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Reports & inquiry screens

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Financial Reporting Requirements

Introduction

To ensure financial reports accurately reflect Hartnell's financial activities for the fiscal year. Hartnell's fiscal year end is June 30th. Expenses must be charged for goods received, services rendered, or for travel events that took place in the fiscal year. Each year there are a number of financial activities that departmental staff and managers should be aware of to meet year-end, financial reporting, and auditing requirements

Key Requirements

- Review budget reports and reconcile accounts.
- Submit invoices and payment requests for goods, services, or travel that occurred on or before June 30th.
- Submit time cards and other payroll-related documents (e.g. SPAs) for work performed on or before June 30th.
- Make adjusting entries if needed (e.g. budget and expenditure transfers).



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PURCHASING

ACCOUNTS PAYABLE

PAYROLL

BUDGETS



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	Business Office Cutoff Date for FY 2023-2024 (Old Year)	Business Office Acceptance Date for FY 2024-2025 (New Year)
Purchase Orders/Requisitions	Friday, May 3, 2024 5:00 PM	Monday, June 3, 2024
Office Depot Supply Orders	Friday, May 31, 2024 5:00 PM	Monday, July 1, 2024
Use of Existing Blanket Purchase Orders (BPO)	Friday, May 31, 2024 5:00 PM	Monday, July 1, 2024



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	Business Office Cutoff Date for FY 2023-2024 (Old Year)	Business Office Acceptance Date for FY 2024-2025 (New Year)
Invoices and Packing Slips from Purchase Orders	Monday, July 15, 2024 5:00 PM	Monday, July 1, 2024
Travel Expense Claim Forms	Monday, July 15, 2024 5:00 PM	Monday, July 1, 2024
Check Requests	Monday, July 15, 2024 5:00 PM	Monday, July 1, 2024
Cash Receipts (check and/or credit card payments)	Friday, June 14, 2024 5:00 PM	Monday, July 1, 2024





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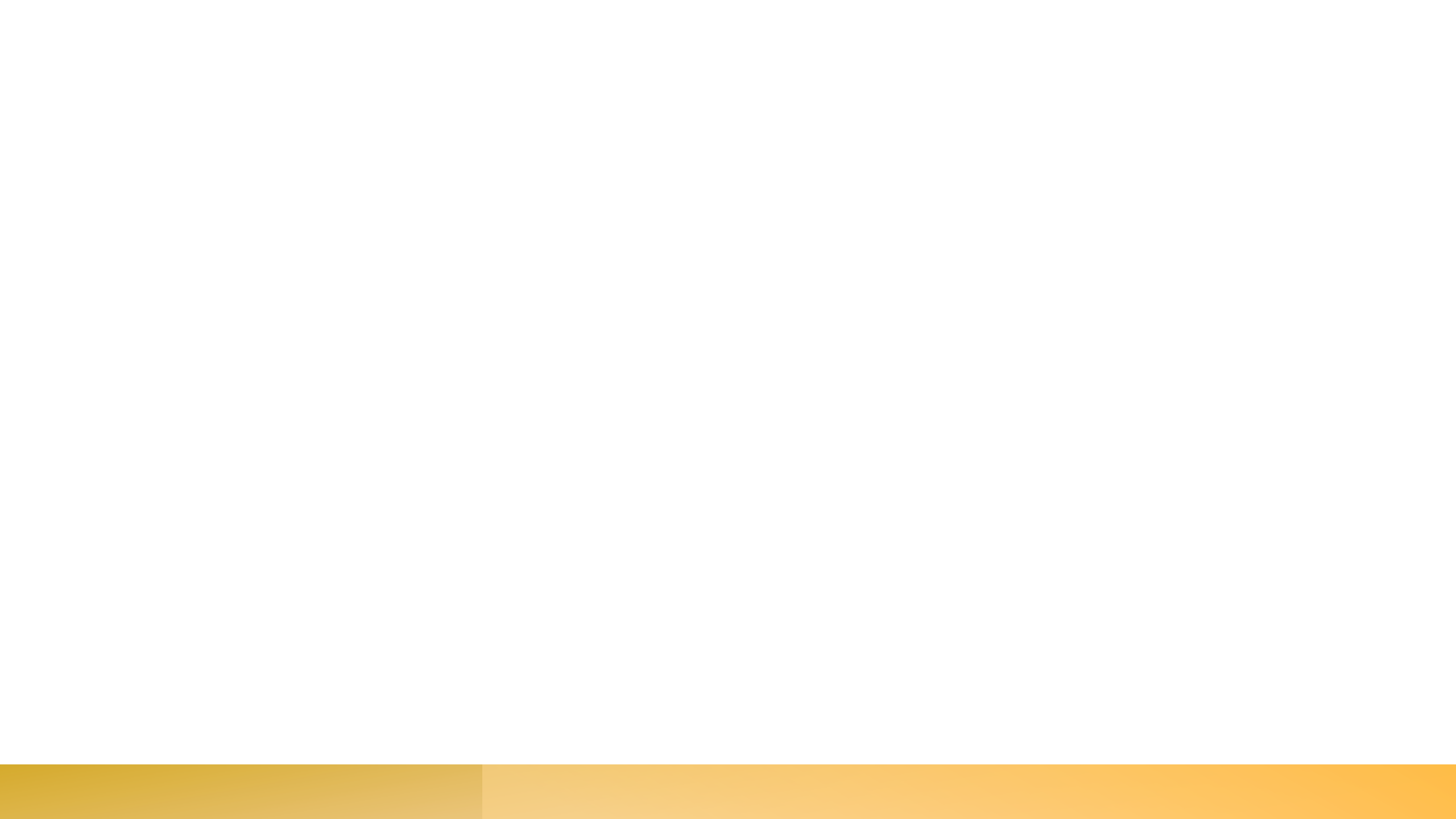
REPORTS AND INQUIRY SCREENS

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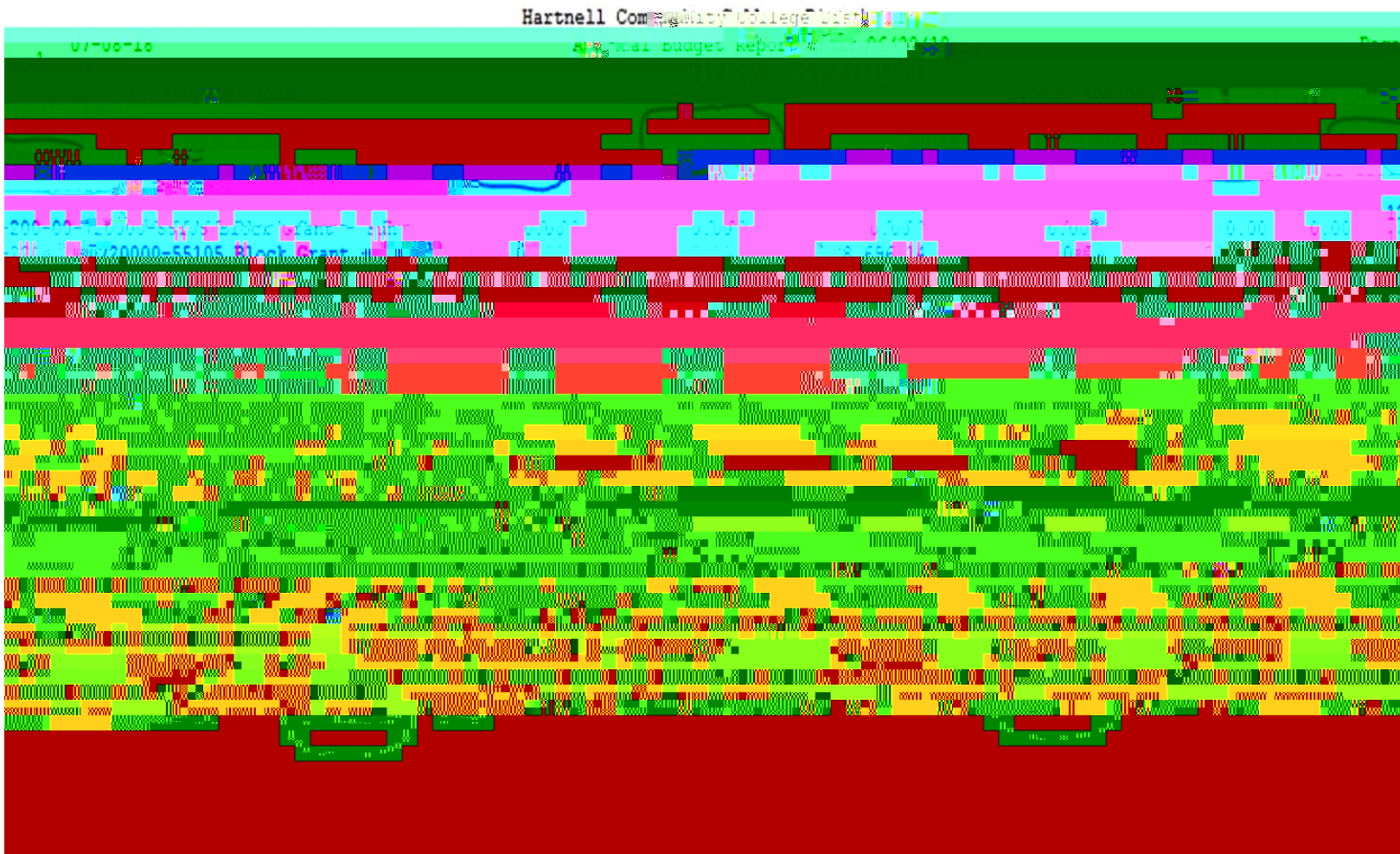
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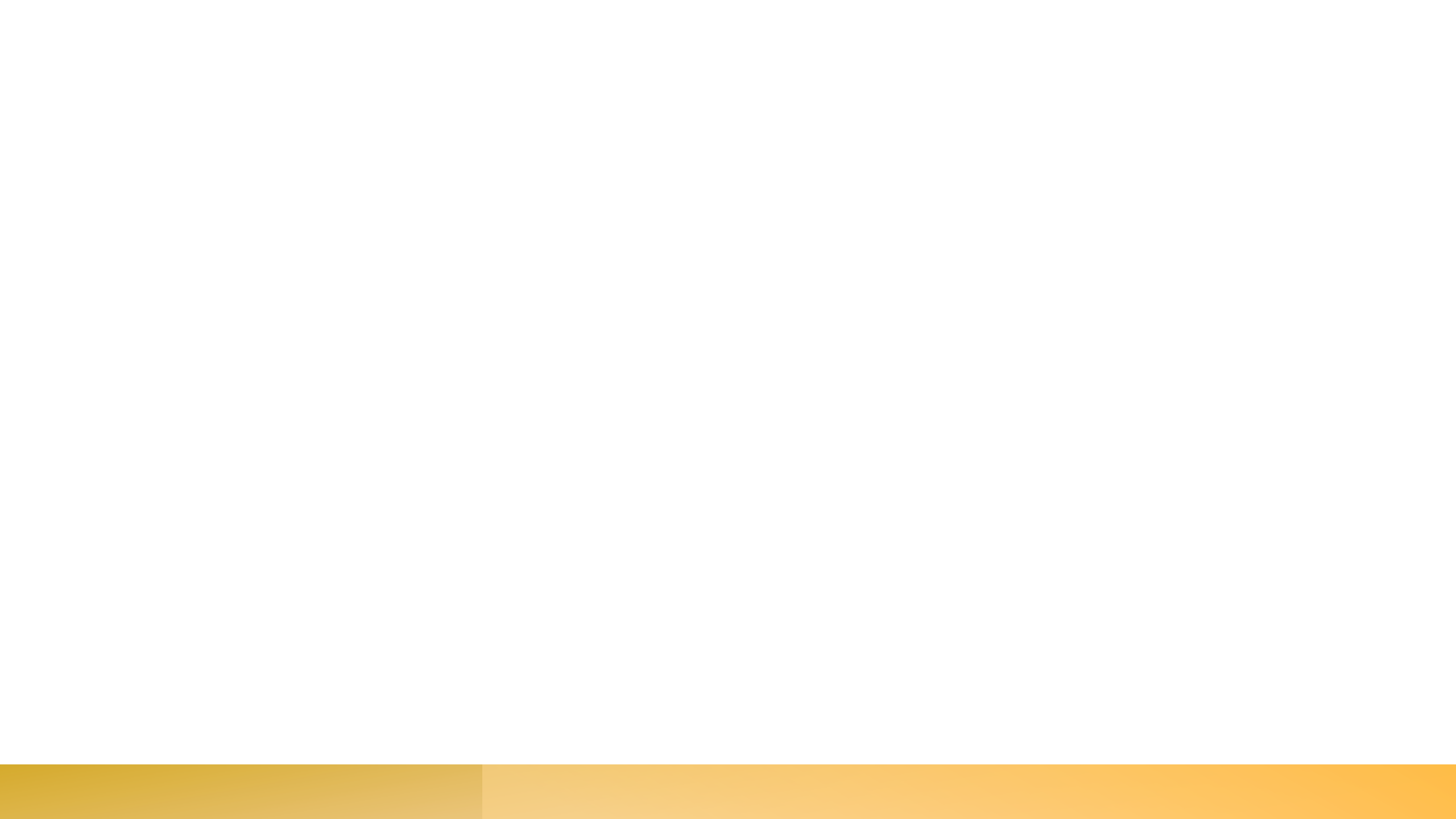


03/10 2024
09:24

PURCHASE ORDER REGISTER FOR 11MC Fund 11 Monterey County Treasur
Period: 07/01/23 - 06/30/24

Vendor ID	Name	PO Number	Date	Current PO Status
Description	Qty	Price	Tax	Total Ck/Vol
0000348	ODP Business Solutions	P0031479	02/13/24	Accepted
Boise(R) X-900 Multi-use Paid	4,000	59.25		239.00
Printer and Copier	Inv	03/26/24		
Paper, 8 1/2 x 11, 3000 Sheets, Outs	2,000	3.91		78.20
92 (U.S.) Brightness				
White				
Whiteboard Eraser	4	5.73		22.92
Inv	03/26/24			
Acc	03/13/24			
Outs	02/29/24			
Command Hooks, Paid	2,000	5.73		114.60
Inv	03/26/24			
Command Strips,	Acc	03/13/24		
Free, White				
Marker, Pack Of 4 Pans	Acc	03/13/24		
Office Brand	Outs	02/29/24		
Easel Pad	Acc	03/13/24		
Markers	Outs	02/29/24		
Point, Assorted Colors,	Acc	03/13/24		
Pack	Outs	02/29/24		
				858.40

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BPOS - Blanket PO Summary Report

Save... Save All Cancel

Blanket PO Summary Report

Requisition No:

BPO Amount:

GL Account No:

Non-Range Values

Vendors Include	1
Vendors Exclude	1

1 2 3 4

1 2 3 4

Example of
Budget
Revision



HARTNELL COMMUNITY COLLEGE DISTRICT

BUDGET ENTRY

REQUIRES BOARD APPROVAL (Check One) Budget Revision = Changes **between** major object classifications, i.e. 51000 to 52000, 54000 to 55000, etc. (Requires Board Approval, etc.)

DESCRIPTION

FUND (2)	AREA (3)	LOC (2)	FOPS (6)	OBJECT (5)	DEBIT (Transfers In)	CREDIT (Transfers Out of Account Below)
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DESCRIPTION	FUND (2)	AREA (3)	LOC (2)	FOPS (6)	OBJECT (5)	DEBIT (Transfers In)	CREDIT (Transfers Out of Account Below)
[Redacted content]							
[Redacted content]							
[Redacted content]							
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Example of Budget Transfer



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Expenditure transfers are considered a reclassification of expenditures, and are also used for inter-departmental charges (e.g. food services invoices, parking permits).

Must indicate reason for expenditure transfer, should avoid using words like "mistake" or "error."

When transferring salaries, you must transfer the correlating benefits. If you are transferring a percentage of a salary, the benefits must also be transferred at that same percentage.

Please limit expenditure transfers.

Attach a detailed budget report showing the expense(s) to be transferred.



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Use check request forms for travel (hotel, air, car rental, etc.), conference registration, speaker fees, memberships/dues, reimbursements, subscriptions, internships, invoices for any of the above

Attach invoice and/or supporting documentation to verify amount to be paid.

Use 5 W's Form for food purchases and attach to check request or invoice.

Check Request

Credit Card Request (per Check Request & Credit Card Guidelines)

HARTNELL UNIVERSITY

LEGE Date: 7/10/2024 411 Central Salinas, CA

DATE	AMOUNT	DESCRIPTION	ACCOUNT
7/10/2024	100.00	Food purchase	11-210-00-67/2010-54

Total: 100.00

Confirmation / Invoice / Order / etc

Additional Information / Comments:

Example of Check Request

Example of 5 W's Form

HARTNELL COLLEGE

DATE: 7/9/2024 NAME: David Techera DEPT: Business Services

VENDOR NAME: XYZ Vendor BLANKET NUMBER: B0012345

WHO attended (# of each)

Students:	2
Faculty:	0
Staff:	10
Community Members:	0

WHAT (event title): Training event

WHERE (specific location): E-108

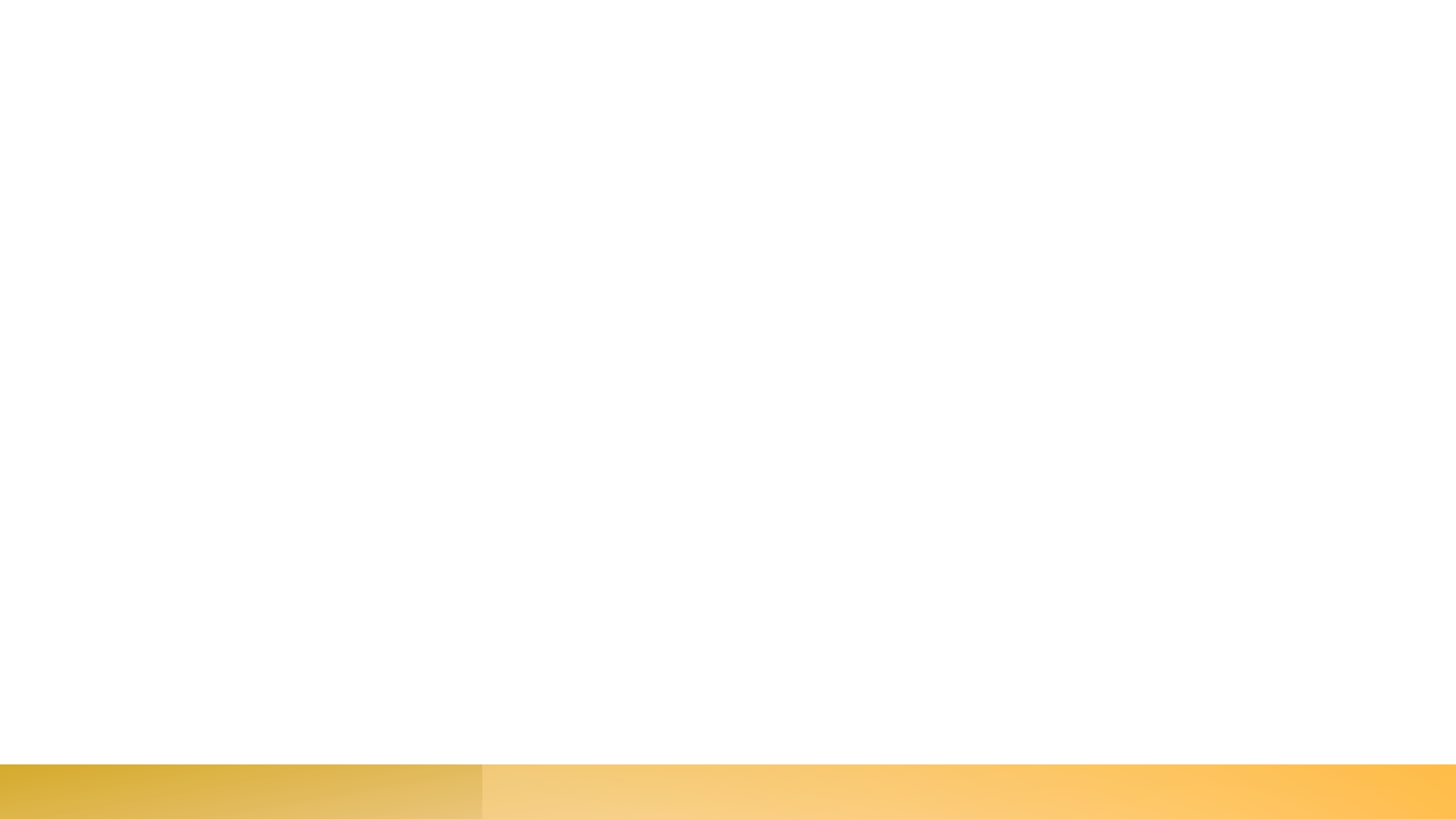
WHEN (date & time): 7/9/2024

WHY (please include source, i.e., funded by: CTL, Community Collaborative)

Budget Change: []



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