



<b>Position Budgets- PREP: NZAWBUD</b>	<b>Review of NZAWBUD form fields.</b>
<b>Access NZAWBUD</b>	
<b>Type “Prep” Fiscal Year</b>	Budget Development Fiscal Year: [ 200* ]; TAB
<b>Type Position Number</b>	
<b>Next Block</b>	
<p><b>Position Information “block”</b></p> <p>The outlined square to the left of the form, underneath the Fiscal Year cell.</p>	<p><u>Status</u>: “Active” or “Frozen” status can be budgeted. “Cancelled” can not.</p> <p><u>ECLS</u>: The current E-Class for the position as listed on the NBAPOSN form.</p> <p><u>Roll Rule</u>: Defaults into the NBAPBUD form based on position type and should not be changed. The roll rule established how the “Prep” position budget amount gets populated on this form. (ie: Current Salary/Zero/Midpoint)</p> <p><u>End Date</u>: If a position (UA*/UT*, etc) has an end date on the NBAPBUD form, this will indicate when the position ends. If a position has an end date before the new Fiscal Year (PREP year), you will not be able to enter budgets. You will need to adjust the end date on the NBAPBUD (and extend the JOBS record) before budgeted can occur.</p>
<p><b>Nbrptot Field Name Cells:</b></p> <p>Information also located on the NBAPBUD form.</p>	<p><u>Phase</u>: see cell below for description.</p> <p><u>Status</u>: Budget status for the “prep” A= Active W= Working</p> <p><u>Fiscal Year / Budget ID</u>: Fiscal year that the position budget represents.</p> <p><u>COA</u>: Chart of accounts. Always “Y”.</p> <p><u>ORGN</u>: Changes to the ORGN on this form will only change the Position Org (PTOT) on NBAPBUD. Time Sheet/Home Orgs will need to be changed as well.</p> <p><u>Budget FTE</u>: Reflects current and future FTE values for this position.</p> <p><u>Budget</u>: NBAPBUD budgeted amount per phase (see below).</p>



*Banner HR – Budget Development – Cheat Sheet*

<p><b>Phase Information</b></p>	<p><u>LABOR</u>: Represents the current approved “budgeted” for the active fiscal year..</p> <p><u>BASE</u>: Populated <u>nightly</u> based on the “roll rule” on the NBAPBUD form. Example:</p> <ul style="list-style-type: none"> <li>• if the roll rule is “Current Salary” (filled salaried position) it will be populated on the annual salary amount from the NBAJOBS record.</li> <li>• if the roll rule is “Current Salary” (filled hourly position) it will be populated based on the NBAJOBS record hourly rate * work schedule).</li> </ul> <p><u>ADJFY</u>: Adjustments to the Future Year (on-going) position budgets.</p> <p><u>LABFY</u>: Sum of BASE + ADJFY. The represents the on-going position budget amount. This amount should always be populated with best information (provide budget even if it is currently vacant).</p> <p><u>ADJCY</u>: Adjustments to the Current (PREP) position budgets. (EX: if a position will only be filled for a portion of the year, you can reflect a decrease in the on-going budget amount here).</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>
<p><b>FOAPAL Data</b></p> <p>Populated based on the NBAPBUD values.</p>	<p><b>NBAPBUD current values populate the field initially.</b> Prior year’s information in the LABFY phase is not carried forward.</p> <p>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.</p> <p>You may request to “delete” a FOAPAL line, only if there are no values in the phases for that FOAPAL string. This is done by checking the box to the left of the “Index” cell.</p>
<p><b>Adjusting PHASE/FOAPAL values.</b></p>	<p>Adjusting Phase/FOAPAL values in ADJFY or ADJCY require the following:</p> <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>