That Charge is not Mine – How to Correct

Finance Training
2016

Objective

- Know where charges come from

- Process for getting errors corrected.

- Other training that is available

Know where charges come from

- Budget related items – Budget Office (898-5792)

- Purchase Orders/Contracts – MT$ource, Procurement Services (898-2944)

- Payroll charges/Payroll Adjustments - Human Resource Services (898-2186)

- Telephone charges – Telecom (898-2991)

- Facilities Services charges/Warehouse charges – Facilities Services (898-2414)

- Postal charges – Post Office (898-2133)

Know where charges come from

- Creative & Visual Services/Printing Services – Resource & Operations Management (898-2875)

- Invoices/Travel Payments – Accounting Services (898-2940)

- Journal Vouchers – Business Office (898-2541)

- Pcard charges – SunTrust ESP, Procurement Services (898-5437) or Business Office (898-5218)

Before you call, look it up

- Before you call these departments, see if an image exists on BDM.

- Images can show who approved a payment/transfer/adjustment

- Images also show the codes that were used

- Images are available for viewing for many types of transactions that may eliminate the need to make a call.

- If there are no images, then call the specific department and inquire about the charge.

  - Most charges will have an invoice number noted.

Specific Steps for Viewing Images in BDM (Telecom for example)

1. Go to FGIBDST in Internet Native Banner

2. Enter your index number under INDEX

3. Hit CNTRL + PG DOWN (Next Block Command)

4. Arrow down to either the line that says Allocated Telephone Local Distance or Allocated Telephone Long Distance (Account Codes 74215 or 74225)

5. Select Options/Transaction Detail Information (FGITRND)

6. Arrow down to the line that want to view the charges.

7. Click on the BDM DISPLAY DOCUMENT (next to the plus sign)

8. This will log you into BDM and will bring up all the Telecom invoices for the current month for the entire campus

9. To sort and find your index number, click on the little binoculars

10. In the FIND TEXT put in your index number

11. Click on DOC, then OK

12. It will sort through all the invoice (this may take a few minutes)

13. You can print your invoice using the print key at the top

14. When finished viewing the document, log out of BDM by clicking the key icon in upper left hand corner, click OK at the popup box, then close the window or tab that was opened. This will take you back to Banner.

Corrections to Departmental Budgets

- If a charge results from a keying error (the codes on the image do not match the codes of the postings), then email boffice@mtsu.edu noting the item that needs to be corrected.

  - Be very specific with the document number and note what needs correcting.

- If a charge needs to be moved to another department for reasons other than miscoding, then email boffice@mtsu.edu requesting this transfer.

  - The email must have both approving authority's name cc'd on the email so they are aware of this charge.

  - The email must list the specific charge that is to be moved.

    - You cannot say 'move $500 to Biology'. The specific charge must be identified along with the reason why it was not charged there in the beginning.

What is a Journal Voucher?

- Journal Vouchers are ways to post entries to Finance for:
  - Internal Departmental Charges (i.e. Post Office charges, Warehouse charges, Printing charges, etc.)
  - Corrections
  - Transfers of expenses from one code to another
    - Note – This is not a budget revision, but moving an expense
  - Basically an entry where money does not leave campus

Budget Revisions vs Transfers

- When should a budget revision be done versus a transfer of expense?
  - Generally, if it is an actual expense that needs moving, do a journal voucher to transfer.
  - If you are giving another department part of your budget, then do a budget revision through the Budget Office.

Corrections to Grants

- Corrections to grants are different.

- If you discover a supply charge is posted to the grant but it should have been posted to your departmental index, then email apgrant@mtsu.edu requesting this be moved to the departmental index. Copy both approvers (departmental index code and grant PI).

- If a charge for travel was charged to supplies, then request this correction, through email to apgrant@mtsu.edu.

Corrections to Grants

- If a charge has posted to your departmental index and it should have been charged to the grant, this is considered a 'cost transfer' and must be requested through a 'Cost Transfer Request Justification Form'. This form must be approved by ORS. (Policy IV:04:21)

- In all cases, be very specific on what you are asking to be moved regardless of whether it is moving to or from a grant.

Pcard Charges

- Charges to the university pcard are processed from SunTrust ESP system to Banner monthly.

- Users must 'code' the charges in ESP and then submit these charges for approval.

- Index codes in ESP are 'defaulted' based on the Index Code on the pcard application. This code can be changed in ESP.

- Account codes in ESP are 'defaulted' to 74570, Purchasing Card Supplies'. This code can also be changed to reflect what is being purchased.

- Please change the codes in ESP prior to the posting to Banner.

- If you cannot find a code in ESP, email Carol.Rozell@mtsu.edu to have the code added. Please note that new codes are not automatically added, but must be requested.

Questions?

Other available training

- Contact Mary Jane Staples in Procurement Services for:
  - MT$ource Training
- Contact Carol Rozell in Business & Finance for:
  - Grant Training (especially useful for PI's)
  - Detail INB & Eprint Banner Finance Training
  - High level Departmental Training (excellent for departments who want to re-familiarize their faculty/staff with policies)
- Contact Demetra Majors in Procurement Services for:
  - Initial Pcard Training
- Contact Philip Smith in Business & Finance for:
  - Pcard Follow-up Training