

Review & Modify ChartField Strings on the Department Budget Table in PayServ

The PayServ **Department Budget Table USA** is used to maintain position pool funding. Agency users can use the Department Budget Table to review and modify existing chartfield strings for specific Position Pools. This is also where chartfield strings can be assigned to new Position Pool IDs.

- To review a position pool on the Department Budget Table, go to: **Set Up HCM> Product Related> Commitment Accounting> Budget Information> Department Budget Table USA.**
- Enter the **Department (1)**, **Fiscal Year (2)**, select Position Pool ID from the **Budget Level (3)** drop-down menu if not already defaulted in, and enter the **Position Pool ID (4)** to be reviewed/modified.
- Click **Search (5).**

The screenshot shows the 'Department Budget Table USA' search interface. At the top, there is a header with the system name 'Payserv - The NYS Payroll System' and the user name 'Thomas P. DiNapoli, State Comptroller'. Below the header is a search bar with the text 'Search in Menu'. The main content area is titled 'Department Budget Table USA' and contains a search form. The form has a header that says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two sections for 'Recent Searches' and 'Saved Searches', each with a dropdown menu and a search icon. The main search form consists of several rows of search criteria, each with a dropdown menu and a search box. The criteria are: '^Set ID' (dropdown), 'SHARE' (search box), 'Department' (dropdown 'begins with', search box), 'Fiscal Year' (dropdown, search box), 'Budget Level' (dropdown, search box), 'Position Pool ID' (dropdown 'begins with', search box), 'Job Code Set ID' (dropdown 'begins with', search box), 'Job Code' (dropdown 'begins with', search box), 'Position Number' (dropdown 'begins with', search box), 'Empl ID' (dropdown 'begins with', search box), and 'Empl Record' (dropdown, search box). Below the search criteria are two checkboxes: 'Include History' and 'Correct History'. At the bottom of the form are three buttons: 'Search', 'Clear', and 'Save Search'. Red arrows point to the following elements: 1 points to the Department search box, 2 to the Fiscal Year search box, 3 to the Budget Level dropdown menu, 4 to the Position Pool ID search box, and 5 to the Search button.

- The Dept Budget Date page is displayed.

- Select the **Dept Budget Earnings** tab – this is where agencies will now assign all Position Pool IDs to the ChartField strings currently mapped on the Chart of Accounts profile in the Statewide Financial System (SFS).

No changes have been made to this Position Pool, as shown by the **Effective Date (6)**, which is the 1st date of the 1st pay period of Fiscal Year 2024. Notice that the **Status (7)** is Active, and the **Distribution % (8)** is 100.

- Click the **Update ChartFields (9)** hyperlink to view the ChartField Details page.

Dept Budget Date Dept Budget Defaults **Dept Budget Earnings** Dept Budget Deductions Dept Budget Taxes

Set ID SHARE Department 02000 OSC Fiscal Year 2024

Budget Begin Date 03/18/2024 Offset Group 99999 **Budget Cap**

Budget End Date 03/17/2025 Per Budget Level Per Earn/Tax/Ded

Level [Search] [1 of 1] [View All]

Department Position Pool Jobcode Position Appointment [+ -]

Position Pool ID 007 STAFF SUPPORT BUFFALO *Effective Date 03/18/2024 Eff Seq 0 *Status Active Date Entered 03/21/2024

Budget Level Cap 0.00 *Currency USD [Search]

Earnings Distribution [Search] [1-1 of 1] [View All]

Accounting Budgetary ChartFields Project ChartFields Optional ChartFields [Filter]

	Distribution %	Funding End Date	Update ChartFields	Distributed	
1	100.000		Update ChartFields	<input type="checkbox"/>	[+ -]

[Save] [Return to Search] [Previous in List] [Next in List] [Notify] [Add] [Update/Display] [Include History] [Correct History]

- The Chartfield Details page is displayed.
- Here you can review the SFS Chartfield Values (if populated):
 - **Budgetary Chartfields (10)**
 - Department
 - Account
 - Program Code
 - Fund Code
 - Budget Reference
 - **Project Chartfields (11)**
 - Business Unit PC – *Required only if using a Project /Grant*
 - Project /Grant – *Required only if using Project /Grant*
 - Activity ID – *Required only if using a Project /Grant*
 - The following values are optional chartfields and are only used for agency reporting needs.
 - **Optional Chartfields (12)**
 - Operating Unit
 - Class Field

- Affiliate
- Fund Affiliate
- Chartfield 1
- Chartfield 2
- Chartfield 3
- Product

Business Unit:

Search Options

Combination Codes

Budgetary ChartFields ← 10

*Department	Account	*Program Code	*Fund Code	*Budget Reference
<input type="text" value="3050203"/> <input type="button" value="Q"/>	<input type="text" value="50101"/> <input type="button" value="Q"/>	<input type="text" value="12762"/> <input type="button" value="Q"/>	<input type="text" value="10050"/> <input type="button" value="Q"/>	<input type="text" value="2024-25"/> <input type="button" value="Q"/>

Project ChartFields ← 11

Business Unit PC	Project/Grant	Activity ID	Resource Type	Resource Category	Resource Sub-Category
<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>

Optional ChartFields ← 12

Operating Unit	Class Field	Affiliate	Fund Affiliate	Chartfield 1	Chartfield 2	Chartfield 3	Product
<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>

13

- To update this Position Pool with new ChartField strings select the **Return (13)** button to return to the **Dept Budget Earnings** tab.
- The Dept Budget Earnings tab is displayed.

Dept Budget Date Dept Budget Defaults **Dept Budget Earnings** Dept Budget Deductions Dept Budget Taxes

Set ID SHARE Department 02000 OSC Fiscal Year 2024

Budget Begin Date 03/18/2024 Offset Group 99999 **Budget Cap**

Budget End Date 03/17/2025 Per Budget Level Per Earn/Tax/Ded

Level [Q] | < > | 1 of 1 | View All

Department Position Pool **15** Jobcode Position Appointment

Position Pool ID 007 STAFF SUPPORT BUFFALO **14** →

*Effective Date 03/18/2024 [Q] **16** Eff Seq 0 *Status Active Date Entered 03/21/2024

Budget Level Cap 0.00 *Currency USD [Q]

Earnings Distribution

[Q] < > | 1-1 of 1 | >

Accounting Budgetary ChartFields Project ChartFields Optional ChartFields [▶]

	Distribution %	Funding End Date	Update ChartFields	Distributed	
1	100.000	17 ←	Update ChartFields 18 ←	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>

- Click the **plus sign (14)** to add new information.

The **Effective Date (15)** defaults to the pay period begin date of the next unconfirmed pay period for your agency. Use the **Lookup (16)** feature view a list of every pay period begin date for your Department and Pay Cycle.

- Change the **Distribution % (17)**, if desired.
- Click the **Update ChartFields (18)** hyperlink to view the ChartField Details page.
- The Chartfield Details page is displayed.

- The existing Chartfield information is shown. All Budgetary ChartFields are available to be updated. Project ChartFields and Optional ChartFields can also be added/updated at this point.
- Make your changes to the appropriate ChartFields and select **Ok (19)** when complete.

ChartField Details

Business Unit:

Search Options

Combination Codes

20

Budgetary ChartFields

*Department	Account	*Program Code	*Fund Code	*Budget Reference
<input type="text" value="3050206"/>	<input type="text" value="50101"/>	<input type="text" value="12762"/>	<input type="text" value="10050"/>	<input type="text" value="2024-25"/>

Project ChartFields

Business Unit PC	Project/Grant	Activity ID	Resource Type	Resource Category	Resource Sub-Category
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Optional ChartFields

Operating Unit	Class Field	Affiliate	Fund Affiliate	Chartfield 1	Chartfield 2	Chartfield 3	Product
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

19

- If you don't know what ChartField combinations are available to use, click the **Search (20)** button on the ChartField Details page to view other available combinations.
- The Search Combination Codes page is displayed. The **Program (21)** and **Fund Code (22)** fields must be populated in order to use this Search.)

Search Combination Codes

Combination Code

Search by ChartFields

Department	<input type="text" value="3050206"/>	Affiliate	<input type="text"/>	Project/Grant	<input type="text"/>
Account	<input type="text" value="50101"/>	Fund Affiliate	<input type="text"/>	Activity ID	<input type="text"/>
Program Code	<input type="text" value="12762"/>	Product	<input type="text"/>	Resource Type	<input type="text"/>
Fund Code	<input type="text" value="10050"/>	Chartfield 1	<input type="text"/>	Resource Category	<input type="text"/>
Budget Reference	<input type="text" value="2024-25"/>	Chartfield 2	<input type="text"/>	Resource Sub-Category	<input type="text"/>
Operating Unit	<input type="text"/>	Chartfield 3	<input type="text"/>		
Class Field	<input type="text"/>	Business Unit PC	<input type="text"/>		

Combination Code / ChartFields

Select	Combo Code	Account	Department	Project/Grant	Product	Fund Code	Program Code
1 <input type="button" value="Select"/>	OSC010000218307	50101	3050206			10050	12762

- Clear the **Department (23)** field and select **Search (24)** to view all available combinations.

Search Combination Codes

Combination Code

Search by ChartFields

Department	<input type="text"/>	23	Affiliate	<input type="text"/>	Project/Grant	<input type="text"/>
Account	50101		Fund Affiliate	<input type="text"/>	Activity ID	<input type="text"/>
Program Code	12762		Product	<input type="text"/>	Resource Type	<input type="text"/>
Fund Code	10050		Chartfield 1	<input type="text"/>	Resource Category	<input type="text"/>
Budget Reference	2024-25		Chartfield 2	<input type="text"/>	Resource Sub-Category	<input type="text"/>
Operating Unit	<input type="text"/>		Chartfield 3	<input type="text"/>		
24	Class Field	<input type="text"/>	Business Unit PC	<input type="text"/>		

Combination Code / ChartFields

	Select	25	Combo Code	Account	Department	Project/Grant	Product	Fund Code
1	<input type="button" value="Select"/>		OSC010000218296	50101	3050201			10050
2	<input type="button" value="Select"/>		OSC010000218299	50101	3050202			10050
3	<input type="button" value="Select"/>		OSC010000218303	50101	3050203			10050

- Click **Select (25)** to choose one of the combinations.
- Your selected ChartField combinations will automatically fill in.

ChartField Details

Business Unit:

Search Options

Combination Codes

Budgetary ChartFields

*Department	Account	*Program Code	*Fund Code	*Budget Reference
3050206	50101	12762	10050	2024-25

Project ChartFields

Business Unit PC	Project/Grant	Activity ID	Resource Type	Resource Category	Resource Sub-Category
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Optional ChartFields

Operating Unit	Class Field	Affiliate	Fund Affiliate	Chartfield 1	Chartfield 2	Chartfield 3	Product
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Select **Ok (26)** when all changes are complete and **Save** your changes.
- The Dept Budget Earnings Page is displayed.
- Click the **Budgetary ChartFields (27)** tab under **Earnings Distribution (28)** to view the changes.

Dept Budget Date Dept Budget Defaults **Dept Budget Earnings** Dept Budget Deductions Dept Budget Taxes

Set ID SHARE Department 02000 OSC Fiscal Year 2024

Budget Begin Date 03/18/2024 Offset Group 99999 **Budget Cap**

Budget End Date 03/17/2025 Per Budget Level Per Earn/Tax/Ded

Level [Search] [1 of 1] [View All]

Department Position Pool Jobcode Position Appointment [+] [-]

Position Pool ID 007 STAFF SUPPORT BUFFALO *Status Active Date Entered 03/21/2024

*Effective Date 03/18/2024 Eff Seq 0 *Currency USD

Budget Level Cap 0.00

Earnings Distribution ← 28

[Search] [1-1 of 1] [View All]

Accounting **Budgetary ChartFields** Project ChartFields Optional ChartFields [View All]

	Department	Account	Program Code	Fund Code	Budget Reference		
1	3050206	50101	12762	10050	2024-25	[+]	[-]

You can now split the **Distribution % (29)** into up to 8 splits. Each split can be assigned its own ChartField strings, as outlined above, but the total Distribution % must add up to 100%.

- Click the **plus sign (30)** to add additional splits.

Dept Budget Date Dept Budget Defaults **Dept Budget Earnings** Dept Budget Deductions Dept Budget Taxes

Set ID SHARE Department 02000 OSC Fiscal Year 2024

Budget Begin Date 03/18/2024 Offset Group 99999 **Budget Cap**

Budget End Date 03/17/2025 Per Budget Level Per Earn/Tax/Ded

Level [Search] [1 of 1] [View All]

Department Position Pool Jobcode Position Appointment [+] [-]

Position Pool ID 007 STAFF SUPPORT BUFFALO *Status Active Date Entered 03/21/2024

*Effective Date 03/18/2024 Eff Seq 0 *Currency USD

Budget Level Cap 0.00

Earnings Distribution

[Search] [1-3 of 3] [View All]

Accounting **Budgetary ChartFields** Project ChartFields Optional ChartFields [View All]

	Distribution %	Funding End Date	Update ChartFields	Distributed		
1	<input type="text" value="70.000"/>		Update ChartFields	<input type="checkbox"/>	[+]	[-]
2	<input type="text" value="10.000"/>		Update ChartFields	<input type="checkbox"/>	[+]	[-]
3	<input type="text" value="20.000"/>		Update ChartFields	<input type="checkbox"/>	[+]	[-]

[Save] [Return to Search] [Previous in List] [Next in List] [Notify] [Add] [Update/Display] [Include History] [Correct History]

- Be sure to **Save (31)** your changes before leaving this page.