



Move Position Budget to/from Non-Salary Budget	
Access NWAPBAD	
TYPE Position Number	
Next Block	
Enter the <u>Adjustment Amount</u>	The Adjustment amount is the amount of position budget dollars you want to move to the Non-Salary budget line. (negative amount)
<u>Compensation Change Type</u>	Enter ADMNB (Budget Adjustment)
Enter <u>Comment</u>	Type “MMDDYY move to support budget”
Next Block	
Target Position	Choose the FOAPAL line(s) you wish to move budget out of. The Adjust Amount should be a negative amount – This will move ‘FROM’ this position ‘TO’ the support budget.
Next Block	
Source Position	Type NOSOFP No Source of Funds field: (positive) adjustment amount
SAVE	
Options: Position Budget Adjustment Process	Check box will appear “Position Budget Adjustment Process is Complete” – hit ‘OK’
Results:	The position budget (NBAPBUD) will now show the reduced position budget amount. The **PPB Org in your unit will have posted the (+) budget amount available to process a BD04 document to move to support budget.
Note:	To process an “Increase” to a position budget utilizing a support budget line. Follow the same steps, however the Adjusted Amount signs will be reversed.