Ledger Inquiry Quick Guide

Galaxy Portal

The Galaxy Launch page can be accessed using URL: https://galaxy.tdallas.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.
Establish an Inquiry

Click on “General Ledger” tile.

Select “Ledger”
1. The default tab is “Find an Existing Value,” select search to use an existing Inquiry page.
   a. If no existing Inquiry page is available, select the “Add a New Value” tab.
   b. Name the Inquiry as you wish (example: GL Review)
   c. Select the “Add” button.

2. Populate the Inquiry page as shown below with the details you would like to review.

3. Update “Fiscal year,” “From Period,” and “To Period.”
   a. To see all cost accounts for a particular cost center, the “ChartField Value Set” EXP_NO_CAP_OFFSET may be used rather than specifying individual accounts.
   b. To see all revenue accounts for a particular cost center, the “ChartField Value Set” REVENUE may be used rather than specifying individual accounts.
   c. Select the “Search” button to view results.

**Inquiry Results**

1. Summary results will be displayed.
2. The “Activity” link may be selected to view transaction details.
3. The journal related information is available by selecting the “Journal ID” link.
   a. For journals from sub-systems, there will usually be a journal mask. The screen print above depicts a sub-system journal from Accounts Payable and has a mask of AC.
   b. For manual journals, such as IDTs, related journals information and attachments can be viewed using the “Journal ID” link.
4. Manual journal and IDT view  
   a. Select the journal ID to view details and attachments.
5. Detail of Journals and IDT’s
   a. The other journal details not associated with the cost center and account specified on
      the inquiry page are available by selecting the “Query Journal Lines” button.
   b. The journal attachments are available by selecting the “View Attachment” link.
For questions and further assistance please contact Accounting and Financial Reporting at Journals@utdallas.edu.