Budget Transfers and Journal Entries

Request Process

And

Completing a Journal Voucher Form

October 2014
Requesting a Budget Transfer or Journal Entry

What is the difference between a budget transfer and a journal entry?

**Budget Transfer**
- used to move funds from one budget to another
  - Example is non-salary (7001), telephone (7073), postage (7081), bank charges (7114), legal (7091)
- can only be made between units (different organization codes) within the same fund (10001)
- cannot be used for transactions between the College, and any Auxiliary, Agency or Foundation accounts. Examples of Auxiliary accounts are Residence Life, Student Center, Events & Conferences, and SARM which are self-funding units.

**Journal Entry**
- used to move the entire year-to-date (YTD) activity or a partial amount of an expense.
- cannot be made to account 7001 because it is a budget account only and there is no YTD activity.

![Diagram of Oracle Fusion Middleware Forms Services: Open > NGDBST B.0 (MCRU)](image)
EMAIL REQUEST PROCESS

Email requests for journal entries and budget transfers should be sent to budget@ramapo.edu. Requests for reclassifying P-card entries should be sent to Glenn Hodgins in Business Services at ghodgins@ramapo.edu.

Please cc your unit director and the unit the transfer is affecting, if applicable.

An email request should always include the following:

1. FOAP where funds will be transferred from and the FOAP where funds will be transferred to.
2. Activity code (SPIF code) if necessary.
3. Amount of the transfer
4. Detailed description of the transfer, which can be up to 35 characters.

Please include all information in order to expedite the transfer. Normal turnaround time is the next business day. If an entry is a rush, please send the entry to budget@ramapo.edu and call the Budget Office @ x7617.
The following is an example of an email exchange:

**Original Email with incorrect FOAP(s):**

Hi,

Can you please transfer $3,000 from 10001-22103-7081-50 to 10001-22103-7024-50 to cover the cost of filing cabinets?

Thanks,

**Reply Budget Email:**

Hi,

In the future, please send the email in the following format below:
FROM: 10001-22103-7081-50
TO: 10001-22103-7001-50
Amount: $3,000
Description: Cover the cost of filing cabinets

Thanks,

Matt
X7617

**Another example Email with incorrect FOAP(s):**

Please transfer $836.30 from 10020-20611-90-fund balance to 83010-20601-90-5187 from tickets sold "To Russia with Love".

**Reply Budget Email:**

Hi,

In the future, please send the email in the following format below:
FROM: 10020-20611-7022-90
TO: 83010-20601-7022-90
Amount: $836.30
Description: Tickets sold “To Russia w/Love”

Thanks,

Matt
X7617
Writing up Journal Entries and Budget Transfers

Journal entry (ies) and budget transfer(s) can be completed on a journal voucher form by individuals at any time. The form should be attached to an email and sent to budget@ramapo.edu.

Filling out the PDF form: (form is found on the Budget Office website)


Or email the budget@ramapo.edu for the fillable form.

HEADLINE SECTION:

Step 1: Enter the date, (2 digit month, day, year, format).
Step 2: Enter your name in the “Prepared by” section.

BODY:

Step 3: Enter the Rule Code: (JE15, JE16, or BD04)
Step 4: Enter R for Chart (Ramapo College).
Step 5: Enter the FOAP string you are moving the money FROM (Debit / minus):
Step 6: Enter the Amount
Step 7: “-“ or “D”
If this is a Budget Transfer
   Enter a '-' if you are SUBTRACTING money to this FOAP

If this is a Journal Entry
   Enter a 'D' if you are SUBTRACTING money to this FOAP

Step 8: Enter a brief description for the entry, note the limit is 35 characters. There is a formula in excel that will calculate each letter of text space for the description. It will show how many are used. If you exceed 35 your will need to shorten your explanation. This formula will not print out.

Step 9: Enter the FOAP string that you are moving the money TO (Credit / Plus).

Step 10: “+” or “C”
If this is a Budget Transfer
   Enter a '+' if you are ADDING money from this FOAP

If this is a Journal Entry
   Enter a 'C' if you are ADDING money from this FOAP

Step 11: Enter a brief description for the entry, note the limit is 35 characters. There is a formula in excel that will calculate each letter of text space for the description. It will show how many are used. If you exceed 35 your will need to shorten your explanation. This formula will not print out.

Step 12: After you have finished entering all your information a total will calculate at the bottom of the page, this is called a Hash Total. It does not take the “D/C or + or –“ into account when adding. It is a simple sum of the whole transaction.

Step 13: Attach this form to an email
Email requests for journal entries and budget transfers to budget@ramapo.edu and requests to reclassify P-card entries to Glenn Hodgins in Business Services at ghodgins@ramapo.edu. Please cc your unit director and the unit the transfer is affecting, if applicable.

Journal Entry (JE15) (Same Fund):

- JE15 to process a reclass of YTD Activity (actual) between the same fund

  10001-20022-7022-40
  10001-20001-7022-40

  Amount: 8,385.00
  Description: Reclass Invoice I0168771 North Sculpture Co.
Journal Entry (JE16) (Different Fund):

- JE16 to process a reclass of YTD Activity (actual) between different funds

  \[ \begin{align*}
  30001 & \quad 80001-7022-90 \\
  31001 & \quad 81001-7022-90 \\
  \end{align*} \]

  Amount: 74.00
  Description: 6 Silver movie tixts_2 spring concerts

  \[ \begin{align*}
  32001 & \quad 86494-7022-90 \\
  10027 & \quad 30312-7022-90 \\
  \end{align*} \]

  Amount: 450.00
  Description: NCAA Tourney_150 students
**Budget Transfers (BD04) (SAME Fund, Different Organization, Budget Accts Only):**

- BD04 for budget transfers between account codes in the same unit or the same fund:
  Examples of Budget Accounts: 6066, 6068, 6087, 7001, 7073, 7081, 7086, 7091, 7114

**An Example of a Budget Transfer Email**

Hi Budget Office:

Please transfer the following:

From: 10001-71002-7081-60
To: 10001-71002-7001-60
Amount: $3,000
Re: Cover maintenance chg & supplies

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<table>
<thead>
<tr>
<th>Rule Code</th>
<th>Chart</th>
<th>Fund</th>
<th>Org</th>
<th>Acct</th>
<th>Prog</th>
<th>Actv</th>
<th>Amount</th>
<th>DC +/-</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BD04</td>
<td>R</td>
<td>10001</td>
<td>71002</td>
<td>7081</td>
<td>60</td>
<td></td>
<td>3,000.00</td>
<td>-</td>
<td>To cwr maintenance chg and supplies</td>
</tr>
<tr>
<td>BD04</td>
<td>R</td>
<td>10001</td>
<td>71002</td>
<td>7001</td>
<td>60</td>
<td></td>
<td>3,000.00</td>
<td>+</td>
<td>To cwr maintenance chg and supplies</td>
</tr>
</tbody>
</table>

**Hash Total:** 6,000.00
An Example of a Budget Transfer for Special Payment Email

Hi Budget Office:

Please transfer the following:

From: 32001-86497-7001-90
To: 32001-86497-6078-90
Amount: $1,200
Re: Special Payment for (Person’s name) Performing Arts Grant

From: 32001-86496-7001-90
To: 32001-86496-6078-90
Amount: $1,200
Re: Special Payment for (Person’s name) IFC sub council advisor

Units should never use the following Rule Codes:

BD01- Original Budget- This code is only used by the Budget Office for the Units Original Budget
BR02-Temp. Budget Revision-Incentive Requests (Staff of Vice Presidents in charge of Incentive)
BR04-Temporary Budget Revision (Fund Balance) SARM, Athletics, CIPL units.
Frequently Asked Questions

1. What is a FOAPA?

   FOAPA is an acronym for the accounting code block (budget number). The budget number consists of five components, Fund, Organization, Account, Program and Activity Code, if applicable.

   Fund
   A 5-digit number code which identifies the funding source. For example, 10001 indicates funding by the college, 27002 indicates funding by the foundation, 30001 indicates funding by residence life, etc.

   Organization (Org)
   A 5-digit number code which identifies the unit or department. Organization codes closely follow the organizational structure of the College. For example, 20001 indicates Provost, 20101 indicates AIS, 20801 indicates Admissions, 73001 indicates Budget Office, 30002 indicates Public Safety, etc.

   Account
   A 4-digit number code which identifies the type of expense or revenue type. For example, 5076 includes revenue from the Capital Improvement Fee, 6069 is the expense for clothing allowance and 7001 is the non-salary pool.

   Program
   A 2-digit number code which identifies the program category. For example, Instruction (10), Academic Support (40), Student Services (50), Institutional Support (60), Physical Plant (70), and Auxiliary (90).

   Activity code
   An activity code is an acronym with letters that allows easy tracking of an event or on-going activity. When used in conjunction with the FOAP the expenses attributed to the activity can easily be monitored. Activity codes are currently being used for distributions and tracking expenses from the SPIF (Strategic Priorities Incentive Fund).

2. Is there a list of account codes available online?

   Yes. It can be accessed from the [http://ww2.ramapo.edu/libfiles/budget/Account%20Codes%20List_FY13.xls](http://ww2.ramapo.edu/libfiles/budget/Account%20Codes%20List_FY13.xls). “Account Codes.” These account codes are updated every Fiscal Year. Revenue and Expense account codes are located on separate tabs within the Excel spreadsheet. See tab for old account codes, no longer used, but “new codes” to be used.