

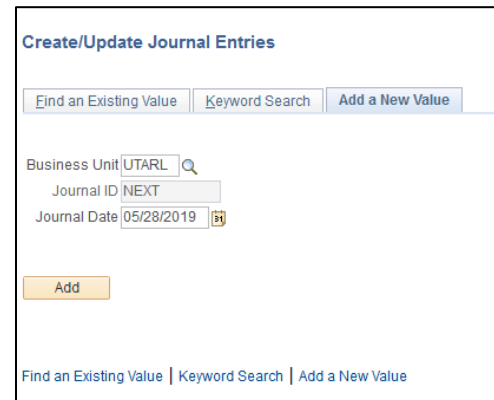
## Create an IDT Journal

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

The steps in this business procedure demonstrate how to create an Inter-Departmental Transfer (IDT) using the Journal Entry page.

To create a new IDT Journal, follow these steps:

1. Navigate to the journal entry: **NavBar- Navigator - Financials – General Ledger – Journals – Journal Entry – Create/Update Journal Entries.**
2. Click **Add a New Value** tab.
3. **Business Unit** defaults to UTARL, leave as is.
4. **Journal ID** defaults to NEXT, leave as is. The next available ID will be assigned after the journal is saved.
5. The **Journal Date** field defaults to the current date. You may change the date if necessary. This date determines the accounting period to which the journal will post.
6. Click **Add**.



**Create/Update Journal Entries**

Find an Existing Value | Keyword Search | Add a New Value

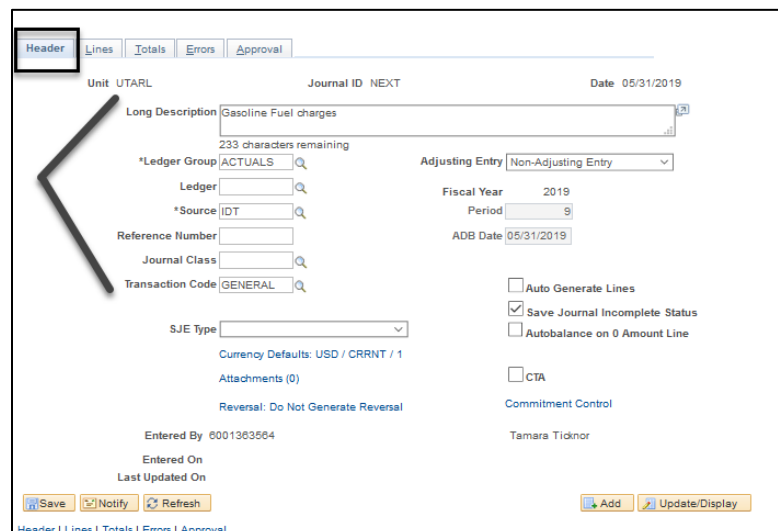
Business Unit: UTARL  
 Journal ID: NEXT  
 Journal Date: 05/28/2019

Add

Find an Existing Value | Keyword Search | Add a New Value

The **Header** tab page displays. Most of the required information defaults into the appropriate fields.

7. The **Ledger Group** field defaults to "Actuals", leave as is.
8. The **Source** field defaults to "IDT" leave as is.
9. Use the **Attachments** link to attach any relevant supporting documents.
10. Enter a detailed description in the **Long Description** field explaining the reason for the journal. This field accommodates up to 254 characters.



**Header** | Lines | Totals | Errors | Approval

Unit: UTARL | Journal ID: NEXT | Date: 05/31/2019

Long Description: Gasoline Fuel charges  
 233 characters remaining

\*Ledger Group: ACTUALS | Adjusting Entry: Non-Adjusting Entry

Ledger: | Fiscal Year: 2019

\*Source: IDT | Period: 9

Reference Number: | ADB Date: 05/31/2019

Journal Class: | Transaction Code: GENERAL

SJE Type: |  Auto Generate Lines

Currency Defaults: USD / CRRNT / 1 |  Save Journal Incomplete Status

Attachments (0) |  Autobalance on 0 Amount Line

Reversal: Do Not Generate Reversal |  CTA

Commitment Control

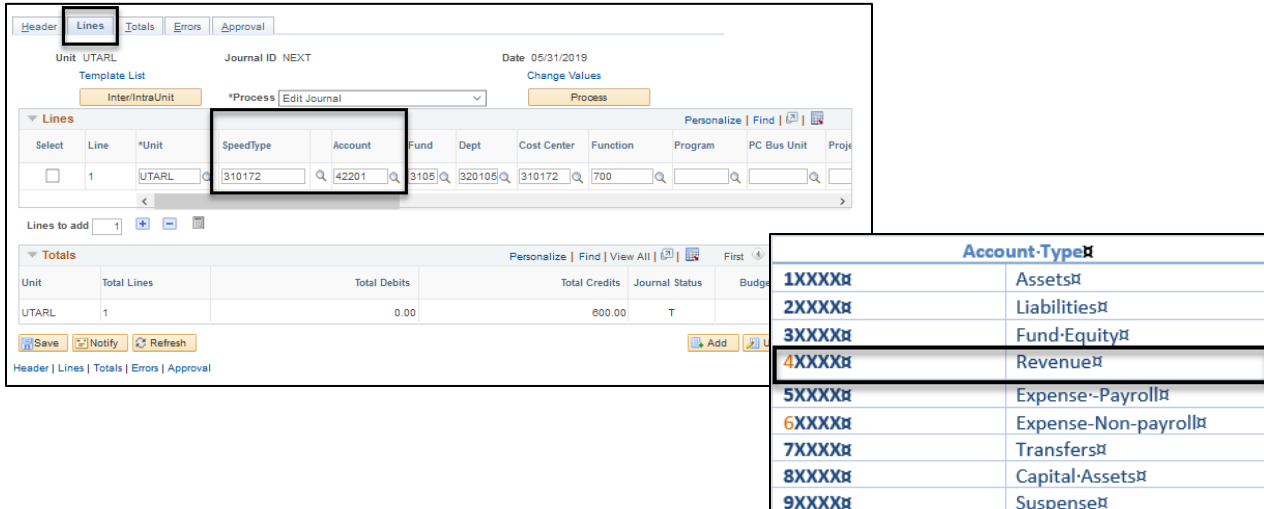
Entered By: 6001363564 | Tamara Tidnor

Entered On: | Last Updated On: |

Save | Notify | Refresh | Add | Update/Display


Header | Lines | Totals | Errors | Approval

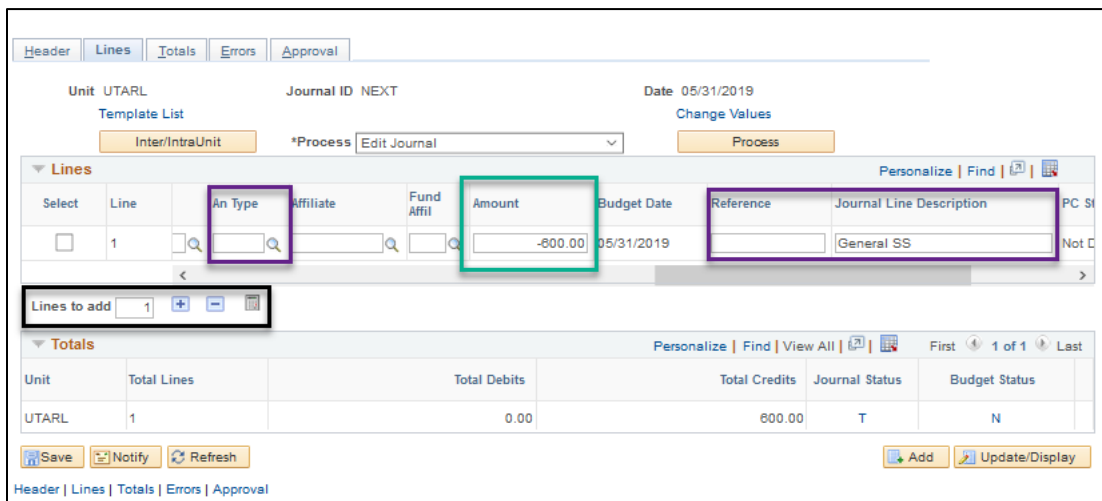
11. Click the **Lines** tab.
12. Enter the Cost Center or Project that you want to use for the journal line into the **SpeedType** field.
13. Press Tab or Enter to auto-populate the remaining required chartfield strings.
14. Enter or lookup the **Account** type for the journal line. This code is used to identify the nature of the transaction. Revenue account types start with a 4.



Account Type	
1XXXXX	Assets
2XXXXX	Liabilities
3XXXXX	Fund/Equity
4XXXXX	Revenue
5XXXXX	Expense--Payroll
6XXXXX	Expense-Non-payroll
7XXXXX	Transfers
8XXXXX	Capital Assets
9XXXXX	Suspense

Scroll to the right to the **Amount** Field.

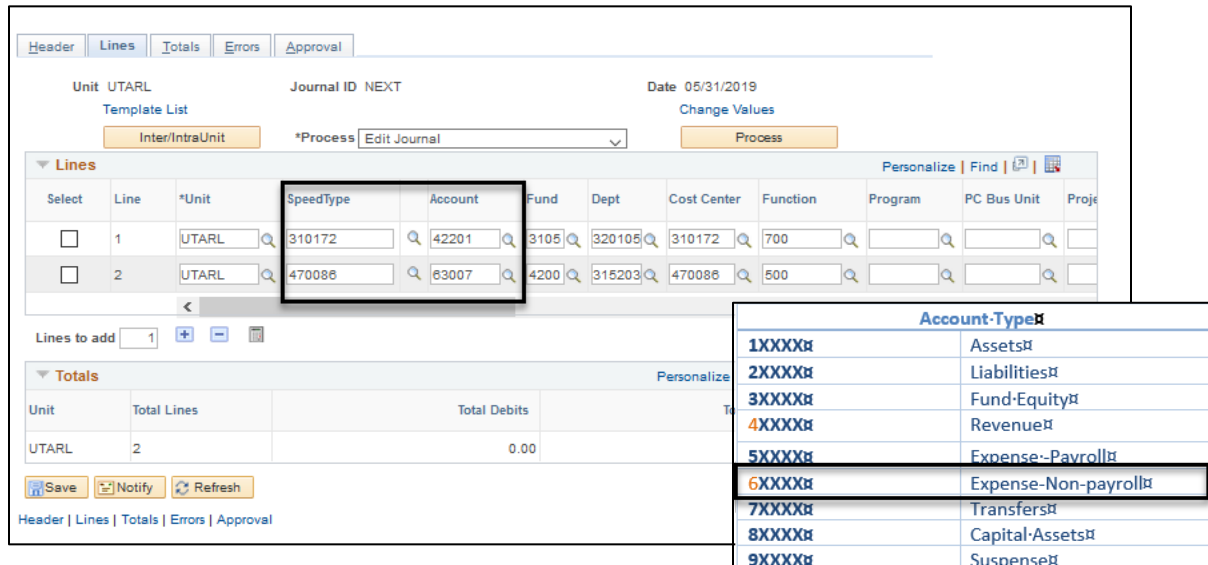
15. Enter the journal line amount as a **negative (-)**.
16. Click the "+" button  to add more lines as necessary.



17. The **Reference** field is optional. It could be used for tracking purposes like an invoice number.
18. The **Journal Line Description** field is optional. Use it to enter a meaningful description if needed. If left blank, it defaults with a description of the "GL Account" that was entered.
19. The **An Type** (Analysis Type) field is used to categorize transactions for **Project Costing (Grant or Plant Fund)** to a journal line, you must enter the appropriate Analysis Type code.
  - Enter "GLR" if the journal line involves a revenue account type a "4" number.
  - Enter "GLE" if using an expenditure account type a "6" number.

## Enter Expense Lines

20. Click the "+"     button to add a new line.
21. Enter the Cost Center or Project that you want to use for the journal line into the **SpeedType** field.
22. Press Tab or Enter to auto-populate the remaining required chartfield strings.
23. Enter or lookup the **Account** type for the journal line. This code is used to identify the nature of the transaction. The expense line usually starts with a 6.



Unit: UTARL, Journal ID: NEXT, Date: 05/31/2019

Process: Edit Journal

Select	Line	*Unit	SpeedType	Account	Fund	Dept	Cost Center	Function	Program	PC Bus Unit	Proj
<input type="checkbox"/>	1	UTARL	310172	42201	3105	320105	310172	700			
<input type="checkbox"/>	2	UTARL	470086	63007	4200	315203	470086	500			

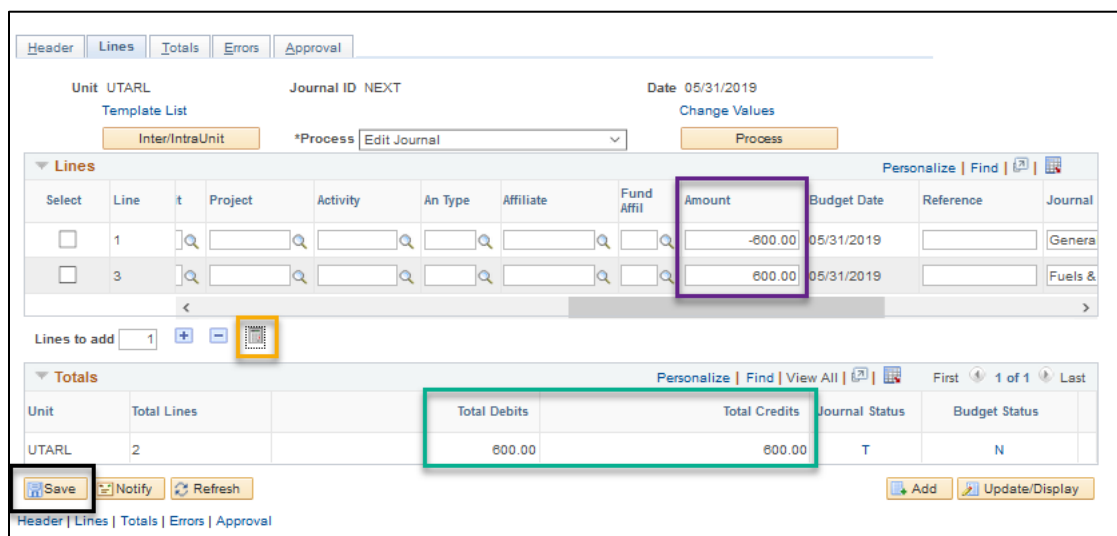
Lines to add:

Account-Type	Assets
1XXXXX	Assets
2XXXXX	Liabilities
3XXXXX	Fund-Equity
4XXXXX	Revenue
5XXXXX	Expense-Payroll
6XXXXX	Expense-Non-payroll
7XXXXX	Transfers
8XXXXX	Capital-Assets
9XXXXX	Suspense

Totals: Unit: UTARL, Total Lines: 2, Total Debits: 0.00

Buttons: Save, Notify, Refresh

24. Scroll to the right to the **Amount** field. Enter the journal line amount. Click the "+" button to add more lines as necessary.
25. Click the **Calculate Amounts** button to update the total debit and credits. (These amounts should match).



Unit: UTARL, Journal ID: NEXT, Date: 05/31/2019

Process: Edit Journal

Select	Line	t	Project	Activity	An Type	Affiliate	Fund Affil	Amount	Budget Date	Reference	Journal
<input type="checkbox"/>	1							-600.00	05/31/2019		Genera
<input type="checkbox"/>	3							600.00	05/31/2019		Fuels &

Lines to add:

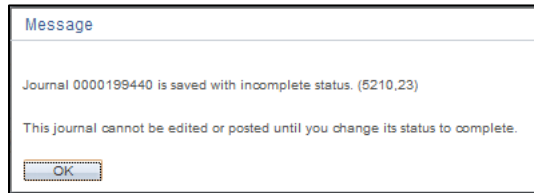
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UTARL	2	600.00	600.00	T	N

Buttons: Save, Notify, Refresh, Add, Update/Display

26. Click the **Save** button.

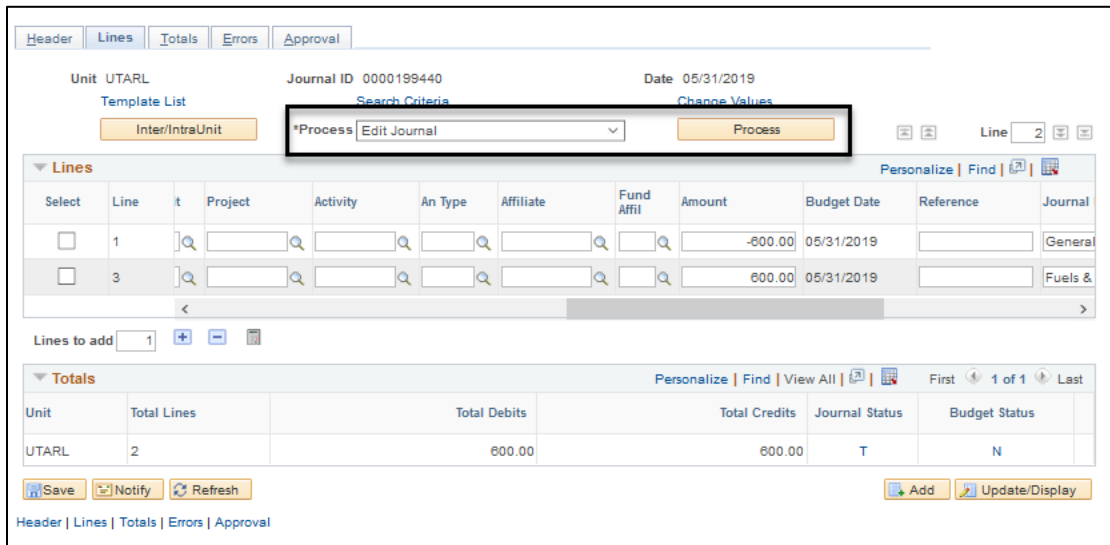
This pop-up message may display:

26. Click **OK**.



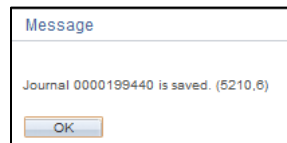
27. Select "**Edit Journal**" from the Process menu drop-down list. This is usually the default value.

28. Click the **Process** button.

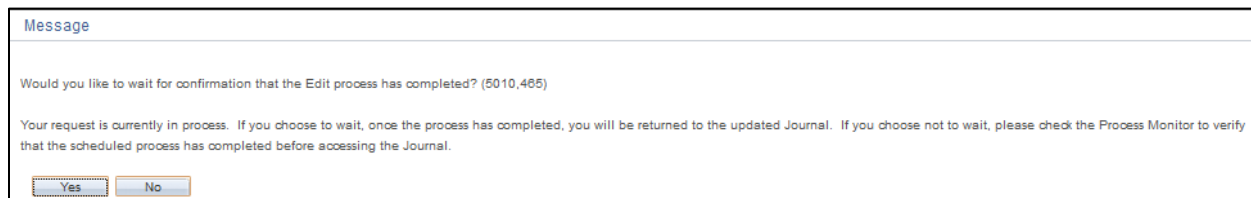


This pop-up message displays.

29. Click **OK**.



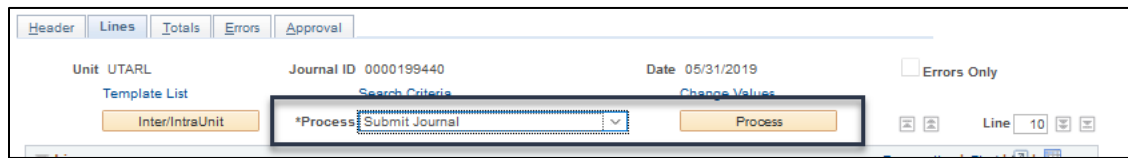
30. Click **Yes** to the next pop-up message shown below:.



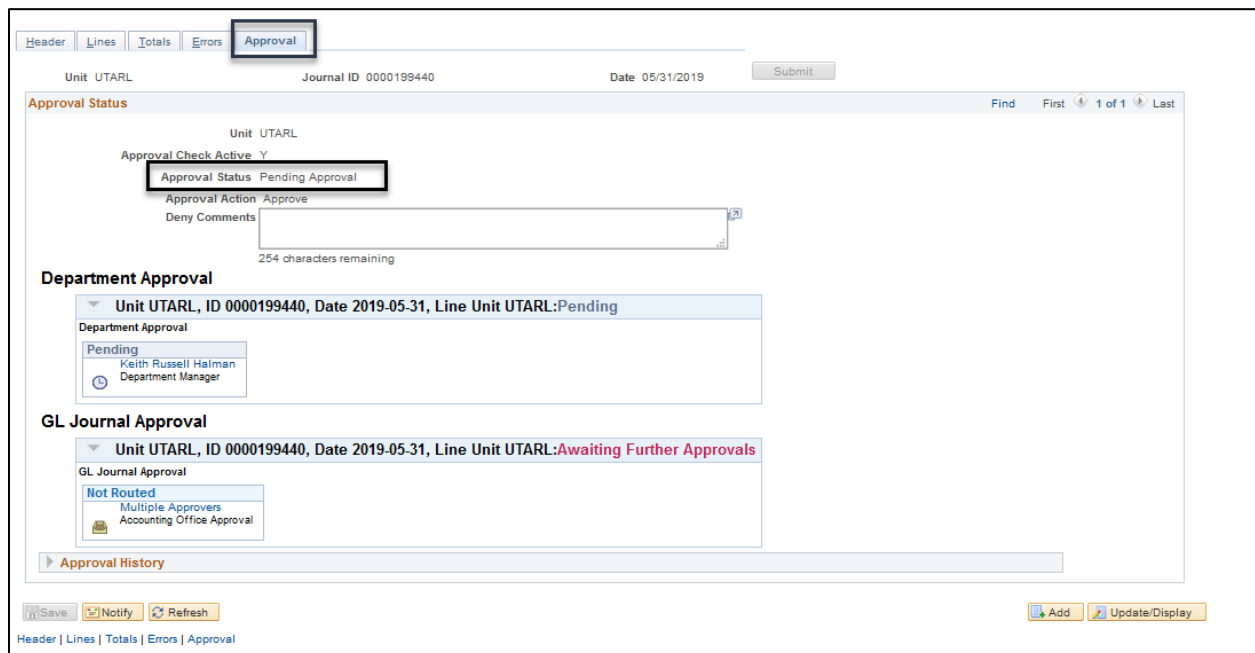
Submit the Journal for Approval.

31. Select “Submit Journal” from the **Process** drop down list.

32. Click the **Process** button.



33. The document is submitted and starts workflow. View the status by clicking the **Approval** tab.



The purpose of this job aid is to explain how to....