

JOURNAL ENTRY TRANSFER

Attach Supporting Documentation

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|--------------|-----------------|
| REQUESTED BY | DATE OF REQUEST |
| | |

EXPENSE TRANSFER (Cost incurred)

| GL Account Number 14-digits | Reason for Transfer Maximum 24 characters | Reference for Initial Transaction (Voucher, Cash Rcpt or Inv #) | Debit | Credit |
|--------------------------------|--|---|-------|--------|
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Transfer Expense To: Account where expense should be (DEBIT). Debit and Credit section amount must balance.

Transfer Expense From: Account where expense is currently (CREDIT). Debit and Credit section amount must balance.

REVENUE TRANSFER (Income earned)

| GL Account Number 14-digits | Reason for Transfer Maximum 24 characters | Reference for Initial Transaction (Voucher, Cash Rcpt or Inv #) | Debit | Credit |
|--------------------------------|--|---|-------|--------|
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Transfer Revenue From: Account where revenue is currently (DEBIT). Debit and Credit section amount must balance.

Transfer Revenue To: Account where revenue should be (CREDIT). Debit and Credit section amount must balance.

Authorized Signature (Required):

Signatory for account where expense is being charged to, or revenue is being moved from.

**Submit completed and signed Journal Entry Transfer Form to jetransfer@ecuad.ca
or place in the Financial Services mailbox**

| Processing Period | Timelines |
|-------------------|---|
| Monthly | Journal Entry requests received by the third-last business day will be processed within the month. |
| Year End | Journal Entry requests related to March must be submitted as per deadline communicated in the Year End Schedule. Approximately one week before the JE deadline, JE requests will be processed on a daily basis. |