

Step-by-Step Guide to Expense/Revenue Transfer Forms

The Expense/Revenue Transfer Form allows you to prepare an expense or revenue transfer by moving dollars from one FOAPAL to another. The form is accessible from the Create Expense or Budget Transfer link of the WINGS Express Finance menu. The journal type is J16 (Expense/Revenue Transfer).

1. Optionally, you may start creating a Transfer from an existing Journal Voucher by typing the Jxxxxxx number into the **UseCopy** input box & clicking the Retrieve button underneath. This will populate the form with information which you may then edit before clicking Complete to create a new Journal Voucher. For your convenience there are JumpstartJVs which you may copy which help to ensure you include the required information for some common transfers, including:
 - a. JJCATS1: copy this JV for ordering CaTS software (other than SAS or PASW).
 - b. JJCATS2: copy this JV for ordering CaTS software SAS or PASW.
 - c. JJCOSTTR: copy this JV when preparing a transfer.
2. Optionally, you may create a Transfer from a template that you created at an earlier time by using the drop-down **UseTemplate** field.
3. **Transaction Date** defaults to the current date. Banner uses this to derive the fiscal year and accounting period. (You may use the drop-down lists to change the date to another open accounting period if/as needed.)
4. **Journal Type** defaults to **J16** (Expense/Revenue Transfer). In our example, we will move supplies expense from org 215220 to 215230.

Expense or Budget Transfer Form

Begin by creating a multiple line expense or budget transfer or retrieving an existing template, with a maximum of 5 accounting lines available per transfer. "Use copy" retrieves the Journal Voucher number you type in, so you can edit as needed to create a new document.

(New) Jumpstart JVs are available to help with some common entries, see [What's New](#) chapter in the Finance Wiki for details.

Expense & Transfer Accounts 600000-899999 for both J16 actuals and BT2 & BT4 budgets: a + increases expense [debit], a - decreases expense [credit].

Revenue Accounts 500000-599999: For J16 actuals a + decreases revenue [debit], a - increases revenue [credit]. For BT2 & BT4 budgets please contact the Office of Budget Planning & Resource Analysis, this office will prepare & process the budget entry.

Choose Complete to perform a validation & forward the document for processing.

Use copy Use template

Copy Text

Transaction Date

Journal Type

Document Amount

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+

Description Budget Period [Document Text](#)

Save as Template

Shared

Code Lookup

Chart of Accounts Code

Type

- Document Amount** is the total dollar amount for the form (hash total). For example, if we enter \$150 on line 1 of the FOAPAL information and \$150 on line 2, the Document Amount will be \$300. **Enter \$300** as the document amount. [Tip: since this is a required field, saving to input last ensures that your voucher won't complete until you are ready. If you initially type in \$1 for the hash total, the next time you click Complete, Banner will show the \$1 hash total and calculate the total of the transactions you input in rows 1-5 below. You can then replace the \$1 amount with the calculated hash total figure Banner calculated.]
- FOAPAL fields: **enter "W" in Chart field.** (This will always be "W" for WSU). **Enter your organizations (215220 and 215230) in the Index fields** on lines 1 and 2. (below) Note: There is a limit of 5 lines per form. If more than 5 lines are needed, multiple forms must be created and each balanced separately.

Use copy Use template Copy Text

Transaction Date

Journal Type

Document Amount

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	W	215220								-
2	W	215230								+
3										+
4										+
5										+

Description Budget Period [Document Text](#)

Save as Template

Shared

Code Lookup

Chart of Accounts Code

Type

7. **Click complete.** Using the index field allows the fund, organization, and program fields to populate automatically after you click enter. (below) You may use either the organization code, or the fund code for 5xxxxx Foundation, 6xxxxx research grants, 8xxxxx plant, and 9xxxxx agency funds in the Index field.

Transaction Date

Journal Type

Document Amount

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	W		190000	215220		60005				-
2	W		190000	215230		60005				+
3										+
4										+
5										+

Description Budget Period [Document Text](#)

8. **Enter the account code (730100 for Office Supplies) and transaction amount (\$150).** (below) Note: If you do not know the account code, see the Code Lookup section to review how to find this information. For expense transfers, you may not use "budget pool"

accounts.

Transaction Date: 6 OCT 2010
 Journal Type: J16 (Expense/Revenue Transfer)
 Document Amount: 300

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	W		190000	215220	730100	60005			150	-
2	W		190000	215230	730100	60005			150	+
3										+
4										+
5										+

Description: _____ Budget Period: 01 Document Text: _____

Save as Template: _____
 Shared
 Complete

Code Lookup
 Chart of Accounts Code: W
 Type: account
 Code Criteria: _____
 Title Criteria: _____
 Maximum rows to return: 10
 Execute Query

9. **Select the appropriate D/C indicator.** For expense accounts (600000-899999) a " - " is a credit. In other words, the expense was incurred here and is being moved away from this org. A " + " is a debit. That is, this is an org accepting the expense. For Revenue Accounts (500000 – 599999) a " + " decreases revenue [debit] and a " – " increases revenue [credit].
10. **Type in a Description** that adequately describes the expense transfer. This 35-character required description will appear in budget queries and approvals so everyone who can access this information knows why the expense transfer was done. Keep in mind that not all approvers of the document may be able to see all of the FOAPAL lines, based on their fund/org security. Detailed descriptions are very important.

Use copy Use template

Copy Text

Transaction Date

Journal Type

Document Amount

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	W		190000	215220	730100	60005			150	-
2	W		190000	215230	730100	60005			150	+
3										+
4										+
5										+

Description Budget Period [Document Text](#)

Save as Template

Shared

- Budget Period** is not needed for a J16 Journal Type. (Budget Period is only needed for Journal Vouchers using BT2 or BT4 Journal Types.)
- The **Document Text** link can be used to input more details about this Journal Voucher. Click the link, then **input your text in the Print box**. (This is especially important for Journal Vouchers involving 5xxxxx Foundation funds or 6xxxxx Research & Sponsored Program funds.) Then **click Save**, then **click Exit Document/Item Text Page**.

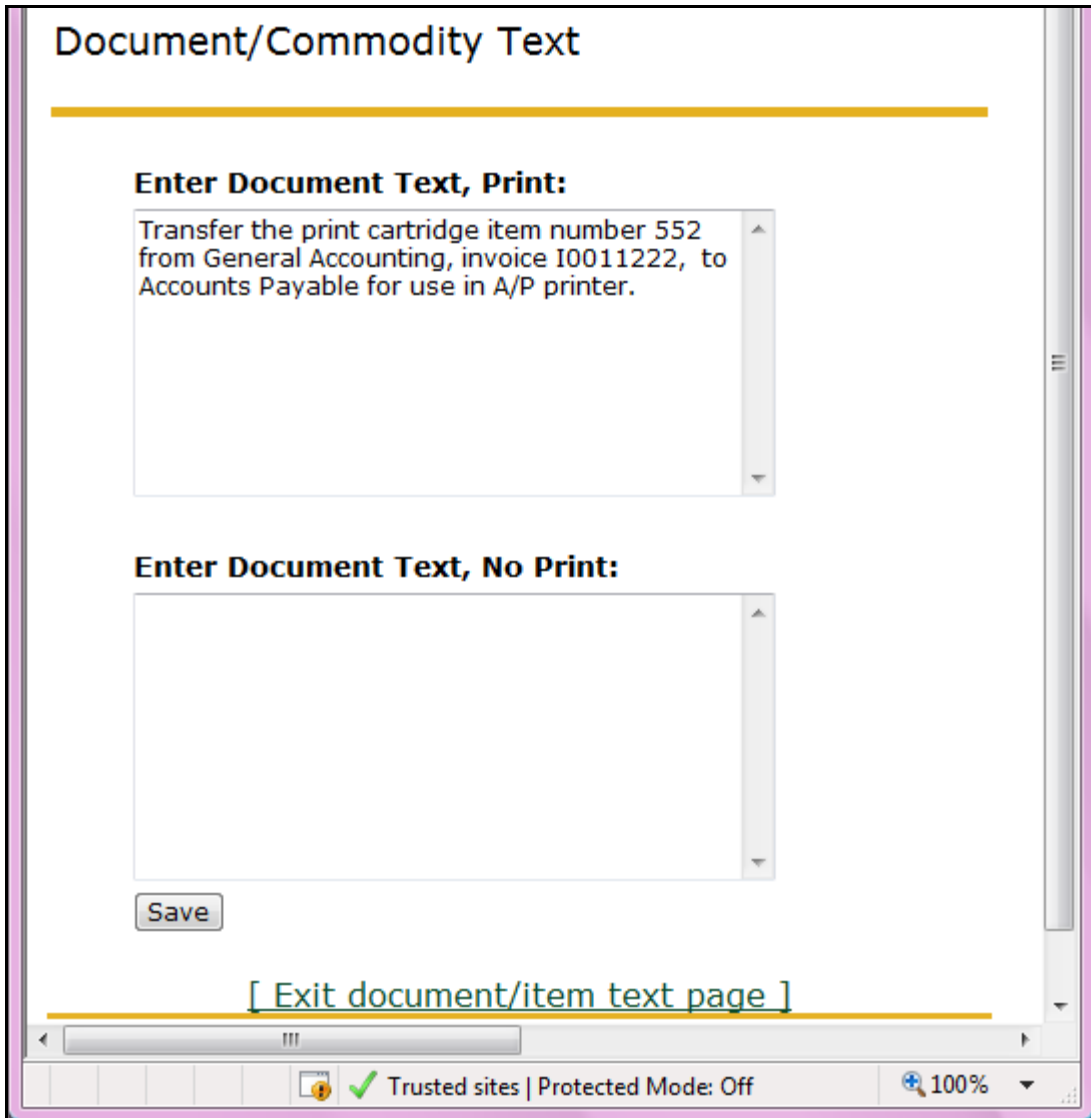
Document/Commodity Text

Enter Document Text, Print:

Transfer the print cartridge item number 552 from General Accounting, invoice I0011222, to Accounts Payable for use in A/P printer.

Enter Document Text, No Print:

[\[Exit document/item text page \]](#)



13. If you wish to save this Journal Voucher as a template which you can retrieve later, type in a Template Name (below). We recommend that templates be saved as *Personal* to be used only by the user who created it. Shared templates can be retrieved by any WINGS Express Finance user and changed. So, please do not check the “shared” box when saving your template.

Use copy Use template
 Copy Text

Transaction Date 6 OCT 2010
 Journal Type J16 (Expense/Revenue Transfer)
 Document Amount 300

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	W		190000	215220	730100	60005			150	-
2	W		190000	215230	730100	60005			150	+
3										+
4										+
5										+

Description Budget Period [Document Text](#)

Shared

Code Lookup
 Chart of Accounts Code

14. **Click the Complete button** to complete the Expense Transfer and forward it for approvals. A journal entry number should appear at the top once the transfer has been completed.

If an error message appears, go back into your form and correct/enter the information for which the error message is asking. Since I saved this as a personal template the form also indicates that the "Template (Personal)" has been saved. (below)

Note that a yellow warning triangle may appear if the FOAP being charged doesn't have enough budget to cover the expense. This is a warning only & does not prevent the Journal Voucher from completing.

per transfer. Use copy retrieves the Journal Voucher number you type in, so you can edit as needed to create a new document.

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Expense & Transfer Accounts 600000-899999 for both J16 actuals and BT2 & BT4 budgets: a + increases expense [debit], a - decreases expense [credit].

Revenue Accounts 500000-599999: For J16 actuals a + decreases revenue [debit], a - increases revenue [credit]. For BT2 & BT4 budgets please contact the Office of Budget Planning & Resource Analysis, this office will prepare & process the budget entry.

Choose Complete to perform a validation & forward the document for processing.

Document J0095244 completed and forwarded to the approval process.

Template TrsfCartridge (Personal) saved.

Another Transfer

Use copy Use template

Copy Text

Transaction Date

Journal Type

Document Amount

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	W		190000	215220	730100	60005			150	-
2	W		190000	215230	730100	60005			150	+
3										+
4										+
5										+

Description Budget Period [Document Text](#)

Code Lookup

Chart of Accounts Code

Note: If you prepare vouchers involving other areas on campus for which you do not have fund/org access to query/view their FOAPALs, you may wish to print/save this screenshot which shows all of the FOAPAL lines input. Later, when you View the Document via WINGS Express Finance you will see only the FOAPAL lines for areas you have access to.