assign lower sequence numbers to the limited entries and higher sequence numbers to the unlimited entries.
- When you use percentages, the sum of percentages for each funding source must equal 100.

Although you can choose to set up budgeting and funding at the department, position pool, job code, position, or appointment (EmplID) levels, the system uses the table at the lowest level. (If you have a department budget table set up both for an employee's EmplID and position, the system will use the table set up for the EmplID, unless that table is made Inactive.)



EARNINGS COMPONENTS

[Dept Budget Date](#) | [Dept Budget Defaults](#) | **Dept Budget Earnings** | [Dept Budget Deductions](#) | [Dept Budget Tax](#)

SetID: 11000 **Department:** 110110 Office of Management & Budget **Fiscal Year:** 2007
Budget Begin Date: 07/01/2006 **Offset Group:** STATE **Budget Cap**
Budget End Date: 06/30/2007 Per Budget Level Per Earn/Tax/Ded

Level Find | View All First 1 of 2

Department Position Pool Jobcode Position Appointment

Position Number: 00000053 ADMIN ASSISTANT III
'Effective Date: 10/12/2006 **Eff Seq:** 0 **'Status:** Active **Date Entered:** 10/12/2006
Budget Level Cap: 0.00 **'Currency:** USD

Earnings Distribution Find | View All First 1 of 1

Earnings Code: **'SEQ#:** 1 **% Effort:**
Combination Code: 1103000E-00110 [ChartField Details](#)
Budget Amount: 0.000 **Distrb %:** 100.000
Funding End Date: **Distributed**
Exclusion Fringe Group:
Redirect Combination Code: [ChartField Details](#)

Most fields appear on each of the next three pages (Earnings, Deductions and Taxes). We will explain them all in relation to the Earnings Table, and note the differences for the other tables.

Effective Date and Eff Seq – Required. Usually the beginning of the budget year for Positions and the hire date for Appointments. These indicate when a budget row takes effect.

Budget Level Cap – Normally not used. Enter the budget level cap that you want to place on this budget level. The cap is used to ensure that the sum of all lower-level budgets doesn't exceed this higher-level budget cap. It isn't used for checking funds during the processing of encumbrances and actuals.

Currency Required. Defaults to "USD".

Earnings Distribution – Establish one or multiple funding sources. Funding sources are defined using a Combination code that represents a valid General Ledger ChartField combination.

Establish one entry for each budget level in which the earnings code is blank. This entry is the default funding source and is used as the funding for all earnings where a specific entry for an earnings code hasn't been established.



Earnings Code – *Usually blank.* Select an earnings code to establish a budget for particular earnings type. Establish budgets for as many different types of earnings as needed. (If the only difference in accounting for various earnings codes is the account, you do not need to establish budgets for each one – account mapping will direct each earning code to the proper account.)

Sequence Number – *Required. Usually “1”.* Indicates the order (sequence) in which to use funding sources. If you have dollar-limited funding sources (Budget Amount) and unlimited sources (% of Distribution), assign lower sequence numbers to the limited entries and higher numbers to the unlimited entries.

Percentage Of Effort – *Not used.* Represents a university's estimate of activity attributable to and associated with a specific grant (or funding source) for the defined begin and end-dates. This field was designed for those higher education customers who need to track a "percentage of effort" as defined in the OMB A-21 regulations.

Combination Code – *Required. Use appropriate value for your department, fund, project, etc.* For each earnings, deductions, or tax class row, select an Combination Code by clicking on the [Chartfield Details](#) link:

ChartField Details

Combination Code:  Search Options
Search  Combination Codes

Acct	DeptID	Proj/Grt	Prod	Fund	Program	Class
<input type="text" value="511070"/> 	<input type="text" value="3000"/> 	<input type="text"/>	<input type="text"/> 	<input type="text" value="001"/> 	<input type="text"/>	<input type="text" value="11010"/> 

Ok Cancel

You can search here for a Combination Code two ways:

- Use the Combination Code look up by entering your 3 digit agency number and department (cost center) in the Combination Code box, then click on the look up icon. This will bring up a list of all Combination Codes that start with those numbers. Click on the correct code, then Click OK.



- Enter some or all of the GL chartfields, then click Search near the upper right. You will get a list of all Combination Codes that include the fields specified. Click the Select button left of the correct Combination Code, then Click OK.

NOTE. If you do not see the Combination code you need, you will need to return to the Combination Code Table to create a new one.

Budget Amount and Distrib Percent – *One of these two is required. The State generally uses Distrib %.* Budget Amount determines funding using a dollar amount, whereas Distrib % uses percentages. When you specify multiple Combination codes with a budget amount for a single budget sequence, percentage distribution is implied by the ratio between the amounts. (Note: Percentages must total 100%)

Allow Overspend – *Optional. This option is only available when using Budget Amount.* Select this option to enable the actuals process to continue to post transactions to a Combination code even when the budget cap has been exceeded.

Funding End Date – *Optional. Usually left blank.* Enter the date (if applicable) on which this funding source ends. Leave this field blank to indicate that the funding source isn't date controlled.

Distributed – Set by system. Indicates if an actuals process has used this budget. If this budget has been used, you cannot make corrections: instead enter a new row.

Exclusion Fringe Group – *Not used. Leave blank.* Select a group of fringe expenses to exclude from funding from the earnings Combination code. If you leave this field blank, the system funds all fringe costs from the earnings Combination code. This field is available only when the Default Funding Source Option is *Actual or Earnings*.

Redirect Combination Code – *Not used. Leave blank*



DEDUCTIONS COMPONENTS

[Dept Budget Date](#) | [Dept Budget Defaults](#) | [Dept Budget Earnings](#) | **Dept Budget Deductions** | [Dept Budget Taxes](#)

SetID: 11000 **Department:** 110110 Office of Management & Budget **Fiscal Year:** 2007
 Budget Begin Date: 07/01/2006 Budget End Date: 06/30/2007 Offset Group: STATE

Level Find | View All First 1 of 2 Last
 Department Position Pool Jobcode Position Appointment + -

Position Number: 00000053 ADMIN ASSISTANT III
Effective Date: 10/12/2006 **Eff Seq:** 0 **Status:** Active **Date Entered:** 10/12/2006

Deduction Distribution Find | View All First 1 of 1 Last
Plan Type: [dropdown] **Plan:** [input] + -
Ded Cd: [input] **Ded Class:** [input] 'SEQ#': 1
Combination Code: 1103000E-00110 [ChartField Details](#) Override
Budget Amount: [input] 0.000 **Distrb %:** [input] 100.000
Funding End Date: [input] **Distributed**

Save Return to Search Previous in List Next in List Add Update/Display Include History

[Dept Budget Date](#) | [Dept Budget Defaults](#) | [Dept Budget Earnings](#) | [Dept Budget Deductions](#) | [Dept Budget Taxes](#) | [Dept Budget](#)

Data on this page will generally default from the previous pages when the table is saved.

Deduction Distribution – *Normally not changed - deductions will then distribute based on earnings distribution.*

Establish one entry for each budget level in which the deduction *Plan Type*, *Plan*, *Ded Cd*, and *Ded Class* are blank. This entry is the default funding source and is used as the funding for all deductions where a specific entry for a deduction type hasn't been established.

Plan Type, Plan, Deduction Code, Deduction Class – *Normally not entered.* To charge certain deductions to different chartfields from the rest, select a deduction plan type, plan, deduction code, and deduction class from the available options, then select a combination code (as noted above under earnings). *Note.* If you make an entry in one of these fields (*Plan*, *Ded Cd*, or *Ded Class*), you must enter all fields. Add additional rows as needed.

Override - Indicates if this funding source overrides the default funding source established on Dept Budget Earnings page. If this box is checked, deductions will be charged to the Combination Code(s) shown here and will not follow the earnings.



TAX COMPONENTS

Dept Budget Date | Dept Budget Defaults | Dept Budget Earnings | Dept Budget Deductions | Dept Budget Taxes

SetID: 11000 Department: 110110 Office of Management & Budget Fiscal Year: 2007
Budget Begin Date: 07/01/2006 Budget End Date: 06/30/2007 Offset Group: STATE

Level Find | View All First 1 of 2 Last
 Department Position Pool Jobcode Position Appointment

Position Number: 00000053 ADMIN ASSISTANT III
Effective Date: 10/12/2006 Eff Seq: 0 Status: Active Date Entered: 10/12/2006

Tax Distribution Find | View All First 1 of 1 Last
State: [] Tax Class: [] *SEQ#: 1
Locality: []
Combination Code: 1103000E-00110 ChartField Details Override
Budget Amount: [0.000] Distrib %: [100.000]
Funding End Date: [] Distributed

Save | Return to Search | Previous in List | Next in List | Add | Update/Display | Include History

Data on this page will generally default from the previous pages when the table is saved.

Tax Distribution – *Normally not changed – taxes will then distribute based on earnings distribution.*

Establish one entry for each budget level in which the deduction Tax Class, State or Province, and Locality (U.S. only) are blank. This entry is the default funding source and is used as the funding for all tax classes where a specific entry for a Tax Class hasn't been established.

State or Province, Tax Class, Locality – *Normally not used.* To charge certain taxes to different chartfields than the rest, select a particular type of tax. (For federal tax, choose \$U) then select a combination code (as noted above under earnings). Note. If you enter one of these fields (State/Province, Locality, or Tax Class), you must enter all fields.

Override - Indicates if this funding source overrides the default funding source established on Dept Budget Earnings page. If this box is checked, deductions will be charged to the Combination Code(s) shown here and will not follow the earnings.



BUDGET ACTUALS PAGE

Dept Budget Defaults | Dept Budget Earnings | Dept Budget Deductions | Dept Budget Taxes | Dept Budget Actuals

SetID: 11000 Department: 110110 Office of Management & Budget Fiscal Year: 2007
Budget Begin Date: 07/01/2006 Budget End Date: 06/30/2007 Offset Group: STATE

Level: Find | View All | First | 1 of 2 | Last

Department Position Pool Jobcode Position Appointment

Position Number: 00000053 ADMIN ASSISTANT III
Effective Date: 10/12/2006 Eff Seq: 0 Status: Active Currency: USD

Combination Code: 1103000E-00110 [CharField Details](#)

Account: 511005			
Awaiting Posting			
Actual Amount:	0.00	Encumbrance Amount:	0.00
Posted			
Actual Amount:	11,206.00	Encumbrance Amount:	0.00
Total Amount:	11,206.00		

Combination Code: 1103000E-00110 [CharField Details](#)

Account: 514005			
Awaiting Posting			
Actual Amount:	0.00	Encumbrance Amount:	0.00
Posted			
Actual Amount:	157.68	Encumbrance Amount:	0.00
Total Amount:	157.68		

This page shows the amount that position or appointment has charged to each account and combination code during the fiscal year.



ACTUALS DISTRIBUTION PROCESS

OVERVIEW

The Actuals Distribution process distributes actual earnings, employer deductions, and employer taxes across the funding sources you've established and notifies you when you've exceeded any budget amounts specified on the Department Budget component or when a transaction lacks funding.

The Actuals Distribution process allocates transactions without funding sources or adequate funding to the department budget's suspense Combination code.

The system processes transactions that exceed the budget cap so long as the funding source has the Allow Overspend checkbox selected on the Department Budget component. The process generates a warning for these transactions.

ACTUALS DISTRIBUTION

The distribution process will be run by the OMB payroll department for all agencies. The distribution process will run after the payroll confirm. After distribution runs it is possible to look at the effect of each distribution.



ACTUALS DISTRIBUTION NAVIGATION

To review the Actuals Distribution record, use the following navigation: **Payroll for North America > Payroll Distribution > Commitment Accounting USA > Review Actuals Distribution.** This will bring you to the following search page, from which you can access existing values:

Review Actuals Distribution

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

Find an Existing Value

Company: begins with

Pay Group: begins with

Pay Period End Date: =

Off Cycle ?

Page #: =

Line #: =

Separate Check #: =

Paycheck Number: =

EmplID: begins with

Name: begins with

Case Sensitive

Search

Clear

[Basic Search](#)

[Save Search Criteria](#)

Enter the appropriate values to search for existing entries. The following page will appear when you select a record. Review all tabs as needed.

Earnings | **Deductions** | Taxes

Company: ND Pay Group: PG1 End Date: 09/30/2006
 Off Cycle Page: 15 Line: 6
EmplID: Name:

Earnings | Find | View All First 1 of 2 Last

Separate Check #: 0 Empl Rcd Nbr 0
Earnings Code: Regular Earnings: 1,789.00

Distribution | Find | View All First 1 of 1 Last

*Fiscal Year: 2007 *Period: 3 Earnings: 1,789.00

Combination Code	Department	Project/Grant	Product	Fund Code	Program Code	Class Field	Affiliate	Operating Unit
1105200E-00110	5200			001		11010		110

Department: 110118 Job Code: CL0041 Currency: USD
Position: 00000174 Position Pool ID:
Account 511005



APPENDIX A

EARNING CODES MAPPED TO PEOPLESOFT ACCOUNTS

HRMS Earnings Code	Description	PeopleSoft Account
S01	Regular Pay	511005
S02	Temporary Pay	513005
S03	Board Member Pay	511005
S04	Legislator Pay	511035
S05	Legislative Session Pay	511065
S06	Contract Earnings	511005
S07	State Active Duty Temp Pay	513005
S08	Military Pay	511005
S10	Overtime at Straight	514005
S11	Overtime at 1.5	514005
S12	Overtime at Double	514005
S13	Compensatory Time Paid	514005
S14	Pay Adjustment	511005
S15	Retro Pay	511005
S16	Worker's Comp Adjustment	511005
S17	Reduction in Pay	511005
S20	Shift Differential Hourly .31	512010
S21	Shift Differential Hourly .40	512010
S22	Shift Differential Hourly .58	512010
S23	Shift Differential Hourly .80	512010
S24	Shift Differential Hourly 2.00	512010
S25	Shift Differential Hourly Any	512010
S26	Shift Differential Lump Sum	512010
S27	Shift Weekend Hourly .50	512010
S28	Shift Weekend Hourly 1.00	512010
S29	Shift Weekend Hourly Any	512010
S2A	Shift Weekend Hourly 1.95	512010
S2B	Shift Weekend Hourly 2.60	512010
S2C	Shift Weekend Hourly 3.58	512010
S2D	Shift Weekend Hourly 4.27	512010
S2E	Shift Differential Hourly 1.00	512010
S30	On Call Differential	511005
S31	Legislator Per Diem	511045
S32	Unvouchered Expense	516090
S33	Vehicle - Taxable	521040
S34	Mileage Tax	521100
S35	Motor Vehicle Allowance	521040



HRMS Earnings Code	Description	PeopleSoft Account
S36	Meal Allowance Taxable	521035
S37	Legislative Per Deim 100	511045
S38	Vacation Balance Pay	511020
S39	Sick Leave Pay at Retirement	511025
S40	Compensatory Time Earned	N/A
S41	Annual Leave - Salaried	N/A
S42	Sick Leave - Salaried	N/A
S43	Family Sick Leave - Salaried	N/A
S44	Comp Time Taken - Salaried	N/A
S45	Funeral Leave - Salaried	N/A
S46	Jury Leave - Salaried	N/A
S47	Military Leave - Salaried	N/A
S48	Holiday Pay - Salaried	N/A
S50	Annual Leave - Hourly	N/A
S51	Sick Leave - Hourly	N/A
S52	Family Sick Leave - Hourly	N/A
S53	Comp Time Taken - Hourly	N/A
S54	Funeral Leave - Hourly	N/A
S55	Jury Leave - Hourly	N/A
S56	Military Leave - Hourly	N/A
S57	Holiday Pay - Hourly	N/A
S60	Annual Leave - Contracts	N/A
S61	Sick Leave-Contracts	N/A
S62	Family Sick Leave-Contracts	N/A
S63	Funeral Leave-Contracts	N/A
S64	Jury Leave-Contracts	N/A
S70	Recruitment Bonus	511005
S71	Performance Bonus Pay	511005
S72	Retainage Bonus Pay	511005
S73	Merit/Suggestion Award	511005
S74	Service Award	N/A
S75	Incentive Pay	511005
S76	Performance Bonus Pay - Redist	511005
S80	Educational Assistance	611035
S81	Housing Allowance Reportable	N/A
S82	Housing Allowance Chaplains	N/A
S83	Housing Allowance – Non Reportable	N/A
S84	Subsistence Allowance	N/A
S90	Moving Expense Reimbursement	512055
S91	Moving Expense Reportable	512050
S95	Severance Pay	511030
SAD	Advance Pay	511005
SAL	Annual Leave Adjustment	N/A
SCT	Comp Time Taken Adjustment	N/A
SCV	Conversion	N/A



HRMS Earnings Code	Description	PeopleSoft Account
SEP	Earned Not Paid	511005
SFL	Funeral Leave Adjustment	N/A
SFS	Family Sick Leave Adjustment	N/A
SHP	Holiday Pay Adjustment	N/A
SJL	Jury Leave Adjustment	N/A
SML	Military Leave Adjustment	N/A
SPE	Paid not Earned	511005
SSD	Shared Sick Leave Donated	N/A
SSL	Sick Leave Adjustment	N/A
SSR	Shared Sick Leave Received	N/A
SVD	Shared Vacation Donated	N/A
SVR	Shared Vacation Received	N/A