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.

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

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

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.
> General Notes:

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

- There must be at 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.
The FANS window will be displayed so that each detail can be properly resolved.
Press the PF9 key to return.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Budget Fund</th>
<th>Obj Center</th>
<th>Activity</th>
<th>Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1998/1999</td>
<td>00-001-03</td>
<td>HN 10010</td>
<td>0301</td>
<td>-5.00</td>
<td>R</td>
</tr>
<tr>
<td>1998/1999</td>
<td>00-001-03</td>
<td>HN 10010</td>
<td>0310</td>
<td>5.00</td>
<td>R</td>
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<tr>
<td>3</td>
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<td>4</td>
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<td>5</td>
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<td>6</td>
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<tr>
<td>7</td>
<td>/</td>
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<td></td>
</tr>
</tbody>
</table>

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.
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.

![Example Journal Transaction](image)

- 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.

![Partial Resolution Warning](image)

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

> **Note:**

**IJTN** does not have to be in caps.
1. On this screen, you will enter the **Journal Transaction number**.

   Press the **Enter** key.

   ![Image of a screen showing an integrated business information system]

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

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

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