

Step 1: Retrieve IDT Journal

Approving a Journal

1. Click **Approval** folder tab.
2. Click **Approve or Deny** from Approval Action.
3. Enter *comments* in Deny Comments field.
4. Click **Submit** button.

The screenshot shows the 'Budget Approval' tab selected in the top navigation bar, indicated by a red box labeled '1'. Below the navigation bar, the 'Unit' is 'DAL01', 'Journal ID' is '0000000387', and 'Date' is '01/18/2011'. A 'Submit' button is located to the right, indicated by a red box labeled '4'. The main form area is titled 'Approval Status' and contains the following fields: '*Unit' (DAL01), 'Approval Check Active' (Y), 'Approval Status' (None), 'Approval Action' (a dropdown menu set to 'Approve', indicated by a red box labeled '2'), and 'Deny Comments' (a text area, indicated by a red box labeled '3'). Below the form is an 'Approval History' section. At the bottom of the page, there are navigation buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The breadcrumb trail at the bottom reads 'Budget Header | Budget Lines | Budget Errors | Budget Approval'.

Getting Help

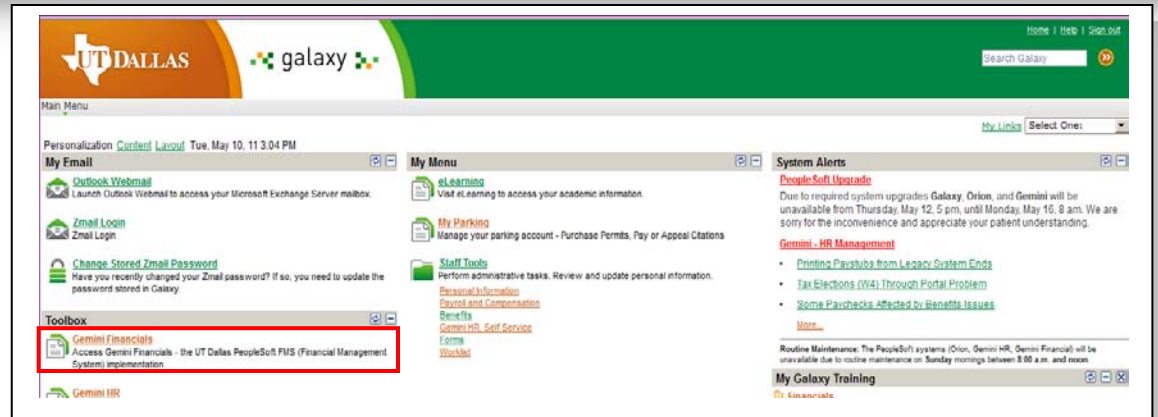
Email:
Phone:

You are viewing the entire journal. All transaction lines are gray. You may see lines that use ChartField values do not recognize. These ChartFields may belong to another approver. By clicking *Approve*, you are approving **all** the lines that use ChartField values for which you are an approver. Verify the following items:

- Make sure the transaction should be a budget journal *not* an actuals journal.
- Transaction is consistent with UT Dallas policy.
- Description makes sense in relationship to the ChartField values.
- Chart strings are correct.
- Amounts are appropriate.

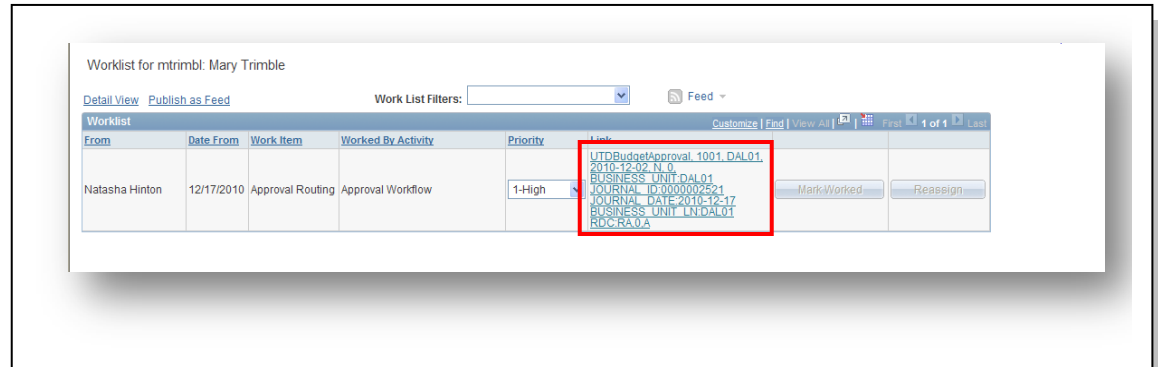
Login to Galaxy

1. Open an Internet browser (IE or FireFox).
2. Login with NetID and password.
3. Select **Gemini Financials**.



Open Worklist

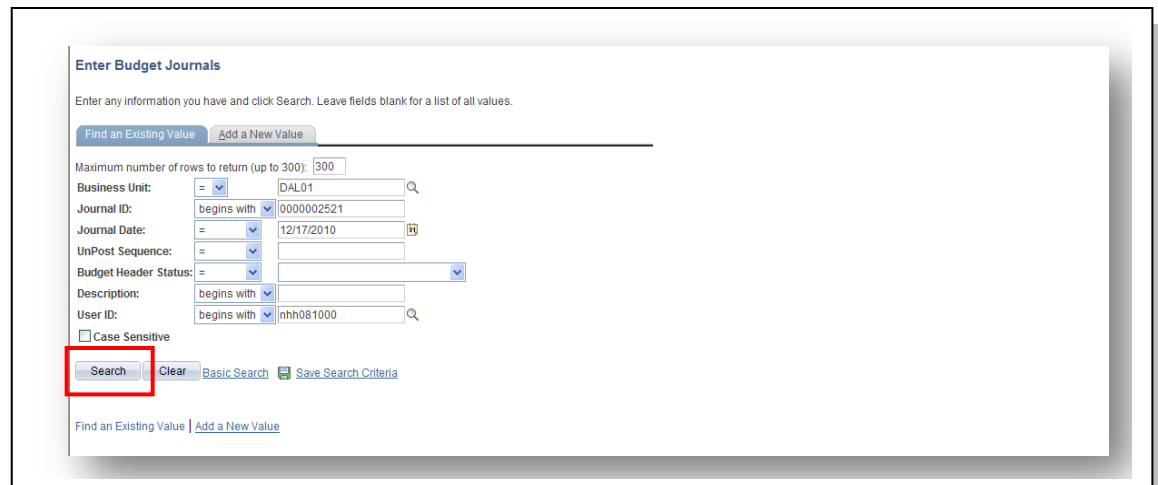
1. Click **Worklist**.
2. Click **Journal ID**.



Open the Journal

You're looking at the journal from your worklist.

1. Click **Search** button.



Open a Cost Center

1. Click the **Cost Center field**.
2. Choose any of the displayed tabs: Budget, Approval, Actuals or Encumbrance.



Change the view on a grid

1. Click **Customize**.
2. Click **Preview** button.
3. Click **Field**.
4. Click Hidden checkbox.
5. When finished, click **OK** button.



