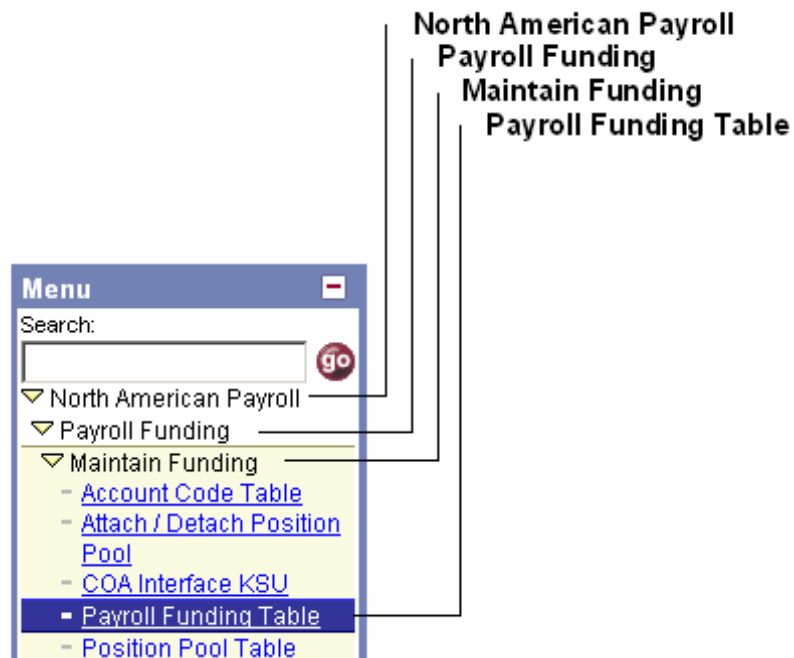


Payroll Funding – Maintaining Funding - Position

1) Access Payroll Funding Table:



2) Enter Search Criteria:

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

SetID:	=	KSUNV	🔍
Department:	begins with	3670020060	🔍
Fiscal Year:	=	2005	
Budget Level:	=		▼
Position Pool ID:	begins with		🔍
Position Number:	begins with	W0002677	🔍
<input type="checkbox"/> Include History <input type="checkbox"/> Correct History			
[Search] [Clear] Basic Search Save Search Criteria			

Dept Budget Earnings page will appear.

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

SetID: KSUNV **Department:** 3670020060 Biology **Fiscal Year:** 2005
Budget Begin Date: 06/06/2004 **Offset Group:** 00001 **Budget Cap**
 Per Budget Level Per Earn/Tax/Ded
Budget End Date: 06/04/2005

Default Information

Level Find | View All First 1 of 1 Last
 Department Position Pool Jobcode Position Appointment + -

Position Number: WV0002677 Student
'Effective Date: 06/06/2004 **Eff Seq:** 0 **'Status:** Active **Date Entered:** 11/11/2004
Budget Level Cap: 0.00 **'Currency:** USD

Effective Dated Row(s)

Earnings Distribution Find | View All First 1 of 1 Last
Earnings Code: **'SEQ#:** 1 **% Effort:** + -
'Account Code: 526804 BIOLO NSF
Chartfields
Budget Amount: 0.000 **Distrb %:** 100.000
Funding End Date: 12/31/2004 **Distributed** **Dept Budget Summary**

Account Code Row(s)

Funding Summary Button

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

The screenshot shows the 'Earnings Distribution' window. At the top, there are navigation buttons: 'Find', 'View All', 'First', '1 of 1', and 'Last'. Below this, there are input fields for 'Earnings Code', '*Account Code' (with value '526804'), '*SEQ#' (with value '1'), and '% Effort'. A search icon is next to the account code field. Below the search icon, the text 'BIOLO NSF' is displayed. A 'Chartfields' strip is visible below the search icon. Further down, there are input fields for 'Budget Amount' (with value '0.000'), 'Distrb %' (with value '100.000'), 'Funding End Date' (with value '12/31/2004'), and a 'Distributed' checkbox. A 'Dept Budget Summary' button is located at the bottom right of the main form area. To the right of the main form area, there is a vertical label 'Account Code Row(s)'.

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

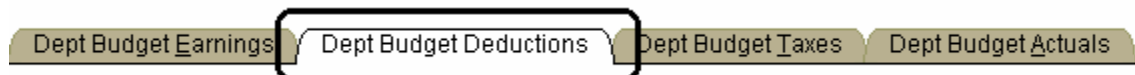
To update multiple accounts, access the appropriate account row. Change the appropriate Account Code, Distrb%, Funding End Date, etc.).

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

The screenshot shows a web form titled "Deduction Distribution" with a search bar and navigation controls. The form contains the following fields and values:

Plan Type:	<input type="text"/>	Plan:	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
Ded Cd:	<input type="text"/>	Ded Class:	<input type="text"/>	*SEQ#:	<input type="text" value="1"/>
Account Code:	<input type="text" value="526804"/>		<input type="text" value="BIOLO NSF"/>		
Chartfields					
Budget Amount:	<input type="text" value="0.000"/>	Distrb %:	<input type="text" value="100.000"/>		
Funding End Date:	<input type="text"/>	Distributed	<input type="checkbox"/>		

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.

Chartfields

- 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

The screenshot shows a web-based interface for managing tax distributions. At the top, there is a header bar with the title "Tax Distribution" and navigation options: "Find | View All", "First", "1 of 1", and "Last". Below the header, there are several input fields and controls:

- State:** An empty text box with a search icon.
- Locality:** An empty text box with a search icon.
- Account Code:** A text box containing "526804" with a search icon. To its right, the text "BIOLO NSF" is displayed.
- Chartfields:** A highlighted horizontal bar with a right-pointing triangle icon and the text "Chartfields".
- Budget Amount:** A text box containing "0.000".
- Distrb %:** A text box containing "100.000".
- Funding End Date:** A text box with a calendar icon.
- Distributed:** A checkbox that is currently unchecked.
- Tax Class:** A dropdown menu.
- *SEQ#:** A text box containing "1" with "+" and "-" buttons.

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.

▶ Chartfields

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).