

**Position ChartField Assignment and 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 2026 has a Budget Begin Date of 07/01/2025 and a Budget End Date of 06/30/2026. 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 there may be 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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**Revision History**

<b>Revision Date</b>	<b>Summary of Changes</b>
4/7/2026	Note added to the <a href="#">Assigning ChartField Values to a Department</a> section to provide more context for benefits as relates to Healthcare Recon and the Virginia Retirement System (VRS) Recon.
3/1/2025	Updated the screenshots of the Search pages ( <a href="#">Section 1</a> , after Step 1; <a href="#">Section 2</a> , after Step 1; <a href="#">Section 3</a> , after Step 1). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.

**Assigning ChartField Values to a Department**

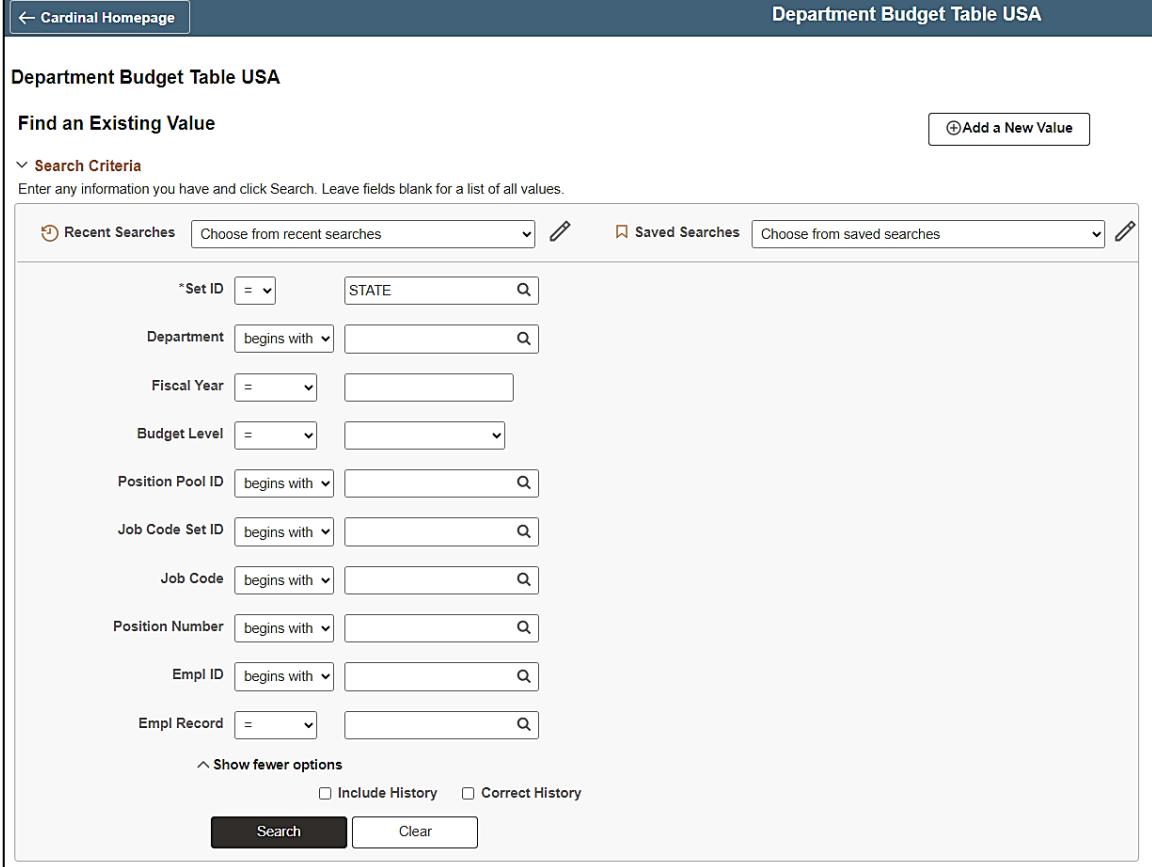


When a new department is added in Cardinal that will be used on a position, Department Default funding is required, or the payroll allocation programs will fail to run. The Department level funding must be added **before** the Position Default funding can be added.

**Important:** To complete the Department level default funding, the Agency's Suspense Combination string must be identified. 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 unsure of the combination:

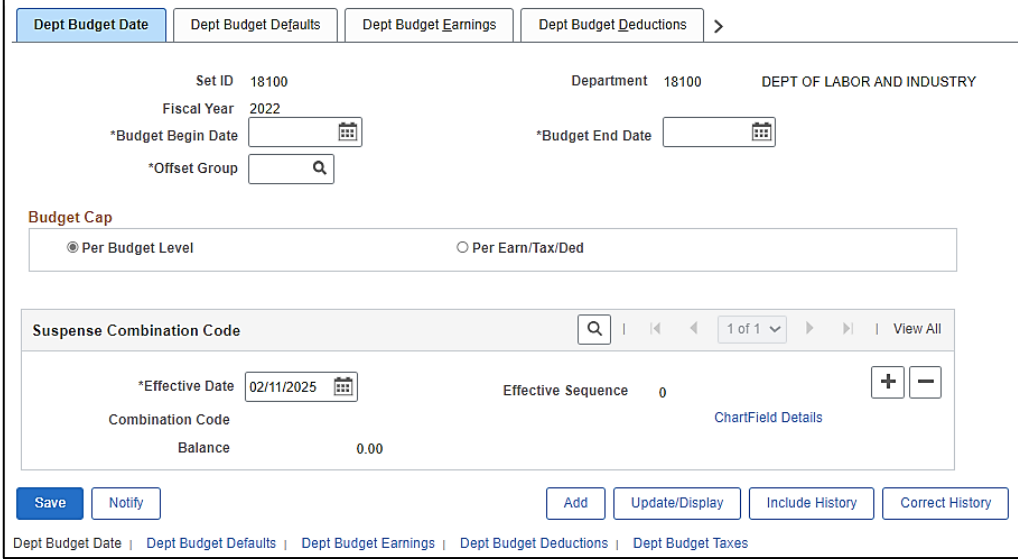
- The Suspense Combination string is found on the **Dept Budget Date** tab, under the **Suspense Combination Code** section by clicking on the **ChartField Details** link.  
**Note:** This Suspense Combination string should NOT be updated.
- View an existing Department budget before beginning and note 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.

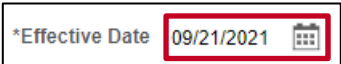
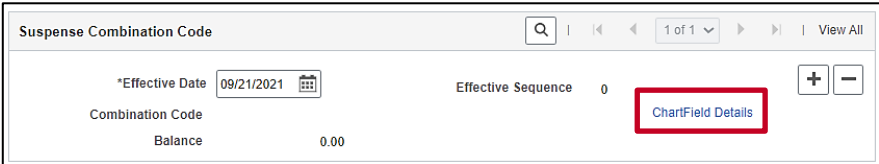
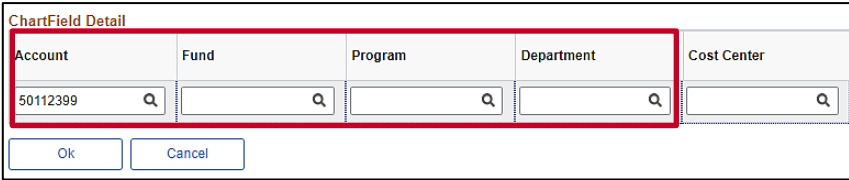


**Note:** The Healthcare Recon and the Virginia Retirement System (VRS) Recon use the department level ChartField string.

Step	Action
1.	Navigate to the <b>Department Budget Table USA</b> page using the following path: <b>NavBar &gt; Menu &gt; Setup HCM &gt; Product Related &gt; Commitment Accounting &gt; Budget Information &gt; Department Budget Table USA</b>

Step	Action
	<p>The <b>Department Budget Table USA Find an Existing Value Search</b> page displays.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div>
	<p>For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled <b>Overview of the Cardinal HCM Search Pages</b>. This Job Aid is located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p>
2.	<p>Click the <b>Add a New Value</b> button.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0; text-align: center;">  </div>

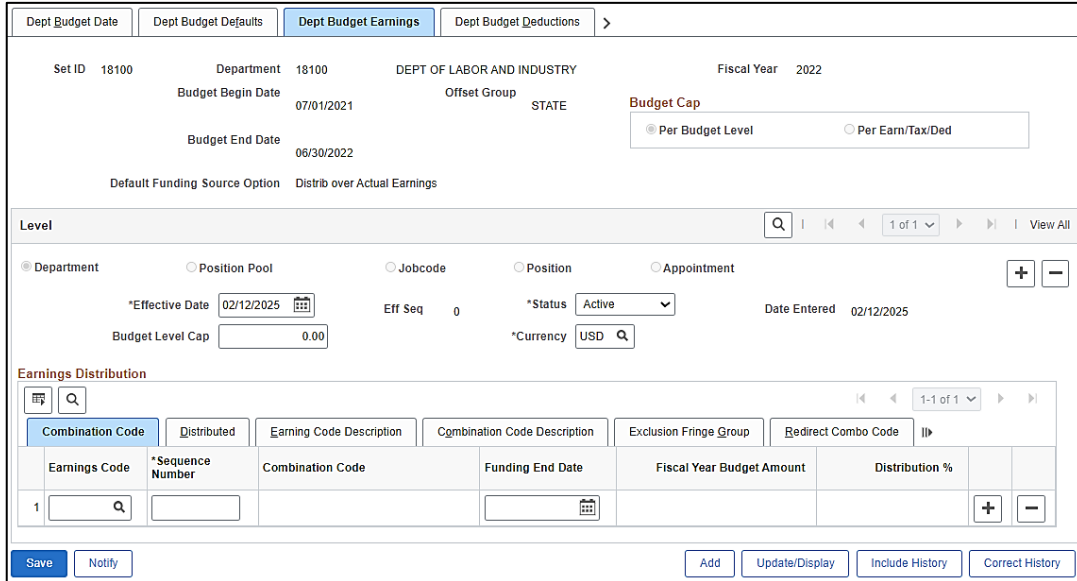
Step	Action
	<p>The <b>Department Budget Table USA Add a New Value</b> page displays.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; padding-bottom: 5px;"> <span>← Cardinal Homepage</span> <span>Department Budget Table USA</span> </div> <p>Department Budget Table USA</p> <p>Add a New Value <span style="float: right; border: 1px solid black; padding: 2px 5px;">Q Find an Existing Value</span></p> <div style="border: 1px solid gray; padding: 10px; margin-top: 10px;"> <p>*Set ID <input style="width: 50px;" type="text" value="STATE"/> <input style="width: 20px;" type="button" value="Q"/></p> <p>*Department <input style="width: 50px;" type="text"/> <input style="width: 20px;" type="button" value="Q"/></p> <p>*Fiscal Year <input style="width: 50px;" type="text" value="0"/></p> <p>*Budget Level <input style="width: 20px;" type="button" value="v"/></p> <p>Position Pool ID <input style="width: 50px;" type="text"/> <input style="width: 20px;" type="button" value="Q"/></p> <p>Job Code Set ID <input style="width: 50px;" type="text"/> <input style="width: 20px;" type="button" value="Q"/></p> <p>Job Code <input style="width: 50px;" type="text"/> <input style="width: 20px;" type="button" value="Q"/></p> <p>Position Number <input style="width: 50px;" type="text"/> <input style="width: 20px;" type="button" value="Q"/></p> <p>Empl ID <input style="width: 50px;" type="text"/> <input style="width: 20px;" type="button" value="Q"/></p> <p>Empl Record <input style="width: 50px;" type="text" value="0"/> <input style="width: 20px;" type="button" value="Q"/></p> <p style="text-align: center; margin-top: 10px;"><input type="button" value="Add"/></p> </div> </div>
3.	<p>The <b>Set ID</b> field defaults to “STATE”. Update to the Business Unit for the applicable Department.</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p>*Set ID <input style="width: 50px;" type="text" value="STATE"/> <input style="width: 20px;" type="button" value="Q"/></p> </div>
4.	<p>Click the <b>Department Look up</b> icon and select the applicable Department.</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p>*Department <input style="width: 50px;" type="text"/> <input style="width: 20px;" type="button" value="Q"/></p> </div>
5.	<p>Enter the four-digit Fiscal Year in the <b>Fiscal Year</b> field.</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p>*Fiscal Year <input style="width: 50px;" type="text" value="0"/></p> </div>
6.	<p>Click the <b>Budget Level</b> dropdown button and select “Department”.</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p>*Budget Level <input style="width: 50px;" type="text"/> <input style="width: 20px;" type="button" value="v"/></p> </div>

Step	Action
7.	<p>Click the <b>Add</b> button.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <div style="border: 2px solid red; padding: 2px; display: inline-block;">Add</div> </div>
<p>The <b>Dept Budget Date</b> page displays.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;">  </div>	
8.	<p>Select the Budget begin date using the <b>Budget Begin Date Calendar</b> icon.</p> <p><b>Note:</b> The budget year will always begin as of “7/1” of the desired year.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;">Fiscal Year 2022</p> <p>*Budget Begin Date <span style="border: 2px solid red; padding: 2px;">07/01/2021</span> </p> </div>
9.	<p>Select the Budget end date using the <b>Budget End Date Calendar</b> icon.</p> <p><b>Note:</b> The budget year will always end as of “6/30” of the desired year.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>*Budget End Date <span style="border: 2px solid red; padding: 2px;">06/30/2022</span> </p> </div>
10.	<p>Click the <b>Offset Group Look up</b> icon and select “STATE”.</p> <p><b>Note:</b> This is a required field and will always be “STATE”.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>*Offset Group <span style="border: 2px solid red; padding: 2px;">STATE</span>  State Offset</p> </div>

Step	Action
11.	<p>In the <b>Suspense Combination Code</b> section, enter or select the Effective Date. This is 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 <b>MUST</b> fall within the fiscal year entered in the <b>Budget Begin</b> and <b>Budget End Date</b> values).</p> <p><b>Note:</b> The suspense combination is the <b>same</b> for every department within the Agency and <b>must not</b> be updated. If unsure of what to enter, view an existing department.</p> 
12.	<p>Click the <b>ChartField Details</b> link to enter the ChartField values to be used for suspense activity.</p> 
13.	<p>In the <b>Account</b> field, enter “50112399” and the other required ChartField values.</p> <p><b>Note:</b> At a minimum, the <b>Account, Fund, Program, and Department</b> fields are required.</p> 
14.	<p>Click the <b>Ok</b> button.</p> 
15.	<p>Click the <b>Dept Budget Earnings</b> tab.</p> 

Step	Action
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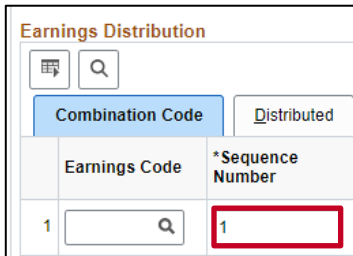
The **Dept Budget Earnings** page displays.



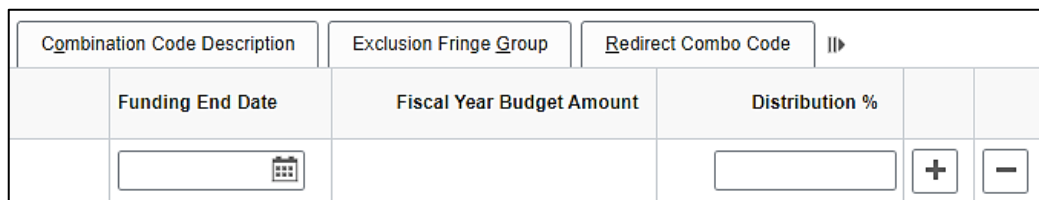
16. Update the **Effective Date** to agree with the effective date used in **Step 11**.



17. In the **Earnings Distribution** section (**Combination Code** tab), Enter “1” in the **Sequence Number** field and tab out of the field.



The **Distribution %** field opens.



Step	Action
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18. Enter the applicable % in the **Distribution %** field; either "100" or the split amount.

Distribution %		
25.000	+	-

19. Click the **Combination Code Description** tab.

Combination Code	Distributed	Earning Code Description	Combination Code Description	Exclusion Fringe Group	Redirect Combo Code
1					

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

The **Combination Code Description** fields display.

Earnings Distribution

Combination Code	Distributed	Earning Code Description	Combination Code Description	Exclusion Fringe Group	Redirect Combo Code
1					

Earnings Code	*Sequence Number	Combination Code	Combination Code Description	ChartField Details
1	1			ChartField Details

20. Click the **ChartField Details** link.

Earnings Distribution

Combination Code	Distributed	Earning Code Description	Combination Code Description	Exclusion Fringe Group	Redirect Combo Code
1					

Earnings Code	*Sequence Number	Combination Code	Combination Code Description	ChartField Details
1	1			ChartField Details

The **ChartField Details** fields display.

ChartField Common Component

**ChartField Details**

Set ID: 18100


Search Options

Speed Types

**ChartField Detail**

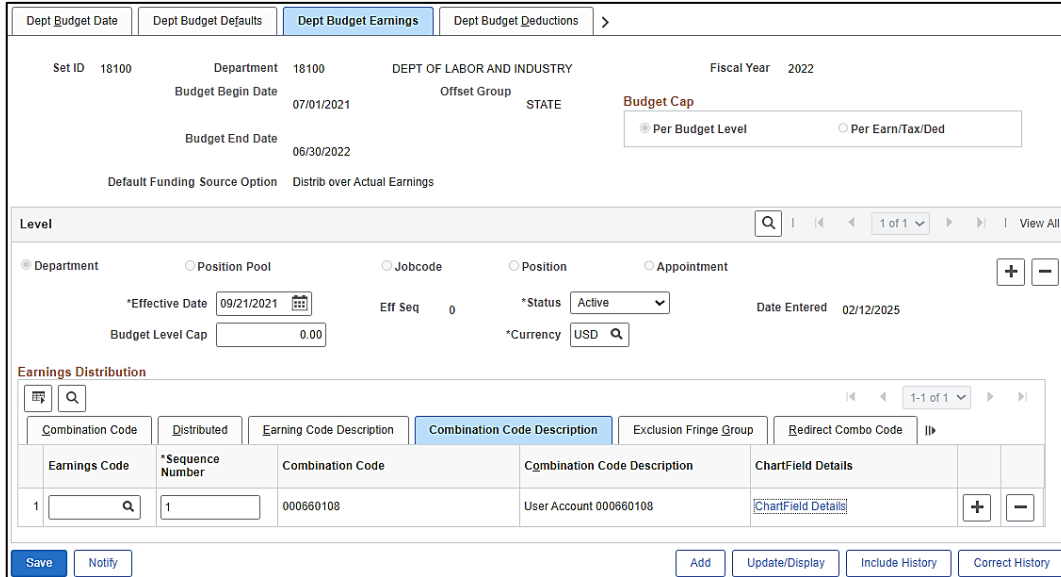
Account	Fund	Program	Department	Cost Center	Task	FIPS
599999						

Step	Action																																							
21.	<p>If the Agency is using SpeedType values, click the <b>Search</b> button in the <b>Search Options</b> box. If the Agency is not using SpeedTypes, skip to <b>Step 24</b>.</p> <div data-bbox="292 420 714 567" style="border: 1px solid black; padding: 5px;"> <p><b>Search Options</b></p> <p><input checked="" type="radio"/> Speed Types <span style="float: right; border: 1px solid red; padding: 2px 5px;">Search</span></p> </div>																																							
<p>The <b>Search Speed Types</b> page displays.</p> <div data-bbox="292 651 1347 1260" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;"><b>Search Speed Types</b></p> <p>SpeedType Key <input type="text" value=""/> <input type="button" value="Q"/></p> <p><b>Search by ChartFields</b></p> <table border="0" style="width: 100%;"> <tr> <td>Account <input type="text" value="599999"/></td> <td>Asset <input type="text" value=""/> <input type="button" value="Q"/></td> <td>Category <input type="text" value=""/> <input type="button" value="Q"/></td> </tr> <tr> <td>Fund <input type="text" value=""/> <input type="button" value="Q"/></td> <td>Agency Use 1 <input type="text" value=""/> <input type="button" value="Q"/></td> <td>Subcategory <input type="text" value=""/> <input type="button" value="Q"/></td> </tr> <tr> <td>Program <input type="text" value=""/> <input type="button" value="Q"/></td> <td>Agency Use 2 <input type="text" value=""/> <input type="button" value="Q"/></td> <td>Affiliate <input type="text" value=""/> <input type="button" value="Q"/></td> </tr> <tr> <td>Department <input type="text" value=""/> <input type="button" value="Q"/></td> <td>PC Business Unit <input type="text" value=""/> <input type="button" value="Q"/></td> <td>Fund Affiliate <input type="text" value=""/> <input type="button" value="Q"/></td> </tr> <tr> <td>Cost Center <input type="text" value=""/> <input type="button" value="Q"/></td> <td>Project <input type="text" value=""/> <input type="button" value="Q"/></td> <td></td> </tr> <tr> <td>Task <input type="text" value=""/> <input type="button" value="Q"/></td> <td>Activity <input type="text" value=""/> <input type="button" value="Q"/></td> <td></td> </tr> <tr> <td>FIPS <input type="text" value=""/> <input type="button" value="Q"/></td> <td>Source Type <input type="text" value=""/> <input type="button" value="Q"/></td> <td></td> </tr> </table> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/></p> <p><b>ChartField Detail</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Select</th> <th>SpeedType</th> <th>Account</th> <th>Department</th> <th>Project</th> <th>Task</th> <th>Fund</th> <th>FIPS</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;"><input type="button" value="Select"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div>		Account <input type="text" value="599999"/>	Asset <input type="text" value=""/> <input type="button" value="Q"/>	Category <input type="text" value=""/> <input type="button" value="Q"/>	Fund <input type="text" value=""/> <input type="button" value="Q"/>	Agency Use 1 <input type="text" value=""/> <input type="button" value="Q"/>	Subcategory <input type="text" value=""/> <input type="button" value="Q"/>	Program <input type="text" value=""/> <input type="button" value="Q"/>	Agency Use 2 <input type="text" value=""/> <input type="button" value="Q"/>	Affiliate <input type="text" value=""/> <input type="button" value="Q"/>	Department <input type="text" value=""/> <input type="button" value="Q"/>	PC Business Unit <input type="text" value=""/> <input type="button" value="Q"/>	Fund Affiliate <input type="text" value=""/> <input type="button" value="Q"/>	Cost Center <input type="text" value=""/> <input type="button" value="Q"/>	Project <input type="text" value=""/> <input type="button" value="Q"/>		Task <input type="text" value=""/> <input type="button" value="Q"/>	Activity <input type="text" value=""/> <input type="button" value="Q"/>		FIPS <input type="text" value=""/> <input type="button" value="Q"/>	Source Type <input type="text" value=""/> <input type="button" value="Q"/>			Select	SpeedType	Account	Department	Project	Task	Fund	FIPS	1	<input type="button" value="Select"/>							
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1	<input type="button" value="Select"/>																																							
22.	<p>Enter or select the <b>SpeedType Key</b>.</p> <div data-bbox="292 1344 730 1438" style="border: 1px solid black; padding: 5px;"> <p>SpeedType Key <input style="border: 1px solid red;" type="text" value=""/> <input type="button" value="Q"/></p> </div>																																							
23.	<p>Select the desired <b>SpeedType</b> value in the <b>ChartField Detail</b> section.</p> <div data-bbox="292 1522 1404 1701" style="border: 1px solid black; padding: 5px;"> <p><b>ChartField Detail</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Select</th> <th>SpeedType</th> <th>Account</th> <th>Department</th> <th>Project</th> <th>Task</th> <th>Fund</th> <th>FIPS</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;"><input style="border: 1px solid red;" type="button" value="Select"/></td> <td style="text-align: center;">301</td> <td style="text-align: center;">599999</td> <td style="text-align: center;">18100</td> <td></td> <td></td> <td style="text-align: center;">01000</td> <td></td> </tr> </tbody> </table> </div>		Select	SpeedType	Account	Department	Project	Task	Fund	FIPS	1	<input style="border: 1px solid red;" type="button" value="Select"/>	301	599999	18100			01000																						
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Step	Action														
	<p>The <b>ChartField Common Component</b> page displays with the fields from the <b>SpeedType</b> populated.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center; margin: 0;"><b>ChartField Common Component</b></p> <hr/> <p><b>ChartField Details</b></p> <p>Set ID: 18100</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p style="text-align: center; margin: 0;"><b>Search Options</b></p> <p style="margin: 0;"><input checked="" type="radio"/> Speed Types <span style="float: right;"><input type="button" value="Search"/></span></p> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="font-size: small;">Account</th> <th style="font-size: small;">Fund</th> <th style="font-size: small;">Program</th> <th style="font-size: small;">Department</th> <th style="font-size: small;">Cost Center</th> <th style="font-size: small;">Task</th> <th style="font-size: small;">FIPS</th> </tr> </thead> <tbody> <tr> <td>599999</td> <td>02800 <input type="text" value=""/></td> <td>599001 <input type="text" value=""/></td> <td>18100 <input type="text" value=""/></td> <td>016 <input type="text" value=""/></td> <td><input type="text" value=""/></td> <td><input type="text" value=""/></td> </tr> </tbody> </table> <p style="margin: 0;"><input type="button" value="Return"/></p> </div>	Account	Fund	Program	Department	Cost Center	Task	FIPS	599999	02800 <input type="text" value=""/>	599001 <input type="text" value=""/>	18100 <input type="text" value=""/>	016 <input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
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24.	<p>Enter the new <b>ChartField</b> codes.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="font-size: small; margin: 0;"><b>ChartField Detail</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 0 0 10px 0;"> <thead> <tr> <th style="font-size: x-small;">Account</th> <th style="font-size: x-small;">Fund</th> <th style="font-size: x-small;">Program</th> <th style="font-size: x-small;">Department</th> </tr> </thead> <tbody> <tr> <td>50112399 <input type="text" value=""/></td> <td>01000 <input type="text" value=""/></td> <td>104070 <input type="text" value=""/></td> <td>18100 <input type="text" value=""/></td> </tr> </tbody> </table> <p style="margin: 0;"><input type="button" value="Ok"/> <input type="button" value="Cancel"/></p> </div>	Account	Fund	Program	Department	50112399 <input type="text" value=""/>	01000 <input type="text" value=""/>	104070 <input type="text" value=""/>	18100 <input type="text" value=""/>						
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25.	<p>Click the <b>Ok</b> button.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="margin: 0;"><input style="border: 2px solid red;" type="button" value="Ok"/> <input type="button" value="Cancel"/></p> </div>														
	<p>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 <b>OK</b> button.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="font-size: x-small; margin: 0;">The ChartField Combination chosen is not valid. (2000,203)</p> <p style="font-size: x-small; margin: 0;">The ChartField Combination chosen is not valid for the Business Unit or SETID provided.</p> <p style="text-align: center; margin: 10px 0;"><input style="border: 2px solid red;" type="button" value="OK"/></p> </div>														

Step	Action
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The **Dept Budget Earnings** page redisplay with the **Combination Code Description** tab updated.



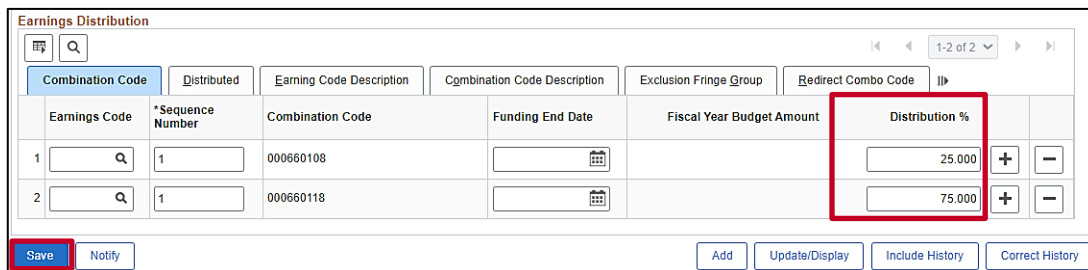
26. If additional funding is required, click the **Add a Row** icon (+) and repeat **Steps 17 – 25**. The **Sequence Number** is always “1”.

Earnings Code	*Sequence Number	Combination Code	Combination Code Description	ChartField Details		
1	1	000527945	User Account 000527945	ChartField Details	+	-

27. Once all rows have been entered, click the **Save** button.

**Note:** 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%**.

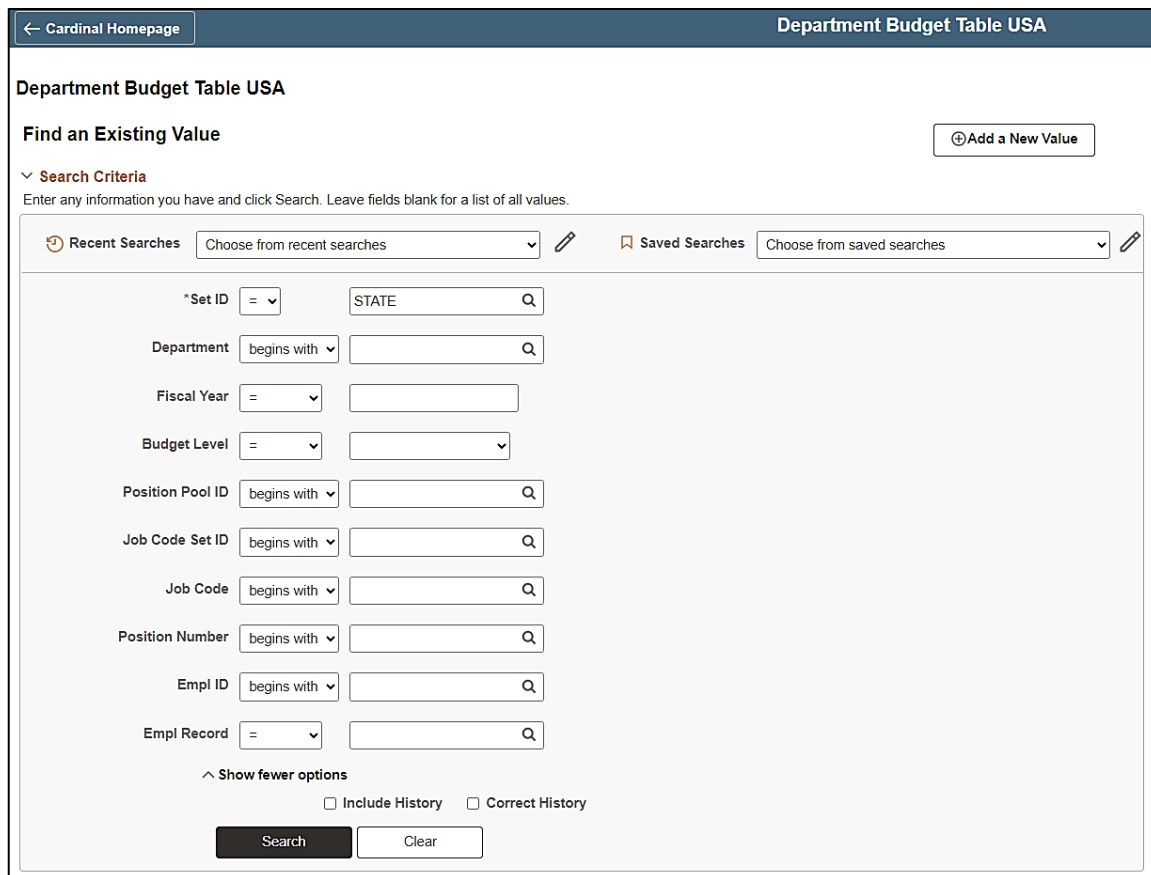


### Assigning ChartField Values (Funding) to a Position

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

Step	Action
1.	Navigate to the <b>Department Budget Table USA</b> page using the following path: <b>NavBar &gt; Menu &gt; Setup HCM &gt; Product Related &gt; Commitment Accounting &gt; Budget Information &gt; Department Budget Table USA</b>

The **Department Budget Table USA Find an Existing Value Search** page displays.



← Cardinal Homepage Department Budget Table USA

**Department Budget Table USA**

**Find an Existing Value** ⊕ Add a New Value

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

🕒 Recent Searches  ✎ 🔖 Saved Searches  ✎

\*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 =

^ Show fewer options

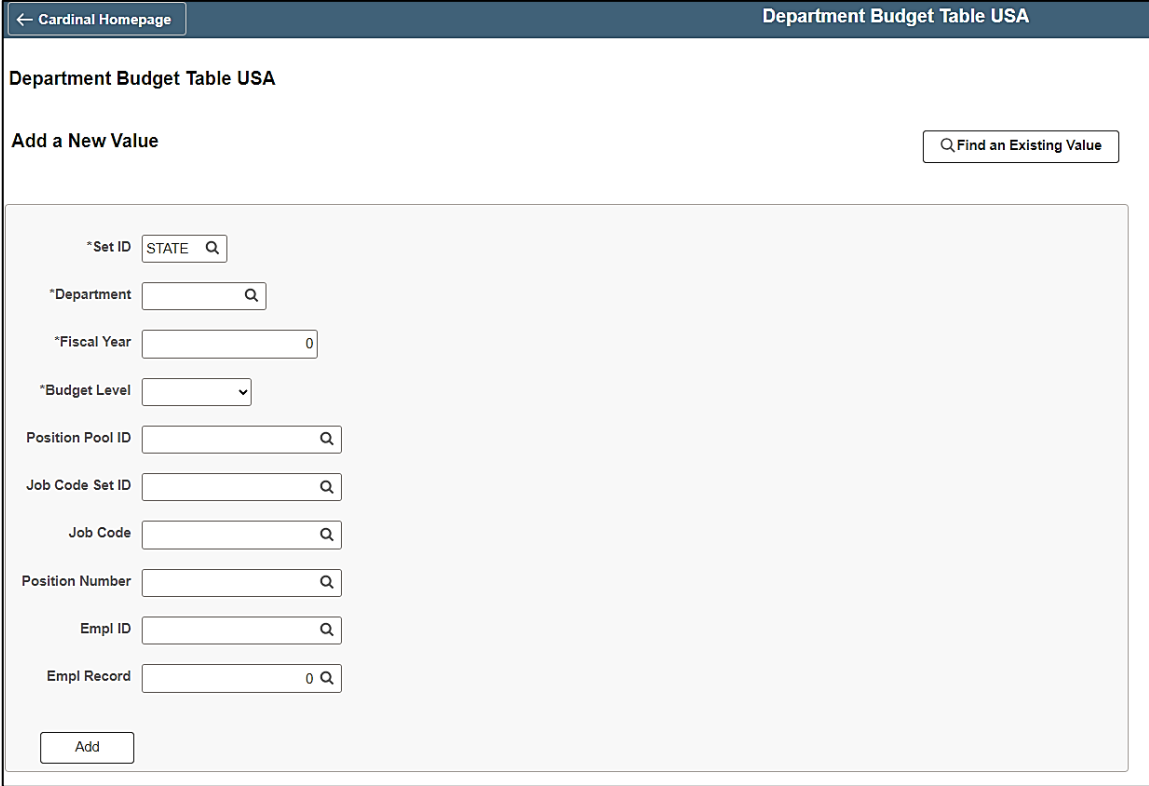




Include History  Correct History




For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled **Overview of the Cardinal HCM Search Pages**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

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

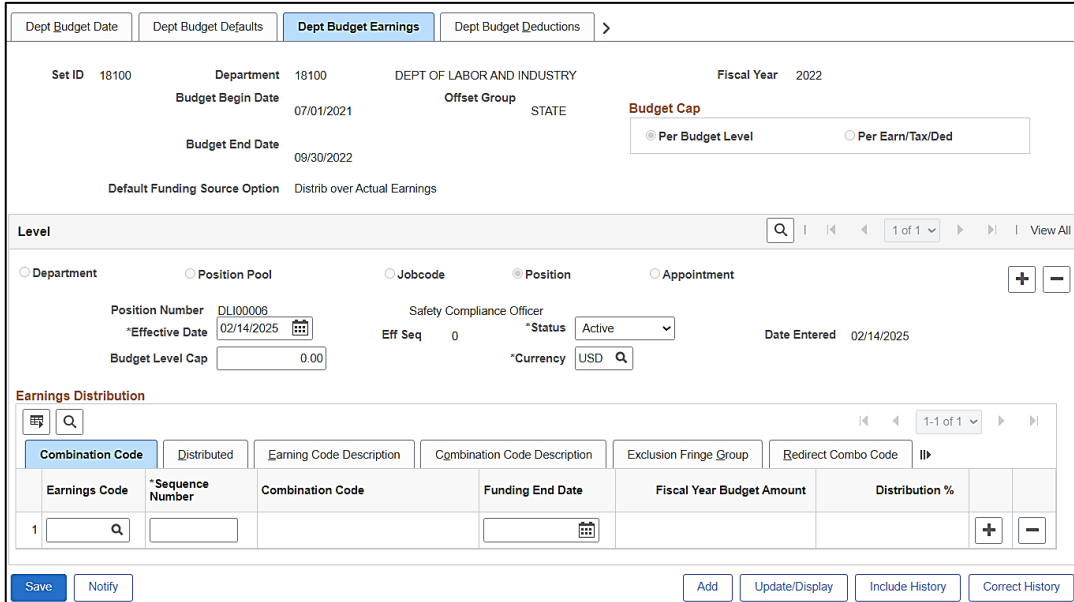


Step	Action
	<p>The <b>Department Budget Table USA Add a New Value</b> page displays.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div>
3.	<p>The <b>Set ID</b> field defaults to “STATE”. Update to the Business Unit for the applicable Department.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>
4.	<p>Click the <b>Department Look up</b> icon and select the applicable Department.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>
5.	<p>Enter the four-digit Fiscal Year in the <b>Fiscal Year</b> field.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>
6.	<p>Click the <b>Budget Level</b> dropdown button and select “Position”.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>

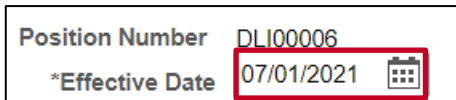
Step	Action
7.	<p>In the <b>Position Number</b> field, enter the position number of the position to have a ChartField value assigned.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <span style="border: 1px solid #ccc; padding: 2px;">Position Number</span> <span style="border: 2px solid red; padding: 2px;">DLI00006</span> <span style="border: 1px solid #ccc; padding: 2px;">Q</span> </div>
8.	<p>Click the <b>Add</b> button.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0; text-align: center;"> <span style="border: 2px solid red; padding: 5px 15px;">Add</span> </div>
<p>The <b>Dept Budget Date</b> page displays.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="display: flex; border-bottom: 1px solid #ccc; margin-bottom: 10px;"> <span style="background-color: #e6f2ff; padding: 2px 5px;">Dept Budget Date</span> <span style="padding: 2px 5px;">Dept Budget Defaults</span> <span style="padding: 2px 5px;">Dept Budget Earnings</span> <span style="padding: 2px 5px;">Dept Budget Deductions</span> <span style="margin-left: 5px;">&gt;</span> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Set ID 18100</span> <span>Department 18100 DEPT OF LABOR AND INDUSTRY</span> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Fiscal Year 2022</span> <span>*Budget End Date 06/30/2022</span> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>*Budget Begin Date 07/01/2021</span> <span>*Offset Group STATE State Offset</span> </div> <div style="margin-top: 10px;"> <p><b>Budget Cap</b></p> <div style="display: flex; justify-content: space-between; border: 1px solid #ccc; padding: 2px;"> <span><input checked="" type="radio"/> Per Budget Level</span> <span><input type="radio"/> Per Earn/Tax/Ded</span> </div> </div> <div style="margin-top: 10px;"> <p><b>Suspense Combination Code</b></p> <div style="display: flex; justify-content: space-between; font-size: x-small;"> <span>*Effective Date 07/01/2021</span> <span>Effective Sequence 0</span> <span>+ -</span> </div> <div style="display: flex; justify-content: space-between; font-size: x-small;"> <span>Combination Code 000660117</span> <span>User Account 000660117</span> <span><a href="#">ChartField Details</a></span> </div> <div style="display: flex; justify-content: space-between; font-size: x-small;"> <span>Balance</span> <span>0.00</span> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px; font-size: x-small;"> <span>Save</span> <span>Notify</span> <span>Add</span> <span>Update/Display</span> <span>Include History</span> <span>Correct History</span> </div> </div>	
	<p>The <b>Budget Begin Date</b>, <b>Budget End Date</b>, and <b>Offset Group</b> default from the Department Default setup. If they do not default, the Department funding record has not been added. <b>Stop</b> and add the Department level record.</p> <p>In the <b>Suspense Combination Code</b> section, <b>Effective Date</b> and <b>Combination Code</b> default from the Department Default setup. Do NOT update the <b>ChartField Details</b> link.</p>
9.	<p>Click the <b>Dept Budget Earnings</b> tab.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <div style="display: flex; border-bottom: 1px solid #ccc;"> <span style="background-color: #e6f2ff; padding: 2px 5px;">Dept Budget Date</span> <span style="padding: 2px 5px;">Dept Budget Defaults</span> <span style="border: 2px solid red; padding: 2px 5px;">Dept Budget Earnings</span> <span style="padding: 2px 5px;">Dept Budget Deductions</span> <span style="margin-left: 5px;">&gt;</span> </div> </div>

Step	Action
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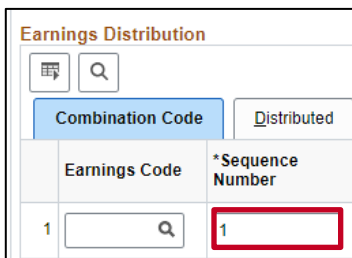
The **Dept Budget Earnings** page displays.



10. 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.



11. In the **Earnings Distribution** section (**Combination Code** tab), Enter “1” in the **Sequence Number** field and tab out of the field.



Step	Action																																			
	<p>The <b>Distribution %</b> field opens.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Combination Code Description</td> <td style="width: 33%;">Exclusion Fringe Group</td> <td style="width: 33%;">Redirect Combo Code</td> <td style="width: 10%; text-align: right;">  &gt;</td> </tr> <tr> <td style="text-align: center;">Funding End Date</td> <td style="text-align: center;">Fiscal Year Budget Amount</td> <td style="text-align: center;">Distribution %</td> <td></td> </tr> <tr> <td style="text-align: center;"><input type="text"/></td> <td></td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;">+ -</td> </tr> </table> </div>	Combination Code Description	Exclusion Fringe Group	Redirect Combo Code	>	Funding End Date	Fiscal Year Budget Amount	Distribution %		<input type="text"/>		<input type="text"/>	+ -																							
Combination Code Description	Exclusion Fringe Group	Redirect Combo Code	>																																	
Funding End Date	Fiscal Year Budget Amount	Distribution %																																		
<input type="text"/>		<input type="text"/>	+ -																																	
12.	<p>Enter the applicable % in the <b>Distribution %</b> field, either "100" or the split amount.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; text-align: center;">Distribution %</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td style="text-align: center;"><input style="border: 2px solid red;" type="text" value="25.000"/></td> <td style="text-align: center;">+</td> <td style="text-align: center;">-</td> </tr> </table> </div>	Distribution %			<input style="border: 2px solid red;" type="text" value="25.000"/>	+	-																													
Distribution %																																				
<input style="border: 2px solid red;" type="text" value="25.000"/>	+	-																																		
13.	<p>Click the <b>Combination Code Description</b> tab.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Combination Code</td> <td style="width: 10%;">Distributed</td> <td style="width: 20%;">Earning Code Description</td> <td style="width: 20%; border: 2px solid red;">Combination Code Description</td> <td style="width: 15%;">Exclusion Fringe Group</td> <td style="width: 15%;">Redirect Combo Code</td> <td style="width: 5%; text-align: right;">  &gt;</td> </tr> <tr> <td style="text-align: center;">Earnings Code</td> <td style="text-align: center;">*Sequence Number</td> <td style="text-align: center;">Combination Code</td> <td style="text-align: center;">Funding End Date</td> <td style="text-align: center;">Fiscal Year Budget Amount</td> <td style="text-align: center;">Distribution %</td> <td></td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> <td></td> <td style="text-align: center;"><input type="text"/></td> <td></td> <td style="text-align: center;">25.000</td> <td style="text-align: center;">+ -</td> </tr> </table> </div>	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		<input type="text"/>		25.000	+ -														
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		<input type="text"/>		25.000	+ -																														
	<p>The <b>Combination Code Description</b> fields display.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="7" style="text-align: left;">Earnings Distribution</td> </tr> <tr> <td style="width: 15%; text-align: center;">☰</td> <td style="width: 10%; text-align: center;">🔍</td> <td colspan="3"></td> <td style="width: 10%; text-align: center;">1-1 of 1</td> <td style="width: 10%; text-align: right;">▶▶</td> </tr> <tr> <td style="width: 15%;">Combination Code</td> <td style="width: 10%;">Distributed</td> <td style="width: 20%;">Earning Code Description</td> <td style="width: 20%; border: 2px solid blue;">Combination Code Description</td> <td style="width: 15%;">Exclusion Fringe Group</td> <td style="width: 15%;">Redirect Combo Code</td> <td style="width: 5%; text-align: right;">  &gt;</td> </tr> <tr> <td style="text-align: center;">Earnings Code</td> <td style="text-align: center;">*Sequence Number</td> <td style="text-align: center;">Combination Code</td> <td style="text-align: center;">Combination Code Description</td> <td style="text-align: center;">ChartField Details</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> <td></td> <td></td> <td style="text-align: center;">ChartField Details</td> <td></td> <td style="text-align: center;">+ -</td> </tr> </table> </div>	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	Combination Code Description	ChartField Details			1	1			ChartField Details		+ -
Earnings Distribution																																				
☰	🔍				1-1 of 1	▶▶																														
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1	1			ChartField Details		+ -																														
14.	<p>Click the <b>ChartField Details</b> link.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="7" style="text-align: left;">Earnings Distribution</td> </tr> <tr> <td style="width: 15%; text-align: center;">☰</td> <td style="width: 10%; text-align: center;">🔍</td> <td colspan="3"></td> <td style="width: 10%; text-align: center;">1-1 of 1</td> <td style="width: 10%; text-align: right;">▶▶</td> </tr> <tr> <td style="width: 15%;">Combination Code</td> <td style="width: 10%;">Distributed</td> <td style="width: 20%;">Earning Code Description</td> <td style="width: 20%; border: 2px solid blue;">Combination Code Description</td> <td style="width: 15%;">Exclusion Fringe Group</td> <td style="width: 15%;">Redirect Combo Code</td> <td style="width: 5%; text-align: right;">  &gt;</td> </tr> <tr> <td style="text-align: center;">Earnings Code</td> <td style="text-align: center;">*Sequence Number</td> <td style="text-align: center;">Combination Code</td> <td style="text-align: center;">Combination Code Description</td> <td style="text-align: center;">ChartField Details</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> <td></td> <td></td> <td style="text-align: center; border: 2px solid red;">ChartField Details</td> <td></td> <td style="text-align: center;">+ -</td> </tr> </table> </div>	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	Combination Code Description	ChartField Details			1	1			ChartField Details		+ -
Earnings Distribution																																				
☰	🔍				1-1 of 1	▶▶																														
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Earnings Code	*Sequence Number	Combination Code	Combination Code Description	ChartField Details																																
1	1			ChartField Details		+ -																														

Step	Action
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The **ChartField Details** fields display.

**ChartField Common Component**

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**ChartField Details**

Set ID: 18100

**Search Options**

Speed Types

ChartField Detail	Account	Fund	Program	Department	Cost Center	Task	FIPS
	599999	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>

15. If the Agency is using SpeedType values, click the **Search** button in the **Search Options** section. If the Agency is not using SpeedTypes move to **Step 20**.

**Search Options**

Speed Types

The **Search Speed Types** page displays.

**Search Speed Types**


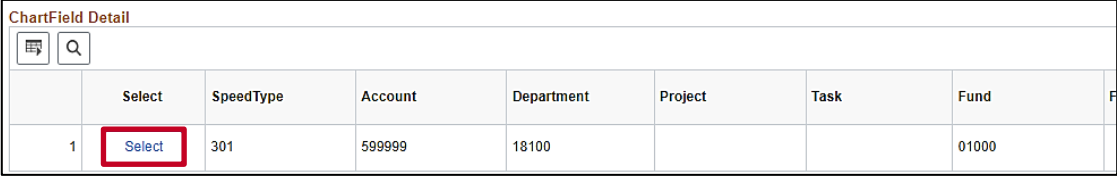
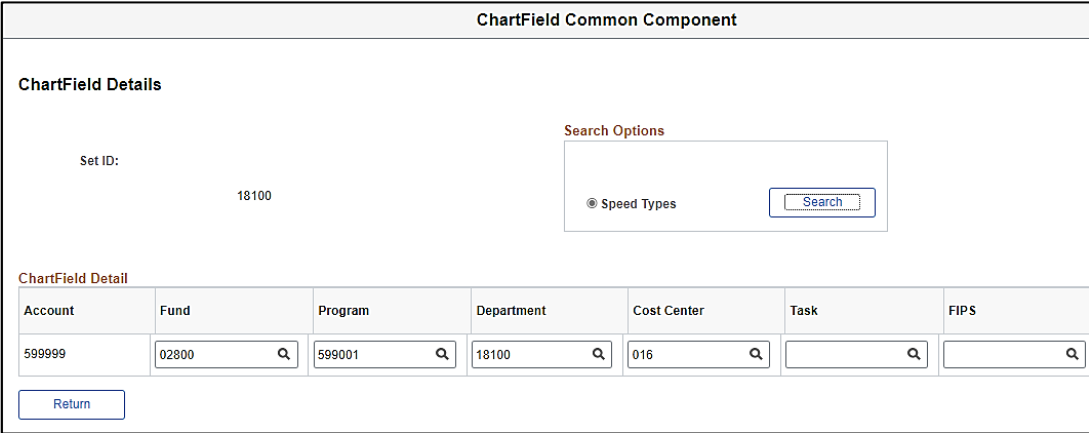
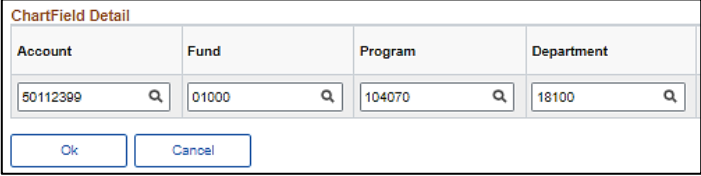

SpeedType Key


**Search by ChartFields**

Account <input type="text" value="599999"/>	Asset <input type="text"/>	Category <input type="text"/>
Fund <input type="text"/>	Agency Use 1 <input type="text"/>	Subcategory <input type="text"/>
Program <input type="text"/>	Agency Use 2 <input type="text"/>	Affiliate <input type="text"/>
Department <input type="text"/>	PC Business Unit <input type="text"/>	Fund Affiliate <input type="text"/>
Cost Center <input type="text"/>	Project <input type="text"/>	
Task <input type="text"/>	Activity <input type="text"/>	
FIPS <input type="text"/>	Source Type <input type="text"/>	

**ChartField Detail**

	Select	SpeedType	Account	Department	Project	Task	Fund	FIPS
1	<input type="button" value="Select"/>							

Step	Action
16.	Enter or select the <b>SpeedType Key</b> . 
17.	Select the desired <b>SpeedType</b> value in the <b>ChartField Detail</b> section. 
	<p>The <b>ChartField Common Component</b> window displays, and the fields from the <b>SpeedType</b> are populated.</p> <p><b>Note: Account</b> defaults to “599999”.</p> 
18.	Enter the new <b>ChartField</b> codes. 
19.	Click the <b>Ok</b> button. 

Step	Action
	<p>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 <b>OK</b> button.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>The ChartField Combination chosen is not valid. (2000,203)</p> <p>The ChartField Combination chosen is not valid for the Business Unit or SETID provided.</p> <p style="text-align: center;"><span style="border: 1px solid red; padding: 2px 10px;">OK</span></p> </div>

The **Dept Budget Earnings** page refreshes with the updated **Combination Code Description** tab.

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 07/01/2021      Offset Group STATE      Budget Cap

Budget End Date 09/30/2022       Per Budget Level       Per Earn/Tax/Ded

Default Funding Source Option Distrib over Actual Earnings

**Level** 1 of 1

Department     Position Pool     Jobcode     Position     Appointment    + -

Position Number DL100006      Safety Compliance Officer

\*Effective Date 07/01/2021      Eff Seq 0      \*Status Active      Date Entered 02/14/2025

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
1		000660113	User Account 000660113		

Save Notify

Add Update/Display Include History Correct History

20. If additional funding is required, click the **Add a Row** icon (+) and repeat **Steps 14 – 19**. The **Sequence Number** is always “1”.

Earnings Code	*Sequence Number	Combination Code	Combination Code Description	ChartField Details
1	1	000527945	User Account 000527945	<span style="border: 1px solid red; padding: 2px 5px;">+</span> <span style="padding: 2px 5px;">-</span>

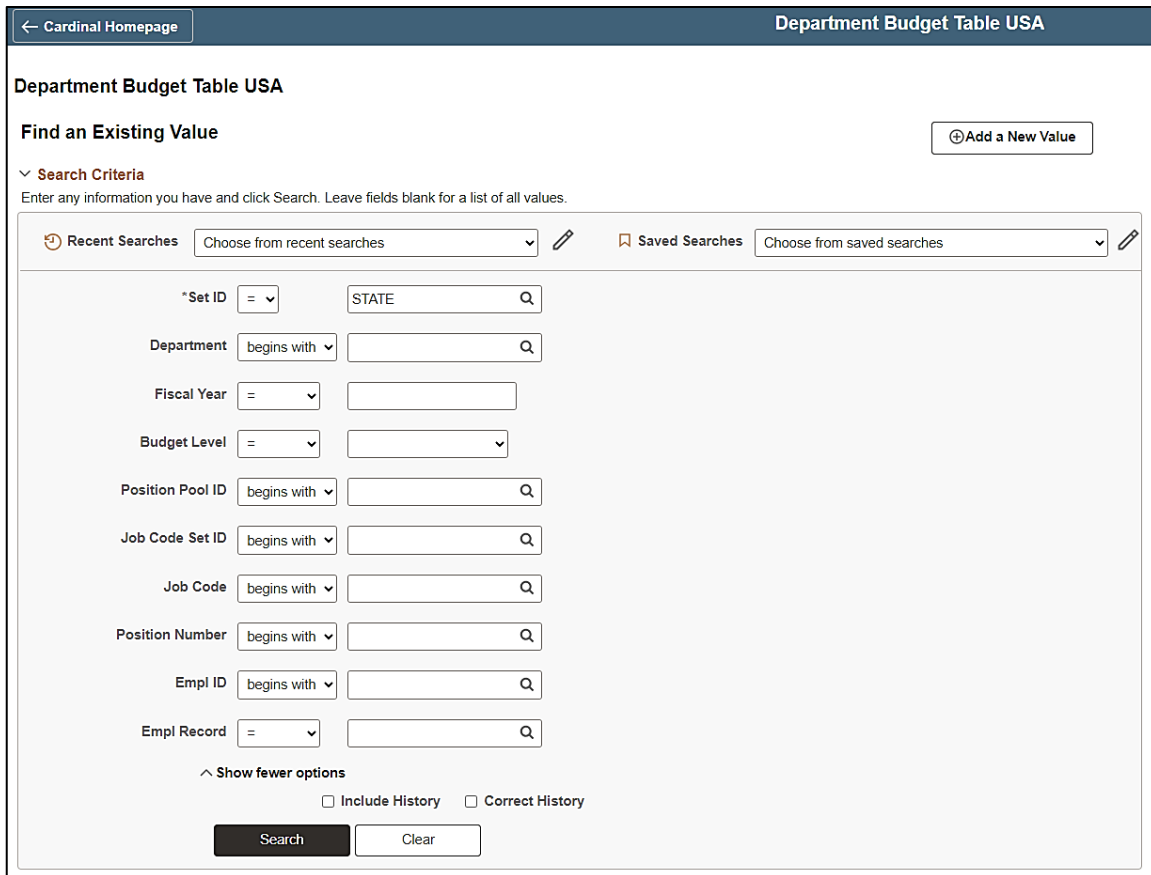
Step	Action																												
21.	<p>Once all rows have been entered, click the <b>Save</b> button.</p> <p><b>Note:</b> If the effective date is in the past, a message will be received: “Retroactive Budget changes made, Save those changes for Retro process?”. Click <b>No</b> to this message.</p> <p><b>Note:</b> The <b>Distribution %</b> column must sum to <b>100%</b>.</p> <div data-bbox="289 520 1377 785" style="border: 1px solid black; padding: 5px;"> <p><b>Earnings Distribution</b></p> <table border="1"> <thead> <tr> <th>Combination Code</th> <th>Distributed</th> <th>Earning Code Description</th> <th>Combination Code Description</th> <th>Exclusion Fringe Group</th> <th>Redirect Combo Code</th> <th></th> </tr> </thead> <tbody> <tr> <td>Earnings Code</td> <td>*Sequence Number</td> <td>Combination Code</td> <td>Funding End Date</td> <td>Fiscal Year Budget Amount</td> <td>Distribution %</td> <td></td> </tr> <tr> <td>1</td> <td>1</td> <td>000660108</td> <td></td> <td></td> <td>25.000</td> <td>+ -</td> </tr> <tr> <td>2</td> <td>1</td> <td>000660118</td> <td></td> <td></td> <td>75.000</td> <td>+ -</td> </tr> </tbody> </table> <p>Buttons: Save, Notify, Add, Update/Display, Include History, Correct History</p> </div>	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	000660108			25.000	+ -	2	1	000660118			75.000	+ -
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	000660108			25.000	+ -																							
2	1	000660118			75.000	+ -																							

### Updating ChartField Values (Funding) for a Department/Position

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

Step	Action
1.	Navigate to the <b>Department Budget Table USA</b> page using the following path: <b>NavBar &gt; Menu &gt; Setup HCM &gt; Product Related &gt; Commitment Accounting &gt; Budget Information &gt; Department Budget Table USA</b>

The **Department Budget Table USA Find an Existing Value Search** page displays.



← Cardinal Homepage Department Budget Table USA

**Department Budget Table USA**

**Find an Existing Value** ⊕ Add a New Value

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

Recent Searches  ✎ Saved Searches  ✎

\*Set ID =

Department

Fiscal Year =

Budget Level =

Position Pool ID

Job Code Set ID


Job Code

Position Number






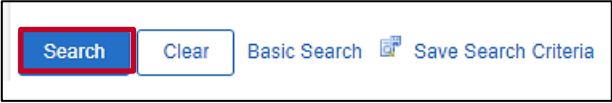
Empl ID

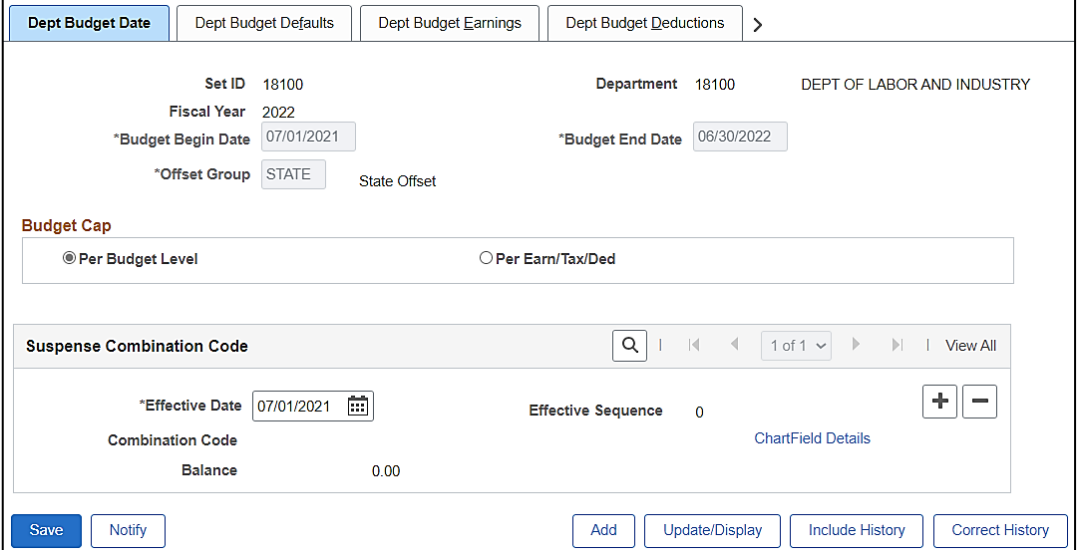
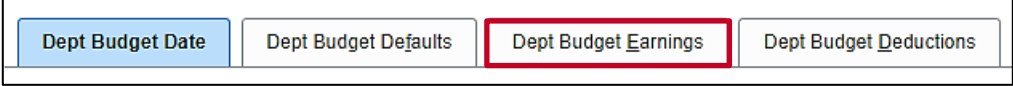
Empl Record =

∧ Show fewer options  
 Include History  Correct History

 For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled **Overview of the Cardinal HCM Search Pages**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

2.	Click the <b>Clear</b> button to remove any existing values in the search criteria fields.
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Step	Action
3.	The <b>Set ID</b> field defaults to “STATE”. Update to the Business Unit for the applicable Department. 
4.	Click the <b>Department Look up</b> icon and select the applicable Department. 
5.	Enter the four-digit Fiscal Year in the <b>Fiscal Year</b> field. 
6.	Click the <b>Budget Level</b> dropdown button and select “Position”. <b>Note:</b> Select “Department” if updating Department funding. 
7.	In the <b>Position Number</b> field, enter the position number of the position to have a ChartField value updated. <b>Note:</b> Leave blank if updating Department funding. 
8.	Click the <b>Search</b> button. 

Step	Action
	<p>The <b>Dept Budget Date</b> page displays.</p> <p><b>Note:</b> No changes are needed on the <b>Dept Budget Date</b> page. DO NOT update the <b>Suspense Combination Code</b> section on the <b>Dept Budget Date</b> page.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  <p>The screenshot shows the 'Dept Budget Date' page with the following details:</p> <ul style="list-style-type: none"> <li>Set ID: 18100</li> <li>Department: 18100 DEPT OF LABOR AND INDUSTRY</li> <li>Fiscal Year: 2022</li> <li>*Budget Begin Date: 07/01/2021</li> <li>*Budget End Date: 06/30/2022</li> <li>*Offset Group: STATE</li> <li>Budget Cap: <input checked="" type="radio"/> Per Budget Level</li> <li>Suspense Combination Code: 00.00</li> <li>Effective Date: 07/01/2021</li> <li>Effective Sequence: 0</li> </ul> </div>
9.	<p>Click the <b>Dept Budget Earnings</b> tab.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  <p>The screenshot shows the navigation tabs: Dept Budget Date, Dept Budget Defaults, <b>Dept Budget Earnings</b> (highlighted with a red box), and Dept Budget Deductions.</p> </div>

Step	Action
------	--------

The **Dept Budget Earnings** page displays with “Position” selected in the **Level** section.

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 07/01/2021    Offset Group STATE    Budget Cap

Budget End Date 06/30/2022     Per Budget Level     Per Earn/Tax/Ded

Default Funding Source Option Distrib over Actual Earnings

**Level** 1 of 1

Department   
  Position Pool   
  Jobcode   
  Position   
  Appointment

Position Number DL100006    Safety Compliance Officer    \*Status Active

\*Effective Date 07/01/2021    Eff Seq 0    \*Currency USD

Budget Level Cap

**Earnings Distribution** 1-2 of 2

Combination Code	Distributed	Earning Code Description	Combination Code Description	Exclusion Fringe Group	Redirect Combo Code
1	<input type="text" value="1"/>	000660108			
2	<input type="text" value="1"/>	000660117			

Save    Notify
Add    Update/Display    Include History    Correct History

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

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 07/01/2021    Offset Group STATE    Budget Cap

Budget End Date 06/30/2022     Per Budget Level     Per Earn/Tax/Ded

Default Funding Source Option Distrib over Actual Earnings

**Level** 1 of 1

Department   
  Position Pool   
  Jobcode   
  Position   
  Appointment

Position Number DL100006    Safety Compliance Officer    \*Status Active

\*Effective Date 07/01/2021    Eff Seq 0    \*Currency USD

Budget Level Cap

**Earnings Distribution** 1-2 of 2

Combination Code	Distributed	Earning Code Description	Combination Code Description	Exclusion Fringe Group	Redirect Combo Code
1	<input type="text" value="1"/>	000660108			
2	<input type="text" value="1"/>	000660117			

Save    Notify
Add    Update/Display    Include History    Correct History

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

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 07/01/2021    Offset Group STATE    Budget Cap

Budget End Date 06/30/2022     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 Compliance Officer    \*Status Active

\*Effective Date 02/14/2025    Eff Seq 0    \*Currency USD

Budget Level Cap

**Earnings Distribution** 1-2 of 2

Combination Code	Distributed	Earning Code Description	Combination Code Description	Exclusion Fringe Group	Redirect Combo Code
1	<input type="text" value="1"/>	000660108			
2	<input type="text" value="1"/>	000660117			

Save    Notify
Add    Update/Display    Include History    Correct History

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.

Position Number DL100006

\*Effective Date 07/01/2021

Step	Action
------	--------



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.

Position Number	DLI00006	Safety Compliance Officer	*Status	Active	Date Entered	02/14/2025
*Effective Date	07/01/2021	Eff Seq	1			
Budget Level Cap	0.00	*Currency	USD			

12.

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

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				25.000	+ -

The **Combination Code Description** fields display.

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 07/01/2021    Offset Group STATE    Budget Cap

Budget End Date 06/30/2022     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 DLI00006    Safety Compliance Officer    \*Status Active

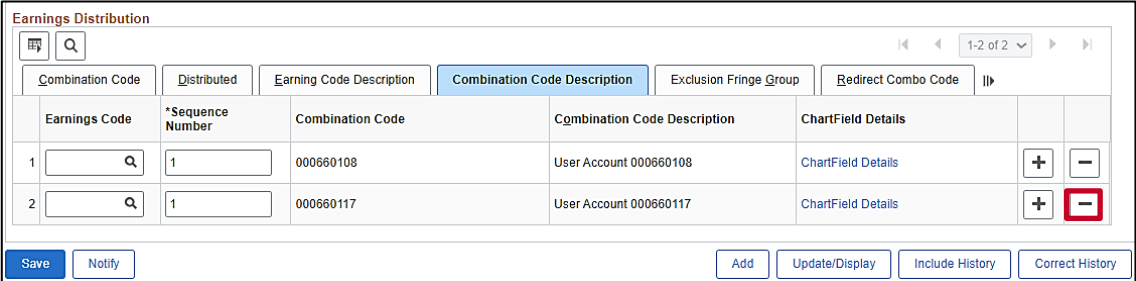
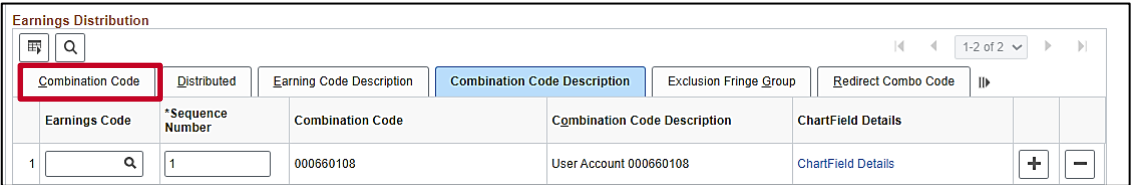
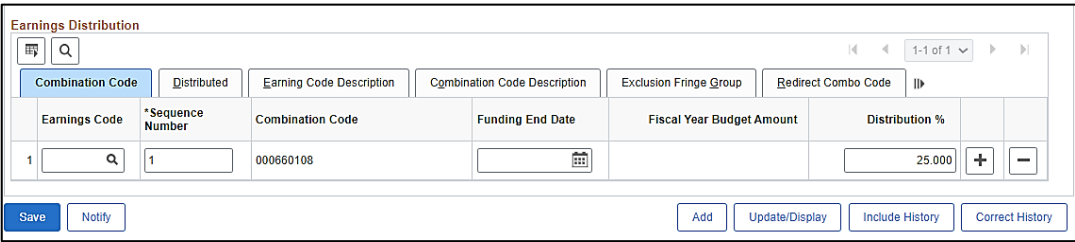
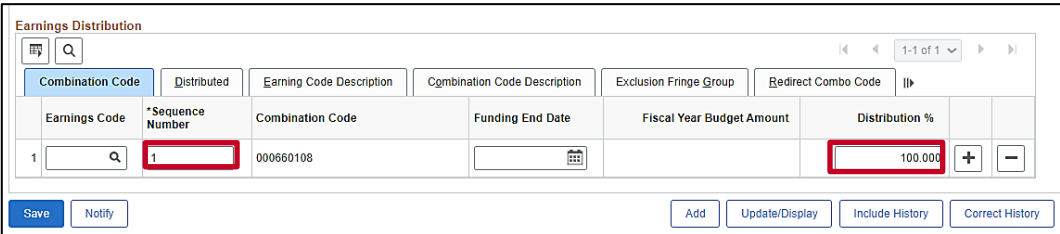
\*Effective Date 07/01/2021    Eff Seq 1    Date Entered 02/14/2025

Budget Level Cap 0.00    \*Currency USD

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	Combination Code Description	ChartField Details		
1	1	000660108	User Account 000660108	ChartField Details		+ -
2	1	000660117	User Account 000660117	ChartField Details		+ -

Save    Notify
Add    Update/Display    Include History    Correct History

Step	Action
13.	<p>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 <b>ChartField Details</b> link and update as needed. Examples of this approach are in the <b>Assign ChartField Value to a Position</b> section of this document.</p> <p>Continuing with this example, click the <b>Delete row icon (-)</b> to delete the row that is no longer applicable.</p> 
14.	<p>Click on the <b>Combination Code</b> tab to update the percentage that will be charged.</p> 
<p>The <b>Combination Code</b> fields display.</p>	
	
15.	<p>Enter the new percentage to be charged to this account by placing the cursor in the <b>Distribution %</b> field and entering the percentage. The percentages in the <b>Distribution %</b> column for all rows must sum to 100. The <b>Sequence Number</b> must be '1' for all rows.</p> 

Step	Action																		
16.	<p>Click the <b>Save</b> button.</p> <p><b>Note:</b> If the effective date is in the past, a message will be received: “Retroactive Budget changes made, Save those changes for Retro process?”. Click <b>No</b> to this message.</p> <p><b>Note:</b> The ChartField values are saved applicable on the new effective date.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Earnings Distribution</b></p> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>🔍</span> <span>1-1 of 1</span> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 15%;">Combination Code</th> <th style="width: 10%;">Distributed</th> <th style="width: 20%;">Earning Code Description</th> <th style="width: 20%;">Combination Code Description</th> <th style="width: 15%;">Exclusion Fringe Group</th> <th style="width: 20%;">Redirect Combo Code</th> </tr> </thead> <tbody> <tr> <td style="font-size: small;">Earnings Code</td> <td style="font-size: small;">*Sequence Number</td> <td style="font-size: small;">Combination Code</td> <td style="font-size: small;">Funding End Date</td> <td style="font-size: small;">Fiscal Year Budget Amount</td> <td style="font-size: small;">Distribution %</td> </tr> <tr> <td>1</td> <td>1</td> <td>000660108</td> <td></td> <td></td> <td>100.000</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span><b>Save</b>   Notify</span> <span>Add   Update/Display   Include History   Correct History</span> </div> </div>	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	000660108			100.000
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	000660108			100.000														

**Annual Department and Position Default Funding Budget Rollover**

Each 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.