e-IDT Procedures for P-Card, Grant GL, & Large Document Corrections

OVERVIEW

This process is to be used for a funding change on a P-Card charge. It cannot be used for a GL change on a P-Card transaction unless grant funding was charged. This process allows the creator to identify the document number (which is the entire P-Card program monthly transaction upload file) and only enter the data on the charge that needs correcting.

If you have a GL correction for a P-Card charge that is required due to a policy requirement (e.g., charge hit the Other Fees and Charges #721000 GL but was for an Alcohol purchase), then contact Accounts Payable (payables@txstate.edu) for assistance with that GL change. AP will need to process a JV entry for this type of correction if AP approves the GL change. These types of GL changes should be very rare.

If you have a GL change for non-P-Card transaction, please follow the e-IDT process at e-IDT Procedures.

PROCESS

The following explains the SAP input process and with an example of a P-Card funding correction needed for document 1900940542. The charge for $2,099.00 needs to be moved from fund 2000011023, order 9000000997 to fund 2027981023, cost center 1318140000.

- Go to the SAP transaction ZIDT_FORM.
- Select the No button. If the correction is not for a P-Card charge funding change, then you would select the Yes button rather than the No button and continue through the following process. Note, the original e-IDT procedures at the above link are easier to use for non-P-Card funding changes if the document has 10 or fewer lines. For documents with more than 10 lines, email financialreporting@txstate.edu for assistance.
• Select the **No** button on this screen. **NOTE:** You would never do a custodial funding change for any reason with this process and the **Yes** button should never be checked no matter what the document type. You would use the original [e-IDT Procedures](#) for custodial fund changes.

![Image](image1.png)

• Select the **No** button on this screen. **NOTE:** You would never do an Internal Sponsorship funding change for any reason with this process. The **Yes** button should never be checked when using this process for any document type. You would use the original [e-IDT Procedures](#) for Internal Sponsorship fund changes.

![Image](image2.png)

• If the funding change is for a P-Card charge, select the **P-card correction only button**. If not a P-Card change, then select the **Payment of good or service** button.

![Image](image3.png)

• For a P-Card charge, enter the P-Card funding correction. Use the field under the question below to reference the P-Card document number and enter the vendor’s name. For non-P-Card funding corrections, enter the original SAP document number and a description in the top field on the screen.

![Image](image4.png)
NOTE: If the original e-IDT Procedures process is used for these changes, you will have less entry for these funding changes as SAP will pre-load half of the SAP data (the original document data).

For any funding change processed on this screen, the top section of the entry screen is the funding account to be credited for the charge. The lower section is the funding account receiving the charge.

NOTE: GLs cannot be changed from the original P-Card document with this process unless the funding involved is a grant. If a P-Card GL change is entered and it does not involve a grant, the user will receive the following error message:

To avoid this as mentioned in the OVERVIEW above, please follow the e-IDT process at e-IDT Procedures for other GL changes. If a P-Card transaction GL change is involved, contact payables@txstate.edu for assistance.

Click to move to the review screen and submit the document. The document will move through workflow like the existing document corrections. Use transaction ZIDT2 (Workflow Monitor) to show the status of the document.