

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



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"

Balance Sheet Reconciliation Quick Guide

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- 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"

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Select account for review and approval.

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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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Balance Should Zero	Adjusted Total	0.000		
Reconcile	Reconciled cxm133830-utd By	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.