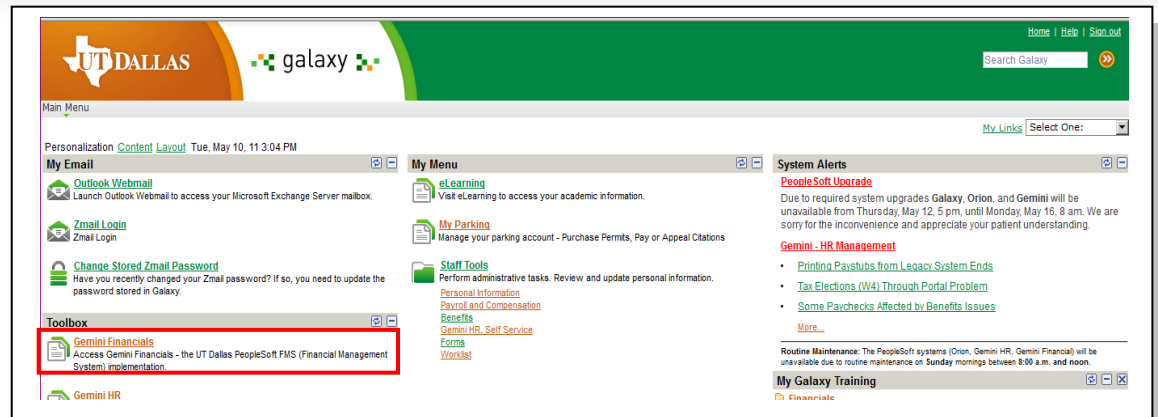


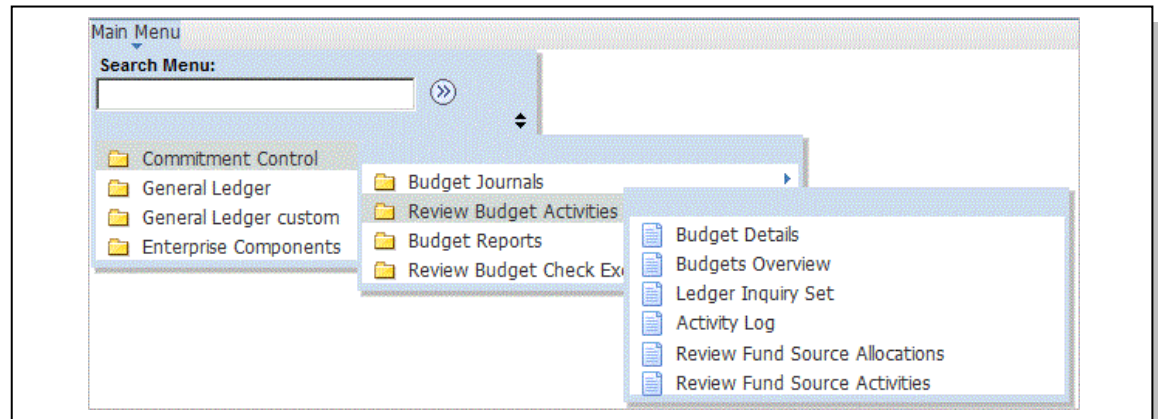
Login to Galaxy

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
- For escalated issues:
- 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.

Budget Inquiry Criteria
Budget Overview

Inquiry: COSTCENTER Description:

Amount Criteria

Budget Type

*Business Unit: Ledger Group/Set: Ledger Group Ledger Group:

View Stat Code Budgets
 Display Chart i

Time Span

*Type of Calendar: Detail Budget Period

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	CD		<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
	%	%	i		Update/Add

Budget Status

Open
 Closed
 Hold

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.
7. Enter **Journal ID** in Journal ID field.
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.

Enter Budget Journals

Enter any information you have and click Search. Leave fields blank for a list of all values.

Maximum number of rows to return (up to 300):

Business Unit: =

Journal ID: begins with

Journal Date: =

UnPost Sequence: =

Budget Header Status: =

Description: begins with

User ID: begins with

Case Sensitive

[Basic Search](#)

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