

IDT Journal Entry Quick Guide

Favorites | Main Menu > General Ledger custom > IDT Journal Entry

IDT Journal Entry

Find an Existing Value Add a New Value

Business Unit:

Journal ID:

Journal Date:

Open a new IDT Journal:

Step 1.
Click **Main Menu**. Click **General Ledger custom**.
Click **IDT Journal Entry**.

Step 2.
Choose **DAL01** from **Business Unit**.
Click **Add button**.

Favorites | Main Menu > UTZ Customizations > IDT Data Entry

New Window ? Help

Header | Lines | Totals | Errors | Approval

Unit: DAL01 Journal ID: NEXT Date: 12/17/2010

Long Description:

*Ledger Group: Adjusting Entry:

Ledger: Fiscal Year:

*Source: Period:

Reference Number:

Journal Class: ADB Date:

Transaction Code:

SJE Type:

Currency Defaults: USD // 1

[Attachments \(0\)](#)

Reversal: Do Not Generate Reversal

Commitment Control

Header | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Complete Header Page information:

Step 1.
Type an explanation for the IDT Journal in **Long Description**.

Step 2.
Choose **ACTUALS** from **Ledger Group**.
Click **Lines page**.

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The screenshot shows the IDT Journal Entry interface. At the top, there are tabs for Header, Lines, Totals, Errors, and Approval. Below the tabs, there are fields for Unit (DAL01), Journal ID (0000000086), Date (02/15/2011), and a checkbox for Errors Only. There are also links for Template List, Search Criteria, and Change Values. A dropdown menu for *Process is set to Edit Journal, and a Process button is visible. Below this is a table with columns: Line, SpeedType, Fund, Account, Dept, Cost Center, Amount, Reference, and Journal Line Description. The first row shows Line 1, SpeedType 34039033, Fund 3910, Account (empty), Dept 304097, Cost Center 34039033, and Amount -1,000.00. Below the table is a Totals section with columns: Unit, Total Lines, Total Debits, Total Credits, Journal Status, and Budget Status. The Totals row shows Unit DAL01, Total Lines 1, Total Debits 0.00, Total Credits 1,000.00, Journal Status N, and Budget Status N. At the bottom, there are buttons for Save, Return to Search, Previous in List, Next in List, Notify, and Refresh. Red arrows point from callout boxes to the Approval tab, the Process button, the Notify button, and the SpeedType, Fund, Account, and Amount fields in the table.

Step 6.
Click **Approval Page**. Click **Submit**.

Step 5.
Click **Process button**.

Step 3.
Add **Speedtype**.
Add **Account**.
Add **Amount**.
Repeat for
Second line.

Step 4.
Click **Notify**. Add email address,
subject and message.
Click **OK button** to send.

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Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.
Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

Notification Details

[Lookup Recipient](#)

[Delivery Options](#)

To:

CC:

BCC:

Priority:

Subject:

Template
Text:

Workflow Notification

Priority: %NotificationPriority

Date Sent: 2011-02-04

Message:

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.
Click Apply to send this notification and remain on this page.

OK

Cancel

Apply

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Header	Lines	Totals	Errors	Approval		
Unit:	DAL01	Journal ID:	0000000086	Date:	02/15/2011	<input type="button" value="Submit"/>

Step 6.
Click **SUBMIT**. Your Journal is now in workflow.