



IDT Journal Process Guide

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Create a New IDT Journal Entry

Add New IDT Journal

1. Navigate to the Create/Update Journal Entries screen: **NavBar > Menu > Financials > General Ledger > Journals > Journal Entry > Create/Update Journal Entries.**

The **Create/Update Journal Entries** page is displayed. This page is used to search for an existing Journal using the **Find an Existing Value** button in the top right, or to create a new Journal using the **Add a New Value** page.

2. Complete the Add a New Value information.
 - **Business Unit** defaults to UTARL, leave as is.
 - **Journal ID** defaults to NEXT. The next available ID will be assigned after the Journal is saved.
 - The **Journal Date** field defaults to the current date. The date may be changed if necessary. This date determines the accounting period to which the Journal will post.

Click **Add**.

The **Journal Entry** page is displayed with 5 tabs.

- The **Header** tab is used to enter the purpose for the Journal and to attach support documentation.
- The **Lines** tab is used to record the dollar amounts and the chartfield values associated with each transaction line.
- The **Totals** tab (optional) provides the user with the ability to enter control totals. This feature is used to verify that the data entered on the Journal is accurate; based on the defined control totals indicated in the Totals section.
- The **Errors** tab displays error messages if they are found.
- The **Approval** tab is used to view the Journal approval status and routing history.

3. The **Header** tab is displayed first. Most of the required information defaults into the appropriate fields.
 - A. The **Ledger Group** field defaults to “Actuals,” leave as is.
 - B. The **Source** field defaults to “IDT,” leave as is.
 - C. Use the **Attachments** link to attach any relevant supporting documentation.
 - D. Enter a detailed description in the **Long Description** field explaining the reason for the Journal. This field allows up to 254 characters.

Enter Revenue Lines

1. Click the **Lines** tab.

The **Lines** tab 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.
2. Enter the Cost Center or Project 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.

The screenshot displays the 'Lines' tab of the IDT Journal Process Guide. The interface includes a header with tabs for Header, Lines, Totals, Errors, and Approval. The 'Lines' tab is active, showing a table with columns for Select, Line, *Unit, SpeedType, Account, Fund, Dept, Cost Center, Function, Program, and PC Bus U. The 'SpeedType' and 'Account' fields are highlighted with red boxes. Below the table is a 'Totals' section with columns for Unit, Total Lines, Total Debits, Total Credits, Journal Status, and Budget Status. At the bottom, there are buttons for Save, Notify, Refresh, Add, and Update/Display.

Select	Line	*Unit	SpeedType	Account	Fund	Dept	Cost Center	Function	Program	PC Bus U
<input type="checkbox"/>	1	UTARL	310105	42201	3105	320000	310105	700		

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UTARL	1	0.00	0.00	T	N

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.

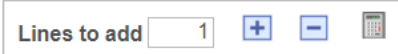
The screenshot shows the 'Lines' section of the software interface. The 'Amount' field is highlighted with a red box and contains the value '-200.00'. The 'Journal Line Description' field is also highlighted with a red box and contains the text 'General SS'. Below the table, there is a control for 'Lines to add' set to '1', with a red box around it. The interface includes tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Unit' is 'UTARL' and the 'Journal ID' is 'NEXT'. The 'Date' is '06/17/2024'. The '*Process' dropdown is set to 'Edit Journal'. The 'Process' button is visible. The table has columns for 'Select', 'Line', 'Oper Unit', 'Product', 'Amount', 'Budget Date', 'Reference', 'Journal Line Description', and 'PC Status'. The first row shows '1' in the 'Line' column, '-200.00' in the 'Amount' column, '06/17/2024' in the 'Budget Date' column, and 'General SS' in the 'Journal Line Description' column. The 'PC Status' is 'Not Distributed'.

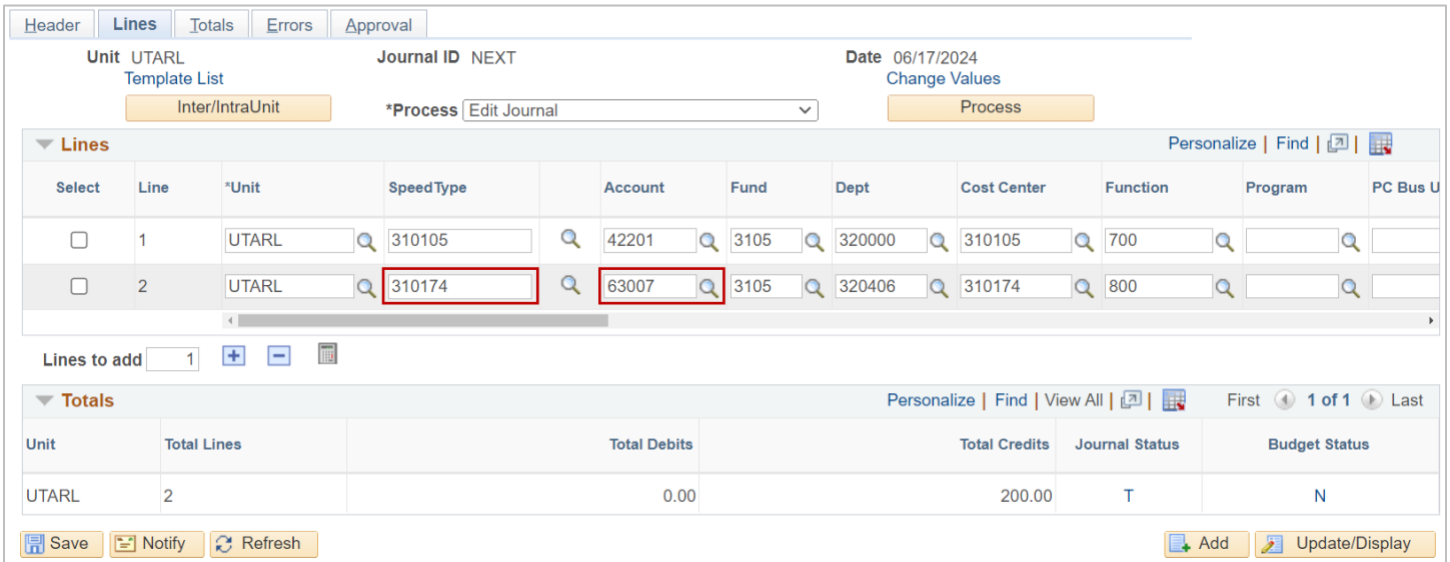
10. If the transaction is for a Project, scroll back to the left to input the **An Type**. The An Type (Analysis Type) field is used to categorize transactions for **Project Costing (Grant or Plant Fund)** to a Journal line.
 - Enter "GLR" if the Journal line involves a revenue account type a "4" number.
 - Enter "GLE" if using an expenditure account type a "6" number.

Note: This field is only utilized for projects, not cost center.

The screenshot shows the 'Lines' section of the software interface. The 'An Type' field is highlighted with a red box. The interface includes tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Unit' is 'UTARL' and the 'Journal ID' is 'NEXT'. The 'Date' is '06/17/2024'. The '*Process' dropdown is set to 'Edit Journal'. The 'Process' button is visible. The table has columns for 'Select', 'Line', 'Cost Center', 'Function', 'Program', 'PC Bus Unit', 'Project', 'Activity', 'An Type', and 'Affiliate'. The first row shows '1' in the 'Line' column, '310105' in the 'Cost Center' column, '700' in the 'Function' column, and an empty 'An Type' field. The 'An Type' field is highlighted with a red box.

Enter Expense Lines

1. Click the “+” button to add additional lines as needed. 
2. Enter the Cost Center or Project number 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 code is used to identify the nature of the transaction. The expense line usually starts with a 6.



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

Unit UTARL Journal ID NEXT Date 06/17/2024
 Template List Change Values

Inter/IntraUnit *Process Edit Journal Process

▼ **Lines** Personalize | Find | [Print] | [Grid]

Select	Line	*Unit	SpeedType	Account	Fund	Dept	Cost Center	Function	Program	PC Bus U
<input type="checkbox"/>	1	UTARL	310105	42201	3105	320000	310105	700		
<input type="checkbox"/>	2	UTARL	310174	63007	3105	320406	310174	800		

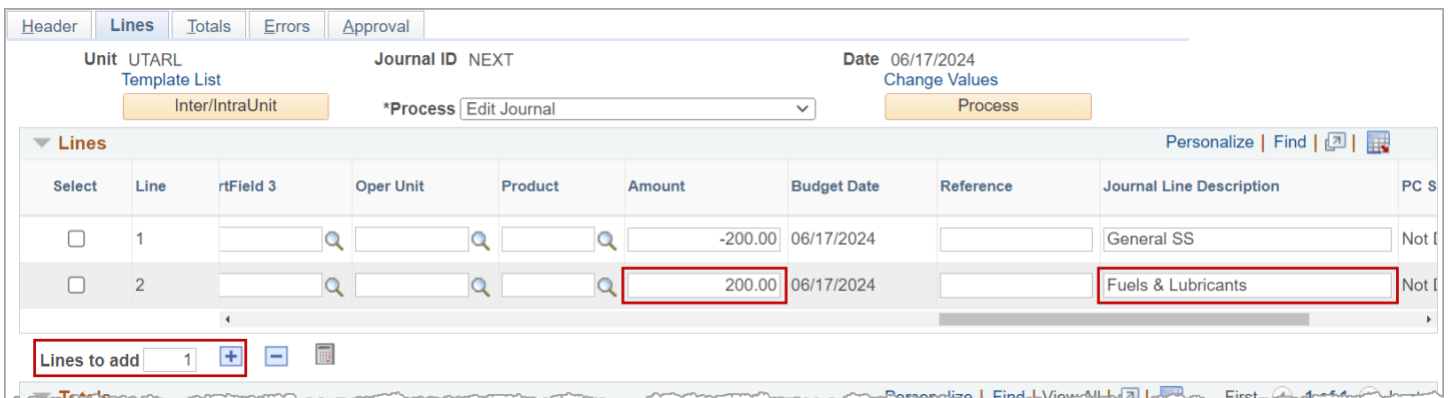
Lines to add 1 [+] [-] [Grid]

▼ **Totals** Personalize | Find | View All | [Print] | [Grid] First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UTARL	2	0.00	200.00	T	N

[Save] [Notify] [Refresh] [Add] [Update/Display]

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 **positive**.
7. If additional expense lines are needed, click the “+” button to add more lines.
8. The **Reference** field is optional. It could be used for tracking purposes.
9. The **Journal Line Description** field is optional. Use it to enter a meaningful description if needed.



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

Unit UTARL Journal ID NEXT Date 06/17/2024
 Template List Change Values

Inter/IntraUnit *Process Edit Journal Process

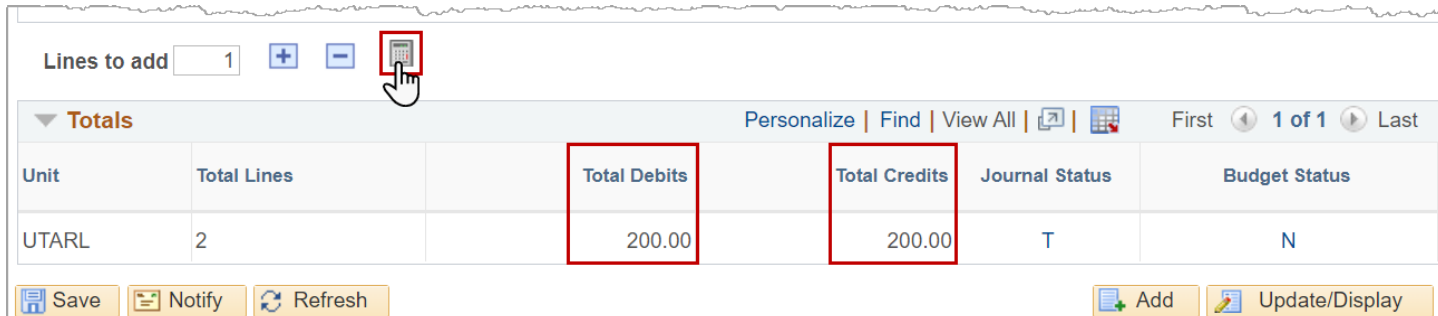
▼ **Lines** Personalize | Find | [Print] | [Grid]

Select	Line	rtField 3	Oper Unit	Product	Amount	Budget Date	Reference	Journal Line Description	PC S
<input type="checkbox"/>	1				-200.00	06/17/2024		General SS	Not E
<input type="checkbox"/>	2				200.00	06/17/2024		Fuels & Lubricants	Not E

Lines to add 1 [+] [-] [Grid]

Personalize | Find | View All | [Print] | [Grid] First 1 of 1 Last

10. Click the **Calculate Amounts** button to update the total debit and credits. These amounts should match.



Note: The **Journal Status** and **Budget Status** codes are also listed on the right of the **Totals** area. Some of the status codes are:

Journal Status Codes

N = Journal created, not edited, cannot be posted

V = Journal passed editing, ready for posting

E = Journal edited, contains error

P = Journal posted to general ledger

Budget Status Codes

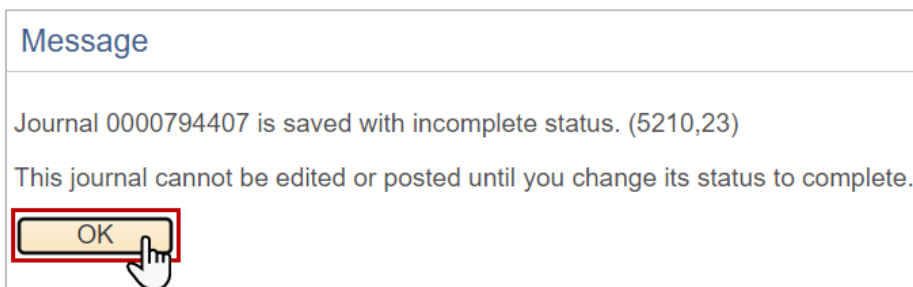
N = Journal created, not budget checked

V = Journal passed budget checking, ready for posting

E = Journal edited, failed budget checking

11. Click the **Save** button in the bottom left below Totals.

12. A pop-up message may display. Click **OK**.



The IDT Journal Entry is saved and ready to be processed.

Process Journal

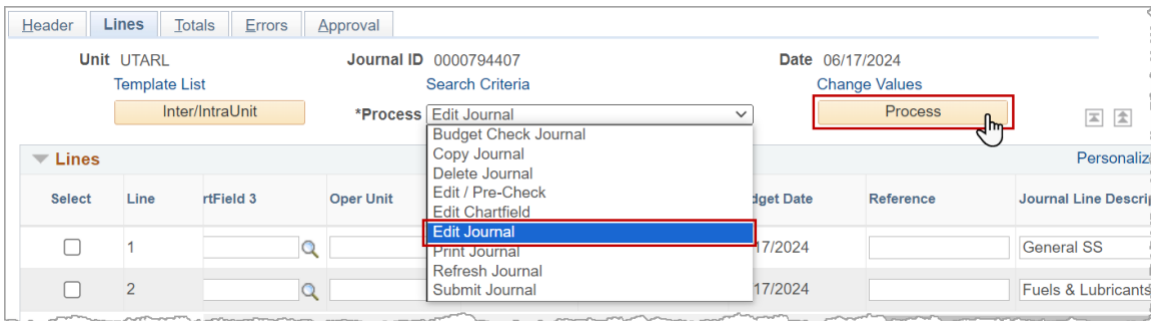
When transferring costs or revenue between different fund groups, cash balancing is required. To verify the Journal information is correct, the **Edit Journal** process must be run.

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

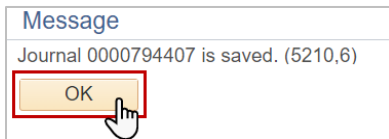
The Edit Journal process validates the Journal to make sure the:

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

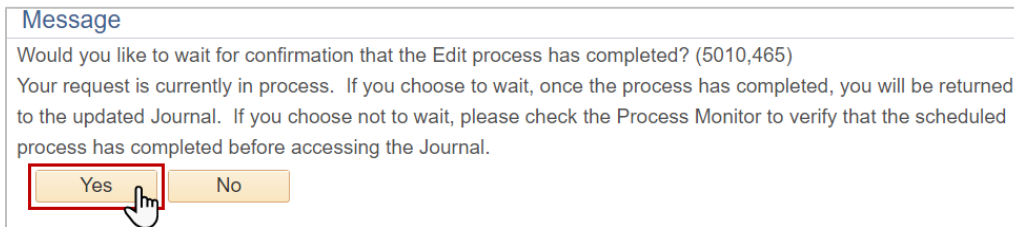
1. On the Lines tab, select **Edit Journal** from the Process menu drop-down list.
2. Click the **Process** button.



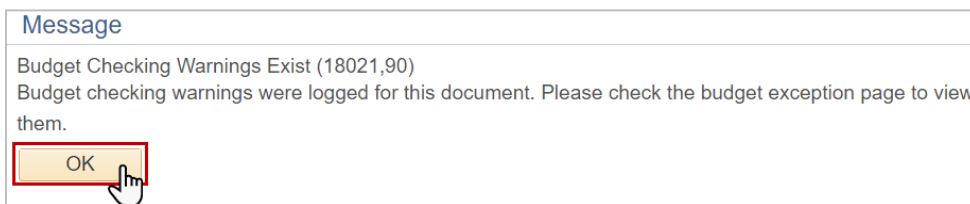
3. Click **OK** on the Journal Save message.



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).

Header		Lines	Totals	Errors	Approval	
Unit	UTARL	Journal ID	0000794407	Date	06/17/2024	
Template List	Inter/IntraUnit	*Process	Edit Journal	Change Values	Process	
▼ Lines		Personalize Find View All First 1 of 1 Last				
Select	Line	Amount	Budget Date	Reference	Journal Line Description	PC Status
<input type="checkbox"/>	1	-200.00	06/17/2024		General SS	Not Distributed
<input type="checkbox"/>	2	200.00	06/17/2024		Fuels & Lubricants	Not Distributed
▼ Totals		Personalize Find View All First 1 of 1 Last				
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.

Notes:

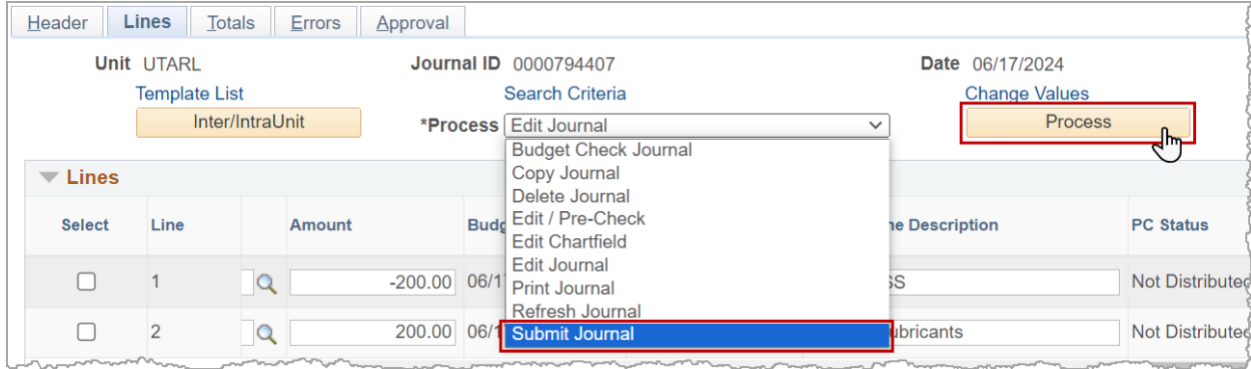
- Additional transaction lines can display on the Journal if transferring between fund codes. (e.g. Intrafund Cash). Scroll to the right to see the Journal Line Description.
- Total debits and the total credits are doubled if transferring between fund codes. (e.g. Intrafund Cash).
- The Journal and Budget 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".

Header		Lines	Totals	Errors	Approval					
Unit	UTARL	Journal ID	0000792830	Date	06/14/2024					
Template List	Inter/IntraUnit	*Process	Edit Journal	Change Values	Process					
▼ Lines		Personalize Find View All First 1 of 1 Last								
Select	Line	*Unit	SpeedType	Account	Fund	Dept	Cost Center	Function	Program	PC Bus U
<input type="checkbox"/>	1	UTARL		42201	4700	315202	470084	500		
<input type="checkbox"/>	2	UTARL		63007	4200	315203	470086	500		
<input type="checkbox"/>	3	UTARL		10505	4700					
<input type="checkbox"/>	4	UTARL		10505	4200					
▼ Totals		Personalize Find View All First 1 of 1 Last								
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status					
UTARL	4	400.00	400.00	V	V					

▼ Lines		Personalize Find View All First 1 of 1 Last						
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

Submit the Journal for Approval

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



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

