



<b>Position Budgets- PREP: CYA Positions</b>	<b>Review of UA*** position types. Current Year Adjusted position.</b>
Access NZAWBUD	CYA positions are meant for non-permanent positions. A person holding a CYA position is also “active” under their permanently budgeted position also. If a CYA position continues into the new fiscal year, you will need to go into the permanently budgeted position and adjust that budget accordingly.
Type “Prep” Fiscal Year	Budget Development Fiscal Year: [ 200* ] ; TAB
Type Position Number	<b>NEXT BLOCK</b>
<b>Position Information “block”</b>	<p><u>Roll Rule:</u> UA** positions roll the budget into the base phase at “ZERO”</p> <p><u>End Date:</u> If a position has an end date (on the NBAPBUD form) before the new Fiscal Year, you will not be able to enter budgets in any of the phases. You will need to adjust the end date on the NBAPBUD (and extend the JOBS record) before budgeting occurs.</p>
<b>Phase Information</b>	<p><u>LABOR:</u> Represents the current approved “budget” for the active fiscal year.</p> <p><u>BASE:</u> Populated <u>nightly</u> based on the “roll rule” on the NBAPBUD form. This will always be “ZERO” whether the position is filled or vacant.</p> <p><u>ADJFY:</u> This should remain at “ZERO” as the intent of CYA positions are non-permanent positions.</p> <p><u>LABFY:</u> Sum of BASE + ADJFY. This should remain at “ZERO”</p> <p><u>ADJCY:</u> Adjustments to the Current (PREP) position budgets. If a CYA position is extending into the new fiscal year, enter the expected annual budget for that position in this phase.</p> <p><u>LABCY:</u> Sum of LABFY + ADJCY. This represents what you want the position budget to be set at for the Opening Budget amount for this position.</p>
<b>FOAPAL Data</b>  Populated based on the NBAPBUD values.	FOAPAL data will only change the position budget (NBAPBUD), EPAF’s will also need to be done to change the NBAJOBS record on those adjustment.
<b>Adjusting PHASE/FOAPAL values.</b>	NBAPBUD current values populate the field in the LABOR phase.  Adjusting Phase/FOAPAL values in ADJFY or ADJCY require the following: <ul style="list-style-type: none"> <li>• ORGN field value entered</li> <li>• Budget FTE field value entered</li> <li>• Budget (\$) field entered</li> <li>• FOAPAL line – amount on the Budget (\$) field should equal the amounts entered on the FOAPAL line.</li> </ul>