

Create a Simple Retro

Review Budget Details:

First check the funding source to confirm the Combination Code(s) to be used contain(s) the appropriate level of funding.

NOTE: You will require a security role that allows you to access the Commitment Control module.

1. Navigate through **Nav Bar > Main Menu > Financials > Commitment Control > Review Budget Activities > Budget Details.**
2. Enter the appropriate **Ledger Group.**
3. Click the **Search** button.

Budget Detail Overview

Budget Inquiry Criteria

Select Budget Detail							
Business Unit	Ledger Group	Account	Fund Code	Department	Program Code	Budget Reference	Budget Period
UFOR	APPROP	<input type="text"/>					

4. Enter the **Department ID** (e.g. 16920000) into the Department field.
You can enter of field data if desired.
5. Click the **Search** button.
6. Click the **View Details** link of the desired budget record.
Remember you can only complete Retros within the current Fiscal Year.
7. Confirm funding source contains the appropriate level of funding to cover the Retro.

Navigate to the Department Budget Table USA:

- Navigate through **Nav Bar > Main Menu > Human Resources > Set Up HCM > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA**

Retrieve the DBT entry to be Retro'd:

- On the **Find an Existing Value** tab, enter or Lookup the **Fiscal Year** to identify the budget year to which this distribution is attributed.
 - The fiscal year is July 1 through June 30.
- Enter or Lookup the individual's UFID.
 - You will only see employees associated with the department IDs for which you have security.
- Click the **Search** button.

Find an Existing Value | Add a New Value

▼ Search Criteria

Set ID = ▼ UFLOR 🔍

Department begins with ▼ 🔍

Fiscal Year = ▼ 2019 🔍

Budget Level = ▼ 🔍

Position Pool ID begins with ▼ 🔍

Job Code Set ID begins with ▼ 🔍

Job Code begins with ▼ 🔍

Position Number begins with ▼ 🔍

Empl ID begins with ▼ 57780000 🔍

Empl Record = ▼ 🔍

Name begins with ▼

Last Name begins with ▼

First Name begins with ▼

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-2 of 2 Last

Set ID	Department	Fiscal Year	Budget Level	Position Pool ID	Job Code	Set ID	Job Code	Position Number	Empl ID	Empl Record	Name	Last Name	First Name
UFLOR 16920000		2019	Appointment	(blank)	(blank)	(blank)	(blank)	(blank)	57780000 0		Law, Marshall LI	LI	MIN
UFLOR 16920000		2019	Appointment	(blank)	(blank)	(blank)	(blank)	(blank)	57780000 1		Law, Marshall LI	LI	MIN

- Select the appropriate **Employee Record**.
- Click the **Add a Row** icon in the Level section.

Level Find | View All First 1 of 1 Last

Department
 Position Pool
 Jobcode
 Position
 Appointment

Empl ID 57780000 Law, Marshall
 Empl Record 0
 *Effective Date 07/01/2018 Eff Seq 0 Status Active End Date 06/30/2018 Date Entered 06/23/2018

Earnings Distribution Personalize | Find | First 1 of 1 Last

Combination Code	Distributed	Earning Code Description	Combination Code Description	
Earnings Code	*Sequence Number	*Combination Code	Distribution %	
1	1	0054769	100.000	+ -

14. Click the **Calendar** icon.
15. Choose the appropriate **month** and **day** to which the new date range will take effect. Be sure to start at the beginning of a pay period. In this example, enter December 14, 2018.
16. Enter the appropriate **Combination Code** on the new date range sequence.
17. Click the **Save** button.
18. If you wish to see the two date range sequences, click the **View All** link.

Level Find | View 1 First 1-2 of 2 Last

Department
 Position Pool
 Jobcode
 Position
 Appointment

Empl ID 57780000 Law, Marshall
 Empl Record 0
 *Effective Date 12/14/2018 Eff Seq 0 Status Active End Date 06/30/2018 Date Entered 01/28/2019

Earnings Distribution Personalize | Find | First 1 of 1 Last

Combination Code	Distributed	Earning Code Description	Combination Code Description	
Earnings Code	*Sequence Number	*Combination Code	Distribution %	
1	1	0054770	100.000	+ -

Department
 Position Pool
 Jobcode
 Position
 Appointment

Empl ID 57780000 Law, Marshall
 Empl Record 0
 Effective Date 07/01/2018 Eff Seq 0 Status Active End Date 06/30/2018 Date Entered 06/23/2018

Earnings Distribution Personalize | Find | First 1 of 1 Last

Combination Code	Distributed	Earning Code Description	Combination Code Description	
Earnings Code	Sequence Number	Combination Code	Distribution %	
1	1	0054769	100.000	+ -

You can now see both the original 12/14/2018 DBT entry and the date the Retro was entered.

19. Since the dates used have passed, the Retro notification window will appear, click **OK**.

If this Retro affected grant-related funds, the Payroll Cost Transfer Information form will appear. Complete the form and save to finalize the Retro.