How to select funding in eForms (and avoid the error message!)

When you are in the HR/Payroll System and you need to reallocate funding for a specific action or hire students, follow these important steps:

To enter funding information, use the search function by clicking on the gray Select Funding button.

**Example: Changing funding within an existing department**

When you click on the gray Select Funding button, the screen will display Select Chartstring search criteria. The chartstring search automatically populates the base pay funding string.

To search for different funding, you must manually clear the information in all fields that you need to replace.

In the example on the right, we cleared Combination Code at the top – and the Fund Code and Class Field below. This left us with operating unit, department, and account – which are the constants for this example.

Note: You can narrow your search results if you enter data in additional chartstring fields. This is helpful if the chartstring you are trying to select is a sponsored project.

Notice the gray Select Funding button. For different actions, the title of this button might vary slightly.
When you click the Search button, all valid chartstrings matching the entered search criteria appear below.

From here, click to select the applicable Combination Code (in blue). The newly selected chartstring fields will then populate in the eForm.

What if there are no results? If a combination code (chartstring) is missing from the PeopleSoft HCM system, you must email Lindsay Anastasio (Assistant Controller) with all chartstring fields needed to establish the combo code (tedrickl@mailbox.sc.edu). In your email request to her, it will help if you include a screenshot of the combo code from PeopleSoft Finance. If a screenshot is not available, provide all applicable chartstring fields for that combo code.

Scroll to the right to ensure that the new chartstring fields and combination code are populated.