Search for Department Budget Table (DBT)
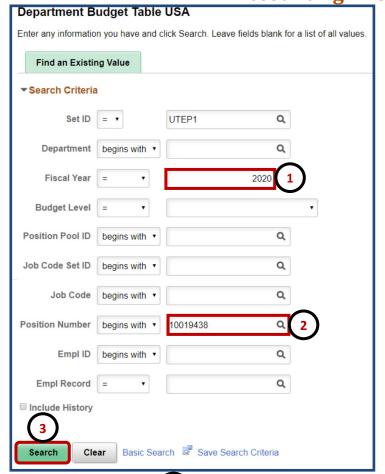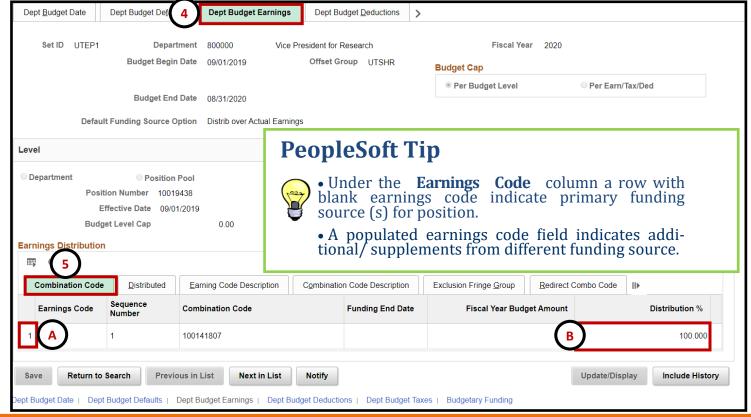## Workforce Administrator (landing page) Commitment
Accounting Tile > DBT USA

Department Budget Table USA

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Set ID	= ▼	UTEP1	🔍
Department	begins with ▼		🔍
Fiscal Year	= ▼	2020	**(1)**
Budget Level	= ▼	▼	
Position Pool ID	begins with ▼		🔍
Job Code Set ID	begins with ▼		🔍
Job Code	begins with ▼		🔍
Position Number	begins with ▼	10019438	🔍 **(2)**
Empl ID	begins with ▼		🔍
Empl Record	= ▼		🔍

☐ Include History

(3) **Search** **Clear** Basic Search 📄 Save Search Criteria

1. Enter **Fiscal Year (YYYY).**
2. Enter **Position Number.**
3. Click on **Search.**
4. Click on **Department Budget Earnings** tab**.**
5. Under the **Combination Code** tab
   A. The number of rows indicates number of funding sources.
   B. **Distribution %** shows the distribution between funding sources.

Dept Budget Date	Dept Budget Def	**(4)** **Dept Budget Earnings**	Dept Budget Deductions	>

Set ID	UTEP1	Department	800000	Vice President for Research	Fiscal Year	2020
		Budget Begin Date	09/01/2019	Offset Group	UTSHR	

Budget Cap
  ◉ Per Budget Level   ○ Per Earn/Tax/Ded

Budget End Date   08/31/2020

Default Funding Source Option   Distrib over Actual Earnings

Level

○ Department   ○ Position Pool
Position Number   10019438
Effective Date   09/01/2019
Budget Level Cap   0.00

> ### 💡 PeopleSoft Tip
> • Under the **Earnings Code** column a row with blank earnings code indicate primary funding source (s) for position.
> • A populated earnings code field indicates additional/ supplements from different funding source.

Earnings Distribution

(5) | **Combination Code** | Distributed | Earning Code Description | Combination Code Description | Exclusion Fringe Group | Redirect Combo Code | ▶ |
|---|---|---|---|---|---|---|

Earnings Code	Sequence Number	Combination Code	Funding End Date	Fiscal Year Budget Amount	Distribution %
1 **(A)**	1	100141807			100.000 **(B)**

Save | **Return to Search** | **Previous in List** | **Next in List** | **Notify** | | **Update/Display** | **Include History**

Dept Budget Date | Dept Budget Defaults | Dept Budget Earnings | Dept Budget Deductions | Dept Budget Taxes | Budgetary Funding

Department Budget Table (DBT)

Earnings Distribution

	Combination Code	Distributed	Earning Code Descrip	Combination Code Description	Exclusion Fringe Group	Redirect Combo Code	

	Earnings Code	Sequence Number	Combination Code	Combination Code Description	ChartField Details	
1		1	100141807	HCM Integration	ChartField Details	

(1) — Combination Code Description tab highlighted
(2) — ChartField Details hyperlink highlighted

1. Click **Combination Code Description** tab.
2. Click **ChartField Details** hyperlink to view cost center or project funding source for the line.
3. Once reviewed select **Return**.

ChartField Details

Combination Code   100141807

Search Options

◉ Combination Codes

[Search]

ChartField Detail

Account	Fund Code	Department	Cost Center	Function	Program Code	PC Business Unit
HCM01	2100	800000	14659448	200		

(3) [Return]

PeopleSoft Tip

- Common Earnings Codes– **CDA, EDW, SUP and TMP** (Refer to the PowerPoint for details.)
- Populated Cost Center field indicates funded from a Cost Center and project field is empty.
- Populated Project field indicates funded by project/grant and Cost Center field is empty.