



# Electronic TOE Procedures

Step 1: Log into WebAdvisor.

## Santa Ana College & Santiago Canyon College

**LOG IN**

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**Log In**

User ID:

Password:

Show Hint:

**SUBMIT**

Browser address bar: <https://webadv-dev.cloud.rscsd.edu/WATST2/WATST2?TYPE=M&PID=CORE-WBMAIN&TOKENID=X=1029277272>

Page title: WebAdvisor Main Menu

Navigation: File Edit View Favorites Tools Help

Quick Links: Reporting Portal, California..., Online Report Repository..., eZ-Audit Web Site, Fiscal Services Web Portal..., Form 320 Login, GMetrix - Web Admin, IPEDS, OCDE, OCDE's Employee Inform..., Orange County, California..., Person

## Santa Ana College & Santiago Canyon College

[CHANGE PASSWORD](#) | [LOG OUT](#) | [MAIN MENU](#) | [CONTACT US](#)



Update your password to access WebAdvisor & Canvas with the same sign-on

**ATTENTION!**

WebAdvisor Potential Downtimes:

Tuesday - Sunday: 12:01am - 1:00am

Monday: 12:01am - 4:00am

Last Sunday of each month: 12:01am - 8:00am

These are windows used to perform critical maintenance to the system. While the system may be available during these timeslots, if needed the system may be taken offline during this window without further notification.

**3-DAY NON-PAYMENT DROPS:** Enrollment fees must be paid IN FULL within 3 days of registration (including weekends and holidays as WebAdvisor is available 24/7) or all of your courses may be dropped and released to other students. The day you register counts as day 1 of the 3 days. Drops may occur at any point after the 3 day deadline. In addition to the 3-day non-payment drop policy, there is a final outstanding balance drop date. Please check the section information for drop and refund deadline to avoid fees.

Welcome Thao Thanh!

**TEST2 Environment**

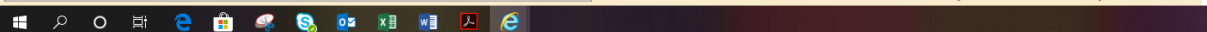
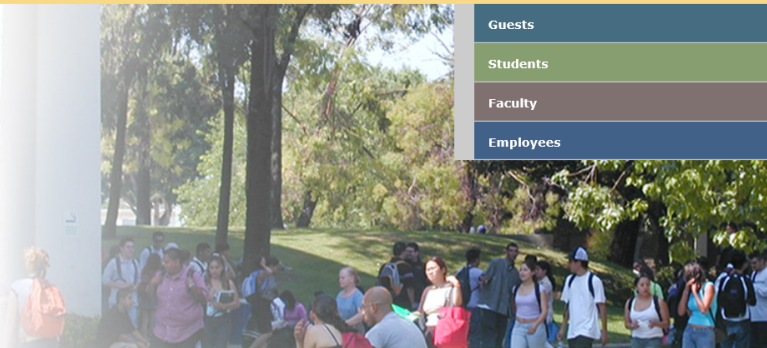


Guests are allowed to view current class schedules and to apply online.

Students and Faculty must log in first to access their WebAdvisor menus.

- [What's My WebAdvisor Login?](#)
- [Reset My Password](#)
- [Student WebAdvisor Help Manual](#)
- [WebAdvisor Login Help Video](#)

- Guests
- Students
- Faculty
- Employees



**Step 2:** Click on “Transfer of Expenditure eForm Link”.

The following links may display confidential information.

**Purchase Parking Permits**

User Account	eForms (Staff Only)
What's My Student ID Num / Staff ID Number?	Absence eForm Link
What's My User ID?	Blank Absence eForm Link (Timekeepers Use Only)
What's My Password?	Status Change eForm Link (Timekeepers Use Only)
Student Change Password	TimeCard eForm Link
Change Contact Information	Blank Timecard eForm Link (Timekeepers Use Only)
Check My Email	Budget Change eForm Link
Emergency Information	<b>Transfer of Expenditure eForm Link</b>
Purchase Parking Permits	Student TimeCard eForm Link
	Blank Student Timecard eForm Link
	WebNow (Timekeepers/Approvers Use Only)

**Step 3:** Select the your Supervisor. The routing rules for electronic TOEs are the same as the electronic budget change form.

**2. DO's Managers/Supervisors.**  
Please click on the **eForm** link to the left of the supervisor name.

Link	Supervisor	Supv Position	Supv Pos Title	Supv Div Location	Supv Division
eForm	Almaraz, Erika	5FISC-UF-MGR	UF-Fiscal Services Manager	DO	5FIS - DO Business, Opertns, & Fiscal Svc
eForm	Chamorro, Gustavo	5LAOC-UF-DIR4	UF-Dir LAOCRC/OC	DO	5EDS - DO Educational Services
eForm	Cossio-Muniz, Ruth J.	5SBDC-UF-DIRX2	UF-Exec Dir DMC	DO	5EDS - DO Educational Services
eForm	Crete, Jessica J.	5RESE-UF-DIR3	UF-Dir OC Ctr of Excellence	DO	5EDS - DO Educational Services
eForm	Davis, Adriene L.	5LAOC-LF-VCAS	LF-Asst VC, Econ/Wrkfrc Dev	DO	5EDS - DO Educational Services
eForm	Gonzalez, Yezid H.	5ITS-LF-VCAS	LF-Asst VC, ITS	DO	5FIS - DO Business, Opertns, & Fiscal Svc
eForm	Hardash, Peter J.	5BOPS-AF-VC	AF-VC, Business Op/Fiscal	DO	5FIS - DO Business, Opertns, & Fiscal Svc
eForm	Hoang, Michael S.	5SAS-UF-DIR2	UF-Dir Academic Support	DO	5FIS - DO Business, Opertns, & Fiscal Svc
eForm	Hopkins, Dean A.	5PUBL-UF-MGR2	UF-Publ Elec Media Mgr	DO	5EDS - DO Educational Services
eForm	Huotari, Monte J.	5SSO-UF-SRG3	UF-Sergeant Dist Saf & Sec	DO	5FIS - DO Business, Opertns, & Fiscal Svc
eForm	Law, Mary B.	5GCOM-UF-MGR	UF-Graphic Comm Mgr	DO	5EDS - DO Educational Services
eForm	Limeburner-Green, Tracie E.	5HR-AF-VC	Vice Chancellor, HR	DO	5HR - DO Human Resources
eForm	Linnell, Janneth P.	5CHDV-AF-DIRX	AF-Exec Dir, Child Dev Svcs	DO	5EDS - DO Educational Services
eForm	Marasigan, Elouise P.	5HR-UF-DIR2	UF-Dir Empl Srv Equity Div	DO	5HR - DO Human Resources
eForm	Martinez, Marvin R.	5CHAN-AF-CHAN	AF-Chancellor	DO	5EXE - DO Executive Division
eForm	Matsumoto, Carri M.	5FACL-LF-VCAS	LF-Asst VC, Fac Pln/Cmp Svc	DO	5FIS - DO Business, Opertns, & Fiscal Svc
eForm	Maus, Donald	5RM-UF-DIR	UF-Dir Workpl Safety/Risk M	DO	5HR - DO Human Resources
eForm	Mozaffari, Leila	5WED-UF-DIRX	UF-Exec Dir Inst Wrkf Dev	DO	5EDS - DO Educational Services
eForm	Nguyen, Thao Thanh	5FISC-UF-MGR2	Budg Forecasting Anly Mgr	DO	5FIS - DO Business, Opertns, & Fiscal Svc
eForm	O'Connor, Adam M.	5FISC-LF-VCAS	LF-Asst VC of Fiscal Svcs	DO	5FIS - DO Business, Opertns, & Fiscal Svc
eForm	Perez, Enrique	5EDS-LF-VC	LF-VC, Educational Svcs	DO	5EDS - DO Educational Services
eForm	Pham, Nga T.	5RESE-UF-DIRX	UF-Exec Dir Dist Res Plan	DO	5EDS - DO Educational Services
eForm	Randolph, Shelly L.	5INAD-UF-MGR	UF-Internal Audit Manager	DO	5FIS - DO Business, Opertns, & Fiscal Svc
eForm	Santoyo, Sarah R.	5RDEV-LF-VCAS2	LF-Asst VC Educational Svc	DO	5EDS - DO Educational Services
eForm	Tanner, Nancy A.	5PAY-UF-MGR2	UF-Payroll Manager	DO	5FIS - DO Business, Opertns, & Fiscal Svc
eForm	Taylor, Darryl S.	5CONS-LF-DIR	LF-Dir, Dist Const & Sup Sv	DO	5FIS - DO Business, Opertns, & Fiscal Svc
eForm	Toledo, Michael	5SAFE-CT-CHIEF	CT-Chief Dist Saf & Sec	DO	5FIS - DO Business, Opertns, & Fiscal Svc
eForm	Toner, Jose A.	5WARE-UF-SUPR	UF-Inventory, Delivery & Stora	DO	5FIS - DO Business, Opertns, & Fiscal Svc
eForm	Winter, Alistair M.	5HR-LF-VCAS	LF-Asst VC, HR	DO	5HR - DO Human Resources

**Step 4:** The **Doc Date** and **Fiscal Year** will default to the current date and current fiscal year.

**Step 5:** In the “**Reason for Transfer**” text field:

- If moving salaries and benefits, please enter the Employee’s ID, Employee’s Last Name, Payroll Cycle(s).
  - Example: 2285656 Nolan 1B&2B
- If submitting a correction of a TOE (payroll), please enter the Employee’s ID, Employee’s Last Name, Payroll Cycle(s).
  - Example: 2285656 Nolan 1B&2B
- If moving a voucher, please enter the voucher number and the Vendor Name.
  - Example: V0716191 Office Depot
- If moving a cash receipt, please enter the cash receipt number and the original cash receipt description.
  - Example: C001238192 CtsCtoMinneapolis
- If submitting a correction of a TOE (non-payroll), please enter the related voucher number, cash receipt, or journal entry number.

**Step 6:** In the **Transfer Type** dropdown field:

- Select Payroll if transferring salaries and benefits.
  - **Payroll Number** field: Enter the payroll cycle(s) you would like to transfer (e.g. 1B). If transferring more than 1 payroll cycle, the cycles must be continuous and must be entered in this format: 1B,2B,3B,4B,5B. If the cycles are not continuous (e.g. 1B,2B,4B,5B), please submit separate TOEs.
  - **Employee ID** field: Enter the Employee’s ID.
  - **Employee Name** field: The Employee’s name should auto-populate after the Employee ID is entered.
- Select Voucher if transferring voucher (i.e. a vendor payment).
  - **Voucher ID/Journal#** field: Enter the voucher reference number (e.g. V0716191). At this time, only one voucher reference number can be entered in this field. The PO number, check number, Vendor ID, and Vendor Name fields should auto-populate.
- Select Misc for all other transfers (e.g. correcting a previous TOE, transferring an expense abatement).

### Transfer of Expenditures Form

Doc Date: <input type="text" value="06/18/2020"/>	<b>Fiscal Use Only:</b>
Fiscal year: <input type="text" value="2020"/>	Process Date: <input type="text"/>
Reason for Transfer: <input type="text"/>	Fund Transfer Number: <input type="text"/>
<b>Payroll and Others</b>	
Transfer Type: <input type="text"/>	
Payroll Number: <input type="text"/>	Voucher ID/Journal#: <input type="text"/>
Employee ID: <input type="text"/>	PO#: <input type="text"/>
Employee Name: <input type="text"/>	Check#: <input type="text"/>
	Vendor ID: <input type="text"/>
	Vendor Name: <input type="text"/>

## Payroll Example

### Transfer of Expenditures Form

Doc Date: <input type="text" value="06/18/2020"/>	<b>Fiscal Use Only:</b>
Fiscal year: <input type="text" value="2020"/>	Process Date: <input type="text"/>
Reason for Transfer: <input type="text" value="2285656 Nolan 1B&amp;2B"/>	Fund Transfer Number: <input type="text"/>
<b>Payroll and Others</b>	
Transfer Type: <input type="text" value="Payroll"/>	
Payroll Number: <input type="text" value="1B,2B"/>	Voucher ID/Journal#: <input type="text"/>
Employee ID: <input type="text" value="2285656"/>	PO#: <input type="text"/>
Employee Name: <input type="text" value="Nolan, Leanna J"/>	Check#: <input type="text"/>
	Vendor ID: <input type="text"/>
	Vendor Name: <input type="text"/>

## Voucher Example

### Transfer of Expenditures Form

Doc Date: <input type="text" value="06/18/2020"/>	<b>Fiscal Use Only:</b>
Fiscal year: <input type="text" value="2020"/>	Process Date: <input type="text"/>
Reason for Transfer: <input type="text" value="V0716191 corr Office Depot"/>	Fund Transfer Number: <input type="text"/>
<b>Payroll and Others</b>	
Transfer Type: <input type="text" value="Voucher"/>	
Payroll Number: <input type="text"/>	Voucher ID/Journal#: <input type="text" value="V0716191"/>
Employee ID: <input type="text"/>	PO#: <input type="text" value="P0057951"/>
Employee Name: <input type="text"/>	Check#: <input type="text" value="0525053"/>
	Vendor ID: <input type="text" value="1033669"/>
	Vendor Name: <input type="text" value="Office Depot Business Svcs"/>

## Misc. Example

### Transfer of Expenditures Form

Doc Date: <input type="text" value="06/18/2020"/>	<b>Fiscal Use Only:</b>
Fiscal year: <input type="text" value="2020"/>	Process Date: <input type="text"/>
Reason for Transfer: <input type="text" value="correct JE J055273"/>	Fund Transfer Number: <input type="text"/>
<b>Payroll and Others</b>	
Transfer Type: <input type="text" value="Misc"/>	
Payroll Number: <input type="text"/>	Voucher ID/Journal#: <input type="text"/>
Employee ID: <input type="text"/>	PO#: <input type="text"/>
Employee Name: <input type="text"/>	Check#: <input type="text"/>
	Vendor ID: <input type="text"/>
	Vendor Name: <input type="text"/>

**Step 7:** Enter the GL accounts where the expense posted on the credit side (i.e. the expense will be transferred from/out of these accounts). Enter the GL accounts where you would like to transfer the expense to on the debit side (i.e. the expense will be transferred to/into these accounts).

Please note:

- GL accounts can be entered without delimiters, using dashes or using underscores. Any of these formats is acceptable: 112410632000195101250; 11-2410-632000-19510-1250; 11\_2410\_632000\_19510\_1250.
- If transferring salaries or wages, you must also transfer the related fringe benefits.
- Duplicate GL accounts on either the debit or credit side cannot be entered.
- Total amount for the Credit and Debit side must be equal.

Note: If you are transferring an expense abatement (i.e. a “negative” or “credit” expense), you will need to debit the GL account that has the “negative” expense, and credit the GL account where you would like to transfer the “negative” expense.

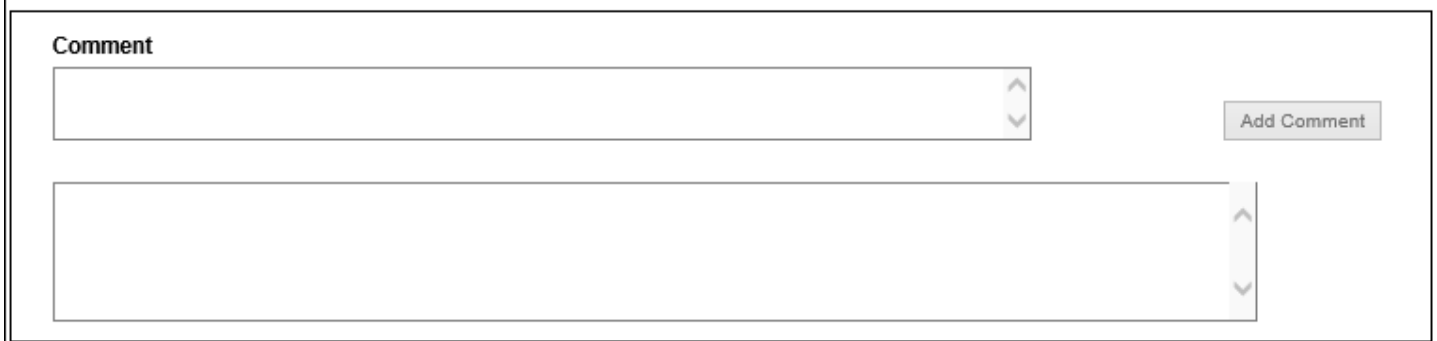
**Expenditure Information**  
 Note: This is not a fund transfer form. Please check with the Accounting Department if you have any questions.

Credit (From)				Debit (To)			
Row	GL Acct	Amount	Add/Delete	Row	GL Acct	Amount	Add/Delete
1	11_0000_672000_54211_2130	7679.48	+ -	1	11_0000_672000_54212_2130	7679.48	+ -
2	11_0000_672000_54211_3215	1514.48	+ -	2	11_0000_672000_54212_3215	1514.48	+ -
3	11_0000_672000_54211_3315	491.62	+ -	3	11_0000_672000_54212_3315	491.62	+ -
4	11_0000_672000_54211_3325	114.98	+ -	4	11_0000_672000_54212_3325	114.98	+ -
5	11_0000_672000_54211_3435	287.84	+ -	5	11_0000_672000_54212_3435	287.84	+ -
6	11_0000_672000_54211_3515	3.96	+ -	6	11_0000_672000_54212_3515	3.96	+ -
7	11_0000_672000_54211_3615	178.40	+ -	7	11_0000_672000_54212_3615	178.40	+ -
8	11_0000_672000_54211_3415	2005.12	+ -	8	11_0000_672000_54212_3415	2005.12	+ -
9	11_0000_672000_54211_3915	250.00	+ -	9	11_0000_672000_54212_3915	250.00	+ -
<b>Total Amount:</b>		12525.88		<b>Total Amount:</b>		12525.88	

Validate Credit/Debit

**Step 8:** Once you have typed in the account and amount, please click the Validate Credit/Debit to check the account for error. You will receive an error message if the account does not exist, or if you are trying to transfer more expense than is actually posted in the account, or the debit and credit side totals do not match.

**Step 9:** Type in comments to provide further explanation as needed. If transferring a percentage of salaries and benefits, please note the number of hours being transferred (for an hourly employee), or the percentage being transferred (for a salaried employee). For hourly employees, the number of hours should reconcile to the employee's timecard.



**Step 10:** Click Attachments  to add documentation. Please attached the GL report showing where the transaction, including the reference number, original posted. If transferring a percentage of salaries and benefits, please also attach back-up showing how you calculated the amounts you are requesting to transfer.

### ***Status Change Forms***

A Status Change Form does not need to be attached to an electronic TOE submitted to correct the GL accounts for payroll expense that has already posted. However, to update the GL accounts for future payroll cycles, the department will need to submit a Status Change Form as soon as possible. We ask that departments be proactive about submitting Status Change Forms before payroll is processed to minimize the number of corrections that have to be done through TOEs. The Accounting Department strives to process your accounting requests as efficiently as possible. With that in mind, if TOEs are being submitted regularly for the same employee(s), the department may be asked to submit a Status Change Form before any more TOEs are processed.

### ***Federal Projects***

For the time being, Employee Time Reports (ETRs) do not need to be attached to an electronic TOE. However, in the Comments section, you will need to note the number of hours being transferred (for an hourly employee), or the percentage of time being transferred (for a salaried employee). The Accounting Department will prepare revised Quarterly Effort Certificates as need, and route them to the Project Director for signature.

For federal projects only, transferring a percentage of non-payroll expense is not permitted unless there is reasonable, documented justification for the percentage split that can be upheld in an external audit.

**Step 11:** Sign the form and then click .