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# IDT Journal Entry

# Agenda



IDT Journal Entry

IDT Journal  
Workflow  
Process



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**IDT Journal Entry**

# IDT Journal Entry

## 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.

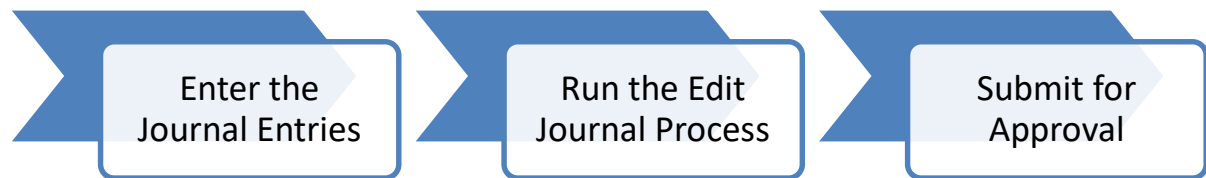
- Credit entries are indicated by a negative number.
- Debit entries are indicated by a positive number.

The Menu path in UT Share is **NavBar –Navigator - Financials - General Ledger - Journals - Journal Entries - Create/Update Journal Entries.**

# IDT Journal Entry

## 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.



# IDT Journal Entry

## 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](#).

# IDT Journal Entry

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.

The screenshot shows the 'Header' tab of the IDT Journal Entry form. The 'Header' tab is selected and highlighted with a black box. A red box highlights the 'Date' field, which is set to '05/31/2019'. A blue callout box points to the 'Purpose' field, which contains the text 'Gasoline Fuel charges'. A red callout box points to the 'Attachments' field, which is currently empty. The form includes various fields for 'Ledger Group', 'Ledger', '\*Source', 'Reference Number', 'Journal Class', 'Code', 'Adjusting Entry', 'Fiscal Year', 'Period', 'ADB Date', 'Auto Generate Lines', 'Save Journal Incomplete Status', 'Autobalance on 0 Amount Line', 'CTA', and 'Commitment Control'. The 'Currency Defaults' are set to 'USD / CRRNT / 1' and the 'Reversal' is set to 'Do Not Generate Reversal'.

**Purpose is the long description.**

**Attach Support Documents.**

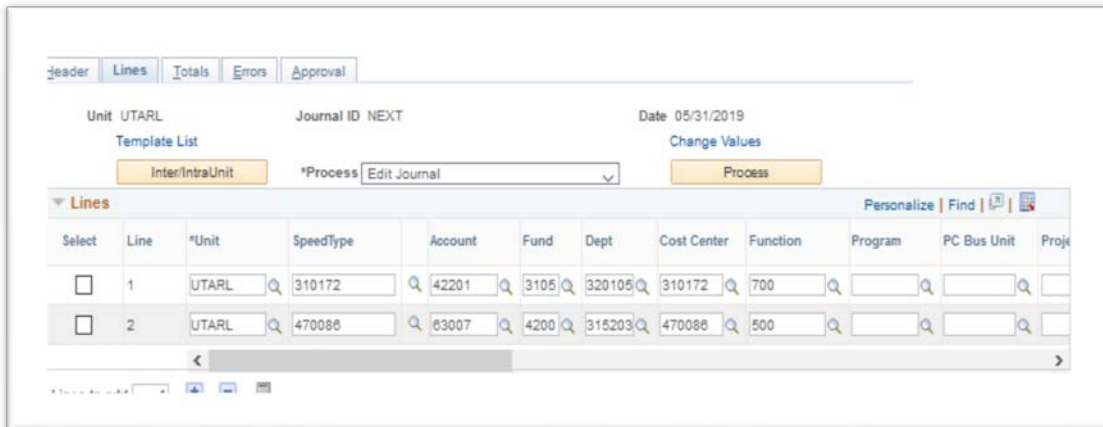
# IDT Journal Entry

## 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 screenshot displays the IDT Journal Entry interface. At the top, there are tabs for 'header', 'Lines', 'Totals', 'Errors', and 'Approval'. Below the tabs, the 'Unit' is set to 'UTARL' and the 'Journal ID' is 'NEXT'. The 'Date' is '05/31/2019'. There are buttons for 'Inter/IntraUnit', '\*Process' (set to 'Edit Journal'), and 'Process'. A 'Change Values' button is also present. The main area shows a table of journal entry lines with the following columns: Select, Line, \*Unit, SpeedType, Account, Fund, Dept, Cost Center, Function, Program, PC Bus Unit, and Proj.

Select	Line	*Unit	SpeedType	Account	Fund	Dept	Cost Center	Function	Program	PC Bus Unit	Proj
<input type="checkbox"/>	1	UTARL	310172	42201	3105	320105	310172	700			
<input type="checkbox"/>	2	UTARL	470088	83007	4200	315203	470088	500			



# IDT Journal Entry

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.

The screenshot displays the IDT Journal Entry interface. At the top, there are tabs for Header, Lines, Totals, Errors, and Approval. The main area shows the following details:

- Unit: UTARL
- Journal ID: 0000199440
- Date: 05/31/2019
- Errors Only:
- Template List: Inter/IntraUnit
- Search Criteria: \*Process Edit Journal
- Change Values: Process
- Line: 10

The **Lines** section contains a table with the following data:

Select	Line	*Unit	SpeedType	Account	Fund	Dept	Cost Center	Function	Program	PC Bus Unit	Projec
<input type="checkbox"/>	1	UTARL		42201	3105	320105	310172	700			
<input type="checkbox"/>	3	UTARL		63007	4200	315203	470086	500			
<input type="checkbox"/>	4	UTARL		10505	3105						
<input type="checkbox"/>	5	UTARL		10505	4200						

Below the lines table is a **Totals** section:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UTARL	4	1,200.00	1,200.00	V	V

Callouts in the image highlight:

- System Generated Intrafund Transaction Lines**: Points to lines 4 and 5 in the table.
- Debits and Credits are Doubled**: Points to the Total Debits and Total Credits values in the Totals table.

# IDT Journal Entry

## 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.

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

Unit: UTARL      Journal ID: NEXT      Date: 05/31/2019

**Totals** Find | View All    First 1 of 2 Last

\*Unit: UTARL    \*Ledger: ACTUALS    Fund: 3105    Project: [ ]

Currency	Control Totals	Actual Totals	Differences
USD	Debits: [ ]	Debits: 0.00	Debits: [ ]
	Credits: [ ]	Credits: 150.00	Credits: [ ]
		Net: -150.00	
Base Currency	Debits: [ ]	Debits: 0.00	Debits: [ ]
USD	Credits: [ ]	Credits: 150.00	Credits: [ ]
		Net: -150.00	
	Units: [ ]	Units: 0.00	Units: [ ]
	Lines: [ ]	Lines: 1	Lines: [ ]

Save    Notify    Refresh    Add    Update/Display

Header | Lines | Totals | Errors | Approval

# IDT Journal Entry

## Approval:

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

The required approvals for IDT Journals are:





- Department
- Accounting Services

The screenshot shows the 'Approval' tab of the IDT Journal Entry interface. At the top, there are navigation tabs: 'Header', 'Lines', 'Totals', 'Errors', and 'Approval' (which is selected and highlighted with a red box). Below the tabs, the header information includes 'Unit UTARL', 'Journal ID 0000199440', and 'Date 05/31/2019', with a 'Submit' button on the right. The main content area is titled 'Approval Status' and contains the following fields: 'Unit UTARL', 'Approval Check Active Y', 'Approval Status Pending Approval' (highlighted with a red box), 'Approval Action Approve', and 'Deny Comments' (a text area with a '254 characters remaining' indicator). Below this, there are two approval sections: 'Department Approval' and 'GL Journal Approval'. The 'Department Approval' section shows a dropdown for 'Unit UTARL, ID 0000199440, Date 2019-05-31, Line Unit UTARL:Pending' and a 'Department Approval' status of 'Pending' by 'Keith Russell Halman, Department Manager'. The 'GL Journal Approval' section shows a dropdown for 'Unit UTARL, ID 0000199440, Date 2019-05-31, Line Unit UTARL:Awaiting Further Approvals' and a 'GL Journal Approval' status of 'Not Routed' by 'Multiple Approvers, Accounting Office Approval'. At the bottom, there are 'Save', 'Notify', and 'Refresh' buttons, and a footer with 'Header | Lines | Totals | Errors | Approval'.

# IDT Journal Entry

## Errors

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

Header	Lines	Totals	Errors	Approval		
Unit	UTARL	Journal ID	NEXT	Date	05/31/2019	
▼ Header Errors		Personalize   Find      		First	1 of 1	Last
Field Long Name	Message Text					
	No journal headers are marked in error.					
▼ Line Errors		Personalize   Find      		First	1 of 1	Last
Field Long Name	Message Text					
	No journal line between line 1 and line 1 is marked in error.					



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# **IDT Journal Workflow Process**

# IDT Journal Workflow Process

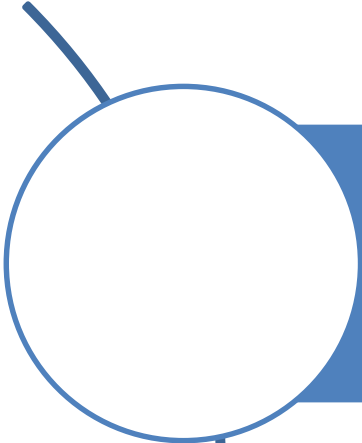


Department Approval

GL Journal Approval  
(Accounting Services)

Journal Posted

# IDT Journal



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](mailto: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