

**INDIANA UNIVERSITY**



**FINANCIAL INFORMATION SYSTEM**

**Transaction Processing**

**Transfer of Funds Document**

**Financial Documents Group**

**Financial Management Support Department  
May, 1996**

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# **The Transfer of Funds Document**

## **SECTION A. Basic Information**

The Transfer of Funds (TF) document is used to transfer funds (cash) between accounts. There are two kinds of transfer transactions, mandatory and non-mandatory.

Mandatory transfers are required to meet contractual agreements. Specific object codes are used to identify these transactions. Examples of these are: moving dedicated student fees to the retirement of indebtedness fund group for principal and interest payments on bonds.

Non-mandatory transfers are allocations of unrestricted cash between fund groups which are not required either by the terms of a loan or by other external agreements. These transfers are the most commonly used throughout the university.

### **1. WHAT IS IT?**

The TF is used to transfer cash between accounts. This transaction might be necessary to cover an overdraft, reimburse an account for an expense without transferring the expense, and to fulfill a funding commitment made by an entity. Specific object codes can be used to distinguish a transfer from an income/expense transaction (see pages 9 and 14).

### **2. WHY IS IT USED?**

The TF is used to transfer cash from one account to another in order to increase/ decrease cash in the participating accounts. The system allows the use of all object codes except assets, liabilities and fund balance.

### **3. WHO USES IT?**

Account managers and their delegates, support, department and campus administration staff are typical users of the TF. Each account manager's or delegate's approval is required. Additional approvals may be established within the review hierarchy.

#### 4. WHEN IS IT USED?

The TF is used when cash needs to be transferred from one account to another. The TF can be used:

- A. for monthly administrative charges between fund groups to book revenue to one and expenditure to another (example 2).
- B. for monthly non-mandatory transfers from auxiliary operating accounts to renewal and replacement accounts (example 3).
- C. to record an interdepartmental sale of capital equipment (example 4).
- D. for non-mandatory additions to loan funds.
- E. for non-mandatory additions to quasi-endowment funds.
- F. for non-mandatory transfers to plant funds for:
  - general or specific plant additions.
  - renewals and replacements of plant assets.
  - voluntary payments of debt principal.
- G. to fund non-budgeted accounts from another account for expenses or purchases (example 5).
- H. to correct a prior TF. Corrections to a TF should *always* be done on a TF.
- I. to transfer funds to close out accounts. (For Contract & Grant accounts, this would include residual balances.)

NOTE: Contract & Grant fund groups will only use the TF for G, H, and I above.

## 5. HOW DOES IT APPEAR ON MONTHLY OPERATING REPORTS?

The transfer of funds transaction can be identified as a transfer on the Monthly Operating Statement (MOS) if a transfer object code is used. If an income or expense object code is used, the transaction will be shown as income or expense on the MOS; the transaction thus will not be segregated from other revenues and expenditures and only can be identified as a transfer on the Monthly Transaction Listing (under regular income and expense) by the TF type. This reporting difference may impact organizational management analysis.

On the Contract and Grant MOS, transfers will be displayed in a separate section: “transfers in” will be displayed after the income section; “transfers out” will be displayed after the expenditures section.

Please note that ALL transactions performed using a TF in Transaction Processing will produce transfer entries and not income/expenditure entries, regardless of the object code used.

## 6A. HOW IS IT USED (NON-C&G FUND GROUPS)?

In the TP system, the TF looks like this:

**FIS Transaction Processing - [Transfer of Funds]**

File Edit Workflow Inquiries Options Actions Help

**Transfer of Funds**

Document #: 01-L06704996 Status: ?

Initiator: BWALSH

Created: 03/04/1996

Amount: 0.00

Description: [Yellow Highlight]

**Departmental-Information**

Org Ref #: [ ]

Explanation: [ ]

**From**

Chart	Account	Object	Amount
<input type="checkbox"/>	[ ]	[ ]	[ ]

Insert Line Delete Line Total: 0.00

**To**

Chart	Account	Object	Amount
<input type="checkbox"/>	[ ]	[ ]	[ ]

Insert Line Delete Line Total: 0.00

OK CANCEL ROUTI BALANCE NOTES Sub Acct

The TF is composed of three zones:

## The Document Information Zone

Transfer of Funds		Departmental-Information	
Document #:	01-AM4188496	Status:	?
Initiator:	DEAWRIGH		
Created:	02/05/1996		
Amount:	0.00		
Description:	[Yellow Highlighted]		
	Org Ref #:	[ ]	
	Explanation:	[ ]	

This zone is composed of two sections. The information in the first half of the zone is similar to that of other TP. The information that goes in the “Departmental Information” section is used by the department for its own record keeping purposes and varies from document to document.

## The “From” Zone

Chart	Account	Object	Amount
<input type="checkbox"/>	[ ]	[ ]	[ ]

Total: 0.00

This zone automatically decreases the income or increases the expense associated with the object code entered.

- the use of an income code decreases the income line (i.e., it debits income)
- the use of an expense code increases the expense line (i.e., it debits expense)
- no negative amounts are allowed

## “To” Zone

Chart	Account	Object	Amount
<input type="checkbox"/>	[ ]	[ ]	[ ]

Total: 0.00

This zone automatically increases the income or decreases the expense associated with the object code entered.

- The use of an income code increases the income line (i.e., it credits income)
- Use of an expense code decreases expense lines (i.e., it credits expense)
- No negative amounts are allowed

**NOTE:** Once you have entered an object code in the “Object” field, double-clicking on the number will access an inquiry screen. You may check the object type to make sure that you have the correct code (i.e., “IN” for income or “EX” for expense).

### Field Requirements

The following table provides a breakdown of field requirements specific to this document:

<b>Field Name</b>	<b>Title &amp; Description</b>	<b>Other information</b>
<b>Description</b>	<b>Description</b> This field requires the user to provide a brief description of the distribution of the transfer of funds. The description from this field will be printed on the monthly standard report.	Up to forty alphanumeric characters. <b>Required.</b>
<b>Org Ref #</b>	<b>Organization Reference Number</b> This field provides a reference number for the department or organization initiating the document.	Up to eight alphanumeric characters. <b>Optional.</b>
<b>Explanation</b>	<b>Explanation</b> This field allows the initiator to explain the reason for the transaction in greater detail than the “Description” field in the “Document Header” zone allows.	Up to four hundred characters. Double-click on empty field for an expansion window. Double-click on filled-in field to see the complete text in the expansion window. <b>Optional.</b>
<b>Chart</b>	<b>Financial COA Code</b> This code identifies the chart of accounts for an account. It is part of the primary key.	Two characters. This field is automatically generated when a valid account number is entered in the account field. <b>Display only.</b>

<b>Field Name</b>	<b>Title &amp; Description</b>	<b>Other information</b>
<b>Object</b>	<b>Financial Object Code</b> This field provides a specific classification identifier used in a particular financial transaction.	Four characters. Double-click on empty field for look-up screen. Double-click on filled-in field for more information about that object code. <b>Required.</b>
<b>Amount</b>	<b>Amount</b> This field provides the amount of the transaction referenced on an individual line of the "From" or "To" zones.	Up to fifteen characters, plus two characters separated by a decimal point. Negative numbers are not allowed. <b>Required.</b>
<b>Total</b>	<b>Total</b> This field provides the total amount for the transactions listed within a zone.	Up to fifteen characters, plus two characters separated by a decimal point. Automatically generated based on individual amounts entered. <b>Display only.</b>

### Use of Object Codes

Below is the list of transfer object codes which may be used on the TF for non-Contract & Grant fund groups.

<u>Transfer Object Code</u>	<u>Type</u>	<u>Description</u>
1697	Income	Mandatory Transfer Principle/Interest: This object code will only be used by FMS & Budget Administration.
1698	Income	Mandatory Transfer Dedicated Student Fees: This object code will only be used by FMS & Budget Administration.
1699	Income	Transfer In (Non-Mandatory): This object code is used to record an increase in cash. The monthly statement of accounts will indicate the transaction as a transfer.
5197	Expense	Mandatory Transfer Principle/Interest: This object code will only be used by FMS & Budget Administration.
5198	Expense	Mandatory Transfer Dedicated Student Fees: This object code will only be used by FMS & Budget Administration.
5199	Expense	Transfer Out (Non-Mandatory): This object code is used to record an decrease in cash. The monthly statement of accounts will indicate the transaction as a transfer.

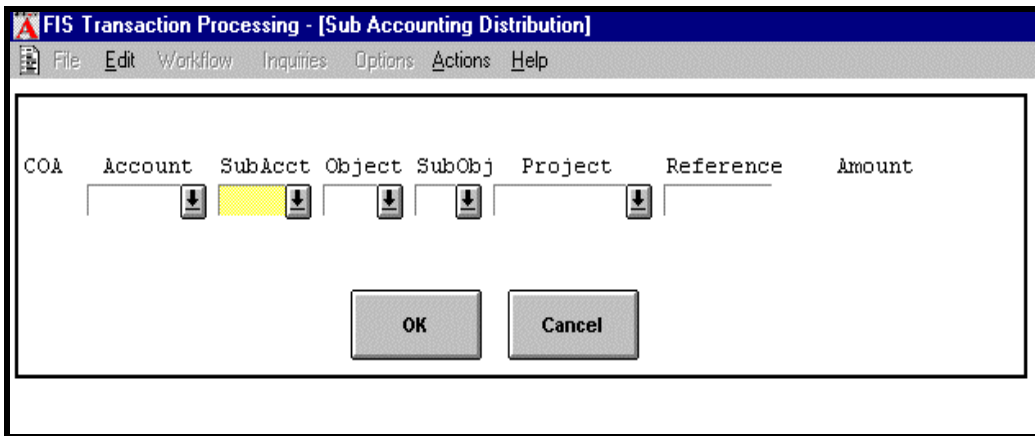
NOTES:

- You may use all income or expense object codes on the TF. However, if you do not want to use income or expense object codes and you want to keep a transaction as a separate transfer item, 1699 and 5199 object codes are always appropriate to use.
- Any object code used other than the ones shown above will be indicated on the Monthly Operating Detail transaction listing as an increase or decrease in income or expenditures.

**Sub Accounting Distribution Screen**



When transfers of cash for TF needs to be distributed to an existing sub account (or sub accounts), sub object codes, or projects associated with an account, placing the cursor on the accounting line you wish to distribute and then clicking on the “Sub Account” button will access the “Sub Accounting Distribution” window. Once sub accounting has been created for a TF account line, the box under the accounting line will be red and checked.



The fields for the “Sub Accounting Distribution” screen are as follows:

<b>Field Name</b>	<b>Title &amp; Description</b>	<b>Other information</b>
<b>COA</b>	<b>Financial COA Code</b> This code identifies the chart of accounts for an account. It is part of the primary key.	Two characters. This field is system retrieved when a valid account number is entered in the account field. <b>Display only.</b>
<b>Account</b>	<b>Account Number</b> The account number entered on the face of your document.	Seven alphanumeric characters. This field is system retrieved. <b>Display only.</b>

<b><u>Field Name</u></b>	<b><u>Title &amp; Description</u></b>	<b><u>Other information</u></b>
<b>Sub Account</b>	<b>Sub Account Number</b> This is an identifier specified by the account manager to further break down the distribution of income/expense. Reports to the account.	Five alphanumeric characters. Click on down arrow for a lookup screen. <b>Optional.</b>
<b>Object</b>	<b>Financial Object Code</b> The object code entered on the face of your document.	Four characters. This field is system retrieved. <b>Display only.</b>
<b>SubObj</b>	<b>Sub Object Code</b> This is an identifier for further breakdown of the object code. Reports to the object code.	Three alphanumeric characters. <b>Optional.</b>
<b>Project</b>	<b>Project</b> This field tracks individual projects or specific items across an account or several accounts, units or RCs.	Ten alphanumeric characters. <b>Optional.</b>
<b>Reference</b>	<b>Reference</b> This is an additional reference field for any further information that needs to be added to the document.	Eight characters. <b>Optional.</b>
<b>Amount</b>	<b>Amount</b> This field provides the amount of the transaction referenced on an individual line of the "From" or "To" zones.	Up to fifteen characters, plus two characters separated by a decimal point. Negative numbers are not allowed. <b>Required.</b>

## 6B. HOW IS IT USED (C&G FUND GROUPS)?

In the TP system, the TF looks like this:

**FIS Transaction Processing - [Transfer of Funds]**

File Edit Workflow Inquiries Options Actions Help

**Transfer of Funds**

Document #: 01-L06704996 Status: ?

Initiator: BWALSH

Created: 03/04/1996

Amount: 0.00

Description: [Yellow Highlighted]

**Departmental-Information**

Org Ref #: [ ]

Explanation: [ ]

**From**

Chart	Account	Object	Amount
<input type="checkbox"/>	[ ]	[ ]	[ ]

Insert Line Delete Line Total: 0.00

**To**

Chart	Account	Object	Amount
<input type="checkbox"/>	[ ]	[ ]	[ ]

Insert Line Delete Line Total: 0.00

OK CANCEL ROUTE BALANCE NOTES subAcct

The TF is composed of three zones:

### The Document Information Zone

File Edit Workflow Inquiries Options Actions Help

**Transfer of Funds**

Document #: 01-AM4188496 Status: ?

Initiator: DEAWRIGH

Created: 02/05/1996

Amount: 0.00

Description: [Yellow Highlighted]

**Departmental-Information**

Org Ref #: [ ]

Explanation: [ ]

This zone is composed of two sections. The information in the first half of the zone is similar to that of other TP. The information that goes in the “Departmental Information” section is used by the department for its own record keeping purposes and varies from document to document.

## The “From” Zone

From			
Chart	Account	Object	Amount
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Insert Line"/>		<input type="button" value="Delete Line"/>	
Total:			0.00

This zone automatically decreases the cash in the account and is displayed as a “transfer out.” Object code 5199 is recommended.

## “To” Zone

To			
Chart	Account	Object	Amount
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Insert Line"/>		<input type="button" value="Delete Line"/>	
Total:			0.00

This zone automatically increases the cash in the account and is displayed as a “transfer in.” Object code 1699 is recommended.

## Field Requirements

The following table provides a breakdown of field requirements specific to this document:

<b>Field Name</b>	<b>Title &amp; Description</b>	<b>Other information</b>
<b>Description</b>	<b>Description</b> This field requires the user to provide a brief description of the distribution of the transfer of funds. The description from this field will be printed on the monthly standard report.	Up to forty alphanumeric characters. <b>Required.</b>
<b>Org Ref #</b>	<b>Organization Reference Number</b> This field provides a reference number for the department or organization initiating the document.	Up to eight alphanumeric characters. <b>Optional.</b>

<b>Field Name</b>	<b>Title &amp; Description</b>	<b>Other information</b>
<b>Chart</b>	<b>Financial COA Code</b> This code identifies the chart of accounts for an account. It is part of the primary key.	Two characters. This field is automatically generated when a valid account number is entered in the account field. <b>Display only.</b>
<b>Account</b>	<b>Account Number</b> This number is an identifier for a pool of funds assigned to a specific university division, for a specific function.	Seven alphanumeric characters. Double-click on empty field for look-up screen. Double-click on filled-in field for more information about that account number. <b>Required.</b>
<b>Object</b>	<b>Financial Object Code</b> This field provides a specific classification identifier used in a particular financial transaction.	Four characters. Double-click on empty field for look-up screen. Double-click on filled-in field for more information about that object code. <b>Required.</b>
<b>Amount</b>	<b>Amount</b> This field provides the amount of the transaction referenced on an individual line of the "From" or "To" zones.	Up to fifteen characters, plus two characters separated by a decimal point. Negative numbers are not allowed. <b>Required.</b>
<b>Total</b>	<b>Total</b> This field provides the total amount for the transactions listed within a zone.	Up to fifteen characters, plus two characters separated by a decimal point. Automatically generated based on individual amounts entered. <b>Display only.</b>

### Use of Object Codes

Below is the list of transfer object codes which may be used on the TF for the C&G fund group.

<u>Transfer Object Code</u>	<u>Type</u>	<u>Description</u>
1699	Income	Transfer In (Non-Mandatory): This object code is used to record an increase in cash. The monthly operating statement will indicate the transaction as a transfer.
5199	Expense	Transfer Out (Non-Mandatory): This object code is used to record an decrease in cash. The monthly operating statement will indicate the transaction as a transfer.

## Sub Accounting Distribution Screen



When transfers of cash for TF needs to be distributed to an existing sub account (or sub accounts), sub object codes, or projects associated with an account, placing the cursor on the accounting line you wish to distribute and then clicking on the “Sub Account” button will access the “Sub Accounting Distribution” window. Once sub accounting has been created for a TF account line, the box under the accounting line will be red and checked.

The fields for the “Sub Accounting Distribution” screen are as follows:

<b>Field Name</b>	<b>Title &amp; Description</b>	<b>Other information</b>
<b>COA</b>	<b>Financial COA Code</b> This code identifies the chart of accounts for an account. It is part of the primary key.	Two characters. This field is system retrieved when a valid account number is entered in the account field. <b>Display only.</b>
<b>Account</b>	<b>Account Number</b> The account number entered on the face of your document.	Seven alphanumeric characters. This field is system retrieved. <b>Display only.</b>
<b>Sub Account</b>	<b>Sub Account Number</b> This is an identifier specified by the account manager to further break down the distribution of income/expense. Reports to the account.	Five alphanumeric characters. Click on down arrow for a lookup screen. <b>Optional.</b>

<b>Field Name</b>	<b>Title &amp; Description</b>	<b>Other information</b>
<b>SubObj</b>	<b>Sub Object Code</b> This is an identifier for further breakdown of the object code. Reports to the object code.	Three alphanumeric characters. <b>Optional.</b>
<b>Project</b>	<b>Project</b> This field tracks individual projects or specific items across an account or several accounts, units or RCs.	Ten alphanumeric characters. <b>Optional.</b>
<b>Reference</b>	<b>Reference</b> This is an additional reference field for any further information that needs to be added to the document.	Eight characters. <b>Optional.</b>
<b>Amount</b>	<b>Amount</b> This field provides the amount of the transaction referenced on an individual line of the "From" or "To" zones.	Up to fifteen characters, plus two characters separated by a decimal point. Negative numbers are not allowed. <b>Required.</b>

## 7. DOCUMENT RULES AND RESTRICTIONS

- The total of the **FROM** and **TO** zones must balance.
- Transfers of funds between clearing fund groups and university funds are prohibited.
- Transfers of funds between agency fund groups and university funds are prohibited.
- If the transfer object code in the **FROM** segment is a mandatory expense, the corresponding mandatory income transfer object code must be used within the **TO** segment. The amounts assigned to each side must balance (based on sub-object type).
- Object codes associated with an object consolidation of FDBL (Fund Balance), ASST (Asset), LIAB (Liability) are prohibited within this document.
- Object codes associated with an object type of ES (expense not expenditure) and IC (income not cash) are prohibited within this document. To make transactions involving these object types, use the Auxiliary Voucher.

## 8. EXAMPLES OF ITS USE

### Example 1: To transfer cash to cover expenses from a prior year

Situation	Steps	Results
A Real Estate account is transferring cash from one account to another to cover expenses paid in a prior year.	<p>“From” zone: enter account number, object code, and total amount to be transferred from the account.</p> <p>“To” zone: enter account number, object code, and total amount to which the expense will be transferred.</p>	Debit expense (decrease the cash of the account which covered the expense)/credit income (increase the cash of the account which incurred the expense).

**FIS Transaction Processing - [Transfer of Funds]**

File Edit Workflow Inquiries Options Actions Help

**Transfer of Funds** Departmental Information

Document #: 01-MV2646196 Status: A Org Ref #:

Initiator: MMCDONN

Created: 01/15/1996

Amount: 18,561.45

Description: Transfer Blanket Pur Explanation: Transfer

**From (decreases)**

Chart	Account	Object	Amount
1 UA	6015500	5199	18,561.45
<input type="checkbox"/>	AUXENT REAL OTHER RENTAL PROPERTIES	TRANSFER OUT	N

**To (increases)**

Chart	Account	Object	Amount
1 UA	6015400	1699	18,561.45
<input type="checkbox"/>	AUXENT REAL CENTRAL HOUSES AND RENTAL	TRANSFER IN	N

Buttons: Insert Line, Delete Line, Total: 18,561.45

Icons: OK, CANCEL, ROUTE, BALANCE, NOTES, SubAcct

### Results of transaction in General Ledger

Origin Code: 01 Document Nbr: MV2646196							
Seq #	Chart	Account	Obj	Bal Typ	Obj typ	Amount	DB/CR
1	UA	6015500	5199	AC	TE	18,561.45	D
2	UA	6015500	8000	AC	AS	18,561.45	C
3	UA	6015400	1699	AC	TI	18,561.45	C
4	UA	6015400	8000	AC	AS	18,561.45	D

### Explanation of the Results

The result of the above transaction is as follows:

- Line 1 represents the debit entry to expense.
- Line 3 represents the credit entry to income.

Lines 2 and 4 represent cash offsets and are automatically generated by the system. These take place “behind the scenes.”

**Example 2: To transfer cash from auxiliary accounts to a general fund account for administrative charges**

Situation	Steps	Results
Administrative charge from the university for its services are charged individually to each auxiliary account and the income is applied to a general fund account.	<p>“From” zone: Enter account number, object code (5002 – Administrative Cost Allowance), and amount of administrative charge for each auxiliary account number.</p> <p>“To” zone: Enter account number, object code (1200 – General Fund Service Revenue), and total amount of all auxiliary charges.</p>	Debits expense (decrease cash and increase the expense of auxiliary accounts for the administrative cost)/credits income (increases cash to the university general fund).

**FIS Transaction Processing - [Transfer of Funds]**

File Edit Workflow Inquiries Options Actions Help

<b>Transfer of Funds</b> Document #: 01-GG7216896    Status: P Initiator: BWALSH Created: 03/21/1996 Amount: 24,559.00 Description: Administrative charge		<b>Departmental-Information</b> Org Ref #: OCT 1995 Explanation: Administra	<input type="button" value="OK"/> <input type="button" value="CANCEL"/>
--	--	---	--

From (decreases)			
Chart	Account	Object	Amount
1 UA	6010181	5002	23,598.00
<input type="checkbox"/>	AUXENT ATHL ATHLETICS UNCLASSIFIED	ADM CST ALL	N
2 UA	6013001	5002	961.00
<input type="checkbox"/>	AUXENT GOLF GOLF COURSE ADMINISTRATIO	ADM CST ALL	N
Total:			24,559.00

To (increases)			
Chart	Account	Object	Amount
1 UA	1917002	1200	24,559.00
<input type="checkbox"/>	GENFND INCO ADMIN CHARGE AUXILIARY	GF SERV REV	N
Total:			24,559.00

Control buttons on the right: ROUTE, BALANCE, NOTES, SubAccl

### Results of transaction in General Ledger

Origin Code: 01 Document Nbr: GG7216896							
Seq #	Chart	Account	Obj	Bal Typ	Obj typ	Amount	DB/CR
1	UA	6010181	5002	AC	TE	23,598.00	D
2	UA	6010181	8000	AC	AS	23,598.00	C
3	UA	6013001	5002	AC	TE	961.00	D
4	UA	6013001	8000	AC	AS	961.00	C
5	UA	1917002	1200	AC	TI	24,559.00	C
6	UA	1917002	8000	AC	AS	24,559.00	D

### Explanation of the Results

The result of the above transaction is as follows:

- Line 1 represents a debit to expense.
- Line 3 represents a debit to expense.
- Line 5 represents a credit to income.

Lines 2, 4 and 6 represent cash offsets and are automatically generated by the system. These take place “behind the scenes.”

**Example 3: Non-Mandatory transfer of funds to renewal and replacement accounts for auxiliaries**

Situation	Steps	Results
Monthly transfer of funds from an auxiliary operating account to its related renewal and replacement account.	<p>“From” zone: Enter auxiliary account number, object code (5199* -- Transfer Out), and amount.</p> <p>“To” zone: Enter renewal and replacement account number, object code (1699* -- Transfer In), and amount.</p> <p>*You must use the generic object codes (5199 and 1699) for reporting purposes.</p>	Debits expense in the auxiliary account (decreasing the cash)/credits income in the corresponding renewal and replacement account (increasing the cash)

If you have more than two lines in either the “From” or “To” zones, a scroll bar will appear in the

The screenshot shows the 'FIS Transaction Processing - [Transfer of Funds]' window. It is divided into several sections:

- Transfer of Funds:** Document #: 01-JS7266296, Status: ?, Initiator: BWALSH, Created: 05/07/1996, Amount: 17,800.00, Description: Monthly Transfer to.
- Departmental Information:** Org Ref #: APR 1996, Explanation: Monthly.
- From:** A table with columns Chart, Account, Object, and Amount. It lists two lines:
 

Chart	Account	Object	Amount
1 BA	5040000	5199	5,000.00
AUXENT IMU INDIANA UNION			TRANSFER OUT
2 BA	6044003	5199	2,000.00
AUXENT IDS IDS-SUPPORT SERVICES			TRANSFER OUT
Total:			17,800.00
- To:** A table with columns Chart, Account, Object, and Amount. It lists two lines:
 

Chart	Account	Object	Amount
1 BA	9244001	1699	5,000.00
PFRR IMU INDIANA UNION BLDG REPAIR			TRANSFER IN
2 BA	9244700	1699	2,000.00
PFRR IDS IND DAILY STUDENT EQUIP R			TRANSFER IN
Total:			17,800.00

field, allowing you to view all of the lines. Also, you may place the cursor in the field and

choose the “Zoom” action from the action menu. This will bring up a window displaying up to ten transaction lines at a time, with a scroll bar if needed.

From				Amount
Chart	Account	Object		
1	BA	6040000	5199	5,000.00
	AUXENT	IMU	INDIANA UNION	TRANSFER OUT N
2	BA	6044003	5199	2,000.00
	AUXENT	IDS	IDS-SUPPORT SERVICES	TRANSFER OUT N
3	BA	6042501	5199	200.00
	AUXENT	FOOD	CAMPUS FOOD STORES-DRY GO	TRANSFER OUT N
4	BA	6042503	5199	100.00
	AUXENT	FOOD	CAMPUS FOOD STORES-ADMIN	TRANSFER OUT N
5	UA	6615500	5199	500.00
	AUXSER	CSTR	CENTRAL STORES INVENTORY	TRANSFER OUT N
6	UA	6617000	5199	10,000.00
	AUXSER	PRIN	PRINTING SERVICES	TRANSFER OUT N

### Explanation of the Results

The results of the above transaction are a debit entry to expense (Transfer Out) and a credit entry to income (Transfer In). Cash offsets are automatically generated by the system to the 8000 object code. To see a representation of the results of this type of transaction, see Example 5 results.

### Example 4: Interdepartmental sale of capital equipment

Situation	Steps	Results
<p>The School of Music sells a baby grand piano to the Auditorium for \$1,200.</p> <p>NOTE: This transaction transfers the funds only. To transfer the asset, use the "Asset Transfer" document in the FIS/CAMS.</p>	<p>No new capital asset is created; thus the department transferring the capital equipment can use either income or expense object codes. The department receiving the capital equipment should use an capital equipment expense object code (70xx).</p> <p>"From" zone: enter account number, object code, and total amount to be transferred from the Auditorium.</p> <p>"To" zone: enter account number, object code, and total amount to be transferred to the School of Music.</p>	<p>Debits Capital Equipment (decrease cash and increase capital equipment expense) for the Auditorium.</p> <p>Credits Other Income (increase cash) for the School of Music.</p> <hr/> <p>If an expense object code, such as 7000, is used in the "To" zone, the transaction would credit Capital Equipment (increase cash and decrease capital equipment expense) for the School of Music.</p>

**Transfer of Funds**

Document #: 01-ZQ7231496    Status: ?    Departmental-Information    Org Ref #: RUFUS3

Initiator: BWALSH

Created: 03/29/1996

Amount: 1,200.00

Description: Purchase piano from    Explanation: To

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**From (decreases)**

Chart	Account	Object	Amount
1 BA	6041400	7000	1,200.00
<input type="checkbox"/>	AUXENT AUTM AUDITORIUM	PRODUCTIONS	CAP EQUIP    N
<b>Total:</b>			<b>1,200.00</b>

Buttons: Insert Line, Delete Line

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**To (increases)**

Chart	Account	Object	Amount
1 BL	1042697	1800	1,200.00
<input type="checkbox"/>	GENFND MUS	SCH OF MUSIC - EQUIP	OTHR INC    N
<b>Total:</b>			<b>1,200.00</b>

Buttons: Insert Line, Delete Line

Navigation icons: OK, CANCEL, ROUTE, BALANCE, NOTES, SubAcct

### Results of transaction in General Ledger

Origin Code: 01 Document Nbr: ZQ7231496							
Seq #	Chart Account	Obj	Bal Typ	Obj typ	Amount	DB/CR	
1	BA 6041400	7000	AC	TE	1,200.00	D	
2	BA 6041400	8000	AC	AS	1,200.00	C	
3	BL 1042697	1800	AC	TI	1,200.00	C	
4	BL 1042697	8000	AC	AS	1,200.00	D	

### Explanation of the Results

The result of the above transaction is as follows:

- Line 1 represents a debit to Capital Equipment expense.
- Line 3 represents a credit to income.

Lines 2 and 4 represent cash offsets and are automatically generated by the system. These take place “behind the scenes.”

**Example 5: To transfer funds from one account to another when no reimbursement is expected**

Situation	Steps	Results
FMS supports a film festival that will focus on accounting documentaries. The organization setting up the festival is Film Studies.	<p>“From” zone: enter account number, object code, and total amount to be transferred from the FMS account.</p> <p>“To” zone: enter account number, object code, and total amount to be transferred to the Film Studies account.</p>	<p>Debits Transfer Out (decrease cash and increase expense) to FMS/ Credits Transfer In (increase cash and decrease expense) to Film Studies.</p> <hr/> <p>Moves funds from FMS account to Film Studies account</p>

**FIS Transaction Processing - [Transfer of Funds]**

File Edit Workflow Inquiries Options Actions Help

**Transfer of Funds**      **Departmental-Information**

Document #: 01-VK7231696      Status: ?      Org Ref #: RUFUS4

Initiator: BWALSH

Created: 03/29/1996

Amount: 500.00

Description: Sponsor Accounting F      Explanation: Co-sponsor

**From (decreases)**

Chart	Account	Object	Amount
1 UR	1912610	5199	500.00
<input type="checkbox"/>	GENFND FMOP FMS ADMINISTRATION		TRANSFER OUT N
<b>Total:</b>			<b>500.00</b>

**To (increases)**

Chart	Account	Object	Amount
1 BL	1023225	1699	500.00
<input type="checkbox"/>	GENFND FILM FILM STUDIES PROGRAM		TRANSFER IN N
<b>Total:</b>			<b>500.00</b>

Buttons: OK, CANCEL, ROUTE, BALANCE, NOTES, subAccl

**Results of transaction in General Ledger**

<b>Origin Code: 01 Document Nbr: VK7231696</b>							
<b>Seq #</b>	<b>Chart</b>	<b>Account</b>	<b>Obj</b>	<b>Bal Typ</b>	<b>Obj typ</b>	<b>Amount</b>	<b>DB/CR</b>
<b>1</b>	<b>UA</b>	<b>1912610</b>	<b>5199</b>	<b>AC</b>	<b>TE</b>	<b>500.00</b>	<b>D</b>
<b>2</b>	<b>UA</b>	<b>1912610</b>	<b>8000</b>	<b>AC</b>	<b>AS</b>	<b>500.00</b>	<b>C</b>
<b>3</b>	<b>BL</b>	<b>1023225</b>	<b>1699</b>	<b>AC</b>	<b>TI</b>	<b>500.00</b>	<b>C</b>
<b>4</b>	<b>BL</b>	<b>1023225</b>	<b>8000</b>	<b>AC</b>	<b>AS</b>	<b>500.00</b>	<b>D</b>

**Explanation of the Results**

The result of the above transaction is as follows:

- Line 1 represents a debit to expense.
- Line 3 represents a credit to income.

Lines 2 and 4 represent cash offsets and are automatically generated by the system. These take place “behind the scenes.”

### Example 6: Reimbursement of expenses

Situation	Steps	Results
<p>The School of Journalism is being reimbursed for expenses incurred to provide a reception/dinner for a review team.</p> <p>The goal of this transaction is for the expenses to be maintained in the School of Journalism account and for the school to be reimbursed with cash only.</p>	<p>“From” zone: enter account number, object code, and total amount to be transferred from the “Academic Prog Reviews” account.</p> <p>“To” zone: enter the account number, object code, and total amount to be transferred to the “IUPUI - Special Expenses” account.</p>	<p>Debit expense in Academic Prog Reviews account (decrease cash)/ Credit income in Special Expenses account (increase cash).</p> <p>Appropriate expense object codes may also be used.</p>

**FIS Transaction Processing - [Transfer of Funds]**

File Edit Workflow Inquiries Options Actions Help

Transfer of Funds		Departmental-Information	
Document #:	01-K07233696	Status:	?
Initiator:	BWALSH	Org Ref #:	TF
Created:	04/02/1996		
Amount:	487.98		
Description:	reimburs spec exp	Explanation:	Reception/

From (decreases)			
Chart	Account	Object	Amount
1 IN	2370130	5199	487.98
<input type="checkbox"/>	DOFDS ACAD ACADEMIC	PROG REVIEWS	TRANSFER OUT N
Total:			487.98

To (increases)			
Chart	Account	Object	Amount
1 IN	1270025	1699	487.98
<input type="checkbox"/>	GENFND EXEM IUPUI -	SPECIAL EXPENSES	TRANSFER IN N
Total:			487.98

Results of transaction in General Ledger

Origin Code: 01 Document Nbr: K07233696							
Seq #	Chart	Account	Obj	Bal Typ	Obj typ	Amount	DB/CR
1	IN	2370130	5199	AC	TE	487.98	D
2	IN	2370130	8000	AC	AS	487.98	C
3	IN	1270025	1699	AC	TI	487.98	C
4	IN	1270025	8000	AC	AS	487.98	D

Explanation of the Results

The result of the above transaction is as follows:

- Line 1 represents a debit to expense.
- Line 3 represents a credit to income.

Lines 2 and 4 represent cash offsets and are automatically generated by the system. These take place “behind the scenes.”

### Example 7: Using a TF for a C&G account

Situation	Steps	Results
An account has residual funds from a fixed price award that need to be moved to another non-C&G account.	<p>“From” zone: enter account number, object code (5199 is recommended), and total amount to be transferred from the account.</p> <p>“To” zone: enter the account number, object code (1699 is recommended), and total amount to be transferred to the account.</p>	<p>Decrease in cash/increase in cash.</p> <p>Transfers are displayed on operating statements.</p>

**FIS Transaction Processing - [Transfer of Funds]**

File Edit Workflow Inquiries Options Actions Help

Transfer of Funds		Departmental-Information	
Document #:	01-HU7266396	Status:	?
Initiator:	BWALSH		
Created:	05/08/1996		
Amount:	100.00		
Description:	Transfer residual fu	Org Ref #:	
		Explanation:	To close

From			
Chart	Account	Object	Amount
1 IN	4582559	5199	100.00
<input type="checkbox"/>	COMEA HEMO HEALTH RESEARCH-LEIBOWITZ	TRANSFER OUT	1
Total:			100.00

To			
Chart	Account	Object	Amount
1 IN	2382577	1699	100.00
<input type="checkbox"/>	DOFDS CARD CARDIOLOGY EP PROGRAM	TRANSFER IN	N
Total:			100.00

Buttons: OK, CANCEL, ROUTE, BALANCE, NOTES, Sub Accl

### Results of transaction in General Ledger

Origin Code: 01 Document Nbr: HU7266396							
Seq #	Chart	Account	Obj	Bal Typ	Obj typ	Amount	DB/CR
1	IN	4582559	5199	AC	TE	100.00	D
2	IN	4582559	8000	AC	AS	100.00	C
3	IN	2382577	1699	AC	TI	100.00	C
4	IN	2382577	8000	AC	AS	100.00	D

### Explanation of the Results

The result of the above transaction is as follows:

- Line 1 represents a debit to expense.
- Line 3 represents a credit to income.

Lines 2 and 4 represent cash offsets and are automatically generated by the system. These take place “behind the scenes.”

## 9. ROUTING/APPROVAL

Account managers or delegates for all **FROM** and **TO** accounting segments must approve the TF. Additional approvals may be established within the review hierarchy.

### **SECTION B: Additional Requirements**

The TF should be used to record the interdepartmental sale of capital equipment. The TF records the necessary financial transaction between the accounts involved, while it prevents the asset from being reflected twice in the Plant Fund (general ledger).

If you are using the Financial Data Retrieval System (FDRS) on the FMS Web pages to extract data about your accounts, you should be aware that the TF will automatically change the object type on the produced general ledger entries to TI (Transfer Income) if the original object code utilized was either an IN or CH code, or to a TE (Transfer Expense) if the original object code utilized was either an EX or EE. This will facilitate the inclusion or exclusion of this data in an easy manner, while still producing the offsetting cash entries, and allowing the academic units to reflect these entries as income and expense.

For C&G accounts, do not use the TF to record income or expenditures, or to move income or expenditures. Use the DI (Distribution of Income and Expense), GEC (General Error Correction), or IB (Internal Billing) document. Using the TF will result in “transfer out” and “transfer in” entries (and the resulting movement of cash) ONLY.

## TF CHAPTER SUMMARY

In this chapter you have learned that the TF:

- allows for the electronic transfer of funds (cash) between accounts.
- is composed of three zones: document header, “From” and “To” zones.
- has various restrictions and regulations governing its use.
- should not be corrected with the GEC document. You must use a new TF to correct a previous TF.
- should be used to record the interdepartmental sale of capital equipment.
- always decreases cash on the “From” side and increases cash on the “To” side of the transaction.

If you have specific questions about the TF that are not covered here, please contact the FMS help desk by calling 812/855-0375, or by e-mail at [FMSHELP@INDIANA.EDU](mailto:FMSHELP@INDIANA.EDU).