Enter IDT Revenue Lines Job Aid

The purpose of this job aid is to explain how to enter Revenue 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 Revenues entered must match the expenses entered on an IDT. After an IDT is created, a user will need to add Revenue Line.

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


2. Enter the <u>Cost Center</u> or <u>Project</u> that will be used for the Journal line into the **SpeedType** field.

3. Press **Tab** or **Enter** to auto-populate the remaining required chartfield strings.

4. Enter or lookup the **Account** type for the Journal line. This General Ledger Account code is used to identify the nature of the transaction.
   Note: *Revenue account types start with a 4.*

5. In the Lines section, scroll to the right until the **Amount** and **Journal Line Description** fields are visible.

6. Enter the Journal line amount as a **negative (-).**

7. If additional revenue lines are needed, click the "**+**" button to add more lines.

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

9. 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.
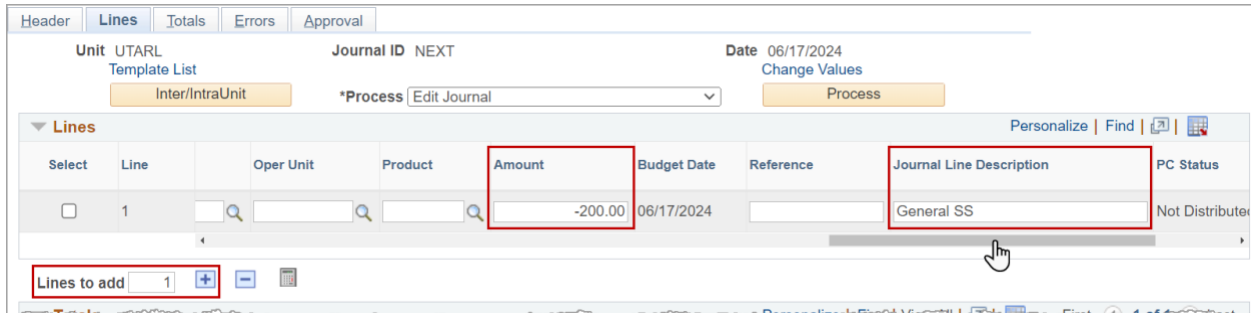

10. If the transaction is for a Project, scroll back to the left to input the **An Type**. The An Type (Analysis Type) field is used to categorize transactions for **Project Costing (Grant or Plant Fund)** to a Journal line.

   • 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.

   Note: *This field is only utilized for projects, not cost center.*
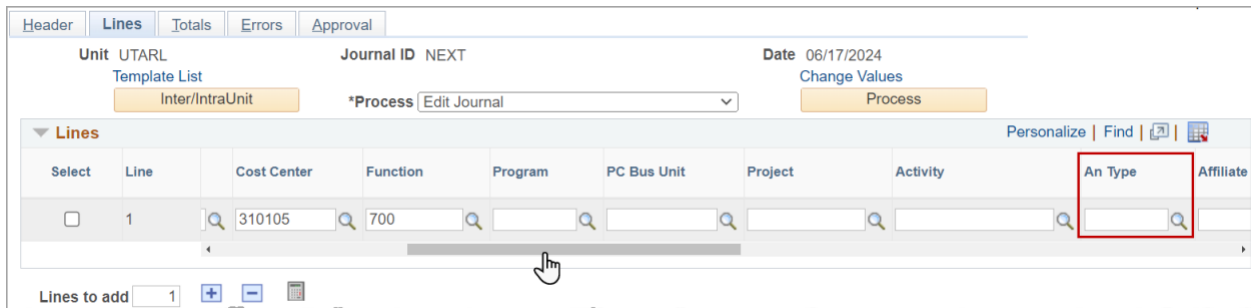
1. Click the **Save** button in the bottom left corner next to the notify button.
2. A pop-up message may display. Click **OK**.
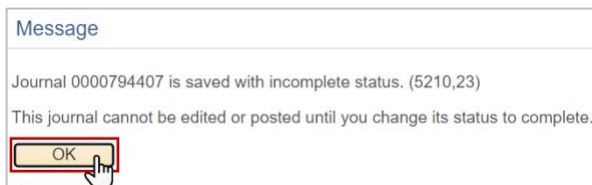
After the Revenue lines have been added to the IDT, a user should add the corredsponding expenses. See **Enter IDT Expense Lines Job Aid.**