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.

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

![Login Screen]

**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”
Step 3 – If transactions are found that need to be reclassified, click “Easy IDT” 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. 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.

4. Click “Process.”
5. A Journal ID will be displayed – make note of the Journal ID for future use

Journal ID: 00000507967 is created. Please attach documentation by clicking Add Attachment and Click on Save and navigate to IDT to Submit.

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.
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”. 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

![General Ledger](image)

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
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:
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?

To approve the IDT, leave Approve in the Approval Action and click “Submit”

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.
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
For questions and further assistance please contact Accounting and Financial Reporting at IDT@utdallas.edu.