

How to Submit a Transfer of Expense (TOE) for Course Release(s)/Buyout(s)

Step 1: Gather Required Documentation

Ensure you have a copy of the **faculty appointment letter**, as this must be uploaded with your TOE request.

Step 2: Notify the College Analyst

Send an email to the College Analyst informing them that you will be submitting a TOE for the course release/buyout. Include the following details:

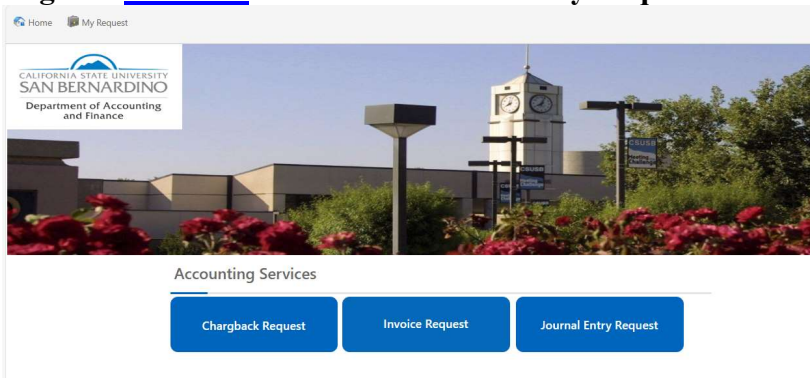
- Faculty member's name
- Term (Fall, Spring, or Summer)
- Amount
- Attach the faculty appointment letter

Request the **chartfield number** where the faculty salary expenses reside.

Chartfield #: _____

Step 3: Submit a TOE via Cherwell

1. Log into [Cherwell](#) and select **Journal Entry Request**.



2. Complete the Account Service – **Journal Entry Request form**. Your contact information will auto-populate.

Step 4: Enter Required Information

Fill out the form with the following details:

- **Request Type:** Select **Transfer of Expense**
- **Business Unit:** Choose **SBCMP** (for general/state funds)
- **Email of Person or Department Charged:** Enter the College Analyst's email
- **Email to Approver:** Enter your own email
- **Justification of Transfer:** Cut and paste the description below and enter the required information:

"Requesting transfer of expense for [Faculty Name]'s course release(s) for [Term & Year].
 This is a one-time faculty release for **\$XXXXXX salary (no benefits included).**"

Accounting Services - Journal Entry Request

Submit Attach File

* Request Type: Business Unit:
* Email of Person or Department Charged: Email to Approver:
* Justification of Transfer:

Step 5: Enter Financial Details

You may enter up to **five** transaction lines for both **Credit** and **Debit** entries. Ensure you include:

- **Number of Lines**
- **Chartfield Strings**
- **Journal Line Reference** (Internal note only for Accounting-providing this info will expedite the process): Enter the faculty's last name and Coyote ID#
- **Short Line Description** (This is visible in Data Warehouse): Faculty's last name, term and your department
- **Amount:** The credit line will automatically reflect a negative (-) sign upon processing

PS Credit Chartfield: Enter the chartfield provided by the College Analyst.

If request is more than 5 journal lines, please submit a journal attachment, do not fill out Credit/Debit lines

* **PS Credit Chartfield:**
Credit Lines:
Account: Fund: Dept ID: Class: Project / Grant: Journal Line Reference: Short Line Description: Amount:
\$0.00

PS Debit Chartfield: Enter account 601819, your **Department ID** and **Class Code** (if applicable):

* **PS Debit Chartfield:**
Debit Lines:
Account: Fund: Dept ID: Class: Project / Grant: Journal Line Reference: Short Line Description: Amount:
\$0.00

Step 6: Upload the Appointment Letter

Attach the faculty appointment letter to support the TOE request.

Step 7: Submit the Request

Review your submission for accuracy and click **Submit**.