

Accounting Services Guide

Interdepartmental Transfers

Interdepartmental transfers have a similar look and feel to a journal entry, but there are some very specific rules that apply when the accounts designated for interdepartmental transfers are used. Having interdepartmental transfers processed accurately and in a timely manner is essential to ensuring the financial reports prepared for internal and external users are correct and reflect the most current financial position possible.

An Inter department charge/transfer form (Appendix A) is to be used to record:

- A financial transfer/cost recovery between departments
- Corrections or re-allocations between department(s)

Financial transfer/cost recovery between departments

The purpose of designating accounts for financial transfer/cost recover between departments is to ensure that the University does not duplicate revenues or expenses. The key rules when recording a financial transfer or cost recovery are:

- The department that is being charged (debited) must be the signor of the entry.
- The department that is being charged for the goods or services must Debit account 0-??-????-74197-???
- The department that is recovering costs from another department must Credit account 0-??-????-79240-???
- Anytime account 74197 (Internal Recovery) is used, there must be an equal offset in account 79240 (Internal Charge).
- Exceptions:
 - room rentals/events (debit account = 74196; credit account = 79246)
 - Internal research office (debit account = 0-10-2112-74210-000; credit account(s) 0-60-????-69600-000)

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Corrections or re-allocations between department(s)

- The department that is being Debited must be the signor of the entry
- You are expected to choose the most appropriate, logical account number/description when determining the account code
- If you are re-allocating an expense – the debit and credit accounts used both have to be expense accounts.
- If you are re-allocating a revenue – the debit and credit accounts used both have to be revenue accounts.

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Appendix A

Charge Month: _____ J/E #: _____
(Assigned by Financial Services)

**THE UNIVERSITY OF WINNIPEG
INTER DEPARTMENT CHARGE/TRANSFER**

To Financial Services:

Please record the under-noted charge/transfer to the departmental budget indicated:

DEPARTMENT NAME	ACCOUNT NAME	ACCOUNT NUMBER <small>X-XX-XXXX-XXXXX-XXX</small>	AMOUNT	
			DEBIT	CREDIT
TOTAL				

Particulars:

Prepared by: _____
Please Print

Authorization:
(by Dept. being charged) _____
Department Head (Please Print) Department Head (Signature)

Date: _____

NOTE: Please attach all supporting documentation.

Please submit the original form to Anita Theroux-Comeault, Financial Services and retain a photocopy of the form for your Department files.

Financial Services' Approval
Approved by _____
Date _____

Link: <http://www.uwinnipeg.ca/financial-services/docs/inter-dept-charge-trans-form.xls>