ADVANTAGE
Transfer Documents
Character Based Instructional Booklet

Distributed by
Financial Services
Arizona State University
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## 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

Transfer documents require Level 1 approval by the org manager or authorized signer 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.

Backup documentation supporting the entry should be forwarded to ORSPA accountant for all IX and J1 documents on sponsored agency orgs. Sponsored agency orgs cannot use either the A1 or the TV document. Financial Services may require documentation for non-sponsored agency orgs.

## Responsibility

### Requesting Department

Determines which document to use: A1, IX, TV, J1.

Verifies the Account Information

- agency/org, sub-org
- object/sub-object code
- function
- revenue source code/sub-revenue code.

Verifies that the balances are available for transfer.

Chooses the correct document.

Prepares the document.  

Reviews the document for accuracy and completeness

Department approves the document with Level 1.

Closes the document using the F3 key.

Forwards any required documentation to the appropriate accountant in Financial Services or in ORSPA.

### Accountant

Retrieves the document from the suspense file.

Reviews the document for accuracy, completeness and appropriateness.

Approves the document (Code: A+ or F12 Key).
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 9999999999) 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:

- Type L in the ACTION field.
- Type A1 in the SCREEN field.
- Press the ENTER key (this will generate a blank A1 document).
Creating a unique document number for the A1 transaction

- 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).
## Preparing an A1 Document

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>APP DATE</td>
<td>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.</td>
</tr>
<tr>
<td>ACCTG PRD</td>
<td>Optional. If left blank, defaults to the accounting period associated with the transaction date.</td>
</tr>
<tr>
<td>BUDGET FY</td>
<td>Type the current fiscal year (e.g., 08 for fiscal year July 1, 2007-Jun 30, 2008).</td>
</tr>
<tr>
<td>FUND</td>
<td>Type the appropriate Fund for the Agency(s).</td>
</tr>
<tr>
<td>LIN ACT</td>
<td>Type C to modify existing appropriation units.</td>
</tr>
<tr>
<td>AGCY</td>
<td>Type the Agency to/from which the money is being transferred.</td>
</tr>
<tr>
<td>APPR UNIT</td>
<td>Type a valid appropriation unit as defined by the Appropriation (APP2) table.</td>
</tr>
<tr>
<td>I/D APPR AMOUNT</td>
<td>Type the amount of the transfer-(no decimal or cents).</td>
</tr>
<tr>
<td>ID</td>
<td>Type I to increase or D to decrease the appropriation unit.</td>
</tr>
<tr>
<td>HR Description Fields</td>
<td></td>
</tr>
<tr>
<td>PAY LIN</td>
<td>Type in the six digit PeopleSoft Position Number.</td>
</tr>
<tr>
<td>EMP ID</td>
<td>Type in the employee’s 10 digit Affiliate ID number.</td>
</tr>
<tr>
<td>MOD DTE</td>
<td>Type in the modification date of the pay line.</td>
</tr>
<tr>
<td>DESCRIPTION</td>
<td>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.</td>
</tr>
</tbody>
</table>

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

- 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.

- 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.

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7110</td>
<td>Budgeted Salaries</td>
</tr>
<tr>
<td>7120</td>
<td>Wages</td>
</tr>
<tr>
<td>7200</td>
<td>Payroll-related Expenses</td>
</tr>
<tr>
<td>7900</td>
<td>Administrative Service Charges</td>
</tr>
<tr>
<td>8001</td>
<td>Transfers Out</td>
</tr>
</tbody>
</table>

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:

- Type L in the ACTION field.
- Type IX in the SCREEN field.
- Press the ENTER key (this will generate a blank IX Document).
Creating a unique document number for the IX transaction

- 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).
Preparing an IX Document

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

IX 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
Optional. If left blank, defaults to the current budget fiscal year.

ACTION
Type **E** as this is an original document.

TOTAL
Type the total amount of expenses being transferred.

AGCY
Type the Agency from which the expense is being transferred.

ORG
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.

OBJECT
Type the Object code from which the expense is being transferred.

SUB-OBJ
Type the Sub-object code from which the expense is being transferred.

**Press ENTER to continue**
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.
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:

- Type L in the ACTION field.
- Type J1 in the SCREEN field.
- Press the ENTER key (this will generate a blank J1 Document).
Creating a unique document number for the J1 transaction

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

**JV 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**  
Optional. If left blank, defaults to the current budget fiscal year.

**ACTION**  
Type **E** as this is an original document

**COMMENTS**  
Type appropriate comments per your department.

**DEBIT TOTAL**  
Type the total amount of funds being debited.

**CREDIT TOTAL**  
Type the total amount of funds being credited.

*Press ENTER now*  
to go to the 2nd page of the J1 Document*
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.
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:

- Type L in the ACTION field.
- Type J1 in the SCREEN field.
- Press the ENTER key (this will generate a blank J1 document).
Creating a unique document number for the J1 transaction

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

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>JV DATE</strong></td>
<td>Leave blank. The system will generate during processing. <strong>Exception</strong>: 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.</td>
</tr>
<tr>
<td><strong>ACCTG PRD</strong></td>
<td>Optional. If left blank, defaults to the accounting period associated with the transaction date.</td>
</tr>
<tr>
<td><strong>BUDGET FY</strong></td>
<td>Optional. If left blank, defaults to the current budget fiscal year.</td>
</tr>
<tr>
<td><strong>ACTION</strong></td>
<td>Type <strong>E</strong> as this is an original document</td>
</tr>
<tr>
<td><strong>COMMENTS</strong></td>
<td>Type appropriate comments per your department.</td>
</tr>
<tr>
<td><strong>DEBIT TOTAL</strong></td>
<td>Type the total amount of funds being debited.</td>
</tr>
<tr>
<td><strong>CREDIT TOTAL</strong></td>
<td>Type the total amount of funds being credited.</td>
</tr>
</tbody>
</table>

**Press ENTER now**

to go to the 2nd page of the J1 Document
**Preparing a Journal Voucher Document (J1) with Cross Fund Entries page 2**

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AC TP</strong></td>
<td>Type the Transaction Type:</td>
</tr>
<tr>
<td></td>
<td>22 Expenditures/Expenses</td>
</tr>
<tr>
<td></td>
<td>31 Revenue</td>
</tr>
<tr>
<td></td>
<td>01 Assets</td>
</tr>
<tr>
<td><strong>FUND</strong></td>
<td>Leave blank. Advantage will supply during the editing and approval process.</td>
</tr>
<tr>
<td><strong>AGCY</strong></td>
<td>Type the agency to/from which the funds are being transferred.</td>
</tr>
<tr>
<td><strong>ORG</strong></td>
<td>Type the organization to/from which the funds are being transferred.</td>
</tr>
<tr>
<td><strong>SUB-ORG</strong></td>
<td>If applicable, type the sub-organization to/from which the funds are being transferred.</td>
</tr>
<tr>
<td><strong>FUNCTION</strong></td>
<td>If applicable, type the Function Code from which the expense/revenue is being transferred.</td>
</tr>
<tr>
<td><strong>OBJ or REV</strong></td>
<td>Type the object code or the revenue code to/from which the funds are being transferred.</td>
</tr>
<tr>
<td><strong>SUB-O/R</strong></td>
<td>Type the sub-object code or the sub-revenue code to/from which the funds are being transferred.</td>
</tr>
<tr>
<td><strong>DEBIT AMOUNT</strong></td>
<td>Type the debit amount for this line of the voucher (if applicable). A decimal point and two placeholders for cents must be entered.</td>
</tr>
<tr>
<td><strong>DESCRIPTION</strong></td>
<td>Type an appropriate description of why funds are being transferred including any pertinent information, e.g., reference numbers of documents.</td>
</tr>
<tr>
<td><strong>CREDIT AMOUNT</strong></td>
<td>Type the credit amount for this line of the voucher (if applicable). A decimal point and two placeholders for cents must be entered.</td>
</tr>
</tbody>
</table>

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.
• 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)

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.

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)

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).

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

- 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.

The Fund table will refresh with the Fund Group information.
Starting a Transfer Voucher Document (TV)

Accessing the TV Document:

- Type L in the ACTION field.
- Type TV in the SCREEN field.
- Press the ENTER key (this will generate a blank TV Document).
Creating a unique document number for the TV transaction

- 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)
Preparing a Transfer Voucher Document (TV)

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., 08 for fiscal year 2007 - 2008 or MY for multi-year budgets [used for sponsored agency/orgs]).

ACTION  Type E as this is an original document

TOTAL  Type the total amount being transferred (including two decimal places)

AGCY  Type the agency which is receiving the funds being transferred.

ORG  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.

FUNC  Required. Type the three digits of the agency and last digit of the org which is being debited.

REV-SRC  Type 6001.

SUB-REV  Type 20 for transfers with the same fund group or

20 for transfers between different fund groups.

Press ENTER now to continue
## LN NO
Number to distinguish this transfer line from all others on this document. Start with 01.

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

## AGCY
Agency from which the funds are being transferred.

## ORG
Organization from which the funds are being transferred.

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

## FUNC
Required. Type the three digits of the agency and last digit of the org which is being credited.

## OBJ
Type 8001.

## SUB-OBJ
Type 10 for transfers with the same fund group or 20 for transfers between different fund groups

## DESCRIPTION
Enter an appropriate description of why funds are being transferred.

## AMOUNT
Type the amount of funds being transferred on this line. A decimal point and two placeholders for cents must be entered.

## I/D
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

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

Finding a Saved Document

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

- 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).