Introduction

Transactions between different University of Leeds faculties and schools occur on a regular basis. The “Internal Market” has been established to account for sales and purchase transactions between faculties and schools and charge codes exist for each type of transaction.

Inter departmental transactions fall into four main areas:

- Transactions within a faculty or school
- Transactions between faculties or schools
- Transactions with central services i.e. Media Services, Residence & Catering etc
- Charges from central administration

Transactions within a faculty or school

These transactions usually occur when either a transfer of funds between two or more activities is required i.e. a member of staff charged to one account carries out work for another account and a charge needs to be levied for the account; or an original transaction has been posted to the incorrect account.

All corrections or transfers must be completed within the financial year to which they relate.

Please see “Notification of correction or transfer” procedure below to generate the correction or transfer.

Transactions between a faculty or school

These transactions usually occur when one faculty or school is purchasing an item or service from another faculty or school i.e. book, teaching, mentoring etc

All transactions are enacted via completion and processing of an “Internal Transfer Note”. This note authorises the selling department to provide the goods or services and is used to generate the necessary transaction.

A copy of the Internal Transfer Note can be found via [http://www.leeds.ac.uk/finance/policies/internal_transactions/transactions_between.htm](http://www.leeds.ac.uk/finance/policies/internal_transactions/transactions_between.htm)

Prior to entering into an agreement to sell or purchase an item the faculty or school acquiring the goods/service must ensure that there is sufficient budget to cover the expenditure and the appropriate authorisation must be obtained.

Once the goods or service have been provided by the selling department an Internal Transfer Note should be completed by the selling department and a copy sent to the purchasing department. It is the responsibility of the selling department to process the Internal Transfer Note into the SAP finance system.

All corrections or transfers must be completed within the financial year to which they relate.
Transaction with central services

Transactions with corporate service providers, RCS, Estates, (including Print & Copy Bureau) and ISS should be recorded on the appropriate on line system specific to the provider or recorded using the appropriate internal form which the provider requires.

RCS - http://gfal.leeds.ac.uk/delivered-food/

Print & Copy Bureau - http://pcb.leeds.ac.uk/for-staff/

Estates - http://www.leeds.ac.uk/facilitiesdirectorate/

ISS - http://it.leeds.ac.uk/info/197/software/246/how_to_get_software_for_home_use

Service providers should advise on estimated costs for work requested upon receipt of an internal form/request.

Significant variations from estimates should be notified by the service provider to the purchaser before work commences / service is provided, to ensure funding is available and to obtain authorisation to proceed with the transaction.

Charges should be raised by the service provider using SAP internal market.

The service provider should notify the Faculty/School/Service of the price, order number, and recognisable reference to ensure the Faculty/School/Service can identify the charge applied to their account.

Notification or correction or transfer

Notification of any required transfer or correction should be sent to the faculty finance office.

Notification can be made by:

An email detailing the transactions required and showing the necessary authorisation if the sender is not the account budget holder

An email with an electronic file, i.e. excel spreadsheet, attached and showing the necessary authorisation if the sender is not the account budget holder.

The faculty finance office, after checking and agreeing the details of the transfer or correction, is responsible for the direct journal input into SAP using transaction ZFF3. All relevant paperwork will be filed in the faculty finance office by journal number.

The faculty finance office will notify the individual who requested the transfer or correction that the transaction has been posted.