New Galaxy Portal

Go to Galaxy Homepage through Firefox

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
Establish an Inquiry

Click on “General Ledger” tile
Select “Ledger”

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’d like to review
   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
   c. Select the “Search” button to view results
Review Transaction Detail Using Ledger Inquiry
Inquiry Results

3. Summary results will be displayed
4. The “Activity” link may be selected to view transaction details
5. 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 journals 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

![Ledger Inquiry Screen](image)

<table>
<thead>
<tr>
<th>Period</th>
<th>Account</th>
<th>Cost Center</th>
<th>Account Description</th>
<th>Stat</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021</td>
<td>30002</td>
<td>40030033</td>
<td>General Office Supplies</td>
<td>20.55 USD</td>
</tr>
</tbody>
</table>

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<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>AC00510520</td>
<td>AP Invoices</td>
<td>03/19/2021</td>
<td>0.00</td>
<td>N</td>
<td>76.56 USD</td>
<td>76.56 USD</td>
<td>USD</td>
</tr>
</tbody>
</table>
6. Manual journal and IDT view
   a. Select the journal ID to view details and attachments
7. 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

If you have any questions regarding this procedure, contact Accounting and Financial Reporting at extension 972-883-2352.