IDT Journal Entry

Table of Contents

Journal Entry

Journals are processed through the General Ledger module to record financial transactions. It consists of a Header and Line totals. The journal Header contains three attributes that uniquely identify the journal: Journal ID, Journal Date, and Business Unit. The journal Lines section is used to record the monetary amounts and chartfield values associated with each line. Journals are made in a double-entry system where the total debits must equal the total credits. In UTShare, credits are indicated by a negative number (e.g. -106.60) and debits are indicated by a positive number (e.g. 106.60).

Inter-Departmental Transfer (IDT) Journal Entry

The Journal Entry page is used by departments to process Inter-Departmental Transfers (IDT). IDT's are routinely processed by service centers (i.e. Facilities, Auxiliary Services, etc.) to charge services to another department. The department providing the services should initiate the IDT.

To create an IDT journal entry, 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. Security roles can be requested using the UTShare Security Request for Production form here: https://mavsuta.sharepoint.com/sites/forms/utsr/SitePages/Home.aspx

Create a new IDT Journal Entry

The steps in this business procedure demonstrate how to create an Inter-Departmental Transfer (IDT) using the Journal Entry page.

To create a new IDT Journal, follow these steps:
1. Navigate to the journal entry: **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** tab, or by using the **Keyword Search** tab, or to create a new Journal using the **Add a New Value** tab.

2. Click **Add a New Value** tab.
3. **Business Unit** defaults to UTARL, leave as is.
4. **Journal ID** defaults to NEXT, leave as is. The next available ID will be assigned after the journal is saved.
5. The **Journal Date** field defaults to the current date. You may change the date if necessary. This date determines the accounting period to which the journal will post.
6. Click **Add.**

Create/Update Journal Entries

| Find an Existing Value | Keyword Search | Add a New Value |

Business Unit UTARL

Journal ID NEXT

Journal Date 05/28/2019

Add

Find an Existing Value | Keyword Search | Add a New Value

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

- The **Header tab** page is used to enter the purpose for the journal and to attach support documentation.
- The **Lines tab** page is used to record the dollar amounts and the chartfield values associated with each journal line. transaction line.
- **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.
- **Errors tab** displays error messages if they are found.
- The **Approval** tab page is used to view the journal approval status and routing history.
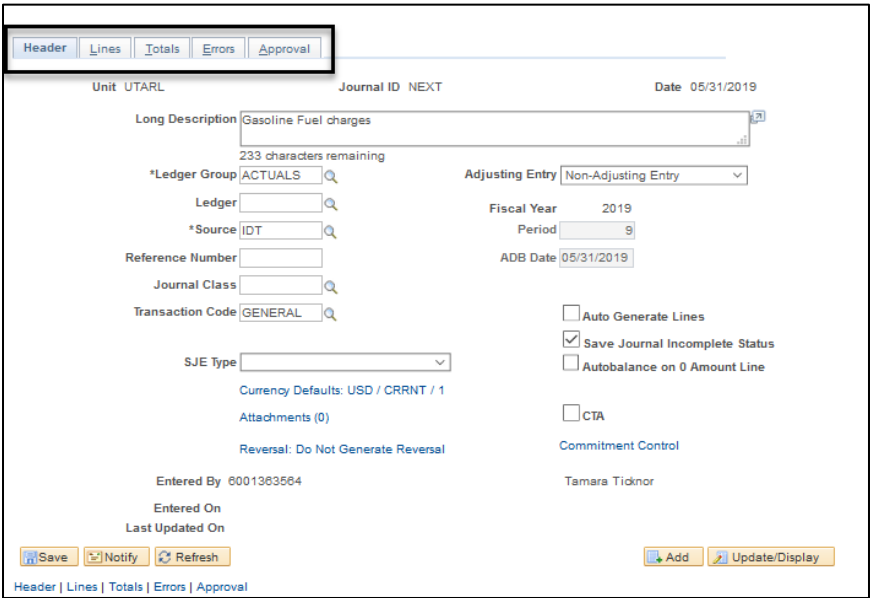
The **Header** tab page displays. Most of the required information defaults into the appropriate fields.

7. The **Ledger Group** field defaults to "Actuals", leave as is.

8. The **Source** field defaults to "IDT" leave as is.

9. Use the **Attachments** link to attach any relevant supporting documents.

10. Enter a detailed description in the **Long Description** field explaining the reason for the journal. This field holds up to 254 characters.

11. Click **Save.**

12. Click the **Lines** tab.

The **Lines tab** page 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. This transaction line will decrease cash.

Enter Revenue Lines

13. Enter the Cost Center or Project that you want to use for the journal line into the **SpeedType** field.

14. Press Tab or Enter to auto-populate the remaining required chartfield strings.

15. Enter or lookup the **Account** type for the journal line. This code is used to identify the nature of the transaction. Revenue account types start with a 4.

Account Type	
1XXXX	Assets
2XXXX	Liabilities
3XXXX	Fund·Equity
4XXXX	Revenue
5XXXX	Expense·-Payroll
6XXXX	Expense-Non-payroll
7XXXX	Transfers
8XXXX	Capital·Assets
9XXXX	Suspense

Scroll to the right to the **Amount** Field.

16. Enter the journal line amount as a **negative (-).**
17. Click the "+" button to add more lines as necessary.

18. The **Reference** field is optional. It could be used for tracking purposes like an invoice number.

19. 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.

20. The **An Type** (Analysis Type) field is used to categorize transactions for **Project Costing (Grant or Plant Fund)** to a journal line, you must enter the appropriate Analysis Type code.
    - 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.

Enter Expense Lines

21. Click the "+" [Lines to add 1 [+] [-] [□]] button to add a new line.
22. Enter the <u>Cost Center</u> or <u>Project</u> that you want to use for the journal line into the **SpeedType** field.
23. Press Tab or Enter to auto-populate the remaining required chartfield strings.
24. 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.

Account·Type¤	
1XXXX¤	Assets¤
2XXXX¤	Liabilities¤
3XXXX¤	Fund·Equity¤
4XXXX¤	Revenue¤
5XXXX¤	Expense·-Payroll¤
6XXXX¤	Expense-Non-payroll¤
7XXXX¤	Transfers¤
8XXXX¤	Capital·Assets¤
9XXXX¤	Suspense¤

25. Scroll to the right to the **Amount** field. Enter the journal line amount. Click the "+" button to add more lines as necessary.
26. Click the **Calculate Amounts** button to update the total debit and credits. (These amounts should match).

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

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UTARL	2	600.00	600.00	T	N

Totals — Personalize | Find | View All | | First 1 of 1 Last

Save | Notify | Refresh — Add | Update/Display

Header | Lines | Totals | Errors | Approval

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

27. Click the **Save** button.

This pop-up message may display:

28. Click **OK**.

Message

Journal 0000199440 is saved with incomplete status. (5210,23)

This journal cannot be edited or posted until you change its status to complete.

OK
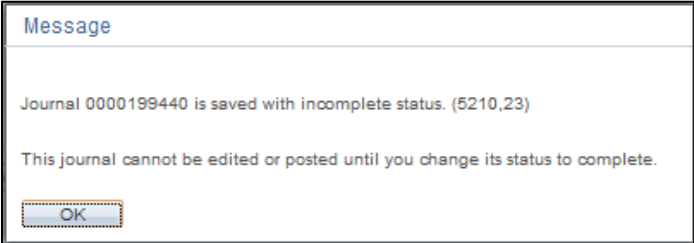
Process Journal

When transferring costs or revenue **between different fund groups**, cash balancing is required. UTShare creates additional lines identified as **Intrafund Cash** as a part of the process.

To verify the journal information is correct, you must run the **Edit Journal validation process**. The Edit Journal process validates the journal to make sure the:

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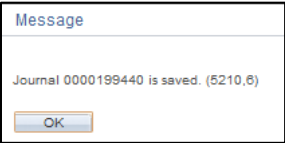- ChartField values are valid.
- Total debits equal total credits.

29. Select "**Edit Journal**" from the Process menu drop-down list. This is usually the default value.

30. Click the **Process** button.
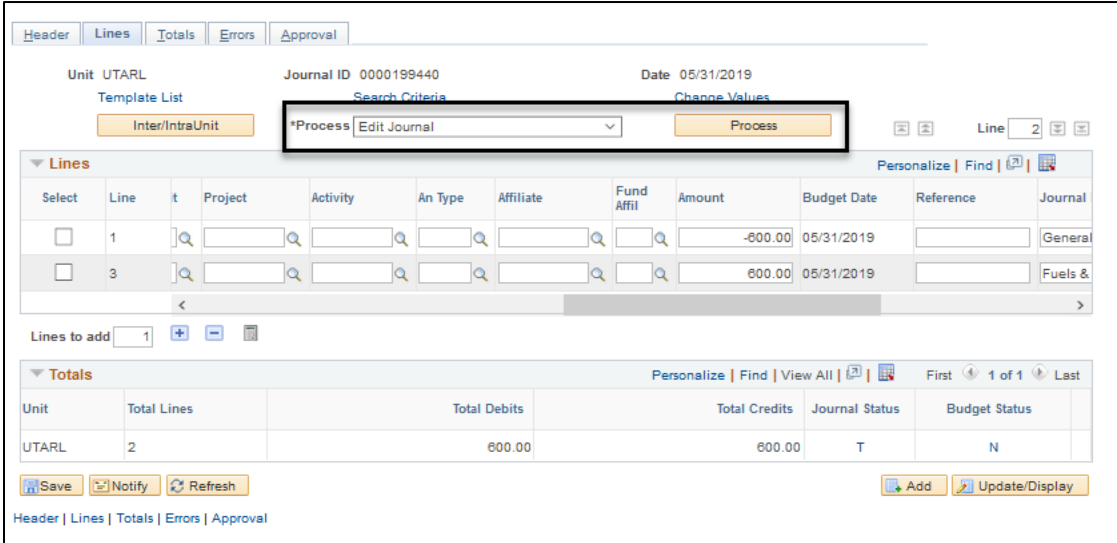
This pop-up message displays.

31. Click **OK**.

32. Click **Yes** to the next pop-up message shown below:
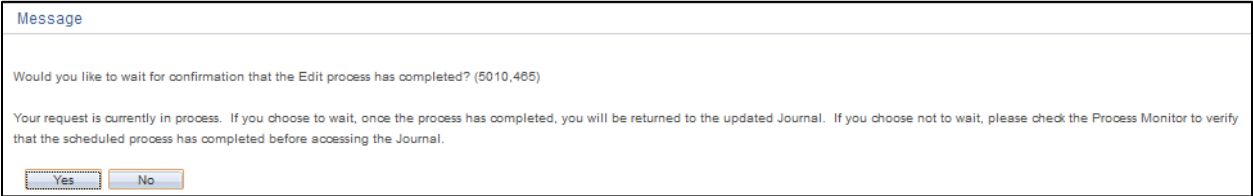
Notes:

− *Additional transaction lines are now displaying on the journal (e.g. Intrafund Cash). Scroll to the right to see the Journal Line Description.*

− *The total debits and the total credits are doubled.*

− *The Journal and Budget Status is now displaying "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 you have resolved the error, run the Edit Journal process again until both the Journal and Budget Status is "Valid".*
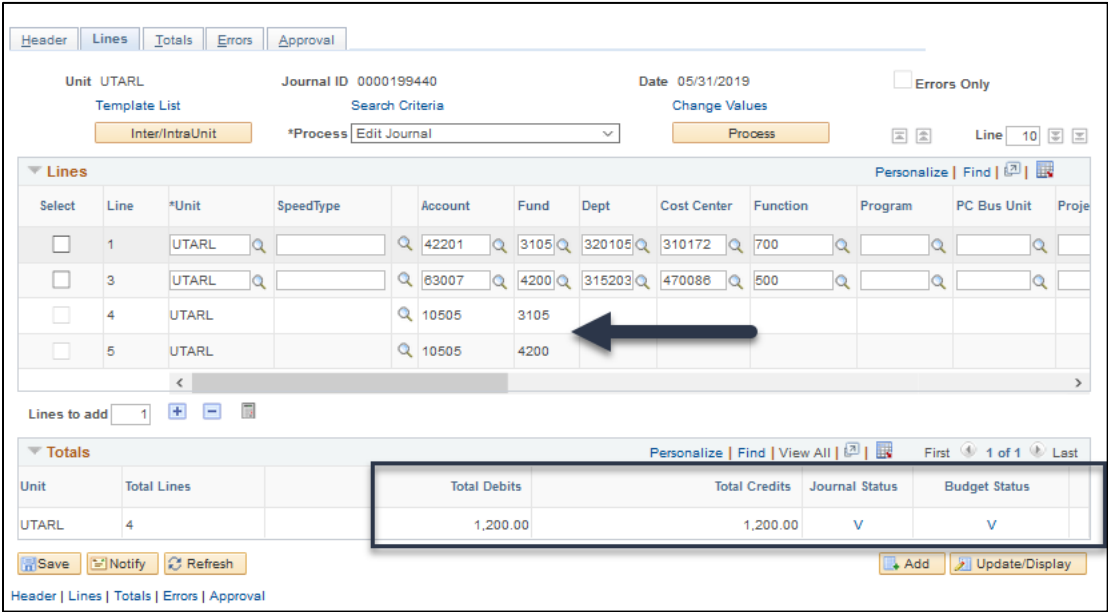
33. Scroll to the right to see the Journal Line Descriptions.
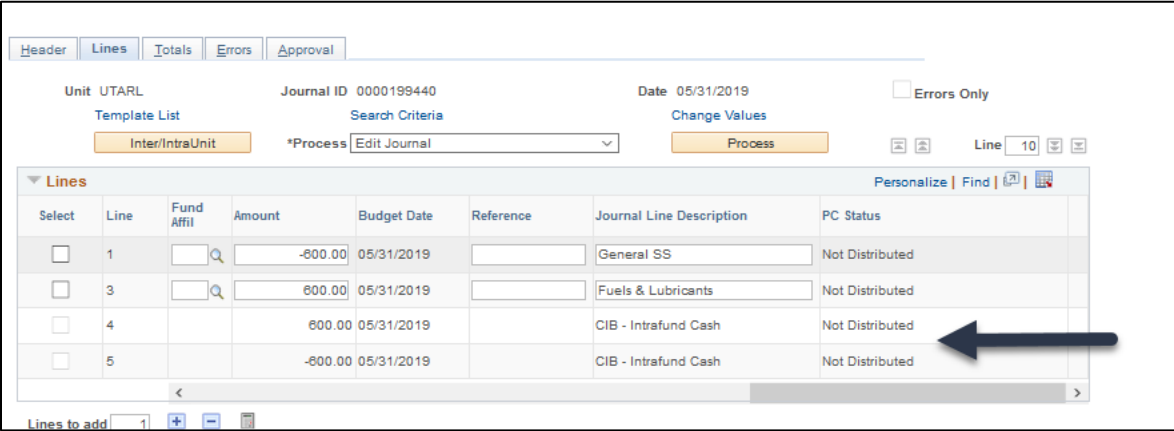
Submit the Journal for Approval.

34. Select "Submit Journal" from the **Process** drop down list.
35. Click the **Process** button.
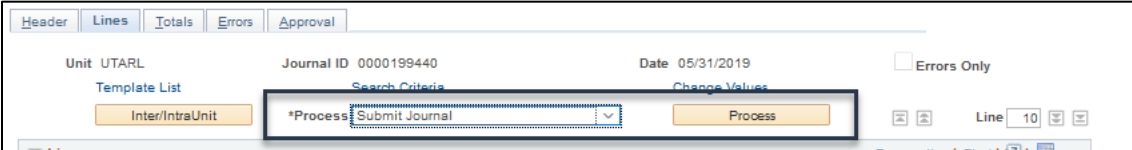
36. The document is submitted and starts workflow. View the status by clicking the **Approval** tab.
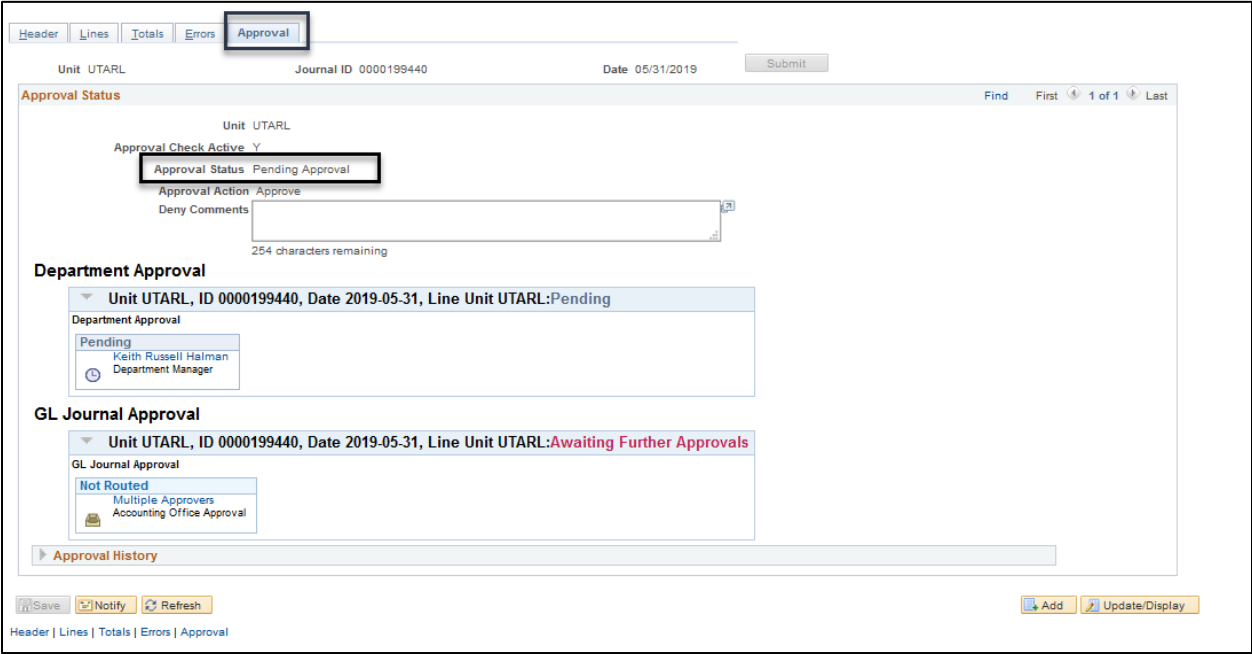
Review an IDT Journal Status

1. Begin by navigating to **NavBar > Menu > Financials > General Ledger > Journals > Process Journals > Review Journal Status.**
2. Enter the **Journal ID** to review.
3. Click **Search**.

The Journal Header page is displayed, or if multiple results, select from the list.

This section provides the following information:

A. Purpose for the journal.
B. Fiscal Year and Accounting Period (e.g. 6 = Feb) when the journal was created.
C. Journal and Budget Status (e.g. **Valid, Posted**, etc.).
D. Total number of lines in the journal entry.
E. Total amounts of the debits and credits.

4. Click the **Journal Lines** Tab.

This displays the revenue and expense amounts, account, and chartfield values.

5. Scroll Right to see the status, and journal descriptions.

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

6. Click **Return to Search** to go back and search a different Journal line.
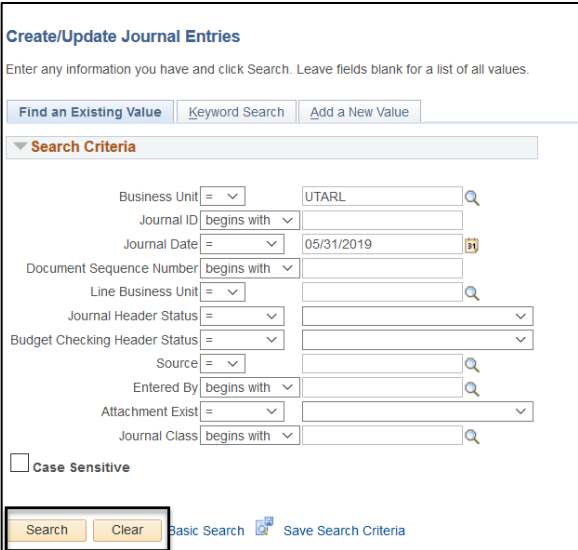
Copy an IDT Journal Entry

Begin by navigating to **NavBar - Menu - Financials - General Ledger – Journals - Journal Entry - Create/Update Journal Entries.**

1. Click the **Find an Existing Value** TAB. **OR** Click **Keyword Search** to do a broader more generic search.

2. Click the **Clear button**. This clears all of the pre-existing values.
3. Enter UTARL as the **Business Unit**.
4. Enter the **Journal ID** or **Journal Date** to do a broader search.
5. Click the **Search** button.

The Journal Header page is displayed, or if multiple results, select from the list.

6. Click the **Lines** Tab.

7. Click the **Copy Journal** from the Process drop down list.
8. Click the **Process** button.
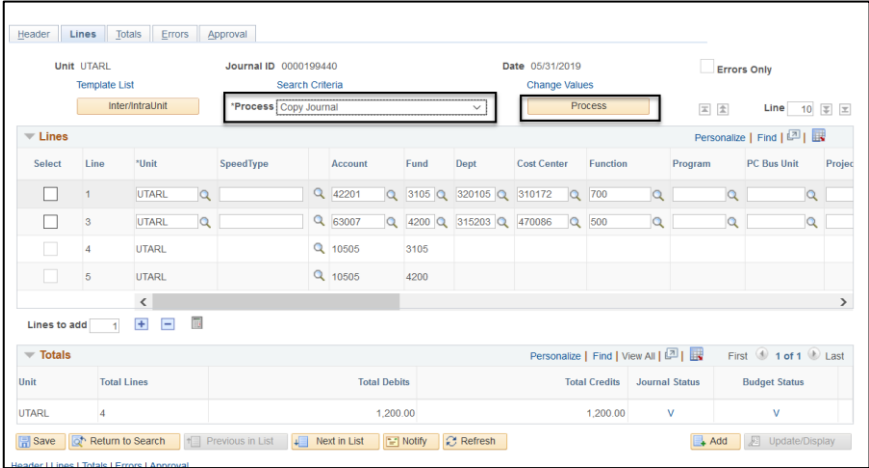
9. Leave the default value in the **Journal ID (NEXT) field**. The next available ID will be assigned after the journal is copied.
10. The **Journal Date** field will default to the current date. You may change the date if necessary. This date determines the accounting period to which the journal will post.
11. Click **OK.**
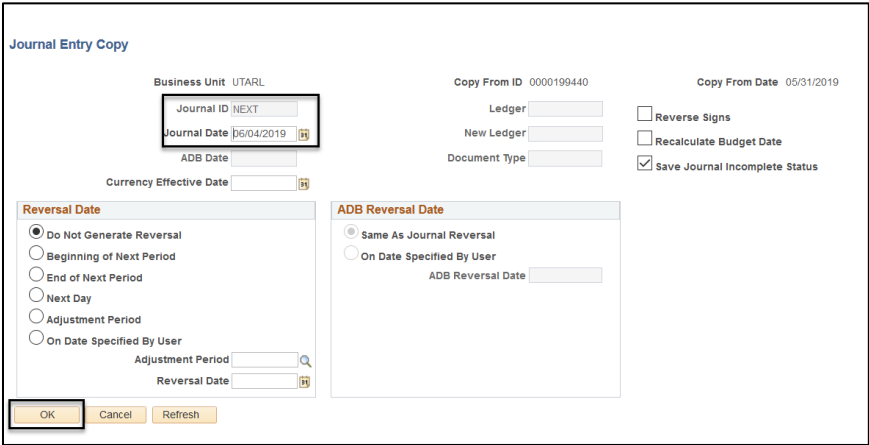
A new Journal ID has been assigned and all the information from the original journal is now copied into the new one.

12. Remove or add additional journal lines.
13. Modify the chartfield values.
14. Update the dollar amounts.
15. Save and run the Edit Journal validation process.
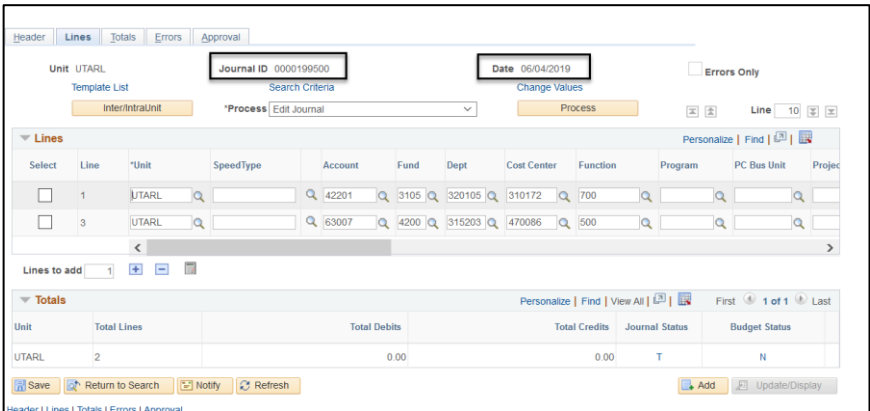
Delete an IDT Journal Entry

1. Begin by navigating to **NavBar – Menu - Financials** - **General Ledger** – **Journals** - **Journal Entry** - **Create/Update Journal Entries.**
2. Click the **Find an Existing Value** TAB. **OR** Click **Keyword Search** to do a broader more generic search.
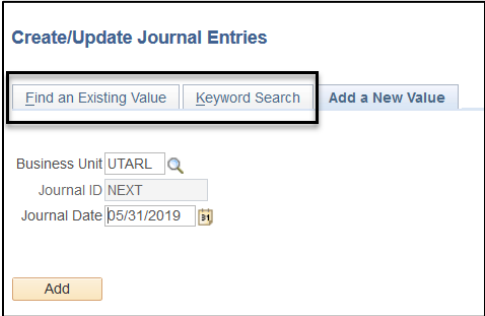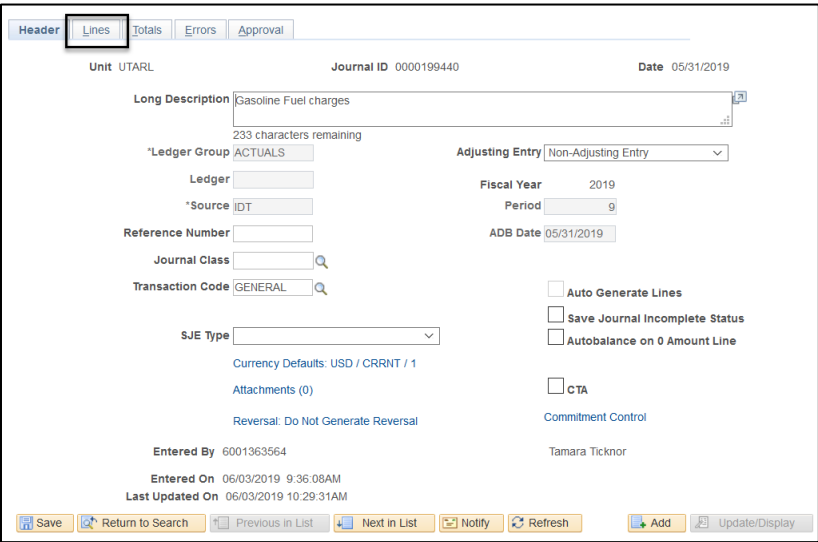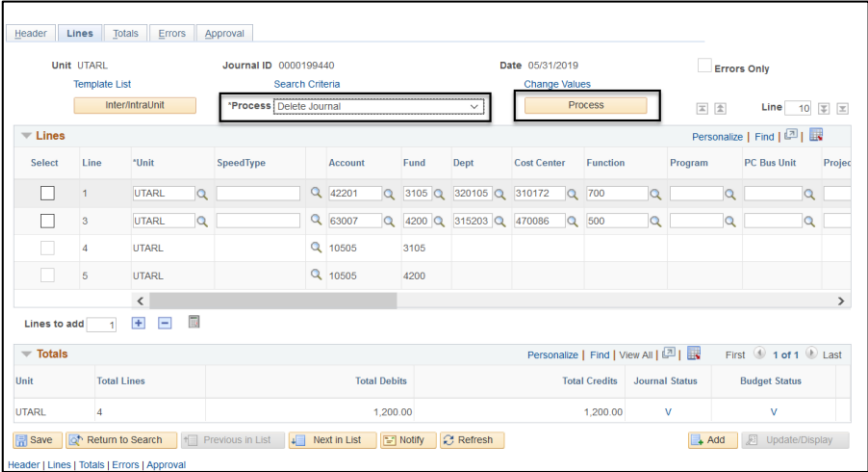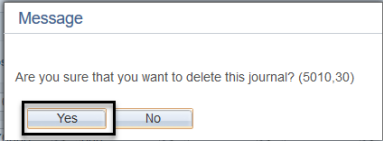

3. Click the **Clear button**. This clears all of the pre-existing values.
4. Enter UTARL as the **Business Unit**.
5. Enter the **Journal ID** or **Journal Date** to do a broader search.
6. Click the **Search** button.

The Journal Header page is displayed, or if multiple results, select from the list.

7. Click the **Lines** Tab.

8. Click the **Delete Journal** from the Process drop down list.
9. Click the **Process** button.

A pop-up Message displays:

10. Click **Yes**.

11. Click **OK.**

Add an Attachment to a Journal

1. Begin by navigating to **NavBar - Menu - Financials - General Ledger – Journals - Journal Entry - Create/Update Journal Entries.**
2. Click the **Find an Existing Value** TAB or click **Keyword Search** to do a broader more generic search.
3. Click the **Clear button**. This clears all of the pre-existing values.
4. Enter UTARL as the **Business Unit**.
5. Enter the **Journal ID** or **Journal Date** to do a broader search.
6. Click the **Search** button.

The Journal Header page is displayed, or if multiple results, select from the list.

7. Click the **blue Attachments link.**

8. Click Browse in the pop-up that displays.
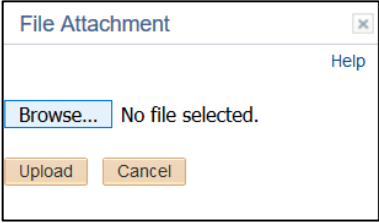
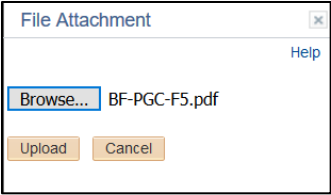9. Click to highlight the file you want to attach.
10. Click the Open button.
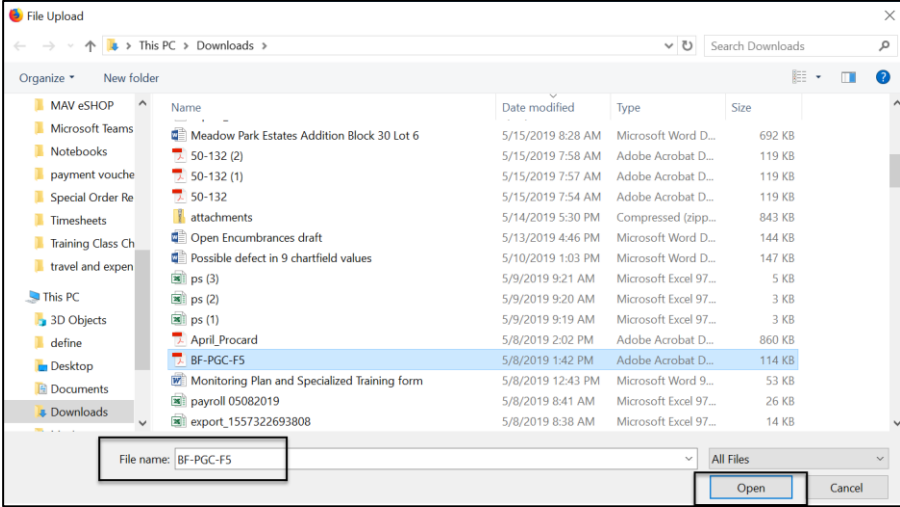
11. Click the **Upload** button.

The attachment is added.

12. Uncheck the checkbox if you DO Not want to share the attachment with the approver. The default is checked.
13. Add a Description if desired to describe the attachment.
14. Click **OK** if no other attachments need to be added or click **Add Attachment** and repeat the steps above to add additional attachments.
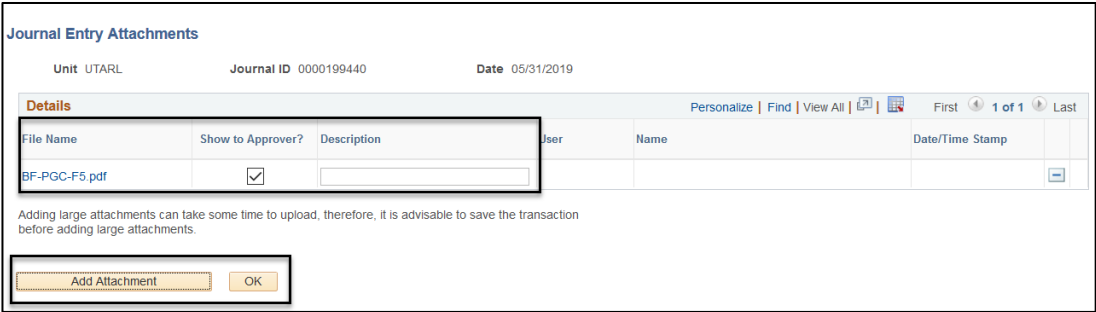
The Attachment displays the number of attachments you added.

15. Click **Save**.
16. Click the **Lines** TAB and Add or Remove additional journal lines.
17. Modify the chartfield values.
18. Update the dollar amounts.
19. Save and run the Edit Journal validation process.

| Header | Lines | Totals | Errors | Approval |

Unit UTARL   Journal ID 0000199440   Date 05/31/2019

Long Description Gasoline Fuel charges

233 characters remaining

*Ledger Group ACTUALS   Adjusting Entry Non-Adjusting Entry

Ledger   Fiscal Year   2019

*Source IDT   Period   9

Reference Number   ADB Date 05/31/2019

Journal Class

Transaction Code GENERAL   ☐ Auto Generate Lines

                                        ☐ Save Journal Incomplete Status

SJE Type   ☐ Autobalance on 0 Amount Line

Currency Defaults: USD / CRRNT / 1

Attachments (1)   ☐ CTA

Reversal: Do Not Generate Reversal   Commitment Control

Entered By 6001363564   Tamara Ticknor

Entered On 06/03/2019 9:36:08AM
Last Updated On 06/04/2019 5:49:24AM

| 🔒 Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display |