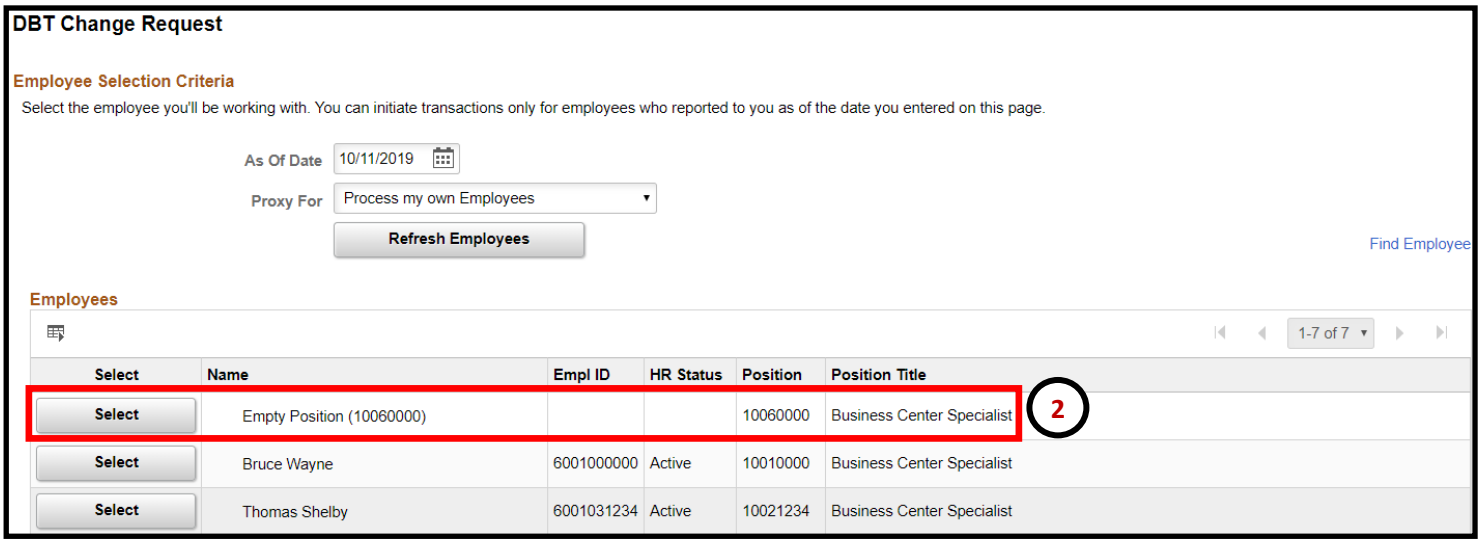
Initiate Department Budget Table (DBT)

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.

Nav Bar>Menu>HRMS>UTZ Customizations>
Manager Self Service>Position Management Center

1. Select the Initiate DBT Change Request .

2. Select the position for which you need to update the funding.



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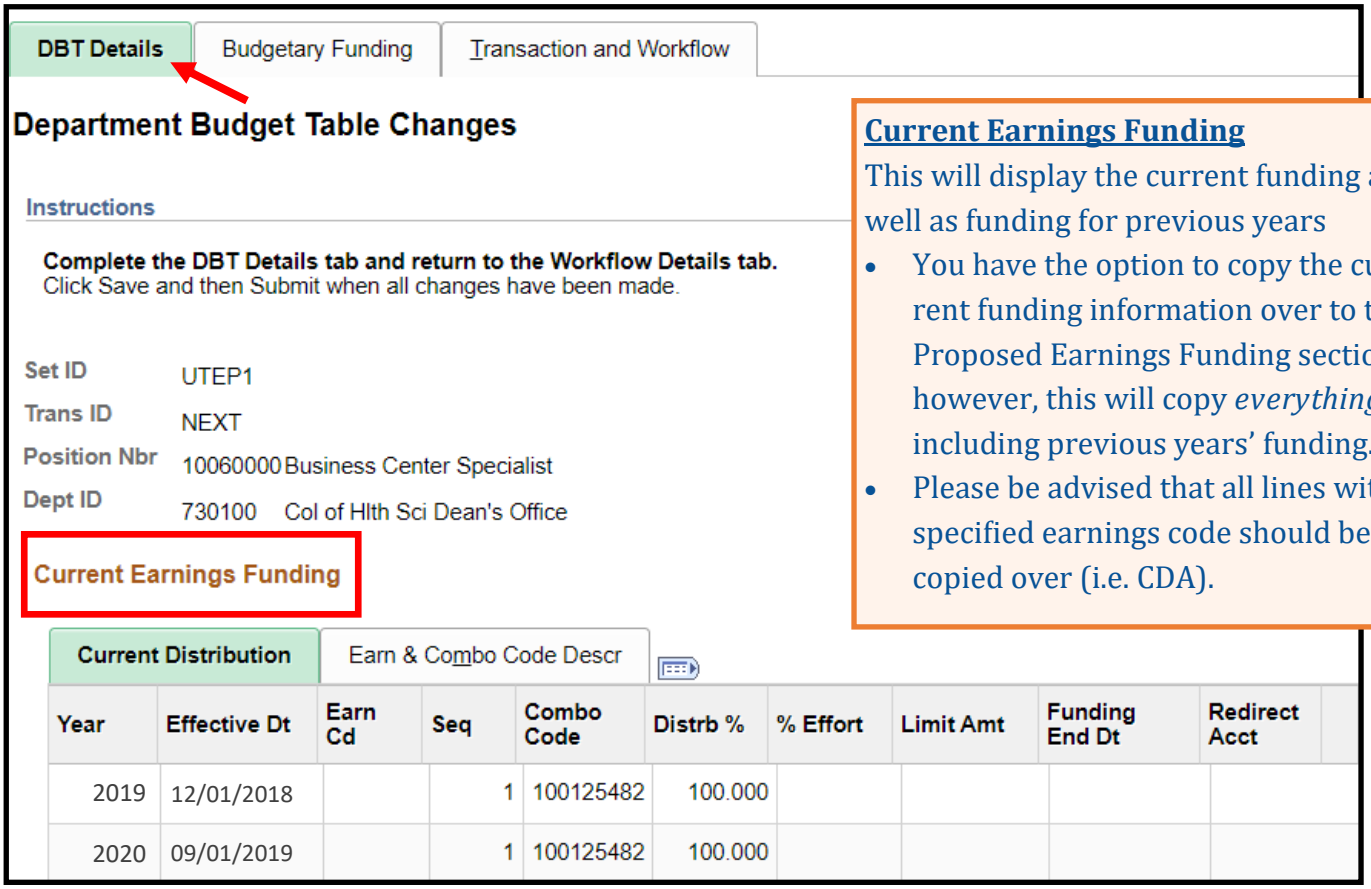
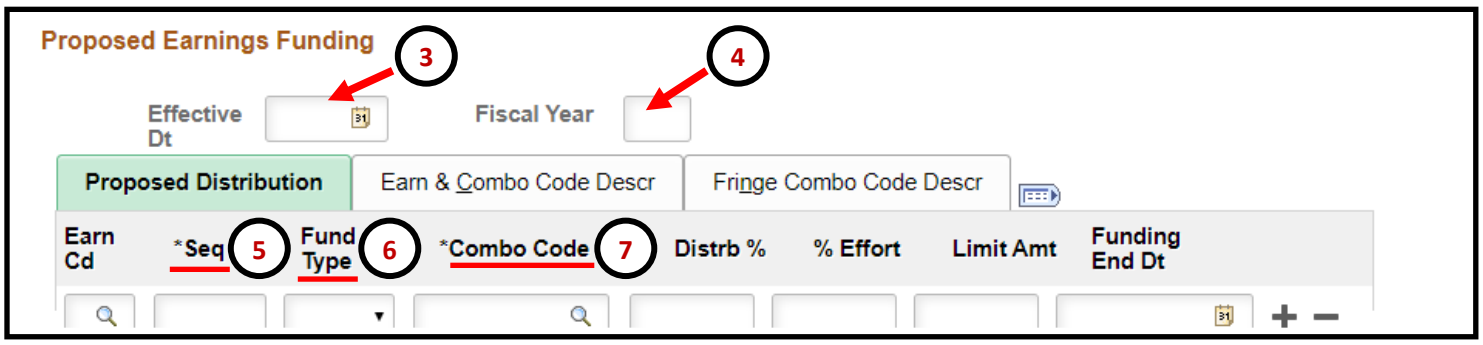


Current Earnings Funding

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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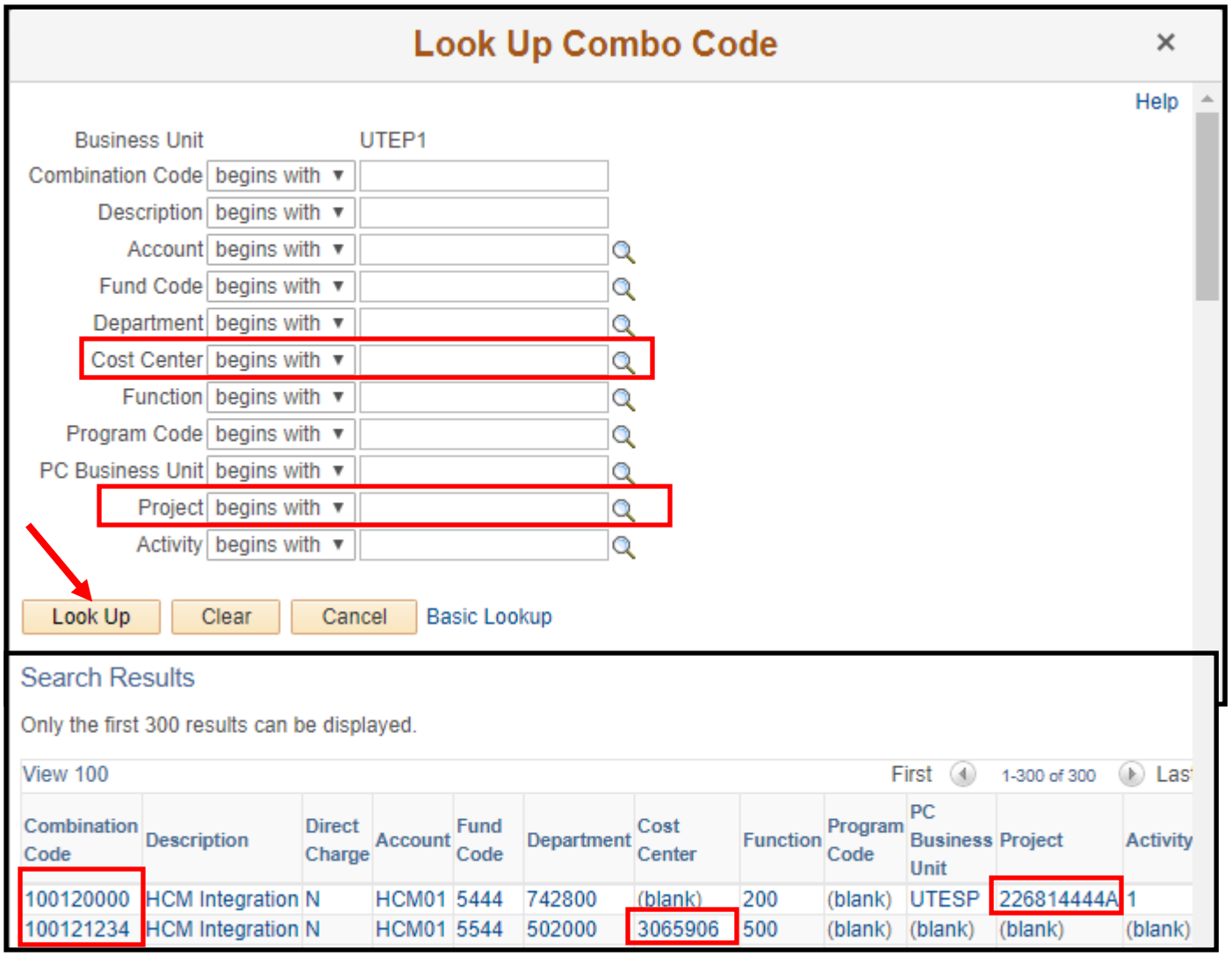
- Enter either the Cost Center or Project ID.
- Click Look Up.
- Select the Combo Code (Combination Code) that correlates with the funding source for which you are searching, This will auto-populate the Combo.
- Code in the appropriate field.
- In order to ensure the information associated with a specific 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



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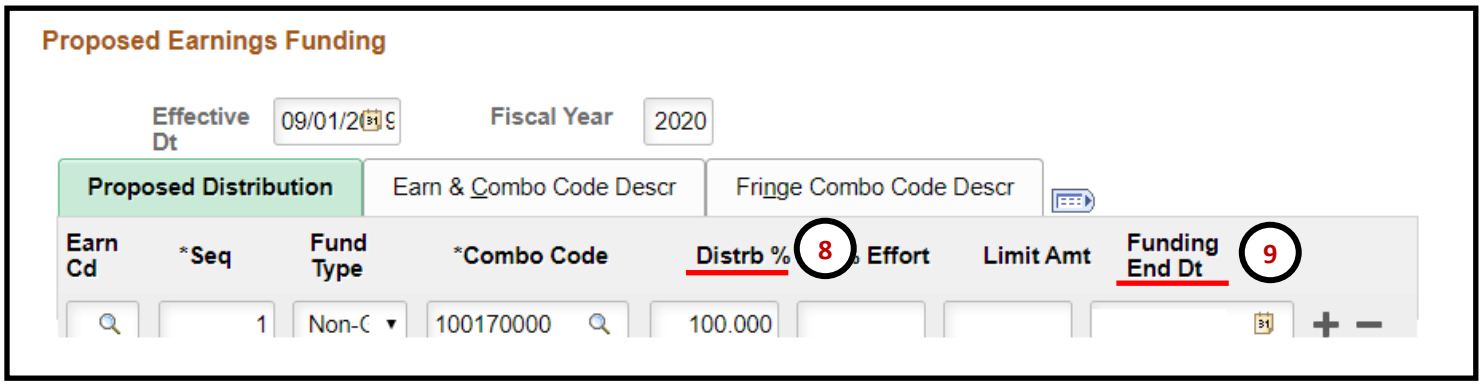
8. Enter the Distribution Percentage.
    - The total distribution percentage should always equal 100%. If multiple funding sources are provided, the sum of the distribution percentages of all the funding sources should be 100%
9. Enter Funding End Date.
    - End date must be provided if a position 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.



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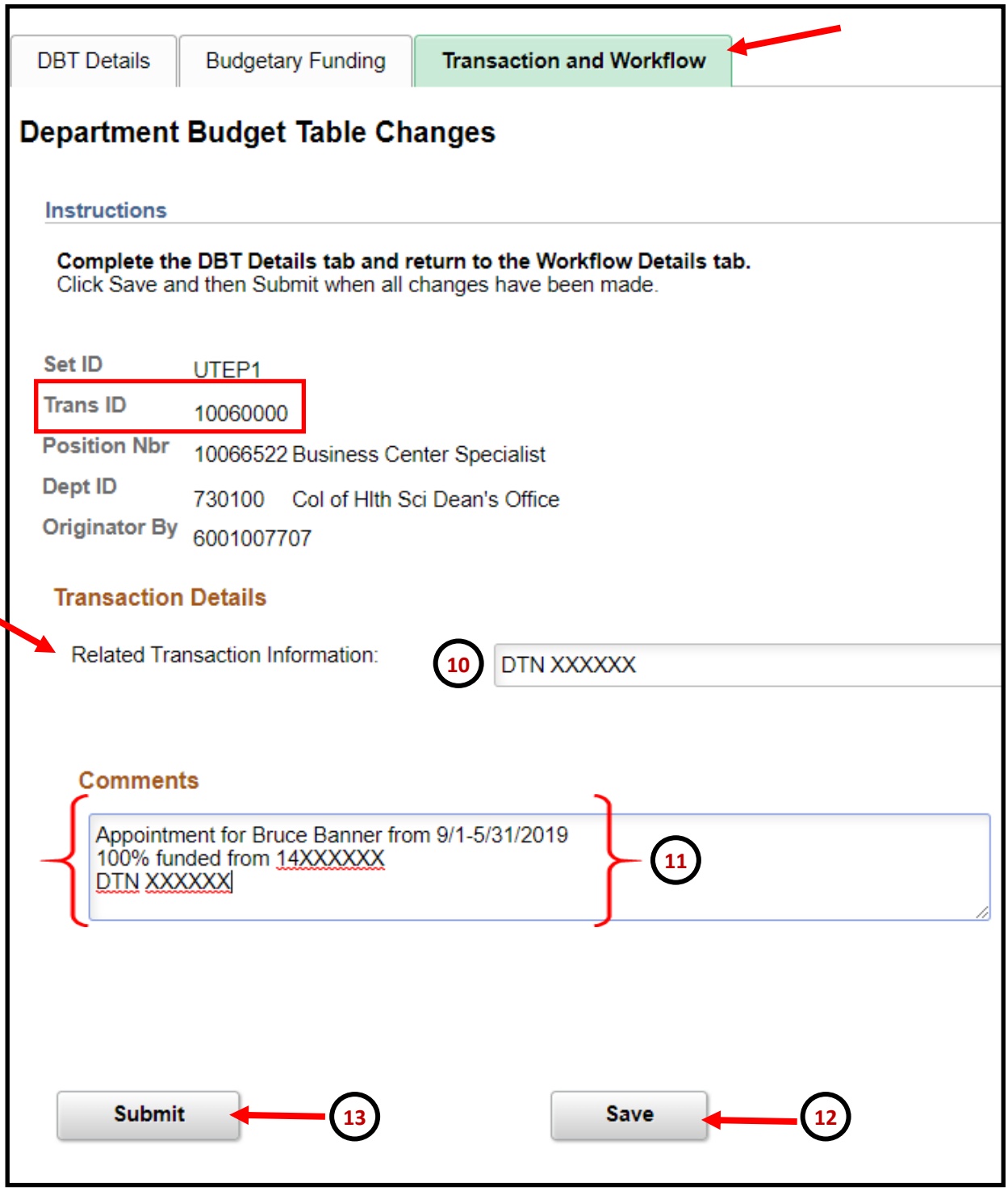
10. Enter the DTN for the Appointment Actions Request Form associated with the position number
11. Provide any additional or important information related to the funding/appointment in the Comments section
12. Click the Save button, which will generate the Trans ID
13. Click the Submit button.