

**Journal ID:**

**PeopleSoft Financials  
JOURNAL ENTRY REQUEST**

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Run Date 7/6/2017  
Run Time 11:24:56 AM

Status: N Ledger Group: ACTUALS Fiscal Year: 2018  
 Journal Dt: Source: Period: 1  
 Requester Name: \_\_\_\_\_ Extension: \_\_\_\_\_  
 Approver Name: \_\_\_\_\_ Approver Signature: PI/Dept Admin for project(s) charged\* Date Approved: \_\_\_\_\_

Description: Must explain how the error in original allocation occurred and how the expense supports the scope of the project being charged; "to correct an error" or "to transfer to correct project" is not sufficient.

Ln #	TCode	Fund	Prg Fin	Dept	Account	Prg Op	Amount	Prj BU	Project	Activity	Analysis Type	Reference	Line Description
1												Use in conjunction with Line Description	Must reference original expense documented on attached ledger
2													

Business Unit	Total Lines	Total Base Debits	Total Base Credits
UMBC1	2		

Supporting Documentation:

Attach a copy of the accounting ledger (Retriever/Grant Detail Report) documenting the original posted expense. For travel expenses, also attach the approved e-Travel request showing the appropriate chartstring. Attach any additional documentation necessary for OCGA to verify the expense complies with 2 CFR 200 (allowable, reasonable, allocable, treated consistently).

Timeframe:

Cost transfers must be prepared and submitted within 90 days from when the transaction appears on the award. Cost transfers made after this period require additional scrutiny. All cost transfers affecting sponsored chartstrings that occur more than 90 days from the original charge being corrected must also contain an explanation as to why the error was not discovered and corrected within the required 90 day timeframe and must be signed by the PI.

Cost transfers moving costs onto a sponsored chartstring more than six months past the date of the original transaction will only be permitted under extenuating circumstances and only with the approval of the Director of Cost Accounting and Analysis or designee for payroll transfers, or the Assistant Director of Contract and Grant Accounting or designee for non-payroll transfers.

\*PI signature is required on all transfers over 90 days from when the transaction appears on the award.