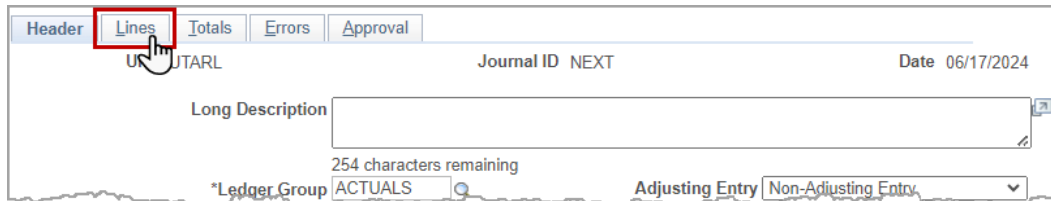


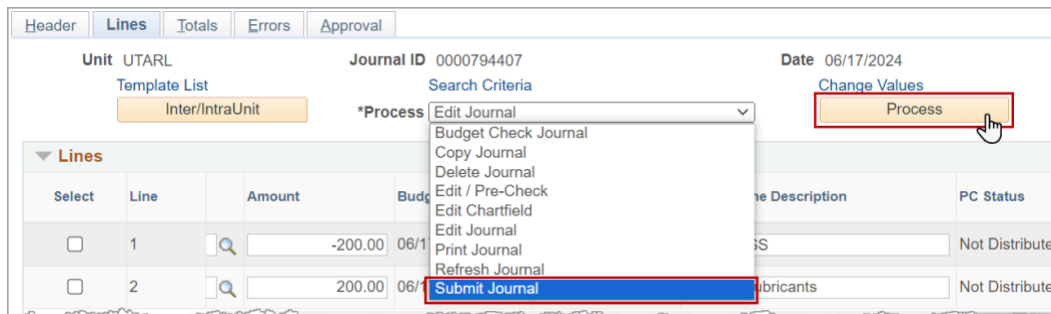
Submit IDT Journal Job Aid

The purpose of this job aid is to explain how to submit an Inter-Departmental Transfer (IDT) Journal. Once an IDT Journal has successfully processed and saved, it needs to be submitted for approval.

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



2. Select **Submit Journal** from the Process drop down list.
3. Click the **Process** button.



4. The document is submitted and has entered the approval workflow. View the status by clicking the **Approval** tab.
 - a. **Pending** is the current level the Workflow is at.
 - b. **Awaiting Further Approvals** are future approvers in the workflow.
 - c. Users can click on the **Multiple Approvers** link to view the assigned approvers at each level.

