## **Enter IDT Expense Lines Job Aid**

The purpose of this job aid is to explain how to enter Expense Lines on an Inter-Departmental Transfer (IDT).

The Lines tab of a Journal IDT 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 (positive). This transaction line will decrease cash.

The Expenses entered must match the Revenues entered on an IDT. After an IDT is created, and revenue lines entered, a user will need to add corresponding Expense Lines.

1. On the Journal Entry Page, click the Lines tab.

Header	Lines	Totals	Errors	<u>A</u> pproval						
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2. Scroll down and click the "+" button to add additional lines as needed.

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Lines to add	1	+	—	

- 3. Enter the <u>Cost Center</u> or <u>Project</u> number for the Journal line into the **SpeedType** field.
- 4. Press **Tab** or **Enter** to auto-populate the remaining required chartfield strings.
- 5. 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.

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- 6. In the Lines section, scroll right until the **Amount** and **Journal Line Description** fields are visible.
- 7. Enter the Journal line amount as a **positive**.
- 8. If additional expense lines are needed, click the "+" button to add more lines.
- 9. The **Reference** field is optional. It could be used for tracking purposes.
- 10. The Journal Line Description field is optional. Use it to enter a meaningful description if needed.

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11. Click the Calculate Amounts button to update total debit and credits. Amounts should match.

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<b>Totals</b>	U		Personalize   Find   V	ïew All   💷   🔣	First 🕢 1 of 1 🕟 Last
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## Note: Journal Status and Budget Status codes are listed to the right of the Totals area.

## **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
- 12. Click the **Save** button in the bottom left below Totals.
- 13. A pop-up message may display. Click OK.

Message
Journal 0000794407 is saved with incomplete status. (5210,23) This journal cannot be edited or posted until you change its status to complete.
<u>OK</u>

The IDT Journal Entry is saved and ready to be processed. See the Process Journal Job Aid.