

# Sponsorship Processing



## Which e-doc do I use?

Four simple steps to get it right!

### ONE

Are both General Fund accounts?

**YES**

**Then use a BA Budget Reallocation e-doc.**

### TWO

Can the accounts be processed with a transfer?

\*see this table for allowable transfer transactions\*

**YES**

**Use a TF Transfer of Funds e-doc**

### THREE

Is the account that MSU is sponsoring an Agency account (begins with an A)?

**YES**

**Use an IB Internal Billing e-doc with:**

- Income (object code 4xxx) to the Agency account
- Expense (object code 6xxx) to a MSU account

### FOUR

Final option for all other scenarios

**■ Use a DI Distribution of Income and Expense**

**■ Distribute expenses that have already posted**

**NEED MORE HELP? (517) 355-5000**