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.

Notice the gray Select Funding button. For different actions, the title of this button might vary slightly.

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

When you click on the gray Select Funding button, the screen will display Select Chartstring search critieria. 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 Combinationation 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.

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When you click the Search button

Search

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.

Select Chartstring   ✕

Combination Code [🔍]

Operating Unit	Department	Fund Code	Account	Class Field	Business Unit
CL085 🔍	430000 🔍	🔍	51200 🔍	🔍	🔍

Project/Grant	Activity ID	Cost Share
🔍	🔍	🔍

Search

Combination Code	Operating Unit	Department	Fund Code	Account	Class Field	Business Unit	Project/Grant	Activity ID	Cost Share
A00000003325	CL085	430000	A0001	51200	504				
A00000003326	CL085	430000	F1000	51200	504	USCSP	10001070	1	
A00000003327	CL085	430000	F1000	51200	901	USCSP	10001072	1	
A00000003328	CL085	430000	FAJ18	51200	504				
A00000003329	CL085	430000	FAJ19	51200	504				
C00000000409	CL085	430000	A0001	51200	504				10001070

What if there are no results? If a combination code (chartstring) is missing from the PeopleSoft HCM system, send a request for one to **cfmaint@mailbox.sc.edu**. Remember to include all chartstring fields, ideally in the form of a screenshot from the Finance PeopleSoft system.

Use Current Base Pay Funding? [No, indicate other ▼]
New Additional Pay Funding

1 row

	Amount ⬦	Percent ⬦	Select Non-Base Funding	Operating Unit ⬦	Department ⬦	Fund Code ⬦	Account ⬦	Class Field ⬦	Business Unit ⬦	Project/Grant ⬦	Activity ID ⬦	Cost Share ⬦	Combination Code ⬦	Insert A Row	Delete A Row
1	0.000000	100.000000	Select Non-Base Funding	CL085	430000	F1000	51200	504	USCSP	10001070	1		A00000003326	+	−

Total Distribution

Percent Total **100.00**

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