

How to do a Cash Transfer

Cash transfer journals are two line balanced entries and are input as follows:

For the speedtype moving the cash out, enter the amount as a positive number and use account code 997100.

For the speedtype receiving the cash, enter the amount as a negative number and use account code 995100.

For example, to move \$10,000 from speedtype 11041276 to speedtype 17210374, the entry would be:

Line 1: Speedtype 11041276, account code 997100, \$10,000. This will decrease the cash in this speedtype by \$10,000.

Line 2: Speedtype 17210374, account code 995100, -\$10,000. This will increase the cash in this speedtype by \$10,000.

The Finance System entry will look like this:

Cash Transfer Header
Lines
Totals
Errors
Approval

Journal ID: 0000579004
Date: 11/30/2007
Ledger Group: ACTUALS
*Process: Validate Journal

[Search Criteria](#) [Change Values](#)
 Errors Only
Line: 10
Process

All journal entries, except budget and encumbrance journal entries, must be balanced between credit and debit amounts; budget and encumbrance journal entries are single line entries (i.e., are not required to be balanced between credit and debit amounts). Debit and credit conventions apply to all journal entries. Debit lines are created by inserting the number in the Amount field without any sign designation. Credit lines are created by inserting a minus sign "-" before the number in the Amount field. If an entry is in balance the values under Total Debits and Total Credits in the bottom box will be equal. For further guidance on the debit/credit construction of journal entry, see <http://www.cusys.edu/controller/documents/d-cJE.pdf>. For more information about using the Journal Entry page see http://www.cu.edu/controller/documents/19_CREATING_A_JOURNAL_ENTRY.doc

Lines													Customize Fin
Select	Line	SpeedType	Fund	Org	Program	Project	Sub-class	*Account	Amount	Stat	Stat Amt	Journal Line Description	Refe
<input type="checkbox"/>	1	11041276	10	10536	27593			997100	10,000.00			Cash transfer to fund 72	72
<input type="checkbox"/>	2	17210374	72	10057	10515			995100	-10,000.00			Cash transfer from fund 10	10

Lines to add:

+
-
⌨

Enter speedtypes in this column

Enter account codes in this column

Enter amounts in this column

Totals							Customize Find View All First 1 of 1 Last
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status		
UCOLO	2	10,000.00	10,000.00	√	N		

Save
Return to Search
Refresh

[Cash Transfer Header](#)
[Lines](#)
[Totals](#)
[Errors](#)
[Approval](#)

You may change the journal line description if desired.

Note: Recall that a cash transfer journal entry is a way to move cash (not revenue) between two speedtypes, typically in different funds or across CU campuses. Cash transfers are only allowed between certain funds. A worksheet telling you what is allowed can be found here:

http://abs.colorado.edu/ABS_WEB/nonhtm/other/TransferTableDec03.xls