

Controller Office Use Only

Voucher #:
Batch Total: 0.00
Rule Code: JE16
NSF Override:

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 Grantaccounting@stockton.edu

Fund(6) Org(6) Account(6) Program(2)

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.

Frequently Asked Questions

What is a JE transfer?

Why are JE transfers a matter of concern?

Avoid the need for JE transfers when possible

When is a JE transfer needed?

Who performs JE transfers?

Make transfers in a timely manner

Avoid potential problems with a JE transfer