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KNOWLEDGE
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IDT Journal Entry

Agenda



IDT Journal Entry

IDT Journal
Workflow
Process



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IDT Journal Entry

IDT Journal Entry

Inter-Departmental Transfers (IDT)

Processed by service centers to charge other departments for services provided.

- Typically done by Facilities, and Auxiliary Services, Telecommunications.

The Financial Transactions are recorded in the General Ledger.

- The department providing the services should enter the IDT Journal in UT Share.

Journals are made in a double-entry system where the total debits must equal the total credits.

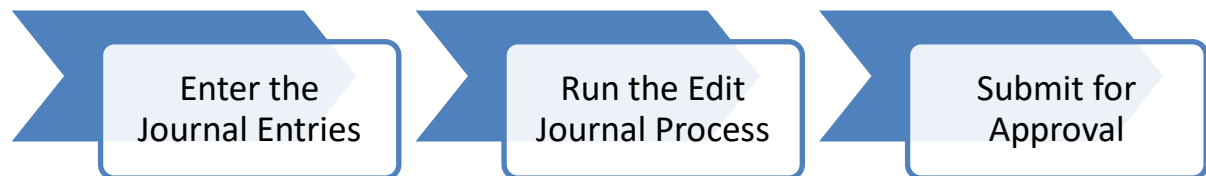
- Credit entries are indicated by a negative number.
- Debit entries are indicated by a positive number.

The Menu path in UT Share is **NavBar –Menu - Financials - General Ledger - Journals - Journal Entries - Create/Update Journal Entries.**

IDT Journal Entry

Process

1. Enter the Transaction Revenue and Expense Lines.
2. Run the **Edit Journal** process. The **Edit Journal** process is used to budget check your journal lines.
 - Additional transaction lines will display on the journal, **when transferring costs or revenue between different fund groups cash balancing is required** (e.g. Intrafund Cash). You will notice that the total debits and the total credits are doubled.
3. Submit the Journal for Approval.



IDT Journal Entry

Security

To create an IDT Journal, you must have the following security role: **UTZ FI GL Journal Entry**.

This is a back-office role that must be approved by Accounting Services.



Note: Security roles can be requested by completing the UT Share Access Request form [UT Share Security Requests - Home](#).

IDT Journal Entry

The **Journal Entry** page consists of five tabs:
Header, Lines, Totals Errors, and Approval.

Header

- Contains the attributes to identify the journal entry. (Journal ID, Date, Business Unit.)
- **Purpose** for the journal entry.
- Supporting documentation.

The screenshot shows the 'Header' tab of the IDT Journal Entry form. The 'Purpose' field is highlighted with a red box and a callout bubble that says 'Purpose is the long description.' The 'Attachments' field is highlighted with a red box and a callout bubble that says 'Attach Support Documents.' The form includes fields for Journal ID (JOURNAL_ID), Date (05/31/2019), Description (Gasoline Fuel charges), Ledger Group (ACTUALS), Ledger, *Source (IDT), Reference Number, Journal Class, Code (GENERAL), Adjusting Entry (Non-Adjusting Entry), Fiscal Year (2019), Period (9), ADB Date (05/31/2019), and various checkboxes for Auto Generate Lines, Save Journal Incomplete Status, Autobalance on 0 Amount Line, CTA, and Commitment Control. The currency defaults are USD / CRRNT / 1 and the reversal is set to Do Not Generate Reversal.

IDT Journal Entry

Lines

Used to record the dollar **amounts**, the **chartfield values**, and the general ledger **account** code for each transaction line.

The Account is used to identify the nature of the transaction and the Account Type (e.g. revenue, expense, asset, etc.).

- A Revenue Account type for the credit transaction line. (A “4” Account and is entered as a **-negative**).
- An Expense Account Type for the debit transaction line. (A “6” Account).

The screenshot displays the IDT Journal Entry interface. At the top, there are tabs for 'header', 'Lines', 'Totals', 'Errors', and 'Approval'. Below the tabs, the 'Unit' is set to 'UTARL', the 'Journal ID' is 'NEXT', and the 'Date' is '05/31/2019'. There are buttons for 'Inter/IntraUnit', '*Process' (set to 'Edit Journal'), and 'Process'. A 'Change Values' link is also present. The main section is titled 'Lines' and contains a table with the following columns: Select, Line, *Unit, SpeedType, Account, Fund, Dept, Cost Center, Function, Program, PC Bus Unit, and Proj. The table contains two rows of data:

Select	Line	*Unit	SpeedType	Account	Fund	Dept	Cost Center	Function	Program	PC Bus Unit	Proj
<input type="checkbox"/>	1	UTARL	310172	42201	3105	320105	310172	700			
<input type="checkbox"/>	2	UTARL	470086	63007	4200	315203	470086	500			

IDT Journal Entry

The Edit Journal process is used to budget check your journal lines when transferring costs or revenue between different fund groups.

Cash balancing is required (e.g. Intrafund Cash) which adds intrafund transaction lines.

You will also notice that the total debits and the total credits are doubled.

The screenshot displays the IDT Journal Entry interface. At the top, there are tabs for Header, Lines, Totals, Errors, and Approval. The main area shows the following details:

- Unit: UTARL
- Journal ID: 0000199440
- Date: 05/31/2019
- Errors Only:
- Template List: Inter/IntraUnit
- Search Criteria: *Process Edit Journal
- Change Values: Process
- Line: 10

The **Lines** section contains a table with the following data:

Select	Line	*Unit	SpeedType	Account	Fund	Dept	Cost Center	Function	Program	PC Bus Unit	Projec
<input type="checkbox"/>	1	UTARL		42201	3105	320105	310172	700			
<input type="checkbox"/>	3	UTARL		63007	4200	315203	470086	500			
<input type="checkbox"/>	4	UTARL		10505	3105						
<input type="checkbox"/>	5	UTARL		10505	4200						

Callouts in the image point to lines 4 and 5, stating "System Generated Intrafund Transaction Lines".

The **Totals** section shows the following data:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UTARL	4	1,200.00	1,200.00	V	V

Callouts in the image point to the Total Debits and Total Credits columns, stating "Debits and Credits are Doubled".

IDT Journal Entry

Totals

The **Totals** page is optional. This page is used to enter defined control totals. This feature is used to verify that the data entered on the journal is accurate.

Header | Lines | **Totals** | Errors | Approval

Unit UTARL Journal ID NEXT Date 05/31/2019

Totals Find | View All First 1 of 2 Last

*Unit *Ledger Fund Project

UTARL ACTUALS 3105

Currency	Control Totals	Actual Totals	Differences
USD	Debits	Debits 0.00	Debits
	Credits	Credits 150.00	Credits
		Net -150.00	
Base Currency	Debits	Debits 0.00	Debits
USD	Credits	Credits 150.00	Credits
		Net -150.00	
	Units	Units 0.00	Units
	Lines	Lines 1	Lines

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

IDT Journal Entry

Approval:

The **Approval** Tab displays the journal **Approval Status** and **Routing History**.

The required approvals for IDT Journals are:

- Department
- Accounting Services

The screenshot shows the 'Approval' tab of the IDT Journal Entry interface. At the top, there are navigation tabs: 'Header', 'Lines', 'Totals', 'Errors', and 'Approval' (which is selected and highlighted with a red box). Below the tabs, the header information includes 'Unit UTARL', 'Journal ID 0000199440', and 'Date 05/31/2019', with a 'Submit' button on the right. The main content area is titled 'Approval Status' and contains the following information:

- Unit: UTARL
- Approval Check Active: Y
- Approval Status: Pending Approval (highlighted with a red box)
- Approval Action: Approve
- Deny Comments: [Text Area] (254 characters remaining)

Below the 'Approval Status' section, there are two approval sections:









- Department Approval**: Unit UTARL, ID 0000199440, Date 2019-05-31, Line Unit UTARL:Pending. The status is 'Pending' with a clock icon and the name 'Keith Russell Halman, Department Manager'.
- GL Journal Approval**: Unit UTARL, ID 0000199440, Date 2019-05-31, Line Unit UTARL:Awaiting Further Approvals. The status is 'Not Routed' with a clock icon and the name 'Multiple Approvers, Accounting Office Approval'.

At the bottom of the interface, there are buttons for 'Save', 'Notify', and 'Refresh', and a footer with the navigation tabs: 'Header | Lines | Totals | Errors | Approval'.

IDT Journal Entry

Errors

After running the *Edit Journal Process* and errors are found, The **Errors** page is used to view the error message.

Header	Lines	Totals	Errors	Approval
Unit UTARL		Journal ID NEXT		Date 05/31/2019
▼ Header Errors		Personalize Find  		First  1 of 1  Last
Field Long Name	Message Text			
	No journal headers are marked in error.			
▼ Line Errors		Personalize Find  		First  1 of 1  Last
Field Long Name	Message Text			
	No journal line between line 1 and line 1 is marked in error.			



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IDT Journal Workflow Process

IDT Journal Workflow Process

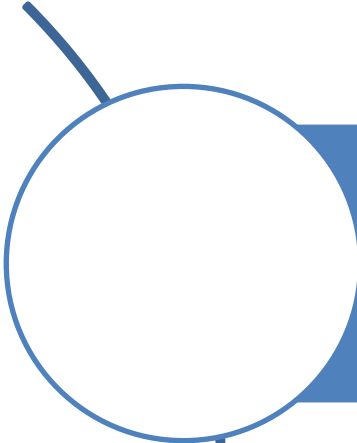
```
graph LR; A[Department Approval] --> B[GL Journal Approval (Accounting Services)]; B --> C[Journal Posted];
```

Department Approval

GL Journal Approval
(Accounting Services)

Journal Posted

IDT Journal



Policies, Procedures and Official University forms are located at:

<https://www.uta.edu/policy/>



Procedure Index [BF-AS-PR9](#)

- Charges to Departmental Services

More Information

IDT Journal Questions:

- acctserv@uta.edu

UT Share Support:

- Service Now: <https://uta.service-now.com/selfservice>
- Call: 817-272-2208

Training Resources:

- Visit Business Affairs Training and Development web page: <https://www.uta.edu/business-affairs/training/>
 - Register for UTShare Classes
 - Join Business Affairs Listserv
 - View and/or Print UT Share Training Materials
 - Training Guides
 - Job Aid
 - PowerPoints