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Journal Entry

Journals are processed through the General Ledger module to record financial transactions. It consists of a Header and Line totals. The journal Header contains three attributes that uniquely identify the journal: Journal ID, Journal Date, and Business Unit. The journal Lines section is used to record the monetary amounts and chartfield values associated with each line. Journals are made in a double-entry system where the total debits must equal the total credits. In UT Share, credits are indicated by a negative number (e.g. -106.60) and debits are indicated by a positive number (e.g. 106.60).

Inter-Departmental Transfer (IDT) Journal Entry

The Journal Entry page is used by departments to process Inter-Departmental Transfers (IDT). IDT’s are routinely processed by service centers (i.e. Facilities, Auxiliary Services, etc.) to charge services to another department. The department providing the services should initiate the IDT.

To create an IDT journal entry, 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. Security roles can be requested using the UT Share Security Request for Production form here: https://mavsuta.sharepoint.com/sites/forms/utsr/SitePages/Home.aspx

Create a new IDT Journal Entry

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:

The Create/Update Journal Entries page is displayed. This page is used to search for an existing Journal using the Find an Existing Value tab, or by using the Keyword Search tab, or to create a new Journal using the Add a New Value tab.

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.

The Journal Entry page is displayed with 5 tabs.

- The Header tab page is used to enter the purpose for the journal and to attach support documentation.
- The Lines tab page is used to record the dollar amounts and the chartfield values associated with each journal line. transaction line.
- Totals tab (Optional): Provides the user with the ability to enter control totals. This feature is used to verify that the data entered on the journal is accurate; based on the defined control totals indicated in the Totals section.
- Errors tab displays error messages if they are found.
- The Approval tab page is used to view the journal approval status and routing history.
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 holds up to 254 characters.
11. Click **Save**.
12. Click the **Lines** tab.

The **Lines** tab page records the Journal entries. These are made in a **double-entry system** where the total debits must equal the total credits.

- A revenue account type begins with "4" and is entered as a credit entry (**negative**). This transaction line will increase cash.
- The expense account type begins with "6" and is entered as a debit entry. This transaction line will decrease cash.

**Enter Revenue Lines**

13. Enter the **Cost Center** or **Project** that you want to use for the journal line into the **SpeedType** field.
14. Press Tab or Enter to auto-populate the remaining required chartfield strings.
15. 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.
Scroll to the right to the **Amount** Field.

16. Enter the journal line amount as a **negative (-)**.

17. Click the “+” button to add more lines as necessary.

18. The **Reference** field is optional. It could be used for tracking purposes like an invoice number.

19. 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.

20. 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.
Enter Expense Lines

21. Click the “+” button to add a new line.
22. Enter the Cost Center or Project that you want to use for the journal line into the SpeedType field.
23. Press Tab or Enter to auto-populate the remaining required chartfield strings.
24. 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.

25. Scroll to the right to the Amount field. Enter the journal line amount. Click the “+” button to add more lines as necessary.
26. Click the Calculate Amounts button to update the total debit and credits. (These amounts should match).
**Note:** Journal Status and Budget Status codes are also listed in the Totals area. Some of the status codes are:

**Journal Status Codes**
- N = Journal created, not edited, cannot be posted
- V = Journal passed editing, ready for posting
- E = Journal edited, contains error
- P = Journal posted to general ledger

**Budget Status Codes**
- N = Journal created, not budget checked
- V = Journal passed budget checking, ready for posting
- E = Journal edited, failed budget checking

27. Click the **Save** button.

This pop-up message may display:

26. Click **OK**.
Process Journal

When transferring costs or revenue between different fund groups, cash balancing is required. UT Share creates additional lines identified as Intrafund Cash as a part of the process.

To verify the journal information is correct, you must run the Edit Journal validation process. The Edit Journal process validates the journal to make sure the:

- Accounting period is open.
- ChartField values are valid.
- Total debits equal total credits.

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:
Notes:

- Additional transaction lines are now displaying on the journal (e.g. Intrafund Cash). Scroll to the right to see the Journal Line Description.
- The total debits and the total credits are doubled.
- The Journal and Budget Status is now displaying "V" (Valid). This status indicates the journal has passed all required edits and ready for posting.
- If the status is "E" (Errors), select the "E" hyperlink in the Totals section or click the Errors tab, located at the top of the page, to review the error message. Once you have resolved the error, run the Edit Journal process again until both the Journal and Budget Status is "Valid".

31. Scroll to the right to see the Journal Line Descriptions.
Submit the Journal for Approval.

6. Select “Submit Journal” from the **Process** drop down list.
7. Click the **Process** button.

8. The document is submitted and starts workflow. View the status by clicking the **Approval** tab.
Review an IDT Journal Status

1. Begin by navigating to **Main Menu → General Ledger → Journals → Process Journals → Review Journal Status**.
2. Enter the **Journal ID** to review.
3. Click **Search**.

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

This section provides the following information:

- **A.** Purpose for the journal.
- **B.** Fiscal Year and Accounting Period (e.g. 6 = Feb) when the journal was created.
- **C.** Journal and Budget Status (e.g. **Valid**, **Posted**, etc.).
- **D.** Total number of lines in the journal entry.
- **E.** Total amounts of the debits and credits.

4. Click the **Journal Lines Tab**.
This displays the revenue and expense amounts, account, and chartfield values.

5. Scroll Right to see the status, and journal descriptions.

<table>
<thead>
<tr>
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6. Click **Return to Search** to go back and search a different Journal line.
Copy an IDT Journal Entry


1. Click the Find an Existing Value TAB. OR Click **Keyword Search** to do a broader more generic search.

2. Click the **Clear button**. This clears all of the pre-existing values.

3. Enter UTARL as the **Business Unit**.

4. Enter the **Journal ID** or **Journal Date** to do a broader search.

5. Click the **Search** button.

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

6. **Click the Lines Tab.**
7. Click the **Copy Journal** from the Process drop down list.
8. Click the **Process** button.

9. Leave the default value in the **Journal ID (NEXT) field**. The next available ID will be assigned after the journal is copied.

10. 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.

11. Click **OK**.

A new Journal ID has been assigned and all the information from the original journal is now copied into the new one.

12. Remove or add additional journal lines.
13. Modify the chartfield values.
14. Update the dollar amounts.
15. Save and run the Edit Journal validation process.
Delete an IDT Journal Entry

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.**

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

A pop-up Message displays:

10. Click **Yes**.

11. Click **OK**.
Add an Attachment to a Journal

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 **blue Attachments link**.
8. Click Browse in the pop-up that displays.

9. Click to highlight the file you want to attach.
10. Click the Open button.

11. Click the **Upload** button.

The attachment is added.

12. Uncheck the checkbox if you **DO NOT** want to share the attachment with the approver. The default is checked.

13. Add a **Description** if desired to describe the attachment.

14. Click **OK** if no other attachments need to be added or click **Add Attachment** and repeat the steps above to add additional attachments.
The Attachment displays the number of attachments you added.

15. Click **Save**.
16. Click the **Lines Tab** and Add or Remove additional journal lines.
17. Modify the chartfield values.
18. Update the dollar amounts.
19. Save and run the Edit Journal validation process.