Initiate Department Budget Table (DBT)

DBT Workflow is needed for appointments to New Positions, Rehires if the funding is changing, Position Funding Changes (Current Year Corrections Only) and Department Changes.

1. Select the Initiate DBT Change Request.

2. Select the position for which you need to update the funding.
Current Earnings Funding
This will display the current funding as well as funding for previous years
- You have the option to copy the current funding information over to the Proposed Earnings Funding section; however, this will copy everything including previous years' funding.
- Please be advised that all lines with specified earnings code should be copied over (i.e. CDA).

3. Enter the Effective Date
4. Enter the Fiscal Year
   - DBT is for current fiscal year changes only. PeopleSoft will allow you to submit a DBT for prior fiscal years but it will not trigger any changes
5. Enter the Sequence, which is always 1
6. Select the appropriate Fund Type
7. Enter the Combo Code
   - Click on the magnifying glass, which will generate a search screen, see next page

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- Enter either the Cost Center or Project ID.
- Click Look Up.
- Select the Combo Code (Combination Code) that correlates with the funding source for which you are searching. This will auto-populate the Combo.
- Code in the appropriate field.
- In order to ensure the information associated with a specific Cost Center you can check SpeedType by following the path below:
  
  NavBar > Navigator > Financials > Setup Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > SpeedTypes

### Look Up Combo Code

```
<table>
<thead>
<tr>
<th>Business Unit</th>
<th>UTEP1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Combination Code</td>
<td>begins with ▼</td>
</tr>
<tr>
<td>Description</td>
<td>begins with ▼</td>
</tr>
<tr>
<td>Account</td>
<td>begins with ▼</td>
</tr>
<tr>
<td>Fund Code</td>
<td>begins with ▼</td>
</tr>
<tr>
<td>Department</td>
<td>begins with ▼</td>
</tr>
<tr>
<td>Cost Center</td>
<td>begins with ▼</td>
</tr>
<tr>
<td>Function</td>
<td>begins with ▼</td>
</tr>
<tr>
<td>Program Code</td>
<td>begins with ▼</td>
</tr>
<tr>
<td>PC Business Unit</td>
<td>begins with ▼</td>
</tr>
<tr>
<td>Project</td>
<td>begins with ▼</td>
</tr>
<tr>
<td>Activity</td>
<td>begins with ▼</td>
</tr>
</tbody>
</table>

```

### Search Results

```
Only the first 300 results can be displayed.
```

<table>
<thead>
<tr>
<th>Combination Code</th>
<th>Description</th>
<th>Direct Charge</th>
<th>Account</th>
<th>Fund Code</th>
<th>Department</th>
<th>Cost Center</th>
<th>Function</th>
<th>Program Code</th>
<th>PC Business Unit</th>
<th>Project</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001200000</td>
<td>HCM Integration N</td>
<td>HCM01</td>
<td>5444</td>
<td>742800</td>
<td>(blank)</td>
<td>200</td>
<td>(blank)</td>
<td>UTESP</td>
<td>226814444A</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>100121234</td>
<td>HCM Integration N</td>
<td>HCM01</td>
<td>5544</td>
<td>502000</td>
<td>(blank)</td>
<td>3005906</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
<td></td>
</tr>
</tbody>
</table>

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8. Enter the Distribution Percentage.
   - The total distribution percentage should always equal 100%. If multiple funding sources are provided, the sum of the distribution percentages of all the funding sources should be 100%

9. Enter Funding End Date.
   - End date must be provided if a position is:
     a. Grant funded
     b. Temporary
     c. Faculty not on contracts
     d. Monthly Student

If additional funding sources need to be added/removed, you can utilize the “plus/minus” buttons.
10. Enter the DTN for the Appointment Actions Request Form associated with the position number.
11. Provide any additional or important information related to the funding/appointment in the Comments section.
12. Click the Save button, which will generate the Trans ID.
13. Click the Submit button.