# NBAPBUD-Position Budget Revision Form

**Adjust Position Budget**

## The University of Memphis

**NBAPBUD - Permanent Base/Future Year Position Budget Revision (BD02)**

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>August 28, 2018</td>
</tr>
</tbody>
</table>

### Form Fields

- **Index Number**
- **Key Title or Index Title**
- **Fund Code**
- **Organization Code**
- **Account Code**
- **Program Code**
- **Activity Code**
- **Current Position**
- **Proposed Position**
- **Current Budget**
- **Proposed Budget**
- **Total Budget**
- **Budget Change**

#### TOTAL:

<table>
<thead>
<tr>
<th>Re-Design</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
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</tr>
</tbody>
</table>

**For Financial Planning Use Only**

- **FRR Banner Document Numbers** (Date Code)
- **Entered by:**
- **Date:**

**The Reason for requesting this revision is as follows:**

- **Approved by Departmental Authority:**
- **Date:**
- **Approved by Vice President:**
- **Date:**
- **Approved by President:**
- **Date:**
- **Reviewed by Office of Financial Planning:**
- **Date:**

<table>
<thead>
<tr>
<th>Banner IV Number</th>
<th>Fiscal Year</th>
<th>Entered by</th>
<th>Date Entered</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
NBAPBUD-Position Budget Revision Form to Adjust Position Budget

At the top left of the budget revision are several fields to be completed. Please note: more than one position can be adjusted per form.

**Name:** The person submitting the budget revision.

**Department:** 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>Index Number</th>
<th>Org Title or Index Title</th>
<th>Fund Code</th>
<th>Organization Code</th>
<th>Account Code</th>
<th>Program Code</th>
<th>Activity Code</th>
<th>Current Position %</th>
<th>Proposed Position %</th>
<th>Proposed Budget</th>
<th>Existing Budget</th>
<th>Position Number/Employee Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>02</td>
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</tbody>
</table>
At the top right of the budget revision is a field requesting a position number. Please enter the number of the position to be adjusted. If the position is filled, enter the first initial and last name of the employee.

<table>
<thead>
<tr>
<th>Index Number</th>
<th>Org Title or Position Title</th>
<th>Fund Code</th>
<th>Organization Code</th>
<th>Account Code</th>
<th>Program Code</th>
<th>Activity Code</th>
<th>Current Distribution %</th>
<th>Proposed Distribution %</th>
<th>Proposed Budget NBAPBUD</th>
<th>Proposed Budget Expense Budget Amount (+)</th>
<th>Proposed Budget Expense Budget Amount (-)</th>
<th>Proposed Budget Revenue Budget Amount (+)</th>
<th>Proposed Budget Revenue Budget Amount (-)</th>
<th>Position Number/Employee Name</th>
</tr>
</thead>
<tbody>
<tr>
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<td>T. Tiger Pos012345</td>
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<tr>
<td>02</td>
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</tr>
</tbody>
</table>
NBAPBUD-Position Budget Revision Form to Adjust Position Budget

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, or the position will be funded. The account code should be an undistributed account (61x66) or the operating pool account (74000). Enter the Organization Title or title of the Index in the “Organization Title or Index Title” field.

<table>
<thead>
<tr>
<th>Index Number</th>
<th>Org Title or Index Title</th>
<th>Fund Code</th>
<th>Organization Code</th>
<th>Account Code</th>
<th>Program Code</th>
<th>Activity Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>262500</td>
<td>Financial Planning</td>
<td>110001</td>
<td>515000</td>
<td>61610</td>
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<td>515000</td>
<td>61666</td>
<td>4600</td>
</tr>
</tbody>
</table>
NBAPBUD-Position Budget Revision Form to Adjust Position Budget

For an existing position to be adjusted, the value of the *Current Distribution%* and *Proposed Distribution%* fields on Line 01 will be ‘100’.

Enter the current position budget amount in the *Existing Budget NBAPBUD* field.

The *Proposed Budget NBAPBUD* field will be the new budget amount to which the position will be adjusted.

(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>Index Number</th>
<th>Org Title or Index Title</th>
<th>Fund Code</th>
<th>Organization Code</th>
<th>Account Code</th>
<th>Program Code</th>
<th>Activity Code</th>
<th>Current Distribution %</th>
<th>Proposed Distribution %</th>
<th>Existing Budget NBAPBUD</th>
<th>Proposed Budget NBAPBUD</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>262500</td>
<td>110001</td>
<td>515000</td>
<td>61610</td>
<td>4600</td>
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<td>100</td>
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<td></td>
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</tr>
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</table>
NBAPBUD-Position Budget Revision Form to Adjust Position Budget

On Line 01, in the Expense Budget Amount field, enter the amount of the difference between the Existing Budget NBAPBUD and Proposed Budget NBAPBUD fields.

When the Existing Budget NBAPBUD is greater than the Proposed Budget NBAPBUD, this amount should be negative (-). When the Proposed Budget NBAPBUD is greater than the Existing Budget NBAPBUD, this amount should be positive (+).

On Line 02, enter the amount of the difference between the Existing Budget NBAPBUD and Proposed Budget NBAPBUD. This amount should be positive (+), if funds will be added to this FOAP. This amount should be negative (-), if funds will be subtracted from this FOAP.

(Note: The column total fields and Document Total field are calculated automatically by the form.)
NBAPBUD-Position Budget Revision Form to Adjust Position Budget

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 adjust the budget for this position.

When a paper budget revision is submitted, the preparer should sign the top signature line as the departmental authority. Departmental 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.
# NBAPBUD-Position Budget Revision Form to Adjust Position Budget

**The University of Memphis**

**NBAPBUD - Permanent Base/Future Year Position Budget Revision (BD02)**

<table>
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<tr>
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<th>Fund Code</th>
<th>Organization Code</th>
<th>Account Code</th>
<th>Program Code</th>
<th>Activity Code</th>
<th>Current Distribution %</th>
<th>Proposed Distribution %</th>
<th>Proposed Budget</th>
<th>Position Number</th>
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<th>REVISIONS</th>
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<tbody>
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</table>

**TOTAL**

<table>
<thead>
<tr>
<th></th>
<th>Proposed Budget Amount</th>
<th>Budget Amount</th>
<th>Revenue Budget Amount</th>
</tr>
</thead>
<tbody>
<tr>
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<td>25,000</td>
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</tbody>
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The Reason for requesting this revision is as follows:

To adjust budget for position 012345 Tom Tiger.

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Approved by: **Tom Tiger**

Date: September 4, 2018

Chief Financial Officer: Date

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Approved by: **Dr. Memphis Tiger**

Date: September 4, 2018

President: Date

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HR Banner/Document Number (Pay Discrep): Entered by: Date

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Banner JV Number: 19

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