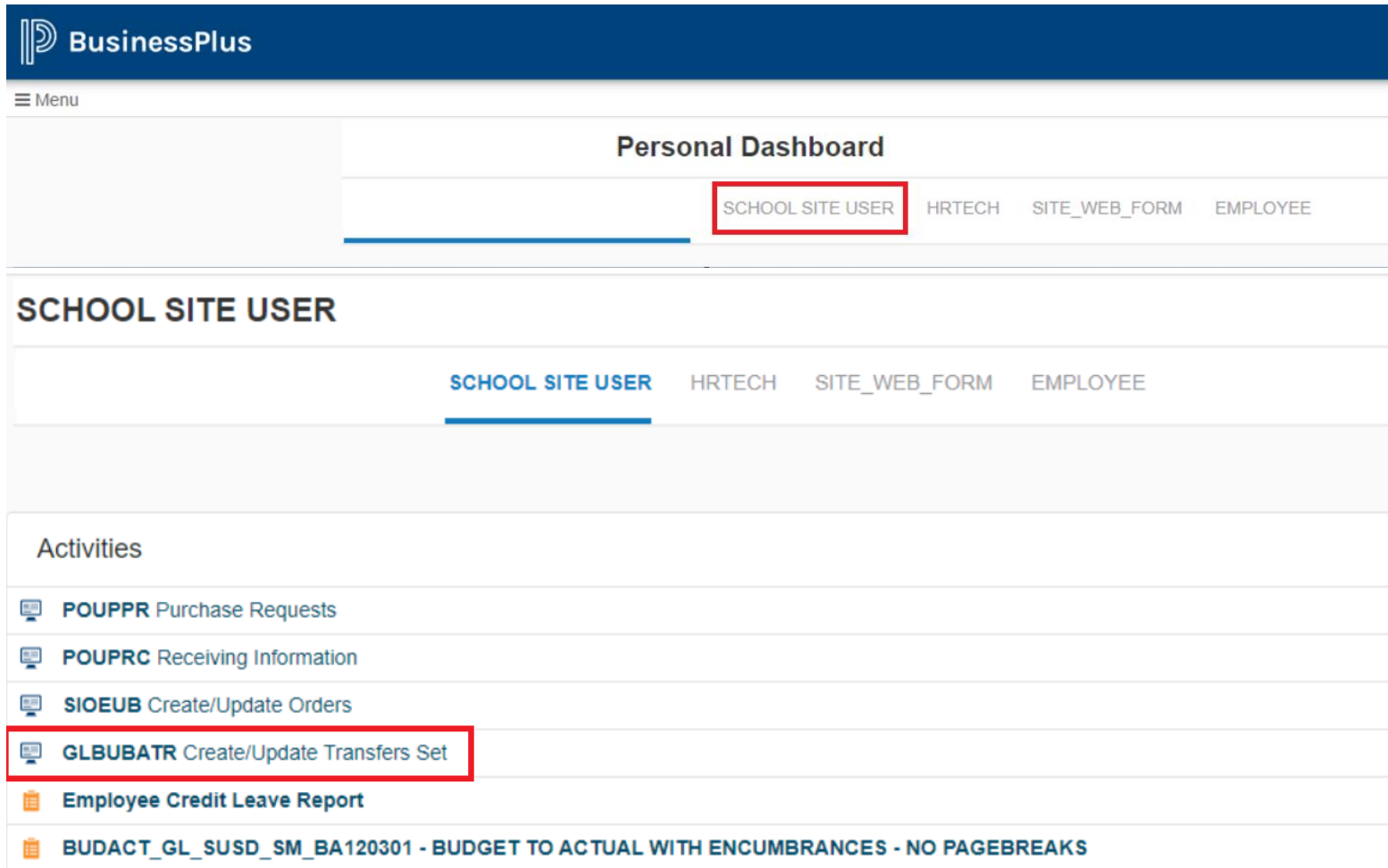


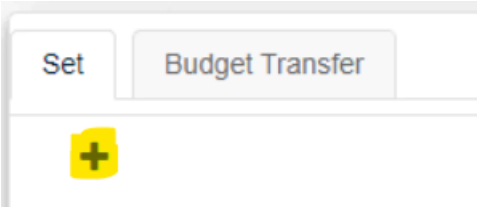
BI-TECH BUDGET TRANSFER PROCESS (GLBUBATR)

1. Once logged into BusinessPlus, click on the tab called "SCHOOL SITE USER".
 - a. Click the line called **GLBUBATR** Create/Update Transfers Set under Activities menu.



The screenshot shows the BusinessPlus interface. At the top, there is a dark blue header with the BusinessPlus logo. Below the header is a navigation bar with a 'Menu' icon. The main content area is titled 'Personal Dashboard' and features a tabbed interface. The 'SCHOOL SITE USER' tab is selected and highlighted with a red box. Other tabs include 'HRTECH', 'SITE_WEB_FORM', and 'EMPLOYEE'. Below the tabs, the 'SCHOOL SITE USER' section is displayed, with a sub-tabbed interface. The 'SCHOOL SITE USER' sub-tab is selected and highlighted with a blue underline. Below this, there is an 'Activities' section with a list of items. The 'GLBUBATR Create/Update Transfers Set' item is highlighted with a red box. Other items in the list include 'POUPPR Purchase Requests', 'POUPRC Receiving Information', 'SIOEUB Create/Update Orders', 'Employee Credit Leave Report', and 'BUDACT_GL_SUSD_SM_BA120301 - BUDGET TO ACTUAL WITH ENCUMBRANCES - NO PAGEBREAKS'.

2. The budget transfer Add Mode screen will open and be **defaulted** on **Search Mode**. Click the “+” sign to enter **Add Mode**. While on *Add Mode*, type **Set ID** name for the budget transfer on the *Set ID* field.




Follow Set ID format below.

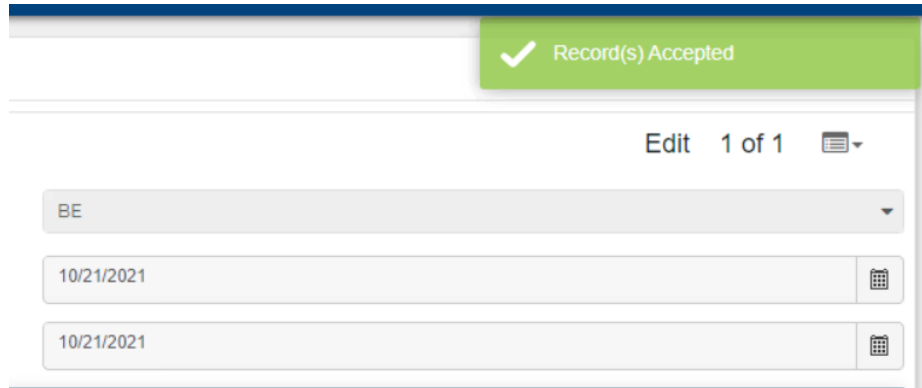
Example: **BJS11182018A**

B= Budget Transfer
JS= Two Digit Site Number
11= Two Digit Month
18= Two Digit Day
2018= Four Digit Year
A= First batch created (*Note: Use subsequent alpha if submitting multiple transfers the same day.*)

A screenshot of the 'Set Budget Transfer' form. At the top, there are tabs for 'Set' and 'Budget Transfer'. On the right side, there is a yellow 'Add' button with a red star icon. The main form area contains several fields: 'Set ID' (with a red star icon and a lightning bolt icon) containing 'BJS10222021A', 'Status*' with a dropdown menu showing 'BE', 'Create User' and 'Update User' text boxes, 'Create Date' and 'Update Date' date pickers both showing '10/22/2021'. Below these fields is a 'Set Totals' section with a table:

Total Dr:	0.00	Total Cr:	0.00	Net:	0.00	Record Count:	0
Reference Count:	0	Budget Increase:	0.00	Budget Decrease:	0.00		

3. Press  when **Set ID** is completed. A prompt “Record Accepted” message should show on the top right hand corner of the screen.



4. Select the **Budget Transfer** tab. Click on the “lightning” icon next to the Reference* field and select **BUID** from the drop down list. This will autofill the Reference* field with the Budget Reference Number.




5. Fill-in **Description**, i.e., reason for transfer.


Set Budget Transfer

Reference* BU000000137391

Reference Totals			
Total Dr:	0.00	Total Cr:	0.00
Budget Decrease:	0.00		

Main Text


Description* 

6. While on Add Mode, type account number and object code where funds are transferred to (credit). Enter amount of increase in the amount field, in whole dollar amount. Press enter  to add another line and to record transaction.

Main Text

Add

Description* OFFICE SUPPLIES Fiscal Year* 2022 Date* 10/22/2021

ACCOUNT NUMBER GL 1000000015  43220 OB ...


To Account Type: XP Adjustment: CREDIT Reason* TRAN BUDGET TRANSFER


To Balance Type: DR Increase-Decrease: INCREASE Budget Version* AJ ADJUSTMENT

Fund Type:

Debit: 0.00

Credit: 1,250.00

Amount:  1,250.00

- On the second instance, type account number and object code where funds are transferred from (debit). Enter amount in the amount field without cents. Make sure to add (-) or minus sign before \$ amount. Press  to record transaction.

Example:

Main Text

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Description* OFFICE SUPPLIES Fiscal Year* 2022

ACCOUNT NUMBER: GL 10000000IS 43200 OB ...


To Account Type: XP Adjustment: DEBIT Reason* TRAN BUDGET TRANSFER

To Balance Type: DR Increase-Decrease: DECREASE Budget Version* AJ ADJUSTMENT

Fund Type: ▾

Debit: 1,250.00

Credit: 0.00

Amount:  -1,250.00




Set Budget Transfer

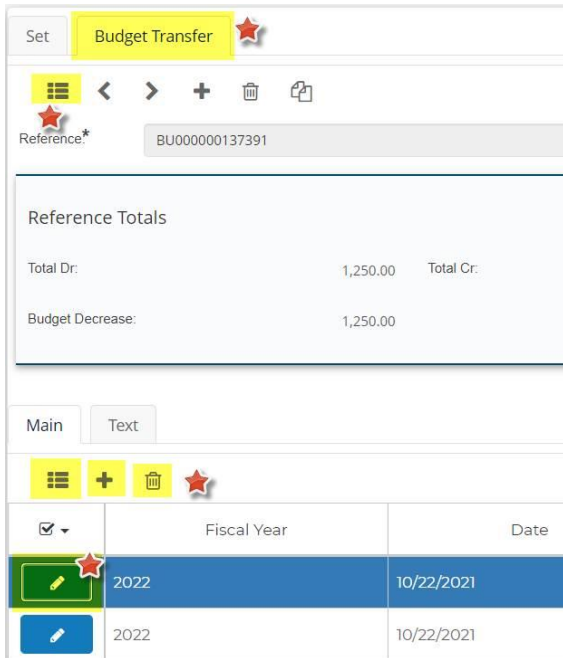
☰ ⏪ ⏩ + 🗑️ 📄 Edit 1 of 1

Reference* BU000000137391


Reference Totals							
Total Dr:	1,250.00	Total Cr:	1,250.00	Net:	0.00	Budget Increase:	1,250.00
Budget Decrease:	1,250.00						


Budget transfers must be within the same organization key. **IMPORTANT NOTE: Budget transfer must net to zero.***


8. Review budget transfer by clicking on  icon while on Budget Transfer tab. Click on the pencil  icon to edit the budget transfer line item. Make the necessary adjustment(s) and press . Record(s) Accepted/Applied message will show once record is updated.



The screenshot shows a software interface for budget transfers. At the top, there's a 'Set' tab labeled 'Budget Transfer' with a star icon. Below it are navigation icons: a list icon, left and right arrows, a plus sign, a trash can, and a document icon. A 'Reference*' field contains 'BU000000137391'. A 'Reference Totals' section shows 'Total Dr: 1,250.00' and 'Total Cr: 1,250.00', with 'Budget Decrease: 1,250.00' below. There are 'Main' and 'Text' tabs. Below these are more navigation icons: list, plus, trash, and star. A table with a checkmark icon in the first column has two columns: 'Fiscal Year' and 'Date'. The first row is highlighted in green and contains '2022' and '10/22/2021'. A pencil icon is in the first column of this row. The second row contains '2022' and '10/22/2021' with a pencil icon in the first column.

Tips: To delete a line item, select the line and click on the  icon.

To add more line item(s), click on the  icon.

Press enter  on your keyboard to update record.

9. E-Mail Set ID number to your site assigned Accounting Technician for review and approval posting.