Journal Transaction (Departmental) Function (JTDP)

JTDP is the **Journal Transaction (Departmental)** function that is the on-line process for correcting the budget, fund and central object codes that were previously corrected by a paper Request for Journal Voucher form. The **JTDP** transactions post to the on-line IBIS database immediately after the transactions are resolved. To review a **JTDP** which has been posted, use the **IJTN** (Inquiry Journal Transaction) function.

JTDP has been added to the Financial Officer security profile. Distribution of the transaction to other individuals requires the approval of the Financial Officer using the Request for Security Access forms available through the department's [Area Security Representative](#).

This document contains the following sections:

- [Using the Journal Transaction (Departmental) (JTDP) Function](#)
- [Using the Inquire Journal Transaction (IJTN) Function](#)

Using the Journal Transaction (Departmental) (JTDP) Function

The rules for using **JTDP** are as follows:

> **Note:**
> **JTDP** function excludes specific transactions.

1. The **JTDP** debit and credit accounts must be within the user's security profile.

2. **JTDP cannot use object code 365** (unreconciled Purchasing Card); all adjustments to 365 should be done through **RPNR**.

3. **JTDP cannot** transfer within salary, wage, and overhead categories.

4. **JTDP can** debit and credit within the same restricted account.

5. **JTDP can** credit a restricted account and debit a non-restricted account.

6. **JTDP cannot** be used on ledger accounts.

7. **JTDP** cannot be used to **X & M** code a transaction within the same budget, fund and object code.

> **> Note:**
> If you are transferring an item from one general fund to another or between object codes in the same account, you can **X** code the new account or object code.

8. **JTDP** cannot debit a restricted account and credit other accounts.

> **> Note:**
> This means you **cannot** move items from a general fund to a gift/MGR fund through **JTDP**.

9. **JTDP will not** accept income funds 10030, 10050 and 10070. Please use the general fund number 10010 with the appropriate income object code.

```
   03/18/99              INTEGRATED BUSINESS INFORMATION SYSTEM          M1M1
   14:18:20.6                                                            DAM3

      Any of the functions included in this system can be invoked by
      entering the corresponding function code on the command line next
      to 'NEXT FUNCTION:'.  The following functions are available:

   FUNCTION           DESCRIPTION           FUNCTION           DESCRIPTION
   _____   _____       _____   _____

    FORM      Help Selecting HRS Forms       M2PI      Property Inventory
    M2AH      IBIS Adhoc Functions           M2PR      Purchasing System
    M2AS      EASY  Elec. Appr. System       M2VA      Vendor System
    M2BG      Budgeting System               BAMM      Budget Planning: BudAuto
    M2FN      Financial System               M2IM      Inventory Management
    M2FS      Facilities System              CODE      Codeset Maint. System
    M2HR      Human Resources System         M2NC      Nat Conn. Applications
    M2PA      Payroll System                 M2PE      Pay & Effort Functions



   NEXT FUNCTION: jtdp_                                          PREV MENU: NONE
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         HELP   MENU   CMPS   END   .     .     .     .     .     KEYS   PRNT   .
```

1. From the **IBIS Main Menu** (M1M1) screen at the **Next Function** line, type **JTDP**.

> **> Note:**

JTDP does not have to be in caps.

```
03/18/99              INTEGRATED BUSINESS INFORMATION SYSTEM         JTDP
14:21:23.7              JOURNAL TRANSACTION (DEPARTMENTAL)            DAM3

                                                                   Page: 1

                      Fiscal Yr: 1998 / 1999   ❶

Purpose:  ❷ _____
         _____
         _____
References Document Type: ❸  Number: _____  Fiscal Year: 19❹/ 1999
                              ACCOUNT DISTRIBUTION
      Budget          Fund    Obj        Debit              Credit
  __ - __ - ___UP     _____   _____   _____      _____
  __ - __ - ___UP     _____   _____   _____      _____
  __ - __ - ___UP     _____   _____   _____      _____
  __ - __ - ___UP     _____   _____   _____      _____
  __ - __ - ___UP     _____   _____   _____      _____
  (Press PF8 for more lines)  Sub-Total:        0.00            0.00
                              TOTAL:   ❺        0.00            0.00
NEXT FUNCTION: _____  (MENU,END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
  .    HELP  MENU  CMPS  END   CLRS  .     .    FWRD  .    FANS  PRNT   .
```

This is the first page of the Journal Transaction (Departmental). Pages two and three provide additional lines with a subtotal for each page.

1. The **Fiscal Yr** is the fiscal year of the JTDP transaction and will default to the *current* fiscal year.

    > **Note:**
    During the July 1 to Preliminary Closing time frame, the fiscal year may be changed. At all other times this field is protected and cannot be changed.

2. The **Purpose** is a required field. Information pertaining to the purpose should begin at the beginning of the blank lines.

3. The **Reference Document Type** is also required field. If you are not sure of the reference document type, press the **PF1** key for HELP and a list will be displayed.

    > **Notes:**

    ❍ The **Reference Document Type** refers to the document being

corrected and **is required for audit purposes**. If the transaction does not relate to a specific document use **NA** (not applicable).

    ❍ The **Document Number** is also a required field, *unless* the **Reference Document Type** is **NA**.

    ❍ The **Document number** is the number referring to the document being corrected.

4. The **Fiscal Year** in the field refers to the document being corrected and will default to the current fiscal year but can be changed to the applicable fiscal year needed.

5. The **Total** on the first page gives the sum of all pages.

```
 03/18/99              INTE
 14:21:23.7             JO    ITEM     CODE     ORIGINAL DOCUMENT TYPE
                              ----  ----------  --------------------------
                          ►    1   CR          CASH RECEIPT             : 1
                               2   CE          CENT REFERENCE NO.
                               3   CN          CHECK NUMBER
 Purpose: _____       4   EF          EASY FORM #
 _____        5   JV          JOURNAL VOUCHER CEN REF
 _____        6   JT          JTDP J-NUMBER
 References Document Type:      7   NA          NOT APPLICABLE           999
                               8   PC          P-NUMBER
                               9   PO          PO NUMBER
         Budget              10   VO          VOUCHER
  __ - ___ - ___UP
  __ - ___ - ___UP            ENTER:  T = TOP    N = NEXT    P = PREV
  __ - ___ - ___UP                    DESC to select by description
  __ - ___ - ___UP                    or ITEM # to select correct code
  __ - ___ - ___UP                 EXIT HELP WITH PF 12 OR PF24
 (Press PF8 for more line                                            0
                                        SELECTION: N_                 0
 NEXT FUNCTION: _____       DESC: _____
 Enter-PF1---PF2---PF3---PF                                         2---
    HELP   MENU   CMPS   END    CLRS    .      .      FWRD   .      FANS   PRNT   .
```

```
PRESS PF KEY TO PERFORM ACTION
   03/18/99                 INTEGRATED BUSINESS INFORMATION SYSTEM        JTDP
   14:29:31.4               JOURNAL TRANSACTION (DEPARTMENTAL)            DAM3

                                                                   Page: 1

                           Fiscal Yr: 1998 / 1999

   Purpose: TO CORRECT THE CENTRAL OBJECT CODE_____
            _____
            _____
   References Document Type: VO Number: 1936_____ Fiscal Year: 1998 / 1999

                           ACCOUNT DISTRIBUTION
         Budget           Fund    Obj        Debit            Credit
      00 - 001 - 03 HN   10010_   0301   _____   _____5.00
  ➡   00 - 001 - 03 HN   10010_   0310   _____5.00  _____
      __ - ___ - ___UP   _____   ____   _____   _____
      __ - ___ - ___UP   _____   ____   _____   _____
      __ - ___ - ___UP   _____   ____   _____   _____
   (Press PF8 for more lines)  Sub-Total:         5.00             5.00
                               TOTAL:             5.00             5.00
   NEXT FUNCTION: _____ (MENU,END)
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
   .     HELP  MENU  CMPS  END   CLRS   .     .    FWRD    .    FANS  PRNT   .
```

> **General Notes:**

- Enter the budget, fund, central object code and the dollar amount under the debit or credit columns.

- There must be a least one debit and one credit entry.

- The debit and credit totals must equal.

- There are a total of 26 lines per Journal Transaction.

When all information is correctly entered, press the **PF10** key to perform resolution.

```
        FINANCIAL  ACCOUNT  NUMBERS  (FANS SUMMARY)


  Fiscal   ---- Account ----
                                    Cost
    Year        Budget      Fund  Obj  Center    Activity      Amount    Sta
 1  1998/1999 00-001-03 HN 10010  0301                           -5.00
 2  1998/1999 00-001-03 HN 10010  0310                            5.00
 3      /         -    -
 4      /         -    -
 5      /         -    -
 6      /         -    -
 7      /         -    -




                                 SELECTION: _


 ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9--PF10--PF11--PF12
        .     .     .     .     .     .     .   FWRD  RTRN RESV  PRNT  BRWS
```

The **FANS** window will be displayed so that each detail can be properly resolved.

```
               Financial  Account  Numbers  (FANS)

  Fiscal       ---- Account ---- Object/  Cost                    Amount/
   Year        Budget      Fund Sub-Obj  Center      Activity    Dept Space
  1998/1999  00-001-03 HN  10010   0301                           -5.00
                                                                 _____
         Detail Description                               Tieback
         J000000196 _____    _____






 ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9--PF10--PF11--PF12
        .     .     .     .   RRES  CNCL  BACK  FWRD  RTRN RESV  PRNT  BRWS
```

> **Note:**
Here you may enter your free space or description.

Press the **PF9** key to return.

```
                    FINANCIAL  ACCOUNT  NUMBERS  (FANS SUMMARY)


  Fiscal   ---- Account ----
                                     Cost
    Year        Budget     Fund  Obj  Center    Activity      Amount    Sta
 1 1998/1999 00-001-03 HN 10010  0301                          -5.00 R
 2 1998/1999 00-001-03 HN 10010  0310                           5.00 R
 3     /        -    -
 4     /        -    -
 5     /        -    -
 6     /        -    -
 7     /        -    -




                                 SELECTION: _

  ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9--PF10--PF11--PF12
       .      .      .      .      .      .      .   FWRD  RTRN RESV  PRNT  BRWS
```

When resolution is complete, an **"R"** is reflected in the **Status** column. If an **"N"** is reflected, that detail needs to be resolved before continuing.

```
 J#196 JOURNAL POSTED.   PRESS F5 TO CLEAR FOR A NEW JOURNAL. ◄───
   03/18/99                INTEGRATED BUSINESS INFORMATION SYSTEM        JTDP
   14:40:52.1              JOURNAL TRANSACTION (DEPARTMENTAL)            DAM3

                                                                    Page: 1
                         Fiscal Yr: 1998 / 1999    J-NUMBER: 196

 Purpose: TO CORRECT THE CENTRAL OBJECT CODE_____
 _____
 _____
 References Document Type: VO Number: 1936_____ Fiscal Year: 1998 / 1999

                           ACCOUNT DISTRIBUTION
        Budget          Fund    Obj       Debit           Credit
     00 - 001 - 03 HN  10010_  0301    _____      _____5.00
     00 - 001 - 03 HN  10010_  0310    _____5.00      _____
     __ - ___ - ___UP  _____   ____    _____      _____
     __ - ___ - ___UP  _____   ____    _____      _____
     __ - ___ - ___UP  _____   ____    _____      _____
   (Press PF8 for more lines)  Sub-Total:       5.00            5.00
                               TOTAL:           5.00            5.00
   NEXT FUNCTION: _____ (MENU,END)
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     .    HELP   MENU  CMPS   END   CLRS   .      .   FWRD   .    FANS  PRNT   .
```

Pressing the **PF9** key will return you to page one and a message will be displayed **"Journal #__ posted."** If you are processing more than one Journal Transaction, press the **PF5** key to clear the screen.

If a problem interrupts your **JTDP FANS** resolution or posting and the resolution or posting does not complete, your details may exist on the mainframe as a partially-resolved or posted transaction. These details cannot remain on the mainframe in an incomplete status as they could cause problems at a later date.

The **JTDP** function will do its best to allow you to complete your transaction in such a case. The next time you begin the **JTDP** function, it will display all the detail lines that it finds for your incomplete journal transaction. An example appears below explaining the two options:

1. You can complete that journal transaction by pressing **PF10** and resolving any unresolved lines (hint: you might wish to browse your details within FANS first, and see if the existing resolutions are still what you want).

2. If you no longer wish to complete this journal or have any problems with the first option, you may press **PF5** to remove the incomplete details and start again. Even if you press **PF5**, your new journal will still have the same J# that the incomplete one had because once a J# is assigned to you, it is yours to keep because it is assigned to your userID.

```
 J#  197 IS NOT POSTED YET.   PRESS F 10 FOR FANS, OR F5 TO CLEAR. ◄━━━
    03/18/99              INTEGRATED BUSINESS INFORMATION SYSTEM           JTDP
    15:02:29.8            JOURNAL TRANSACTION (DEPARTMENTAL)               DAM3

                                                                      Page: 1
                         Fiscal Yr: 1998 / 1999     J-NUMBER: 197

  Purpose: CORRECT OBJECT CODE_____
          _____
          _____
  References Document Type: VO Number: 259025_____ Fiscal Year: 1998 / 1999

                              ACCOUNT DISTRIBUTION
            Budget          Fund    Obj         Debit              Credit
        00 - 001 - 49 UP   10010_   0392   _____4.00   _____
        00 - 001 - 49 UP   10010_   0391   _____   _____4.00
        __ - ___ - __UP    _____   ____   _____   _____
        __ - ___ - __UP    _____   ____   _____   _____
        __ - ___ - __UP    _____   ____   _____   _____
     (Press PF8 for more lines)   Sub-Total:          4.00              4.00
                                      TOTAL:          4.00              4.00
   NEXT FUNCTION: _____  (MENU,END)
  Enter-PF 1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF 10--PF 11--PF 12---
      .   HELP   MENU  CMPS  END   CLRS   .     .    FWRD   .    FANS  PRNT   .
```
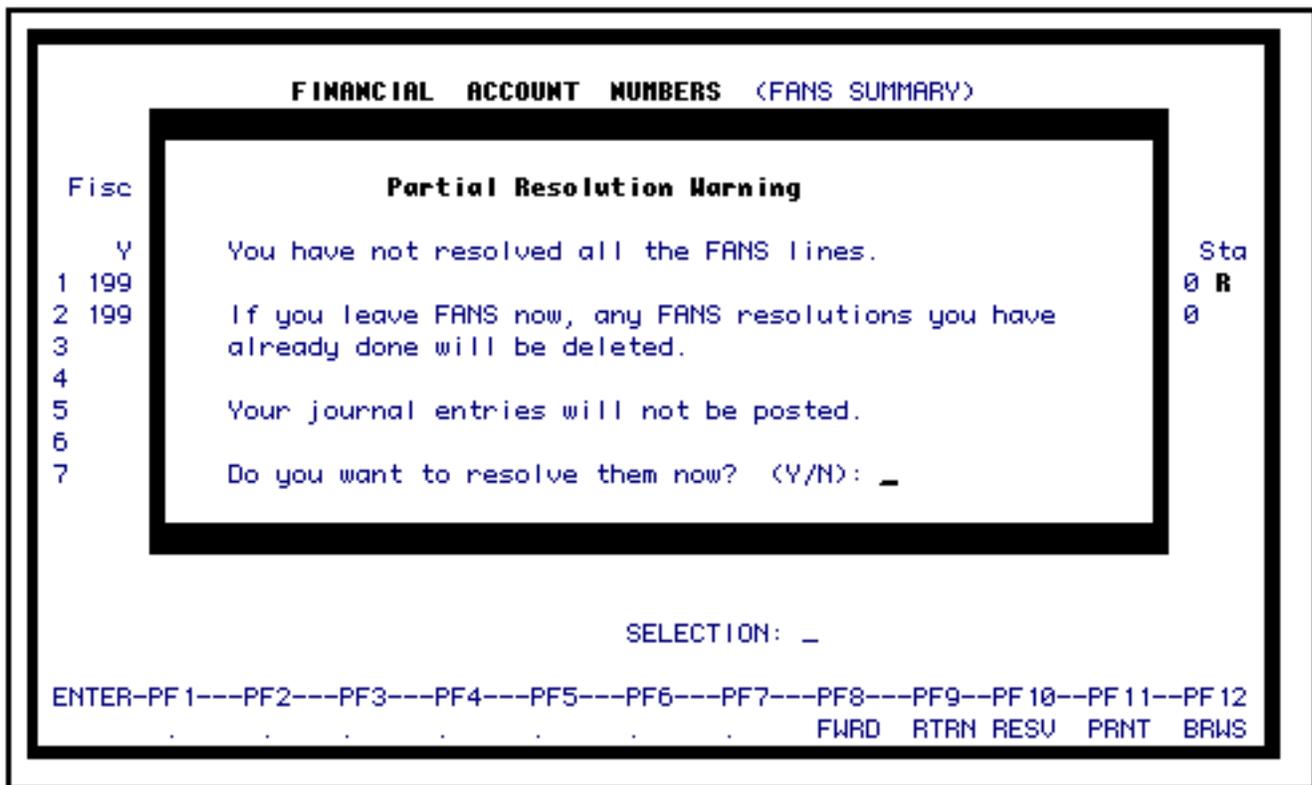
- Relevant types of problems include the power going out and you lose your backbone

connection to the mainframe or an unrelated mainframe problem (a "system crash") happens to occur during your JTDP.

- Non-relevant problems include "normal" posting errors such as not having enough money in an account.

> **Note:**

If you interrupt your **JTDP** processing, for example, by pressing **PF9** to exit FANS before you have resolved, then the **JTDP** does the required cleanup during your **PF9** step as described in the screen shown below. The details will no longer exist but your J# is still assigned to your userid. When you come back into the **JTDP** function, it will be blank and everything will work as normal and your new journal will have the J# you were previously assigned.

```
            FINANCIAL  ACCOUNT  NUMBERS   (FANS SUMMARY)

    Fisc              Partial Resolution Warning

        Y        You have not resolved all the FANS lines.            Sta
  1  199                                                              0 R
  2  199        If you leave FANS now, any FANS resolutions you have  0
  3             already done will be deleted.
  4
  5             Your journal entries will not be posted.
  6
  7             Do you want to resolve them now?  (Y/N): _




                         SELECTION: _

ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9--PF10--PF11--PF12
       .     .     .     .     .     .     .    FWRD  RTRN RESV  PRNT  BRWS
```

Using the Inquire Journal Transaction (IJTN) Function

IJTN is the **Inquire Journal Transaction** screen. This function allows you view journal transactions that have been posted. No changes can be made from this function. All users who have access to EASY (EASY profile) have been given access to **IJTN**.

```
_ 03/18/99          INTEGRATED BUSINESS INFORMATION SYSTEM          M1M1
  15:09:22.9                                                        DAM3

     Any of the functions included in this system can be invoked by
     entering the corresponding function code on the command line next
     to 'NEXT FUNCTION:'.  The following functions are available:

 FUNCTION         DESCRIPTION              FUNCTION         DESCRIPTION
 _____   _____           _____   _____

   FORM     Help Selecting HRS Forms         M2PI     Property Inventory
   M2AH     IBIS Adhoc Functions             M2PR     Purchasing System
   M2AS     EASY  Elec. Appr. System         M2VA     Vendor System
   M2BG     Budgeting System                 BAMM     Budget Planning: BudAuto
   M2FN     Financial System                 M2IM     Inventory Management
   M2FS     Facilities System                CODE     Codeset Maint. System
   M2HR     Human Resources System           M2NC     Nat Conn. Applications
   M2PA     Payroll System                   M2PE     Pay & Effort Functions




 NEXT FUNCTION: ijtn_____  PREV MENU: NONE
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       HELP   MENU   CMPS   END    .     .     .     .     .     KEYS   PRNT   .
```

At the **Next Function** line, type **IJTN**.

> **Note:**
IJTN does not have to be in caps.

```
 03/18/99          INTEGRATED BUSINESS INFORMATION SYSTEM          IJTN
 15:11:38.2               INQUIRE JOURNAL TRANSACTIONS             DAM3













                PLEASE ENTER J-NUMBER: J 146_❶_____








 NEXT FUNCTION: _____  (MENU,END)
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       HELP   MENU   CMPS   END    .     .     .     .     .            PRNT   .
```

1. On this screen, you will enter the **Journal Transaction number**.

   Press the **Enter** key.

```
  03/18/99              INTEGRATED BUSINESS INFORMATION SYSTEM          IJTN
  15:12:26.4               INQUIRE JOURNAL TRANSACTIONS                 DAM3

  J-Number : 146                              Type of JV: JTDP   Page: 1
  Post Date: 02/18/1999       Fiscal Yr: 1998 / 1999  Created By: CDJ3

  Purpose: TO CORRECT THE CENTRAL OBJECT CODE


  References Document Type: VO Number: 1936          Fiscal Year: 1998 / 1999

                            ACCOUNT DISTRIBUTION
          Budget             Fund     Obj        Debit           Credit
       00 - 001 - 03 HN     10010    0301                          5.00
       00 - 001 - 03 HN     10010    0310        5.00
            -     -
            -     -
            -     -
   (Press PF8 for more lines)  Sub-Total:        5.00              5.00
                                    TOTAL:       5.00              5.00
   NEXT FUNCTION: _____  (MENU,END)
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       HELP  MENU  CMPS  END   .    .    .     FWRD  RTRN  FANS  PRNT   .
```

The **posted Journal Transaction** is displayed. In addition, the following information is also displayed:

   ○ J-Number
   ○ Post Date
   ○ Type of JV
   ○ Created By.

```
                          Financial  Account  Numbers   (FANS)
                  ----- Account -----
   Fiscal                               Object/   Cost                      Amount/
    Year         Budget       Fund     Sub-Obj   Center       Activity     Dept Space
  1998/1999   00-001-03 HN    100 10    0301                              -5.00
                                                                          DECREASE
  1998/1999   00-001-03 HN    100 10    03 10                              5.00
                                                                          INCREASE
                    -    -

                    -    -

                    -    -

                    -    -

                    -    -


  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9--PF10--PF11--PF12
        .      .      .      .     Top    .       .     Fwrd  Rtrn .    .       .
```

Pressing the **PF10** key will allow you to view the resolution of the details in the Journal Transaction.

The **PF9** key will return you to the beginning of the document.

Pressing the **PF9** key again will take you to the main inquiry screen where the J-Number is entered.

Last Revised: 07/22/2003