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 IDTs. Refer to The Office of Budget and Finance Resources page for ‘IDT Procedure’ applicable to all forms of IDTs.

**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
**New Galaxy Portal**

Go to Galaxy Homepage through Firefox
Select Orion Link is for the Orion activities
Select Gemini for HR and Finance activities
Click the Gemini Link

The login screen will pop up. Enter in your net id and Password

Duo will send a push notification to login
Easy IDT

Step 1 - Login to Galaxy Portal
1. Select “Gemini for Departments” homepage
2. Navigate through Tiles: Financial Compliance > Account Reconciliation
3. Alternatively, navigate through NavBar: Main Menu > Gemini FMS > 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. Select “Gemini for Departments” homepage
2. Navigate through Tiles: General Ledger > IDT Journal Entry
3. Select DAL01 for Business Unit
4. Verify the journal date is in an eligible open period
5. Click Add
Step 2 – Complete the Header tab information

1. Enter a detailed explanation and reason for the IDT in the “Long Description”
2. *Ledger Group is default to ACTUALS; *Source is default to IDT
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 distinct cost centers to prevent possible skipping of approvers
7. Click Save
8. Make a note of Journal ID

Step 4 – Notify (if needed)

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 an IDT Journal:

- Review the Long Description
- Review Attachment(s)
- Review Lines Tab for Cost Center, Account, Amount and Journal Line Description

Step 1 - Login to galaxy portal

1. Select “Gemini for Departments” homepage

Step 2 – There are two methods to locate IDT Journal

1. Click on Approvals Tile
2. **Using NavBar**

   a. Click NavBar icon from the upper right menu and select ‘Approvals’.

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**

[a. 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 Existing Journals

1. Navigate through Tiles: General Ledger > 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