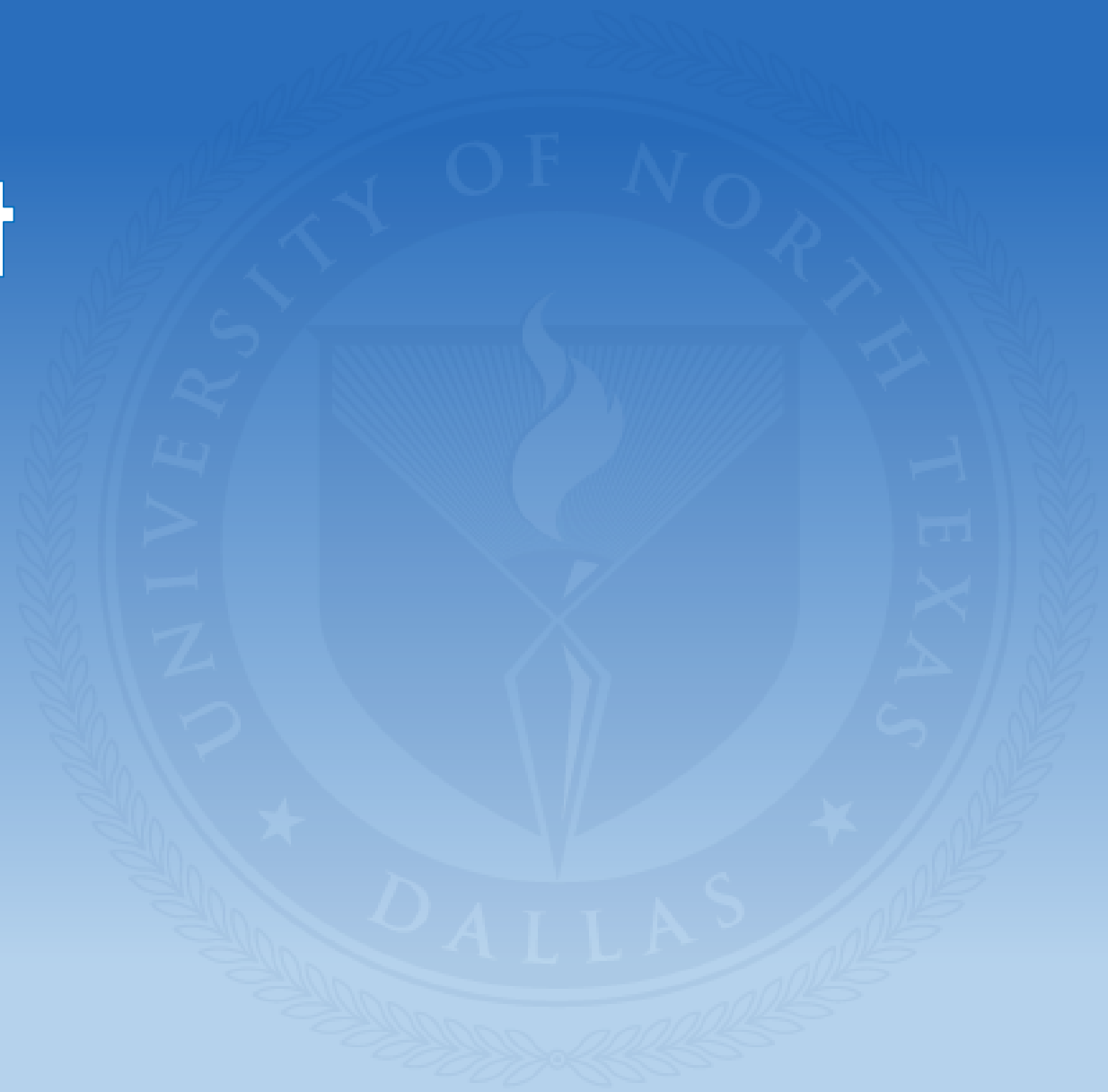


Inter-Department Transaction (IDT)

UNT Dallas- Budget Office
Budget.Office@untdallas.edu



ABAs and IDTs

Automated Budget Authorization (ABA)

1. A request to transfer funds or to move budget from one chartstring to another chartstring or from one D-Level account to another D-Level account.
2. Processed by the University Budget Office.

Interdepartmental Transaction (IDT)

1. A request to move a specific expense or revenue, or to purchase services from an internal cost center on campus.
2. Processed by the Controller's Office.

Interdepartmental Transaction (IDT):

IDTs are used for two purposes:

- 1) **Exchange of goods/services:** Department A is purchasing a good/service to Department B (i.e. invoice to another department). Department A will use a 8-Account (internal expense) and Department B will use an 6-Account (internal income) *Some examples include; printing, copier usage, event management, rentals, parking, mail, etc.*
- 2) **Request a correction/reclassification of Actuals:** (movement of expenses) between chartstrings already posted on the General Ledger (GL). This is the most common IDT. Actuals are transactions posted in the “Actuals” column on the Cognos reports.

IDTs move *Actuals*, anything in the Actuals column in Cognos.

IDT Rules

1. Transactions involve departments within the same institution within the current fiscal year.
2. All IDTs will involve either 4, 5, 6 or 8 Accounts (see Accounts below)
3. Account transfers can only interchange within same or similar accounts. For example, 4 accounts (Revenue) can transfer within itself or to a 5 account (Expenses) and vice versa because they are external accounts. 6 and 8 accounts follow the same rule because they are internal accounts. Thus, the rule is 4 to 4, 5 to 5, 6 to 6, 6 to 8, 8 to 6, and 8 to 8.
2. Exchange: always “Pay to” a 6 Account.
3. Correction/Reclassification: making changes to where expenses landed, such as the wrong chartstring or part of chartstring. These must fall under your own umbrella – either department or college. You need to wait for the expense to appear on your ledger before creating the IDT.
4. Transfers (anything in the 7 Account) go through ABAs.
5. Sponsored Grant reclassifications are processed through the Office of Grants & Contracts.

*IDTs generally appear in Cognos within 3-5 business days

Account Types

1 – Assets	5 – Expenses
2 – Liabilities	6 – Internal Income
3 – Fund Balance	7 – Transfers
4 – Revenue	8 – Internal Expenses

***Note on A to D level accounts**

A to D accounts refer to the levels of accounting within a department. All accounts begin with an A account and flow to a D account as funds are partitioned within the department. For example, a department’s Operating Expenses would be an “A” account. A “B” Account would be the next level of operating expense such as Salaries & Wages. A “C” account would then be Faculty Salaries. Finally a “D” account would be Faculty Salaries, Full Time, 9mth.

Completing IDT

1. Go to myfs.unt.edu and follow the menu bar below:

Main Menu ▾ > Campus Self-Service ▾ > Transfers(Budget & IDT) ▾ > ABA IDT Entry

The screenshot shows the PeopleSoft Employee Portal interface. The browser address bar displays <https://myfs.unt.edu/psp/fspd01/EMPLOYEE/ERP/h/?>. The page header includes the EIS logo, the text "ENTERPRISE INFORMATION SYSTEM", and the title "myfs.unt.edu) - Production". Navigation links for "Home", "Worklist", and "Add" are present. The "Main Menu" dropdown is open, showing a "Search Menu:" field and a list of folders: "ACES", "UNT 9.2 Conversions", "Campus Self-Service", and "Employee Self-Service". The "Campus Self-Service" folder is highlighted, and its sub-menu is displayed, showing "Transfers(Budget & IDT)". This sub-menu is also highlighted, and its sub-menu is shown, containing "ABA IDT Entry" and "View Budget Authorizations".

Completing IDT

2. Click on the **IDT Form** button.

An IDT is used for:

- 1. A charge of all or part of a specific expense paid by one department and allocated to another department(s) (i.e. an event, copier charges, parking tokens, etc.)
- 2. A charge of a good/service provided by a department for another (i.e. CPR, background checks, rentals, etc.)

Types of IDT:

IDT - INTERDEPARTMENTAL ORDER
This form is to be used for an exchange of goods and/or services between Departments within the same Business Unit within the current fiscal year.
6XXXX and 8XXXX must be a related pair of internal accounts.
The pair is dictated by the 6XXXX revenue account.

IDT - ACTUALS TRANSACTION RECLASSIFICATION
This form is to request correction or reclassifications of ACTUAL transactions between Dept. chartstrings within the same Business Unit within the current fiscal year.
Payroll expense reclassifications must be processed on an ePar.
Transfers (7XXXX) must be processed on an ABA through the Budget Office.
Sponsored Grant reclassifications must be processed on a "Cost Transfer" for through the Office of Grants & Contracts.

Click here to enter or edit an IDT

IDT Form

3. Click on the **Add** button.

IDT Entry

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

Business Unit

ID

Add

Completing IDT

4. Enter the contact No. and IDT Description (Be detail as much as possible). Choose either Reclass Actuals or Exchange of Good/Service.

IDT Entry

Errors

IDT Form

Business Unit

DL773

IDT ID

NEXT

Last Updated By

Print Form

Prepared By

Valdez, Denise P (dpv0015)

Status

Open

Last Updated On

*Contact No:

972/338-1827

IDT Total

\$0.00

Prepared On

12/09/2019

*IDT HDR Description

Correcting expense category

Interdepartmental Transaction Lines

Find | View All

First

1 of 1

Last

Line No	1	Trans Type	Reclass Actuals	ReClass	Amount	GL Jnl ID	Jnl Ln	
Trans Reference		Ref Line Amt	Jnl Ref	Ref Descr				
IDT Jnl	IDT Jnl Dt	IDT Jnl Ln Description	Line Status	Open				

Completing IDT: Reclass Actuals

5. On **Reclass Actuals**, we have to input the Journal ID. (Journal ID is found in the Cognos transaction detail report.)

Look Up GL Jnl ID

Business Unit DL773

GL Journal ID contains AP00124026

Journal Date =

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1 of 1 Last

GL Journal ID	Journal Date	Fiscal Year	Description
AP00124026	12/04/2019	2020	AP Accruals

Acct D Level	Acct	Acct Type	Dept	Fund Cat	Fund	Func	Budget	Actual	Encumbrance	Pre-Encumbrance	Journal Line Reference	Employee Name	Source System	Journal ID	Journal Line #	Journal Date	Posted Date	Line Descr	Vendor ID
D5501	55201	E	520030	200	830001	500	0.00	2,750.00	0.00	0.00	00025208		AP	AP00124026	33	12/4/19	12/4/19	Guest Speaker: Engagement Fee	0000073460

Completing IDT: Reclass Actuals

5. On **Reclass Actuals**, we have to input the Journal Line.

Budget	Actual	Encumbrance	Pre-Encumbrance	Journal Line Reference	Employee Name	Source System	Journal ID	Journal Line #	Journal Date	Posted Date	Line Descr
0.00	2,750.00	0.00	0.00	00025208		AP	AP00124026	33	12/4/19	12/4/19	Guest Speaker: Engagement Fee

Look Up Jrnl Ln

Business Unit

DL773

GL Journal Line Number

=

Journal Line Reference

begins with

Account

begins with

Department

begins with

Fund

begins with

Project

begins with

Look Up

Clear

Cancel

Basic Lookup

Search Results

View 100

Fiscal Year	GL Journal ID	GL Journal Line Number	Journal Line Description	Journal Line Reference	Line Amount	Account	Department	Fund Category
2020	AP00124026	18	Ruffalo Noel Levitz-SOW#1 Year	00025199	1937	51005	521000	200
2020	AP00124026	19	Ruffalo Noel Levitz- SOW#2 Yea	00025199	8750	51331	521000	200
2020	AP00124026	20	Armhan Mendoza	00025205	101.25	51333	533000	200
2020	AP00124026	21	Sergio Rodriguez	00025205	101.25	51333	533000	200
2020	AP00124026	22	CART services for the 19-20 Ac	00025194	1092	51635	520010	200
2020	AP00124026	23	Mosaic Ornaments - 150 Units f	00025200	1350	51639	520000	200
2020	AP00124026	24	TOLLS 7BLL1X SKINNER	00025203	22.35	52501	520000	200
2020	AP00124026	25	OpenAthens Product ID: 660-215	00025201	4725	53018	513300	200
2020	AP00124026	26	Cocktail tables and carts for	00025204	3021	53019	533000	200
2020	AP00124026	27	Cancer Biology, Volume 4 Onlin	00025202	1410	53051	513300	200
2020	AP00124026	28	Janitorial supplies - 3186	00025207	933.64	53085	533000	200
2020	AP00124026	30	Battery,Primary,55WHR,4C,Lithi	00025198	119.99	53103	530003	200
2020	AP00124026	31	FY20 Water treatment for chill	00025196	416	53510	533000	200
2020	AP00124026	32	Software license that UNTD Res	00025195	200	52655	520000	100
2020	AP00124026	33	Guest Speaker: Engagement Fee	00025208	2750	55201	520030	200

Completing IDT: Reclass Actuals

5. Enter the correct chartstring or expense account. Enter the description and amt. Explain the reason of the IDT on the justification.

Trans Reference 2020- Jmnl: AP00124026 Ln: 33 Ref Line Amt 2750.000 Jmnl Ref 00025208 Ref Descr Guest Speaker: Engagement Fee

IDT Jmnl IDT Jmnl Dt IDT Jmnl Ln Description Line Status Open

***IDT Line Justification**
Correct charstring for speaker expense that took place on 11/5/19

Controller Office Comments

Itemized Transaction Detail (Enter Qty & Amts)

Item No	Description	Quantity	Unit Price	Line Amount
1	Guest Speaker: Engagement Fee	1.00	2750.00	2750.00

Charge To

Charge SpeedType

*Charge Account 55201 Honoraria and Speakers

*Charge DeptID 520000 Dean of Students

*Charge Fund Cat 200 Designated Operating-Managed

*Charge Fund 830001 Designated Tuition

*Charge Function 500 Student Services

Charge Program

Charge Purpose

Charge Site

Charge PC BU

Charge Project ID

Charge Activity

Pay To

Pay SpeedType

*Pay Account 55201 Honoraria and Speakers

*Pay DeptID 520030 Student Life

*Pay Fund Cat 200 Designated Operating-Managed

*Pay Fund 830001 Designated Tuition

*Pay Function 500 Student Services

Pay Program

Pay Purpose

Pay Site

Pay PC BU

Pay Project ID

Pay Activity

Attachments

Attachment Number	Attached File	Existing Comments	Add Comments	Add Attachment
				Add Attachment

Save and Validate CF Valid Status Not Checked

Save & Preview Approvals Submit for Approval Recycle Delete

The pay to is automatically populated once the Journal ID and line is entered

Completing IDT: Exchange Services and Goods

Scenario: Dept. A is having a XYZ event but do not have name badges for the guest. Dept B will provide the name badges to Dept A but would like for them to pay the expense.

IDT Form

Business Unit	DL773	IDT ID	NEXT	Last Updated By	Print Form
Prepared By	Valdez, Denise P (dpv0015)	Status	Open	Last Updated On	
*Contact No:	972/338-1827	IDT Total	\$0.00		
Prepared On	12/09/2019	*IDT HDR Description	Purchase name badges XYZ event		

Interdepartmental Transaction Lines

Find | View All First 1 of 1 Last

Line No	1	Trans Type	Exc of Good/Svc	ReClass	Amount	GL Jnl ID	Jnl Ln	+ -
Trans Reference								
IDT Jnl	IDT Jnl Dt	IDT Jnl Ln Description				Line Status Open		

6. Enter the description of the IDT and the transaction type.

Completing IDT: Exchange Services and Goods

7. Enter the justification on the reason of the IDT, and enter the description and the expense amt.

*IDT Line Justification Purchase name badges from Dept B to provide for guest in XYZ event		Controller Office Comments			
Itemized Transaction Detail (Enter Qty & Amts)		Personalize Find View All			
Item No	Description	Quantity	Unit Price	Line Amount	
1	Name Badges	1.00	25.00	25.00	

Completing IDT: Exchange Services and Goods

8. Enter the Dept A and Dept B chartstrings and Save/Validate, then Submit.

The screenshot displays the IDT system interface with two main sections: **Charge To** and **Pay To**. Each section contains a list of fields with dropdown menus and search icons. The **Charge To** section includes fields for Charge SpeedType, *Charge Account (80053), *Charge DeptID (521000), *Charge Fund Cat (200), *Charge Fund (830001), *Charge Function (500), Charge Program, Charge Purpose, Charge Site, Charge PC BU, and Charge Project ID. The **Pay To** section includes fields for Pay SpeedType, *Pay Account (60053), *Pay DeptID (530000), *Pay Fund Cat (200), *Pay Fund (830001), *Pay Function (550), Pay Program, Pay Purpose, Pay Site, Pay PC BU, Pay Project ID, and Pay Activity. Two green callout boxes provide instructions: one points to the Charge Program field stating 'Dept A chartstring will be enter in the **CHARGE TO**-purchase of name badges', and the other points to the Pay Project ID field stating 'Dept B chartstring will be enter in the **PAY TO**-selling the name badges'. At the bottom, a red box highlights the 'Save and Validate' button. Other buttons include 'Save & Preview Approvals', 'Submit for Approval', 'Recycle', and 'Delete'. A status bar shows 'CF Valid Status Not Checked' and a link to 'Requester Training Guide'.

Charge To		Pay To	
Charge SpeedType		Pay SpeedType	
*Charge Account	80053 I/C Office Supplies-Exp	*Pay Account	60053 I/C Office Supplies-Inc
*Charge DeptID	521000 VP Student Access & Success	*Pay DeptID	530000 Finance & Admin
*Charge Fund Cat	200 Designated Operating-Managed	*Pay Fund Cat	200 Designated Operating-Managed
*Charge Fund	830001 Designated Tuition	*Pay Fund	830001 Designated Tuition
*Charge Function	500 Student Services	*Pay Function	550 Institutional Support
Charge Program		Pay Program	
Charge Purpose		Pay Purpose	
Charge Site		Pay Site	
Charge PC BU		Pay PC BU	
Charge Project ID		Pay Project ID	
		Pay Activity	

Charge To

Pay To

Personalize | Find | First 1 of 1 Last

Add Comments Add Attachment

Add Attachment +

Save and Validate CF Valid Status Not Checked

Save & Preview Approvals Submit for Approval Recycle Delete

[Requester Training Guide](#)

Completing IDT: Exchange Services and Goods

9. How to find the account? Go to the magnifying glass on the account and look up the account.

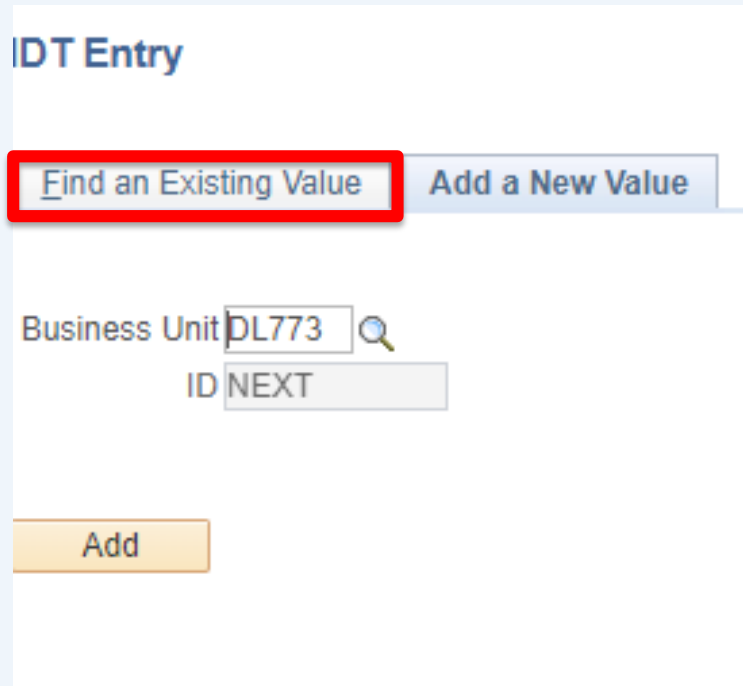
Dept A is purchasing the name badges so the account for Dept A will be an Internal Expense (80053). Dept B is selling the name badges so the account for Dept B will be an Internal Revenue (60053).

The screenshot shows a web application window titled "Look Up Charge Account". It contains search filters for SetID, Account, Description, and Account Type. The "Description" filter is set to "contains" and "office supplies". Below the filters are buttons for "Look Up", "Clear", and "Cancel", along with a "Basic Lookup" link. The "Search Results" section shows a table with two rows of results.

Account	Description	Account Type	Control Flag
80053	I/C Office Supplies-Exp E		N
60053	I/C Office Supplies-Inc R		N

Completing IDT: Finding a IDT

10. Go to Main Menu → Campus Self Service → Transfer (Budget & IDT) → ABA/ IDT Entry → IDT Form → Find an Existing Value



The screenshot shows a web interface titled "IDT Entry". At the top, there are two buttons: "Find an Existing Value" and "Add a New Value". The "Find an Existing Value" button is highlighted with a red rectangular box. Below these buttons, there is a text input field labeled "Business Unit" containing the text "DL773". To the right of this field is a magnifying glass icon. Below the "Business Unit" field is another input field labeled "ID" containing the text "NEXT". At the bottom of the form, there is an orange button labeled "Add".

Completing IDT: Finding a IDT

11. An IDT can be found by entering the User ID or the enter date.

IDT Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

Business Unit

Transaction ID

Transfer Status

User ID

Entered on

☐ Case Sensitive

[Basic Search](#)

Search Results

[View All](#) [First](#) [1-8 of 8](#) [Last](#)

Business Unit	Transaction ID	Type	Transfer Status	Requester	Entered on	Description
NT752	0000002267	IDT	Pending	Gilbreath, Sabrina P	12/02/2019	Omary Leidos 11-30-19
NT752	0000002266	IDT	Approved	Britt, Doris F	12/02/2019	Escort Footb vs Rice 11/23/19
NT752	0000002265	IDT	Approved	Britt, Doris F	12/02/2019	HS Footb 11/22/2019
NT752	0000002264	IDT	Approved	Britt, Doris F	12/02/2019	WBB vs Xavier 11/20/19
NT752	0000002263	IDT	Approved	Britt, Doris F	12/02/2019	MBB vs NC A&T 11/19/19
NT752	0000002262	IDT	Approved	Love, Nysa Amara	12/02/2019	Sellers, Megan CTP booking fee
NT752	0000002261	IDT	Open	Love, Nysa Amara	12/02/2019	Sellers, ML CTP booking fee
NT752	0000002260	IDT	Approved	Valdez, Carlos Alberto	12/02/2019	CVAD Hangtags

Completing IDT: Finding a IDT

12. Once you find the IDT, click on the view approvals to see the status of the IDT.

Itemized Transaction Detail (Enter Qty & Amt)					Personalize Find View All		First 1 of 1 Last	
Item No	Description	Quantity	Unit Price	Line Amount				
1	Oct 2019 Postage Exp Reclass	1.00	13.85	13.85				

Charge To

Charge SpeedType

*Charge Account Postage-Domestic

*Charge DeptID Academic Advising

*Charge Fund Cat Designated Operating-General

*Charge Fund Departmental Discretionary

*Charge Function Student Services

Charge Program

Charge Purpose

Charge Site

Charge PC BU

Charge Project ID

Charge Activity

Pay To

Pay SpeedType

*Pay Account Postage-Domestic

*Pay DeptID Learning Commons

*Pay Fund Cat Designated Operating-Managed

*Pay Fund Designated Tuition

*Pay Function Academic Support

Pay Program

Pay Purpose

Pay Site

Pay PC BU

Pay Project ID

Pay Activity

Attachments					Personalize Find		First 1-2 of 2 Last	
Attachment Number	Attached File	Existing Comments	Add Comments	View Attachment				
1	RE__Journal_ID_0000121888_question.pdf	correspondence regarding expense-rm0638	<input type="text"/>					
2	Updated_chart_string_for_Testing.pdf	correspondence regarding expense-rm0638	<input type="text"/>					

Save and Validate

CF Valid Status Valid

View Approvals

Submit for Approval

Recycle

Delete


[Requester Training Guide](#)



Completing IDT: IDT Approval workflow

12. You can view the approval workflow. FYI: IDTs generally appear in Cognos within 3-5 business days

IDT Approval

Business Unit	DL773	IDT ID	0000000001	Approval Status	Approved	Print this page
Prepared By	Meyer,Rhiannon (rm0638) 972/338-1761	Submitted By	Meyer,Rhiannon (rm0638)	Approved By	Randle,Christi LaShawn (clj017)	
Prepared On	11/20/2019	Submitted On	12/06/2019 12:27:55PM	IDT Total	\$13.85	

 [Review Transaction Details](#)

Attachments				
Attached File	Existing Comments	Add Comments	View Attachment	
RE__Journal_ID_0000121888_question.pdf	correspondence regarding expese-rm0638	<input type="text"/>		+
Updated_chart_string_for_Testing.pdf	correspondence regarding expense-rm0638	<input type="text"/>		+

Dept Routing for Exp Reclass

▼ **Line 1: Approved**
The mail room had outdated cha

Department Manager Approval

Approved
Wilhite,Rian Thomas
IDT Dept Manager Approver
12/09/19 - 8:19 AM

Controller Office Routing

▼ **Line 1: Approved**
The mail room had outdated cha

Controller Office Routing

Approved
Randle,Christi LaShawn
Controller off IDT Approvers
12/09/19 - 9:09 AM

Enter Approver Comment

[Return to Entry Page](#)

Thank you!!!

Questions?