

## Add to Favorites

Favorites are similar to standard browser bookmarks for frequently accessed folders and content. Once a favorite is added, it is maintained under the **My Favorites** folder in the Menu pagelet.

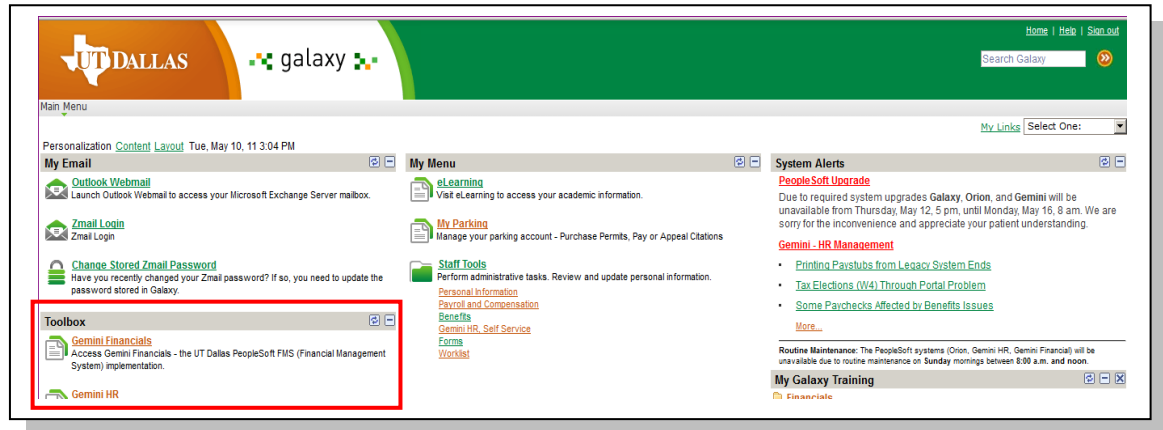
Any desired pages can be added to My Favorites. For this scenario, General Ledger Inquiry pages will be added to **My Favorites**.

**You must login to either Gemini Financials or Gemini HR to use this feature.**

## Login to Galaxy

1. Open an Internet browser (IE or FireFox).
2. Login with NetID and password.
3. Select an application from Toolbox (**Gemini HR or Gemini Financials**).
4. Click **Main Menu**.
5. Click **General Ledger custom**.
6. Click **IDT Journal Entry**.

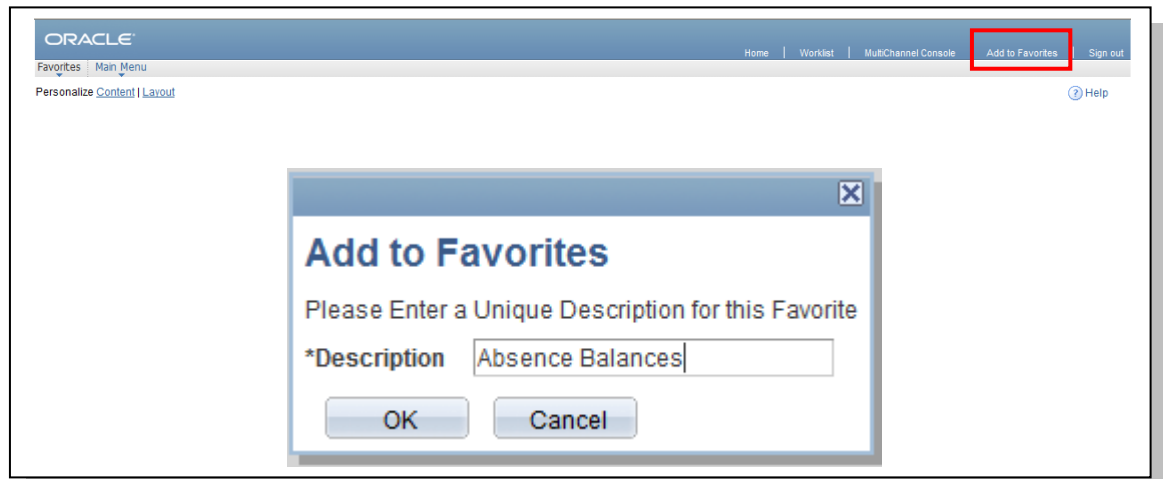
You must display a page in order to create a Favorite.



## Add a Favorite

You must have use this feature from a page.

1. Click **Add to Favorites link**.
2. Type Description in Description.
3. Click Ok.
4. Click  .



## Using a Saved Favorite

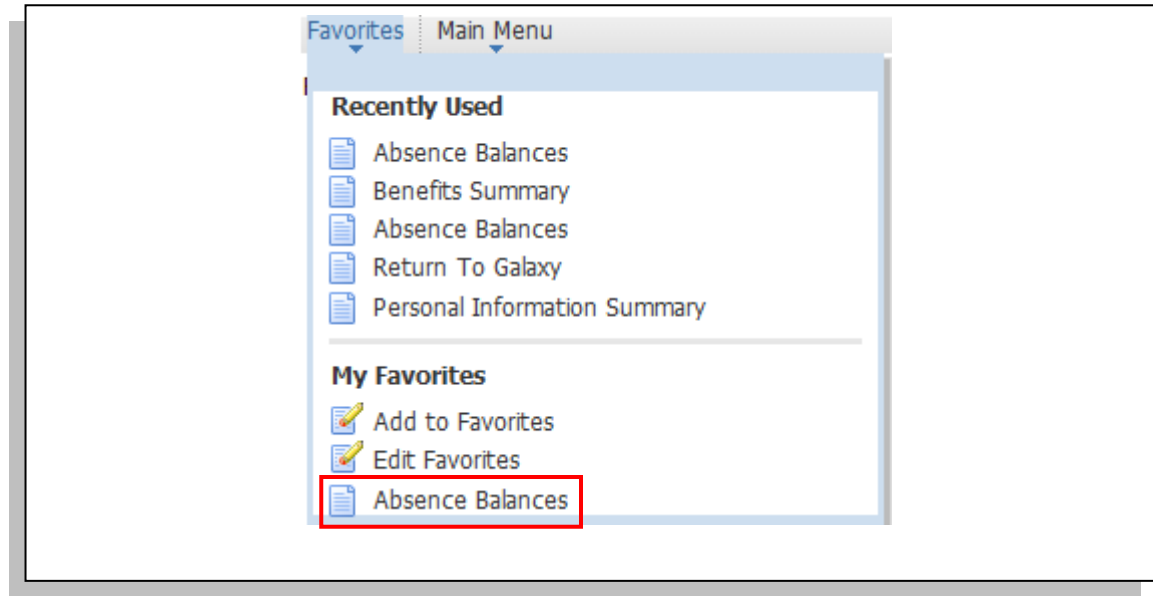
1. Click **Favorites**.
2. Click **a favorite** from **My Favorites**.

Your page displays.

## Getting Help

**Email:**

- pstraining@utdallas.edu
- Letitia Andrews
- Patricia Roffe



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.

