Quick Guide for Coding Transfers in I/3

Governmental funds *(GAAP fund types A, B, C, D, & E)*

To provide for consistent recognition and reporting in I/3, the following coding should be used for all billings/transactions between governmental funds:

Governmental Fund Transfers (Both sides of transaction are governmental funds)

Revenue Class (3-digit)	Revenue Source (4-digit)	Expenditure Class (3-digit)	Expenditure Object (4 digit)
232 - Governmental Fund Type Transfers – Attorney General	0302 - Attorney General Billings	432 - Governmental Fund Type Transfers - Attorney General Services	3902 - Payments to Attorney General
233 - Governmental Fund Type Transfers - Auditor of State	0303 - Auditor of State Billings	433 - Governmental Fund Type Transfers - Auditor of State Services	3903 - Payments to Auditor of State
234 - Governmental Fund Type Transfers - Other Agencies	0304 - Other Agency Billings	434 - Governmental Fund Type Transfers - Other Agencies Services	3904 - Payments to Other Agencies
234 - Governmental Fund Type Transfers - Other Agencies	0305 - Dept Indirect Cost Recovery	434 - Governmental Fund Type Transfers - Other Agencies Services	3905 - Dept Indirect Costs
204 - Intra-State Transfers	0301- Intra State Transfers	407 - Intra-State Transfers	3901 - Intra-State Transfers

Event type either IN04 (between funds) or IN06 (within fund)

The Indirect Cost coding (0305/3905) is to be used when a department has a cost allocation plan to distribute costs and those costs need to be separately identified*. (Please contact the GAAP team before first using the Indirect Cost coding).* The Intra State Transfers coding (0301/3901) is still available, however, it is intended that it be used only to record such activity as the movement of General Fund appropriations to other funds and the pass-through of federal grants from one fund to another.

It is essential to note that ***transfers in must equal transfers out***. Both sides of a transaction between funds in I/3 must be coded as a transfer.

Non-Governmental funds

Payments for sales and purchases of goods and services provided by one fund (typically an enterprise or internal service fund) to another fund are properly recorded as revenues and expenditures/expenses.

When one or both sides of an inter-departmental billing/transaction are an enterprise, internal service or fiduciary fund type, revenue and expense I/3 coding should be used. For example:

Non-Governmental Fund Transfers (One or both sides of transaction are not governmental funds)

Revenue Class (3-digit)	Revenue Source (4-digit)	Expenditure Class (3-digit)	Expenditure Object (4 digit)
205 - Intra-State Reimbursements	0285 - Reimbursements from Other State Agencies	411 - Attorney General Reimbursement	2502 - Attorney General Reimbursement
205 - Intra-State Reimbursements	0285 - Reimbursements from Other State Agencies	412 - Auditor of State Reimbursement	2503 - Auditor of State Reimbursement

Event type either IN09 (between funds) or IN99 (within fund)