



HRIS Job Role Training

Agency Account Template

Forms: ZS04

Introduction

The Agency Account Template (ZS04) form is used to create account templates that define various labor distribution accounts which employees will use on Employee Time Entry Labor Distribution form (ZS37). Once the account templates are created on the ZS04 form, employees can then login to ETE and select the labor distribution information which will then be transmitted to HRIS payroll and accounting for processing and payment, ensuring the correct ERE charges are reported to AFIS.

An account template can be created at Agency, Process Level, or Department level. If a template is created at the agency level, then only the agency field is filled in. If at the Process Level, then Agency and Process Level must be filled in. If the template is to be created at the Department level, then Agency, Process Level and Department must be filled in on the form. The templates that are created will display for the employee based on their Agency, Process Level or Department.

ZS04 – Agency Account Template

NOTE: First step to entering an Account Template is to decide if you want the template to appear under employee’s Agency, Process Levels or Department. Once you have decided this, then you can begin. If the template is to be created at the Department level, then Agency, Process Level and Department must be filled in on the form. The templates that are created will display for the employee based on their Agency, Process Level or Department.

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	Company	R	Type 1 in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
2	Agency	R	Type/Click the Agency you are reporting on if	System will display a drop down menu	See note above

			applicable and then click Inquire to determine if templates exist.	of the Agency you have security access to.	
3	Process Level	R	Type/Click the Process Level you are reporting on if applicable and then click Inquire to determine if templates exist.	System will display a drop down menu of the Process Levels you have security access to.	See note above
4	Department	O	Type/Click the Department you are reporting on if applicable and then click Inquire to determine if templates exist.	System will display a drop down menu of the Departments you have security access to.	See note above
5	FC (Function Code)	R	Select the Function Code (Add / Change / Delete)		
6	Account Template	R	Enter Account Template Name		This name must be unique. If the name you have entered is not unique, the system will provide an error.
7	Description	R	Enter a Account Template Description		
8	AFund	R	Select the AFund (or GL Company). Only AFunds that are available to your agency will display in the drop down box.		
9	Acc Unit / Index	R	Select the Accounting Unit or Index . Only active accounting units that have the first two characters equal to the agency code. i.e. – Department of Administration = AD will display.		Accounting unit must exist for company, be active, and be a posting accounting unit
10	AY	R	Enter the Appropriation Year that you want the funds to be deducted from.		If you leave this value blank, when the employee selects this template in ETE, the AY will default from employees current POSITION record in XP02 / ZP02.
11	Activity / PCA	R	Select the Activity / PCA . Only active activities that have the first two characters equal to the agency code. i.e. – Department of Administration = AD will		

			display.		
12	Account Category	R	Select the Account Category. Only active account categories that the first two characters equal to the agency code. i.e. – Department of Administration = AD.		If left blank will default from EMPLOYEE record (HR11-Pay Tab). Also the GL Company must exist and be active
13	Add / Change	R	Click Add to add a new template or Change if you are modifying an existing template	Message in lower left corner “Add-Complete; Continue”.	

NOTE: Once the account template is created, the employee can immediately select on the ETE Time Record.