Budget and Galaxy Training

NC Business Services/ Budget and Financial Services

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Agenda

Budget
- Dissecting the Budget Code
- GL Structure
- Goal/Function
- 50% Law- Instructional vs Non-Instructional
- Chart of Accounts

Galaxy Reports
- View Financial Summary
- View Detail Account
- How to monitor programs

Purchasing- Hands on Exercise
- View Requisitions, Purchase Orders, Contracts
- Purchase Requisitions

Year-End Closing
- Purchase orders
- Invoices
- Accruals

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Dissecting the Budget Code
GL Structure

FUND	SCHOOL	RESOURCE	PY	GOAL	FUNCTION	OBJECT
12	ENC	1190	0	1501	0735	4320

Comes from the Budget and Accounting Manual and the Taxonomy of Programs (TOPS)

- **Instructional Tops range from 00000-59990**
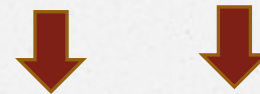- **Non-Instructional Tops range from 60000-79000**

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Dissecting the Budget Code
Goal / Function

Goal: More detailed Department and Discipline information
Function: Identifies Grants or Special Revenue Programs

FUND	SCHOOL	RESOURCE	PY	GOAL	FUNCTION	OBJECT
12	ENC	1190	0	1501	0735	4320

GOAL (PROGRAM)	FUNCTION (SPECIAL PROGRAM NUMBER)
15010	735

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50% Law
Instructional vs.
Non-instructional Goals

- **Instructional**
  - Disciplines, Instructional/Teaching Activities
  - Come from the Taxonomy of Programs (TOPS)
  - 0000 through 5999 Goal Code

- **Non-Instructional**
  - Administrative Functions
  - Come from the Budget and Accounting Manual
  - 6000 through 7999 Goal Code

Please note: The proper expense allocation helps with the BAM Budget Allocation Model.

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Galaxy Reports

Access Galaxy - https://apps.rcoe.us

Or go.rccd.edu – find the Galaxy Icon.

Galaxy – Logging In

Employee Login

1 Open a browser window and go to https://apps.rcoe.us. For future reference, bookmark the page.

2 Enter your district email address, then click Next.

RCOE Apps Portal

Welcome to Riverside County SSO

Home to a GALAXY of Applications

Provide Email/User ID to Login

👤 Email

☑ Keep me signed in ⓘ

➔ Next

3 Log in to your district sign-in page as you normally do.

4 The SSO App Portal page opens.

- If you have any errors logging into Galaxy please open a helpdesk ticket at helpdesk@rccd.edu.

- If you do get locked out, call the RCOE helpdesk
  (951) 826-6524.

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Galaxy – Logging In

Click on the Galaxy ICON

Live View Screens

- **View Financial Summary**
  - Overall view of your accounts
- **View Detail Account**
  - Detailed Look at your accounts

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Wildcards

O *

- O Asterisk will act as a "wild" in all available spaces in the field
  - O Example – School Code E*

O /

- O Slash will take the place of one spot in a field
  - O Example – School Code E//

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View Financial Summary Column description

O **Adopted Budget** -September/October each fiscal year after the Board approves it

O **Revised Budget** - Reflects Budget Transfers

O **Rev/Exp Net** of Abatements - Expenditures = What You Spent

O **Abatements** - Reduce Expenditures

O **Encumbrances** - Requisitions, Purchase Orders and Perm. Salaries

O **Uncommitted/Unrealized** -What You Have Left

- Handy object code description check box
- Handy sorting capability.
- SACS description
- Excel report export

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View Financial Summary Report

View Financial Summary

Search	Details

County: 33 - RIVERSIDE COUNTY   District: 07 - RIVERSIDE COMMUNITY COLLEGE DISTRICT

Begin Date: 07/01/2022   End Date: 09/06/2022   ☐ Fiscal Year To Date   ☑ Do Not Show 9XXX Object Codes   ☑ Include $0 Balance Accounts

From Fund:	From School:	From Resource:	From Project Year:	From Goal:	From Function:	From Object:
	EMA	1000				4000

To Fund:	To School:	To Resource:	To Project Year:	To Goal:	To Function:	To Object:
	EMA	1000				4999

Show
☑ Adopted Budget ☑ Revised Budget ☑ Net of Abatements ☐ Rev/Exp and Abatements ☑ Encumbrances ☑ Uncommitted/Unrealized ☐ YTD Rev/Exp % ☐ YTD Rev/Exp/Enc % ☑ Object Code Description

Total Rows: 4

Fund	School	Resource	Project Year	Goal	Function	Object	Object Code Description	Adopted Budget	Revised Budget	Rev/ Exp Net of Abatements	Encumbrances	Uncommitted/ Unrealized	
11	EMA	1000	0	6017	4000	4555	COPYING AND PRINTING	0.00	1,190.00	0.00	0.00	1,190.00	
11	EMA	1000	0	6017	4000	4590	OTHER SUPPLIES	0.00	15,133.00	4,785.00	6,107.75	4,240.25	
11	EMA	1000	0	6017	4563	4590	OTHER SUPPLIES	0.00	0.00	180.00	0.00	-180.00	
11	EMA	1000	0	6620	0000	4590	OTHER SUPPLIES	0.00	10,000.00	2,010.00	5,500.00	2,490.00	
						Totals		0.00	26,323.00	6,975.00	11,607.75	7,740.25	

SACS Description	Excel	Print

View Detail Account

O **See Every Little Thing!**

  O Budget Transfers

  O Requisitions (Req numbers)

  O Purchase Orders (PO numbers once converted)

  O Payments

  O Transfer of Expenditures

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View Detail Account

Adopted Budget	Revised Budget	Revenue/ Expenditures	Abatement	Encumbrances	Document Number	P.O. Number	Warrant Number	Vendor Number	Accrual Number	Reference
-	-	(0.02)	-	-	ND071819				B0017408	QUALITY GROWERS INV# 33041
6,120.00	-	-	-	-						ADOPTED BUDGET
-	2,050.00	-	-	-	SP092719					OT-TYPE B-FR 11 ECH 1000 0 6713 0797 5899
-	-	169.55	-	-	0308878	P0074617	14419845	35845		BUSY B'S LOCK & SAFE
-	-	-	-	1,000.00	B0018742	B0018742		19155		HOME DEPOT
-	-	-	178.50	-	6397					ICONIC GROUP/39726 SPRING 2019 NC GRADUATION CEREMONY
-	(15,406.00)	-	-	-	SP101519					OT-TYPE B-TO SPP 738 VARIOUS
-	4,000.00	-	-	-	SP102919					OG-TYPE B-FR 11 EDB 1000 0 6729 0716 5899

The Reference column is used to describe the transaction.

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How to monitor program and department budgets

After Payroll is posted (Month-End)

1. Review the new **Time & Effort repor**t. (Created for Grant managers)
2. Run a *Financial Summary* report.
3. Run a *View Detail Account* report.
4. Identify incorrect expenses posted to your budget.
5. Send an e-mail to Business Services outlining and approving the changes for **Transfer of Expenses** (TOEs)
6. Submit a budget transfer if necessary.
7. Verify the change took place by re-running reports.

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View Detail Account

Transaction Date	Transaction ID	Fund	School	Resource	Project Year	Goal	Function	Object
09/26/2018	BS00000003	12	EZT	1190	0	6219	0080	2119
09/26/2018	BS00000003	12	EZT	1190	0	6219	0080	2119
09/26/2018	PR00000059	12	EZT	1190	0	6219	0080	2119
09/26/2018	PR00000059	12	EZT	1190	0	6219	0080	2119
09/26/2018	XX 03M	12	EZT	1190	0	6219	0080	2119

Employee Name	Emp. Nbr.	Position	Funding Line	Amount
BREKKE, JANELLE NICOLE	XXXXXX	2-924-006	181	
DARNELL-WALLACE, JEANNE K	XXXXXX	2-924-008	400	
SANDERS, SHADON CHEYENNE	XXXXXX	2-550-009	542	

Position:

Type: 1 Certificated   2-Classified 3-Students

Title: Every Title has a number assigned (three digits)

Sequence: Makes every position unique. (total positions created overtime)

Funding Line: Every budget string assigned to an employee gets a unique funding line #

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Purchasing

O Please refer to Galaxy materials posted on Business Services Website.

O New Vendor forms

O Contract transmittal form & procedures -(A-teams site)

O Purchasing Bidding Procedure

Purchasing

Screen	Requisition Type	Purchase Order
Modify Purchase Requisition	R	P – Regular
Modify Purchase Requisition	A	C – Contract
Modify Open Purchase Requisition	R	B – Open (Blanket)
Modify Internal Transfer Purchase Requisition	R – Catering or Warehouse	-

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Additional Information -Website

Purchasing

What to do to expedite purchase requisitions?.

1. Make sure budget is available
2. Confirm GL account is correct
3. Verify quote matches requisition amount and description
4. Follow up on Galaxy approvals
5. Find out if insurance is needed and request it from vendor.

Requisition Process

When entering a requisition R type for Regulars or Blankets:

1. Obtain a quote for items or services
2. Verify budget availability.
3. Review GL account for accuracy
   - What are you buying? (Make sure object code and SPP is correct.)
4. Enter clear notes on the requisition.
5. **Send quote to Business Services and Purchasing.**
   - See approval flow.
   - New attachment feature.
6. Monitor your requisition, read notes.
   - Galaxy does not send updates via email.
7. Follow up with purchasing.
8. When a PO is issued, contact the vendor to get confirmation of your order.
9. Submit invoice for payment with proper signature and PO information.

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Is GL Account Correct? Object Code

- What are you buying?

- Feature in Galaxy displays Object Code descriptions

- Object 4590 doesn't "go with" instructional TOPS codes
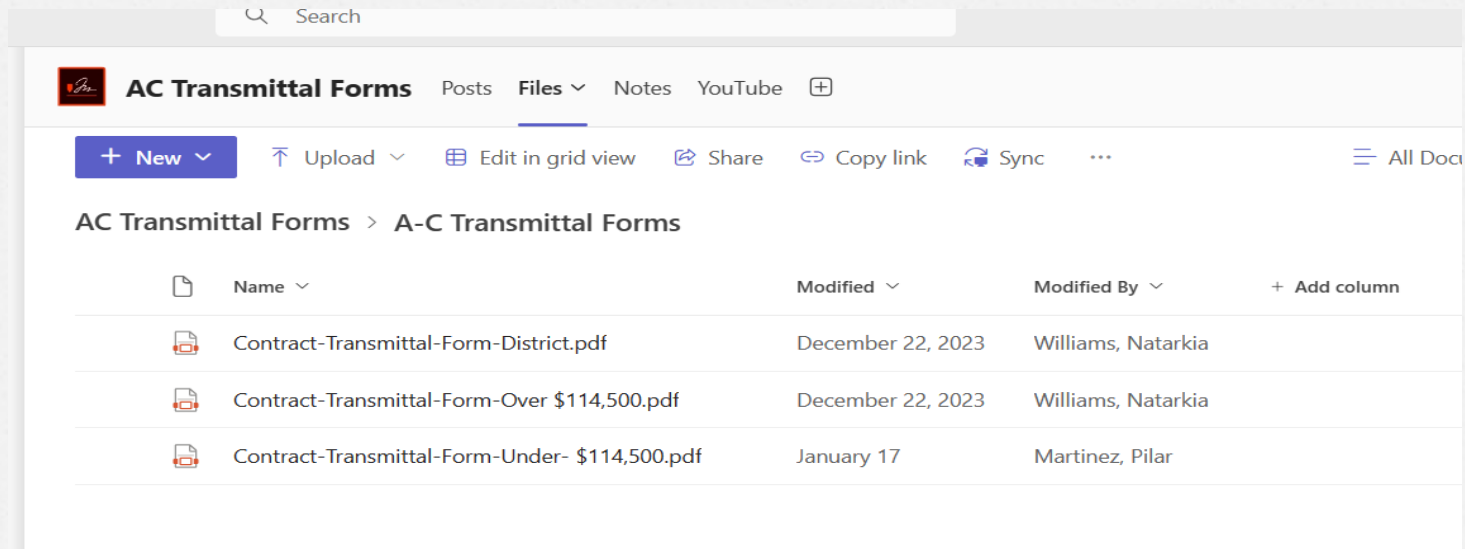
  - Instead, use 4320

  - And vice versa

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Contract Process

When entering a Type A Requisitions for Contracts:

1. Follow steps 1-4 of the Requisition Process.
2. Send your contract/agreement to Contracts Review at contractsreview@rccd.edu
3. Start the A/C transmittal process and attach the following:
   - Approval email from Contracts Review
   - Agreement signed by vendor
   - Galaxy Type A Requisition
   - Certificate of insurance if needed
   - Follow the approval flow on the A/C transmittal form

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Contract Process cont.

Note: The current A/C transmittal forms are located in the ASUG –Team's site.

Contract Process cont.

Requisition- Hands on Exercise
Lisa Myers.

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Time for Q & A

For questions please contact:

Financial & Technical Analyst
Lisa Myers x 7072

Accounting Services Clerk
Vacant x 7787

Director, Business Services
Esmeralda Abejar x 7140

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