



# Transfer Object Code Choice

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Definitions

## Scope

All Indiana University transfer of funds documents must make use of the appropriate object codes.

## Business Practice Statement

A transfer will be budgeted during budget construction when there is either ongoing allotment support or one-time funding. When budgeting or processing a transfer of funds the user will need to determine if the transfer will be an allotment or general transfer of funds.

## Reason for Business Practice

Previously users intermixed the object codes designed to represent an allotment or transfer of funds. Selection of the appropriate object code enhances budget transparency and provides a better picture of the flow of funds.

## Procedure to Address

Transfer of Funds: If the transfer is to be allocated to a specific cause or item, the object code selection should be 9977 for the transfer out and 9918 for the transfer in.

If the intent of the transfer is to provide funds for general use, the object code selection should be 9900 for the transfer out and 9915 for the transfer in.

## Definitions

Transfer of Funds: A transfer of funds is used to record movement of cash between accounts and is not to be used for billings for goods and services. The transfer of funds document requires the use of 99XX object codes for the revenue and expenditure lines.

## Example of Budgets for Transfer of Funds

- A. Movement of funds between fund groups to record receipt of funds into one and disbursement of funds out of another.
- B. Movement of funds between non-general fund accounts, within the same fund group, to record receipt of funds into one and disbursement of funds out of another.
- C. Movement of funds across charts to record receipt of funds into one and disbursement of funds out of another.