

# INTERDEPARTMENTAL TRANSFER Form Instructions

Use of this form is optional if you are entering data directly into the application

## PURPOSE OF THE FORM

A journal entry is an accounting transaction consisting of a group of journal entry lines (a batch) that debit and credit General Ledger account numbers. The total dollar amount of debits for the batch must equal the total dollar amount of credits.

The Inter-Departmental Transfer form is used by an Internal Service Provider, or any other University entity, that sells or provides goods or services to other departments within the University. NOTE: The offset to this entry should be always be to a recovery expenditure type, generally 510001.

1. Complete a separate form for each batch. Be sure to enter all required data for each batch and line entry.
  - Use multiple forms for batches containing more than a few lines
2. At the bottom of each form enter the preparer's name, email address, and phone number.
3. Obtain the dated signature of the department authorizer.
4. Submit the completed form to the data entry point designated for your area.

Address questions regarding Journal Entries to [GA.GL@YALE.EDU](mailto:GA.GL@YALE.EDU).

Journal Entries are covered in Procedure 1305 PR.1, Preparing Journal Entries. (forthcoming)

FORM AREA	REQUIRED INFORMATION:
<b>BATCH NAME:</b>	<ul style="list-style-type: none"> <li>▪ The batch name is made up of four elements, strung together to create a unique record locator number. Enter in the appropriate boxes:                             <ul style="list-style-type: none"> <li>▪ <b>Organization ID:</b> 6-digit organization number of the organization responsible for batch being created.</li> <li>▪ <b>Source Name:</b> 6 characters, always starting with "MAN", followed by preparer's three initials.                                     <ul style="list-style-type: none"> <li>▪ If a third initial is not applicable, enter the preparer's two initials and a third letter of choice.</li> </ul> </li> <li>▪ <b>DD-MMM-YYYY:</b> 11 characters, including hyphens. Batch Date, entered in the standard system format.                                     <ul style="list-style-type: none"> <li>▪ Use the current date - example: 24-FEB-1999</li> </ul> </li> <li>▪ <b>Sequence #:</b> 4 numeric digits. Used to differentiate from other journal entries submitted on the same date. User-defined number to identify a batch.                                     <ul style="list-style-type: none"> <li>▪ Typically, use "0001" for the first batch entered/prepared, and increase the number by one for each additional batch entered. (The 10<sup>th</sup> batch would then be, "0010")</li> <li>▪ Department may create its own numbering convention for the sequence number.</li> </ul> </li> </ul> </li> <li>▪ Batch Name example: 537004-MANASP-24-FEB-1999-2065</li> </ul>
<b>TOTAL DEBIT AMOUNT:</b>	<ul style="list-style-type: none"> <li>▪ Total dollar amount of the debits entered on the detail lines. - Must equal total credit amount.</li> </ul>
<b>TOTAL CREDIT AMOUNT:</b>	<ul style="list-style-type: none"> <li>▪ Total dollar amount of the credits entered on the detail lines. - Must equal total debit amount.</li> </ul>
<b>JOURNAL CATEGORY:</b>	<ul style="list-style-type: none"> <li>▪ The Journal Category for the Journal Entry being submitted.</li> </ul>
<b>JOURNAL SUBCATEGORY:</b>	<ul style="list-style-type: none"> <li>▪ The Journal Subcategory for the Journal Entry being submitted.</li> </ul>
<b>GENERAL DESCRIPTION:</b>	<ul style="list-style-type: none"> <li>▪ Provide a brief description of the journal entry being created, and any notes or special circumstances that are relevant to the transaction(s).</li> </ul>
<b>LINE DETAIL:</b>	FOR ONLINE DATA ENTRY ALWAYS USE BALANCING SEGMENT "02"
<b>PTAEO:</b>	<ul style="list-style-type: none"> <li>▪ Enter the distribution code being debited or credited.</li> <li>▪ Project / Task / Award / Expenditure Type / Organization OR See VIP Section below.</li> </ul>
<b>LINE DESCRIPTION:</b>	<ul style="list-style-type: none"> <li>▪ 240 character maximum. User defined specific description of the debit or credit for this line detail.</li> <li>▪ A portion of the line description will appear in monthly transaction statements, and should include enough information to clearly identify the transaction</li> </ul>
<b>DEBIT AMOUNT:</b> OR <b>CREDIT AMOUNT:</b>	<ul style="list-style-type: none"> <li>▪ Enter the debit dollar amount of the transaction - Leave credit dollar amount blank</li> <li>▪ Enter the credit dollar amount of the transaction - Leave debit dollar amount blank</li> </ul>
<b>TRANSACTION DATE:</b>	<ul style="list-style-type: none"> <li>▪ 11 characters - must be written in standard system format of DD-MMM-YYYY.</li> <li>▪ Initial date that the goods or services were provided                             <ul style="list-style-type: none"> <li>▪ Must be the same or prior to the accounting date.</li> </ul> </li> </ul>
<b>INTERNAL ORDER NUMBER:</b>	<ul style="list-style-type: none"> <li>▪ 20 Character maximum - Enter the number assigned by the provider for tracking the order.</li> </ul>
<b>VIP NUMBER:</b>	<ul style="list-style-type: none"> <li>▪ 10 Digits - Enter the alias for an individual distribution code. -- Example: VIP1234567.</li> <li>▪ Required if PTAEO is not entered with the line detail entry.</li> </ul>
<b>PROVIDER NAME:</b>	<ul style="list-style-type: none"> <li>▪ 25 Character maximum - Enter the name of the department that provided the goods or services</li> </ul>
<b>NAME OF PERSON ORDERING:</b>	<ul style="list-style-type: none"> <li>▪ 40 Character maximum - Enter the name of the person, organization and phone number of individual that requested the goods or services.</li> </ul>
<b>YALE ID:</b>	<ul style="list-style-type: none"> <li>▪ Reserved for future Yale ID #. Must be left blank, and a {TAB} entered.</li> </ul>
<b>BILL NUMBER</b>	<ul style="list-style-type: none"> <li>▪ 20 Character maximum - Enter the number assigned by the provider for tracking the bill</li> </ul>
<b>BILL LINE NUMBER</b>	<ul style="list-style-type: none"> <li>▪ 20 Character maximum - Enter further breakdown of the bill number to provide added specificity</li> </ul>
<b>USER DEFINED:</b>	<ul style="list-style-type: none"> <li>▪ 60 Character maximum - Optional user defined descriptive field</li> </ul>