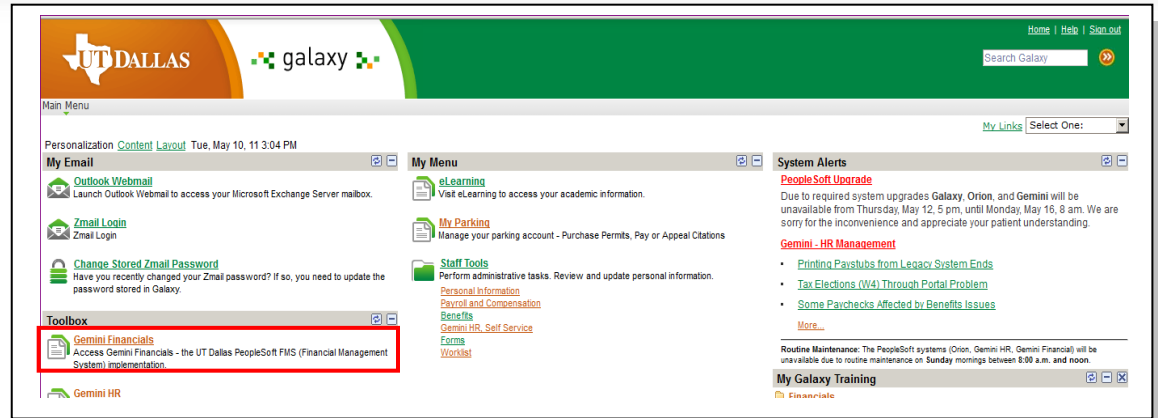


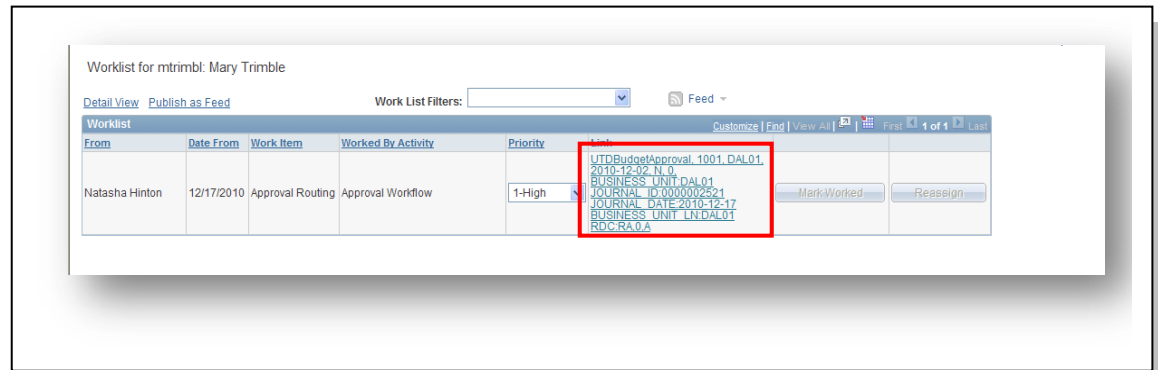
## Login to Galaxy

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



## Start IDT Journal

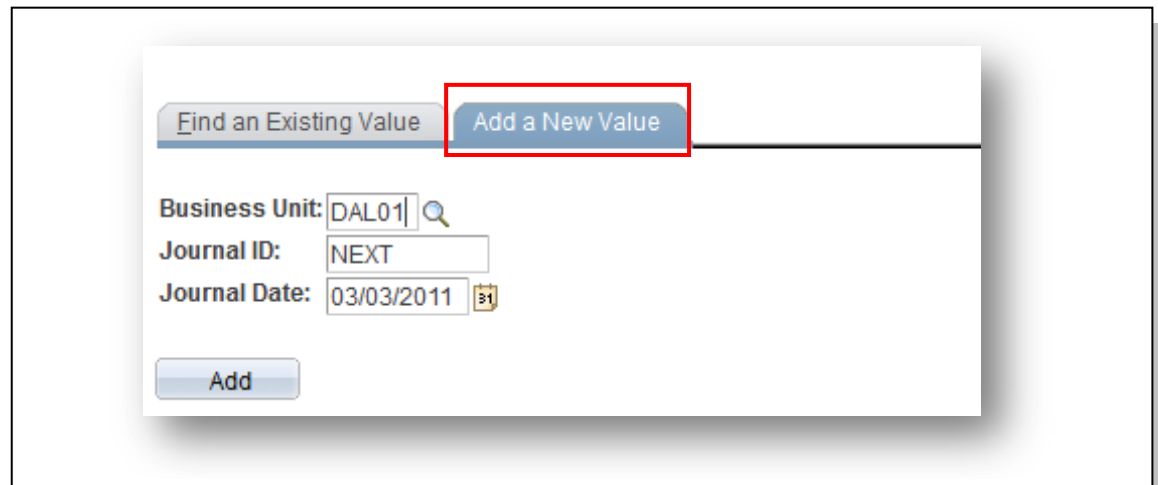
1. Click **Click Main Menu**.
2. Click **General Ledger custom**.
3. Click **IDT Journal Entry**.



## Create a New Journal

You're looking at the journal from your worklist.

1. Click **Add a New Value** folder tab.
2. Type DAL01 in Business Unit.



## Approving a Journal

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

## Getting Help

### Email:

- reporting@utdallas.edu
- Stephanie Williams
- Aaron Weberg

### Phone:

- Financial Help Desk x4547

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.

## Opening a Journal (not using Worklist)

### To start Commitment Control in PeopleSoft:

1. Start **Gemini Financials** menu from Galaxy.
2. Click **Commitment Control**.
3. Click **Enter Budget Journal**.
4. Click **Budget Journals** or **Budget Transfer**.

### To view journals:

5. Enter **DAL01** in Business Unit field.
6. Select **begin with** from criteria dropdown.
7. Enter **Journal ID** in Journal ID field.
8. Delete User ID from User Id field.
9. Click **Search** button.

### To Review:

10. Look at **Budget Header** folder tab.
- Click **Budget Lines** folder tab. Review it.

### To Approve Journal:

11. Click **Budget Approval** folder tab.
12. Click **Approve or Deny** from dropdown list.
13. If you **Deny**, add comments.

### Enter Budget Journals

Enter any information you have and click Search. Leave fields blank for a list of all values.

---

Maximum number of rows to return (up to 300):

Business Unit: =

Journal ID: begins with

Journal Date: =

UnPost Sequence: =

Budget Header Status: =

Description: begins with

User ID: begins with

Case Sensitive

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)