

Process IDT Journal Job Aid

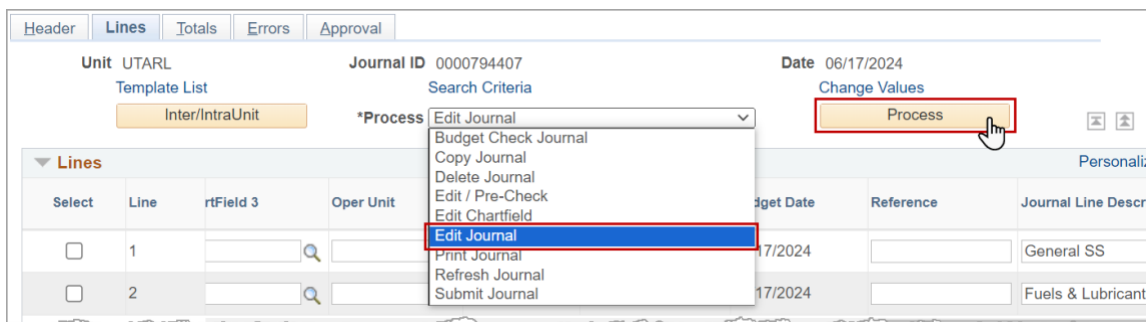
When transferring costs or revenue between different fund groups, cash balancing is required. To verify the Journal information is correct, the **Edit Journal** process must be run.

Note: *UTShare creates additional lines identified as **Intrafund Cash** as a part of the process.*

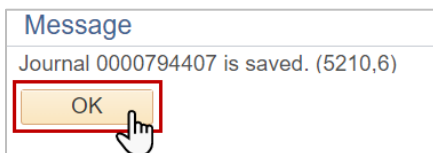
The Edit Journal process validates the Journal to make sure the:

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

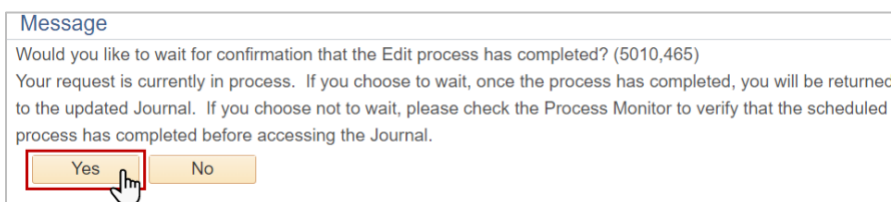
1. On the Lines tab, select **Edit Journal** from the Process menu drop-down list.
2. Click the **Process** button.



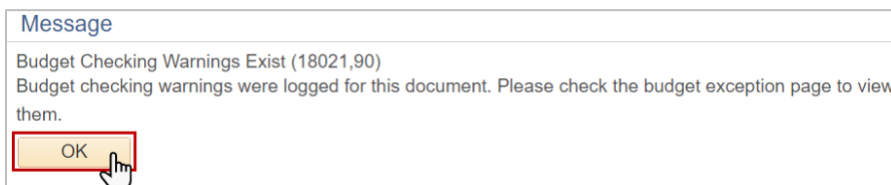
3. Click **OK** on the Journal Save message.



4. Click **Yes** to the next pop-up message.



At times, a **Budget Checking Warnings Exist** message may appear. This is a warning and will not prevent the IDT transfer from proceeding. Click **OK** if necessary.



5. Scroll to the right to verify the **Journal Line Description(s)** are present and ensure the **Total Debits** match the **Total Credits** with the **Journal** and **Budget Status** is now displaying "V" (Valid).

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UTARL	2	200.00	200.00	V	V

If correct, the IDT Journal is ready to be submitted. See **Submit IDT Journal Job Aid**.

Notes:

- Additional transaction lines can display on the Journal if transferring between fund codes. (e.g. Intrafund Cash). Scroll to the right to see the Journal Line Description.
- Total debits and the total credits are doubled if transferring between fund codes. (e.g. Intrafund Cash).
- The Journal and Budget Status will still display "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 errors have resolved, run the Edit Journal process again until both the Journal and Budget Status is "Valid".

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UTARL	4	400.00	400.00	V	V

Select	Line	per Unit	Product	Amount	Budget Date	Reference	Journal Line Description	PC Status
<input type="checkbox"/>	1			-200.00	06/14/2024		General SS	Not Distributed
<input type="checkbox"/>	2			200.00	06/14/2024		Fuels & Lubricants	Not Distributed
<input type="checkbox"/>	3			200.00	06/14/2024		CIB - Intrafund Cash	Not Distributed
<input type="checkbox"/>	4			-200.00	06/14/2024		CIB - Intrafund Cash	Not Distributed