New IDT Process Pilot Group

Based on campus feedback, the Financial Affairs team has reviewed the current IDT (Internal Departmental Transfer) process and identified a group of revenue departments (i.e., the department that provides the goods/services) to pilot a revised process for handling IDTs. The following revenue departments are included in this initial group. Once this process is in place, adding additional revenue departments to this list may be considered.

- Union
- Catering
- Residence Life
- Dining
- Transit & Parking Services
- Copy and Print Center
- UW Operations
- Facilities
- Shipping & Receiving
- Safety
- Surplus

How does this Improve the Current Process?

This revised process will improve the transparency and frequency of when IDT's are posted to the general ledger, and thus available to view as actuals in reporting. This revised process will also bring these IDT's more in alignment with other integrations like Postal Services, Copier Services, and Telecom.

What to Expect

Effective **09/09/2019**, the above departments will be changing their IDT business process to transpire as follows:

- When the employee/department requests a good/service, the **revenue** department will ask for expense account information at the time of request. This will allow for the expedited processing of transactions, as the revenue department will have the expense account information before the service/good is completed/delivered.

- For example, when requesting a food order from catering, the person requesting the food order will want to provide the account to where the food should be charged to and share this with catering when the order is placed.
    - Given this change, it is recommended that employees who request goods/services acquire account information prior to making the request from their internal budget manager.
- If no account information is provided when the order is placed, a default account string on file for the department will be used.
    - An email will be sent shortly following this communication from each of the revenue departments described in the above list to obtain default account information to replicate the same process used by Postal and Copier services. Departments *will have two weeks* until this process is effective on September 9th, 2019 to provide a default account string. If no default account string is provided, one will be selected based on the account information on file for Postal, Copier or Telecom services.
    - To update the default account string on file at any time for the above departments, contact the revenue department directly.
- The revenue department will send a copy of the invoice denoting the account information to the employee and/or billing coordinator requesting the service as well as the Cost Center Approver for each department.
    - The list of cost center approvers can be found here.
- The revenue department will work with accounting on a regular basis to upload the journals in a more frequent timeframe.

Additional Information

- The IDT_Accounting@uwyo.edu email will continue to be used for other revenue departments not mentioned above.
- All invoices will continue to be available within a large attachment on the IDT journal in WyoCloud. For questions regarding an invoice or attachment, please contact the revenue department directly.
- The revenue department is responsible for retaining documents for 7 years.
- Expenditure corrections for any IDT must be completed by the expense department. The revenue department is not liable to make any corrections.
- This information will also be shared in an upcoming deep dive session in October.

For questions or concerns regarding this change, please email financialaffairs@uwyo.edu.

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