Position Management: Inquiry and Reporting Functions (IQPM)

Inquiry Function

IQPM (Inquiry Position Management)

The IQPM is a transaction that displays human resource data and budget distributions for a position.

1. At Next Function on M1M1, type IQPM.

Press Enter.

> Note:
If you do not know the function to fast path, type in M3PM for a list of the Position Management functions.
Enter the following information:

1. At **H Admin Area**, type in the administrative area of the position.

2. At **Pos#**, type in the position number you want to inquire about.

   Press the **Enter** key to retrieve the balance of information about this position.
To view the budget distributions, press PF8.

> Note:
If you want to view another position, press PF7 to return to the IQPM screen.
Reports

PAAN (Positions by Admin. Area Report)

The PAAN function is an on-line report that will list the positions within an administrative area and/or home budget.

1. At Next Function on M1M1, type PAAN.

Press Enter.

> Note:
If you do not know the function to fast path, type in M3PM for a list of the position management functions.
To get a position listing report, select one of the following:

1. At **H Admin Area**, type in the administrative area you want to see.

   **>> or <<**

3. At **Home Budget**, type in the home budget of the positions you would like to view.

You may make changes to the following fields:

2. At **Pos#**, leave this field blank to view all positions or type in the position number you want the report to start at.

4. Select the type of positions you want to view by filling in **Pos Type** as follows:

   - To view **both permanent and temporary** positions, type in a **B**.
   - To view **only permanent** positions, type in a **P**.
   - To view **only temporary** positions, type in a **T**.

Press **PF8**.
Notes:

- The inquiry option by Fin Ofcr # has not been developed at this time.

- The option to view the system positions has not been developed at this time.

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**PSCH (Position Schedule)**

The **PSCH function** will create a batch report listing positions by budget distribution.

For **filled positions**, the name field will contain the name of the employee filling the position.

For **unfilled positions**, the name field will contain the name of the employee last filling the position enclosed in parenthesis.

For **collapsed positions**, the name field will contain the name of the employee last filling the position preceded by an asterisk (*).
1. At **Next Function** on **M1M1**, type **PSCH**.

   Press **Enter**.

   > **Note:**
   
   If you do not know the function to fast path, type in **M3PM** for a list of the position management functions.
To get a position schedule, complete as many of the following fields as is applicable:

1. At **Fin Ofcr #**, type in the Financial Officer number. This will produce a schedule of administrative number with that Financial Officer number.

2. At **H Admin Area**, type in the administrative area number. This will produce a schedule of all positions in the administrative area requested.

3. At **Home Budget**, type the home budget of the positions you would like the report for. Only those positions with the home budget requested will be on the report.

4. At **Base to be Used**, type an X in front of the base you would like your position schedule produced for.

5. At **Name**, type in the name of the individual to receive the position schedule.

6. At **Mailing Address**, if you want the position schedule mailed to the individual specified in #5, type in the mailing address of that individual.

> **Note:**
If you want to pick up the schedule at the Administrative Information Services (AIS), put a note in this area for them to not mail the report but that you are picking it up.
7. At **Telephone #**, type in the phone number of the individual listed in #5.

    Press **PF12** to submit the batch report.

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