











## CA105.04: Adding the Position Department Budget

Step	Action
1.	On the <b>Employee Self Service</b> menu, click the <b>NavBar</b> button. 
2.	Click the <b>Navigator</b> button. 
3.	Click the <b>Set Up HCM</b> menu. 
4.	Click the <b>Product Related</b> menu. 
5.	Click the <b>Commitment Accounting</b> menu. 
6.	Click the <b>Budget Information</b> menu. 
7.	Click the <b>Department Budget Table USA</b> menu. 
8.	Click the <b>Add a New Value</b> tab. 







Step	Action
9.	Validate the <b>Setid</b> automatically populated by the system and make any needed updates. Set ID <input type="text" value="98000"/>
10.	Populate the <b>Department</b> field by entering a valid value or using the <b>LookUp</b> icon to select one from the listing. Department <input type="text"/>
11.	Populate the <b>Fiscal Year</b> field. Fiscal Year <input type="text" value="0"/>
12.	Click the <b>Drop Down</b> icon associated with the <b>Budget Level</b> field. Budget Level <input type="text" value=""/>
13.	And, select <b>Position</b> from the listing. Position <input type="text"/>
14.	Enter the <b>Position Number</b> . Position Number <input type="text" value="AUTSPC"/>
15.	If the budget entry applies to all employees assigned to a position, skip the <b>Emplid</b> and <b>Empl Record</b> fields.  If the budget entry is specific to an employee, populate these fields. Empl ID <input type="text"/> Empl Record <input type="text" value="0"/>
16.	Then, click the <b>Add</b> button. <input type="button" value="Add"/>
17.	On the <b>Dept Budget Date</b> tab, populate the <b>Budget Begin Date</b> field by entering the effective date for the position. _____
18.	Populate the <b>Budget End Date</b> field by entering the last date of the current fiscal year. Budget End Date <input type="text"/>
19.	Click the <b>Look up</b> icon associated with the <b>Offset Group</b> field. 
20.	Select <b>DOG - Group for OneUSG</b> from the list. Group for Oneusg



Step	Action
21.	Click the <b>ChartField Details</b> link. 
22.	Validate the <b>Effective Date</b> populated by the system and make any needed updates.  NOTE: The <b>Effective Date</b> for the suspense combination code should be the same as the position <b>Effective Date</b> .  10/18/2016
23.	On the <b>Chartfield Common Component</b> page, click the <b>Look up</b> icon associated with the <b>Combination Code</b> field. 
24.	Click the <b>Drop Down</b> icon associated with the <b>Combination Code</b> field. Combination Code 
25.	Click the <b>contains</b> list item. 
26.	Populate the <b>Combination Code</b> field by entering "sus". Combination Code  
27.	Click the <b>Look Up</b> button. 
28.	Select the <b>Suspense Combination Code</b> from the listing. 
29.	Click the <b>OK</b> button. 
30.	Next, click the <b>Dept Budget Earnings</b> tab. 
31.	In the <b>Earnings Distribution</b> section, click the <b>Combination Code Description</b> tab. 
32.	Click the <b>ChartField Details</b> link. 
33.	Click the <b>Look up icon</b> associated with the <b>Combination Code</b> field. 



Step	Action
34.	Select the desired <b>Combination Code</b> from the listing. 
35.	Click the <b>OK</b> button. 
36.	In the <b>Earnings Distribution</b> section, click the <b>Combination Code</b> tab. 
37.	Populate the <b>Distribution %</b> field by entering 100%.  NOTE: To allocate position funding across multiple combination codes, insert a row on the <b>Dept Budget Earnings</b> tab for the additional funding source. Then, populate the <b>Distribution %</b> on this tab.
38.	Click the <b>Save</b> button. 
39.	You have successfully completed the <b>Adding the Position Department Budget</b> topic. <b>End of Procedure.</b>