

Entering Position Funding for Specific Earning Codes

Introduction

User Role	BOR_CA_ADMINISTRATOR BOR_CA_MANAGER BOR_CA_ANALYST
Responsibility/Role	Institution
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Commitment Accounting (CA) – Entering Position Funding Using Fringe Group Exclusions Trigger(s): New Position, Invalid Funding, Pre-Distribution Audit Report, Suspense Correction

Concept: The Department Budget Table controls the distribution by combo code, percent of distribution, fiscal year, and effective dates of changes by position. The Department Budget Table also allows for Fringe Group exclusion and redirect, specific earning code distribution, and deduction and taxes reallocation.


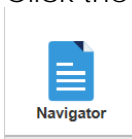





The “Correct History” mode will only be granted to specific security roles.

Assumptions:	<ul style="list-style-type: none"> Position has been created in Position Management
Dependencies/Constraints:	<ul style="list-style-type: none"> User must have security role to be able to add/insert rows in Department Budget Table.



Procedure



This business procedure can be used for grants that will not pay for fringes for an employee, and they must be redirected to another combo code.

Step	Action
1.	Click the Navigation link. 
2.	Click the Navigator link. 
3.	Click the Set Up HCM link. 
4.	Click the Product Related link. 
5.	Click the Commitment Accounting link. 
6.	Click the Budget Information link. 
7.	Click the Department Budget Table USA link. 

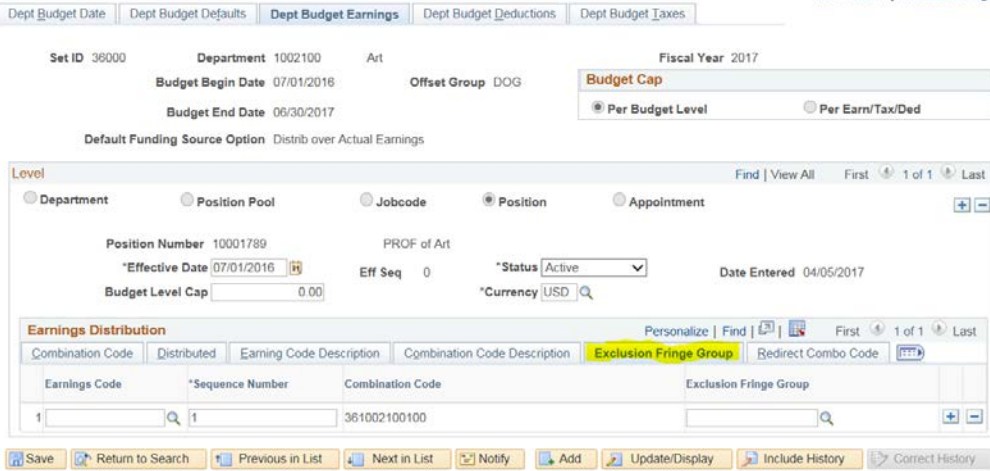
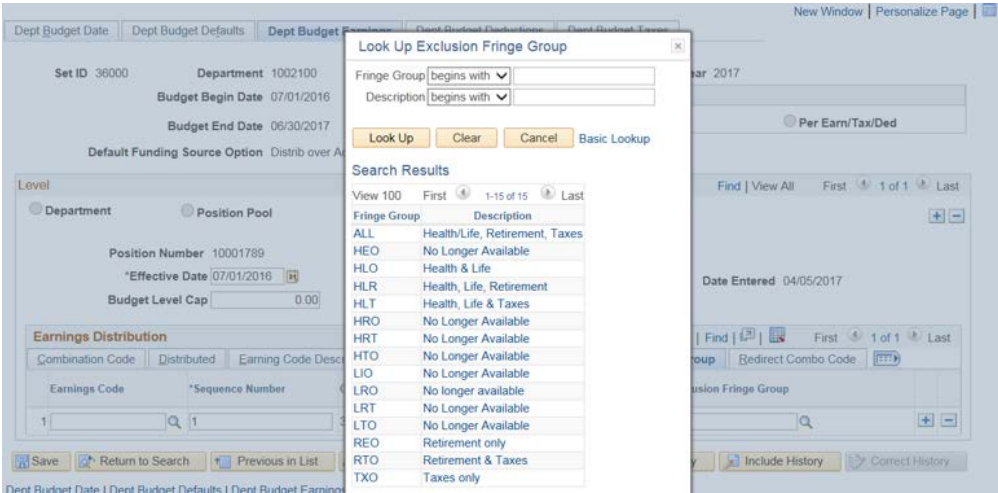


Step	Action
8.	<p>The only required fields on this page if funding is already set up is the SetID and Position Number.</p> <p>In the event that you are entering NEW funding for a position, you will need to enter, SetID, Department, Fiscal Year, Budget Level, and Position Number as shown below.</p> <p>Department Budget Table USA</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>▼ Search Criteria</p> <p>Set ID = ▼ 36000</p> <p>Department begins with ▼ UATPCG0001</p> <p>Fiscal Year = ▼ 2017</p> <p>Budget Level = ▼ Position ▼</p> <p>Position Pool ID begins with ▼</p> <p>Job Code Set ID begins with ▼</p> <p>Job Code begins with ▼</p> <p>Position Number begins with ▼ UATJE007</p> <p>Empl ID begins with ▼</p> <p>Empl Record = ▼</p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History</p> <p>Search Clear Basic Search Save Search Criteria</p>
9.	<p>Click Search.</p> <p>Search</p>

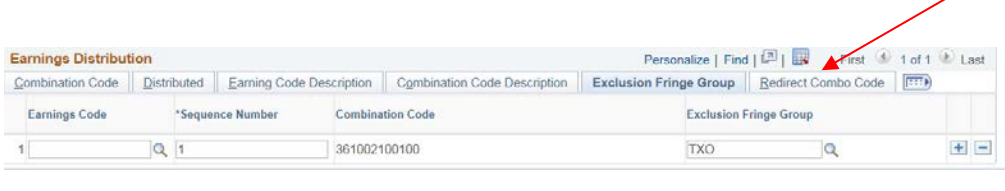

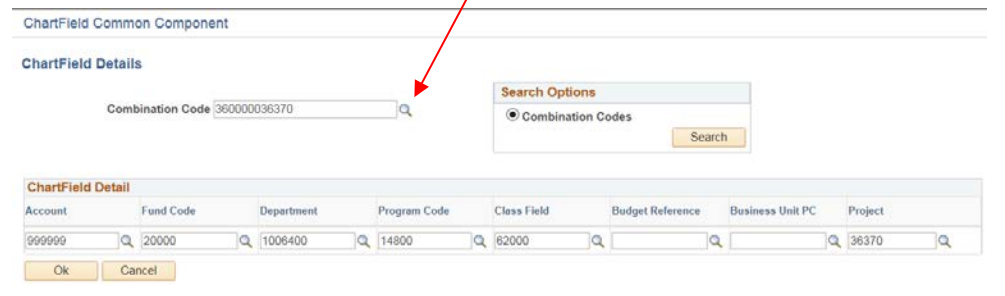
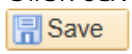


Step	Action
10.	<p>Verify on the Dept Budget Date tab that the Fiscal Year, Budget Begin and End dates, Offset Group, and the Suspense Combination Code is completed. You may need to fill these in the first time you enter funding on the Department Budget Table. They should default thereafter.</p> 
11.	<p>Click the Dept Budget Earnings tab.</p> 



Step	Action
12.	<p>Click on the Exclusion Fringe Group tab under the Earnings Distribution at the lower part of the screen.</p> <ul style="list-style-type: none"> • Enter Sequence "1" in the Sequence Number Field. • If this position is split funded, this would still be sequence 1 but the distribution percent would be different. 
13.	<p>Click on the Magnifying Glass to display the Fringe Groups eligible for exclusion.</p> 



Step	Action
14.	Click on the Redirect Combo Code tab. 
15.	Click the Chartfield Details link. 
16.	Click on the magnifying glass to select the institutions specific combo code for to redirect this Fringe selection to. 
17.	Click ok.
18.	Click Save. 
19.	Congratulations. You have just completed the Position Funding using Fringe Group Exclusions topic. - End of Procedure.

