

Accounting Handbook

Interdepartmental Transfer (IDT)

1. Service Areas

Service areas of the University present log sheets to the Student Business Services (SBS) office for data entry to the accounting system. Depending on the particular amount of activity for your area this should be done on a weekly if not daily basis.

In order for charges to be entered and be reflected on the 90-91 for the current month the information must be received in the SBS office prior to month end closing. Usually this would mean the next working day after the last day of the month.

Entries received after month end will be included in the report for the following month.

2. Non-service areas

Non-service areas of the University should send a memo to General Accounting describing the required transfer. These memos should include the following information:

- Account number to be charged
- Account number to be credited
- Amount
- Subcodes
- Reference numbers
- Purpose or justification