TOWSON UNIVERSITY™

Interdepartmental Requests

Administration & Finance Division
Financial Systems & Technology

Contents

Interdepartmental Requests

GENERAL INFORMATION

When to use Interdepartmental Requests

Interdepartmental requests are used to move expenses or revenues between departments when:

- Crossing between two sub-divisions
- Co-sponsoring an event
- Utilizing equipment that belongs to another department
- The department can use the requests to bill other on-campus departments for goods and/or services

When NOT to use Interdepartmental Requests

Interdepartmental requests are not to be used for Budget/Appropriation Transfers, move expenses or revenues within the same department, or for charges that belong to non-campus departments. In addition, avoid submitting Interdepartmental requests for future events or services; wait until the event takes place or the service is provided before submitting the request.

How to Submit Interdepartmental Requests

Interdepartmental requests are submitted as online journals via spreadsheet upload. Information on spreadsheet journal import instructions can be found on the Financial Systems & Technology website.

NOTE:
In order to submit journals via spread sheet upload, users need to have access to PeopleSoft Financials.

1. An authorized signer from the department **originating** the request (normally seeking credit) emails an authorized signer from the department **receiving** the request (normally being charged) in order to:
   - Review the charges and credits
   - Establish which PeopleSoft speed type (i.e. department, grant) and account needs to be used
   - Obtain approval

2. The department **originating** the request creates and submits the journal via spreadsheet upload and ensures the following information is included:
   - Journal Posting Date
   - Journal source must be INT (Interdepartmental)
   - Journal Header Description stating original date and Specific Detailed Description of item or service
   - PeopleSoft speed type, five-digit department or seven-digit grant, for each campus department being credited or charged
   - The appropriate six-digit PeopleSoft account number for each campus department being credited or charged
     NOTE:
     - Ensure the PeopleSoft account correctly represents your credit or debit request, for the list of accounts, see section Locating Appropriate Expenditure Accounts
     - Use the same account if requesting a credit to offset a previous charge
     - Avoid expense-to-revenue requests:
       If a credit is listing an expense account, the debit must also list an expense account; similarly, If a credit lists a revenue account, the debit must also list a revenue account
   - Amount for each item or service being credited or charged

- The initiative value for each transaction being credited or charged, if applicable
- A description for each transaction being credited or charged

3. The department **originating** the request sends the email approval to the PeopleSoft Financials Team at psteam@towson.edu along with the supporting documentation and notification that the journal was uploaded. So the email can be easily identified, use the wording "Interdepartmental Request" in the subject section.
4. Include supporting documentation relevant to the request being submitted and attach to the email being sent to psteam@towson.edu. The documentation should include, as applicable:
   - A copy of the DAT report to show where the transactions currently reside (except for departments billing for goods or services)
   - Previous emails detailing the charges
   - Spreadsheets
   - Scanned copies
   - Print screens

Locating Appropriate Expenditure Accounts

Expenditure accounts are divided in groups which can be used to break down each type of expenditure into the appropriate category within your Department's budget. Keep in mind that departments are not allowed to debit or credit a payroll account number (501XXX or 502XXX) when using interdepartmental requests. Please contact the Payroll office for payroll reallocation requests. For Expenditure Account Categories use the link Listing of PeopleSoft Accounts.

Examples of Interdepartmental Requests

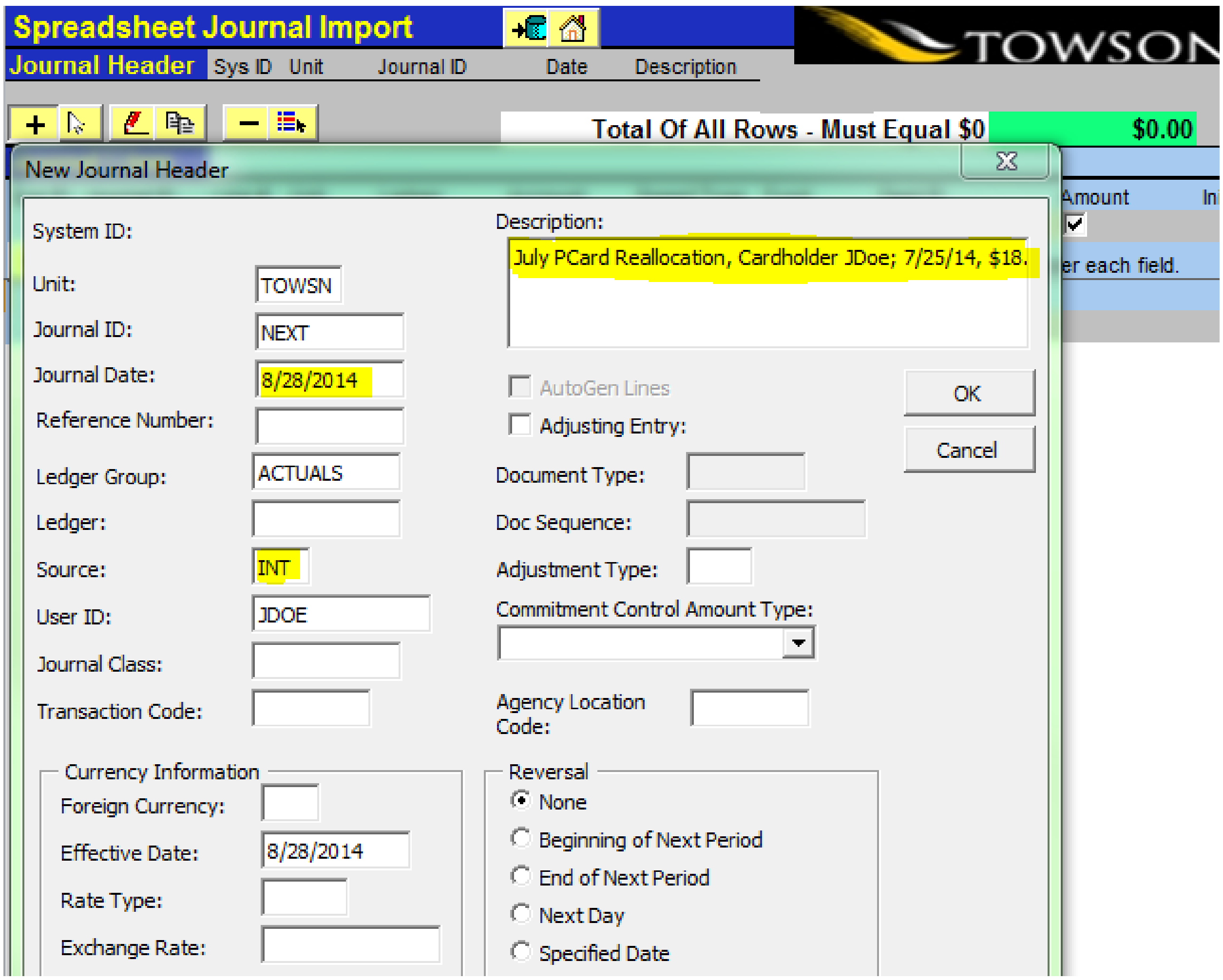
There are three examples of how to submit interdepartmental requests: Procurement Card Reallocations for Closed Periods, Providing Service for another department, and Requesting Reimbursement from the Provost Office. These are the three most common types of requests that come through Financial Services. This documentation offers guidance on how to submit these requests.

If you have additional questions about how to submit interdepartmental requests or authorized signers for a department, email the PeopleSoft Financials Team in Financial Systems & Technology at psteam@towson.edu or call 410-704-2188.

PROCUREMENT CARD REALLOCATIONS FOR CLOSED PERIODS

1. Email an authorized signer for the department to be charged (reallocated to) to review the request, determine speed types (5-digit department or 7-digit grant) and accounts to be debited, and obtain approval for the Procurement Card reallocation
2. Generate and submit an online journal using Spreadsheet journal import; see Journal Header sample Fig. 1 and Journal Lines sample Fig. 2 for a partial reallocation
   a. The journal Header section should contain:
      - Journal Posting Date
      - Journal source must be INT (Interdepartmental)
      - Journal Header Description should include the Procurement Card period, card holder name, and transaction date

Fig. 1



   b. For the **department being credited,** the Journal Lines section should match the original 5-digit department or 7-digit grant and accounts listed on the DAT report; the amount should either offset the same amount listed on the report or a documented partial credit. Use the fields Initiative, Reference, and Description as needed; these fields will be listed in PeopleSoft reports and queries as additional information on each transaction. If the original charges included an initiative value, it must be included with the credit. Keep in mind that the Reference field only transfers the first 10 characters and the Description field the first 30 characters; additional characters will be truncated.

Fig. 2

Journal Lines

Sys ID	Journal ID	Line #	Unit	Ledger	Account	Speed Type	Fund	Dept ID	Amount	Initiative	Project	Reference	Description
			☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
+ − +... −...			Select fields to copy from a previous line by marking the checkboxes under each field.										
1107	0000085894	1	TOWSN	ACTUALS	609505	15740			1,130.00			S HOUSTOI	tablet/cover for grant-F
1107	0000085894	2	TOWSN	ACTUALS	609505	12830			(1,130.00)			PCD008531(	MICRO CENTER-TOWS

Sample DAT report

TU Revenue & Expense Transactions

12830 *Computer Info Science*

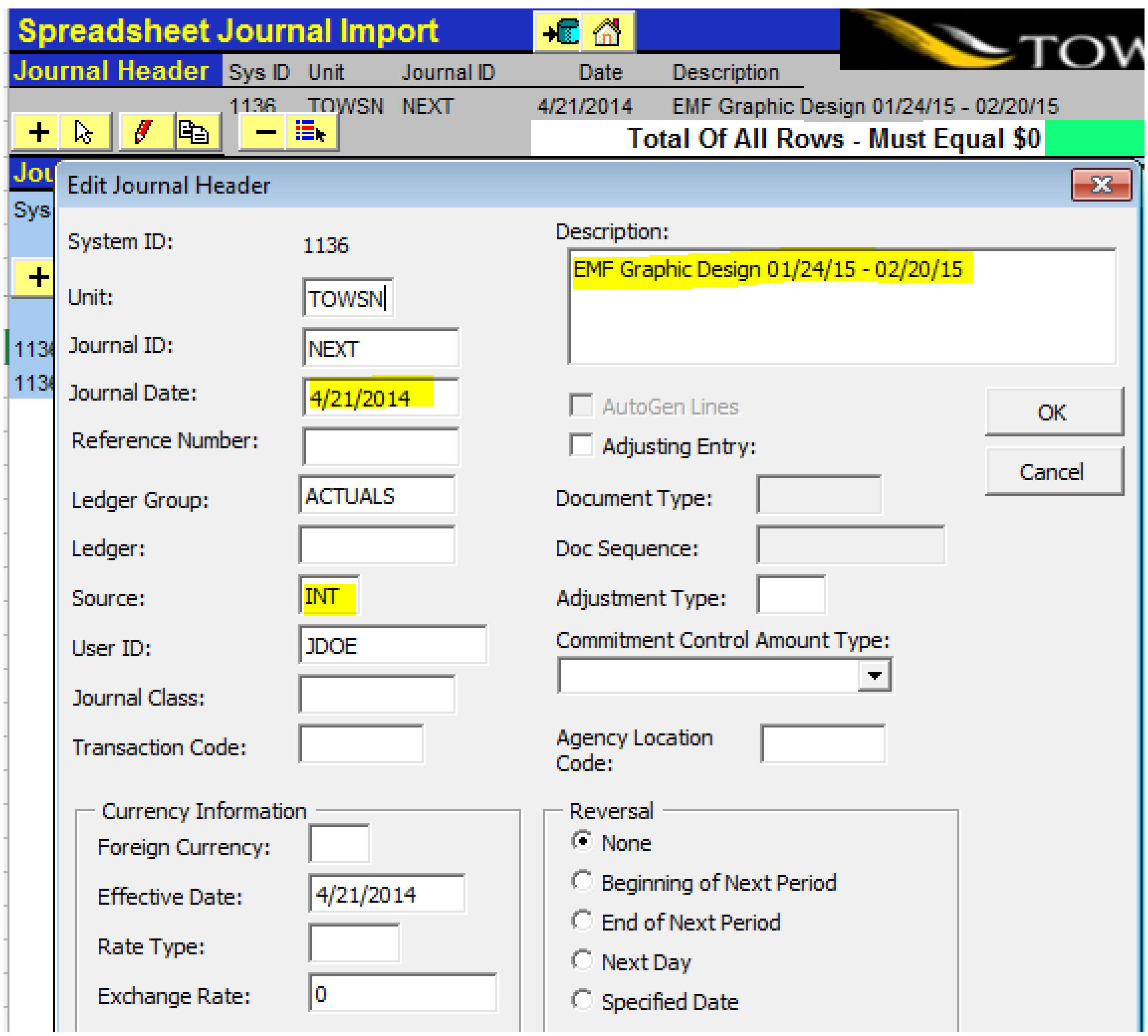
Year	Dept	Account	Account Descr	Date	Period	Source	Amount	Ref / Invoice #	Name	Journal ID
2015	12830	609505	Academic Software	2014-08-25	2	PCD	70.95	45004221	MICRO CENTER-TOWSON E	PCD0085316
2015	12830	609505	Academic Software	2014-08-25	2	PCD	1,423.73	45004227	MICRO CENTER-TOWSON E	PCD0085316

3. Import journal to PeopleSoft Financials and send email notification to the PeopleSoft Financials Team at psteam@towson.edu. Attach the email confirming the approval of charges and a copy of the DAT report listing the original transactions; use the wording “Interdepartmental Request” in the subject section so the email can be easily identified.

PROVIDING SERVICE FOR ANOTHER DEPARTMENT

1. Email an authorized signer for the department to be charged for the service or supplies in order to review the request, determine speed types (5-digit department or 7-digit grant) and accounts to be debited, and obtain approval
2. Generate and submit an online journal using Spreadsheet journal import; see Journal Header sample Fig. 1 and Journal Lines sample Fig. 2
    a. The journal Header section should contain:
        - Journal Posting Date or date of the event
        - Journal source must be INT (Interdepartmental)
        - Journal Header Description should include detailed description of Items (i.e. equipment or supplies used) or Services provided. For events held on campus, list the name of the event and list all services performed or equipment or supplies provided

Fig. 1



    b. The Journal Lines section should list the 5-digit department or 7-digit grant and accounts to be credited and debited. Credit the department that provided the service, equipment, or supplies. Use an account number that matches the services provided. The amounts should match amounts listed in the supporting documentation such as invoices or receipts or previous emails stating the amounts. Use the fields Initiative, Reference, and Description as needed; these fields will be listed in PeopleSoft reports and queries as additional information on each transaction. Keep in mind that the Reference field only transfers the first 10 characters and the Description field the first 30 characters; additional characters will be truncated.

Some of the recommendations for account usage include:

- 608009, Bookbinding Photographic

For portraits taken by the campus photographers

- 608224, Other Services

For departments providing <u>on-campus</u> technical support, stage management services, or key-note speakers for events that takes place on campus

- 608223, Outside Services Other

For departments providing <u>off-campus</u> technical support (technician is not a TU employee), stage management services (stage manager is not a TU employee), or key-note speakers (not TU employees) for an event on campus

- 609012, Housekeeping supplies

For departments charging for housekeeping supplies (i.e. brooms, mops) that cannot be replaced

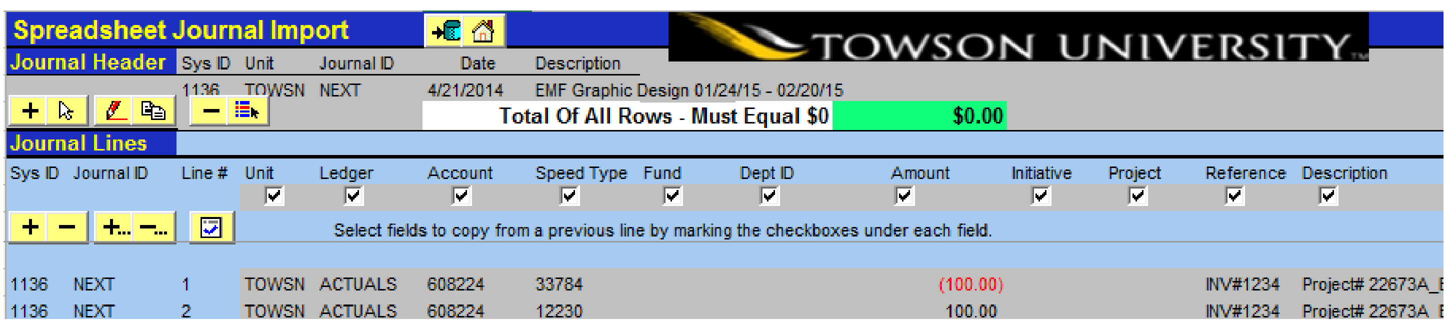
- 609009, Building Household Supplies

For departments charging for cleaning supplies (i.e. Windex, cleaning supplies)

- 609021, Instructional, Vocational, Audiovisual supplies

For departments that provided audio-visual equipment or supplies

Fig. 2

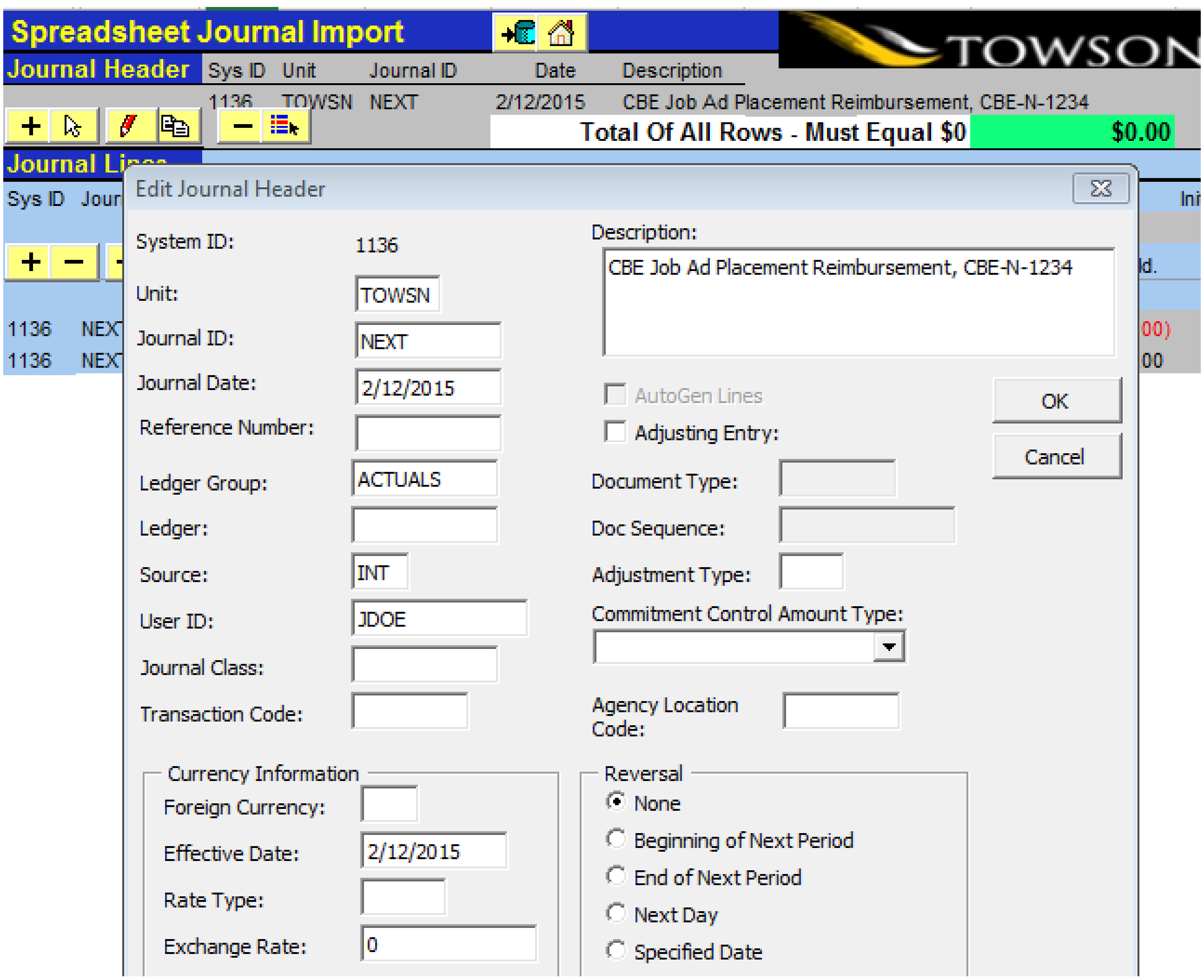


3. Import journal to PeopleSoft Financials and send email notification to the PeopleSoft Financials Team at <u>psteam@towson.edu.</u> Include the email approving the charges and any relevant supporting documentation such as invoices, flyers, and lists of supplies or equipment. Use the wording “Interdepartmental Request” in the subject section so the email can be easily identified.

REQUESTING REIMBURSEMENT FROM THE PROVOST OFFICE

1. Email an authorized signer for the Provost's Budget Office (PBO) to review the request, determine speed types (5-digit department or 7-digit grant) and accounts to be debited, and obtain approval for reimbursement for faculty search employment ads
2. Generate and submit an online journal using Spreadsheet journal import; see Journal Header sample Fig. 1 and Journal Lines sample Fig. 2
    a. The journal Header section should contain:
        a. Journal Posting Date
        b. Journal source must be INT (Interdepartmental)
        c. Journal Header Description should include relevant information such as name of department seeking reimbursement, and advertisement details such as company, title, and date. If you used a Procurement Card to purchase the advertisement, provide the name of the card holder, the date of the transaction, the original amount of the transaction, and the vendor

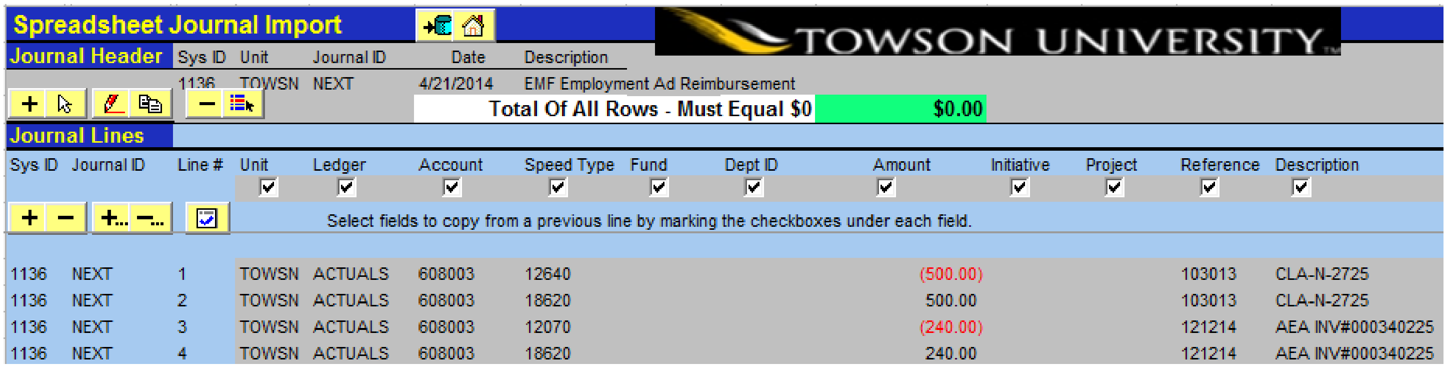
Fig. 1



    b. The Journal Lines section should list the 5-digit department or 7-digit grant and accounts to be credited and debited as well as the amount allowed by the PBO. Credit the department seeking reimbursement and debit the department provided by the PBO. For the **department**

being credited, the Journal Lines section should match the original 5-digit department or 7-digit grant and accounts listed on the DAT report; the amount should either offset the same amount listed on the report or the amount allowed by the PBO. Use the fields Initiative, Reference, and Description as needed; these fields will be listed in PeopleSoft reports and queries as additional information on each transaction. If the original charges included an initiative value, it must be included with the credit. Keep in mind that the Reference field only transfers the first 10 characters and the Description field the first 30 characters; additional characters will be truncated

Fig. 2


Spreadsheet Journal Import

Journal Header

Sys ID	Unit	Journal ID	Date	Description
1136	TOWSN	NEXT	4/21/2014	EMF Employment Ad Reimbursement

Total Of All Rows - Must Equal $0: $0.00

Journal Lines

Select fields to copy from a previous line by marking the checkboxes under each field.

Sys ID	Journal ID	Line #	Unit	Ledger	Account	Speed Type	Fund	Dept ID	Amount	Initiative	Project	Reference	Description
1136	NEXT	1	TOWSN	ACTUALS	608003	12640			(500.00)			103013	CLA-N-2725
1136	NEXT	2	TOWSN	ACTUALS	608003	18620			500.00			103013	CLA-N-2725
1136	NEXT	3	TOWSN	ACTUALS	608003	12070			(240.00)			121214	AEA INV#000340225
1136	NEXT	4	TOWSN	ACTUALS	608003	18620			240.00			121214	AEA INV#000340225

NOTE:
The recommended account to use for faculty employment ads is 608003, Advertise Faculty Staff Recruitment. If a Procurement Card was used to purchase the advertisement, the expense needs to be reallocated from the Procurement Card default account to account 608003. If the reallocation is not done, use the account listed on the nVision DAT report.

3. Import journal to PeopleSoft Financials and send email notification to the PeopleSoft Financials Team at psteam@towson.edu. Include the email from PBO approving the charges, a copy of the DAT report listing the original transactions, and any relevant supporting documentation such as invoices. Use the wording "Interdepartmental Request" in the subject section so the email can be easily identified

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