

Internal Transfers – Appendix D Journal Line Description Requirements

- **Internal transfers are processed as journals.**
- **Journal line description requirements:**
Journal line descriptions should provide the receiving unit with enough information to easily understand the transfer. The following elements are required for all journal line descriptions:

Journal line description requirements:

- Transferring unit – tub (and org if appropriate) acronym (UPPERCASE)
- Transferring unit contact person's name (first initial, last name – without any punctuation)
- Transferring unit contact person's phone number
- Brief description of the transfer
- Time period transfer relates to

Example:

HKS J Doe 5-1234 Transfer of 50% Professor X salary spring 2013

The contact person must be an individual who is able to answer questions about the journal, which is not necessarily the individual who processed the journal entry.

The journal line description is limited to 240 characters in both ADI and manual journal entries. It is best to be as concise as possible when crafting these descriptions.

- **Copies of journals:** when processing an internal transfer journal, the transferring department is encouraged to send a copy of the journal to the receiving department for its files.