

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.

	NetID
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uln	Enter Your Password
THE UNIVERSITY OF TEXAS AT DALLAS	Login
	Need Help? Contact the Help Desk Forgot Password? Reset Your Password
Do Not Book	kmark This Page

Establish an Inquiry

Click on "General Ledger" tile.



Select "Ledger"

C Gemini for Departments	General Ledger
Create/Update Journal Entries	Ledger Enter any information you have and click Search. Leave fields blank for a list of all values.
IDT Journal Entry	Find an Existing Value
Edger Ledger	Search Criteria Inquiry Name begins with Search Clear Basic Search Save Search Criteria Find an Existing Value Add a New Value

- 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"
 - b. EXP_NO_CAP_OFFSET may be used rather than specifying individual accounts.
 - c. To see all revenue accounts for a particular cost center, the "ChartField Value Set" REVENUE may be used rather than specifying individual accounts.
 - d. Select the "Search" button to view results.

Gemini for Department	S			Ger	General Ledger						
L edger Inquiry Enter ledger, period, C Ledger Criteria	ChartField and rest of the criteri	a. Click on Search button to exe	ecute the query.								
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Inquiry Results

- 1. Summary results will be displayed.
- 2. The "Activity" link may be selected to view transaction details.

Inquiry Ore clicking on Detail hyper link, you can click on "Ledger Detail Drill-Down Chartfield Display" to display the chartfields that are pertinent to your diry. Ledger Criteria Impuiry Criteria To Inquiry Criteria edger Amount by Currency Implie Impli	Chartfield Display	Detail Drill-Dowr	ient to your	artfields that are pertin	isplay" to display the cf	Drill-Down Chartfield D	on "Ledger Detail [ink, you can click	<mark>y</mark> mary n Detail hyper I	er Inquir er Sum e clicking o
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- 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.

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- 4. Manual journal and IDT view
 - a. Select the journal ID to view details and attachments.

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0000512682	Pur Computer Software N/Inv	04/28/2021		0.00	N	-997.24	USD	-997.24	USD
0000512683	Pur Computer Software N/Inv	04/28/2021		0.00	N	-127.47	USD	-127.47	USD
0000512685	Pur Computer Software N/Inv	04/28/2021		0.00	N	-109.10	USD	-10 <mark>9.1</mark> 0	USD
0000512686	Pur Computer Software N/Inv	04/28/2021		0.00	N	-435.74	USD	-435.74	USD

- 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.

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For questions and further assistance please contact Accounting and Financial Reporting at <u>Journals@utdallas.edu.</u>