



**UNIVERSITY OF CENTRAL FLORIDA**  
**Finance & Accounting**  
**Intra Unit Transfers**

Intra Unit Transfers (formerly interdepartmental invoices or TR51) should be submitted to Finance & Accounting to transfer expense and/or revenue between University departments and/or projects in one of two ways:

- 1) Offline Journal Entry. PeopleSoft provides a means to rapidly enter into an Excel spreadsheet template. The spreadsheet contains the most current speed types, and chart fields that are valid as of the previous evening (some set-up is required the first time the spreadsheet is saved on your desktop). This method of creating journals allows you cut and paste department/project numbers and account codes into the journal quickly and accurately. To download this form, macros and instructions see the F&A forms section. Completed journals should be e-mailed to [ucfrecon@mail.ucf.edu](mailto:ucfrecon@mail.ucf.edu) where they will be processed within two business days.
  
- 2) Finance and Accounting will continue to accept (for a limited time) the old IDI form which has been modified to incorporate required PeopleSoft chart fields. This is now available as a) an Excel spreadsheet to save on your desktop and e-mail to [ucfrecon@mail.ucf.edu](mailto:ucfrecon@mail.ucf.edu) or b) data entry may be completed on-line, the form printed, and forwarded to Finance & Accounting at 12424 Research Parkway, Suite 300, +4 = 0975. No confirmation journal number will be provided (the Excel spreadsheet form should be posted within three to business days after receipt in F&A, paper forms should be posted within five to seven business days after receipt).

Remember that Intra Unit Journals will only post if all required chart field combinations are valid and sufficient budget is available and should be limited (by the initiator) to 200 lines of data. If you have any questions or to schedule one-on-one training for the PS Offline Journal Entry contact the reconciliation staff at [ucfrecon@mail.ucf.edu](mailto:ucfrecon@mail.ucf.edu) or call X2-1060.