1. Log into Galaxy
2. Click on Gemini Financials

The following steps are initial steps to setup budget Overview for Access.

3. Go to Budget Overview - Main Menu -> Commitment Control -> Review Budget Activities -> Budget Overview
4. Click on “Add a New Value”

5. Enter Budget or BUD Over, anything that will convey to you that this is a review of the Budget Page, then Click on Add
6. Enter all the necessary information on this page, marked in RED. Use the Sherlock (Magnifying glass next to the boxes to make your choices) and then click on “Search”.

Enter Cost Center Number here
7. You will then be able to view your cost center information for non-sponsored projects like your gifts and research enhancement accounts (old 3’s and 5’s accounts) like the example below.

**TIP:** Once you access this screen, you can click on “Add to Favorites” to include this in your PS Favorites (not IE favorites) to access the Budget Overview Screen faster. Similarly you can add the other screens like “Account reconciliation” also to your favorites.
Here’s how you access your Budget Overview via Favorites.