# Payroll Commitment Accounting

## Setting Up Department Default Funding

Procedure

You are about to enter a simulation that walks you through the step by step instructions for setting up default funding for a department.



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Main Menu** link. |
| 1.
 | Click the **Set Up HRMS** link. |
| 1.
 | Click the **Product Related** link. |
| 1.
 | Click the **Commitment Accounting** link. |
| 1.
 | Click the **Budget Information** link. |
| 1.
 | Click the **Department Budget Table USA** link. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Add a New Value** object. |
| 1.
 | Enter the desired information into the **Department** field. Enter "**1730101010**". |
| 1.
 | Enter the desired information into the **Fiscal Year** field. Enter "**2013**". |
| 1.
 | Click the drop down for the **Budget Level** list. |
| 1.
 | Select **Department** from the list. |
| 1.
 | Click the **Add** button. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | The **Budget Begin Date** and **Budget End Date** are inserted centrally and are the beginning and end dates of the fiscal year and should not be changed except when a new Department is being established.  The **Offset Group** is for the offsetting accounting entries group for payroll expenses and you should use the default value of **1500**. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Enter the desired information into the **Effective Date** field. Enter "**06/09/2012**". |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **ChartField Details** link. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Enter the desired information into the **Combination Code** field. Enter "**Suspense**". |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Look up Combination Code (Alt+5)** object. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **SUSPENSE** link. |
| 1.
 | Click the **OK** button. |
| 1.
 | Click the **Dept Budget Defaults** link. |
| 1.
 | The information on the **Dept Budget Defaults** tab is defaulted in and should not be changed |
| 1.
 | Click the **Dept Budge Earnings** tab. |
| 1.
 | Enter the desired information into the **Effective Date** field. Enter "**06/09/2012**". |
| 1.
 | Enter the desired information into the **Sequence Number** field. Enter "**1**". |
| 1.
 | Enter the desired information into the **Funding End Date** field. Enter "**06/07/2013**". |
| 1.
 | Click the **Combination Code Description** link. |
| 1.
 | Click the **ChartField Details** link. |
| 1.
 | Enter the desired information into the **Combination Code** field. Enter "**173**". |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Look up Combination Code (Alt+5)** option. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click on the **Scroll Bar** and drag it down until you find the **Combination Code** you are looking for. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click on the **Pay - Payroll Systems** link. |
| 1.
 | Click the **Ok** button. |
| 1.
 | Click the **Combination Code Description** tab. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Enter the desired information into the **Distribution %** field. Enter "**100**". |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Save** button. |
| 1.
 | Congratulations!  You have completed Setting Up Department Default Funding.**End of Procedure.** |