

Balance Sheet Reconciliation Quick Guide

Galaxy Portal

The Galaxy Launch page can be accessed 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 paragraph 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 are two informational boxes: one for browser requirements (Firefox 102.3.0 ESR) and another for scheduled maintenance. At the bottom, there are two main service tiles: "Orion" (Access to application status, academic records, financial aid and tuition/fees for applicants, students, faculty and staff.) and "Gemini" (Access to Financial Management System (FMS) and Human Capital Management (HCM).)

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

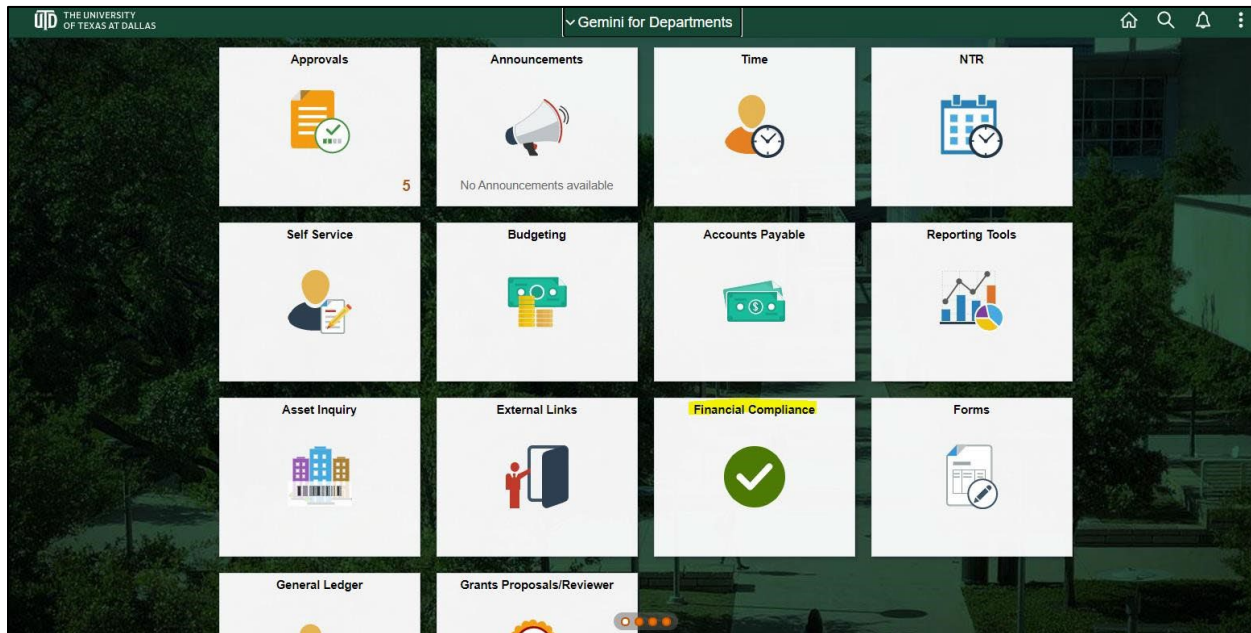
The screenshot shows the login screen. On the left is the UTD logo. To the right, there are two input fields: "NetID" with a placeholder "Enter Your NetID" and "Password" with a placeholder "Enter Your Password". Below these fields is a green "Login" button. At the bottom, there are links for "Need Help? Contact the Help Desk" and "Forgot Password? Reset Your Password". A dark green banner at the very bottom reads "Do Not Bookmark This Page".

Balance Sheet Recon Analyst

Start a new reconciliation:

Select “Gemini for Departments” homepage.

Click on “Financial Compliance” tile.



Enter “DAL01” for Business Unit

Enter “Actuals” for Ledger

Select “Reconciler” for Balance Sheet Recon Role

Click “Search”

Accounting & Financial Reporting
reporting@utdallas.edu

Select account for reconciliation.

January 1, 2024

Balance Sheet Reconciliation Quick Guide

The screenshot shows the 'Balance Sheet Account Reconciliation' interface. Annotations are as follows:

- A**: Points to the 'General Ledger Balance' section showing Balance, Adjustments, and Adjusted Balance.
- B**: Points to the 'Supporting or Subsidiary System Balance' section with 'View' and 'Delete' buttons.
- E**: Points to the 'Corrections / Notes to the Ledger' table header.
- F**: Points to the 'Reference' column in the 'Corrections / Notes to the Supporting or Subsidiary System' table.
- G**: Points to the 'Adjusted Total' field showing 0.000.

Account Purpose: Seq # 8234 - Change BS reconciler for the accounts 13000,15300,23097,25500,29300 Seq # 5152 - Change reconciler from Tina Safai to Briana Powell Seq # 4582 - Change Account Reconciler on 18 accounts inventory

- A. Verify "General Ledger Balance" agrees with Ledger balance.
- B. Enter "Sub Ledger Balance" from subsystem or report, for example: bank statement balance, AP report from AP subsystem, UTIMCO reports balance, etc.
 - a. Click "Add" to attach subsystem report - This is a required field and attachment is mandatory.
- C. Review the activity posted to the account to ensure that detail items are:
 - a. Properly classified to the account,
 - b. Authorized in accordance with university policies, State and Federal laws and regulations, and specific sponsor or donor requirements or restrictions, and
 - c. activity appears in the account.
- D. Ensure that all expected activity appears on the account.
- E. Enter required information for any adjustments to the Ledger. Please note: these fields are for correcting journal entries to the *Ledger* ONLY. A journal entry must be prepared and submitted to Accounting in a timely manner. Note: Transaction Date is the original date when the reconciling item occurred.
 - a. Click "Add Attachment" to attach supporting documentation (Attachment is mandatory if an entry is made)
 - b. Click the "+" button to add more lines as needed.
- F. Enter the required information for any adjustments to the Subsidiary Schedule. Please note: these fields are for corrections that should be entered in the subledger (for example: Student Financials, Accounts Payable vouchers, adjustments by the bank). A request should be submitted for correction in a timely manner. Note: Transaction Date is the original date when the reconciling item occurred.
 - a. Click "Add" to attach supporting documentation (Attachment is mandatory if an entry is made)
 - b. Click the "+" button to add more lines as needed.
- G. Balance should be zero, review and enter corrections if needed. This field is auto calculated.

Once the analysis is complete, all supporting documents are attached and balance is zero; click "Reconcile" to finalize the reconciliation.

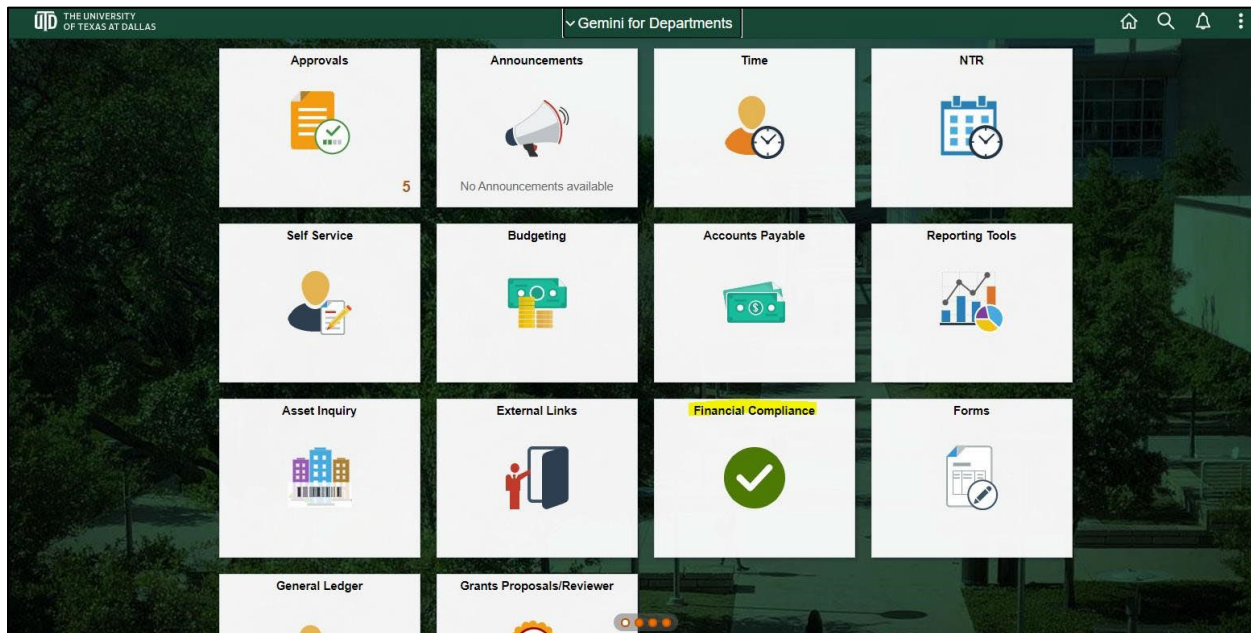
Notify Approvers via e-mail. There are no automated notifications at this time.

Balance Sheet Recon Approver / Reviewer

Review a new reconciliation:

Select “Gemini for Departments” homepage.

Click on “Financial Compliance” Tile.



Enter “DAL01” for Business Unit

Enter “Actuals” for Ledger

Select “Approver” for Balance Sheet Recon Role

Click “Search”

Balance Sheet Reconciliation Quick Guide

Select account for review and approval.

Business Unit	Ledger	Account	Description	Fiscal Year	Quarter	Balance Sheet Recon Role	Reconcile Flag	Approved
DAL01	ACTUALS	10230	Cash - Crow Trust	2021	1	Approver	Y	Y

The reviewer / approver *verifies* that:

1. Analysis includes all of the transactions within this balance sheet account.
2. Ending balances agrees to the general ledger.
3. Ending balances are substantiated with supporting documents.
4. All activities are appropriate and reasonable.
5. Adjustments or corrections, if necessary, have been initiated.

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		2	N					
Balance Should Zero		Adjusted Total		0.000				
Reconcile	Reconciled By	cm133830-utd		Cynthia Milligan	Reconciled Date/Time	04/27/21 10:37AM		
Approve	Approved By				Approved Date/Time			
Deny	Notes							

Click “Approve” if ALL requirements are met.

Click “Deny” and enter notes if all requirements are NOT met. This will allow account reconciler to make necessary corrections and re-submit for review and approval.