

Header	Lines	Approval
<ul style="list-style-type: none"> • Explain purpose • Select ACTUALS Ledger Group • Attach documentation 	<ul style="list-style-type: none"> • Add Speed Type • Add Account • Add Amount • Notify • Repeat above for each accounting line 	<ul style="list-style-type: none"> • Submit for approval • Approve • Deny

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:

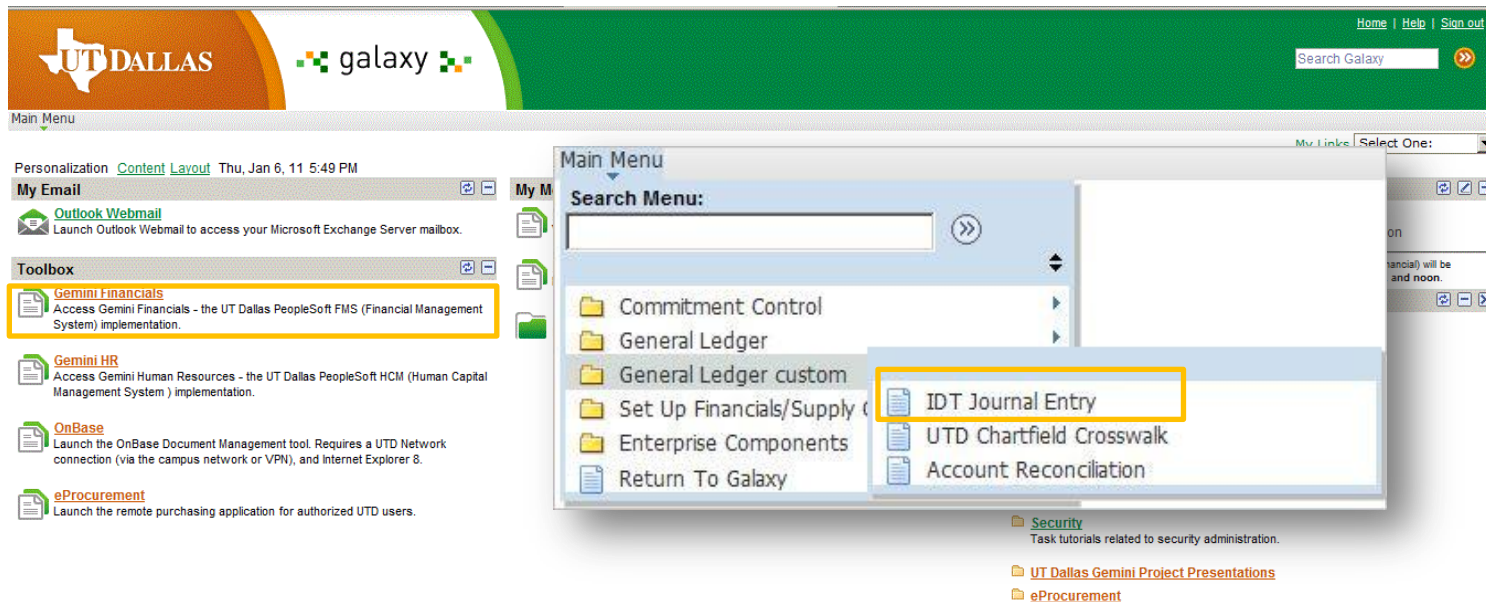
- Cost Center(s) create a Journal online in PeopleSoft.
- ChartField workflow routes to Cost Center(s) Manager for approval.
- Approved and combo valid IDT journals are posted by Finance Office.

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.

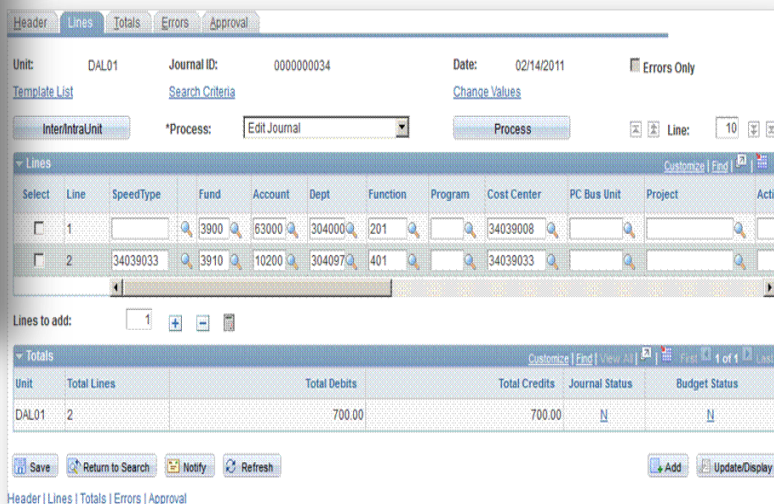
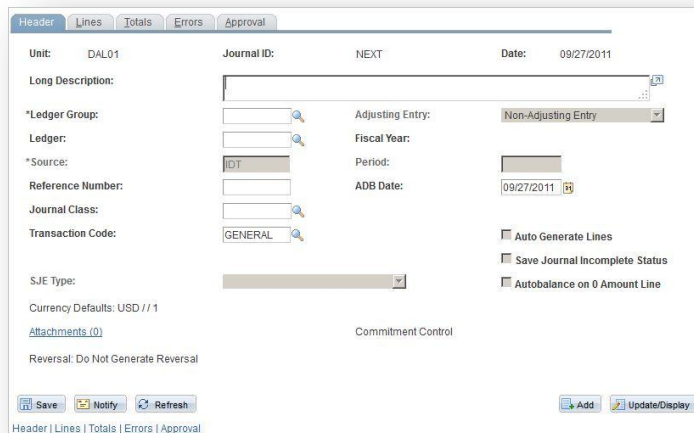
Notes

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 Search Results list. Here are some examples of the Account you might see.

Account Number	Account Name
63001	Consumables
43001	Sponsored Prgms Revenue
62106	In-St Meals & Lodge



Header Tab

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.

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.
3. Close the IDT Journal.
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 an Existing Value | Add a New Value

Journal ID:

Journal Header Status:

Budget Checking Header Status:

User ID:

Attachment Exist:

Case Sensitive

Search Clear Basic Search Save S


Find an Existing Value | Add a New Value

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	0000000974	03/04/2011	0	(blank)	DAL01	Valid	Error	ACTUALS	IDT	USD	4	20	0	move exp from 317003 to 31740	wmh013100-utd	N
DAL01	0000001016	03/04/2011	0	(blank)	DAL01	Valid	Valid	ACTUALS	IDT	USD	4	3400	0	Teaching in the Safran MDP 9&1	sharonp-utd	N
DAL01	0000001062	03/05/2011	0	(blank)	DAL01	Valid	Valid	ACTUALS	IDT	USD	4	156	0	Green and White SOM ballpoint	tkruse-utd	Y
DAL01	0000001146	03/07/2011	0	(blank)	DAL01	Valid	Valid	ACTUALS	IDT	USD	4	14592	0	Telecom charged NanoTech's def	exr063000-utd	N
DAL01	0000001650	03/10/2011	0	(blank)	DAL01	Valid	Valid	OEA	IDT	USD	2	500	0	UT Dallas Debate Team is reser	tkbrown-utd	Y

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.
11. Remove entry form User ID field.
12. Click Search.
13. Select Journal from Search Results.
14. Click Lines tab to review.
15. Click Approval Tab to review Approval status.
16. 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.