How to Reconcile 49X/59X Lines

To reconcile/balance these lines, there are two main forms in INB (https://inb.unCG.ed ) - and both MUST be examined to get an exact indication of what is happening in the lines. Type the following forms into the “GO TO...” box on the main page.

The first form is NZAPBUD. Type in 2012 for the year (top left side of page), select your line number 49/59XXXX and do a control-page-down. Next, click on the SALARY BUDGETS tab – this gives an overview of the position – what has been budgeted (usually zero for these lines), revised budgeted amount (amount of funding moved into the line), encumbered amount, expended amount and amount remaining. To see what funding has been moved into and out of the line, click the UNCG FLEX COMMENTS tab. If a lot of activity, you can scroll down to see all entries.

This is a great form to double check that all personnel paperwork has been done based on the funding that has been moved in, or vice versa. Example: If there is an entry for $6,000 for Summer Graduate Assistant Pay, then you can double check to ensure the paperwork has actually been done. To check this, see below.

To check another line, click the “rollback” arrow and type in the new number.

The next form that needs to be examined is NZISBVW. This form allows you to see who is getting paid (an epaf/pd7 has been processed) from a particular line. For Query Type (top left side of page) choose By Position. Type in position number in the box under “Position” then hit tab. The Position Title will populate automatically. Then do a control-page-down. Sometimes this page takes a long time to load. This form will show you some of the same information, but at the bottom, under “Jobs” it will show everyone who is being paid from that line, how much, and their contract length. APTB is Appointment Begin and APTN is appointment Terminate.

This is a good place to check to make sure everyone is getting paid, the correct amount, and the correct length of time. Scroll down to see everyone. If it looks like everyone that is supposed to be is on contract, and they are getting paid what they are supposed to get paid, and the BBA (Budget Balance Available) matches what is on NZAPBUD, then you know exactly the status of the line – whether funding is needed to clear any deficits, or how much residual funding is available.

To check another line, click in the Position Box at the top, and type in the new number.

Note: AP faculty members paid from these lines will have their full salary entered, even if the contract period is for less than 12 months. You will have to manually calculate their pay based on contract length. Ex: An AP Faculty member is showing as having a salary of $10,000, but their APTB is January 1 and their APTN is June 30. This is a 6 month contract, so their actually encumbrance is $5,000.

C. Dent
6-25-2012
**49XXX lines/positions**
- State Funded Pooled Positions – start with zero budget/funding each year. Used to pay lecturers, add pays and AP faculty.
- This line, like 59XXX lines for GA’s, need to be reconciled/balanced by the departments
- Funding is moved into the lines via a flex or transfer
- Must be balanced and have a zero balance by end of fiscal year

**FOAP**
Fund Organization Account Program (Position) – ex. 110121/13401/101030/101
- This is basic information used to show where funding is located
- Determines where funding can be moved between funding sources
- Position numbers are needed if discussing personnel funding (see below)

**Personnel Funding Sources:**
- **101030** – Faculty EPA (Exempt from Personnel Act) Teaching Funding: Includes all teaching positions – Most faculty fall into this category.
  - Funding can be moved around within state funds, including OTP, but cannot be permanently moved to OTP or other non-101030 positions.
  - If we get enrollment change* funding, typically comes as this type of funding in lines/positions

- **101010** – Faculty EPA Non-Teaching Funding – many support positions such as Instructional Technology Consultants, Web Consultants, and Administrative positions.
  - Funding can be temporarily moved around within state funds, including OTP.
  - Can be permanently moved to build/create an SPA position
  - We get very little of this type of funding

- **101110** - SPA (State Personnel Act) Funding – most administrative support positions.
  - All funding in SPA lines belong to the Chancellor
  - Funding cannot be moved from the line except for rare instances

*Enrollment Change – the difference in projected student enrollment and actual student enrollment. If the University has more enrollments than planned, extra funding is provided in the form of faculty dollars.