



Transfer Requests

Guidelines & Procedures

General Accounting
April 2011

Transfer Requests
Guidelines & Procedures
Table of Contents

Deadlines..... 3

Appropriate Forms.....4

Location of Forms.....4

When to Use Appropriate Forms.....5

Selecting the Appropriate Form (I want to.....6

Appropriate Method of Submission..... 7

Approvals..... 8

Supporting Detail..... 8

Duplicate Data..... 8

Definitions.....9 - 10

Transfer Restrictions.....10

**Locating Index Codes, Fund Codes
and Account Codes in MInE Reports.....11**

Completing Expense Transfer Request Form12 - 13

DEADLINES

Monthly deadlines:

Banner Interdepartmental Upload Templates (some examples: Central Storeroom, MasterCard, Mailroom, Motor Pool, etc...) must be submitted via email to generalaccounting@muohio.edu by 4:30pm, the second working day of each month, to be included in the closing (prior) month's period. This provides adequate time for General Accounting to process an upload and follow up with the submitter if errors exist. This in turn gives the submitter adequate time to research errors and provide corrections back to General Accounting.

Labor Redistribution Request forms (used to adjust salary and benefit expenses) must be submitted to Jason Resar in General Accounting via email; generalaccounting@muohio.edu Attn: **Jason** also by 4:30pm, the second working day of each month, to be included in the closing (prior) month's period. This provides adequate time to communicate with the Payroll department and finalize the request before the month is closed in Banner.

Journal Vouchers/Expense Transfer Request forms should be submitted via email to generalaccounting@muohio.edu by the end of the current month. If an entry is sent after the month is over, it is uncertain which month it will get processed. If it definitely needs to be in the prior month and has been submitted after the month ended, please either contact the General Accounting office or note in the subject line of the entry's email which month it needs processed. We will do our best to get it in for you after all others received by month-end have been processed. How many get input in the current month depends on the volume received that month.

Year-end deadlines:

Banner Interdepartmental Upload Templates and Labor Redistribution Requests have the same deadline at year-end as the monthly deadline; second working day of the following month. This year's deadline will be July 1, 2011 by 4:30pm for **all** fiscal year 2011 transactions.

Journal Vouchers/Expense Transfer Request forms for **July 2010 through May 2011** activity must be submitted via email to generalaccounting@muohio.edu by 4:30pm Friday, June 17, 2011. *JV's/Expense Transfers* for **June 2011 activity ONLY** must be submitted via email by 4:30pm Wednesday, **July 13, 2011**.

Note: General Accounting is **not the Budget office**, but because we get questions about Budget Transfers frequently, we find the need to provide University Budget's transfer deadline also. *Budget Transfer Request forms* must be received in the Budget Office by Friday, **June 24, 2011**.

APPROPRIATE FORMS

General Accounting:

- Expense Transfer Request
- Journal Voucher Entry Form
- Banner Interdepartmental Upload Template
- Labor Redistribution Request

***Please note that the Expense Transfer Request form changes each fiscal year. There will be two forms to choose from when we are accepting requests for two fiscal years. (During the first week of July you can still submit reports for the fiscal year 2011 even though we are in the new fiscal year 2012.)*

University Budget:

Budget Transfer Request

Location of Forms:

General Accounting:

- Expense Transfer Request
http://www.units.muohio.edu/controller/prod/general_accounting/?showme=docindex.shtml
- Journal Voucher Entry Form
http://www.units.muohio.edu/controller/prod/general_accounting/?showme=docindex.shtml
- Banner Interdepartmental Upload Template
http://www.units.muohio.edu/controller/prod/general_accounting/?showme=docindex.shtml
- Labor Redistribution Request
http://www.units.muohio.edu/controller/prod/general_accounting/?showme=docindex.shtml

University Budget:

- Budget Transfer Request
<http://www.units.muohio.edu/bpa/>

WHEN TO USE APPROPRIATE FORMS

Bursar:

No form available - deposits that need corrected or changed (email Kerri Jackson jacksonk@muohio.edu in the Bursar's Office)

General Accounting:

Expense Transfer Request

- use for all other instances not mentioned on this page*
- use for reporting revenue

Journal Voucher Entry Form

- use this form if you have historically submitted requests this way

Banner Interdepartmental Upload Template

- use if submitting more than 10 lines per transaction

Labor Redistribution Request

- use to transfer payroll and benefit expenses

Grants and Contracts:

Expense Transfer Request

- use to transfer between account codes within a fund
- use to transfer expenses from one grant to another

Purchasing:

No form available - encumbrances that need corrected or changed (email Purchasing)

University Budget:

Budget Transfer Request –

- use for all E & G and Auxiliary budget transfer requests

**Transfers of encumbrances cannot be processed through General Accounting. Please submit these requests through Purchasing.*

**Corrections of deposits cannot be processed through General Accounting. Please submit these requests through the Bursar's office.*

SELECTING THE APPROPRIATE FORM

I want to...

Banner Interdepartmental Upload Template

- ...submit greater than 10 lines of data
- ...report many interdepartmental charges

Budget Transfer Request Form

- ...give another department some of my budget
- ...move budget to a different account code
- ...move budget within my department

Expense Transfer Request Form

- ...correct posting of an invoice
- ...charge another department for supplies, services or use of equipment
- ...transfer expenses to clear up a deficit
- ...provide funding for training and development
- ...move between account codes within my Grant
- ...move expenses from one Grant to another
- ...provide support to another department for special events
- ...provide funding for small grants or grant incentives
- ...transfer funds for insurance claims from Self-Insurance pool
- ...transfer funds to an agency fund
- ...correct duplicate entries
- ...transfer charge backs to other departments
- ...report revenue

Journal Voucher Entry Form

- ...report revenue
- ...continue using the Journal Voucher Entry Form

Labor Redistribution Request Form

- ...transfer payroll expenses

No Form – Email Bursar Office

- ...correct a deposit error

No Form – Email Purchasing

- ...correct posting of an encumbrance

APPROPRIATE METHOD OF SUBMISSION

Bursar:

Via email to Kerri Jackson, jacksokn@muohio.edu

(Include the details of your transaction, including the original document number, date, & the receipt # if possible, in the body of the email.)

General Accounting:

Via email: generalaccounting@muohio.edu

Grants and Contracts:

Via email to your grant accountant or grantsandcontracts@muohio.edu

Purchasing:

Via email to Rita Dill, dillra@muohio.edu

(Include the purchase order number or encumbrance document number in the subject field and the details of your transaction in the body of the email.)

University Budget:

Via email: budget@muohio.edu

**If you are not sure which department to submit your request, please contact generalaccounting@muohio.edu.*

**Currently you cannot submit the Transfer Request forms directly from the website; instead you should save the file to your computer and send it as an attachment to your email.*

APPROVALS

Options suggested if requests need approval by supervisors, deans, etc. (in place of a hand written signature):

1. The originator can forward the email with the Expense Transfer Request form attached to the approver who would then forward on to generalaccounting@muohio.edu
2. The originator can include the approver as a cc: on the email sent to generalaccounting@muohio.edu.

SUPPORTING DETAIL

All supporting detail, such as MInE reports, should be submitted electronically as an attachment on the same email with the Expense Transfer Request form. *Note: if you've provided the original document # of the expense you're covering or correcting, we do not need additional support.*

See Controller's Web Page (referenced below) for directions on converting MInE reports into electronic files to submit as attachments.

http://www.units.muohio.edu/controller/prod/general_accounting/?showme=docindex.htm

DUPLICATE DATA

In an effort to avoid duplicate entry of transfers, please **do not** send a copy of the Expense Transfer Request form or supporting documents in *campus mail*.

DEFINITIONS

Budget Transfer – a budget transfer is a transfer of budget from one Index Code to another or a transfer within the same Index Code and both codes must be Unrestricted E&G General Funds.

Designated & Restricted Funds – implies funds that receive internal or external revenue rather than a budget allocation.

Expenses – expenses represent payments for salaries, benefits, travel, purchases of services and supplies, etc. that relate to the current period.

- Expenses usually appear in the form of invoices or journal vouchers and have specific document numbers.
- Expenses appear in the YTD Activity field in the Banner on-line forms. (Revenue will also appear in this field.)
- Expenses (and Revenue) appear in the Accounting Activity column in the following MInE monthly financial reports:
ACTDETAIL, MYDETAIL, TRNDETAILA and TRNDETAILB

Expense Transfer – an expense transfer is a transfer, or correction, of actual expenses from one Index Code (or Account Code if necessary) to another using a Level 3 Account Code.

Fund Codes – represent the various types of funding sources to be used for specific purposes.

- Unrestricted E&G General Fund Codes begin with **0XXXXX**
000000 Oxford
060000 Hamilton
070000 Middletown
080000 Voice Of America (VOA)
- Designated Fund Codes begin with **1XXXXX** (Including designated Cost Share Funds)
- Auxiliary Enterprise Fund Codes begin with **2XXXXX**
- Restricted Fund Codes begin with **3XXXXX**
- Grant Fund Codes begin with **4XXXXX**
- Loan Fund Codes begin with **5XXXXX**
- Endowment Fund Codes begin with **6XXXXX**
- Plant Fund Codes begin with **7XXXXX**
- Agency Fund Codes begin with **9XXXXX**
- Cost Share Codes, Workshops & Research Awards begin with **00XXXX**

Index Codes – represent a specified combination of Fund, Organization and Program codes.

- *Unrestricted E&G General example:* **UNI0XX** (Generally represented with a 0 or 1 in the 4th place of six character codes.)
- *Designated & Restricted examples:*
RGS7XX (Generally represented with a 7 or 8 in the 4th place of six character codes.)
1598 (Can be represented as 4 digit numeric codes.)

DEFINITIONS, continued:

- *Grant example:* **G00681** (Generally represented by a G in the 1st place of six character codes.)
- *Cost Share example:* **C01261** (Generally represented by a C in the 1st place of six character codes.)
- *Plant Funds example:*
L00016 (Generally represented by an L in the 1st place of six character codes for Local Funds.)
S00339 (Generally represented by an S in the 1st place of six character codes State Appropriations.)

Level 1, 2, and 3 Account Codes – expense account codes have been established with 3 levels. Actual expenses cannot be recorded at Level 1 or 2. Actual expenses are recorded at Level 3.

Revenue account codes have been established with 4 levels.

The Chart of Accounts on the following web link identifies account codes by level:
http://www.units.muohio.edu/controller/prod/general_accounting/?showme=docindex.htm

Unrestricted E&G General Funds – implies an “allocation of funding,” which represents funds allocated to your department in the General Fund. These Funds (which have “budgets”) represent a plan or estimate.

TRANSFER RESTRICTIONS

Budget Transfers must take place between Unrestricted E&G General Funds. Budget Transfers between Unrestricted and Designated or Restricted Funds are not permissible.

Expense Transfers are permissible when expenses were charged to an Index Code (or account code) in error and should be charged to a different Index Code or Account Code. The expense must have been charged in the current fiscal year, and all the rules that govern what types of expenses are permitted with different types of accounts are still applicable.

Expense Transfers are permissible between Unrestricted E&G General funds and Designated or Restricted funds. However, expense transfers to Restricted Funds are only permissible if the expense fits the criteria of the donor’s restrictions. Also, all the rules that govern what types of expenditures are permitted with different types of accounts are still applicable.

Transfers for Grants must take place between account codes within a Fund. You cannot transfer actual funds from one grant to another. (You may, however, move expenses from one grant to another by way of an Expense Transfer. Please see your Grant Accountant or your Award letter for restrictions.)

LOCATING INDEX CODES, FUND CODES, AND ACCOUNT CODES IN MInE REPORTS

Index Code	Report ID: ACCSTATUS	Miami University Accounting Status Report As of May 31, 2005
		Current Month Activity
Fund Code	Account	Account Description
	INDEX: HUS700	Develop Acad Excell Bus Admin
Account Code Level 3	FUND: 100339	Develop Acad Excell Bus Admin
	ORGN: 000769	Business Admin Specified
	Beginning Balance	
	241100 Investment Inc-Endowment Income	\$0.00
	Total Revenue	\$0.00
	Ending Balance	

COMPLETING EXPENSE TRANSFER REQUEST FORM

Journal Voucher Expense Transfer #

General Accounting will complete this field. This will be the document number on Banner and the MInE monthly financial reports.

Debit/Credit

Line items within this box represent terminology used historically by MU personnel. You may use this terminology to assist in identifying what you want to debit and credit.

Debit

Move Funds From
Move Expenses To
Decrease Fund Balance

Credit

Move Funds To
Move Expenses From
Increase Fund Balance

For the purposes of completing the Expense Transfer Request form, debits and credits are presented as follows:

An expense account code is naturally represented as a debit. A debit to an expense account will do the following:

- Record an expense within a Fund
- Decrease the balance of funds available within a Fund

An expense account code with a credit is the opposite of its normal activity. A credit to an expense Account Code will do the following:

- Remove an expense within a Fund
- Increase the balance of funds available within a Fund

Banner Index Code

4 or 6 digit specified combination of Fund, Organization and Program codes

Account Code

6 digit expense account code Level 3 from the Chart of Accounts

Actv

3 digit activity code is optional

Amount (\$)

Amount is the dollar amount to transfer for specific Index Code/Account Code combination. *Amounts should be entered as positive numbers.*

Total

Total fields automatically populate. The amount in the Debit total field must be the same as the amount in the Credit total field. The formula adds all the debits or credits within the column.

COMPLETING EXPENSE TRANSFER REQUEST FORM, *continued*:

(Sum of Debits and Credits)

The formula in this field adds the Debit total field and the Credit total field. This amount is for General Accounting purposes only.

MInE/Banner Description

This is the description that will appear in Banner and on the MInE monthly financial reports to describe the reason for the transaction. Banner will allow up to 35 characters for this field. Please use as much of the original document references as possible if you are changing where an existing expense is recorded.

Additional Comments

You may add additional comments about this transaction that will not fit on the MInE/Banner Description field. This field is optional. General Accounting will record as much as possible from this field into Banner's Document Text attached to the transaction.

Original Transaction Date

Record the date of the original transaction if you are moving an existing expense. It is helpful in identifying the original transaction you are trying to move. If this field is populated, a MInE report identifying this transaction does not need to be attached.

Original Document #

Record the document number of the original transaction if you are moving an existing expense. It is helpful in identifying the original transaction you are trying to move. If this field is populated, a MInE report identifying this transaction does not need to be attached.

Request By

Enter name of the person submitting the request.

Department

Enter the department name of the person submitting the request.

Phone

Enter the phone number of the person submitting the request.

Date

Enter the date the request is submitted to General Accounting or, if the request is being submitted by the 2nd working day of the following month, the desired month and day the request should be posted under can be entered. (Ex. If request is being submitted to generalaccounting@muohio.edu on June 2, enter May 31 as the date if the transfer needs to be posted to May.)

Chairperson/Supervisor and Dean/Director

These fields are optional and for reference only within the department submitting the request.