

Dear Campus Partners,

The Finance and Budget Offices are continuing to improve the clarity around transfers and budget adjustments. Going forward, transfers will only be completed to move amounts to Operating Funds (1xxxxx) from outside of Operating Funds (2xxxxx, 3xxxxx, etc.) and to transfer amounts to cover Salaries/Benefits held at the University Level.

We have created a couple of new accounts that will track these temporary Budget Adjustments so that you will always know what your permanent expense budget is as it relates to general expenses and travel expenses.

The two accounts that were created are:

6301 - General Expenses - Temporary Budget	For all expenses other than Travel and Salaries/Benefits
6708 - Travel Expenses - Temporary Budget	For Travel related expenses only

This will allow you to see the amount that you have transferred to other departments as a separate line item from your permanent budget in Banner. These temporary adjustments will not roll into future years, so if you plan to repeat the transfer, the entry will need to be completed again each year that it is applicable.

The following scenarios have been created to provide examples when filling out the JE/BA form under the new process. If you do not see an example that fits your scenario, and you have questions, please contact your Financial Analyst for assistance. If you are not sure who your Financial Analyst is, please see the chart at the end of this document or contact Bernadine Wood (bernadine.wood@acu.edu).

Please continue to send all completed forms to fmsbrje@acu.edu for entry. The Financial Analysts will be reviewing all JE/BA forms submitted prior to being entered in Banner during the transition to this new process. If there is an issue, they will reach out to you to attempt to resolve the issue and/or provide possible training.

Thank you for your continued partnership with us in finding ways to improve transparency in our budget and finance processes.

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Scenario #1: Transfer from Designated/Restricted funds to your own Operating Fund/Org

All transfers into a 1xxxxx Fund from any other Fund Type (2xxxxx, 3xxxxx, etc) will be a Journal Entry (JE) using 8xxx accounts, according to the following list and a Budget Adjustment (BA) to increase the appropriate expense budget.

This will require a few steps to complete.

1. Create a Journal Entry (JE) line to remove the money from the Designated Fund (8205 - Transfer Out).
2. Create a JE line to add the amount to the Operating Fund/Org (8105 - Transfer In).
3. Create a Budget Adjustment (BA) line to add a Transfer In budget for the money that you just transferred in on the JE line in the Operating Fund/Org (8105 - Transfer In).
4. Create a BA line to add a temporary expense budget in the org to offset this new Transfer In budget (6301 - Temporary Budget).
5. In the scenario below, we are also creating a second BA line to add a temporary Travel expense budget with the amount moved from Designated Funds (6708 - Temporary Travel Budget).

Department	Journal Entry or Budget Adjustment	"I"	"F"	"O"	"A"	"P"	"A"	DEBIT	CREDIT
Department Name (please indicate)	JE/BA (please indicate)	Index (if necessary)	Fund	Organization	Account***	Program	Activity (if necessary)	* Expense Increase * Transfer Out * "+" Increase Budget	* Expense Decrease * Transfer In * "-" Decrease Budget
Insert data below this row:									
Financial Operations	JE		2xxxxx	41010	8205	60		15,000.00	
Financial Operations	JE		100000	41010	8105	60			15,000.00
Financial Operations	BA - BD04		100000	41010	8105	60			15,000.00
Financial Operations	BA - BD04		100000	41010	6301	60		10,000.00	
Financial Operations	BA - BD04		100000	41010	6708	60		5,000.00	
If additional rows are needed, insert above this row.									
All FOAP information is required. Also, please indicate whether this should be a Journal Entry (JE) or Budget Adjustment (BA).									
*** If moving funds in/out of a 7xxxxx fund, use account 8400									
Total								30,000.00	30,000.00
SHORT DESCRIPTION: ABC Consultant/NACUBO Travel								Hash Total	60,000.00
(35 characters max)									
Use Designated Funds to cover one-time costs from ABC Consultant and unplanned travel expenses for NACUBO.									
Add'l details, if needed									

Once this entry is complete, there will be a \$10,000 temporary budget in line 6301, a \$5,000 temporary budget in line 6708, a (\$15,000) budget in line 8105, and the permanent budget in the org will not have changed.

Please note the following restrictions when transferring from/to Designated/Restricted Funds:

- The entry must be made on BOTH sides. For example, if you are transferring out of your 20xxxx Fund into your 100000 Fund, you will create an 8105 line in the 100000 Fund and an 8205 line in the 20xxxx Fund.
- Transfers cannot be made INTO a 21xxxx Fund. These are gift funds that can only be added to through Donor contacting in Advancement Services.
- Transfers out of an Operating Fund (1xxxxx) into a Designated/Restricted Fund can only be made with prior approval. Please contact your Financial Analyst.
- Designated/Restricted Funds will not be allowed to go into a negative balance. If there is not enough in the fund to cover the transfer, it will not be approved.

Scenario #2: Transfer from Designated/Restricted funds to another department's Operating Fund/Org

This will require a few steps to complete. Think of it like moving money from your savings account to your checking account before paying another individual.

1. Create a Journal Entry (JE) line to remove the money from the Designated Fund (8205 - Transfer Out).
2. Create a JE line to add the amount to the Operating Fund/Org (8105 - Transfer In).
3. Create a Budget Adjustment (BA) line to add a Transfer In budget for the money that you just transferred in on the JE line in the Operating Fund/Org (8105 - Transfer In).
4. Create a BA line to add a temporary expense budget in the org to offset this new Transfer In budget (6301 - Temporary Budget).

Department	Journal Entry or Budget Adjustment	"I"	"F"	"O"	"A"	"P"	"A"	DEBIT	CREDIT	
Department Name (please indicate)	JE/BA (please Indicate)	Index (if necessary)	Fund	Organization	Account	Program	Activity (if necessary)	* Expense Increase * Transfer Out * "+" Increase Budget	* Expense Decrease * Transfer In * "-" Decrease Budget	
Insert data below this row:										
Financial Operations	JE		2xxxxx	41010	8205	60		10,000.00		
Budget Office	JE		100000	41012	8105	60			10,000.00	
Budget Office	BA - BD04		100000	41012	8105	60			10,000.00	
Budget Office	BA - BD04		100000	41012	6301	06		10,000.00		
If additional rows are needed, insert above this row.										
All FOAP information is required. Also, please indicate whether this should be a Journal Entry (JE) or Budget Adjustment (BA).										
							Total	20,000.00	20,000.00	
SHORT DESCRIPTION: MOU: ABC Subscription										
(35 characters max)									Hash Total	-
Transfer money from Financial Operations Designated Funds to Budget Office for ABC Subscription per MOU										40,000.00
Add'l details, if needed Year 1 of 3										

Once this entry is complete, there will be a \$10,000 temporary budget in line 6301 in the other department's org, a (\$10,000) budget in line 8105 in your org, and the permanent budget in both orgs will not have changed.

Scenario #3: Moving expenses from one department/org to another within 1xxxxx Operating Funds

To move an amount/charge from your Operating Fund/Org to another department's Operating Fund, you will no longer create a Transfer In/Out Journal Entry (JE). This will still be a Journal Entry (JE) but it will reduce your actual expenses in the account it originally posted in (6xxx for General Expenses) or 67xx (for Travel Expenses) and will increase their actual expenses in the SAME line.

1. Create a Journal Entry(JE) line to reduce the expense in your own org (63xx - Account Line).
2. Create a JE line to increase this same expense line in the other org that you are transferring the money to (63xx - Same Account Line).

Department	Journal Entry or Budget Adjustment	"I"	"F"	"O"	"A"	"P"	"A"	DEBIT	CREDIT
Department Name (please indicate)	JE/BA (please Indicate)	Index (if necessary)	Fund	Organization	Account***	Program	Activity (if necessary)	* Expense Increase * Transfer Out * "+" Increase Budget	* Expense Decrease * Transfer In * "-" Decrease Budget
Insert data below this row:									
Financial Operations	JE		100000	41010	6395	60			10,000.00
Budget Office	JE		100000	41012	6395	60		10,000.00	
If additional rows are needed, insert above this row.									
All FOAP information is required. Also, please indicate whether this should be a Journal Entry (JE) or Budget Adjustment (BA).									
*** If moving funds in/out of a 7xxxxx fund, use account 8400									
Total								10,000.00	10,000.00
SHORT DESCRIPTION: MOU: ABC Subscription								Hash Total	20,000.00
(35 characters max)									
Transfer money from Financial Operations to Budget Office for ABC Subscription per MOU. Year 1 of 3									
Add'l details, if needed									

This would apply anytime you would have transferred from one Operating Org to another in the past including;

- For one department to pay another for services rendered.
- For any temporary agreement to help cover the cost of general and/or travel expenses.

Once this entry is complete, there will be a (\$10,000) expense in the 63xx line in your org and a \$10,000 expense in the 63xx line of the other department's org.

Journal Entry/Budget Adjustment Information Sheet

*NOTE: If you are reallocating P-card charges out of the P-Card Default account (6980) you will first need to reallocate the charge inside your own org and then do the JE to move from your org to the correct org using the same account.

Department	Journal Entry or Budget Adjustment	"I"	"F"	"O"	"A"	"P"	"A"	DEBIT	CREDIT	
Department Name (please indicate)	JE/BA (please indicate)	Index (if necessary)	Fund	Organization	Account***	Program	Activity (if necessary)	* Expense Increase * Transfer Out * "+" Increase Budget	* Expense Decrease * Transfer In * "-" Decrease Budget	
Insert data below this row:										
Financial Operations	JE		100000	41010	6380	60			10,000.00	
Financial Operations	JE		100000	41010	6395	60		10,000.00		
Financial Operations	JE		100000	41010	6395	60			10,000.00	
Budget Office	JE		100000	41012	6395	60		10,000.00		
If additional rows are needed, insert above this row.										
All FOAP information is required. Also, please indicate whether this should be a Journal Entry (JE) or Budget Adjustment (BA).										
*** If moving funds in/out of a 7xxxxx fund, use account 8400								Total	20,000.00	20,000.00
SHORT DESCRIPTION: MOU: ABC Subscription (35 characters max)								Hash Total	40,000.00	
Add'l details, if needed Reallocate ABC Subscription charge from P-Card default and then transfer money from Financial Operations to Budget Office for ABC Subscription per MOU. Year 1 of 3.										

Scenario #4: Transfer to cover Salaries/Benefits that have been rolled up to the University

To make a transfer for Salaries/Benefits that have been rolled up to the University level, you will need to determine which Fund the position is budgeted in. Please see the 'University Salary Funds' table in the **Reference Guides** section of this document. If you are unsure of where the position is budgeted, please contact Stephanie Lang and she can provide the FOAP information for the transfer.

1. Create a Journal Entry (JE) line to transfer money from the Operating Org (8206 - Transfer Out).
2. Create a JE line to add the amount to the appropriate Salary Fund/Org (8106 - Transfer In).

Department	Journal Entry or Budget Adjustment	"I"	"F"	"O"	"A"	"P"	"A"	DEBIT	CREDIT
Department Name (please indicate)	JE/BA (please indicate)	Index (if necessary)	Fund	Organization	Account***	Program	Activity (if necessary)	* Expense Increase * Transfer Out * "+" Increase Budget	* Expense Decrease * Transfer In * "-" Decrease Budget
Insert data below this row:									
Financial Operations	JE		100000	41010	8206	60		13,000.00	
Financial Operations	JE		199999	41012	8106	60			13,000.00
If additional rows are needed, insert above this row.									
All FOAP information is required. Also, please indicate whether this should be a Journal Entry (JE) or Budget Adjustment (BA).									
*** If moving funds in/out of a 7xxxxx fund, use account 8400									
Total								13,000.00	13,000.00
SHORT DESCRIPTION: Salaries: 9xxxxx (35 characters max)								Hash Total	26,000.00
Add'l details, if needed									

These transfers will typically use the following accounts and will be processed as a standard Journal Entry (JE).

DEBIT	CREDIT
8206 - Transfers Out - Budgeted Salaries	8106 - Transfers In - Budgeted Salaries
8207 - Transfers Out - Budgeted Salaries - Core	8107 - Transfers In - Budgeted Salaries - Core

If there are associated benefits with the salary, please calculate the benefits expense and move the appropriate total

Scenario #5: Transfer to cover Salaries/Benefits that remain in Operating Budgets

For salaries that have remained in the Department Operating Budgets, the Departments will be required to maintain enough budget in each 5xxx line to cover the actual expense in that line throughout the year. This may require a transfer from one department to another or a transfer from Designated/Restricted Funds. The Financial Analysts will be monitoring this throughout the year and working with Departments to ensure that the appropriate transfers are made.

1. Create a Journal Entry (JE) line to remove the money from the Designated Fund (8206 - Transfer Out).
2. Create a JE line to add the amount to the Operating Fund/Org (8106 - Transfer In).
3. Create a Budget Adjustment (BA) line to add a Transfer In budget for the money that you just transferred in on the JE line in the Operating Fund/Org (8106 - Transfer In).
4. Create a BA line to add the salary expense budget in to offset this new Transfer In budget (In this example it is 5009 - Supplemental Pay).
5. Create a BA line to add the benefits expense budget in to offset this new Transfer In budget (5101 - Benefits).
6. Create a BA line to add the salary expense budget in to offset this new Transfer In budget (In this example it is 5060 - Std Reg Pay).

Department	Journal Entry or Budget Adjustment	"I"	"F"	"O"	"A"	"P"	"A"	DEBIT	CREDIT
Department Name (please indicate)	JE/BA (please indicate)	Index (if necessary)	Fund	Organization	Account***	Program	Activity (if necessary)	* Expense Increase * Transfer Out * "+" Increase Budget	* Expense Decrease * Transfer In * "-" Decrease Budget
Insert data below this row:									
Financial Operations	JE		2xxxxx	41010	8206	60		15,800.00	
Financial Operations	JE		100000	41010	8106	60			15,800.00
Financial Operations	BA - BD04		100000	41010	8106	60			15,800.00
Financial Operations	BA - BD04		100000	41010	5009	60		10,000.00	
Financial Operations	BA - BD04		100000	41010	5101	60		800.00	
Financial Operations	BA - BD04		100000	41010	5060	60		5,000.00	
If additional rows are needed, insert above this row.									
All FOAP information is required. Also, please indicate whether this should be a Journal Entry (JE) or Budget Adjustment (BA).									
*** If moving funds in/out of a 7xxxxx fund, use account 8400									
Total								31,600.00	31,600.00
SHORT DESCRIPTION: Salaries: Incentive/Student Labor								Hash Total	63,200.00
(35 characters max)									
Addtl details, if needed									
Transfer salary/benefits for Barry Budget Incentive Pay and Student Labor									

Once this entry is complete, the budget in line 5009 will be temporarily increased by \$10,000, the budget in line 5060 will be temporarily increased by \$5,000, the budget in line 5101 will be temporarily increased by \$800, and the budget in line 8106 will be changed to (\$15,800).

Reference Guides

Transfer Account Codes

DEBIT	CREDIT
8205- Transfers Out - Temporary Budget	8105 - Transfers In - Temporary Budget
8206 - Transfers Out - Budgeted Salaries	8106 - Transfers In - Budgeted Salaries
8207 - Transfers Out - Budgeted Salaries - Core	8107 - Transfers In - Budgeted Salaries - Core
8220 - Transfers Out - Endowment Earnings	8120 - Transfers In - Endowment Earnings
	8125 - Transfers In - Endowment Special
8400 - Capital Transfers	8400 - Capital Transfers
8505 - Transfers Out - Shared Services	8500 - Transfers In - Shared Services

Journal Codes

JOURNAL TYPE	DESCRIPTION
<i>BD01</i>	<i>Permanent Budget - part of the initial Budget Roll</i>
<i>BD02</i>	<i>Permanent Budget - changes made after the initial Budget Roll</i>
<i>BDFT</i>	<i>Temporary Budget - part of initial Budget Roll</i>
<i>BD04</i>	<i>Temporary Budget - changes made after the initial Budget Roll</i>

University Budget Salary Account Codes

5000 - Part Time No Benef Wkly	8%
5003 - Non Exempt	30%
5005 - Faculty/Department Chair Stipend	30%
5006 - Exempt	30%
5007 - Faculty Salary	30%
5019 - Overtime Pay	30%

Operating Budget Salary Account Codes

5001 - Temporary No Ben B/W	8%
5008 - Faculty Supplemental Pay	8%
5009 - Supplemental - Department	8%
5015 - Overload	8%
5016 - Part Time Faculty	8%
5020 - Casual Labor	8%
5022 - Research Salaries	8%
5050 - Grad Assistants	0%
5051 - Lab Assistants	0%
5052 - Residence Assistants	0%
5060 - Reg Std Employees	0%
5070 - College Work Study	0%

University Salary Funds

199100 - Operating Budget Compensation	Salary and Benefits for positions that are Fully Funded by the University.
199200 - Unfunded/Underfunded	Salary and Benefits for positions that have no funding source identified for either part or all of the budgeted salary.
199300 - Unfilled Positions	Salary and Benefits for positions that are being held open for the Fiscal Year to achieve budget savings.
199400 - Revenue Funded Positions	Salary and Benefits for positions that are funded by a transfer in from a department out of revenue received from an outside source.
199900 - Shared Services Center	All Operating Expenses, Salary, and Benefits for University Shared Services. Funded by a transfer from campuses that are utilizing the Shared Services.
199999 - External/Endow Funded Operations	Salary and Benefits for positions partially or fully funded by a transfer from a department Operating Budget, Designated/Restricted Funds, and/or Grant Funds.

Department Financial Analyst List

Department	Analyst	Phone Ext	Email
Academics (excluding Study Abroad)	Kelsey Powers	2670	kelsey.powers@acu.edu
ACU Dallas	Lori Herrick	2662	lori.herrick@acu.edu
ACU Police	Jill Guzinski	2795	jill.guzinski@acu.edu
Advancement	Jill Guzinski	2795	jill.guzinski@acu.edu
Athletics	Jill Guzinski	2795	jill.guzinski@acu.edu
Enrollment	Megan McCaslin	2859	megan.mccaslin@acu.edu
Executive	Bernadine Wood	2886	bernadine.wood@acu.edu
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Human Resources	Bernadine Wood	2886	bernadine.wood@acu.edu
Information Technology	Bernadine Wood	2886	bernadine.wood@acu.edu
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Position Budgets	Stephanie Lang	5316	stephanie.lang@acu.edu
Risk Management	Bernadine Wood	2886	bernadine.wood@acu.edu
Student Financial Services	Megan McCaslin	2859	megan.mccaslin@acu.edu
Student Life	Megan McCaslin	2859	megan.mccaslin@acu.edu
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