

TO: P2s

FROM: Joyce King, Controller's Office
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RE: Guidelines on using Budget Transfers v. GL Journals

We have had several instances recently of user confusion regarding when it is appropriate to process a Budget Transfer and when it is appropriate to request a General Ledger Journal Entry.

We thought this might be a good time to provide a refresher of the rules around these two activities.

Budget Transfer:

- Moves budgeted funding
- Puts money in place prior to an encumbrance/expense occurring
- Done in PSoft Financials within Commitment Control menu
- If moving salary dollars, must be done by someone with a Salary Administrator role
- Examples:
 - dollars are moved between accounts to provide funding to procure something
 - reserve pools are distributed to departments to spend in detail budgets

GL Journal Entry:

- Moves all or part of an actual (expense or revenue) with the exception of salaries
- Updates a deposit or expense that has already been posted in the system
- Done via email sent to JEOMAIL@bc.edu in the Controller's Office
- Examples:
 - original entry went against the wrong budget
 - cost needs to be shared with another budget but was not identified upfront
 - Media Technology Service expense charges
 - ITS Network Service expense charges
 - dollars being moved between operating funds and a restricted or agency fund

General Comments:

- GL Journal entry requests will not be approved to move an expense that has not yet been posted (except for Media and Network expense charges)
- To move salary charges that have already incurred, it is necessary to request a Payroll redistribution. This is done by contacting Leigh Lacordia in the HRSC.
- Where security permits, shared costs should be set up at the time the PO/voucher is created by identifying the multiple chartstrings to be charged.
- Budget transfers cannot be done when one side of the action uses a restricted or agency fund.
- Donations/Gifts from one area of responsibility to another should not be occurring w/out Dean/VP approval