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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
- Reporting Console

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 user to run queries that retrieve selected data.

**Query Scheduler** allows the user to run queries that have an output that is too large to view in Query Viewer. Query Scheduler also allows the user 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.

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.
Process Monitor

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.

<table>
<thead>
<tr>
<th>BD_OP_EX_REV_P - Revenue &amp; Expense Budget Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year*:</td>
</tr>
<tr>
<td>To Period (Defaults to 12):</td>
</tr>
<tr>
<td>Dept ID* (Must end in %):</td>
</tr>
<tr>
<td>Cost Center (Optional):</td>
</tr>
<tr>
<td>View Results</td>
</tr>
</tbody>
</table>

Fields included in 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>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>
➤ 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.

<table>
<thead>
<tr>
<th>BD_OP_EX_REV_BY_ACCT_P - Rev &amp; Exp Budget Data By Acct</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year*:</td>
</tr>
<tr>
<td>To Period (Defaults to 12):</td>
</tr>
<tr>
<td>Dept ID* (Must end in %):</td>
</tr>
<tr>
<td>Cost Center (Optional):</td>
</tr>
<tr>
<td>View Results</td>
</tr>
</tbody>
</table>

Fields included in this report:

- Fund
- Function
- Department
- Cost Center
- Account
- Expense Budget
- Encumbrance
- Available Expense
- Recognized Revenue
- Available Revenue
- Fund Description
- Function Description
- Department Description
- Cost Center Description
- Account Description
- Expense
- Pre-Encumbrance
- Revenue Budget
- Collected Revenue
Available Fund Balance Report (New!)

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

Report Location: Gemini Financials

Report Name: BD_AVAILABLE_FB_SELECTABLE_P

Report Purpose: This report provides the Fund Balance information by Cost Center.

1. Enter Year.
2. Enter Period.
3. Enter Dept ID (optional). 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 Fund (optional). Enter 4 digit Fund ID can be entered along with % wildcard; or, enter digit(s) 1 thru digit 3 with the % wildcard (example 201%, 20%, 2%)
5. Enter Cost Center (optional) Include Cost Center is optional.

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>Period</td>
<td></td>
</tr>
<tr>
<td>Dept ID (end with %)</td>
<td>Dept Description</td>
</tr>
<tr>
<td>Fund (end with %)</td>
<td>Fund Description</td>
</tr>
<tr>
<td>Cost Center (optional)</td>
<td>Cost Center Description</td>
</tr>
<tr>
<td>Beginning Balance</td>
<td>Revenue</td>
</tr>
<tr>
<td>Expense</td>
<td>Net Transfers</td>
</tr>
<tr>
<td>Encumbrance</td>
<td>Pre-encumbrance</td>
</tr>
<tr>
<td>Available Balance</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.

**Fields included in this report:**

<table>
<thead>
<tr>
<th>Department ID</th>
<th>Department Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
<td>Project Description</td>
</tr>
<tr>
<td>Cost Center</td>
<td>Cost Center Description</td>
</tr>
<tr>
<td>Ref Awd #</td>
<td>Begin Date</td>
</tr>
<tr>
<td>End Date</td>
<td>CFDA</td>
</tr>
<tr>
<td>PI Name</td>
<td>Customer</td>
</tr>
<tr>
<td>Category (Direct or In-Direct)</td>
<td>Expense Budget</td>
</tr>
<tr>
<td>Expense</td>
<td>Encumbrance</td>
</tr>
<tr>
<td>Pre-Encumbrance</td>
<td>Available Expense</td>
</tr>
</tbody>
</table>


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 - Bursar Balance Sheet by Acct](image)

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 include programs which indicates semesters (fall, spring and summer description).

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

Fields included in this report:

- Tree Name
- Tree Parent Node
- Account Number
- Program Number
- Account Sum Amount
- Tree Effective Date
- Fiscal Year
- Account Description
- Program Description
**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:

- Status
- Status Effective Date
- Department ID
- Department Description
- Cost Center
- Cost Center Description
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.)

<table>
<thead>
<tr>
<th>Favorites</th>
<th>Main Menu</th>
<th>General Ledger Custom</th>
<th>CC Queries</th>
<th>Active/Inactive Status by CC</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTIVE_INACTIVE_CC_STATUS - Active/Inactive Status by CC</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:

- Status
- Status Effective Date
- Cost Center
- Cost Center Long Description
- Cost Center Short Description
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>SetID</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status Effective Date</td>
<td>Cost Center</td>
</tr>
<tr>
<td>Cost Center Description</td>
<td>Field Name</td>
</tr>
<tr>
<td>Attribute</td>
<td>Attribute Value</td>
</tr>
<tr>
<td>Descript</td>
<td></td>
</tr>
</tbody>
</table>

March 1, 2018
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.

![Labor Distribution by Department Report](image)

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>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>
</tbody>
</table>
➢ 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:

- Year
- Empl Record
- Position
- Job Code
- Account
- Enc Date
- Cost Center
- ID
- Name
- Dept ID
- Group
- Encumb Amt
- Fund
All Payroll Encumbrances by Department Report

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

Report Location: Gemini HR

Report Name: All Payroll Encumbrances 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 Encumbrances by Employee 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>ID</td>
</tr>
<tr>
<td>Empl Record</td>
<td>Name</td>
</tr>
<tr>
<td>Position</td>
<td>Dept ID</td>
</tr>
<tr>
<td>Job Code</td>
<td>Group</td>
</tr>
<tr>
<td>Cost Center</td>
<td>Account</td>
</tr>
<tr>
<td>Actual AMT</td>
<td>Encumb AMT</td>
</tr>
<tr>
<td>Annual Enc</td>
<td>Enc Date</td>
</tr>
<tr>
<td>Fund</td>
<td></td>
</tr>
</tbody>
</table>
❖ Reporting Console (New!)

❖ Report Viewer

Once in Galaxy, select Reporting Console from Toolbox selection.

*(Optional) User can also follow the Navigation below to get to the Reporting Console:

Gemini Financials > Main Menu > Reporting Tools > UTD Reporting Console

Click on the arrow next to Standard Reports to open the listing of reports as shown below.

```
<table>
<thead>
<tr>
<th>Report Viewer</th>
<th>Dashboards</th>
<th>Dashboard Configuration</th>
<th>Bookmarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Chart showing Standard Reports]

❖ Dashboards and Dashboard Configuration

Dashboards: Dashboards provide an easy way to combine a view of multiple reports on a single page. Dashboards are personal collections of reports. Users will create their own dashboards.

Dashboard Configuration: the page to create user’s own dashboard.
Fill out the fields as needed and click **Save** button.

**Name**: Name your dashboard to identify the dashboard.

**Layout**: How reports are shown on dashboards

**Default**: Indicate the default dashboard that will open when the dashboard tab is clicked

**Compact View**: Reduces font and spacing to fit more information into a smaller space

**Report Name**: Select a report from the list of available reports. You can also select bookmark in the list as well.

Go to **Dashboards** Tab to see your own dashboard by selecting your dashboard name in the dropdown list. Then fill out the search criteria and click **Search** button.
**Bookmarks**

**Bookmarks:** Bookmark function allows the user to bookmark a chosen criteria. The bookmark creates a shortcut to the chosen criteria eliminating unwanted drilldowns.

Name your bookmark and then click “bookmark” button.

Bookmark is saved as shown below.

Bookmark is saved.
Go back to “Bookmarks” Tab to view saved bookmark.

Go to “Bookmark” tab to see all the bookmarks you have. Click bookmark name to open the report.

Click “−” button to delete the bookmark if you no longer need it. Then Click “Save” button.
Standard Reports

Operating Fund Balance and Budget

Navigation: Reporting Console > Standard Reports > Operating Fund Balance and Budget

Report Location: Reporting Console

Report Name: Operating Fund Balance and Budget

Report Purpose: This report provides the sum of all Revenues, Expenses, Transfers, Encumbrances and Pre-encumbrances versus Budgeted Revenues and Budgeted Expenses with Expected Fund Balance indicated by Division, Department and Cost Center.

1. Enter data into required fields, Fiscal Year Equals and Accounting Period Through Equals.
2. Select All Funds, Core Funds or Non-Core Funds from dropdown box next to Core Funds Equals line.
3. Select Education & General (E&G), Designated All, Designated Tuition Only, Auxiliary or Restricted from the dropdown box next to Fund Group Begins With line.
4. Enter 1 to 6 digits (for department number) in the text box next to Department Begins With line.
5. Enter 1 to 8 digits (for cost center number) in text box next to Cost Center Begins With line.
6. After all criteria has been entered, click Search button.

Fields included in report:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
<td></td>
</tr>
<tr>
<td>Period</td>
<td></td>
</tr>
<tr>
<td>Division</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td></td>
</tr>
<tr>
<td>Department Description</td>
<td></td>
</tr>
<tr>
<td>Cost Center</td>
<td></td>
</tr>
<tr>
<td>Cost Center Description</td>
<td></td>
</tr>
<tr>
<td>Fund Group</td>
<td></td>
</tr>
<tr>
<td>Fund Number</td>
<td></td>
</tr>
<tr>
<td>Fund Description</td>
<td></td>
</tr>
<tr>
<td>Beginning Fund Balance</td>
<td></td>
</tr>
<tr>
<td>Revenue</td>
<td></td>
</tr>
<tr>
<td>Expenses</td>
<td></td>
</tr>
<tr>
<td>Net Transfers</td>
<td></td>
</tr>
<tr>
<td>Encumbrance</td>
<td></td>
</tr>
<tr>
<td>Pre-encumbrance</td>
<td></td>
</tr>
<tr>
<td>Available Fund Balance</td>
<td></td>
</tr>
</tbody>
</table>
At the end of the criteria result page, there is a Show Budget link.

1. Click **Show Budget** Link.

**Additional fields included in report:**

- Revised Revenue Budget
- Expected Fund Balance
- Revised Expense Budget

**Expected Fund Balance =** Beginning Balance + Revised Revenue Budget – Revised Expense Budget + Net Transfers

*(Optional) Click **Show Details** Link. This link allows user to see all the data at the cost center level which can be downloaded to excel. This feature is only available at the top level.*
Year to Date Budget Summary

Navigation: Reporting Console > Standard Reports > Year to Date Budget Summary

Report Location: Reporting Console

Report Name: Year to Date Budget Summary

Report Purpose: This report provides Budgeted Revenue and Budgeted Expenses by Division, Department and Cost Center. It does not include Plant Fund or Grants.

1. Enter data into required fields, Fiscal Year Equals and Accounting Period Through Equals.
2. Select All Funds, Core Funds or Non-Core Funds from dropdown box next to Core Funds Equals line.
3. Select Education & General (E&G), Designated All, Designated Tuition Only, Auxiliary or Restricted from the dropdown box next to Fund Group Begins With line.
4. Enter 1 to 6 digits (for department number) in the text box next to Department Begins With line.
5. Enter 1 to 8 digits (for cost center number) in text box next to Cost Center Begins With line.
6. After all criteria has been entered, click Search button.

Fields included in report:

<table>
<thead>
<tr>
<th>Year</th>
<th>Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period</td>
<td>Encumbrances</td>
</tr>
<tr>
<td>Division</td>
<td>Pre-encumbrance</td>
</tr>
<tr>
<td>Department</td>
<td>Available Fund Balance</td>
</tr>
<tr>
<td>Department Description</td>
<td>Original Revenue Budget</td>
</tr>
<tr>
<td>Cost Center</td>
<td>Revised Revenue Budget</td>
</tr>
<tr>
<td>Cost Center Description</td>
<td>Revenue Recognized</td>
</tr>
<tr>
<td>Original Expense Budget</td>
<td>Percentage Recognized</td>
</tr>
<tr>
<td>Revised Expense Budget</td>
<td></td>
</tr>
</tbody>
</table>
Open Purchase Orders (Encumbrances)

Navigation: Reporting Console > Standard Reports > Open Purchase Orders (Encumbrances)

Report Location: Reporting Console

Report Name: Open Purchase Orders (Encumbrances)

Report Purpose: This report provides a list of open purchase orders by Division, Department and Cost center. PO link takes you to Purchase Order Page in PeopleSoft.

1. Select All Funds, Core Funds or Non-Core Funds from dropdown box next to Core Funds Equals line.
2. Select Education & General (E&G), Designated All, Designated Tuition Only, Auxiliary or Restricted from the dropdown box next to Fund Group Begins With line.
3. Enter 1 to 6 digits (for department number) in the text box next to Department Begins With line.
4. Enter 1 to 8 digits (for cost center number) in text box next to Cost Center Begins With line.
5. After all criteria has been entered, click Search button.

The Show Detail link allows a drill down at the individual PO number level. At the individual PO level, a PO number link allows a direct link to PeopleSoft Purchase Order Inquiry Page.

6. Click Show Detail Link
7. Click an individual PO number link to access a direct link to PeopleSoft Purchase Order Inquiry Page.

<table>
<thead>
<tr>
<th>Division</th>
<th>Department</th>
<th>Department/Description</th>
<th>Cost Center</th>
<th>Cost Center/Description</th>
<th>Vendor ID</th>
<th>Vendor Name</th>
<th>PO Date</th>
<th>PO Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>100000</td>
<td>Office of the President</td>
<td>1010002</td>
<td>Pres Office - Designated</td>
<td>100000203</td>
<td>APPLE INC</td>
<td>02/07/07</td>
<td>4,856.00</td>
</tr>
<tr>
<td>President</td>
<td>100000</td>
<td>Office of the President</td>
<td>1010002</td>
<td>Pres Office - Designated</td>
<td>100000203</td>
<td>ROCHE USA</td>
<td>02/09/09</td>
<td>8,625.00</td>
</tr>
<tr>
<td>Department</td>
<td>100000</td>
<td>Office of the President</td>
<td>1010002</td>
<td>Des Office - Administration</td>
<td>100000203</td>
<td>IBM INC</td>
<td>03/16/09</td>
<td>11,000.00</td>
</tr>
</tbody>
</table>

Fields included in report:

- Division
- Department Number
- Department Description
- Cost Center Number
- Cost Center Description
- Vendor ID
- Vendor Name
- PO Number
- PO Date
- PO Amount
- Paid Amount
- Outstanding Balance
Employee and Position Roster

Navigation: Reporting Console > Standard Reports > Employee and Position Roster

Report Location: Reporting Console

Report Name: Employee and Position Roster

Report Purpose: This report provides the details of employee roster, position roster and payroll encumbrance and pre-encumbrance information. Funding information is provided in detail at appointment or position level.

1. From the Status Equals drop-down menu, select All (Filled and Vacant) or select Filled or select Vacant.
2. Drilldown to desired level(s).

There are several drilldowns.
- Division drilldown
- Division Faculty drilldown
- Division Staff drilldown
- Division Student drilldown
- Division Total drilldown
- Division Vacant drilldown

Fields included in report:

- Division
- Faculty
- Staff
- Student
- Total
- Vacant
- Encumbrance
- Pre-encumbrance