Expense Transfers

Purpose:
- Review the payroll Expense Transfer form
- Learn how to fill out the payroll form
- Gather any thoughts, ideas or suggestions

The payroll Expenditure Transfer form

Used only for RETROACTIVE adjustments
Let's Get Started!

**Example 1**

This EAA is requesting a transfer of 100% of the funds from account 5510-1061 to 5703-0017 effective 07/01/2016.

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**Steps Needed to Complete the Expenditure Transfer From:**

* Type in employee information into QPREXP

- Type in employee ID#
- Type in date of transfer request; leave "thru" as is
Steps Needed to Complete Expenditure Transfer From:

<table>
<thead>
<tr>
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<tbody>
<tr>
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<td>A</td>
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<tr>
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<td>B</td>
<td>Cycle 2</td>
<td>2000</td>
</tr>
<tr>
<td>345678</td>
<td>C</td>
<td>Cycle 3</td>
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Notes:
- Hit F3 to bring list in order!
- AU: automatic pay
- E1: transferred from
- E2: transferred to
- RA/TX: payroll manually paid employee for whatever reason
- R2/D2: ignore

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This is the CPY code we will need for the form!
Filling out the Form Step by Step

Filling out the top section of the form:
- Employees name
- WSU ID number
- Reason for the transfer
- The name of person who completed the form and the date.

Next, fill out:
- The pay cycle end date
- The CPY code
- Benefits default to "Y" unless we are transferring an account in the Benefits Override Table
- Funding account information you are transferring to
- The % of transfer
- The % of the transfer must equal 1.0000

The Percent Column:
- States the percentage of funds that are being transferred into the new account(s).
- The percent should always be in decimal format (4 spaces after the decimal).
- Column should always equal 1.0000
- Total % column will atomically add up for you. This will help to make certain the total is always 1.0000
The Finished Product!

***Per the EAA, we still need to complete transfers until the 02/28/17 pay cycle.

Spilt Funding Transfers!

Example 2

This is a split funding transfer.

Spilt Funding Transfers!

The EAA states effective 01/01/16, accounts 3916-0004 & 2428-6682 are going from a 90/10 split to a 80/20 split.
The Percent Column:

The Equation: \( \text{new } \% = \text{the } \% \text{ we are transferring from } \times \text{ decimal } \% \)

Because the allocation \( \% \) of 3916-0004 is increasing and the allocation \( \% \) of 2428-6062 is decreasing, we are going to transfer from 2428-6062 only.

Taking the equation above the math will look like this:

\[
\frac{80}{90} = \frac{88.89}{100} \quad \text{(this is the } \% \text{ that will stay in 6062)}
\]

\[
\frac{90-80}{90} = \frac{11.11}{100} \quad \text{(this is the } \% \text{ that will move to 0004)}
\]

Final product!

Payroll Expenditure Transfer

Notes to Consider:

- Doing a transfer for an employee less than 100% FTE
  
  EX:
  
  - Currently funded 75% on project 0001
  - Effective 01/01/16 employee will be funded:
    - 35% on project 0001 and 40% on project 0234
Doing a transfer for an employee less than 100% FTE

EX:
*Currently funded 75% on project 0001
*Effective 01/01/16 employee will be funded:
  *35% on project 0001  and  40% on project 0234

It's the same equation! new % + the % being transferred from

\[
\text{0001: } 35 + \frac{75}{0.4667} = 0.4667
\]
\[
\text{0234: } 40 + \frac{75}{0.5333} = 0.5333
\]

ETR transfers:
Need Help?!

- Please Call us! 335-9575