

# **Budget and Galaxy Training**

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

**NORCO  
COLLEGE**

# Agenda

## Budget

- o Dissecting the Budget Code
- o General Ledger Account Structure
- o Fund/school/Project Year/Goal/Function/object code.
- o 50% Law- Instructional vs Non-Instructional
- o Chart of Accounts

## Galaxy Reports

- View Financial Summary
- View Detail Account
- Why is necessary to monitor program expenditures and how to do it?

## Purchasing

- o How to expedite Purchase Requisitions, Existing and New Vendors.
- o Type B and Type A Requisitions
- o A/C Transmittal Form – OnBase
- o Purchase Requisition -Hands on Exercise

Concur Q&A session

# 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

# ***Why do we care about coding expenses as Instructional or Non-instructional Activities?***

- **To Comply with the 50% Law**
  - **(Fund 11)**
  
- **To accurately calculate budget allocation to the colleges.**
  - **Budget Allocation Model.**
  - **Cost per FTES**
  
- **To comply with Lottery Expense Requirements**
  - **Fund 12**

# ***Brief Summary of the 50% Law***

- o Origin: The 50% Law was enacted as part of Assembly Bill 602 in 1961 and codified in California Ed. code section 84362.
- o Purpose: It was designed to ensure that a minimum portion of a college's budget is dedicated to direct classroom instruction, prioritizing instructional activities over administrative or non-instructional spending.
- o Implementation: law calculates the percentage based on Current Expense of Education (CEE), within the unrestricted general fund.
  - o At least 50% CEE must go to the salaries and benefits of employees in the classroom.
- o Oversight: The CCC Chancellor's Office monitors compliance.
  - o Districts report annually within the 311
  - o Failure to comply results in reduction in apportionment the third year after non-compliance
- o Criticism: The law is outdated and doesn't reflect modern instructional delivery methods, such as online learning or student support services that are critical to student success.

# ***50% Law***

## **Instructional vs. Non-instructional Goals**

Apply expenditures to Instructional Activity Codes (AC) 0100-5900 & Instructional Support Services AC 6110.

Focus on expenditures classified under Education Code section 84362(A) as Instructional Salary Cost across the following six data expenditures categories:

- 1100 – Academic Salaries, Contract or Regular (Instructional)
- 1300 – Academic Salaries, Other (Instructional)
- 2200 – Classified Salaries, Regular Status (Instructional Aides)
- 2400 – Classified Salaries, Other (Instructional Aides)
- 3000 – Employee Benefits (For Direct Instruction Only)
- 5000 – Other Operating Expenses (Include contract expense for Instructional Costs associated with Instructional Services Agreements only.)

***50% Law***  
**Instructional vs.**  
**Non-instructional Goals**

- **Non-Instructional –Activities Outside of the Classroom.**
  - Administrative Functions
  - Come from the Budget and Accounting Manual
  - 6000 through 7999 Goal Code

# Chart of Accounts

## FUND

Fund	Description
11	UNRESTRICTED GENERAL FUND
12	RESTRICTED GENERAL FUND
21	BOND INTEREST AND REDEMPTION FUND
32	CAFETERIA FUND
33	CHILD DEVELOPMENT FUND
41	CAPITAL OUTLAY PROJECTS FUND
43	GENERAL OBLIGATION BOND FUND
61	SELF INSURANCE FUND
69	OTHER INTERNAL SERVICES FUND

## SCHOOL (LOCATION)

### NORCO COLLEGE

School	Description	Responsible Party	Title
EAG	ACADEMIC SENATE	Ashby, Hayley	Senate Treasurer
EAL	ACADEMIC SENATE	Ashby, Hayley	Senate Treasurer
EAP	PUBLIC AFFAIRS & INSTITUTIONAL ADVANCEMENT	no longer in use	keep for historical purposes only
EAK	COLLEGE RESOURCE CENTER	Abejar, Esmeralda	Director, College Business Services
EBH	CA TEACHERS ASSOCIATION	no longer in use	keep for historical purposes only
EBJ	HUMAN RESOURCES & DIVERSITY - NORCO	Few, Tammy	VC, Human Resources & Employee Relations
ECA	PLANNING & DEVELOPMENT	James, Tenisha	Interim, VP of Planning and Development

## RESOURCE

	Description
	Unrestricted General Fund 11
0000	LOCALLY DEFINED UNRESTRICTED RESOURCES
0800	UNCLAIMED PROPERTY
0990	HEALTH & WELFARE CLEARING
0999	CLEARING
1000	GENERAL FUND
1010	CERTIFICATES OF PARTICIPATION CLEARING
1080	COMMUNITY EDUCATION FUND
1090	PERFORMANCE RIVERSIDE FUND
1110	BOOKSTORE FUND
1170	UPSKILL RCCD FUND

## PROJECT YEAR

PY	Description
0	Project Year Code is Not Currently Being Used

## GOAL (PROGRAM)

Program	Description
00000	UNDEFINED
01000	AGRICULTURE AND NATURAL RESOURCES
01090	HORTICULTURE
02000	ARCHITECTURE AND RELATED TECHNOLOGIES
02010	ARCHITECTURE AND ARCHITECTURAL TECHNOLOGY
02990	OTHER ARCHITECTURE AND ENVIRONMENTAL DESIGN

# Galaxy Reports

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

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

The screenshot shows a web browser at go.rccd.edu with an 'Apps dashboard'. The dashboard lists several applications in a grid:

- SharePoint
- Calendar
- Teams
- Outlook
- RCOE Apps** (highlighted with a yellow circle)
- Etrieve
- SAP Concur Travel and
- Adobe Sign
- Adobe Acrobat
- Excel
- Zoom
- LinkedIn Learning
- Power BI
- PowerPoint

At the top right of the dashboard, there are options: 'Add apps', 'Create collection', and 'Customize view'. At the bottom right, there is a 'Settings' gear 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

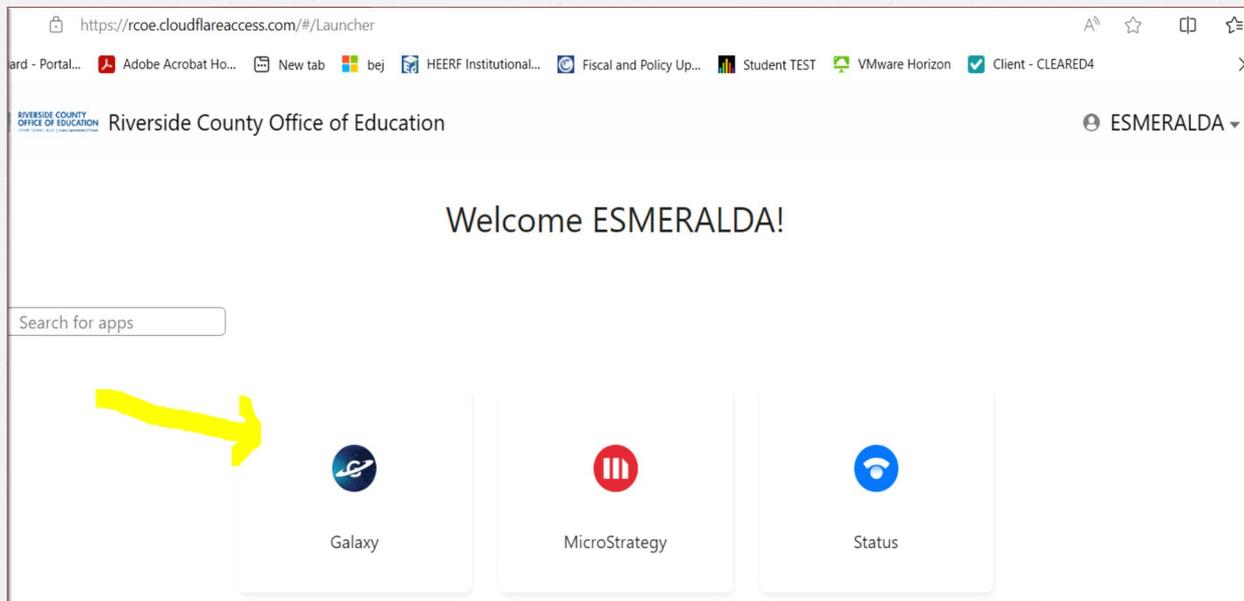
- 3 Log in to your district sign-in page as you normally do.
- 4 The SSO App Portal page opens.

- If you have any errors logging into Galaxy please open a helpdesk ticket at [helpdesk@rccd.edu](mailto: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, there is a search bar labeled "Search for apps". Three application icons are shown in a row: "Galaxy" (a blue icon with a white stylized 'G'), "MicroStrategy" (a red icon with three white vertical bars), and "Status" (a blue icon 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
<b>Totals</b>								<b>0.00</b>	<b>26,323.00</b>	<b>6,975.00</b>	<b>11,607.75</b>	<b>7,740.25</b>

# 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.

# Why is expense monitoring necessary?

1. To ensure proper expenses are posted to your grant, program or department budget.
2. To monitor expenses and ensure expense will not exceed budget.
3. To estimate carryover amount and plan accordingly for next fiscal year.
4. To provide accurate expense reports at any given time during the FY.

# How to monitor program and department budgets

## Review Payroll Activity:

### 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
	<b>Employee Name</b>	<b>Emp. Nbr.</b>	<b>Position</b>	<b>Funding Line</b>	<b>Amount</b>			
	BREKKE, JANELLE NICOLE	XXXXXX	2-924-006	181	692.25			
	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 #

# Review Travel Requests

1. Follow up with travelers to submit expense report that have been completed.
2. Help travelers to add credit card expenses to an expense report even when the travel has not taken place yet. This will expedite expense reconciliation in Galaxy, and allow you to see travel expenses posted in a timely manner.

# Purchasing

- o Please refer to Galaxy materials posted on Business Services Website.
- o Mustang Forms and Procedures Sharepoint site.
  - o New Vendor forms
  - o CTF- Contract Transmittal form- OnBase
  - o Year-End Closing

# Purchasing

What to do to expedite purchase requisitions?

*Existing Vendor.*

1. Ensure budget availability.
2. Confirm GL account is correct. (non-Inst. goal with non-inst object code).
3. Verify quote matches requisition amount and description.
4. Upload quote to requisition.
5. Follow up on Galaxy approvals
6. Find out if insurance is needed:
  - Check with purchasing if current certificate of insurance is on file.
  - Or Request COI from vendor.

# Purchasing

## What to do to expedite purchase requisitions?

### *New Vendor*

1. Ensure budget availability.
2. Confirm GL account is correct.
3. Verify quote matches requisition amount and description.
4. Upload quote to requisition using new attachment feature in galaxy.
5. Request Vendor for the following forms:
  - a) Vendor Maintenance Information form
  - b) W-9 Form Request for Taxpayer Identification number and Certification.
  - c) RCCD Insurance Requirement.
  - d) Vendor Purchase Order Requirement Policy and Acknowledgement Form.

# 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	-

# Requisition Process

## When entering a Type R Requisition for Regulars or Blankets:

1. Obtain a quote for items or services
2. Verify budget availability.
3. Review GL account for accuracy
  1. What are you buying? (Make sure object code and SPP is correct. )
4. Enter clear notes on the requisition.
5. **Upload quote to requisition in Galaxy using attachment feature.**
6. Monitor your requisition for approval, read notes.
7. When Purchase Requisition is fully approved, follow up with Purchasing.
8. When a PO is issued, contact the vendor to place order and get confirmation of your order.
9. When items are delivered and services rendered, submit invoice for payment with proper signature and PO information.

# Contract Process

When entering a Type A Requisitions for Contracts, keep in mind.

- a. Quotes with terms and condition will required a CTF unless the vendor will accept a Purchase order.
- b. Send your contract/agreement to Contracts Review at [contractsreview@rccd.edu](mailto:contractsreview@rccd.edu)
- c. Start the Contract Transmittal Form (CTF) in OnBase

# Agreement/Contract (A/C) Transmittal Form

INSTRUCTIONS TAB

RCCD

RIVERSIDE COMMUNITY  
COLLEGE DISTRICT

MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE  
AGREEMENT/CONTRACT (A/C) TRANSMITTAL FORM

Current Status

Instructions

Details

Approvers

Attachments

Save or Submit

## Submitting an Agreement/Contract Transmittal Form

Start the form on the **Details** page and complete that before moving on to the **Approvers** and **Attachments** pages.

Ensure **all** required fields (indicated with a red \*asterisk) are filled in and accurate before **saving** or **submitting** the form.

Provide all required attachments as indicated on the Attachments page. Attachments must be in PDF format.

Use the **Save of Submit** tab for guidance and to save or submit the form.

Click the **Continue** button when you are ready to start the form >>

Continue

# Agreement/Contract (A/C) Transmittal Form

## DETAILS TAB

Current Status

Instructions Details **Approvers** Attachments Save or Submit

Form Type\*

College  District

### Submitter Information

*This is the individual who will receive email verification of submission, all status updates, and notification of approval.*

Submitter Name

(enter as FirstName LastName)\*

Submitter Email\*

Title

Department

### Vendor Information

Vendor Name\*

Vendor Contact (Name)\*

Additional Vendor Notes

Vendor City\*

Vendor Title

Vendor State\*

Vendor Email\*

### Agreement Information

Agreement/Contract Type\*

*Be careful to choose the correct Contract Type. The choice will affect other fields and attachments required.*

Time Period A/C is in effect

*Please note: only "Standard Date Range" provides a "To" date option. For all other contracts, the "To" date will be left blank.*

Time Period Type

(you must select one)\*

From

To

**Note:** Per Ed Code 17596, Contracts are not to exceed five years.

Time Period Notes/Clarifications

Description of Goods and Services

For all amendments, include the amendment number and original Contract PO number (if applicable).\*

Software or IT Requiring Integration

For contracts for ANY software, hardware or 3rd party web services that require integration with District Information Technology & Learning System resources, an additional attachment of the Approval from Associate Vice Chancellor, Information Technology & Learning Systems is required. Please indicate if this is this type of software/IT related purchase.

IT Related Agreement\*

Budget Code

(if more than one, click Add and indicate % split in Notes)

Budget Code

(use format: ##-AAA-####-#####) or type "Foundation Account" in field if no budget code

Add

Remove

Budget Notes

>>Approvers Page

# Agreement/Contract (A/C) Transmittal Form

## APPROVERS

[Instructions](#) [Details](#) [Approvers](#) [Attachments](#) [Save or Submit](#)

### Initiating Department Approval

*Initiating Department Manager ensures that all A/C information is accurate, and that all required documents have been attached.*

**Initiating Department Manager Name\***

**Title**

**Email**

**NOTE:** Names are ordered by First Name. Select the Department Manager Name from the list, don't simply type it in. If the name is not in the list you may fill the fields manually. In that case, please click the check box below.

*Initiating Department Manager not in drop-down menu*

### District Approvals

#### Department Administrator

*Department Administrator confirms that all A/C information is accurate, and all required documents have been attached.*

**Name\***

**Title**

**Email**

#### District Business and Financial Services - Budget Analyst

*Budget Analyst confirms budget for Agreement/Contract*

Select the Budget Analyst per the following:

District Office ► Michele Arnold

Moreno Valley College ► Anthony Bush

Norco College ► Christina Alarcon

Riverside City College ► Ana Cisneros or Josie Essien

**Name\***

**Email**

#### Vice Chancellor - Business and Financial Services

*Vice Chancellor, Business & Financial Services confirms A/C is signed on behalf of RCCD.*

**Name\***

AARON BROWN

**Email**

AARON.BROWN@RCCD.EDU

**Assistant**

GLORIA AGUILAR

**Assistant Email**

GLORIA.AGUILAR@RCCD.EDU

#### District Business and Financial Services - Purchasing Specialist

*Purchasing Specialist confirms Purchase Order has been generated and sends completed notice to Initiator/Submitter.*

Purchasing Specialist assignment based on Vendor Name:

#s & A-C ► Amanda Vazquez

D - J ► Melinda Chavez

K - Q ► Angela Aguilar

R - Z ► Melissa Griffith

**Name\***

**Email**

[>>Attachments Page](#)

# Agreement/Contract (A/C) Transmittal Form

## ATTACHMENTS

Current Status

Instructions Details Approvers Attachments Save or Submit

### Standard Attachments (0)

Original Agreement/Contract unsigned or signed by vendor only (if more than one document makes up the agreement, combine into a single PDF before uploading)\*

Attach Agreement

Certificate of Insurance from Vendor or email from General Counsel stating Certificate of Insurance not required\*

Attach Insurance Statement

General Counsel Approval (note: email for general counsel is [contractsreview@rccd.edu](mailto:contractsreview@rccd.edu))\*

Attach General Counsel Approval

### Agreement Notes

(e.g., list page(s) where signatures are required)

Certificate of Insurance Notes (if necessary)

General Counsel Approval Notes (if necessary)

Go to Save/Submit

# Agreement/Contract (A/C) Transmittal Form

SAVE OR SUBMIT

Current Status

Instructions

Details

Approvers

Attachments

Save or Submit

Select **Save Draft** to save a draft of your form without submitting it/initiating the approval process.

Use this option to save your progress and return to complete it and **Submit** at a later time.

**NOTICE:** Unsubmitted forms will be deleted after 30 days.

Select **Submit** once you have completed all tabs in their entirety and are ready to officially submit the form and initiate the approval process.

You will receive an email with a link to return to the form.

Choose one\*

Required Attachments Missing

(check this box if you need to Save the form without all required attachments)

# **Agreement/Contract (A/C) Transmittal Form**

Type A Requisition- Hands on Exercise  
Lisa Myers.

**Approval Process for all NC financial and HRER forms can be found in the Mustangs Forms and Procedures SharePoint site.**

[Norco College documents approval workflow 081624.xlsx](#)

**1. Budget, Galaxy and Purchasing Questions.**

**2. Concur Q & A Session**

**For questions please contact:**

**Financial & Technical Analyst  
Lisa Myers x 7072**

**Accounting Services Clerk  
Lorena Rositas x 7787**

**Director, Business Services  
Esmeralda Abejar x 7140**