MAIN MENU > SET UP HRMS > PRODUCT RELATED > COMMITMENT ACCOUNTING > BUDGET INFORMATION > DEPARTMENT BUDGET TABLE USA

Favorites | Main Menu > Set Up HRMS > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA 🧕 🗌

Department Budget Table USA

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

Find an Existing Value								
Limit the number	of results to (up to 300): 300							
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Include Histor	у							
Search	Search Clear Basic Search E Save Search Criteria							

Enter only the Fiscal Year and the 4 digit Benefited Position Number – entering any other data will result in nothing being returned. You will only be able to see positions that are currently assigned to the Department(s) you have security to view.

Department Budget Table USA

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

et ID:	= •	UNWYO	Q
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Click Search

Department Budget Table USA

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

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Include Histor	1		
Search	lear Basic Sea	arch 📕 Save Search Cri	<u>teria</u>

If you get this message – email the Budget Office (peggi@uwyo.edu) the position number you were working.

Otherwise the page should look like this:

Dept Budget Date	Dept Budget <u>E</u> arnings	Dept Budget <u>D</u> eductions Dept B	Budget <u>T</u> axes	
Set ID:	UNWYO	Department:	21090	Geology & Geophysics
Fiscal Year:	2012			
Budget Begin Date:	07/01/2011	Budget End Date:	06/30/2012	
Offset Group:	UW Univ	versity of Wyoming Offset		
Budget Cap				
Per Budget Lev	vel	Per Earn/Tax/Ded		
Suspense Combination	on Code		<u>Find</u> View Al	First 🚺 1 of 1 🚺 Last
Effective Date:	07/01/2011	Effective Sequence:	0	
Combination Code:	XX-00001	Suspense Account		ChartField Details
Balance:	0.0	0		
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Set ID: UNWYO Budget Begin Date Budget End Date:	Department 07/01/2011 06/30/2012	: 21090 C Offset Group: L	Geology & Geophys JW	sics udget Cap ම Per Budget Le	Fiscal Year:	2012				
Default Funding So	ource Option: Actual									
Level						Fin	d View All First 🚺 1 of 1 🗖 Last			
Department	Position Pool	Jobcode	Position	A	ppointment	+ -				
Position Number Effective Date: Budget Level Cap	: 1357 07/01/2011 p: 21,516.00	Accounting A Eff Seq: 0 Sta Cu	ssociate atus: Active rrency: USD	t	Date Entered: 08/31/2011					
Earnings Distrit	oution					<u>Customize Find</u>	🗖 🛗 First 🗹 1 of 1 🖸 Last			
Sequence Number	Combination Code	Funding End Date	Distribution %	Distributed	Earnings Code Description	Combination Code Description	ChartField Details			
1 1	12-12120	06/30/2012	100.000	\square		Anthropology	ChartField Details			
Save A Re	Save 🔍 Return to Search 🖹 Notify									

If the funding is correct as displayed you don't need to do anything and the position will be paid as indicated.

Just a reminder on the format of the Combination Code:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Buc Ref	lget *	-			ORG			Su Clas	ub ss**							Proj	ect/G	irant						

*This field becomes "XX" for accounts, such as grants, that do not have a Budget Reference.

**This field is currently blank.

Examples of Combination Codes:

11-12069	Budget Ref 2011, Org 12	069, no Sub Class, r	no Project/Grant
11-12009	Duugel Nei 2011, Oly 12	.009, 110 Sub Class, 1	io Fiojeci/Grai

XX-12518 no Budget Ref, Org 12518, no Sub Class, no Project/Grant

XX-11013 6117AHC no Budget Ref, Org 11013, no Sub Class, Project/Grant 6117AHC

If you need to add or change the funding:

Level						Fir	nd View All First 🚺 1 of 1 🚺 Last
Department	Position Pool	Jobcode	Position	A ()	ppointment		
Position Number:	ion Number: 1357 Accounting Associate						
Effective Date:	07/01/2011	Eff Seq: 0 Sta	atus: Active	I	Date Entered: 08/31/2011		
Budget Level Cap	21,516.00	Cu	rrency: USD				
Earnings Distrib	ution					Customize Find	🗖 🛗 First 🗹 1 of 1 🖸 Last
Sequence Number	Combination Code	Funding End Date	Distribution %	Distributed	Earnings Code Description	Combination Code Description	ChartField Details
1 1	12-12120	06/30/2012	100.000	\checkmark		Anthropology	ChartField Details

Insert a new effective dated row by clicking on the +

Level							Find View All First 🚺 1 o	of 2 🕨 Last
Department	Position Pool	Jobcode	Position	🔘 Ар	pointment	+ -		
Position Number: *Effective Date: Budget Level Cap	Position Number: 1357 Accounting Associate Effective Date: 07/21/2011 Eff Seq: 0 * Status: Active Date Entered: 08/31/2011 Status: Currency: USD Q Accounting Associate Currency: USD Q Currency: Date Entered: 08/31/2011 Currency: Cu							
Earnings Distrib	ition					<u>Custor</u>	<u>iize Find</u> 🗖 🛗 First 🚺 1 of '	1 🕨 Last
*Sequence Number	Combination Code	Funding End Date	Distribution %	Distributed	Earnings Code Description	Combination Code Description	ChartField Details	
1 1	12-12120	06/30/2012 🛐	100.000			Anthropology	ChartField Details	• =

A new row will be created exactly like the previous one, except with today's date in the Effective Date field.

Effective Date: for new hires, the Effective Date should be the hire date. For funding changes for a current employee the Effective Date should be the first of the month. You cannot enter rows for a prior month, only current and future months.

Status: this will default to Active – do not change.

Budget Level Cap: this is the annual salary for the employee. You may change the amount to be a higher annual salary, but you cannot change it to be lower than currently displayed.

Currency: this will default to USD – do not change.

Funding End Date: this will be copied from the prior record, change as needed. This date must be the end of a month and you cannot cross fiscal years.

Distribution: this is the percentage that you want paid from the Combination Code. The percentage for a month must total to 100; you are allowed up to 3 decimals for each percentage; and you may enter as many Combination Codes as needed.

*Sequence							Customize Find 🗖 🛄 First	🛛 1 of 1 🕨 L
	Combination Code -	Funding End Date	Distribution %	Distributed	Earnings Code Description	on Combination Code Desc	ription ChartField Details	
1 1	12-12120	06/30/2012 🛐	100.000			Anthropology	ChartField Details	÷
Combination	d Details n Code: 12-1	2120	(Search Co	Options mbination Codes	Search	
ChartField	Detail							
ChartField	Detail	nartment	Buy	daet ID	Eur	vd lode	Rudget Deference	
ChartField Account	Detail De	partment	Buc	lget ID	Fur	nd Code	Budget Reference	_

Click on the ChartField Details link

The current Combination Code will be displayed, to change this code click the magnifying glass.

Look Up		×							
Look Up Combination Code									
Set ID:	UNWYO								
Combination Code:	begins with 🔻								
Description:	begins with 🔻								
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Look Up Cle	ar Cancel <u>Basic Lookup</u>								
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Combination Code 00-15903 00SLTRA 00-15911 00SLFAR 01-15911 01SLFAR 02-15901 02SLRRE 02-15903 02SLTRA 02-15911 02SLFAR	Description IN SECT 2 S/L TRAINING MSAFE SECT 2 S/L FARM SAFETY MSAFE SECT 2 S/L FARM SAFETY EA Sect 2-S/L FARM SAFETY IN Sect 2-S/L Training MSAFE SECT 2 S/L FARM SAFE	Short Description SECT 2 S/L SECT 2 S/L SECT 2 S/L Sect 2-S/L Sect 2-S/L SECT 2 S/L							

In the Combination Code field enter a % followed by part of the Chartfield (something like the Org or Project Id).

Look Up				×
Look Up Co	mbination	Code		- III
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Click Look Up

If the expected Combination Code was not returned, try it again with a % sign at the beginning and end of the value. If it's still not returned, contact Sponsored Programs for Projects or the Accounting Office for all other chartfields.

All Combination Codes that are valid for the Effective Date with the value that you entered will be returned.

Look Up				×
Look Up Co	mbination	Code		
Set ID:		UNWYO		
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Select the Combination Code desired.

ChartField Details						
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ChartField Detail						
Account	Department	Budget ID		Fund Code	Budget Reference	•
100000 Q	11681 Q	1000899B	Q	4251 Q		Q
Ok Cancel						

Click Ok.

	Earnings Distrib	ution					Custon	nize Find 🛃 🛗 First 🗹 1	of 1 🚺 Last
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	1 1	XX-11681 1000899	06/30/2012	100.000			WY DEPT OF TRANSPORTATION	ChartField Details	_ = =
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、,									

You should now see the selected Combination Code.

If you need to enter another Combination Code, click on the + /

Earnings Distrib	ution					Customiz	e Find 🖾 🛗 First 🚺 1-2 of	f 2 🕨 Last
*Sequence Number	Combination Code	Funding End Date	Distribution %	Distributed	Earnings Code Description	Combination Code Description	ChartField Details	
11	XX-11681 1000899	06/30/2012	50.000			WY DEPT OF TRANSPORTATION	ChartField Details	+ -
2 1		B					ChartField Details	+ -

You will need to enter the Funding End Date and Distribution %, then click the Chartfields Detail Link and repeat the previous steps to select the Combination Code.

You may enter multiple Effective Dates and multiple Combination Codes, but each Effective Date must total to 100%.

Set ID: UNWYO Department: 21090 Geology & Geology & Geophysics Fiscal Year: 2012 Budget Begin Date: 07/01/2011 Offset Group: UW Budget Cap Budget End Date: 06/30/2012 Image: Per Budget Level Per Earn/Tax/Ded Default Funding Source Option: Actual Find I View AI Tract II Cevel Find I View AI Tract II Position Number: 1357 Accounting Associate *Effective Date: 07/01/2011 Eff Seq: 1 *Status: Active P Date Entered: 08/31/2011 Budget Level Cap: 21,516.00 *Currency: USD Q. Earnings Code Description Constination Code - Earl II First II 1.24 I sequence formination Code - Funding End Distribution % Distributed Earnings Code Description Constination Code Description ChartField Details 1 1 Xx-11681 1000899 06/30/2012 50.000 Transport Capitalis ChartField Details		Dept Budget Earnings	Dept Budget Deduction	ns Dept Budget	Taxes				
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Default Funding Source Option: Actual Level Default Funding Source Option: Actual Level Department Position Number: 1357 Accounting Associate "Effective Date: 07/01/2011 B Eff Seq: 1 *Status: Active Date Entered: 08/31/2011 Budget Level Cap: 21,516.00 *Currency: USD Ecrinigs Distribution Customere Fund Bate Distribution ** Distributed Earnings Code Description ChartField Details 1 1 XX-11681 1000899 06/30/2012 B 50.000	udget Begin Date: Sudget End Date:	06/30/2012	Offset Group: U	W 0) Per Budget Le	vel 💿 Per Earn/Tax/Ded			
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Position Number: 1357 Accounting Associate Prefective Date: 07/01/2011 Eff Seq: 1 * Status: Active Date Entered: 08/31/2011 Budget Level Cap: 21,516.00 * Currency: USD Q Customical Fead (P) * Frest \$1.2 Fequence: Combination Code A Funding End Date Distribution % Distributed Earnings Code Description Cognitation Code Description ChartField Details 1 1 Xx-11681 1000899 06/30/2012 50.000 Combination Code Poscription ChartField Details	O Department	Position Pool	Jobcode	Position	Aj	opointment	+ -		
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2 1 XX-11163 1000911 06/30/2012 1 50.000 US DEPT OF EDUCATION ChartField Details	Earnings Distributer Sequence Number	21,516.00 ution Combination Code▲ XX-11681 1000899	*Cur Funding End Date 06/30/2012	Distribution %	Distributed	Earnings Code Description	Custom Combination Code Description WY DEPT OF TRANSPORTATION	ize Find I First C ChartField Details ChartField Details	1-2 of 2

Save the Record.

Errors for Budget Cap, Effective Dates, Funding End Dates or Percentages will now be displayed, fix as needed.

If you have any questions or problems, please contact Sheralyn Farnham at 766-3558 or email <u>farnham@uwyo.edu</u> or Peggi Duell at 766-2541 or email <u>peggi@uwyo.edu</u>.