# Introduction to Expense Journal Transfers & Chart of Accounts/Organization Change Requests

Presented by the Accounting Office

Stony Brook University

# Agenda

➢ State Expenditure Transfers
   ➢ Material and Service Requisition
   ➢ Payroll Expense Transfer
   ➢ State Expense Journal Transfer
   ➢ Vendor/Bulk recharges

➢ Chart of Accounts
   ➢ Account Change Request Form
   ➢ IFR Allocation Worksheet

➢ Organization Changes
   ➢ Organization Change Request

# State Expenditure Transfers

What are State Expenditure Transfers?
- ➢ This is a transfer of costs between state accounts.

When is it appropriate to use a State Expenditure Transfer?
- ➢ An expense transfer is appropriate to use when you have expenses posted on one of your state accounts that belong to another state account.

# Types of State Expenditure Transfers

- ➢ Material and Service Requisition (MSR)

- ➢ Payroll Expense Transfer (PDME)

- ➢ State Expense Journal Transfer

- ➢ Vendor/Bulk Recharge

# Material and Service Requisition (MSR)

What is a Material and Service Requisition?

➢ An MSR is a reimbursement/recharge request for a service or material that has been exchanged between two departments.

Who can submit an MSR?

➢ Account owners and authorized delegates can submit and/or sign off on MSR's.

➢ The MSR template can be located on our [website](website) here along with general instructions [here.](here.) The completed template should be sent to state_material_services_req@stonybrook.edu

# Material and Service Requisition (MSR)

Filling out an MSR, Part 1: MSR detail

➢ General information such as contact details and description of services must be provided.

**SUNY at STONY BROOK**

**MATERIAL AND SERVICES REQUISTION/VOUCHER**

| DEPARTMENT: Accounting | ACCOUNT DIRECTOR: John Smith | INVOICE# Service Unit |
| ACCOUNT DIRECTOR'S ADDRESS: 460 Administration Building | | INVOICE DATE: Service Unit |
| REQUESTOR'S NAME: Brian Lellis | TELEPHONE NO: 631-632-XXXX | DELIVERY ADDRESS: 100 Nicolls Road, Stony Brook, NY 11794 |

**INSTRUCTIONS**

Enter all information requested (including Charge Account information) and obtain approval of authorized signatory, authorized official or project director. The approval of the authorized signatory means that State and Research Foundation accounts will be charged not the basis of this completed form. Copies of Invoices and/or Work Orders should be maintained by the Service Unit.

All Users - Send all copies directly to the Service Unit. A copy will be returned to the department/project director after completion of the work.

Service Units must enter actual cost after work or service is finished, complete the summary of charges, and forward to the Accounting Office via email at State_Material_Services_Req@stonybrook.edu. Please attach to the email this Excel file, supporting documents and email approval(s). Requisitions for charges outside of the State (charging RF, SBF, FSA) should not be submitted on this form.

**Date** ___02/13/23___

Materials or Services Requested and Special Instructions

| Description of work performed (only first 31 characters will appear in reports) | References or Category Number | Quant. | Est. Price | Total (Estimated) | Total (To be completed by Service Unit) |
|---|---|---|---|---|---|
| Recharge of Accounting Services | Invoice#1234 | 1 | $ 500.00 | $ 500.00 | $ 500.00 |
| | | | | - | - |
| | | | | - | - |

# Material and Service Requisition (MSR)

Filling out an MSR, Part 2: Signatures

The signature of the account director or a signatory delegate has to be provided for the account that the expenses are being moved to.

| APPROVAL OF ACCOUNT DIRECTOR | | SERVICE UNIT APPROVAL |
|---|---|---|
| Jane Doe | 2/13/23 | |
| Authorized Signature | Date | Brian Lellis |
| The approval of the authorized signatory means that State & Research Foundation accounts will be charged on the basis of this completed form | | |

# Material and Service Requisition (MSR)

Filling out an MSR, Part 3: Accounts and Object Codes

The account numbers are determined by the departments that are involved in the MSR submission. The object code is determined by the details of the transaction.

| SUMMARY OF CHARGES AND CREDITS (DISTRIBUTION) | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| CHARGES/ CREDITS | STATE ACCOUNT CHARGES AND CREDITS | | | | | | RESEARCH FOUNDATION CHARGES AND CREDITS | | | |
| | STATE ACCOUNT (8 DIGIT) ('must be placed in front of leading 0) | STATE ACCOUNT DESCRIPTION | STATE FISCAL YEAR ex. FY2122 enter "2021" | STATE OBJECT CODE | STATE OBJECT DESCRIPTION | AMOUNT CHARGE Dr/ (CREDIT Cr) | RF PROJECT (7 DIGIT) | RF TASK | RF AWARD | RF Expense Code |
| C H A R G E S | 12345600 | Department | 2022 | 5890 | Accounting & Auditing Se | 500.00 | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| C R E D I T S | 23456700 | Accounting | 2022 | 5890 | Accounting & Auditing Se | (500.00) | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

**Note:** While the accounting office can provide general guidance on an object code, inquiries should first be forwarded to your VP coordinator. The current list of VP Coordinators can be found [here.](here.)

# Payroll Expense Transfer

What is a Payroll Expense Transfer?

- ➢ A Payroll Expense Transfer is a transfer of salaries for PSR object code moves. Unlike regular expenses, payroll expenses have additional reporting detail in SUNY Business Intelligence (BI).

Who can submit a Payroll Expense Transfer?

- ➢ Only VP Coordinators and approved delegates can submit Payroll expense transfers. The current list can be found here.

Where can I find the Payroll Expense Transfer form?

- ➢ The current form and instructions can be found on the Accounting Office website here.

# Payroll Expense Transfer

Filling out a Payroll Expense Transfer:

All fields in the below form must be completed. The two common methods for filling out the template are listed below -

1) Use "All" on the distribution code to move all codes in a pay period
2) Use the individual earn codes (This is required if you are splitting a payroll move between multiple accounts)

| LAST NAME | FIRST NAME | LINE # | *SUNY PAYROLL YR | ** PAY PERIOD | ***Distribution Code | ****AMOUNT to Transfer | TRANSFER FROM ACCT (Old Acct) | TRANSFER TO ACCT (New Acct) | BUDGET YEAR (ex. 18/19) |
|---|---|---|---|---|---|---|---|---|---|
| Smith | John | 12345 | 22-23 | 20 | All | 1,000.00 | 123456-00 | 234567-00 | 22-23 |
| Smith | John | 12345 | 22-23 | 21 | All | 1,000.00 | 123456-00 | 234567-00 | 22-23 |
| | | | | | | | | | |
| Smith | John | 12345 | 22-23 | 20 | RGS | 900.00 | 123456-00 | 234567-00 | 22-23 |
| Smith | John | 12345 | 22-23 | 20 | LOC | 100.00 | 123456-00 | 234567-00 | 22-23 |
| Smith | John | 12345 | 22-23 | 21 | RGS | 900.00 | 123456-00 | 234567-00 | 22-23 |
| Smith | John | 12345 | 22-23 | 21 | LOC | 100.00 | 123456-00 | 234567-00 | 22-23 |

# State Expense Journal Transfer (JT)

What is a State Expense Journal Transfer?
  - ➤ A Journal Transfer is a movement of expenses between two State accounts. The account you are moving the expenses to is the debit account and the account you are moving expenses from is the credit account:

  - ➤ Debiting an expense increases your expenses which lowers your cash.
  - ➤ Crediting an expense lowers your expenses which increases your cash.

Who can submit a State Expense Journal Transfer?
  - ➤ Only VP Coordinators and approved delegates can submit State Expense Journal Transfers. The current list of VP Office Financial Approvers can be found here. Transfers should be submitted to our department inbox at accounting_state_transfers@stonybrook.edu

# State Expense Journal Transfer (JT)

When should I use a State Expense Journal Transfer?

➢ Some general guidelines for JT submissions are summarized below

- Journal Transfers should have the relevant approval from all parties. If a transaction crosses between VP areas, you should have prior approval from the other area and include them on the request submission.

- Expenses should "exist" in the amounts and object codes on the account that is being credited.

- Journal support schedules must be included with transfers if required.

- Additional supporting documentation or information is helpful to include if available.

- The latest template can be downloaded from our website here

# State Expense Journal Transfer (JT)

Filling out a State Expense Journal Transfer, Part 1:

| Line # | ACCOUNT (8 DIGIT) ('must be placed in front of leading 0) | ACCOUNT DESCRIPTION | STATE FISCAL YEAR ex. FY2223 = 2022 | OBJECT CODE | OBJECT DESCRIPTION | AMOUNT INCREASE/ (DECREASE) | LIABILITY DATE: CAN NOT BE > 2 MONTHS OLD |
|---|---|---|---|---|---|---|---|
| 1 | 12345600 | Example Debit Account | 2022 | 3001 | Office Supplies | 50,000.00 | 2/14/23 |
| 2 | 23456700 | Example Credit Account | 2022 | 3001 | Office Supplies | (50,000.00) | 2/14/23 |
| 3 | | | | | | | |
| 4 | | | | | | | |

**X FUNCTION**      Total    -    **JT BALANCES**    **YES**

| EXPENSE TRANSFER DESCRIPTION/PURPOSE: (limit 23 characters in length) | Example Description |
|---|---|

Columns Explained:

➤ Account: The debit and credit accounts in the State Expense Journal Transfer

➤ Account Description: The name of the account

➤ State Fiscal Year: This can be cross walked from the budget reference year (Budget year FY22/23 = 2022 or FY23/24 = 2023).

➤ Object code: Describes the purpose of the expenses. A detailed object code list can be found **here**

➤ Amount Increase/Decrease: The amount you are Debiting and Crediting.

➤ Liability Date: The effective date of the transaction. If you do not have a specific liability date, then use the current date.
**NOTE**: For lapsed transactions the liability date must be 6/30.

# State Expense Journal Transfer (JT)

Filling out a State Expense Journal Transfer:
Journal Transfer Support Schedule

- ➢ Journal Transfer support schedules are required for certain transfers to provide information on the net impact of the transfer. The current template can be downloaded from [here.](here.)

When is a Journal Transfer Support Schedule required?

- ➢ Individual transaction lines over $25,000
- ➢ All transactions where a cash deficit would be created in an IFR account

# State Expense Journal Transfer (JT)

## Support Schedule Header Example:

| Date: | 22-Feb |
|---|---|
| Requester: | John Smith |
| Department: | Accounting |
| VP Area: | 15 |
| Cross VP (YES/NO): | No |

## Journal Support Schedule Account Information Example:

| | | Available Balance (Include Encumbrances) | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | PS | | | TS | | | OTPS | | | TOTAL | | |
| Account | Account Title | Avail PS Bal | JT Dr/(Cr) | Bal afer JT | Curr Avail TS Bal | JT Dr/(Cr) | Avail TS Bal afer JT | Curr Avail OTPS Bal | JT Dr/(Cr) | Avail OTPS Bal afer JT | Curr Avail Bal | JT Dr/(Cr) | Avail Bal after JT |
| 123456-00 | Example Debit Account | - | - | - | | - | - | 5,000 | 50,000 | (45,000) | 5,000 | 50,000 | (45,000) |
| 234567-00 | Example Credit Account | - | - | - | - | - | - | 234,512 | (50,000) | 284,512 | 234,512 | (50,000) | 284,512 |

**Note:** If transfer is cross VP, both areas will need to separately fill out their account balances before submission.

# State Journal Expense Transfer (JT)

Journal Support Schedule Accrual example:

2) Please provide the **accrued** cash balance in the boxes below <mark>*for all accounts effected that are in a cash*</mark> <mark>*or uncommitted cash deficit*</mark> before and/or after the requested journal transfer is processed. Please include the breakout and back-up of current assets and liabilities included in the accrued cash balance for each account. Attach additional sheets if necessary

| | | | | | |
|---|---|---|---|---|---|
| Account Number: | 123456-00 | | | | |
| Account Title: | Example Debit Account | | | | |
| | | | | | |
| 1)Ending Cash balance as of today | 5,000.00 | | | | |
| 2)Accounts Receivable (Net of uncollectibles) | $ 23,000.00 | *Auto sum formula | | | |
| In house (State/IFR/HIFR/DIFR/SBF) | 23000 | | | | |
| Research Foundation | | | | | |
| Auxiliary Services (FSA) | | | | | |
| Others (CPMP,off-campus) | | | | | |
| 3)Inventories | 17500 | | | | |
| 4)Unrecovered Equipment Purchases | 14000 | | | | |
| 5)Subtotal (1+2+3+4) | $ 59,500.00 | | | | |
| 6)Due to others (Liabilities) | - | | | | |
| 7)Accrued Cash Balance (5-6) | $ 59,500.00 | | | | |

**Note:** This section isn't always required in your template submission. Please refer to the instructions in the template for the current guidance.

# Vendor/Bulk Recharge

➢ Expense transfers submitted on any of our templates are designed for accessibility, and have limits to them (5 account lines for MSR's, 30 lines for Journal Transfers). Some transfers are recurring in nature and can contain dozens or hundreds of account lines. For these types of transfers, a custom process can be established between Accounting and the department.

➢ Example: A department offers a service campus wide. They bill for the service usage monthly to on average, 100+ individual accounts. Instead of submitting this recharge on multiple template files each month they can work with Accounting to set up a custom submission file to streamline review and processing.

# Chart of Accounts

When should a new account be set up?

> A new account must be set up to designate an account for a different purpose than an existing account.

Example 1: An existing account is tracking billing and invoicing for a service unit and you want an account for a New York State funding grant. In this case, a new account should be opened because it is for a different purpose than the existing account.

Example 2: An account will have different funding sources (or users) but the same general purpose. In this case the account could be created with multiple sub accounts to track the activity associated with each user base.

NOTE: Accounts cannot be subbed out once there is activity on the account.

# Chart of Accounts

Filling out a New Account Request form, Part 1:

Who can submit a Chart of Account Request form?
- ➢ Only VP Coordinators and approved delegates can submit New Account Requests. The current list can be found here.

- ➢ Additional information on account types can be located on our website here.

- ➢ This form is also used for any account changes.

**STATE UNIVERSITY OF NEW YORK**
**STONY BROOK, NEW YORK 11794-1151**
**ACCOUNTING DEPARTMENT**
**ACCOUNT REQUEST FORM**

ACCOUNT NO. _____  NEW ☐  CHANGE ☐

TITLE OF ACCOUNT
CIRCLE TYPE OF ACCOUNT   STATE, IFR, HOSPITAL, VETS HOME, SUTRA. DIFR

| | NEW | Please Complete if there is a Change OLD |
|---|---|---|
| ACCOUNT DIRECTOR | John Smith | |
| DEPARTMENT CONTACT | Jane Doe | |
| REPORT RECIPIENT | Guy Barry | |
| REPORT RECIPIENT | | |
| REPORT RECIPIENT | | |

# Chart of Accounts

Filling out a New Account Request form, Part 2:

```
ALL FUNDS CODE
    LEVEL 1                      01                          VP CODE
    LEVEL 2                      0102                        SCHOOL & DIVISION
    LEVEL 3                      010203                      DEANS
    LEVEL 4                      123456-00                   PARENT
    FUND                         20                          FUND CODE
    FUNCTION CODE (required)     08                          FUNCTION CODE
ACCOUNT PURPOSE:     NEW IFR account to host expenses for a research grant from New York State
```

➢ Note: Additional Information on function codes can be found on the website [here](#) under NACUBO Function Classifications.

➢ If you plan on designating the account as a master account with subs, please notify us on the form in the account purpose explanation. We cannot retroactively convert an account into an account with subs once it has activity on it.

# Chart of Accounts

Filling out a New account request form, Part 3:

**\*\*IFR/SUTRA/DIFR ACCOUNTS ONLY\*\***

Will the IFR be accepting cash, check, or credit card deposits?   YES ☐   NO ☐

What is the source of funds for the IFR? (State, SBF, RF-Federal, Salary Offset, etc)   New York State Grant

Request for Overhead Waiver? (requires Executive approval)   YES ☐   NO ☐
\*Please provide explanation for OH Waiver request:

Is the IFR associated with a Rate? (Rate must be approved and submitted with account request)   YES ☐   NO ☐

SUBMITTED BY   Guy Barry   SIGNED   Guy Barry   DATE   2/14/23

APPROVED BY   John Smith   SIGNED   John Smith   DATE   2/14/23
VP COORDINATOR

**NOTE:** If the IFR has cash receipts, please ensure you separately notify the bursar's office regarding the appropriate policies, procedures and forms required to submit deposits to your account.

# Chart of Accounts

Filling out an IFR Allocation worksheet:

This worksheet must be submitted alongside all new IFR account requests. Comprehensive instructions for the worksheet can be located on the website here.

**IFR ALLOCATION WORKSHEET**

Fiscal Year: 2022

| | | |
|---|---|---|
| Account Number | 123456-00 | |
| Account Name | Example IFR Account | |
| Initiated By: | Guy Barry | |
| Purpose for which this account is used: | New IFR Account to host expenses for a NYS Grant | |

| Major Providers of Revenue: (Contracts, Fund groups, Organizations etc.) | Initial |
|---|---|
| | - |
| New York State Department of Environmental Conservation | 10,000.00 |
| Total (equals anticipated collections through June 30th on page 2) | 10,000.00 |

| Sources of Revenue: | Initial |
|---|---|
| | - |
| State Grant | 10,000.00 |
| Total | 10,000.00 |

# Chart of Accounts

| IFR ALLOCATION WORKSHEET | | | | | |
|---|---|---|---|---|---|
| | | | Fiscal Year: | 2022 | |
| | | | | | |
| **Account Number:** | 123456-00 | | | | |
| **Account Name:** | | Example IFR Account | | Initiator: | Guy Barry |
| | | | | | |
| **ANTICIPATED CASH AVAILABLE:** | | | | | |
| Ending cash balance at | 3/1/2023 | (enter current month) | | - | |
| + receivables (collections) | | | | - | |
| + other | | | | - | |
| - liabilities (expenditures) | | | | - | |
| Projected Cash Balance at 6/30 | | | | - | |
| Anticipated Collections through 6/30 | | | | 10,000.00 | |
| **Total Cash Available** | | | | 10,000.00 | |
| Overhead Charges on "Anticipated Collections" @ | | | 15% | 1,500.00 | |
| **Net Cash Available** | | | | 8,500.00 | |
| | | | | | |
| **Anticipated Commitments:** | | | | | |
| Personnel | | | | | |
| | Personal Services Regular | | | 3,000.00 | |
| | Personal Services Temporary | | | - | |
| | Graduate Asst & Teaching Asst | | | - | |
| | **Total PSR and PST** | | | 3,000.00 | |
| Fringe Benefits (insert current rates) | | | | | |
| | PSR @ | | | - | * |
| | PST @ | | | - | * |
| | GA/TA @ | | | - | * |
| | | | | | |
| | **Total Fringe Benefits** | | | - | |
| Other Temp Services (Honoraria, Student Asst) | | | | - | |
| | **Total Personnel and  Fringe Benefits** | | | 3,000.00 | |
| OTPS | | | | | |
| | Supplies & expenses | | | 3,250.00 | |
| | Equipment | | | 2,000.00 | |
| | **Total OTPS** | | | 5,250.00 | |
| | | | | | |
| **TOTAL ALLOCATION:** | | | | 8,250.00 | |
| **PROJECTED CASH AT 6/30:** | | | | 250.00 | |

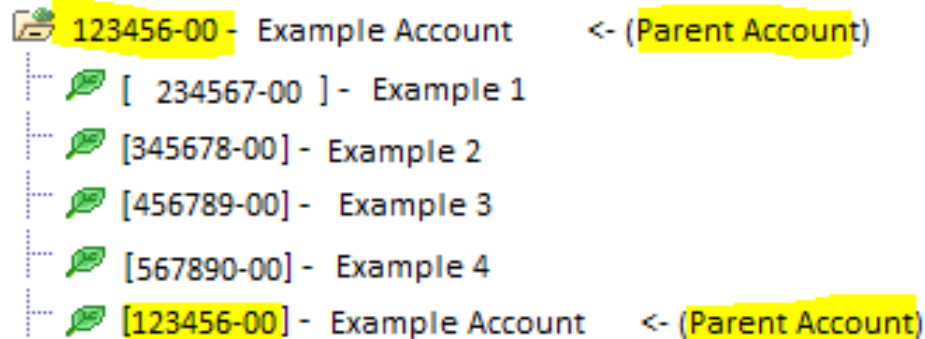# Organization Change Request

What is an Organization Change Request?

➢ An Organization Change is a request to change the structure of the chart of accounts.

➢ Organization Changes directly affect system(s) security. Please review and submit system (SUNY BI, SBU Reporting, CBM) security changes accordingly.

➢ Changes to the parent/level 4 of an account with PSR/payroll costs require submission of payroll change forms. Failure to submit payroll change forms will result in the inability to access the associated employee records in the HRS systems.

# Organization Change Request

Filling out an Org change request form

> ➢ When moving accounts in the tree, it is important to indicate when an account is a parent account. A parent account has other accounts that roll up to it.

123456-00 – Example Account     <- (Parent Account)
[ 234567-00 ] – Example 1
[345678-00] – Example 2
[456789-00] – Example 3
[567890-00] – Example 4
[123456-00] – Example Account     <- (Parent Account)

> ➢ When a parent account is moved, we need to either move the other accounts rolling to the parent account *or* assign a new parent account.

# Organization Change Request

➢ Cross VP Transfers must have approval from Both VP Areas and Budget.

➢ The template can be downloaded from our website [here.](#) The completed template should be sent by email to stateorgchangerequests@stonybrook.edu

➢ Only VP Coordinators and delegated approvers can submit Organization Change Requests. The current list can be found [here.](#)

# General Resources

- [Current Expenditure Accounting Templates](#)

- [Material and Services Requisition Form instructions](#)

- [Expenditure Object Code Information](#)

- [Chart of Accounts Fund Resource Table](#)

- [NACUBO Function Classifications](#)

- [Instructions for IFR Allocation Worksheet](#)

- [Expenditure Office Personnel Contacts](#)

- [VP Office Financial Approvers](#)

# Questions?

# Thank You! ☺