TEXAS STATE UNIVERSITY

The rising STAR *of Texas*

e-IDT Procedures

Processing IDT's just got easier! Make SAP work harder so you don't have to! "How To" instructions for using the SAP e-IDT program

Transaction : **ZIDT_FORM**

Purpose: To create/correct SAP accounting transactions in an eFriendly manner.

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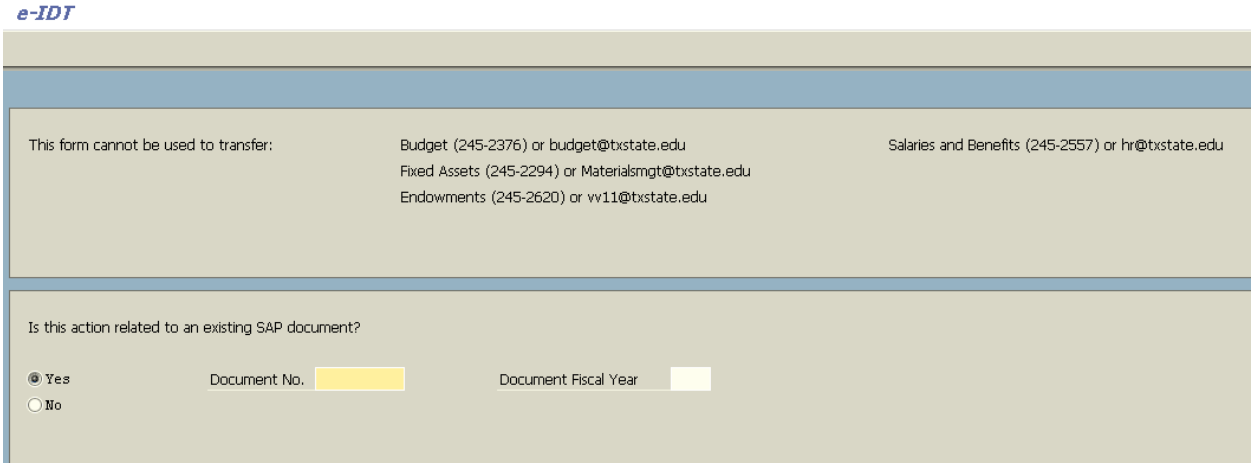
IDT is an acronym for Inter- Departmental Transfer. IDT's are used when transactions are conducted between university departments (and agencies whose accounting is processed through Texas State's SAP system).

Introduction to the e-IDT Transaction

Transaction: **ZIDT_FORM**.



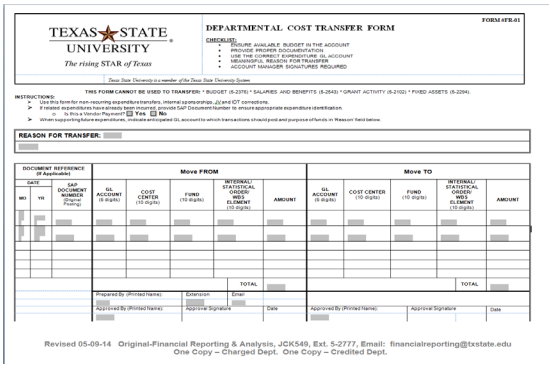
Benefits to using the e-IDT form are:

-Allows the creator to track the transaction in SAP from creation to posting and all the points along the way.

-Allows anyone in the transaction process to upload documents and attach to the file in SAP.

-Approvers can correspond in SAP keeping a track record of the transaction.

-Reduces paper use. The e-IDT form replaces the paper Department Cost Transfer Form.



What do I need to know before I get started?

1. The e-IDT program allows for account validation to ensure Fund, Cost Center and Funded Program combinations used in financial transactions are active. Should the user encounter an "invalid account combination" message, review the account combination in SAP to confirm it has been entered correctly, then check with the other

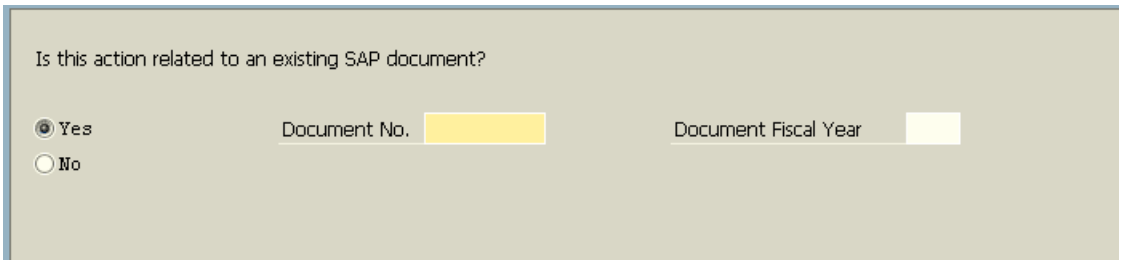
department to confirm accuracy of account information given. If still experiencing problems, once account information error has been ruled out, contact fiaccountrequest@txstate.edu for assistance in resolving.

2. Budgets for expense lines will be checked. The user will not be allowed to proceed unless there is enough budget to cover the expense on the entry.
3. Grant dates will be validated. If the user receives an error message for an expired grant, contact the department responsible for the grant to obtain assistance. Solutions offered by the department with the grant may include furnishing a different account, or working with the Office of Sponsored Programs (OSP) to extend the grant dates where appropriate.
4. To simplify the e-IDT entry, a limited number of General Ledger (GL) accounts, based on major categories of expense, have been pre-populated in a drop-down menu in the data entry screen. The GL options can be viewed by using the search icon [ ]. If correcting an existing document whose GL is not listed in this short-list, use the GL closest to the type of expense or email financialreporting@txstate.edu for assistance.
5. This transaction cannot be used for transferring/correcting budgets, fixed assets, endowments, or salaries or benefits. Please refer to the information provided at the top of the ZIDT_Form in SAP for contact information to get assistance regarding these type transactions.
6. There are different types of e-IDTs that can be created using this program.
    a. Transfers between departments for Payment of Goods or Services
    b. Internal Sponsorships
    c. Using Agency Funds
        I. Student Organizations
        II. Regular Agency Funds
7. All e-IDT transactions start off the same way. The SAP screens walk the user through steps to determine the appropriate type of e-IDT transaction.
8. Entries post in SAP effective the date of final approval. Year-end cut-off dates must be adhered to according to the notification sent out by the General Accounting Office at year-end. Any entries still pending approval will have to be deleted if not resolved by 8/31/XX and reentered as a new document to prevent overlap of years in SAP.

Getting Started – **Creating a new e-IDT Transaction**

This first section will explain how to use the e-IDT process to create a new transaction. Transactions related to an existing SAP document will be discussed in "Correcting an Existing Document" section of this training manual.

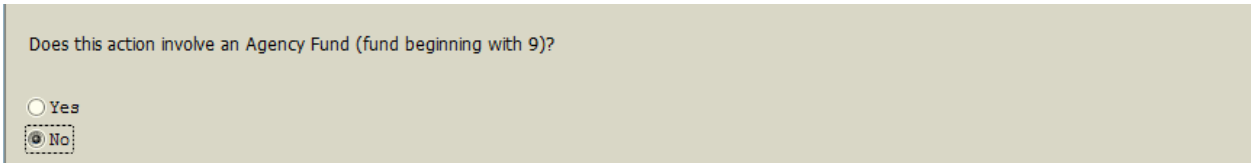
Access SAP transaction code ZIDT_FORM. In this initial screen the user will be asked whether the transaction relates to an existing SAP document. Answer "No" to this question.



SAP will automatically take the user to the appropriate screen based upon the user's response provided. The next two screens will gather information about the user's planned transaction to determine which path to take in the e-IDT process.

Does this action involve an Agency Fund?

An agency fund is any fund that begins with the number 9. This question is important because it determines which GLs are available for use. After clicking on the answer, press enter. In this example, we are creating a new e-IDT with no agency fund involvement, select "no" for your answer, then press enter. (See instructions on page 11 for Agency Funds transactions).

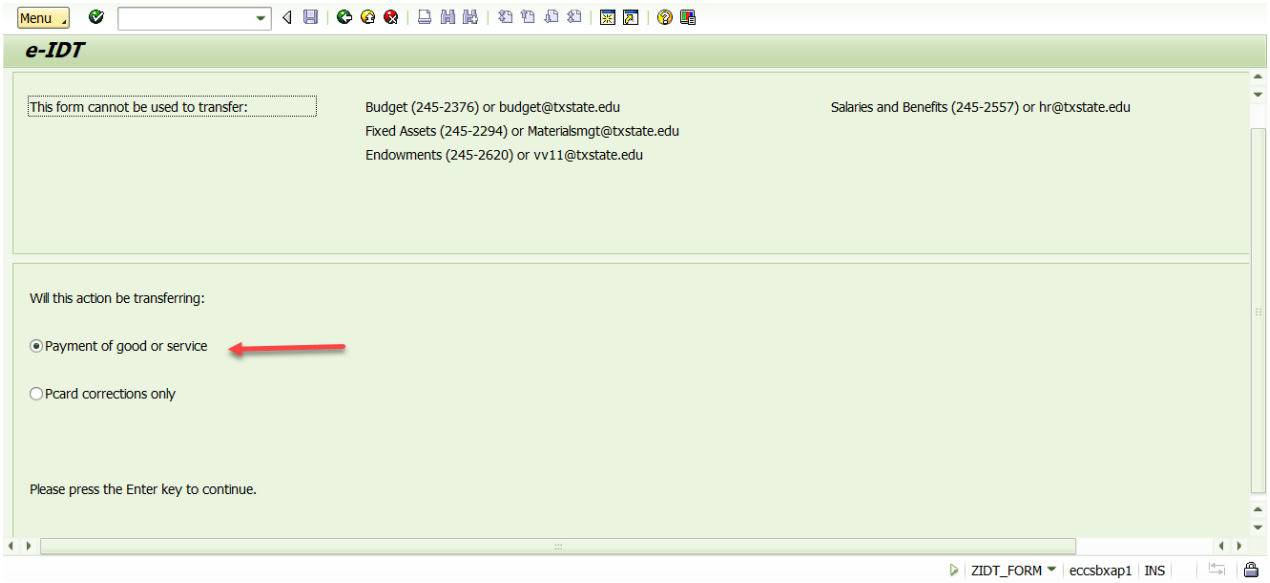


Does this action involve an Internal Sponsorship?

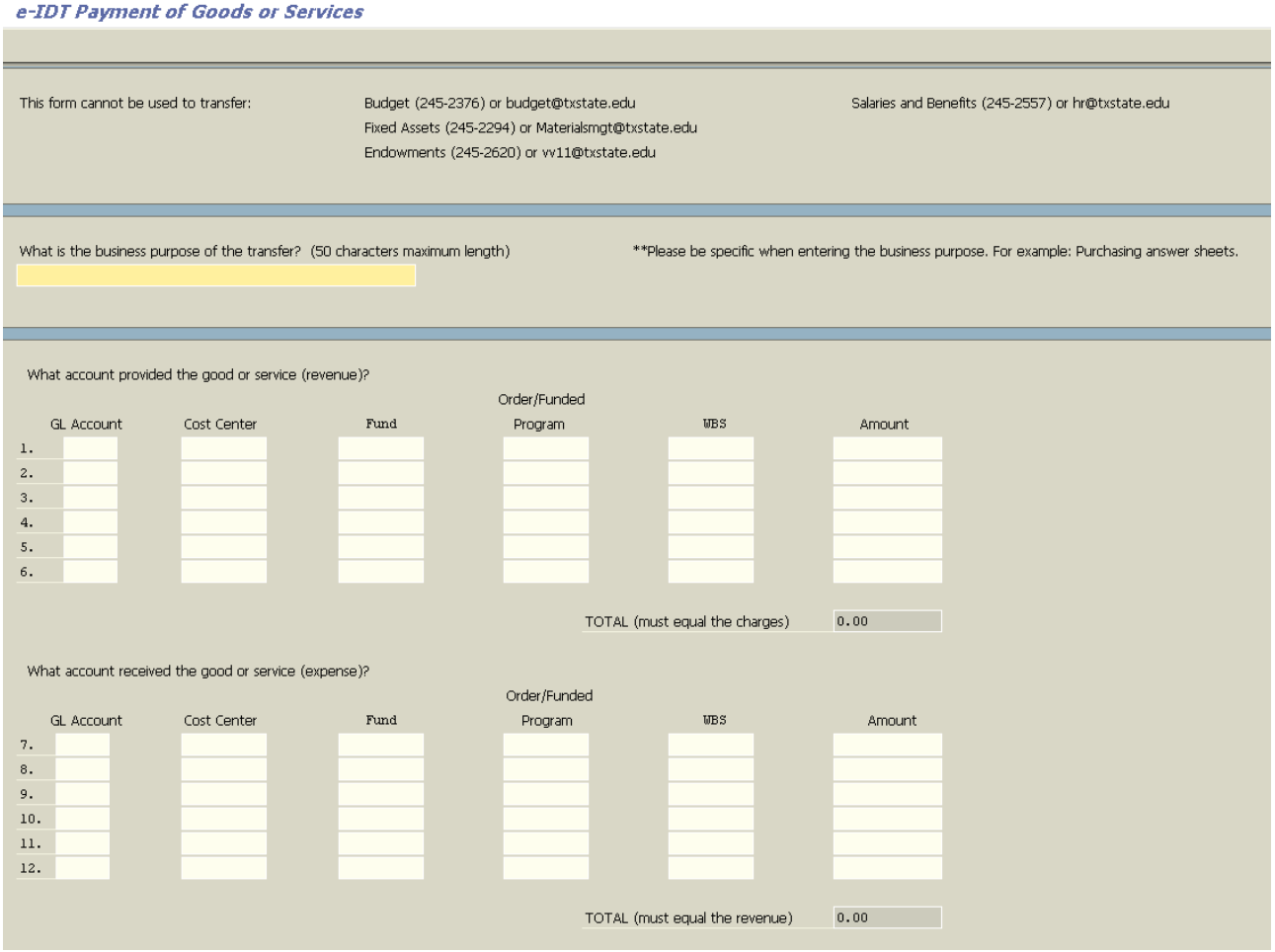
An Internal Sponsorship is a collaborative funding from one Texas State department or other organizational unit to another Texas State department or other organizational unit to support events or activities that are separate and apart from normal academic functions of the institution and that directly involve or benefit students, alumni, or the public. The departmental account providing the Internal Sponsorship does not get anything in exchange for the funds provided to support the event or activity. This question is important because it further limits the GL's available for use. In this example, we are creating a new e-IDT with no Internal Sponsorship involvement, select "no" for your answer, then press enter. (See instructions on page 8 for Internal Sponsorships transactions).

Payment of Goods or Services

Click the **Payment of good or service** button and continue with these instructions. If the transaction relates to a P-card charge, click the **Pcard corrections only** button to be directed to those e-IDT screens.

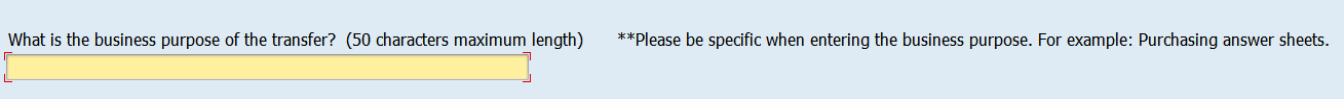


The next screen will allow input for the Payment of Goods or Services option to process a transaction to pay a university department(s) for the work/goods provided by another university department(s).



The following fields are required to be populated in order to continue with the transaction:

◆**BUSINESS PURPOSE OF TRANSFER**: 50 characters maximum length is allowed. The business purpose will be seen in the Text field in SAP. Be concise and provide a meaningful explanation of the transaction. Include date(s) if applicable.

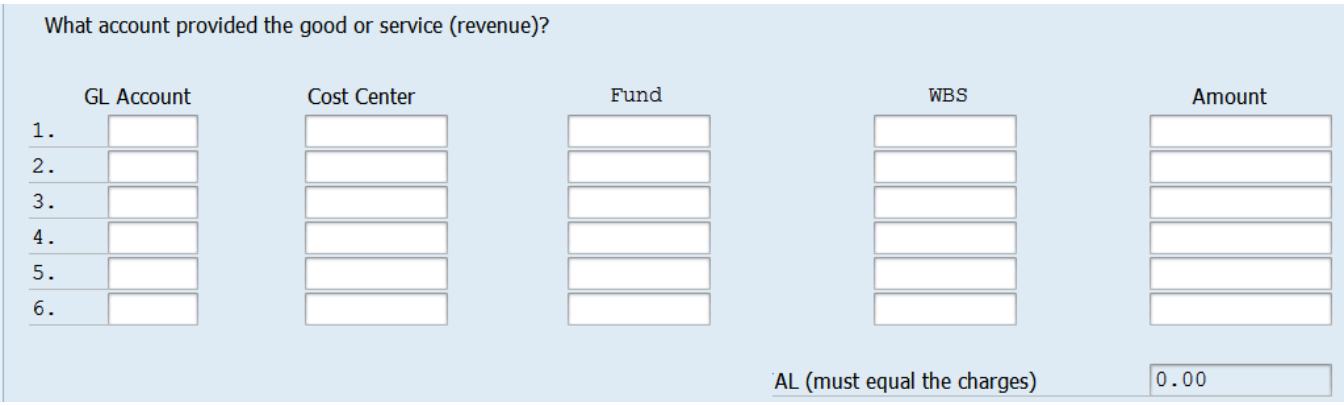


◆**REVENUE SECTION**:

-GL account information for the department providing the good or service: Click on the drop down menu to the right of the GL account block for a list of available revenue GL choices. Select the appropriate account.

-Cost Center, Fund, Order/Funded Program, WBS for the department providing the good or service. Input appropriate data.

-Amount of the transaction.

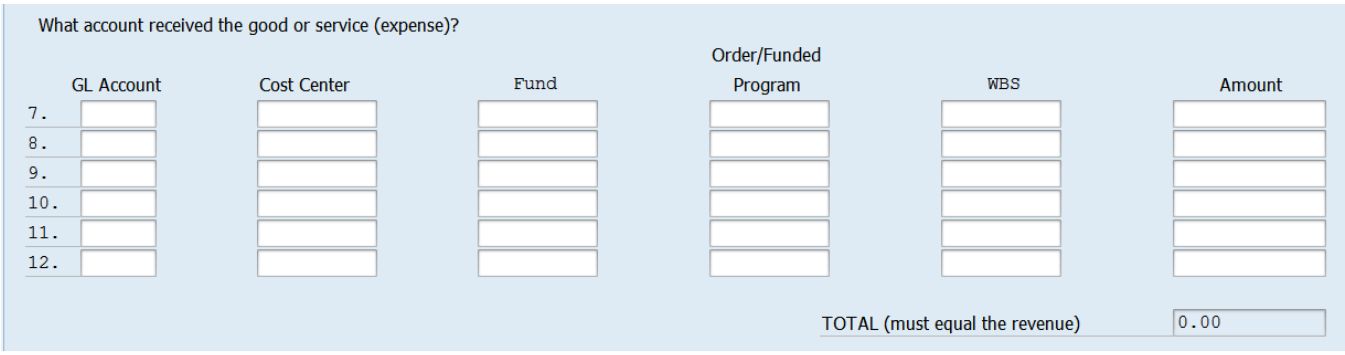


◆**EXPENSE SECTION**:

-GL account information for the department receiving the good or service: Click on the drop down menu to the right of the GL account block for a list of available expense GL choices. Select the appropriate account.

-Cost Center, Fund, Order/Funded Program, WBS for the department receiving the good or service. Input appropriate data.

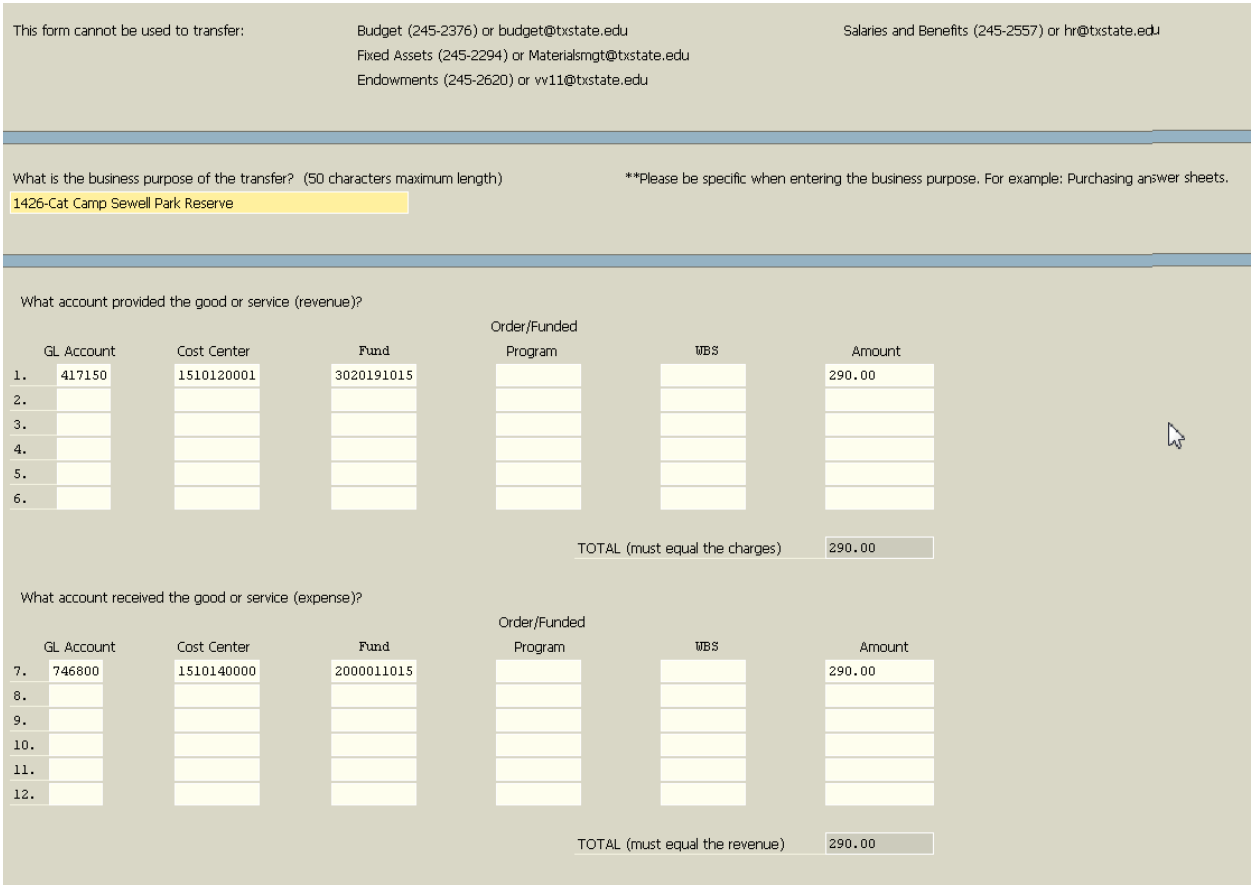
-Amount of the transaction.



***Multiple Lines*?** Most entries do not require a large number of lines. If the user finds that either side of the entry will require more than 6 lines each, the user will need to contact Financial Reporting (financialreporting@txstate.edu) for assistance.

Example to illustrate the Payment of Good or Service transaction process:

Department A (CC1510140000/FUND2000011015) is renting Sewell Park for Cat Camp from Recreational Programs and Facilities (CC1510120001/FUND3020191015), invoice #1426 for $290.00.



This form cannot be used to transfer: Budget (245-2376) or budget@txstate.edu; Fixed Assets (245-2294) or Materialsmgt@txstate.edu; Endowments (245-2620) or vv11@txstate.edu; Salaries and Benefits (245-2557) or hr@txstate.edu

What is the business purpose of the transfer? (50 characters maximum length)

**Please be specific when entering the business purpose. For example: Purchasing answer sheets.

1426-Cat Camp Sewell Park Reserve

What account provided the good or service (revenue)?

	GL Account	Cost Center	Fund	Order/Funded Program	WBS	Amount
1.	417150	1510120001	3020191015			290.00
2.						
3.						
4.						
5.						
6.						

TOTAL (must equal the charges) 290.00

What account received the good or service (expense)?

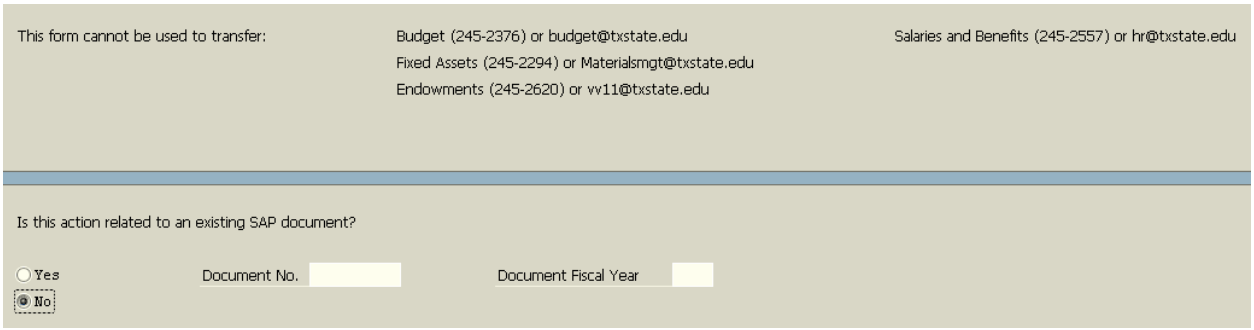
	GL Account	Cost Center	Fund	Order/Funded Program	WBS	Amount
7.	746800	1510140000	2000011015			290.00
8.						
9.						
10.						
11.						
12.						

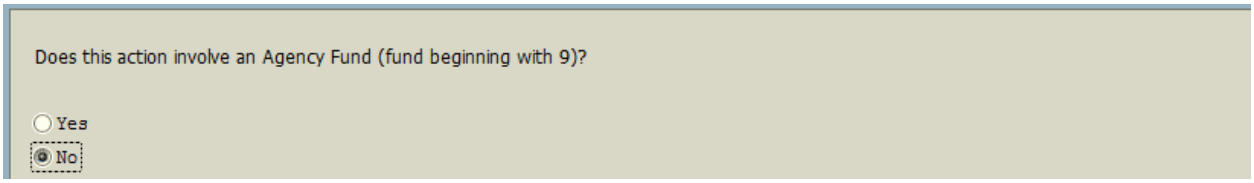
TOTAL (must equal the revenue) 290.00

Click on Continue to check the entry and move to the Review screen. Refer to Review_Screen section of this training manual for procedures to complete the e-IDT.

Internal Sponsorships

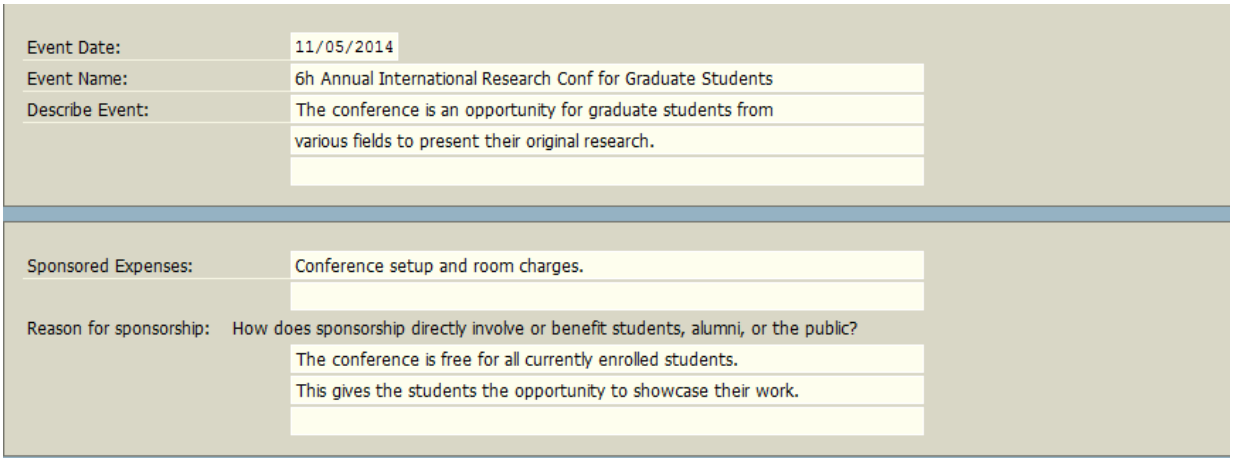
As with the other forms, this process will ask the user a series of questions. Answer "Yes" to the sponsorship involvement question. *NOTE: The GLs on this form will be limited to 765004 and the funds are limited to those allowed for sponsorships (receiver and/or sponsor).*





Next, the user will provide a short explanation of the sponsorship by populating the following fields:

Event Date, Event Name, Describe Event, Sponsored Expenses (what is the contribution supposed to pay for?) and reason for sponsorship (how does it contribute to the university's mission?).



The GL account field includes a drop down menu. However, the choice (for both sides of the transaction) is limited to GL 765004 Internal Sponsorship. Populate appropriate fields, then select the CONTINUE button. Refer to Review_Screen section of this training manual for procedures to complete the e-IDT.

What if I receive an error message? If the fund used in the entry is not on the table, the user will see the following message:

In this case, the fund is not valid for sponsorship activity. If this error appears incorrect, notify General Accounting @ financialreporting@txstate.edu , to investigate. The user will be notified if the fund is not eligible to use for sponsorship activity.

This transaction replaces the paper Internal Sponsorship form:

TEXAS STATE UNIVERSITY
SAN MARCOS

Internal Sponsorship Form

Texas State University – San Marcos is a member of the Texas State University System

This form is to be used for internal sponsorships, which is collaborative funding from one Texas State department or other organizational unit to another Texas State department or other organizational unit to support events or activities that are separate and apart from normal academic functions of the institution and that directly involve or benefit students, alumni, or the public.

Event Name:
Event Date:
Describe Event:
Sponsored Expenses:
Reason for sponsorship: (How does sponsorship directly involve or benefit students, alumni, or the public?)

The following fund accounts can provide and receive internal sponsorships:

20000110XX	30040010XX	30201110XX	30202810XX
20272910XX	30050010XX	30201910XX	30204110XX
20279210XX	30080010XX	30202110XX	30204210XX
30000010XX	30100010XX	30202310XX	
30010010XX	30200710XX	30202410XX	
30030010XX	30201010XX	30202510XX	

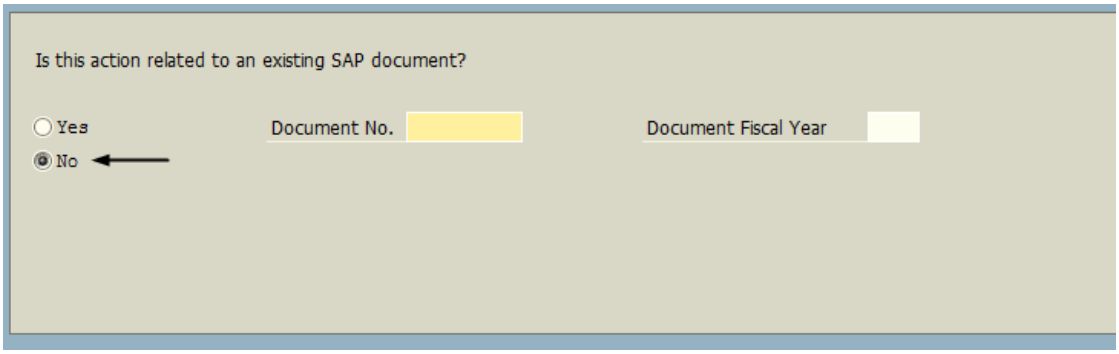
If restricted funds (fund accounts 4000000000-4999999999) are used to provide sponsorships, the account manager must certify that the restrictions of the external donors are met. The account manager signature provided below acknowledges that this has been done. It should be noted that restricted funds cannot receive internal sponsorships.

Sponsor Information:		**Receiver Information:**	
General Ledger Acct:	765004	General Ledge Acct:	765004
Cost Center:		Cost Center:	
Fund:		Fund:	
Internal/Statistical Order:		Internal/Statistical Order:	
Amount:			
Prepared by (Printed Name):		Extension:	Email:
Account Manager (Printed Name):		Account Manager (Printed Name):	
Approval Signature:		Approval Signature:	

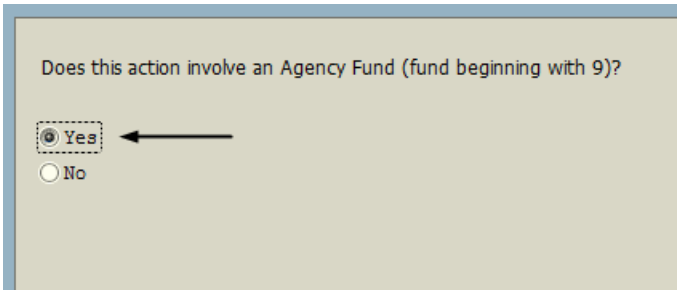
Agency Fund IDTs

Agency Funds represent resources held by Texas State as a custodian or fiscal agent for others, such as student organizations, professional associations, faculty or staff organizations, or individual faculty or staff members. Although these funds are spent consistent with or in support of the mission of Texas State, they are not available to support Texas State's programs unless donated to the university. Transfers between Texas State accounts and agency funds, other than internal transfers (IDTs) to record payment for goods or services and internal transfers to record donations from the agency fund to a university account, are prohibited. Donations from agency funds become university funds and are subject to university policy and procedure regarding the expenditure of the funds.

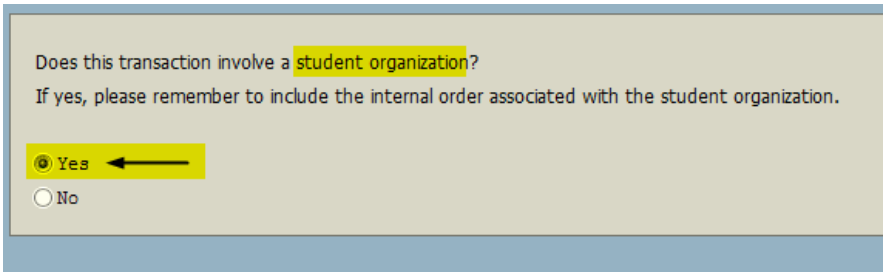
To create a new IDT:



If the IDT includes a fund beginning with "9" please answer "YES" on this form.



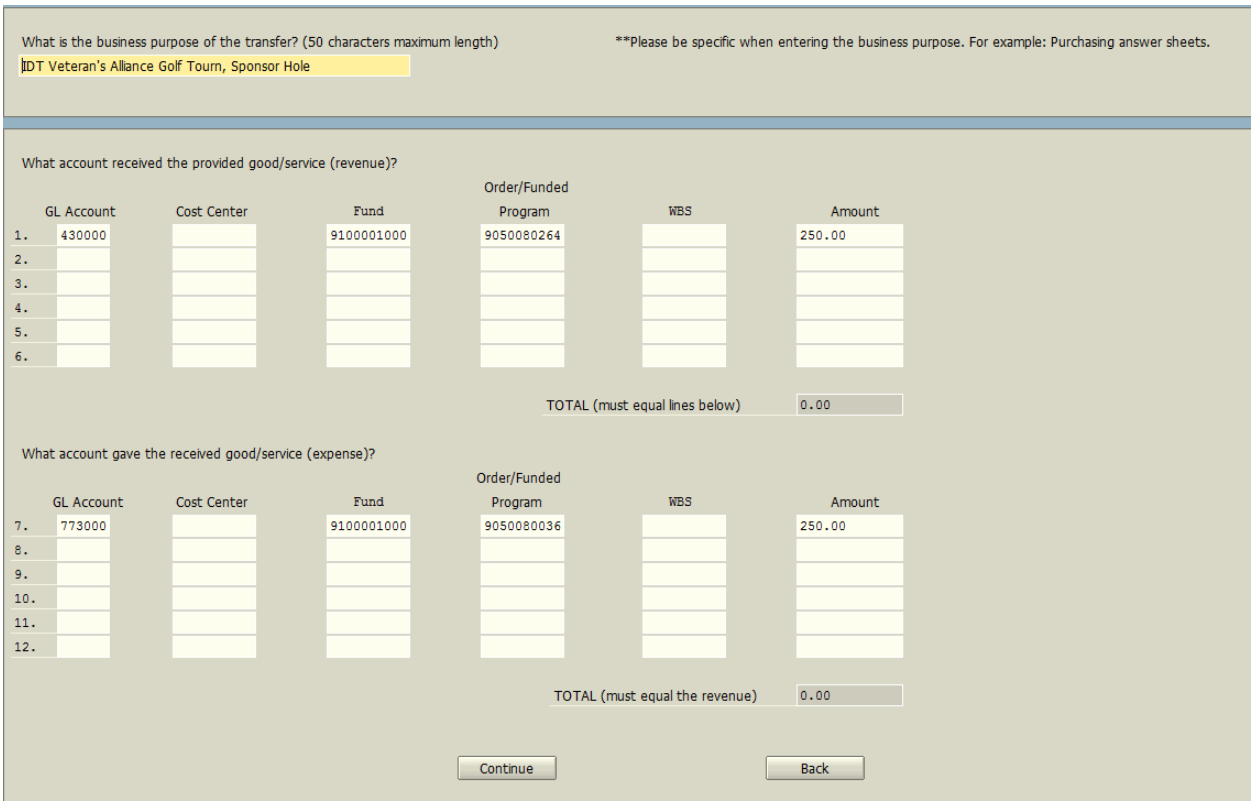
Is this for a Student Organization (Orders that begin with 905*)? If so, please answer "YES" on this form, then press the enter button.



Example (transaction involving a student organization agency fund):

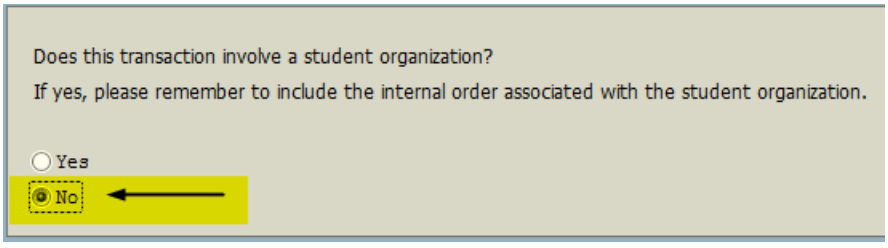
Order 9050080036/FUND 9100001000 is going to sponsor a hole in the Veteran's Alliance Golf Tournament for Order 9050080264/FUND 9100001000 in the amount of $250.00

Populate the following screen. Please note that the business purpose will be reflected in SAP under the Text field, so be specific when entering the business purpose.



Click on Continue to advance to the Review Screen.

If this is an **Agency Fund**, but **not a student organization**, answer "No" to the question to be directed to the correct form to populate.

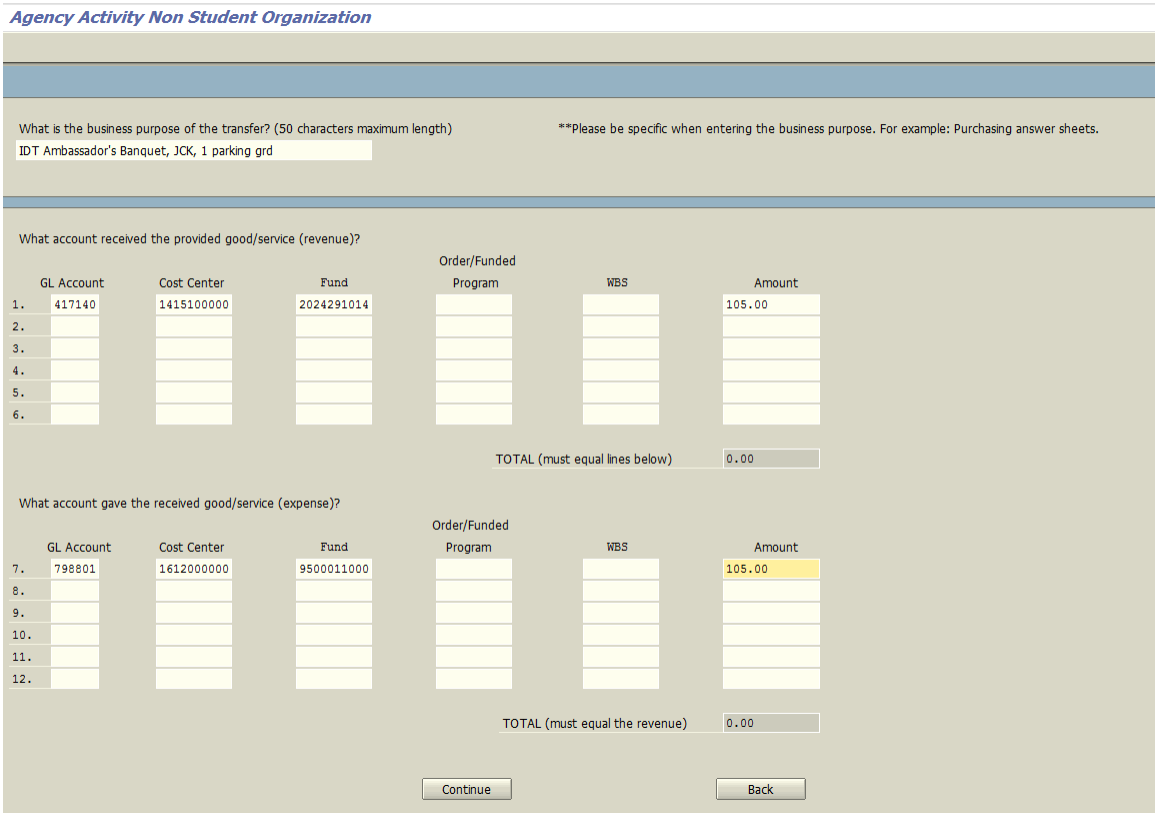


Example: Agency Fund (non-student organization)

IDT for 1 parking grid at JCK for the Ambassador's Banquet for $105.00.

Account receiving the revenue – Parking Events Services CC1415100000/FUND2024291014/417140

Account charged – CC1612000000/FUND9500011000/798801 (this GL is always used for charges against Agency)

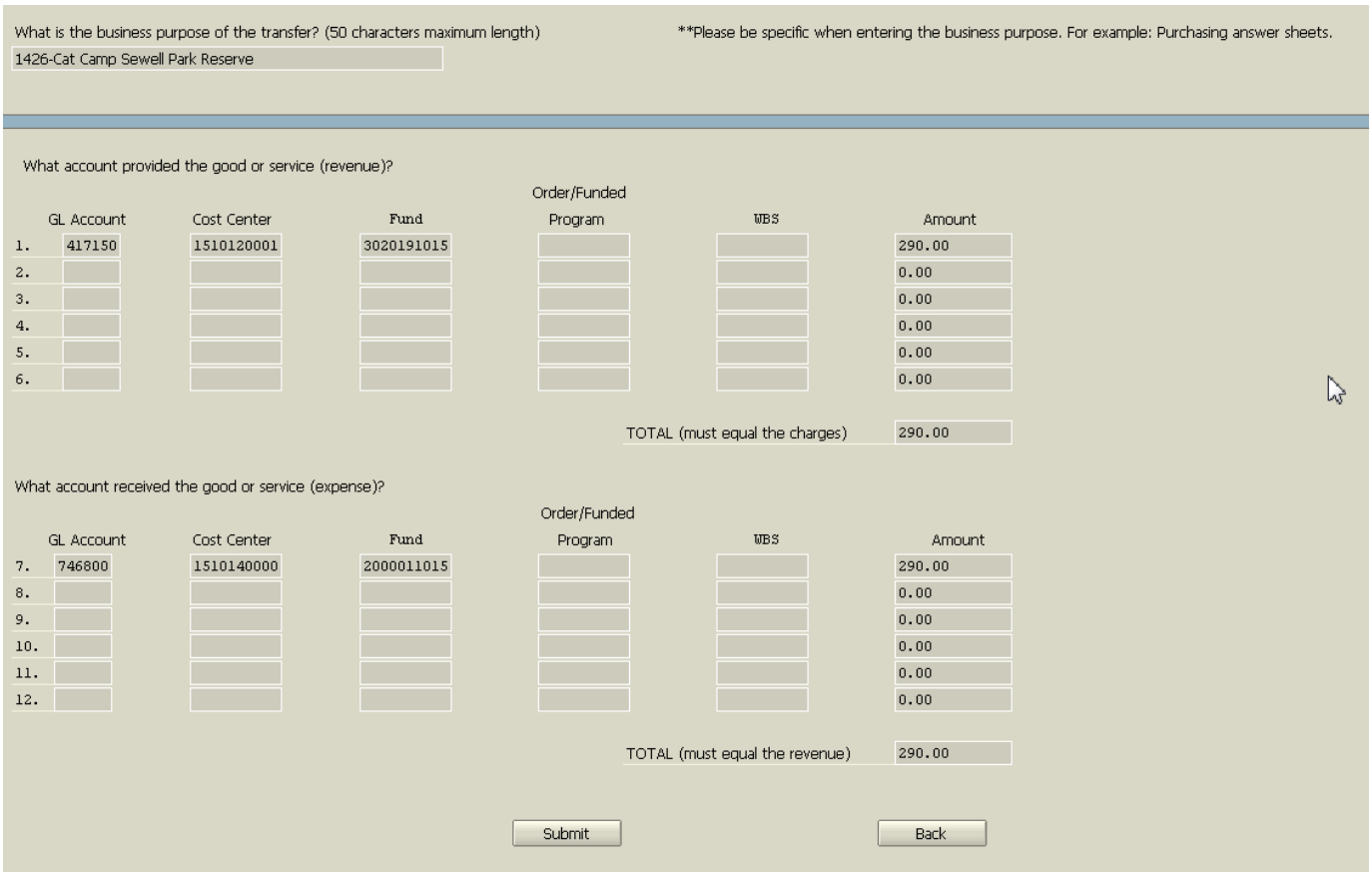


Click on CONTINUE to check the entry and move to the Review_Screen.

Review Screen

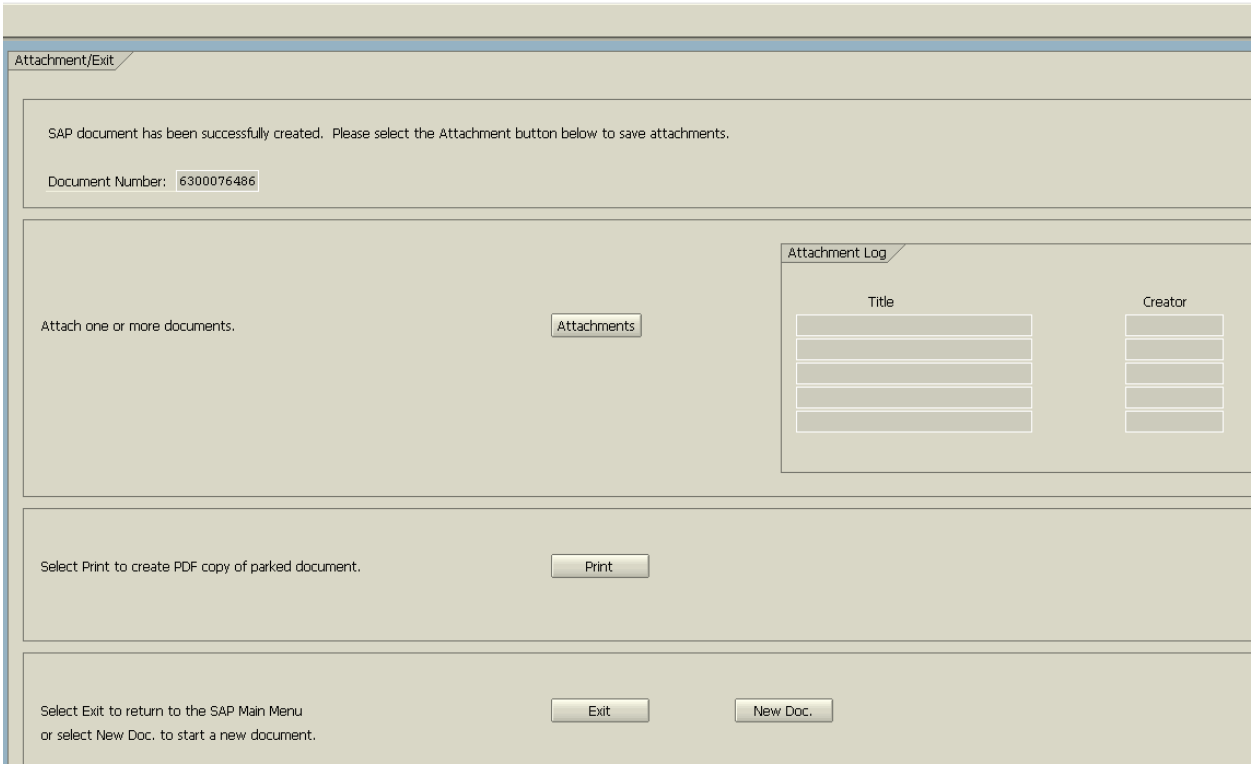
Here is the chance to review the data that the user has input. Made a mistake? If the user finds an error in the entry, or decides to add additional lines or make other modifications, select the BACK button to make the changes/additions. SAP will recheck all data for validity once the user clicks the CONTINUE button again.

If the user forgot which type transaction screen they are processing, SAP will provide the transaction type at the top of the review screen. The review screen will look and act similar in all e-IDT transactions. Once all modifications have been made, click on the Submit button. The system will return a "document successfully created" message and provide a document number for future tracking. Please note that the review screen is also the confirmation screen. Once the user selects SUBMIT, and a document number is provided. Any changes to the document must be made using the Monitor_Report.



At this point, options available are to print the form, exit the screen, or create another e-IDT document.

Attachment Screen



Printing the Document from the ZIDT_FORM

To print, click on the PRINT button and a document will pop up.

Click on the Control Menu to make changes to the view; then click on print, or save, depending on whether a paper or electronic copy of the transaction is desired.

TEXAS STATE UNIVERSITY
The rising STAR of Texas

Automated Adjustments and Transfers Form

Document No: 6300076486
Company Code: 754
Created By: JW35
Created On: Jan 29, 2015
Document Date: Jan 29, 2015

Doc. Header Txt: IDT-GOODS & SERVICES
Reference:

Posting Date: Jan 29, 2015

Business Purpose: 1426-Cat Camp Sewell Park Reserve

Receiver

GL Account	Cost Center	Fund	Order/WBS	Amount
417150	1510120001	3020191015		290.00
			Total	290.00

Charge

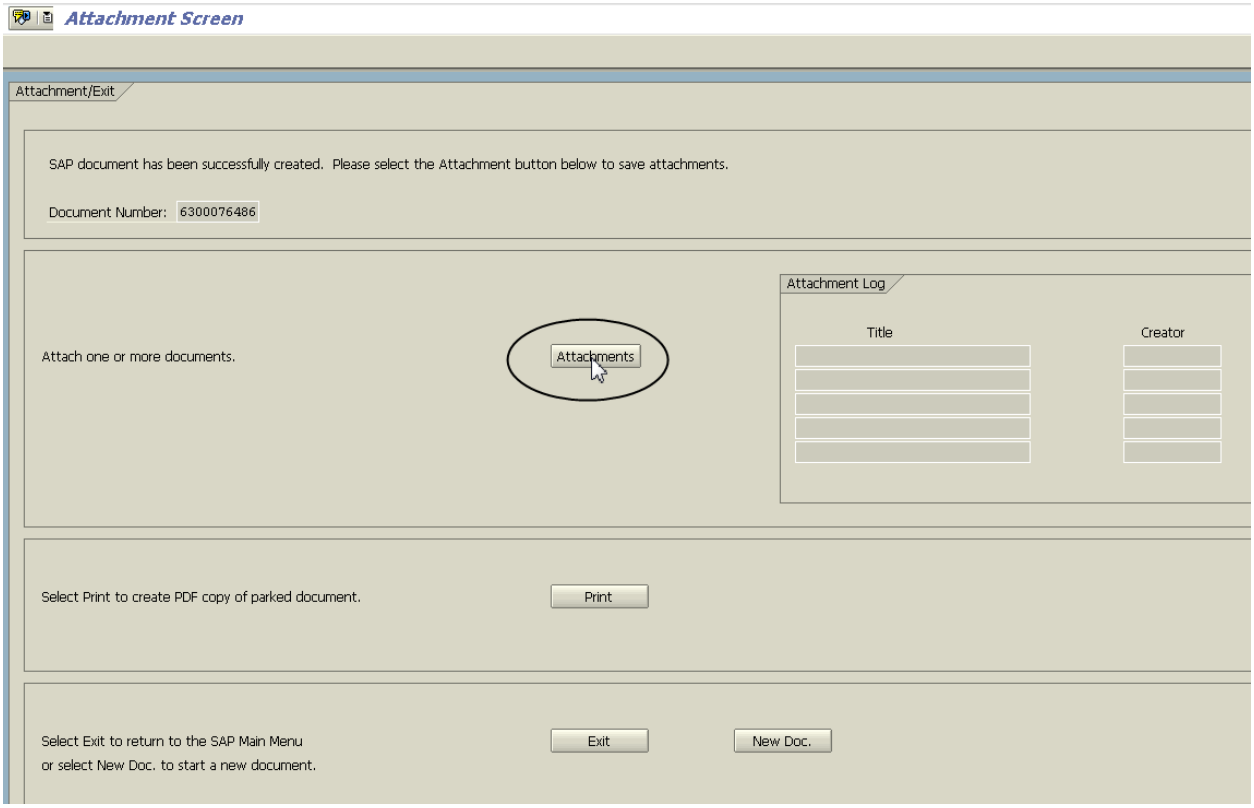
GL Account	Cost Center	Fund	Order/WBS	Amount
746800	1510140000	2000011015		290.00
			Total	290.00

Notes

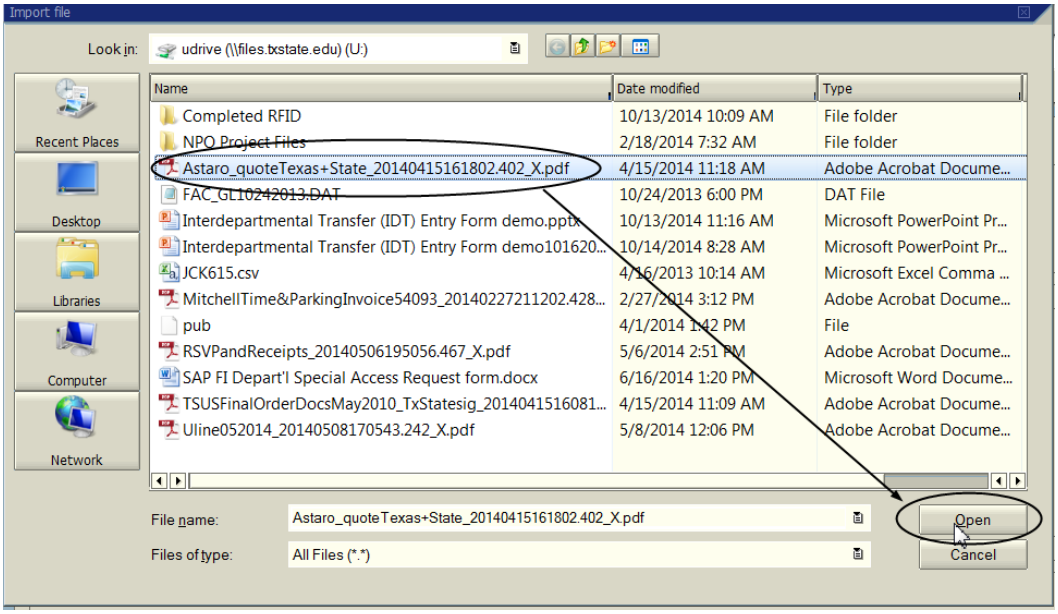
Status	Approval Scenario	Planned Approver	Actual Approver	Date	Time
	Financial Reporting	Administrator			
	Account Manager	Ms Jane Hughson			

How to Attach Documents to the e-IDT

Once the document has been created, SAP will allow the user to add attachments (see diagram below). Click on the Attachments button.

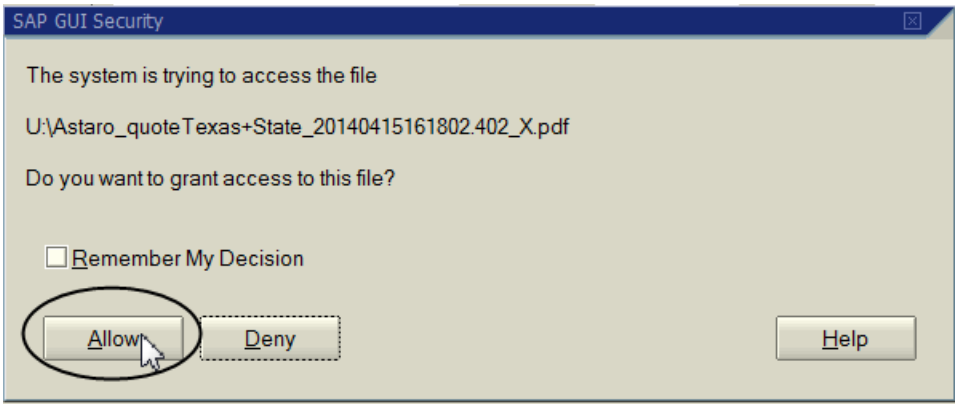


The user will be directed to a browser window. Find the file that needs to be attached and click on it to select it.

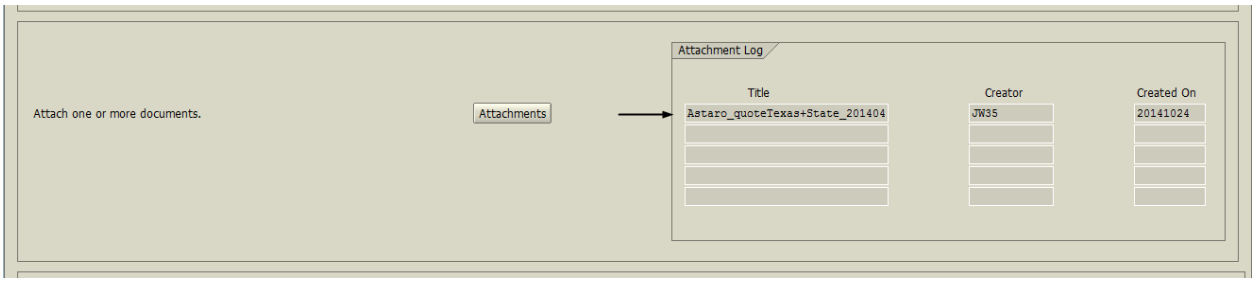


Then click on Open.

Another popup window will appear, click on Allow.



The attachment will appear in the attachment log. The log on the initial entry screen allows for five attachments.



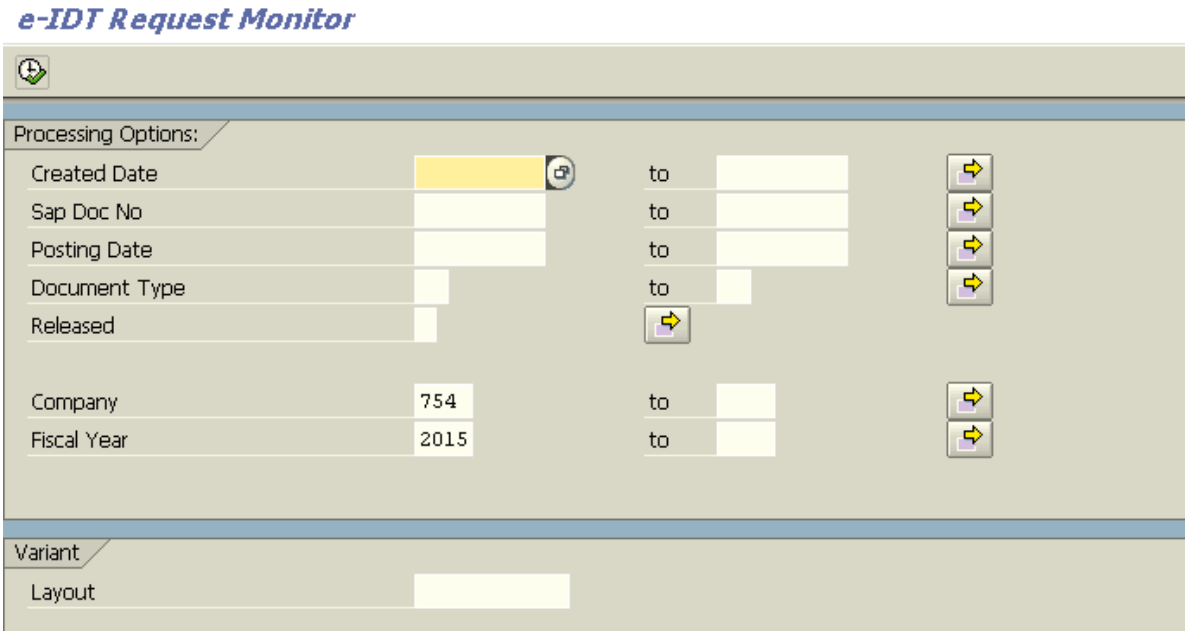
Once entry of the document is completed and the transaction code exited, the user can also add additional attachments from the Monitor Report. The instructions for the Monitor Report are in the next section.

Monitor Report

Transaction: ZIDT2

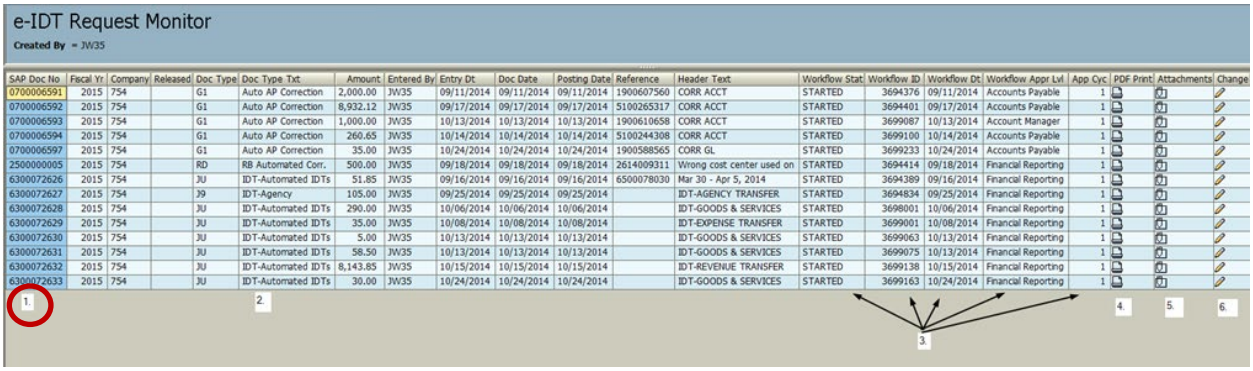
This report will show the documents created by user. The documents will appear on this report until they are posted.

Parameter screen:



This transaction will run with the default parameters as shown above. If necessary, use this screen to add additional parameters to narrow down the query results. Click on the execute icon to run the report ( ).

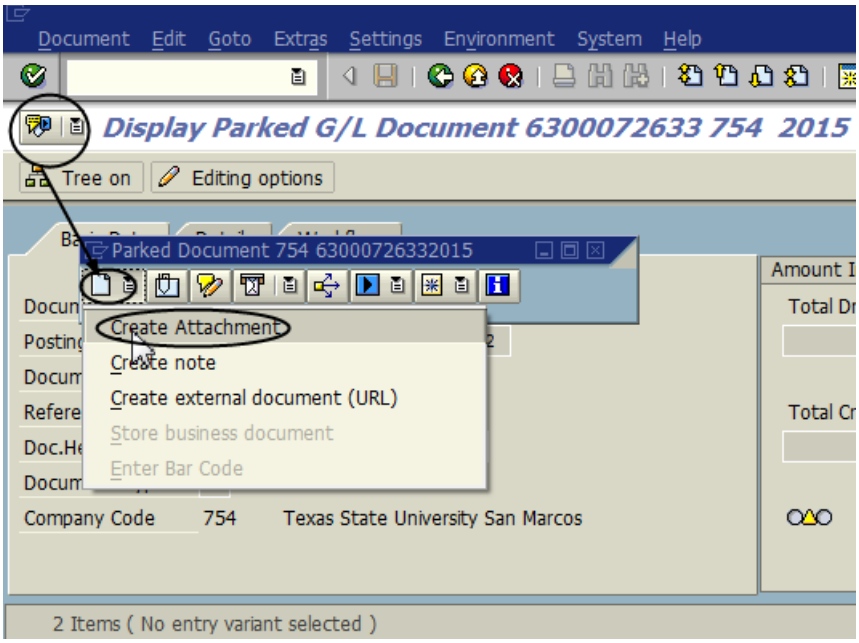
Results will look like this:



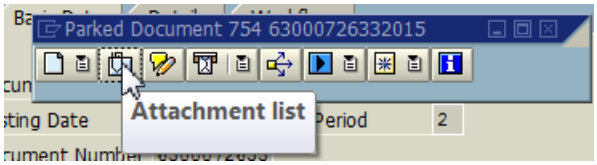
Referencing the results above:

1. Double-click on the document number to add, change or delete attachments. This will not restart workflow.

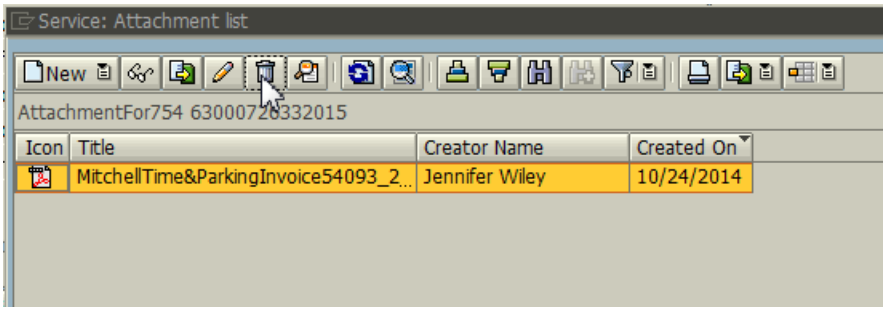
a. Click here to add attachments.



b. Click here to delete attachments.

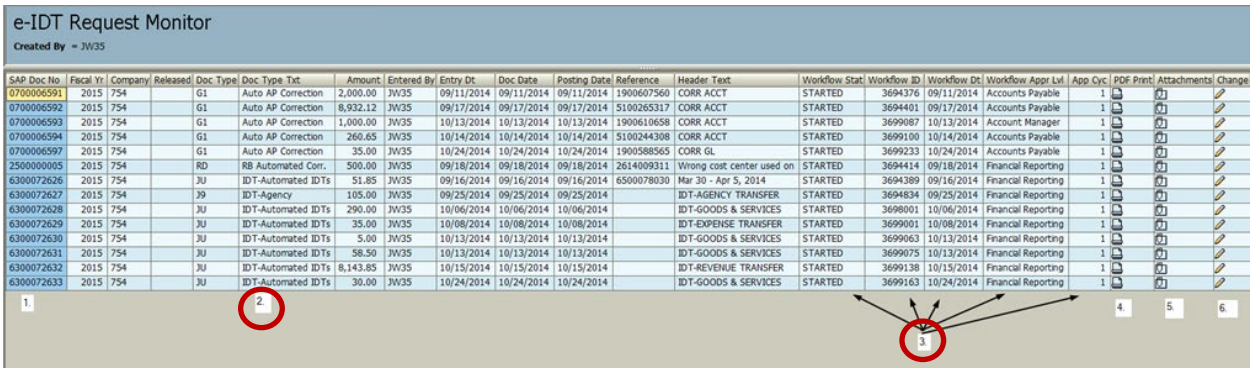


Click on the attachment to delete, it will highlight, then click on the trashcan.



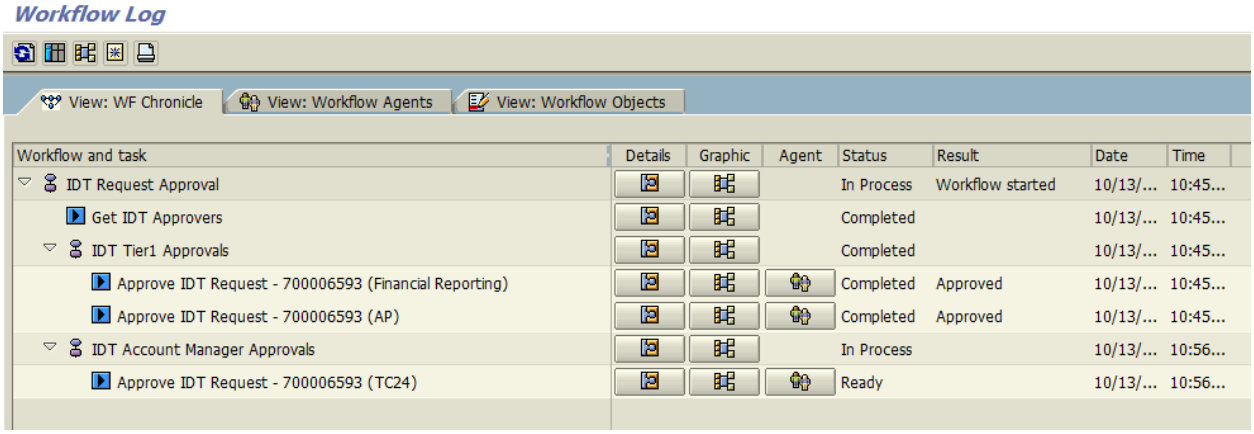
Click on the green check at the bottom of the window to get back to the document.

c. Use the green arrow back to go back to the monitor report.



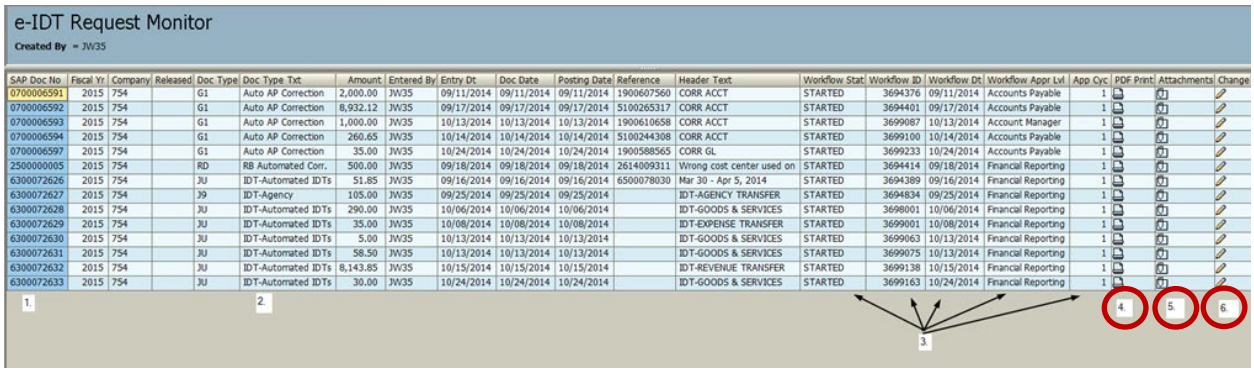
2. This is the document type text so the user can keep track of what type of document(s) they have outstanding.
3. This is the workflow tool.

a. The first column is the status, if the workflow has stopped manually or has an error, the user will see “WF STOPPED”.
b. The second column is the workflow id, this is mainly for tracking purposes, the end user will not need to use this number.
c. The third column shows when the workflow started.
d. The fourth column shows the current stage of workflow for the document. Please see the different workflow paths in the previous pages to see the different levels that can appear on this report. The user can double click on the level and see the workflow log. The log will show the user id of the person the document is waiting on to approve.



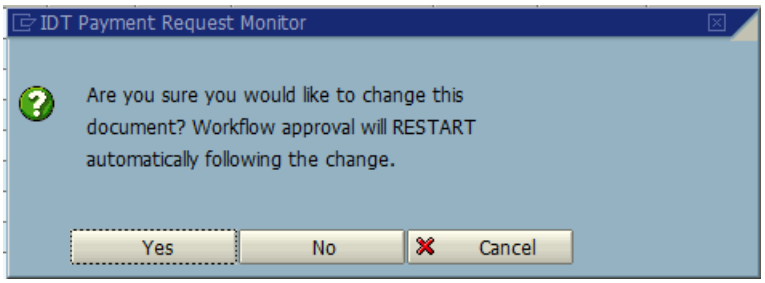
e. The fifth column shows how many times the workflow on a particular document has started over.

4. Double-click on the printer icon to see the print form. This form can be saved as an attachment to the document. Once the document is posted, this form is no longer available.

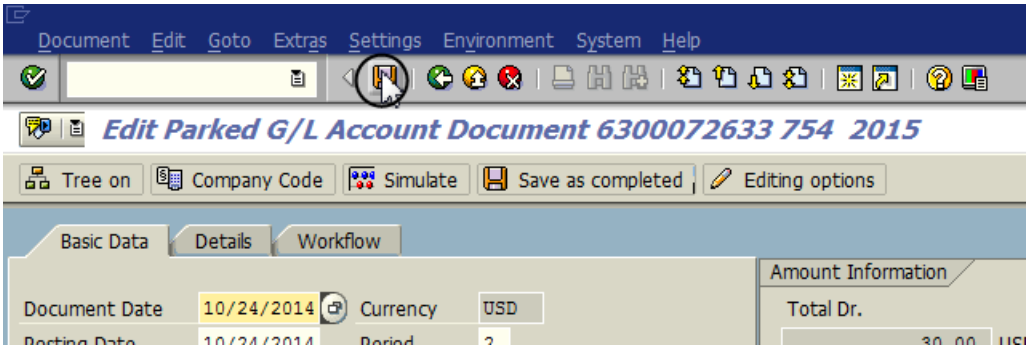


5. Double-click on the attachments icon to view the attachments. The attachments will not be changeable using this icon.

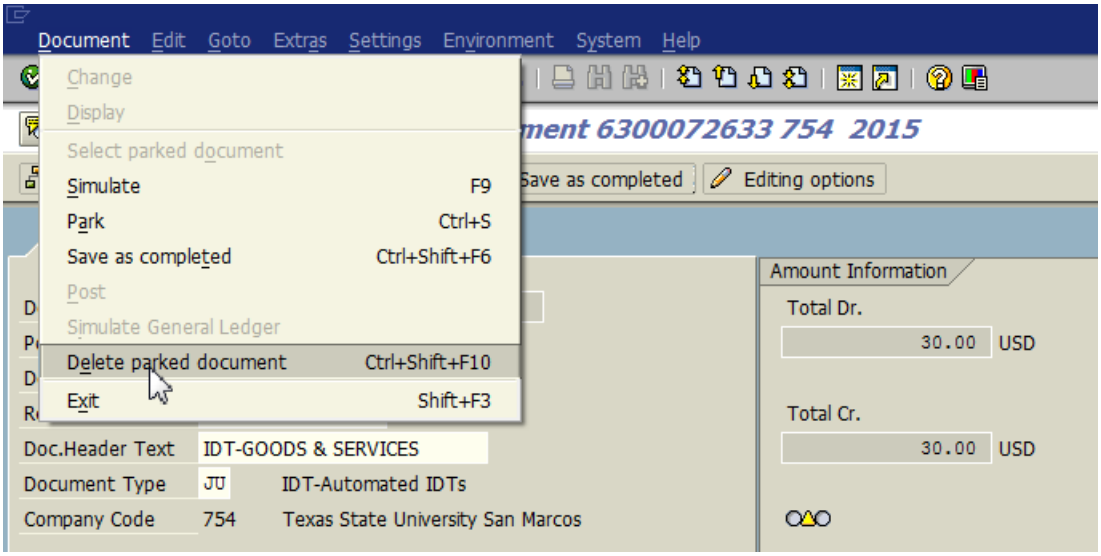
6. Double-click on the pencil to change or delete a document. The user will receive a message about restarting workflow if they move any further.



a. Make changes to the document and then click on the save icon at the top.



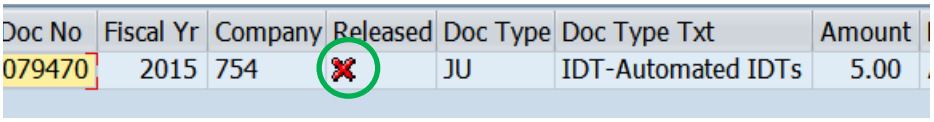
b. To delete the document click in the Document menu and select delete parked document.



c. These actions will take the user back to the Monitor Report.

Budget Error Notification:

If there is a budget error on one of the account combinations, an email will go out to the creator of the document, in addition to all workflow approvers. On the Monitor Report, a red X will appear in the Released column. Example:

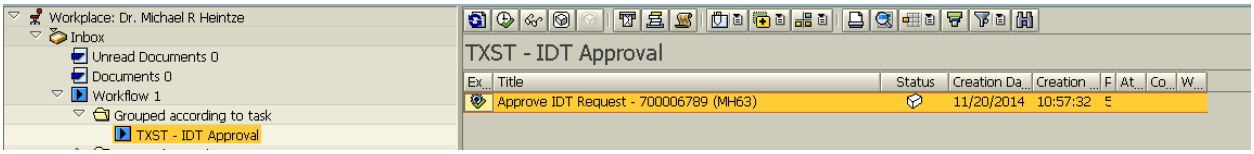


The department whose account is over budget will need to be notified by the document creator so that an alternative account can be provided to apply the expense charge against, or to have budget fixed in the existing account provided.

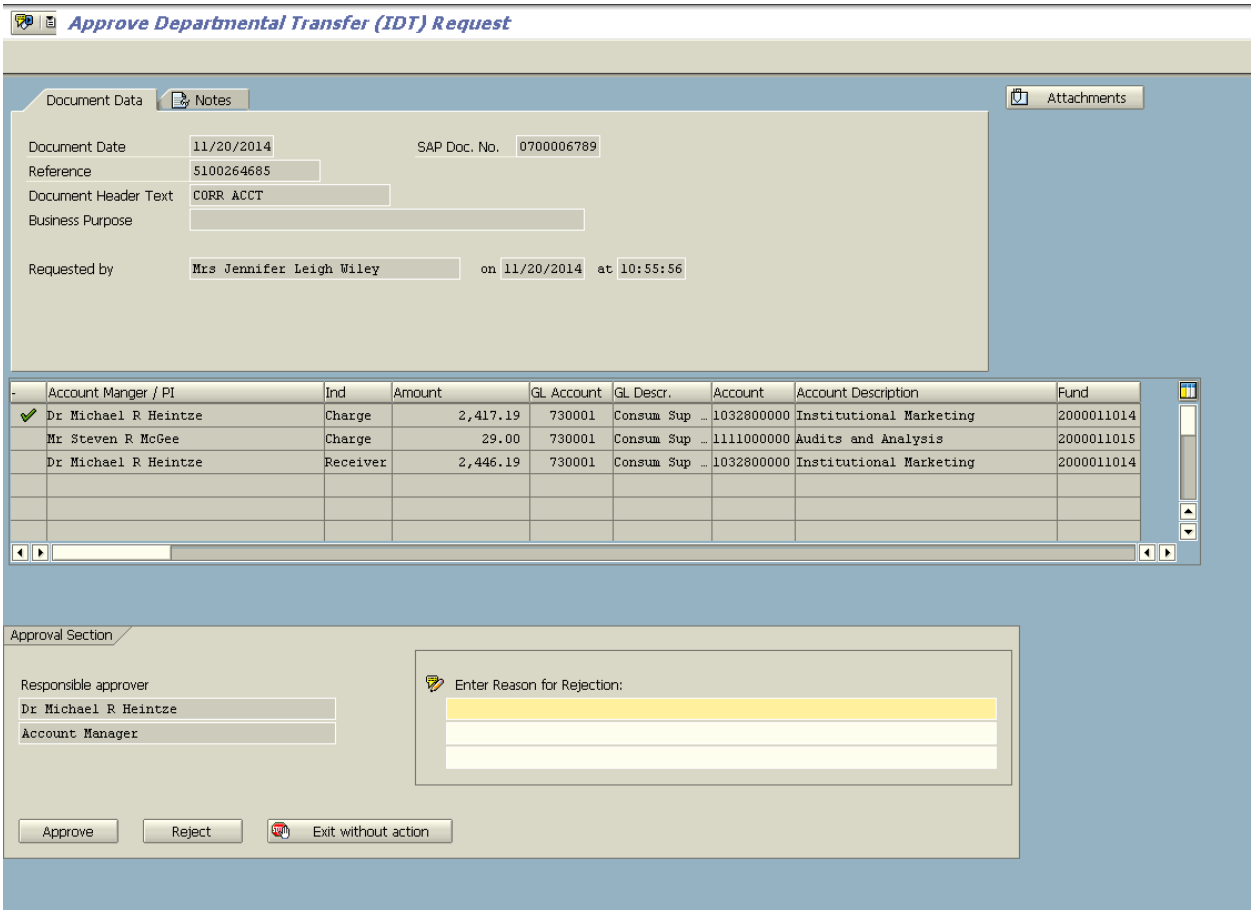
Account Manager Approvals via Workflow

Using the worklist in either the portal or SAPGUI, the Account Manager will need to click on the document they need to approve to open it. This is the same worklist used for approving purchase requisistions, PCRs or time approval.

Double-click on the document to open it.



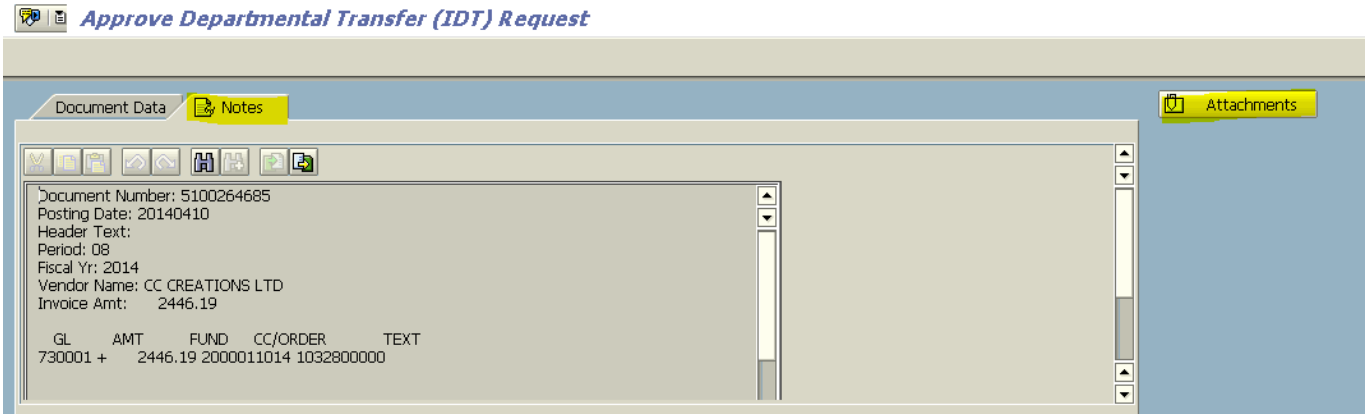
The approver will see the following approval screen:



The approver will be able to see the correcting document line items, who requested the correction and the original document number.

There are three different paths the approver can take at this point, **approve**, **exit without action** or **rejection**. If rejection is chosen, the approver must enter a rejection reason. An email will be sent to the initiator with the document information and the reason entered for the rejection. The initiator can then use the monitor report (ZIDT2) to make a change to the document or delete it.

The approver is able to see the information from the original document by clicking the NOTES tab. This eliminates the need for the approver to open another SAP session to review the original document.



The approver can also review any attachments by clicking on the Attachments button. Once the document is approved, it will disappear from the approver's worklist.

Correcting an Existing Document

Access the ZIDT_Form transaction code in SAP. If the transaction is related to an existing SAP document, in the first screen, answer "yes" to the question, is this action related to an existing SAP document.

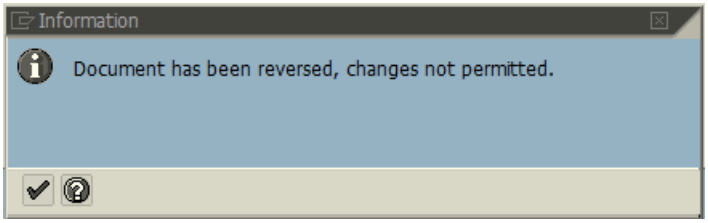
Note: SAP document must be posted in order for the user to be able to make changes.

Enter the document number of the transaction which requires correction and fiscal year of that document in the blocks provided. After populating the appropriate fields, either click the ENTER key or the green check at the top.

This does not change the accounts or amounts on the original IDT. A new IDT will be created.

Note: *A document that has been previously reversed in SAP, will not be permitted for use in the e-IDT program again.*

The following error message will appear:



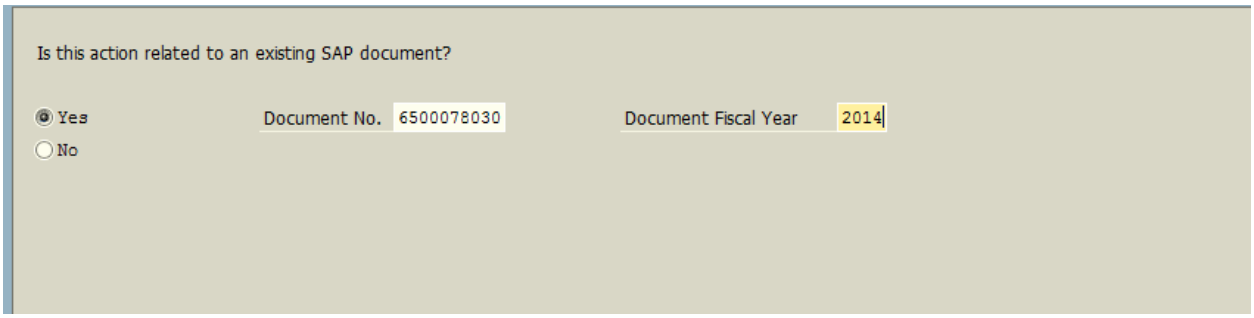
Documents that can create a corrected IDT in this application include:

- IDTs (Inter-Departmental Transfers)
- Accounts Payable vendor invoices (corrections are called "Greenslips")
- Routine Business (Cash Receipts) deposited via Cashier's office (documents beginning with a 26).

IDT Document Corrections

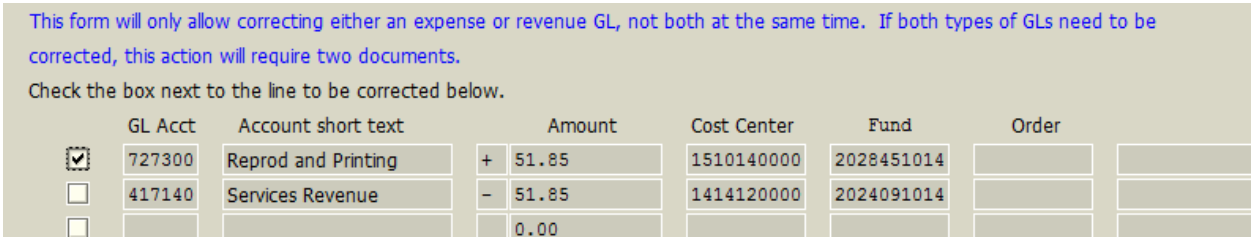
- These are documents that begin with the number 6.
- Document type JV cannot be corrected using this form. The General Accounting office will need to be notified for assistance with those corrections.
- Corrections for Bookstore (document type JB) IDTs will use this form, but an email request will be sent to the Bookstore to correct in their system. A new SAP document will not be created for this type of document. A correcting IDT will be created during the Bookstore's next billing cycle.

1. Enter the document number to correct and its fiscal year into the initial screen:

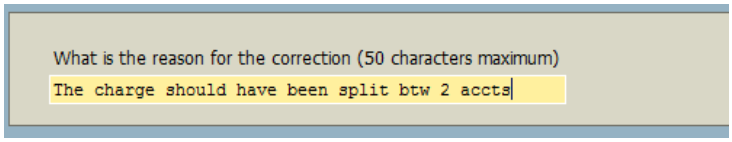


2. The entire original entry will appear on the screen

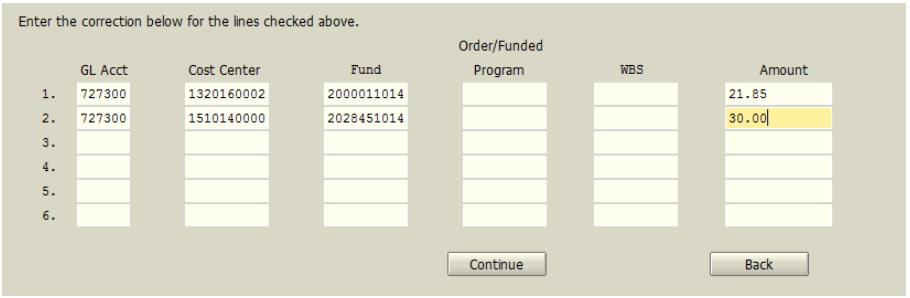
3. Check the box next to the line(s) that need to be corrected.



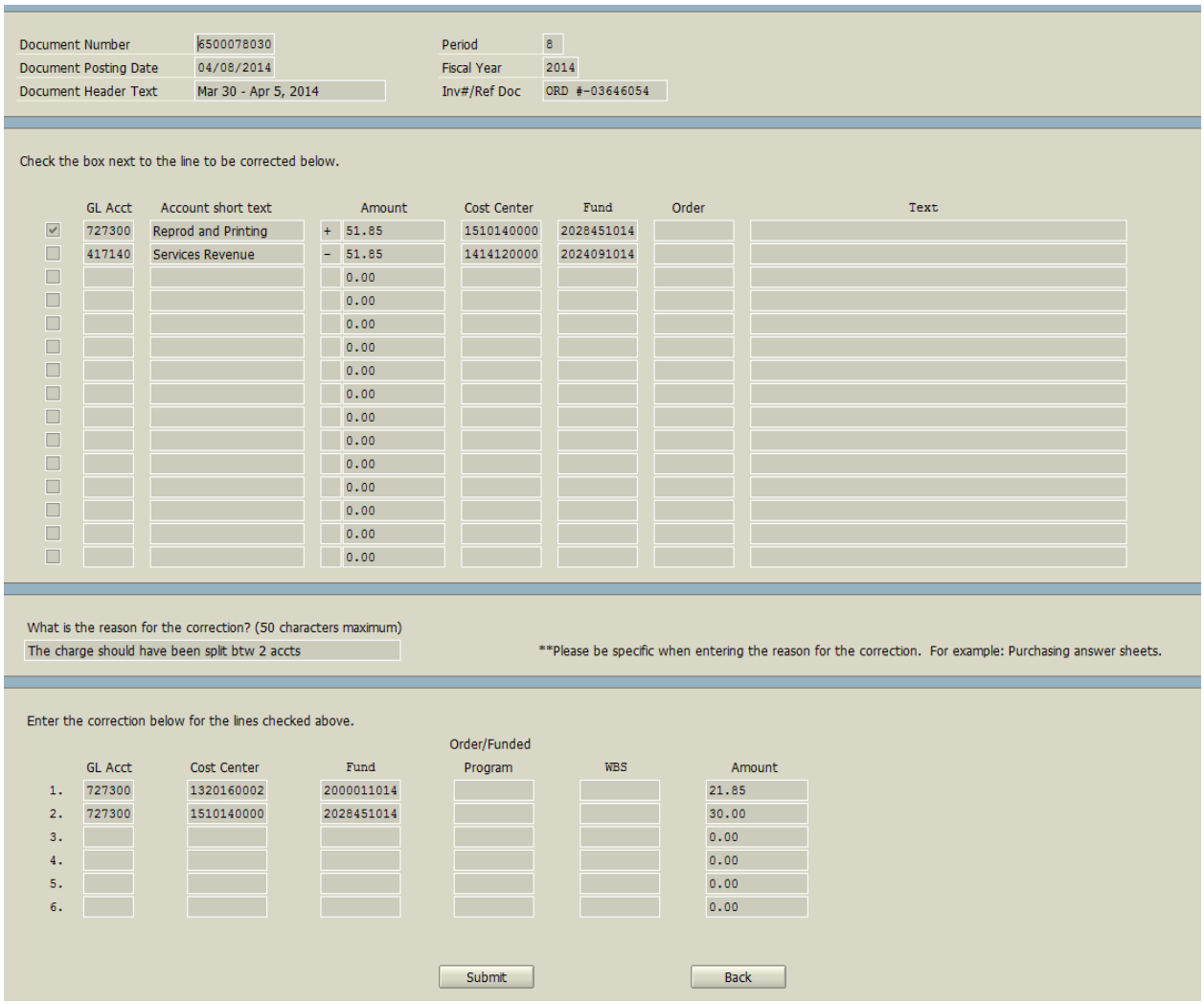
4. Lower in the screen there is a place to enter the reason for the correction. This will help the workflow approvers understand why the correction is needed.



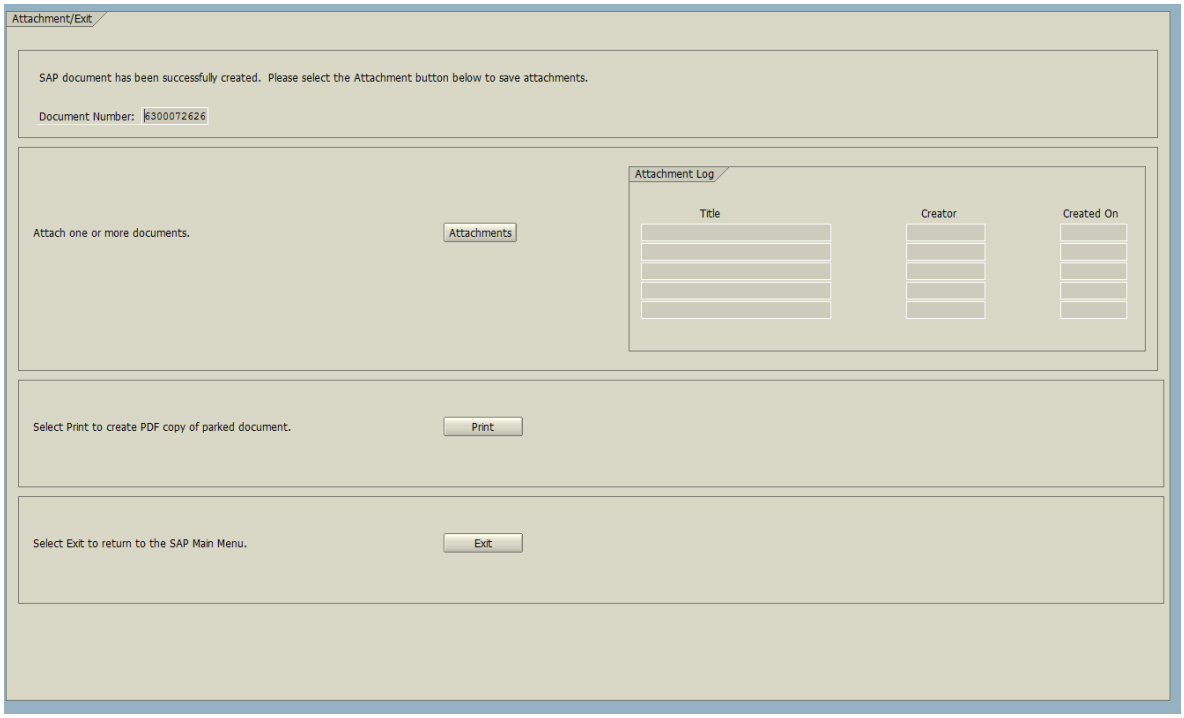
5. Next, enter the account(s) that should receive the charge. The correcting entry that is created, will credit or debit the entire amount that is checked. If the user intends to split the expense into multiple accounts, the total of the amounts in the amount column must equal the checked line item in the original IDT. See below:



6. Click on Continue. This will begin the checks for a balanced entry, account validation and budget available balance verification. The user will see a Review screen to make a final check, if everything looks okay, click on submit. This will create a document. If the user needs to make a correction, click on the Back button and make the correction.



7. The user will be able to attach documents if needed from this screen, print/save an Adobe document showing the entry created, start a new document or exit. Notice the document number is listed at the top of the page.

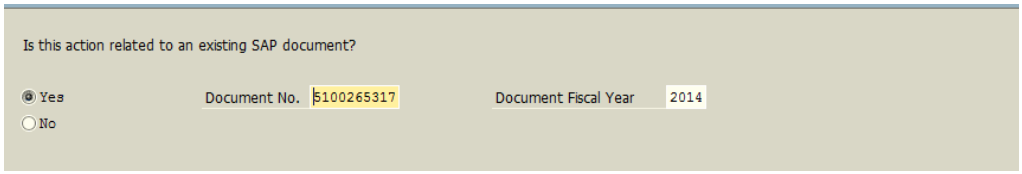


Accounts Payable Document Cost Corrections

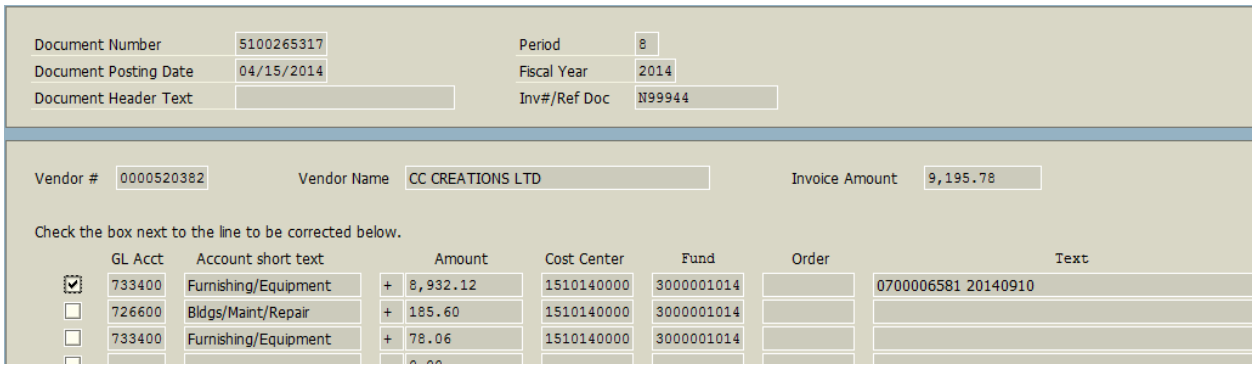
These are documents that begin with number 72 (travel), 51 (PO related invoices), 19 (vendor invoices) and 16 (e-NPO).

Example: Document 5100265317 – cost sharing of the cost of t-shirts for Bobcat Build. The original document was expensed to one account and this request is splitting the cost with another department –
Amount to cost share - $1000
Account to cost share – Cost Center 1615000000/ Fund 4201071000

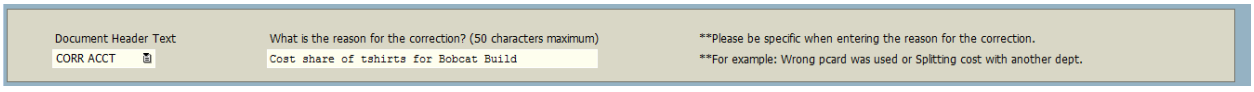
1. Enter the document number and the fiscal year in the form



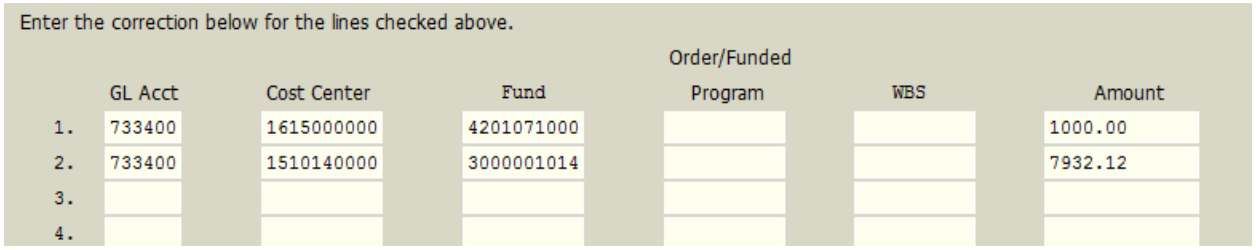
2. Choose the line to be adjusted by clicking on the white box to the left of the line.



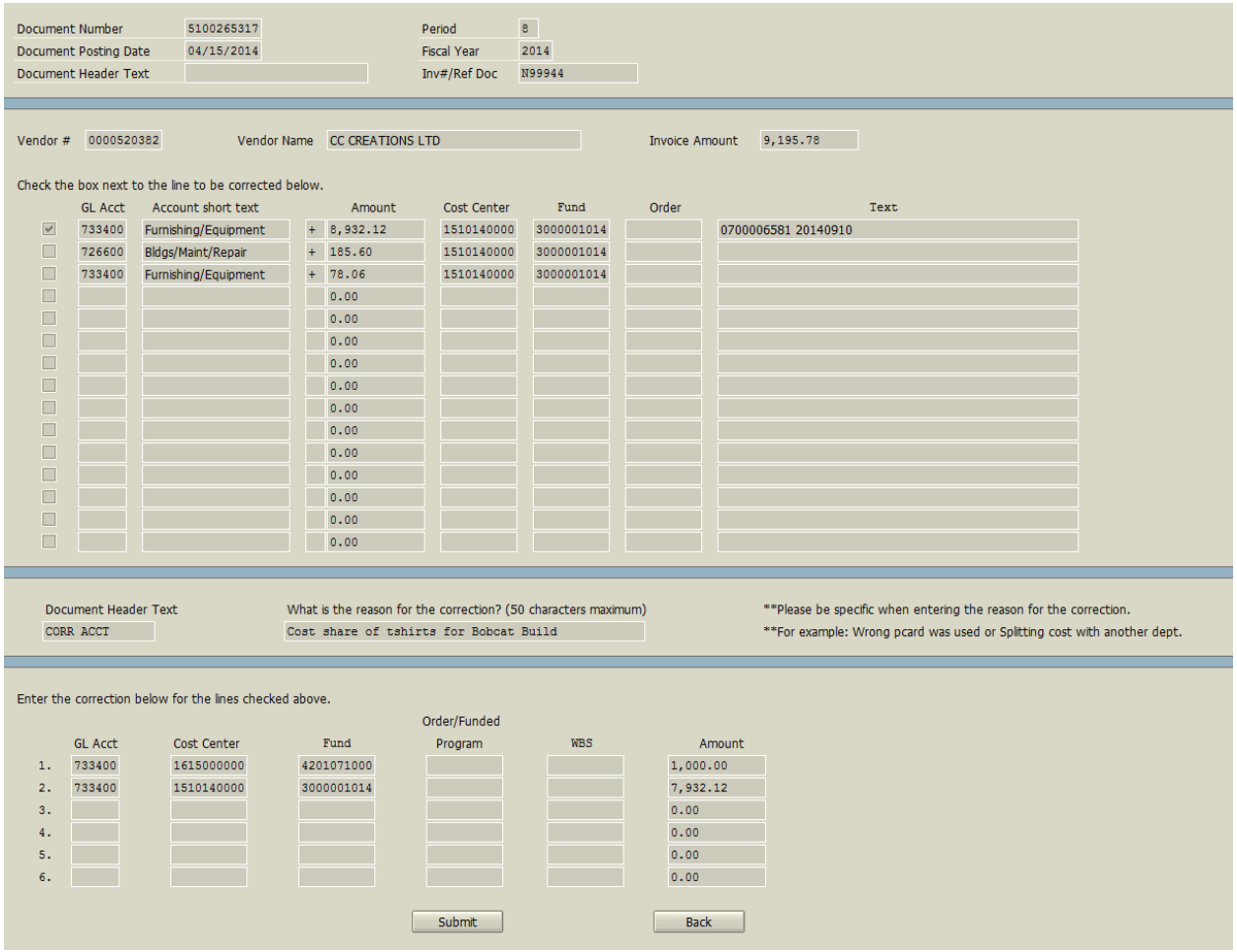
3. In the next section on the form, use the dropdown list to choose a basic reason for the adjustment/correction to this document to be used in the document header. The user will also be required to enter text for additional comments for this correction entry.



4. In the next section, the user will enter the new account to be charged. In this case, account CC1615000000/FUND4201071000 will be charged $1,000 to help with the cost of the Bobcat Build t-shirts. Since this program creates an entirely new entry (it does not adjust the original entry), the user will need to balance the entry from every line that has a box checked in the second section of the form. In this example, the line that was checked had an amount of $8,932.12. Since the bottom section has $1,000 on the first line, another line must be added with the original account combination for the difference between $8,932.12 and $1,000, which is $7,932.12.



5. Click on the Continue button to move to the Review screen. The accounts must pass validation, have enough budget and the entry must be balance. If the entry passes, a Review screen will appear for the user to check prior to creating a document:



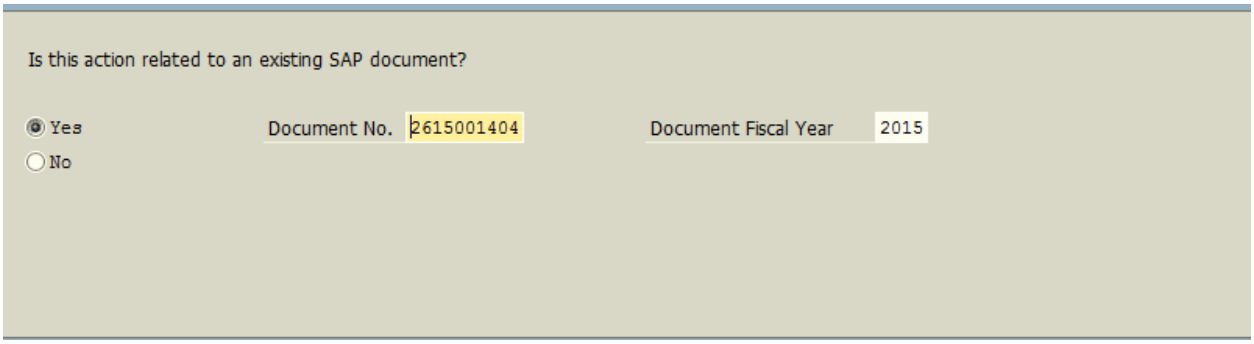
6. Once the review is complete, click on the Submit button. The sytem will return a “document successfully created” message and provide a document number for future tracking.

Routine Business Document Corrections (Cash Receipt Deposited via Cashier's Office)

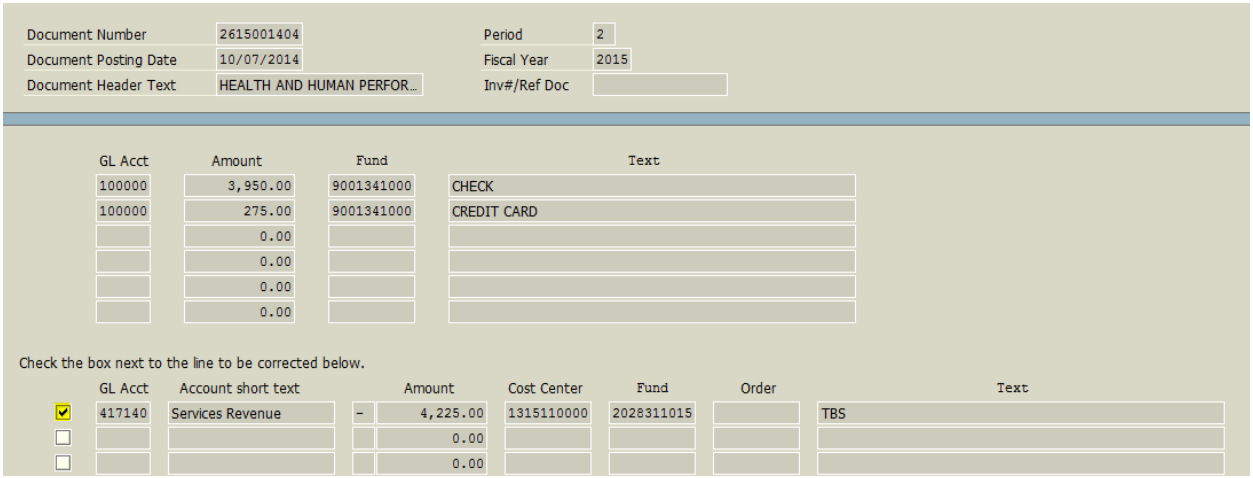
Routine Business corrections do not need to be sent to the Cashier's office. The user can now make the correction via e-IDT for Cash Receipt documents that begin with the number 26.

Example: Receipt document 2615001404 should have been booked to GL417140/CC1319110000/FUND2028311015 and the original entry used GL417140/CC1315110000/FUND2028311015 for $4,225.00.

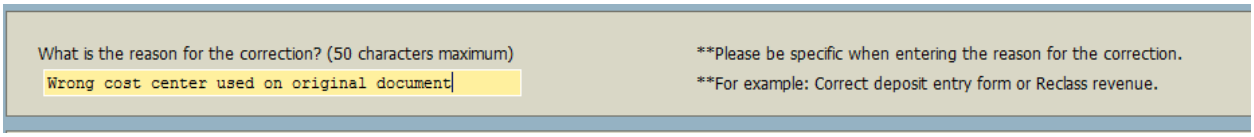
1. Enter document number 2615001404 and fiscal year 2015:



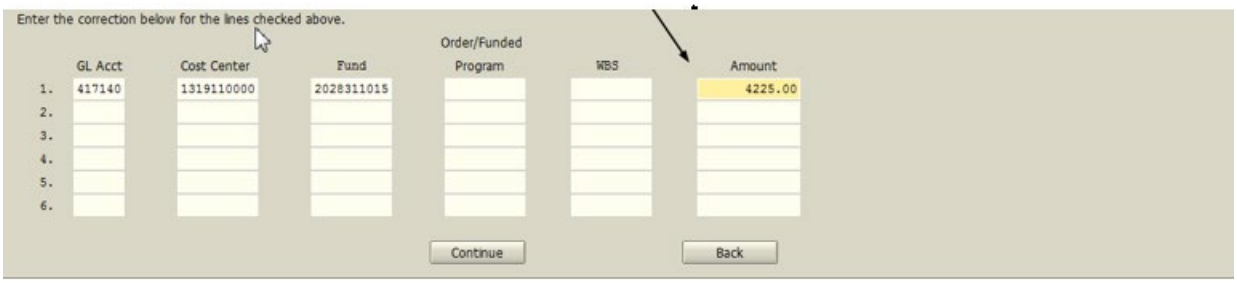
2. The only lines on the original entry that can be used for the correction are the non-cash lines. The applicable lines will have the white check boxes next to them . Mark the line with GL 417140.



3. Next, enter the reason for the correction.

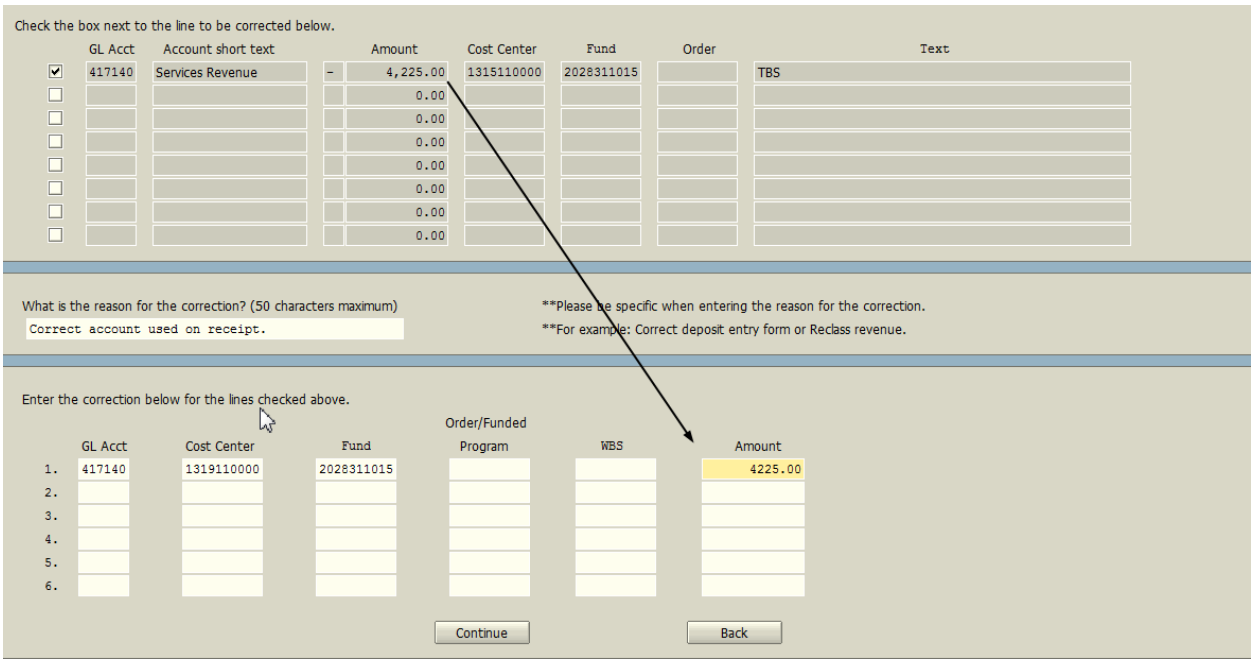


4. In the next section, enter the correct account to be used:

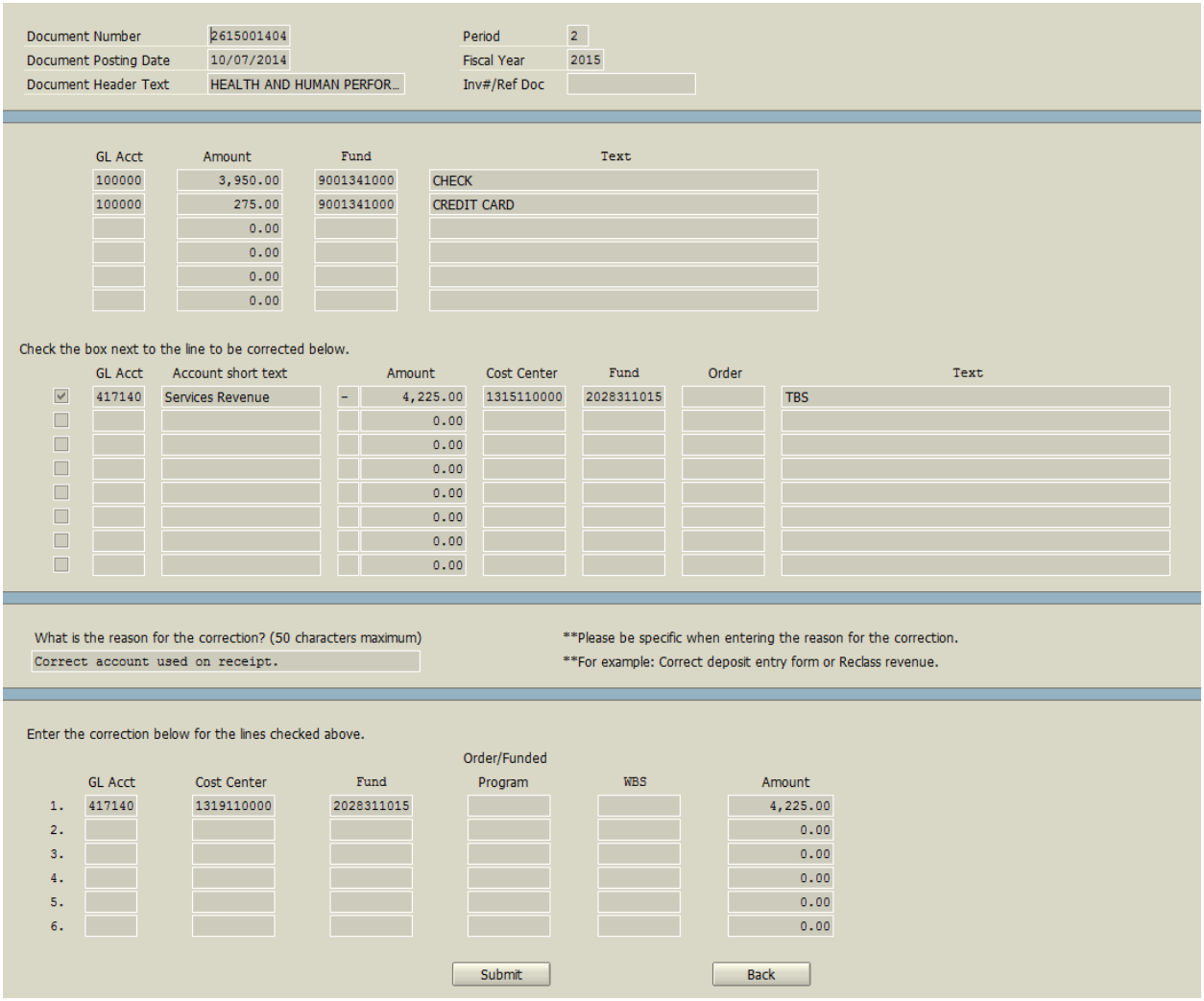


5. The entry must be balanced before the user can create the SAP document. If the entire amount on the checked line in the top section is not used in the correction, the balance must be entered on the following line exactly as it appears in the above section.

   This example has a balanced entry, so no additional lines will be needed.



6. Click continue to validate the accounts, budgets and validity dates. The next screen is a Review screen for the user, prior to creating a document.



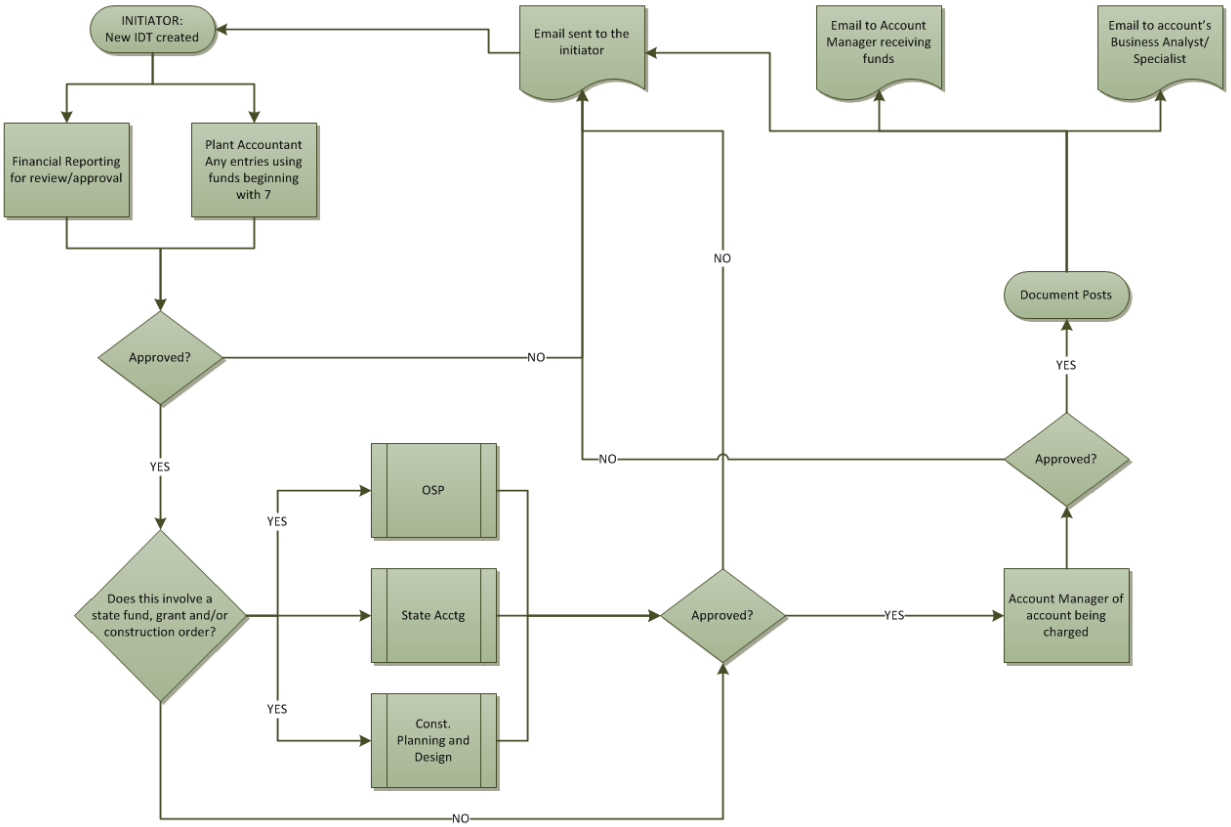
7. Click on Submit to create the document.

8. The final screen allows the user to attach any documentation, print/save the form, start a new document or exit the program. Notice, this screen also gives the user the document number.

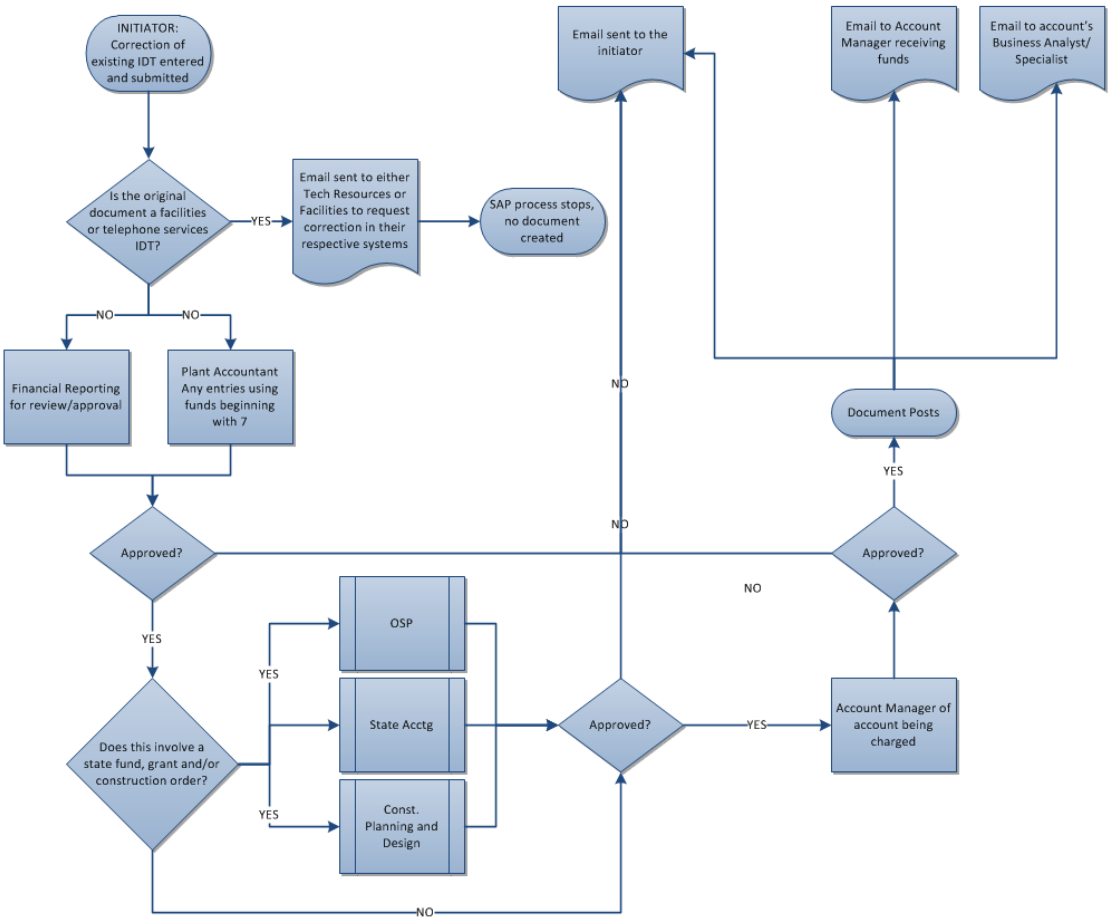
Workflow at a Glance

This section provides a snapshot of the workflow for each type of transaction discussed previously in this training manual.

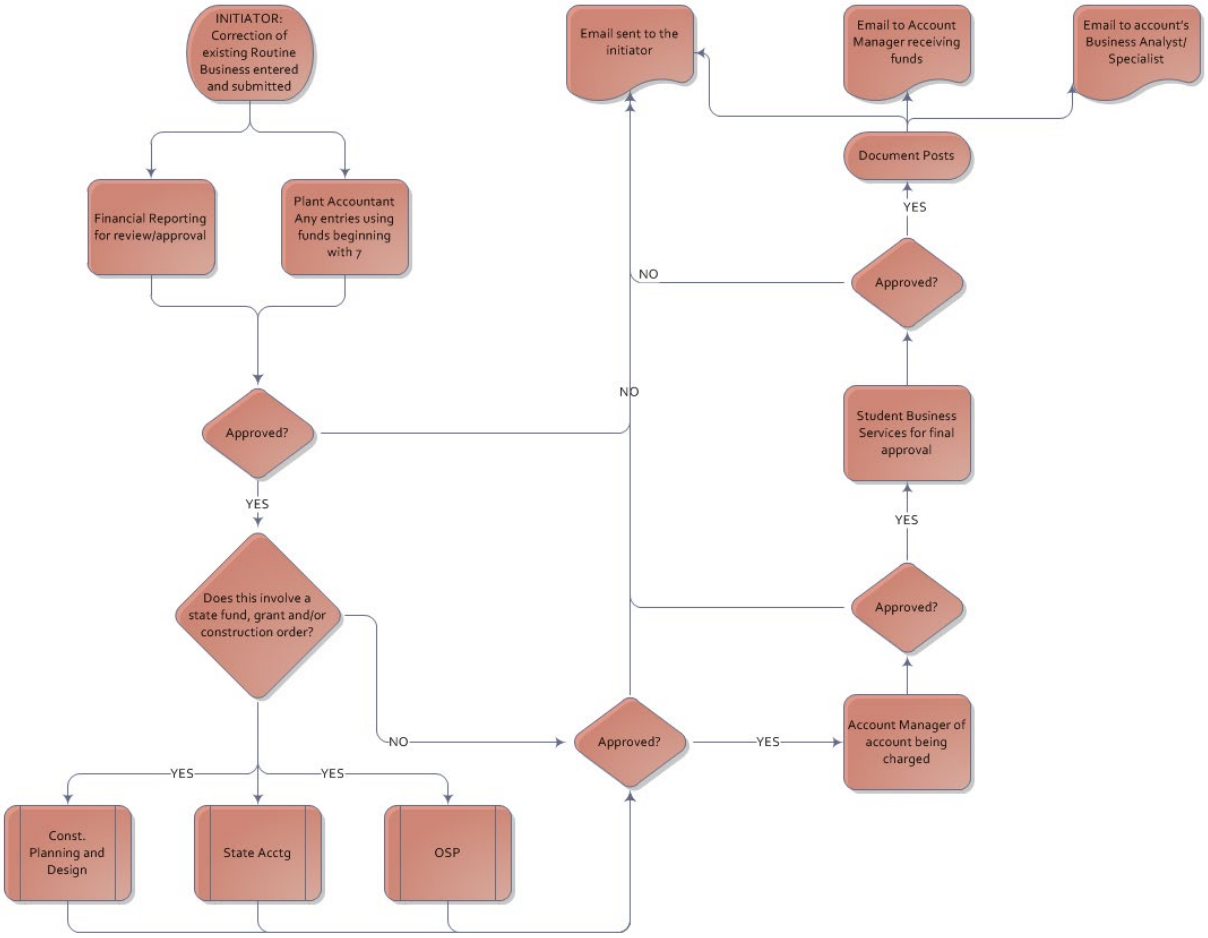
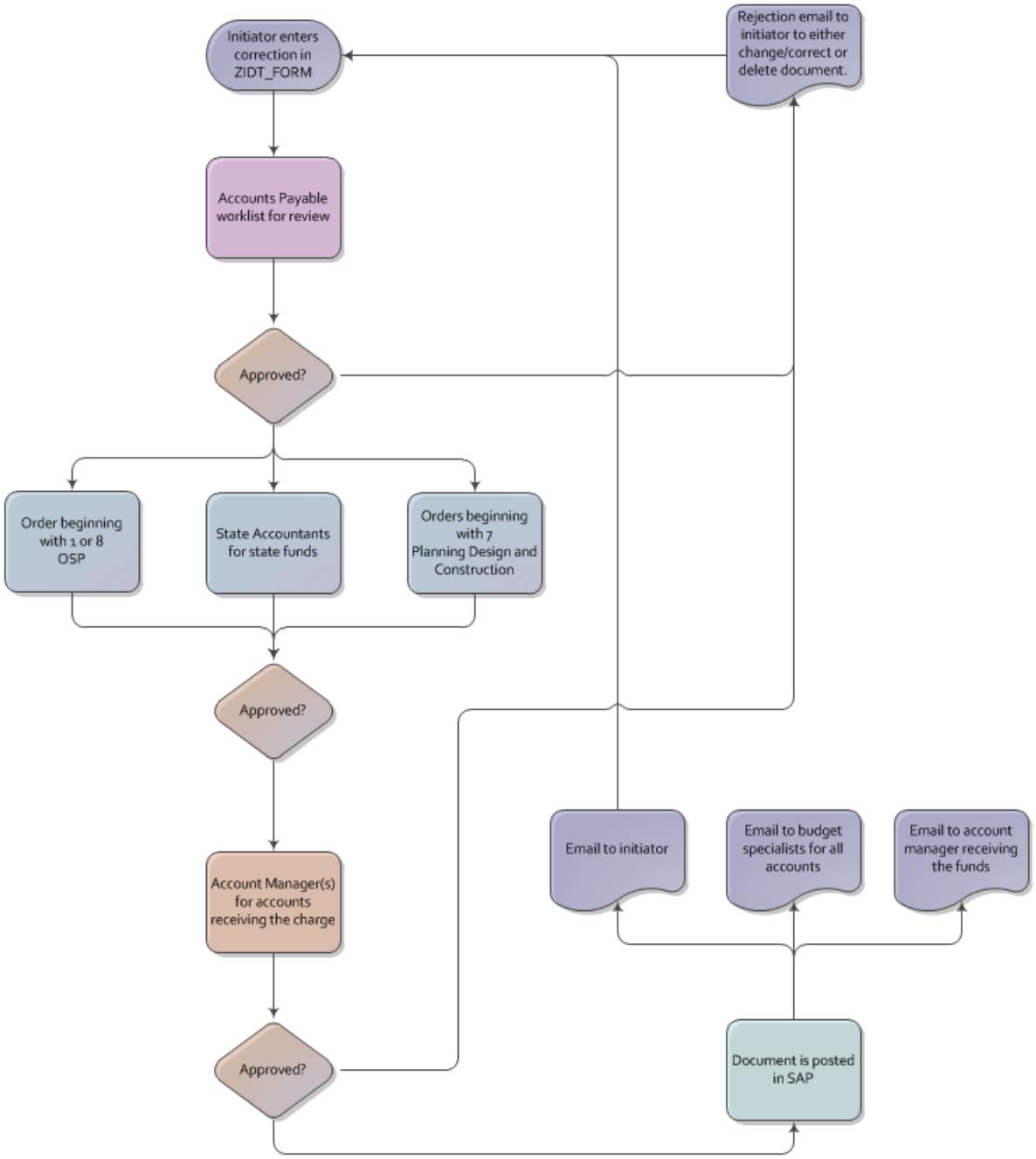
Workflow for new IDT created:



Workflow for IDT Corrections:



Workflow for Routine Business corrections:



Workflow for Accounts Payable Cost Corrections: