This reference guide will help campus users navigate through the most common method to reclassify transactions between accounts or cost centers. In most cases, the “Easy IDT” button embedded within the University’s Account Reconciliation Application (ARA) will be the most effective process for completing IDT’s. The IDT Procedure applies to all forms of IDT’s.

Definition and Contents

- **Easy IDT** – available through the ARA pages and open for use for the current month and the preceding two months
- **Standard IDT** – available for open fiscal years even if the Easy IDT time frame has passed
- **IDT Approval** – guidance for the authorization of transfers for cost center owners/approvers
- **Finding Submitted Journals** - inquire on the status of a journal
**Easy IDT**

**Step 1 - Login to Galaxy Portal**

1. Go to Galaxy Portal (utdallas.edu/galaxy)
2. Enter your netID and password
3. Click Gemini Financials
4. Navigate to Main Menu > General Ledger custom > Account Reconciliation > Account Reconciliation

**Step 2 - Enter search criteria into the ARA to review activity for a specific cost center and period**

1. Business Unit is DAL01
2. Enter Fiscal Year
3. Enter Fiscal Period
4. Enter Cost Center
5. Click Search
Step 3 – If transactions are found that need to be reclassified, click to the left of the associated line item

Step 4 – Complete the entry

1. Verify the journal date is in an eligible open period
2. Enter Transfer To Cost Center and Account Code
3. Add a detailed description after “ARA IDT Entry - .....”
4. Click Process

5. A Journal ID will be displayed – make note of the Journal ID for future use

Message

Journal ID: 0000337720 is created. Please attach documentation by clicking Add Attachment and Click on Save and navigate to IDT to Submit.

OK
6. **Add Attachment/s** – please note this is a required step

7. **Click**

   **Save and Navigate to IDT to Submit**
8. Verify journal line and header information are correct and submit the journal for approval
Standard IDT

Step 1 - Login to Galaxy Portal

1. Go to Galaxy Portal (utdallas.edu/galaxy)
2. Enter your netID and password
3. Click Gemini Financials
4. Navigate to Main Menu > General Ledger custom > IDT Journal Entry
5. Choose DAL01 from Business Unit
6. Verify the journal date is in an eligible open period
7. Click Add

Step 2 – Complete the Header tab information

1. Enter a detailed explanation and reason for the IDT in the “Long Description”
2. Choose ACTUALS from *Ledger Group
3. Add Attachments – please note this is a required step
4. Click the Lines tab
Step 3 – Complete the entry – Lines tab

1. Add SpeedType
2. Add Account
3. Add Amount
4. Repeat for subsequent lines
5. Click [Save]
6. Make a note of Journal ID

Step 4 – Notify

1. Click [Notify]
2. Add e-mail address, subject and message
3. Click [OK] to send
Step 5 – Edit and Submit

1. Click on Lines tab
2. Select Edit Journal
3. Click **Process**
4. Journal Status and Budget Status must be “V” to proceed
5. Click on Approval tab
6. Click **Submit** - Your Journal is now in workflow
IDT Approval

Elements to remember when approving IDT Journal:

- Review the Long Description
- Ensure that ACTUALS appears in the Ledger Group field
- Review Attachments
- Review Lines Tab for Cost Center, Account, Amount and Journal Line Description

Step 1 - Login

1. Go to Galaxy Portal (utdallas.edu/galaxy)
2. Enter your netID and password
3. Click Gemini Financials

Step 2 – Locate the Journal - There are two methods to locate IDT Journal

1. Using Worklist
   a. Click Worklist from the upper right menu
   b. Click any Hyperlink to open a journal in the Worklist

2. IDT Journal Entry Lookup
   a. Navigate to Main Menu > General Ledger custom > IDT Journal Entry
   b. Click Find an Existing Value Tab
   c. Choose DAL01 from Business Unit
   d. Select “Contains” from Journal ID dropdown selection
   e. Type last 6 or more digits of journal ID into the Journal ID field
   f. Ensure that the User ID field is blank
   g. Click Search
   h. Click any column from Search Results to open the IDT
Step 3 – Approving the IDT

1. Header Tab - Review Long Description field and any attachments
2. Lines Tab – Review the Accounting Lines fields (i.e., Cost Center, Account, and Amount)

3. Click Approval Tab

- Did you verify the Cost Center, Account and amount?
- Is there an accurate explanation included?
- Is proper documentation attached?
- Is it within acceptable accounting period?

  a. To approve the IDT, leave Approve in the Approval Action and click Submit
b. To Deny the IDT, click dropdown from Approval Action and select Deny. Type a reason in comments filed and click Submit.

*Comment is a requirement on any IDT Journal with Approval Action of Deny*
**Find Submitted Journals**

1. Navigate to Main Menu > General Ledger custom > IDT Journal Entry
2. Click Find an Existing Value Tab
3. Choose DAL01 from Business Unit
4. Select “Contains” from the Journal ID dropdown selection
5. Type the Journal ID number in the Journal ID field
6. Ensure that the User ID field is blank
7. Click **Search**
8. Select a journal from the Search Results
9. Click Lines tab to review
10. Click Approval tab to review Approval Status

11. Click **Comments** to view any comments from the Approver
Approval Status

Unit: DAL01
Approval Check Active: Y
Approval Status: Pending Approval
Approval Action: Approve

UTD Actuals Approvals Stage 1

Unit DAL01, ID 0000366862, Date 2017-01-11, Line Unit DAL01: Pending

Skipped
Melody Monizabal
UTD Jnl CFI From 01/11/17 - 1:18 PM

Pending
Kimberly Laird
UTD Jnl CFI 16

Not Routeded
Multiple Approvers
UTD Jnl CFI 16
Not Routeded
Multiple Approvers
Accounting Approval

Comments
System at 01/11/17 - 1:16 PM
Requester (mwm150113-utd) is approver on step number 1, path 1, stage 10, which has self-approval disabled! (18081, 1031)