

Inactivate Position Pool on the Department Budget Table in PayServ

The PayServ conversion to the SFS Chart of Accounts has resulted in changes to how budget information is stored in PayServ. Agency users will now inactivate position pools on the Department Budget Table after completing the inactivation on the Position Pool Table (Refer to Job Aid for Inactivate Existing Position Pools). All positions should be moved to a new position pool prior to inactivating.

- To select a position pool to inactivate on the Department Budget Table, go to: **Set Up HRMS> Product Related> Commitment Accounting> Budget Information> Department Budget Table USA**.
- Enter the **Department (1)**, **Fiscal Year (2)**, select Position Pool ID from the **Budget Level (3)** drop-down menu if not already defaulted in, and enter the **Position Pool ID (4)** to be reviewed/modified.
- Click **Search (5)**.

The screenshot shows the 'Department Budget Table USA' search page. At the top, there is a breadcrumb trail: 'Favorites | Main Menu > Set Up HRMS > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA'. Below the title, there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. A 'Search Criteria' section contains several fields: 'Set ID' (dropdown with '=', text input 'SHARE'), 'Department' (dropdown with 'begins with', text input '02000'), 'Fiscal Year' (dropdown with '=', text input '2015'), 'Budget Level' (dropdown with '=', dropdown menu showing 'Position Pool ID'), 'Position Pool ID' (dropdown with 'begins with', text input 'OSC'), 'Job Code Set ID' (dropdown with 'begins with', text input), 'Job Code' (dropdown with 'begins with', text input), 'Position Number' (dropdown with 'begins with', text input), 'Empl ID' (dropdown with 'begins with', text input), and 'Empl Record' (dropdown with '=', text input). There is an 'Include History' checkbox and a 'Limit the number of results to (up to 300):' field with '300' entered. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. Red arrows with numbers 1 through 5 point to the following elements: 1 points to the Set ID text input, 2 points to the Department text input, 3 points to the Budget Level dropdown menu, 4 points to the Position Pool ID text input, and 5 points to the Search button.

- The Dept Budget Date page is displayed.
- Select the **Dept Budget Earnings** tab.

Dept Budget Date | Dept Budget Earnings | Dept Budget Deductions | Dept Budget Taxes | Dept Budget Actuals

Set ID: SHARE Department: 02000 OSC Fiscal Year: 2015
 Budget Begin Date: 03/18/2015 Offset Group: 99999
 Budget End Date: 03/17/2016

Budget Cap
 Per Budget Level Per Earn/Tax/Ded

Level: Find | View All | First 1 of 1 Last
 Department Position Pool Jobcode Position Appointment

Position Pool ID: TST TEST POOL COA
 *Effective Date: 03/18/2015 Eff Seq: 0 *Status: Active Date Entered: 02/23/2015
 Budget Level Cap: 0.00 *Currency: USD

Earnings Distribution Find | View All | First 1 of 1 Last
 Accounting | Budgetary ChartFields | Project ChartFields | Optional ChartFields

	Distribution %	Funding End Date	Update ChartFields	Distributed
1	100.000		Update ChartFields	<input type="checkbox"/>

Save Return to Search Previous in List Next in List Add Update/Display Include History

Dept Budget Date | Dept Budget Earnings | Dept Budget Deductions | Dept Budget Taxes | Dept Budget Actuals

- Click the **plus sign (6)** to add a new row.

The **Effective Date (7)** defaults to the pay period begin date of the next unconfirmed pay period for your agency.

Dept Budget Date | Dept Budget Earnings | Dept Budget Deductions | Dept Budget Taxes | Dept Budget Actuals

Set ID: SHARE Department: 02000 OSC Fiscal Year: 2015
 Budget Begin Date: 03/18/2015 Offset Group: 99999
 Budget End Date: 03/17/2016

Budget Cap
 Per Budget Level Per Earn/Tax/Ded

Level: Find | View All | First 1 of 2 Last
 Department Position Pool Jobcode Position Appointment

Position Pool ID: OSC OSC SAMPLE POOL
 *Effective Date: 04/09/2015 Eff Seq: 0 *Status: Inactive Date Entered: 04/06/2015
 Budget Level Cap: 0.00 *Currency: USD

Earnings Distribution Find | View All | First 1 of 1 Last
 Accounting | Budgetary ChartFields | Project ChartFields | Optional ChartFields

	Distribution %	Funding End Date	Update ChartFields	Distributed
1	100.000		Update ChartFields	<input type="checkbox"/>

Save Return to Search Add Update/Display Include History

Dept Budget Date | Dept Budget Earnings | Dept Budget Deductions | Dept Budget Taxes | Dept Budget Actuals

- Click the **Status (8)** drop down to select 'Inactive'.
- Click **Save (9)**.