

Template	Purpose	Source	Category	Who Prepares	Who Uploads	Notes
CJE001	Department Reclassifications: To reclass posted grant transactions (non-payroll) within one month from GL Transfer Date as follows: ◦ Transactions for any dollar amount that is being moved to or from a PTA Account. ◦ A re-class among multi project/task combo within the annual budget period on a PTA Account. ◦ A re-class within a PTA Account to correct an expenditure type.	DEPTRECLASSRECHG_DC	SPUD_ADJUSTMENT_DC	Department/Finance Center	OSP	See OSP Policies site for further process details*
CJE001	Department Reclassifications: To reclass posted grant transactions (non-payroll) within 90 days from GL Transfer Date if: ◦ the individual transaction is UNDER \$500. ◦ The transaction is moving from a PTA Account to a GL Account.	DEPTRECLASSRECHG_DC	SPUD_ADJUSTMENT_DC	Department/Finance Center	OSP	See OSP Policies site for further process details*
CTX001	Cost Transfer: To move posted grant transactions (non-payroll) that do not meet the criteria above for Department Reclassifications	COSTTRANSFER_DC	SPUD_ADJUSTMENT_DC	Department/Finance Center	OSP	See OSP Policies site for further process details*
CJE001	Office of Sponsored Projects adjustments	OSPADJUST_DC	SPUD_ADJUSTMENT_DC	OSP	OSP	
CJE001	Service Center billings involving grants	SRVCTR_....	SERVICECENTER_DC	Department/Finance Center	Department/Finance Center	
CJE001	Internal Charges billings involving grants	includes HANOVERINN_DC, PROCUREMENT_DC, THAYERSTUDENT_DC, DMSFISCAL_DC	SPUD_ADJUSTMENT_DC	Department/Finance Center	Department/Finance Center	
CJE001	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/