

The University of Texas at Dallas

Interdepartmental Transfers

**Presented by:
The Office of Finance
“Adding Value to UTD”**

Interdepartmental Transfers (IDTs)

- ▶ What is an IDT and what can it be used for?
- ▶ An IDT form is an auditable document which enables an authorized user to transfer revenue or expenses from one 10-digit account to another.
- ▶ An IDT document cannot be used for the following:
 - ▶ To transfer budget
 - ▶ To transfer funds (fund balances)
 - ▶ To transfer salaries and benefits costs
 - ▶ To transfer commitments
- ▶ An IDT form should not be used for repetitive Service Center billing.
- ▶ Service Center billing should be done through auto JEs.

How to Prepare an IDT Form

- ▶ Things to Remember When Preparing an IDT Form:
 - ▶ Is there sufficient budget in the account where the expenditures are being moved to?
 - ▶ Have I provided proper documentation?
 - ▶ Have I used the correct revenue or expenditure object code?
 - ▶ Is my “Reason for IDT” meaningful?
 - ▶ Are the signatures on the IDT reflected on the Signature Authority List ?

Documentation

- ▶ When transferring costs from one 10-digit account to another, please include a copy of FRS Screen 23 highlighting the revenue and/or the expenditure transaction which is being moved.
- ▶ When partial amounts are being moved, please write these amounts on the attached screen 23 printout.
- ▶ Other acceptable forms of documentation, such as e-mails or memos may also be included with the IDT.
- ▶ When it is not practical to attach the documentation, a statement “documentation is on file in (state where)” should be included in the “Reason for IDT” space.

Correct Object Codes

- ▶ If you are basing your IDT on FRS screen 23 transactions, your object code most likely will be correct.
- ▶ If the purpose of your IDT is to correct an object code, or bill for internal services, please refer to the object code listing at the following Controller's Office web site:
http://controller.utdallas.edu/FinancialSystem&Reporting/obj_codes.html
- ▶ Budget object codes can only be used when you are correcting a transaction.

Reason for IDT

- ▶ The Reason for IDT field should provide the reader with the reason for the IDT, do not paraphrase the information that is already there.
- ▶ Most often IDTs are used to correct an error. In this case, the reason should read a little something like this:
 - ▶ “to move revenue/expenditure for (provide detail) which was/were erroneously charged/recorded to the wrong account”

Examples of the Wrong Reasons for IDT

“move expenditures/revenue from account X to account Y”

Problem: This is redundant, and does not provide the reader with any additional information.

“move funds from account X to account Y”

Problem: This is not specific enough, and an IDT can only be used to move revenues or expenditures, not funds.

Special Considerations for Contracts & Grants

- ▶ Make sure that expenditures transferred to a grant are allowable under that particular grant – refer to the Contracts & Grants Brief for this information.
- ▶ Make sure that the expenditures transferred to a particular grant were incurred in support of the work covered and funded by the grant – refer to the Contracts & Grants Brief for this information.
- ▶ Make sure that the expenditures which are being transferred to a particular grant were incurred during the period of performance of that particular grant.
- ▶ Never use explanations such as: “move costs from grant X to grant Y to correct an overrun on grant X. Only costs that were incurred in the performance of the scope of work on a particular grant can be moved to that grant.
- ▶ Most IDTs on Contracts & Grants are used to correct charging errors and the explanation should reflect the circumstances of the errors.

Special Considerations for Contracts & Grants - Continued

Remember the “120 day rule”

- ▶ For Federal sponsored programs, we have 120 days to make corrections to costs. Any cost corrections made after 120 days have passed may be disallowed, and we may not be able to recover or keep the funds.

Special Considerations for Contracts & Grants - Continued

Departmental Expenditures

- ▶ Do not move departmental-type expenditures to a contract or grant. These expenditures should be absorbed by the school's departmental account.

Special Considerations for Gift Accounts

- ▶ Revenues and expenditures recorded in the 5XXXX accounts are restricted to a specific purpose and/or specific department or school.
- ▶ Care must be taken to ensure that IDT transactions reflect and/or are in line with the donor's intent for which the funds are to be used.

**THE UNIVERSITY OF TEXAS AT DALLAS
INTRA/INTER DEPARTMENTAL TRANSFER**

IDT NO. I- -

FBM092 REPORT REFERENCE			CHARGE			CREDIT		
DATE		POSTING REFERENCE	ACCOUNT NO. (6 digit no.)	SUBCODE (4 digit no.)	AMOUNT	ACCOUNT NO. (6 digit no.)	SUBCODE (4 digit no.)	AMOUNT
MO	YR							
TOTAL						TOTAL		
REASON FOR IDT:								

CHARGED DEPT:	Prepared By (Printed Name):	Ext	Approved By (Printed Name):	Approval Signature	Date
CREDITED DEPT:	Prepared By (Printed Name):	Ext	Approved By (Printed Name):	Approval Signature	Date
ACCOUNTING:	Approval Signature				Date

IDT MUST CONFORM TO BUSINESS PROCEDURE NUMBER 20.

IDT CHECKLIST:

- AVAILABLE BUDGET IN THE ACCOUNT AND IN THE BUDGET SUBCODE
- PROVIDE PROPER DOCUMENTATION
- USE THE CORRECT REVENUE OR EXPENDITURE SUBCODE
- MEANINGFUL REASON FOR IDT
- SIGNATURES ON IDT REFLECTED ON THE SIGNATURE AUTHORITY LIST
- TRANSFERS AFFECTING FEDERAL GRANT ACCOUNTS MUST BE MADE WITHIN 45 DAYS OF ORIGINAL CHARGE

IDT FORM CANNOT BE USED TO TRANSFER:

- BUDGET
- FUND BALANCE
- SALARIES AND BENEFITS
- COMMITMENTS