

Budget and Galaxy Training

**NC Business Services/
Budget and Financial Services**

**NORCO
COLLEGE**

Agenda

Budget

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

Galaxy Reports

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

Purchasing- Hands on Exercise

- o View Requisitions, Purchase Orders, Contracts
- o Purchase Requisitions

Year-End Closing

Purchase orders
Invoices
Accruals

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**

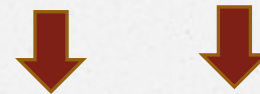
Dissecting the Budget Code

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

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.*

Galaxy Reports

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

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

The screenshot shows a web browser window with the URL go.rccd.edu. The page displays an 'Apps dashboard' for the user 'BS- Esmeralda'. A search bar is present at the top. Below the search bar, there are several application icons arranged in a grid. The 'RCOE Apps' icon, which features a book and a globe, is circled in yellow. Other visible icons include SharePoint, Calendar, Teams, Outlook, Etrieve, SAP Concur Travel and, Adobe Sign, Adobe Acrobat, Excel, Zoom, LinkedIn Learning, and Power BI. The dashboard also includes options to 'Add apps', 'Create collection', and 'Customize view'.

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.

Galaxy – Logging In

Click on the Galaxy ICON

The screenshot shows a web browser window with the URL <https://rcoe.cloudflareaccess.com/#/Launcher>. The browser's address bar and tabs are visible at the top. The main content area displays the Riverside County Office of Education logo and the text "Welcome ESMERALDA!". Below this is a search bar labeled "Search for apps". A row of three application icons is shown: Galaxy (a blue circle with a white stylized 'G'), MicroStrategy (a red circle with three white vertical bars), and Status (a blue circle with a white Wi-Fi symbol). A yellow arrow points to the Galaxy icon.

Live View Screens

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

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//

Searching in View Financial Summary

Less is More

View Financial Summary (Galaxy Web)

Search Details

County: District:

Fiscal Year: From Fund: ... To Fund: ...

Begin Date: From School: ... To School: ...

End Date: From Resource: ... To Resource: ...

From Project Year: ... To Project Year: ...

From Goal: ... To Goal: ...

From Function: ... To Function: ...

From Object: ... To Object: ...

Fiscal Year To Date

Do Not Show 9XXX Object Codes

Start your search broad and then narrow it down – like a microscope.



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

View Financial Summary Report

View Financial Summary

County: District:

Begin Date: End Date:
 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:

To Fund: To School: To Resource: To Project Year: To Goal: To Function: To Object:

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	2,400.00
Totals								0.00	26,323.00	6,975.00	11,607.75	7,740.25

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

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.

How to monitor program and department budgets

After Payroll is posted (Month-End)

1. Review the new Time & Effort report. (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.

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 #

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	-

Additional Information - Website

norcollege.edu/businessservices/Pages/planning-and-budgeting-tools.aspx

Welcome to Galaxy... New Tab Facilities master plan Ellucian RCCD prod... New Tab Search Rccd Forms Hiring site-Riversid... New Tab Search Approvals

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Business Services

Business Services

Annual Budget Presentations

Archived Documents

Budget & Financial Services

Galaxy Purchasing System

Planning and Budgeting Tools

Purchasing Processes

Cashier's Office

College Police

Planning and Budgeting Tools

- [District Budget Development Calendar 2022/23](#)
- [Resource Council Meeting Dates 2022/23](#)
- [New Grant Set-up template](#)
- [Budget Transfer Approval Process](#)
- [Budget Transfer Excel Sample](#)
- [Budget Transfer Form](#)
- [Chart of Accounts](#)
- [Payroll Calendar 2022-23](#)
- [CCC Budget and Accounting Manual](#)
- [NC Planning and Budget Manual 2021-22](#)
- [Budget and Galaxy Training \(PowerPoint presentation\)](#)
- [Taxonomy of Programs](#)

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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.

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

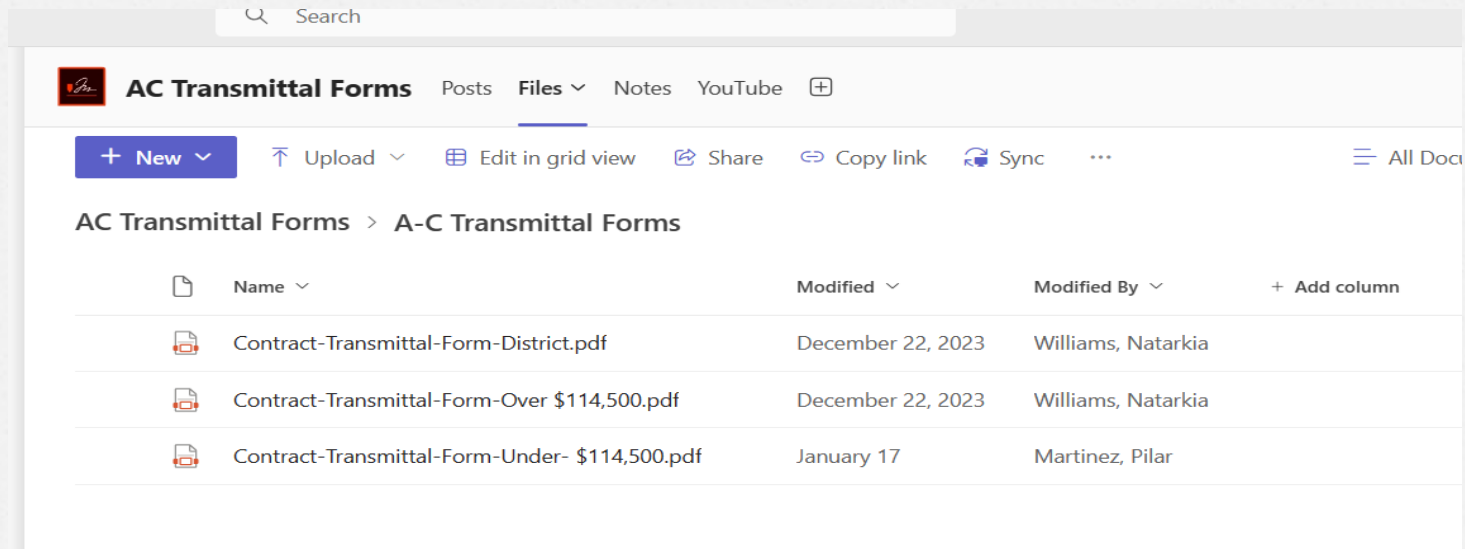
Contract Process

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

Contract Process cont.

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



The screenshot shows a OneDrive interface for a folder named 'AC Transmittal Forms'. The breadcrumb path is 'AC Transmittal Forms > A-C Transmittal Forms'. The table below lists three PDF files with their names, modification dates, and the users who last modified them.

Name	Modified	Modified By	+ Add column
Contract-Transmittal-Form-District.pdf	December 22, 2023	Williams, Natarkia	
Contract-Transmittal-Form-Over \$114,500.pdf	December 22, 2023	Williams, Natarkia	
Contract-Transmittal-Form-Under- \$114,500.pdf	January 17	Martinez, Pilar	

Contract Process cont.

Requisition- Hands on Exercise
Lisa Myers.

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**