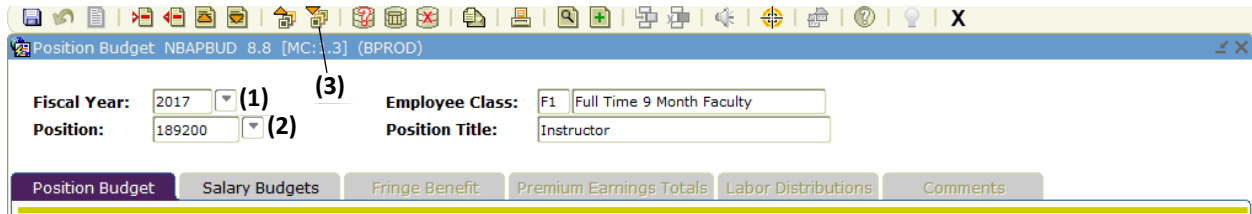# Position Budget NBAPBUD

Navigating NBAPBUD:

1. Go to NBAPBUD: (1) Enter the Current Fiscal Year and (2) Enter the PCN number you want to look up.

2. Click on (3) Next Block, or use the keyboard shortcut 'Ctrl+Page Down', to navigate to the Labor Distributions.


Labor Distributions Tab:

Original/Adjusted = Permanent Budget

1. Index, Percent, Salary Budget and FTE should match your permanent budget. (Disregard 'To Be Posted' as this function is not used)

2. Salary Budget will reflect base budget +/- any permanent budget transfers submitted for the position.

Revised = Temporary Budget

1. Focus should be on the salary budget which reflects base budget +/- any permanent and temporary budget transfers submitted for the position.
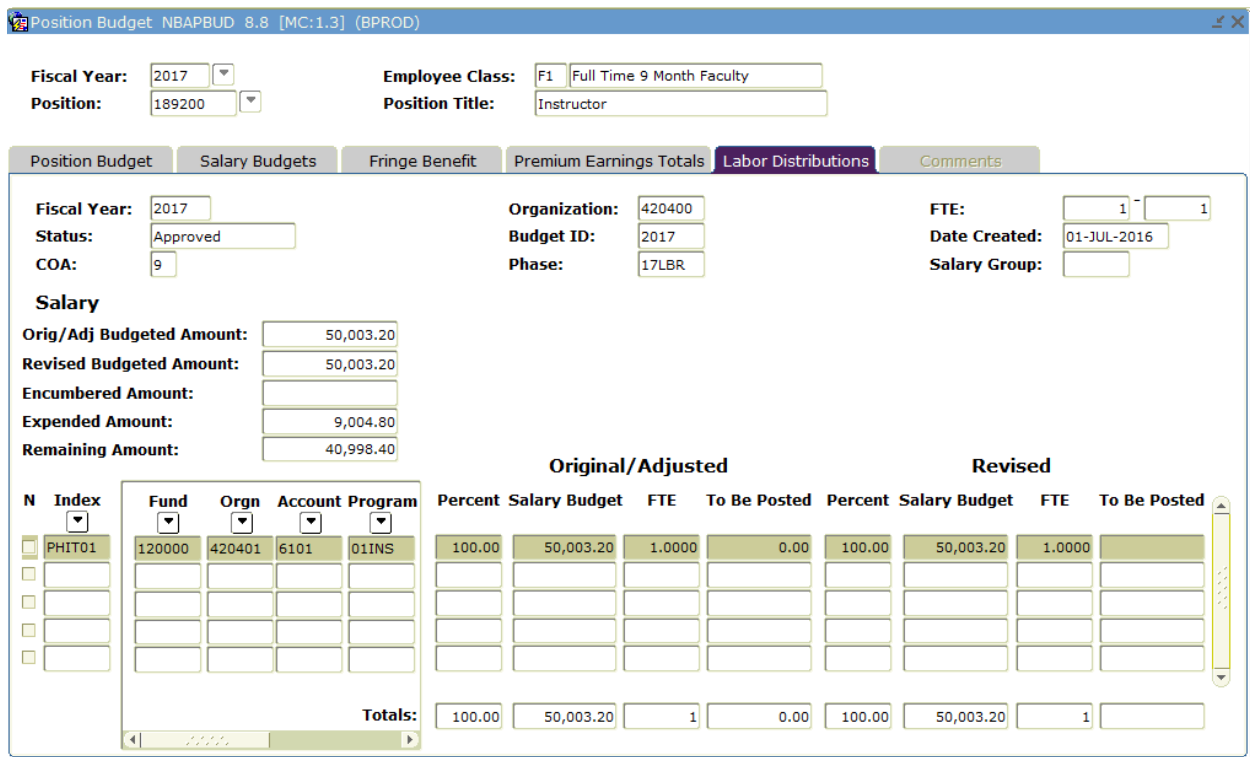
Preparing Budget Transfer Requests:

For NBAPBUD to accurately reflect both the Permanent (Original/Adjusted) and Temporary (Revised) budgets you will need to submit both a Permanent and Temporary Budget Transfer Request. When you submit a Permanent Budget Transfer Request to reflect changes going forward (Original/Adjusted), you will want to also submit a Temporary Budget Transfer Request for any adjustments needed (+/-) for the current Fiscal Year (Revised).

If you only submit a Permanent Budget Transfer Request, it will be reflected in both the 'Original/Adjusted' and 'Revised' sections in NBAPBUD. Whereas Temporary Budget Transfer Requests will only be reflected under the 'Revised' section in NBAPBUD.

Below is an example of a Permanent and Temporary Budget Request of a position that was moved from index AFAC21 to AFAC04 13 pay periods into the annual contract:

IDAHO STATE UNIVERSITY
BUDGET TRANSFER REQUEST

Budget JV # _____

TO: Brad Batiuk, Budget Officer _____

Dept Doc # _____

FROM: _____
Department: _____ Facilities Services

Date   June 1, 2017

FROM	610x		620x	630	630	700	710	720	800	
INDEX	Reg Sal Amt	Reg Sal PCN	Irreg Sal	Fringe	Health Insur.	Travel	Communic	Materials	Capital	Total
AFAC21	40,976.00	162900		10,247.20	13,100.00					64,323.20
										0.00
										0.00
AFAC04	20,488.00	162900		5,123.60	6,550.00					32,161.60
										0.00
										0.00
										0.00
										0.00
TOTAL	61,464.00		0.00	15,370.80	19,650.00	0.00	0.00	0.00	0.00	96,484.80

TO:	610x		620x	630	630	700	710	720	800	
INDEX	Reg Sal Amt	Reg Sal PCN	Irreg Sal	Fringe	Health Insur.	Travel	Communic	Materials	Capital	Total
AFAC04	40,976.00	162900		10,247.20	13,100.00					64,323.20
										0.00
										0.00
AFAC21	20,488.00	162900		5,123.60	6,550.00					32,161.60
										0.00
										0.00
										0.00
										0.00
TOTAL	61,464.00		0.00	15,370.80	19,650.00	0.00	0.00	0.00	0.00	96,484.80

Net Transfer (Should = $0.00) $0.00

Hash Total (used for Banner entry)   192,969.60

REASON FOR TRANSFER: PCN 162900 Jane Doe was permanently moved from AFAC21 to AFAC04 13 pay periods into his current contrat year.

TEMPORARY	PERMANENT		APPROVED	DISAPPROVED
XXXX	XXX			

Below is how the illustrated Permanent and Temporary Budget Transfer Request would be relfected in NBAPBUD for both the 'Original/Adjusted' and 'Revised' Labor Distributions:

Position Budget NBAPBUD 8.8 [MC:1.3] (BPROD)

| Fiscal Year: | 2017 | | Employee Class: | N1 | Full Time Non-Classified Staff |
| Position: | 162900 | | Position Title: | | Research Facilities Manager |

Position Budget | Salary Budgets | Fringe Benefit | Premium Earnings Totals | **Labor Distributions** | Comments

Fiscal Year:	2017	Organization:	721000	FTE:	1	1
Status:	Approved	Budget ID:	2017	Date Created:	01-JUL-2016
COA:	9	Phase:	17LBR	Salary Group:	2017

Salary

Orig/Adj Budgeted Amount:	40,976.00
Revised Budgeted Amount:	40,976.00
Encumbered Amount:	0.00
Expended Amount:	43,357.60
Remaining Amount:	-2,381.60

N	Index	Fund	Orgn	Account	Program	Original/Adjusted Percent	Salary Budget	FTE	To Be Posted	Revised Percent	Salary Budget	FTE	To Be Posted
☐	AFAC04	110000	721001	6102	09POM	100.00	40,976.00	1.0000	40,976.00	50.00	20,488.00	0.5000	-20,488.00
☐	AFAC21	110000	721003	6102	09POM	0.00	0.00	0.0000	-40,976.00	50.00	20,488.00	0.5000	20,488.00
☐													
☐													
☐													
	Totals:					100.00	40,976.00	1	0.00	100.00	40,976.00	1	0.00

Departments may include both Permanent and Temporary budget transfers on one Budget Transfer Request Form for a PCN. Please clearly mark or indicate the entries that are for the Permanent Budget Transfer Request and the entries that are for the Temporary Budget Transfer Request. If the Permanent and Temporary budget transfers are not clearly indicated on the Budget Transfer Request Form, it will be returned for correction or clarification. If the Temporary Budget Transfer does not indicate a PCN, the budget transfer will be processed in Banner Finance, but not in NBAPBUD and, as a result, will not be reflected in the SEAT Argos report.

In cases where a Classified position is returning to the minimum position budget for its pay grade, or other Classified personnel adjustments funded centrally by the University, the Budget Office will continue to calculate and process both the Permanent and Temporary budget transfers for departments.

The Budget Office will not be verifying or checking the accuracy of the calculations and availability of funds for the temporary budget transfers that will be entered in NBAPBUD. It will be the responsibility of the department and University Business Officer to provide the correct and appropriate amounts for the Budget Office to enter. Any errors or corrections will be the responsibility of the department.