

PAYMENTS TO OTHER APS LOCATIONS

Journal Entry

Journal entries may be requested to pay other sites within the district.

- **Description**

Only individuals with [budget authority](#) may request journal entries be created to charge (debit) their site to pay (credit) another site. One location cannot charge (debit) another location's accounts without obtaining prior approval from that site's budget authority. E-mail approval works well, as it can be attached to journal entry requests for future reference. The Accounting Department must have a copy of the approval as an attachment in order for the journal entry request to be processed and posted.

- **Procedure**

To request a journal entry in Oracle you must be included on your site's budget authority list as having journal entry authority. See the [Journal Entries](#) section of this manual.

To request a journal entry in Oracle:

- See [Journal Entries](#) section of this manual.

As a courtesy, once notification and batch name have been received, send a copy of the journal entry to the site receiving the funds and retain a copy for your files. For your records, attach any back-up documentation you may have as justification for making the transfer of funds.

To print a journal entry report:

- See Oracle help sheet [Printing a Journal Entry Report](#).

Journal Entries will show up on [APS GL Transaction History Download XML \(M367\) reports](#) under the budget codes for which they were entered.