

# TeamBudget

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## Validating Positions

Training Handout

Version 1.1

# TeamBudget – Validating Positions

## TRAINING HANDOUT

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# TeamBudget – Validating Positions

## REPORTS

### GENERAL REMINDERS:

*See the TeamBudget Basics handout for details on how to open a report.*

*During the Department Requested phase, select “No” for the report parameter “Include Department Submit.”*

*Position Reports only show costs that are generated by TeamBudget. If you have manually added costs for a position, you will not see the costs in the reports below (instead, use Exp/Rev Detail for Excel – Current State).*

- Position List** – Use this report to verify that position information is correct and all positions to be included in the budget have been allocated.  
*Shows every position that is in TeamBudget for the selected parameters, with information about whether – and where – the position is allocated in the department’s budget.*
- From the Report Center, click “Run Report.” This will open a new screen or tab with parameters to select and may run the report for a default set of parameters.
  - Adjust the parameters if desired and click “View Report.”

Budget Year: 2015 Position Type: Existing, Existing - Change FTE, Existing - Change Description

Department: 1050 - Commission on Children, Families, & Community

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**Position List**  
Budget Year: 2015

Position Status	Position Number	Start Date	End Date	Position FTE	JCN	JCN Description	Employee	Position Allocations	60000	60130	60140
Existing	790001	7/1/2014		1.00	6063	Project Manager	CCFCEmployee Name16 (29016)	Not Allocated	73,686	24,427	19,310
	790002	7/1/2014		1.00	6001	Office Assistant 2	CCFCEmployee Name8 (29008)	10502-15, Department Requested, 19100-00-1234, 100%	33,237	11,018	16,479
	790003	7/1/2014		1.00	6000	Office Assistant 1	CCFCEmployee Name0 (29000)	10500-15, Department Requested, TRNGWBS1, 100%	27,974	9,273	16,110
	790004	7/1/2014		1.00	6001	Office Assistant 2	CCFCEmployee Name7 (29007)	Not Allocated	39,676	13,153	16,929
	790005	7/1/2014		1.00	6000	Office Assistant 1	CCFCEmployee Name5 (29005)	10502-15, Department Requested, 19100-00-1234, 100%	33,237	11,590	16,479

**Tip: Export the list to Excel and filter by the Position Allocations column to see just the non-allocated positions. Remember that any position not allocated is considered eliminated.**

Budget Year: 2015

**Position List**  
Budget Year: 2015

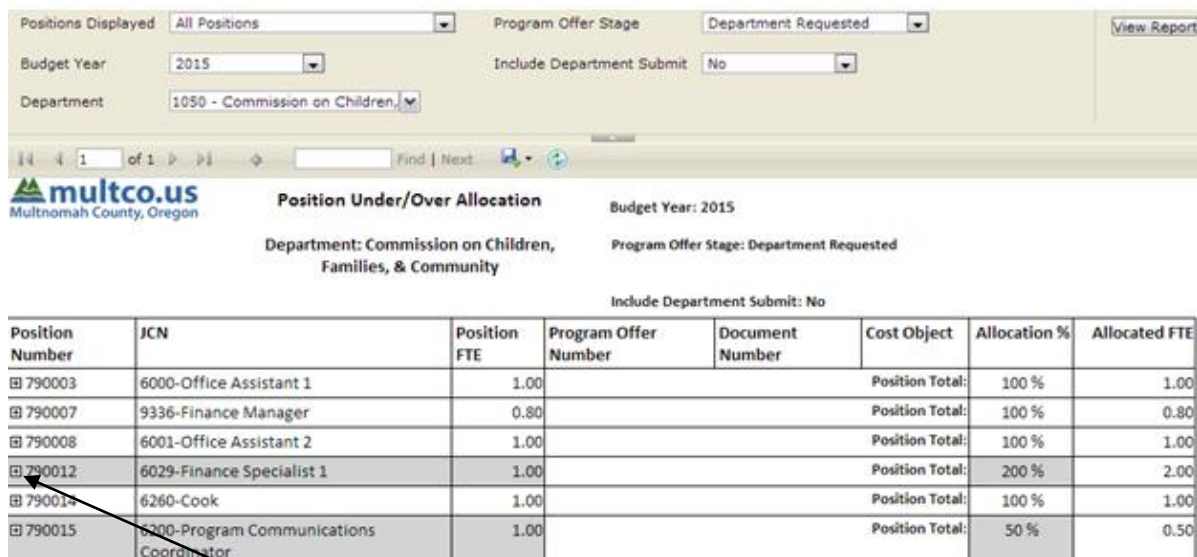
Position Status	Position	Start Date	End Date	Position FTE	JCN	JCN Description	Employee	Position Allocations	60000	60130	60140
Existing	790001	7/1/2014		1.00	6063	Project Manager	CCFCEmployee Name16 (29016)	Not Allocated	73,686	24,427	19,310
	790004	7/1/2014		1.00	6001	Office Assistant 2	CCFCEmployee Name7 (29007)	Not Allocated	39,676	13,153	16,929
	790009	7/1/2014		1.00	6063	Project Manager	CCFCEmployee Name14 (29014)	Not Allocated	70,485	23,366	19,086

## TeamBudget – Validating Positions

- **Position Under/Over Allocation** – Use this report to verify that all positions to be included in the budget are 100% allocated (no partial or extra allocations are allowed).

*Shows all positions allocated to program offers, and highlights positions with allocation over or under 100%.*

1. From the Report Center, click “Run Report.” This will open a new screen or tab with parameters to select and may run the report for a default set of parameters.
2. Adjust the parameters if desired and click “View Report.”

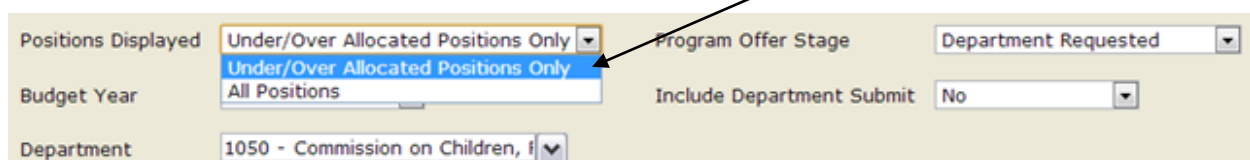


Position Number	JCN	Position FTE	Program Offer Number	Document Number	Cost Object	Allocation %	Allocated FTE
790003	6000-Office Assistant 1	1.00			Position Total:	100 %	1.00
790007	9336-Finance Manager	0.80			Position Total:	100 %	0.80
790008	6001-Office Assistant 2	1.00			Position Total:	100 %	1.00
790012	6029-Finance Specialist 1	1.00			Position Total:	200 %	2.00
790014	6260-Cook	1.00			Position Total:	100 %	1.00
790015	6200-Program Communications Coordinator	1.00			Position Total:	50 %	0.50

3. Click on the plus sign in rows highlighted in grey to see details regarding under- or over-allocation of positions. In the example below, the expanded details indicate that position 790012 was allocated 100% in program offer 10500 and 100% in program offer 10505.

790012	6029-Finance Specialist 1	1.00	10500-15	10500-15	190001	100 %	1.00
			10505-15	10505-15	9TRAINING.222	100 %	1.00
			Position Total:			200 %	2.00

**Note:** you can also run this report with the parameter “Under/Over Allocated Positions Only.”



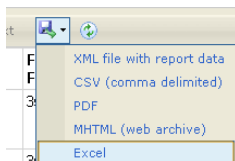
## TeamBudget – Validating Positions

- **Position Allocations by Program Offer for Excel – Current State –**  
Use this report to conduct *ad hoc* queries related to positions.  
*Shows positions by cost object, cost element, and fund for each program offer.*

1. From the Report Center, click “Run Report.” This will open a new screen or tab with parameters to select and may run the report for a default set of parameters.

Budget Year	2015	Program Offer Stage	Department Requested	<a href="#">View Report</a>
Department	1050 - Commission on Children,	In/Out of Target	Not Specified, In Target, Out of	
Four Digit Fund	1000 - General Fund, 1500 - Sta	Include Department Submit	No	
Program Offer	10500-15 - Trainer's Demo Prog			

2. Adjust the parameters if desired and click “View Report.”
3. Click on the floppy disc icon ( ) and select “Excel” to export the data



4. In the exported Excel file, the first sheet provides summary information about the report.

	A	B
1		
2		Position Allocations by Program Offer for Excel - Current State
3		
4		Budget Year: 2015
5		Department(s): All
6		Four Digit Fund(s): All
7		Program Offer(s): All
8		Program Offer Stage: Department Requested
9		In/Out of Target: All
10		Include Department Submit: No
11		
12		11/13/2013 8:40:46 PM
13		
14		
15		
16		
17		

5. Click on the second sheet to see the data. Notice that the row associated with a position’s base wage cost element will include the allocated FTE.

	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
	Position Number	JCN	JCN Description	Position FTE	Employee	Four Digit Fund	Four Digit Fund Name	Five Digit Fund	Five Digit Fund Name	Cost Object	Cost Object Name	Cost Element	Cost Element Name	Total	Allocated FTE
1	790003	6000	Office Assistant 1	1.00	CCFCEmployee Name0 (29000)	1505	Fed/State Fund	29991	Training Example 1	TRNGWBS1	TrainingWBS_1	60000	Permanent	\$27,974	1.00
2	790003	6000	Office Assistant 1		CCFCEmployee Name0 (29000)	1505	Fed/State Fund	29991	Training Example 1	TRNGWBS1	TrainingWBS_1	60130	Salary Related Exps	\$9,273	
3	790003	6000	Office Assistant 1		CCFCEmployee Name0 (29000)	1505	Fed/State Fund	29991	Training Example 1	TRNGWBS1	TrainingWBS_1	60140	Insurance Benefits	\$16,110	
4															