Costing Quick Step

Purpose

Tub-level HR and financial officers can use these instructions to change costing combinations for employees in their HR department(s). This is a multi-step procedure that requires you to:

- Download an extract from PeopleSoft
- Open that extract in a customized Excel spreadsheet
- Make modifications to the spreadsheet
- Upload the modified data back into PeopleSoft
- Verify that the changes were successful

Helpful Hints

- The costing changes process is often done in June as part of the annual salary increase process; however, it can also be done at any other time during the year when you need to modify default salary costings.
- Make sure to download the latest version of the Excel “Costing Changes Template” from the ABLE Forms page at http://able.harvard.edu/documents/search.do.

Procedure

1. Start the procedure by following the navigation path **Define Business Rules ➔ Define Commit Accounting (US) ➔ Process ➔ Extract Costing Data.**

2. Enter, search for, or add a **Run Control ID**.

3. Complete the following fields:

Field Name	R/O/C	Description
As Of Date:	R	The date that you want to look at for the currently assigned costing of employees. If this is being done as part of the annual salary increase, you should enter 07/01/20XX (where XX represents the current year).
Fiscal Year:	R	The fiscal year that you want to look at for the currently assigned costing of employees. If this is being done as part of the annual salary increase, you should enter the next fiscal year (e.g. 2005 if you are doing this as part of the annual increase in June of 2004).
Dept Security Rollup Flag	O	Check this box if you are extracting a parent HR department and want to include all of its sub-departments in the extract. Leave this box blank if you want to extract a parent HR department but not its sub-departments.

Field Name	R/O/C	Description
Department	O	The 6-digit code for the HR department containing the employees for whom you are extracting costing information. If you don't know the code, click to search for a department. To extract more than one department, click + to enter additional department numbers. Leave this field blank to search for all of the departments that you are allowed to view.
EmplID	O	If you are extracting a specific individual rather than a department, enter the appropriate Employee ID number here. To extract more than one person, click + to enter additional ID numbers.
Employee Classification	O	Enter an empl class code (or click to search for valid codes) if you want to limit your extract to a specific type of employee, such as Admin & Professionals, Senior Faculty, or Graduate Students. Leave this field blank to search for all types of employees.

4. Click Run to begin the extract.

5. Make sure that the Server Name is PSUNX, then click OK to submit your extract to the processor. This will return you to the *Extract Costing Data* page.

6. Click Process Monitor to view the status of the extract you are downloading.

7. Click Refresh to determine the latest status of the item(s) in the process list.

8. When the **Run Status** of your extract changes to "Success," click Details.

9. Click View Log/Trace.

10. **Right-click** on each text file link (*.txt) and select **Save Target As...** (If you open the file by left-clicking on it instead of right-clicking, just click the "back" arrow to return to this screen.)

The costing extract will appear as a pair of text files. The first file will be a list of all of the extracted employees that have current costing assigned to them; the second file will be a list of all of the extracted employees with no assigned costing. You will need to save and modify both files to ensure that you have adjusted all of your employees.

11. Select the C:\TEMP folder as the destination in the **Save in:** box and click Save .

You can change the filename to something easier to remember as long you retain the .txt file extension and keep it in the C:\TEMP folder.

12. Close the Report/Log Viewer window.

13. Double-click on the Costing_Template.xls file to start Microsoft Excel.

14. Click Enable Macros. If you did not see an Excel warning box about disabling or enabling macros, follow the sub-steps below.

14.1 From the Excel menu bar, click **Tools ➔ Macro ➔ Security.**

14.2 Click Medium.

14.3 Click OK.

14.4 Close the ASIP file without making any changes to it or saving it.

14.5 Re-open the ASIP file.

14.6 Click Enable Macros and continue.

15. Click the **Import Costing Data** button.

16. The **Get File to Input** window will automatically look for extracts in your C:\TEMP folder. Make sure that the file you want to work on is selected, and click Open. A number of macros will run behind the scenes to format the extracted data properly. Depending on the size of the extract, this process may take a few minutes.

17. Click the Costing Changes tab at the bottom of the Excel screen.

This is a good time to save the file as a new document so that you can keep the costing changes template intact.

The Costing Worksheet is a large document. Columns B to K (between the **Employee Information** and the **Apply Costing Changes** black bars) contain information to help you identify an employee before entering their costing changes. The data in these columns should not be changed or the changed line will not upload properly. Use columns N to Y (between the **Apply Costing Changes** and the **Current Costing** black bars). to enter new costing information for the selected employees. Columns AB to AK show what the current costing is for the selected employees.

Clicking the **Turn Salary Increase Window On** button automatically populates the **Effective Date** and **Fiscal Year** fields with the necessary data to make changes that will go into effect with the July increase (07/01/2003 and FY2004 for the July '03 increase). Clicking the **Validate Costing** button checks that the costing combination entered on the active row is valid.

18. Use the columns to the right of the **Apply Costing Changes** line to enter new costing combinations for the selected employees. For each employee, you must complete the following fields:

Field Name	R/O/C	Description
Eff Date	R	The date that the new costing combination will be made effective. All changes that are part of ASIP should have the effective date of 7/1/XX (with XX being the current year).
Fiscal Year	R	The fiscal year that the new costing combination will be charged against. All changes that are part of ASIP should be the next fiscal year.
Department	R	The HR department of the employee (this will be entered automatically by the spreadsheet).
Earnings Code	R	Leave this field blank if you are entering a new regular salary costing combination for the employee. Use the appropriate code if you are entering costing for other types of salary. The most commonly used earnings codes are: [blank] – Costing combination for default salary charges MMN – Costing combination for meal money charges OTP – Costing combination for premium overtime charges OTS – Costing combination for standard overtime charges If entering a non-blank code, you must also enter at least one blank line to represent the costing that should be used for the employee's regular salary. If there is not at least one blank line, all lines will be rejected for this employee.
Tub, Org, Object, Fund, Activity, Sub-Activity, and Root Codes	R	Enter the appropriate chart of accounts values for each segment into these fields.

Field Name	R/O/C	Description
Distrb %	N/A	The percentage of the employee's charges that should be distributed to the assigned costing. If this is not a split-coded charge, then this should be 100.000. If this is a split-coded charge then there should be multiple lines for the same employee and earning type that add up to 100.000. If the appropriate lines do not total 100.000 or the Distrb % is not in the correct format, all lines will be rejected for this employee.

If you need to add split-costed rows, additional earnings codes, or other extra lines to an employee's record, select that employee's row and click the **Insert Row** button. A new row containing duplicate information will be inserted underneath the selected row. You can alter the costing and distribution percentage on both rows as needed.

19. Choose **File ➔ Save As….**

20. Make sure that you are saving the file into the C:\TEMP folder and that you set the **Save as type:** field to "Text (Tab delimited) (*.txt)." The file must be in text format for the upload process to work.

Do not save the file as text until you have finished editing it. Once it is saved in the text format, you will be unable to make further edits. If you need to stop working on the file but plan to come back to it later, you can save it as a regular Excel (.xls) file for the time being.

21. When warned that the selected type does not support multiple sheets, click OK.

22. When warned that the file may have features that are not compatible with text, click Yes.

23. Exit Microsoft Excel.

24. When asked to save again, click No. Excel is just trying to get you to save it in the Excel format.

25. Return to PeopleSoft and follow the navigation path **Define Business Rules ➔ Define Commit Accounting (US) ➔ Process ➔ Submit Costing Data.**

26. Enter the run control ID you used earlier to create the extract and click Search.

If you want to replace the effective dates that were entered into Excel with one specific date for all of the changes, check the **Override Effdt in File** box and enter a **Fiscal Year** and **Effective Date** to be used in place of the dates in the file.

27. Click Upload Costing File .

28. Click Browse... .

29. Select the appropriate file to upload from your C:\TEMP folder.

30. Click Open .

31. Click Upload . This will return you to the *Submit Costing Data Upload* page.

32. Click Run .

33. Click OK to submit your upload to the processor. This will return you to the *Submit Costing Data File Upload* page.

34. Click Process Monitor to view the status of the extract you are uploading.

35. Click Refresh to get the latest run status of your extract upload in the process list.

36. When the run status of your extract upload changes to "Success," click Home .

37. Follow the navigation path **Define Business Rules ➔ Define Commit Accounting (US) ➔ Inquire ➔ Costing Upload Status Inquiry.**

38. Enter your 8-digit ID number into the **User ID** field and click Search .

39. From the list of search results, click on the row that matches the file you just uploaded.

40. Review the fields on the *Costing Upload Status* screen. The Status Code and Message Text fields will tell you what happened to each line during the upload process.

If you want to get a printout of the updated costing assignments as of a specific date, or to view more details about the costing changes, you can run the Employee Funding Summary report. This is a PeopleSoft report that can be found by following the navigation path: **Home ➔ Compensate Employees ➔ Manage Payroll Process (US) ➔ Report 2 ➔ Funding Summary Report (HU)**. More details about running this report are available on the under the Local Payroll tab on the atwork.Harvard.edu/hradmin website.

Result

You have submitted salary costing changes for one or more employees.