



July 31, 2008

**MEMORANDUM**

(Via E-Mail Only)

TO: Budget Officers  
FROM: Tim Norris  
SUBJ: 2008-09 Midyear Budget Transfer Processing

2008-09 budget summary data will be loaded to the accounting system in August. After the budget is loaded, you may begin to transfer budget authority between departments with Legacy teleprocessing transactions BUDT or EPBT. The mainframe transactions will continue to interface with SFS and will be available for use during FY09

GPR transfers that involve movement between divisions or changes to major class or program should be submitted to 175 Bascom Hall. The transfer requests can be submitted anytime. Please note that GPR budget transfers which would result in the movement of budget authority from non-salary to salary lines will not be processed unless the transfer provides for the associated fringe benefit costs. A copy of the 2008-09 Request for Budget Transfer Form is attached.

The Budget Office will begin processing the following midyear budget adjustments in the next few weeks:

1. Budget transfer requests that have been submitted by schools and colleges.
2. Fund 101 carryover supplements and repayments.
3. Supplements from campus level accounts.
4. Assessments for DoIT Mainframe and Campus IT Licenses Costs (December).

**Office of Budget, Planning and Analysis**

5. GPR funding for the annualized costs of the 2007-08 classified pay plan that was effective June 8, 2008.
6. GPR funding for the annualized costs of the 2008-09 classified pay plan that was effective July 6, 2008.
7. Supplements from UW System such as Faculty and Academic Staff Development Grants, Solid Waste Management Funds and Applied Research Funding.
8. Deallocation of one-time savings due to the change of the effective date of the 2008-09 unclassified pay plan.

The BUDT transaction continues to require a reason code for each budget transfer. Reason codes (see attached list) were established by System Administration to monitor certain types of transfers. All midyear changes that are entered with BUDT by a school/college should be coded 10. If the code is not entered, the transaction will default to code 10. Larger schools/colleges can assign subcodes to their transfer (i.e., within 10 you could enter 1X, with X being either a number or alpha character). This would enable you to maintain groupings for your own internal transfers. The subcodes will be combined into group 10 when reports are generated for System Administration. Reason codes will be assigned for all other transfers (Categories RB, PY and 20-90) that are processed through our office, the UWPC or System Administration.

The format for the Request for Budget Transfer Form remains the same as last year. A number of schools/colleges who have designed and used their own forms in the past can continue using them. Instructions and procedures for transfer requests remain unchanged. Please keep the following in mind when processing transfers:

- Budget transfers require a 4-digit number. OPBA uses numbers between 1000-1999. If you assign a transfer number you should not use any number in this range.
- After signing by a Dean/Director or authorized representative, send the transfer request to Budget, Planning and Analysis, 175 Bascom Hall.
- Each properly prepared request will be reviewed and entered into the Accounting System within one week of receipt.
- Adequate reasons for the transfer should be provided on both the "To" and "From" sides of the form in the explanation areas.
- Some transfers are originated and entered by UW System. If you are expecting specific budget changes, please send me a copy of the approval memo if it appears that I did not directly receive a copy from UW System. I will then follow-up with System Financial Administration concerning the transfer processing entry.
- If you originate a transfer, we will not send you a copy of that transfer after entry. Evidence of posting is available by using the WISDM Reporting System or the Shared Financial System Warehouse-Detail Accounting Transactions View.

- Please be sure you are using the right accounting scheme when preparing a transfer request. If you are transferring GPR funds to another division do not assume they use the same scheme as your division (please refer to the attached list of 2008-09 Accounting Schemes). Also make sure the division/department that you are transferring funds to has the activity and scheme set up before submitting your transfer request. If they don't, that division should contact Al Wang (2-8729) to make the necessary changes in the UDDS file or the Accounting Master File.
- Questions or concerns about the status of unposted transfer requests should be referred to Mary DeYoung (3-4570).

If you have any processing questions concerning the use of BUDT, or other concerns or questions, please call Mary DeYoung or me.

Enclosures:

1. Budget Transfer Form dated 7-22-08 (TrsfFormBlankFY09.xls)
2. Accounting Schemes For Fund 101 and 104 Salaries dated 7-22-08 (Scheme Table FY09.doc)
3. Budget Transfer Reason Codes dated 7-22-08 (BdgtTrsfReasonCodesFY09.doc)

cc: Darrell Bazzell  
Al Benzschawel  
Dave Diericks  
Al Wang