

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- Menu - 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 | Period: 9

*Source: IDT | ADB Date: 05/31/2019

Reference Number: | Journal Class: | Transaction Code: GENERAL

SJE Type: | Currency Defaults: USD / CRRNT / 1 | Attachments (0)

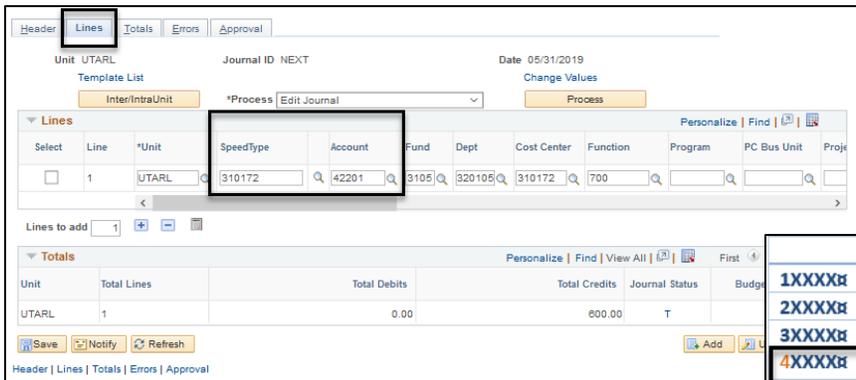
Reversal: Do Not Generate Reversal | Auto Generate Lines: Save Journal Incomplete Status: Autobalance on 0 Amount Line: CTA: Commitment Control:

Entered By: 6001363564 | Entered On: | Last Updated On: | Tamara Tidinor

Save | Notify | Refresh | Add | Update/Display

Header | Lines | Totals | Errors | Approval

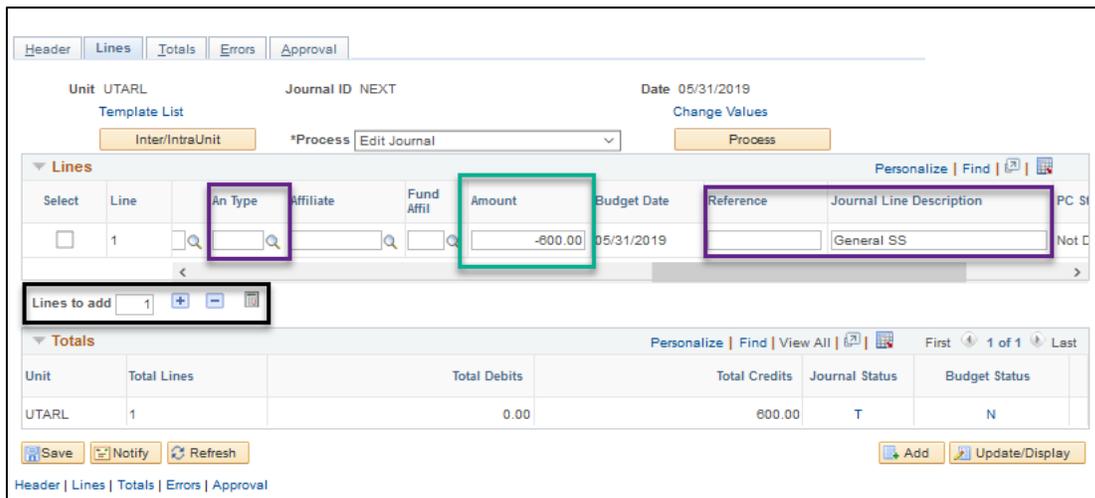
11. Click the **Lines** tab.
12. Enter the Cost Center or Project that you want to use for the journal line into the **SpeedType** field.
13. Press Tab or Enter to auto-populate the remaining required chartfield strings.
14. Enter or lookup the **Account** type for the journal line. This code is used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



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



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Job Aid

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.

The screenshot shows the 'Lines' table with two entries. The first entry has SpeedType 310172 and Account 42201. The second entry has SpeedType 470088 and Account 63007. An inset shows the 'Account-Type' dropdown menu with '6XXXXX Expense-Non-payroll' selected.

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

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).

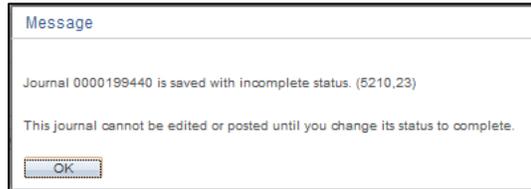
The screenshot shows the 'Lines' table with two entries. The first entry has an amount of -600.00 and the second has an amount of 600.00. The 'Totals' section shows Total Debits of 600.00 and Total Credits of 600.00. The 'Save' button is highlighted.

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

26. Click the **Save** button.

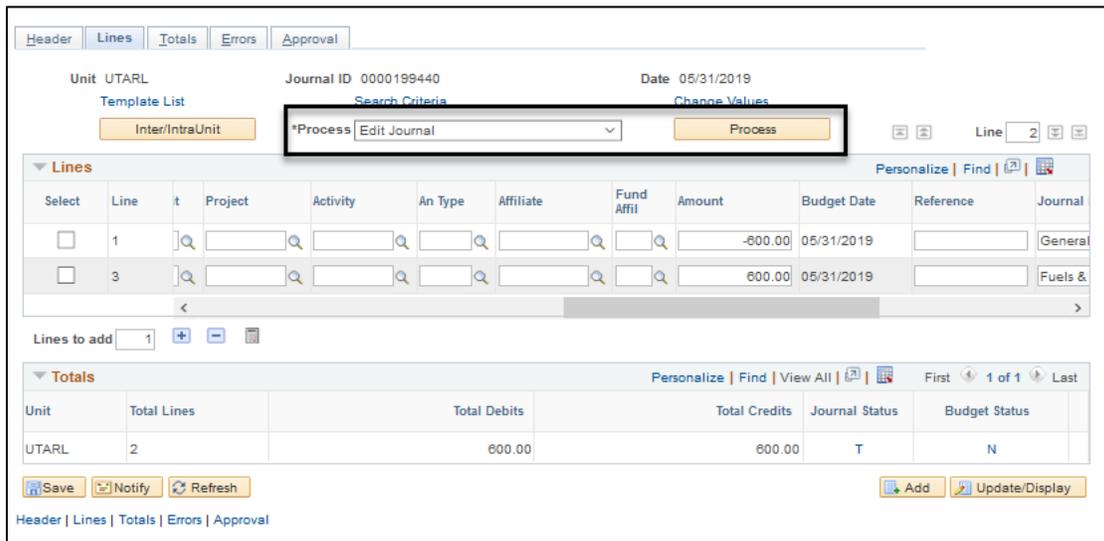
This pop-up message may display:

26. Click **OK**.



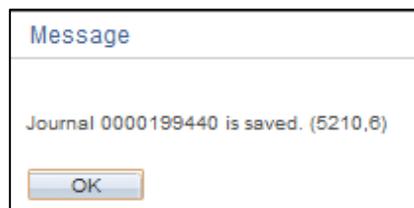
27. Select **"Edit Journal"** from the Process menu drop-down list. This is usually the default value.

28. Click the **Process** button.

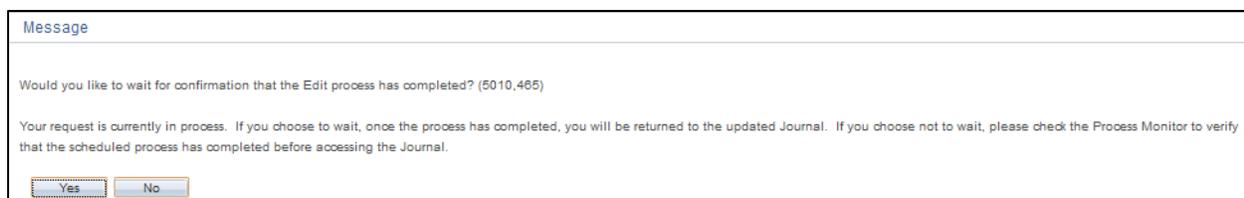


This pop-up message displays.

29. Click **OK**.

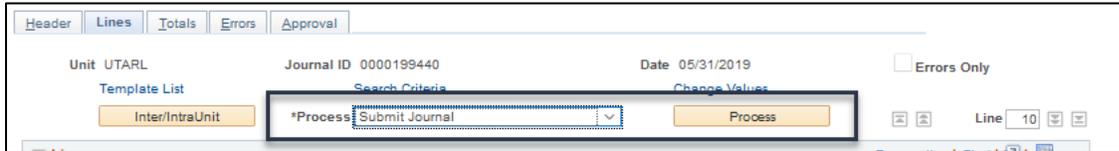


30. Click **Yes** to the next pop-up message shown below:



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.

