# Internal Department Transaction (IDT)
## FINET quick reference guide

**division of Finance**

## Introduction

The Internal Department Transaction **(IDT)** is primarily used for correcting, allocating, and adjusting funds in FINET.  IDTs can also be used within or between funds.

## Creating an IDT

1. Find the home page, click on the **Transaction Catalog**.
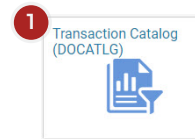
2. Click the **Create** button in the upper-right corner

3. Enter the following:

   • **Transaction Code** field: IDT

   • **Transaction Department**: enter the department for which the IDT is created.

   • **Transaction Unit**: optional, but used for routing purposes.

   • **Transaction ID** (Prefix or last two digits of the Fiscal Year)

4. Check **Auto Numbering**.

5. Click **Continue** in upper-right corner to create the IDT.

Create Transaction

* Required fields

| * Transaction Code | * Transaction Dept | Transaction Unit |
|---|---|---|
| IDT | 150 | |
| * Transaction ID | ☑ Auto Numbering | |
| 25 | | |

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### **Header** tab
   • FINET opens the new IDT in the Header tab, and the Period and Fiscal Year should be entered. This is usually only required when two years are open, however it is best practice to enter them all year.

### **Accounting** tab

1. Create the line by clicking the insert **+** button.
2. Enter:
   • Line Amount
   • Event Type - choose from the picklist
   • Fund
   • Department
   • Unit
   • Appropriation Unit
   • Object or Revenue, depending on your event type

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3. Expand the line ▶ to view additional options.
   • Under the **General Information** subtab, enter content in the **Line Description**.



4. Remember an IDT must net to zero, therefore we must have another accounting line on the opposite side of the transaction. There are two accounting lines in this example. But there can be as many accounting lines as needed, as long as it nets to zero.



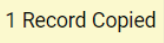Repeat the steps above for any additional lines you want to add.

**Helpful tip:**
You can create another line, just like we did by clicking on the insert icon, or you can copy the line.

- Click on the **three-dot** menu ⋮ at the end of the line.
- Select **Copy**
- FINET will show that one record is copied. 1 Record Copied
- Click on the copied record then **paste** 📋 the new line into the transaction.
- Change the **Line Amount**.
- Change the **Object Code**.

5. Click **Validate**. Fix any errors that are noted in the top left of the page. If there are no errors, click **Submit** to complete the IDT transaction.