

Unit – Process Narrative and Desktop Procedures

Process: Interdepartmental Charge

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Updated By:

Overview: Interdepartmental Charge - Goods or services provided by one university department to another, reflecting interdepartmental revenue to the provider and interdepartmental expense to the customer. Procurer will contact the university department, procure the good/services, provide a valid account number and the supplying department will reflect the expense to the procuring department via an internal billing eDoc.

Criticality: Medium

Frequency: Other

Turnaround: Other

Processing Time: 10-20 minutes

Start Date: When a unit needs to book a conference room, someone needs to take a course, or in some way procure a good or service from another Cornell department

How Triggered: The need to procurement goods/services from another Cornell department

Due Date: Monthly

Process Owner(s) / Key Parties / Contacts / Responsibilities:

Unit contact who need to procure goods or services

Other department contact or website who is responsible for purchase or payment of the goods or services being requested.

Key Documents / Sources of Information:

An order form or web sign up may be required.

Internal billing will be processed in KFS to record the revenue and expenses in the general ledger.

System Access Needed:

To make a departmental or Internal billing you need just to go to the website, call, email or otherwise contact the department who has what you need.

Billing department will need to KFS access to create an internal billing eDoc.

Common Problems or Issues Encountered:

Person who is making the department charge provides incorrect account number

Department charges may not be billed in a timely fashion or the charge may not be approved in a timely fashion.

Detailed Step by Step Procedures (to be completed by Process Owner):

Contact department where good or services are available from via website, email, phone or in person to provided account number/receive good/ services

Internal Billing - <https://www.dfa.cornell.edu/sites/default/files/fp-internal-billing.pdf>

Key Risks	Key Controls
Anyone who knows a valid account number can department charge.	Post audit review/reconciliation to catch possible issues.

Process Inefficiencies To Be Addressed:

N/A

Process:

Please document any process, inflows, outflows or exceptions, if applicable.

Metrics:

N/A

Glossary of key terms/acronyms:

DFA – Division of Financial Affairs

KFS – Kualu Financial System