**Online EX Form**
Please refer to the university cost transfer policy, Policy 302 at
http://www.professor.rice.edu/professor/Cost_Transfers1.asp?SnID=823000054
and the guidelines and procedures on the Controller's website at
http://www.professor.rice.edu/professor/Guidelines_and_Procedures.asp?SnID=1752571
331#CostTransfers

To use the online EX form:
1) Login to web applications and proceed to the Finance tab
2) Scroll down to the Web Entry section and select "Expense/Revenue Correction". If this item is not available on your menu, contact Crystal Davis in Current Funds Accounting at x2478 or Administrative Systems at
   http://spring.rice.edu/Scripts/rightnow.cfg/php.exe/enduser/home.php
3) Enter a description. This will be the subject line of the e-mail sent to your selected approver.
4) Enter either the original Banner document number or a fund-org-account and fiscal period combination that includes the amount you wish to reallocate. Click "new entry".
5) The original transactions that fall within your access security will be displayed. Find the transaction you wish to reallocate and click on the radio button next to the word "reallocate".
6) Enter the new fund-org-account and activity (optional) and dollar amount. You will have to reallocate the entire amount. To move only a partial amount, enter the original fund-org-account and activity on the remaining balance.
7) You do not need (and cannot) specify the debit or credit. Banner does this for you automatically.
8) Select one or more reasons for correction by clicking on the square next to the one(s) that apply. Enter additional explanation in the text box. The text box applies to the entire entry.
9) When you have finished making all desired reallocations for the data displayed, click on the "save data" button.
10) Address any error messages or red highlighted items. "Save data" again, if necessary.
11) Select either one-over approval or fund-org approval (for line items in another department) and complete the document. Anyone approving online EX forms must have a signature card. When in doubt, specify Crystal Davis (crystald) or Flor Garcia (florgar) for your approver – we will monitor the online forms and approve anything you send us.
12) If you run into trouble that you cannot correct, you may select "transfer" from the expense/revenue correction menu to transfer the document to Flor or Crystal or another user by specifying the Banner user ID. Please note that the Banner user ID is not necessarily the same as the net ID.
13) You will not be able to access the same document or fund-org-account and period combination until your own pending entry has posted.
14) Do not use the back button. Do not use the back button. Do not use the back button. Really.
15) IP and IT items should be reallocated using the pcard reallocation and travel envelope system.