


PeopleSoft

KUMC

**InterDepartmental Billing (IDB)
Procedural Reference**

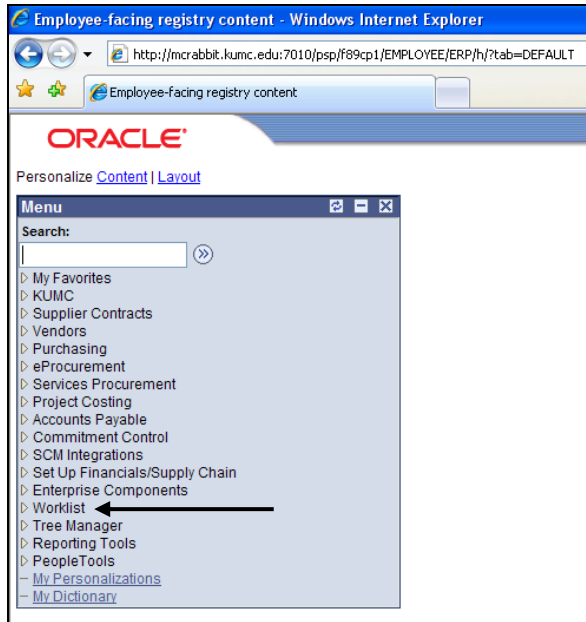
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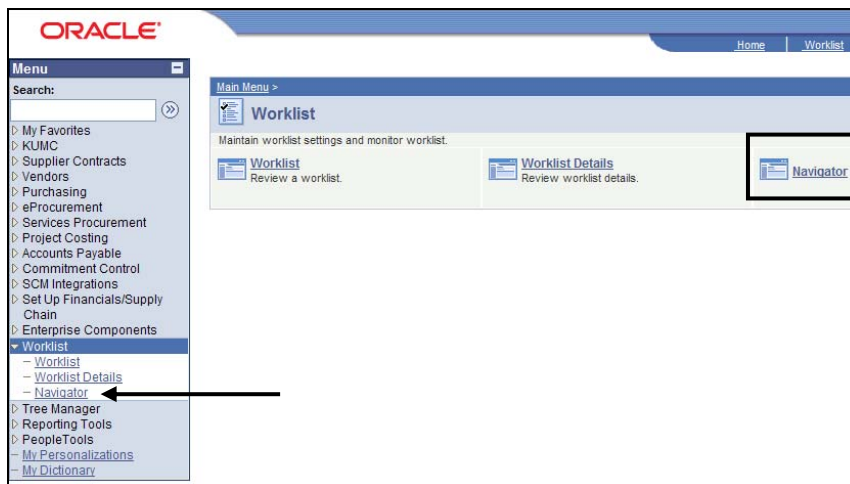
Throughout this manual, the  symbol indicates additional information on the left side of the page.

DISPLAYING THE NAVIGATION ICONS

Navigation



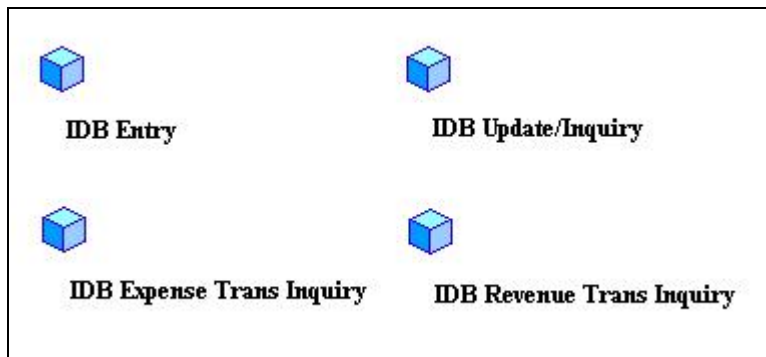
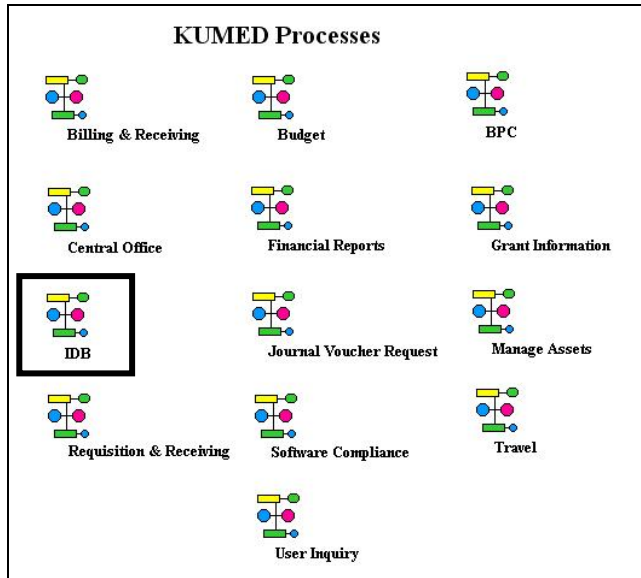
1. Click **Worklist** in the menu.



2. Click **Navigator** icon or menu item.

DISPLAYING THE NAVIGATION ICONS

Navigation *(continued)*



3. Click **IDB** icon.

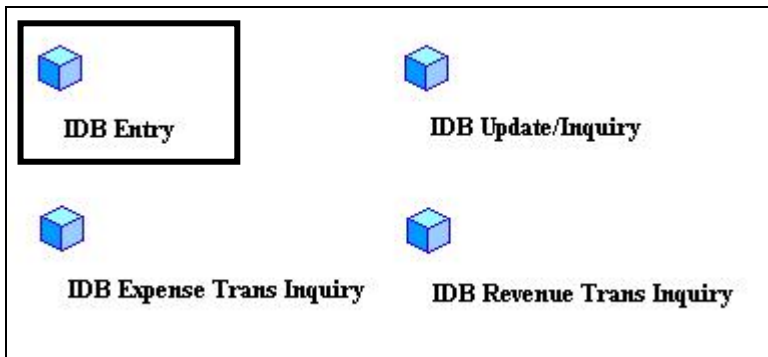
4. Click **IDB** icon.

5. Use these icons for all IDB Billing tasks.

ENTER IDB TRANSACTION

Interdepartmental billing transactions take place when one campus department purchases goods or services from another department. The selling department enters the transaction into PeopleSoft. Each evening, transactions are interfaced and payments are processed.

Navigation



1. Click **IDB Entry** icon.

A screenshot of the 'IDB Online Entry' form. It has two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs are two input fields: 'Business Unit:' with the value 'KUMED' and 'IDB ID:' with the value 'NEXT'. Below these fields is a yellow 'Add' button. At the bottom of the form are two links: 'Find an Existing Value' and 'Add a New Value'.

2. Click  .

ENTER IDB TRANSACTION

Enter Data

IDB Online Entry

Interdepartmental Billing Online Entry

Billing Date: 08/03/2007

Seller's Business Unit: KUMED IDB Number: NEXT Entered By: PSHETTLE

*Buyer's SpeedType: (a)

*Seller's Service Code: (b)

Sellers Department:
Seller's Speedtype:

Selling Price: (c)

Description of Services: (d)

Seller's Control Number: (e) ?

Interfaced

Save Add

Step 1

(b) Seller's Service Code: 4-digit code specific to provider of services.

(c) Selling Price: Price charged to buying department (can enter negative amount to correct overcharge).

(d) Description of Services: Maximum of 30 characters; displays on reports and IDB Expense Inquiry panels; helpful to indicate date or month services provided.

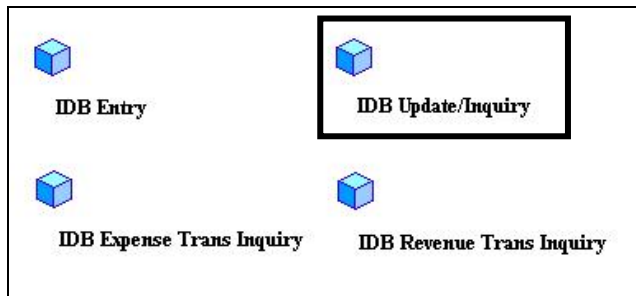
(e) Seller's Control Number: Optional number seller may enter for tracking IDB entry.

1. Complete the following fields:
 - (a) **Buyer's SpeedType**
 - (b) **Seller's Service Code**
 - (c) **Selling Price**
 - (d) **Description of Services**
 - (e) **Seller's Control Number** (optional)
2. Click .
3. Record **IDB Number**.
4. Click [KU_PROCESSES](#) to return to navigation icons.

ADJUST IDB TRANSACTION

Each evening, IDB transactions are interfaced and payments are processed. After interfacing, the line items of a transaction are grayed out and cannot be modified; adjustments must be completed by entering a new transaction. If the IDB Transaction entry has not yet been interfaced, the line items are not grayed out and can be modified directly.

Navigation



IDB Online Entry
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Business Unit: begins with

IDB ID: begins with ←

Department: begins with

Interfaced Flag

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

IDB Online Entry | Interdepartmental Billing Online Entry

Billing Date: 08/01/2007

Seller's Business Unit: KUMED IDB Number: 9000077443 Entered By: PSHETTLEROE

*Buyer's SpeedType: APP60101 KUMED Controller Weseloh,Robert W

*Seller's Service Code: 8799 Office Supply Store

Sellers Department: 68799 Office Supply Store

Seller's Speedtype: SCF68799 Office Supply Store

Selling Price: 15.32

Description of Services: Office Supply Store

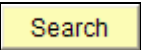
Seller's Control Number: 00359-02 ?

Interfaced

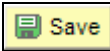
Save Return to Search Add Update

1. Click **IDB Update/Inquiry** icon.

2. Enter the IDB number for the transaction to be adjusted in the **IDB ID** field.

3. Click .

4. Are the line items grayed out?

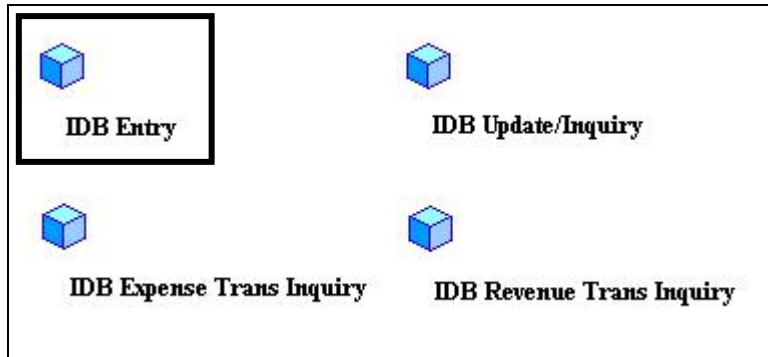
If **no**, make any needed modifications and click  to save the transaction.

If **yes**, go to the section entitled *Adjust Interfaced IDB Transaction*.

ADJUST INTERFACED IDB TRANSACTION

An IDB transaction which has been interfaced has line items which have been grayed out and cannot be modified. Thus, any adjustment to the original amount of the transaction must be entered by creating a new IDB transaction.

Navigation



1. Click **IDB Entry** icon.

IDB Online Entry

[Find an Existing Value](#) | [Add a New Value](#)

Business Unit:

IDB ID:

[Find an Existing Value](#) | [Add a New Value](#)

2. Click .

ADJUST INTERFACED IDB TRANSACTION

Enter Data

IDB Online Entry

Interdepartmental Billing Online Entry

Billing Date: 08/03/2007

Seller's Business Unit: KUMED IDB Number: NEXT Entered By: PSHETTLE

*Buyer's SpeedType: APP60101 KUMED Controller Weseloh,Robert W

*Seller's Service Code: 0250 Safety Office

Sellers Department: 00250 Safety Administration

Seller's Speedtype: RFF00250 Safety Administration

Selling Price:

Description of Services:

Seller's Control Number: ?

Related IDB ID: Interfaced

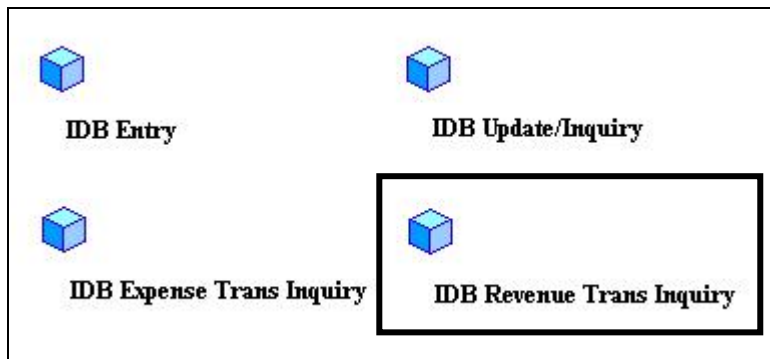
- Step 1 Seller's Service Code:** 4-digit code specific to provider of services.
- Step 2** Enter a negative value to correct an overcharge or to zero out an amount charged to the wrong SpeedType. Enter a positive value to increase the amount due.
- Step 4** If you entered a positive value in the **Selling Price** field, include the IDB Number of the original transaction along with the reason in the **Description of Services** field.

- Complete the following fields:
Buyer's SpeedType
Seller's Service Code
- Is the adjustment for a negative amount?
If **no**, enter the amount in the **Selling Price** field and go to step 4.
If **yes**, enter the negative amount in the **Selling Price** field and go to step 3.
- Enter the IDB Number of the original transaction in the **Related IDB ID** field.
- Indicate a reason for the adjustment in the **Description of Services** field.
- Click .
- Record **IDB Number**.
- Click [KU_PROCESSES](#) to return to navigation icons.

IDB REVENUE TRANSACTIONS INQUIRY

The Revenue Transactions Inquiry displays all IDB transactions credited to a SpeedType for a selected time frame.

Navigation



1. Click **IDB Revenue Trans Inquiry** icon.

KU IDB Revenue Transactions
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

SetID: =

SpeedType Key: begins with

[Basic Search](#)

2. Select KUMED in the **SetID** field.
3. Enter **SpeedType**.
4. Click .

IDB REVENUE TRANSACTIONS INQUIRY

Enter Data

IDB Revenue

SetID: KUMED SpeedType: SCF69490

ChartFields

Department: 69490 Fund Code: 6594 Program: 90930 Project:

From Date: [] To Date: [] REVENUE

It may take a long time for the report to run for large date ranges and possibly for monthly date ranges depending on the activity in the SpeedType.

Press OK to continue, or press Cancel to cancel the operation (0,0)

OK Cancel

IDB Revenue

SetID: KUMED SpeedType: SCF69490

ChartFields

Department: 69490 Fund Code: 6594 Program: 90930 Project:

From Date: 10/01/2005 To Date: 03/01/2006 REVENUE

Scroll Area Find | View 100 First 1-14 of 420 Last

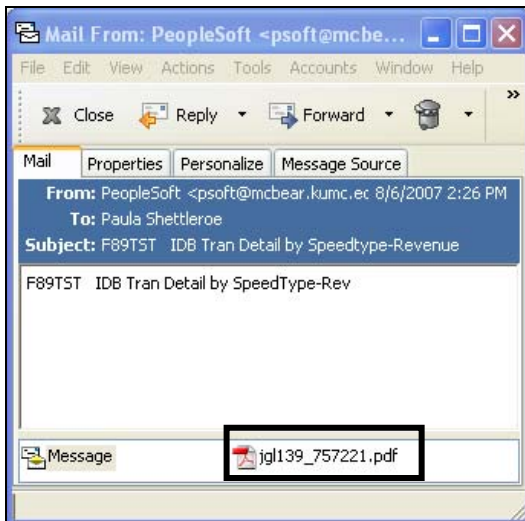
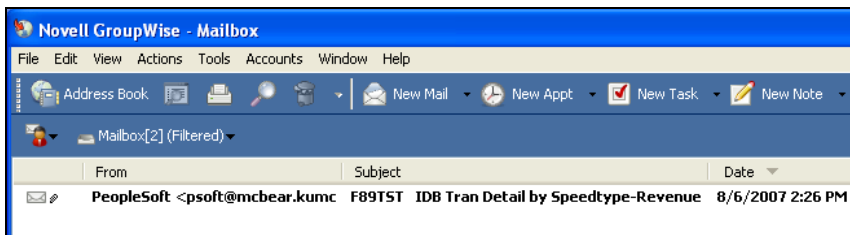
IDB ID	Service Date	Description	Intfc Cnt:	Journal ID	Jrnl Date	Acct	StarsRevCd	Bud Ref	MonetaryAmt
9000074613	11/22/2005	Print Shop	24256	IDB0357305	12/01/2005	0590	2500	2006	-149.50
9000074620	11/22/2005	Print Shop	24261	IDB0357305	12/01/2005	0590	2500	2006	-49.00
9000074711	11/23/2005	Print Shop	24273	IDB0357305	12/01/2005	0590	2500	2006	-34.00
9000074729	11/23/2005	Print Shop	24286	IDB0357305	12/01/2005	0590	2500	2006	-71.50
9000074775	11/29/2005	Print Shop	24304	IDB0357305	12/01/2005	0590	2500	2006	-25.00
9000073606	10/31/2005	Print Shop	23942	IDB0357483	12/02/2005	0590	2500	2006	-201.50
9000073859	11/07/2005	Print Shop	24047	IDB0357483	12/02/2005	0590	2500	2006	-248.00
9000074525	11/18/2005	Print Shop	24207	IDB0357483	12/02/2005	0590	2500	2006	-55.75
9000074713	11/23/2005	Print Shop	24274	IDB0357483	12/02/2005	0590	2500	2006	-81.50
9000074779	11/29/2005	Print Shop	24308	IDB0357483	12/02/2005	0590	2500	2006	-771.08
9000074818	11/30/2005	Print Shop	24325	IDB0357483	12/02/2005	0590	2500	2006	-447.42
9000074833	12/01/2005	Print Shop	24333	IDB0357483	12/02/2005	0590	2500	2006	7.00
9000074836	12/01/2005	Print Shop	24335	IDB0357483	12/02/2005	0590	2500	2006	-220.00
9000074737	11/28/2005	Print Shop	24290	IDB0357654	12/05/2005	0590	2500	2006	-8.85

Step 5 May need to adjust Scroll Area view to see all lines.

1. Enter the start and end dates for the inquiry into the **From Date** and **To Date** fields.
2. Click (KU Transaction Detail Button) for a list of transactions for the specified date range.
3. PeopleSoft displays an advisory concerning large date ranges.
4. Click .
5. PeopleSoft returns data for specified date range.
6. Do you want to print the transaction data?
If **no**, click [KU_PROCESSES](#) to return to navigation icons.
If **yes**, go to step 7.
7. Click (KU Expense Print Push Button).
8. PeopleSoft again displays the advisory concerning large date ranges.
9. Click . The report will be emailed to you.


IDB REVENUE TRANSACTIONS INQUIRY

Print Report



1. Open email containing report.

2. Open .pdf attachment. 

 Step 2 Right-click the attachment, choose Open from menu.

Adobe Reader - [jgl139.pdf]

File Edit View Document Tools Window Help

Report ID: 00LL139.LIS - 757221 - F89T

University of Kansas Medical Center

IDB TRANSACTION DETAIL BY SPEEDTYPE
Revenue


From 12/01/2005 through 01/01/2006

speedtype: ocr69490

Fund: 6594 Organization: 69490 Program: 80930 ProjectGrant:

IDB ID	Service Date	Description	Initl Cost	Journal ID	Journal	Date	STARS	Budget
9000074403	11/23/2005	Print: rhop	24254	1000357305		12/01/2005	0590	
9000074650	11/23/2005	Print: rhop	24261	1000357305		12/01/2005	0590	
9000074711	11/23/2005	Print: rhop	24273	1000357305		12/01/2005	0590	
9000074739	11/23/2005	Print: rhop	24280	1000357305		12/01/2005	0590	
9000074975	11/23/2005	Print: rhop	24304	1000357305		12/01/2005	0590	
9000074666	10/21/2005	Print: rhop	23943	1000357483		12/01/2005	0590	

3. Click  (Print).

4. Click  to close Adobe Reader.

APPENDIX

Assistance

Direct questions regarding how to utilize the PeopleSoft panels, how to navigate, and other technical or procedural problems with the system to PeopleSoft Support at ext. **8-1121**.

The office is usually staffed from 8:00 AM to 4:30 PM. In the event no one is available to assist, you may leave your question on the office Audix voice mail system, and we will return your call.

Direct questions regarding seller's service codes, restricted fee accounts or procedural issues Jerry Glenn in Control and Reporting at ext. **8-5365**.