Create New IDT Journal Entry Job Aid

The purpose of this job aid is to explain how to create a New Inter-Departmental Transfer (IDT) Journal Entry. IDTs 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.

1. Navigate to the Create/Update Journal Entries screen: **NavBar > Menu > Financials > General Ledger > Journals > Journal Entry > Create/Update Journal Entries.**

   The **Create/Update Journal Entries** page is displayed. This page is used to search for an existing Journal using the **Find an Existing Value** button in the top right, or to create a new Journal using the **Add a New Value** page.

2. Complete the **Add a New Value** information.

   - **Business Unit** defaults to UTARL, leave as is.

   - **Journal ID** defaults to NEXT. The next available ID will be assigned after the Journal is saved.

   - The **Journal Date** field defaults to the current date. The date may be changed if necessary. This date determines the accounting period to which the Journal will post.

   Click **Add.**

The **Journal Entry** page is displayed with 5 tabs.

   - The **Header** tab is used to enter the purpose for the Journal and to attach support documentation.

   - The **Lines** tab is used to record the dollar amounts and the chartfield values associated with each transaction line.

   - The **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.

   - The **Errors** tab displays error messages if they are found.

   - The **Approval** tab is used to view the Journal approval status and routing history.

3. The **Header** tab is displayed first. Most of the required information defaults into the appropriate fields.

   A. The **Ledger Group** field defaults to "Actuals," leave as is.

   B. The **Source** field defaults to "IDT," leave as is.

   C. Use the **Attachments** link to attach any relevant supporting documentation.

   D. Enter a detailed description in the **Long Description** field explaining the reason for the Journal. This field allows up to 254 characters.

4. The Click the **Save** button in the bottom left corner next to the notify button.

5. A pop-up message may display. Click **OK**.
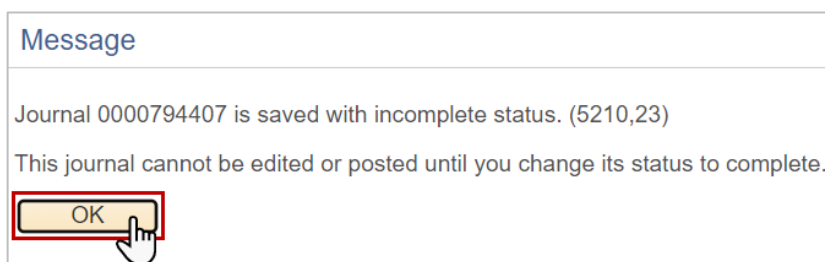
The IDT Journal Entry is saved and ready for Revenue Lines to be added. See **Enter IDT Revenue Lines** Job Aid.