******State of Kansas**

**Inactivate Department Budget Table**

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

|  |  |
| --- | --- |
| **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 IDDepartmentFiscal YearBudget Level (Department or Position Pool)Position Pool ID (If you are inactivating the Postion Pool level funding) |  |
| **3.** | Dept Budget Earnings tabSelect the + to add a row |  |
| **4.** | Effective DateStatus: InactiveSave |  |