

**ACCOUNTING GUIDELINES**  
**INTERNAL TRANSFERS**

Interfund Transfer	Transfers to or from an Endowment fund's Capital, Stabilization, or Spending accounts
	Lump sum transfers with no specific expenses associated with the transfer and/or there is a compelling reason why expenses should be recognized in the other fund
	Transfer of prior year carryforward balances due to DeptID changes or to close an inactive or dormant PG
	Research-related transfers regardless of amount for new project budgets as determined by ORS or UILO
	Cost recovery arrangements where expenses have been incurred by the receiving department in a previous year and the use of an expense transfer will result in a negative expense account balance
	Transfers combining residual monies in research or specific purpose PGs where appropriate to do so and subject to donor approval
Revenue Transfers	Transfers of externally restricted contributions initially recognized in a Specific Purpose or other donation holding PG and then transferred to the designated activity
	Transfer of current year revenue balances due to DeptID changes or to close an inactive PG
	Correction of revenue account coding errors
Expense Transfers	Salary transfers relating to a specific person and a specific pay period where the appointment form reflecting a change in earnings distribution was not processed prior to the effective date of the change
	Transfer of current year expense balances due to DeptID changes or to close an inactive PG
	Cost recovery arrangements between two or more PGs where administrative expenses are all initially recognized in one PG but support is provided to two or more activities which may or may not be within the same fund
	Research-related transfers where the use of interfund transfer account codes are prohibited
	Internal or unrestricted contributions where expenses have been incurred by the receiving department in the current year
	Full or partial recovery of actual expenses incurred where the charging department or unit is not normally engaged in providing such services
	Reimbursements from third parties for expenses incurred on their behalf, e.g. travel expenses, photocopying charges
	Correction of expense account coding errors
Internal Charges or Billing	Revenues generated by ancillary units from the sale of goods and/or services to University departments
	Internal buy and sell transactions where the charging department or unit is normally engaged in the activity of providing such services with a profit component or on a direct cost recovery basis
	Contributions or funding received from an Agency (Z) fund – not included for elimination
Funding Transfers	Transfer of funding allocation from one GPO PG to another GPO PG, for either the current fiscal year only or on a recurring basis, or both; this transfer has no impact on the ACTUALS ledger

