

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

The PayServ **Department Budget Table USA** is used to maintain position pool funding. Agency users can 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 HCM> 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)** dropdown menu if not already defaulted in, and enter the **Position Pool ID (4)** to be reviewed/modified.
- Select **Search (5)**.

The screenshot shows the 'Department Budget Table USA' search interface. At the top, there is a header with the system name 'Payserv - The NYS Payroll System' and the user name 'Thomas P. DiNapoli, State Comptroller'. Below the header is a search bar with the text 'Search in Menu'. The main content area is titled 'Department Budget Table USA' and contains a search form. The form has a header that says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two dropdown menus for 'Recent Searches' and 'Saved Searches'. The search form itself consists of several rows of fields, each with a dropdown menu and a search box. The fields are: '^Set ID' (dropdown: '=', search: 'SHARE'), 'Department' (dropdown: 'begins with', search: ''), 'Fiscal Year' (dropdown: '=', search: ''), 'Budget Level' (dropdown: '=', search: ''), 'Position Pool ID' (dropdown: 'begins with', search: ''), 'Job Code Set ID' (dropdown: 'begins with', search: ''), 'Job Code' (dropdown: 'begins with', search: ''), 'Position Number' (dropdown: 'begins with', search: ''), 'Empl ID' (dropdown: 'begins with', search: ''), and 'Empl Record' (dropdown: '=', search: ''). Below the search fields are two checkboxes: 'Include History' and 'Correct History'. At the bottom of the form are three buttons: 'Search', 'Clear', and 'Save Search'. Red arrows point to the following fields: 1 points to the Department search box, 2 to the Fiscal Year search box, 3 to the Budget Level dropdown, 4 to the Position Pool ID search box, and 5 to the Search button.

- 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 (6)**, which is the 1<sup>st</sup> date of the 1<sup>st</sup> pay period of Fiscal Year 2024. Notice that the **Status (7)** is Active, and the **Distribution % (8)** is 100.

- Select the **Update ChartFields (9)** hyperlink to view the ChartField Details page.

Dept Budget Date    Dept Budget Defaults    **Dept Budget Earnings**    Dept Budget Deductions    Dept Budget Taxes

---

Set ID    SHARE    Department    02000    OSC    Fiscal Year    2024

Budget Begin Date    03/18/2024    Offset Group    99999    **Budget Cap**

Budget End Date    03/17/2025     Per Budget Level     Per Earn/Tax/Ded

---

**Level**    [Search]    [1 of 1]    [View All]

Department     Position Pool     Jobcode     Position     Appointment    [+ -]

Position Pool ID    007    STAFF SUPPORT BUFFALO    \*Effective Date    03/18/2024    Eff Seq    0    \*Status    Active    Date Entered    03/21/2024

Budget Level Cap    0.00    \*Currency    USD    [Search]

**Earnings Distribution**    [Search]    [1-1 of 1]    [View All]

**Accounting**    Budgetary ChartFields    Project ChartFields    Optional ChartFields    [Filter]

	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]    [Notify]    [Add]    [Update/Display]    [Include History]    [Correct History]

- The Chartfield Details page is displayed.
- Here you can review the SFS Chartfield Values (if populated):
  - **Budgetary Chartfields (10)**
    - Department
    - Account
    - Program Code
    - Fund Code
    - Budget Reference
  - **Project Chartfields (11)**
    - 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 (12)**
      - Operating Unit

- Class Field
- Affiliate
- Fund Affiliate
- Chartfield 1
- Chartfield 2
- Chartfield 3
- Product

Business Unit:

Search Options:  Combination Codes

**Budgetary ChartFields** ← 10

*Department	Account	*Program Code	*Fund Code	*Budget Reference
<input type="text" value="3050203"/>	<input type="text" value="50101"/>	<input type="text" value="12762"/>	<input type="text" value="10050"/>	<input type="text" value="2024-25"/>

**Project ChartFields** ← 11

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** ← 12

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

← 13

- To update this Position Pool with new ChartField strings select the **Return (13)** button to return to the **Dept Budget Earnings** tab.
- The Dept Budget Earnings tab is displayed.

Dept Budget Date    Dept Budget Defaults    **Dept Budget Earnings**    Dept Budget Deductions    Dept Budget Taxes

---

Set ID    SHARE    Department    02000    OSC    Fiscal Year    2024

Budget Begin Date    03/18/2024    Offset Group    99999    **Budget Cap**

Budget End Date    03/17/2025     Per Budget Level     Per Earn/Tax/Ded

---

**Level**    [Q] | < < 1 of 1 > > | View All

Department     Position Pool **15**     Jobcode     Position     Appointment

Position Pool ID    007    STAFF SUPPORT BUFFALO    **14** →

\*Effective Date    03/18/2024    [Q] **16**    Eff Seq    0    \*Status    Active    Date Entered    03/21/2024

Budget Level Cap    0.00    \*Currency    USD    [Q]

**Earnings Distribution**

[Q]    < < 1-1 of 1 > >

**Accounting**    Budgetary ChartFields    Project ChartFields    Optional ChartFields    [H]

	Distribution %	Funding End Date	Update ChartFields	Distributed	
1	100.000	<b>17</b> →	<a href="#">Update ChartFields</a> <b>18</b> →	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>

                              

- Select the **plus sign (14)** to add new information.

The **Effective Date (15)** defaults to the pay period begin date of the next unconfirmed pay period for your agency. Use the **Lookup (16)** feature view a list of every pay period begin date for your Department and Pay Cycle.

- Change the **Distribution % (17)**, if desired.
- Select the **Update ChartFields (18)** 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 (19)** when complete.

**ChartField Details**

Business Unit:

**Search Options**

Combination Codes

**20**

**Budgetary ChartFields**

*Department	Account	*Program Code	*Fund Code	*Budget Reference
<input type="text" value="3050206"/>	<input type="text" value="50101"/>	<input type="text" value="12762"/>	<input type="text" value="10050"/>	<input type="text" value="2024-25"/>

**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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**19**

- If you don't know what ChartField combinations are available to use, select the **Search (20)** button on the ChartField Details page to view other available combinations.
- The Search Combination Codes page is displayed. The **Program (21)** and **Fund Code (22)** fields must be populated in order to use this Search.)

**Search Combination Codes**

Combination Code

**Search by ChartFields**

Department	<input type="text" value="3050206"/>	Affiliate	<input type="text"/>	Project/Grant	<input type="text"/>
Account	<input type="text" value="50101"/>	Fund Affiliate	<input type="text"/>	Activity ID	<input type="text"/>
Program Code	<input type="text" value="12762"/>	Product	<input type="text"/>	Resource Type	<input type="text"/>
Fund Code	<input type="text" value="10050"/>	Chartfield 1	<input type="text"/>	Resource Category	<input type="text"/>
Budget Reference	<input type="text" value="2024-25"/>	Chartfield 2	<input type="text"/>	Resource Sub-Category	<input type="text"/>
Operating Unit	<input type="text"/>	Chartfield 3	<input type="text"/>		
Class Field	<input type="text"/>	Business Unit PC	<input type="text"/>		

**Combination Code / ChartFields**

Select	Combo Code	Account	Department	Project/Grant	Product	Fund Code	Program Code
1 <input type="button" value="Select"/>	OSC010000218307	50101	3050206			10050	12762

- Clear the **Department (23)** field and select **Search (24)** to view all available combinations.

**Search Combination Codes**

Combination Code

**Search by ChartFields**

Department	<input type="text"/>	<input type="button" value="Q"/>	Affiliate	<input type="text"/>	<input type="button" value="Q"/>	Project/Grant	<input type="text"/>	<input type="button" value="Q"/>
Account	50101	<input type="button" value="Q"/>	Fund Affiliate	<input type="text"/>	<input type="button" value="Q"/>	Activity ID	<input type="text"/>	<input type="button" value="Q"/>
Program Code	12762	<input type="button" value="Q"/>	Product	<input type="text"/>	<input type="button" value="Q"/>	Resource Type	<input type="text"/>	<input type="button" value="Q"/>
Fund Code	10050	<input type="button" value="Q"/>	Chartfield 1	<input type="text"/>	<input type="button" value="Q"/>	Resource Category	<input type="text"/>	<input type="button" value="Q"/>
Budget Reference	2024-25	<input type="button" value="Q"/>	Chartfield 2	<input type="text"/>	<input type="button" value="Q"/>	Resource Sub-Category	<input type="text"/>	<input type="button" value="Q"/>
Operating Unit	<input type="text"/>	<input type="button" value="Q"/>	Chartfield 3	<input type="text"/>	<input type="button" value="Q"/>			
Class Field	<input type="text"/>	<input type="button" value="Q"/>	Business Unit PC	<input type="text"/>	<input type="button" value="Q"/>			

**23** (arrow pointing to Department field)

**24** (arrow pointing to Search button)

**Combination Code / ChartFields**

	Select	Combo Code	Account	Department	Project/Grant	Product	Fund Code
1	<input type="button" value="Select"/>	OSC010000218296	50101	3050201			10050
2	<input type="button" value="Select"/>	OSC010000218299	50101	3050202			10050
3	<input type="button" value="Select"/>	OSC010000218303	50101	3050203			10050

**25** (arrow pointing to Select button in row 1)

- Select **Select (25)** to choose one of the combinations.
- Your selected ChartField combinations will automatically fill in.

**ChartField Details**

Business Unit:

**Search Options**

Combination Codes

**Budgetary ChartFields**

*Department	Account	*Program Code	*Fund Code	*Budget Reference
3050206	50101	12762	10050	2024-25

**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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**26** (arrow pointing to Ok button)

- Select **Ok (26)** when all changes are complete and **Save** your changes.
- The Dept Budget Earnings Page is displayed.
- Select the **Budgetary ChartFields (27)** tab under **Earnings Distribution (28)** to view the changes.

Dept Budget Date    Dept Budget Defaults    **Dept Budget Earnings**    Dept Budget Deductions    Dept Budget Taxes

---

Set ID    SHARE    Department    02000    OSC    Fiscal Year    2024

Budget Begin Date    03/18/2024    Offset Group    99999    **Budget Cap**

Budget End Date    03/17/2025     Per Budget Level     Per Earn/Tax/Ded

---

**Level**    [Search]    |    <    >    |    1 of 1    |    View All

Department     Position Pool     Jobcode     Position     Appointment    [+]    [-]

Position Pool ID    007    STAFF SUPPORT BUFFALO    \*Effective Date    03/18/2024    [Search]    Eff Seq    0    \*Status    Active    [v]    Date Entered    03/21/2024

Budget Level Cap    0.00    \*Currency    USD    [Search]

**Earnings Distribution**    ← 28

[Search]    [v]    |    <    >    |    1-1 of 1    |    >    >    |    View All

Accounting    **Budgetary ChartFields**    ← 27    Project ChartFields    Optional ChartFields    [v]

	Department	Account	Program Code	Fund Code	Budget Reference		
1	3050206	50101	12762	10050	2024-25	[+]	[-]

You can now split the **Distribution % (29)** 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%.

- Select the **plus sign (30)** to add additional splits.

Dept Budget Date    Dept Budget Defaults    **Dept Budget Earnings**    Dept Budget Deductions    Dept Budget Taxes

---

Set ID    SHARE    Department    02000    OSC    Fiscal Year    2024

Budget Begin Date    03/18/2024    Offset Group    99999    **Budget Cap**

Budget End Date    03/17/2025     Per Budget Level     Per Earn/Tax/Ded

---

**Level**    [Search]    |    <    >    |    1 of 1    |    View All

Department     Position Pool     Jobcode     Position     Appointment    [+]    [-]

Position Pool ID    007    STAFF SUPPORT BUFFALO    \*Effective Date    03/18/2024    [Search]    Eff Seq    0    \*Status    Active    [v]    Date Entered    03/21/2024

Budget Level Cap    0.00    \*Currency    USD    [Search]

**Earnings Distribution**

[Search]    [v]    |    <    >    |    1-3 of 3    |    >    >    |    View All

Accounting    **Budgetary ChartFields**    ← 29    Project ChartFields    Optional ChartFields    [v]

	Distribution %	Funding End Date	Update ChartFields	Distributed		
1	<input type="text" value="70.000"/>		<a href="#">Update ChartFields</a>	<input type="checkbox"/>	[+]	[-]
2	<input type="text" value="10.000"/>		<a href="#">Update ChartFields</a>	<input type="checkbox"/>	[+]	[-]
3	<input type="text" value="20.000"/>		<a href="#">Update ChartFields</a>	<input type="checkbox"/>	[+]	[-]

← 31

[Save]    [Return to Search]    [Previous in List]    [Next in List]    [Notify]    [Add]    [Update/Display]    [Include History]    [Correct History]

- Be sure to **Save (31)** your changes before leaving this page.