Inter-Departmental Billing

Instructions for preparing Bookstore SSI Journal entry

Use the Spreadsheet Import Template located under “Accounting” on the NDSU forms page

**Journal ID:** type in BKSTmmddyy (date the journal entry is created) DO NOT use the reference number generator.

**Type of Entry:** select INTER DEPARTMENT BILLING

**Description:** type in a detailed description of the items being purchased and any other information that would help with the coding

**Line Items in Funding Area:** type in your department’s Account, Fund, Dept #, (Program, Project ID, if needed) and amount as a **positive** number. If different funds are covering different items on the receipt the funding lines can be broken down but they must add up to the total of the receipt. Description (in Column P): type in information your department would like for identifying or classifying the purchase or leave blank

**Line Items in Funding Area:** type in the Bookstore’s Account, Fund, Dept # 479010 12200 3420 and the total amount of the receipt as a **negative** number. Our funding numbers will always be the same. Description (in Column P): type in the 15 digit reference number taken from the receipt as the Transaction #, Register #, and Date MMDDYYYY) an example would be 394810210162018 for the transaction #3948 done at register 102 on October 16, 2018. This 15 digit number is what shows the Bookstore that an IDB has been processed by Accounting when doing the ledger inquiry.

When doing a return of merchandise (credit) the negative amount is in your funding line and the positive amount is in Bookstore’s funding line – an exact opposite of the purchase. Everything else is completed in the same manner.

Double check that the TOTAL OF AMOUNT COLUMN MUST EQUAL $0.00 (pink field on spreadsheet) is actually $0.00

Save the SSI Journal entry

Send email to: ndsu.accounting.ssi@ndsu.edu. Subject line of email should state “Bookstore Purchases.” Attach the saved SSI Journal entry and emailed receipt for processing.

Email must be sent from the email account of an individual who is authorized to approve expenses. No actual signatures are required.

Submit within 30 days for payment, monthly statements will no longer be sent.

For questions, contact: lynn.ehlen@ndsu.edu