Available Fund Balance Overview Quick Guide

This job aid explains how to use the Available Fund Balance Overview to provide a snapshot of the funds available for a selected cost center. This tool will assist you in planning expenditures for present and future periods.

Galaxy Portal

The Galaxy Launch page can be accessed using the URL: https://galaxy.utdallas.edu
Select Orion Link for the Orion activities.
Select Gemini for HR and Finance activities.

- Select Gemini

The login screen will pop up. Enter in your net id and Password.
Select “Gemini for Departments” homepage, then click on “Budgeting” Tile.

Select “Available FundBalance Overview”

Create an Inquiry Name:
1. Click Add a New Value tab.
2. Type inquiry name in Inquiry.
3. Click Add button.
Fund Balance Search Criteria:

1. Type or select **Fiscal Year**.
2. Type or Select **Business Unit** (DAL01).
3. Type or select **Cost Center**.
4. Click **Search** button.
5. Click **Save** button at the bottom page to keep your inquiry page.
The Balances section of the page shows the current balance for:

1. **Beginning Balance** – available fund balance at the beginning of the fiscal year
2. **Net Current Revenue** – revenue recorded in the ledger since the beginning of the fiscal year
3. **Net Current Expenses** – expense recorded in the ledger since the beginning of the fiscal year
4. **Net Transfers** – transfers recorded since the beginning of the fiscal year
5. **Encumbrances** – all net encumbrances for the year such as salaries, open purchase orders, travel, etc.

For questions and further assistance please contact Accounting and Financial Reporting at [Journals@utdallas.edu](mailto:Journals@utdallas.edu).