Login to Galaxy

1. Open an Internet browser (IE or FireFox).
2. Login with NetID and password.
3. Select **Gemini Financials**.

Open Commitment Control

1. Click **Main Menu**.
2. Click **Commitment Control**.
3. Click **Review Budget Activities**.
4. Click **Budgets Overview**.

Getting Help

Email:
- Budget Office
- Your Budget Analyst

Phone:
- Your Budget Analyst
- Mary Trimble at x6343 or
- David Gaarder at x6374
Complete Criteria
1. Type DAL01 in Business Unit.
2. Select Ledger Inquiry Set from Ledger Group/Set.
3. Select Inquiry or PED in Ledger Group.
4. Click Detail Budget Period in Type of Calendar.
5. Type Cost Center or Department in Chartfield Criteria.

You are viewing the entire journal. All transaction lines are gray. You may see lines that use ChartField values do not recognize. These ChartFields may belong to another approver. By clicking Approve, you are approving all the lines that use ChartField values for which you are an approver. Verify the following items:

- Make sure the transaction should be a budget journal not an actuals journal.
- Transaction is consistent with UT Dallas policy.
- Description makes sense in relationship to the ChartField values.
- Chart strings are correct.
- Amounts are appropriate.
Opening a Journal (not using Worklist)

To start Commitment Control in PeopleSoft:
1. Start Gemini Financials menu from Galaxy.
2. Click Commitment Control.
3. Click Enter Budget Journal.
4. Click Budget Journals or Budget Transfer.

To view journals:
5. Enter DAL01 in Business Unit field.
6. Select begin with from criteria dropdown.
8. Delete User ID from User Id field.
9. Click Search button.

To Review:
10. Look at Budget Header folder tab.
    Click Budget Lines folder tab. Review it.