TRANSFER EXPENDITURES REQUEST TEMPLATE SPREADSHEET (NON-PAYROLL)

I. PURPOSE

Correcting expenditures that were mistakenly charged to the wrong account.

Allocating costs from one cost center to another. Ex. 1) UCAR sponsored seminar expenses needs to be paid for by all participants. Ex. 2) Maintenance and service agreements where costs should be shared among many accounts.

II. COMPLETING THE SPREADSHEET

The column headings in red are required fields to be completed. Blue column headings should be completed when this information is available. Only enter one (1) account key and object code per line. Only one debit or credit amount per line. The totals of the debit and credit columns should equal.

1. Acct. Key = the account key to be either charged or reimbursed.
2. Object = the object code to be charged this should be the as in the original transaction unless the original transaction was coded incorrectly.
3. Dr. Amt. = the amount to be charged to 2 decimal places.
4. Cr. Amt. = the amount to be reimbursed to 2 decimal places.
5. PEID = the vendor or employee ID number used in the original transaction.
6. Ck. No. = the check number paid in the original transaction.
7. Sec Ref = the purchase order number, TE#, TV#, S#, Batch # or JE# that is shown on the account key expenditure detail report. It is important to note that if the purchase order is still open, before making a transfer to the new account, the PO must be encumbered under that new account key - unless the PO is fully paid or closed. To encumber a PO under the new account key, you must go through purchasing. You can determine the status of a PO by typing UCREPOST at the main bi-tech menu, then typing in the po number and press esc. The first report will show you the status of the PO. If you do not have access or have trouble running this process, please contact your Division Accountant.
8. Description = This is the description that will appear in Bi-Tech reports. A brief but accurate description should be used here to capture the essence of the transaction. The system will only capture the first 16 characters in the SR19 report.

III. SUBMITTING THE SPREADSHEET AND AUTHORIZATION / SIGNATURES

Once the spreadsheet is complete, save it as an excel workbook and attach the workbook to an e-mail to your Division Accountant. The person submitting the spreadsheet to Finance must have authorizing signature over the account keys being charged (debited) or e-mail from that person is included. If you have questions as to whether an individual has signature authority, the signature authority system is located in Bi-Tech from the main menu by typing UC and then SA and then follows instructions or contact your Division Accountant.

Included in the e-mail message should be the reason for the journal entry. The more meaningful the explanation, the easier it will be to explain this transaction in future years. Please note that it is usually not acceptable in a funding agency's viewpoint to be transferring expenditures simply because of lack of funds.

IV. DOCUMENTATION

No additional documentation is needed when submitting a journal entry electronically.