

Tips and Tricks when creating Journal Entries, Fund Transfers,  
Budget Entries, and On Campus Expenditures  
From the Controller's Office

**General Information about all entry types**

- 1) Please call your college accountant *before* making any entry if you have any questions.
- 2) Include document text on every journal entry type. List your name, phone number, and reason for doing the entry. Please be very specific. **DO NOT** use the reason 'the PI or my supervisor told me to.'
- 3) If you forget to add document text before you complete the entry, go to the Banner Screen FOATEXT and enter the document text.

**JV01 – Journal Entry**

The ideal situation would be for the original order to be split into multiple indexes on the requisition. P-card transactions and EZ-Buy purchases can be divided before posting, as well as travel expenses on the TA and TR. By splitting a purchase up front, there is no need for a journal entry later.

However, there are times when a journal entry is needed - when an input error occurred on the index, account code, or if the purchase was not split up front.

Use JV01 document type (rule code) if the expense has already posted on an index and it needs to be moved to another index or to another account code in the same index. The debit and credit side will *usually* be the same account code (7xxxxx). Credit the index and account code where the expense is currently posted and debit the index and account code where the expense is being moved to.

JV01 is also used when moving revenue from one index to another. For example, a deposit was made to the wrong index. The debit and credit side will *usually* be the same revenue account code (5xxxxx). Debit the index and account code where the revenue is currently posted and credit the index and account code where the revenue is being moved to.

On the description line, please reference the document number of the transaction being moved along with the Banner description of that transaction. For example: FL023434 Gas charges for 123456EX.

**DO NOT** move negative amounts. Always use a positive number using the appropriate DR and CR.

**Fund Transfers**

Fund transfers also use document type (rule code) JV01. A fund transfer is done when moving actual cash from one index to another that have different fund numbers. An example of this is when a match account for a grant needs cash.

Remember a fund transfer is opposite of a normal journal entry. The index giving the money is debited and the index receiving the money is credited. The account code will be 8xxxxx on both the debit and the credit side.

\*\*\*\*There are limitations as to what type of funds can be transferred. Here are the most common transfers. Please contact your college accountant if you have any questions.

<b>Transfers from (DR side)</b>		<b>Transfers to (CR side)</b>	
Fund type 18	to	Fund type 18	
Fund type 18	to	Fund type 27	
Fund type 27	to	Fund type 27	
Fund type 13	to	Fund type 13	

### **JOCE – On Campus Expenditure**

This document type should rarely be used since best practice is to use an OCC credit card.

Use this document type (rule code) if one department (index) is buying something from another department (index) on campus. This entry will give revenue to the selling department and post an expense to the buying department. Examples of a JOCE are when a department purchases copies from the copy center or buys supplies from the bookstore.

The debit side (buyer) should be an expense account code (7xxxxx) and the credit side (seller) should be a revenue account code (5xxxxx). Please remember that the E & G fund (101164) and all State Line Appropriation funds (fund type 21) cannot have revenue, so the credit side will need to be an expense account code.

When using a JOCE, there must be an invoice attached in Xtender as documentation.

### **JBUD – Budget Entry**

Use this document type (rule code) when moving budget between two indexes that have the same fund number. For example, from one E & G index to another E & G index (fund 101164).

The account code must be a budget account code on both the debit and credit side. The account code used is determined by what type of budget is being moved. Use 615100 for salaries, 625100 for wages, 635100 for benefits, and 710100 for current expense budget.

To increase the budget in an index use the positive (+) sign and to decrease the budget use the negative (–) sign. **DO NOT** use debits and credits.

The budget period is the fiscal period related to the current calendar month. (July = 01, August = 02, September = 03, etc.)