ABC 2016 Fall Summit

Everything You Want to Know About Transfers

September 7, 2016

abc.afd.calpoly.edu
Transfers

- Three Types:
  - Budget Transfers
  - Payroll Expenditure Transfers
  - Non-Payroll Expenditure Transfers

- What do they have in common:
  - Correct and move financial information from one chartfield to another chartfield
  - Forms are submitted to a specific office
  - These forms create a manual journal entry in PeopleSoft
Budget Transfers

- Not posted as “Actuals”
- Posts to a separate “budget” ledger
- Dashboard view

<table>
<thead>
<tr>
<th>Dept Id FDescr</th>
<th>Acct Type FDescr</th>
<th>Budget</th>
<th>Actual</th>
<th>Encumb</th>
<th>Budget Bal</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>125500-Fiscal Svcs-Property</td>
<td>60-Expenditures</td>
<td>117,145.33</td>
<td>7,713.81</td>
<td>0.00</td>
<td>109,431.52</td>
<td>7%</td>
</tr>
<tr>
<td>125500-Fiscal Svcs-Property Total</td>
<td></td>
<td>117,145.33</td>
<td>7,713.81</td>
<td>0.00</td>
<td>109,431.52</td>
<td>7%</td>
</tr>
<tr>
<td>Grand Total</td>
<td></td>
<td>117,145.33</td>
<td>7,713.81</td>
<td>0.00</td>
<td>109,431.52</td>
<td>7%</td>
</tr>
</tbody>
</table>

- Email to budgettransfers@calpoly.edu
Budget Transfers

Tips and Tricks:
- Must net to zero
- Total debits (+) must equal the total credits (-)
- Must transfer within the same fund
- No commas
- Use appropriate accounts, not 8xxxxx
Budget Transfers

Examples:

- Transfer between two departments in the same College
- Transfer between a main department and several departments sharing the same physical space – sharing costs of a copier
- Transfer between two or more different funds – Department/College/Division costs of a cultural or diversity event put on by Dean of Students
Test your knowledge

What is the difference between Budget and Actuals?

A. Budgets are rigid, Actuals are flexible.
B. Budgets are for planning purposes, Actuals reflect what actually happened.
C. No difference, Budget and Actuals are always the same.
Payroll Expenditure Transfers

- Posted in “Actuals” ledger with FTE
- Dashboard view
- Salary and benefits that posted already
- Acceptable reasons for transfer:
  - Department Reorganization
  - Typo on HR101 or Position Funding Form
  - Employee Hired in Wrong Position
- Unacceptable reasons for transfer:
  - Overspent Budget
  - Managing budget with payroll transfers
Payroll Expenditure Transfers

- Position Funding Form vs. HR101 Form
  - Use a Position Funding Form for temporary and permanent changes in funding sources as long as within the same department
  - Use an HR101 Form for changes in funding sources when a different department
# Payroll Expenditure Transfers

## Payroll Expenditure Transfer Form

**Budget & Finance Department**

Complete the information below to transfer payroll charges for the employee(s) specified and submit to Budget & Finance Department. For questions, please contact Valerie Majala at x1187.

| Fiscal Year: | 2015 |

<table>
<thead>
<tr>
<th><strong>Employee Info:</strong></th>
<th><strong>Transfer Info:</strong></th>
<th><strong>Transfer Charges From (Credit):</strong></th>
<th><strong>Transfer Charges To (Debit):</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Name</td>
<td>EmpID (9 digits)</td>
<td>EmpID Record # (8 digits)</td>
<td>Pay Period (Month to Adjust)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Salary &amp; Benefits Charged</td>
<td>% to Transfer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Amount to Transfer</td>
<td>Fund DeptID Acct (Salary Only)</td>
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<td></td>
<td>Prog Proj Class Fund DeptID Acct (Salary Only)</td>
</tr>
</tbody>
</table>

- Required fields
  - Employee Name
  - EmplID (found in LCD Dashboard)
  - Empl Record Number (found in LCD Dashboard)
  - Position (found in LCD Dashboard)
  - Pay Period (found in LCD Dashboard)
  - Percentage to transfer
  - Transfer from chartfields
  - Transfer to chartfields
  - Reason for transfer
  - Signature
**Payroll Expenditure Transfers**

- **Pay Period vs Charge Period**

  2014 general salary increases were posted in the December charge period, but included in July – December pay periods.

<table>
<thead>
<tr>
<th></th>
<th>01-July</th>
<th>02-August</th>
<th>03-September</th>
<th>04-October</th>
<th>05-November</th>
<th>06-December</th>
<th>07-January</th>
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<th>09-March</th>
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<th>11-May</th>
<th>12-June</th>
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<td>7.50</td>
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<td>697.74</td>
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<td>8,480.39</td>
<td>8,480.39</td>
<td>8,480.39</td>
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<td>215.05</td>
<td>215.05</td>
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<td>215.05</td>
<td>215.05</td>
<td></td>
</tr>
</tbody>
</table>

abc.afd.calpoly.edu
Payroll Expenditure Transfers

Tips and Tricks

- Submit by the 20th of each month
- Email to payrolltransactions@calpoly.edu
- Complete all fields and submit with signatures
- Don’t forget the Empl Record Number
  - Very important - especially for students!
- Total salary and benefits amounts are entered as a lump sum
- Mid-year close still in effect
  - July – December corrections by Jan. 31
  - January – June corrections by June 30
Non-Payroll Expenditure Transfers

- A tool to correct, adjust, transfer or charge a non-payroll transaction between University chartfields
- Posts to the “Actuals” ledger
- Dashboard view

The form creates a manual journal entry
To correct or adjust, the expense(s) must have posted to the Ledger
The fund’s purpose and/or the funding source must allow for the type of expenditure and follow all CSU and campus spending policies
Non-Payroll Expenditure Transfers

- Complete an **Expenditure Transfer Form**
- **Supporting Documentation**
  - Dashboard screen shot (3rd View)
  - Written explanation for request e.g: email
  - Specific details for charging of goods, services, facilities, i.e. invoice
- Appropriate department approval
- Complete and email documents to [expendituretransfer@calpoly.edu](mailto:expendituretransfer@calpoly.edu)
- Copy all parties affected
Non-Payroll Expenditure Transfers

- Mid Year Close still in effect
  - Transactions posted July-December not corrected after January 31
  - Transactions posted January-June not corrected after June 30
Non-Payroll Expenditure Transfers

- **2015/16 Facts:**
  - 1,377 journals
  - 17,163 journal lines
  - Review for “appropriateness” - ½ minute per journal line
  - Upload – 2 to 3 minutes per journal

- **Supporting documentation:**
  - 3rd View on My Revenue and Expense tab in Dashboard

- **Approving official – Delegation of Authority**
Non-Payroll Expenditure Transfers

- Completed Expenditure Transfer Form
  - Enter the full chartfield string on transaction
  - No commas in any field
  - Include a line description that conveys the action, this will be visible on Dashboard
  - Verify debits (positive) and credits (negative) net to zero

[Table of Non-Payroll Expenditure Transfers]

**California Polytechnic State University**
Non Payroll Expenditure/Revenue Transfer Request

<table>
<thead>
<tr>
<th>Date</th>
<th>Reference #</th>
<th>Journal Class</th>
<th>Original Journal ID</th>
<th>Prepared By</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/25/2014</td>
<td></td>
<td></td>
<td></td>
<td>Jane Doe</td>
<td>Expenditure Transfer to correct class code on purchase of supplies from 2/6/14</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>Deptld</th>
<th>Program</th>
<th>Class</th>
<th>Project</th>
<th>Accounting Use</th>
<th>Line Desc</th>
<th>Accounting Use Only</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
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<td>660003</td>
<td>SL01</td>
<td>109200</td>
<td>PM001</td>
<td>CU003</td>
<td></td>
<td>Class Code Cor Reimb Supplies</td>
<td></td>
<td></td>
<td>-191.81</td>
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<tr>
<td>660003</td>
<td>SL01</td>
<td>109200</td>
<td>PM001</td>
<td>CU004</td>
<td></td>
<td>Class Code Cor Reimb Supplies</td>
<td></td>
<td></td>
<td>191.81</td>
</tr>
</tbody>
</table>
Non-Payroll Expenditure Transfers

- Supporting Documentation
  - Image or screenshot from Dashboard showing the transaction to be adjusted using the 3rd View from My Revenue and Expense Transactions Tab
  - Dashboard download to PDF
  - Limit Dashboard criteria to specific dates
Non-Payroll Expenditure Transfers

- Journal Header Description
- Journal Line Description
- Example:

<table>
<thead>
<tr>
<th>Fund Fdescr</th>
<th>DeptId Fdescr</th>
<th>Account Fdescr</th>
<th>Program Fdescr</th>
<th>Project Fdescr</th>
<th>Class Fdescr</th>
<th>Document ID</th>
<th>Vendor Short</th>
<th>Vendor Short</th>
<th>Date Posted</th>
<th>Fiscal Year</th>
<th>Doc Src Fdescr</th>
<th>Document Line Descr</th>
<th>Actuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>SL001-948-485 CSU Operating Fund</td>
<td>100100-CAFES-Agriculture Edu &amp; Comm</td>
<td>660003-Supplies and Services</td>
<td></td>
<td></td>
<td></td>
<td>0000932415</td>
<td></td>
<td></td>
<td>8/18/2016</td>
<td>2016</td>
<td>06-16 Manual Journal Entry</td>
<td>UT PCARD DUNNINGAN</td>
<td>2.02</td>
</tr>
</tbody>
</table>
Non-Payroll Expenditure Transfers

Tips & Tricks

- Pro Card purchases – Make sure to change the chartfield string during the review period.
- The expenditure transfer form is a Comma Separated Value (CSV) form, do not use commas in any field.
- Do not highlight supporting documents with anything other than yellow because when a document is scanned, it becomes illegible or box or bold the portion to adjust.
Cost Recovery

Cost Recovery (Actuals)

- Goods and services charged to departments and third parties
- No base funding for the activity
- Approval of cost methodology prior to activity
  - Fiscal Services
- Charges for activity may not exceed cost of providing goods and services
- Recovery of costs in the fund expenses originally were incurred
- Examples: Career Fair, Event Videography
University Campus Program (UCP)

- UCP funds begin with a 6 or 7
- Only expenditures are recorded in UCP funds
- Actual expenditures may be transferred between a UCP fund and any other fund
- Expenditures must meet the purpose of the gift
- Funds may not be transferred from UCP funds to the Operating Fund SL001 or any MRxxx fund
- Actual revenues and any revenue adjustments are recorded in the Foundation Ledger
Transfer Forms

- Interactive Discussion:
  - Why are there so many corrections?
  - How can we make this a better process?
Test Your Knowledge

How do the transfers differ?

A. They don’t really except for the forms.
B. Payroll and non-payroll expenditure transfers post to the Actuals ledger
C. Budget transfers post to the Actuals ledger
Why should transactions use the appropriate Chartfield Strings?

A. To have audit findings
B. For data integrity, compliance and better decision-making
C. They don’t, I can always submit an expenditure transfer
Transfer Forms

- Forms:
  https://afd.calpoly.edu/business_connection/forms

- Save template type as: Microsoft Excel Workbook (.xlsx)
Contacts

- Who ya gonna call???
Contacts

Budget Transfers – Janice Manzo, Elizabeth Williams, Matt Ryan

Cost Recovery – Dee Louie

Non-Payroll Expenditure Transfers – Linda Ortiz, Marina Nievez

Payroll Transfers – Val Maijala, Laurie Borello

Position Funding Forms – Val Maijala, Laurie Borello

Setup of new funds – Dee Louie

SL002 Auto Invoices – Linda Ortiz

University Campus Program Funds – Netherly Martinek
Everything You Want to Know About Transfers

Kimberly Perez
kperez@calpoly.edu
x67415

Linda Ortiz
lortiz01@calpoly.edu
x61711