# USING TRANSFER CODES CORRECTLY

Identifying the appropriate transfer account code depends on the fund types involved in the transfer. Visit the Office of the Controller and Treasurer's website and refer to the *Overview of the Banner FOAPAL* document at http://www.controller.msstate.edu/records/training/MSU_Fund_Accounting_FOAPAL.pdf for a complete listing of fund types.

Transfer codes should ALWAYS be used in tandem.  A transfer expense code should always have a corresponding transfer revenue code for the other side of the transaction.  In addition, the two transfer codes should always match (e.g., 409202 and 359202).  The transfer codes listed below are color-coded to aid in determining which codes should be used together.

## Two forms of Transfers:

*Between Fund Type Transfers:*  transfers **between different** fund types (e.g., an E&G fund to a Designated fund).  The account codes used for *between* fund transfers are:

> Expense Side
>
> 409101 – Grant & Contract Matching
>
> 409102 – Debt Service
>
> 409202 – Transfers to Other Fund Types
>
> Revenue Side
>
> 359101 – Grant & Contract Matching
>
> 359102 – Debt Service
>
> 359202 – Transfers from Other Fund Types

*Within Fund Type Transfers:*  transfers that are **within** the **same** fund type (e.g., a Designated fund to another Designated fund).  The account codes used for *within* fund transfers are:

> Expense Side
>
> 409301 – Within Fund Type Transfers
>
> 409302 – Within Fund Type Matching
>
> Revenue Side
>
> 359301 – Within Fund Type Transfers
>
> 359302 – Within Fund Type Matching