Department Budget Table
Appointment Level Setup
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.

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
   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**: DBE
c) Enter % Distribution
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”