

Initiating an expense transfer

Scope: The document below outlines the procedures that Library Technical Services serials staff follow when processing an expense (fund) transfer

Contact: [Joanna Cerro](#)

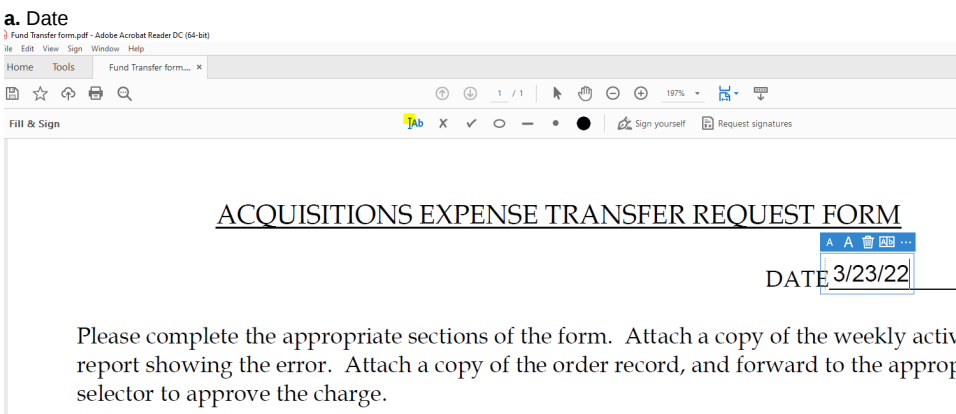
Unit: Serials Management

Date last updated: 3/23/2022

Date of next review: March 2023

1. Fill out the relevant fields in the [Fund Transfer form.pdf](#) using the "Fill & Sign" editing function in Adobe:

a. Date



ACQUISITIONS EXPENSE TRANSFER REQUEST FORM

DATE 3/23/22

Please complete the appropriate sections of the form. Attach a copy of the weekly activi report showing the error. Attach a copy of the order record, and forward to the approp selector to approve the charge.

- b. Fund information, including the fund you'll be crediting and then charging, the amount, PO# (this will often be the same PO), and a self-generated invoice# (using Google's random number generator and adding CUL to the beginning of the number works well), and the selector who has requested the fund change:**

FUND INFORMATION:

FROM

Fund # <u>519</u>	Selector ID <u>moe1</u>
Amount <u>-\$1,331.13</u>	Invoice# <u>CUL807677</u>
Order # <u>3AHG0403</u>	

TO

Fund # <u>p650</u>	Selector ID <u>moe1</u>
Amount <u>\$1,331.13</u>	Invoice# <u>CUL807677</u>
Order # <u>3AHG0403</u>	

- c. If the fund transfer involves a continuations order, check the appropriate box (e-resources can be marked with "other"):**

If a continuation order must be changed, check the appropriate box and accounting will forward the information to Central Technical Services.

X Serial Monographic Series Other

- d. "Sign" and date the bottom on the CTS line:**

FOR CENTRAL TECHNICAL SERVICES AND ACCOUNTING OFFICE USE ONLY

Accounting
CTS

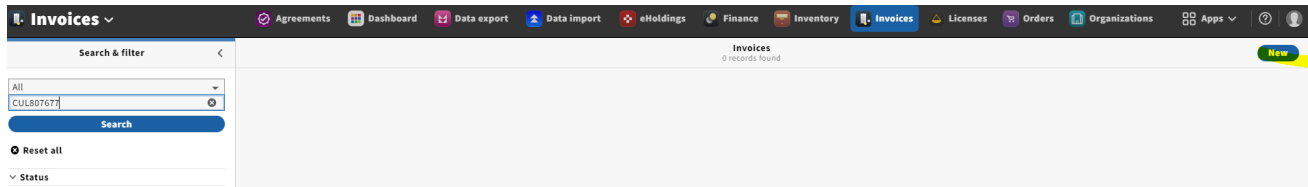
Date _____
Date 3/23/22

Initials _____
Initials JC

- e. Using Save as, save the form to your computer.

2. In FOLIO, navigate to the Invoices app, and search the invoice number you self-generated to make sure that it doesn't already exist in FOLIO.

3. Select New to create a new invoice:



4. Fill out the relevant fields in the Create vendor invoice section:

- a. Date (today's), Bill to, the invoice number you added to your form, Vendor is always CUL

Create vendor invoice

[Collapse all](#)

^ Invoice information

Invoice date * 03/23/2022	Status * Open	Payment due MM/DD/YYYY	Terms
Approval date -	Approved by -	Acquisition units -	
Bill to LTS E-Resources & Serials	Address LTS E-Resources & Serials 110 Olin Library Cornell University Library Ithaca, NY 14853	Batch group FOLIO	
Sub-total -	Total adjustments -	Calculated total amount -	
Lock total ☐	Lock total amount \$ -	Note -	

^ Adjustments

Preset adjustment
-

[Add adjustment](#)

^ Vendor information

Vendor invoice number * CUL807677	Vendor name * -CUL	Accounting code -
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b. In the Extended information portion, select Internal transfer from the payment method drop-down menu, and make sure Export to accounting is deselected (it does not matter if check subscription overlap is checked or not). Select Save & close when done.

^ Extended information

FOLIO invoice number -	Payment method * Internal transfer	Check subscription overlap ☒	Export to accounting ☐
Enclosure needed ☐	Current exchange rate -	Use set exchange rate ☐	Set exchange rate \$ -
Currency * US Dollar (USD)			

^ Links & documents

[Add link](#)

Documents

Drag and drop to upload a document

[or choose file](#)

[Cancel](#)

[Save & close](#)

5. From Invoice lines, select Add. Search for the order number that you indicated on your form and select from the results pane. Click Save.

Search & filter

Search 3AHG0403

Search

Reset all

Receipt status

- ☐ Awaiting receipt
- ☐ Cancelled
- ☐ Fully received
- ☐ Ongoing
- ☐ Partially received
- ☐ Pending
- ☐ Receipt not required

Payment status

Close

Select order lines

Search results

1 record found

☒	POL number	Title or package name	Product ID	Estimated price	Vendor reference number
☒	3AHG0403-1	The New York times.	1545844, 0362-4331	\$0.00	WE MUST P FOR 1C. OF 28224

End of list

Total selected: 1

Save

6. Click Confirm when the pop-up box alerts you that the vendor from the PO does not match the invoice vendor (this is because you changed the vendor code to CUL on the invoice).

Confirmation

You are adding one or more purchase order lines that reference a different vendor than the one identified on this invoice. If you would still like to add these please click confirm. Note: The payments will be associated with the Vendor identified on the invoice.

Cancel

Confirm

7. Click on the invoice line, which will bring you to the View invoice line screen. From there, select Actions, edit.

✕
View invoice line - 1

Actions
🔍 0

Edit
Delete

^ Invoice line information

Record last updated: 3/23/2022 11:42 AM

Description
The New York times.

PO line number	Invoice line number	Status	Subscription info
3AHG0403-1	1	Open	-
Subscription start date	Subscription end date	Comment	Account number
-	-	-	-
Accounting code	Quantity	Sub-total	☒ Release encumbrance
-	1	\$0.00	

Vendor reference numbers

Vendor reference number	Vendor reference type
WE MUST PAY FOR 1C. OF EM	Vendor title number
28224	Vendor internal number

^ Fund distribution

Fund	Expense class	Value	Amount	Initial encumbrance	Current encun
519 Databases(519)	Physical Res - On-going perpetual	100%	\$0.00	\$0.00	\$0.00

8. You will use this invoice line to **credit** the fund that was incorrectly charged. In the Comment field, type "expense transfer - wrong fund charged," fill out the amount you'll be crediting the fund by typing a minus sign next to the total, release encumbrance should be checked (always checked for credits), and make sure the fund shows the fund you are intending to credit (if not, change it). Click Save & close.

Subscription info	Subscription start date	Subscription end date	Comment
	MM/DD/YYYY	MM/DD/YYYY	expense transfer - wrong fund charged
Accounting code	Account number	Quantity *	Sub-total *
-		1	-1455

☒ **Release encumbrance**

^ Fund distribution

Remaining amount to be distributed: \$0.00

Fund ID *	Expense class *	Value *	Type	Amount	
6910 Anglo-American Law (6910)	Law Ejrnls temp US	90	%	\$	-\$1,309.50
6911 Foreign & Int'l (6911)	Law Ejrnls temp Foreign	10	%	\$	-\$145.50

9. Take the same steps from above to add another line to the Invoice, searching for the same order number you indicated on your form. You are going to use this invoice line to **charge** the appropriate fund.

10. Click on Invoice line #2, select Actions, edit.

11. Fill out the Comment field with the same comment as above: "expense transfer - wrong fund charged," the sub-total should be a positive amount, and select the fund that you will be charging. Click Save & close.

Subscription info

Subscription start date

MM/DD/YYYY

Subscription end date

MM/DD/YYYY

Comment

expense transfer - wrong fund charged

Accounting code

-

Account number

Quantity *

1

Sub-total *

1331.13

☐ Release encumbrance

^ Fund distribution

Remaining amount to be distributed: \$0.00

Fund ID *

p650 Rich 96 (p650)

Expense class *

Physical Res - On-going perpetual

Value *

100

Type

%\$

Amount

\$1,331.13

Add fund distribution

^ Adjustments

Preset adjustment

Add adjustment

12. From the Invoice screen, select Actions, edit:

Vendor invoice number - CUL807677

CUL

Actions

Edit

Delete

Invoice information

Record last updated: 3/23/2022 11:42 AM

Invoice date	Status	Payment due	Terms
03/23/2022	Open	-	-
Approved date	Approved by	Acquisition units	Source
-	-	-	User
Note	Bill to	Batch group	Payment date
-	LTS E-Resources & Serials 110 Olin Library Cornell University Library Ithaca, NY 14853	FOLIO	-
Total units	Sub-total	Total adjustments	Calculated total amount
2	\$0.00	\$0.00	\$0.00

Invoice lines

Add

New

Total number of invoice lines: 2

#	POL number	Description	Fund code	Quantity	Sub-total	Adj
1	3AHG0403-1	The New York times.	519	1	-\$1,331.13	\$0.
2	3AHG0403-1	The New York times.	p650	1	\$1,331.13	\$0.

End of list

Fund distribution

13. Set the status to Reviewed:

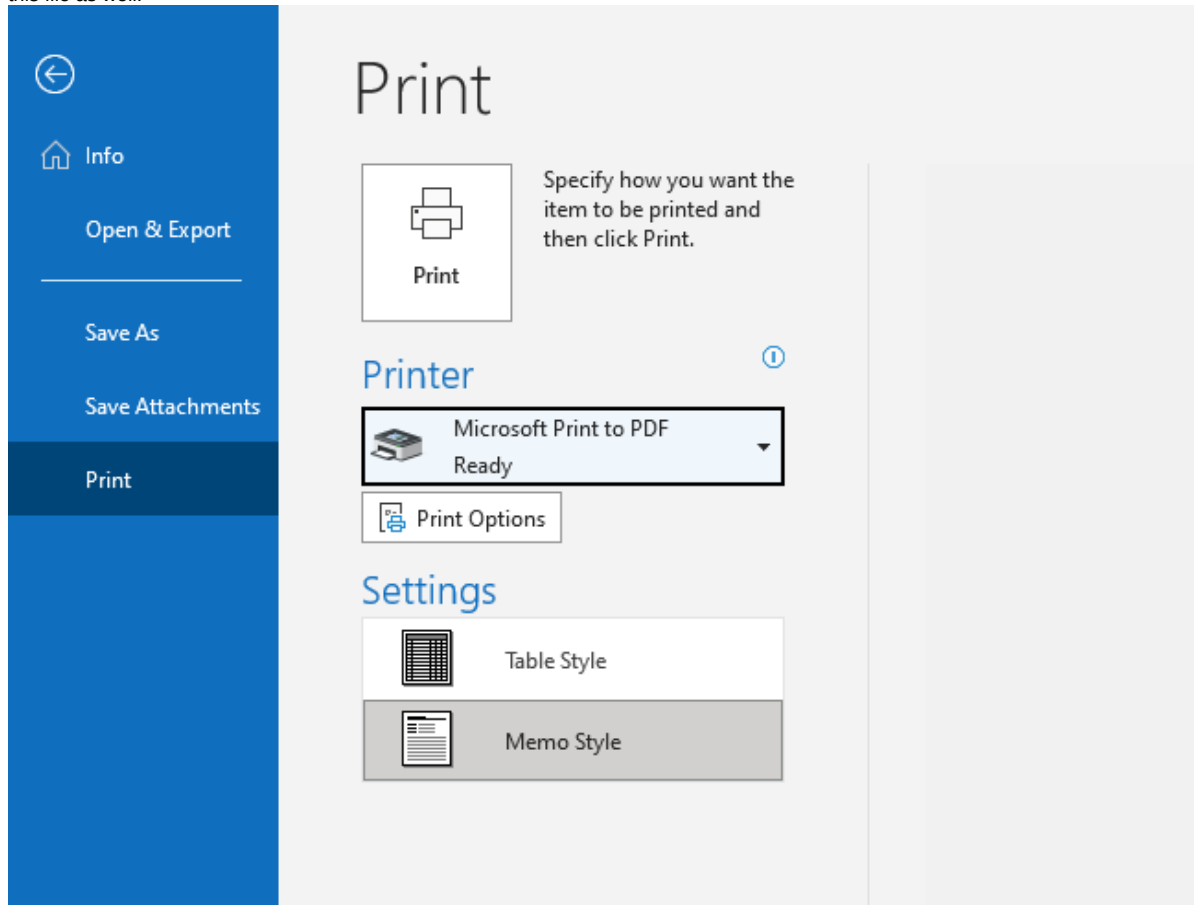
^ Invoice information

Record last updated: 3/23/2022 11:42 AM

Invoice date *	Status *	Payment due
03/23/2022	Reviewed	MM/DD/YYYY
Approval date	Approved by	Acquisition units
-	-	
Bill to	Address	Batch group
LTS E-Resources & Serials	LTS E-Resources & Serials 110 Olin Library Cornell University Library Ithaca, NY 14853	FOLIO
Sub-total	Total adjustments	Calculated total amount
\$0.00	\$0.00	\$0.00
Lock total	Lock total amount \$	Note
-		

14. Upload a copy of the completed fund transfer form.

15. In Outlook, select the email from the selector requesting a fund transfer, click "File" and then "Print." Print as PDF and save to your computer. Upload this file as well.



16. Once both the fund transfer form and pdf copy of the email has been uploaded to the invoice, click Save & close.

