COLUMBUS STATE

COMMUNITY COLLEGE

HOW DO 1...?

Accounting
Adjustment / Reallocation

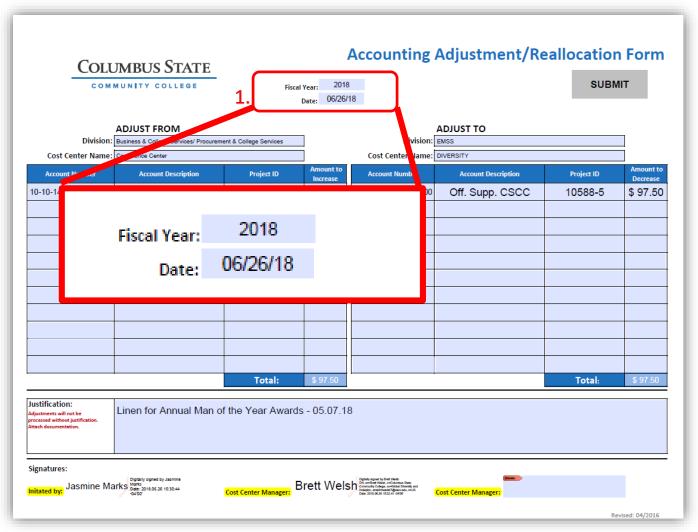
- The Accounting Adjustment process allows corrections to be made to actual expenses.
- Accounting Adjustments are different than budget transfers – they are executed after an expense has been charged to a particular general ledger account.
- The amount of the adjustment should be the actual amount of the original transaction.
- Used for internal departmental chargebacks when a service is provided to another department.

COMMUNITY COLLEGE		Fiscal Year: 2018 Date: 06/26/18				SUBMIT	
ADJUST FROM Division: Business & College Services/ Procurement & College Services Cost Center Name: Conference Center			ADJUST TO Division: EMSS Cost Center Name: DIVERSITY				
Account Number	Account Description	Project ID	Amount to	Account Number	Account Description	Project ID	Amount to
0-10-14-15015-47112	Revenue	10588-5	\$ 97.50	10-10-04-30001-53000	Off. Supp. CSCC	10588-5	\$ 97.50
		Total:	\$ 97.50			Total:	\$ 97.50
ustification: justiments will not be ocessed without justification. tach documentation.	Linen for Annual Man o	f the Year Awards	s - 05.07.18	В			

http://intranet.cscc.edu/forms/Budget%20Transfer.pdf

1. Standard Information

- a) Current Fiscal Year
- b) Today's Date





1. Standard Information

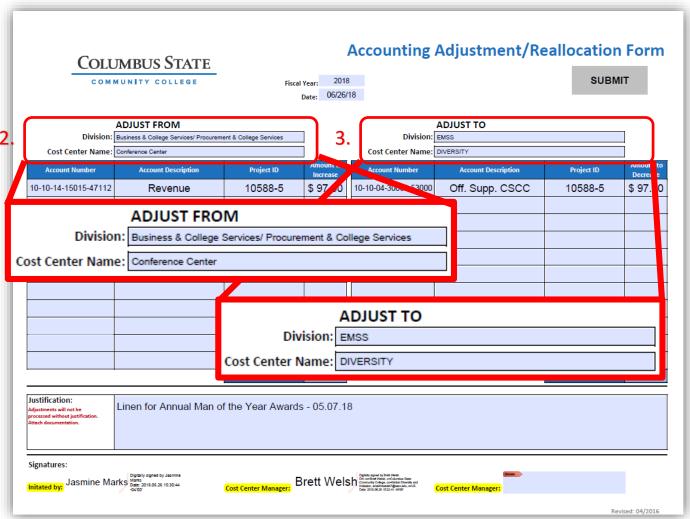
- a) Current Fiscal Year
- b) Today's Date

Adjust from:

- a) Division
- b) Cost Center Name

3. Adjust to:

- a) Division
- b) Cost Center Name

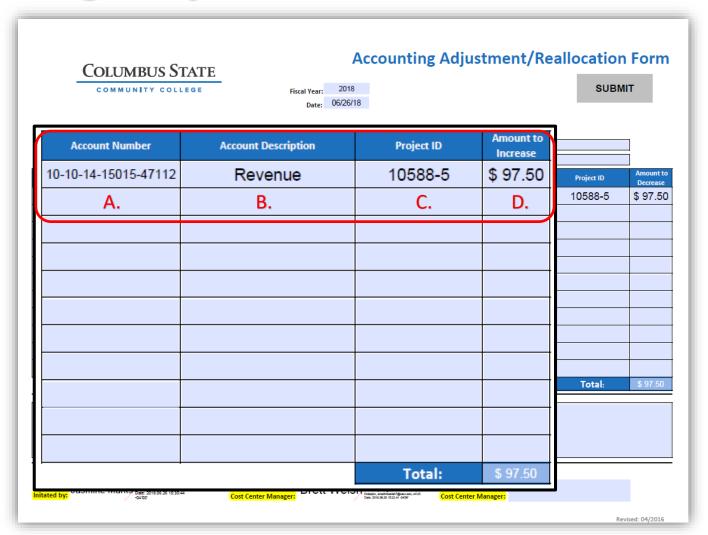




5. Adjust From:

This is the account that was charged incorrectly.

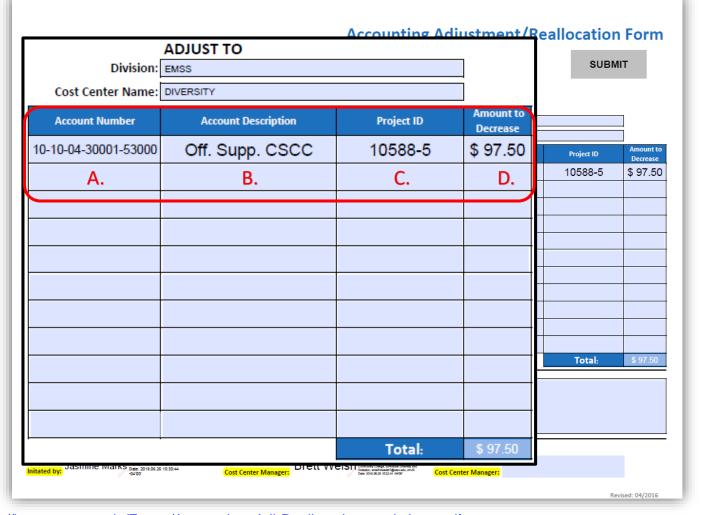
- A. GL Account Number
- B. Account Description
- C. Project ID
- D. \$ to DECREASE



6. Adjust To:

This is the account to which the expense should be charged.

- A. GL Account Number
- B. Account Description
- C. Project ID
- D. \$ to INCREASE



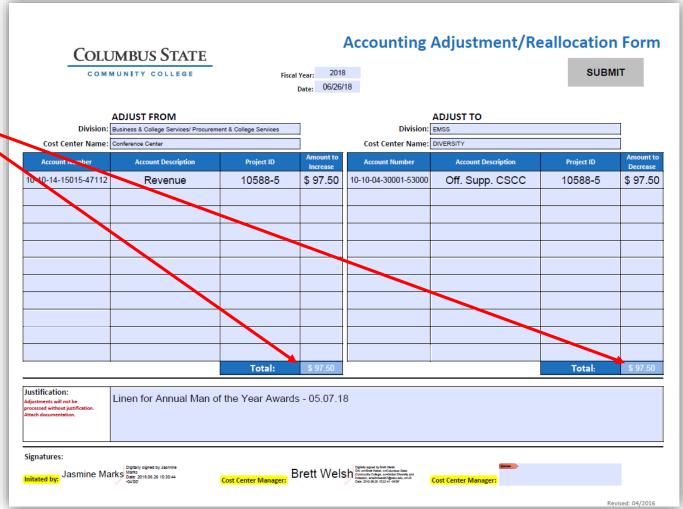
7. NOTE: Transfers must balance!!

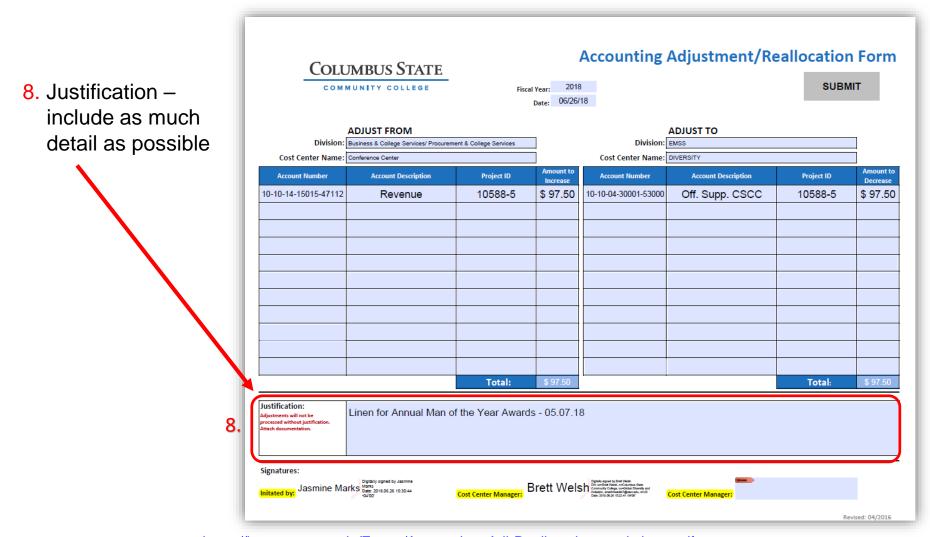
Division:

Cost Center Name:

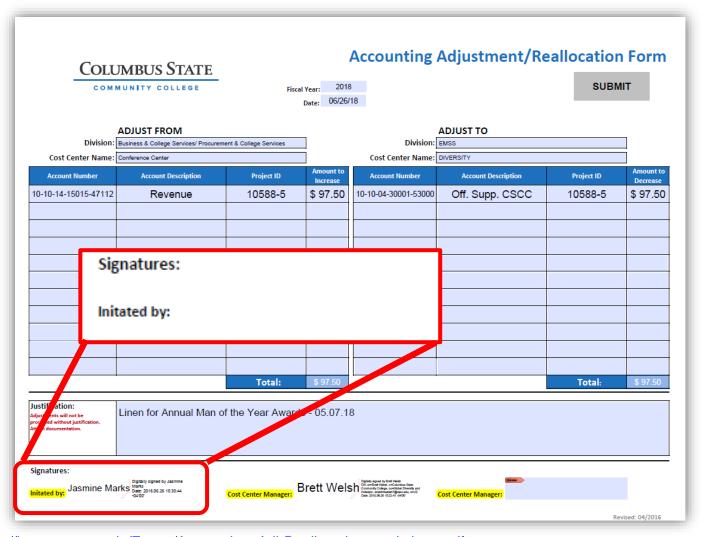
Account 1. - ber

10 40-14-15015-47112

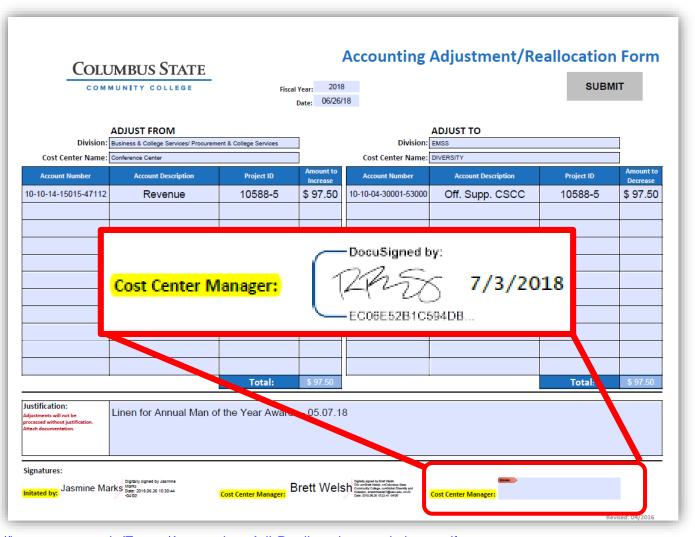




9. Initiated by – be sure to digitally sign here



11. Accounting
Adjustments or
Reallocations must
be approved by the
Cost Center
manager(s)
responsible



Contacts

- Kelly Weir x2717 or kweir@cscc.edu
 - Director II, Resource Planning & Analysis
- Karen Riley x3920 or <u>kriley5@cscc.edu</u>
 - Director, Budget
- Keith Agler x 5262 or <u>kagler1@cscc.edu</u>
 - EMSS/OAA Budget Support
- Ryan Hawthorne x5102 or rhawthorne@cscc.edu
 - Capital Equipment Position Budget Planning
- Tasha Jefferson x2112 or <u>tjefferson14@cscc.edu</u>
 - Revenue Analysis, Enrollment Projections
- Budget@cscc.edu

SUPPORT We put students first. Always. COLLABORATE **COLUMBUS STATE**