Northern Illinois University

Interdepartmental Sales Journal Form

Overview:

The Interdepartmental Sales Journal Form is used to record revenue-producing transactions that occur within the University. The typical Interdepartmental Sales Journal will have a debit to an Expense Account Code for the Cost Center of the department being billed and a credit to a Revenue Account Code for the Cost Center of the sales department (the department that provided the service or item and is initiating the billing).

The form should be completed by the sales department (please see instructions below) and emailed to **JournalEntries@niu.edu**. The departments being billed should be copied on the email, which will provide each of them with a copy of the final invoice. A department can then refer to this detailed invoice when the charge appears on its departmental report.

It is very important to have the form filled out correctly. Incorrect forms cannot be posted to the financial system and will be returned to the originating department.

Billings to external areas **cannot** be processed on this form. Please contact Accounts Receivable for assistance with external billing. Use the Interagency Journal Entry Form when processing billings between the University and the Foundation.

Account Code, Fund, Cost Center, Program, Class, Project/Grant, and Reference are all explained below. The Description is limited to thirty characters and cannot continue on the next line. The Description must be on the line with the funding distribution information.

If you have any questions regarding the use of this form, please contact the Controller's Office.

General Instructions:

1. Use the Tab key to move from entry field to entry field. If you press the enter key, the cursor will move to the field directly below, which may or may not be a cell where data is to be entered.
2. Fields that have a red triangle in the upper right corner have a comment attached to it. To see the comment (explanation of that field), move your cursor on to the red triangle.
3. Fields **outlined in red** are required -- please include complete information for these fields.
4. The "Description of Interdepartmental Sale" area is free-form. You may enter any description you wish to describe the transaction. This is the area of the form to place the detailed explanation of the transaction. This information will not appear in the financial statements.
5. Up to 10 funding distribution lines can be included on the form.

6. The entry must sum to zero. A positive value (debit) is the charge to departmental expense. A negative value (credit) is the revenue to the selling department.

7. The sales department is responsible for the completion of the form. This will require the sales department to collect the correct funding distribution information from the other department in order to record the expense portion of the transaction. The funding distribution information consists of Account Code, Fund, Cost Center, and Class. The Amount, Reference, and Description will be supplied by the sales department. The Description is a thirty-character field and must be on the same line as the funding distribution information.

8. If you did not request the complete funding distribution information from the department, you can find the correct combination of Cost Center, Fund, and Class at the Controller's Office website: **https://www.niu.edu/controllers/reports**. Under Reference Information Forms, review the <u>Cost Center Listing</u>. Using the Cost Center given to you by the department, you will find the correct Fund and Class in this spreadsheet.

9. Similarly if you did not receive the six-digit Account Code from the department, reference the file titled <u>Account Code List</u>, at the same location as above.

10. The Reference field is a ten-character field. A suggested format would be XXnnnnnnnn, where XX is the two-character alpha prefix found on the Reference Prefix tab of these instructions, and the nnnnnnnn (an eight-digit number) are available as an incremental counter. The Reference should always be unique, so every transaction should have the number portion of the Reference field increased by one. It is not necessary to use all eight digits. For example, you can start with XX1 and increase the number by one for every new invoice. Each sales department has a unique two-character alpha code assigned for its use. If your department is not on the list, please contact the Controller's Office.

11. Save the form under a unique file name (the reference number on the form is highly recommended). By saving each transaction using the reference number, you know what the next reference number available is.

12. Email the completed form to the Controller's Office, **JournalEntries@niu.edu**, and <u>copy the billed department on the email</u>.

13. A copy of the processed journal is emailed back to the initiating department from the Controller's Office. Processed journals are displayed on the Period Detail Report. The source code is shown as ISJ.