### CA105.04: Adding the Position Department Budget

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>On the <strong>Employee Self Service</strong> menu, click the <strong>Navbar</strong> button.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>Navigator</strong> button.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the <strong>Set Up HCM</strong> menu.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the <strong>Product Related</strong> menu.</td>
</tr>
<tr>
<td>5.</td>
<td>Click the <strong>Commitment Accounting</strong> menu.</td>
</tr>
<tr>
<td>6.</td>
<td>Click the <strong>Budget Information</strong> menu.</td>
</tr>
<tr>
<td>7.</td>
<td>Click the <strong>Department Budget Table USA</strong> menu.</td>
</tr>
<tr>
<td>8.</td>
<td>Click the <strong>Add a New Value</strong> tab.</td>
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</table>
| 9.   | Validate the **Setid** automatically populated by the system and make any needed updates.  
  Set ID 98000 |
| 10.  | Populate the **Department** field by entering a valid value or using the **LookUp** icon to select one from the listing.  
  Department |
| 11.  | Populate the **Fiscal Year** field.  
  Fiscal Year 0 |
| 12.  | Click the **Drop Down** icon associated with the **Budget Level** field.  
  Budget Level |
| 13.  | And, select **Position** from the listing.  
  Position |
| 14.  | Enter the **Position Number**.  
  Position Number AUTSPC |
| 15.  | If the budget entry applies to all employees assigned to a position, skip the **Emplid** and **Empl Record** fields.  
  If the budget entry is specific to an employee, populate these fields.  
  Empl ID  
  Empl Record 0 |
| 16.  | Then, click the **Add** button.  
  Add |
| 17.  | On the **Dept Budget Date** tab, populate the **Budget Begin Date** field by entering the effective date for the position.  
  ________ |
| 18.  | Populate the **Budget End Date** field by entering the last date of the current fiscal year.  
  Budget End Date |
| 19.  | Click the **Look up** icon associated with the **Offset Group** field.  
  Look up |
| 20.  | Select **DOG - Group for OneUSG** from the list.  
  Group for Oneusg |
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<td>21.</td>
<td>Click the <strong>ChartField Details</strong> link.</td>
</tr>
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</table>
| 22.  | Validate the **Effective Date** populated by the system and make any needed updates.  
   **NOTE:** The **Effective Date** for the suspense combination code should be the same as the position **Effective Date**.  
   10/18/2016 |
| 23.  | On the **Chartfield Common Component** page, click the **Look up** icon associated with the **Combination Code** field. |
| 24.  | Click the **Drop Down** icon associated with the **Combination Code** field.  
   **Combination Code** begins with **✓** |
| 25.  | Click the **contains** list item.  
   **contains** |
| 26.  | Populate the **Combination Code** field by entering "sus".  
   **Combination Code** contains **✓** |
| 27.  | Click the **Look Up** button.  
   **Look Up** |
| 28.  | Select the **Suspense Combination Code** from the listing.  
   **981723300SUS** |
| 29.  | Click the **OK** button.  
   **Ok** |
| 30.  | Next, click the **Dept Budget Earnings** tab.  
   **Dept Budget Earnings** |
| 31.  | In the **Earnings Distribution** section, click the **Combination Code Description** tab.  
   **Combination Code Description** |
| 32.  | Click the **ChartField Details** link.  
   **ChartField Details** |
| 33.  | Click the **Look up icon** associated with the **Combination Code** field.  
   **✓** |
### Step 34. Action
Select the desired **Combination Code** from the listing.

#### Example
81212100110

### Step 35. Action
Click the **OK** button.

### Step 36. Action
In the **Earnings Distribution** section, click the **Combination Code** tab.

### Step 37. Action
Populate the **Distribution %** field by entering 100%.

**NOTE:** To allocate position funding across multiple combination codes, insert a row on the **Dept Budget Earnings** tab for the additional funding source. Then, populate the **Distribution %** on this tab.

### Step 38. Action
Click the **Save** button.

### Step 39. Action
You have successfully completed the **Adding the Position Department Budget** topic.

**End of Procedure.**