

e-IDT Procedures for P-Card, Grant GL, & Large Document Corrections

OVERVIEW

This process is to be used for a funding change on a P-Card charge. It cannot be used for a GL change on a P-Card transaction unless grant funding was charged. This process allows the creator to identify the document number (which is the entire P-Card program monthly transaction upload file) and only enter the data on the charge that needs correcting.

If you have a GL correction for a P-Card charge that is required due to a policy requirement (e.g. charge hit the Other Fees and Charges #721000 GL but was for an Alcohol purchase), then contact Accounts Payable (payables@txstate.edu) for assistance with that GL change. AP will need to process a JV entry for this type of correction if AP approves the GL change. These types of GL changes should be very rare.

If you have a GL change for non-P-Card transaction, please follow the e-IDT process at [e-IDT Procedures](#).

PROCESS

The following explains the SAP input process and with an example of a P-Card funding correction needed for document 1900940542. The charge for \$2,099.00 needs to be moved from fund 2000011023, order 9000000997 to fund 2027981023, cost center 1318140000.

The screenshot shows the SAP 'Document Overview - Display' window. It displays document details for document 1900940542, including company code 754, fiscal year 2023, and posting date 10/05/2022. Below the details is a table with the following data:

Item	FR	Account	Account short text	Amount	Assignment	Text	BusA	Cost Ctr	Fund	Order	FA
210	40	729900	Purch Contracted Ser	2,099.00		WWW.WHOVA.COM	1000		2000011023	9000000997	150
				2,099.00							

- Go to the SAP transaction ZIDT_FORM.
- Select the **No** button. If the correction is not for a P-Card charge funding change, then you would select the **Yes** button rather than the No button and continue through the following process. Note, the original e-IDT procedures at the above link are easier to use for non-P-Card funding changes if the document has 10 or fewer lines. For documents with more than 10 lines, email financialreporting@txstate.edu for assistance.

The screenshot shows the SAP 'e-IDT' form. It includes a warning that the form cannot be used to transfer to certain accounts: Budget (245-2376) or budget@txstate.edu, Salaries and Benefits (245-2557) or hr@txstate.edu, Fixed Assets (245-2294) or Materialsmtg@txstate.edu, and Endowments (245-2620) or vv11@txstate.edu. Below this, there is a question: 'Is this action related to an existing SAP document?'. The 'No' radio button is selected, indicated by a red arrow. There are input fields for 'Document No.' and 'Document Fiscal Year'. At the bottom, it says 'Please press the Enter key to continue.'

- Select the **No** button on this screen. **NOTE:** You would never do a custodial funding change for any reason with this process and the **Yes** button should never be checked no matter what the document type. You would use the original [e-IDT Procedures](#) for custodial fund changes.

The screenshot shows the e-IDT interface. At the top, there is a navigation bar with a 'Menu' dropdown and several icons. Below this is a green header with the text 'e-IDT'. The main content area is divided into two sections. The first section contains the text 'This form cannot be used to transfer:' followed by two columns of text: 'Budget (245-2376) or budget@txstate.edu' and 'Salaries and Benefits (245-2557) or hr@txstate.edu' on the top line, and 'Fixed Assets (245-2294) or Materialsmtg@txstate.edu' and 'Endowments (245-2620) or vv11@txstate.edu' on the bottom line. The second section asks 'Does this action involve a Custodial Fund (fund beginning with 9)?' with two radio buttons: 'Yes' and 'No'. The 'No' button is selected, and a red arrow points to it. Below the radio buttons, it says 'Please press the Enter key to continue.'

- Select the **No** button on this screen. **NOTE:** You would never do an Internal Sponsorship funding change for any reason with this process. The **Yes** button should never be checked when using this process for any document type. You would use the original [e-IDT Procedures](#) for Internal Sponsorship fund changes.

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- If the funding change is for a P-Card charge, select the **P-card correction only** button. If not a P-Card change, then select the **Payment of good or service** button.

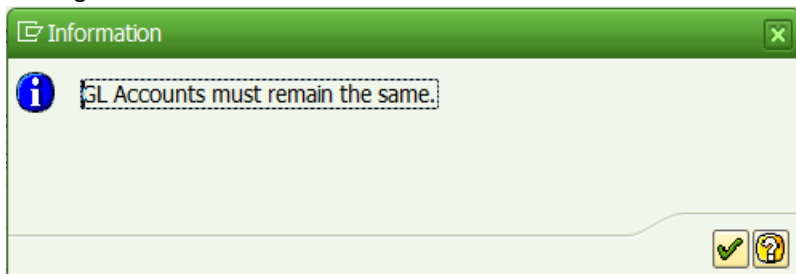
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- For a P-Card charge, enter the P-Card funding correction. Use the field under the question below to reference the P-Card document number and enter the vendor's name. For non-P-Card funding corrections, enter the original SAP document number and a description in the top field on the screen.

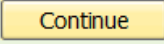
NOTE: If the original [e-IDT Procedures](#) process is used for these changes, you will have less entry for these funding changes as SAP will pre-load half of the SAP data (the original document data).

For any funding change processed on this screen, the top section of the entry screen is the funding account to be credited for the charge. The lower section is the funding account receiving the charge.

NOTE: GLs cannot be changed from the original P-Card document with this process unless the funding involved is a grant. If a P-Card GL change is entered and it does not involve a grant, the user will receive the following error message:



To avoid this as mentioned in the OVERVIEW above, please follow the e-IDT process at [e-IDT Procedures](#) for other GL changes. If a P-Card transaction GL change is involved, contact payables@txstate.edu for assistance.

Click  to move to the review screen and submit the document. The document will move through workflow like the existing document corrections. Use transaction ZIDT2 (Workflow Monitor) to show the status of the document.