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_JOURNALENTRY 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.

![Journal Entry Header](image)

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.

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**.

If the SpeedType is a project number, the journal line requires an Analysis Type in the **An Type** field.
2. Scroll to the right to enter the **Amount**.

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

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

To initiate the Journal Edit and Budget Check processes, select Edit Journal from the Process dropdown and click Process.
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 idtransfers@fiu.edu.

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.
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.
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.

![Email notification](image)

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.

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.

![Email Example]

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

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:


2. Use the Find an Existing Value tab to look up the journal, then open the Lines tab.


4. Select Yes
All journals must be submitted with supporting documents as attachments.

To view attachments:


2. Use the Find an Existing Value tab to look up the journal.

3. Click on the Attachment link.

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