Revenue & Expenditure Transfers

Finance Training – <u>YouTube Training Link</u>

What are revenue and expenditure transfers?

- These transfers move a revenue or expense transaction from one FOAP (Fund, Organization, Account, Program) to another.

- When is it used?
  - Correct accounting posting errors.
  - Clear up p-card default account (7361).
  - Correct budget or fund deficits.
  - Allocate expense between accounts/orgs/activity codes.
  - Share / allocate revenues or expenses between departments.

- When is it not used?
  - For interdepartmental billing.
  - For direct fund to fund transfers.

- When moving transactions out of your area of financial management (org change) ensure you notify the admin for the department the transaction is moving to.

How do I request a transfer?

➡ Access Banner Admin.

➡ Locate transactions that need to be moved by searching transaction detail in FGITRND or drilling down within account totals in FGIBDSR.

➡ FGITRND transaction query
  ➡ Designate Fund & Org in key block.
  ➡ Query specific accounts or transactions beginning with a 5% for revenues or 7% for expenses.
  ➡ Field should be set to YTD to exclude budget and encumbrance transactions.
  ➡ Once desired query results are found export data to Excel (Shift+F1).
  ➡ Scrub transactions already moved and organize transactions to be moved.

➡ FGIBDSR – Account transactional drill down
  ➡ Drill down into transactional detail by highlighting amount in YTD activity column and press F3.
  ➡ Once desired transactions are found export data to Excel (Shift+F1).
  ➡ Scrub transactions already moved and organize transactions to be moved.

How do I request a transfer?

- Access shared Google sheet document [SUU Expenditure / Revenue Transfer Request](#).

- Tab date corresponds with accounting processing date; locate leftmost unlocked tab.

- Scroll down find an available row to paste transactional detail.

- Copy and paste excel transaction detail exported from banner in the Google doc columns A-O.

- In columns P-V Indicate the FOAP where you would like the transaction moved.
  - If you are only making account changes just make input in the account column.
  - If you list an INDEX code there is no need to list the Fund, Organization, or program.

- Column W is to move a partial transaction amount.

- List your name in column X and an explain why this transaction is moving in column Y.

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How & when are these requests processed? How do I know if a transaction Has been moved?

- Requests are batched out and processed weekly on the date that corresponds on the google sheet tab, usually on Wednesdays. It can take several days to proceed through processing and review. Usually requests posted to banner the following Monday.

- Processing Journal Number is listed in cell F3 of the google doc in "Processed under Document:".

- When transfers have been completed you will see a offsetting transaction to net the original transaction to zero under the document number listed in the google doc. The new transaction will show up in the "Move to" location under the same doc number.