

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.

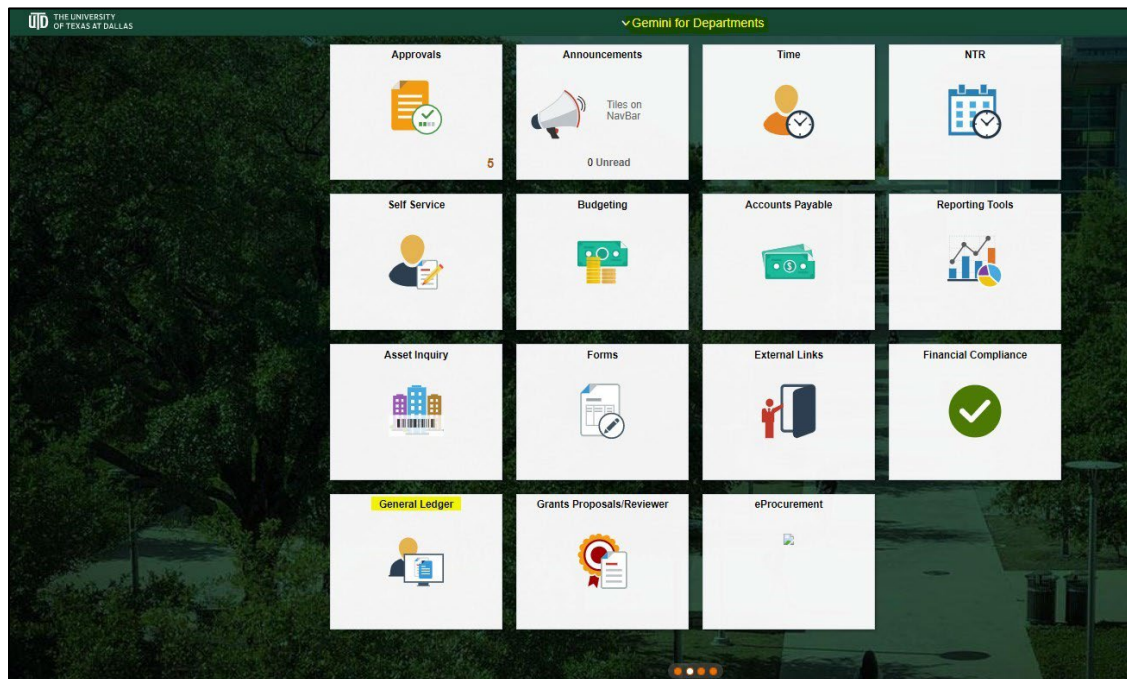
- Select Gemini.

The screenshot shows the Galaxy portal homepage. At the top is the UTD header with navigation links: About Us, Academics, Admissions, Costs, Scholarships & Aid, Campus Life, and Research. Below the header, the page title is "The University of Texas at Dallas > Galaxy". The main heading is "Galaxy". 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 informational boxes. The first box, titled "Firefox 102.3.0 ESR", states it is the only supported browser for Orion and Gemini and provides a link to a helpful article. The second box, titled "Scheduled Maintenance", states that Orion and Gemini may be unavailable on Sundays from 5 a.m. to noon for routine maintenance. Below these are two service tiles. The "Orion" tile, with a book icon, describes access to application status, academic records, financial aid, and tuition/fees. The "Gemini" tile, with a gear icon, describes access to the 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. On 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 is a link "Need Help? Contact the Help Desk" and a link "Forgot Password? Reset Your Password". A green banner at the very bottom of the login area says "Do Not Bookmark This Page".

Click on “General Ledger” tile.



< Gemini for Departments

General Ledger

Create/Update Journal Entries

Dept Journal Upload

IDT Journal Entry

Ledger

Ledger

Ledger

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

▼ 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" 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.
 - d. Select the "Search" button to view results.

Gemini for Departments
General Ledger

Ledger Inquiry

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

Ledger Criteria

Inquiry Name
IQR

*Unit
DAL01

*Ledger
ACTUALS

*Fiscal Year
2021

*From Period
1

*To Period
12

Currency

Stat Code

Date Code View

☐ Show YTD Balance

☐ Show Transaction Details

☐ Include Closing Adjustments

☐ Only in Base Currency

Max Ledger Rows
100

Search Clear Delete

Chartfield Criteria

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account	63002		Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
Adjustment Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Affiliate			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Cost Center	40030033		Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
Department			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Function			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Affiliate			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	

Include Adjustment Periods

Set	Period
<input type="checkbox"/>	998

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.

Accounting & Financial Reporting
reporting@utdallas.edu

► **Ledger Criteria**

Go To [Inquiry Criteria](#) •

Ledger Summary

Transaction Criteria

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

[Gemini for Departments](#)

General Ledger

Ledger Inquiry

Transaction Details

Ledger Criteria

Go To

Inquiry Criteria *

Ledger Summary

Transaction Criteria

Transaction Details

Q

1 of 1

View All

Ledger by Period and Chartfields

Q

1-1 of 1

Period	Account▲	Cost Center	Account Description	Stat
8	63021	12031026	Pur Computer Software N/Inv	

Amount (in Transaction Currency)

16,482.74 USD

Amount (in Base Currency)

16,482.74 USD

Journals

Q

1-21 of 21

Journal ID▲	Line Descr	Date▼	Seq	Stat Amt	N/R	Amount (in Transaction Currency)	Currency	Amount (in Base Currency)▼	Base Currency
0000511314	Pur Computer Software N/Inv	04/01/2021		0.00	N	-704.33	USD	-704.33	USD
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	-109.10	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

- 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.
- The journal attachments are available by selecting the "View Attachment" link.

