

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.

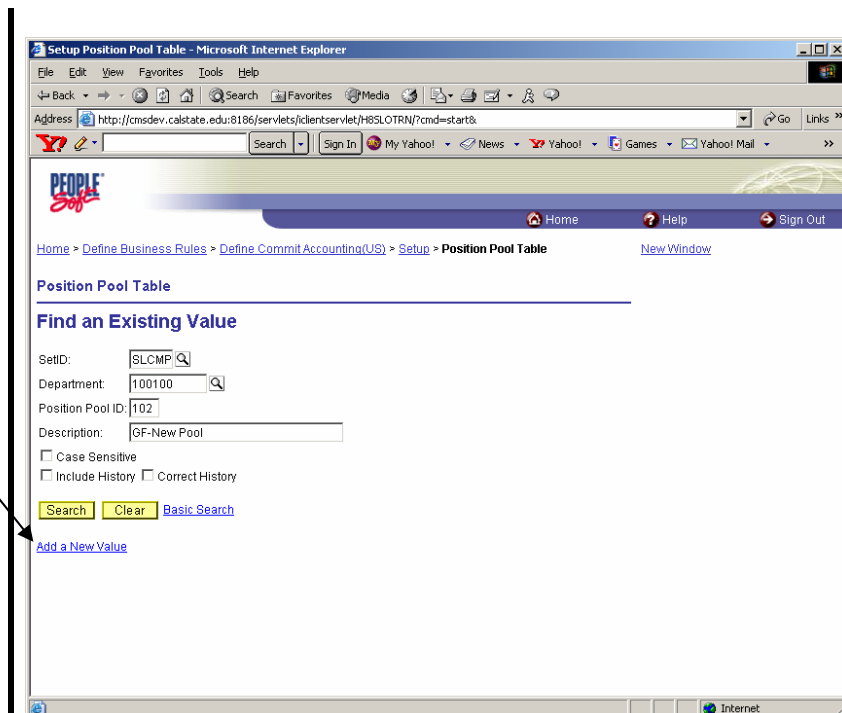
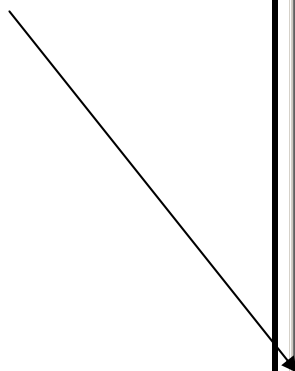
Pool values are assigned as follows:

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

Navigation:

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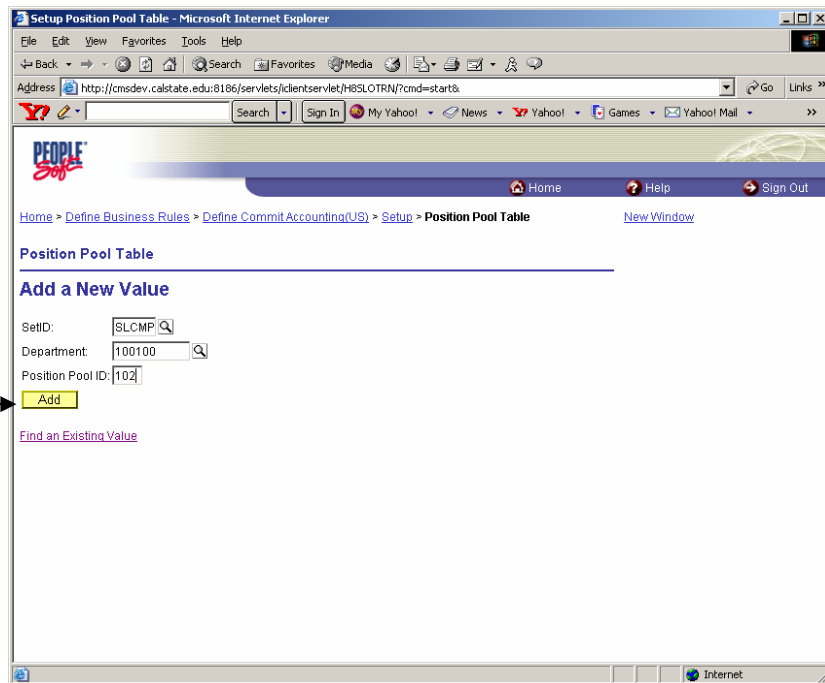
1. At the “Find an Existing Value” page, click on “Add a New Value”



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

- a) Department
- b) Position Pool ID

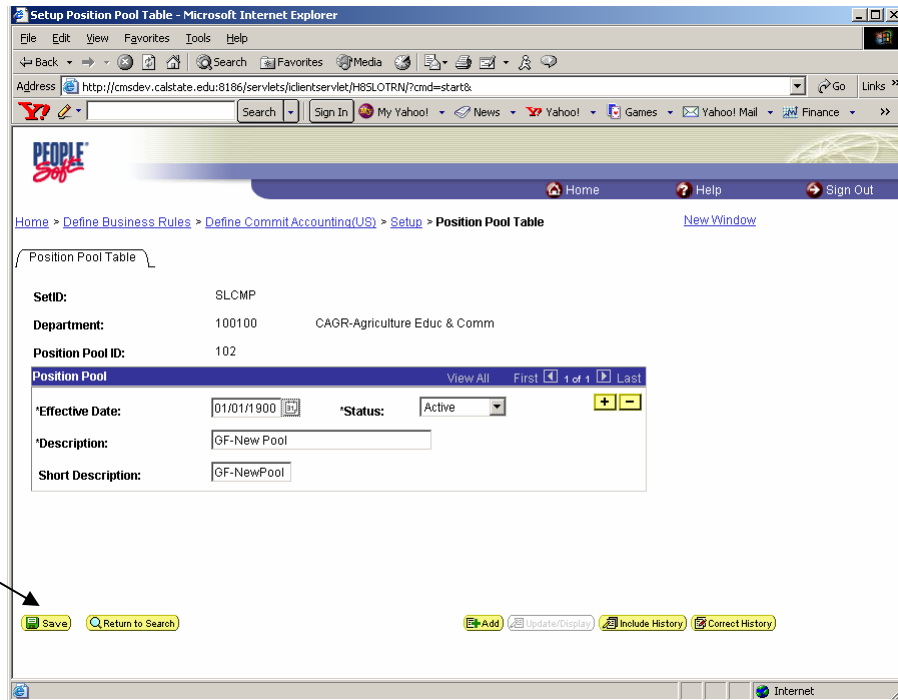
* Hit the "Add" button



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

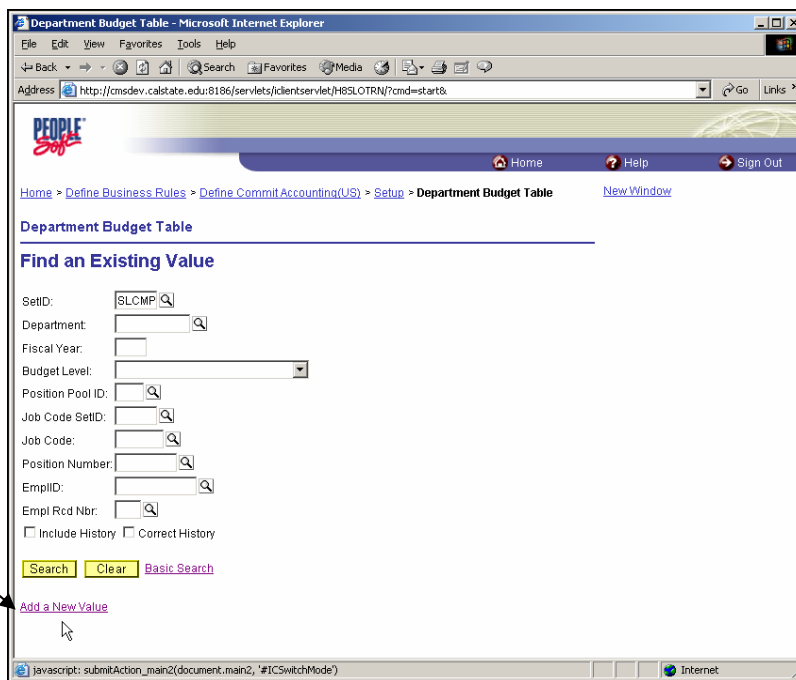
* Hit "Save"



4. Navigate to the Department Budget Table:

[Home](#) > [Define Business Rules](#) > [Define Commit Accounting\(US\)](#) > [Setup](#) > Department Budget Table

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&

Home Help Sign Out

Home > Define Business Rules > Define Commit Accounting(US) > Setup > Department Budget Table

Department Budget Table

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&

Home Help Sign Out

Home > Define Business Rules > Define Commit Accounting(US) > Setup > Department Budget Table

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

Department Budget Table - Microsoft Internet Explorer

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

Home > Define Business Rules > Define Commit Accounting(US) > Setup > Department Budget Table

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

Department | Position Pool | Jobcode | Position | Appointment

Position Pool ID: 102 GF-New Pool

*Effective Date: 07/01/2002 *Status: Active Budget Earnings Level Cap: 0.00 *Currency: USD

Earnings Distribution

Earnings Code: *SEQ#: 1 % Effort:

*Account Code: 100100-AD202-602001 WkStdy On-GF-AG EDUC & COMM

Account: 602001 Department: 100100 Project/Grant:

Product: Fund: AD202 Program:

Class: Affiliate: Operating Unit:

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

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**

Department Budget Table - Microsoft Internet Explorer

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

Home > Define Business Rules > Define Commit Accounting(US) > Setup > Department Budget Table

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 Offset Group: DEFLT Budget Cap: Per Budget Level | Per Earn/Tax/Ded

Budget End Date: 06/30/2003

Level

Department | Position Pool | Jobcode | Position | Appointment

Position Pool ID: 102 New DeptID New Pool

*Effective Date: 07/01/2002 *Status: Active Budget Level Cap: 0.00 *Currency: USD

Earnings Distribution

Earnings Code: *SEQ#: 1 % Effort:

*Account Code: 100100-AD202-601300 Salary Staf-GF-AG EDUC & COMM

Account: 601300 Department: 100100 Project/Grant:

Product: Fund: AD202 Program:

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 Actuals