

Understanding the View GL Funding Page

The GL Funding page is used for multiple purposes including:

- Viewing details of where employee costs are being charged
- Troubleshooting suspense account and distribution issues
- Determining if job changes are required

In this topic, you will review the GL Funding page and the information it provides.

Procedure

Navigation Path: [Main Menu](#) > [Payroll for North America](#) > [Payroll Distribution](#) > [Commitment Accounting CAN](#) > [View GL Funding Page](#)

Tip: Add this page to your 'Favorites' for easy navigation if you do not already have a quick link under your **Quick Links** pagelet of your Manager Dashboard.

Refer to the 'PeopleSoft 101' module for details around Understanding the Favorites Menu and how to add a favorite.

1. Within the **GL Funding** page, there are many search criteria fields available for you to use to retrieve the information you require.
2. The **Set ID** field automatically populates with **UOFAB**.

DO NOT change.

Training Guide

Understanding the View GL Funding Page



UNIVERSITY OF ALBERTA Human Capital Management

Home Worklist Add to Favorites Sign out

GL Funding Search/Inquiry Page

New Window Help Personalize

*Set ID UOFAB Position Number

Department Combination Code

Description GL Department

As of Date 05/22/2018 Project/Grant

Empl ID Fund Code

Employee Record Program Code

Name Class Field

Budget Level Indicator Sponsor

Position Pool ID

Search Clear

Select	Department	Description	Budget Level Indicator	Position Pool ID	Position Number	Position Descr	Name	Empl ID	Empl Record	Combination Code	GL Department	Project Grant	Fund Code
1	Select												

- The **As of Date** field automatically populates with the current date and can be changed, if required.

In this example, the As of Date field will be left as is.

UNIVERSITY OF ALBERTA Human Capital Management

Home Worklist Add to Favorites Sign out

GL Funding Search/Inquiry Page

New Window Help Personalize

*Set ID UOFAB Position Number

Department Combination Code

Description GL Department

As of Date 05/22/2018 Project/Grant

Empl ID Fund Code

Employee Record Program Code

Name Class Field

Budget Level Indicator Sponsor

Position Pool ID

Search Clear

Select	Department	Description	Budget Level Indicator	Position Pool ID	Position Number	Position Descr	Name	Empl ID	Empl Record	Combination Code	GL Department	Project Grant	Fund Code
1	Select												

- By entering a Department ID, the search results will provide a list of all employees and positions attached to the Department.

In this example, the **Department ID** 100300 is used.

Note: Always enter search criteria. Never run a search with blank fields.

New Window | Help | Personalize Page

GL Funding Search/Inquiry Page

*Set ID

Department

Description

As of Date

Empl ID

Employee Record

Name

Budget Level Indicator

Position Pool ID

Position Number

Combination Code

GL Department

Project/Grant

Fund Code

Program Code

Class Field

Sponsor

Select	Department	Description	Budget Level Indicator	Position Pool ID	Position Number	Position Descr	Name	Empl ID	Empl Record	Combination Code	GL Department	Project Grant	Fund Code	Pr Co
1														

5. Once you have entered the information into the search criteria field(s), click the **Search** button.
6. The **GL Funding Search/Inquiry** page provides a list of all positions and employees assigned to a department and includes the details of where the employee's costs are charged.

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GL Funding Search/Inquiry Page

*Set ID

Department

Description

As of Date

Empl ID

Employee Record

Name

Budget Level Indicator

Position Pool ID

Position Number

Combination Code

GL Department

Project/Grant

Fund Code

Program Code

Class Field

Sponsor

Select	Department	Description	Budget Level Indicator	Position Pool ID	Position Number	Position Descr	Name	Empl ID	Empl Record	Combination Code	GL Department	Project Grant	Fund Code	Pr Co
1	100300	ALES AFNS General	Position		00017049	Assistant Professor				000022060	100300		210	10F
2	100300	ALES AFNS General	Position		00016972	Tech, Meat Microbiology				000088250	100300	RES0026392	530	0
3	100300	ALES AFNS General	Position		00016885	Project Manager Dairy Genomics				000037085	100300	G099001460	530	0
4	100300	ALES AFNS General	Position		00016864	Project Manager Swine Genomics				000088632	100300	RES0027276	530	0
5	100300	ALES AFNS General	Position		00016791	Research Assistant				000087171	100300	RES0024373	530	0
6	100300	ALES AFNS General	Position		00016733	Research Associate				000085688	100300	RES0021439	530	0
7	100300	ALES AFNS General	Position		00016708	Research Associate				000088806	100300	RES0027499	530	0
8	100300	ALES AFNS General	Position		00016664	TRAS Research Associate D1				000088921	100300	RES0027734	330	0
9	100300	ALES AFNS General	Position		00016657	HNRU Coordinator				000004372	100323		210	0
10	100300	ALES AFNS General	Position		00016608	Research Assistant				000086250	100300	RES0022738	530	0

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- You can use the information provided to determine if something requires correction or updating.

Keep in mind, inactive values will not be shown.

- The details can be sorted by clicking on the column header.

For example, if you are looking for all Chartfield strings with the same Combination Code, click on **Combination Code** column header and the rows will sort by Combo Code, in numerical order.

Select	Department	Description	Budget Level Indicator	Position Pool ID	Position Number	Position Descr	Name	Empl ID	Empl Record	Combination Code	GL Department	Project Grant	Fund Code	Prd Co
1	100300	ALES AFNS General	Position		00017049	Assistant Professor				000022060	100300		210	10F
2	100300	ALES AFNS General	Position		00016972	Tech, Meat Microbiology				000088250	100300	RES0026392	530	0
3	100300	ALES AFNS General	Position		00016865	Project Manager Dairy Genomics				000037085	100300	G099001460	530	0
4	100300	ALES AFNS General	Position		00016864	Project Manager Swine Genomics				000088632	100300	RES0027276	530	0
5	100300	ALES AFNS General	Position		00016791	Research Assistant				000087171	100300	RES0024373	530	0

- The **Budget Level Indicator** will display the level the Department Budget Table has grouped employees with the same Combination Code.

The details can be sorted by Budget Level Indicator.

- To view all employees assigned to a row Budget Level and Combo Code, click the **Select** button.

GL Funding Search/Inquiry Page

*Set ID

Department

Description

As of Date

Empl ID

Employee Record

Name

Budget Level Indicator

Position Pool ID

Position Number

Combination Code

GL Department

Project/Grant

Fund Code

Program Code

Class Field

Sponsor

Select	Department	Description	Budget Level Indicator	Position Pool ID	Position Number	Position Descr	Name	Empl ID	Empl Record	Combination Code	GL Department	Project Grant	Fund Code	Prd Co
1	100300	ALES AFNS General	Position		00017049	Assistant Professor				000022060	100300		210	10F
2	100300	ALES AFNS General	Position		00016972	Tech, Meat Microbiology				000088250	100300	RES0026392	530	0
3	100300	ALES AFNS General	Position		00016865	Project Manager Dairy Genomics				000037085	100300	G099001460	530	0
4	100300	ALES AFNS General	Position		00016864	Project Manager Swine Genomics				000088632	100300	RES0027276	530	0
5	100300	ALES AFNS General	Position		00016791	Research Assistant				000087171	100300	RES0024373	530	0

11. In this example, there is only one employee with the unique Combination Code of 000088250 at the Position Level.

Position Level

Department 100300 Description ALES AFNS General

Position Number 00016972 Tech, Meat Microbiology

Earnings Code	Description	Percent of Distribution	Combination Code	GL Department	Project/Grant	Fund Code	Program Code	Class Field	Sponsor
1		100.000	000088250	100300	RES0026392	530	0	0	MULTI

Employees with Position Level Funding

Employee Name	Employee ID	Employee Record
1 Mewtofm Tetg	0360578	0


[Return to Search](#)

12. This page also includes the Chartfield string, which is where the employee's costs are charged.

To exit this page, click the **Return to Search** button.

13. To export the information from the page to an Excel spreadsheet, click the **Download** button.



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GL Funding Search/Inquiry Page

*Set ID

Department

Description

As of Date

Empl ID

Employee Record

Name

Budget Level Indicator

Position Pool ID

Position Number

Combination Code

GL Department

Project/Grant

Fund Code

Program Code

Class Field

Sponsor

Select	Department	Description	Budget Level Indicator	Position Pool ID	Position Number	Position Descr	Name	Empl ID	Empl Record	Combination Code	GL Department	Project Grant	Fund Code	Pr Co
1	<input type="button" value="Select"/>	100300	ALES AFNS General	Position	00017265	Research Assoc Swine Genomics				000095658	100300	RES0030272	530	0
2	<input type="button" value="Select"/>	100300	ALES AFNS General	Position	00017122	Wheat Research Technician				000094403	100300	RES0027087	530	0
3	<input type="button" value="Select"/>	100300	ALES AFNS General	Position	00017081	Research Associate				000095415	100300	RES0029585	530	0
4	<input type="button" value="Select"/>	100300	ALES AFNS General	Position	00017049	Assistant Professor				000096910	100300		210	100

14. Another way to search for information is to use the **Budget Level Indicator** field.

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Understanding the View GL Funding Page



- Click the button to the right of the **Budget Level Indicator** field.
- A list of Budget Level Indicators is provided.

- In this example, click the **Department** list item.
- Click the **Search** button.
- To view which employees have been assigned to this Department at the Department Budget Level, click the **Select** button.
- This page reveals the following information that applies to all of the employees listed in the detail area.

- Combination Code
 - Chartfield String the Combination Code represents
 - Percentage of distribution.
- In this example, 100% of earnings is distributed to Combination Code '000097277'.

Department Level									
Department		ALES AFNS General							
100300									
Personalize Find View All First 1 of 1 Last									
Earnings Code	Descr	Percent of Distribution	Combination Code	GL Department	Project/Grant	Fund Code	Program Code	Class Field	Sponsor
1		100.000	000097277	100300		210	0	0	

Employees with Department Level Funding			Personalize Find View All First 1-10 of 57 Last		
Employee Name	Employee ID	Employee Record			
1 Blivpuag,Lutpe	1524184	0			

21. In this example, 57 employees are listed at the Department Budget Level who all share the same Combination Code.

To see all 57 records, click the 'View All' option.

Department Level

Department 100300 ALES AFNS General

Personalize | Find | View All | | First

Earnings Code	Descr	Percent of Distribution	Combination Code	GL Department	Project/Grant	Fund Code	Program Code	Class Field	Sponsor
1		100.000	000097277	100300		210	0	0	

Employees with Department Level Funding Personalize | Find | View All | | First 1-10 of 57 | Last

Employee Name	Employee ID	Employee Record
1 Bivpuqg,Lutpe	1524184	0
2 Qpowk,Gukq	1524027	0
3 Hijju,Mdis	1523644	0
4 Nyooqo,Huhmioq Oqocisjow	1450333	0
5 Xiwdqo,Xirowas	1376876	0
6 Weyoie,Dois	1366773	0
7 Ruqqusi,Wosnirus	1366771	0
8 Iqqim,Oris	1282428	0
9 Cosxo,Fiymowuso Oss	1266370	1
10 Oupos,Dejj HhGois	1230741	0

[Return to Search](#)

22. To exit this page, click the **Return to Search** button.

23. You are returned to the **GL Funding Search/Inquiry** page and can continue viewing information using different search criteria.

GL Funding Search/Inquiry Page

*Set ID

Department

Description

As of Date

Empl ID

Employee Record

Name

Budget Level Indicator

Position Pool ID

Position Number

Combination Code

GL Department

Project/Grant

Fund Code

Program Code

Class Field

Sponsor

[Search](#) [Clear](#)

Select	Department	Description	Budget Level Indicator	Position Pool ID	Position Number	Position Descr	Name	Empl ID	Empl Record	Combination Code	GL Department	Project Grant	Fund Code	Program Code	Class Field
1 Select	100300	ALES AFNS General	Department							000097277	100300		210	0	0

Personalize | Find | View All |

Congratulations! You have completed the training on Understanding the View GL Funding Page.

For reference materials and more tutorials please see the links provided below.

End of Procedure.



For **Employees**, all PeopleSoft HCM Learning Reference Materials are available within the Faculty & Staff website under the applicable sections of the Employee Self Service web page (<https://www.ualberta.ca/faculty-and-staff/my-employment/employee-self-service>).



For **HR Professionals**, all PeopleSoft HCM Learning Reference Materials are available within the Human Resource Services website under the PeopleSoft Training web page (<https://www.ualberta.ca/human-resource-services/managing-administration/peoplesoft-training>).



Refer to the Online Learning web page (<https://www.ualberta.ca/human-resource-services/managing-administration/peoplesoft-training/online-learning>) within the Human Resource Services website for all Online Tutorials and videos.