## NBAPBUD-Position Budget Revision Form

**Delete Position**

<table>
<thead>
<tr>
<th>Date</th>
<th>ECLS</th>
<th>Fiscal Year</th>
<th>Position Number</th>
<th>Financial Planning Tracking Number</th>
<th>Position Title</th>
<th>Proposal Amount</th>
<th>Revised Amount</th>
<th>Difference (To Be Filled)</th>
<th>Approved</th>
<th>Revised by</th>
<th>Date</th>
<th>Project Title</th>
<th>Proposal Amount</th>
<th>Revised Amount</th>
<th>Difference (To Be Filled)</th>
<th>Approved</th>
<th>Revised by</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/25/2012</td>
<td></td>
<td>2012</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

The University of Memphis

NBAPBUD - Position Budget Revision Form

Page 1 of 4

Submit: D/HR/Finance/HR/Finance Reviewer

Approved By: ____________ Date: ____________

Approved By: ____________ Date: ____________

Approved By: ____________ Date: ____________

Approved By: ____________ Date: ____________
NBAPBUD - Position Budget Revision to Delete a Position

At the top left of the budget revision are several fields to be completed. Please note that only one position can be deleted per form.

**Submitting Organization:** The Department submitting the budget revision

**Fiscal Year:** Enter the current fiscal year

**Date:** Enter the date the form was created

<table>
<thead>
<tr>
<th>Submitting Organization:</th>
<th>Fiscal Year</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Date:** 1/26/2012

<table>
<thead>
<tr>
<th>ECLS</th>
<th>Hire Date</th>
<th>Estimated Current Yr Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
NBAPBUD - Position Budget Revision to Delete a Position

ECLS: The employee class of the position.

Hire Date: Leave this field blank.

Estimated Current Yr Budget: If position had incumbent any time during this fiscal year, enter the salary amount expended.
NBAPBUD - Position Budget Revision to Delete a Position

At the top right of the budget revision is a field requesting a position number. Please enter the number of the position to be deleted.

The Financial Planning Tracking Number field should be left blank. This field will be completed upon receipt in the Financial Planning office.
NBAPBUD - Position Budget Revision to Delete a Position

In the center of the budget revision are several fields to be completed.

On line 01, enter the Index, Fund, Organization, Account, Program, and Activity Codes where the position is charged. Enter the Organization Title of the department to which the position is assigned. The title of the Index is also appropriate.

On line 02, enter the Index, Fund, Organization, Account, Program, and Activity Codes where the funds will be placed. The account code should be an undistributed account (61x66) or the operating pool account (74000). Enter the title of the Index in the Organization Title field.
NBAPBUD - Position Budget Revision to Delete a Position

For an existing position, the value of the Current Distribution field in Line 01 will be ‘100’. Enter the current position budget in the Existing Budget NBAPBUD field. The Proposed Distribution and Proposed Budget NBAPBUD fields will be ‘0’, since the position will no longer be funded. (Note: Split positions are covered in a separate FAQ.)

Line 02 should have no distribution or budget entries, as this FOAP is the funding offset and does not contain the position.

<table>
<thead>
<tr>
<th>Current Distribution</th>
<th>Proposed Distribution</th>
<th>Existing Budget NBAPBUD</th>
<th>Proposed Budget NBAPBUD</th>
</tr>
</thead>
<tbody>
<tr>
<td>% 100</td>
<td>% 0</td>
<td>45,000</td>
<td>0</td>
</tr>
</tbody>
</table>
NBAPBUD - Position Budget Revision to Delete a Position

In Line 01, enter the position budget amount in the ‘HR Banner Difference Amount’ column. This amount should be negative, since funds are being removed from the position.

In Line 02, enter the budget amount being taken from the position in the ‘Finance Banner Increases or Decrease Expense Amount’ column. This amount should be positive, as funds will be added to this FOAP.

(Note: The column total fields and Document Total field are calculated automatically by the form.)

<table>
<thead>
<tr>
<th>HR Banner</th>
<th>Finance Banner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Difference (To Be Posted) Amount</td>
<td>Increase or Decrease Expense Amount</td>
</tr>
<tr>
<td>(45,000)</td>
<td>45,000</td>
</tr>
</tbody>
</table>
NBAPBUD - Position Budget Revision to Delete a Position

In the ‘Reason for requesting this revision’ box, enter the reason for submitting the budget revision. Be sure to mention that the revision has been submitted to delete a position.

When a paper budget revision is submitted, the preparer should sign the top signature line and the departmental authority approvers should sign as appropriate on the next two lines. For budget revisions that are attached to WorkForum actions, the WorkForum approvals are considered electronic signatures and no physical signatures are necessary.

The Reason for requesting this revision is as follows:

Reduce position 11111 to fund new Analyst position

- Requested: [Signature] Department Head: [Signature] Date:
- Approved: [Signature] Dean: [Signature] Date:
- Approved: [Signature] Provost/President: [Signature] Date:
- Reviewed: [Signature] Office of Financial Planning: [Signature] Date: