

# 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 ▾ District: 07 - RIVERSIDE COMMUNITY COLLEGE DISTRICT ▾

Fiscal Year: 2021 ▾

Begin Date: 07/01/2020

End Date: 04/12/2021

Fiscal Year To Date

Do Not Show 9XXX Object Codes

Include \$0 Balance Accounts

From Fund:	12	...	To Fund:	12	...
From School:		...	To School:		...
From Resource:	1190	...	To Resource:	1190	...
From Project Year:		...	To Project Year:		...
From Goal:		...	To Goal:		...
From Function:	/370	...	To Function:	/370	...
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

Help

Search Details

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

Begin Date: 07/01/2020 End Date: 04/12/2021 Fiscal Year To Date:  Do Not Show 9XXX Object Codes:  Include \$0 Balance Accounts:

From Fund: 12 From School: From Resource: 1190 From Project Year: From Goal: From Function: /370 From Object: 1000  
 To Fund: 12 To School: To Resource: 1190 To Project Year: To Goal: To Function: /370 To Object: 7999

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: 293

Fund	School	Resource	Project Year	Goal	Function	Object	Adopted Budget	Revised Budget	Rev/ Exp Net of Abatements	Enc
12	AJV	1190	0	6010	4370	2118	20,953.00	20,953.00	15,714.72	▲
12	AJV	1190	0	6010	4370	2119	31,158.00	33,822.00	21,702.45	▼
Totals							1,384,047.00	1,384,047.00	826,812.07	

SACS Description Excel Print

Adopted Budget	Revised Budget	Rev/ Exp Net of Abatements	Encumbrances	Uncommitted/ Unrealized
3,231.00	3,396.00	2,319.92	807.72	268.36
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
<b>1,384,047.00</b>	<b>1,384,047.00</b>	<b>826,812.07</b>	<b>477,686.10</b>	<b>79,548.83</b>

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?

## View Detail Account

Search

Details

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

Begin Date: 07/01/2020 End Date: 04/12/2021

Fund:	School:	Resource:	Project Year:	Goal:	Function:	Object:
12 <input type="button" value="..."/>	AJV <input type="button" value="..."/>	1190 <input type="button" value="..."/>	0 <input type="button" value="..."/>	6010 <input type="button" value="..."/>	4370 <input type="button" value="..."/>	5220 <input type="button" value="..."/>

P.O. Number:   Include P.O. Number

Warrant Number:

Vendor Number:   Do Not Show 9XXX Object Codes  Summarize Payroll Transactions

Clear Criteria

Find

**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

End Date 04/12/2021

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

## View Financial Summary

Search

Details

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

Begin Date: 07/01/2020 End Date: 04/12/2021  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:

12 DCW 1190 6020 /351 1000

To Fund: To School: To Resource: To Project Year: To Goal: To Function: To Object:

12 DCW 1190 6020 /351 7999

Show

Adopted Budget  Revised Budget  Net of Abatements  Rev/Exp and Abatements  Encumbrances  Uncommitted/Unrealized  YTD R

Total Rows: 13

Fund	School	Resource	Project Year	Goal	Function	Object	Revised Budget	Rev/ Exp Net of Abatements	Encumbrances	Uncommitted/ Unrealized
12	DCW	1190	0	6020	0351	2118	0.00	12,947.10	12,947.10	-25,894.20
12	DCW	1190	0	6020	0351	3220	0.00	2,680.05	2,680.05	-5,360.10
12	DCW	1190	0	6020	0351	3320	0.00	801.06	802.72	-1,603.78
12	DCW	1190	0	6020	0351	3325	0.00	187.35	187.73	-375.08
12	DCW	1190	0	6020	0351	3420	0.00	7,716.08	5,728.27	-13,444.35
12	DCW	1190	0	6020	0351	3460	0.00	25.89	25.89	-51.78
12	DCW	1190	0	6020	0351	3520	0.00	6.45	6.47	-12.92
Totals							87,200.00	57,537.13	22,585.38	7,077.49

# PROCESSING A BUDGET TRANSFER

Fund	School	Resource	Project Year	Goal	Function	Object	Revised Budget	Rev/ Exp Net of Abatements	Encumbrances	Uncommitted/ Unrealized	BT	New 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
						<b>Totals</b>	<b>87,200.00</b>	<b>57,537.13</b>	<b>22,585.38</b>	<b>7,077.49</b>	<b>0.00</b>	<b>7,077.49</b>

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

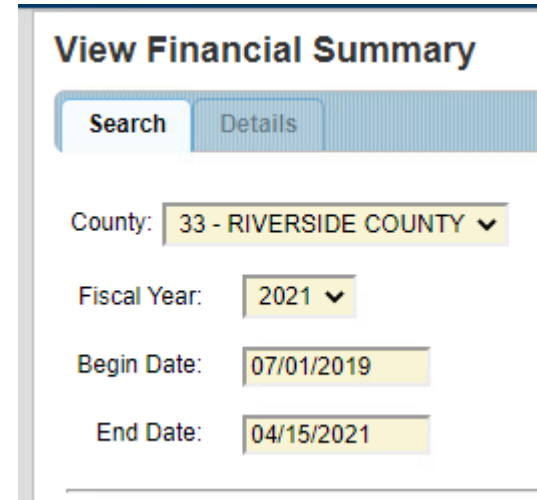
# THINGS TO KNOW WHEN GRANTS CROSS FISCAL YEARS

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<sup>th</sup>  
of FY20-21



The screenshot shows a web interface titled "View Financial Summary". It features two tabs: "Search" (active) and "Details". Below the tabs are four filter fields:

- County: 33 - RIVERSIDE COUNTY (dropdown menu)
- Fiscal Year: 2021 (dropdown menu)
- Begin Date: 07/01/2019 (text input)
- End Date: 04/15/2021 (text input)

# LOOKING AT CARRY-OVER

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

## View Financial Summary

Search Details

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

Begin Date: 07/01/2019 End Date: 06/30/2020  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:

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

Adopted Budget  Revised Budget  Net of Abatements  Rev/Exp and Abatements  Encumbrances  Uncommitted/Unrealized  YTD Rev

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

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

## View Financial Summary

Search Details

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

Begin Date: 07/01/2020 End Date: 04/15/2021  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:

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

Adopted Budget  Revised Budget  Net of Abatements  Rev/Exp and Abatements  Encumbrances  Uncommitted/Unrealized  YTD Rev

Total Rows: 11

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

County:  District:

Begin Date:  End Date: 
 Fiscal Year To Date  Do Not Show 9XXX Object Codes  Include \$0 Balance Accounts

From Fund:  From School:  From Resource:  From Project Year:  From Goal:  From Function:  From Object:

To Fund:  To School:  To Resource:  To Project Year:  To Goal:  To Function:  To Object:

Show  Adopted Budget  Revised Budget  Net of Abatements  Rev/Exp and Abatements  Encumbrances  Uncommitted/Unrealized  YTD Rev/I

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	1000	54,874.00	50,446.98	0.00	4,427.02
12	EJC	1190	0	6828			10,822.00	9,018.00	0.00	1,804.00
12	EJC	1190	0	6828			3,402.00	3,127.73		274.27
12	EJC	1190	0	6828			796.00	731.48		64.52
12	EJC	1190	0	6828			12,251.00	14,448.12		-2,197.12
12	EJC	1190	0	6828			110.00	100.91		9.09
12	EJC	1190	0	6828	0351	3530	27.00	25.23	0.00	1.77
						Totals	157,295.00	78,705.61	0.00	78,589.39

Note the OVERSTATED Budget of \$118,000 for Yr 1 + \$39,295 for Yr 2 = \$157,295

The Total Expenditures are the only true item

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 30<sup>th</sup>) 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 Date	Fund	School	Resource	PY	Goal	Function	Object	Expenditures	Document Number	P.O. Number(s)	Accrual Number	Reference
06/30/2020	12	AJV	1190	0	6010	4349	5197	67,125.86	2020 / 1491	C0006104	C0006104	MT. SAN JACINTO COMMUNITY 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
06/30/2020	12	FJV	1190	0	6616	0349	5110	11,036.00	6988	C0006339	C0006339	CHAFFEY COMMUNITY COLLEGE DISTRICT
							<b>Totals</b>	<b>100,373.25</b>				

1. After June 30<sup>th</sup>, 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 Date	Fund	School	Resource	PY	Goal	Function	Object	Encumbrances	Document Number	P.O. 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.
03/23/2021	12	EJV	1190	0	1005	0370	6481	4,688.13	P0080583	P0080583	SWEETWATER MUSIC 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.
03/09/2021	12	FJV	1190	0	1240	1370	6486	33,440.63	P0080444	P0080444	HENRY SCHEIN PRACTICE SOLUTIONS
03/15/2021	12	DJV	1190	0	6010	4370	6310	54,000.00	B0019567	B0019567	FOLLETT HIGHER EDUCATION GROUP, 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

View Purchase Orders - Galaxy Production

Menu View Purchase Orders

Search Purchase Order Data

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

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: [ ]

From P.O. Created Date: [ ] To: [ ] Item Name: [ ]

P.O. Amount: [ ] [ ] [ ] [ ] Item Description: [ ]

From P.R. Number: [ ] To: [ ] Buyer User ID: [ ]

Note Description: [ ]

Fund School Resource Year Goal Function Object  
12 [ ] 1190 [ ] [ ] [ ] [ ] [370] [ ] [ ]

Find

And look for PO's with a Remaining Balance

View Purchase Orders - Galaxy Production

Menu View Purchase Orders

Search Purchase Order Data

P.O. Number	P.O. Type	P.O. Status	P.O. Amount	Vendor Number/Vendor Name	Worksite	Remaining Balance	P.R. N
B0019066	O	A	1,000.00	17087 OFFICE DEPOT	015	716.96	R0126
B0019067	O	A	500.00	17087 OFFICE DEPOT	015	288.91	R0126
B0019507	O	F	1,348.32	34429 HENRY SCHEIN, INC.	003	0.00	R0128
B0019518	O	A	4,800.00	107778 FOLLETT HIGHER EDUCATION GROUP, INC.	002	792.01	R0128
B0019567	O	A	54,000.00	107778 FOLLETT HIGHER EDUCATION GROUP, INC.	001	54,000.00	R0129
B0019579	O	A	1,500.00	107778 FOLLETT HIGHER EDUCATION GROUP, INC.	002	1,500.00	R0129
P0078733	N	F	1,891.79	30273 DELL MARKETING L.P.	015	0.00	R0126

District: 07 - RIVERSIDE COMMUNITY COLLEGE DISTRICT Fiscal Year: 2021 P.O. Number: B0019066

Details Items Acct Distribution Notes Authorized Purchaser Approvals Payment History Open P.O. Cost Distribution

P.O. Type: O - OPEN P.O. Created Date: 07/13/2020 Tax Rate: [ ] Date Due: 06/30/2021

P.O. Status: A - APPROVED Vendor: 17087 - OFFICE DEPOT

P.O. Amount: 1,000.00 Vendor Address: B - ACCT #89140822 PO BOX 29248, PHOENIX, AZ 850389248 USA

Category: [ ] Vendor Phone Nbr: [ ] Fax Nbr: [ ]

Buyer User ID: 208929 TULOD, APRILYN DIR Contractor Registration Nbr: [ ] CSLB License Nbr: [ ]

Update User ID: 208929 11/18/2020 3:45 PM Bill To Location: CORPORATE - RIVERSIDE COMMUNITY COLLEGE DISTRICT

Override User ID: [ ] Ship To Location: CORPORATE - RIVERSIDE COMMUNITY COLLEGE DISTRICT

Change Order Nbr: [ ] Printed?: Y Worksite Location: 015 - DISTRICT

P.R. Requestor: SHERYL PLUMLEY Contact Name: Taylor Gilbertson

Contact Phone: 951-222-8475 Board Rpt. Desc: [ ]

Print In Rev: Y Rev Cmt: NUMBER OF LINE HAS BEEN CHANGED.

# OPTION #3 – VIEW A/P ENCUMBRANCES

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

Click Find, then Print

View A/P Encumbrances - Galaxy Production

Menu View A/P Encumbrances

Search Details

County: 33 - RIVERSIDE COUNTY District: 07 - RIVERSIDE COMMUNITY COLLEGE DISTRICT Fiscal Year: 2021

List By:

- By Fund/Object
- By Fund/Resource
- By Fund/Vendor
- By School/Fund
- By Vendor

Search Criteria:

Reference: All  Claim  Contract  Invoice  Purchase Order  Purchase Request  Include PY Accruals (Object 9500)

From Vendor Number: [ ] To Vendor Number: [ ]

From Vendor Name: [ ] To Vendor Name: [ ]

From Fund: 12 To Fund: 12

To School: AJV

From School: AJV

From Resource: 1190 To Resource: 1190

P.O. Nbr: [ ]

From Project Year: [ ] To Project Year: [ ]

P.O. Type: [ ]

From Goal: 6010 To Goal: 6010

P.R. Type: [ ]

From Function: 4377 To Function: 4377

Status (P.R., P.O., Contract): [ ] From Object: 1000 To Object: 7999

Find

## View AP Encumbrances

DISTRICT 07 - RIVERSIDE COMMUNITY COLLEGE DISTRICT

2021 AP Encumbrances by Vendor

NOTE: Generated from Galaxy screen on 04/15/2021 1:15 PM

Vendor Number	Vendor Name	Vendor Total					
42580	BANK OF AMERICA	20.99					
Doc. Type	Reference	Doc. Created Date	Type Code	Account	Amount	Last Update	Status
R	R0130177	04/12/2021	N	12-AJV-1190-0-8010-4377-5790	20.99	04/14/2021	SUBMITTED FOR APPROVAL
Vendor 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	11/20/2020	N	12-AJV-1190-0-8010-4377-5649	20,000.00	11/20/2020	APPROVED
R	R0129989	03/30/2021	N	12-AJV-1190-0-8010-4377-5649	20,000.00	04/05/2021	APPROVED
Vendor 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	07/14/2020	O	12-AJV-1190-0-8010-4377-4590	305.49	04/06/2021	APPROVED
Vendor Number	Vendor Name	Vendor Total					
104402	RISE INTERPRETING, INC.	450.00					
Doc. Type	Reference	Doc. Created Date	Type Code	Account	Amount	Last Update	Status
P	P0080034	12/31/2020	N	12-AJV-1190-0-8010-4377-5198	450.00	12/31/2020	APPROVED

# HOW TO AVOID REPORTING ACCRUALS AT YEAR-END

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

**View Financial Summary**

Search Details

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

Fiscal Year: 2021 ▾

Begin Date: 07/01/2019

End Date: 06/29/2020

Fiscal Year To Date

Do Not Show 9XXX Object Codes

Include \$0 Balance Accounts

From Fund: 12 ... To Fund: 12 ...

From School: ... To School: ...

From Resource: 1190 ... To Resource: 1190 ...

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

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

From Function: /377 ... To Function: /377 ...

From Object: 1000 ... To Object: 7999 ...

Clear Criteria Find

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 1<sup>st</sup> 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	Encumbrances	Uncommitted/ Unrealized
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

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

## View Detail Account

Search Details

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

Begin Date: 07/01/2020 End Date: 04/15/2021

Fund: 12 School: AJV Resource: 1190 Project Year: 0 Goal: 6010 Function: 4370 Object: 2118

Click the triangle

to open up the field

to see all names

Employee Name	Emp. Nbr.	Position	Funding Line	Amou
PLUMLEY, SHERYL K	159891	2-364-001	583	







# 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](mailto:sheryl.plumley@rccd.edu)