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Getting Started with Galaxy and PeopleSoft Reports

1. In the web browser, enter www.utdallas.edu.
2. In the top right corner of webpage, click GALAXY.

3. Enter your NetID and Password.

4. Click the Sign In button.

Once in Galaxy, depending on the location of the report, select one of the following Toolbox selections:

- Gemini Financials
- Gemini HR
- Business Intelligence Reports (OBIEE Reports)

Note: Report location will be indicated for each individual report
Accessing PeopleSoft Query

Once you have logged into PeopleSoft Gemini Financials or Gemini HR there are two main areas in PS Query you will be able to access:

• Query Viewer
• Schedule Query

Query Viewer allows the ability to run queries that retrieve selected data.

Query Scheduler allows the ability to run queries that have an output that is too large to view in Query Viewer. Query Scheduler also allows the ability to run a query at a set time (daily, weekly, monthly) and deliver data via Microsoft Outlook.

Query Viewer

Use the following menu paths to access Query Viewer:

• Gemini Financials > Main Menu > Reporting Tools > Query > Query Viewer
1. Enter the Query Name in the box next to *begins with*.

2. Click the Search button.

3. Click **Excel** under the Run to Excel column to retrieve results in Excel format or **HTML** under the Run to HTML column to retrieve results in Hypertext Markup Language format.

At this point, the results can be retrieved in **Excel**, **HTML** or a series of Prompts will need to be answered in order for the results to be retrieved.
Example of Excel Retrieval Results:

For Excel Retrieval, Click **OK** button.

Example of HTML Retrieval Results:

For the HTML Retrieval Result choose the format to download data. Click **Excel Spreadsheet** or **CSV Text File** for best results.
Example of Prompts Retrieval Results:

Once the Prompts appear, enter answer for each prompt and Click View Results.

Schedule Query

Query Scheduling can be accessed through the following:

- Option 1: Query Viewer
- Option 2: Schedule Query

Option 1 to Schedule a query:

Gemini Financials > Main Menu > Reporting Tools > Query > Query Viewer
1. Enter the Query Name in the box next to **begins with**.
2. Click **Search**.

3. Click **Schedule** under Schedule column. You will notice the query name populates automatically. The system will require you to enter a new **Run Control ID** the first time you schedule a query.
**Run Control IDs** are tied to a user ID and are visible only to the creator. Instead of entering the same values each time a query is scheduled; a Run Control can be saved with these settings. The next time the query is scheduled, the Run Control ID is selected and the system completes the settings with the previously defined parameters.

4. Enter a Run Control ID, using alpha numeric characters with no spaces (up to 30 characters). Underscore should be used for spacing. Create a meaningful Run Control ID. Keep in mind, Run Control IDs cannot be deleted.

5. Click Add.

*If there are prompt(s) associated with the query, a pop up screen will appear asking you to populate the prompt(s). Not all queries will have prompt(s).

6. Enter a Description. The Description will be your Report Name.
7. Click the **Apply** button.

The **Process Scheduler Request** screen will appear. This is where you can setup the time for the query to run. Select additional choices on how the **Scheduled Query** will run.

- **Server Name** should remain blank.
- **Run Date** and **Run Time** indicates when the **Scheduled Query** will run. The default settings are to run the **Scheduled Query** immediately. **Scheduled Queries** can also be run at future dates and times.
- **Recurrence** will indicate how frequently the **Schedule Query** should run. If you want this scheduled query to run on a recurring schedule, make a selection from the **Recurrence** dropdown list. Leave blank for a one-time occurrence.
From the **Process List**, use the dropdowns to make the below choices.

- **Type** (Email/Feed/File/IB Node/Web/Window). It is recommended to run **Large Result Delivered Queries** as Web.
- **Format** (HTM/PDF/TXT/XFORM/XLS/XML/XMLP). It is recommended to run **Large Result Delivered Queries** as a **TXT** format. This will result in an Excel output file.
- **Distribution** allows you to indicate a specific folder in Report Manager for your query to be housed in and send the report to others. See below screenshot for details.

If you want to send this report via email, please click dropdown list and choose “Email”. Then you will be able to add email subject and message text later in below screenshot.
8. You will return to the Process Scheduler Request screen. Click OK button.
A **Process Instance Number** will be assigned after the query is run. **Process Monitor** and **Report Manager** can be accessed at this point.

![Schedule Query](image)

See Instructions in **Process Monitor** section.
Option 2 to Schedule a query:

Gemini Financials > Main Menu > Reporting Tools > Query > Schedule Query

1. The **Schedule Query** page will appear, prompting you to either create a new or find an existing **Run Control ID**.
2. Click **Add a New Value** tab.
3. Type a Run Control ID, using alpha numeric characters with no spaces (up to 30 characters). Underscore should be used for spacing. Create a meaningful Run Control ID. Keep in mind, Run Control IDs cannot be deleted.
4. Click **Add** button.

5. Enter the **Query Name**.
6. Click the **Search** button.

7. Click on the **Query Name**.
If there are prompt(s) associated with the query, a pop up screen will appear asking you to populate the prompt(s). Not all queries will have prompt(s).

8. Click the Run button.
9. The Process Scheduler Request screen will appear. All the following steps will be the same with Option 1. Click OK to finish the process.
To view how a query has been scheduled to run in the future, go to the Process Monitor.

- **Option 1:** Click *Process Monitor* from the Schedule Query page
- **Option 2:** *Main Menu > People Tools > Process Scheduler > Process Monitor*

If the Run Status is *processing* click the **Refresh** button until the Run Status changes to *Success* and the Distribution Status changes to *Posted*. You will need to click the Refresh button several times before the statuses change.

Click **Details** to view the link to the report.

Click **View Log/Trace**.
Under **File List**, the **Query Name** will be indicated. Click on the file **Name**.

Click **OK** to view the report.
Gemini Financial Reports

Budget/Actual Data Reports

Revenue & Expense Data Report

**Navigation:** Gemini Financials > Main Menu > Reporting Tools > Query > Query Viewer

**Report Location:** Gemini Financials

**Report Name:** BD_OP_EX_REV_P

**Report Purpose:** This report returns Budgeted and Actual Revenue and Expenses by Department with the option to include Cost Center (Cost Center is not required).

1. Enter current Fiscal Year.
2. **To Period** defaults to 12 but can be changed.
3. Enter Dept ID. Entire 6 digit Department ID can be entered along with % wildcard; or, enter digit(s) 1 thru digit 5 with the % wildcard (examples 304%, 30%, 3%).
4. Enter Cost Center which is optional.
5. Click **View Results** button to view results.

### BD_OP_EX_REV_P - Revenue & Expense Budget Data

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year*</td>
<td></td>
</tr>
<tr>
<td>To Period (Defaults to 12):</td>
<td>12</td>
</tr>
<tr>
<td>Dept ID* (Must end in %):</td>
<td></td>
</tr>
<tr>
<td>Cost Center (Optional):</td>
<td></td>
</tr>
<tr>
<td>View Results</td>
<td></td>
</tr>
</tbody>
</table>

**Fields included in report:**

- Fund
- Function
- Department
- Cost Center
- Expense Budget
- Encumbrance
- Available Expense
- Recognized Revenue
- Available Revenue
- Fund Description
- Function Description
- Department Description
- Cost Center Description
- Expense
- Pre-Encumbrance
- Revenue Budget
- Collected Revenue
Revenue & Expense Data by Account Report

Navigation: Gemini Financials > Main Menu > Reporting Tools > Query > Query Viewer

Report Location: Gemini Financials

Report Name: BD_OP_EX_REV_BY_ACCT_P

Report Purpose: This report returns Budgeted and Actual Revenue and Expenses by Department including budget account number with the option to include Cost Center (Cost Center is not required).

1. Enter current Fiscal Year.
2. To Period defaults to 12 but can be changed.
3. Enter Dept ID. Entire 6 digit Department ID can be entered along with % wildcard; or, enter digit(s) 1 thru digit 5 with the % wildcard (examples 304%, 30%, 3%).
4. Enter Cost Center which is optional.
5. Click View Results button.

Fields included in this report:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Fund Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Function</td>
<td>Function Description</td>
</tr>
<tr>
<td>Department</td>
<td>Department Description</td>
</tr>
<tr>
<td>Cost Center</td>
<td>Cost Center Description</td>
</tr>
<tr>
<td>Account</td>
<td>Account Description</td>
</tr>
<tr>
<td>Expense Budget</td>
<td>Expense</td>
</tr>
<tr>
<td>Encumbrance</td>
<td>Pre-Encumbrance</td>
</tr>
<tr>
<td>Available Expense</td>
<td>Revenue Budget</td>
</tr>
<tr>
<td>Recognized Revenue</td>
<td>Collected Revenue</td>
</tr>
<tr>
<td>Available Revenue</td>
<td></td>
</tr>
</tbody>
</table>
➢ UTD ARA Query

**Navigation:** Gemini Financials > Main Menu > General Ledger Custom > Account Reconciliation > UTD ARA Query

**Report Location:** Gemini Financials

**Report Name:** UTD ARA Query

**Report Purpose:** This query allows users to retrieve transaction-level data by ranges of information. Data can be downloaded and used in FlickBooks.

1. Click **Add a New Value** and give the Run Control ID a name. (Note: there should be no space in the name.). Click **Add** button to setup query criteria.
2. Add query criteria.
   a. **Business Unit = DAL01**
   b. **Fiscal Year**
   c. **Acct Period**
   d. **Dept:** Entire 6 digit Department ID can be entered along with % wildcard; or, enter digit(s) 1 thru digit 5 with the % wildcard (examples 304%, 30%, 3%).
   e. **Cost Center**
   f. **Account**
   g. **Exclude:** Gives the ability to exclude Account, Cost Center, DeptID, Fund Code that you do not want to include from the ranges set up above.

You can also search for values by clicking lookup icon to obtain list of values to select from.

3. Click **Run** button on the top right. This will take you to the **Process Scheduler Request** screen. Then Click **OK** button when you are ready to run it. Please See **Schedule Query** section for details.
Awards and Project Reports

- Sponsored Programs Budget Information Report

**Navigation:** Gemini Financials > Main Menu > Reporting Tools > Query > Query Viewer

**Report Location:** Gemini Financials

**Report Name:** BD_SP_BUDGET_W_IDC_DETAIL_P

**Report Purpose:** This report returns Sponsored Programs Budget Information by Department with the option of including Cost Center in search. Sponsored programs are projects funded by a grant, contract, or cooperative agreement under which the University agrees to perform a certain scope of work, according to specified terms and condition, and for a specific budgeted amount. Sponsored projects include funds from Federal, State, local and private sources.

1. Enter **Dept ID**. Entire 6 digit Department ID can be entered along with % wildcard; or, enter digit(s) 1 thru digit 5 with the % wildcard (examples 304%, 30%, 3%).
2. Enter **Cost Center** or search for cost center by clicking lookup icon to obtain list of cost center to select from. Include Cost Center is optional.
3. Click **View Results** button.

### BD_SP_BUDGET_W_IDC_DETAIL_P - Sponsored Budget Information

<table>
<thead>
<tr>
<th>Dept ID* (must end with %):</th>
<th>Cost Center (Optional):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Fields included in this report:**

- Department ID
- Department Description
- Project
- Project Description
- Cost Center
- Cost Center Description
- Ref Awd #
- Begin Date
- End Date
- CFDA
- PI Name
- Customer
- Category (Direct or In-Direct)
- Expense Budget
- Expense
- Encumbrance
- Pre-Encumbrance
- Available Expense
Student Reports

- Bursar Balance Sheet by Account Report

Navigation: Gemini Financials > Main Menu > Reporting Tools > Query > Query Viewer

Report Location: Gemini Financials

Report Name: RPT_BURSAR_BALSHT_BY_ACCT_P

Report Purpose: The report returns balance sheet transaction amount by balance sheet account as of a particular year and period.

RPT_BURSAR_BALSHT_BY_ACCT_P - Busar Balance Sheet by Acct

<table>
<thead>
<tr>
<th>Year:</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>To Period:</td>
<td>0</td>
</tr>
</tbody>
</table>

1. Enter Year.
2. Enter To Period.
3. Click View Results button.

Fields included in this report:

<table>
<thead>
<tr>
<th>Tree Name</th>
<th>Tree Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tree Parent Node</td>
<td>Fiscal Year</td>
</tr>
<tr>
<td>Account Number</td>
<td>Account Description</td>
</tr>
<tr>
<td>Account Sum Amount</td>
<td>Name</td>
</tr>
</tbody>
</table>
➢ **Tuition Revenue by Account Report**

**Navigation:** Gemini Financials > Main Menu > Reporting Tools > Query > Query Viewer

**Report Location:** Gemini Financials

**Report Name:** RPT_TUITION_REV_BY_ACCT_P

**Report Purpose:** The report returns tuition revenue transaction amounts by revenue account as of a particular year and period. The report includes programs which indicate semesters (fall, spring and summer description).

```
RPT_TUITION_REV_BY_ACCT_P - Tuition Detail by Acct and Prg

Year: [ ]
To Period: [ ]

View Results
```

1. Enter **Year**.
2. Enter **To Period**.
3. Hit **View Results** button.

Fields included in this report:

<table>
<thead>
<tr>
<th>Tree Name</th>
<th>Tree Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tree Parent Node</td>
<td>Fiscal Year</td>
</tr>
<tr>
<td>Account Number</td>
<td>Account Description</td>
</tr>
<tr>
<td>Program Number</td>
<td>Program Description</td>
</tr>
<tr>
<td>Account Sum Amount</td>
<td></td>
</tr>
</tbody>
</table>
Cost Center Reports

Use the following menu paths to access Queries:

- Gemini Financials > Main Menu > General Ledger Custom > CC Queries (see list of 5 reports)
Active Cost Center Listing by Department ID Report

Navigation: Gemini Financials > Main Menu > General Ledger Custom > CC Queries > Active CC Listing by Deptid

Report Location: Gemini Financials

Report Name: Active CC Listing by Deptid

Report Purpose: Provides a list of all active cost center(s) by an individual department or range of departments.

1. To search for an individual department, enter the same 6 digit department number in the From DeptID and To DeptID fields.
   
   From DeptID: 304000
   To DeptID: 304000

2. To search for a range of departments, enter the starting 6 digit department in the From DeptID field and the ending 6 digit department in the To DeptID field.
   
   From DeptID: 304000
   To DeptID: 308000

3. Click View Results Button or Click ENTER

   Note: The % wildcard can also be used in the From/To DeptID fields.

Fields included in this report:

<table>
<thead>
<tr>
<th>Status</th>
<th>Status Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department ID</td>
<td>Department Description</td>
</tr>
<tr>
<td>Cost Center</td>
<td>Cost Center Description</td>
</tr>
</tbody>
</table>
Active/Inactive Status by Cost Center Report

Navigation: Gemini Financials > Main Menu > General Ledger Custom > CC Queries > Active/Inactive Status by CC

Report Location: Gemini Financials

Report Name: Active/Inactive Status by CC

Report Purpose: Provides a list of all active or inactive cost center(s) by an individual cost center or range of cost centers. (Frozen cost centers are included.)

1. To search for an individual Cost Center, enter the same 8 digit cost center number in the From Cost Center and To Cost Center fields.

   ![From Cost Center: 34051075 To Cost Center: 34051075](image1)

2. To search for a range of cost centers, enter the starting 8 digit cost center in the From Cost Center field and the ending 8 digit cost center in the To Cost Center field.

   ![From Cost Center: 34051075 To Cost Center: 34090001](image2)

3. Click View Results Button or Click ENTER

   Note: The % wildcard can also be used in the From/To Cost Center fields.

Fields included in this report:

<table>
<thead>
<tr>
<th>Status</th>
<th>Status Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Center</td>
<td>Cost Center Long Description</td>
</tr>
<tr>
<td>Cost Center Short Description</td>
<td></td>
</tr>
</tbody>
</table>
Listing of Frozen Cost Centers Report

Navigation: Gemini Financials > Main Menu > General Ledger Custom > CC Queries > Listing of frozen cost centers

Report Location: Gemini Financials

Report Name: Listing of frozen cost centers

Report Purpose: Provides a list of frozen cost center(s) by an individual cost center or range of cost centers. A cost center is frozen when the cost center is in the process of being inactivated but balances have yet to clear. Once the balance has been cleared, the cost center is inactivated. A cost center can also be frozen if the cost center has been requested not to be used but not inactivated so that the cost center can be used at a later date.

1. To search for an individual Cost Center, enter the same 8 digit cost center number in the From Cost Center and To Cost Center fields.

   ![From Cost Center: 34051075
   To Cost Center: 34051075]

2. To search for a range of cost centers, enter the starting 8 digit cost center in the From Cost Center field and the ending 8 digit cost center in the To Cost Center field.

   ![From Cost Center: 34051075
   To Cost Center: 34090001]

3. Click View Results Button or Click ENTER

   Note: The % wildcard can also be used in the From/To Cost Center fields.

Fields included in this report:

<table>
<thead>
<tr>
<th>Status</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Center</td>
<td>Cost Center Description</td>
</tr>
<tr>
<td>Department ID</td>
<td>Department Description</td>
</tr>
</tbody>
</table>
Cost Center Listing All Values Report

Navigation: Gemini Financials > Main Menu > General Ledger Custom > CC Queries > Cost Center Listing All Values

Report Location: Gemini Financials

Report Name: Cost Center Listing All Values

Report Purpose: Provides a list of all active cost center(s) including associated chartfield values (Frozen cost centers are included). ChartFields can be thought of as “short codes” that represent a longer string of numbers used to categorize financial and budgetary transactions. For example: Program, Fund, and Account. Cost center(s) can be searched by an individual cost center or range of cost centers.

1. To search for an individual Cost Center, enter the same 8 digit cost center number in the From Cost Center and To Cost Center fields.

   From Cost Center: 34051075
   To Cost Center: 34051075

2. To search for a range of cost centers, enter the starting 8 digit cost center in the From Cost Center field and the ending 8 digit cost center in the To Cost Center field.

   From Cost Center: 34051075
   To Cost Center: 34090001

3. Click View Results Button or Click ENTER

   Note: The % wildcard can also be used in the From/To Cost Center fields.

Fields included in this report:

<table>
<thead>
<tr>
<th>Status</th>
<th>Status Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Center</td>
<td>Cost Center Description</td>
</tr>
<tr>
<td>Department Id</td>
<td>Department Description</td>
</tr>
<tr>
<td>Fund</td>
<td>Fund Description</td>
</tr>
<tr>
<td>Function</td>
<td>Function Description</td>
</tr>
<tr>
<td>PC Bus Unit</td>
<td>Project</td>
</tr>
<tr>
<td>Activity</td>
<td></td>
</tr>
</tbody>
</table>
Cost Center Owner/Approvers Report

**Navigation:** Gemini Financials > Main Menu > General Ledger Custom > CC Queries > Cost Center Owner/Approvers

**Report Location:** Gemini Financials

**Report Name:** Cost Center Owner/Approvers

**Report Purpose:** Provides a list of all active and inactive cost center(s) owners and approvers. Cost center(s) can be searched by an individual cost center or range of cost centers.

1. To search for an individual Cost Center, enter the same 8 digit cost center number in the From Cost Center and To Cost Center fields.

   - **From Cost Center:** 34051075
   - **To Cost Center:** 34051075

2. To search for a range of cost centers, enter the starting 8 digit cost center in the From Cost Center field and the ending 8 digit cost center in the To Cost Center field.

   - **From Cost Center:** 34051075
   - **To Cost Center:** 34090001

3. Click View Results Button or Click ENTER

   Note: The % wildcard can also be used in the From/To Cost Center fields.

Fields included in this report:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SetID</td>
<td></td>
</tr>
<tr>
<td>Status</td>
<td></td>
</tr>
<tr>
<td>Status Effective Date</td>
<td></td>
</tr>
<tr>
<td>Cost Center Description</td>
<td></td>
</tr>
<tr>
<td>Attribute</td>
<td></td>
</tr>
<tr>
<td>Descript</td>
<td></td>
</tr>
<tr>
<td>Field Name</td>
<td></td>
</tr>
<tr>
<td>Attribute Value</td>
<td></td>
</tr>
</tbody>
</table>
Gemini HR Reports

How to Access Reports and Download Data in Gemini HR

Once in Galaxy, select Gemini HR from Toolbox selection.

Use the following menu paths to access Queries:

Gemini HR > Main Menu > UTD Customizations > UTD Budget Customizations > Queries

A pop up screen will appear asking you to populate the prompt(s) for all HR queries.

Populate Prompts.

Click View Results button.

Results will be viewed online.

For Download results in: Click Excel Spreadsheet or CSV Text File for best results.
Click OK button.
Payroll Reports

Use the following menu paths to access Queries:

- **Gemini HR > Main Menu > UTD Customizations > UTD Budget Customizations > Queries > Payroll Distribution Queries**

- **Gemini HR > Main Menu > UTD Customizations > UTD Budget Customizations > Queries > Payroll Encumbrance Queries**
Labor Distribution by Department Report

**Navigation:** Gemini HR > Main Menu > UTD Customizations > UTD Budget Customizations > Queries > Payroll Distribution Queries > Labor Distribution by Dept

**Report Location:** Gemini HR

**Report Name:** Labor Distribution by Dept

**Report Purpose:** Allows users to search for payroll transactions that haven't been posted yet. The dollar amounts displayed in this query have already been confirmed by payroll and can’t be changed until the next payroll cycle. However, the funding cost centers can be changed before posting, as long as the appropriate documentation (approved ePAR or Budget Workbook) are on file in the Budget Office.

1. Click **Date Lookup Icon** to select **Pay Period End** date.
2. Enter **Department ID**.
3. Click **View Results** button.

Fields included in this report:

<table>
<thead>
<tr>
<th>Dept ID</th>
<th>ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Position</td>
</tr>
<tr>
<td>Pay Period End</td>
<td>Group</td>
</tr>
<tr>
<td>Earn Code</td>
<td>Period</td>
</tr>
<tr>
<td>Earns End</td>
<td>Job Code</td>
</tr>
<tr>
<td>Fund</td>
<td>Dist Status</td>
</tr>
<tr>
<td>Rdist GL</td>
<td>Pay End Date</td>
</tr>
<tr>
<td>Function</td>
<td>Earnings</td>
</tr>
<tr>
<td>Account</td>
<td>Cost Center</td>
</tr>
<tr>
<td>Check Nbr</td>
<td></td>
</tr>
</tbody>
</table>

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Labor Distribution by Department Semi-monthly

Navigation: Gemini HR > Main Menu > UTD Customizations > UTD Budget Customizations > Queries > Payroll Distribution Queries > Labor Dist Dept Semi-monthly

Report Location: Gemini HR

Report Name: Labor Dist Dept Semi-monthly

Report Purpose: Allows users to search for semi-monthly payroll transactions that haven't been posted yet. The dollar amounts displayed in this query have already been confirmed by payroll and can't be changed until the next payroll cycle. However, the funding cost centers can be changed before posting, as long as the appropriate documentation (approved ePar or Budget Workbook) are on file in the Budget Office.

1. Click Date Lookup Icon to select Pay Period End date.
2. Enter Department ID.
3. Click View Results button.

Fields included in this report:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept ID</td>
<td>ID</td>
</tr>
<tr>
<td>Name</td>
<td>Check Nbr</td>
</tr>
<tr>
<td>Pay Period End</td>
<td>Group</td>
</tr>
<tr>
<td>Earn Code</td>
<td>Period</td>
</tr>
<tr>
<td>Earns End</td>
<td>Job Code</td>
</tr>
<tr>
<td>Fund</td>
<td>Dist Status</td>
</tr>
<tr>
<td>Rdist GL</td>
<td>Pay End Date</td>
</tr>
<tr>
<td>Function</td>
<td>Earnings</td>
</tr>
<tr>
<td>Account</td>
<td>Cost Center</td>
</tr>
</tbody>
</table>
All Payroll Encumbrances by Cost Center Report

Navigation: Gemini HR > Main Menu > UTD Customizations > UTD Budget Customizations > Queries > Payroll Encumbrance Queries > All Payroll Encumbrances by CC

Report Location: Gemini HR

Report Name: All Payroll Encumbrances by CC

Report Purpose: Allows users to search for payroll encumbrances for a specific cost center.

1. Enter Fiscal Year.
2. Enter Cost Center.
3. Click View Results button.

Fields included in this report:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
<td></td>
</tr>
<tr>
<td>ID</td>
<td></td>
</tr>
<tr>
<td>Empl Record</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Position</td>
<td></td>
</tr>
<tr>
<td>Dept ID</td>
<td></td>
</tr>
<tr>
<td>Job Code</td>
<td></td>
</tr>
<tr>
<td>Group</td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td></td>
</tr>
<tr>
<td>Encumb Amt</td>
<td></td>
</tr>
<tr>
<td>Cost Center</td>
<td></td>
</tr>
<tr>
<td>Fund</td>
<td></td>
</tr>
</tbody>
</table>
- **All Payroll Encumbrances by Department Report**

**Navigation:** Gemini HR > Main Menu > UTD Customizations > UTD Budget Customizations > Queries > Payroll Encumbrance Queries > All Payroll Encums by Dept

**Report Location:** Gemini HR

**Report Name:** All Payroll Encums by Dept

**Report Purpose:** Allows users to search for payroll encumbrances for a specific department.

1. Enter **Fiscal Year**.
2. Enter **Department ID**.
3. Click **View Results** button.

**Fields included in this report:**

<table>
<thead>
<tr>
<th>Dept ID</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
<td>Name</td>
</tr>
<tr>
<td>Position</td>
<td>Job Code</td>
</tr>
<tr>
<td>Group</td>
<td>Cost Center</td>
</tr>
<tr>
<td>Encumb AMT</td>
<td>Account</td>
</tr>
<tr>
<td>Enc Rec Type</td>
<td>Enc Date</td>
</tr>
<tr>
<td>Fund</td>
<td></td>
</tr>
</tbody>
</table>
All Payroll Encumbrances by Employee ID Report

Navigation: Gemini HR > Main Menu > UTD Customizations > UTD Budget Customizations > Queries > Payroll Encumbrance Queries > All Payroll Encumbs by Empl ID

Report Location: Gemini HR

Report Name: All Payroll Encumbs by Empl ID

Report Purpose: Allows users to search for payroll encumbrances for a specific employee.

1. Enter Fiscal Year.
2. Enter Employee ID.
3. Click View Results button.

Fields included in this report:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
<td>Year</td>
</tr>
<tr>
<td>ID</td>
<td>ID</td>
</tr>
<tr>
<td>Empl Record</td>
<td>Empl Record</td>
</tr>
<tr>
<td>Name</td>
<td>Name</td>
</tr>
<tr>
<td>Position</td>
<td>Position</td>
</tr>
<tr>
<td>Dept ID</td>
<td>Dept ID</td>
</tr>
<tr>
<td>Group</td>
<td>Group</td>
</tr>
<tr>
<td>Cost Center</td>
<td>Cost Center</td>
</tr>
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<td>Account</td>
<td>Account</td>
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<tr>
<td>Encumb AMT</td>
<td>Encumb AMT</td>
</tr>
<tr>
<td>Enc Date</td>
<td>Enc Date</td>
</tr>
<tr>
<td>Fund</td>
<td>Fund</td>
</tr>
</tbody>
</table>
Business Intelligence Reports (OBIEE Reports)

Once in Galaxy, select Business Intelligence Reports from Toolbox selection.

Enter your User ID and Password.

Click the Log In button.

Select Finance from FMS: EPM Reports listing.

Select the following Reports by clicking on each tab:

- Fund Balance by Dept
- Fund Balance by Fund
- Fund Balance vs Budget
Fund Balance Reports

- Fund Balance by Department Report

Navigation: Business Intelligence Reports > FMS: EPM Reports > Finance > Fund Balance by Dept

Report Location: Business Intelligence Reports

Report Name: Fund Balance by Dept

Report Purpose: Indicates the sum of all revenues, expenses and transfers associated with a given department.

### Fields Included in Report:

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Through Period</th>
<th>Division/School</th>
<th>Department</th>
<th>Cost Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td></td>
<td>(All Choices)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. From the drop-down menu, select desired **Fiscal Year**. Fiscal Year is a required field and therefore needs to be populated.
2. From the drop-down menu, select desired **Through Period**. The Through Period is a required field and therefore need to be populated.
3. From the drop-down menu, select desired **Division/School** (optional to select).
4. Click on "..." button to select desired **department**. Once department has been selected, move department to selected area by clicking on left pointing arrow. Multiple departments can be selected and moved. Departments can be moved back and forth by using desired arrows. Click **OK** to finish selection.

5. Click on "..." button to select desired **cost center(s)** (optional to select).
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department ID</td>
<td>Department Description</td>
</tr>
<tr>
<td>Fund Code</td>
<td>Fund Description</td>
</tr>
<tr>
<td>Cost Center ID</td>
<td>Cost Center Description</td>
</tr>
<tr>
<td>PY Balance</td>
<td>FY Revenue Actuals</td>
</tr>
<tr>
<td>FY Expense Actuals</td>
<td>FY Net Transfer Actuals</td>
</tr>
<tr>
<td>Encumbrances</td>
<td>Available Fund Balance</td>
</tr>
</tbody>
</table>
Fund Balance by Fund Report

**Navigation:** Business Intelligence Reports > FMS: EPM Reports > Finance > Fund Balance by Fund

**Report Location:** Business Intelligence Reports

**Report Name:** Fund Balance by Fund

**Report Purpose:** Indicates the sum of all revenues, expenses and transfers associated with a given fund group.

1. From the drop-down menu, select desired Fiscal Year. Fiscal Year is a required field and therefore needs to be populated.
2. From the drop-down menu, select desired Through Period. The Through Period is a required field and therefore need to be populated.
3. From the drop-down menu, select desired Fund Group.

**Fields included in report:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Group</td>
<td>PY Balance</td>
</tr>
<tr>
<td>FY Revenue Actuals</td>
<td>FY Expense Actuals</td>
</tr>
<tr>
<td>FY Net Transfer Actuals</td>
<td>Encumbrances</td>
</tr>
<tr>
<td>Available Fund Balance</td>
<td></td>
</tr>
</tbody>
</table>
Fund Balance vs Budget Report

Navigation: Business Intelligence Reports > FMS: EPM Reports > Finance > Fund Balance vs Budget

Report Location: Business Intelligence Reports

Report Name: Fund Balance vs Budget

Report Purpose: Indicates the sum of all revenues, expenses and transfers versus Budgeted Expenses and Revenues with Projected Ending Balance indicated.

1. From the drop-down menu, select desired Through Period. The Through Period is a required field and therefore needs to be populated.
2. From the drop-down menu, select desired Division/School (optional to select).
3. Click on button to select desired department. Department is a required field and therefore needs to be populated. Once department has been selected, move department to selected area by clicking on left pointing arrow. Multiple departments can be selected and moved. Departments can be moved back and forth by using desired arrows. Click OK to finish selection.
4. Click on button to select desired cost center(s) (optional to select).
Fields included in report:

- Fund
- Cost Center
- Beginning Fund Balance
- Expenses
- Encumbrances
- Budgeted Revenue
- Projected Ending Balance

- Fund Description
- Cost Center Description
- Revenue
- Net Transfers
- Available Balance
- Budgeted Expenses