

**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.

**Note:** Whenever 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.

**Note:** The user will need the role of V\_PY\_BUDGET\_PROCESSOR to have the required access to Add or Update ChartField values on a department or position.

**Note:** 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.

**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.

**Note:** 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, view an existing Department before beginning and record the ChartFields and values to be entered.

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**

Find an Existing Value

Set ID 18100

Department 18100

Fiscal Year 2022

Budget Level Department

Position Pool ID

Job Code Set ID

Job Code

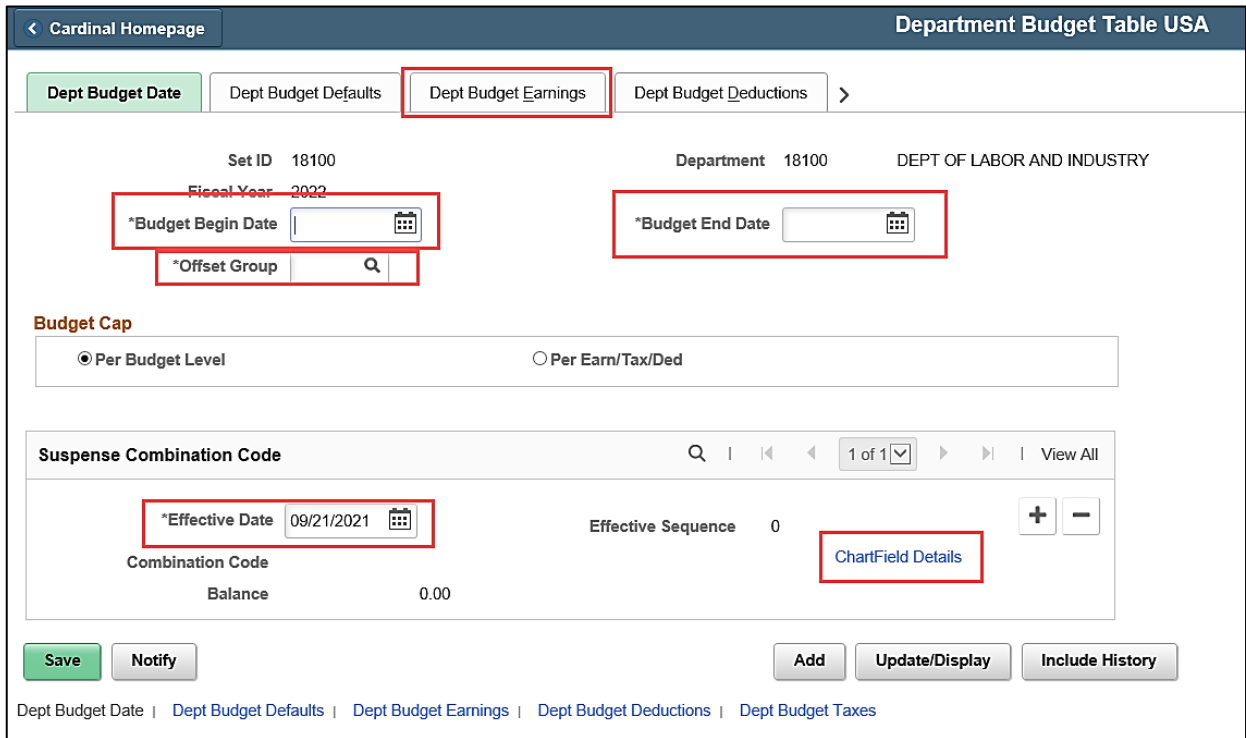
Position Number

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 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).

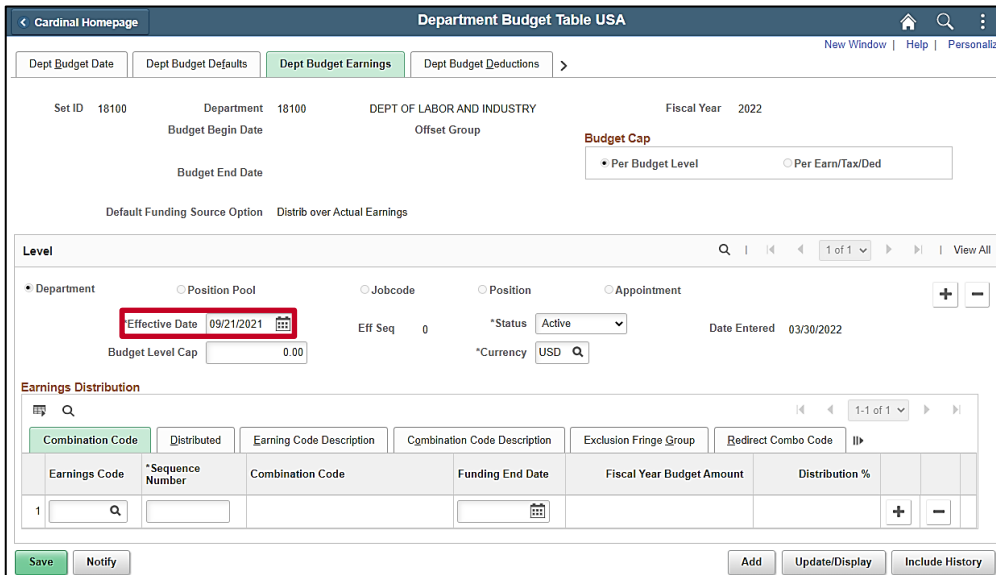
**Note:** The Suspense Combination Code will default to the system date.

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 effective date **MUST** fall within the Fiscal Year entered in the Budget Begin and Budget End Date values).
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**.

**Note:** The suspense combination is the same for every department within the agency. If you do not know what it is, you may view an existing department. At a minimum, **Account, Fund, Program** and **Department** are required.

13. Click the **Dept Budget Earnings** tab.

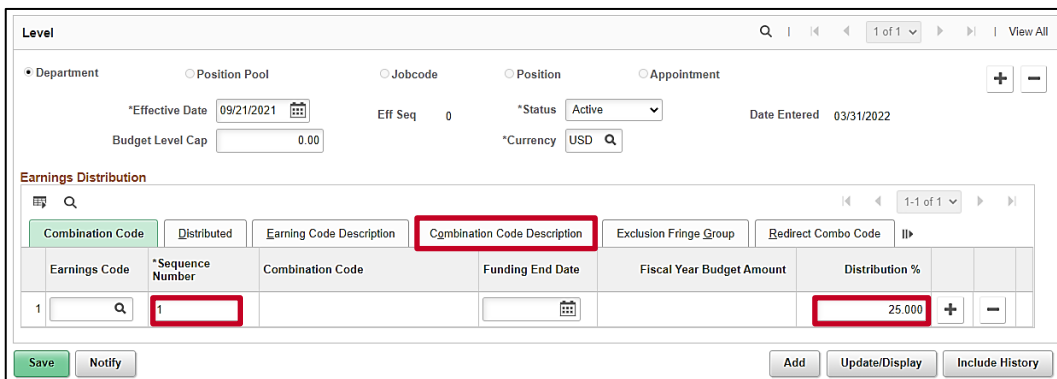
The **Department Budget Table USA** page displays with the **Dept Budget Earnings** tab open.



The screenshot shows the 'Department Budget Table USA' interface. The 'Dept Budget Earnings' tab is selected. The 'Effective Date' is set to 09/21/2021. The 'Earnings Distribution' section shows a table with one row:

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

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.

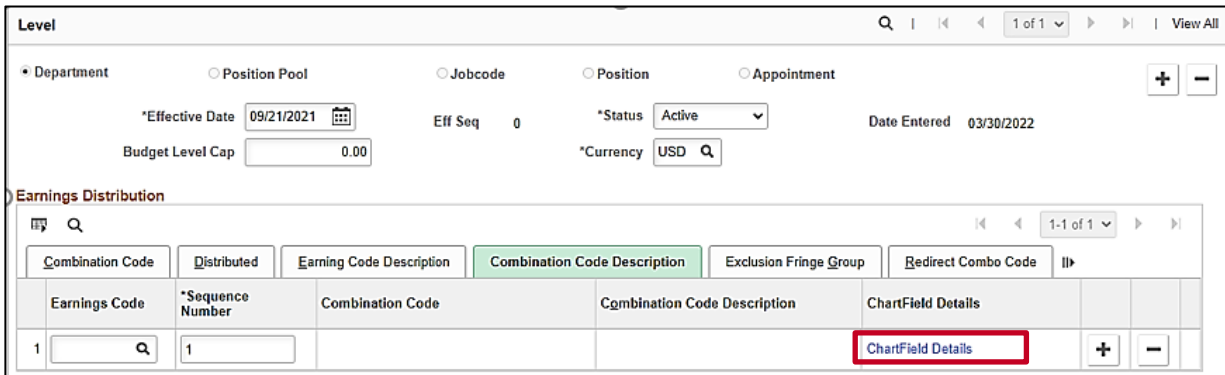


The screenshot shows the 'Earnings Distribution' section with the 'Combination Code Description' tab selected. The 'Sequence Number' field contains 1, and the 'Distribution %' field contains 25.000.

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

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.



Level

Department   
  Position Pool   
  Jobcode   
  Position   
  Appointment

\*Effective Date: 09/21/2021    Eff Seq: 0    \*Status: Active    Date Entered: 03/30/2022  
 Budget Level Cap: 0.00    \*Currency: USD

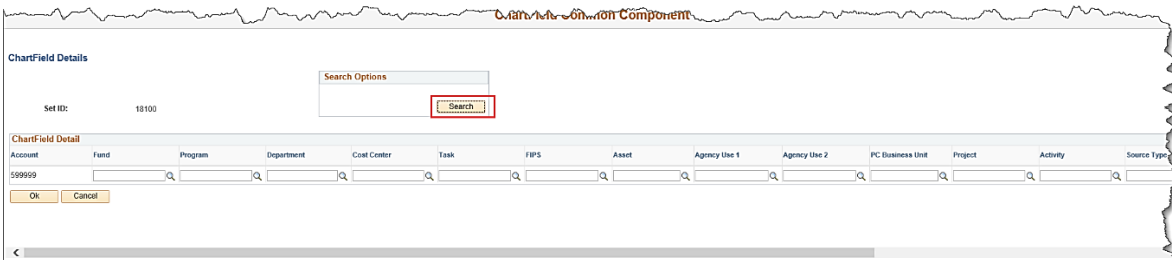
**Earnings Distribution**

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

**ChartField Details** (highlighted in red box)

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

The **ChartField Details** fields display.



ChartField Details

Set ID#: 18100

Search Options: [Search] (highlighted in red box)

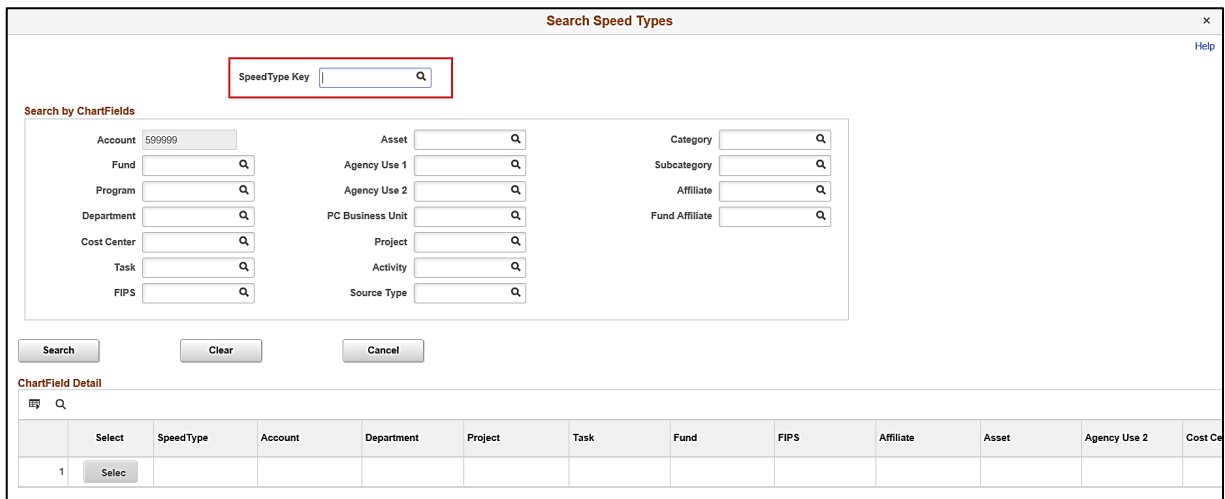
ChartField Detail

Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	Activity	Source Type
599999													

Ok Cancel

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.



Search Speed Types

SpeedType Key: [ ] (highlighted in red box)

Search by ChartFields

Account: 599999	Asset: [ ]	Category: [ ]
Fund: [ ]	Agency Use 1: [ ]	Subcategory: [ ]
Program: [ ]	Agency Use 2: [ ]	Affiliate: [ ]
Department: [ ]	PC Business Unit: [ ]	Fund Affiliate: [ ]
Cost Center: [ ]	Project: [ ]	
Task: [ ]	Activity: [ ]	
FIPS: [ ]	Source Type: [ ]	

Search Clear Cancel

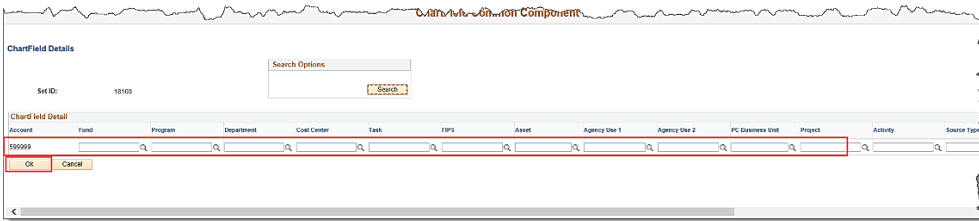
ChartField Detail

Select	SpeedType	Account	Department	Project	Task	Fund	FIPS	Affiliate	Asset	Agency Use 2	Cost Ce
1	Selec										

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

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

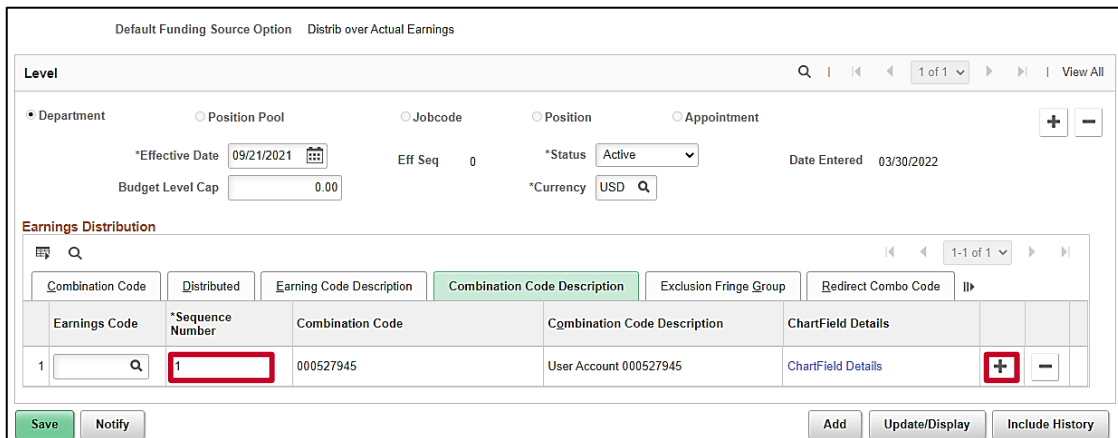
The **ChartField Common Component** window displays and the fields from the SpeedType are populated.



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.

**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** 1-2 of 2

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

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:

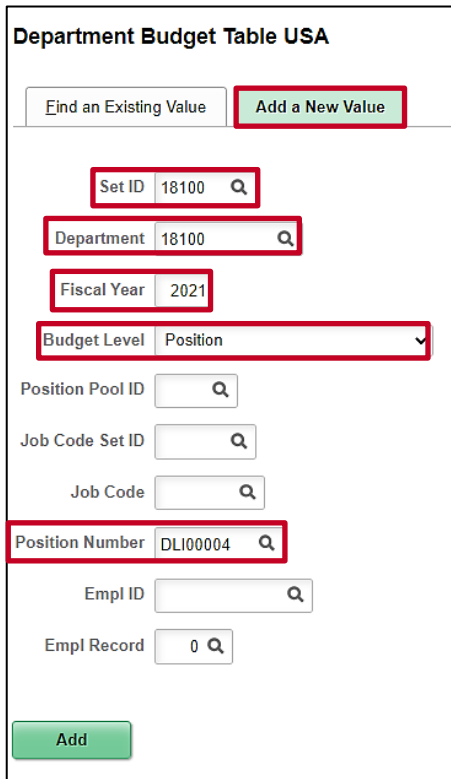
**Navigator > Setup HCM > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA**

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

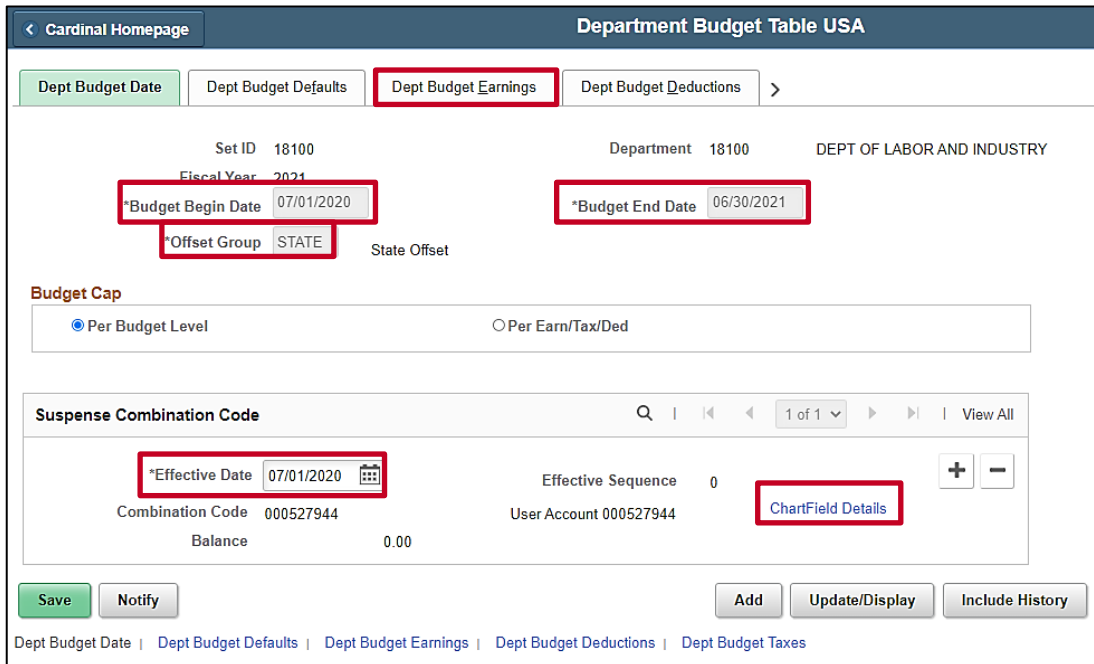
Position Number DLI00004

Empl ID

Empl Record 0

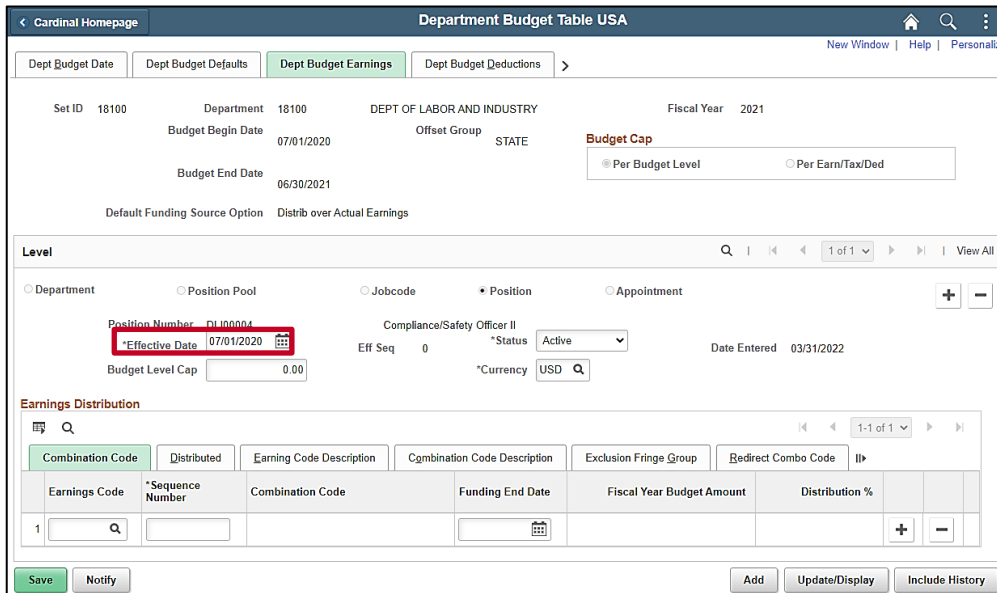
3. In the **SetID** field, enter the Business Unit for the position.
4. In the **Department** field, enter the Department.
5. In the **Fiscal Year** field, enter the Fiscal Year the ChartField code is applicable.
6. In the **Budget Level** field, click on the down arrow and select **Position**.
7. In 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.



9. The **Budget Begin Date**, **Budget End Date** and **Offset Group** default from the Department Default setup.
10. In the **Suspense Combination Code** section **Effective Date** and **Combination Code** default from the Department Default setup.
11. 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 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**

Department |  Position Pool |  Jobcode |  Position |  Appointment

Position Number DL100004 | 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

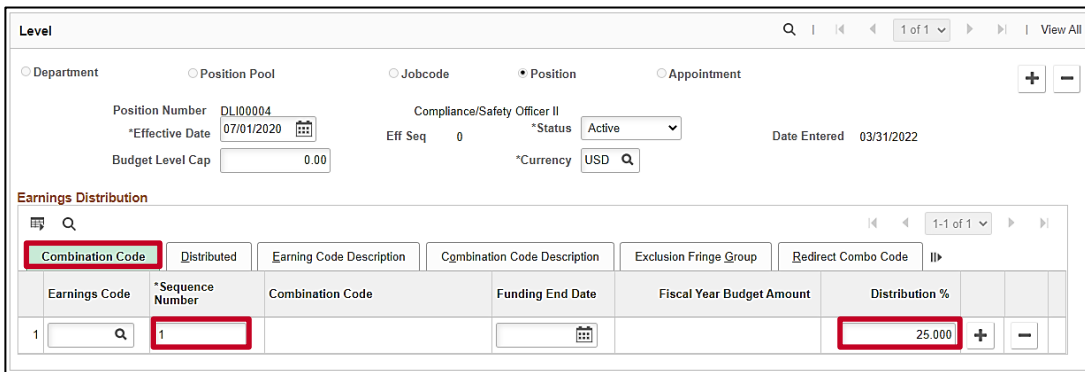
**Earnings Distribution**

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

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

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 pay date for the position.
13. In the **Earnings Distribution** section click the **Combination Code** tab.

The **Combination Code** tab displays.



**Level**

Department |  Position Pool |  Jobcode |  Position |  Appointment

Position Number DL100004 | 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**

**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

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.



Level

Department Position Pool Jobcode Position Appointment

Position Number DL100005 Safety & Health Consultant

\*Effective Date 09/21/2021 Eff Seq 0 \*Status Active Date Entered 09/21/2021

Budget Level Cap 0.00 \*Currency USD

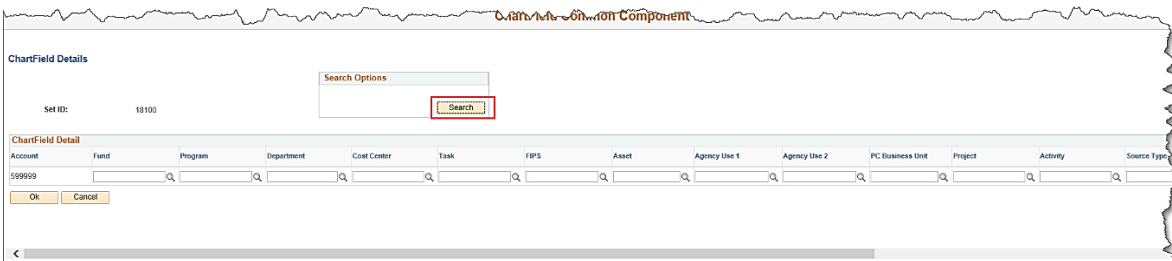
**Earnings Distribution**

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				<a href="#">ChartField Details</a>

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

The **ChartField Details** fields display.



ChartField Details

Set ID# 18100

Search Options

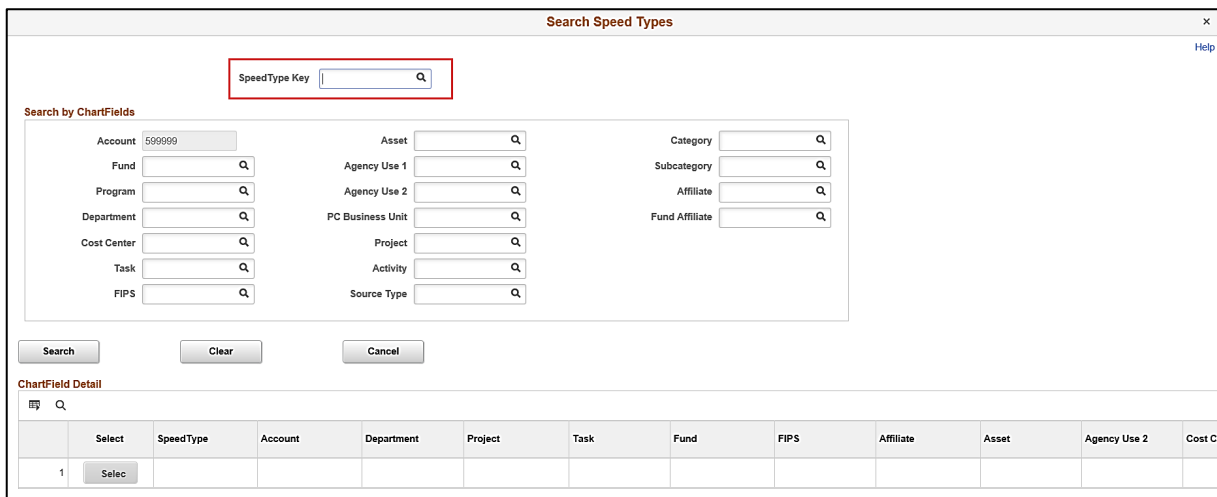
ChartField Detail

Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	Activity	Source Type
599999													

Ok Cancel

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.



Search Speed Types

SpeedType Key

Search by ChartFields

Account 599999	Asset	Category
Fund	Agency Use 1	Subcategory
Program	Agency Use 2	Affiliate
Department	PC Business Unit	Fund Affiliate
Cost Center	Project	
Task	Activity	
FIPS	Source Type	

Search Clear Cancel

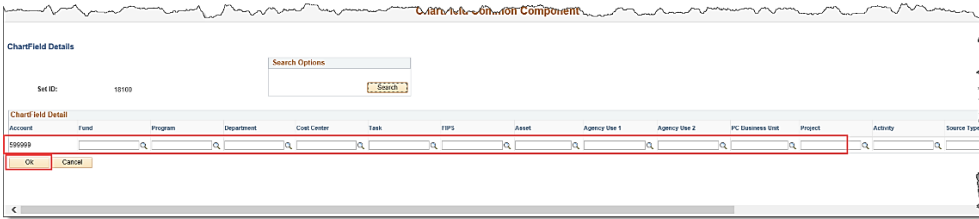
ChartField Detail

Select	SpeedType	Account	Department	Project	Task	Fund	FIPS	Affiliate	Asset	Agency Use 2	Cost Ce
1	<input type="button" value="Selec"/>										

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

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

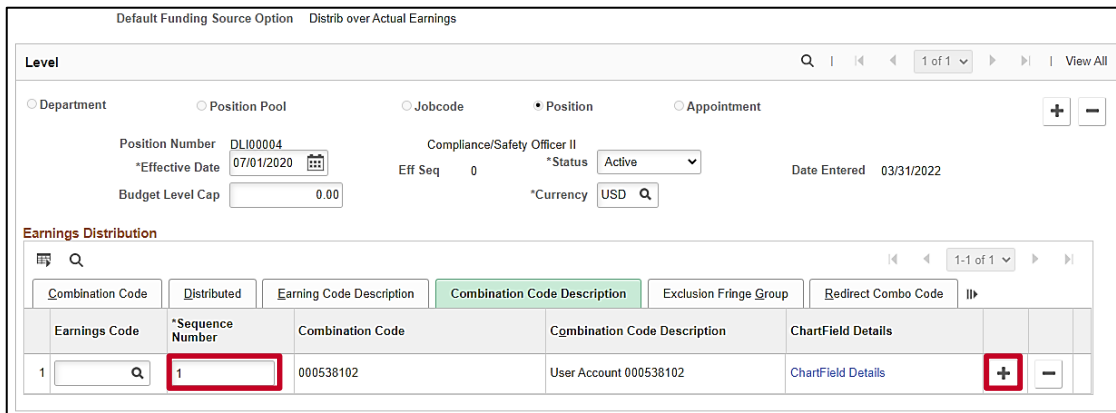
The **ChartField Common Component** window displays, and the fields are populated. (Account defaults to **599999**.)



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.

**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

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**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 <span style="float: right;">+ -</span>
2	1	000538103			75.000 <span style="float: right;">+ -</span>

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%**.

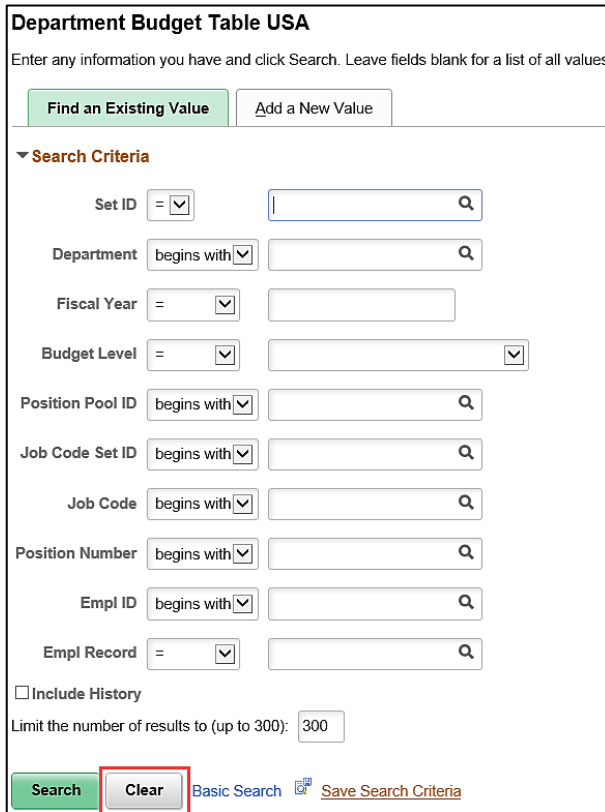
**Update ChartField Values (Funding) for a Department/Position**

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:

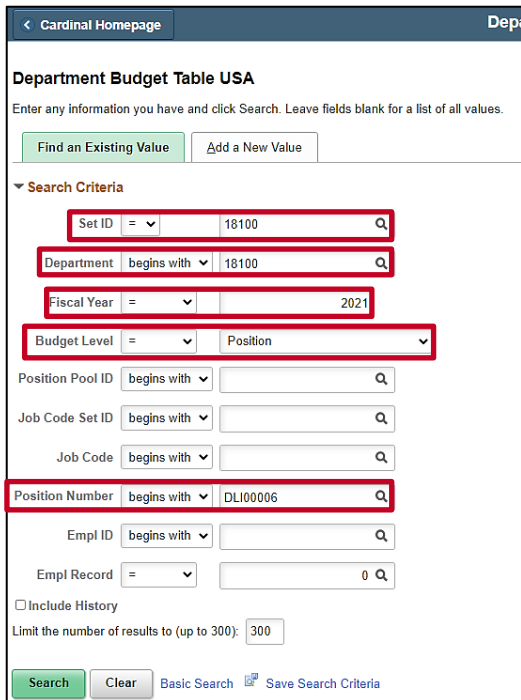
**Navigator > Setup HCM > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA**

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.

▼ Search Criteria

Set ID = 18100

Department begins with 18100

Fiscal Year = 2021

Budget Level = Position

Position Pool ID begins with

Job Code Set ID begins with

Job Code begins with

Position Number begins with DL100006

Empl ID begins with

Empl Record = 0

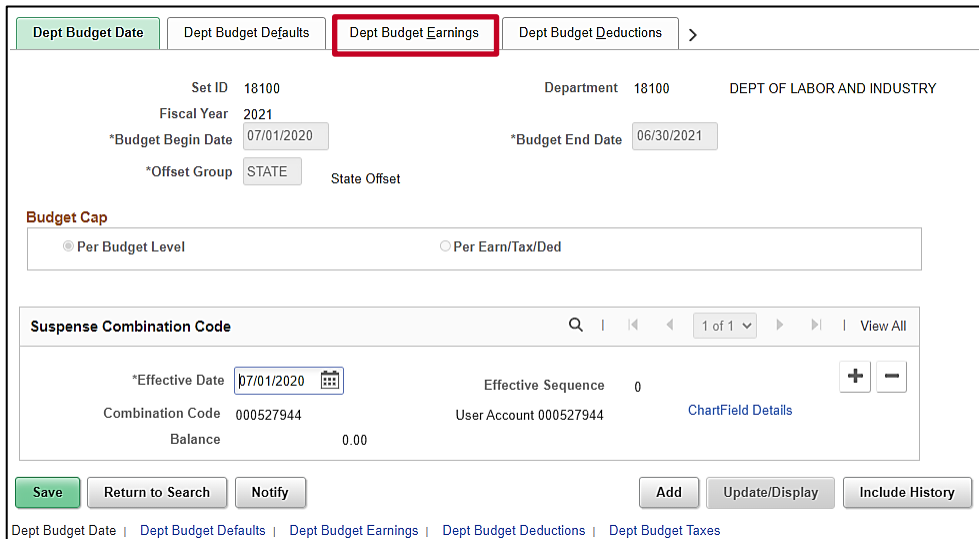
Include History

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

[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 assigned (leave blank if updating Department funding).
8. Click the **Search** button.

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

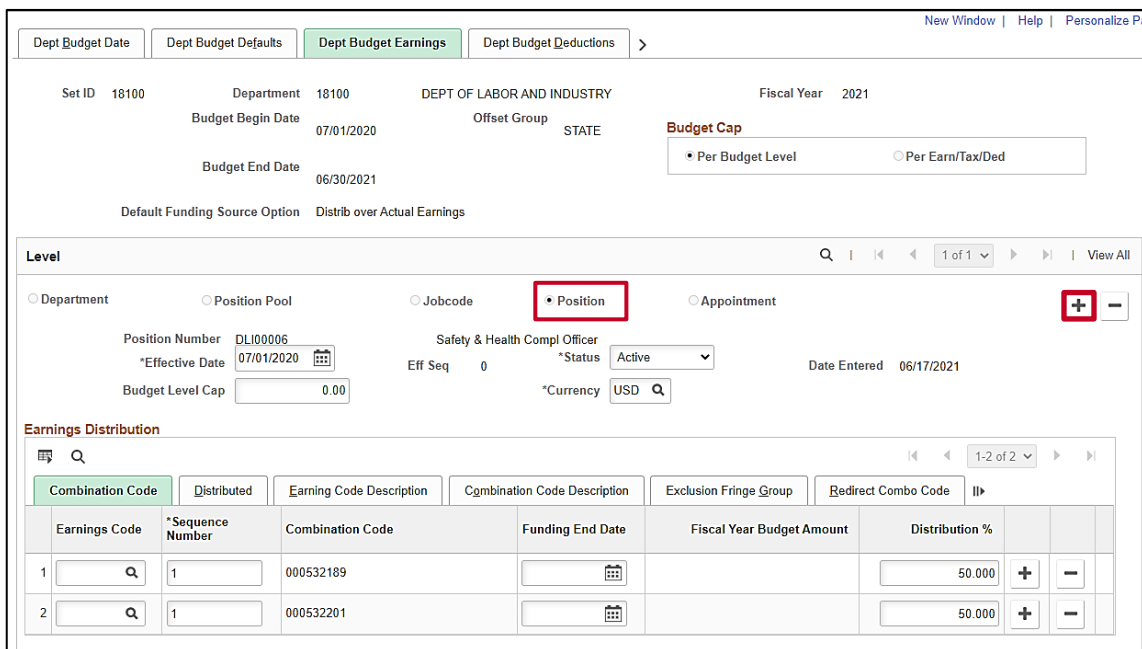


The screenshot shows the 'Dept Budget Earnings' tab selected. The page displays the following information:

- 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**: Search, 1 of 1, View All
- \*Effective Date: 07/01/2020, Effective Sequence: 0
- Combination Code: 000527944, User Account: 000527944, ChartField Details
- 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

9. Click the **Dept Budget Earnings** tab.

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



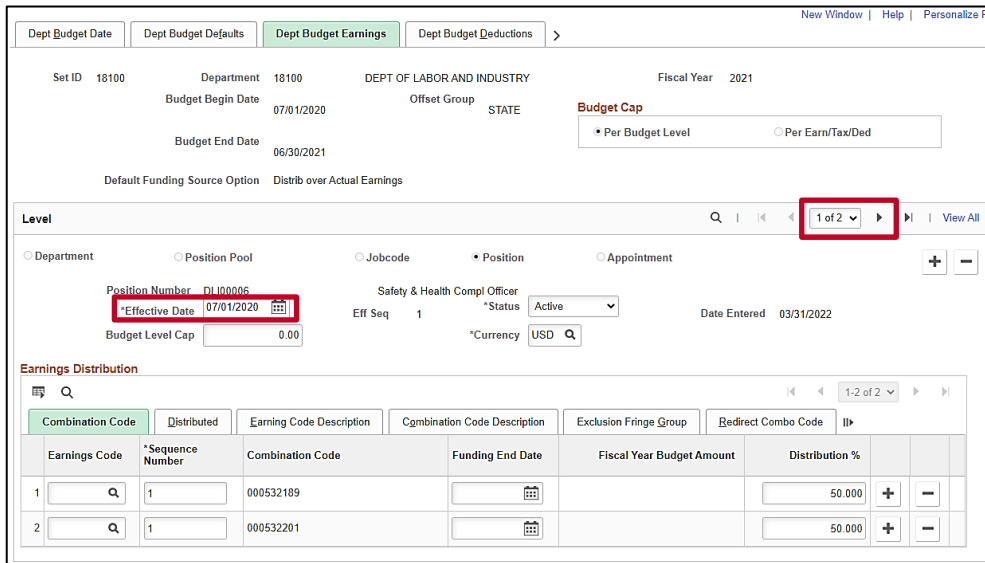
The screenshot shows the 'Dept Budget Earnings' tab selected, with the 'Position' level selected. The page displays the following information:

- Set ID: 18100, Department: 18100, DEPT OF LABOR AND INDUSTRY, Fiscal Year: 2021
- Budget Begin Date: 07/01/2020, Offset Group: STATE, Budget End Date: 06/30/2021
- Default Funding Source Option: Distrib over Actual Earnings
- Budget Cap**:  Per Budget Level,  Per Earn/Tax/Ded
- Level**:  Department,  Position Pool,  Jobcode,  **Position**,  Appointment
- Position Number: DL100006, 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**: Search, 1-2 of 2, View All

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	+	-

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

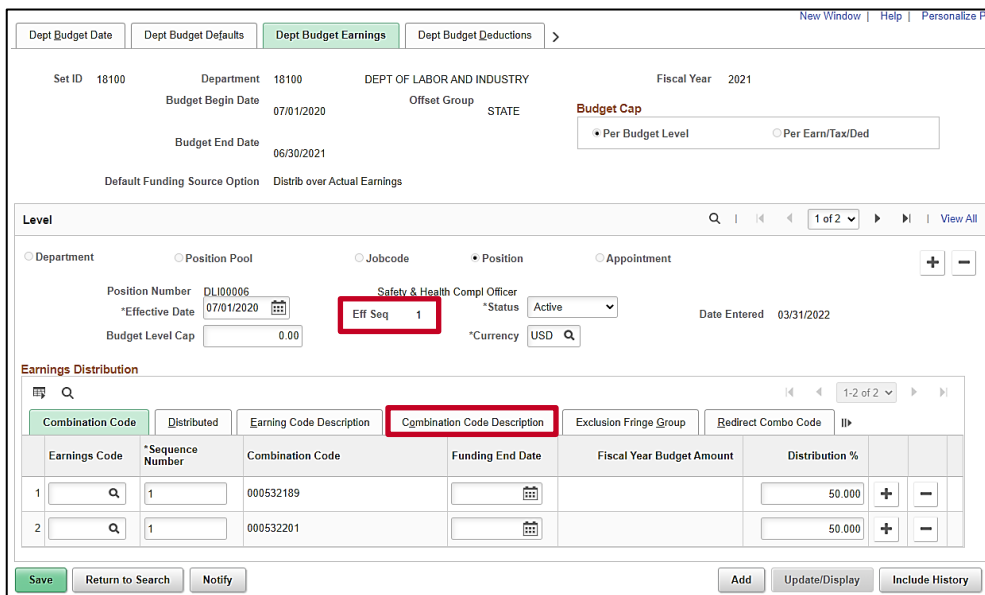
A new effective dated row is added with the current date defaulted.



The screenshot shows the 'Dept Budget Earnings' section of the HR351 system. The 'Effective Date' field is highlighted with a red box and contains the value '07/01/2020'. The 'Eff Seq' field contains the value '1'. The 'Earnings Distribution' table below shows two rows of earnings data.

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

- 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 pay 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.

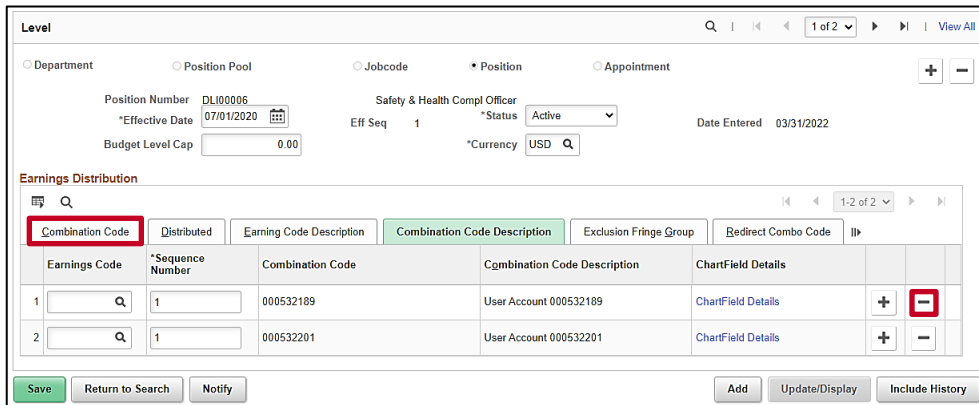


The screenshot shows the 'Earnings Distribution' section of the HR351 system. The 'Combination Code Description' tab is highlighted with a red box. The 'Eff Seq' field is also highlighted with a red box and contains the value '1'. The 'Earnings Distribution' table below shows two rows of earnings data.

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

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

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



**Level** 1 of 2

Department   
  Position Pool   
  Jobcode   
  Position   
  Appointment

Position Number: DLI00006   
 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** 1-2 of 2

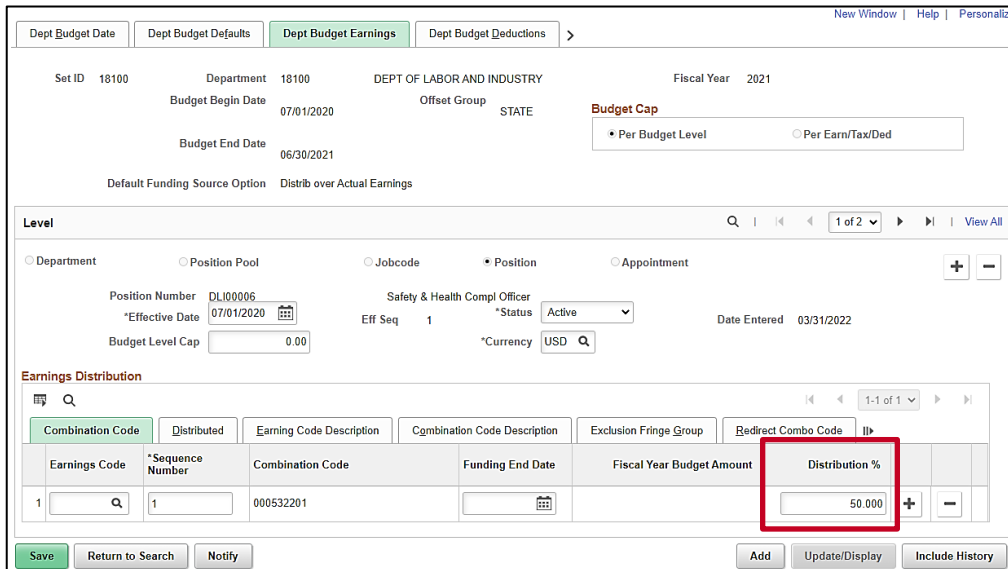
Combination Code   
 Distributed   
 Earning Code Description   
 Combination Code Description   
 Exclusion Fringe Group   
 Redirect Combo Code

Earnings Code	*Sequence Number	Combination Code	Cmbination Code Description	ChartField Details		
1	1	000532189	User Account 000532189	<a href="#">ChartField Details</a>	+	-
2	1	000532201	User Account 000532201	<a href="#">ChartField Details</a>	+	-

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** 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.

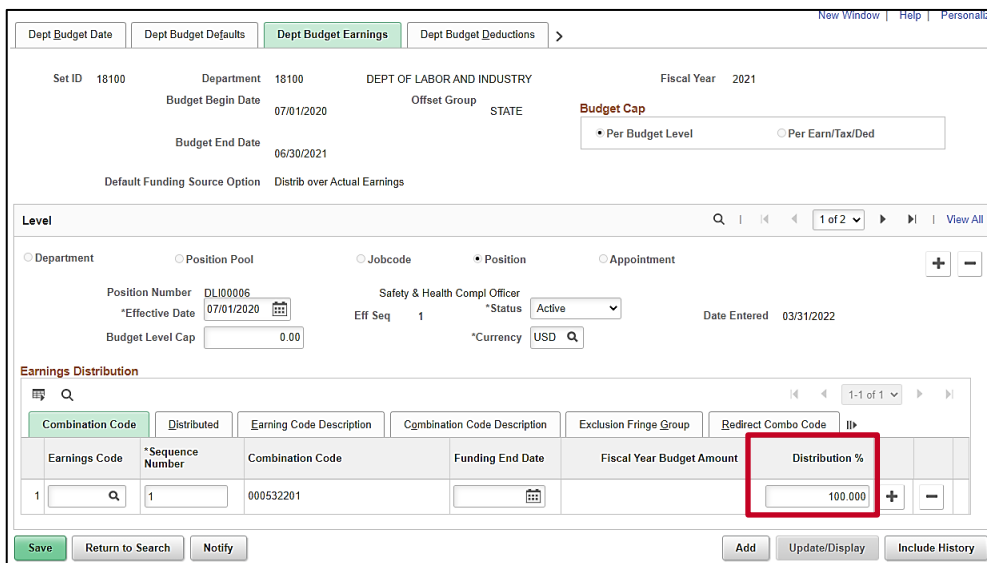
The **Combination Code** tab is displayed.



The screenshot shows the 'Dept Budget Earnings' tab. The 'Earnings Distribution' table has the following data:

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

- 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 screenshot shows the 'Dept Budget Earnings' tab. The 'Earnings Distribution' table has the following data:

Earnings Code	*Sequence Number	Combination Code	Funding End Date	Fiscal Year Budget Amount	Distribution %
1	1	000532201			100.000

- 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.

**Department and Position Default Funding Budget Rollover**

In June, after the budget journals are posted for the new Fiscal Year, the Cardinal Post Production Support (PPS) team will copy the existing active Department and Position default funding and create the same data in the new fiscal year.

The Department of Accounts (DOA) **Fiscal Year End Closing Procedures** memorandum each fiscal year will include the steps each agency should perform to validate the new data and the dates by which this validation must be completed.

Agencies should not create Department or Position default funding in the new fiscal year prior to the PPS team completing the rollover.

When updating the new year defaults, it is important to 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. The system will increment the **Effective Seq** number.