

Internal Charges

Internal Charges - Charging a good/service to another Department/Unit

- NCS charges a unit's operating fund for telephone equipment rental
- Lab A charges Lab B for an analysis performed
- Photocopy charge-backs from a department to a lab
- Or any corrections pertaining to the original internal charge

Fund Type	Document Type	Sample Entry	Prepared By	Other Comments
All except Trust Funds	<ul style="list-style-type: none"> • Inter-departmental charge (IDC) • Submitted via a Feed or using Banner Form FGAJVCQ, with doc type = IDC 	IDC: DR: Fund A (Lab B) – Account X CR: Fund B (Lab A) – Account Y (i.e. Account X starts with “78” and Account Y generally starts with “77” internal cost recovery)	Local Unit/Department	<ul style="list-style-type: none"> • Must be done within current fiscal year • IDC should include a complete description of the good or service along with the appropriate references (date, order or job number, etc.). • FOATEXT must include: name, department and extension • Correction IDC should include the original IDC document number that is being reversed or adjusted.

Internal Charges - Charging a good/service to a Trust Fund

- Trust Funds are considered external customers and fund starts with “8”
- Example: NCS charges a conference trust fund for telephone equipment rental

Fund Type	Document Type	Sample Entry	Prepared By	Other Comments
Trust Fund 8X	<ul style="list-style-type: none"> • Inter-departmental charge (IDC) • Submitted via a Feed or using Banner Form FGAJVCQ, with doc type = IDC 	IDC: DR: Fund A (Lab B) – Account X CR: Fund B (Lab A) – Account Y (i.e. Account X starts with “7” and Account Y generally starts with “5” revenue account code)	Local Unit/Department	<ul style="list-style-type: none"> • Must be done within current fiscal year • IDC should include a complete description of the good or service along with the appropriate references (date, order or job number, etc.). • FOATEXT must include: name, department and extension