Budget and Galaxy Training

NC Business Services/
Budget and Financial Services

NORCO COLLEGE

Agenda

Budget

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

Galaxy Reports

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

Purchasing

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

OnBase-Unity Client

- General Overview

Q&A session

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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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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

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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.)

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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

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Chart of Accounts

- Chart of Accounts in on our Mustang Forms and procedures SharePoint site.

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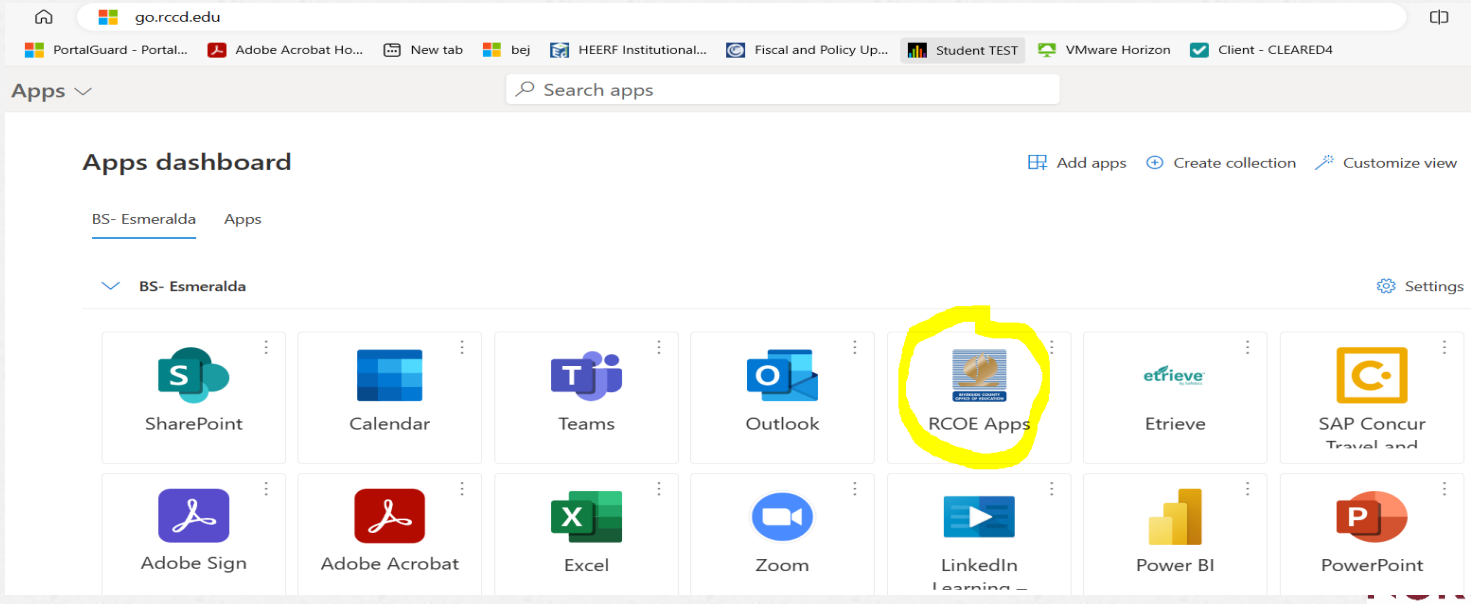
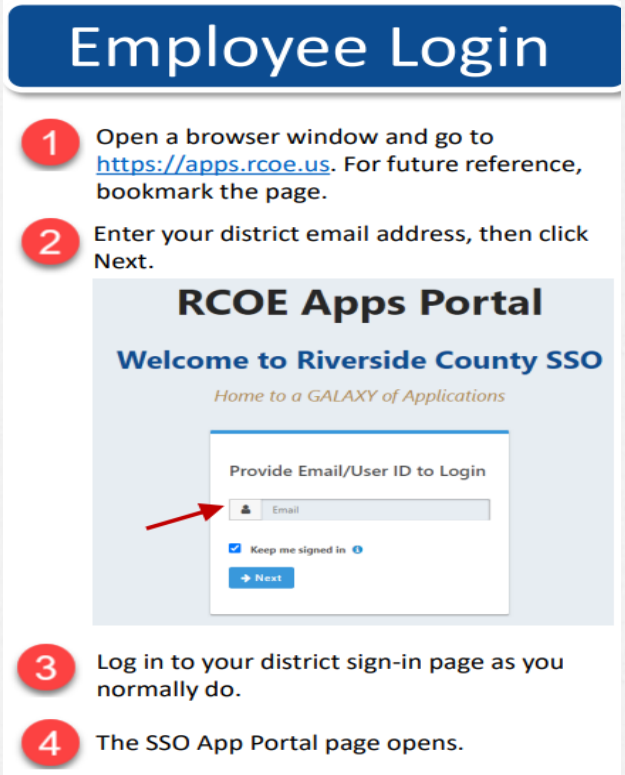
Galaxy Reports

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

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



Galaxy – Logging In



- 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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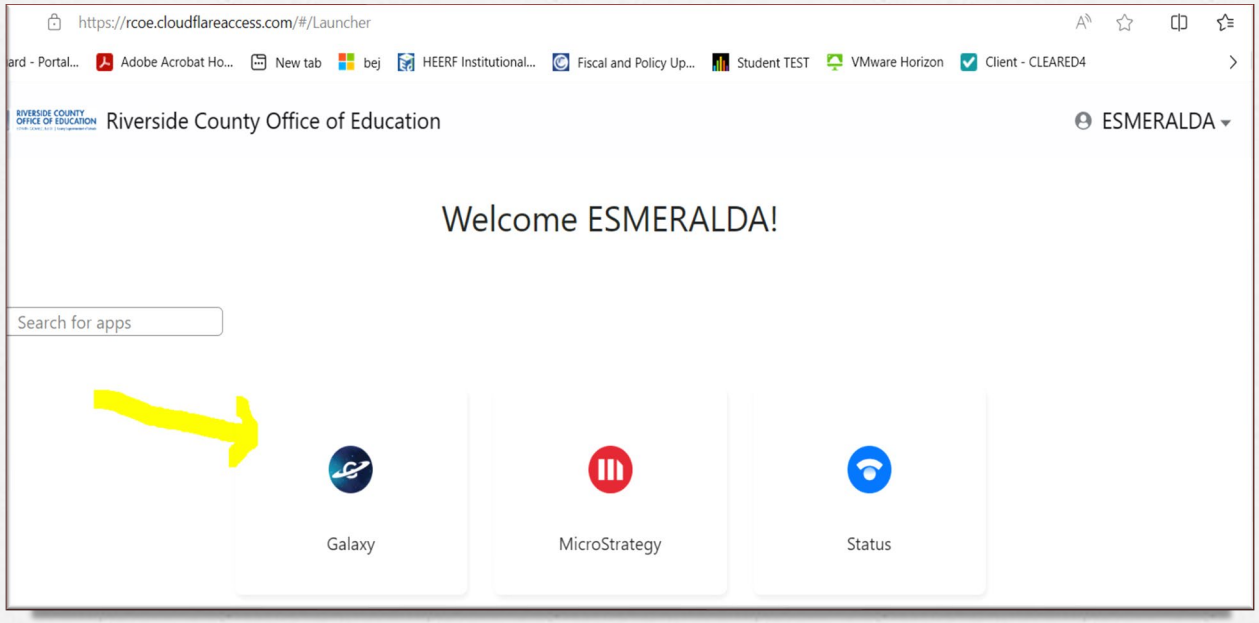
Galaxy – Logging In

Click on the Galaxy ICON



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Live View Screens

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

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Wildcards

- *
  - Asterisk will act as a “wild” in all available spaces in the field
    - Example – School Code E*
- /
  - Slash will take the place of one spot in a field
    - Example – School Code E//

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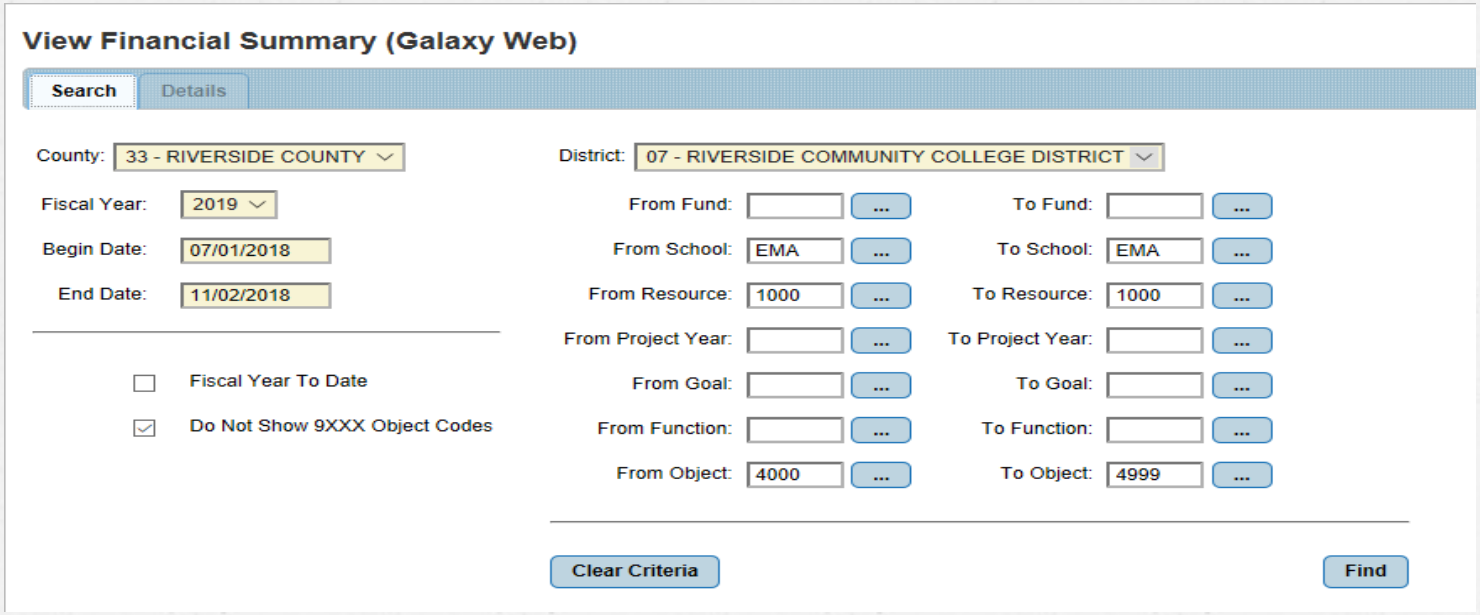
Searching in View Financial Summary

Less is More



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

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View Financial Summary Column description

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

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

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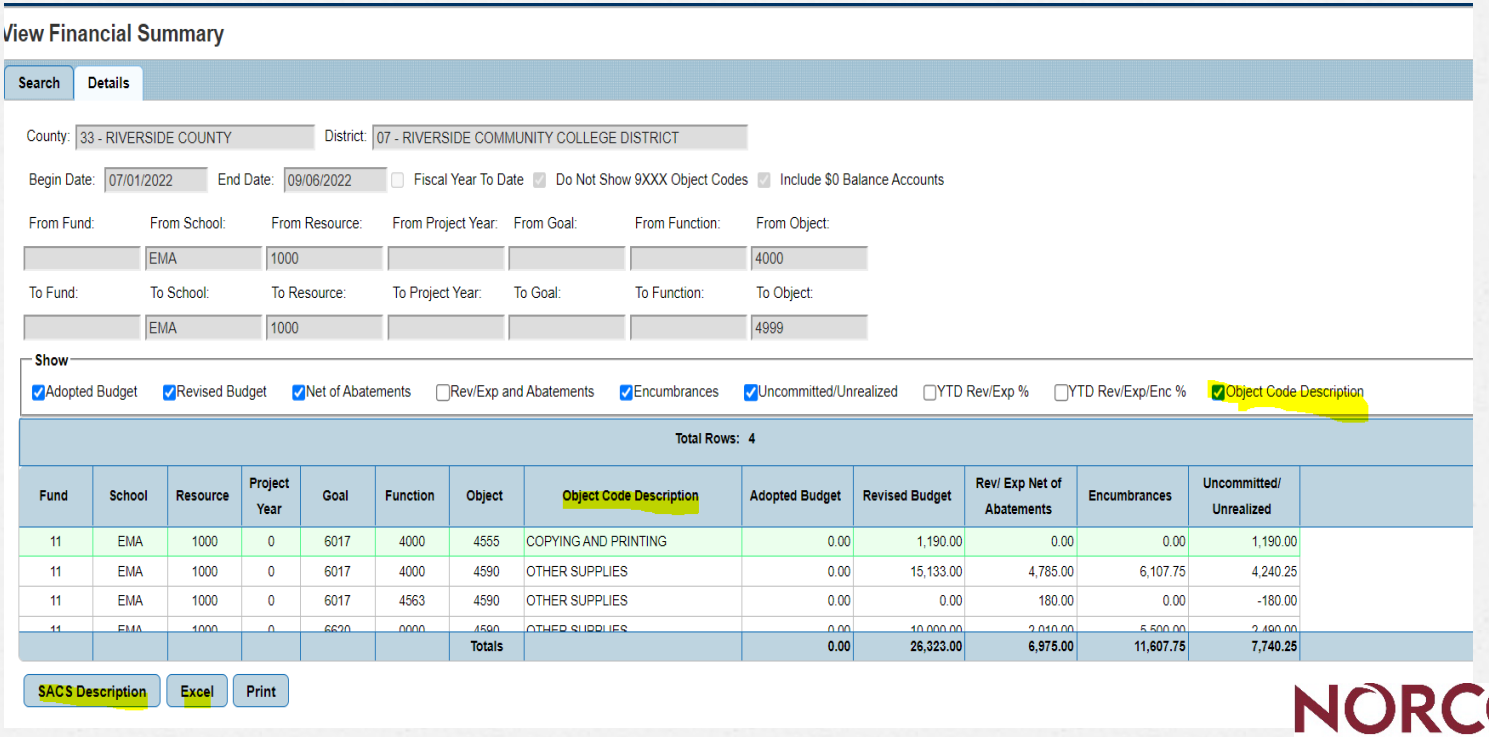
View Financial Summary Report



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

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View Detail Account

- **See Every Little Thing!**
  - Budget Transfers
  - Requisitions (Req numbers)
  - Purchase Orders (PO numbers once converted)
  - Payments
  - 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 Numb	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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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.

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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.

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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	[redacted]
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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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.

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Purchasing

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

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-instructional 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	-

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Requisition Process

When entering a <u>Type R Requisition</u> 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.

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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
c. Start the Contract Transmittal Form (CTF) in OnBase

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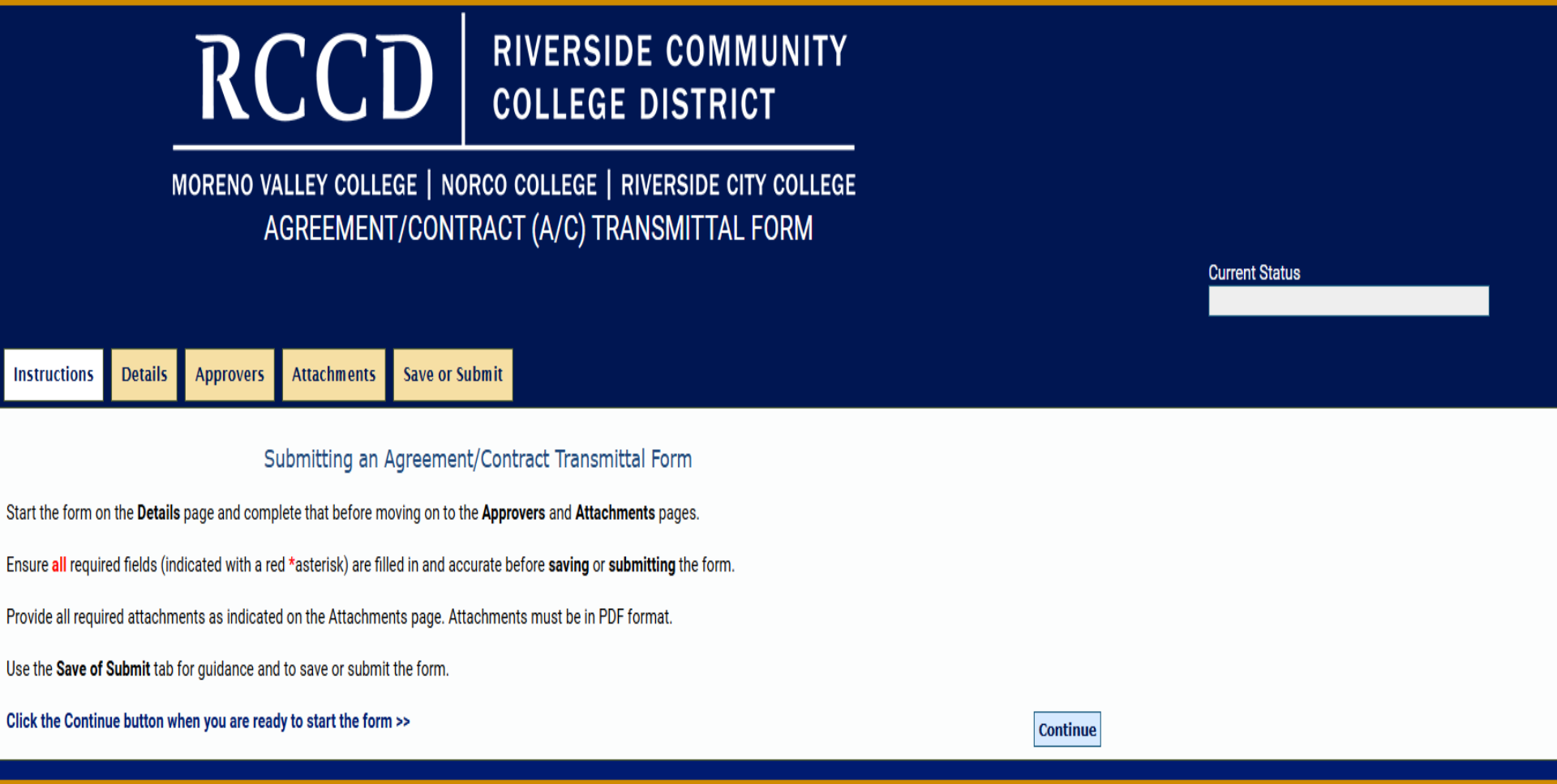
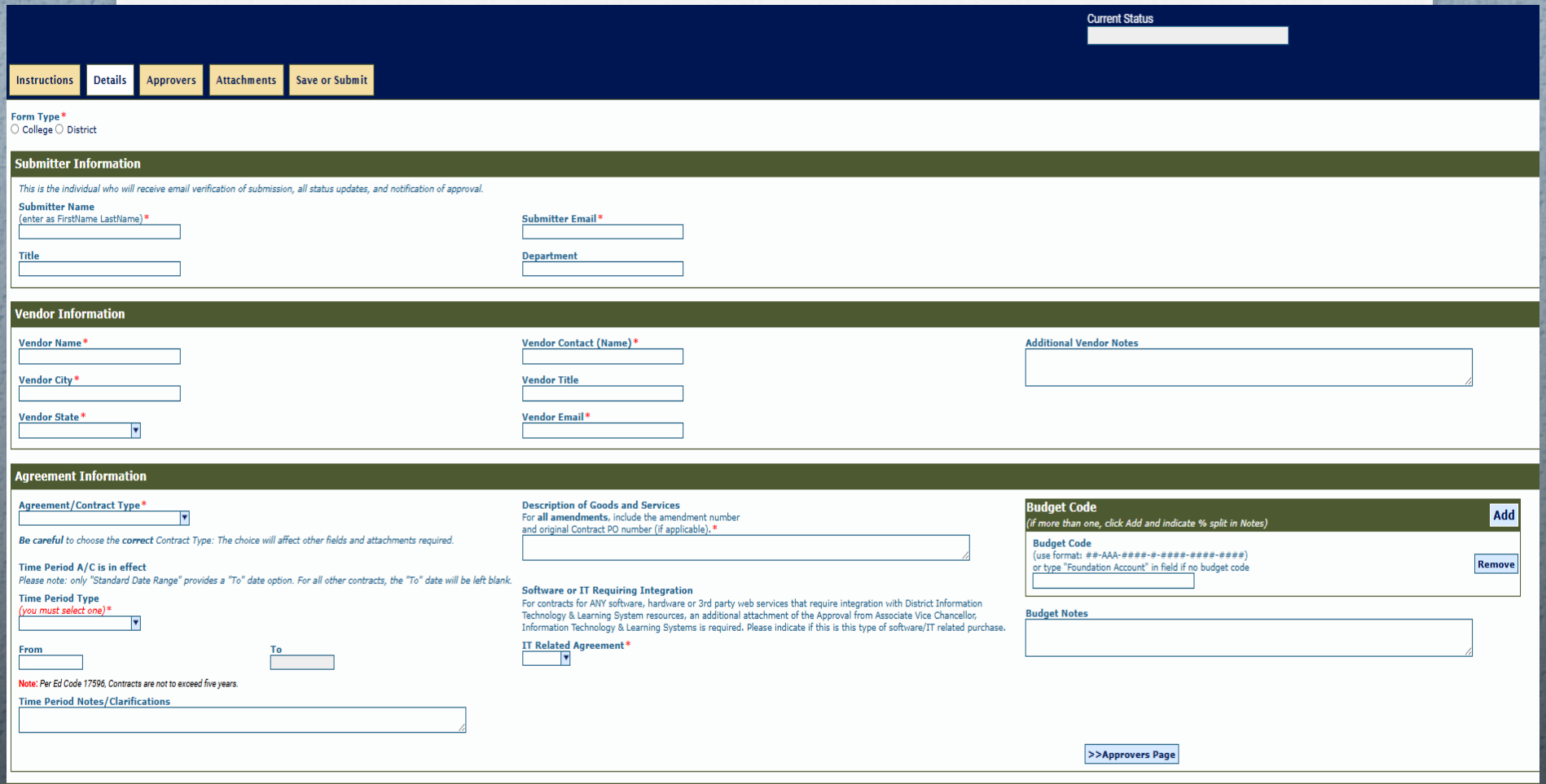
Agreement/Contract (A/C) Transmittal Form

INSTRUCTIONS TAB



Agreement/Contract (A/C) Transmittal Form

DETAILS TAB



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 infomation 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.

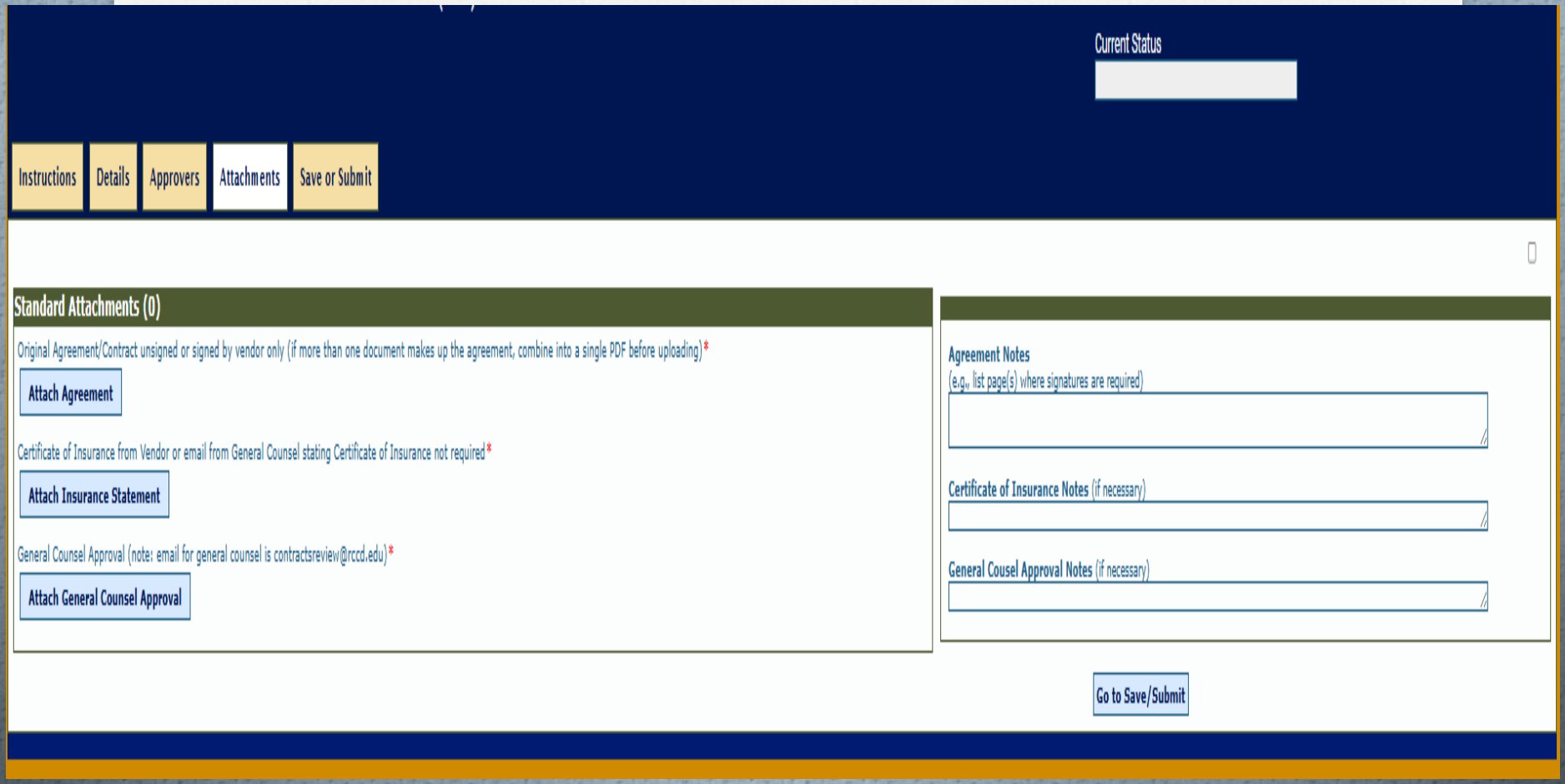
Purchasing Specialist assignment based on Vendor Name:
#s & A-C ► Amanda Vazquez
D - J ► Melinda Chavez
K - Q ► Angela Aguilar
R - Z ► Melissa Griffith

Name * | **Email**

>>Attachments Page

Agreement/Contract (A/C) Transmittal Form

ATTACHMENTS



Agreement/Contract (A/C) Transmittal Form

SAVE OR SUBMIT

Agreement/Contract (A/C) Transmittal Form

Type A Requisition- Hands on Exercise
Lorena Rositas

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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

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Budget, Galaxy and Purchasing and OnBase Questions.

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For questions please contact:

Financial & Technical Analyst-Sub
Jonnathan Duenas x 7072

Accounting Services Clerk
Lorena Rositas x 7787

Director, Business Services
Esmeralda Abejar x 7140

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