

DEARBORN ADMINISTRATIVE GUIDE

Section: Business and Financial Services
Subject: Expense Transfers
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Expenses can be transferred from one chartcom to another by use of a:

- Journal Entry
- Service Unit Billing
- Expense Transfers/Rebills
- Grant Transfers

Journal Entry

For goods or services provided only infrequently, or to make any statement corrections, transfers of expense should be made by Journal Entry. To request such an entry, a [Journal Entry Request](#) form or a memo explaining the nature of the transfer should be sent to the Financial Services Office. You should provide the following information:

1. Chartfields to be debited and/or credited
2. Reason for the transfer
3. Document Reference Numbers (CP, TV, etc.) if you are transferring a charge previously incorrectly recorded. (A highlighted statement will suffice).
4. Amounts
5. [Journal Entry Request](#) must be signed by an authorized signer on the debited account.

[Journal Entry Request](#) forms are also linked to the Financial Services Forms [website](#).

Service Unit Billing

The Service Unit Billing is an automated Transfer Voucher system used by authorized service units. Only pre-approved users may utilize the Service Unit Billing system. When Service Unit Billing charges appear on a Statement of Activity, a computer printout detailing the charges serves as back-up support.

Questions and concerns about these charges should be directed to the unit responsible.

DEARBORN ADMINISTRATIVE GUIDE

To inquire about becoming an authorized service unit, please contact Noel Hornbacher at 3-5410.

Expense Transfers/Rebills

Questions on expense transfers and re-billings should be directed to Noel Hornbacher at 593-5410.

Retroactive Transfer of Charges on Grants

Questions related to charges being transferred to external grants may be directed to Drew Buchanan at 593-5468.

See [SPG 501.3](#) for more detailed information