

## IDO Process

Texas Southern University (TSU) General Accounting Senior Accountant and Department Administrator process Interdepartmental Orders (IDO) for the University. The purpose of this documentation is to outline the requirements and responsibilities for the appropriate preparation and documentation of the IDO process.

The IDO is used to purchase goods or services from one university department to another university department. It is not used to purchase goods or services from an off-campus vendor. Also, it is not used to correct or cancel accounting entries.

### *The IDO Process is completed by using the following steps:*

1. Access to Banner form FGIBDST for review of department's financial status by account.
2. Access to Banner form FGJVCM to post journal entry.
3. TSU Banner Fund List by Organization and Programs
4. Journal Voucher Excel/PDF Form
5. Guidelines for Interdepartmental (IDO) Form
6. Original IDO completed form and documentation supporting the request will be delivered to General Accounting for approval and journal posting in Banner.
7. The initiator must ensure the funds are available (may require a Budget Transfer) prior to sending the IDO to General Accounting for review and processing.
8. General Accounting will perform an additional review and may request supporting documents for any inaccuracies with the FOPAL (Fund, Organization, Program and Account) used and detail provided.
9. In no case should the expense transfer take place before the original transaction has been recorded unless it has been deemed by the department and General Accounting.
10. The IDO request cannot increase/decrease income and/or expenses to the University financials.
11. The initiator should check at least once a week to make sure journals have been created, posted and approved. This creates a better work flow process, eliminating rushing at month end, and ensures that entries will not be eliminated on the last day allowed for entries for that month.
12. Do not use Payroll or Budget (8000) accounts when processing IDOs.

### *Journal Final Documentation Includes:*

1. IDO completed and signed by the department heads.
2. Detail/Backup to support request, which includes documentation and a detailed explanation.
3. Once package is received and reviewed the IDO will be journaled/posted in Banner.
4. The Senior Accountant will print Banner form FGIJSUM and attached to the journal.
5. The Senior Account will post the journal in Banner, then combine all documentation for approval.
6. Journal entries must be signed by the preparer, approver, and person posting the entry.



**Process for IDO Form Completion:**



TEXAS SOUTHERN UNIVERSITY  
**BUSINESS AFFAIRS  
 INTERDEPARTMENTAL ORDER**

Department Placing Order \_\_\_\_\_ Date \_\_\_\_\_

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DEPARTMENT RECEIVING \_\_\_\_\_ DEBIT ACCOUNT \_\_\_\_\_

FUND \_\_\_\_\_ ORG \_\_\_\_\_ PROGRAM \_\_\_\_\_ ACCOUNT \_\_\_\_\_

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DEPARTMENT ISSUING THE GOODS/SERVICE \_\_\_\_\_ CREDIT ACCOUNT \_\_\_\_\_

FUND \_\_\_\_\_ ORG \_\_\_\_\_ PROGRAM \_\_\_\_\_ ACCOUNT \_\_\_\_\_

  

QUANTITY	UNIT	DESCRIPTION	PRICE
		test	0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
<b>TOTAL</b>			<b>0</b>

  

**REQUIRED SIGNATURES**

Requesting Person \_\_\_\_\_

Department Head \_\_\_\_\_ Grants & Contracts Accountant \_\_\_\_\_

Dean/Director \_\_\_\_\_ Purchasing Buyer \_\_\_\_\_

Vice-President \_\_\_\_\_ Purchasing Director \_\_\_\_\_

Departments receiving this order must show the order number on the left margin of the department bill.

Business Affairs  
Interdepartmental Order

BA002 (06/2010)  
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**\*This form can be obtained on the Texas Southern University Website.**

**Example and Steps for an IDO completed form:**

50107632

TEXAS SOUTHERN UNIVERSITY  
BUSINESS AFFAIRS  
INTERDEPARTMENTAL ORDER

Department Placing Order Business Affairs Date 10/12/20

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DEPARTMENT RECEIVING DEBIT ACCOUNT

FUND 1000 ORG 31000 PROGRAM 70 ACCOUNT 7470

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DEPARTMENT ISSUING THE GOODS/SERVICE CREDIT ACCOUNT

FUND 1660 ORG 62025 PROGRAM 80 ACCOUNT 4630

QUANTITY	UNIT	DESCRIPTION	PRICE
8	28.75	Premier Parking Permit "Lot B" for BKD Auditors	172.50
		External Auditor: Rosena Startzman, Rachel Ramos, Shakita Rawls,	0.00
		Angela Durlap, Lurea Akdo, Alyssa Melero,	0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
		<b>TOTAL</b>	<b>172.50</b>

Requesting Person Evelyn Flores REQUIRED SIGNATURES

Department Head \_\_\_\_\_ Grants & Contracts Accountant \_\_\_\_\_

Dean/Director Lauren H. Hines Purchasing Buyer \_\_\_\_\_

Vice-President \_\_\_\_\_ Purchasing Director \_\_\_\_\_

Departments receiving this order must show the order number on the left margin of the department A/E.

Business Affairs Interdepartmental Order BA002 (06/2016) Page 1 of 1 Rev. 06/2016

1. Department Placing Order: Business Affairs / Date Prepared
2. Department Receiving: It will be Business Affairs information (provided by the requestor).
  - a. The department receiving the goods or services is responsible for initiating the form. In the example the Department Receiving is Business Affairs (Debit).
3. Department Issuing the Goods/Service: The department that is providing the goods or services (Credit)
4. Quantity: The number of goods or services provided.
5. Unit: The Cost for each individual item.
6. Description: Enter a brief description of the goods or services.
7. Price: Enter the total price for each item listed on the IDO form (quantity times your unit).
8. Requesting Person: Your signature
9. Dean/Director Signature
  - a. The department that is being charged for the goods or services must authorized the purchase of the goods or services.
10. Use one IDO for each individual request.