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Process 1: To create retroactive distribution transactions directly.

This process is used to select the records to be corrected that fit the search criteria you will define here. Use the following navigation to create Direct Retro Distributions.

NOTE – This process will adjust all checks from the beginning and end dates including supplemental pay checks.

1. From the Menu page, select Payroll for North America > Payroll Distribution > Commitment Accounting USA > Process Direct Retro Dist.
2. If needed, create a new **Run Control ID**, otherwise go to step 3.

FOR EACH ADJUSTMENT PREFORMED FOR A SPECIFIC PAYROLL PERIOD IT IS NECESSARY TO USE A UNIQUE RUN CONTROL ID. IF YOU RE-USE A RUN CONTROL ID THAT HAS UN-PROCESSED ADJUSTMENT ENTRIES IT WILL OVERWRITE THE DATA. PLEASE USE YOUR INITIALS + A SEQUENTIAL NUMBER, FOR EXAMPLE MLBH1, MLBH2, MLBH3.....

To create a new Run Control ID:

1. Click the Add New Value tab.
2. Enter a name in the Run Control ID field.
3. Click Add.
4. Go to step 4 below.
3. Click **Search** and select a **Run Control ID**
4. Enter the **SetID** of "COMMN".
5. Set **Processing Options/ Apply to Transactions** to the desired setting. This tells the system which types of distributions (Earnings, Taxes, Deductions or a combination of them) you want to apply the changes to. In most cases you will be using "All" to apply the changes to all transactions. "**All**" is the recommended value to retroactively distribute earnings, deductions, and taxes. Otherwise, choose the desired combination of "**Earns**"

(earnings), “**Dedn**” (deductions), and “**Tax**” (taxes). Note that when selecting “Earnings”, the system still calculates changes for Deductions and Taxes. It is critical to manage the transactions on the Review Retro Distribution screen (discussed later) to assure that only the transactions desired are posted to Actuals Distribution.

6. In the **Search for Next Payroll** area, if you created a new Run Control ID the next available **Pay End Date** defaults in. Otherwise enter the pay period end date with which the transactions will post to the General Ledger. It is critical that this value reflect a pay end date that has not yet been interfaced to General Ledger.
 - a. **Days Prior Pay End Date:** Change this field to the value “1”. This is critical to assure that the values are posted on the desired pay end date.
 - b. **Ignore Off Cycle:** Always leave checked **On**.
7. In the Date Range area, enter the transaction **Earnings Beginning and End Dates** worked for the original distribution transactions. Generally this should be the beginning and ending dates of the pay period of the original earnings.

*Set ID:

Processing Option *Apply to Transactions: All	Search for Next Payroll Pay Period End Date: 10/18/2013 *Days Prior Pay End Date: 1 ☒ Ignore Off Cycle
Date Range	
Earnings End Dates Begin Date: 06/29/2013 End Date: 07/12/2013	Or Fiscal Periods Detail Calendar ID: From Year: Period: To Year: Period:

8. In the **Search Fields** area you’ll select the fields and the field values of the records you want the process to search for.
 - a. Under Field Description click the magnifying glass to search for a value. All of the fields you can search on will appear. Select the one you want.
 - b. Under Field Value enter the value for the field you want to search for.
 - c. **Search Spaces:** Only click this field “On” if you want to update rows where the field chosen in Field Description is found to be blank in the actuals distribution. For example, if you chose Project/Grant and then clicked this On, the system would look for any actuals distribution NOT associated with a Project/Grant ID.

Search Fields		Personalize Find View 1 1-4 of 4 Last	
*Field Description	Field Value	Search Spaces	
Account	6210	☐	+ -
Combination Code	0100511000061850000	☐	+ -
Empl Rcd#	0	☐	+ -
Employee Id	511818	☐	+ -

9. Use the **Update Sequences** area to define one or more fields in Actuals Distribution that must be updated. This box must be used somewhat differently based on if you are updating A the entire earnings, deductions, and taxes amounts for the search fields or B. only a portion of the earnings, deductions, and taxes amounts of the search fields. See the instructions below for each of the two methods.

- a. **Redistribute Entire Actuals Distribution Amount** - Use this method when you are only changing the Combo Code and not redistributing amongst multiple Combo Codes
 - i. **Sequence No:** Defines the order in which the fields are updated – has an impact if the fields are dependent on each other. General guidelines: Always use “1” if updating the Combo Code field. If updating the Account field in addition to the Combo Code field, use “2” for the Account row. If updating just the Account, use “1”.
 - ii. **Amount:** This value is required. Enter the maximum amount that can be redistributed. If an amount greater than the original distributed amount is entered, the entire original distributed amount will be redistributed.
 - iii. **Update Value Box** (for Entire Amount Redistribution)
 1. Use one or more rows to select actuals distribution fields whose values are to be changed for transmission to the general ledger.
 2. **Field Description:** Choose the name of the field to be updated.
 3. **Field Value:** Choose the new value that will be applied to the field selected in Field Description.

Update Sequences Find | View All First 1 of 1 Last

*Sequence: 1 *Amount: 1000.000

Update Value			
Field Description	Field Value	ChartField Details	Update Space
Combination Code	0100511000062100000	ChartField Details	☐
Account	6210		☐

CLICK SAVE

- b. **Redistribute a Partial Amount** - Use this process to redistribute a partial amount of an earnings, deduction, or tax amount. Note that to accurately redistribute deductions or tax amounts, it is recommended that you run the Direct Retro Redistribution process separately for each type of deduction an tax using the Account field in the Search Fields box (see above).
 - i. **Sequence No:** Defines the order in which the fields are updated – has an impact if the fields are dependent on each other. For redistribution a partial amount, use as follows: Enter “1” for the amount to be redistributed to a new Combo Code. Enter “2” for the amount to remain with the original Combo Code.
 - ii. **Amount:** This value is required. On the sequence one row, enter the amount to be redistributed to a new Combo Code. On the sequence two, enter the amount to remain with the original Combo Code.
 - iii. **Update Value Box** (for Partial Amount Redistribution)
 1. **Field Description:** On the sequence one and two rows, choose Combo Code.
 2. **Field Value:** On the sequence one row, choose the new Combo Code to be redistributed to and the correct Account Code. On the sequence two row, choose the original distribution Combo Code.

An example of the Update Sequences Box for Partial Redistribution is shown below. In this example, \$1000.00 was originally distributed to the funding source 0100502400061910000. After posting to the General Ledger, the budget department determines that, in reality, 15% of the distribution should have come from a different

funding source (0100502900061100000). The remained 85%, however, was distributed from the correct funding. The Update Sequences box is populated as below:

The screenshot shows the 'Update Sequences' window with two sequences. Each sequence has a table with columns: *Field Description, Field Value, ChartField Details, and Update Space. Sequence 1 has a value of 150,000 and a combination code of 0100502900061100000. Sequence 2 has a value of 850,000 and a combination code of 0100502400061910000.

Update Sequences											
*Sequence:	1	*Amount:	150,000								
<table border="1"> <thead> <tr> <th>*Field Description</th> <th>Field Value</th> <th>ChartField Details</th> <th>Update Space</th> </tr> </thead> <tbody> <tr> <td>Combination Code</td> <td>0100502900061100000</td> <td>ChartField Details</td> <td>☐</td> </tr> </tbody> </table>				*Field Description	Field Value	ChartField Details	Update Space	Combination Code	0100502900061100000	ChartField Details	☐
*Field Description	Field Value	ChartField Details	Update Space								
Combination Code	0100502900061100000	ChartField Details	☐								
*Sequence:	2	*Amount:	850,000								
<table border="1"> <thead> <tr> <th>*Field Description</th> <th>Field Value</th> <th>ChartField Details</th> <th>Update Space</th> </tr> </thead> <tbody> <tr> <td>Combination Code</td> <td>0100502400061910000</td> <td>ChartField Details</td> <td>☐</td> </tr> </tbody> </table>				*Field Description	Field Value	ChartField Details	Update Space	Combination Code	0100502400061910000	ChartField Details	☐
*Field Description	Field Value	ChartField Details	Update Space								
Combination Code	0100502400061910000	ChartField Details	☐								

10. **Run** - Once you have specified all the run control values for your retro distribution, click **Run** to kick off the process.
 - a. This will take you to the Process List page. Click **OK** and you will be returned to the **Direct Retro Dist** page. Click **Process Monitor** to go to the **Process Monitor Page**. Periodically click **Refresh** and once the process has completed review the log file.

Process 2: To review Retro Distribution error messages.

Use Review Retro Distribution Messages component to view any messages generated by the retroactive distribution process.

1. From the Menu page, select Payroll for North America > Payroll Distribution > Commitment Accounting USA > Review Retro Distribution Msgs
2. Populate the Search Fields you wish to use (note that not all of the fields need to be used).
 - a. Run Control ID – The Run Control ID used in the Direct Retro Distribution process
 - b. Last Operator to Update – The Emplid of the last person to use the Direct Retro Distribution Process
 - c. Creation Date – The Date the Direct Retro Distribution Process was created
 - d. Date of Pay – The Check Date associated with the Direct Retro Distribution Process
 - e. Transaction Source – This will always be “Direct Access Changes”
 - f. Process State – Chose the appropriate Process State of the Transaction
 - g. Process Date - The Date the Direct Retro Distribution Process was processed
3. Click **Search**
4. If messages are available, access the Retro Distribution Messages component and select the **Earnings Messages** page, **Deduction Messages** page, or the **Tax Messages** page.

5. View the check earnings line and the earnings distribution, check deductions line and deduction distribution, or check taxes line and tax distribution information of the transaction.
6. View the message ID and message text explaining the results of the process for this transaction.
7. Correct the data the messages reference as needed

Process 3: To Review Proposed Changes

This process is used to verify the changes made in the Direct Retro Distribution step before applying them to the Actuals Distribution tables.

1. From the Menu page, select Payroll for North America > Payroll Distribution > Commitment Accounting USA > Review Retro Distribution
2. Populate the Search Fields you wish to use (note that not all of the fields need to be used).
 - a. Run Control ID – The Run Control ID used in the Direct Retro Distribution process
 - b. Last Operator to Update – The Emplid of the last person to use the Direct Retro Distribution Process
 - c. Creation Date – The Date the Direct Retro Distribution Process was created
 - d. Date of Pay – The Check Date associated with the Direct Retro Distribution Process
 - e. Transaction Source – This will always be “Direct Access Changes”
 - f. Process State – Chose the appropriate Process State of the Transaction
 - g. Process Date - The Date the Direct Retro Distribution Process was processed
3. Click **Search** and select the data you want to review
4. **Retro Distribute Earnings Tab**
 - a. In the **Retro Distribution Transaction** box you will see a **Status** field. : In general, DO NOT change this field as the system defaults the value in most cases. This field indicates the status of the retroactive transaction. Possible status' are:

Initiated – The transactions have been created but not yet reviewed.

Editing – The transactions are currently being reviewed. This will be the value you see when you first open a newly-created transaction.

Delete – This is the only value that a user would ever manually set the field to. Changing the field to Delete and then saving the page will eliminate the associated retro distribution transactions and not post them to Actuals Distribution. This affects all tabs of the component, therefore it would delete all earnings, deductions, and taxes associated with the retro.

Complete – The transaction has already been posted to Actuals Distribution. The rest of the page is now display-only.
 - b. **Check Earnings Line Box**
 - i. This box displays the one to many rows that you specified for Direct Retro Distribution. For ease of use and limited confusion, it is recommended that you do not use “View All” for this particular box. Viewing one at a time makes viewing the Earnings Distribution Box more understandable.
 - ii. **Select: Turn this check box on** to indicate that the transaction is approved and should be applied to the Actuals Distribution. **If select is not turned on, the transaction cannot be posted to the Actuals Distribution.** The Select Check Box applies only to the specific employee's earnings distributions. It does not affect deductions or taxes, which must be approved separately. Note that

the **Select All** and **Deselect All** buttons can be used to approve or disapprove all rows on the page.

- iii. The other fields in this box show the company, pay period, and employee details of the affected employee(s).

c. Earnings Distribution Box

- i. This box displays the details of redistribution transactions. It is important to note that this box displays only the redistribution transactions for a single employee at a time. For this reason, only review this box when the Check Earnings Line Box is **not** in “View All” mode.
- ii. There are four tabs associated with the Earnings Distribution Box:
 1. **New Data tab:** Displays the new distribution data by earnings code. When the transaction has not been posted to Actuals Distribution, the user has the ability to modify the new funding information on this tab.
 2. **Old Data tab:** This tab is always display-only. Displays the original distribution data originally posted to Actuals Distribution and General Ledger for this transaction.
 3. **Old Accounting Period tab:** This tab is always display only. Displays the original accounting period the distribution affected.
 4. **New Accounting Period tab:** This tab is always display only. Displays the new accounting period that the modified distribution affects.

The screenshot displays the 'Retro Distribution Transaction' window with the 'Earnings Distribution' tab selected. The window has a top navigation bar with tabs: 'Retro Distribute Earnings', 'Retro Distribute Deduction', 'Retro Distribute Taxes', 'Earnings Messages', and 'Deduction Messages'. Below the navigation bar, the 'Retro Distribution Transaction' section shows fields for 'Run Control ID' (Test3), 'Created By' (dschweigert), 'Transaction Type' (Direct), '*Status' (Editing), 'Created' (07/22/2013), and 'Date of Pay' (09/20/2013). There are 'Select All' and 'Deselect All' buttons. Below this is the 'Check Earnings Line' section with a table showing employee details. The 'Earnings Distribution' section is active, showing a table with columns: 'Empl Record', 'Earnings Code', 'New Department', 'New Pool ID', 'New Position', 'New Job Code', 'New Combination Code', 'ChartField Details', 'New Account', and 'New Earnings'. The table contains one row with data: 0, REG, ELL482XXX, [blank], [blank], EA2786, 00435, ChartField Details, 6131, 2246.14.

Empl Record	Earnings Code	New Department	New Pool ID	New Position	New Job Code	New Combination Code	ChartField Details	New Account	New Earnings
0	REG	ELL482XXX			EA2786	00435	ChartField Details	6131	2246.14

5. **Retro Distribute Deductions Tab**

- a. The Deductions page is very similar to the Earnings page described previously.
- b. The **Status** field is the same value as was seen on the Earnings tab and has the same effects. Changing the Status to 'Delete' on this page deletes the entire retro transaction, including earnings, deductions, and taxes.
- c. The **Check Deductions Line** box contains a **Select** box that applies to the **deductions only**. This flag is NOT linked to the Select boxes on the Earnings and Taxes pages. The flag must be selected for each Check Deductions Line row for that employee's deduction retro distributions to load to Actuals Distribution. To affect all Check Deductions Line rows on this tab only, the **Select All** and **Deselect All** buttons are available.
- d. The **Deduction Distribution** box is similar to the Earnings Distribution box on the first tab. The box contains **New Data**, **Old Data**, **Old Accounting Period**, and **New Accounting Period** tabs. The **New Data**

tab can be modified before the data is posted to the Actuals. The other three tabs are always display only.

- e. Use the **Deduction Distribution** box to review the **Old Data** vs the **New Data** to confirm the changes are correct.
- f. If the changes are not correct you can correct them here or select the Status of Delete and Save. Go back to Process 1: Direct Retroactive Distribution to begin again.
- g. If the changes are correct, in the **Check Deduction Line** box, check the Select box and Save.

The screenshot displays the 'Retro Distribution Transaction' window. The 'Run Control ID' is 'Test3', 'Created By' is 'dschweigert', and 'Transaction Type' is 'Direct'. The 'Status' is set to 'Editing'. Below this is the 'Check Deductions Line' table with columns for Employee ID, Company, Pay Group, Pay End Date, Off Cycle, Employee ID, Page, Line, and Separate Check. A single row is visible for Employee ID 625, Company L10, Pay End Date 08/23/2013, Off Cycle, Employee ID 506, Page 2, Line 3. Below the table is the 'Deduction Distribution' section with tabs for 'New Data', 'Old Data', 'Old Accounting Period', and 'Posting Accounting Period'. The 'New Data' tab is active, showing a table with columns: Empl Record, Plan Type, Benefit Plan, Deduction Code, Deduction Class, *New Department, New Pool ID, New Position, New Job Code, New Combination Code, ChartField Details, New Account, and New Deduction. A single row is visible for Empl Record 0, Plan Type 4W, Benefit Plan PERAC, Deduction Code PERAC, Deduction Class P, *New Department ELL482XXX, New Pool ID, New Position, New Job Code EA2786, New Combination Code 00435, ChartField Details, New Account 6214, and New Deduction 162.84.

6. Retro Distribute Taxes Tab

- a. The Taxes page is very similar to the Earnings and Deductions pages described previously.
- b. The **Status** field is the same value as was seen on the Earnings and Deductions tabs and has the same effects. Changing the Status to 'Delete' on this page deletes the entire retro transaction, including earnings, deductions, and taxes.
- c. The **Check Taxes Line** box contains a **Select** box that applies to the **taxes only**. This flag is NOT linked to the Select boxes on the Earnings and Deductions pages. The flag must be selected for each Check Taxes Line row for that employee's tax retro distributions to load to Actuals Distribution. To affect all Check Taxes Line rows on this tab only, the **Select All** and **Deselect All** buttons are available.
- d. The **Tax Distribution** box is similar to the Earnings Distribution box on the first tab. The box contains **New Data, Old Data, Old Accounting Period, and New Accounting Period** tabs. **The New Data** tab can be modified before the data is posted to the Actuals. The other three tabs are always display only.
- e. Use the **Tax Distribution** box to review the Old Data vs the New Data to confirm the changes are correct.
- f. If the changes are not correct you can correct them here or select the Status of Delete and Save. Go back to Process 1: Direct Retroactive Distribution to begin again.
- g. If the changes are correct, in the **Check Taxes Line** box, check the Select box and Save.

New Window Help

Retro Distribute Earnings Retro Distribute Deduction Retro Distribute Taxes Earnings Messages Deduction Messages

Retro Distribution Transaction

Run Control ID: Test3 *Status: Editing
 Created By: dschweigert Created: 07/22/2013
 Transaction Type: Direct Date of Pay: 09/20/2013

Select All Deselect All

Check Taxes Line Personalize Find View All First 1 of 1 Last

Select	Company	Pay Group	Pay End Date	Off Cycle	Employee ID	Page	Line	Separate Check
☐	625	L10	08/23/2013	☐	506	2	3	

Tax Distribution Personalize View All First 4 of 2 Last

Empl Record	State	Locality	Tax Class	*New Department	New Pool ID	New Position	New Job Code	New Combination Code	ChartField Details	New Account	New Tax
0	\$U		E	ELL482XXX			EA2786	00435	ChartField Details	6210	139.26

Process 4: To Update Actuals Distribution tables with the changes

When the retroactive distribution transactions meet your approval, process them to apply them to the system. The retroactive distribution process applies all the selected transactions to the actuals distribution of the original paycheck.

- From the Menu page, select **Payroll for North America > Payroll Distribution > Commitment Accounting USA > Update Actuals Distribution**
- Select the transactions (listed by the run control ID for each transaction) to process. The process will only process one selection at a time
- Select the Errors Option the process should use if there is insufficient funding for the transaction. Since SPSS is not using the budgeting functionality of Commitment Accounting, they will use the Suspense option.
 - Select **Suspense** to have the process fund the transaction from the suspense combination code.
 - Select **Stop** to stop the process
- Run** - Once you have specified all the run control values for your retro distribution, click **Run** to kick off the process.
 - This will take you to the Process List page. Click **OK** and you will be returned to the **Update Actuals Distribution** page. Click **Process Monitor** to go to the **Process Monitor Page**. Periodically click **Refresh** and once the process has completed review the log file.

ORACLE® Home

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Update Actuals Distribution

Run Control ID: Test3 Report Manager Process Monitor Run

Retro Distribution Transaction Personalize Find View All First 1 of 1 Last

Select	*Errors Option	Run Control ID	Created By	Created	Date of Pay	Transaction Source	Status	Approved
☐	Suspense	Test3	dschweigert	07/22/2013	09/20/2013	Direct	Editing	☒