

# Interdepartmental Charges and Credits (IDCC)

The Interdepartmental Charges and Credits (IDCC) form can be filled out two different ways:

- As a **Requisition Order** or
- As a **Supplying Department Invoice**

Below you will find the IDCC on-line documentation in the following sections:

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- 

## Section 1 — Introduction to the IDCC Form

### Overview

The IDCC (Interdepartmental Charges and Credits) form is used:

- To transact business between two University departments for which no other specific form exists AND the transaction does NOT involve a supplier authorized to offer direct billing under University Procedure [CR2069](#),
- For the sharing or distribution of expenses or income previously charged or credited.
- For certain other situations where the incurring of income or expense is necessary.

The IDCC may **NOT** be used (the Request for Journal Voucher should be used):

- If the goal is to correct a previous mis-entry,
- If the goal involves a central office attempting to distribute centrally-induced charges/credits (such as a credit card discount fee or Corporate Controller year-end closings),
- # If the goal is the sharing or distribution of expenses or income AND prior Policy [FN18](#) approvals to do so have been obtained AND the sharing or distribution involves ONLY ONE budget executive's area.

The IDCC may **NOT** be used if the transaction involves salaries or wages; a Payroll Transfer Form (PYTR) must be used.

**It is strongly recommended that you visit the [Interdepartmental Transaction Decision Tool](#) to make sure that this form is valid for the use that you intend.**

The IDCC form does **not** accommodate automated back order handling. Back ordered items should be processed on a separate, new IDCC once the in-stock items are received.

A **Requisition Order** is created by someone in the department receiving the goods or services and which has an estimated cost is specified on the form. The form then routes to the indicated supplier for fulfillment of the order.

A **Supplying Department Invoice** is created by someone in the department that supplied the goods or services. It details the items supplied and their actual costs, and may result from a (paper) blanket/standing order, from a back order of items requested on a previous IDCC or from a verbal request for goods (if such requests are permitted by both the supplying and receiving departments). Once created, the invoice is routed through the approval path of the receiving department for entry and approval of the charges to their budget(s).

After processing and approval by both departments involved, the requisition or invoice will await update by a batch job that will run every evening to update the Central Accounting System. If the receiving or supplying department indicated that **priced copies** should be sent to some users, then those users will receive EASY COPIes of the form when they browse awaiting forms using BAFM or PAFM.

The IDCC forms consists of six pages:

- The *Purpose of IDCC* screen,
- *Deliver Address and Destination* screen,
- *Details* screen,
- *Accounts Charged* screen,
- *Accounts Credited* screen and the
- *Notepad*.

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## Structure of the Form

- The **Purpose of IDCC** is completed by the forms creator. Requisition order and supplying department invoice are the only purposes that can currently be selected.
- The **Delivery Address and Destination** are completed by the form's creator. This is where the delivery address for the goods is entered and the destination of where the form is to be sent. Delivery phone number and building/location are not required on an invoice.
- The **Detail** is completed by the form's creator. This is where a detailed description of the item or service is entered.
- The **Accounts Charged** is completed by the Receiving Department. This is the budget(s) that will be charged for the goods or services requested.

- The **Accounts Credited** is completed by the Supplying Department. This is the budget(s) that will be credited for the goods or services requested.
- The **Notepad** can be completed by either the Receiving or Supplying Department.

## Section 2 — Use of the IDCC Form: Requisition Order

### How to Pull Up a Blank Form

```

11/10/95          INTEGRATED BUSINESS INFORMATION SYSTEM          M4PU
10:32:01.5          E A S Y                                     MLP3

Any of the functions included in this system can be invoked by
entering the corresponding function code on the command line next
to 'NEXT FUNCTION:'. The following functions are available:

FUNCTION          DESCRIPTION          FUNCTION          DESCRIPTION
-----          -
GREQ  General Requisition Form  IDCC  Interdept. Charge/Credit
PURC  Purchase Order
ACTP  Acctg P.O. Approval/Reject
POTU  P.O. Fiscal Year Table Upd
ROUT  P.O. Routing
PORP  Reprint Processed Order
POST  P.O. Status

NEXT FUNCTION: IDCC 1          PREV MENU: M1M1
Enter-PF 1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF 10---PF 11---PF 12---
      HELP MENU CMPS END . . . . . KEYS PRNT .

```

- Select **CCOM** from the **Net-Pass Activity Table** to go into the production environment.
- Select **IBIS Admin Menus** at the **CCOM Com-Pass** screen.

1. At the **Next Function** line, type **IDCC**.

Press **ENTER**. A blank **IDCC** form will appear.

> **Note:**

- To locate the form within the IBIS menus, follow the steps below:
  1. At the **M1M1** (IBIS Main Menu) menu, enter **M2AS** (EASY Electronic Approval System) at the **Next Function** line and press **Enter**.
  2. At the **M2AS** menu, enter **M3FM** (EASY forms) at the **Next Function** line and press **Enter**.
  3. At the **M3FM** menu, enter **M4PU** (Purchase) at the **Next Function** line and press **Enter**.
  4. At the **M4PU** menu, enter **IDCC** (Interdepartmental Charges and Credits) at the **Next Function** line to pull up the blank IDCC form.

## Purpose of IDCC Screen — Page 1 of 6

**PLEASE ENTER FORM ACTION OR HIT 'PF10' FOR 'FANS' OR 'AUX ACCT6'**

Interdepartmental Charges and Credits      PAGE 1 OF 6

FORM ACTION: **1**      DOCUMENT NUMBER:      UNIT:      CONFIDENTIAL: N

Next Approver: \_\_\_\_\_      Status:

NOTE: The IDCC is not a valid means to purchase goods from General Stores inventory, the Office of Physical Plant inventory, the Microcomputer Order Center (MOC), or the Penn State Bookstore System. The GREQ, PURC, or Limited Order should be used.

PURPOSE OF IDCC

- Requisition Order  
(used to initiate the purchase of materials or services; also may be used by an area receiving materials or services to initiate payment to the Supplying Department after receiving paper support)
- 2** - Supplying Department invoice  
(used by the supplying department to initiate the IDCC)

<A receiving report can be printed by entering 'PRT' in Form Action.  
See Help <F1> for more information.>

1. At **Form Action**, enter **ADD**.
2. At **Purpose of IDCC**, select one of the two actions by placing an **X** beside the choice.

- **Requisition Order** is used to initiate the purchase of materials or services.
- **Supplying Department Invoice** is used to invoice the requisitioning department for back orders, standing, blanket and phone orders.

Further details on the two available options are listed below:

A **Requisition Order** is created by someone in the department receiving the goods or services. It will route as follows:

- First, through the path of the department being charged (which will receive the goods),
- Second, it will route automatically to the specified supplier for entry of the actual cost,
- Third, it goes into the Central Accounting System in a batch run that night.

A **Supplying Department Invoice** is created by someone in the department that supplied the goods or services. It will route as follows:

- First, through the path of the department being charged (which received the goods),
- Second, it goes to the Central Accounting System in a batch run that night.

#### **Internal Billings:**

For internal billings within a department, the Supplying Department Invoice may be more convenient because the form will **NOT** have to return to the "Supplier" for entry of actual (not estimated) amounts. Instead, it routes directly to Central Accounting at the completion of the Phase 2 approval path.

#### **Warning to Suppliers:**

Please note that the Supplying Department Invoice may result from either a (paper) blanket/standing order, a back order or from a verbal request for goods. According to University policy, until **FN18 APPROVALS ARE SECURED, the SUPPLYING department is at risk of not getting paid.**

**Press PF8 to continue.**

If you are completing a **Requisition Order**, follow the instructions immediately below.

If you are completing a **Supplying Department Invoice**, proceed to that section by clicking on this link which will forward you to *Delivery Address and Destination Screen 2 of 6 in Section 3.*

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## Delivery Address and Destination Screen —Page 2 of 6

```

                                Interdepartmental Charges And Credits          PAGE 2 OF 6
FORM ACTION: ADD  DOCUMENT NUMBER:          UNIT:          CONFIDENTIAL: N
Next Approver: _____          Status:

DELIVER MATERIALS/SERVICES TO
Name: JOE SMITH _____ Phone: _____ - 863 - 1234
Room: 31 _____ Bldg/Location: SHIELDS BUILDING _____ Campus: UP _____
Dept. Requesting Goods or Services: OAS _____

IDCC SUPPLIER _____
Select type of supplier then press Pf1 for help

          Department _____
Individual USERID XYX4

After Phase 2 approvals of estimated charges, this form will route
automatically to the supplier indicated above for processing of actual
amounts and credits.
```

1. At **Name**, enter the name of the individual that is receiving the goods or services.
2. At **Phone**, enter the telephone number of the individual that is receiving the goods or services.
3. At **Room**, enter the room number where the goods or services are to be delivered.
4. At **Bldg/Location**, enter the building or location where the goods or services are to be delivered.
5.  
At **Campus**, enter the campus location where the goods or services are to be delivered.  
  
**> Note:**
  - o This field defaults to UP (University Park) but should be changed if the goods or services are to be delivered to a non-University Park location.
6. At **Dept Name**, enter the name of the department that is receiving the goods or services.
7. At **IDCC SUPPLIER**, enter either the supplying department ID or the individual userID of the supplier. Press **PF1** on either field for a list of supplying department IDs or individual userIDs.

> **Note:**

- If the appropriate Supplier Desk ID is listed, it should be used instead of sending the form to an individual user.
- Departments that will be receiving many IDCC forms and may have several people authorized to process these forms will be assigned a Supplying Department ID. This will be similar to the EASY Central Desk ID. If your department needs a Supplying Department ID set up to receive IDCCs, ask your ASR to submit the [Request IDCC Supplier Desk](#) web form.

The **Request IDCC Supplier Desk** web form can also be used to add or delete users from a supplier desk.

Press PF8 to continue.

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## Details Screen — Page 3 of 6

Interdepartmental Charges And Credits			PAGE 3 OF 6			
FORM ACTION: ADD		DOCUMENT NUMBER:	UNIT:	CONFIDENTIAL: N		
Next Approver: _____			Status:			
DETAILS						
Line	Qty	Unit	Item #	Description	Unit Price	Total Price
1	500			REPRINTS FOR THE IDCC DOCUMENTATION	0.90	450.00
-	-	-	-	24 PAGES + CARDSTOCK FRONT AND BACK	-	-
-	-	-	-	EA STAPLED, THREE HOLES	-	-
-	-	-	-	-	-	-
A	500.00	EA		BARA DOCUMENTATION--SAME AS ABOVE	0.40	200.00
-	-	-	-	9 PAGES EXCLUDING FR AND BACK	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
Will backorders be acceptable? N (Y or N) Total Estimated Cost:						

1. At **Line**, enter the **Accounts Charged** letter(s) from Page 4 of the IDCC form that each item will be charged to.

**Examples:**

- If equipment is to be charged to budget line A (object code 710) and supplies are to be charged to budget line B (object code 301), enter



**A** on the line describing the equipment and **B** on the line describing the supplies.

- If several items are being charged to one budget line (i.e., budget line A), enter an **A** on each line describing the supplies.

ACCOUNTS CHARGED																			
Ln	Ref#	Post Code	Budget No			Fund Name	Fund	Obj	Proj	Amount									
a			01	-	023	-	45	UP	PRT	10010									.650.00
b			-	-	-	-	-	UP											
c			-	-	-	-	-	UP											
d			-	-	-	-	-	UP											

2. At **Qty** (optional for most suppliers), enter the quantity of each item to be received.

2. At **Unit** (optional for most suppliers), enter the unit of the item to be received.

**Example:**

*ea (each), bx (box), dz (dozen), etc.*

3. At **Description**, enter a full description of the item ordered. Use as many description lines as needed. Begin the description on the line having **Line** and **Unit Price**. Continue the description if needed, but do not enter **Line** or **Unit Price** again until describing a new item.

4. At **Unit Price** (optional), enter the estimated cost for one unit.

**> Notes:**

- The **Unit Price**, **Line**, **Qty**, and **Unit** must be on the same line.
- The **Total Price** and the **Total Estimated Cost** will be system-calculated.

5. At **Total Price** (optional), you can enter a bulk price (instead of a unit price). If a unit price exists, the total price will be calculated by the system when PF12 is pressed.

**> Note:**

- A **Unit Price** or a **Total Price** (or both) must be entered.

6. At **Will Backorders be Acceptable**, indicate a **Y** or **N**. This is for the supplier's information.

**> Note:**

- Once the items become available, an **IDCC** will have to be processed to pay for the items. If **all items on the original IDCC** are back ordered, the original **IDCC** may be used once the items become available.

Press PF8 to continue.

Accounts Charged Screen — Page 4 of 6

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FORM ACTION:  DOCUMENT NUMBER:  UNIT:  CONFIDENTIAL: N  
Next Approver:  Status:

ESTIMATE/ACTUAL COST VARIANCE  
Rejection Limit? (Y/N)  1 2  
If yes, Total Actual Cost must not exceed \$

ACCOUNTS CHARGED

Ln	Ref#	Post Code	Budget No	Fund Name	Fund	Obj	Proj	Amount			
a	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	-	-	UP	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10
b						UP					
c						UP					
d						UP					
e						UP					
f						UP					
g						UP					
h						UP					
i						UP					

Fiscal Year:  /  11 Total Actual Cost:  13  
Allow Supplier to Change FY?(Y/N)  N 12 Paper Backup for Supplier?(Y/N)  N  
BILLING CONTACT Backup Maintained in Dept?(Y/N)  N 14  
Name:  15 Phone: 814 -  86 -  16  
Budget to be used for approval routing:  17 -  -  UP  
Send Priced Copy To:

1. At Rejection Limit, indicate Y (yes) or N (no).

> Note:

- If **Y** is entered, the Supplying Department cannot change the form to have the **Total Actual Cost** greater than the rejection limit amount.
2. At **If yes, Total Actual Cost must not exceed**, enter the **Total Actual Cost** that the supplying department must not exceed.

**> Note:**

- An amount is only required if **Y** is entered at **Rejection Limit**.
3. At **Ref#**, enter the department's reference number.
  4. A valid **Post Code** can be entered if the auxiliary accounting system within the **IDCC** is going to be used.
  5. At **Budget No**, enter at least one budget to be charged for the goods or services received. The format for the budget is NN-NNN-NN\_UP.

**Example:**

*12345 UP should be entered 0102345 UP.*

*Zeros are placed around the first number of the budget.*

6. At **Fund Name**, enter the fund name that corresponds with the budget number entered.
7. At **Fund**, enter the fund number to be charged.
8. At **Obj**, enter the object classification code of the goods or services received.
9. At **Proj**, enter a project number to be charged, if applicable.
10. **Amount** — if any page 3 amounts were entered or changed, the system will calculate the amounts on this page when PF12 is pressed. The amounts on this page MAY be changed during Phase 2 approvals or by the supplier.

**> Note:**

- The supplying Department may change the actual amounts to be charged once these charges have been determined. They will use the **Line** items indicated on Screen 3 to determine which budget(s) are to be charged for which items.
11. At **Fiscal Year**, enter the current fiscal year.

**Example:**

1999/2000.

12. At **Allow Supplier to change FY?**, enter **Y** (yes) or **N** (no). The default value is **N** (no).

- **Y** — The supplier may change the fiscal year to any currently valid fiscal year.
- **N** — The supplier may *not* change the fiscal year.

**> Note:**

- If the items are not available during the current fiscal year, a new **IDCC** will have to be done to purchase the items in the new fiscal year if desired.

13. At **Paper Backup for Supplier**, enter **Y** (yes) or **N** (no). The answer will default to **N** (no), but can be changed to **Y** (yes) if backup that must be sent to the supplier to process your order. This field is used to indicate to the supplier that some paper backup is being sent for this form. To assist the supplier, please include the **IBIS IDCC** document number with the paper backup.
14. At **Backup Maintained in Dept--** The answer will be defaulted to **N** (no). This can be changed to **Y** (yes) if backup will be maintained in the department. *You will no longer need to send this backup to Accounting Operations.*
15. At **Name**, enter the person to contact for billing information.
16. At **Phone**, enter the telephone number of the person to contact for billing information.
17. At **Budget to be used for approval routing**, enter the budget number that the form will route on for approval. This is NOT necessarily the budget to be charged, but should be in the same area as the budget to be charged.
18. At **Send Priced Copy To**, enter the userID(s) of individual(s) that should receive an electronic COPY of the IDCC once the form has been APPROVED by the supplier. The COPY can be viewed through BAFM (Browse Awaiting Forms) or PAFM (Process Awaiting Forms). See note below for additional information.

**> Note:**

- The last approver of the form, whether acting as a desk, a proxy or as themselves, will **not** receive an electronic copy of the form they have just approved (this is because copies are sent at the time of the last approval, so the last approver would have been sending an identical copy of the form they have just approved).

If you want to make sure someone gets a copy of the approved IDCC, but you are not sure whether that person will be the last approver, it is OK to list their userID to receive a priced copy. Then, if it turns out that they are the last approver, they won't receive a copy. If someone else is the last approver, then the listed individual will get the electronic copy.

One example of when it is beneficial to request a priced copy is when you are requisitioning an item from another department. Because your requisition contains only **estimated** costs, you may want to receive an electronic copy of the form once the supplier has approved it. That way you can easily review any changes the supplier made to the dollar amounts. Note that the COPY you receive on your BAFM or PAFM screen is actually the same form you see when you use IGFMB or BFMB to view your form.

Press PF8 to continue.

```
Interdepartmental Charges And Credits          PAGE 4 OF 6
FORM ACTION: ADD DOCUMENT NUMBER:             UNIT:             CONFIDENTIAL: N
Next Approver: _____                     Status:
ESTIMATE/ACTUAL COST VARIANCE
Rejection Limit? (Y/N) Y
If yes, Total Actual Cost must not exceed $ _____5000.00
ACCOUNTS CHARGED
Ln Ref#   Post Code      Budget No      Fund Name Fund  Obj Proj      Amount
a _____  _____  01 - 023 - 45_ UP PRT_____ 10010 _____ ① 650.00
b _____  _____  - - - - -   UP _____  _____  _____
```

*Supply Department Only*

1. **Amount:** (on page 4 only). This field may be modified by the Supply Department.

**> Note:**

- o The actual amounts to be charged to each budget line may be modified by the supplier. In most cases, these amounts will be the same as the estimated amounts entered by the Receiving Department on the corresponding line(s) on Screen 3. If any changes are made by the supplier, an explanation should be entered in the Notepad.

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FORM ACTION: ADD DOCUMENT NUMBER: UNIT: CONFIDENTIAL: N  
 Next Approver: \_\_\_\_\_ Status: \_\_\_\_\_  
 FOR SUPPLYING DEPT USE-

ACCOUNTS CREDITED		Budget	Fund Name	Fund	Obj	Proj	Amount	
Ref#	Post Code							
<b>1</b>	<b>2</b>	<b>3</b>	UP	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
			UP					
			UP					
			UP					
			UP					
			UP					
			UP					
			UP					
			UP					
Total:								

This is a **10** Final Billing      Supplying Dept Invoice Number: **9**  
 \_ Partial Billing      Priced by: **11**

Central Office Status: **12** Held Until: **13** / \_\_ / \_\_  
 Send Priced Copy to: \_\_ **14** \_\_

This page to be completed by the *Supplying Department*.

Press PF8 to continue.

### Supplying Department Only

1. At **Ref#**, enter the department's reference number.
2. A valid **Post Code** can be entered if the auxiliary accounting system within the IDCC is going to be used.
3. At **Budget No**, enter at least one budget to be credited for the goods or services supplied. The format for the budget is NN-NNN-NN\_UP.

**Example:**

*12345 UP should be entered 0102345 UP.  
 Zeros are placed around the first number of the budget.*

4. At **Fund Name**, enter the fund name that corresponds with the budget number entered.
5. At **Fund**, enter the fund number to be credited.

6. At **Obj**, enter the object classification code of the goods or services supplied.

7. At **Proj**, enter a project number to be credited, if applicable.

8. At **Amount**, enter the amount to be credited to each budget.

**> Notes:**

- The total is system-calculated and must equal the total amount on the Details Screen.
- The receiving department can NOT alter any of the information on this page.

9. Enter the **Supplying Dept Invoice Number**, if applicable.

10. Indicate if this is a **Final Billing** or **Partial Billing**.

11. At **Priced By**, enter the userID or initials of the individual that priced the items.

12. **Central Office Status (N, P, H)** may be used to place a document in "hold" or "pending" status for later processing. Documents placed in "hold" or "pending" status may be browsed separately from other documents while using BIDC. (Press **PF1** for help.)

**> Note:**

- The default is N ("not held, not pending").

13. If the Central Office Status is **H** (held), you can enter a date for it to be "**Held Until**" (optional).

14. At **Send Priced Copy To**, enter the userID of individuals who should receive an electronic COPY of the IDCC once the form has been APPROVED by the supplier. The COPY can be viewed through BAFM (Browse Awaiting Forms) or PAFM (Process Awaiting Forms). See note below for additional information.

**> Note:**

- The last approver of the form, whether acting as a desk, a proxy, or as themselves, will **not** receive an electronic copy of the form they have just approved (this is because copies are sent at the time of the last approval, so the last approver would have been sending an identical copy of the form they have just approved).

If you want to make sure someone gets a copy of the approved IDCC, but you are not sure whether that person will be the last approver, it is OK to list their userID to receive a priced copy. Then, if it turns out that they are the last approver, they won't receive a copy. If someone else is the last approver, then the listed individual will get the electronic copy.

One example of when it may be beneficial to request a copy is when you are processing this IDCC as an individual supplier (as yourself), but

there is someone else in your department who needs to receive an electronic COPY of the IDCC form once you approve it.

**Press PF8 to continue.**

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## Notepad — Page 6 of 6

Interdepartmental Charges And Credits		PAGE 6 OF 6	
FORM ACTION: ADD	DOCUMENT NUMBER:	UNIT:	CONFIDENTIAL: N
Next Approver: _____			Status:
Note Pad Area: _____			
_____			
_____			
_____			
_____			
LAST ACTION:			
Last Action Name:			
NEXT FUNCTION: _____			<MENU,END>

1. Enter comments in the **Notepad**, if desired.

**Press PF12 to ADD the form.**

**Enter SUB at Form Action and press PF12 to submit the form through the approval path.**

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## Section 3 — Use of the IDCC Form: Supplying Department Invoice

### Delivery Address and Destination Screen — Page 2 of 6



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                                Interdepartmental Charges And Credits                PAGE 2 OF 6
FORM ACTION: ADD  DOCUMENT NUMBER:                UNIT:                CONFIDENTIAL: N
Next Approver: _____                Status:

DELIVER MATERIALS/SERVICES TO
Name: ① IDY MYERS _____ Phone: ② - 865 - 0406
Room: 105 ③ Bldg/Location: AG ADMIN ④ _____ Campus: UP ⑤
Dept. Requesting Goods or Services: OAS ⑥ _____

IDCC SUPPLIER
Select type of supplier then press Pf1 for help

Department _____
Individual USERID XXX7 ← UserID is automatically generated

Note: only this individual (or a proxy) will be able to browse this
IDCC by using BIDC.

```

1. At **Name**, enter the name of the individual that is receiving the goods or services.
2. At **Phone**, enter the telephone number of the individual that is receiving the goods or services.
3. At **Room**, enter the room number where the goods or services are to be delivered.
4. At **Bldg/Location**, enter the building or location where the goods or services are to be delivered.
5. At **Campus**, enter the campus location where the goods or services are to be delivered.

> **Note:**

- This field defaults to UP (University Park) but should be changed if the goods or services are to be delivered to non-University Park location.

6. At **Dept Requesting Goods and Services**, enter the department that is receiving the goods or services.

> **Notes:**

- **At the IDCC Supplier field:** either your supplying department ID or your individual userID will automatically appear. If you have a Supplier Desk ID and the message "Note: only this individual (or a proxy) will be able to browse this IDCC by using BIDC" appears, you should FIN out of the form, sign on to the appropriate Supplier Desk/Central Desk using BCDK, and THEN create the IDCC form. Thus all the CentralDesk users will be able to view the form. BIDC is Browse IDCC, whereas BCDK is Begin Central Desk. Use ECDK (End Central Desk) to end your Central Desk role.



4. At **Unit Price** (optional), enter the estimated cost for one unit.

**> Notes:**

- The **Unit Price**, **Line**, **Qty**, and **Unit** must be on the same line.
- The **Total Price** and the **Total Estimated Cost** will be system-calculated.

5. At **Total Price** (optional), you can enter a bulk price instead of a unit price. If a unit price exists, the total price will be calculated by the system when **PF12** is pressed.

**> Note:**

- A **Unit Price** or a **Total Price** or both must be entered.

6. At **Will Backorders be Acceptable**, indicate a **Y** or **N**.

**Press PF8 to continue.**

Interdepartmental Charges And Credits PAGE 4 OF 6

FORM ACTION: ADD DOCUMENT NUMBER: UNIT: CONFIDENTIAL: N  
 Next Approver: \_\_\_\_\_ Status: \_\_\_\_\_  
 ESTIMATE/ACTUAL COST VARIANCE  
 Rejection Limit? (Y/N) N  
 If yes, Total Actual Cost must not exceed \$ \_\_\_\_\_

ACCOUNTS CHARGED

Ln	Ref#	Post Code	Budget No	Fund Name	Fund	Obj	Proj	Amount
a	1	2	0 3 023 - 45_	UP GE 4 RAL	5 10	6	7	8 50.00
b				UP				
c				UP				
d				UP				
e				UP				
f				UP				
g				UP				
h				UP				
i				UP				

Fiscal Year: 1998 / 1999 9 Total Actual Cost:  
 Allow Supplier to Change FY?(Y/N) N Paper Backup for Supplier?(Y/N) N  
 BILLING CONTACT Paper Backup for Accounting Operations?(Y/N) 10  
 Name: JOE SMITH 11 Phone: 814 - 863 - 1234  
 Budget to be used for approval routing: 0 13 023 - 45\_ UP  
 Send Priced Copy To: ABC2 14 DEF5 \_\_\_\_\_

1. At **Ref#**, enter the department's reference number.
2. A valid **Post Code** can be entered if the auxiliary accounting system within the IDCC is going to be used.
3. At **Budget No**, enter at least one budget to be charged for the goods or services received. The format for the budget is NN-NNN-NN\_UP.
4. At **Fund Name**, enter the fund name that corresponds with the budget number entered.
5. At **Fund**, enter the fund number to be charged.
6. At **Obj**, enter the object classification code of the goods or services received.
7. At **Proj**, enter a project number to be charged, if applicable.
8. At **Amount**, enter the amount to be charged to each budget.

**> Note:**

- o All Budget information on this page may be changed by the receiving department while the form is in Phase 2. The receiving department may change the allocation of charges, as long as the total charges equals the total credits.
9. At **Fiscal Year**, enter the current fiscal year.

**Example:**

99/00.

10. At **Paper Backup for Accounting Operations**, enter **Y** (yes) or **N** (no). This field will default to **N** but can be changed if there is paper backup associated with the form which will be sent to Accounting Operations. (Press **PF1** for help).

**> Note:**

- o Any paper backup sent to Accounting Operations should have the corresponding IBIS IDCC document number. The Financial Officer must forward the paper backup to Accounting Operations at the end of the fiscal year, when requested by Accounting Operations.

11. At **Name**, enter the person to contact for billing information.

12. At **Phone**, enter the telephone number of the person to contact for billing information.

13. At **Budget to be used for approval routing**, enter the budget number that the form will route on for approval. This is NOT necessarily the budget to be charged but should be in the same area as the budget that will be charged. The first approver on the routing budget approval path should change the routing budget if a different routing budget is more appropriate (more closely matches the budget(s) to be charged).

14. At **Send Priced Copy To**, enter userID(s) of individual(s) that should receive an electronic COPY of the IDCC once the form has been approved by the last Phase 2 approver (FO). The COPY can be viewed through BAFM (Browse Awaiting Forms), or PAFM (Process Awaiting Forms). See note below for additional information.

**> Note:**

- o The last approver of the form, whether acting as a desk, a proxy, or as themselves, will **not** receive an electronic copy of the form they have just approved (this is because copies are sent at the time of the last approval, so the last approver would have been sending an identical copy of the form they have just approved).

If you want to make sure someone gets a copy of the approved IDCC, but you are not sure whether that person will be the last approver, it is OK to list their userID to receive a priced copy. Then, if it turns out that they are the last approver, they won't receive a copy. If someone else is the last approver, then the listed individual will get the electronic copy.

One example of when it may be beneficial to request a copy is when you are not the last approver in your department and you want to receive an electronic copy of the form once your departmental approvers have all approved this IDCC.

Note that the COPY you receive on your BAFM or PAFM screen is actually the same form you would see when using IGFM or BFMB to view your form.

**Press PF8 to continue.**



3. At **Budget No**, enter at least one budget to be credited for the goods or services supplied. The format for the budget is NN-NNN-NN\_UP.

**Example:**

*12345 UP should be entered 0102345 UP.*

*Zeros are placed around the first number of the budget.*

4. At **Fund Name**, enter the fund name that corresponds with the budget number entered.

5. At **Fund**, enter the fund number to be credited.

6. At **Obj**, enter the object classification code of the goods or services supplied.

7. At **Proj**, enter a project number to be credited if applicable.

8. At **Amount**, enter the amount to be credited to each budget.

**> Notes:**

- The total is system-calculated and must equal the total amount on the Details Screen.
- The receiving department **CAN NOT** alter any of the information on this page.

9. Enter the **Supplying Dept Invoice Number**, if applicable.

10. Indicate if this is a **Final Billing** or **Partial Billing**.

11. At **Priced By**, enter the userID or initials of the individual that priced the items.

12. **Central Office Status (N, P, H)** may be used to place a document in "hold" or "pending" status for later processing. Documents placed in "hold" or "pending" status may be browsed separately from other documents while using BIDC. (Press **PF1** for help.)

**> Note:**

- The default value is **N** ("not held, not pending").

13. If the Central Office Status is **H** (held), you can enter a date for it to be "**Held Until**" (optional).

14. At **Send Priced Copy To**, enter the userID of individuals who should receive an electronic COPY of the IDCC once the form has been APPROVED by the last Phase 2 approver (FO). The COPY can be viewed through BAFM (Browse Awaiting Forms) or PAFM (Process Awaiting Forms). See note below for additional information.

**> Note:**

- The last approver of the form, whether acting as a desk, a proxy, or as themselves, will **not** receive an electronic copy of the form they have just approved (this is because copies are sent at the time of the last approval, so the last approver would have been sending an identical copy of the form they have just approved).

If you want to make sure someone gets a copy of the approved IDCC, but you are not sure whether that person will be the last approver, it is OK to list their userID to receive a priced copy. Then, if it turns out that they are the last approver, they won't receive a copy. If someone else is the last approver, then the listed individual will get the electronic copy.

One example of when it may be beneficial to request a copy is when you are billing another department and you want to receive an electronic copy of the form once the other department has approved it.

Note that the COPY you receive on your BAFM or PAFM screen is actually the same form you would see if you were using BIDD to review your forms.

**Press PF8 to continue.**

---



Interdepartmental Charges And Credits PAGE 6 OF 6

FORM ACTION: ADD DOCUMENT NUMBER: UNIT: CONFIDENTIAL: N  
Next Approver: \_\_\_\_\_ Status:

Note Pad Area: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LAST ACTION:  
Last Action Name:  
NEXT FUNCTION: \_\_\_\_\_ <MENU,END>

1. Enter comments in the **Notepad**, if desired.

**Press PF12 to ADD the form.**

**Enter SUB at Form Action and press PF12 to submit the form through the approval path.**

---

## Use of BIDC (Browse Interdepartmental Charges and Credits)

### Browse IDCC By Supplier ID

IDCC forms can be viewed, like all EASY forms, by using the standard EASY browses (BAFM, PAFM, BFMB, BFMS). However, these browses can be used **ONLY** by those individuals listed on the path of the form's routing budget. Since IDCCs can affect two departments, BIDC was created to allow a supplier of goods or services to browse the IDCC forms.

```

12/18/95          E A S Y          BIDC
13:57:38.6      BROWSE IDCC BY SUPPLIER ID      MLP3

PLEASE ENTER THE USER-ID OF THE ITEMS SUPPLIER: BRD3 1
PLEASE ENTER STARTING DATE FOR BROWSE          : 2 / 10 / 1995
< DATE FORM REACHED THE CENTRAL OFFICE      < MM / DD / YYYY >
If any date is entered, only forms which have completed Phase 2 will display!
-----
OPTIONS:
INCLUDE (CHOOSE ONE): FORMS AWAITING SUPPLIER ACTION ONLY*: 3
                                                             ONLY UPDATED FORMS : 4
                                                             ONLY PROCESSED FORMS  : 5
INVOICES WHICH HAVE NOT COMPLETED PHASE 2 APPROVALS**: 6
                                                             ANY FORM STATUS : -
* INCLUDE FORMS IN THE FOLLOWING SITUATIONS:
NOT HELD, NOT PENDING: - HELD: - < - / - / - - - / - / - >
PENDING: - ANY : -
** INCLUDES INVOICES WITH THESE FORM STATUSES: NEW, SUB, APP, REJ
CYCLE AND NEW INVOICES AWAITING SUBMISSION BY SUPPLIER
NEXT FUNCTION: _____ (KEYS, MENU, END)

```

1. Enter the **UserID** of supplier.

2. **Starting date:**

This date is the date that a form was processed by the last Phase 2 approver.

For **IDCC Invoices**, this date applies *ONLY* to invoices which have completed all user processing and are waiting to update the accounting files that night (UPDate) or have already done so (PROcessed). Therefore, this date is *NOT* applicable to invoices which have not yet completed Phase 2 approvals.

For Requisitions, this date specifies the date that the requisition "arrived at" the Central desk (supplier) for processing.

**BIDC Options:** You must select the type of **IDCC** forms that you want to browse. The alternatives are described below:

3. **Forms awaiting supplier action only:**

This option will display Requisitions having a status of "CEN" and are awaiting "central" supplier action.

Also displayed will be Invoices having an EASY status of "NEW", which must be submitted by the supplier before they can be processed through the approval path of the receiving department.

When "forms awaiting supplier action only" is selected, you must also specify what "situations" to include. All IDCC forms default to a "situation" of

"not held, not pending". The "Central Office status" on page 5 of the IDCC form determines its situation. "Central Office status" may be changed ONLY by the supplier in order to categorize IDCCs for browsing separately.

- Central Office status of **N** (default) - form is "not held, not pending."
- Central Office status of **P** - form is "Pending."
- Central Office status of **H** - form is "Held."

**> Note:**

- For Central Office status of **H**, a date may be assigned as "held until" date. Each supplier may use these statuses to categorize IDCCs according to that office's processing methods. This field is NOT required by EASY or by accounting. It is merely provided for the supplier's use so that the supplier may categorize forms for separate browsing.

**4. Only Updated Forms:**

This option allows the supplier to view forms which have completed all supplier and Phase 2 processing, and are now awaiting the nightly batch job to update the accounting files.

**5. Only Processed Forms:**

This option allows the supplier to view forms which have completed all supplier and Phase 2 processing, and have been sent to Accounting by a nightly batch job.

**6. Invoices Which Have Not Completed Phase 2 Approvals:**

This option provides a means for the supplier to track invoices prior to and during the Phase 2 approval path.

**> Note:**

- No date should be specified for this option, since these invoices will not have a "date processed" through Phase 2.

# Interdepartmental Charges and Credits (IDCC)

The Interdepartmental Charges and Credits (IDCC) form can be filled out two different ways:

- As a **Requisition Order** or
- As a **Supplying Department Invoice**

Below you will find the IDCC on-line documentation in the following sections:

## Section 1 — **Introduction**

- [Overview](#)
- [Structure of the Form](#)
- [How to Pull up a Blank Form](#)

## Section 2 — **Use of the IDCC Form: Requisition Order**

- [Purpose of the IDCC — Screen 1 of 6](#)
- [Delivery Address and Destination — Screen 2 of 6](#)
- [Details Screen — Screen 3 of 6](#)
- [Accounts Charged — Screen 4 of 6](#)
- [Accounts Credited — Screen 5 of 6](#)
- [Supply Department Only](#)
- [Notepad — Screen 6 of 6](#)

## Section 3 — **Use of the IDCC Form: Supplying Department Invoice**

- [Purpose of the IDCC — Screen 1 of 6](#)
- [Delivery Address and Destination — Screen 2 of 6](#)
- [Details Screen — Screen 3 of 6](#)
- [Accounts Charged — Screen 4 of 6](#)

- [Accounts Credited — Screen 5 of 6](#)
- [Supply Department Only](#)
- [Notepad — Screen 6 of 6](#)

## Other Information

- [Use of Browse Interdepartmental Charges and Credits \(BIDC\)](#)
- 

## Section 1 — Introduction to the IDCC Form

### Overview

The IDCC (Interdepartmental Charges and Credits) form is used:

- To transact business between two University departments for which no other specific form exists AND the transaction does NOT involve a supplier authorized to offer direct billing under University Procedure [CR2069](#),
- For the sharing or distribution of expenses or income previously charged or credited (except the case [below #](#)),
- For certain other situations where the incurring of income or expense is necessary.

The IDCC may **NOT** be used (the Request for Journal Voucher should be used):

- If the goal is to correct a previous mis-entry,
- If the goal involves a central office attempting to distribute centrally-induced charges/credits (such as a credit card discount fee or Corporate Controller year-end closings),
- # If the goal is the sharing or distribution of expenses or income AND prior Policy [FN18](#) approvals to do so have been obtained AND the sharing or distribution involves ONLY ONE budget executive's area.

The IDCC may **NOT** be used if the transaction involves salaries or wages; a [Payroll Transfer Form](#) (PYTR) must be used.

**It is strongly recommended that you visit the [Interdepartmental Transaction Decision Tool](#) to make sure that this form is valid for the use that you intend.**

The IDCC form does **not** accommodate automated back order handling. Back ordered items should be processed on a separate, new IDCC once the in-stock items are received.

A **Requisition Order** is created by someone in the department receiving the goods or services and which has an estimated cost is specified on the form. The form then routes to the indicated supplier for fulfillment of the order.

A **Supplying Department Invoice** is created by someone in the department that supplied the goods or services. It details the items supplied and their actual costs, and may result from a (paper) blanket/standing order, from a back order of items requested on a previous IDCC or from a verbal request for goods (if such requests are permitted by both the supplying and receiving departments). Once created, the invoice is routed through the approval path of the receiving department for entry and approval of the charges to their budget(s).

After processing and approval by both departments involved, the requisition or invoice will await update by a batch job that will run every evening to update the Central Accounting System. If the receiving or supplying department indicated that **priced copies** should be sent to some users, then those users will receive EASY COPIes of the form when they browse awaiting forms using BAFM or PAFM.

The IDCC forms consists of six pages:

- The *Purpose of IDCC* screen,
- *Deliver Address and Destination* screen,
- *Details* screen,
- *Accounts Charged* screen,
- *Accounts Credited* screen and the
- *Notepad*.

---

## Structure of the Form

- The **Purpose of IDCC** is completed by the forms creator. Requisition order and supplying department invoice are the only purposes that can currently be selected.
- The **Delivery Address and Destination** are completed by the form's creator. This is where the delivery address for the goods is entered and the destination of where the form is to be sent. Delivery phone number and building/location are not required on an invoice.
- The **Detail** is completed by the form's creator. This is where a detailed description of the item or service is entered.
- The **Accounts Charged** is completed by the Receiving Department. This is the budget(s) that will be charged for the goods or services requested.

- The **Accounts Credited** is completed by the Supplying Department. This is the budget(s) that will be credited for the goods or services requested.
- The **Notepad** can be completed by either the Receiving or Supplying Department.

## Section 2 — Use of the IDCC Form: Requisition Order

### How to Pull Up a Blank Form

```

11/10/95          INTEGRATED BUSINESS INFORMATION SYSTEM          M4PU
10:32:01.5          E A S Y                                          MLP3

Any of the functions included in this system can be invoked by
entering the corresponding function code on the command line next
to 'NEXT FUNCTION:'. The following functions are available:

FUNCTION          DESCRIPTION          FUNCTION          DESCRIPTION
-----          -
GREQ  General Requisition Form  IDCC  Interdept. Charge/Credit
PURC  Purchase Order
ACTP  Acctg P.O. Approval/Reject
POTU  P.O. Fiscal Year Table Upd
ROUT  P.O. Routing
PORP  Reprint Processed Order
POST  P.O. Status

NEXT FUNCTION: IDCC 1          PREV MENU: M1M1
Enter-PF 1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF 10---PF 11---PF 12---
      HELP MENU CMPS END . . . . . KEYS PRNT .

```

- Select **CCOM** from the **Net-Pass Activity Table** to go into the production environment.
- Select **IBIS Admin Menus** at the **CCOM Com-Pass** screen.

1. At the **Next Function** line, type **IDCC**.

Press **ENTER**. A blank **IDCC** form will appear.

> **Note:**

- To locate the form within the IBIS menus, follow the steps below:
  1. At the **M1M1** (IBIS Main Menu) menu, enter **M2AS** (EASY Electronic Approval System) at the **Next Function** line and press **Enter**.
  2. At the **M2AS** menu, enter **M3FM** (EASY forms) at the **Next Function** line and press **Enter**.
  3. At the **M3FM** menu, enter **M4PU** (Purchase) at the **Next Function** line and press **Enter**.
  4. At the **M4PU** menu, enter **IDCC** (Interdepartmental Charges and Credits) at the **Next Function** line to pull up the blank IDCC form.

## Purpose of IDCC Screen — Page 1 of 6

**PLEASE ENTER FORM ACTION OR HIT 'PF10' FOR 'FANS' OR 'AUX ACCT6'**

Interdepartmental Charges and Credits      PAGE 1 OF 6

FORM ACTION: **1**      DOCUMENT NUMBER:      UNIT:      CONFIDENTIAL: N

Next Approver: \_\_\_\_\_      Status:

NOTE: The IDCC is not a valid means to purchase goods from General Stores inventory, the Office of Physical Plant inventory, the Microcomputer Order Center (MOC), or the Penn State Bookstore System. The GREQ, PURC, or Limited Order should be used.

PURPOSE OF IDCC

- Requisition Order  
(used to initiate the purchase of materials or services; also may be used by an area receiving materials or services to initiate payment to the Supplying Department after receiving paper support)
- 2** - Supplying Department invoice  
(used by the supplying department to initiate the IDCC)

<A receiving report can be printed by entering 'PRT' in Form Action.  
See Help <F1> for more information.>

1. At **Form Action**, enter **ADD**.
2. At **Purpose of IDCC**, select one of the two actions by placing an **X** beside the choice.



- **Requisition Order** is used to initiate the purchase of materials or services.
- **Supplying Department Invoice** is used to invoice the requisitioning department for back orders, standing, blanket and phone orders.

Further details on the two available options are listed below:

A **Requisition Order** is created by someone in the department receiving the goods or services. It will route as follows:

- First, through the path of the department being charged (which will receive the goods),
- Second, it will route automatically to the specified supplier for entry of the actual cost,
- Third, it goes into the Central Accounting System in a batch run that night.

A **Supplying Department Invoice** is created by someone in the department that supplied the goods or services. It will route as follows:

- First, through the path of the department being charged (which received the goods),
- Second, it goes to the Central Accounting System in a batch run that night.

#### **Internal Billings:**

For internal billings within a department, the Supplying Department Invoice may be more convenient because the form will **NOT** have to return to the "Supplier" for entry of actual (not estimated) amounts. Instead, it routes directly to Central Accounting at the completion of the Phase 2 approval path.

#### **Warning to Suppliers:**

Please note that the Supplying Department Invoice may result from either a (paper) blanket/standing order, a back order or from a verbal request for goods. According to University policy, until **FN18 APPROVALS ARE SECURED, the SUPPLYING department is at risk of not getting paid.**

**Press PF8 to continue.**

If you are completing a **Requisition Order**, follow the instructions immediately below.

If you are completing a Supplying Department Invoice proceed to *Delivery Address and Destination Screen 2 of 6 in Section 3.*

---

## Delivery Address and Destination Screen —Page 2 of 6

```

                                Interdepartmental Charges And Credits          PAGE 2 OF 6
FORM ACTION: ADD  DOCUMENT NUMBER:          UNIT:          CONFIDENTIAL: N
Next Approver: _____          Status:

DELIVER MATERIALS/SERVICES TO
Name: JOE SMITH _____ Phone: _____ - 863 - 1234
Room: 31 _____ Bldg/Location: SHIELDS BUILDING _____ Campus: UP _____
Dept. Requesting Goods or Services: OAS _____

IDCC SUPPLIER _____
Select type of supplier then press Pf1 for help

          Department _____
Individual USERID XYX4

After Phase 2 approvals of estimated charges, this form will route
automatically to the supplier indicated above for processing of actual
amounts and credits.
```

1. At **Name**, enter the name of the individual that is receiving the goods or services.
2. At **Phone**, enter the telephone number of the individual that is receiving the goods or services.
3. At **Room**, enter the room number where the goods or services are to be delivered.
4. At **Bldg/Location**, enter the building or location where the goods or services are to be delivered.
5.  
At **Campus**, enter the campus location where the goods or services are to be delivered.  
  
> **Note:**
  - o This field defaults to UP (University Park) but should be changed if the goods or services are to be delivered to a non-University Park location.
6. At **Dept Name**, enter the name of the department that is receiving the goods or services.
7. At **IDCC SUPPLIER**, enter either the supplying department ID or the individual userID of the supplier. Press **PF1** on either field for a list of supplying department IDs or individual userIDs.

> **Note:**

- If the appropriate Supplier Desk ID is listed, it should be used instead of sending the form to an individual user.
- Departments that will be receiving many IDCC forms and may have several people authorized to process these forms will be assigned a Supplying Department ID. This will be similar to the EASY Central Desk ID. If your department needs a Supplying Department ID set up to receive IDCCs, ask your ASR to submit the [Request IDCC Supplier Desk](#) web form.

The **Request IDCC Supplier Desk** web form can also be used to add or delete users from a supplier desk.

Press PF8 to continue.

---

## Details Screen — Page 3 of 6

			Interdepartmental Charges And Credits		PAGE 3 OF 6	
FORM ACTION: ADD			DOCUMENT NUMBER:	UNIT:	CONFIDENTIAL: N	
Next Approver: _____			Status:			
DETAILS						
Line	Qty	Unit	Item #	Description	Unit Price	Total Price
1	500	2	3	4 REPRINTS FOR THE IDCC DOCUMENTATION	5 0.90	6 450.00
-	-	-	-	24 PAGES + CARDSTOCK FRONT AND BACK	-	-
-	-	-	-	EA STAPLED, THREE HOLES	-	-
-	-	-	-	-	-	-
A	500.00	EA		BARA DOCUMENTATION--SAME AS ABOVE	0.40	200.00
-	-	-	-	9 PAGES EXCLUDING FR AND BACK	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
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-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
Will backorders be acceptable? N (7 or N)				Total Estimated Cost:		

1. At **Line**, enter the **Accounts Charged** letter(s) from Page 4 of the IDCC form that each item will be charged to.

**Examples:**

- If equipment is to be charged to budget line A (object code 710) and supplies are to be charged to budget line B (object code 301), enter

**A** on the line describing the equipment and **B** on the line describing the supplies.

- If several items are being charged to one budget line (i.e., budget line A), enter an **A** on each line describing the supplies.

ACCOUNTS CHARGED																			
Ln	Ref#	Post Code	Budget No			Fund Name	Fund	Obj	Proj	Amount									
a			01	-	023	-	45	UP	PRT	10010									.650.00
b			-	-	-	-	-	UP											
c			-	-	-	-	-	UP											
d			-	-	-	-	-	UP											

2. At **Qty** (optional for most suppliers), enter the quantity of each item to be received.

2. At **Unit** (optional for most suppliers), enter the unit of the item to be received.

**Example:**

*ea (each), bx (box), dz (dozen), etc.*

3. At **Description**, enter a full description of the item ordered. Use as many description lines as needed. Begin the description on the line having **Line** and **Unit Price**. Continue the description if needed, but do not enter **Line** or **Unit Price** again until describing a new item.

4. At **Unit Price** (optional), enter the estimated cost for one unit.

**> Notes:**

- The **Unit Price**, **Line**, **Qty**, and **Unit** must be on the same line.
- The **Total Price** and the **Total Estimated Cost** will be system-calculated.

5. At **Total Price** (optional), you can enter a bulk price (instead of a unit price). If a unit price exists, the total price will be calculated by the system when PF12 is pressed.

**> Note:**

- A **Unit Price** or a **Total Price** (or both) must be entered.

6. At **Will Backorders be Acceptable**, indicate a **Y** or **N**. This is for the supplier's information.

**> Note:**

- Once the items become available, an **IDCC** will have to be processed to pay for the items. If **all items on the original IDCC** are back ordered, the original **IDCC** may be used once the items become available.

Press PF8 to continue.

Accounts Charged Screen — Page 4 of 6

Interdepartmental Charges And Credits PAGE 4 OF 6

FORM ACTION:  DOCUMENT NUMBER:  UNIT:  CONFIDENTIAL: N  
Next Approver:  Status:

ESTIMATE/ACTUAL COST VARIANCE  
Rejection Limit? (Y/N)  1 2  
If yes, Total Actual Cost must not exceed \$

ACCOUNTS CHARGED

Ln	Ref#	Post Code	Budget No	Fund Name	Fund	Obj	Proj	Amount			
a	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	-	-	UP	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10
b						UP					
c						UP					
d						UP					
e						UP					
f						UP					
g						UP					
h						UP					
i						UP					

Fiscal Year:  /  11 Total Actual Cost:  13  
Allow Supplier to Change FY?(Y/N)  N 12 Paper Backup for Supplier?(Y/N)  N  
BILLING CONTACT Backup Maintained in Dept?(Y/N)  N 14  
Name:  15 Phone: 814 -  86 -  16  
Budget to be used for approval routing:  17 -  -  UP  
Send Priced Copy To:

1. At Rejection Limit, indicate Y (yes) or N (no).

> Note:

- If **Y** is entered, the Supplying Department cannot change the form to have the **Total Actual Cost** greater than the rejection limit amount.
2. At **If yes, Total Actual Cost must not exceed**, enter the **Total Actual Cost** that the supplying department must not exceed.

**> Note:**

- An amount is only required if **Y** is entered at **Rejection Limit**.
3. At **Ref#**, enter the department's reference number.
  4. A valid **Post Code** can be entered if the auxiliary accounting system within the **IDCC** is going to be used.
  5. At **Budget No**, enter at least one budget to be charged for the goods or services received. The format for the budget is NN-NNN-NN\_UP.

**Example:**

*12345 UP should be entered 0102345 UP.*

*Zeros are placed around the first number of the budget.*

6. At **Fund Name**, enter the fund name that corresponds with the budget number entered.
7. At **Fund**, enter the fund number to be charged.
8. At **Obj**, enter the object classification code of the goods or services received.
9. At **Proj**, enter a project number to be charged, if applicable.
10. **Amount** — if any page 3 amounts were entered or changed, the system will calculate the amounts on this page when PF12 is pressed. The amounts on this page MAY be changed during Phase 2 approvals or by the supplier.

**> Note:**

- The supplying Department may change the actual amounts to be charged once these charges have been determined. They will use the **Line** items indicated on Screen 3 to determine which budget(s) are to be charged for which items.
11. At **Fiscal Year**, enter the current fiscal year.

**Example:**

1999/2000.

12. At **Allow Supplier to change FY?**, enter **Y** (yes) or **N** (no). The default value is **N** (no).

- **Y** — The supplier may change the fiscal year to any currently valid fiscal year.
- **N** — The supplier may *not* change the fiscal year.

**> Note:**

- If the items are not available during the current fiscal year, a new **IDCC** will have to be done to purchase the items in the new fiscal year if desired.

13. At **Paper Backup for Supplier**, enter **Y** (yes) or **N** (no). The answer will default to **N** (no), but can be changed to **Y** (yes) if backup that must be sent to the supplier to process your order. This field is used to indicate to the supplier that some paper backup is being sent for this form. To assist the supplier, please include the **IBIS IDCC** document number with the paper backup.
14. At **Backup Maintained in Dept--** The answer will be defaulted to **N** (no). This can be changed to **Y** (yes) if backup will be maintained in the department. *You will no longer need to send this backup to Accounting Operations.*
15. At **Name**, enter the person to contact for billing information.
16. At **Phone**, enter the telephone number of the person to contact for billing information.
17. At **Budget to be used for approval routing**, enter the budget number that the form will route on for approval. This is NOT necessarily the budget to be charged, but should be in the same area as the budget to be charged.
18. At **Send Priced Copy To**, enter the userID(s) of individual(s) that should receive an electronic COPY of the IDCC once the form has been APPROVED by the supplier. The COPY can be viewed through BAFM (Browse Awaiting Forms) or PAFM (Process Awaiting Forms). See note below for additional information.

**> Note:**

- The last approver of the form, whether acting as a desk, a proxy or as themselves, will **not** receive an electronic copy of the form they have just approved (this is because copies are sent at the time of the last approval, so the last approver would have been sending an identical copy of the form they have just approved).

If you want to make sure someone gets a copy of the approved IDCC, but you are not sure whether that person will be the last approver, it is OK to list their userID to receive a priced copy. Then, if it turns out that they are the last approver, they won't receive a copy. If someone else is the last approver, then the listed individual will get the electronic copy.

One example of when it is beneficial to request a priced copy is when you are requisitioning an item from another department. Because your requisition contains only **estimated** costs, you may want to receive an electronic copy of the form once the supplier has approved it. That way you can easily review any changes the supplier made to the dollar amounts. Note that the COPY you receive on your BAFM or PAFM screen is actually the same form you see when you use IGFMB or BFMB to view your form.

Press PF8 to continue.

```
Interdepartmental Charges And Credits PAGE 4 OF 6
FORM ACTION: ADD DOCUMENT NUMBER: UNIT: CONFIDENTIAL: N
Next Approver: _____ Status:
ESTIMATE/ACTUAL COST VARIANCE
Rejection Limit? (Y/N) Y
If yes, Total Actual Cost must not exceed $ _____5000.00
ACCOUNTS CHARGED
Ln Ref# Post Code Budget No Fund Name Fund Obj Proj Amount
a _____ 01 - 023 - 45 UP PRT _____ 10010 _____ 1 650.00
b _____ - - - - UP _____ - - - - _____
```

*Supply Department Only*

1. **Amount:** (on page 4 only). This field may be modified by the Supply Department.

**> Note:**

- o The actual amounts to be charged to each budget line may be modified by the supplier. In most cases, these amounts will be the same as the estimated amounts entered by the Receiving Department on the corresponding line(s) on Screen 3. If any changes are made by the supplier, an explanation should be entered in the Notepad.



Interdepartmental Charges And Credits							PAGE 5 OF 6	
FORM ACTION: ADD		DOCUMENT NUMBER:	UNIT:	CONFIDENTIAL: N			Status:	
Next Approver: _____								
FOR SUPPLYING DEPT USE-								
ACCOUNTS CREDITED		Budget	Fund Name	Fund	Obj	Proj	Amount	
Ref#	Post Code							
<b>1</b>	<b>2</b>	<b>3</b>	UP	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
			UP					
			UP					
			UP					
			UP					
			UP					
			UP					
			UP					
			UP					
			UP					
Total:								
This is a <b>10</b> Final Billing		Supplying Dept Invoice Number: <b>9</b>						
_ Partial Billing		Priced by: <b>11</b>						
Central Office Status: <b>12</b>		Held Until: <b>13</b> / /						
Send Priced Copy to: <b>14</b>								

This page to be completed by the *Supplying Department*.

Press PF8 to continue.

### Supplying Department Only

1. At **Ref#**, enter the department's reference number.
2. A valid **Post Code** can be entered if the auxiliary accounting system within the IDCC is going to be used.
3. At **Budget No**, enter at least one budget to be credited for the goods or services supplied. The format for the budget is NN-NNN-NN\_UP.

**Example:**

*12345 UP should be entered 0102345 UP.*

*Zeros are placed around the first number of the budget.*

4. At **Fund Name**, enter the fund name that corresponds with the budget number entered.
5. At **Fund**, enter the fund number to be credited.

6. At **Obj**, enter the object classification code of the goods or services supplied.

7. At **Proj**, enter a project number to be credited, if applicable.

8. At **Amount**, enter the amount to be credited to each budget.

**> Notes:**

- The total is system-calculated and must equal the total amount on the Details Screen.
- The receiving department can NOT alter any of the information on this page.

9. Enter the **Supplying Dept Invoice Number**, if applicable.

10. Indicate if this is a **Final Billing** or **Partial Billing**.

11. At **Priced By**, enter the userID or initials of the individual that priced the items.

12. **Central Office Status (N, P, H)** may be used to place a document in "hold" or "pending" status for later processing. Documents placed in "hold" or "pending" status may be browsed separately from other documents while using BIDC. (Press **PF1** for help.)

**> Note:**

- The default is N ("not held, not pending").

13. If the Central Office Status is **H** (held), you can enter a date for it to be "**Held Until**" (optional).

14. At **Send Priced Copy To**, enter the userID of individuals who should receive an electronic COPY of the IDCC once the form has been APPROVED by the supplier. The COPY can be viewed through BAFM (Browse Awaiting Forms) or PAFM (Process Awaiting Forms). See note below for additional information.

**> Note:**

- The last approver of the form, whether acting as a desk, a proxy, or as themselves, will **not** receive an electronic copy of the form they have just approved (this is because copies are sent at the time of the last approval, so the last approver would have been sending an identical copy of the form they have just approved).

If you want to make sure someone gets a copy of the approved IDCC, but you are not sure whether that person will be the last approver, it is OK to list their userID to receive a priced copy. Then, if it turns out that they are the last approver, they won't receive a copy. If someone else is the last approver, then the listed individual will get the electronic copy.

One example of when it may be beneficial to request a copy is when you are processing this IDCC as an individual supplier (as yourself), but

there is someone else in your department who needs to receive an electronic COPY of the IDCC form once you approve it.

**Press PF8 to continue.**

---

## Notepad — Page 6 of 6

Interdepartmental Charges And Credits		PAGE 6 OF 6	
FORM ACTION: ADD	DOCUMENT NUMBER:	UNIT:	CONFIDENTIAL: N
Next Approver: _____			Status:
Note Pad Area: _____			
_____			
_____			
_____			
_____			
LAST ACTION:			
Last Action Name:			
NEXT FUNCTION: _____			<MENU,END>

1. Enter comments in the **Notepad**, if desired.

**Press PF12 to ADD the form.**

**Enter SUB at Form Action and press PF12 to submit the form through the approval path.**

---

## Section 3 — Use of the IDCC Form: Supplying Department Invoice

### Delivery Address and Destination Screen — Page 2 of 6

```

                                Interdepartmental Charges And Credits                PAGE 2 OF 6
FORM ACTION: ADD DOCUMENT NUMBER:          UNIT:          CONFIDENTIAL: N
Next Approver: _____                  Status:

DELIVER MATERIALS/SERVICES TO
Name: ① IDY MYERS _____ Phone: ② - 865 - 0406
Room: 105.③ Bldg/Location: AG ADMIN ④ _____ Campus: UP ⑤
Dept. Requesting Goods or Services: OAS. ⑥ _____

IDCC SUPPLIER
Select type of supplier then press Pf1 for help

      Department _____
Individual USERID XXX7 ← UserID is automatically generated

Note: only this individual (or a proxy) will be able to browse this
IDCC by using BIDC.

```

1. At **Name**, enter the name of the individual that is receiving the goods or services.
2. At **Phone**, enter the telephone number of the individual that is receiving the goods or services.
3. At **Room**, enter the room number where the goods or services are to be delivered.
4. At **Bldg/Location**, enter the building or location where the goods or services are to be delivered.
5. At **Campus**, enter the campus location where the goods or services are to be delivered.

**> Note:**

- This field defaults to UP (University Park) but should be changed if the goods or services are to be delivered to non-University Park location.

6. At **Dept Requesting Goods and Services**, enter the department that is receiving the goods or services.

**> Notes:**

- **At the IDCC Supplier field:** either your supplying department ID or your individual userID will automatically appear. If you have a Supplier Desk ID and the message "Note: only this individual (or a proxy) will be able to browse this IDCC by using BIDC" appears, you should FIN out of the form, sign on to the appropriate Supplier Desk using BCDK, and THEN create the IDCC form. This way, all the Supplier Desk users will be able to view the form.

- o Departments that will be creating many IDCC Invoice forms and may have several people authorized to process these forms will be assigned a Supplying Department ID. This will be similar to the EASY Central Desk ID. If your department needs a Supplying Department ID set up to receive IDCCs, ask your ASR to submit the [Request IDCC Supplier Desk web form](#).

Press PF8 to continue.

## Details Screen — Page 3 of 6

Interdepartmental Charges And Credits							PAGE 3 OF 6
FORM ACTION: _____		DOCUMENT NUMBER:		UNIT:		CONFIDENTIAL: N	
Next Approver: _____				Status:			
DETAILS							
Line	Qty	Unit	Item #	Description	Unit Price	Total Price	
-	500.00	EA	REPRINTS FOR THE IDCC DOCUMENTATION		0.90	450.00	
-	500.00	EA	PRINTING THE BARRA DOCUMENTATION		0.40	200.00	
-							
-							
-							
-							
-							
-							
-							
-							
-							
-							
-							
-							
-							
-							
-							
-							
Will backorders be acceptable? N or N)					Total Estimated Cost:		

1. At **Qty** (optional for most suppliers), enter the quantity of each item to be received.
2. At **Unit** (optional for most suppliers), enter the unit of the item to be received.

### Example:

*ea (each), bx (box), dz (dozen), etc.*

3. At **Description**, enter a full description of the item ordered. Use as many description lines as needed, beginning the description on the line having **Line** and **Unit Price** and continue the description if needed, but do not enter **Line** or **Unit Price** again until describing a new item.

4. At **Unit Price** (optional), enter the estimated cost for one unit.

**> Notes:**

- The **Unit Price**, **Line**, **Qty**, and **Unit** must be on the same line.
- The **Total Price** and the **Total Estimated Cost** will be system-calculated.

5. At **Total Price** (optional), you can enter a bulk price instead of a unit price. If a unit price exists, the total price will be calculated by the system when **PF12** is pressed.

**> Note:**

- A **Unit Price** or a **Total Price** or both must be entered.

6. At **Will Backorders be Acceptable**, indicate a **Y** or **N**.

**Press PF8 to continue.**

Interdepartmental Charges And Credits PAGE 4 OF 6

FORM ACTION: ADD DOCUMENT NUMBER: UNIT: CONFIDENTIAL: N  
 Next Approver: \_\_\_\_\_ Status:  
 ESTIMATE/ACTUAL COST VARIANCE  
 Rejection Limit? (Y/N) N  
 If yes, Total Actual Cost must not exceed \$ \_\_\_\_\_

ACCOUNTS CHARGED

Ln	Ref#	Post Code	Budget No	Fund Name	Fund	Obj	Proj	Amount
a	1	2	0 3 023 - 45_	UP GE 4 RAL	5 10	6	7	8 50.00
b				UP				
c				UP				
d				UP				
e				UP				
f				UP				
g				UP				
h				UP				
i				UP				

Fiscal Year: 1998 / 1999 9 Total Actual Cost:  
 Allow Supplier to Change FY?(Y/N) N Paper Backup for Supplier?(Y/N) N  
 BILLING CONTACT Paper Backup for Accounting Operations?(Y/N) 10  
 Name: JOE SMITH 11 Phone: 814 - 863 - 1234  
 Budget to be used for approval routing: 0 13 023 - 45\_ UP  
 Send Priced Copy To: ABC2 14 DEF5 \_\_\_\_\_

1. At **Ref#**, enter the department's reference number.
2. A valid **Post Code** can be entered if the auxiliary accounting system within the IDCC is going to be used.
3. At **Budget No**, enter at least one budget to be charged for the goods or services received. The format for the budget is NN-NNN-NN\_UP.
4. At **Fund Name**, enter the fund name that corresponds with the budget number entered.
5. At **Fund**, enter the fund number to be charged.
6. At **Obj**, enter the object classification code of the goods or services received.
7. At **Proj**, enter a project number to be charged, if applicable.
8. At **Amount**, enter the amount to be charged to each budget.

**> Note:**

- o All Budget information on this page may be changed by the receiving department while the form is in Phase 2. The receiving department may change the allocation of charges, as long as the total charges equals the total credits.
9. At **Fiscal Year**, enter the current fiscal year.

**Example:**

99/00.

10. At **Paper Backup for Accounting Operations**, enter **Y** (yes) or **N** (no). This field will default to **N** but can be changed if there is paper backup associated with the form which will be sent to Accounting Operations. (Press **PF1** for help).

**> Note:**

- o Any paper backup sent to Accounting Operations should have the corresponding IBIS IDCC document number. The Financial Officer must forward the paper backup to Accounting Operations at the end of the fiscal year, when requested by Accounting Operations.

11. At **Name**, enter the person to contact for billing information.

12. At **Phone**, enter the telephone number of the person to contact for billing information.

13. At **Budget to be used for approval routing**, enter the budget number that the form will route on for approval. This is NOT necessarily the budget to be charged but should be in the same area as the budget that will be charged. The first approver on the routing budget approval path should change the routing budget if a different routing budget is more appropriate (more closely matches the budget(s) to be charged).

14. At **Send Priced Copy To**, enter userID(s) of individual(s) that should receive an electronic COPY of the IDCC once the form has been approved by the last Phase 2 approver (FO). The COPY can be viewed through BAFM (Browse Awaiting Forms), or PAFM (Process Awaiting Forms). See note below for additional information.

**> Note:**

- o The last approver of the form, whether acting as a desk, a proxy, or as themselves, will **not** receive an electronic copy of the form they have just approved (this is because copies are sent at the time of the last approval, so the last approver would have been sending an identical copy of the form they have just approved).

If you want to make sure someone gets a copy of the approved IDCC, but you are not sure whether that person will be the last approver, it is OK to list their userID to receive a priced copy. Then, if it turns out that they are the last approver, they won't receive a copy. If someone else is the last approver, then the listed individual will get the electronic copy.

One example of when it may be beneficial to request a copy is when you are not the last approver in your department and you want to receive an electronic copy of the form once your departmental approvers have all approved this IDCC.

Note that the COPY you receive on your BAFM or PAFM screen is actually the same form you would see when using IGFM or BFMB to view your form.

**Press PF8 to continue.**





3. At **Budget No**, enter at least one budget to be credited for the goods or services supplied. The format for the budget is NN-NNN-NN\_UP.

**Example:**

*12345 UP should be entered 0102345 UP.*

*Zeros are placed around the first number of the budget.*

4. At **Fund Name**, enter the fund name that corresponds with the budget number entered.

5. At **Fund**, enter the fund number to be credited.

6. At **Obj**, enter the object classification code of the goods or services supplied.

7. At **Proj**, enter a project number to be credited if applicable.

8. At **Amount**, enter the amount to be credited to each budget.

**> Notes:**

- The total is system-calculated and must equal the total amount on the Details Screen.
- The receiving department **CAN NOT** alter any of the information on this page.

9. Enter the **Supplying Dept Invoice Number**, if applicable.

10. Indicate if this is a **Final Billing** or **Partial Billing**.

11. At **Priced By**, enter the userID or initials of the individual that priced the items.

12. **Central Office Status (N, P, H)** may be used to place a document in "hold" or "pending" status for later processing. Documents placed in "hold" or "pending" status may be browsed separately from other documents while using BIDC. (Press **PF1** for help.)

**> Note:**

- The default value is **N** ("not held, not pending").

13. If the Central Office Status is **H** (held), you can enter a date for it to be "**Held Until**" (optional).

14. At **Send Priced Copy To**, enter the userID of individuals who should receive an electronic COPY of the IDCC once the form has been APPROVED by the last Phase 2 approver (FO). The COPY can be viewed through BAFM (Browse Awaiting Forms) or PAFM (Process Awaiting Forms). See note below for additional information.

**> Note:**

- The last approver of the form, whether acting as a desk, a proxy, or as themselves, will **not** receive an electronic copy of the form they have just approved (this is because copies are sent at the time of the last approval, so the last approver would have been sending an identical copy of the form they have just approved).

If you want to make sure someone gets a copy of the approved IDCC, but you are not sure whether that person will be the last approver, it is OK to list their userID to receive a priced copy. Then, if it turns out that they are the last approver, they won't receive a copy. If someone else is the last approver, then the listed individual will get the electronic copy.

One example of when it may be beneficial to request a copy is when you are billing another department and you want to receive an electronic copy of the form once the other department has approved it.

Note that the COPY you receive on your BAFM or PAFM screen is actually the same form you would see if you were using BIDD to review your forms.

**Press PF8 to continue.**

---

Interdepartmental Charges And Credits PAGE 6 OF 6

FORM ACTION: ADD DOCUMENT NUMBER: UNIT: CONFIDENTIAL: N  
Next Approver: \_\_\_\_\_ Status:

Note Pad Area: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LAST ACTION:  
Last Action Name:  
NEXT FUNCTION: \_\_\_\_\_ <MENU,END>

1. Enter comments in the **Notepad**, if desired.

**Press PF12 to ADD the form.**

**Enter SUB at Form Action and press PF12 to submit the form through the approval path.**

## **Use of BIDC (Browse Interdepartmental Charges and Credits)**

### **Browse IDCC By Supplier ID**

IDCC forms can be viewed, like all EASY forms, by using the standard EASY browses (BAFM, PAFM, BFMB, BFMS). However, these browses can be used **ONLY** by those individuals listed on the path of the form's routing budget. Since IDCCs can affect two departments, BIDC was created to allow a supplier of goods or services to browse the IDCC forms.

```

12/18/95          E A S Y          BIDC
13:57:38.6      BROWSE IDCC BY SUPPLIER ID      MLP3

PLEASE ENTER THE USER-ID OF THE ITEMS SUPPLIER: BRD3 1
PLEASE ENTER STARTING DATE FOR BROWSE          : 2 / 10 / 1995
< DATE FORM REACHED THE CENTRAL OFFICE       < MM / DD / YYYY >
If any date is entered, only forms which have completed Phase 2 will display!
-----
OPTIONS:
INCLUDE (CHOOSE ONE): FORMS AWAITING SUPPLIER ACTION ONLY*: 3
                                                             ONLY UPDATED FORMS : 4
                                                             ONLY PROCESSED FORMS  : 5
INVOICES WHICH HAVE NOT COMPLETED PHASE 2 APPROVALS**: 6
                                                             ANY FORM STATUS : -
* INCLUDE FORMS IN THE FOLLOWING SITUATIONS:
NOT HELD, NOT PENDING: - HELD: - < - / - / - - - - / - / - >
PENDING: - ANY : -
** INCLUDES INVOICES WITH THESE FORM STATUSES: NEW, SUB, APP, REJ
CYCLE AND NEW INVOICES AWAITING SUBMISSION BY SUPPLIER
NEXT FUNCTION: _____ (KEYS, MENU, END)

```

1. Enter the **UserID** of supplier.

2. **Starting date:**

This date is the date that a form was processed by the last Phase 2 approver.

For **IDCC Invoices**, this date applies *ONLY* to invoices which have completed all user processing and are waiting to update the accounting files that night (UPDate) or have already done so (PROcessed). Therefore, this date is *NOT* applicable to invoices which have not yet completed Phase 2 approvals.

For Requisitions, this date specifies the date that the requisition "arrived at" the Central desk (supplier) for processing.

**BIDC Options:** You must select the type of **IDCC** forms that you want to browse. The alternatives are described below:

3. **Forms awaiting supplier action only:**

This option will display Requisitions having a status of "CEN" and are awaiting "central" supplier action.

Also displayed will be Invoices having an EASY status of "NEW", which must be submitted by the supplier before they can be processed through the approval path of the receiving department.

When "forms awaiting supplier action only" is selected, you must also specify what "situations" to include. All IDCC forms default to a "situation" of

"not held, not pending". The "Central Office status" on page 5 of the IDCC form determines its situation. "Central Office status" may be changed ONLY by the supplier in order to categorize IDCCs for browsing separately.

- Central Office status of **N** (default) - form is "not held, not pending."
- Central Office status of **P** - form is "Pending."
- Central Office status of **H** - form is "Held."

**> Note:**

- For Central Office status of **H**, a date may be assigned as "held until" date. Each supplier may use these statuses to categorize IDCCs according to that office's processing methods. This field is NOT required by EASY or by accounting. It is merely provided for the supplier's use so that the supplier may categorize forms for separate browsing.

**4. Only Updated Forms:**

This option allows the supplier to view forms which have completed all supplier and Phase 2 processing, and are now awaiting the nightly batch job to update the accounting files.

**5. Only Processed Forms:**

This option allows the supplier to view forms which have completed all supplier and Phase 2 processing, and have been sent to Accounting by a nightly batch job.

**6. Invoices Which Have Not Completed Phase 2 Approvals:**

This option provides a means for the supplier to track invoices prior to and during the Phase 2 approval path.

**> Note:**

- No date should be specified for this option, since these invoices will not have a "date processed" through Phase 2.

Last Revised: 07/22/2003