

SmartStream IIT (Intra-Institutional Transfer) PROCEDURES- Version 6.5

Revised July 17, 2001

IIT Entry

1. OPEN UNPOSTED JOURNAL ACTIVITY
2. Enter Entity of Requesting Dept.
3. Enter IIT Number (Enter as IT#####)
4. TAB THROUGH Effective Date (defaults to last day of month)
5. TAB THROUGH Sequence Number (not used)
6. Enter the Servicing Dept. UDAK and Name (to enable corresponding entity to identify charges) in the Description field.
7. TAB THROUGH Accrual Reversal field
8. **If the IIT is an Interentity -**
Click on the Views button
Select Additional Control
Click the Interentity Journal box
Click the Return to Main View button

Enter Journal Lines:

1. Enter **Requesting Department** UDAK (Note: Expense Account Number must be 5xxxx)
2. Enter **Debit** Amount
3. Press ENTER key to create a new line
4. Enter **Servicing Dept.** UDAK as follows: (Note: Revenue account must be 4xxxx)

NOTE: If the Requesting & Servicing Dept. are in the same division (both Academic or both Hospital Authority) the Revenue Account Number must be 406xx.

If the Requesting & Servicing Dept are in different divisions (one side Academic and the other side Hospital Authority) the Revenue Account Number must be 407xx.

5. Enter **Credit** Amount
6. Enter **Requesting Dept. UDAK and Name** in the Description field.
7. Click the **Save** button.

Enter BUDFUND Increase Journal: (Do only if Revenue increases your Budget!)

- 1 From the Unposted Journal activity, click the **Clear Window** button
- 2 Enter your Entity (Servicing dept. entity)
- 3 Enter same IIT Number followed by a B (Enter as IT#####B)
- 4 TAB THROUGH Effective Date (defaults to last day of month)
- 5 TAB THROUGH Sequence Number (not used)
- 6 Enter "Increase budget for ITXXXXX" (original IIT number.) in the description field
- 7 TAB THROUGH Accrual Reversal field
- 8 GO TO ADDITIONAL CONTROL VIEW
- 9 **Change Amount Class Type 1** to BUDFUND.
3. Return to MAIN VIEW.
4. Enter UDAK: **Use only Account 50000 (CONTROL BUDGET ACCOUNT)**
5. Enter **BUDFUND Debit** Amount
6. Click the **SAVE** button.

Stamp paper IIT "ENTERED", SIGN AND DATE.

The original IIT should be sent to Systems Accounting. They will reconcile the totals to SmartStream general ledger.

SmartStream IIT (Intra-Institutional Transfers) PROCEDURES- Version 6.02

Revised July 1, 2000

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DELETING AN IIT

1. An IIT can be deleted or changed anytime prior to the journal posting run.
2. Once the IIT has posted, it can be reviewed using the posted journal activity.

IIT INQUIRY

1. Open the Unposted or Posted Journal Window (depending on posting status explained above)
2. File: Open
3. Select Field: Journal Identifier is equal to IT#####
4. Search
5. Select Line
6. Click OK

IITs					
Hospital Authority				Academic/ University	
				AHAG	
				AHCR	
				AHCU	
		Across Hospital &		MUAG	
MCAG		Academic/Uni versity entities		MUCR	
MCCU		407XX		MUCU	
MCCR				MUED	
				MUDS	
within				MULN	
406XX				MUIP	
				MUUP	
				within	
				406XX	