



# Initiate internal transfer

## Introduction

To initiate a request to process an internal transfer journal entry through the general ledger.

## Procedures

1. Visit the Document and Forms section of the Finance and Procurement Services homepage at <https://www.adelaide.edu.au/finance/docs/category.html>.
2. Select the "[Journal Entry Request](#)" link.
3. When prompted to log in, enter the following details:  
**Username:** Your University ID (e.g. a1234567)  
**Password:** Your University Password
4. The Excel workbook will download automatically. Open the Excel workbook and enter the relevant details for the Area/Department you intend to pay, or recover funds from.
5. Please refer to the following table to ensure you use the correct Account Code is used for internal transfers.

Source	Type	Purpose	Account Codes
FSF	<b>Internal 'F'unds Transfer</b>	Transfer of funds only between Departments or Projects	Between <b>3201</b> and <b>3213</b> (6 values) <ul style="list-style-type: none"> <li>• <b>3201</b> Internals Funds Transfer <b>IN [CREDIT]</b></li> <li>• <b>3202</b> Internal Funds Transfer Transfer <b>OUT [DEBIT]</b></li> <li>• <b>3211</b> and <b>3212</b> are for use only by Financial Services</li> </ul>
FSI	<b>'I'nternal Trading</b>	Goods and services traded between Departments. Departments may be within or external to the same Faculty/Divison	Between <b>3001</b> to <b>3117</b> (31 values) <ul style="list-style-type: none"> <li>• <b>3001</b> to <b>3016</b> – <b>Expense Recharge [DEBIT]</b></li> <li>• <b>3101</b> to <b>3116</b> – <b>Income Recovery [CREDIT]</b></li> </ul>

6. Forward the Journal Entry form to the Receiving Area/Department to confirm the details and approve the internal transfer.
7. Once the Receiving Area/Department has confirmed and approved the details of the internal transfer, email the completed form to the Management Accounting & Reporting team at [finmar@adelaide.edu.au](mailto:finmar@adelaide.edu.au) for processing.

## Contact us

For further support or questions, please contact the Service Desk at [finprosupport@adelaide.edu.au](mailto:finprosupport@adelaide.edu.au) or on extension x33414.