

Charge/Credit Procedures

Charge/credits are to be used to transfer expenses from one project id to another project id within Central Washington University. In general, charge/credits should be used to transfer revenues and expenses between funds. There are some general rules to follow when initiating a charge/credit transaction:

1. Back-up documentation must accompany the charge/credit form in order for the form to be processed. Department personnel may use a copy of their respective Project ID Balance Report indicating the expense, OR a copy of a query indicating the expense (may use this query – CWGL_JRNL_PROJID_FY_PER_B)
2. Charge/credits should not affect cash.
3. Charge/credits should be used for actual expenses – no budget/encumbrance items should be affected.
4. Salary and benefit expenses should not be transferred using a charge/credit. Please contact the payroll accountant to transfer salaries and benefits.
5. Fixed asset purchase account should not be used on a charge/credit (account 54005).
6. Suspense accounts should not be used on a charge/credit form (account codes 1690X).
7. Charge/credits should not be used to correct prior mistakes.
8. Revenues or expenses from one fund should not be transferred to another fund that does not allow for those same revenue or expense transactions. Example - Project id's in fund 001 should not contain any revenue activity.
9. Charge/credits affecting the following funds must be approved by the appropriate office or department:
 - Foundation (000) – Foundation Accountant, MS 7508
 - State Appropriated funds (001, 148) – State Accountant, MS 7469
 - Grant and Contract charges (145) – Grant Accountant, MS 7469
 - Internal Service Funds (4XX) – Facilities Management Accountant, MS 7523
 - Enterprise Funds (5XX) – Enterprise Accountant, MS 7469
10. All signed charge/credit forms ready to be finalized should be routed to the Fiscal Technician in the general accounting office, MS 7469, except for charge credit forms that affect a 5XX fund. Any charge/credit that affects a 5XX fund should be routed to enterprise accounting, MS 7469.
11. Please note that all signatures will be verified against the signature authority list.
12. Please see following for additional and more specific charge/credit procedures.

Account Codes to be used

Expense Accounts:

531XX – 537XX Goods and Services

538XX – 539XX Travel

5401X – 544XX Equipment

Transfer Accounts:

- 54730 Transfer Goods and Services
- 54740 Transfer Travel
- 54750 Transfer Equipment

If a transfer code is used as either a debit or credit on the charge/credit form, the same code must be used in the other category also. Example – if account 54740 is the debit account, it must also be the credit account and vice versa.

Revenue Accounts:

All 4XXXXX accounts

The following matrix describes the transactions between funds and how to handle the account coding.

Charging Fund	Crediting Fund	Debit Account	Credit Account
001 ,057 ,063, 148, 252, 253	001 ,057 ,063, 148, 252, 253	54730-54750*	54730-54750*
4XX, 5XX, 000	4XX, 5XX, 000 (between funds)	53XXX-54XXX	4XXXX
4XX, 5XX, 000	4XX, 5XX, 000 (within same fund)	53XXX-54XXX 54730-54750*	53XXX-54XXX 54730-54750*
4XX, 5XX, 000	001 ,057 ,063, 148, 252, 253	53XXX-54XXX	53XXX-54XXX
001 ,057 ,063, 148, 252, 253	4XX, 5XX, 000	53XXX-54XXX	4XXXX

*same account code must be used for debit and credit.

If you have any questions about charge/credits, please contact Carol Hill, Fiscal Technician in the general accounting office, 963-2395.

**CENTRAL WASHINGTON UNIVERSITY
ACCOUNTING OFFICE
Financial Management System (FMS)
CHARGE CREDIT INVOICE**



Originating Department Contact: Phone: MS:

DEPARTMENT _____ **Header Ref** _____

(Receiving Goods/Services) _____ (Accounting Only)

DATE _____ **Line Ref #** _____

_____ (For Department)

CHARGE/DEBIT	Department Description	Account				Operating Unit/Loc	Amount
	Optional (If you know the Chart Field combination)	Account	Fund	Budget Period	Speedkey		
							\$

AUTHORIZED SIGNATURE _____ **TOTAL Charge** \$ _____

CREDIT	Department Description	Account				Operating Unit/Loc	Amount
	Optional (If you know the Chart Field combination)	Account	Fund	Budget Period	Speedkey		
							\$

AUTHORIZED SIGNATURE _____ **TOTAL Credit** \$ _____

DESCRIPTION

USE FOR:

- > Goods and Services provided by one department/project to another department/project
- > Goods and Services originally expensed in one department/project for another department/project

Route to Accounting – Mail Stop 7469

NOT TO BE USED FOR:

- > Transfer of payroll expenses
- > Corrections to existing records
- > Recording accounts receivable