

## How Do I Move things from one chartfield to another?

### Moving Items on the Expense Side

Where you are moving the expense FROM will have a negative sign.

Where you are moving the expense TO will **not** have a negative sign.

Example 1: I have an expense in my 600 operating unit and I want to move it OUT of the operating unit.

Where do you want to move the expense FROM?

Bus. Unit	LEDGER	LINE DESCRIPTION	AMOUNT	DEPT ID	ACCOUNT	CLASS	FUND	PROGRAM	PROJECT	OPER UNIT	REFERENCE
UMS06	ACTUALS	Supplies	-50.00	6707000	61000		00			600	

Where are you moving the expense TO?

Bus. Unit	LEDGER	LINE DESCRIPTION	AMOUNT	DEPT ID	ACCOUNT	CLASS	FUND	PROGRAM	PROJECT	OPER UNIT	REFERENCE
UMS06	ACTUALS	Supplies	50.00	6707000	61000		00				

### Example of Journal Entry:

Bus. Unit	LEDGER	LINE DESCRIPTION	AMOUNT	DEPT ID	ACCOUNT	CLASS	FUND	PROGRAM	PROJECT	OPER UNIT	REFERENCE
UMS06	ACTUALS	Supplies	-50.00	6707000	61000		00			600	
UMS06	ACTUALS	Supplies	50.00	6707000	61000		00				

### Moving Items on the Revenue Side

Where you are moving the revenue FROM will **not** have a negative sign

Where you are moving the revenue TO will have a negative sign

Example 2: Revenue was deposited into the wrong account

Where do you want to move the revenue FROM?

Bus. Unit	LEDGER	LINE DESCRIPTION	AMOUNT	DEPT ID	ACCOUNT	CLASS	FUND	PROGRAM	PROJECT	OPER UNIT	REFERENCE
UMS06	ACTUALS	Tuition	100.00	6707000	40100		00				

Where are you moving the revenue TO?

Bus. Unit	LEDGER	LINE DESCRIPTION	AMOUNT	DEPT ID	ACCOUNT	CLASS	FUND	PROGRAM	PROJECT	OPER UNIT	REFERENCE
UMS06	ACTUALS	Tuition	-100.00	6707000	40110		00				

### Example of Journal Entry:

Bus. Unit	LEDGER	LINE DESCRIPTION	AMOUNT	DEPT ID	ACCOUNT	CLASS	FUND	PROGRAM	PROJECT	OPER UNIT	REFERENCE
UMS06	ACTUALS	Tuition	100.00	6707000	40100		00				
UMS06	ACTUALS	Tuition	-100.00	6707000	40110		00				