

<p>Creating a Decision Unit – Position Transfer Synopsis and Justification</p>
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Scenario for Transfer

Transfer a position and associated costs from one budget to another budget account within your agency

This example -

- Business Process Analyst 3 – PCN 0202 - from the Dept. of Admin – Director’s Office (BA1337) is transferred to the We Care budget account – BA2020
- Two E900 will be created. The originating budget will create the complete E900 including the position and associated costs and transfer it to the receiving account.
 - From BA1337 – Dept. of Administration Director’s Office
 - To BA2020 - We Care

Creating a Decision Unit – Position Transfer Screen Process Flow

Select Budget Account and Version

Budget Account: 2020 - WE CARE

Version: A00 AGENCY REQUEST AS SUBMITTED

From Acct Maint Tab Select + icon to add a decision unit

Select the appropriate Transfer Decision Unit

Creating a Decision Unit – Position Transfer

Create Decision Unit – Transfer Out Budget Account

Welcome to NEBS
Nevada Executive Budget System - Training JBoss Environment

Home NEBS Activity Budget Work Program BDR SFYE Reports DataMart Admin Messages

Budget Account Line Item List

Budget Account Line Items

Budget Period: 2017-2019 Biennium (FY18-19)
Budget Account: 1337 ADMINISTRATION - DIRECTOR'S OFFICE
Version: T01 INSTRUCTOR EXAMPLE

Summary Line Items Schedules Positions Mapping Acct. Maint.

Decision Unit Filter: Display all Decision Units

Delete	DU	Ca	Description	Year 1	Change	Year 2	Change	Schedule
	1		B000 BASE					
			M100 STATEWIDE INFLATION					
			M150 ADJUSTMENTS TO BASE					
			M300 FRINGE BENEFITS RATE ADJUSTMENT					
			E226 EFFICIENT AND RESPONSIVE STATE GOVERNMENT					
			E350 SAFE AND LIVABLE COMMUNITIES					
			E670 SALARY ADJUSTMENT FOR 2015-2017 BIENNium	53,412	130,149	0	130,780	0 - None -
			E805 CLASSIFIED POSITION RECLASSIFICATIONS	0	0	0	0	0 - None -
			E806 UNCLASSIFIED POSITION SALARY INCREASES	1,525	1,525	0	0	0 - None -
			E900 TRANSFER FROM BA 1337 TO BA 2020					
			E901 TRANSFER FROM BA1337 TO BA2020					
			2512 BALANCE FORWARD TO NEW YEAR	1,525	0	0	0	0 - None -
			3580 FED DEVELOP DISABILITIES	449,283	455,020	452,490	0	455,893 0 - None -
			4104 COUNTY FEES	225,000	225,000	225,000	0	225,000 0 - None -

This is the resulting transfer decision unit created from the Acct Maint Tab. Refer to the Budget Building Manual for appropriate naming conventions for transfer decision units. Initially the decision unit will have no costs. You must input the costs you want to transfer In/Out. In this example, this budget account will be receiving costs for another budget account: BA 1337 as indicated in the title of the decision unit.

Repeat this procedure, and the procedure in the next slide, for the Transfer Out budget account (BA 1337).

Budget Account Line Item List

Budget Account Line Items

Budget Period: 2017-2019 Biennium (FY18-19)
Budget Account: 1337 ADMINISTRATION - DIRECTOR'S OFFICE
Version: T01 INSTRUCTOR EXAMPLE

Summary Line Items Schedules Positions Mapping Acct. Maint.

Decision Unit Filter: E900 TRANSFER FROM BA 1337 TO BA 2020

Save Save and Return Cancel Edit Actual/WP

Delete	DU	Catg	GL	Description	Actual	Work Pgm	Year 1	Change	Year 2	Change	Schedule
	1										

No Line Items Found

Total Revenue	0	0	0	0
Total Expenditures	0	0	0	0
Difference	0	0	0	0

Save Save and Return Cancel

Creating a Decision Unit – Position Transfer Synopsis and Justification

Welcome to NEBS
Nevada Executive Budget System - Training JBoss Environment

Home NEBS Activity Budget Work Program BDR SFYE Reports DataMart Admin Messages

Budget Account Decision Unit List

Budget Account Decision Units

Budget Period: 2017-2019 Biennium (FY18-19)
Budget Account: 1337 ADMINISTRATION - DIRECTOR'S OFFICE
Version: T01 INSTRUCTOR EXAMPLE

Summary Line Items Schedules Positions Mapping **Acct. Maint.**

View: Decision Units | Categories | GLs | Line Item Position Groups | Assessment Settings

	Code	Description	Department Priority	Budget Account Priority
	Add Decision Unit...			
	E901	TRANSFER FROM BA1337 TO BA2020	9999	4
	E900	TRANSFER FROM BA 1337 TO BA 2020	9999	8
	E806	UNCLASSIFIED POSITION SALARY INCREASES	9999	7

Budget Account Decision Unit Text

Budget Period: 2017-2019 Biennium (FY18-19)
Budget Account: 1337 ADMINISTRATION - DIRECTOR'S OFFICE
Version: T01 INSTRUCTOR EXAMPLE
Decision Unit: E900 TRANSFER FROM BA 1337 TO BA 2020

Additional Text

Dec Unit Synopsis (Prints in Executive Budget Book)
☐ REC V The decision unit request authority to receive a transfer of , and associated cost from BA 1337 in support of the Training Program.

Justification:
☐ REC V In this section you will provide your justification for transferring the position to this budget account and attach all necessary supporting documentation including a description of the function the position will perform, program supported, revised org chart and calculations for

Analyst Comments:
☐ REC V

Save Save and Return Cancel

Attachments: BA 4195 G01 E231 - Fund Swap - Position and support costs.xlsx

Once you create your E900 decision unit, return to the Acct Maint tab and provide your Dec Unit Synopsis and Justification information. Attach all necessary supporting documentation including a description of the function the position will perform, program(s) supported, revised org chart and calculations for all associated non-salary costs included in the decision unit.

Creating a Decision Unit – Position Transfer

Copy Position – Transfer Out Budget Account

Welcome to NEBS
Nevada Executive Budget System - Training JBoss Environment

Home | NEBS | Activity Budget | Work Program | BDR | SPYE | Reports | DataMart | Admin | Budget Account Line Item List

Budget Account Line Items

Budget Period: 2017-2019 Biennium (FY18-19)
Budget Account: 1337 ADMINISTRATION - DIRECTOR'S OFFICE
Version: A00 AGENCY REQUEST AS SUBMITTED

Summary | **Line Items** | Schedules | Positions | Mapping

Decision Unit Filter: B000 BASE

Display all Decision Units

- B000 BASE
- M100 STATEWIDE INFLATION
- M150 ADJUSTMENTS TO BASE
- M300 FRINGE BENEFITS RATE ADJUSTMENT
- E070 SALARY ADJUSTMENT FOR 2019-2017 BIENNium
- E900 TRANSFER FROM BA1337 TO BA2020**
- E901 TRANSFER FROM BA1337 TO BA2020

Delete	DU	CA	Actual	Work Pgm	Year
+	1				
	8000		0		
	8000	00	2511	BALANCE FORWARD FROM PREVIOUS YEAR	0 32,259
	8000	00	4230	COST ALLOCATION REIMBURSEMENT - A	692,335 659,586 692,335

Budget Account Line Items

Budget Period: 2017-2019 Biennium (FY18-19)
Budget Account: 1337 ADMINISTRATION - DIRECTOR'S OFFICE
Version: A00 AGENCY REQUEST AS SUBMITTED

Summary | Line Items | Schedules | **Positions** | Mapping | Acct. Maint.

Decision Unit Filter: E900 TRANSFER FROM BA1337 TO BA2020

No Line Items Found

Total Revenue: 0 0
Total Expenditures: 0 0
Difference: 0 0

After creating and defining your decision unit, go to the Positions Tab and create an opposite copy of the position you want to transfer out to BA 2020.

Budget Account Positions

Budget Period: 2017-2019 Biennium (FY18-19)
Budget Account: 1337 ADMINISTRATION - DIRECTOR'S OFFICE
Version: A00 AGENCY REQUEST AS SUBMITTED

Summary | Line Items | Schedules | **Positions** | Mapping | Acct. Maint.

Decision Unit Filter: B000 BASE

View: Basic | Fringe | Salary

Jump To Page: 1 Jump To PCN:

Viewing page 1 of 1: [Previous] [Next] [First] [Last] [Save] [Save and Return] [Cancel] [Copy/Transfer...] [Recalc Payroll...]

DU	PCN #	Line Item Group	Class	Class Description	Type	Grade	Step	Adj	Act	WP	Yr1	Yr2	FTE
+	8000	000202	## GF & CAP	07655 BUSINESS PROCESS ANALYST 3 Existing	38	1	0	1.00	1.00	1.00	1.00	1.00	6.00
	8000	000023	GF GENERAL FUND	09009 EXECUTIVE ASSISTANT Existing	99	99	0	1.00	1.00	1.00	1.00	1.00	6.00
	8000	000010	GF GENERAL FUND	02212 ADMIN ASSISTANT 2 Existing	25	1	0	1.00	1.00	1.00	1.00	1.00	6.00

Position Copy

Source:

Budget Period: 2017-2019 Biennium (FY18-19)
Budget Account: 1337 ADMINISTRATION - DIRECTOR'S OFFICE
Version: A00 AGENCY REQUEST AS SUBMITTED
Decision Unit: B000 BASE
Position: 000202
Class: 07655 BUSINESS PROCESS ANALYST 3

Destination:

Budget Period: 2017-2019 Biennium (FY18-19)
Budget Account: 1337 ADMINISTRATION - DIRECTOR'S OFFICE
Version: A00 AGENCY REQUEST AS SUBMITTED
Decision Unit: E900 TRANSFER FROM BA1337 TO BA2020

Number of Copies: 1

Reuse PCN#: ☒ OR Starting PCN#:

Opposite Copy: ☒

Position Copy Type: Exact Copy

Copy Cancel

Ensure you check the Opposite Copy box for the transferred position

Creating a Decision Unit – Position Transfer Other Non-Salary Transfer Cost

Budget Account Line Item List

Budget Account Line Items

Budget Period: 2017-2019 Biennium (FY18-19)
Budget Account: 1337 ADMINISTRATION - DIRECTOR'S OFFICE
Version: A00 AGENCY REQUEST AS SUBMITTED

Year 1 out of balance (Filtered DUs): 57,194
Year 2 out of balance (Filtered DUs): 61,600
Year 1 out of balance (All DUs): 94,919
Year 2 out of balance (All DUs): 94,860
1 blank line item added

Summary | Line Items | Schedules | Positions | Mapping | Acct. Maint.

Decision Unit Filter: E900 TRANSFER FROM BA1337 TO BA2020

Delete	DU	Catg	GL	Description	Actual	Work Pgm	Year 1	Change	Year 2	Change	Schedule
<input type="checkbox"/>	E900	02	6100		0	0	1,000		1,000		None
<input type="checkbox"/>	E900	03	6200		0	0	4,000		4,000		None
<input type="checkbox"/>	E900	04	7000		0	0	2,500		2,500		None
<input type="checkbox"/>	E900	30	7000		0	0	1,500		1,500		None
	E900	01	5100	SALARIES	0	0	-54,804		-57,256		PAYROLL
	E900	01	5200	WORKERS COMPENSATION	0	0	-892		-877		PAYROLL
	E900	01	5300	RETIREMENT	0	0	-7,347		8,392		PAYROLL
	E900	01	5400	PERSONNEL ASSESSMENT	0	0	-329		-344		PAYROLL

Add non-salary costs associated with the position transfer by clicking on the “+” icon and indicating how many cost lines to add. Manually input your cost information. **Remember to attach all relevant cost calculations and backup documentation in line item's Note utility.**

For associated non-salary schedule driven cost make the appropriate cost updates to your transfer unit – In this example, we are identifying associated EITS costs (Email, Voice Mail and state phone line) to transfer out in E900.

Budget Account Version - EITS Schedule

Budget Account Version - EITS Schedule Details

Budget Period: 2017-2019 Biennium (FY18-19)
Budget Account: 1337 ADMINISTRATION - DIRECTOR'S OFFICE
Version: A00 AGENCY REQUEST AS SUBMITTED
Schedule: EITS

Schedule Details | Additional Text

Decision Unit Filter: Display all Decision Units

Status: IN PROGRESS

Save | Save and Return | Cancel | Process Schedule...

Delete	Line #	DU	Catg	IT Service	GL	Unit of Measure	Act. Qty.	Budget Year 1				Budget Year 2			
								Quantity	Rate	Inflation	Total	Quantity	Rate	Inflation	Total
	9	E900	04	STATE PHONE LINE - Y1 \$13.48 Y2 \$13.48	7295	PER LINE PER MONTH	0.0000	-12.0000	13.480000	0.00	-161.76	-12.0000	13.480000	0.00	-161.76
	9	E900	26	EMAIL SERVICE - Y1 \$3.82 Y2 \$3.82	7533	PER ACCOUNT PER MONTH	0.0000	-12.0000	3.820000	0.00	-45.84	-12.0000	3.820000	0.00	-45.84
	10	E900	04	VOICE MAIL - Y1 \$3.52 Y2 \$3.52	7292	PER ACCOUNT PER MONTH	0.0000	-12.0000	3.520000	0.00	-42.24	-12.0000	3.520000	0.00	-42.24

<p>Creating a Decision Unit – Position Transfer</p> <p>E900 Transfer Cost – Position Costs</p>
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Budget Account Version Position List

Budget Period: 2017-2019 Biennium (FY18-19)
 Budget Account: 1337 ADMINISTRATION - DIRECTOR'S OFFICE
 Version: A00 AGENCY REQUEST AS SUBMITTED

Position Cost

Budget Period: 2017-2019 Biennium (FY18-19)
 Budget Account: 1337 ADMINISTRATION - DIRECTOR'S OFFICE
 Version: A00 AGENCY REQUEST AS SUBMITTED
 Decision Unit: E900 TRANSFER FROM BA1337 TO BA2020
 Position: 000202 BUSINESS PROCESS ANALYST 3

Budget Account Line Item List

Budget Period: 2017-2019 Biennium (FY18-19)
 Budget Account: 1337 ADMINISTRATION - DIRECTOR'S OFFICE
 Version: A00 AGENCY REQUEST AS SUBMITTED

Summary

	Year 1	Year 2
SUM	SUM	SUM
Salary	-54,804	-57,256
Benefits		
Retirement	-7,947	-8,302
Group Insurance	-8,391	-8,391
Worker's Comp	-892	-877
Personnel Assessment	-329	-344
Unemployment Insurance	-38	-40
Payroll Assessment	-77	-80
Retirement Group Insurance	-1,293	-1,351
Medicare	-794	-830
Benefits Total	-19,761	-20,215
Total	-74,565	-77,471

Monthly Detail - Year 1

Month	Grade/Step	Work Days	Hourly	Monthly
Jul-2017	38-2	21	25.96	-4,361
Aug-2017	38-2	23	25.96	-4,777
Sep-2017	38-2	21	25.96	-4,361
Oct-2017	38-2	22	25.96	-4,569
Nov-2017	38-2	22	25.96	-4,569
Dec-2017	38-2	21	25.96	-4,361
Jan-2018	38-2	23	25.96	-4,777
Feb-2018	38-2	20	25.96	-4,192

Position cost from the position tab is reflected in the line item cost screen minus AG Bond and Tort, EITS Infrastructure and Security assessments.

Creating a Decision Unit – Position Transfer

E900 Transfer Cost – Total Costs

Budget Account Line Item List

Budget Account Line Items

Budget Period: 2017-2019 Biennium (FY18-19)

Budget Account: 1337 ADMINISTRATION - DIRECTOR'S OFFICE

Version: A00 AGENCY REQUEST AS SUBMITTED

Year 1 out of balance (Filtered DUs): 66,194
 Year 2 out of balance (Filtered DUs): 69,100
 Year 1 out of balance (All DUs): 103,919
 Year 2 out of balance (All DUs): 102,360

Summary		Line Items		Schedules	Positions	Mapping	Acct. Maint.				
Decision Unit Filter: E900 TRANSFER FROM BA1337 TO BA2020								Save	Save and Return	Cancel	Edit Actual/WP
Delete	DU	Catg	GL	Description	Actual	Work Pgm	Year 1	Change	Year 2	Change	Schedule
	1										
	E900	01	5100	SALARIES	0	0	-54,804		-57,256		PAYROLL
	E900	01	5200	WORKERS COMPENSATION	0	0	-892		-877		PAYROLL
	E900	01	5300	RETIREMENT	0	0	-7,947		-8,302		PAYROLL
	E900	01	5400	PERSONNEL ASSESSMENT	0	0	-329		-344		PAYROLL
	E900	01	5500	GROUP INSURANCE	0	0	-8,391		-8,391		PAYROLL
	E900	01	5700	PAYROLL ASSESSMENT	0	0	-77		-80		PAYROLL
	E900	01	5750	RETIRED EMPLOYEES GROUP INSURANCE	0	0	-1,293		-1,351		PAYROLL
	E900	01	5800	UNEMPLOYMENT COMPENSATION	0	0	-38		-40		PAYROLL
	E900	01	5840	MEDICARE	0	0	-794		-830		PAYROLL
	<input type="checkbox"/> E900	02	6100	PER DIEM OUT-OF-STATE	0	0	1,000	0	1,000	0	- None -
	<input type="checkbox"/> E900	03	6200	PER DIEM IN-STATE	0	0	4,000	0	4,000	0	- None -
	<input type="checkbox"/> E900	04	7000	OPERATING	0	0	2,500	0	2,500	0	- None -
	E900	04	7050	EMPLOYEE BOND INSURANCE	0	0	-1		-1		PAYROLL
	E900	04	7054	AG TORT CLAIM ASSESSMENT	0	0	-116		-116		PAYROLL
	E900	04	7292	EITS VOICE MAIL	0	0	-42		-42		EITS
	E900	04	7295	EITS STATE PHONE LINE	0	0	-162		-162		EITS
	E900	26	7533	EITS EMAIL SERVICE	0	0	-46		-46		EITS
	E900	26	7554	EITS INFRASTRUCTURE ASSESSMENT	0	0	-155		-155		PAYROLL
	E900	26	7556	EITS SECURITY ASSESSMENT	0	0	-107		-107		PAYROLL
	<input type="checkbox"/> E900	30	7000	OPERATING	0	0	1,500	0	1,500	0	- None -
Total Revenue					0	0	0		0		
Total Expenditures					0	0	-66,194		-69,100		
Difference					0	0	66,194		69,100		

Save Save and Return Cancel

Non-Payroll
Schedule
costs

Creating a Decision Unit – Position Transfer

E900 Transfer Cost – Revenue

Budget Account Line Item List

Budget Period: 2017-2019 Biennium (FY18-19)
 Budget Account: 1337 ADMINISTRATION - DIRECTOR'S OFFICE
 Version: A00 AGENCY REQUEST AS SUBMITTED

Year 1 out of balance (Filtered DUs): 66,194
 Year 2 out of balance (Filtered DUs): 69,100
 Year 1 out of balance (All DUs): 103,919
 Year 2 out of balance (All DUs): 102,360

Decision Unit Filter: E900 TRANSFER FROM BA1337 TO BA2020

Delete	DU	Catg	GL	Description	Actual	Work Pgm	Year 1	Change	Year 2	Change	Schedule
<input type="checkbox"/>	1										
<input type="checkbox"/>	E900	01	5100	SALARIES	0	0	-54,804		-57,256		PAYROLL
<input type="checkbox"/>	E900	01	5200	WORKERS COMPENSATION	0	0	-892		-877		PAYROLL
<input type="checkbox"/>	E900	01	5300	RETIREMENT	0	0	-7,947		-8,302		PAYROLL
<input type="checkbox"/>	E900	01	5400	PERSONNEL ASSESSMENT	0	0	-329		-344		PAYROLL
<input type="checkbox"/>	E900	01	5500	GROUP INSURANCE	0	0	-8,391		-8,391		PAYROLL
<input type="checkbox"/>	E900	01	5700	PAYROLL ASSESSMENT	0	0	-77		-80		PAYROLL
<input type="checkbox"/>	E900	01	5750	RETIRED EMPLOYEES GROUP INSURANCE	0	0	-1,293		-1,351		PAYROLL
<input type="checkbox"/>	E900	01	5800	UNEMPLOYMENT COMPENSATION	0	0	-38		-40		PAYROLL
<input type="checkbox"/>	E900	01	5840	MEDICARE	0	0	-794		-830		PAYROLL
<input type="checkbox"/>	E900	02	6100	PER DIEM OUT-OF-STATE	0	0	1,000		1,000		- None -
<input type="checkbox"/>	E900	03	6200	PER DIEM IN-STATE	0	0	4,000		4,000		- None -
<input type="checkbox"/>	E900	04	7000	OPERATING	0	0	2,500		2,500		- None -
<input type="checkbox"/>	E900	04	7050	EMPLOYEE BOND INSURANCE	0	0	-1		-1		PAYROLL
<input type="checkbox"/>	E900	04	7054	AG TORT CLAIM ASSESSMENT	0	0	-116		-116		PAYROLL
<input type="checkbox"/>	E900	04	7292	EITS VOICE MAIL	0	0	-42		-42		EITS
<input type="checkbox"/>	E900	04	7295	EITS STATE PHONE LINE	0	0	-162		-162		EITS
<input type="checkbox"/>	E900	26	7533	EITS EMAIL SERVICE	0	0	-46		-46		EITS
<input type="checkbox"/>	E900	26	7554	EITS INFRASTRUCTURE ASSESSMENT	0	0	-155		-155		PAYROLL
<input type="checkbox"/>	E900	26	7556	EITS SECURITY ASSESSMENT	0	0	-107		-107		PAYROLL
<input type="checkbox"/>	E900	30	7000	OPERATING	0	0	1,500		1,500		- None -
Total Revenue					0	0	0		0		
Total Expenditures					0	0	-66,194		-69,100		
Difference					0	0	66,194		69,100		

Out of Balance error message will display until you identify the appropriate Revenue source for the identified expenditures

Save Save and Return Cancel

Budget Account Line Item List

Budget Period: 2017-2019 Biennium (FY18-19)
 Budget Account: 1337 ADMINISTRATION - DIRECTOR'S OFFICE
 Version: A00 AGENCY REQUEST AS SUBMITTED

Decision Unit Filter: E900 TRANSFER FROM BA1337 TO BA2020

Delete	DU	Catg	GL	Description	Actual	Work Pgm	Year 1	Change	Year 2	Change	Schedule
<input type="checkbox"/>	E900	00	4230		0	0	-66,194		-69,100		None
<input type="checkbox"/>	E900	01	5100	SALARIES	0	0	-54,804		-57,256		PAYROLL
<input type="checkbox"/>	E900	01	5200	WORKERS COMPENSATION	0	0	-892		-877		PAYROLL
<input type="checkbox"/>	E900	01	5300	RETIREMENT	0	0	-7,947		-8,302		PAYROLL
<input type="checkbox"/>	E900	01	5400	PERSONNEL ASSESSMENT	0	0	-329		-344		PAYROLL
<input type="checkbox"/>	E900	01	5500	GROUP INSURANCE	0	0	-8,391		-8,391		PAYROLL
<input type="checkbox"/>	E900	01	5700	PAYROLL ASSESSMENT	0	0	-77		-80		PAYROLL
<input type="checkbox"/>	E900	01	5750	RETIRED EMPLOYEES GROUP INSURANCE	0	0	-1,293		-1,351		PAYROLL
<input type="checkbox"/>	E900	01	5800	UNEMPLOYMENT COMPENSATION	0	0	-38		-40		PAYROLL
<input type="checkbox"/>	E900	01	5840	MEDICARE	0	0	-794		-830		PAYROLL
<input type="checkbox"/>	E900	02	6100	PER DIEM OUT-OF-STATE	0	0	1,000		1,000		- None -
<input type="checkbox"/>	E900	03	6200	PER DIEM IN-STATE	0	0	4,000		4,000		- None -
<input type="checkbox"/>	E900	04	7000	OPERATING	0	0	2,500		2,500		- None -
<input type="checkbox"/>	E900	04	7050	EMPLOYEE BOND INSURANCE	0	0	-1		-1		PAYROLL
<input type="checkbox"/>	E900	04	7054	AG TORT CLAIM ASSESSMENT	0	0	-116		-116		PAYROLL
<input type="checkbox"/>	E900	04	7292	EITS VOICE MAIL	0	0	-42		-42		EITS
<input type="checkbox"/>	E900	04	7295	EITS STATE PHONE LINE	0	0	-162		-162		EITS
<input type="checkbox"/>	E900	26	7533	EITS EMAIL SERVICE	0	0	-46		-46		EITS
<input type="checkbox"/>	E900	26	7554	EITS INFRASTRUCTURE ASSESSMENT	0	0	-155		-155		PAYROLL
<input type="checkbox"/>	E900	26	7556	EITS SECURITY ASSESSMENT	0	0	-107		-107		PAYROLL
<input type="checkbox"/>	E900	30	7000	OPERATING	0	0	1,500		1,500		- None -
Total Revenue					0	0	-66,194		-69,100		
Total Expenditures					0	0	-66,194		-69,100		
Difference					0	0	0		0		

Save Save and Return Cancel

Creating a Decision Unit – Position Transfer E900 Transfer Cost – Process All Schedules

Budget Account Versions List





Settings

Budget Period: 2017-2019 Biennium (FY18-19) ▼

Choose Budget Account: 1337 ADMINISTRATION - DIRECTOR'S OFFICE (Update) ▼

- OR -

Enter Search Text: 1337 ADMINISTRATION - DIRECTOR'S OFFICE

Budget Account	Version	Status
1337 - ADMINISTRATION - DIRECTOR'S OFFICE		
+ Create New Working Version...		
   	A00 - AGENCY REQUEST AS SUBMITTED	Open

Create Budget Account...

Before you do your final copy to the Transfer-In budget account, make sure you process all schedules to ensure all your costs are accurately reflected in the transfer unit.

Budget Account Schedule List

Budget Account Schedule List

Budget Period: 2017-2019 Biennium (FY18-19)

Budget Account: 1337 ADMINISTRATION - DIRECTOR'S OFFICE

Version: A00 AGENCY REQUEST AS SUBMITTED

Summary

Line Items

Schedules

Positions

Mapping

Acct. Maint.

	Schedule	Description	Status
	1	CASELOAD	IN PROGRESS
	2	VENDOR SERVICES	IN PROGRESS
	3	UNIFORM ALLOWANCE	IN PROGRESS
	4	LONGEVITY	COMPLETE
	5	EITS	IN PROGRESS
	6	FLEET SERVICES VEHICLES	IN PROGRESS
	7	AGENCY OWNED VEHICLES	IN PROGRESS
	8	BUILDING RENT NON-BUILDINGS AND GROUNDS	IN PROGRESS
	9	EQUIPMENT	IN PROGRESS
	10	BUILDING MAINTENANCE SCHEDULE	IN PROGRESS
	11	STAFF PHYSICALS	IN PROGRESS
	12	VACANCY SAVING SCHEDULE	Missing

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Does not include payroll schedule

Done Process All Schedules

Budget Account Version

Budget Account Version

Budget Period: 2017-2019 Biennium (FY18-19)

Budget Account: 1337 ADMINISTRATION - DIRECTOR'S OFFICE

Version: A00 AGENCY REQUEST AS SUBMITTED

Version Info

Additional Text

Budget Highlights Text

Version Type: AGENCY REQUEST

Version Code: A00

Version Name: AGENCY REQUEST AS SUBMITTED

Line Item Audit Enabled: ☐

Done Copy

Process Schedules

There are two places in NEBS where you can "Process all Schedules": from the Schedules Tab within the budget account and at the Budget Account Level through the Note Icon. Processing all schedules from the Schedules Tab within the budget will not process the payroll schedule. To ensure you process all schedules including the payroll schedule, "Process All Schedules" from the Note Icon at the Budget Account level.

Creating a Decision Unit – Position Transfer E900 Transfer Cost – Copy Transfer Out

Budget Account Decision Unit List

Budget Account Decision Units

Budget Period: 2017-2019 Biennium (FY18-19)

Budget Account: 1337 ADMINISTRATION - DIRECTOR'S OFFICE

Version: A00 AGENCY REQUEST AS SUBMITTED

Summary

Line Items

Schedules

Positions

Mapping

Acct. Maint.

View: Decision Units | Categories | GLs | Line Item Position Groups | Assessment Settings

	Code	Description	Department Priority	Budget Account Pri
	Add Decision Unit...			
	B000	BASE	n/a	n/a
	M100	STATEWIDE INFLATION	n/a	n/a
	M150	ADJUSTMENTS TO BASE	n/a	n/a
	M300	FRINGE BENEFITS RATE ADJUSTMENT	n/a	n/a
	E670	SALARY ADJUSTMENT FOR 2015-2017 BIENNIIUM	n/a	n/a
	E901	TRANSFER FROM BA1337 TO BA2020	9999	1
	E900	TRANSFER FROM BA1337 TO BA2020	9999	2

Copy Decision Unit

Copy Decision Unit

Source:

Budget Period: 2017-2019 Biennium (FY18-19)

Budget Account: 1337 ADMINISTRATION - DIRECTOR'S OFFICE

Version: A00 AGENCY REQUEST AS SUBMITTED

Decision Unit: E900 TRANSFER FROM BA1337 TO BA2020

Destination:

Budget Account: 2020 WE CARE

Version: A00 AGENCY REQUEST AS SUBMITTED

Decision Unit: E900 TRANSFERS

☐ Overwrite Budget Account Level Mapping

Include Positions: ☒ and treat positions as Exact Copies

Reuse PCN#s ☒ -OR- Starting PCN#

Opposite Copy: ☒

Copy

Cancel

E899 ONE SHOT APPROPRIATIONS
E901 TRANSFERS [EXISTING]
E902 TRANSFERS
E903 TRANSFERS
E904 TRANSFERS
E905 TRANSFERS
E906 TRANSFERS
E907 TRANSFERS
E908 TRANSFERS
E909 TRANSFERS
E910 TRANSFERS
E911 TRANSFERS
E912 TRANSFERS
E913 TRANSFERS
E914 TRANSFERS
E915 TRANSFERS
E916 TRANSFERS
E917 TRANSFERS
E918 TRANSFERS
E919 TRANSFERS
E920 TRANSFERS
E921 TRANSFERS
E922 TRANSFERS
E923 TRANSFERS
E924 TRANSFERS
E925 TRANSFERS
E926 TRANSFERS
E927 TRANSFERS
E928 TRANSFERS
E929 TRANSFERS

Creating a Decision Unit – Position Transfer

E900 Transfer Cost – Transfer Out / Transfer In

Budget Account Line Item List

Budget Account Line Items

Budget Period: 2017-2019 Biennium (FY18-19)

Budget Account: 1337 ADMINISTRATION - DIRECTOR'S OFFICE

Version: A00 AGENCY REQUEST AS SUBMITTED

Summary	Line Items	Schedules	Positions	Mapping	Ac					
Decision Unit Filter: E900 TRANSFER FROM BA1337 TO BA2020										
Save		Save and Return		C						
Delete	DU	Catg	GL	Description	Actual	Work Pgm	Year 1	Change	Year 2	C
	1									
	<input type="checkbox"/>	E900	00	4230 COST ALLOCATION REIMBURSEMENT - A	0	0	-66,194	0	-69,100	
		E900	01	5100 SALARIES	0	0	-54,804		-57,256	
		E900	01	5200 WORKERS COMPENSATION	0	0	-892		-877	
		E900	01	5300 RETIREMENT	0	0	-7,947		-8,302	
		E900	01	5400 PERSONNEL ASSESSMENT	0	0	-329		-344	
		E900	01	5500 GROUP INSURANCE	0	0	-8,391		-8,391	
		E900	01	5700 PAYROLL ASSESSMENT	0	0	-77		-80	
		E900	01	5750 RETIRED EMPLOYEES GROUP INSURANCE	0	0	-1,293		-1,351	
		E900	01	5800 UNEMPLOYMENT COMPENSATION	0	0	-38		-40	
		E900	01	5840 MEDICARE	0	0	-794		-830	
	<input type="checkbox"/>	E900	02	6100 PER DIEM OUT-OF-STATE	0	0	1,000	0	1,000	
	<input type="checkbox"/>	E900	03	6200 PER DIEM IN-STATE	0	0	4,000	0	4,000	
	<input type="checkbox"/>	E900	04	7000 OPERATING	0	0	2,500	0	2,500	
		E900	04	7050 EMPLOYEE BOND INSURANCE	0	0	-1		-1	
		E900	04	7054 AG TORT CLAIM ASSESSMENT	0	0	-116		-116	
		E900	04	7292 EITS VOICE MAIL	0	0	-42		-42	
		E900	04	7295 EITS STATE PHONE LINE	0	0	-162		-162	
		E900	26	7533 EITS EMAIL SERVICE	0	0	-46		-46	
		E900	26	7554 EITS INFRASTRUCTURE ASSESSMENT	0	0	-155		-155	
		E900	26	7556 EITS SECURITY ASSESSMENT	0	0	-107		-107	
	<input type="checkbox"/>	E900	30	7000 OPERATING	0	0	1,500	0	1,500	
Total Revenue					0		-66,194		-69,100	
Total Expenditures					0		-66,194		-69,100	
Difference					0		0		0	

Save Save and Return Cancel

Budget Account Line Item List

Budget Account Line Items

Budget Period: 2017-2019 Biennium (FY18-19)

Budget Account: 2020 WE CARE

Version: A00 AGENCY REQUEST AS SUBMITTED

Year 1 out of balance (All DUs): 794,038
Year 2 out of balance (All DUs): 768,100

Summary	Line Items	Schedules	Positions	Mapping	Acct. Maint.							
Decision Unit Filter: E900 TRANSFER FROM BA1337 TO BA2020												
<div>Save Save and Return Cancel</div> <div>Edit Actual/WP</div>												
Delete	DU	Catg	GL	Description	Actual	Work Pgm	Year 1	Change	Year 2	Change	Schedule	
	1											
	<input type="checkbox"/>	E900	00	4230	COST ALLOCATION REIMBURSEMENT - A	0	0	66,194	0	69,100	0	- None -
		E900	01	5100	SALARIES	0	0	54,804		57,256		PAYROLL
		E900	01	5200	WORKERS COMPENSATION	0	0	892		877		PAYROLL
		E900	01	5300	RETIREMENT	0	0	7,947		8,302		PAYROLL
		E900	01	5400	PERSONNEL ASSESSMENT	0	0	329		344		PAYROLL
		E900	01	5500	GROUP INSURANCE	0	0	8,391		8,391		PAYROLL
		E900	01	5700	PAYROLL ASSESSMENT	0	0	77		80		PAYROLL
		E900	01	5750	RETIRED EMPLOYEES GROUP INSURANCE	0	0	1,293		1,351		PAYROLL
		E900	01	5800	UNEMPLOYMENT COMPENSATION	0	0	38		40		PAYROLL
		E900	01	5840	MEDICARE	0	0	794		830		PAYROLL
	<input type="checkbox"/>	E900	02	6100	PER DIEM OUT-OF-STATE	0	0	-1,000	0	-1,000	0	- None -
	<input type="checkbox"/>	E900	03	6200	PER DIEM IN-STATE	0	0	-4,000	0	-4,000	0	- None -
	<input type="checkbox"/>	E900	04	7000	OPERATING	0	0	-2,500	0	-2,500	0	- None -
		E900	04	7050	EMPLOYEE BOND INSURANCE	0	0	1		1		PAYROLL
		E900	04	7054	AG TORT CLAIM ASSESSMENT	0	0	116		116		PAYROLL
		E900	04	7292	EITS VOICE MAIL	0	0	42		42		EITS
		E900	04	7295	EITS STATE PHONE LINE	0	0	162		162		EITS
		E900	26	7533	EITS EMAIL SERVICE	0	0	46		46		EITS
		E900	26	7554	EITS INFRASTRUCTURE ASSESSMENT	0	0	155		155		PAYROLL
		E900	26	7556	EITS SECURITY ASSESSMENT	0	0	107		107		PAYROLL
	<input type="checkbox"/>	E900	30	7000	OPERATING	0	0	-1,500	0	-1,500	0	- None -
Total Revenue						0	0	66,194		69,100		
Total Expenditures						0	0	66,194		69,100		
Difference						0	0	0		0		

Save Save and Return Cancel

Transfer Out BA 1337 + Transfer In BA 2020 must be balanced and net to Zero