

Position ChartField Assignment/Update Overview

This job aid is a step-by-step guide for agencies that need to assign or update ChartField values (funding) at the department or position level. The payroll allocation program pulls the funding record that is active as of the paycheck date.

Funding is established in Cardinal by fiscal year. It is important to create records with the correct fiscal year and budget begin and budget end dates. The Commonwealth's fiscal year runs from July 1 to June 30. For example, Fiscal Year 2024 has a Budget Begin Date of 07/01/2023 and a Budget End Date of 06/30/2024. The fiscal year is always entered as a four-digit year. Important notes are below:

- To add or update ChartField values on a department or position budget, the user will need the role of V_PY_BUDGET_PROCESSOR.
- When a position's department is changed, ChartFields values (funding) must be entered for the **new position/department combination** whenever position level funding is used. The department funding must be added **before** adding the position default level funding.
- The information entered here is also used by the Employee Position Report (EPR) Tool to distinguish between restricted and non-restricted funding sources.

The **Annual Budget Rollover** process is also described in this job aid. Please review this section when additions/updates are being made in June.

Navigation Note: Please note that you may see a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.



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Assign ChartField Values to a Department

When a new Department is added in Cardinal that will be used on a Position, Department Default funding is required, or the payroll allocation programs will fail to run. The department level funding must be added **before** you can add the Position Default funding.

Important: To complete the Department level default funding, you must know your agency's Suspense Combination string. This is the combination of ChartFields that will be used in the event the payroll allocation process encounters an error. **It is the same for all Departments.** If you are unsure of the combination:

- The Suspense Combination string is found on the **Dept Budget Date** tab, under the **Suspense Combination Code** section by clicking on the **ChartField Details** link.
Note: This Suspense Combination string should NOT be updated.
- View an existing Department budget before beginning and note the ChartFields and ChartField values to be mirrored.
- If there is a need to update the agency's Suspense Combination string, see the **Department and Position Default Funding Budget Rollover** section of this job aid.

1. Navigate to the **Department Budget Table USA** page using the following path:

Navigator > Setup HCM > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA

The **Department Budget Table USA** search page displays.

Department Budget Table USA

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

Set ID = ▾ 18100 🔍

Department begins with ▾ 18100 🔍

Fiscal Year = ▾

Budget Level = ▾

Position Pool ID begins with ▾ 🔍

Job Code Set ID begins with ▾ 🔍

Job Code begins with ▾ 🔍


Position Number begins with ▾ DLI00005 🔍

Empl ID begins with ▾ 🔍

Empl Record = ▾ 🔍

Include History

Limit the number of results to (up to 300):

[Basic Search](#)  [Save Search Criteria](#)

2. Click the **Add a New Value** button.

The cleared screen is displayed.

Department Budget Table USA

Set ID 18100

Department 18100

Fiscal Year 2022

Budget Level Department

Position Pool ID

Job Code Set ID

Job Code

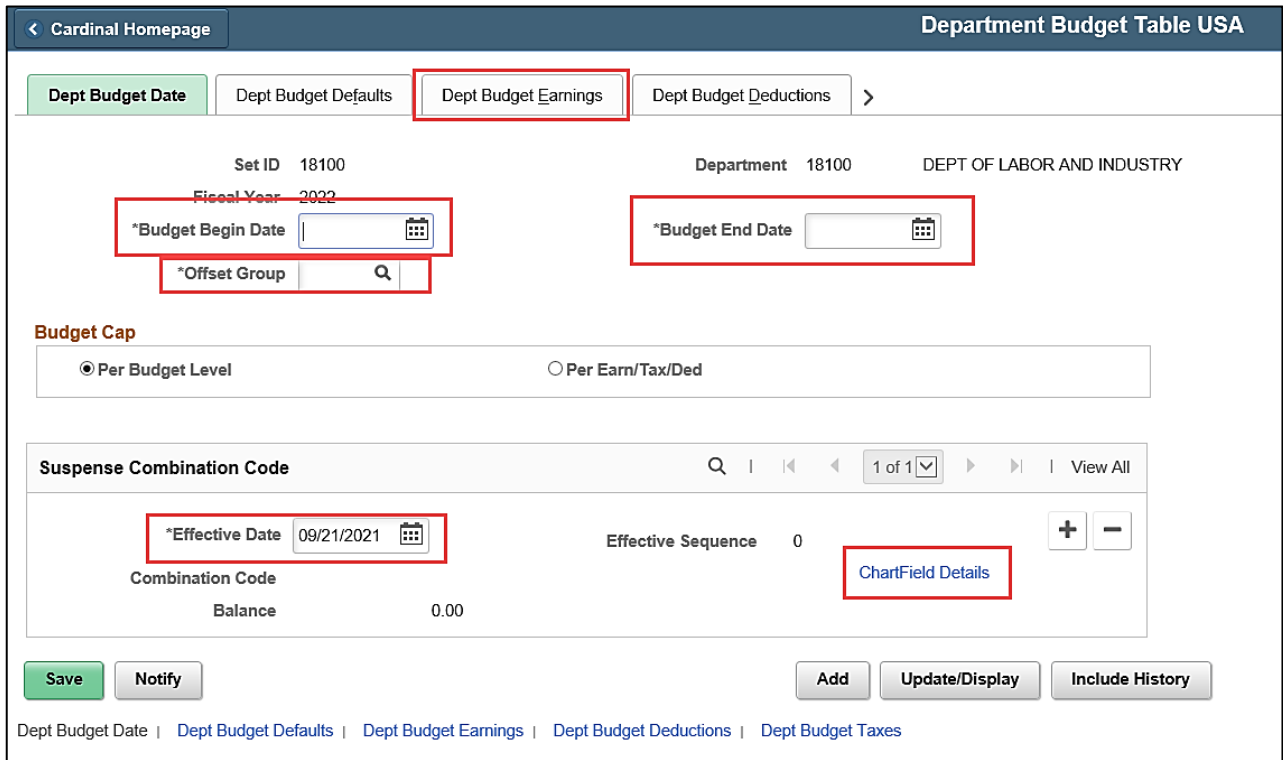
Position Number

Empl ID

Empl Record 0

3. In the **SetID** field, enter the Business Unit for the department.
4. In the **Department** field, enter the Department.
5. In the **Fiscal Year** field, enter the four-digit fiscal year the ChartField code is applicable.
6. In the **Budget Level** field, click on the down arrow and select **Department**.
7. Click the **Add** button.

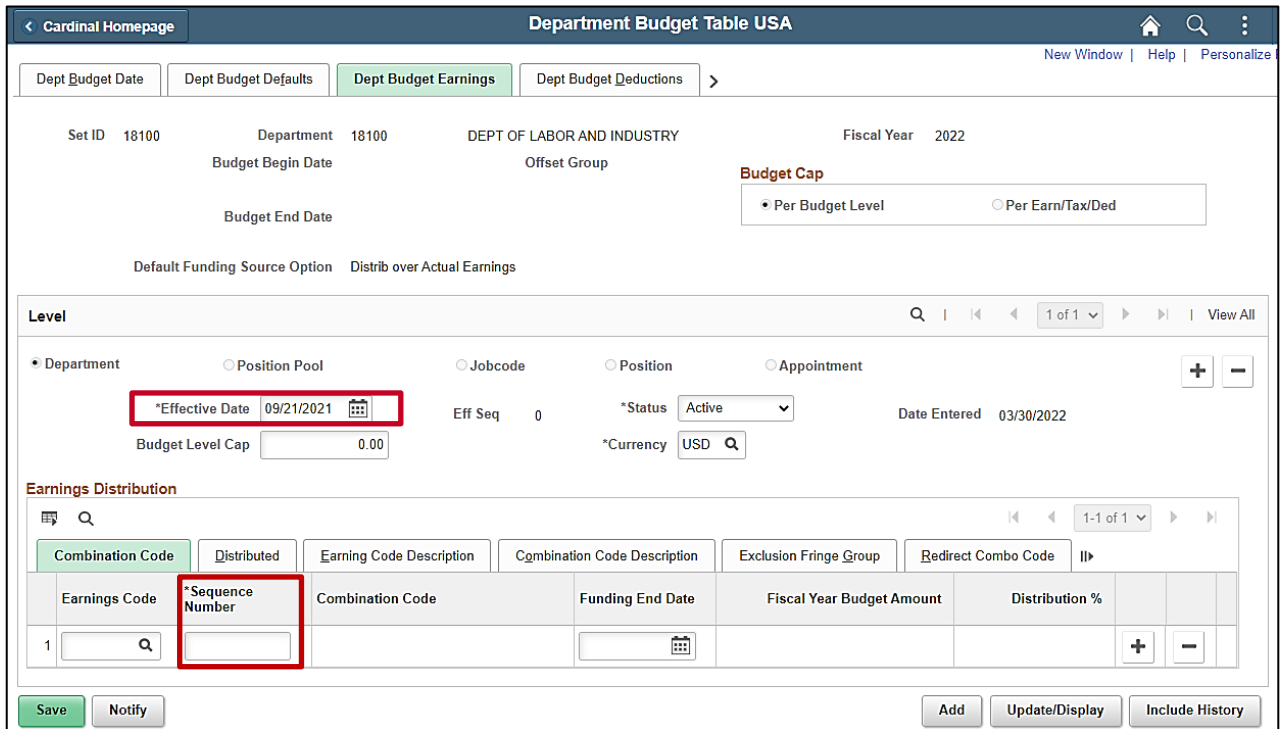
The **Department Budget Table USA** page is displayed.



8. Enter the **Budget Begin Date** (the budget year will always begin as of 7/1 of the desired year).
9. Enter the **Budget End Date** (the budget year will always end as of 6/30 of the desired year).
10. Enter the **Offset Group** by selecting the look up icon. (This is a required field and will always be STATE).
11. In the **Suspense Combination Code** section enter the **Effective Date** to be the date this department was added or began to be used in HCM. The Suspense Combination Code will default to the system date. (The effective date **MUST** fall within the fiscal year entered in the Budget Begin and Budget End Date values).

Note: The suspense combination is the **same** for every department within the agency and **must not** be updated. If you do not know what it is, you may view an existing department. At a minimum, **Account** (50112399), **Fund**, **Program**, and **Department** are required.
12. Click the **ChartField Details** link to enter the ChartField values to be used for suspense activity. Enter **Account** 50112399 and the other required ChartField values. Click **Ok**.
13. Click the **Dept Budget Earnings** tab.

The **Department Budget Table USA** page displays with the **Dept Budget Earnings** tab open.



Department Budget Table USA

Dept Budget Date | Dept Budget Defaults | **Dept Budget Earnings** | Dept Budget Deductions

Set ID 18100 | Department 18100 | DEPT OF LABOR AND INDUSTRY | Fiscal Year 2022

Budget Begin Date | Offset Group | Budget Cap: Per Budget Level Per Earn/Tax/Ded

Budget End Date

Default Funding Source Option | Distrib over Actual Earnings

Level

• Department Position Pool Jobcode Position Appointment

*Effective Date | Eff Seq 0 | *Status Active | Date Entered 03/30/2022

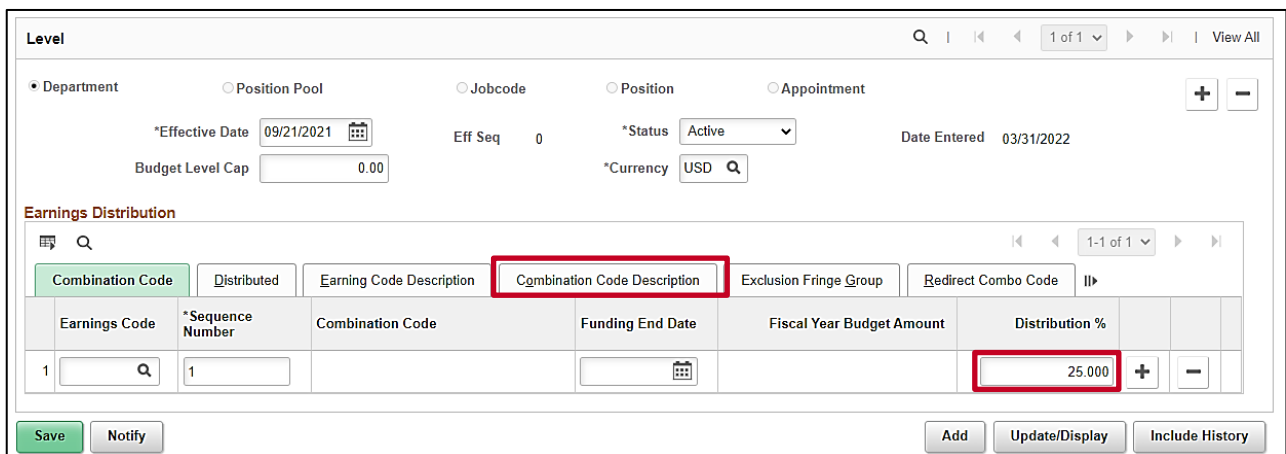
Budget Level Cap | *Currency USD

Earnings Distribution

Earnings Code	*Sequence Number	Combination Code	Funding End Date	Fiscal Year Budget Amount	Distribution %
1	<input type="text"/>				

Buttons: Save, Notify, Add, Update/Display, Include History

14. Update the **Effective Date** to agree with the effective date used in Step 10.
15. In the **Earnings Distribution** section click the **Combination Code** tab.
16. Enter 1 in the **Sequence Number** field and tab out of the field. The **Distribution %** field will open.



Level

• Department Position Pool Jobcode Position Appointment

*Effective Date | Eff Seq 0 | *Status Active | Date Entered 03/31/2022

Budget Level Cap | *Currency USD

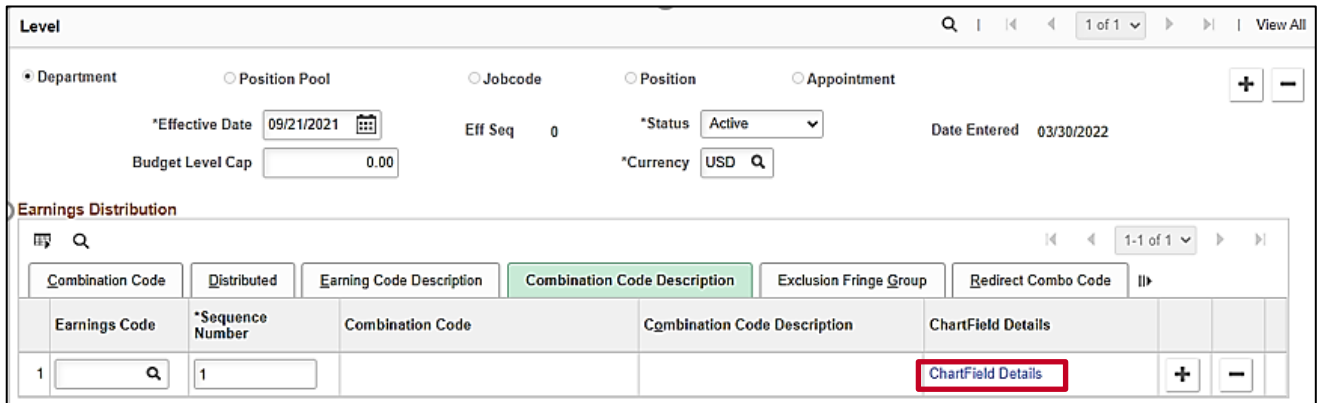
Earnings Distribution

Earnings Code	*Sequence Number	Combination Code	Funding End Date	Fiscal Year Budget Amount	Distribution %
1	<input type="text" value="1"/>				<input type="text" value="25.000"/>

Buttons: Save, Notify, Add, Update/Display, Include History

17. Enter the applicable % in the **Distribution %** field, either 100 or the split amount.
18. Click on the **Combination Code Description** tab.

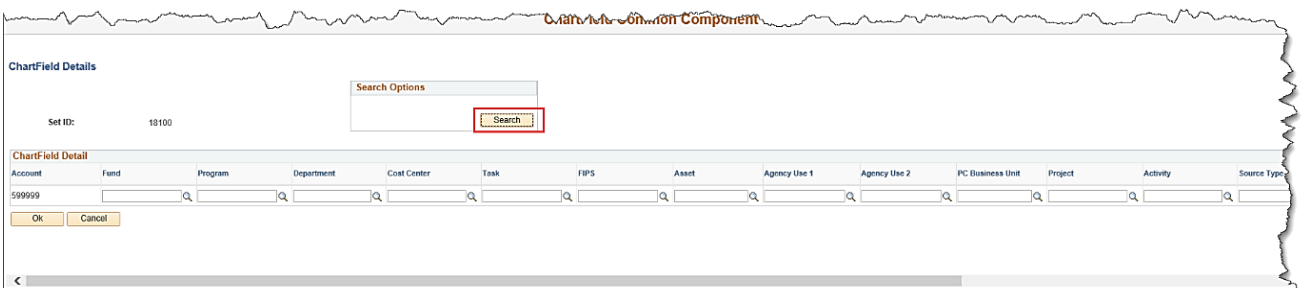
The **Combination Code Description** tab displays.



The screenshot shows the 'Level' tab with filters for Department, Position Pool, Jobcode, Position, and Appointment. It includes fields for Effective Date (09/21/2021), Eff Seq (0), Status (Active), Date Entered (03/30/2022), Budget Level Cap (0.00), and Currency (USD). Below is the 'Earnings Distribution' table with columns for Combination Code, Distributed, Earning Code Description, Combination Code Description, Exclusion Fringe Group, and Redirect Combo Code. A table below this shows Earnings Code, Sequence Number, and Combination Code. The 'ChartField Details' link in the table is highlighted with a red box.

19. Click the **ChartField Details** link.

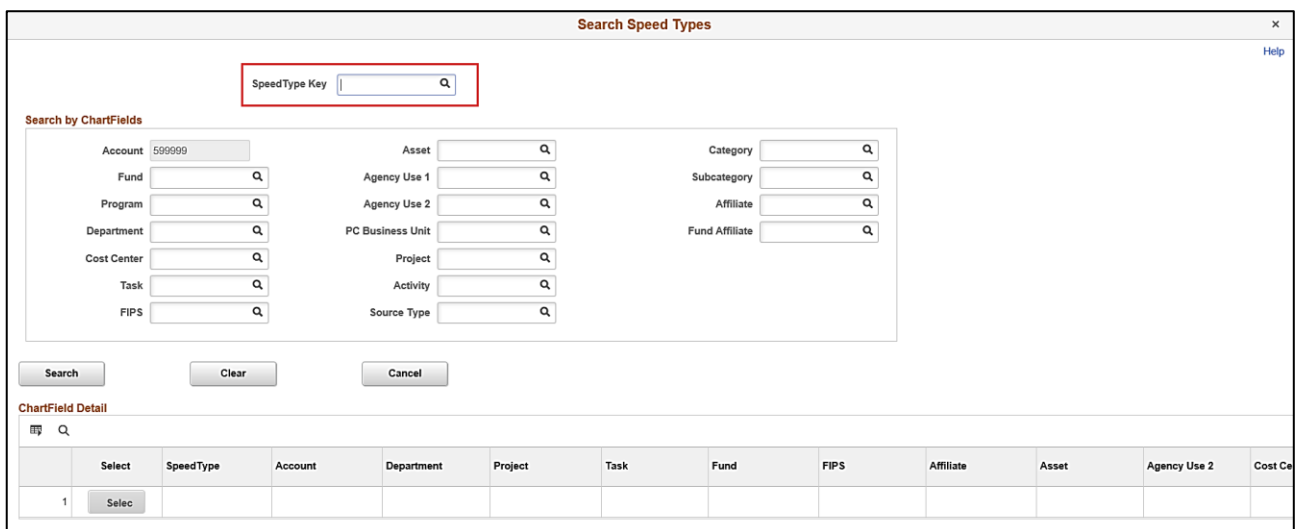
The **ChartField Details** fields display.



The screenshot shows the 'ChartField Details' window with a 'Search Options' box containing a 'Search' button highlighted in red. Below the search box is a table with columns for Account, Fund, Program, Department, Cost Center, Task, FIPS, Asset, Agency Use 1, Agency Use 2, PC Business Unit, Project, Activity, and Source Type. The 'Set ID' is 18100.

20. If the Agency is using SpeedType values, click the **Search** button in the **Search Options** box. If the agency is not using SpeedTypes move to step 23.

The **Search Speed Types** box displays.

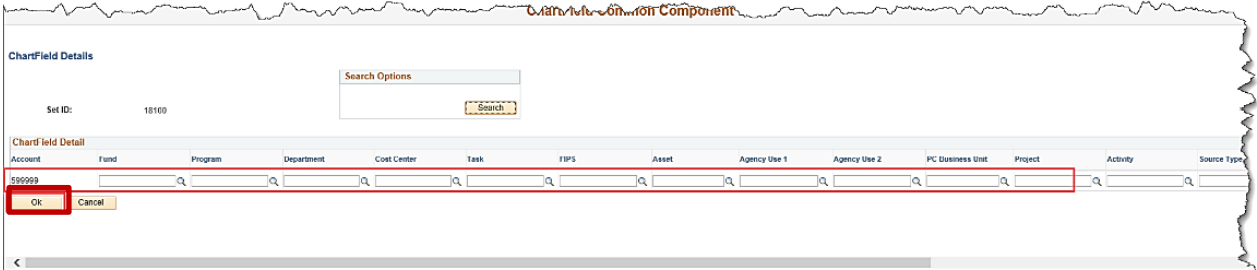


The screenshot shows the 'Search Speed Types' window with a 'SpeedType Key' field highlighted in red. Below it is a 'Search by ChartFields' section with various filters for Account, Fund, Program, Department, Cost Center, Task, FIPS, Asset, Agency Use 1, Agency Use 2, PC Business Unit, Project, Activity, Source Type, Category, Subcategory, Affiliate, and Fund Affiliate. A 'Search' button is highlighted in red. Below the search section is a 'ChartField Detail' table with columns for Select, SpeedType, Account, Department, Project, Task, Fund, FIPS, Affiliate, Asset, Agency Use 2, and Cost Ce.

21. Enter the **SpeedType Key** and click the **Search** button.

22. Select the desired **SpeedType** value in the **ChartField Detail** section.

The **ChartField Common Component** window displays and the fields from the SpeedType are populated.

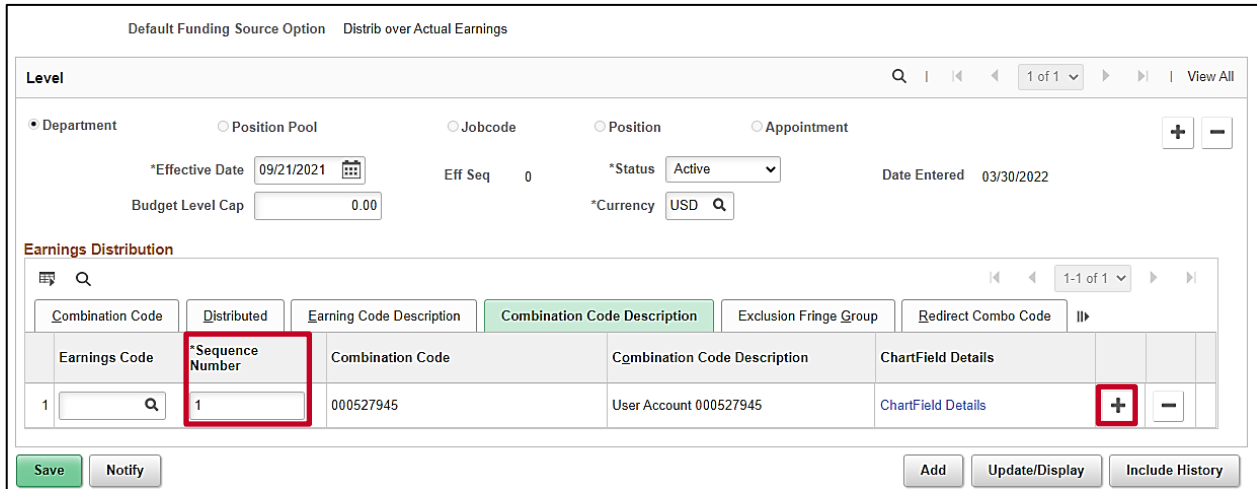


23. Enter the new ChartField codes.

24. Click the **Ok** button.

Note: If an invalid ChartField combination was entered, the user will receive a message indicating the combination is invalid. Make the necessary corrections and Click the **Ok** button.

The following screen is displayed.



25. If additional funding is required, click the **Add a row button** using the plus icon and repeat steps 15 – 24. The **Sequence Number** is always '1'.

Level
1 of 1
View All

Department
 Position Pool
 Jobcode
 Position
 Appointment

*Effective Date: 09/21/2021
 Eff Seq: 0
 *Status: Active
 Date Entered: 03/31/2022

Budget Level Cap: 0.00
 *Currency: USD

+ -

Earnings Distribution

Earnings Code	*Sequence Number	Combination Code	Funding End Date	Fiscal Year Budget Amount	Distribution %		
1	1	000527945			25.000	+	-
2	1	000538101			75.000	+	-

Save Notify

Add Update/Display Include History

26. Once all rows have been entered, click the **Save** button. If the effective date is in the past, a message will be received 'Retroactive Budget changes made, Save those changes for Retro process?'. Click **No** to this message.

Note: The **Distribution %** column must sum to **100%**.

Assign ChartField Values (Funding) to a Position

If a new position is added, or if position is updated to a different department, follow the steps below.

1. Navigate to the **Department Budget Table USA** page using the following path:

Navigator > Setup HCM > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA

The **Department Budget Table USA** search page displays.

Department Budget Table USA

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

Set ID =

Department begins with

Fiscal Year =

Budget Level = ▼

Position Pool ID begins with

Job Code Set ID begins with

Job Code begins with

Position Number begins with

Empl ID begins with

Empl Record =

Include History

Limit the number of results to (up to 300):

[Basic Search](#)

2. Click the **Add a New Value** button.

The cleared screen is displayed.

Department Budget Table USA

Set ID 18100

Department 18100

Fiscal Year 2021

Budget Level Position

Position Pool ID

Job Code Set ID

Job Code

Position Number DLI00004

Empl ID

Empl Record 0

3. In the **SetID** field, enter the Business Unit for the position.
4. In the **Department** field, enter the Department.
5. In the **Fiscal Year** field, enter the four-digit fiscal year the ChartField code is applicable.
6. In the **Budget Level** field, click on the down arrow and select **Position**.
7. In the **Position Number** field, enter the position number of the position to have a ChartField value assigned.
8. Click the **Add** button.

The **Department Budget Table USA** page is displayed.

< Cardinal Homepage
Department Budget Table USA

Dept Budget Date
Dept Budget Defaults
Dept Budget Earnings
Dept Budget Deductions >

Set ID 18100

Fiscal Year 2021

*Budget Begin Date 07/01/2020

*Offset Group STATE State Offset

Department 18100 DEPT OF LABOR AND INDUSTRY

*Budget End Date 06/30/2021

Budget Cap

Per Budget Level
 Per Earn/Tax/Ded

Suspense Combination Code

*Effective Date 07/01/2020

Combination Code 000527944

Balance 0.00

Effective Sequence 0

User Account 000527944

1 of 1

+ -

[ChartField Details](#)

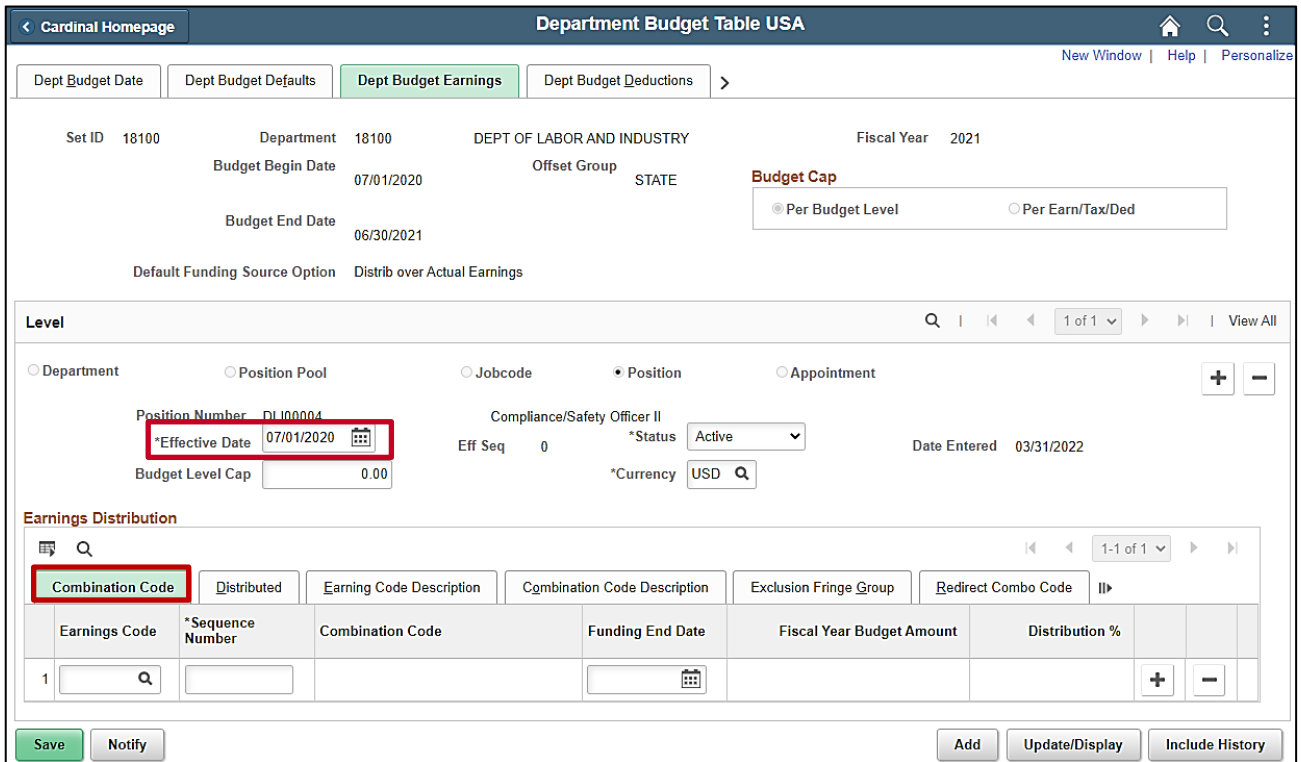
Dept Budget Date | Dept Budget Defaults | Dept Budget Earnings | Dept Budget Deductions | Dept Budget Taxes

9. The **Budget Begin Date, Budget End Date, and Offset Group** default from the Department Default setup. If they do not default, the Department funding record has not been added. **Stop** and add the Department level record.
10. In the **Suspense Combination Code** section **Effective Date** and **Combination Code** default from the Department Default setup. **Do NOT update the ChartField Details link.**
11. Click the **Dept Budget Earnings** tab.

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The **Department Budget Table USA** page displays with the **Dept Budget Earnings** tab open.



Level

Set ID 18100 Department 18100 DEPT OF LABOR AND INDUSTRY Fiscal Year 2021

Budget Begin Date 07/01/2020 Offset Group STATE **Budget Cap**

Budget End Date 06/30/2021 Per Budget Level Per Earn/Tax/Ded

Default Funding Source Option Distrib over Actual Earnings

Position Number DLI00004 Compliance/Safety Officer II *Effective Date 07/01/2020 Eff Seq 0 *Status Active Date Entered 03/31/2022

Budget Level Cap 0.00 *Currency USD

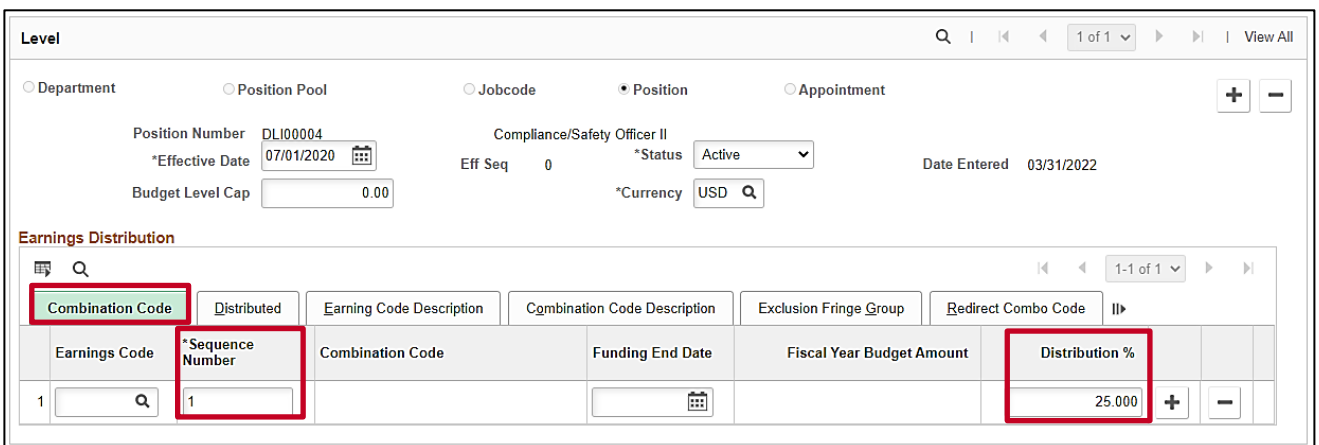
Earnings Distribution

Earnings Code	*Sequence Number	Combination Code	Funding End Date	Fiscal Year Budget Amount	Distribution %
1					

12. In the **Level** section, update the **Effective Date** if it should not be the current date. The effective date must be within the fiscal year. The date should be on or before the first paycheck date for the position. The Effective Date cannot be earlier than the date the position was created or updated to the current department.

13. In the **Earnings Distribution** section click the **Combination Code** tab.

The **Combination Code** tab displays.



Level

Position Number DLI00004 Compliance/Safety Officer II *Effective Date 07/01/2020 Eff Seq 0 *Status Active Date Entered 03/31/2022

Budget Level Cap 0.00 *Currency USD

Earnings Distribution

Earnings Code	*Sequence Number	Combination Code	Funding End Date	Fiscal Year Budget Amount	Distribution %
1	1				25.000

14. Enter 1 in the **Sequence Number** field and tab out of the field. The **Distribution %** field will open.

15. Enter the applicable % in the **Distribution %** field, either 100 or the split amount.

16. Click on the **Combination Code Description** tab.

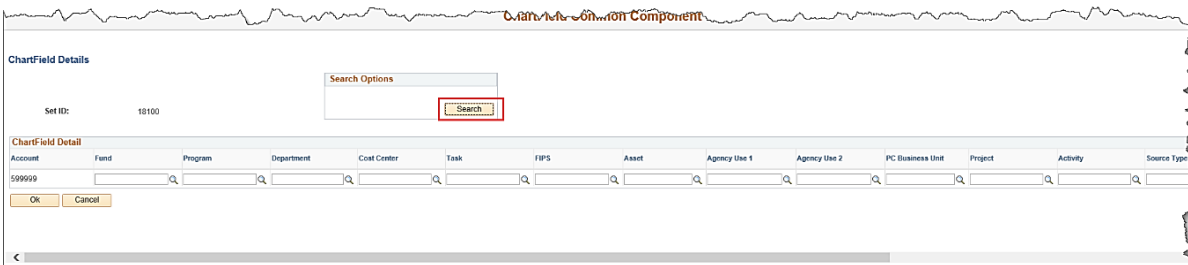
The **Combination Code Description** tab displays.



The screenshot shows the 'Level' tab in the HR351 system. The 'Combination Code Description' tab is selected. Below the tabs, there is a table with columns: Earnings Code, *Sequence Number, Combination Code, Combination Code Description, and ChartField Details. The 'ChartField Details' link in the first row is highlighted with a red box.

17. Click the **ChartField Details** link.

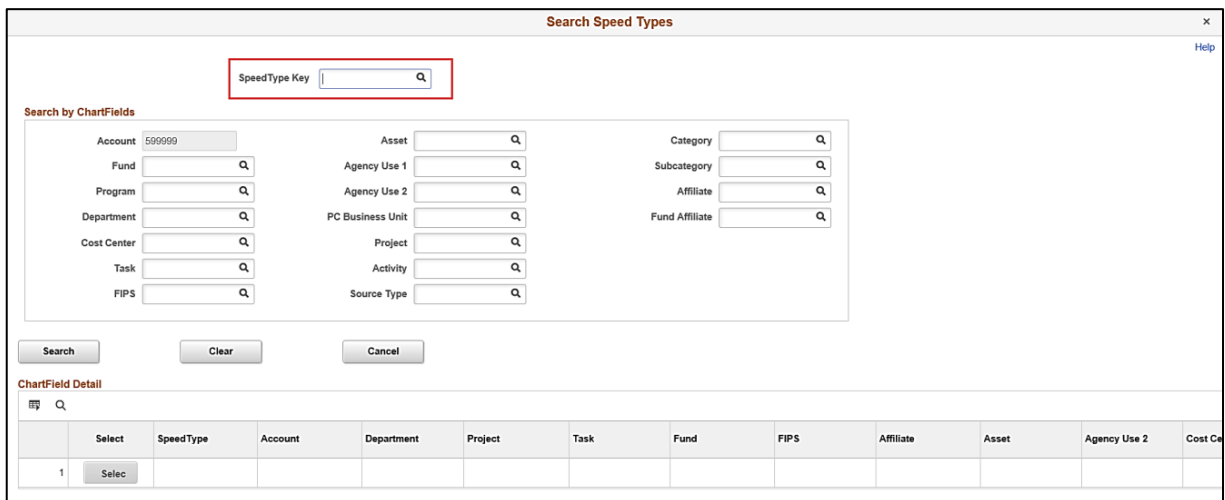
The **ChartField Details** fields display.



The screenshot shows the 'ChartField Details' form. A 'Search Options' box is visible with a 'Search' button highlighted in red. Below the search box, there are various input fields for Account, Fund, Program, Department, Cost Center, Task, FIPS, Asset, Agency Use 1, Agency Use 2, PC Business Unit, Project, Activity, and Source Type.

18. If the Agency is using SpeedType values, click the **Search** button in the **Search Options** box. If the agency is not using SpeedTypes move to step 21.

The **Search Speed Types** box displays.

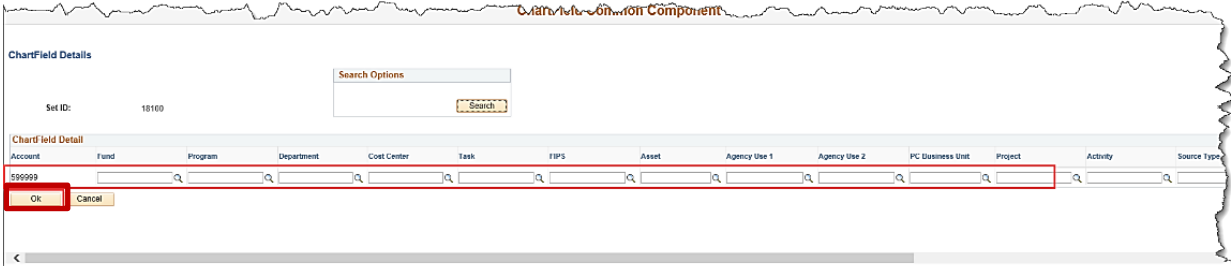


The screenshot shows the 'Search Speed Types' dialog box. A 'SpeedType Key' input field is highlighted in red. Below it, there is a 'Search by ChartFields' section with various input fields for Account, Fund, Program, Department, Cost Center, Task, FIPS, Asset, Agency Use 1, Agency Use 2, PC Business Unit, Project, Activity, Source Type, Category, Subcategory, Affiliate, and Fund Affiliate. At the bottom, there are 'Search', 'Clear', and 'Cancel' buttons. Below the dialog box, a 'ChartField Detail' table is visible with columns: Select, SpeedType, Account, Department, Project, Task, Fund, FIPS, Affiliate, Asset, Agency Use 2, and Cost Ce.

19. Enter the **SpeedType Key** and click the **Search** button.

20. Select the desired **SpeedType** values in the **ChartField Detail** section.

The **ChartField Common Component** window displays, and the fields are populated. (**Account** defaults to **599999**.)

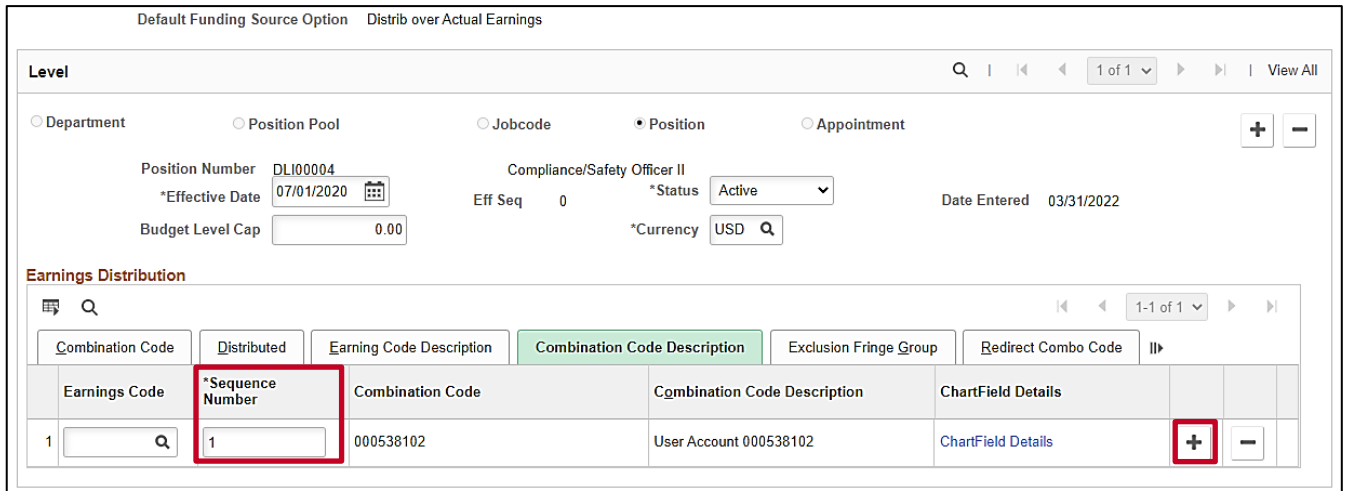


21. Enter the new ChartField codes.

22. Click the **Ok** button.

Note: If an invalid ChartField combination was entered, the user will receive a message indicating the combination is invalid.

The following screen is displayed.



23. If additional funding is required, click the **Add a row button** using the plus icon and repeat steps 13 – 22. The **Sequence Number** is always '1'.

Level 1 of 1 | View All

Department
 Position Pool
 Jobcode
 Position
 Appointment

Position Number: DLI00004
 Compliance/Safety Officer II
 *Status: Active
 Date Entered: 03/31/2022

*Effective Date: 07/01/2020
 Eff Seq: 0
 *Currency: USD

Budget Level Cap: 0.00

Earnings Distribution 1-2 of 2

Earnings Code	*Sequence Number	Combination Code	Funding End Date	Fiscal Year Budget Amount	Distribution %	
1	1	000538102			25.000	+ -
2	1	000538103			75.000	+ -

24. Once all rows have been entered, click the **Save** button. If the effective date is in the past, a message will be received 'Retroactive Budget changes made, Save those changes for Retro process?'. Click **No** to this message.

Note: The **Distribution %** column must sum to **100%**.

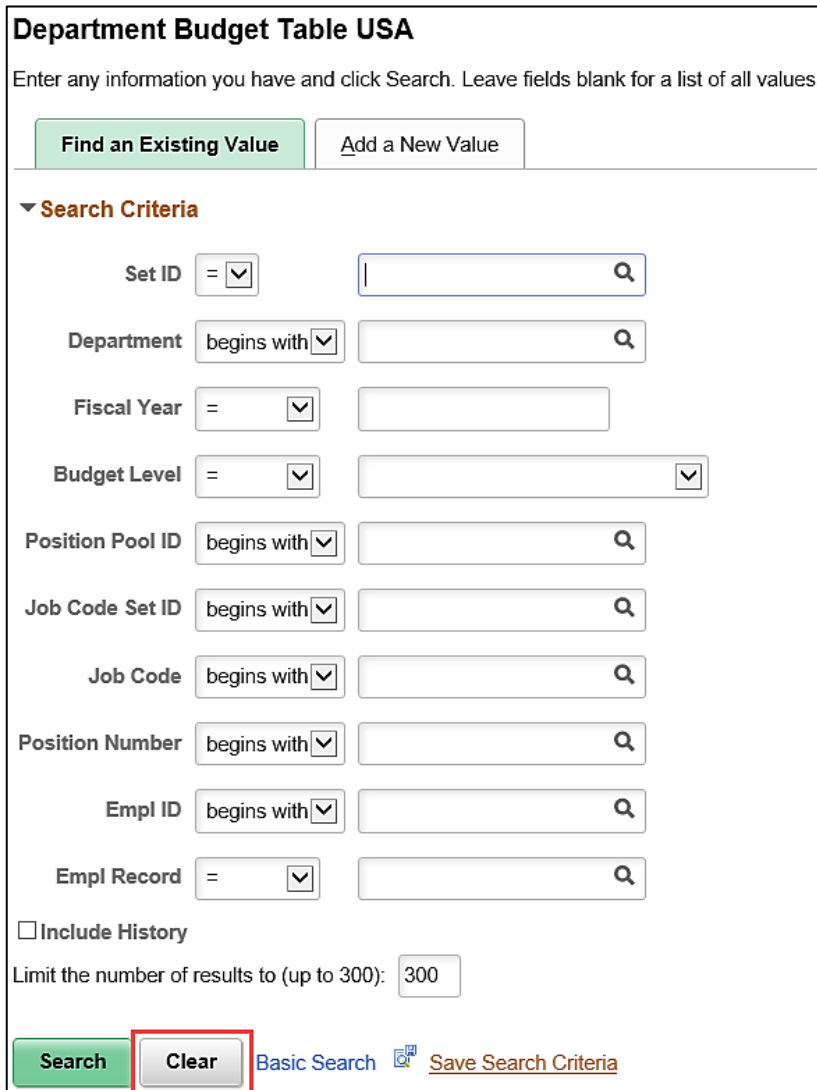
Update ChartField Values (Funding) for a Department/Position

If updates are needed to the funding for an existing department or position, follow the steps below.

1. Navigate to the **Department Budget Table USA** page using the following path:

Navigator > Setup HCM > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA

The **Department Budget Table USA** search page displays.



2. Click the **Clear** button to remove any existing values in the search criteria fields.

← Cardinal Homepage
Depa

Department Budget Table USA

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

▼ Search Criteria

Set ID = ▼ 18100 Q

Department begins with ▼ 18100 Q

Fiscal Year = ▼ 2021

Budget Level = ▼ Position ▼

Position Pool ID begins with ▼ Q

Job Code Set ID begins with ▼ Q

Job Code begins with ▼ Q

Position Number begins with ▼ DLI00006 Q

Empl ID begins with ▼ Q

Empl Record = ▼ 0 Q

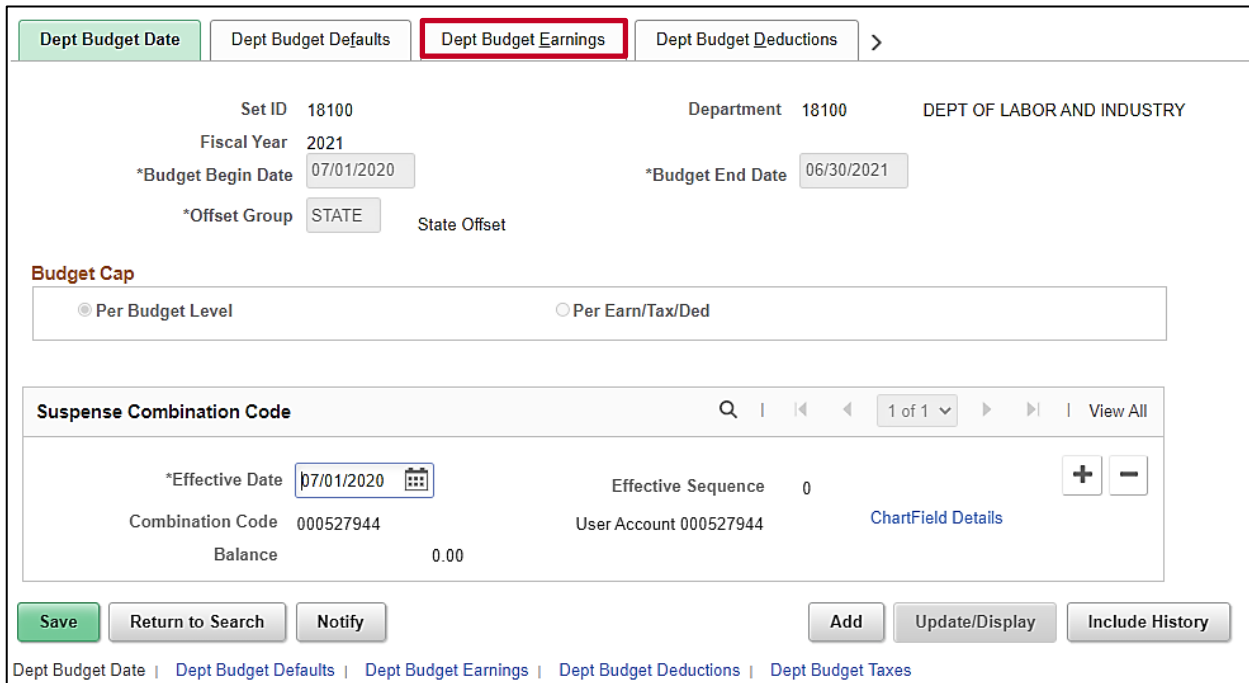
Include History

Limit the number of results to (up to 300): 300

Search
Clear
Basic Search Save Search Criteria

3. In the **SetID** field, enter the **Business Unit** for the position.
4. In the **Department** field, enter the **Department** of the position.
5. In the **Fiscal Year** field, enter the fiscal year the ChartField code is applicable.
6. In the **Budget Level** field, enter the budget level **Position (Department** if updating Department funding).
7. In the **Position Number** field, enter the position number of the position to have a ChartField value updated (leave blank if updating Department funding).
8. Click the **Search** button.

The **Department Budget Table USA** page is displayed.

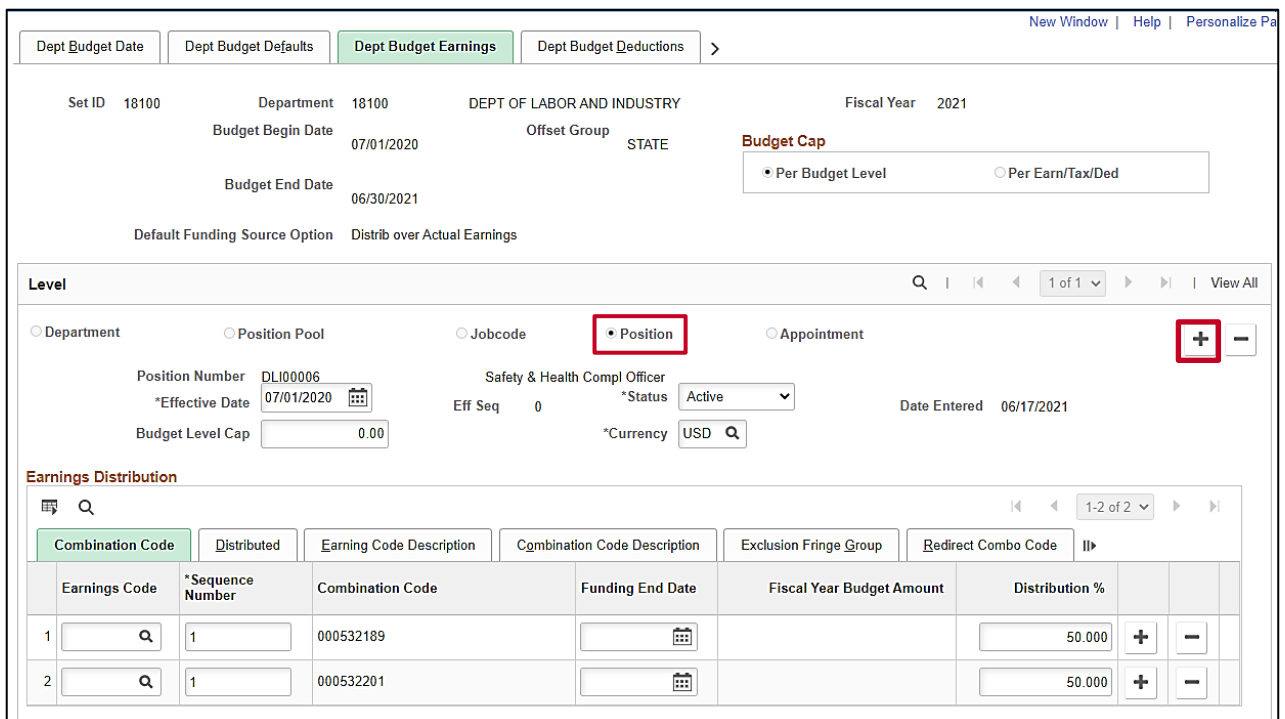


The screenshot shows the 'Dept Budget Earnings' tab selected. The page displays the following information:

- Dept Budget Date** (selected): Set ID 18100, Department 18100, DEPT OF LABOR AND INDUSTRY, Fiscal Year 2021, *Budget Begin Date 07/01/2020, *Budget End Date 06/30/2021, *Offset Group STATE, State Offset.
- Budget Cap**: Per Budget Level, Per Earn/Tax/Ded.
- Suspense Combination Code**: *Effective Date 07/01/2020, Effective Sequence 0, Combination Code 000527944, User Account 000527944, Balance 0.00.
- Buttons: Save, Return to Search, Notify, Add, Update/Display, Include History.
- Navigation: Dept Budget Date | Dept Budget Defaults | **Dept Budget Earnings** | Dept Budget Deductions | Dept Budget Taxes

- Click the **Dept Budget Earnings** tab. No changes are needed on the Dept Budget Date tab. DO NOT update the Suspense Combination Code section on the Dept Budget Date tab.

The **Department Budget Table USA** page displays with the **Dept Budget Earnings** tab open and **Position** level selected.



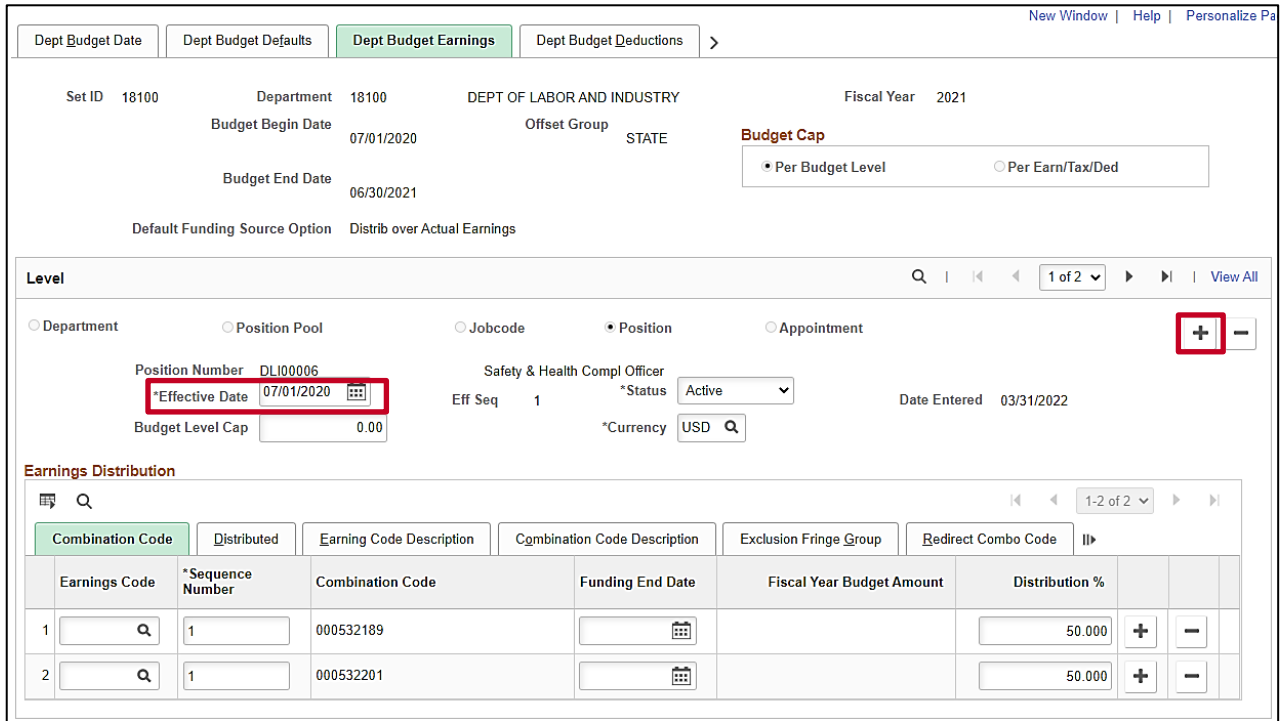
The screenshot shows the 'Dept Budget Earnings' tab selected. The page displays the following information:

- Dept Budget Date** (selected): Set ID 18100, Department 18100, DEPT OF LABOR AND INDUSTRY, Fiscal Year 2021, Budget Begin Date 07/01/2020, Budget End Date 06/30/2021, Offset Group STATE, Budget Cap Per Budget Level, Per Earn/Tax/Ded, Default Funding Source Option Distrib over Actual Earnings.
- Level**: Department, Position Pool, Jobcode, **Position**, Appointment.
- Position** details: Position Number DLI00006, Safety & Health Compl Officer, *Effective Date 07/01/2020, Eff Seq 0, *Status Active, Date Entered 06/17/2021, Budget Level Cap 0.00, *Currency USD.
- Earnings Distribution** table:

Earnings Code	*Sequence Number	Combination Code	Funding End Date	Fiscal Year Budget Amount	Distribution %		
1	1	000532189			50.000	+	-
2	1	000532201			50.000	+	-

10. Click the **Add a row (+)** icon.

A new effective dated row is added with the current date defaulted.



Dept Budget Date | Dept Budget Defaults | **Dept Budget Earnings** | Dept Budget Deductions >

Set ID 18100 | Department 18100 | DEPT OF LABOR AND INDUSTRY | Fiscal Year 2021
 Budget Begin Date 07/01/2020 | Offset Group STATE | Budget Cap
 Budget End Date 06/30/2021 | Per Budget Level Per Earn/Tax/Ded
 Default Funding Source Option Distrib over Actual Earnings

Level | 1 of 2 | View All

Department Position Pool Jobcode Position Appointment **+ -**

Position Number DLI00006 | Safety & Health Compl Officer
***Effective Date 07/01/2020** | Eff Seq 1 | *Status Active | Date Entered 03/31/2022
 Budget Level Cap 0.00 | *Currency USD

Earnings Distribution | 1-2 of 2

Earnings Code	*Sequence Number	Combination Code	Funding End Date	Fiscal Year Budget Amount	Distribution %		
1	1	000532189			50.000	+	-
2	1	000532201			50.000	+	-

11. Click in the **Effective Date** field and select the new effective date the position should start using these new ChartField values. The effective date should be on or before the paycheck date to be distributed. The effective date **MUST** fall within the fiscal year entered in the **Budget Begin** and **Budget End Date** fields.

- If a correction is needed to the existing row, enter the same **Effective Date** and tab out of the field. A new **Eff Seq** number will be assigned.
- To stop using position level funding and revert to department level, add the new Effective Dated row and update the **Status** field to Inactive. The **Effective Date** should be the day after the last payroll paycheck date where the Position level record was to be used.



Human Resources Job Aid

HR351_Position ChartField Assignment and Update

Dept Budget Date | Dept Budget Defaults | **Dept Budget Earnings** | Dept Budget Deductions >

Set ID 18100 Department 18100 DEPT OF LABOR AND INDUSTRY Fiscal Year 2021
Budget Begin Date 07/01/2020 Offset Group STATE Budget Cap
Budget End Date 06/30/2021 Per Budget Level Per Earn/Tax/Ded
Default Funding Source Option Distrib over Actual Earnings

Level 1 of 2 View All

Department Position Pool Jobcode Position Appointment + -

Position Number DLI00006 Safety & Health Compl Officer *Status Active Date Entered 03/31/2022
*Effective Date 07/01/2020 **Eff Seq 1** *Currency USD

Budget Level Cap 0.00

Earnings Distribution 1-2 of 2

Combination Code	Distributed	Earning Code Description	Combination Code Description	Exclusion Fringe Group	Redirect Combo Code
Earnings Code	*Sequence Number	Combination Code	Funding End Date	Fiscal Year Budget Amount	Distribution %
1	1	000532189			50.000
2	1	000532201			50.000

Save Return to Search Notify Add Update/Display Include History

12. Click the **Combination Code Description** tab in the **Earnings Distribution** section.

The **Combination Code Description** page is displayed.

Level
1 of 2
View All

Department
 Position Pool
 Jobcode
 Position
 Appointment

Position Number
 Safety & Health Compl Officer

*Effective Date
 Eff Seq
 *Status

Budget Level Cap
 *Currency
 Date Entered

Earnings Distribution

	<u>Combination Code</u>	<u>Distributed</u>	<u>Earning Code Description</u>	<u>Combination Code Description</u>	<u>Exclusion Fringe Group</u>	<u>Redirect Combo Code</u>	
	<u>Earnings Code</u>	<u>*Sequence Number</u>	<u>Combination Code</u>	<u>Combination Code Description</u>	<u>ChartField Details</u>		
1	<input type="text" value=""/>	<input type="text" value="1"/>	000532189	User Account 000532189	ChartField Details	<input type="button" value="+"/>	<input type="button" value="-"/>
2	<input type="text" value=""/>	<input type="text" value="1"/>	000532201	User Account 000532201	ChartField Details	<input type="button" value="+"/>	<input style="border: 2px solid red;" type="button" value="-"/>

13. Make the applicable update to the ChartField values. In this example a ChartField Combination is being deleted. If the ChartField values need to be changed click the **ChartField Details** link and update as needed. Examples of this approach are in the **Assign ChartField Value to a Position** section of this document.
14. Click the **Minus icon (-)** to delete the row that is no longer applicable.
15. Click on the **Combination Code tab** to update the percentage that will be charged.

The **Combination Code** tab is displayed.

Dept Budget Date
Dept Budget Defaults
Dept Budget Earnings
Dept Budget Deductions
>
New Window | Help | Personalize

Set ID 18100 Department 18100 DEPT OF LABOR AND INDUSTRY Fiscal Year 2021

Budget Begin Date 07/01/2020 Offset Group STATE **Budget Cap**

Budget End Date 06/30/2021 Per Budget Level Per Earn/Tax/Ded

Default Funding Source Option Distrib over Actual Earnings

Level 1 of 2

Department Position Pool Jobcode Position Appointment

Position Number DL100006 Safety & Health Compl Officer *Status Active

*Effective Date 07/01/2020 Eff Seq 1 Date Entered 03/31/2022

Budget Level Cap 0.00 *Currency USD

Earnings Distribution 1-1 of 1

Combination Code	Distributed	Earning Code Description	Combination Code Description	Exclusion Fringe Group	Redirect Combo Code
Earnings Code	*Sequence Number	Combination Code	Funding End Date	Fiscal Year Budget Amount	Distribution %
1	1	000532201			50.000

Save
Return to Search
Notify
Add
Update/Display
Include History

- Enter the new percentage to be charged to this account by placing the cursor in the **Distribution %** field and entering the percentage. The percentages in the **Distribution %** column for all rows must sum to 100. The **Sequence Number** must be '1' for all rows.

Dept Budget Date
Dept Budget Defaults
Dept Budget Earnings
Dept Budget Deductions
>
New Window | Help | Personalize

Set ID 18100 Department 18100 DEPT OF LABOR AND INDUSTRY Fiscal Year 2021

Budget Begin Date 07/01/2020 Offset Group STATE **Budget Cap**

Budget End Date 06/30/2021 Per Budget Level Per Earn/Tax/Ded

Default Funding Source Option Distrib over Actual Earnings

Level 1 of 2

Department Position Pool Jobcode Position Appointment

Position Number DL100006 Safety & Health Compl Officer *Status Active

*Effective Date 07/01/2020 Eff Seq 1 Date Entered 03/31/2022

Budget Level Cap 0.00 *Currency USD

Earnings Distribution 1-1 of 1

Combination Code	Distributed	Earning Code Description	Combination Code Description	Exclusion Fringe Group	Redirect Combo Code
Earnings Code	*Sequence Number	Combination Code	Funding End Date	Fiscal Year Budget Amount	Distribution %
1	1	000532201			100.000

Save
Return to Search
Notify
Add
Update/Display
Include History

17. Click the **Save** button. If the effective date is in the past, a message will be received 'Retroactive Budget changes made, Save those changes for Retro process?'. Click **No** to this message.

Note: The ChartField values are saved applicable on the new effective date.

Annual Department and Position Default Funding Budget Rollover

Every May, the Department of Accounts (DOA) sends the **Fiscal Year End Closing Procedures** memorandum outlining the steps agencies must take. This includes details on steps to validate data and specific deadlines. Please reference this memo in association with this overview.

In June, following the posting of budget journals for the new fiscal year, the Cardinal Post Production Support (PPS) team will initiate a process that duplicates (rollover) the existing active Department and Position default funding, generating the same data in the new fiscal year.

As part of this rollover process, agencies take note:

- **Do not** create Department or Position default funding in the **new** fiscal year **prior to** the PPS team completing the rollover.
 - The **one exception** is for modifications to an agency's Suspense Combination string, which is a set combination of ChartFields used in the event the payroll allocation errors.
 - **Changing the Suspense Combination String?** Take action no later than the date in DOA's **Fiscal Year End Closing Procedures** memo. Follow the [Assign ChartField Values to a Department](#) section of this job aid.
Important! Add a new fiscal year record for Department **99999**, set the effective date to July 1 and use the updated ChartFields on the **Dept Budget Date** tab, **Suspense Combination Code** section. Use this same set of ChartFields on the **Dept Budget Earnings** tab.
- **Review the results** of the rollover using the aids from the **Fiscal Year End Closing Procedures** memo and any other targeted Cardinal/SPO communications.
 - **Updating the new year defaults?** Keep the 07/01/XXXX effective dated row. When Clicking the Add a row (+) icon, enter 07/01/XXXX (the beginning of the new fiscal year) and tab out of the field.
 - Ensure the correct year(s) records are updated where fiscal year cross-over exists. If a correction is found after the new fiscal year records have been created, both year's information may need to be updated.
 - **Making organizational changes?** Position records must be updated to the new department prior to adding the new fiscal year's position level funding records. Be sure to add department default funding for any new departments prior to adding new position level funding.
 - New Departments that are going to be used for both the new fiscal year in July and the current fiscal year need to be added for both the 'old' and the 'new' year. After July, it is no longer necessary to add new Department level records for the 'old' year.