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 Position Level entry. Use the DBT Position level:

1) When you want to distribute payroll charges, for one position, to an alternate chartfield string. (If you have MORE THAN ONE position to distribute to the alternate chartfield string, then you should set up a new Pool instead of using a Position level distribution.)

2) When the alternate Chartfield distribution is permanent and has no ending date. At year end, the Position Level entries on the DBT will be included in the DBT Year End Roll process and will be rolled to the new fiscal year. (If your alternate distribution has an ending date use the assignment level instead.)

Work Study positions are always set up 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.

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: Position

d) Position Number

*Click on “Add”

3. Go to the “Dept Budget Earnings tab.”

*Under the “Level” Section:

a) Enter Effective Date: 07/01/(Current FY) or 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: DeptID-Fund-Account-P/G
c) Enter % Distribution

4. 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”*