

UNDERSTANDING LOCAL AND STATE FUNDS TRANSFER FORMS

- 1) To transfer funds from a Local Org/Dept (8xxxxx) to a State Org/Dept, two forms are used:
 - a) [Local Funds Transfer Request Form](#) (Ctrl + Click to follow link)
 - i) The “debit” side of your transaction
 - b) [State Funds Transfer Request Form](#) (Ctrl + Click to follow link)
 - i) The “credit” side of your transaction
 - ii) These, and many other University forms, are available on the JMU Website at [JMU - 1020 - Forms Index](#). (Ctrl + Click to follow link) Be sure to get the new forms effective April 2015, as they have been updated with instructions to include a voucher number or journal number when preparing a form for an expenditure credit. New forms will also reflect error messages for DEPT ID if an inappropriate Dept.ID is entered in this field and does not correspond to the BANK CODE and BANK ACCT indicated on the Transfer Form. (If an inappropriate entry is made, the cell will turn red.)
- 2) When completing the Local Funds Transfer Request Form (“LFT”) and State Funds Transfer Form (“SFT”) leave blank the “Request #” block and the “Date at Bank” block. These are completed by Cash & Investments when the electronic transfer is done.
- 3) Forms processing path:
 - a) Department personnel prepare the LFT and SFT, attaching back-up information. Authorized Department individual approves transfer by signing full name in approval blocks on both forms. (Why on both forms? Because, even though they are submitted together, after all processing has been done, they are filed separately.)
 - b) Originating department sends LFT and SFT to Accounts Payable (MSC 5712) for review and certification.
 - c) Accounts Payable sends forms to Cash & Investments, and the funds are transferred electronically. Cash & Investments enters the “Request #” and “Date at Bank” on the forms.
 - d) Cash & Investments sends the completed LFTs and SFTs to Financial Reporting for keying and filing.
- 4) See next two pages for examples and instructions on completing the LFT and SFT.
 - a) All department, account, description and amount information must be entered on the LFT or SFT lines – do not attach an Excel worksheet or other reference for the line entries. Financial Reporting personnel key only from the transfer forms.
 - b) The LFT and SFT are formatted so the total \$ amount and line count at the top of the form will auto fill. Therefore, do not enter 0.00 under amount if a line does not have an entry – it will cause the line count to be wrong.
 - c) If your transfer contains more than 8 lines:
 - i) Prepare an additional LFT and/or SFT to accommodate the additional lines.
 - ii) Prepare a Cover Sheet for the LFTs and/or SFTs
 - (1) Use regular LFT / SFT forms.
 - (2) At the top of the form, enter the bank account information that corresponds to the attached sheets.
 - (3) On first entry line of form, type SEE ATTACHED in the description box
 - (4) On first entry line, enter total dollar amount of all attached sheets. (Double-check the addition.)
 - (5) You will not be able to change the number of lines at the top of the page, so mark out the “1” that will appear there and manually write in the number of entry lines on the attached forms (not the number of attached forms).
 - (6) Authorizing person must also sign full name in Approving Signature block on the cover sheet.
- 5) Need copies of the transfers? Please attach a copy (stamped “copy”) of your transfer form. Cash & Investments will fill in the transfer date and other information and return the copy to you. Be sure to put your MSC number on the form.
- 6) Questions?? E-mail to iis.finance@jmu.edu.

LOCAL FUNDS TRANSFER REQUEST FORM

JMU FINANCIAL INFORMATION SYSTEMS [SUBSTITUTE JMU ACCOUNTING VOUCHER]

REQUEST#	Leave Blank - Entered by Cash & Investments	
DATE AT BANK	Leave Blank - Entered by Cash & Investments	
BANK SETID	JMDSN	
BANK CODE	WELLS	
BANK ACCT	WDEP	
AMOUNT	D	3.00
LINE COUNT	3	

These fill automatically.

Contact Person	
Date Prepared	
Phone/E-mail	
Invoice #	
Invoice Date	
Approving Signature	Authorized Person Sign Name in Full

This signature is responsible for budget being charged. Signature indicates there are sufficient funds in the department's budget to cover this expenditure.

TRANSFER EXPLANATION (If preparing expenditure credit, also include voucher or journal number in explanation.)

(1) Enter brief description of transfer here. If for an expenditure credit, include voucher or journal number of original transaction. (2) Attach to this sheet your backup documentation. (3) Send to Accounts Payable so they can check and confirm the account coding. (4) Accounts Payable forwards forms to Cash & Investments. (5) Cash & Investments will transfer the funds electronically.

If your transfers exceed 8 lines, use a second transfer form, and prepare a COVER SHEET for the total of all the forms. On the COVER SHEET, type in "SEE ATTACHED". Also type "SEE ATTACHED" in the "Description of Funds Received" box and leave the Dept ID and Account boxes blank on the Cover Sheet. Cover Sheet must also have Contact Info, signature and date. Staple all sheets together with Cover Sheet on top.

ACCOUNT/WIRE TRANSFER 000003

TV BOOK TRANSFER

DEPT ID	ACCOUNT	DESCRIPTION OF FUNDS RECEIVED (Payer Name)	AMOUNT	D/C
8XXXXX	XXXXXX	Description	1.00	D
8XXXXX	XXXXXX	Description	1.00	D
8XXXXX	XXXXXX	Description	1.00	D
				D
				D
		Leave rows blank if no entry.		D
				D
				D
TOTAL			3.00	

Cash & Investments Use		Accounts Payable Use	STAMP
DATE REC'D		I Certify the P. O. Receiving Report [if applicable] and Invoice are in agreement with the merchandise or service being paid for; and further that computations and coding are correct.	
TRANSFER DATE			
VALUE DATE			
CONTROL #			
CONFIRMATION#			
TRANSFER ENTERED BY			
TRANSFER APPROVED BY			
Financial Reporting Use			
DATE KEYED			
INITIALS			
TRANSFER(DC) ID		AP Approving Signature/Date	

Last Revised: 4/30/15

STATE FUNDS TRANSFER REQUEST FORM

JMU FINANCIAL INFORMATION SYSTEMS

REQUEST#	Leave Blank - Entered by Cash & Investments	
DATE AT BANK	Leave Blank - Entered by Cash & Investments	
BANK SETID	JMDSN	
BANK CODE	TV	
BANK ACCT	CH02	
AMOUNT		3.00
LINE COUNT		3

Contact Person	
Date Prepared	
Phone/E-mail	
Invoice #	
Invoice Date	
Approving Signature	Authorized Person Sign Name in Full

These fill automatically.

If your transfer has more than 8 lines, prepare additional sheets. THEN, prepare a COVER SHEET using the State Funds Transfer Request Form. Staple all sheets together with the Cover Sheet on top.

TRANSFER EXPLANATION (If preparing expenditure credit, also include voucher or journal number in explanation.)

(1) Enter brief description of transfer here. If for an expenditure credit, include voucher or journal number of original transaction. (2) Attach to this sheet your backup documentation. (3) Send to Accounts Payable so they can check and confirm the account coding. (4) Accounts Payable forwards forms to Cash & Investments. (5) Cash & Investments will transfer the funds electronically.

If you are using a COVER SHEET, type in "SEE ATTACHED". Also type "SEE ATTACHED" in the "Description of Funds Received" box and leave the Dept ID and Account boxes blank on the Cover Sheet. Cover Sheet must also have Contact Info, signature and date.

ACCOUNT/WIRE TRANSFER	000003	<input checked="" type="radio"/>	TV BOOK TRANSFER	<input type="checkbox"/>
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DEPT ID	ACCOUNT	DESCRIPTION OF FUNDS RECEIVED (Payer Name)	AMOUNT	D/C
XXXXXX	XXXXXX	Description	1.00	C
XXXXXX	XXXXXX	Description	1.00	C
XXXXXX	XXXXXX	Description	1.00	C
				C
				C
		Leave rows blank if no entry.		C
				C
				C
TOTAL			3.00	

Cash & Investments Use		Accounts Payable Use	STAMP	
DATE REC'D		I Certify the P. O. Receiving Report [if applicable] and Invoice are in agreement with the merchandise or service being paid for; and further that computations and coding are correct.		
TRANSFER DATE				
VALUE DATE				
CONTROL #				
CONFIRMATION#				
TRANSFER ENTERED BY				
TRANSFER APPROVED BY				
Financial Reporting Use				
DATE KEYED				
INITIALS				
TRANSFER(DC) ID				
Last Revised: 4/30/15		AP Approving Signature/Date		