



Galaxy

**Getting Started
with Galaxy**

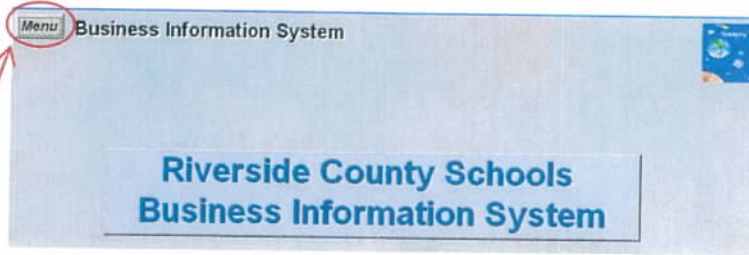


Palo Verde College

Logging in to Galaxy



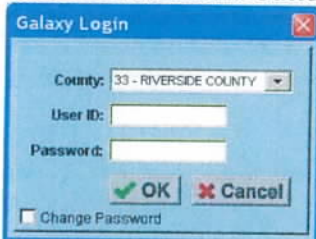
Double click the Galaxy Icon on your desktop



Galaxy Window opens.

The Galaxy program starts up and the

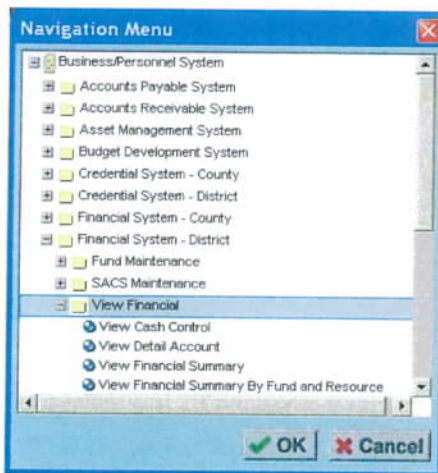
Click on the Menu button to get to the Galaxy Login prompt



Enter your Employee Number / User ID and the password assigned to you – you will be prompted to change your password on your first login. Passwords must be 6 to 16 characters with a minimum of one letter and one number.

Note: Your password will expire every 90 days and you will be prompted to enter a new password when you login after 90 days or within the last week of your password being active. You can change your password anytime using the Change Password Checkbox and logging in. You will be asked to enter your new password twice for verification. Your new password cannot repeat any of the last 3 passwords used.

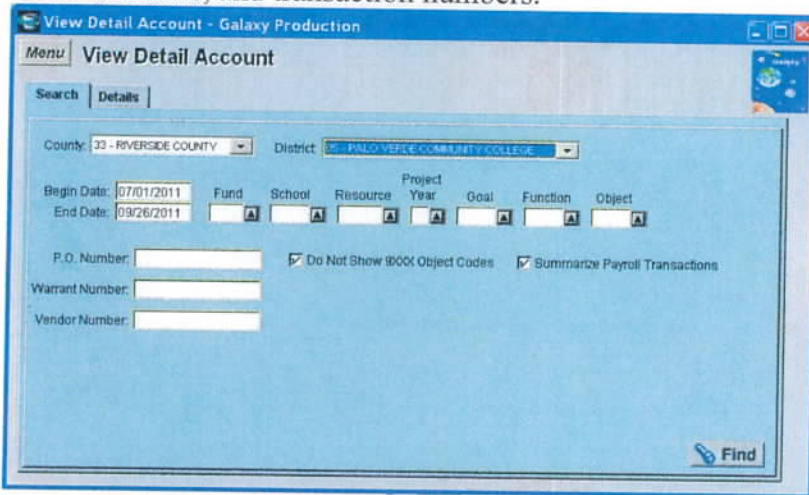
Should you get your login and/or password incorrect 3 times, your account will become disabled. Please call our Operations Center (951) 826-6524 to re-activate your account and reset your password.



Once logged in, you will see the Navigation Menu. This screen lists all the modules and whenever you click on a + (plus) symbol, screens you have access to will be listed. To open a screen select it and click the OK button OR double-click the screen name right from the Navigation Menu.

View Detail Account

In this screen you will view your districts account information in detail. The detailed information will include every transaction based on your search criteria and will include transfer dates, transfer types, dollar amounts, and transaction numbers.

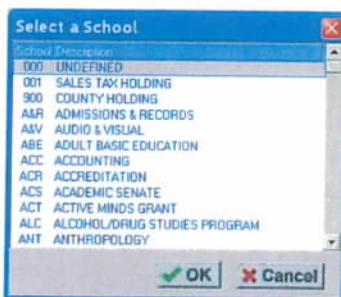


To use this screen, fill in any of the fields with information you're looking for. The more fields that are populated, the faster and more limited your results will be. For example if just the Fund Code 03 were entered then all transactions with a Fund 03 will be returned; whereas if you enter Fund 03, School EOP, Resource 0000 are entered, then only transactions that have all of those entries in them will be returned.

Account Structure for Palo Verde College

Fund:	Digits	2
School:	Letters	3
Resource:	Digits	4
PY:	Digits	1
Goal:	Digits	4
Function:	Digits	4
Object:	Digits	4

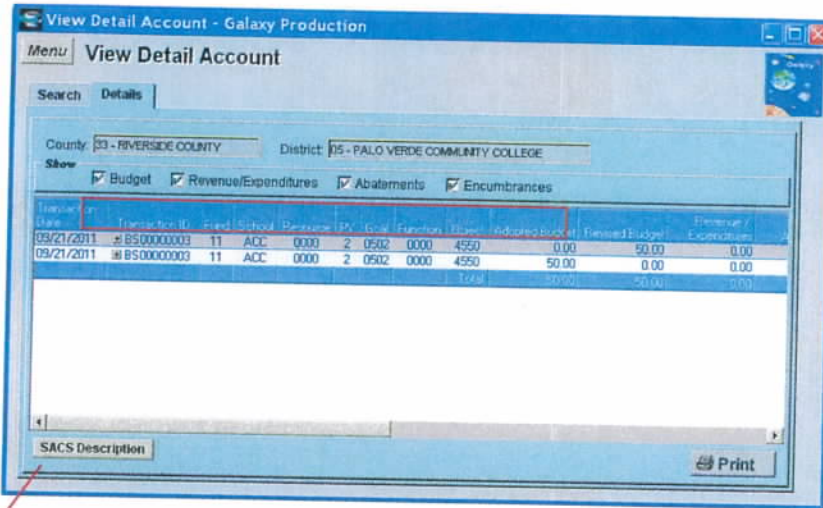
For a detailed list of Accounting Codes see **Appendix A**



You can also use the Pop-up arrows next to each fund box to select a funding component. A window will open listing the options to select from. Select the code you want to use and click OK.

Once you've entered the information you're searching for, click the find button.

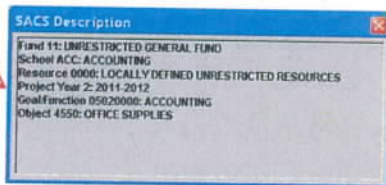




The results of your search will appear on the Details Tab. You can then choose whether to show or hide Budget, Revenue/Expenditures, Abatements, and Encumbrances by un-checking the named checkboxes at the top of the window.

If many results appear, you can sort by any column by *clicking on the column name to sort in ascending order*. To sort in descending order, hold down Shift on your keyboard and click the column again.

The SACS description button in the lower right of this window will allow you to view the description of any line selected in the list. This will show the descriptions of each code in the selected line.



View Financial Summary

The View Financial Summary screen has a similar search and find features as the View Detail screen except this screen allows you to enter a range of numbers with the From and To columns to search with. For example, if you wanted to search for accounts codes with the object code range in the 4000 – 6000 range, you would enter 4000 in the From Object cell and 5999 in the To Object cell and then click Find.

In this example the same Fund (11) and School (ACC) were used to limit the search results to just those codes. The range 4000 – 5999 is entered to cover that range of funds.

Fund	School	Resource	Pr	Goal	Function	Object	Adopted Budget	Revised Budget	Prev. Exp. Net of Abatement	Encumbrances	Uncommitted/Unrealized
11	ACC	0000	2	0502	0000	4100	100.00	100.00	0.00	0.00	100.00
11	ACC	0000	2	0502	0000	4320	100.00	100.00	0.00	0.00	100.00
11	ACC	0000	2	0502	0000	4550	50.00	50.00	0.00	0.00	50.00
Total							250.00	250.00	0.00	0.00	250.00

All the same rules apply for the Details Tab for sorting, displaying columns, and displaying the SACS Description using the button.

View Financial Summary by Fund & Resource

This screen is used to view financial summary information by fund and resource combination. It also allows you to select ranges of Fund, School, Resource, and Project Year. You can also choose how you want your results sorted on the Summary Tab as it does not have the sort options found in other Galaxy Screens.

View Financial Summary By Fund and Resource - Galaxy Production

Menu View Financial Summary By Fund and Resource

Search Summary

County: 33 - RIVERSIDE COUNTY District: 05 - PALO VERDE COMMUNITY COLLEGE Fiscal Year: 2012

From Fund: 11 To Fund: 11 Show Combined General Fund

From School: ACC To School: WTE

From Resource: 0000 To Resource: 9000

From Project Year: 2 To Project Year: 9

End Date: 09/26/2011

Select Sort Criteria

Fund School Resource Project Year

Clear Criteria Find

The results of the search will show up on the Summary Tab. Note that the Summary tab has Blue Arrow Buttons in the Lower Right corner of the screen allowing you to move through the Fund, School, Resource, and Project Year combinations entered in the Search Tab.

View Financial Summary By Fund and Resource - Galaxy Production

Menu View Financial Summary By Fund and Resource

Search Summary

Fiscal Year: 2012 Fund: 11 School: ACC Resource: 0000 Project Year: 2 End Date: 09/26/2011 District: 05 - PALO VERDE COMMUNITY COLLEGE

		Adopted Budget	Revised Budget	Rev/Exp Net of	Rev/Exp	Allocations	Encumbrances	Uncommitted /
				Allocations				Unrealized
A. REVENUES	1) Revenue Limit Sources	0	0.00	0.00	0.00	0.00	0.00	0.00
	2) Federal Revenues	0	0.00	0.00	0.00	0.00	0.00	0.00
	3) Other State Revenues	0	0.00	0.00	0.00	0.00	0.00	0.00
	4) Other Local Revenues	0	0.00	0.00	0.00	0.00	0.00	0.00
	5) TOTAL REVENUES	0	0.00	0.00	0.00	0.00	0.00	0.00
B. EXPENDITURES	1) Classified Salaries	59,892	59,892.00	0.00	0.00	0.00	0.00	59,892.00
	2) Classified Salaries	0	0.00	0.00	0.00	0.00	0.00	0.00
	3) Employee Benefits	112,195	112,195.00	0.00	0.00	0.00	0.00	112,195.00
	4) Books and Supplies	250	250.00	0.00	0.00	0.00	0.00	250.00
	5) Services, Other Op Exp	0	0.00	0.00	0.00	0.00	0.00	0.00
	6) Capital Outlay	0	0.00	0.00	0.00	0.00	0.00	0.00
	7) Other Outgo	0	0.00	0.00	0.00	0.00	0.00	0.00
	8) Direct/Indirect Costs	0	0.00	0.00	0.00	0.00	0.00	0.00
	9) TOTAL EXPENDITURES	170,097	170,097.00	0.00	0.00	0.00	0.00	170,097.00
C. INCESS (OFFICERS) OF REVENUE (AS - BS)		170,097	170,097.00	0.00	0.00	0.00	0.00	170,097.00
D. OTHER FINANCING	1a) Interfund Transfers In	0	0.00	0.00	0.00	0.00	0.00	0.00
	1b) Interfund Transfers Out	0	0.00	0.00	0.00	0.00	0.00	0.00
	2a) Other Sources	0	0.00	0.00	0.00	0.00	0.00	0.00
	2b) Other Uses	0	0.00	0.00	0.00	0.00	0.00	0.00
	3) Contributions	0	0.00	0.00	0.00	0.00	0.00	0.00
	4) TOTAL OTHER	0	0.00	0.00	0.00	0.00	0.00	0.00
E. CHANGE IN FUND BALANCE (C - D)		170,097	170,097.00	0.00	0.00	0.00	0.00	170,097.00
F. BEGINNING BALANCE		0	0.00	0.00	0.00	0.00	0.00	0.00
G. ENDING BALANCE		0	0.00	0.00	0.00	0.00	0.00	0.00
GRAND TOTAL		170,097	170,097.00	0.00	0.00	0.00	0.00	170,097.00

Print

View Purchase Orders

This screen allows you to view all information found on a completed Purchase Order as well as Payment History for each Purchase Order. The starting Search Tab works like the rest of the Galaxy Search Tabs in that you can fill in some of the fields to narrow your search making your search faster and more precise than if you entered nothing and clicked on the Find button.

You can search by any one of the fields using various search methods including using the Pop-up arrow buttons as well as Drop-down menu choices. The results of your search will show up in a Two-Pain Tab called Purchase Order Data

P.O. Number	P.O. Type	P.O. Status	P.O. Amount	Vendor Number	Vendor Name	Worksite	Remaining Balance
P0041175	N	F	325.00	15456	ACADEMIC SENATE FOR COMMUNITY COLLEGE1		0.00
P0041176	N	F	537.12	12119	BRIAN THIEBALD		0.00
P0041177	N	F	2,958.00	10460	PALO VERDE VALLEY TIMES	CSB	0.00
P0041178	N	F	8,000.00	10641	INLAND BUILDERS SUPPLY, INC.	CSB	0.00
P0041181	N	F	310.83	10339	BLYTHE AUTO PARTS	CSB	0.00
P0041182	N	F	1,546.79	11409	RDO EQUIPMENT	CSB	0.00
P0041183	N	F	4,620.00	15832	CELESTIX NETWORKS INC.		0.00
P0041184	N	F	210.76	11806	DEMCO, INC.		0.00

To view various Tabs in the lower pane of the window, you must Double-click on the Purchase Order information in the Top Half of the window to show details of the Purchase Order in the bottom half.

Galaxy Dating and Wildcards

Dating Rules

- Slashes must be used to separate Months, days, and Years in Galaxy date fields.
- You may use the least number of characters possible to specify the date. Leading zeros are not required. For example, 4/7/11.
- For dates 1950 and after, the year can be specified using two digits. For example, 4/7/1979.
- For dates prior to 1950, the year must be specified using all four digits. For example, 4/7/1949

Wildcards

For many of the search fields in Galaxy, Wildcard Characters are available. Examples are listed below:

- The forward slash (/) may be used in place of any letter or number. In other words if you were looking for an 4 digit account code field beginning with 4 and ending with 5 you could enter 4 / / 5 as the forward slash will take place of each of the two center digits. It can also be used in place of alpha characters.
- The asterisk (*) can be used for multiple characters and is not positional. If you were looking for a 4 digit code in the 4000 – 4999 range you could enter 4***. If you were looking for anyone with the last name of Sanches or Sanchez but weren't sure of the spelling, you could enter Sanch*.and all names beginning with Sanch would be displayed.
- XXXX is used to combine all characters and is only available in the View Financial Summary by Fund and Resource and View General Ledger Summary screens.

Blank search criteria will return all applicable data this is true in nearly all screens. Sometimes leaving a search screen blank will cause the system to operate slow as volumes of data are retrieved. In other screens some search criteria must be entered to use the Find feature. On those screens, you will be prompted to enter a minimum number of fields to perform a search.