Advantage Transfer Documents
(A1, TV, IX, and J1 Documents)
ASU Financial Services

Revised July 16, 2014

Contents

Appropriation Transfers (A1 Document)

An Appropriation Transfer (A1) document is an online document used to transfer non-sponsored appropriation budgets from one Agency/Org to another Agency/Org (i.e. CK11001 to WV11004) or from one appropriation category to another (i.e. CK11001P to CK11001A as a transfer of Personal Services to All Other Operating).

A1 Guidelines

State Account Transfers

A1 documents permit transfer of appropriation budgets from State Agency/Orgs.

Restrictions

- A1 documents are only processed on non-sponsored budgeted Agency/Orgs
- A1 documents are the only document allowed to transfer state budget appropriations
- A1 documents are not allowed on cash-basis accounts
- State appropriations cannot be transferred between campuses
- A1 documents can transfer between like-units only – State to State transfers are allowed but a transfer from State to Local is not

Special Approval

For additional information, reference the following:

> FIN 102-01: Appropriation Budget Changes
> Financial References: Appropriation Budget

Preparing the A1

The following information should be gathered prior to beginning the A1 document.

- Accounting period and fiscal year – most relevant when at the end of accounting periods to ensure transaction is posted to the correct period
- Agency/Org and appropriation unit for appropriation decrease
- Amount of appropriation decrease in whole dollars only
- Appropriate description
- Agency/Org and appropriation unit for appropriation increase
- Amount of appropriation increase in whole dollars only
- Appropriate description

Completing the A1

```
FUNCTION:              DOCID: A1   TR1  TR102000623    03/27/14 01:41:36 PM
   STATUS:             BATID:                ORG:           000-000 OF 000
                       APPROPRIATION INPUT FORM

APP DATE:              ACCTG PRD:            BUDGET FY: 14
FUND: 1150
     LIN              I/D            I REVISED    I/D           I REVISED
     ACT AGCY APPR UNIT APPR AMOUNT D APPR AMOUNT EST AMT      D EST AMOUNT
     --- ---- --------- ----------- - ----------- ----------- - ------------
                       BUD AUTH  SHORT NAME            NAME
                       --------  ------------  -------------------------------
     PAY LIN   EMPL ID    MOD DTE  DESCRIPTION
     ------   ----------  -------  -------------------------------
01-  C  TR1  TR11001A  6450        I

     123456   1000999123  070113
02-  C  TRI  TRI1001P  6450        D

     123456   1000999123  070113
```

Enter data in the following fields only (bold fields are required):

Field Name	Description	Example
App Date	Creation date, leave blank unless calendar date does not coincide with accounting period	BLANK
Acctg Prd	Accounting period, leave blank unless calendar date does not coincide with accounting period	BLANK
Budget FY	Current fiscal year	14
Fund	Fund code	1150
Lin Act	Line action	C (to modify existing)
Agcy	Agency	TR1
Appr Unit	Appropriation unit	TR11001A
I/D Appr Amount	Amount of transfer (whole dollars only)	6450
I/D	Increase or Decrease	I
HR Description fields used only when transferring from personal services		
Pay Lin	PeopleSoft position number	123456
Empl ID	Employee affiliate ID number	1000999123
Mod Dte	Modification date	070113
Description	Description (used only when not transferring personal services; leave blank when transferring personal services)	

After entering all data fields, edit the document (F7) to validate all entries and check for errors. A successful edit will move the entry to PEND1 status for department approval.

Approving an A1

Departments should approve an A1 document at Level 1.

Financial Services accountants will apply Level 4 and 5 approvals.

Transfer Voucher (TV Document)

A Transfer Voucher (TV) is an online document that allows voluntary funding transfers for certain categories of accounts to be made from one Agency/Org to another within the same fund group or between fund groups.

TV Guidelines

TV Documents are allowed on:
- Auxiliary accounts
- Budgeted local accounts
- Cash-basis local accounts
- Local or auxiliary accounts between campuses
- Restricted local accounts

Restrictions

TV Documents are not permitted on:
- State accounts
- Sponsored accounts
- Agency accounts
- Summer session accounts

Transfer Expenditure Codes

For transfers between accounts in the **same fund group**:
> 6001 10 – transfer-in
> 8001 10 – transfer-out

For transfers between **different fund groups**:
> 6001 20 – transfer-in
> 8001 20 – transfer-out

For transfers on **RID accounts***:
> 6001 55 – transfer-in
> 8001 55 – transfer-out

*See Financial References: General Purpose Accounts for more information

Preparing the TV

The following information should be gathered prior to beginning the TV document.

- Accounting period and fiscal year – most relevant when at the end of accounting periods to ensure transaction is posted to the correct period
- Agency/Org for transfer-out
- Amount of transfer-out in dollars and cents
- Agency/Org for transfer-in
- Amount of transfer-in in dollars and cents
- Appropriate description

Completing the TV

Transfer-In Portion of the TV Document

```
FUNCTION:                    DOCID: TV    JM5   JM5TV000449      06/20/14 11:22:37 AM
  STATUS:                    BATID:                    ORG:
H-                               TRANSFER VOUCHER INPUT FORM

   TV DATE:          ACCTG PRD:        BUDGET FY:

   ACTION: e    OFFSET REC/CASH ACCT:      OFFSET LIAB/CASH ACCT:

   TRANSFER IN--                              TOTAL: 600.00

   FUND:      AGCY: tr5  ORG: 1004  SUB-ORG:      ACTV:       FUNC: jm57

   REV-SRC: 6001      SUB-REV: 10      RCAT:       APPR:
```

Enter data in the following fields only (bold fields are required):

Field Name	Description	Example
TV Date	Creation date, leave blank unless calendar date does not coincide with accounting period	BLANK
Acctg Prd	Accounting period, leave blank unless calendar date does not coincide with accounting period	BLANK
Budget FY	Current fiscal year	BLANK
Action	E for original document	E
Document Total	Total amount being transferred	600.00
Agcy	Agency	TR5
Org	Organization	1004
Sub-Org	Sub-Organization, if necessary	BLANK
Function	Combination of three-digit agency and last digit of the org from which the funds are being transferred	JM57
Rev-Src	Revenue source 6001	6001
Sub-Rev	Sub-Revenue code of 10, 20, or 55	10

After entering all data fields, press Enter to move to the Transfer Out portion of the TV.

Transfer-Out Portion of the TV Document

```
FUNCTION:                    DOCID: TV   JM5  JM5TV000449      06/20/14 11:23:25 AM
  STATUS:                    BATID:             ORG:           000-000 OF 000
    TRANSFER OUT--
    LN                SUB                    SUB
    NO   FUND AGCY ORG ORG APPR UNIT ACTV FUNC OBJ OBJ JOB NO   RCAT
    ---  ---- ---- ------- --------- ---- ---- ------- -------- ----
                      DESCRIPTION              AMOUNT        I/D
                      -------------------      ------------  ---
01- 01      jm5  1007                    tr54 8001 10
             special event                   600.00
02-

03-

04-
```

Field Name	Description	Example
Ln No	Line number to distinguish this transfer line, starting with 01	01
Agcy	Agency	JM5
Org	Organization	1007
Sub-Org	Sub-Organization, if necessary	BLANK
Function	Combination of three-digit agency and last digit of the org to which the funds are being transferred	TR54
Obj	Object code of 8001	8001
Sub Obj	Sub Object code of 10, 20, or 55	10
Description	Description of transfer	Special Event
Amount	Amount of transfer	600.00

After entering all data fields, edit the document (F7) to validate all entries and check for errors. A successful edit will move the entry to PEND1 status for department approval.

Approving a TV

Departments should approve a TV document at Level 1.

Financial Services accountants will apply Level 4 and 5 approvals.

Expense Transfer (IX Document)

An Expense Transfer (IX) is an online document that allows expenditure transfers from one Agency/Org to another. They may also be used to correct miscoded account information including Object/Sub-Object, Suborg, and function.

IX Guidelines

IX Documents allow expense transfers on sponsored and non-sponsored Agency/Orgs and between campuses.

Restrictions

IX Documents may not be used to transfer on the following object codes:

7110	Budgeted Salaries
7120	Wages
7200	Employee Related Expenses (ERE) except for 7200 40 to fund RA/TA*
7900	Administrative Service Charges
8001	Transfers Out

*See Financial References: General Purpose Accounts for more information

Capital Equipment Transfers

When transferring capital equipment (7810 or 7890), the description must begin with the purchase order type (PC, PO, SC) followed by a space and then the purchase order number. Send a copy of the IX to Property Control.

Other Limitations

The expense must have been **fully charged** (cannot be encumbered).

The IX is used for **one-to-one expense transfers** only. For a one-to-many transfer, a J1 must be used.

State Accounts

State accounts have additional restrictions on allowable expenditures. See FIN 111: Charges to State Operating Agency/Orgs for a complete list. General expenditures not allowed include:
- Awards for recognition
- Food
- Land, buildings, and improvement costs
- Scholarships

Preparing the IX

The following information should be gathered prior to beginning the IX document.

- Accounting period and fiscal year – most relevant when at the end of accounting periods to ensure transaction is posted to the correct period
- Agency/Org for transfer-out (seller)
- Amount of transfer-out in dollars and cents
- Agency/Org for transfer-in (buyer)
- Amount of transfer-in in dollars and cents
- Appropriate description

Completing the IX

Seller Portion of the IX Document

```
FUNCTION:                     DOCID: IX    TR5   TR5IX001407      06/20/14 01:52:10 PM
  STATUS:                     BATID:                    ORG:
H-                                  EXPENSE TRANSFER INPUT FORM

    IX DATE:            ACCTG PRD:        BUDGET FY:

    ACTION: e    OFFSET REC/CASH ACCT:      OFFSET LIAB/CASH ACCT:

    SELLER --                                 TOTAL: 35.00

    FUND:           AGCY: tr1    ORG: 1001  SUB-ORG:      APPR UNIT:

    ACTV:           FUNC:       OBJECT: 7310  SUB-OBJ: 28     JOB NO:

    RCAT:           BS ACCT:
```

Enter data in the following fields only (bold fields are required):

Field Name	Description	Example
IX Date	Creation date, leave blank unless calendar date does not coincide with accounting period	BLANK
Acctg Prd	Accounting period, leave blank unless calendar date does not coincide with accounting period	BLANK
Budget FY	Current fiscal year	BLANK
Action	E for original document	E
Document Total	Total amount being transferred	35.00
Agcy	Agency	TR1
Org	Organization	1001
Sub-Org	Sub-Organization, if applicable	BLANK
Function	Function code, if applicable	BLANK
Object	Object code	7310
Sub-Obj	Sub-Object code	28

After entering all data fields, press Enter to move to the Buyer Portion of the IX.

Buyer Portion of the IX Document

```
FUNCTION:                    DOCID: IX    TR5   TR5IX001407      06/20/14 01:53:34 PM
  STATUS:                    BATID:                   ORG:              000-000 OF 000
    BUYER--
    LN      REFERENCE                        SUB                            SUB
    NO  CD NUMBER          LN FUND AGCY ORG ORG APPR UNIT ACTV FUNC OBJ OBJ
    --- -- --------------- -- ---- ---- ------- --------- ---- ---- -------
            REPT BS
    JOB NO   CAT  ACCT DESCRIPTION                  AMOUNT         I/D P/F
    -------- ---- ---- -------------------------- -------------- --- ---
01- 01                              tr5  1005                    7310 28
            jazz copy charges        35.00

02-

03-

04-
```

Field Name	Description	Example
Ln No	Line number to distinguish this transfer line, starting with 01	01
Agcy	Agency	TR5
Org	Organization	1005
Sub-Org	Sub-Organization, if applicable	BLANK
Function	Function code, if applicable	BLANK
Obj	Object code	7310
Sub Obj	Sub-Object code	28
Description	Description of transfer	Jazz Copy Charges
Amount	Amount of transfer	35.00

After entering all data fields, edit the document (F7) to validate all entries and check for errors. A successful edit will move the entry to PEND1 status for department approval.

Approving an IX

Departments should approve an IX document at Level 1.

Financial Services accountants will apply Level 4 and 5 approvals.

Journal Voucher (J1 Document)

A Journal Voucher (J1) is an online document that is used to transfer revenue, expenses, and funds. The J1 is the only document that can be used to correct revenue or when cash is involved in a transfer of property, etc. J1 documents are used to transfer revenue and expense entries between campuses.

J1 Guidelines

Non-Service Departments

J1 Documents are used to pay Agency/Orgs that are not designated as Service Departments.

Service Departments

J1 Documents are used by Service Departments to reverse processed II billing charges.

Restrictions

Revenue cannot be recognized on State Agency/Orgs.

Preparing the J1

The following information should be gathered prior to beginning the J1 document.

- Accounting period and fiscal year – most relevant when at the end of accounting periods to ensure transaction is posted to the correct period
- Agency/Org for transfer-out
- Amount of transfer-out in dollars and cents
- Agency/Org for transfer-in
- Amount of transfer-in in dollars and cents
- Appropriate description

Completing the J1

Document Header

```
FUNCTION:                   DOCID: J1   TR5  TR502000330      06/20/14 03:08:36 PM
  STATUS:                   BATID:                      ORG:
H-                          JOURNAL VOUCHER INPUT FORM
   JV DATE:          ACCTG PRD:        BUDGET FY:     REVERSAL DATE:
   ACTION: e    BUDGET OVERRIDE IND:          COMMENTS: trans rev
        DEBIT DOC TOTAL: 47.00                CREDIT DOC TOTAL: 47.00
        CALC DEBIT TOTAL:                     CALC CREDIT TOTAL:
```

Enter data in the following fields only (bold fields are required):

Field Name	Description	Example
JV Date	Creation date, leave blank unless calendar date does not coincide with accounting period	BLANK
Acctg Prd	Accounting period, leave blank unless calendar date does not coincide with accounting period	BLANK
Budget FY	Current fiscal year	BLANK
Action	E for original document	E
Comments	Comments per department procedures	trans rev
Debit Doc Total	Total amount being debited for all lines	47.00
Credit Doc Total	Total amount being credited for all lines	47.00
Calc Debit Total	Advantage will calculate total debit amount	BLANK
Calc Credit Total	Advantage will calculate total credit amount	BLANK

After entering all data fields, press Enter to move to the details portion

Details of J1

```
FUNCTION:                    DOCID: J1   TR5  TR502000330      06/20/14 03:09:36 PM
  STATUS:                    BATID:                 ORG:              000-000 OF 000
AC                    SUB                FUNC OBJ SUB   BS   JOB
TP  FUND AGCY  ORG ORG  APPR UNIT  ACTV  TION REV O/R  ACCT  NUMBER
--  ---- ----  ------- --------- ----  ---- ------- ---- ------

INT   REF  BK     DEBIT                        VENDOR / PROVIDER
FUND  AGCY CD     AMOUNT       REPT CAT  CODE            NAME
----  ---- --  -------------- -------  ------- -----------------------------

                                CREDIT      CASH
DESCRIPTION                     AMOUNT      IND
------------------------------  ------------- ---
31        tr5   1008                          5530 15
               47.00
move revenue to drum jazz
31        tr5   1040                          5530 15

move revenue to drum jazz       47.00
```

Field Name	Description	Example
Ac Tp	Account type (22 expenditures, 31 revenue, etc)	31
Agcy	Agency	TR5/TR5
Org	Organization	1008/1040
Sub Org	Sub-Organization, if applicable	BLANK
Function	Function code, if applicable	BLANK
Obj/Rev	Object or Revenue code	5530
Sub Obj/Rev	Sub-Object or Sub-Revenue code	15
Description	Description of transfer	Move revenue to drum jazz
Amount	Amount of debit/credit	47.00/47.00

After entering all data fields, edit the document (F7) to validate all entries and check for errors. A successful edit will move the entry to PEND1 status for department approval.

Approving a J1

Departments should approve a J1 document at Level 1.

Financial Services accountants will apply Level 4 and 5 approvals.

J1 for Cross-Fund Transfers

A J1 that involves different funds is known as a cross-fund transfer and requires additional lines for balance sheet entries.

Completing the J1 Cross-Fund Transfer

```
FUNCTION:                  DOCID: J1   TR5  TR502000332      06/20/14 03:29:47 PM
 STATUS:                   BATID:                  ORG:
H-                            JOURNAL VOUCHER INPUT FORM
  JV DATE:          ACCTG PRD:        BUDGET FY:      REVERSAL DATE:
  ACTION: e    BUDGET OVERRIDE IND:         COMMENTS: trans rev
        DEBIT DOC TOTAL: 26.50              CREDIT DOC TOTAL: 26.50
        CALC DEBIT TOTAL:                   CALC CREDIT TOTAL:
```

Field Name	Description	Example
JV Date	Creation date, leave blank unless calendar date does not coincide with accounting period	BLANK
Acctg Prd	Accounting period, leave blank unless calendar date does not coincide with accounting period	BLANK
Budget FY	Current fiscal year	BLANK
Action	E for original document	E
Comments	Comments per department procedures	trans rev
Debit Doc Total	Total amount being debited for all lines including balance sheet lines	26.50
Credit Doc Total	Total amount being credited for all lines including balance sheet lines	26.50
Calc Debit Total	Advantage will calculate total debit amount	BLANK
Calc Credit Total	Advantage will calculate total credit amount	BLANK

After entering all data fields, press Enter to move to the details portion

Details of J1 Cross-Fund Transfer

```
FUNCTION:                    DOCID: J1   TR5  TR502000332      06/20/14 03:30:19 PM
  STATUS:                    BATID:                  ORG:           000-000 OF 000
AC                   SUB                  FUNC OBJ SUB  BS   JOB
TP  FUND  AGCY  ORG ORG  APPR UNIT   ACTV TION REV O/R ACCT  NUMBER
--  ----  ----  ------- ---------- ---- ---- ------- ---- ------
INT   REF   BK     DEBIT                     VENDOR / PROVIDER
FUND  AGCY  CD     AMOUNT       REPT CAT  CODE            NAME
----  ----  --  --------------  --------  ------------------------------
                             CREDIT      CASH
DESCRIPTION                  AMOUNT      IND
------------------------------  --------------  ---
31         tr5   1008                          5530 15
                 13.25
trans rev to exer
31         wn5   4001                          5530 15

trans rev to exer            13.25
```

Field Name	Description	Example
Ac Tp	Account type (22 expenditures, 31 revenue, etc)	31
Agcy	Agency	TR5/WV5
Org	Organization	1008/4001
Sub Org	Sub-Organization, if applicable	BLANK
Function	Function code, if applicable	BLANK
Obj/Rev	Object or Revenue code	5530
Sub Obj/Rev	Sub-Object or Sub-Revenue code	15
Description	Description of transfer	Move revenue to drum jazz
Amount	Amount of debit/credit	13.25

These lines complete the revenue or expenditure transfer. To balance the transfer between funds, a balance sheet transfer cash entry is required. Begin a new line for the balance sheet transfer.

Balance Sheet Transfer

```
FUNCTION:                     DOCID: J1   TR5  TR502000332       06/20/14 03:31:17 PM
  STATUS:                     BATID:                  ORG:            002-002 OF 002
AC                   SUB                       FUNC OBJ SUB  BS   JOB
TP  FUND AGCY  ORG ORG  APPR UNIT   ACTV       TION REV O/R  ACCT NUMBER
--  ---- ----  ------- ---------- ----         ---- ------- ---- ------

INT  REF  BK     DEBIT                          VENDOR / PROVIDER
FUND AGCY CD     AMOUNT       REPT CAT  CODE            NAME
---- ---- --  --------------  -------  ------------------------------

                             CREDIT     CASH
DESCRIPTION                  AMOUNT     IND
-----------------------      -------------- ---
31        WN5  4001                        5530 15

TRANS REV TO EXER            13.25
01  5110                                        1100

balance sheet transfer      13.25
01  5140                                        1100
                13.25
balance sheet transfer
```

Field Name	Description	Example
Ac Tp	Account type (22 expenditures, 31 revenue, etc)	01
Fund	Fund code	5110
BS Account	Balance sheet account	1100
Description	Description of transfer	balance sheet transfer
Amount	Amount of debit/credit	13.25

After entering all data fields, edit the document (F7) to validate all entries and check for errors. A successful edit will move the entry to PEND1 status for department approval.

Approving a J1 Cross-Fund Transfer

Departments should approve a J1 document at Level 1.

Financial Services accountants will apply Level 4 and 5 approvals.