Cash Transfer Entries
(Journal Class CTF)
Quick Reference Guide

Approval Workflow
Creator ➔ auto journal edit/budget check ➔ Dept. Business Officer ➔ GCA (if project funded) ➔ Central Finance Office ➔ POST

Cash Transfer journals are those journals that move the cash from one fund to another. They cannot be used with appropriated funds (3XXXX) and will always have a debit (positive) amount to account code 722010 and a credit (negative) to account code 490004.

To further explain, the fund using the 722010 (debit/positive) will actually have the cash removed from it resulting in a decrease of its cash balance. The fund using the 490004 (credit/negative) will have the cash added to its balance resulting in an increase of cash.

In the example shown below, you can see how the cash lines that are added when the journal goes through the automatic journal edit/budget check process reflect the increase and decrease of cash in the appropriate fund.

The net effect of this journal is $3,100 of cash was moved from fund 22099 to fund 21937.