This reference guide will help campus users navigate through the most common method to reclassify transactions between cost centers and/or accounts. 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 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 transfer of actuals for cost center owners/approvers

**Finding Existing Journals** - inquire on the status of a saved or submitted 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 on Gemini Financials hyperlink
4. Navigate to Main Menu > General Ledger custom > Account Reconciliation > Account Reconciliation

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

1. Business Unit is DAL01
2. Enter Fiscal Year – this is a required field
3. Enter Fiscal Period – this is a required field
4. Enter either Department or Cost Center
5. Click Search
Step 3 – If transactions are found that need to be reclassified, click **Easy DT** 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. Please note cost center and account code cannot all remain the same.
3. Add a detailed description after “ARA IDT Entry - …” - please note this is a required step
4. Click **Process**

5. A Journal ID will be displayed – make note of the Journal ID for future use.
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 on Gemini Financials hyperlink
4. Navigate to Main Menu > General Ledger custom > IDT Journal Entry
5. Select DAL01 for Business Unit
6. Verify the journal date is in an eligible open period
7. Click

Step 2 – Complete the Header tab information

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

1. Add SpeedType
2. Hit Tab button to populate ChartField values
3. Add Account
4. Enter Amount
5. Repeat for subsequent lines
6. Refrain from including more than two cost centers to prevent possible skipping of approvers
7. Click
8. Make a note of Journal ID

Step 4 – Notify (if needed)

1. Click
2. Add e-mail address, subject and message
3. Click 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 an IDT Journal:

- Review the Long Description
- Ensure that ACTUALS appears in the Ledger Group field
- Review Attachment(s)
- 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 on Gemini Financials hyperlink

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. Select DAL01 for 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 attachment(s)**

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?
- Is it between no more than two cost centers?

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

1. Navigate to Main Menu > General Ledger custom > IDT Journal Entry
2. Click Find an Existing Value Tab
3. Select DAL01 for 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
UTD Actuals Approvals Stage 1

IDT Journal (Online)

Skipped
- Mai Nguyen
  - UTD Jnl CF1 From 12/19/19 - 1:57 PM
- Pending
  - Arthur Gregg
    - UTD Jnl CF1 From

Not Routed
- Multiple Approvers
  - UTD Jnl CF1 To
- Not Routed
  - Multiple Approvers
    - Accounting Approval

Comments

System at 12/19/19 - 1:57 PM
Requester (mtns7/3000-utd) is approver on step number 1, path 1, stage 10, which has self-approval disabled! (19001,19031)