Creating and Submitting Internal Payments

Purpose: Internal Payments are completed to charge internal funding sources for goods or services received from the University. The Department of the Internal Supplier providing the good or service must retain all documentation for charges.

Step	Action
1.	Access the **Internal Payment Template** and the **Internal Payment Request** via University Forms and Documents.
2.	On the **Data Tab**, fill in the top portion of the template with the following: **Supplier Number:** Enter the Internal Supplier Number associated with the charges. If you need a new Internal Supplier set up, contact accounts-payable@boisestate.edu. **Invoice Header:** Enter Invoice Header description. This information is determined by the Supplier and limited to 240 characters Supplier Number Invoice Header *ProTip!* You can find Internal Supplier information, including Supplier Numbers, using the Supplier module in OFC.
3.	Enter the following information for the Credit lines (revenue for your Department) and Debit lines (charges to other Departments): **Invoice Number:** Enter the Invoice Number using the naming convention designed by your Department. This can be alphanumeric and has a 50 character limit. **Expenditure Item Date:** Enter the date that the expense/transaction occurred **Debits/Credits:** Enter the dollar amounts in one of the following ways: 1) One credit with many debits (see example below). This creates one invoice. If any line fails to import due to Cross Validation Rules errors, the entire invoice will be deleted and returned unprocessed. | Invoice Number	Expenditure Item Date	Debits	Credits	Line Description | | --- | --- | --- | --- | --- | | IDC999911110000 | 5/8/2018 | 10.00 | | Test Line 1 - Debit | | IDC999911110000 | 5/8/2018 | 10.00 | | Test Line 2 - Debit | | IDC999911110000 | 5/8/2018 | | 20.00 | Test Line 3 - Credit | 2) One credit per debit(s) to create many invoices. In this format, only failed lines are returned unprocessed. | Invoice Number	Expenditure Item Date	Debits	Credits	Line Description | | --- | --- | --- | --- | --- | | IDC111100009999 | 5/8/2018 | 20.00 | | Test Line 1 - Debit | | IDC111100009999 | 5/8/2018 | | 20.00 | Test Line 2 - Credit | **Line Description:** Describe the reason for the transaction. This information appears in the Account Analysis Report under SUBLEDGER_JE_LINE_DESC (Column AD) and is limited to 150 characters

4.	Enter the **Funding Source Segments** for each Credit and Debit Line
	Fund **Department** **Cost Center** **Account** **Supplemental** **Project**
5.	Review your template to ensure invoices are balanced.
	Invoice Balance
	0.00
	0.00
	Note: Total Entered Debit = Total Entered Credit per invoice
	ProTip! Sort the worksheet by Invoice Number to more easily view if invoices balance.
6.	Save your file using the following Naming Convention:
	IP_Supplier Name_MM.DD.YY_Category of Upload (i.e. Monthly Charges)
7.	Submit the completed template using the [Internal Payment Request Form](#).
8.	You will receive a confirmation e-mail with tracking number once the form has been submitted and a follow up email once posted.
	Transaction information will be visible on the Payables tab of the Campus Transactions Dashboard report 24 hours after processing.
	Note: If Project related information errors occur when processing the template, Accounts Payable will contact the submitter to correct information.