Transfer of Expense Worksheet

If an entry is needed to correct a posted transaction, select the appropriate e-doc and in addition to providing adequate and appropriate justification/documentation, please attach this form to the transfer/correcting e-doc in the *Kuali for Stevens* **financial system.**

How to choose the correct e-doc:

1. ST Salary Expense Transfer (ST) is used to correct an employee's payroll expense (salary and benefits)
2. General Error Correction (GEC) is used to correct a non payroll expense charged to an incorrect accounting string
3. Distribution of Income and Expense (DI) is used to distribute the income, expense, assets and liabilities from a holding account to one or more appropriate account(s). Distribution is necessary when one account has incurred expenses or received income on behalf of one or more other accounts.

Points to consider as part of the justification/documentation:

Consider these points for all accounts:

1. The expense is allowable on the receiving account.
2. There are no restrictions which preclude this transfer (i.e., restrictions on travel or equipment).
3. The transfer complies with all Stevens policies.
4. Any systemic problems which might cause this problem to be repeated have been addressed (i.e., cost overruns due to a failure to reconcile accounts on a monthly basis, payroll notice correcting the accounting distribution has been filed)
5. The reason why the expense was charged incorrectly to the first account.
6. What new information do you have now that you did have when the expense was first charged?
7. Will others (administrators, grants and contracts specialists, auditors) reviewing the documentation three years from now, understand the explanations/justifications.

In addition, for sponsored or donor restricted account

8. The expense was budgeted.
9. The transaction meets all sponsor requirements.
10. The reason(s) for any delay in a timely processing of the transfer (i.e., anything older than 90 days will normally not be allowable).

Written justification to support e-doc in addition to attachments in KFS:

Completed by: _____   Phone Ext: _____   Date Prepared: _____
Print Name