

Journal ID: _____
PeopleSoft: _____
Work log: _____

FORM INFORMATION

LAS staff member:	Date:
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CASH TRANSFERS

Budget Transfer - Appropriations only	UPL - Spreadsheet Journal Upload
Reason for transfer:	Amount: \$
To ChartField:	Account Code:
From ChartField:	Account Code:

ONL - Online Journal Entry

Student:	UFID:	
Semester:	Year:	Amount: \$
Award:	7603D22157 - Regular Tuition	
	7603D22190 - Scholarship	
	7603S22158 - LASPAU Tuition	
	Other Flex Code - non-LAS only	
LAS ChartField:	Account Code:	
Add'l ChartField:	Account Code:	

JOURNAL ENTRY

E2E - Expense to Expense Transfer	REVERSE - Correct a Posted Journal Entry
Original Expenditure ID:	Amount: \$
Vendor:	Item description:
Traveler:	Travel Authorization ID:
Credit ChartField:	Account Code:
Charge ChartField:	Account Code:
Benefit to the state/grant:	
Reason for correction:	

E2R - Expense to Revenue

UF department to be paid:	Amount: \$
Service provided:	Item description:
ChartField:	Account Code:
LAS ChartField:	Account Code:
Benefit to the state/grant:	