# Job Aid: Running and modifying the Position Funding report

Process to populate and run EIB: Costing Allocation

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# Main Instructions

1. ## Agency finance partner running the Position Funding report

   Depending on the characteristics of the positions within a particular agency, the requesting agency should run one of two reports. Most agencies have costing allocations attached to the position restriction so they would run the **Position Funding – Position Restrictions** report. A handful of agencies have positions that are classified as job managed, so these agencies would run the report **Position Funding – Job Management**. Both reports show all PINs that currently have a costing allocation. The requesting agency will need to download this to Excel.

   

2. ## Agencies modifying the Position Funding report

   After downloading the report to Excel, modifications are needed. As an example, in the following screenshots, we will be using the example of conversion from FY 2023 to FY 2024. On this file, agencies need to change the **Start date** to 07/01/2023, **End Date** to 06/30/2024, **Bud Ref** to 24, and any other chart fields that the agency requests to be changed. Do not change any formatting on the worksheet with the exception on the highlight mentioned below. Highlight any changes made to this report in yellow to be quickly able to see what changes are made.

   

3. Important items of note to reduce unnecessary delays
   1) An agency needs to confirm that each Position Restriction has the Distribution Percentage = 100%.

      This can be one funding line or numerous lines like 25%, 25%, 25%, 25% adding to 100%, etc. The result is the total of the combined lines for one PIN must equal 100%. This is an issue because the report will pull in all funding attached to the PIN even if it is old. This can lead to a PIN having a distribution percentage > 100%. In this case, enough of the lines need to be deleted where one PIN must have one or more lines totaling to a distribution percentage of 100%. See the example below of something that would need to be deleted.



Agencies will need to convert the Position Restriction column to text to columns to accurately capture P positions (those positions that start with a P).

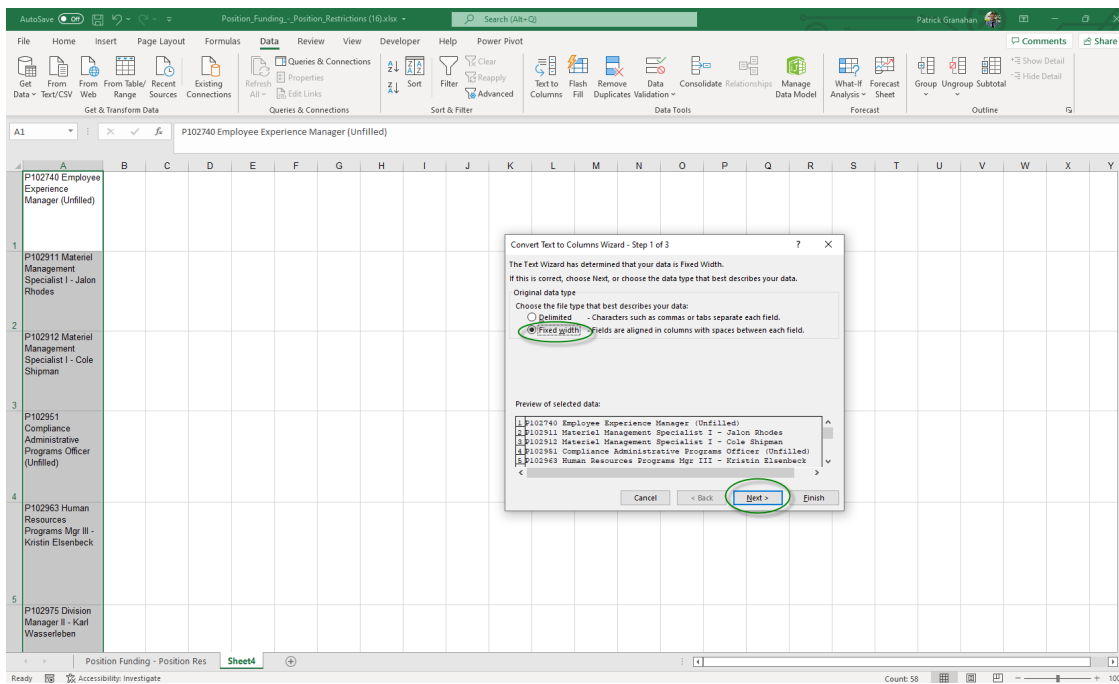   a) This can be accomplished by filtering the **Position Restrictions** column for those items that begin with P.

b) Then copy and paste these results to another tab.



c) Where the results were copied and pasted, see the **Data** menu and select **Text to Columns**. Select **Fixed width** and **Next**.

d) Double check that the break occurs between the PIN and the PIN description. Select Finish.
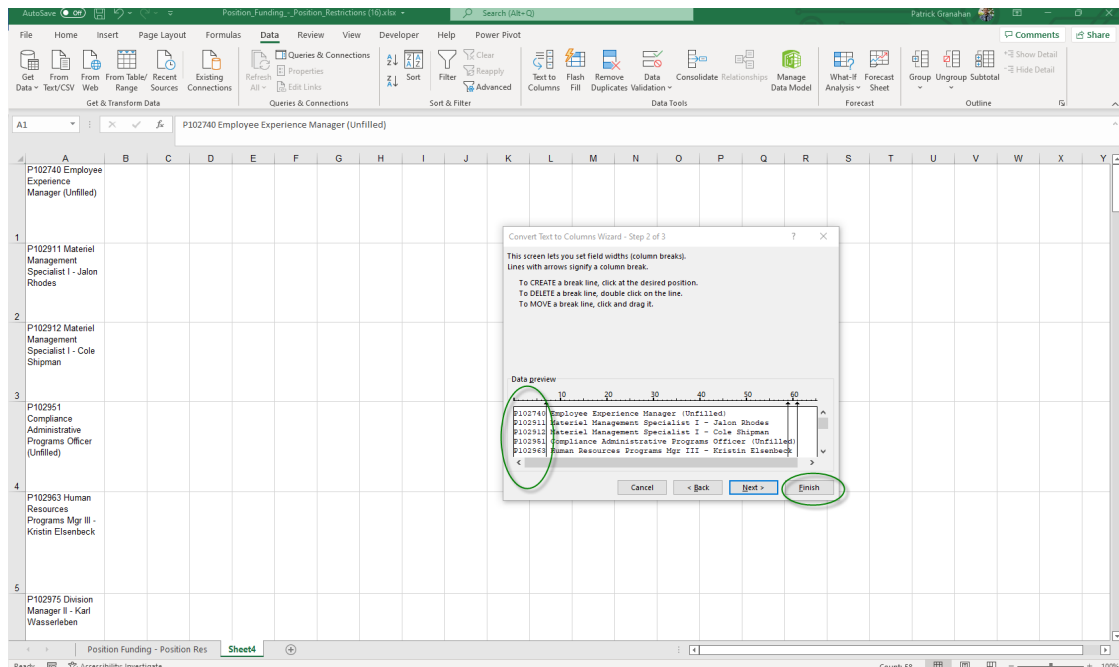
e) Lastly, copy and paste the P position back into the main tab under the Position Restriction tab so that P positions no longer have any description attached.



2) Delete unfilled position or those where the report shows the worker field as blank from the report. The upload into Workday@OK currently has issues with some unfilled positions populating incorrectly. If a worker is hired to these unfilled positions in the future, then a costing allocation can be manually added by the agency on a needed basis.

4. Send adjusted file to Workday-Fiscal Year End Funding email address
After all necessary adjustments described above have been made, please send the adjusted file to our group email address: Workday-FiscalYearFunding@OfficeMgmtEntServ.onmicrosoft.com

This will enable our group to prepare and load the funding changes requested by your agency through the submitted document into Workday@OK.