IDB Journal Entry eForm

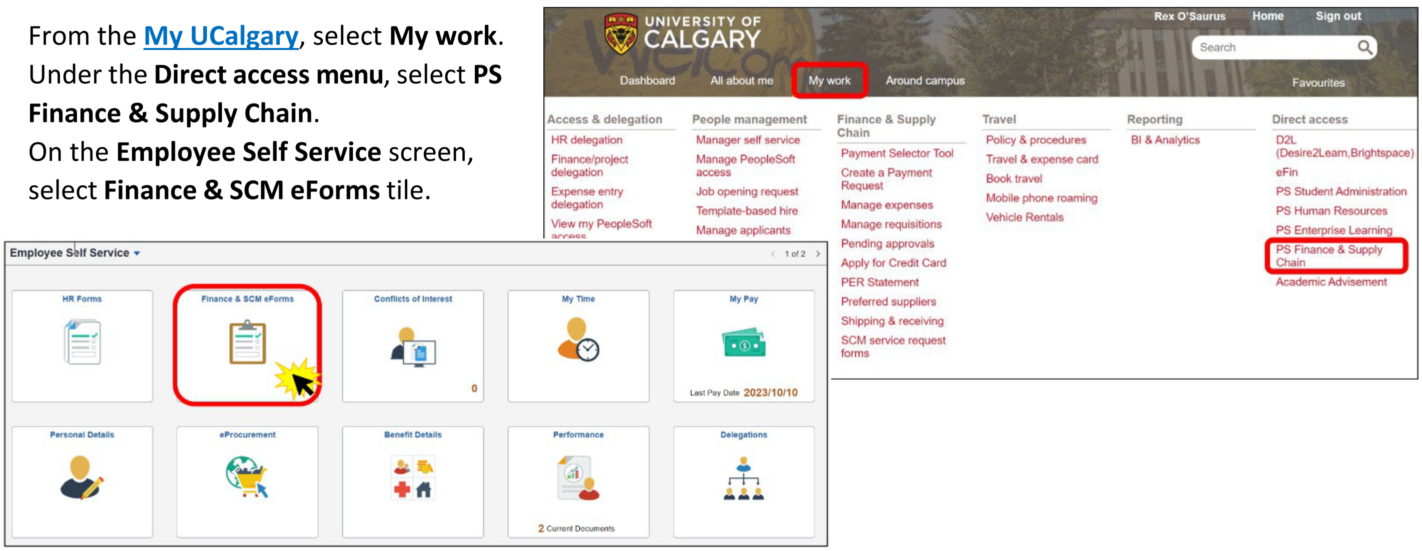
Quick Reference Guide

Request an IDB Journal Entry

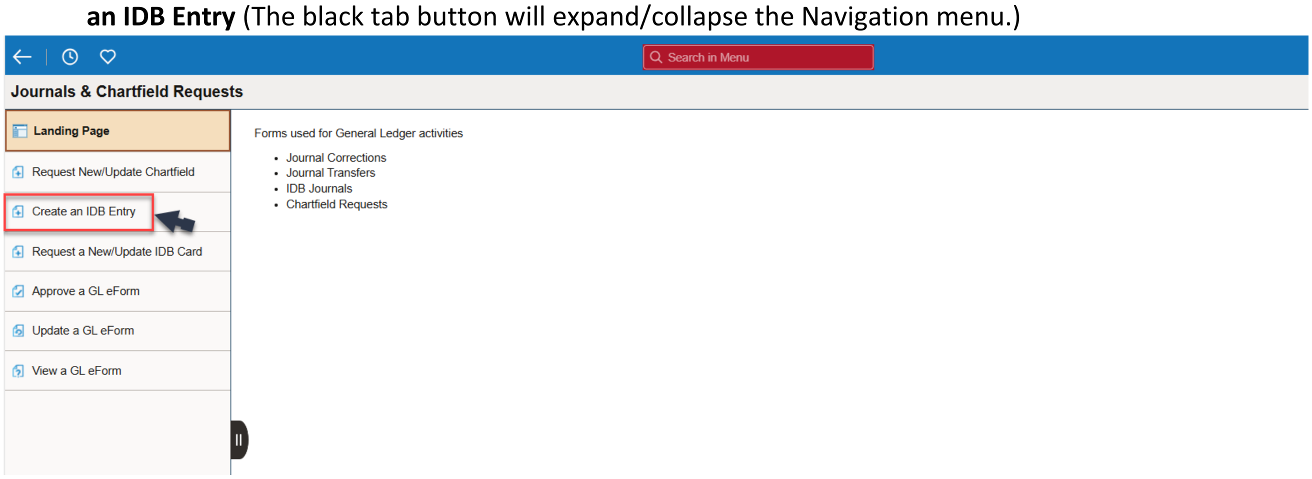
Purpose:	The purpose of this document is to provide the steps to request a IDB journal entry through an eForm
Audience:	Users who wish to request an IDB journal entry
Prerequisites:	Must be logged into **My UCalgary**

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.



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.)

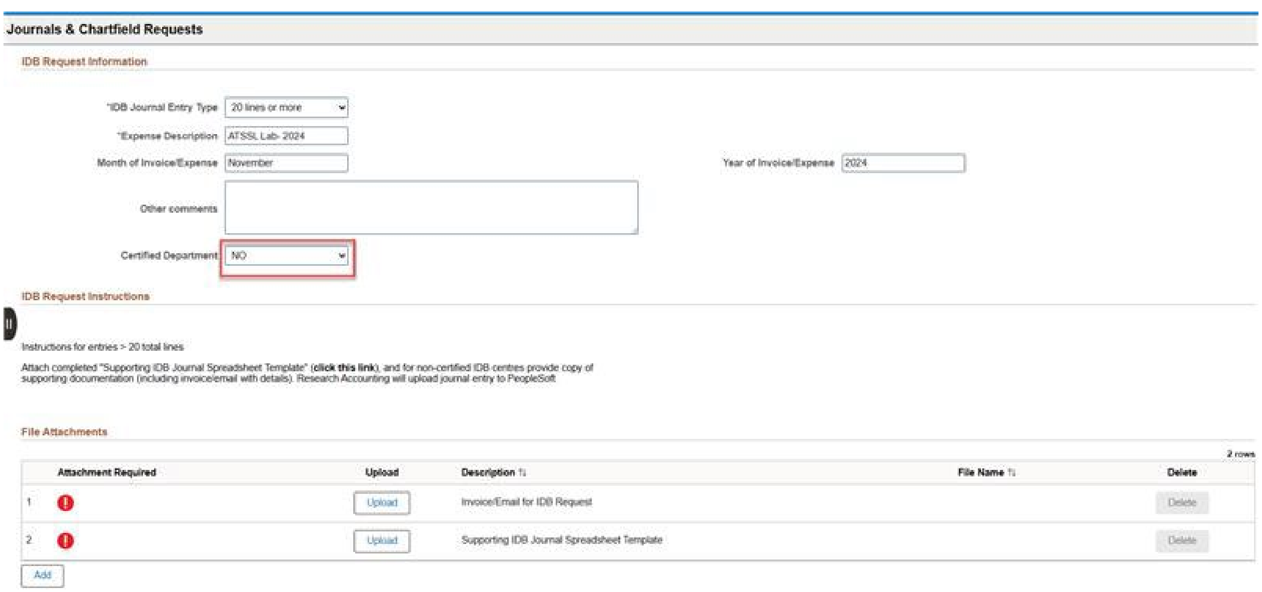


Step 2: Requestor Information

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

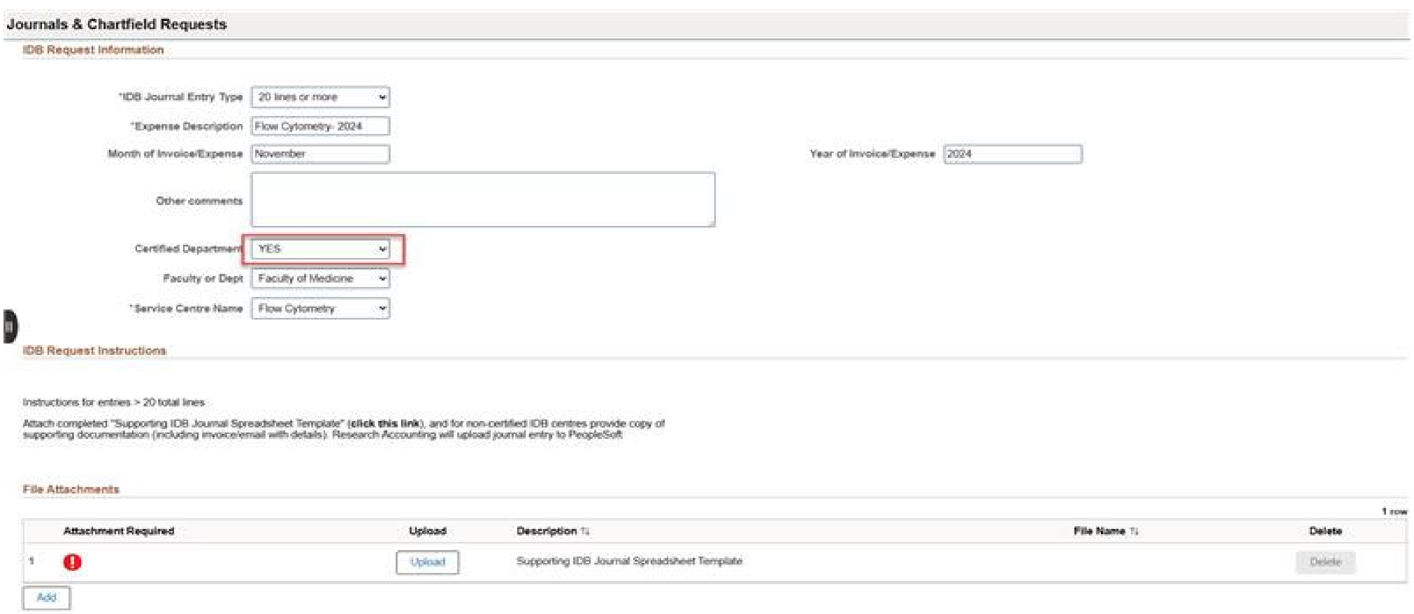
a. **Is the IDB journal more than 20 lines and non-certified department?** If **yes**, the section will expand.
   - Click on the IDB Journal Entry Type link in the expanded section.
   - Select 20 lines or more, fill out all the fields:
     - Expense Description
     - Month of Invoice/Expense
   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



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:

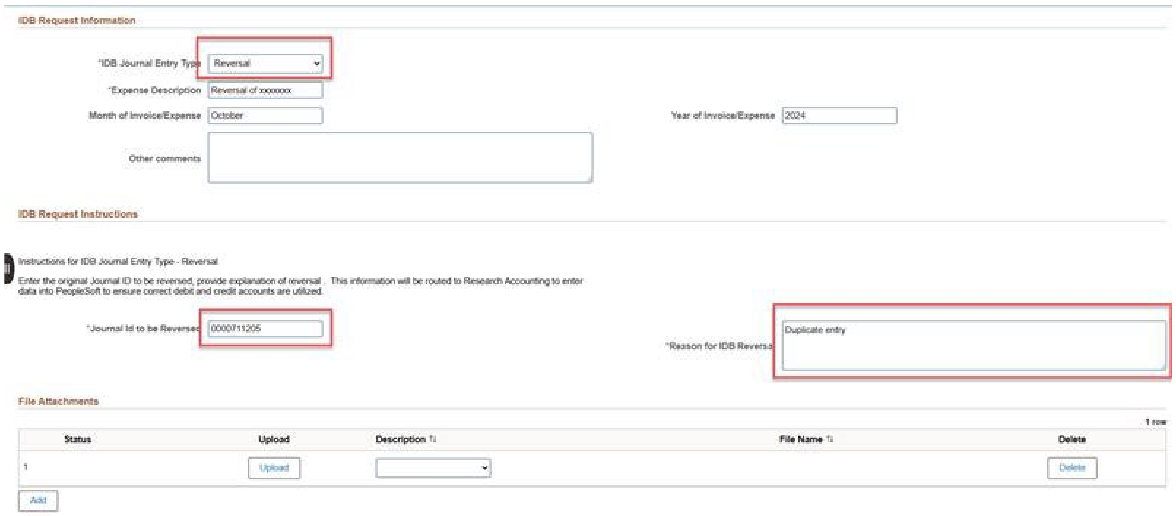
- Expense Description

- 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.

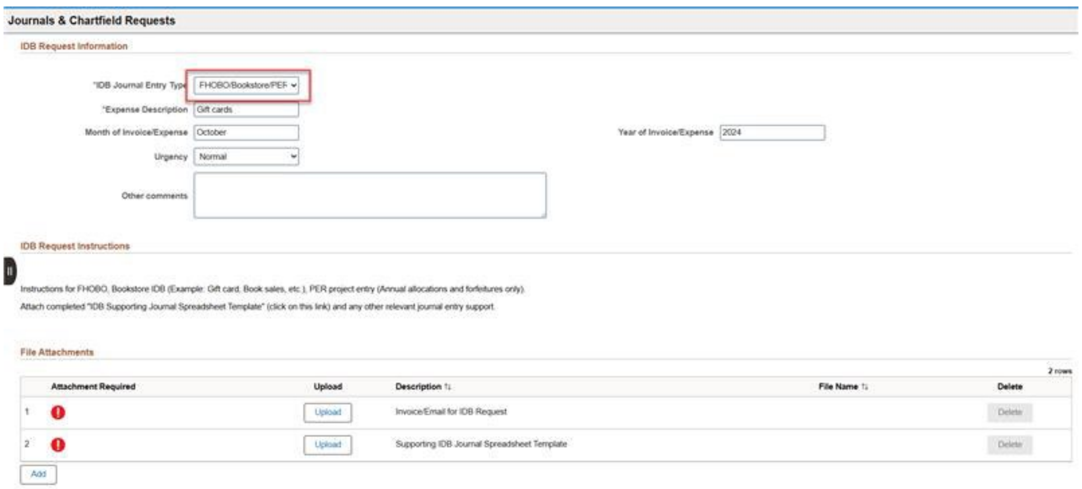


c. **Is the IDB journal a reversal entry?** If **yes**, the section will expand
   - Click on the IDB Journal Entry Type link in the expanded section.
   - Select Reversal and fill out all the fields:
     - Expense description
     - Month of Invoice/Expense
     - Year of Invoice/Expense
     - Other comments, if any
     - Journal ID to be Reversed
     - Reason for IDB Reversal

- Submit the eForm.

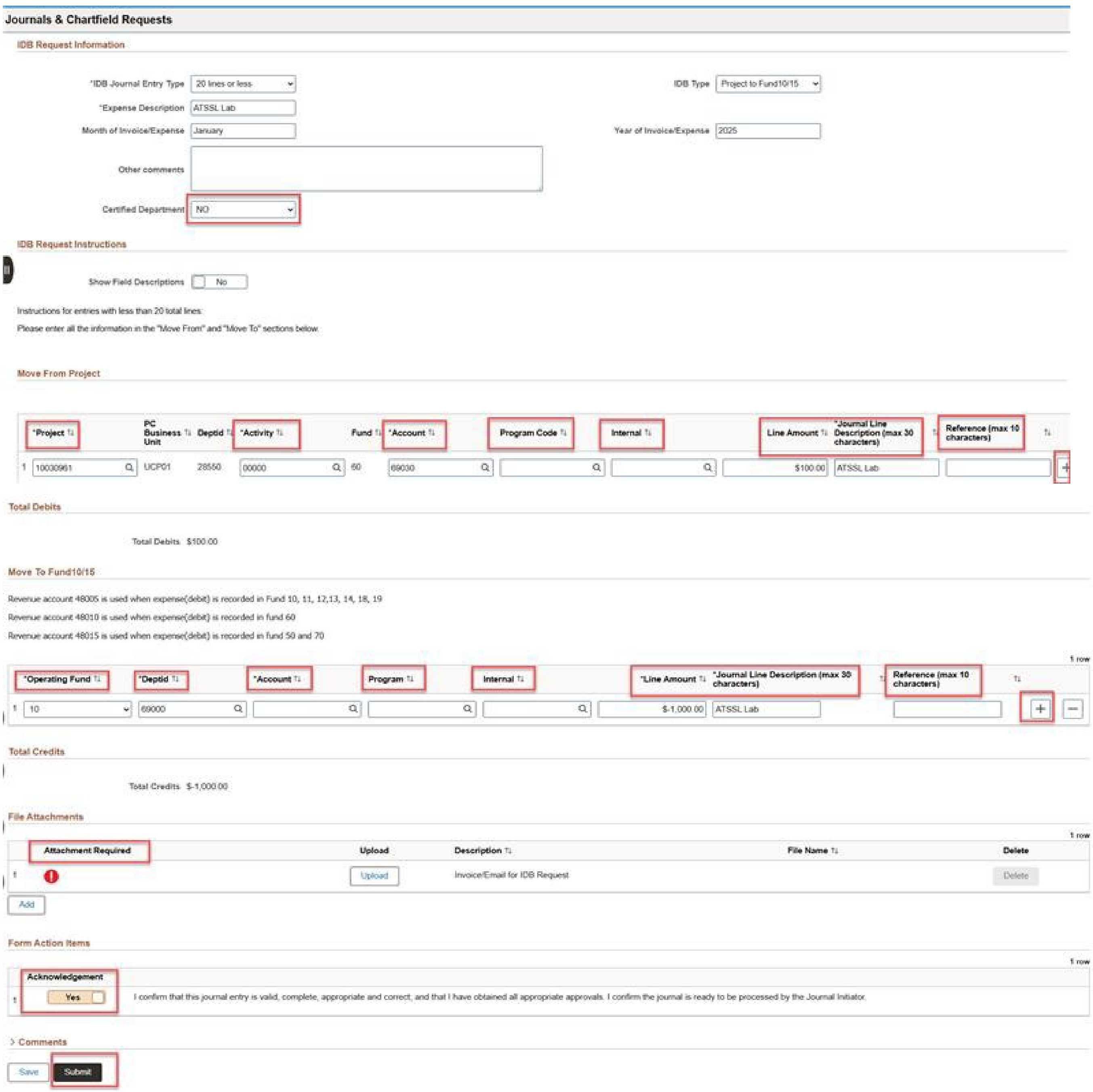


d. **Is the IDB journal related to FHOBO/Bookstore/PER?** If **yes**, the section will expand
   - Click on the IDB Journal Entry Type link in the expanded section.
   - Select FHOBO/Bookstore/PER and fill out all the fields:
     - Expense Description
     - Month of Invoice/Expense
     - Year of Invoice/Expense
     - 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.



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	PC Business Unit	Deptid	*Activity	Fund	*Account	Program Code	Internal	Line Amount	*Journal Line Description (max 30 characters)	Reference (max 10 characters)
1	10030961	UCP01	28550	00000	60	69030			$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

1 row

	*Operating Fund	*Deptid	*Account	Program	Internal	*Line Amount	*Journal Line Description (max 30 characters)	Reference (max 10 characters)
1	10	69000				$-1,000.00	ATSSL Lab	

Total Credits

Total Credits: $-1,000.00

File Attachments

1 row

	Attachment Required	Upload	Description	File Name	Delete
1		Upload	Invoice/Email for IDB Request		Delete

Add

Form Action Items

1 row

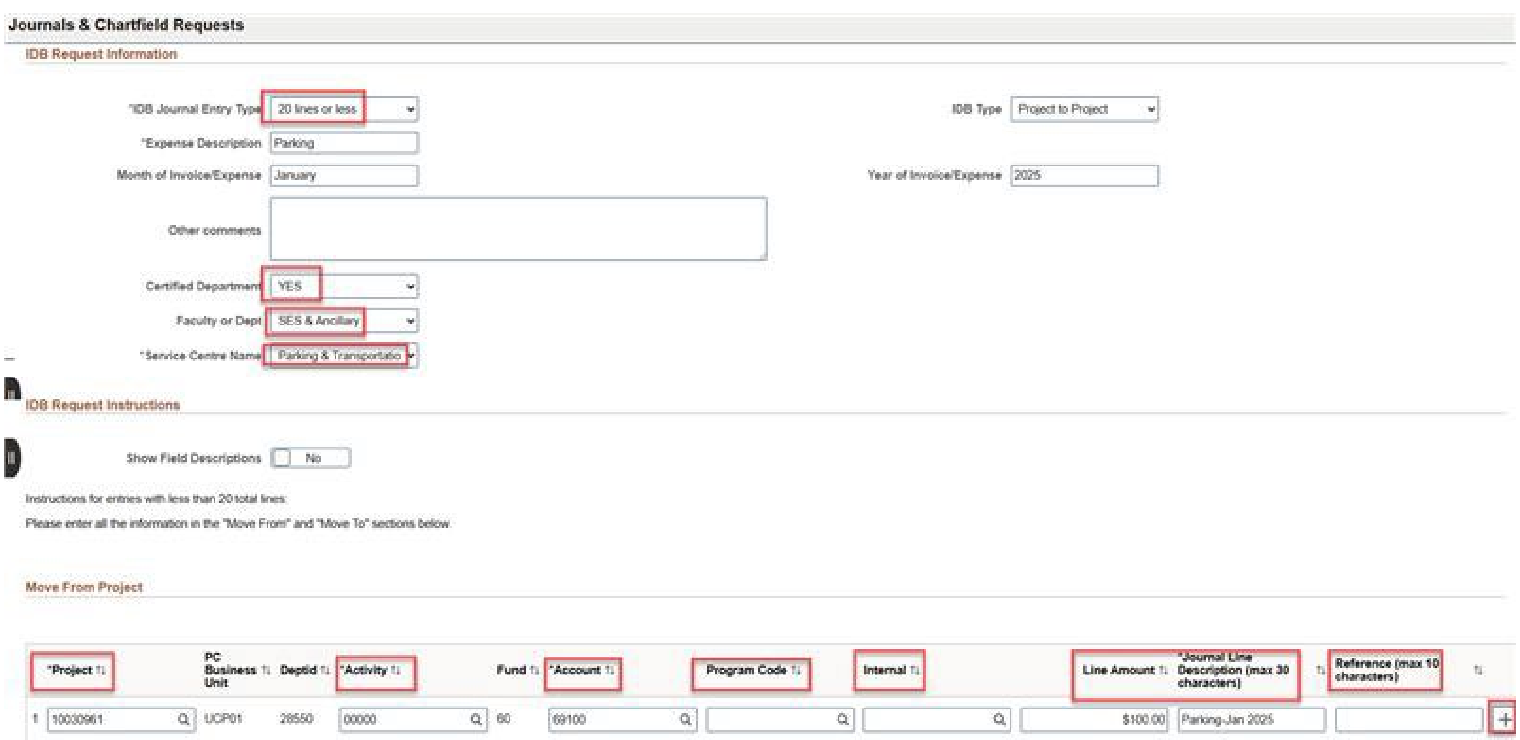
	Acknowledgement	
1	Yes	I confirm that this journal entry is valid, complete, appropriate and correct, and that I have obtained all appropriate approvals. I confirm the journal is ready to be processed by the Journal Initiator.

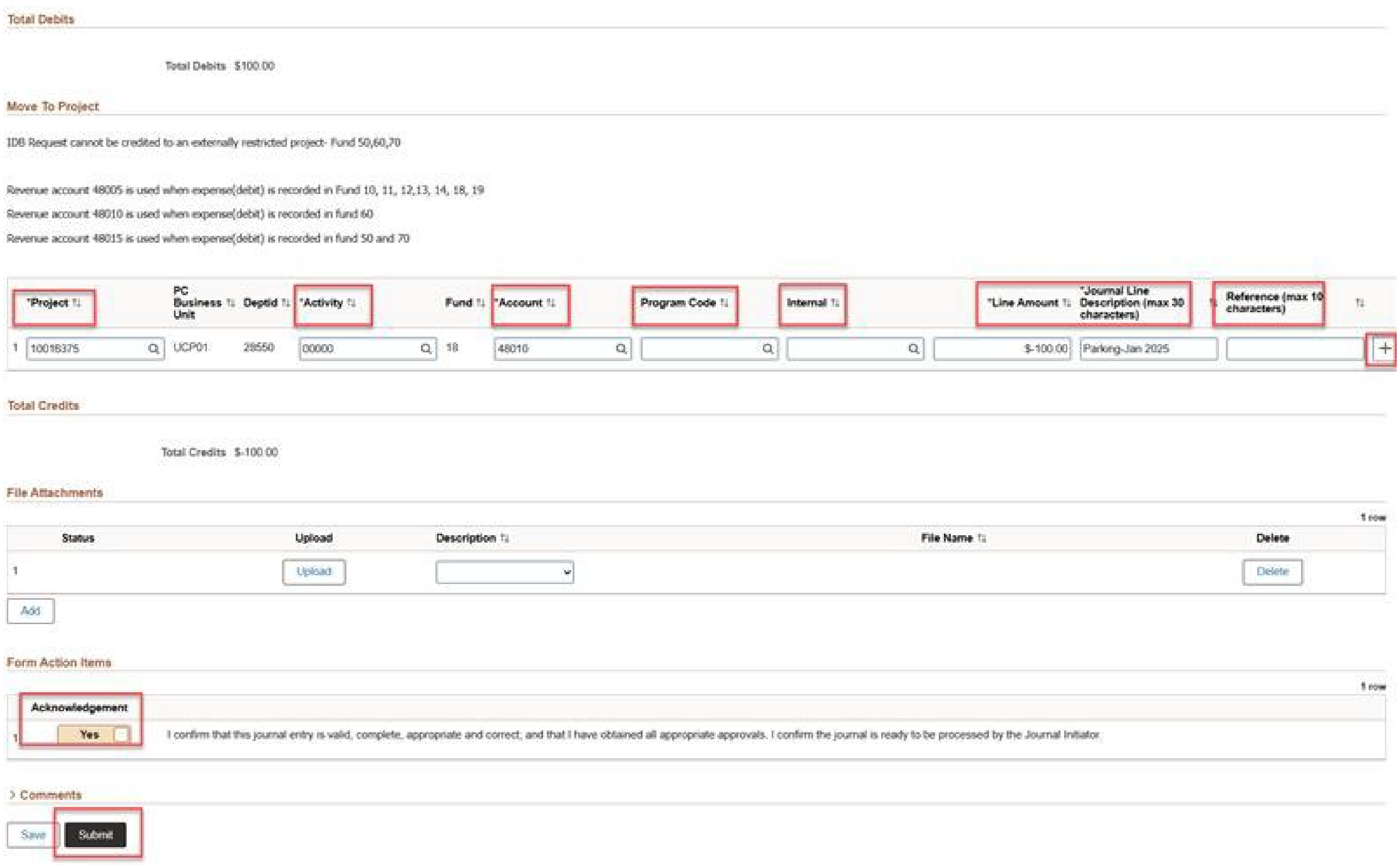
> Comments

Save Submit

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.





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, 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

	*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

1 row

	Status	Upload	Description	File Name	Delete
1		Upload			Delete

Add

Form Action Items

1 row

	Acknowledgement	
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

› Comments

Save Submit

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.

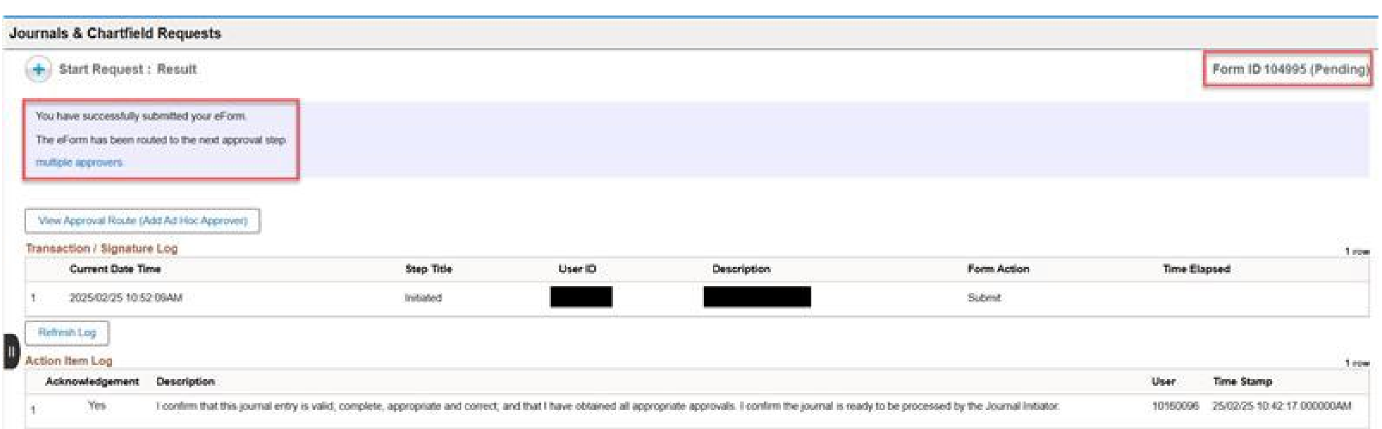
Step 4: Acknowledgement

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.**

Step 5: Saving the IDB Journal entry eForm

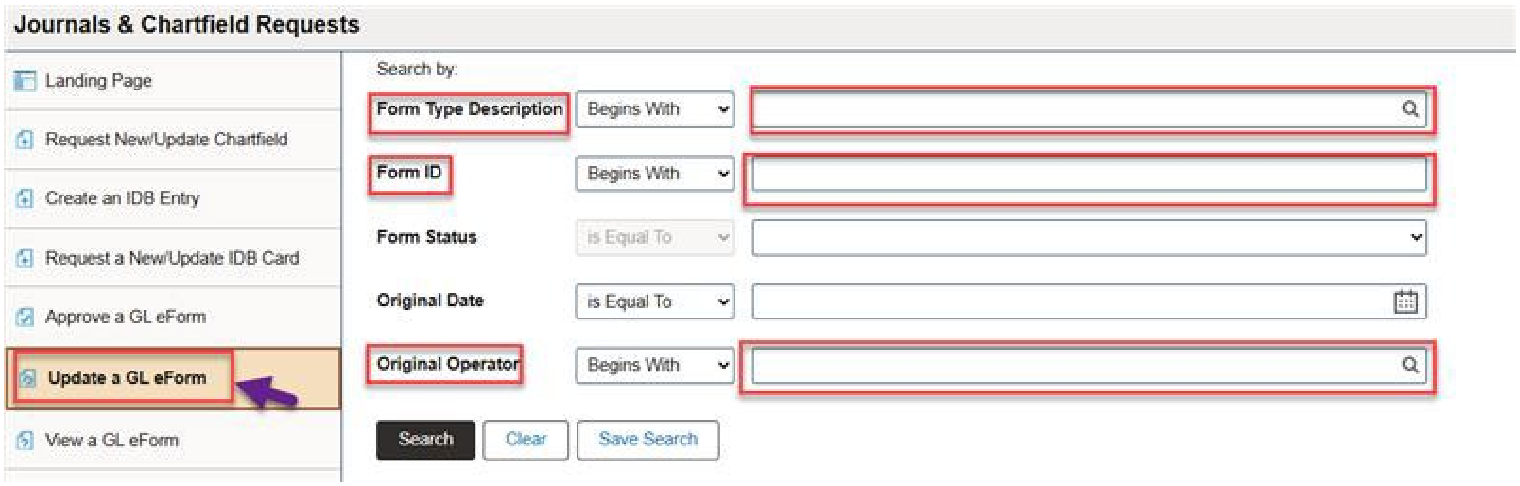
1. Once all the required fields are complete, the **eForm** can be saved. To save, complete the following:
   a. Scroll to the bottom of the **eForm** and click **Save**.
   b. Once saved, you will receive a confirmation message that says, “**You have successfully saved your eForm**.”
   c. Note the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



2. 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

a. On the **Finance & SCM eForms** navigation menu, select **Update an eForm**.

b. Search for your saved **eForm** by using the following filters:
   i. Click on the **Form Type Description** Lookup button **(magnifying glass),** select **IDB eForm ID** and then click **Search.**
   ii. To search by the Form ID, enter the **Form ID** number in the **Form ID** field and click **Search.**
   iii. To search by UCID number, use the search function in the **Original Operator** field.

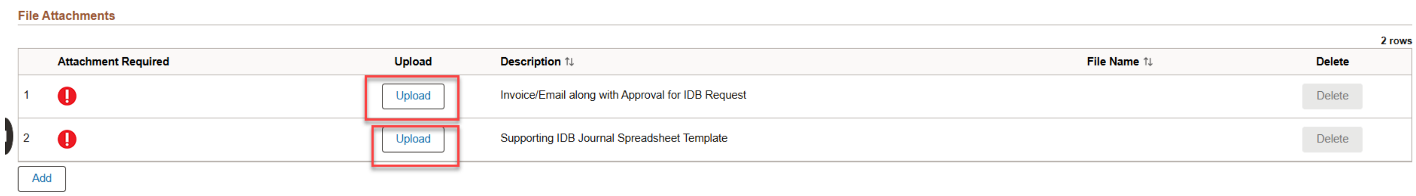


c. A list of your saved **IDB Journal entry eForms** will populate in the bottom half of the screen.
d. Select the **eForm** you want by clicking on the blue highlighted text in that row.
e. The **eForm** will open in a new screen.

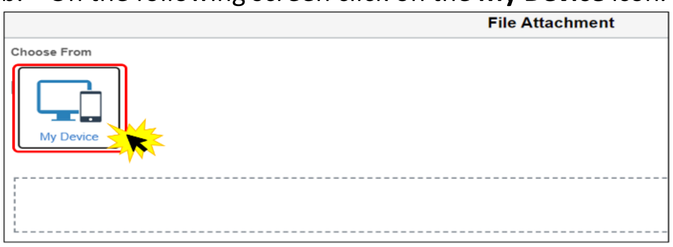
Step 6: File Attachments

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.

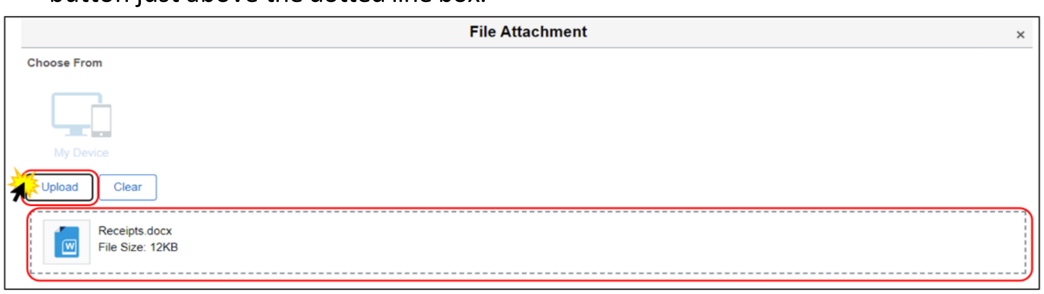


b. On the following screen click on the **My Device** icon.

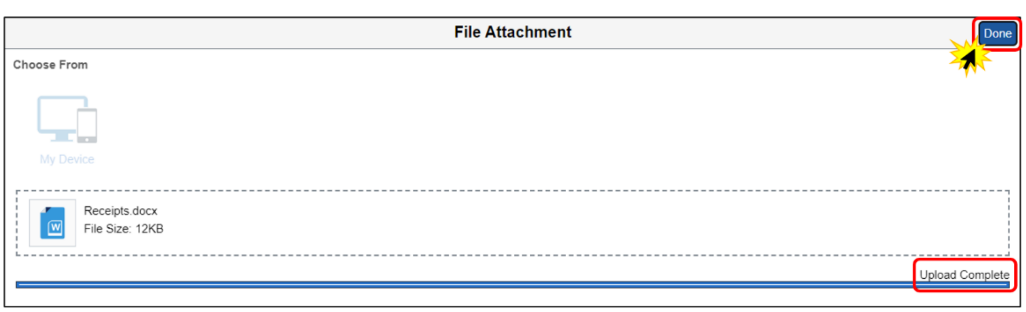


c. Locate the document from your files that you want to upload and double click on it.

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.

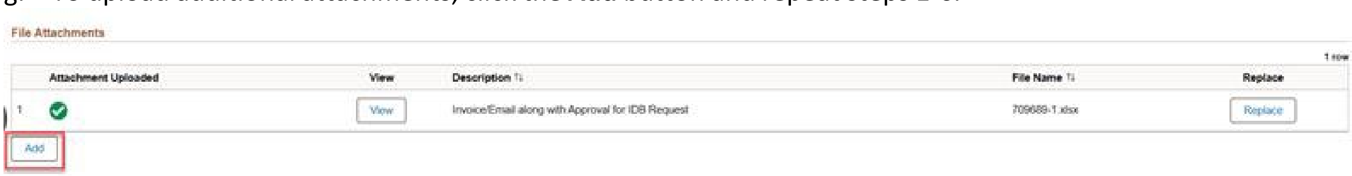


e. Still in the **File Attachment** window, click **Done** in the top right corner.



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

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



Step 7: Comments

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

Step 8: Save and Submit

1. 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.
2. Click **Submit** if the **eForm** is ready to enter the workflow for review, approval and processing.
3. Once you click **Submit**, you will see the confirmation message on the next screen, verifying that your **eForm** has been successfully submitted.
4. Note the **Form ID** number at the top right. You can use this number to review or track the status of a submitted **eform**.
5. 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

1. 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: fisteam (do not reply) <fisteam@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

Comments :

If you have any questions, please contact Uservice at 403-210-9300 or email UService

2. 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: fisteam (do not reply) <fisteam@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

If you have any questions, please contact UService at 403-210-9300 or email UService.

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)

Requestor Information

UCID 10160096 — Name Mahmud,Shahriar
Department 69000 — Department Name Research Accounting
Email ID fisteam@ucalgary.ca

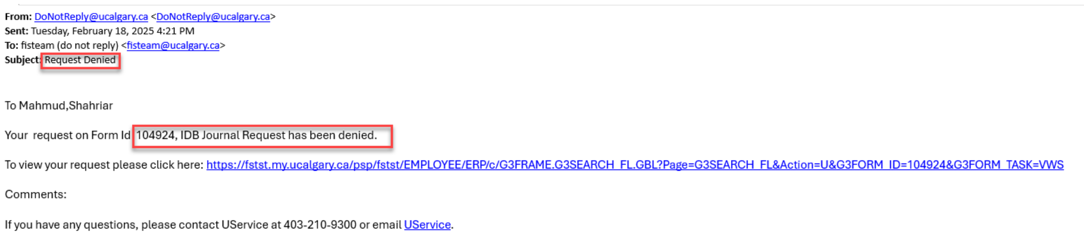
Journal Information

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-Edits Complete	E	Journal has errors
N	No Status-Needs to be Edited	U	Unposted

IDB Request Information

1. 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: fisteam (do not reply) <fisteam@ucalgary.ca>
Subject: Request Denied

To Mahmud,Shahriar

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

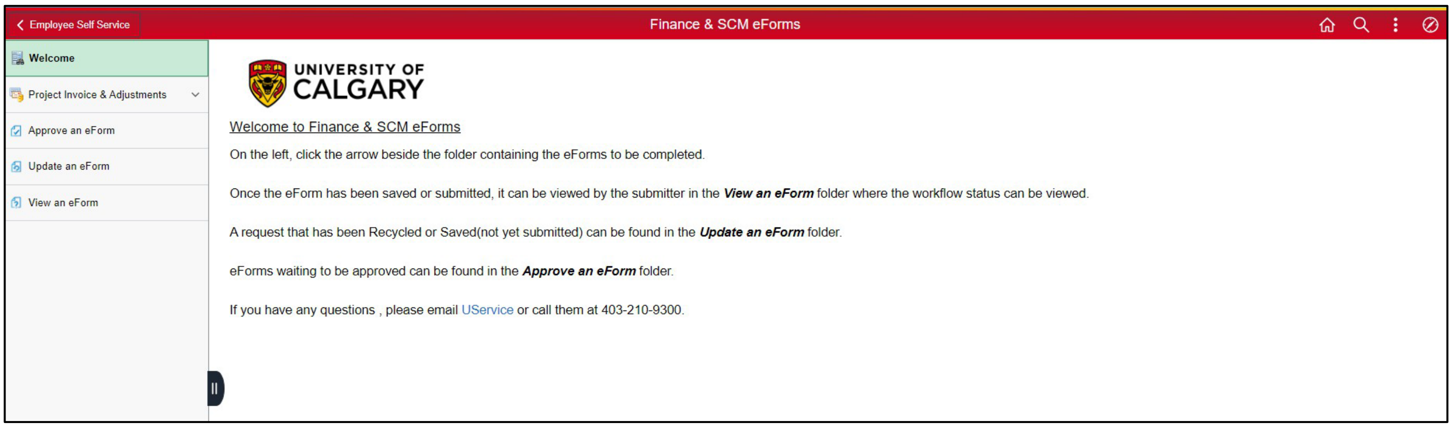
To view your request please click here: https://fstst.my.ucalgary.ca/psp/fstst/EMPLOYEE/ERP/c/G3FRAME.G3SEARCH_FL.GBL?Page=G3SEARCH_FL&Action=U&G3FORM_ID=104924&G3FORM_TASK=VWS

Comments:

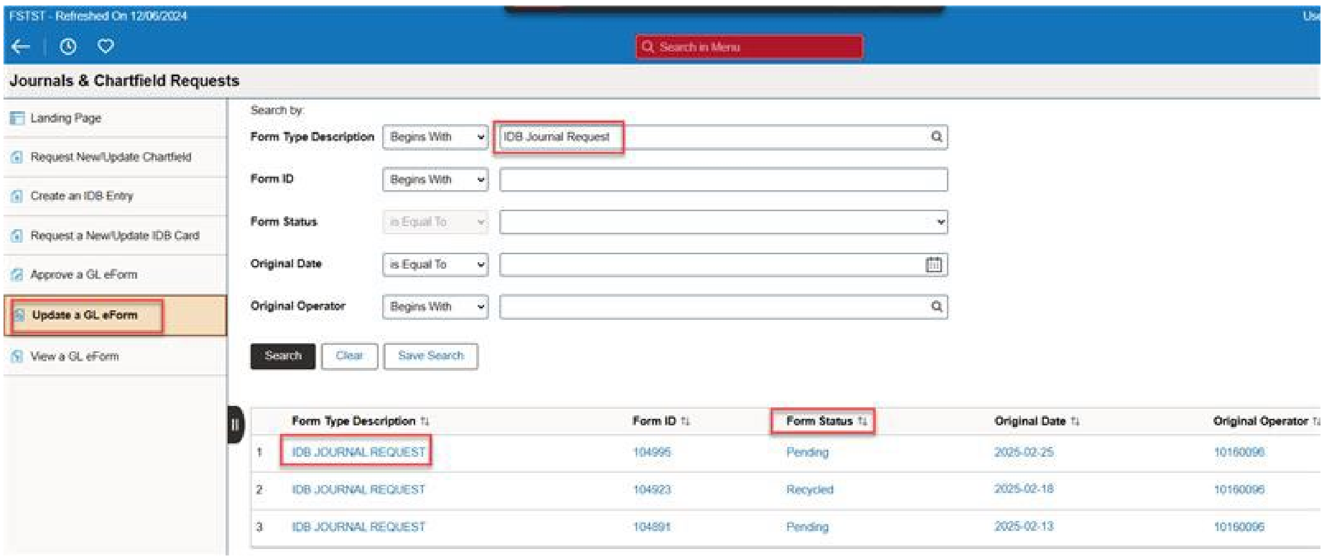
If you have any questions, please contact UService at 403-210-9300 or email UService.

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

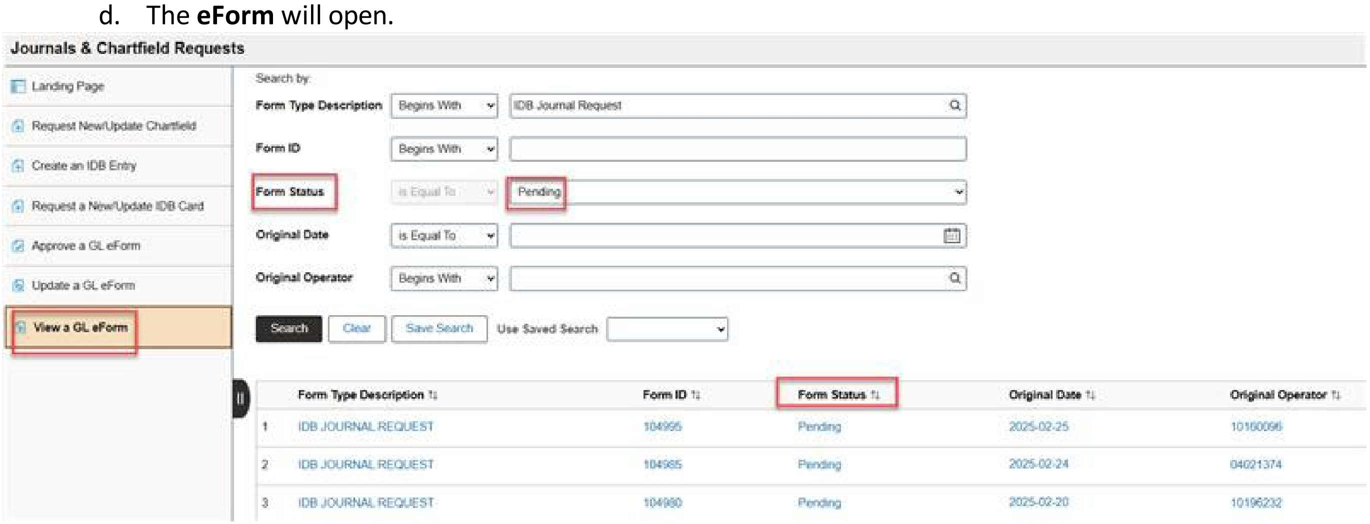
1. To pull up a previously saved or submitted **eForm**, go to the **Finance & SCM eForms** navigation page.



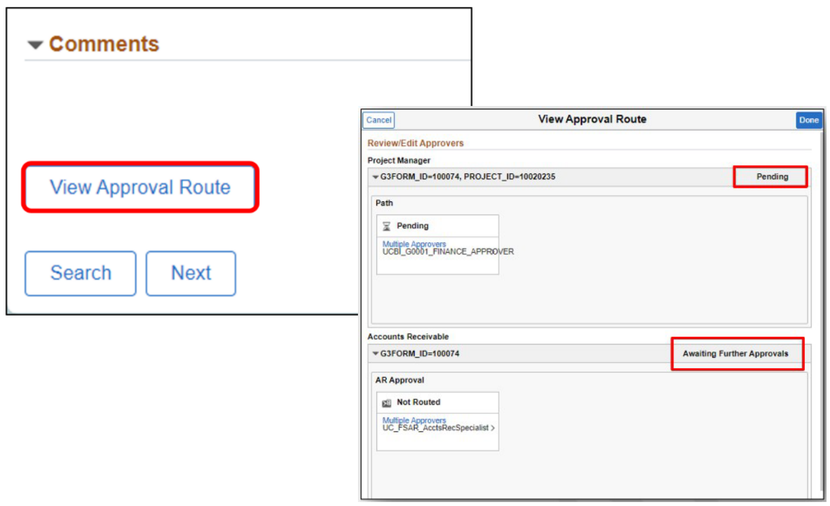
2. To review an **Updated,** a **saved or recycled eForm**, click on **Update a GL eForm.**
   a. Search for the saved **eForm** by
      i. Entering the **Form ID** number and click **Search**, or
      ii. Enter your UCID in the **Original Operator** field and click **Search**, or
      iii. Click 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.**



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.



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



Need help?
UService