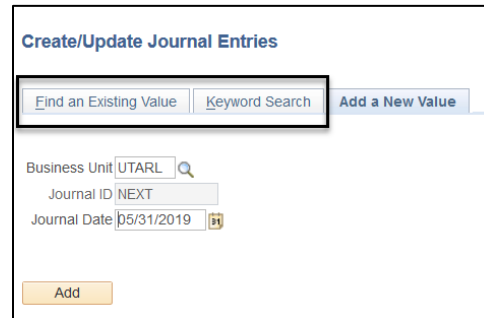


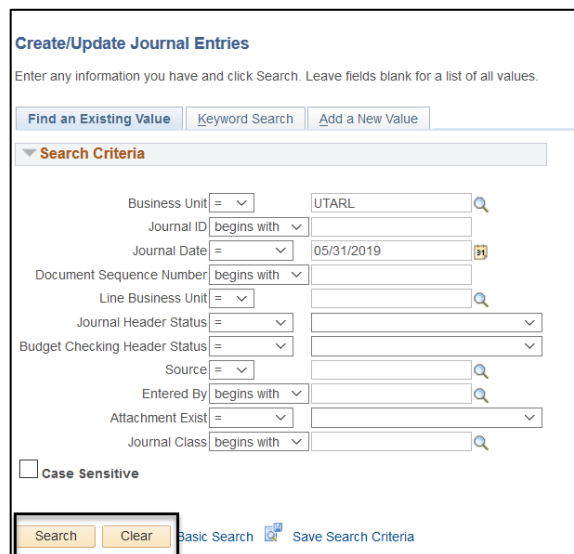
Copy an IDT Journal Entry

The purpose of this job aid is to explain how to copy an IDT Journal.

1. Begin by navigating to **NavBar**→**Navigator**→**Financials**→**General Ledger**→**Journals**→**Journal Entry**→**Create/Update Journal Entries**.
2. Click the **Find an Existing Value** TAB. **OR** Click **Keyword Search** to do a broader more generic search.

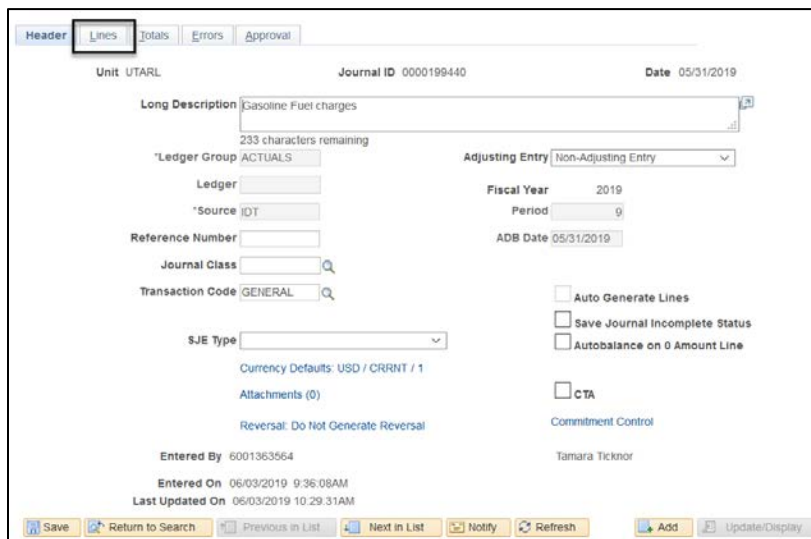


3. Click the **Clear** button. This clears all of the pre-existing values.
4. Enter UTARL as the **Business Unit**.
5. Enter the **Journal ID** or **Journal Date** to do a broader search.
6. Click the **Search** button.

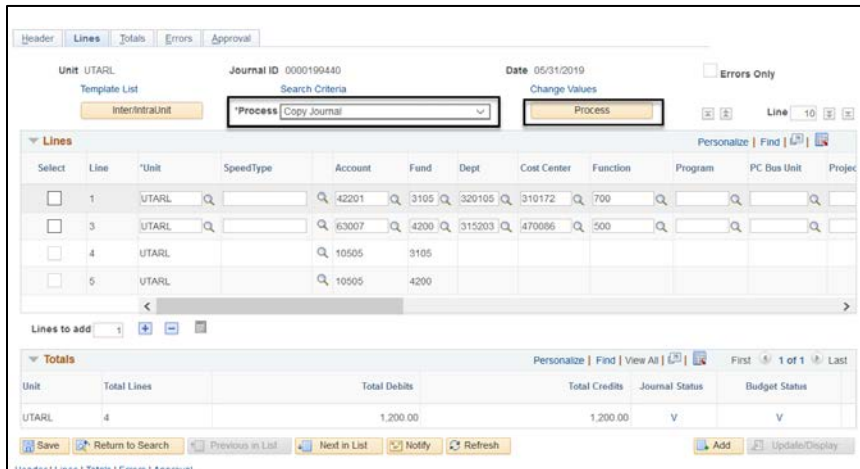


The Journal Header page is displayed, or if multiple results, select from the list.

7. Click the **Lines** Tab.

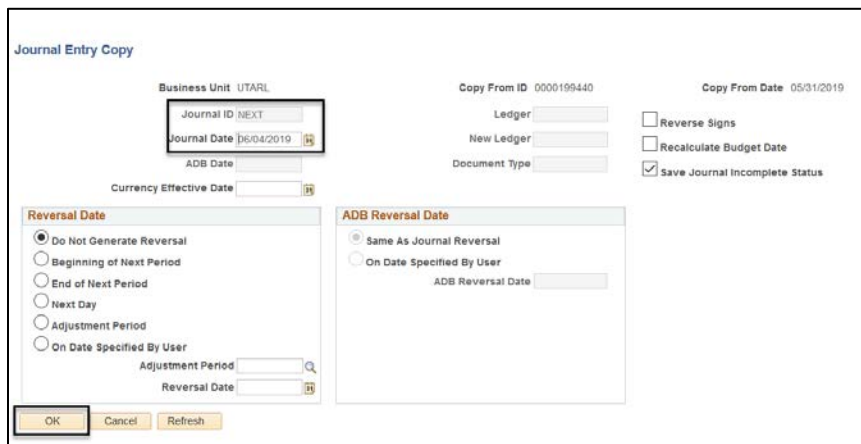


8. Click the **Copy Journal** from the Process drop down list.
9. Click the **Process** button.



Select	Line	*Unit	SpeedType	Account	Fund	Dept	Cost Center	Function	Program	PC Bus Unit	Project
<input type="checkbox"/>	1	UTARL		42201	3105	320105	310172	700			
<input type="checkbox"/>	3	UTARL		63007	4200	315203	470086	500			
<input type="checkbox"/>	4	UTARL		10505		3105					
<input type="checkbox"/>	5	UTARL		10505		4200					

10. Leave the default value in the **Journal ID (NEXT)** field. The next available ID will be assigned after the journal is copied.
11. The **Journal Date** field will default to the current date. You may change the date if necessary. This date determines the accounting period to which the journal will post.
12. Click **OK**.



Journal Entry Copy

Business Unit: UTARL
 Copy From ID: 0000199440
 Copy From Date: 05/31/2019

Journal ID: NEXT
 Journal Date: 05/04/2019
 ADB Date: _____
 Currency Effective Date: _____

Reverse Signs
 Recalculate Budget Date
 Save Journal Incomplete Status

Reversal Date

Do Not Generate Reversal
 Beginning of Next Period
 End of Next Period
 Next Day
 Adjustment Period
 On Date Specified By User
 Adjustment Period: _____
 Reversal Date: _____

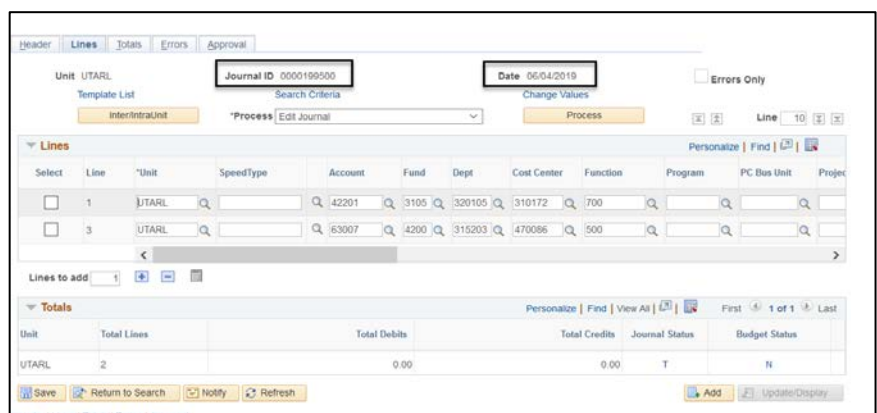
ADB Reversal Date

Same As Journal Reversal
 On Date Specified By User
 ADB Reversal Date: _____

OK Cancel Refresh

A new Journal ID has been assigned and all the information from the original journal is now copied into the new one.

13. Remove or add additional journal lines.
14. Modify the chartfield values.
15. Update the dollar amounts
16. Save and run the Edit Journal validation process.



Select	Line	*Unit	SpeedType	Account	Fund	Dept	Cost Center	Function	Program	PC Bus Unit	Project
<input type="checkbox"/>	1	UTARL		42201	3105	320105	310172	700			
<input type="checkbox"/>	3	UTARL		63007	4200	315203	470086	500			