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After your information has been entered, execute the transaction by clicking . The next screen will show you all of the positions at the fund center entered. Here you can see each position's fund, funded program (WBS), functional area, commitment item, position # and hours per day.

When looking at positions on this report be sure the total for each position comes to 0.00. If the total is not 0.00 then it is possible you may have a position that is double staffed or has other errors that need to be addressed.

Below is a screen of a double staffed position that subtotals to 1.00, showing that it is unbalanced, and balanced

BPS		300121	300121	TB	196	42000	420.T1A0.SCH00.00.00	1.00-	5100	120	0392	50646819
BPS								1.00-				
		300121	300121	TB	196	42000	420.T200.00000.00.00	1.00	5100	120	POS.UMS	50675219 ORG