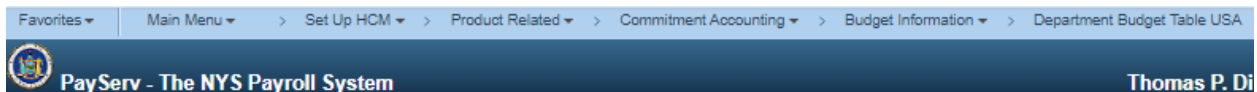


## Review & Modify ChartField Strings on the Department Budget Table in PayServ

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)** drop-down menu if not already defaulted in, and enter the **Position Pool ID (4)** to be reviewed/modified.
- Click **Search (5)**.



### Department Budget Table USA

Find an Existing Value    Add a New Value

\*Set ID

\*Department  ← 1

\*Fiscal Year  ← 2

\*Budget Level  ← 3

Position Pool ID  ← 4

Job Code Set ID

Job Code

Position Number

Empl ID

Empl Record

← 5

- 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 2014. Notice that the **Status (7)** is Active, and the **Distribution % (8)** is 100.

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

The screenshot displays the 'Dept Budget Earnings' page in the SFS. At the top, there are tabs for 'Dept Budget Date', 'Dept Budget Defaults', 'Dept Budget Earnings' (selected), 'Dept Budget Deductions', and 'Dept Budget Taxes'. Below the tabs, the page shows details for a Position Pool: Set ID SHARE, Department 02000, OSC, Fiscal Year 2024, Budget Begin Date 03/18/2024, Offset Group 99999, and Budget End Date 03/17/2025. A 'Budget Cap' section is also visible with options for 'Per Budget Level' and 'Per Earn/Tax/Ded'. The main section is titled 'Level' and shows the selected 'Position Pool' with ID 001, title EXECUTIVE/FIRST DEPUTY, and status Active. The effective date is 12/21/2023. Below this is the 'Earnings Distribution' table with one row showing a distribution of 100.000%. At the bottom of the page are buttons for 'Save', 'Notify', 'Add', 'Update/Display', 'Include History', and '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

**ChartField Details**

Business Unit:

**Search Options**

Combination Codes

**Budgetary ChartFields** ← **10**

*Department	Account	*Program Code	*Fund Code	*Budget Reference
<input type="text" value="3000214"/> <input type="button" value="Q"/>	<input type="text" value="50101"/> <input type="button" value="Q"/>	<input type="text" value="10999"/> <input type="button" value="Q"/>	<input type="text" value="25006"/> <input type="button" value="Q"/>	<input type="text" value="2024-25"/> <input type="button" value="Q"/>

**Project ChartFields** ← **11**

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

**Optional ChartFields** ← **12**

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

← **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 1 of 1 | View All

Department  Position Pool **15**  Jobcode  Position  Appointment **14**

Position Pool ID 001 EXECUTIVE/FIRST DEPUTY  
 \*Effective Date 12/21/2023 **16**  Eff Seq 0 \*Status Active Date Entered 04/26/2024  
 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 <b>17</b>		Update ChartFields <b>18</b>	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Dept Budget Date | Dept Budget Defaults | Dept Budget Earnings | Dept Budget Deductions | Dept Budget Taxes

- Click 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.
- Click 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="3000214"/>	<input type="text" value="50101"/>	<input type="text" value="10999"/>	<input type="text" value="25006"/>	<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, click 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="3000214"/>	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="10999"/>	Product	<input type="text"/>	Resource Type	<input type="text"/>
Fund Code	<input type="text" value="25006"/>	Chartfield 1	<input type="text"/>	Resource Category	<input type="text"/>
Budget Reference	<input type="text"/>	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
1 <input type="button" value="Select"/>	AGM010000000177	50101	3000214	1482360982CA		25006

- 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"/>	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="10999"/>	Product	<input type="text"/>	Resource Type	<input type="text"/>
Fund Code	<input type="text" value="25006"/>	Chartfield 1	<input type="text"/>	Resource Category	<input type="text"/>
Budget Reference	<input type="text"/>	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
1 <input type="button" value="Select"/>	AGM010000000177	50101	3000214	1482360982CA		25006
2 <input type="button" value="Select"/>	AGM010000000178	50101	3000214	1582360184CA		25006
3 <input type="button" value="Select"/>	AGM010000008132	50101	3000214	1482360245CA		25006

- Click **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
<input type="text" value="3000214"/>	<input type="text" value="50101"/>	<input type="text" value="10999"/>	<input type="text" value="25006"/>	<input type="text" value="2017-18"/>

### Project ChartFields

Business Unit PC	Project/Grant	Activity ID	Resource Type	Resource Category	Resource Sub-Category
<input type="text" value="NYS01"/>	<input type="text" value="18PPQFO000C269"/>	<input type="text" value="GENERAL"/>	<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"/>

- Select **Ok (26)** when all changes are complete and **Save** your changes.
- The Dept Budget Earnings Page is displayed.
- Click 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 End Date: 03/17/2025

Budget Cap:  Per Budget Level |  Per Earn/Tax/Ded

Level:  | 1 of 1 | View All

Department |  Position Pool |  Jobcode |  Position |  Appointment

Position Pool ID: 001 | EXECUTIVE/FIRST DEPUTY

Effective Date: 03/18/2024 | Eff Seq: 0 | Status: Active | Date Entered: 03/21/2024

Budget Level Cap: 0.00 | Currency: USD

**Earnings Distribution (28)**

Department	Account	Program Code	Fund Code	Budget Reference
1 3050201	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%.

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

Set ID: SHARE    Department: 02000    OSC    Fiscal Year: 2024  
 Budget Begin Date: 03/18/2024    Offset Group: 99999    Budget Cap:  Per Budget Level     Per Earn/Tax/Ded  
 Budget End Date: 03/17/2025

Level 1 of 1 | View All

Department     Position Pool     Jobcode     Position     Appointment

Position Pool ID: 001    EXECUTIVE/FIRST DEPUTY    \*Effective Date: 12/21/2023    Eff Seq: 0    \*Status: Active    Date Entered: 04/26/2024  
 Budget Level Cap: 0.00    \*Currency: USD

Earnings Distribution 1-7 of 7

	Distribution %	Funding End Date	Update ChartFields	Distributed		
1	<input type="text" value="40.000"/>		<a href="#">Update ChartFields</a>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
2	<input type="text" value="10.000"/>		<a href="#">Update ChartFields</a>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
3	<input type="text" value="10.000"/>		<a href="#">Update ChartFields</a>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
4	<input type="text" value="10.000"/>		<a href="#">Update ChartFields</a>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
5	<input type="text" value="10.000"/>		<a href="#">Update ChartFields</a>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
6	<input type="text" value="10.000"/>		<a href="#">Update ChartFields</a>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
7	<input type="text" value="10.000"/>		<a href="#">Update ChartFields</a>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

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