

Making Adjustments Overview

Presented by:

Tammy Felicijan – Director of Budget Services

Ryan Jones – Associate Controller – Financial
Services

Erin Marini – Associate Controller – Operations

September 26, 2024

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Introduction

Topics discussion today are intended to service as an overview and a resource for future use.

All information in this presentation can also be found on the departmental websites.

[Budget Services - Internal Resources](#)

[Office of Controller](#)

[Office of Controller - General Accounting](#)



Budget Revisions

Used to change your spending plan mid -way through a year

Example:

Department “ABC” may require additional operations budget to support an unexpected/unplanned increase in supply cost.

The increase in direct expense for Department “ABC” would require a decreased in the operations of another department or reserve.

NOTE: Budget Revisions should be balanced.

(Increases = Decreases)

Difference Budget Funding Plans

Permanent Base Funding

Permanent base or “base” funding funding source this is on-going.

- State funds – this could be state allocations (MESA, Nursing, Cybersecurity)
- Self-support Organizations – On-going steady stream of revenue

Permanent Positions need to be funded using an on-going (permanent) funding source to support the salary and benefits costs



Difference Budget Funding Plans

One-time Funding

One-time funding - funding that exists for a limited time.

- Grant/Contract funding
- Temporary Salary Savings a department might have if an employee is on temporary leave without pay.
- One-time funding is spending a portion of Unrestricted Net Assets (Fund Balance)

One-Time funding can be used only for one-time expense such as good and services purchases, travel and equipment.

One-Time funding may be used for temporary positions, but NOT for permanent positions.



Budget Revision Rule Code Types

Rule Code	Rule Description
BD01	Original Budget
BD02	Permanent Adjustments
BD03	Temporary Budget Load (Temp Positions)
BDAA	Balanced Temporary (CY) Budget Adjustment
BDAB	Un-Balanced Temporary (CY) Budget Adjustment
BDAD	Balanced Labor Adjustment Load from Reconciliation Process
BDEC	Encumbrance Adjustment from Reconciliation Process



What to do if you have a deficit in your Budget Balance Available? Banner Screens – FGIBDSR or FGIBAVL

Executive Summary FGIBDSR 9.3.23 (PROD)

Chart: E Fiscal Year: 25 Index: 100433 Query Specific Account: Include Revenue Accounts: Commit Type: Both Organization: 26108 Cybersecurity Fund: 120149 Local Operating Program: 10011 Instr-Instruction Account: [Start Over](#)

Account Type: Activity: Location:

EXECUTIVE SUMMARY Settings Insert Delete Copy Filter

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
61100	L	Administrative	73,214.00	11,414.47	61,800.00	-0.47
62100	L	Faculty-Regular	594,362.00	0.00	202,410.00	391,952.00
62300	L	Faculty-Temporary Parttime	7,750.00	0.00	7,750.00	0.00
63100	L	Classified-Regular	67,380.00	0.00	0.00	67,380.00
65000	L	Benefits - Regular	250,482.00	0.00	84,228.00	166,254.00
65100	L	OASI	0.00	885.02	0.00	-885.02
65110	L	Medicare	0.00	208.95	0.00	-208.95
65200	L	Retirement	0.00	1,643.33	0.00	-1,643.33
65300	L	Medical Aid/Industrial Insurance	0.00	129.92	0.00	-129.92
65400	L	Health, Life & Disability Insurance	0.00	8,089.58	0.00	-8,089.58
65500	L	Unemployment Compensation	0.00	32.83	0.00	-32.83
65940	L	Paid Family and Medical Leave Insur	0.00	41.02	0.00	-41.02
66200	L	Student Wages	0.00	7,916.27	0.00	-7,916.27
66420	L	Hourly Paid Sick Leave Wages	0.00	251.87	0.00	-251.87
66700	L	Hourly-Graduate Teacher Assistant	96,190.00	0.00	0.00	96,190.00
67000	L	Benefits-Hourly	4,809.00	0.00	0.00	4,809.00
67100	L	OASI	0.00	506.43	0.00	-506.43
67110	L	Medicare	0.00	118.44	0.00	-118.44
67300	L	Medical Aid/Industrial Insurance	0.00	198.20	0.00	-198.20
67940	L	Paid Family and Medical Leave Insur	0.00	17.28	0.00	-17.28
70000	E	Direct Expense	116,514.00	0.00	0.00	116,514.00
71103	E	Computing & Information Services	0.00	13,067.87	0.00	-13,067.87
71211	E	Purchased Services-Software Maint	0.00	125,235.00	0.00	-125,235.00
71213	E	Purchased Services-General	0.00	9,920.00	0.00	-9,920.00
71400	E	Supplies	0.00	23,756.69	249.10	-24,005.79
71461	E	Conference & Registration Fees	0.00	50.00	0.00	-50.00
71470	E	Miscellaneous Other	0.00	10,000.00	0.00	-10,000.00
71472	E	Public Relations	0.00	12,520.00	0.00	-12,520.00
71601	E	IT Equipment, Small & Attractive	0.00	0.00	6,826.34	-6,826.34
71651	E	IT Equipment, non-capitalized	0.00	0.00	1,400.26	-1,400.26
71750	E	Interview Expense	0.00	1,732.46	0.00	-1,732.46
Net Total			-1,210,701.00	-227,733.63	364,663.70	

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What to do if you have a deficit in your Budget Balance Available? Banner Screens – FGIBDSR or FGIBAVL

Executive Summary FGIBDSR 9.3.23 (PROD)

Chart: E Fiscal Year: 25 Index: 100433 Query Specific Account: Include Revenue Accounts: Commit Type: Both Start Over

Organization: 26106 Cybersecurity Fund: 120149 Local Operating Program: 10011 Instr-Instruction Account: 700 Direct Expense Account Type: Activity: Location:

EXECUTIVE SUMMARY Settings Insert Delete Copy Filter

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
70000	E	Direct Expense	116,514.00	0.00	0.00	116,514.00
71103	E	Computing & Information Services	0.00	13,067.87	0.00	-13,067.87
71211	E	Purchased Services-Software Maint	0.00	125,235.00	0.00	-125,235.00
71213	E	Purchased Services-General	0.00	9,920.00	0.00	-9,920.00
71400	E	Supplies	0.00	23,756.69	249.10	-24,005.79
71461	E	Conference & Registration Fees	0.00	50.00	0.00	-50.00
71470	E	Miscellaneous Other	0.00	10,000.00	0.00	-10,000.00
71472	E	Public Relations	0.00	12,520.00	0.00	-12,520.00
71601	E	IT Equipment, Small & Attractive	0.00	0.00	6,826.34	-6,826.34
71651	E	IT Equipment, non-capitalized	0.00	0.00	1,400.26	-1,400.26
71750	E	Interview Expense	0.00	1,732.46	0.00	-1,732.46
Net Total			116,514.00	196,282.02	8,475.70	-88,243.72

1 of 1 40 Per Page Record 1 of 11

For this Example: Let's assume the YTD Activity is accurate as well as the Commitments/Encumbrances.

The Budget Available Balance is currently in a deficit of \$88,243.72

A Budget Revision will be necessary to make a change to the planned operations expense budget.

Assume One-time Computer Software cost of \$125,000.



How to find the Online Budget Revision Form

The Online Budget Revision form is located on the Budget Service website under Internal Resources.

The screenshot shows the website interface for Financial Services at Eastern Washington University. The browser address bar displays `inside.ewu.edu/financialservices/budget-services/internal-resources/`. The page features a navigation menu with options: Home, Budget Services (highlighted), Data Analytics, Office of Controller, Student Financial Services, and Treasury & Tax. A search icon is also present. Below the navigation is a banner for "Internal Resources" with a background image of a globe. Underneath the banner are four main categories: University Fees, Approved Operating & Capital Budgets, Questions & Answers, and Glossary. Each category includes a brief description and a link. Below these categories is a section titled "Budget Manager Resources" which includes links for "Budget Planning – Permanent Budget", "Axiom Budget Planning System User Manual", and "2025 General Budget Planning Memo". Underneath this is a section for "Budget Revision Forms", which contains two links: "Online Budget Revision Form" (highlighted with a dashed green box) and "Paper Budget Revision Form". A blue arrow points from the text on the left to the "Online Budget Revision Form" link.



How to prepare and Submit the Online Budget Revision Form

Online Budget Revision Form

From our Example:

The Budget Available Balance on Index 100433, Account 70000 is currently in a deficit of \$88,243.72.

We need to increase the Direct Expense (Account 70000) by \$125,000 for the One-Time Computer Software Purchase.

Financial Services
Eastern Washington University

Home Budget Services Data Analytics Office of Controller Student Financial Services Treasury & Tax

Online Budget Revision Form

Online Budget Revision

This form will prompt for renewal or timeout in 57:58 seconds.

Name *
Enter first and last names. Authenticity validated via EWU SSO.

Erin Marini
First Last

Select your department *
Department selection determines approvals routing as needed.

Academic Affairs (routes to Provost Office)
 Other

Budget Revision Transactions *
Enter details for each requested budget adjustment. Click the (i) icon to expand rows.

Index	Account (5-digit)	Amount	(+/-)	Short Description
100433	70000	125,00	+	Inc Budget
100###	70000	125,000	-	Dec Budget

Effective Period *
Indicate if budget revision for the current year, the base, or both.

Current Year (1X)
 Permanent (Base)
 Both

Explanation *

Budget Adjustment to support One-time purchase of Computer Software.

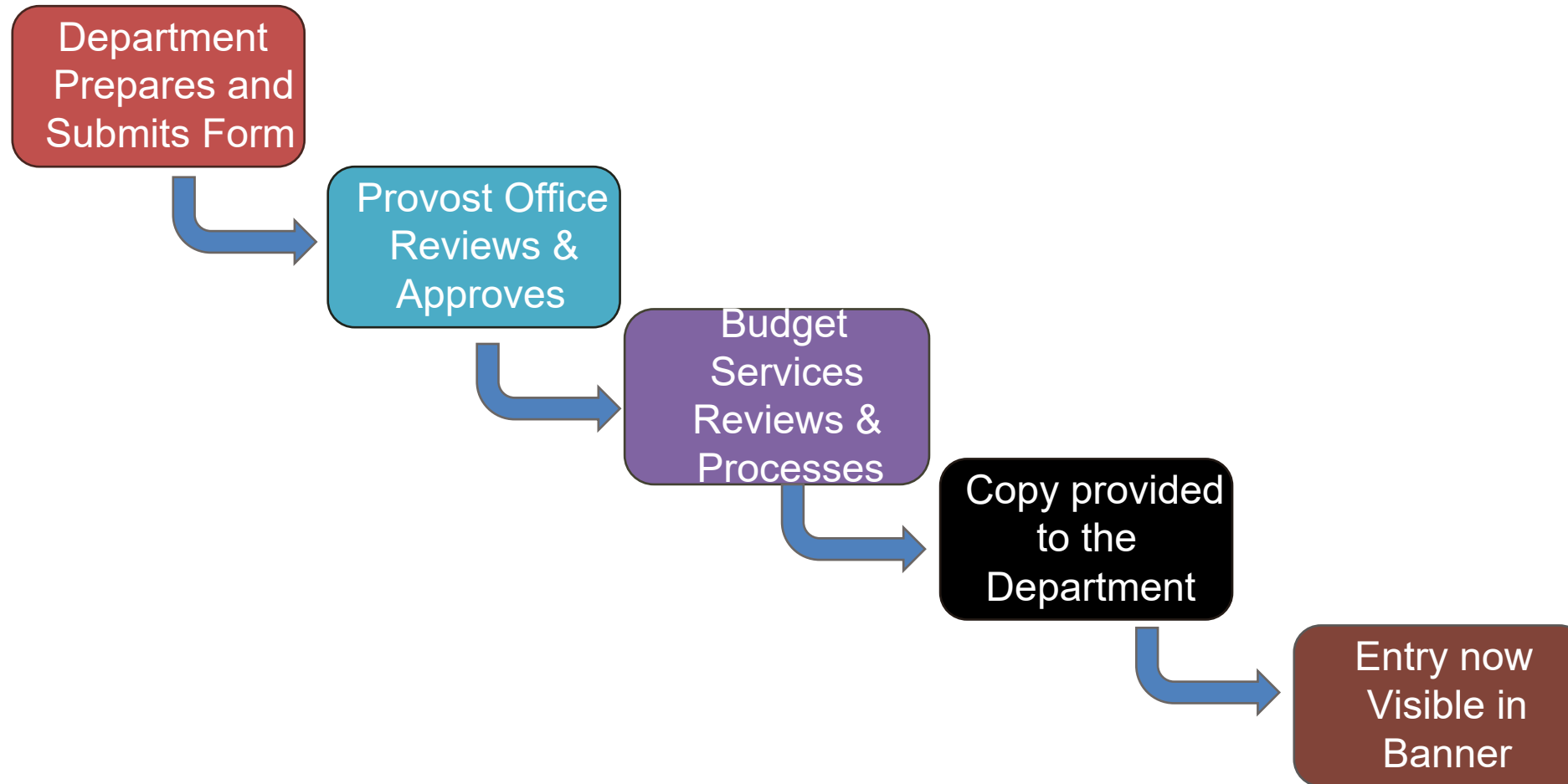
Attachment Upload (8MB max)
Upload related documentation (approvals, calculations, etc.)

Supporting documents can also be attached.

Drop files here or

Max. file size: 83 MB

The Submitted Online Budget Revision Form – Approval and Processing workflow



Journal Vouchers

Used to post or adjust revenue or operating expenses direct expense (non-compensation) items

NOTE: Journal Vouchers are not used for compensation adjustments. Those must be processed through the human resource/payroll department on an EPAF/PAF form.

What are the available Revenue and Expense accounts?

Use Banner Screen - FTVACCT

A list of [Banner Account Code Description](#) is available on the General Accounting website.



How can individual expense items be reviewed?

Banner Screens – FGIBDSR or FGIBAVL

Executive Summary FGIBDSR 9.3.23 (PROD)

Chart: E Fiscal Year: 25 Index: 100433 Query Specific Account: Include Revenue Accounts: Commit Type: Both Organization: 26106 Cybersecurity Fund: 120149 Local Operating Program: 10011 Instr-Instruction Account: [Start Over](#)

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83100	L	Classified-Regular	67,380.00	0.00	0.00	67,380.00
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86700	L	Hourly-Graduate Teacher Assistant	96,190.00	0.00	0.00	96,190.00
87000	L	Benefits-Hourly	4,809.00	0.00	0.00	4,809.00
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71470	E	Miscellaneous Other	0.00	10,000.00	0.00	-10,000.00
71472	E	Public Relations	0.00	12,520.00	0.00	-12,520.00
71601	E	IT Equipment, Small & Attractive	0.00	0.00	6,826.34	-6,826.34
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71213	E	Purchased Services-General	0.00	9,920.00	0.00	-9,920.00
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71461	E	Conference & Registration Fees	0.00	50.00	0.00	-50.00
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71472	E	Public Relations	0.00	12,520.00	0.00	-12,520.00
71601	E	IT Equipment, Small & Attractive	0.00	0.00	6,826.34	-6,826.34
71651	E	IT Equipment, non-capitalized	0.00	0.00	1,400.26	-1,400.26
71750	E	Interview Expense	0.00	1,732.46	0.00	-1,732.46
Net Total			116,514.00	196,282.02	8,475.70	-88,243.72

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For this Example: Let's assume the YTD Activity does not appear accurate.
We will need to review the individual items that total \$125,235.00

Click on the field you want more detail.
Select Related to see the Detail Transaction Activity FGITRND.



How can individual expense items be reviewed?

Banner Screens – FGITRND

Detail Transaction Activity FGITRND 9.3.22 (PROD)

COA: E Fiscal Year: 25 Index: 100433 Fund: 120149 Organization: 26106 Account: 71211 Program: 10011 Activity: Location: Period: Commit Type: Both [Start Over](#)

DETAIL TRANSACTION ACTIVITY Settings Insert Delete Copy Filter

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description	Commit Type	Fund *	Activity
71211	26106	10011	YTD	15,000.00	+	INEI	I0459215	08/29/2024	08/29/2024	Cyberbit Inc	U	120149	Y
71211	26106	10011	YTD	100,000.00	+	INEI	I0459215	08/29/2024	08/29/2024	Cyberbit Inc	U	120149	Y
71211	26106	10011	YTD	1,335.00	+	TAEI	I0459215	08/29/2024	08/29/2024	Cyberbit Inc	U	120149	Y
71211	26106	10011	YTD	8,900.00	+	TAEI	I0459215	08/29/2024	08/29/2024	Cyberbit Inc	U	120149	Y
			Total	125,235.00	+								

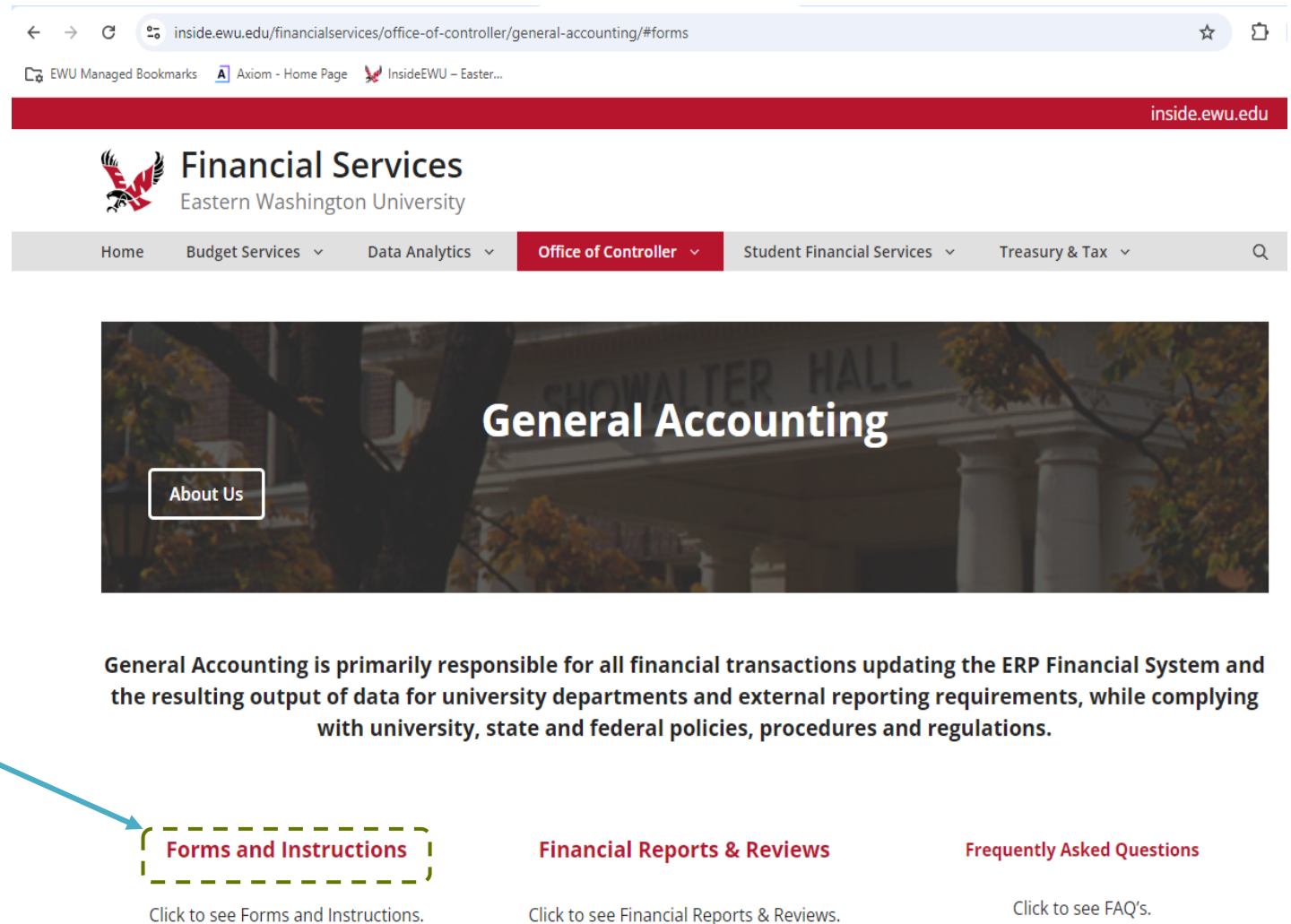
1 of 1 Per Page Record 1 of 4

For this Example: Let's assume the \$100,000 payment to Cyberbit Inc with Document number I0459215 Should not be expensed on Index 100433 and needs to be moved to Index 100####.



How to find the Online Journal Voucher Form

The Online Journal Voucher form is located on the Office of Controller website under General Accounting, Forms and Instructions.



The screenshot shows a web browser window with the URL `inside.ewu.edu/financialservices/office-of-controller/general-accounting/#forms`. The page header includes the Eastern Washington University logo and the text "Financial Services Eastern Washington University". A navigation menu contains "Home", "Budget Services", "Data Analytics", "Office of Controller", "Student Financial Services", and "Treasury & Tax". The main content area features a banner for "General Accounting" with an "About Us" button. Below the banner, a paragraph states: "General Accounting is primarily responsible for all financial transactions updating the ERP Financial System and the resulting output of data for university departments and external reporting requirements, while complying with university, state and federal policies, procedures and regulations." Three links are visible: "Forms and Instructions" (highlighted with a dashed green border and a blue arrow), "Financial Reports & Reviews", and "Frequently Asked Questions".

[Forms and Instructions](#)
Click to see Forms and Instructions.

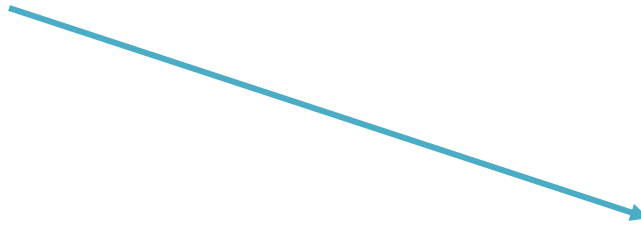
[Financial Reports & Reviews](#)
Click to see Financial Reports & Reviews.

[Frequently Asked Questions](#)
Click to see FAQ's.



How to find the Online Journal Voucher Form

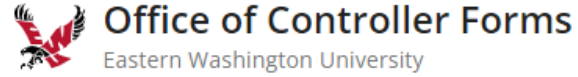
The Online Journal Voucher form is located on the Office of Controller website under General Accounting, Forms and Instructions.



A screenshot of a web browser showing the Office of Controller website. The browser's address bar displays 'inside.ewu.edu/financialservices/office-of-controller/general-accounting/#forms'. The navigation menu includes 'Home', 'Budget Services', 'Data Analytics', 'Office of Controller', 'Student Financial Services', and 'Treasury & Tax'. The main content area is titled 'Forms and Instructions' and lists several links: 'Request to Create Index Code & Instructions', 'Index Code Deactivation Procedures', 'Journal Voucher Form', 'IDPO - Interdepartmental Purchase Order', and 'Online Banner Provisioning Access'. The 'Journal Voucher Form' link is expanded, showing a sub-menu with 'Online Journal Voucher Form' and 'Journal Voucher Form'. The 'Online Journal Voucher Form' link is highlighted with a dashed green box.



How to prepare and Submit the Online Journal Voucher Form



Main Website



Online Journal Voucher Form

Use this online JV form to post or adjust revenue or direct expense (non-compensation) entries in Banner Finance. Looking for the [online fund transfer form](#) instead (click to view)? Otherwise, complete this online form; it will be electronically routed for approval by the applicable parties.

This form will prompt for renewal or timeout in 55:13 seconds.

Transaction Date *

The transaction date determines the fiscal posting period.

09/23/2024

Your Name *

Enter your name (person submitting the journal voucher).

Erin

Marini

First

Last

Your EWU Email Address *

emarini@ewu.edu

U

Select your department *

Department selection determines approvals routing as needed.

- Academic Affairs (routes to Provost Office)
- University Advancement
- Business & Finance
- Student Affairs
- General Accounting (internal use only)

[Online Journal Voucher Form](#)

From our Example:

The payment to Cyberbit Inc. for \$100,000 on Index 100433, Account 71211 is not for Cybersecurity.

We need to decrease the Expense on Index 100433, Acct 71211 by \$100,000 and increase the Expense on Index 100###, Acct 71211 for the Computer Software Purchase.



How to prepare and Submit the Online Journal Voucher Form

[Online Journal Voucher Form](#)

From our Example:

The payment to Cyberbit Inc. for \$100,000 on Index 100433, Account 71211 is not for Cybersecurity.

We need to decrease the Expense on Index 100433, Acct 71211 by \$100,000 and increase the Expense on Index 100###, Acct 71211 for the Computer Software Purchase.

- General Accounting (internal use only)
- Office of Grants & Research Development
- Office of the President
- Other

Enter Budget Authority name *

Route the request to the person who is responsible for managing the budget and has been granted Fund/Org posting permissions for the selected Index codes.

<input type="text" value="Paul"/>	<input type="text" value="Weed"/>	<input type="text"/>
First	Last	

Enter Budget Authority EWU Email Address *

Enter the Journal Voucher request

Index and Account codes are required for JV transactions. Click the circled plus icon to add more rows as needed. Reference the Banner document number when adjusting an existing posting.

Index	Account	Amount	Debit/Credit	Banner Doc #	Vendor/Description
<input type="text" value="100433"/>	<input type="text" value="71211"/>	<input type="text" value="\$100,000"/>	<input type="text" value="Credit"/>	<input type="text" value="10459215"/>	<input type="text" value="Cyberbit Inc"/> ⊕ ⊖
<input type="text" value="100###"/>	<input type="text" value="71211"/>	<input type="text" value="\$100,000"/>	<input type="text" value="Debit"/>	<input type="text" value="10459215"/>	<input type="text" value="Cyberbit Inc."/> ⊕ ⊖

A complete list of account codes may be viewed here: <https://inside.ewu.edu/financialservices/wp-content/uploads/sites/44/2022/08/Banner-Finance-Account-Hierarchy-Report-08.29.2022.pdf>

The associated account code descriptions are located on the EWU Office of Controller website here: <https://inside.ewu.edu/officeofcontroller/wp-content/uploads/sites/175/2022/08/Banner-Account-Code-Descriptions.pdf>

Reverse this JV in a later fiscal period? *

Select the YES button to reverse the JV in a latter fiscal period. Additional dialogue boxes will appear to guide you through the process.

- Yes
- No

Expenditure Authority Needed? *

If the requested JV requires a change to expenditure authority, add additional entries to increase or decrease direct expense (Account 7xxxx) for the associated Index codes.

- Yes
- No



How to prepare and Submit the Online Journal Voucher Form

[Online Journal Voucher Form](#)

From our Example:

The payment to Cyberbit Inc. for \$100,000 on Index 100433, Account 71211 is not for Cybersecurity.

We need to decrease the Expense on Index 100433, Acct 71211 by \$100,000 and increase the Expense on Index 100###, Acct 71211 for the Computer Software Purchase.

Additional Explanation (optional)

Generally describe the purpose of this JV and provide any additional information that would be helpful in processing the transaction.

Correction needed to move Expense off of Index 100433 and on to Index 100###.

Attach Supporting Documentation:

Attach documents as jpg, gif, png, pdf, doc, docx, xls, or.xlsx files (up to 16MB).

To adjust an existing Banner transaction, provide the FGITRND detail showing the document number, dollar amount, plus the vendor name if applicable.

Supporting documents can also be attached

Drop files here or

Select files

Accepted file types: jpg, gif, png, pdf, doc, docx, xls,.xlsx, Max. file size: 16 MB.

Index Deactivation *

Click "Yes" below to deactivate the Index code after the requested journal voucher is posted.

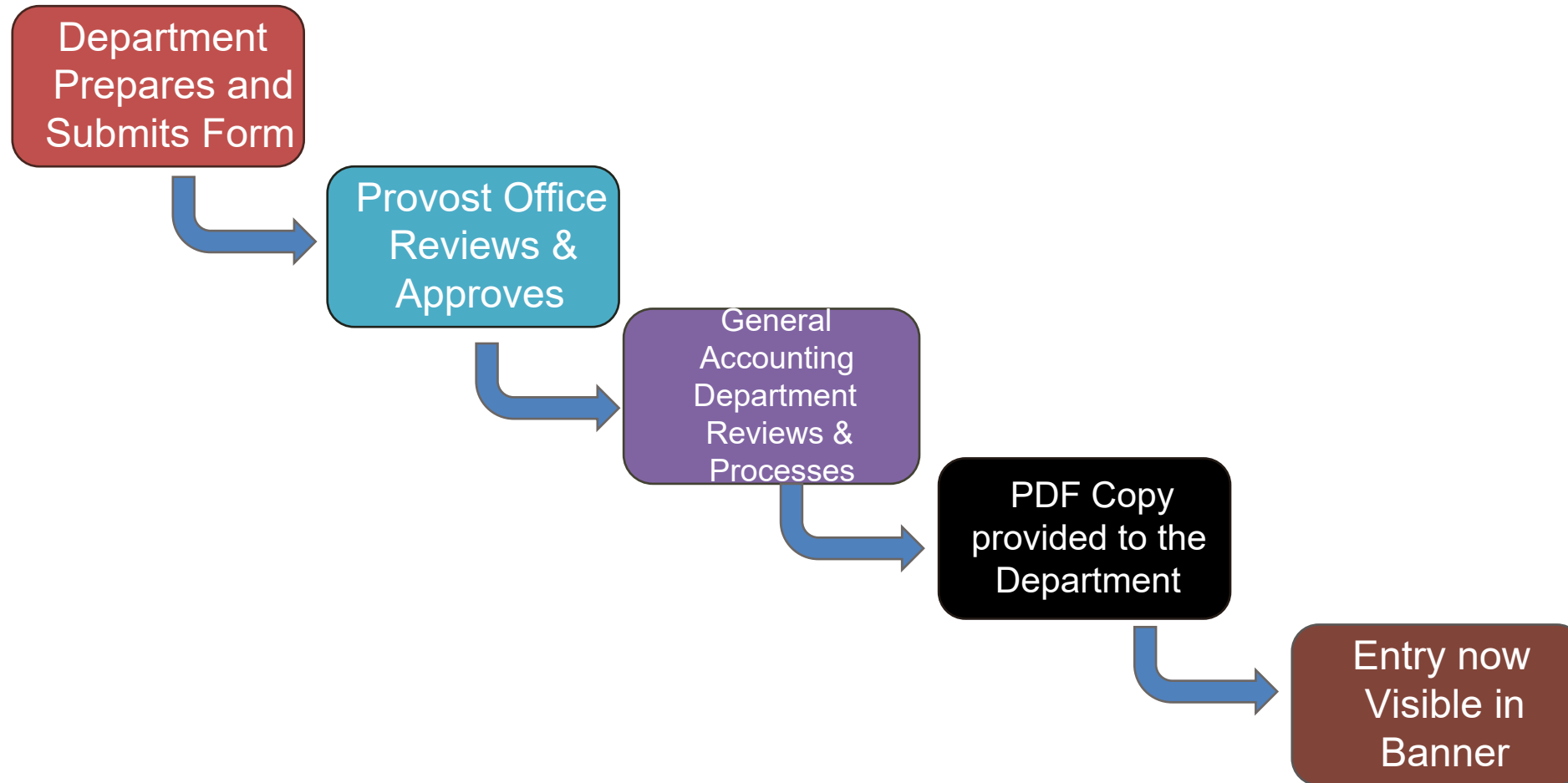
Yes

No

Submit



The Submitted Online Journal Voucher Form – Approval and Processing workflow



Fund Transfer Request

Used to move “cash” resources from one fund to another fund

NOTE: There are TWO types of Fund Transfers:

- **Budgeted Transfers** – are those that were planned during the Budget Planning period. They are loaded into Banner with Original Budgets.
- **Non-budgeted Transfers** – are those that were not planned during the Budget Planning period. They require an adjustment to the budget.

Budgeted Fund Transfers

During Budget Planning for FY25:

Example: A Fund transfer of \$30,000 for "75% school share BUED" from Fund 133528, Index 200484 to Fund 135087, Index 200253

AXIOM Budgeting | Budgeting Reports | Labor Reports | Budget Request Reports

33092 Online Business Ed | Budget

OVERVIEW BUDGET TRANSFERS INDEX REVIEW CONSOLIDATED SUMMARY NARRATIVES

Status	TransferID	Description	Org	Index	Acct	Acct Description	Comments	2025 Total Transfer
Transfers In								
+ Insert additional Transfer In								
Total Transfers In								0
Transfers Out								
✓ Out	231023125	75% school share BUED	33092	200484	88300	Non-Mandatory Trnsfr-Out - Other	BA 3/1/2024	30,000
In	231023125	75% school share BUED	23102	200253	83300	Non-Mandatory Trnsfr-In - Other	BA 2/28/2024	30,000

Budgeted Fund Transfers Banner Screens – FGIBDSR or FGIBAVL

During FY2025 Budget Planning:

A Fund transfer of \$30,000 for “75% school share BUED” from Fund 133528, Index 200484 to Fund 135087, Index 200253

\$30,000 of Non-Mandatory Transfer-Out Authority reflected with Original Budget on Index 200484

Executive Summary FGIBDSR 9.3.23 (PROD) ADD RETRIEVE RELATED TOOLS

Chart: E Fiscal Year: 25 Index: 200484 Query Specific Account: Include Revenue Accounts: Commit Type: Both Start Over

Organization: 33092 Online Business Ed Fund: 133528 EC-Online Business Ed Program: 10015 Instr-Continuing Studies Account: Account Type: Activity:

Location:

EXECUTIVE SUMMARY Settings Insert Delete Copy Filter

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
51100	R	Continuing Education Fees	341,000.00	10,275.00	0.00	330,725.00
62300	L	Faculty-Temporary Parttime	65,600.00	10,680.00	0.00	54,920.00
63100	L	Classified-Regular	0.00	0.00	0.00	0.00
65000	L	Benefits - Regular	13,336.00	0.00	0.00	13,336.00
65100	L	OASI	0.00	662.16	0.00	-662.16
65110	L	Medicare	0.00	154.86	0.00	-154.86
65300	L	Medical Aid/Industrial Insurance	0.00	404.46	0.00	-404.46
65500	L	Unemployment Compensation	0.00	12.81	0.00	-12.81
65940	L	Paid Family and Medical Leave Insur	0.00	22.60	0.00	-22.60
66200	L	Student Wages	1,000.00	0.00	0.00	1,000.00
67000	L	Benefits-Hourly	50.00	0.00	0.00	50.00
70000	E	Direct Expense	146,910.00	0.00	0.00	146,910.00
71800	E	Administrative	84,104.00	0.00	0.00	84,104.00
88300	T	Non-Mandatory Trnsfr-Out - Other	30,000.00	0.00	0.00	30,000.00
Net Total			0.00	-1,661.89	0.00	

1 of 1 20 Per Page Record 1 of 14

Budgeted Fund Transfers Banner Screens – FGITBSR

Example: Transfer "cash" from Fund 133528, Index 200484 to Fund 135087, Index 200253

Begin by confirming the Fund has adequate "Claim on Cash" to support the transfer.

Note: "Claim on Cash" currently reflects a Credit balance, cash is in a deficit.

STOP – Not able to process at this time. Will need to wait for Student's to pay their Accounts.

Trial Balance Summary FGITBSR 9.0 (PROD)

COA: E Eastern Washington University Fiscal Year: 25 Fund: 133528 EC-Online Business Ed OR Fund Type: Account: OR Acct Type: [Start Over](#)

Settings Insert Delete Copy Filter

Acct Type	Account	Description	Beginning Balance	Debit/Credit	*	Current Balance	Debit/Credit
11	11100	Claim on Cash	4,393.95	Debit		4,177.01	Credit
13	13000	Student Accounts Receivable	23,130.19	Debit		21,943.90	Debit
16	16020	Prepaid Expense	0.00	Debit		0.00	Debit
21	21000	Accounts Payable-System	0.00	Credit		0.00	Credit
22	22000	Payroll Accruals	2,320.36	Credit		0.00	Credit
23	23500	Unearned Revenue	5,775.00	Credit		0.00	Credit
31	30110	Revenue Control	0.00	Credit		10,275.00	Credit
31	30130	Budgeted Revenue Control	0.00	Debit		341,000.00	Debit
31	30220	Expenditure Control	0.00	Debit		11,936.89	Debit
31	30240	Budgeted Expenditure Control	0.00	Credit		311,000.00	Credit
31	30330	Budgeted Transfer Control	0.00	Credit		30,000.00	Credit
31	30410	Encumbrance Control	0.00	Debit		0.00	Debit
31	30430	Reserve for Encumbrance	0.00	Credit		0.00	Credit
31	30510	Budgeted Change to Fund Balance	0.00	Debit		0.00	Debit
41	39400	Unrestricted Net Assets	19,428.78	Credit		19,428.78	Credit
	Total	ALLACCOUNTS	0.00			0.00	
						Current Fund Balance	17,766.89 Credit

* - denotes amount is opposite of Normal Balance

Record 1 of 15

Claim on Cash is an Asset and should have a Debit Balance. When Claim on Cash in a Credit the fund is in a cash deficit.

Budgeted Fund Transfers

During Budget Planning for FY25:

Example: A Fund transfer of \$30,000 for "College Share 25% AP Lead" from Fund 135413, Index 200671 to Fund 135006, Index 200176

AXIOM Budgeting Budgeting Reports Labor Reports Budget Request Reports

24007 Masters in Leadership Studies | Budget

OVERVIEW BUDGET TRANSFERS INDEX REVIEW CONSOLIDATED SUMMARY NARRATIVES

Status	TransferID	Description	Org	Index	Acct	Acct Description	Comments	2025 Total Transfer
Transfers In								
+ Insert additional Transfer In								
Total Transfers In								0
Transfers Out								
✓ Out	240003125	College share 25% AP Lead	24007	200671	88300	Non-Mandatory Trnsfr-Out - Other	BA 2/29/2024	30,000
In	240003125	College share 25% AP Lead	24000	200176	83300	Non-Mandatory Trnsfr-In - Other	BA 2/28/2024	30,000

Budgeted Fund Transfers Banner Screens – FGIBDSR or FGIBAVL

During FY2025 Budget Planning:

A Fund transfer of \$30,000 for “College share 25% AP Lead” from Fund 135413, Index 200671 to Fund 135006, Index 200176

\$30,000 of Non-Mandatory Transfer-Out Authority (Acct 88300) reflected with Original Budget on Index 200671

Executive Summary FGIBDSR 9.3.23 (PROD)

Chart: E Fiscal Year: 25 Index: 200671 Query Specific Account: Include Revenue Accounts: Commit Type: Both [Start Over](#)

Organization: 24007 Masters in Leadership Studies Fund: 135413 Masters in Leadership Studies Program: 10011 Instr-Instruction Account:

Account Type: Activity: Location:

EXECUTIVE SUMMARY							Settings	Insert	Delete	Copy	Filter
Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance					
51100	R	Continuing Education Fees	1,294,501.00	521,100.00	0.00	773,401.00					
62100	L	Faculty-Regular	72,669.00	0.00	72,669.00	0.00					
62200	L	Faculty-Overload	0.00	3,900.06	0.00	-3,900.06					
62300	L	Faculty-Temporary Parttime	108,136.00	35,972.36	0.00	72,163.64					
65000	L	Benefits - Regular	49,673.00	0.00	24,764.00	24,909.00					
65100	L	OASI	0.00	2,457.46	0.00	-2,457.46					
65110	L	Medicare	0.00	574.73	0.00	-574.73					
65200	L	Retirement	0.00	2,184.74	0.00	-2,184.74					
65300	L	Medical Aid/Industrial Insurance	0.00	392.32	0.00	-392.32					
65400	L	Health, Life & Disability Insurance	0.00	3,510.00	0.00	-3,510.00					
65500	L	Unemployment Compensation	0.00	47.84	0.00	-47.84					
65940	L	Paid Family and Medical Leave Insur	0.00	68.14	0.00	-68.14					
70000	E	Direct Expense	169,959.00	0.00	0.00	169,959.00					
71100	E	Management & Organizational Svcs	702,251.00	68,880.00	43,220.00	590,151.00					
71400	E	Supplies	0.00	33.96	0.00	-33.96					
71461	E	Conference & Registration Fees	0.00	3,250.00	0.00	-3,250.00					
71720	E	Out-of-State Per Diem	0.00	1,408.92	0.00	-1,408.92					
71722	E	Out-of-State Air Fare	0.00	1,316.04	0.00	-1,316.04					
71740	E	Other Travel Expense	0.00	192.77	0.00	-192.77					
71800	E	Administrative	161,813.00	0.00	0.00	161,813.00					
88300	T	Non-Mandatory Trnsfr-Out - Other	30,000.00	0.00	0.00	30,000.00					
Net Total			0.00	396,910.66	140,653.00						

Record 1 of 21

Budgeted Fund Transfers Banner Screens – FGITBSR

Example: Transfer "cash" from Fund 135413, Index 200671 to Fund 135006, Index 200176

Begin by confirming the Fund has adequate "Claim on Cash" to support the transfer.

Note: "Claim on Cash" currently reflects a Debit balance. Meaning there is sufficient funds to support the \$30,000 budgeted fund transfer.

Trial Balance Summary FGITBSR 9.0 (PROD)

COA: E Eastern Washington University Fiscal Year: 25 Fund: 135413 Masters in Leadership Studies OR Fund Type: Account: OR Acct Type: [Start Over](#)

Settings Insert Delete Copy Filter

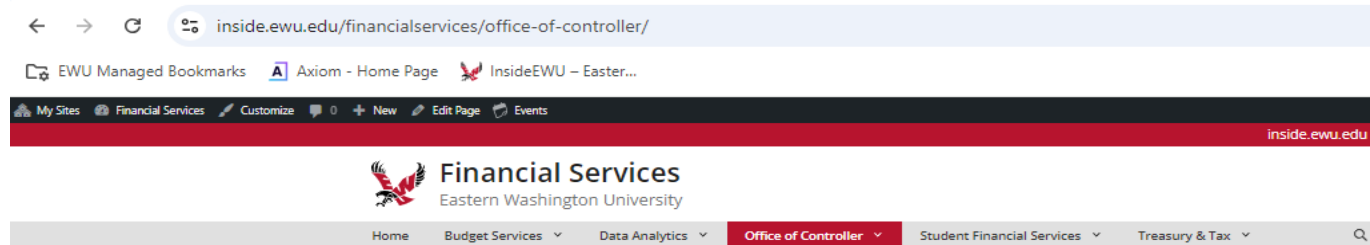
Acct Type	Account	Description	Beginning Balance	Debit/Credit	*	Current Balance	Debit/Credit
11	11100	Claim on Cash	231,776.52	Debit		484,268.23	Debit
13	13000	Student Accounts Receivable	7,675.62	Debit		106,166.84	Debit
16	16020	Prepaid Expense	1,954.08	Debit		0.00	Debit
21	21000	Accounts Payable-System	0.00	Credit		0.00	Credit
22	22000	Payroll Accruals	8,121.85	Credit		0.00	Credit
23	23500	Unearned Revenue	39,759.96	Credit		0.00	Credit
31	30110	Revenue Control	0.00	Credit		521,100.00	Credit
31	30130	Budgeted Revenue Control	0.00	Debit		1,294,501.00	Debit
31	30220	Expenditure Control	0.00	Debit		124,189.34	Debit
31	30240	Budgeted Expenditure Control	0.00	Credit		1,264,501.00	Credit
31	30330	Budgeted Transfer Control	0.00	Credit		30,000.00	Credit
31	30410	Encumbrance Control	0.00	Debit		140,653.00	Debit
31	30430	Reserve for Encumbrance	0.00	Credit		140,653.00	Credit
31	30510	Budgeted Change to Fund Balance	0.00	Debit		0.00	Debit
41	39400	Unrestricted Net Assets	193,524.41	Credit		193,524.41	Credit
	Total	ALL ACCOUNTS	0.00			0.00	
						Current Fund Balance	590,435.07 Credit

1 of 1 Per Page 20 Record 1 of 15

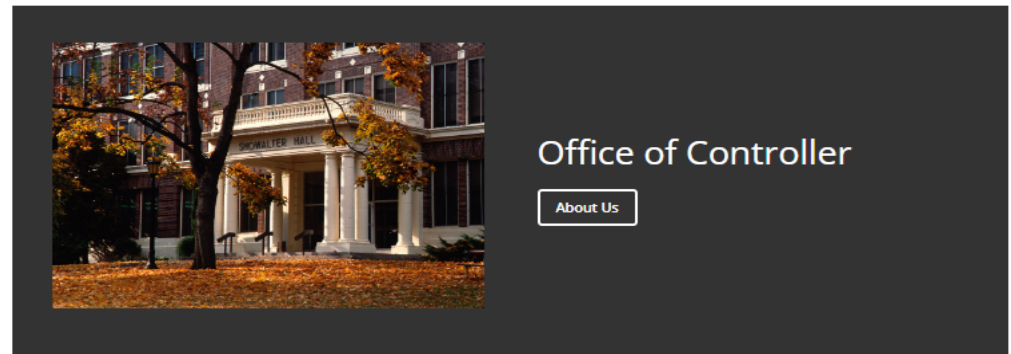
* - denotes amount is opposite of Normal Balance

Claim on Cash is an Asset and should have a Debit Balance.

How to find the Fund Transfer Request Form



The Online Fund Transfer Request form is located on the Office of Controller website under Online Workflows.



Office of Controller is the primary supervisory and support office for the centralized accounting functions of accounts payable, bond and other long term debt, cash and investments, general accounting, inventory control, payroll, and travel.

Service Center

Systems

- Banner PROD
- Banner Access Form
- Concur Travel System
- OOC Tableau Report Library
- Tableau Server

Online Workflows*

- Fund Transfer request
- Index Create Request
- Journal Voucher
- Parking Permit Payroll Deduction
- OOC Document Submission Form

Other Forms**

- Contractor Invoice (Excel)
- Direct Deposit Agreement – email: accounts payable@ewu.edu
- Equipment transfer (PDF)
- IDPO (PDF)
- Invoice Voucher A19 (MS Word)
- ODS security access
- Petty Cash – Advance Voucher


How to prepare and Submit a Budgeted Fund Transfer Request

[Online Fund Transfer Request Form](#)

From our Example:

A Fund transfer of \$30,000
for "College share 25% AP Lead"
from Fund 135413, Index 200671
to Fund 135006, Index 200176

inside.ewu.edu

 Office of Controller Forms
Eastern Washington University

Main Website

Online Fund Transfer Form (v.1.2)(1)

This form will prompt for renewal or timeout in 57:08 seconds.

Transaction Date *
The transaction date determines the fiscal posting period.

Your Name *
Enter your name (person submitting the fund transfer request).

First Last


Your EWU Email Address *

Select your department
Department selection determines approvals routing as needed.

Academic Affairs (routes to Provost Office)
 Other

Select Fund Transfer Type *
Non-budgeted fund transfers must be completed by May 31st.

Original Budgeted Fund Transfer
 Non-Budgeted Fund Transfer

 EASTERN WASHINGTON UNIVERSITY

How to prepare and Submit a Budgeted Fund Transfer Request

[Online Fund Transfer Request Form](#)

From our Example:

A Fund transfer of \$30,000

for "College share 25% AP Lead"

from Fund 135413, Index 200671

to Fund 135006, Index 200176

Original Budgeted Fund Transfer indicates the transaction was included in the original budget (posted using the BD01 rule class). These transactions are approved as part of the budget planning process and will be routed directly to the University Controller for posting. Non-budgeted fund transfers (posted using the BDAC rule class) require approval from the Budget Authority (such as dean/director) and CFO as part of this workflow.

Enter the cash transfer request *

Index and Account codes are required for fund transfers. Click the circled plus icon to add more rows as needed.

Index	Account (8xxxx)	Amount	Debit / Credit	Description
200671	88300	\$30,000	Debit	College Share 25% AP
200176	83300	\$30,000	Credit	College Share 25% AP

Explanation for fund transfer (optional)

Provide any other information deemed necessary to support the fund transfer request.

Attach Supporting Documentation as needed:

Attach PDF documents (up to 8MB). Other supported formats include jpg, gif, png, pdf, doc, docx, xls, or xlsx files.

Supporting documents can also be attached

Drop files here or

Select files

Accepted file types: jpg, gif, png, pdf, doc, docx, xls, xlsx, Max. file size: 63 MB.

Deactivate an Index Code related to this fund transfer?

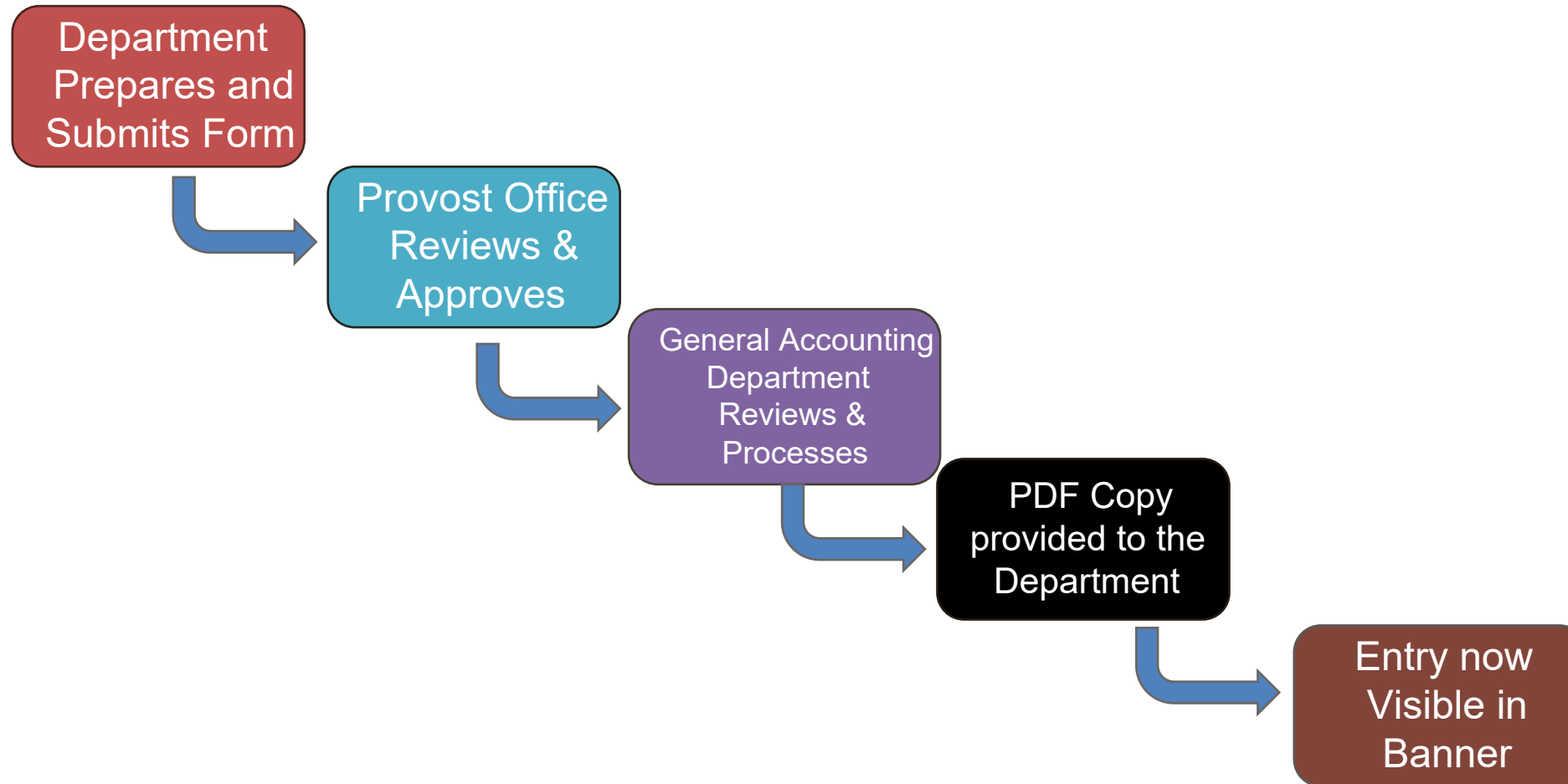
Select the YES button to close a particular Index Code. Additional dialogue boxes will appear to guide you through the process.

YES

NO



The Submitted Budgeted Fund Transfer Request – Approval and Processing workflow



Non-Budgeted Fund Transfers

Non-budgeted Transfers – are those that were not planned during the Budget Planning period. They require an adjustment to the budget.

Examples:

- Unanticipated Operating Expense costs.
 - Travel cost exceed plan (flight cost increase)
 - Replace of office equipment due to breakage

Non- Budgeted Fund Transfers Banner Screens – FGIBDSR or FGIBAVL

Example:

KEWU-FM radio station would be disinvested and remaining "cash" fund would be used to support FY2025 operations.

Executive Summary FGIBDSR 9.3.23 (PROD)

Chart: E Fiscal Year: 25 Index: 200203 Query Specific Account: Include Revenue Accounts: Commit Type: Both [Start Over](#)

Organization: 25114 FM Station Fund: 135033 KEWU-FM Program: 10011 Instr-Instruction Account: Account Type: Activity: Location:

EXECUTIVE SUMMARY							
Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	
62300	L	Faculty-Temporary Parttime	2,200.00	2,200.00	440.00	-440.00	
65000	L	Benefits - Regular	834.00	0.00	89.00	745.00	
65100	L	OASI	0.00	132.03	0.00	-132.03	
65110	L	Medicare	0.00	30.87	0.00	-30.87	
65200	L	Retirement	0.00	180.85	0.00	-180.85	
65300	L	Medical Aid/Industrial Insurance	0.00	253.59	0.00	-253.59	
65400	L	Health, Life & Disability Insurance	0.00	347.12	0.00	-347.12	
65500	L	Unemployment Compensation	0.00	2.65	0.00	-2.65	
65940	L	Paid Family and Medical Leave Insur	0.00	4.67	0.00	-4.67	
66000	L	Wages-Hourly	3,176.00	0.00	0.00	3,176.00	
66100	L	Non-Student Wages	0.00	1,060.00	0.00	-1,060.00	
66200	L	Student Wages	0.00	2,116.40	0.00	-2,116.40	
67000	L	Benefits-Hourly	331.00	0.00	0.00	331.00	
67100	L	OASI	0.00	196.94	0.00	-196.94	
67110	L	Medicare	0.00	46.06	0.00	-46.06	
67300	L	Medical Aid/Industrial Insurance	0.00	80.43	0.00	-80.43	
67500	L	Unemployment Compensation	0.00	1.27	0.00	-1.27	
67940	L	Paid Family and Medical Leave Insur	0.00	6.72	0.00	-6.72	
70000	E	Direct Expense	21,634.00	0.00	0.00	21,634.00	
71421	E	Miscellaneous Communications	0.00	383.70	0.00	-383.70	
71652	E	Software non-capitalized	0.00	178.60	0.00	-178.60	
Net Total			-28,175.00	-7,221.90	529.00		

Record 1 of 21

Non- Budgeted Fund Transfers Banner Screens – FGITBSR

Example:

KEWU-FM radio station
would be disinvested.

Fund 135033, Index 200203
currently reflects a Credit
"Claim on Cash" balance, cash
is in a \$7,159.69 deficit.

For this example:

We will assume Index 200191,
Fund 135021 will provide
\$40,000 of "Cash" funds to
support KEWU-FM (Fund
135033, Inc 200203)

Trial Balance Summary FGITBSR 9.0 (PROD)

COA: E Eastern Washington University Fiscal Year: 25 Fund: 135033 KEWU-FM OR Fund Type: Account: OR Acct Type: [Start Over](#)

Settings Insert Delete Copy Filter

Acct Type	Account	Description	Beginning Balance	Debit/Credit	*	Current Balance	Debit/Credit
11	11100	Claim on Cash	977.70	Debit		7,159.69	Credit
13	13030	Travel Cash Advance	0.00	Debit		0.00	Debit
21	21000	Accounts Payable-System	11.00	Credit		0.00	Credit
22	22000	Payroll Accruals	904.49	Credit		0.00	Credit
31	30220	Expenditure Control	0.00	Debit		7,221.90	Debit
31	30240	Budgeted Expenditure Control	0.00	Credit		28,175.00	Credit
31	30410	Encumbrance Control	0.00	Debit		529.00	Debit
31	30430	Reserve for Encumbrance	0.00	Credit		529.00	Credit
31	30510	Budgeted Change to Fund Balance	0.00	Debit		28,175.00	Debit
41	39400	Unrestricted Net Assets	62.21	Credit		62.21	Credit
	Total	ALLACCOUNTS	0.00			0.00	
						Current Fund Balance	7,159.69 Debit

1 of 1 Per Page Record 1 of 10

* - denotes amount is opposite of Normal Balance

Claim on Cash is an Asset and should have a Debit Balance. When Claim on Cash in a Credit the fund is in a cash deficit.

Non- Budgeted Fund Transfers Banner Screens – FGITBSR

For this example:

We will assume Index 200191, Fund 135021 will provide \$40,000 of "Cash" funds to support KEWU-FM (Fund 135033, Inc 200203)

Begin by confirming that Fund 135021 has adequate "Claim on Cash" to support the transfer.

Trial Balance Summary FGITBSR 9.0 (PROD)

COA: E Eastern Washington University Fiscal Year: 25 Fund: 135021 Arts, Letters & Educ Initiatives OR Fund Type: Account: OR Acct Type: [Start Over](#)

▼ CURRENT FUND BALANCE Settings Insert Delete Copy Filter

Acct Type	Account	Description	Beginning Balance	Debit/Credit	*	Current Balance	Debit/Credit
11	11100	Claim on Cash	772,068.30	Debit		725,787.68	Debit
12	12600	Valuation Allowance	0.00	Debit		0.00	Debit
13	13910	Interest Receivable	0.00	Debit		0.00	Debit
16	16020	Prepaid Expense	0.00	Debit		0.00	Debit
21	21000	Accounts Payable-System	0.00	Credit		0.00	Credit
22	22000	Payroll Accruals	1,153.02	Credit		0.00	Credit
25	25000	General Obligation Bonds-Current	0.00	Credit		0.00	Credit
31	30220	Expenditure Control	0.00	Debit		45,127.60	Debit
31	30240	Budgeted Expenditure Control	0.00	Credit		264,814.00	Credit
31	30330	Budgeted Transfer Control	0.00	Credit		127,525.00	Debit
31	30410	Encumbrance Control	0.00	Debit		96,638.00	Debit
31	30430	Reserve for Encumbrance	0.00	Credit		96,638.00	Credit
31	30510	Budgeted Change to Fund Balance	0.00	Debit		137,289.00	Debit
41	39400	Unrestricted Net Assets	770,915.28	Credit		770,915.28	Credit
	Total	ALL ACCOUNTS	0.00			0.00	
						Current Fund Balance	725,787.68 Credit

1 of 1 Per Page 20 Record 1 of 14

* - denotes amount is opposite of Normal Balance

Claim on Cash is an Asset and should have a Debit Balance.

How to prepare and Submit a Non-Budgeted Fund Transfer Request

[Online Fund Transfer Request Form](#)

Example:


KEWU-FM radio station would be disinvested.

Fund 135033 currently reflects a Credit "Claim on Cash" balance, cash is in a \$7,159.69 deficit.

For this example:

We will assume Index 200191, Fund 135021 will provide \$40,000 of "Cash" funds to support KEWU-FM (Fund 135033, Inc 200203)

inside.ewu.edu

 **Office of Controller Forms**
Eastern Washington University

Main Website Q

Online Fund Transfer Form (v.1.2)(1)

This form will prompt for renewal or timeout in 57:08 seconds.

Transaction Date *
The transaction date determines the fiscal posting period.

09/23/2024

Your Name *
Enter your name (person submitting the fund transfer request).

Erin Marini

First Last

Your EWU Email Address *

emarini@ewu.edu

Select your department
Department selection determines approvals routing as needed.

Academic Affairs (routes to Provost Office)
 Other

Select Fund Transfer Type *
Non-budgeted fund transfers must be completed by May 31st.

Original Budgeted Fund Transfer
 Non-Budgeted Fund Transfer

How to prepare and Submit a Non-Budgeted Fund Transfer Request

[Online Fund Transfer Request Form](#)

Example:

KEWU-FM radio station would be disinvested.

Fund 135033 currently reflects a Credit "Claim on Cash" balance, cash is in a \$7,159.69 deficit.

For this example:

We will assume Index 200191, Fund 135021 will provide \$40,000 of "Cash" funds to support KEWU-FM (Fund 135033, Inc 200203)

Non-budgeted Fund Transfer indicates the transaction was not included in the original budget. The request will be routed to Budget Services to review, approve and post the budget revision (using the BDAA rule class) as part of the workflow; do not submit a separate budget revision form.

Enter Budget Authority name *

Route the request to the person who is responsible for managing the budget.

Paul	Weed
First	Last

Enter Budget Authority EWU Email Address *

pweed@ewue.du

Part 1
Used to establish Transfer In/Out Budget Authority

1. Establish transfer budget authority *

Non-budgeted transfers require that transfer authority be established from another Index within the department or from the VP or Provost Office. An increase of transfer in and out require an offsetting decrease from another Index code. Click the circled plus icon to add more rows as needed.

Index	Fund	Account (8xxxx)	Amount	Increase (+) / Decrease (-)	Description
200203	135033	83300	\$40,000	Decrease	Establish Transfer In ⊕ ⊖
200###	135###	83300	\$40,000	Increase	Provide Transfer In ⊕ ⊖
200191	135021	88300	\$40,000	Increase	Establish Transfer Out ⊕ ⊖
200###	135###	88300	\$40,000	Decrease	Provide Transfer Out ⊕ ⊖

Example: To increase transfer-in authority for Index 200441 and increase transfer-out authority for Index 200180 enter the following:

Note: Transfer-In Authority Acct 83300 is a "Contra-expense account". In order to establish more Transfer-In Authority, you must Decrease Acct 83300.

Index 200441 Acct 83300 DECREASE Index 200### Acct 83300 INCREASE

Index 200180 Acct 88300 INCREASE Index 200### Acct 88300 DECREASE

In summary, all Transfers-In (Acct 83300) should net to zero and all Transfers-Out (Acct 88300) should net to zero.

How to prepare and Submit a Non-Budgeted Fund Transfer Request

[Online Fund Transfer Request Form](#)

Example:

KEWU-FM radio station would be disinvested.

Fund 135033 currently reflects a Credit "Claim on Cash" balance, cash is in a \$7,159.69 deficit.

For this example:

We will assume Index 200191, Fund 135021 will provide \$40,000 of "Cash" funds to support KEWU-FM (Fund 135033, Inc 200203)

2. Enter the cash transfer request *

Index and Account codes are required for fund transfers. Click the circled plus icon to add more rows as needed.

Index	Fund	Account (5-digit)	Amount	Debit / Credit	Description
200191	135021	88300	\$40,000	Debit	Provide Cash
200203	135033	83300	\$40,000	Credit	Receive Cash

Example: To move cash from Index 200441 to Index 200180, debit Index 200441 Acct 88300 and credit Index 200180 Acct 83300.

3. Establish expenditure authority (if necessary)

If the requested fund transfer requires a change to expenditure authority, add additional entries.

- Yes
 No

Explanation for fund transfer (optional)

Provide any other information deemed necessary to support the fund transfer request.

Attach Supporting Documentation as needed:

Attach PDF documents (up to 8MB). Other supported formats include jpg, gif, png, pdf, doc, docx

Supporting documents can also be attached

Select files

Accepted file types: jpg, gif, png, pdf, doc, docx, xls, xlsx, Max. file size: 63 MB.

Deactivate an Index Code related to this fund transfer?

Select the YES button to close a particular Index Code. Additional dialogue boxes will appear to guide you through the process.

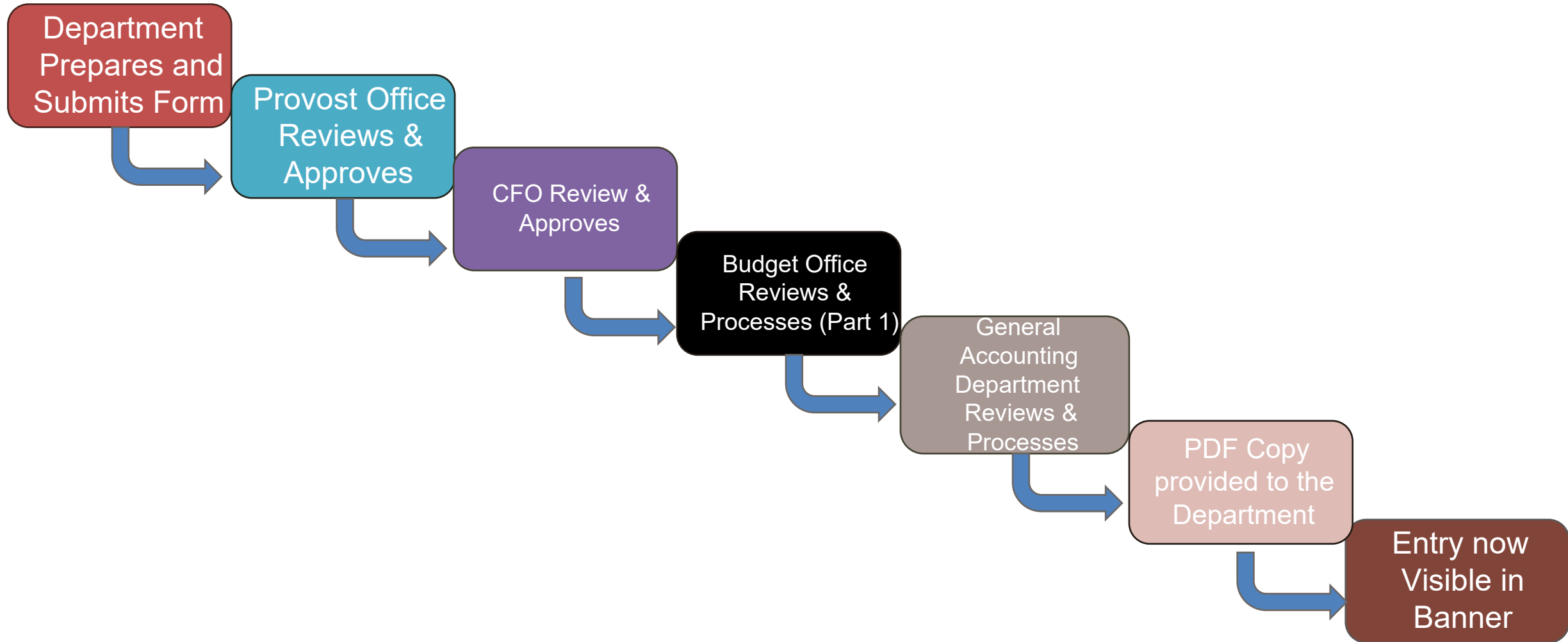
- YES
 NO



Part 2
Used to move the "cash" funds.

Part 3
Used to establish Expenditure Budget Authority.
(This part of the form is the same as submitting a Budget Revision).

The Submitted Non-Budgeted Fund Transfer Request – Approval and Processing workflow



Final tips & Takeaways

Use Banner screens to help review

FGIBDSR – Executive Summary

FGIBAVL – Budget Available Status

} Similar to an Income Statement

FGITBSR – Trail Balance Summary → Similar to a Balance Sheet

Reach out to the Budget Office and General Accounting Teams if you have questions or concerns.



Thank You

Tammy Felicijan Director of Budget Services
tfelicijan@ewu.edu
(509)359-7364

Ryan Jones – Associate Controller – Financial Services
rjones45@ewu.edu
(509)359-6100

Erin Marini – Associate Controller – Operations
emarini@ewu.edu
(509)359-6821