

### Position Allocation System Update

In response to a request from campus fiscal officers, an improved system to manage position allocations has been developed for 2015-16. Fiscal officers had requested improved access and ability to transfer position allocations (budgets) real-time similar to how dollar budgets are transferred. This has been accomplished in a new fund range (V00xxx) within Banner Finance.

In this new range of Banner Finance, a \$1.00 budget represents 1.00 FTE position allocation. The following account codes will be utilized which are the same account codes used for \$ budgets:

<b>Position Category:</b>	<b>Account Code:</b>
Teaching and Research Faculty (T&R):	1130
Administrative and Professional Faculty (A/P):	1135
Staff:	1120
Graduate Teaching and Research Assistants:	1180

New 6-digit fund numbers beginning with "V00" have been created for all areas with position allocations. These allocations feed into the Data warehouse for reporting on allocated and filled positions. The Data warehouse will not change in regards to allocated and filled reporting. The only change is the data source of the allocations which effective July 1, 2015 are now held in Banner Finance. The position allocations authorized in the 2015-16 Authorized Budget Document have been loaded into these funds (V00XXX).

With this enhancement to the position allocation management process, the campus will now have the capability to transfer these position allocations as they would other budgets. Access to move position allocations (position budgets) mirror existing Banner Finance budget access and transfer capabilities to transfer dollar budgets. Initially, one position allocation fund per org, per fund source (208 E&G, 229 AES, 229 Coop, auxiliary, etc) has been established. In order to distinguish types of position allocations (T&R, A/P, Staff) within each fund, account codes will be used. The Office of Budget and Financial Planning will create new funds, for holding position allocations, as requested.

The funds which hold position allocations will be visible as a budget allocation on the monthly reconciliation reports, but no actual revenue or expenditure should be recorded in this range of funds. The V00xxx range of funds is only for holding position allocations. In order to review allocated versus filled positions, you will continue to review the position allocation/filled reports available in the data warehouse. Since position allocations are generally ongoing in nature, the position allocations will roll automatically from one fiscal year to the next. Position allocations can be transferred on a base or one-time manner.

The Office of Budget and Financial Planning will be reaching out to various campus groups to further explain this improvement and answer questions in addition to communicating the new fund numbers. The Office of Budget and Financial Planning ([budget@vt.edu](mailto:budget@vt.edu)) is available to answer questions.