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.

**New Galaxy Portal**

The Galaxy Launch page can be accessed in Firefox using the same URL [galaxy.utdallas.edu](http://galaxy.utdallas.edu). Select Orion Link is for the Orion activities. Select Gemini for HR and Finance activities. Click the Gemini Link.

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

Duo will send a push notification to login.
Select “Gemini for Departments” homepage.
Click on “Budgeting” Tile.

Create an Inquiry Name:

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

For additional help with Available Fund Balance Overview, contact Accounting and Financial Reporting at [Journals@utdallas.edu](mailto:Journals@utdallas.edu).