

Inter Department Transactions (IDT) Training Document (DRAFT)

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Introduction

Inter Department Transactions (also known by IDT)

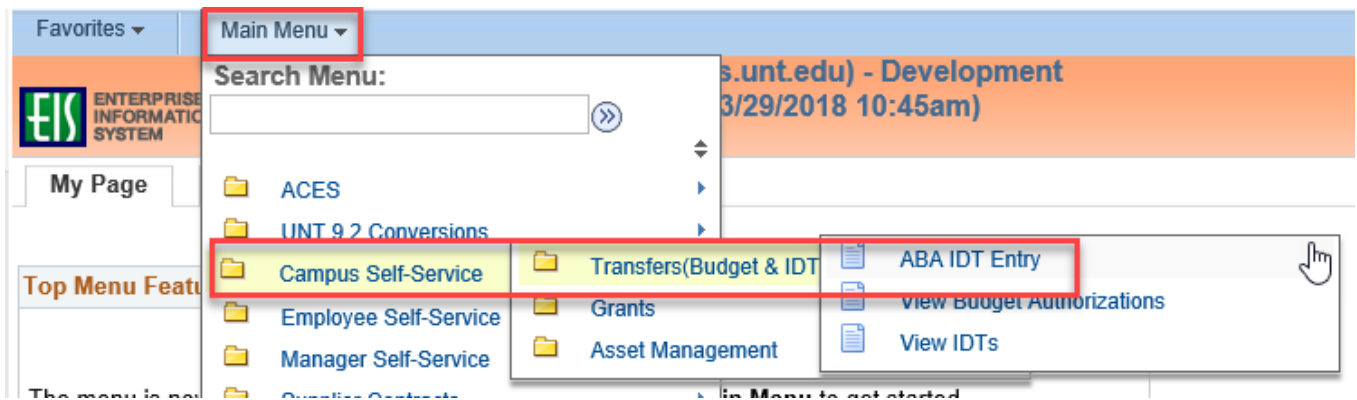
In EIS, user may request a new IDT, review an already created IDT Request and approve or deny the IDT request. This document outlines the functionalities available to campus users.

Add a new Inter Department Transfers Form (IDT)

NAVIGATION:

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

1. Login to FSQA or FSPD. FSPD link : <https://myfs.unt.edu/psp/fspd01/?cmd=login>.
2. Go to Main Menu and select Campus Self-Service.
3. Select Transfers (Budget & IDT)
4. Next select ABA IDT Entry to access Electronic ABA/IDT Entry details page (The Landing page)



Note: Before accessing a new IDT request form, an IDT details page has been added for campus users, also known as ABA/IDT Entry Landing page. This page is provided to campus users for guidance when trying to complete a new transaction request.

5. From the ABA/IDT Entry Landing Page, click on the **IDT Form** button to access IDT Request Form

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

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06/12/2018 14:11:24 (FSPD as of 03/29/2018 10:45am)

ABA/IDT Entry

ABA/IDT ENTRY

What is ABA or IDT?

Why should you use an ABA or an Interdepartmental Transaction (IDT)? Each form allows for the correct recording of the requested transaction and ensures that all of the proper approvals are recorded.

THIS DOES NOT INCLUDE TRANSACTIONS ACROSS BUSINESS UNITS, I.E. MOVING FUNDS FROM UNT TO SYS, ETC.

An ABA is used for:	An IDT is used for:
<ul style="list-style-type: none">1. A transfer of funds within the same chartstring but between different D-level budget accounts.2. A transfer of funds using the 7xxxx series transfer codes.3. Budget revenue from a 4xxxx or 6xxxx series account to an A or D-level expense budget account.4. A transfer of funds using A or D-level budget accounts. <p>Click here to enter or edit an ABA</p> <p>ABA Form</p>	<ul style="list-style-type: none">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.) <p>Types of IDT:</p> <ul style="list-style-type: none">1. Swap 5 or Expense Transfer: Must use same 5 or 8 series expense account and the expense must exist. (This type of transaction should include the original voucher, purchase order, invoice number, or journal ID for verification purposes).2. Interdepartmental Order/IDO: Must use the 6xxxx/8xxxx series internal revenue/expense accounts. (This type of transaction should include the original voucher, purchase order, or journal number for verification purposes).3. Revenue Reallocation: A charge of all or part of a specific revenue received by one department and allocated to another department(s) (i.e. an event, credit card revenue, or other deposits, etc.). Must use same 4 or 6 series revenue account and revenue must exist. (This type of transaction should include the original identifier or journal ID for verification purposes). <p>Click here to enter or edit an IDT</p> <p>IDT Form</p>

6. Select the desired Business Unit and click the **Add** button.

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

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IDT Entry

Find an Existing Value Add a New Value

Business Unit


Transfer ID

Add

Find an Existing Value | Add a New Value

7. A blank IDT form will display.

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

 ENTERPRISE INFORMATION SYSTEM

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All ▾Search

IDT EntryErrors

IDT Form

Business UnitNT752IDT IDNEXTLast Updated ByPrint Form

Prepared ByWin,Htoo Aung (hw0108)StatusOpenLast Updated On

*Contact No:IDT Total\$0.00

Prepared On03/25/2019*IDT Description

Interdepartmental Transaction LinesFind | View AllFirst1 of 1Last

Line No1Trans Type▾ReClassAmountGL Jrnl IDJrnl Ln+ -

Trans ReferenceRef AmtJrnl RefRef Descr

IDT JrnlIDT Jrnl DtIDT Jrnl Ln Descr

Charge ToPay To

Charge SpeedType*Charge Account*Charge DeptID*Charge Fund Cat*Charge Fund*Charge FunctionCharge ProgramCharge PurposeCharge SiteCharge PC BUCharge Project IDCharge Activity

Pay SpeedType*Pay Account*Pay DeptID*Pay Fund Cat*Pay Fund*Pay FunctionPay ProgramPay PurposePay SitePay PC BUPay Project IDPay Activity

*JustificationFinancial Rep. Office Comments

Itemized Transaction DetailPersonalize | Find | View All | First1 of 1Last

Item No	Description	Quantity	Unit Price	Line Amount
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

AttachmentsPersonalize | Find | View All | First1 of 1Last

Attachment Number	Attached File	Existing Comments	Add Comments	Add Attachment
			<input type="text"/>	<div>Add Attachment+</div>

Save and ValidateCF Valid StatusNot Checked

Save & Preview ApprovalsSubmit for ApprovalRecycleDelete

Requester Training Guide

NotifyRefresh

Add

IDT Entry | Errors

IDT Training Guide

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Complete a new Inter Department Transfers Form (IDT)

Enter all necessary information to complete the IDT form. Required fields are marked with asterisks on the form (highlighted with red box in the following image).

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

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Search: All ▾ Search >>

Buttons: IDT Entry Errors

IDT Form

Business Unit: NT752 IDT ID: NEXT Last Updated By: Print Form
Prepared By: Win,Htoo Aung (hw0108) Status: Open Last Updated On:
Contact No: *IDT Total: \$0.00
Prepared On: 03/25/2019 *IDT Description:

Interdepartmental Transaction Lines

Find | View All First 1 of 1 Last

Line No	Trans Type	ReClass	Amount	GL Jnl ID	Jnl Ln
1					

Trans Reference Ref Amt Jnl Ref Ref Descr

IDT Jnl IDT Jnl Dt IDT Jnl Ln Descr

Charge To

Pay To

Charge SpeedType

*Charge Account

*Charge DeptID

*Charge Fund Cat

*Charge Fund

*Charge Function

Charge Program

Charge Purpose

Charge Site

Charge PC BU

Charge Project ID

Charge Activity

Pay SpeedType

*Pay Account

*Pay DeptID

*Pay Fund Cat

*Pay Fund

*Pay Function

Pay Program

Pay Purpose

Pay Site

Pay PC BU

Pay Project ID

Pay Activity

*Justification Financial Rep. Office Comments

Itemized Transaction Detail

Personalize | Find | View All | First 1 of 1 Last

Item No	Description	Quantity	Unit Price	Line Amount
1				

Attachments

Personalize | Find | First 1 of 1 Last

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

Buttons: Save and Validate CF Valid Status Not Checked Save & Preview Approvals Submit for Approval Recycle Delete Requester Training Guide

Buttons: Notify Refresh Add

IDT Entry | Errors

1. **Contact No.**

- Contact Number field is required. Input your phone number.

2. **IDT Description**

- Enter the description of the IDT. This description is for all lines of the IDT and allows only **30 characters**. IDT Description is a required field, it will be displayed on the Approver box and on the search results page. Example, Conference Expenses

3. **Transaction Type**

Depending on the selection the fields on the form change.

- **Exchange of Good/Service (Exc of Good/Svc):**

- Reference information for the transaction is required.
- Both the **From Source Chart Strings in Charge To** and **To Destination Chart strings in Pay To** have to be entered. Minimum of Account, DeptID, Fund Cat, Fund and Function are required.

- **Reclass Actuals :**

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 Amt Jnl Ref Ref Descr

IDT Jnl IDT Jnl Dt IDT Jnl Ln Descr

- Choose **GL Jnl ID** and **Jnl Ln**

Interdepartmental Transaction Lines

Find | View All First 1 of 1 Last

Line No 1 Trans Type Reclass Actuals ReClass Revenue Amount GL Jnl ID 0000054041 Jnl Ln 1

Trans Reference 2018- Jnl: 0000054041 Ln: 1 Ref Amt 35,000 Jnl Ref Ref Descr Old yearCashiering

IDT Jnl IDT Jnl Dt IDT Jnl Ln Descr

Look Up Jnl Ln

Cancel Help

Search Results

View 100 First 1-12 of 12 Last

Business Unit	GL Journal ID	GL Journal Line Number	Journal Line Description	Account	Department	Fund Category	Fund	Function	Purpose	Site	PC Business Unit	Project	Activity
NT752	0000054041	1	Old yearCashiering	43827	136300	202	885000	100	(blank)	(blank)	(blank)	(blank)	(blank)
NT752	0000054041	3	Old yearCashiering	43827	136300	202	885000	100	(blank)	(blank)	(blank)	(blank)	(blank)
NT752	0000054041	5	Old yearCashiering	43827	136300	202	885000	100	(blank)	(blank)	(blank)	(blank)	(blank)
NT752	0000054041	7	Old yearCashiering	43827	136300	202	885000	100	(blank)	(blank)	(blank)	(blank)	(blank)
NT752	0000054041	9	Old yearCashiering	43827	110150	202	885000	630	(blank)	(blank)	(blank)	(blank)	(blank)
NT752	0000054041	11	Old yearCashiering	42105	150000	202	885000	550	(blank)	(blank)	(blank)	(blank)	(blank)
NT752	0000054041	17	Old yearCashiering	43827	136300	202	885000	100	(blank)	(blank)	(blank)	(blank)	(blank)
NT752	0000054041	19	Old yearCashiering	51403	160240	200	880002	500	(blank)	(blank)	(blank)	(blank)	(blank)
NT752	0000054041	19	Old yearCashiering	51403	160240	200	880002	500	(blank)	(blank)	(blank)	(blank)	(blank)
NT752	0000054041	20	Old yearCashiering	51403	160240	200	880002	500	(blank)	(blank)	(blank)	(blank)	(blank)
NT752	0000054041	20	Old yearCashiering	51403	160240	200	880002	500	(blank)	(blank)	(blank)	(blank)	(blank)
NT752	0000054041	24	Old yearCashiering	43827	136300	202	885000	100	(blank)	(blank)	(blank)	(blank)	(blank)

- Please note that if Journal Line could be empty because the journal does not have any line eligible for Reclassifying.

The screenshot shows the 'Interdepartmental Transaction Lines' window. A modal dialog titled 'Look Up Jnl Ln' is open in the center, displaying the message 'No matching values were found.' with a 'Cancel' button. The background interface includes fields for Line No (1), Trans Type (Reclass Actuals), ReClass, Amount, GL Jnl ID (0000052557), and Jnl Ln. Below these are sections for 'Charge To' and 'Pay To' with various dropdown menus and search icons.

- **The selected Journal line information is auto populated in the Reference field.**
- If Revenue is being Reclassified then the **Charge To** Side is filled with the chartstring from the Journal line. Enter chartfield codes for the **on the Pay To** section. Account, DeptID, Fund Cat, Fund and Function are required. Include all other necessary chartfield values as needed for the transaction.

This screenshot shows the 'Interdepartmental Transaction Lines' window with a transaction where 'ReClass' is set to 'Revenue'. The 'Trans Reference' field is populated with '2018- Jnl: 0000053139 Ln: 5'. The 'Pay To' section is highlighted with a red box, showing fields for Pay SpeedType, *Pay Account, *Pay DeptID, *Pay Fund Cat, *Pay Fund, *Pay Function, Pay Program, Pay Purpose, Pay Site, Pay PC BU, Pay Project ID, and Pay Activity. The 'Charge To' section is also visible, showing fields for Charge SpeedType, *Charge Account (43811), *Charge DeptID (135321), *Charge Fund Cat (202), *Charge Fund (885000), *Charge Function (400), Charge Program, Charge Purpose, Charge Site, Charge PC BU, Charge Project ID, and Charge Activity. At the bottom, there are sections for '*Justification', 'Financial Rep. Office Comments', and 'Itemized Transaction Detail' table.

Item No	Description	Quantity	Unit Price	Line Amount
1				

- If a Expense being Reclassified then the **Pay To** Side is filled with the chartstring from the Journal line. Enter chartfield codes for the **on the Charge To** section. Account, DeptID, Fund Cat, Fund and Function are required. Include all other necessary chartfield values as needed for the transaction.

Interdepartmental Transaction Lines Find | View All First 1 of 2 Last

Line No 1 Trans Type **Reclass Actuals** ReClass **Expense** Amount GL Jnl ID 0000054041 Jnl Ln 1

Trans Reference 2018- Jnl: 0000044073 Ln: 1 Ref Amt 975.000 Jnl Ref Ref Descr Prepaid Q3;VO00582845;PO000018

IDT Jnl	IDT Jnl Dt	IDT Jnl Ln Descr
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>Charge To</p> <p>Charge SpeedType <input type="text"/></p> <p>*Charge Account <input type="text"/></p> <p>*Charge DeptID <input type="text"/></p> <p>*Charge Fund Cat <input type="text"/></p> <p>*Charge Fund <input type="text"/></p> <p>*Charge Function <input type="text"/></p> <p>Charge Program <input type="text"/></p> <p>Charge Purpose <input type="text"/></p> <p>Charge Site <input type="text"/></p> <p>Charge PC BU <input type="text"/></p> <p>Charge Project ID <input type="text"/></p> <p>Charge Activity <input type="text"/></p> </div> <div style="width: 48%;"> <p>Pay To</p> <p>Pay SpeedType <input type="text"/></p> <p>*Pay Account 53605 Rental-Software Licenses</p> <p>*Pay DeptID 121200 Chemistry</p> <p>*Pay Fund Cat 202 Designated Operating-General</p> <p>*Pay Fund 885000 Departmental Discretionary</p> <p>*Pay Function 100 Instruction-General</p> <p>Pay Program <input type="text"/></p> <p>Pay Purpose <input type="text"/></p> <p>Pay Site <input type="text"/></p> <p>Pay PC BU <input type="text"/></p> <p>Pay Project ID <input type="text"/></p> <p>Pay Activity <input type="text"/></p> </div> </div>		
<p>*Justification Financial Rep. Office Comments</p> <p><input type="text"/></p>		

Itemized Transaction Detail Personalize | Find | View All | First 1 of 1 Last

Item No	Description	Quantity	Unit Price	Line Amount
1				

- Enter required data for **Pay To** if the Reclass is Revenue fields.

4. Justification

- Enter a complete justification for the transaction for each line of the IDT. This Justification box allows up to 254 characters. The first **25 characters** of the justification will appear in the Journal Line Description when the IDT has been saved.
- The Journal Line Descr is displayed at the top of the page.
 - Example, "NR IDT Sample Conference Expenses" will appear on the journal as "20-NR IDT Sample Conference Ex". "20" represents the IDT Tran ID#. The Journal Line Descr is displayed at the top of the page.

5. Itemized Transaction Detail

- Enter all the required fields for the itemized transaction
 - Item No

- Description
- Quantity
- Unit Price

6. Save & Preview Approvals

- Once the IDT Form is complete, select the **Save & Validate** button to save the form and preview the approval workflow

- After **Save and Validate** is selected, it will check for errors. If there are any errors, you can check it on the error page.

The screenshot shows the IDT Form interface. At the top, there are buttons: 'Save and Validate' (highlighted with a red box), 'Save & Preview Approvals', 'Submit for Approval', 'Recycle', and 'Delete'. Below these are navigation buttons: 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', and 'Add'. A red arrow points to the 'Errors' tab in the 'IDT Entry' section. The 'IDT Form' details are as follows:

Business Unit	NT752	IDT ID	0000000015	Last Updated By	Vempati,Nirmala (nv0064)	Print Form
Prepared By	Vempati,Nirmala (nv0064)	Status	Open	Last Updated On	03/25/2019 9:01:11AM	
*Contact No:	789/456-1236	IDT Total	\$1,200,024.00			
Prepared On	03/22/2019	*IDT Description	Testing -23			

Below the form details, there is a 'View Rules' button (highlighted with a red box). The 'IDT Errors' table is shown below:

Line Number	Line Description	Amount	Validation Status	Validation Error Message
1	15-testing, voucher 1, voucher	1200024.00	Error	Invalid Function and Fund category for the Project on Charge To ChartString

At the bottom, there are navigation buttons: 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', and 'Add'. The breadcrumb 'IDT Entry | Errors' is also visible.

- On the Error Page:

- **View Rules:** Rules for filling up the Charge To/Pay To fields.
- **IDT Errors:** Show the errors occurred during **Save and Validate**

- Saving the IDT generates the Transfer ID number, displays the Approval Status as OPEN and gives the requester an opportunity to review the IDT details and approval workflow.
- The approval workflow is displayed once the **Save & Preview Approval** button is selected. **Save & Preview Approval** only become available once the validation ran successfully during **Save and Validate**.

Save and Validate

CF Valid Status Valid

Save & Preview Approvals

Submit for Approval

Recycle

Delete

[Requester Training Guide](#)

Return to Search

Previous in List

Next in List

Notify

Refresh

Add

IDT Entry | Errors

Favorites

Main Menu

Campus Self-Service

Transfers(Budget & IDT)

ABA IDT Entry

ENTERPRISE INFORMATION SYSTEM

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03/25/2019 12:48:14 (d/b refreshed as of 01/28/2019 11:30am)

All

Search

>>

IDT Approval

Business Unit	NT752	IDT ID	0000000005	Approval Status	Open	Print this page
Prepared By	Win,Htoo Aung (hw0108) 123/123-1234	Submitted By		Approved By		
Prepared On	03/14/2019	Submitted On		Transfer Total	\$57,052,524,149.00	

ReviewTransaction Details

Attachments				
Attached File	Existing Comments	Add Comments	Add Attachment	
			Add Attachment	+

Error Routing

Test Vouch - 1:Initiated

Error Routing

Not Routed

Vempati,Nirmala

IDT Workflow Administrator

Project Routing for Exp Reclas

Test Vouch - 1:Initiated

Project Manager

Not Routed

Liscano,Hilary Anne

IDT Project Manager Approver

Dept Routing for Exp Reclass

Test Vouch - 1:Initiated

Department Manager Approval

Not Routed

Vaidya,Manish

IDT Dept Manager Approver

Controller Office Routing

Test Vouch - 1:Initiated

Controller Office Routing

Not Routed

Vempati,Nirmala

Controller off IDT Approvers

Enter Approver Comment

Approve

Deny

[Return to Entry Page](#)

10. The Review Request can be expanded to view the IDT details by clicking the green down arrow.

[Favorites](#) | [Main Menu](#) | > [Campus Self-Service](#) | > [Transfers\(Budget & IDT\)](#) | > [ABA IDT Entry](#)

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All Search >> [Advanced Search](#) [Last Search](#)

IDT Approval

Business Unit NT752 IDT ID 0000000005 Approval Status Open [Print this page](#)
 Prepared By Win,Htoo Aung (hw0108) Submitted By Approved By
 123/123-1234
 Prepared On 03/14/2019 Submitted On Transfer Total \$57,052,524,149.00

Review Transaction Details

Scroll Area

Line No	1	Trans Type	Reclass Actuals	ReClass	Expense	Amount	\$57052521849.00
Trans Reference	00605980			Ref Amt		Jrnl Ref	Ref Descr
IDT Jrnl		IDT Jrnl Dt		Journal Line Descr	5-asdf		
Charge To				Pay To			
Charge Account	53551		Facilities Alt and Renov	Pay Account	53551		Facilities Alt and Renov
Charge DeptID	152020		Facil Plan Desig & Contr-Gen	Pay DeptID	152020		Facil Plan Desig & Contr-Gen
Charge Fund Cat	201		Design Operating-Projects	Pay Fund Cat	201		Design Operating-Projects
Charge Fund	830001		Designated Tuition	Pay Fund	830001		Designated Tuition
Charge Function	600		Operations and Maintenance	Pay Function	600		Operations and Maintenance
Charge Program				Pay Program			
Charge Purpose				Pay Purpose			
Charge Site				Pay Site			
Charge PC BU	NFCAP		Facilities and Capital Project	Pay PC BU	NFCAP		Facilities and Capital Project
Charge Project ID	1000252			Pay Project ID	1000252		
Charge Activity	101		Stadium	Pay Activity	101		Stadium
Justification asdf				Financial Rep. Office Comments			

Find | View All First 1 of 2 Last

Financial Rep. Office Use Only

Current/ Previous FY

☒ Current FY ☐ Previous FY

Financial Rep. Office Comments

Itemized Transaction Detail

Item	Description	Quantity	Unit Price	Line Amount
1	asdf	123.00	515123123.00	63360144129.00

Personalize | Find | View All First 1 of 2 Last

Attachments

Attached File	Existing Comments	Add Comments	Add Attachment
			<input type="button" value="Add Attachment"/> <input type="button" value="+"/>

- After the workflow is reviewed, the requester can **Return to Entry Page** link to return to IDT Entry Page.
- Additional lines associated with the **IDT Description** can be added and/or **Submit for Approval** can be selected from the IDT Entry page.

Add Additional Lines to the IDT

Additional transaction lines may be added to the IDT, but should be associated with the **IDT Description** previously entered. To add lines select the **+ sign**. To delete lines select the **– sign**. Keep in mind that the more transactions you add to one IDT, the longer the workflow can potentially be. **Journal Line Description** is required for each IDT transaction lines.

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

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03/25/2019 12:48:14 (d/b refreshed as of 01/28/2019 11:30am) All ▾ Search

IDT Entry Errors

IDT Form

Business Unit NT752 IDT ID 0000000005 Last Updated By Win,Htoo Aung (hw0108) Print Form
Prepared By Win,Htoo Aung (hw0108) Status Open Last Updated On 03/25/2019 12:52:08PM
*Contact No: 123/123-1234 IDT Total \$57,052,524,149.00
Prepared On 03/14/2019 *IDT Description Test Vouch - 1

Interdepartmental Transaction Lines Find | View All First 1 of 2 Last

Line No	Trans Type	ReClass	Expense	Amount	GL Jnl ID	Jnl Ln
1	Reclass Actuals ▾			\$57,052,521,849.00		

Trans Reference 00605980 Ref Amt Jnl Ref Ref Descr

IDT Jnl IDT Jnl Dt IDT Jnl Ln Descr 5-asdf

Charge To	Pay To
Charge SpeedType 🔍	Pay SpeedType
*Charge Account 53551 Facilities Alt and Renov	*Pay Account 53551 Facilities Alt and Renov

Submit IDT for Approval

The IDT will remain in **Open** status until it has been submitted for approval. When the IDT is ready to be submitted, select the **Submit for Approval** button. This is the final step needed to put the IDT into the Approval Workflow.

In order to submit a new IDT entry, attachment is needed. An attachment must be added during the entry of the IDT. To add an attachment, select the **Add Attachment** button. Comments can be added before or after the attachment is added. **Browse** your computer and **Upload** the document.

- Once the attachment is saved, the attachment can be viewed or deleted, additional comments can be added or another attachment can be added to the IDT Form.
- NOTE: Attachments can only be deleted while the IDT is in an **Open** status and can only be deleted by the individual who added it. Once the IDT enters the approval workflow, attachments cannot be deleted.

[IDT Entry](#) | [Errors](#)

IDT Form

Business Unit	NT752	IDT ID	0000000006	Last Updated By	Win,Htoo Aung (hw0108)	Print Form
Prepared By	Win,Htoo Aung (hw0108)	Status	Open	Last Updated On	03/14/2019 12:36:56PM	
*Contact No:	123/123-1245	IDT Total	\$-98.40			
Prepared On	03/14/2019	*IDT Description	test vouch - 2 00			

Interdepartmental Transaction Lines

[Find](#) | [View All](#) | First 1 of 2 Last

Line No	1	Trans Type	Reclass Actuals	ReClass	Expense	Amount	\$-123.00	GL Jnl ID		Jnl Ln	
Trans Reference	00605752	Ref Amt		Jnl Ref		Ref Descr					
IDT Jnl		IDT Jnl Dt		IDT Jnl Ln Descr	6-00						

Charge To				Pay To			
Charge SpeedType				Pay SpeedType			
*Charge Account	53013	Supplies-Medical		*Pay Account	53013	Supplies-Medical	
*Charge DeptID	160700	Health & Wellness-Gen		*Pay DeptID	160700	Health & Wellness-Gen	
*Charge Fund Cat	120	Auxiliary		*Pay Fund Cat	120	Auxiliary	
*Charge Fund	810000	Auxiliary-Gen		*Pay Fund	810000	Auxiliary-Gen	
*Charge Function	700	Auxiliary Enterprises		*Pay Function	700	Auxiliary Enterprises	
Charge Program				Pay Program			
Charge Purpose				Pay Purpose			
Charge Site				Pay Site			
Charge PC BU				Pay PC BU			
Charge Project ID				Pay Project ID			
Charge Activity				Pay Activity			

*Justification

00

Financial Rep. Office Comments

Itemized Transaction Detail

[Personalize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

Item No	Description	Quantity	Unit Price	Line Amount
1	00	-1.00	123.00	-123.00

Attachments

[Personalize](#) | [Find](#) | First 1 of 1 Last

Attachment Number	Attached File	Existing Comments	Add Comments	Delete Attachment	View Attachment
1	test.png				

Save and Validate	CF Valid Status	Valid	Recycle	Delete	Requester Training Guide
Save & Preview Approvals	Submit for Approval				

[Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#) | [Refresh](#)

[Add](#)

[IDT Entry](#) | [Errors](#)

IDT Approval page is displayed once the IDT has been submitted for approval. The IDT status will change to **Pending Approval** upon submission. At this point, a reviewer or additional approver may be added by selecting the **+ sign** where the inserted reviewer or approver is needed.

Add an additional Reviewer or Approver

An additional approver or a reviewer can be added once the IDT is submitted for approval but **before the Controller Office has approved it**. To add an additional approver or a reviewer, select the **+ sign** at the desired location and a pop-up window will ask for additional information. Enter or select the **EUID** of the individual being added. Select the **Approver or Reviewer** radio button and then select the **Insert** button. **NOTE:** An approver cannot be added after the Controller Office Approvers. The FRO will have the final approval and handling.

The screenshot shows the 'IDT Approval' page in the Enterprise Information System. The page header includes navigation links like 'Favorites', 'Main Menu', and 'Campus Self-Service'. The main content area displays transaction details for 'nr0257 on FSDV (ps-fsdv-app01.its.unt.edu) - Development', including business unit, transaction ID, approval status, and dates. A 'ReviewTransaction Details' section is visible. A pop-up window titled 'Insert additional approver or reviewer' is overlaid on the page. This window contains a search bar for 'User ID' with the value 'jrb0398', radio buttons for 'Approver' (selected) and 'Reviewer', and 'Insert' and 'Cancel' buttons. The background page shows a 'Project Manager Routing' section with a list of pending approvers and a 'FRO Routing' section with a 'Not Routed' status.

After the reviewer or approver is inserted, the approval workflow with the new approver or reviewer that has been added is displayed. Select the **Apply Changes** button at the bottom of the screen to save as displayed. Select the **Return to Entry Page** link to return to the IDT request form.

IDT Approval

Business Unit: NT752 Transaction ID: 0000000020 Approval Status: Approved [Print this page](#)

Prepared By: Lu,YuLun (yl0477) Submitted By: Lu,YuLun (yl0477) Approved By: Pelzel,Alison Renee (arp0094)

940/565-2406 Submitted On: 03/13/2018 10:12:22AM Transfer Total: \$8,000.00

Prepared on: 03/13/2018

[Review Transaction Details](#)

Attached File	Existing Comments	Add Comments	View Attachment
Back_up_for_ABA.xlsx			+
30516015_10156051354950853_3949322028963594240_n.jpg	Other Expense Details-nr0257		+

Project Manger Routing

Conference Expenses: Pending [Start New Path](#)

Project Manger

Pending: Trevino, Fernando M (IDT Project Manager Approver)

Pending: Chyan, Oliver M R (IDT Project Manager Approver)

Not Routed: Bucanan, James Roland (Inserted Approver)

FRO Routing

Conference Expenses: Awaiting Further Approvals [Start New Path](#)

FRO Routing

Not Routed: Multiple Approvers (IDT NT FRO Approvers)

Enter Approver Comment

[Return to Entry Page](#)

NOTE: the individual who added them at any time before the added approver/reviewer approves or reviews the IDT can delete the additional approver or reviewer. Once the approver/reviewer has approved/reviewed, they cannot be deleted.

Delete and Recycle IDTs:

A requestor may delete an IDT request in **Open** or **Pending Approval** status. A requestor may recycle an IDT request in **Pending Approval** status. Only the requestor of the IDT can perform these functions.

[IDT Entry](#) | [Errors](#)

IDT Form

Business Unit	NT752	IDT ID	0000000011	Last Updated By	Vempati,Nirmala (nv0064)	Print Form
Prepared By	Win,Htoo Aung (hw0108)	Status	Pending Approval	Last Updated On	03/21/2019 2:11:17PM	
*Contact No:	123/123-1234	IDT Total	\$24,901.00			
Prepared On	03/18/2019	*IDT Description	Exc Test 1			

Interdepartmental Transaction Lines

[Find](#) | [View All](#) | First | 1 of 1 | Last

Line No	1	Trans Type	Exc of Good/Svc	ReClass	Amount	\$24,901.00	GL Jnl ID		Jnl Ln	
Trans Reference	EXCTEST1	Ref Amt		Jnl Ref			Ref Descr			
IDT Jnl		IDT Jnl Dt		IDT Jnl Ln Descr	11-123					

Charge To	Pay To
Charge SpeedType <input type="text"/> *Charge Account 40005 Tuit-U/G-Non-Res *Charge DeptID 100000 Office of the President *Charge Fund Cat 400 Sponsored Restricted-Projects *Charge Fund 195004 Private-Not-For-Profit *Charge Function 310 Public Service-Sponsored Charge Program <input type="text"/> Charge Purpose <input type="text"/> Charge Site <input type="text"/> Charge PC BU NGRCT University of North Texas Charge Project ID G70167 Grant for Executive Director C Charge Activity 101 GN0000732 Curlett	Pay SpeedType <input type="text"/> *Pay Account 44001 Fed Grants and Contracts Rev *Pay DeptID 130350 Engineering Technology *Pay Fund Cat 400 Sponsored Restricted-Projects *Pay Fund 190001 Other Federal Flow Throughs *Pay Function 200 Research-Sponsored Pay Program <input type="text"/> Pay Purpose <input type="text"/> Pay Site <input type="text"/> Pay PC BU NGRCT University of North Texas Pay Project ID GF40042 GN17-0260 Pay Activity 101 GN0000732 Curlett

*Justification

123

Financial Rep. Office Comments

Itemized Transaction Detail

[Personalize](#) | [Find](#) | [View All](#) | First | 1-2 of 2 | Last

Item No	Description	Quantity	Unit Price	Line Amount
1	test 1	1.00	213.00	213.00
2	test 2	2.00	12344.00	24688.00

Attachments

[Personalize](#) | [Find](#) | First | 1 of 1 | Last

Attachment Number	Attached File	Existing Comments	Add Comments	View Attachment
1	th.jpg		<input type="text"/>	+

[Save and Validate](#) | [CF Valid Status](#) | [Valid](#)

[Preview Approvals](#) | [Submit for Approval](#) | [Recycle](#) | [Delete](#) | [Requester Training Guide](#)

[Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#) | [Refresh](#) | [Add](#)

[IDT Entry](#) | [Errors](#)

Delete an IDT

Delete Transfer removes the request completely from the system. Requests in an **Open** or **Pending Approval** status may be deleted. When attempting to delete an IDT, the following message is displayed. To complete the delete, select the **OK** button. Once an IDT is deleted, it cannot be retrieved.

Message

This request has already entered the approval process.
By clicking 'OK', the transfer request will be inaccessible and the approval process will be reset, leaving this transaction in 'Cancelled' status.
If you get to this page in error, please click Cancel to return to the previous page. (0,0)

Recycle an IDT

Recycle Transfer puts the request back to **Open** status and takes it out of the approval workflow. ONLY requests in **Pending Approval** status can be recycled. If the IDT is in **Open** status, changes can be made without using the Recycle button.

When attempting to recycle an IDT, the following message is displayed. To complete the recycle, select the **OK** button. Once the IDT is recycled, it is taken out of the approval workflow and the IDT Form details can be modified by the requester.


Message

The transaction has already entered the approval process. By clicking 'OK', the approval process will be reset, leaving this transaction in 'Open' status. If you get to this page in error, please click Cancel to return to the previous page. (0,0)

Add additional new IDT

Select the **Add** button to create new Inter Department Transfers (IDT) form.

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

 ENTERPRISE INFORMATION SYSTEM

hw0108 on FSDV (ps-fsdv-app01.its.unt.edu) - Development
03/25/2019 12:48:14 (d/b refreshed as of 01/28/2019 11:30am)

All ▾Search

IDT EntryErrors

IDT Form

Business UnitNT752IDT ID000000011Last Updated ByVempati,Nirmala (nv0064)Print Form

Prepared ByWin,Htoo Aung (hw0108)StatusPending ApprovalLast Updated On03/21/2019 2:11:17PM

*Contact No:123/123-1234IDT Total\$24,901.00

Prepared On03/18/2019*IDT DescriptionExc Test 1

Interdepartmental Transaction LinesFind | View AllFirst1 of 1Last

Line No	1	Trans Type	Exc of Good/Svc ▾	ReClass	Amount	\$24,901.00	GL Jnl ID		Jnl Ln	
Trans Reference	EXCTEST1		Ref Amt	Jnl Ref	Ref Descr					
IDT Jnl	IDT Jnl Dt	IDT Jnl Ln Descr11-123								
Charge To					Pay To					
Charge SpeedType					Pay SpeedType					
*Charge Account40005Tuit-U/G-Non-Res					*Pay Account44001Fed Grants and Contracts Rev					
*Charge DeptID100000Office of the President					*Pay DeptID130350Engineering Technology					
*Charge Fund Cat400Sponsored Restricted-Projects					*Pay Fund Cat400Sponsored Restricted-Projects					
*Charge Fund195004Private-Not-For-Profit					*Pay Fund190001Other Federal Flow Throughs					
*Charge Function310Public Service-Sponsored					*Pay Function200Research-Sponsored					
Charge Program					Pay Program					
Charge Purpose					Pay Purpose					
Charge Site					Pay Site					
Charge PC BU NGRCTUniversity of North Texas					Pay PC BU NGRCTUniversity of North Texas					
Charge Project ID G70167Grant for Executive Director C					Pay Project ID GF40042GN17-0260					
Charge Activity101GN0000732 Curlett					Pay Activity101GN0000732 Curlett					


*Justification123

Financial Rep. Office Comments

Itemized Transaction DetailPersonalize | Find | View All | First1-2 of 2Last

Item No	Description	Quantity	Unit Price	Line Amount
1	test 1	1.00	213.00	213.00
2	test 2	2.00	12344.00	24688.00

AttachmentsPersonalize | Find | First1 of 1Last

Attachment Number	Attached File	Existing Comments	Add Comments	View Attachment
1	th.jpg			

Save and ValidateCF Valid StatusValid

Preview ApprovalsSubmit for ApprovalRecycleDelete

Return to SearchPrevious in ListNext in ListNotifyRefresh

Add

IDT Entry | Errors

IDT Training Guide

Page 18 of 28

View an existing Inter Department Transfers (IDT) Form

NAVIGATION: EIS > Campus Self-Service > Transfers (Budget & IDT) > ABA IDT Entry > IDT Form > Find an Existing Value

To view an existing IDT, select **Find an Existing Value** from the IDT Entry menu and fill in as many of the fields necessary to narrow the search results. Search results are dependent on the search criteria selected. If nothing is filled in and the Search button is selected, all of the IDTs in the system will be returned. The more fields selected, the narrower the results. Most common searches will be by Business Unit, IDT Tran ID number, Transfer Status or by User ID.

Favorites ▾

Main Menu ▾

> Campus Self-Service ▾

> Transfers(Budget & IDT) ▾

> ABA IDT Entry

 ENTERPRISE
INFORMATION
SYSTEM

nr0257 on FSDV (ps-fsdv-app01.its.unt.edu) - Development
06/13/2018 13:49:58 (FSPD as of 03/29/2018 10:45am)

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

begins with ▾

Transaction ID

begins with ▾

Transfer Status

= ▾

▾


User ID

begins with ▾

☐ Case Sensitive

Search

Clear

Basic Search 

Save Search Criteria

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

Search criteria defined:

- **Business Unit** – enter or select the Business Unit of the IDT.
- **IDT Tran ID** – enter the Transfer ID number, if known.

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

☐ Case Sensitive

Approved
 Denied
 Open
 Pending Approval

[Search](#)
[Clear](#)
[Basic Search](#)
[Save Search Criteria](#)


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

- **Transfer Status** – select the status type from drop down.

Transfer Status types:

- **Approved** – IDT has been approved
 - **Denied** – IDT has been denied during the approval workflow
 - **Open** – IDT is open/active and has not been submitted for approval
 - **Pending Approval** – IDT has been submitted for approval but not yet finalized
- **User ID** – enter EUID of individual (requestor) who has entered IDTs in the system

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


ENTERPRISE INFORMATION SYSTEM

nr0257 on FSDV (ps-fsdv-app01.its.unt.edu) - Development
06/13/2018 13:49:58 (FSPD as of 03/29/2018 10:45am)

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 begins with ▾ NT752 × 🔍
Transaction ID begins with ▾
Transfer Status = ▾
User ID begins with ▾
☐ Case Sensitive

Search Clear Basic Search 🔍 Save Search Criteria

Search Results

View All First 1-16 of 16 Last

Business Unit	Transaction ID	Type	Transfer Status	Requester	Description
NT752	0000000020	IDT	Open	Rahman,Novita	Conference Expenses
NT752	0000000019	IDT	Open	Rahman,Novita	NRTRANSACTION DETAILS NEW
NT752	0000000017	IDT	Denied	Althof,Michael	TD-6618-4
NT752	0000000016	IDT	Open	Althof,Michael	TD-6618-3
NT752	0000000015	IDT	Approved	Althof,Michael	TD6618-2
NT752	0000000014	IDT	Approved	Althof,Michael	TD6618-1
NT752	0000000013	IDT	Pending	Rahman,Novita	6618-2
NT752	0000000011	IDT	Approved	Althof,Michael	ljkjlkj
NT752	0000000010	IDT	Approved	Althof,Michael	AAAAA
NT752	0000000009	IDT	Denied	Althof,Michael	NR test approval
NT752	0000000008	IDT	Pending	Althof,Michael	testing notification
NT752	0000000007	IDT	Denied	Rahman,Novita	Testing Budget approval
NT752	0000000006	IDT	Pending	Rahman,Novita	budget approval
NT752	0000000005	IDT	Approved	Rahman,Novita	IDT TEsting May 3
NT752	0000000002	IDT	Approved	Vempati,Nirmala	IDT test2
NT752	0000000001	IDT	Approved	Vempati,Nirmala	First IDT

Find an Existing Value | Add a New Value

Approve or Deny an IDT

NAVIGATION: EIS > Worklist

nr0257 on FSQA (ps-fsqa-app01.its.unt.edu) - Quality Assurance
01/09/2018 13:47:38 (d/b refreshed as of 10/30/2017 09:01am)

Home **Worklist** Add to Favorites Sign out

Personalize Content | Layout ? Help

Top Menu Features Description

Our menu has changed!

The menu is now located across the top of the page. Click on **Main Menu** to get started.

Highlights

Recently Used pages now [ORACLE](#)

Approvers/Reviewers will receive an email when an IDT is ready to be approved. An IDT can be approved or denied from the worklist of the approver or the reviewer. Select the desired IDT request from the list and click on the link to open the IDT request.

nr0257 on FSDV (ps-fsdv-app01.its.unt.edu) - Development
06/13/2018 14:41:31 (FSPD as of 03/29/2018 10:45am)

Worklist for nr0257: Rahman, Novita

[Detail View](#) Worklist Filters [Feed](#)

From	Date From	Work Item	Worked By Activity	Priority	Link		
Buchanan, James Roland	04/30/2018	Transaction Approved	Approval Workflow	<input type="checkbox"/>	IDT Authorization, 33, NT752, 2018-01-01, N 0, BUSINESS UNIT-NT752, GBBB TRANSFER ID:00000000002, GBBB ABA IDT INDC:IDT,	Mark Worked	Reassign
Buchanan, James Roland	05/03/2018	Transaction Approved	Approval Workflow	<input type="checkbox"/>	IDT Authorization, 35, NT752, 2018-01-01, N 0, BUSINESS UNIT-NT752, GBBB TRANSFER ID:00000000005, GBBB ABA IDT INDC:IDT,	Mark Worked	Reassign
Steigman, Kenneth Lee	05/30/2018	Approval Routing	Approval Workflow	<input type="checkbox"/>	IDT Authorization, 47, NT752, 2018-01-01, N 0, BUSINESS UNIT-NT752, GBBB TRANSFER ID:00000000008, GBBB ABA IDT INDC:IDT,	Mark Worked	Reassign

[Refresh](#)

Select the Approve button to approve an IDT. Select the Deny button when the IDT cannot be approved. A comment must be entered in Enter Approver Comment field when the form is denied.

Project Manger Routing

The screenshot shows the 'Project Manger' routing section with a status of 'Awaiting Further Approvals'. It lists two approved actions: 'Steigman, Kenneth Lee' and 'Harrell, Pamela Esquivelo', both as 'IDT Project Manager Approver' on 05/30/18 at 3:18 PM. Below the list are expandable sections for 'Comments' and 'Comment History'. Navigation links for 'View/Hide Comments' and 'Start New Path' are in the top right.

FRO Routing

The screenshot shows the 'FRO Routing' section with a status of 'Pending'. It lists two actions: 'Rahman, Novita' as 'IDT NT FRO Approver' and 'Althof, Michael' as 'Information Request', both on 05/30/18 at 3:19 PM. Below the list is an expandable 'Comment History' section. At the bottom, there is an 'Enter Approver Comment' text box and two buttons, 'Approve' and 'Deny', which are highlighted with a red rectangle. A 'Return' link is also present.

Final Approval and Controller Office Handling

FRO can view the approval workflow, complete the Controller Office Use Only box for each line of the IDT, approve or deny to finalize the IDT request.

Controller Office Use Only box indicates the handling of the request. The Journal Type, Manual Journal Type (if applicable), Current or Previous Year and Controller Office Approver Comments will be displayed on an IDT request in **Approved** status.

nr0257 on FSDV (ps-fsdv-app01.its.utk.edu) - Development
06/13/2018 14:41:31 (FSDV as of 03/29/2018 10:45am)

IDT Approval

Business Unit: NT752 Transaction ID: 000000008 Approval Status: Pending Approval [Print this page](#)

Prepared By: Althof, Michael (ma0213) Submitted By: Althof, Michael (ma0213) Approved By:

Prepared On: 05/30/2018 Submitted On: 05/30/2018 3:17:02PM Transfer Total: \$7,917,087.00

Review Request Details

Budget Adjustment Lines

Line No	1	Transaction Amount	\$308025.00	Transaction Ref	NO1234
Journal ID		Journal Date		Journal Line Descr	8-NRS-30-2018
From Source					
Charge Account	10205	DDA-Art Student Loans		Pay Account	10205 DDA-Art Student Loans
Charge DeptID	121100	Biological Sciences		Pay DeptID	132330 Teacher Education & Admin
Charge Fund Cat	400	Sponsored Restricted Projects		Pay Fund Cat	400 Sponsored Restricted Projects
Charge Fund	190001	Other Federal Flow Throughs		Pay Fund	190000 Federal Direct
Charge Function	200	Research-Sponsored		Pay Function	200 Research-Sponsored
Charge Program				Pay Program	
Charge Purpose				Pay Purpose	
Charge Site				Pay Site	
Charge PC BU	NRCT	University of North Texas		Pay PC BU	NRCT University of North Texas
Charge Project ID	G12212			Pay Project ID	G12201
Charge Activity	101	GN0000732 Curlett		Pay Activity	101 GN0000732 Curlett
Justification: NRS-30-2018					
Financial Rep. Office Comments:					
Itemized Transaction Detail					
Item	Description	Quantity	Unit Price	Line Amount	
1	1 dgdgdlg	555.00	555.00	308025.00	
Attached File	Existing Comments	Add Comments	Add Attachment		
			Add Attachment		

When Controller Office approval is complete, the IDT Status changes to Approved.

FRO Routing

Conference Expenses: Approved [View/Hide Comments](#)

FRO Routing

Admin Approved

✓ **Vempati, Nirmala**
IDT NT FRO Approvers
06/13/18 - 2:49 PM

Skipped

⚠ **Rahman, Novita**
IDT NT FRO Approvers
06/13/18 - 2:47 PM

Comments

[Enter Approver Comment](#)

Select the **Print Form** button to print a copy of the IDT. To view the approval information and any comments, select **View Approvals** button.

[Favorites](#) > [Main Menu](#) > [Campus Self-Service](#) > [Transfers\(Budget & IDT\)](#) > [ABA IDT Entry](#)

nr0257 on FSDV (ps-fsdv-app01.its.unl.edu) - Development
06/13/2018 12:19:24 (FSPD as of 03/29/2018 10:45am)

IDT Entry

IDT Form

Business Unit: NT752 Transaction ID: 0000000020 Status: Approved [Print Form](#)
 Prepared By: Rahman, Novita (nr0257) *Transaction Description: Conference Expenses
 *Contact No: 201/222-3333 Last Updated By: Rahman, Novita (nr0257) Transfer Total: \$1,000.00
 Prepared on: 06/13/2018 Last Updated on: 06/13/2018 2:23:01PM

Interdepartmental Transaction Lines [Find](#) | [View All](#) First 1 of 1 Last

Line No	Journal ID	Transaction Amount	Journal Date	Transaction Ref	Journal Line Descr
1		\$1,000.00		VO# 403206	20-NR IDT Sample Conference Ex

Charge To **Pay To**

Charge SpeedType	Charge Account	Charge DeptID	Charge Fund Cat	Charge Fund	Charge Function	Charge Program	Charge Purpose	Charge Site	Charge PC BU	Charge Project ID	Charge Activity
	10203	121200	400	195003	200				NGRCT	G70245	101
	DDA-Advancement Chemistry Sponsored Restricted-Projects Private-For-Profit Research-Sponsored University of North Texas Study of Bimetallic Corrosion Bimetallic Corrosion Budget										

***Justification**
NR IDT Sample Conference Expenses

Financial Rep. Office Comments

Itemized Transaction Detail [Personalize](#) | [Find](#) | [View All](#) First 1 of 1 Last

Item No	Description	Quantity	Unit Price	Line Amount
1	Flight	2.00	500.00	1000.00

Attachments [Personalize](#) | [Find](#) | [View All](#) First 1 of 1 Last

Attached File	Existing Comments	Add Comments	View Attachment
30516015_10156051354950853_3949322028963594240_n.jpg	Other Expense Details-nr0257		

[View Approvals](#) [Submit for Approval](#) [Recycle Transfer](#) [Delete Transfer](#) [Requester Training Guide](#)

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#) [Add](#)

To expand the approval and comment information, click the grey arrow.

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

nr0257 on FSDV (ps-fsdv-app01.its.unt.edu) - Development
11/02/2018 08:31:24 (FSPD as of 03/29/2018 10:45am)

All ▾ Search 🔍 >>

IDT Approval

Business Unit	NT752	IDT ID	0000000008	Approval Status	Approved	Print this page
Prepared By	Althof,Michael (ma0213) 201/923-4066	Submitted By	Althof,Michael (ma0213)	Approved By	Rahman,Novita (nr0257)	
Prepared On	05/30/2018	Submitted On	06/21/2018 11:03:37AM	Transfer Total	\$7,917,097.00	

Review Transaction Details

Attachments			
Attached File	Existing Comments	Add Comments	Add Attachment
			Add Attachment +

Project Manager Routing

testing notification: **Approved** [View/Hide Comments](#)

Project Manager

Admin Approved

✓ Steigman, Kenneth Lee
IDT Project Manager Approver
06/21/18 - 11:09 AM

Admin Approved

✓ Harrell, Pamela Esprivalo
IDT Project Manager Approver
06/21/18 - 11:08 AM

Comments

Steigman, Kenneth Lee at 06/21/18 - 11:09 AM
Administrative approval performed by Rahman, Novita.

Harrell, Pamela Esprivalo at 06/21/18 - 11:08 AM
Administrative approval performed by Rahman, Novita.

Comment History

Althof, Michael at 06/21/18 - 11:03 AM
[View History](#)

Althof, Michael at 05/30/18 - 3:17 PM
[View History](#)

FRO Routing

testing notification: **Approved** [View/Hide Comments](#)

FRO Routing

Approved

✓ Rahman, Novita
IDT NT FRO Approver
06/21/18 - 11:11 AM

Comment History

Althof, Michael at 06/21/18 - 11:03 AM
[View History](#)

Althof, Michael at 05/30/18 - 3:17 PM
[View History](#)

Enter Approver Comment

[Approve](#) [Deny](#) [Apply Changes](#) [Return to Entry Page](#)

Upon identification of the journal and approval of the IDT by C Office, the system will automatically generate the journals for the requests. The journal number and date of the journal will be displayed.

Favorites ▾

Main Menu ▾

> Campus Self-Service ▾

> Transfers(Budget & IDT) ▾

> ABA IDT Entry

ENTERPRISE

INFORMATION

SYSTEM

nr0257 on FSDV (ps-fsdv-app01.its.unt.edu) - Development

11/02/2018 08:31:24 (FSPD as of 03/29/2018 10:45am)

All ▾

Search

IDT Entry

IDT Form

Business Unit

NT752

Prepared By

Althof,Michael (ma0213)

*Contact No:

201/923-4086

Prepared On

05/30/2018

IDT ID

0000000008

Status

Approved

IDT Total

\$7,917,097.00

*IDT Description

testing notification

Last Updated By

Althof,Michael (ma0213)

Last Updated On

06/21/2018 11:03:37AM

Print Form

Interdepartmental Transaction Lines

Find | View All

First 1 of 4 Last

Line No

1

Transaction Amount

\$308,025.00

*Transaction Ref

NO1234

Journal ID

ID00070234

Journal Date

06/29/2018

Journal Line Descr

8-NR5-30-2018

Charge To

Pay To

Charge SpeedType

*Charge Account

10205

DDA-Alt Student Loans

*Charge DeptID

121100

Biological Sciences

*Charge Fund Cat

400

Sponsored Restricted-Projects

*Charge Fund

190001

Other Federal Flow Throughs

*Charge Function

200

Research-Sponsored

Charge Program

Charge Purpose

Charge Site

Charge PC BU

NGRCT

University of North Texas

Charge Project ID

G72212

Charge Activity

101

GN0000732 Curlett

Pay SpeedType

*Pay Account

10205

DDA-Alt Student Loans

*Pay DeptID

132330

Teacher Education & Admin

*Pay Fund Cat

400

Sponsored Restricted-Projects

*Pay Fund

190000

Federal Direct

*Pay Function

200

Research-Sponsored

Pay Program

Pay Purpose

Pay Site

Pay PC BU

NGRCT

University of North Texas

Pay Project ID

G72301

Pay Activity

101

GN0000732 Curlett

*Justification

NR5-30-2018

Financial Rep. Office Comments

Itemized Transaction Detail

Personalize | Find | View All

First 1 of 1 Last

Item No	Description	Quantity	Unit Price	Line Amount
1	dfgdfgdfg	555.00	555.00	308025.00

Attachments

Personalize | Find

First 1 of 1 Last

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

View Approvals

Submit for Approval

Recycle Transfer

Delete Transfer

Requester Training Guide

Return to Search

Previous in List

Next in List

Notify

Refresh

Add

Version History			
Date	Version	Revised By	Comments
6/13/18	DRAFT	Novita Rahman	
3/25/19	DRAFT	Lucas Win	