

It is **never** appropriate to correct transactional data through a funding transfer journal entry¹. Instead, transactions must be corrected at the source (i.e., in the Oracle module where the transaction originated). Funding transfer entries should only be used to “fund” activities and initiatives. All cost analysis is based on the expenditures that are recorded and the funding source/function/organization where they are charged. If you incur expenses under one funding source/function/organization and do a funding entry to move the net amount of the transactions to the correct funding source/function/organization, you are potentially skewing the results of analysis by Financial Reporting and Cost Analysis which are submitted to our external auditors and to the Federal government, respectively.

Types of transactions	Forms to submit	What info is needed on form? Where/How can I find the info?
Accounts Payable		
Payables invoices	AP Redistribution Form	<ul style="list-style-type: none">Requires: Invoice #, Invoice line number, PO number, GL/Grants Transaction DateOracle AP InquiryRefer to How to Create A/P Redistributions documentFinancial Data Warehouse: Payables/AP Invoice Detail query
Expense Reports		
Purchasing Card Transactions		
Accounts Receivable		
Misc. Receipts	<p>Send an email with the subject line of "AR Redistribution Request" to treasury-receipts@andrew.cmu.edu that contains the following information:</p> <ul style="list-style-type: none">Oracle Receipt NumberAmount of TransactionOriginal / Incorrect Account String(s)Updated / Correct Account String(s)	<ul style="list-style-type: none">Requires: Payer on check, Receipt # (if known)Oracle AR Receipts>Receipts (Click on the flashlight icon to enter known information as Search criteria)Oracle GL drilldown using batch numberFinancial Data Warehouse: Receivables/Receipts/US AR Miscellaneous Receipts report

¹ If a department is utilizing the Activity Code segment of the GL string to identify various spending purposes, the department can record a funding transfer journal entry to move activity between activity codes (all other segments of the account strings must be the same)

Types of transactions	Forms to submit	What info is needed on form? Where/How can I find the info?
A/R Invoices	Contact Beth Callaway	N/A
Gifts	AR Redistribution Form	N/A
Labor Distribution		
Payroll detail	Oracle Payroll Distribution Adjustment Form	<ul style="list-style-type: none"> • Oracle Labor Distribution User Guide [.pdf] • Requires: Employee name, employee ID, employee assignment#, pay period end date, original acct string. • To identify suspense transactions that need to be redistributed: DW Query info • Financial Data Warehouse: Labor Distribution/Labor Distribution by Employee queries • US Employee Distribution Inquiry Run by Employee • US Employee Distribution Inquiry Run by Home Org Rollup
Feeder Transactions		
<u>Transactions with these sources:</u> COMP SCI RECHARGE PARKING/PTS COMPUTER STORE RETAIL STORES CREDIT CARDS ROBOTICS DEVELOPMENT-BSR SIS/SAR E-COMMERCE TELECOMMUNICATIONS ENDOWMENT TES-WKDY FMS-MAXIMO UPS HARRIS UR-COPY CENTERS INSTRUCTIONAL URS-ICS TECHNOLOGY UTILITY RECHARGE MI_STORES WKDY	Feeder Cost Transfer Form	<p>NOTE: Using the Journal Source column in the GL Transaction Detail query will assist you in determining which of the feeders created the transaction(s) that need to be corrected.</p> <p>Submit the completed forms to the Feeder Owners identified in the Cost Transfers workbook.</p> <p>These forms should not be sent to the Finance Division.</p>
Moving Grants Transactions between two PTA's (sponsored or non-sponsored)		
AP invoices Expense Reports Purchasing Card Feeder transactions (any on list above)	AP Redistribution Form (Cannot be used if you need to change the expenditure type)	Financial Data Warehouse: Grants Acctg/Expenditure Detail queries

PLAN AHEAD: When submitting forms, please plan ahead and allow adequate time to obtain all of the appropriate approvals. Please remember that forms are due by the submission deadlines with all needed signatures. It is the responsibility of the form preparer to ensure that all signatures are obtained within the required timeframes. The more signatures required on a form, the longer the form will take to route. For this reason, form deadlines for SPA awards (1xxxxxx award numbers) are always earlier than the general form deadlines. The forms must go to SPA to be reviewed by your SPA accountant for allowability, funds availability, etc. before being approved. SPA in turn needs to meet the same deadlines for forms as the rest of campus.