New York State Office of the State Comptroller
Bureau of State Payroll Services
PayServ Conversion to Statewide Financial System (SFS) Chart of Accounts (COA)

# Add ChartField Strings for a New Position Pool ID

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 assign ChartField strings to new Position Pool IDs.

- To add ChartField strings to a new Position Pool ID, **Set Up HRMS> Product Related> Commitment Accounting> Budget Information> Department Budget Table USA.**
- Click the Add a New Value hyperlink or tab on the top of the page.
- 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 new **Position Pool ID (4)**.
- Click **Add (5).**



- The Department Budget Date page is displayed.
- Select the Department **Dept Budget Earnings (6)** tab – this is where you 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).

The **Effective Date (7)** defaults to the next pay period begin date for your agency, but must be the same Effective Date used for the new Position Pool. Adjust the **Effective Date (7)** if necessary (only pay period beginning dates will be available to use).

- Set the **Distribution % (8)** - This value will must equal 100%.
- Click the **Update ChartFields (9)** hyperlink to view the ChartField Details page.
- The Chartfield Details page is displayed.



- Enter your **Business Unit (10).**
- Enter the ChartField values as provided to you by your Budget or Human Resources Office:

- o The following values are required chartfields and must be entered in order to save the record.
    - **Budgetary Chartfields (11)**
        - Department
        - Account
        - Program Code
        - Fund Code
        - Budget Reference
    - **Project Chartfields (12)**
        - 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*
- o The following values are optional chartfields and are only used for agency reporting needs.
    - **Optional Chartfields (13)**
        - Operating Unit
        - Class Field
        - Affiliate
        - Fund Affiliate
        - Chartfield 1
        - Chartfield 2
        - Chartfield 3
        - Product
- Use the Lookup feature on each individual field to view available values, if needed.
- If you do not need to look up additional valid chartfield strings, you can click **OK (17)** to continue back to the Dept Budget Earnings page.

- Use the **Search (14)** feature to lookup any other combinations that are available to use (if needed).
- The Search Combination Codes page is displayed.
- The below illustration is where you will be able to include any combinations of chartfield values and **Search (15)** to get a list of valid strings.
- Click **Select (16)** next to any of the codes you would like to use and they will populate into the Chartfield Details page.

- The Chartfield Details page is displayed.
- Click **Ok (17)**. The ChartField string will be validated in PayServ. If the string does not exist in PayServ it will be validated in SFS. An error message will display if the ChartField string is invalid.



- The Department Budget Earnings page is displayed.
- If you only need one chartfield string for that Position Pool, click **Save (18)** on the Department Budget Earnings record for the new effective date. If you need more than one chartfield string for that Position Pool, do not save and proceed with the next steps.
- The Dept Budget Earnings page is displayed.

You can now split the **Distribution %** into up to 8 splits. Each split can be assigned its own ChartField strings, as outlined above, but the total **Distribution % (20)** for all rows (1-8) must add up to 100%.

- Click the plus sign to add additional splits.

- Be sure to **Save (21)** your changes before leaving this page.
- **Once the record is saved, you will not be able to make any changes to that record for that effective date.**