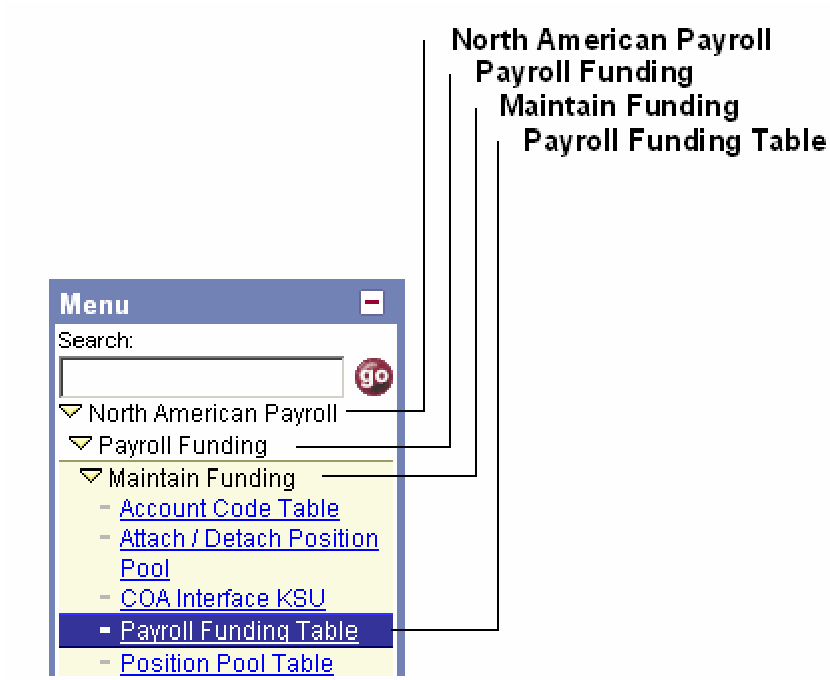
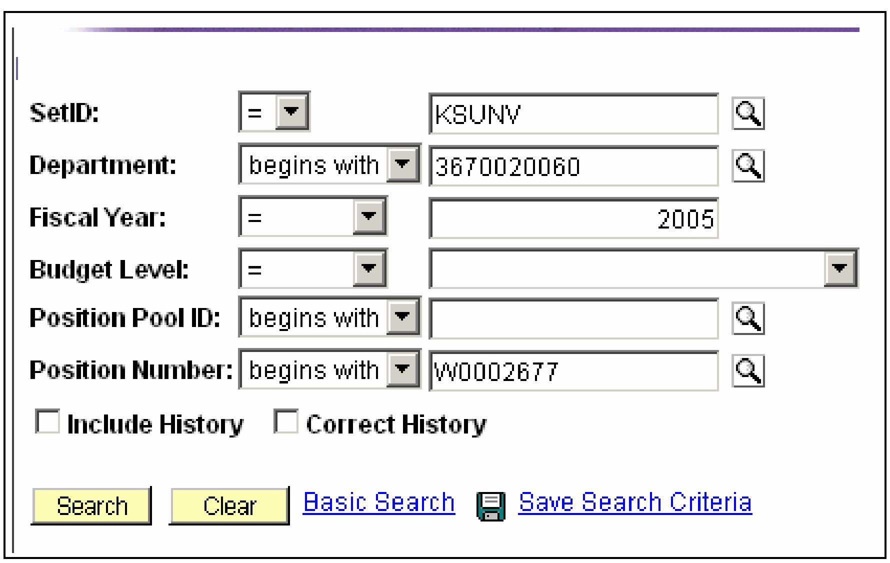
Payroll Funding – Maintaining Funding - Position

1) Access Payroll Funding Table:

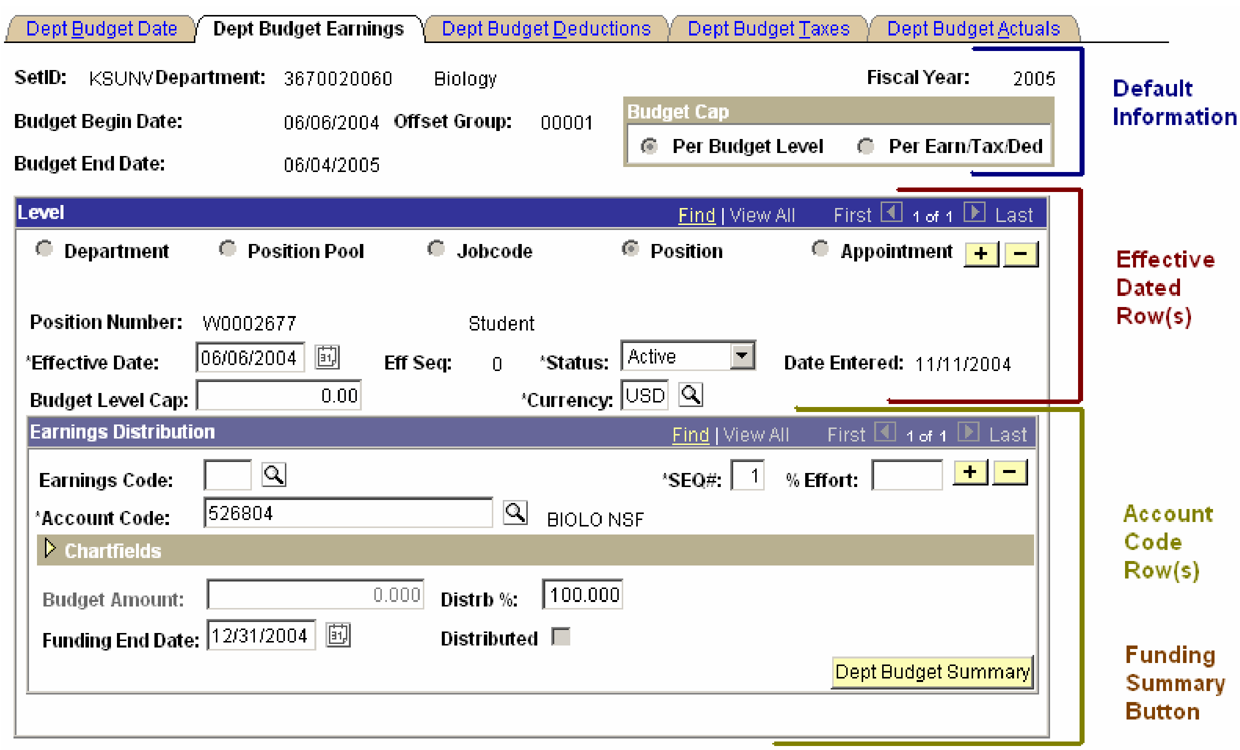


2) Enter Search Criteria:

- Enter Department ID, Fiscal Year and Position Number
- Select "Search" or select the "Enter Key"



Dept Budget Earnings page will appear.



Step 3: Update Distribution of Accounts Earnings - Deductions - Taxes

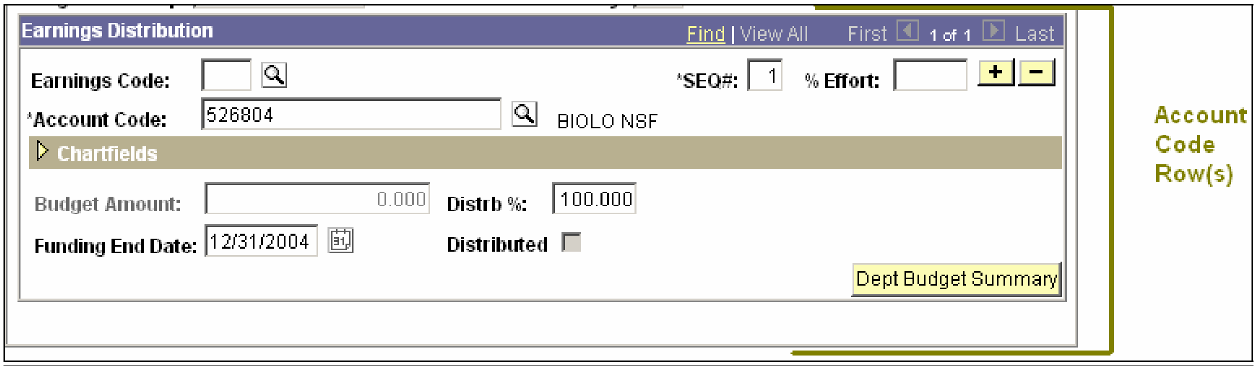
- Cursor will be blinking in effective date edit box. Insert New Effective-Dated Row. Select the "Insert Row" button or "ALT + 7" to add a new effective-dated row.

  Note: Inserting a new effective-dated row in the Dept Budget Earnings page will insert a new effective-dated row in all three distribution pages (i.e., earnings, deductions, and taxes).

- **Enter Effective Date:** (MMDDYY) Note: Use beginning day of pay period, whenever possible. **< Use the TAB key to navigate through the page. >**

Update Distribution of Accounts - ***Earnings***

View of Account Code Row



To update one account, change the Account Code, Distrb %, Funding End Date, etc.).

To update multiple accounts, access the appropriate account row. Change the appropriate Account Code, Distrb%, Funding End Date, etc.).

To add an account, select the insert row button in the Account Code area. Enter the appropriate Account Code, Distrb%, Funding End Date, etc.).

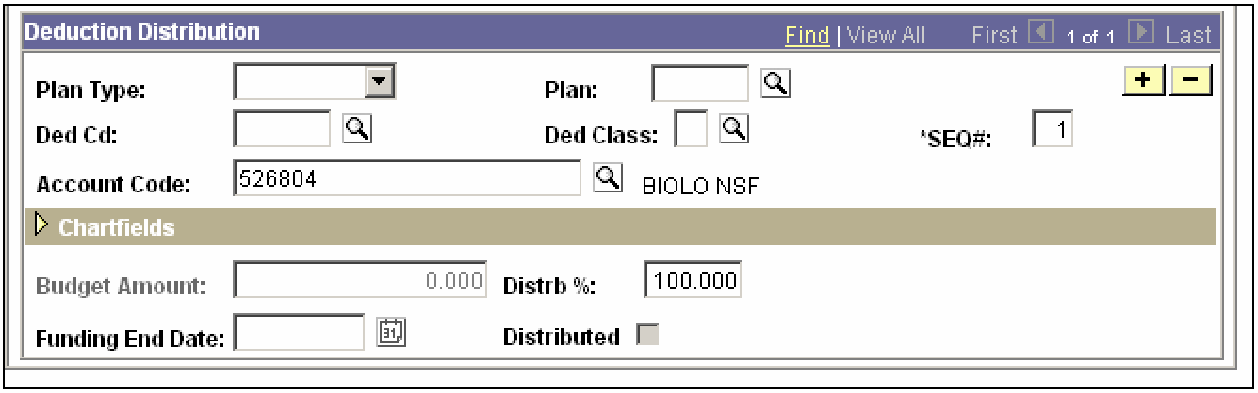
To view account code details, access the Chartfields strip.

- Select the **"Dept Budget Deductions"** page … tab to move forward to the next page.

Update Distribution of Accounts - ***Deductions***

Dept Budget Deductions page will appear.

View of Deduction Distribution Account Code Row



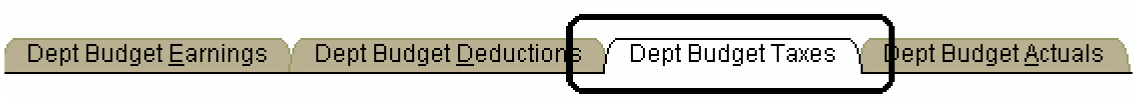
To update one account, change the Account Code, Distrb %, Funding End Date, etc.).

To update multiple accounts, access the appropriate account row. Change the appropriate Account Code, Distrb%, Funding End Date, etc.).

To add an account, select the insert row button in the Account Code area. Enter the appropriate Account Code, Distrb%, Funding End Date, etc.).

To view account code details, access the Chartfields strip.

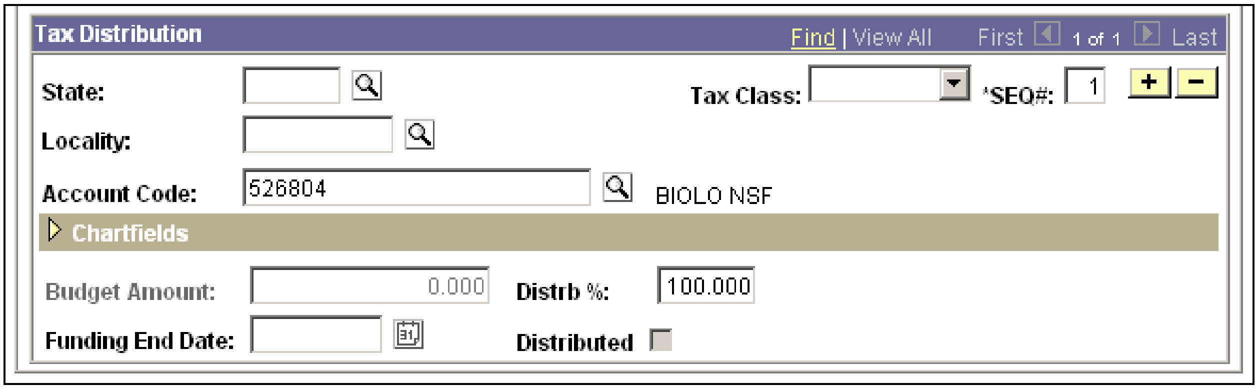
- Select **"Dept Budget Taxes"** page tab to move forward to the next page.



Update Distribution of Accounts - ***Taxes***

Dept Budget Taxes page will appear.

View of Tax Distribution Account Code Row



To update one account, change the Account Code, Distrb %, Funding End Date, etc.).

To update multiple accounts, access the appropriate account row. Change the appropriate Account Code, Distrb%, Funding End Date, etc.).

To add an account, select the insert row button in the Account Code area. Enter the appropriate Account Code, Distrb%, Funding End Date, etc.).

To view account code details, access the Chartfields strip.

STEP 4: Check data carefully (i.e., earning, deduction, & tax pages).

STEP 5: Select the "Save" button to save the distribution of accounts. (i.e., earnings, deductions, & tax data).