

# Enter IDT Expense Lines Job Aid

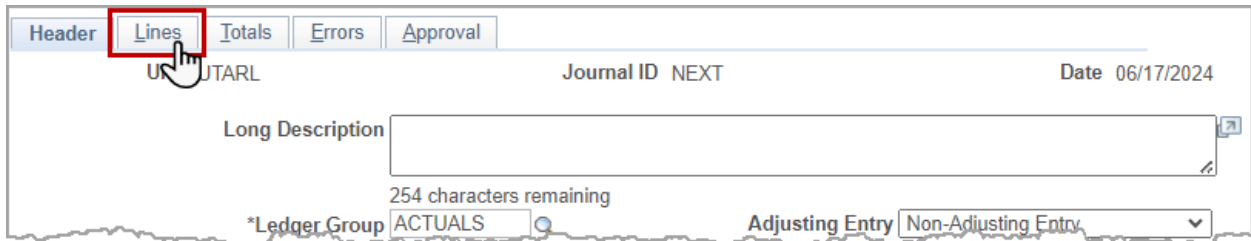
The purpose of this job aid is to explain how to enter Expense Lines on an Inter-Departmental Transfer (IDT).

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.

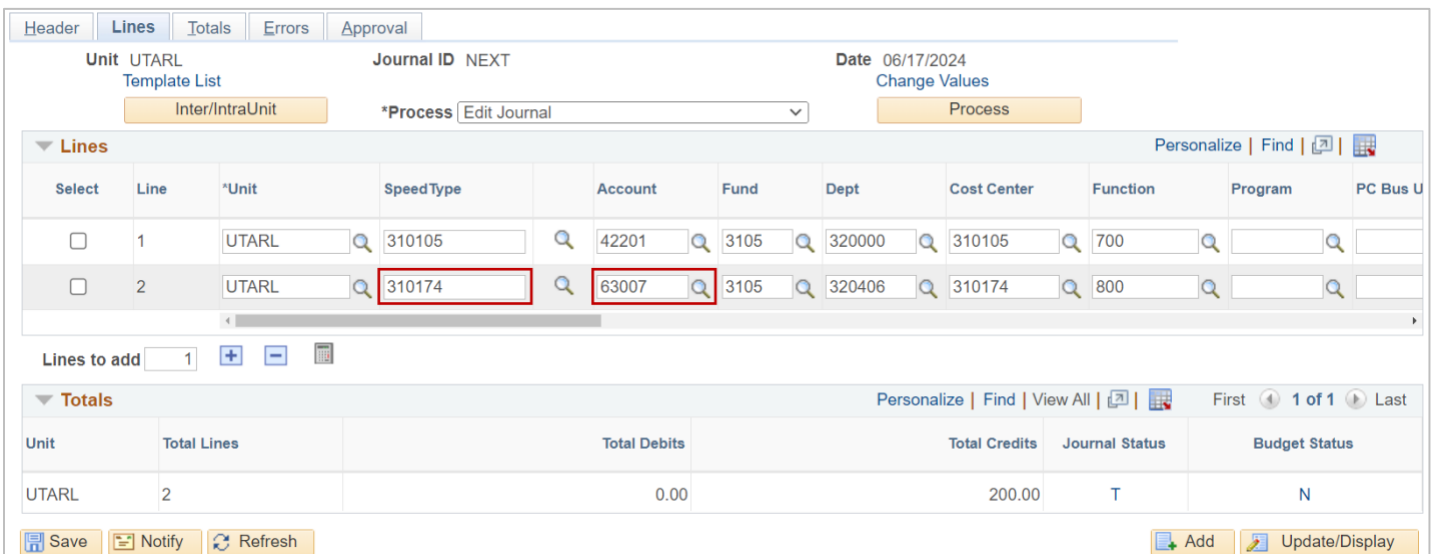
1. On the **Journal Entry** Page, click the **Lines** tab.



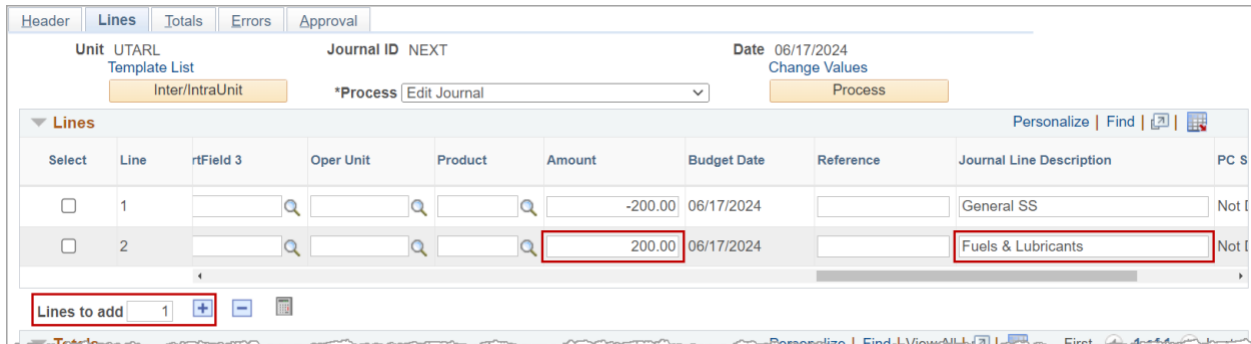
2. Scroll down and click the "+" button to add additional lines as needed.



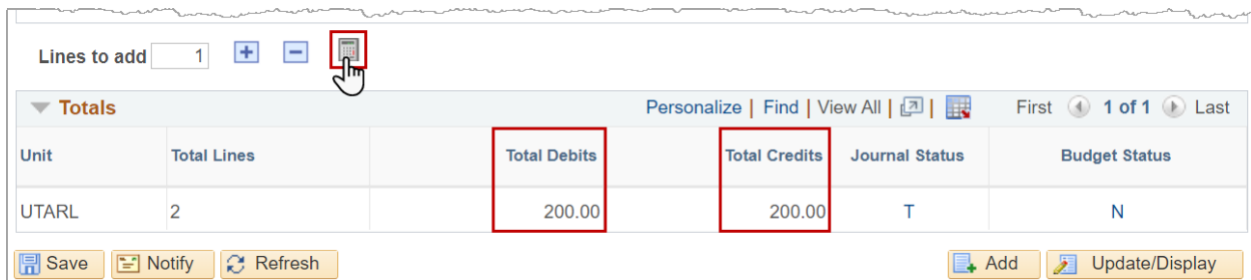
3. Enter the Cost Center or Project number for the Journal line into the **SpeedType** field.
4. Press **Tab** or **Enter** to auto-populate the remaining required chartfield strings.
5. Enter or lookup the **Account** type for the Journal line. This code is used to identify the nature of the transaction. The expense line usually starts with a 6.



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.



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



**Note:** *Journal Status and Budget Status codes are listed to the right of the Totals area.*

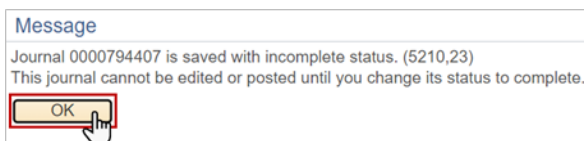
**Journal Status Codes**

- 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**.



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