Inter-departmental Forms, SSIs, and Bookstore SSIs

*INTERDEPARTMENT BILLING (IB)*: Used when goods and services are being billed by one NDSU department to another. Do not use for budget/appropriation transfers.

*CASH TRANSFER REQUEST (CA)*: Used to transfer cash between funds for the objectives of the recipient fund – local funds only. Do not use for appropriated funds.

*Cost Transfer (CO):* A Cost Transfer form is used when one fund has incurred an expense that now needs to be re-allocated to other funds, either within the same department or a different department.

**Do NOT use a Cost Transfer form if the original transaction was made in error**. If the original transaction was made in error (wrong funding used, keying error, etc.) and needs to be corrected, you would complete either a Journal Voucher or a Correcting Entry, depending on the original transaction.

*Journal Voucher*: A Journal Voucher is used to correct errors on past transactions including department invoices entered into PeopleSoft, AP vouchers, purchasing card transactions, and expense reports. If you are correcting a JP Morgan entry, you would put JP Morgan in the Supplier Name.

*Correcting Entry (CE*): A Correcting Entry is used to correct coding errors on past transactions including SSIs, IDBs, Catering, FAMIS, Telecom, Print & Copy, and bookstore charges.

**Detailed instructions for all forms are found on the NDSU Forms page.**

*SSIs – Spreadsheet Import Journals*

* Submit completed journal and documentation to [ndsu.accounting.ssi@ndsu.edu](mailto:ndsu.accounting.ssi@ndsu.edu)
* Attach only one journal entry per email
* If the entry is a billing to another department, send to that department first with instructions for them to complete their funding information, save and reattach journal to your email and then to forward to the Accounting department email above
* Journals requiring funding approval from Grant and Contract Accounting or AG Budget need to be sent to those departments before being submitted to Accounting

**Detailed instructions for SSI journal entries are found on the NDSU Forms page.**

*Bookstore SSI Journals*

* Submit the completed journal and bookstore receipt to [ndsu.accounting.ssi@ndsu.edu](mailto:ndsu.accounting.ssi@ndsu.edu)
* Attach only one journal per email
* If the purchase includes a computer or iPad, include the six digit NDSU inventory number
* You must include the 15 digit reference information from the receipt in the Description column (column P). This is the Transaction #, Register #, and Date (MMDDYYYY). An example would be 394810210162018 for the transaction #3948 done at register 102 on October 16, 2018
* Journals requiring funding approval from Grant and Contract Accounting or AG Budget need to be sent to those departments before being submitted to Accounting

**Detailed instructions for Bookstore SSI journal entries are found on the NDSU Bookstore website.**

<https://www.ndsubookstore.com/inter-departmentalbilling>

Be sure to include relevant, corresponding documentation with all submissions.

Please contact Laura Thibert [laura.thibert@ndsu.edu](mailto:laura.thibert@ndsu.edu) with questions on any of the above.