

Approval date: March 13, 2019

Inter Departmental Billing (IDB) Process

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| Responsibility | Financial Reporting |
| Approver: | Associate Vice President Finance |
| Scope: | Compliance with the University IDB process extends to all departments/projects processing IDBs |
| Enquiries/assistance | finance@ucalgary.ca phone U Service (403) 210-9300 |

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Annual Authorization Process (AAP)

1. Annual Authorization Process (AAP) Form – IDB Journals

f used for recurring IDB pre-authorization at the commencement of a standardized one year period

f submitted annually at the beginning of the fiscal year as evidence of the correct Budget Owner approval. This copy will be saved on a shared network drive (with Finance) for audit and review purposes.

f form must include the following information

o The Department ID (Dept) or Project # for pre-authorization

o The Dept ID or Project owner/budget approver's name, signature, and email address

o The effective period July – June 30 (academic year), April 1 to March 31 (fiscal year) or project end date

o The IDB Service Unit name, location, and contact information (phone and email)

o Detailed description and price list for all goods or services

o Budget Owners signature and declaration:

By signing this authorization form, I declare that I have reviewed the schedule fees as stated herein and agree to be charged for the actual use or consumption of these goods/services for the duration of this agreement, and that sufficient funds have been budgeted to cover these expenses. Where applicable, I am attesting to the eligibility of these goods/services under the grant agreement or contract, for the above named Project.

2. Retention:

f Financial records and supporting documentation must be retained for a period of 7 years (6 previous years plus the current year) for audit and review per federal and provincial retention legislation

Authorization/Approval

f Given the impacts to the accuracy of financial reports issued by the University, internal controls for journal entries must be correctly designed, implemented and operate effectively to mitigate risk of error. Therefore, effective October 1, 2018, approval from the President/Research Accountant is required. (A 0 Tw)-4 (hl (n)-1 (al))JTJ 0S0 CS

U of C Guidelines

| Type of Transaction | Prior Fiscal Period (April 1 to March 31) | Current Fiscal Year (April 1 to March 31) |
|---------------------|---|---|
| IDBs | Vice President Financial Reporting | |

U of C Guidelines

¾ Once the initiator is satisfied that the IDB request is complete with all the appropriate approvals and should be processed, the entry should be submitted in PeopleSoft for combo edit and budget checks. If successful, the journal will be submitted for review and posting. Journal entries which do not pass either the combo edit or the budget check will be sent back to the requestor to identify the correct solution

3. Financial Reporting: Review and Posting:

¾ Reviews, approves and posts all IDB requests in accordance with University policies, procedures and guidelines

¾ Updates master list for requests requiring VP approval and forwards approval requests to appropriate VP (i.e.: fund transfer from operating to IRN & prior period corrections)

f The requester and reviewer/poster cannot be the same individual.

4. Budget owner (Dept ID owner/Projholder):

¾ An employee identified as a budget owner due to holding an operating or ancillary (fund 10/15) department (Dept ID) or a project (fund 5/19/50/60/70) in the financial system and therefore has signing authority to approve expenditures within the amounts and scope of his/her budget and within maximum limits.

5. Delegate:

¾ An employee/contingent worker who has been assigned to act on the budget owner's behalf/acting capacity.

Documentation

Journal Correction/Transfer Request Form The journal correction/transfer request form must be completed and submitted in one email with all approvals and related backup to: finance@ucalgary.ca (General Ledger Journal Entry template is required)

3. **IDB spreadsheet Journal Template** excel

4. **Internal document outlining goods/services sold**

5. **Approvals required for Adhoc IDB Centres: Department ID Owner/Project Holder/Delegate (when appropriate)**

