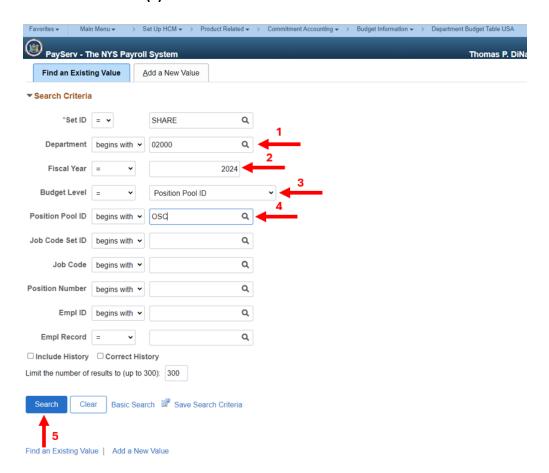
New York State Office of the State Comptroller
Bureau of State Payroll Services
PayServ Conversion to Statewide Financial System (SFS) Chart of Accounts (COA)

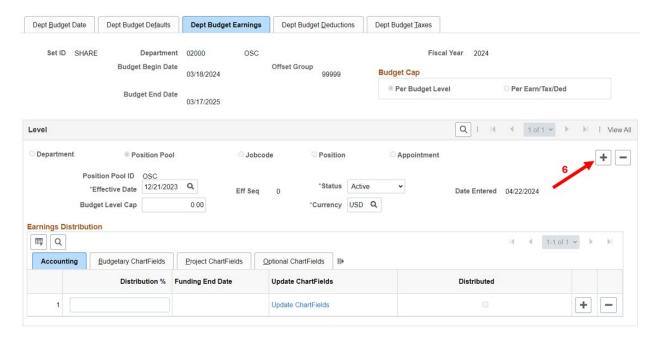
Inactivate Position Pool on the Department Budget Table in PayServ

The PayServ **Department Budget Table USA** is used to maintain position pool funding. 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 <u>Inactivate Existing Position Pools</u>). 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 HCM>
 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).

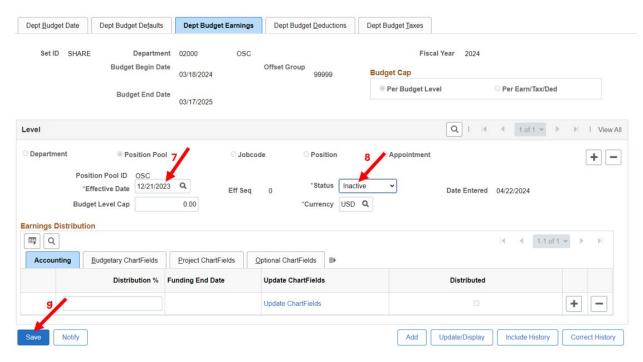


- The Dept Budget Date page is displayed.
- Select the **Dept Budget Earnings** tab.



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.



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