New Visions for Public Schools

Galaxy 102 Clinic - In Person

When: Tuesday, Aug. 20th

Where: 205 E 42nd Street, 4th Floor, in Park Meeting rm
Time: 9 am to 12 pm

Bring Your Laptop
Light Breakfast will be provided

Meeting Objective(s):

This workshop will take you beyond the basics of creating and editing items. When we are done, you will be able to manage your Galaxy TO more skillfully and independently, be able to navigate more complicated transactions on your own, and learn how to utilize Galaxy information and reports to facilitate school operations like purchasing and per session payroll.

Facilitator: Vicki Sittenfeld, New Visions Budget Specialist

Target Audience

This workshop is for current Galaxy users who are already familiar with creating, editing or deleting items, and can generally navigate the TO. System access is assumed.

Agenda:	Time	Meeting Resources:
1. Intros	9:00	
2. TO Attributes, why they are important, and how to use them and change them.	9:10	Galaxy Manual - Attributes
3. What Happened?!? Investigating Changes on Your TO	9:30	What Happened? The Transactio…
4. Galaxy interfaces with EIS, NYCAPS and FAMIS: How Batch Processing works and what the colors mean	9:50	What the Colors Mean Galaxy Batch Process
5. I can't get the Funding I want!! How Funding Recommendations works The Multiply Funded screen and the magical Galaxy superpower: subtracting from 100!	10:10	Galaxy Funding Recommendations Example: Change the funding of a multiply funded item
6. Managing Fringe Benefit Costs The nuisance of pennies and percentages on per session and per diem lines when funded with a grant.	10:40	FY25 Rates and Fringe Example: Edit a per session item already funded with a grant.
7. Reviewing your TO for opportunities to maximize: Fund Swaps and the Cloud	11:00	Using the Cloud in Galaxy

8. Paraprofessional assignments and Assigning Roles	11:30	How to Designate Roles in Galaxy What Roles to Designate in Galaxy
9. Galaxy Reports: what they are, when to run them, how to use them	TBD	

https://businessops.newvisions.org/

Galaxy Batch Process

Galaxy sends information to FAMIS each evening about the day's modification activity through a daily batch process.

- The batch generally begins at 4:00 pm daily Monday through Thursday, and at 3:00 pm on Friday.
- Modifications must be RED on the TO by those times in order to be processed through to FAMIS in the overnight batch process.
- This is especially important to be aware of regarding OTPS spending. If the mod is not approved by the time batch runs for the day, the item will not post to FAMIS until the following night's batch to be processed to FAMIS.
    - Increases, fund changes, and new items will not be available for Purchase Orders
    - Decreases or deletions will also not post. That means you run the risk of entering a PO against an item whose budget will be reduced or removed the following day. That is why communication between the Purchasing staff and Budget staff is super important.

EIS Batch

- In order to ensure timely processing of bulk job payroll (per session, per diem & E bank), timekeeping can be entered immediately once the item is in RED and a job ID has been attached to the job item on the TO. You do not have to wait for the batch process to be completed in order to enter time against an approved bulk job.

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What the Colors Mean

Color	Schools (Districts 1 -32)
Blue	Mod has been entered by a user with Update access; or a discrepancy has occurred, which needs to be reviewed and submitted at the school level.
Green	Mod has been Submitted by the School and is waiting for CFN review and approval.
Red	Mod has been Approved by the CFN; or the mod was in an allocation category funding that automatically gets approved based on the principal or their designee's creation of the item (such as TL Fair Student Funding), or the item has been updated via discrepancy process, and has been automatically submitted.
Black	Mod completely processed through the overnight batch process.
Grey	Item is temporarily being held in communication with NYCAPS. Hit F5 to refresh the screen if not cleared in 15 seconds.