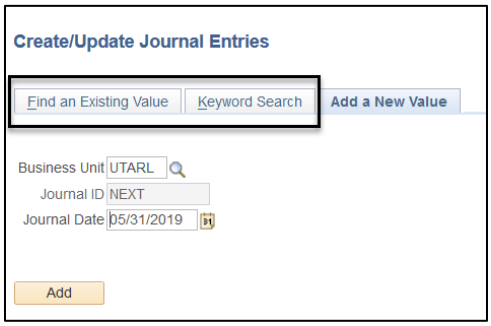
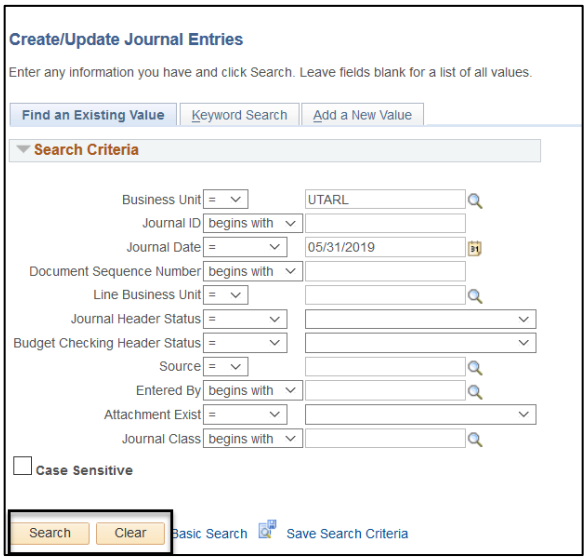
Copy an IDT Journal Entry

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



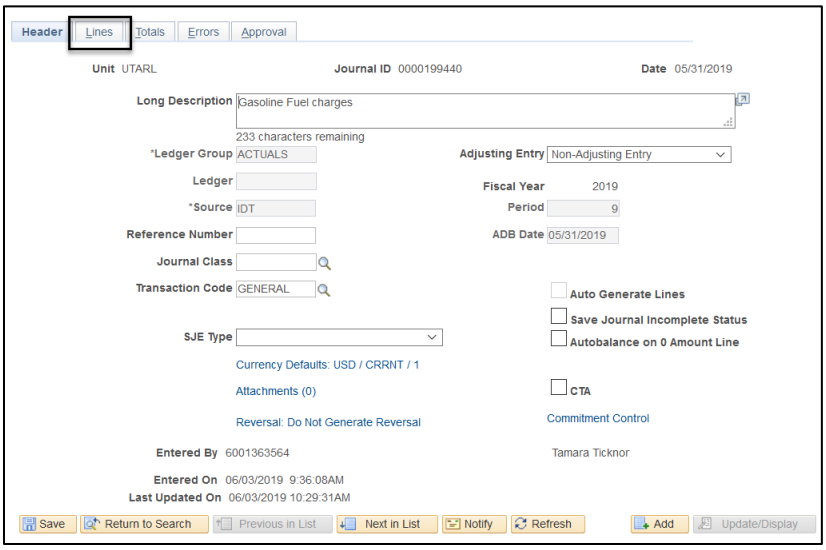
1. Begin by navigating to **NavBar→Menu→Financials→General Ledger→Journals→Journal Entry→Create/Update Journal Entries.**
2. Click the **Find an Existing Value** TAB. **OR** Click **Keyword Search** to do a broader more generic search.



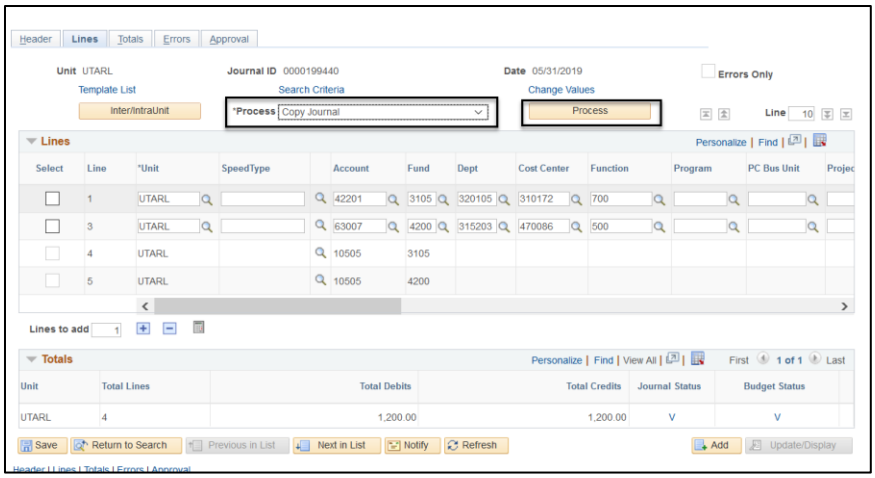
3. Click the **Clear button**. This clears all of the pre-existing values.
4. Enter UTARL as the **Business Unit**.
5. Enter the **Journal ID** or **Journal Date** to do a broader search.
6. Click the **Search** button.

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

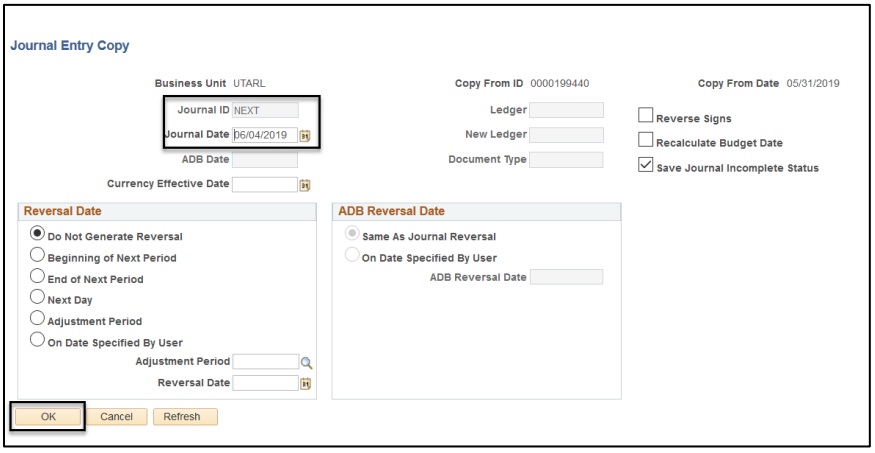
7. Click the **Lines** Tab.

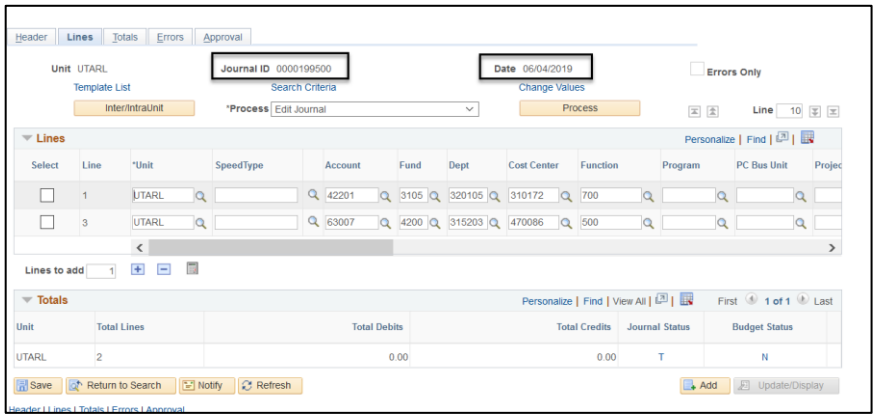

Header
Lines
Totals
Errors
Approval
Unit UTARL
Journal ID 0000199440
Date 05/31/2019
Long Description
Gasoline Fuel charges
233 characters remaining
*Ledger Group ACTUALS
Adjusting Entry Non-Adjusting Entry
Ledger
Fiscal Year 2019
*Source IDT
Period 9
Reference Number
ADB Date 05/31/2019
Journal Class
Transaction Code GENERAL
Auto Generate Lines
Save Journal Incomplete Status
SJE Type
Autobalance on 0 Amount Line
Currency Defaults: USD / CRRNT / 1
Attachments (0)
CTA
Reversal: Do Not Generate Reversal
Commitment Control
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.



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.**



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.