05.800-9 Account Code Definitions: Operating Ledger Transfers

Office: **Business Services**
Procedure Contact: **Director of Business Services**
Related Policy or Policies: Noted within procedure statement

Revision History

Revision Number:	Change:	Date:
001	Update content and format	2-17-2017

A. Purpose

This procedure sets forth the Account Codes to be used when recording Operating Ledger "Transfers" within the Banner Finance module.

SOU seeks to ensure that the policies and procedures related to purchasing and accounts payable are documented, communicated, clearly understood, and consistently applied.

B. Definitions

- Account Code: One of the seven FOPAL elements used when posting financial transactions into the Banner Finance System. The Account Code records the type of revenue, expense, asset, liability, control account, or fund balance (owner's equity)

C. Procedures

Code	Title	Description
91000	Transfers In	Roll-up code to summarize all Transfers-In. All Transfers-in must be offset by a corresponding Transfer-out (see 92xxx)
91001	Tfr In- w/in FTYP Lvl 2 (not FT 11)	To record transfers-in within the same fund type level 2 (excluding those associated with Budgeted operations funds within FT11). This code should be offset by an equal amount in account 92001.
91005	Tfr In- between FTYP Lvl 2 (not FT11)	To record transfers-in within an institution from another Fund Type Level 2 (excluding transfers from Budgeted Operations FT11). This code should be offset by an equal amount in account 92005.
91250	Tfr In- w/in FT11 Budgeted Ops	To record transfer-in between two funds that both fall within Budgeted Operations funds (Fund Type 11). This code should be offset by an equal amount in account 92250.
91255	Tfr In- from FT11 Budgeted Ops	To record transfers originating from Budgeted Operations FT11, and going to a fund that resides outside of Budgeted Operations. This code should not be used in FT11. This code should be offset by an equal amount in account 92255.
91501	Tfr In- for Cost Sharing	To record transfers in to "dedicated" cost sharing funds within fund type 11 (Budgeted Operations). Transfers out for cost sharing generally occur in FT11 funds, but occasionally occur from other fund types such as Auxiliary Enterprise funds (FT2xx). Should not be used with funding sources that are "restricted" by an outside party. Restricted funds should be accounted for in the 4xxxxx Restricted Fund groups (Gifts/Grants). This code should be offset by an equal amount in code 92501.
92000	Transfers Out	Roll-up code to summarize all Transfers-Out. All Transfers-out must be offset by a corresponding Transfer-in (see 91xxx)
92001	Tfr Out- w/in FTYP Lvl 2 (not FT 11)	To record transfers-out within the same fund type level 2 (excluding those associated with Budgeted operations funds within FT11). This code should be offset by an equal amount in account 91001.
92005	Tfr Out- between FTYP Lvl 2 (not FT11)	To record transfers-out within an institution from another Fund Type Level 2 (excluding transfers from Budgeted Operations FT11). This code should be offset by an equal amount in account 91005.

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92250	Tfr Out- w/in FT11 Budgeted Ops	To record transfer-out between two funds that both fall within Budgeted Operations funds (Fund Type 11). This code should be offset by an equal amount in account 91250.
92255	Tfr Out- from FT11 Budgeted Ops	To record transfers out of Budgeted Operations FT11, and going to a fund that resides outside of Budgeted Operations. This code should be offset by an equal amount in account 91255.
92501	Tfr Out- to Cost Sharing Funds	To record transfers out to dedicated cost sharing funds within fund type 11 (Budgeted Operations). Transfers out for cost sharing generally occur in FT11 funds, but occasionally occur from other fund types such as Auxiliary Enterprise funds (FT2xx). Should not be used with funding sources that are restricted by an outside party. Restricted funds should be accounted for in the 4xxxxx Restricted Fund groups (Gifts/Grants). This code should be offset by an equal amount in code 91501.

This procedure may be revised at any time without notice. All revisions supersede prior procedures and are effective immediately upon approval.

D. Appendix

N/A