



SACRAMENTO STATE

Redefine the Possible

Expenditure Transfer 101

Thursday, November 17, 2022

Accounting Services




EXPTX Training Agenda

- What is an Expenditure Transfer?
- Types of Transfer Requests Exist
- Who can submit an EXPTX Request (Delegation of Authority)
- How to submit an EXPTX Request (OnBase Form & Email)
- Tips & Tricks
- Quarterly Reporting Review & Deadlines
- Resources

What is an Expenditure Transfer?

Basic definition: Moving a posted expense from one chartstring to another

- You've identified an expense that was charged to the wrong fund, department, account, or without a class code, project code, etc.
 - **Last resort correction when a Purchase Order (PO) or voucher amendment is not an option, or you've missed the deadline to reconcile the Procard statement**
 - **To correct a Campus Cost Recovery (CCR) chargeback when the service provider is not able to correct them via the CCR process**
 - **To correct fund for travel expenses initiated in Concur**
- You want to split an expense between multiple chartstrings
- You want to reclassify an expense, e.g., change from Supplies and Services (660003) to I/T Software (616003)



Types of Expense-to-Expense Requests:

Full Transfer

- Move entire expense that was posted to the wrong fund, department, account, or without a class code, project code, etc., to correct chartstring

Cost Share

- Split an identified expense between two or more chartstrings, e.g., supplies and services shared between two different courses within a college/department



Other Types of Transfer Requests: Cannot be done in OnBase

Cost Recovery (Service Provider Use Only)

- Used for service provider chargebacks.
- Account codes used are restricted to 617xxx for expense and 580094 or 580095 for reimbursement
- [SACST Campus Cost Recovery/Chargebacks Transfer Request](#)

Transfer of Prior Year expenses

- Move an expense that occurred in a prior year
- The Excel Expenditure Transfer Request Form must be completed and submitted to Accounting Services, as OnBase only retrieves current year transactions
- Requires Accounting Services manager approval
- [SACST Expenditure Transfer Request](#)



Other Types of Transfer Requests: Cannot be done in OnBase

Revenue Transfers

- Used to correct revenue transactions
- Use Excel Revenue Transfer Request Form and not OnBase
- [SACST Revenue Transfer Request](#)

Sponsorships

- Provide funding to other departments in support of mutually benefitting events
- Use Excel Sponsorship Transfer Request form and cost recovery account codes
- [SACST Sponsorship Transfer Request](#)

Delegation of Authority (DOA) in DART (CMS)

Who can submit an EXPTX Excel Request?

Anyone on campus can submit an Expenditure Transfer Request, but if the requestor doesn't have Delegation of Authority (DOA), an approval document (e.g. email) must be attached to the request from the official(s) having DOA for the department(s) being charged.

- Refer to [Common Access Request System \(CARS\)](#) to establish DOA
To search fiscal authority for each department navigate to CMS. Refer to [DART User's Guide](#) for more guidance on different ways a search could be conducted.
 - The employee being charged, who is either a requestor or who is included with EXPTX request, must have a DOA for "Expenditure Transfer Approval"

Continued...

Delegation of Authority (DOA) in DART (CMS)

In CMS...

Delegation Inquiry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

*SetID [= v] SACST

Employee ID [begins with v]

Division [begins with v]

Program Center [begins with v]

Department ID [begins with v]

Reports To [begins with v]

CARS Request ID [begins with v]

Travel Approval

Direct Pay/Petty Cash/Paper PO

Expenditure Transfer Approval

Budget Transfer Approval

Procurement Card Approval

Other Approval

Case Sensitive

Menu > Sac Delegation Of Authority

View Delegation of Authority

- Delegation Inquiry
- Reports To Inquiry by Employee

Recently Visited

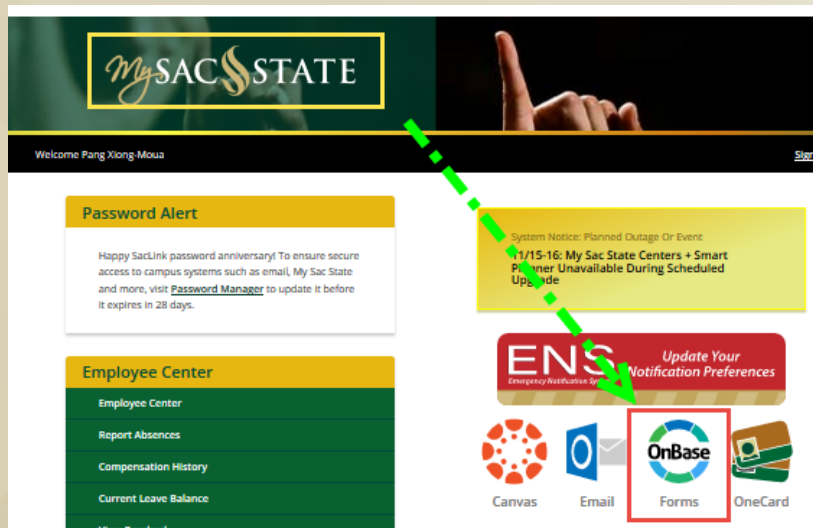
Favorites

Menu



Access (EXPTX) Form

- 1) Do you have Expenditure Transfer Delegation of Authority (ET DOA)?
 - To check the current list of DOAs navigate to **CMS > Sac Delegation of Authority > View Delegation of Authority > Delegation Inquiry**
- 2) To access the form log in to **My Sac State > Staff Services > My Forms > Expenditure Transfers** or follow this link, <https://onbase.csus.edu/unity/forms/ExptTransfers.aspx>. Open the form in the **Chrome** browser for full automation functionality.





Access (EXPTX) Form

OnBase Forms

⚠ Please avoid using mobile devices and Safari browsers when submitting forms and uploading attachments.

Search OnBase Forms

Clear Filter

1 forms found that contain the search term "Exp".

List Grid

Faculty/Staff Forms

FORM NAME	DESCRIPTION	CONTACT
Expenditure Transfers Request	Submit a transfer request to correct an expense, revenue, or provide sponsorship funds to another unit in support of an event.	ABA, Accounting Services (916) 278-6826

If you cannot see this form in your list, please speak to your manager and submit a CARS request.



Step by Step Instructions: Section I

Requestor/Contact Information

- All auto-populated fields from campus directory
- Fields are locked to preserve the security of the DOA
- Requires log in with My Sac State credentials
- Enter all data with CAPS LOCK on

Expenditure Transfer Request Form

I. Requestor/Contact Information

EmplID: <input type="text" value="210273256"/>	First Name: <input type="text" value="Irina"/>	Last Name: <input type="text" value="Skiba"/>
Department: <input type="text" value="Accounting Services"/>	Email: <input type="text" value="is235@csus.edu"/>	Phone: <input type="text" value="+1 916/278-7437"/>



Step by Step Instructions: Section II

Reason for the Request

- Enter a detailed explanation for the transfer.
- We need who, what, why, and when.
- The first 30 characters will get posted in CFS, but enter as much detail as possible.
- DO NOT HIT ENTER! Let the text wrap.
- The request date will auto-populate with the current date.
- Only use the Late Justification box if the request is after the quarter close deadline.

II. Reason for the Request

Enter the Reason
for the Request: *

Enter the Reason
for Late Justification:

Request Date: * 11/2/2022



Step by Step Instructions: Section III

Journal Data

- Enter the Journal Entry ID. **Do not hover over the fields.**
- Select the Journal Entry from the drop down menu and tab out of the field.
- Enter the line number you wish to correct and tab out of the field.
- Click on “Retrieve Journal”.
- Journal date and chartfield data will auto-populate. Please verify that this is the entry you want to change. Click on “Select Journal”.

III. Transaction Information

JOURNAL DATA

Journal ID *	Line Number *	Journal Date*							
<input type="text" value="AP02030749"/>	<input type="text" value="3929"/>	<input type="text" value="10/10/2022"/>	<input type="button" value="Retrieve Journal"/>						
Business Unit*	Account *	Fund	Department ID *	Program	Class	Project	Line Description *	Amount	Select Journal
<input type="text" value="SACST"/>	<input type="text" value="660003"/>	<input type="text" value="MDS05"/>	<input type="text" value="57400"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="TST* JET RESTAURANT G"/>	<input type="text" value="-236"/>	<input type="button" value="Select"/>

Item	Business Unit	Account	Fund	Department	Program	Class	Project	Line Description	Amount	DOA Approvers
------	---------------	---------	------	------------	---------	-------	---------	------------------	--------	---------------



Example: Full Amount Transfer

Transaction Data

- OnBase will auto-populate the amount with a "-" to reverse the amount out. DO NOT CHANGE THIS SYMBOL. Let OnBase do the calculation.
- Click on "Add". OnBase will auto-populate the line information in the section below.
- In the "Transaction" section, enter the correct chartfield data and the amount.
- Select "DOA Approver" from dropdown list. Click on "Add".
- If OnBase auto-populates lines with 101100 accounts, Do Not Delete

TRANSACTION

Business Unit*	Account*	Fund*	Department ID *	Program	Class	Project	Line Description *	Amount *	Transaction Balance
SACST	660003						TST* JET RESTAURAI	0.00	\$ 0.00

You must select from Dept. dropdown!

DOA Approvers*

Item	Business Unit	Account	Fund	Department	Program	Class	Project	Line Description	Amount	DOA Approvers
X 1	SACST	660003	MDS05	57400				1. TST JET RESTAURAI	-236.00	
X 2	SACST	660003	MDS01	47800				2. TST JET RESTAURAI	236.00	Simmons-Barnett,LaVerne
X 3	SACST	101100	MDS01					3. Automatic Offset	-236.00	
X 4	SACST	101100	MDS05					4. Automatic Offset	236.00	



Example: Cost Share

Transaction Data

- OnBase will auto-populate the amount with a "-" to reverse the amount out. DO NOT CHANGE THIS SYMBOL. Enter the amount you want to move.
- Click on "Add". OnBase will auto-populate the line information in the section below.
- In the "Transaction" section, enter the correct chartfield data and the amount.
- Select "DOA Approver" from dropdown list. Click on "Add".
- If OnBase auto-populates lines with 101100 accounts, Do Not Delete!
- When completed correctly, the "Transaction Balance" will be zero.

TRANSACTION

Business Unit*	Account*	Fund*	Department ID *	Program	Class	Project	Line Description *	Amount *	Transaction Balance
SACST	660003	MDS01	47800				TST* JET RESTAURAI	100	\$ -100.00

You must select from Dept. dropdown!

DOA Approvers*

-

Item	Business Unit	Account	Fund	Department	Program	Class	Project	Line Description	Amount	DOA Approvers
X 1	SACST	660003	MDS05	57400				1. TST JET RESTAURAI	-100.00	



Step by Step Instructions: Completion

Completion Section

- If all data is accurate, Click “Submit Journal”. You will not be able to click this if a required field is blank.
- Transaction data will clear and you will be able to enter another transaction.
- If you need to start over completely Click “Clear Form”. This will clear data in Sections II and III
- When you are ready to leave the form Click “Exit” to close.
- Once Submitted – Requester, DOA, and Accounting all receive notification of submission.

In order to submit this form, your transaction balance must equate to 0.

Important

Submit Journal

Clear Form

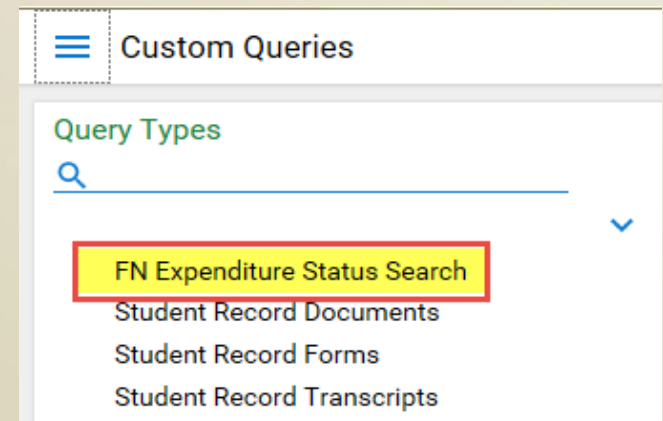
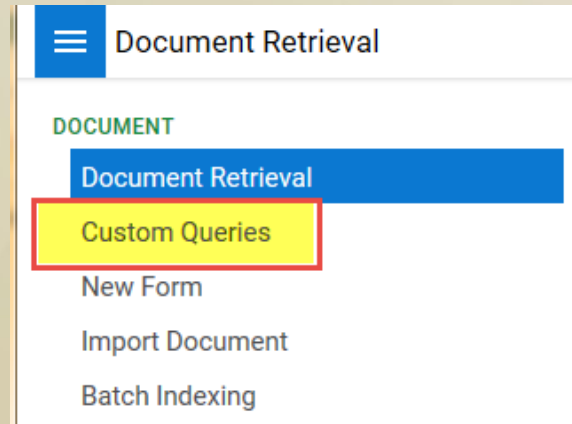
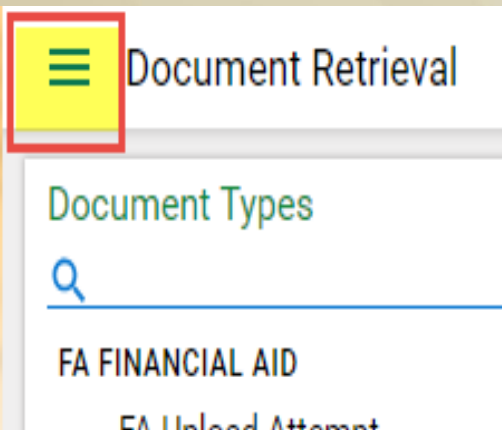
Exit



Status Updates

- You can always check the status by going to <https://onbase.csus.edu> and searching in Custom Queries.
 - *Document Retrieval>Custom Queries>FN Expenditure Status Search.*
- Users will receive emails as the status changes
 - Once Approved and Posted to CFS the email will include the Journal ID
 - If denied, the email will have the reason and name of the Accountant to contact for help
 - If a correction is needed, the email will have a link to make corrections

***** Note: Opened forms stop the workflow, so don't forget to close the form after viewing!*****





Form Tips & Tricks

- **Business Unit:** Transfers within SACST business unit only. No SAFDN expenditure transfers to be submitted via OnBase.
- Can I save the form? No, but the form doesn't expire unless the window is closed.
- Timing difference effects on OnBase Form - Approved and processed Transfers should be available in CFS/FDW/CDW within 2 days of receipt of email.
- Create IRT Service Now ticket if there are any problems with the OnBase form
<https://www.csus.edu/irt/>
 - OnBase works best in Chrome or Firefox, please make sure you are in one of these browsers before contacting IRT.
- Audit & Validation Rules enforced by OnBase Form:
 - **Quarterly submission deadlines** are enforced. OnBase will check the request date, journal date and the quarterly deadline. All late requests will require a reason in the box.
 - **MDR01** must have a reimbursed activity class code that begins with "0" and ends with "A". You will get an error message if it does not. Codes ending not in "A" will also error.
 - Accounts with **601xxx**, **603xxx** are for salary, and will be reviewed by the Budget Office first once the form is submitted.

EXPTX Tips & Tricks

- **Submit EXPTX Monthly**
- **Federal Work Study EXPTX are not allowed** (Accounts: 602001 and 602002)
 - For questions please contact Jennifer Barrett, x86020 or barrettj@csus.edu
- **Construction related EXPTX**
 - For all construction related questions and requests, please contact Hai Ly, x87230 or via email lyht@csus.edu
 - Expenditures in claimable funds must be moved via voucher adjustment (e.g. DMxxx, DCDxx). Refer these to LaVerne Simmons-Barnett, x87009 or via email barnettl@csus.edu
- **Payroll EXPTX** (Accounts:601xxx or 603xxx)
 - Contact the Budget Office to determine if corrections can be made via LCD Adjustment or EXPTX Transfer
- **Interagency Fund Transfers (IFT)** journal entry corrections must be submitted to Accounting Services (accountingsevices@csus.edu) for review and processing. [JE#: xx009, xx099, Source: IFT]
- Non MDS01 funds must have enough Cash (101100) available to cover the expense
- Only move an expense (617xxx) posted via the Cost Recovery process to another expense (617xxx) account.



UFSS Excel Transfer Form

University Foundation at Sacramento State (UFSS) expenditure transfers **cannot** be processed via OnBase

An Excel transfer request form must be completed and submitted to ufssaccounting@csus.edu

The form is available on the ABA Forms webpage under University Foundation at Sac State (UFSS)

<https://www.csus.edu/administration-business-affairs/internal/internal/forms/05012020-safdn-expenditure-transfer-request-form.xlsm>

Expenditure Transfer Request Deadlines

Posted Expenses	Transfer Request Submission Deadlines *
1 st QTR: July-September	Last business day in October
2 nd QTR: October-December	Last business day in January
3 rd QTR: January- March	Last business day in April
4 th QTR: April – June	Please refer to Year-End Dept Deadlines on Accounting Services Website

Changes for the year will not be allowed in the system after the year ends on June 30th. If you try and submit, it will error out. Please submit these via Excel & Email.



Questions ?

- ✓ Questions and comments may be sent to accountingservices@csus.edu
- ✓ All trainings are located on ABA-Financial Services website

<https://www.csus.edu/administration-business-affairs/financial-services/>

Thank you!