

## **Campus-wide FTR Policy**

*effective July 1, 2010*

FTRs will only be processed within the fiscal month if they fit the following criteria:

**1. Charges being adjusted are within 90 days of original transaction.**

Beginning July 1<sup>st</sup>, 2010 anything received that is older than 90 days will be returned to the originator.

Recharge centers will be allowed 180 days to submit center billings beginning July 1<sup>st</sup>, 2010

**2. FTR is received by the 5<sup>th</sup> business day prior to month close. Closing dates will be listed on Finance's website.**

If an FTR is not received prior to the 5<sup>th</sup> business day before close, every effort will be made to process the FTR before close, however, is not guaranteed depending on workload.

**3. FTR is provided in the proper format with all the required signatures, phone numbers and information. Meaning:**

- FTR's for corrections to CC transactions, TE transactions & invoices through Oscar for less than **\$250.00** that have already posted to Banner will no longer be allowed for NON-research funds.
- Must show all debits and credits, no lump sum totals, no "see attached." Enter amounts as absolute values with debits listed before its corresponding credit.
- Must be either on an FTR Form or in the exact format as the FTR form for Brio queries (including debits and credits) and have a FTR form attached to the front with the appropriate signatures.
- Must provide backup. Banner or Brio, must have document number on face of the FTR form; original date of transaction, and a meaningful description (understandable to an uniformed person). NO copies of e-mail for credit card transactions. Backup must be readable.
- All documents must be legible, preferably typewritten.
- Equipment (17X's) transactions must go to Property Administration (Modular Bldg 01). Include only equipment accounts (17X's) on FTRs to Property Administration. Remember to send FTR initially to RAF if transferring capital equipment charges to a sponsored fund. RAF will then forward to Property Administration.
- FTRs to, from, or between sponsored research funds. (A's, B's & F's Only) must go to RAF (West Hall).
- The authorized signer must be an individual who has financial responsibility for the Fund and Org being debited.
- FTRs for Unrestricted fund transfers must go to the Financial Planning/Budget office (Troy Bldg, 5th Floor).
- FTRs for funds other than those indicated above must go to Financial Reporting (Rice Bldg).
- FTR must include a legible name and phone number.

**Please feel free to call with any questions** Financial Reporting - x6396 Property Administration – x8704  
Research Administration & Finance- x2300

The following pages provide more specific information on FTR Processing.

## **FINANCIAL TRANSACTION REQUESTS**

A Financial Transaction Request (FTR) with the proper authorization can be used to accomplish:

### **Corrections of transaction errors**

When a charge or credit has been made to a fund in error the FTR can be used to reverse the entry or to reallocate the charge or credit to the correct fund. Documentation showing the exact location, amount, date of original transaction, document number and description in Banner of the item being reallocated must be attached to the FTR. Requests for corrections after 90 days may be considered on an exception basis after careful review.

### **Internal Billings for Service and Recharge Centers on campus**

Some of the Recharge and Service Centers on campus use FTRs to charge their products and services to their campus customers.. Please note that in order to charge a sponsored research fund for goods or services you should have a rate calculation on file and must charge all campus users the same fee for the same goods or services. Organizations that expect to have \$50,000 or more of internal billings per fiscal year must, by federal requirement, have a rate calculation filed with and approved by RAF before charging sponsored research funds.

### **A partial list of things that cannot be done with FTRs:**

- Payroll charges cannot be reallocated using an FTR. Reallocation of payroll is accomplished using a Labor \Tuition Cost Transfer Form that is submitted to RAF for approval and Disbursements Operations for processing.
- Budget Adjustments must be done on the Operating Budget Change Request Form.
- Graduate tuition charges cannot be reallocated using an FTR, unless it crosses a fiscal year (& therefore not changeable in SLAGFAR) and involves a research fund. These FTRs should be submitted to the Provost Office.
- Reclassifications between program\activity codes for non-research activity that has already posted to Banner will no longer be allowed.
- Reclassifications between account codes for non-research activity that do not result in a change in the account code subcategory will no longer be allowed.
- Corrections on CC & TE entries and invoices through OSCAR that have already posted to Banner will no longer be allowed for less than \$250.00. The coding should be changed on the original entry versus allowing those entries to default to the coding on file and then changing that coding via an FTR. Cost Transfers involving Sponsored Research Funds.
- Changing the FOAPAL of a Purchase Order is not allowed. FTRs are for charges that have been expensed in Banner, not transactions awaiting invoicing.
- For non-research funds, once the fiscal year is closed, no adjustments can be made to transactions posted during that fiscal year.

### **Cost Transfers involving Sponsored Agreements**

Rensselaer expects its faculty, staff and students, when dealing with federal and other sponsored projects, to comply with all government and sponsor rules and regulations and follow established standards for determining when it is appropriate to initiate a cost transfer. Rensselaer expects that costs be charged to the appropriate award when first incurred but acknowledges that there are circumstances where it may be necessary to transfer expenditures to another award subsequent to the initial recording of the charge.

To be permissible, cost transfers must meet the criteria established for both timeliness and appropriateness. Cost transfers should be initiated as soon as possible after the original transaction, preferably within 90 days of incurring the expense. Requests for transfers after 90 days may be considered on an exception basis after careful review. The Institute is obligated to immediately remove incorrect charges made to sponsored funds, regardless of time frame.

When items RAF cannot bill to Research Sponsors are charged to a grant fund a Cost Transfer form is used to reallocate the charge to a non-sponsored research fund.

The entire "Cost Transfers on Sponsored Agreements" policy can be found at:  
<http://www.rpi.edu/dept/finance/docs/research/CostTransfersOnSponsoredAgreements.pdf>

**Cost Transfers for Restricted A & B Funds must use the Sponsored Funds Non-Salary Cost Transfer Form.**

## **FTR REQUIREMENTS**

- An FTR should be dated, and the originating department, division, school or office should be clearly identified. A contact name and RPI telephone extension must be on the FTR in case the PI, Business Manager, or FTR-processing personnel have questions. All required approvals must be obtained prior to submittal.
- FTRs should have a debit and credit for each transaction. Do not total all transactions in order to have fewer individual transactions. Enter amounts as absolute values with debits listed before its corresponding credit. If correcting a prior transaction, both the debit and credit sides of the entry need to include fund, organization number, account number, program and activity codes, original document code, description of original transaction, amount and date of original transaction.
- FTRs using a transfer code must have the same transfer code on both sides of the transaction.
- Cost Transfers for Restricted A & B Funds must use the Sponsored Funds Non-Salary Cost Transfer Form.
- Each transaction must be explained and documented. Internal Billings should include a calculation of the charge. Remember, organizations with over \$50,000 of internal billings a year need to have an approved rate on file with the Controller's Office to charge sponsored research funds.
- Documentation for charges being reallocated should be attached. The best documentation is a Fund Statement, Brio query\* or printout of a Banner screen showing the current location of the charge.
- Transfers to/from faculty startup designated funds must be approved by the Provost office and then sent to Financial Planning/Budget office (Troy Bldg, 5th Floor).
- Transfers to/from all other designated funds must be approved by Financial Planning/Budget office (Troy Bldg, 5th Floor).

**The Revised FTR template can be downloaded from:**

<http://finance.rpi.edu/update.do?catcenterkey=57>

**For additional guidance on Unallowables and Direct Charging please see:**

<http://www.rpi.edu/dept/finance/docs/research/UnallowableNonReimbursableExpenses.pdf>

<http://www.rpi.edu/dept/finance/docs/research/DirectCharging.pdf>

**For additional guidance on Internal Billings for Recharge Centers please see:**

<http://www.rpi.edu/dept/finance/docs/research/ServiceAndRechargeCenterProcedures.pdf>