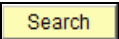


Creating an Appointment Level Budget

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.