

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 [https://www.rpa.msstate.edu/sites/www.rpa.msstate.edu/files/2023-06/Overview of the Banner FOAPAL.pdf](https://www.rpa.msstate.edu/sites/www.rpa.msstate.edu/files/2023-06/Overview%20of%20the%20Banner%20FOAPAL.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