ISP Standardization Project
Revisions to Journal Category - Interdepartmental Charges and Credits
June 20, 2007

This category includes the distribution of charges to internal customers and the resulting recovery (often called internal revenue) to the ISP. The debit journal entries in this batch would contain the PTAEO values that indicate where the purchase should be charged. Similarly, the credit journal entries in the batch would represent the PTAEO values within the ISP organization that establish where the recoveries (e.g., internal income) should be recorded. External systems must send both debit and credit values in their interface, and the total of all debits and credits within the batch must be equal. Journal lines for interdepartmental charges and credits must also include the additional required attributes for this category as described in the Table below.

Journal entries with a journal category of "Yale Interdepartmental Charges and Credits" will be sent to the Journal Staging Area where they shall be validated, values populated and corrected as required.

Example of Journal Entry for Interdepartmental Charges and Credits

Project	Task	Award	Expenditure Type	Org Unit	Amount
0400005	01	0001AM	821500	692033	2000.00 Debit
0400004	01	0001BG	510001	666019	2000.00 Credit

JSA Data for July Internal Billing and Recoveries for example ISP, YARC

Field #	Record Layout Batch Detail Field Name	Required ?	Field Length	Field Description	JE Debit Detail Record Example	JE Credit Detail Record Example
1	RECORD TYPE	R	3	Constant value of GLD that identifies the type of record as a detail line record.	GLD	GLD
2	BATCH ORGANIZATION	R	6	Batch "owning" ORGANIZATIONAL UNIT, must be the same as **BATCH ORGANIZATION** provided on the Header Record.	666013	666013
3	BATCH SOURCE	R	6	Source System Short Name per Appendix E.	MCPOSI	MCPOSI
4	BATCH DATE	R	11	The date the batch was created. Entered in **DD-MON-YYYY** format**.**	01-AUG-1998	01-AUG-1998
5	BATCH SEQUENCE NUMBER	R	4	User-defined number to identify a batch. If multiple batches are submitted within the same day, each batch must contain a unique number.	0001	0001
6	JOURNAL CATEGORY	R	14	Must enter valid Journal Category Short Name from pre-defined list	YInterDeptTrsf	YInterDeptTrsf

ISP Standardization Project
Revisions to Journal Category - Interdepartmental Charges and Credits
June 20, 2007

Field #	Record Layout Batch Detail Field Name	Required ?	Field Length	Field Description	JE Debit Detail Record Example	JE Credit Detail Record Example
7	ACCOUNTING DATE	R	11	The date within the accounting period to which the journal will be posted. Must be an open accounting period and entered in **DD-MON-YYYY** format.	31-JUL-1998	31-JUL-1998
8	JE NAME	R	25	Must enter valid Journal Name from pre-defined list. See Appendix D.	Int Billing and Recovery	Int Billing and Recovery
9	JE DESCRIPTION	R	60	User defined high-level description of the specific activity.	July Internal Billings and Recoveries for MCSC	July Internal Billings and Recoveries for MCSC
10	PROJECT	R	7	Must enter valid **PROJECT**	0400005	0400004
11	TASK	R	8	Must enter valid **TASK** for the **PROJECT** entered	01	01
12	AWARD	R	6	Must enter valid **AWARD** for the **PROJECT** entered	0001AM	0001BG
13	EXPENDITURE TYPE	R	6	Must enter valid **EXPENDITURE TYPE** in PTAEO.	821500	510001
14	ORGANIZATION	R	6	Must enter valid **ORGANIZATIONAL UNIT in PTAEO**	692033	666019
15	BALANCING SEGMENT	R	2	Constant Value of '**02**'	02	02
16	DEBIT AMOUNT	C	13,2	Debit dollar amount of the transaction. Must be blank and a {TAB} entered if a **CREDIT** amount is entered.	2000.00	
17	CREDIT AMOUNT	C	13,2	Credit dollar amount of the transaction. Must be blank and a {TAB} entered if a **DEBIT** amount is entered.		2000.00
ISP Billing Transactions Specific Fields						

ISP Standardization Project
Revisions to Journal Category - Interdepartmental Charges and Credits
June 20, 2007

Field #	Record Layout Batch Detail Field Name	Required?	Field Length	Field Description	JE Debit Detail Record Example	JE Credit Detail Record Example
18	JE LINE DESCRIPTION	R	60	User-defined Job or Service description. Field must be descriptive and easy to understand	To pay Clinical Research Service research nurse service fees for study # xxxxxx for patient DR enrolled in study. Date of service 9-19-09	To pay Clinical Research Service research nurse service fees for study # xxxxxx for patient DR enrolled in study. Date of service 9-19-09
19	Delivery Date (attribute 1)	R	11	Delivery date or service completion date that the goods or services were provided. Must be the same or prior to **ACCOUNTING DATE** and entered in **DD-MON-YYYY** format.	01-JUL-2007	01-JUL-2007
20	Service Request Number (attribute 2)	O	20	A number designated by the ISP for tracking the order.	999999	999999
21	Approver name and Number (attribute 3)	O	60	Name of person approving the purchase of the goods or the service provided	JOHN SMITH 5-9999	JOHN SMITH 5-9999
22	ISP Name (attribute 4)	O	60	Name of the department providing the goods or services.	Yale Animal Resource Center	Yale Animal Resource Center
23	Initiator Name and Number (attribute 5)	O	60	Name and phone number of individual requesting the goods or services.	PI JAMES 5-9999	PI JAMES 5-9999
24	Order Date (attribute 6)	O	11	The date the order was placed by Submitter	01-JUN-2007	01-JUN-2007
25	Invoice Number (attribute 7)	O	20	The number designated by the provider for tracking the bill.	987654321	987654321
26	Total invoice amount plus partial or complete (attribute 8)	O	20	Total invoice amount plus status of the billing as partial or complete	1000.00 complete	1000.00 complete
27	Submitter Name and Phone Number (attribute 9)	O	60	Name and phone number of individual submitting the request for goods or services	JANE DOE 5-9999	JANE DOE 5-9999

ISP Standardization Project
Revisions to Journal Category - Interdepartmental Charges and Credits
June 20, 2007

Field #	Record Layout Batch Detail Field Name	Required?	Field Length	Field Description	JE Debit Detail Record Example	JE Credit Detail Record Example
28	USER DEFINED (attribute 10)	O	60	User-defined descriptive field. Note: Financial Reporting is working to incorporate this field on statements	YARC Protocol # 123456789	YARC Protocol # 123456789

R= Required, O = Optional, C = ??