

# Department Budget Table

## Pool Setup

## Department Budget Table- Dept Funding Pool Setup(Default Funding Source)

Department Funding Pools define a department’s default chartfield string(s) where payroll charges are to be distributed. Each DeptID must have at least one funding pool to specify where payroll is to be charged. If a department has more than one funding source it may have more than one funding pool. All positions are set up with a default funding pool to identify the payroll distribution chartfields.

The funding pool set up consists of two parts: The first part is to set up the pool ID value. The second is to set up the Pool Id in the Department Budget Table to assign the chartfield string.

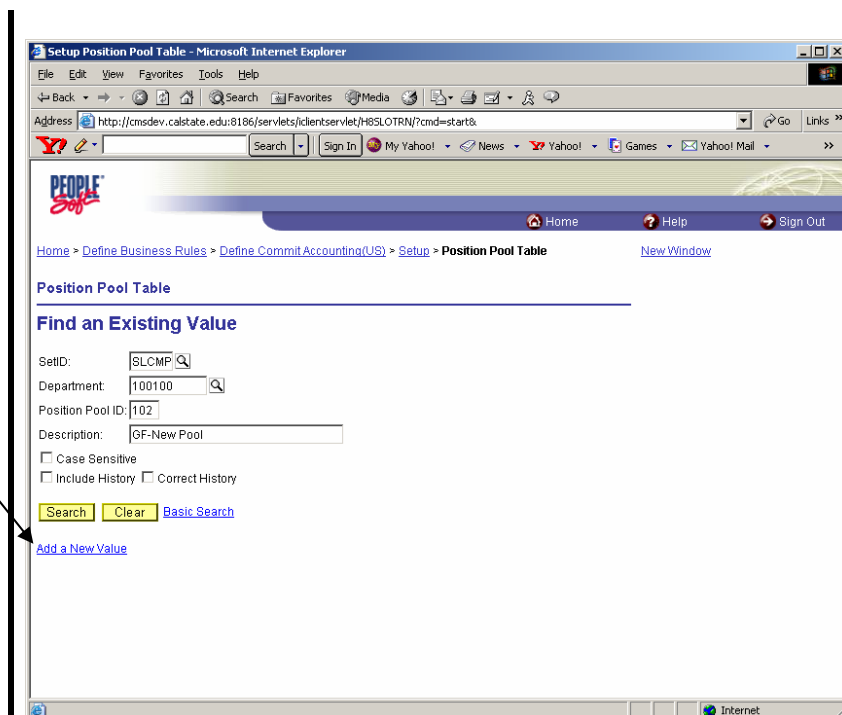
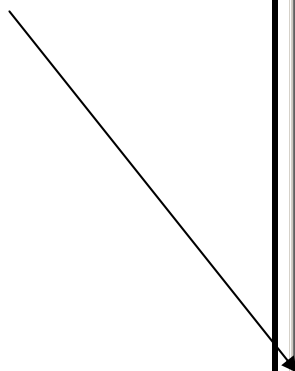
Pool values are assigned as follows:

Type of Fund	Example of Fund	Pool# Value
General Fund	SL001	100's
Reimbursed Activities	SL002	400's
Auxiliaries	MK001	500's
Lottery	MY001	300's

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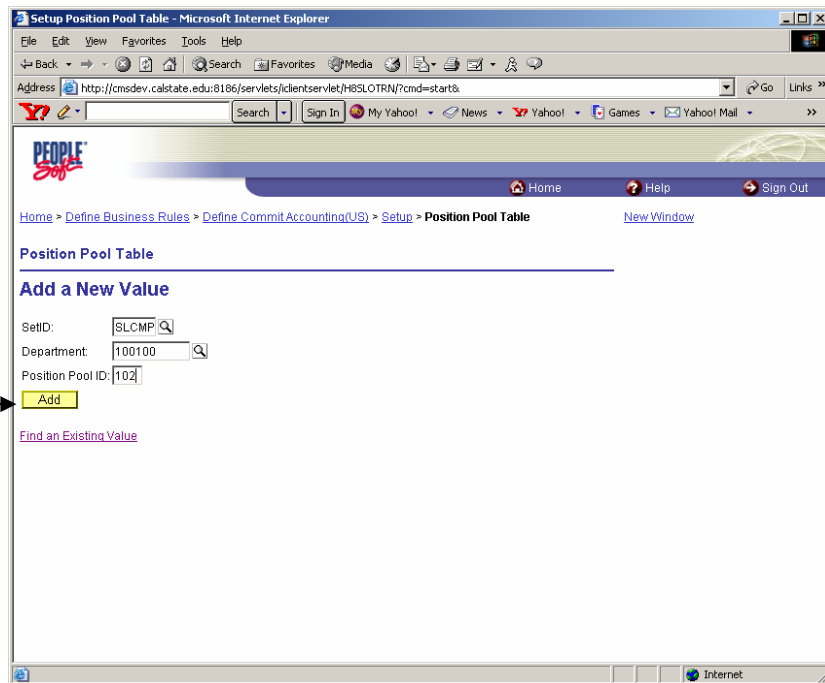
1. At the “Find an Existing Value” page, click on “Add a New Value”



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

- a) Department
- b) Position Pool ID

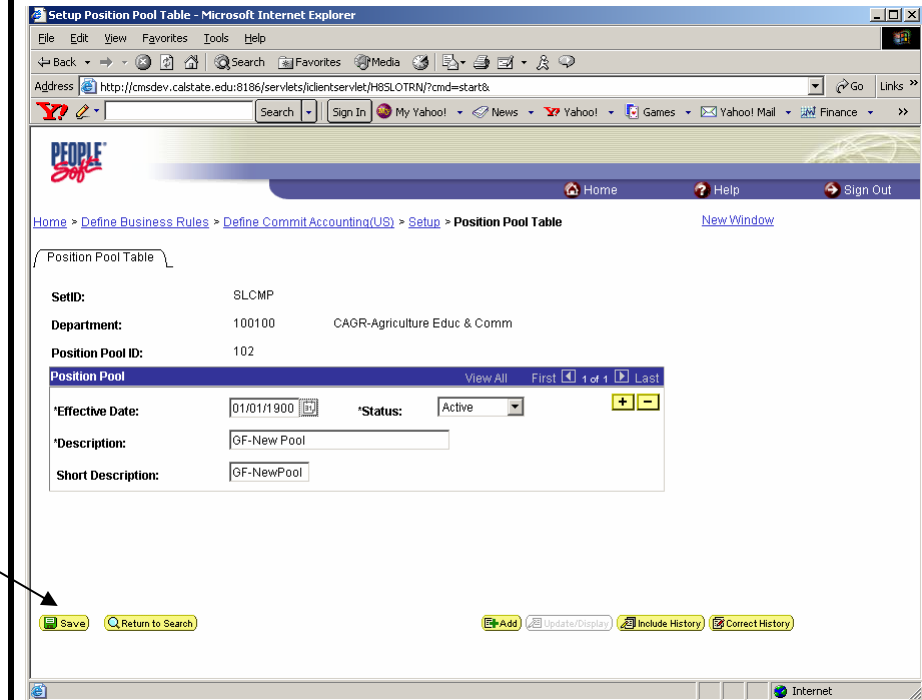
\* Hit the "Add" button



3. Under the "Position Pool Table" Tab, enter in data for:

- a) Effective Date: 01/01/1900
- b) Status: Active
- c) Description
- d) Short Description

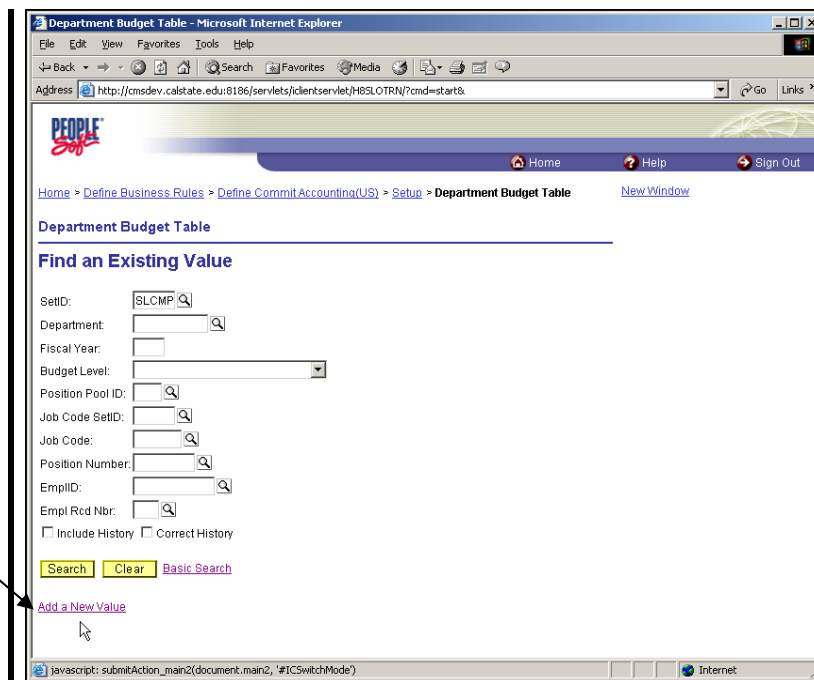
\* Hit "Save"



4.0 Navigate to the Department Budget Table:

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At the "Find an Existing Value" Page, click on the "Add a New Value" link.



5. At the "Add a New Value" Page, enter in date for:

- a) Department: DeptID of the Pool

- b) Fiscal Year:  
Current FY
- c) Budget Level:  
Position Pool
- d) Position Pool ID

\*Click on "Add"

Department Budget Table - Microsoft Internet Explorer

Address: http://cmsdev.calstate.edu:8186/servlets/clientservlet/H8SLOTNR?cmd=start&

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### Add a New Value

SetID: SLCMP

Department: 100100

Fiscal Year: 2002

Budget Level: Position Pool

Position Pool ID: 102

Job Code SetID:

Job Code:

Position Number:

EmpID:

Empl Rcd Nbr: 0

**Add**

[Find an Existing Value](#)

**6. If the DeptID is NEW, at the "Dept Budget Date" page, enter in date for:**

- a) Budget Begin Date:  
7/1/YY
- b) Budget End Date:  
6/30/YY
- c) OffSet Group: DEFLT
- d) Default Funding Option:  
EARNINGS

**(If the DeptID is NOT new this panel will already be completed)**

Department Budget Table - Microsoft Internet Explorer

Address: http://cmsdev.calstate.edu:8186/servlets/clientservlet/H8SLOTNR?cmd=start&

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

SetID: SLCMP    Department: 100101    New Dept

Fiscal Year: 2002

\*Budget Begin Date: 07/01/2002    \*Budget End Date: 06/30/2003

\*Offset Group: DEFLT    Default Offset Group

Budget Cap

Per Budget Level     Per Earn/Tax/Ded

Account Defaults

\*Default Funding Source Option: Earnings

**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 Actuals](#)

**7. Go to the Dept. Budget Earnings Page.**

Under the "Level" Section, enter in data for:

- a) Effective Date: 07/01/(FY)
- b) Status: Active

**8. Under the Earnings Distribution Section, enter in data for:**

- a) Seq.#: 1
- b) Account Code: DeptID-Fund-Account-P/G
- c) Distrib%: percent you want charged to AcctCode in b.

(More rows can be added for a split distribution. All rows must total to 100%)

**\*Click Save**