



The OHSU Foundation Intercompany Journal Entry Form is used to request a transfer of funds from between a foundation fund and an OHSU account. In most cases, the initial expense has been incurred by OHSU, and the form will generate an entry to credit revenue on OHSU's books and debit an expense on the foundation's books.

When to use the Intercompany Form

• **Split Funding**

An item may be purchased with the intent to split the funding between an OHSU and a foundation fund. In this case the item should be purchased on the OHSU account, and the intercompany journal entry form submitted to the foundation to reimburse the OHSU account for the amount of foundation funding. Attach documentation sufficient to support the transaction so that it can be traced back to the original entry in OHSU's Oracle Financial Information System. Examples of appropriate documentation include copies of Oracle reports such as Detail Ledger-General, Account Analysis, Op Status, Budget Funds Available Analysis, or a screen print from Account Inquiry in Oracle that shows the posted expense to be reimbursed. Use object code 4402 on the OHSU books for the credit, and the appropriate expense object code on the foundation books for the debit.

• **Reimburse an OHSU Expense**

If an item cannot be purchased directly by the foundation due to its purchasing policies, but may be purchased on an OHSU account, use the intercompany form to transfer foundation funds to reimburse the OHSU account. The intercompany journal can be submitted once the item has been paid for by OHSU. Attach documentation sufficient to support the transaction so that it can be traced back to the original entry in OHSU's Oracle Financial Information System. Examples of documentation include copies of Oracle reports such as Detail Ledger-General, Account Analysis, Op Status, Budget Funds Available Analysis, or a screen print from Account Inquiry in Oracle that shows the posted expense to be reimbursed. Use object code 4402 on the OHSU books for the credit, and the appropriate expense object code on the foundation books for the debit.

• **Program Support**

If a foundation fund has a donor designation appropriate to an OHSU program, the intercompany journal may be used to request program support. A description of the use of the funds must be provided. Attach documentation sufficient to support the transaction. For program support transfers, use revenue object code 4402 on the OHSU books and a Transfer to OHSU object code (645X) on the foundation books (see list below). The Transfer to OHSU object codes are limited to specific missions, as noted below.

• **Limited Payments from OHSU to the Foundation**

In most cases, transfers of revenue from OHSU to the foundation are prohibited. However, the foundation may receive transfers to pay for CME or conferences that are being administered through a foundation fund. Use the appropriate expense object code on the OHSU books for the debit, and use object code 4631 on the foundation books for the credit.



When NOT to use the Intercompany Form

- **Sponsored Projects Administration (SPA) transfers**

If an expense must be transferred from a SPA account to a foundation fund, you must use a Request for Foundation/Grant Account Cost Transfer form located on the SPA web site at <http://www.ohsu.edu/xd/research/administration/rda-forms.cfm>.

Completing the Intercompany JE Form

When submitting the form please observe the following:

- Complete the Preparer’s Information.
- Obtain the signature of the Primary Responsible Party (PRP) or Authorized Signer on the fund being debited.
- Provide an explanation adequately describing the reason for the request.
- Provide an alias or full account string for both the OHSU account and the foundation fund. This will appear in the general ledger on each set of books. The off-setting entry will be to an inter-company payable/receivable. For split funding and reimbursement of expenses, use the revenue object code 4402 for OHSU’s set of books and the expense code charged for the original purchase on the foundation’s set of books. For program support transfers, use the revenue object code 4402 on OHSU’s set of books and a Transfer to OHSU object code (645X) on the foundation’s books. The specific object code will depend on the mission of the program, as follows:

Object Code	Description	Mission Code
6451	Transfer to OHSU – Research	26, 16, 24, 53, 89
6452	Transfer to OHSU – Academic Support	71, 72, 79
6453	Transfer to OHSU – Public Service	41, 52
6454	Transfer to OHSU – Capital Projects	83
6456	Transfer to OHSU – Student Support	61, 69
6457	Transfer to OHSU – Instruction	11, 14
6458	Transfer to OHSU – Institutional Support	88, 99
6459	Transfer to OHSU – Clinical Support	32, 39

- Total and balance the debits and credits.
- Provide documentation to support the entries. For split funding and reimbursement of expenses attach documentation sufficient to support the transaction so that it can be traced back to the original entry in OHSU’s Oracle Financial Information System. Examples of documentation include copies of Oracle reports such as Detail Ledger-General, Account Analysis, Op Status, Budget Funds



Available Analysis, or a screen print from Account Inquiry in Oracle that shows the posted expense to be reimbursed.

- Provide correct accounting string and valid codes. Entry of Program, Provider, and Location codes are not optional. These fields must be filled out, even if all zeros.
- Submit the reimbursement request to foundation Accounting Technician at mail code L344. The foundation will review and approve the request and forward it to OHSU's Central Financial Services (CFS) for entry on OHSU's books. Allow ten days for processing.