Controller Office Use Only						
Voucher #:						
Batch Total:	0.00					
Rule Code:	JE16					
NSF Override:						

Dean, Chair, BUM

Form Revised: 7/29/19

STOCKTON UNIVERSITY BANNER FINANCE JOURNAL ENTRY (TRANSFER) FORM

- $1. For Expense and Revenue \ Transfers \ email \ the \ completed \ form \ and \ invoice \ backup \ to \ JE \ Transfers \ < jetransfers @ stockton.edu>$
 - All information must be adequately answered for processing. An incomplete form will result in the delay and/or return of your request.
- 2. DO NOT use this form for Budget or Grant Transfers
 - a. For Budget Transfers, please email your request to Budget@stockton.edu
 - b. For Grant Transfers, please access the Cost Transfer Form from the OSRP and email Grantaccouting@stockton.edu

FROM (FOPAL where Expense or Revenue was originally charged)					TO (FOPAL where you would like the Expense or Revenue to be applied)									
Fund(6) Org(6) Account(6) Program(2) (if applicable) (if applicable) Amount			Original Document # (Attach Copy or Invoice or Peard (30 Characters Maximum) Backup)		Fund(6)	Org(6)	Account(6)	Program(2)	Activity (if applicable)	Location (if applicable)	Amount			
				Total:								Total:		

I/We certify that the transfer is correct and the supplies/services being transferred are allowable, allocable, necessary and benefit the applicable receiving fund.

JUSTIFICATION FOR TRANSFERS	1. Why is the transaction(s) being requested?
	2. What corrective action has been taken to eliminate the future need for transfers of this type?
Approval for charge:	Prepared by:

** This form is used to transfer actual expenses from one fopal to another OR to correct coding errors that cannot be corrected through the Accounts Payable/Procurement process.

This form is for Actual Expenses only and cannot be used for asset or liability GL accounts.

Examples for this form include transfers, such as, a reimbursement for supplies purchased for one dept by another dept.

Other examples would include a transfer for attending an on campus event, or a coding error made by a transaction such as bookstore, journal entry or cash receipt.

If you are unsure if this is the correct form for the transactions you are attempting to make, please contact JE Transfers < jetransfers@stockton.edu>. THIS FORM IS NOT FOR MOVING BUDGET.

(CC BUM on email request)

Procedures for Preparing Journal Entry (Transfer) Form

The Banner Finance Journal Entry (Transfer) Form is used to record routine journal entries, make corrections, and transfer expenditures.

Approval

This form only requires approval by the department that will receive the charge.

Documentation

- -Journal Transfer Request Form and related Invoices must be completed and emailed to JE Transfers
- -The justification section of the form must be completed
- -The form must be signed by BUMS of the FOPAL receiving the charge.
- -A copy of the Banner screen or the month-end Banner Finance report should be attached to the form when expenditures are being transferred to another fund to document that the charges were originally posted to the fund.
- -If the journal entry is being used to create a charge/recovery between departments and there is no Banner documentation, an email with a verbal agreement between both departments or an invoice is needed.

Wage/Salary Transfers

- -Journal entries are NOT used to process wage or salary transfers.
- -These transactions must be processed by Budget through the Labor Redistribution system.

Sponsored Project Cost Overrun - DO NOT USE THIS FORM FOR GRANTS.

- -Access the Cost Transfer Form from OSRP
- -Email GrantAccounting@Stockton.edu

Email Completed Form to the Controller's Office, JE Transfers <ietransfers@stockton.edu>

Stockton University Journal Entry Transfers FAQs

Frequently Asked Questions

What is a JE transfer?

An item that is first charged to one account and later charged to another account.

Why are JE transfers a matter of concern?

Transfers that are frequent, tardy or inadequately explained particularly on cost over-runs or unexpended balances, raise questions about the propriety of the transfers and reliability of the accounting system and internal controls. They are red flags to auditors. For the validity of the University's financials, all costs need to be properly captured.

Avoid tl	he need	for JE	transfers	when	possible
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Avoid	the need for JE transfers when possible
	Make sure you have the correct fopal on peards, requisitons, direct pays, etc. from the start.
	Costs need to be captured in the right fopal regardless of budget. If you are in an NSF position (ie. do not have enough budget), then you need to speak to your Dean, Chair, or BUM to request a budget transfer from the Budget Department <budget@stockton.edu></budget@stockton.edu>
	Monitor costs regularly.
	Review banner at least monthly for activity and budget.
When i	is a JE transfer needed?
JE transf	ers are needed when:
	Costs have been charged to the wrong account.
	To correctly capture expenses in the right fopal or to be allocated to applicable departments.
•	JE transfers should never be made when one department would like to "support" another department's activity. This transaction requires a budget transfer, please contact the Budget Department <budget@stockton.edu></budget@stockton.edu>
Who p	erforms JE transfers?
JE transf	ers are approved by departmental supervisors and Fiscal Affairs. Transfers are entered into the financial records of Banner by

v the Fiscal Affairs Office.

Make transfers in a timely manner

Make JE transfers promptly.
Expenses must be allowable, allocable and reasonable

Avoid potential problems with a JE transfer

JE transfer requests will not be accepted if they are incomplete or insufficiently supported. Prevent unnecessary problems by being certain that:

,	0 00 1 11					
	Sufficient dollars are	available in	the budget to	o which the o	cost is being i	transterred:

All information is provided including a copy of the document:

- Date of original transaction
- Reference numbers are provided (PO number, invoice number...)
- Description of transaction

Questions?

If you have any questions or comments, please contact JE Transfers ejetransfers@stockton.edu>