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:

<table>
<thead>
<tr>
<th>Type of Fund</th>
<th>Example of Fund</th>
<th>Pool# Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>SL001</td>
<td>100's</td>
</tr>
<tr>
<td>Reimbursed Activities</td>
<td>SL002</td>
<td>400's</td>
</tr>
<tr>
<td>Auxiliaries</td>
<td>MK001</td>
<td>500's</td>
</tr>
<tr>
<td>Lottery</td>
<td>MY001</td>
<td>300's</td>
</tr>
</tbody>
</table>

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

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:

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 data for:

a) Department: DeptID of the Pool
b) Fiscal Year: Current FY

c) Budget Level: Position Pool

d) Position Pool ID

*Click on “Add”

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)

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) Distrb%: 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