

# **IDT Detail Guide**

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

## Galaxy Portal

## Go to Galaxy Homepage

Select Gemini for HR and Finance activities.



January 1, 2024

\*Select Gemini

The login screen will pop up. Enter your NetID and password.



# Easy IDT

**Step 1** - Login to Galaxy Portal

- 1. Select "Gemini for Departments" homepage
- 2. Navigate through Tiles: Financial Compliance > Account Reconciliation



C Gemini for Departments	Financial Compliance		ŵ	L®	: Ø
Account Reconciliation	Search Page	New Window	Help	Perso	nalize Page
Account Reconciliation	Account Reconciliation				
Account Reconciliation Load Account Reconciliation Setup Account Reconciliation Summary ARA Search page Defaults Flagged Items	Search Criteria       Business Unit     DAL01       Year     2021       Period     4       Department     Q       Cost Center     Q				
Letters of Representation      V     Balance Sheet Account Recon      V	Search       Multiple Cost Center Approval Page       Notify       Search Page				

 Alternatively, navigate through NavBar: Main Menu > Gemini FMS > General Ledger Custom > Account Reconciliation > Account Reconciliation

€inancial Compliance	Account Reconciliation		ଇ ସ <b>ଦି :</b> ⊘
Search Page		NavBar	
Account Reconciliation		Approvals	▼ Main Menu ▼ Gemini FMS ▼ General Ledger Custom
Business Unit DAL01 Q Year 2021 Q		My Favorites	Account Reconciliation Account Reconciliation Account Reconciliation Summary Flagged Items UTD ARA Query
Department Q Cost Center Q		Navigator	
Search Multiple_Cost_Center_Approval_Page		Recent Places	
Notify		My Preferences	
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**Step 2** - Enter search criteria into the ARA to review cost center activity for a specific period. This is only open for use for the current month and preceding two months.

- a. Business Unit is DAL01
- b. Enter Fiscal Year this is a required field
- c. Enter Fiscal Period this is a required field
- d. Enter either Department or Cost Center
- e. Click "Search"

earch Page Account Reconciliati		New Window   Help   Personalize
Account Reconciliati		
	on	
Search Criteria		
Business Unit DAL	01 <b>Q</b>	
Year 202	11 Q	
Period	1 Q	
Department	Q	
Cost Center	Q	
S	search	

**Step 3** – If transactions are found that need to be reclassified, click "Easy IDT" to the left of the associated line item

Financial Compliance Financial Compliance											ଜ 4	•
Month End Ex	pense Sumr	mary			Month	End Revenue Summary						
Revised Exp	ense Budget			\$286.570.41	Revis	ed Revenue Budget		\$0.00				
YTD Actuals	Expense			\$66,912,36	YTD A	ctuals Revenue		\$0.00				
PTD Actuals	Expense			\$66,912,36	PTDA	ctuals Revenue		\$0.00				
Encumbranc	e Total			\$196,771,49	Reven	ue Budget Balance		\$0.00				
Pre-Encumb	rance Total			\$0.00								
Available Exp	pense Budge	t		\$22,886.56								
i have recond	ied al Actuals trans	sections for this cost centre	r to appropriate sup	porting occumentation and noted all recon	Series in the comm	Ve						
Reconciler	Comments			ß	Save Comm	Approver Comments	nents		ß			
Rever	nue for the pe	eriod \$0.00			Expenses for the	e Period \$22,477.89						14
F	Flag	Easy IDT	Account	Account Description	Source	Doc ID / Empl ID	Doc ID 2	Date	Entity or Individual	Description	Description 2	Descript
1 🗆	0 1	Easy IDT	69029	Purch/Contract Svc	APDEFN	99832123	S278874	2020-11-09	TWILIO INC	Production Support	DEKVZA-2020-10	
2 🗆	0	Easy IDT	69029	Purch/Contract Svc	APDEFN	99832123	S278874	2020-11-09	TWILIO INC	500,000 Messages P	DEKVZA-2020-10	

## 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.

								Inter Depa	rtmental Transfer						ណ៍	) Q	4	:	6
Inter Depa	artmental T	ransfe	r											Nev	v Window	Help	Pers	onalize	) Page
Business	Unit DAL01	Journal	ID NEXT	Journal	Date 03/04/2	021 🛅													
Transfer F	rom																		
Cor Cente	st 40030033 er		Account	69029	Amount	-187.500													
Transfer 1	0																		
*Cost Center	40030033	Q	*Account	69029 Q	Amount	187.500													
Description ARA IDT E	for the transfe ntry - Please en	r er detail (	description I	ere (REQUIRED)															
		[	Pro	ess			h												
Payment	Workshee	Attac	hments																
Business U	nit: DAL01		Journal II	: NEXT		Journal Date:	03/04/2021												
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View				Show to Approver?	Description		User	Name		Date/Time Stamp									
View											-								
Adding large before addir	e attachments c ng large attachm	in take so ents.	ome time to	upload, therefore,	it is advisable t	o save the transaction													
A	dd Attachment			S	ave an <mark>d N</mark> avig	ate to IDT to Submit													

3. Add a detailed description after "ARA IDT Entry - ....." - please note this is a *required* step. This section should explain the reason for an IDT. Enough detail of the transaction must be provided in the description so that someone outside the charged or credited departments will be able to understand the transaction without calling for an explanation.

						Inter Departmental Transfe	r		ĥ	r Q	۵	: (
Inter Depart	mental Transfer								New Window	Help	Person	alize Page
Business Uni	it DAL01 Journal ID	NEXT Journal	Date 03/04/2021									
Transfer From	n											
Cost Center	40030033 Ac	count 69029	Amount	-187.500								
Transfer To												
*Cost Center	40030033 Q *A	ccount 63302 Q	Amount	187.500								
Description fo	r the transfer											
ARA IDT Entry DESCRIPTION	<ul> <li>Please enter detail deso</li> <li>N, DEFAULT DESCRIPTION</li> </ul>	Cription here (REQUIRED)	- You MUST TYPE IN VED.	A VALID, DETAILED	6							
		Process										
Payment W	Vorksheet Attachm	nents										
Business Unit	DAL01 Jo	ournal ID: NEXT	Jo	urnal Date: 03/04/2	021							
IIII Q						14	<ul> <li>1-1 of 1 ∨</li> <li>▶</li> </ul>	View All				
View	Show to Approver?	Description		User	Name		Date/Time Stamp					
View								-				
Adding large at before adding l	tachments can take some arge attachments.	time to upload, therefore,	it is advisable to save	the transaction								
Add	Attachment	s	ave and Navigate to I	DT to Submit		]						

4. Click "Process."

									Inter Departme	ntal Transfer					ଜ	Q	4	: 0
Inter Depar	tmental Ti	ansfer												New W	indow	Help	Personali	ze Page
Business Ur	nit DAL01	Journal ID	NEXT	Journal	Date 03/	04/2021												
Transfer Fro	m																	
Cost Center	40030033	Aci	count 6	59029 ·	Amount	-187	.500											
Transfer To																		
*Cost Center	40030033	Q *A	ccount	63302 Q	Amo	unt 1	87.500											
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Adding large a before adding	ittachments ca large attachm	n take some ents.	time to up	pload, therefore,	t is advisa	ble to save the	ransaction											
Add	d Attachment			1	Save and M	Navigate to IDT	to Submit											

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

Journal ID: 0000507967 is created. Please attach documentation	n by clicking Add Attachment and Click on Save and navigate to IDT to Submit.
	ок

6. Add Attachment(s) – please note this is a *required* step. Documentation such as copies of monthly reports or transaction details are required attachments. Other acceptable forms of documentation, such as emails, memos or invoices may also be attached to the IDT. Highlight the revenue and/or expenditure transaction on the attached documentation. If partial amounts are being transferred, write those amounts on the attachment.

Inter Departmental Transfer							New Window   Help   Per	sonalize P
Business Unit DAL01 Journal ID 00005079	67 Journal Date 0	3/04/2021						
Transfer From								
Transfer From								
Cost 40030033 Account 69 Center	029 Amount	-187.500						
Transfer To								
*Cost 40030033 Q *Account 6:	3302 <b>Q</b> An	nount 187.500				_		
Description for the transfer		Journal ID: 000050796	7 is created. Please attach do	ocumentation by clicking Add Attachment	and Click on Save and navigate	to IDT to Submit.		
ARA IDT Entry - Please enter detail description here DESCRIPTION, DEFAULT DESCRIPTION WILL NO	(REQUIRED) - You M	us.		<u> </u>				
Process						_		
Payment Worksheet Attachments								
Business Unit: DAI 01 Journal ID:	0000507967	Journal Date:	03/04/2021					
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LERR_GuidelinesFinal.docx	•		yxg094020-utd	Yue Gu	03/04/2021 10:57:13AM			
Adding large attachments can take some time to uple before adding large attachments.	oad, therefore, it is advi	sable to save the transactio	n					
Add Attachment	Save and	Navigate to IDT to Submit						

- 7. Click "Save and Navigate to IDT to Submit"
- 8. Verify journal line and header information are correct and submit the journal for approval

	Unit	DAL01			Jour	mal ID	00005079	67			Date 03/04/2021	1
		Long Des	scription	ARA IDT E	ntry - Please	enter det	ail descrip	tion here (R LT DESCRI	EQUIRE	D) - You MUST	TYPE IN A	A
				99 characte	rs remaining						11	
		*Ledge	er Group	ACTUALS				Adjusting	Entry	Non-Adjusting	Entry 🗸	
			Ledger					Fisca	al Year	2021		
			*Source	IDT				1	Period	7		
		Reference	Number					AD	B Date	03/04/2021		
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		Transacti	on Code	GENERAL	Q					Auto Gener	ate Lines	
		_	U.F. T							Save Journ	al Incomplete Statu	15
		s	SJE Type	Currency D	ofoulto: LICD		<b>*</b>		23		e on o Amount Em	5
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		Enter	ed By y	vo094020-ut	d					Vue Gu		
		Entere	ed On o	3/04/2021 1/	0.50.524M							
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Save	Retur	n to Search	Not	ify Re	fresh						Add	Jpdate/Display
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Unit DA	AL01	Journal ID	0000507967		Date 03/04/20	21	Er	rors Only				
1011	Inter/IntraUnit	*Process	Submit Journal		✓	Process		Line 10	(¥) (X)			
										1-	2 of 2 🗸	
Q	Line	SpeedType	Fund	Account	Amount	Dept ID	Function	Cost Center≜	PC Bus Unit	Project	Activit	
nes Q elect			Q 3000	69029 Q	-187.50	400002	811	40030033				
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elect i to add als Ref	1 2 1 <b>Total Lines</b> 2 turn to Search	Notify Refresh	]	Total Debits 187.50		Total Credits 187.50	Journal Statu	s Budget	► ► 1 Viet t Status V splay.	v All		
es Q elect 	1       2       1     +       Total Lines       2       turn to Search       Totals   Errors	Notify Refresh Approval	]	Total Debits 187.50		Total Credits 187.50	Journal Statu	S Budget	<ul> <li>I Vie</li> <li>t Status</li> <li>V</li> <li>splay</li> </ul>			

# 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



General Ledger	
Create/Update Journal Entries	IDT Journal Entry
E Dept Journal Upload	
Tournal Edit Errors Report	Add a New Value
📄 IDT Journal Entry	
Review Ledger Information	*Business Unit DAL01 Q
Tiew Daily Banking Log	*Journal ID NEXT
	*Journal Date 01/30/2024
	I Add

#### **Step 2** – Complete the Header tab information

1. Enter a detailed explanation and reason for the IDT in the "Long Description". This section should explain the reason for an IDT. Enough detail of the transaction must be provided in the description so that someone outside the charged or credited departments will be able to understand the transaction without calling for an explanation.

2. \*Ledger Group is default to ACTUALS; \*Source is default to IDT

3. Add Attachment(s) – please note this is a required step. Documentation such as copies of monthly reports or transaction details are required attachments. Other acceptable forms of documentation, such as emails, memos or invoices may also be attached to the IDT. Highlight the revenue and/or expenditure transaction on the attached documentation. If partial amounts are being transferred, write those amounts on the attachment.

4. Click on the Lines tab

C Gemini for Departments			General Ledger		ŵ	Ø	: 0
Create/Update Journal Entries	Header Lines Totals	Errors Approval		New Window	Help	Persona	alize Page
Topt Journal Upload	Unit DAL01	Journal ID NEXT	Date 03/04/2021				
TDT Journal Entry	Long Description	Enter a detailed explanation and reason for the	IDT in the "Long Description"				
Edger		177 characters remaining	<i>m</i>				
	*Ledger Group	ACTUALS	djusting Entry Von-Adjusting Entry V				
	Ledger		Fiscal Year 2021				
	*Source	IDT	Period 7				
	Reference Number		ADB Date 03/04/2021				
	Journal Class	٩					
	Transaction Code	GENERAL Q	Auto Generate Lines     Save Journal Incomplete Status				
	SJE Type	*	Autobalance on 0 Amount Line				
		Currency Defaults: USD / CRRNT / 1					
		Attachments (1) Reversal: Do Not Generate Reversal	Commitment Control				
	Entered By y	g094020-utd	Yue Gu				
	Entered On						
	Last Updated On						
	Save Notify Refresh		Add Update/Display				
	Header   Lines   Totals   Errors   Ap	proval					

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 the Journal ID

✓ Gernini for Departments									G	enera	al Ledger							ŵ	Ø : Ø
Create/Update Journal Entries		Header	Lin	es Totals		Frors A	pproval	Ĩ.									New Window	Help	Personalize Page
Tept Journal Upload		Unit				lournal	ID 000	507050			Data	02124120	224						
🔚 IDT Journal Entry		Unit	Templa	ate List		Journal	Sean	arch Criteria			Date	Change	J21 Values	Vie	w Audit Logs				
Edger				Inter/IntraUni	iil.	*Proces	s Edit	dit Journal					Process	E	Line	1 🗉 🖾			
		▼ Lines															1-1 of 1	*	
		Select	I	Line*	Sp	eedType		Fund	Accoun	t≜	Amount		Dept ID	Function	Cost Center*	PC Bus Unit	Project		Acti
			נ	1	40	030033		3000	69029	Q		-15.00	400002	811	40030033				
		Unit		Total Lines					Total Debit	s 00			Total Credits	Journal Sta	tus Budg	▶ ▶   Viev get Status N	w All		
	( H	Save Carl	Notify nes ( Tr	Delis   Errors	) ( Appr	oval								[	Add UpdaterD	Isplay			

Step 4 – Notify (if needed)

- 1. Click "Notify"
- 2. Add e-mail address, subject and message
- 3. Click "OK" to send

Cemini for Departments	General Ledger	ଜ 🦉 ፤ 🧭
Create/Update Journal Entries	Send Notification	New Window   Help   Personalize Page
E Dept Journal Upload	Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.	
IDT Journal Entry	Click LOCKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.  Notification Datails  Lookup Recipient	
Edger	To: Delivery Options	
	cc:	
	BCC:	
	Priority:	
	Subject: <enter here="" subject=""></enter>	
	Implate: Viorniov Kollication Priority: SkNotlicationPriority	
	Message:	
	Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification. ClickApply to send this notification and remain on this page.	

#### **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

Gemini for Departments						Gen	eral I	Ledger						ଜ 🇸	):⊘
Create/Update Journal Entries	Header	ines Totals	Errors App	oval									New Window	Help Pe	rsonalize Page
E Dept Journal Upload	Unit DAL	L01	Journal ID	0000507	968			Date 03/04/202	1	E	rors Only				
TDT Journal Entry	Tem	plate List Inter/IntraUnit	*Process	Search C Edit Jou	riteria rnal			Change Va	Process	View	Audit Logs				
Edger	▼ Lines		_												
	■ Q													1-2 of 2 💙	
	Select	Line≜	SpeedType		Fund	Account		Amount	Dept ID	Function	Cost Center*	PC Bus Unit	Project	Activit	
		1		Q	3000	69029	۹	-15.00	400002	811	40030033				
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C Gemini for Departments						G	ener	al Ledger						ĥ	r 🖉 i
Create/Update Journal Entries	Header	Lines Totals	Errors A	oproval									New V	Vindow   Help	Personal
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Edger	Approvar Sta	1113										<u> </u>			
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		Approval Ch	wal Status None												
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	► Approval	History													
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	Header   Lines	Totals   Errors	Approval					<i>.</i>							

# 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 and select "Gemini for Departments" homepage

**Step 2** – There are two methods to locate IDT Journal

1. Click on the "Approvals" tile:

THE UNIVERSITY OF TEXAS AT DALLAS		∽Gemini for I	Departments		ଜ ୦ 🖉 :
	Approvals	Announcements	Time	NTR	Constant of the
84 J				Ø	
	9	No Announcements available			
	Self Service	Accounts Payable	Asset Inquiry	External Links	
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F	inancial Compliance	Forms	General Ledger	Grants Proposals/Reviewer	
				e	
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	Reporting Tools	Budgeting			
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			A	-17	

Gemini for Departments		Pending Approvals								
View By Type	~	T								
All	22	All		22 rows						
Journal Entry	18	People Soft FMS Forms	7588 Paul E. Dobson	Routed						
PeopleSoft FMS Forms	4	10/21/19 - 10:47 AM		11/26/2019						
		Journal Entry EGT 2021 / 5	Weekly Wire 01/06/2021 - Recor - DAL01 / 0000507583 / 2021-01-06 / DAL01 Ngoc Duong	Routed 01/14/2021 >						
		Journal Entry EGT 2021 / 5	Weekly Wire 01/13/2021 - Recor - DAL01 / 0000507594 / 2021-01-13 / DAL01 Ngoc Duong	Routed 01/14/2021 >						
		Journal Entry RE 2021 / 5	Transfer - 2020-11-12 - DAL01 / RE00000238 / 2021-01-01 / DAL01 Theresa Kaualoku	Routed 01/14/2021 >						
		Journal Entry RE 2021 / 5	Transfer - 2020-11-16 - DAL01 / RE00000239 / 2021-01-01 / DAL01 Theresa Kaualoku	Routed 01/14/2021 >						
		People Soft FMS Forms CC_CHANGE2 Cost Center Change Request 01/12/21 - 3:42 PM	9233 Nithya Ramachandran	Routed 01/15/2021 >						
		People Soft FMS Forms CC_CHANGE2 Cost Center Change Request 01/12/21 - 3:49 PM	9234 Nithya Ramachandran	Routed 01/15/2021 >						
		People Soft FMS Forms CC_CHANGE2 Cost Center Change Request 01/12/21 - 3:37 PM	9232 Nithya Ramachandran	Routed 01/15/2021 >						
		Journal Entry ACT 2021 / 5	move Fund Balance and FY21 ent - DAL01 / 0000507759 / 2021-01-15 / DAL01 Yue Gu	Routed 01/15/2021 >						
		Journal Entry ACT 2021/6	122 Create Update JE in PS - DAL01 / 0000507791 / 2021-02-25 / DAL01 Yue Gu	Routed 02/25/2021 >						

- 2. Using NavBar
  - a. Click NavBar icon from the upper right menu and select 'Approvals'.

< My Approvals		Pending Approvals	\$ \$ \$ \$
View By Type 🗸	T		NavBar
() All			Main Menu     Gemini EMS
Journal Entry (5)	PeopleSoft FMS Forms CC_CHANGE2 Cost Center Change Request	7588 Paul E. Dobson	Approvats Worklist
	10/21/19 - 10:37/AM Journal Entry W/OR 2021 / 5	WOR BILLING 1/8/21 - DAL01 / 0000507428 / 2021-01-08 / DAL01 Jacqueline Womble	Worklist Details
	Journal Entry EGT 2021 / 5	Weekly Wire 01/06/2021 - Recor - DAL01 / 0000507583 / 2021-01-05 / DAL01 Ngoc Duong	
	Journal Entry EGT 2021 / 5	Weekly Wire 01/13/2021 - Recor - DAL01 / 0000507594 / 2021-01-13 / DAL01 Ngoc Duong	
	Journal Entry RE 2021 / 5	Transfer - 2020-11-12 - DAL01 / RE00000238 / 2021-01-01 / DAL01 Theresa Kaualoku	Recent Places
	Journal Entry RE 2021 / 5	Transfer - 2020-11-16 - DAL01 / RE00000239 / 2021-01-01 / DAL01 Theresa Kaualoku	My Preferences
	PeopleSoft FMS Forms CC_CHANGE2 Cost Center Change Request 01/12/21 - 3:42 PM	9233 Nithya Ramachandran	
	PeopleSoft FMS Forms CC_CHANGE2 Cost Center Change Request 01/12/21 - 3:49 PM	9234 Nithya Ramachandran	
	PeopleSoft FMS Forms CC_CHANGE2 Cost Center Change Request 01/12/21 - 3:37 PM	9232. Nithya Ramachandran	

# Step 3 – Approving the IDT

1. Header Tab - Review Long Description field and any attachment(s)

<			IDT Journal Entry	යි	α	۵	: 0
				New Window	Help	Person	alize Page
Header Lines Totals	Errors Approval						
Usik DM 04	laural ID	0000507000	D-1-1 00/01/2001				
UNIT DALU1	Journal ID	0000207968	Date 03/04/2021				
Long Description	Enter a detailed explanation and	reason for the IDT in the *Lor	g Description".				
	176 characters remaining						
*Ledger Group	ACTUALS	Adjusting Entry	Non-Adjusting Entry				
Ledger		Fiscal Year	2021				
*Source	IDT	Period	7				
Reference Number		ADB Date	03/04/2021				
Journal Class	Q						
Transaction Code	GENERAL Q		Auto Generate Lines				
			Save Journal Incomplete Status				
SJE Type		~	Autobalance on 0 Amount Line				
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	Attachments (1)		CTA				
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Last Updated On	03/04/2021 4:46:40PM						
Save Return to Search No	Refresh		Add Update/Display				
Header   Lines   Totals   Errors   A	pproval						

2. Lines Tab – Review the Accounting Lines fields (i.e., Cost Center, Account, and Amount)

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- 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?

#### To approve the IDT, leave Approve in the Approval Action and click "Submit"

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		IDT Journal Entry	協 ≪ <b>4</b> :
Header Lines Totals Errors	rs Approval		New Window   Help   Personalize P
Unit DAL01	Journal ID 0000507968	Date 03/04/2021 Submit	
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Unit Approval Check Active Approval Status Approval Action Deny Comments	DAL01 Y Pending Approval Approve 254 characters remaining	e k	
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ave Return to Search Notify	Refresh		Add
er   Lines   Totals   Errors   Approva	al		

To deny the IDT, click dropdown from Approval Action and select Deny. Type a reason in comments field and click "Submit."

! Important: Comment is a requirement on any IDT Journal with an Approval Action of **Deny**.

Header	Lines	Totals	Errors	Approval				1. 1.8
Unit	DAL01			Journal ID	0000507968	Date 03/04/2021	Submit	
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# 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

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Create/Update Journal Entries	IDT Issued Fater													New W	Vindow   He
T Dept Journal Upload	Enter any information you hav	e and click Search. L	eave fields blan	k for a list of all	values.										
📰 IDT Journal Entry	Find an Existing Value	Keyword Searc	th Add a M	lew Value											
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For questions and further assistance please contact Accounting and Financial Reporting at IDT@utdallas.edu.