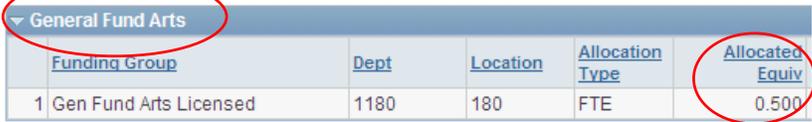
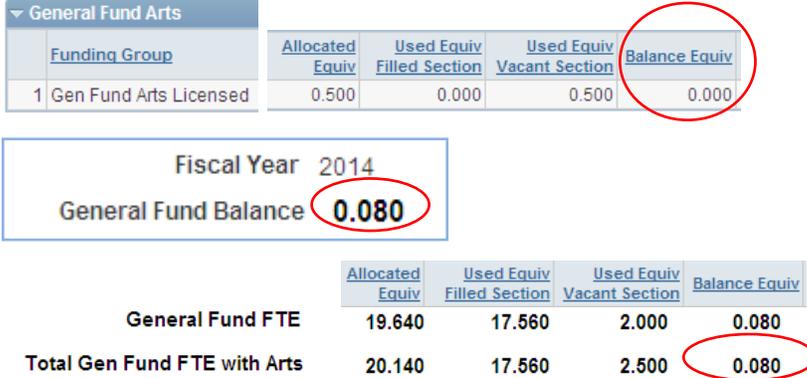
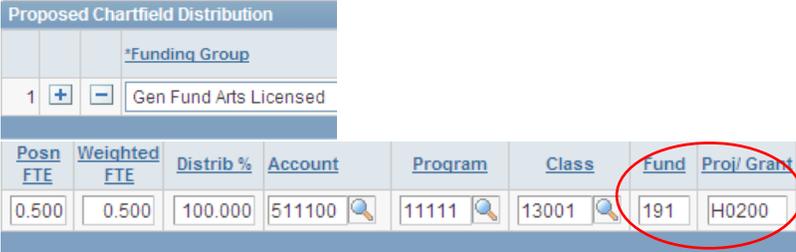
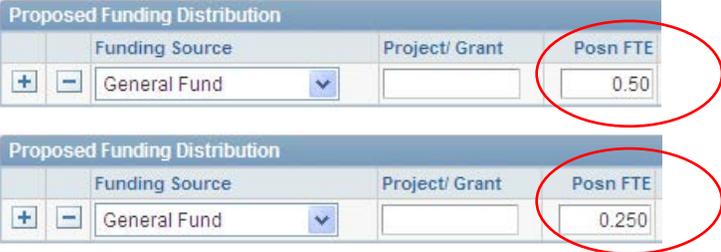


How to fund Licensed Arts positions with General Fund Arts funding

If you've received a 'General Fund Arts Licensed' FTE allocation, you must use all the FTE so the funding group balances at 0.00. The steps below demonstrate how to fund a new position, and change - or split - the funding on an existing position to use allocated Arts FTE. This funding source will populate with fund 191 and a project ID, but will roll up into the General Fund section for balancing.

<p>Fund a New Position you are creating.</p> <p>Step 1: Check the Allocations & Balances page of your SMT to verify the General Funds Arts FTE allocation.</p>	 <table border="1"> <thead> <tr> <th colspan="6">General Fund Arts</th> </tr> <tr> <th>Funding Group</th> <th>Dept</th> <th>Location</th> <th>Allocation Type</th> <th colspan="2">Allocated Equiv</th> </tr> </thead> <tbody> <tr> <td>1 Gen Fund Arts Licensed</td> <td>1180</td> <td>180</td> <td>FTE</td> <td colspan="2">0.500</td> </tr> </tbody> </table>	General Fund Arts						Funding Group	Dept	Location	Allocation Type	Allocated Equiv		1 Gen Fund Arts Licensed	1180	180	FTE	0.500																		
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<p>Step 2: In the Proposed Funding section of the Position Details page for the new position, select General Fund Arts from the Funding Source drop-down list.</p> <p>NOTE: A project ID will populate automatically; do not remove!</p>	 <table border="1"> <thead> <tr> <th colspan="4">Proposed Funding Distribution</th> </tr> <tr> <th></th> <th>Funding Source</th> <th>Project/ Grant</th> <th>Posn FTE</th> </tr> </thead> <tbody> <tr> <td>+ -</td> <td>General Fund Arts</td> <td>H0200</td> <td>0.500</td> </tr> </tbody> </table>	Proposed Funding Distribution					Funding Source	Project/ Grant	Posn FTE	+ -	General Fund Arts	H0200	0.500																							
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<p>Step 4: Check the Allocations & Balances page of your SMT to confirm that the balance is 0.000 in the Gen Fund Arts grid, and 0.000 or positive in both the header and 'Total Gen Fund with Arts' row. If the SMT is balanced in other funding categories as well, it can now be Submitted.</p> <p>NOTE: You will not be able to Submit the SMT if either a positive or negative balance exists in the Gen Fund Arts category.</p>	 <table border="1"> <thead> <tr> <th colspan="5">General Fund Arts</th> </tr> <tr> <th>Funding Group</th> <th>Allocated Equiv</th> <th>Used Equiv Filled Section</th> <th>Used Equiv Vacant Section</th> <th>Balance Equiv</th> </tr> </thead> <tbody> <tr> <td>1 Gen Fund Arts Licensed</td> <td>0.500</td> <td>0.000</td> <td>0.500</td> <td>0.000</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="5">Fiscal Year 2014</th> </tr> <tr> <th colspan="5">General Fund Balance</th> </tr> </thead> <tbody> <tr> <td>General Fund FTE</td> <td>19.640</td> <td>17.560</td> <td>2.000</td> <td>0.080</td> </tr> <tr> <td>Total Gen Fund FTE with Arts</td> <td>20.140</td> <td>17.560</td> <td>2.500</td> <td>0.080</td> </tr> </tbody> </table>	General Fund Arts					Funding Group	Allocated Equiv	Used Equiv Filled Section	Used Equiv Vacant Section	Balance Equiv	1 Gen Fund Arts Licensed	0.500	0.000	0.500	0.000	Fiscal Year 2014					General Fund Balance					General Fund FTE	19.640	17.560	2.000	0.080	Total Gen Fund FTE with Arts	20.140	17.560	2.500	0.080
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<p>Change the funding source on an existing position.</p> <p>Step 1: In the Proposed Funding section of the Position Details page on a Modify Position row, change the existing funding source TO General Fund Arts for an eligible subject. Do not add or delete any rows.</p> <p>NOTE: A project ID will populate automatically; do not remove!</p>	
<p>Step 2: Click Apply, then expand the Chartfield Grid to confirm that the chartfield populated. The 'Gen Fund Arts Licensed' funding group should display, with Fund 191 and Proj/Grant H0200.</p> <p>Confirm that the FTE balance is 0.00 for this funding group on the Allocations & Balances page.</p>	
<p>Split the funding sources for an existing position.</p> <p>Step 1: Reduce the FTE on the existing funding source row.</p>	
<p>Step 2: Add a second funding source row and select General Fund Arts from the drop-down list. Enter the additional FTE needed to add up to the Total position FTE.</p> <p>Click Apply, then expand the Chartfield Grid to confirm that the chartfields populated.</p> <p>Confirm that the FTE balance is 0.00 for this funding group on the Allocations & Balances page.</p>	