

BUSINESS PROCEDURE MEMORANDUM NO. 20

September 1, 1984

March 15, 2000

Revised: July 21, 2004

SUBJECT: Preparation of Intra/Inter Departmental Transfers (IDT's)

Purpose:

An IDT form is an auditable document that enables authorized users to transfer revenue or expenses from one 10-digit account to another.

This procedure is designed to facilitate uniform completion and processing of Intra/Inter Departmental Transfers.

An IDT form **cannot** be used for the following:

- To transfer budget
- To transfer fund balance
- To transfer salaries and benefits
- To transfer commitments

An IDT should not be used for repetitive Service Center Billing. Service Center Billing should be done through auto JE's. For more information regarding how to set up the automated JE, contact General Accounting at extension 2617.

Procedures:

Date: If the purpose is to correct an existing transaction, then the date entered here is the date of the transaction needing correction. If the purpose is to create a transaction (i.e., to charge another department for supplies or services from your department), then the date is the month and year in which the transaction occurred.

IDT Number: This is a 7-digit alphanumeric field. The first digit will always be the letter "I" to indicate that the transaction is an IDT. The next three digits are the departmental timesheet location code. (See the HRS/BIS Manual, Appendices, Table 7.04.) Each School, Division or Department is responsible for assigning a consecutive number to the remaining three digits, beginning with 001 progressing up to 999. This number will appear on the IDT transaction and will be reflected in your financial reports to assist with reconciling departmental accounts.

Posting Reference: This column is to be used only when the purpose is to correct an existing charge. Such references would be batch references for journal entries and accounts payable transactions or IDT numbers for previous IDT's.

Charge: This section is to record the 10-digit account code for the department that is "paying" for the item or services. If your department was charged in error, the correct department's 10-digit account code would be indicated here. If your department was "buying" the service, your 10-digit account would be indicated. Please make sure that you use an appropriate sub-code number.

Credit: This section is for the 10-digit account code for the department that is "getting paid" for the item or services. If your department was credited in error, the correct department's 10-digit account code would be indicated here. If your department was "selling" the service, your 10-digit account code would be indicated. Please make sure that you use an appropriate sub-code number.

Reason for IDT: This section is used to explain the transaction. Enough detail of the transaction needs to be indicated so that someone not in either the charged or credited departments will be able to understand the transaction without calling for an explanation. When transferring revenue or expenditure from one 10-digit account to another, it may be appropriate to attach documentation such as email, copies of monthly reports or transaction details (FINS Screen 23). Highlight the revenue and/or expenditure transaction on the attached screen 23. If partial amounts are being moved, write those amounts on the attached screen 23. When it is not

practical to attach the documentation, a statement that documentation is on file (state where) should be included in the "Reason for IDT" field.

Available Budget: Be sure there is sufficient budget in the account and in the sub-code where you are moving expenditures.

Object Code: Be sure to use the correct revenue or expenditure object code. Please refer to the object code listing at the following Controller's Office web site:
http://www.utdallas.edu/BusinessAffairs/Controller/Services/obj_codes.html

Budget Object Codes: These object codes can only be used for correcting a previous transaction recorded incorrectly.

Signatures: This section is for the account manager's approval. If your department is being charged, the account manager will sign and date the account charged area. If your department is being credited, the account manager will sign and date the account credited area. Please be sure that the signatures reflected on this document are in accordance with the latest Delegation of Signature Authority report maintained by the Budget Office.

Processing: Once you have approved the transfer, you will need to keep one copy for your files. If you are originating the transfer, sign the appropriate area (charged or credited), keep a copy for yourself and send the original to the department that is to be charged or credited for their approval.

If you did not initiate the transfer, you should receive an original needing your approval. You need to approve the transfer (as charged or credited), make one copy for your files and send the original to General Accounting, Controller's Office, mail station AD37.

With this procedure, each department being charged and credited will have a copy of the transfer with a number that will be referenced on your monthly financial reports. This will assist departments with determining which transfers have or have not been processed.

Contracts and Grants:

- Make sure that expenditures transferred to a grant are allowable, incurred in support of the work covered and funded by the grant during the period of performance of that particular grant.
- Do not move costs from one grant to another for the sole purpose of correcting an overrun.
- An error transaction must be corrected within 45 days for most Federal Sponsored Programs. Cost correction after 45 days has passed may be disallowed and we may not be able to recover the funds from the sponsor(s).
- For Federal and State Grants, do not move departmental expenditures to a contract or grant. The department should absorb these expenditures.

Gift Accounts:

- Revenue and expenditures recorded in the 5xxxx/Gift Accounts are restricted to a specific purpose and/or specific department or school.
- All transactions processed by IDT must be in compliance with the donor's intent and restrictions as stipulated in the Endowment Agreement.
- If you have questions regarding the terms of the Endowment Agreement, contact the Endowment Compliance Officer.

If you have any questions regarding this procedure, contact General Accounting, Controller's Office.