

# GCCCD

## Quick Reference

### Expenditure Transfers Request

#### Requesting Department

- In Workday, run the **Transaction Detail** report to substantiate the expense detail to be transferred. (Be sure the SmartKey, Accounting date, and 4 digit Spend/Salary Category are shown).
- Print necessary pages and highlight the expense(s) to be transferred.
- Run the **Available Balance by 4 Digit** report for the SmartKey you are transferring to in order to verify that there are funds available in the SmartKey and 4 Digit Spend/Salary Category you are transferring to. Print the report.
- Complete the **Expenditure Transfer Form** (found on forms depot ([www.gcccd.edu/formsdepot-district/default.html](http://www.gcccd.edu/formsdepot-district/default.html)))
- In description column, use format below to specify what will show up in Workday. (Specific references will help your Dept. identify transactions once they are posted. Include PO/PR/ER #'s if applicable)
  - **Tfr Smith 5/19** - a transfer of payroll expense, having the name and date will help others know what is being transferred.
  - **Tfr Boise 4/19** or **Tfr Enterprise P19.1111** - If transferring payroll or expense report payment, include employee names only if they are on original transaction.
  - **Tfr portion Hyatt** - If transfer is a portion of an expense, please explain how the amount was calculated, for example 50% or \$3,000 as allowable by grant, etc.
- Below the transfer description include a brief overall explanation justifying the reason for the transfer.
  - Examples: Transfer TA hours to supplies; Transfer to clear negatives; Transfer to correct SmartKey
- Include SmartKey and 4 Digit Spend/Salary Category for all “Debit” and Credit” lines.
  - Example: 1474890 - 4310
- Group debit with matching credit on the form – this expedites the posting.
- Enter amount to be transferred in the appropriate debit and credit columns and enter a total summation at the bottom of each column. Debits must equal credits. (The exact amount, with pennies, is required for processing)
- If you are combining more than 1 item to be transferred or moving just a portion of 1 item make a note on the Transaction Detail printout(s) of how the expense transfer amount was calculated.
- If transferring salaries, the related benefits must also be transferred. Enter benefit transfers individually by employee/salary object code. Do not combine employees or salary object codes.
- Expenditure transfers should be initiated as soon as possible (within 90 days) and can only be entered until the fiscal year is closed.
- Route the Expenditure Transfer Form, Transaction Detail reports, and Available Balance by 4 Digit reports for manager approval and forward to Site Business Office for approval and processing.