Frequently asked questions:

1. If an IDI has been misplaced by another department do I need to prepare another IDI to replace the one that has been lost?
   No. Make a copy of the IDI your department has retained for their files and mark on the top “Use as Original” and forward to the department again.

2. What kind of backup needs to be attached when a credit is to an expense line?
   Attach a print screen from Banner (FGIBDST) showing in that fund/account that the charge has been posted.

3. How do I void an IDI?
   Send the original and any remaining copies to Accounting marked “VOID” with a signature of the initiating department or an email may be sent to Anita Jones to attach to the golden rod copy.

4. Can an IDI be reversed if a department is not satisfied or other arrangements have been made?
   Yes. A journal entry can be done referencing the IDI number and the reason for reversal.

5. Can you transfer funds on an IDI?
   No. IDIs are used to bill for goods or services only. Transfer of funds are done via journal entry.

6. Does the entire FOAP need to be written on the IDI?
   No. Only the fund and account need to be present. When the fund is keyed in the org and program field automatically populate with the correct information.

7. Where do I order IDIs from?
   IDIs are ordered from Printing Services.

8. What is the deadline to have IDIs processed within a particular month?
   IDIs need to be received in Accounting at least two days prior to the end of the month to be processed in the same month. The IDI must also be complete with all information and not missing any documentation.