******State of Kansas**

**Inactivate Department Budget Table**

***Statewide Human Resource and Payroll System***

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| **Date Created** | | 7/6/2022 |
| **Version** | | 1.0 |
| **Security** | | * SHARP   Role: Agency Commitment Accounting Specialist |
| **Purpose** | | To inactivate Department Budget Table.  \*\*Before inactivating an entire budget table, make sure that there are not any employees attached to this budget table.\*\*  To verify if employees are attached to the budget table:   1. Run the KPAY711 Report (Job Aid listed under Funding Procedures)   If an employee is attached to the budget table:   1. Update the funding using the KAGYBUD1. Do not inactivate the budget table. |
| **Navigation** | | SHARP > Payroll Homepage > Payroll Funding |
| **1.** | Select Department Budget Tbl Funding > Department Budget Table USA |  |
| **2.** | **Pull up the row that needs to be inactivated**  Set ID  Department  Fiscal Year  Budget Level (Department or Position Pool)  Position Pool ID (If you are inactivating the Postion Pool level funding) |  |
| **3.** | Dept Budget Earnings tab  Select the + to add a row |  |
| **4.** | Effective Date  Status: Inactive  Save |  |