

Commitment Accounting

Financial Services

Commitment Accounting

- Commitment Accounting is the accounting for payroll and payroll related transactions.
 - Payroll Actual Expenses
 - Payroll Redistribution Entries
 - Payroll Encumbrances

Payroll Actuals

- Payroll expenses for the fiscal year through the last payroll run by Position Number
- Payroll actuals are updated at the time the Commitment Accounting process is run. At the point of update, Advantage will not be updated yet. Advantage is usually updated two to five days afterwards.

Encumbrances

- Salaried: $(\text{Biweekly Rate} \times \text{Remaining Pay Periods in Fiscal Year}) + \text{Prorated Days until Fiscal Year End}$
- Contract: $\text{Contract Rate Per Pay Period} \times \text{Remaining Pay Periods in Contract}$
- Hourly: $(\text{Hourly Rate} \times \text{Standard Hours Per Week} \times 2 \times \text{Remaining Pay Periods in Fiscal Year}) + \text{Prorated Days Until Fiscal Year End}$
 - Student wages are not encumbered

Encumbrances

- Modifiers
 - Active/Inactive Status Change
 - Pay Rate Change
 - Distribution Change—Important for Sponsored Accounts. If a grant is ending in the current fiscal year, all positions funded from the grant must have an Effective Date change equal to one calendar day after the grant end date with a new funding source. If this does not exist the position will be encumbered through the end of the fiscal year instead of the grant end date.

Redistribution Entries

- Each redistribution entry is assigned a transaction number. Redistribution transaction numbers begin with a 1 and are included in the pre-built myReports query Pay Earnings with Redistributions.

Budget Position Control Report

- Anticipate completing a report to be run in myReports in January
 - Original Budget = Salary Planning
 - Budget Changes = Appropriation Changes in Advantage
 - Expenses and Encumbrances = PeopleSoft

Appropriation Changes

- The Advantage Appropriation (A1) Change document was modified to accept a six digit position number and 10 digit affiliate ID
- Due to these modifications, the A1 document must now be processed in the Advantage Character Based version. You may also submit a paper form to Financial Services

Appropriation Changes

- If you are preparing a state personal services A1 document and you are using a position number that does not exist in PeopleSoft assign a six digit position number that does not begin with 1 or 9 to use in the Position Field of the A1 document.
- The number does not need to be set up in PeopleSoft.
- All A1 transactions using this position number will be grouped together on the Budget Position Control Report.

Where to find it

- Instructions for completing an A1 document in Character Version Advantage.
<http://www.asu.edu/fs/advantage/xferdocs/A1transchar.doc>
- A1 paper form
http://www.asu.edu/fs/forms/appropriation_transfer.xls

Commitment Accounting Cross Reference Screen

- The Commitment Accounting Cross Reference Screen is now available.
- This screen lists fiscal year to date expenses, redistribution entries, encumbrances and positions currently mapped to an account.

Commitment Accounting Cross Reference Screen

- Navigation:
- ASU Customizations—ASU HCM—ASU Position Management—Commit Acctg Cross Reference

Commitment Accounting Cross-Reference

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Search Results

Fiscal Year: 2008
ASU Acct: XJ21001

Payroll Actuals Distribution

<u>Fiscal Year</u>	<u>ASU Acct</u>	<u>Position</u>	<u>Position Descr</u>	<u>Actuals Amt</u>
2008	XJ21001	106981	Systems Analyst Prin	22,884.62
2008	XJ21001	112935	Tech Support Analyst Senior	13,998.15
2008	XJ21001	112950	Tech Support Analyst Senior	14,802.19
2008	XJ21001	113320	Systems Programmer Senior	15,383.22

Earnings Redistributions

<u>Fiscal Year</u>	<u>ASU Acct</u>	<u>Position</u>	<u>Transaction Nbr</u>	<u>Approval</u>	<u>Redist Amt</u>
2008	XJ21001				0.00

Calculated Encumbrance

<u>Fiscal Year</u>	<u>ASU Acct</u>	<u>Position</u>	<u>Position Descr</u>	<u>Encumbrance Amt</u>
2008	XJ21001	106981	Systems Analyst Prin	59,173.00
2008	XJ21001	112935	Tech Support Analyst Senior	36,195.00
2008	XJ21001	112950	Tech Support Analyst Senior	38,274.00
2008	XJ21001	113320	Systems Programmer Senior	39,777.00

Current Distribution Mapping

<u>Fiscal Year</u>	<u>ASU Acct</u>	<u>Position</u>	<u>Position Descr</u>	<u>Erncd</u>	<u>Dist %</u>
2008	XJ21001	106981	Systems Analyst Prin		100.00
2008	XJ21001	112935	Tech Support Analyst Senior		100.00
2008	XJ21001	112950	Tech Support Analyst Senior		100.00
2008	XJ21001	113320	Systems Programmer Senior		100.00

Where to find it

- Commitment Accounting Web Site

http://www.asu.edu/fs/commitment_accounting.html