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Interdepartmental Invoices Instructions [1]

General Instructions

This form is used for the following:

- IN (Interdepartmental Invoices): Purchasing goods or services from another CU department.
- JE (Journal Entry): Recording financial transactions in the general ledger. Use this form if you do not have access to the on-line journal entry panels in Finance Production.

If you have access to the on-line journal entry panels there is no need to complete this form in addition to completing the on-line journal entry. This form is not used for the following:

- This form cannot be used to purchase goods or services from the University of Colorado Hospital.

IN Instructions

Ordering Department

- Assign a unique 1-10 character reference no. to this IN. This reference no. is used to track the IN on the financial reports.
- At the top of the form complete name of ordering department, contact name, contact phone number/fax number, campus mail stop, and order date.
- Fill in delivery information at top of form if applicable.
- Fill in SpeedType, account, quantity, unit of issue, stock number, description, and total amount.
- (At a minimum you must supply the SpeedType, Account, Description and Total Amount for this IN -- complete other fields as applicable.)
- "Order Department Authorization" is signed by a person responsible for project or program. Signature implies adequate funds are available, that the account is correct, and that the request is appropriate.
- Recipient of order signs on "Order Received By" line to prove receipt of order and the date received.
- Route IN to Service Department. (It is suggested that you also keep a copy of the IN for your records to match to your financial reports.)

Service Department: *it is the service department's responsibility to make sure the IN is processed in the Finance System.*

- If you will be processing this IN within your department via the on-line journal entry panels you are not required to complete the Service Department Revenue section of the

IN. (However, you may do so if your department requires it.) Instead, input the IN/s as an on-line journal entry and use the IN forms that have been approved by the Ordering Department as backup to the journal entry. The journal entry will require that the revenue (credit) entry be made to the service department -- this entry can be made for each individual IN or as a lump sum to a SpeedType and account depending on what your department prefers to see on their financial reports. Debits must = Credits

- If you will not be processing this IN as an on-line journal entry, but instead will be forwarding to another department to be processed, please complete the following information when applicable:
    - At the bottom of the form complete name of service/revenue department and campus mail stop.
    - Use the "Department Reference" line for intradepartmental tracking.
    - Order completed by, if applicable, may be filled out before delivery of order.
    - Fill in SpeedType, account, quantity, unit of issue, stock number, description, and total amount. (At a minimum you must supply the SpeedType, Account, Description and Total Amount for this IN -- complete other fields as applicable.)
    - Forward the completed INs to the department that will enter the INs.

JE Instructions

- Complete form with debit on top & credit on bottom portion of form. The reference no. field is not required. At a minimum, you must supply the SpeedType, Account, JE Purpose, and Total Amount for both the debit and credit lines. Also complete contact information and phone.
- Obtain department approval(s).
- **ATTACH JE BACKUP to substantiate entry (i.e.: copy statements, emails, vouchers, cost transfer forms, etc.).**
  Note: Incomplete or incorrect IN's will be returned to Servicing (Revenue) Department for corrections.

Questions regarding the IN form should be directed to your campus Finance department.

Groups audience:
Controller

Source URL:https://www.cu.edu/controller/interdepartmental-invoices-instructions

Links
[1] https://www.cu.edu/controller/interdepartmental-invoices-instructions