

How Do I? Payroll Commitment Accounting

Combination Code

Add a Combination Code:

Timing: Combination codes are used on the Department Budget Table to associate SMART chartfields to be used as salary expenditure funding distribution sources.

All individual chartfield values **MUST** first be established in SMART before they can be used in a Combination Code in SHARP.

Combination codes can no longer be entered on line. An Excel spreadsheet upload process will be used to update the Combination Code Table. There are different requirements for Time and Leave, and Time and Labor agencies. Click on the appropriate link below for the desired spreadsheet layout (XXX should be replaced with your 3-digit agency No.):

[KAGYTL46.XXX for Time and Labor Agencies](#)

[KAGYTL46.XXX for Time and Leave Agencies](#)

The completed combo code spreadsheet should be submitted to Heather DeBusk at <mailto:heather.debusk@da.ks.gov>.

The following ComboCode fields apply to all Agencies' Combo Codes and an asterisk denotes a required field:

Combination Code: The Combination Code field allows up to 25 characters. Accounts and Reports recommends the following naming convention: Deptid (10 digits) Fund (4 digits) BU (4 digits) Program (5 digits) Agency Use (2 digits), or
(10) (4) (4) (5) (2)
Deptid_CF|fund|BU| Prog|Agency Use
1234567890100012341234501

Effective Date*: For a record to be effective for a particular pay period, it must be entered prior to pay confirmation (day 6 on the timeline) and have an effective date not greater than the pay period end date.

Description*: Description of the combination code.

Short Description: Short description of the combination code.

Status*: - Must be 'A' (Active).

Account*: (Note: Please fill account with the value '5100'. The correct value will be assigned to accounting entries based on the type of payroll expenditure.)

DeptID_CF* (Department): (Note: Deptid_CF value **MUST** be a finance department and not marked as Budgetary Only).

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Fund*: Fund number.

Program Code*: Must not be designated as Budgetary Only.

Service Location: See note below.

Budget Unit*: Budget unit.

Agency Use: See note below.

Note: Service Location and Agency Use fields can be used to further break down funding tracking. They must first be established in SMART before using. Agencies can use the last two digits of the combo code to distinguish combo codes with different Service Location or Agency Use fields.

The following Task Profile Section of the combo code table is for Time and Labor agencies only:

Task Profile ID*: Please refer to the Time and Labor training for detailed instructions.

Effective Date*: Task profile effective date. The effective dates for the combo code and task profile do not have to be the same. The task profile can be updated whereas the combo code cannot.

Description*: Task profile description.

Short Description: Task profile short description.

Status*: Task profile status. Must be 'A' (Active)

Allocation Type*: An Agency will enter "E" if all of the costs associated to a particular Task Profile are charged to that one profile. They will enter "C" if the costs are going to be allocated over multiple Task Profiles. Percent: If using the Allocation Type "C", the agency must indicate the percentage that is being charged to each profile.

PC Business Unit*: The 5-digit agency business unit No.

Project ID*: Please refer to the Time and Labor training for detailed instructions.

Activity ID*: Please refer to the Time and Labor training for detailed instructions.

Resource Type: Not used. Leave Blank.

Once a combo code is uploaded, it can be viewed at: Main Menu > Set Up HRMS > Product Related > Commitment Accounting > Combination Code Table.

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Note: When changing a position pool's funding, after a Combination Code is added, it is necessary to then add a new effective dated row in the Department Budget Table, where the new Combination Code is associated with the position pool. The effective date should be the same as that used to create the new Combination Code. If this isn't done, payroll charges may not be correct.

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Position Pool

Timing: Whenever a Position Pool ID needs to be established/changed to hold a unique funding structure (a certain allocation of combination codes).

Add a Position Pool ID:

Path: **Main Menu > Set Up HRMS > Product Related > Commitment Accounting > Budget Information > Position Pool Table**

Click on the Add a New Value tab. On the Add a New Value page, type the department and position pool ID in the corresponding fields, then click on Add.

Step 1: On the Position Pool Table, type the appropriate effective date, description, and short description in their corresponding fields.

Effective Date: The system uses the data row entered prior to pay confirmation with an effective date closest to, but not greater than, the pay period end date. Usually use the first day of the pay period as the effective date.

Click on Save.

Change a Position Pool ID's Description:

Path: **Main Menu > Set Up HRMS > Product Related > Commitment Accounting > Budget Information > Position Pool Table**

Type the Department and Position Pool ID in their corresponding fields, then click on Search.

Step 1: On the Position Pool Table, click on the Add Row button to add a new effective dated row, then type the appropriate effective date in the Effective Date field.

Effective Date: The system uses the data row entered prior to pay confirmation with an effective date closest to, but not greater than, the pay period end date. Usually use the first day of the pay period as the effective date.

Change the description or short description as desired.

Click on Save.

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Set Up Funding

Timing: Whenever a funding structure (a certain combination of combination codes) needs to be established/changed in a department to fund certain position pool or position.

Department Budget Table Field Instructions:

Effective Date: The system uses the data row entered prior to pay confirmation with an effective date closest to, but not greater than, the pay period end date. **The entire pay period will be funded the same way. There will be no proration of funding within a pay period based on effective dates.** Usually use the first day of the pay period affected.

Status: Must be Active.

Budget Level Cap: Type 0.00 in the field.

Currency: use the default "USD".

Earnings Code: The earnings code for which the override funding is to be established. Only used when setting up an earnings override.

SEQ#: The system calculation sequence. Use the lower numbers for flat amounts. Use the same highest number for percents to allow the amounts to be calculated first. All percents must add up to 100%. For example, to set up a position pool with four combination codes - two flat amounts and two percents, use Seq #1 for the flat amounts and use Seq #2 for the two combination codes with percents so that the flat amounts will be calculated first. Override funding is independent from regular funding. The same sequence numbers used in regular funding can still be used for override funding.

ChartField Details: Used to select a new combination code or to view the funding details of an existing code. To select a new combination code, click the link to access the ChartField Details page. Once there, type the desired combination code in the Combination Code field, then click on Search. (If you do not know the exact code, you can type the beginning portion of the code, then click on the Look Up button by the Combination Code field to display a list of available codes to select from.) The specified combination code, if valid, should display. Click on the Select button, then click OK. The system will return you to the Dept Budget Earnings page with the selected combination code displayed.

Budget Amount/Distrb %: The dollar amount or percent of distribution to be allocated to the combination code. Each combination code can either have an amount (entered in the Budget Amount field) or a percent (entered in the Distrb % field), but not both. The sum for each Seq# (for regular funding) or each earnings code/deduction class/tax class (for override funding) must total 100%.

Plan Type/Plan/Ded Cd/Ded Class: Only used when setting up a deductions override. **While the system will allow entry of all deduction classes, the**

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deductions override will only apply to the ‘N’ deduction classes (employer contributions).

State: Select a state for state taxes, or select \$U for federal taxes.

Tax Class: Only used when setting up a deductions override. **While the system will allow entry of all tax classes, the taxes override will only apply to the employer portion of the taxes.**

Set Up Regular Funding:

Path: Main Menu > Set Up HRMS > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA

Click on the Add a New Value tab. On the Add a New Value page, type the department, fiscal year, budget level, and position pool ID (or position number if setting up a position funding) in their corresponding fields, then click on Add. **Note:** Be sure to enter the Fiscal Year in a four-digit format (YYYY) even though the system allows a one-digit fiscal year on the Add a New Value page. A one-digit fiscal year causes general ledger errors.

Step 1: From the Dept Budget Date page (usually nothing needs to be changed on this page), click on the Dept Budget Earnings tab to go to that page.

Step 2: On the Dept Budget Earnings page, type the appropriate effective date and budget level cap (0.00) in their corresponding fields.

Step 3: In the Earnings Distribution box, type the sequence number, then click on the ChartField Details link to select the desired combination code - See Chartfield Details field instructions for details.

Type the budget amount or distribution percent in the appropriate field.

If more than one combination code is needed, click on the Add Row button corresponding to the Earnings Distribution box to add a new row for the next combination code.

Repeat the procedures in Step 3 for each additional code until all combination codes needed for Earnings are entered.

Step 4: Click on Save.

Set Up Override Funding:

Path: Main Menu > Set Up HRMS > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA

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Type the department, fiscal year, budget level, and position pool ID (where you wish to establish the override funding) in their corresponding fields, then click on Search.

Note: The override funding is established in addition to regular funding. At least one line of regular funding must already exist before any override funding can be added.

- Step 1:** From the Dept Budget Date page, click on the Dept Budget Earnings tab to go to that page.
- Step 2:** On the Dept Budget Earnings page, click on the Add Row button corresponding to the Level box to add a new effective dated row, then type the appropriate effective date, usually the first date of a pay period you want it to take effect, in the Effective Date field.
- Step 3:** Access the page where the type of override is maintained by clicking on the corresponding tab. An earnings override is entered on the Dept Budget Earnings page, a deduction (an employer contribution) override is entered on the Dept Budget Deductions page, and a tax override (the employer portion of the taxes) is entered on the Dept Budget Taxes page.
- Step 4:** Click on the Add Row button corresponding to the appropriate (Earnings, Deduction, or Tax) Distribution box to add a new row. Type the earnings code (if an earnings override), Pan Type/Plan/Ded Cd/Ded Class (if a deduction override), or State/Tax Class (if a tax override) for which the override funding is to be established, and sequence number in their corresponding fields, then click on the ChartField Details link to select the desired combination code.

Type the budget amount or distribution percent in the appropriate field.

Note: You may also want to enter a funding end date so that you don't have to return to delete the override funding once the funding distribution purpose has been accomplished.

Repeat the above procedures for each additional combination code.

Make sure all (combination codes with) percents for each earnings code, deduction code, or tax class add up to 100%.

- Step 5:** Click on Save.

Change Regular/Override Funding:

Note: The ChartField details of a combination code can not be changed. A new combination code will have to be added instead. Once new combination codes have been added, use the following procedures to update the funding distribution for a position pool/position.

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Path: Main Menu > Set Up HRMS > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA

Type the department, fiscal year, budget level, and position pool ID/position number (needing changes) in their corresponding fields, then click on Search.

Step 1: From the Dept Budget Date page, click on the Dept Budget Earnings tab to go to that page.

Step 2: On the Dept Budget Earnings page, click on the Add Row button corresponding to the Level box to add a new effective dated row, then type the appropriate effective date, usually the first date of the pay period you want it to take effect, in the Effective Date field.

Step 3: Click on the tab where funding change is to be made (Dept Budget Earnings, Dept Budget Deductions, or Dept Budget Taxes).

Step 4: Click on the Show Next Row or Show Previous Row button corresponding to the appropriate (Earnings, Deduction, or Taxes depending on which page you are on) Distribution box to find the combination code needing changes/deletion.

For a **change**, make changes on the sequence number, combination code, budget amount/distribution percent as appropriate.

For a **deletion**, click on the Delete Row button corresponding to the appropriate (Earnings, Deductions, or Taxes) Distribution box to delete the combination code.

Repeat the above procedures until all combination codes needing update have been changed/deleted.

To add **additional combination codes**, click on the Add Row button corresponding to the appropriate (Earnings, Deductions, or Taxes) Distribution box, type in the SEQ #, then click on the ChartField Details link to select the desired combination code - See Chartfield Details field instructions for details.

Type the budget amount or distribution percent in the appropriate field.

Repeat the procedures above for each additional combination code.

Step 5: Click on Save.

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View Salary Expenditures

Timing: Whenever it's necessary to view the funding details of a paycheck.

View Salary Expenditure Online:

Path: Main Menu > Payroll for North America > Employee Pay Data USA > View Detail Ledger

Salary expenditure data will be available in SHARP after pay confirmation for on-cycle payrolls and immediately after the off-cycle runs for off-cycle payrolls. The Detail Ledger page provides detailed funding charges for a paycheck regarding the encumbrance, expenditure, and receipt transactions generated as a result of the on or off-cycle payroll.

The descriptions for the columns on the Detail Ledger page are as follows:

Trans: Transaction code used to process the transaction.

Dept = Agency number; **Fund** = Fund number; **Index** = Index code, **PCA** = PCA, **Object** = Expenditure/Revenue SubObject code in STARS.

Fund, index, and PCA allocations are based on the combination codes and funding distributions specified by the agency for the position (through the position pool or other budget level tied to the position). SubObject allocation is system generated.

Doc#: The 9-character STARS document number on which the transaction was processed:

1st character denotes document type: A = Encumbrance, K = Adjustment, P = Payroll, S = Receipt.

2nd character indicates the cycle where the transaction is generated: **0 = off-cycle; Non-zero = on-cycle** payroll. The non-zero number also represents the pay date (1st, 2nd, or 3rd) of the month in which it was processed.

For **On-Cycle:** 3rd & 4th characters indicate the month of the check date and the last 4 characters are sequential numbers generated by the system.

For **Off-Cycle:** 3rd, 4th, and 5th characters are the fiscal year Julian date of the off-cycle process date and the last 3 characters are sequential numbers generated by the system.

View Salary Expenditure Data via Reports or Data Files:

Besides the Detail Ledger page, various reports and data files are also available for viewing/manipulating salary expenditure data for management reporting:

Two Reports: The KPAYWAGE, Agency Payroll by Budgetary Account and KPAY303, Salary/Wages Breakdown by Classification File are both centrally run and can be downloaded using Core FTP or other FTP software.

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The **KPAYWAGE** report is created for each on-cycle and off-cycle payroll. It lists payroll charges by expenditure subobject detail within PCA and provides PCA totals for each employee.

The **KPAY303** is a summarized data file version of KPAYWAGE. It lists base salary, overtime, shift differential, holiday pay, longevity pay, taxable employee business expenses, and employer fringe benefit amounts by job classification within PCA. It is run centrally after the final off-cycle for a pay period and includes data from the on-cycle and three off-cycle runs. The KPAY303 data file can be imported into a spreadsheet for manipulation by agencies. The data file layout and instructions for importing the data file into an Excel spreadsheet can be found at <http://da.ks.gov/sharp/cbt/kpay303.pdf>.

Two data files, General Ledger Extract (KPAYGL5C) and Agency Extract - Payroll (KPAY286B) are available by request. The requested files are placed in the agency's directory on the MVS and can be downloaded using Core FTP or other FTP software. To request these files, contact the Division of Accounts and Reports, Payroll Services Team at (785) 296-2311.

The General Ledger Extract (**KPAYGL5C**) is generated twice per pay period. The first extract is created after the on-cycle payroll confirmation. The second extract is created immediately following the last off-cycle and will include both the on-cycle and the three off-cycle payrolls for the pay period. This data file contains all of the General Ledger transactions created in SHARP for the pay period. The data file is used to assist in reconciling SHARP to STARS and to allow manipulation of data for management reporting.

The Agency Extract - Payroll (**KPAY286B**) data file is created twice per pay period. The first extract is created after the on-cycle payroll confirmation. Like the KPAYGL5C generated after confirm, the first extract contains only on-cycle data. The second extract is created on the night following the last off-cycle for a payroll period. Unlike the KPAYGL5C, however, the second extract contains **ONLY off-cycle data**. Items on the file include name, SSN, ID, total gross, deductions, taxes, and net pay. Earnings, taxes, and deductions are further broken down into the detail level, i.e., benefit plan, deduction code/amount, and earnings code. As with the G/L Extract, this data file may be downloaded and used for reporting purposes.

Agencies should check the reports to be sure the positions are funded properly. Two reports, the **KPAY710** Department Budget Earnings report and the **KPAY711** Department Positions and Budget Earnings report, are available for viewing the funding distribution in the current effective dated row within each department in the agency. Both reports are centrally run after the on-cycle payroll confirmation and can be downloaded using Core FTP or other FTP software on the next workday (usually the Monday of pay day week, or Day 9 on the payroll timeline).

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Prior Period Funding Adjustment

A prior period funding adjustment (PPFA) is used to change payroll funding that previously had been charged to the STARS accounting system.

Funding changes cannot be entered in SHARP for a pay period that has been confirmed. Currently all PPFA's are processed directly in STARS. Regent Institutions should continue with the automated DA-35 process that is currently in place for their prior period funding adjustments. The instructions for filing form DA-35 (<http://da.ks.gov/ar/forms/da035.pdf>) electronically using Form DA-40 (<http://da.ks.gov/ar/forms/da040.pdf>), Magnetic Tape/Dataset Voucher Transmittal can be found on Informational Circular No. 97-P-032 (<http://da.ks.gov/ar/infocirc/Archive/ic97p032.pdf>). Other agencies should submit PPFA's through the SOKI system by initializing a Manual J.V. with the Payroll Prior Period Funding Adjustments document type. More information on how to use/access the SOKI system can be found at <http://da.ks.gov/ar/genacct/soki3/default.htm>.

All PPFA's should be processed using transaction code (T/C) 543. Original accounting transactions should be reversed (with an 'R' in the R field), and the correct funding should then be charged.

Because PPFA's are processed outside the SHARP system, subsequent paycheck adjustments for these pay periods will not reflect the change in funding. Also, summary reports showing funding pulled from SHARP and STARS will be different.