



# SUMMARY POSITIONS BY FUNDING SOURCE

**BOBJ**

REPORT DESCRIPTION B0149-1 | WEB INTELLIGENCE

## Report Description

The B0149-1 Summary Positions by Funding Source report shows a summary of positions, Full Time Equivalent (FTE) counts, employee, and budgeted salary by application of fund, funding source, fund, application of funds, NCAS account and cost center.

## Report Location

OM: Position Budget Data

## Report Uses

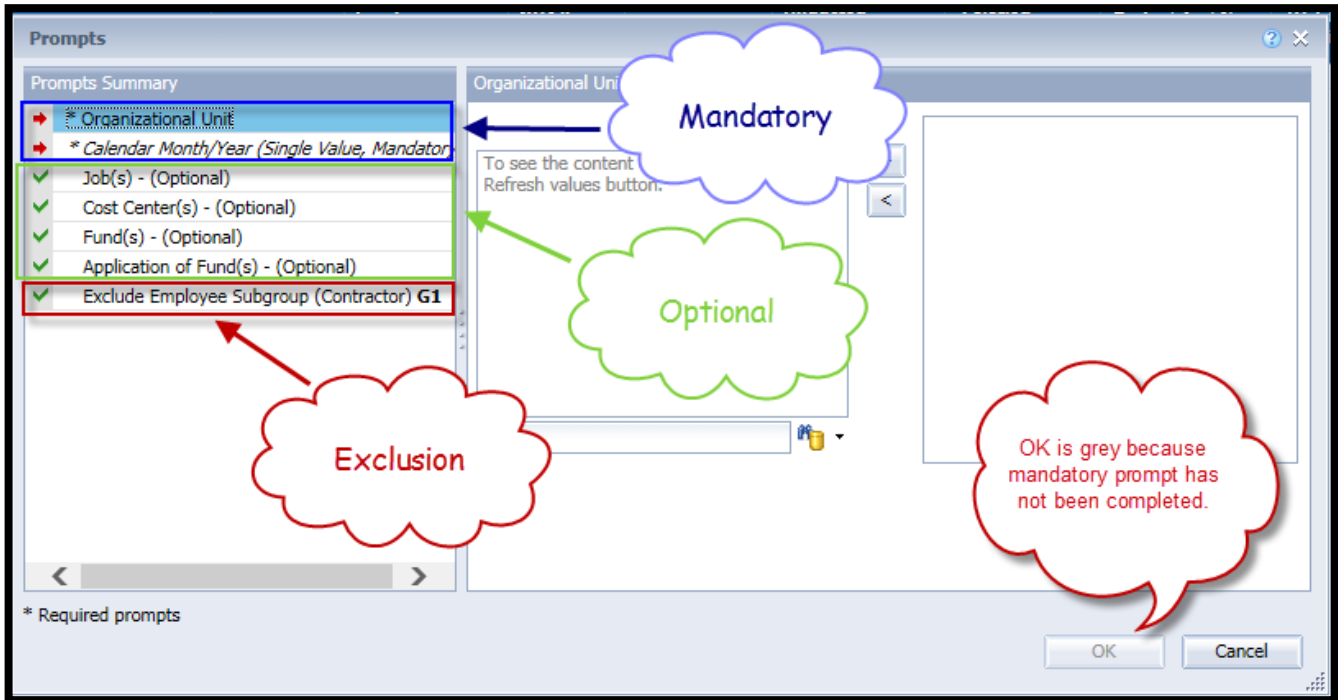
- This report can be used to view the cost of salaries, position, and FTE counts allocated by funding source for specified organizational unit(s), so it can be used for budgetary funding planning for positions within organizational units.
- This report can be used to compare the sum of the employee's annual salaries with the budgeted salaries of the positions within the org unit(s) specified.

## Quick Links

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### How to generate this report

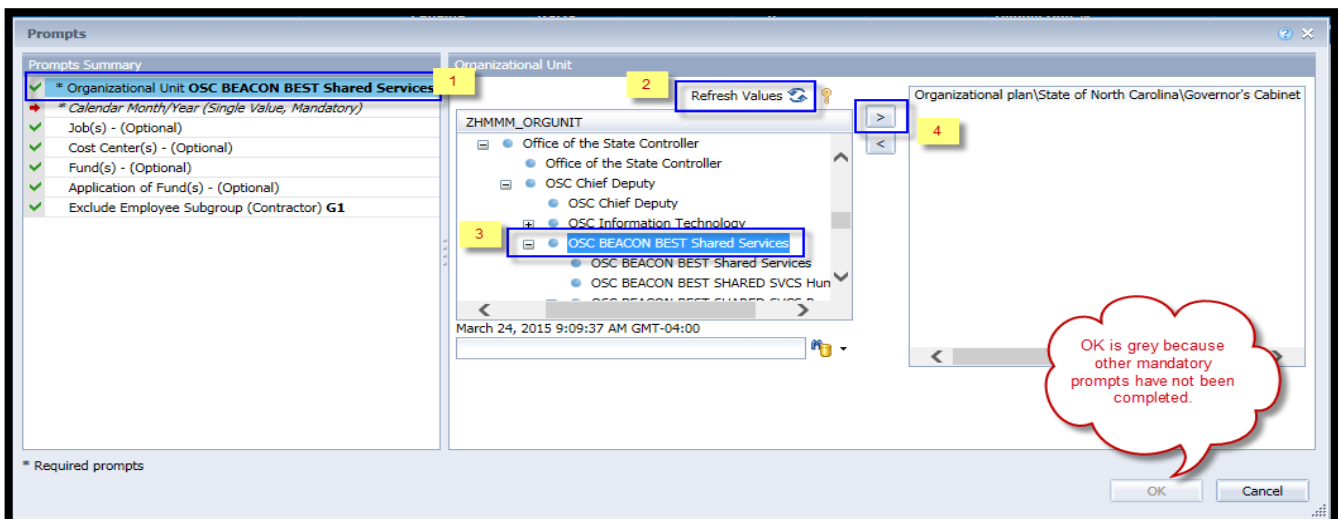
This report has two mandatory prompts, four optional prompts and one exclusion prompt.



### Mandatory Prompts

Mandatory prompts have a red asterisk indicator (\*) on the left side of the prompts. When a valid value(s) is entered, this indicator will turn into a green check mark (✓).

- ➔ **\*Organizational Unit** – To select data for this prompt:
  - Make sure the “Organizational Unit” is selected (1).
  - Click the “Refresh Values” icon to see the list of Org Units (2).
  - Navigate down to select the desired OrgUnit (3).
  - Click the right arrow to add it to the selection box (4).



→ \*Calendar Month/year – To select data for this prompt:

- Make sure the Calendar Month(s)/Years prompt is selected (1).
- Click on “Refresh Values” (2).
- Narrow down the date selection by clicking in the search box, enter the wildcard \*YYYY format, and press the enter key (3).
- Select the date in your range (4).
- Click the right arrow button (5).
- If no other prompts are required, click the “OK” button to run the report.

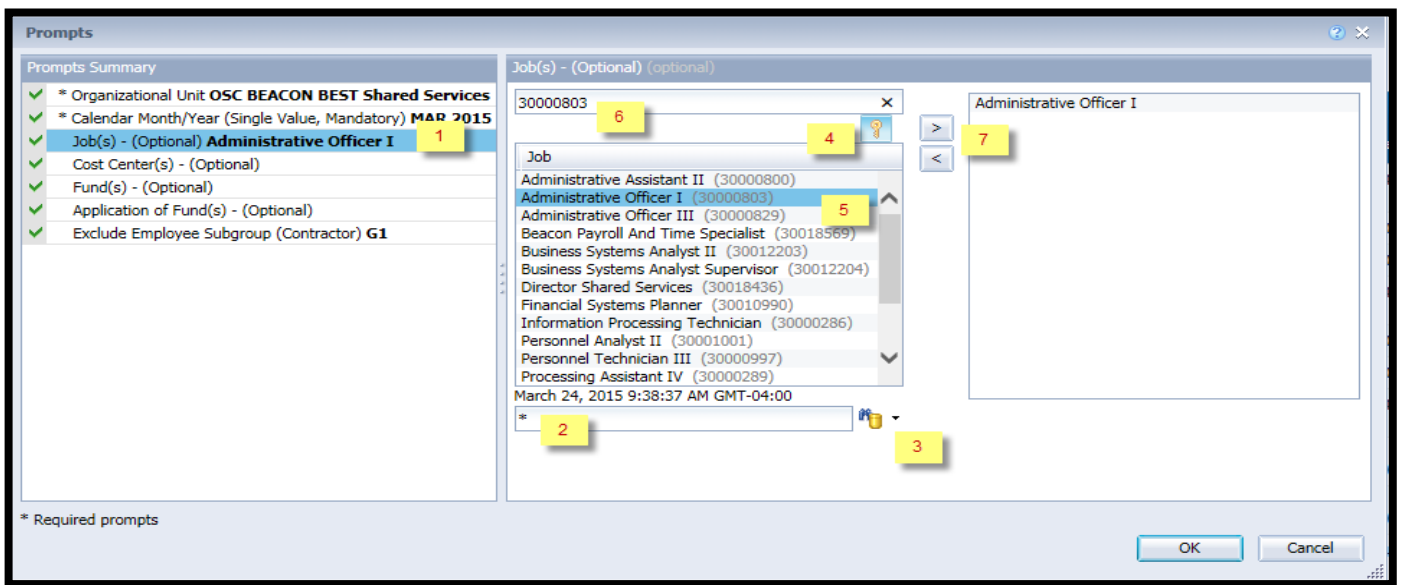
The screenshot shows the 'Prompts' dialog box with the following elements:

- Prompts Summary:** A list of prompts with checkmarks. The selected prompt is '\* Calendar Month/Year (Single Value, Mandatory) MAR 2015'.
- Calendar Month/Year (Single Value, Mandatory):** A search box containing 'MAR 2015'.
- ZCMSM\_CALMONTH:** A list of months from JAN 2015 to JUN 2015. 'MAR 2015' is selected and highlighted in blue.
- Search Box:** A search box containing '\*2015'.
- Timestamp:** 'March 24, 2015 9:17:48 AM GMT-04:00'.
- Buttons:** 'Refresh Values', 'OK', and 'Cancel'.

**Optional Prompts**

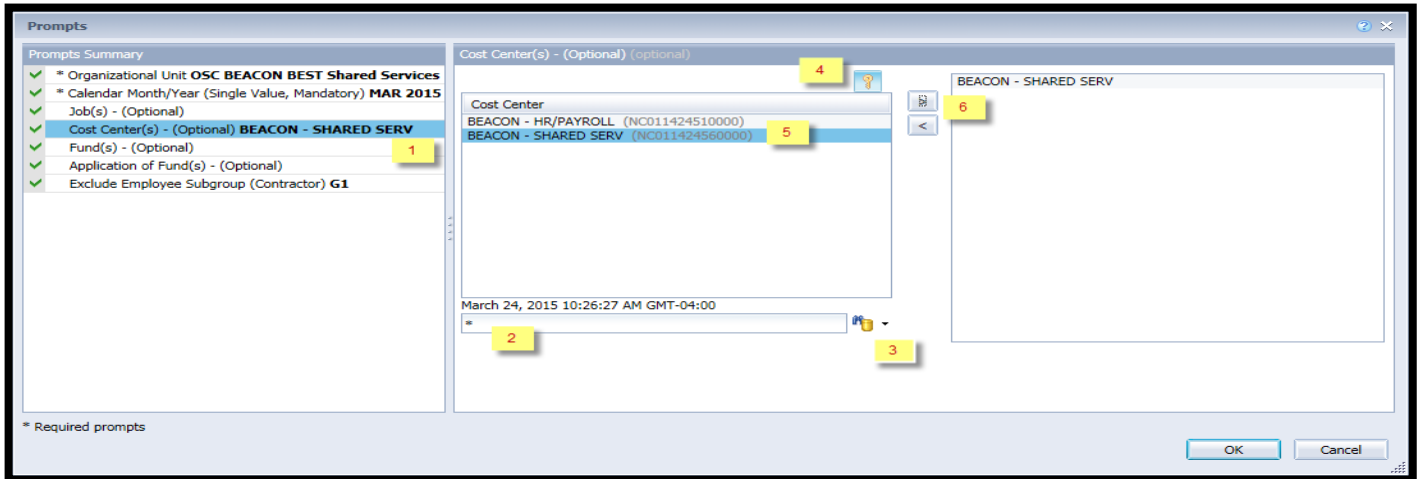
Optional prompts are indicated with a green check mark (✓) but are not pre-filled or required. They are used to assist with limiting the amount of data that is retrieved into the body of the report. The optional prompts on this report are:

- ✓ **Job(s) – (Optional)** – To select data for this prompt:
  - Make sure the “Job(s) – (Optional)” prompt is selected (1).
  - Type the wildcard \* in the search box (2).
  - Click the search icon (3).
  - Click the key symbol to view the job key (4).
  - Select the Job that is required (5).
  - OR, if you know the Job key or Job Name already, then you can enter directly in (6).
  - Click the right arrow to add to the selection screen (7).



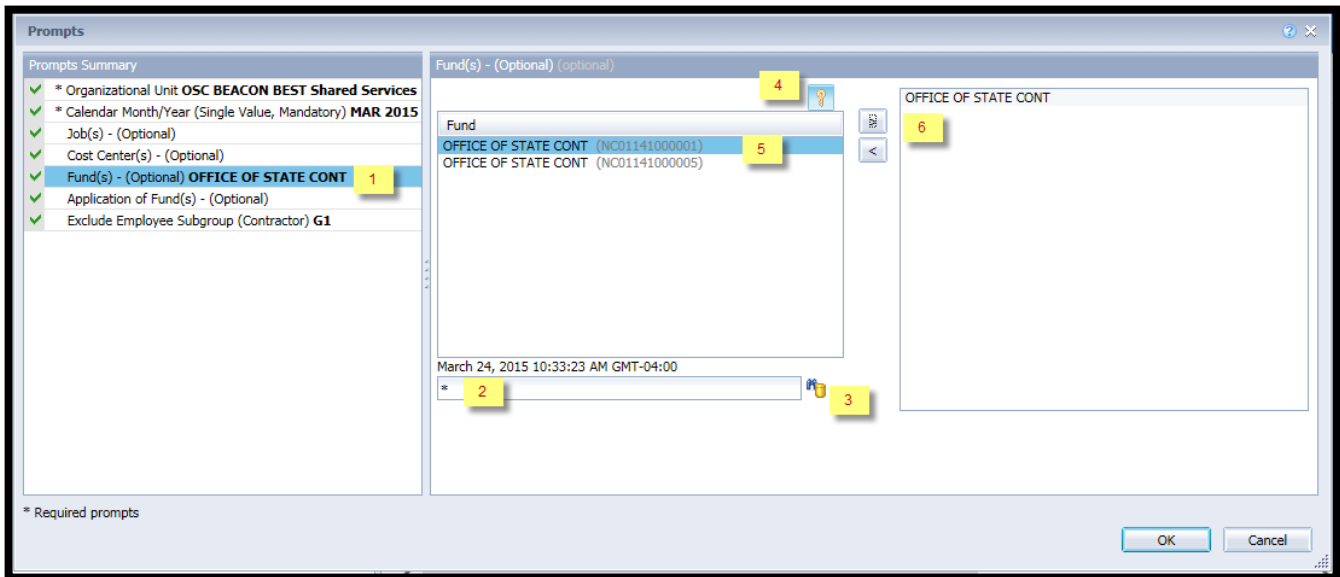
✓ **Cost Center(s) – (Optional) – To select data for this prompt:**

- Make sure you have selected the “Cost Center(s) – (Optional)” (1).
- Enter \* wildcard in the search box (2).
- Click the search icon (3).
- Click the key symbol to display the Cost Center with the name and key (4).
- Select the cost center entry (5).
- Click the right arrow to add the cost center to the selection box (6).



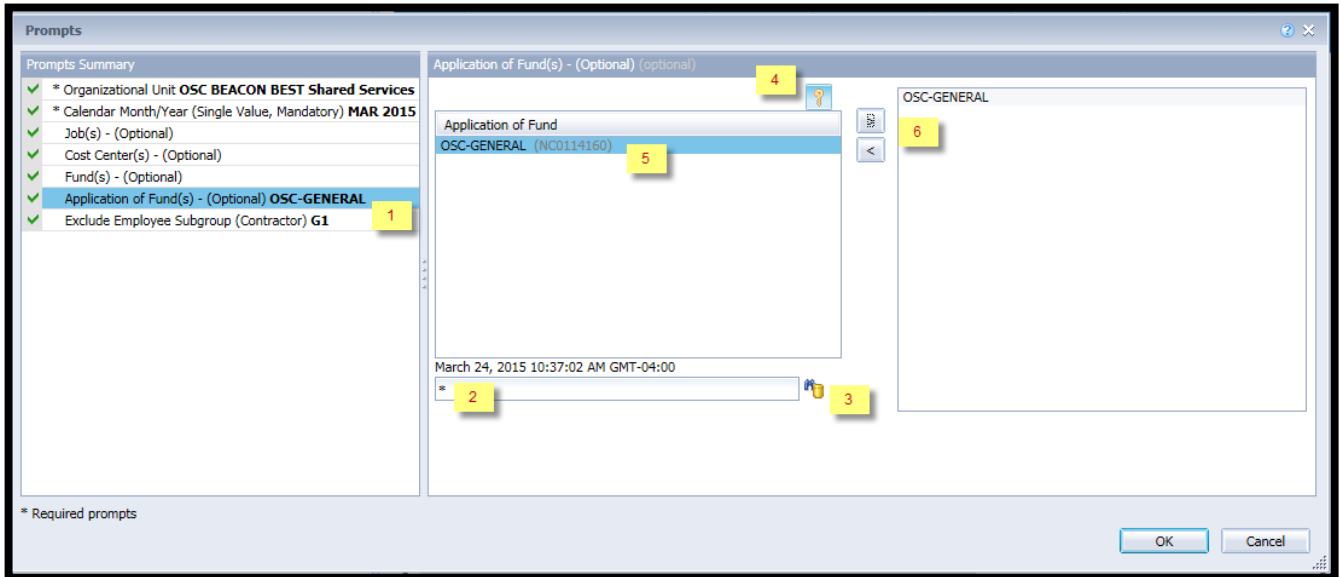
✓ **Fund(s) – (Optional). – To select data for this prompt:**

- Make sure you have selected the “Fund(s) – (Optional).” (1).
- Enter \* wildcard in the search box (2).
- Click the search icon (3).
- Click the key symbol to display the Fund with the name and key (4).
- Select the Fund (5).
- Click the right arrow to add the Fund to the selection box (6).



✓ **Application of Fund(s) – (Optional).** – To select data for this prompt:

- Make sure to select the “Application of Fund(s) – (Optional)” (1).
- Enter \* wildcard in the search box (2).
- Click the search icon (3).
- Click the key symbol to display the Application of Fund with the name and key (4).
- Select the Application of Fund (5).
- Click the right arrow to add the Application of Fund to the selection box (6).



## Exclusion Prompts

Exclusion prompts are also indicated with a green check mark (✓) but are generally prefilled with a specific set of data values. They are provided as a way to exclude specified data by default while allowing customers the flexibility of changing them when necessary. Any rows containing data values listed in the exclusion selection box will not be fetched into the report.

- ✓ **Exclude Employee Subgroup (Contractors) G1** – To remove this exclusion:
  - Make sure the Exclude Employee Subgroup prompt is selected (1).
  - Select G1 in the selection box (2).
  - Click the left arrow (3).

The screenshot shows a software interface titled "Prompts". On the left, a "Prompts Summary" list includes several items with green checkmarks:
 

- \* Organizational Unit **OSC BEACON BEST Shared Services**
- \* Calendar Month/Year (Single Value, Mandatory) **MAR 2015**
- Job(s) - (Optional)
- Cost Center(s) - (Optional)
- Fund(s) - (Optional)
- Application of Fund(s) - (Optional) **OSC-GENERAL**
- Exclude Employee Subgroup (Contractor) G1** (highlighted with a yellow box labeled '1')

The main area of the dialog is titled "Exclude Employee Subgroup (Contractor) (optional)". It contains a text box with the text "Type values here" and a search instruction: "Use search criteria to retrieve values. The search is case sensitive. Here are examples of search criteria: Search = a^ -> retrieves all values starting by "a". Search = \*a -> retrieves all values finishing by "a". Search = a\*a -> retrieves all values starting and finishing by "a". Search = a\*a\* -> retrieves all values starting by "a" and containing one more "a".". To the right of this text box is a search input field containing the value "G1" (highlighted with a yellow box labeled '2'). Below the input field are two arrow buttons: a right-pointing arrow (highlighted with a yellow box labeled '3') and a left-pointing arrow.

At the bottom left of the dialog, it says "\* Required prompts". At the bottom right, there are "OK" and "Cancel" buttons.

**Initial Layout**

The report is generated with a summary of position and FTE counts, along with employee salary and budgeted salary totals for each funding area within application of fund, funding source, NCAS Account and cost center. This is a sample row from the report, which shows the columns available on the base report:

**B0149-1: Summary Positions by Funding Source as of SEP 2023**

Execution Date: 9/28/23

Applicn of Fund	Application of Fund	Fund	Funding Source	NCAS Account	NCFS Account	Financial Key	Cost Center	Budgeted Amount	Salaried Amount
12345	OSC-GENERAL	123456789	Federal	222222	24566666	12345678900000222222222222	1111111111	21,007.00	21,006.80
12345	OSC-GENERAL	123456789	Federal	333333	12355555	22222222200000003333	2222222222	18,940.00	0.00
<b>Total</b>								<b>39,947.00</b>	<b>21,006.80</b>

*Report detail continued:*

Difference Budget Amt & Salary Amt	PT FTE Positions	FT FTE Positions	Total FTE Positions
0.20		0.400	0.400
18,940.00		0.330	0.330
<b>18,940.20</b>		<b>0.730</b>	<b>0.730</b>



### Available Objects

This is a list of the available objects that can be added to the report, once in Design mode:

- [-] B0149-1: Summary Positions by Funding Sourc
  - + Addl. Center Ref.
  - + Address Line 1
  - + Application of Fund
  - + Budget Funding Source (OSBM)
  - + Business area
  - + Cal Mth/Yr
  - + Controlling area
  - + Cost Center
  - + Cost Center Category
  - + Country
  - + Employee
  - + Employee's Name
  - + Employee Group
  - + Employee Subgroup
  - + FCTR Cat
  - + FCTR Ref
  - + Financial Key
  - + FM area
  - + Fund
  - + Funding Source
  - + Fund Type
  - + Job
  - + Job Branch
  - + Job Country
  - + Job ESG CAP
  - + Job Family
  - + Job Pay Area
  - + Job Pay Group
  - + Job Pay Level
  - + Job Pay Type
  - + NCAS Account
  - + NCFS Account
  - + NCFS Agency
  - + NCFS Agency Program
  - + NCFS AMU
  - + NCFS Budget Code
  - + NCFS Budget Fund
  - + NCFS Funding Source
  - + NCFS Interfund
  - + NCFS Project
  - + NCFS User Define 1
  - + NCFS User Define 2
  - + NCFS User Define 3
- + Order
- + Org Unit
- + PMIS 15-Digit Positi
- + Pos City
- + Pos Country
- + Pos County
- + Pos ESG CAP
- + Position
- + Position End Date
- + Position Start Date
- + Pos Pay Area
- + Pos Pay Group
- + Pos Pay Level
- + Pos Pay Type
- + Pos Personnel Area
- + Reference SAP Pos
- + SAP GL Account
- + SFCTR Ref
- + State
- + Statutory Exemption Type
- + Supervising Position
- + Vacancy Status
- + Valid From
- + Valid To
- + Budget Amt per Emp
- + Emp Salary per Fund
- + FT FTE Positions
- + Fund %
- + Number of Positions
- + Position FTE
- + PT FTE Positions
- [-] Variables
  - + Prompt Response Application of Fund
  - + Prompt Response Calendar Month/Year
  - + Prompt Response Cost Center
  - + Prompt Response Exclude Employee Subgroup
  - + Prompt Response Fund
  - + Prompt Response Job
  - + Prompt Response Organizational Unit
  - + DOT NCFS AMU
  - + DOT NCFS Budget Fund
  - + Difference Budget Amt & Salary Amt
- [-] References

**Special Report Considerations/Features**

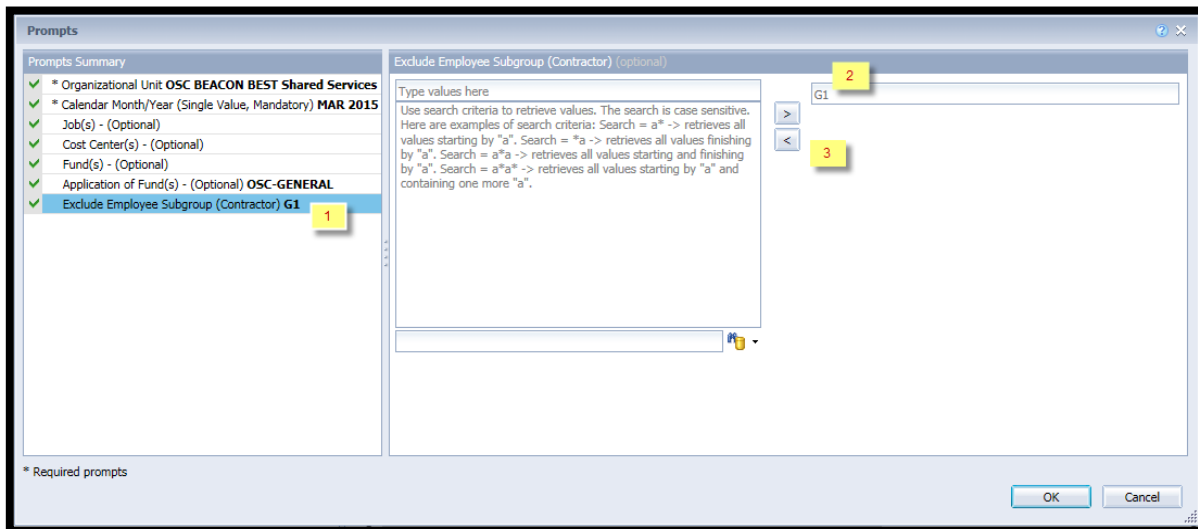
- Vacant positions are identified by having no employee assigned to the position as of Calendar Month/Year. Calendar Month/Year for previous months is represented as the last day of the month (i.e., Jan 2014 equals Jan 31, 2014). If the current month/year is selected, then the actual date is current date minus one day.
- FTE calculations for positions are based on the employee subgroups.
  - The position is considered a full-time position if it belongs to one of the following employee subgroups:

FT N-FLSAOT Perm Dir	FT N-FLSAOT Prob	N/A EPA Gov's Staff	FT S-FLSA TL 115C
FT N-FLSAOT TL Dir	FT N-FLSAOT TL	N/A EPA Sal Gov&ABC	FT S-FLSATLProb 115C
FT N-FLSAOT Temp Dir	FT N-FLSAOT TL Prob	N/A EPA Pol-MkingGov	FT N-FLSAOT Perm SC
FT N-FLSAOT Perm JB1	FT N-FLSAOT Student	N/A EPA StatutoryPos	FT N-FLSAOT TL SC
FT N-FLSAOT TL JB1	FT N-FLSAOT Intermit	N/A EPA Pos Gov	FT N-FLSAOT Temp SC
FT N-FLSAOT Temp JB1	FT S-FLSAOT Perm	N/A EPA PM Conf Asst	FT N-FLSAOT Perm CJP
FT N-FLSAOT Perm JB2	FT S-FLSAOT Prob	N/A EPA PM Conf Sec	FT N-FLSAOT TL CJP
FT N-FLSAOT TL JB2	FT S-FLSAOT TL	N/A EPA Chief Deputy	FT N-FLSAOT Temp CJP
FT N-FLSAOT Temp JB2	FT S-FLSAOT TL Prob	N/A EPA StatGAAprAct	FT N-FLSAOTPerm ACJP
FT N-FLSAOT Perm JB3	FT S-FLSAOT Student	N/A EPA MiscStat Pos	FT N-FLSAOT TL ACJP
FT N-FLSAOT TL JB3	FT S-FLSAOT Intermit	N/A EPA ExManagerial	FT N-FLSAOTTemp ACJP
FT N-FLSAOT Temp JB3	FT S-FLSAOT Tme	Contractor	FT S-FLSAOTPerm ACJP
FT N-FLSAOT Perm DA	FT S-FLSAOT Fld Tme	Pick-up FireFighter	FT S-FLSAOT TL ACJP
FT N-FLSAOT TL DA	FT N-FLSA Perm 12C	National Guard	FT S-FLSAOTTemp ACJP
FT N-FLSAOT Temp DA	FT N-FLSA Prob 12C	Federal	FT N-FLSAOT Perm AD
FT N-FLSAOT Perm ADA	FT N-FLSA TL 12C	Temp FT N-FLSAOT	FT N-FLSAOT TL AD
FT N-FLSAOT TL ADA	FT N-FLSA TLProb 12C	Temp FT S-FLSAOT	FT N-FLSAOT Temp AD
FT N-FLSAOT Temp ADA	FT S-FLSA Perm 12C	Temp Sol FT N-FLSAOT	FT N-FLSAOT Perm JBS
FT N-FLSAOT Perm MAG	FT S-FLSA Prob 12C	Temp Sol FT S-FLSAOT	FT N-FLSAOT TL JBS
FT N-FLSAOT TL MAG	FT S-FLSA TL 12C	FT N-FLSA Perm 10C	FT N-FLSAOT Temp JBS
FT N-FLSAOT Temp MAG	FT S-FLSA TLProb 12C	FT N-FLSA Prob 10C	FT S-FLSAOT Perm JBS
FT S-FLSAOT Perm CR	FT N-FLSA Perm 11C	FT N-FLSA TL 10C	FT S-FLSAOT TL JBS
FT S-FLSAOT TL CR	FT N-FLSA Prob 11C	FT N-FLSA TLProb 10C	FT S-FLSAOT Temp JBS
FT S-FLSAOT Temp CR	FT N-FLSA TL 11C	FT S-FLSA Perm 10C	N/A EPA ConstitutOff
FT N-FLSAOT Perm CSC	FT N-FLSA TLProb 11C	FT S-FLSA Prob 10C	N/A EPA Sal Bd & Com
FT N-FLSAOT TL CSC	FT S-FLSA Perm 11C	FT S-FLSA TL 10C	N/A EPA Sal GA
FT N-FLSAOT Temp CSC	FT S-FLSA Prob 11C	FT S-FLSA TLProb 10C	N/A EPA Sal GARecGov
FT N-FLSAOT Perm	FT S-FLSA TL 11C	FT EPA	N/A EPA Lt Gov Staff
FT N-FLSAOT Prob	FT S-FLSA TLProb 11C	FT N-FLSA Perm 115C	N/A EPA Gov's Staff
FT N-FLSAOT TL	N/A EPA ConstitutOff	FT N-FLSA Prob 115C	N/A EPA Sal Gov&ABC
FT N-FLSAOT TL Prob	N/A EPA Sal Bd&Com	FT N-FLSA TL 115C	N/A EPA Pol-MkingGov
FT N-FLSAOT Student	N/A EPA Sal GA	FT N-FLSATLProb 115C	N/A EPA StatutoryPos
FT N-FLSAOT Intermit	N/A EPA SalGA RecGov	FT S-FLSA Perm 115C	N/A EPA Pos Gov
FT S-FLSAOT Perm	N/A EPA Lt Gov Staff	FT S-FLSA Prob 115C	N/A EPA PM Conf Asst
			N/A EPA PM Conf Sec
			N/A EPA Chief Deputy
			N/A EPA StatGAAprAct
			N/A EPA MiscStat Pos
			N/A EPA ExManagerial

- The position is considered part-time if it belongs to one of the following employee subgroups:

PT S-FLSAOT Perm MAG	PT S-FLSAOT Temp CR	PT EPA	PT S-FLSAOT Temp JBS
PT S-FLSAOT TL MAG	PT N-FLSAOT Perm CSC	PT N-FLSAOT Perm SC	PT N-FLSAOT Perm
PT S-FLSAOT Temp MAG	PT N-FLSAOT TL CSC	PT N-FLSAOT TL SC	PT N-FLSAOT Prob
PT N-FLSAOT Perm Dir	PT N-FLSAOT Temp CSC	PT N-FLSAOT Temp SC	PT N-FLSAOT TL
PT N-FLSAOT TL Dir	PT N-FLSA Perm 11C	PT N-FLSA Perm 12C	PT N-FLSAOT TL Prob
PT N-FLSAOT Temp Dir	PT N-FLSA Prob 11C	PT N-FLSA Prob 12C	PT N-FLSAOT Student
PT N-FLSAOT Perm JB1	PT N-FLSA TL 11C	PT N-FLSA TL 12C	PT N-FLSAOT Intermit
PT N-FLSAOT TL JB1	PT N-FLSA TLProb 11C	PT N-FLSA TLProb 12C	PT N-FLSA Perm 115C
PT N-FLSAOT Temp JB1	PT S-FLSA Perm 11C	PT S-FLSA Perm 12C	PT N-FLSA Prob 115C
PT N-FLSAOT Perm JB2	PT S-FLSA Prob 11C	PT S-FLSA Prob 12C	PT N-FLSA TL 115C
PT N-FLSAOT TL JB2	PT S-FLSA TL 11C	PT S-FLSA TL 12C	PT N-FLSATLProb 115C
PT N-FLSAOT Temp JB2	PT S-FLSA TLProb 11C	PT S-FLSA TLProb 12C	PT S-FLSA Perm 115C
PT N-FLSAOT Perm JB3	Volunteer	PT N-FLSAOT Perm CJP	PT S-FLSA Prob 115C
PT N-FLSAOT TL JB3	Board Member	PT N-FLSAOT TL CJP	PT S-FLSA TL 115C
PT N-FLSAOT Temp JB3	Temp PT N-FLSAOT	PT N-FLSAOT Temp CJP	PT S-FLSATLProb 115C
PT N-FLSAOT Perm DA	Temp PT S-FLSAOT	PT N-FLSAOTPerm ACJP	PT S-FLSAOT Perm
PT N-FLSAOT TL DA	Temp Sol PT N-FLSAOT	PT N-FLSAOT TL ACJP	PT S-FLSAOT Prob
PT N-FLSAOT Temp DA	Temp Sol PT S-FLSAOT	PT N-FLSAOTTemp ACJP	PT S-FLSAOT TL
PT N-FLSAOT Perm ADA	PT N-FLSA Perm 10C	PT S-FLSAOTPerm ACJP	PT S-FLSAOT TL Prob
PT N-FLSAOT TL ADA	PT N-FLSA Prob 10C	PT S-FLSAOT TL ACJP	PT S-FLSAOT Student
PT N-FLSAOT Temp ADA	PT N-FLSA TL 10C	PT S-FLSAOTTemp ACJP	PT S-FLSAOT Intermit
PT N-FLSAOT Perm MAG	PT N-FLSA TLProb 10C	PT N-FLSAOT Perm AD	PT S-FLSAOT Tme
PT N-FLSAOT TL MAG	PT S-FLSA Perm 10C	PT N-FLSAOT TL AD	PT S-FLSAOT Rd Tme
PT N-FLSAOT Temp MAG	PT S-FLSA Prob 10C	PT N-FLSAOT Temp AD	
PT S-FLSAOT Perm CR	PT S-FLSA TL 10C	PT N-FLSAOT Perm JBS	
PT S-FLSAOT TL CR	PT S-FLSA TLProb 10C	PT N-FLSAOT TL JBS	

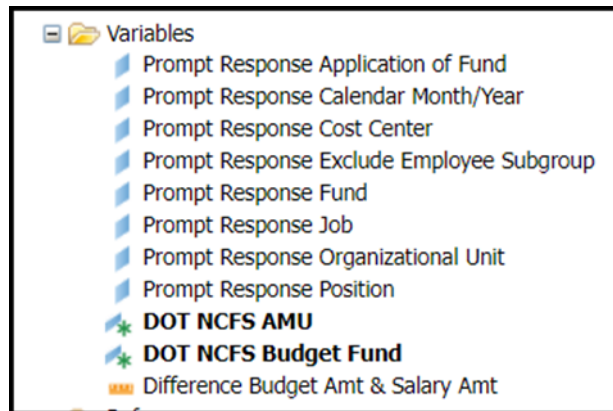
- **Employee Subgroup G1** - Contractors are excluded from the report. To include Contractors in the report, select G1 in the selection box (2), click the left arrow (3) to remove G1 from the selected prompt.



- Position Personnel area was added to this report on August 17, 2017, and began being populated at that time. If the report is run for a date prior to August 2017, then the position personnel area will not be populated, and will display as “#” or as “not assigned”.

**NCFS Accounting Segments** - are available for reporting in this report as drag and drop from Available Objects.

- NCFS accounting segments here are specific to an NCFS internal order in SAP HR/Payroll ERP system. Transactions with no NCFS internal orders will not display values for the NCFS segments in the BI BOBJ report.
  - **NCFS Agency, NCFS Agency Program, NCFS AMU, NCFS Budget Code, NCFS Budget Fund, NCFS Funding Source, NCFS Interfund, NCFS Project, NCFS User Define 1, NCFS User Define 2, NCFS User Define 3**
- Agencies (like NCDOT, DES or DWS) that do not use NCFS Internal Orders will not see the values for the above NCFS segments in reports.
- **NCFS Account** and **Budget Funding Source (OSBM)** are available for reporting. Values are corresponding crosswalk to SAP GL Account and Funding Source in SAP HR Payroll system.
- **Financial Key** is representative of internal order from NCFS and old NCAS systems.
- NCDOT (NC02) specific fields **DOT NCFS AMU** and **DOT NCFS Budget Fund** are listed as BOBJ Variables in this report and are derived from NCDOT cost centers and Person Responsible (**Addl Center Ref**) values from SAP HR Payroll ERP system.



### Change Log

- **Effective 3/30/2015**
  - Initial version, completed in pilot.
- **Effective 1/26/2017**
  - Modified initial report to bring it up to BI and BOBJ standards.
- **Effective 8/17/2017**
  - Added Position Personnel Area
- **Effective 1/25/2018**
  - Updated document with Position personnel area information from 8/17/2017 change
- **Effective 10/9/2023**
  - Added the new NCFS Accounting Segments