The following security roles have access to the Commitment Accounting Cross Reference and the Position Cross Reference Table:

- HCM Dept Position View
- HCM Dept Position Manager
- HCM Dept Financial Manager

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COMMITMENT ACCOUNTING CROSS-REFERENCE TABLE

Usage: To view positions currently mapped to an account, total payroll expenditure and gross pay encumbrances by position for a specified account.

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

➢ Enter your ASU Account number in the ASU ACCOUNT field. You may either enter leading characters or the entire account number. In this example we will search on all accounts begin with XJ1.

➢ Click on Search
Select an account to view
From this screen you can view:

- Payroll Actuals Distributions – Gross pay
- Earnings Redistributions – Payroll Expense Redistribution Entries
- Calculated Encumbrances – Gross pay encumbrances by position
- Current Distribution Mapping – Percentage of pay mapped to the reference account. Specifically mapped earnings codes can also be viewed on this screen.
POSITION CROSS-REFERENCE TABLE

Usage: To view details of a position, including current employees, HR details, and funding information.

Navigation: ASU Customizations → ASU HCM Custom → ASU Position Management → Position Cross-Reference

This screen can be used to find a position/employee. You may search by any of the fields listed. In this example, we will search by position number. Enter Position Number and click on “Search”
This screen provides details related to the position and the incumbent.

- Click on Position Data Details
The Position Data Details screen will show the current position details.

- Click on Return
To view the account number that this position is mapped to:

- Click on Fiscal Year Distribution
The Fiscal Year Distribution will show funding for this position.

- Click on Return
Click on the Position Cross-Reference Tab
The Position Accounting Cross-Reference tab shows a position specific commitment accounting screen and includes fiscal year to date expenses, any redistributions that have been processed, and current encumbrance amount.