

NC STATE UNIVERSITY

Interdepartmental Transactions Manual

(Revised February 2023)



TABLE OF CONTENTS

DEFINITIONS	4
CHAPTER 1: Introduction	5
Overview	6
Interdepartmental Journal (IDJ)	7
Interdepartmental Sales (IDS)	9
Things to remember about IDSs	9
Reclassification of Internal Sales	9
Restrictions	10
Non-Specific Transfers	10
Approvals and Internal Controls	11
Exceptions	11
Supporting Documentation	12
CHAPTER 2: IDT Administration	13
IDT Functions	14
Save	14
Print	15
Delete	16
IDT Info Tab	17
Navigating to the IDT Entry Page	18
OPTION A: Through the Journals - IDTs - Chartfields Tile	18
OPTION B: Through the NavBar	20
Creating an IDT	22
STEP 1: Enter the IDS or IDJ Information	22
STEP 2: Enter the Header Information	25
STEP 3: Enter the Pay Line Information	33
STEP 4: Enter the Charge Line Information	36
Submitting an IDT for Approval	38
Creating a Refund/Credit	41
Viewing IDTs by Transaction ID	44
Viewing IDTs by Status	47
IDT Status Description	49
Viewing IDTs by Biller Department	50
Viewing IDTs by Customer Department	53

Approving an IDT	55
CHAPTER 3: Best Practices	59
CHAPTER 4: Resources	61

DEFINITIONS

Biller Side	(i.e. Credit Side) is PAY
Customer Side	(i.e. Debit Side) is CHG
IDJ	Interdepartmental Journals are used to record all transfers and journal entries between two separate departments. This includes reimbursements, allocations, corrections, re-classifications, expense sharing and revenue sharing events.
IDS	<p>Interdepartmental Sales Journals are used to record the sale or refund of a previous sale of a product or service between university projects.</p> <ul style="list-style-type: none"> • The Biller will always use a Revenue account • The Customer will always use an Expense account
Interdepartmental Transactions	<p>Journals are used to record transactions between projects for internal sales and service activities and activities between different department IDs.</p> <ul style="list-style-type: none"> • IDJ - Interdepartmental journal • IDS - Interdepartmental sales
Project ID	A Project ID is a key chartfield for all financial transactions and the number assigned to track receipt and spending of like resources. It has a length of 6 digits starting with 2 through 9 (i.e. 234567, and it can have phases which add an additional 5 digits (i.e. 234567-12345).

CHAPTER 1: Introduction

Chapter Topics:

- > [Overview](#)
- > [Interdepartmental Journal \(IDJ\)](#)
- > [Interdepartmental Sales \(IDS\)](#)
- > [Restrictions](#)
- > [Non-Specific Transfers](#)
- > [Approvals and Internal Controls](#)
- > [Supporting Documentation](#)

Overview

Interdepartmental Transactions (IDTs) are used to bill departments within the university for goods or services or to share expenses.

At NC State, two types of IDTs are primarily used:

- > [Interdepartmental Journal \(IDJ\)](#)
- > [Interdepartmental Sales \(IDS\)](#)

The guidelines and instructions in this manual have been developed to assist departments and colleges in:

1. Identifying the types of interdepartmental transaction entries used in the Financial System.
2. Determining which IDT entry to use depending on the transaction.
3. Creating, submitting, searching and approving IDTs.

Additional related information and instructions can be located in [Chapter 8: Resources](#) of this manual.

Interdepartmental Journal (IDJ)

The purpose of the IDJ is to move funds between departments (OUCs) or to allocate, reclassify and correct prior expenses or revenues that were recorded in the Financial System. An IDJ may be used to transfer funds from account to account, from project to project, from expense to expense or from revenue to revenue.

Example

A department pays for the full cost of a software package but they share the cost with two other departments. After the invoice has been paid, the billing department would request that two IDJs be processed to share the expense with the other two departments.

Account(s)	Details	Example
Transfers	<ul style="list-style-type: none"> > Use account 58497 on the Customer (CHG) side > Use account 40997 on the Biller (PAY) side <p>This account type is used for transferring funds for non-specific transfers only.</p> <p>The transfer account codes listed above are <i>not</i> permitted with the following fund codes:</p> <ul style="list-style-type: none"> > 16030 > 16031 > 16032 > F&A (Facility & Administrative): Project 250001-259999 	<p>A department pays for the full cost of a software package but they are actually sharing the cost with two other departments. Once the invoice has been paid, the billing department would request that two IDJs be processed to share the expense with the other two departments.</p>
Expense to Expense	<ul style="list-style-type: none"> > Use an IDJ for specific transactions that require correction or sharing. > Use the original expense or revenue account number on both sides of the transaction. > Verify in Wolf Reports that the original expense on the biller's side hit the biller's project and account. 	<p>A department makes an error in processing an IDJ. The department can process another IDJ to transfer or move the expense to the correct account.</p> <p>Reallocation of OPD DocuSign expenses and reversing per unit request so they can charge differently. Reversing journal 0000380724. IDJ 0000371767.</p>
Revenue to Revenue	<ul style="list-style-type: none"> > Use an IDJ for specific transactions that require correction or sharing. > Use the original revenue account number on both sides of the transaction. 	<p>A department makes an error in processing an IDJ. The department can process another IDJ to transfer or move the revenue to the correct account.</p>



KEEP IN MIND

Food expenses (52200-52299 and 53921)
are not permitted with fund codes 16030, 16031, 16032
and F&A (project 250001-259999).

Interdepartmental Sales (IDS)

The purpose of the IDS is to reflect internal sales and services provided to campus.

Example

A department, for example the Craft Center, bills another department for services such as billing for Plant and Microbial Biology's team building activity.

Things to remember about IDSs

1. The **biller** will always use a **revenue** account.
2. The **customer** will always use an **expense** account.
3. Transfer codes (58497/40997) are never allowed on IDS transactions.
4. Project billing using Ledger 5 customers must be on an Office of Cost Analysis (OCA) list of approved service centers.
 - > If the project billing Ledger 5 is not on the list of approved service centers, please contact the [Office of F&A Cost Analysis](#) to determine if that particular case is an exception. If it is, upload the exception approval to the IDS.
 - > Various auxiliaries and service centers across the university use interdepartmental journals to receive payment from their customers. Some examples of these are Facilities, Transportation and ComTech, among others.

Reclassification of Internal Sales

Reclassification of internal sales are used for correcting errors and moving funds to the correct project. This transaction should be done with a journal entry and with source code O64. Please refer to the [Journal Entry Manual > Journal Source Codes](#) for instructions. Using this source code will facilitate the accurate tracking and elimination of internal sales for use in reporting, analysis and Finance and Administrative (F&A) cost calculations.

When allocating, reclassifying or correcting previous entries, it is a best practice to reference the original transaction so that the movement of funds can be traced from origination to final classification in the Financial System.

Restrictions

When using IDTs to make adjustments, follow the Dos and Don'ts listed below:

DO ✓	DON'T X
Use an Interdepartmental Sales (IDS) for internal sales between departments.	Use an Interdepartmental Journal (IDJ) to move internal sales between departments.
Reverse the IDJ or IDS by copying the IDT and clicking the create reversal box. Submit a corrected IDT if funds are being moved between OUCs.	Use a journal entry to reverse an error made on an IDJ or an IDS if you are moving funds to different OUCs.
Make sure the Biller side is always the Credit side (Pay).	Use Charge or Debit for the Biller side.
Make sure the Customer side is always the Debit side (Charge).	Use Pay or Credit for the Customer side.

Non-Specific Transfers

Non-specific transfers are those where there is general sharing of expense or revenue between projects, or when the original posted expense or revenue needs to remain booked at the original project for reporting purposes.

General transfer accounts cannot be used for state appropriations (fund codes 16030, 16031, 16032 or with Facilities and Administration Overhead (projects 25xxxx - 29xxxx)).

For additional information on Non-Specific Transfers, please refer to the [Journal Entry Guidelines > Non-Specific Transfers](#).

Approvals and Internal Controls

Journal creators cannot approve their own IDTs. These must be submitted to the college approver for the next level of review and approval. The college approver will review that:

- > The appropriate Project ID and account code is used for the transactions
- > The IDT entry is within the standards provided
- > The IDT entry is supported and necessary

Additional approval will take place by the central office(s) before the journal can be posted.

Exceptions

The following are exceptions to the approval requirements of the IDS and IDT process.

1. ROYALTIES TRANSFERS - CROSSOVER YEARS

- > Deposits will continue to be made to Project 760825 by crediting account 40794.
- > Transfers will be made from Project 760825 to 761352 for payments to inventors and departments.
- > Account 40794 will be debited in Project 760825 and that same account will be credited in Project 761352.

2. PAYING INVENTORS AND DEPARTMENTS

- > When inventors and departments are to be paid, notify the inventor or department that they need to enter an IDJ as they PAY to the Biller project.
- > Use Project 761352 and 762035 as the Charge to Customer.
- > Both Biller and Customer will use account number 40794.
- > Outside investors will continue to be paid via A/P checks.

3. DINING AND CATERING OPERATIONS

- > Fees are collected with Dining.
- > An IDJ is processed by other units (Wolfcopy, Campus Life, etc.) to allocate their portion.

4. WHEN WRS IS NOT NEEDED

For example, when the Biller is an Environmental Health & Public Safety or TRIO program.

Supporting Documentation

It is important to retain IDT supporting documentation for audit purposes. This can be done in electronic format uploaded to the IDT itself or stored either electronically or in paper format.



IMPORTANT

Documentation with red or purple data should never be uploaded with an IDT.

According to [RUL 08.00.16: Security Standards for Sensitive Data and Systems](#), departments should store this documentation for audit purposes.

Please refer to the regulation referenced above to determine the retention policy for each documentation type.

CHAPTER 2: IDT Administration

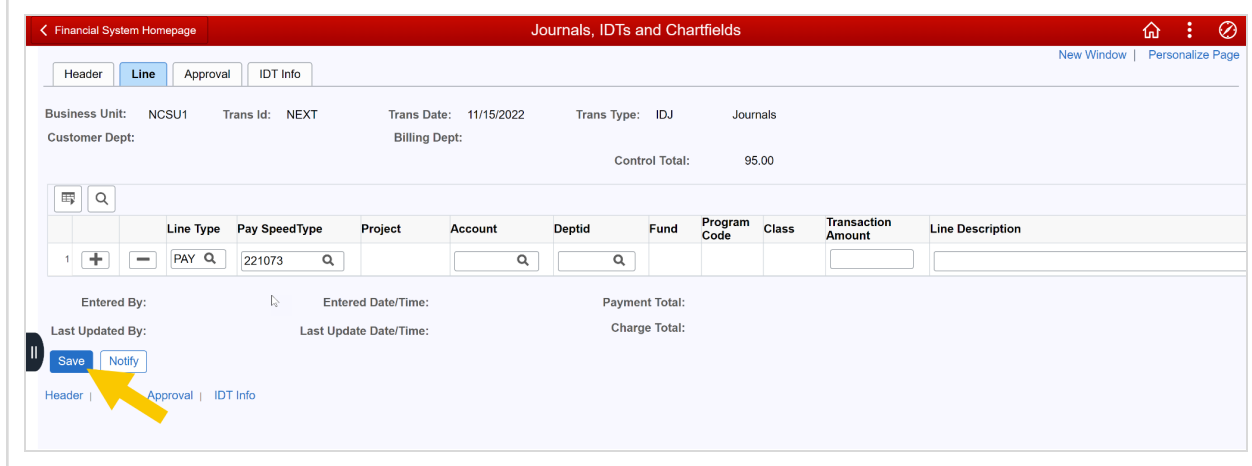
Chapter Topics:

- > [IDT Functions](#)
- > [Navigating to the IDT Entry Page](#)
- > [Creating an IDT](#)
- > [Submitting an IDT for Approval](#)
- > [Creating a Refund/Credit](#)
- > [IDT Status Description](#)
- > [Viewing IDTs by Biller Department](#)
- > [Viewing IDTs by Customer Department](#)
- > [Approving an IDT](#)

IDT Functions

Before getting started with creating an IDT, review the following reference table. This table lists important functions that will be helpful throughout the IDT creating process.

FUNCTION	DESCRIPTION
<p>Save</p>	<p>All fields must be completed before an IDT can be routed for approval. However, not all fields are required for an IDT to be saved.</p> <p>The only field that is required for an IDT to be saved is the Pay Line Dept ID. This field is required because it allows the Financial System to apply user security measures, which prevents one department from charging another department by accident.</p> <p>If you are interrupted during the preparation of an IDT, the Save feature will allow you to save a partially entered IDT and avoid losing the data already entered.</p> <p>Note: to save an IDT, you must have entered at least the following information:</p> <ul style="list-style-type: none"> • Biller contact in Header tab • At least one PAY/CHG line in Line tab with Speedtype key



FUNCTION	DESCRIPTION
Print	Anyone can use the Print function to print an IDT at any time, regardless of the IDT status. This functionality is similar to the journal print functionality.

Journals, IDTs and Chartfields

[New Window](#) | [Personalize Page](#)

Header
Line
Approval
IDT Info

Business Unit:	NCSU1	Trans ID:	NEXT	Trans Date:	07/26/2022	Trans Type:	IDJ	Journals
Customer Dept:		Billing Dept:						Print
Customer:	<input type="text" value=""/>							Copy
Cust Contact:	<input type="text" value="Jennifer Bell"/>	Bill Contact:	<input type="text" value="Christine Nadena Buchanar"/>					Delete
Phone Number:	<input type="text" value="9192643164"/>	Phone Number:	<input type="text" value=""/>					
Email:	<input type="text" value="jmbell3@ncsu.edu"/>	Email:	<input type="text" value="ncsu.epro@gmail.com"/>					
Transaction Description:	<input type="text" value="Transferring portion of Agilent Technologies Invoice #123323833 to 408450-02732 per 7/13/22 email from Marc Mathews"/>							Status
Transaction Comments:	<input type="text" value="Transferring portion of Agilent Technologies Invoice #123323833 to 408450-02732 per 7/13/22 email from Marc Mathews"/>							New Reference
								<input type="text" value=""/>
								Control Total
								<input type="text" value="460.00"/>

Attachments (0)

Entered By: Entered Date/Time: Payment Total:

Last Updated By: Last Update Date/Time: Charge Total:

[Header](#) | [Line](#) | [Approval](#) | [IDT Info](#)

FUNCTION	DESCRIPTION
Delete	The Delete button will delete all rows associated with the Transaction ID number. The delete button will not be available if the IDT has been approved at any level. Only users with the CAMPUS IDT Biller role and appropriate Org Security will have access to the Delete functionality.

Journals, IDTs and Chartfields
[New Window](#) | [Personalize Page](#)

Header
Line
Approval
IDT Info

Business Unit: NCSU1 Trans ID: NEXT Trans Date: 07/26/2022 Trans Type: IDJ

Customer Dept: Billing Dept:

Customer:

Cust Contact: Biller Contact:

Phone Number: Phone Number:

Email: Email:

Transaction Description:


Transaction Comments:

Attachments (0)

Entered By: Entered Date/Time: Payment Total:

Last Updated By: Last Update Date/Time: Charge Total:

Journals



Status

New

Reference

Control Total

460.00

[Header](#) | [Line](#) | [Approval](#) | [IDT Info](#)

FUNCTION	DESCRIPTION
IDT Info Tab	The IDT Info Tab provides information on IDS, IDF and IDJ. Please note that IDFs are rarely used.

Journals, IDTs and Chartfields

New Window

Header
Line
Approval
IDT Info

IDS - (Sales) Used to record the Sale, or the Refund of a previous sale, of a product or a service between different University Projects.

IDF - (Transfers) Used to record the transfer of University Funds between two Departments. Includes Transfers, Expense Sharing, and Revenue Sharing events.

IDJ - (Journals) Used to record all non-transfer Journal entries between two separate Departments. This includes Reimbursements, Allocations, Corrections, & Reclassifications.

[JV/IDT Guidelines](#) - This link displays the current University Guidelines for classifying an Interdepartmental Transaction.

Save
Notify

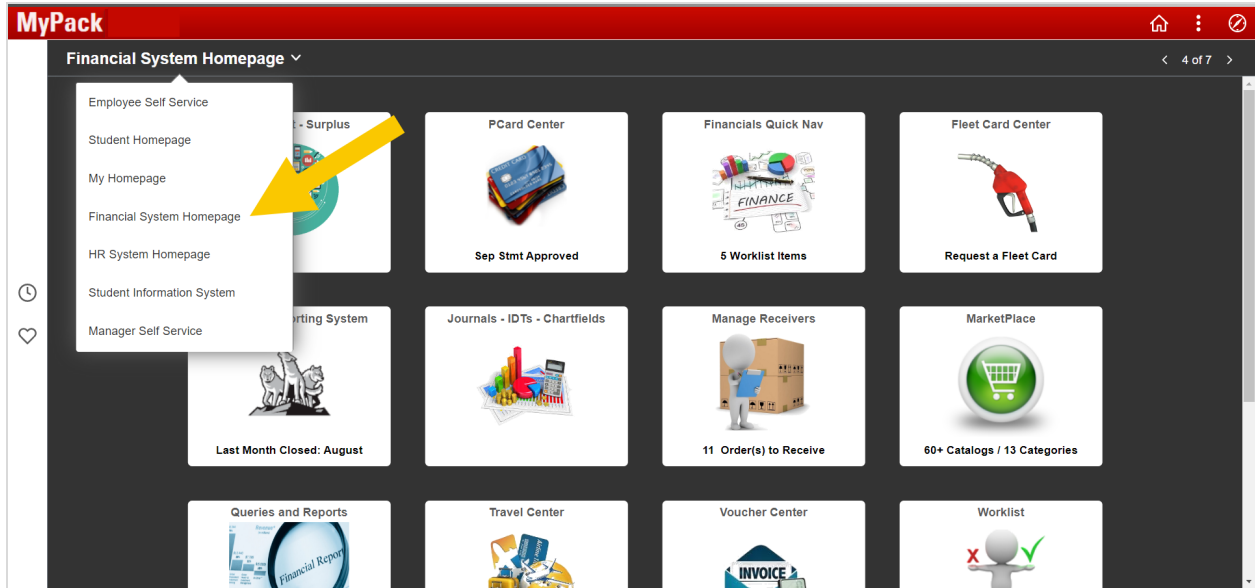
Add
Update/Display

Navigating to the IDT Entry Page

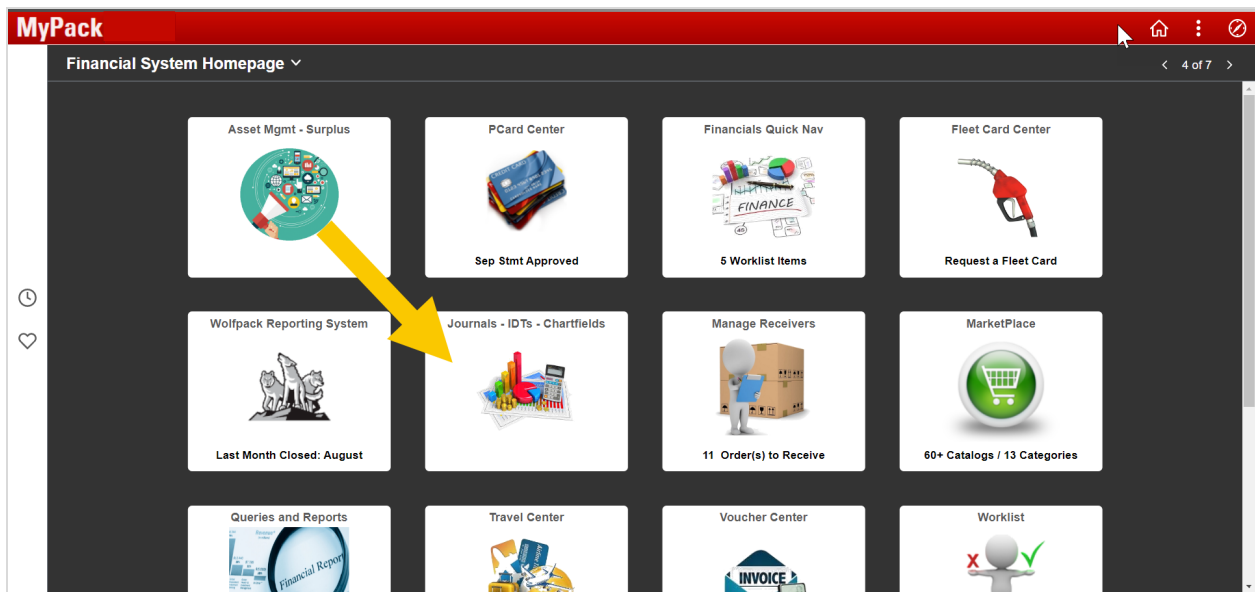
There are a few ways to navigate to the IDT entry page. We will explore the primary two options.

OPTION A: Through the Journals - IDTs - Chartfields Tile

1. Navigate to **MyPack Portal**.
2. Select **Financial System Homepage**.



3. Click on the **Journals - IDTs - Chartfields** tile.



4. Click on **Interdepartmental Transactions**.

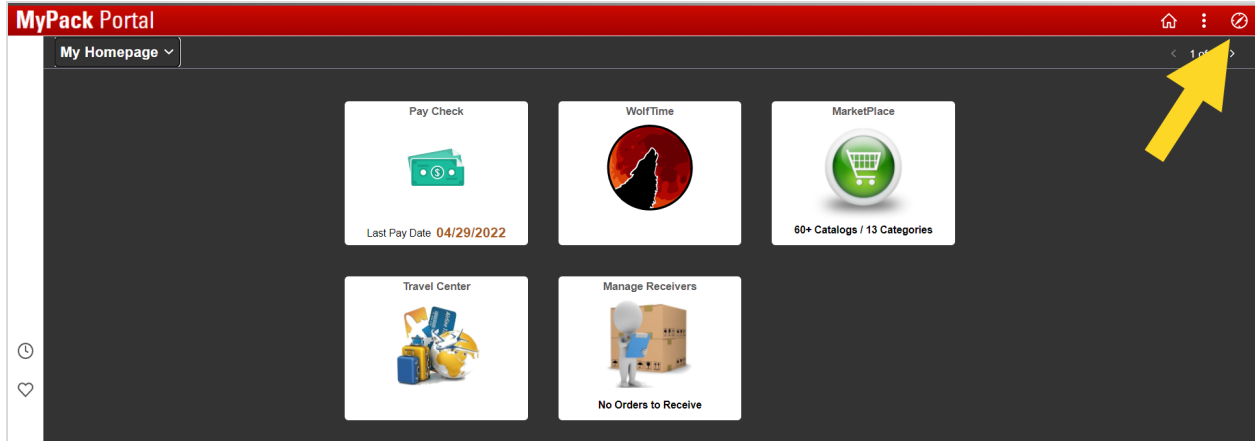
The screenshot shows the 'Financial System Homepage' with a red header bar containing 'Journals, IDTs and Chartfields' and navigation icons. On the left, a sidebar menu lists various options, with 'Interdepartmental Transactions' highlighted in green and a yellow arrow pointing to it. The main content area is titled 'IDT Entry' and contains a search interface with fields for Business Unit (NCSU1), Transaction ID, Transaction Date, Transaction Type, Project ID, and User ID. Buttons for 'Find an Existing Value', 'Add a New Value', 'Search', and 'Clear' are visible.

You will be in the **IDT Entry** page.

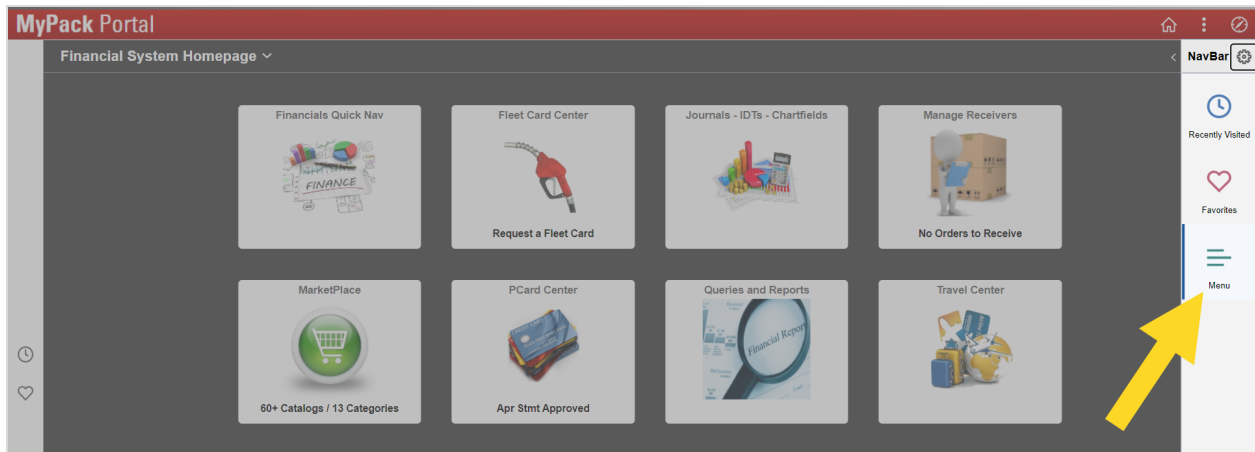
This screenshot shows the 'IDT Entry' page in detail. The sidebar menu is visible on the left. The main content area features a search form with the following fields: '*Business Unit' (dropdown menu, value: NCSU1), 'Transaction ID' (dropdown menu, value: begins with), 'Transaction Date' (dropdown menu, value: =), 'Transaction Type' (dropdown menu, value: begins with), 'Project ID' (dropdown menu, value: begins with), and 'User ID' (dropdown menu, value: begins with). There is also a 'Transaction status' dropdown menu and a 'Case Sensitive' checkbox. Buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' are located below the search fields. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

OPTION B: Through the NavBar

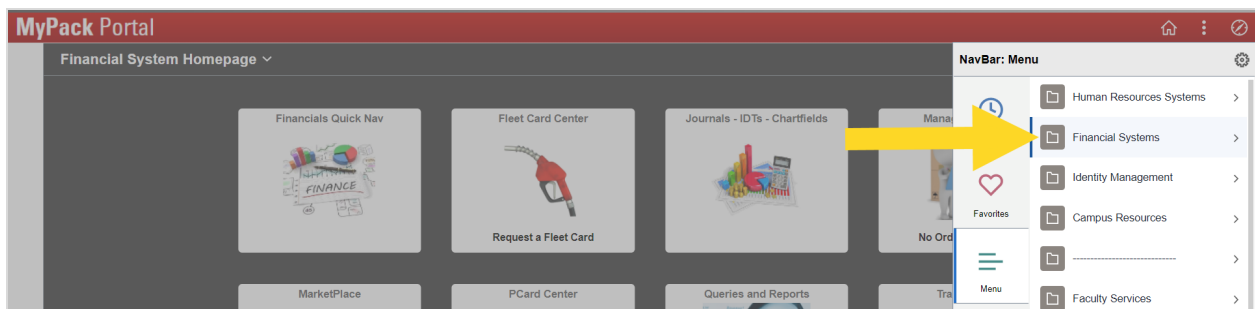
1. Click on the **NavBar**.



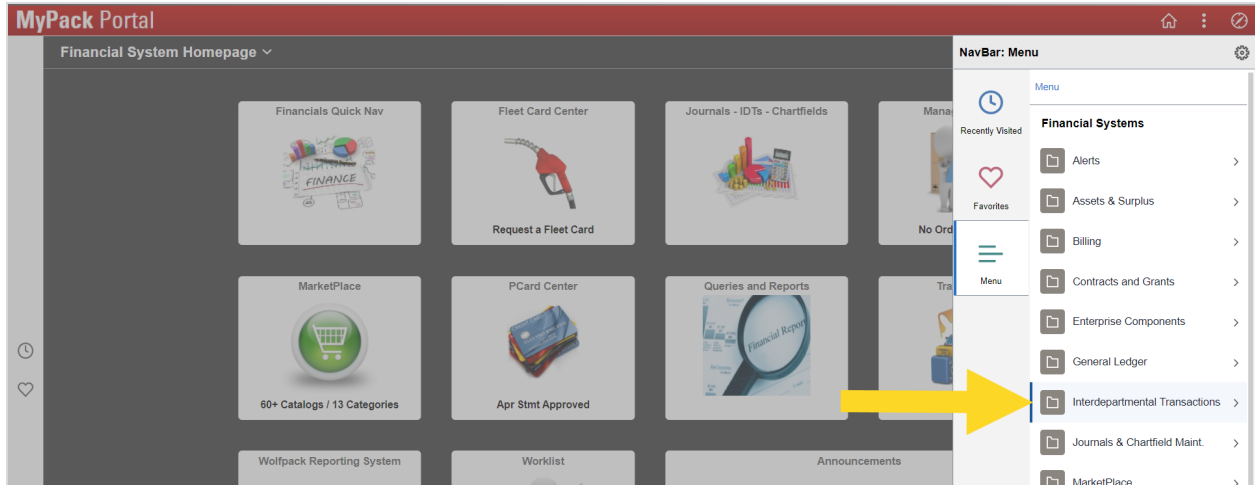
2. Click on **Menu**.



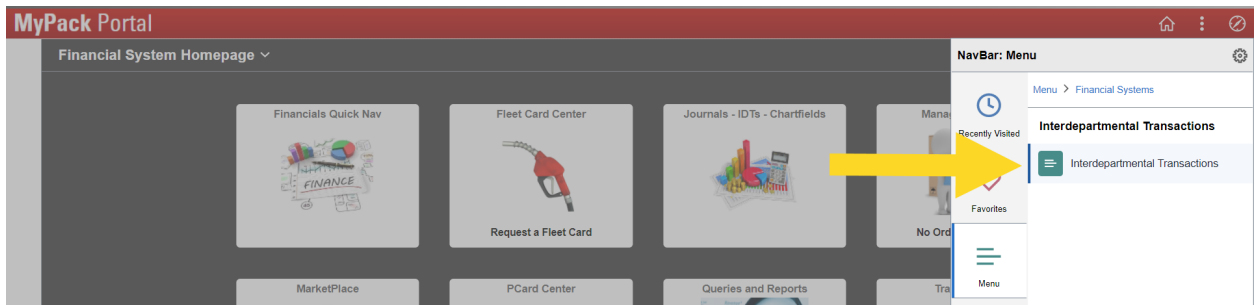
3. Click on **Financial Systems**.



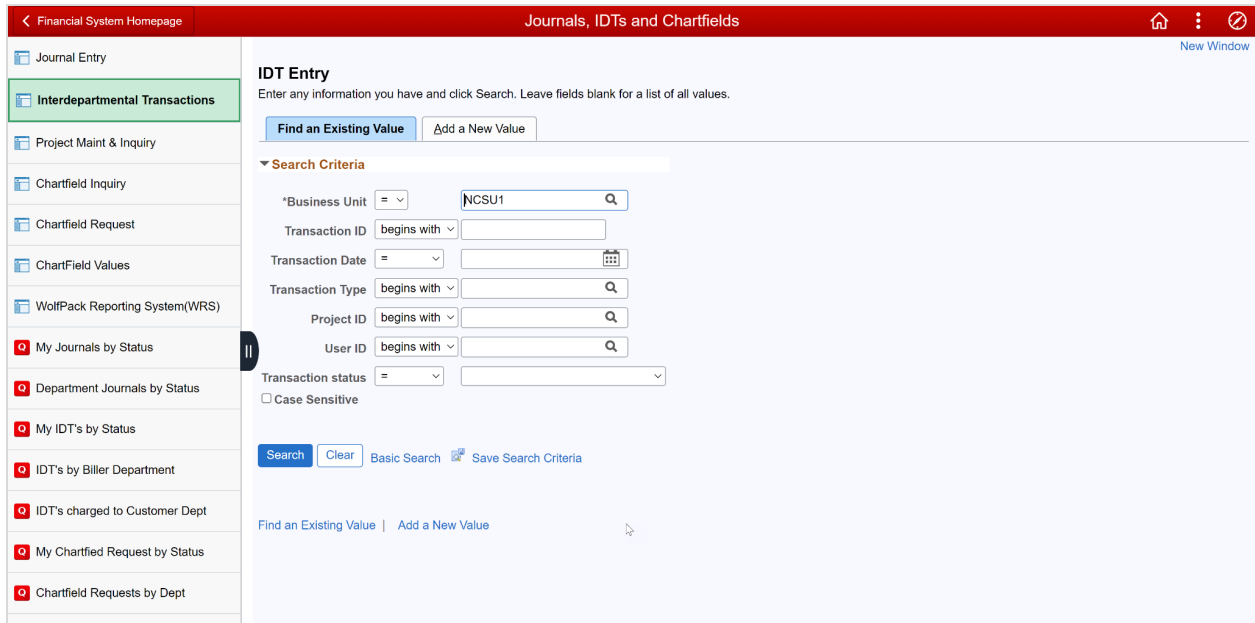
4. Click on **Interdepartmental Transactions**.



5. Click on **Interdepartmental Transactions**.



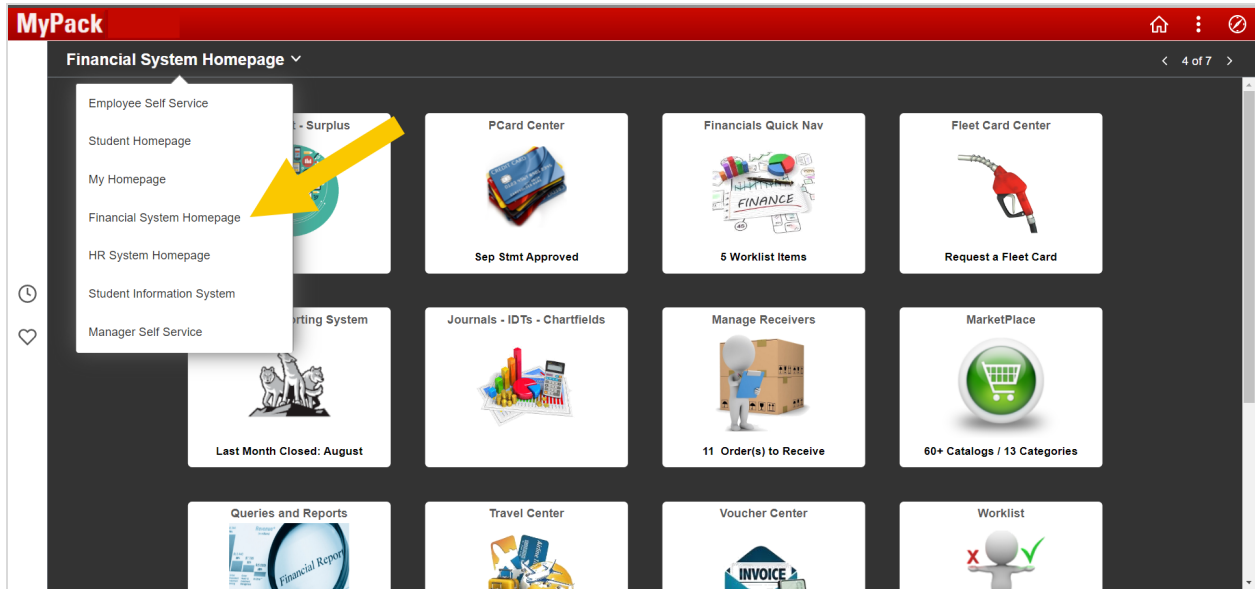
You will be in the **IDT Entry** page.



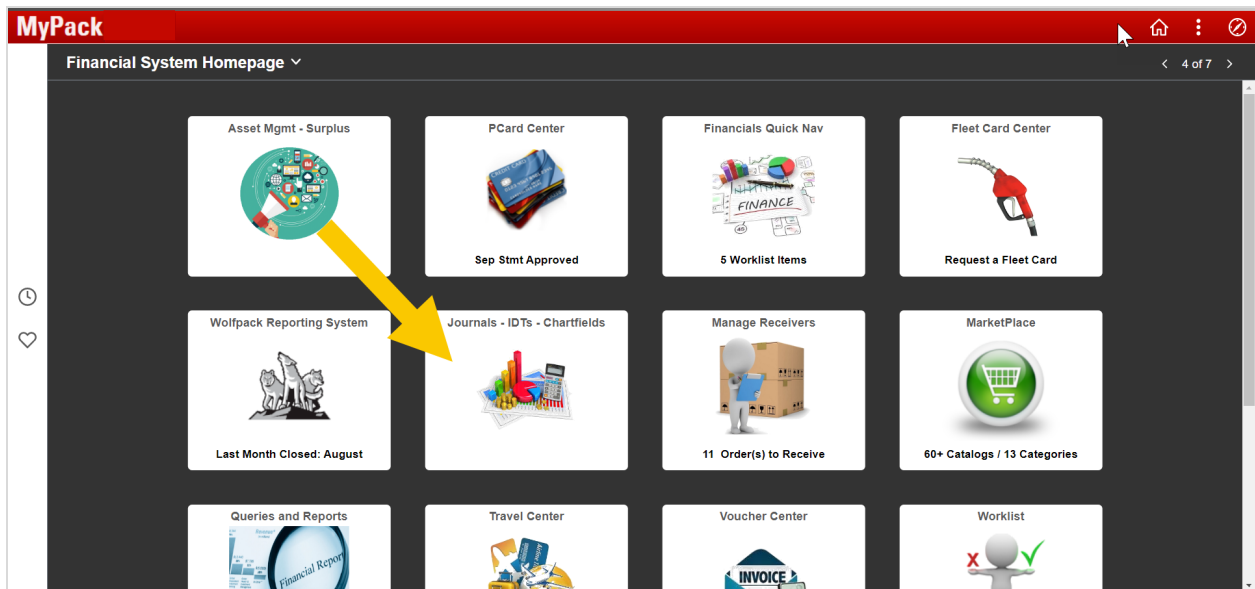
Creating an IDT

STEP 1: Enter the IDS or IDJ Information

1. Navigate to **MyPack Portal**.
2. Select **Financial System Homepage**.



3. Click on the **Journals - IDTs - Chartfields** tile.



4. Click on **Interdepartmental Transactions**.

The screenshot shows the 'Financial System Homepage' with a navigation menu on the left. The 'Interdepartmental Transactions' option is highlighted in green, and a yellow arrow points to it. The main content area is titled 'Journals, IDTs and Chartfields' and contains an 'IDT Entry' form. The form has two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these are search criteria fields for Business Unit (set to NCSU1), Transaction ID, Transaction Date, Transaction Type, Project ID, User ID, and Transaction status. A 'Search' button and a 'Clear' button are also visible.

5. Click on **Add a New Value**.

The screenshot shows the 'MyPack Portal' header in red. Below it is the 'IDT Entry' section with the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' The 'Add a New Value' button is highlighted with a yellow arrow. The search criteria section is expanded, showing fields for Business Unit (NCSU1), Transaction ID, Transaction Date, Transaction Type, Project ID, User ID, and Transaction status. A 'Case Sensitive' checkbox is also present. At the bottom, there are 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' buttons.

6. Verify that the Business Unit is **NCSU1**.
7. Verify that the **Transaction ID** is **NEXT**.
8. The **Transaction Date** defaults to the current date. The transaction date does not have to be the current date but it does have to be in an open period, which is normally the current month. If the period for the date entered is not open, an error message will appear.
9. In **Transaction Type** enter **IDS** or **IDJ**.
10. Click on **Add**.

The screenshot shows the 'IDT Entry' form in a web application. The form has a red header bar with 'Financial System Homepage' on the left and 'Journals, IDTs and Chartfields' on the right. Below the header, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The form contains four input fields: '*Business Unit' with the value 'NCSU1', '*Transaction ID' with the value 'NEXT', '*Transaction Date' with the value '11/15/2022', and '*Transaction Type' with the value 'IDJ'. A blue 'Add' button is located at the bottom left of the form. Yellow arrows with black circular callouts numbered 6 through 10 point to the following elements: 6 points to the Business Unit field, 7 points to the Transaction ID field, 8 points to the Transaction Date field, 9 points to the Transaction Type field, and 10 points to the Add button. A vertical ellipsis icon is visible on the far left side of the form area.

STEP 2: Enter the Header Information

1. The biller name and email will be populated with the current user's information. Update this information, if needed. Add a phone number; the IDT will not be saved without one.

Financial System Homepage Journals, IDTs and Chartfields

Header Line Approval IDT Info

Business Unit: NCSU1 Trans ID: NEXT Trans Date: 11/15/2022 Trans Type: IDJ Journals Print

Customer Dept: Billing Dept: Copy

Customer: [Search] Biller Contact: Joel R Bristol Delete

Cust Contact: [Search] Phone Number: 919-513-4207

Phone Number: [Search] Email: jbristo@ncsu.edu

Email: [Search] Status: New

Transaction Description: [Text Area] Reference: [Text Area]

Transaction Comments: [Text Area] Control Total: [Text Area]

Attachments (0)

Entered By: Entered Date/Time: Payment Total:

Last Updated By: Last Update Date/Time: Charge Total:

Save Notify Add Update/Display

Header | Line | Approval | IDT Info

2. Enter a **Control Total** for the transaction. This amount represents the total dollar amount for the IDT. For this example, we are going to enter \$95.00.

Financial System Homepage Journals, IDTs and Chartfields

Header Line Approval IDT Info

Business Unit: NCSU1 Trans ID: NEXT Trans Date: 11/15/2022 Trans Type: IDJ Journals Print

Customer Dept: Billing Dept: Copy

Customer: [Search] Biller Contact: Joel R Bristol Delete

Cust Contact: [Search] Phone Number: 919-513-4207

Phone Number: [Search] Email: jbristo@ncsu.edu

Email: [Search] Status: New

Transaction Description: [Text Area] Reference: [Text Area]

Transaction Comments: [Text Area] Control Total: 95.00

Attachments (0)

Entered By: Entered Date/Time: Payment Total:

Last Updated By: Last Update Date/Time: Charge Total:

Save Notify Add Update/Display

Header | Line | Approval | IDT Info

If the IDT will be used to provide a refund, enter **0**.

The screenshot shows the 'Journals, IDTs and Chartfields' form in the Financial System. The form is divided into several sections: Header, Line, Approval, and IDT Info. The Header section contains fields for Business Unit (NCSU1), Trans ID (NEXT), Trans Date (11/15/2022), and Trans Type (IDJ). The Line section contains fields for Customer Dept, Customer, Cust Contact, Phone Number, and Email. The Approval section contains fields for Billing Dept, Biller Contact (Joel R Bristol), Phone Number (919-513-4207), and Email (jbristo@ncsu.edu). The IDT Info section contains fields for Transaction Description and Transaction Comments. The Journals section contains buttons for Print, Copy, and Delete. The Status section contains a 'New Reference' field and a 'Control Total' field. The 'Control Total' field is highlighted with a yellow arrow and contains the value '0.00'. The 'Payment Total' and 'Charge Total' fields are also visible at the bottom of the form.

3. The **Reference** field is optional. The information entered in this field will depend on the business process of the service unit. This information is not sent to the journal and does not appear on WRS Reports.

Examples of information that you might enter in this field include an invoice number from a point of sale, a policy number, a contract number or a PCard transaction number. For this example, since the original purchase was made with a PCard, we are going to enter a PCard transaction number, which starts with “CPS”.

The screenshot shows the 'Journals, IDTs and Chartfields' form in the Financial System. The form is divided into several sections: Header, Line, Approval, and IDT Info. The Header section contains fields for Business Unit (NCSU1), Trans ID (NEXT), Trans Date (11/15/2022), and Trans Type (IDJ). The Line section contains fields for Customer Dept, Customer, Cust Contact, Phone Number, and Email. The Approval section contains fields for Billing Dept, Biller Contact (Joel R Bristol), Phone Number (919-513-4207), and Email (jbristo@ncsu.edu). The IDT Info section contains fields for Transaction Description and Transaction Comments. The Journals section contains buttons for Print, Copy, and Delete. The Status section contains a 'New Reference' field and a 'Control Total' field. The 'New Reference' field is highlighted with a yellow arrow and contains the value 'CPS2939935'. The 'Control Total' field contains the value '95.00'. The 'Payment Total' and 'Charge Total' fields are also visible at the bottom of the form.

- In the **Customer** field, enter the **Unity ID** of the customer being billed.
- Click on the lookup magnifier.

Financial System Homepage Journals, IDTs and Chartfields

Header Line Approval IDT Info

Business Unit: NCSU1 Trans ID: NEXT Trans Date: 11/15/2022 Trans Type: IDJ Journals

Customer Dept: Billing Dept: Print

Customer: jwarnol3 Copy

Cust Contact: Biller Contact: Joel R Bristol Delete

Phone Number: 919-513-4207

Email: jbristo@ncsu.edu

Status: New Reference CPS2939935 Control Total 95.00

Transaction Description:

Transaction Comments:

Attachments (0)

Entered By: Entered Date/Time: Payment Total:

Last Updated By: Last Update Date/Time: Charge Total:

Save Notify Add Update/Display

Header | Line | Approval | IDT Info

- Select the customer from the Search results.

Financial System Homepage Journals, IDTs and Chartfields

Header Line Approval IDT Info

Business Unit: NCSU1 Trans ID: NEXT Trans Date: 11/15/2022 Trans Type: IDJ Journals

Customer Dept: Billing Dept: Print

Customer: jwarnol3 Copy

Cust Contact: Biller Contact: Joel R Bristol Delete

Phone Number: 919-513-4207

Email: jbristo@ncsu.edu

Status: New Reference CPS2939935 Control Total 95.00

Transaction Description:

Transaction Comments:

Attachments (0)

Entered By: Entered Date/Time: Payment Total:

Last Updated By: Last Update Date/Time: Charge Total:

Save Notify Add Update/Display

Header | Line | Approval | IDT Info

Look Up Customer

User ID begins with JWARNOL3

Name begins with

Department begins with

Search Clear Cancel Basic Lookup

Search Results

View 100 1-1 of 1

User ID	Name	Department
JWARNOL3	Joshua W Arnold	493101

- This action will auto populate the **Cust Contact** and the **Email** fields. Verify that the customer selected was the correct one. If needed, enter the Phone Number.

Financial System Homepage Journals, IDTs and Chartfields

Header Line Approval IDT Info

Business Unit: NCSU1 Trans ID: NEXT Trans Date: 11/15/2022 Trans Type: IDJ Journals: Print

Customer Dept: Billing Dept: Copy

Customer: JWARNOL3 Cust Contact: Joshua W Arnold Biller Contact: Joel R Bristol Delete

Phone Number: 919-515-7822 Phone Number: 919-513-4207 Status

Email: jwamol3@ncsu.edu Email: jbristo@ncsu.edu New

Transaction Description: Reference

Transaction Comments: CPS2939935

Attachments (0) Control Total: 95.00

Entered By: Entered Date/Time: Payment Total:

Last Updated By: Last Update Date/Time: Charge Total:

Save Notify Add Update/Display

Header | Line | Approval | IDT Info

- Enter a **Transaction Description**. This field has a maximum capacity of 254 characters. This information will be included on printed IDTs. In this field, you might include a description of the transaction. Entering a complete description in this field is important for reconciler and audit purposes.

Financial System Homepage Journals, IDTs and Chartfields

Header Line Approval IDT Info

Business Unit: NCSU1 Trans ID: NEXT Trans Date: 11/15/2022 Trans Type: IDJ Journals: Print

Customer Dept: Billing Dept: Copy

Customer: JWARNOL3 Cust Contact: Joshua W Arnold Biller Contact: Joel R Bristol Delete

Phone Number: 919-515-7822 Phone Number: 919-513-4207 Status

Email: jwamol3@ncsu.edu Email: jbristo@ncsu.edu New

Transaction Description: IDJ to split cost of new sign at Admin 1 between Procurement & Business Services and Campus Enterprises. Original transaction paid by P&BS from Project ID 221073. PCard Transaction CPS2939935, Seven Barks Graphics. Charge \$95 to Campus Enterprises Project ID 370200-00001. Reference

Transaction Comments: CPS2939935

Attachments (0) Control Total: 95.00

Entered By: Entered Date/Time: Payment Total:

Last Updated By: Last Update Date/Time: Charge Total:

Save Notify Add Update/Display

Header | Line | Approval | IDT Info

- The **Transaction Comments** field is optional. This field has a maximum capacity of 1,000 characters. This field will be visible by anyone who pulls the IDT but will not be included on printed IDTs. Examples of comments you might enter in this field are IDT approval notes for the reconciler or for Accounts Payable.

The screenshot shows the 'Journals, IDTs and Chartfields' page. The 'Transaction Description' field contains the text: 'IDJ to split cost of new sign at Admin 1 between Procurement & Business Services and Campus Enterprises. Original transaction paid by P&BS from Project ID 221073. PCard Transaction CPS2939935, Seven Barks Graphics. Charge \$95 to Campus Enterprises Project ID 370200-00001.' The 'Transaction Comments' field contains the text: 'Please double check compliance with Spending Guidelines.' A yellow arrow points to this field. Other fields include 'Customer: JWARNOL3', 'Cust Contact: Joshua W Arnold', 'Phone Number: 919-515-7822', 'Email: jwarnol3@ncsu.edu', 'Bill Contact: Joel R Bristol', 'Phone Number:', 'Email: jbristo@ncsu.edu', 'Trans Date: 11/15/2022', 'Trans Type: IDJ', 'Status: New', 'Reference: CPS2939935', and 'Control Total: 95.00'. Buttons for 'Print', 'Copy', 'Delete', 'Add', and 'Update/Display' are visible.

- Click on the **Attachments** link to upload any supporting documentation, such as the original invoice, a PCard receipt, etc.

This screenshot is identical to the one above, showing the same 'Transaction Description' and 'Transaction Comments' fields. A yellow arrow now points to the 'Attachments (0)' link located below the 'Transaction Comments' field. The rest of the interface, including the header, navigation tabs, and various input fields, remains the same.

11. Click on **Add Attachment**.

The screenshot shows the 'Payment Worksheet Attachments' dialog box. At the top, it displays 'Business Unit: NCSU1', 'Report ID: NEXT', and 'Date: 11/15/2022'. Below this is a 'Details' section with a search icon and a '1-1 of 1' indicator. A table with columns 'File Name', 'Description', 'User', 'Name', and 'Date/Time Stamp' is present, with a 'View' button in the first row. A message states: 'Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.' At the bottom, there is an 'Add Attachment' button, an 'OK' button, and a 'Cancel' button. A yellow arrow points to the 'Add Attachment' button.

12. Follow the standard process to upload files from your computer and add any needed attachments. When you are done, click on **OK**.

The screenshot shows the 'Payment Worksheet Attachments' dialog box with two attachments listed in the table. The first attachment is 'PCard_Receipt.docx' with the description 'PCard Receipt Sign'. The second attachment is 'Invoice.docx' with the description 'Invoice Seven Barks Graphics'. The 'OK' button at the bottom is highlighted with a yellow arrow.

File Name	Description	User	Name	Date/Time Stamp
PCard_Receipt.docx	PCard Receipt Sign			
Invoice.docx	Invoice Seven Barks Graphics			

The attachments will be added to the IDT.

Journals, IDTs and Chartfields New Window | Personalize Page

Header | Line | Approval | IDT Info

Business Unit: NCSU1 Trans ID: NEXT Trans Date: 11/15/2022 Trans Type: IDJ Journals Print

Customer Dept: Billing Dept:

Customer: JWARNOL3 Cust Contact: Joshua W Arnold Bill Contact: Joel R Bristol Copy

Phone Number: 919-515-7822 Phone Number: 919-513-4207 Delete

Email: jwarnol3@ncsu.edu Email: jbristo@ncsu.edu Status

Transaction Description: IDJ to split cost of new sign at Admin 1 between P&BS and Campus Enterprises. Original transaction paid by P&BS from Project ID 221073. PCard Transaction CPS2939935, Seven Barks Graphics. Charge \$95 to Campus Enterprises Project ID 370200-00001 New Reference CPS2939935

Transaction Comments: Please double check compliance with Spending Guidelines. Control Total 95.00

[Attachments \(2\)](#)

Entered By: Entered Date/Time: Payment Total:

Last Updated By: Last Update Date/Time: Charge Total:

Header | Line | Approval | IDT Info



KEEP IN MIND

At this point, the IDT has not been saved yet. Make sure to not click away from this page or accidentally close this tab or you will lose your progress.

You will not be able to save the IDT until you have added a payment action in the Line tab. We will do this in the next step.

13. Click on the **Line** tab.

Journals, IDTs and Chartfields New Window | Personalize Page

Header | **Line** | Approval | IDT Info

Business Unit: NCSU1 Trans ID: NEXT Trans Date: 11/15/2022 Trans Type: IDJ Journals Print

Customer Dept: Billing Dept: Copy

Customer: JWARNOL3 Delete

Cust Contact: Joshua W Arnold Biller Contact: Joel R Bristol

Phone Number: 919-515-7822 Phone Number: 919-513-4207

Email: jwarnol3@ncsu.edu Email: jbristo@ncsu.edu

Status

New

Reference

CPS2939935

Control Total

95.00

Transaction Description: IDJ to split cost of new sign at Admin 1 between P&BS and Campus Enterprises. Original transaction paid by P&BS from Project ID 221073. PCard Transaction CPS2939935, Seven Barks Graphics. Charge \$95 to Camous Enterprises Project ID 370200-00001

Transaction Comments: Please double check compliance with Spending Guidelines.

[Attachments \(2\)](#)

Entered By: Entered Date/Time: Payment Total:

Last Updated By: Last Update Date/Time: Charge Total:

Header | **Line** | Approval | IDT Info

STEP 3: Enter the Pay Line Information

For this example, the original transaction was \$190. We will be sharing the cost with another department, who will be responsible for half of the cost (\$95). This is the [Control Total number that we entered earlier](#). If the cost of the transaction will be shared with more than one department, for example, two other departments, you would need to divide \$190 by three (\$63.33). This IDT would have one Pay line and two Charge lines.

INSTRUCTIONS

1. Enter the Project ID in the Pay Speed Type field and click on the tab key. To look up the Project ID, click on the magnifying glass.

Financial System Homepage Journals, IDTs and Chartfields

Business Unit: NCSU1 Trans Id: NEXT Trans Date: 11/15/2022 Trans Type: IDJ Journals
Customer Dept: Billing Dept: Control Total: 95.00

Line Type	Pay Speed Type	Project	Account	Deptid	Fund	Program Code	Class	Transaction Amount	Line Description
1	PAY	221073							

Entered By: Entered Date/Time: Payment Total:
Last Updated By: Last Update Date/Time: Charge Total:

Save Notify

Header | Approval | IDT Info

2. Enter the account number in the **Account** field and click on the tab key. To look up the corresponding account, access the [Chart of Accounts - Expenses](#).

Financial System Homepage Journals, IDTs and Chartfields

Business Unit: NCSU1 Trans Id: NEXT Trans Date: 11/15/2022 Trans Type: IDJ Journals
Customer Dept: Billing Dept: Control Total: 95.00

Line Type	Pay Speed Type	Project	Account	Deptid	Fund	Program Code	Class	Transaction Amount	Line Description
1	PAY	221073	53510	493401	16030	170	212		

Entered By: Entered Date/Time: Payment Total:
Last Updated By: Last Update Date/Time: Charge Total:

Save Notify

Header | Line | Approval | IDT Info

3. Enter the **Transaction Amount** being charged.

Financial System Homepage Journals, IDTs and Chartfields

Header Line Approval IDT Info

Business Unit: NCSU1 Trans Id: NEXT Trans Date: 11/15/2022 Trans Type: IDJ Journals
Customer Dept: Billing Dept: Control Total: 95.00

Line	Line Type	Pay SpeedType	Project	Account	Deptid	Fund	Program Code	Class	Transaction Amount	Line Description
1	PAY		221073	53510	493401	16030	170	212	95	

Entered By: Entered Date/Time: Payment Total:
Last Updated By: Last Update Date/Time: Charge Total:

Save Notify

Header | Line | Approval | IDT Info

4. Enter the **Line Description**. The line description information will be included in the IDT and will be displayed on the WRS reports when the IDT is posted.

Financial System Homepage Journals, IDTs and Chartfields

Date: 11/15/2022 Trans Type: IDJ Journals
ig Dept: Control Total: 95.00

Account	Deptid	Fund	Program Code	Class	Transaction Amount	Line Description	Line Reference
53510	493401	16030	170	212	95.00	CPS2939935 Seven Barks Graphics	

Payment Total: 95.00
Charge Total:

Add Update/Display

5. Before moving on with the process, click on the **Save** button to save your progress.

Financial System Homepage Journals, IDTs and Chartfields

Header Line Approval IDT Info

Business Unit: NCSU1 Trans Id: NEXT Trans Date: 11/15/2022 Trans Type: IDJ Journals
Customer Dept: Billing Dept: Control Total: 95.00

Line	Line Type	Pay SpeedType	Project	Account	Deptid	Fund	Program Code	Class	Transaction Amount	Line Description
1	PAY		221073	53510	493401	16030	170	212	95.00	CPS2939935 Seven Barks Graphics

Entered By: Entered Date/Time: Payment Total: 95.00
Last Updated By: Last Update Date/Time: Charge Total:

Save Notify

Header | Line | Approval | IDT Info

- Once the IDJ has been saved, the system will assign a **Transaction ID**. This number can be used to track the transaction status.

Employee Self Service | Journals, IDTs and Chartfields

Header | **Line** | Approval | IDT Info

Business Unit: NCSU1 Trans Id: 0000374722 Trans Date: 11/15/2022 Trans Type: IDJ Journals
 Customer Dept: Billing Dept: Procurement Services Control Total: 95.00

Line	Line Type	Pay SpeedType	Project	Account	Deptid	Fund	Program Code	Class	Transaction Amount	Line Description
1	PAY		221073	53510	493401	16030	170	212	95.00	CPS2939935 Seven Barks Graphics

Entered By: JBRISTO Entered Date/Time: 12/16/2022 10:53AM Payment Total: 95.00
 Last Updated By: JBRISTO Last Update Date/Time: 12/16/2022 10:53AM Charge Total:

Save Notify

Header | Line | Approval | IDT Info

- The **Line Reference** is an optional field and can be used to record a number or name related to that specific transaction line. This information is not sent to the IDT and does not appear on WRS Reports. For this example, we are going to list the WRS journal number from the original PCard transaction.

Employee Self Service | Journals, IDTs and Chartfields

Date: 11/15/2022 Trans Type: IDJ Journals
 Billing Dept: Procurement Services Control Total: 95.00

Account	Deptid	Fund	Program Code	Class	Transaction Amount	Line Description	Line Reference
53510	493401	16030	170	212	95.00	CPS2939935 Seven Barks Graphics	04845880

12/16/2022 10:53AM Payment Total: 95.00
 12/16/2022 10:53AM Charge Total:

Add Update/Display

- Click on **Save**.

Employee Self Service | Journals, IDTs and Chartfields

Header | **Line** | Approval | IDT Info

Business Unit: NCSU1 Trans Id: 0000374722 Trans Date: 11/15/2022 Trans Type: IDJ Journals
 Customer Dept: Billing Dept: Procurement Services Control Total: 95.00

Line	Line Type	Pay SpeedType	Project	Account	Deptid	Fund	Program Code	Class	Transaction Amount	Line Description
1	PAY		221073	53510	493401	16030	170	212	95.00	CPS2939935 Seven Barks Graphics

Entered By: JBRISTO Entered Date/Time: 12/16/2022 10:53AM Payment Total: 95.00
 Last Updated By: JBRISTO Last Update Date/Time: 12/16/2022 10:53AM Charge Total:

Save Notify

Header | Line | Approval | IDT Info

STEP 4: Enter the Charge Line Information

1. Click on the **plus (+)** sign to add a new row.

The screenshot shows the 'Employee Self Service' interface for 'Journals, IDTs and Chartfields'. The 'Line' tab is active. The table below has the following data:

	Line Type	Pay Speed Type	Project	Account	Deptid	Fund	Program Code	Class	Transaction Amount	Line Description
1	PAY		221073	53510	493401	16030	170	212	95.00	CPS2939935 Seven Barks Graphics

Below the table, the 'Entered By' field is populated with 'JBRISTO' and the 'Entered Date/Time' is '12/16/2022 10:53AM'. The 'Payment Total' is '95.00'. The 'Last Updated By' field is also 'JBRISTO' and the 'Last Update Date/Time' is '12/16/2022 11:08AM'. The 'Charge Total' is empty. A yellow arrow points to the plus sign in the first column of the table.

The Transaction Amount, the Line Description and the Line Reference fields will be populated with the information from the first line.

2. In the **Line Type** field, enter **CHG** and click on the tab key.
3. In the **Chg Speed Type** field, enter the **Project ID**. If you don't know it, click on the lookup magnifier to search for it.

The screenshot shows the 'Employee Self Service' interface for 'Journals, IDTs and Chartfields'. The 'Line' tab is active. The table below has the following data:

	Line Type	Pay Speed Type	Chg Speed Type	Project	Account	Deptid	Fund	Program Code	Class	Transaction Amount	Line Description
1	PAY			221073	53510	493401	16030	170	212	95.00	CPS2939935 Seven Barks Graphics
2	CHG		370200-000							95.00	CPS2939935 Seven Barks Graphics

Below the table, the 'Entered By' field is populated with 'JBRISTO' and the 'Entered Date/Time' is '12/16/2022 10:53AM'. The 'Payment Total' is '95.00'. The 'Last Updated By' field is also 'JBRISTO' and the 'Last Update Date/Time' is '12/16/2022 11:08AM'. The 'Charge Total' is empty. A yellow arrow points to the plus sign in the first column of the second row. Another yellow arrow points to the 'CHG' text in the 'Line Type' field of the second row. A third yellow arrow points to the '370200-000' text in the 'Chg Speed Type' field of the second row. The number '2' is in a circle next to the 'CHG' field, and the number '3' is in a circle next to the 'Chg Speed Type' field.

- Verify that the account provided by the customer is correct by looking it up in the [Chart of Accounts - Expenses](#).
- Once you have the correct account, enter the account number in the **Account** field and click on the Tab key. If you don't know it, click on the lookup magnifier to search for it.

The screenshot shows the 'Journals, IDTs and Chartfields' interface. At the top, there are tabs for 'Header', 'Line', 'Approval', and 'IDT Info'. Below the tabs, the following information is displayed: Business Unit: NCSU1, Trans Id: 0000374722, Trans Date: 11/15/2022, Trans Type: IDJ, Journals; Customer Dept: Campus Enterprises, Billing Dept: Procurement Services, Control Total: 95.00.

	Line Type	Pay SpeedType	Chg SpeedType	Project	Account	Deptid	Fund	Program Code	Class	Transaction Amount	Line Description
1	PAY			221073	53510	493401	16030	170	212	95.00	CPS2939935 Seven Barks Graphics
2	CHG			370200-00001	53510	470101	91000	201	32	95.00	CPS2939935 Seven Barks Graphics

Entered By: JBRISTO Entered Date/Time: 12/16/2022 10:53AM Payment Total: 95.00
 Last Updated By: JBRISTO Last Update Date/Time: 12/16/2022 11:08AM Charge Total:

Buttons: Save, Return to Search, Previous in List, Next in List, Notify

A yellow arrow points to the 'Account' field in the second line item.

- Click on the **Save** button to save your progress.

This screenshot is identical to the one above, but with a yellow arrow pointing to the 'Save' button at the bottom left of the interface.

Submitting an IDT for Approval

Only staff with **Transaction Creator** can submit an IDT for approval.

INSTRUCTIONS

1. Click on the **Approval** tab.

Employee Self Service Journals, IDTs and Chartfields

Header Line **Approval** IDT Info

Business Unit: NCSU1 Trans ID: 0000374722 Trans Date: 11/15/2022 Trans Type: IDJ Journals
Customer Dept: Campus Enterprises Billing Dept: Procurement Services Control Total: 95.00

	Line Type	Pay SpeedType	Chg SpeedType	Project	Account	Deptid	Fund	Program Code	Class	Transaction Amount	Line Description
1	PAY			221073	53510	493401	16030	170	212	95.00	CPS2939935 Seven Barks Graphics
2	CHG			370200-00001	53510	470101	91000	201	32	95.00	CPS2939935 Seven Barks Graphics

Entered By: JBRISTO Entered Date/Time: 12/16/2022 10:53AM Payment Total: 95.00
Last Updated By: JBRISTO Last Update Date/Time: 12/16/2022 11:08AM Charge Total:

Save Return to Search Previous in List Next in List Notify

Header | Line | **Approval** | IDT Info

2. Review the IDT information displayed on this page. If any changes are needed:

- a. Click on the **Save** button to save your changes.
- b. Click on the **Header** tab to return to the IDT Entry page and make any necessary changes.

Financial System Homepage Journals, IDTs and Chartfields

Header Line **Approval** IDT Info

Unit: NCSU1 Trans ID: 0000374722 Trans Date: 11/15/2022 Trans Type: IDJ Journals Submit
IDT Header Comment: Please double check compliance with Spending Guidelines. Approval Status: NotRouted Proxy
Customer Dept: 470101 Campus Enterprises Go to Worklist
Bill Dept: 493401 Procurement Services Total Amount: 95.00

Approval Status

Business Unit: NCSU1
Approval Check Active: Y
Approval Action: Approve
Comments for Denial Email:

Approval History

Save Notify Add Update/Display

Header | Line | **Approval** | IDT Info

3. When you are ready to approve the IDT, click on the **Approval** tab.

Employee Self Service | Journals, IDTs and Chartfields | New Window | Personalize Page

Header | **Line** | Approval | IDT Info

Business Unit: NCSU1 Trans ID: 0000374722 Trans Date: 11/15/2022 Trans Type: IDJ Journals
Customer Dept: Campus Enterprises Billing Dept: Procurement Services
Control Total: 95.00

Line	Line Type	Pay SpeedType	Chg SpeedType	Project	Account	Deptid	Fund	Program Code	Class	Transaction Amount	Line Description
1	PAY			221073	53510	493401	16030	170	212	95.00	CPS2939935 Seven Barks Graphics
2	CHG			370200-00001	53510	470101	91000	201	32	95.00	CPS2939935 Seven Barks Graphics

Entered By: JBRISTO Entered Date/Time: 12/16/2022 10:53AM Payment Total: 95.00
Last Updated By: JBRISTO Last Update Date/Time: 12/16/2022 11:08AM Charge Total:

Save Return to Search Previous in List Next in List Notify

Header | Line | **Approval** | IDT Info

4. At this point, the IDT will have an Approval Status of **Not Routed**. Click on the **Submit** button to route the IDT for approval.

Financial System Homepage | Journals, IDTs and Chartfields | New Window | Personalize Page

Header | Line | **Approval** | IDT Info

Unit: NCSU1 Trans ID: 0000374722 Trans Date: 11/15/2022 Trans Type: IDJ Journals
IDT Header Comments: Please double check compliance with Spending Guidelines. Approval Status: NotRouted
Customer Dept: 470101 Campus Enterprises
Bill Dept: 493401 Procurement Services Total Amount: 95.00

Submit
Proxy
Go to Worklist

Approval Status

Business Unit: NCSU1
Approval Check Active: Y
Approval Action: Approve
Comments for Denial Email:

Approval History

Save Notify Add Update/Display

Header | Line | **Approval** | IDT Info

5. The **Approval Status** will change to **Pending**.

The screenshot displays the 'Approval' tab in the Employee Self Service system. At the top, the page title is 'Journals, IDTs and Chartfields'. The main header includes 'Employee Self Service' and navigation options like 'New Window' and 'Personalize Page'. Below the header, there are tabs for 'Header', 'Line', 'Approval', and 'IDT Info'. The 'Approval' tab is active, showing details for a transaction with Unit: NCSU1, Trans ID: 0000374722, Trans Date: 11/15/2022, and Trans Type: IDJ. The 'Approval Status' is 'Pending', highlighted by a yellow arrow. Other fields include 'IDT Header Comments' (Please double check compliance with Spending Guidelines), 'Customer Dept: 470101 Campus Enterprises', 'Bill Dept: 493401 Procurement Services', and 'Total Amount: 95.00'. The 'Approval Status' section contains a search bar, a dropdown menu set to 'Approve', and a 'Comments for Denial Email' field. Below this is the 'IDT Approval' section, which shows a flowchart: 'Pending' (Candice Mitchell Jicha, IDT Customer Approval) leads to 'Not Routed' (Multiple Approvers, IDT Foundation Approval), which leads to another 'Not Routed' (Multiple Approvers, IDT Controller Approval). At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

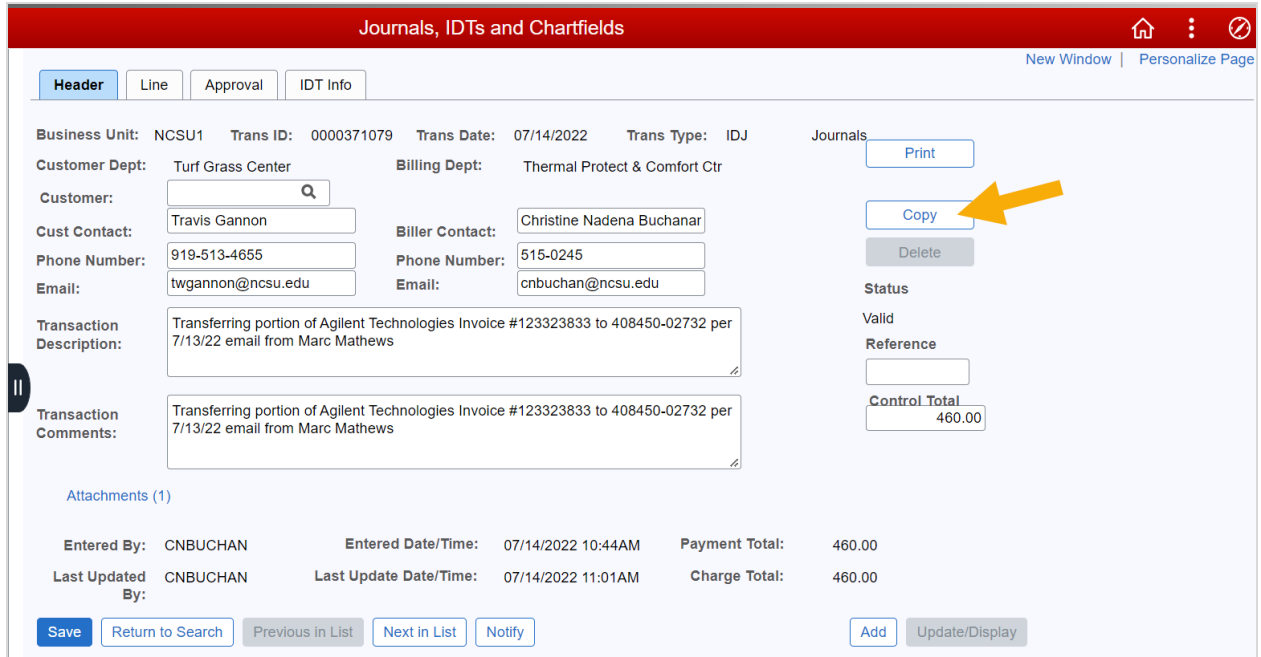
6. Once the IDT is approved by the customer, it will be routed to the Controller's Office for final approval.

Creating a Refund/Credit

Only staff with **Transaction Creator** can create an IDT as a refund/credit.

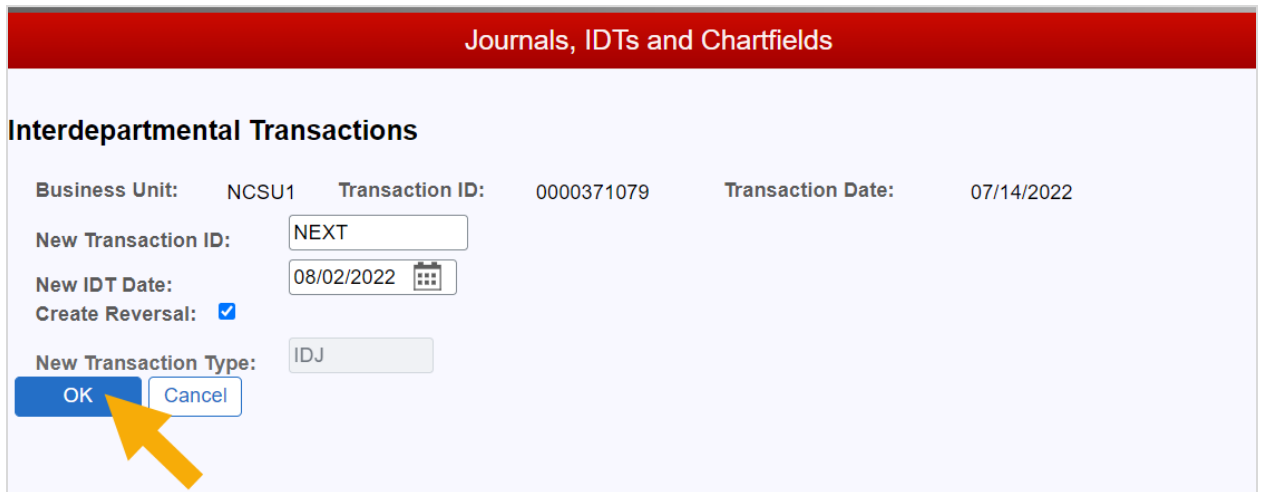
INSTRUCTIONS

1. Open the original IDT.
2. Click on the **Copy** button.



The screenshot shows the 'Journals, IDTs and Chartfields' interface. The top navigation bar is red with the title 'Journals, IDTs and Chartfields' and icons for home, menu, and close. Below the navigation bar are tabs for 'Header', 'Line', 'Approval', and 'IDT Info'. The main content area displays transaction details for Business Unit NCSU1, Trans ID 0000371079, and Trans Date 07/14/2022. It includes fields for Customer Dept (Turf Grass Center), Billing Dept (Thermal Protect & Comfort Ctr), Customer (Travis Gannon), and Biller Contact (Christine Nadena Buchanar). The Transaction Description and Comments both state: 'Transferring portion of Agilent Technologies Invoice #123323833 to 408450-02732 per 7/13/22 email from Marc Mathews'. On the right side, there are buttons for 'Print', 'Copy' (highlighted with a yellow arrow), and 'Delete'. Below these are fields for 'Status' (Valid), 'Reference', and 'Control Total' (460.00). At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

3. In the next page, check the **Create Reversal** box.
4. Click on **OK**.



The screenshot shows the 'Interdepartmental Transactions' dialog box. The top navigation bar is red with the title 'Journals, IDTs and Chartfields'. The dialog box contains the following fields: Business Unit: NCSU1, Transaction ID: 0000371079, Transaction Date: 07/14/2022. Below these are fields for 'New Transaction ID' (NEXT), 'New IDT Date' (08/02/2022), 'Create Reversal' (checked), and 'New Transaction Type' (IDJ). At the bottom, there are buttons for 'OK' (highlighted with a yellow arrow) and 'Cancel'.

5. A new IDT will appear. Click on the **Line** tab.

Journals, IDTs and Chartfields

Header | **Line** | Approval | IDT Info

Business Unit: NCSU1 Trans ID: 0000371079 Trans Date: 07/14/2022 Trans Type: IDJ Journals

Customer Dept: Turf Grass Center Billing Dept: Thermal Protect & Comfort Ctr

Customer: Search

Cust Contact: Travis Gannon Biller Contact: Christine Nadena Buchanar

Phone Number: 919-513-4655 Phone Number: 515-0245

Email: twgannon@ncsu.edu Email: cnbuchan@ncsu.edu

Transaction Description: Transferring portion of Agilent Technologies Invoice #123323833 to 408450-02732 per 7/13/22 email from Marc Mathews

Transaction Comments: Transferring portion of Agilent Technologies Invoice #123323833 to 408450-02732 per 7/13/22 email from Marc Mathews

Attachments (1)

Entered By: CNBUCHAN Entered Date/Time: 07/14/2022 10:44AM Payment Total: 460.00

Last Updated By: CNBUCHAN Last Update Date/Time: 07/14/2022 11:01AM Charge Total: 460.00

Save Return to Search Previous in List Next in List Notify Add Update/Display

Header | Line | Approval | IDT Info

6. Notice that:
- The original PAY line is now the CHG line.
 - The original CHG line is now the PAY line.

Journals, IDTs and Chartfields

Header | **Line** | Approval | IDT Info

Business Unit: NCSU1 Trans ID: 0000371332 Trans Date: 08/02/2022 Trans Type: IDJ Journals

Customer Dept: Turf Grass Center Billing Dept: Thermal Protect & Comfort Ctr

Control Total: 460.00

Line Type	Project	Account	Deptid	Fund	Program Code	Class	Transaction Amount	Line Description
1 CHG	376136	52300	186901	91000	152	38	460.00	CPS3250112 AGILENT TECHNOLOGIE
2 PAY	408450-02732	52300	110904	16031	122	4162	460.00	CPS3250112 AGILENT TECHNOLOGIE

Entered By: CNBUCHAN Entered Date/Time: 08/02/2022 5:20PM Payment Total: 460.00

Last Updated By: CNBUCHAN Last Update Date/Time: 08/02/2022 5:20PM Charge Total: 460.00

Save Return to Search Previous in List Next in List Notify

Header | Line | Approval | IDT Info

7. Click on any line that does not need to be reversed, refunded or credited. This will allow you to remove or add a line. Adjust amounts, if needed.

8. Click on **Submit**.

The screenshot shows a web application interface with a red header bar containing the text "Journals, IDTs and Chartfields" and navigation icons. Below the header, there are tabs for "Header", "Line", "Approval", and "IDT Info". The "Approval" tab is selected. The main content area displays transaction information: Unit: NCSU1, Trans ID: 0000371332, Trans Date: 08/02/2022, Trans Type: IDJ, Journals. A yellow arrow points to a "Submit" button. Below this, there is a text area for "IDT Header Comments" containing the text "Transferring portion of Agilent Technologies Invoice #123323833 to 408450-02732 per 7/13/22 email from Marc Mathews". To the right, the "Approval Status" is "NotRouted" and there is a "Proxy" button. A "Preapproval Flag" checkbox is checked. Below that is a "Go to Worklist" button. Customer and Bill Dept information is shown: Customer Dept: 110904, Turf Grass Center; Bill Dept: 186901, Thermal Protect & Comfort Ctr. The "Total Amount" is 460.00. A section titled "Approval Status" contains a search bar and navigation controls. Below this, there are fields for "Business Unit" (NCSU1), "Approval Check Active" (Y), "Approval Action" (a dropdown menu set to "Approve"), and "Comments for Denial Email" (a text area). At the bottom of this section is a link for "Approval History". A navigation bar at the very bottom includes buttons for "Save", "Return to Search", "Previous in List", "Next in List", "Notify", and "Add".

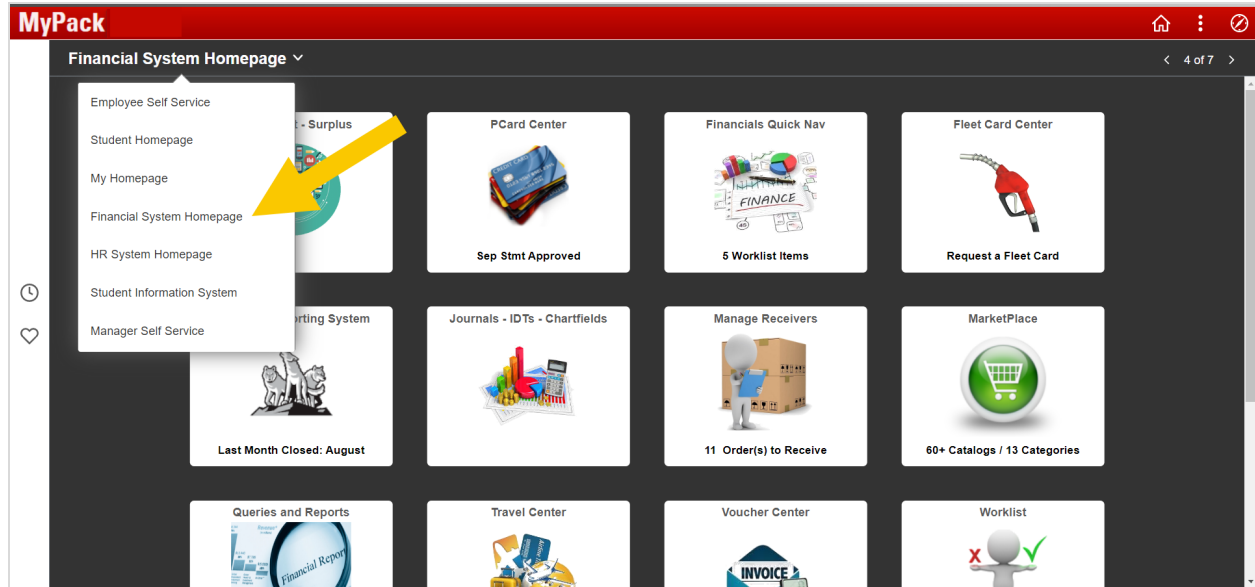
The IDT will be self-approved.

Viewing IDTs by Transaction ID

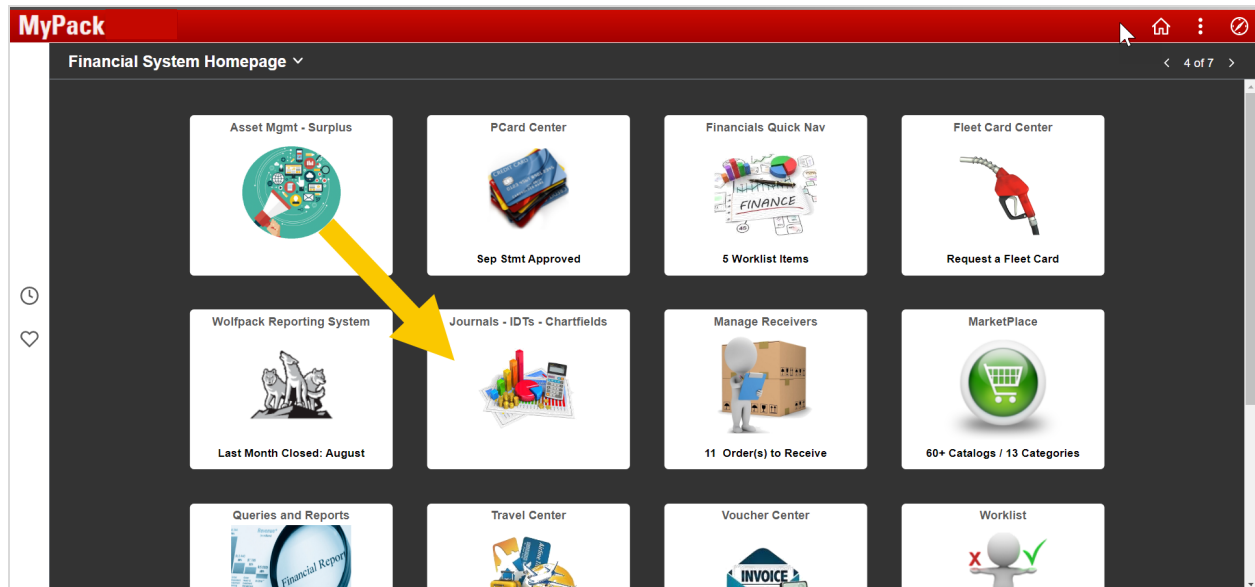
Only staff with **Transaction Creator** or **Transaction Approver** can search for an IDT.

INSTRUCTIONS

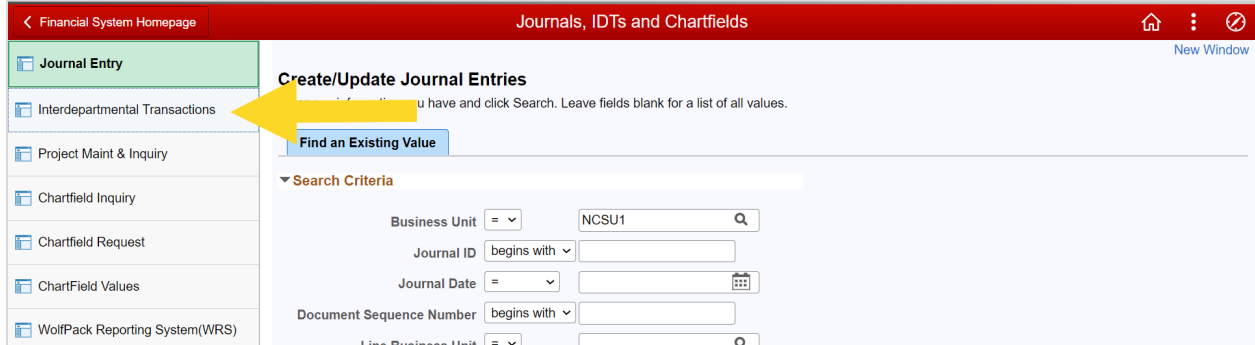
1. Navigate to **MyPack Portal**.
2. Select **Financial System Homepage**.



3. Click on the **Journals - IDTs - Chartfields** tile.



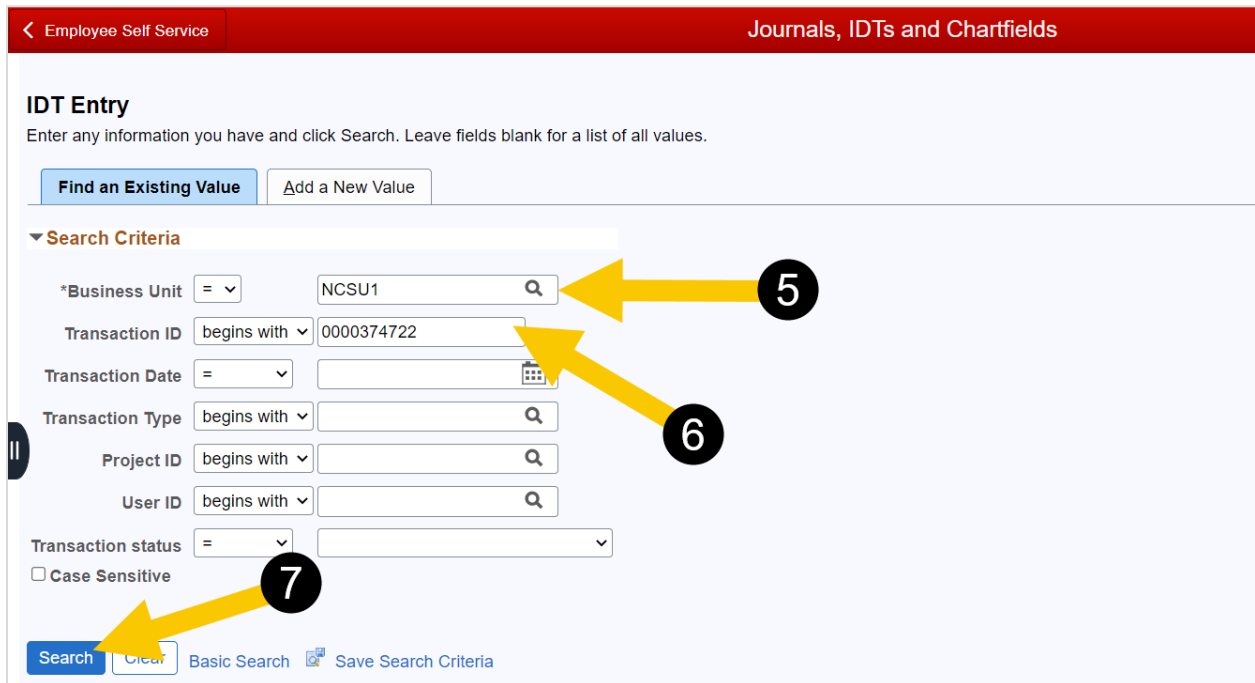
4. Click on **Interdepartmental Transactions**.



5. Verify that the Business Unit is **NCSU1**.

6. Enter any available criteria, such as **Transaction ID, Transaction Date, Transaction Type, Project ID, or User ID**.

7. Click on the **Search** button.



The IDT will be displayed.

Employee Self Service Journals, IDTs and Chartfields New

Header | Line | Approval | IDT Info

Business Unit: NCSU1 Trans ID: 0000374722 Trans Date: 11/15/2022 Trans Type: IDJ Journals [Print](#)

Customer Dept: Campus Enterprises Billing Dept: Procurement Services [Copy](#)

Customer: JWARNOL3 [Delete](#)

Cust Contact: Joshua W Arnold Biller Contact: Joel R Bristol

Phone Number: 9195157822 Phone Number: 9195134207

Email: ncsu.epro@gmail.com Email: ncsu.epro@gmail.com

Status: Valid

Transaction Description: IDJ to split cost of new sign at Admin 1 between P&BS and Campus Enterprises. Original transaction paid by P&BS from Project ID 221073. PCard Transaction CPS2939935. Seven Barks Graphics. Charge \$95 to Campus Enterprises Project ID 370200.00004. Reference: CPS2939935

Transaction Comments: Please double check compliance with Spending Guidelines. [Control Total](#) 95.00

[Attachments \(2\)](#)

Entered By: JBRISTO Entered Date/Time: 12/16/2022 10:53AM Payment Total: 95.00

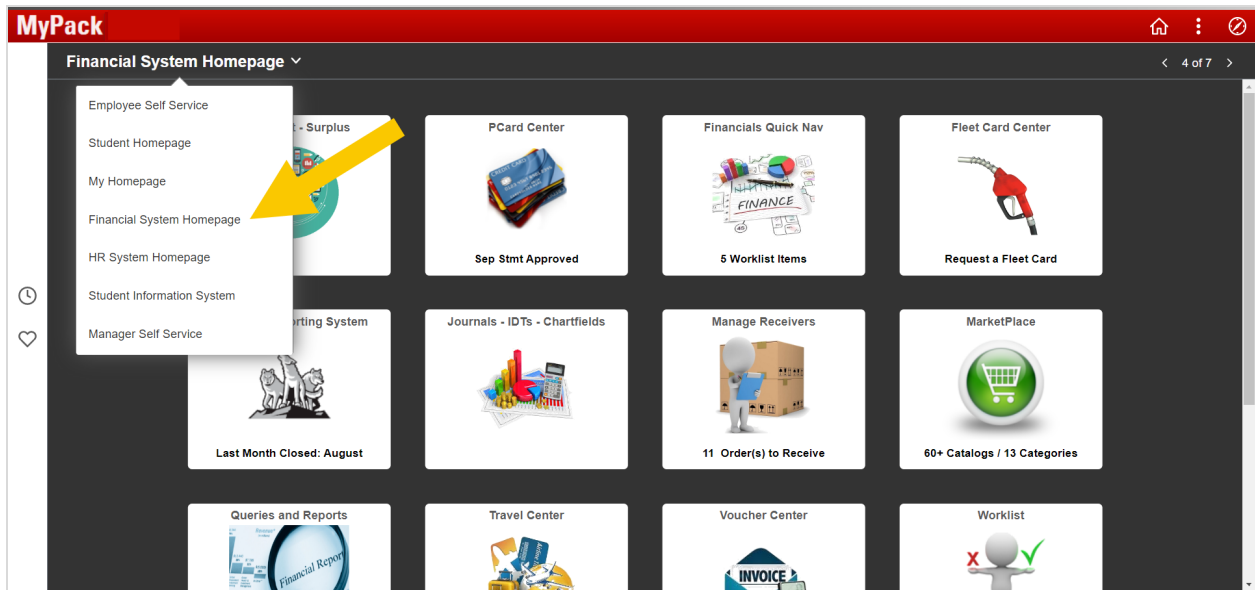
Last Updated By: JBRISTO Last Update Date/Time: 12/16/2022 11:08AM Charge Total: 95.00

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)

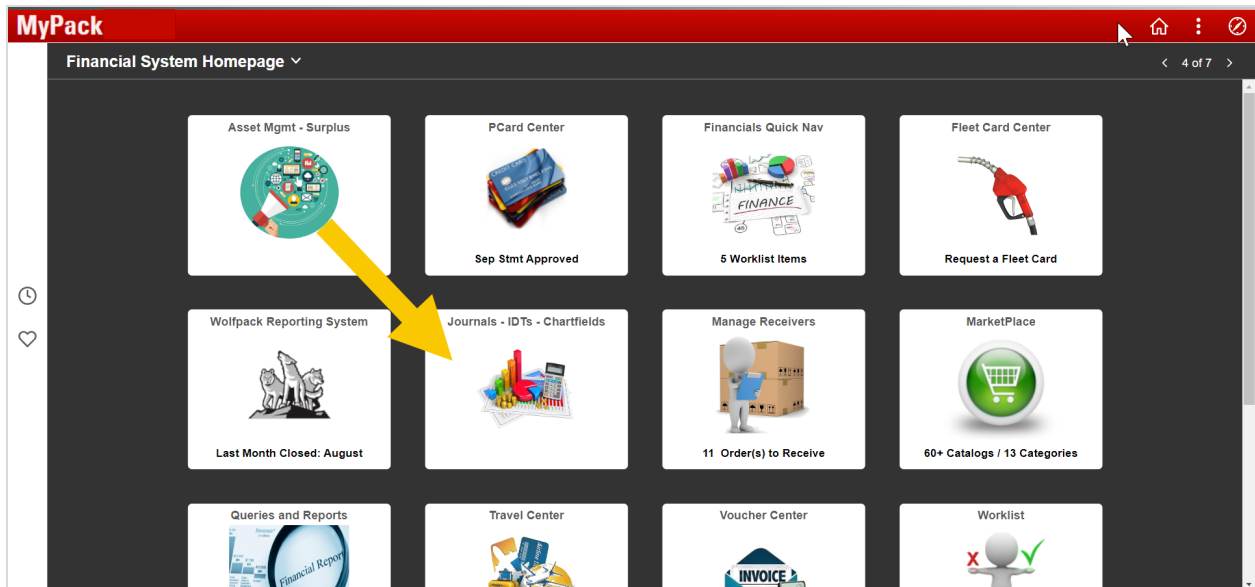
Header | Line | Approval | IDT Info

Viewing IDTs by Status

1. Navigate to **MyPack Portal**.
2. Select **Financial System Homepage**.



3. Click on the **Journals - IDTs - Chartfields** tile.



4. Click on **My IDTs by Status**.

The screenshot shows the 'Journals, IDTs and Chartfields' interface. On the left, a navigation menu lists various options, with 'My IDTs by Status' highlighted by a yellow arrow. The main content area is titled 'Create/Update Journal Entries' and contains a form with the following fields:

- *Business Unit: NCSU1
- *Journal ID: NEXT
- *Journal Date: 08/02/2022
- *Journal Class: JOURNAL

Buttons for 'Find an Existing Value' and 'Add a New Value' are visible at the top of the form. A blue 'Add' button is located below the form fields.

5. Select the needed IDT from the list.

The screenshot displays the 'MY_IDTS_BY_STATUS- My IDTs by Status' report. The table contains the following data:

Row	Interdepartmental Transaction	Transaction Date	Transaction Type	Header Description	Bill Deptid	Billing Contact	Customer Dept	Customer Contact Name	Total Amount	Approval Status	Workflow Step Name
1	0000371079	07/14/2022	IDJ	Transferring portion of Agilent Technologies Invoice #123323833 to 408450-02732 per 7/13/22 email from Marc Mathews	186901	Christine Nadena Buchanan	110904	Travis Gannon	460.00	Pending	IDT Customer Approval
2	0000371288	07/21/2022	IDJ	Transferring expense for Dr. Hergeth's TR01582464 travel (voucher 04981209)	180701	Christine Nadena Buchanan	200161	Asia Gray-Battle	2026.39	Pending	IDT Customer Approval
3	0000371296	07/21/2022	IDJ	Transfer expense for testing services for Dr. Rabiei with MAE	186901	Christine Nadena Buchanan	140940	Clay Gosnell	76.41	Pending	IDT Controller Approval
4	0000371330	07/26/2022	IDJ		186901	Christine Nadena Buchanan		Jennifer Bell	0.00	Not Routed	
5	0000371331	07/14/2022	IDJ	Transferring portion of Agilent Technologies Invoice #123323833 to 408450-02732 per 7/13/22 email from Marc Mathews	186901	Christine Nadena Buchanan	110904	Travis Gannon	0.00	Not Routed	
6	0000371332	08/02/2022	IDJ	Transferring portion of Agilent Technologies Invoice #123323833 to 408450-02732 per 7/13/22 email from Marc Mathews	186901	Christine Nadena Buchanan	110904	Travis Gannon	460.00	Not Routed	

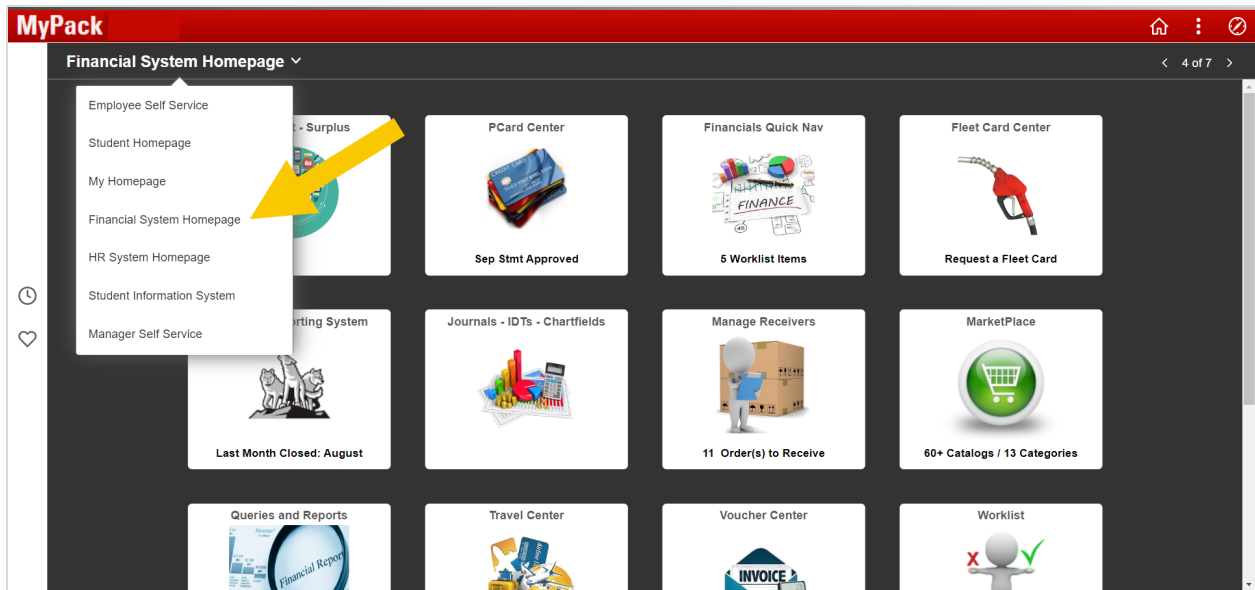
6. Refer to the [IDT Status Description](#) table next for details on each status.

IDT Status Description

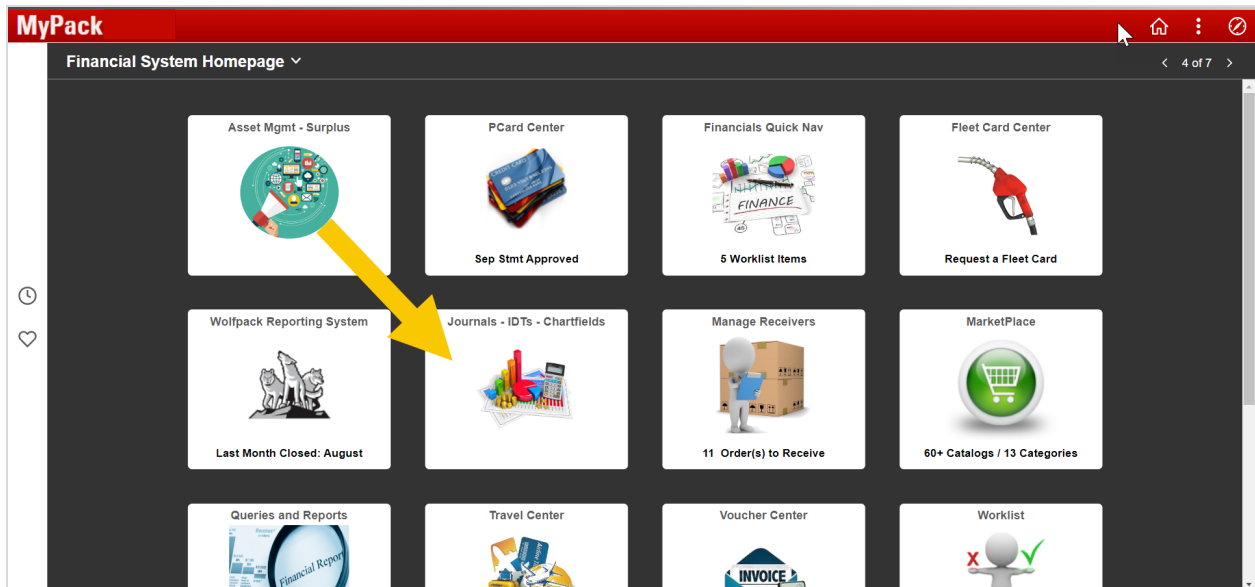
STATUS	DESCRIPTION
Pending	The IDT has been created and is waiting for approval.
Not Routed	The IDT is in draft mode.
Error	There is an error that needs to be corrected before being approved.
New	The IDT has been created but not submitted by the originator.
Valid	<p>The IDT has been submitted by the originator.</p> <p>Once it is approved by the customer and by the Controller's Office, it will be journalized and posted to the General Ledger during the nightly batch process.</p> <p>Look for it in WRS on the following business day. The status will change to posted once it is approved by the customer.</p>
Posted	The journal has been created, posted to the General Ledger and reflected in WRS.

Viewing IDTs by Biller Department

1. Navigate to **MyPack Portal**.
2. Select **Financial System Homepage**.



3. Click on the **Journals - IDTs - Chartfields** tile.



4. Click on **IDT's by Biller Department**.

Employee Self Service Journals, IDTs and Chartfields

Journal Entry

- Interdepartmental Transactions
- Project Maint & Inquiry
- Chartfield Inquiry
- Chartfield Request
- ChartField Values
- WolfPack Reporting System(WRS)
- My Journals by Status
- Department Journals by Status
- My IDT's by Status
- IDT's by Biller Department**
- IDT's charged to Customer Dept
- My Chartfield Request by Status
- Chartfield Requests by Dept

Create/Update Journal Entries

Find an Existing Value Add a New Value

*Business Unit NCSU1

*Journal ID NEXT

*Journal Date 12/16/2022

*Journal Class JOURNAL

Add

Find an Existing Value | Add a New Value

5. Enter the billing department's **OUC** (Department ID).

6. Click on **View Results**.

Journals, IDTs and Chartfields

IDTS_BY_BILLERS_DEPT - IDT'S entered by Billers Dept

Bill Deptid(Add% for 2/4digit)

View Results

Row	Departmental	Transaction	Transaction	Header	Biller Department	Billing Contact	Customer	Customer	Total	Approval	Workflow Step
	ction	Date	Type	Description	ID	Name	Department ID	Contact	Amount	Status	Name

All department's IDTs that were ever created by the biller department will be listed in the next page.

Employee Self Service Journals, IDTs and Chartfields

IDTs_BY_BILLERS_DEPT - IDTs entered by Billers Dept

Bill DeptId(Add% for 24digit) %31

View Results

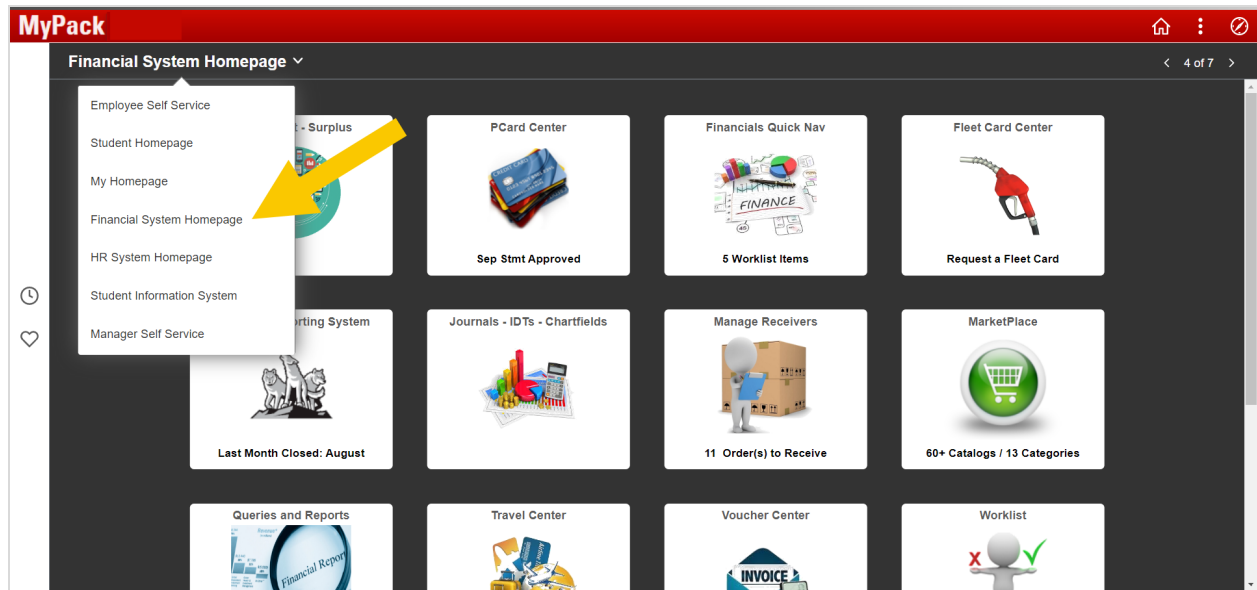
Download results in: Excel Spreadsheet CSV Text File XML File (16 kb)

View All First 1-18 of 18 Last

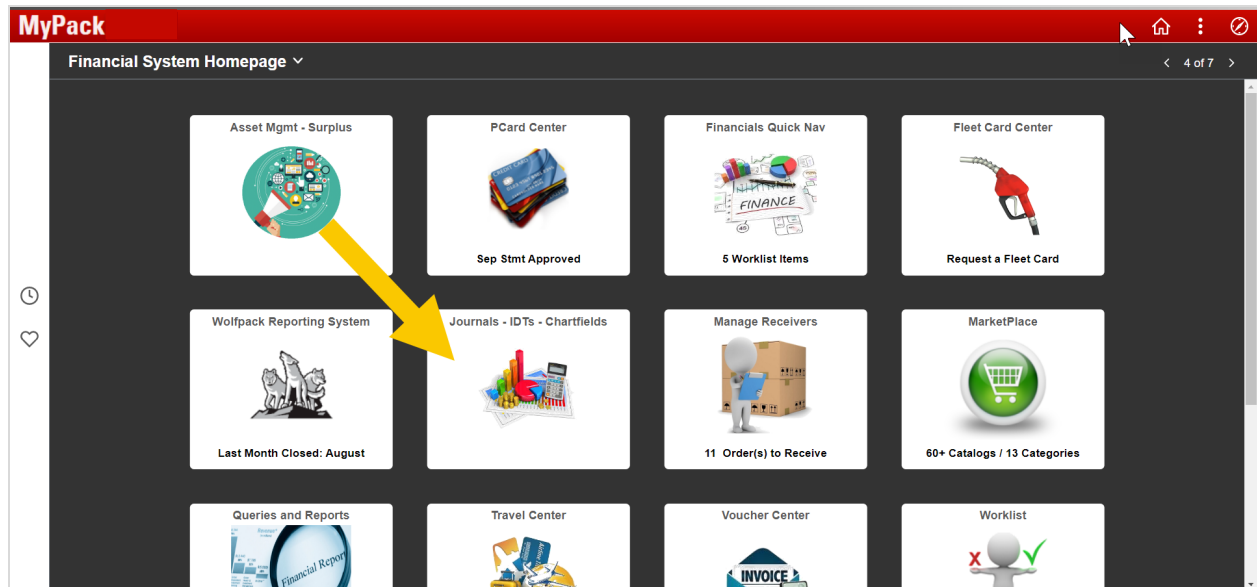
Row	Interdepartmental Transaction	Transaction Date	Transaction Type	Header Description	Biller Department ID	Billing Contact Name	Customer Department ID	Customer Contact Name	Total Amount	Approval Status	Workflow Step Name
1	0000349472	04/29/2021	IDS	21-FAC-1006 Electric Distribution Upgrade Campaign (EDU) Start Up					3528.75	Not Routed	
2	0000349847	05/06/2021	IDJ	21-CALS-1289; Spring 2021 Digital Magazine			110501		2860.60	Denied	
3	0000350011	05/11/2021	IDJ	21-CALS-1293; Photography/Poultry Science Pride of the Wolfpack winners			111901		112.50	Denied	
4	0000350021	05/11/2021	IDJ	21-CALS-1272; Photography/CALS magazine fall/spring 2020/2021			110501		750.00	Denied	
5	0000350874	05/27/2021	IDS	21-DASA-1036; Wellness Center Wayfinding Map			244040		2900.00	Denied	
6	0000350884	05/27/2021	IDS	21-FI-1003; SIWOT Analysis and Communications Audit			139001		4865.00	Denied	
7	0000355647	09/14/2021	IDJ	21-22 AMA Membership Renewal- Brantley Atkinson					119.00	Not Routed	
8	0000355691	09/15/2021	IDJ	21-22 AMA Membership Renewal- Heather Dretsch					119.00	Not Routed	
9	0000355701	09/15/2021	IDJ	21-22 AMA Membership Renewal- Kionna Coleman			110501		119.00	Denied	
10	0000359065	09/21/2021	IDS	22-UCSE-1092 Football Invitations 22-UCSE-1092			081020		1805.49	Denied	
11	0000359159	11/18/2021	IDJ	21-UAG-1197 MEDIA COSTS: AG Impact Campaign Summer FY22 (Google and Facebook Ads: August and September 2021)			082050		1501.35	Denied	
12	0000368717	05/27/2022	IDS	22-CHAN-1074 Photography/Chancellor's staff headshots 2022					150.00	Not Routed	
13	0000368827	05/31/2022	IDS	21-FAC-1008 EDSU Campaign: Communication Plan					11445.60	Not Routed	
14	0000374411	09/23/2022	IDJ	22-23 AMA Membership Renewal-Andrea Young			200101		119.00	Pending	IDT Controller Approval
15	0000374412	09/23/2022	IDJ	22-23 AMA Membership Renewal-David Henard			202001		119.00	Pending	IDT Controller Approval
16	0000374413	09/23/2022	IDJ	22-23 AMA Membership Renewal-Kionna Coleman			110501		119.00	Pending	IDT Customer Approval
17	0000374417	09/23/2022	IDJ	22-23 AMA Membership Renewal-Adam Tompkins			200101		119.00	Pending	IDT Controller Approval
18	0000374419	09/23/2022	IDJ	22-23 AMA Membership Renewal-Kara Rodriguez			200101		119.00	Pending	IDT Controller Approval

Viewing IDTs by Customer Department

1. Navigate to **MyPack Portal**.
2. Select **Financial System Homepage**.



3. Click on the **Journals - IDTs - Chartfields** tile.



4. Click on **IDT's charged to Customer Dept.**

Employee Self Service Journals, IDTs and Chartfields

Journal Entry

- Interdepartmental Transactions
- Project Maint & Inquiry
- Chartfield Inquiry
- Chartfield Request
- ChartField Values
- WolfPack Reporting System(WRS)
- My Journals by Status
- Department Journals by Status
- My IDT's by Status
- IDT's by Biller Department
- IDT's charged to Customer Dept**

Create/Update Journal Entries

Find an Existing Value | **Add a New Value**

*Business Unit: NCSU1

*Journal ID: NEXT

*Journal Date: 12/16/2022

*Journal Class: JOURNAL

Add

Find an Existing Value | Add a New Value

5. Enter the department's **OUC**.

6. Click on **View Results**.

Employee Self Service Journals, IDTs and Chartfields

IDT's BY CUSTOMERS_DEPT - IDT's charged to Customer Dept

Cust Dept(Add % for 2/4 digit) 470101

View Results

No matching results found.

Row	Interde	Transaction	Transaction Date	Transaction Type	Header Description	Biller Department ID	Biller Contact Name	Customer Department ID	Customer Contact Name	Total Amount	Approval Status	Workflow Step Name
No matching results found.												

The IDTs for that department will be displayed.

Employee Self Service Journals, IDTs and Chartfields

IDT's BY CUSTOMERS_DEPT - IDT's charged to Customer Dept

Cust Dept(Add % for 2/4 digit) 470101

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (4 kb)

View All First 1-5 of 5 Last

Row	Interdepartmental Transaction	Transaction Date	Transaction Type	Header Description	Biller Department ID	Biller Contact Name	Customer Department ID	Customer Contact Name	Total Amount	Approval Status	Workflow Step Name
1	0000318788	08/01/2019	IDJ	Transfer funds from NCSU Foundation (LPGC Continuous Improvement) to Campus Enterprises to reimburse for purchase of water coolers for Lonnie Poole Golf Course					7017.39	Denied	
2	0000332315	02/07/2020	IDJ	Trademark Licensing					546379.20	Denied	
3	0000332330	02/07/2020	IDJ	Trademark Licensing					546379.20	Not Routed	
4	0000332331	02/07/2020	IDJ	Trademark Licensing					546379.20	Denied	
5	0000374722	11/15/2022	IDJ	IDJ to split cost of new sign at Admin 1 between P&BS and Campus Enterprises. Original transaction paid by P&BS from Project ID 221073. PCard Transaction CPS2939935. Seven Barks Graphics. Charge \$95 to Campus Enterprises Project ID 370200-00001.					95.00	Pending	IDT Customer Approval

Approving an IDT

The responsible role for approving IDTs is the *Transaction Approver*. The Biller always initiates the IDT. Denied IDTs always route back to the Biller.

Transaction Approvers will be notified when a journal has been submitted and added to the approval workflow.

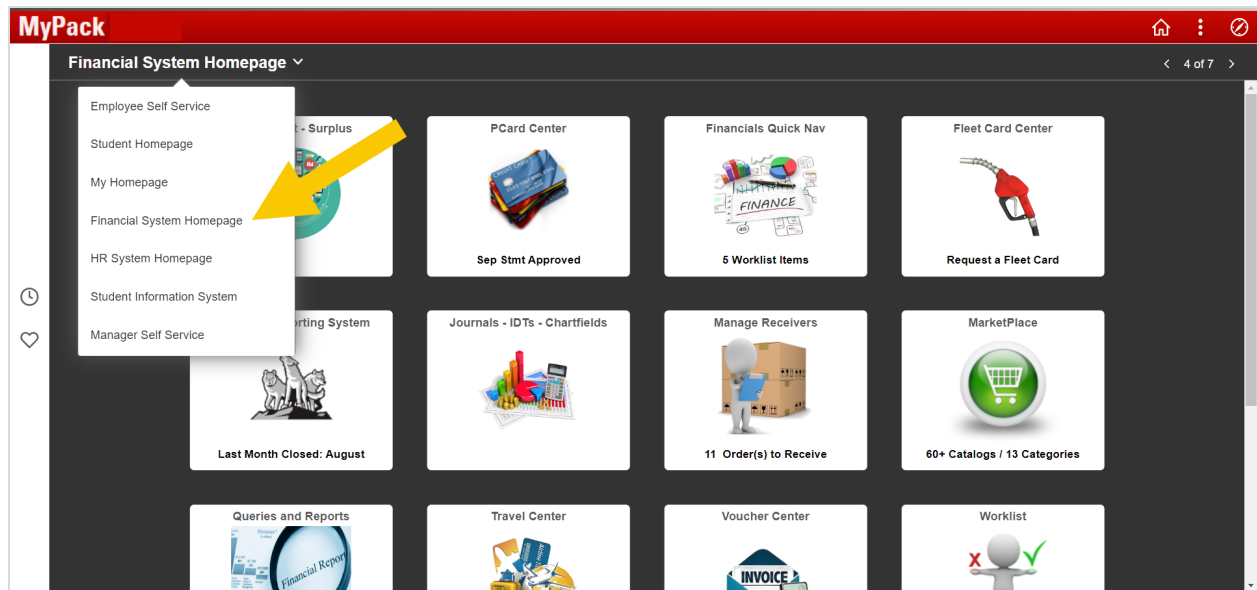
There are a number of ways to access the journal to be approved:

1. [IDT's by Biller Department](#)
2. [IDT's charged to Customer Dept](#)
3. [My IDT's by Status](#)
4. Worklist

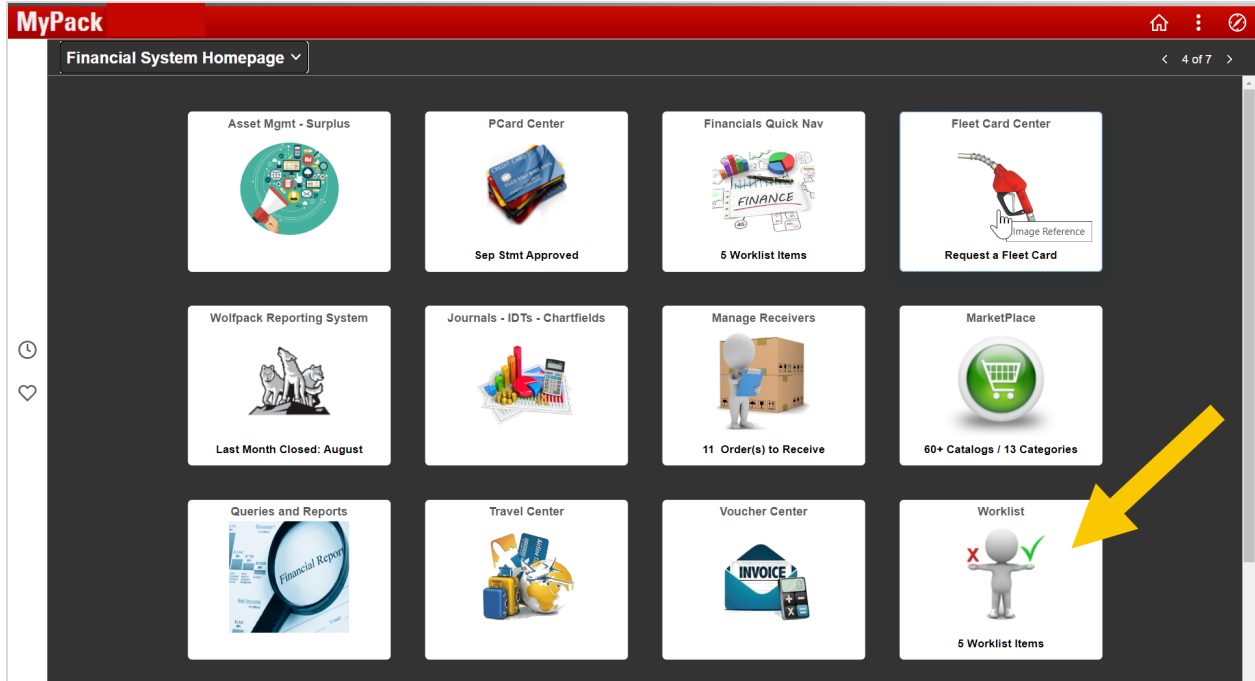
For purposes of this example, we will access the IDT through the **Worklist**.

INSTRUCTIONS

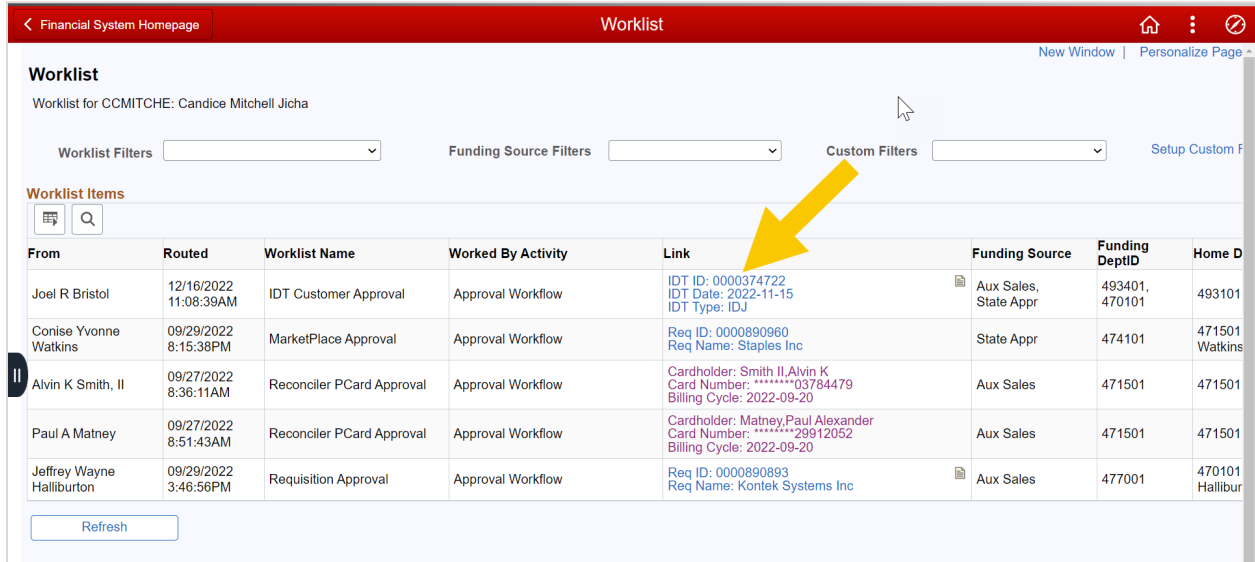
1. Navigate to **MyPack Portal**.
2. Select **Financial System Homepage**.



3. Click on the **Worklist** tile.



4. Click on the journal to be approved.



- Click on the **Approval** tab. This tab is only available to those who have approval authority.

Financial System Homepage | Worklist

Header | Line | **Approval** | IDT Info

Business Unit: NCSU1 Trans ID: 000374722 Trans Date: 11/15/2022 Trans Type: IDJ Journals

Customer Dept: Campus Enterprises Billing Dept: Procurement Services

Customer: JWARNOL3

Cust Contact: Joshua W Arnold Biller Contact: Joel R Bristol

Phone Number: 9195157822 Phone Number: 9195134207

Email: Transaction Description: IDJ to split cost of new sign at Admin 1 between P&BS and Campus Enterprises. Original transaction paid by P&BS from Project ID 221073. PCard Transaction CPS2939935, Seven Barks Graphics. Charge \$.95 to Campus Enterprises Project ID 370200-00001

Transaction Comments: Please double check compliance with Spending Guidelines.

Attachments (2)

Entered By: JBRISTO Entered Date/Time: 12/16/2022 10:53AM Payment Total: 95.00

Last Updated By: JBRISTO Last Update Date/Time: 12/16/2022 11:08AM Charge Total: 95.00

Save Return to Search Previous in List Next in List Notify Add Update/Display

Header | Line | Approval | IDT Info

- Click on the **Approval Action** menu and choose the appropriate action. For this example, we will select **Approve**.
- Click on **Submit**.

Financial System Homepage | Worklist

Header | Line | **Approval** | IDT Info

Unit: NCSU1 Trans ID: 000374722 Trans Date: 11/15/2022 Trans Type: IDJ Journals

IDT Header Comments: Please double check compliance with Spending Guidelines. Status: Pending

Customer Dept: 470101 Campus Enterprises

Bill Dept: 493401 Procurement Services Total Amount: 95.00

Approval Status

Business Unit: NCSU1

Approval Check Active: Y

Approval Action: Approve

Comments for Denial Email:

IDT Approval

BUSINESS_UNIT=NCSU1, TRANSACTION_ID=000374722, TRANSACTION_DT=2022-11-15:Pending

ID/IDS not rev not self appr

Pending Candice Mitchell Jicha IDT Customer Approval → Not Routed Multiple Approvers IDT Foundation Approval → Not Routed Multiple Approvers IDT Controller Approval

Approval History

Save Return to Search Previous in List Next in List Notify Add Update/Display

Header | Line | Approval | IDT Info

The IDT has been approved. It will now be routed to the remaining levels of approval.

The screenshot displays the 'Worklist' interface for a transaction with the following details:

- Unit:** NCSU1
- Trans ID:** 0000374722
- Trans Date:** 11/15/2022
- Trans Type:** IDJ
- Approval Status:** Pending
- Customer Dept:** 470101 (Campus Enterprises)
- Bill Dept:** 493401 (Procurement Services)
- Total Amount:** 95.00

The **Approval Status** section shows the following configuration:

- Business Unit:** NCSU1
- Approval Check Active:** Y
- Approval Action:** Approve
- Comments for Denial Email:** (Empty text area)

The **IDT Approval** flow is as follows:

- Approved:** Candice Mitchell Jicha (IDT Customer Approval) on 12/16/22 at 2:18 PM.
- Skipped:** Multiple Approvers (IDT Foundation Approval).
- Pending:** Multiple Approvers (IDT Controller Approval).

A yellow arrow points to the 'Approved' step in the flow. The interface also includes navigation buttons at the bottom: Save, Return to Search, Previous in List, Next in List, Notify, Add, and Update/Display.

CHAPTER 3: Best Practices

1. USE THE APPROPRIATE IDT (IDJ OR IDS)

When creating interdepartmental journals, make sure to use the appropriate interdepartmental journal: IDJ or IDS.

- > IDJs are used to move funds between Department IDs/OUCs or to allocate, reclassify or correct prior expenses or revenues.
- > IDSs are used to reflect internal sales and services.

2. ENSURE THAT THE BILLER SIDE IS “PAY” AND THE CUSTOMER SIDE IS “CHG”

The biller always initiates the IDT. The biller side (i.e. credit side) is PAY and the customer side (i.e. debit side) is CHG.

3. RESOLVE INTERDEPARTMENTAL ENTRY ERRORS IN A TIMELY MANNER

If there are interdepartmental entry errors, the status will be *E*. Entry errors must be resolved before the interdepartmental journal can be approved.

4. DO NOT USE TRANSFER CODES ON IDS TRANSACTIONS

Transfer codes, which are 58497 and 40997, are never allowed on IDS transactions.

5. USE THE ORIGINAL EXPENSE OR REVENUE ACCOUNT TO CORRECT TRANSACTIONS

Transactions that require correction or sharing should use the original expense or revenue account number on both sides of the transactions.

6. UPLOAD SUPPORTING DOCUMENTATION TO ALL IDTs

While not required for posting, attaching documentation to Interdepartmental Journal entries is a best practice, always observing the university's [Data Security Guidelines](#). Along with a good long description and completion of reference information for each line, attached documentation is readily available and enables reviewers and future users of the Financial System to have access to the full picture of what the journal is about.

7. ENSURE THAT LEDGER 5 CUSTOMERS ARE ON THE OCA LIST

All Ledger 5 customers must be on the OCA list of approved service centers. If a customer is not on the approved list, email Cost Analysis and ask whether this particular case is an exception.

8. REFERENCE THE ORIGINAL TRANSACTION, WHEN APPROPRIATE

When allocating, reclassifying or correcting previous entries, it is a best practice to reference the original transaction so that the movement of funds can be traced from origination to final classification in the Financial System.

CHAPTER 4: Resources

Resource	Notes
Chart of Accounts	<ul style="list-style-type: none">> Expenses> Revenues
Finance Division Knowledge Base	If you ever had questions about university business processes, state compliance regulations, or finance guidelines or topics (think PCard, MarketPlace, financial reporting, etc.) and didn't know who or where to go for an answer, you know how frustrating that might be. The Finance Division Knowledge Base offers campus customers easy access to answers to their questions and is available 24 hours a day, seven days a week.
Finance Basics Guide	This guide offers an introduction to accounting, an overview of the Financial System, basic accounting principles and chart of accounts and reporting.
Spending Guidelines	This guide has been developed to help employees become knowledgeable of the rules, regulations and precedents that have been put in place to ensure that wise spending decisions are made at all times.
Trust Fund Guidelines	These guidelines assist faculty and staff in understanding what trust funds are and how they are accounted for, regulated and applied.