



State of Kansas
Transfer Journal Example
Statewide Management, Accounting and Reporting Tool
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This is an example where an agency needs to change or transfer revenue among Budget Units and/or Funds. The original funding used was 4321-4321 and that transfer is to use fund 1234-1234. Make sure to include the off-setting cash lines in the journal

1. Identify the original funding lines in SMART.
2. Create the correction journal. In the journal description, include the authority for this transfer(if applicable) and the reason for the transfer.
 - A. Since this is a revenue transfer, first debit the fund 4321-4321 or the funding source the money is moving out of.
 - B. Create a cash row for the total of the revenue transfer out for fund 4321-4321 multiplied by -1. This is the effect on cash in the original fund.
 Note: These lines will total to zero.
 - C. Create new revenue transfer rows using the correct fund (1234-1234).
 - D. Create a cash row for the total of the revenue transfer for fund 1234-1234 multiplied by -1. This is the effect on cash in the new fund.

Transfer from one Fund/Budget Unit to another Fund/Budget Unit

Dept	Fund	Bud Unit	Program	Account	Amount	Journal Line Description	Type of Account
0100000000	4321	4321	01031	766030	107,038.95	OPERATING TRANSFERS OUT	Revenue Transfer
0100000000	4321	4321	01031	110100	-107,038.95	TREASURERS COMMON CASH	Cash
0100000000	1234	1234	01031	766040	-107,038.95	OPERATING TRANSFERS IN	Revenue Transfer
0100000000	1234	1234	01031	110100	107,038.95	TREASURERS COMMON CASH	Cash
					0.00		

Amounts in this box total to zero.

Amounts in this box total to zero.

The total for the entire journal is zero.

3. Review the below pairings and explanation of when/how to use. Additional information can be found in the Policy Manual link below:

[PM 5002 - Uniform Transfer Account Classification](#)

SMART Transfer Account Code Pairings and Usages

Account Code Pairings	Dollar Sign (- / +)	Description	Effect On General Ledger Account Cash 110100
766010	Revenue -	Operating Revenue Transfers In	Positive / Increase
766020	Revenue +	Operating Revenue Transfers Out	Negative / Decrease
766030	Revenue -	Residual Revenue Transfers In (To Close Fund)	Positive / Increase
766040	Revenue +	Residual Revenue Transfers Out (To Close Fund)	Negative / Decrease
766070	Revenue -	Revenue Transfers In Interest Allocation	Positive / Increase
766080	Revenue +	Revenue Transfers Out Interest Allocation	Negative / Decrease
766090	Revenue +/-	Revenue Transfer From SGF In/Out Net Zero	In = Positive / Increase Out = Negative / Decrease
766050	Revenue -	Agency Federal Fund Subgrant Transfer In	Positive / Increase
773100	Revenue +	Agency Federal Fund Subgrant Transfer Out	Negative / Decrease
773290	Revenue -	Agency Indirect Cost Transfer In	Positive / Increase
773200	Revenue +	Agency Indirect Cost Transfer Out	Negative / Decrease
766010	Revenue -	Agency State Fund Transfer In	Positive / Increase
773300	Revenue +	Agency State Fund Transfer Out	Negative / Decrease
769130	Revenue -	Agency Authorized Debt Service Transfer In	Positive / Increase
772100	Expense +	Agency Debt Service Principal Transfer Out	Negative / Decrease
772110	Expense +	Agency Debt Service Interest Transfer Out	Negative / Decrease
772120	Expense +	Agency Debt Service Arbitrage Transfer Out	Negative / Decrease

Notes:

- Revenue transfers – both deposit and payment affect revenue. The revenue transfer accounts process revenue-in and revenue-out between funds, budget units, programs, or departments within the same agency or in between two agencies. The processing of revenue transfer has no impact on expense of the funds.
- Revenue/expense transfers – revenue/expense transfers affect both revenue and expense of the funds involved, and the resulting impact are increases in both revenue and expense.
- Debt Service Fund/Bond Fund transfers – both revenue and expense are affected by the transfer transactions for the payment of Debt/Bond liabilities. The set of Debt Service fund/Bond fund transfers pair is made available in SMART with three expense account codes to identify the payment obligations.
- The transfer account pairs listed above ARE NOT inter-changeable. This pairing chart also describes the impact on cash account 110100 and the proper dollar sign for each transaction. If cash account code is a '+', the associated revenue account code should be marked with a '-', vice versa, reversing +/- dollar signs when processing an expense account.
- Transfer account codes are strictly for use in processing inter-agency (between two state agencies) and intra-agency (between two divisions/offices within the same state agency) transactions; DO NOT use a transfer account code on payment or receipt for a vendor/customer that is not a state agency. In addition, the interfund module in SMART processes inter-agency or intra-agency deposit, payment voucher, or fund transfer.