

## Step 2: The Internal Transition Initiator (ITI)

### The Seller creates the ITI.

1. The ITI not only acts as a bill (invoice), but it contains the Seller's revenue account that will be copied forward to the ITA.
2. The Seller should not use the auto numbering option for the Doc ID. They should create a document ID code that can be identified by the Seller and Buyer easily.
3. If there is only going to be one ITI referencing an IE, the same Doc ID code as the IE should be used. If there are multiple ITIs referencing an IE, The Doc ID could consist of the first 18 characters of the IEs Doc ID with the last 2 characters used as a ITI counter.
4. The Initiator field in the General Information sub-section of the Header section must be Provider/Seller.
5. The Seller enters their vendor code into the 1st Party Information sub-section of the Header section.
6. The Seller enters "INTDEPTBUYER" into the 2nd Party Information sub-section of the Vendor Section.
7. The Seller selects the Event Type located in the General Information sub-section of the Accounting section. The event type depends on the fund and sub fund values of the Seller's revenue account and the Buyer's expense account. The Seller can get the Buyer's fund and sub fund from the Fund Accounting sub-section of the Accounting section in the IE.
8. If both the fund and sub fund of the Buyer's expense account is the same as the fund and sub fund of the Seller's revenue account, the event type will be IN06. If either the fund of the Buyer's expense is different than the fund of the Seller's revenue account or the sub fund of the Buyer's expense is different than the sub fund of the Seller's revenue account, the event type will be IN04.
9. If an IE has multiple lines and the ITI lines corresponding to that IE need to have different event types, separate ITIs must be done for each event type.
10. The Seller enters the Line Amount located in the General Information sub-section of the Accounting section.
11. The Seller enters the revenue account's Fund, Sub Fund, Department, Unit and Revenue Source in the Fund Accounting sub-section of the Accounting section.
12. The Seller validates the ITI.
13. The Seller submits the ITI to Final.
14. The Seller must send an email notifying the Buyer the ITI has been completed and the Buyer Department should copy forward from the ITI and complete the ITA to transfer the funds.