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.

Header Lines Totals Errors	<u>A</u> pproval		
UCUTARL	Journal ID	NEXT	Date 06/17/2024
Long Description			
*Ledger.Group	254 characters remaining ACTUALS	Adjusting Entry	Non-Adjusting Entry

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

Header L	ines <u>T</u> otals	Errors Approval					
Unit	UTARL	Journ	nal ID	0000794407	Date 00	6/17/2024	
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- 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 Futher Approvals are future approvers in the workflow.
 - c. Users can click on the **Multiple Approvers** link to view the assigned approvers at each level.

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	Journal ID 0000794407	Date 06/17/2024
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Unit Approval Check Active Approval Status Approval Action Deny Comments	UTARL Y Pending Approval Approve	
Department Approval	254 characters remaining	3
Department Approval		
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