

Business Office Training: Closing of FY 2023-24



**PRESENTED
July 10, 2024**

AGENDA

- **Overview of YE closing**
- **Dates & Deadlines**
- **Colleague Tools**
 - Reports & inquiry screens
- **Forms**
- **Reminders**
- **Questions**

Overview of Year-End Closing

Purpose

To ensure financial reports accurately reflect Hartnell's financial activities for the fiscal year. Hartnell's fiscal year end is June 30th. Expenses must be charged for goods received, services rendered, or for travel events that took place in the fiscal year. Each year there are a number of financial activities that departmental staff and managers should be aware of to meet year-end, financial reporting, and auditing requirements

Process for Departments

- Review budget reports and reconcile accounts.
- Submit invoices and payment requests for goods, services, or travel that occurred on or before June 30th.
- Submit time cards and other payroll-related documents (e.g. SPAs) for work performed on or before June 30th.
- Make adjusting entries if needed (e.g. budget and expenditure transfers).

DATES & DEADLINES

PURCHASING

ACCOUNTS PAYABLE

PAYROLL

BUDGETS

PURCHASING

	Business Office Cutoff Date for FY 2023-2024 (Old Year)	Business Office Acceptance Date for FY 2024-2025 (New Year)
Purchase Orders/Requisitions	Friday, May 3, 2024 5:00 PM	Monday, June 3, 2024
Office Depot Supply Orders	Friday, May 31, 2024 5:00 PM	Monday, July 1, 2024
Use of Existing Blanket Purchase Orders (BPO)	Friday, May 31, 2024 5:00 PM	Monday, July 1, 2024

ACCOUNTS PAYABLE

	Business Office Cutoff Date for FY 2023-2024 (Old Year)	Business Office Acceptance Date for FY 2024-2025 (New Year)
Invoices and Packing Slips from Purchase Orders	Monday, July 15, 2024 5:00 PM	Monday, July 1, 2024
Travel Expense Claim Forms	Monday, July 15, 2024 5:00 PM	Monday, July 1, 2024
Check Requests	Monday, July 15, 2024 5:00 PM	Monday, July 1, 2024
Cash Receipts (check and/or credit card payments)	Friday, June 14, 2024 5:00 PM	Monday, July 1, 2024

PAYROLL

	Business Office Cutoff Date for FY 2023-2024 (Old Year)	Business Office Acceptance Date for FY 2024-2025 (New Year)
Timecard Entry opens 06/30/2024 for period of June 11th to June 30th	Tuesday, July 2, 2024 5:00 PM	N/A
Timecard Entry opens 07/11/2024 for period of July 1st to July 10th	N/A	Thursday, July 11, 2024 - (Open) Monday, July 15, 2024 - (Close)
Time & Effort Certifications (Federal Grant Employees)	Monday, July 15, 2024 5:00 PM	Wednesday, July 10, 2024

BUDGETS

	Business Office Cutoff Date for FY 2023-2024 (Old Year)	Business Office Acceptance Date for FY 2024-2025 (New Year)
Budget Revisions/Budget Transfers	Monday, July 15, 2024 5:00 PM	Tuesday, October 1, 2024
Expenditure Transfers	Monday, July 15, 2024 5:00 PM	Wednesday, July 31, 2024
Run Budget Reports and Review encumbrances	Friday, June 28, 2024	N/A

COLLEAGUE TOOLS

REPORTS AND INQUIRY SCREENS

COLLEAGUE REPORTS & SCREENS

Budget Reports:

- GLBS (Detailed Budget Status Report)
- GLBR (Year-to-date Budget Summary Report w/ Purchase Orders)

Inquiry Screens:

- ACBL – GL Account Balance Inquiry
- VENI - Vendor Activity Inquiry
- PINQ - Purchase Order Inquiry
- BINQ – Blanket PO Inquiry

Purchase Order Reports:

- PREG – Purchase Order Register
- BREG - Blanket PO Register
- BPOS - Blanket PO Summary Report

GLBS SCREEN (DETAILED BUDGET REPORT)

GLBS - Budget Status Report

Fiscal Year 2024 (Old Year) Fiscal Year 07/01/21 thru 06/30/22

Fiscal Year 2025 (New Year) Detail or Summary **Detailed report**

Calendar Ending Month of

Starting Transaction Date

Ending Transaction Date

Expand Condensed Activity

GL Account Definition

Proceed with the Report **Y to run report**

Click to define report

GLBS SCREEN CONT. (Enter account components)

GLBS - Budget Status Report | GLSF00 - GL Standard List/SSelect | JSBU05 - ENVISION Statement Generator

Inc/Exc Values Expenses

"I" for include

Fund: 12

1 2 FUND.GROUP,FUND 1 12

3 4 MAJOR.AREA,REPORT.GROUP,AREA 1

5 6 LOCATION 1

TOP: 695000

7 8 DISCIPLINE,SUBDISCIPLINE,TOPS 1 695000

Object Code: 5

9 10 GL.CLASS,MAJOR.OBJECT,MINOR.OBJECT,DETAIL.OBJECT,OBJECT 1 5

11 12 GLS.BUDGET.OFFICER 1

13 14 GLS.NET.ASSET.CLASS.CODE 1

15

Prompt for additional selection criteria? (Y,N) No

Enter "N", then press F9 or the Enter key to continue

GLBS SCREEN CONT. (How to sort report)

Insert new line: "GLS.MAJOR.OBJECT"
Move GLS.TOPS to Line 1
Enter "Y" for yes in the Break column for Tops & Major Object

Sort/Break Definition

Summary Budget Status Report

Criteria	Field Name	Sequence	Break
1	GLS.TOPS	BY	Yes
2	GLS.MAJOR.OBJECT	BY	Yes
3	GLS.BUDGET.OFFICER	BY	
4	GLS.FUND	BY	
5	GLS.AREA	BY	
6	GLS.LOCATION	BY	
7	GLS.OBJECT	BY	
8			
9			
10			

GLBS SCREEN CONT. (Report output, how to print)

Report Browser

9 of 10 | Save As | **Export PDF** | Print Remote

07/08/18 Hartnell Community College District
Detail Budget Status Report
For Period 07/01/2017 Thru 06/30/2018

Fiscal Year: 2018 TOPS: 720000 - Block Grant - Fur

GL Account	Date	Sc	Ref.No	Description	Allocated Budget	Revenue/ Expenses	Unexpended Balance	Encumbrances
12-300-00-720000-56405 Block Grant - Funds Available : Cap Equip - \$5,000 and Over								
Opening Balances -->								
11/07	BU	B012360		2017-18 Budget Augmentation	6,297.71			
11/09	BU	B012363		Fr: 56400	25,000.00			
03/31	BU	B012574		Fr: 56400	4,018.88			
11/28	PJ	V0416204		Dynatronics Corporation		6,297.71		
02/14	PJ	V0423434		Laerdal Medical Corporation		1,599.60		
02/14	PJ	V0423435		Laerdal Medical Corporation		10,577.92		
06/29	PJ	V0433551		Advanced Technologies Consul		16,841.36		
06/30	PJ	V0433551		Advanced Technologies Consul		16,841.36-		
10/23	EP	P5013452		Dynatronics Corporation				6,297.71
10/05	EP	P5013486		Laerdal Me				175.30
11/28	EP	P5013452		Dynatronics				297.71-
02/14	EP	P5013486		Laerdal Me				599.60-
02/14	EP	P5013486		Laerdal Me				575.70-
05/07	EP	P5014220		Advanced T				841.36
06/29	EP	P5014220		Advanced T				841.36-
06/30	EP	P5014220		Advanced T				841.36
				Current				841.36
Totals for MAJOR.OBJECT: 56								
								728.53
								0.00
								728.53
Totals for GL.CLASS: 5 - Expenses								
To Date Totals -->					452,995.00	438,698.50	14,296.50	31,728.53

Export to PDF

Formatting Options

Font: Courier | Font Size: 8.5

Orientation: Portrait Landscape

Paper Size: Letter

Create PDF | Use Defaults | Cancel

07/08/18

Hartnell Community College District
 Detail Budget Status Report
 For Period 07/01/2017 Thru 06/30/2018

Page: 9

Fiscal Year: 2018

TOPS: 720000 - Block Grant - Funds Available

GL Account Date Sc Ref.No	Description	BT Allocated Budget	ET Revenue/ Expenses	Unexpended Balance	Encumbrances	Unencumbered Balance/Pcnt
12-300-00-720000-56405 Block Grant - Funds Available : Cap Equip - \$5,000 and Over						
Opening Balances -->						
11/07 BU B012360	2017-18 Budget Augmentation	6,297.71				
11/09 BU B012363	Fr: 56400	25,000.00				
03/31 BU B012574	Fr: 56400	4,018.88				
11/28 PJ V0416204	Dynatronics Corporation		6,297.71			
02/14 PJ V0423434	Laerdal Medical Corporation		1,599.60			
02/14 PJ V0423435	Laerdal Medical Corporation		10,577.92			
06/29 PJ V0433551	Advanced Technologies Consul		16,841.36			
06/30 PJ V0433551	Advanced Technologies Consul		16,841.36-			
10/23 EP P5013452	Dynatronics Corporation				6,297.71	
10/05 EP P5013486	Laerdal Medical Corporation				12,175.30	
11/28 EP P5013452	Dynatronics Corporation				6,297.71-	
02/14 EP P5013486	Laerdal Medical Corporation				1,599.60-	
02/14 EP P5013486	Laerdal Medical Corporation				10,575.70-	
05/07 EP P5014220	Advanced Technologies Consul				16,841.36	
06/29 EP P5014220	Advanced Technologies Consul				16,841.36-	
06/30 EP P5014220	Advanced Technologies Consul				16,841.36	
	Current Period Totals -->	35,316.59	18,475.23		16,841.36	
	To Date Totals -->	35,316.59	18,475.23	16,841.36	16,841.36	0.00
	Future Totals -->					0.00 %
	Fiscal Totals -->	35,316.59	18,475.23	16,841.36	16,841.36	0.00 %
Totals for MAJOR.OBJECT: 56 - Capital Outlay						
	To Date Totals -->	452,995.00	410,002.36	42,992.64	31,728.53	11,264.11
	Future Totals -->	0.00	0.00		0.00	2.49 %
	Fiscal Totals -->	452,995.00	410,002.36	42,992.64	31,728.53	11,264.11
						2.49 %
Totals for GL.CLASS: 5 - Expenses						
	To Date Totals -->	452,995.00	438,698.50	14,296.50	31,728.53	17,432.03-
	Future Totals -->	0.00	0.00		0.00	3.85-%
	Fiscal Totals -->	452,995.00	438,698.50	14,296.50	31,728.53	17,432.03-
						3.85-%
Totals for TOPS: 720000 - Block Grant - Funds Available						
	To Date Totals -->	452,995.00	438,698.50	14,296.50	31,728.53	17,432.03-
	Future Totals -->	0.00	0.00		0.00	3.85-%
	Fiscal Totals -->	452,995.00	438,698.50	14,296.50	31,728.53	17,432.03-
						3.85-%

GLBS REPORT

GLBR REPORT

Hartnell Community College District
Annual Budget Report Ending 06/30/18
Options - All Statuses

Page: 1

Fiscal Year: 2018

TOPS: 720000 - Block Grant - Funds Available

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	Avail
12-200-00-720000-55105 Block Grant - Fun	0.00	0.00	0.00	0.00	0.00	0.00
12-220-00-720000-55105 Block Grant - Fun	0.00	0.00	28,696.14	0.00	28,696.14-	0.00
Totals for MAJOR.OBJECT: 55 - Other O	0.00	0.00	28,696.14	0.00	28,696.14-	0.00
12-200-00-720000-56405 Block Grant - Fun	0.00	0.00	224.60	0.00	224.60-	0.00
12-220-00-720000-56405 Block Grant - Fun	0.00	0.00	13,628.90	0.00	13,628.90-	0.00
12-300-00-720000-56400 Block Grant - Fun	13,823.42	7,198.15	150,411.00	175,006.41	10,771.99	6.16
12-300-00-720000-56405 Block Grant - Fun	16,841.36	0.00	18,475.23	35,316.59	0.00	0.00
12-335-00-720000-56400 Block Grant - Fun	1,063.75	0.00	79,184.59	81,000.00	751.66	0.93
12-400-00-720000-56400 Block Grant - Fun	0.00	0.00	0.00	11,672.00	11,672.00	100.00
12-600-00-720000-56400 Block Grant - Fun	0.00	94,827.36	148,078.04	150,000.00	1,921.96	1.28
12-200-00-720000-56400 Block Grant - Fun	0.00	0.00	0.00	0.00	0.00	0.00
Totals for MAJOR.OBJECT: 56 - Capital	31,728.53	102,025.51	410,002.36	452,995.00	11,264.11	2.49
Totals for GL.CLASS: 5 - Expenses	31,728.53	102,025.51	438,698.50	452,995.00	17,432.03-	3.84-
Totals for TOPS: 720000 - Block Grant -	31,728.53	102,025.51	438,698.50	452,995.00	17,432.03-	3.84-

ACBL SCREEN

ACBL: GL Account Balance Inquiry Search SEARCH RESULTS NAVIGATION FAVORITES

Ellucian
Colleague UI

No Active Context

File Options Help Keep Context Open Save Save All Cancel Cancel All

ACBL - GL Account Balance Inquiry

GL Account Tag :
GL Account : 12-300-00-720000-56405 Net Asset Class :

Block Grant - Funds Available : Cap Equip - \$5,000 and Over

Fiscal Year 2018 Open

	Annual Amount	
Allocated Budget	35,316.56	
Actuals	18,475.23	
Encumbrances	16,841.38	
<hr/>		
Unencumbered Balance	0.00	
<hr/>		
Requisitions	0.00	
<hr/>		
Available Funds	0.00	
<hr/>		
Budget Officer	Not Assigned	

ACBL SCREEN CONT.

ACBL - GL Account Balance Inquiry

GLAI - GLA Transaction Inquiry

General Ledger Number : 12-300-00-720000-56405

Fiscal Year : 2022

GL Account Description : Block Grant - Funds Available : Cap Equi

Date Range

Source Code

	Reference No	Date	Description	Amount
1	J031890	03/14/2022	V0542751 EchoHealth Care Fr46	831.44
2	J031892	03/14/2022	V0542751 Fr: F46-880200	27,000.00
3	J031720	02/14/2022	%V0532834 Fr: 880200	42,478.41
4	V0520750	08/12/2021	Eastbay Inc	13,698.98
5				
6				
7				
8				
9				
10				
11				
12				
			Sub-set total	
			Total Actuals	84,008.83
			Actuals pending posting	0.00
			Grand Total	84,008.83

PINQ SCREEN

ACBL: GL Account Balance Inquir Search SEARCH RESULTS NAVIGATION FAVORITES

Ellucian
Colleague UI

No Active Context

File Options Help Keep Context Open Save Save All Cancel Cancel All

ACBL - GL Account Balance Inquiry ENCI - GL Encumbrance Inquiry **PINQ - Purchase Order Inquiry**

PO Number : P5014220 PO Status : Accepted Status Date : 06/30/18

PO Date 05/07/18 PO Amt 22,020.43 Req NOs 1

Appr/Date 1 Vouchers 1

Vendor ID 0328448 Purged IDs 1

Name 1 Advanced Technologies Consulta Comments 1 05/07/20

Address 1 110 W Main St Ptd Com 1 Price Qu

CTY/ST/ZIP Northville MI 48167

Buyer Ms. Joanne M. Ritter Initiator Ms. Lourdes T. Sanch

Ship To 01 Warehouse/Receiving

Line	Items Description	Ordered	Accepted	Item Status Remaining	Expected Date Unit Price	Tax/ Remain
1	MOJO 3D PRINTER	1.000	1.000	Accepted	6,241.0000	
2	HD-II 21x36 ROUTER	1.000	1.000	Accepted	13,915.0000	

Remaining Taxes	Amounts	Remaining
1		0.00
2		0.00
Totals		0.00

PREG SCREEN

PREG - Purchase Order Register ☆ Save Save All Cancel Cancel All

1 of 2 Included Statuses Value 1/2

Saved List Name

Ranges

	Begin	End
Report Dates	07/01/23	06/30/24
PO Number	<input type="text"/>	<input type="text"/>
Delivery Date	<input type="text"/>	<input type="text"/>
Requisition No	<input type="text"/>	<input type="text"/>
PO Amount	<input type="text"/>	<input type="text"/>
GL Account No	<input type="text"/>	<input type="text"/>

Non-Range Values

Vendors Include	1 <input type="text"/>	2 <input type="text"/>	3 <input type="text"/>	4 <input type="text"/>
Vendors Exclude	1 <input type="text"/>	2 <input type="text"/>	3 <input type="text"/>	4 <input type="text"/>
Buyers	1 <input type="text"/>	2 <input type="text"/>		
Initiators	1 Ms. Belinda M. Saechao	2 <input type="text"/>		
AP Types	1 <input type="text"/>	2 <input type="text"/>		
Status Include	1 O Outstanding	2 A Accepted		
Status Exclude	1 <input type="text"/>	2 <input type="text"/>		

Additional Selection Criteria

Generate Spreadsheet

Click Save twice
 Enter H for Output Device
 Click Save one more time
 Click Finish for Report

PREG REPORT

Vendor ID	Name	PO Number	Date	Current PO Status			
Description	Sts Date	Quantity UI	Price	Tax	Total Ck/Vd Dt	Invoice Number	Voucher
0000348	ODP Business Solutions	P0031479	02/13/24	Accepted			
Boise(R) X-9(R) Multi-Use Printer and Copier	Paid 03/27/24	4.000 CS	59.3400	21.96	259.32	03/27/24 356732238001	V0608503
Paper, Letter Size (8 1/2 x 11), 5000 Total Sheets, 92 (U.S.) Brightness, 20 Lb, White, 500 Sheets Per Ream, Case Of 10 Reams	Inv 03/26/24 Acc 03/13/24 Outs 02/29/24						
The Pencil Grip Magnetic Whiteboard Eraser, 2 x 4, Blue	Paid 03/27/24 Inv 03/26/24 Acc 03/13/24 Outs 02/29/24	12.000 EA	1.4900	1.65	19.53	03/27/24 356732238001	V0608503
Command Large Wall Hooks, 16-Command Hooks, 24-Command Strips, Damage-Free, White	Paid 03/27/24 Inv 03/26/24 Acc 03/13/24 Outs 02/29/24	2.000 BX	30.9900	5.73	67.71	03/27/24 356732238001	V0608503
Post-it(R) Super Sticky Easel Pads, 25 x 30, White, Pack Of 8 Pads	Paid 03/27/24 Inv 03/26/24 Acc 03/13/24 Outs 02/29/24	1.000 PK	135.9900	12.58	148.57	03/27/24 356732238001	V0608503
Office Depot(R) Brand Easel Pad Flip Chart Markers, 100 Recycled, Assorted, Pack Of 8	Acc 03/13/24 Outs 02/29/24	8.000 PK	5.2900	3.91	46.23		
Akro Mills All-Purpose Storage Box, 12 x 6 x 4, Translucent Purple	Paid 03/27/24 Inv 03/26/24 Acc 03/13/24 Outs 02/29/24	6.000 EA	8.3900	4.66	55.00	03/27/24 356732238001	V0608503
EXPO(R) Low-Odor Dry-Erase Markers, Chisel Point, Assorted Colors, Pack Of 36	Paid 03/27/24 Inv 03/26/24 Acc 03/13/24 Outs 02/29/24	2.000 PK	24.7300	4.58	54.04	03/27/24 356732238001	V0608503

					650.40		
					=====		
					650.40		

BREG SCREEN

Saved List Name

Ranges

	Begin	End
Report Dates	<input type="text" value="07/01/2023"/>	<input type="text" value="06/30/2024"/>
BPO Number	<input type="text"/>	<input type="text"/>
Requisition	<input type="text"/>	<input type="text"/>
BPO Amount	<input type="text"/>	<input type="text"/>
GL Account No	<input type="text"/>	<input type="text"/>

Non-Range Values

Vendors Include	1 <input type="text"/>	2 <input type="text"/>	3 <input type="text"/>	4 <input type="text"/>
Vendors Exclude	1 <input type="text"/>	2 <input type="text"/>	3 <input type="text"/>	4 <input type="text"/>
Buyers	1 <input type="text"/>	2 <input type="text"/>		
Initiators	1 Ms. Belinda M. Saech	2 <input type="text"/>		
AP Types	1 <input type="text"/>	2 <input type="text"/>		

Include Summary Report

Additional Selection Criteria

Generate Spreadsheet

Click Save once
Enter H for Output Device
Click Save two more times
Click Finish for Report

BREG REPORT

Jul 10 2024
09:28





BLANKET PURCHASE ORDER REGISTER

BPO	GL Account No	Date	Type	Amount	Vouchers	Status	Check	Totals
B0017077	11-335-00-120300-54300	07/07/23	O	1,000.00			ORIGINAL...	1,000.00
		10/10/23	V	126.27	V0591997	P	0093008	ADJUSTMENTS: 0.00
		10/16/23	V	54.26	V0592286	P	0093074	EXPENSED...: 413.38
		02/20/24	V	54.26	V0601117	P	0093895	-----
		04/22/24	V	178.59	V0609925	P	0094408	OUTSTANDING: 586.62
							-----	586.62
B0017078	11-335-00-120300-54300	07/07/23	O	558.00			ORIGINAL...	558.00
		08/08/23	V	65.50	V0584147	P	0092571	ADJUSTMENTS: 0.00
		09/06/23	V	37.00	V0587251	P	0092763	EXPENSED...: 549.25
		10/16/23	V	47.00	V0592285	P	0093105	-----
		11/06/23	V	61.25	V0593149	P	0093249	OUTSTANDING: 8.75
		12/14/23	V	37.50	V0597087	P	0093539	
		01/08/24	V	47.00	V0597623	P	0093642	
		02/09/24	V	37.50	V0600661	P	0093860	
		03/12/24	V	66.00	V0604942	P	0094126	
		04/23/24	V	47.00	V0610006	P	0094440	
		05/13/24	V	56.50	V0611340	P	0094608	
		06/07/24	V	47.00	V0613110	P	0094850	

BPOS COLLEAGUE SCREEN

Saved List Name

Ranges

	Begin	End
Report Dates	<input type="text" value="07/01/23"/> 	<input type="text" value="06/30/24"/> 
BPO Number	<input type="text" value="B0017055"/>	<input type="text" value="B0017055"/>
Requisition No	<input type="text"/>	<input type="text"/>
BPO Amount	<input type="text"/> 	<input type="text"/> 
GL Account No	<input type="text"/>	<input type="text"/>

Non-Range Values

Vendors Include	1 <input type="text"/>	2 <input type="text"/>	3 <input type="text"/>	4 <input type="text"/>
Vendors Exclude	1 <input type="text"/>	2 <input type="text"/>	3 <input type="text"/>	4 <input type="text"/>
Buyers	1 <input type="text"/>	2 <input type="text"/>		
Initiators	1 <input type="text"/>	2 <input type="text"/>		
AP Types	1 <input type="text"/>	2 <input type="text"/>		

Additional Selection Criteria

BPOS COLLEAGUE REPORT

Jul 09 2024
10:49

BLANKET PURCHASE ORDER SUMMARY
Period: 07/01/2023 - 06/30/2024

Page 1

BPO Number: B0017055 Description: Open PO for printing services for FY24 . ***** PO Expires:
 Encumbered Amt: 40,000.00 Date.....: 07/05/23
 Expensed Amt...: 84,047.30 Total Amt...: 40,000.00
 Balance.....: 44,047.30 AP Type....: 11MC Fund 11 Monterey Count

VENDOR ID	Name/Address	Terms
0000348	ODP Business Solutions 6700 Automall Parkway Fremont CA 94538	N3 Net 30

Printed Comments: Dept: BusOfc/Purchasing Statuses: 0 Outstanding Dates: 07/05/23
 PR 24-0049

Comments.....: Jul 05 2023 11:27 AM Ritter, Joanne
 PR 24-0049

GL INFORMATION

GL No.....: 11-210-00-672020-55635
 Description: Fiscal Operations : Printing Services - Vendor

TRAN TYPE	Total No.	Amount
Original..:	1	40,000.00
Adjustment:	0	0.00
Voucher...:	15	84,047.30
GL Balance:		-44,047.30

FORMS

BUDGET TRANSFERS AND REVISIONS

EXPENDITURE TRANSFERS

CHECK REQUESTS

5 W's (for food purchases)

BUDGET TRANSFER/ REVISIONS

- All budget revisions must be board approved
- Budget revisions are when you change from different categories, example 51000 (Academic Salaries) to 54300 (Supplies).
- Budget Transfers are when you change budget within a category, example 55100 (Individual Contractor) to 55105 (Company Contractor).
- Must put an explanation for why the revision or transfer is occurring
- Must put description of where funds are going or being received from
- Debit = object without money
- Credit = object with money

**HARTNELL COMMUNITY COLLEGE DISTRICT
BUDGET ENTRY**

Period Ending: 6/30/2024

**Example of
Budget
Revision**

REQUEST FOR: **Budget Revision** = Changes **between** major object classifications, i.e. 51000 to 52000, 54000 to 55000, etc. **(Requires Board Approval)**
 (Check One) **Budget Transfer** = Changes **within** major object classifications, i.e. 51000 to 51000, 54000 to 54000, etc.

FUND (2)	AREA (3)	LOC (2)	TOPS (6)	OBJECT (5)	DEBIT (Transfers In to Account Below)	CREDIT (Transfers Out of Account Below)	DESCRIPTION (28)
12	370	00	701200	55800		100.00	To: 54300
12	370	00	701200	54300	100.00		Fr: 55800
TOTAL					\$ 100.00	\$ 100.00	TOTAL OF DEBITS AND CREDITS MUST EQUAL ZERO.
Explanation of Transfer Request: To reallocate ILP budget for supply expenses.							
Prepared By:		Program/Dept. Staff		Date:		Approved By:	Budget Manager
Accounting Manager:		Paul Luciano Or >>>>>		Date:		Director of Fiscal Services:	<<<<< or David Techaira
<i>Business Office Use Only</i>							
Budget Entry (BE) No.:		BE Post Date:		Posted By:			Date:

**HARTNELL COMMUNITY COLLEGE DISTRICT
BUDGET ENTRY**

Period Ending: 6/30/2024

**Example of
Budget
Transfer**

REQUEST FOR:
(Check One)

Budget Revision = Changes **between** major object classifications, i.e. 51000 to 52000, 54000 to 55000, etc. **(Requires Board Approval)**

Budget Transfer = Changes **within** major object classifications, i.e. 51000 to 51000, 54000 to 54000, etc.

FUND (2)	AREA (3)	LOC (2)	TOPS (6)	OBJECT (5)	DEBIT (Transfers In to Account Below)	CREDIT (Transfers Out of Account Below)	DESCRIPTION (28)
12	370	00	701200	55800		100.00	To: 55105
12	370	00	701200	55105	100.00		Fr: 55800
TOTAL					\$ 100.00	\$ 100.00	TOTAL OF DEBITS AND CREDITS MUST EQUAL ZERO.
Explanation of Transfer Request:		To reallocate ILP budget for contract service expenses.					
Prepared By:	Program/Dept. Staff		Date:		Approved By:	Budget Manager	
Accounting Manager:	Paul Luciano Or >>>>>>		Date:		Director of Fiscal Services:	<<<<<< or David Techaira	
<i>Business Office Use Only</i>							
Budget Entry (BE) No.:	BE Post Date:		Posted By:		Date:		

EXPENDITURE TRANSFERS

Expenditure transfers are considered a reclassification of expenditures, and are also used for inter-departmental charges (e.g. food services invoices, parking permits).

Must indicate reason for expenditure transfer, should avoid using words like "mistake" or "error."

When transferring salaries, you must transfer the correlating benefits. If you are transferring a percentage of a salary, the benefits must also be transferred at that same percentage.

Please limit expenditure transfers.

Attach a detailed budget report showing the expense(s) to be transferred.

**HARTNELL COMMUNITY COLLEGE DISTRICT
EXPENDITURE TRANSFER REQUEST
Period Ending: 6/30/2024**

**Example of
Expenditure
Transfer**

REQUEST FOR: Expenditure Transfer = Adjustment/Transfer of actual expenditure(s).

FUND (2)	AREA (3)	LOC (2)	TOPS (6)	OBJECT (5)	DEBIT	CREDIT	DESCRIPTION (28 characters only - posts to datatel)
					(Transfers expense TO Account Below)	(Transfers expense OUT of Account Below)	
12	335	00	601031	54300	1,120.00		Food Svc Inv# 123
52	230	00	000000	48844		1,120.00	Food Svc Inv# 123
TOTAL					\$ 1,120.00	\$ 1,120.00	
Explanation:		To pay food service invoice # 123					
Prepared By:	Program/Dept. Staff		Date:		Approved By:	Budget Manager	Date:
Accounting Manager:	Paul Luciano Or>>>>		Date:		Director of Fiscal Services	<<<< or David Techaira	Date:
<i>Business Office Use Only</i>							
Journal Entry (JE) No.:		JE Post Date:		Posted By:		Date:	

**CHECK
REQUEST &
5 W's Form**

Use check request forms for travel (hotel, air, car rental, etc.), conference registration, speaker fees, memberships/dues, reimbursements, subscriptions, internships, invoices for any of the above

Attach invoice and/or supporting documentation to verify amount to be paid.

Use 5 W's Form for food purchases and attach to check request or invoice.

Check Request

Credit Card Request [\(per Check Request & Credit Card Guidelines\)](#)



HARTNELLCOLLEGE

411 Central Avenue
Salinas, CA 93901

Date:

REQUESTER INFORMATION

Name:
Dept: Ext:

PAYMENT INFORMATION (Please Note: When paying multiple student stipends, list in alpha order by last name.)

Colleague ID: *Provide the Colleague ID for the payment recipient listed below.*

Name:
Address:
City: State: ZIP:
Country:

Doc ID*	Description	GL / Account Number	Amount
Inv# 123	Food purchase	11-210-00-672010-54300	100.00
Total:			100.00

*Confirmation# / Invoice# / Order# / etc

Additional Information / Comments:

1st Dean/Director/Budget Manager

Date

2nd Dean/Director/Budget Manager (if applicable)

Date

VP/President (when required)

Date

\$5K VP / \$10k+ Pres

Example of
Check Request



HARTNELL COLLEGE

5 W's for CHECK REQUEST

DATE: 7/9/2024 NAME: David Techaira DEPT: Business Services

Example of 5 W's Form

VENDOR NAME: XYZ Vendor	BLANKET NUMBER: B0012345
WHO attended (# of each) Students: 2 Faculty: 0 Staff: 10 Community Members: 0	
WHAT (event name)	Training event
WHERE (specific location)	E-108
WHEN (date & time)	7/9/2024
WHY (please include fund source, i.e., "funded by CTE Community Collaborative)	Working meeting during lunch period. Funded by departmental funds.


Signature

Budget Manager
Printed Name

7/9/2024
Date

REMINDERS

- **No late stuff!**
 - Submit expenditure transfers, budget transfers, invoices/payment requests no later than July 15th
 - Docs submitted past deadline will be charged to next year's budget
- **Note fiscal year on any document submissions in July**
- **Invoices/payment requests must be signed and forwarded to accountspayable@hartnell.edu**
- **Send credit card requests to mtrafton@hartnell.edu**
- **[Forms and Training link](#)**

Index of Business Services and Other Important Contacts

Document Type	Contact Person	Phone Ext.
Accounts Receivables, Expenditure/Budget Transfer posting	Lucy Trafton	6737
Accounts Payable (A-Z), Check Requests	Karen Martinez accountspayable@hartnell.edu	6997
Payroll	Abel Del Real	6993
Budget Revisions/Transfers	Paul Luciano David Techaira	6996 6835
Budget Revisions/Transfers - Grants	David Techaira Jennifer Santana	6835 6997
Travel / Mileage Reimbursements	Julia Silveira Lucy Trafton travel@hartnell.edu	6800 6737
Cash Receipts (Cashiers)	Diana Aiello / Sofia Martinez cashiers@hartnell.edu	6998
Grants	David Techaira Jennifer Santana	6835 6975
Expenditure Transfers – General Fund	Paul Luciano David Techaira	6996 6835
Expenditure Transfers – Grants	David Techaira Jennifer Santana	6835 6975
Purchasing, purchase orders and requisitions	Joanne Ritter	6129
Timecard Entry	Abel Del Real	6993

QUESTIONS