

### Request an IDB Journal Entry

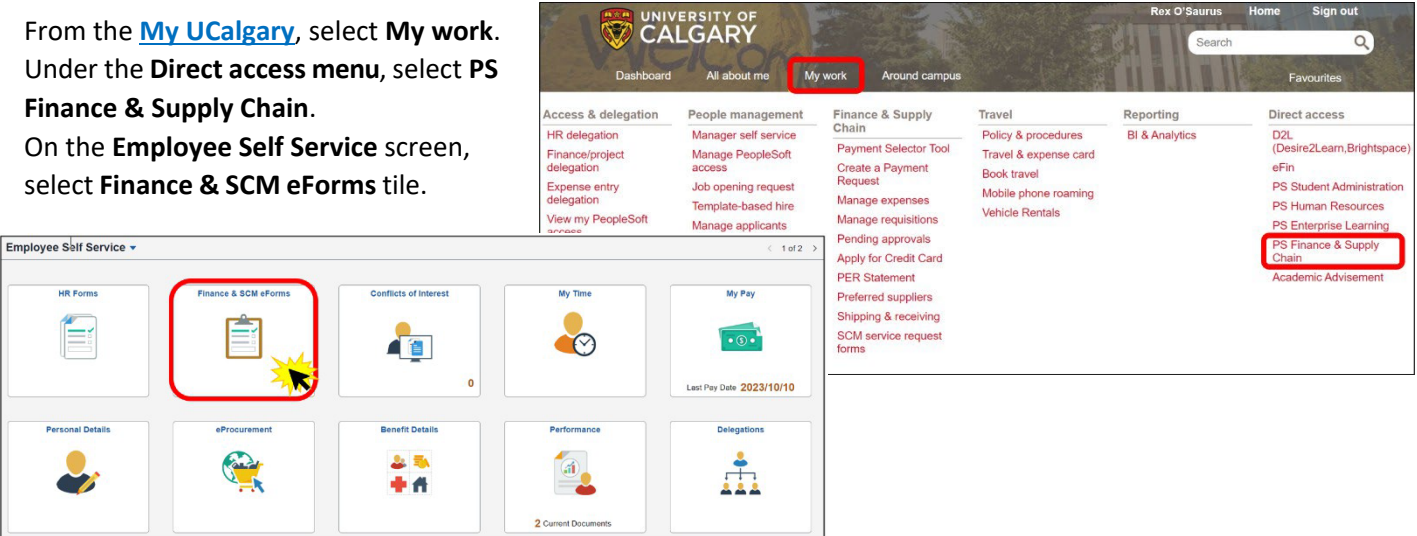
**Purpose:** The purpose of this document is to provide the steps to request a IDB journal entry through an eForm

**Audience:** Users who wish to request an IDB journal entry

**Prerequisites:** Must be logged into My UCalgary

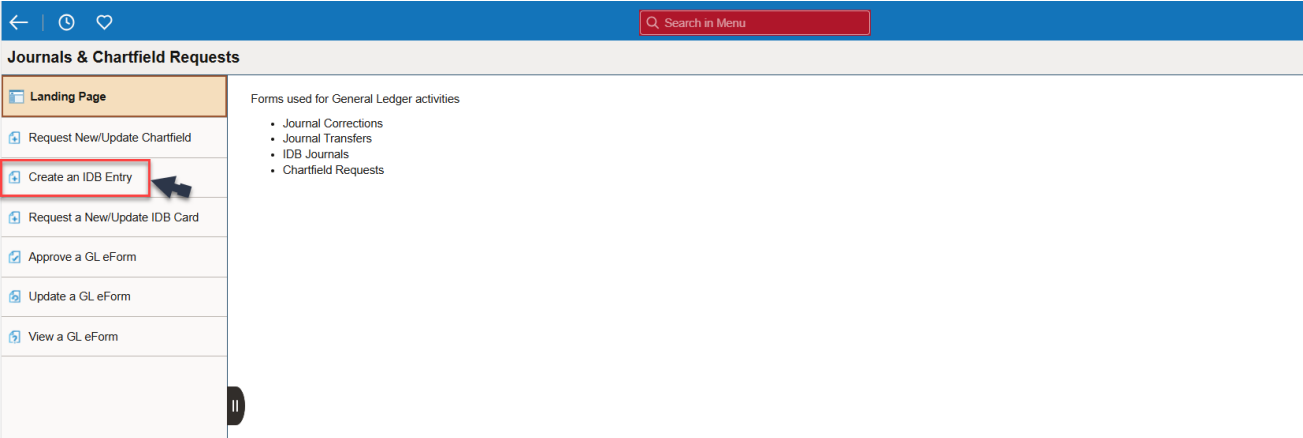
#### Step 1: Navigate to the eForm

1. From the [My UCalgary](#), select **My work**.
2. Under the **Direct access menu**, select **PS Finance & Supply Chain**.
3. On the **Employee Self Service** screen, select **Finance & SCM eForms** tile.



The screenshot shows the My UCalgary dashboard. The 'My work' tab is selected in the top navigation bar. In the 'Direct access' menu on the right, 'PS Finance & Supply Chain' is highlighted with a red box. In the 'Employee Self Service' section, the 'Finance & SCM eForms' tile is highlighted with a red box and a yellow starburst icon.

4. On the **Finance & SCM eForms** navigation menu, select **Journals & Chartfield Requests**, and then select **Create an IDB Entry** (The black tab button will expand/collapse the Navigation menu.)



The screenshot shows the 'Journals & Chartfield Requests' menu. The 'Create an IDB Entry' option is highlighted with a red box and a black arrow. The menu also includes a search bar and a list of forms used for General Ledger activities.

### Step 2: Requestor Information

1. The **Requestor** information will be automatically populated and is based on UCalgary login credentials.
2. **Yes/No slide buttons** will expand sections to show additional fields if additional information is required, or to provide accompanying information.

### Step 3: Select appropriate IDB journal entry type

- a. **Is the IDB journal more than 20 lines and non-certified department?** If **yes**, the section will expand.
  - Click on the IDB Journal Entry Type link in the expanded section.
  - Select 20 lines or more, fill out all the fields:
    - Expense Description
    - Month of Invoice/Expense
    - Year of Invoice/Expense
    - Other comments, if any
  - [Click this link](#), it will take you to the Supporting IDB Journal Spreadsheet Template. IDB Journal Spreadsheet will download and can be opened in a new window to complete.
  - For **non-certified centers**, provide a copy of invoices, budget owner approval for both debit and credit side of the entry and Supporting IDB Journal Spreadsheet Template and [Submit](#) the eForm.
  - The red exclamation marks identify the required attachments needed for the submission.

**Journals & Chartfield Requests**

**IDB Request Information**

\*IDB Journal Entry Type: 20 lines or more

\*Expense Description: ATSSL Lab- 2024

Month of Invoice/Expense: November

Year of Invoice/Expense: 2024

Other comments:

Certified Department: NO

**IDB Request Instructions**

Instructions for entries > 20 total lines

Attach completed "Supporting IDB Journal Spreadsheet Template" ([click this link](#)), and for non-certified IDB centres provide copy of supporting documentation (including invoice/email with details). Research Accounting will upload journal entry to PeopleSoft.

**File Attachments**

Attachment Required	Upload	Description 1:	File Name 1:	Delete
1	<a href="#">Upload</a>	Invoice/Email for IDB Request		<a href="#">Delete</a>
2	<a href="#">Upload</a>	Supporting IDB Journal Spreadsheet Template		<a href="#">Delete</a>

[Add](#)

- b. **Is the IDB journal more than 20 lines and certified department?** If **yes**, the section will expand.
  - Click on the IDB Journal Entry Type link in the expanded section.
  - Select 20 lines or more and fill out all the fields:

- Expense Description

- 
- Month of Invoice/Expense
  - Year of Invoice/Expense
  - Other comments, if any
  - Certified Department- YES
  - Faculty or Dept- Select the appropriate certified center from the drop-down
  - Service Centre Name - Select the appropriate service center from the drop-down
  - [Click this link](#), it will take you to the Supporting IDB Journal Spreadsheet Template. IDB Journal Spreadsheet will download and can be opened in a new window to complete.
  - For **certified centers**, provide Supporting IDB Journal Spreadsheet Template and [Submit](#) the eForm.
  - The red exclamation marks identify the required attachments needed for the submission.

### Journals & Chartfield Requests

#### IDB Request Information

\*IDB Journal Entry Type: 20 lines or more

\*Expense Description: Flow Cytometry- 2024

Month of Invoice/Expense: November

Year of Invoice/Expense: 2024

Other comments:

Certified Department: YES

Faculty or Dept: Faculty of Medicine

\*Service Centre Name: Flow Cytometry

#### IDB Request Instructions

Instructions for entries > 20 total lines:

Attach completed "Supporting IDB Journal Spreadsheet Template" ([click this link](#)), and for non-certified IDB centres provide copy of supporting documentation (including invoice/email with details). Research Accounting will upload journal entry to PeopleSoft.

#### File Attachments

Attachment Required	Upload	Description T:	File Name T:	Delete
1 <span style="color: red;">!</span>	<a href="#">Upload</a>	Supporting IDB Journal Spreadsheet Template		<a href="#">Delete</a>

[Add](#)

c. Is the IDB journal a reversal entry? If **yes**, the section will expand

- o Click on the [IDB Journal Entry Type](#) link in the expanded section.
- o Select Reversal and fill out all the fields:
  - Expense description
  - Month of Invoice/Expense
  - Year of Invoice/Expense
  - Other comments, if any
  - Journal ID to be Reversed
  - Reason for IDB Reversal

- [Submit](#) the eForm.

**IDB Request Information**

\*IDB Journal Entry Type: Reversal

\*Expense Description: Reversal of xxxxxx

Month of Invoice/Expense: October

Year of Invoice/Expense: 2024

Other comments:

**IDB Request Instructions**

Instructions for IDB Journal Entry Type - Reversal  
Enter the original Journal ID to be reversed, provide explanation of reversal. This information will be routed to Research Accounting to enter data into PeopleSoft to ensure correct debit and credit accounts are utilized.

\*Journal Id to be Reversed: 0000711205

\*Reason for IDB Reversal: Duplicate entry

**File Attachments**

Status	Upload	Description <sup>1</sup>	File Name <sup>1</sup>	Delete
1	<span style="border: 1px solid red;">Upload</span>	<span style="border: 1px solid red;"></span>		<span style="border: 1px solid red;">Delete</span>

[Add](#)

- d. **Is the IDB journal related to FHOB/Bookstore/PER?** If **yes**, the section will expand
- Click on the [IDB Journal Entry Type](#) link in the expanded section.
  - Select FHOB/Bookstore/PER and fill out all the fields:
    - Expense Description
    - Month of Invoice/Expense
    - Year of Invoice/Expense
    - Other comments, if any
  - [Click the](#) link, it will take you to the Supporting IDB Journal Spreadsheet Template. IDB Journal Spreadsheet will download and can be opened in a new window for you to complete.
  - Provide a copy of supporting documentation IDB Journal Spreadsheet Template and budget owner approval for both debit and credit side of the entry.
  - The red exclamation marks identify the required attachments needed for the submission and [Submit](#) the eForm.

**Journals & Chartfield Requests**

**IDB Request Information**

IDB Journal Entry Type: FHOB/Bookstore/PER

Expense Description: Gift cards

Month of Invoice/Expense: October

Year of Invoice/Expense: 2024

Urgency: Normal

Other comments:

**IDB Request Instructions**

Instructions for FHOB, Bookstore IDB (Example: Gift card, Book sales, etc.), PER project entry (Annual allocations and forfeitures only).  
Attach completed "IDB Supporting Journal Spreadsheet Template" (click on this link) and any other relevant journal entry support.

**File Attachments**

Attachment Required	Upload	Description <sup>1</sup>	File Name <sup>1</sup>	Delete
1 <span style="color: red;">!</span>	<a href="#">Upload</a>	Invoice/Email for IDB Request		<a href="#">Delete</a>
2 <span style="color: red;">!</span>	<a href="#">Upload</a>	Supporting IDB Journal Spreadsheet Template		<a href="#">Delete</a>

[Add](#)

**e. Is the IDB journal less than 20 lines and non-certified?**

- Click on the [IDB Journal Entry Type](#) link in the expanded section.
- Select [20 lines or less](#) and fill out all the fields.
  - Select one of the following IDB Types: Project to Project, Project to Fund 10/15, Fund 10/15 to Project, Fund 10/15 to Fund 10/15, Fund/Project to Fund/Project
  - Expense Description
  - Month of Invoice/Expense
  - Year of Invoice/Expense
  - Other comments, if any
  - Select appropriate chart fields
  - Provide a copy of supporting documentation. Attach invoices relevant to each IDB journal lines as a back-up.
  - Budget owner approval will be obtained from Peoplesoft workflow for both debit and credit side of the entry.
  - The red exclamation marks identify the required attachments needed for the submission and [Submit](#) the eForm.



### Journals & Chartfield Requests

#### IDB Request Information

*IDB Journal Entry Type	20 lines or less	IDB Type	Project to Fund10/15
*Expense Description	ATSSL Lab		
Month of Invoice/Expense	January	Year of Invoice/Expense	2025
Other comments			
Certified Department	NO		

#### IDB Request Instructions

Show Field Descriptions ☐ No

Instructions for entries with less than 20 total lines:

Please enter all the information in the "Move From" and "Move To" sections below.

#### Move From Project

*Project T1	PC Business Unit	*Deptid T1	*Activity T1	Fund T1	*Account T1	Program Code T1	Internal T1	Line Amount T1	*Journal Line Description (max 30 characters) T1	Reference (max 10 characters) T1
1 10030961	UCPD1	28550	00000	60	66030			\$100.00	ATSSL Lab	

#### Total Debits

Total Debits: \$100.00

#### Move To Fund10/15

Revenue account 48005 is used when expense(debit) is recorded in Fund 10, 11, 12,13, 14, 18, 19

Revenue account 48010 is used when expense(debit) is recorded in fund 60

Revenue account 48015 is used when expense(debit) is recorded in fund 50 and 70

*Operating Fund T1	*Deptid T1	*Account T1	Program T1	Internal T1	*Line Amount T1	*Journal Line Description (max 30 characters) T1	Reference (max 10 characters) T1
1 10	66000				\$-1,000.00	ATSSL Lab	

#### Total Credits

Total Credits: \$-1,000.00

#### File Attachments

Attachment Required	Upload	Description T1	File Name T1	Delete
1	<input type="button" value="Upload"/>	Invoice/Email for IDB Request		<input type="button" value="Delete"/>

#### Form Action Items

Acknowledgement	<input type="checkbox"/> Yes	I confirm that this journal entry is valid, complete, appropriate and correct, and that I have obtained all appropriate approvals. I confirm the journal is ready to be processed by the Journal Initiator.
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#### > Comments

<input type="button" value="Save"/>	<input type="button" value="Submit"/>
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f. Is the IDB journal line less than 20 lines and certified?

- Click on the [IDB Journal Entry Type](#) link in the expanded section.  
Select [20 lines or less](#) and fill out all the fields.
  - Select one the following IDB Types: Project to Project, Project to Fund 10/15, Fund 10/15 to Project, Fund 10/15 to Fund 10/15, Fund/Project to Fund/Project
  - Expense Description
  - Month of Invoice/Expense
  - Year of Invoice/Expense
  - Other comments, if any
  - Certified Department, select YES and select active certified department from the drop- down list
  - Select appropriate chart fields
  - [Submit](#) the eForm.

### Journals & Chartfield Requests

#### IDB Request Information

*IDB Journal Entry Type	20 lines or less	IDB Type	Project to Project
*Expense Description	Parking		
Month of Invoice/Expense	January	Year of Invoice/Expense	2025
Other comments			
Certified Department	YES		
Faculty or Dept	SES & Ancillary		
*Service Centre Name	Parking & Transportation		

#### IDB Request Instructions

Show Field Descriptions ☐ No

Instructions for entries with less than 20 total lines:  
Please enter all the information in the "Move From" and "Move To" sections below

#### Move From Project

*Project T1	PC Business Unit	Deptid T1	*Activity T1	Fund T1	*Account T1	Program Code T1	Internal T1	Line Amount T1	*Journal Line Description (max 30 characters) T1	Reference (max 10 characters) T1	
1 10030961	UCP01	28550	00000	60	69100			\$100.00	Parking-Jan 2025		+



# IDB Journal Entry eForm

## Quick Reference Guide

### Total Debits

Total Debits: \$100.00

### Move To Project

IDB Request cannot be credited to an externally restricted project- Fund 50,60,70

Revenue account 48005 is used when expense(debit) is recorded in Fund 10, 11, 12,13, 14, 16, 19

Revenue account 48010 is used when expense(debit) is recorded in fund 60

Revenue account 48015 is used when expense(debit) is recorded in fund 50 and 70

*Project *	PC Business Unit	Deptid *	*Activity *	Fund *	*Account *	Program Code *	Internal *	*Line Amount *	*Journal Line Description (max 30 characters)	Reference (max 10 characters)	*
1 10016375	UCP01	28550	00000	18	48010			\$-100.00	Parking-Jan 2025		+

### Total Credits

Total Credits: \$-100.00

### File Attachments

Status	Upload	Description *	File Name *	Delete
1	<input type="button" value="Upload"/>	<input type="text"/>		<input type="button" value="Delete"/>

### Form Action Items

Acknowledgement	
1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

I confirm that this journal entry is valid, complete, appropriate and correct, and that I have obtained all appropriate approvals. I confirm the journal is ready to be processed by the Journal Initiator.

### > Comments





#### Field Description

1. In the **Project** field (*required*) enter the project number where the expense should be charged to, or revenue should be deposited once the journal is posted.
2. The **Project Business Unit, Fund, Department** will be auto populated based on the project provided.
3. Enter the Project Activity Code in the **Activity** field from the lookup-list (*required*).
4. Enter applicable Account code from the look-up list (*required*).
5. Enter Program Code in the **Program Code** field (if applicable).
6. Enter Internal Code in the **Internal** field, (if applicable).
7. In the **Line Amount** field (*required*) enter the total CAD dollar amount. The line item must match the invoice amount.
8. In the **Line Description** field (*required*) enter a brief description of the IDB Journal entry (30 - character max.) ***Please note this description will be listed on the Journal line description.***
9. Enter reference number in the **Reference** field (if applicable) 10-character max.
10. To enter an additional line for a new item, click on the plus symbol at the end of the row.



### Step 4: Acknowledgement

#### NOTES:

- Any field that has an **asterisk (\*)** beside it is a **required** field. The **eForm** cannot be submitted until it is populated.
- Total amount for debit side should be **equal** to total amount for credit side
- Debit** side should be entered as a **positive** amount and **credit** side should be entered as a **negative** amount
- For non-project transactions, departments and service units will not be required to verify the purchasing authority of the IDB requestor for transactions **under \$250**. Departments and service units should maintain evidence of who requested the goods/services in case the budget owner needs to review the expense later.
- For non-project transactions **under \$250, create a separate IDB eForm**.

Form Action Items

Acknowledgement		1 row
<input type="checkbox"/> Yes	I confirm that this journal entry is valid, complete, appropriate and correct, and that I have obtained all appropriate approvals. I confirm the journal is ready to be processed by the Journal Initiator.	

> Comments

### Step 5: Saving the IDB Journal entry eForm

- Once all the required fields are complete, the **eForm** can be saved. To save, complete the following:
  - Scroll to the bottom of the **eForm** and click **Save**.
  - Once saved, you will receive a confirmation message that says, **"You have successfully saved your eForm."**
  - Note the **Form ID** listed at the top right on the **Form Results** screen.

Journals & Chartfield Requests

+ Start Request : Result Form ID 104995 (Pending)

You have successfully submitted your eForm.  
The eForm has been routed to the next approval step.  
multiple approvers.

[View Approval Route \(Add Ad Hoc Approver\)](#)

Transaction / Signature Log


Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed	1 row
2025/02/25 10:52:09AM	Initiated			Submit		

[Refresh Log](#)

Action Item Log

Acknowledgement	Description	User	Time Stamp	1 row
Yes	I confirm that this journal entry is valid, complete, appropriate and correct, and that I have obtained all appropriate approvals. I confirm the journal is ready to be processed by the Journal Initiator.	10160096	25/02/25 10:42:17.000000AM	



- To navigate back to your saved **IDB Journal entry eForm** click on the black tab button  to pull back the **Finance & SCM eForm** navigation menu

**Journals & Chartfield Requests**

 Start Request : Result Form ID 104995 (Pending)

You have successfully submitted your eForm.  
The eForm has been routed to the next approval step.  
[multiple approvers](#)

[View Approval Route \(Add Ad Hoc Approver\)](#)

**Transaction / Signature Log**

	Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1	2025/02/25 10:52:09AM	Initiated	[REDACTED]	[REDACTED]	Submit	

[Refresh Log](#)

**Action Item Log**

	Acknowledgement	Description	User	Time Stamp
1	Yes	I confirm that this journal entry is valid, complete, appropriate and correct, and that I have obtained all appropriate approvals. I confirm the journal is ready to be processed by the Journal Initiator.	10160096	25/02/25 10:42:17 000000AM



- On the **Finance & SCM eForms** navigation menu, select **Update an eForm**.
- Search for your saved **eForm** by using the following filters:
  - Click on the **Form Type Description** Lookup button (**magnifying glass**), select **IDB eForm ID** and then click **Search**.
  - To search by the Form ID, enter the **Form ID** number in the **Form ID** field and click **Search**.
  - To search by UCID number, use the search function in the **Original Operator** field.

**Journals & Chartfield Requests**

Landing Page	Search by:
Request New/Update Chartfield	<b>Form Type Description</b> Begins With <input type="text"/>
Create an IDB Entry	<b>Form ID</b> Begins With <input type="text"/>
Request a New/Update IDB Card	<b>Form Status</b> is Equal To <input type="text"/>
Approve a GL eForm	<b>Original Date</b> is Equal To <input type="text"/>
<b>Update a GL eForm</b>	<b>Original Operator</b> Begins With <input type="text"/>
View a GL eForm	<input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Save Search"/>







- A list of your saved **IDB Journal entry eForms** will populate in the bottom half of the screen.
- Select the **eForm** you want by clicking on the blue highlighted text in that row.
- The **eForm** will open in a new screen.


### Step 6: File Attachments

Supporting documentation is a requirement for journal requests. This includes copies of related emails, invoice, approvals and supporting IDB journal entry templates, if applicable.

- a. To upload an attachment, click on the **Upload** button listed in the **Attachment Required** section.

File Attachments



Attachment Required	Upload	Description 1:	File Name 1:	Delete
1 		Invoice/Email along with Approval for IDB Request		
2 		Supporting IDB Journal Spreadsheet Template		



- b. On the following screen click on the **My Device** icon.

**File Attachment**

Choose From


 My Device 





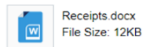
- c. Locate the document from your files that you want to upload and double click on it.
- d. The document selected will be displayed in the dotted line box, in the **File Attachment** window. Click on the **Upload** button just above the dotted line box.


**File Attachment**

Choose From

 My Device




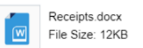



- e. Still in the **File Attachment** window, click **Done** in the top right corner.


**File Attachment**

Choose From

 My Device







- f. Back on the **Form Page** screen, a green circle with a check mark inside it will indicate that the attachment was successfully uploaded.



The screenshot shows a table titled "File Attachments" with the following columns: Attachment Uploaded, View, Description T1, File Name T1, and Replace. There is one row with a green checkmark in the "Attachment Uploaded" column, a "View" button, the description "Invoice/Email along with Approval for IDB Request", the file name "709689-1.xlsx", and a "Replace" button. An "Add" button is located below the table.

- g. To upload additional attachments, click the **Add** button and repeat steps 1-6.



This screenshot is identical to the previous one, but the "Add" button at the bottom left of the table is highlighted with a red box.

### Step 7: Comments

- The **Comment** field is optional.
- Please enter any information here that you wish to communicate to the Reviewers in the workflow.

### Step 8: Save and Submit

- Click **Save** if more information is required, or the **eForm** is not ready to be submitted yet. You will receive a confirmation message: "**You have successfully saved your eForm.**" You will also see a transaction log listing dates and times the **eForm** was previously saved/updated.
- Click **Submit** if the **eForm** is ready to enter the workflow for review, approval and processing.
- Once you click **Submit**, you will see the confirmation message on the next screen, verifying that your **eForm** has been successfully submitted.
- Note the **Form ID** number at the top right. You can use this number to review or track the status of a submitted **eform**.
- Click on **View Approval Route** to view the approvers and status of your **eForm**. Once the **eForm** has been approved and processed, an auto-generated email will be sent to the original requestor indicating eForm is submitted.

### Step 9: Email notification on the status of the IDB eForm

- If the **eForm** needs **correction**, it will be pushed back to the original requestor, and they will receive an email with details including the **eForm ID** number and comments regarding the issue. Make necessary corrections and re-submit the **eForm**.

From: DoNotReply@ucalgary.ca <DoNotReply@ucalgary.ca>  
Sent: Tuesday, February 18, 2025 4:20 PM  
To: fsteam (do not reply) <fsteam@ucalgary.ca>  
Subject: Your request has been returned

To Mahmud,Shahriar

Your request on Form Id 104923, IDB Journal Request has been sent back to you for changes.

Please review your request here , [https://fstst.my.ucalgary.ca/psp/fstst/EMPLOYEE/ERP/c/G3FRAME.G3SEARCH\\_FL.GBL?Page=G3SEARCH\\_FL&Action=U&G3FORM\\_ID=104923&G3FORM\\_TASK=UPD](https://fstst.my.ucalgary.ca/psp/fstst/EMPLOYEE/ERP/c/G3FRAME.G3SEARCH_FL.GBL?Page=G3SEARCH_FL&Action=U&G3FORM_ID=104923&G3FORM_TASK=UPD)

Comments :

If you have any questions, please contact UService at 403-210-9300 or email [UService](mailto:UService@ucalgary.ca)

- If the eForm is **approved**, the requestor will receive the following confirmation email:

From: DoNotReply@ucalgary.ca <DoNotReply@ucalgary.ca>  
Sent: Wednesday, February 19, 2025 9:31 AM  
To: fsteam (do not reply) <fsteam@ucalgary.ca>  
Subject: Request is Pending Approval IDB Journal Request

To Approver,GL

A request from Mahmud,Shahriar on Form ID 104921, IDB Journal Request is pending approval.

To review the request please click here: [https://fstst.my.ucalgary.ca/psp/fstst/EMPLOYEE/ERP/c/G3FRAME.G3SEARCH\\_FL.GBL?Page=G3SEARCH\\_FL&Action=U&G3FORM\\_ID=104921&G3FORM\\_TASK=EVL](https://fstst.my.ucalgary.ca/psp/fstst/EMPLOYEE/ERP/c/G3FRAME.G3SEARCH_FL.GBL?Page=G3SEARCH_FL&Action=U&G3FORM_ID=104921&G3FORM_TASK=EVL)

If you have any questions, please contact UService at 403-210-9300 or email [UService](mailto:UService@ucalgary.ca).

When the form is approved, the status of eForm ID changes to **Executed**. You will be able to see the **Journal ID** and **Journal Status** in the eForm. Once the IDB journal entry is posted, the **Journal Status** will change to **P**.

**Journals & Chartfield Requests**

View Request : Inter Departmental Billing (IDB) Journal Request Form ID 104943 (Executed)

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**Requestor Information**

UCID: 10150096	Name: Mahmud Shahriar
Department: 69000	Department Name: Research-Accounting
Email ID: fsteam@ucalgary.ca	

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**Journal Information**

Business Unit: UCALG	Journal ID: 0000705151
Journal Date: 2025/02/19	Journal Status: V

Value	Description	Value	Description
P	Posted (by journal dates)	J	Posted (by posting dates)
V	Valid Journal Entry Complete	E	Journal has errors
N	No Status Needs to be Edited	U	Unposted

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**IDB Request Information**

- If the eForm is **Denied**, the requestor will receive the below notification email:  
When an eForm is denied, revisions cannot be made. Finance will provide the reason for denying the eForm.

From: DoNotReply@ucalgary.ca <DoNotReply@ucalgary.ca>  
Sent: Tuesday, February 18, 2025 4:21 PM  
To: fsteam (do not reply) <fsteam@ucalgary.ca>  
Subject: Request Denied

To Mahmud,Shahriar

Your request on Form Id 104924, IDB Journal Request has been denied.

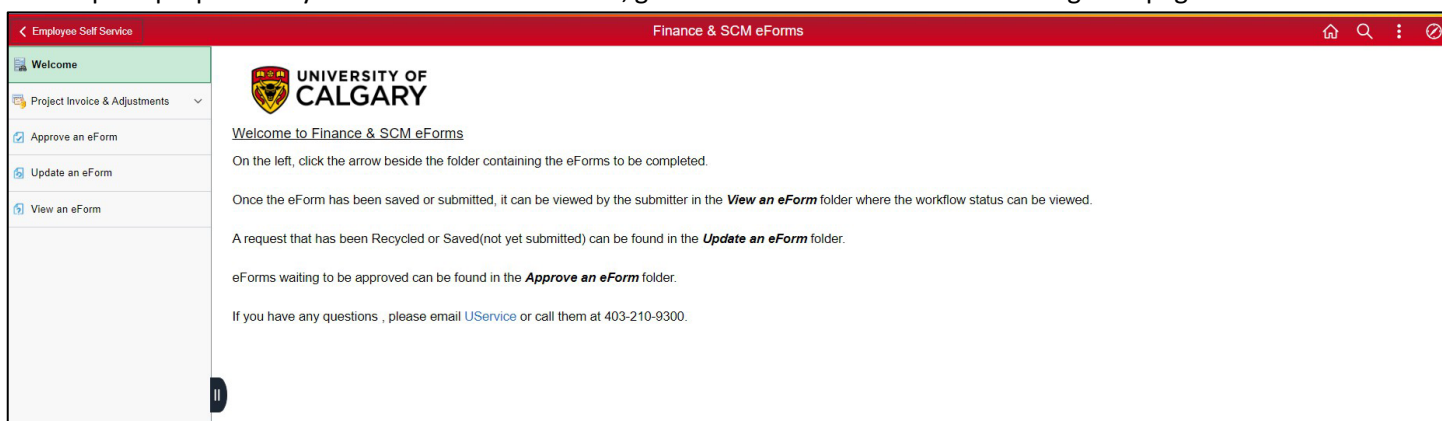
To view your request please click here: [https://fstst.my.ucalgary.ca/psp/fstst/EMPLOYEE/ERP/c/G3FRAME.G3SEARCH\\_FL\\_GBL?Page=G3SEARCH\\_FL&Action=U&G3FORM\\_ID=104924&G3FORM\\_TASK=VWS](https://fstst.my.ucalgary.ca/psp/fstst/EMPLOYEE/ERP/c/G3FRAME.G3SEARCH_FL_GBL?Page=G3SEARCH_FL&Action=U&G3FORM_ID=104924&G3FORM_TASK=VWS)

Comments:

If you have any questions, please contact UService at 403-210-9300 or email [UService](#).

## Step 10: Review or Update Saved/Submitted IDB Journal Entry eForm

1. To pull up a previously saved or submitted eForm, go to the **Finance & SCM eForms** navigation page.



2. To review an **Updated**, a **saved or recycled eForm**, click on **Update a GL eForm**.

- a. Search for the saved eForm by
  - i. Entering the **Form ID** number and click **Search**, or
  - ii. Enter your UCID in the **Original Operator** field and click **Search**, or
  - iii. Click on the **Form Type Description** Lookup button (**magnifying glass**), select **IDB Journal Request** and then click **Search**.
- b. A list of your **IDB Journal Request eForms** will populate in the bottom half of the screen.
- c. Select the **eForm** you want to update by clicking on the blue highlighted text in that row.
- d. The **eForm** will open.
- e. For any saved IDB eforms that are no longer required, you can delete the form by clicking **Withdraw**.





FSTST - Refreshed On 12/06/2024

Search in Menu

### Journals & Chartfield Requests

Landing Page

Request New/Update Chartfield

Create an IDB Entry

Request a New/Update IDB Card

Approve a GL eForm

**Update a GL eForm**

View a GL eForm

Search by:

Form Type Description Begins With IDB Journal Request

Form ID Begins With

Form Status is Equal To

Original Date is Equal To

Original Operator Begins With

Search Clear Save Search

	Form Type Description <sup>1</sup>	Form ID <sup>1</sup>	Form Status <sup>1</sup>	Original Date <sup>1</sup>	Original Operator <sup>1</sup>
1	IDB JOURNAL REQUEST	104995	Pending	2025-02-25	10160096
2	IDB JOURNAL REQUEST	104923	Recycled	2025-02-18	10160096
3	IDB JOURNAL REQUEST	104891	Pending	2025-02-13	10160096

3. To review a **SUBMITTED eForm**, click on **View a GL eForm**.
  - a. Search for the eForm by
    - i. Entering the **Form ID** number and click **Search**, or
    - ii. Enter your UCID in the **Original Operator** field and click **Search**, or
    - iii. Click on the **Form Type Description** Lookup button (**magnifying glass**), select **Form Status**, and
    - iv. then click **Search**.
  - b. A list of your saved **IDB Journal Request eForms** will populate in the bottom half of the screen.
  - c. Select the **eForm** you want by clicking on the blue highlighted text in that row.
  - d. The **eForm** will open.

Journals & Chartfield Requests

Landing Page

Request New/Update Chartfield

Create an IDB Entry

Request a New/Update IDB Card

Approve a GL eForm

Update a GL eForm

**View a GL eForm**

Search by:

Form Type Description Begins With IDB Journal Request

Form ID Begins With

Form Status is Equal To Pending

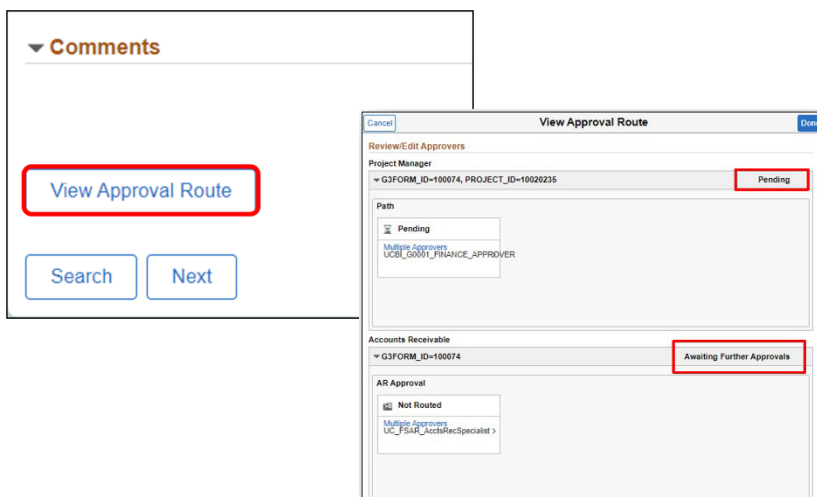
Original Date is Equal To

Original Operator Begins With

Search Clear Save Search Use Saved Search

	Form Type Description <sup>1</sup>	Form ID <sup>1</sup>	Form Status <sup>1</sup>	Original Date <sup>1</sup>	Original Operator <sup>1</sup>
1	IDB JOURNAL REQUEST	104995	Pending	2025-02-25	10160096
2	IDB JOURNAL REQUEST	104985	Pending	2025-02-24	04021374
3	IDB JOURNAL REQUEST	104980	Pending	2025-02-20	10196232

- e. To see where the **eForm** is in the approval process, scroll to the bottom of the eForm and click **View Approval Route**.



The screenshot shows the 'Comments' section of the eForm with a 'View Approval Route' button highlighted by a red box. Below it are 'Search' and 'Next' buttons. Overlaid on this is the 'View Approval Route' dialog box. The dialog box has a 'Cancel' button and a 'Done' button. It displays the 'Review/Edit Approvers' section for 'Project Manager' with 'G3FORM\_ID=100074, PROJECT\_ID=10020235' and a 'Pending' status. The 'Path' section shows 'Pending' and 'Multiple Approvers' with 'UCBL\_S0001\_FINANCE\_APPROVER'. The 'Accounts Receivable' section shows 'G3FORM\_ID=100074' and 'Awaiting Further Approvals'. The 'AR Approval' section shows 'Not Routed' and 'Multiple Approvers' with 'UC\_F040\_AccountsSpecialist'.

Need help?

[UService](#)