

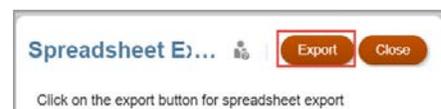
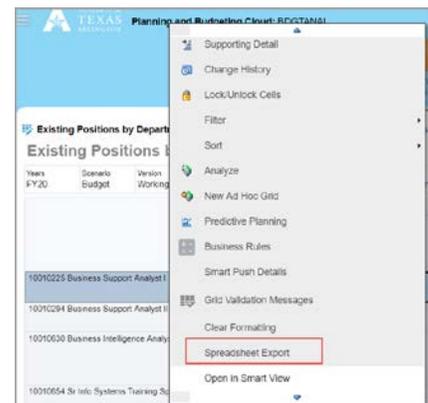
Reconciliation of Position Changes in PBCS

The purpose of this job aid is to explain how to export and review position data in PBCS by exporting to Excel. This action can be used to review position and employee data for the entire department or by cost center. It displays funding data, allocation %, compensation rate and FTE information.

Note: Exporting position data to Excel is for view purposes only. If changes are required, use the appropriate PBCS position data form to update information (Existing Positions by Department or Existing Position by Cost Center).

Complete the steps below to view the PBCS Position Data.

- 1) Navigate to the Position Budget forms from the PBCS home page.
- 2) Click on Departmental Budget.
- 3) Click Position Budget Forms.
- 4) **Before** any changes are made to Positions, it is suggested to export the Position data to Excel
- 5) From the **Existing Position by Department** or the **Existing Position by Cost Center** data form, right click in a cell to expand the menu.
- 6) Scroll down the menu and click on **Spreadsheet Export**
- 7) Select the **Export** button.
- 8) **Save** the file.
- 9) Select the **Close** button.
- 10) **After** changes are made to the Position data and saved, it is recommended to EXPORT and compare the before and after revision spreadsheets.
- 11) The Reconciliation of changes Excel Position export provides the following information:
 - Salary GL Account
 - Salary Department Number
 - Salary Cost Center
 - Percentage Allocation
 - Compensation Rate
 - FTE Information



Review for corrections or adjustments. Any corrections or adjustments will need to be made in PBCS

