

IDT Data Entry Procedure

- Log into Pioneer Portal
- Click My Tools
- Under Faculty/Staff Tools click Inter Departmental Transfer, then Quick IDT.

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Pioneer Portal

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- My Email
- My Info
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- My Resources
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- My Tools**
- Log Out

Find Someone

Go

Faculty/Staff Tools

- Account Translation (Colleague to Phoenix)
- Core Assessment
- DARS - Degree Audit Reporting System
- DARS Training Video
- Edit My Course Evaluation Questions
- Fixed Asset Lookup
- Grading
- Hourly Timesheet
- Inter Departmental Transfer (IDT)**
- My Network Storage (File Storage)
- Online Training Courses
- Oracle Dev Password Reset Tool
- Payslip Information
- Personnel Transaction Form (PTF) (Archive)
- Phoenix Account Lookup

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Quick IDT

Reminder !
Remember to log out.

Need Help?
Click here!

- The following screen should appear.

The screenshot shows the top navigation bar of the IDT (Oracle Version) system. On the left is a sidebar with 'Pioneer Portal' and 'Quick IDT' links. The main header contains 'Quick Links' for 'Office Of Technology', 'Payroll', and 'Travel'. A dropdown menu is open, titled 'Select type of IDT Transaction', with two options: 'Services' and 'Expenses'.

- Click on the applicable IDT Transaction type, as described in the IDT Instructions. The following screens will appear.

FOR SERVICES:

The screenshot shows the 'IDT for Services' form. A blue message states: 'A full, valid Oracle Account is required (XX.XXX.XX.XXXX.XXXX.XXXXXXXXXX)'. The form includes fields for 'Account to be Credited/Reimbursed' and 'Account to be Debited/Charged', each with sub-fields for Fund, Source, Ele. of Cost, Dept, Object Code, and Grant Project. The Object Code field is pre-filled with '6888' for the credit account and '7888' for the debit account. Below these are fields for 'Description(50 Char Max)' and 'Amount', followed by an 'Add' button.

- IDT's for Services MUST use Object Codes 6888 (Revenue, the department providing the service) and 7888 (Expense, the department receiving the service).
- Never use 6888 or 7888 alone, one without the other. Their values must always net to \$0.
- Include a description of the transaction in terms an outside auditor would understand.
- Enter the amount.
- When the form is completed, click the Add button to submit.

FOR SHARING EXPENSES AND CORRECTIONS:

IDT (Oracle Version)

Back | Service Desk
Quick Links:
Office Of Technology
Payroll
Travel

Pioneer Portal

IDT History Search

Create an IDT

IDT Returns

Quick IDT

IDT for Expenses or Transfers

A full, valid Oracle Account is required (XX.XXX.XX.XXXX.XXXX.XXXXXXXXXX)

Account to be Credited/Reimbursed	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: 0.8em; border-bottom: 1px solid black;">Fund</td> <td style="font-size: 0.8em; border-bottom: 1px solid black;">Fund Source</td> <td style="font-size: 0.8em; border-bottom: 1px solid black;">Ele. of Cost</td> <td style="font-size: 0.8em; border-bottom: 1px solid black;">Dept</td> <td style="font-size: 0.8em; border-bottom: 1px solid black;">Object Code</td> <td style="font-size: 0.8em; border-bottom: 1px solid black;">Grant Project</td> </tr> <tr> <td colspan="6" style="text-align: center; border-top: 1px solid black;">Check Account</td> </tr> </table>	Fund	Fund Source	Ele. of Cost	Dept	Object Code	Grant Project	Check Account					
Fund	Fund Source	Ele. of Cost	Dept	Object Code	Grant Project								
Check Account													
Account to be Debited/Charged	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: 0.8em; border-bottom: 1px solid black;">Fund</td> <td style="font-size: 0.8em; border-bottom: 1px solid black;">Fund Source</td> <td style="font-size: 0.8em; border-bottom: 1px solid black;">Ele. of Cost</td> <td style="font-size: 0.8em; border-bottom: 1px solid black;">Dept</td> <td style="font-size: 0.8em; border-bottom: 1px solid black;">Object Code</td> <td style="font-size: 0.8em; border-bottom: 1px solid black;">Grant Project</td> </tr> <tr> <td colspan="6" style="text-align: center; border-top: 1px solid black;">Check Account</td> </tr> </table>	Fund	Fund Source	Ele. of Cost	Dept	Object Code	Grant Project	Check Account					
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Check Account													
Description(50 Char Max)	<input style="width: 100%;" type="text"/>												
Amount	<input style="width: 100%;" type="text"/>												
Add													

- Enter the applicable account numbers according to the following guidelines:
 - Both sides of IDT's for Expenses must use the same Object Code of the original expense transaction.
 - The original expense transaction must be posted to the General Ledger (visible on the department's Budget Manager's Detail) BEFORE an entry to share the expense with another department can be processed.
 - The accounts used cannot cross between State and Local funds - for example, expenses cannot be paid from a Fund 10 account, then shared with a Fund 11 account.
 - The "Account to be Credited" will be the account originally used to pay for the goods or services. A credit will be applied to the same object code that was used to record the initial payment.
 - The "Account to be Debited" will be the account sharing the expenses, thus the applicable object code will be debited to record the cost of the goods or service.
 - IDT's cannot be used to share any payroll-related expenses. Payroll expenses must be processed through the Payroll Department.

- **To correct transactions that have posted**, the following guidelines apply:
 - The object code must be the same for both the debit and the credit side of the correction.
 - The accounts involved must be **all state** or **all local** funds. (Example: All must be Fund 10 accounts OR all must be local funds which are Funds 11, 12, 14, and 19). This is the only scenario where 10 Accounts are allowed.
 - The amount must remain the same as the original transaction.
 - IDT's cannot be used to correct costing of any payroll-related expenses. Payroll costing corrections must be processed through the Payroll Department.

- Include a description of the transaction in terms an outside auditor would understand.
- Enter the amount.
- When the form is completed, click the Add button to submit.

Once the data entry screen is complete, and the Add button clicked to submit:

- The next screen will show that the transaction is complete and will give a JEI number.
- The Controller's Office can search for a specific IDT using the JEI number.
- IDT's are downloaded as an Oracle Journal Entry at 11:00 each weekday morning. The Controller's Office reviews the entries for compliance to the guidelines in the IDT Instructions and approves them for posting to the General Ledger.
- The entries can be viewed in the departments' Budget Manager's Detail reports. JER will be shown as the Source.
- ***Be able to provide backup for any IDT transactions in case of an audit.***

*For additional information or training, contact Kara Krafft in the Controller's Office.
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