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

   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, as they have been changed to increase the number of entry lines from 4 to 8.

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 Finance Support 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 Finance Support, and the funds are transferred electronically. Finance Support enters the "Request #" and "Date at Bank" on the forms.
   d. Finance Support 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. 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 Finance Support	
DATE AT BANK	Leave blank - Entered by Finance Support	
BANK SETID	JMDSN	
BANK CODE	WELLS	
BANK ACCT	WDEP	
AMOUNT	D	3.00
LINE COUNT	3	

Contact Person	
Date Prepared	
Phone/E-mail	
Invoice #	
Invoice Date	
Approving Signature	Authorized Person - Sign full name

These fill automatically.

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:

(1) Enter brief description of transfer here. (2) Attach to this sheet your backup information; (3) Send to Accounts Payable so they can check and confirm the account coding. (4) Accounts Payable will forward form(s) to Finance Support. (5) Finance Support 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 (Payer Name)" boxes 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	◉	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	

Finance Support Use		Accounts Payable Use	STAMP
DATE REC'D			
TRANSFER DATE			
VALUE DATE		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.	
CONTROL #			
CONFIRMATION#			
TRANSFER ENTERED BY			
TRANSFER APPROVED BY			
Financial Reporting Use			
DATE KEYED			
INITIALS			
TRANSFER(DC) ID			
Last Revised: 2/8/11		**AP Approving Signature/Date**	

If your transfer has more than 8 lines, prepare additional sheets. THEN, prepare a COVER SHEET using the Local Funds Transfer Request Form. Fill in the total of all the lines, and write in the "Line Count" box the total number of lines. Staple all sheets together.

STATE FUNDS TRANSFER REQUEST FORM
JMU FINANCIAL INFORMATION SYSTEMS

REQUEST#	*Leave blank - Entered by Finance Support*		**Contact Person**	
DATE AT BANK	*Leave blank - Entered by Finance Support*		**Date Prepared**	
BANK SETID	JMDSN		**Phone/E-mail**	
BANK CODE	TV		**Invoice #**	
BANK ACCT	CH02		**Invoice Date**	
AMOUNT	3.00		**Approving**	*Authorized Person -*
LINE COUNT	3		**Signature**	*Sign full name*

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. Fill in the total of all the lines, and write in the "Line Count" box the total number of lines. Staple all sheets together.

TRANSFER EXPLANATION:

(1) Enter brief description of transfer here. (2) Attach to this sheet your backup information; (3) Send to Accounts Payable so they can check and confirm the account coding. (4) Accounts Payable will forward form(s) to Finance Support. (5) Finance Support 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 (Payer Name)" boxes 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	◉	TV BOOK TRANSFER	☑

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	

Finance Support Use		Accounts Payable Use	STAMP
DATE REC'D			
TRANSFER DATE		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.	
VALUE DATE			
CONTROL #			
CONFIRMATION#			
TRANSFER ENTERED BY			
TRANSFER APPROVED BY			
Financial Reporting Use			
DATE KEYED			
INITIALS			
TRANSFER(DC) ID			
Last Revised: 2/8/11		AP Approving Signature/Date	

If your transfer has more than 8 lines, prepare additional sheets. THEN, prepare a COVER SHEET using the Local Funds Transfer Request Form. Fill in the total of all the lines, and write in the "Line Count" box the total number of lines. Staple all sheets together.