



Expenditure/Revenue Transfer Request in Dynamic Forms

Form

[Approvals](#)

[Emails](#)

[Dynamic Forms User Portal](#)

pages 1 – 3

page 4

pages 5-6

page 6

Office of Financial Reporting
financialreporting@sfasu.edu

Timer allows 45 minutes
before timing out

Timer Hide
45 minutes

* = required field

Some content may be updated based on selection



**STEPHEN F. AUSTIN
STATE UNIVERSITY**
THE UNIVERSITY OF TEXAS SYSTEM
NACOGDOCHES, TEXAS

Office of Financial Reporting
financialreporting@sfasu.edu

Expenditure / Revenue Transfer Request

Submit this form to request corrections to *posted* entries, move expenditures or revenue, or to submit an IDT (Interdepartmental Transfer) to pay for goods or services received from another department.

This form should not be used for Budget transfers.

Prefilled Requestor data

Requestor Info

Requestor Name:	* Carol Fountain	Department:	* SFA Department
Phone:	*	Email:	* fountaincw@sfasu.edu

Documentation and Justification for Request

Supporting Documentation is required, and should include any of the following that provide detailed data needed to complete this request.
- Submit multiple screenshots on one pdf or excel document. Combine emails and scanned documents and submit in one pdf document.

- Internal Department Corrections for Miscoded FOAPs or Moving an Expense(s):
 - Include detailed screenshots from Banner FGIBDSR, FGITRND, or SSB with details of the original transaction(s)
 - Entries to be corrected should be highlighted if multiple entries are included in screenshots
 - Attach screenshots from Concur or other software, relevant emails, invoices, receipts, etc
 - **Corrections can only be made to posted entries. Do not submit a request form until entries to be corrected have posted in Banner**
- Charging Expenses to Other SFA Departments (IDT)
 - It is the responsibility of the "Charging Department" to initiate the charge to other SFA departments
 - Include if relevant: emails approving the charges, reservations confirmations, or detailed reports from other software
 - Splitting posted expenses with Other SFA departments: attach Banner FGIBDSR, FGITRND, or SSB screenshots of the expense(s) to be split

Supporting Documentation *

Attach File

Attach File

Attach File

Attach supporting documentation

A detailed justification for this request is required.
Please be specific, descriptive, and include any special requests.

*

Fund Info

Select ALL Funds included on this request

	Fund Numbers	Fund Name
<input type="checkbox"/>	10755x, 12xxxx, 13xxxx	E & G
<input checked="" type="checkbox"/>	15xxxx	Designated
<input checked="" type="checkbox"/>	20xxxx - 26xxxx	Grants
<input type="checkbox"/>	27xxxx	Federal Financial Aid
<input type="checkbox"/>	28xxxx, 29xxxx	Restricted Gifts
<input type="checkbox"/>	3xxxxx	Auxiliary
<input type="checkbox"/>	81xxxx	Custodial
<input type="checkbox"/>	90xxxx - 98xxxx	Plant

Select FUNDS

Accounting Entries

Select the Number of Accounting Entries included in this request to display the appropriate entry method

- * ☐ 20 or less lines of entry will be entered in a table on this form
☐ 21 or greater lines of entry will need to be entered on a template and attached

Choose # of accounting entries

DEBIT/CREDIT Entry Guide	DEBIT	CREDIT
Expenditures	move Expenditure TO	move Expenditure FROM
Revenues	move Revenue FROM	move Revenue TO
Payments for Product or Service	FOAP being Charged	FOAP Receiving payment

*Do not enter negative numbers
 *Maximum of 2 decimal places
 *All fields must be provided for each entry
 *Do not copy formulas into Amount columns
 **TOTAL DEBIT \$ must equal TOTAL CREDITS

20 lines or less

Entry	Description	Fund	Org	Acct	Prog	Rule Class	Debit Amount	Credit Amount
1		*	*	*	*	-Select-		
2		*	*	*	*	-Select-		
3						-Select-		
4						-Select-		
5						-Select-		

OR

More than 20 lines

DEBIT/CREDIT Entry Guide	DEBIT	CREDIT
Expenditures	move Expenditure TO	move Expenditure FROM
Revenues	move Revenue FROM	move Revenue TO
Payments for Product or Service	FOAP being Charged	FOAP Receiving payment

*Do not enter negative numbers
 *Maximum of 2 decimal places
 *All fields must be provided for each entry
 *Do not copy formulas into Amount columns
 **TOTAL DEBIT \$ must equal TOTAL CREDITS

Use the Journal Entry excel template to enter the data for this request.

[Journal Entry excel template](#)

Blank lines between entries and \$0.00 entries must be removed before submitting.

JE Template * [Attach File](#)

Enter the Total Amount from the template. (do not copy the formula)

Total Amount *

Certify, Sign, and Submit

Requestor Authorization and Approvals

- * ☐ I certify that I am authorized to submit this request to transfer expenditures or revenue, the goods or services were provided, and the amounts detailed in this request are true and accurate and have been approved by the department being debited.

*

(click to sign)

Requester Signature

Date

Progress may be saved if
form is not complete

Submit Form when all information has
been entered, and all required
documentation has been attached

Save Progress

Submit Form

Approvals

Expenditure/Revenue Transfer Requests require approval by the requestor's *Department Head for non-grant funds. Requests involving grants funds will require approval by ORSP, Fund Manager, and Chair/Dean.

Requests are reviewed by Office of Financial Reporting fund accountants responsible for the funds included on the request prior to entry in Banner.

(*Run WebFocus report **fpr0085 ORG Hierarchy Reporting Structure** in Finance - General for the current list of department heads)

See example further below of email that will be sent to Department Heads, Fund Manager, or Chair/Dean.

Return for Revision: Once the form has been reviewed, Return for Revision may be selected instead of Submit, if needed. Returning a form will clear the form of any other signatures after the participant the form is returned to.

****Form information may only be revised by the requestor****

An email will pop-up that must be completed with information from the form being returned.

- **To:** Select the participant (requestor or previous approver) to return the form to
 - **Only the form owner (requestor) can revise information on a form**
- **Subject:** (blank) add Returned for Correction – brief reason for return
- **Body:** (blank) add reason for return, expected correction, and contact information

The screenshot shows a web-based form titled "Return For Revision". The form includes fields for "To", "From", "Subject", and "Body". The "From" field is pre-filled with "OFR_forms@sfasu.edu". The "Subject" field contains the text "Returned for Correction – additional documentation needed". The "Body" field contains a message about screenshots and a signature for John Smith. Three blue callout boxes provide instructions: one for the "To" field, one for the "Subject" field, and one for the "Body" field. At the bottom, there are two buttons: "Return this form for revision" and "Cancel and return to form".

Return For Revision
This form will be returned for revision. Please enter the content of the email that will be sent to the previous form participant(s) to prompt them to review and/or re-submit the form.

To
Select who the form should be returned to: requestor or previous approver

From
OFR_forms@sfasu.edu

Subject
Enter a subject
Returned for Correction – additional documentation needed

Body
Include the reason for the return and provide your name and contact information
Screenshots are needed that show the posted Banner entries that require correction.
Please attach a document with the screenshots and resubmit.
Thanks,
John Smith
John.Smith@sfasu.edu
936.468.9999

Characters (including HTML): 0


Return this form for revision **Cancel and return to form**

Emails

See test email examples of submitted and completed form, and email for forms returned for revision.

Submitted

Expenditure/Revenue Transfer Request submitted



OFR_forms@sfasu.edu
To ✓ Suzy Smith

[Reply](#) [Reply All](#) [Forward](#) [...](#)

Wed 8/28/2024 5:27 PM


Suzy Smith,

Thank you for completing the Expenditure/Revenue Transfer Request.

The form will be electronically routed for signatures and approvals, and entered in Banner if all information is correct. Incorrect or incomplete information may result in the form being returned for revision, which will result in delayed processing.

Request Complete

Expenditure/Revenue Transfer Request - 08/29/2024 - \$ 150.00 - Complete



OFR_forms@sfasu.edu
To ✓ Suzy Smith

[Reply](#) [Reply All](#) [Forward](#) [...](#)

Fri 8/30/2024 7:30 AM

Suzy Smith,


The Expenditure/Revenue Transfer Request below has been approved, entered in Banner, and is now complete.

Request Date: 08/29/2024
JE Amount Requested: \$ 150.00
Amount Entered in Banner:
Journal Entry #: J123456

Please visit your Dynamic Forms home page by clicking [here](#).

Returned for Correction

Returned – Add additional documentation



OFR_forms@sfasu.edu
To ✓ Suzy Smith

[Reply](#) [Reply All](#) [Forward](#) [...](#)

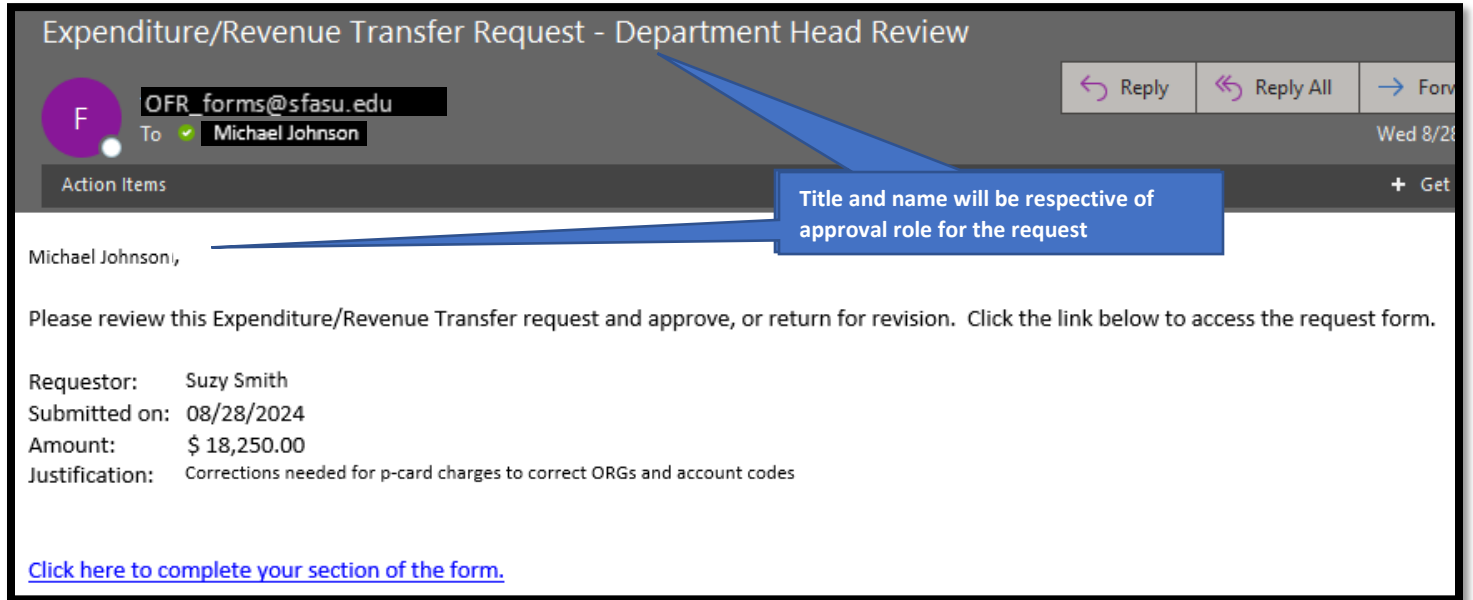
Fri 8/30/2024 7:30 AM

Please attach screenshots of the posted Banner entries that require correction and resubmit.

John Smith
John.Smith@sfasu.edu
936.468.9999
[Click here to complete your section of the form.](#)

Reviewer returning the form for correction
MUST include detailed information, including
Subject, text body, and who returned the form.

Approval email for Department Head; Fund Manager; Chair/Dean



Dynamic Forms User Portal

Located in mySFA – Finance – Budget & Finance

