

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)**.

Department Budget Table USA

Find an Existing Value | Add a New Value

Set ID: 1

Department: 2

Fiscal Year: 3

Budget Level: 4

Position Pool ID: 4

Job Code Set ID:

Job Code:

Position Number:

Empl ID:

Empl Record:

5

[Find an Existing Value](#) | [Add a New Value](#)

- 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).

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

Position Pool ID: OSC OSC SAMPLE POOL
 *Effective Date: 03/26/2015 Eff Seq: 0 *Status: Active Date Entered: 04/02/2015
 Budget Level Cap: 0.00 *Currency: USD

Earnings Distribution

Accounting	Budgetary ChartFields	Project ChartFields	Optional ChartFields
	Distribution %	Funding End Date	Update ChartFields
1	100.00		Update ChartFields

Buttons: Save, Add, Update/Display, Include History

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

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.

ChartField Details

Search Options: Combination Codes Search

Business Unit: OSC01

Budgetary ChartFields

*Department	*Account	*Program Code	*Fund Code	*Budget Reference
3000214	50101	10999	25006	2015-16

Project ChartFields

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

Optional ChartFields

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

Buttons: Ok, Cancel

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

- 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*
- 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.

Search Combination Codes

Search by ChartFields

Department:	<input type="text" value="3050201"/>	Affiliate:	<input type="text"/>
Account:	<input type="text"/>	Fund Affiliate:	<input type="text"/>
*Program Code:	<input type="text" value="81515"/>	Product:	<input type="text"/>
*Fund Code:	<input type="text" value="10050"/>	Chartfield 1:	<input type="text"/>
Budget Reference:	<input type="text"/>	Chartfield 2:	<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	Account	Department	Project/Grant	Product	Fund Code	Program Code	Class Field
1	<input type="button" value="Select"/>	50101	3050201			10050	81515	
2	<input type="button" value="Select"/>	50101	3050201			10050	81515	
3	<input type="button" value="Select"/>	50101	3050201			10050	81515	

- 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.

ChartField Details

Search Options

Combination Codes

Business Unit:

Budgetary ChartFields				
*Department	*Account	*Program Code	*Fund Code	*Budget Reference
<input type="text" value="3000214"/>	<input type="text" value="50101"/>	<input type="text" value="10999"/>	<input type="text" value="25006"/>	<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"/>					

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

- 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.

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 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

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

Save 18 Add Update/Display Include History Correct History

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

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.

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

Set ID: SHARE Department: 02000 OSC Fiscal Year: 2015
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 Budget End Date: 03/17/2016 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 20 Find | View All | First 1-7 of 7 Last 19
 Accounting | Budgetary ChartFields | Project ChartFields | Optional ChartFields

	Distribution %	Funding End Date	Update ChartFields	Distributed
1	40.000		Update ChartFields	<input type="checkbox"/>
2	10.000		Update ChartFields	<input type="checkbox"/>
3	10.000		Update ChartFields	<input type="checkbox"/>
4	10.000		Update ChartFields	<input type="checkbox"/>
5	10.000		Update ChartFields	<input type="checkbox"/>
6	10.000		Update ChartFields	<input type="checkbox"/>
7	10.000		Update ChartFields	<input type="checkbox"/>

Save 21 Add Update/Display Include History Correct History

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

- 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.**