# Payroll Commitment Accounting

## Adding a Position Pool ID

Procedure

You are entering a simulation where you will follow step by step instructions on how to add a Position Pool ID into the SHARP system.



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Main Menu** link. |
| 1.
 | Click the **Set Up HRMS** link. |
| 1.
 | Click the **Product Related** link. |
| 1.
 | Click the **Commitment Accounting** link. |
| 1.
 | Click the **Budget Information** link. |
| 1.
 | Click the **Position Pool Table** link. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Add a New Value** link. |
| 1.
 | Enter the desired information into the **Department** field. Enter "**1730101010**". |
| 1.
 | Enter the desired information into the **Position Pool ID** field. Enter "**055**". |
| 1.
 | Click the **Add** button. |
| 1.
 | Enter the desired information into the **Effective Date** field. Enter "**08/21/2011**".The **Effective Date** should by the first day of a pay period that has not yet been confirmed. |
| 1.
 | Enter a something that describes the Position Pool  ID that you added into the **Description** field. Enter "**Payroll Services**". |
| 1.
 | Now enter an abbreviated description into the **Short Description** field. Enter "**Payroll**". |
| 1.
 | Click the **Save** button. |
| 1.
 | Congratulations! You have completed Adding a Position Pool ID into SHARP.**End of Procedure.** |