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.

<table>
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<tr>
<td></td>
<td>9-1401-0611</td>
<td></td>
</tr>
</tbody>
</table>

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 (*).

Last Revised: 04/06/2007