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## Budget Transfers for Non-Grant Funds Work Instruction (BUD-W501)

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The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### 1.0 SCOPE:

- 1.1 This work instruction applies to the Business Office's responsibility to transfer budget authority.

### 2.0 RESPONSIBILITY:

- 2.1 Budget Analyst

### 3.0 APPROVAL AUTHORITY:

- 3.1 Senior Budget Analyst

### 4.0 DEFINITIONS:

- 4.1 N/A

*(Approval signature on file)*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### 5.0 PROCEDURE:

- 5.1 Budget transfers are posted into Bi-Tech when a payment needs to be processed against a given budget account and there is an insufficient level of appropriations to permit completion of that transaction against that account, but sufficient budget authority exists in another account. A transfer is processed only when the manager in charge of the second account agrees to move some the budget authority available to the second account into the first account as long as such a transfer does not conflict with the requirements of NRS, NAC or any other internal controls or requirements unique to the Washoe County School District operating plan.

- 5.1.1 All budget transfers must be "balanced" such that the amounts being transferred IN are equal to the amounts being transferred OUT. Unbalanced transfers will result in a budget where Total Sources are not equal to Total Uses.

- 5.1.2 Prior to entering a budget transfer into Bi-Tech, full authorization must be received from both parties to the transfer. This authorization must include a signed Washoe County School District TRANSFER REQUEST FORM.

- 5.1.2.1 Examples of Budget Transfers

- 5.1.2.1.1 A school or department wanting Plant Facilities to complete a voluntary facility remodel can transfer funds from their operating budget into the Plant Facilities Remodel account to reimburse Plant Facilities for the cost of the remodel

- 5.1.2.1.2 When posting a payroll run, if a valid salary object is over budget and another salary object is under budget, funds can be transferred from one to the other.

- 5.2 The District processes two different types of budget transactions: Batch and GLBUUP.

- 5.2.1 Batch Budget Transfers are processed when you have one or more completely filled out, signed and authorized original copies of a Washoe County School District TRANSFER REQUEST. This type of transfer provides the greatest level of tracking and accountability and is generally the safest process for moving funds.



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### 5.2.1.1 Create a batch in Bi-Tech

5.2.1.1.1 Using the Budget Transfer Log Sheet, identify the date of the transfer, the batch name and the batch reference number. The batch name and reference number are assigned using a specific algorithm.

5.2.1.1.2 Login on Bi-Tech and, at the main menu, type GLBUBAUB and hit enter.

5.2.1.1.3 Enter the name of the batch as determined above.

5.2.1.1.4 The system will then ask if you want to create the batch. Answer **Y**. You will now be at the *Budget Adjustment Transfer* screen.

5.2.1.1.5 To Transfer from one account to the another you will do the following:

5.2.1.1.5.1 Enter a description of the transfer

5.2.1.1.5.2 Enter the amount of the transfer

5.2.1.1.5.3 Enter the account being transferred TO on the first line

5.2.1.1.5.4 Enter the account being transferred FROM on the second line.

5.2.1.1.5.5 Enter the reference number

5.2.1.1.5.6 Enter the today's date

5.2.1.1.5.7 Enter the budget version (typically "CB" which is Change Budget).

5.2.1.1.5.8 Hit enter to progress to the next screen or F8 to exit out of your batch.

5.2.1.1.5.9 If you have second transfer form to enter, you can change all the field on the new screen.

5.2.1.1.6 Once your batch is complete you need to run a batch proof to check your data entry.

5.2.1.1.6.1 At the main menu type: GLBUBABP and enter

5.2.1.1.6.2 Enter the name of the batch file if it is different than the one that Bi-Tech provides.

5.2.1.1.6.3 Answer N to separate positive & negative total question

5.2.1.1.6.4 Keep hitting enter until you get back to the main menu.

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- 5.2.1.1.6.5 When the report prints out, review the data and verify its correctness.
- 5.2.1.1.7 If the data is correct, the batch can be distributed.
  - 5.2.1.1.7.1 At the main menu type: GLBUBADS
  - 5.2.1.1.7.2 Enter the name of the batch file if it is different than the one that Bi-Tech provides
  - 5.2.1.1.7.3 Keep hitting enter until you get back to the main menu.
  - 5.2.1.1.7.4 When the report prints out, attach a copy of the transfer forms to the Posting Report and file in the appropriate place.
- 5.2.1.1.8 Distribute and file copies of the Completed Transfer Form to the following
  - 5.2.1.1.8.1 Send a copy of the Completed Transfer Form to the “Transfer To” and the “Transfer From” organization.
  - 5.2.1.1.8.2 File a copy of the Completed Transfer Form in the Budget Transfer File for the “Transfer To” and the “Transfer From” organization.
- 5.2.2 GLBUUP transfers are best used when there is no need to maintain the automated tracking or history provided by the Batch Transfer process.
  - 5.2.2.1 At the main menu, type GLBUUP.
  - 5.2.2.2 Answer N to the question “Do you wish to document any logged budget changes”
  - 5.2.2.3 Press F7 to toggle from “Collect” mode to “Browse” mode.
  - 5.2.2.4 Tab over to “For Year” and enter the correct fiscal year. NOTE: Bi-Tech defaults to the current fiscal year, so if that’s the one you want to be in, then skip this step.
  - 5.2.2.5 Using the “up” arrow and the “tab” key, get the cursor into the 3<sup>rd</sup> column of the “Browse Budget Version” and change it to “Change Budget” by typing “CB” in the blank field. Bi-Tech automatically moves the cursor to the next field. Type in “CB” again. The last two columns should now BOTH have a heading of “Chg Bgt”.
  - 5.2.2.6 Enter the GL Key of the budget that you want to change and hit enter.
  - 5.2.2.7 Verify that Bi-Tech took you to the orgkey that you wanted and, using the “up” arrow and the “tab” key, position the cursor in the desired cell under the “Change” column. Enter the amount of the change you want to make being sure to precede the amount with either the + key or the – key and hit the enter key.
  - 5.2.2.8 Verify once again that the change that you made is correct and, if so, hit the enter key a second time.



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5.2.2.9 In GLBUUP, it is up to you to verify that the entries you have input are either balanced or that you intended to enter an unbalanced budget adjustment.

### 6.0 ASSOCIATED DOCUMENTS:

6.1 WCSD Transfer Form

6.2 Budget Transfer Batches

### 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Budget File	Warehouse	6 Years	Discard as desired	Standard file cabinet in secured office

### 8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/28/05	A	Initial Release
4/24/07	B	Updated Record Retention Table

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