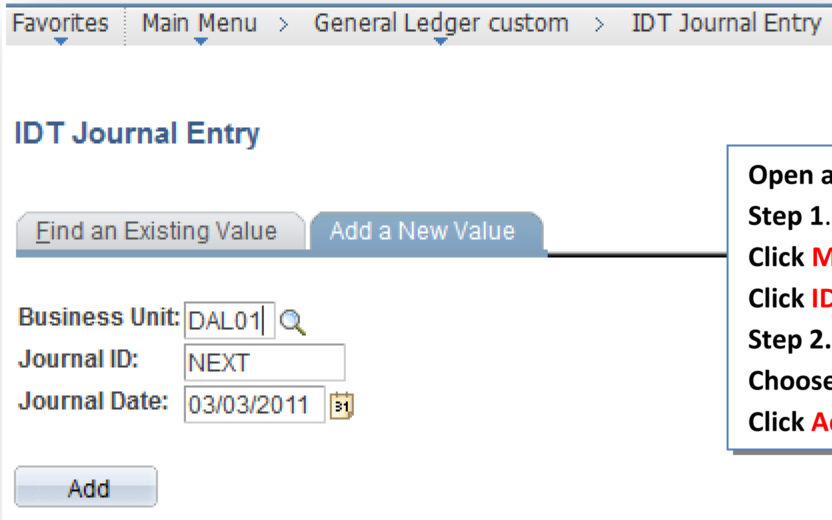
# IDT Journal Entry Quick Guide




**Open a new IDT Journal:**

**Step 1.**

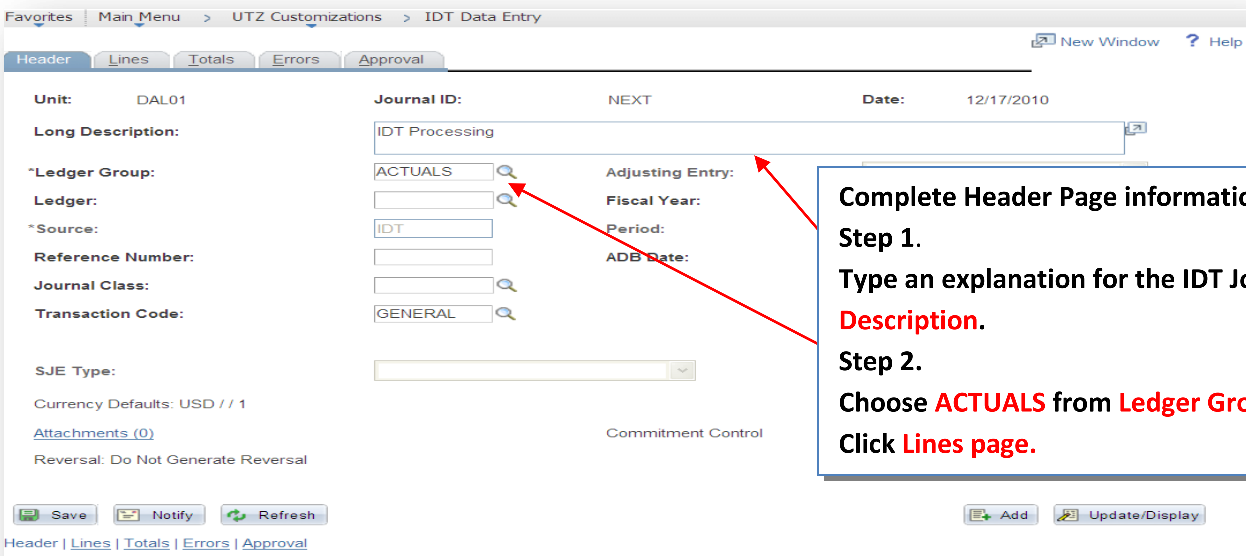
**Click Main Menu. Click General Ledger custom.**

**Click IDT Journal Entry.**

**Step 2.**

**Choose DAL01 from Business Unit.**

**Click Add button.**




**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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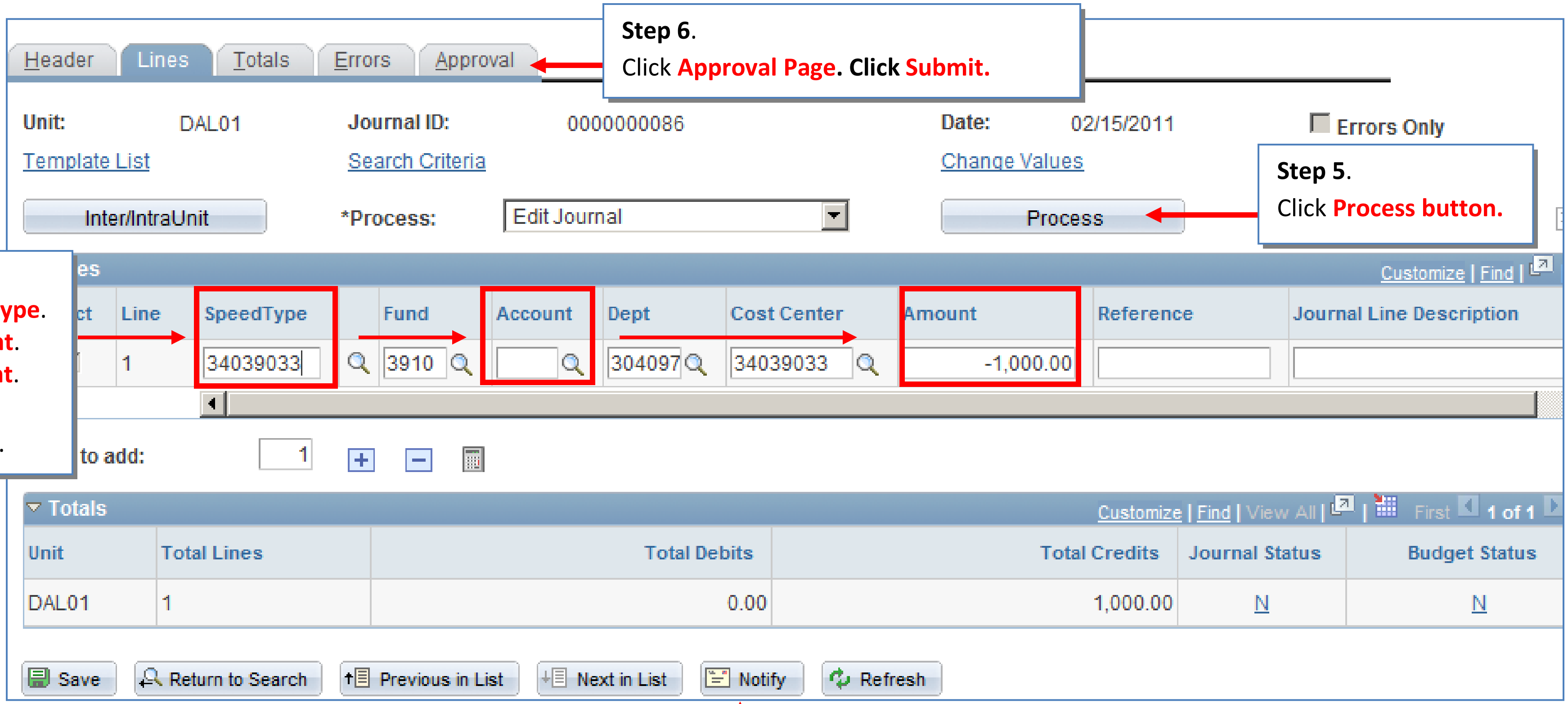


**Step 3**.
Add **Speedtype**.
Add **Account**.
Add **Amount**.
Repeat for
Second line.

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

**Step 5**.
Click **Process button.**

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

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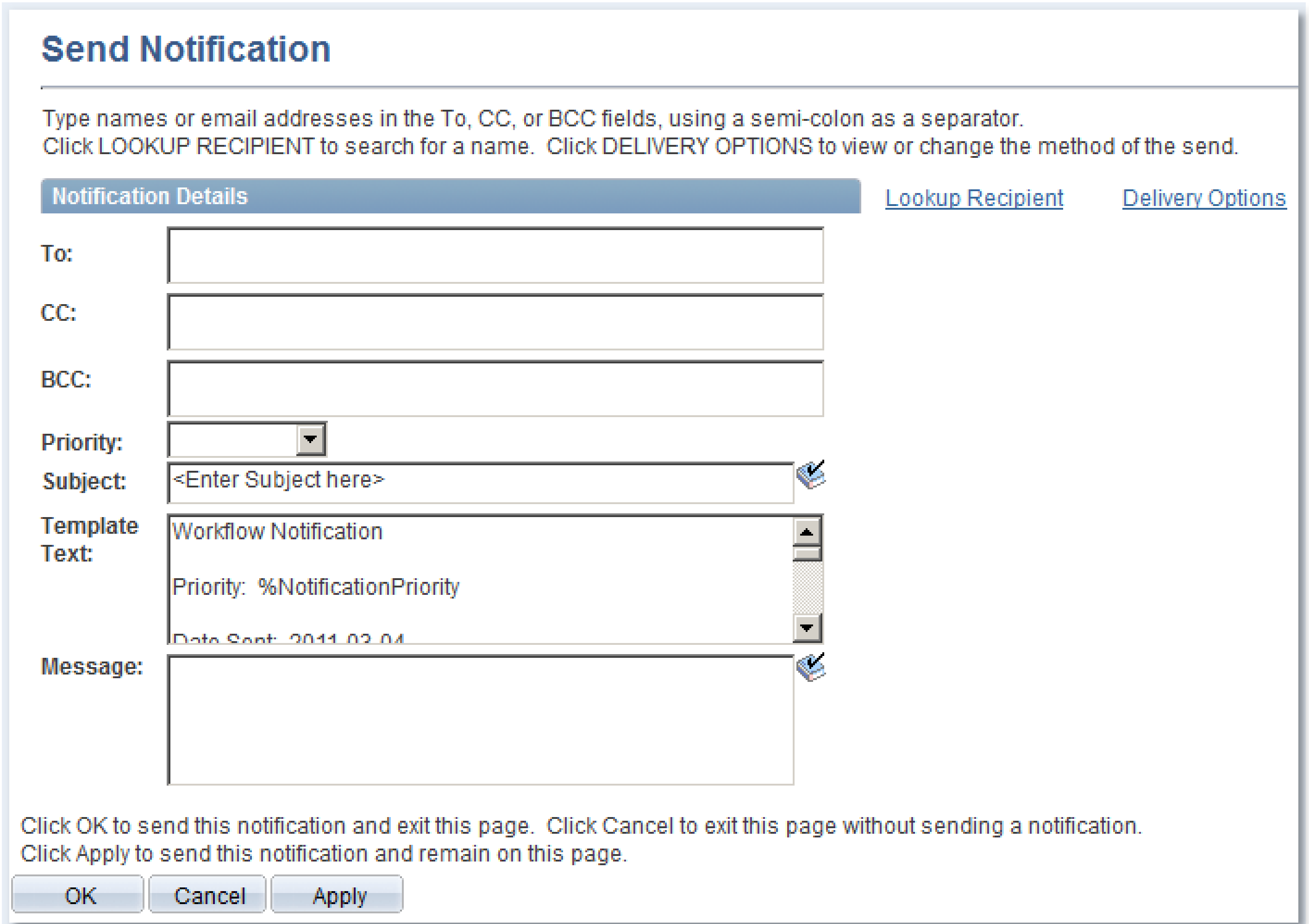

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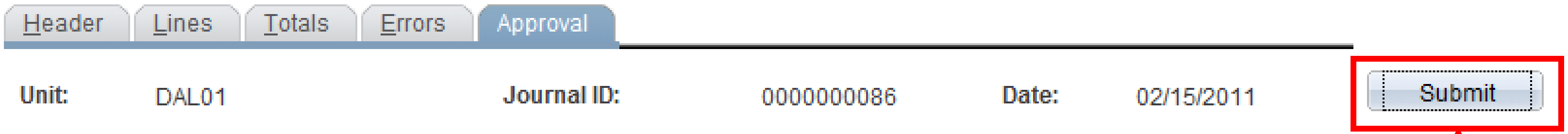


**Step 6**.
Click **SUBMIT.** Your Journal is now in workflow.