IDT Journal Entry

Presented by: Business Technology Services
Agenda

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Inter-Departmental Transfers (IDT)
Processed by service centers to charge other departments for services provided.
  – Typically done by Facilities, and Auxiliary Services, Telecommunications.

The Financial Transactions are recorded in the General Ledger.
  – The department providing the services should enter the IDT Journal in UT Share.

Journals are made in a double-entry system where the total debits must equal the total credits.
  o Credit entries are indicated by a negative number.
  o Debit entries are indicated by a positive number.

The Menu path in UT Share is Navigator > General Ledger > Journal Entries > Create/Update Journal Entries.
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Process

1. Enter the Transaction Revenue and Expense Lines.

2. Run the **Edit Journal** process. The **Edit Journal** process is used to budget check your journal lines.
   - Additional transaction lines will display on the journal, when transferring costs or revenue between different fund groups cash balancing is required (e.g. Intrafund Cash). You will notice that the total debits and the total credits are doubled.

3. Submit the Journal for Approval.
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Security
To create an IDT Journal, you must have the following security role: **UTZ FI GL Journal Entry**.

This is a back-office role that must be approved by Accounting Services.

**Note:** Security roles can be requested by completing the UT Share Access Request form [UT Share Security Requests - Home](#).
The Journal Entry page consists of five tabs: **Header, Lines, Totals Errors, and Approval.**

**Header**
- Contains the attributes to identify the journal entry. (Journal ID, Date, Business Unit.)
- **Purpose** for the journal entry.
- Supporting documentation.

*Purpose is the long description.*

*Attach Support Documents.*
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Lines

Used to record the dollar **amounts**, the **chartfield values**, and the general ledger **account** code for each transaction line.

The Account is used to identify the nature of the transaction and the Account Type (e.g. revenue, expense, asset, etc.).

- A Revenue Account type for the credit transaction line. (A “4” Account and is entered as a **negative**).
- An Expense Account Type for the debit transaction line. (A “6” Account).
The Edit Journal process is used to budget check your journal lines when transferring costs or revenue between different fund groups.

Cash balancing is required (e.g. Intrafund Cash) which adds intrafund transaction lines.

You will also notice that the total debits and the total credits are doubled.
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Totals

The **Totals** page is optional. This page is used to enter defined control totals. This feature is used to verify that the data entered on the journal is accurate.
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Approval:

The Approval Tab displays the journal Approval Status and Routing History.

The required approvals for IDT Journals are:

- Department
- Accounting Services
Errors

After running the *Edit Journal Process* and errors are found, the *Errors* page is used to view the error message.

![Errors page example](image)
IDT Journal Workflow Process
IDT Journal Workflow Process

1. Department Approval
2. GL Journal Approval (Accounting Services)
3. Journal Posted
Policies, Procedures and Official University forms are located at:
https://www.uta.edu/policy/

Procedure Index BF-AS-PR9
- Charges to Departmental Services
More Information

IDT Journal Questions:
– acctserv@uta.edu

UT Share Support:
– Service Now: https://uta.service-now.com/selfservice
– Call: 817-272-2208

Training Resources:
– Visit Business Affairs Training and Development web page: https://www.uta.edu/business-affairs/training/
  • Register for UTShare Classes
  • Join Business Affairs Listserv
  • View and/or Print UT Share Training Materials
    – Training Guides
    – Job Aid
    – PowerPoints