

Cosumnes River College Standard Operating Procedure (SOP)
Journal Entry (JE)

Responsible Division: VPA

Date: 10/2015

Purpose: Reclassify/correct the original posting of an **expenditure**. An item is considered expended after goods have been received/invoiced or services have been performed; purchase orders are encumbrances, *not* expenditures. Only *current* year expenditures may be transferred.

Process:

1. Open the Upload JE form ("**Expenditure Transfer UL**"). **DO NOT CHANGE FORMAT.**
2. **User Reference No., Journal Source** and **Journal Line Reference** will be completed by the Business Office.
3. In **description text box**, describe the overall purpose of the JE. Example: "Transfer expense from 041A to 548A".
4. Identify the requestor/preparer, administrator, and date.
5. Using a current "**Budget Balance Summary w/ descriptions**" and/or "**Account Balance & Transaction History**" report from the [PeopleSoft Financials webpage](#), enter a positive amount (debit) for each expenditure account number to increase (or revenue account to decrease) and an offsetting negative amount (credit) for each expenditure account number to decrease (or revenue account to increase, e.g., categorical programs).
6. In the **line description field**, identify the original transaction information related to the transfer, e.g., 1) PO No. and Vendor, or 2) salary detail as shown on PeopleSoft Account Transaction history under "Description". A separate line must be entered for each PO No. or salary charge (e.g. salary charges for each month paid, not total of all payments for multiple months).
7. Save the form and name as JE-(division)-(date). Example: JE-VPA-093015
8. Requester e-mails JE to responsible manager for review/approval.
9. Manager e-mails JE to CRC-Journal Entry. Allow 3 days to post.
10. Business Office and/or VPA reviews and approves JE and emails DO to post.
11. If JE fails budget check, it will be e-mailed back to the manager/preparer for correction and/or corresponding Budget Entry.