Intra/Inter Departmental Transfer

An Intra/Inter Departmental Transfer (IDT) is a PeopleSoft journal enabling an authorized user to transfer revenue or expenses from one cost center to another. This process corrects errors in journals generated by external systems. For instance, to correct an error in an uploaded spreadsheet for a cost center an IDT journal is created, edited and submitted for budget check.

The process for Interdepartmental Transfers involves:
- Cost Center(s) create a Journal online in PeopleSoft.
- ChartField workflow routes to Cost Center(s) Manager for approval.
- Approved and combo valid IDT journals are posted by Finance Office.

Elements to remember when preparing an IDT Journal:
- Did you verify the amount and account to use for the transfer?
- Did you attach proper documentation?
- Is my reason for the IDT meaningful?

Contacts

- Payroll Distribution: your department’s budget analyst, Rohan Nilekani x6386, Dena Davis x5371 or Naomi Emmett x6384
- Budget Workflow: David Gaarder x6374
- Financial Reporting and Account Reconciliation Application including IDT Journals: reporting@utdallas.edu
- Sponsored Programs Billing: Greg Argueta x2679
- Purchasing, Accounts Payable, Travel, Purchasing Cards: procurement@utdallas.edu
- Payroll: payroll@utdallas.edu
How to login

Logging in:
1. Go to an Internet browser (accepted browsers include Internet Explorer, Firefox, Safari or Chrome).
2. Type http://galaxy.utdallas.edu in address line.
3. Press Enter.
4. Type NetID and Password. Press Signin.

How to Create a New IDT Journal

1. Click Main Menu. Click General Ledger custom. Click IDT Journal Entry. (Opens to the Add a New Value tab.)
2. Click Add button.

Notes

For Intra/Inter Departmental Transfers (IDTs), negative numbers are credits, and positive numbers are debits. Determining whether to use a debit or credit depends on whether you are moving expenses or revenues.

Expenses are generally accounts that begin with “6” and have a debit balance on the general ledger.

Revenue accounts begin with “4” and have a credit balance on the general ledger. Here are some examples of the Account you might see.

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Account Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>63001</td>
<td>Consumables</td>
</tr>
<tr>
<td>43001</td>
<td>Sponsored Prgms Revenue</td>
</tr>
<tr>
<td>62106</td>
<td>In-St Meals &amp; Lodge</td>
</tr>
</tbody>
</table>
The Header Tab is used to explain the purpose behind the IDT and attach the documentation.

1. Type the explanation in Long Description.
2. Select or type ACTUALS in Ledger Group.
3. Click Attachments (0) to add the documentation.
4. Click Lines tab.

**Note:** The remaining fields are populated. Do not change any values.

The Lines Tab

1. Type or Select the Cost Center in SpeedType.
2. Type or Select the Account in Account.
3. Type the dollar value in Amount. Use Negative sign when appropriate.
4. Type a description in Journal Line Description.
5. Start here for next Accounting Line: Click plus + to add a new line.
6. Type or Select the Cost Center in SpeedType.
7. Type or Select the Account in Account.
8. Type the amount in Amount. Use Negative sign when appropriate.
9. Type reference comments in Journal Line Description.

After getting the lines added, check that Debit and Credit equal.

10. Click Process button. Click Yes. Wait for step to finish.
11. Confirm that Journal Status is V and Budget Status is V.
12. Click Approval tab.
13. Click Process button. Click Yes. Errors are shown on the Errors tab. Correct errors.

**When there are multiple Cost Centers, use this step.**

14. Click if you need to send it to another person.
15. Send the Journal ID to the other user. Wait for confirmation.
Submit to Workflow

1. Click **Approval** tab.
2. Click **Submit** button.
4. Follow instructions to re-open the journal and follow the approval workflow.

Notes

You can only submit to Workflow after the Lines tab shows that the journal is valid (V) in both Journal Status and Budget Status fields.

The journal approvers are listed in order along with a timestamp of their approval.

**No** changes to the journal pages (Header or Lines) are allowed once you submit to workflow!
Find submitted Journal

After creating and submitting to the Cost Center owners, you may need to look at the status of the journal.

On Find an Existing Value, you need to change several values. Follow these steps.

1. Open Gemini Financials from Galaxy.
2. Click Main Menu.
3. Click General Ledger custom.
4. Click IDT Journal Entry.
5. Click Find an Existing Value tab.
6. Type or select DAL01 in Business Unit.
7. Click Contains from criteria on Journal ID.
8. Type ID in Journal ID.
9. Select the blank line from Journal Header Status field.
10. Remove entry form User ID field.
11. Click Search.
12. Click Journal from Search Results.
13. Click Lines tab to review.
14. Click Approval Tab to review Approval status.
15. Click View/Hide Comments to view any comments from the Approver.

Notes on Accounts

Transactions groups expense or revenue accounts. For example, M&O accounts start with 6 while revenue account start with 4. The following table shows a sample of the Account number and Account Names displayed on the Account section.