

**Welcome to**

**Position Budget  
Training I**

# Agenda

- **Base versus Current Year funding**
- **Calculating Base in SSB**
- **Pooled and Single position types**
- **Single positions: Limited versus Base positions**
- **Adjusting position base funding**
- **Funding a Limited position**
- **Creating a Current Year Reversal**

# Base Funding

- **Base funding rolls forward each fiscal year**

If there are \$30,000 in base funds this year, there will be \$30,000 next year unless a base adjustment is made

- **Base funding is unaffected by the amount spent in the current fiscal year**

If you spend \$30,000 this fiscal year and the amount is base funded, the funds will be available again during next fiscal year

- **Base funded positions do not need to be funded each fiscal year**

# Current Year Funding

- **Current year funding is the amount that is available to spend in an account during a given fiscal year**
- **Current year funding by itself does not roll forward to the new fiscal year**
  - If you spend \$30,000 this fiscal year and that amount is not base funded in the account, the funds will not be available next fiscal year**
- **Positions funded with current year funds need to be funded each year**

# Current Year Versus Base Through The Year

**July 2012**

**Available Balance**

**\$30,000**

**Base Budget**

**\$30,000**

**January 2013**

**Available Balance**

**\$15,000**

**Base Budget**

**\$30,000**

**June 2013**

**Available Balance**

**\$0**

**Base Budget**

**\$30,000**

**July 2013**

**Available Balance**

**\$30,000**

**Base Budget**

**\$30,000**


# Calculating the Base Amount

- **Base column not automatically available in SSB**
- **Base must be calculated using the section “Compute Additional Columns for the query”**

**Base = Adjusted Budget – Temporary Budget**

# SSB Budget Queries


## Finance

 All purchases regardless of the dollar amount must be submitted on-line through Tigerbuy. More information related to Tigerbuy can be found in the Tigerbuy Program Guide at <http://bf.memphis.edu/tbuy/guide.php>.

- [Budget Queries](#)
- [Encumbrance Query](#)
- [Purchase Order](#)
- [Approve Documents](#)
- [View Document](#)
- [Budget Transfer](#)
- [Multiple Line Budget Transfer](#)
- [Delete Finance Template](#)

[ [Budget Queries](#) | [Encumbrance Query](#) | [Purchase Order](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#) | [Delete Finance Template](#) ]

## Budget Queries

 To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.

### Create a New Query

Type

Budget Status by Account ▼

Create Query

### Retrieve Existing Query

Saved Query

None ▼

Retrieve Query

# SSB Budget Queries

## Budget Queries

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Select the Operating Ledger Data columns to display on the report.

<input checked="" type="checkbox"/> <b>Adopted Budget</b>	<input checked="" type="checkbox"/> <b>Year to Date</b>
<input checked="" type="checkbox"/> <b>Budget Adjustment</b>	<input checked="" type="checkbox"/> <b>Encumbrances</b>
<input checked="" type="checkbox"/> <b>Adjusted Budget</b>	<input type="checkbox"/> <b>Reservations</b>
<input checked="" type="checkbox"/> <b>Temporary Budget</b>	<input type="checkbox"/> <b>Commitments</b>
<input checked="" type="checkbox"/> <b>Accounted Budget</b>	<input checked="" type="checkbox"/> <b>Available Balance</b>

Save Query as:

**Shared**



# SSB Budget Queries

## Budget Queries

**i** For a Budget Query to be successful, a user with Fund Organization query access must enter a value in either the Organization or Grant fields as well as the Fiscal Year, Period, and Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.

**i** To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.

<b>Fiscal year:</b>	2013 ▾	<b>Fiscal period:</b>	14 ▾
<b>Comparison Fiscal year:</b>	None ▾	<b>Comparison Fiscal period:</b>	None ▾
<b>Commitment Type:</b>	All ▾		
<b>Chart of Accounts</b>	U	<b>Index</b>	
<b>Fund</b>	110001	<b>Activity</b>	
<b>Organization</b>	515000	<b>Location</b>	
<b>Grant</b>		<b>Fund Type</b>	
<b>Account</b>	61310	<b>Account Type</b>	
<b>Program</b>	4600		

**Include Revenue Accounts**

**Save Query as:**

**Shared**

# SSB Budget Queries

## Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2013			
As of Aug 20, 2012			
Chart of Accounts	U University of Memphis	Commitment Type	All
Fund	110001 Undesignated E and G	Program	4600 Fiscal Operations
Organization	515000 Financial Planning	Activity	All
Account	61310 Support Clerical Salaries	Location	All

[View Pending Documents](#)

No pending documents exist

## Query Results

Account	Account Title	FY13/PD14 Adopted Budget	FY13/PD14 Budget Adjustment	FY13/PD14 Adjusted Budget	FY13/PD14 Temporary Budget	FY13/PD14 Accounted Budget	FY13/PD14 Year to Date	FY13/PD14 Encumbrances	FY13/PD14 Available Balance
61310	Support Clerical Salaries	27,537.00	750.00	28,287.00	0.00	28,287.00	3,263.90	25,023.31	( 0.21)
Report Total (of all records)		27,537.00	750.00	28,287.00	0.00	28,287.00	3,263.90	25,023.31	( 0.21)

[Download All Ledger Columns](#)

[Download Selected Ledger Columns](#)

[View Payroll Expense Detail](#)

Save Query as:

Shared

## Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY13/PD14 Adjusted Budget	minus	FY13/PD14 Temporary Budget	FY13/PD14 Available Balance	Base

[Perform Computation](#)

# SSB Budget Queries

## Report Parameters

<b>Organization Budget Status Report</b>			
<b>By Account</b>			
<b>Period Ending Jun 30, 2013</b>			
<b>As of Aug 17, 2012</b>			
Chart of Accounts	U University of Memphis	Commitment Type	All
Fund	110001 Undesignated E and G	Program	4600 Fiscal Operations
Organization	515000 Financial Planning	Activity	All
Account	61310 Support Clerical Salaries	Location	All

View Pending Documents



No pending documents exist

## Query Results

Account	Account Title	FY13/PD14 Adopted Budget	FY13/PD14 Budget Adjustment	FY13/PD14 Adjusted Budget	FY13/PD14 Temporary Budget	FY13/PD14 Accounted Budget	FY13/PD14 Year to Date	FY13/PD14 Encumbrances	FY13/PD14 Available Balance	Base
61310	Support Clerical Salaries	27,537.00	750.00	28,287.00	0.00	28,287.00	3,263.90	25,023.31	( 0.21)	28,287.00
Report Total (of all records)		( 27,537.00)	( 750.00)	( 28,287.00)	0.00	( 28,287.00)	( 3,263.90)	( 25,023.31)		

Download All Ledger Columns

Download Selected Ledger Columns

View Payroll Expense Detail

Save Query as:

Shared

## Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY13/PD14 Adjusted Budget	minus	FY13/PD14 Temporary Budget	FY13/PD14 Available Balance	

Perform Computation

# Position Encumbrances

- **Funds are encumbered to save the amount that will have to be paid to the employee**
- **Encumbrances are calculated in Banner based on the date and the amount of the salary**
- **After each payroll, a process is run to recalculate salary encumbrances**
  - **The process “de-encumbers” or liquidates the encumbrance for each position based on the date of the payroll**
  - **The process also encumbers any new positions**

# Position Types

**There are two Position Types available in Banner:**

- **Pooled**
- **Single**

# Pooled Positions

- **Pooled positions, also known as group positions, can have multiple employees**
- **Pooled positions are created with specific Fund, Org, Account, and Program codes (and activity codes as needed)**
- **Examples of positions that are Pooled are: Graduate Assistants, Temporary Employees, and Student Assistants**
- **Pooled positions are not budgeted for specific employees**
- **FOAPs for Pooled positions can be funded in Base or Current Year**

# Pooled Positions

## Eclasses and Account Codes

<u>Title</u>	<u>Eclass</u>	<u>Account Code</u>
Graduate Assistant	GA	61257
Graduate Assistant Admin	GA	61657
Acad Temp Employees	TS	61275
Post Retirement	PR	61275
Hourly Temporary Employees	TH	61375
Student Assistant Regular	ST	61410
Student Flat Rate Employees	SM	61415
Professional Temp Employees	TS	61675
Temporary Instructor Part Time (Credit)	PF	61253
Temporary Instructor Part Time (Non-Credit)	PF	61252

# Single Positions

- **Single positions may have only one employee per position**
- **Examples of positions that are Single are: Administrative Assistants, Assistant Professors, and LSPs.**
- **Single positions are budgeted for specific employees**
- **Single positions can be funded in Base or Current Year**  
Single positions with current year funding are called LIMITED positions
- **Position numbers for Limited positions begin with an ‘L’, while Base funded positions begin with a ‘0’**
- **Every Single position must be fully funded with either Current Year or Base funding**



# Adjusting a Base Funded Position

If a position is Base funded:

- When the employees annual salary is changed, the Base funding for the position must be adjusted
- Salary adjustments must be made using an NBAPBUD Position Budget Revision form found here:  
<http://bf.memphis.edu/forms/finance.php#finplan>
- At this time, only one position may be adjusted per form
- All outstanding adjustments must be completed prior to the budget deadline(s)

**The University of Memphis  
NBAPBUD - Position Budget Revision**

Base Funding

Note: Only one position can be created or revised per form

If establishing a new position, leave the position number blank and attach Form FP-02

Submitting Organization:

FISCAL YEAR

**2013**

Date: 8/20/2012

ECLS

Hire Date

Estimated Current Yr Budget

Position Number

Budget Adjustment  
Base (BD02)  
HR Banner

Financial Planning Tracking  
Number

Budget Adjustment  
Base (BD02)  
FINANCE BANNER

Difference  
(To Be Posted)  
Amount

Increase or Decrease  
Expense  
Amount

(+) Increase or (-) Decrease Expense

(+) Increase or (-) Decrease Expense

Organization Title	Index Number	Fund Number	Organization Code	Account Code	Program Code	Activity Code	Current Distribution %	Proposed Distribution %	Existing Budget NBAPBUD	Proposed Budget NBAPBUD
01										
02										
03										
04										
05										

Document Total

-

Total

0

Total

0

*HR Banner*

*Finance Banner*

Entered By:

Entered By:

Date:

Date:

Banner Document Number (Pay Doc#):

Banner Document Number (J #):

The Reason for requesting this revision is as follows:

Requested

Department Head

Date

Approved

Approved

Dean/Director

Date

President

Date

Approved

Provost/Vice President

Date

Approved

Reviewed

Office of Financial Planning

Date

Office of Financial Planning

Date

**The University of Memphis  
NBAPBUD - Position Budget Revision**

Base Funding

Note: Only one position can be created or revised per form

If establishing a new position, leave the position number blank and attach Form FP-02

Submitting Organization:

FISCAL YEAR **2013**

**Financial Planning**

Date: **8/21/2012**

ECLS

Hire Date

Estimated Current Yr Budget

Position Number

**002167**

Budget Adjustment

Base (BD02)

HR Banner

Financial Planning Tracking Number

Budget Adjustment

Base (BD02)

FINANCE BANNER

Difference  
(To Be Posted)  
Amount

Increase or Decrease  
Expense  
Amount

(+) Increase or (-) Decrease Expense

(+) Increase or (-) Decrease Expense

Organization Title	Index Number	Fund Number	Organization Code	Account Code	Program Code	Activity Code	Current Distribution %	Proposed Distribution %	Existing Budget NBAPBUD	Proposed Budget NBAPBUD
01 Office of Financial Planning	262500	110001	515000	61310	4600		100	100	25,000	26,000
02 Office of Financial Planning	262500	110001	515000	74000	4600					
03										
04										
05										

Document Total  
**2,000**

**Total 1,000**

**Total (1,000)**

HR Banner

Finance Banner

Entered By:

Date:

Banner Document Number (Pay Doc#):

Entered By:

Date:

Banner Document Number (J #):

The Reason for requesting this revision is as follows:

To fund reclass for Administrative Assistant J Doe, Start Date: 8/20/2012

Requested

Department Head

Date

Approved

Approved

Dean/Director

Date

President

Date

Approved

Provost/Vice President

Date

Approved

Reviewed

Office of Financial Planning

Date

Office of Financial Planning

Date

# Funding a Limited Position

If a position is a Limited Current Year funded position:

- At the start of the fiscal year, or the beginning of employment, the full salary must be funded
- The position must be funded using a Current Year Position Budget form found here:  
<http://bf.memphis.edu/forms/finance.php#finplan>
- Multiple positions may be funded on one form
- All funding must be completed prior to the budget deadline

The University of Memphis

Finance Current Year Position Budget Transfer

BD04 Temporary Request for Budget Adjustment

Submitting Department:

Fiscal Year

2013

Financial Planning Tracking Number:

*Use this form for current year position adjustments only. Multiple position numbers are allowed.*

Date:

20-Aug-12

*Use the NSARBEUD - Position Budget Redistribution form for base position adjustments.*

Page 1 of

1

BD04 Temporary Budget Adjustment  
Current Year/ This Fiscal Year

Index / Org Title	Index Number	Fund	Org	Acct Code	Prog	Activity	Expense Budget Amount	Expense Budget Amount	Revenue Budget Amount	Revenue Budget Amount	Position Number Employee Name	
							(+)	(-)	(-)	(+)		
01												
02												
03												
04												
05												
06												
07												
08												
Net Increase/(Decrease) in Current Year												
		0					<b>Total</b>		0	0	0	0
Document Total									0		0	
		0							<i>Expense</i>		<i>Revenue</i>	

The Reason for requesting this revision is as follows:

<input type="checkbox"/> Requested	Department Head	Date	<input type="checkbox"/> Approved
<input type="checkbox"/> Approved	Dean/Director	Date	President Date
<input type="checkbox"/> Approved	Provost/Vice President	Date	<input type="checkbox"/> Approved
<input type="checkbox"/> Reviewed	Office of Financial Planning	Date	Office of Financial Planning Date

For Financial Planning Use Only

Fiscal Year:

Entered by:

Date Entered:

Banner JY Number:

**The University of Memphis**  
**Finance Current Year Position Budget Transfer**  
**BD04 Temporary Request for Budget Adjustment**

**Submitting Department:**

**Financial Planning**

Fiscal Year: **2013**

Financial Planning Tracking Number: \_\_\_\_\_

*Use this form for correct post position adjustments only.  
 Multiple position numbers are allowed.*

Date: **22-Aug-12**

*Use the NBSAP/BLUD - Position Budget Redistribution form for base position adjustments.*

Page 1 of 1

**BD04 Temporary Budget Adjustment**  
 Current Year/ This Fiscal Year

Index / Org Title	Index Number	Fund	Org	Acct Code	Prog	Activity	Expense Budget	Expense Budget	Revenue Budget	Revenue Budget	Position Number Employee Name	
							Amount (+)	Amount (-)	Amount (-)	Amount (+)		
01	Office of Financial Planning	262500	110001	515000	61310	4600	26,000				Position L02167 Doe	
02	Office of Financial Planning	262500	110001	515000	74000	4600		26,000				
03												
04												
05												
06												
07												
08												
Net Increase/(Decrease) in Current Year		0										
							<b>Total</b>	26,000	26,000	0	0	
Document Total		52,000					<i>Expense</i>	<i>Revenue</i>				

The Reason for requesting this revision is as follows:

**To fund Limited Administrative Assistant Jane Doe for FY2013**

<input type="checkbox"/>	Requested	_____	_____	_____	_____	_____	Date	<input type="checkbox"/>	Approved	_____	_____
<input type="checkbox"/>	Approved	_____	_____	_____	_____	_____	Date	_____	President	_____	Date
<input type="checkbox"/>	Approved	_____	_____	_____	_____	_____	Date	<input type="checkbox"/>	Approved	_____	_____
<input type="checkbox"/>	Reviewed	_____	_____	_____	_____	_____	Date	_____	Office of Financial Planning	_____	Date

*For Financial Planning Use Only*

Fiscal Year: \_\_\_\_\_ Entered by: \_\_\_\_\_ Date Entered: \_\_\_\_\_ Banner JV Number: \_\_\_\_\_

# Current Year Reversal

- **For all Base adjustments, a Current Year Position Budget Revision is required to adjust current year funding**
- **Current Year Reversals adjust funding that will not be used for the current fiscal year**
  - For example, if base funding for a position is being increased by \$5,000 in January, only half of that amount will be needed during this fiscal year.
- **The Current Year Reversal Calendar is the easiest way to calculate the amount to be reversed. It is located here:**  
<http://bf.memphis.edu/forms/finance.php#finplan>

**Biweekly Payroll Periods for Fiscal Year 2012-2013**

**See Directions at bottom**

<b>Employee Name</b>		<b>Start Date</b>				<b>Position #</b>			

Payroll ID# 2012	Payroll Period	Hours per week	YTD Hours	% of total year	HR BD02	BD04	Payroll ID# 2013	Payroll Period	Hours per week	YTD Hours	% of total year	HR BD02	BD04
					INC / DEC	Reversal						INC / DEC	Reversal
BW 15	July 1-July 6	30.0	37.50	1.92%		0	BW 2	December 29 - January 4	37.5	1012.50	51.92%		0
BW 15	July 7- July 13	37.5	75.00	3.85%		0	BW 2	January 5 - January 11	37.5	1050.00	53.85%		0
BW 16	July 14 - July 20	37.5	112.50	5.77%		0	BW 3	January 12 - January 18	37.5	1087.50	55.77%		0
BW 16	July 21 - July 27	37.5	150.00	7.69%		0	BW 3	January 19 - January 25	37.5	1125.00	57.69%		0
BW 17	July 28 - August 3	37.5	187.50	9.62%		0	BW 4	January 26 - February 1	37.5	1162.50	59.62%		0
BW 17	August 4 - August 10	37.5	225.00	11.54%		0	BW 4	February 2 - February 8	37.5	1200.00	61.54%		0
BW 18	August 11 - August 17	37.5	262.50	13.46%		0	BW 5	February 9 - February 15	37.5	1237.50	63.46%		0
BW 18	August 18- August 24	37.5	300.00	15.38%		0	BW 5	February 16 - February 22	37.5	1275.00	65.38%		0
BW 19	August 25 - August 31	37.5	337.50	17.31%		0	BW 6	February 23 - March 1	37.5	1312.50	67.31%		0
BW 19	September 1 - September 7	37.5	375.00	19.23%		0	BW 6	March 2 - March 8	37.5	1350.00	69.23%		0
BW 20	September 8 - September 14	37.5	412.50	21.15%		0	BW 7	March 9 - March 15	37.5	1387.50	71.15%		0
BW 20	September 15 - September 21	37.5	450.00	23.08%		0	BW 7	March 16 - March 22	37.5	1425.00	73.08%		0
BW 21	September 22 - September 28	37.5	487.50	25.00%		0	BW 8	March 23 - March 29	37.5	1462.50	75.00%		0
BW 21	September 29 - October 5	37.5	525.00	26.92%		0	BW 8	March 30 - April 5	37.5	1500.00	76.92%		0
BW 22	October 6- October 12	37.5	562.50	28.85%		0	BW 9	April 6 - April 12	37.5	1537.50	78.85%		0
BW 22	October 13 - October 19	37.5	600.00	30.77%		0	BW 9	April 13 - April 19	37.5	1575.00	80.77%		0
BW 23	October 20- October 26	37.5	637.50	32.69%		0	BW 10	April 20 - April 26	37.5	1612.50	82.69%		0
BW 23	October 27- November 2	37.5	675.00	34.62%		0	BW 10	April 27 - May 3	37.5	1650.00	84.62%		0
BW 24	November 3- November 9	37.5	712.50	36.54%		0	BW 11	May 4 - May 10	37.5	1687.50	86.54%		0
BW 24	November 10 - November 16	37.5	750.00	38.46%		0	BW 11	May 11 - May 17	37.5	1725.00	88.46%		0
BW 25	November 17 - November 23	37.5	787.50	40.38%		0	BW 12	May 18 - May 24	37.5	1762.50	90.38%		0
BW 25	November 24 - November 30	37.5	825.00	42.31%		0	BW 12	May 25 - May 31	37.5	1800.00	92.31%		0
BW 26	December 1 - December 7	37.5	862.50	44.23%		0	BW 13	June 1 - June 7	37.5	1837.50	94.23%		0
BW26	December 8 - December 14	37.5	900.00	46.15%		0	BW 13	June 8 - June 14	37.5	1875.00	96.15%		0
BW1	December 15- December 21	37.5	937.50	48.08%		0	BW 14	June 15 - June 21	37.5	1912.50	98.08%		0
BW 1	December 22 - December 28	37.5	975.00	50.00%		0	BW 14	June 22 - June 28	37.5	1950.00	100.00%		0



**The University of Memphis  
NBAPBUD - Position Budget Revision**

Base Funding

Note: Only one position can be created or revised per form

If establishing a new position, leave the position number blank and attach Form FP-02

Submitting Organization:

FISCAL YEAR **2013**

**Financial Planning**

Date: **8/21/2012**

ECLS

Hire Date

Estimated Current Yr Budget

Position Number

**002167**

Budget Adjustment

Base (BD02)

HR Banner

Financial Planning Tracking Number

Budget Adjustment

Base (BD02)

FINANCE BANNER

Difference  
(To Be Posted)  
Amount

Increase or Decrease  
Expense  
Amount

(+) Increase or (-) Decrease Expense

(+) Increase or (-) Decrease Expense

	Organization Title	Index Number	Fund Number	Organization Code	Account Code	Program Code	Activity Code	Current Distribution %	Proposed Distribution %	Existing Budget NBAPBUD	Proposed Budget NBAPBUD
01	Office of Financial Planning	262500	110001	515000	61310	4600		100	100	25,000	26,000
02	Office of Financial Planning	262500	110001	515000	74000	4600					
03											
04											
05											

**Total** 1,000

**Total** (1,000)

Document Total

**2,000**

HR Banner

Finance Banner

Entered By:

Date:

Banner Document Number (Pay Doc#):

Entered By:

Date:

Banner Document Number (J #):

The Reason for requesting this revision is as follows:

To fund reclass for Administrative Assistant J Doe, Start Date: 8/20/2012

Requested

Department Head

Date

Approved

Approved

Dean/Director

Date

President

Date

Approved

Provost/Vice President

Date

Approved

Reviewed

Office of Financial Planning

Date

Office of Financial Planning

Date

# Current Year Reversal

## To do a Current Year Reversal on a Base Budget Adjustment:

- Fill out the NBAPBUD Position Budget Revision form for the Base adjustment
- Go to the Current Year Reversal Calendar
- Choose the appropriate tab for the position – Biweekly or Monthly
- Fill out the information at the top of the form:
  - Employee Name
  - Start Date (Effective Date) of the new salary amount
  - Position number

**Biweekly Payroll Periods for Fiscal Year 2012-2013**

**See Directions at bottom**

**Employee Name**

J Doe

**Start Date**

8/20/2012

**Position #**

002167

Payroll ID# 2012	Payroll Period	Hours per week	YTD Hours	% of total year	HR BD02 INC / DEC	BD04 Reversal	Payroll ID# 2013	Payroll Period	Hours per week	YTD Hours	% of total year	HR BD02 INC / DEC	BD04 Reversal
BW 15	July 1-July 6	30.0	37.50	1.92%		0	BW 2	December 29 - January 4	37.5	1012.50	51.92%		0
BW 15	July 7- July 13	37.5	75.00	3.85%		0	BW 2	January 5 - January 11	37.5	1050.00	53.85%		0
BW 16	July 14 - July 20	37.5	112.50	5.77%		0	BW 3	January 12 - January 18	37.5	1087.50	55.77%		0
BW 16	July 21 - July 27	37.5	150.00	7.69%		0	BW 3	January 19 - January 25	37.5	1125.00	57.69%		0
BW 17	July 28 - August 3	37.5	187.50	9.62%		0	BW 4	January 26 - February 1	37.5	1162.50	59.62%		0
BW 17	August 4 - August 10	37.5	225.00	11.54%		0	BW 4	February 2 - February 8	37.5	1200.00	61.54%		0
BW 18	August 11 - August 17	37.5	262.50	13.46%		0	BW 5	February 9 - February 15	37.5	1237.50	63.46%		0
BW 18	August 18- August 24	37.5	300.00	15.38%		0	BW 5	February 16 - February 22	37.5	1275.00	65.38%		0
BW 19	August 25 - August 31	37.5	337.50	17.31%		0	BW 6	February 23 - March 1	37.5	1312.50	67.31%		0
BW 19	September 1 - September 7	37.5	375.00	19.23%		0	BW 6	March 2 - March 8	37.5	1350.00	69.23%		0
BW 20	September 8 - September 14	37.5	412.50	21.15%		0	BW 7	March 9 - March 15	37.5	1387.50	71.15%		0
BW 20	September 15 - September 21	37.5	450.00	23.08%		0	BW 7	March 16 - March 22	37.5	1425.00	73.08%		0
BW 21	September 22 - September 28	37.5	487.50	25.00%		0	BW 8	March 23 - March 29	37.5	1462.50	75.00%		0
BW 21	September 29 - October 5	37.5	525.00	26.92%		0	BW 8	March 30 - April 5	37.5	1500.00	76.92%		0
BW 22	October 6- October 12	37.5	562.50	28.85%		0	BW 9	April 6 - April 12	37.5	1537.50	78.85%		0
BW 22	October 13 - October 19	37.5	600.00	30.77%		0	BW 9	April 13 - April 19	37.5	1575.00	80.77%		0
BW 23	October 20- October 26	37.5	637.50	32.69%		0	BW 10	April 20 - April 26	37.5	1612.50	82.69%		0
BW 23	October 27- November 2	37.5	675.00	34.62%		0	BW 10	April 27 - May 3	37.5	1650.00	84.62%		0
BW 24	November 3- November 9	37.5	712.50	36.54%		0	BW 11	May 4 - May 10	37.5	1687.50	86.54%		0
BW 24	November 10 - November 16	37.5	750.00	38.46%		0	BW 11	May 11 - May 17	37.5	1725.00	88.46%		0
BW 25	November 17 - November 23	37.5	787.50	40.38%		0	BW 12	May 18 - May 24	37.5	1762.50	90.38%		0
BW 25	November 24 - November 30	37.5	825.00	42.31%		0	BW 12	May 25 - May 31	37.5	1800.00	92.31%		0
BW 26	December 1 - December 7	37.5	862.50	44.23%		0	BW 13	June 1 - June 7	37.5	1837.50	94.23%		0
BW26	December 8 - December 14	37.5	900.00	46.15%		0	BW 13	June 8 - June 14	37.5	1875.00	96.15%		0
BW1	December 15- December 21	37.5	937.50	48.08%		0	BW 14	June 15 - June 21	37.5	1912.50	98.08%		0
BW 1	December 22 - December 28	37.5	975.00	50.00%		0	BW 14	June 22 - June 28	37.5	1950.00	100.00%		0

# Current Year Reversal

## To do a Current Year Reversal on a Base Budget Adjustment:

- Using the Start Date/Effective Date of the Base adjustment, determine the Payroll Period for the date
- Enter the amount of the Base adjustment into Orange column of the *week prior* to that Payroll Period
- The amount to be reversed will appear in the BD04 Reversal column

**Biweekly Payroll Periods for Fiscal Year 2012-2013**

**See Directions at bottom**

**Employee Name**

J Doe

**Start Date**

8/20/2012

**Position #**

002167

Payroll ID# 2012	Payroll Period	Hours per week	YTD Hours	% of total year	2012		Payroll ID# 2013	Payroll Period	Hours per week	YTD Hours	% of total year	2013	
					HR BD02 INC / DEC	BD04 Reversal						HR BD02 INC / DEC	BD04 Reversal
BW 15	July 1-July 6	30.0	37.50	1.92%		0	BW 2	December 29 - January 4	37.5	1012.50	51.92%		0
BW 15	July 7- July 13	37.5	75.00	3.85%		0	BW 2	January 5 - January 11	37.5	1050.00	53.85%		0
BW 16	July 14 - July 20	37.5	112.50	5.77%		0	BW 3	January 12 - January 18	37.5	1087.50	55.77%		0
BW 16	July 21 - July 27	37.5	150.00	7.69%		0	BW 3	January 19 - January 25	37.5	1125.00	57.69%		0
BW 17	July 28 - August 3	37.5	187.50	9.62%		0	BW 4	January 26 - February 1	37.5	1162.50	59.62%		0
BW 17	August 4 - August 10	37.5	225.00	11.54%		0	BW 4	February 2 - February 8	37.5	1200.00	61.54%		0
BW 18	August 11 - August 17	37.5	262.50	13.46%	1000	135	BW 5	February 9 - February 15	37.5	1237.50	63.46%		0
BW 18	August 18- August 24	37.5	300.00	15.38%		0	BW 5	February 16 - February 22	37.5	1275.00	65.38%		0
BW 19	August 25 - August 31	37.5	337.50	17.31%		0	BW 6	February 23 - March 1	37.5	1312.50	67.31%		0
BW 19	September 1 - September 7	37.5	375.00	19.23%		0	BW 6	March 2 - March 8	37.5	1350.00	69.23%		0
BW 20	September 8 - September 14	37.5	412.50	21.15%		0	BW 7	March 9 - March 15	37.5	1387.50	71.15%		0
BW 20	September 15 - September 21	37.5	450.00	23.08%		0	BW 7	March 16 - March 22	37.5	1425.00	73.08%		0
BW 21	September 22 - September 28	37.5	487.50	25.00%		0	BW 8	March 23 - March 29	37.5	1462.50	75.00%		0
BW 21	September 29 - October 5	37.5	525.00	26.92%		0	BW 8	March 30 - April 5	37.5	1500.00	76.92%		0
BW 22	October 6- October 12	37.5	562.50	28.85%		0	BW 9	April 6 - April 12	37.5	1537.50	78.85%		0
BW 22	October 13 - October 19	37.5	600.00	30.77%		0	BW 9	April 13 - April 19	37.5	1575.00	80.77%		0
BW 23	October 20- October 26	37.5	637.50	32.69%		0	BW 10	April 20 - April 26	37.5	1612.50	82.69%		0
BW 23	October 27- November 2	37.5	675.00	34.62%		0	BW 10	April 27 - May 3	37.5	1650.00	84.62%		0
BW 24	November 3- November 9	37.5	712.50	36.54%		0	BW 11	May 4 - May 10	37.5	1687.50	86.54%		0
BW 24	November 10 - November 16	37.5	750.00	38.46%		0	BW 11	May 11 - May 17	37.5	1725.00	88.46%		0
BW 25	November 17 - November 23	37.5	787.50	40.38%		0	BW 12	May 18 - May 24	37.5	1762.50	90.38%		0
BW 25	November 24 - November 30	37.5	825.00	42.31%		0	BW 12	May 25 - May 31	37.5	1800.00	92.31%		0
BW 26	December 1 - December 7	37.5	862.50	44.23%		0	BW 13	June 1 - June 7	37.5	1837.50	94.23%		0
BW 26	December 8 - December 14	37.5	900.00	46.15%		0	BW 13	June 8 - June 14	37.5	1875.00	96.15%		0
BW 1	December 15- December 21	37.5	937.50	48.08%		0	BW 14	June 15 - June 21	37.5	1912.50	98.08%		0
BW 1	December 22 - December 28	37.5	975.00	50.00%		0	BW 14	June 22 - June 28	37.5	1950.00	100.00%		0

# Current Year Reversal

## To do a Current Year Reversal on a Base Budget Adjustment:

- Complete a Current Year Position Budget Revision using the same FOAP information as the Base adjustment form
- Enter the reversal amount as follows:
  - If the base amount is positive, the amount to be reversed will be negative
  - If the base amount is negative, the amount to be reversed will be positive

**The University of Memphis  
NBAPBUD - Position Budget Revision**

Base Funding

Note: Only one position can be created or revised per form

If establishing a new position, leave the position number blank and attach Form FP-02

Submitting Organization:

FISCAL YEAR **2013**

**Financial Planning**

Date: **8/21/2012**

ECLS

Hire Date

Estimated Current Yr Budget

Position Number

**002167**

Budget Adjustment

Base (BD02)

HR Banner

Financial Planning Tracking Number

Budget Adjustment

Base (BD02)

FINANCE BANNER

Difference  
(To Be Posted)  
Amount

Increase or Decrease  
Expense  
Amount

(+) Increase or (-) Decrease Expense

(+) Increase or (-) Decrease Expense

	Organization Title	Index Number	Fund Number	Organization Code	Account Code	Program Code	Activity Code	Current Distribution %	Proposed Distribution %	Existing Budget NBAPBUD	Proposed Budget NBAPBUD
01	Office of Financial Planning	262500	110001	515000	61310	4600		100	100	25,000	26,000
02	Office of Financial Planning	262500	110001	515000	74000	4600					
03											
04											
05											

Document Total  
**2,000**

**Total 1,000**

**Total (1,000)**

HR Banner

Finance Banner

Entered By:

Date:

Banner Document Number (Pay Doc#):

Entered By:

Date:

Banner Document Number (J #):

The Reason for requesting this revision is as follows:

To fund reclass for Administrative Assistant J Doe, Start Date: 8/20/2012

Requested

Department Head

Date

Approved

Approved

Dean/Director

Date

President

Date

Approved

Provost/Vice President

Date

Approved

Reviewed

Office of Financial Planning

Date

Office of Financial Planning

Date

The University of Memphis

Finance Current Year Position Budget Transfer

BD04 Temporary Request for Budget Adjustment

Submitting Department:

**Financial Planning**

*Use this form for current year position adjustments only.*

*Multiple position numbers are allowed.*

*Use the NBAPBUD - Position Budget Redistribution form for base position adjustments.*

Fiscal Year: **2013**

Financial Planning Tracking Number:

Date: **20-Aug-12**

Page 1 of 1

BD04 Temporary Budget Adjustment  
Current Year/ This Fiscal Year

Index / Org Title	Index Number	Fund	Org	Acct Code	Prog	Activity	Expense Budget Amount (+)	Expense Budget Amount (-)	Revenue Budget Amount (-)	Revenue Budget Amount (+)	Position Number Employee Name
01	Office of Financial Planning	262500	110001	515000	61310	4600		135			Position 002167 Doe
02	Office of Financial Planning	262500	110001	515000	74000	4600	135				
03											
04											
05											
06											
07											
08											
Net Increase/(Decrease) in Current Year		0				<b>Total</b>	135	135	0	0	
Document Total		270					Expense		Revenue		

The Reason for requesting this revision is as follows:

**To adjust current year budget for position 002167 J Doe, reclass Effective Date: 08/20/2012**

<input type="checkbox"/>	Requested	Department Head	Date	<input type="checkbox"/>	Approved
<input type="checkbox"/>	Approved	Dean/Director	Date		President Date
<input type="checkbox"/>	Approved	Provost/Vice President	Date	<input type="checkbox"/>	Approved
<input type="checkbox"/>	Reviewed	Office of Financial Planning	Date		Office of Financial Planning Date

For Financial Planning Use Only

Fiscal Year:

Entered by:

Date Entered:

Banner JV Number:



# Useful E-Print Reports

## Banner HR Repository

- **NYBR002 – A list of positions by Organization with FOAPAL information**  
Provides position budget as well as other useful position information, such as Position Type, Eclass, Account number, etc.
- **NYBR005 – A comparison of employee annual salary to position base budget by Organization**  
Provides information on existing salary differences
- **NYPR001 - Payroll information by FOAPAL and payroll**  
Provides information on payroll charges

# Questions?

**Contact:** Susan Boyce  
sdboyce@memphis.edu