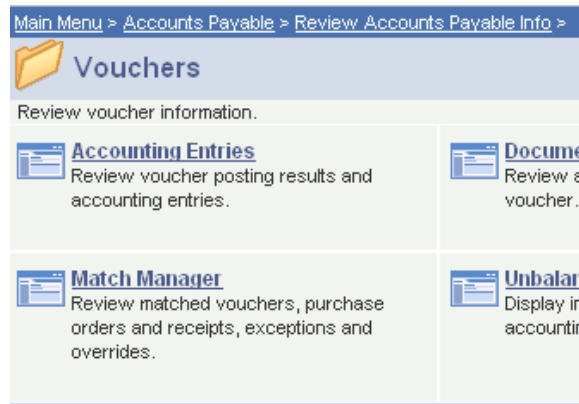


When a copy of the Account Detail Transaction Report is not available to verify the expense on a Non-project CFS, General Accounting will accept the following as back-up. The expense must be posted to the General Ledger before we can make a correction.



Comment [js1]: This is the path to Voucher Accounting Entries

Voucher Accounting Entries

*Business Unit: Voucher ID:
 *Accounting Line View Option:

Comment [js2]: Enter the voucher ID

Customize Find View All First 1-2 of 2 Last									
Ledger	Oper Unit	DeptID	Fund	Project	Program	Account	Class	Journal ID	Journal Date
ACTUALS			50000			24000		APACC81458	10/06/2004
ACTUALS	06	67160000	50000	0004020	15	67102		APACC81458	10/06/2004
GL Dist Status: Distributed									
Customize Find View All First 1-4 of 4 Last									
Ledger	Oper Unit	DeptID	Fund	Project	Program	Account	Class	Journal ID	Journal Date
ACTUALS			50000			24000		APPMT81595	10/18/2004
ACTUALS			40000			10700		APPMT81595	10/18/2004

Comment [js3]: Click on the "View All" to see both the APACC and APPMT journals. The screen print should also show the full chartfield the expense was distributed to.

1. Attach the screen prints to the completed Cost Transfer Request form (next page) and send to General Accounting UCT 902.



COST TRANSFER REQUEST

DATE OF REQUEST: NOTE – TRANSFERS WILL NOT BE PROCESSED LATER THAN 60 DAYS AFTER THE END OF THE MONTH IN WHICH THE EXPENSE ORIGINALLY WAS INCURRED.	
TRANSFER COSTS FROM ACCOUNT#:	
TRANSFER COSTS TO ACCOUNT #:	
TOTAL AMOUNT: IF THIS IS RELATED TO A PERSONNEL ACTION, PROVIDE TOTAL AMOUNT OF SALARY EXPENSE TO BE TRANSFERRED. UNLESS NOTED, IT WILL BE ASSUMED THAT FRINGES WILL BE TRANSFERRED ALSO.	
CALCULATION OF AMOUNT: IF RELATED TO A PAYROLL EXPENSE, INCLUDE RATE PER PAY PERIOD X FTE%. IF RELATED TO A NON-PAYROLL EXPENSE, INDICATE WHETHER TRANSFER IS FOR FULL OR PARTIAL AMOUNT.	
TRANSACTION INFORMATION: IF PAYROLL EXPENSE - PROVIDE EMPLOYEE NAME, EMPL ID, PAYROLL PERIOD(S) COVERED IF NON-PAYROLL EXPENSE - PROVIDE DOC ID, TRANSACTION DATE, VENDOR	
REASON WHY EXPENSE WAS NOT CHARGED TO CORRECT ACCOUNT ORIGINALLY:	

AUTHORIZATION

PREPARER: (PRINT NAME)	SIGNATURE	DATE
DEPT BUSINESS MGR: (PRINT NAME)	SIGNATURE (REQUIRED)	DATE
PI/ORG MGR: (PRINT NAME)	SIGNATURE (REQUIRED)	DATE

NOTE: This request is incomplete without the appropriate General Ledger support.

