

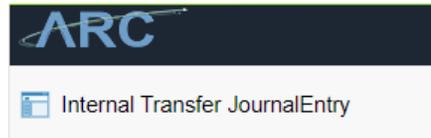
Special care must be taken when creating internal transfers between business units (BU). Internal transfers between BUs are typically required for transactions such as moving funds between projects, sharing expenses, or charging out and recovering costs for recharge centers. These transfers can be generated by both central units or by individual departments by using the matched pair concept.

In order to record internal transfers between business units, it is necessary to know if the BUs on the transaction are consolidated or non-consolidated, or if the initiating unit is an auxiliary enterprise. Knowing this will enable you to choose the appropriate transaction type below, allowing you to select the correct matched pair accounts for recording the transaction.

Example 1 - Transactions between Two Consolidated Business Units

In this example, we will create an ITF transaction to transfer a fund balance using a 7-series internal transfer matched pair between two consolidated business units: CUHCI is transferring funds to COLUM

1. In ARC, navigate to the **Journals** tile and then select **Internal Transfer JournalEntry** (for Internal Transfers) or **Create/Update Journal Entries** (for General Journals).



Or,

For Internal Transfers, **NavBar > Columbia Specific > General Ledger > Internal Transfer Journal Entry.**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Business Unit: [COLUM] Journal ID: [begins with] Journal Date: []

Document Sequence Number: [begins with] Line Business Unit: []

Journal Header Status: [] Budget Checking Header Status: []

Source: [ONL] Entered By: [ez2248] Attachment Exist: []

Case Sensitive

Search Clear Basic Search Save Search Criteria

3. Click the **Add a New Value** tab. The CU Journal Internal Transfers screen will appear and will be pre-populated with BU, Journal ID (NEXT) and Journal Date. Since this transfer is from CUHCI, enter CUHCI under Business Unit.

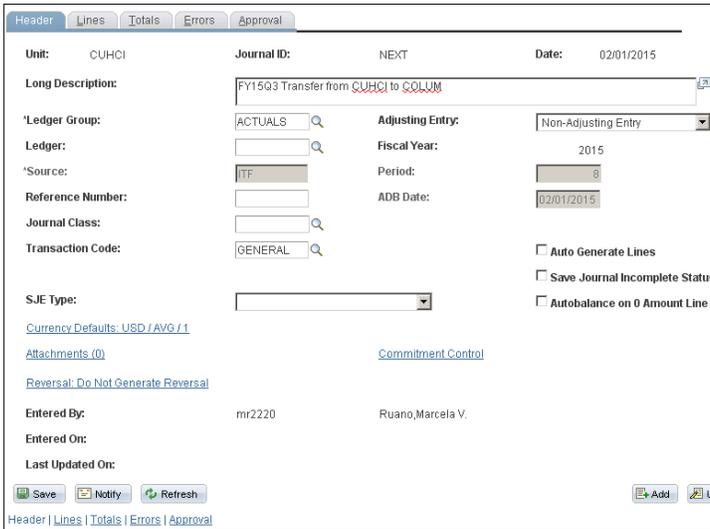
Find an Existing Value Add a New Value

Business Unit: [CUHCI] Journal ID: [NEXT] Journal Date: [02/01/2015]

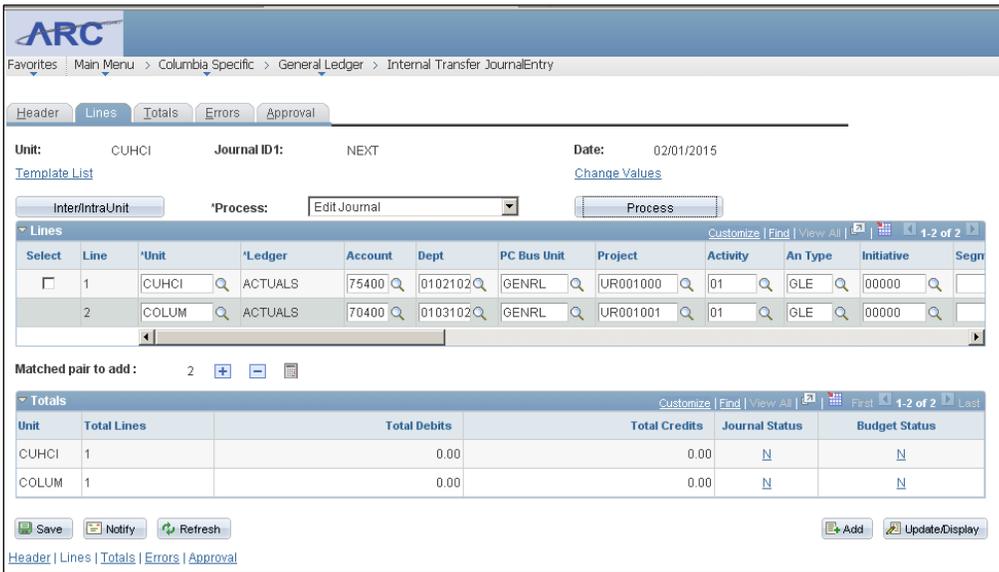
Add

3. Click **Add**.

4. Under the Header tab, enter a Long Description.



5. Click the Lines tab.



Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
CUHCI	1	0.00	0.00	N	N
COLUM	1	0.00	0.00	N	N

5. Enter the corresponding ChartStrings. Note that once you enter the first match pair account, the second line for the accompanying match pair will auto-populate. Be sure to populate the Journal Line Description with the reason for your entry
6. Complete the transaction by processing the Edit Journal step and submit for approval.

Example 2 - Transactions between a Consolidated and a Non-consolidated Business Unit

The first example below on rows 1 and 2 demonstrates a consolidated business unit charging for services to a non-consolidated business unit as follows: Dr. AGENC 64498 and Cr. COLUM 46270

The second example below on rows 3 and 4 shows a consolidated business unit charging supplies to a non-consolidated business unit as follows: Dr. AGENC 61898 and Cr. NJDOC 46261

The third example below on rows 5 and 6 shows supply charges between two non-consolidated business units as follows: Dr. AMERI 61898 and Cr. KRAFT 46261

Template List Change Values

Inter/IntraUnit *Process: Edit Journal Process

Select	Line	*Unit	*Ledger	Account	Dept	PC Bus Unit	Project	Activity	An Type	Initiative
<input type="checkbox"/>	1	AGENC	ACTUALS	64498	0102102	GENRL	AG001000	01		00000
	2	COLUM	ACTUALS	46269	0102102	GENRL	UR001000	01		00000
<input type="checkbox"/>	3	AGENC	ACTUALS	61898	0102102	GENRL	AG001000	01		00000
	4	NJDOC	ACTUALS	46261	0102102	GENRL	UR001000	01		00000
<input type="checkbox"/>	5	AMERI	ACTUALS	61898	0102102	GENRL	UR001000	01		00000
	6	KRAFT	ACTUALS	46261	0102102	GENRL	UR001000	01		00000

Matched pair to add: 2 + -

Example 3 - When the Initiating Unit is an Auxiliary Enterprise

(i.e. Housing, Dining, Health Services, UEM, Faculty House, Faculty Club, etc.) Faculty House is an authorized auxiliary. They charge for an event for KRAFT (non-consolidated business unit) and recover in COLUM (consolidated business unit) using there standard matched pair accounts.

Favorites Main Menu > Columbia Specific > General Ledger > Internal Transfer JournalEntry

Header Lines Totals Errors Approval

Unit: COLUM Journal ID1: NEXT Date: 02/01/2015

Template List Change Values

Inter/IntraUnit *Process: Edit Journal Process

Select	Line	*Unit	*Ledger	Account	Dept	PC Bus Unit	Project	Activity	An Type	Initiative	Segn
<input type="checkbox"/>	1	KRAFT	ACTUALS	64340	1628102	GENRL	UR003666	01	GLE	00000	
	2	COLUM	ACTUALS	45260	0102102	GENRL	UR001000	01	GLD	00000	

Matched pair to add: 2 + -

Getting Help

Please contact the Finance Service Center

<http://finance.columbia.edu/content/finance-service-center>

You can log an incident or request a service via Service Now

<https://columbia.service-now.com>