

# 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.

```
12/11/98          INTEGRATED BUSINESS INFORMATION SYSTEM          M1M1
09:01:24.7                                             DAM3

Any of the functions included in this system can be invoked by
entering the corresponding function code on the command line next
to 'NEXT FUNCTION:'. The following functions are available:

FUNCTION          DESCRIPTION          FUNCTION          DESCRIPTION
-----          -
FORM             Help Selecting HRS Forms      M2PI             Property Inventory
M2AH             IBIS Adhoc Functions          M2PR             Purchasing System
M2AS             EASY Elec. Appr. System       M2VA             Vendor System
M2BG             Budgeting System              BAMB             Budget Planning: BudAuto
M2FN             Financial System              M2IM             Inventory Management
M2FS             Facilities System             CODE             Codeset Maint. System
M2HR             Human Resources System        M2NC             Nat Conn. Applications
M2PA             Payroll System                M2PE             Pay & Effort Functions

NEXT FUNCTION:  iqpm.1          PREV MENU: NONE
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP  MENU  CMPS  END      .      .      .      .      .      KEYS  PRNT  .
```

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.

```

PLEASE ENTER ADMN AREA AND POSITION NUMBER OF POSITION AND PRESS ENTER
12/11/98                               POSITION MANAGEMENT TRANSACTION      Screen 1.0
09:11:11.2                             POSITION INQUIRY                               IQPM
                                                DAM3

H Admin Area:  ___ 1  Pos #:  ___ - 000 2  Pos Type:  _
Home Budget:  _ - _ - _  App Salary:  _____  Pos Status:
Annualz Sal:  _____  Name:
Class:  _____  Pos Apt Type:  _____  Rank:  _____
Ex/Nonex:  _  Job Desc #:  ___ - ___  Pos FTE:  _____
Grade:  _____  ACAM/EXEC T1:  _____  Clsf Rwd:
Sal Plan:  _____  ACAM/EXEC T2:  _____
Per Rep #:  _____  Job Desc Ttl:  _____
Work Loc:  _ - _  Acad Title:  _____
Work Unit:  _____
Collapse Pos:  _  Adm Pos Hid:  _  Mult-apt Pos:  _
Cen Pos Hid:  _____  Clsf Pos Hid:  _____  Sal Red Crcl:
Pos Beg Dte:  _ / _ / ___  Pos End Dte:  / /  Fndg Hid:

Prt Form:  _  Pos Stat Dte:  / /  Submit Cls:  _

NEXT KEY:
NEXT FUNCTION:  _____ (HELP, MENU, END)

```

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.

```

12/11/98                POSITION MANAGEMENT TRANSACTION                Screen 1.0
09:12:58.0              POSITION INQUIRY                               IQPM
                                                                    DAM3

H Admin Area: 004                Pos #: 114 - 000                Pos Type: P
Home Budget: 04 - 004 - 99 UP    App Salary: 76428.00    Pos Status: UN
Annualz Sal: 101904.00                Name:
Class: ACAD                        Pos Apt Type: STN                Rank: A10
Ex/Nonex: E                        Job Desc #: AA10 -          Pos FTE: 1.000
Grade: NA                           ACAM/EXEC T1: NA_           Clsf Rwd: N
Sal Plan: 36W                       ACAM/EXEC T2: NA_
Per Rep #: 020                       Job Desc Ttl: PROF
Work Loc: UP -                      Acad Title: PROF
Work Unit: NA_

Collapse Pos: _                    Adm Pos Hid: N                Mult-apt Pos: N
Cen Pos Hid: N                     Clsf Pos Hid: N              Sal Red Crcl: N
Pos Beg Dte: 01 / 01 / 1900        Pos End Dte: 12 / 31 / 2099  Fndg Hid: N

Prt Form: _                        Pos Stat Dte: 10 / 31 / 1992 Submit Cls: _

NEXT KEY:
NEXT FUNCTION: _____ (HELP, MENU, END)

```

To view the budget distributions, press **PF8**.

```

09/14/99                POSITION MANAGEMENT                Screen 2.0
13:38:21.0              SALARY BUDGET DISTRIBUTION        IQPM
                                                                    DAM3

H Admin Area: 004                Pos #: 02754-000            Pos Type: P
Home Budget: 02-004-66 UP    New Pos Salary: 12000.00    Pos Status: UN

Temp Pos BA:                    Old Pos Salary:                Obj Code: 105

   Budget   Fund   AA# Trn Cd   Sal %   Sal Amnt | Net Change
1.  0200466 UP   10010  004    _50.0   _6000 |
2.  0400466 UP   10010  004    _25.0   _3000 |
3.  0500466 UP   12120  004    _25.0   _3000 |
4.  _____ |
5.  _____ |
6.  _____ |
7.  _____ |
8.  _____ |
9.  _____ |
10. _____ |

NEXT KEY:
NEXT FUNCTION: _____ (HELP, MENU, END)

```

**> Note:**

If you want to view another position, press **PF7** to return to the **IQPM** screen.



```

ENTER REPORT DATA AND PRESS PF8 TO VIEW ONLINE REPORT
12/11/98                POSITIONS BY ADMIN AREA REPORT                Screen 1
09:14:34.1                                                    PAAN
                                                                DAM3

REPORT OPTIONS:

    Fin Ofcr #:  ___          (Enter FO number OR
    or
    1 H Admin Area:  ___          Admin Area, not both)

    2 Pos #:  _____ - 000    (Leave blank to view all)

    3 Home Budget:  ___ - ___ -   UP (Leave blank to view
    All Home Budgets)

    4 Pos Type:  B                (P, T, S, or B for
    Both P and T)

    Report Option:  0              (0=Online, B=Batch)

    Sort Option:  2                (1 or 2)

NEXT KEY:
NEXT FUNCTION: _____

```

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.

```
PF5=TOP, PF6=BOTTON, PF7=BACKWARD, PF8=FORWARD
. 12/11/98          POSITION MANAGEMENT REPORT OPTIONS          Screen 3
09:18:32.3        POSITION LISTING BY ADMIN AREA                               PAAN
                                                           DAM3

Home Budget:      -      -      UP      Admin Area: 004          Fin Ofcr #:

Pos
Typ  Pos #      Name          PSU ID      Pos Title          Class
-----
P 00078-000  L0131LASTNAME,F0131F  9-1401-0131  PROF              ACAD
P 00089-000                9-0856-6314  PROF              ACAD
P 00096-000                9-3820-4135  ASST PROF        ACAD
P 00102-000                9-5132-3503  SR EXT AGT       STFF
P 00105-000                9-2440-7393  AST DEAN         ACAM
P 00114-000                9-4224-8736  PROF              ACAD
P 00124-000                9-7230-6241  SR EXT AGT       STFF
P 00128-000                9-6130-3582  PROF              ACAD
P 00130-000                9-6132-9366  HORT TECHN       TECH
P 00152-000  L0245LASTNAME,F0245F  9-1401-0245  EXT AGT          STFF
P 00200-000                9-6532-9733  EXT AGT          STFF
P 00207-000  L0611LASTNAME,F0611F  9-1401-0611  STF ASST VI     STFF

MORE
```

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 (\*).