



Position Budgets- Understanding Vacancies	
For using Current Year Vacancies budgets.	
VIEWING THE AVAILABLE SALARY BUDGET in Banner HR	(WEBI report also available – HR30060)
Access NBAPBUD	
Type Position Number	
Next Block (5 times)	
Position Labor Distribution page	<p><u>Salary:</u> Budget / Expense / Encumbrance / Remaining budget for this position.</p> <p><u>Position Distribution:</u> FOAPALS where the salary budgets are allocated. The Percent field will allow you to determine what amount of remaining budget is distributed to each listed FOAPAL.</p> <p><u>Ex:</u> If there is \$20,000 remaining salary budget and there are 2 FOAPALS with 50% distribution to each. Each FOAPAL listed will have \$10,000 available budget.</p>
USING THE AVAILABLE BUDGET	<p>There are several options surrounding available position budgets.</p> <ul style="list-style-type: none"> • Do nothing, the budget available will remain in the FOAPAL(s) • Utilize the available budget as a source of funding for another position budget adjustment. • Utilize the available budget as a source of funding for a support budget line.
To Utilize the available budget for another position:	<p>Follow steps on the cheat sheet: <u>Understanding Source Positions or NWAPBAD</u></p> <p>The “Source Position” you enter on the NWAPBAD form will be this vacant position number and the amount available as calculated above.</p>
To Utilize the available budget for a support budget line.	<p>Follow steps on the cheat sheet: <u>Move Position Budget to Non-Salary Budget.</u></p> <p>The “Target Position” on the NWAPBAD form will be the vacant position number, and the “Source Position” will be NOSOFP with the amount available as calculated above. Once this budget move is posted in Banner Finance to the **PPB Org, a BD04 document will allow you to move this available budget to another support line.</p>