

# **ADVANTAGE**

## **Transfer**

## **Documents**

## **Character Based**

## **Instructional Booklet**

**Distributed by**  
**Financial Services**  
**Arizona State University**  
**January 2008**

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# Transfer Documents



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# Transfer Documents

Types of Documents	There are four on-line documents which permit various types of funding and budgeting transfers. They are the Appropriation Transfer (A1), the Expense Transfer (IX), the Transfer Voucher (TV) and the Journal Voucher (J1). Each of these documents is presented as a separate topic.
Overall Processing	Overall processing of the four documents follows the same pattern as detailed below. User departments and accountants in Financial Services or accountants in the Office of Research and Sponsored Projects Administration (ORSPA) complete specific steps in preparing, approving, and processing the on-line funding, budget, and expense transfer documents.
Approval Levels Required	<p>Transfer documents require Level 1 approval by the <a href="#">org manager</a> or <a href="#">authorized signer</a> for the particular agency org. All transfer documents also require approvals at Levels 4 and 5 by the appropriate accountant in Financial Services for non-sponsored accounts and by the ORSPA accountant for sponsored accounts.</p> <p>Backup documentation supporting the entry should be forwarded to ORSPA accountant for all IX and J1 documents on sponsored agency orgs. <i>Sponsored agency orgs cannot use either the A1 or the TV document.</i> Financial Services may require documentation for non-sponsored agency orgs.</p>
Responsibility	
Requesting Department	<p>Determines which document to use: A1, IX, TV, J1.</p> <p>Verifies the Account Information</p> <p style="padding-left: 40px;">agency/org, sub-org</p> <p style="padding-left: 40px;">object/sub-object code</p> <p style="padding-left: 40px;">function</p> <p style="padding-left: 40px;">revenue source code/sub-revenue code.</p> <p>Verifies that the balances are available for transfer.</p> <p>Chooses the correct document.</p> <p>Prepares the document.</p> <p>Reviews the document for accuracy and completeness</p> <p>Department approves the document with Level 1.</p> <p>Closes the document using the F3 key.</p> <p>Forwards any required documentation to the appropriate accountant in Financial Services or in ORSPA.</p>
Accountant	<p>Retrieves the document from the suspense file.</p> <p>Reviews the document for accuracy, completeness and appropriateness.</p> <p>Approves the document (Code: A+ or F12 Key).</p>

# Appropriation Transfer (A1)

## Appropriation Transfer (A1)

An **Appropriation Transfer Document** or **A1** is an on-line document used to transfer non-sponsored appropriation budgets from one agency org to another agency org, e.g., **CK1 1001 to WV1 1004**, or from one appropriation category to another, e.g., **CK1 1001P to CK1 1001A** (*transfer of State Personal Services from Vacancy Savings to State All Other Operating category*).

### Guidelines:

#### State Account Transfers

A1 documents permit transfer of appropriation budgets between state agency orgs, for example: to transfer from one state account to another due to reorganization: **TR1 1001 to WV1 1004**.

#### Vacancy Savings

A1 documents permit transfer between appropriation categories within the same local budgeted agency org, e.g., to transfer Personal Services vacancy savings to the All Other Operating Expense category **TR1 1001P to TR1 1001A**.

#### Restrictions

Users process A1 documents **only** on non-sponsored budgeted agency orgs **and they are the only document used to transfer state budget appropriations. A1 documents are not allowed on any Cash Basis accounts. State Appropriations can only be transferred among agency orgs on the same campus, i.e., they do not permit the transfer of state appropriations between Tempe, West, Polytechnic and Downtown campus agency orgs.**

Appropriation transfers (A1 documents) are processed in like units only, i.e., from one state agency org to another state agency org but not from a state agency org to a local agency org. **On local budgeted accounts, appropriation transfers can be processed only between different appropriation categories within the same agency org. (A transfer from WV51014P to WV51014E is allowed but a transfer from WV5 1014 to WV5 1010 is not permitted.)**

Net increases must equal net decreases and the total transfer-in amount must equal the total transfer-out amount.

#### Special Approval

For additional information reference Financial Services FIN Policy 102-01.

#### Example

**The Music Department wants to use \$6,450 in salary savings that has accrued from a vacancy to pay for needed goods and services. The position line number is 123456 (for employee 999999999) on agency org TR1 1001 and appropriation unit P (personal services). The entire amount is to be moved to appropriation unit A (all other operating expenses) on the same agency org.**

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

- At the end of an accounting period such as month end or year end when accounting periods overlap calendar periods, entering the date, accounting period, and fiscal year fields will ensure the transaction is posted to the correct fiscal month or fiscal year during times.
- Valid agency, org, and appropriation unit for the account to be decreased (the account from which the budget amount is to be taken, for example, **TR1 1001P**).
- The amount of the decrease in dollars only. **Appropriations do not allow cents as part of the amount.**
- Appropriate wording for the description OR for personal services lines: PeopleSoft position number, affiliate id, and the effective date to be entered in appropriate fields, for example, **123456, 1000999123, 070108**.
- Valid agency, org, and appropriation unit for the account to be increased (the account into which the budget amount is to be moved, for example, **TR1 1001A**).
- Appropriate wording for the description.

## Starting an Appropriation Transfer Document ( A1)

### Accessing the A1 Document:

Winsock 3270 Telnet - adm.asu.edu

Connect Close Exit Edit Print Screen Setup Help

ACTION: **L** SCREEN: **a1** USERID: **user** 11/30/07 04:18:41 PM

AAAAAA DDDDDD VV VV AAAAAA NN NN TTTTTTTT AAAAAA GGGGG EEEEE

AA AA DD DD VV VV AA AA NNN NN TT AA AA GG GG EE

AA AA DD DD VV VV AA AA NNNN NN TT AA AA GG GG EE

AAAAAAAA DD DD VV VV AAAAAAAAAA NN NN NN TT AAAAAAAAAA GG GGGG EEEEE

AA AA DD DD VV VV AA AA NN NNNN TT AA AA GG GG EE

AA AA DDDDDD V AA AA NN NNN TT AA AA GGGG EEEEE

FFFFFFF IIIIIIII NN NN AAAAAA NN NN CCCCCC IIIIIIII AAAAAA LL TM

FF II NNN NN AA AA NNN NN CC II AA AA LL

FFFFFFF II NNNN NN AA AA NNNN NN CC II AA AA LL

FF II NN NN NN AAAAAAAAAA NN NN NN CC II AAAAAAAAAA LL

FF II NN NNNN AA AA NN NNNN CC II AA AA LL

FF IIIIIIII NN NN AA AA NN NNN CCCCCC IIIIIIII AA AA LLLLLLL

R E L E A S E 2 . 0

PLEASE ENTER YOUR USERID ABOVE TO BEGIN.

TYPE AN X NEXT TO THE OPTION YOU WISH TO PERFORM:

( ) MAIN - MAIN MENU

( ) GMSS - GENERAL MESSAGES

( ) AMSS - AGENCY MESSAGES

NUM 16:22:07 IBM-3278-2

Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

- Type **L** in the **ACTION** field.
- Type **A1** in the **SCREEN** field.
- Press the **ENTER** key (this will generate a blank A1 document).

Winsock 3270 Telnet - adm.asu.edu

Connect Close Exit Edit Print Screen Setup Help

FUNCTION: **NEW** DOCID: **A1** 11/30/07 04:19:25 PM

STATUS: BATID: ORG: 000-000 OF 000

APPROPRIATION INPUT FORM

APP DATE: ACCTG PRD: BUDGET FY:

FUND:

LINE	ACT	AGCY	APPR	UNIT	APPR	AMOUNT	I/D	REVISED	EST	AMT	I/D	REVISED	EST	AMOUNT
-----														
					BUD	AUTH	SHORT NAME			NAME				
-----														
PAY	LINE	EMPL	ID	MOD	DTE	DESCRIPTION								
-----														

01-

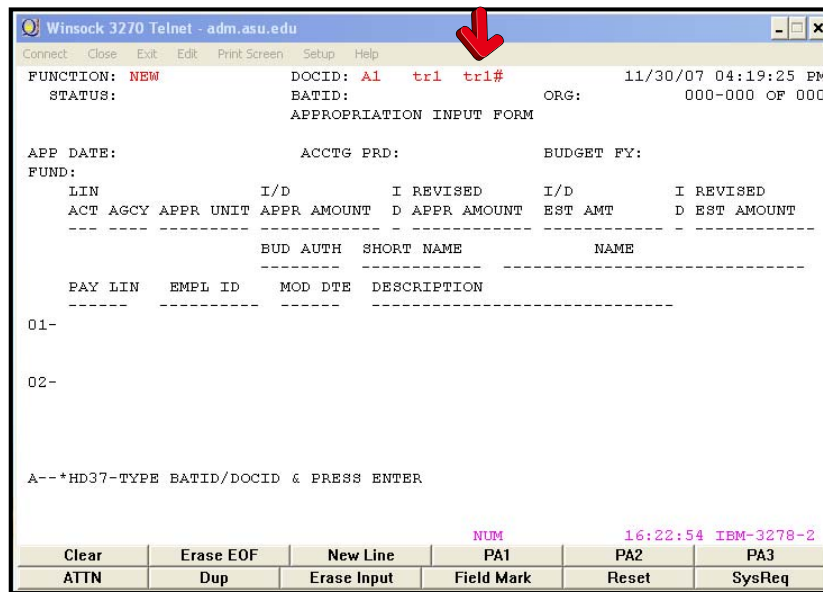
02-

A--\*HD37-TYPE BATID/DOCID & PRESS ENTER

NUM 16:22:31 IBM-3278-2

Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

## Creating a unique document number for the A1 transaction



Winsock 3270 Telnet - adm.asu.edu

FUNCTION: **NEW** DOCID: **A1 tr1 tr1#** 11/30/07 04:19:25 PM  
 STATUS: BATID: ORG: 000-000 OF 000  
 APPROPRIATION INPUT FORM

APP DATE: ACCTG PRD: BUDGET FY:  
 FUND:

ACT	AGCY	APPR UNIT	APPR AMOUNT	I/D	I REVISED	D APPR AMOUNT	EST AMT	I/D	I REVISED	D EST AMOUNT
BUD AUTH			SHORT NAME		NAME					
PAY LIN	EMPL ID	MOD DTE	DESCRIPTION							

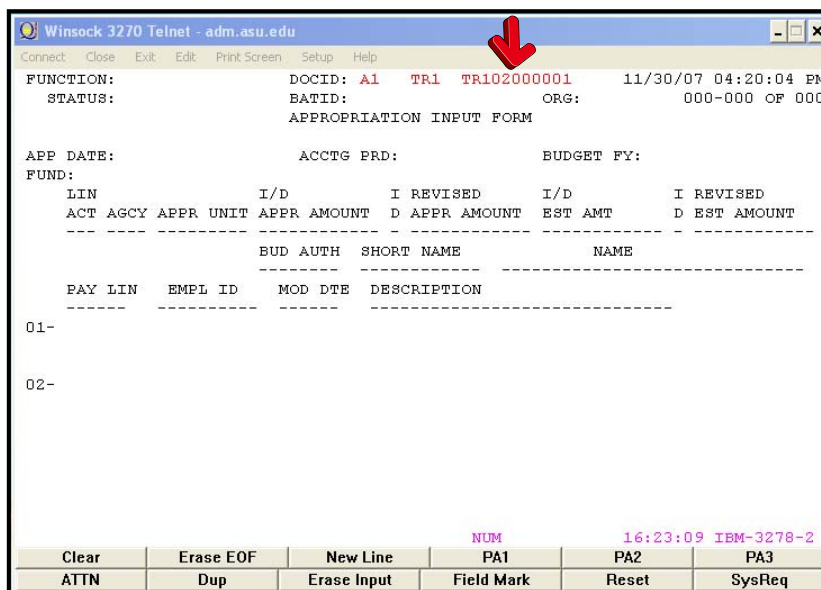
01-  
02-

A--\*HD37-TYPE BATID/DOCID & PRESS ENTER

NUM 16:22:54 IBM-3278-2

Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

- Ensure that **NEW** appears in the **FUNCTION** field.
- Tab to the field after the **DOCID** (A1).
- Type your three-character **AGENCY CODE** (e.g., TR1).
- Type the three-character **AGENCY CODE** again followed by the # (TR1#) in the second field for automatic numbering.
- Press the **ENTER** key.
- A unique document number will appear (e.g. TR102000001).



Winsock 3270 Telnet - adm.asu.edu

FUNCTION: **NEW** DOCID: **A1 TR1 TR102000001** 11/30/07 04:20:04 PM  
 STATUS: BATID: ORG: 000-000 OF 000  
 APPROPRIATION INPUT FORM

APP DATE: ACCTG PRD: BUDGET FY:  
 FUND:

ACT	AGCY	APPR UNIT	APPR AMOUNT	I/D	I REVISED	D APPR AMOUNT	EST AMT	I/D	I REVISED	D EST AMOUNT
BUD AUTH			SHORT NAME		NAME					
PAY LIN	EMPL ID	MOD DTE	DESCRIPTION							

01-  
02-

NUM 16:23:09 IBM-3278-2

Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

## Preparing an A1 Document

Winsock 3270 Telnet - adm.asu.edu

Connect Close Exit Edit Print Screen Setup Help

FUNCTION: DOCID: A1 TR1 TR102000001 02/14/08 10:43:44 AM  
 STATUS: BATID: ORG: 000-000 OF 000  
 APPROPRIATION INPUT FORM

APP DATE: ACCTG PRD: 04 08 BUDGET FY: 08  
 FUND: 1150

LIN	I/D	I REVISED	I/D	I REVISED
ACT AGCY APPR UNIT	APPR AMOUNT	D APPR AMOUNT	EST AMT	D EST AMOUNT
-----				
BUD AUTH		SHORT NAME		NAME
-----				
PAY LIN	EMPL ID	MOD DTE	DESCRIPTION	
-----				
01- c tr1 tr11001a 10000	i			
ps to operations				
02- c tr1 tr11001p 10000	d			
123456	1000999123	070108		

NUM 10:47:28 IBM-3278-2

Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

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

APP DATE Leave blank. The system will generate during processing. **Exception:** If at month end or year end where the calendar date may not coincide with the accounting period close date; the date, period and year fields should be entered to ensure the transaction is recorded into the correct accounting period.

ACCTG PRD	Optional. If left blank, defaults to the accounting period associated with the transaction date.
-----------	--

**BUDGET FY** Type the current fiscal year (e.g., **08** for fiscal year July 1, 2007-Jun 30, 2008).

**FUND** Type the appropriate Fund for the Agency(s).

**LIN ACT**                      **Type C to modify existing appropriation units.**

**AGCY** Type the Agency to/from which the money is being transferred.

**APPR UNIT** Type a valid appropriation unit as defined by the Appropriation (APP2) table.

**I/D APPR AMOUNT**      Type the amount of the transfer-(no decimal or cents).

**ID** Type **I** to increase or **D** to decrease the appropriation unit.

<b>HR Description Fields</b>	Used only when transferring from personnel services
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**PAY LIN** Type in the **six** digit PeopleSoft Position Number.

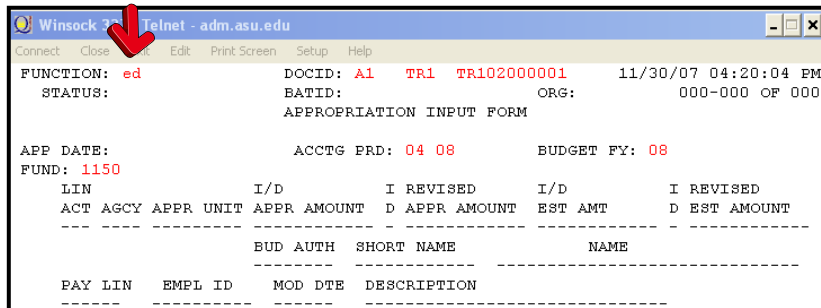
**EMP ID** Type in the employee's 10 digit **Affiliate** ID number.

**MOD DTE** Type in the modification date of the pay line.

<b>DESCRIPTION</b>	Type an appropriate description (e.g., why the funds are being transferred). When transferring personnel services, the description field is not entered. Instead, the HR Description fields are completed.
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Note: A1 documents should be approved at Level 1 and then closed. Financial Services Accountant **approvals** are required at **Levels 4 and 5**, therefore, the A1 will remain in the Suspense File until all approval levels are applied and final processing occurs.

## Editing, Approving & Closing an A1



Winsock 3270 Telnet - adm.asu.edu

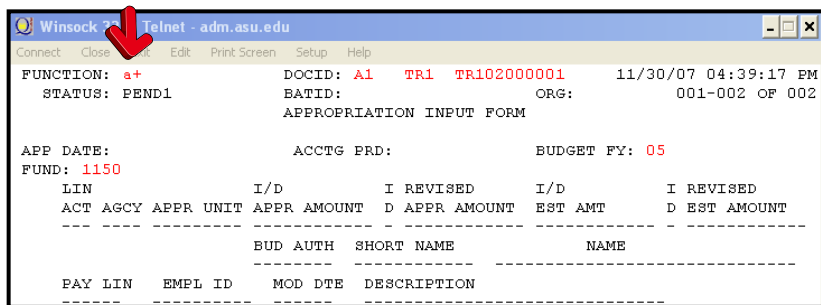
Connect Close Exit Edit Print Screen Setup Help

FUNCTION: **ed** DOCID: **A1 TR1 TR102000001** 11/30/07 04:20:04 PM  
 STATUS: BATID: ORG: 000-000 OF 000  
 APPROPRIATION INPUT FORM

APP DATE: ACCTG PRD: **04 08** BUDGET FY: **08**  
 FUND: **1150**

ACT	AGCY	APPR	UNIT	APPR	AMOUNT	D	APPR	AMOUNT	EST	AMT	D	EST	AMOUNT
-----													
				BUD	AUTH	SHORT		NAME		NAME			
-----													
PAY	LIN	EMPL	ID	MOD	DTE	DESCRIPTION							
-----													

- Press the **HOME** key.
- Edit the document: type **ED** (for edit) in the **FUNCTION** field.
- Press the **Enter** Key or Press the **F7** key.
- The screen will refresh with messages related to the edit process



Winsock 3270 Telnet - adm.asu.edu

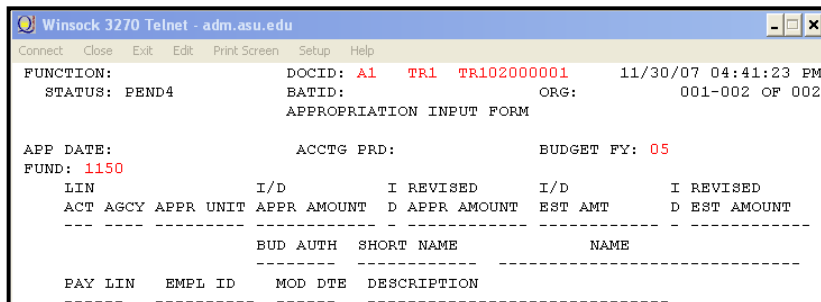
Connect Close Exit Edit Print Screen Setup Help

FUNCTION: **a+** DOCID: **A1 TR1 TR102000001** 11/30/07 04:39:17 PM  
 STATUS: **PEND1** BATID: ORG: 001-002 OF 002  
 APPROPRIATION INPUT FORM

APP DATE: ACCTG PRD: BUDGET FY: **05**  
 FUND: **1150**

ACT	AGCY	APPR	UNIT	APPR	AMOUNT	D	APPR	AMOUNT	EST	AMT	D	EST	AMOUNT
-----													
				BUD	AUTH	SHORT		NAME		NAME			
-----													
PAY	LIN	EMPL	ID	MOD	DTE	DESCRIPTION							
-----													

- Press the **HOME** Key.
- Approve the document: type **A+** (status needs to be PEND1 to approve).
- Press the **ENTER** key or press the **F12** key.



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Connect Close Exit Edit Print Screen Setup Help

FUNCTION: DOCID: **A1 TR1 TR102000001** 11/30/07 04:41:23 PM  
 STATUS: **PEND4** BATID: ORG: 001-002 OF 002  
 APPROPRIATION INPUT FORM

APP DATE: ACCTG PRD: BUDGET FY: **05**  
 FUND: **1150**

ACT	AGCY	APPR	UNIT	APPR	AMOUNT	D	APPR	AMOUNT	EST	AMT	D	EST	AMOUNT
-----													
				BUD	AUTH	SHORT		NAME		NAME			
-----													
PAY	LIN	EMPL	ID	MOD	DTE	DESCRIPTION							
-----													

- Close the document: press the **F3** key to close the document (status should be PEND4).



# Expense Transfer (IX)

## Expense Transfer (IX)

An **Expense Transfer Document** or **IX** is an on-line document which permits expenditure transfers from one agency/org to another agency/org, e.g., from **CK1 1001 to AA1 1001**. IXs permit the correction of miscoded account code information, such as an object/sub-object code, sub-org or function.

**Examples:** To correct an object/sub-object code: An expense coded to office supplies (**7320 01**) should have been coded to software (**7320 48**).

To correct an agency/org: **WV1 1001 to WV1 1004**.

To correct an expense which should have been coded to a sub-org: from **WV1 1003 to WV1 1003 05**.

## Processing Guidelines:

IXs permit expense transfers on sponsored and non-sponsored agency/orgs and between different campuses (Main, West and East) with some exceptions.

## Object Code Limitations

Expense Transfers cannot be made on the following object codes:

<b>7110</b>	<b>Budgeted Salaries</b>
<b>7120</b>	<b>Wages</b>
<b>7200</b>	<b>Payroll-related Expenses</b>
<b>7900</b>	<b>Administrative Service Charges</b>
<b>8001</b>	<b>Transfers Out</b>

When transferring **Capital Equipment**, object codes **7810** and **7890**, remember to include the **property control number** or the purchase order number in the description field and send a copy of the IX to Property Accounting.

## Other Limitations

Expense transfers cannot be made to agency/orgs when:

**an expenditure is not allowable, e.g., food on a state or sponsored agency/org.**

**an authorized signer for the agency being charged has not authorized the transfer.**

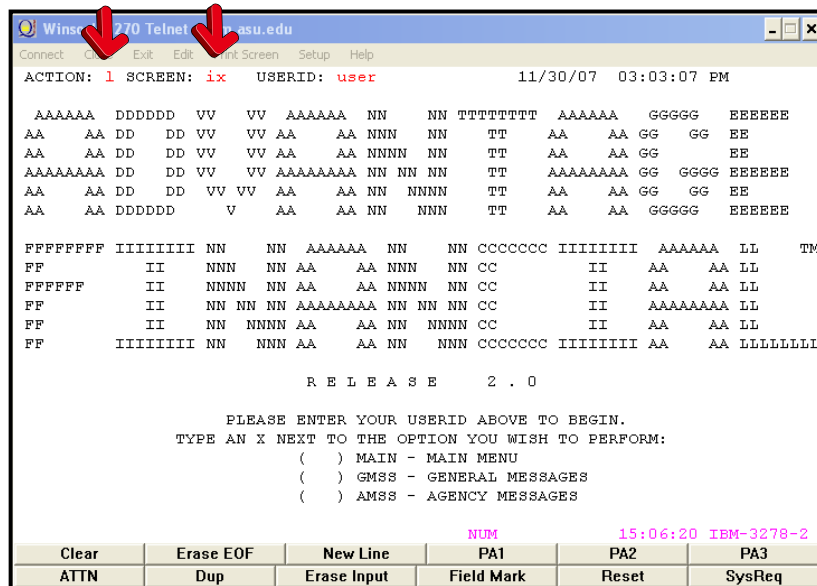
## Example

The following example is used to illustrate the process for completing an IX document:

**You want to transfer \$330.00 in photocopy charges from the School of Music's state account (TR1 1001) to Financial Services state account (WV1 1003).**

## Starting an Expense Transfer Document (IX)

### Accessing the IX Document:



Winsock 3270 Telnet - adm.asu.edu

Connect Close Exit Edit Print Screen Setup Help

ACTION: **L** SCREEN: **ix** USERID: **user** 11/30/07 03:03:07 PM

AAAAAA DDDDDD VV VV AAAAAA NN NN TTTTTTTT AAAAAA GGGGG EEEEE  
AA AA DD DD VV VV AA AA NNN NN TT AA AA GG GG EE  
AA AA DD DD VV VV AA AA NNNN NN TT AA AA GG EE  
AAAAAAA DD DD VV VV AAAAAA NN NN NN TT AAAAAA GG GGGG EEEEE  
AA AA DD DD VV VV AA AA NN NNNN TT AA AA GG GG EE  
AA AA DDDDD V AA AA NN NNN TT AA AA GGGG EEEEE

FFFFFFF IIIIIIII NN NN AAAAAA NN NN CCCCCC IIIIIIII AAAAAA LL TM  
FF II NNN NN AA AA NNN NN CC II AA AA LL  
FFFFFFF II NNNN NN AA AA NNNN NN CC II AA AA LL  
FF II NN NN NN AAAAAA NN NN NN CC II AAAAAA LL  
FF II NN NNNN AA AA NN NNNN CC II AA AA LL  
FF IIIIIIII NN NNN AA AA NN NNN CCCCCC IIIIIIII AA AA LLLLLLL

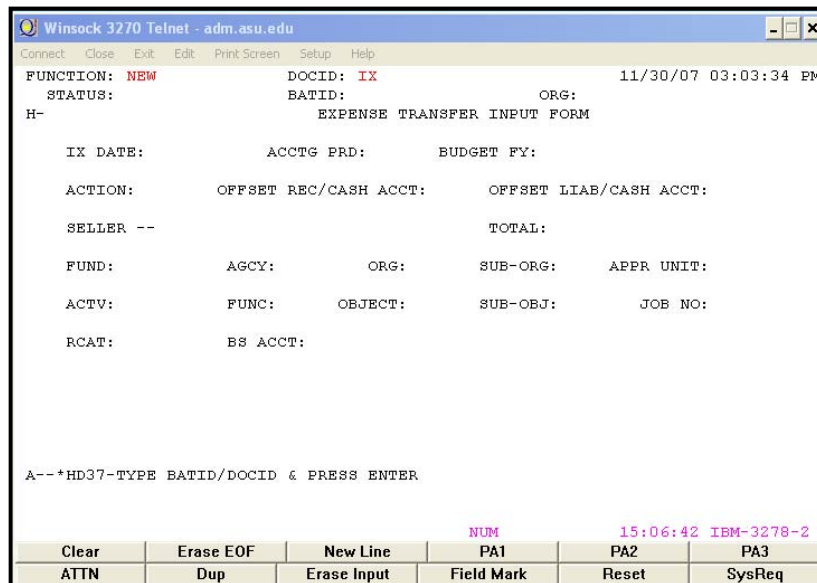
R E L E A S E 2 . 0

PLEASE ENTER YOUR USERID ABOVE TO BEGIN.  
TYPE AN X NEXT TO THE OPTION YOU WISH TO PERFORM:  
( ) MAIN - MAIN MENU  
( ) GMSS - GENERAL MESSAGES  
( ) AMSS - AGENCY MESSAGES

NUM 15:06:20 IBM-3278-2

Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

- Type **L** in the **ACTION** field.
- Type **IX** in the **SCREEN** field.
- Press the **ENTER** key (this will generate a blank IX Document).



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Connect Close Exit Edit Print Screen Setup Help

FUNCTION: **NEW** DOCID: **IX** 11/30/07 03:03:34 PM  
STATUS: BATID: ORG:  
H- EXPENSE TRANSFER INPUT FORM

IX DATE: ACCTG PRD: BUDGET FY:  
ACTION: OFFSET REC/CASH ACCT: OFFSET LIAB/CASH ACCT:  
SELLER -- TOTAL:  
FUND: AGCY: ORG: SUB-ORG: APPR UNIT:  
ACTV: FUNC: OBJECT: SUB-OBJ: JOB NO:  
RCAT: BS ACCT:

A--\*HD37-TYPE BATID/DOCID & PRESS ENTER

NUM 15:06:42 IBM-3278-2

Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

## Creating a unique document number for the IX transaction

Winsock 3270 Telnet - adm.asu.edu

Connect Close Exit Edit Print Screen Setup Help

FUNCTION: **NEW** DOCID: **IX wv1 wvlix#** 11/30/07 03:03:34 PM  
 STATUS: BATID: ORG:  
 H- EXPENSE TRANSFER INPUT FORM

IX DATE: ACCTG PRD: BUDGET FY:  
 ACTION: OFFSET REC/CASH ACCT: OFFSET LIAB/CASH ACCT:  
 SELLER -- TOTAL:  
 FUND: AGCY: ORG: SUB-ORG: APPR UNIT:  
 ACTV: FUNC: OBJECT: SUB-OBJ: JOB NO:  
 RCAT: BS ACCT:

A--\*HD37-TYPE BATID/DOCID & PRESS ENTER

NUM 15:07:26 IBM-3278-2

Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

- Ensure that **NEW** appears in the **FUNCTION** field.
- Tab to the field after the Document Type (IX).
- Type your three character **AGENCY CODE** (e.g., wv1).
- Type your three character **AGENCY CODE**, **IX**, and a **#** in the second box after **Document ID** (e.g., wv1ix#).
- Press the **ENTER** key.
- A unique document number will appear (e.g. WV1IX000002).

Winsock 3270 Telnet - adm.asu.edu

Connect Close Exit Edit Print Screen Setup Help

FUNCTION: **NEW** DOCID: **IX wv1 WV1IX000002** 11/30/07 03:04:36 PM  
 STATUS: BATID: ORG:  
 H- EXPENSE TRANSFER INPUT FORM

IX DATE: ACCTG PRD: BUDGET FY:  
 ACTION: OFFSET REC/CASH ACCT: OFFSET LIAB/CASH ACCT:  
 SELLER -- TOTAL:  
 FUND: AGCY: ORG: SUB-ORG: APPR UNIT:  
 ACTV: FUNC: OBJECT: SUB-OBJ: JOB NO:  
 RCAT: BS ACCT:

NUM 15:07:43 IBM-3278-2

Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

## Preparing an IX Document

Winsock 3270 Telnet - adm.asu.edu

Connect Close Exit Edit Print Screen Setup Help

11/30/07 03:04:36 PM

FUNCTION: DOCID: **IX** **WV1** **WV1IX000002**  
 STATUS: BATID: ORG:  
 H- EXPENSE TRANSFER INPUT FORM

IX DATE: ACCTG PRD: BUDGET FY:  
 ACTION: **e** OFFSET REC/CASH ACCT: OFFSET LIAB/CASH ACCT:  
 SELLER -- TOTAL: **330.00**  
 FUND: AGCY: **tr1** ORG: **1001** SUB-ORG: APFR UNIT:  
 ACTV: FUNC: OBJECT: **7310** SUB-OBJ: **28** JOB NO:  
 RCAT: BS ACCT:

NUM 15:08:38 IBM-3278-2

Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

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

IX DATE	Leave blank. The system will generate during processing. <b>Exception:</b> If at month end or year end where the calendar date may not coincide with the accounting period close date; the date, period and year fields should be entered to ensure the transaction is recorded into the correct accounting period.
ACCTG PRD	Optional. If left blank, defaults to the accounting period associated with the transaction date.
BUDGET FY	Optional. If left blank, defaults to the current budget fiscal year.
<b>ACTION</b>	Type <b>E</b> as this is an original document.
<b>TOTAL</b>	Type the total amount of expenses being transferred.
<b>AGCY</b>	Type the Agency from which the expense is being transferred.
<b>ORG</b>	Type the Organization from which the expense is being transferred.
SUB-ORG	If applicable, the sub-organization from which the expense is being transferred.
FUNC	If applicable, function category from which the expense is being transferred.
<b>OBJECT</b>	Type the Object code from which the expense is being transferred.
<b>SUB-OBJ</b>	Type the Sub-object code from which the expense is being transferred.

**Press ENTER to continue**

## Preparing an IX Document Page 2

Winsock 3270 Telnet - adm.asu.edu

Connect Close Exit Edit Print Screen Setup Help

FUNCTION: DOCID: **IX** **WV1** **WV1IX000002** 02/14/08 10:48:40 AM  
 STATUS: BATID: ORG: 000-000 OF 000

BUYER--

LN	REFERENCE	SUB
NO	CD	NUMBER
01-	01	WV1 1003
02-		
03-		
04-		
05-		
06-		

copy charge recital program 330.00

7310 28

NUM 10:50:22 IBM-3278-2

Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

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

- LN NO** Type the line number to distinguish this line from all others on this document. Start with **01**.
- AGCY** Type the Agency to which the expense is being transferred.
- ORG** Type the Organization to which the expense is being transferred.
- SUB-ORG** If applicable, type the sub-organization to which the expense is being transferred.
- FUNC** If applicable, type the function category to which the expense is being transferred.
- OBJ** Type the Object code to which the expense is being transferred.
- SUB-OBJ** Type the Sub-object code to which the expense is being transferred.
- DESCRIPTION** Type an appropriate description of why expense is being transferred (e.g., move expense to sub-org).  
*If transferring Capital Equipment - Object Codes 7810 or 7890, include the property control number or the purchase order number.*
- AMOUNT** Type the Amount of expenses being transferred on this line.

Note: IX documents should be approved with **Level 1** approval and then closed. Accountant **approvals** are required at **Levels 4**, therefore, the IX will remain in the Suspense File until all approval levels are applied and final processing occurs.

# Journal Voucher (J1)

**Journal Voucher (J1)** A **Journal Voucher** or **J1** is a versatile and powerful on-line document that performs the same features of the IX and TV documents, as well as its own unique capabilities.

## Processing Guidelines:

J1s must be used to correct revenue.

J1s are used in situations where the IX document is inappropriate, e.g., when expenses are being transferred from multiple agency/orgs to one agency/org.

J1s are also used when the TV document is inappropriate, e.g., when certain agency/orgs such as sponsored accounts are involved or when the activity involves transferring funds into multiple agency/orgs.

J1s may be used to transfer revenue (on non-state accounts) and expense entries between the different ASU campuses (Tempe, Downtown, Polytechnic and West).

**Revenue Corrections** J1s are used for revenue corrections:  
**to correct revenue source codes.**  
**to correct miscoded or miskeyed information on a cash receipts deposit.**

**Non-Service Departments** J1s are used to pay agency/orgs that are not designated as service departments when, e.g.,  
**a department wishes to buy a used piece of equipment from another department that is not a designated service department, such as Music.**

**Service Departments** J1s are used by designated service departments to: e.g.,  
**to refund processed II billing charges when a department returns goods to ASU Stores for credit.**  
**to reverse processed II billing charges when an agency/org was billed in error.**

**Limitations** **Revenue cannot be recognized on State agency/orgs.**

**Example** The following example is used to illustrate the process for completing a J1 document:

**You want to transfer \$150 in revenue obtained from conference registration from local account (TR51008) to your local account/sub-org (TR51008 CN) that you set up to track conference registration revenue.**

## Starting a Journal Voucher Document (J1)

### Accessing the J1 Document:

Winsock 3270 Telnet - n.asu.edu

Connect Close Exit Edit Print Screen Setup Help

ACTION: 1 SCREEN: j1 USERID: user 11/30/07 03:08:03 PM

AAAAAA DDDDDD VV VV AAAAAA NN NN TTTTTTTT AAAAAA GGGGG EEEEE  
AA AA DD DD VV VV AA AA NNN NN TT AA AA GG GG EE  
AA AA DD DD VV VV AA AA NNNN NN TT AA AA GG EE  
AAAAAAA DD DD VV VV AAAAAA NN NN NN TT AAAAAA GG GGGG EEEEE  
AA AA DD DD VV VV AA AA NN NNNN TT AA AA GG GG EE  
AA AA DDDDD V AA AA NN NNN TT AA AA GGGGG EEEEE

FFFFFFFF IIIIIIII NN NN AAAAAA NN NN CCCCCC IIIIIIII AAAAAA LL TM  
FF II NNN NN AA AA NNN NN CC II AA AA LL  
FFFFFF II NNNN NN AA AA NNNN NN CC II AA AA LL  
FF II NN NN NN AAAAAA NN NN NN CC II AAAAAA LL  
FF II NN NNNN AA AA NN NNNN CC II AA AA LL  
FF IIIIIIII NN NNN AA AA NN NNN CCCCCC IIIIIIII AA AA LLLLLL

R E L E A S E 2 . 0

PLEASE ENTER YOUR USERID ABOVE TO BEGIN.  
TYPE AN X NEXT TO THE OPTION YOU WISH TO PERFORM:  
( ) MAIN - MAIN MENU  
( ) GMSS - GENERAL MESSAGES  
( ) AMSS - AGENCY MESSAGES

NUM 15:12:29 IBM-3278-2

Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

- Type **L** in the **ACTION** field.
- Type **J1** in the **SCREEN** field.
- Press the **ENTER** key (this will generate a blank **J1** Document).

Winsock 3270 Telnet - adm.asu.edu

Connect Close Exit Edit Print Screen Setup Help

FUNCTION: NEW DOCID: J1 11/30/07 03:09:45 PM  
STATUS: BATID: ORG:  
H- JOURNAL VOUCHER INPUT FORM

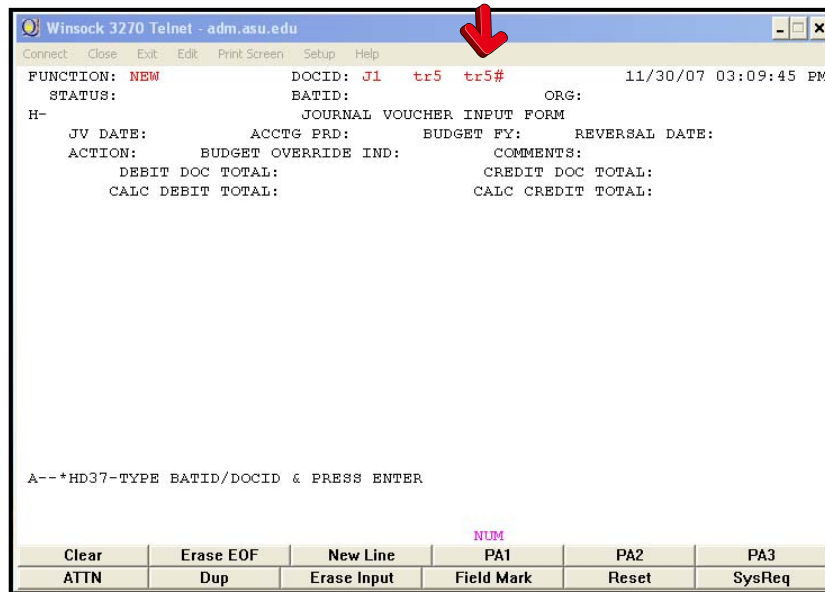
JV DATE: ACCTG PRD: BUDGET FY: REVERSAL DATE:  
ACTION: BUDGET OVERRIDE IND: COMMENTS:  
DEBIT DOC TOTAL: CREDIT DOC TOTAL:  
CALC DEBIT TOTAL: CALC CREDIT TOTAL:

A--\*HD37-TYPE BATID/DOCID & PRESS ENTER

NUM

Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

## Creating a unique document number for the J1 transaction



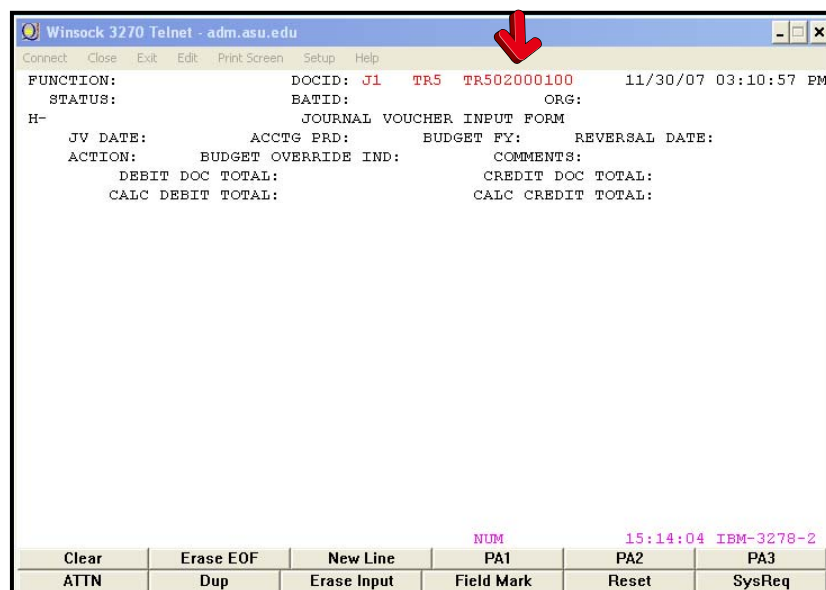
Winsock 3270 Telnet - adm.asu.edu

FUNCTION: **NEW** DOCID: **J1** **tr5** **tr5#** 11/30/07 03:09:45 PM  
 STATUS: BATID: ORG:  
 H- JOURNAL VOUCHER INPUT FORM  
 JV DATE: ACCTG PRD: BUDGET FY: REVERSAL DATE:  
 ACTION: BUDGET OVERRIDE IND: COMMENTS:  
 DEBIT DOC TOTAL: CREDIT DOC TOTAL:  
 CALC DEBIT TOTAL: CALC CREDIT TOTAL:

A--\*HD37-TYPE BATID/DOCID & PRESS ENTER

Clear	Erase EOF	New Line	NUM	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq	

- Ensure that **NEW** appears in the **FUNCTION** field.
- Tab to the field after the Document Type (J1).
- Type your three character **AGENCY CODE** (e.g., TR5).
- Type your three character **AGENCY CODE**, **J1**, and a **#** in the second box after **Document ID** (e.g., TR5#).
- Press the **ENTER** key.
- A unique document number will appear (e.g. TR502000100).



Winsock 3270 Telnet - adm.asu.edu

FUNCTION: **J1** **TR5** **TR502000100** 11/30/07 03:10:57 PM  
 STATUS: BATID: ORG:  
 H- JOURNAL VOUCHER INPUT FORM  
 JV DATE: ACCTG PRD: BUDGET FY: REVERSAL DATE:  
 ACTION: BUDGET OVERRIDE IND: COMMENTS:  
 DEBIT DOC TOTAL: CREDIT DOC TOTAL:  
 CALC DEBIT TOTAL: CALC CREDIT TOTAL:

NUM 15:14:04 IBM-3278-2

Clear	Erase EOF	New Line	NUM	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq	



## Preparing a Journal Voucher Document (J1)

Winsock 3270 Telnet - adm.asu.edu

Connect Close Exit Edit Print Screen Setup Help

FUNCTION: DOCID: **J1 TR5 TR502000100** 11/30/07 03:10:57 PM

STATUS: BATID: ORG:

H- JOURNAL VOUCHER INPUT FORM

JV DATE: ACCTG PRD: BUDGET FY: REVERSAL DATE:

ACTION: **e** BUDGET OVERRIDE IND: COMMENTS:

DEBIT DOC TOTAL: **150.00** CREDIT DOC TOTAL: **150.00**

CALC DEBIT TOTAL: CALC CREDIT TOTAL:

NUM 15:16:21 IBM-3278-2

Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

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

JV DATE	Leave blank. The system will generate during processing. <b>Exception:</b> If at month end or year end where the calendar date may not coincide with the accounting period close date; the date, period and year fields should be entered to ensure the transaction is recorded into the correct accounting period.
ACCTG PRD	Optional. If left blank, defaults to the accounting period associated with the transaction date.
BUDGET FY	Optional. If left blank, defaults to the current budget fiscal year.
<b>ACTION</b>	Type <b>E</b> as this is an original document
COMMENTS	Type appropriate comments per your department.
<b>DEBIT TOTAL</b>	Type the total amount of funds being debited.
<b>CREDIT TOTAL</b>	Type the total amount of funds being credited.

**Press ENTER now**  
**to go to the 2<sup>nd</sup> page of the J1 Document**

## Preparing a Journal Voucher Document (J1) page 2

Winsock 3270 Telnet - adm.asu.edu

Connect

Close

Exit

Edit

Print Screen

Setup

Help

FUNCTION:

STATUS:

AC

TP

INT

FUND

DESCRIPTION

31

move revenue to

31

move revenu to sub-org

SUB

ORG

REF

AGCY

1013

tr5

1013

tr5

1013

cn

150.00

150.00

APPR

UNIT

DEBIT

AMOUNT

150.00

DOCID:

BATID:

FUNC

TION

REPT

CAT

CREDIT

AMOUNT

PA1

Field Mark

TR5

TR502000100

OBJ

SUB

REV

O/R

CASH

IND

PA2

Reset

02/13/08 03:36:30 PM

000-000 OF 000

BS

JOB

ACCT

NUMBER

5530

15

5530

15

15:39:21 IBM-3278-2

PA3

SysReq

Clear

ATTN

Erase EOF

Dup

New Line

Erase Input

NUM

15:39:21 IBM-3278-2

**AC TP**

Type the Transaction Type:  
**22 Expenditures/Expenses**  
**31 Revenue**  
**01 Assets**

FUND Leave blank. Advantage will supply during the editing and approval process.

**AGCY** Type the agency to/from which the funds are being transferred.

**ORG** Type the organization to/from which the funds are being transferred.

SUB-ORG If applicable, type the sub-organization to/from which the funds are being transferred.

FUNCTION If applicable, type the Function code from which the expense/revenue is being transferred.

**OBJ or REV** Type the object code or the revenue code to/from which the funds are being transferred.

**SUB-O/R** Type the sub-object code or the sub-revenue code to/from which the funds are being transferred.

**DEBIT AMOUNT** Type the debit amount for this line of the voucher (if applicable). A decimal point and two placeholders for cents must be entered.

DESCRIPTION	Type an appropriate description of why funds are being transferred including any pertinent information, e.g., reference numbers of documents.

**CREDIT AMOUNT** Type the credit amount for this line of the voucher (if applicable). A decimal point and two placeholders for cents must be entered.

**When transferring money between different funds (e.g., 9900 to 5110), a cash entry must be entered. See next page for an example.**

## Starting a Journal Voucher (J1) Document with Cross Fund Entries

When transferring moneys between different funds (e.g., 9900 to 5110), cross fund accounting lines must be entered in addition to the original transfer operation lines.

The following example illustrates the process for completing a J1 with cross fund accounting lines.

You need to share the conference revenue with the co-hosting department located at the Polytechnic Campus (WN5 7001). Their portion of the revenue is \$1,260.00. You have all the revenue currently recorded in TR5 1008 CN.

### Accessing the J1 Document:

Winsock 3270 Telnet - adm.asu.edu

Connect Close Exit Edit Print Screen Setup Help

ACTION: 1 SCREEN: j1 USERID: user 11/30/07 03:20:36 PM

```

AAAAAA DDDDDD VV VV AAAAAA NN NN TTTTTTTT AAAAAA GGGGG EEEEE
AA AA DD DD VV VV AA AA NNN NN TT AA AA GG GG EE
AA AA DD DD VV VV AA AA NNNN NN TT AA AA GG EE
AAAAAAAA DD DD VV VV AAAAAAAAA NN NN NN TT AAAAAA GG GGG EEEEE
AA AA DD DD VV VV AA AA NN NNN TT AA AA GG GG EE
AA AA DDDDDD V AA AA NN NNN TT AA AA GGGGG EEEEE

```

```

FFFFFFF IIIIIIII NN NN AAAAAA NN NN CCCCCC IIIIIIII AAAAAA LL TM
FF II NNN NN AA AA NNN NN CC II AA AA LL
FFFFFF II NNNN NN AA AA NNNN NN CC II AA AA LL
FF II NN NN NN AAAAAA NN NN NN CC II AAAAAA LL
FF II NN NNN AA AA NN NNN CC II AA AA LL
FF IIIIIIII NN NN AA AA NN NNN CCCCCC IIIIIIII AA AA LLLLLL

```

RELEASE 2.0

PLEASE ENTER YOUR USERID ABOVE TO BEGIN.  
TYPE AN X NEXT TO THE OPTION YOU WISH TO PERFORM:

( ) MAIN - MAIN MENU  
( ) GMSS - GENERAL MESSAGES  
( ) AMSS - AGENCY MESSAGES

NUM 15:24:37 IBM-3278-2

Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

- Type **L** in the **ACTION** field.
- Type **J1** in the **SCREEN** field.
- Press the **ENTER** key (this will generate a blank J1 document).

Winsock 3270 Telnet - adm.asu.edu

Connect Close Exit Edit Print Screen Setup Help

FUNCTION: NEW DOCID: J1 11/30/07 03:09:45 PM

STATUS: BATID: ORG:

H- JOURNAL VOUCHER INPUT FORM

JV DATE: ACCTG PRD: BUDGET FY: REVERSAL DATE:

ACTION: BUDGET OVERRIDE IND: COMMENTS:

DEBIT DOC TOTAL: CREDIT DOC TOTAL:

CALC DEBIT TOTAL: CALC CREDIT TOTAL:

A--\*HD37-TYPE BATID/DOCID & PRESS ENTER

NUM

Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

## Creating a unique document number for the J1 transaction

Winsock 3270 Telnet - adm.asu.edu

Connect Close Exit Edit Print Screen Setup Help

FUNCTION: **NEW** DOCID: **J1** **tr5** **tr5#** 11/30/07 03:21:54 PM  
 STATUS: BATID: ORG:  
 H- JOURNAL VOUCHER INPUT FORM  
 JV DATE: ACCTG PRD: BUDGET FY: REVERSAL DATE:  
 ACTION: BUDGET OVERRIDE IND: COMMENTS:  
 DEBIT DOC TOTAL: CREDIT DOC TOTAL:  
 CALC DEBIT TOTAL: CALC CREDIT TOTAL:

A--\*HD37-TYPE BATID/DOCID & PRESS ENTER

NUM 15:26:43 IBM-3278-2

Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

- Ensure that **NEW** appears in the **FUNCTION** field.
- Tab to the field after the Document Type (J1).
- Type your three character **AGENCY CODE** (e.g., TR5).
- Type your three character **AGENCY CODE** and a # in the second box after **Document ID** (e.g., TR5#) for automatic numbering.
- Press the **ENTER** key.
- A unique document number will appear (e.g. TR502000101).

Winsock 3270 Telnet - adm.asu.edu

Connect Close Exit Edit Print Screen Setup Help

FUNCTION: **NEW** DOCID: **J1** **TR5** **TR502000101** 11/30/07 03:23:54 PM  
 STATUS: BATID: ORG:  
 H- JOURNAL VOUCHER INPUT FORM  
 JV DATE: ACCTG PRD: BUDGET FY: REVERSAL DATE:  
 ACTION: BUDGET OVERRIDE IND: COMMENTS:  
 DEBIT DOC TOTAL: CREDIT DOC TOTAL:  
 CALC DEBIT TOTAL: CALC CREDIT TOTAL:

A--\*HD37-TYPE BATID/DOCID & PRESS ENTER

NUM 15:27:01 IBM-3278-2

Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

## Preparing a Journal Voucher Document (J1) with Cross Fund Entries

Winsock 3270 Telnet - adm.asu.edu

Connect Close Exit Edit Print Screen Setup Help

FUNCTION: DOCID: **J1 TR5 TR502000101** 11/30/07 03:23:54 PM  
 STATUS: BATID: ORG:  
 H- JOURNAL VOUCHER INPUT FORM  
 JV DATE: ACCTG PRD: BUDGET FY: REVERSAL DATE:  
 ACTION: BUDGET OVERRIDE IND: COMMENTS:  
 DEBIT DOC TOTAL: **2520.00** CREDIT DOC TOTAL: **2520.00**  
 CALC DEBIT TOTAL: CALC CREDIT TOTAL:

NUM 15:27:43 IBM-3278-2


Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

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

JV DATE	Leave blank. The system will generate during processing. <b>Exception:</b> If at month end or year end where the calendar date may not coincide with the accounting period close date; the date, period and year fields should be entered to ensure the transaction is recorded into the correct accounting period.
ACCTG PRD	Optional. If left blank, defaults to the accounting period associated with the transaction date.
BUDGET FY	Optional. If left blank, defaults to the current budget fiscal year.
<b>ACTION</b>	Type <b>E</b> as this is an original document
COMMENTS	Type appropriate comments per your department.
<b>DEBIT TOTAL</b>	Type the total amount of funds being debited.
<b>CREDIT TOTAL</b>	Type the total amount of funds being credited.

**Press ENTER now**  
**to go to the 2<sup>nd</sup> page of the J1 Document**

## Preparing a Journal Voucher Document (J1) with Cross Fund Entries page 2



Connect
Close
Exit
Edit
Print Screen
Setup
Help

FUNCTION:
STATUS:

DOCID: J1 TR5 TR502000101
BATID:

02/13/08 03:36:30 PM
000-000 OF 000

AC
TP

SUB
FUND

FUNC
AGCY

OBJ
ORG

SUB
O/R

BS
ACCT

JOB
NUMBER

INT
FUND

REF
AGCY

BK
CD

DEBIT
AMOUNT

REPT
CAT

CREDIT
AMOUNT

CASH
IND

VENDOR / PROVIDER
NAME

DESCRIPTION

31
tr5
1008 cn
1260.00
conference rev to poly
31
wn5
7001
conference rev from tempe

5530 15
5530 15
1260.00

Clear
ATTN

Erase EOF
Dup

New Line
Erase Input

NUM
PA1
Field Mark

15:41:20
PA2
Reset

IBM-3278-2
PA3
SysReq

**AC TP**

Type the Transaction Type:  
**22 Expenditures/Expenses**  
**31 Revenue**  
**01 Assets**

FUND

Leave blank. Advantage will supply during the editing and approval process.

**AGCY**

Type the agency to/from which the funds are being transferred.

**ORG**

Type the organization to/from which the funds are being transferred.

SUB-ORG

If applicable, type the sub-organization to/from which the funds are being transferred.

## FUNCTION

If applicable, type the Function Code from which the expense/revenue is being transferred.

**OBJ or  
REV**

Type the object code or the revenue code to/from which the funds are being transferred.

**SUB-O/R**

Type the sub-object code or the sub-revenue code to/from which the funds are being transferred.

DEBIT AMOUNT

Type the debit amount for this line of the voucher (if applicable). A decimal point and two placeholders for cents must be entered.

### DESCRIPTION

Type an appropriate description of why funds are being transferred including any pertinent information, e.g., reference numbers of documents.

**CREDIT AMOUNT**

Type the credit amount for this line of the voucher (if applicable). A decimal point and two placeholders for cents must be entered.

**When transferring money between different funds (e.g., 9900 to 5110), a cash entry must be entered. Following are the additional lines that must be entered.**

## Preparing a Journal Voucher Document (J1) with Cross Fund Entries page 3

Winsock 3270 Telnet - adm.asu.edu

Connect Close Exit Edit Print Screen Setup Help

FUNCTION: DOCID: **J1 TR5 TR502000101** 11/30/07 03:43:38 PM  
 STATUS: BATID: ORG: 000-000 OF 002

AC	TP	FUND	AGCY	ORG	ORG	APPR	UNIT	ACTV	TION	REV	O/R	BS	JOB
INT	REF	BK	DEBIT										
FUND	AGCY	CD	AMOUNT	REPT	CAT	CODE							

VENDOR / PROVIDER NAME

DESCRIPTION CREDIT CASH  
 AMOUNT IND

01 5110 1100

balance sheet transfer 1260.00

01 5160 1100

1260.00

balance sheet transfer

NUM 16:06:20 IBM-3278-2

Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

- Complete per the following instructions.

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

**AC TP** Type the transaction type;

**01 Assets**

**FUND** Type the Fund of the agency/org to/from which the funds are being transferred.  
 The fund can be found on the ORG2 table for the specific agency/org.

**BS ACCT** Type **1100**.

**DEBIT AMOUNT** Type the amount of cash being debited (if applicable).

**DESCRIPTION** Type an appropriate description, e.g., Balance Sheet Transfer

**CREDIT AMOUNT** Type the credit amount for this line of the voucher (if applicable).

Note: Documents should be approved and then closed. Comptroller's Office Accountant **approvals** are required at **Levels 4 and 5**, therefore, the J1 will remain in the Suspense File until all approval levels are applied and final processing occurs.

# Transfer Voucher (TV)

## Transfer Voucher (TV)

A **Transfer Voucher** or **TV** is an on-line document that allows mandatory and voluntary funding transfers for certain categories of accounts to be made from one agency/org to another within the same fund group or between different fund groups.

**Examples:** To process budgeted transfers-in and transfers-out.

To move funds to support a specific project or program.

To move the residual balance of an inactive account so it may be closed out.

To fund another account for a specific purchase.

## Processing Guidelines:

Voluntary transfers can be made on:

Budgeted Local Accounts

Cash Basis Local Accounts

Auxiliary Accounts

Local or Auxiliary Accounts between campuses.

## Same Fund Group

For transfers between agency/orgs within the **same fund group**, the transfer-in or revenue source code is **6001-10** and the expenditure code is **8001-10**. The **FUND** table can be used to find the fund group.

For Example:

**Between ET5 1006 (fund 5430) and WH5 1003 (fund 5110)**

## Different Fund Group

For transfers between agency/orgs in **different fund groups**, the transfer-in or revenue source code is **6001-20** and the expenditure code is **8001-20**. The **FUND** table can be used to find the fund group.

For Example:

**Between WH5 1001 (fund 5110) and EV2 1002 (fund 2050).**

## Fund Groups

The **FUND** table in Advantage will give the fund and the fund group associated with it. The next page explains how to access the **FUND** table.

## Restrictions

Voluntary Transfers cannot be made on:

State Accounts

Sponsored Accounts

Agency Accounts

Summer Session Accounts

TRIF Accounts

Class Fees Accounts

## Example

The following example is used to illustrate the process for completing a TV document :

**You want to transfer \$634 from your local account (TR5 1006) to your local events account (TR5 1029) to support a student homecoming event.**



## Accessing the Fund Group Tables

To access this table, type **N** in the **ACTION** field and **FUND** in the **SCREEN** field and press **ENTER**.

Winsock 3270 Telnet - adm.asu.edu

Connect Close Exit Edit Print Screen Setup Help

ACTION: **N** SCREEN: **FUND** USERID: **USER** 02/14/08 10:51:05 AM

F U N D I N D E X

--- BUD OPT ---

	FY	FUND	NAME	CLASS	CAT	TYPE	GROUP	EXPB	REVB	APPR
01-	08	1150								
02-										
03-										
04-										
05-										
06-										
07-										
08-										
09-										
10-										
11-										
12-										
13-										
14-										

NUM 10:51:55 IBM-3278-2

Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

- Type **S** in the **ACTION** field.
- Tab to the **FY** field.
- Type the **current Fiscal Year** and **Fund Number** in the **FY** and **FUND** field, e.g., **00 1150**.
- Press the **ENTER** key.

Winsock 3270 Telnet - adm.asu.edu

Connect Close Exit Edit Print Screen Setup Help

ACTION: **S** SCREEN: **FUND** USERID: **USER** 02/14/08 10:51:42 AM

F U N D I N D E X

--- BUD OPT ---

	FY	FUND	NAME	CLASS	CAT	TYPE	GROUP	EXPB	REVB	APPR
01-	08	1150	GENERAL OPERATING-TEMPE	GEN	SM	1	O	P	P	C
02-	08	1160	GENERAL OPERATING-POLYTECHNIC	EGN	SE	3	O	P	P	C
03-	08	1180	GENERAL OPERATING-ASU WEST	WGE	SW	2	O	P	P	C
04-	08	1190	GENERAL OPERATING-WC SUNDOME	WGE	SW	2	O	P	P	C
05-	08	2010	INTERCOLLEGIATE ATHLETICS	AUX	LB	1	A	P	P	C
06-	08	2020	MEMORIAL UNION	AUX	LB	1	A	P	P	C
07-	08	2025	DNA SYNTHESIS	ISD	BN	1	A	P	P	C
08-	08	2030	BOOKSTORE	AUX	LB	1	A	P	P	C
09-	08	2035	DINING SERV/POURING RIGHTS	AUX	LB	1	A	P	P	C
10-	08	2040	RESIDENTIAL LIFE	AUX	LB	1	A	P	P	C
11-	08	2042	ADELPHI COMMONS	AUX	LB	1	A	P	P	C
12-	08	2045	UNIVERSITY TOWERS	AUX	LB	1	A	P	P	C
13-	08	2050	ASU PUBLIC EVENTS	AUX	LB	1	A	P	P	C
14-	08	2060	PHYSICS SHOPS	ISD	BN	1	A	P	P	C

NUM 10:52:20 IBM-3278-2

Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

The Fund table will refresh with the Fund Group information.

## Starting a Transfer Voucher Document (TV)

### Accessing the TV Document:

Winsock 3270 Telnet - adm.asu.edu

Connect: Close Exit Edit Print Screen Setup Help

ACTION: 1 SCREEN: tv USERID: user 11/30/07 02:58:41 PM

AAAAAA DDDDDD VV VV AAAAAA NN NN TTTTTTTT AAAAAA GGGGG EEEEE

AA AA DD DD VV VV AA AA NNN NN TT AA AA GG GG EE

AA AA DD DD VV VV AA AA NNNN NN TT AA AA GG EE

AAAAAAA DD DD VV VV AAAAAA NN NN NN TT AAAAAA GG GGG EEEEE

AA AA DD DD VV VV AA AA NN NNN TT AA AA GG GG EE

AA AA DDDDD V AA AA NN NNN TT AA AA GGGGG EEEEE

FFFFFFF IIIIIIII NN NN AAAAAA NN NN CCCCCC IIIIIIII AAAAAA LL TM

FF II NNN NN AA AA NNN NN CC II AA AA LL

FFFFFFF II NNNN NN AA AA NNNN NN CC II AA AA LL

FF II NN NN NN AAAAAA NN NN NN CC II AAAAAA LL

FF II NN NNNN AA AA NN NNNN CC II AA AA LL

FF IIIIIIII NN NNN AA AA NN NNN CCCCCC IIIIIIII AA AA LLLLLLL

R E L E A S E 2 . 0

PLEASE ENTER YOUR USERID ABOVE TO BEGIN.

TYPE AN X NEXT TO THE OPTION YOU WISH TO PERFORM:

( ) MAIN - MAIN MENU

( ) GMSS - GENERAL MESSAGES

( ) AMSS - AGENCY MESSAGES

NUM 15:01:58 IBM-3278-2

Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

- Type **L** in the **ACTION** field.
- Type **TV** in the **SCREEN** field.
- Press the **ENTER** key (this will generate a blank TV Document).

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Connect: Close Exit Edit Print Screen Setup Help

FUNCTION: NEW DOCID: TV 11/30/07 02:59:20 PM

STATUS: BATID: ORG:

H- TRANSFER VOUCHER INPUT FORM

TV DATE: ACCTG PRD: BUDGET FY:

ACTION: OFFSET REC/CASH ACCT: OFFSET LIAB/CASH ACCT:

TRANSFER IN-- TOTAL:

PUND: AGCY: ORG: SUB-ORG: ACTV: FUNC:

REV-SRC: SUB-REV: RCAT: APPR:

A--\*HD37-TYPE BATID/DOCID & PRESS ENTER

NUM 15:02:35 IBM-3278-2

Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

## Creating a unique document number for the TV transaction

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Connect Close Exit Edit Print Screen Setup Help

FUNCTION: **NEW** DOCID: TV tr5 tr5tv# 11/30/07 02:59:20 PM

STATUS: BATID: ORG:

H- TRANSFER VOUCHER INPUT FORM

TV DATE: ACCTG PRD: BUDGET FY:

ACTION: OFFSET REC/CASH ACCT: OFFSET LIAB/CASH ACCT:

TRANSFER IN-- TOTAL:

FUND: AGCY: ORG: SUB-ORG: ACTV: FUNC:

REV-SRC: SUB-REV: RCAT: APPR:

A--\*HD37-TYPE BATID/DOCID & PRESS ENTER

NUM 15:03:12 IBM-3278-2

Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

- Ensure that **NEW** appears in the **FUNCTION** field.
- Tab to the field after the Document Type (TV).
- Type your three character **AGENCY CODE** (e.g., tr5).
- Type your three character **AGENCY CODE**, TV, and a # in the second box after **Document ID** (e.g., tr5tv#).
- Press the **ENTER** key
- A unique document number will appear (e.g. TR5TV000023)

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Connect Close Exit Edit Print Screen Setup Help

FUNCTION: **NEW** DOCID: TV TR5 TR5TV000023 11/30/07 03:00:20 PM

STATUS: BATID: ORG:

H- TRANSFER VOUCHER INPUT FORM

TV DATE: ACCTG PRD: BUDGET FY:

ACTION: OFFSET REC/CASH ACCT: OFFSET LIAB/CASH ACCT:

TRANSFER IN-- TOTAL:

FUND: AGCY: ORG: SUB-ORG: ACTV: FUNC:

REV-SRC: SUB-REV: RCAT: APPR:

NUM 15:03:28 IBM-3278-2

Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

## Preparing a Transfer Voucher Document (TV)

Winsock 3270 Telnet - adm.asu.edu

Connect Close Exit Edit Print Screen Setup Help

FUNCTION: DOCID: **TV** **TR5** **TR5TV000023** 11/30/07 03:00:20 PM  
 STATUS: BATID: ORG:  
 H- TRANSFER VOUCHER INPUT FORM

TV DATE: ACCTG PRD: BUDGET FY:

ACTION: **E** OFFSET REC/CASH ACCT: OFFSET LIAB/CASH ACCT:

TRANSFER IN-- TOTAL: **634.00**

FUND: AGCY: **tr5** ORG: **1029** SUB-ORG: ACTV: FUNC: **tr56**

REV-SRC: **6001** SUB-REV: **10** RCAT: APPR:

NUM 15:04:11 IBM-3278-2

Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

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

TV DATE	Leave blank. The system will generate during processing.
ACCTG PRD	Optional. If left blank, defaults to the accounting period associated with the transaction date. If month end or year end, the period and year fields should be entered to ensure the transaction is recorded into the correct accounting period.
BUDGET FY	Optional. If left blank, defaults to the current budget fiscal year. Enter the current fiscal year (e.g., <b>08</b> for fiscal year 2007 - 2008 or <b>MY</b> for multi-year budgets [used for sponsored agency/orgs]).
<b>ACTION</b>	Type <b>E</b> as this is an original document
<b>TOTAL</b>	Type the total amount being transferred (including two decimal places)
<b>AGCY</b>	Type the agency which is receiving the funds being transferred.
<b>ORG</b>	Type the organization which is receiving the funds being transferred.
SUB-ORG	If applicable, type the sub-organization which is receiving the funds being transferred.
<b>FUNC</b>	Required. Type the three digits of the agency and last digit of the org which is being <i>debited</i> .
<b>REV-SRC</b>	Type <b>6001</b> .
<b>SUB-REV</b>	Type <b>10</b> for transfers with the same fund group or <b>20</b> for transfers between different fund groups.

**Press ENTER now to continue**

## Preparing a Transfer Voucher Document (TV) page 2

<b>LN NO</b>	Number to distinguish this transfer line from all others on this document. Start with <b>01</b> .
<b>FUND</b>	Leave blank. Advantage will supply during the editing and approval process.
<b>AGCY</b>	Agency from which the funds are being transferred.
<b>ORG</b>	Organization from which the funds are being transferred.
<b>SUB-ORG</b>	If applicable, the sub-organization from which the funds are being transferred.
<b>FUNC</b>	Required. Type the three digits of the agency and last digit of the org which is being <b>credited</b> .
<b>OBJ</b>	Type <b>8001</b> .
<b>SUB-OBJ</b>	Type <b>10</b> for transfers with the same fund group or <b>20</b> for transfers between different fund groups
<b>DESCRIPTION</b>	Enter an appropriate description of why funds are being transferred.
<b>AMOUNT</b>	Type the amount of funds being transferred on this line. A decimal point and two placeholders for cents must be entered.
<b>I/D</b>	Leave blank.

Note: Documents should be processed and approved with **level 1** approval at the departmental level before the Comptroller's Office accountants can approve. Financial Service's Office accountant **approvals** are required at **Levels 4 and 5**, therefore, the TV will remain in the suspense file until all approval levels are applied and final processing occurs.

## Finding and Opening a Document from the Suspense File

### Accessing the Suspense File

Winson 170 Telnet - adm.asu.edu

Connect Close Exit Edit Print Screen Setup Help

ACTION: **n** SCREEN: **SUSF** USERID: **USER** 02/11/08 02:40:02 PM

FUNCTION: ORG:

D O C U M E N T S U S P E N S E

S	BATCH	DOCUMENT	PROCESS
E	-----	-----	DATE
L	TYPE AGCY NUMBER	TYPE AGCY NUMBER	STAT APPRV DATE USER (YYMMDD)

- Type **N** in the **ACTION** field
- Type **SUSF** in the **SCREEN** field.
- Press the **ENTER** key (this will bring you to the suspense file).

### Finding a Saved Document

Winson 170 Telnet - adm.asu.edu

Connect Close Exit Edit Print Screen Setup Help

ACTION: **s** SCREEN: **SUSF** USERID: **USER** 02/11/08 02:40:36 PM

FUNCTION: ORG:

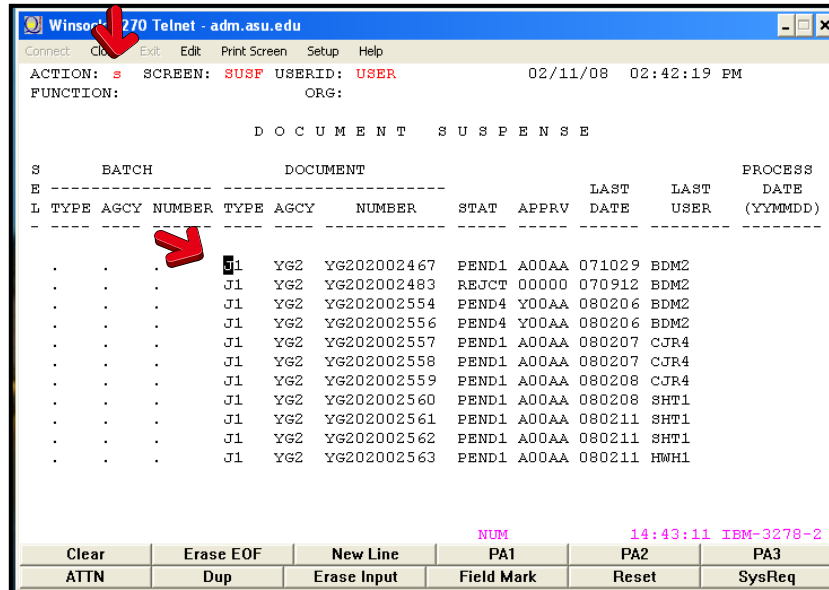
D O C U M E N T S U S P E N S E

S	BATCH	DOCUMENT	PROCESS
E	-----	-----	DATE
L	TYPE AGCY NUMBER	TYPE AGCY NUMBER	STAT APPRV DATE USER (YYMMDD)
	j1	yg2	

- Type **S** in the **ACTION** field.
- Move the cursor down to the first line in the Suspense File.
- **ENTER** the type of document in the **TYPE** field.
- **ENTER** the **AGENCY** the Document was created under in the **AGCY** field.
- Press the **ENTER** key (this will pull up all documents with the specified type and agency).

## Finding and Opening a Document from the Suspense File Continued

### Opening a Document in the Suspense File



Winsock 3270 Telnet - adm.asu.edu

Connect: Close Exit Edit Print Screen Setup Help

ACTION: **S** SCREEN: **SUSP** USERID: **USER** 02/11/08 02:42:19 PM  
FUNCTION: ORG:

DOCUMENT SUSPENSE

S	BATCH			DOCUMENT					LAST	LAST	PROCESS
E	L	TYPE	AGCY	NUMBER	TYPE	AGCY	NUMBER	STAT	APPRV	DATE	USER
											(YYMMDD)
.	.	.	.	J1	YG2	YG202002467	PEND1	A00AA	071029	BDM2	
.	.	.	.	J1	YG2	YG202002483	REJCT	00000	070912	BDM2	
.	.	.	.	J1	YG2	YG202002554	PEND4	Y00AA	080206	BDM2	
.	.	.	.	J1	YG2	YG202002556	PEND4	Y00AA	080206	BDM2	
.	.	.	.	J1	YG2	YG202002557	PEND1	A00AA	080207	CJR4	
.	.	.	.	J1	YG2	YG202002558	PEND1	A00AA	080207	CJR4	
.	.	.	.	J1	YG2	YG202002559	PEND1	A00AA	080208	CJR4	
.	.	.	.	J1	YG2	YG202002560	PEND1	A00AA	080208	SHT1	
.	.	.	.	J1	YG2	YG202002561	PEND1	A00AA	080211	SHT1	
.	.	.	.	J1	YG2	YG202002562	PEND1	A00AA	080211	SHT1	
.	.	.	.	J1	YG2	YG202002563	PEND1	A00AA	080211	HWHL	

NUM 14:43:11 IBM-3278-2

Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq

- Type **S** in the **ACTION** field.
- Move the cursor onto the line of the document you wish to open.
- Press the **ENTER** key (this will open the document).

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Connect: Close Exit Edit Print Screen Setup Help

FUNCTION: DOCID: **J1 YG2 YG202002467** 02/11/08 02:43:01 PM  
STATUS: **PEND1** BATID: ORG:

H- JOURNAL VOUCHER INPUT FORM

JV DATE: **08 07 07** ACCTG PRD: BUDGET FY: REVERSAL DATE:  
ACTION: **E** BUDGET OVERRIDE IND: COMMENTS: **CHRIS 5-4162**

DEBIT DOC TOTAL: 69,160.00 CREDIT DOC TOTAL: 69,160.00  
CALC DEBIT TOTAL: 69,160.00 CALC CREDIT TOTAL: 69,160.00

H--\*S404-READY FOR APPROVAL 4 H--\*S405-READY FOR APPROVAL 5

NUM 14:43:32 IBM-3278-2

Clear	Erase EOF	New Line	PA1	PA2	PA3
ATTN	Dup	Erase Input	Field Mark	Reset	SysReq