

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):

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

[Basic Search](#) [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.

Find an Existing Value

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

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

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

Click Search

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):

Set ID: =

Department: begins with

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Job Code Set ID: begins with

Job Code: begins with

Position Number: begins with

Empl ID: begins with

Empl Record: =

Include History

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

No matching values were found.

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 Earnings** | Dept Budget Deductions | Dept Budget Taxes

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 University of Wyoming Offset

Budget Cap

Per Budget Level Per Earn/Tax/Ded

Suspense Combination Code [Find](#) | [View All](#) | First Last

Effective Date: 07/01/2011 Effective Sequence: 0

Combination Code: XX-00001 Suspense Account [ChartField Details](#)

Balance: 0.00

[Dept Budget Date](#) | [Dept Budget Earnings](#) | [Dept Budget Deductions](#) | [Dept Budget Taxes](#)

Click on the Dept Budget Earnings Tab

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

Set ID: UNWYO Department: 21090 Geology & Geophysics Fiscal Year: 2012
 Budget Begin Date: 07/01/2011 Offset Group: UW Budget Cap:
 Per Budget Level Per Earn/Tax/Ded
 Budget End Date: 06/30/2012
 Default Funding Source Option: Actual

Level: Department Position Pool Jobcode Position Appointment + -

Position Number: 1357 Accounting Associate
 Effective Date: 07/01/2011 Eff Seq: 0 Status: Active Date Entered: 08/31/2011
 Budget Level Cap: 21,516.00 Currency: USD

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	<input checked="" type="checkbox"/>		Anthropology	ChartField Details

Save Return to Search Notify Update/Display Include History

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

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
Budget Ref *	-	ORG						Sub Class**		Project/Grant														

*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 12069, no Sub Class, no Project/Grant

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: Department Position Pool Jobcode Position Appointment + -

Position Number: 1357 Accounting Associate
 Effective Date: 07/01/2011 Eff Seq: 0 Status: Active Date Entered: 08/31/2011
 Budget Level Cap: 21,516.00 Currency: USD

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	<input checked="" type="checkbox"/>		Anthropology	ChartField Details

Insert a new effective dated row by clicking on the +

Level Find | View All | First | 1 of 2 | Last

Department
 Position Pool
 Jobcode
 Position
 Appointment
 + -

Position Number: 1357 Accounting Associate

*Effective Date: 07/21/2011 Eff Seq: 0 *Status: Active Date Entered: 08/31/2011

Budget Level Cap: 21,516.00 *Currency: USD

Earnings Distribution 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	12-12120	06/30/2012	100.000	<input type="checkbox"/>		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.

Click on the ChartField Details link

Earnings Distribution 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	12-12120	06/30/2012	100.000	<input type="checkbox"/>		Anthropology	ChartField Details

ChartField Details

Combination Code: 12-12120 🔍

Search Options

Combination Codes

Search

ChartField Detail				
Account	Department	Budget ID	Fund Code	Budget Reference
100000 🔍	12120 🔍		1100 🔍	2012 🔍

Ok Cancel

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

Short Description: begins with

Look Up Clear Cancel [Basic Lookup](#)

Search Results

Only the first 300 results of a possible 3877 can be displayed.

View 100 First 1-300 of 300 Last

Combination Code	Description	Short Description
00-15903 00SLTRAIN	SECT 2 S/L TRAINING	SECT 2 S/L
00-15911 00SLFARMSAFE	SECT 2 S/L FARM SAFETY	SECT 2 S/L
01-15911 01SLFARMSAFE	SECT 2 S/L FARM SAFETY	SECT 2 S/L
02-15901 02SLRREA	Sect 2-S/L Rrea	Sect 2-S/L
02-15903 02SLTRAIN	Sect 2-S/L Training	Sect 2-S/L
02-15911 02SLFARMSAFE	SECT 2 S/L FARM SAFE	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 Combination Code

Set ID: UNWYO

Combination Code: begins with

Description: begins with

Short Description: begins with

Look Up Clear Cancel [Basic Lookup](#)

Search Results

Only the first 300 results of a possible 3877 can be displayed.

View 100 First 1-300 of 300 Last

Combination Code	Description	Short Description
00-15903 00SLTRAIN	SECT 2 S/L TRAINING	SECT 2 S/L
00-15911 00SLFARMSAFE	SECT 2 S/L FARM SAFETY	SECT 2 S/L
01-15911 01SLFARMSAFE	SECT 2 S/L FARM SAFETY	SECT 2 S/L
02-15901 02SLRREA	Sect 2-S/L Rrea	Sect 2-S/L
02-15903 02SLTRAIN	Sect 2-S/L Training	Sect 2-S/L
02-15911 02SLFARMSAFE	SECT 2 S/L FARM SAFE	SECT 2 S/L

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 Combination Code

Set ID: UNWYO

Combination Code: begins with

Description: begins with

Short Description: begins with

Look Up Clear Cancel [Basic Lookup](#)

Search Results

View 100 First 1-4 of 4 Last

Combination Code	Description	Short Description
XX-11681 1000899	WY DEPT OF TRANSPORTATION	WY DEPT OF
XX-11681 1000899B	WY DEPT OF TRANSPORTATION	WY DEPT OF
XX-11681 1000899C	WY DEPT OF TRANSPORTATION	WY DEPT OF
XX-11681 1000899D	WY DEPT OF TRANSPORTATION2	WY DEPT OF

Select the Combination Code desired.

ChartField Details

Combination Code:

Search Options

Combination Codes

ChartField Detail

Account	Department	Budget ID	Fund Code	Budget Reference
<input type="text" value="100000"/>	<input type="text" value="11681"/>	<input type="text" value="1000899B"/>	<input type="text" value="4251"/>	<input type="text"/>

Ok Cancel

Click Ok.

*Sequence Number	Combination Code▲	Funding End Date	Distribution %	Distributed	Earnings Code Description	Combination Code Description	ChartField Details
1 1	XX-11681 1000899	06/30/2012	100.000	<input type="checkbox"/>		WY DEPT OF TRANSPORTATION	ChartField Details

You should now see the selected Combination Code.

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

*Sequence Number	Combination Code▲	Funding End Date	Distribution %	Distributed	Earnings Code Description	Combination Code Description	ChartField Details
1 1	XX-11681 1000899	06/30/2012	50.000	<input type="checkbox"/>		WY DEPT OF TRANSPORTATION	ChartField Details
2 1				<input type="checkbox"/>			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%.

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

Set ID: UNWYO Department: 21090 Geology & Geophysics Fiscal Year: 2012
 Budget Begin Date: 07/01/2011 Offset Group: UW Budget Cap: Per Budget Level Per Earn/Tax/Ded
 Budget End Date: 06/30/2012
 Default Funding Source Option: Actual

Level: Department | Position Pool | Jobcode | **Position** | Appointment

Position Number: 1357 Accounting Associate
 *Effective Date: 07/01/2011 Eff Seq: 1 *Status: Active Date Entered: 08/31/2011
 Budget Level Cap: 21,516.00 *Currency: USD

*Sequence Number	Combination Code▲	Funding End Date	Distribution %	Distributed	Earnings Code Description	Combination Code Description	ChartField Details
1 1	XX-11681 1000899	06/30/2012	50.000	<input type="checkbox"/>		WY DEPT OF TRANSPORTATION	ChartField Details
2 1	XX-11163 1000911	06/30/2012	50.000	<input type="checkbox"/>		US DEPT OF EDUCATION	ChartField Details

Save | Return to Search | Notify | Update/Display | Include History

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

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 farnham@uwyo.edu or Peggi Duell at 766-2541 or email peggi@uwyo.edu.