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:

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**.

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.
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.

![Chartfield Strings](image)

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.

![Amount Field](image)

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.

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).

26. Click the Save button.
This pop-up message may display:

26. Click OK.

```
Message
Journal 0000199440 is saved with incomplete status. (5210:23)
This journal cannot be edited or posted until you change its status to complete.
```

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.

```
Message
Journal 0000199440 is saved. (5210:6)
```

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...