Department Budget Tables Overview

1.0 Scope

The Department Budget Tables (DBTs) specify in PeopleSoft (PS) HCM how budgeted expenses are encumbered to commitment control (KK), and posted to the general ledger (GL) after payment.

DBTs for all positions and appointments are specified each fiscal year during the budget process and currently maintained by Budget Office staff on an ongoing basis. Budget Analysts consider department needs and the overall budget when updating DBTs.

Records indicate approximately 5,000 DBT updates per 4 month period, or approximately 1,250 funding requests per month on average.
2.0 Purpose

UT Dallas currently specifies DBT entries as appointments (by employee ID) or positions (by position number).

Budgeted recurring expenses can consist of three components:
- Earnings (including salaries and recurring supplements such as cellphones),
- Deductions
- Taxes

For each component, the DBTs specify:
- Funding sources (detailed by combination code)
- Effective dates
- Distributions (including splits)

One-time pay line expenses are not controlled by the DBTs.

3.0 Process

The Budget Office works with IR to load DBTs for budgeted positions and appointments at the start of each fiscal year. After the annual budget process, only Budget Office staff can currently update DBTs.

The Budget Office creates new DBT entries (e.g., for approved new positions and appointments) and makes DBT updates throughout the year.

Funding changes requiring DBT updates are performed for the following reasons:
- Payroll funding changes (for future dates)
- Reallocation funding changes (retroactive)
- New position funding set-up
- Combination code changes as a result of inactivating/freezing cost centers

The Budget Office ensures that chart field updates from FMS are reflected in the DBTs. DBT updates trigger updates to the KK ledger and/or the GL according to the effective date.

Budgeted funds are encumbered/disencumbered according to DBT changes in a nightly process (PayGL03) that updates the KK ledger and department budget views.

Expense actuals and reallocations are posted to the GL according to the DBTs in a regular process (PayGL02) driven by Payroll confirmation.

DBT updates affecting the GL are driven to FMS staging tables by Payroll confirmation. After Payroll confirmation, retroactive DBT updates must use the reallocation process.

Erroneous DBT updates can cause expenses to be posted to suspense accounts for later correction by the Budget Office via reallocation.
4.0 Administration

The Budget Analyst accesses the DBTs in PS HCM by navigating to the following screen as highlighted, and searching by position or appointment number:

![PS DBTs Screen](image)

Earnings, deductions, and taxes for each position and appointment are set up on the respective tabs above. Funding sources are specified via combination code lookup. End dates, amounts and distributions can define splits and encumbrance / disencumbrance timeframes as appropriate.

5.0 Monitoring

PS orders and tracks all DBT updates by sequence number. Sequence numbers allow the DBTs to specify funding source hierarchies, maximums, and expiration dates for all expense components.

DBT access is strictly limited to Budget Analysts, who monitor and review updates in the context of the larger budget to ensure effective department balancing.