

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:**

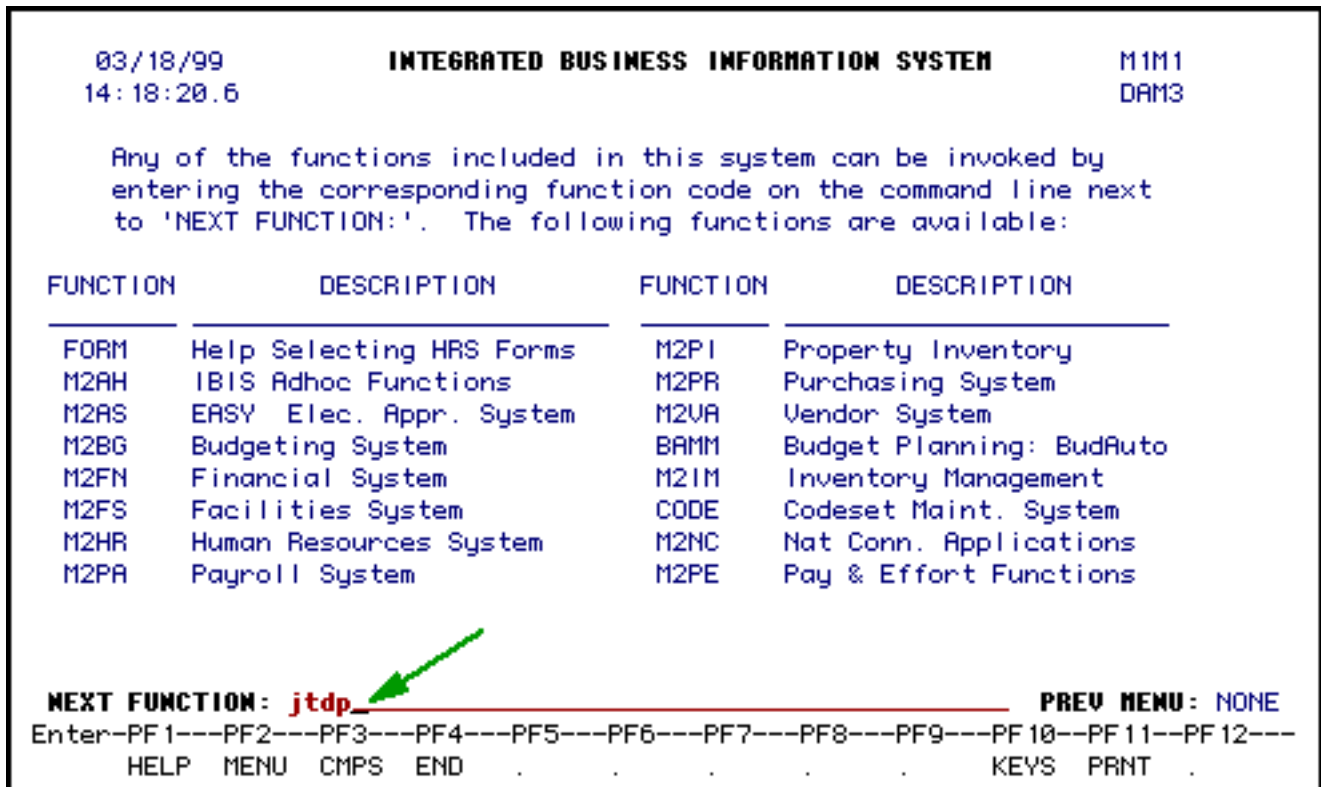
If you are transferring an item from one general fund to another or between object codes in the same account, you can **X** code the new account or object code.

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.



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  1

Purpose:  2  _____
          _____
          _____

References Document Type: 3  Number: _____ Fiscal Year: 199 4 / 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:          5  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:

- o 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
14:21:23.7

Purpose: _____

References Document Type: _____

Budget
__ - __ - __UP
__ - __ - __UP
__ - __ - __UP
__ - __ - __UP
__ - __ - __UP
(Press PF8 for more line)

NEXT FUNCTION: _____

Enter-PF1---PF2---PF3---PF

INTE
JO

ITEM	CODE	ORIGINAL DOCUMENT TYPE	: 1
1	CR	CASH RECEIPT	
2	CE	CENT REFERENCE NO.	
3	CN	CHECK NUMBER	
4	EF	EASY FORM #	
5	JV	JOURNAL VOUCHER CEN REF	
6	JT	JTDP J-NUMBER	
7	NA	NOT APPLICABLE	999
8	PC	P-NUMBER	
9	PO	PO NUMBER	
10	VO	VOUCHER	

ENTER: T = TOP N = NEXT P = PREV
DESC to select by description
or ITEM # to select correct code
EXIT HELP WITH PF12 OR PF24

SELECTION: N

DESC: _____

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: IO CORRECT THE CENTRAL OBJECT CODE_____
_____
_____

References Document Type: UO 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	Activity	Amount	Sta
Year	Budget	Fund	Obj	Center				
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 RESU PRNT BRWS

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

Financial Account Numbers (FANS)						
Fiscal	Account	Object/	Cost	Activity	Amount/	
Year	Budget	Fund Sub-Obj	Center		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 RESU 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					
Year	Budget	Fund	Obj	Cost 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: U0 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 F10 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: UO 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
- - - - -UP
- - - - -UP
- - - - -UP
(Press PF8 for more lines) Sub-Total:      4.00      4.00
                                TOTAL:      4.00      4.00

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 .
  
```

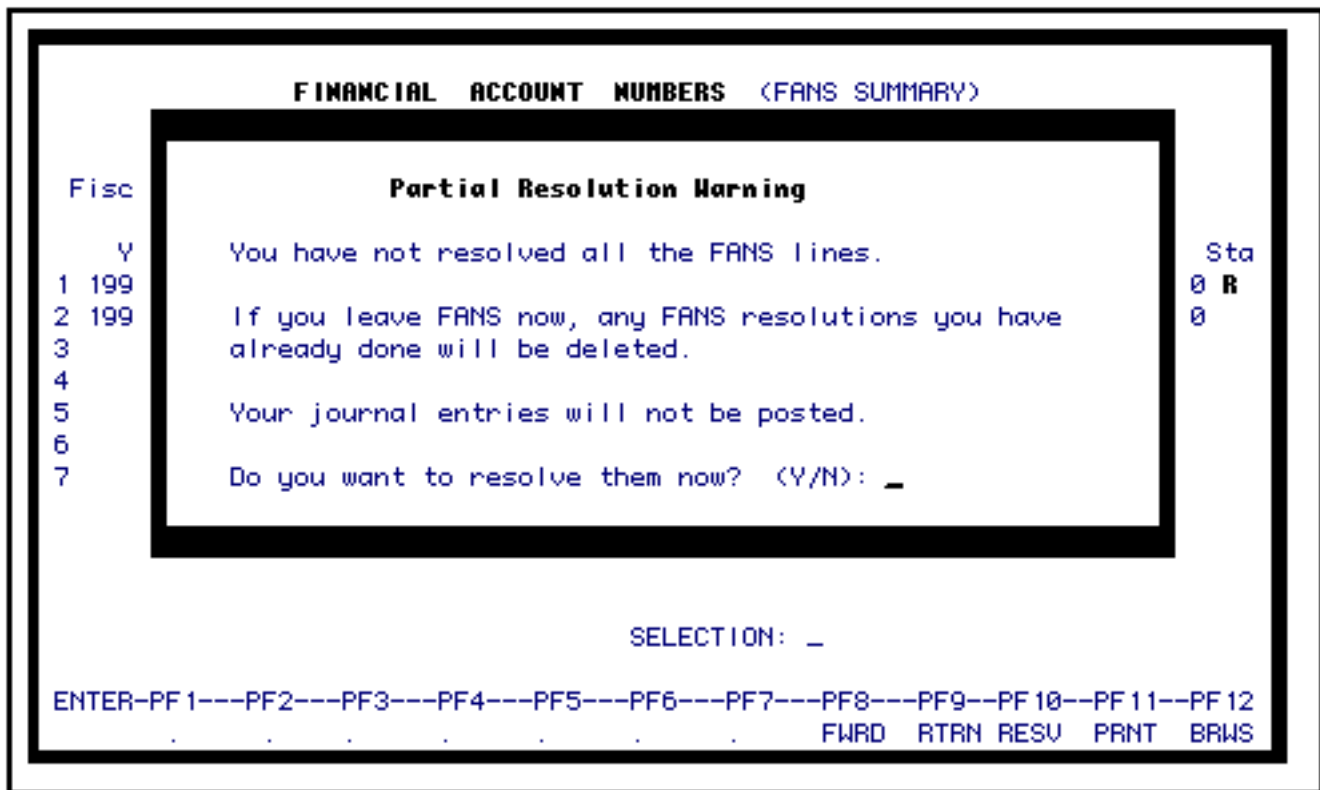
- Relevant types of problems include the power going out and you lose your backbone

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.



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
15:09:22.9

INTEGRATED BUSINESS INFORMATION SYSTEM

M1M1
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
15:11:38.2

INTEGRATED BUSINESS INFORMATION SYSTEM
INQUIRE JOURNAL TRANSACTIONS

IJTN
DAM3

PLEASE ENTER J-NUMBER: J 146 **1**

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 15:12:26.4	INTEGRATED BUSINESS INFORMATION SYSTEM INQUIRE JOURNAL TRANSACTIONS	IJTN DAM3									
J-Number : 146 Post Date: 02/18/1999	Fiscal Yr: 1998 / 1999	Type of JV: JTDP Page: 1 Created By: CDJ3									
Purpose: TO CORRECT THE CENTRAL OBJECT CODE											
References Document Type: UO 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)							
Fiscal Year	Account		Fund	Object/ Sub-Obj	Cost Center	Activity	Amount/ Dept Space
1998/1999	00-00	1-03 HM	100 10	030 1			-5.00
1998/1999	00-00	1-03 HM	100 10	03 10			DECREASE
							5.00
							INCREASE
	-	-					
	-	-					
	-	-					
	-	-					
	-	-					
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12							
				Top	Fwd 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.