

Department Budget Table WorkStudy Position Setup

Department Budget Table- Work-Study Position Level Setup

Work Study positions are always set up at in the DBT at the Position level because the distribution of 25%/75% split (between the department chartfield string and the federal chartfield string) is always different from the pool distribution which charges 100% department chartfield string. In addition, the distribution is on-going and has no ending date.

Navigation:

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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: Curent Fiscal Year
- c) Budget Level: Position
- d) Position Number

*Click on "Add"

3. Go to the "Dept. Budget Earnings Panel."

*Under the "Level" Section:

a) Enter Effective Date: 07/01/(Current FY)

b) Enter Status: Active

3. Under the Earnings Distribution Section:

- a) Enter Sequence: 1
- b) Enter Account Code:
DeptID-Fund-Account-P/G
- c) Enter % Distribution: 25

Department Budget Table - Microsoft Internet Explorer

Address: http://cmsdev.calstate.edu:8186/servlets/jclientervlet/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: View All First 1 of 1 Last

Department Position Pool Jobcode Position Appointment

Position Number: 00004757 Student Assistant

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

Earnings Distribution: View All First 1 of 2 Last

| | | |
|------------------------------------|-----------------------------|-------------------|
| 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 | Distrb %: 25.000 | Funding End Date: |

4. Add a New Row by hitting the + Key

***Repeat steps 3 and 4 but change:**

- a) Account Code:
DeptID-MD001-Account-P/G
- b) % Distribution: 75

***Hit "Save"**

Department Budget Table - Microsoft Internet Explorer

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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

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

Position Number: 00004757 Student Assistant

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

Earnings Distribution: View All First 2 of 2 Last

| | | |
|------------------------------------|-----------------------------|-------------------|
| Earnings Code: | *SEQ#: 1 | % Effort: |
| *Account Code: 100100-MD001-602001 | WkStdy On-WS-AG EDUC & COMM | |
| Account: 602001 | Department: 100100 | Project/Grant: |
| Product: | Fund: MD001 | Program: |
| Class: | Affiliate: | Operating Unit: |
| Alt. Account: | | |
| Budget Amount: 0.000 | Distrb %: 75.000 | Funding End Date: |

Save Return to Search Next in List Previous in List 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