Commitment Accounting
HR/Payroll Data Migration
Welcome!

Course Objective
This course includes instruction on setting employee charging instructions, handling common errors, searching and navigating the Chart of Accounts as it pertains to employee salaries, and the Salary and Wage Redistribution and Justification Application.

This course is intended for departmental commitment accounting preparers and approvers.
What we’ll be covering in this course…

- Commitment Accounting Overview
- Employee Charging Instructions
- Salary and Wage Redistribution and Justification Application (SWRJ)
- Reports
## Guide to Training - *Symbols*

<table>
<thead>
<tr>
<th>Symbols</th>
<th>Description</th>
</tr>
</thead>
</table>
| ![Lightbulb](lightbulb.png) | **KEY POINT**  
Be on the lookout for this lightbulb, which indicates an important piece of information. |
| ![X](x.png) | **COMMON ERROR**  
This symbol indicates a common pitfall or error to watch out for. Proceed with caution! |
| ![Thumbs Up](thumbs-up.png) | **TIPS & TRICKS**  
Keep this in mind to make life easier down the road! |
| ![Under Construction](under-construction.png) | **UNDER CONSTRUCTION**  
This area is still in progress – changes may occur! |
COMMITMENT ACCOUNTING

OVERVIEW
Commitment Accounting

Commitment Accounting distributes employee payroll costs based on designated charging instructions provided by each Rutgers University Department.

There are 3 ways in which a Department can designate charging instructions:

1. Department Default
2. Employee Charging Instructions
3. Time & Labor
What are Combination Codes?

A combination code (combo code) is a system generated number used in PeopleSoft. This represents the chart string used for the General Ledger or Project. This is not the same combination code on the COA mapping tool.
Commitment Accounting Process Responsibilities

Employee Transactions that Impact a Department’s Budget

- **New Hire**
  - Enters or edits Employee Charging Instructions (ECI) if different from Dept. Default Account
  - Validates and Approves Employee Charging Instructions (ECI) and Salary and Wage Redistribution and Justification (SWRJ) form if change cannot be processed through ECI

- **Transfer**
  - Completes Salary and Wage Redistribution and Justification (SWRJ) form if change cannot be processed through ECI

- **Reallocation**
  - Provides final audit on ECI and SWRJ
  - Runs processes to update the changes that have been made

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**Terminology Alignment**

Labor Distributions → Commitment Accounting
Setting Up System Access

- Initial department access established by HR/Payroll Migration Team at time of Banner to PeopleSoft migration
- RIAS HCM Access Request Form – submit to University Human Resources: http://uhr.rutgers.edu/rbhs-hcm-access-request
- Online access request – most RBHS schools / units are set up to request access through their Finance office.

Shutting Off System Access

PeopleSoft automatically shuts down a user’s access when the following takes place:
- Promotion/Title Change
- Transfer/Change in Org. Assigned/Reorganization
- Separation/Termination
EMPLOYEE CHARGING INSTRUCTIONS
What are Employee Charging Instructions?

Employee Charging Instructions record the department, account, GL string or Project string where an employee’s compensation will be charged.
Employee Charging Instructions - Navigation

Select “Employee Charging Instructions”

To make navigation simpler, add to Favorites!
Preparer Role
Employee Charging Instructions

Find an Existing Value

Maximum number of rows to return (up to 300): 300
Set ID: [DROPDOWN]
Budget Level: [DROPDOWN]
Department: [DROPDOWN]
Empl ID: [DROPDOWN]
Empl Record: [DROPDOWN]
Fiscal Year: [DROPDOWN]
Name: [DROPDOWN]
Last Name: [DROPDOWN]
Approval Status: [DROPDOWN]

Case Sensitive

Search Clear Basic Search Save Search Criteria

If entering new Employee Charging Instructions (ECI), leave Approval Status blank.

Status Options:
- Blank
- Approved
- Denied
- Pending
- Withdrawal
Employee Charging Instructions

1. Create new Employee Charging Instructions
2. Existing Employee Charging Instructions can be modified

Select Employee
Preparer View

The “+” Symbol indicates you are viewing the Employee Charging Instructions as a preparer.

1. Click “+” Sign
2. Enter Effective Date
3. Select Approver
4. Switch to Combination Code Description Tab
5. Select ChartField Details
Employee Charging Instructions

This screen indicates where the employee is currently charged. To change, click Search.
Employee Charging Instructions

Search Combination Codes

Enter Combination Code

Search by ChartFields

Unit: 900
Division: 1510
Organization: 6771
Fund Type: 100
Natural Account: 00000
Location: 0001
Business Line: 8300
Activity: 0000
RU Initiative:
Project:
Task:
Expenditure UDO:
Fund Source:

Click Search

Combination Code / ChartFields

Select | GL Combo Code | Natural Account | RU Initiative | Expenditure UDO | Fund Type | Unit
-------|---------------|----------------|---------------|----------------|-----------|-------
1 | Select | 000400057 | 00000 | | 100 | 900

Click Select

Alternative

Search by ChartFields to find Combination Code
Employee Charging Instructions - *Submit*

10. **Enter Justification**

If the effective date is over 90 days, an explanation is required.

11. **Click Submit**
Employee Charging Instructions - Submit

You have successfully submitted your Employee Charging Instruction(s). (0,0)

Click OK
Approver Role
Employee Charging Instructions – Approval

Select Approved
Employee Charging Instructions – Approval

Your transaction(s) have been processed. (0,0)

Approver: TESTAPP
Approval Status: Approved

Empl ID: 00123456
Empl Record: 0
Effective Date: 09/09/2016
Status: Active

Date Created: 09/09/2016
Last Updated By: David Coach
Last Updated On: 09/09/2016
ADDITIONAL INFORMATION
Common Errors

- **Effective Date Sequence Error**
  - Message: The inserted EffDt is not within the range of effective dates in the prior and subsequent rows. (15,47)
  - Description: The effective date in a row must fit into the sequence of other effective dates in the same scroll. It should be before the effective date of the row above it, and after the effective date of the row below it.

- **Combo Code on Timesheet Error**
  - Message: Warning -- Combo Code Already Exists on Timesheet (32001,166)
  - Description: Combo Code Override exists on Timesheet or overridden by Payroll for one or more pay periods specified. Please submit SWRJ form to Payroll department for alternate reallocation processing.
SALARY AND WAGE REDISTRIBUTION FORM
Salary and Wage Redistribution and Justification Form (SWRJ)

Used to request a transfer of work effort/costs, only after it has been posted to the General Ledger or project module.

💡 Only use if unable to process a change through the Employee Charging Instructions.

*Not a requirement all the time.*
1. Navigate to the Salary Wage Redistribution Form by accessing payroll.rutgers.edu

2. Click on “Payroll Resources” in the Menu Bar.
3. Click on “Commitment Accounting” under the “Payroll Resources” menu on the left-hand side of the page.
SWRJ - Navigation

4. Click on the link for the 2017 SWJR PDF application form. You can also click on complete instructions to help you fill out the form.

5. If the completed SWJR **DOES NOT** contain a Project Chart String, send the completed form to pyrlswrj@payroll.rutgers.edu

6. If the completed SWJR **DOES** contain a Project Chart String in either the “From” account or the “To” account, send the completed form to Cost-Transfer@ored.rutgers.edu
Completing the SWRJ (Sections 1-3)

1. Enter Employee Information (EmpID, Name, Dept. ID, Empl Record, Employee Class, Pay Group) in Section 1

2. Enter information about the adjustment to the Employee’s Charging Instructions in Section 2

3. Enter any information about the justification of the change in funding source in Section 3.
Completing the SWRJ (Section 4)

4. Enter Chart String or Project information for the “From” Account(s)

5. Enter Chart String or Project information for the “To” Account(s)

Redistribution Details can be split among multiple accounts, but the total allocation percentage must equal 100%.
Completing the SWRJ (Sections 5-6)

6. Enter the Preparer and Approver information

- **Form must have a signature in order to process**
- **Section 6 to be completed by Grants & Contract Accounting and Payroll Services**

### Section 5: Request Authorization

<table>
<thead>
<tr>
<th>Preparer - Printed Name</th>
<th>Preparer - Signature</th>
<th>Email</th>
<th>Phone</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Wayne</td>
<td></td>
<td><a href="mailto:jwayne@rutgers.edu">jwayne@rutgers.edu</a></td>
<td>(848) 445-2113</td>
<td>04/07/2017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Authorized Approver - Printed Name</th>
<th>Authorized Approver - Signature</th>
<th>Email</th>
<th>Phone</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maureen O’Hara</td>
<td></td>
<td><a href="mailto:mohara@rutgers.edu">mohara@rutgers.edu</a></td>
<td>(848) 445-2113</td>
<td>04/07/2017</td>
</tr>
</tbody>
</table>

### Section 6: GCA & PAYROLL ONLY

<table>
<thead>
<tr>
<th>Grant &amp; Contract Accounting</th>
<th>Compliance Date</th>
<th>Status</th>
<th>Comments</th>
<th>PSFT Input Date</th>
<th>Status</th>
<th>Comments</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Payroll</th>
<th>PSFT Process Date</th>
<th>Processed by</th>
<th>Payroll Comments</th>
</tr>
</thead>
</table>

Form: SWRJ2017 (V5a) FILLABLE FIELDS

Update: JAN2017
Accessing Discoverer Viewer

1. Log in through my.rutgers.edu
2. Type in “Discoverer” in the myApps search field.
3. Click on the icon for Discoverer Viewer to view Discoverer reports.

You may be prompted to re-enter your NetID and password after you click on the Discoverer Viewer icon.
Navigating in Discoverer

If this is your first time working in Discoverer, you will have to “Create a Connection.”

Your reports access is determined by your access rights in the system.
Navigating in Discoverer

To set up a connection in Discoverer:

1. Name the connection whatever you would like (something memorable)

2. [OPTIONAL] Enter a Description for your connection

3. Enter your NetID and password under “Username” and “Password”

4. The Database name is “dw1”

Subsequent Discoverer sessions will have this connection in your selectable connections list on the home page by default.
Navigating in Discoverer

Once you’ve set up your connection, click on the connection name to view all reports to which you have access.

For the purposes of Commitment Accounting, we’re interested in the “FMS Payroll Distribution Report (PD) – Financial Management”

Click the flag to view available options for this report.
Navigating in Discoverer

Depending on how you need to review the data, you can view this report by:

- COA String for the entire Fiscal Year (by General Ledger posting date);
- COA String for a specific Pay Period;
- Employee and Date Range;
- and Employee and Pay Period End Date.

Click on the option that will give you the data view you need.
Navigating in Discoverer

Enter your report parameters, and click Go.

The more detail you can provide, the better.
PD Report by COA String – FY by GL Posting Date

Use the drop-down menus to customize your view.

| Location Cd | Location Descr | Fund Type Cd | Fund Type Descr | Business Line Cd | Business Line Descr | Project Number | Project Name | Task Number | Task Name | Expenditure Type Descr | Expenditure Type Org | Expenditure Org Name | RU Initiative | Natural Account | Natural Account Descr |
|-------------|----------------|--------------|-----------------|------------------|---------------------|------------------|--------------|-------------|-----------|-----------|------------------------|-----------------------|----------------------|---------------|-----------------|----------------------|
| 0001        | University Wide | 100          | Unrestricted Operating General | 8300            | G&A Finance & Accounting |                |              |             |           |                        |                       |                      |               |                 | 50010               | S&W Staff            |
| 0001        | University Wide | 100          | Unrestricted Operating General | 8300            | G&A Finance & Accounting |                |              |             |           |                        |                       |                      |               |                 | 51110               | FB Staff Employees   |
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| 0001        | University Wide | 100          | Unrestricted Operating General | 8300            | G&A Finance & Accounting |                |              |             |           |                        |                       |                      |               |                 | 51260               | Medicare             |
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If you have any questions, please contact Payroll Services at (848) 445-2113.