



Position Budgets – Understanding Source Position	
Access NWAPBAD	
TYPE Position Number	Target position number to be adjusted
Next Block	
Enter the <u>Adjustment Amount</u>	The Adjustment amount should be the amount of budget you want to adjust. To increase the Target Position’s budget – adj amt will be (+) To decrease the Target Position’s budget – adj amt will be (-)
<u>Compensation Change Type</u>	Enter ADMNB (Budget Adjustment)
Enter <u>Comment</u>	Ex: Type “MMDDYY **reason for change**”
Next Block	
Target Position	Choose FOAPAL line you are adjusting - <ul style="list-style-type: none"> • Enter the (+/-) adjustment amount on the new FOAPAL lines. This will be the same value you entered in header information.
Next Block	
Source Position	The Source position is where you are where you are funding this position budget adjustment. The adjust amount will be the opposite value of the “Target Position” adjust amount There are several options for Source Positions: <ul style="list-style-type: none"> • <u>A “Budget Only” Position</u>- UZ** positions <ul style="list-style-type: none"> ○ UZ**AV- Variance Pool ○ UZ**AB- Adjustments (Offsets) • <u>An Active Position</u> – You can utilize available budget dollars from an existing active position. This may occur if there was a vacancy in this active position, and the “Target” position wishes to use these available funds. • <u>NOSOFP</u> – no source of funds. Your **PPB org will be adjusted for this amount using the same account code as used in the “Target” position FOAPAL (and fringe). You are then able to do a BD04 to net this ORG to “0”.
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 adjusted position budget amount for the “Target” position and “Source” position budget changes.