

Criteria		Results
Fund Balance Inquiry		
Available Fund Balance Overview		
Criteria		
User ID	tst0101000-utd	Inquiry Name FUNDBAL
Fiscal Year	2012	Cost Center nnnnnnnn Sample Cost Center - UTD
Bus Unit	DAL01 University of Texas At Dallas	
Balances		
Beginning Balance		\$50,000.00
+ Net Current Revenue		\$16,748.64
- Net Current Expense		\$16,748.64
+ Net Transfers		\$0.00
- Encumbrances		\$3,557.38
Available Balance:		\$46,442.62

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.

Favorites | Main Menu > General Ledger custom > Available FundBalance Overview

Available FundBalance Overview

Step 1

Step 2 →

Step 3 →

[Find an Existing Value](#) | [Add a New Value](#)

Criteria | Results

Fund Balance Inquiry

Available Fund Balance Overview

User ID	tst0101000-utd
Inquiry Name	FUNDBAL

Search Criteria

Step 4 → *Fiscal Year

Step 5 → *Business Unit University of Texas At Dallas

Step 6 → *Cost Center Sample Cost Center - UTD

Step 7

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