

## Online EX and IDT forms

**ALL of the rules that apply to paper EX and IDT forms apply to the electronic forms. You should review the University's Cost Transfer policy. The policy is available with all other university policies at the President's website; the procedures are available on the Research and Cost Accounting website; the instructions are available on the Current Funds website.**

Currently, there are two ways to get access to the online EX and IDT. One, take this class and PRINT your name and Banner user ID on the sign-in sheet. Two, complete a new security form.

A copy of these notes will be distributed to everyone who prints their e-mail address on the sign-in sheet.

Let's get started:

Go to <http://admsys.rice.edu> (Administrative Systems home page)

1) Log into [Banner - Edgar/WebApps](#)

Choose [Finance](#) tab (all the good stuff is there)

2) Scroll down to the [Web Entry](#) section

Choose [Expense/Revenue Correction](#)

Screen looks like this:

### Expense/Revenue Correction

Note: Not all transactions are available for reallocation.

Banner Document	Transaction Date	Description (up to 50 chars)	Original Document - OR - Fund/Orgn/Acct/Fiscal Period	Status	Action
	<input type="text" value="06/11/2010"/>	<input type="text"/>	<input type="text"/> - OR - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		<input type="button" value="New Entry"/> <input type="button" value="Clear"/>

3) Enter a description for the document in the [Description](#) field

4) Enter either the original document number (e.g. CHM10101 for April Chemistry Storeroom charges) or the fund-org-account and fiscal period (e.g. A1-695000-72190 10 for April Controller's office supply charges) and click on [New Entry](#)

Screen looks like this:

**Expense/Revenue Correction**

Transaction Date	Description	Original Document OR Fund/Orgn/Acct/Period	Status	Action
06/11/2010	Sample	A1 695000 72190 10	IN PROGRESS	

Document	Sequence	Fund	Organization	Account	Activity	Transaction Amount	Action
CP022844	1	A1	695000	72190		104.59 D	<input type="checkbox"/> Reallocate
CP022909	1	A1	695000	72190		7.85 D	<input type="checkbox"/> Reallocate
I0929184	1	A1	695000	72190		4.80 D	<input type="checkbox"/> Reallocate
I0929184	1	A1	695000	72190		6.92 D	<input type="checkbox"/> Reallocate

Reason(s) for correction or change (check all that apply):

- Correct keypunch error
- Move from default fund/org/account (e.g. OfficeMax, FedEx, original purchasing card posting (not PCRA transaction))
- Correct account code error (for changes in ACCOUNT column only)
- Correct organization code error (for changes to ORGANIZATION column only)
- Correct fund code error (for cost transfers among non-R funds ONLY)
- Move charges within subfunds of the same Sponsored Project
- Other, please specify below

**Text**

5) Select one or more lines to reallocate by clicking on the radio button next to the word Reallocate in the Action column:

<b>I0929184</b>	1	A1	695000	72190		6.92	<b>D</b>	<input checked="" type="checkbox"/> <b>Delete Reallocation</b>
	1					6.92		

6) This will give you a blank line to enter a new fund-org-account. You can delete the reallocation if you chose the wrong line. You can reallocate a partial amount by changing the dollar amount to a lower amount and reallocating the balance back to the original fund-org-account.

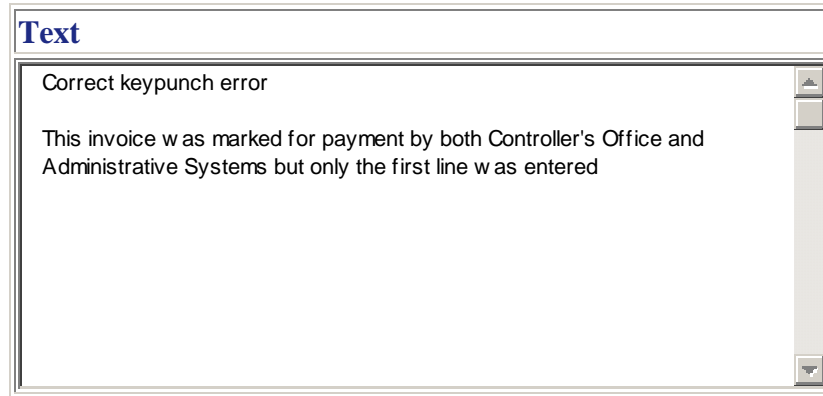
<b>I0929184</b>	1	A1	695000	72190		6.92	<b>D</b>	<input checked="" type="checkbox"/> <b>Delete Reallocation</b>
	1	a1	670000	72190		4.00		
	2					2.92		

7) Notice that there is no entry opportunity for the debit and credit indicator. Banner will calculate that for you. You cannot make an entry backwards.

8) After you have finished reallocating all the lines you wish to change, you **must** specify why you are making the entry by choosing **one or more items** from the list at the bottom of the form:

Reason(s) for correction or change (check all that apply):
<input type="checkbox"/> Correct keypunch error
<input type="checkbox"/> Move from default fund/org/account (e.g. OfficeMax, FedEx, original purchasing card posting (not PCRA transaction))
<input type="checkbox"/> Correct account code error (for changes in ACCOUNT column only)
<input type="checkbox"/> Correct organization code error (for changes to ORGANIZATION column only)
<input type="checkbox"/> Correct fund code error (for cost transfers among non-R funds ONLY)
<input type="checkbox"/> Move charges within subfunds of the same Sponsored Project
<input type="checkbox"/> Other, please specify below

Your choice or choices will be automatically entered into the text box. You may also enter additional information in the box:



The image shows a window titled "Text" with a text area. The text area contains the following text:

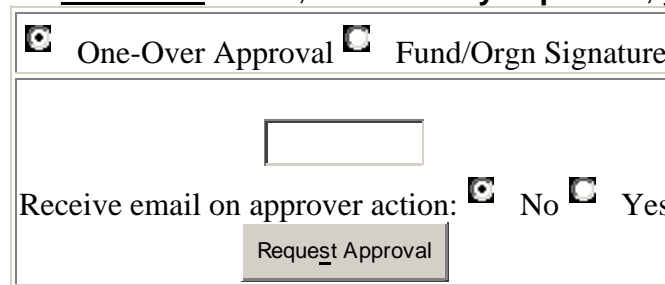
Correct keypunch error

This invoice was marked for payment by both Controller's Office and Administrative Systems but only the first line was entered

9) After you have finished reallocating and finished entering text, click on the Save Data button. This is very important. To avoid generating a blank document, click the Save Data button.

10) If you have a fatal error, the areas that need attention will be highlighted in red. Please correct and click the Save Data button.

11) After you have clicked on the Save Data button, which is **very important**, you will see an approval box.



The image shows an approval box with the following elements:

- One-Over Approval
- Fund/Orgn Signature
- Receive email on approver action:  No  Yes
- Request Approval button

The review and signature process is similar to that for paper forms. At least two people must approve the document. There must be an approver with signature authority for each department on the document. So, for example, an EX that debits Chemistry and credits English must have an approver with authority for Chemistry and one with authority for English. An EX that debits and credits Chemistry must have an approver with authority for Chemistry and **any other** approver. It need not be your supervisor, and if you work in a small office and there is no one else available you can select Crystal Davis (crystald) or Flor Garcia (florgar) as the second person. Enter the approver's Banner user ID.

At the current time, every user with a signature card can approve online EX and IDT forms. Future signature card forms will give you the option to add or remove this authority.

Transactions over 90 days old, per university policy, require the signature of the chair of the department. If you select and reallocate such a transaction, you will be prompted to print the form and obtain this signature in addition to any other approvals.

Once you have completed the form and sent it for approval, the main EX menu will display something like this:

Transaction Date	Description (up to 50 chars)	Original Document - OR - Fund/Orgn/Acct/Fiscal Period	Status	Action
05/27/2010	Reclass fabrication charges	JP235226	1-over approval requested of CHEMCAR on 03-JUN-2010	Print Document

If you elect to stop working in the middle of a form, the main EX menu will display something like this:

Transaction Date	Description (up to 50 chars)	Original Document - OR - Fund/Orgn/Acct/Fiscal Period	Status	Action
06/11/2010	Sample A1 695000 72190 10	IN PROGRESS	Modify	Transfer

As with all online forms, please do NOT hit your browser's back button. Do not use the back button. Do not even think about the back button. Bad things happen when you use the back button.

Once you master the online EX, the online IDT form is much easier.

From the Finance tab, select Inter-Department Transfer. The screen looks like this:

**Inter-Department Transfer**

**This form is for Billing purposes. Corrections of previous transactions should be on an Expense and Revenue correction form.**

Banner Document	Transaction Date	Description (up to 35 chars)	Dept Ref (up to 8 chars)	Status	Action
	06/11/2010				<input type="button" value="New IDT"/> <input type="button" value="Clear"/>

Please notice the message in red. The purpose of the IDT form is billing within the university for goods or services. It is not to be used to change previously posted transactions – that would be the expense and revenue correction form. It is not to be used to give money to another department to support a special program – that would be the budget transfer memo. It is not to be used for budget adjustments, payroll changes or anything at all except billing for goods and services. **This means that the credit line will be a credit to an account that begins with 58 such as 58100.**

Like the EX, enter a description. You have the option of a reference number if your service center uses invoice numbers. Click on the New IDT button to begin.

**Inter-Department Transfer**

Transaction Date	Description	Document Reference	Status	Action
06/11/2010	Sample		IN PROGRESS	<input type="button" value="Delete"/>

Seq. No.					Debit/Credit	Trans Amount	Description	Doc Ref	Action
					Debit		Sample		<input type="button" value="Add"/>
<b>Totals</b>								<b>Debits</b>	<b>Credits</b>
								<b>\$ .00</b>	<b>\$ .00</b>

<b>Text:</b>	<b>Action:</b>
	ADD

If required information is not included or will not fit in the line description, please enter it into the text box. This would include the billing purpose and billing period. For example, the text might read "WORLD DOMINATION, JAN TO MAY 2010".

Unlike the EX, you must keep track of your debits and credits and enter the D or C indicator. If your debits and credits are not equal, you will not be able to complete the form. After entering each line, click the Add button. Enter text and click the Add button. Once the debits equal the credits and the text has been entered, you will have an approval box.

### Inter-Department Transfer

Transaction Date	Description	Document Reference	Status	Action
06/11/2010	Sample		IN PROGRESS	Delete

Seq. No.	Fund	Orgn	Acct	Actv	Debit/Credit	Trans Amount	Description	Doc Ref	Act
					Debit		Sample		
1	A1	695000	58100		C	1,000,000.00	Sample		
2	A1	670000	72830		D	1,000,000.00	Sample		
							<b>Totals</b>	<b>Debits</b>	<b>Cre</b>
								<b>\$</b>	
							<b>1,000,000.00</b>	<b>1,000,000.00</b>	

Billing for one million dollars	Change/Delete
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<input checked="" type="checkbox"/> One-Over Approval	<input type="checkbox"/> Fund/Orgn Signature
<input type="text"/>	
Receive email on approver action: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	

Like the EX, there must be at least one approver with signature authority for every department on the form and a minimum of two people for each document. (Could be one person entering, one person approving when only one department is involved)

Larger service centers have special procedures. Please call if you have questions.

Remember, DO use text and DON'T use the back button!

IP and IT item should be reallocated using the pcard reallocation and travel envelope systems. JP and JT items can be reallocated using online EX.