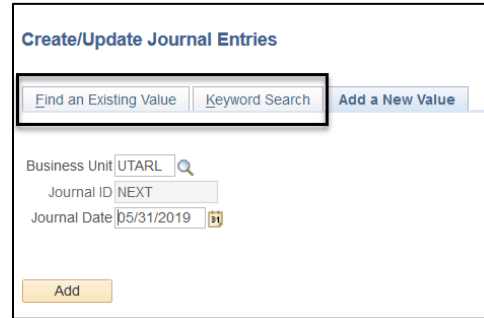


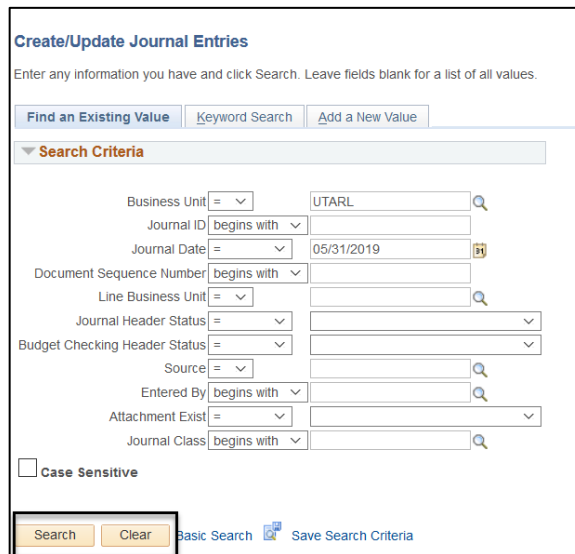
## Copy an IDT Journal Entry

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

1. Begin by navigating to **NavBar→Menu→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.



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

Unit: UTARL      Journal ID: 0000199440      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

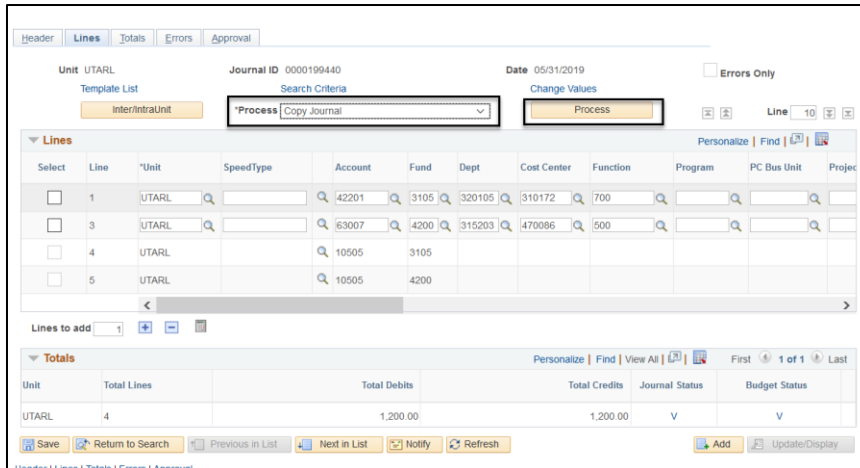
Entered By: 6001363564      Tamara Ticknor

Entered On: 06/03/2019 9:36:08AM

Last Updated On: 06/03/2019 10:29:31AM

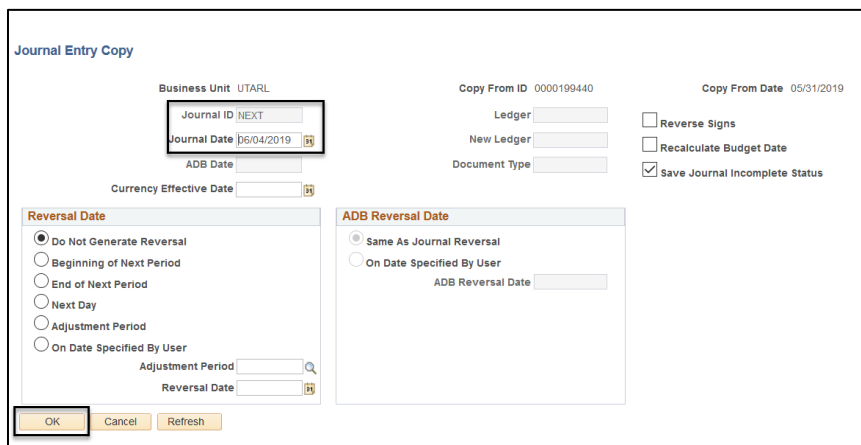
Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display

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



The screenshot shows a software interface for journal entries. At the top, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. Below these, the 'Unit' is set to 'UTARL' and the 'Journal ID' is '0000199440'. The 'Date' is '05/31/2019'. A search criteria dropdown is set to '\*Process Copy Journal', and a 'Process' button is highlighted. Below this is a table of journal lines with columns for Select, Line, Unit, SpeedType, Account, Fund, Dept, Cost Center, Function, Program, PC Bus Unit, and Project. The table contains four rows of data. At the bottom, there is a 'Totals' section showing a total of 4 lines and a total debit/credit of 1,200.00. Buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Add', and 'Update/Display' are visible at the bottom of the interface.

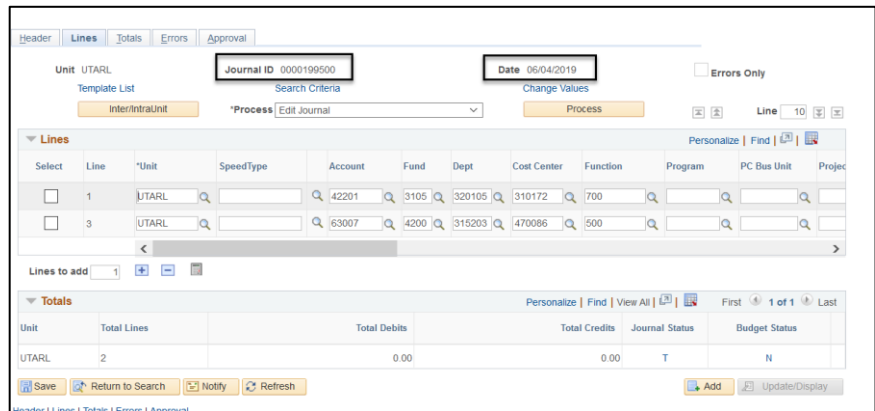
10. Leave the default value in the **Journal ID (NEXT)** field. The next available ID will be assigned after the journal is copied.
11. The **Journal Date** field will default to the current date. You may change the date if necessary. This date determines the accounting period to which the journal will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



The screenshot shows a 'Journal Entry Copy' dialog box. It contains several fields: 'Business Unit' (UTARL), 'Copy From ID' (0000199440), and 'Copy From Date' (05/31/2019). The 'Journal ID' field is set to 'NEXT' and is highlighted with a red box. The 'Journal Date' field is set to '05/04/2019' and is also highlighted with a red box. There are checkboxes for 'Reverse Signs', 'Recalculate Budget Date', and 'Save Journal Incomplete Status'. Below these are two sections for 'Reversal Date': 'Do Not Generate Reversal' (selected), 'Beginning of Next Period', 'End of Next Period', 'Next Day', 'Adjustment Period', and 'On Date Specified By User'. The 'ADB Reversal Date' section has options for 'Same As Journal Reversal' (selected) and 'On Date Specified By User'. At the bottom, there are 'OK', 'Cancel', and 'Refresh' buttons. The 'OK' button is highlighted with a red box.

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.



The screenshot shows the 'Lines' tab of a journal entry system. At the top, the 'Unit' is 'UTARL', the 'Journal ID' is '0000199500', and the 'Date' is '05/04/2019'. Below this is a table with columns: Select, Line, \*Unit, SpeedType, Account, Fund, Dept, Cost Center, Function, Program, PC Bus Unit, and Project. Two lines are visible: Line 1 with Account 42201 and Line 3 with Account 63007. Below the table is a 'Totals' section with columns: Unit, Total Lines, Total Debits, Total Credits, Journal Status, and Budget Status. The totals for Unit UTARL show 2 total lines, 0.00 total debits, 0.00 total credits, and a Journal Status of 'T' and Budget Status of 'N'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.