Upgraded Position Control Application

Major Differences Cheat Sheet

Human Resources System > Commitment Accounting > Commitment Accounting Reports > Position Control Application (the one with yellow folder in front and arrow on the right.) Click on arrow to see Position Control Work Center option. Click on Position Control Work Center which displays all the report options along with brief description of each report.

Data is displayed on tabs. TO SEE SUMMARY OF ALL TABS/COLUMNS TOGETHER, click on button next to tabs to "Show All Columns". Click again to go back to individual tabs/columns.

Default is 10 lines of data shown. You have to click "View All" to display all lines of data on Summary (dark gray) line.

Drill-down capability: To see details of data, click on button for Fin Budget Details, or HR Posn Details, or HR Assign Details. Details display in separate box under summary data.

Fin Budget: We now only have one set of Financial Budget columns. Current Year summary budget entries are all CN and CY regardless of FTE in Stat field and should match WRS reports. The first set of Fin PosCtl FTE and Amount columns were removed and the Fin Budget is now equivalent to the second set of Fin Budget FTE and Amount on the old application.

Class is being used instead of sub-class (old application).

New Totals box at bottom.

New filter selection criteria to run only auxiliaries: 91000 (Aux). Auxiliary Code and Auxiliary Code Description are shown if this fund code is selected.

To download Position Control Summaries to Excel:
- On Summary (dark gray) line, click on the green spreadsheet button on right hand side.
- Be sure to be on the tab you want to download (Fin Budget, HR Position, HR Assign, or Summary of All Tabs/Columns).
- Totals do not download to Excel.
- To download details of data, click on button for Fin Budget Details, HR Position Details or HR Assign Details, then go to top of details box (dark gray line), click green spreadsheet button on far right.
- Once Excel opens, a warning message on the file extension will appear. Click Yes to open the file.
- Once file is open, you may want to delete the columns labeled "FIN Budg Details", "HR Posn Details", and "HR Assgn Details".

New high-level summary reports were developed to identify differences between Fin and HR Budget by Org at a 2-Digit, 4-Digit or 6-Digit Org level with PDF, XLS or HTM report options. These reports also identify areas that need attention and displays ISSUE in red when absolute % is greater than a certain % (currently 5%) for either FTE or Amount. (See users guide.)

The old HR Position Control Report (PDF), which shows both HR position data and HR employee assignment data together, has been incorporated into new application as "Pos Control Report by Project" and can now be viewed on the screen and downloaded as PDF, XLS, or HTM.

Vacant Position Report: Data is separated and grouped by 6-digit Department into 3 tabs. TO SEE SUMMARY OF ALL TABS/COLUMNS TOGETHER: Click on button next to tabs to "Show All Columns". **NOTE: You have to click on this button for each 6-digit department; therefore, it's easier to review by downloading report into XLS (Excel).**

The following reports in the old Position Control Application were not upgraded due to no longer being used:
Lapsed Salary Summary Extract
List Abolished Positions Extract
List New Positions Extract
EPA Tenure/Rank/Appointment Dates Extract

The old application did not require a SAR request. There is a new security role for the upgraded Position Control Application in SAR: 2014 Position Control App. Due to HR sensitive data, HR Deptid (OUC) security level access will be required. OIT has systematically given this role to the list of users provided by the UBO's to the budget office. After initial rollout, SAR requests will be required.