



Change Position FOAPAL value	
<u>Within the same FUND</u>	
Access NWAPBAD	
TYPE Position Number	
Next Block	
Enter the <u>Adjustment Amount</u> (+)	<p>The Adjustment amount should be the amount of budget you want to move the new FOAPAL line. In the case of a complete change in FOAPAL, the adjustment amount would be the entire budget \$.</p> <p style="text-align: center;">The adjustment amount should equal what the amount to the “Target” position line(s):</p> <p>Note: you will need to maintain a budgeted value in the existing FOAPAL line(s) to cover any expenses/encumbrances remaining.</p>
<u>Compensation Change Type</u>	Enter ADMNB (Budget Adjustment)
Enter <u>Comment</u>	Ex: Type “MMDDYY change FOAPAL”
Next Block	
Target Position	<p style="text-align: center;">The Target Position should be the FOAPAL string(s) you now want your budgets to be posted to.</p> <p>To add FOAPAL string(s) that is not currently listed -</p> <ul style="list-style-type: none"> • From Record Menu, select “Insert” • This will bring up NWAPBAD Position Labor Distribution page • Arrow down to an empty line • Type in a new FOAPAL string(s) • SAVE- this returns you to the NWAPBAD form. New lines are now populated under Target Position Number • Enter the (+) adjustment amount on the new FOAPAL lines <p>To move to an existing FOAPAL string(s) –</p> <ul style="list-style-type: none"> • Choose the FOAPAL line that you wish to move budget dollars to • Enter the (+) adjustment amount for that FOAPAL line.
Next Block	



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<p>Source Position</p>	<p>If you have allocated your budget in your “TARGET” position to more than one FOAPAL string, you will need to do this step for each FOAPAL string listed, with the Source Position amount to be the (-) offset of each FOAPAL string amount.</p> <p>To source:</p> <ul style="list-style-type: none"> • Type Source Position (this should be the same as the Target Position) • Choose the FOAPAL line that you want to move the funds FROM. • Enter (-) amount(s) corresponding with the amount of budget you are moving within the highlighted Target position line.
<p>SAVE</p>	
<p>Options: Position Budget Adjustment Process</p>	<p>Check box will appear “Position Budget Adjustment Process is Complete” – hit ‘OK’</p>
<p>Results:</p>	<p>The position budget (NBAPBUD) will now show the adjusted position budget amount for the newly adjusted FOAPAL line(s).</p>
<p>Note:</p>	<p>Once this process is completed, in <u>NBAPBUD</u> you can now “delete” FOAPAL lines that have no expense/encumbrance amounts.</p> <ul style="list-style-type: none"> • Highlight the FOAPAL line(s) you wish to delete. • From Record menu, choose REMOVE