# Labor Distribution

## Introduction

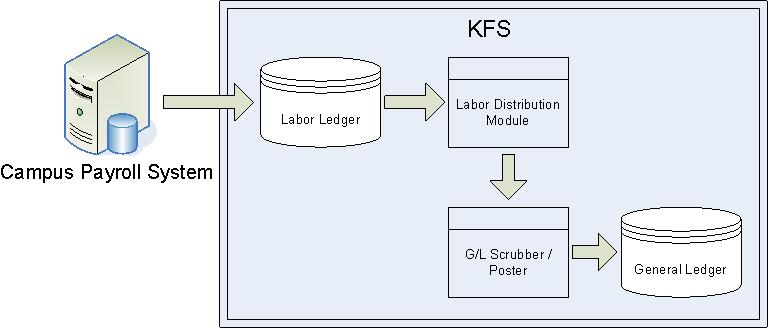
The Labor Distribution module of Kuali Financials manages the accounting aspects of compensation-related expenses such as salaries and benefits. It includes salary transfer, benefit transfer, Labor Ledger correction process, and Labor Ledger journal voucher and balance inquiries.

go-arrow-red.gif In order to work efficiently in the Labor Distribution screens, you need to understand the basics of the user interface. For information and instructions on logging on and off, navigating, understanding the components of screens, and performing basic operations in the screens, see Overview|document=WordDocuments\FIN Overview Source.docx;topic=Overview. “Overview” in the Overview and Introduction *to the User Interface*. This and other user guides are available for download from the [Kuali Financials User Documentation](https://kualico.atlassian.net/wiki/display/FINDOC/User+Documentation)

## Overview

The Labor Distribution module, which sits between an institution's payroll system and the General Ledger, manages the accounting aspects of compensation-related expenses such as salaries and benefits. Whereas an implementing institution is responsible for populating the Labor Ledger tables from a payroll system, the Labor Distribution module allows users to post salary transfer, benefit transfer, Labor Ledger correction process, and Labor Journal Voucher entry documents to make necessary adjustments to the Labor Ledger records. Labor Ledger changes that affect your General Ledger are also passed through and posted to the General Ledger. The Labor Distribution module also generates mass transactions to update beginning balances during the year-end process.

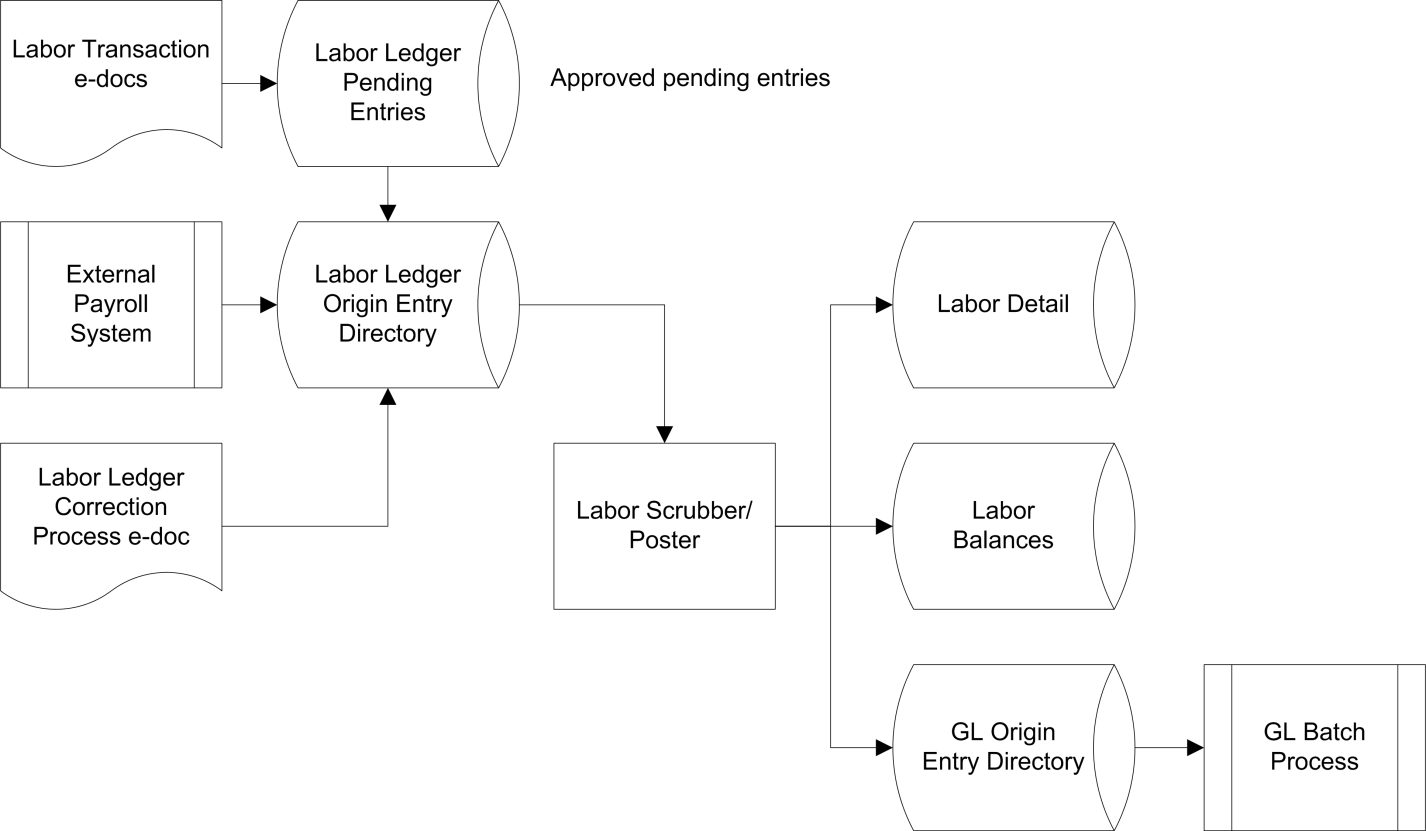
All of these labor distribution processes are especially important in recording compensation records accurately in the general ledger and managing effort reporting in the Effort Certification module.



## Labor Distribution Batch Processes

This section assumes that Labor Ledger processing takes place in a batch process prior to the General Ledger batch process because labor data eventually needs to make its way into the General Ledger batch process.

The following diagram illustrates the Labor Ledger daily process.



Following is a list and short explanation of the batch processes available in Labor Distribution. Jobs requiring more explanation are detailed below.

Labor Distribution Batch Processes

|  |  |
| --- | --- |
| Job Name | Description |
| clearLaborPendingEntriesJob | This job clears the general ledger pending entries from labor documents that are in an approved or processed state when this job is run. This job is run after the laborPoster job. |
| laborBalanceForwardJob | The only year end job in Labor Distribution. This job brings labor balances forward into the new fiscal year to support inception-to-date expense reporting for Contracts and Grants accounts. |
| laborBalancingHistorySyncJob | This unscheduled job rebuilds the history tables based on current entries and balances and create as new starting place for future comparisons in the event that errors discovered by the laborBalancingJob require a refresh. |
| laborBalancingJob | This job builds a series of entry and balance tables that are synched with the Labor Ledger. Thereafter,the process uses these history tables, adding transactions from each nightly batch cycle. |
| laborEnterpriseFeedJob | This job processes files that are loaded into the staging/laborEnterpriseFeed directory. Format of the file is described below in the Labor Enterprise Feed Upload. |
| laborFeedJob | The Labor Feed process sends consolidated transactions from Labor Distribution into the General Ledger. The process generates a report summarizing what was passed to the General Ledger. |
| laborNightlyOutJob | Pending entries are collected for labor transactions generated by Labor Ledger documents such as Benefit Expense Transfer (BT), Salary Transfer (ST), and Labor Journal Voucher (LLJV). These entries are then passed through the labor scrubber process by the laborNightlyOutJob. |
| laborPosterJob | The Labor Poster writes valid entries to the Labor Ledger Entry table, updates balances in the Labor Ledger Balance table and summarizes the entries for posting to the Labor Ledger. |
| laborPurgeJob | This job purges data from the Labor Balance and Labor Entry tables prior to the years listed in parameters PRIOR\_TO\_YEAR; components LaborPurgeBalanceStep and LaborPurgeEntryStep. |
| laborScrubberJob | This job accepts pending entries generated by Labor Ledger documents such as Benefit Expense Transfer (BT), Salary Transfer (ST), and Labor Journal Voucher (LLJV) and combines them with entries from external systems. The scrubber edits the entries for validity. |

### laborBalanceForwardJob

#### Overview

This unscheduled year end job moves the year-to-date total plus the Contracts and Grants beginning balances to the Contracts and Grants beginning balances of the new fiscal year for a designated group of accounts (identified by the parameters FUND\_GROUPS and SUB\_FUND\_GROUPS).

#### Business Rules

* The KFS-LD FISCAL\_YEAR\_SELECTION parameter is used to identify the current fiscal year from which year to date totals will be added to Contracts and Grants Beginning balance.
* Only transactions with balance type AC (actuals) will be processed.
* A file called ld\_balance\_forwards.data is created and the Labor Ledger Correction Process can be used to process this file.
* The Labor Ledger Balance record chart code must be valid.
* The Labor Ledger Balance record will be excluded if the sub-fund group code on the account is not found in the KFS-LD SUB\_FUND\_GROUPS parameter.
* The Labor Ledger Balance record will be excluded if the fund group code on the account is not found in the KFS-LD FUND\_GROUPS parameter.
* A report is generated to summarize the entries brought forward.

#### Parameters

The following parameters are used by the laborBalanceForwardJob.

laborBalanceForwardJob Parameters

|  |  |
| --- | --- |
| Name | Description |
| FISCAL\_YEAR\_SELECTION | The fiscal year to use as the basis for carrying forward inception to date balances. |
| FUND\_GROUPS | Identifies fund groups where balances will roll forward to the next year. Typically project year accounts. |
| ORIGINATION | The origination code used when creating year end closing entries. |
| SUB\_FUND\_GROUPS | Identifies sub-fund groups where the balances will roll forward to the next year. Typically project year accounts. |

### laborBalancingJob

#### Overview

Similar to the General Ledger process described in the posterBalancingJob|document=WordDocuments\FIN GL Source.docx;topic=posterBalancingJob“posterBalancingJob” in the Guide to the General Ledger Module, an automated balancing process and report helps verify balance and entry transactions processed through the Kuali Financials Labor Ledger.

#### Parameters

The following parameters are used by the laborBalancingJob.

laborBalancingJob Parameters

|  |  |
| --- | --- |
| Name | Description |
| NUMBER\_OF\_COMPARISON\_FAILURES\_  TO\_PRINT\_PER\_REPORT | Total number of failures to print on the report for each category of balancing failures on the balancing batch job. |
| NUMBER\_OF\_PAST\_FISCAL\_YEARS\_TO\_INCLUDE | Number of fiscal years to subtract from current fiscal year to represent the start range on the balancing batch job. |

#### Error and Statistics Report

laborBalancingJob Report

|  |  |  |
| --- | --- | --- |
| Directory | Name | Description |
| reports/ld | balancing\_<time/date>.txt | Automated balance reconciliation. The process builds a series of entry and balance tables that are synched with your Labor Ledger as they are created. Thereafter,the process uses these history tables, adding transactions from each nightly batch cycle. |

All fields displayed in the statistics report are detailed in the table below.

Labor Ledger Balancing Report information

|  |  |
| --- | --- |
| Statistic Label | Description |
| FISCAL YEARS INCLUDED IN BALANCING | Specifies the years included in the automated labor comparisons. The KFS-LD NUMBER\_OF\_PAST\_FISCAL\_YEARS\_TO\_INCLUDE parameter controls the number of past fiscal years included. |
| HISTORY TABLES INITIALIZED—UPDATES SKIPPED | If this is the first run of the laborBalancingJob, the value is Yes. This value indicates that the history tables required for future runs of the automated balancing report have been created. During subsequent balancing (after the tables have been initialized), the value is No. |
| OBSOLETE HISTORY DELETED | If a given fiscal year in the history tables is not in the range of years included in balancing, this value identifies the fiscal years that have been removed. If no fiscal years were removed, the value is No. |
| UPDATES SKIPPED DUE TO OUT OF RANGE FISCAL YEAR | If the most recent Labor nightly batch cycle included entries for fiscal years that are not in the range of years to be included in balancing, this value indicates how many updates to the balancing tables were skipped due to out-of-range fiscal year entries. |
| LLEN AMOUNT FAILURES (LaborEntryHistory) | The number of entries in the Labor Ledger Entry table that failed to match those in the Labor Entry History table. |
| LLBL AMOUNT FAILURES (LaborBalanceHistory) | The number of entries in the Labor Ledger Balance table that failed to match those in the Labor Balance History table. |
| LLEN SUM (ROW COUNT) - CALC. (LaborEntryHistory) | The calculated row count from the Labor Entry History table. This number equals the number of entries in the history table prior to the last batch cycle plus the number of entries from that last cycle. |
| LLEN ROW COUNT - PROD. | The number of rows in the Labor Ledger Entry table. This number should match the LLEN SUM CALC row count from the History table. |
| LLBL ROW COUNT - CALC. (LaborBalanceHistory) | The calculated row count from the Labor Balance History table. This number equals the number of previous History table balance entries plus the number from the most recent batch cycle. |
| LLBL ROW COUNT - PROD. | The number of rows in the Labor Ledger Balance table. This number should match the LLBL ROW COUNT calculated from the history tables. |

Errors encountered by the labor balancing process will be displayed before the statistics, as described above for the General Ledger automated balancing process. The number of detailed errors displayed on the labor report is controlled by a separate parameter: KFS-LD NUMBER\_OF\_COMPARISON\_FAILURES\_TO\_PRINT\_PER\_REPORT.

### laborEnterpriseFeedJob

#### Overview

This job processes files in the staging/ld/enterpriseFeed directory and places them in the staging/ld/originEntry for processing. These files are created with the Labor Ledger format and come from the institutions payroll system.

The laborEnterpriseFeedJob is expecting three files in order to process the data file. These files are “.data”, “.recon”, and “.done”.

* If you are dropping these files into the directory for processing via an external process, such as, SFTP, all three files must be provided.
* If you are uploading the files via the Labor Ledger Enterprise Batch Feed, only the “.data” and “.recon” files are requied. The upload process will create the .done file.

go-arrow-red Refer to the Labor Enterprise Feed Upload section for more information on the file layouts of each file.

#### Parameters

The following parameters are used by the laborEnterpriseFeedJob.

laborEnterpriseFeedJob Parameters

|  |  |
| --- | --- |
| Name | Description |
| GENERATE\_FRINGE\_BENEFIT\_ENCUMBRANCE\_IND | Determines whether or not fringe benefits will be encumbered when salaries are encumbered. |
| GENERATE\_FRINGE\_BENEFIT\_IND | Determines whether or not fringe benefit expenses will post when salaries post. |
| LABOR\_BENEFIT\_CALCULATION\_OFFSET\_IND | Determines whether or not labor benefit calculations will use an offset account to post offset entries to the General Ledger. |
| LABOR\_BENEFIT\_OFFSET\_DOCTYPE | Document types for which offset entries will be generated. |
| MAX\_NUMBER\_OF\_ERRORS\_ALLOWED | The number of errors allowed when generating fringe expenses and encumbrances entries. If the number of errors exceed this number, the output file will not be created in the originEntry directory. |

#### Reports and Files

laborEnterpriseFeedJob Reports and Files

|  |  |  |
| --- | --- | --- |
| Directory | Name | Description |
| staging/ld/enterpriseFeed | <filename>\_<userid>\_<time/date>.data  <filename>\_<userid>\_<time/date>.recon  <filename>\_<userid>\_<time/date>.done | Files dropped via an external process, such as, SFTP, or uploaded via the online Labor Enterprise Feed Upload.  If the files are dropped into the directory by an external process, all three files must be provided.  If the Batch File Upload is used, the .done file is created by the Labor Enterprise Feed Upload.  The .done file will be deleted by the laborEnterpriseFeedJob after it has processed the .data and .recon files. |
| staging/ld/originEntry | ld\_encumb\_err.data | Error transactions identified by the laborEnterpriseFeedJob when fringe benefits are encumbered. |
| staging/ld/originEntry | ld\_encumb\_out.data | Fringe benefit transactions that will be processed by the laborScrubberJob. |
| staging/ld/originEntry | ld\_ldentry\_entp.data | File created by the laborEnterpriseFeedJob for processing by the laborScrubberJob. |
| reports/ld | labor\_enterprise\_feed\_<date/time>.txt | Summarizes files successfully loaded and files that were not sucessfully loaded. |
| reports/ld | labor\_enterprise\_feed\_error\_statistics\_  <date/time>.txt | Summarizes fringe benefit entries that were processed. |

### laborFeedJob

#### Overview

The laborFeedJob sends consolidated transactions from Labor Distribution into the General Ledger.

#### Files and Reports

laborFeedJob Files and Reports

|  |  |  |
| --- | --- | --- |
| Directory | Name | Description |
| staging/gl/originEntry | gl\_glentry\_lab | Summarized labor entries that are passed to the General Ledger from the Labor Ledger for processing. |
| reports/ld | labor\_gl\_summary\_ledger\_<time/date>.txt | Summary debit, credit, budget, and net amount total by balance type, fiscal year, period code and fund group. |

### laborNightlyOutJob

#### Overview

This job collects entries from the Labor Ledger Pending Entry table that have an approved or processed status at the time the job is run. A file is created in the Labor Ledger format and placed in the staging/ld/originEntry directory for processing.

#### Reports and Files

laborNightlyOutJob Reports and Files

|  |  |  |
| --- | --- | --- |
| Directory | Name | Description |
| staging/ld/originEntry | ld\_labentry\_kfs.data | Pending ledger entries from transactional documents. |
| reports/ld | llpe\_ledger\_<date/time>.txt | Summary total and record count of approved Labor Ledger pending entries fed by balance type, origin code, fiscal year and period. |

### laborPosterJob

#### Overview

The laborPosterJob writes valid entries to the Labor Ledger Entry table, updates balances in the Labor Ledger Balance table and summarizes the entries for posting to the General Ledger.

#### Parameters

The following parameters are used by the laborPosterJob.

laborPosterJob Parameters

|  |  |
| --- | --- |
| Name | Description |
| SENT\_TO\_GL\_BALANCE\_TYPES | Identifies entries with specific balance types that will not be sent to the General Ledger. Typically, A2 entries that are used to facilitate Effort Certification. |
| SENT\_TO\_GL\_PERIOD\_CODES | Identifies entries with specific accounting periods that will not be sent to the General Ledger. Typically ,CB (Contracts and Grants Beginning Balances) that are created by the laborBalanceForwardJob. |

#### Labor Poster Files

The laborPosterJob creates an error file and places in in the staging/ld/originEntry directory. The files include a date and time stamp in the name and is suffixed with .data.

laborPosterJob Files

|  |  |  |
| --- | --- | --- |
| **File names** | | **Description** |
| ld\_posterrs | Errors found by the laborPosterJob that did not update the ledgers. | | |

#### Labor Poster Output Summary

When the laborPosterJob is complete, a summary report is created and placed in the reports/ld directory with information on each process.

laborPosterJob Summary Report

|  |  |
| --- | --- |
| **Report Section** | **Description** |
| Labor Poster Report | Total record count of rows deleted, inserted, and updated in the GL tables updated by the labor poster. | |
| Main Labor Poster Error Transaction Listing | Detailed listing of the error transactions along with a summary total and record count of transactions not posted. | |
| Main Labor Poster Input Transactions | Summary total and record count of transactions posted by balance type, origin code, fiscal year and period. | |
| Labor Poster General Ledger Summary | Summary total and record count of transactions that will be fed to the General Ledger by balance type, origin code, fiscal year and period. | |
| Labor Poster Output Summary | Summary debit, credit, budget, and net amount total by balance type, fiscal year, period code and fund group. | |
| Labor Budget Balance Summary | Beginning, annual, monthly and accumulated balances by fund group for budget balance types CB, BB, MB. | |
| Labor Actual Balance Summary | Beginning, annual, monthly and accumulated balances by fund group for the AC balance type. | |
| Labor Encumbrance Summary | Beginning Balance, Annual Balance, CB Beginning Balance and YTD Balance by fund group for the encumbrance balance types EX, IE, PE, CE. | |

### laborScrubberJob

#### Overview

The laborScrubberJob accepts pending entries generated by Labor Distribution documents such as Benefit Expense Transfer (BT), Salary Transfer (ST), and Labor Journal Voucher (LLJV) and combines them with entries from external systems. The scrubber edits the entries for validity.

The laborScrubberJob performs the following primary functions.

* Validation of data: Includes the addition of some missing values, validation against the Chart of Accounts, and the application of continuation account logic.
* Error handling after the batch process: Identifies and de-merges errors that can be corrected using the Labor Ledger Correction Process document.

#### Data Validation

##### Business Rules

The main validation rules include validation of values against the lookup tables, setting defaults for blank values, and enforcing rules. The following summarizes the validation contained in the laborScrubberJob.

* Validate the fiscal year, account, sub-account, object code, sub-object code, balance type, accounting period, document type, origin code against the lookup tables.
* If the Fiscal Year field is blank, assign the current fiscal year.
* The fiscal year must exist in the System Options table and it must be open.
* If the account is closed, look for a continuation account.
* If the account is expired and the balance type is not an encumbrance balance type defined in the Systems Options maintenance table, look for a continuation account.
* If the **Sub-Account**, **Sub-Object**, or **Project Code** field is blank, set it to dashes.
* If the **Balance Type** field is blank, set it to AC (actual).
* If the **Object Type** field is blank, set it to the object type of the object code.
* If the **Fiscal Period** field is blank, assign the period code of the accounting period containing the run date.
* The **Document Number** field must not be blank or zeroes.
* The **Transaction Description** field must not be blank.
* The **Amount** field must be numeric.
* The **Debit/Credit Code** field must be D or C.
* If the **Transaction Date** field is blank, set it to the run date.
* The transaction date must exist in the Universal Date table.
* If the encumbrance update code is R, in the reference origin code, reference document type and reference document number must not be blank.
* If the balance type is an encumbrance balance type and the object type is not a fund balance object type, the encumbrance update code must be D (Disencumbrance), R (Reversal), or N (None). In all other cases, the encumbrance update code must be blank.

##### Accounts Not Accepting Fringe Logic

* If the ACCOUNTS\_NOT\_ACCEPTING\_FRINGES\_IND is set to Y and the origination code is not listed in the NON\_FRINGE\_ACCOUNT\_BYPASS\_ORIGINATIONS parameter, then the account number should be changed to the fringe account or if a fringe account is not supplied, use the accounting string specified in the SUSPENSE parameters.
* If the ACCOUNTS\_NOT\_ACCEPTING\_FRINGES\_IND is set to N or; ACCOUNTS\_NOT\_ACCEPTING\_FRINGES\_IND is set to Y and the origination code is listed in the NON\_FRINGE\_ACCOUNT\_BYPASS\_ORIGINATIONS paramter, the scrubber will proceed with account supplied on transaction.

##### Non-Wage Sub Fund Logic

* If the SUB\_FUND\_GROUPS\_NOT\_ACCEPTING\_WAGES\_IND is set to Y and the origination code is not listed in the NON\_WAGE\_SUB\_FUND\_BYPASS\_ORIGINATIONS parameter, use the accounting string specified in the SUSPENSE parameters.
* If the SUB\_FUND\_GROUPS\_NOT\_ACCEPTING\_FRINGES\_IND is set to N or is set to Y and the origination code is listed in the NON\_WAGE\_SUB\_FUND\_BYPASS\_ORIGINATIONS paramter, the scrubber will proceed with account supplied on transaction.

##### Suspense Account Logic

* If parameter SUSPENSE\_ACCOUNT\_LOGIC\_IND is set to Y, the Labor Ledger Scrubber will attempt to post to the accounting string specified in the SUSPENSE parameters when no other valid account can be found. If N, and no other valid account can be found, the Labor Ledger Scrubber will reject the transaction.

##### Parameters

The following parameters are used by the laborScrubberJob during data validation.

laborScrubberJob Data Validation Parameters

|  |  |
| --- | --- |
| Name | Description |
| ACCOUNTS\_NOT\_ACCEPTING\_FRINGES\_IND | Indicates whether or not the job should check to see if there are associated benefits accounts to be used for benefits instead of the account on the transaction. Benefits Chart and Account are attributes of Account. |
| NON\_FRINGE\_ACCOUNT\_BYPASS\_  ORIGINATIONS | Identifies origination codes that will bypass the non-fringe account check. |
| NON\_WAGE\_SUB\_FUND\_BYPASS\_  ORIGINATIONS | Identifies origination codes that will bypass the non-wage sub-fund check. |
| SUB\_FUND\_GROUPS\_NOT\_ACCEPTING\_  WAGES\_IND | Indicates whether or not the job should check to see if the sub-fund associated with the account allows wages to be posted. |
| SUSPENSE\_CHART  SUSPENSE\_ACCOUNT  SUSPENSE\_SUB\_ACCOUNT | Accounting string where invalid transactions will post if parameter SUSPENSE\_ACCOUNT\_LOGIC\_IND is set to Y. Otherwise, they will be demerged. |
| SUSPENSE\_ACCOUNT\_LOGIC\_IND | Indicates whether or not the job should post invalid transactions to the suspense accounting string defined in parameters SUSPENSE\_CHART, SUSPENSE\_ACCOUNT and SUSPENSE\_SUB\_ACCOUNT |

#### Continuation Account

##### Overview

Special logic is also applied in the labor scrubber to determine whether a continuation account should be substituted for the account on a transaction. This logic is triggered when the account on the transaction has an expiration date or is closed.

When configuring Financials, institutions may choose to exclude transactions with certain origination codes and document types from the scrubbers application of the continuation account logic. For example, in most instances users want to exclude transactions generated by Financials documents from this process. Financials documents include a process that allows the document initiator to use the expired account or the account's continuation account.

If a transaction applies to an expired account and is not otherwise excluded, the laborScrubber attempts to find a valid continuation account to substitute. Accounts are considered expired if their expiration date is less than or equal to the run date of the scrubber batch process. The expiration date of Contracts and Grants accounts may be extended by any number of days for the purpose of determining expiration for this process with the CG\_ACCOUNT\_EXPIRATION\_EXTENSION\_DAYS parameter.

lightbolb-small **AUTO FR:** Financials makes ten attempts at finding a valid continuation account before reporting an error. Valid in this instance means that the account exists in the Account table and is not expired or closed. If a substitution is made, Financials adds **AUTO FR** and the original account number into the transaction description for tracking purposes.

##### Parameters

The following parameters are used by the laborScrubberJob continuation account process.

laborScrubberJob Continuation Account Parameters

|  |  |
| --- | --- |
| Name | Description |
| CG\_ACCOUNT\_EXPIRATION\_EXTENSION\_DAYS | Specifies the number of days past a Contract and Grant accounts expiration date to apply continuation account logic. This parameter is used in conjuction with the CONTINUATION parameters to below. Only if the document type or origination code is also included in these parameters will the Contractsand Grant expiration date be extended by the number of days specified in this parameter. |
| CONTINUATION\_ACCOUNT\_BYPASS\_DOCUMENT\_TYPES | Specifies which document types are allowed to post to expired accounts if the initiator indicates that the transaction should post to the expired account. |
| CONTINUATION\_ACCOUNT\_BYPASS\_ORIGINATIONS | Specifies origination codes that can post to expired accounts. |
| CONTINUATION\_ACCOUNT\_LOGIC\_  IND | Indicates whether or not the job should run the continuation account logic. |

#### Pre-Scrubber

##### Overview

The labor scrubber includes a pre-scrubber step that is used to complete the Chart Code for entries that do not contain them. This process is only used if the parameter ACCOUNTS\_CAN\_CROSS\_CHARTS\_IND is set to N, which prevents the same account from being used in multiple charts.

##### Parameters

The following parameters are used by the laborScrubberJob pre-scrubber process.

laborScrubberJob Pre-Scubber Parameters

|  |  |
| --- | --- |
| Name | Description |
| ACCOUNTS\_CAN\_CROSS\_CHARTS\_IND | When set to N, the pre-scrubber process in the laborScrubberJob will complete the chart code for transactions that are missing them. |

#### Labor Ledger Demerger Process

##### Overview

The Labor Demerger process is part of the laborScrubberJob that is initiated after the entries are validated and prior to the Labor Poster. It serves a similar purpose to the GL Demerger.

Using the errors identified by the labor scrubber, it locates all of the accounting entries for each document number with a reported error and removes these transactions from processing. This prevents Kuali Financials from posting unbalanced transactions to the Labor Ledger. Note that the Demerger will pull additional entries only for document types of ST (salary expense transfer) and BT (benefit expense transfer) per parameter DEMERGE\_DOCUMENT\_TYPES. This differs from the General Ledger Demerger where entries are pulled regardless of document type.

The process creates a scrberr2 file in the origin entry directory with all of the transactions for document numbers with errors (this is the primary error correction file for the Labor Ledger Correction Process document). It also generates statistics as part of the accounting cycle control totals, recording the number of records in the error group and the number of valid transactions read.

##### Parameters

The following parameters are used by the laborScrubberJob demerger process.

laborScrubberJob Demerger Parameters

|  |  |
| --- | --- |
| Name | Description |
| DEMERGE\_DOCUMENT\_TYPES | Identifes document types that where the entire document is removed from processing if any of the accounting lines on the document have errors. |

#### Labor Scrubber Files

The scrubberJob creates several files and places them in the staging/ld/originEntry directory. The files include a date and time stamp in their names, suffixed with .data.

laborScrubberJob FIles

|  |  |  |
| --- | --- | --- |
| **File names** | | **Description** |
| ld\_expaccts | Expired and closed accounts identified during data validation by the laborScrubberJob. | | |
| ld\_ldbackup | Backup of all files from the Origin Entry directory that will be processed by the scrubberJob. For example: Collector, Enterprise Feed, GLCP, documents, PDP, etc. | | |
| ld\_prescrub | File created during the pre-scrubber process. | | |
| ld\_scrberr1 | Error transactions identified by the laborScrubberJob, prior to the Demerger process. | | |
| ld\_scrberr2 | Error transactions identified by the laborScrubberJob plus valid transactions for the same document type, origin code, and document number pulled by the Demerger. These entries are not passed on to the posterJob. This is the most common file used by the Labor Ledger Correction Process document to correct errors. | | |
| ld\_scrbout1 | Valid entries identified by the laborScrubberJob prior to the Demerger process. | | |
| ld\_scrbout2 | Valid entries after the Demerger process pulled entries for any documents with errors. | | |
| ld\_sorterr1 | Sorted scrberr2 file. | | |
| ld\_sortpost | Sorted scrbout2 file. This file will be processed by the laborPosterJob. | | |
| ld\_sortscrb | Sorted backup data used for validation in the laborScrubberJob. | | |

#### Labor Scrubber Output Summary

When the laborScrubberJob is complete, a summary report is created and placed in the reports/ld directory with information on each process.

laborScrubberJob Summary Report

|  |  |
| --- | --- |
| **Report Section** | **Description** |
| Labor Pre-Scrubber Report | Identifies accounts with blank chart of accounts code. |
| Labor Scrubber Report | Summary total number of records scrubbed. Errors detected by the scrubber are also listed in detail. |
| Labor Demerger Report | Total number of valid and invalid transactions bypassed. | |
| Labor Scrubber Input Transactions with Blank Balance Types | Detailed listing of transactions with bad or blank balance types. The scrubber replaces these with a balance type of AC. | |
| Labor Error Listing - Transactions Removed From the Scrubber | Detailed listing of transactions removed by the laborScrubberJob including transactions pulled by the Demerger process. Also includes subtotals for error entries. | |
| Labor Ledger Report | Summary listing of transactions scrubbed, including labor ledger pending entries and external batch feed files by balance type, origin code, fiscal year and period. | |

## Labor Ledger Correction Process

The Labor Ledger Correction Process (LLCP) document is used by central administration to correct errors that occur during Labor Ledger processing. The LLCP document behaves much like the General Ledger Correction Process (GLCP) document, and it offers several ways to correct errors.

go-arrow-red For more information about the GLCP document, see General Ledger Correction Process|document=WordDocuments\FIN GL Source.docx;topic=General Ledger Correction Process“General Ledger Correction Process” in the Guide to the General LedgerModule.

### Document Layout (LLCP)

go-arrow-red Refer to Labor Ledger Flat File Format for information on the file upload layout.

go-arrow-red Fringe benefit entries will be created on salary and encumbrance transactions similar to those created by the Salary Expense Transfer if parameters GENERATE\_FRINGE\_BENEFIT\_ENCUMBRANCE\_IND and/or GENERATE\_FRINGE\_BENEFIT\_IND is set to Y.

The LLCP document includes the **Summary**, **Correction Process**, **Documents in System**, **Correction File Upload**, **Search Results**, **Edit Options and Actions**, **Edit Criteria**, and **Search Criteria for Manual Edit** tabs. The method chosen for correction determines which tabs on the documents are active and which are inactive.

The possible correction methods are as follows.

* Database/Using Criteria Corrections: This method allows the user to select and make corrections to a file from the Origin Entry Directory. Changes are made by specifying search criteria to identify rows of data he or she wants to alter and what changes you want to make to those rows. This option is appropriate when corrections include consistent patterns (for example, changing fiscal year for a certain group of transactions at once).
* Database/Manual Edit Corrections: This method allows the user to select and make corrections to a file from the Origin Entry directory. In this case, rather than being automated by specified criteria, changes are made manually to the file's data by the LLCP initiator. This option is appropriate when corrections include random patterns (for example, changing fiscal year on one transaction but changing object code on another).
* File Upload/Using Criteria Corrections: This method allows the user to upload an existing file from an external source and specify search criteria to identify rows of data he or she wants to alter and indicate the requested changes to those rows. This option is appropriate when the user has a file from an external source to upload and wants to make changes before submitting the document.
* File Upload/Manual Edit Corrections: This method allows the user to upload an existing file from an external source and manually make corrections to that file before adding it for processing. This option is appropriate when the user would rather work on the corrections on his or her computer and upload the file. If necessary, the user may make changes manually before submitting the document.
* Database/Remove Group from Processing: This method allows the user to remove the selected origin entry group from processing during the next batch cycle.

The following chart identifies the tabs that are active for each correction process.

Active tabs for each correction process

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Process | Doc in System | Correction File Upload | Search Results | Edit Options and Action | Edit Criteria | Search Criteria for Manual Edit | Summary |
| Database/ Using Criteria | ✔ |  | ✔ | ✔ | ✔ |  | ✔ |
| Database/ Manual Edit | ✔ |  | ✔ | ✔ |  | ✔ | ✔ |
| File Upload/ Using Criteria |  | ✔ | ✔ | ✔ | ✔ |  | ✔ |
| File Upload/ Manual Edit |  | ✔ | ✔ | ✔ |  | ✔ | ✔ |
| Database/ Remove Group from Processing | ✔ |  |  |  |  |  |  |

#### Correction Process Tab

The **Correction Process** tab is used to select the system (Database or File Upload) and the edit method (Using Criteria or Manual Edit) to be used for corrections.

After making a selection, click **Select**. This action opens available options on the other tabs of the document. The possible combinations and document tabs available to those combinations are discussed in Document Layout (LLCP).

#### Documents in System Tab

The **Documents in System** tab is active only when the user selects Database in the **Correction Process** tab. The **Documents in System** tab displays files available for editing from the Origin Group tables. The Documents in System list is populated when the user clicks **select** in the **Correction Process** tab.

These Origin Entry Directory files are created by the Labor Ledger batch programs at various stages of the Labor Ledger batch process.

go-arrow-red For definitions of file names, refer to the Files and Reports section of each batch job.

Each entry in the table also displays the date and time at which it was generated and the size of the file.

1. Select the file you want to correct by clicking its name.
2. Use the action buttons at the bottom of the tab to take an action on that file. The options available are loading a group and copying a group to desktop.

###### Loading a Group

Click **Load Group** to display the selected file on the **Search Results tab.** This action makes the data available for editing via the fields on the **Edit Criteria** tab.

###### Edit Option

When you select the File Upload/Manual Edit Correction method, the system displays **edit** below the loaded data.

Clicking **edit** changes the section label to **Manual Editing**.

1. Click the **Edit** button corresponding to the row you want to edit and make changes in the **Manual Editing** section via the editable boxes below the loaded rows.
2. Click Save Edits after editing the row.

The changes you made are immediately reflected in the loaded row.

###### Copying the Group to Desktop

This option allows users to open or save a copy of this file locally.

1. Click **Copy Group to Desktop**  to open the **File Download** dialog window.
2. Make your file selection, click the **Open** or **Save** option, and click **OK**.

#### Correction File Upload Tab

The **Correction File Upload** tab allows users to locate and load the file they want to use. This tab is activated when Upload/Manual Edit or Upload/Using Criteria is selected.

pencil-small The LLCP uses the same file format that is used in Labor Enterprise Feed, see Labor Ledger Flat File Format.

1. Locate the file on your desktop.
2. Click the **Load Document** button .

The content of the correction file you have selected is displayed in the **Search Results** tab. If errors are detected, the line numbers containing the errors and the reasons are listed.

Note that certain errors in a file's data can prevent it from being uploaded. Non-numeric values in any of the following fields will result in an error message and your file not being uploaded:

* Post Date
* Reversal Date
* Transaction Date
* Sequence Number
* Ledger Amount
* Fiscal Year
* Pay Period End Date
* Payroll End Date Fiscal Year
* Transaction Total Hours
* Employee Record

#### Edit Options and Actions Tab

The **Edit Options and Actions** tab gives users options for the type of correction file they want to generate.

Edit Options and Actions tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Output only records which match criteria? | Optional. Select the check box if you want to generate a group that contains only the records that are changed by the search and modification criteria. Clear the check box if you want to generate a group containing both the records that do and do not match the search/modification criteria. |
| Process In Batch | Optional. Select the check box if you want the system to process this file the next time the Labor Scrubber job runs (that is, if you want the file to be passed through the regular labor processing cycle). Clear the check box if you want the system to generate correction entries that are not passed through the regular labor processing cycle. |
| Show Output Group | This button acts as a switch that allows you to view *either* the output group after the changes on the LLCP document have been applied *or* the original input group prior to any changes. The results are displayed in the **Search Results** tab. |

#### Edit Criteria Tab

The **Edit Criteria** tab is where users identify the rows of data they want to make changes to and specify what those changes should be. To make corrections users may create one or more groups of search criteria and corresponding modification criteria. Each group may have multiple search and modification criteria.

The **Edit Criteria** tab includes the **Search Criteria** section and the **Modification** section.

###### Search Criteria Section

To add search criteria, follow these steps:

1. Specify the field you want to search on.
2. Choose an operator (such as Equals or Greater Than) and a value indicating how to identify rows in relation to the field you have selected.
3. Click **Add** to enter your search criteria into a group.

For example, to find and make corrections to all rows in the selected file that contain account number 1031400 and a transaction date of September 1, 2006, make the following entries in the search criteria fields.

|  |  |  |
| --- | --- | --- |
| **Field** | **Operator** | **Value** |
| Account Number | Equals | 1031400 |
| Transaction Date | Equals | 09/01/2006 |

This search retrieves all transactions in the file that involve account 1031400 and have a transaction date equal to 09/01/2006. From here, you could change the account number on the transactions to 1031420.

###### Adding a Group

Users may make multiple changes to a file based on different search criteria by adding additional groups.

Click the **Add** button by **Add Groups** to add another group. This action creates another entry in this tab where you may enter different search and modification criteria.

For example, to add another criterion that selects transactions with Project Code ABC, select the **Project Code** field and set the value to ABC. To change the value ABC to XXX, select Project Code from the **Field** list in the **Modification Criteria** section and enter the value of XXX.

###### Modification Criteria Section

The **Modification Criteria** section allows users to specify how they want corrections to be made.

Modification Criteria section definition

|  |  |
| --- | --- |
| Title | Description |
| Field | Optional. From the list, select the field you want to correct. |
| Replacement Value | Optional. Enter the value with which to replace the existing value. |

Click the **Add** button to add the modification criteria.

#### Search Criteria for Manual Edit Tab

When manually editing a file, users may use the **Search Criteria for Manual Edit** tab to apply a filter to the rows of data and Display-only the rows that match the search criteria. This may be helpful when working with a large file that needs corrections to only a few rows. To filter the rows displayed in the **Search Results** tab, users complete the criteria as described for the **Search Criteria** tab when using the Database/Using Criteria correction method.

go-arrow-red For information about Database/Using Criteria, see Database/Using Criteria Corrections Method|document=WordDocuments\FIN LD Source.docx;topic=Database/Using Criteria Corrections Method.

go-arrow-red For information about how to add search criteria, see Field Lookup|document=WordDocuments\FIN Overview Source.docx;topic=Field Lookup“Field Lookup” in the Overview and Introduction *to the User Interface*.

Click **Search** after adding search criteria.

#### Summary Tab

The system automatically generates entries in the **Summary** tab after the LLCP document is submitted. This tab contains summary information about the debits and credits affected and the number of rows of data that the LLCP document has output. It also identifies the file name of the original input file and the newly created output file (after the document reaches FINAL status).

The output entries generated by the LLCP document will also be displayed.

### Reports and Files

Labor Ledger Correction Process Reports and Files

|  |  |  |
| --- | --- | --- |
| Directory | Name | Description |
| staging/ld/correctionProcess | <document description>.txt-<date/timestamp> | File uploaded via Labor Ledger Correction Process. |
| staging/ld/correctionProcess | <LLCP Doc Number>-input.txt | Input file created by the Labor Ledger Correction Process |
| staging/ld/correctionProcess | <LLCP Doc Number>-ouput.txt | Output file created by the Labor Ledger Correction Process. This file will be used to create the file that will be placed in the staging/ld/originEntry file for processing by laborScrubberJob. |
| staging/ld/correctionProcess | ld\_prescrub.data | File created by the LLCP pre-scrubber process. |
| staging/gl/originEntry | llcp\_output.<date/timestamp>.data  llcp\_output.<date/timestamp>.done | File created and placed in the originEntry directory for processing by the laborScrubberJob. The .done file will be deleted once the .data file is processed. |
| reports/ld | llcp\_<LLCP Doc Number>\_<date/timestamp>.txt | File summarizing transactions processed via the Labor Ledger Correction Process. |

### Initiating an LLCP Document

The following subsections cover four different methods of making corrections to the Labor Ledger.

#### Database/Using Criteria Corrections Method

1. Select **Database** and **Using Criteria** and click **Select** in the **Correction Process** tab.

The available files for editing appear in the **Origin Entry Group** list in the **Documents in System** tab.

1. Select the file in the **Documents in System** list and click **Load Group**.
2. Enter search and modification criteria in the **Edit Criteria tab.** Click **Add** as you add each criterion.
3. Select the type of correction file to be created in the **Edit Options and Action** tab.
4. Click **Submit** to process your LLCP document.
5. Review the **Summary** tab.

#### Database/Manual Edit Corrections Method

1. Select **Database** and **Manual Edit** and click **Select** in the **Correction Process** tab.

The available files for editing are displayed in the **Origin Entry Group** list in the **Documents in System** tab.

1. Select the file in the **Documents in System** list and click **Load Group.**
2. Click **Edit.**
3. Enter search criteria in the **Search Criteria for Manual Edit** tab to filter the data (optional).
4. Click **Search.**
5. Make manual changes to the loaded row. Click **save edits** after completing each row.
6. Select the type of correction file to be created in the **Edit Options and Action** tab**.**
7. Click **Submit.**
8. **Review the Summary tab.**

#### File Upload/Using Criteria Corrections

1. Select **File Upload** and **Using Criteria**; then click **Select** in the **Correction Process** tab.
2. Browse for and load the file in the **Correction File Upload** tab.
3. Enter search and modification criteria in the **Edit Criteria** tab. Click **add** as you add each criterion.
4. Select the type of correction file to be created in the **Edit Option and Action** tab.
5. Click **Submit** to process the LLCP document.
6. Review the **Summary** tab.

#### File Upload/Manual Edit Corrections

1. Select **File Upload** and **Manual Edit**; then click **Select** in the **Correction Process** tab.
2. Browse for and load the file in the **Correction File Upload** tab.
3. Enter search criteria in the **Manual Edit** tab to filter the data (optional). Click **Search**.
4. Make manual changes to the loaded row. Click **Save Edits** after completing each row.
5. Select the type of correction file to be created in **the Edit Options and Action** tab.
6. Click **Submit.**
7. Review the **Summary** tab.

#### Database/Remove from Processing

This option pulls the file from the labor distribution cycle, excluding it from future processing.

1. Select **Database** and **Remove Group From Processing** and click **Select** in the **Correction Process** tab.

The available files for editing are displayed in the **Origin Entry Group** list in the **Documents in System** tab.

1. Highlight the Origin file that you want to remove from processing and click **Remove Group From Processing**.

## Labor Distribution Transaction Documents

The Labor Distribution documents allow users to make salary and benefit cost adjustments and corrections to the labor distribution records posted from the local payroll system. The following table lists each document type and its purpose. Letters in parentheses denote the document type code for each document.

Labor Distribution Transaction Documents

|  |  |
| --- | --- |
| Document Type | Description |
| Benefit Expense Transfer (BT) | Allows you to transfer benefit charges for a particular accounting period or set of periods from one or more accounts to one or more other accounts. |
| Labor Journal Voucher (LLJV) | Enables you to perform accounting tasks that cannot be done by any of the other Labor Ledger or financial documents. |
| Labor Ledger Correction Process (LLCP) | Allows you to correct errors that occur during Labor Ledger processing. |
| Salary Expense Transfer (ST) | Used to move salaries and benefit charges for a given employee for a particular accounting period (or set of periods) from one or more accounts to one or more other accounts. |

### Common Labor Distribution Document Tabs

The Labor Ledger transaction documents are similar to financial transaction documents, in that they contain the same document header and **Document Overview**, **Notes and Attachments**, **Ad Hoc Recipients**, and **Route Log** tabs. However, the purpose of the Labor Ledger transaction documents is to update the Labor Ledger, not the General Ledger (General Ledger), thus:

* The accounting lines in these documents generate Labor Ledger pending entries rather than the General Ledger pending entries
* Labor Ledger documents have Labor Ledger accounting lines instead of General Ledger accounting lines

go-arrow-red **About Common Financial Transaction Document Tabs:** The standard financial transaction document tabs—**Document Overview**, **Notes and Attachments**, **Ad Hoc Recipients**, **Route Log**, and **Accounting Lines**—are explained in Standard Tabs|document=WordDocuments\FIN Overview Source.docx;topic=Standard Tabs“Standard Tabs” in the *Overview and Introduction to the User Interface*and are not repeated in this section unless they differ from the standard tab format.

exclaim The **Accounting Lines** tab is not the same across all Labor Ledger documents. The **Labor Ledger Pending Entries** tab is different from the **General Ledger Pending Entries** tab.

#### Labor Ledger Pending Entries Tab

Labor Ledger pending entries are created immediately when a document is saved or as part of the routing process when the document is submitted

The **Labor Ledger Pending Entries** tab displays pending entries stored in the Labor Ledger. These entries have not yet been processed by the Labor Ledger Scrubber. Note the following points about these Labor Ledger pending entries:

* In addition to pending entries with a balance type of AC (Actual), Labor Ledger documents require that two pending entries be created with a balance type of A2 (A21 Balances).
* The AC entry and one of the A2 pending entries have blank fiscal years. The labor scrubber sets these entries to the current fiscal year and period after the document is approved. The other A2 entry is set with a year and period equal to that of the original labor entry being moved.

The Labor Ledger uses these rows to show the change. The A2 entries ensure that the Labor Ledger tracks when a labor charge was incurred originally, even though it may be moved well after the fact.

pencil-small The Labor Ledger Pending Entries tab doesn't display all fields associated with each pending entry. However, clicking the **Labor Ledger Pending Entries** lookup icon opens the Labor Ledger Pending Entry Lookup screen. This screen includesthe complete set of data in each row of the Labor Ledger Pending Entry Table. It provides the same view as the Labor Ledger Pending Entries Balance Inquiry screen.

go-arrow-red For more information about the Labor Ledger Pending Entry Balance inquiry, see Labor Ledger Pending Entry|document=WordDocuments\FIN LD Source.docx;topic=Labor Ledger Pending Entry.

Labor Ledger entries are consolidated when they are passed to the General Ledger. This consolidation is necessary because the Labor Ledger includes additional fields not found in the General Ledger (Employee ID, Hours, Earn Code, etc.). Labor Ledger entries are consolidated if all of the following fields are identical.

* Fiscal Year
* Fiscal Period Code
* Chart of Accounts Code
* Account Number
* Sub Account Number
* Balance Type Code
* Object Code
* Sub Object Code
* Object Type Code
* Document Type Code
* Document Number
* Organization Document Number
* Origination Code
* Project Code
* Organization Reference ID
* Description
* Reference Document Type Code
* Reference Origination Code
* Reference Document Number
* Reversal Date
* Encumbrance Update Code
* Transaction Debit Credit Code

### Benefit Expense Transfer

The Benefits Expense Transfer (BT) document is used to transfer benefit charges for a particular accounting period or set of periods from one or more accounts to one or more other accounts. The benefit changes are grouped by benefit type within an object code.

Corrections are typically needed to remove benefits erroneously charged to wage-only contracts and grants accounts. The typical users of this document are account managers and support staff, payroll clerks, and contracts and grants staff.

#### Document Layout

The BT document has a unique **Ledger Balance Importing** tab in addition to the standard Labor Ledger transaction tabs.

This document allows the user to:

* Select benefit expense records from the Labor Ledger via the **Labor Balance Importing** tab.
* Make changes to the amounts in the **From** section of the **Accounting Lines** tab and/or delete the line(s).
* Copy the Benefit Expense record(s) to be changed from the **From** section to the **To** section of the **Accounting Lines** tab.
* Make changes to the account and/or amount in the **To** section of the **Accounting Lines** tab and submit the document.

##### Ledger Balance Importing Tab

The **Ledger Balance Importing** tab allows a user to enter criteria to search for the Labor Ledger record that needs to be corrected.

Ledger Balance Importing tab field definition

|  |  |
| --- | --- |
| Title | Description |
| Account | Required. Enter the account number or search for it from the **Account** lookup icon. |
| Chart | Required. Enter the chart code or search for it from the **Chart** lookup icon.  C:\Users\jonny\Desktop\KFS 5.0.2\User Guide Images\pencil-small.gif When the parameter Accounts\_Can\_Cross\_Charts is set to No, the system derives the chart code from the account number entered, and an entry in this field is not required. |
| Fiscal Year | Required. Defaults to the current fiscal year. Override the fiscal year if desired or search for it from the **Fiscal Year** lookup icon. |
| Sub-Account | Optional. Enter the sub-account number or search for it from the **Sub-Account** lookup icon. |

1. Enter the required fiscal year, chart, account and, if desired, the sub-account and/or employee ID. Click **Search**.

The system displays the Ledger Balance Lookup for Benefit Expense Transfer Document screen. Balances are displayed by accounting string and accounting period.

1. Make changes to the selection criteria as necessary and click **Search** again.

From the results, select one or more months to correct by clicking the appropriate check boxes.

1. Choose from among these options:

* Click **Select All** to select all check boxes in the **Select?** column.
* Click **Unselect All** too clear all check boxes in the **Select?** column.
* Click **Cancel** to return to the previous screen without making selections.
* Click **Return Selected** after making your selections to populate the**From** section of the **Accounting Lines** tab.

##### Accounting Lines Tab

The **From** section of the **Accounting Lines** tab is populated by selecting Labor Ledger records using the **Ledger Balance Importing** tab. Amounts in the **From** section may be edited as necessary as long as the new amount does not exceed the original amount imported from the Ledger Balance Lookup.

###### Creating Entries in the To Section

After the **From** section has been completed, the user has two options for copying the rows to the **To** section.

* Click **Copy** to copy an individual row in the **From** section to the **To** section.
* Click **Copy All** to copy all rows in the in the **From** section to the **To** section.

exclaim An amount may not be transferred if it exceeds the Labor Ledger balance total for the fiscal year, pay period, chart, account, sub-account, object, and sub-object shown in the **From** section.

exclaim When moving salary or fringe benefits to an account that has been coded not to accept fringe benefits, the user must select the **Non-fringe Override** check box or a different account before the line may be added. The check box appears only in the Salary Expense Transfer (ST) and Benefit Expense Transfer (BT) documents in the Labor Distribution module.  
C:\Users\jonny\Desktop\KFS 5.0.2\User Guide Images\pencil-small.gif When the parameter COPY\_SUB\_OBJECT\_TO\_BENEFIT\_ENTRIES\_IND is set to Y, sub-object codes will be added to the generated benefits lines.

#### Process Overview

##### Business Rules

* Only fringe benefit labor object codes are allowed on this document.
* Benefit transfers between different fringe benefit object codes are not permitted.
* The document must have at least one **From** section and one **To** section.
* The total amount in the **From** section must equal the total amount in the **To** section in the **Accounting Lines** tab. Other pending Benefit Transfer documents involving the same account, sub-account, object code, sub-object code, and year and period entries are taken into account as well. This prevents the same benefit expense from being moved more than once.
* Object codes cannot be changed in the **To** section
* The amount transferred may not be greater than the original Labor Ledger balance amount.

go-arrow-red **Fringe Benefit Object Code:** The fringe benefit object codes are defined by the Labor Object Code document. The Financial Object Fringe or Salary Code value must be set to F for the Object Code. For more information about the Labor Object Code document, see Labor Object Code|document=WordDocuments\FIN LD Source.docx;topic=Labor Object Code.

##### Routing

Fiscal officers for all **From** and **To** accounts must approve the BT document. The document will also do Organization Review, Subfund and Award (Contracts and Grants) routing if they have been established. Additional approvals may be designated through ad hoc routing. The document's status becomes FINAL when the required approvals are obtained and the transaction is posted to the Labor Ledger and then to the General Ledger during the next General Ledger batch process.

##### Initiating a Benefit Expense Transfer Document

To initiate a Benefit Expense Transfer document, follow these steps:

1. Select **Benefit Expense Transfer** to open a blank BT document.
2. In the **Ledger Balance Importing** tab, enter values for the Fiscal Year, Chart, Account, and Sub-Account fields and click **Search**.
3. Make selections and click **Return Selected**.
4. Make necessary amount changes and/or delete unwanted lines in the **From** section of the **Accounting Lines** tab; then click **Copy** or **Copy All** to copy the desired rows to the **To** section and edit those lines as necessary.
5. Complete the standard tabs.

go-arrow-red For information about the standard tabs such as **Document Overview**, **Notes and Attachments**, **Ad Hoc Recipients, Route Log**, and **Accounting Lines** tabs, see Standard Tabs|document=WordDocuments\FIN Overview Source.docx;topic=Standard Tabs“Standard Tabs” in the Overview and Introduction *to the User Interface*.

1. Click **Submit**.

The document is routed to the fiscal officer of the account and may do additional routing as described above.

1. Review the **Labor Ledger Pending Entries** tab.
2. Review the **Route Log** tab.
3. The document is routed to the fiscal officers for each account used in the Accounting Lines. The Route Status shows ENROUTE.

go-arrow-red For more information about the Route Log, see Route Log Tab|document=WordDocuments\FIN Overview Source.docx;topic=Route Log Tab“Route Log Tab” in the Overview and Introduction *to the User Interface*.

1. Appropriate fiscal officers and other reviewers approve the document.

go-arrow-red For more information about how to approve a document, see Workflow Action Buttons|document=WordDocuments\FIN Overview Source.docx;topic=Workflow Action Buttons“Workflow Action Buttons” in the Overview and Introduction *to the User Interface*.

### Labor Journal Voucher

The Labor Journal Voucher (LLJV) document is used to perform accounting tasks that cannot be done by any of the other Labor Ledger or financial documents. This document creates very open-ended financial transactions with few business rule checks.

The LLJV document does not create offsets but allows the user to select one of four options that—when passed to the General Ledger—determine the needed offset entry. The following four offset types determine the document type on the accounting entries:

* Cash (LJVC)
* Accrual (LJVA)

pencil-small When using **Offset Type** Accrual and **Balance Type Code** ES, the entries post in the prior period.

* Encumbrances (LJVE)
* No Offset (LLJV)

The LLJV document has restricted access just as the JV document does.

#### Document Layout

The LLJV document has a unique **Labor Distribution Journal Voucher Details** tab in addition to the standard Labor Ledger transaction tabs. Furthermore, the **Accounting Lines** tab in the LLJV document displays all of the fields in the Labor Ledger table.

##### Labor Distribution Journal Voucher Details Tab

The **Labor Distribution Journal Voucher Details** tab stores common instructional information that applies to all transactions that are entered in the **Accounting Lines** tab.

Labor Distribution Journal Voucher Details tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Accounting Period | Required. Select the accounting period from the **Accounting Period** list or search for it from the lookup icon. |
| Balance Type Code | Required. Select the balance type code from the **Balance Type Code** list or search for it from the lookup icon. |
| Offset Type | Required. Select the offset transaction type. The valid values are No Offset, Accrual, Cash, and Encumbrance. |

pencil-small **Offset Type and LLJV:**By definition, there are no offsets in the Labor Ledger. After the Labor Ledger transactions are fed into the General Ledger cycle, however, the General Ledger Scrubber requires information as to whether an offset entry should be generated. The offset type determines the document type assigned to this LLJV, which allows for the different offset generation during the General Ledger cycle.

##### Accounting Lines Tab

The **Accounting Lines** tab includes all of the fields stored in the Labor Ledger table.

exclaim **Warning:** The system performs few edits on the data on this tab, so the user must exercise the utmost caution in completing the fields.

pencil-small The field names flagged with an asterisk below reflect the delivered naming convention (from a third-party vendor HR system). These fields may be renamed and redefined by an institution.

Labor Journal Voucher Accounting Lines tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Account Number | Required. Enter the account number for the accounting line or search for it from the **Account** lookup icon. |
| Chart | Required. Select the chart code for the accounting line from the **Chart** list.  C:\Users\jonny\Desktop\KFS 5.0.2\User Guide Images\pencil-small.gif When the parameter Accounts\_Can\_Cross\_Charts is set to No, the system derives the chart code from the account number entered, and an entry in this field is not required. |
| Company | Optional. Enter a code that identifies a sub-division of the organization used to segregate physical or logical operations for accounting and processing purposes. |
| Debit/Credit | Required. Enter the appropriate debit or credit dollar amount. |
| Earn Code | Optional. Enter the identifier for the appropriate type of earnings (e.g., regular, vacation, overtime). |
| Encumbrance Update | Optional. A one-character indicator that should be included for entries with an encumbrance balance type. A code of R indicates that the encumbrance should update the Open Encumbrance table using the **Reference Document Number** field. A code of D indicates that the encumbrance should update the Open Encumbrance table using the document number of the Labor Journal Voucher document. |
| Emplid | Optional. Enter the employee ID defined in the institutional HR/payroll system. |
| Employee Record | Optional. Enter the employee record number associated with the employee ID number in the institutional HR/payroll system. This value is a sequential counter that differentiates between an employee's jobs. |
| Grade | Optional. Specify the appropriate compensation plan increment for this level of responsibility or organizational impact. |
| Object Code | Required. Enter the object code for the accounting line or search for it from the **Object Code** lookup icon. |
| Obj. Type | Required. Enter the object type for the accounting line or search for it from the **Object Type** lookup icon. |
| Org Ref Id | Optional. Enter the appropriate data for the transaction. |
| Original Account | Optional. Enter the original account assigned to the transaction if this is an error correction. |
| Original Chart | Optional. Enter the original chart code assigned to the transaction if this is an error correction. |
| Original Object Code | Optional. Enter the original object code assigned to the transaction if this is an error correction. |
| Original Sub-Account | Optional. Enter the original sub-account assigned to the transaction if this is an error correction. |
| Original Sub Object Code | Optional. Enter the original sub-object code assigned to the transaction if this is an error correction. |
| Pay Fiscal Year | Required. Enter the pay fiscal year. |
| Pay Group | Optional. Enter the pay group code to identify the sets of employees for payroll processing. For example, separate pay groups are created to differentiate exempt from non-exempt employees. |
| Pay Hours | Optional. Enter the number of labor hours included in the pay period earnings dollar value. |
| Pay Period | Required. Select the pay period from the **Pay Period** list. |
| Pay Period End Date | Optional. Enter the pay period end date or select it from thecalendar tool. |
| Position | Required. Enter the number or ID that defines a set of department- or unit-specific duties as defined in the institutional HR/Payroll system. |
| Project | Optional. Enter the project code for the accounting line or search for it from the **Project Code** lookup icon. |
| Run ID | Optional. Reference number assigned to each pay period's payroll process for one or more pay groups. |
| Sal Admin Plan | Optional. Enter the appropriate code to assign a default compensation package to workers at the location, job code, or worker level. For example, the values might indicate 10-month academic, 12-month academic, regular 12-month salary, etc. |
| Setid | Optional. Enter the code to group an appropriate set of payroll rules together. |
| Sub-Account | Optional. Enter the sub-account number for the accounting line or search for it from the **Sub-Account** lookup icon. |
| Sub-Object | Optional. Enter the sub-object code for the accounting line or search for it from the **Sub-Object Code** lookup icon. |

#### Process Overview

##### Business Rules

* Debits and credits do not have to balance in an LLJV document.
* At least one transaction must exist in the document before it may be routed.
* The accounting period associated with the LLJV must be open.
* A valid balance type must be chosen.
* The position must be valid for the selected fiscal year.
* Amounts must not be zero.
* A value may be entered for a given accounting line in either the **Credit** or **Debit** column.
* The document may not be updated except for the addition of notes after routing.

##### Routing

When the LLJV is submitted, it is automatically approved and does not route. The document status is FINAL and the transaction is posted to the Labor Ledger and then to General Ledger during the next General Ledger batch process.

##### Initiating a Labor Journal Voucher Document

1. Select **Labor Journal Voucher** to open a blank LLJV document.
2. Complete the standard tabs.

go-arrow-red For information about the standard tabs, such as **Document Overview**, **Notes and Attachments**, **Ad Hoc Recipients**, **Route Log**, and **Accounting Lines**, see Standard Tabs|document=WordDocuments\FIN Overview Source.docx;topic=Standard Tabs“Standard Tabs” in the Overview and Introduction *to the User Interface*.

1. Complete the **Labor Distribution Journal Voucher Details** tab and the **Accounting Lines** tab.
2. Click **Submit**. The document is now FINAL.
3. Review the **Labor Ledger Pending Entries** tab.

Unlike the Salary Expense Transfer, the LLJV will not automatically generate fringe benefits when moving salary expenses.

1. Review the **Route Log** tab.

No approval is required.

go-arrow-red For more information about the Route Log, see Route Log Tab|document=WordDocuments\FIN Overview Source.docx;topic=Route Log Tab“Route Log Tab” in the Overview and Introduction *to the User Interface*.

### Salary Expense Transfer

The Salary Expense Transfer (ST) document is used to move salaries and benefit charges for a given employee for a particular accounting period (or set of periods) from one or more accounts to one or more other accounts. This document is used to correct an employee's payroll expense that was charged to an incorrect accounting string. This error could occur for a number of reasons, including:

* Someone mis-keyed the payroll information, so the expense initially was posted to the wrong account.
* A payroll system problem caused the expense to fall into a clearing account.
* An employee was paid for work on a grant before the account was established, and the wages were initially posted into another account.
* The wages were initially paid on an expired or invalid account.
* An error was made when the employee was hired.
* A retroactive correction occurred in which the account or object code was changed after an employee was paid.
* The expenses should have been charged to a sub-account that was not established at the time of original expense

#### Salary Transfer and Effort Certification

To keep effort certification and the Labor Ledger consistent, limitations are placed on the types of salary expense transfers that may be performed after Effort Certification documents covering a fiscal period have been generated.

exclaim The Salary Expense Transfer document cannot be used to transfer salary expenses that affect effort levels and are identified after Effort Certification documents have been generated but before the report period is closed. Instead, changes are made on the Effort Certification document itself (if it is still pending) or the institution's authorized user initiates an Effort Certification Document Recreate action and changes the effort levels on that document to reflect actual effort. The act of changing the Effort Certification document generates an automatic salary transfer that maintains consistency between the effort report and the Labor Ledger.

#### Document Layout

The Salary Expense Transfer document includes a unique **Ledger Balance Importing** tab in addition to the standard Labor Ledger transaction tabs.

This document allows the user to:

* Select the salary expense records from the Labor Ledger from the **Labor Balance Importing** tab.
* Make changes to the amounts in the **From** section of the **Accounting Lines** tab and/or delete the line(s).
* Copy the Salary Expense record to be changed from the **From** section to the **To** section of the **Accounting Lines** tab.
* Make changes to the account and/or amount in the **To** section of the **Accounting Lines** tab and submit the document.

##### Ledger Balance Importing Tab

The **Ledger Balance Importing** tab allows the user to enter criteria to search for the Labor Ledger record that needs to be corrected. After the user enters the Employee ID, the name of the employee is displayed on the screen.

Ledger Balance Importing tab field definitions

|  |  |
| --- | --- |
| Title | Description |
| Emp ID | Required. Enter the employee ID or search for it from the **User** lookup icon. |
| Fiscal Year | Required. Enter the fiscal year or search for it from the **Fiscal Year** lookup icon. |

1. Enter the required fiscal year and employee ID and click **Search**.

The system displays the **Ledger Balance Lookup** for the Salary Expense Transfer Document screen.

1. Click **Search** again.

The lookup results list the expenses incurred by the selected employee for the fiscal year by accounting string.

1. Select the checkbox next to the period(s) you want to transfer salary for.
2. Choose from among these options:

* Click **Select All** to select all check boxes in the **Select?** column.
* Click **Unselect All** to clear all check boxes in the **Select?** column.
* Click **Cancel** to return to the previous screen without making selections.
* Click **Return Selected** after making your selections to populate the **From** section of the **Accounting Lines** tab.

##### Accounting Lines Tab

The **From** section of the **Accounting Lines** tab is populated by selecting Labor Ledger records using the **Ledger Balance Importing** tab (see above). Amounts in the **From** section may be edited as necessaryas long as they do not exceed the amount imported from the Labor Ledger balance screen.

###### Creating Entries in the To Section

After completing the **From** section, the user has two options for copying rows from the **From** section to the **To** section.

* Click **Copy** to copy an individual row in the **From** section to the **To** section.
* Click **Copy All** to copy all rows in the in the **From** section to the **To** section.

C:\Users\jonny\Desktop\KFS 5.0.2\User Guide Images\pencil-small.gif Only authorized users can change the object code on the **To** side.

exclaim An amount may not be transferred if it exceeds the Labor Ledger balance total for the fiscal year, pay period, chart, account, sub-account, object, and sub-object displayed in the **From** section. To determine the maximum amount you may transfer, use the Labor Ledger View Balance Inquiry and select the A21 option.

After submission or upon save, Kuali Financials calculates the appropriate fringe benefits for the salary amounts being adjusted. These amounts will be moved along with the salary. These amounts are calculated for the types of benefits defined for the salary object codes on the document on the Labor Object Code Benefits table. The rates for each benefit type are defined in the Labor Benefits Calculation table.

##### Fringe Benefit Drilldown

Clicking the **View** link in the **Fringe Benefit** column allows users to drill-down into the Fringe Benefit details for that salary line.

##### Error Certification Tab

This tab facilitates collecting information when an expense transfer exceeds the number of fiscal periods specified in parameter DEFAULT\_NUMBER\_OF\_FISCAL\_PERIODS\_ERROR\_CERTIFICATION\_TAB\_REQUIRED.

C:\Users\jonny\Desktop\KFS 5.0.2\User Guide Images\pencil-small.gif Exceptions can be specified by sub-fund in parameter ERROR\_CERTIFICATION\_DEFAULT\_OVERRIDE\_BY\_SUB\_FUND.

Expense transfers that trigger this parameter will also require that the Fiscal Officer or delegate is required to acknowledge the following statement:

"I hereby certify that these expenses were incurred for the goals, objectives, and benefit of grant/contract, and that the expenditure transfer is correct and proper. In the event of a subsequent audit disallowance of this expense transfer for any reason, the Principal Investigator/Fiscal Officer and Department Head agree to be jointly responsible for handling this expense in a manner which is consistent with the institution’s policy".

Error Certification tab field definitions – when tab is required all fields are required.

|  |  |
| --- | --- |
| Title | Description |
| Describe in detail the expenditures that are being transferred. | Enter a description of the transaction. |
| How did this expenditure benefit the project? | Enter a description of how this expenditure was of benefit to the project it is being transferred To. |
| How the error occurred? | Enter a description/justification of how this transaction error occurred. |
| Why is the error correction late? | Enter a description/justification of why the error correction is beyond the normal accounting time period allotted for corrections. |

#### Process Overview

##### Business Rules

* When an effort reporting period (defined by the Report Definition Maintenance document) has a Report Period Status Code of C (Closed), no further transfers of salary expense are allowed for any fiscal period covered by the report period. This restriction includes transfers made directly through a ST document and those made indirectly through re-creating an effort report.

pencil-small Authorized users may to override this restriction.

* The document must have at least one **From** section and one **To** section.
* The total of amounts in the **From** section must equal the amount in the **To** section in the **Accounting Lines** tab.
* The sign of the amount must be the same as the sign of the original Labor Ledger balance amount.
* The amount transferred may not be greater than the original Labor Ledger balance amount.
* Only authorized users are allowed to modify the object code in the **To** section on initiation. They may not modify the object code later. If changing the object code results in the generation of a positive or negative fringe benefit balance, the difference is applied to the account identified in the BENEFIT\_CLEARING\_CHART\_OF\_ACCOUNTS and BENEFIT\_CLEARING\_ACCOUNT\_NUMBER parameters.
* The object code must exist in the Labor Object Code table and the Financial Object Fringe or Salary Code must have a value of S.
* The Fiscal Year field in this document is used to load the appropriate data onto the Labor Ledger Balance screen rather than to indicate the General Ledger period in which the entry is posted.
* The Error Certification tab must be completed when the number of fiscal periods exceeds the value specified in parameters DEFAULT\_NUMBER\_OF\_FISCAL\_PERIODS\_ERROR\_CERTIFICATION\_TAB\_REQUIRED or ERROR\_CERTIFICATION\_DEFAULT\_OVERRIDE\_BY\_SUB\_FUND.

##### Routing

Fiscal Officers for all **From** and **To** accounts must approve the ST document. Additional approvals may be established within the institution's Organization , Subfund, Workstudy (when object codes specified in parameter WORKSTUDY\_ROUTE\_OBJECT\_CODES are used) or Award (Contracts and Grants) review. Additional approvals may also be designated through ad hoc routing. The document becomes FINAL when the required approvals have been obtained and the transaction has been posted to the Labor Ledger and then to the General Ledger during the next General Ledger batch process.

When the Error Certification tab is required due to parameter ERROR\_CERTIFICATION\_DEFAULT\_OVERRIDE\_BY\_SUB\_FUND, the Fiscal Officer or delegate must acknowledge the following statement when approving the document:



"I hereby certify that these expenses were incurred for the goals, objectives, and benefit of grant/contract, and that the expenditure transfer is correct and proper. In the event of a subsequent audit disallowance of this expense transfer for any reason, the Principal Investigator/Fiscal Officer and Department Head agree to be jointly responsible for handling this expense in a manner which is consistent with the institution’s policy".

##### Initiating a Salary Expense Transfer Document

1. Select **Salary Expense Transfer** to open a blank ST document.
2. Complete the **Ledger Balance Import** and **Accounting Lines** tabs.
3. Complete the standard tabs.

go-arrow-red For information about the standard tabs such as **Document Overview**, **Notes and Attachments**, **Ad Hoc Recipients**, **Route Log**, and **Accounting Lines** tabs, see Standard Tabs|document=WordDocuments\FIN Overview Source.docx;topic=Standard Tabs“Standard Tabs” in theKFS*Overview and Introduction to the User Interface*.

1. Enter the fiscal year and employee ID and click **Search**.
2. Make selections and click Return Selected.
3. Make amount changes as necessary and/or delete unwanted lines in the **From** section of the **Accounting Lines** tab; then click **Copy** or **Copy All** to copy the desired rows to the **To** section.
4. Make necessary changes in the **To** section.
5. Click **Submit.**
6. The document is routed to the fiscal officer of the account as well as any other reviewers.

Review the **Labor Ledger Pending Entries** tab.

1. Review the **Route Log** tab.

The document is routed to the fiscal officers for each account used in the accounting lines. The Route Status value is ENROUTE.

go-arrow-red For more information about the Route Log, see Route Log Tab|document=WordDocuments\FIN Overview Source.docx;topic=Route Log Tab “Route Log Tab” in the Overview and Introduction *to the User Interface*.

1. Appropriate fiscal officers and other reviewers approve the document.

go-arrow-red For more information about how to approve a document, see Workflow Action Buttons|document=WordDocuments\FIN Overview Source.docx;topic=Workflow Action Buttons“Workflow Action Buttons” in the Overview and Introduction *to the User Interface*.

### Parameters

The following parameters are used by Salary Expense Transfers, including year-end documents.

Salary Expense Transfer Parameters

|  |  |
| --- | --- |
| Name | Description |
| BENEFIT\_CLEARING\_CHART\_OF\_ACCOUNTS  BENEFIT\_CLEARING\_ACCOUNT\_NUMBER | Accounting string where fringe benefit differences will post when salary is transferred to a different object code with a different fringe rate or when the account doesn’t accept fringe benefits. |
| COPY\_SUB\_OBJECT\_TO\_BENEFIT\_ENTRIES\_IND | Determines whether or not to copy the sub-object to the benefit entries generated by the Salary Expense Transfer. |
| DEFAULT\_NUMBER\_OF\_FISCAL\_PERIODS\_ERROR\_  CERTIFICATION\_TAB\_REQUIRED | Defines the number of fiscal periods past the transaction date that will require that the Error Certification tab be completed. |
| ERROR\_CERTIFICATION\_DEFAULT\_OVERRIDE\_  BY\_SUB\_FUND | Identifies a different number of fiscal periods by sub-fund to determine when the Error Certifcation tab is required. |
| VALIDATE\_AGAINST\_EFFORT\_CERTIFICATION\_IND | Indicates whether or not salary expense transfers should be allowed that might affect effort certification. |

## Labor Distribution Year End Documents

The Year End Benefits Expense Transfer (YEBT) document is used to transfer benefit charges for a particular accounting period or set of periods from one or more accounts to another account or accounts. The YEBT document is identical to the Benefits Expense Transfer (BT) document except that is only used during the year-end and the YEBT document has different routing rules from the regular BT document.

The Year-End Salary Expense Transfer (YEST) document is used to move salaries and staff benefit charges for a given employee for a particular accounting period (or set of periods) from one or more accounts to another account (or accounts). . The YEST document is identical to the Salary Expense Transfer (ST) document except that is only used during the year-end and the YEST document has different routing rules from the regular ST document.

go-arrow-red.gif This documentation does not provide a separate section for each individual year end document because these documents are similar to their regular document counterparts. For information about business rules for each document, see the section on its regular counterpart.

## Labor Distribution Balance Inquiries

These inquiries allow retrieval of salary and benefit data from various modules for inquiries of account status (base funds), account status (current funds), calculated salary foundation, employee funding, July 1 position funding, labor ledger view, labor ledger pending entry, and position inquiry.

Labor Distribution balance inquiries

|  |  |
| --- | --- |
| Inquiry Title | Description |
| Account Status (Base Funds)|document=WordDocuments\FIN LD Source.docx;topic=Account Status (Base Funds) | Compares the base budget for each labor object code to the total calculated salary foundation (CSF) |
| Account Status (Current Funds)|document=WordDocuments\FIN LD Source.docx;topic=Account Status (Current Funds) | Lists employees paid on a specific account and object codes; shows all activity for a month, including all actual expenditures and encumbrances. |
| Calculated Salary Foundation|document=WordDocuments\FIN LD Source.docx;topic=Calculated Salary Foundation | Shows the detailed history of a position as calculated by the CSF Tracker, which accounts for the base salary for a position for a specific account based on the budgeted salary and modified by any personnel actions throughout the year |
| Employee Funding|document=WordDocuments\FIN LD Source.docx;topic=Employee Funding | Tracks funding for an employee within the university system by employee identification number |
| July 1 Position Funding|document=WordDocuments\FIN LD Source.docx;topic=July 1 Position Funding | Displays the base budgeted amount of the position as of the beginning of the fiscal year |
| Labor Ledger View|document=WordDocuments\FIN LD Source.docx;topic=Labor Ledger View | Reflects compensation in the fiscal period in which the expense was posted to the Labor Ledger |
| Labor Ledger Pending Entry|document=WordDocuments\FIN LD Source.docx;topic=Labor Ledger Pending Entry | Retrieves the data stored in the Labor Ledger Pending Entry table |
| Position Inquiry|document=WordDocuments\FIN LD Source.docx;topic=Position Inquiry | Displays information about a position. |

### Account Status (Base Funds)

This inquiry compares the base budget for each labor object code on an account to the total calculated salary foundation (CSF) amount on the account. The base budget for the object code is established as an aggregate amount for all people and vacant lines within the account and object code.

pencil-small The CSF information in this help documentation explains the intent and general function of the CSF tracker. Kuali Financials does not contain code to calculate or maintain CSF information. If your institution wishes to make use of this data on these inquiry screens you will need to calculate CSF information in an external payroll system and populate the Kuali Financial tables with this data.

#### Lookup Criteria

Account Status (Base Funding) Balance Inquiry Screen

|  |  |
| --- | --- |
| Title | Description |
| Account Number | Required. Enter the account number or search for it from the **Account Number** lookup icon. |
| Chart Code | Required. Enter the chart code or search for it from the **Chart** lookup icon. |
| Consolidation Option | Select from these options:  Consolidation: Aggregate the amounts by fiscal year, chart and account number  Detail: Aggregate the amounts by fiscal year, chart and account number, sub-account number, object code, and sub-object code |
| Fiscal Year | Required. Enter the fiscal year or search for it from the **Fiscal Year** lookup icon. |
| Object Code | Optional. Enter the object code or search for it from the **Object** lookup icon. |
| Sub-Account Number | Optional. Enter the sub-account number or search for it from the **Sub-Account** lookup icon. |
| Sub-Object Code | Optional. Enter the sub-object code number or search for it from the **Sub-Object** lookup icon. |

#### Search Results

The search result looks slightly different between the consolidation option and the detail option.

Account Status (Base Funds) Balance Inquiry Results definition

|  |  |
| --- | --- |
| Title | Description |
| Account Number | The account number from which the position's salary expense is paid |
| Adjusted Base Budget Amount | Base budget for this account, object, and sub-object code; includes any adjustments that have been made since the beginning of the year |
| Base Budget / CSF Variance | The adjusted base minus the CSF amount |
| Chart Code | The chart from which the position's salary expense is paid |
| CSF Amount | The total of all the CSF amounts for each position on the account |
| Fiscal Year | The fiscal year in which the position salary is paid |
| Object Code | The object code for the account from which the employee is compensated |
| Sub-Account Number | The sub-account number from which the position's salary expense is paid, if any. Shows All if the consolidated option was chosen. |
| Sub-Object Code | The sub-object code from which the position's salary expense is paid, if any. Shows All if the consolidated option was chosen. |

#### CSF Account Amount Drilldown

Clicking the amount shown in the **CSF Account Amount** column allows users to drill-down into the Labor Ledger details.

### Account Status (Current Funds)

This lookup retrieves employees paid on a specific account and specific object codes. Retrieved data includes all activity for a month, including all actual expenditures and encumbrances.

#### Lookup Criteria

Account Status (Current Funds) Lookup field definitions

|  |  |
| --- | --- |
| Title | Description |
| Account Number | Required. Enter the account number or search for it from the **Account Number** lookup icon. |
| Consolidation Option | Select from the following options:  Consolidation: Aggregate the amounts by fiscal year, chart and account number, and object code  Detail: Aggregate the amounts by fiscal year, chart and account number, sub-account number, object code, and sub-object code |
| Chart Code | Required. Enter the chart code or search for it from the **Chart** lookup icon. |
| Fiscal Year | Required. Enter the fiscal year or search for it from the **Fiscal Year** lookup icon. |
| Include Pending Ledger Entry | Select from the following options:  No: Do not include pending entries  Approved: Include only approved pending entries  All: Include both approved and unapproved pending entries |
| Object Code | Optional. Enter the object code or search for it from the **Object** lookup icon. |
| Sub-Account Number | Optional. Enter the sub-account number or search for it from the **Sub-Account** lookup icon. |
| Sub-Object Code | Optional. Enter the sub-object code number or search for it from the **Sub-Object** lookup icon. |

#### Search Results

#### Amount Drilldown to Labor Ledger

Clicking the **YTD Actual** amount allows users to drill down into the monthly detail.

#### Amount Drilldown to Labor Ledger Details

Clicking any monthly amount further takes users down to the Labor Ledger details display.

### Calculated Salary Foundation

The Calculated Salary Foundation (CSF) Tracker Lookup allows users to view the detailed history of a position as calculated by the CSF Tracker. All personnel actions recorded by the CSF Tracker for the fiscal year are shown on this inquiry.

#### Lookup Criteria

Calculated Salary Foundation Tracker Lookup field definitions

|  |  |
| --- | --- |
| Column | Description |
| Account Number | Required. Enter the account number or search for it from the **Account Number** lookup icon. |
| Chart Code | Required. Enter the chart code or search for it from the **Chart** lookup icon.  C:\Users\jonny\Desktop\KFS 5.0.2\User Guide Images\pencil-small.gif When the parameter Accounts\_Can\_Cross\_Charts is set to No, the system derives the chart code from the account number entered, and an entry in this field is not required. |
| Fiscal Year | Required. Enter the fiscal year or search for it from the **Fiscal Year** lookup icon. |
| Object Code | Optional. Enter the sub-account number or search for it from the **Object Code** lookup icon. |
| Sub-Account Number | Optional. Enter the sub-account number or search for it from the **Sub-Account Number** lookup icon. |
| Sub-Object Code | Optional. Enter the sub-account number or search for it from the **Sub-Object Code** lookup icon. |

#### Search Results

Calculated Salary Foundation Tracker Results field definitions

|  |  |
| --- | --- |
| Column | Description |
| Fiscal Year | The Fiscal Year in which the employee is compensated. |
| Chart Code | The chart code the position's funding account number belongs to. |
| Account Number | The account number from which the position's salary expense is paid |
| Sub-Account Number | The sub-account number from which the position's salary expense is paid, if any |
| Object Code | The object code the employee's compensation is charged to. |
| Sub-Object Code | The sub-object code for the account from which the employee is compensated |
| Position Number | A number that identifies the employee's position or positions for this account for this fiscal year |
| Person | The name of the most recent employee. VACANT indicates that no employee was appointed in this position as of the date the record was created |
| July 1 Budget Amount | The budgeted amount as of July 1 for this position |
| July 1 Budget FTE Quantity | The budgeted full time effort quantity for this position. 1 - full-time, .5- half-time, etc. |
| CSF Amount | The amount budgeted for the employee in this position on this account for the fiscal year |
| CSF FTE Quantity | The current full time equivalency for this position |
| CSF Funding Status Code | Institution-defined; Indicates whether the CSF line has budget commitments |

### Employee Funding

The Employee Funding Balance Inquiry allows users to display funding for an employee by employee ID. It displays the current balance, encumbrance amount and the remaining balance per employee.

#### Lookup Criteria

Fill in at least fiscal year and employee ID. Use the lookup icon as necessary to select the search criteria.

Employee Funding Lookup field definitions

|  |  |
| --- | --- |
| Column | Description |
| Account Number | Optional. Enter the account number or search for it from the **Account Number** lookup icon. |
| Chart Code | Optional. Enter the chart code or search for it from the **Chart** lookup icon. |
| Employee ID | Required. Enter the ID for this employee or search for it from the **Person** lookup icon. |
| Include Pending Ledger Entry | Select from the following options:  No: Do not include pending entries Approved: Include only approved pending entries All: Include both approved and unapproved pending entries |
| Object Code | Optional. Enter the object number or search for it from the **Object Code** lookup icon. |
| Show Blank Lines | Allows you to view funding lines used in other fiscal years but not in the specified year. Funding information is displayed but all amount fields are blank. |
| Sub-Account Number | Optional. Enter the sub-account number or search for it from the **Sub-Account Number** lookup icon. |
| Sub-Object Code | Optional. Enter the sub-account number or search for it from the **Sub-Object Code** lookup icon. |
| University Fiscal Year | Required. Enter the fiscal year or search for it from the **Fiscal Year** lookup icon. |

#### Search Results

Employee Funding Results field definitions

|  |  |
| --- | --- |
| Column | Description |
| Account Number | The account number from which the position's salary expense is paid |
| Chart Code | The chart code the position's funding account number belongs to. |
| CSF Amount | The amount budgeted for the employee in this position on this accounting line for the fiscal year. |
| CSF Delete Code | An indicator that shows whether this row is current:  - indicates that it is current  D indicates this row has been invalidated. |
| CSF Full Time Employment Quantity | The full time equivalency for this position |
| CSF Funding Status Code | Institution-defined. Indicates whether the CSF line has budget commitments. |
| Current Amount | The actual amount expended for the employee in this position on this accounting line for the fiscal year. |
| Employee ID | The employee ID of the most recent employee. No ID is displayed if the position is vacant. |
| Encumbrance Amount | The encumbrance amount for the employee in this position on this accounting line for the fiscal year. |
| Name | The name of the most recent employee. VACANT indicates that no employee was appointed in this position as of the date the record was created. |
| Object Code | The object code for the account from which the employee is compensated. |
| Position Number | A number that identifies the employee's position or positions for this account for this fiscal year. |
| Sub-Account Number | The sub-account number from which the position's salary expense is paid, if any |
| Sub-Object Code | The sub-object code for the account from which the employee is compensated. |
| Total Amount | The current amount plus the encumbrance amount. |
| University Fiscal Year | The fiscal year in which the employee is compensated. |

### July 1 Position Funding

The July 1 Position Funding Lookup screen allows users to display the base budgeted amount of the position as of the beginning of the fiscal year.

#### Lookup Criteria

July 1 Position Funding Lookup field definitions

|  |  |
| --- | --- |
| Column | Description |
| Account Number | Required. Enter the account number or search for it from the **Account Number** lookup icon. |
| Chart Code | Required. Enter the chart code or search for it from the **Chart** lookup icon |
| Fiscal Year | Required. Enter the fiscal year or search for it from the **Fiscal Year** lookup icon. |
| Sub-Account Number | Optional. Enter the sub-account number or search for it from the **Sub-Account Number** lookup icon. |

#### Search Results

July 1 Position Funding Lookup Results field definitions

|  |  |
| --- | --- |
| Column Title | Description |
| Account Number | The account number from which the position is paid. |
| Chart Code | The chart code to which the position belongs |
| Employee ID | The employee ID of the employee occupying this position |
| Fiscal Year | The fiscal year in which the position is paid |
| July 1 Budget Amount | The budgeted amount for the position as of the fiscal year beginning |
| July 1 Budget FTE Quantity | The budgeted full-time equivalency as of the fiscal year beginning (1 - Full-Time) |
| July 1 Budget Time Percent | The percentage of the time in a normal pay period that the employee is scheduled to work (usually 100) |
| Name | The name of the employee occupying this position |
| Object Code | The object code for the salary expense |
| Position Number | The position number from the institution's HR system |
| Sub-Account Number | The sub-account number from which the position is paid, if any |
| Sub-Object Code | The sub-object code for the salary expense, if any |

### Labor Ledger View

The Labor Ledger View allows the user to view compensation for a specific employee by accounting string and fiscal period. Actual (AC) balances can be viewed alone or along with A21 balances. Internal Encumbrance (IE) balances can also be viewed.

pencil-small Use parameter LINK\_DOCUMENT\_NUMBER\_TO\_LABOR\_ORIGIN\_CODES to identify origination codes that will allow drill down from the General Ledger summarized payroll transactions into the Labor Ledger detail.

#### Lookup Criteria

Labor Ledger View Lookup field definitions

|  |  |
| --- | --- |
| Criteria | Explanation |
| Amount View Option | By default, the Labor Ledger View inquiry results display the distinct amount of activity for each month. Clicking “Accumulate” accumulates the activity by adding all previous months in the fiscal year to a given month, thus, you are able to view the year-to-date total per month. |
| Balance Type Code | Select from the following options:  **Actual:** AC labor entries posted to this fiscal year and fiscal period. **A21:**A21 entries reflect the fiscal year and period for which the labor entries were originally paid.  pencil-small Selecting A21 will display a combination of both AC and A2 labor ledger entries.  **Internal Encumbrances:** Only entries with an IE balance type. |
| Consolidation Option | Select from the following options:  **Consolidation:** Aggregate the amounts by fiscal year, chart, account number, and object code **Detail:** Aggregate the amounts by fiscal year, chart and account number, sub-account number, object code, and sub-object code  **Exclude Sub-Accounts:** Returns balances for only the main account, excluding sub accounts.  exclaim This option is not currently functioning. |
| Employee ID | Required. Enter the Employee ID or search for it from the **Employee** lookup icon. |
| Exclude entries with only CG Beginning Balances | Defaults to Yes and excludes any results where the only non-zero period balance is in the CG Beginning Balance period. Selecting No will include all results, regardless of period balances. Note, that non-zero balances are identified after Consolidation Options are applied to the results. So this option may yield different results based on whether balances are being consolidated or viewed in detail. |
| Fiscal Year | Required. Enter the fiscal year or search for it from the **Fiscal Year** lookup icon. |
| Include Pending Ledger Entry | Select from the following options:  **No:** Do not include pending entries **Approved:** Include only approved pending entries **All:** Include both approved and unapproved pending entries |

#### Search Results

The inquiry results include all details about the employee plus the monthly salary expenditure total.

Labor Ledger View Results field definitions

|  |  |
| --- | --- |
| Column Title | Description |
| Account Line Annual Balance Amount | The total of all months listed in the Labor Ledger balance fields |
| Account Number | The account number for the salary expense. |
| Beginning Balance Line Amount | Currently not in use by the Kuali Financials. |
| Balance Type Code | A code which distinguishes one type of balance from another. Options are:  AC: Actual ACandA2: A21 balances and AC balances combined IE: Intended encumbrances |
| Chart Code | The chart code for the salary expense. |
| Contracts Grants Beginning Balance Amount | The rolling total of all expense since any Contracts and Grants account (for which the individual has performed any activity) began |
| Employee Name | The name of the employee who currently occupies this position (employee) |
| July - June | The total of amounts shown in the July through June columns |
| Object Code | The object code for the salary expense. |
| Object Type Code | An attribute of object code that is used to identify its general use, such as income, asset, expense, or liability |
| Position Number | A number that identifies the position or positions to which the employee is assigned |
| Sub-Account Number | The sub-account number for the salary expense, if any. |
| Sub-Object Code | The sub-object code for the salary expense, if any. |
| Year End | The total of any adjustments made during year end closing |

#### Labor Ledger View Drilldown

Users may drill down to the expense by clicking the amount.

The transaction ledger entry amounts that make up the total and the associated details are displayed in a separate window.

### Labor Ledger Pending Entry

The Labor Ledger Pending Entry Lookup retrieves data stored in the Labor Ledger Pending Entry table.

#### Lookup Criteria

Labor Ledger Pending Entry Lookup field definitions

|  |  |
| --- | --- |
| Criteria | Explanation |
| Account Number | Optional. Enter the account number or search for it from the **Account** lookup icon. |
| Balance Type Code | Optional (defaults to AC). Enter the balance type code or search for it from the **Balance Type Code** lookup icon. |
| Chart Code | Optional. Enter the Chart of Accounts code or search for it from the **Chart** lookup icon. |
| Document Number | Optional. Enter the document number you are searching for. |
| Document Type | Optional. Enter the document type name or search for it from the **Document Type** lookup icon. |
| Employee ID | Optional. Enter the employee ID of the employee for whom you want to find pending Labor Ledger entries. |
| Fiscal Period | Optional (defaults to current). Enter the fiscal period or search for it from the **Fiscal Period** lookup icon. |
| Fiscal Year | Required. Enter the fiscal year or search for it from the **Fiscal Year** lookup icon. |
| Object Code | Optional. Enter the object code or search for it from the **Object Code** lookup icon. |
| Object Type Code | Optional. Enter the object type code or search for it from the **Object Type Code** lookup icon. |
| Organization Document Number | Optional. Enter the organization document number you are searching for. |
| Organization Reference ID | Optional. Enter the organization reference ID you are searching for. |
| Origin Code | Optional. Enter the origin code or search for it from the **Origin Code** lookup icon. |
| Pending Entry Approved Indicator | **Optional. Choose to include all pending ledger entries or only those on documents that have been approved (Processed or Final status).** |
| Position Number | Optional. Enter the position number of the employee for whom you want to find pending Labor Ledger entries. |
| Project Code | Optional. Enter the project code or search for it from the **Project Code** lookup icon. |
| Reference Document Number | Optional. Enter the reference document number you are searching for. |
| Reference Document Type Code | Optional. Enter the reference document type code or search for it from the **Document Type** lookup icon. |
| Reference Origin Code | Optional. Enter the reference origin code or search for it from the **Origin Code** lookup icon. |
| Sub-Account Number | Optional. Enter the sub-account number or search for it from the **Sub-Account** lookup icon. |
| Sub-Object Code | Optional. Enter the sub-object code or search for it from the **Sub-Object Code** lookup icon. |

#### Search Results

Labor Ledger Pending Entry Lookup Results field definitions

|  |  |
| --- | --- |
| Column Title | Description |
| Account Number | The account from which the employee is compensated |
| Balance Type Code | A code which distinguishes one type of balance from another. Options are:  AC: Actual A2: A21 Balances IE: Intended Encumbrances |
| Chart Code | The Chart of Accounts code for the account from which the employee is compensated |
| Company | A code to identify a sub-division of the organization to segregate physical or logical operations for payroll purposes |
| Document Number | The document number generated by the system |
| Earn Code | The identifier for the type of earnings (for example, regular, vacation, overtime) |
| Employee ID | The employee ID defined in the institutional HR/payroll system |
| Employee Record | The employee record number associated with the employee ID number in the institutional HR/payroll system. This value is a sequential counter to differentiate between employee's jobs. |
| Financial System Document Type Code | The document type code used for this transaction |
| Fiscal Period | The fiscal period associated with this entry in the Labor Ledger |
| Fiscal Year | The fiscal year associated with this entry in the Labor Ledger |
| Grade | The compensation plan increments for different responsibilities or impact levels of organization jobs |
| Object Code | The object code for the account from which the employee is compensated |
| Object Type Code | The object type code for the object code from which the employee is compensated |
| Organization Document Number | The document number referenced by the organization which generated the transaction |
| Organization Reference ID | The reference ID referenced by the organization which generated the transaction |
| Origin Code | The code which identifies the source of transaction |
| Original Account Number | If this is an error correction, the original account assigned to the transaction |
| Original Chart Code | If this is an error correction, the Chart of Accounts code assigned to the transaction |
| Original Object Code | If this is an error correction, the original object code assigned to the transaction |
| Original Sub-Account Number | If this is an error correction, the Sub-Account Code assigned to the transaction |
| Original Sub-Object Code | If this is an error correction, the Sub-Object Code assigned to the transaction |
| Pay Group | The pay group code to identify the sets of employees for payroll processing. For example, separate pay groups are created to differentiate exempt from non-exempt employees. |
| Pay Period End Date | The last day of the pay period in which the employee was compensated |
| Payroll End Date Fiscal Period | The fiscal period code which corresponds to the pay period |
| Payroll End Date Fiscal Year | The fiscal year for the payroll end date |
| Position Number | The position number or ID defined in the institutional HR/Payroll system |
| Project Code | The project code for the account from which the employee is compensated |
| Reference Document Number | The document number of the source system |
| Reference Origin Code | The origination code used in the source system |
| Reference Document Type Code | The document type code used in the source system |
| Run Identifier | The reference number assigned to each pay period's payroll process for one or more pay groups |
| Salary Administration Plan | The code to assign default compensation packages to workers at the location, job code, or worker level. For example, the values might indicate 10-month academic, 12-month academic, regular 12-month salary, etc. |
| Set ID | The code to group a set of payroll rules together |
| Sub-Account Number | The sub-account for the account from which the employee is compensated |
| Sub-Object Code | The sub-object code for the account from which the employee is compensated |
| Transaction Date | The date the transaction was created |
| Transaction Date Time Stamp | The time the transaction was created |
| Transaction Debit Credit Code | The debit or credit indicator for the transaction amount |
| Transaction Encumbrance Update Code | A code to indicate whether the encumbrance is to be updated based on this transaction |
| Transaction Entry Offset Code | A code to identify the type of offset transaction to be generated in the General Ledger |
| Transaction Entry Processed Timestamp | The date and time that the transaction was processed |
| Transaction Ledger Entry Amount | The transaction amount |
| Transaction Ledger Entry Description | The description for the transaction |
| Transaction Ledger Entry Sequence Number | The sequence number for the transaction assigned by the system |
| Transaction Posting Date | The date that transaction was posted |
| Transaction Total Hours | The number of labor hours included in the pay period earnings dollar value |

### Position Inquiry

The Position Inquiry allows users to display information about a position. Position data must be populated from an external system because Kuali Financials contains no documents dealing with the management of positions.

#### Lookup Criteria

Position Inquiry Lookup field definitions

|  |  |
| --- | --- |
| Title | Description |
| Business Unit | Optional. Enter the business unit which owns the position. |
| Department Id | Optional. Enter the department ID that position belongs to. |
| Description | Optional. Enter the description of the position. |
| Effective Date | Optional. Enter the date the position became effective. |
| Job Code | Optional. Enter the code which describes the job of the position. |
| Position Grade Default | Optional. Enter the compensation plan increment for the responsibilities or organizational impact level of the job |
| Position Number | Optional. Enter a position number. |
| Position Salary Plan Default | Optional. Enter the code to assign default compensation packages to workers at the location, job code, or worker level. |
| Position Status | Optional. Enter the status of the position. |

#### Search Results

Position Inquiry Results field definitions

|  |  |
| --- | --- |
| Title | Description |
| Business Unit | Display-only. The Business Unit which owns the position. |
| Department Id | Display-only. The Department ID that position belongs to. |
| Description | Display-only. Position title. |
| Effective Date | Display-only. The date the position became effective. |
| Full Time Equivalency | Display-only. The full-time equivalency for the position. |
| Job Code | Display-only. The code which describes the job of the position. |
| Position Funding | For further information, click the **Drill Down** link. |
| Position Grade Default | Display-only. The code representing the compensation plan increments for the responsibility or impact levels of organization jobs |
| Position Number | Display-only. The unique identification number for the position. |
| Position Salary Plan Default | Display-only. The code representing the default compensation packages to workers at the location, job code, or worker level |
| Position Status | Display-only. The status of the position. |

##### Postion Inquiry Drilldown

Position Inquiry Field Drilldown, definition of additional fields

|  |  |
| --- | --- |
| Title | Description |
| CSF Amount | Display-only for the drilldown screen. |
| CSF Delete Code | Institution-defined. Indicates whether the CSF line is active or inactive. |
| CSF Funding Status Code | Institution-defined. Indicates whether the CSF line has budget commitments. |

## Labor Distribution Attribute Maintenance Documents

The Labor Distribution Attribute Maintenance documents allow users to maintain various tables for salary and fringe benefit calculations necessary to track position costs in the Labor Ledger.

Labor Distribution Attribute Maintenance Documents

|  |  |
| --- | --- |
| Document | Description |
| Labor Benefits Calculation | Defines the fringe benefit percentage and object code for Labor Benefit Type by Chart and University Fiscal Year |
| Labor Benefit Rate Category | Defines the Labor Benefit Rate Category that can be associated with an account to override object code benefit expense calculation. |
| Labor Benefits Type | Defines the codes to group like Benefit Object Codes. The Labor Benefits Types are referenced by the Labor Position Object Benefit Document. |
| Labor Object Code | Defines the attributes for the salary and fringe Object Codes used in the Labor Ledger and associates them to a Labor Object Group. |
| Labor Object Code Benefits | Associates Salary Object Codes with a Labor Benefit Type Code |
| Labor Position Object Group Code | Defines the codes to group like Labor Object Codes. The Labor Object Group Codes are referenced by the Labor Object Code Document. |

### Labor Benefits Calculation

The Labor Benefits Calculation document defines the object code and fringe benefit percentage for Labor Benefit Types by Chart and Fiscal Year. The fringe benefit percentage is used to calculate the fringe benefit entries on the Salary Transfer document.

#### Document Layout

Benefit Calculation field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active Indicator | Indicates whether this labor benefits calculation is active or inactive. Remove the check mark to deactivate. |
| Chart Code | The chart code for which this fringe benefit percentage will be applied. |
| Labor Benefits Type Code | The benefit type code for which this fringe benefit percentage will be calculated. |
| Object Code | Required. The object code for this fringe benefit type. Existing object codes may be retrieved from the lookup searchicon. |
| Position Fringe Benefit Percent | Required. The fringe benefit percentage to be calculated on this labor benefit type code. |
| University Fiscal Year | The fiscal year for which this fringe benefit calculation will be applied per the defined percentage. |

### Labor Benefit Rate Category

The Labor Benefit Rate Category code can be assigned to an account and to a Labor Benefits Calculation, when assigned to an account the associated benefit rate will apply instead of the benefits expense associated with the object code.

#### Document Layout

LaborBenefit Rate Category field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active Indicator | Indicates whether this labor benefit rate category is active or inactive. Remove the check mark to deactivate. |
| Labor Benefit Rate Category Code | Required. A code that uniquely identifies this labor benefit rate category. |
| Labor Benefit Rate Category Description | Required. A description of this labor benefit rate category. |

### Labor Benefits Type

The Labor Benefits Type document defines codes that group like benefit object codes. Labor benefits types, which are referenced by the Labor Object Code Benefits document, might include FICA, retirement, fringe benefits, etc.

go-arrow-red For more information about the Labor Object Code Benefits document, see Labor Object Code Benefits|document=WordDocuments\FIN LD Source.docx;topic=Labor Object Code Benefits.

#### Document Layout

The Labor Benefits Type document defines the codes to group like Benefit Object Codes. The Labor Benefits Types are referenced by the Labor Object Code Benefit document and they might include FICA, retirement, fringe benefits, etc.

Benefit Code field definitions

|  |  |
| --- | --- |
| Title | Description |
| Labor Benefits Description | Required. A familiar description for the labor benefit type code. |
| Labor Benefit Retirement Indicator | Optional. Indicates if the object code is a retirement object code. Remove the check mark to deactivate.  pencil-small Kuali Financials does not use this information, but it may be referenced by an outside Payroll or HR system. |
| Labor Benefit Type Code | A unique code to identify a labor benefit type. |

### Labor Object Code

The Labor Object Code document defines the attributes for the salary and fringe Object Codes used in the Labor Ledger and associates them to the Labor Position Object Code Group. The Labor Object Codes must be defined in the Chart of Accounts.

go-arrow-red For more information about Object Group Code, see Labor Position Object Group Code|document=WordDocuments\FIN LD Source.docx;topic=Labor Position Object Group Code.

#### Document Layout

Labor Object field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active Indicator | Indicates whether this labor object code is active or inactive. Remove the check mark to deactivate this code. |
| Chart of Accounts Code | The Chart of Accounts code for the labor object code. |
| Detail Position Required Indicator | Optional. Indicates if positions associated with this object code are given detailed funding when budgeted. |
| Financial Object Code | The labor object. |
| Financial Object Fringe or Salary Code | Optional. Code to designate S if the object code is for salary or F for fringe benefit. |
| Financial Object Hours Required Indicator | Optional. Indicates if the hours are required for the object code. Clear the check box if it is not required. |
| Financial Object Pay Type Code | Optional. The pay type code defined in the campus HR or Payroll system. |
| Labor Position Object Group Code | Optional. The labor position object group code for the object code. Existing labor position object group codes may be retrieved from the lookup icon. The object group code groups the object codes into the groups of similar nature such as Special Pay, Terminal Pay, Summer Session Pay, Vacation Pay, and Sick Pay, etc.  pencil-small This field is referenced by Effort Reporting Report Table when Effort Reporting is implemented. |
| University Fiscal Year | The fiscal year of the labor object code. |

### Labor Object Code Benefits

The Labor Object Code Benefits Maintenance document associates salary Object Codes with a Labor Benefit Type Code. One salary code may have several Labor Benefit Type Codes associated with it, each represented by a different row in this table. This information is used to determine which benefits should be associated with a given salary object code for the purpose of Salary Transfer documents.

go-arrow-red For more information about Labor Benefit Type, see Labor Benefits Type|document=WordDocuments\FIN LD Source.docx;topic=Labor Benefits Type.

#### Document Layout

exclaim **Labor Object Code Benefits Maintenance Document is a Non-Editable Document:** You may create a new code for the Labor Object Code Benefits Table, but you may not edit the existing codes since the table contains identifying (key) fields only.

Position Object Benefit field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active Indicator | Indicates whether this labor benefits type code is active or inactive. Remove the check mark to deactivate this code. |
| Chart Code | The Chart of Accounts code for the labor benefits type code. |
| Labor Benefits Type Code | A unique code that identifies the labor benefits type code. The types might include F (FICA), R (Retirement), G (Fringe), etc. |
| Object Code | The salary object code for the labor benefits type code. |
| University Fiscal Year | The fiscal year of the labor benefits type code. |

### Labor Position Object Group Code

The Labor Position Object Group Code Maintenance document defines the codes to group like Labor Object Codes. The Labor Object Code Group Codes are referenced by the Labor Object Code document and they might represent Special Pay, Terminal Pay, and Summer Session Pay.

go-arrow-red For more information about Labor Object Code, see Labor Object Code|document=WordDocuments\FIN LD Source.docx;topic=Labor Object Code.

#### Document Layout

Position Object Group field definitions

|  |  |
| --- | --- |
| Title | Description |
| Active Indicator | Indicates whether this labor position object group code is active or inactive. Remove the check mark to deactivate this code. |
| Labor Position Object Group Code | A unique code for a labor position object group. |
| Labor Position Object Group Name | Required. The familiar name for the labor position object group. |

## Labor Distribution Upload Functions

|  |  |
| --- | --- |
| Batch Upload | Description |
| Labor Enterprise Feed Upload | Accepts trusted feeds from enterprise-level applications. |

### Labor Enterprise Feed Upload

pencil-small.gif Labor Enterprise Feed Upload is for trusted feeds from enterprise-level applications such as your institution's Human Resources system. This function was created to allow small institutions to manually load these feeds for processing by accounting cycle. The system performs very little validation on Labor Enterprise feed files.

When the user selects **Labor Enterprise Feed Upload** the system displays the Labor Enterprise Feeder Batch Upload screen. This document provides the ability to manage the labor enterprise batch feed files. Labor Enterprise Feed files will be processed by the Labor Ledger and are intended for uploading files from trusted sources, such as enterprise level applications at your institution.

The Labor Enterprise Feeder Batch Upload screen functions a bit differently than the other batch upload screens in Financials. The labor enterprise upload requires that the user upload a LD data file (in flat file format) and a reconciliation file. The reconciliation file includes the total amount and number of transactions in the data file. If the reconciliation file does not match the data file, the files will not successfully upload through this interface.

#### Labor Ledger Flat File Format

This format can be used to upload documents via the Labor Ledger Correction Process document or used as a data file for the Enterprise Batch Feed upload.

No header or trailer records are required for these files. They should contain only the Labor Ledger entries.

Labor Ledger Flat File Format

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Starting Character Position | Length | Required? | Special Formatting |
| Fiscal Year | 1 | 4 | No |  |
| Chart of Accounts Code | 5 | 2 | Yes | Can be left blank if the GL Pre-Scrubber is being used and accounts do not cross charts |
| Account Number | 7 | 7 | Yes |  |
| Sub-Account Number | 14 | 5 | No |  |
| Object Code | 19 | 4 | Yes |  |
| Sub-Object Code | 23 | 3 | No |  |
| Balance Type Code | 26 | 2 | No |  |
| Object Type Code | 28 | 2 | No |  |
| Fiscal Period Code | 30 | 2 | No |  |
| Document Type Code | 32 | 4 | Yes |  |
| System Origination Code | 36 | 2 | Yes |  |
| Financial Document Number | 38 | 14 | Yes |  |
| Entry Sequence Number | 52 | 5 | No |  |
| Position Number | 57 | 8 | No |  |
| Project Code | 65 | 10 | No |  |
| Transaction Description | 75 | 40 | Yes |  |
| Transaction Amount | 115 | 21 | Yes | Signed dollar amount with 2 decimal places |
| Debit/Credit Code | 136 | 1 | Yes | Must have value D or C |
| Transaction Date | 137 | 10 | No | YYYY-MM-DD format |
| Organization Document Number | 147 | 10 | No |  |
| Organization Reference ID | 157 | 8 | No |  |
| Reference Document Type Code | 165 | 4 | No |  |
| Reference Origination Code | 169 | 2 | No |  |
| Reference Document Number | 171 | 14 | No |  |
| Reversal Date | 185 | 10 | No | YYYY-MM-DD format |
| Encumbrance Update Code | 195 | 1 | No | Valid values are “R” and “D” |
| Post Date | 196 | 10 | No | YYYY-MM-DD format |
| Pay Period End Date | 206 | 10 | No | YYYY-MM-DD format |
| Total Hours | 216 | 9 | No |  |
| Payroll Fiscal Year | 225 | 4 | No |  |
| Payroll Fiscal Period | 229 | 2 | No |  |
| Employee ID | 231 | 11 | No |  |
| Employee Record Number | 242 | 3 | No |  |
| Earn Code | 245 | 3 | No |  |
| Paygroup | 248 | 3 | No |  |
| Salary Admin Plan | 251 | 4 | No |  |
| Grade | 255 | 3 | No |  |
| Payroll Run ID | 258 | 10 | No |  |
| Original Chart of Accounts Code | 268 | 2 | No |  |
| Original Account Number | 270 | 7 | No |  |
| Original Sub-Account Number | 277 | 5 | No |  |
| Original Object Code | 282 | 4 | No |  |
| Original Sub-Object Code | 286 | 3 | No |  |
| Company | 289 | 3 | No |  |
| Set Id | 292 | 3 | No |  |

#### Labor Enterprise Feed Reconciliation Flat File Format

go-arrow-red For information on procedures that apply to all Financials batch uploads, see Batch Upload Basics|document=WordDocuments\FIN Overview Source.docx;topic=Batch Upload Basics“Batch Upload Basics” in Overview and Introduction to the User Interface.

* When using the Labor Enterprise Batch Feed upload, you must submit a reconciliation (recon) file along with the entry file. This file verifies the count of records and the dollar amount of your entry file. If these files do not reconcile, Financials will not process the file and will generate an error message on the Enterprise Feed report.
* The file will contain three types of rows as detailed below. Each element of each row must be separated by a single space and each row ends with a semi-colon.
* A “c” row identifying the table being impacted (gl\_entry\_t or ld\_ldgr\_entr\_t) and the row count of the data file. For example: c gl\_entry\_t 0000000002 or c ld\_ldgr\_entr\_t 0000000002;
* An “S” row identifying the field where the dollar amount is found (trn\_ldgr\_entr\_amt) and the dollar amount of the data file. For example: s trn\_ldgr\_entr\_amt +00000000027680.00;
* An “e” row identifying the number of “c” and “s” rows found in the reconciliation file (always 2). For example: e 02;
* So an entire reconciliation made up of these rows would contain the following:

c ld\_ldgr\_entr\_t 2;

s trn\_ldgr\_entr\_amt 27680.00;

e 02;