



## Using the Position Budget Management Department Budget Page



Section B – Budget Journal Header:

- x Journal ID : For the Position Budget Page, users can either enter a new Journal ID in this field or use the magnifying glass button to look up existing journals not yet posted. Once the user saves changes, the system overwrites the fourth character of the Journal ID with an “A” or “P” depending on if the page creates



## Section E – Account Distribution:

This section shows how the position funding is distributed among multiple accounts. The section displays four entries by default, but the ChartField being reviewed may have more entries. Review the top right of this section for the total number of entries, or click the “View All” link to show all entries.

- x Account : Displays account where expense was charged. The Account Distribution section returns all ORG entries for accounts that have expense if the ledger option chosen at setup was “ORG Only with Gen Parent” or “APPROP and ORG.” All rows are summarized at the APPROP level if the ledger option chosen at setup was “APPROP Only.”
- x Distributed Salary : Populates from Annual Rate on Job split based on the Department Budget Table entry current as of the most recent HCM Refresh. This field is only visible for salary rows and is not used as part of calculating remaining.
- x Original Budget : Displays the total of all posted Budget Journals of type “Original”
- x OB Button: Links to a query of posted Budget Journals of type “Original” matching criteria for the row that will open in a new window.
- x Perm Amends: Displays the total of all posted Budget Journals of type “Permanent Adjustment”
- x PA Button : Links to a query of posted Budget Journals of type “Permanent

