Expenditure Transfer Request (ETR) Examples

Reason for Request: Reclassify travel expenses paid by p-card for Amy Jones from department 10005 to 10118

OBIEE Actuals Detail Report

Dept ID	Fund	Account	Acct Descr	Doc Src	Document ID	Document Date	Journal ID	Journal Date	Ln Number	Ln Descr	Reference	Reference 1	Reference 2	Fiscal Year	Period	Actuals
10005	THEFD	606001	Travel-In State	CSU	CHBK137408	7/25/2022	PCD2002723	8/1/2022	1627	AMY JONES	Exp ID: 50518	MARRIOTT FULLERTON;P-Card Travel May 2022; Lodging; Hotel stay for Commencement 04/27/2022	AMY JONES	2022	2	596.00
10005	THEFD	606001	Travel-In State	CSU	CHBK137408	7/25/2022	PCD2002723	8/1/2022	1629	AMY JONES	Exp ID: 50518	MARRIOTT FULLERTON;P-Card Travel May 2022; Lodging Tax; Hotel stay for Commencement 04/27/2022	AMY JONES	2022	2	68.25

ETR Section IV (Transfer Information)

IV. Transfer Information							Check/Total:	0.00	0.00
Acct.	Fund.	Dpt.	Program	Class	Project	Line Description	Reference		Amount
606001	THEFD	10005	0	0	0	Amy Jones MARRIOTT FULLERTON	PCD2002723		-596.00
606001	THEFD	10118	0	0	0	Amy Jones MARRIOTT FULLERTON	PCD2002723		596.00

Reason for Request: Bill Philanthropic Foundation (CSFPF) $8.86 for FEDEX charges

OBIEE Actuals Detail Report

Dept ID	Fund	Account	Doc Src	Document ID	Document Date	Journal ID	Journal Date	Ln Descr	Invoice ID	Vendor / Customer ID	Vendor / Customer Name	Reference	Fiscal Year	Pd	Actuals
10005	THEFD	660001	VCH	231093	8/14/2020	APV1671732	8/26/2020	DP20000	709425766	33	FEDEX	17567	2020	2	8.86
10005	THEFD	660001	VCH	231528	9/4/2020	APV1680353	9/16/2020	DP200000	711365276	33	FEDEX	17623	2020	3	8.86
10005	THEFD	660001	VCH	231815	9/18/2020	APV1686016	10/1/2020	DP200000	712616478	33	FEDEX	17674	2020	4	8.93
															26.65

ETR Section IV (Transfer Information)

IV. Transfer Information							Check/Total:	0.00	0.00
Acct.	Fund.	Dpt.	Program	Class	Project	Line Description	Reference		Amount
660899	THEFD	11244	7806	0	0	V#231093 FEDEX	P20-626		8.86
660001	THEFD	10005	0	0	0	V#231093 FEDEX	P20-626		-8.86

Reminder:
Department must request Purchase Order (PO) from Auxiliary Organization before submitting ETR

Chartfields to use to bill Auxiliary Organizations (billable goods only)
  ASI: use 660899-THEFD-10021-7xxx
  ASC: use 660899-THEFD-10297-7xxx
  CSFPF: use 660899-THEFD-11244-7xxx

Reason for Request: Add program code 5459 to H Huynh's travel reimbursement

OBIEE Actuals Detail Report

Dept ID	Fund	Account	Acct Descr	Doc Src	Document ID	Document Date	Journal ID	Journal Date	Ln Number	Ln Descr	Invoice ID	Vendor / Customer ID	Vendor / Customer Name	Reference	Reference 2	Fiscal Year	Period	Actuals
10005	THEFD	606001	Travel-In State	VCH	261160	4/27/2023	APV2173181	6/30/2023	1	Parking	55379	1216	HUYEN HUYNH	20875	EXT	2022	12	20.00
10005	THEFD	606001	Travel-In State	VCH	261160	4/27/2023	APV2173181	6/30/2023	2	Parking	55379	1216	HUYEN HUYNH	20875	EXT	2022	12	20.00

ETR Section IV (Transfer Information)

IV. Transfer Information							Check/Total:	0.00	0.00
Acct.	**Fund.**	**Dpt.**	**Program**	**Class**	**Project**	**Line Description**		**Reference**	**Amount**
606001	THEFD	10005	5459	0	0	H Huynh Parking Inv #55379		APV2173181	20.00
606001	THEFD	10005	5459	0	0	H Huynh Parking Inv #55379		APV2173181	20.00
606001	THEFD	10005	0	0	0	H Huynh Parking Inv #55379		APV2173181	-20.00
606001	THEFD	10005	0	0	0	H Huynh Parking Inv #55379		APV2173181	-20.00

OR

Acct.	**Fund.**	**Dpt.**	**Program**	**Class**	**Project**	**Line Description**	**Reference**	**Amount**
606001	THEFD	10005	5459	0	0	H Huynh Parking Inv #55379	APV2173181	20.00
606001	THEFD	10005	0	0	0	H Huynh Parking Inv #55379	APV2173181	-20.00
606001	THEFD	10005	5459	0	0	H Huynh Parking Inv #55379	APV2173181	20.00
606001	THEFD	10005	0	0	0	H Huynh Parking Inv #55379	APV2173181	-20.00

Reason for Request: Add class code 20002 to IFT 23-0037

OBIEE Actuals Detail Report

Dept ID	Fund	Account	Acct Descr	Class	Doc Src	Document ID	Document Date	Journal ID	Journal Date	Ln Number	Ln Descr	Reference	Fiscal Year	Period	Actuals
10005	THEFD	660848	Registration Fee	-	AEM	0002180716	7/19/2023	2180716	7/19/2023	1	JUNE23 EFO/DFO MTG-J HUYNH	IFT230037	2023	1	175.00
10005	THEFD	660848	Registration Fee	-	AEM	0002212295	9/15/2023	2212295	9/15/2023	7	Leadership Acad: J Ramirez	IFT230287	2023	3	1,000.00

ETR Section IV (Transfer Information)

IV. Transfer Information								Check/Total: 0.00	0.00
Acct.	Fund.	Dpt.	Program	Class	Project	Line Description	Reference		Amount
660848	THEFD	10005	0	20002	0	IFT 23-0037 J Huynh	0002180716		175.00
660848	THEFD	10005	0	0	0	IFT 23-0037 J Huynh	0002180716		-175.00

Reason for Request: Move prior year expenses from THEFD to SW001

OBIEE Actuals Detail Report

Dept ID	Fund	Account	Acct Descr	Doc Src	Document ID	Document Date	Journal ID	Journal Date	Ln Descr	Invoice ID	Vendor/Customer Name	Reference	Reference 1	Fiscal Year	Period	Actuals
10005	THEFD	660003	General Services	VCH	00251611	3/31/2022	APV2024246	9/28/2022	1098T Services including proc	2203S1F	EDUCATIONAL COMPUTER SYSTEMS INC	19837	PO 0000025629	2022	3	6.10
10005	THEFD	660003	General Services	VCH	00258499	7/1/2022	APV2128556	4/27/2023	Service Order: Armored Car Tra	22070551	SECTRAN SECURITY INC	20540	PO 0000026698	2022	10	740.72

ETR Section IV (Transfer Information)

IV. Transfer Information							Check/Total:	0.00	0.00
Acct.	Fund.	Dpt.	Program	Class	Project	Line Description		Reference	Amount
690002	SW001	10005	0	0	0	660003 Educ Computer I#2203S1F		APV2024246	6.10
690002	THEFD	10005	0	0	0	660003 Educ Computer I#2203S1F		APV2024246	-6.10
690002	SW001	10005	0	0	0	660003 Sectran Sec I#22070551		APV2128556	740.72
690002	THEFD	10005	0	0	0	660003 Sectran Sec I#22070551		APV2128556	-740.72

How do we move the debits and credits to be side by side? Please use a new blank Excel workbook, do not use the actual ETR form.

1. In Cell J3, type 1
2. In Cell J4, add formula =J3+2 and copy down until Cell J26
3. In Cell J15 where the credit starts, type 2
4. Copy Paste Special Values Column J
5. Sort Rows 3 to 26 by Column J

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	How do we move the debits and credits side by side? Please use a new blank Excel workbook, do not use the actual ETR form.												
2	Account (6)	Fund Code (5)	Dept (5)	Program (4)	Class (5)	Project (8)	Line Description (Vendor name, Student name, etc.) (30)	Reference or Aux Org PO Nos. * (10)	Amount		Step 1	Step 2	Step 3
3	660003	THEFD	10005				LINE 1		10.00	1	=1		
4	660003	THEFD	10005				LINE 2		20.00	3		=J3+2	
5	660003	THEFD	10005				LINE 3		30.00	5		=J4+2	
6	660003	THEFD	10005				LINE 4		40.00	7		=J5+2	
7	660003	THEFD	10005				LINE 5		50.00	9		=J6+2	
8	660003	THEFD	10005				LINE 6		60.00	11		=J7+2	
9	660003	THEFD	10005				LINE 7		70.00	13		=J8+2	
10	660003	THEFD	10005				LINE 8		80.00	15		=J9+2	
11	660003	THEFD	10005				LINE 9		90.00	17		=J10+2	
12	660003	THEFD	10005				LINE 10		100.00	19		=J11+2	
13	660003	THEFD	10005				LINE 11		110.00	21		=J12+2	
14	660003	THEFD	10005				LINE 12		120.00	23		=J13+2	
15	660003	THEFD	10005				LINE 1		(10.00)	2		=J14+2	=2
16	660003	THEFD	10005				LINE 2		(20.00)	4		=J15+2	
17	660003	THEFD	10005				LINE 3		(30.00)	6		=J16+2	
18	660003	THEFD	10005				LINE 4		(40.00)	8		=J17+2	
19	660003	THEFD	10005				LINE 5		(50.00)	10		=J18+2	
20	660003	THEFD	10005				LINE 6		(60.00)	12		=J19+2	
21	660003	THEFD	10005				LINE 7		(70.00)	14		=J20+2	
22	660003	THEFD	10005				LINE 8		(80.00)	16		=J21+2	
23	660003	THEFD	10005				LINE 9		(90.00)	18		=J22+2	
24	660003	THEFD	10005				LINE 10		(100.00)	20		=J23+2	
25	660003	THEFD	10005				LINE 11		(110.00)	22		=J24+2	
26	660003	THEFD	10005				LINE 12		(120.00)	24		=J25+2	

RESULT:

Account (6)	Fund Code (5)	Dept (5)	Program (4)	Class (5)	Project (8)	Line Description (Vendor name, Student name, etc.) (30)	Reference or Aux Org PO Nos. * (10)	Amount	
660003	THEFD	10005				LINE 1		10.00	1
660003	THEFD	10005				LINE 1		(10.00)	2
660003	THEFD	10005				LINE 2		20.00	3
660003	THEFD	10005				LINE 2		(20.00)	4
660003	THEFD	10005				LINE 3		30.00	5
660003	THEFD	10005				LINE 3		(30.00)	6
660003	THEFD	10005				LINE 4		40.00	7
660003	THEFD	10005				LINE 4		(40.00)	8
660003	THEFD	10005				LINE 5		50.00	9
660003	THEFD	10005				LINE 5		(50.00)	10
660003	THEFD	10005				LINE 6		60.00	11
660003	THEFD	10005				LINE 6		(60.00)	12
660003	THEFD	10005				LINE 7		70.00	13
660003	THEFD	10005				LINE 7		(70.00)	14
660003	THEFD	10005				LINE 8		80.00	15
660003	THEFD	10005				LINE 8		(80.00)	16
660003	THEFD	10005				LINE 9		90.00	17
660003	THEFD	10005				LINE 9		(90.00)	18
660003	THEFD	10005				LINE 10		100.00	19
660003	THEFD	10005				LINE 10		(100.00)	20
660003	THEFD	10005				LINE 11		110.00	21
660003	THEFD	10005				LINE 11		(110.00)	22
660003	THEFD	10005				LINE 12		120.00	23
660003	THEFD	10005				LINE 12		(120.00)	24