

UW-EXTENSION
BUSINESS SERVICES POLICY AND PROCEDURE DOCUMENT (BSPPD) #2

NON-SALARY PAYMENT TRANSFERS

INTRODUCTION

Payment Transfers move payments or credits from the fund/coding previously charged or credited to another fund/coding. The UW-Extension Non-Salary Payment Transfer form must be completed to initiate a payment transfer.

PROCEDURES

Generally, Departmental or Divisional staff should initiate payment transfers when it is discovered that a payment or credit has been applied to an incorrect accounting coding. Payment transfers require the completion of a UW-Extension Non-Salary Payment Transfer Request form (\\INFOSYS1\DATA\GROUPS\BPS\BUSVCS\FORMS\NSPTR.DOC). The completed form must be signed by authorized departmental and divisional representatives and forwarded to UW-Extension Accounting Services, 104 Extension Building. Instructions for completing the form include:

1. Only one payment can be transferred per form. However you may combine payments that have the same exact funding string and voucher or journal ID.
2. Enter on the "Credit" line the coding that should be credited (adds to fund balance)
3. Enter on the "Charge" line the coding that the payment should be transferred to (reduces fund balance).
4. Voucher ID/ Journal ID need to be entered to reference the original transaction. If the original payment was an invoice, reference the voucher ID, not the Journal ID. If the original payment was a journal upload or interfaced transaction from the Legacy accounting system, use the Journal ID.
5. A brief explanation of the reason for the transfer should be provided. The source document name (i.e., employee name for TERs or vendor name for invoice payments) may also be identified in this section.

FURTHER INFORMATION

Questions related to the preparation and processing of Non-Salary Payment Transfers may be directed to Accounting Services (265-6787)