Two Year DBT ePARs

When entering multiple fiscal year ePARs there will be a box to check for ‘Current and future fiscal year funding’. This feature is available for:

New Appointment, Job Attribute Change, and Change Funding.

☑ Current and Future Fiscal Year Funding

Once checked you will be able to enter multiple rows under Proposed Funding for each fiscal year.

Click the ▶ Button to add multiple date ranges and cost centers.

1. To add date ranges for FY21 & FY22 click the top [+ ] button.
2. To add split funding for each cost center click the [+\(] on the right. Funding Pct% must equal 100.

*To start FY22 there should **always** be a 09/01/2021 row. You must click the ‘Current and Future Fiscal Year Funding’ box above.

*The Proposed Funding ‘End Date’ will be reflected in Job Data as the ‘Expected Job End Date’.