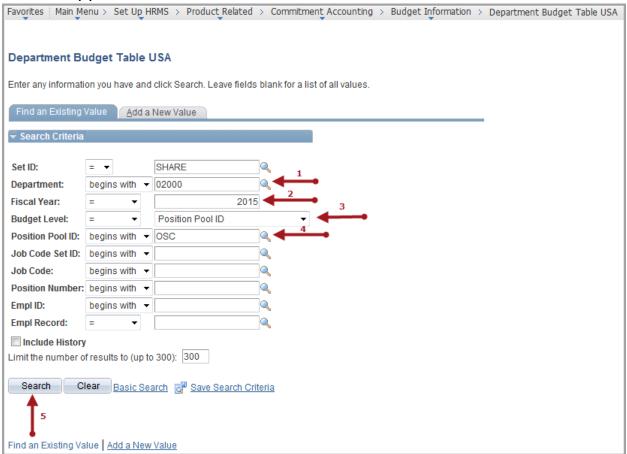
New York State Office of the State Comptroller
Bureau of State Payroll Services
PayServ Conversion to Statewide Financial System (SFS) Chart of Accounts (COA)

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

The PayServ conversion to the SFS Chart of Accounts has resulted in changes to how budget information is stored in PayServ. Agency users will now 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.

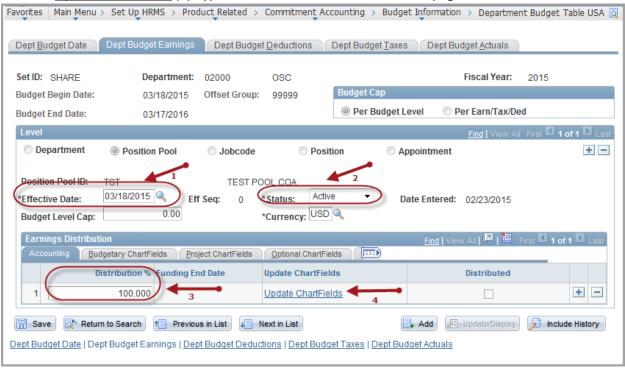
- To review a position pool on the Department Budget Table, go to: **Set Up HRMS> Product**Related> Commitment Accounting> Budget Information> Department Budget Table USA.
- Enter the **Department (1)**, **Fiscal Year (2)**, select Position Pool ID from the **Budget Level (3)** drop-down menu if not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



- The 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).

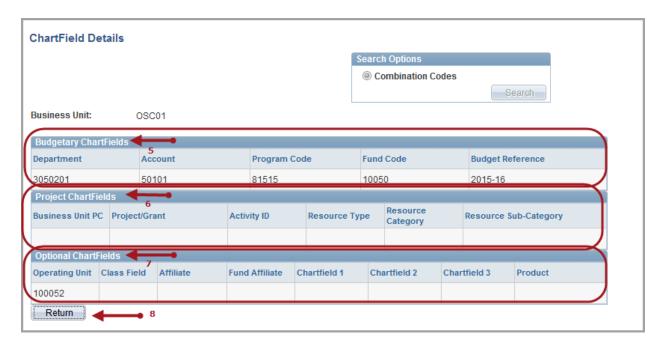
No changes have been made to this Position Pool, as shown by the **Effective Date (1)**, which is the 1<sup>st</sup> date of the 1<sup>st</sup> pay period of Fiscal Year 2014. Notice that the **Status (2)** is Active, and the **Distribution %** (3) is 100.

Click the <u>Update ChartFields</u> (4) hyperlink to view the ChartField Details page.

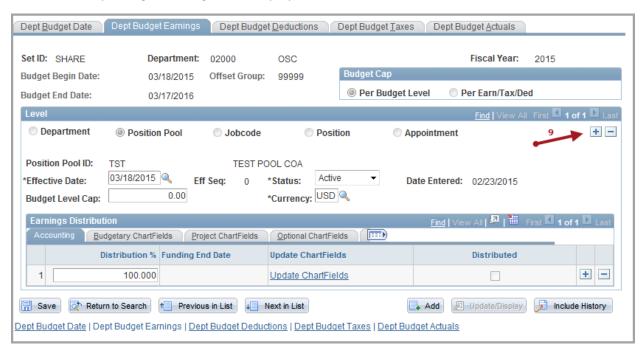


- The Chartfield Details page is displayed.
- Here you can review the SFS Chartfield Values (if populated):
  - Budgetary Chartfields (5)
    - Department
    - Account
    - Program Code
    - Fund Code
    - Budget Reference
  - Project Chartfields (6)
    - Business Unit PC Required only if using 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 (7)
      - Operating Unit
      - Class Field
      - Affiliate
      - Fund Affiliate
      - Chartfield 1

- Chartfield 2
- Chartfield 3
- Product



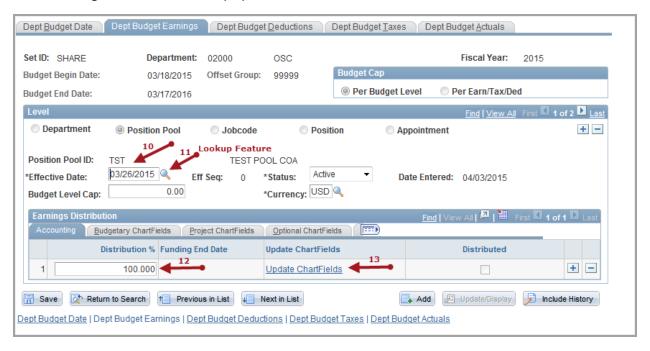
- To update this Position Pool with new ChartField strings select the Return (8) button to return to the Dept Budget Earnings tab.
- The Dept Budget Earnings tab is displayed.



• Click the **plus sign (9)** to add new information.

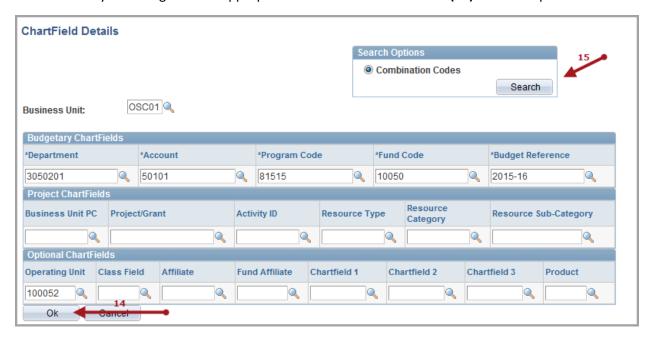
The **Effective Date (10)** defaults to the pay period begin date of the next unconfirmed pay period for your agency. Use the **Lookup (11)** feature view a list of every pay period begin date for your Department and Pay Cycle.

• Change the **Distribution % (12)**, if desired.

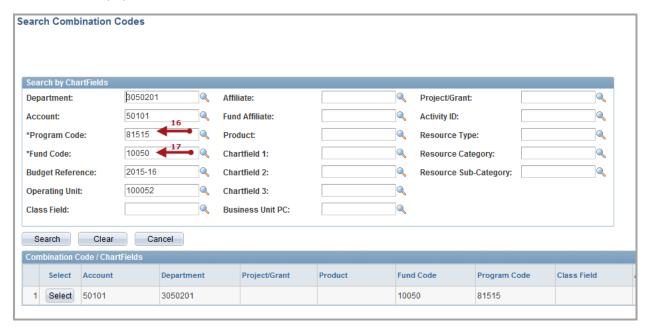


- Click the <u>Update ChartFields (13)</u> hyperlink to view the ChartField Details page.
- The Chartfield Details page is displayed.

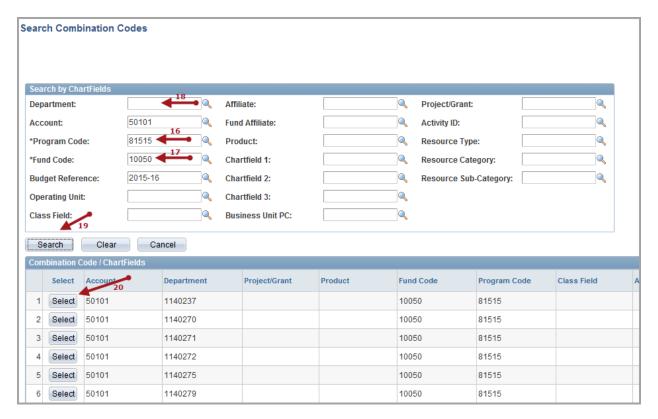
- The existing Chartfield information is shown. All Budgetary ChartFields are available to be updated. Project ChartFields and Optional ChartFields can also be added/updated at this point.
- Make your changes to the appropriate ChartFields and select **Ok (14)** when complete.



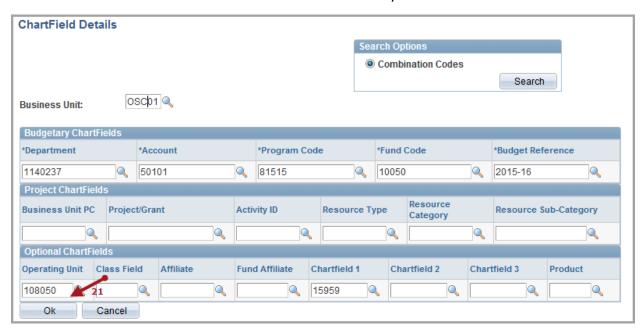
- If you don't know what ChartField combinations are available to use, click the **Search (15)** button on the ChartField Details page to view other available combinations.
- The Search Combination Codes page is displayed. The **Program (16)** and **Fund Code (17)** fields must be populated in order to use this Search.)



• Clear the **Department (18)** field and select **Search (19)** to view all available combinations.

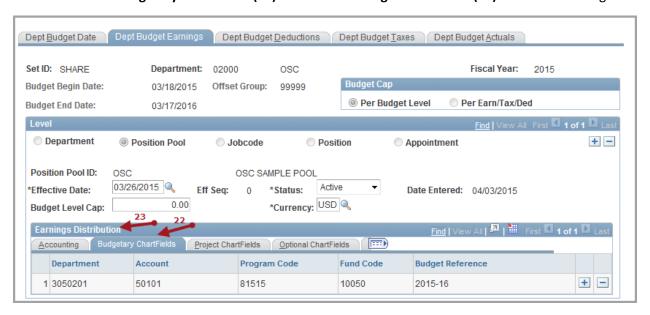


- Click Select (20) to choose one of the combinations.
- Your selected ChartField combinations will automatically fill in.



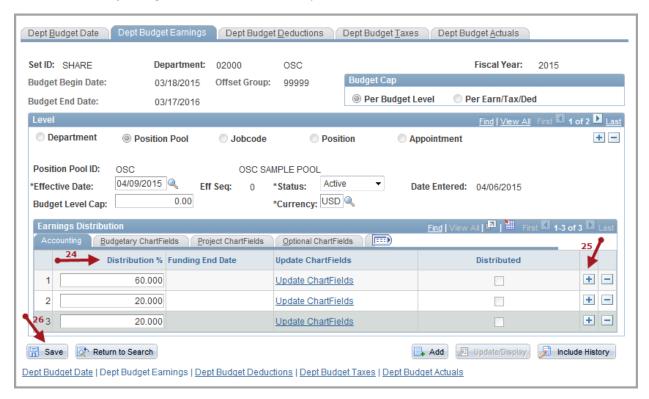
• Select **Ok (21)** when all changes are complete and **Save** your changes.

- The Dept Budget Earnings Page is displayed.
- Click the Budgetary ChartFields (22) tab under Earnings Distribution (23) to view the changes.



You can now split the **Distribution % (24)** 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 (25) to add additional splits.



Be sure to Save (26) your changes before leaving this page.