Run all BAIRS reports for PI portfolio of current use funds and C&G funds

Review all BAIRS reports for accuracy

Review reports for expenses that need to be moved or corrected

Discuss with PI expenses that need to be moved to another chartstring

Confirm transfer and identify appropriate project for the expense along with justification

Complete financial journal and obtain PI signature or email approval justification for files

Review all BAIRS reports to confirm completion

Expense Transfer

1

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• This process document is current effective 11/24/2014
• If you have questions about this document please contact ptimaps@lists.berkeley.edu
**Responsible:** owner of the task.

**Accountable:** the one ultimately answerable for the correct and thorough completion of the task.

**Consulted:** provides information and/or expertise necessary to complete the task.

**Informed:** needs to be notified of results

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible</th>
<th>Accountable</th>
<th>Consulted</th>
<th>Informed</th>
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</thead>
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<tr>
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<td>A/R</td>
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</tr>
</tbody>
</table>
CSS RA – Expense Transfer

Monthly

**CSS RA**

- **START**
  - Monthly Financial Reporting
  - Run all BAIRS reports for PI portfolio of current use funds and C&G funds

- Review reports for expenses that need to be moved or corrected. *Corrections due to wrong CF2 or Program code or typo do not need to go through PI process. Correction can be done without PI approval to represent their original intent.*

- Discuss with PI expenses that need to be moved to another chart string.

- Does the expense need to be moved to a new chart string?
  - **YES**
    - Complete financial journal and obtain PI signature or e-mail approval and justification for files
  - **NO**
    - Confirm transfer and identify appropriate project for the expense along with justification
    - RA reviews BAIRS reports for confirm completion.

**Legend**

- **Start/End**
- **Process Step**
- **Subprocess Step**
- **Decision Point**
- **CSS**
- **Unit**
- **Central Campus Unit (Disbursements, Procurement etc.)**
- **Faculty (Customer)**
- **3rd Party**

**Guidelines**

- Common Smartsheet online repository
- Form
- Notification sent via Email

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11/24/2014