

Delete Funding Source

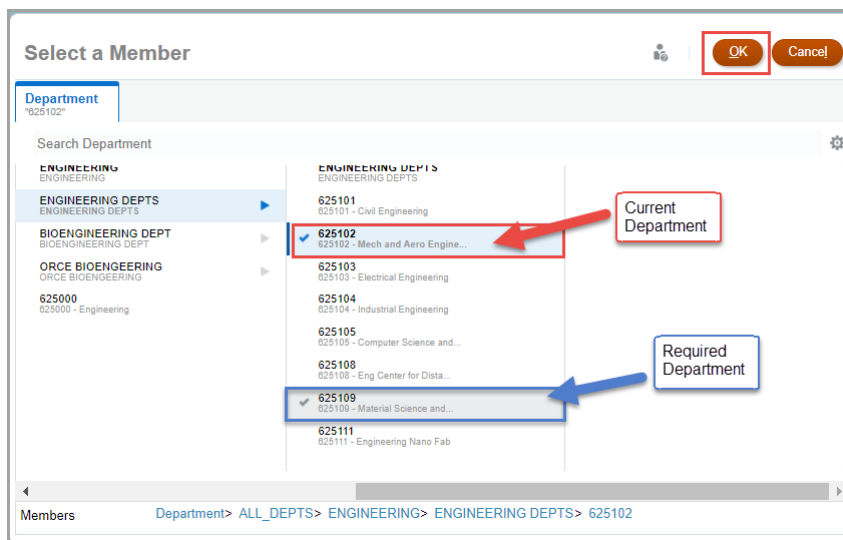
The purpose of this job aid is to explain how to delete a Funding source for a position.


Note: Changes are updated in real-time.

1. From the PBCS homepage, select the **Departmental Budget** icon.
2. Select the **Position Budget Forms** icon.
3. Click **Existing Position by Department** or Existing Position by Cost Center on the menu.
4. If necessary, click the Department area to locate your department.

New Positions					
Years	Scenario	Version	Data Type	Department	Cost Center
FY20	Budget	Working	Department Working Total	625102 - Mech and Aero Engineering	200118 MECHANICAL & AEROSPACE

- a. Locate the required department name or Cost Center in the **Member** field.
- b. Once the department is found, select the department name from the list and then click **OK**.



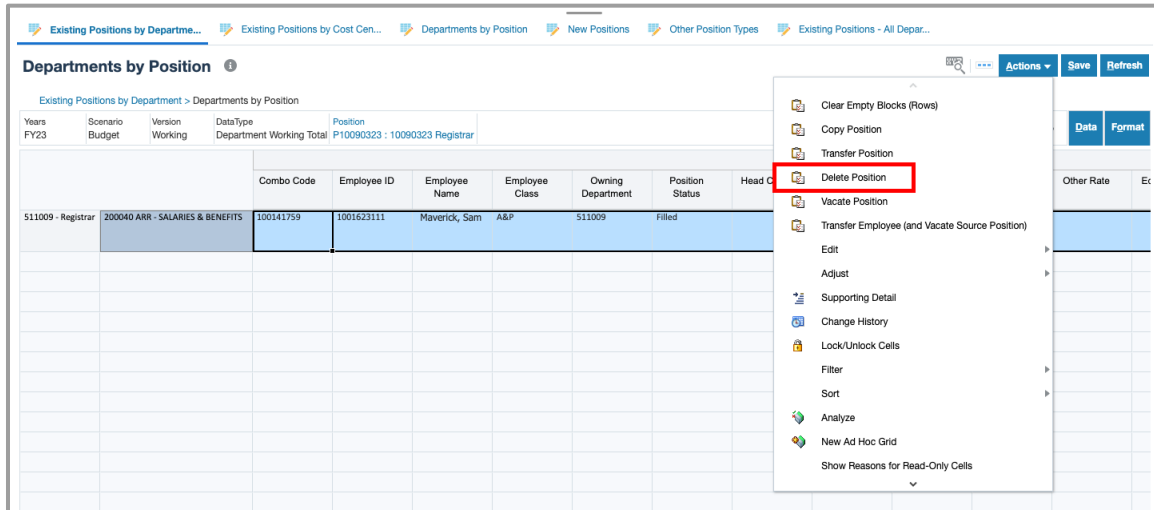
To locate the employee you want to edit, scroll down the worksheet for or click in the Search icon  and enter the employee name.

5. Right click on the employee name and select **Position Focus**.
6. Select the entire row with **Employee Name** to view menu options



7. Click  and select **Delete Position**.

Delete Funding Source (Cont'd)



The screenshot shows the 'Departments by Position' interface. The table below is highlighted in blue, and the 'Delete Position' option in the actions menu is highlighted with a red box.

Years FY23	Scenario Budget	Version Working	Data Type Department Working Total	Position P10090323 Registrar	Combo Code	Employee ID	Employee Name	Employee Class	Owning Department	Position Status	Head C
511009 - Registrar	200040 ARR - SALARIES & BENEFITS				100141759	1001623111	Maverick, Sam	A&P	511009	Filled	

- Click the **Launch** button.



The screenshot shows the 'Action Menu - Delete Position Ruleset' dialog box. The 'Launch' button is highlighted with a red box.

* Select Position: "P10090323"

* Select Department: "511009"

* Select Cost Center: "C200040"

* Select DataType: "Department Working Total"

- A confirmation window appears *"Delete Position ruleset was successful"*, click **OK**.