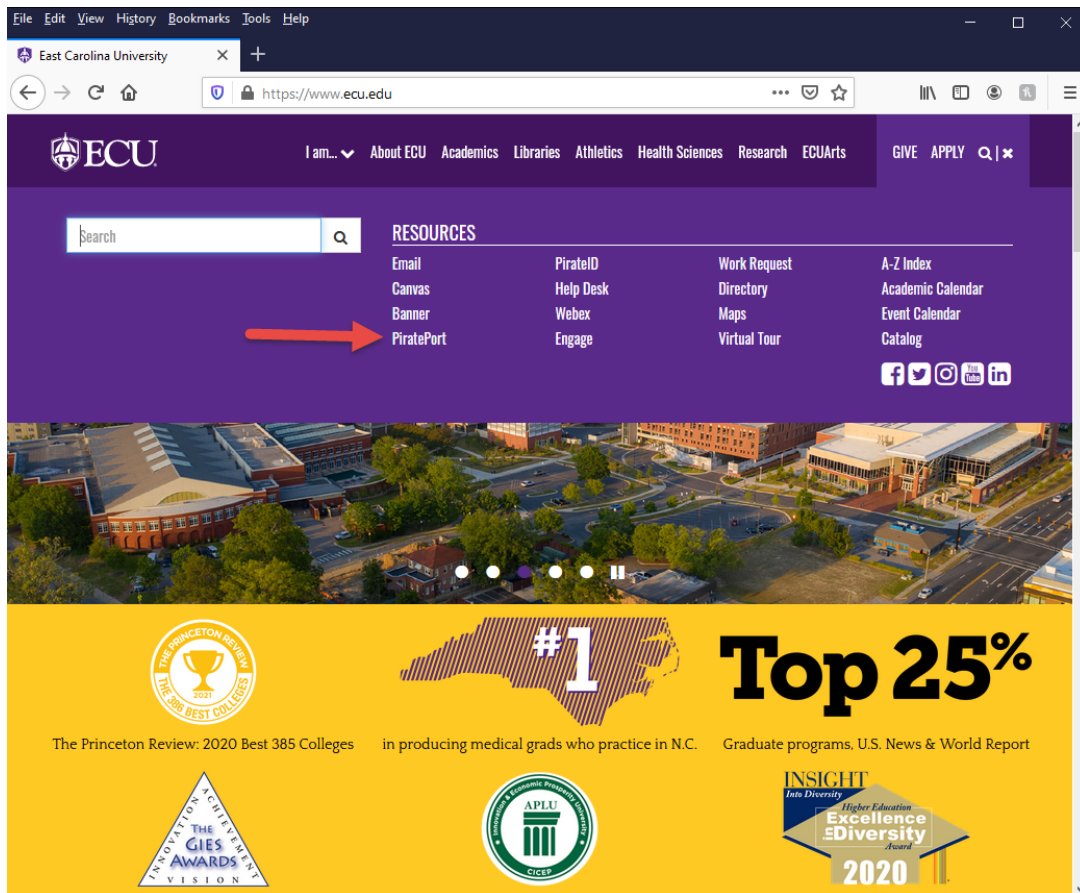# How To Access and Use POSMAN
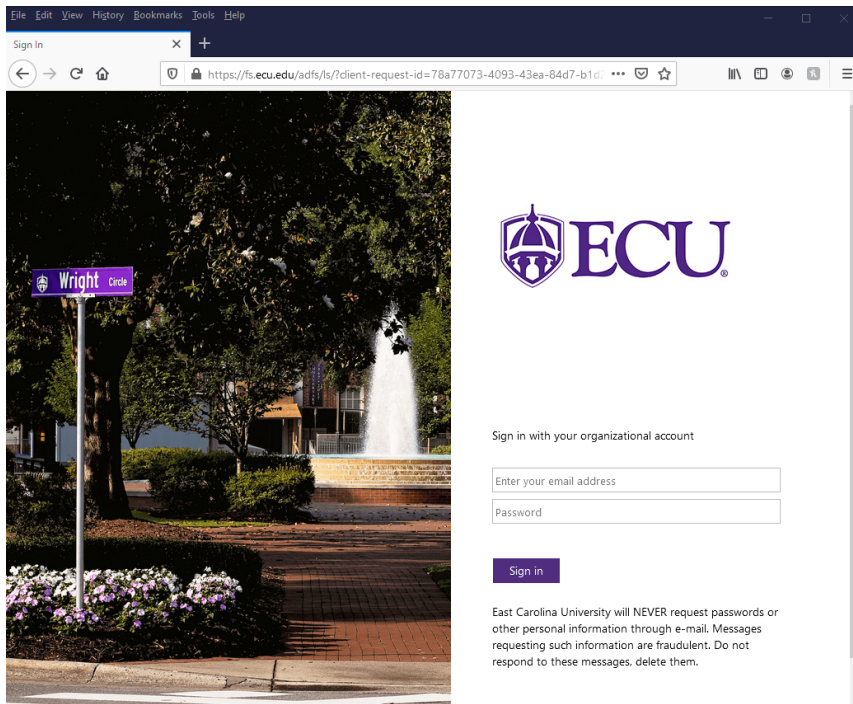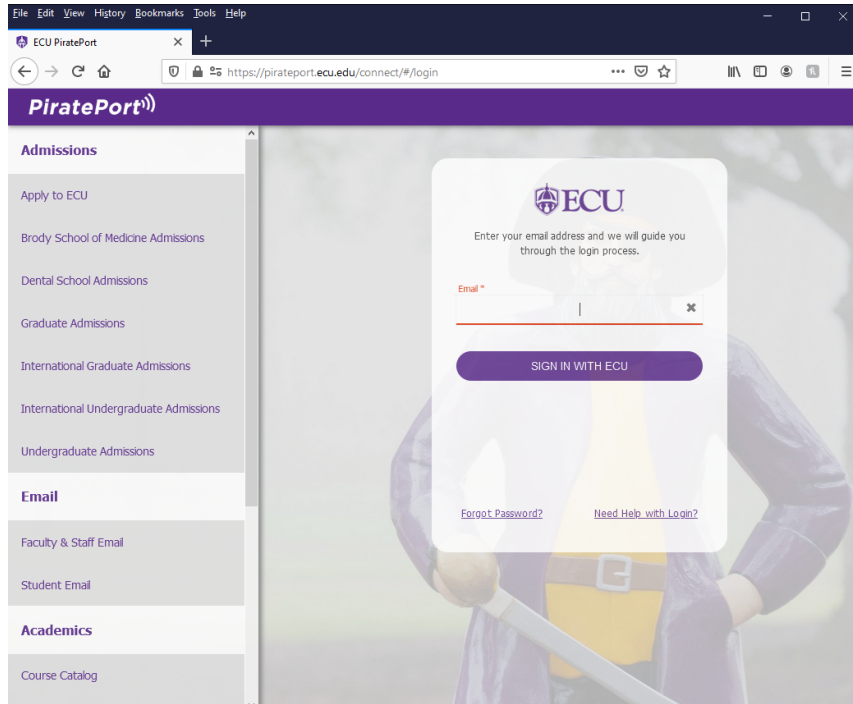(formerly POS-TRACK)

Functional Area: Position Management   Module: HR

A shortcut to the POSMAN application is located on Pirate Port.

To access Pirate Port start at the ECU Home page and click the Pirate Port icon.

When prompted enter your ECU Email, then click on "Sign In With ECU". Then you will be prompted to a second log in with your email and password.

Once on Pirate Port click on the "Position Chang Form" link or search in the top search bar.
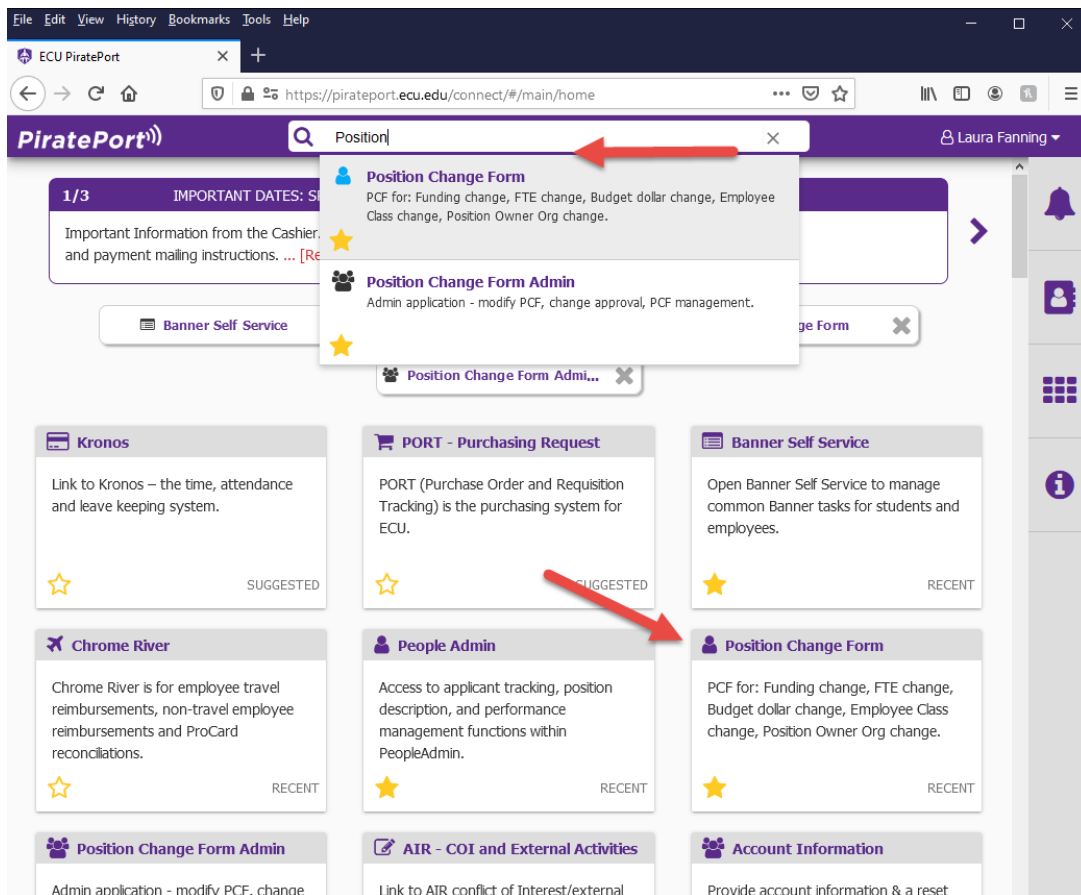
Access to the Position Change Form and POSMAN will be based on those users who have security access--update or inquiry--to the forms NBAPOSN or NBAPBUD.

To access POSMAN, click on the "ecuBIC Report Manager" link. You may want to save Posman to your desktop.

This will bring up the ecuBIC Position Management page.

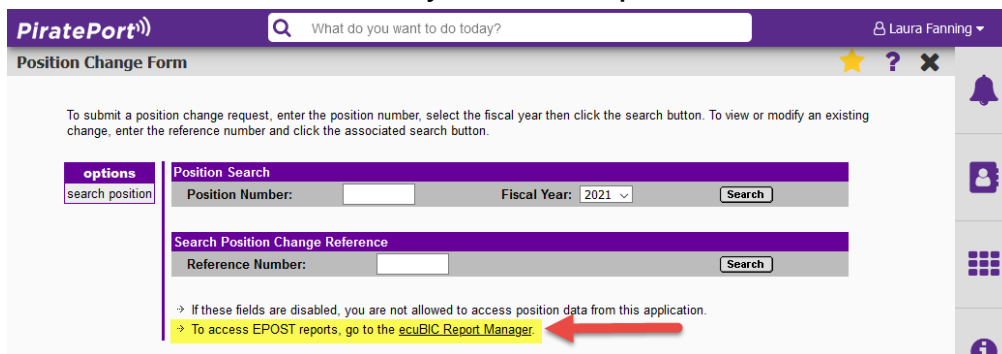East Carolina University's Business Intelligence Center

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Position Management

FOLDERS (1)

Posman Monitoring

PAGINATED REPORTS (30)

Basic_Employee_Query	Basic_Employee_Query_Name_Search	Current Employee Jobs by ID with Totals	Empl_Position_History	EPOST History EOY 08 and 09
EPOST History Multiple Positions EOM Oct 2009 to current	EPOST History Single EOM Oct 2009 to current	EPOST Snapshots Prior to November 2009	HRMS_Position_History(pre-Banner)	Multiple Positions By ECU Id
Multiple Positions Listing	Multiple Positions via Single Position View	PCF FOAP History	PCF Not Applying	PCF Reference History
PCF_Actions_that_Need_Approval	Position Abolishment PA vs Banner	Position Details - Filled or Vacant	Position Details - Filled or Vacant Monthly Snapshot	Position Empl History
Position History	Position_Budget_Data_Validation	Position_Definition_History	Position_Inactive_Fund_Review	Position_Labor_Dist_History
Position_Salary_Budget_History	Positions with Budget and Zero FTE or FTE and Zero Budget	Single Position Listing	Single Position Listing for Pooled Positions	

We have several reports available for your use:

Click on the report name to access a report. This will bring up the report criteria page.

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Home > Position Management > Multiple Positions Listing

Fiscal Year:	<Select a Value> ⌄	Budget Code:	06065,06067,06069,16065,16066 ⌄	Available Amt:	'= 0','> 0','< 0' ⌄		View Report
Owner Org L1:	10 - CH Chancellor,20 - AF Admir ⌄	Owner Org L2:	101 - CH Chancellor Office,102 - ⌄	Owner Org L3:	1011 - CH Chancellor Office,1012 ⌄	Owner Org L4:	101101 - CHH Chancellor Office,1 ⌄
Position:	%	Fund:	%	Organization:	%	Account Pool:	%
Owner's Org:	%	Position Class	%				
Funding Org L1	10 - CH Chancellor,20 - AF Admir ⌄	Funding Org L2	101 - CH Chancellor Office,102 - ⌄	Funding Org L4	101101 - CHH Chancellor Office,1 ⌄		

Multiple Positions Listing Criteria Page

Fiscal Year is REQUIRED.

It is **RECOMMENDED** that another criteria be selected to shorten the time for the report to be displayed.

Do NOT remove the percent sign— "%"—from the other criteria fields.

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Home > Position Management > Multiple Positions Listing

Fiscal Year:	2021	Budget Code:	06065,06067,06069,16065,16066	Available Amt:	'= 0','> 0','< 0'			View Report
Owner Org L1:	10 - CH Chancellor,20 - AF Admin	Owner Org L2:	101 - CH Chancellor Office,102 -	Owner Org L3:	1011 - CH Chancellor Office,1012	Owner Org L4:	101101 - CHH Chancellor Office,1	
Position:	%	Fund:	310670	Organization:	%	Account Pool:	%	
Owner's Org:	%	Position Class:	%					
Funding Org L1	10 - CH Chancellor,20 - AF Admin	Funding Org L2	101 - CH Chancellor Office,102 -	Funding Org L4	101101 - CHH Chancellor Office,1			

Example:

To retrieve information for all of Fund 310670 for Fiscal Year 2007, use the following criteria:

      Fiscal Year: 2021
      Fund: 310670
      All other criteria   "%"

Click on VIEW REPORT.

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Home > Position Management > Multiple Positions Listing

Fiscal Year:	2021	Budget Code:	06065,06067,06069,16065,16066 ⌄	Available Amt:	'= 0','> 0','< 0' ⌄		View Report
Owner Org L1:	10 - CH Chancellor,20 - AF Admin ⌄	Owner Org L2:	101 - CH Chancellor Office,102 - ⌄	Owner Org L3:	1011 - CH Chancellor Office,1012 ⌄	Owner Org L4:	101101 - CHH Chancellor Office,1 ⌄
Position:	%	Fund:	310670	Organization:	%	Account Pool:	%
Owner's Org:	%	Position Class	%				
Funding Org L1	10 - CH Chancellor,20 - AF Admin ⌄	Funding Org L2	101 - CH Chancellor Office,102 - ⌄	Funding Org L4	101101 - CHH Chancellor Office,1 ⌄		

|◄ ◄ [1] of 1 ► ►| ↻ ⊕   75%   💾⌄ 🖨 📊   Find | Next

ECU EPOST
Position Budget Listing by Fiscal Year
Position Budget .::. FY = 2021 .::. Fund = 310670 .::. Org = % .::. Acct = % .::. Prog = % .::. OwnOrg = % .::. Budg Cd = 06065,06067,06069,16065,16066 .::. Position = %

Position	Owner Org L2	Owner Org L2 Desc	Owner Org L4	Owner Org L4 Desc	Owner Org	Budg Cd	Fund	Org	Acct Pool	Net Amt	Tmp Amt	Curr Yr Fut Amt	Next Yr Fut Amt Perm	Next Yr Fut Amt Temp	Rev Amt	Paid Amt	Redist Amt	Proj Amt	Avail Amt	Filled Amt	Position Status / Position Class	Net FTE	Temp FTE	Fut FT
000033	66	HS BSOM Brody School Of Medicine	6619	HS ECU Physicians Administration	661901	06067	310670	210101	60202	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active / 35004	0.000	0.000	
001291	24	AF Financial Services	24022	AF Disbursements	240208	06067	310670	210101	60200	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active / 10752	0.000	0.000	
001426	27	AF Information Technology Comp Serv	270701	AFH IT Client Engagmnt and Supp	270701	06067	310670	210101	60200	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active / 12247	0.000	0.000	
001739	67	HS School of Dental Medicine	6741	HS SODM CPD Serv Learn Ctr Reg 1	674131	06067	310670	210101	60200	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active / 14201	0.000	0.000	

Example of Report

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Home > Position Management > Multiple Positions Listing

Fiscal Year:	2021
Owner Org L1:	10 - CH Chancellor,20 - AF Admir
Position:	%
Owner's Org:	%
Funding Org L1	10 - CH Chancellor,20 - AF Admir

Budget Code:	06065,06067,06069,16065,16066
Owner Org L2:	101 - CH Chancellor Office,102 -
Fund:	310670
Position Class	%
Funding Org L2	101 - CH Chancellor Office,102 -

Available Amt:	'= 0','> 0','< 0'
Owner Org L3:	1011 - CH Chancellor Office,1012
Organization:	%
Fund...g L4	101101 - CHH Chancellor Office,1

| Owner Org L4: | 101101 - CHH Chancellor Office,1 |
| Account Pool: | % |

View Report

1

2

|< < 1 of 1 > >| ↻ 75% 🖫 🖶 📊 Find | Next

ECU EPOST
Position Budget Listing by Fiscal Year
Position ...:. FY = 2021 .::. Fund = 310670 .::. Org = % .::. Acct = % .::. Prog = % .::. OwnOrg = % .::. Budg Cd = 06065,06067,06069,16065,16066 .::. Position = %

3

Position	Owner Org L2	Owner Org L2 Desc	Owner Org L4	Owner Org L4 Desc	Owner Org	Budg Cd	Fund	Org	Acct Pool	Net Amt	Tmp Amt	Curr Yr Fut Amt	Next Yr Fut Amt Perm	Next Yr Fut Amt Temp	Rev Amt	Paid Amt	Redist Amt	Proj Amt	Avail Amt	Filled Amt	Position Status	Position Class	Net FTE	Temp FTE	Fut F...
000033	66	HS BSOM Brody School Of Medicine	6619	HS ECU Physicians Administration	661901	06067	310670	210101	60202	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	35004	0.000	0.000	
0012...	24	AF Financial Services	24022	AF Disbursements	240208	06067	310670	210101	60200	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	10752	0.000	0.000	
001426	27	AF Information Technology Comp Serv	270701	AFH IT Client Engagemnt and Supp	270701	06067	310670	210101	60200	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	12247	0.000	0.000	
001739	67	HS School of Dental Medicine	6741	HS SODM CPD Serv Learn Ctr Reg 1	674131	06067	310670	210101	60200	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	14201	0.000	0.000	

4

Features:

1. Collapse Criteria Selection Section Arrow
2. Find / Next Function
3. Ascending / Descending Sort Arrows
4. Position Drill Down—the "underline"

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Home > Position Management > Multiple Positions Listing

|◁ < 1 of 1 > ▷| ↻ ⊖ 100% ▼ 💾▾ 🖨 📊   Find | Next

ECU EPOST
Position Budget Listing by Fiscal Year
Position Budget .::. FY = 2021 .::. Fund = 310670 .::. Org = % .::. Acct = % .::. Prog = % .::. OwnOrg = % .::. Budg Cd = 06065,06067,06069,16065,16066 .::. Position = %

Position	Owner Org L2	Owner Org L2 Desc	Owner Org L4	Owner Org L4 Desc	Owner Org	Budg Cd	Fund	Org	Acct Pool	Net Amt	Tmp Amt	Curr Yr Fut Amt	Next Yr Fut Amt Perm	Next Yr Fut Amt Temp	Rev Amt	Paid Amt	Redist Amt	Proj Amt	Avail Amt	Filled Amt	Position Status	Position Class	Net FTE	Temp FTE	Future FTE
000033	66	HS BSOM Brody School Of Medicine	6619	HS ECU Physicians Administration	661901	06067	310670	210101	60202	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	35004	0.000	0.000	0.000
001291	24	AF Financial Services	24022	AF Disbursements	240208	06067	310670	210101	60200	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	10752	0.000	0.000	0.000
001426	27	AF Information Technology Comp Serv	270701	AFH IT Client Engamnt and Supp	270701	06067	310670	210101	60200	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	12247	0.000	0.000	0.000
001739	67	HS School of Dental Medicine	6741	HS SODM CPD Serv Learn Ctr Reg 1	674131	06067	310670	210101	60200	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	14201	0.000	0.000	0.000
002025	66	HS BSOM Brody School Of Medicine	6621	HS Pharmacy	662101	06067	310670	210101	60100	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	N0066	0.000	0.000	0.000
002084	66	HS BSOM Brody School Of Medicine	6646	HS Pediatrics	664701	06067	310670	210101	60200	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	14701	0.000	0.000	0.000

1. Collapse Criteria Selection Section Arrow

The arrow indicates whether the criteria selection section has been collapsed. If the arrow points up, the criteria selection section is showing. Click the UP arrow to collapse. If the arrow points down, the criteria selection section is collapsed. Click the DOWN arrow to retrieve.

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Home > Position Management > Multiple Positions Listing

2

|◁ < 1 of 1 > ▷| ↻ ⊖ 100% 💾 🖨 📊 902688 Find | Next

ECU EPOST
Position Budget Listing by Fiscal Year
Position Budget .::. FY = 2021 .::. Fund = 310670 .::. Org = % .::. Acct = % .::. Prog = % .::. OwnOrg = % .::. Budg Cd = 06065,06067,06069,16065,16066 .::. Position = %

Position	Owner Org L2	Owner Org L2 Desc	Owner Org L4	Owner Org L4 Desc	Owner Org	Budg Cd	Fund	Org	Acct Pool	Net Amt	Tmp Amt	Curr Yr Fut Amt	Next Yr Fut Amt Perm	Next Yr Fut Amt Temp	Rev Amt	Paid Amt	Redist Amt	Proj Amt	Avail Amt	Filled Amt	Position Status	Position Class	Net FTE	Temp FTE	Future FTE
000033	66	HS BSOM Brody School Of Medicine	6619	HS ECU Physicians Administration	661901	06067	310670	210101	60202	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	35004	0.000	0.000	0.000
001291	24	AF Financial Services	24022	AF Disbursements	240208	06067	310670	210101	60200	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	10752	0.000	0.000	0.000
001426	27	AF Information Technology Comp Serv	270701	AFH IT Client Engamnt and Supp	270701	06067	310670	210101	60200	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	12247	0.000	0.000	0.000
001739	67	HS School of Dental Medicine	6741	HS SODM CPD Serv Learn Ctr Reg 1	674131	06067	310670	210101	60200	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	14201	0.000	0.000	0.000
002025	66	HS BSOM Brody School Of Medicine	6621	HS Pharmacy	662101	06067	310670	210101	60100	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	N0066	0.000	0.000	0.000
002084	66	HS BSOM Brody School Of Medicine	6646	HS Pediatrics	664701	06067	310670	210101	60200	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	14701	0.000	0.000	0.000

2. Find / Next Function

The Find function will locate any data on the report. For example, enter the position number in the cell then click on "Find". If the position number is found, it will be highlighted when displayed.

Click on "Next" to find the next location of the criteria.

|◁ < 1 of 1 > ▷| ⟳ ⊖   100%   ▾   💾▾   🖨   📊   902688 Find | Next

ECU EPOST
Position Budget Listing by Fiscal Year
Position Budget .::. FY = 2021 .::. Fund = 310670 .::. Org = % .::. Acct = % .::. Prog = % .::. OwnOrg = % .::. Budg Cd = 06065,06067,06069,16065,16066 .::. Position = %

Position	Owner Org L2	Owner Org L2 Desc	Owner Org L4	Owner Org L4 Desc	Owner Org	Budg Cd	Fund	Org	Acct Pool	Net Amt	Tmp Amt	Curr Yr Fut Amt	Next Yr Fut Amt Perm	Next Yr Fut Amt Temp	Rev Amt	Paid Amt	Redist Amt	Proj Amt	Avail Amt	Filled Amt	Position Status	Position Class	Net FTE	Temp FTE	Future FTE
901519	22	AF Human Resources	220140	AFH Classification and Compensation	220140	06067	310670	240101	60200	0	0	0	0	0	0	2,604.55	-2,604.55	0.00	0.00	0	Active	11805	0.000	0.000	0.000
901902	23	AF Mat Mngmt and Real Estate	230603	AFH Medical Stores	230603	06067	310670	210101	60200	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	11900	0.000	0.000	0.000
902688	25	AF Campus Operations	25901	AFH Campus Operations HR Only	25963C	06067	310670	210101	60200	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	16785	0.000	0.000	0.000
922073	47	SA Stdnt Involvement and Leadership	470102	SAH Student Center Operations	470102	06067	310670	210101	60100	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	N0172	0.000	0.000	0.000
931220	509	AA Vice Provost for Academic Succes	51031	AA Continuing Studies	530107	06067	310670	210101	60200	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	10422	0.000	0.000	0.000

2

2. This example shows the result of a search for position 902688. The position is highlighted in the report when it is found.

|◁ < 1 of 1 > ▷| ↻ ⟲ 100% ▾ 💾▾ 🖨 📊   Find | Next

POST
3 ion Budget Listing by Fiscal Year
Position Budget .::. FY = 2021 .::. Fund = 310670 .::. Org = % .::. Acct = % .::. Prog = % .::. OwnOrg = % .::. Budg Cd = 06065,06067,06069,16065,16066 .::. Position = %

Positio n	Owner Org L2	Owner Org L2 Desc	Owner Org L4	Owner Org L4 Desc	Owner Org	Budg Cd	Fun d	Org	Acct Pool	Net Amt	Tmp Amt	Curr Yr Fut Amt	Next Yr Fut Amt Perm	Next Yr Fut Amt Temp	Rev Amt	Paid Amt	Redist Amt	Proj Amt	Avail Amt	Filled Amt	Position Status	Position Class	Net FTE	Temp FTE	Future FTE
000033	66	HS BSOM Brody School Of Medicine	6619	HS ECU Physicians Administration	661901	06067	310670	210101	60202	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	35004	0.000	0.000	0.000
001291	24	AF Financial Services	24022	AF Disbursements	240208	06067	310670	210101	60200	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	10752	0.000	0.000	0.000
001426	27	AF Information Technology Comp Serv	270701	AFH IT Client Engamnt and Supp	270701	06067	310670	210101	60200	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	12247	0.000	0.000	0.000
001739	67	HS School of Dental Medicine	6741	HS SODM CPD Serv Learn Ctr Reg 1	674131	06067	310670	210101	60200	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	14201	0.000	0.000	0.000
002025	66	HS BSOM Brody School Of Medicine	6621	HS Pharmacy	662101	06067	310670	210101	60100	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	N0066	0.000	0.000	0.000

3. Ascending / Descending Sort Arrows

➢ Click on the up arrow to sort in ascending order.
➢ Click on the down arrow to sort in descending order.

This example shows the data in ascending order.

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Home > Position Management > Multiple Positions Listing

⏮ ◀ 1 of 1 ▶ ⏭ 100% 🔍 Find | Next

ECU EPOST
Position Budget Listing by Fiscal Year
Position Budget .::. FY = 2021 .::. Fund = 310670 .::. Org = % .::. Acct = % .::. Prog = % .::. OwnOrg = % .::. Budg Cd = 06065,06067,06069,16065,16066 .::. Position = %

Position	Owner Org L2	Owner Org L2 Desc	Owner Org L4	Owner Org L4 Desc	Owner Org	Budg Cd	Fund	Org	Acct Pool	Net Amt	Tmp Amt	Curr Yr Fut Amt	Next Yr Fut Amt Perm	Next Yr Fut Amt Temp	Rev Amt	Paid Amt	Redist Amt	Proj Amt	Avail Amt	Filled Amt	Position Status	Position Class	Net FTE	Temp FTE	Future FTE
981350	81	AT Athletics Administration	8101	AT Athletics Administration	810111	06067	310670	210101	60200	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	13601	0.000	0.000	0.000
975912	66	HS BSOM Brody School Of Medicine	6692	HS Public Health	669201	06067	310670	210101	60150	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	F0002	0.000	0.000	0.000
975075	64	HS College of Allied Health	6445	HS Al Hlth Phys Assist Studies	644501	06067	310670	210101	60150	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	F0002	0.000	0.000	0.000
957255	66	HS BSOM Brody School Of Medicine	6602	HS Academic Affairs	660205	06067	310670	210101	60200	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	10422	0.000	0.000	0.000
952883	66	HS BSOM Brody School Of Medicine	6600	HS Deans Dept	660001	06067	310670	210101	60200	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	10900	0.000	0.000	0.000
946533	71	RG Research Econ Dev Engagement	710101	RGH Rsrch Econ Dev Engagement Adm	710101	06067	310670	210101	60200	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	10900	0.000	0.000	0.000

3. This example is shown in descending order.

★ Favorites   📄 Browse   💬 Comments

Home > Position Management > Multiple Positions Listing

|◁ ◁ 1 of 1 ▷ ▷| ↻ ⊖ 100% ▽ 💾▽ 🖨 📊   Find | Next

ECU EPOST
Position Budget Listing by Fiscal Year
Position Budget .::. FY = 2021 .::. Fund = 310670 .::. Org = % .::. Acct = % .::. Prog = % .::. OwnOrg = % .::. Budg Cd = 06065,06067,06069,16065,16066 .::. Position = %

Position	Owner Org L2	Owner Org L2 Desc	Owner Org L4	Owner Org L4 Desc	Owner Org	Budg Cd	Fund	Org	Acct Pool	Net Amt	Tmp Amt	Curr Yr Fut Amt	Next Yr Fut Amt Perm	Next Yr Fut Amt Temp	Rev Amt	Paid Amt	Redist Amt	Proj Amt	Avail Amt	Filled Amt	Position Status	Position Class	Net FTE	Temp FTE	Future FTE
981350	81	AT Athletics Administration	8101	AT Athletics Administration	810111	06067	310670	210101	60200	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	13601	0.000	0.000	0.000
975912	66	HS BSOM Brody School Of Medicine	6692	HS Public Health	669201	06067	310670	210101	60150	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	F0002	0.000	0.000	0.000
975075	64	HS College of Allied Health	6445	HS Al Hlth Phys Assist Studies	644501	06067	310670	210101	60150	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	F0002	0.000	0.000	0.000
957255	66	HS BSOM Brody School Of Medicine	6602	HS Academic Affairs	660205	06067	310670	210101	60200	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	10422	0.000	0.000	0.000
952883	66	HS BSOM Brody School Of Medicine	6600	HS Deans Dept	660001	06067	310670	210101	60200	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	10900	0.000	0.000	0.000
946533	71	RG Research Econ Dev Engagement	710101	RGH Rsrch Econ Dev Engagement Adm	710101	06067	310670	210101	60200	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	Active	10900	0.000	0.000	0.000

4

4. Position Drill Down—the "underline"

The "underline" indicates that the drill down feature is available. To retrieve a detailed report on a position, click on the "position number".

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Home > Position Management > Multiple Positions Listing

|◁ ＜ 1 of 2 ? ＞ ▷| ↻ ⊖ 100% ▼ 💾 ▼ 🖨 📊 [Find | Next]

ECU EPOST
Position Budget by Posit [4] nd Fiscal Year

Position Budget .:. Position = 975912 .:. FY = 2021 .::. Status = Active .::. Title = Associate Professor .::. Class = F0002 .::. Competency Level = N/A

Owner Org	Budg Cd	Fund	Org	Acct Pool	Prog	Net Amt	Tmp Amt	Curr Yr Fut Amt	Next Yr Fut Amt Perm	Next Yr Fut Amt Temp	Rev Amt	Paid Amt	Redist Amt	Proj Amt	Avail Amt	Filled Amt	Net FTE	Temp FTE	Future FTE	Rev FTE	Comm FTE	Avail FTE
669201	16065	111104	669205	60150	0000	126,171	-24,411	0	0	0	101,760	82,798.05	-8,690.20	25,065.10	2,587.05	126,171	1.000	0.000	0.000	1.000	1.000	0.000
669201	16066	112115	660870	60150	0000	0	0	0	0	0	0	17,087.42	7,323.21	0.00	-24,410.63	0	0.000	0.000	0.000	0.000	0.000	0.000
669201	06069	213534	591501	60150	0000	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0	0.000	0.000	0.000	0.000	0.000	0.000
669201	06069	213652	669201	60150	0000	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0	0.000	0.000	0.000	0.000	0.000	0.000
669201	06069	216845	669201	60150	0000	5,858	0	0	0	0	5,858	0.00	1,366.99	1,220.55	3,270.46	0	0.050	0.000	0.000	0.050	0.000	0.050
669201	06067	310670	210101	60150	0000	0	250	0	0	0	250	0.00	0.00	0.00	250.00	0	0.000	0.000	0.000	0.000	0.000	0.000
669201	06065	314319	669201	60150	0000	4,475	0	0	0	0	4,475	0.00	0.00	0.00	4,475.00	0	0.000	0.000	0.000	0.000	0.000	0.000

4. This is an example of the report that is available using the Position Drill Down feature.

NOTE: To return to the prior report click on the back button.

East Carolina University's Business Intelligence ⚙ ↓ ? Fanning, Laura Beth

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Home > Position Management > EPOST History Single EOM Oct 2009 to current

FY (YYYY): `<Select a Value>` ▾   Fiscal Period: [   ] ▾ | View Report |

Position (######): [   ]

EPOST History Single EOM Oct 2009 to current Criteria Page

Position and Fiscal Year are REQUIRED.

East Carolina University's Business Intelligence ⚙ ↓ ? Fanning, Laura Beth

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Home > Position Management > EPOST History Single EOM Oct 2009 to current

FY (YYYY): 2015 ⌄   Fiscal Period: 12 ⌄   View Report
Position (######): 929600

Example:

To retrieve information for Position 929600 for Fiscal Year 2007
Enter the following criteria:

    Position: 929600
    Fiscal Year: 2015

Click on VIEW REPORT

East Carolina University's Business Intelligence Center

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Home > Position Management > EPOST History Single EOM Oct 2009 to current

FY (YYYY): 2015   Fiscal Period: 12
Position (######): 929600

|◁ ◁ 1 of 2 ? ▷ ▷| ⟳   ←   100%   💾   🖨   📊   Find | Next

ECU Position Management
End of Month Position Budget by Position and Fiscal Year

Position Budget .::. Position = 929600 .::. FY = 2015 .::. Status = Cancelled .::. Title = Teaching Instructor .::. Class = F0009

Owner Org	Budg Cd	Fund	Org	Acct Pool	Net Amt	Tmp Amt	Future Amt	Rev Amt	Paid Amt	Redist Amt	Proj Amt	Avail Amt	Filled Amt	Net FTE	Temp FTE	Future FTE	Rev FTE	Comm FTE	Avail FTE
511101	16065	111101	511103	60150	0	0	0	0	0.00	650,079.60	0.00	-650,079.60	0	0.000	0.000	0.000	0.000	0.000	0.000
511101	16065	111101	51	60150	21,547	79,456	0	101,003	16,289.04	0.00	0.00	84,713.96	13,000	0.696	0.000	0.000	0.696	0.000	0.696

Projected Pay .::. Position = 929600 .::. FY = 2015

Name	ECU Id	Budg Cd	Acct Pool	Fund	Org	Acct	Earn Code	Ann Salary	Semi Amount	FTE	RPP	Proj Pay	Start Date	End Date
▓▓▓		16065	60150	111101	51	60150	200	3,000	125.00	0.000	0	0.00	7/1/2014	6/30/2015
		16065	60150	111101	51	60150	200	10,000	416.66	0.000	0	0.00	7/1/2014	6/30/2015

Example of **EPOST History Single** Report

				Pool	Cd		P		Cd	Reference Number
929600	16065		111101	51	60150	-9,426	0	P	8/16/2015	68609
929600	16065		111101	51	60150	7,669	0	P	7/2/2015	67554
929600	16065		111101	51	60150	-4,000	0	P	8/19/2015	68563
929600	16065		111101	51	60150	97	0	P	7/1/2015	67459
929600	16065		111101	51	60150	-4,000	0	P	8/19/2015	68558
929600	16065		111101	51	60150	-6,000	0	P	8/19/2015	68576
929600	16065		111101	51	60150	19,313	0	P	7/2/2015	67567
929600	16065		111101	51	60150	-4,000	0	P	8/19/2015	68562
929600	16065		111101	51	60150	3,000	0	P	7/2/2015	67557
929600	16065		111101	51	60150	0	-0.14	P	12/16/2015	73162
929600	16065		111101	51	60150	743	0	P	7/2/2015	67573
929600	16065		111101	51	60150	75,000	0	P	7/1/2015	66439
929600	16065		111101	51	60150	3,000	0	P	7/2/2015	67571

These reports are EXAMPLES ONLY. The information provided within these EXAMPLES may not be completely accurate as it is based on Banner TEST information.

The "Export" feature allows the user to export the report to a spreadsheet or other file format for user manipulation.

Click on the drop down arrow to "Select a Format" from the list provide.

Excel will be used for the following example.

New Subscription

| ◄ ◄ 1 of 1 ► ►| | 100% ▼ | | Find | Next | Excel ▼ | Export | ↻ | 🖨 |

ECU Position Management
Position Budget by Position and Fiscal Year
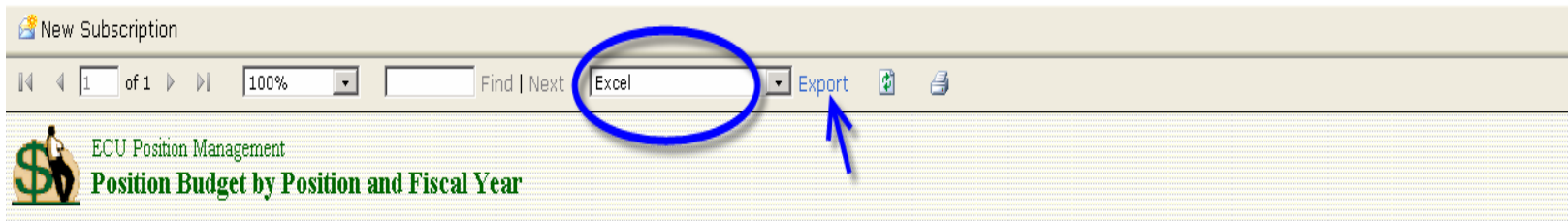
Example: Excel has been selected as the desired format for the export.

Click on EXPORT.

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Home > Position Management > EPOST History Single EOM Oct 2009 to current

FY (YYYY):   2015   Fiscal Period: 12   View Report

Position (######): 929600

|◁ ◁ 1 of 2 ? ▷ ▷| ↻   ⊖   100%   💾   🖨   📊

ECU Position Management
End of Month Position Budget by Position and Fiscal Year

Position Budget .::. Position = 929600 .::. FY = 2015

Owner Org	Budg Cd	Fund	Org	Acct Pool	Net Amt	Tn			Class =
511101	16065	111101	511103	60150	0		.00	-650,
511101	16065	111101	51	60150	21,547		.00	84,

Projected Pay .::. Position = 929600 .::. FY = 2015

Name	ECU Id	Budg Cd	Acct Pool		RPP
Hickner, Robert C.	B00006354	16065	60150	00	0
West, Terry L.	B00007248	16065	60150	00	0

Next Fiscal Year Position Changes .::. Position = 92

Position	Budg Cd	Fund	Org	Acct Pool	Budg Amt changed	FTE change	Request Type	Eff
929600	16065	111101	51	60150	-9,426	0	P	
929600	16065	111101	51	60150	7,669	0	P	
929600	16065	111101	51	60150	-4,000	0	P	
929600	16065	111101	51	60150	97	0	P	
929600	16065	111101	51	60150	-4,000	0	P	
929600	16065	111101	51	60150	-6,000	0	P	
929600	16065	111101	51	60150	19,313	0	P	

Dialog box:

Opening EPOST History Single EOM Oct 2009 to current.xlsx   ✕

You have chosen to open:

📊 **EPOST History Single EOM Oct 2009 to current.xlsx**
    which is: Microsoft Excel Worksheet
    from: https://ecubic.ecu.edu

What should Firefox do with this file?

◉ Open with   Excel (default)   ▼
○ Save File

☐ Do this automatically for files like this from now on.

OK   Cancel

The result of clicking on EXPORT is the display of a file download box.

Click on "Ok".

ECU Position Management

End of Month Position Budget by Position and Fiscal Year

Position Budget .::. Position = 929600 .::. FY = 2015 .::. Status = Cancelled .::. Title = Teaching Instructor .::. Class = F0009

Owner Org	Budg Cd	Fund	Org	Acct Pool	Net Amt	Tmp Amt	Future Amt	Rev Amt	Paid Amt	Redist Amt	Proj Amt	Avail Amt	Filled Amt	Net FTE	Temp FTE	Future FTE	Rev FTE	Comm FTE	Avail FTE
511101	16065	111101	511103	60150	0	0	0	0	0.00	650,079.60	0.00	-650,079.60	0	0.000	0.000	0.000	0.000	0.000	0.000
511101	16065	111101	51	60150	21,547	79,456	0	101,003	16,289.04	0.00	0.00	84,713.96	13,000	0.696	0.000	0.000	0.696	0.000	0.696

Projected Pay .::. Position = 929600 .::. FY = 2015

Name	ECU Id	Budg Cd	Acct Pool	Fund	Org	Acct	Earn	Ann Salary	Semi	FTE	RPP	Proj Pay	Start Date	End Date
███████		16065	60150	111101	51	60150	200	3,000	125.00	0.000	0	0.00	7/1/2014	6/30/2015
███████		16065	60150	111101	51	60150	200	10,000	416.66	0.000	0	0.00	7/1/2014	6/30/2015

Next Fiscal Year Position Changes .::. Position = 929600 .::. FY = 2016

Position	Budg Cd	Fund	Org	Acct Pool	Budg Amt Changed	FTE Change	Request Type	Effective Date	Reference Number
929600	16065	111101	51	60150	-9,426	0	P	8/16/2015	68609
929600	16065	111101	51	60150	7,669	0	P	7/2/2015	67554
929600	16065	111101	51	60150	-4,000	0	P	8/19/2015	68563
929600	16065	111101	51	60150	97	0	P	7/1/2015	67459
929600	16065	111101	51	60150	-4,000	0	P	8/19/2015	68558
929600	16065	111101	51	60150	-6,000	0	P	8/19/2015	68576
929600	16065	111101	51	60150	19,313	0	P	7/2/2015	67567
929600	16065	111101	51	60150	-4,000	0	P	8/19/2015	68562
929600	16065	111101	51	60150	3,000	0	P	7/2/2015	67557
929600	16065	111101	51	60150	0	-0.14	P	12/16/2015	73162
929600	16065	111101	51	60150	743	0	P	7/2/2015	67573
929600	16065	111101	51	60150	75,000	0	P	7/1/2015	66439
929600	16065	111101	51	60150	3,000	0	P	7/2/2015	67571
929600	16065	111101	51	60150	2,000	0	P	7/2/2015	67575
929600	16065	111101	51	60150	3,000	0	P	7/2/2015	67559
929600	16065	111101	51	60150	83,147	0	P	7/2/2015	67574
929600	16065	111101	51	60150	29,625	0	P	8/18/2015	74382
929600	16065	111101	51	60150	-6,000	0	P	8/19/2015	68572
929600	16065	111101	51	60150	-2,000	0	P	7/1/2015	67013
929600	16065	111101	51	60150	-4,000	0	P	8/19/2015	68546
929600	16065	111101	51	60150	-6,000	0	P	8/19/2015	68565

EPOST History Single EOM Oct 20

The result of clicking OPEN in the "Download File" box is the report being exported to the selected file format.

This example shows the information in an Excel spreadsheet.

Tips:

1. These reports provide detailed position information. Please pay attention to the AVAILABLE balance column. If this column shows a negative amount it indicates that there is insufficient BUDGET in the POSITION to cover the fiscal year expenses associated with that position.

   Depending on the FUNDING source this may need to be CORRECTED.

2. The position drill down feature remains available after the **Multiple Positions Listing** report has been exported to Excel.

3. In the **Multiple Positions Listing** report, each field has an interactive sort feature. This means any of the fields can be sorted by clicking the up-down arrows in the column header.