

Galaxy for New Users

January 31, 2019

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NORCO
COLLEGE

Agenda

- o Dissecting the Budget Code
- o Chart of Accounts
- o Galaxy
 - o View Financial Summary
 - o View Detail Account
 - o View Requisitions, Purchase Orders, Contracts
 - o Hands on exercise

Budget Code Structure

FUND	SCHOOL	RESOURCE	PY	GOAL	FUNCTION	OBJECT
12	ENC	1190	0	1501	735	4320


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

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	735	4320



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

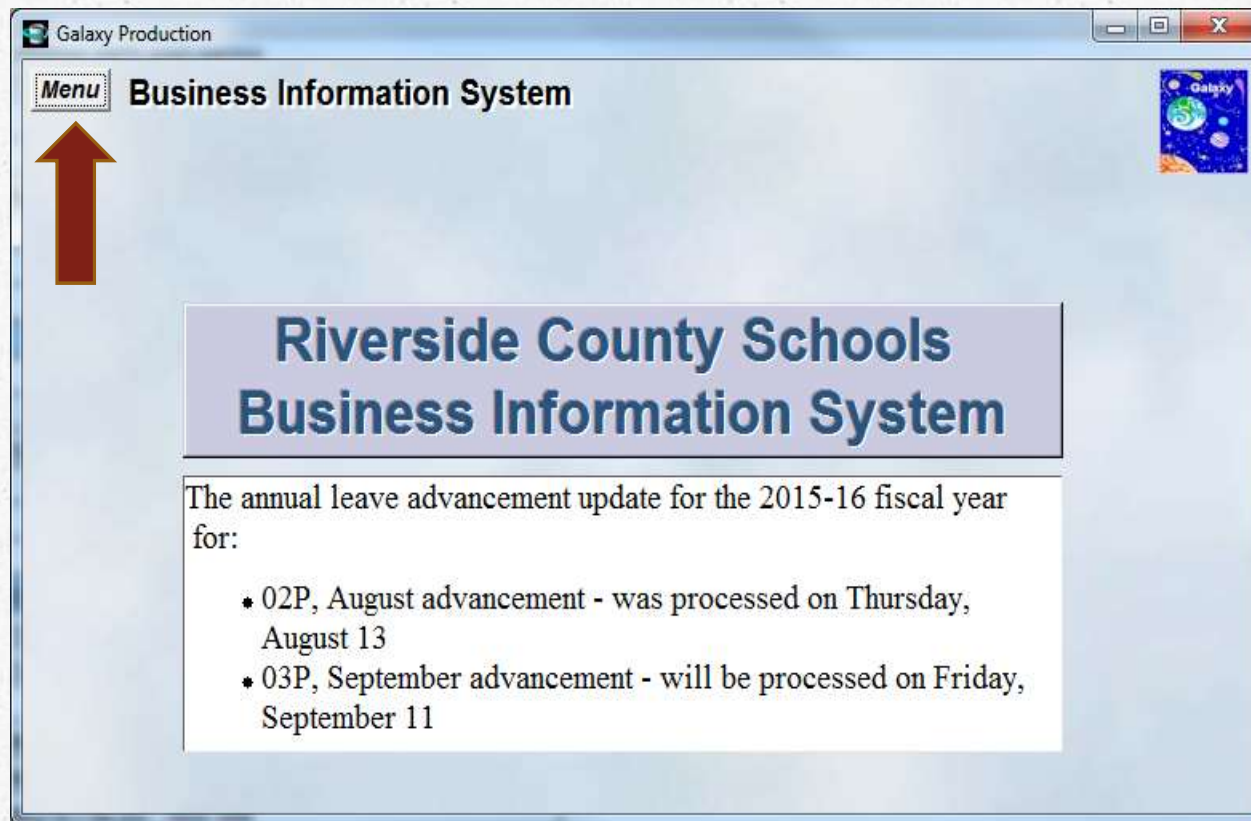
Instructional vs. Non-instructional Goals

- 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

Object Code

- Tells us what we are buying
- Feature in Galaxy displays Object Code descriptions
- Chart of Accounts
- Object 4590 doesn't "go with" instructional TOPS codes
 - Instead, use 4320
 - And vice versa

Galaxy – Logging In



Galaxy – Logging In

A screenshot of a Windows-style dialog box titled "Galaxy Login". It features a blue border and a close button (X) in the top right corner. Inside the dialog, there is a "County:" label followed by a dropdown menu showing "33 - RIVERSIDE COUNTY". Below this are two text input fields labeled "User ID:" and "Password:". At the bottom, there are two buttons: "OK" with a green checkmark icon and "Cancel" with a red X icon. A checkbox labeled "Change Password" is located at the very bottom left of the dialog.

- Do not try to login more than TWO times in error or you will be locked out on your third try!
- Instead, close Galaxy and reopen to try again.
- If you do get locked out, call the RCOE helpdesk
(951) 826-6524.

Live View Screens

- **View Financial Summary**
 - Overall view of your accounts
- **View Detail Account**
 - Detailed Look at your accounts
- **View Purchase Requisitions**
- **View Purchase Orders**
- **View Contract Purchase Orders**

Searching in View Financial Summary

Less is More

View Financial Summary (Galaxy Web)

Search Details

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

Fiscal Year: **2019**

Begin Date: **07/01/2018**

End Date: **11/02/2018**

☐ Fiscal Year To Date

☒ Do Not Show 9XXX Object Codes

From Fund: ... To Fund: ...

From School: **EMA** ... To School: **EMA** ...

From Resource: **1000** ... To Resource: **1000** ...

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

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

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

From Object: **4000** ... To Object: **4999** ...

Clear Criteria **Find**

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View Financial Summary

- o Adopted Budget
 - o September each fiscal year after the Board approves it
- o Revised Budget
 - o Reflects Budget Transfers
- o Rev/Exp Net of Abatements
 - o Expenditures = What You Spent
- o Abatements
 - o Reduce Expenditures
- o Encumbrances
 - o Requisitions, Purchase Orders and Perm. Salaries
- o Uncommitted/Unrealized
 - o What You Have Left
- o Handy Object Code Description Check Box

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//

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 Purchase Requisitions / Purchase Orders

- o Purchase Requisitions
 - o What happened to my req?
 - o Tips to figure out where your req is in the process
 - o View Detail Account Screen
 - o View Purchase Req (Approvals Tab and Status)
- o Purchase Orders
 - o Payment History

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	-

Questions? Hands On Exercise