

**Business Process**

1. To update data in the Department Budget Table for an Employee that does not require a Department Value change.
2. To update data in the Department Budget Table for an Employee that does require a Department Value change.

**Navigation**

Main Menu > **Set Up HRMS > Product Related>Commitment Accounting>Budget Information>Department Budget Table USA>Find an Existing Value**

Main Menu > **Set Up HRMS > Product Related>Commitment Accounting>Budget Information>Department Budget Table USA>Add A New Value**

Process 1: To update data in the Department Budget Table for an Employee that does not require a Department Value change

**NOTE – Use this process to assign employees to a different combination code and update EDRS data.**

1. From the Menu page, [select Set Up HRMS > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA>Find an Existing Value](#)
2. Enter the **SetID** = COMMN
3. Enter **Department** – Leave blank or must be equal to the value currently on the Department Budget Table. If the value is incorrect please follow Process 2 steps below.
4. Enter **Fiscal Year** = 2014
5. **Budget Level** = Leave blank or select APPOINTMENT from list of valid values
6. **Employee ID** – enter Employee you wish to update on the Department Budget table
7. **Employee Record Number** – leave blank
8. Click **Search**

The screenshot shows the Oracle HRMS interface for the 'Department Budget Table USA' search criteria. The breadcrumb trail at the top reads: Favorites > Main Menu > Set Up HRMS > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA. Below the breadcrumb trail is a 'Search Criteria' section with various input fields and dropdown menus. The fields are: Set ID (dropdown set to '=', text box with 'COMMN'), Department (dropdown set to 'begins with', text box), Fiscal Year (dropdown set to '=', text box with '2014'), Budget Level (dropdown set to '=', dropdown menu), Position Pool ID (dropdown set to 'begins with', text box), Job Code Set ID (dropdown set to 'begins with', text box), Job Code (dropdown set to 'begins with', text box), Position Number (dropdown set to 'begins with', text box), Empl ID (dropdown set to 'begins with', text box with '506448'), and Empl Record (dropdown set to '=', text box). At the bottom of the search criteria section are two checkboxes: 'Include History' and 'Correct History'. Below the search criteria section are four buttons: 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

### 9. Dept Budget Date Page appears

ORACLE®

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

**Dept Budget Date** | Dept Budget Defaults | Dept Budget Earnings | Dept Budget Deductions | Dept Budget Taxes | SD EDRS Budget

Set ID: COMMN Department: 000  
 Fiscal Year: 2014  
 \*Budget Begin Date: 01/07/2013 \*Budget End Date: 30/06/2014  
 \*Offset Group: SPPS St Paul Public Schools

**Budget Cap**  
☒ Per Budget Level ☐ Per Earn/Tax/Ded

**Suspense Combination Code** Find | View All First 1 of 1 Last  
 \*Effective Date: 01/07/2013 Effective Sequence: 0  
 Combination Code: PAYROLL SPENSE Payroll Suspense [ChartField Details](#)  
 Balance: 0.00

Save Return to Search Notify Add Update/Display Include History Correct History

Dept Budget Date | Dept Budget Defaults | Dept Budget Earnings | Dept Budget Deductions | Dept Budget Taxes | SD EDRS Budget | Comments

### 10. Click the Department Budget Earnings tab

ORACLE®

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

Dept Budget Date | Dept Budget Defaults | **Dept Budget Earnings** | Dept Budget Deductions | Dept Budget Taxes | SD EDRS Budget

Set ID: COMMN Department: 000 Fiscal Year: 2014  
 Budget Begin Date: 01/07/2013 Offset Group: SPPS  
 Budget End Date: 30/06/2014  
 Default Funding Source Option: Actual

**Budget Cap**  
☒ Per Budget Level ☐ Per Earn/Tax/Ded

**Level** Find | View All First 1 of 1 Last  
☐ Department ☐ Position Pool ☐ Jobcode ☐ Position ☒ Appointment

Empl ID: 506448 Stephanie Kimmes  
 Empl Record: 0  
 \*Effective Date: 01/07/2013 Eff Seq: 0 \*Status: Active Date Entered: 06/09/2013  
 Budget Level Cap: 0.00 \*Currency: USD

**Earnings Distribution** Personalize Find 1 of 1 Last  

| Combination Code | Distributed      | Earning Code Description | Combination Code Description | Exclusion Fringe Group    |
|------------------|------------------|--------------------------|------------------------------|---------------------------|
| Earnings Code    | *Sequence Number | Combination Code         | Funding End Date             | Fiscal Year Budget Amount |
| 1                | 1                | 2900572000061544315      |                              | 100.000                   |

Save Return to Search Notify Add Update/Display Include History Correct History

11. Insert a new effective dated row by clicking on the .

ORACLE

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

Dept Budget Date Dept Budget Defaults Dept Budget Earnings Dept Budget Deductions Dept Budget Taxes SD EDRS Budget

Set ID: COMMN Department: 000 Fiscal Year: 2014  
Budget Begin Date: 01/07/2013 Offset Group: SPPS  
Budget End Date: 30/06/2014  
Default Funding Source Option: Actual

Budget Cap  
☒ Per Budget Level ☐ Per Earn/Tax/Ded

Level Find View All First 1 of 1 Last  
☐ Department ☐ Position Pool ☐ Jobcode ☐ Position ☒ Appointment 

Empl ID: 506448 Stephanie Kimmes  
Empl Record: 0  
\*Effective Date: 01/07/2013 Eff Seq: 0 \*Status: Active Date Entered: 06/09/2013  
Budget Level Cap: 0.00 \*Currency: USD

Earnings Distribution Personalize Find First 1 of 1 Last  
Combination Code Distributed Earning Code Description Combination Code Description Exclusion Fringe Group

| Earnings Code | *Sequence Number | Combination Code    | Funding End Date | Fiscal Year Budget Amount | Distribution % |
|---------------|------------------|---------------------|------------------|---------------------------|----------------|
| 1             | 1                | 2900572000061544315 |                  |                           | 100.000        |

Save Return to Search Notify Add Update/Display Include History Correct History

12. Enter the **Effective Date**, the current date will default into this field but change it to the correct effective date.
13. Click on the **Combination Code Description** tab in the Earnings Distribution section of the page (near the bottom).

ORACLE

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

Dept Budget Date | Dept Budget Defaults | **Dept Budget Earnings** | Dept Budget Deductions | Dept Budget Taxes | SD EDRS Budget

Set ID: COMMN      Department: 000      Fiscal Year: 2014

Budget Begin Date: 01/07/2013      Offset Group: SPSS

Budget End Date: 30/06/2014

Default Funding Source Option: Actual

**Budget Cap**

☒ Per Budget Level    ☐ Per Earn/Tax/Ded

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

☐ Department    ☐ Position Pool    ☐ Jobcode    ☐ Position    ☒ Appointment

Empl ID: 506448      Stephanie Kimmes

Empl Record: 0

\*Effective Date: 18/09/2013    Eff Seq: 0    \*Status: Active    Date Entered: 18/09/2013

Budget Level Cap: 0.00    \*Currency: USD

**Earnings Distribution**    Personalize | Find | First | 1 of 1 | Last

| Combination Code | Distributed      | Earning Code Description | Combination Code Description | Exclusion Fringe Group    |
|------------------|------------------|--------------------------|------------------------------|---------------------------|
| Earnings Code    | *Sequence Number | Combination Code         | Funding End Date             | Fiscal Year Budget Amount |
| 1                | 1                | 2900572000061544315      |                              | 100.000                   |

Save    Return to Search    Notify    Add    Update/Display    Include History    Correct History

14. Click on the **ChartField Details** hyperlink

**Earnings Distribution**    Personalize | Find | First | 1 of 1 | Last

| Combination Code | Distributed      | Earning Code Description | Combination Code Description | Exclusion Fringe Group |
|------------------|------------------|--------------------------|------------------------------|------------------------|
| Earnings Code    | *Sequence Number | Combination Code         | Combination Code Description | ChartField Details     |
| 1                | 1                | 2900572000061544315      |                              | ChartField Details     |

15. The previous combination code will appear in the Combination Code field, update this value to the new Combination Code.

ORACLE

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

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Personalize Page | http

**ChartField Details**

Employee ID: 506448

Combination Code: 2900572000061544315

Search Options

☒ Combination Codes    Search

**ChartField Detail**

| Fund Code | Department | Program Code | Product | Account | Class Field | Funding Source | Business Unit PC | Project/Grant | Activity ID | Chartfield 3 |
|-----------|------------|--------------|---------|---------|-------------|----------------|------------------|---------------|-------------|--------------|
|           |            |              |         |         |             |                |                  |               |             |              |

Ok    Cancel

16. Click Ok – **DO NOT SAVE YET!!**

17. If this employee is split over multiple combination codes, you must add additional rows and add the additional Combination Codes.

18. Click Ok – **DO NOT SAVE YET!!**

19. Enter 1 on all lines for the Sequence Number – it is a required field and must be populated

| Earnings Code | *Sequence Number | Combination Code    | Combination Code Description | ChartField Details                 |
|---------------|------------------|---------------------|------------------------------|------------------------------------|
| 1             | 1                | 0121029200061870000 | Payroll Services             | <a href="#">ChartField Details</a> |
| 2             | 1                | 0172620330361850000 | Payroll Services             | <a href="#">ChartField Details</a> |

20. Tab to the Combination Code tab and enter the percentage allocation, sum of percentage must = 100%

| Earnings Code | *Sequence Number | Combination Code    | Funding End Date | Fiscal Year Budget Amount | Distribution % |
|---------------|------------------|---------------------|------------------|---------------------------|----------------|
| 1             | 1                | 0121029200061870000 |                  |                           | 100.000        |
| 2             | 1                | 0172620330361850000 |                  |                           |                |

21. **DO NOT SAVE YET!!**

22. For EDRS related combination data – tab to the SD EDRS Budget page

Set ID: COMMN Department: 000 Fiscal Year: 2014

Budget Begin Date: 01/07/2013 Offset Group: SPPS

Budget End Date: 30/06/2014

Default Funding Source: Actual

Option: Level

☐ Department ☐ Position Pool ☐ Jobcode ☐ Position ☒ Appointment

Empl ID: 506448 Stephanie Kimmes

Empl Record: 0

\*Effective Date: 18/09/2013 Eff Seq: 0 \*Status: Active Date Entered: 18/09/2013

| EDRS Line Number | Combination Code    | Description | FSC | Ser | Type | Dis | SDM | TUT | DIST%   |
|------------------|---------------------|-------------|-----|-----|------|-----|-----|-----|---------|
| 1                | 2900572000061544315 |             |     |     |      |     |     |     | 100.000 |

23. Update the data as needed, the combination code will appear incorrect (it will display the previous combination code) but will update when record is saved.

24. Click **Save** (This will save the record and populate both the Dept Budget Deductions and Dept Budget Taxes automatically with the funding entered on the Dept Budget Earnings).

25. **DO NOT CLOSE THIS COMPONENT!!**

26. Tab to the Comments Page (last Page in Component) and enter comments – Comments should be entered on all combination code changes.

ORACLE®

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

Dept Budget Defaults | Dept Budget Earnings | Dept Budget Deductions | Dept Budget Taxes | SD EDRS Budget | **Comments**

Set ID: COMMN      Department: 000      Fiscal Year: 2014

Budget Begin Date: 01/07/2013      Offset Group: SPPS

Budget End Date: 30/06/2014

Default Funding Source:

**Budget Cap**

☒ Per Budget Level    ☐ Per Earn/Tax/Ded

27. Enter the comments

Dept Budget Defaults | Dept Budget Earnings | Dept Budget Deductions | Dept Budget Taxes | SD EDRS Budget | **Comments**

Department: ALC449ELE      ALC - Extended Day      Fiscal Year: 2014

Budget Begin Date: 01/07/2013      Budget End Date: 30/06/2014

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

Empl ID: 364704      Empl Record: 1      Jayne Weiser

Effective Date: 10/08/2013      Eff Seq: 0

**Budget Comments**      Personalize | Find | View All | First 1-2 of 2 Last

| Level | Empl ID             | Empl Record | Effective Date | Eff Seq | Comments |
|-------|---------------------|-------------|----------------|---------|----------|
| 1     | 0100502200061700000 | 100.000     |                |         |          |
| 2     | 0100501000061100000 |             |                |         |          |

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

Dept Budget Date | Dept Budget Defaults | Dept Budget Earnings | Dept Budget Deductions | Dept Budget Taxes | SD EDRS Budget | Comments

28. Click SAVE.

Process 2: To update data in the Department Budget Table for an Employee that does require a Department Value change

**NOTE 1** - Should a department need to be created so that it can be used in the Department Budget Table please see Jeff Cummings.

**NOTE 2** - Use this process to assign employees to a different Department Value and/or combination code and update EDRS data.

**NOTE 3** – Job record has to be updated before the Department Budget Table can be updated.

1. From the Menu page, select [Set Up HRMS > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA](#). Add a New Value
2. Enter the **SetID** = COMMN
3. Enter **Department** – Enter new Department Value
4. Enter **Fiscal Year** = 2014
5. **Budget Level** - Select APPOINTMENT from the list of valid values
6. **Employee ID** – enter Employee you wish to update on the Department Budget table
7. **Employee Record Number** – Enter Employee Record Number
8. Click **Add**
9. **Department Budget Date** Page appears

The screenshot displays the Oracle HRMS interface for the Department Budget Table. The breadcrumb navigation shows: Favorites > Main Menu > Set Up HRMS > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA. The 'Dept Budget Date' tab is active. Fields include: Set ID: COMMN, Department: BSF010ADM1 Business Office - Admin/Suppt, Fiscal Year: 2014, \*Budget Begin Date: 01/07/2013, \*Budget End Date: 30/06/2014, and \*Offset Group: SPPS (highlighted with a red circle). Below these is a 'Budget Cap' section with 'Per Budget Level' selected. A 'Suspense Combination Code' table shows an entry for 'PAYROLL SUSPENSE' with an effective date of 01/07/2013 and a balance of 0.00. At the bottom are buttons for Save, Notify, Add, Update/Display, Include History, and Correct History.

10. New Department Field will Populate
11. Enter SPPS for the **Offset Group** if it is blank
12. Click the **Department Budget Defaults** tab

ORACLE®

Home

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

Dept Budget Date Dept Budget Defaults Dept Budget Earnings Dept Budget Deductions Dept Budget Taxes SD EDRS Budget

Set ID: COMMN Department: BSF010ADM1 Business Office - Admin/Suppt Fiscal Year: 2014

\*Budget Begin Date: 01/07/2013 \*Offset Group: SPPS St Paul Public Schools

\*Budget End Date: 30/06/2014

Budget Cap

☒ Per Budget Level ☐ Per Earn/Tax/Ded

Funding Defaults

\*Default Funding Source Option: Actual ☐ Funding End Date Defaults From Funding Source

Exclusion Fringe Group:

Account Overrides

☒ Use Acct Defined for Earnings ☒ Use Account Defined for US Tax

☒ Use Account Defined for Dedns ☐ Use Account Defined for CanTax

Save Notify Add Update/Display Include History Correct History

Dept Budget Date | Dept Budget Defaults | Dept Budget Earnings | Dept Budget Deductions | Dept Budget Taxes | SD EDRS Budget | Comments

13. If this department already has employees assigned to it the data in this page will be greyed out and no entry is necessary, proceed to Step 18.
14. If this is the first Employee assigned to this Department, please complete this page as follows:
14. **Default Funding Options** = Actuals
15. **Use Account Defined for Earnings** = On
15. **Use Account Defined for Deduction** = On
16. **Use Account Defined for Tax** = On
17. Click the **Department Budget Earnings** tab

ORACLE®

Home

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

Dept Budget Date Dept Budget Defaults Dept Budget Earnings Dept Budget Deductions Dept Budget Taxes SD EDRS Budget

Set ID: COMMN Department: BSF010ADM1 Business Office - Admin/Suppt Fiscal Year: 2014

Budget Begin Date: 01/07/2013 Offset Group: SPPS

Budget End Date: 30/06/2014

Budget Cap

☒ Per Budget Level ☐ Per Earn/Tax/Ded

Default Funding Source Option: Actual

Level

☐ Department ☐ Position Pool ☐ Jobcode ☐ Position ☒ Appointment

Empl ID: 475027 Marie Schrul

Empl Record: 0

\*Effective Date: 18/09/2013 Eff Seq: 0 \*Status: Active Date Entered: 18/09/2013

Budget Level Cap: 0.00 \*Currency: USD

Earnings Distribution

Personalize Find First 1 of 1 Last

| Combination Code | Distributed | Earning Code Description | Combination Code Description | Exclusion Fringe Group |
|------------------|-------------|--------------------------|------------------------------|------------------------|
| 1                |             |                          |                              |                        |

18. Enter the **Effective Date**, the current date will default into this field but change it to the correct effective date.

# Commitment Accounting – Department Budget Table

19. Click on the **Combination Code Description** tab in the Earnings Distribution section of the page (near the bottom).
20. Click on the **ChartField Details** hyperlink

The screenshot shows the 'Earnings Distribution' window with the 'Combination Code Description' tab selected. The 'ChartField Details' link is circled in red.

21. Enter the correct Combination Code.

The screenshot shows the 'ChartField Details' dialog box. The 'Combination Code' field is highlighted with a red circle. The 'Search Options' section shows 'Combination Codes' selected.

22. Click Ok – **DO NOT SAVE YET!!**
23. If this employee is split over multiple combination codes, you must add additional rows and add the additional Combination Codes.

The screenshot shows the 'Earnings Distribution' window with the 'Combination Code' tab selected. The '% Effort' field is highlighted with a red circle.

24. Click Ok – **DO NOT SAVE YET!!**
25. Enter 1 on all lines for the Sequence Number – it is a required field and must be populated

The screenshot shows the 'Earnings Distribution' window with the 'Combination Code' tab selected. The 'Sequence Number' field is highlighted with a red circle.

26. Tab to the Combination Code tab and enter the percentage allocation, sum of percentage must = 100%

The screenshot shows the 'Earnings Distribution' window with the 'Combination Code' tab selected. The 'Distribution %' field is highlighted with a red circle.

27. **DO NOT SAVE YET!!**
28. For EDRS related combination data – tab to the SD EDRS Budget page

ORACLE

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

Dept Budget Defaults | Dept Budget Earnings | Dept Budget Deductions | Dept Budget Taxes | **SD EDRS Budget** | Comments

Set ID: COMMN      Department: 000      Fiscal Year: 2014

Budget Begin Date: 01/07/2013      Offset Group: SPSS

Budget End Date: 30/06/2014

Default Funding Source: Actual

Option:

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

☐ Department    ☐ Position Pool    ☐ Jobcode    ☐ Position    ☒ Appointment

Empl ID: 506448      Stephanie Kimmes

Empl Record: 0

\*Effective Date: 18/09/2013      Eff Seq: 0      \*Status: Active      Date Entered: 18/09/2013

EDRS EE Budget      Personalize | Find | First 1 of 1 Last

| EDRS Line Number | Combination Code    | Description | FSC | Ser | Type | Dis | SDM | TUT | DIST%   |
|------------------|---------------------|-------------|-----|-----|------|-----|-----|-----|---------|
| 1                | 2900572000061544315 |             |     |     |      |     |     |     | 100.000 |

Save    Return to Search    Notify    Add    Update/Display    Include History    Correct History

29. Update the data as needed.
30. Click **Save** (This will save the record and populate both the Dept Budget Deductions and Dept Budget Taxes automatically with the funding entered on the Dept Budget Earnings.
31. **DO NOT CLOSE THIS COMPONENT!!**
32. Tab to the Comments Page (last Page in Component) and enter comments – Comments should be entered on all combination code changes.

ORACLE

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

Dept Budget Defaults | Dept Budget Earnings | Dept Budget Deductions | Dept Budget Taxes | SD EDRS Budget | **Comments**

Set ID: COMMN      Department: 000      Fiscal Year: 2014

Budget Begin Date: 01/07/2013      Offset Group: SPSS

Budget End Date: 30/06/2014

Default Funding Source: Actual

Budget Cap

☒ Per Budget Level    ☐ Per Earn/Tax/Ded

33. Enter the comments
34. Click Save