



ID Transfer Journal Guide

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Overview

An **ID Transfer Journal Entry** is typically used to transfer the following for **FIU01**:

- Transactions that did not come from Departmental PCards, Expense Reports, Payroll, Student Financials or Accounts Payable subsystems
- Funds to the One Card office (typically an expense to the department and credit to deposits payable in the One Card Office activity number)
- Athletics transfers to the Due to AFC liability account

If in doubt about a potential transaction being processed through an ID Transfer, please contact idtransfers@fiu.edu.

Pre-requisites

Acceptable Supporting Documents: Accounting & Reporting is requesting a document to support the transfer. Acceptable documents are as follows:

- TRAN DATA report
- General Ledger Activity report
- Invoice
- Agreement
- Memo of Understanding

If transfer is over 90 days attachment needs to include justification and mitigating controls. If the transaction is related to projects, users need to answer the following questions:

- 1: How and why did the error occur?
- 2: If over 90 days, why was the transfer not required earlier?
- 3: What steps will be taken to prevent these errors from recurring?

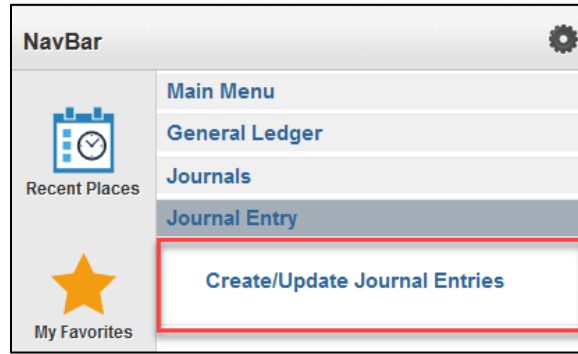
Security & Training Requirements: New users must attend Fundamentals, ID Transfer training before requesting access to the FIU_GL_JOURNALENTY Journal Entry and Edit role. Currently the Interim Controller & Interim Deputy Controller must approve all such requests.

ID Transfer Approvers must have access to the FIU_ACCESS_001 Financials Inquire Access role if they do not already have access to create Journal entries in Financials.

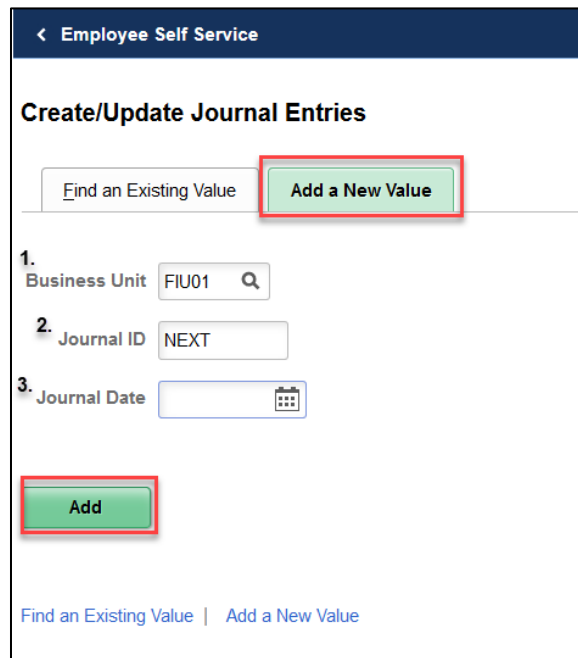
Create an ID Transfer Journal Entry

Get started by initiating a journal entry in [PantherSoft Financials](#).

Navigation to: **Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries**



In the **Add a New Value** tab, make sure all fields are populated then click **Add**.



1. **Business Unit** = FIU01
2. **Journal ID** = NEXT
3. **Journal Date** = Defaults to today's date, it reflects the period to which the system will post the journal. Change it if necessary. For example, journal dates July 1st through July 31st will post in period 1 of the fiscal year.

Step 1: Complete the Journal Header

The Journal Header contains the information that uniquely identifies the journal – Business Unit, Journal ID, and Journal Date. The system uses the Journal date to determine the fiscal year and accounting period to post the journal to.

Complete the fields highlighted in the **Header** section of the Journal Entry.

The screenshot shows the 'Header' tab of a journal entry form. The following fields are highlighted with red boxes and labeled with letters a through g:

- a.** Long Description: To correct Journal ID##### properly re-class revenue to account #####
- b.** *Ledger Group: [Searchable dropdown]
- c.** *Source: [Searchable dropdown]
- d.** Reference Number: [Text field]
- e.** Fiscal Year: 2022
- f.** Period: 3
- g.** Journal Class: [Searchable dropdown]

Other visible fields include: Unit (FIU01), Journal ID (NEXT), Date (09/20/2021), Adjusting Entry (Non-Adjusting Entry), Ledger, *Source, Reference Number, Journal Class, Transaction Code (GENERAL), SJE Type, Currency Defaults (USD // 1), Attachments (0), Reversal (Do Not Generate Reversal), Entered By (1111111), Entered On, Last Updated On, and checkboxes for Auto Generate Lines, Save Journal Incomplete Status, Autobalance on 0 Amount Line, CTA, and Commitment Control. Buttons for Save, Notify, Refresh, Add, and Update/Display are at the bottom.

- a. **Long Description:** Enter the reason you are creating the journal entry. Be specific so that anyone else reviewing the journal can know why the journal was entered. The field holds up to 256 characters.
- b. **Ledger Group:** "ACTUALS"
- c. **Source:** This field identifies the origin of the transaction. The source should default from your user preferences. If it is not pre-populated or is incorrect, please contact controller@fiu.edu. Please do not change the value in this field.
- d. **Reference Number:** This field is an 8-character alphanumeric optional field, and it lets you refer to a piece of information that will be helpful to you in tracking the source of the transaction.
- e. **Fiscal Year:** This field pre-populates based upon the journal date and the calendar associated with the Ledger Group. This is the fiscal year to which the entry will post.
- f. **Period:** This field pre-populates based on the journal date and the calendar associated with the Ledger Group. This is the accounting period to which the entry will post.
- g. **Journal Class:** IDTFR or IDTFR90 (if the original transaction posted more than 90 days ago). If you do not enter a value in this field the journal will not route for approval.

Warning: If the journal is saved without the Journal Class it cannot be submitted for approval. Also, changing the Journal Class after the journal has been saved will cause data inconsistency errors on the Journal. To avoid issues with the journal entry, it must be deleted and re-entered. Journal deletion instructions can be found in the [Delete a Journal](#) section of this document.

[Accounting & Reporting](#) will follow up during month end close for any journals not posted. Those not posted will be **deleted** on the final day of the month end close. Click [here](#) for Month End Processing Deadlines.

Add attachment(s) to support the transfer by using the [Attachments](#) link.

To add attachments:

1. Click **Browse** to select the attachment to upload, then click **Upload**.

2. Once the file is uploaded, click **OK** to return to the Journal Entry.

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
Bill_Attachment.docx	<input checked="" type="checkbox"/>				

Note: You can add multiple attachments by clicking on the **Add Attachment** button at the bottom of the screen. See the [Pre-requisites section](#) of this document for acceptable supporting documents.

Warning: If you try to **submit a journal without an attachment** you will receive an error message. Make sure to save the journal after adding the attachment before resubmitting for approval.

Step 2: Complete Journal Lines

The Journal Entry Lines page is used to record the transactions making up the journal – the debit and credit entries.

1. Enter the activity/project number of the Debit line in the **SpeedType** field; it will populate the associated ChartFields. Then enter the **Account** number it will populate the **Alt Acct**.

The screenshot shows the 'Create/Update Journal Entries' page with the 'Lines' tab selected. The 'Unit' is FIU01 and the 'Ledger' is ACTUALS. The 'SpeedType' and 'Account' fields are highlighted with red boxes. The 'Lines' table has one row with Line 1 and Unit FIU01. The 'Totals' table shows a total of 1 line for Unit FIU01 with 0.00 debits and 0.00 credits.

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
FIU01	1	0.00	0.00	N	N

If the SpeedType is a project number, the journal line requires an Analysis Type in the **An Type** field.

The screenshot shows the 'Create/Update Journal Entries' page with the 'Lines' tab selected. The 'An Type' field is highlighted with a red box. The 'Unit' is FIU01 and the 'Ledger' is ACTUALS. The 'Lines' table has one row with Line 1 and Unit FIU01. The 'Totals' table shows a total of 1 line for Unit FIU01 with 0.00 debits and 0.00 credits.

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
FIU01	1	0.00	0.00	N	N

2. Scroll to the right to enter the **Amount**.

The screenshot shows the 'Employee Self Service' interface for 'Create/Update Journal Entries'. The 'Lines' tab is active. The interface includes a header with navigation tabs (Header, Lines, Totals, Errors, Approval) and a 'New V' link. Below the header, there are fields for Unit (FIU01), Journal ID (NEXT), and Date (08/31/2021). A 'Process' button is visible. The main area contains a table with columns: Select, Line, y, An Type, Activity Nbr, Cost PID, Affiliate, Fund Affil, Amount, Base Currency, Stat Amt, and UOM. The 'Amount' field for line 1 is highlighted with a red box. Below the table is a 'Lines to add' section with a '1' and a '+' icon. At the bottom, there are 'Save', 'Notify', and 'Refresh' buttons, and an 'Add' button. A 'Totals' section at the bottom shows a table with columns: Unit, Total Lines, Total Debits, Total Credits, Journal Status, and Budget Status. The data row shows Unit: FIU01, Total Lines: 1, Total Debits: 0.00, Total Credits: 0.00, Journal Status: N, and Budget Status: N.

3. Click on the “+” icon to add as many lines as needed to balance your journal entry. Enter the **Speedtype, Account #** or **An Type** (if necessary).

The screenshot shows the same 'Employee Self Service' interface. The 'Lines' tab label is highlighted with a red box. The 'Lines' table now has additional columns: *Unit, *Ledger, SpeedType, Account, Alt Acct, Fund, Dept, Program, Site, Bud Ref, Task, and PC B. The 'Lines to add' section is also highlighted with a red box, showing a '1' and a '+' icon. The 'Totals' section at the bottom remains the same as in the previous screenshot.

Note: When entering multiple lines, the amount must be manually adjusted at the line level

The screenshot shows a journal entry form with the following data:

Select	Line	PC Bus Unit	Project	Activity	An Type	Activity Nbr	Cost PID	Affiliate	Fund Affil	Amount
<input type="checkbox"/>	1	FSR01	800014056	SPN						150.00
<input type="checkbox"/>	2					2028030006				-50.00
<input type="checkbox"/>	3	FSR01	800014056	SPN						-50.00

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
FIU01	3	0.00	0.00	N	N

4. Click **Save**. The Journal ID will be displayed.

The screenshot shows the journal entry form after saving. A dialog box is displayed with the message: "Journal 0001213175 is saved (5210.6)". The 'Journal ID' field in the header now contains the value "0001213175".

Step 3: Edit & Budget Check the Journal

The Journal Edit process will check to determine if the entry can be posted and it will also budget check the journal. If successful, the Journal and Budget Status will change to 'V', 'V'.

The screenshot shows the 'Totals' section of the journal entry interface. The 'Journal Status' and 'Budget Status' columns are highlighted with a red box, both displaying a blue 'V'. The 'Lines' table below shows two entries with account numbers 772102 and 77200.

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
FIU01	2	0.00	0.00	V	V

To initiate the Journal Edit and Budget Check processes, select *Edit Journal* from the **Process** dropdown and click **Process**.

The screenshot shows the 'Process' dropdown menu set to 'Edit Journal' and the 'Process' button highlighted with a red box. The 'Journal Status' and 'Budget Status' columns in the 'Totals' section are now 'N'. The 'Lines' table below shows two entries with account numbers 77200 and 77200.

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
FIU01	2	0.00	0.00	N	N

How to Resolve Journal and Budget Errors

When you run the *Edit Journal* process the system validates the individual ChartFields such as Account, Department, Fund, Site, Program Code, Activity #, Project, etc. to ensure their validity. In addition, it also validates the ChartField value combinations that are dependent on each other. Combination editing also validates whether a combination group is associated with a business unit and ledger group. This is accomplished by pre-defined business rules we have put in place. An entry with an invalid combination is identified based on the journal status of **E**. Click on the “**E**” in the Lines page to review the Error(s).

An edited journal will have a status of “**E**, Errors” if one or more of the following conditions are true:

- The accounting period (determined by the Journal Date) is not currently open. Make sure the accounting period is open or delete entry and enter in open accounting period.
- The actual totals for the journal (debits, credits) do not equal, make sure **Total Debits** equally offset **Total Credits**.
- One or more journal lines use invalid ChartField values OR invalid ChartField combinations as of the Journal Date.

Any questions on the above, please contact idthansfers@fiu.edu.

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
FIU01	2	0.00	0.00	E	N

Buttons: Save, Notify, Refresh

Breadcrumb: Header | Lines | Totals | Errors | Approval

After correcting the error(s), save the journal entry. The Journal Status reverts to ‘**N**’ for Needs Editing. You will need to re-edit the journal to make sure the Journal Status is in Valid ‘**V**’ status before Submitting for Approval.

If the Budget Status is in Error, click on the ‘**E**’ in Budget Status to identify cause of the error.

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
FIU01	2	0.00	0.00	V	E

Buttons: Save, Notify, Refresh

Breadcrumb: Header | Lines | Totals | Errors | Approval

GL Journal Exceptions
Line Exceptions

Business Unit FIU01
Journal ID 0001213176
Journal Date 09/03/2021

*Exception Type Error
 Override Transaction
 More Budgets Exist

Maximum Rows 100
[Advanced Budget Criteria](#)

Search

Budgets with Exceptions

Budget Override Budget_Chartfields ||>
1-2 of 2
View All

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	🔍	FIU01	CC_PG	Budget Date out of Bounds	More Detail	<input type="checkbox"/>	Go To ...
2	🔍	FIU01	CC_PRP	Budget Date out of Bounds	More Detail	<input type="checkbox"/>	Go To ...

Save
Return to Search
Notify

GL Journal Exceptions | [Line Exceptions](#)

Click [here](#) for a list of budget exceptions and possible resolutions:

After correcting the error(s), save the journal entry. The Budget Status reverts to 'N' for Needs Budget Checking. You will need to Re-Budget Check the journal to make sure it's in Valid 'V' status before Submitting for Approval.

Step 4: Submit ID Transfer Journal Entry for Approval

To submit the ID Transfer Journal click the **Submit** button found in the **Approval** tab.

Once the ID Transfer Journal is submitted, it will route for all required approvals.

Journal Approvals ID Transfers

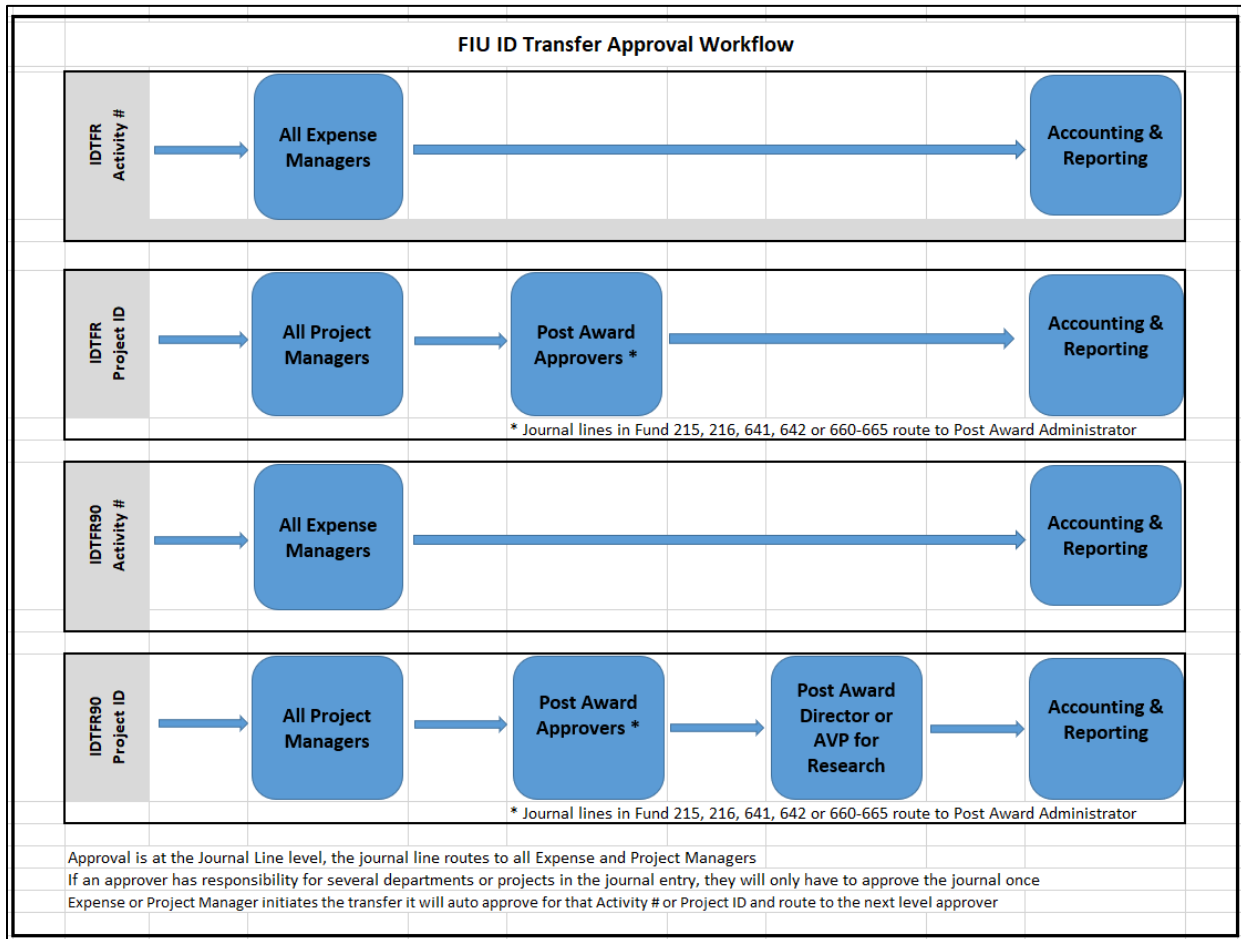
- Unit FIU01, ID 0001205224, Date 2021-07-21, 1, ACTUALS, Line Unit FIU01:Pending
 - Journal Approvals ID Transfers
 - Pending
 - Multiple Approvers Expense Manager Approval
- Unit FIU01, ID 0001205224, Date 2021-07-21, 2, ACTUALS, Line Unit FIU01:Pending
 - Journal Approvals ID Transfers
 - Pending
 - Munoz Caamano, Karla S Project Manager Approval
 - Not Routed
 - Pineda, Lucila Jose Post Award Approval
- Unit FIU01, ID 0001205224, Date 2021-07-21, 3, ACTUALS, Line Unit FIU01:Pending
 - Journal Approvals ID Transfers
 - Pending
 - Multiple Approvers Expense Manager Approval
- Unit FIU01, ID 0001205224, Date 2021-07-21, 4, ACTUALS, Line Unit FIU01:Pending
 - Journal Approvals ID Transfers
 - Pending
 - Munoz Caamano, Karla S Project Manager Approval
 - Not Routed
 - Pineda, Lucila Jose Post Award Approval

ID Transfer Final Approvers

- Unit FIU01, ID 0001205224, Date 2021-07-21, Line Unit FIU01:Awaiting Further Approvals
 - ID Transfer Final Approvers
 - Not Routed
 - Multiple Approvers Final Controller Approval

▶ Approval History

ID Transfer Journal approval routing is based on the below diagram:




If the ID Transfer Journal is **Approved**, the submitter will receive an email notification such as what is shown below.



If an ID Transfer Journal is **Denied**, the submitter will receive an email notification such as what is shown below. Submitters will have the option to edit the journal lines and/or add additional attachments to resubmit the ID Transfer Journal for approval.

Journal ID "0001200604" Business Unit "FIU01" Has Been "Denied"

 sagastum@fiu.edu
To Catalina Zambrano

[Reply](#) [Reply All](#) [Forward](#) [...](#)

Fri 6/25/2021 4:36 PM

The following journal has been "Denied".

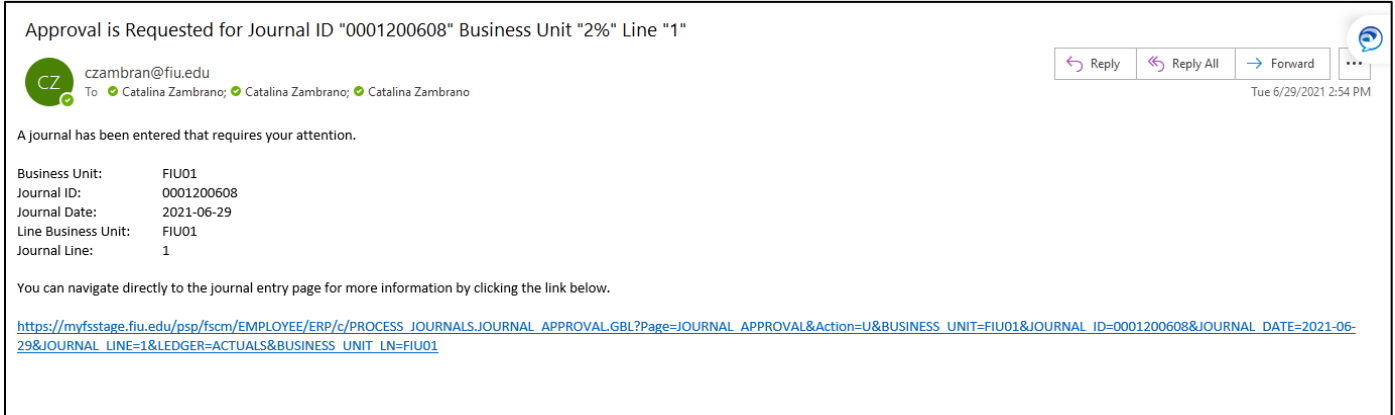
Business Unit: FIU01
Journal ID: 0001200604
Journal Date: 2021-06-25
Line Business Unit: FIU01

You can navigate directly to the journal entry page for more information by clicking the link below.

https://myfstage.fiu.edu/psp/fscm/EMPLOYEE/ERP/c/PROCESS_JOURNALS.JOURNAL_APPROVAL.GBL?Page=JOURNAL_APPROVAL&Action=U&BUSINESS_UNIT=FIU01&JOURNAL_ID=0001200604&JOURNAL_DATE=2021-06-25&BUSINESS_UNIT_LN=FIU01

Approve an ID Transfer Journal

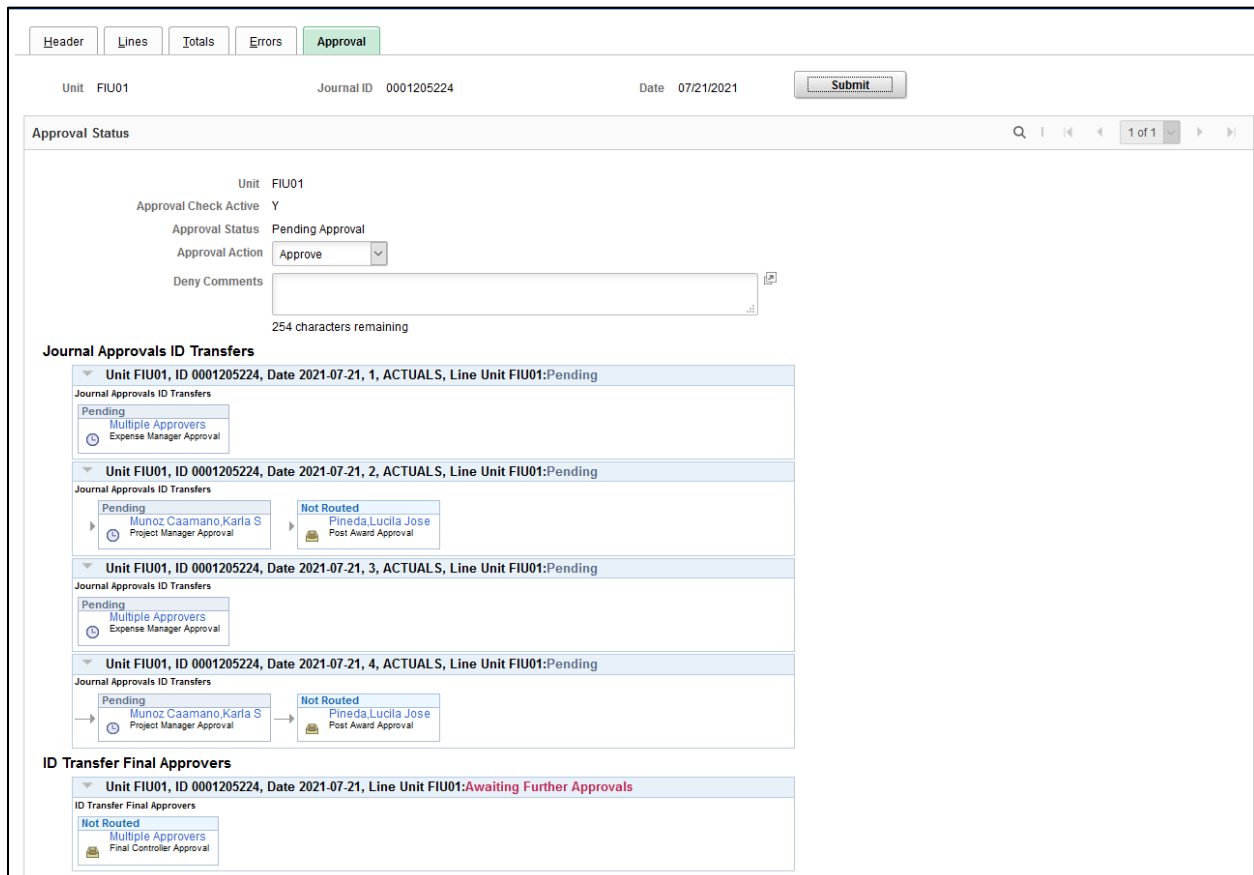
When an ID Transfer Journal is submitted, approvers will receive an email like the one shown below with a link to the entry requiring their review and approval/denial.



If approvers are unable to access the ID Transfer Journal via the emailed link, they can access the approval page by following the below navigation in [PantherSoft Financials](#).

Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

1. Use the **Find an Existing Value** tab to look up the journal, then open the **Approval** tab.



Things Approvers should look for before approving:

- If the IDTFR90 Journal Class was selected is the supporting documentation over 90 days from the date of the Journal Entry.
- If the IDTFR Journal Class was selected is the supporting documentation less than 90 days from the date of the Journal Entry.
- Is it easy to understand how the supporting documentation attached supports the amounts, activity/project numbers reflected in the journal entry?
- Is the explanation provided by the initiator easily understood? If additional explanation is required, then deny the journal entry and provide comments so the initiator can correct and re-submit the entry.
- Activity related transactions should not be submitted for prior fiscal year that is closed; project transactions may be reclassified from a prior fiscal year that is closed. Typically, Smart Journals or Cash Transfers are the proper mechanisms to correct transactions from closed fiscal years.

Use the **Approval Action** dropdown to either *Approve* or *Deny* the entry and click **Submit**. Approve is the default selection here.

Unit FIU01 Journal ID 0001205224 Date 07/21/2021 **Submit**

Approval Status

Unit FIU01
Approval Check Active Y
Approval Status Pending Approval
Approval Action **Approve** ▼
Deny Comments
254 characters remaining

Journal Approvals ID Transfers

- Unit FIU01, ID 0001205224, Date 2021-07-21, 1, ACTUALS, Line Unit FIU01:Pending
Journal Approvals ID Transfers
Pending
Multiple Approvers
Expense Manager Approval
- Unit FIU01, ID 0001205224, Date 2021-07-21, 2, ACTUALS, Line Unit FIU01:Pending
Journal Approvals ID Transfers
Pending: Munoz Caamano, Karla S (Project Manager Approval)
Not Routed: Pineda, Lucia Jose (Post Award Approval)
- Unit FIU01, ID 0001205224, Date 2021-07-21, 3, ACTUALS, Line Unit FIU01:Pending
Journal Approvals ID Transfers
Pending
Multiple Approvers
Expense Manager Approval
- Unit FIU01, ID 0001205224, Date 2021-07-21, 4, ACTUALS, Line Unit FIU01:Pending
Journal Approvals ID Transfers
Pending: Munoz Caamano, Karla S (Project Manager Approval)
Not Routed: Pineda, Lucia Jose (Post Award Approval)

ID Transfer Final Approvers

- Unit FIU01, ID 0001205224, Date 2021-07-21, Line Unit FIU01:Awaiting Further Approvals
ID Transfer Final Approvers
Not Routed: Multiple Approvers (Final Controller Approval)

If you **Deny** the entry, **comments are required**. Please make sure comments are descriptive enough for the submitter to correct the journal entry.

Unit	FIU01	Journal ID	0001214173	Date	09/20/2021	<input type="button" value="Submit"/>
Approval Status						
Unit FIU01						
Approval Check Active Y						
Approval Status Pending Approval						
Approval Action Deny						
Deny Comments Please verify the accounting Chartfields for Activity# 111111111						
190 characters remaining						
Journal Approvals ID Transfers						
Unit FIU01, ID 0001214173, Date 2021-09-20, 1, ACTUALS, Line Unit FIU01:Denied						
Journal Approvals ID Transfers						
<div style="border: 1px solid red; padding: 5px;"> <p>Denied</p> <p>Rodriguez,Marcia Mediavilla</p> <p>Expense Manager Approval</p> <p>09/20/21 - 3:12 PM</p> </div>						

Once the journal is fully approved or denied, the submitter will receive an email like the ones shown below

The below is a sample email received by submitters when an ID Transfer Journal is **Approved**.



The below is a sample email received by submitters when an ID Transfer Journal is **Denied**. Submitters should review comments to determine how to proceed. They have the option to update the journal lines and resubmit the journal for approval.



Delete a Journal

Only Journals that have 'Never Posted' can be deleted.

To delete a journal:

1. Navigate to **Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries**
2. Use the **Find an Existing Value** tab to look up the journal, then open the **Lines** tab.
3. Select *Delete Journal* from the **Process** dropdown, then click **Process**.

The screenshot shows the 'Delete Journal' process in the system interface. The 'Process' dropdown is set to 'Delete Journal' and the 'Process' button is highlighted. The interface includes a header with tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Lines' tab is active, showing a table with columns for 'Select', 'Line', 'k', 'PC Bus Unit', 'Project', 'Activity', 'An Type', 'Activity Nbr', 'Cost PID', 'Affiliate', 'Fund Affil', and 'Amount'. The 'Totals' section shows 'Unit: FIU01', 'Total Lines: 2', 'Total Debits: 0.00', 'Total Credits: 0.00', 'Journal Status: N', and 'Budget Status: N'. The 'Process' button is highlighted in red.

4. Select **Yes**

The screenshot shows the 'Delete Journal' process in the system interface. A confirmation dialog box is displayed, asking 'Are you sure that you want to delete this journal? (5010,30)'. The 'Yes' button is highlighted. The interface includes a header with tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Lines' tab is active, showing a table with columns for 'Select', 'Line', 'k', 'PC Bus Unit', 'Project', 'Activity', 'An Type', 'Activity Nbr', 'Cost PID', 'Affiliate', 'Fund Affil', and 'Amount'. The 'Totals' section shows 'Unit: FIU01', 'Total Lines: 2', 'Total Debits: 0.00', 'Total Credits: 0.00', 'Journal Status: N', and 'Budget Status: N'. The 'Process' button is highlighted in red.

Viewing Attachments

All journals must be submitted with supporting documents as attachments.

To view attachments:

1. Navigate to **Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries**
2. Use the **Find an Existing Value** tab to look up the journal.
3. Click on the [Attachment](#) link.

Employee Self Service Create/Update

Header | Lines | Totals | Errors | Approval

Unit: FIU01 Journal ID: 0001205224 Date: 07/21/2021

Long Description: TEST ID TRANSFER
238 characters remaining

*Ledger Group: ACTUALS Adjusting Entry: Non-Adjusting Entry

Ledger: Fiscal Year: 2022

*Source: CON Period: 1

Reference Number: ADB Date: 07/21/2021

Journal Class: IDTFR

Transaction Code: GENERAL

SJE Type: Auto Generate Lines

Currency Defaults: USD / CRRNT / 1
Attachments (1) Save Journal Incomplete Status

Reversal: Do Not Generate Reversal Autobalance on 0 Amount Line

CTA Commitment Control

Entered By: 3617596 Pastor, Casey Catherine

Entered On: 07/21/2021 8:56:08AM

Last Updated On: 07/21/2021 11:12:27AM

Save Return to Search Notify Refresh Add Update/Display

5. Open the attachment using the link in the document.

Journal Entry Attachments

Unit: FIU01 Journal ID: 0001205224 Date: 07/21/2021

Details

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
COST_TRANSFER_-_2.pdf	<input checked="" type="checkbox"/>		3617596	Casey Pastor	07/21/2021 8:56:08AM

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment OK