

## 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

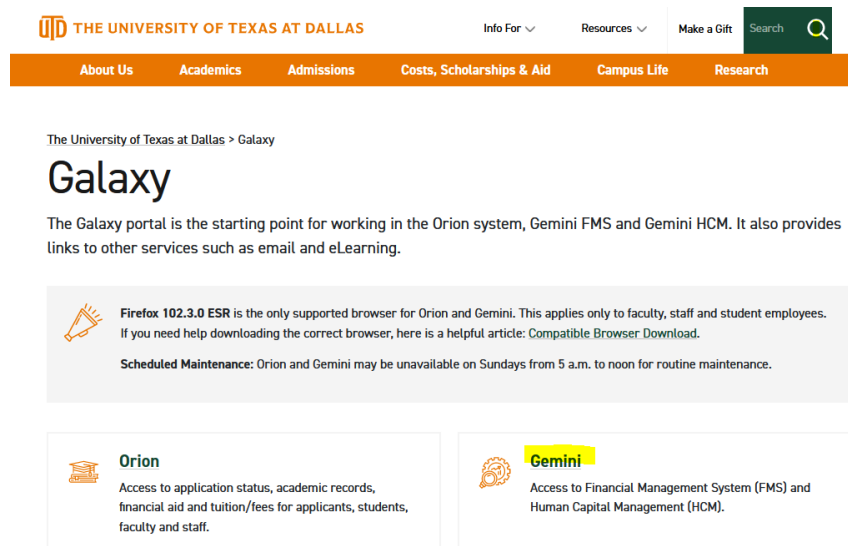
**IDT Approval** – guidance for the authorization of transfer of actuals for cost center owners/approvers

**Finding Existing Journals** - inquire on the status of a saved or submitted journal

### Galaxy Portal

#### Go to Galaxy Homepage

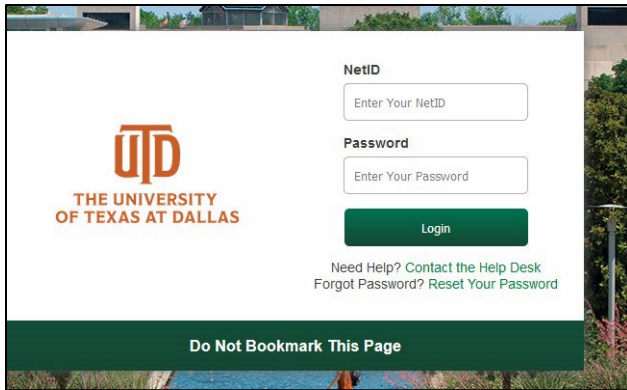
Select Gemini for HR and Finance activities.



The screenshot shows the Galaxy Portal homepage. At the top is the UTD logo and navigation links: About Us, Academics, Admissions, Costs, Scholarships & Aid, Campus Life, and Research. Below this is a search bar and a dropdown menu for 'Info For'. The main heading is 'Galaxy', followed by a description: 'The Galaxy portal is the starting point for working in the Orion system, Gemini FMS and Gemini HCM. It also provides links to other services such as email and eLearning.' There are two main sections: 'Orion' (Access to application status, academic records, financial aid and tuition/fees for applicants, students, faculty and staff) and 'Gemini' (Access to Financial Management System (FMS) and Human Capital Management (HCM)).

\*Select Gemini

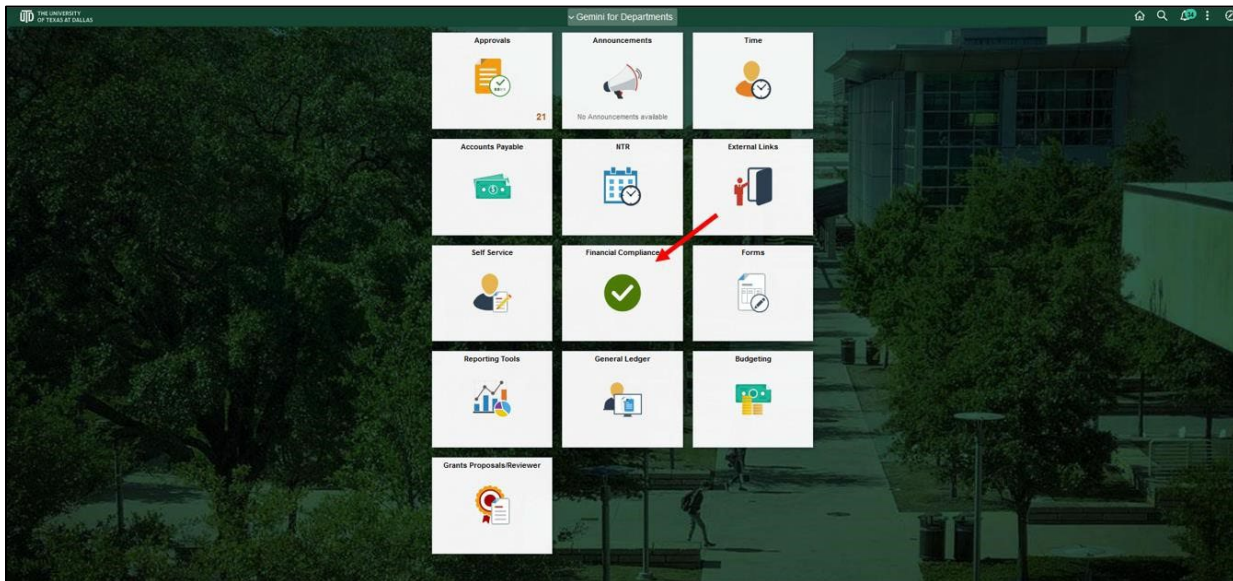
The login screen will pop up. Enter your NetID and password.



### **Easy IDT**

#### **Step 1 - Login to Galaxy Portal**

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



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. 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”

Financial Compliance Account Reconciliation

Search Page

Account Reconciliation

Search Criteria

Business Unit: DAL01

Year: 2021

Period: 4

Department:

Cost Center:

Search

[Multiple Cost Center Approval Page](#)

Notify

Search Page

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

Financial Compliance

Month End Expense Summary

Revised Expense Budget	\$286,570.41
YTD Actuals Expense	\$66,912.36
PTD Actuals Expense	\$66,912.36
Encumbrance Total	\$196,771.49
Pre-Encumbrance Total	\$0.00
Available Expense Budget	\$22,885.56

Month End Revenue Summary

Revised Revenue Budget	\$0.00
YTD Actuals Revenue	\$0.00
PTD Actuals Revenue	\$0.00
Revenue Budget Balance	\$0.00

Reconciliation

Reconciliation ☐ Reconciled By: Reconcile Date: Reconciled On/Prd:

I have reconciled all Actuals transactions for this cost center to appropriate supporting documentation and noted all reconciling items in the comment fields.

Save

Comments

Reconciler Comments: Approver Comments:

Save Comments

Revenue for the period: \$0.00 Expenses for the Period: \$22,477.89

Flag	Easy IDT	Account	Account Description	Source	Doc ID / Empl ID	Doc ID 2	Date	Entity or Individual	Description	Description 2	Description 3				
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Easy IDT	69029	Purch/Contract Svc	APDEFN	99632123	S278874	2020-11-09	TWILIO INC	Production Support	DEKVZA-2020-10	
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Easy IDT	69029	Purch/Contract Svc	APDEFN	99632123	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 Departmental Transfer

Business Unit: DAL01 Journal ID: NEXT Journal Date: 03/04/2021

**Transfer From**

Cost Center	40030033	Account	69029	Amount	-187.500
-------------	----------	---------	-------	--------	----------

**Transfer To**

*Cost Center	40030033	*Account	69029	Amount	187.500
--------------	----------	----------	-------	--------	---------

Description for the transfer  
 ARA IDT Entry - Please enter detail description here (REQUIRED)

Process

**Payment Worksheet Attachments**

Business Unit: DAL01 Journal ID: NEXT Journal Date: 03/04/2021

Details

View	Show to Approver?	Description	User	Name	Date/Time Stamp
View	<input checked="" type="checkbox"/>				

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment Save and Navigate 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 Transfer

Business Unit: DAL01 Journal ID: NEXT Journal Date: 03/04/2021

**Transfer From**

Cost Center	40030033	Account	69029	Amount	-187.500
-------------	----------	---------	-------	--------	----------

**Transfer To**

*Cost Center	40030033	*Account	63302	Amount	187.500
--------------	----------	----------	-------	--------	---------

Description for the transfer  
 ARA IDT Entry - Please enter detail description here (REQUIRED) - You MUST TYPE IN A VALID, DETAILED DESCRIPTION. DEFAULT DESCRIPTION WILL NOT BE APPROVED.

Process

**Payment Worksheet Attachments**

Business Unit: DAL01 Journal ID: NEXT Journal Date: 03/04/2021

Details

View	Show to Approver?	Description	User	Name	Date/Time Stamp
View	<input checked="" type="checkbox"/>				

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment Save and Navigate to IDT to Submit

4. Click “Process.”

Inter Departmental Transfer

Business Unit: DAL01 Journal ID: NEXT Journal Date: 03/04/2021

**Transfer From**

Cost Center	40030033	Account	69029	Amount	-187,500
-------------	----------	---------	-------	--------	----------

**Transfer To**

*Cost Center	40030033	*Account	63302	Amount	187,500
--------------	----------	----------	-------	--------	---------

Description for the transfer  
ARA IDT Entry - Please enter detail description here (REQUIRED) - You MUST TYPE IN A VALID, DETAILED DESCRIPTION, DEFAULT DESCRIPTION WILL NOT BE APPROVED.

Process

**Payment Worksheet Attachments**

Business Unit: DAL01 Journal ID: NEXT Journal Date: 03/04/2021

Details

File	Show to Approver?	Description	User	Name	Date/Time Stamp
LERR_Guidelines_-_Final.docx	<input checked="" type="checkbox"/>		yxg094020-utd	Yue Gu	03/04/2021 10:57:13AM

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment Save and Navigate to IDT to Submit

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

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

OK

- 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

Business Unit: DAL01 Journal ID: 0000507967 Journal Date: 03/04/2021

**Transfer From**

Cost Center	40030033	Account	69029	Amount	-187,500
-------------	----------	---------	-------	--------	----------

**Transfer To**

*Cost Center	40030033	*Account	63302	Amount	187,500
--------------	----------	----------	-------	--------	---------

Description for the transfer  
ARA IDT Entry - Please enter detail description here (REQUIRED) - You MUST TYPE IN A VALID, DETAILED DESCRIPTION, DEFAULT DESCRIPTION WILL NOT BE APPROVED.

Process

**Payment Worksheet Attachments**

Business Unit: DAL01 Journal ID: 0000507967 Journal Date: 03/04/2021

Details

File	Show to Approver?	Description	User	Name	Date/Time Stamp
LERR_Guidelines_-_Final.docx	<input checked="" type="checkbox"/>		yxg094020-utd	Yue Gu	03/04/2021 10:57:13AM

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

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

Header
Lines
Totals
Errors
Approval

Unit DAL01
Journal ID 0000507967
Date 03/04/2021

Long Description
ARA IDT Entry - Please enter detail description here (REQUIRED) - You MUST TYPE IN A VALID, DETAILED DESCRIPTION, DEFAULT DESCRIPTION WILL NOT BE APPROVED.
99 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
Transaction Code GENERAL

SJE Type

Currency Defaults: USD / CRRNT / 1
Attachments (1)
Reversal: Do Not Generate Reversal

Entered By yxg094020-utd
Entered On 03/04/2021 10:59:53AM
Last Updated On 03/04/2021 11:39:07AM

Auto Generate Lines
Save Journal Incomplete Status
Autobalance on 0 Amount Line
CTA
Commitment Control

Save
Return to Search
Notify
Refresh
Add
Update/Display

Header | Lines | Totals | Errors | Approval

IDT Journal Entry
New Window | Help | Personalize Page

Header
Lines
Totals
Errors
Approval

Unit DAL01
Journal ID 0000507967
Date 03/04/2021
Errors Only
View Audit Logs

Template List
Inter/Intra Unit
\*Process Submit Journal
Process

Lines
1-2 of 2

Select	Line	SpeedType	Fund	Account	Amount	Dept ID	Function	Cost Center	PC Bus Unit	Project	Activit
<input type="checkbox"/>	1		Q 3000	69029 Q	-187.50	400002	811	40030033			
<input type="checkbox"/>	2		Q 3000	63302 Q	187.50	400002	811	40030033			

Lines to add 1 + -

Totals
1-1 of 1
View All

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
DAL01	2	187.50	187.50	V	V

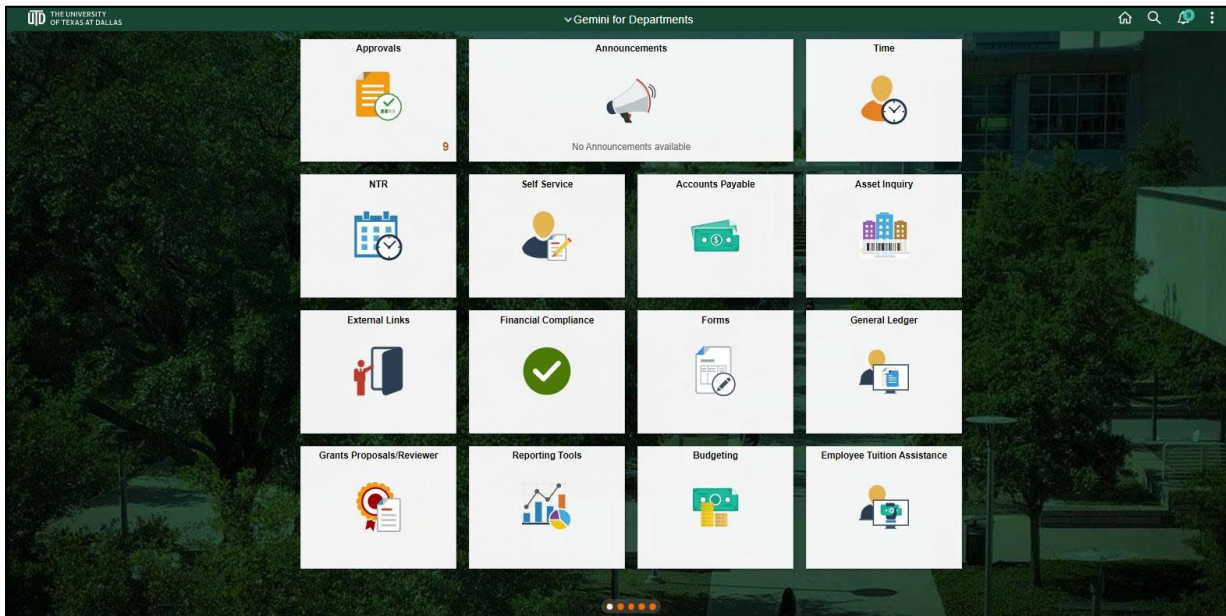
Save
Return to Search
Notify
Refresh
Add
Update/Display

Header | Lines | Totals | Errors | 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



### General Ledger

- Create/Update Journal Entries
- Dept Journal Upload
- Journal Edit Errors Report
- IDT Journal Entry**
- Review Ledger Information
- View Daily Banking Log

### IDT Journal Entry

Add a New Value Find an Existing Value

\*Business Unit

\*Journal ID

\*Journal Date



## 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

## 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

**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

**General Ledger - Lines Tab**

Unit: DAL01 | Journal ID: 0000507968 | Date: 03/04/2021

Inter/intra Unit: [ ] | Process: [ ]

Select	Line	SpeedType	Fund	Account	Amount	Dept ID	Function	Cost Center	PC Bus Unit	Project	Activity
<input type="checkbox"/>	1		3000	69029	-15.00	400002	811	40030033			
<input type="checkbox"/>	2		3000	63002	15.00	400002	811	40030033			

Lines to add: 1

**Totals**

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
DAL01	2	15.00	15.00	V	V

Buttons: Save, Notify, Refresh, Add, Update/Display

**General Ledger - Approval Tab**

Unit: DAL01 | Journal ID: 0000507968 | Date: 03/04/2021

Approval Status: [ ]

Approval Check Active: Y

Approval Status: None

Approval Action: Approve

Deny Comments: [ ]

254 characters remaining

Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, Update/Display

## IDT Approval

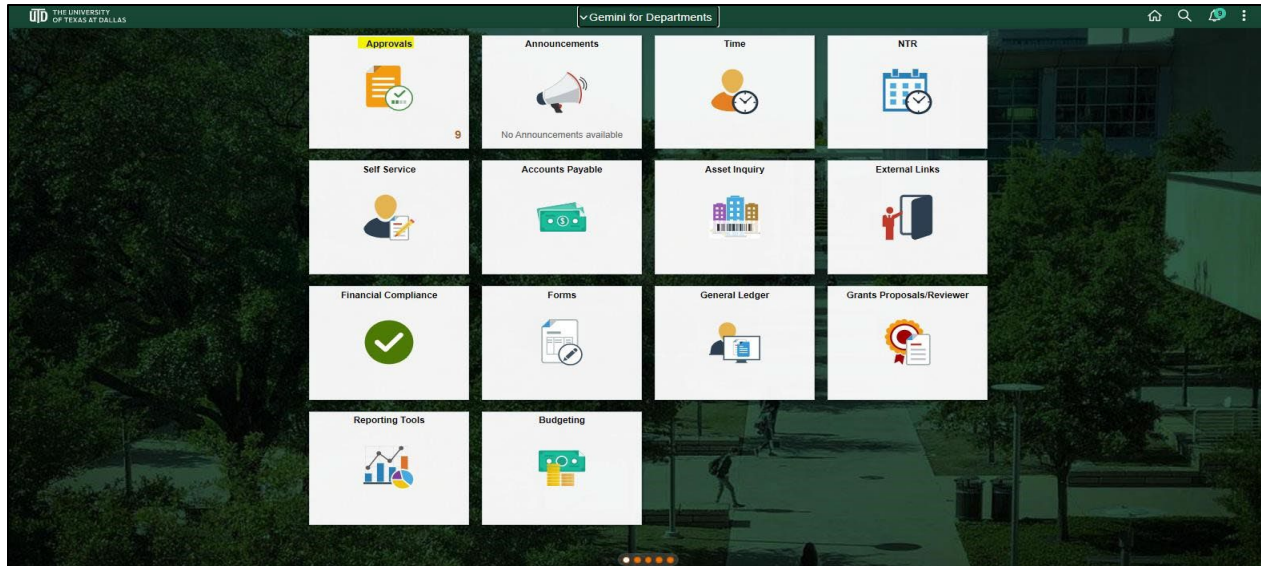
Elements to remember when approving an IDT Journal:

- 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:



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

## 2. Using NavBar

- 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)

The screenshot shows the 'IDT Journal Entry' form with the 'Lines' tab selected. The form includes fields for Unit (DAL01), Journal ID (0000507968), Date (03/04/2021), and a 'Process' button. Below these are tabs for Header, Lines, Totals, Errors, and Approval. The 'Lines' section contains a table with columns: Select, Line#, Fund, Account#, Amount, Dept ID, Function, Cost Center#, PC Bus Unit, Project, and Activity. Two lines are visible: Line 1 with a debit of -15.00 and Line 2 with a credit of 15.00. Below the table is a 'Lines to add' section with a '+', '-', and 'x' icon. At the bottom is a 'Totals' section with a table showing Unit (DAL01), Total Lines (2), Total Debits (15.00), Total Credits (15.00), Journal Status (V), and Budget Status (V). Buttons for Save, Return to Search, Notify, Refresh, Add, and Update/Display are at the bottom.

Select	Line#	Fund	Account#	Amount	Dept ID	Function	Cost Center#	PC Bus Unit	Project	Activity
<input type="checkbox"/>	1	3000	69029	-15.00	400002	811	40030033			
<input type="checkbox"/>	2	3000	63002	15.00	400002	811	40030033			

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
DAL01	2	15.00	15.00	V	V

### 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”

The screenshot shows the 'IDT Journal Entry' form with the 'Approval' tab selected. The form includes fields for Unit (DAL01), Journal ID (0000507968), Date (03/04/2021), and a yellow 'Submit' button. Below these are tabs for Header, Lines, Totals, Errors, and Approval. The 'Approval' section contains fields for Approval Check Active (Y), Approval Status (Pending Approval), Approval Action (Approve), and a Deny Comments text area. Below this is a 'UTD Actuals Approvals Stage 1' section showing a flowchart: 'Pending Multiple Approvers UTD Jm1 CF1 From' -> 'Not Routed Multiple Approvers UTD Jm1 CF1 To' -> 'Not Routed Multiple Approvers Accounting Approval'. At the bottom are buttons for Save, Return to Search, Notify, Refresh, Add, and Update.

Unit: DAL01, Journal ID: 0000507968, Date: 03/04/2021

Approval Status: Pending Approval, Approval Action: Approve

Deny Comments: 254 characters remaining

UTD Actuals Approvals Stage 1

Unit DAL01, ID 0000507968, Date 2021-03-04, Line Unit DAL01: Pending

Flowchart: Pending Multiple Approvers UTD Jm1 CF1 From -> Not Routed Multiple Approvers UTD Jm1 CF1 To -> Not Routed Multiple Approvers Accounting Approval

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**

Unit DAL01
Journal ID 0000507968
Date 03/04/2021
Submit

Approval Status

Unit DAL01
Approval Check Active Y
Approval Status Pending Approval
Approval Action Deny
Deny Comments Reason for Deny.
238 characters remaining

**UTD Actuals Approvals Stage 1**

Unit DAL01, ID 0000507968, Date 2021-03-04, Line Unit DAL01:Pending

Pending
Multiple Approvers
UTD Jm1 CF 1 From

Not Routed
Multiple Approvers
UTD Jm1 CF 1 To

Not Routed
Multiple Approvers
Accounting Approval

Approval History

Save
Return to Search
Notify
Refresh
Add

## 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

General Ledger

Create/Update Journal Entries
Dept Journal Upload
IDT Journal Entry
Ledger

Find an Existing Value
Keyword Search
Add a New Value

Business Unit
DAL01
Journal ID
contains
507968
Journal Date
Document Sequence Number
begins with
Line Business Unit
Journal Header Status
Budget Checking Header Status
User ID
begins with
Attachment Exist
Case Sensitive

Search
Clear
Basic Search
Save Search Criteria

Search Results
View All

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units	Description	User ID	Attachment Exist
DAL01	0000507968	03/04/2021	0	(blank)	DAL01	Valid	Valid	ACTUALS	IDT	USD	2	15	0	Enter a detailed explanation a	yxg094020-utd	Y

January 1, 2024

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For questions and further assistance please contact Accounting and Financial Reporting at  
[IDT@utdallas.edu](mailto:IDT@utdallas.edu).