

# Procedure Guidelines and Business Process Guide

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**Department:** Fiscal Services – General Accounting  
**Procedure Title:** Expenditure Transfer Request Training Guide  
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**Date:** 6/3/19

Revision History			
Date	By	Action	Pages
1/10/17	Kimberly Perez	Update contacts, enhanced wording based on new requirements and better overall guidance for users	1 & 2
6/3/19	Dave Marshall	Update contacts	2

## BACKGROUND:

An expenditure transfer may be requested if a transaction has been recorded in the wrong Chartfields or when a department is sharing the cost of something. **Note:** The original expenditure that is being corrected must have already posted. As long as an expenditure transfer is allowable and requested within the appropriate mid-year and end-of year time period, a request form is required. The requested time period is as follows:

1. July 1 to December 31 corrections submitted by January 31
2. January 1 – June 30 corrections submitted by the prescribed date in the Year End Close Deadlines Memo
3. Effective January 18, 2016, expenditure transfer requests are no longer accepted for ProCard transactions. This change was necessary due to:
  - a. Use tax allocations not being properly tied to the originating expenditures
  - b. Transactions had already incurred two approvals – the cardholder and the approving official. Both the cardholder and the approving official should be aware of the correct funding sources for the purchase when approving ProCard statements.

## PROCESS:

The Non-Payroll Expenditure Transfer Form is a read-only Excel spreadsheet template and can be found at: [http://www.afd.calpoly.edu/FiscalServices/Forms/AR-SLO\\_Journal.xls](http://www.afd.calpoly.edu/FiscalServices/Forms/AR-SLO_Journal.xls)

- **SAVE THE TEMPLATE AS A MICROSOFT EXCEL SPREADSHEET**  
 Save as type **must be:** Microsoft Excel Workbook (.xls)

➤ In the top portion of the form, fill in the following sections:

					Prepared By:			NET=	0.00	
					Orig Dept:				.CC:	
Date	Reference #	Journal Class	Original Journal ID				Via:			
				Description:						

- **Date:** Current date
- **Orig Dept:** Department of person submitting the request
- **CC:** Include any person affected by expenditure transfer, or when the Orig Department is not the same as the department being charged for the expense(s).
- **Prepared By:** Your name
- **Line Description:** The description should be similar to that shown on Dashboard by specifying the type of expense being transferred, the identifying journal, purchase order number, etc. associated with each expense amount and the reason for this transfer. It may only contain 20 characters, so make it intuitive.
- **Net = 0.00:** Confirm that the expenditure transfer request nets to zero. Lines must include a debit (charge – positive amount) and a credit (reduction of charge – negative amount) amounts that net to zero.

All fields associated with the transfer of the expense (in blue) must be populated.

Account	Fund	DeptID	Program	Class	Project	Accounting Use	Line Desc	Accounting Use Only	Amount

All applicable chartfields must be populated. The Account should begin with a 6xxxxx for expense or a 5xxxxx for revenue. The Fund and the DeptID are specific to a department or must have been provided by another department in the case of chargebacks.

All expenditure transfer requests to external Auxiliary Organizations (Corporation and ASI), must include the following chartfields at a minimum-- **Fund Code:** SL002, **DeptID:** Your Department and **Program/Project Codes:** CPC = R1000 with Project Code Zxxxxx, and ASI = Program Code R1001 with Project Code Yxxxxx.

- **Supporting Documentation:** Please attach the appropriate supporting documentation for every expenditure transfer request. We must see all chartfields for this transaction (blank or not). We require that you provide Dashboard backup > My Revenue and Expense Transactions tab > Fill in appropriate criteria and scroll down to the 3<sup>rd</sup> view > Actuals Custom Summary.
- **Send:** the completed expenditure transfer request form with appropriate backup via email to: [expendituretransfer@calpoly.edu](mailto:expendituretransfer@calpoly.edu).

**CONTACT(S):**

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