

## Entering Position Funding

### Introduction

User Role	BOR_CA_ADMINISTRATOR BOR_CA_MANAGER BOR_CA_ANALYST
Responsibility/Role	Institution
Version	1.0
Document Generation Date	5/17/2017

Commitment Accounting (CA) – Entering Position Funding 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.


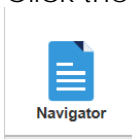





The “Correct History” mode will only be granted to specific security roles.

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












## Procedure

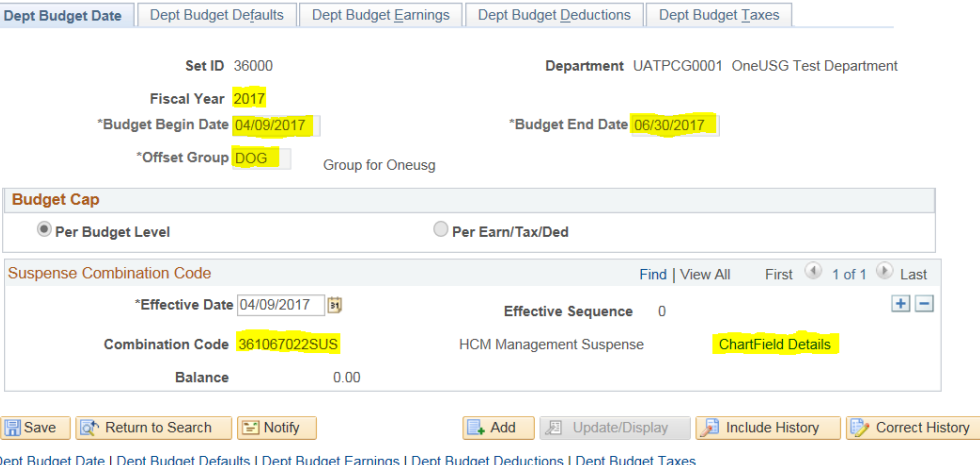

For this topic, you have received a Personnel Action Form that a position is created and funding is required.

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

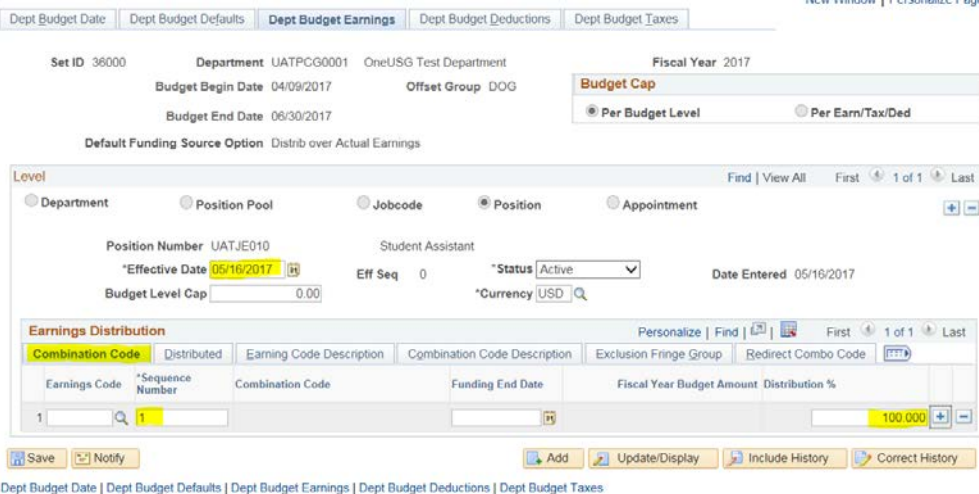


Step	Action
8.	<p>The only required fields on this page if funding is already set up is the <b>SetID</b> and <b>Position Number</b>.</p> <p>In the event that you are entering NEW funding for a position, you will need to enter, <b>SetID, Department, Fiscal Year, Budget Level,</b> and <b>Position Number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

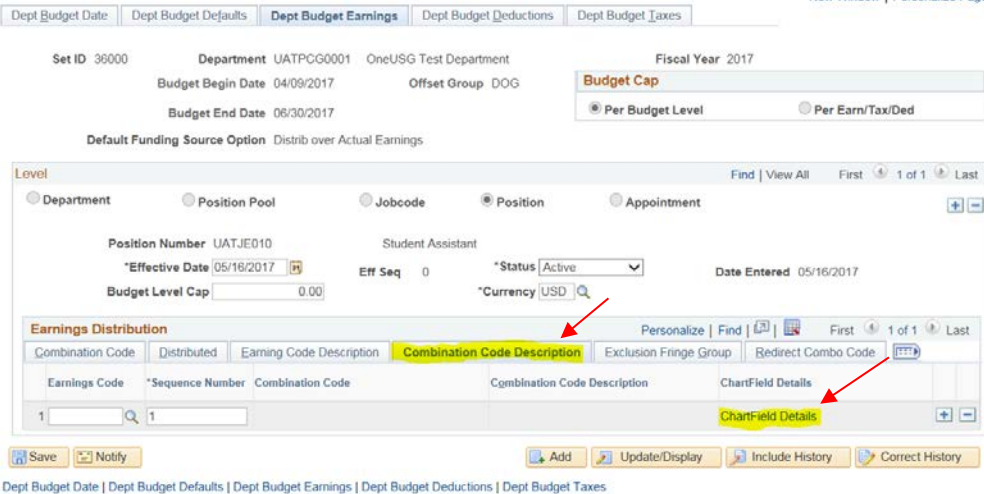
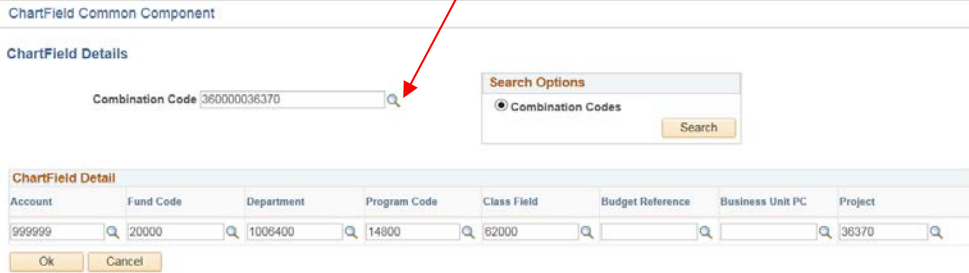
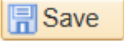


Step	Action
10.	<p>Verify on the <b>Dept Budget Date</b> tab that the Fiscal Year, Budget Begin and End dates, Offset Group, and the Suspense Combination Code is completed. You may need to fill these in the first time you enter funding on the Department Budget Table. They should default thereafter.</p>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



Step	Action
12.	<p>Click on the <b>Combination Code</b> tab under the Earnings Distribution at the lower part of the screen.</p> <ul style="list-style-type: none"> <li>• Verify the effective date is equal to the date the Position was created.</li> <li>• Enter Sequence "1" in the <b>Sequence Number</b> Field. If this position was split funded, this would still be sequence 1 but the distribution percent would be different.</li> </ul> 



Step	Action
13.	<p>Click on the <b>Combination Code Description</b> tab under the Earnings Distribution at the lower part of the screen.</p> <p>Click on the <b>Chartfield Details</b> link to select the combo code to which this position will be distributed.</p> 
14.	<p>Click on the magnifying glass to select the institutions specific combo code for this position and distribution.</p> 
15.	Click ok.
16.	<p>Click Save.</p> 
17.	<p>Congratulations. You have just completed the <b>Position Funding</b> topic. - <b>End of Procedure.</b></p>

