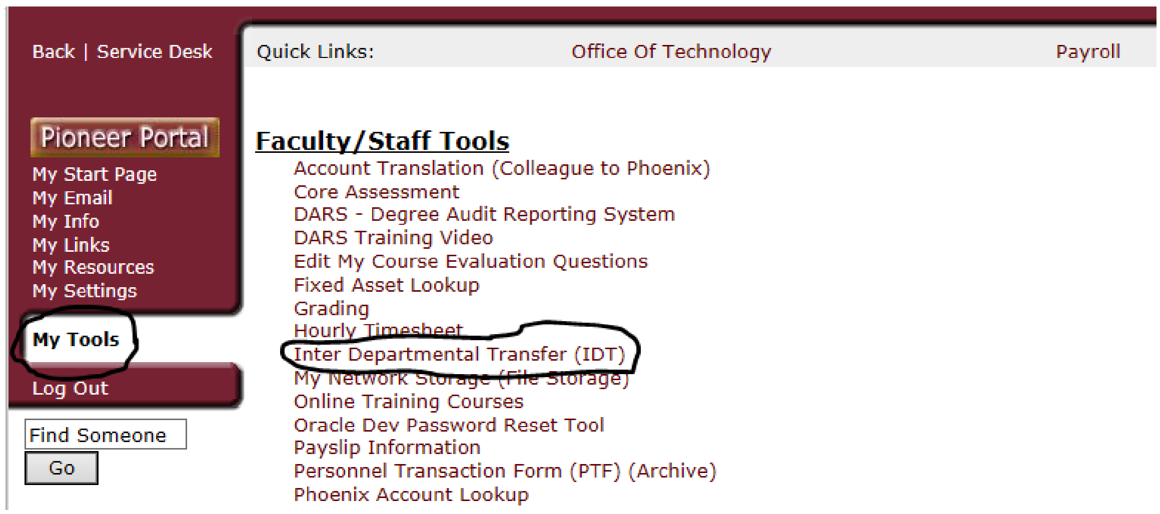
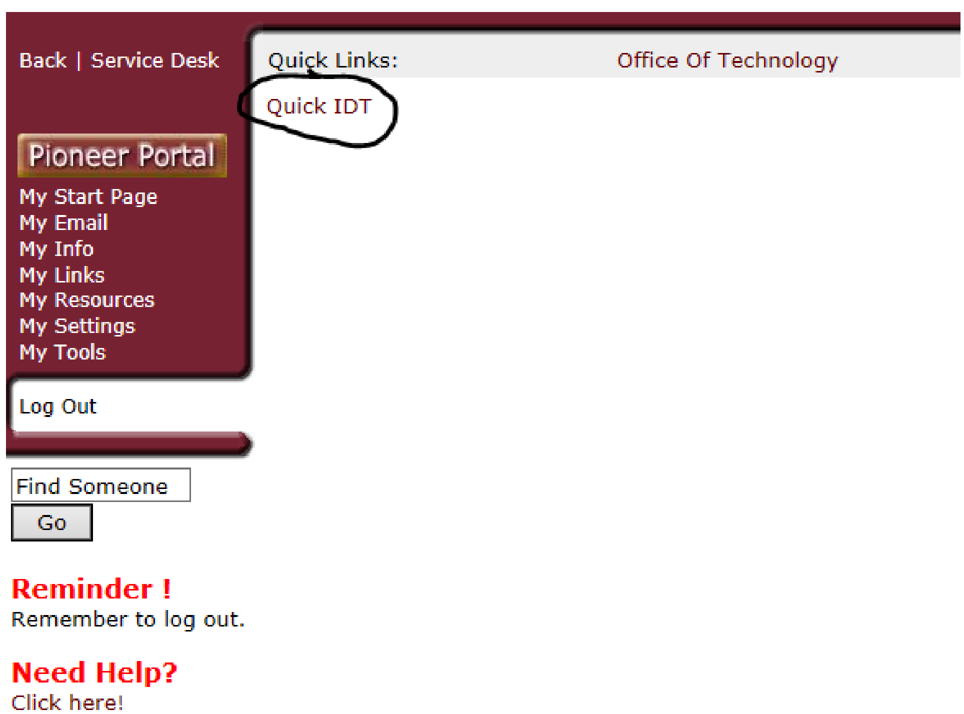
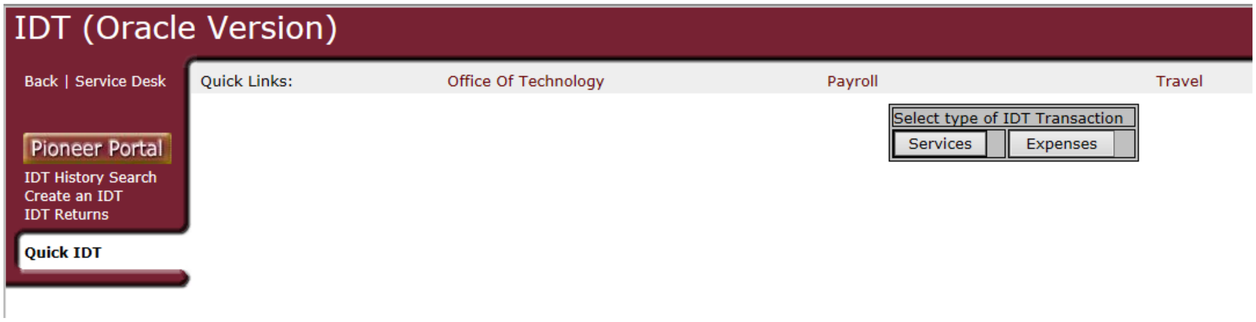
IDT Data Entry Procedure

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



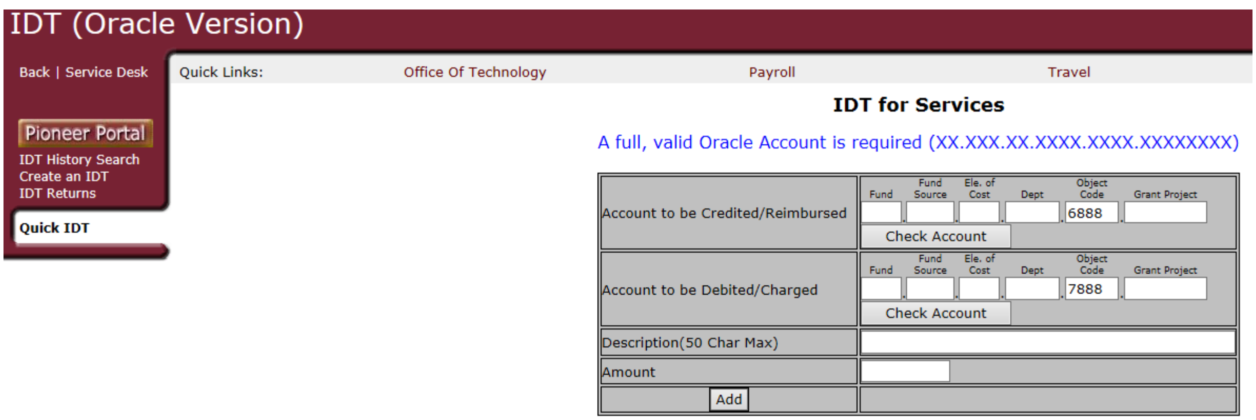


- The following screen should appear.



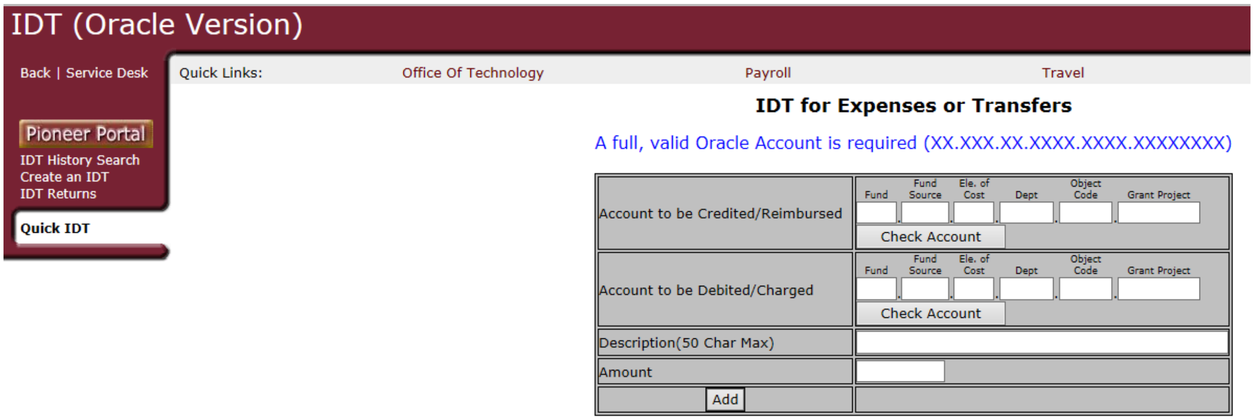
- Click on the applicable IDT Transaction type, as described in the IDT Instructions. The following screens will appear.

FOR SERVICES:



- 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:



- 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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