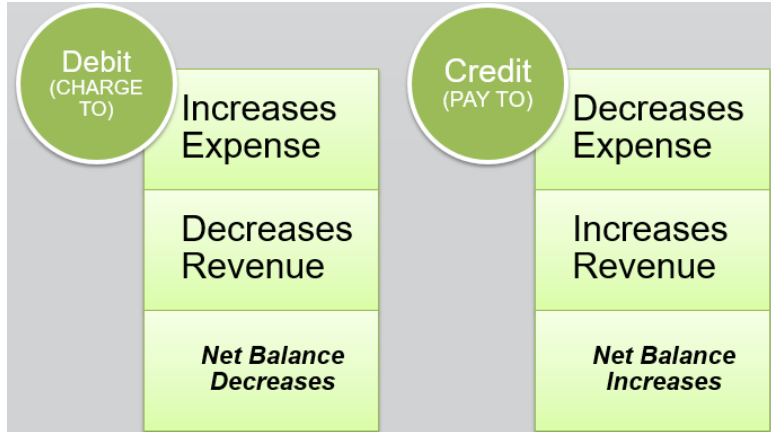


Budget Basics Cheat Sheet

IDTs

- IDTs can only be submitted once the invoice has been received or the revenue has posted. IDTs cannot be submitted on encumbered balances
- Generally, the Pay To or Charge To Department may initiate the IDT
- The “Charge To” Department must sign the IDT
- IDTs are an accounting transaction, not a budget transaction. Debits and credits in Accounting are different than in Budget. When completing the **IDT** (not an ABA) refer to the chart below



- An IDT is used to move a specific transaction, not a balance
- Backup support must be included. Receipts must add up to the amount as shown on the face of the document or items clearly marked as requested total the amount on the face of the document