

Template	Purpose	Source	Category	Who Prepares	Who Uploads	Notes
<b>CJE001</b>	<p>Department Reclassifications:</p> <p>To reclass posted grant transactions (non-payroll) <b>within one month</b> from GL Transfer Date as follows:</p> <ul style="list-style-type: none"> <li>◦ Transactions for any dollar amount that is being moved to or from a PTA Account.</li> <li>◦ A re-class among multi project/task combo within the annual budget period on a PTA Account.</li> <li>◦ A re-class within a PTA Account to correct an expenditure type.</li> </ul>	DEPTRECLASSRECHG_DC	SPUD_ADJUSTMENT_DC	Department/Finance Center	OSP	See OSP Policies site for further process details*
<b>CJE001</b>	<p>Department Reclassifications:</p> <p>To reclass posted grant transactions (non-payroll) <b>within 90 days</b> from GL Transfer Date if:</p> <ul style="list-style-type: none"> <li>◦ the individual transaction is UNDER \$500.</li> <li>◦ The transaction is moving from a PTA Account to a GL Account.</li> </ul>	DEPTRECLASSRECHG_DC	SPUD_ADJUSTMENT_DC	Department/Finance Center	OSP	See OSP Policies site for further process details*
<b>CTX001</b>	<p>Cost Transfer:</p> <p>To move posted grant transactions (non-payroll) that do not meet the criteria above for Department Reclassifications</p>	COSTTRANSFER_DC	SPUD_ADJUSTMENT_DC	Department/Finance Center	OSP	See OSP Policies site for further process details*
<b>CJE001</b>	Office of Sponsored Projects adjustments	OSPADJUST_DC	SPUD_ADJUSTMENT_DC	OSP	OSP	
<b>CJE001</b>	Service Center billings involving grants	SRVCTR_....	SERVICECENTER_DC	Department/Finance Center	Department/Finance Center	
<b>CJE001</b>	Internal Charges billings involving grants	includes HANOVERINN_DC, PROCUREMENT_DC, THAYERSTUDENT_DC, DMSFISCAL_DC	SPUD_ADJUSTMENT_DC	Department/Finance Center	Department/Finance Center	
<b>CJE001</b>	Central office reclasses, corrections, rebillings	CONTROLLER_DC, PAYROLL_DC, CTPAYER_DC	SPUD_ADJUSTMENT_DC	Central finance offices	Central finance offices	

\* [http://www.dartmouth.edu/osp/award-closeout\\_process/](http://www.dartmouth.edu/osp/award-closeout_process/)