I. Interdepartmental Transfer – Departmental Process
   a. An interdepartmental transfer is used to charge between Research (06) or Extension (07) accounts. (Cannot cross system parts)
      i. The selling account is the account receiving the credit (revenue).
      ii. The buying account is the account being charged the debit (expense).
   b. The selling department is responsible for supplying the timely submission of the approved IDT form to the Account Receivables Department.
      1. Departments should submit the original IDT form via Laserfiche using the following naming criteria:
         a. 07-DEPT IDT XXXXX
      2. If submitting IDTs monthly, IDT must be received at the fiscal office by the 20th of the month to allow posting in same processing month.
      3. IDTs cannot be used to charge items considered to be of a personal nature:
         a. Personal gifts and/or luncheons/dinners for employees (i.e., as is customary on holidays, Christmas, birthdays, etc.).

II. AG-251 or AG-251S – Must be submitted to initiate IDT
   a. Enter name of person requesting IDT
   b. Enter department 4 letter code
   c. Enter Laserfiche Reference (ex. 07-ADMN IDT 13-123)
   d. Enter email address
   e. Enter Date
   f. Enter a detailed description (max 27 characters).
   g. Ref.4 is for Fiscal Use Only, this will be the IDT number assigned in the fiscal office.
   h. Enter the selling account number, support account number (if applicable) of the department receiving credit.
   i. Enter the selling sub code (Revenue sub code)
      i. The range for revenue codes is 0544 for Extension and 0001-0728 for Research. This sub code should tie back to the description and can be verified on screen 806.
      ii. Check screen 803 for Global Sub code edits.
   j. Enter the buying account number, support account number (if applicable) of the department being charged (paying) the debit.

      i. State accounts cannot be used for the IDT process.
   k. Enter the buying sub code (expense sub code)
      i. The range for expense codes is 4000-6999. This sub code should tie back to the description, and can be verified on screen 806.
      ii. IDTs are not allowed using sub codes 1xxx, 3xxx or 9xxx.
      iii. Check screen 803 for Global Sub code edits.
   l. Enter departmental reference or invoice number. *This reference will show as Ref. 2 in FAMIS.*
   m. Enter amount for each line, verify total at bottom of form.

III. Submitting AG-251 or AG-251S Interdepartmental Transfers (IDTs)
   a. Prepared AG-251 or AG-251S forms should be submitted via Laserfiche, Work in Progress – Accounts Receivables.
      i. Assign Template Account Receivable – IDT
      ii. Enter required fields
   b. Save document as: CampusCode – Dept Code IDT – dpt ref
      i. Example: 07-ADMN IDT 13-123

IV. SRS Accounts
   a. Prepared AG-251S forms should be submitted via Laserfiche, Work in Progress – Accounts Receivable.
      i. Buying department signature required for SRS accounts
         1. PI or delegate listed on screen 52b by account or
         2. 923 for signature authority by department.
      ii. Acceptable forms of signature include:
         1. AG-251S
         2. AG-253
         3. Email correspondence that includes the "I certify" statement from the PI or delegate.
      iii. Assign Template Account Receivable – IDT
      iv. Enter required fields
   b. Accounts Receivable will acquire approval from SRS purchasing and voucher compliance prior to entering the IDT.
      i. SRS voucher compliance will verify the following:
         1. Allow-ability on the account
         2. Budget available at the support account level
         3. Signer has authority (PI or delegate)

V. Corrections

a. Change revenue code (submitted by selling department)
    i. Request revenue code change by submitting an AG-252 to Account Receivables.
        1. The IDT ref#, and original entry will need to be submitted, this includes current account number, support account number, revenue code, and amount will need to be provided.
        2. Enter the correction in the table titled Correcting Entry; all fields will need to be completed.
        3. This request will need to be approved with persons with signature authority.
b. Changing expense codes
    i. Submit a Departmental Corrections Request (DCR) in Canopy.
c. Changing selling accounts (submitted by selling department)
    i. Request selling account change by submitting an AG-252 to Account Receivable.
        1. The IDT ref#, and original entry will need to be submitted, this includes current account number, support account number, revenue code, and amount will need to be provided.
        2. Enter the correction in the table titled Correcting Entry; all fields will need to be completed.
        3. This request will need to be approved with persons with signature authority.
d. Changing the amount
    i. Amounts can be increased or decreased by submitting an AG-252 to WIP – Account Receivable. Please be specific.
        1. The IDT ref#, and original entry will need to be submitted, this includes current account number, support account number, revenue code, and amount will need to be provided.
        2. Enter the correction in the table titled Correcting Entry; all fields will need to be completed.
        3. This request will need to be approved with persons with signature authority.
e. Changing the support accounts
    i. This can be done by using the Departmental Corrections Request (DCR) Module in Canopy or by using FAMIS screen 56. FAMIS screen 56 does not route for approval.

1. If the support account needs to be changed for a transaction from a previous year, submit a by submitting an AG-252 to Disbursements.
2. The IDT ref#, and original entry will need to be submitted, this includes current account number, support account number, revenue code, and amount will need to be provided.
3. Enter the correction in the table titled Correcting Entry; all fields will need to be completed.
4. This request will need to be approved with persons with signature authority.

f. Cancelling the IDT (submitted by selling department)

i. Request that the IDT be voided entirely by submitting an AG-252 to WIP – Account Receivable.

1. Selling department must iniate.
2. The IDT ref#, and original entry will need to be submitted, this includes current account number, support account number, revenue code, and amount will need to be provided.
3. Enter the correction in the table titled Correcting Entry; all fields will need to be completed.
4. This request will need to be approved with persons with signature authority.