Summary:
The University receives contributions which are restricted-as-to-use by the donor/resource provider. Contributions are received either in direct support of the University's faculty or departments or indirectly with the University acting as intermediary helping donors make contributions to other entities or individuals (Agency transactions). These transactions are accounted for under the Temporarily Restricted (TR) or Agency funding sources (FS) schematic. TR funds can be accounted for utilizing General Ledger (GL) or Grants Management (GM). Many of these funds have similar or like purposes and transfers by and between funding sources is appropriate. The type of transfer determines the accounting treatment. .

Purpose:
Document the appropriate process to record GL journal entries that transfer resources between TR & Agency funds *with like purposes* within and outside Divisions, Orgs and Entities:
- **Procedure I** outlines the process for UNIVERSITY funds accounted for in GL,
- **Procedure II** outlines the process for UNIVERSITY funds accounted for in GM,
- **Procedure III** outlines the process for AGENCY funds accounted for in GL.

NOTE: This process addresses funding of similar purpose donations (NOT deficits) arising from expense distribution errors. All expenses recorded against individual TR FS must be in alignment with the donor's restriction on the fund. If expenditures/transactions are processed in error against a TR fund, the transactions must be corrected at the source via the respective redistribution process. This procedure is not meant to, and should not be utilized to, transfer or fund expenditures which were not properly allocated to the correct Division/Org.

Procedure I - Transfer between GL Funding Sources (FS)

1. Use the table below and first determine if you are using a GL or GM FS. If GL, determine if you are using a University or Agency FS. **If GM, skip to Procedure II. If Agency, skip to Procedure III**.

Type	FS Description	FS Range
GL	Endowed Department Operations	100005-109999
	Endowed Professorships, Scholarships & Fellowships	140005-159999
	Restricted Department Operations & Awards	200005-219999
	Restricted Professorships, Scholarships & Fellowships	240005-299989
GM	GM Endowed Department Operations	100000
	GM Endowed Faculty Discretionary	140000
	GM Restricted Department Operations	200000
	GM Faculty Discretionary from Contributions	240000
Agency	Agency	900000-910000

2. Determine the amount of funding required to be transferred between TR account strings. Running a Detail report by FS will give a concise view of funding positions. A fund in a deficit position cannot act as a "resource provider" to a recipient TR FS.

3. Once the amounts and impacted funds have been identified, account activity should be reviewed to ensure that all charges are in accordance with the donor designated purpose. For any inappropriate charges, complete redistribution forms to move the transactions. (NOTE: this type of review should be completed at least quarterly, as costs should be

prepared and submitted as soon as the need for the transfer is identified, but under most circumstances, not later than 90 days from the original transaction date per the University's Cost Transfer Policy for Sponsored Programs which is applied here due to the nature of the funding. See http://www.cmu.edu/policies/documents/CostTrans.html.)

4. Using the identified amounts and the source of funding, complete the journal entry using Object Code (OC) 72100 for transfer within the same division and OC 72200 for transfers between divisions and Journal Category **"FUNDING"** following the outline below. Both the debit and credit of the JE are to be recorded to the same object code (72100 or 72200). This transaction will appear as revenue to the receiving Division and a reduction of revenue (contra-revenue) to the resource provider.

Segment	DR account	CR account	Comment
OC	72xxx	72xxx	72100 – within division 72200 – outside division
FS	TR FS #	TR FS #	DR is to the resource provider and CR is to the resource recipient.
FNC	000	000	Must be the same for both sides of entry
ACT	XXX	XXX	User choice – DR and CR activity codes do not need to match
ORG	XXXXXX	XXXXXX	Match with OC 72100, user choice for with OC 72200
ENT	XX	XX	Match with OC 72100, user choice for with OC 72200. **Cannot use Entity 95 – See Procedure III.**

5. After the entry is entered, you must Reserve Funds, Approve, and Post the entry. While this journal category does not require automated journal approval, divisional approval hierarchy should be followed and documented.

Procedure II - Transfer between GM FS 100000, 140000, 200000, or 240000

1. Determine the amount of funding required to be transferred between TR account strings. Running a query of funding and expenses by PTA will give a concise view of the available balance or Ending Net Assets. (Reference queries available in Data Warehouse in College&Department\Grants Accounting\Award Related Queries). A fund in a deficit position cannot act as a "resource provider" to the recipient TR FS.

2. Once the amounts and impacted funds have been identified, account activity should be reviewed to ensure that all charges are in accordance with the donor designated purpose. For any inappropriate charges, complete redistribution forms to move the transactions. (NOTE: this type of review should be completed at least quarterly, as costs should be prepared and submitted as soon as the need for the transfer is identified, but under most circumstances, not later than 90 days from the original transaction date per the University's Cost Transfer Policy for Sponsored Programs which is applied here due to the nature of the funding. See http://www.cmu.edu/policies/documents/CostTrans.html.)

3. Using the identified amounts and the source of funding complete the journal entry using Object Code (OC) 72100 for transfer within the same division and OC 72200 for transfers between divisions following Procedure 1, Step 4 outlined above.

4. For a one-to-one PTA transfer between funding sources enter the Journal Name and Description as USERID followed by the to/from PTA transfer string. (*Example: JSMITH TSF FROM PTA 1234.1.5xxxxxx TO 4321.1.5xxxxxx).* Enter the Journal Category of **"FUNDING PTA"** . Both the debit and credit of the JE are to be recorded to the same object code (72100 or 72200). This transaction will appear as revenue to the receiving Division and a reduction of revenue (contra-revenue) to the resource provider.

5. For one-to-many PTA transfers between funding sources a separate journal must be entered for each PTA following the procedure in Step 4. Alternatively, each PTA can be recorded on the same journal provided the JE Line Description of each row carries the to/from PTA string. In this case the Journal Name would address only the FS transfer values (*Example: JSMITH TSF FROM FS 200000 to 240000).* Journals that do not discretely provide this information will be rejected. The journal entry will initiate the GM funding process handled by Financial Reporting division. Campus will no longer be required to request funding needs in addition to posting the journal.

6. After the entry is keyed, you must Reserve Funds and Approve the entry. This journal category requires journal approval and will be sent through workflow to the respective journal approver in accordance with existing approval protocols.

7. Once approved you will receive email notification that the journal has been approved. As the originator, you must return to Oracle and Post the entry.

8. A corresponding funding entry will be generated by the Financial Reporting department.

Procedure III - Agency FS 9xxxxx Transfers

1. Determine the amount of funding required to be transferred between TR account strings. Running a detail activity report by GL or PTA string will give a concise view of available funding positions. A fund in a deficit position cannot act as a "resource provider" to the recipient FS.

2. Once the amounts and impacted funds have been identified, account activity should be reviewed to ensure that all charges are in accordance with the donor designated purpose. For any inappropriate charges, complete redistribution forms to move the transactions. (NOTE: this type of review should be completed at least quarterly, as costs should be prepared and submitted as soon as the need for the transfer is identified, but under most circumstances, not later than 90 days from the original transaction date per the University's Cost Transfer Policy for Sponsored Programs which is applied here due to the nature of the funding. See http://www.cmu.edu/policies/documents/CostTrans.html.)

3. Using the identified amounts and the source of funding complete the journal entry using:
    (a) Object Code (OC) 72100 for transfer within the same division of Entity 95 and OC
    72200 for transfers between divisions of Entity 95 and Journal Category **"AGENCY
    FUNDING"** following the outline below.; or (b) Object Code 85802 for transfers between a
    University Entity and Entity 95. In either case both the debit and credit of the JE are to be
    recorded to the same object code (72100, 72200, or 85802). The 72xxx transaction will
    appear as revenue to the receiving division and a reduction of revenue (contra-revenue)
    to the resource provider. The 85802 transaction will appear as an expense reduction to
    the receiving division and an expense charge to the resource provider.

*Note: OC 72xxx cannot be used when transferring between Entity 95 and other University
entities.*

Segment	DR account	CR account	Comment
OC	72100 72200 85802	72100 72200 85802	Within division/entity 95 Outside division/within entity 95 Between Entity 95 & University
FS	9xxxxx xxxxxx	9xxxxx xxxxxx	With 72x00 With 85802 – one FS must be "9" -DR is to the resource provider and -CR is to the resource recipient.
FNC	xxx	xxx	Must be the same for both sides of entry. Must be 630 when using 85802.
ACT	XXX	XXX	User choice – DR and CR activity codes do not need to match
ORG	XXXXXX	XXXXXX	User choice.
ENT	95 xx	95 xx	Use with 72x00 Use with 85802 – one must be "95"

4. After the entry is entered, you must Reserve Funds , Approve , and Post the entry. While
    this journal category does not require automated journal approval, divisional approval
    hierarchy should be followed and documented.