

Review & Modify ChartField Strings on the Department Budget Table in PayServ

The PayServ conversion to the SFS Chart of Accounts has resulted in changes to how budget information is stored in PayServ. Agency users will now use the Department Budget Table to review and modify existing chartfield strings for specific Position Pools. This is also where chartfield strings can be assigned to new Position Pool IDs.

- To review a position pool on the Department Budget Table, go to: **Set Up HRMS> Product Related> Commitment Accounting> Budget Information> Department Budget Table USA.**
- Enter the **Department (1)**, **Fiscal Year (2)**, select Position Pool ID from the **Budget Level (3)** drop-down menu if not already defaulted in, and enter the **Position Pool ID (4)** to be reviewed/modified.
- Click **Search (5)**.

The screenshot displays the 'Department Budget Table USA' search interface. At the top, there is a breadcrumb trail: 'Favorites | Main Menu > Set Up HRMS > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA'. Below the title, there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. A 'Search Criteria' section contains the following fields:

- Set ID:** = dropdown, text input 'SHARE', magnifying glass icon (arrow 1).
- Department:** begins with dropdown, text input '02000', magnifying glass icon (arrow 2).
- Fiscal Year:** = dropdown, text input '2015', magnifying glass icon (arrow 3).
- Budget Level:** = dropdown, dropdown menu 'Position Pool ID', magnifying glass icon (arrow 4).
- Position Pool ID:** begins with dropdown, text input 'OSC', magnifying glass icon (arrow 5).
- Job Code Set ID:** begins with dropdown, text input, magnifying glass icon.
- Job Code:** begins with dropdown, text input, magnifying glass icon.
- Position Number:** begins with dropdown, text input, magnifying glass icon.
- Empl ID:** begins with dropdown, text input, magnifying glass icon.
- Empl Record:** = dropdown, text input, magnifying glass icon.

Below the search criteria, there is a checkbox for 'Include History' and a text input for 'Limit the number of results to (up to 300): 300'. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. A red arrow points to the 'Search' button (arrow 5). At the very bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

- The Dept Budget Date page is displayed.
- Select the **Dept Budget Earnings** tab – this is where agencies will now assign all Position Pool IDs to the ChartField strings currently mapped on the Chart of Accounts profile in the Statewide Financial System (SFS).

No changes have been made to this Position Pool, as shown by the **Effective Date (1)**, which is the 1st date of the 1st pay period of Fiscal Year 2014. Notice that the **Status (2)** is Active, and the **Distribution % (3)** is 100.

- Click the **Update ChartFields (4)** hyperlink to view the ChartField Details page.

The screenshot displays the 'Department Budget Table USA' interface. At the top, navigation tabs include 'Dept Budget Date', 'Dept Budget Earnings', 'Dept Budget Deductions', 'Dept Budget Taxes', and 'Dept Budget Actuals'. The 'Dept Budget Earnings' tab is active, showing details for Set ID: SHARE, Department: 02000, OSC, Fiscal Year: 2015, Budget Begin Date: 03/18/2015, Offset Group: 99999, and Budget End Date: 03/17/2016. The 'Budget Cap' section is set to 'Per Budget Level'. Below this, the 'Level' section is set to 'Position Pool'. The 'Position Pool ID' is 'TST' and the 'Effective Date' is '03/18/2015' (highlighted with a red circle and arrow labeled '1'). The 'Status' is 'Active' (highlighted with a red circle and arrow labeled '2'). The 'Budget Level Cap' is '0.00'. The 'Earnings Distribution' table shows a single row with 'Distribution %' of '100.000' (highlighted with a red circle and arrow labeled '3') and 'Update ChartFields' links (highlighted with a red circle and arrow labeled '4').

- The Chartfield Details page is displayed.
- Here you can review the SFS Chartfield Values (if populated):
 - **Budgetary Chartfields (5)**
 - Department
 - Account
 - Program Code
 - Fund Code
 - Budget Reference
 - **Project Chartfields (6)**
 - Business Unit PC – *Required only if using a Project /Grant*
 - Project /Grant – *Required only if using Project /Grant*
 - Activity ID – *Required only if using a Project /Grant*
 - The following values are optional chartfields and are only used for agency reporting needs.
 - **Optional Chartfields (7)**
 - Operating Unit
 - Class Field
 - Affiliate
 - Fund Affiliate
 - Chartfield 1

- Chartfield 2
- Chartfield 3
- Product

ChartField Details

Search Options
 Combination Codes

Business Unit: OSC01

Budgetary ChartFields ← 5

Department	Account	Program Code	Fund Code	Budget Reference
3050201	50101	81515	10050	2015-16

Project ChartFields ← 6

Business Unit PC	Project/Grant	Activity ID	Resource Type	Resource Category	Resource Sub-Category

Optional ChartFields ← 7

Operating Unit	Class Field	Affiliate	Fund Affiliate	Chartfield 1	Chartfield 2	Chartfield 3	Product
100052							

← 8

- To update this Position Pool with new ChartField strings select the **Return (8)** button to return to the **Dept Budget Earnings** tab.
- The Dept Budget Earnings tab is displayed.

Dept Budget Date | **Dept Budget Earnings** | Dept Budget Deductions | Dept Budget Taxes | Dept Budget Actuals

Set ID: SHARE Department: 02000 OSC Fiscal Year: 2015
 Budget Begin Date: 03/18/2015 Offset Group: 99999
 Budget End Date: 03/17/2016

Budget Cap
 Per Budget Level Per Earn/Tax/Ded

Level
 Department Position Pool Jobcode Position Appointment ← 9

Position Pool ID: TST TEST POOL COA
 *Effective Date: 03/18/2015 Eff Seq: 0 *Status: Active Date Entered: 02/23/2015
 Budget Level Cap: 0.00 *Currency: USD

Earnings Distribution
 Accounting | **Budgetary ChartFields** | Project ChartFields | Optional ChartFields

	Distribution %	Funding End Date	Update ChartFields	Distributed
1	100.000		Update ChartFields	<input type="checkbox"/>

Dept Budget Date | Dept Budget Earnings | Dept Budget Deductions | Dept Budget Taxes | Dept Budget Actuals

- Click the **plus sign (9)** to add new information.

The **Effective Date (10)** defaults to the pay period begin date of the next unconfirmed pay period for your agency. Use the **Lookup (11)** feature view a list of every pay period begin date for your Department and Pay Cycle.

- Change the **Distribution % (12)**, if desired.

Dept Budget Date | Dept Budget Earnings | Dept Budget Deductions | Dept Budget Taxes | Dept Budget Actuals

Set ID: SHARE Department: 02000 OSC Fiscal Year: 2015
 Budget Begin Date: 03/18/2015 Offset Group: 99999 Budget Cap
 Budget End Date: 03/17/2016 Per Budget Level Per Earn/Tax/Ded

Level Find | View All | First 1 of 2 Last
 Department Position Pool Jobcode Position Appointment

Position Pool ID: TST TEST POOL COA
 *Effective Date: 03/26/2015 Eff Seq: 0 *Status: Active Date Entered: 04/03/2015
 Budget Level Cap: 0.00 *Currency: USD

Earnings Distribution Find | View All | First 1 of 1 Last
 Accounting | Budgetary ChartFields | Project ChartFields | Optional ChartFields

	Distribution %	Funding End Date	Update ChartFields	Distributed
1	100.000		Update ChartFields	<input type="checkbox"/>

Save Return to Search Previous in List Next in List Add Update/Display Include History

Dept Budget Date | Dept Budget Earnings | Dept Budget Deductions | Dept Budget Taxes | Dept Budget Actuals

- Click the **Update ChartFields (13)** hyperlink to view the ChartField Details page.
- The Chartfield Details page is displayed.

- The existing Chartfield information is shown. All Budgetary ChartFields are available to be updated. Project ChartFields and Optional ChartFields can also be added/updated at this point.
- Make your changes to the appropriate ChartFields and select **Ok (14)** when complete.

ChartField Details

Search Options
 Combination Codes
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Business Unit:

Budgetary ChartFields				
*Department	*Account	*Program Code	*Fund Code	*Budget Reference
<input type="text" value="3050201"/>	<input type="text" value="50101"/>	<input type="text" value="81515"/>	<input type="text" value="10050"/>	<input type="text" value="2015-16"/>

Project ChartFields					
Business Unit PC	Project/Grant	Activity ID	Resource Type	Resource Category	Resource Sub-Category
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Optional ChartFields							
Operating Unit	Class Field	Affiliate	Fund Affiliate	Chartfield 1	Chartfield 2	Chartfield 3	Product
<input type="text" value="100052"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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- If you don't know what ChartField combinations are available to use, click the **Search (15)** button on the ChartField Details page to view other available combinations.
- The Search Combination Codes page is displayed. The **Program (16)** and **Fund Code (17)** fields must be populated in order to use this Search.)

Search Combination Codes

Search by ChartFields

Department: Affiliate: Project/Grant:

Account: Fund Affiliate: Activity ID:

*Program Code: 16 Product: Resource Type:

*Fund Code: 17 Chartfield 1: Resource Category:

Budget Reference: Chartfield 2: Resource Sub-Category:

Operating Unit: Chartfield 3:

Class Field: Business Unit PC:

Combination Code / ChartFields								
	Select	Account	Department	Project/Grant	Product	Fund Code	Program Code	Class Field
1	<input type="button" value="Select"/>	50101	3050201			10050	81515	

- Clear the **Department (18)** field and select **Search (19)** to view all available combinations.

Search Combination Codes

Search by ChartFields

Department: ← 18

Account:

*Program Code: ← 16

*Fund Code: ← 17

Budget Reference:

Operating Unit:

Class Field: ← 19

Affiliate:

Fund Affiliate:

Product:

Chartfield 1:

Chartfield 2:

Chartfield 3:

Business Unit PC:

Project/Grant:

Activity ID:

Resource Type:

Resource Category:

Resource Sub-Category:

Combination Code / ChartFields

	Select	Account	Department	Project/Grant	Product	Fund Code	Program Code	Class Field	A
1	<input type="button" value="Select"/> ← 20	50101	1140237			10050	81515		
2	<input type="button" value="Select"/>	50101	1140270			10050	81515		
3	<input type="button" value="Select"/>	50101	1140271			10050	81515		
4	<input type="button" value="Select"/>	50101	1140272			10050	81515		
5	<input type="button" value="Select"/>	50101	1140275			10050	81515		
6	<input type="button" value="Select"/>	50101	1140279			10050	81515		

- Click **Select (20)** to choose one of the combinations.
- Your selected ChartField combinations will automatically fill in.

ChartField Details

Search Options

Combination Codes

Business Unit:

Budgetary ChartFields

*Department	*Account	*Program Code	*Fund Code	*Budget Reference
<input type="text" value="1140237"/>	<input type="text" value="50101"/>	<input type="text" value="81515"/>	<input type="text" value="10050"/>	<input type="text" value="2015-16"/>

Project ChartFields

Business Unit PC	Project/Grant	Activity ID	Resource Type	Resource Category	Resource Sub-Category
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Optional ChartFields

Operating Unit	Class Field	Affiliate	Fund Affiliate	Chartfield 1	Chartfield 2	Chartfield 3	Product
<input type="text" value="108050"/>	<input type="text"/> ← 21	<input type="text"/>	<input type="text"/>	<input type="text" value="15959"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Select **Ok (21)** when all changes are complete and **Save** your changes.

- The Dept Budget Earnings Page is displayed.
- Click the **Budgetary ChartFields (22)** tab under **Earnings Distribution (23)** to view the changes.

Dept Budget Date | Dept Budget Earnings | Dept Budget Deductions | Dept Budget Taxes | Dept Budget Actuals

Set ID: SHARE Department: 02000 OSC Fiscal Year: 2015
 Budget Begin Date: 03/18/2015 Offset Group: 99999
 Budget End Date: 03/17/2016

Budget Cap
 Per Budget Level Per Earn/Tax/Ded

Level Find | View All First 1 of 1 Last

Department Position Pool Jobcode Position Appointment + -

Position Pool ID: OSC OSC SAMPLE POOL
 *Effective Date: 03/26/2015 Eff Seq: 0 *Status: Active Date Entered: 04/03/2015
 Budget Level Cap: 0.00 *Currency: USD

Earnings Distribution Find | View All First 1 of 1 Last

Accounting | Budgetary ChartFields | Project ChartFields | Optional ChartFields

Department	Account	Program Code	Fund Code	Budget Reference
1 3050201	50101	81515	10050	2015-16

You can now split the **Distribution % (24)** into up to 8 splits. Each split can be assigned its own ChartField strings, as outlined above, but the total Distribution % must add up to 100%.

- Click the **plus sign (25)** to add additional splits.

Dept Budget Date | Dept Budget Earnings | Dept Budget Deductions | Dept Budget Taxes | Dept Budget Actuals

Set ID: SHARE Department: 02000 OSC Fiscal Year: 2015
 Budget Begin Date: 03/18/2015 Offset Group: 99999
 Budget End Date: 03/17/2016

Budget Cap
 Per Budget Level Per Earn/Tax/Ded

Level Find | View All First 1 of 2 Last

Department Position Pool Jobcode Position Appointment + -

Position Pool ID: OSC OSC SAMPLE POOL
 *Effective Date: 04/09/2015 Eff Seq: 0 *Status: Active Date Entered: 04/06/2015
 Budget Level Cap: 0.00 *Currency: USD

Earnings Distribution Find | View All First 1-3 of 3 Last

Accounting | Budgetary ChartFields | Project ChartFields | Optional ChartFields

	Distribution %	Funding End Date	Update ChartFields	Distributed
1	60.000		Update ChartFields	<input type="checkbox"/>
2	20.000		Update ChartFields	<input type="checkbox"/>
3	20.000		Update ChartFields	<input type="checkbox"/>

Save Return to Search Add Update/Display Include History

Dept Budget Date | Dept Budget Earnings | Dept Budget Deductions | Dept Budget Taxes | Dept Budget Actuals

- Be sure to **Save (26)** your changes before leaving this page.