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.

   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**.

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

   ![Select a Member](image)

6. Click **Actions** and select **Delete Position**.
Delete Funding Source (Cont’d)

8. Click the Launch button.

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9. A confirmation window appears “Delete Position ruleset was successful”, click OK.

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