

Transfer of Charge

The online transfer of charge (TOC) form is to be used for corrections, co-sponsorships, etc. Transfer of Charges only move actual charges, not budgeted dollars. Please see the “Budget Adjustment” instructions to move budgeted dollars to a different account or org.

1. Log into the portal.
2. Click on the “Transfer of Charge/Budget Adjustment” link.

Colgate University

Welcome Home Student Employment View Book

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Self-Service

Self-Service

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Click here for Transfer of Charge

3. This will open the “Transfer of Charge/Budget Adjustment” form .

4. Enter Transaction date. Please note that the transaction date must be in the current month.

5. In the "Transfer Type" drop down menu, select "Transfer of Charges".

6. In the "Charge/Increase" section, enter the number of the fund/org you wish to charge.

Note: If you are transferring the charge of an unrestricted fund (100000), do NOT enter the fund number; just enter the org and account number.

If you are transferring the charge of a restricted fund (2xxxxx), enter the fund and account number but do NOT enter the org.

7. If you have more than one transaction, each entry must be on an individual line.

Transfer of Charge Form

Transaction Date Enter Date

Transfer Type Select Transfer of Charges

CHARGE/ INCREASE;	Fund (6 digit)	Orgn (5 digit)	Account	Amount
Enter Org, Account and Amount	46050	259	100	
				TOTAL

JV Description Enter JV explanation

8. Enter the JV (Journal Voucher) description. This is a brief description of the transfer.
9. Enter the "Explanation". An accurate, detailed description of the transfer is useful for knowing why the transfer was done. Please note that the text does not wrap. You need to enter text as though each line is a separate cell.
10. Enter the "Credit/Decrease" information. Enter the fund/org/account numbers you are moving (from where you are taking the actual amounts).
11. Enter the account you want to decrease. If you are decreasing more than one fund/org/account, enter each entry must be on an individual line.

Explanation Move chg to correct account code.

More detailed explanation of the action.

CREDIT/ DECREASE:	Fund (6 digit)	Orgn (5 digit)	Account	Amount
		46050	299	100
TOTAL				

Enter Org, Account and Amount information. If a Restricted fund, enter Fund, Account and Amount.

Complete

Click Complete when done.

12. The "Charge/Increase" section amounts must equal the "Credit/Decrease" section.
13. Click the "Complete" button. You will receive a copy of the transfer of charge for your records via email.

14. If you receive an error, the message will tell you what line the error is on. Lines 1-5 are in the "Charge/Increase" section; lines 6-10 are in the "Credit/Decrease" section.