



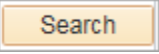



## Override and Append

Step	Action
1.	In this topic, a search will be performed for a Merit/Non-Merit (non Grant) <b>ChartField</b> String.
2.	In this case, the Self- Service employee has two days with overriding funding to be reported.  <b>Note:</b> The employee is reporting exceptions only.
3.	Click in the <b>Hours</b> field for the first day to be entered. 
4.	Enter the desired information into the <b>Hours</b> field.  Enter a valid value, for example " <b>7.5</b> ".
5.	Click in the <b>Hours</b> field for the second day and enter the desired information.  Enter a valid value, for example " <b>7.5</b> ".
6.	Click in the <b>Time Reporting Code</b> field. 
7.	Enter the desired information into the <b>Time Reporting Code</b> field.  Enter a valid value, for example " <b>REG</b> ".
8.	Click the scrollbar if needed. 
9.	Click the <b>ChartFields</b> link. 
10.	After clicking on the <b>ChartFields</b> link, the system offers the functionality to search for the appropriate <b>Combination Code</b> by entering various <b>ChartField</b> data elements.  The search returns core <b>ChartField</b> strings established in FSF as well as any <b>ChartField</b> string previously created in PHRST by an Organization.  Click the <b>Search</b> button. 
11.	<b>Merit/Non-Merit Organizations</b>  At a minimum, enter the <b>Fund Code</b> , <b>Department</b> , and <b>Appropriation</b> . Enter as many additional <b>ChartField</b> values as possible to reduce the number of rows returned on a search. Values can be entered or selected by clicking the <b>Lookup</b> button for the field.  If the desired <b>ChartField</b> string is not returned, eliminate non-core <b>ChartField</b> (s) from the search criteria and click the <b>Search</b> button again. Select a <b>ChartField</b> string and make necessary changes to the appendable <b>ChartFields</b> .

Step	Action
12.	<p><b>School Organizations</b></p> <p>At a minimum, enter <b>Fund Code</b>, <b>Department</b>, <b>Appropriation</b>, <b>Operating Unit</b>, and <b>Program Code</b>. Enter as many additional <b>ChartField</b> values as possible to reduce the number of rows returned on a search. Values can be entered or selected by clicking the <b>Lookup</b> button for the field.</p> <p>If the desired <b>ChartField</b> string is not returned, eliminate non-core <b>ChartField(s)</b> from the search criteria and click the <b>Search</b> button again. Select a <b>ChartField</b> string and make necessary changes to the appendable <b>ChartFields</b>.</p>
13.	<p><b>DeIDOT</b></p> <p>At a minimum, enter <b>Project</b> and <b>DE Activity</b>. Enter as many additional <b>ChartField</b> values as possible to reduce the number of rows returned on a search. Values can be entered or selected by clicking the <b>Lookup</b> button for the field.</p> <p>If the desired <b>ChartField</b> string is not returned, eliminate non-core <b>ChartField(s)</b> from the search criteria and click the <b>Search</b> button again. Select a <b>ChartField</b> string and make necessary changes to the appendable <b>ChartFields</b>.</p>
14.	<p>The <b>Fund Code</b> is a core <b>ChartField</b> and should be used when searching for <b>Combo Codes</b>.</p> <p>Click in the <b>Fund Code</b> field.</p> <div data-bbox="289 1060 516 1102" style="border: 1px solid black; width: 140px; height: 20px; margin-left: 10px;"></div>
15.	<p>Enter the desired information into the <b>Fund Code</b> field.</p> <p>Enter a valid value, for example "<b>100</b>".</p>
16.	<p><b>Note:</b> Before entering the next <b>ChartField</b> value tab out of the field for the data to register after entering or selecting a value from a lookup.</p> <p>Press <b>[Tab]</b>.</p>
17.	<p>The <b>Department ChartField</b> is always part of a core <b>ChartField</b> string and is the first six digits of the <b>Department</b> being charged.</p> <p>Click in the <b>Department</b> field.</p> <div data-bbox="289 1512 516 1554" style="border: 1px solid black; width: 140px; height: 20px; margin-left: 10px;"></div>
18.	<p>Enter the desired information into the <b>Department</b> field.</p> <p>Enter a valid value, for example "<b>20</b>".</p>
19.	<p>Click the <b>Look up Department</b> button.</p> <div data-bbox="289 1717 328 1759" style="border: 1px solid black; width: 24px; height: 20px; margin-left: 10px; text-align: center;">  </div>
20.	<p>Click the link for the desired value, for example <b>200101</b>.</p> <div data-bbox="289 1806 376 1843" style="border: 1px solid black; width: 54px; height: 18px; margin-left: 10px; text-align: center;"> <span style="font-family: monospace;">200101</span> </div>
21.	<p>Press <b>[Tab]</b>.</p>

Step	Action
22.	<p>The <b>Appropriation ChartField</b> is always part of a core <b>ChartField</b> string.</p> <p>Click in the <b>Appropriation</b> field.</p> 
23.	<p>Enter the desired information into the <b>Appropriation</b> field.</p> <p>Enter a valid value, for example "<b>00137</b>".</p>
24.	<p>Press <b>[Tab]</b>.</p>
25.	<p>Because the <b>Account ChartField</b> is an editable field, initially search for the desired Account.</p> <p>If no <b>ChartField</b> strings are returned, <b>Search</b> again using the default <b>Account Chartfield</b> value of <b>51004</b>.</p> <p>Click in the <b>Account</b> field.</p> 
26.	<p>Enter the desired information into the <b>Account</b> field.</p> <p>Enter a valid value, for example "<b>51004</b>".</p>
27.	<p><b>Note:</b> After keying all known <b>ChartFields</b> <b>do not press the Enter key</b> use the <b>Search</b> button.</p> <p>The Enter key returns you to the previous page without performing the search and requires the data entry to be performed again.</p> <p>Click the <b>Search</b> button.</p> 
28.	<p>The <b>Search</b> will return all <b>Combo Codes</b> containing the populated <b>ChartField</b> values.</p> <p>In this example, only two <b>Combo Codes</b> are returned.</p>
29.	<p>Click the <b>Select</b> button.</p> 
30.	<p>Click the <b>Ok</b> button only if the <b>ChartField</b> string contains all of the desired <b>ChartField</b> details.</p> <p>If additional <b>ChartField(s)</b> need to be appended or changed in the string, select the <b>ADD</b> button to create a new <b>Combo Code</b>.</p> <p>Click the <b>ADD</b> button.</p> 
31.	<p>Enter the desired information into the <b>Account</b> field.</p> <p>Enter a valid value, for example "<b>51003</b>".</p>

Step	Action
32.	Click in the <b>Operating Unit</b> field. 
33.	Enter the desired information into the <b>Operating Unit</b> field. Enter a valid value, for example "10".
34.	Click the <b>Look up Operating Unit</b> button. 
35.	Click the link for the desired value, for example <b>10030200</b> . 
36.	Click in the <b>Program Code</b> field. 
37.	Enter the desired information into the <b>Program Code</b> field. Enter a valid value, for example "10".
38.	Click the <b>Look up Program Code</b> button. 
39.	Click the link for the desired value, for example <b>10801</b> . 
40.	Click the <b>Ok</b> button. 
41.	Click the scrollbar. 
42.	Click the <b>Submit</b> button. 
43.	Click the <b>OK</b> button. 
44.	<p>Congratulations! You are now able to:</p> <ul style="list-style-type: none"> <li>- Search for a specific <b>Combination Code</b> by entering related <b>ChartField</b> values.</li> <li>- Append a <b>Combination Code</b>.</li> </ul> <p><b>End of Procedure.</b></p>