

HOW DO I...?

*Accounting
Adjustment / Reallocation*

Accounting Adjustments

- 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.

Accounting Adjustments

COLUMBUS STATE
COMMUNITY COLLEGE

Accounting Adjustment/Reallocation Form

Fiscal Year: 2018
 Date: 06/26/18

SUBMIT

ADJUST FROM

Division: Business & College Services/ Procurement & College Services

Cost Center Name: Conference Center

Account Number	Account Description	Project ID	Amount to Increase
10-10-14-15015-47112	Revenue	10588-5	\$ 97.50
Total:			\$ 97.50

ADJUST TO

Division: EMSS

Cost Center Name: DIVERSITY

Account Number	Account Description	Project ID	Amount to Decrease
10-10-04-30001-53000	Off. Supp. CSCC	10588-5	\$ 97.50
Total:			\$ 97.50

Justification: Linen for Annual Man of the Year Awards - 05.07.18

Adjustments will not be processed without justification. Attach documentation.

Signatures:

Initiated by: **Jasmine Marks**

Digitally signed by Jasmine Marks
Date: 2018.06.26 15:30:44 -0400

Cost Center Manager: **Brett Welsh**

Digitally signed by Brett Welsh
DN: cn=Brett Welsh, o=Columbus State Community College, ou=College Diversity and Inclusion, email=bwelsh@csc.edu, c=US
Date: 2018.06.26 15:32:41 -0400

Cost Center Manager: _____

Revised: 04/2016


<http://intranet.csc.edu/forms/Budget%20Transfer.pdf>

Accounting Adjustments

1. Standard Information

- Current Fiscal Year
- Today's Date

Accounting Adjustment/Reallocation Form



Fiscal Year: 2018
 Date: 06/26/18

ADJUST FROM

Division: Business & College Services/ Procurement & College Services

Cost Center Name: Cost Center

ADJUST TO

Division: EMSS

Cost Center Name: DIVERSITY

Account Number	Account Description	Project ID	Amount to Increase	Account Number	Account Description	Project ID	Amount to Decrease
10-10-14				100	Off. Supp. CSCC	10588-5	\$ 97.50
Total:			\$ 97.50	Total:			\$ 97.50

Justification:

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Linen for Annual Man of the Year Awards - 05.07.18

Signatures:

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Digitally signed by Jasmine Marks
Date: 2018.06.26 15:30:44 -0400

Cost Center Manager: **Brett Welsh**

Digitally signed by Brett Welsh
DN: cn=Brett Welsh, o=Columbus State Community College, cn=Digital Identity and Validation, email=BWelsh7@cscc.edu, ou=CS
Date: 2018.06.26 15:32:41 -0400

Revised: 04/2016

https://intranet.csc.edu/Forms/Accounting_Adj-Reallocation_worksheet.pdf

Accounting Adjustments

1. Standard Information

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

2. Adjust from:

- a) Division
- b) Cost Center Name

3. Adjust to:

- a) Division
b) Cost Center Name

COLUMBUS STATE
COMMUNITY COLLEGE

Accounting Adjustment/Reallocation Form

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 Increase	Account Number	Account Description	Project ID	Amount to Decrease
10-10-14-15015-47112	Revenue	10588-5	\$ 97,000	10-10-04-30000-53000	Off. Supp. CSCC	10588-5	\$ 97,000

ADJUST FROM

Division: Business & College Services/ Procurement & College Services

Cost Center Name: Conference Center

ADJUST TO

Division: EMSS

Cost Center Name: DIVERSITY

Justification:

Adjustments will not be processed without justification. Attach documentation.

Linen for Annual Man of the Year Awards - 05.07.18

Signatures:

Initiated by: **Jasmine Marks**
Digitally signed by Jasmine Marks
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Cost Center Manager: **Brett Welsh**
Digitally signed by Brett Welsh
Date: 2018.06.26 15:22:41 -04'00'

Cost Center Manager:

Revised: 04/2016

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Accounting Adjustments

5. Adjust From:

***This is the account
that was charged
incorrectly.***

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

[illegible]

https://intranet.csc.c.edu/Forms/Accounting_Adj-Reallocation_worksheet.pdf

Accounting Adjustments

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

ADJUST TO			
Division:	<input type="text" value="EMSS"/>		
Cost Center Name:	<input type="text" value="DIVERSITY"/>		
Account Number	Account Description	Project ID	Amount to Decrease
10-10-04-30001-53000	Off. Supp. CSCC	10588-5	\$ 97.50
A.	B.	C.	D.
Total:			\$ 97.50

Project ID	Amount to Decrease
10588-5	\$ 97.50
Total:	\$ 97.50

https://intranet.csc.c.edu/Forms/Accounting_Adj-Reallocation_worksheet.pdf

Accounting Adjustments

7. NOTE: Transfers must balance!!

Accounting Adjustment/Reallocation Form

COLUMBUS STATE
COMMUNITY COLLEGE

Fiscal Year: 2018
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Division: Business & College Services/ Procurement & College Services

Cost Center Name: Conference Center

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ADJUST TO

Division: EMSS

Cost Center Name: DIVERSITY

Account Number	Account Description	Project ID	Amount to Decrease
10-10-04-30001-53000	Off. Supp. CCCC	10588-5	\$ 97.50
Total:			\$ 97.50

Justification:
Adjustments will not be processed without justification. Attach documentation.

Linen for Annual Man of the Year Awards - 05.07.18

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Revised: 04/2016

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Accounting Adjustments

8. Justification – include as much detail as possible



Accounting Adjustment/Reallocation Form

Fiscal Year: 2018
 Date: 06/26/18

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ADJUST FROM

Division: Business & College Services/ Procurement & College Services

Cost Center Name: Conference Center

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Cost Center Name: DIVERSITY

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Accounting Adjustments

9. Initiated by – be sure to digitally sign here

[illegible]

https://intranet.csc.c.edu/Forms/Accounting_Adj-Reallocation_worksheet.pdf

Accounting Adjustments

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

[illegible]

https://intranet.csc.c.edu/Forms/Accounting_Adj-Reallocation_worksheet.pdf

Contacts

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

**We put students first.
Always.**