Bakersfield College
Budget Workshop
December 13, 2017

Presented by
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Topics of Discussion

Budget Documentation:

• What is a Budget Transfer?

• What is the Process/Procedure to Complete a Budget Transfer?

• What is an Expenditure Transfer?

• What is the Process/Procedure to Complete an Expenditure Transfer?

• How are Budget Transfers and Expenditure Transfers Different?
WHAT IS A BUDGET TRANSFER?

A Budget Transfer is when a Budget requires non-labor adjustments – both for GU001 and RP Budgets. Only used for 4000-6000 accounts.

I. Reason: Decreasing funds from one account to increase funds in another account in order to have enough money for expenditures.

   Budget Transfer Example: Transferring funds from Instructional Supplies (4310) to Employee Travel (5220).

II. You are allowed to enter up to 5 entries on a Budget Transfer form. However, if a budget transfer requires different Funds or Org changes, you will need to do 1 Budget Transfer form per Fund/Org. If the Fund and Org are the same, but you need to adjust the Account, Program, and/or Activity, you can do up to 5 entries per Budget Transfer form.
**WHAT IS AN EXPENDITURE TRANSFER?**

An Expenditure Transfer is when the expenditure paid within a fund needs to be moved. Required—both for GU001 and RP Budgets. Only used for 4000-6000 accounts.

I. **Reason:** An invoice was paid with an incorrect FOAPAL.
   a. The Invoice was placed in the wrong Fund. *(Charged to GU001, needed to be an RP).*
   b. The Invoice had the wrong ORG code.
   c. The Invoice had the wrong Account code *(Charged to 4310 Instructional Materials, but should have been charged to 4313 Non Instructional Materials).*
   d. The Invoice had the wrong Program code.
   e. The Invoice had the wrong Activity code.

- Any FOAPAL element that is incorrect requires an Expenditure Transfer.
- If an invoice has been paid for the incorrect amount, contact the Business Office as soon as possible to determine the appropriate steps.
- You can do up to 3 entries per Expenditure Transfer Form.
- If only 1 entry, use transaction date.
- Only Expenditures that occurred within the same month can be combined on one form. Use the last date of the month as the transaction date.
HOW ARE THEY DIFFERENT?

• An Expenditure Transfer is for moving actual non-labor expenditures from one FOAPAL to another FOAPAL. All expenditures will have an Invoice (“I”) Number, or a “J” or “JP” Number (CalCard charges) indicating a Journal Voucher. All changes to Purchase Orders need to be done internally, with a Change Order in Banner if it has been approved.

• A Budget Transfer is for moving funds from one account to another account within the Budget. This is only done for non-labor expenditures.

• If you need to move labor accounts, you need to do it through a Budget Revision.
I. If a Budget Transfer or Expenditure Transfer is needed, both can be found on InsideBC under “Employees”.

II. Click on “Employees” Then go and click on “Employee Forms”.

Processes and Procedures
**Processes and Procedures**

I. Expenditure Transfers will show up under Accounting.

II. For Internal Budget Transfers, See Page 11 for MyBanWeb transfers).

III. Budget Transfers will show up under Budget.
1. Budget Transfers will automatically go to an online PDF, so ensure that when you are filling it out, you save it to your desktop.

2. For Transaction Date, ensure that you put the date you are doing the entry to ensure the occurrence happens within the month you are requesting. (Ex: 12/13/2017)

3. Check the FROM and TO, to indicate where the adjustments to the budget are being made.

4. Type out the FOAPAL that you are requesting to move, and ensure that it is correct in order for the transfer to go through.

5. Indicate after the FOAPAL whether you are “adding” or “subtracting” from the budget.

6. Type the amount you are adjusting on the far right column for both the adding and subtracting. This will auto populate into the Journal Voucher Total.

7. Enter in information in the description/justification to indicate why a change is to be made.
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4. Type out the FOAPAL that you are requesting to move, and ensure that it is correct in order for the transfer to go through.

5. Indicate after the FOAPAL whether you are “adding” or “subtracting” from the budget.

6. Type the amount you are adjusting on the far right column for both the adding and subtracting. This will auto populate into the Journal Voucher Total.

7. Enter in information in the description/justification to indicate why a change is to be made. Only fill out to the “Requestor”. Everything else is for the Budget Office to fill out.

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**Description:**

Moving Budget from Instructional Supplies over to Non Instructional Supplies to afford

**Requestor:** Zach Quiroz

**Telephone:** 4057

**APPROVED BY:**

Department Head

College President or Designee

Business Manager/Designee

District Office Use Only

JV: [J]

Approver’s Initials: __________________ Date: __________
Budget Transfer MyBanWeb

- Go into MyBanWeb, and click “MyBanWeb Main Menu”.

![Image showing the MyBanWeb interface](image-url)
Budget Transfer MyBanWeb

• At the Main Menu, click “Finance”.

Main Menu

- Personal Information
  View or update your address(es), phone number(s), e-mail address(es); Change your PIN.
- Student
  Register/drop classes, view your academic records and financial aid information; view What-if degree evaluation
- Financial Aid
  Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.
- Employee
  Time sheets, time off, benefits, leave or job data, paystubs, W2 and W4 data.
- Finance
  Create or review financial documents, budget information, approvals.

• At the Finance Menu, click “Budget Transfer”. This will prompt you to fill out the form like the “Budget Transfer Example”.
Budget Transfer MyBanWeb

- Fill out the Budget Transfer using the same method as the "Budget Transfer Form" example(s). Once done, click "Complete". This will initiate the approval queue process to commence. A Journal Voucher number ("J" number) will show on the screen.
**EXPENDITURE TRANSFER EXAMPLE**

1. Expenditure Transfers will automatically go to an online PDF. Save to Desktop.

2. For Transaction Date, ensure that you put the date of the actual expenditure. This is done to ensure that the transfer occurs within the Transfer Date in Banner. (Ex: 12/13/2017)

3. Type out the FOAPAL that you are requesting to move, and ensure that it is correct in order for the transfer to go through.

4. Check the FROM and TO, to indicate where the adjustments to the expenditure are being made.

5. Indicate after the FOAPAL whether you are Debiting (adding) or Crediting (subtracting) the expenditure.

6. Write the amount you are adjusting on the far right column for both the adding and subtracting. This will auto populate into the Journal Voucher Total.

7. Enter in information in the description/justification to indicate why a change is to be made. This is mandatory for all Expenditure Transfer for auditing purposes, as District Office processes all expenditures.
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8. Ensure that for every expenditure you are adjusting, to include the invoice number along with the vendor name.

Description: Expense was coded to the GU001 incorrectly. Needs to be charged to the Restricted Fund, and re-coded to reflect the needs of the grant.

I3879999 - Holiday Inn, Los Angeles.

Requestor: Zach Quiroz

Phone: 4057

APPROVED BY:

Department Head

Business Manager or Designee

College President or Designee
**What Happens Afterwards?**

**Budget Transfers**

I. Budget Transfers (Printed) need to be signed by the Department Head, Designated Vice President, and the VP of Finance and Administration.

II. Forms are then given to the Budget Analyst for entering into Banner.

III. Budget Transfers go through the approval queues where they are finalized/processed.

IV. Budget Transfers that are done internally through MyBanWeb do not have to be printed out. Once they are entered, they are processed through the approval queues.

**Expenditure Transfers**

I. Expenditure Transfers need to be signed by the Department Head, Designated Vice President, and the VP of Finance and Administration.

II. Forms are then given to the Budget Analyst for entering into Banner.

III. Expenditure Transfers are sent to the District Office for processing.

IV. Expenditure Transfers cannot be done through MyBanWeb. They require to be done manually with authorized signatures.
Questions

I. What happens when I get an “NSF” Error?

II. What if I need to move money from my 4310 account to 4313, but I don’t have the account 4313 in my budget?

III. What if a Budget/Expenditure Transfer was completed, but it was incorrect? How can it be corrected?

Answers

I. “NSF” stands for Insufficient Funds. This means you do not have enough money in your budgeted account/pooled accounts to move money out, or charge expenses to it. Use FGIBDST and FGIBAVL to review budgets.

II. Complete a budget transfer through MyBanWeb. Moving funds into 4313 will create the account.

III. If a Budget / Expenditure Transfer was done and processed incorrectly, you have to do another Transfer Form to reverse the entry.

Include the Journal Voucher Number in the Description of the form for documentation purposes.
QUESTIONS