



View Only Access

This document contains step-by-step instructions for View Only Users in the *Galaxy* system.

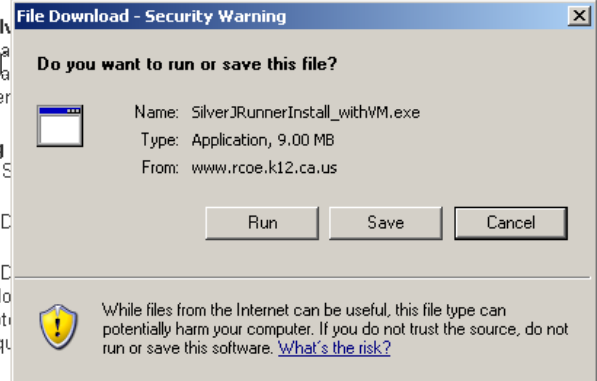
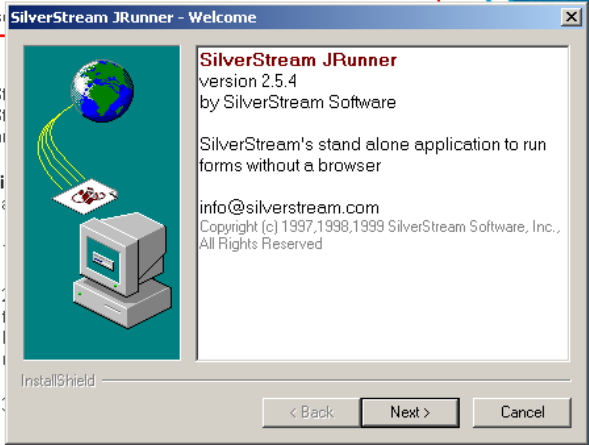
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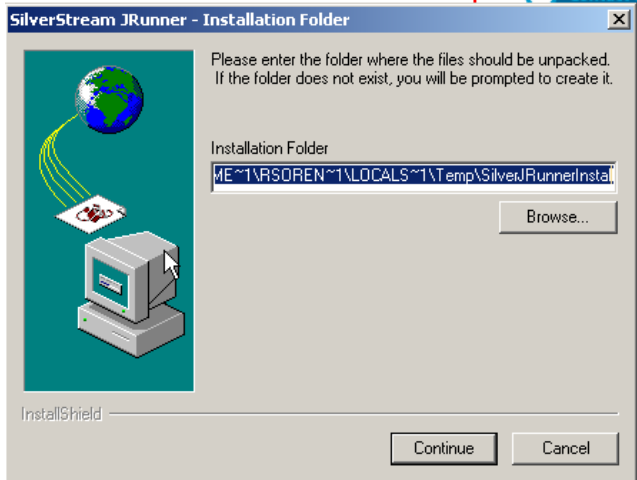
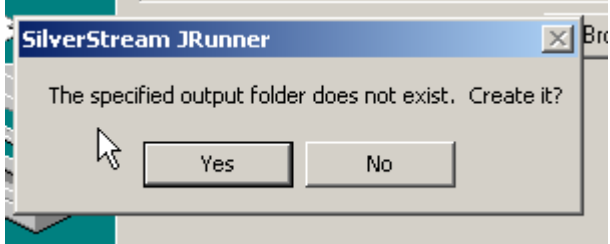
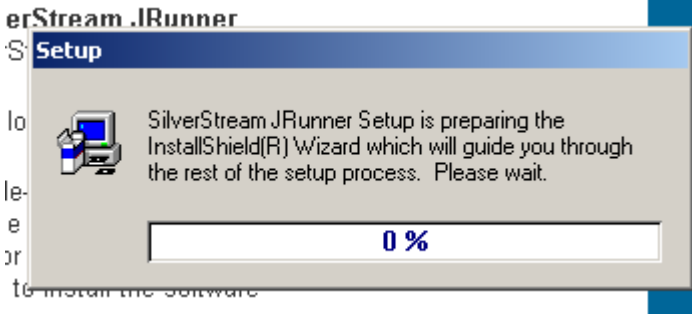
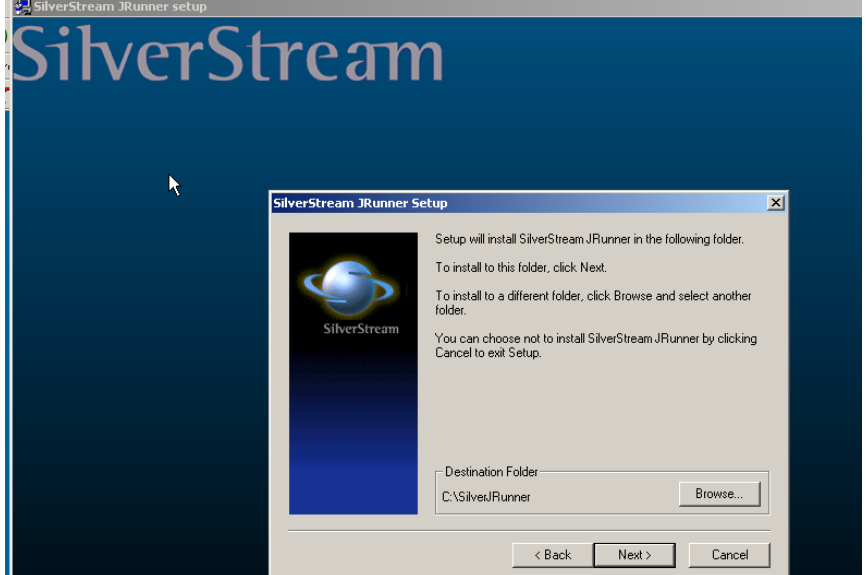
Introduction

Galaxy is a web-based fully integrated business and personnel system. Galaxy contains over 400 screens with modules ranging from Accounts Payable to Year-End Closing.

The purpose of this document is to support the end user in viewing financial information in the **Galaxy** system. This manual incorporates step-by-step instructions and is accompanied by screen captures for easy viewing and further assistance.

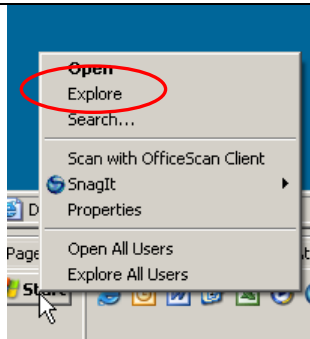
Installing Galaxy on your desktop

Go to this website	http://www.rcoe.k12.ca.us/jrunner/
Click on the word “Download” on that page	Download SilverStream JRunner and the Java Virtual Machine
You will see this....Click RUN	 <p>Enter the corresponding shortcut address</p>
Click NEXT	 <p>wnload, click on the link below:</p>

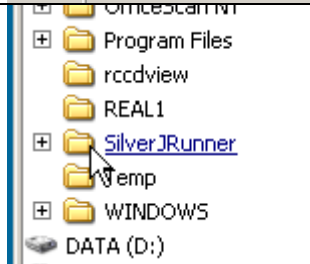
<p>Click CONTINUE</p>	
<p>Click YES</p>	
<p>It will run a setup</p>	
<p>This will open...Click NEXT</p>	

Once that's complete, RIGHT-click on your Start button and choose

EXPLORE



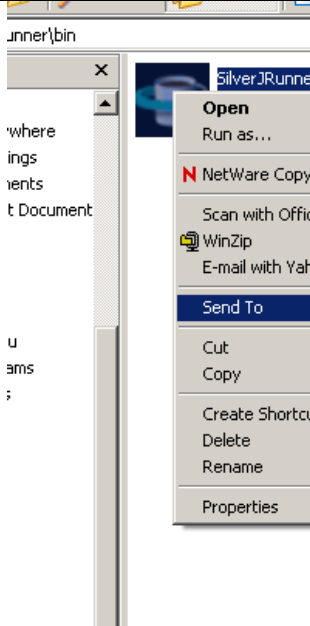
Find the file name Silver JRunner in your C drive.



Inside that...Find the BIN file.

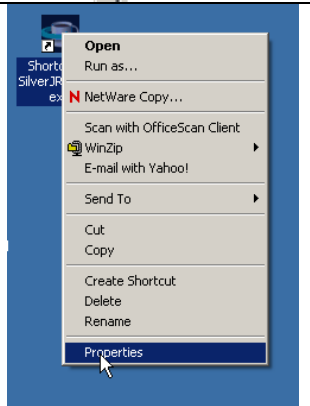


Inside that, there should be an .exe file...RIGHT-click and choose Send To Desktop.

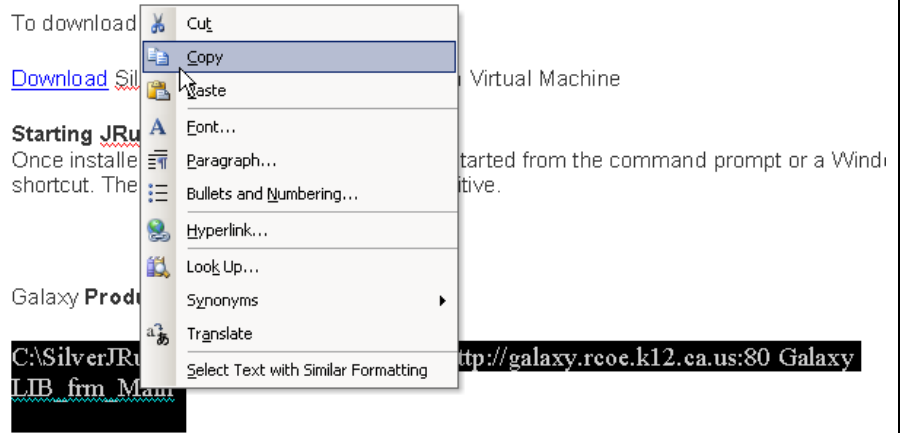


That will send an icon to your desktop.

Go to that icon and RIGHT-click and choose **PROPERTIES**.

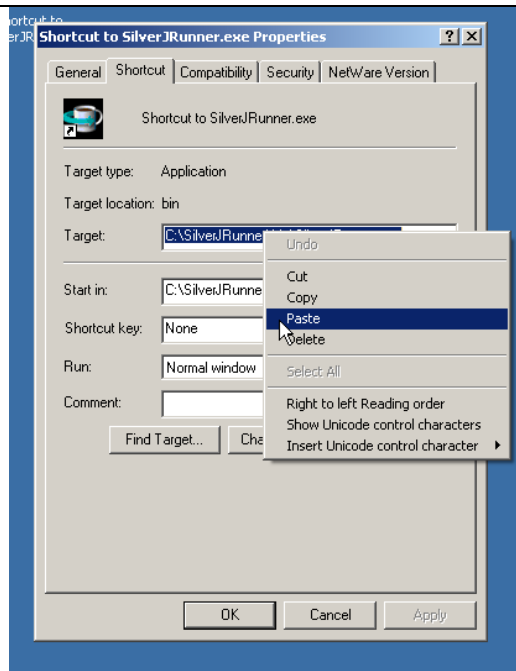


RIGHT-click and copy the file name below.



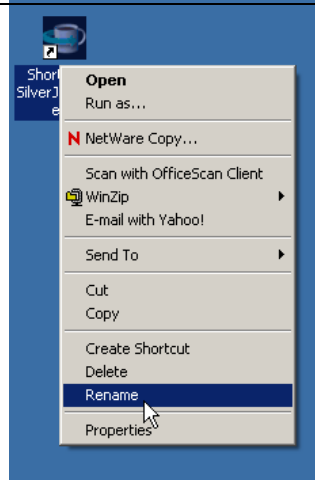
C:\SilverJRunner\bin\SilverJRunner.exe
http://galaxy.rooe.k12.ca.us:80 Galaxy LIB_frm_Main

Then back to the properties box, RIGHT-click and PASTE into the Target box.

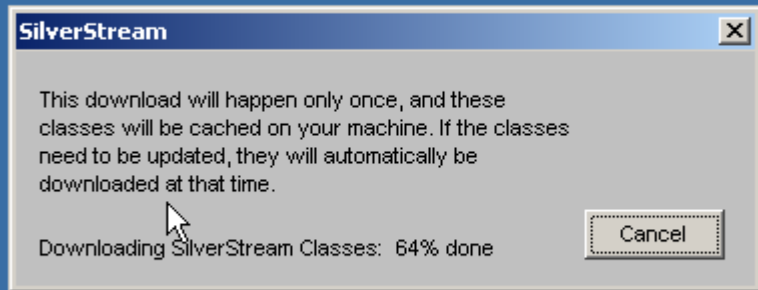


Then you can RIGHT-click to rename your icon.

And you are READY TO GO!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!


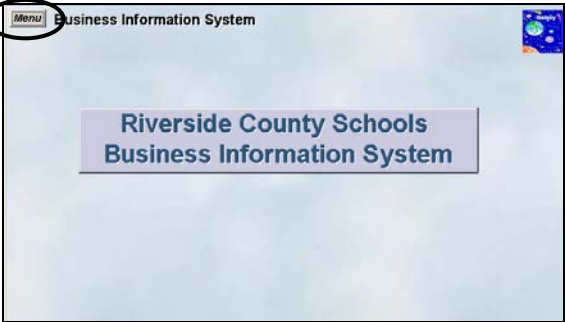
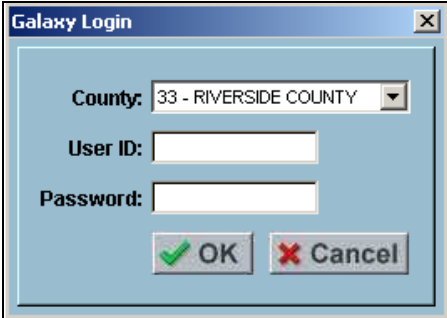


The first time you open Galaxy, you will get this message. It will open after it's complete.



Logging on to Galaxy

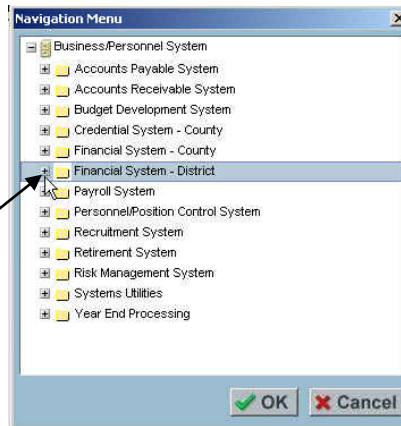
To log on to **Galaxy** you will need a user ID and a Password.

<p>Double click on the Galaxy icon on your desktop.</p>	 A desktop icon for the Galaxy application, featuring a stylized globe and the word "Galaxy" below it.
<p>Click the Menu button to log on to Galaxy.</p>	 A screenshot of the Galaxy Business Information System menu. The title bar reads "Menu Business Information System". The main content area displays "Riverside County Schools Business Information System" in a blue box. A small "Menu" button is circled in the top left corner, with an arrow pointing to it from the text in the adjacent cell.
<p>Enter your employee number in the "User ID" field. Then tab, and enter your password. (You will be given an initial password to log into Galaxy. Once you have entered the password, the system will prompt you to create your own personal password. Your new password must be at least 6 characters and contain alpha numeric characters.)</p> <p>Then click OK or hit enter on your keyboard.</p>	 A screenshot of the "Galaxy Login" dialog box. It has a title bar with "Galaxy Login" and a close button. The dialog contains a "County:" dropdown menu set to "33 - RIVERSIDE COUNTY", a "User ID:" text input field, and a "Password:" text input field. At the bottom are "OK" and "Cancel" buttons with checkmark and X icons respectively.

The navigation menu will immediately appear for you after logging on.

Later you will need to click the **Menu** button to refer to the navigation menu.

Go to the *Financial System – District* folder.

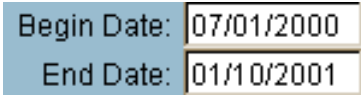

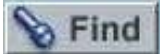

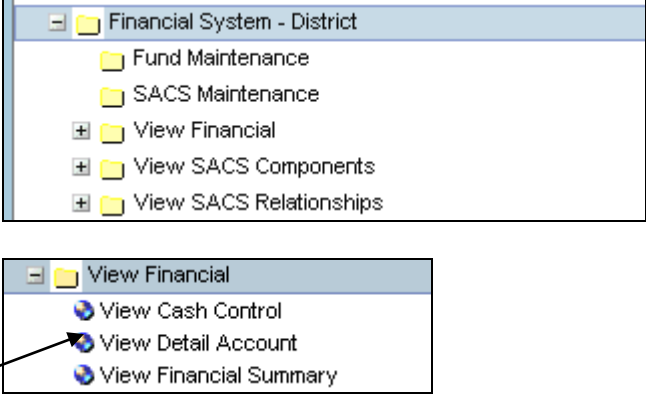


Navigation Menu

The Navigation Menu is your guide throughout Galaxy. It displays each screen in the business system. Below are samples:

<p>These are the Galaxy Navigation Menu folders for the Financial Module. Each folder contains a list of financial screens to choose from. For example:</p>	<ul style="list-style-type: none">[-] Fund Maintenance<ul style="list-style-type: none">Enter Transfers
	<ul style="list-style-type: none">[-] Financial System - District<ul style="list-style-type: none">[+] Fund Maintenance[+] Account Viewing[+] SACS Maintenance[+] SACS Relationship Viewing
	<ul style="list-style-type: none">[-] Account Viewing<ul style="list-style-type: none">[+] View Detail Account[+] View Financial Summary[+] View General Ledger Details[+] View General Ledger Summary[+] View Cash Control[+] View Transactions Entered

Other Helpful Tips

<p>Date criteria set by the user for the system to search the database must include slashes (00/00/00).</p>	
<p>To cancel any information entered that has NOT been previously saved to the database</p>	
<p>To find the information requested from the database</p>	
<p>There will be a plus sign (+) next to each folder where you have access to screens. Some folders will not be accessible due to your screen permissions.</p> <p>Galaxy screens will have a small blue world  next to them.</p> <p>After selecting the screen, you can double click or click once and click OK.</p>	

Galaxy View Only Screens

View Detail Account

In this screen you can view budget code information in detail. The detailed information will include every transaction based on your search criteria and will include transaction dates, transaction types, dollar amounts, and transaction number.

Step 1
Enter a Begin and End Date and specify your budget code criteria.

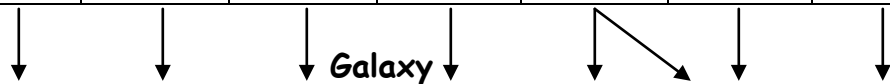
NOTE: By narrowing the date range of the search criteria, the screen will work much quicker.

Budget Code Cross-walk

The following tables display the breakdown of the budget code structure in FINVIEW and *Galaxy*. The budget codes remain the same in both systems, however some labels are different in *Galaxy*.

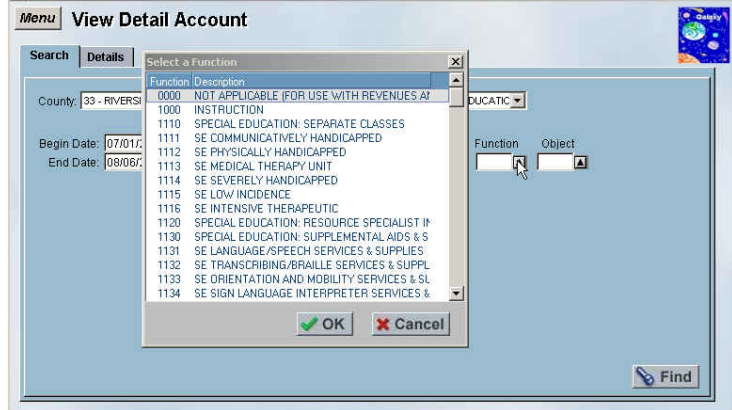
FIN VIEW

Field Name	Fund	Location	Resource	PY	Program	SP Prg	Object
No. of characters	2	3	4	1	5	3	4



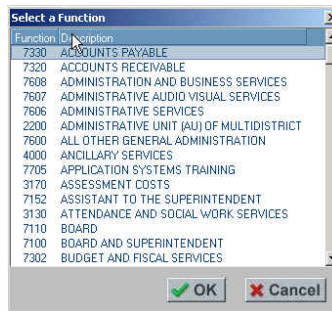
Field Name	Fund	School	Resource	PY	Goal	Function	Object
No. of characters	2	3	4	1	4	4	4

If you **do not know the budget code**, you can click on any of the pop-up arrows for a menu of each.

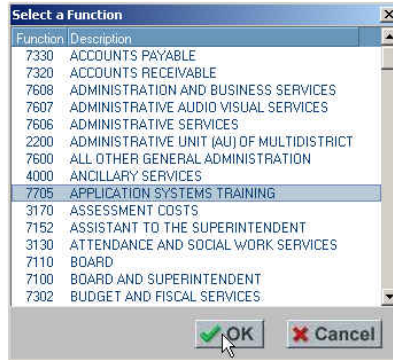


To sort the menu alphabetically, click once on the blue header.

To sort in reverse order, hold down your **SHIFT** key and click once on the blue header.



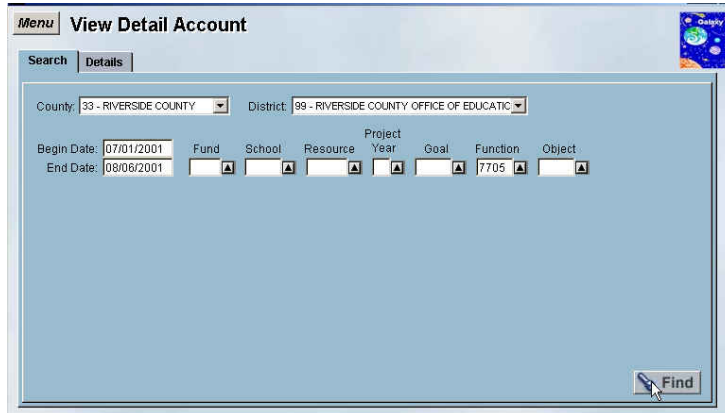
You may select one by double clicking or highlight it and click **OK**.



Step 2

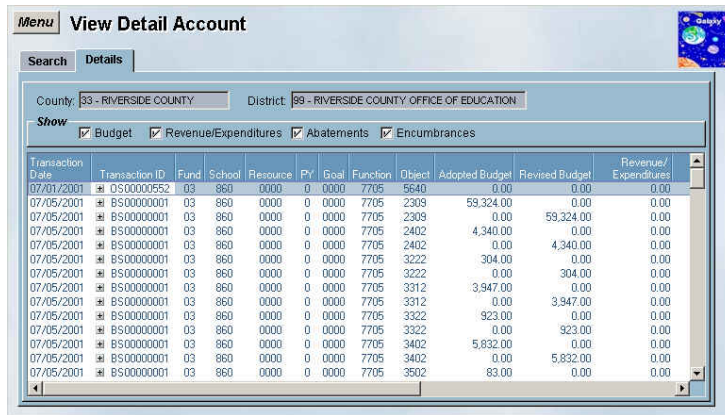
You may also use a wild card in your search criteria. For example, to view all 1100-1199 object codes you can mark 11* as your search criteria. This will display all 11XX codes. The asterisk is used as the wild card.

Then click **Find**.



After you click **Find**, your search results will be displayed on the *Details* tab.

Remember to use your scroll bars, left & right and top & bottom, to view all information.



The Show boxes are used to show and hide columns on your screen. They do not recalculate any information.



You may also choose to sort the information here.

To sort the data alphabetically, click once on the blue header.

To sort in reverse order, hold down your SHIFT key and click once on the blue header

Transaction Date	Transaction ID	Fund	School	Resource	PY	Goal	Function	Object	Adopted Budget	Revised Budget	Revenue/Expenditures
07/11/2001	AP00000019	03	860	0000	0	0000	7705	3402	0.00	0.00	216.06
07/11/2001	AP00000019	03	860	0000	0	8600	7705	3402	0.00	0.00	0.00
07/11/2001	AP00000019	03	860	0000	0	8600	7705	3402	0.00	0.00	419.42
07/13/2001	AP00000025	03	860	0000	0	0000	7705	3402	0.00	0.00	0.00
07/13/2001	AP00000025	03	860	0000	0	0000	7705	3402	0.00	0.00	0.27
07/13/2001	AP00000025	03	860	0000	0	0000	7705	3402	0.00	0.00	1.08
07/13/2001	AP00000025	03	860	0000	0	8600	7705	3402	0.00	0.00	0.00
07/13/2001	AP00000025	03	860	0000	0	8600	7705	3402	0.00	0.00	0.53
07/13/2001	AP00000025	03	860	0000	0	8600	7705	3402	0.00	0.00	0.00
07/13/2001	AP00000025	03	860	0000	0	8600	7705	3402	0.00	0.00	2.12
07/17/2001	AP00000026	03	860	0000	0	0000	7705	3402	0.00	0.00	0.00
07/17/2001	AP00000026	03	860	0000	0	0000	7705	3402	0.00	0.00	2.56

The plus (+) sign next to each transaction will only expand if the transaction is tied to a payroll, as seen in this example.

Employee Name	Emp. Nbr	Position	Funding Line
HERNANDEZ, PATTY A	145588	2-262-080	543

See page 19 for printing instructions.

Transaction ID Prefix Table

Every transaction in **Galaxy** is designated a transaction ID which includes a prefix to identify the transaction and its source. The following is a list of common transaction prefixes that are used in the system:

Please note: Other transaction code prefixes may appear. Please contact business services for more information.

BR	FINANCIAL BUDGET RESOLUTIONS
BS	BUDGET UPDATES
AP	COMMERCIAL WARRANTS (A/P CLAIMS)
FC	EMPLOYER FIXED CHARGES
FT	FUND TRANSFERS
OS	ONESOURCE TRANSACTIONS (CLAIMS)
PR	PAYROLL
DD	DIRECT DEPOSIT
AR	ACCOUNTS RECEIVABLE DEPOSITS
PW	PAYROLL WARRANTS
YE	YEAREND PROCESSING

View Financial Summary

In this screen you can view your department budget codes in summary. Summary information includes Budget, Revenues/Expenditures, Abatements, and Encumbrances.

Step 1

Enter a Begin and End Date and specify your budget code criteria. If you **do not know the budget code**, you can click on the pop-up arrows for a menu of each. You may select one by double clicking or highlight it and click OK.

Then click Find.

The Show boxes are used to show and hide columns on your screen. They do not recalculate any information

Here are your search results.

Fund	School	Resource	PY	Goal	Function	Object	Adopted Budget	Revised Budget	Rev/Exp Net of Abatements	Revenue / Expenditures	Abatements
03	860	0000	0	0000	7705	2309	53,324.00	53,324.00	0.00	0.00	
03	860	0000	0	0000	7705	2402	4,340.00	4,340.00	153.90	153.90	
03	860	0000	0	0000	7705	2402	8,425.00	8,425.00	298.75	298.75	
03	860	0000	0	0000	7705	3222	304.00	304.00	10.77	10.77	
03	860	0000	0	0000	7705	3222	590.00	590.00	20.91	20.91	
03	860	0000	0	0000	7705	3312	3,947.00	3,947.00	9.54	9.54	
03	860	0000	0	0000	7705	3312	7,662.00	7,662.00	18.52	18.52	
03	860	0000	0	0000	7705	3322	923.00	923.00	2.23	2.23	
03	860	0000	0	0000	7705	3322	1,792.00	1,792.00	4.33	4.33	
03	860	0000	0	0000	7705	3402	5,832.00	5,832.00	237.50	237.50	
03	860	0000	0	0000	7705	3402	11,322.00	11,322.00	461.09	461.09	
03	860	0000	0	0000	7705	3502	83.00	83.00	0.20	0.20	
03	860	0000	0	0000	7705	3502	161.00	161.00	0.39	0.39	

To see all account information you will need to scroll across the screen by clicking on the left and right arrows located on the scroll bar.



View Financial Summary by Fund and Resource

This screen is used to view department budget code summary information by Fund and Resource combination. You may also select a Location and/or Resource.

Step 1

Enter the budget code search criteria.

To view a combined General Fund (11 and 12); click the *Show Combined General Fund* box.

To view your Resource codes combined, enter XXXX in the *From* and *To* fields.

To view your Location codes combined, enter XXX in the *From* and *To* fields.

Click **Find**.

Step 2

The *Summary* tab, will display your search results.

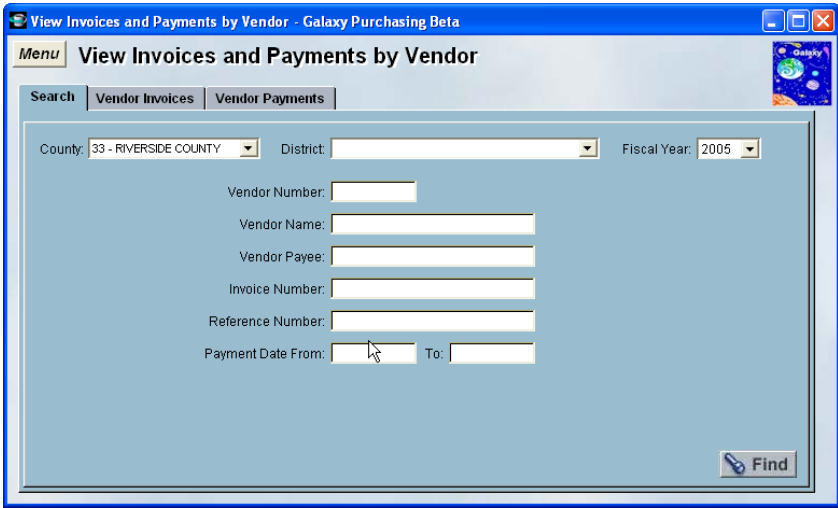
If you have multiple budget code in your search criteria, click the forward and back buttons to move between budget codes.

	Adopted Budget	Revised Budget	Rev/Exp Net of Statements	Rev/Exp	Statements	Encumbrances	Uncommitted / Unavailable
A. REVENUES							
1) Revenue Link Sources	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2) Federal Revenues	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
3) Other State Revenues	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4) Other Local Revenues	\$ 2,248,955	\$ 2,248,495.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,248,495.00
5) TOTAL REVENUES	\$ 2,248,955	\$ 2,248,495.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,248,495.00
B. EXPENDITURES							
1) Certificated Salaries	\$ 72,552	\$ 72,552.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 72,552.00
2) Classified Salaries	\$ 2,022,631	\$ 2,022,631.00	\$ 179,412.58	\$ 179,412.58	\$ 0.00	\$ 462,099.90	\$ 2,262,118.52
3) Employee Benefits	\$ 339,794	\$ 339,794.00	\$ 9,348.40	\$ 9,348.40	\$ 0.00	\$ 77,464.97	\$ 76,421.95
4) Books and Supplies	\$ 40,389	\$ 40,889.00	\$ 41.18	\$ 41.18	\$ 0.00	\$ 23,429.53	\$ 573,429.29
5) Services, Other Op Exp	\$ 278,250	\$ 278,250.00	\$ 454,884	\$ 454,884	\$ 0.00	\$ 91,790.28	\$ 277,207.10
6) Capital Outlay	\$ 176,444	\$ 176,444.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 176,204.00
7) Other Outlay	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
8) Direct/Indirect Costs	\$ 187,808	\$ 187,808.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 187,808.00
9) TOTAL EXPENDITURES	\$ 3,224,262	\$ 3,224,762.00	\$ 260,754.88	\$ 260,754.88	\$ 0.00	\$ 1,781,142.88	\$ 3,262,884.88
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	\$ (975,307)	\$ (976,267.00)	\$ 260,754.88	\$ 260,754.88	\$ 0.00	\$ 1,781,142.88	\$ (3,262,884.88)
D. OTHER FINANCING							
1a) Interfund Transfers In	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
1b) Interfund Transfers Out	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2a) Other Sources	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2b) Other Uses	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
3) Deposits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4) TOTAL OTHER	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
E. CHANGE IN FUND BALANCES - 101	\$ (975,307)	\$ (976,267.00)	\$ 260,754.88	\$ 260,754.88	\$ 0.00	\$ 1,781,142.88	\$ (3,262,884.88)
F. BEGINNING BALANCE	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
G. ENDING BALANCE	\$ (975,307)	\$ (976,267.00)	\$ 260,754.88	\$ 260,754.88	\$ 0.00	\$ 1,781,142.88	\$ (3,262,884.88)
GRAND TOTAL	\$ (975,307)	\$ (976,267.00)	\$ 260,754.88	\$ 260,754.88	\$ 0.00	\$ 1,781,142.88	\$ (3,262,884.88)

View Invoices and Payments by Vendor

*** This screen is found in the Accounts Payable folder of the navigation menu. ***

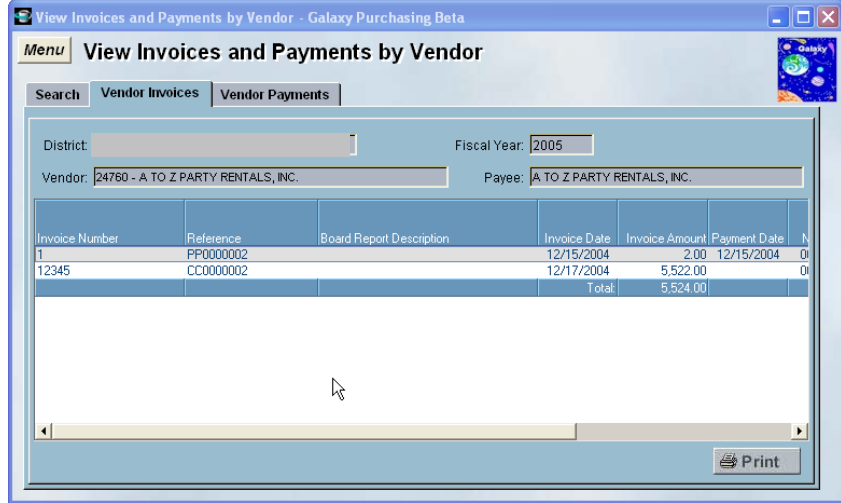
This screen is used to look up payment dates either by invoice or claim dates in response to vendor inquiries.

<p>Step 1 Select the fiscal year.</p> <p>If the user enters part of the vendor name, a pop-up box with possible matches will display from which the user selects the desired vendor.</p>	 <p>NOTE: The user may enter the vendor number and/or vendor name, payee, invoice number, etc. to see specific data.</p>
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To see if a particular invoice for a vendor has been paid, the user specifies the invoice number on the search tab, and the payment information pertinent to that invoice number and vendor will be displayed on the Invoice by Vendor tab.

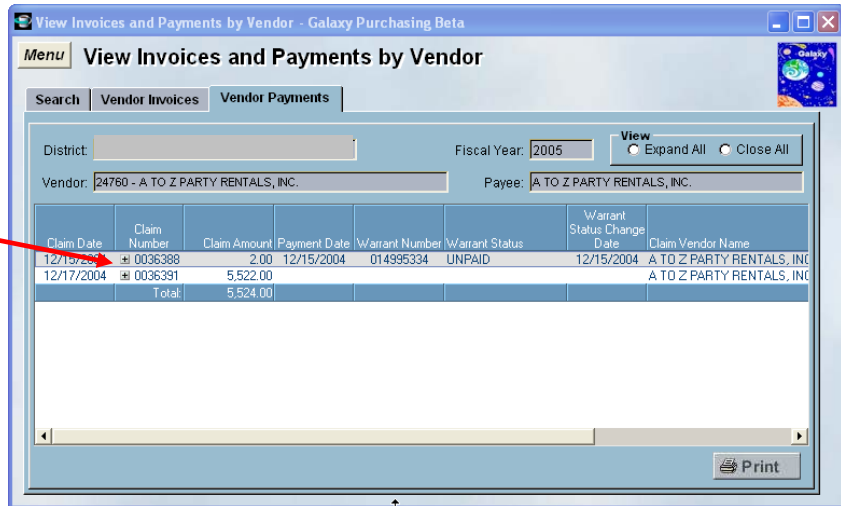
To view payments made to vendors by claim date, the user may enter a payment date range along with the vendor information on the search tab and see the desired claims displayed on the Claim Dates by Vendor tab.

Step 2
 This tab will display vendor invoice information.



Step 3
 This tab displays the Vendor Payment Information.

Click the plus sign to drilldown.

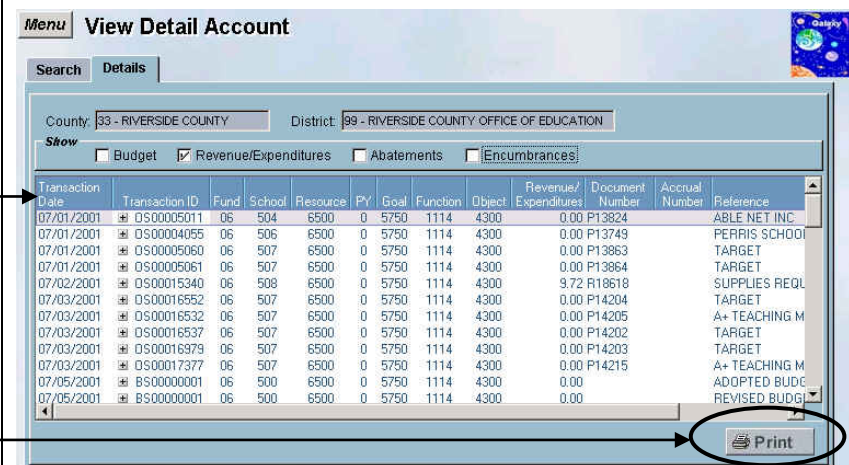
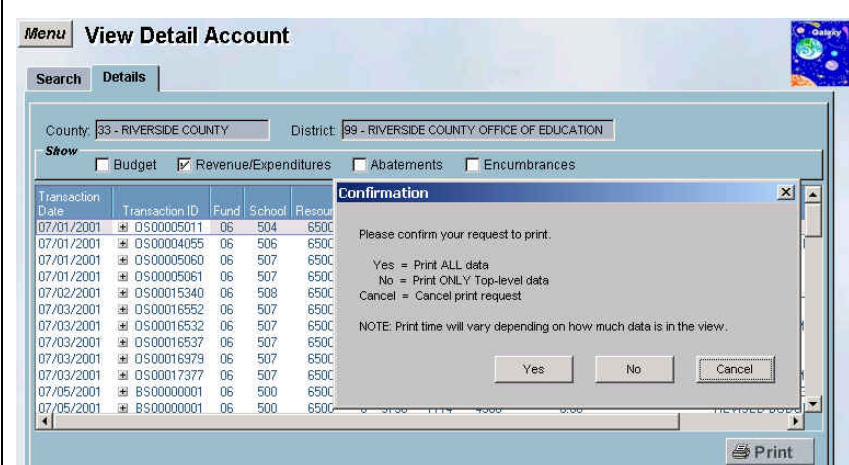


Print Screen Feature

Many screens have the Print Screen Feature which allows you to print the data displayed as a result of the criteria input on the Search tab. The Print Screen Feature can print all of the data available, not just what is visible. The data is exported to the default browser (Internet Explorer or Netscape) and can be printed from there. Also, once the data is in the browser, it can be copied to Excel* if desired.

This document will explain how to use the Print Screen Feature including printing from the browser and copying the data to Excel. The View Detail Account screen is used here, however the procedure is similar for all screens with this Print Screen Feature button on it (see below.)

***NOTE: You can change your default settings to print directly to Excel automatically!! Please go to page 24 for instructions.**

<p>Step 1. Sort the data as necessary by clicking on any of the headings.</p> <p style="text-align: center; margin-top: 20px;">Click the Print button.</p>	 <p>The screenshot shows the 'View Detail Account' window with a search criteria section (County: 33 - RIVERSIDE COUNTY, District: 99 - RIVERSIDE COUNTY OFFICE OF EDUCATION) and a 'Show' section with radio buttons for Budget, Revenue/Expenditures (selected), Abatements, and Encumbrances. Below is a table with columns: Transaction Date, Transaction ID, Fund, School, Resource, PY, Goal, Function, Object, Revenue/Expenditures, Document Number, Accrual Number, and Reference. A 'Print' button is circled in red at the bottom right of the table area.</p>
<p>Step 2. A confirmation window will appear.</p> <p style="margin-left: 20px;">Select one of the following:</p> <ul style="list-style-type: none"> Yes - to print all data including drill down data. No - to print only the top level data Cancel - to cancel print request. 	 <p>The screenshot shows the same 'View Detail Account' window, but with a 'Confirmation' dialog box overlaid. The dialog box contains the text: 'Please confirm your request to print.' followed by three options: 'Yes = Print ALL data', 'No = Print ONLY Top-level data', and 'Cancel = Cancel print request'. A note at the bottom of the dialog says: 'NOTE: Print time will vary depending on how much data is in the view.' There are 'Yes', 'No', and 'Cancel' buttons at the bottom of the dialog.</p>

Step 3.

The default browser will open and the data will appear.

If you do not see the browser or the data does not seem to be the current data, see step 9.

View Detail Account
DISTRICT 99 - RIVERSIDE COUNTY OFFICE OF EDUCATION

Begin Date: 07/01/2001 / End Date: 09/25/2001

NOTE: Generated from Galaxy screen on 09/25/2001 2:05 PM

Transaction Date	Transaction ID	Fund	School	Resource	PY	Goal	Function	Object	Revenue/Expenditures	Document Number	Accrual Number	Reference
07/01/2001	OS00005011	06	504	6500	0	5750	1114	4300	0.00	P13824		ABLE NET INC
07/01/2001	OS00004055	06	506	6500	0	5750	1114	4300	0.00	P13749		PERRIS SCHOOL DISTRICT
07/01/2001	OS00005080	06	507	6500	0	5750	1114	4300	0.00	P13863		TARGET
07/01/2001	OS00005081	06	507	6500	0	5750	1114	4300	0.00	P13864		TARGET
07/02/2001	OS00015340	06	508	6500	0	5750	1114	4300	9.72	R18618		SUPPLIES REQUISITION
07/03/2001	OS00018552	06	507	6500	0	5750	1114	4300	0.00	P14204		TARGET
07/03/2001	OS00018532	06	507	6500	0	5750	1114	4300	0.00	P14205		A+ TEACHING MATERIALS
07/03/2001	OS00018537	06	507	6500	0	5750	1114	4300	0.00	P14202		TARGET
07/03/2001	OS00018979	06	507	6500	0	5750	1114	4300	0.00	P14203		TARGET
07/03/2001	OS00017377	06	507	6500	0	5750	1114	4300	0.00	P14215		A+ TEACHING MATERIALS
07/05/2001	BS00000001	06	500	6500	0	5750	1114	4300	0.00			ADOPTED BUDGET
07/05/2001	BS00000001	06	500	6500	0	5750	1114	4300	0.00			REVISED BUDGET
07/05/2001	BS00000001	06	500	6500	0	5751	1114	4300	0.00			ADOPTED BUDGET
07/05/2001	BS00000001	06	500	6500	0	5751	1114	4300	0.00			REVISED BUDGET
07/05/2001	BS00000001	06	502	6500	0	5750	1114	4300	0.00			ADOPTED BUDGET
07/05/2001	BS00000001	06	502	6500	0	5750	1114	4300	0.00			REVISED BUDGET
07/05/2001	BS00000001	06	502	6500	0	5751	1114	4300	0.00			ADOPTED BUDGET
07/05/2001	BS00000001	06	502	6500	0	5751	1114	4300	0.00			REVISED BUDGET
07/05/2001	OS00018381	06	503	6500	0	5750	1114	4300	0.00	P14243		CM SCHOOL SUPPLY
07/05/2001	BS00000001	06	503	6500	0	5750	1114	4300	0.00			ADOPTED BUDGET
07/05/2001	BS00000001	06	503	6500	0	5750	1114	4300	0.00			REVISED BUDGET
07/05/2001	BS00000001	06	503	6500	0	5751	1114	4300	0.00			ADOPTED BUDGET
07/05/2001	BS00000001	06	503	6500	0	5751	1114	4300	0.00			REVISED BUDGET
07/05/2001	OS00018291	06	504	6500	0	5750	1114	4300	0.00	P14242		TFH (USA) LIMITED
07/05/2001	BS00000001	06	504	6500	0	5750	1114	4300	0.00			ADOPTED BUDGET
07/05/2001	BS00000001	06	504	6500	0	5750	1114	4300	0.00			REVISED BUDGET
07/05/2001	BS00000001	06	504	6500	0	5751	1114	4300	0.00			ADOPTED BUDGET
07/05/2001	BS00000001	06	504	6500	0	5751	1114	4300	0.00			REVISED BUDGET

Step 4.

Choose File/Print to print the data.

When the print dialog box appears, adjust the parameters as necessary.

File Edit View Favorites Tools Help

- New
- Open... Ctrl+O
- Edit with Microsoft Word for Windows® 97
- Save... Ctrl+S
- Save As...
- Page Setup...
- Print... Ctrl+P**
- Print Preview...
- Send
- Import and Export...
- Properties
- Work Offline
- Close

Step 5.

To copy the data to Excel, choose Edit/Select All.



Begin Date: 07/01/2001 / End Date: 09/25/2001

NOTE: Generated from Galaxy screen on 09/25/2001 1:55 PM

Transaction

All of the data will be selected.



View Detail Account

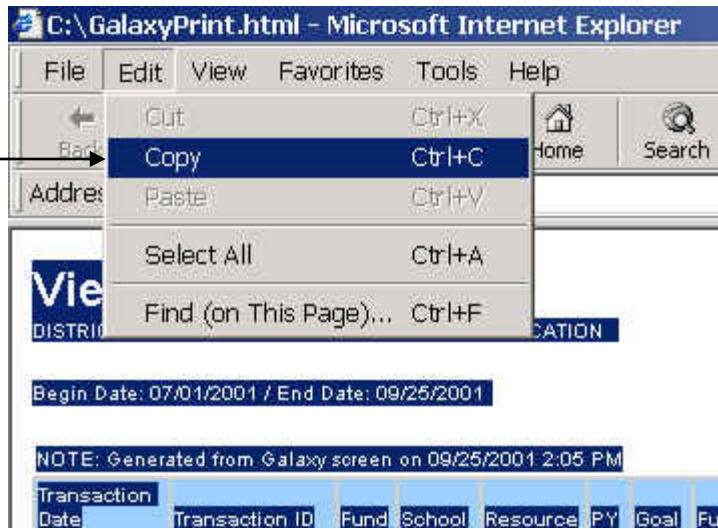
DISTRICT 99 - RIVERSIDE COUNTY OFFICE OF EDUCATION

Begin Date: 07/01/2001 / End Date: 09/25/2001

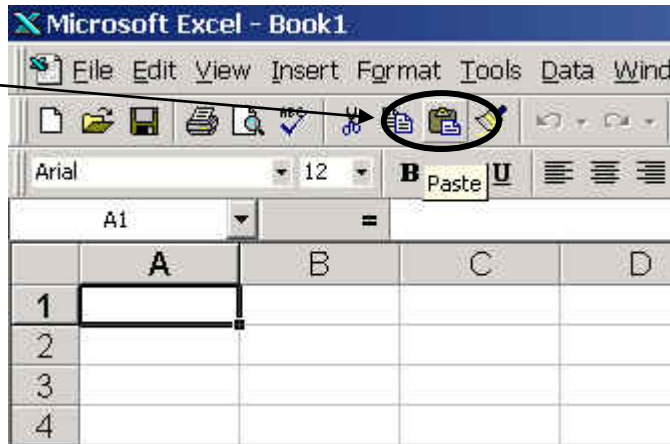
NOTE: Generated from Galaxy screen on 09/25/2001 2:05 PM

Transaction Date	Transaction ID	Fund	School	Resource	PI	Goal	Function	Object	Revenue/Expenditures	Document Number	Accrual Number	Referenced
07/01/2001	0800005011	36	204	2500	0	5750	1114	4300	0.00	P13822		ABLE NET INC
07/01/2001	0800004055	36	206	2500	0	5750	1114	4300	0.00	P13749		PERRIS SCHOOL DISTRICT
07/01/2001	0800005080	36	207	2500	0	5750	1114	4300	0.00	P13863		TARGET
07/01/2001	0800005081	36	207	2500	0	5750	1114	4300	0.00	P13864		TARGET
07/02/2001	0800016340	36	208	2500	0	5750	1114	4300	0.72	R18618		SUPPLIES REQUISITION
07/03/2001	0800016562	36	207	2500	0	5750	1114	4300	0.00	P14204		TARGET
07/03/2001	0800016562	36	207	2500	0	5750	1114	4300	0.00	P14205		A- TEACHING MATERIALS
07/03/2001	0800016567	36	207	2500	0	5750	1114	4300	0.00	P14202		TARGET
07/03/2001	0800016979	36	207	2500	0	5750	1114	4300	0.00	P14203		TARGET
07/03/2001	0800017377	36	207	2500	0	5750	1114	4300	0.00	P14216		A- TEACHING MATERIALS
07/05/2001	B800000001	36	200	2500	0	5750	1114	4300	0.00			ADOPTED BUDGET
07/05/2001	B800000001	36	200	2500	0	5750	1114	4300	0.00			REVISED BUDGET
07/05/2001	B800000001	36	200	2500	0	5751	1114	4300	0.00			ADOPTED BUDGET
07/05/2001	B800000001	36	200	2500	0	5751	1114	4300	0.00			REVISED BUDGET
07/05/2001	B800000001	36	202	2500	0	5750	1114	4300	0.00			ADOPTED BUDGET
07/05/2001	B800000001	36	202	2500	0	5750	1114	4300	0.00			REVISED BUDGET
07/05/2001	B800000001	36	202	2500	0	5751	1114	4300	0.00			ADOPTED BUDGET
07/05/2001	B800000001	36	202	2500	0	5751	1114	4300	0.00			REVISED BUDGET
07/05/2001	0800018381	36	203	2500	0	5750	1114	4300	0.00	P14243		CM SCHOOL SUPPLY
07/05/2001	B800000001	36	203	2500	0	5750	1114	4300	0.00			ADOPTED BUDGET
07/05/2001	B800000001	36	203	2500	0	5750	1114	4300	0.00			REVISED BUDGET
07/05/2001	B800000001	36	203	2500	0	5751	1114	4300	0.00			ADOPTED BUDGET
07/05/2001	B800000001	36	203	2500	0	5751	1114	4300	0.00			REVISED BUDGET
07/05/2001	0800018291	36	204	2500	0	5750	1114	4300	0.00	P14242		TFH (USA) LIMITED
07/05/2001	B800000001	36	204	2500	0	5750	1114	4300	0.00			ADOPTED BUDGET
07/05/2001	B800000001	36	204	2500	0	5750	1114	4300	0.00			REVISED BUDGET
07/05/2001	B800000001	36	204	2500	0	5751	1114	4300	0.00			ADOPTED BUDGET
07/05/2001	B800000001	36	204	2500	0	5751	1114	4300	0.00			REVISED BUDGET

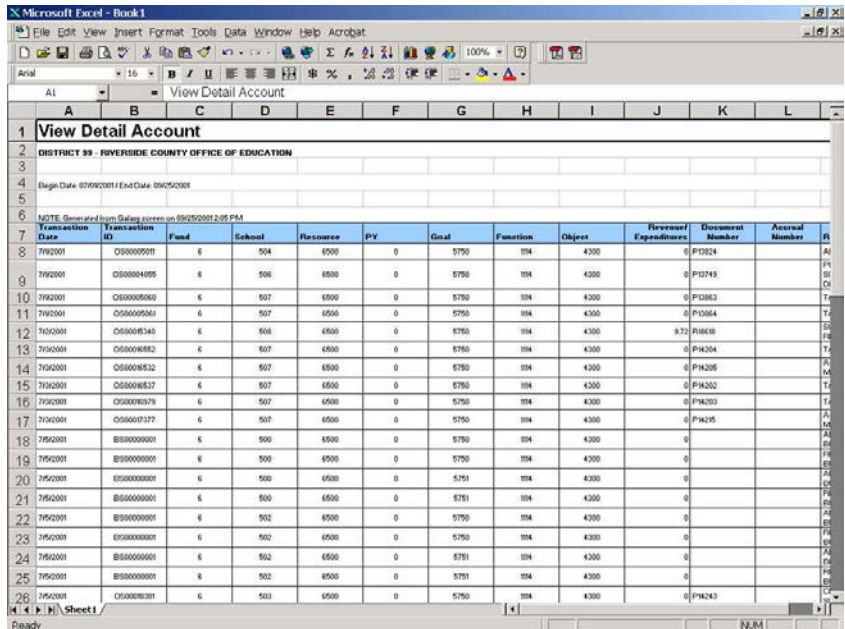
Step 6.
Choose Edit/Copy to copy the data to the clipboard.



Step 7.
Open Excel and click the Paste button to retrieve the data from the clipboard.



Step 8.
The data can now be formatted, sorted, and/or printed.



Step 9.

A confirmation window will appear in Galaxy to let you know that the print has been completed.

It also advises about switching to the browser in case it did not switch automatically. The browser display may also need to be refreshed by clicking the Refresh button in the browser

Click **OK**.

Menu View Detail Account

Country: 33 - RIVERSIDE COUNTY District: 99 - RIVERSIDE COUNTY OFFICE OF EDUCATION

Show Budget Revenue/Expenditures Abatements Encumbrances

Transaction Date	Transaction ID	Fund	School	Re	Revenue/	Document	Actual
07/01/2001	DS00005011	06	504	6			
07/01/2001	DS00004055	06	506	6			
07/01/2001	DS00005060	06	507	6			
07/01/2001	DS00005061	06	507	6			
07/02/2001	DS00015340	06	508	6			
07/03/2001	DS00016552	06	507	6			
07/03/2001	DS00016532	06	507	6			
07/03/2001	DS00016537	06	507	6			
07/03/2001	DS00016379	06	507	6			
07/03/2001	DS00017377	06	507	6			
07/05/2001	BS00000001	06	500	6			
07/05/2001	BS00000001	06	500	6			

Confirmation

Print is completed.

Go to the opened web browser to view and print the data.

NOTE: Refresh (F5) the browser to show latest data if browser was previously opened.


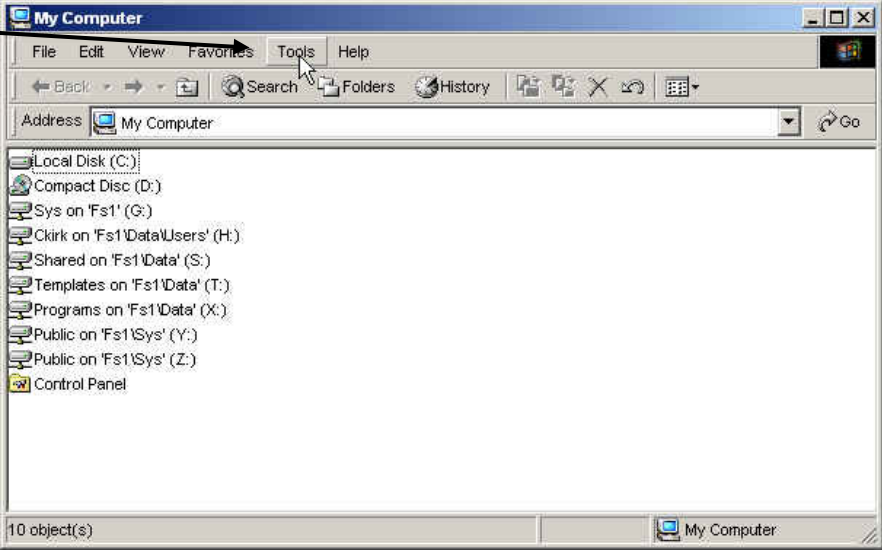
OK

Print

Galaxy Printing Directly to Excel

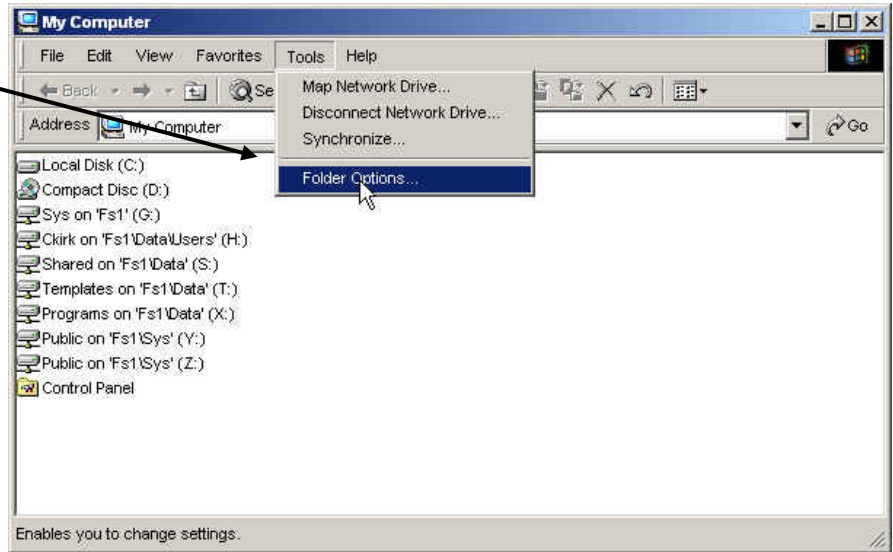
The Setup

The following procedures show you how to change the default program for HTML type files.* When it is changed, HTML files will open in Excel instead of in Internet Explorer. Procedures are also included at the end to change it back to Internet Explorer.

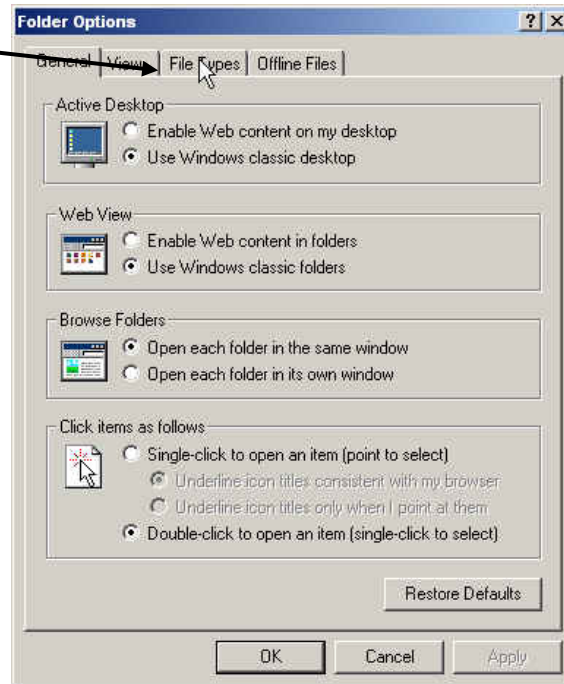
<p>Step 1. Double-click on My Computer.</p>	 A desktop icon for 'My Computer' showing a computer monitor and keyboard.
<p>Step 2. Click the Tools Menu.</p>	 A screenshot of the 'My Computer' window in Windows. The 'Tools' menu is highlighted with a mouse cursor. The window title is 'My Computer'. The menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar shows 'My Computer'. The main pane lists various drives and folders: Local Disk (C:), Compact Disc (D:), Sys on 'Fs1' (G:), Ckirk on 'Fs1\Data\Users' (H:), Shared on 'Fs1\Data' (S:), Templates on 'Fs1\Data' (T:), Programs on 'Fs1\Data' (X:), Public on 'Fs1\Sys' (Y:), Public on 'Fs1\Sys' (Z:), and Control Panel. The status bar at the bottom shows '10 object(s)' and 'My Computer'.

*NOTE: Depending on your version of Windows, the graphics may look different.

Step 3.
Choose Folder
Options.

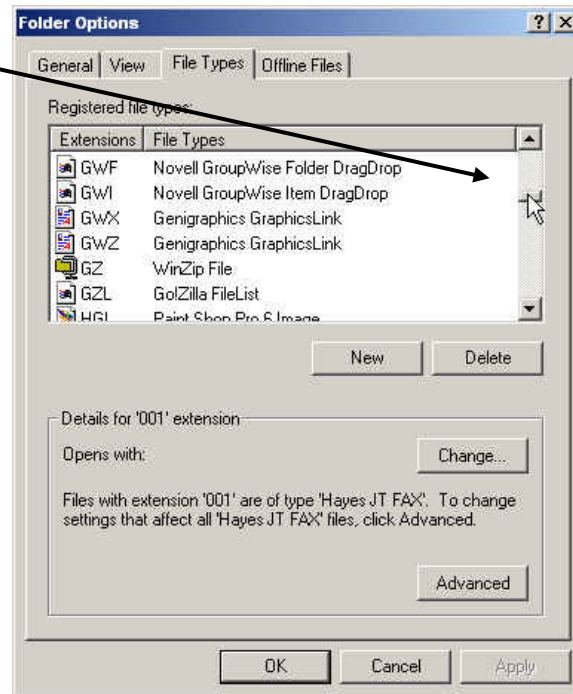


Step 4.
Choose File Types.



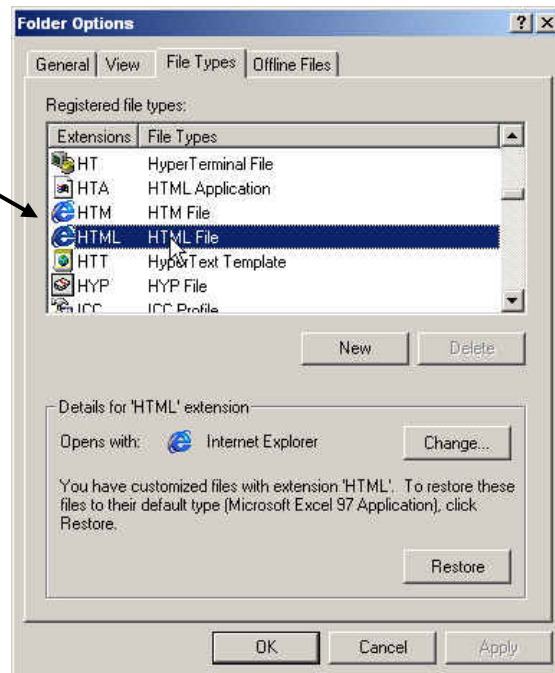
Step 5.

Click on the scroll box and drag it down to the HTML extension.

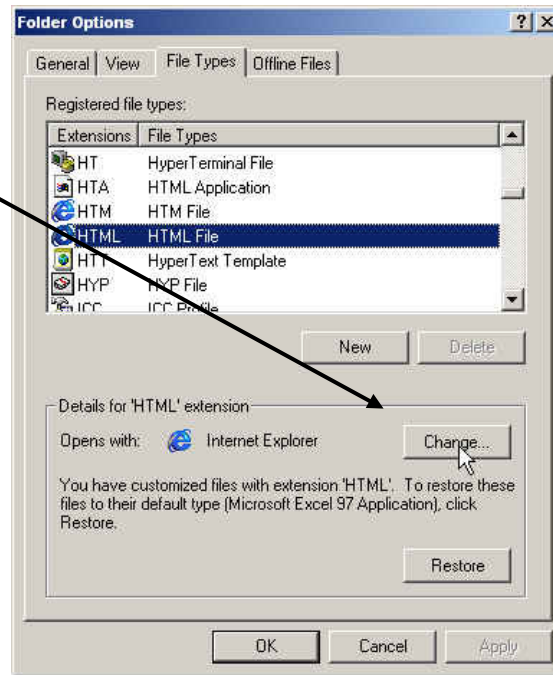


Step 6.

Click on the HTML extension.



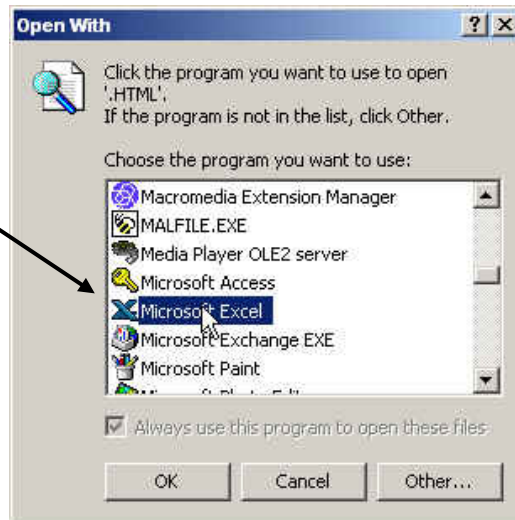
Step 7.
Click the Change button.



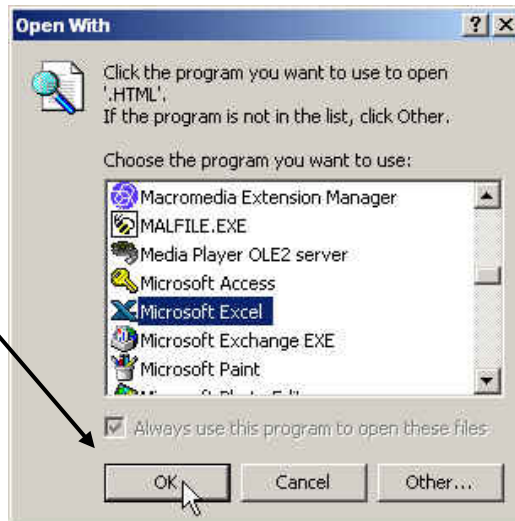
Step 8.
When the Open With dialog box appears, click on the scroll box and drag it down to where you can see Microsoft Excel.



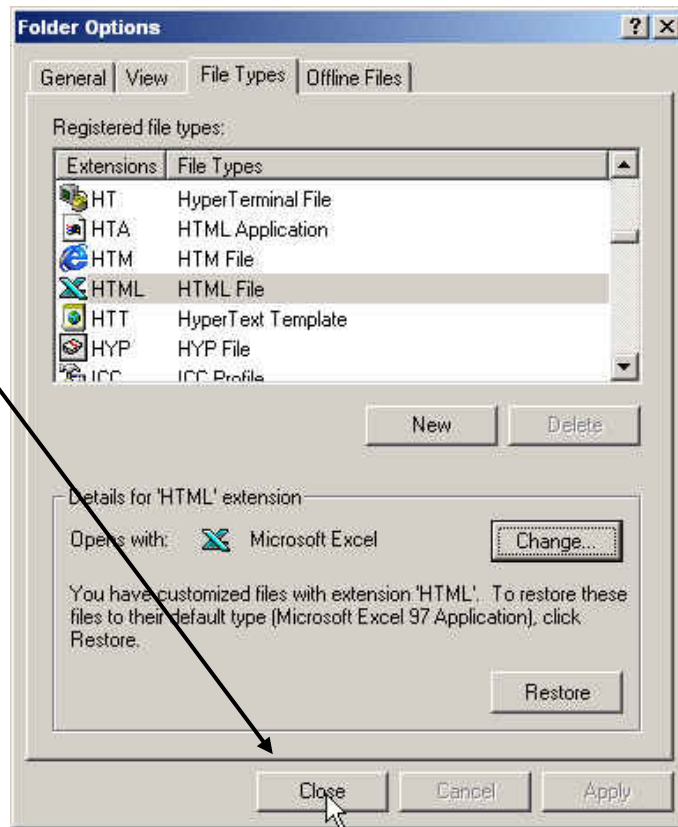
Step 9.
Click on Microsoft
Excel.



Step 10.
Click the OK button.

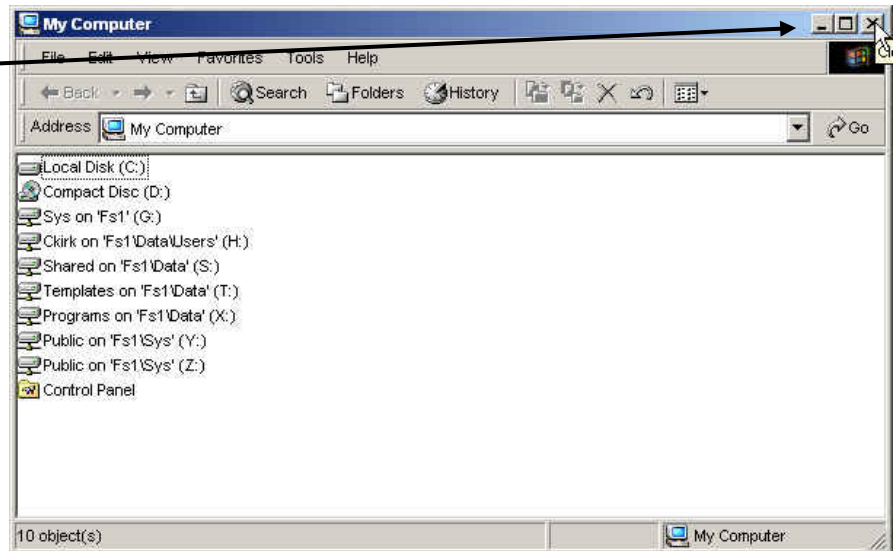


Step 11.
Click the Close
Button.



Step 12.
Click the Close
Button (x).

From now on all print
screens from Galaxy
will open up in Excel.



Trying it out

Step 1.

Click the Print button on a Galaxy screen.

Benefit Plan	Benefit Plan Group	Benefit Plan Description	Benefit Type	Billing Group ID	Benefit Cost Object	Premium Cost	Premium Cost Rate
05	A	B SH HMO 1PTY 2051	M	0001	3400	2,612.92	0.00000
05	B	B SH HMO 2PTY 2052	M	0001	3400	5,225.84	0.00000
05	C	B SH HMO CL FAM 2053	M	0001	3400	6,793.64	0.00000
05	E	B SH HMO 2062	M	0001	3400	5,007.84	0.00000
05	X	B SH MLT FAM 2053	M	0001	3400	6,793.64	0.00000
05	Z	B SH CE FAM 2053	M	0001	3400	6,793.64	0.00000
06	A	H NET 1PTY 861	M	0001	3400	2,555.15	0.00000
06	B	H NET 2PTY 862	M	0001	3400	5,110.30	0.00000
06	C	H NET CL FAM 863	M	0001	3400	6,643.37	0.00000
06	D	H NET SM 1P 871	M	0001	3400	2,040.79	0.00000
06	E	H NET SM 2P 872	M	0001	3400	4,081.70	0.00000
06	G	H NET 874	M	0001	3400	4,419.74	0.00000
06	H	H NET 875	M	0001	3400	5,235.84	0.00000
06	I	H NET 876	M	0001	3400	5,007.84	0.00000

Step 2.


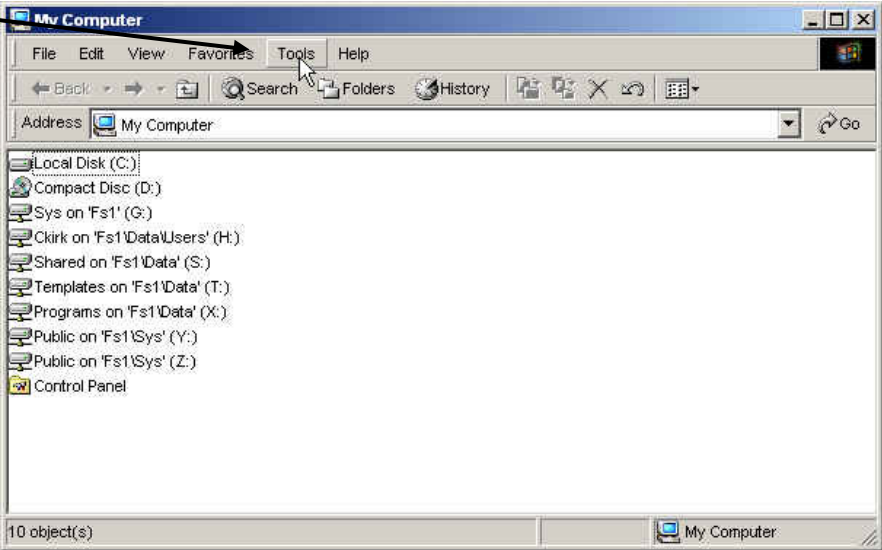
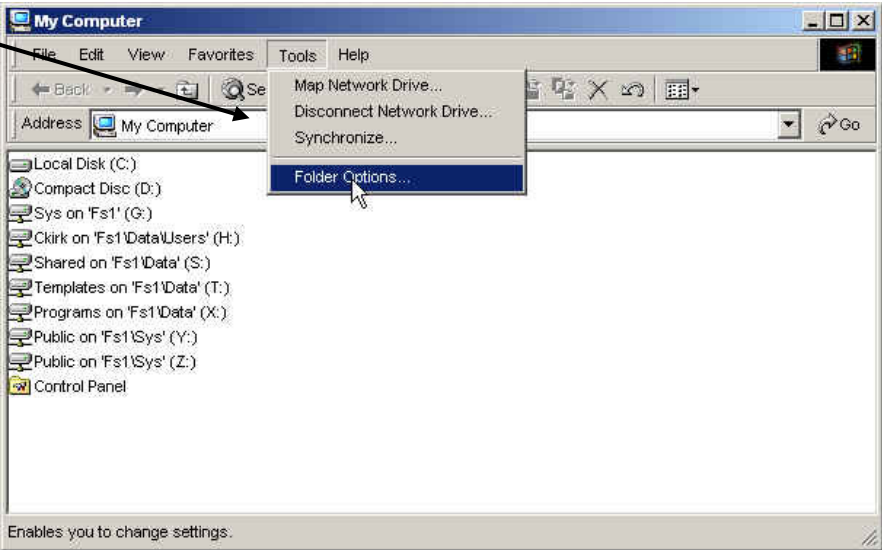
The file will open in Excel rather than Internet Explorer.

Close the programs as necessary when finished.

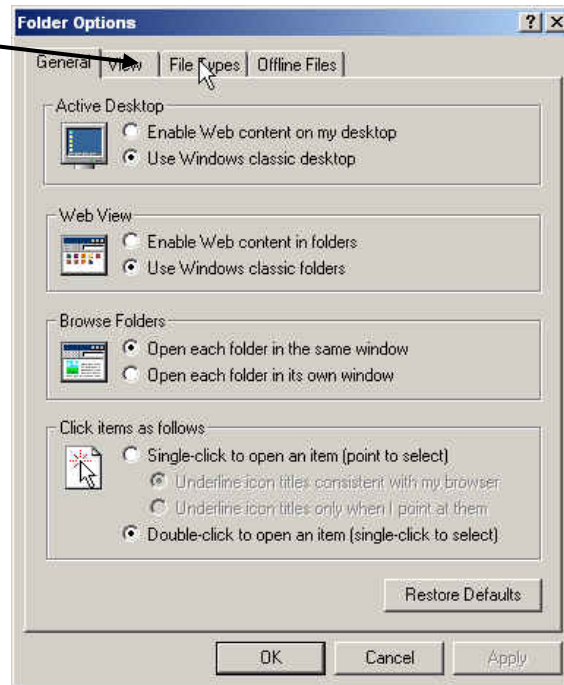
	A	B	C	D	E	F	G	H	I
1	View Benefit Codes and Rates								
2	DISTRICT 99 - RIVERSIDE COUNTY OFFICE OF EDUCATION								
3									
4	NOTE: Generated from Galaxy screen on 05/30/2002 3:39 PM								
5	Benefit Plan	Benefit Plan Group	Benefit Plan Description	Benefit Type	Billing Group ID	Benefit Cost Object	Premium Cost	Premium Cost Rate	
6	5	A	B SH HMO 1PTY 2051	M	1	3400	2,612.92	0	
7	5	B	B SH HMO 2PTY 2052	M	1	3400	5,225.84	0	
8	5	C	B SH HMO CL FAM 2053	M	1	3400	6,793.64	0	
9	5	E	B SH HMO 2062	M	1	3400	5,007.84	0	
10	5	X	B SH MLT FAM 2053	M	1	3400	6,793.64	0	
11	5	Z	B SH CE FAM 2053	M	1	3400	6,793.64	0	
12	6	A	H NET 1PTY 861	M	1	3400	2,555.15	0	
13	6	B	H NET 2PTY 862	M	1	3400	5,110.30	0	
14	6	C	H NET CL FAM 863	M	1	3400	6,643.37	0	
15	6	D	H NET SM 1P 871	M	1	3400	2,040.79	0	
16	6	E	H NET SM 2P 872	M	1	3400	4,081.70	0	
17	6	G	H NET 874	M	1	3400	4,419.74	0	
18	6	H	H NET 875	M	1	3400	5,235.84	0	
19	6	I	H NET 876	M	1	3400	5,007.84	0	

The Reset

The following procedures show you how to change the default program for HTML type files back to Internet Explorer.

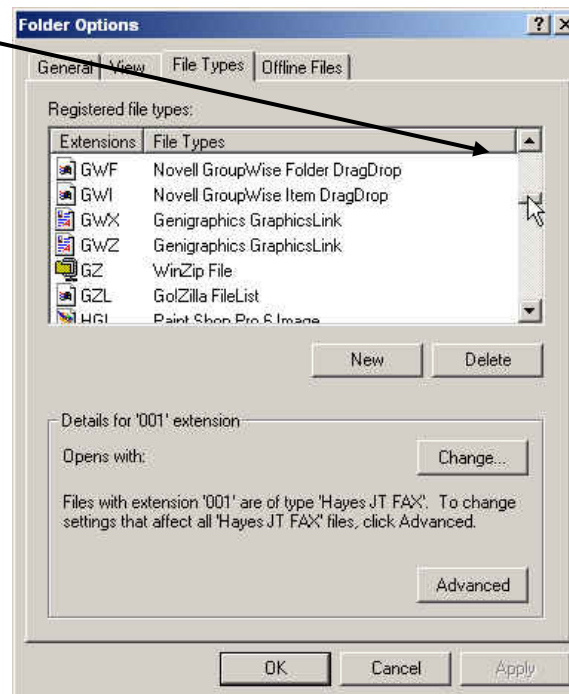
<p>Step 1. Double-click on My Computer.</p>	 A desktop icon for 'My Computer' showing a computer monitor and mouse cursor.
<p>Step 2. Click the Tools Menu.</p>	 A screenshot of the 'My Computer' window. The 'Tools' menu is highlighted in the menu bar. The window shows various drives and folders in the left pane.
<p>Step 3. Choose Folder Options.</p>	<p style="text-align: center;">Changing it back to Internet Explorer</p>  A screenshot of the 'My Computer' window with the 'Folder Options...' menu item selected in the 'Tools' menu. The menu also shows 'Map Network Drive...', 'Disconnect Network Drive...', and 'Synchronize...'. The status bar at the bottom reads 'Enables you to change settings.'

Step 4.
Choose File Types.

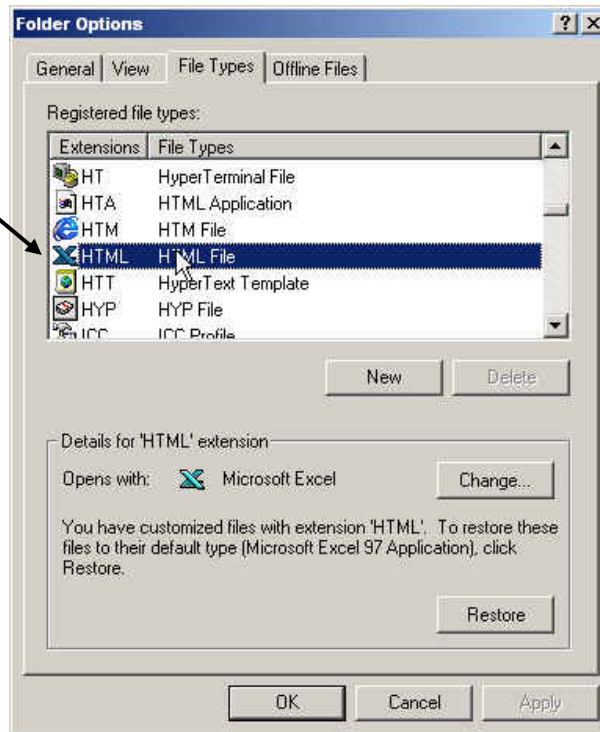


Step 5.
Click on the scroll
box and drag it down to
the HTML extension.

Changing it **back** to Internet Explorer

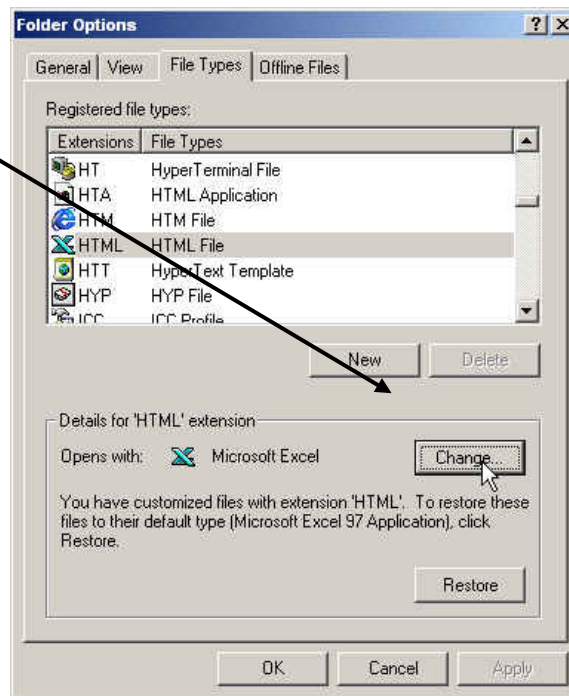


Step 6.
Click on the HTML extension.



Step 7.
Click the Change button.

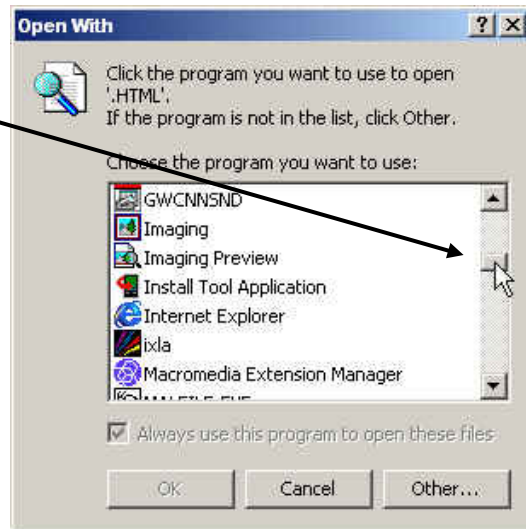
Changing it **back** to Internet Explorer



NOTE: Clicking the Restore button may take care of it. If not, continue the steps.

Step 8.

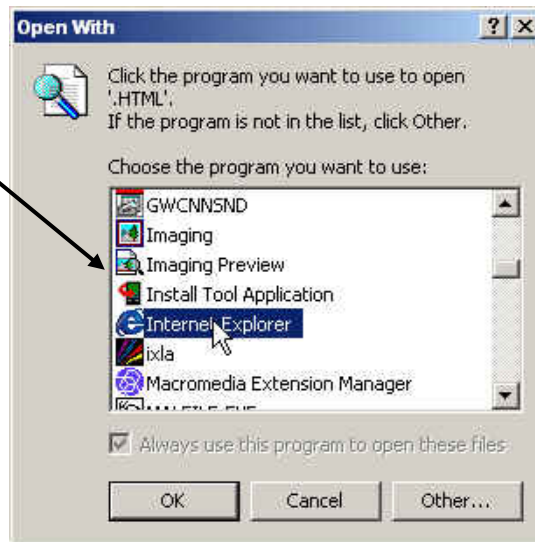
When the Open With dialog box appears, click on the scroll box and drag it down to where you can see Internet Explorer.



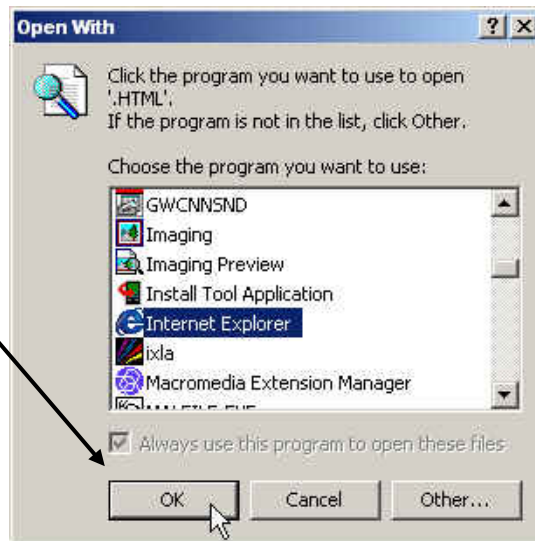
Step 9.

Click on Internet Explorer.

Changing it **back** to Internet Explorer

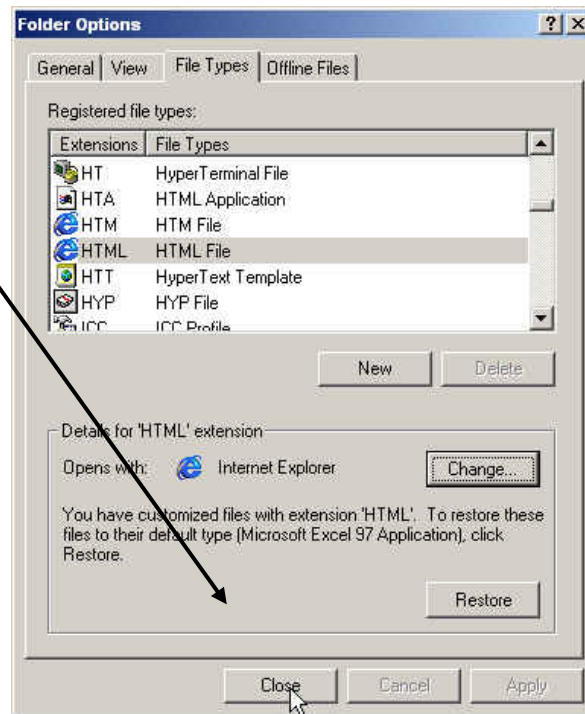


Step 10.
Click the OK button.



Step 11.
Click the Close button.

Changing it **back** to Internet Explorer



Step 12.

Click the Close Button (x).

From now on all print screens from Galaxy will open up in Internet Explorer.

