

ONLINE BUDGET TRAINING



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Overview

There are two types of programs available for on-line budget transfers within FRS.

1) 0BT Nonflexibility – Temporary, nonpersonnel on-line budget transfers

The 0(zero)BT Budget Transfer screen is used for the following types of **temporary** online budget transfers:

- Transfers between non-personnel object codes within the same account. (ex. 2000 to 3000)
- Transfers between non-personnel budget codes between two accounts, but within the same purpose code, same ledger, and division.
- Transfers within object code 1400's. (ex. 1410 to 1450)

2) FBT Flexibility Budget Transfers – Personnel and/or temporary/permanent budget transfers

The flexibility budget transfers are entered through the inbox (NBX screen). This program should be used for transfers that cannot be entered on the 0BT screen. There are two types of budget transfers that will be submitted separately. They are:

Flexibility budget transfers refer to:

- Transfers between, to or from any other different personnel (1XX0) major object code(s). For example, object codes 1110, 1210, 1310, 1970, and 1990. Transfers within major object code grouping such as 1200's or 1800's are non-flex except for the 1900's.
- Transfers between 1900's are flexibility budget transfers (ex. 1970 to 1990).
- Transfers between, to or from the personnel object codes to non-personnel object codes. (ex. 1210 to 3000)
- Transfers between accounts with different purpose codes but within the same division and ledger. (ex. 101 purpose to 110 purpose).
- Permanent and/or temporary budget transfers that meet any of the four above criteria.

Non-flexibility budget transfers refer to:

- Transfers between, to or from the same personnel (1XXX) object code(s) but within the same division, ledger, and purpose code. (ex. 1310 to 1310 – different account numbers)
- Transfers between, to or from the same major object code(s) within the same or different account number(s) but within the same division, ledger, and purpose code except for object codes in the 1900's. (ex. 1210 to 1220, 1810 to 1820)
- Transfers between, to or from non-personnel object code(s) within the same division, ledger, and purpose code (that cannot be completed on the 0BT screen).
- Permanent and/or temporary budget transfers that meet any of the three above criteria.

Screen: Acct:

6 Digit Account Inquiry	Account Inquiry - Dollars	Forms
02A GL Attributes - All	018 GL Account Summary	NBX - Inbox
02B GL Attributes - All	019 SL Account Summary	BTA - Budget Transfer Approval
04A GL Attributes - Trust	020 Encumbrances Detail	BTE - Budget Transfer Entry (Modify)
04B GL Attributes - Trust	021 Encumbrances Summary	BTN - Budget Transfer Notepad Inquiry
05A GL Attributes - C&G	022 SL Budget Summary	BTQ - Budget Transfer Inquiry
05B GL Attributes - C&G	023 Transaction Inquiry	LHI - History
06A SL Attributes - All	029 SL Permanent Budget	LST - Subsystem Status
06B SL Attributes - All	042 Encumbrances Snapshot	
08A SL Attributes - Trust	045 Associated SL Accts	
09A SL Attributes - C&G	047 ABR Rule List	
09B SL Attributes - C&G	0CG C&G Account Summary	
09C SL Attributes - C&G		
	0FA Fund Authority - C&G	Other UNC Campus Menus
10 Digit Account Update		701 Purchasing Menu
0BT Budget Transfer	Accts Payable Inquiry	
	118 Duplicate Invoice List	

Fiscal Yr: 01

Budget Transfer for Receipt-supported accounts

Budget transfers requiring approval from the State Budget Office in Raleigh can be submitted on FBT screens. However, this type of transfer will be sitting in your inbox until approval from the State Budget Office in Raleigh. This includes increasing/decreasing receipts budget and requesting a new receipt-supported account. Since these budget transfers require more detailed information such as how the budget was derived, why the revenue increased/decreased, and how the funds will affect the expenditures; paper budget revisions BUD101 is preferred (especially in Health Affairs (HA) since some temporary budget requirements are exchanged with other HA receipt-supported accounts).

One-sided Budget Transfers

Departments can submit a budget transfer that requires one-sided account entry on the FBT screens. This can occur when departments are transferring funds to another department, budget cuts, etc. The department transferring (giving) the funds is responsible for submitting the budget revision and indicating on the justification screen the receiving department's account number and breakdown (object codes and dollar amounts) and purpose of the transfer. This indicates to Financial Planning & Budgets Office that the transfer is authorized by the giving department. When entering a one-sided budget transfer, an override is required. Refer to step 6 for instructions in submitting a FBT.

FBT (Flexibility Budget Transfers)

NBX SCREEN (INBOX)

This screen is used to prepare and modify all budget transfers involving personnel object codes 1110 through 1990 and all permanent budget transfers (which will modify the future year budget). Many of these revisions are defined by the Office of the President as 'flexibility revisions' and will require additional documentation.

All of these transfers (flex and others) are managed through an inbox (screen NBX). This screen shows:

- All of the budget transfers created by the user using the NBX entry (it does not include those created on the 0BT screen). To view all budget transfers created by your department, tab to the DEPT field and type in your department number and press enter.
- The department number that originated the budget transfer.
- The date the budget transfer was created.
- The description entered for the budget transfer.
- The status of the budget transfer. Status descriptions are found on screen LST ([See page 14](#)).

PS900545 I-Z0545 REQUEST PROCESSED SUCCESSFULLY						
NBX Budget Inbox						
Screen:	Form Number:	10/23/00	10:27:40	Fiscal Yr: 01		
		Status:	Dept: 3201	Acct No:		
	Form	Orig	Create	Description	Status	
Sel	Number	Dept	Date			
_	FB00599	3201	10/17/00	REALIGN BUDGET/32XX	WIP -	WORK IN PROGRESS
_	FB00603	3201	10/19/00	LAPSE TO COVER EQUIP	WDA -	WAITING DEPT APPRVL
_	FB00611	3201	10/20/00	RES ASST/PUKKILA	WBO -	WAITING BDGT OFF APP
_	FB00612	3201	10/20/00	DIR/1ST YR SEMINARS	WBO -	WAITING BDGT OFF APP
_	FB00621	3201	10/23/00	COVER TEMPS	WBO -	WAITING BDGT OFF APP
_	FB00001	3201	07/17/00	REALIGN PERM BUDGET	PST -	POSTED
_	FB00002	3201	07/17/00	COVER RECLASS D BOGG	PST -	POSTED
_	FB00011	3201	07/19/00	PHYSICS MURI FUNDS	PST -	POSTED
_	FB00021	3201	07/21/00	SALARY FOR NEW HIRE	PST -	POSTED
_	FB00022	3201	07/21/00	SALARY FOR NEW HIRE	PST -	POSTED
_	FB00023	3201	07/21/00	CHEM START	PST -	POSTED
_	FB00055	3201	07/31/00	FUND RECLASS 51632	REJ -	REJECTED
Select Options: A - Approve C - Copy D - Delete H - History						
I - Inquire M - Modify N - Notes V - Archive						
Page:	1 Of	Next Page:	PF6 - Add	PF7 - Back	PF8 - Fwd	

NBX SCREEN OPTIONS

From the NBX screen, you have options to:

Press the TAB key or arrow keys to move the cursor between budget transfers.

- F6 Create a budget transfer (see next page).
- A Approve a budget transfer. Place an A by the selected entry and press enter. You may then approve or reject the entry (if you are designated as an approver).
- C Copy an existing budget transfer to create a new budget transfer. Once the budget transfer is copied, a new budget document is created, which can then be modified as necessary. The comments page will not be copied. Any budget transfer can be copied.
- D Delete a budget transfer. Place a D by the entry you wish to delete and press enter. Then press Y to confirm that the budget transfer is to be deleted. You can only delete entries that are still a work in progress.
- H View the action History. Place an H by the entry, and you can see the approval/disapproval history.
- I Inquire (view) a budget transfer. Tab to the budget entry you would like to view, place an I beside the entry and press enter. No changes can be made on the Inquiry screen.
- M Modify a budget transfer. Place an M by the entry to wish to modify. You can only modify entries that are still a work in progress or rejected status.
- N View notes. Place an N next to the budget transfer you want to view the notes on.
- V Move to Archive. This will remove the budget transfer from the inbox (screen NBX). The budget transfer is still available to view by using the BTQ (Budget Transfer Inquiry) screen but you would need to know the form number that you want to view. You may also view all the archive budget transfers. Press the tab key to the 'Status' field in your NBX inbox screen. Type the numbers '080', then type in your department number. Press enter.
- Status Press F2 on the 'Status' field to retrieve the value of other status codes. Viewing the budget transfers by status field code restricts the system to show only those in the appropriate status.
- Dept Type in your department number to view all budget transfers created by your department.
- Acct No Type in an account number to view only those budget transfers affected with the appropriate account number.

1. How to Create and Submit FBT

Step 1. Entering the account and dollar amount.

To access the screen, type *NBX* in the screen field and press enter. From the *NBX* screen, hit the *F6* key (to add) for first screen to appear. The cursor will be at the *Current Year* field.

Place a “Y” in current year, if this is a temporary budget transfer (effective in current fiscal year).
Place a “Y” in future year, if this is a permanent budget transfer (effective in next fiscal year).

Place a “Y” in both fields if the transfer is both a temporary and a permanent budget transfer (effective in both the current and future fiscal year).

Press TAB key to move the cursor between fields.

Enter a brief description (limited to 20 characters). This description is what will be seen on the *NBX* screen (inbox). However, this description will not appear in *FRS*. Financial Planning & Budgets Office will use the description field for internal purposes on the *FBM*.

Press TAB key to move the cursor to the Account Number field and enter the account number and object code.

TAB to the appropriate column (Increase or Decrease) and enter the whole dollar amount for that object code (no cents, dollar signs, or decimal points). Commas are not necessary.

TAB to Description field. This field is optional, but may be helpful when you review *Finan\$eer* and your statements. In *Finan\$eer*, the contents of this field appear in the column titled *xxxxxxx*. Enter up to eleven characters to identify transaction (such as position number).

You may continue to enter transfers. The sum of the Increase amount column must total the sum of the Decrease amount column.

You may enter up to 100 lines. Use *F8* to add additional lines.

Once all information is entered, hit enter to validate. A form number will then be assigned after the data is verified in accordance with the budget rules. It will calculate the balance of increases, net of decreases and display this balance at the bottom of the page.

You may delete lines from a budget revision that you have prepared, but have not yet approved.

- From the *BTE* screen, tab your cursor to the Delete field after the last line on the current page.
- Place a “D” in the field.
- Tab to the line number field, and type the line number you wish to delete.
- Press enter.

GF918103 I-FL103 FORM NUMBER WILL BE ASSIGNED WHEN SAVED

BTE:Budget Entry

10/20/00 14:55:14 Fiscal Yr: 01

Screen: Form Number:
Create Date: 10/20/00 Status: WIP - WORK IN PROGRESS
Originator: 4101 WENDY ANDREWS

Current Year: Y Future Year: Desc: Consultant support

Line	Account Number	Obj	Increase Amount	Decrease Amount	Description
001	2 - 1XXXX - 1990		15000		
002	2 - 1XXXX - 1310			15000	pos 12345
003	-	-			
004	-	-			
005	-	-			
006	-	-			
007	-	-			
008	-	-			
009	-	-			
010	-	-			

Page Balance: +0 Total Balance: +0

Delete(D): Line Number:

PF6-Submit PF7-Back PF8-Fwd PF9-Add Notes PF10-View Notes ENTER-Save
Page: 1 of: Next Page:

Step 2. Entering Justification (F6)

Press F6 to enter the justification. Please note the justification on the notepad is required before the form will be submitted. Give a brief description of this budget transfer. What will the transfer accomplish?

- For transfers to, from or between personnel object codes, you must include the position number, title/classification, FTE and dollar amount.
- For flexibility transfers, you must indicate why the transfer is necessary, and how will this affect the educational mission. These transfers are 'classified' by management initiative for reporting to the Office of the President. Appendix A provides a list of possible management initiatives. If possible, you should include the management initiative category in the justification. Enter these as MI #xx; you do not need to include the entire description.
- If non-personnel codes are used, identify what subcodes are affected (i.e. how will the funds be spent and/or what kind of expenses will be reduced in order to accommodate the transfer – for example use 2300, 2600, 3100, 3200, 3500, etc).
- For dual employment transfers, state the borrowing agency and name of the recipient.

- If two separate budget transfers are required for funding permanent personnel position(s), (i.e. a separate entry for current and future years), indicate on the first entry, that a second entry will follow immediately and indicate the form number of the first entry on the second transfer (See example #5 in the appendix).

```

GF918140 R-FL140 NOTEPAD IS REQUIRED.
BTP:Budget Notepad Add                                CONSULTANT SUPPORT
                                                    10/20/00      16:33:34 Fiscal Yr: 01

Screen:      Form Number: FB00XXX
              Create Date: 10/20/00  Status: WIP - WORK IN PROGRESS
Justification must include the following: position number,
              title/classification, FTE and dollar amount.
Enter Notes Below:

001  Transfer budget to cover speaker consultant fees and
002  travel expenses for teaching undergraduate course.
003  MI #1
004  Move budget from position 12345, $15,000,
005  No FTE transfers.
006
007
008
009
010

              Delete(D):      Line Number:

PF6-Return to Inbox      PF7-Bwd      PF8-Fwd      PF9-Return      ENTER-Save
Page:  1 of:  1      Next Page:

```

You may delete lines in your notes before you have approved the budget transfer.

- From the notes screen, tab your cursor to the delete field after the last line on the current page.
- Place a “D” in the field.
- Tab to the line number field, and type the line number you wish to delete.
- Press enter.

Once the justification is entered, hit enter to save. Press F6 to completely submit and approve the budget transfer to the next approver. If you do not wish to submit the transfer at this time, tab to the Screen field and type NBX. See Modify Budget Transfer (page 11) when you are ready to submit the budget transfer.

2. Submission and Approval Authority

Once the budget transfer is submitted, you cannot modify the information. Depending upon your routing setup, the budget transfer will go to the next level for approval. The budget transfer will appear in the next approver's inbox. Once the next level approves the form, the form will continue until it reaches Financial Planning and Budgets Office. To check the approval route, use screen LHI and enter the form number. Press enter. (Example of screen is on page 14.)

3. Approve/Reject Budget Transfer

From your NBX, select the budget transfer you wish to approve (if you are designated as an approver).

- Tab your cursor to the budget transfer you wish to approve, and place an 'A' beside the form number.
- A new screen will appear. Place an 'A' to approve or an 'R' to reject.

You do not have to enter comments when approving, but you must enter comments when you reject. Once approved the budget transfer goes to the next approval level. If rejected, budget transfer goes directly back to the originator who prepared the form.

4. Modify Budget Transfer

You may modify a budget transfer you have prepared, but not approved (status would be 'Work In Progress'). If the budget transfer has already been approved, you would have to call the approver at the next approval level, and have the budget transfer sent back to you for modifications.

You may also modify a budget transfer that has been rejected.

From your NBX, select the budget transfer you wish to modify.

- Tab your cursor to the budget transfer you wish to modify, and place an "M" beside the transfer.
- Make desired changes, and press F6 to resubmit. Once notes have been saved, they cannot be modified, however you can add additional notes that will append those already included.

5. Delete Budget Transfer

You may delete an entire budget transfer that you have prepared, but have not yet approved.

- From your NBX, press tab until your cursor is next to the budget transfer you wish to delete.
- Place a "D" in the select column. Press enter. The press "Y" to confirm that the budget transfer is to be deleted.

You cannot delete a budget transfer that has already been posted.

You may delete lines from a budget transfer that you have prepared, but have not yet approved.

- From the BTE screen, tab your cursor to the Delete field after the last line on the current page.
- Place a “D” in the field.
- Tab to the line number field, and type the line number you wish to delete.
- Press enter.

6. Override Budget Transfer

You may override an entire budget transfer, based upon the following:

- If the budget is being transferred from your account to another account that you do not have access to (for example, transferring budget to another department).
- Or if your department has been instructed via memorandum from an administrator to prepare a one-sided budget transfer (Vice Chancellor representative or from Office of Financial Planning and Budgets).

Enter the budget transfer as Step 1 indicates under How to Create and Submit FBT.

- After you have entered the amount (one-sided budget transfer), press enter. You will receive an error message as a warning that the ‘balance must equal zero’.
- Press enter again, and the cursor will be flashing after the statement ‘Override Zero Bal:’ at the bottom right hand corner.
- Depending upon your routing setup, you will enter ‘r’ or ‘y’. If you do not receive any budget transfers to be approved in your ‘nbx’ (inbox), then enter ‘r’ to request the override. If you are an approver, then enter ‘y’.
- Press enter, and a message ‘request processed successfully’ will appear.
- Press F6 to submit.

Entering the justification. The same steps and guidelines need to be followed as stated in Step 2 ‘Entering justification’ in addition to:

- If transferring funds to another account, state the account number, object code, and position number (if using 1110, 1210, and/or 1310).
- Must notify and indicate that the receiving department has been notified.
- If the debit/credit account is not known, must state what is the purpose of the transfer.
- If the budget transfer is not a budget reduction, must provide the receiving department’s account number, object code, and dollar amount breakdown along with the purpose of the transfer.

Notes & Tips on FBT's

- There must be sufficient budget balance available to cover the transfer.
- Whenever possible, submit budget transfers using OBT (i.e. if a transfer is for non-personnel or temporary wages and is for the current fiscal year only).
- Each budget transfer prepared using NBX must be either flexibility or non-flexibility budget transfer, not both. Flexibility budget transfers require additional justification.
- Fringe benefits must be included when moving budget from non-personnel object codes. For non-state accounts, if there is sufficient budget in the fringe benefit object codes to cover fringe benefits for existing personnel and for the additional personnel, then a statement is needed indicating as such.
- Budget transfers for graduate students, who are enrolled with the graduate insurance program, must include a budget for the health insurance costs (if you are moving the dollars from non-personnel object codes).
- Permanent employees require permanent budget on all state and overhead accounts.
- Be sure to provide a full explanation of why the funds are being transferred. Do not state 'to cover deficits', or 'to cover operational department expenses' (be more specific). For example, transferring funds to cover new telephone system or to cover expenses associated with (name of) program.
- Budget transfers for temporary employment including contractual services, must state what services will be provided. For example - to cover duties in vacant positions, to assist personnel due to increased workload, to assist with a new (?) program, to assist faculty with course work, to cover duties or assist personnel in research, to assist with computer personnel, to provide teaching, to provide consultation on (?), etc.
- Non-personnel object codes are categorized at the 1000 level (i.e. 2000 or 3000) while personnel object codes are categorized at the 1XX0 level (i.e. 1210, 1310).
- If two or more separate budget transfers are required to complete a transaction due to flexibility / non-flexibility transfer and/or temporary / permanent transfers, indicate in the justification that another budget transfer will follow so that it will provide an audit trail and to alert the next approver. Indicate the form number(s) in the justification when possible.
- If the justification has been entered once and saved (by pressing the enter key), it is not necessary to enter them again.
- If you are submitting a budget transfer and the status is still showing 'Work in Progress' in your inbox, you must modify the entry, then press F6 to submit, then press F6 again to complete the transfer to the next approver.
- If a budget transfer has been rejected, review the notes ('N' in your inbox screen) for an explanation.
- The numeric keypad on the right hand side of the keyboard does not work well (on non-numeric characters) when entering data in the justification screen.
- The F2 key is designated as a 'Help' key. Depending upon which field the cursor is located, an explanation for that field may be given.
- It is recommended to keep your NBX inbox clear of unneeded posted budget transfers by archiving them. This will enable you to view the status of the budget transfers recently submitted much easier.

LST SCREEN

LST screen displays a description of each status code.

```
PS900545 I-Z0545 REQUEST PROCESSED SUCCESSFULLY
LST      Status Inquiry

                                10/23/00      10:52:2 Fiscal Yr: 01
Screen:   Form Number:         Subsystem Identifier: FB01
                                FLEXIBLE BUDGET TRANSFER

  Status   Description
-----
  010      WIP      WORK IN PROGRESS
  020      WDA      WAITING DEPT APPRVL
  050      WBO      WAITING BDGT OFF APP
  060      PST      POSTED
  070      REJ      REJECTED
  080      ARC      ARCHIVE
  090      DEL      DELETED

Page:    1 of      Next Page:          PF7=Page Bwd PF8=Page Fwd
```

LHI Screen

LHI screen shows the approval/disapproval history of an individual budget transfer. You need to enter the form number.

```
PS900545 I-Z0545 REQUEST PROCESSED SUCCESSFULLY
LHI: History

                                FUND RECLASS 51632
                                10/23/00      10:54:06      Fiscal Yr: 01
Screen:   Form Number: FB00055

  Status   Description/          Program/          Date          Time
  Status   Approval Route       Name
-----
  WIP      WORK IN PROGRESS        IABDLBTE        07/31/00      16:34:50
                                SUSAN TOPPIN
  WBO      WAITING BDGT OFF APP    LZRTCS          07/31/00      16:39:03
  3201 0001
                                SUSAN TOPPIN
  WBO      WAITING BDGT OFF APP    LZRTCS          08/02/00      09:06:10
  2240 0001 0052
                                DOUGLAS COUNCIL
  WBO      WAITING BDGT OFF APP    LZRTCS          08/02/00      09:32:17
  2240 0052 0001
                                LINDA PROCTOR
  PST      POSTED                    LZRTCS          08/02/00      12:27:12
  2240 0001
                                DOUGLAS COUNCIL

                                / /          : :

Page:    1 Of:    1 Next Page:          PF7: Page Bwd: PF8: Page Fwd
```

Appendix A

Management initiative categories:

The annual flex report requires Financial Planning and Budgets Office and Office of the Provost to classify the budget transfers into management initiative categories. The management initiative category is based on how the funds will be spent (the source of funds is not relevant for this reporting). ***Indicate on the budget transfer which of the categories best fits the purpose (how the funds will be spent) of the budget transfer. You only need to include the MI #.***

1. Strengthening undergraduate instruction and improving graduation rates.
 - Hiring graduate and teaching assistants to provide additional undergraduate instruction resources for schools/centers.
 - Hiring personnel for computer support positions in undergraduate laboratories, dual employment, consultant fees, and training preceptors for clinical course work.
2. Strengthening graduate instruction and research.
 - Hiring expert instructors for courses and seminars in graduate courses.
 - To support general graduate/research expenses, and to provide additional support for research assistants and research programs.
3. Expanding library collections and improving library services.
 - Acquisition of additional materials – journals and electronic media.
 - Technical enhancements and on-line materials and databases.
4. Upgrading classrooms and laboratories, including replacing and updating related equipment.
 - Acquisition of computer, audiovisual, laboratory and scientific equipment.
 - Renovations and upgrades.
5. Enhancing physical facilities (other than classrooms and laboratories) and their operations.
 - Repairs and renovations to facilities (including upgrades).
 - To support operational budgets in various units to ensure that necessary services are provided.
6. Enhancing computing, information resources, and telecommunications capabilities (include developing a distance learning capability)
 - Acquisition and upgrading of hardware and software purchases for teaching and research; and funding for the technical infrastructure support (computing services).
 - Hiring network personnel for computing and teaching laboratories as well as temporary.
7. Strengthening student support services.
 - Hiring additional personnel during peak periods.
 - Improving value of positions to retain expert staff.
8. Improving administrative services infrastructure.
 - Funding in-range, salary increases, reclassifications, promotions, and new positions.
 - Hiring temporary staff while recruiting permanent staff.
9. Enhancing student financial aid programs.
10. Strengthening targeted program areas (identify).
 - Support for new initiatives/improvements for (specific) program.
 - Support grants to faculty from other campuses.
11. Other-Non Flex only and F & A (overhead receipts)

Appendix B.

Other FBT examples:

1. Transfer funds to 1210 to cover additional budget needed for new hire.

Step 1. Press F6 to create budget transfer.

```
GF918103 I-FL103 FORM NUMBER WILL BE ASSIGNED WHEN SAVED
BTE:Budget Entry
11/01/00 11:26:44 Fiscal Yr: 01
Screen: Form Number:
Create Date: 11/01/00 Status: WIP - WORK IN PROGRESS
Originator: 3101 WENDY ANDREWS
Current Year: Y Future Year: Y Desc: New hire salary
Account Increase Decrease
Line Number Obj Amount Amount Description
001 2 - 40000 - 1210 3000 pos 55555
002 2 - 40000 - 1810 230
003 2 - 40000 - 1820 240
004 2 - 40000 - 3000 3470
005 - -
006 - -
007 - -
008 - -
009 - -
010 - -
Page Balance: +0 Total Balance: +0
Delete(D): Line Number:
PF6-Submit PF7-Back PF8-Fwd PF9-Add Notes PF10-View Notes ENTER-Save
Page: 1 of: Next Page:
```

Step 2. Press F6 to enter justification.

```
GF918140 R-FL140 NOTEPAD IS REQUIRED.
BTP:Budget Notepad Add NEW HIRE SALARY
11/01/00 11:32:13 Fiscal Yr: 01
Screen: Form Number: FB00092
Create Date: 11/01/00 Status: WIP - WORK IN PROGRESS
Justification must include the following: position number,
title/classification, class title code, grade, FTE and dollar amount.
Enter Notes Below:
001 Transfer budget to cover additional salary needed to make job
002 offer. Position 55555 - Processing Assistant IV.
003 No FTE transfers.
004 MI#8
005 Reduce 3900 - charges will be covered from other sources.
006
007
008
009
010
Delete(D): Line Number:
PF6-Return to Inbox PF7-Bwd PF8-Fwd PF9-Return ENTER-Save
Page: 1 of: Next Page:
```

Then press F6 to submit.

2. Excess funds in 1110 will be used to pay one-time payments and teaching assistants.

PS900548 I-Z0548 FORM NUMBER WILL BE ASSIGNED WHEN SAVED
BTE:Budget Entry

11/01/00 12:12:07 Fiscal Yr: 01

Screen: Form Number:
Create Date: 11/01/00 Status: WIP - WORK IN PROGRESS
Originator: 3101 WENDY ANDREWS
Current Year: Y Future Year: Desc: one-time payments TA

Line	Account	Increase	Decrease	Description
	Number Obj	Amount	Amount	
001	2 - 40000 - 1110		20000	POS 87654
002	2 - 40000 - 1310	20000		
003	- -			
004	- -			
005	- -			
006	- -			
007	- -			
008	- -			
009	- -			
010	- -			

Page Balance: +0 Total Balance: +0
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PF6-Submit PF7-Back PF8-Fwd PF9-Add Notes PF10-View Notes ENTER-Save
Page: 1 of: 1 Next Page:

GF918140 R-FL140 NOTEPAD IS REQUIRED.
BTP:Budget Notepad Add

ONE-TIME PAYMENTS TA
11/01/00 12:13:49 Fiscal Yr: 01

Screen: Form Number: FB00093
Create Date: 11/01/00 Status: WIP - WORK IN PROGRESS
Justification must include the following: position number,
title/classification, FTE and dollar amount.
Enter Notes Below:

001 Transfer funds from vacant position 87654 in 1110 to
002 1310 for position 44444 - \$5,000 to cover one-time payment
003 and position 09999 - \$15,000 to cover teaching assistants for
004 undergraduate students.
005 No FTE transfers.
006 MI #1
007
008
009
010

Delete(D): Line Number:

PF6-Return to Inbox PF7-Bwd PF8-Fwd PF9-Return ENTER-Save
Page: 1 of: Next Page:

3. Transfer funds from 1210 to 1220 to cover overtime (non-flexibility).

PS900548 I-Z0548 FORM NUMBER WILL BE ASSIGNED WHEN SAVED
 BTE:Budget Entry
 11/01/00 12:21:36 Fiscal Yr: 01

Screen: Form Number:
 Create Date: 11/01/00 Status: WIP - WORK IN PROGRESS
 Originator: 3101 WENDY ANDREWS
 Current Year: Y Future Year: Desc: to cover overtime

Line	Account Number	Obj	Increase Amount	Decrease Amount	Description
001	3 - 80000 - 1210			20000	pos 45625,31
002	3 - 80000 - 1220		20000		
003	-	-			
004	-	-			
005	-	-			
006	-	-			
007	-	-			
008	-	-			
009	-	-			
010	-	-			

Page Balance: +0 Total Balance: +0
 Delete(D): Line Number:

PF6-Submit PF7-Back PF8-Fwd PF9-Add Notes PF10-View Notes ENTER-Save
 Page: 1 of: 1 Next Page:

GF918140 R-FL140 NOTEPAD IS REQUIRED.
 BTP:Budget Notepad Add
 11/01/00 12:23:08 Fiscal Yr: 01

Screen: Form Number: FB00095
 Create Date: 11/01/00 Status: WIP - WORK IN PROGRESS
 TO COVER OVERTIME
 Justification must include the following: position number,
 title/classification, class title code, grade, FTE and dollar amount.
 Enter Notes Below:

001 Lapsed salary from 1210 to cover overtime due to increased
 002 workload from vacant positions 45625 and 45631.
 003 No FTE transfers.
 004 MI#8
 005
 006
 007
 008
 009
 010

Delete(D): Line Number:

PF6-Return to Inbox PF7-Bwd PF8-Fwd PF9-Return ENTER-Save
 Page: 1 of: Next Page:

4. Excess funds in 1310 to cover purchases.

PS900548 I-Z0548 FORM NUMBER WILL BE ASSIGNED WHEN SAVED
 BTE:Budget Entry

11/01/00 12:41:28 Fiscal Yr: 01

Screen: Form Number:
 Create Date: 11/01/00 Status: WIP - WORK IN PROGRESS
 Originator: 3101 WENDY ANDREWS
 Current Year: Y Future Year: Desc: Office equipment

Line	Account Number	Obj	Increase Amount	Decrease Amount	Description
001	2 - 40000 - 1310			50000	
002	2 - 40000 - 2000		43000		
003	2 - 40000 - 3000		6000		
004	2 - 40000 - 4000		1000		
005	-	-			
006	-	-			
007	-	-			
008	-	-			
009	-	-			
010	-	-			

Page Balance: +0 Total Balance: +0
 Delete(D): Line Number:

PF6-Submit PF7-Back PF8-Fwd PF9-Add Notes PF10-View Notes ENTER-Save
 Page: 1 of: 1 Next Page:

GF918140 I-FL140 NOTEPAD IS REQUIRED.
 BTP:Budget Notepad Add

11/01/00 12:44:33 Fiscal Yr: 01

Screen: Form Number: FB00101
 Create Date: 11/01/00 Status: WIP - WORK IN PROGRESS
 OFFICE EQUIPMENT
 Justification must include the following: position number,
 title/classification, class title code, grade, FTE and dollar amount.
 Enter Notes Below:

001 Transfer funds from vacant positions 66669 - \$35,000;
 002 66673 - \$5,000; and 66680 - \$10,000; to cover educational
 003 supplies-\$25,000 (2300); computer purchases and software (2900);
 004 communications (3200); and subscriptions (4900). New
 005 computers are to replace obsolete ones. Funds will provide
 006 additional supplies needed for new course and additional students.
 007 No FTE transfers.
 008 MI#6
 009
 010

Delete(D): Line Number:

PF6-Return to Inbox PF7-Bwd PF8-Fwd PF9-Return ENTER-Save
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5. Transfer funds to 1210 to fund new position.

Part A – Budget transfer to cover current fiscal year only – (Prorated for half of fiscal year)

PS900548 I-Z0548 FORM NUMBER WILL BE ASSIGNED WHEN SAVED
 BTE:Budget Entry
 11/01/00 14:19:03 Fiscal Yr: 01
 Screen: Form Number:
 Create Date: 11/01/00 Status: WIP - WORK IN PROGRESS
 Originator: 3101 WENDY ANDREWS
 Current Year: Y Future Year: Desc: Fund new position t

Line	Account Number	Obj	Increase Amount	Decrease Amount	Description
001	2 - 30000 - 1210		12500		
002	2 - 30000 - 1810		956		
003	2 - 30000 - 1820		891		
004	2 - 30000 - 1830		1128		
005	2 - 30000 - 3000			15475	
006	-	-			
007	-	-			
008	-	-			
009	-	-			
010	-	-			

Page Balance: +0 Total Balance: +0
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PF6-Submit PF7-Back PF8-Fwd PF9-Add Notes PF10-View Notes ENTER-Save
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GF918140 R-FL140 NOTEPAD IS REQUIRED.
 BTP:Budget Notepad Add
 11/01/00 14:21:15 Fiscal Yr: 01
 Screen: Form Number: FB00122
 Create Date: 11/01/00 Status: WIP - WORK IN PROGRESS
 Justification must include the following: position number,
 title/classification, class title code, grade, FTE and dollar amount.
 Enter Notes Below:

001 Transfer budget to fund new position 24739 - student
 002 services assistant V at an annual salary of \$25,000.
 003 Prorated for FY01. Permanent transfer forthcoming.
 004 Requesting 1.0 FTE. Grade 61.
 005 MI #7
 006 Reduce 3100.
 007 Position created to cover duties for new programs and
 008 provide assistance to students enrolling for these programs.
 009
 010

Delete(D): Line Number:

PF6-Return to Inbox PF7-Bwd PF8-Fwd PF9-Return ENTER-Save
 Page: 1 of: 1 Next Page:

Part B – Budget transfer to cover next and future fiscal year. (Annual amount)

PS900548 I-Z0548 FORM NUMBER WILL BE ASSIGNED WHEN SAVED
 BTE:Budget Entry
 11/01/00 14:48:43 Fiscal Yr: 01

Screen: Form Number:
 Create Date: 11/01/00 Status: WIP - WORK IN PROGRESS
 Originator: 3101 WENDY ANDREWS

Current Year: Future Year: Y Desc: Fund new position p

Line	Account	Increase	Decrease	Description
	Number Obj	Amount	Amount	
001	2 - 30000 - 1210	25000		
002	2 - 30000 - 1810	1913		
003	2 - 30000 - 1820	2003		
004	2 - 30000 - 1830	2256		
005	2 - 30000 - 2000		10000	
006	2 - 30000 - 3000		21172	
007	- -			
008	- -			
009	- -			
010	- -			

Page Balance: +0 Total Balance: +0
 Delete(D): Line Number:

PF6-Submit PF7-Back PF8-Fwd PF9-Add Notes PF10-View Notes ENTER-Save
 Page: 1 of: 1 Next Page:

GF918140 R-FL140 NOTEPAD IS REQUIRED.
 BTP:Budget Notepad Add
 11/01/00 14:51:25 Fiscal Yr: 01

Screen: Form Number: FB00126
 Create Date: 11/01/00 Status: WIP - WORK IN PROGRESS

Justification must include the following: position number,
 title/classification, class title code, grade, FTE and dollar amount.
 Enter Notes Below:

001 Transfer budget to fund new position 24739 - student
 002 services assistant V at an annual salary of \$25,000.
 003 Permanent transfer. Prorated for current FY on FB00122.
 004 Requesting 1.0 FTE. Grade 61.
 005 MI #7
 006 Reduce 2300, 3100, 3200.
 007 Position created to cover duties for new programs and
 008 provide assistance to students enrolling for these programs.
 009
 010

Delete(D): Line Number:

PF6-Return to Inbox PF7-Bwd PF8-Fwd PF9-Return ENTER-Save
 Page: 1 of: 1 Next Page:

FBT - Online Flexible Budget Transfer (Quick Reference Guide)

Creating and Submitting a Transfer

Log-on to AIS and access the FRS system
Key "nbx" (Inbox) into the screen number field and hit enter
Press F6 – Use tab key to move between fields on the form
Place "y" in current year if temporary revision
Place "y" in future year if permanent revision
Place "y" in both current and future year field if it is both
Enter brief description for inbox
Enter account number and object code
Enter the amount into the appropriate column (increase/decrease)
Enter additional lines (up to 100)
Press the Enter key to validate – columns must balance
Click on Print Screen if hardcopy desired
Press F6 to enter the justification
Note - Certain information is required in the justification. See page 9 for example and Appendix A for list of Management Initiative (MI) numbers
Click on Print Screen if hardcopy of justification desired
Press F6 again after justification is complete to continue submission.
System will return to Inbox – Check status change

Approving a Transfer

Log-on to AIS and access the FRS system
Key "nbx" (Inbox) into the screen number field and hit enter
Tab to appropriate transfer and type "i" to review the transfer information
Key "nbx" (Inbox) into the screen number field and hit enter
Tab to appropriate transfer
Type "a" in blank beside the transfer and press Enter
Type "a" to approve or "r" to reject
If "r" is chosen, a justification is required
Press F6 to complete the approval process and submission

Modifying a Transfer

Log-on to AIS and access the FRS system
Key "nbx" (Inbox) into the screen number field and hit enter
Tab to transfer you wish to modify – Note: Form must be in WIP or REJ status
Type "m" in blank beside the transfer and press Enter
Add/Change/Delete lines as necessary
Press Enter to validate
Press F6 to enter the justification
Press F6 to submit

