

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 screenshot shows the Galaxy portal homepage. At the top is the UTD logo and navigation links: About Us, Academics, Admissions, Costs, Scholarships & Aid, Campus Life, and Research. Below the navigation bar, the text reads "The University of Texas at Dallas > Galaxy" followed by the "Galaxy" heading. A description states: "The Galaxy portal is the starting point for working in the Orion system, Gemini FMS and Gemini HCM. It also provides links to other services such as email and eLearning." Below this, there are two main sections: "Orion" and "Gemini". The "Orion" section includes a book icon and text: "Access to application status, academic records, financial aid and tuition/fees for applicants, students, faculty and staff." The "Gemini" section includes a gear icon and text: "Access to Financial Management System (FMS) and Human Capital Management (HCM)." Above these sections, there is a notification bar with a megaphone icon stating: "Firefox 102.3.0 ESR is the only supported browser for Orion and Gemini. This applies only to faculty, staff and student employees. If you need help downloading the correct browser, here is a helpful article: [Compatible Browser Download](#)." Below this, another notification states: "Scheduled Maintenance: Orion and Gemini may be unavailable on Sundays from 5 a.m. to noon for routine maintenance."

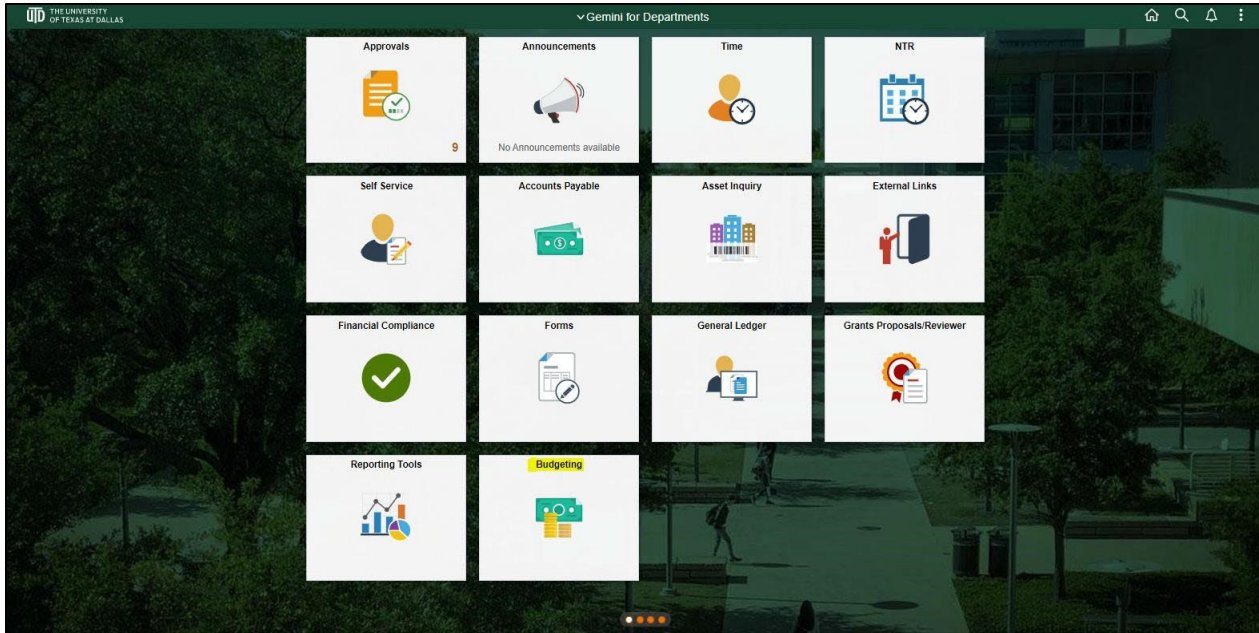
The login screen will pop up. Enter in your net id and Password.

The screenshot shows the login screen for the University of Texas at Dallas. It features the UTD logo on the left. On the right, there are two input fields: "NetID" with the placeholder "Enter Your NetID" and "Password" with the placeholder "Enter Your Password". Below these fields is a green "Login" button. At the bottom, there is a link: "Need Help? Contact the Help Desk" and "Forgot Password? [Reset Your Password](#)". A green banner at the very bottom reads "Do Not Bookmark This Page".

Available Fund Balance Overview Quick Guide

Accounting & Financial Reporting
journals@utdallas.edu

Select “Gemini for Departments” homepage, then click on “Budgeting” Tile.



Select "Available FundBalance Overview"

The screenshot shows the 'Available FundBalance Overview' page. On the left is a 'Budgeting' sidebar with a list of links: 'Available FundBalance Overview' (highlighted), 'Budgets Overview Report', 'Budgets Overview - PS', 'Cost Center Deficit Balances', 'Enter Budget Journals', 'Enter Budget Transfer', 'UTD Reporting Console', and 'Other Related Links'. The main content area has a header 'Available FundBalance Overview' and a sub-header 'Find an Existing Value' with an 'Add a New Value' button. Below this is a 'Search Criteria' section with instructions to 'Enter any information you have and click Search. Leave fields blank for a list of all values.' It includes 'Recent Searches' and 'Saved Searches' dropdowns, an 'Inquiry Name' field with a 'begins with' dropdown, and 'Search' and 'Clear' buttons. At the bottom, there is a placeholder image of a person with a magnifying glass and the text 'Nothing yet Your search results will appear here'.

Create an Inquiry Name:

1. Click **Add a New Value** tab.
2. Type inquiry name in **Inquiry**.
3. Click **Add** button.

Available Fund Balance Overview Quick Guide

The screenshot shows the 'Available FundBalance Overview' page. The sidebar on the left contains links: 'Available FundBalance Overview', 'Budgets Overview Report', 'Budgets Overview - PS', 'Enter Budget Journals', 'Enter Budget Transfer', and 'UTD Reporting Console'. The main area has a header 'Available FundBalance Overview' with buttons 'Find an Existing Value' and 'Add a New Value'. Below this is an 'Inquiry Name' field with the value 'INQ' and an 'Add' button. At the bottom, there are links 'Find an Existing Value' and 'Add a New Value'.

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 screenshot shows the 'Fund Balance Inquiry' page. The sidebar is the same as the previous screenshot. The main area has a header 'Fund Balance Inquiry' and 'Available Fund Balance Overview'. Below this is a form with 'User ID' (yxp094020-utd) and 'Inquiry Name' (FBAL). The 'Search Criteria' section has fields for '*Fiscal Year' (2021), '*Business Unit' (DAL01), and '*Cost Center' (15032001). There are 'Search' and 'Clear' buttons. A 'Note' section provides information about fund balance calculations. At the bottom, there are buttons 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

Available Fund Balance Overview Quick Guide

Accounting & Financial Reporting
journals@utdallas.edu

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.

The screenshot shows the 'Gemini for Departments' interface with a 'Budgeting' header. The 'Fund Balance Inquiry' section is active, displaying the 'Available Fund Balance Overview'. The 'Criteria' section shows the following details:

User ID	Bus Unit	Inquiry Name	Cost Center
yxg094020-utd	DAL01	FBAL	15032001
2021	University of Texas at Dallas		OSPARS

The 'Balances' section displays the following values:

Balance Item	Amount
Beginning Balance	\$36,349.89
+ Net Current Revenue	\$1,050.00
- Net Current Expense	\$55.97
+ Net Transfers	\$0.00
- Encumbrances	\$0.00
- Pre-Encumbrances	\$0.00
Available Balance:	\$37,343.92

At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'. The 'Criteria' and 'Results' tabs are visible at the top of the main content area.

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