

FSC Journal Entry Request Form

This form must be completed in one sitting.

[Cost Transfer Policy and Guidance](#)

[Cash and Fund Balance Transfer Table](#)

Cash transfers from a Fund 10 to another Fund 10 are not allowed (see the Cash and Fund Balance Transfer Table button). If one of the Fund 10 speedtypes has a linked Fund 72, you can use that instead. Otherwise, a 10 to 10 transfer needs to be done by a Budget Journal Entry.

If BJE (Budget transfer from fund 10 to fund 10), email your request to: asbjerequest@colorado.edu

Who is your FSC tech? *

- Select -

Select the FSC technician that supports your department. This assures that your submission is routed correctly and without delay.

Choose your Department/Org # (in 1 of the 3 drop downs)

Please just choose one department from the lists.

Dept. Abbreviation/Org. # (A-D)

A&S Communications - 11306

Dept. Abbreviation/Org. # (E-L)

- None -

Dept. Abbreviation/Org. # (M-Z)

- None -

Select only one department/program name from these three menus. Multiple selections can delay the correct technician receiving your submission.

Form completed by *

Program Administrator Chip

File Upload *

Choose File No file chosen

Upload

Files must be less than 32 MB.

Allowed file types: bmp eps tif pict txt rtf pdf doc docx odt ppt pptx odp xls xlsx ods xml

Attach back-up documentation here regarding the transfer that you are requesting. Some examples are:

- Emailed instructions from the CCO accounting team
- Speedtype Summary reports showing applicable speedtype balances
- Financial Detail reports to show what expenses you are requesting to transfer (be sure to highlight those lines)

Open for Additional File Upload Fields

Transfer Type

Transfer Type *

Cash Transfer

Expense Transfer

If you want to move funds from one speedtype to another, select Cash Transfer. If you want an expense, credit, deposit, or other financial transactions to be moved to and from a speedtype, select Expense Transfer. For Interdepartmental Transfers (IN), select Cash Transfer and provide more information in the comments field below.

*NOTE-The FSC does not process transfers related to payroll.

Journal Entry - Expense Transfer

From

Speedtype *

11000000

Account

510100

Amount

\$ 100.00

Do you need additional speedtype/account/amount fields?

Yes

No

Be sure to provide 8-digit numbers in the Speedtype fields and use a decimal point in the Amount fields. The Account field is optional. If you know the associated account codes, please enter them. However, if you are unsure, it's fine to leave the fields blank. For example, if you don't know the cash transfer account codes it's not a problem, your technician will take care of it.

Select yes if you would like to transfer from more than one speedtype. Just be aware that the total amount in the "From" section needs to equal the total amount in the "To" section.

To:

Speedtype *

11000002

Account

510100

Amount

\$ 50.00

Do you need additional speedtype/account/amount fields?

Yes

No

Speedtype

11000003

Here is an example of selecting yes to enter another journal line.

Account

510100

Amount

\$ 50.00

Do you need additional speedtype/account/amount fields?

Yes

No

Purpose of Expense Transfer *

Please attach a copy of the Financial Detail Report indicating charge(s) to be moved and a copy of the Speedtype Summary Report where the expenses are being transferred to.

Professional membership was charged in error to the department's hourly/operating speedtype. This request is to move the expense to the intended funding source.

The purpose provided here will be included by your technician in the journal entry's Long Description field. It needs to clearly explain why the transfer needs to be created and what it is intended to accomplish. If the requested journal is intended to correct an error, identify what that error was.

From the Campus Controller's Office website: "Inadequate journal entry descriptions lead to audit questions!"

Additional Comments

Half of the expense will be moved to the faculty member's research speedtype and half to their \$XQK..

Use this field to explain any additional details that you think may be helpful to your technician.

For Fiscal Year End Only - Does this transfer need to post in the previous fiscal year?

Yes

No

Selecting yes will direct your technician to back-date your transfer to the previous fiscal year. This is necessary when you want to affect the speedtype balances or move transactions to a different speedtypes in the previous year.

Would you like an emailed copy of this form sent to you?

Yes

No

If you are a department administrator and would like to be automatically copied on all submissions made in your unit, contact your FSC technician and we will set it up.

Enter your email address(es) (If multiple, use comma to separate)

CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

I'm not a robot



Submit