Advantage Transfer Documents (A1, TV, IX, and J1 Documents)
ASU Financial Services

Revised July 16, 2014
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Appropriation Transfers (A1 Document)

An Appropriation Transfer (A1) document is an online document used to transfer non-sponsored appropriation budgets from one Agency/Org to another Agency/Org (i.e. CK11001 to WV11004) or from one appropriation category to another (i.e. CK11001P to CK11001A as a transfer of Personal Services to All Other Operating).

A1 Guidelines

State Account Transfers

A1 documents permit transfer of appropriation budgets from State Agency/Orgs.

Restrictions

- A1 documents are only processed on non-sponsored budgeted Agency/Orgs
- A1 documents are the only document allowed to transfer state budget appropriations
- A1 documents are not allowed on cash-basis accounts
- State appropriations cannot be transferred between campuses
- A1 documents can transfer between like-units only – State to State transfers are allowed but a transfer from State to Local is not

Special Approval

For additional information, reference the following:

FIN 102-01: Appropriation Budget Changes
Financial References: Appropriation Budget

Preparing the A1

The following information should be gathered prior to beginning the A1 document.

- Accounting period and fiscal year – most relevant when at the end of accounting periods to ensure transaction is posted to the correct period
- Agency/Org and appropriation unit for appropriation decrease
- Amount of appropriation decrease in whole dollars only
- Appropriate description
- Agency/Org and appropriation unit for appropriation increase
- Amount of appropriation increase in whole dollars only
- Appropriate description
## Completing the A1

Enter data in the following fields only (bold fields are required):

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>App Date</td>
<td>Creation date, leave blank unless calendar date does not coincide with accounting period</td>
<td>BLANK</td>
</tr>
<tr>
<td>Acctg Prd</td>
<td>Accounting period, leave blank unless calendar date does not coincide with accounting period</td>
<td>BLANK</td>
</tr>
<tr>
<td>Budget FY</td>
<td>Current fiscal year</td>
<td>14</td>
</tr>
<tr>
<td>Fund</td>
<td>Fund code</td>
<td>1150</td>
</tr>
<tr>
<td>Lin Act</td>
<td>Line action</td>
<td>C</td>
</tr>
<tr>
<td>Agcy</td>
<td>Agency</td>
<td>TR1</td>
</tr>
<tr>
<td>Appr Unit</td>
<td>Appropriation unit</td>
<td>TR11001A</td>
</tr>
<tr>
<td>I/D Appr Amount</td>
<td>Amount of transfer (whole dollars only)</td>
<td>6450</td>
</tr>
<tr>
<td>I/D</td>
<td>Increase or Decrease</td>
<td>I</td>
</tr>
<tr>
<td>HR Description fields used only when transferring from personal services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pay Lin</td>
<td>PeopleSoft position number</td>
<td>123456</td>
</tr>
<tr>
<td>Empl ID</td>
<td>Employee affiliate ID number</td>
<td>1000999123</td>
</tr>
<tr>
<td>Mod Dte</td>
<td>Modification date</td>
<td>070113</td>
</tr>
<tr>
<td>Description</td>
<td>Description (used only when not transferring personal services; leave blank when transferring personal services)</td>
<td></td>
</tr>
</tbody>
</table>

After entering all data fields, edit the document (F7) to validate all entries and check for errors. A successful edit will move the entry to PEND1 status for department approval.

## Approving an A1

Departments should approve an A1 document at Level 1.

Financial Services accountants will apply Level 4 and 5 approvals.
**Transfer Voucher (TV Document)**

A Transfer Voucher (TV) is an online document that allows voluntary funding transfers for certain categories of accounts to be made from one Agency/Org to another within the same fund group or between fund groups.

**TV Guidelines**

TV Documents are allowed on:
- Auxiliary accounts
- Budgeted local accounts
- Cash-basis local accounts
- Local or auxiliary accounts between campuses
- Restricted local accounts

**Restrictions**

TV Documents are not permitted on:
- State accounts
- Sponsored accounts
- Agency accounts
- Summer session accounts

**Transfer Expenditure Codes**

For transfers between accounts in the **same fund group**:
- 6001 10 – transfer-in
- 8001 10 – transfer-out

For transfers between **different fund groups**:
- 6001 20 – transfer-in
- 8001 20 – transfer-out

For transfers on **RID accounts**:
- 6001 55 – transfer-in
- 8001 55 – transfer-out

*See [Financial References: General Purpose Accounts](#) for more information*
Preparing the TV

The following information should be gathered prior to beginning the TV document.

- Accounting period and fiscal year – most relevant when at the end of accounting periods to ensure transaction is posted to the correct period
- Agency/Org for transfer-out
- Amount of transfer-out in dollars and cents
- Agency/Org for transfer-in
- Amount of transfer-in in dollars and cents
- Appropriate description

Completing the TV

Transfer-In Portion of the TV Document

Enter data in the following fields only (bold fields are required):

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>TV Date</td>
<td>Creation date, leave blank unless calendar date does not coincide with accounting period</td>
<td>BLANK</td>
</tr>
<tr>
<td>Acctg Prd</td>
<td>Accounting period, leave blank unless calendar date does not coincide with accounting period</td>
<td>BLANK</td>
</tr>
<tr>
<td>Budget FY</td>
<td>Current fiscal year</td>
<td>BLANK</td>
</tr>
<tr>
<td>Action</td>
<td>E for original document</td>
<td>E</td>
</tr>
<tr>
<td>Document Total</td>
<td>Total amount being transferred</td>
<td>600.00</td>
</tr>
<tr>
<td>Agcy</td>
<td>Agency</td>
<td>TR5</td>
</tr>
<tr>
<td>Org</td>
<td>Organization</td>
<td>1004</td>
</tr>
<tr>
<td>Sub-Org</td>
<td>Sub-Organization, if necessary</td>
<td>BLANK</td>
</tr>
<tr>
<td>Function</td>
<td>Combination of three-digit agency and last digit of the org from which the funds are being transferred</td>
<td>JMS7</td>
</tr>
<tr>
<td>Rev-Src</td>
<td>Revenue source 6001</td>
<td>6001</td>
</tr>
<tr>
<td>Sub-Rev</td>
<td>Sub-Revenue code of 10, 20, or 55</td>
<td>10</td>
</tr>
</tbody>
</table>

After entering all data fields, press Enter to move to the Transfer Out portion of the TV.
Transfer-Out Portion of the TV Document

After entering all data fields, edit the document (F7) to validate all entries and check for errors. A successful edit will move the entry to PEND1 status for department approval.

**Approving a TV**

Departments should approve a TV document at Level 1.

Financial Services accountants will apply Level 4 and 5 approvals.
**Expense Transfer (IX Document)**

An Expense Transfer (IX) is an online document that allows expenditure transfers from one Agency/Org to another. They may also be used to correct miscoded account information including Object/Sub-Object, Suborg, and function.

**IX Guidelines**

IX Documents allow expense transfers on sponsored and non-sponsored Agency/Orgs and between campuses.

**Restrictions**

IX Documents may not be used to transfer on the following object codes:

- 7110  Budgeted Salaries
- 7120  Wages
- 7200  Employee Related Expenses (ERE) except for 7200 40 to fund RA/TA*
- 7900  Administrative Service Charges
- 8001  Transfers Out

*See Financial References: General Purpose Accounts for more information

**Capital Equipment Transfers**

When transferring capital equipment (7810 or 7890), the description must begin with the purchase order type (PC, PO, SC) followed by a space and then the purchase order number. Send a copy of the IX to Property Control.

**Other Limitations**

The expense must have been **fully charged** (cannot be encumbered).

The IX is used for **one-to-one expense transfers** only. For a one-to-many transfer, a J1 must be used.

**State Accounts**

State accounts have additional restrictions on allowable expenditures. See FIN 111: Charges to State Operating Agency/Orgs for a complete list. General expenditures not allowed include:

- Awards for recognition
- Food
- Land, buildings, and improvement costs
- Scholarships
Preparing the IX

The following information should be gathered prior to beginning the IX document.

- Accounting period and fiscal year – most relevant when at the end of accounting periods to ensure transaction is posted to the correct period
- Agency/Org for transfer-out (seller)
- Amount of transfer-out in dollars and cents
- Agency/Org for transfer-in (buyer)
- Amount of transfer-in in dollars and cents
- Appropriate description

Completing the IX

Seller Portion of the IX Document

Enter data in the following fields only (bold fields are required):

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>IX Date</td>
<td>Creation date, leave blank unless calendar date does not coincide with accounting period</td>
<td>BLANK</td>
</tr>
<tr>
<td>Acctg Prd</td>
<td>Accounting period, leave blank unless calendar date does not coincide with accounting period</td>
<td>BLANK</td>
</tr>
<tr>
<td>Budget FY</td>
<td>Current fiscal year</td>
<td>BLANK</td>
</tr>
<tr>
<td>Action</td>
<td>E for original document</td>
<td>E</td>
</tr>
<tr>
<td>Document Total</td>
<td>Total amount being transferred</td>
<td>35.00</td>
</tr>
<tr>
<td>Agcy</td>
<td>Agency</td>
<td>TR1</td>
</tr>
<tr>
<td>Org</td>
<td>Organization</td>
<td>1001</td>
</tr>
<tr>
<td>Sub-Obj</td>
<td>Sub-Organization, if applicable</td>
<td>BLANK</td>
</tr>
<tr>
<td>Function</td>
<td>Function code, if applicable</td>
<td>BLANK</td>
</tr>
<tr>
<td>Object</td>
<td>Object code</td>
<td>7310</td>
</tr>
<tr>
<td>Sub-Obj</td>
<td>Sub-Object code</td>
<td>28</td>
</tr>
</tbody>
</table>
After entering all data fields, press Enter to move to the Buyer Portion of the IX.

**Buyer Portion of the IX Document**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ln No</td>
<td>Line number to distinguish this transfer line, starting with 01</td>
<td>01</td>
</tr>
<tr>
<td>Agcy</td>
<td>Agency</td>
<td>TR5</td>
</tr>
<tr>
<td>Org</td>
<td>Organization</td>
<td>1005</td>
</tr>
<tr>
<td>Sub-Org</td>
<td>Sub-Organization, if applicable</td>
<td>BLANK</td>
</tr>
<tr>
<td>Function</td>
<td>Function code, if applicable</td>
<td>BLANK</td>
</tr>
<tr>
<td>Obj</td>
<td>Object code</td>
<td>7310</td>
</tr>
<tr>
<td>Sub Obj</td>
<td>Sub-Object code</td>
<td>28</td>
</tr>
<tr>
<td>Description</td>
<td>Description of transfer</td>
<td>Jazz Copy Charges</td>
</tr>
<tr>
<td>Amount</td>
<td>Amount of transfer</td>
<td>35.00</td>
</tr>
</tbody>
</table>

After entering all data fields, edit the document (F7) to validate all entries and check for errors. A successful edit will move the entry to PEND1 status for department approval.

**Approving an IX**

Departments should approve an IX document at Level 1.

Financial Services accountants will apply Level 4 and 5 approvals.
Journal Voucher (J1 Document)

A Journal Voucher (J1) is an online document that is used to transfer revenue, expenses, and funds. The J1 is the only document that can be used to correct revenue or when cash is involved in a transfer of property, etc. J1 documents are used to transfer revenue and expense entries between campuses.

J1 Guidelines

Non-Service Departments

J1 Documents are used to pay Agency/Orgs that are not designated as Service Departments.

Service Departments

J1 Documents are used by Service Departments to reverse processed II billing charges.

Restrictions

Revenue cannot be recognized on State Agency/Orgs.

Preparing the J1

The following information should be gathered prior to beginning the J1 document.

- Accounting period and fiscal year – most relevant when at the end of accounting periods to ensure transaction is posted to the correct period
- Agency/Org for transfer-out
- Amount of transfer-out in dollars and cents
- Agency/Org for transfer-in
- Amount of transfer-in in dollars and cents
- Appropriate description
Completing the J1

Document Header

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>JV Date</td>
<td>Creation date, leave blank unless calendar date does not coincide with accounting period</td>
<td>BLANK</td>
</tr>
<tr>
<td>Acctg Prd</td>
<td>Accounting period, leave blank unless calendar date does not coincide with accounting period</td>
<td>BLANK</td>
</tr>
<tr>
<td>Budget FY</td>
<td>Current fiscal year</td>
<td>BLANK</td>
</tr>
<tr>
<td>Action</td>
<td>E for original document</td>
<td>E</td>
</tr>
<tr>
<td>Comments</td>
<td>Comments per department procedures</td>
<td>trans rev</td>
</tr>
<tr>
<td>Debit Doc Total</td>
<td>Total amount being debited for all lines</td>
<td>47.00</td>
</tr>
<tr>
<td>Credit Doc Total</td>
<td>Total amount being credited for all lines</td>
<td>47.00</td>
</tr>
<tr>
<td>Calc Debit Total</td>
<td>Advantage will calculate total debit amount</td>
<td>BLANK</td>
</tr>
<tr>
<td>Calc Credit Total</td>
<td>Advantage will calculate total credit amount</td>
<td>BLANK</td>
</tr>
</tbody>
</table>

Enter data in the following fields only (bold fields are required):

After entering all data fields, press Enter to move to the details portion
Details of J1

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ac Tp</td>
<td>Account type (22 expenditures, 31 revenue, etc)</td>
<td>31</td>
</tr>
<tr>
<td>Agcy</td>
<td>Agency</td>
<td>TR5/TR5</td>
</tr>
<tr>
<td>Org</td>
<td>Organization</td>
<td>1008/1040</td>
</tr>
<tr>
<td>Sub Org</td>
<td>Sub-Organization, if applicable</td>
<td>BLANK</td>
</tr>
<tr>
<td>Function</td>
<td>Function code, if applicable</td>
<td>BLANK</td>
</tr>
<tr>
<td>Obj/Rev</td>
<td>Object or Revenue code</td>
<td>5530</td>
</tr>
<tr>
<td>Sub Obj/Rev</td>
<td>Sub-Object or Sub-Revenue code</td>
<td>15</td>
</tr>
<tr>
<td>Description</td>
<td>Description of transfer</td>
<td>Move revenue to drum jazz</td>
</tr>
<tr>
<td>Amount</td>
<td>Amount of debit/credit</td>
<td>47.00/47.00</td>
</tr>
</tbody>
</table>

After entering all data fields, edit the document (F7) to validate all entries and check for errors. A successful edit will move the entry to PEND1 status for department approval.

**Approving a J1**

Departments should approve a J1 document at Level 1.

Financial Services accountants will apply Level 4 and 5 approvals.
**J1 for Cross-Fund Transfers**

A J1 that involves different funds is known as a cross-fund transfer and requires additional lines for balance sheet entries.

**Completing the J1 Cross-Fund Transfer**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>JV Date</td>
<td>Creation date, leave blank unless calendar date does not coincide with accounting period</td>
<td>BLANK</td>
</tr>
<tr>
<td>Acctg Prd</td>
<td>Accounting period, leave blank unless calendar date does not coincide with accounting period</td>
<td>BLANK</td>
</tr>
<tr>
<td>Budget FY</td>
<td>Current fiscal year</td>
<td>BLANK</td>
</tr>
<tr>
<td>Action</td>
<td>E for original document</td>
<td>E</td>
</tr>
<tr>
<td>Comments</td>
<td>Comments per department procedures</td>
<td>trans rev</td>
</tr>
<tr>
<td>Debit Doc Total</td>
<td>Total amount being debited for all lines including balance sheet lines</td>
<td>26.50</td>
</tr>
<tr>
<td>Credit Doc Total</td>
<td>Total amount being credited for all lines including balance sheet lines</td>
<td>26.50</td>
</tr>
<tr>
<td>Calc Debit Total</td>
<td>Advantage will calculate total debit amount</td>
<td>BLANK</td>
</tr>
<tr>
<td>Calc Credit Total</td>
<td>Advantage will calculate total credit amount</td>
<td>BLANK</td>
</tr>
</tbody>
</table>

After entering all data fields, press Enter to move to the details portion.
# Details of J1 Cross-Fund Transfer

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ac Tp</td>
<td>Account type (22 expenditures, 31 revenue, etc)</td>
<td>31</td>
</tr>
<tr>
<td>Agcy</td>
<td>Agency</td>
<td>TR5/WV5</td>
</tr>
<tr>
<td>Org</td>
<td>Organization</td>
<td>1008/4001</td>
</tr>
<tr>
<td>Sub Org</td>
<td>Sub-Organization, if applicable</td>
<td>BLANK</td>
</tr>
<tr>
<td>Function</td>
<td>Function code, if applicable</td>
<td>BLANK</td>
</tr>
<tr>
<td>Obj/Rev</td>
<td>Object or Revenue code</td>
<td>5530</td>
</tr>
<tr>
<td>Sub Obj/Rev</td>
<td>Sub-Object or Sub-Revenue code</td>
<td>15</td>
</tr>
<tr>
<td>Description</td>
<td>Description of transfer</td>
<td>Move revenue to drum jazz</td>
</tr>
<tr>
<td>Amount</td>
<td>Amount of debit/credit</td>
<td>13.25</td>
</tr>
</tbody>
</table>

These lines complete the revenue or expenditure transfer. To balance the transfer between funds, a balance sheet transfer cash entry is required. Begin a new line for the balance sheet transfer.
Balance Sheet Transfer

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ac Tp</td>
<td>Account type (22 expenditures, 31 revenue, etc)</td>
<td>01</td>
</tr>
<tr>
<td>Fund</td>
<td>Fund code</td>
<td>5110</td>
</tr>
<tr>
<td>BS Account</td>
<td>Balance sheet account</td>
<td>1100</td>
</tr>
<tr>
<td>Description</td>
<td>Description of transfer</td>
<td>balance sheet transfer</td>
</tr>
<tr>
<td>Amount</td>
<td>Amount of debit/credit</td>
<td>13.25</td>
</tr>
</tbody>
</table>

After entering all data fields, edit the document (F7) to validate all entries and check for errors. A successful edit will move the entry to PEND1 status for department approval.

**Approving a J1 Cross-Fund Transfer**

Departments should approve a J1 document at Level 1.

Financial Services accountants will apply Level 4 and 5 approvals.