# Payroll Commitment Accounting

## Setting Up Payroll Funding in SHARP

Procedure

You are about to enter a simulation that demonstrates how you can set up payroll funding in SHARP.



| **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 **Department Budget Table USA** 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 **Fiscal Year** field. Enter "**2012**". |
| 1.
 | Click the **Budget Level** list. |
| 1.
 | Click the **Position Pool** link. |
| 1.
 | Enter the desired information into the **Position Pool ID** field. Enter "**055**". |
| 1.
 | Click the **Position Pool ID** button. |
| 1.
 | Click any where in the **Dept Budget Date** area to continue. |
| 1.
 | Click the **Dept Budget Earnings** link. |
| 1.
 | Enter the desired information into the **Effective Date** field. Enter "**08/21/2011**". |
| 1.
 | Enter the desired information into the **Sequence Number** field. Enter "**1**". |
| 1.
 | Enter the desired information into the **Funding End Date** field. Enter "**06/11/2012**". |
| 1.
 | Click the **Combination Code Description** link. |
| 1.
 | Click the **ChartField Details** link. |
| 1.
 | Enter the desired information into the **Combination Code** field. Enter "**173**". |
| 1.
 | Click the **Look up Combination Code (Alt+5)** button. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Scroll Bar** and drag it down to the **Combination Code** you need. |
| 1.
 | Click the **Pay - Payroll Systems** link. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Ok** button. |
| 1.
 | Click the **Add a new row** button. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Enter the desired information into the **Sequence Number** field. Enter "**1**". |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **ChartField Details** link. |
| 1.
 | Enter the desired information into the **Combination Code** field. Enter "**173**". |
| 1.
 | Click the **Look up Combination Code (Alt+5)** button. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Scroll Bar** and drag it down to the **Combination Code** you want. |
| 1.
 | Click the **Pay - Payroll Systems** link. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Ok** button. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Combination Code** link. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Enter the desired information into the **Funding End Date** field. Enter "**06/11/2012**". |
| 1.
 | Enter the desired information into the **Distribution %** field. Enter "**50**". |
| 1.
 | Enter the desired information into the **Distribution %** field. Enter "**50**". |
| 1.
 | Click the **Save** button. |
| 1.
 | Congratulations! You have completed Setting Up Payroll Funding in SHARP.**End of Procedure.** |