Journal Voucher instructions for corrections, funding transfers, cost sharing and distributed charges:

1. **Corrections** – If errors are discovered the transaction should be removed from its original source and transferred to the appropriate account code. An example would be if a travel charge was misclassified as a supply, the correcting entry would credit the supplies account (72001) and charge the appropriate travel account (77XXX).

2. **Funding Transfers** – If a department agrees to fund or transfer monies from one of its Funds/Departments to another Fund/Department, the transfer of funds should be handled as follows: the Fund/Department providing the funding should debit account 81071 “Funding Transfer-Out” and the Fund/Department receiving the funding should credit account 81072 “Funding Transfer-In”. These two account codes should be used regardless of the type of Funds involved, i.e. Unrestricted, Restricted, Plant, etc.

   **Note:** Generally, it is preferable NOT to move funding directly out of Unrestricted. Rather, funding from Unrestricted to other Fund Types should be accomplished by obtaining approval to move funds out of the Divisional Incentive Plan Restricted Fund where any better than budget performance for a division or college overall is placed at the end of each year. The primary exception to this rule is if the movement is budgeted. If this is the case, the transfer account codes noted above should be used to accomplish the movement of funds.

3. **Cost Sharing** – The University is required to track cost sharing that is a condition on sponsored awards to verify University funds that were committed to a project have been expended toward the project’s objectives. The recognition/tracking of cost sharing should be handled as follows: The University will establish a separate cost-share fund where project expenditures will be incurred. The cost-share fund will be funded by debiting the source of funding using account code 81071 “Funding Transfer-Out” and crediting the cost-share fund using the account code 81072 “Funding Transfer-In”.

4. **Fees/Charges for inter-department services/supplies** – Certain departments provide supplies or services to other entities within the university. The movement of charges between areas is governed by the University Transfer Pricing Guideline. Should a department need to charge other departments on campus, specific Distributed Charge account codes have been set up to record this activity. If you believe you have an activity that is acceptable under the Transfer Pricing Guideline, but doesn’t have a unique Distributed Charge account code established, please contact the Controller’s Office at control@nd.edu.

**Submitting journal entries:**

- Journal entries can be submitted to the Accounting & Financial Services office with the Manual Journal Voucher form via campus mail or electronically to gacct@nd.edu. We request that business managers or the assigned authorized approver send the journal entry indicating that they have reviewed and approved the entry.
- Submission via campus mail is intended for those entries that are approximately 10 lines or less.
- Guidelines for electronic submission:
  - Entries greater than 10 lines
  - Do not leave blank lines in the entry
  - Debits and credits must be on separate lines
  - Do not use symbols in the descriptions such as ~, #, etc.
  - Values should be limited to two decimal place
  - Links to outside spreadsheets and computations should not be utilized on the journal voucher form