

Internal Billing Transactions, Appendix A Examples of Proper Internal Billing Coding

1. The Faculty Club charges the FAS Chemistry Department for a function held at the Club. The Chemistry Department serves food and both nonalcoholic and alcoholic beverages during the function.

FAS Chemistry Department	Faculty Club
Debit/charge object code 6570: Food+Nonalcoholic Beverages, GENERAL	Credit to object code 6572: INTERTUB Sales^Food+Nonalcoholic Beverages
Debit/Charge object code 8450: Expenses Ineligible for Fed Reimbursement, GENERAL	Credit object code 8456: Alcoholic Beverages, INTERTUB, Sales of^Expenses Ineligible for Fed Reimb

Both sets of entries are in the same super-object group and would appropriately net in the University's financial statements. Since alcoholic beverages represent an unallowable cost, the costs for these beverages must be separately booked as "ineligible" expenses. Alcoholic beverages are but one item in a class of items whose costs are ineligible for federal reimbursement. This portion of the function costs could also have been charged to object code 8455, "8455 – Events^Expenses Ineligible for Fed Reimbursement."

2. The Harvard University Library charges the Medical School for storing boxes at the Harvard Depository.

Medical School	Harvard University Library
Debit/charge object code 8160: Records Storage+Protection Svcs, GENERAL	Credit object code 8161: Record Store+Protect Svcs, INTERTUB^Records Storage+Protection Svcs

As in the first example, both sides of the entry are in the same super-object group and would appropriately net in the University's financial statements.

3. UHS charges GSD for providing Graduate Student Learning Support services from three learning specialists.

GSD	UHS
Debit/charge object code 8170: Other Student Related Svcs, GENERAL	Credit object code 8271: Health Care Services, INTERTUB^Other Svcs

While the two sides of the entry are not in the same super-object group, they are in the same mega-object code (M802 – Other Services) and therefore would appropriately net in the University's financial statements.

4. Radcliffe charges FAS Core for renting several rooms in the Cronkhite Center to house visiting lecturers.

FAS Core	Radcliffe
Debit/charge object code 7230: Rentals+Leases of Space, GENERAL	Credit object code 7240: Real Estate Rentals, INTERTUB^Real Estate Rental Recoveries, Internal

While the two sides of the entry are not in the same super-object group, they are in the same mega-object code (M722 – Space, Operations) and therefore would appropriately net in the University's financial statements.