Journals/Transfers

https://www.uwsp.edu/FO/Pages/Department-Manager-Resources.aspx

Journal ID Prefix

Journal prefixes identify the type of journal that was posted and the source of the journal. Below is a list of commonly used journal prefixes and what the journals are.

Journal Prefix	Source/Office	Description	Journal Line Reference
AP	Pmt Serv	Voucher transaction for paying invoices	Voucher ID
Base	Gen Ledg	Base Budgets	
BURSAR	Bursar/ SFS	Student Disbursements	Student ID
BURSARCC	Bursar/ SFS	Credit Card Payment	Receipt Number
BURSARNOCC	Bursar/ SFS	Department Disbursements	Receipt Number
FB	Gen Ledg	Fringe benefits allocation based on payroll	Fringe Rate
GL	Gen Ledg	Journal entries including transfers, sales credits, etc.	Varies
IT	IT	Charges from IT	ACS Number
IUJ	Gen Ledg	Inter-Unit Journal	MDS Account
MAIL	Mail Serv	Mail Services	
ONETIME	Gen Ledg	One Time Budget transfers	Varies
P&D	Print & Design	Charges from Printing and Design	Invoice Number
PCAR	Purchasing	P-card expenses	Cardholder's Name
PDTR	Purchasing	Transferred p-card expenses	Cardholder's Name
PHYPLANT	Facilities	Work order charges	Work Order Number
PJ	Payroll	Payroll transactions from central payroll	Pay Run ID
PT	Payroll	Payroll transfer	Pay Run ID
TELEPHONE	Telephone	Telephone chargebacks	
TPCD	Pmt Serv	Travel purchasing card expenses	Cardholder's Name
TRANSPORT	Transportation	Transportation chargebacks	Rental Number

How to Request a Transfer

Expense/Revenue Transfers

To transfer expenses you will need to include the following information.

- Where the expense is currently posted
- Account code
- Expense description
- Journal line reference
- GL journal ID
- The amount to be transferred
- Where the expense should be transferred to

Fund	Dept	Prog	Project/Grant	Acct	Acct Descr	Monetary Amt	Descr	Jrnl Line Ref	Jrnl Date	GL Jrnl ID
102	103567	4	ADG8321	3100	Supplies	30.00	Shipping	00242538	02/08/2018	AP00470200

If the request includes only a few expenses you can copy and paste the expenses in to an e-mail to the General Ledger. If the transfer includes several expenses please download the expenses into an Excel spreadsheet and send the spreadsheet with your request.

****Note: ALL P-card expenses can only be transferred through the P-card Log. If there is an imperative exception to the log, fill out the Internal Transfer Form.*

Send grant transfers to the Grant Accountant.

Send all other transfers to General Ledger.

Payroll Transfers

To transfer payroll you will need to include the following information.

- Where the expense is currently posted
- The account code
- The employee's name
- Empl Id
- Empl Rec Nmbr
- Pay Run ID
- The amount to be transferred
- Where the payroll should be transferred to

Fund	Dept	Prog	Project/Grant	Acct	Acct Descr	Monetary Amt	Descr	Empl ID	Empl Rec Nbr	Pay Run ID
133	909300	2	AAA1897	1771	Student - Hourly	745.00	SMITH, JANE J	00123456	0	2017BW05B

Send grant transfers to the Grant Accountant.

Send all other transfers to General Ledger.

Budget Transfers

To transfer budget fill out the Budget Journal Template and send the completed form to the Assistant Controller, Robyn Bolton.

Basic Equations

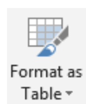
Equation	Explanation
=A1 + A2	Adding cells together
=A1 – A2	Subtracting cells
=A1 * A2	Multiplying cells together
=A1 / A2	Dividing cells
=Sum(A1:A12)	Adding all of the cells (A1 thru A12) together

Tables

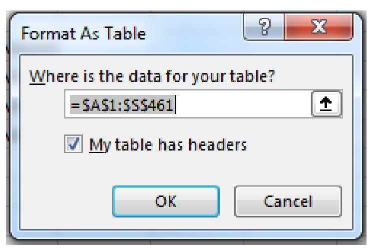
Benefits for Tables

- Summing
- Filtering
- Sorting

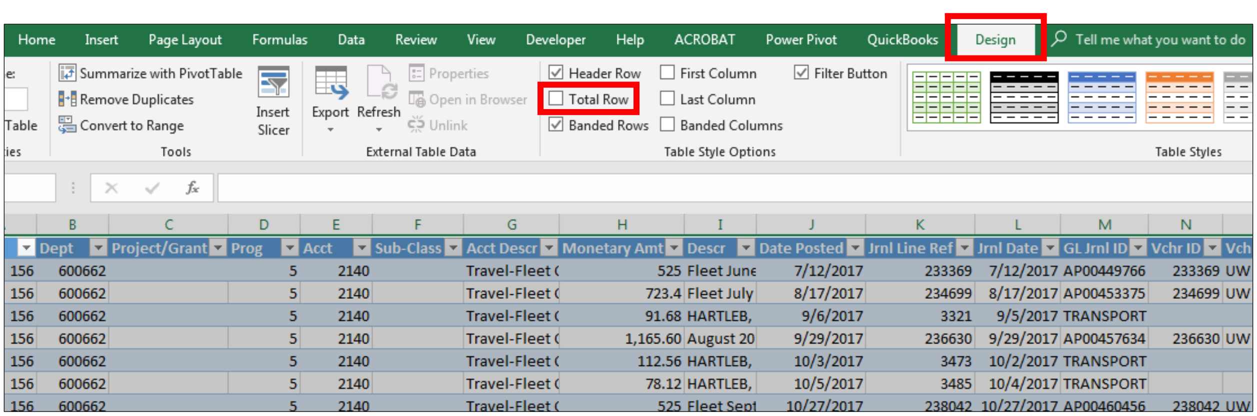
Setup Table

1. Click in a cell within the data area.
2. Go to Home > Styles > Format as Table 

3. Select the style of the table you like.
4. A window will open asking to confirm that the correct data range is selected and will ask if the table has column headers. Click OK.



5. A new tab at the top of the window will appear called “Design”. This tab gives options for your table.

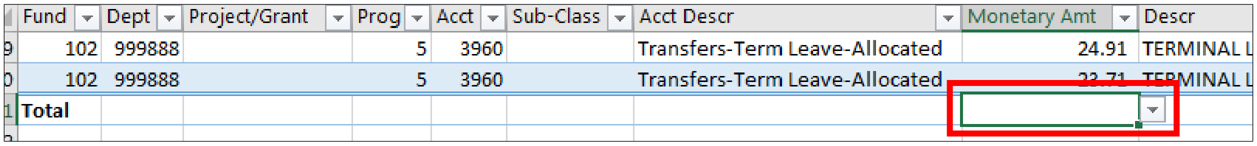


6. On the Design tab in the Table Style Options, place a check mark next to “Total Row”.

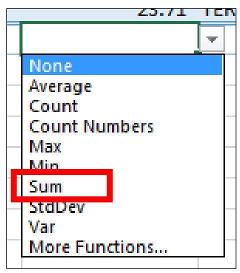
a. This will place a row at the bottom of the table that will allow you to sum columns.

Summing the Amount column

1. Scroll to the bottom of the table. In the row that says "Total" click in the cell in the amount column, you will see a drop-down arrow appear.

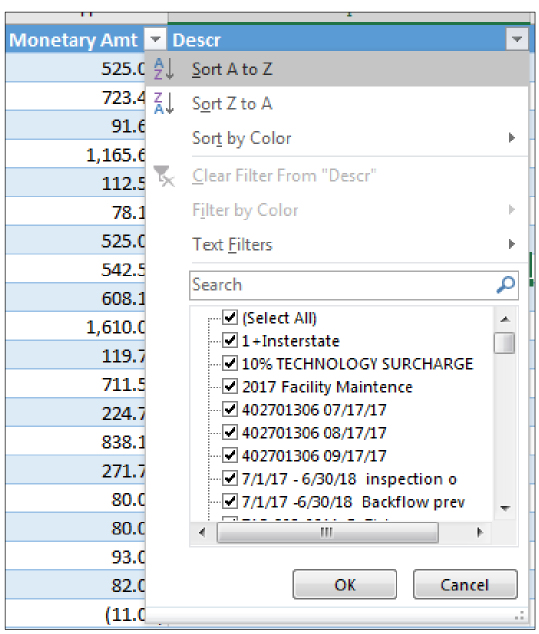


2. Click the arrow and select "Sum".
    a. This will sum all of the dollar amounts that are visible in the table.
    b. When you filter the information, the sum will change to total the visible amounts.



Filtering

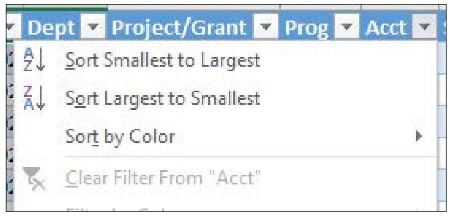
1. While you are clicked in the table the column headers will have drop-down arrows. Click the drop-down arrow.
2. A list will appear which will allow you to filter by the column that the drop-down arrow is in.
    a. You can select or unselect items from the filtered list.
    b. You can enter a Search criteria if you want to filter by cells that contain a specific word, number, symbol.
    c. Check out the various "Text Filters"



Sorting the table

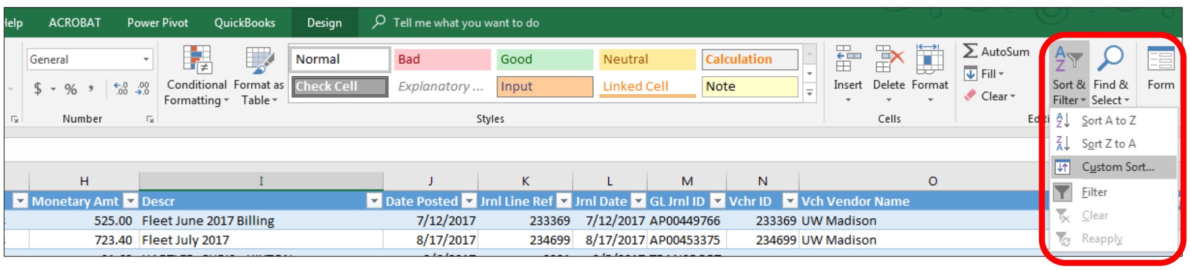
Option #1

3. While you are clicked in the table the column headers will have drop-down arrows. Click the drop-down arrow.
4. A list will appear which will allow you to sort by the column that the drop-down arrow is in.
    a. If cells are highlighted you can sort by color.

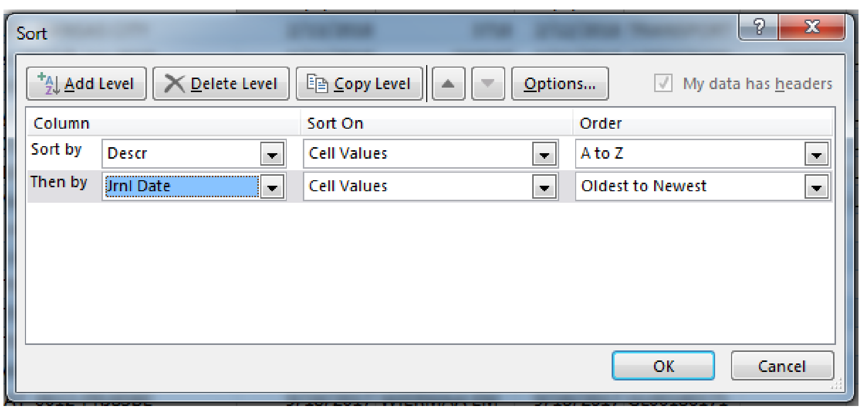


Option #2

1. While you are clicked in the table go to Home > Editing > Sort & Filter > Custom Sort



2. A new window will open allowing you to choose multiple columns you wish to sort and the order to sort them.
3. Once you have filled in the window click OK.



Save As

Be sure that when saving the workbook to save as “Excel Workbook”.