

# Department Budget Table Appointment Level Setup

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# Department Budget Table - Appointment Level (Alternate Funding Source)

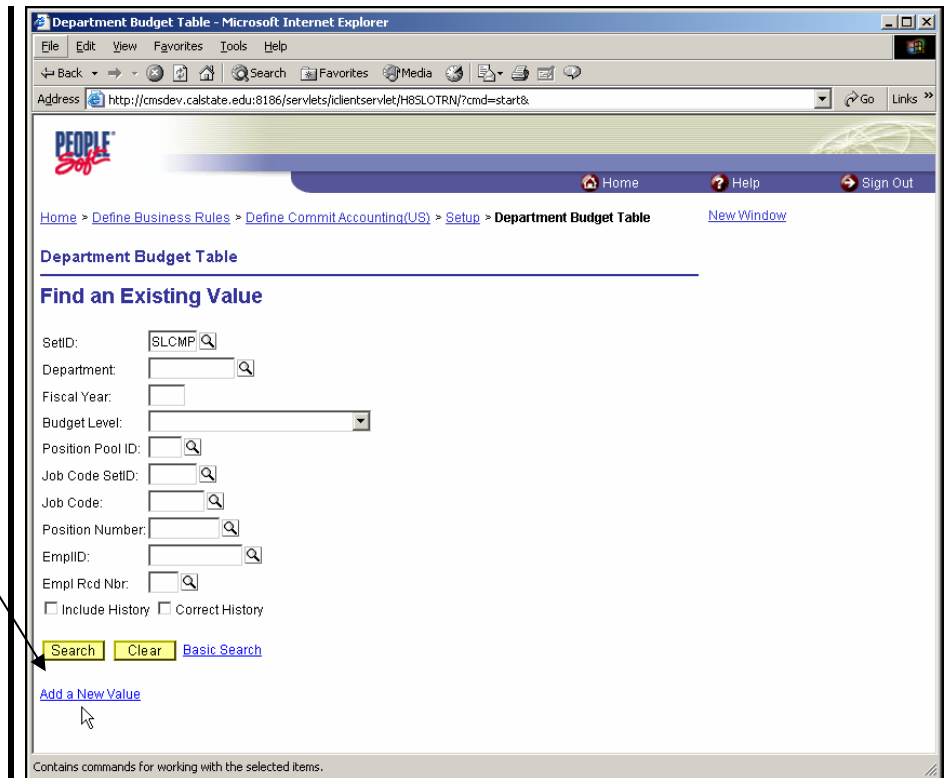
The default funding source is specified for all positions by a department funding pool. If payroll charges need to be distributed to an alternate funding source, you can specify the alternate chartfield string(s) by setting up a DBT Appointment Level entry. Use the DBT Appointment Level:

- 1) When you want to distribute payroll charges, for an employee, to an alternate chartfield string(s). (If you have MORE THAN ONE employee to distribute to the alternate chartfield string, then you should set up a new Pool instead of using a Appointment level distribution.)
- 2) When the alternate Chartfield distribution has an ending date. At year end, the appointment Level entries on the DBT will NOT be included in the DBT Year End Roll process and will NOT be rolled to the new fiscal year.
- 3) Or sometimes when dealing with a multi-headed position, as is the case with lecturers.

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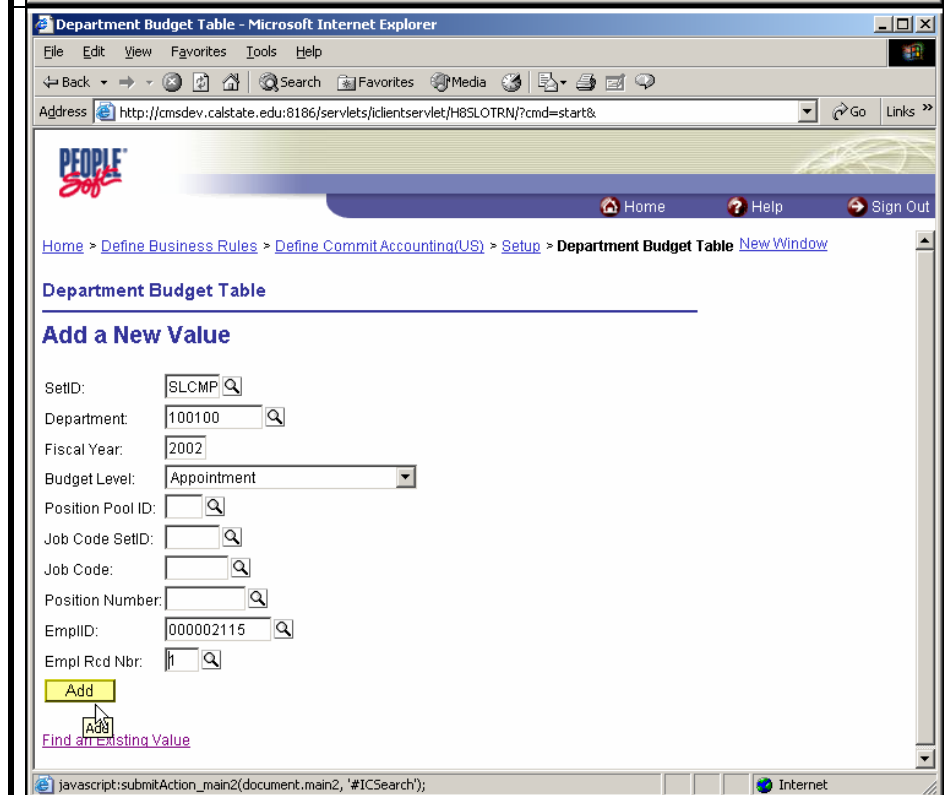
1. At the "Find an Existing Value" panel, click on "Add a New Value"



2. At the "Add a New Value" panel, enter in data for:

- a) Department: Deptid on the position
- b) Fiscal Year
- c) Budget Level: Appointment
- d) Employee ID
- e) Empl Record #

**\*Click on "Add"**



**3. Go to the "Dept Budget Earnings tab."**

**\*Under the "Level" Section:**

a) Enter Effective Date:  
 Enter the date that you want the alternate funding to begin.

b) Enter Status: Active

**4. Under the Earnings Distribution Section:**

a) Enter Sequence: 1

b) Enter Account Code:

DeptID-Fund-Account-P/G

c) Enter % Distribution

**Department Budget Table - Microsoft Internet Explorer**

Address: <http://cmsdev.calstate.edu:8186/servlets/clientServlet/H8SLOTRN?cmd=start&>

**PEOPLE Soft** Home Help Sign Out

Dept Budget Date | Dept Budget Earnings | CSU Dept Budget Adjustment | Dept Budget Deductions | Dept Budget Taxes

SetID: SLCMP Department: 100100 CAGR-Agriculture Educ & Comm Fiscal Year: 2002

Budget Begin Date: 07/01/2002 Offset Group: DEFLT Budget Cap:  Per Budget Level  Per Earn/Tax/Ded

Budget End Date: 06/30/2003

Level View All First 1 of 1 Last

Department Position Pool Jobcode Position Appointment + -

EmplID: 000002115

Empl Rcd#: 1 Couch, Nicole L.

\*Effective Date: 03/20/2003 \*Status: Active Budget Earnings Level Cap: 0.00 \*Currency: USD

Earnings Distribution View All First 1 of 1 Last

Earnings Code: \*SEQ#: 1 % Effort: + -

\*Account Code: 100100-BD202-601300-P Salary Staf-RA-STATE DEPT OF ED

Account: 601300 Department: 100100 Project/Grant:

Product: Fund: BD202 Program: R0403

Class: Affiliate: Operating Unit:

Alt. Account: Budget Amount: 0.000 Distrib %: 100.000 Funding End Date:

Save Add Update/Display Include History Correct History

[Dept Budget Date](#) | [Dept Budget Earnings](#) | [CSU Dept Budget Adjustment](#) | [Dept Budget Deductions](#) | [Dept Budget Taxes](#) | [Dept Budget Actual](#)

javascript:submitAction\_main2(document.main2, '#ICSave');

5. (Optional) For split funding, enter a new Row by hitting the + Key to specify the additional AccountCodes and percentages

a) Enter Sequence: 1

b) Account Code:  
 DeptID-Fund-Account-P/G

c) % Distribution:  
 (the total of all rows you enter here in the Earning Dist Section must = 100%)

\*Hit "Save"

The screenshot shows the 'Department Budget Table' web application. The 'Earnings Distribution' section is active, displaying two rows of data. The first row has an 'Earnings Code' of 1, an 'Account Code' of 100100-BD202-601300-P, a 'Department' of 100100, a 'Fund' of BD202, and a 'Program' of R0403. The second row has an 'Earnings Code' of 1, an 'Account Code' of 100100-AD202-601300, a 'Department' of 100100, a 'Fund' of AD202, and an empty 'Program' field. Both rows have a 'Budget Amount' of 0.000 and a 'Distrb %' of 50.000. The 'Save' button is highlighted at the bottom of the page.