Available Fund Balance Overview

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.

The Balances section of the page shows the current balance for:

A. Beginning Balance – available fund balance at the beginning of the fiscal year
B. Net Current Revenue – revenue recorded in the ledger since the beginning of the fiscal year
C. Net Current Expenses – expense recorded in the ledger since the beginning of the fiscal year
D. Net Transfers – transfers recorded since the beginning of the fiscal year
E. Encumbrances – all net encumbrances for the year such as salaries, open purchase orders, travel, etc.

The Available Fund Balance is not the same as Available Budget on Budget Overview. The Available Fund Balance needs to be budgeted in order to be spent.

Available Fund Balance is not used for sponsored project cost centers.

How to log in to Galaxy

Logging in:
1. Go to an Internet browser (accepted browsers include Internet Explorer, Firefox, Safari or Chrome).
2. Type http://galaxy.utdallas.edu
3. Press Enter.
4. Type NetID and Password. Press Sign In button.
5. Click Gemini Financials.
6. Click Main Menu. Click General Ledger custom.
   Click Available FundBalance Overview.

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

4. Type or select Fiscal Year (2012).
5. Type or Select Business Unit (DAL01).
6. Type or select Cost Center.
7. Click Search button.
8. Click Save button at the bottom page to keep your inquiry page.
Available Fund Balance Overview Quick Guide

For additional help with Available Fund Balance Overview, contact Accounting and Financial Reporting at reporting@utdallas.edu or 972-883-4547