

IDT (Interdepartmental Transfer) Process

When should an IDT be used?

- For services rendered between departments, i.e. mail, lab testing, etc.
- For sales between departments (i.e. Fiesta medals).
- Other approved exceptions.

Journal Upload Spreadsheet

- The Excel template is located under Forms and Worksheets at the following link:
http://www.utsa.edu/financialaffairs/Forms/details.cfm?form_number=158

Disbursements

- The following IDTs will be processed in the Accounts Payable module through Disbursements:
 1. Voyager (Library) and
 2. UTHSC.
- IDTs associated with the above will be submitted to Accounts Payable at: disbursements.travel@utsa.edu.

Utilities

- In order to meet vendor payment deadlines, Facility Services will process payments to CPS and SAWS through Disbursements using a non-PO voucher that references a facility default Cost Center.
- Prior to month end, Facility Services will allocate the utility payments to the various departmental Cost Centers and upload that information into PeopleSoft.
 - Facility Services will upload the allocation into PeopleSoft within the same month that the bill is paid. Any budget checking errors will be handled between Facility Services and the affected department.

All Other IDTs

- IDTs processed for charges on the list below will submit information to Accounting Services or to Grants and Contracts Financial Services. The area that you submit your information to is determined by the expense.
 - If you are expensing a Cost Center (Non-Sponsored Project) or a Capital Project, submit to Accounting Services: accounting.ofc@utsa.edu.
 - If you are expensing a Sponsored Project or Cost-Sharing Cost Center (related to a Sponsored Project), submit to Grants and Contracts Financial Services: gcfs@utsa.edu.
 - Send the following items:
 1. The completed Excel template, and
 2. A PDF file containing any other backup which has been scanned to the PDF file.
- The following is a current list of IDTs that will follow this process:

Access Control Operations	Facilities Svc Recharge Ctr
Animal Care Services	General Stores
Confocal Center	Kleberg Advanced Microscopy Ctr.
Criminal Background Check	Mail Services
Ctr for Adv Mfg & Lean Systems (CAMLs)	Mailroom
Downtown Mail Svcs	Occupational Health Program
DT Facility Svc Recharge Ctr	Publication Services
Engineering Machine Shop	Statistical Consulting Center
Facilities Coordinated Projects	Telecom Svcs Inventory for Resale
Facilities Stores Inventory	Telecommunications

Cost Centers (Non-Sponsored Projects) and Capital Projects

- IDTs charged to Cost Centers (i.e. Non-Sponsored Projects) or Capital Projects must be submitted to Accounting Services via our email mailbox, accounting.ofc@utsa.edu, using the Excel template (Journal Upload Spreadsheet).
- Please note that you only need to fill in the following fields in the Journal Upload Spreadsheet:
 1. Speedtype (i.e. the Cost Center #),
 2. Account,
 3. Amount,
 4. Description and
 5. Reference (optional) – Invoice # or description of charge.

When the entry is uploaded, PeopleSoft will use the SpeedType value to fill in the complete Chartfield string.

See Example 1.

- Accounting Services will process these transactions. If Chartfield or budget checking errors exist, Accounting Services will contact the department in question via e-mail. The department will then have to resolve these errors. This may involve working with Commitment Control for budget checking errors, providing an alternative Cost Center to be charged or transferring funds, etc. Once the error is resolved, contact Accounting Services so we can proceed with posting the entry. If the error is not resolved, the IDT may not be processed.
- Spreadsheets that are not submitted in the required format will be returned to the initiating Department.

Sponsored Projects and Cost-Sharing Cost Centers (related to a Sponsored Project)

- IDTs charged to a Sponsored Project or a Cost-Sharing Cost Center (related to a Sponsored Project) must be submitted to Grants and Contracts Financial Services (GCFS) via their email mailbox, gcfs@utsa.edu, for review and approval. **See Examples 2 & 3.**
- Please note that you only need to fill in the following fields in the Journal Upload Spreadsheet:
 1. Speedtype (i.e. the Sponsored Project # or the Cost-Sharing Cost Center #),
 2. Account,
 3. Amount,
 4. Description and
 5. Reference (optional) – Invoice # or description of charge.

When the entry is uploaded, PeopleSoft will use the SpeedType value to fill in the complete Chartfield string.

- Grants and Contracts Financial Services will review and approve these transactions and then forward them to Accounting Services to upload into PeopleSoft. If Chartfield or budget checking errors exist, Accounting Services or GCFS will contact the department in question via e-mail. The department will then have to resolve these errors. This may involve working with GCFS for budget checking errors, providing an alternative Cost Center or Project to be charged, transferring funds, etc. Once the error is resolved, contact Accounting Services or GCFS so we can proceed with posting the entry. If the error is not resolved, the IDT will not be processed.
- Spreadsheets that are not submitted in the required format will be returned to the initiating Department.
- Questions regarding Grants and Grant-related Projects should be directed to Grants and Contracts Financial Services at: gcfs@utsa.edu.

IDT Deadlines

- To ensure that an IDT is posted in the current month, Departments must submit it to Accounting Services or GCFS no later than the 25th day of the month.
- Chartfield and Budget checking errors must be resolved by the Department no later than the last business day of the month.
- Questions regarding this process should be directed to Accounting Services at: accounting.ofc@utsa.edu.

Example 1

Expenses being charged to a Cost Center:

Unit	Ledger	Account	Speed Type	Fund	Dept ID	Program	Function	Cost Center	PC Bus Unit	Project	Activity	An Type	Affiliate	Fund Affil	Amount	Description	Reference
UTSA1	ACTUALS	64016	DQX155												150.00	Best Fest Information Meeting	Inv 123456
UTSA1	ACTUALS	44103	AX0009												(150.00)	Best Fest Information Meeting	Inv 123456

Cost center being charged
Cost center receiving revenue

Example 2

Expenses being charged to a Sponsored Project (i.e. a grant = funds were provided by a sponsor):

Unit	Ledger	Account	Speed Type	Fund	Dept ID	Program	Function	Cost Center	PC Bus Unit	Project	Activity	An Type	Affiliate	Fund Affil	Amount	Description	Reference
UTSA1	ACTUALS	64016	3261870170												9.00	Parking 2657733	
UTSA1	ACTUALS	42505	AX0028												(9.00)	Cards 2657733	

Project being charged
Cost center receiving revenue

Example 3

Expenses being charged to a Cost-Sharing Cost Center (a cost center set up with & related to a Sponsored Project):

Unit	Ledger	Account	Speed Type	Fund	Dept ID	Program	Function	Cost Center	PC Bus Unit	Project	Activity	An Type	Affiliate	Fund Affil	Amount	Description	Reference
UTSA1	ACTUALS	60312	XA0001												480.72	Off. Serv.-Oct. 2016 amts.	1234567890
UTSA1	ACTUALS	42201	RC0003												(480.72)	Off. Serv.-Alamo Field Sch.	1234567890

Cost center being charged
Cost center receiving revenue