

## INSTRUCTIONS FOR THE PREPARATION OF EXPENSE/REVENUE TRANSFERS

### When do I use this form?

This form is used to transfer an expense or revenue transaction that has already been posted to a cost center in WISDM. In order to transfer the transaction, you will need to fill in each field on the form for both sides of the entry (the debit and the credit).

#### Expense Example:

On 7/22/2008, \$22.50 in telephone expenses was charged to the wrong cost center. One way to think about this would be "I have a charge **in** 128 now and want to **move it** to 133," so I use the example below. You will first need to go to WISDM and get the necessary information. If you need help navigating WISDM, contact Suzie (ext. 8384) or Jill (ext. 8350). You need to fill in all of the information on this form, because we need to upload all of this information into PeopleSoft. (If the transaction is not uploaded using this form, it will not process correctly and we will need to contact you to re-process the transaction.) A two-line transfer would look like this:

Acct	Fund	Prog	Org	BY	Amount	Description	GL JrnlID
2240	128	1	029380	2008	-22.50	CHBK TEL LOCAL 06/08	CB063008TE
2240	133	1	026301	2008	22.50	CHBK TEL LOCAL 06/08	CB063008TE

**Remember:** Since the 128 charge has already processed, you need to deduct that from the 128 cost center and charge it to the 133 cost center. Another way to think of this is the \$22.50 is in the 128 029380 1 cost center now but needs to be in the 133 026301 1 cost center.

#### Revenue Example:

Revenue is deposited as a negative transaction (a credit) in the PeopleSoft system. So when you transfer revenue, it is the opposite of an expense transfer. When you transfer revenue **out** of a cost center, that side of the transaction is a positive entry. For this example, on 7/23/2003, \$49.40 in interest was incorrectly deposited into 128 029380 1. It should have been deposited into 133 026301 1. Again, we are transferring revenue **out** of 128 and **into** 133; here's what it should look like:

Acct	Fund	Org	Org	BY	Amount	Description	GL JrnlID
9200	128	029380	1	2008	49.40	CASHIERS FUND INT JUNE	CR072308DD
9200	133	026301	1	2008	-49.40	CASHIERS FUND INT JUNE	CR072308DD

**Remember:** Since the revenue is currently in the 128 cost center and revenue is deposited with a negative amount, we have to add this amount back to 128 and subtract it from 133 which is where we want it.

#### Some Transfer Guidelines:

When you are making a transfer, the account code, description, and GL Jrnl ID should be identical for both sides of the transfer. This should also be identical to the information found in WISDM.

Send all chargebacks/transfers to Suzie Bednar-Munsell (sbednar) as an attachment in an e-mail, along with an explanation which justifies the transfer. Please note that the total journal amount must be zero and that you **must** use this form for all transfers. Thank you!