

8500 Transfer Process Overview

- **What is it ?** A Three-Step Process that involves both the Budget and Financial Reporting Departments.
- **What Indices ?** Use this process when you are moving budget between:
 - Two designated/restricted indices, **OR**
 - A designated/restricted index and a current fund index
- **Why ?** All current accounts are the same fund type (110001), but designated, restricted and other account types have their own unique fund numbers. The 8500 account is the interfund transfer account.

8500 Transfer Process – Step 1

STANDARD EXAMPLE

- Purpose – Moves budget from Income/Salaries/ Operating account(s) into 8500 account for Index supplying funds.
- Form – Budget Transfer Request
- Submit All Steps together - Budget Office

From					To						
Index Code	Account Code	Activity Code	Position Number	Amount (\$)	Index Code	Account Code	Activity Code	Position Number	Amount (\$)	Description	
GBUD05	7052			\$ 1,000	GBUD05	8500			\$ 1,000	Faculty Research Project	
				Total					Total	\$ 1,000	

Preparer: Megan Starr

Transfer Type: TEMP PERM

Fiscal Yr (YYYY) []

Transfer Eff. Date []

Doc Total (for Banner entry) 2,000

Purpose of Transfer (Required):
Transfer funds from reserve to cover faculty research project.

Unit Approval:
Type Name: _____ Signature: _____ Ext. _____ Date _____
Provost/VP Signature: _____ Date _____
Univ. Budget Office: _____ Date _____

Reminder: Check your 8500 Account Balance first (FGIBDST – far right Column). If negative, make sure you add this figure to what you intend to transfer out of the index.

8500 Transfer Process – Step 2

- Purpose – Translates funds from the Supplying Index 8500 account into the Receiving Index 8500 account.
- Form – Income/Expense Transfer Request (“green sheet”)
- Submit All Steps together- Budget Office

UNIVERSITY OF THE PACIFIC							
JOURNAL ENTRY REQUEST							
FISCAL YEAR							
2009							
JE		Originating Location: _____					
DATE: 3/18/2009		Journal Type: FTW					
DOCUMENT TOTAL:							
42,000.00							
Seq No	Index Code	Fund Code	Acct Code	Activity Code	DEBIT ^a	CREDIT	BANNER DESCRIPTION ^b (REQUIRED - 30 CHARACTERS MAX)
1	GBUD05		8500		1,000.00		To GBUD for faculty rch prj
2	GBUD		8500			1,000.00	Fin Reserves fac rch prj
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
TOTAL:					\$1,000.00	\$1,000.00	400
<small>(DEBITS MUST EQUAL CREDITS)</small>							
Purpose of Journal Entry: ^c							
From Reserves to GBUD for Faculty Research Project							
Prepared by/ Extension/Date: Megan Starr x. 65555 3/19/2008				Date Entered/By: _____			
Authorized by/ Date: _____				Effective Date: _____			
Authorized by/ Date: _____				JE #: _____			
Controller's Office Approval/Date: _____							

a Signature/approval required for debit entries.
b Attach supporting documentation. Journal Entry Request will be returned to originating department if no back-up is attached.
c Use this section to further explain why the Journal Entry is necessary as the Banner Description is limited.

** Contact Financial Reporting at x57784 for questions on how to complete this form **

