

An Expenditure Transfer is when there is an expense located in your FOAP (Fund, Organization, Account, Program) that you need to move because it was posted in the wrong place. Whether it needs to be moved to a different account in your same FOAP or it needs to go to another department all together this is how you do it:

To fill out the Expenditure Transfer form:

- Go to the Controller's Office website <https://www.suu.edu/ad/controller/>
- Go to "Forms" on the left hand side menu
 - Circled in red in picture below

Controller's Office

Forms

Training/Instructions

Late Fee Appeal

Annual Audited Financial Statements

Payroll Dates

Frequently Asked Questions (FAQ)

Staff

Surplus

Contact the Controller's Office

Related SUU Departments:

Budget Office

Human Resources

Vision Statement

The Controller's Office is dedicated to providing exemplary service and performance through teamwork, maximization of resources, efficient and effective processes, and consistent alignment of goals with the initiatives of the University and our mission statement.

Mission Statement

We act with integrity and assist others in their management and educational activities in a professional, dependable and courteous manner.

We proactively provide accurate, timely and meaningful information to administration, faculty, staff and students.

We reduce risk to the University and deliver value through policies and procedures that ensure compliance with applicable laws and regulations and generally accepted principles and best practices.

We promote the personal, professional and financial success of SUU students through meaningful employment opportunities.

- Select the form "Expenditure Transfer Request" to download it
 - The form is circled in red in the picture below

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Budget Office

Human Resources

Sponsored Programs, Agreements, Research, and Contracts (SPARC)

Loan Office

Purchasing

External Links:

Utah Tax Commission

IRS

Utah System of Higher Education

Forms

Budget Forms

- Visit the Budget Office web site

Travel Forms

- Travel Authorization
- Travel Meal Form
- Athletics Meal Form

Travel Instructions: Authorization, Reimbursement

Old travel system, retired as of 06/30/15. These links are only available for users who need to complete previously submitted authorizations

- Travel Authorization (Print or Approve, no more submissions)
- Travel Reimbursement Request

Inventory Forms

- Retirement, Trade-In, Transfer of Equipment Form

Payroll Forms

- Direct Deposit Enrollment Form
- Hourly Late Time Form
- Payroll Redistribution Request Form
- W-4 Form

Misc. Forms

- Authorization for Transfer of Funds
- Expenditure Transfer Request
- Interdepartmental Billing
- Justification for Waiver or Adjustment of Indirect Costs
- Substitute W-9
- Vendor Direct Deposit Authorization

- Fill out the "Contact Name" (blue arrow) and "Telephone Ext" (orange arrow) fields
 - The picture below is only the top part of the form

Revenue / Expenditure Transfer Request

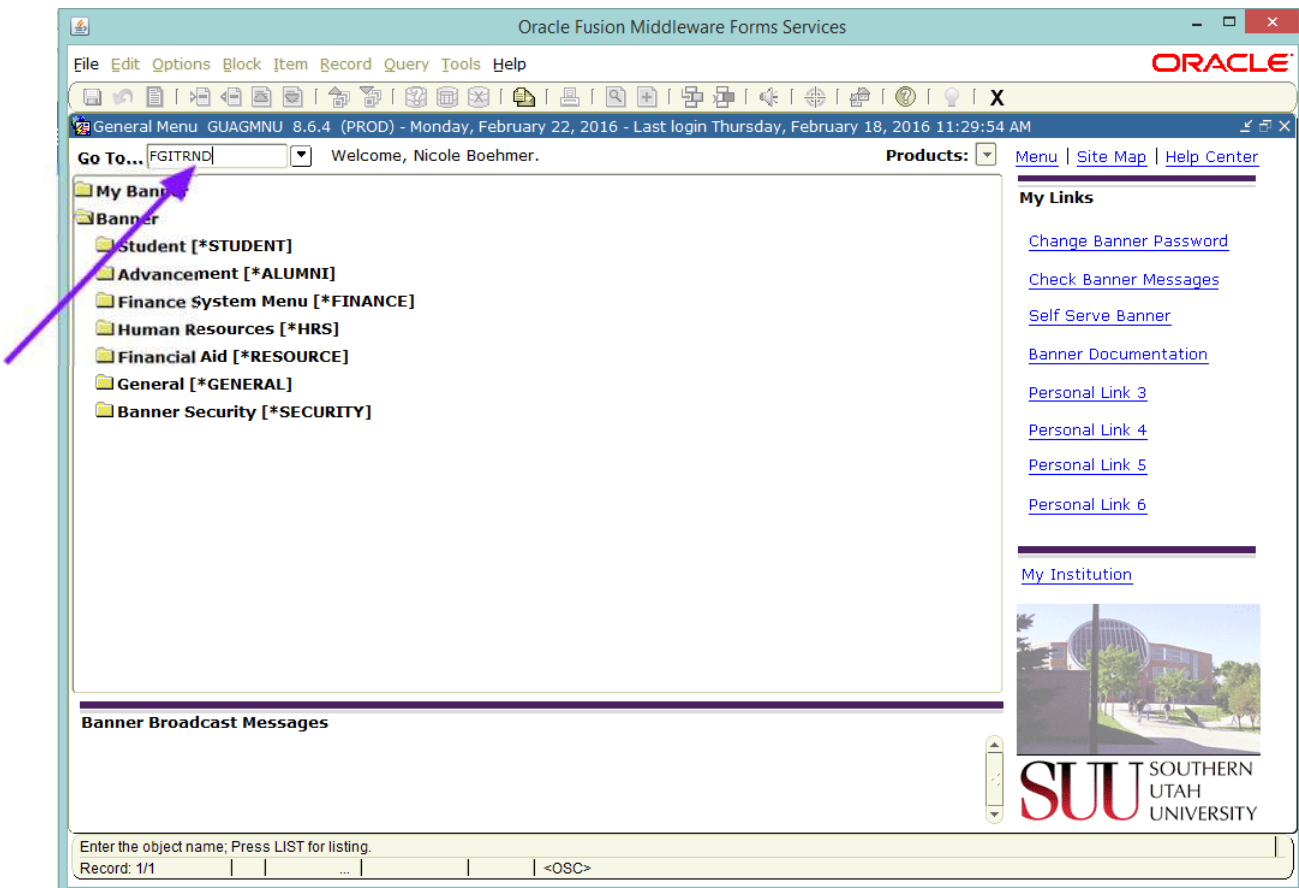
Use this form to move revenues or expenditures that are currently posted in the incorrect location (FOAPAL) in the current fiscal year. Please provide appropriate documentation if the transfer is outside of the requestor's department.

Contact Name:

Telephone Ext:



- Go to Banner (also know as INB-Internet Native Banner)
- In the **“Go To” field (purple arrow)** type FGITRND
- Hit Enter
 - Picture below shows you where to type and what to type



- Type in either your **Index (green arrow)** or your **FOAP (red arrows)**

- An example of how to fill out the form has been included in the following steps
- Pictured below
- You can put in just the Fund, Organization, and Program if you don't know which account the expense is in

Oracle Fusion Middleware Forms Services: Open > FGITRND

File Edit Options Block Item Record Query Tools Help

ORACLE

Detail Transaction Activity FGITRND 8.4.0.3 (PROD)

COA	Fiscal Year	Index	Fund	Organization	Account	Program	Activity	Location	Period	Commit Type
T	16		009886	17015	7510	10				Both

- Hit the buttons “Ctrl” and “Page Down” at the same time
- If you know the Document number, put it in the “Document” field (pink arrow)
- If you don't know the Document number but know the amount, put it in the “Amount” field (yellow arrow) You can include the Document number and amount if you want
 - If you are putting in an amount, make sure to remember to put in the full amount of the expense and not just the amount you want to move if you are doing a partial expenditure transfer
 - I have included a Document number and amount in the picture below as an example

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ORACLE

Detail Transaction Activity FGITRND 8.4.0.3 (PROD)

COA	Fiscal Year	Index	Fund	Organization	Account	Program	Activity	Location	Period	Commit Type
T	16		009886	17015	7510	10				Both

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)
					S0425355		36.47	

- Hit F8
- The data you searched for should show up
 - If the data that appears is not what you are looking for:
 - Try a different amount or

- You can search for the description if you know what it is (follow circle bullet points for steps to search for the description) or (go to next square bullet point if you don't know the description)
 - To do this, go to the field next to the "Document" field and put in a percentage sign (%) the description of what you are looking for and then another percentage sign
 - By putting percentage signs around the description, Banner will search for all expenses that have the same part of the description you typed in
 - Here's an example:
 - You have a Delta Air expense that you need moved, but all you know is the expense has Delta Air in the description
 - Go over to the "Description" field
 - Type %Delta Air%
 - Hit F8
 - You now have the data for all the Delta Air expenses that are in your FOAP
 - Figure out which one is the expense you need moved, and put that information on the Expenditure Transfer Request (instructions below on what is needed)
 - I have included the picture of the example below

Account	Organization	Program	Document	Description	Amount
				%Delta Air%	

Account	Organization	Program	Document	Description	Field	Amount	Increase/Decrease
7510	58500	50	J1600379	Delta Air Baggage Fee	YTD	25.00	+
7510	58500	50	J1600379	Delta Air 0062161284405	YTD	133.60	+
7510	58500	50	J1600314	Delta Air 0068201791159	YTD	60.00	+
7510	58500	50	J1600314	Delta Air Baggage Fee	YTD	60.00	+
7510	58500	50	J1600314	Delta Air	YTD	193.60	+
7510	58500	50	J1600244	Delta Air 0062324846518	YTD	197.60	+
7510	58500	50	J1600244	Delta Air 0062323127690	YTD	76.60	+

- Clear your search by hitting Ctrl and Q at the same time and then hit F8 to search the entire FOAP to find the expense you are looking for
 - This is the most time consuming one so use this as a last resort
- Now that you have the data pulled up, go to your downloaded Expenditure Transfer Request form
- Check the box for the "Transfer Type" (blue arrow, Figure 1)
 - If it is a Revenue transfer, the account (orange arrow, Figure 2) will start with a "5"
 - If it is an Expenditure transfer, the account (colored arrow, Figure 2) will start with a "7"
- If you only want to move part of the amount, select "Partial Transaction" (green arrow, Figure 1) and put in the "Original Transaction Amount" (red arrow, Figure 1)

- This is the amount of the whole expense
- Now fill out the Banner Information Section
 - This is section needs to be filled out completely so the person who receives this form will be able to know exactly what to look for in Banner to move your expense
- Put in the **“Activity Date”** (purple arrow, Figure 1) from **Banner** (purple arrow, Figure 2)
- Put in the **“Document Number”** (pink arrow, Figure 1) from **Banner** (pink arrow, Figure 2)
 - If you have more than five (5) expenses you need moved, in any of the fields in the Banner Information section write “See Attached”
 - Put all the information from Banner into an Excel spreadsheet and submit that with the Expenditure Transfer Request form
- Put in the **“Description”** (orange arrow, Figure 1) from **Banner** (orange arrow, Figure 3)
- Put in the **“Transfer Amount”** (yellow arrow, Figure 2)
 - This is where you will put the amount you want to move if you are doing a partial transfer
 - If you are moving the whole amount, put it there
- The pictures below will be only showing the parts from Banner and the Expenditure Transfer Request Form that you need to see for the above steps

Figure 1

Transfer Type: Revenue Expenditure

Partial Transaction 36.47
Original Transaction Amount

Banner Information:

Activity Date: 25-NOV-2015 Document Number: S0425355

Description: THRIFTY CAR RENTAL

Transfer Amount: 36.47

Figure 2

COA	Fiscal Year	Index	Fund	Organization	Account	Program	Activity	Loc
T	16		009886	17015	7510	10		

Account	Organization	Program	Activity Date	Type	Document	
7510	17015	10	25-NOV-2015	IPNI	S0425355	THRIFTY CAR RENT

Figure 3

COA	Fiscal Year	Index	Fund	Organization	Account	Program	Activity
T	16		009886	17015	7510	10	

Account	Organization	Program	Amount	Description	Corr
7510	17015	10	55	THRIFTY CAR RENTAL	


- Now fill out the “From” and “To” sections
- In the **“From” section (green arrows)** put either the Index or FOAP you used in Banner to find the expense
- In the **“To” section (blue arrows)** put either the Index of FOAP of where the expense needs to be moved to
 - If the expense needs to be moved in a different account, whether within the same FOAP or not, put that account in the **“Account” field (red arrow)** in the “To” section
 - Pictured below

FROM:	TO:
Index:	iUT7
OR	
Fund:	
009886	
Organization:	
17015	
Account:	7560
7510	
Program:	
10	
Activity:	

- Now fill out the **Explanation section (purple arrow)**
 - This is where you will explain why the expense is being moved.
 - It can be as simple as writing “Posted to wrong account”
 - In the picture below it is only the Explanation box

Explanation:

Posted to wrong account



- Now sign the form in the **“Initiated By” field (blue arrow)** and put the **date (green arrow)**
 - You can either print the form off and sign it and then scan it back in or
 - You can sign it using the Adobe Reader signature function
 - The date is the date you filled out the form
 - Pictured below

Initiated By:



Date:



- Save to your computer desktop
 - Or if you have a different place you save Expenditure Transfers, save it there
- When submitting an Expenditure Transfer Request, there is no need to attach any other documents. The Explanation section you filled out on the form is all the information needed as to why the expense is being moved
- If you are submitting a partial Expenditure Transfer Request, then please include extra documentation explaining why you are doing a partial transfer.
- Email to ctrladmin@suu.edu
 - In the Subject line, write Expenditure Transfer
 - In the Text Box section, write that an Expenditure Transfer has been attached to the email and put your name at the end of the email so the person who gets the email knows who it is from
 - Attach the document to the email
 - If you created an Excel spreadsheet that goes with the Expenditure Transfer, attach it to the email as well
 - Hit Send