Α	В	С	E	F	G	H	1	J	K	L	P	Q
Journal ID:		BKST101618	Please see referen	ce number generat	tor for next available	number.						
									ccounting.ssi@			
Choose the	Inter Departm	Inter Department Billing						Completed spreadsheets must be submitted from an individual who is authorized to				
Type of Entry:	inter Departin	ent Dining						approve expenses.				
Entry Type Definition:	IDB's are the tra department.	nsferring of mon	ey for goods and	services being b	oilled by one NDS	U department to	another NDSU					
									тот	AL OF		
Description:	(Max 254 C	Characters)							AMOUNT CO	LUMN MUST		
	IDB	IDB Flash drive							EQUA	L \$0.00		
									\$0	.00		
	Be as descriptive as possible as to what you are charging the other department for. (ex. Memorial Union event											
	services billing, INV # MUS1234 Dated 9-1-12, Great Room for fall staff training on 8-15-12). Complete the											
	'Description' column to provide an additional description if necessary. (ex. separate each good/service and the amount to help identify). The only revenue account codes used should be 479005, 479010, 479015 or 479020.											
	amount to help it	dentify). The only	revenue account	t codes used sho	ould be 479005, 4	79010, 479015 o	r 479020.					
	amount to help it	dentify). The only	revenue account	t codes used sho	ould be 479005, 4	79010, 479015 o	r 479020.		vill populate aut			
	amount to help io		revenue account			79010, 479015 o	r 479020.		vill populate aut ect number is u			
		Account		Department	Program			proj		ised.	Description	
NDSU1	ACTUALS		Fund Number			79010, 479015 o	479020.	proj NDSU1	ect number is u	GLE	(Max 30 Characters)	
Do Not Input!	ACTUALS Do Not Input!	Account		Department	Program Number	Project ID		NDSU1 Do Not Input!	ect number is u  1  Do Not Input!	GLE Do Not Input!	(Max 30 Characters) Examples could include Voucher IE	D
Do Not Input! Cells	ACTUALS Do Not Input! Cells	Account Number	Fund Number	Department Number	Program Number	Project ID	Amount	NDSU1 Do Not Input! Cells	1 Do Not Input! Cells	GLE Do Not Input! Cells	(Max 30 Characters)	D
Do Not Input! Cells Automatically	ACTUALS Do Not Input! Cells Automatically	Account Number	Fund Number	Department Number	Program Number 5 numeric characters that	Project ID  10 alpha/numeric	Amount  Dollar amount	NDSU1 Do Not Input! Cells Automatically	1 Do Not Input! Cells Automatically	GLE Do Not Input! Cells Automatically	(Max 30 Characters) Examples could include Voucher IE	D
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Do Not Input! Cells Automatically Populate	ACTUALS Do Not Input! Cells Automatically Populate	Account Number 6 numeric characters	Fund Number  5 numeric characters	Department Number 4 numeric characters	Program Number 5 numeric characters that begin with 0	Project ID  10 alpha/numeric characters	Amount  Dollar amount of charge/credit	NDSU1 Do Not Input! Cells Automatically Populate	1 Do Not Input! Cells Automatically Populate Project	GLE Do Not Input! Cells Automatically Populate Res.	(Max 30 Characters) Examples could include Voucher IE and/or Invoice Numbers	D
Do Not Input! Cells Automatically	ACTUALS Do Not Input! Cells Automatically	Account Number	Fund Number	Department Number	Program Number 5 numeric characters that	Project ID  10 alpha/numeric	Amount  Dollar amount	NDSU1 Do Not Input! Cells Automatically	1 Do Not Input! Cells Automatically Populate	GLE Do Not Input! Cells Automatically Populate	(Max 30 Characters) Examples could include Voucher IE and/or Invoice Numbers	D
Do Not Input! Cells Automatically Populate Bus. Unit	ACTUALS Do Not Input! Cells Automatically Populate	Account Number 6 numeric characters	Fund Number  5 numeric characters  Fund	Department Number 4 numeric characters	Program Number  5 numeric characters that begin with 0  Program	Project ID  10 alpha/numeric characters	Amount  Dollar amount of charge/credit	NDSU1 Do Not Input! Cells Automatically Populate  PC Bus Unit	1 Do Not Input! Cells Automatically Populate Project	GLE Do Not Input! Cells Automatically Populate Res.	(Max 30 Characters) Examples could include Voucher IE and/or Invoice Numbers	
Do Not Input! Cells Automatically Populate  Bus. Unit  DSU1	ACTUALS Do Not Input! Cells Automatically Populate  Ledger	Account Number 6 numeric characters Account	Fund Number  5 numeric characters  Fund  30136	Department Number  4 numeric characters  Dept.	Program Number  5 numeric characters that begin with 0  Program	Project ID  10 alpha/numeric characters	Amount  Dollar amount of charge/credit  Amount	NDSU1 Do Not Input! Cells Automatically Populate  PC Bus Unit	1 Do Not Input! Cells Automatically Populate Project	GLE Do Not Input! Cells Automatically Populate Res.	(Max 30 Characters)  Examples could include Voucher ID and/or Invoice Numbers  Description	1
Do Not Input! Cells Automatically Populate  Bus. Unit  DSU1	ACTUALS Do Not Input! Cells Automatically Populate Ledger ACTUALS	Account Number  6 numeric characters  Account	Fund Number  5 numeric characters  Fund  30136	Department Number  4 numeric characters  Dept.  9999	Program Number  5 numeric characters that begin with 0  Program	Project ID  10 alpha/numeric characters	Amount  Dollar amount of charge/credit  Amount  34.99	NDSU1 Do Not Input! Cells Automatically Populate  PC Bus Unit	1 Do Not Input! Cells Automatically Populate Project	GLE Do Not Input! Cells Automatically Populate Res.	(Max 30 Characters)  Examples could include Voucher ID and/or Invoice Numbers  Description  flash drive for Harvey	
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