Expense Transfers

Purpose:

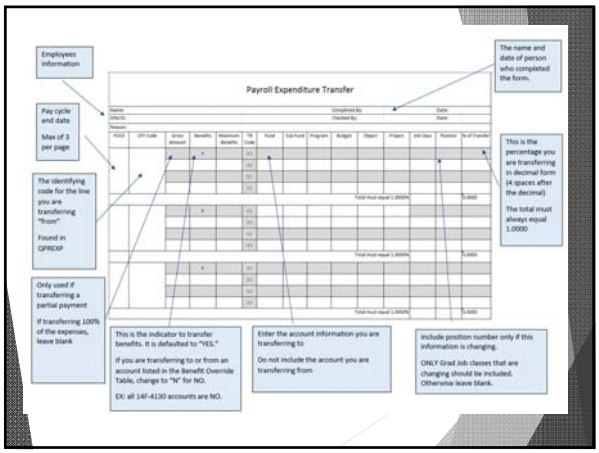
- Review the payroll Expense Transfer form
  - Learn how to fill out the payroll form
  - Gather any thoughts, ideas or suggestions

The payroll Expenditure Transfer form

Payroll Expenditure Transfer

Name:								Completed By:				Date:		
UIN/ID:								Checked By:				Date:		
Reason:														
PCED	CFF Code	Gross Amount	Benefits	Maximum Benefits	TR Code	Fund	Sub-Fund	Program	Budget	Object	Project	Job Class	Position	% of Transfer
			Y		11									
					21									
					13									
					23									
											Total must equal 1.0000%			$.0000
			Y		11									
					21									
					13									
					23									
											Total must equal 1.0000%			$.0000
			Y		11									
					21									
					13									
					23									
											Total must equal 1.0000%			$.0000

Used only for RETROACTIVE adjustments



Lets 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.

Steps Needed to Complete the Expenditure Transfer From:

* Type in employee information into QPREXP

```
PPDS3640                    DEPPS System          09:31:39  03/10/17
QPREXP          Query Payroll Expenses Beginning 1/1/2000

+-------------------------------------------------------------------+
|                                                                   |
|  Selection Criteria:  WSU No. _______   Pos. No.: _____          |
|                                                                   |
|  Selection Qualifier: Pay cycle end date from 01 01 00            |
|                                          thru 12 31 50            |
|                                                                   |
+-------------------------------------------------------------------+
```

Type in employees ID#

Type in begin date of transfer request; leave "thru" as is

Steps Needed to Complete Expenditure Transfer From:

```
PPDS3640                    DEPPS System                    09:31:39  03/10/17
QPREXP            Query Payroll Expenses Beginning 1/1/2000

+-------------------------------------------------------------------+
|                                                                   |
!   Selection Criteria:  WSU No. 11549864   Pos. No.: _____        !
|                                                                   |
|   Selection Qualifier: Pay cycle end date from 07 01 16           |
|                                           thru 12 31 50           |
|                                                                   |
+-------------------------------------------------------------------+
```

Steps Needed to Complete Expenditure Transfer From:

```
PPDS3640                    DEPPS System                    09:35:28  03/10/17
QPREXP                   Payroll Expense Detail

        Name                    Status Code and Date  Perm-Temp  Last Paymnt
   OIE,MICHAEL                       A 05/02/16          P        02/28/17
 WSU No 11549864
Sel PayCy Tr Ern                                   Prexp      Prexp      Staff Pay Cy
Num  Ernd Cd Typ  Fnd AP Pgm Bdgt Proj Ob          Hrs        Amt       Months  Paid
 1 071516 AU REG  001 01 08R 5510 1061 00          44.00     714.25      0.2500 071516
 2 071516 R2 REG  001 01 08R 5510 1061 00          -1.00                         081516
 3 071516 D2 REG  001 01 08R 5510 1061 00           1.00                         081516
 4 073116 AU REG  001 01 08R 5510 1061 00          40.00     714.25      0.2500 073116
 5 073116 R2 REG  001 01 08R 5510 1061 00          -1.00                         081516
 6 073116 D2 REG  001 01 08R 5510 1061 00           1.00                         081516
 7 081516 AU REG  001 01 08R 5510 1061 00          44.00     714.25      0.2500 081516
 8 083116 AU REG  001 01 08R 5510 1061 00          48.00     714.25      0.2500 083116
 9 091516 AU REG  001 01 08R 5510 1061 00          44.00     714.25      0.2500 091516
Cumulative Totals                                 220.00    3571.25      1.2500

Enter Sel num to view Contribution Detail                    Page 1   of 3

Command ==> 1
  PF4 = PF Key Help    PF5 = Decode     PF10 = Forw                  PF12 = Menu
```

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

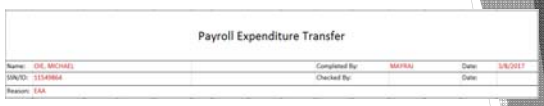
Steps Needed to Complete Expenditure Transfer From:

```
PPDS3640                    DEPPS System                    09:39:17  03/10/17
QPREXP                   Payroll Expense Detail

        Name                    Status Code and Date  Perm-Temp  Last Paymnt
   OIE,MICHAEL                       +-------------------------------------+
 WSU No 11549864                     |                                     |
Sel PayCy Tr Ern                     |        Contribution  Detail         | ay Cy
Num  Ernd Cd Typ  Fnd AP Pgm Bdgt    |          CPY 17 000064727           | Paid
 1 071516 AU REG  001 01 08R 5510    |                                     | 71516
 2 071516 R2 REG  001 01 08R 5510    | Sel Num:        1   Prexp:    714.25 | 81516
 3 071516 D2 REG  001 01 08R 5510    | Hours:     44.00  Contrib:  1033.54 | 81516
 4 073116 AU REG  001 01 08R 5510    | Stf M:    0.2500  Ck/Adv:  A053371 | 73116
 5 073116 R2 REG  001 01 08R 5510    |                                     | 81516
 6 073116 D2 REG  001 01 08R 5510    | GTN Cd  GTN Descn   Sobj   GTN Amt  | 81516
 7 081516 AU REG  001 01 08R 5510    |   198  UNEMPLOY CON MA       0.57  | 81516
 8 083116 AU REG  001 01 08R 5510    |   095  HCA          MB     888.00  | 83116
 9 091516 AU REG  001 01 08R 5510    |   021  OASI 6.20%   DA      43.60  | 91516
Cumulative Totals                    |   241  MEDICARE1.45 DK      10.19  |
                                     |   035  PERS II 11.1 DF      79.85  |
Enter Sel num to view Contributio    |   029  MEDICAL AID  DG      11.33  |
                                     |                     Page: 1  of 1  |
Command ==> 1                        |                        PF12 =Exit  |
  PF4 = PF Key Help    PF5 = Decod   +-------------------------------------+ Menu
```

This is the CPY code we will need for the form!

Filling out the Form Step by Step



Payroll Expenditure Transfer

Name:	OH, MICHAEL	Completed By:	MAYRAI	Date:	3/8/2017
WN/ID:	11549864	Checked By:		Date:	
Reason:	EAA				

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.

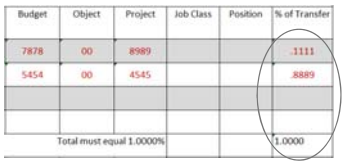
Filling out the Form Step by Step

PCED	CPY Code	Gross Amount	Benefits	Maximum Benefits	TR Code	Fund	Sub Fund	Program	Budget	Object	Project	Job Class	Position	% of Transfer
07 15 16	000064727		Y		E1	145	E2	13A	5703	00	8817			1.0000
					E1									
					E1									
					E1									
											Total must equal 1.0000%			1.0000

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:



Budget	Object	Project	Job Class	Position	% of Transfer
7878	00	8989			.1111
5454	00	4545			.8889
Total must equal 1.0000%					1.0000

- 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!…

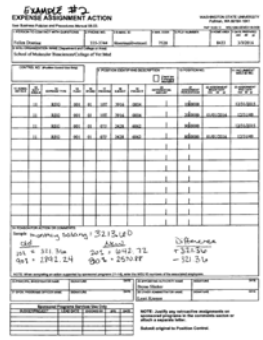
Payroll Expenditure Transfer

Name: CHI, MICHAEL — Completed By: MATTAU — Date: 5/8/2017
SSN/ID: 115498864 — Checked By: — Date:
Reason: EAA

PCEO	CPY Code	Gross Amount	Benefits	Maximum Benefits	TR Code	Fund	Sub Fund	Program	Budget	Object	Project	Job Class	Position	% of Transfer
07 15 16	000064727		Y		11	145	02	134	1701	00	0017			1.0000
					12									
					13									
					14									
										Total must equal 1.0000%				1.0000
07 31 16	000173095		Y		11	145	02	134	1701	00	0017			1.0000
					12									
					13									
					14									
										Total must equal 1.0000%				1.0000
08 15 16	000178271		Y		11	145	02	134	1701	00	0017			1.0000
					12									
					13									
					14									
										Total must equal 1.0000%				1.0000

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

Spilt Funding Transfers!



EXAMPLE #2.
EXPENSE ASSIGNMENT ACTION

Example 2

This is a split funding transfer.

Spilt Funding Transfers!

11	REG	001	01	10T	3916	0004		I	10.0000		12/31/2015
11	REG	001	01	10T	3916	0004		I	20.0000	01/01/2016	12/31/49
11	REG	001	01	07J	2428	6062		I	90.0000		12/31/2015
11	REG	001	01	07J	2428	6062		I	80.0000	01/01/2016	12/31/49

The EAA states effective 01/01/16,
accounts 3916-0004 & 2428-6062
are going from a 90/10 spilt to a 80/20 spilt.

The Percent Column:

The Equation: new % ÷ the % we are transferring from = decimal %

11	REG	001	01	10T	3916	0004		1.0000		12/31/2015
11	REG	001	01	10T	3916	0004		2.0000	01/01/2016	12/31/49
11	REG	001	01	07J	2428	6062		9.0000		12/31/2015
11	REG	001	01	07J	2428	6062		8.0000	01/01/2016	12/31/49

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:

80÷90 = .8889 (this is the % that will stay in 6062)
(90-80)÷90 = .1111 (this is the % that will move to 0004)

Final product!

Payroll Expenditure Transfer

Name: DOE, JANE — Completed By: MAYRA) — Date: 3/8/2017
SSN/ID: 12345678 — Checked By: — Date:
Reason: EAA

PCED	CPY Code	Gross Amount	Benefits	Maximum Benefits	TR Code	Fund	Sub Fund	Program	Budget	Object	Project	Job Class	Position	% of Transfer
01 15 16	001122334		Y		E3	001	01	10T	3916	00	0004			.1111
					E3	001	01	07J	2428	00	6062			.8889
					E3									
					E3									
										Total must equal 1.0000%				1.0000
01 31 16	001122335		Y		E3	001	01	10T	3916	00	0004			.1111
					E3	001	01	07J	2428	00	6062			.8889
					E3									
					E3									
										Total must equal 1.0000%				1.0000
02 15 16	001122336		Y		E3	001	01	10T	3916	00	0004			.1111
					E3	001	01	07J	2428	00	6062			.8889
					E3									
					E3									
										Total must equal 1.0000%				1.0000

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

TR Code	Fund	Sub Fund	Program	Budget	Object	Project	% of Transfer
E3	001	01	11H	2546	00	0001	?
E3	145	02	12G	2546	00	0234	
						Total must equal 1.0000%	0.0000

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

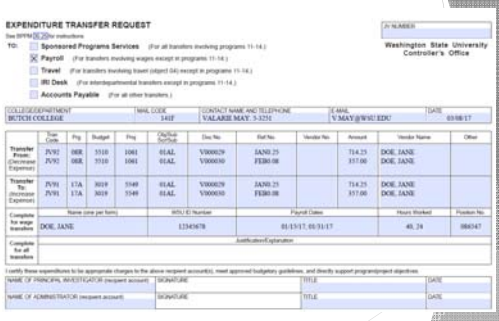
0001: 35 ÷ 75 = 0.4667

0234: 40 ÷ 75 = 0.5333

TR Code	Fund	Sub Fund	Program	Budget	Object	Project	% of Transfer
E3	001	01	11H	2546	00	0001	
E3	145	02	12G	2546	00	0234	

Total must equal 1.0000% 1.0000

ETR transfers:



EXPENDITURE TRANSFER REQUEST

See BPPM 20.20 for instructions

TO: Sponsored Programs Services (For all transfers involving programs 11-14.)
Payroll (For transfers involving wages except in programs 11-14.)
Travel (For transfers involving travel (object 04) except in programs 11-14.)
IRI Desk (For interdepartmental transfers except in programs 11-14.)
Accounts Payable (For all other transfers.)

Jv NUMBER

Washington State University
Controller's Office

COLLEGE/DEPARTMENT	MAIL CODE	CONTACT NAME AND TELEPHONE	E-MAIL	DATE
BCTCH COLLEGE	1410F	VALARIE MAY, 5-3251	V.MAY@WSU.EDU	03/08/17

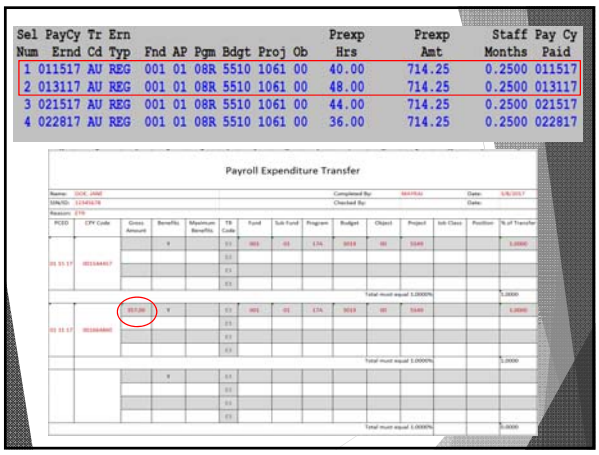
	Trac Code	Prg	Budget	Proj	Obj/Sub Object	Doc No	Ref No	Vendor No	Amount	Vendor Name	Other
Transfer From: (Decrease Expense)	JV92	08R	5510	1061	01AL	V000029	JAN0.25		714.25	DOE, JANE	
	JV92	08R	5510	1061	01AL	V000030	FEB0.08		357.00	DOE, JANE	
Transfer To: (Increase Expense)	JV91	17A	3019	5549	01AL	V000029	JAN0.25		714.25	DOE, JANE	
	JV91	17A	3019	5549	01AL	V000030	FEB0.08		357.00	DOE, JANE	

Complete for wage transfers	Name (one per form)	WSU ID Number	Payroll Dates	Hours Worked	Position No.
	DOE, JANE	12345678	01/15/17, 01/31/17	40, 24	088347

Complete for all transfers: Justification/Explanation

I certify these expenditures to be appropriate charges to the above recipient account(s), meet approved budgetary guidelines, and directly support program/project objectives.

NAME OF PRINCIPAL INVESTIGATOR (recipient account)	SIGNATURE	TITLE	DATE
NAME OF ADMINISTRATOR (recipient account)	SIGNATURE	TITLE	DATE



Sel Num	PayCy Ernd	Tr Cd	Ern Typ	Fnd	AP	Pgm	Bdgt	Proj	Ob	Prexp Hrs	Prexp Amt	Staff Months	Pay Cy Paid
1	011517	AU	REG	001	01	08R	5510	1061	00	40.00	714.25	0.2500	011517
2	013117	AU	REG	001	01	08R	5510	1061	00	48.00	714.25	0.2500	013117
3	021517	AU	REG	001	01	08R	5510	1061	00	44.00	714.25	0.2500	021517
4	022817	AU	REG	001	01	08R	5510	1061	00	36.00	714.25	0.2500	022817

Payroll Expenditure Transfer

Name: DOE, JANE — Completed By: MAYVAL — Date: 3/8/2017
SSN/ID: 12345678 — Checked By: — Date:
Reason: ETR

PCED	CPP Code	Gross Amount	Benefits	Maximum Benefits	TR Code	Fund	Sub Fund	Program	Budget	Object	Project	Job Class	Position	% of Transfer
01 15 17	001SS44017		0		E3	001	01	17A	3019	00	5549			1.0000
					E3									
					E3									
					E3									
													Total must equal 1.0000%	1.0000
01 31 17	001SS44040	35.00	0		E3	001	01	17A	3019	00	5549			1.0000
					E3									
					E3									
					E3									
													Total must equal 1.0000%	1.0000
			0		E3									
					E3									
					E3									
					E3									
													Total must equal 1.0000%	1.0000

Need Help?!

- Please Call us! 335-9575