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)

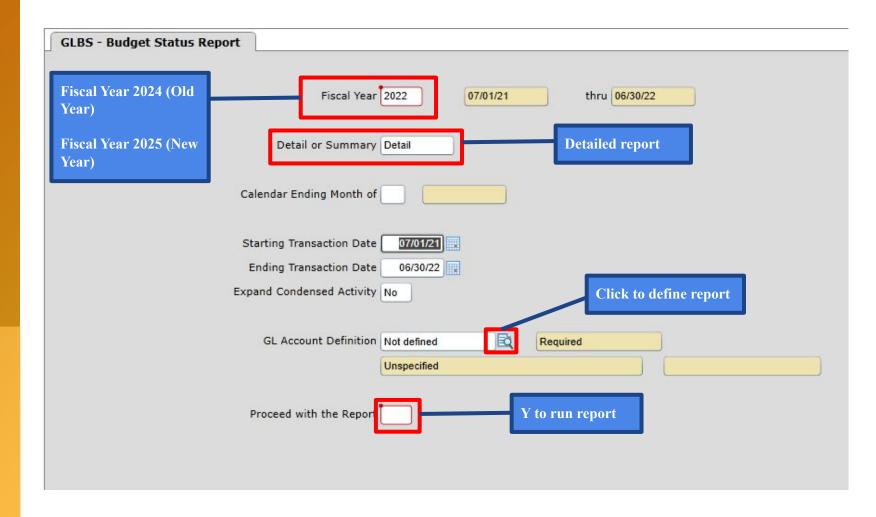
Inquiry Screens:

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

Purchase Order Reports:

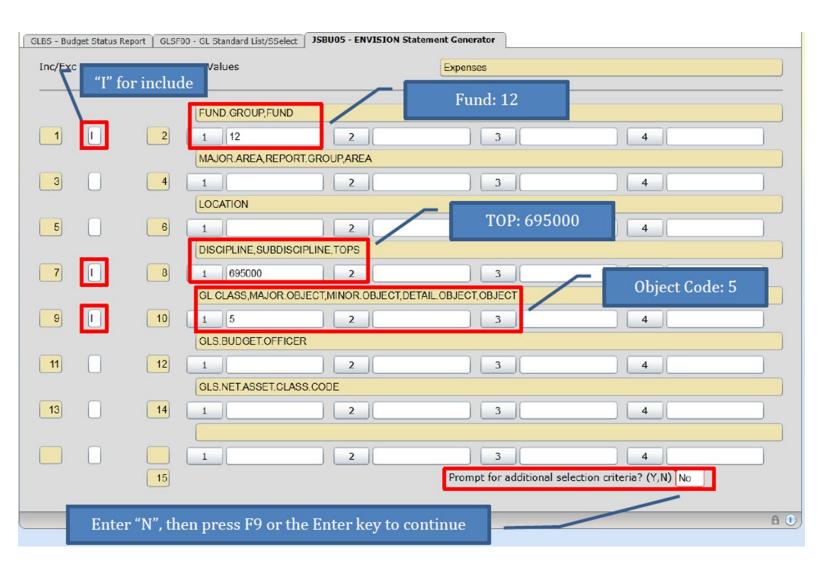
- PREG Purchase Order Register
- BREG Blanket PO Register
- BPOS Blanket PO Summary Report

GLBS SCREEN (DETAILED BUDGET REPORT)





GLBS SCREEN
CONT.
(Enter account components)





GLBS SCREEN CONT. (How to sort report)

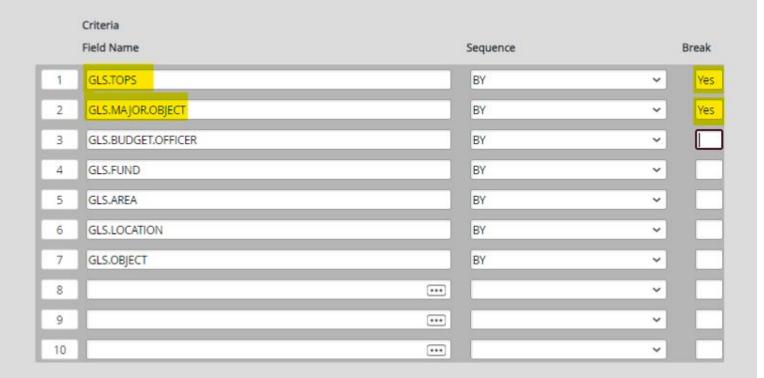
Insert new line: "GLS.MAJOR.OBJECT"

Move GLS.TOPS to Line 1

Enter "Y" for yes in the Break column for Tops & Major Object

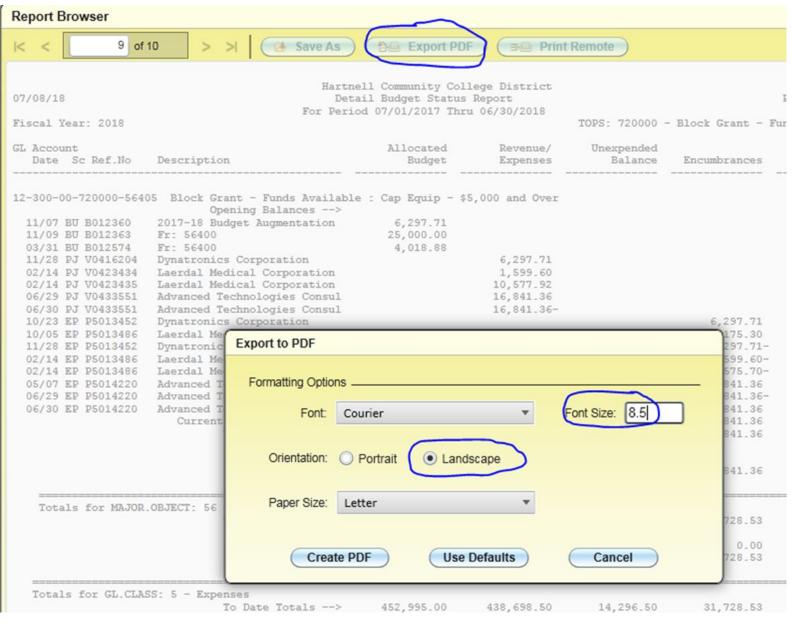
Sort/Break Definition

Summary Budget Status Report



HARTNELLCOLLEGE

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





Fiscal Year: 2018

GLBS REPORT

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

TOPS: 720000 - Block Grant - Funds Available

Page:

GL Account Allocated Revenue/ Unexpended Unencumbered Date Sc Ref.No Description Budget Expenses Balance Encumbrances 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 Advanced Technologies Consul 06/30 PJ V0433551 16,841.36-6.297.71 10/23 EP P5013452 Dynatronics Corporation 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-Laerdal Medical Corporation 10,575.70-02/14 EP P5013486 05/07 EP P5014220 Advanced Technologies Consul 16.841.36 06/29 EP P5014220 Advanced Technologies Consul 16,841.36-Advanced Technologies Consul 06/30 EP P5014220 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 0.00 % Future Totals --> 16,841,36 Fiscal Totals --> 35,316.59 16,841.36 0.00 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 2.49 % Future Totals --> 0.00 0.00 0.00 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 17,432.03-3.85-% Future Totals --> 0.00 0.00 0.00 438,698.50 Fiscal Totals --> 452,995.00 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 17,432.03-3.85-% Future Totals --> 0.00 0.00 452,995.00 438,698.50 31,728.53 Fiscal Totals --> 14,296.50 17,432.03-



07-08-18

GLBR REPORT

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

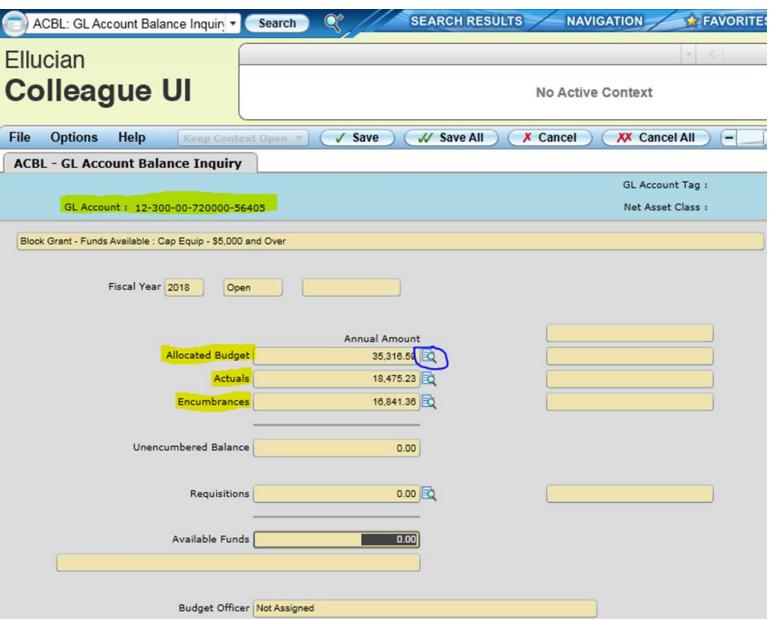
Page: 1

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 12-220-00-720000-55105 Block Grant - Fun		0.00 0.00	0.00 28,696.14	0.00 0.00	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 12-220-00-720000-56405 Block Grant - Fun 12-300-00-720000-56400 Block Grant - Fun 12-300-00-720000-56405 Block Grant - Fun 12-335-00-720000-56400 Block Grant - Fun 12-400-00-720000-56400 Block Grant - Fun 12-600-00-720000-56400 Block Grant - Fun 12-200-00-720000-56400 Block Grant - Fun	0.00 13,823.42 16,841.36	0.00 0.00 7,198.15 0.00 0.00 0.00 94,827.36 0.00	224.60 13,628.90 150,411.00 18,475.23 79,184.59 0.00 148,078.04 0.00	0.00 0.00 175,006.41 35,316.59 81,000.00 11,672.00 150,000.00	224.60- 13,628.90- 10,771.99 0.00 751.66 11,672.00 1 1,921.96 0.00	0.00 0.00 6.16 0.00 0.93 000.00 1.28 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-

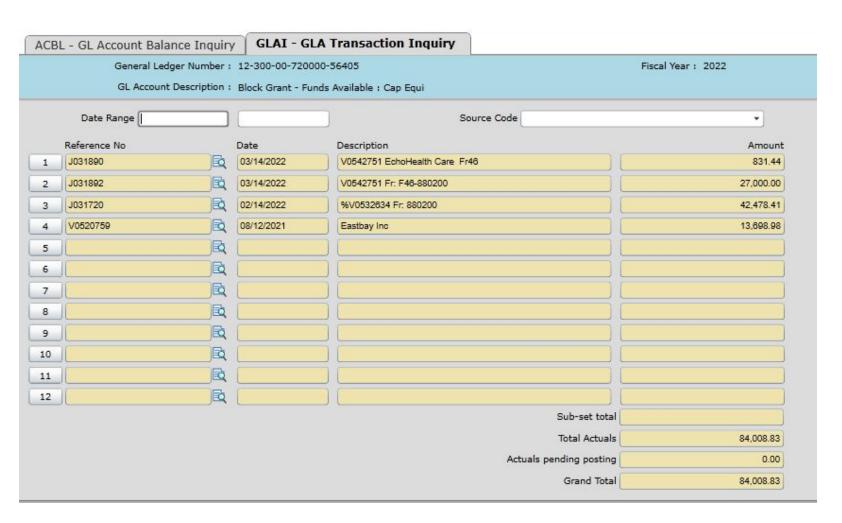
HARTNELLCOLLEGE

ACBL SCREEN



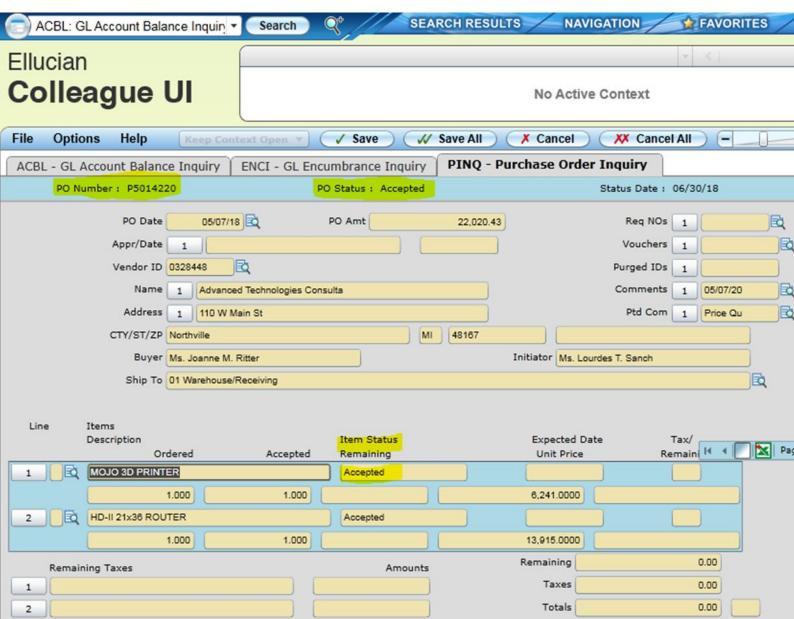


ACBL SCREEN CONT.



HARTNELLCOLLEGE

PINQ SCREEN





PREG SCREEN

PREG - P	urchase Ordei	Regis	ster 🏠					Save	Save All	Cancel	Cancel All
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	Saved List Name				***						
Ranges	Sureu Eist Hume		Begin				End				
Nanges	Report Dates		01/23				06/30/24				
	PO Number	0//									
	Delivery Date										
	Requisition No		•••								
	PO Amount										
	GL Account No				•••				•••		
Non-Rang	e Values										
	Vendors Include	1		2	··· 3		··· 4				
	Vendors Exclude	1		2	··· 3	I	··· 4				
	Buyers	1			•••	2		-	•••		
	Initiators	1	Ms. Belinda N	1. Saechao		2			•••		
	AP Types	1.			•••	2			•••		
	Status Include	1	O Outstandin	g	~	2	A Accepted		~		
	Status Exclude	1			~	2			~		
	Ad	ditional :	Selection Criteria	No							
			rate Spreadsheet								

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PREG REPORT

Vendor ID Name		PO Number	Dat	te	Current PO Status	
Description	Sts Date	Quantity UI	Price	Tax	Total Ck/Vd Dt Invoice Number	Voucher
_						
0000348 ODP Business		P0031479		/13/24	Accepted	
Boise(R) X-9(R) Multi-Use			59.3400	21.96	259.32 03/27/24 356732238001	V0608503
Printer amp; Copier	Inv 03/26/24					
Paper, Letter Size (8 1/2						
x 11), 5000 Total Sheets,	Outs 02/29/24					
92 (U.S.) Brightness, 20						
Lb, White, 500 Sheets Per						
Ream, Case Of 10 Reams	n-id on (en (e				40 00 00 00 00 00	
The Pencil Grip Magnetic			1.4900	1.65	19.53 03/27/24 356732238001	V0608503
Whiteboard Eraser, 2 x 4, Blue	Acc 03/13/24					
Bide						
Command Lange Mall Hooks	Outs 02/29/24		20,0000	F 73	C7 74 02/27/24 25/27/22/2004	VIOCOREON
Command Large Wall Hooks,			30.9900	5.73	67.71 03/27/24 356732238001	V0608503
16-Command Hooks,	Inv 03/26/24					
24-Command Strips, Damage-Free, White	Acc 03/13/24 Outs 02/29/24					
Post-it(R) Super Sticky			135,9900	12.58	148.57 03/27/24 356732238001	V0608503
	Inv 03/26/24		155.5500	12.50	140.5/ 05/2//24 350/32230001	V0000505
White, Pack Of 8 Pads	Acc 03/13/24					
wille, rack or a rads	Outs 02/29/24					
Office Depot(R) Brand	ACC 03/13/24		5.2900	3.91	46.23	
Easel Pad Flip Chart	Outs 02/29/24		3.2300	3.31	40.23	
Markers, 100 Recycled,	0013 02/23/24					
Assorted, Pack Of 8						
Akro Mils All-Purpose	Paid 03/27/24	6.000 EA	8.3900	4.66	55.00 03/27/24 356732238001	V0608503
Storage Box, 12 x 6 x 4,			0.3300		33.00 03/27/21 330/32230002	
Translucent Purple	Acc 03/13/24					
The state of the s	Outs 02/29/24					
EXPO(R) Low-Odor	Paid 03/27/24		24.7300	4.58	54.04 03/27/24 356732238001	V0608503
Dry-Erase Markers, Chisel			0.0000000000000000000000000000000000000			
Point, Assorted Colors,						
Pack Of 36	Outs 02/29/24					
				22		
					650.40	
				==:	=======================================	
					650.40	

BREG SCR	
KPFG SIP	

	Saved List Name		•••		
Ranges		Begin		End	
	Report Dates	07/01/2023		06/30/2024	
	BPO Number	•••		•••	
	Requisition			•••	
	BPO Amount				
	GL Account No		•••	•	
Non-Range Values					
	Vendors Include	1 2	··· 3	4	
	Vendors Exclude	1 2	··· 3	4	
	Buyers	1	2		
	Initiators	1 Ms. Belinda M. Saech	2		
	AP Types	1	2		
	Inc	lude Summary Report			
	Additi	onal Selection Criteria No			
	(Generate Spreadsheet No			

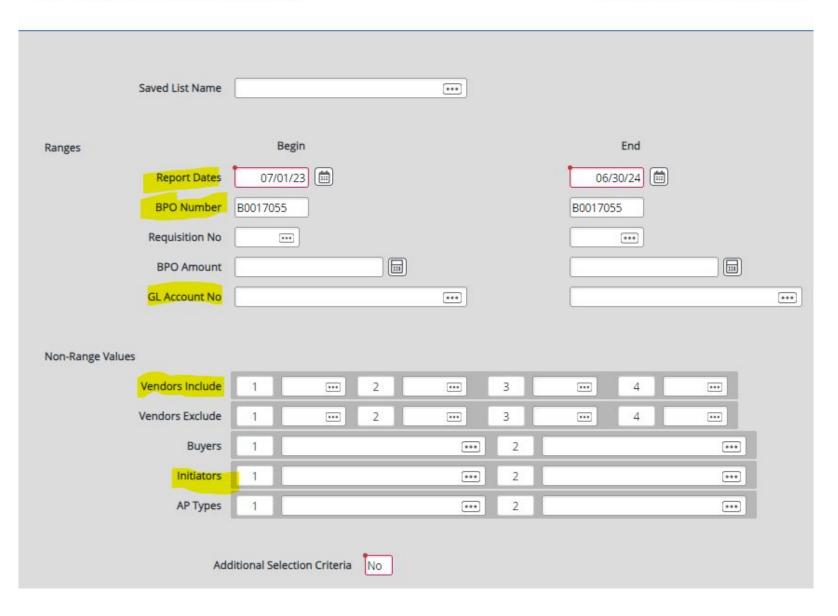
Click Save once Enter H for Output Device Click Save two more times Click Finish for Report



BREG REPORT

Jul 10 2024 09:28			BLANKET PURCHASE	ORDER RE	di31EK				Page	1
BPO GL Account No	Date	Туре	Amount	Vouchers	Status	Check		Totals		
B0017077 11-335-00-120300-54300	07/07/23	0	1,000.00				ORIGINAL:	1,000.00		
	10/10/23						ADJUSTMENTS:			
	60 32		54.26							
	02/20/24									
			178.59					586.62		
							5.5	586.62		
30017078 11-335-00-120300-54300	07/07/23	0	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				
							5.5	8.75		

BPOS COLLEAGUE SCREEN





BPOS COLLEAGUE REPORT

Jul 09 2024 BLANKET PURCHASE ORDER SUMMARY Page 1 10:49 Period: 07/01/2023 - 06/30/2024 BPO Number: B0017055 Date....: 07/05/23 Encumbered Amt: 40,000.00 84,047.30 Total Amt..: 40,000.00 Expensed Amt..: AP Type....: 11MC Fund 11 Monterey Count -----Balance....: 44,047.30 VENDOR ID Name/Address Terms 0000348 ODP Business Solutions N3 Net 30 6700 Automall Parkway Fremont CA 94538 Printed Comments: Dept: BusOfc/Purchasing Statuses: O 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..: 40,000.00 Adjustment: 0.00 Voucher...: 84,047.30 -44,047.30 GL Balance:



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 (Check One)

Budget

Revision

REQUEST FOR: X

(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)	(2)	TOPS (6)	OBJECT (5)	(Tr:	EBIT Insfers In Ount Below)	CREDIT (Transfers Out of Account Belo		, DE	SCRIPTI (28)	ON
12	370	00	701200	55800			100	.00	To: 54300		
12	370	00	701200	54300		100.00			Fr: 55800		
100		30									
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			-					-			
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-		-	 		+	-		-			-
		(3)	1								
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(3)		e;	-		4						
		, t				75		-			
100		9			1	V		-			
		395 0	26 65	TOTAL	\$	100.00	\$ 100	.00		TOTAL OF D	EBITS AND CREDITS MUST EQUAL ZERO
Expl Trans	anatio fer Rec	n of quest:	To reallocate	ILP budget fo	or supply	/ expenses		·			
Prepar			Program/Dep	t. Staff	Date:		Approved By:		Budget Manager	Date:	
	inting ager:	a l	Paul Luciano Or	>>>>>	Date:		Director of Fiscal Services:	V.	<>< or David Techaira	Date:	
					1000	Business	Office Use Only				
Budge (BE)	t Entry No.:			BE Post Da	ate:		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)	(2)	TOPS (6)	OBJECT (5)	תי	DEBIT ansfers in count Below)	CREDIT (Transfers O of Account Be		DE	SCRIPTIO	ON
12	370	00	701200	55800			10	00.00	To: 55105		
12	370	00	701200	55105	1	100.00		e de la	Fr: 55800		
		100			2						-
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			4	o.							5
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				8					20		
			10	o.t							
			: 1:	07	63						
		_	<u> </u>	9.					28		5
				TOTAL	\$	100.00	\$ 10	00.00		TOTAL OF D	EBITS AND CREDITS MUST EQUAL ZERO.
Exp	lanatio	n of					_				
	fer Req		To reallocate	ILP budget t	for contra	act service e	expenses.				
		112	No.	256			-1.5	10			
Prepar	ed By:		Program/Dep	ot. Staff	Date:		Approved By:		Budget Manager	Date:	-
Acco	unting				20.2550		Director of			201551.015	
Man	ager:		Paul Luciano O	r>>>>>	Date:		Fiscal Services		<<< or David Techaira	Date:	
Budge	t Entry					Business	Office Use Only				
	No.:			BE Post D	ate:		Posted By:			Date:	



EXPENDITURETRANSFERS

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.

Example of Expenditure Transfer

			Н	EXPENDIT	URE TR	NITY COLLE ANSFER RE 6/30/2024	QUES			
REQUEST F	OR:	Expendi	iture Transfer =	Adjustment/Tran	sfer of actu	al expenditure(s).				
	50	de .			237	DEBIT		CREDIT	/a	
FUND (2)	AREA (3)	LOC (2)	TOPS (6)	OBJECT (5)		ers expense TO count Below)		fers expense OUT account Below)	DESCRIPTIO (28 characters o	N nly – posts to datatel)
12	335	00	601031	54300	is.	1,120.00			Food Svc Inv#	123
52	230	00	000000	48844		1,120.00		1,120.00	Food Svc Inv#	and the latest the same of the
					100	*				
						*				
		,								3
						8				:
			127		is.	3				
				TOTAL	\$	1,120.00	\$	1,120.00		
Explana	ation:				100	To pay fo	od se	rvice invoice#	123	
Prepared By:		Į.	Program/Dept. Staff		Date:			Approved By:	Budget Manager	Date:
Accounting Manager:		Paul Luciano Or>>>		Date:			Director of cal Services	<<< or David Techaira	Date:	
Business Journal Entry (JE) No.:		e Only		JE Post Date:				Posted By:		Date:
110				and the second				, colou by:		



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.

Example of Check Request

Salinas. CA 93901 REQUESTER INFORMATION David Techaira Business Services Ext: PAYMENT INFORMATION (Please Note: When paying multiple student stipends, list in alpha order by last name.) Colleague ID: 123456 Provide the Colleague ID for the payment recipient listed below. Name: XYZ Vendor 123 Central St City: Salinas State: CA ZIP: 93909 Country: Doc ID* Description GL / Account Number Amount Inv# 123 Food purchase 11-210-00-672010-54300 100.00	Date:		HA	ARTNELLCOLLEGE		
Total: David Techaira Javid T		7/10/2024		411 Central Avenue		
David Tochaira Dept: Business Services Ext: DAYMENT INFORMATION (Picase Note: When paying multiple shudart stipends, list in alpha order by last name.) Colleague ID: 123456 Provide the Colleague ID for the payment recipient listed below. David Tochaira David T	EQUESTED IN	EODMATION				
Dept: Business Services Ext:	Co. Colum					
Solleague ID: 123456 Provide the Colleague IO for the payment recipient listed below.			Ext:			
Solleague ID: 123456 Provide the Colleague IO for the payment recipient listed below.					comment was well	
lame: XYZ Vendor 123 Central St State: CA ZIP: 93909 State: CA						
ddress: 123 Central St ity: Salinas State: CA ZIP: 93909 ountry: GC ID* Description GL / Account Number Amount Inv# 123 Food purchase 11-210-00-672010-54300 100.00 Confirmation / Invoce# / Order# / etc Total: 100.00 dditional Information / Comments: For FY 2023-24 Please hold check Date	olleague ID:	123456	Provide th	ne Colleague IO for the payment recipient	listed below.	
State: CA ZIP: 93909 Food ID* Description GL / Account Number Amount Inv# 123 Food purchase 11-210-00-672010-54300 100.00 Confirmation# / Invasce# / Order# / etc Total: 100.00 Idditional Information / Comments: For FY 2023-24 Please hold check State: CA ZIP: 93909 Inv# 123 Food purchase Amount Inv# 123 Food purchase 11-210-00-672010-54300 100.00 Inv# 124 Food purchase 11-210-00-672010-54300 100.00 Inv# 125 Food	ame:	XYZ Vendor				
Sountry: Description	ddress:	123 Central St				
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	Please hold cl	or/Budget Manager	icable)			

Example of 5 W's Form



VENDOR NAME:	BLANKET NUMBER:
XYZ Vendor	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.

Budget Manager

Printed Name

Signature



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@hartnel.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