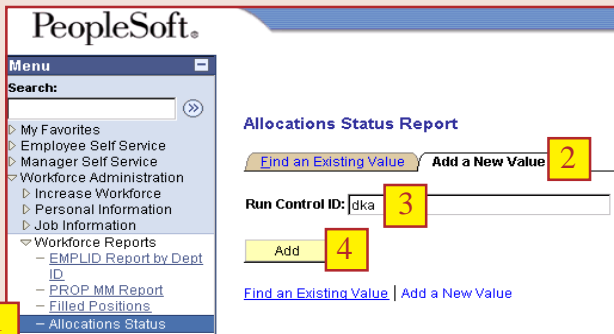
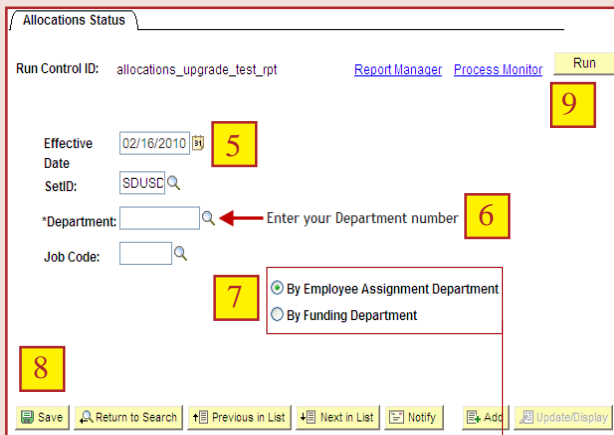



# How to Run the Allocations Status Report



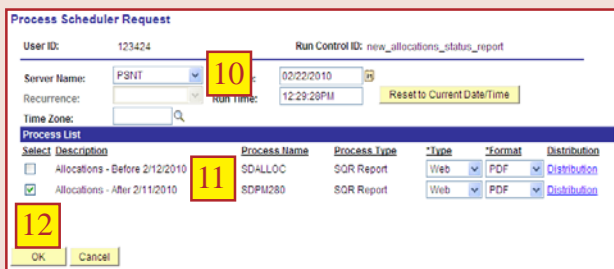
1. Navigate to: *Workforce Administration > Workforce Reports > Allocations Status*
2. Click the **Add a New Value** tab.
3. Enter a **Run Control ID**. Name the report something unique that you will remember. You only need one Run Control ID. **Do not** keep clicking on Add a New Value Tab each time you run a report.
4. Click the **Add** button.



5. **Effective Date**. Defaults to current date. Enter a different date if you would like to see past or future allocations for your department.
6. Enter your **Department Number**, or click the  to view a list of departments from which to choose.
7. There are two options for running the report. You can select only one at a time. For a detailed description of each option see box below screen shot.
8. Click **Save**. (Only the first time you are setting up your report.)
9. Click the **Run** button.

Select **By Employee Assignment Department** to show only those position numbers (and incumbents) where the department on the run control matches the department on the employees assignment (Job Data). For each position, the report will show all funding sources (100%).

Select **By Funding Department** to show only those positions (and incumbents) where the department on the run control matches the department of some or all funding sources on the position, regardless of the department on the employees assignment (Job Data). For each position, only the funding sources that have the same department as the run control department will be shown. In this option, the "Used", "Allocated", and "Balance" column figures are calculated in relation to only those funding sources shown for the position. For example, for a filled position with 1.0 FTE where only 50% is funded by the department in the run control, the Used and Allocated columns would show .5 FTE each, and the Balance would show 0. The other funding sources for the position that are from different departments are not considered in the Used, Allocated and Balance calculations when this option is chosen on the run control.



10. Select **PSNT** from the drop-down menu for **Server Name**.
11. Select which version of the Allocations Status Report to run. Either before 2/12/2010 or after 2/11/2010.
12. Click the **OK** button.



