THE UNIVERSITY OF TEXAS AT DALLAS
Office of Budget and Finance

Accounting & Financial Reporting
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Inter-Departmental Transfer (IDT) Procedure

Purpose

An IDT is an auditable general ledger journal transaction that enables authorized users to transfer qualified revenues or expenditures from one cost center to another. This procedure is designed to facilitate uniform completion and processing of Intra/Inter Departmental Transfers.

An IDT **CANNOT** be used:

- To transfer budget (contact Budget and Resource Planning via email *budget@utdallas.edu*)
- To transfer fund balances (contact Accounting and Financial Reporting via email *journals@utdallas.edu*)
- To transfer salaries, benefits, wage, or related encumbrances (contact Budget and Resource Planning via email *budget@utdallas.edu*)
- To transfer non-wage related encumbrances (contact Procurement at via email *purchasing@utdallas.edu*)
- To transfer gift revenue (contact Development and Alumni Relations via email *gifts@utdallas.edu*)
- To transfer balance sheet related items (contact Accounting and Financial Reporting via email *journals@utdallas.edu*)
- To transfer expenses among more than two cost centers. This is to prevent possible skipping of cost center approvers (contact Accounting and Financial Reporting via email *IDT@utdallas.edu*)
- To transfer prior year's revenues or expenditures (contact Accounting and Financial Reporting, Melody.Monjazeb@utdallas.edu)

An IDT should NOT be used for repetitive activities such as Service Center billing. Service Center billing should be completed through spreadsheet journal entries. For more information regarding spreadsheet journal entries, contact Accounting and Financial Reporting via email *journals@utdallas.edu* .

Procedure:

Long Description: This section is used to explain the reason for an IDT. Enough detail of the transaction must be provided in the description so that someone not in either the charged or credited departments will be able to understand the transaction without calling for an explanation.

Documentation: When transferring revenues or expenditures from one cost center to another, documentation such as copies of monthly reports or transaction details are required attachments. Other acceptable forms of documentation, such as emails, memos or invoices may also be attached to the IDT. Highlight the revenue and/or expenditure transaction on the attached documentation. If partial amounts are being transferred, write those amounts on the attachment.

Available Budget: Make sure there is sufficient budget in the cost center and budgetary account receiving the transfer.

Account Number: Be sure to use the correct revenue or expenditure account. Refer to The Office of Budget and Finance Resources page for most updated Account Listing. When transferring existing revenues or expenditures, use the same account recorded in the original transaction and ensure this has been posted to the ledger before attempting to transfer it.

Approvals: All IDTs require the cost center manager's approval. If your department is being charged, the cost center manager should review and approve the debit line(s). If your department is being credited, the cost center manager should review and approve the credit line(s).

Exceptions

1. **Contracts and Grants:**
   - Make sure that expenditures transferred to a grant are allowable, incurred in support of the work covered and funded by the grant during the performance period.
   - Do not move expenditures from one grant to another for the sole purpose of correcting an overrun.
   - Do not move departmental expenditures to contracts or grants. The department should absorb these expenditures.
   - An erroneous transaction must be corrected within 45 days for most Sponsored Programs. Corrections made after 45 days have passed may be disallowed and may not be recoverable from the sponsor(s). If corrections are needed after 45 days past the end date, contact the Office of Post Award Management via email *OPM@utdallas.edu* .

2. **Gifts and Endowments:**
   - Revenues and expenditures recorded to Gift cost centers are restricted for a specific purpose and/or a specific department or school.
   - All transactions processed by IDT must be in compliance with the donor's intent and restrictions as stipulated in the Gift or Endowment Agreement.

- If you have questions regarding the terms of the Agreement, contact Development and Alumni Relations at 972-883-2295 or via email *gifts@utdallas.edu* .

3. **State Funds:**

    - Make sure that expenditures transferred to a State funded cost centers are allowable and incurred in the current fiscal year.
    - Do not move expenditures from one State funded cost center to another for the sole purpose of correcting an overrun.
    - Original invoices/documentation must be attached.
    - Deadline for IDTs on State funded cost centers are generally set for mid-August.

4. **Plant Funds:**

    - Make sure that expenditure transferred to a Plant funded cost centers are allowable.
    - Do not move expenditures from one Plant funded cost center to another for the sole purpose of correcting an overrun.

For questions and further assistance please contact Accounting and Financial Reporting at
IDT@utdallas.edu .