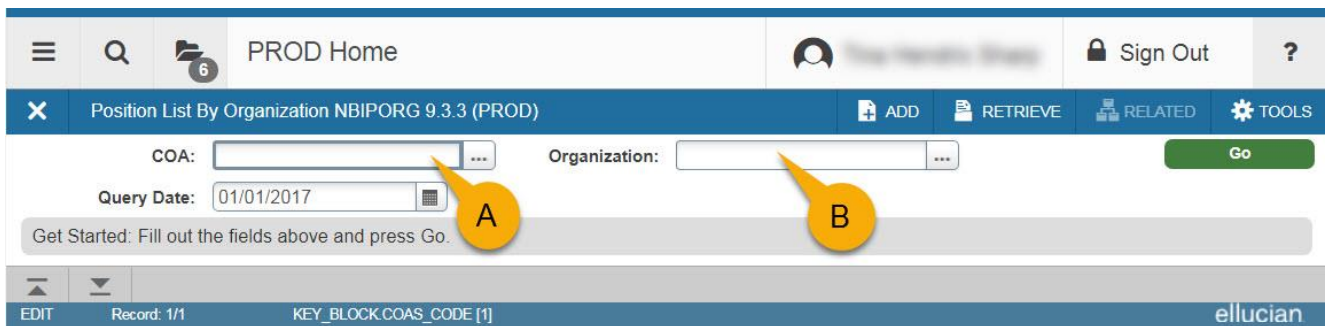


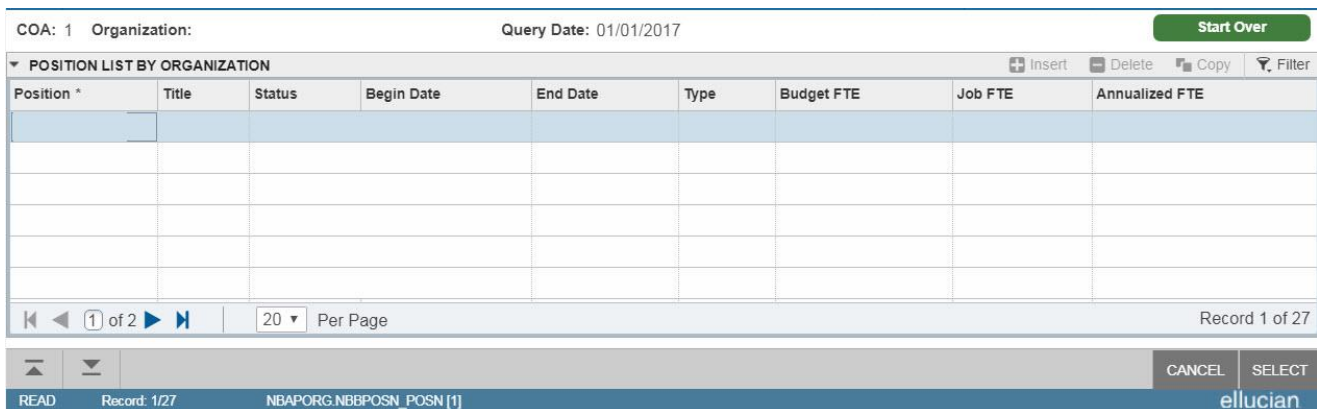
## myGate Instructions for Position List by Organization - NBIPORG

NBIPORG enables you to view a list of the positions that have been set up for a specified organization.

1. From myGate, click on the Finance category.
2. In the Finance Category, click to open the AppNav card.
3. In the Search: field on the welcome screen, type NBIPORG.
4. Press <Enter>
5. Key block information must be entered in order to view additional detail in the information blocks of the form. For this form, in the COA field (A) enter 1 then <Tab> to the Organization field (B) and enter the organization number (e.g. 100776 or 100575). Press <Tab> and the organization name's name will populate.



6. Click the Go button (or press Alt-PgDn) to view the data in the information block.



Position *	Title	Status	Begin Date	End Date	Type	Budget FTE	Job FTE	Annualized FTE

7. If you are authorized to view the organization's information, the block will fill in; however, if you are not authorized to view the information, an error message will appear on the top right of the screen.
8. Use the scroll bar on the right side of the screen to view additional position numbers for this organization.
9. To close this form, click on the Exit (blue X) button.

Hint: To print a list of position numbers for a department, use the File menu and select Print from the Menu bar. You will need to print the first visible page and then scroll down and print again to see additional pages.

### Field Descriptions:

**Status:** A = Active, C = Cancelled.

**Type:** S = Single Position, P = Pooled Position.

**Budget FTE =** The FTE assigned to the Budgeted Position.

**Job FTE =** The FTE assigned to the employee filling the Position. If it is Blank the Position is Vacant.

**Annualized FTE:** Do not use.