

Planning and Budget

Common Issues/Errors – E-mail Response

Incorrect FOAPAL

Hello,

The request you submitted contained an incorrect FOAPAL and is listed below. If we have been able to identify the correct FOAPAL, you will see it noted and we will process your transaction, so please update your records for this change. If we have been unable to identify the correct FOAPAL, please respond to this email with a corrected FOAPAL.

If you have any questions, please contact Joe Lang at ext. 2227. Thank you.

Incorrect FOAPAL(s)	Correct FOAPAL(s)

Example:

Dear Budget Office,

Please transfer \$50 from 110010-450010-62400 to 110010-450010-624015.

Thanks.

Incorrect FOAPAL(s)	Correct FOAPAL(s)
110010-450010-62400	110010-450010-624060

Budget Transfer-Insufficient Funds

Hello,

We have received your budget transfer request, however, due to insufficient funding we are unable to process your request at this time. Please review the amount available to transfer from the following FOAPAL(s). Please revise your request and resubmit.

FOAPAL(s) with amount available to transfer:

Amount needed:

If you have any questions, please contact Joe Lang at ext. 2227.

Thank you.

Example:

Please transfer \$1,500 from 110010-450010-624060 to 110010-450010-624015.

FOAPAL(s) with amount available to transfer from: 110010-450010-624060 \$500

Amount needed: \$1,000

Used 7xxxxx instead of 799010

Hello,

We wanted to make you aware that your budget request to transfer funds between non-labor accounts (7xxxxx) will need to be transferred to/from account 799010. While actual expenses should be applied to specific account codes (i.e. office supplies, travel, printing), **budget transfers may only be made to/from 799010**. We have made the change to your request, however, please make this note for future reference.

If you have any questions, please contact Joe Lang at ext. 2227. Thank you.

*Please note that non-labor funds are not pooled for grants (funds 25xxxx-29xxxx)

Example: Transfer requested from 110010-450010-721005.

Violation of University Policy – Move funds between operating and Designated, Restricted or Endowed

Hello,

Your request has been reviewed and it has been determined that this transfer is attempting to move funds in violation of University policy. It is against University policy to move funds from the operating fund (110010) to a designated fund (funds that begin with 12), restricted fund (funds that begin with a 2) or endowed fund (funds that begin with 6).

We suggest the following steps in order to resolve this issue:

- 1) If you have received written approval from your VP please respond to this email with it attached or place it in the body of the email.
- 2) Change your request to include transfers between FOAPAL(s) that follow University policies and respond to this email.
- 3) Please contact Joe Lang at ext. 2227 to discuss your request.

Thank you.

Example: Transfer \$1000 from 110010-450010-799010 to 120215-450010-799010.

Violation of University Policy – Move funds between non-labor and labor

Hello,

Your request has been reviewed and it has been determined you are trying to move funds between non-labor (7 accounts) and labor (6 accounts). This is against University policy, therefore, please resolve this issue by taking one of the following steps:

- 1) If you have received written approval from your VP to make this transfer please respond to this email with it attached or place it in the body of the email.
- 2) Change your request to include transfers between FOAPAL(s) that adhere to University policies and respond to this email.
- 3) Please contact Joe Lang at ext. 2227 to discuss your request.

Thank you.

Example: Please transfer \$500 from 110010-450010-621005 to 110010-450010-799010.

Fringe Transfer Omitted

Hello,

The budget transfer request you submitted requires the transfer for fringe benefits. Fringe benefits are now allocated to each department, therefore, any labor transfer between organization or fund codes or between part-time and full-time accounts, requires a transfer for fringes as well. Your request has been modified and the new transfer has been noted below and will be processed. For future requests like this one, please keep in mind the need to transfer funds for fringes. As a reminder, fringes are allocated at 40% for full-time accounts and 9% for part-time accounts.

Budget Transfer:

If you have any questions, please contact Joe Lang at ext. 2227.

Thank you.

Example: Transfer \$50 from 110010-450010-623010 to 110010-410010-623010.

Budget Transfer:

To: 110010-410010-623010 \$50

To: 110010-410010-651020 \$4.50

From: 110010-450010-623010 \$50

From: 110010-450010-651020 \$4.50

Journal Entry Required

Hello,

Thank you for your request. Please note that a journal entry is required to complete your request and we have forwarded your email to journalentries@duq.edu for processing by the Controller's Office. Journal entries are needed when an expense has been charged to one FOAPAL and needs to be moved to another. For future requests like this one, please send to journalentries@duq.edu and the Controller's Office will process them. For questions about this request, please contact Samantha Dietrich-Prasky at ext. 5613.

Thank you.

Example:

Transfer \$75 Office Depot expense from 110010-450010-722005 to 110010-450010-721005.

Personnel Requisition/Scheduled Payroll Authorization Insufficient Funds

Hello,

The Scheduled Payroll Authorization or Personnel Requisition you submitted for the position #X currently has a position budget of \$X. Please respond to this email with a permanent funding source to make up the additional amount needed for salary and fringes and the Budget Office will adjust this position's budget accordingly.

Please contact Calvin Murano at ext. 5641 with questions. Thank you.

Example:

Position 123456 has a position budget of \$25,000 and the new hire will make \$30,000.

Signature Omitted

Hello,

Please note that the Scheduled Payroll Authorization/Personnel Requisition submitted for the job entitled "" is being returned to either the VP or Dean/Department Head for signature. Once Planning & Budget receives this form back we will process and send it to HR.

Please contact Calvin Murano at ext. 5641 with questions. Thank you.

Example: Office Assistant II

Position Budget # Omitted

Hello,

We have received the personnel requisition/scheduled payroll authorization for the job entitled "", but the position budget number has been omitted. If we have been able to determine the position budget number, it has been listed below and been processed, therefore, please make note of it for future processing requests. Otherwise, please respond to this email with the position number so that we can process the form.

Position Budget #:

Please contact Calvin Murano at ext. 5641 with questions. Thank you.

Example:

Office Assistant II

Position Budget #: 123456

Friendly Reminders

Move Between Fund Types

Hello,

Your transfer request requires that funding be moved either within or between fund types, therefore, both a journal entry and budget transfer are required. Listed below is the budget transfer and journal entry that will be processed.

In the event that an intra-fund or net asset released from restriction is needed, the expense or financial aid budget will be reduced to indicate that the funding is being moved and recorded as a journal entry to debit/credit the intra-fund transfer (590020-23) or net assets released from restriction (590010) account. Please note that you are not being charged twice. A budget adjustment is made to/from the intra-fund transfer or net assets released from restriction account in order to account for the transfer being made.

If funding is being moved to/from and agency fund (23xxxx/8xxxx) to another fund type, an expense account will be debited in the fund you are moving money from and a revenue account credited in the fund you are moving money to.

We wanted to let you know that this is the procedure for all transfers of this nature so you understand how the transaction will appear in the ledger (i.e. Budget Query).

Thank you.

Budget Transfer/Journal Entry:

Example:

Please move \$1,000 from 120450-450010-799010 to 110010-450010-799010.

Budget Transfer/Journal Entry:

JE

Dr. 120450-450010-590020 \$1,000

Cr. 110010-450010-590020 \$1,000

BD02

From: 120450-450010-590020 \$1,000

From: 120450-450010-799010 \$1,000

BD04

To: 110010-450010-590020 \$1,000

To: 110010-450010-799010 \$1,000
