



Rachele Sylvan, Director of Financial and Business Administration  
Office of the Executive Dean of Agriculture and Natural Resources  
School of Environmental and Biological Sciences and New Jersey Agricultural Experiment Station  
sylvan@aesop.rutgers.edu • phone: 732-932-9000, ext. 538 • fax: 732-932-0203  
SEBS.RUTGERS.EDU • OFBA.RUTGERS.EDU • NJAES.RUTGERS.EDU

October 26, 2009

To: Cook Campus Community  
From: Office of Financial and Business Administration  
Re: Journals Policy (formerly known as Journal Entries)

**JOURNALS POLICY:**

Cost transfers generally involve moving an expense from one funding source to another. This can be done via a Journal (formerly known as a Journal Entry or JE) or a salary reallocation/redistribution. When reviewing an account, an auditor will always scrutinize cost transfers. An overabundance of cost transfers, particularly at the end of an award or fiscal year, can call into question the ability of a particular unit to administer their funds. With this in mind, below are guidelines established by the Business Office to assist with the preparation and submission of JEs.

- The Web ADI format (Excel spreadsheet) should be used for JE submissions. After uploading the form, fax or email a copy of the spreadsheet and supporting documentation to your accountant in the Business Office.
- If transferring an expense from one account to another, the following is needed:
  - Appropriate explanation. This includes explaining how the error occurred; why the expense was charged to the account it is being removed from; and what makes it appropriate to the account receiving it. It should also include sufficient detail so that a “lay” person would understand it 10 years from now.
    - “To transfer to the appropriate account or sub code” is not acceptable.
    - “To correct a bookkeeping error” is not acceptable on grant accounts.
    - “To clear overdraft” is not acceptable if transferring an expense from one grant to another.



Rachele Sylvan, Director of Financial and Business Administration  
Office of the Executive Dean of Agriculture and Natural Resources  
School of Environmental and Biological Sciences and New Jersey Agricultural Experiment Station  
sylvan@aesop.rutgers.edu • phone: 732-932-9000, ext. 538 • fax: 732-932-0203  
SEBS.RUTGERS.EDU • OFBA.RUTGERS.EDU • NJAES.RUTGERS.EDU

- If transferring an expense from one account to another, the following is needed (continued):
  - Appropriate supporting documentation.
    - Documentation showing that the expense was posted to the account that is being credited is required. This can be a FACS or Discoverer report that includes the voucher number (VN) or document number. Examples are the Expense Actual Detail report from FACS or the Fund Source Detail (SD) report from Discoverer.
    - The Purchase Order Detail Distribution report from RIAS which details the fund source (account), natural account (object code), project (Detail Activity 1), sub code (Detail Activity 2) and items purchased. This information is also included on the Requisition Distribution Detail report, which is also found in RIAS.
    - For non-RIAS documents (TABERS, travel advance, travel order), a screen shot of the FACS document is needed to verify what project and sub code was originally charged. A copy of the original document can be submitted instead.
    - Scanned and electronically attached documentation is highly recommended.
- If the JE is to distribute usage charges from a central account (ie: photocopying, gasoline):
  - Identify the time frame involved.
  - Submit these journals on a quarterly basis.
  - Maintain backup on file and indicate such on the JE.
- JEs should not be submitted on the last day of the month. If the JE document date (month entered) is different from the posting date (month approved), there is a posting problem due to the inconsistency in the dates.
- All transactions should be transferred within 90 days of the original posting.
- The JE and supporting documentation should be sent to the accountant whose account is being debited.
- After uploading the JE, if needed, use the long text attachment to supplement the explanation.

