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: Current Fiscal Year
   c) Budget Level: Position
   d) Position Number

   *Click on “Add”


   *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

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”