

BUDGET MANAGEMENT

And the wide world of Galaxy

#1 RULE FOR GALAXY

If you have tried, unsuccessfully, to log in to Galaxy twice – QUIT!

- Close out Galaxy completely and start all over
- If you try and miss a third time, Galaxy will lock you out
- No one at RCCD can reactivate your account
- You will need to call RCOE to reactivate it

HOW MUCH MONEY DO I HAVE LEFT?

Use the View Summary screen

View Financial Summary		(
Search Details		
County: 33 - RIVERSIDE COUNTY V	District: 07 - RIVERSIDE COMMUNITY COLLEGE DISTRICT V	
Fiscal Year: 2021 V	From Fund: 12 To Fund: 12	
Begin Date: 07/01/2020	From School: To School:	
End Date: 04/12/2021	From Resource: 1190 To Resource: 1190	
	From Project Year: To Project Year:	
Fiscal Year To Date	From Goal: To Goal:	
Do Not Show 9XXX Object Codes	From Function: //370 To Function: //370	
Include \$0 Balance Accounts	From Object: 1000 To Object: 7999	
	Clear Criteria	Find

School Code:

```
District use A//
MVC use F//
Norco use E//
RCC use D//
```



View Financial Summary

Search [Details										
County: 33	3 - RIVERSID	E COUNTY		District: 0	7 - RIVERSID	E COMMUN	NITY COLLEGE DIST	RICT			
Begi Date	in 07/01/202	0	End 04/ Date:	12/2021	Fiscal Year To Date		Do Not Show 92 Codes	XXX Object	Include \$0 Balance Accounts		
From Fund	: Fro	m School:	From F	Resource:	From Projec	t Year: Fr	om Goal: Fro	m Function: F	rom Object:		
12			1190				/37	0 1	000		
To Fund:	То	School:	To Res	ource:	To Project Y	ear: To	Goal: To	Function: To	o Object:		
12			1190				/37	0 7	7999		
— Show ——						- s				_	
Adopted	l Budget nitted/Unreali	✓Revised Buized □YT	dget 🗸	Net of Abate	ements D Rev/Exp/Er	Rev/Expan	d Abatements 🗸 🗸	Encumbrances ion			
- Show	l Budget nitted/Unreali	✓Revised Bu zed □YT	dget 🗸	Net of Abate %YT Tot	ements D Rev/Exp/Er al Rows: 293	Rev/Expan nc%⊡	d Abatements 🛛 🗸	Encumbrances ion			
- Show Adopted Uncomn	I Budget nitted/Unreali School	Revised Bu zed YT Resource	dget D Rev/Exp Project Year	Net of Abate %YT Tot	ements D Rev/Exp/Er al Rows: 293	Rev/Expan	d Abatements 🔽 Dbject Code Descript Adopted Budget	Encumbrances ion Revised Budget	Rev/ Exp Net of Abatements	Enc	
- Show	I Budget nitted/Unreali School AJV	Revised Bu zed TT Resource 1190	dget D Rev/Exp Project Year 0	Net of Abate %YT Tot Goal 6010	ements D Rev/Exp/Er al Rows: 293 Function 4370	Rev/Exp an nc % Object 2118	d Abatements Code Descript Adopted Budget 20,953.00	Encumbrances ion Revised Budget 20,953.00	Rev/ Exp Net of Abatements 15,714.72	Enc	
- Show Adopted Uncomn Fund 12 12	I Budget nitted/Unreali School AJV AJV	Revised BuzedYT Resource 1190 1190	dget D Rev/Exp Project Year 0	Net of Abate %YT Tot Goal 6010 6010	ements D Rev/Exp/Er al Rows: 293 Function 4370 4370	Object 2118 2119	d Abatements Dbject Code Descript Adopted Budget 20,953.00 31,158.00	Encumbrances ion Revised Budget 20,953.00 33,822.00	Rev/ Exp Net of Abatements 15,714.72 21,702.45	Enc	
- Show Adopted Uncomn Fund 12 12	I Budget nitted/Unreali School AJV AJV	Revised BuzedYT Resource 1190 1190	dget D Rev/Exp Project Year 0 0	Net of Abate %YT Tot 6010 6010	ements D Rev/Exp/Er al Rows: 293 Function 4370 4370	Cobject	d Abatements Dbject Code Descript Adopted Budget 20,953.00 31,158.00	Encumbrances ion Revised Budget 20,953.00 33,822.00	Rev/ Exp Net of Abatements 15,714.72 21,702.45	Enc	
- Show Adopted Uncomn Fund 12 12 4	I Budget nitted/Unreali School AJV AJV	Revised Bu zed _YT Resource 1190 1190	dget D Rev/Exp Project Year 0	Net of Abate %YT Tot 6010 6010	ements D Rev/Exp/Er al Rows: 293 Function 4370 4370	Rev/Exp an nc % 0 Object 2118 2119 Totals	d Abatements Dbject Code Descript Adopted Budget 20,953.00 31,158.00 1,384,047.00	Encumbrances ion Revised Budget 20,953.00 33,822.00 1,384,047.00	Rev/ Exp Net of Abatements 15,714.72 21,702.45 826,812.07	Enc	

	Adopted Budget	Revised Budget	Rev/ Exp Net of	Encumbrances	Uncommitted/
			Abatements		Unrealized
	3,231.00	3,396.00	2,319.92	807.72	208.30
	756.00	795.00	542.58	188.90	63.52
	13,299.00	13,299.00	8,277.90	3,865.45	1,155.65
	134.00	110.00	74.83	26.06	9.11
	26.00	28.00	18.68	6.51	2.81
	1,074.00	877.00	598.33	208.44	70.23
	2,500.00	0.00	0.00	0.00	0.00
-	1,384,047.00	1,384,047.00	826,812.07	477,686.10	79,548.83

Notes:

Adopted Budget will show \$0 from July 1 until budget is adopted by BOT, generally September or October. Revised Budget will be "tentative" during that period.

After the budget is adopted and uploaded in to Galaxy by RCOE the Adopted Budget will never change. The Revised Budget lines may change if budget transfers are processed.

HOW HAS THE MONEY BEEN SPENT?

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View Detail Account Generated By 159891 on 4/12/2021, 4:13:16 PM

County 33 - RIVERSIDE COUNTY

District 07 - RIVERSIDE COMMUNITY COLLEGE DISTRICT

Begin Date 07/01/2020

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End Date 04/12/2021

Transaction				Revised	Revenue /		Document	P.O.	Warrant	
Date	Fund	School	Object	Budget	Expenditures	Encumbrances	Number	Number(s)	Number	Reference
										BRUSTEIN AND
12/17/2020	12	AJV	5220	0.00	400.00	0.00	0342033	P0079548	14774149	MANASEVIT
										SHERYL PLUMLEY:
										NACTEI PRE-SESSION
02/12/2021	12	AJV	5220	0.00	0.00	275.00	3D97			W/BRUSTEIN
										BRUSTEIN AND
02/17/2021	12	AJV	5220	0.00	275.00	0.00	0343604		14809599	MANASEVIT
										TAYLOR GILBERTSON:
										NACTEI PRE-SESSION
02/23/2021	12	AJV	5220	0.00	0.00	275.00	3DCF			2021
										TAYLOR GILBERTSON:
03/04/2021	12	AJV	5220	0.00	0.00	100.00	3DDY			NACTEI 2021
										NATIONAL ASSOC. FOR
										CAREER & TECH ED.
03/08/2021	12	AJV	5220	0.00	100.00	0.00	0343977		14822617	INFORMATION
			Totals	0.00	775.00	650.00				

Using the example from previous screen and then exporting to Excel, I can see three payments made and what they are for. The Document # tells me the Concur Request # in this example. The 6 digit # tells me a Claim # that A/P used to pay these charges. Warrant # is check # to vendor. Reference is the vendor paid.

WHAT I'M WATCHING FOR IN VIEW DETAIL

Did timesheets and invoices pay as I expected them?

Does an item still show as encumbered a while after I sent the invoice to A/P?

Is there an old encumbrance?

- Did we ever get the material from the vendor?
- If so, did we ever get an invoice from the vendor?
- If so, was invoice ever approved and sent to A/P?
- OR, is it just a small balance leftover that A/P needs to clear?

BUDGET TRANSFERS

If you see negative balances in Uncommitted/Unrealized, you need a budget transfer:

w Fina	ncial S	Summary										
earch I	Details											
County: 33	3 - RIVER		Data: Da	District:)7 - RIVERSIE	DE COM	MUN	TY COLLEGE DIS		- Insluda 60 Dal		
Erom Fund	e. 1077017. 1.	Erom School:	Erom	Recourse:	Erom Projo	rear to	Date	m Gool: Er	9XXX Object Code:	rom Object:	ance	3 Accounts
12		DCW	1190	Resource.	FIGHT FIGHT	Li Teal.	602	0 /35		000		
To Fund:		To School:	To Re:	source:	To Project Y	/ear:	To (Goal: To	Function: T	o Object:		
12 DCW 119							602	0 /35	51 7	999		
"Event	Cabaal		Project	Cont		Ohio		Deviced Budget	Rev/ Exp Net of		To	otal Rows:
Fund	SCHOOL	Resource	Year	Goal	Function	Obje	CL	Revised Budget	Abatements	Encumbrances		Unrealized
12	DCW	1190	0	6020	0351	211	8	0.00	12,947.10	12,947.10		-25,89
12	DCW	1190	0	6020	0351	322	0	0.00	2,680.05	5 2,680.05		-5,36
12	DCW	1190	0	6020	0351	332	0	0.00	801.06	802.72		-1,60
12	DCW	1190	0	6020	0351	332	5	0.00	187.35	5 187.73		-37
12	DCW	1190	0	6020	0351	342	0	0.00	7,716.08	5,728.27		-13,44
12	DCW	1190	0	6020	0351	346	0	0.00	25.89	25.89		-5
12	DCW	1190	0	6020	0351	352	0	0.00	6.45	6.47		-1
						Tota	Is	87,200.00	57,537.13	22,585.38		7,0

PROCESSING A BUDGET TRANSFER

			Project				Revised	Rev/ Exp Net of		Uncommitted/		New
Fund	School	Resource	Year	Goal	Function	Object	Budget	Abatements	Encumbrances	Unrealized	BT	Balance
12	DCW	1190	0	6020	0351	2118	0.00	12,947.10	12,947.10	(25,894.20)	25,895.00	0.80
12	DCW	1190	0	6020	0351	3220	0.00	2,680.05	2,680.05	(5,360.10)	5,361.00	0.90
12	DCW	1190	0	6020	0351	3320	0.00	801.06	802.72	(1,603.78)	1,604.00	0.22
12	DCW	1190	0	6020	0351	3325	0.00	187.35	187.73	(375.08)	376.00	0.92
12	DCW	1190	0	6020	0351	3420	0.00	7,716.08	5,728.27	(13,444.35)	13,445.00	0.65
12	DCW	1190	0	6020	0351	3460	0.00	25.89	25.89	(51.78)	52.00	0.22
12	DCW	1190	0	6020	0351	3520	0.00	6.45	6.47	(12.92)	13.00	0.08
12	DCW	1190	0	6020	0351	3620	0.00	207.15	207.15	(414.30)	415.00	0.70
12	DCW	1190	0	6020	0351	4555	500.00	0.00	0.00	500.00		500.00
12	DCW	1190	0	6020	0351	5110	0.00	32,966.00	0.00	(32,966.00)	32,966.00	0.00
12	DCW	1190	0	6020	0351	5210	500.00	0.00	0.00	500.00		500.00
12	DCW	1190	0	6020	0351	5220	1,529.00	0.00	0.00	1,529.00		1,529.00
12	DCW	1190	0	6020	0351	5899	84,671.00	0.00	0.00	84,671.00	(80,127.00)	4,544.00
						Totals	87,200.00	57,537.13	22,585.38	7,077.49	0.00	7,077.49

1. You may use the district Budget Transfer Form

2. Or I like to use an Excel sheet I make from exporting View Financial Summary to an Excel sheet

THINGS TO KNOW WHEN GRANTS CROSS FISCAL YEARS

At the end of the first fiscal year, the ending balance in View Summary will become the beginning balance of the second fiscal year

• BUT, it won't necessarily be an accurate reflection until after budget is adopted in September/October

To view a summary of all expenses paid across fiscal years change the Begin Date and End Date to cover all desired dates

This example covers all of FY19-20, plus July – April 15^{th} of FY20-21

View Financial Summary										
Search	Details									
County: 3 Fiscal Year Begin Date End Date	3 - RIVERSIDE COUNTY ✓ 2021 ✓ 07/01/2019									

LOOKING AT CARRY-OVER

This is Yr 1. Total grant is \$118,000

View Financial Summary

Adopted Budget

Revised Budget

Search Details	· · · · · · · · · · · · · · · · · · ·					
County: 33 - RIVE	ERSIDE COUNTY	District: (07 - RIVERSIDE COM	IMUNITY COLLEG	E DISTRICT	
Begin Date: 07/	01/2019 End [Date: 06/30/2020	Fiscal Year To	Date 🕑 Do Not	Show 9XXX Object C	odes 💿 Include \$0
From Fund:	From School:	From Resource:	From Project Year:	From Goal:	From Function:	From Object:
12	EJC	1190		6828	/351	1000
To Fund:	To School:	To Resource:	To Project Year:	To Goal:	To Function:	To Object:
12	EJC	1190		6828	/351	7999
Show						

Net of Abatements Rev/Exp and Abatements

This is just Yr 2; note the beginning Revised Budget = Last year's ending balance

View Financial Summary

Uncommitted/Unrealized ___YTD Rev

Encumbrances

Search	Details										
County:	County: 33 - RIVERSIDE COUNTY District: 07 - RIVERSIDE COMMUNITY COLLEGE DISTRICT										
Begin D	ate: 07/01	I/2020 End Da	ate: 04/15/2021	Fiscal Year To	Date 💿 Do Not S	Show 9XXX Object Co	odes 🕜 Include \$0	Balance Accounts			
From Fi	und:	From School:	From Resource:	From Project Year:	From Goal:	From Function:	From Object:				
12		EJC	1190		6828	/351	1000				
To Fund	l:	To School:	To Resource:	To Project Year:	To Goal:	To Function:	To Object:				
12 EJC 1190 6828 /351 7999											
Show-											
Adop	Adopted Budget ZRevised Budget ZNet of Abatements Rev/Exp and Abatements ZEncumbrances Uncommitted/Unrealized										

										Total Rows: 12
Fund	School	Resource	Project Year	Goal	Function	Object	Revised Budget	Rev/ Exp Net of Abatements	Encumbrances	Uncommitted/ Unrealized
12	EJC	1190	0	6828	0351	1218	54,874.00	50,445.98	0.00	4,428.02
12	EJC	1190	0	6828	0351	3230	10,822.00	9,018.00	0.00	1,804.00
12	EJC	1190	0	6828	0351	3330	3,402.00	3,127.67	0.00	274.33
12	EJC	1190	0	6828	0351	3335	796.00	731.46	0.00	64.54
12	EJC	1190	0	6828	0351	3430	12,251.00	14,448.12	0.00	-2,197.12
12	EJC	1190	0	6828	0351	3470	110.00	100.91	0.00	9.09
12	EJC	1190	0	6828	0351	3530	27.00	25.23	0.00	1.77
						Totals	118,000.00	78,704.51	0.00	39,295.49

Fund	School	Resource	Project Year	Goal	Function	Object	Revised Budget	Rev/ Exp Net of Abatements	Encumbrances	Uncommitted/ Unrealized	
12	EJC	1190	0	6828	0351	1218	0.00	1.00	0.00	-1.00	
12	EJC	1190	0	6828	0351	3330	0.00	0.06	0.00	-0.06	
12	EJC	1190	0	6828	0351	3335	0.00	0.02	0.00	-0.02	
12	EJC	1190	0	6828	0351	3430	0.00	0.00	0.00	0.00	
12	EJC	1190	0	6828	0351	3470	0.00	0.00	0.00	0.00	
12	EJC	1190	0	6828	0351	3530	0.00	0.00	0.00	0.00	
12	EJC	1190	0	6828	0351	3630	0.00	0.02	0.00	-0.02	
						Totals	39,295.00	1.10	0.00	39,293.90	

RUNNING SAME SUMMARY AS ONE SEARCH

View Financial Summary

Search	Details													
County: D				District					DICT					
County. 15	S - RIVERSI	DE COUNTY		District.	UI - RIVERSID			LLEGE DIST	RIUT					
Begin Date	Begin Date: 07/01/2019 End Date: 04/15/2021 Fiscal Year To Date Image: Do Not Show 9XXX Object Codes Image: Dot Not Show 9XXX Object Codes Image: Dot Not Show 9XXX Object Codes													
From Fund	d: Fr	om School:	From F	Resource:	From Project	t Year: From	m Goal	: Fro	om Function:	Fror	n Object:			
12	EJ	С	1190			682	8	/35	1	100)			
To Fund:	То	School:	To Res	source:	To Project Y	'ear: To (Goal:	То	Function:	To C)bject:			
12	EJ	С	1190			682	8	/35	1	7999	9			
Show-														
Adopte	d Budget	Revised Bu	ıdget 🧧	Net of Aba	atements 🗌	Rev/Exp and	Abater	ments 🔽	Encumbrances	✓	Uncommitted/Unro	ealized		Rev/
Adopte	d Budget	Revised Bu	ıdget	Net of Aba	atements)Rev/Exp and	Abater	ments 🔽	Encumbrances	~	Uncommitted/Unr	ealized Tota	al Rows: 12	Rev/I
Fund	d Budget	Revised Bu	Idget Project Year	Net of Aba	Function	Rev/Exp and Object	Revis	ments 🔽	Encumbrances Rev/ Exp Net of Abatements		Uncommitted/Unr	Tota Unc Ur	al Rows: 12 ommitted/ nrealized	Rev/l
Fund 12	d Budget School EJC	Revised Bu Resource	Project Year 0	Net of Aba	Function	Rev/Exp and Object	Revis	ments values where the sed Budget 54,874.00	Encumbrances Rev/ Exp Net of Abatements 50,446.5	2	Uncommitted/Unr Encumbrances 0.00	Tota Tota Unc Ur	dYTD R al Rows: 12 ommitted/ mrealized 4,427.02	Rev/I
Fund 12 12	d Budget School EJC EJC	Revised Bu Resource	Project Year 0 0	Goal 6828 <th< td=""><td>Function</td><td>Object</td><td>Revis</td><td>ments values with the set Budget 54,874.00 10,822.00</td><td>Encumbrances Rev/ Exp Net of Abatements 50,446.9 9,018.0</td><td>2 3 3 3 3 3 3 3 4 3 3 3 4 3 4</td><td>Uncommitted/Unro Encumbrances 0.00 0.00</td><td>Tota Unc Ur</td><td>al Rows: 12 ommitted/ mealized 4,427.02 1,804.00</td><td>Rev/I</td></th<>	Function	Object	Revis	ments values with the set Budget 54,874.00 10,822.00	Encumbrances Rev/ Exp Net of Abatements 50,446.9 9,018.0	2 3 3 3 3 3 3 3 4 3 3 3 4 3 4	Uncommitted/Unro Encumbrances 0.00 0.00	Tota Unc Ur	al Rows: 12 ommitted/ mealized 4,427.02 1,804.00	Rev/I
Eund 12 12 12 12	d Budget School EJC EJC EJC	Revised But Resource 1190 1190 1190	Project Year 0 0 0	Goal 6828 6828 6828	Function 0254 Note OVERS	Object	Revis	ments ed Budget 54,874.00 10,822.00 3,402.00	Encumbrances Rev/ Exp Net of Abatements 50,446.9 9,018.0 3,127.7	✓	Uncommitted/Unro Encumbrances 0.00 0.00	Tota Unc Ur	dYTD R al Rows: 12 ommitted/ mrealized 4,427.02 1,804.00 274.27	Rev/I
Adopted Fund 12 12 12 12 12	d Budget School EJC EJC EJC EJC	 Revised Bu Resource 1190 1190 1190 1190 1190 	Project Year 0 0 0 0	Goal 6828 6828 6828 6828	Function Note OVERS Budget of	Object	Revis	ments sed Budget 54,874.00 10,822.00 3,402.00 796.00	Encumbrances Rev/ Exp Net of Abatements 50,446.9 9,018.0 3,127.7 731.4	 98 00 73 48 	Uncommitted/Unro Encumbrances 0.00 0.00 The Total	Tota Unc Ur	al Rows: 12 ommitted/ nrealized 4,427.02 1,804.00 274.27 64.52	Rev/I
Eund 12 12 12 12 12 12 12 12	d Budget School EJC EJC EJC EJC EJC EJC EJC EJ	 Revised Bu Resource 1190 1190 1190 1190 1190 1190 1190 1190 	Project Year 0 0 0 0 0 0	Goal 6828 6828 6828 6828 6828 6828	Function Pass Note OVERS Budget of for Yr 1 + S Yr 2 = \$	Rev/Exp and Object e the STATED \$118,000 \$39,295 fo 157 295	Revis	wents Image: Control of the section of th	Encumbrances Rev/ Exp Net of Abatements 50,446.9 9,018.0 3,127.7 731.4 14,448.1	 ✓ ✓ Ø8 Ø0 ✓ ✓<td>Encumbrances 0.00 0 00 The Total Expenditures the only true if</td><td>Tota Unc Ur</td><td>al Rows: 12 ommitted/ mealized 4,427.02 1,804.00 274.27 64.52 -2,197.12</td><td>Rev/</td>	Encumbrances 0.00 0 00 The Total Expenditures the only true if	Tota Unc Ur	al Rows: 12 ommitted/ mealized 4,427.02 1,804.00 274.27 64.52 -2,197.12	Rev/
Eund 12 12 12 12 12 12 12 12 12 12	d Budget School EJC EJC EJC EJC EJC EJC	 Revised Bu Resource 1190 	Project Year 0 0 0 0 0 0 0 0 0	Goal 6828 6828 6828 6828 6828 6828 6828 682	Function Note OVERS Budget of for Yr 1 + \$ Yr 2 = \$	Rev/Exp and Object e the STATED \$118,000 \$39,295 fo 157,295	Revis	Bed Budget 54,874.00 10,822.00 3,402.00 796.00 12,251.00 110.00	Encumbrances Rev/ Exp Net of Abatements 50,446.9 9,018.0 3,127.7 731.4 14,448.1 100.9	✓	Uncommitted/Unro Encumbrances 0.00 0.00 The Total Expenditures the only true it	Tota Unc Ur are	dYTD R al Rows: 12 ommitted/ mrealized 4,427.02 1,804.00 274.27 64.52 -2,197.12 9.09	Rev/I
Adopted Fund 12 12 12 12 12 12 12 12 12 12	d Budget School EJC EJC EJC EJC EJC EJC EJC EJ	 Revised Bu Resource 1190 	Project Year 0 0 0 0 0 0 0 0 0 0 0 0 0	Goal 6828 6828 6828 6828 6828 6828 6828 6828 6828 6828 6828 6828 6828 6828	Function Note OVERS Budget of for Yr 1 + \$ Yr 2 = \$	Rev/Exp and Object 4310 e the STATED 5 \$118,000 \$39,295 fo 157,295	Revis	ments sed Budget 54,874.00 10,822.00 3,402.00 796.00 12,251.00 110.00 27.00	Rev/ Exp Net of Abatements 50,446.9 9,018.0 3,127.1 731.4 14,448.1 100.9 25.2	✓	Uncommitted/Unro Encumbrances 0.00 0.00 The Total Expenditures the only true it	Tota Unc Ur are	al Rows: 12 ommitted/ mealized 4,427.02 1,804.00 274.27 64.52 -2,197.12 9.09 1.77	Rev/l

Disregard Budget Total and Remaining Balance Total. They are not true amounts when running multiple years together.

The Rev/Exp total IS a true reflection of ALL expenditures to date. If working on a grant report for all spending to date, this \$78,706 would be the amount to report (rounded to whole dollar).

FISCAL REPORTING

Cumulative Spending

Run a View Financial Summary for the entire reporting period. If granting agency requires details, run a View Financial Detail report.

Typically only Expenditures are reported, not encumbrances.

Know if spending is to be reported as a total, or by object category, or other.

Budget office should be signing off on any official reports.

Spending for just current period

Better practice to run View Financial Summary (or Detail if required) for entire reporting period, and subtracting any previous amounts reported

VS

Running a summary/detail report for just the current reporting period

Why? Because sometimes there are journal entries that affect the overall picture, particularly around year-end accruals and the clearing of prior year accruals

SPEAKING OF ACCRUALS.....WHAT ARE THEY?

At year-end (June 30th) everything that was encumbered gets accrued.

It basically means the same thing, that these funds are encumbered until an invoice is received to pay it, or it gets cancelled/cleared.

The difference, all these Accrued items will now appear in the Expenditure column, and not the Encumbered column.

This matters because if you report the total expenditures you see in this "paid" column, you will be reporting MORE than what was actually spent.

There is no guarantee that these accrued items will EVER pay; or that they will pay at the same accrued amount.

WHAT WILL IT LOOK LIKE IN GALAXY?

View Detail Account

Generated By 159891 on 4/15/2021, 2:36:38 PM

County 33 - RIVERSIDE COUNTY

District 07 - RIVERSIDE COMMUNITY COLLEGE DISTRICT

Begin Date 06/30/2020

End Date 06/30/2020

Transaction									Document	P.O.	Accrual	
Date	Fund	School	Resource	ΡY	Goal	Function	Object	Expenditures	Number	Number(s)	Number	Reference
												MT. SAN JACINTO COMMUNITY
06/30/2020	12	AJV	1190	0	6010	4349	5197	67,125.86	2020 / 1491	C0006104	C0006104	COLLEGE DISTRICT
06/30/2020	12	AJV	1190	0	6827	0349	5198	16,666.66	95208	C0006800	C0006800	REACH OUT
06/30/2020	12	DPB	1190	0	6011	5349	5220	1,004.15	P0076478	P0076478	P0076478	EMPLOYEE #1
06/30/2020	12	EZB	1190	0	6480	0349	5110	4,500.00	6	C0006726	C0006726	CONTRACTOR
06/30/2020	12	FJV	1190	0	6010	4349	5220	40.58	P0075922	P0075922	P0075922	EMPLOYEE #2
												CHAFFEY COMMUNITY COLLEGE
06/30/2020	12	FJV	1190	0	6616	0349	5110	11,036.00	6988	C0006339	C0006339	DISTRICT
							Totals	100,373.25				

1. After June 30th, you will see a number in the Accrual Number column. In this example, it is also the PO#

2. If the Document # is also the PO#, then it has NOT YET PAID (see highlighted items)

3. If the Document # is something different, that is the **invoice** # used to pay it, and it IS a true expense

HOW TO PREPARE FOR YEAR-END

You want as few items to accrue as possible because they overstate actual expenditures, and will need to be manually subtracted in any fiscal reporting.

To minimize number of accruals, stay on top of open encumbrances throughout the year.

If a (non-payroll) item has been encumbered for a while,

- Did we ever get the material from the vendor?
- If so, did we ever get an invoice from the vendor?
- If so, was invoice ever approved and sent to A/P?
- OR, is it just a small balance leftover that A/P needs to clear?

Be in communication with your vendor and A/P as needed!

HOW DO I CHECK MY OPEN ENCUMBRANCES?

Option 1 – Run View Detail Report, leave the Obj Code field blank

Print it to Excel

Delete any rows that do not show an encumbrance

It is also helpful to delete all rows for object codes 1000 – 3999, to eliminate payroll.

Transaction									Document	P.O.	
Date	Fund	School	Resource	ΡY	Goal	Function	Object	Encumbrances	Number	Number(s)	Reference
02/18/2021	12	DJV	1190	0	1305	0370	6485	323.54	P0080320	P0080320	CDW-G
03/23/2021	12	FJV	1190	0	0708	0370	6485	493.57	P0080552	P0080552	CDW-G
02/24/2021	12	DJV	1190	0	1305	0370	6481	978.71	P0080374	P0080374	B & H PHOTO - VIDEO
03/10/2021	12	FJV	1190	0	1305	0370	6485	2,387.14	P0080457	P0080457	CDW-G
03/24/2021	12	EJV	1190	0	1305	0370	6481	2,681.79	R0129825		SATARII, INC.
04/09/2021	12	FJV	1190	0	1240	1370	6481	2,938.99	P0080669	P0080669	HENRY SCHEIN, INC.
04/11/2021	12	FJV	1190	0	1305	0370	6485	4,019.92	P0080715	P0080715	CDW-G
04/01/2021	12	FJV	1190	0	1250	0370	6481	4,495.99	R0129957		LIFE ASSIST, INC.
											SWEETWATER MUSIC
03/23/2021	12	EJV	1190	0	1005	0370	6481	4,688.13	P0080583	P0080583	TECHNOLOGY DIRECT
03/15/2021	12	FJV	1190	0	1240	1370	6482	6,688.13	P0080504	P0080504	HENRY SCHEIN, INC.
04/02/2021	12	FJV	1190	0	0708	0370	6485	6,972.07	R0130018		CDW-G
04/09/2021	12	EJV	1190	0	0924	0370	6482	7,601.62	R0129992		GLOWFORGE, INC.
01/20/2021	12	DJV	1190	0	6010	4370	6486	11,472.90	P0080004	P0080004	ONE DIVERSIFIED, LLC
02/24/2021	12	DJV	1190	0	1305	0370	6227	12,966.74	P0080372	P0080372	ONE DIVERSIFIED, LLC
03/17/2021	12	FJV	1190	0	1250	0370	6481	18,578.28	P0080518	P0080518	LIFE ASSIST, INC.
											HENRY SCHEIN
03/09/2021	12	FJV	1190	0	1240	1370	6486	33,440.63	P0080444	P0080444	PRACTICE SOLUTIONS
											FOLLETT HIGHER
00450004						1070		54,000,00	D.0.0.0.5.0.7	00040507	EDUCATION GROUP,
03/15/2021	12	DJV	1190	0	6010	4370	6310	54,000.00	80019567	B0019567	INC.
02/12/2021	12	DJV	1190	0	1230	1370	6482	105,458.77	P0080284	P0080284	AVKIN, INC.
							Totals	280,186.94			

OPTION #2 TO CHECK FOR OPEN ENCUMBRANCES

Go to View Purchase Orders

Fulcilase of del	Data			
County: 33 - RIVERSIDE CO	JNTY 💌 District:	07 - RIVERSIDE COMMUNITY		
Fiscal Year: 🛛	2021 💌		Vendor:	
From P.O. Number:	To:		Vendor Name:	
P.O. Type:		-	Ship To Location:	
P.O. Prefix:		_	Worksite Location:	
P.O. Status:		-	Category:	<u> </u>
From P.O. Created Date:	To:		Item Name:	
P.O. Amount:	•	• •	Item Description:	
From P.R. Number:	To:		Buyer User ID:	
Note Description:				
		Project	1	

And look for PO's with a Remaining Balance

View Pu	View Purchase Orders - Galaxy Production - C X												
Menu	View Pu	rchase O	rders								0	Gala	
0	Durohana (Ordor Data										.	
Search	Purchase										<u>*</u>		
P.O. Nur	mber P.O. Type	e P.O. Status	P.O. Amount	Vendor Num	nber Vendor N	lame			Worksite	Remaining Bala	nce P.R. N		
B00190	D66 O	A	1,000.00	17	087 OFFICE D	DEPOT			015	71	6.96 R0126-	-11	
B00190	D67 O	A	500.00	17	087 OFFICE D	DEPOT			015	28	8.91 R0126		
B00195	507 0	F	1,348.32	34	429 HENRY 9	SCHEIN, IN	D		003		0.00 R0128		
B00195	518 O	A	4,800.00	107	778 FOLLET1	r higher e	DUCATION GRO	DUP, INC.	002	79	2.01 R0128		
B00195	567 0	Ą	54,000.00	107	778 FOLLET1	T HIGHER E	DUCATION GRO	DUP, INC.	001	54,00	0.00 R0129		
800195	579 U	Ą	1,500.00	107	778 FULLET I	HIGHER E	DUCATION GRU	JUP, INC.	002	1,50	0.00 H0129		
P00787	733 N	F	1,891.79	30,	273 DELL MA	ARKETINGI	P.		015		0.00 R0126	-	
District:	07 - RIVERSIDE		DLLEGE DISTRICT	Fiscal Y	/ear: 2021	P.0	. Number: B00	19066			🖨 Print		
Details	Items A	cct Distribution	Notes Au	thorized P	urchaser	Approval	s Payment H	listory 0	pen P.O. Co	ost Distribution	n l		
	P.O. Type:											_	
		O - OPEN			P.O. Cre	ated Date:	07/13/2020	Tax Rate	:	Date Due:	06/30/2021	-1	
	P.O. Status:	O - OPEN			P.O. Cre	ated Date: Vendor:	07/13/2020 17087 - OFFICE	Tax Rate	:	Date Due:	06/30/2021	-	
	P.O. Status: P.O. Amount:	O - OPEN A - APPROVED	_		P.O. Cre Vendor	ated Date: Vendor: r Address:	07/13/2020 17087 - OFFICE 9 - ACCT #89140	Tax Rate DEPOT 0822 PO BOX	:	Date Due:	06/30/2021 8 USA		
	P.O. Status: P.O. Amount:	O - OPEN A - APPROVED 1,000.00			P.O. Cre Vendor Vendor I	ated Date: Vendor: r Address: Phone Nbr:	07/13/2020 17087 - OFFICE 9 - ACCT #89140	Tax Rate DEPOT 0822 PO BOX	(29248, PHOENI Fa	Date Due: 0 IX, AZ 85038924 IX Nbr: 0	06/30/2021 8 USA		
	P.O. Status: P.O. Amount: Category:	0 - OPEN A - APPROVED 1,000.00			P.O. Cre Vendor Vendor I DIR (ated Date: Vendor: r Address: Phone Nbr: Contractor F	07/13/2020 17087 - OFFICE 9 - ACCT #89140 Registration Nbr:	Tax Rate DEPOT 0822 PO BOX	K 29248, PHOENI Fa	Date Due: IX, AZ 85038924 ix Nbr: LB License Nbr:	8 USA		
	P.O. Status: P.O. Amount: Category: Buyer User ID:	O - OPEN A - APPROVED 1,000.00 - 208929	TULOD, APRILYN		P.O. Cre Vendor Vendor I DIR (Bill Te	ated Date: Vendor: r Address: Phone Nbr: Contractor R o Location:	07/13/2020 17087 - OFFICE 9 - ACCT #89140 Registration Nbr: CORPORATE - F	Tax Rate DEPOT 0822 PO BO>	CSL CSL CSL CSL CSL	Date Due: [IX, AZ 85038924 IX Nbr: [LB License Nbr: LEGE DISTRICT	8 USA		
	P.O. Status: P.O. Amount: Category: Buyer User ID:	0 - OPEN A - APPROVED 1,000.00 - 208929 Recurs Ann	TULOD, APRILYN Nually		P.O. Cre Vendor Vendor I DIR (Bill To Ship To	vented Date: Vendor: r Address: Phone Nbr: Contractor F o Location: o Location:	07/13/2020 17087 - OFFICE 9 - ACCT #8914(egistration Nbr: CORPORATE - F CORPORATE - F	Tax Rate	C 29248, PHOENI Fa CSL OMMUNITY COL	Date Due: IX, AZ 85038924 IX, Nbr: LB License Nbr: LEGE DISTRICT	8 USA		
ı	P.O. Status: P.O. Amount: Category: Buyer User ID: Update User ID:	0 - OPEN A - APPROVED 1,000.00 - 208929 Recurs Ann 208929	TULOD, APRILYN nually 11/18/2020 3:45 F		P.O. Cre Vendor I DIR (Bill To Ship To Worksite	eated Date: Vendor: r Address: Phone Nbr: Contractor R o Location: o Location: e Location:	07/13/2020 17087 - OFFICE 9 - ACCT #8914(legistration Nbr: CORPORATE - F CORPORATE - F 015 - DISTRICT	Tax Rate	C 29248, PHOENI Fa CSL OMMUNITY COL	Date Due: [IX, AZ 85038924 IX, Nbr: [LB License Nbr: LEGE DISTRICT	8 USA		
l Ov	P.O. Status: P.O. Amount: Category: Buyer User ID: Update User ID: verride User ID:	0 - OPEN A - APPROVED 1,000.00 - 208929 Recurs Ann 208929	TULOD, APRILYN Iually 11/18/2020 3:45 F	PM	P.O. Cre Vendor I DIR (Bill Tr Ship Tr Worksite Board	eated Date: Vendor: r Address: Phone Nbr: Contractor F o Location: o Location: e Location: Rpt. Desc:	07/13/2020 17087 - OFFICE 9 - ACCT #89140 Registration Nbr: CORPORATE - F CORPORATE - F 015 - DISTRICT	Tax Rate	CSL CSL OMMUNITY COL	Date Due: [IX, AZ 85038924 IX Nbr: [LB License Nbr: LEGE DISTRICT LEGE DISTRICT	8 USA		
l Ov Cha	P.O. Status: P.O. Amount: Category: Buyer User ID: Update User ID: verride User ID: inge Order Nbr:	0 - OPEN A - APPROVED 1,000.00 - 208929 Coseses - - - - - - - - - - - - -	TULOD, APRILYN nually 11/18/2020 3:45 F Printed? : Y	PM	P.O. Cre Vendor Vendor I DIR (Bill Tr Ship Tr Worksite Board Cont	Anted Date: Vendor: r Address: Phone Nbr: Contractor F o Location: o Location: e Location: Rpt. Desc: tact Name:	07/13/2020 17087 - OFFICE 9 - ACCT #8914(Registration Nbr: CORPORATE - F CORPORATE - F 015 - DISTRICT Taylor Gilbertsor	Tax Rate DEPOT 0822 PO BOX 0822 PO BOX 082	K 29248, PHOENI Fa CSI OMMUNITY COL	Date Due: IX, AZ 85038924 IX NDr: LB License Nbr: LEGE DISTRICT LEGE DISTRICT	8 USA		
L Ov Cha	P.O. Status: P.O. Amount: Category: Buyer User ID: Update User ID: verride User ID: inge Order Nbr: P.R. Requestor:	0 - OPEN A - APPROVED 1,000.00 - 208929 Recurs Anr 208929 SHERYL PLINM	TULOD, APRILYN nually 11/18/2020 3:45 F Printed? : Y FY	PM	P.O. Cre Vendor I DIR (Bill Tr Ship Tr Worksite Board Cont	ated Date: Vendor: r Address: Phone Nbr: Contractor F o Location: o Location: e Location: Rpt. Desc: tact Name: act Phone:	07/13/2020 17087 - OFFICE 9 - ACCT #8914(legistration Nbr: CORPORATE - F CORPORATE - F 015 - DISTRICT Taylor Gilbertsor 951-222-8475	Tax Rate DEPOT 0822 PO BOX NVERSIDE C RIVERSIDE C	29248, PHOENI Fa CSL OMMUNITY COL OMMUNITY COL	Date Due: [1 08/30/2021 8 USA		

OPTION #3 — VIEW A/P ENCUMBRANCES

Include budget string, List by Vendor; and check Reference All box



Click Find, then Print

Vi DISTI 2021	View AP Encumbrances STRICT 07 - RIVERSIDE COMMUNITY COLLEGE DISTRICT 121 AP Encumbrances by Vendor DTE: Generated from Galaxy screen on 04/15/2021 1:15 PM and on Number - Vondor Mana													
Vend	lor Number	Vendor Name		Vendor Total										
	42560	BANK OF AMERICA			20.99									
	Doc. Type	Reference	Doc.	Created Date	Type Code	Account	Amount	Last Update	Status					
	R	R0130177	0	4/12/2021	N	12-AJV-1190-0-6010-4377-5790	20.9	9 04/14/2021	SUBMITTED FOR APPROVAL					
Vend	lor Number	Vendor Name		Vendor Total										
	109555	JOBSPEAKER, INC.			40,000.00									
	Doc. Type	Reference	Doc.	Created Date	Type Code	Account	Amount	Last Update	Status					
	P	P0079793	1	1/20/2020	N	12-AJV-1190-0-6010-4377-5649	20,000.0	0 11/20/2020	APPROVED					
	R	R0129989	0	3/30/2021	N	12-AJV-1190-0-6010-4377-5649	20,000.0	0 04/05/2021	APPROVED					
Vend	lor Number	Vendor Name		Vendor Total										
	17087	OFFICE DEPOT			305.49									
	Doc. Type	Reference	Doc.	Created Date	Type Code	Account	Amount	Last Update	Status					
	P	B0019087	0	7/14/2020	0	12-AJV-1190-0-6010-4377-4590	305.4	9 04/06/2021	APPROVED					
Vend	lor Number	Vendor Name		Vendor Total										
	104402	RISE INTERPRETING, INC.		4										
	Doc. Type	Reference	Doc.	Created Date	Type Code	Account	Amount	Last Update	Status					
	P	P0080034	1	2/31/2020	N	12-AJV-1190-0-6010-4377-5198	450.0	0 12/31/2020	APPROVED					

HOW TO AVOID REPORTING ACCRUALS AT YEAR-END

If reporting for a period ending June 30th, you can run a View Summary report through June 29th instead.

iew Fina/	ncial Summary	
Search	Details	
County: 33 -		District: 07 - RIVERSIDE COMMUNITY COLLEGE DISTRICT V
Fiscal Year:	2021 🗸	From Fund: 12 To Fund: 12
Begin Date:	07/01/2019	From School: To School:
End Date:	06/29/2020	From Resource: 1190 To Resource: 1190
		From Project Year: To Project Year:
	Fiscal Year To Date	From Goal: To Goal:
~	Do Not Show 9XXX Object Codes	From Function: /377 To Function: /377
 ✓ 	Include \$0 Balance Accounts	From Object: 1000 To Object: 7999

It will not show what WAS encumbered as of 6/29, but those encumbered items will NOT appear in the Expended column

ODDS & ENDS

Payroll encumbers for the whole year in Galaxy

So even if you know on July 1st that Staff #1 will be paid from Grant A from July through December, it will show in Galaxy as encumbered for entire fiscal year

The budget office will ensure that only six months of Budget are in Revised Budget column, but it will look like you have a large negative balance in all payroll line items

As long as a Request to Change Salary form is completed for Staff, or TA updated for Faculty, then January payroll will run with their new funding and those big negatives will disappear. This is a summary of 7/01/20 - 11/30/20 for payroll that will change after December. Only 1 more month of \$3,743 will actually pay

Fund	School	Resource	Project Year	Goal	Function	Object	Revised Budget	Rev/ Exp Net of Abatements	Rev/ Exp Net of Abatements Encumbrances	
12	FJV	1190	0	6616	0349	2118	24,331.00	18,715.06	28,386.10	-22,770.16

REQUEST TO CHANGE SALARY FORM

These should be submitted at least 6 weeks before staff member(s) salary needs to move to other funding

View Detail Account

Look in View Detail to see who all is paid with the grant

Search Deta	ils										
County: 33 - RIV	ERSIDE COUNTY V Dis	strict: 07 -	RIVERSIDE	сомми	NITY C	OLLEGE DIST	RICT .	~			
Begin Date: 07/0	1/2020 End Date: (04/15/2021									
Fund:	School:	Resource:	Pro	oject Yea	ır:	Goal:		Fu	nction:	Objec	
12	AJV	1190	0			6010		43	70	2///	
•		12	Δ.IV	11	90	0	60	10	4370	2118	
										2110	
	Employee Name		Emp. N	br.		Position	F	undi	ng Line	Amo	u
↔ PLUMLEY	, SHERYL K		15989	91	2	2-364-001		5	83		

Click the triangle to open up the field to see all names



RIVERSIDE COMMUNITY COLLEGE DISTRICT REQUEST TO CHANGE SALARY BUDGET CODES

Reset Form

This request to Change Salary Budget Codes must be received by the Budget Office two weeks before the effective date of change.

Classified		Ca	nfidential		М	anagemen	t/Supervisor
Position Information:						E	mployee #
Position Title:						TTS :	¥
Name:					Department	:	
Effective Date of Char	ige:						
Current Salary Accou	nts (Total <u>N</u>	<u>IUST</u> equal 1	.00% of th	ie empl	oyee's worklo:	nd):	
Fund	School	Resource	PY	Goal	Function	Object	Percent % % % % % % % %
Requested Salary Acc	ounts (Tota	l <u>MUST</u> equa	l 100% of	the em	ployee's work	load):	
Fund	School	Resource	PY	Goal	Function	Object	Percent
		_	-				
			-		Total Pe	rcentage	%

Explain the justification for this change/grant allowability. A permanent budget transfer form MUST be submitted with this form if Resource 1000 is impacted.

Transfer of Expenditure Information

This Request to Change Salary Budget codes MUST be received by the Budget Office two weeks before the effective date of the change. The following information is REQUIRED if this request is received less than two weeks prior to the effective date.

Transfer Pay Period(s) From - Thru (Examples: 3B thru 4B or 1M thru 2M):

ŀ	•	03/29/2021	XX 09M	12	AJV 🗨	1190	0	6010	4370	2118
		En	Emp. NI	br.	Position	Fundi	ng Line	Amou		
	4	PLUMLEY, SH	IERYL K		15989	1	2-364-001	ę	583	

- Employee # and TTS # (Position #) can be found in View Detail – see above
- List all budget codes and % of current payroll split
 Then list all budget codes and % of new payroll split
 Include a justification for the change
- Transfer of Expenditure Information
 - if this form is submitted, approved and received by Payroll prior to their deadline for the month the change is needed, then no transfers are needed and leave this field blank.
 - If submitted after the payroll deadline, include all the payroll months that need to be moved. For example if
 - submitted in March, but need January-March payroll moved, put 7M-9M in that field.
 - THEN WATCH IN GALAXY TO CONFIRM the change is reflected on the correct budget; and if not work with business office to move all payroll related charges.

THE END

Any questions?

Any topics or challenges you'd like to see presented in the future?

Feel free to reach out with questions:

sheryl.plumley@rccd.edu