Creating an Appointment Level Budget

1.	Under the **Menu Bar,** Click the **Set Up HRMS** link.
2.	Click the **Product Related Folder.**
3.	Click the **Commitment Accounting Folder.**
4.	Click the **Budget Information Folder.**
5.	Click the **Department Budget Table USA** button.
6.	Click the **Add a New Value** tab
7.	Enter the **Department ID #** in the **Department** field.
8.	Type in the **Current Fiscal Year.**
9.	Select **Appointment** from the **Budget Level** list. Enter in **EmplID** and **record number.**
10.	Click the **Add** button
11.	Click the **Dept Budget Earnings** tab.
12.	Type in the **Effective Date.** The **Effective Date** must equal the appropriate pay period beginning date to ensure the correct combo code (acct) is charged.
13.	The **Status** field should be **Active.**
14.	Click on the **SEQ #** field. Type a "1" in the box. This opens up the distribution % field.
15.	Click the **ChartField Details** link.
16.	On the **Chartfield Details** panel, enter in the **fund**.
17.	In the **DeptID** field, enter in the department where the fund is located.
18.	Click the **Search** button.
19.	Click the **Select** button to choose the account to be charged.
20.	Click the **Ok** button.
21.	Type the **Distribution %** in the **Distrb %** field.
22.	Click the **Save** button.
23.	Under the **Level Row,** click the **plus (+)** button to add in the Inactive row.
24.	Type in the **End Date** for this distribution in the **Effective Date** field. This date must also equal the first Sunday of the pay period following the end of the job in order for the charges to be distributed correctly.
25.	Select **Inactive** from the **Status** list
26.	Click the **Save** button.
27.	**End of Procedure.**