

# 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:

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

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"**

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

**Add a New Value**

SetID: SLCMP  
 Department: 100100  
 Fiscal Year: 2002  
 Budget Level: Position  
 Position Pool ID:  
 Job Code SetID:  
 Job Code:  
 Position Number: 1450  
 EmplID:  
 Empl Rcd Nbr: 0

Add  
[Find an Existing Value](#)

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

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

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

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

SetID: SLCMP Department: 100100 CAGR-Agriculture Educ & Comm Fiscal Year: 2002  
 Budget Begin Date: 07/01/2002 Offset Group: DEFLT Budget Cap  
 Budget End Date: 06/30/2003 Per Budget Level Per Earn/Tax/Ded

**Level**

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**

Earnings Code: \*SEQ#: 1 % Effort: + -  
 \*Account Code: 100100-AD202-602001 WrkStdy 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 %: 25.000 Funding End Date:

**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

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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

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 Number: 00004757 Student Assistant

\*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 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

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

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 Number: 00004757 Student Assistant

\*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-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