

## **Submitting an Endowment JV transfer:**

### **A short guide to help Units transfer lump sum funds from a unit budget to an Endowment**

This guide is written with JV preparers in mind to help them with the necessary details for a JV transferring funds into an Endowment from another UW budget.

1. Log into MyFinancial Desktop, go to the TRANSACTIONS dropdown menu, and click on “Journal Voucher”
2. The data required in order get it processed is included below
  - a. Form Name/Description: Enter a short description of the transfer, something like “Smith Endow Transfer”
  - b. Explanation: Enter in a more detailed explanation here but mostly where the funds are coming from and moving to as well as the reason why
  - c. Approver UWNNetID: Enter a person who can approve JV requests in your unit
  - d. Distribution List: Include the netids of people who should be informed about the status and details of this transfer
  - e. Document Attachments: Add backup documentation to this JV that further explains background for the transfer in case someone has to go back and review this transfer, this could be an email, spreadsheet, letter, pdf, etc.
  - f. In the JV Transactions Table:
    - i. The top row is going to be used for the place the funds are being moved from.
      1. Description: Enter “from (budget or fund name)”
      2. Fund or Budget Number: Enter the budget number where the funds will be moving from
      3. Obj Sub Ssub: For simplicity enter “948198” which is just the “transfer out” code
      4. Debit: Enter the amount that will be transferred
      5. Credit: leave this blank
      6. Task/Option/Project: only use this if your unit requires the use of these
      7. Everything else in this row can be left blank
    - ii. The second row is used for the Endowment Suspense budget the funds are moving to.
      1. Description: Enter “to (6 digit allocation code)”
      2. Fund or Budget Number: Enter 969000 (yet to be invested endowments) or 969100 (previously invested endowments)
      3. Obj Sub Ssub: For simplicity enter “948098” which is just the “transfer in” code
      4. Debit: leave this blank
      5. Credit: Enter the amount that will be transferred
      6. Task/Option: leave these blank
      7. Project: Enter the 6 digit allocation code for the endowment you are transferring funds into
      8. Everything else can be left blank
  - g. Lastly, don’t forget to click Submit Now at the bottom of the page
  - h. You’re done!

