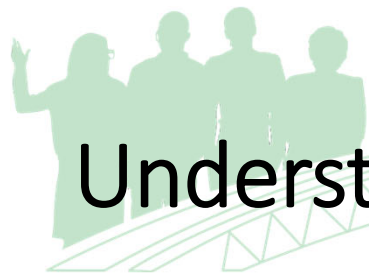




Laney College Business and Administrative Services

VPBAS Tour New Year Refresher
Fiscal Year 2022-23
August 2022

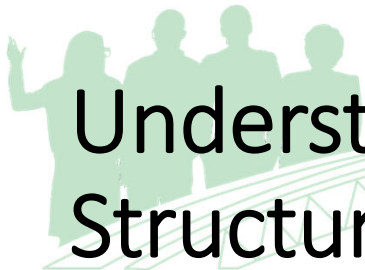


Understanding Budget Overview

Budget Set-up	Invoice has been paid	Purchase Order Issued	Requisition has been created	Available \$ Amount	Percent of remaining of budget
---------------	-----------------------	-----------------------	------------------------------	---------------------	--------------------------------



Loc	Fund	Cost Center	Dept. Descr	Object Code	Obj Descr	Program	Activity Suffix	Activity Suffix Descr	Project	Project Descr	Acct Line	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget	Percent Available
5	01	531	Business Office	4304	Supplies-office	1	672000	Financial Department	0000	Zero Project No	00	2022	\$ 12,810.00	\$ 516.20	\$ 3,195.55	\$ -	\$ 9,098.25	\$ 71.02
5	01	531	Business Office	4307	Computer Software/site lic ad	1	672000	Financial Department	0000	Zero Project No	00	2022	\$ 384.00	\$ -	\$ 383.24	\$ -	\$ 0.76	\$ 0.20
5	01	531	Business Office	5202	Travel Non-Local	1	672000	Financial Department	0000	Zero Project No	00	2022	\$ 1,700.00	\$ -	\$ -	\$ 309.00	\$ 1,391.00	\$ 81.82



Understanding the Account Number Structure & Chart of Accounts

Field	Location	Fund	Cost Center	Object	Program	Activity Suffix	Project Number	Line Number
Length (# digits)	1	2	3	4	1	6	4	2
Example (Business Office)	5	01	531	4304	1	672000	0000	00
	↓	↓	↓	↓	↓	↓	↓	↓
	Laney College	General Fund	Business Office	Supplies	General	Financial Department	Zero Project Number	Line 00

 State Driven



Budget Transfer Guidelines

Location	Fund	Cost Center	Object Code	Program	Activity Suffix	Project	Account Line
X	XX	XXX	XXXX	X	XXXXXX	XXXX	XX

- Transfers across **locations** are not allowed
- Transfers across **funds** are not allowed
- Transfers across **projects** are not allowed
- Transfer debit and credit totals must balance
- Transfers cannot create a negative balance
- Transfers from negative balances are not allowed
- College/Department cannot over-ride any errors
- Transfers out of object code 5895 are not allowed
- Transfers in/out of object codes 73xx are not allowed
- Transfers to/from object codes 8xxx are not allowed
- Object codes 9xxx cannot be used



Best Practices for Efficiency



Budget Transfers/Journals:

Budget Header Status None

*Budget Entry Type

Rate Type

Exchange Rate

Cur Effdt

Budget Type Expense

[Attachments \(0\)](#)

Parent Budget Options

- Generate Parent Budget(s)
- Use Default Entry Event

Parent Budget Entry Type

Long Description

KQT: Fund XX Proj. XXXX – Brief Description

211 characters remaining

Alternate Description

150 characters remaining



Best Practices for Efficiency



Requisitions:

Office of Instruction | Add/Update Requisitions | Home | Search | Notifications | Help | Personalize Page

Main | Requisitions

Header Comments

Business Unit: PCCD1 | Requisition Date: 06/23/2022
Requisition ID: NEXT | Status: Open

*Sort Method: Comment Time Stamp | *Sort Sequence: Ascending | Sort

Comments | Search | 1 of 1 | View All

Use Standard Comments | Comment Status: Active | Inactivate | +

Justification: Quote number; Brief Description
Contact: Kevin Tran kqtran@peralta.edu 510-464-3309 T-213
Alternate Contact: Janice Browne jbrowne@peralta.edu 510-464-3228

Send to Supplier | Show at Receipt
 Show at Voucher | Approval Justification

Associated Document



Best Practices for Efficiency



Why does this help? What does this mean?

View By		Type	Pending Approvals		Home	Search	Refresh	More	Close
View By		Type	Pending Approvals		Home	Search	Refresh	More	Close
All	11								
Requisition	4								
Travel Authorization	1								
Voucher	6								
All			11 rows						
Travel Authorization			Pak Ho - 0000000017 / Test #2 in live	Routed	>				
1.00 USD				06/09/2022					
Requisition			Jose_FAO Hourly - PCCD1 / 2000149487 UPSHAW, CASSANDRA	Routed	>				
77.00 USD			⚠ Medium Priority	06/13/2022					
Requisition			Creating Balance Workshop - PCCD1 / 2000149508 ALVARADO, CYNTHIA	Routed	>				
300.00 USD			⚠ Medium Priority	06/16/2022					
Requisition			PCCD1 / 2000149291 METCALF, SAKAI	Routed	>				
162.70 USD			⚠ Medium Priority	06/22/2022					
Requisition			PCCD1 / 2000149290 METCALF, SAKAI	Routed	>				
145.15 USD			⚠ Medium Priority	06/22/2022					
Voucher			PCCD1 / 00220230 / 550064891 TINA DU	Routed	>				
2,442.58 USD			⚠ Medium Priority	06/23/2022					
Voucher			PCCD1 / 00220235 / 107270 TINA DU	Routed	>				
103.18 USD			⚠ Medium Priority	06/23/2022					
Voucher			PCCD1 / 00220234 / 107228 TINA DU	Routed	>				
52.02 USD			⚠ Medium Priority	06/23/2022					
Voucher			PCCD1 / 00220240 / SI965977 TINA DU	Routed	>				
11,192.11 USD			⚠ Medium Priority	06/23/2022					
Voucher			PCCD1 / 00220242 / SO903851 TINA DU	Routed	>				
4,627.65 USD			⚠ Medium Priority	06/23/2022					
Voucher			PCCD1 / 00220241 / SI973327 TINA DU	Routed	>				
7,176.76 USD			⚠ Medium Priority	06/23/2022					



Best Practices for Efficiency



Why does this help? What does this mean?

← Pending Approvals Requisition 🏠 🔍 🔔 ⋮ ⌵

Request for PCCD1/2000149291
162.70 USD [Approve](#) [Deny](#) [Pushback](#)

Header is pending your approval

Summary

Business Unit	PCCD1	Requisition ID	2000149291
Routed Date	June 22, 2022	Requisition Date	May 17, 2022
Requester	METCALF, SAKAI	Entered by	METCALF, SAKAI
		Budget Header Status	Valid

[Edit Requisition](#)

▼ **More Information**

- Header comments and attachments >
- View Printable version >

▼ **Lines** 1 row

Line Number	Item Description	Merchandise Amount	
1	Swim Team Offsite Expense - gas	162.70 USD	>

Approver Comments

Approval Chain >



Best Practices for Efficiency

Why does this help? What does this mean?

The screenshot shows a web application interface for a Requisition. A modal window titled "Requisition Header Comments and Attachments" is open, displaying the following information:

- Business Unit: PCCD1
- Requisition ID: 2000149291
- Header Details
- Comment 1: Swim team offsite travel expense
- Attached File: P_Gerardo_-_Offsite_team_travel.pdf

Sequence	Attached File
1	P_Gerardo_-_Offsite_team_travel.pdf



Best Practices for Efficiency

Why does this help? What does this mean?

Requisition Header Comments and Attachments

Business Unit PCCD1
Requisition ID 2000149291

Header Details

▼ **Comment 1**
Swim team offsite travel expense

Sequence	Attached File
1	P_Gerardo_-_Offsite_team_travel.pdf

Header Comments

Business Unit PCCD1 Requisition Date 06/23/2022
Requisition ID NEXT Status Open

*Sort Method Comment Time Stamp *Sort Sequence Ascending Sort

Comments

Use Standard Comments Comment Status Active Inactivate +

Justification: Quote number; Brief Description
Contact: Kevin Tran kqtran@peralta.edu 510-464-3309 T-213
Alternate Contact: Janice Browne jbrowne@peralta.edu 510-464-3228

Send to Supplier Show at Receipt
 Show at Voucher Approval Justification



Best Practices for Efficiency



Why does this help? What does this mean?



Peralta Community College Dist
 333 East 8th Street
 Oakland CA 94606
 United States

Supplier: 0000730894
 BLAISDELL & SONGEY, INC.
 474 ROLAND WAY
 OAKLAND CA 94621

Purchase Order

Dispatch via Print

Purchase Order PCCD1-3000121628	Date 07/23/2019	Revision 1	Page 1
Payment Terms Net 30	Freight Terms Destination	Ship Via Common	
Buyer Nicanor Custodio	Phone 5104667256	Carrier USD	

Ship To: WAREHOUSE
 District Warehouse
 501 Fifth Avenue
 Oakland CA 94606
 United States

Attention: TRAN, KEVIN Q

Bill To: Accounts Payable
 333 East 8th Street
 Oakland CA 94606
 United States

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
----------	------------------	--------	----------	-----	----------	--------------	----------

1- 1	Open Account for Supplies Office of Instruction		1.00	EA	1,373.00	1,373.00	07/23/2019
------	---	--	------	----	----------	----------	------------

SUT Code: ALA (9.2500%) 127.00

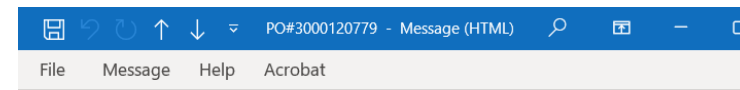
Schedule Total 1,500.00

Item Total 1,500.00

Total SUT Code: ALA (9.2500%) 127.00

Total PO Amount 1,500.00

Just: Open Account for Office of Instruction Supplies
 Contact: Kevin Tran kqtran@peralta.edu 510-748-2352



PO#3000120779

Nicanor Custodio
 To: Cstate@mscdirect.com
 Cc: Kevin Q. Tran

- 3000120779.PDF 119 KB
- 3000120779 -MSC_Industrial_Direct_-_My_Account_-_Quote_Detail_5-7-2019.pdf 337 KB

Good morning,

Please process the attached PO# 3000120779.

Sincerely,

Nicanor Custodio Jr.
 Purchasing Department - Buyer
 Peralta Community College District
 Direct No. 510.466.7256 / Fax No. 510.587.7873
 Email: ncustodio@peralta.edu





Best Practices for Efficiency

Why does this help? What does this mean?



Peralta Community College Dist
333 East 8th Street
Oakland CA 94606
United States

Supplier: 0000730894
BLAISDELL & SONGEY, INC.
474 ROLAND WAY
OAKLAND CA 94621

Tax Exempt? N **Tax Exempt ID:**
Line-Sch **Item/Description** **Mfg ID**

1- 1 Open Account for Supplies Office
of Instruction

Just: Open Account for Office of Instruction Supplies
Contact: Kevin Tran kqtran@peralta.edu 510-748-2352

Purchase Order

Purchase Order	Date	Revision	Page
PCCD1-3000121628	07/23/2019		1
Payment Terms	Freight Terms	Ship Via	
Net 30	Destination	Common	
Buyer	Phone	Carrier	Currency

Header Comments	
Business Unit: PCCD1	Requisition Date: 06/23/2022
Requisition ID: NEXT	Status: Open
*Sort Method: Comment Time Stamp *Sort Sequence: Ascending Sort	
Comments	
Justification: Quote number; Brief Description Contact: Kevin Tran kqtran@peralta.edu 510-464-3309 T-213 Alternate Contact: Janice Browne jbrowne@peralta.edu 510-464-3228	
<input checked="" type="checkbox"/> Send to Supplier	<input checked="" type="checkbox"/> Show at Receipt
<input checked="" type="checkbox"/> Show at Voucher	<input type="checkbox"/> Approval Justification

Schedule Total	1,500.00
Item Total	1,500.00
Total SUT Code: ALA (9.2500%) 127.00	
Total PO Amount	1,500.00

Dispatch via Print

PO#3000120779 - Message (HTML)

File Message Help Acrobat

PO#3000120779

Nicanor Custodio
To: Cstadio@mscdirect.com
Cc: Kevin Q. Tran

- 3000120779.PDF 119 KB
- 3000120779 - MSC Industrial Direct - My Account - Quote Detail 5-7-2019.pdf 337 KB

Good morning,
Please process the attached PO# 3000120779.

Nicanor Custodio Jr.
Purchasing Department - Buyer
Peralta Community College District
Direct No. 510.466.7256 / Fax No. 510.587.7873
Email: ncustodio@peralta.edu



5/1



Best Practices for Efficiency



Why does this help? What does this mean?

ORACLE Report ID: POW5030 User ID: LORELLANA Run Control: Delivery_Receipt PeopleSoft Purchasing RECEIPT DELIVERY DETAIL REPORT Page No. 1 Run Date 8/17/2021 Run Time 9:37:25 AM

Location 8 Berkeley City College Receiving BU PCCD1 Receiver ID 4000045796
Address 2050 Center Street Supplier 0000730994 BLAISDELL & SONGEY, INC.
Berkeley CA 94704 Receipt Date 08/17/2021
Phone Bill of Lading Received
Building Floor

Recv Ln	Item ID Item Description	Dist/Accepted Qty	UOM	Due Date	PO BU	Purchase Order Buyer	Requisition Requester	Delivery Date	Delivered To Attention To
1	Item #NITRILEMEDIUM, Medium Nitrile Gloves 1000 CT	4	CTN	08/10/2021	PCCD 1	3000130966 NICANOR CUSTODIO	2000144241 Michael Alvilar	08/17/2021	8PCS Michael Alvilar
PO Header Comment: Due to COVID pandemic, the PPE supplies are for the entire campus community.									
2	Item # NITRILELARGE, Large Nitrile Gloves 1000 CT	4	CTN	08/10/2021	PCCD 1	3000130966 NICANOR CUSTODIO	2000144241 Michael Alvilar		Michael Alvilar
PO Header Comment: Due to COVID pandemic, the PPE supplies are for the entire campus community.									

Signed:
Print: Michael Alvilar
Date: DELIVERED AUG 20 2021

Page 1 of 1



Best Practices for Efficiency

Why does this help? What does this mean?

ORACLE Report ID: POW6000 User ID: LORELLANA Run Control: Delivery_Receipt PeopleSoft Purchasing RECEIPT DELIVERY DETAIL REPORT

Location 8 Berkeley City College Receiving BU PCCD1
 Address 2050 Center Street Supplier 0000730994
 Berkeley CA 94704 Receipt Date 08/17/2021
 Phone Bill of Lading Received
 Building Floor

Recv Ln	Item ID	Item Description	Dist/Accepted Qty	UOM	Due Date	PO BU	Buyer	Requester	Request Date	Requester
1	Item #NITRILEMEDIUM, Medium Nitrile Gloves 1000 CT		4	CTN	08/10/2021	PCCD 1	3000130956	Michael Alvillar	08/17/2021	8PCS
								NICANOR CUSTODIO		Michael Alvillar
										PO Header Comment: Due to COVID pandemic, the PPE supplies are for the entire campus community.
2	Item # NITRILELARGE, Large Nitrile Gloves 1000 CT		4	CTN	08/10/2021	PCCD 1	3000130956	Michael Alvillar	08/17/2021	8PCS
								NICANOR CUSTODIO		Michael Alvillar
										PO Header Comment: Due to COVID pandemic, the PPE supplies are for the entire campus community.

Page 1 of 1

Signed: *Michael Alvillar*
 Print: *Michael Alvillar*
 Date: DELIVERED AUG 20 2021

Header Comments

Business Unit: PCCD1 Requisition Date: 08/23/2022
 Requisition ID: NEXT Status: Open

*Sort Method: Comment Time Stamp *Sort Sequence: Ascending

Comments

Use Standard Comments Comment Status: Active Inactivate

Justification: Quote number; Brief Description
 Contact: Kevin Tran kqtran@peralta.edu 510-464-3309 T-213
 Alternate Contact: Janice Browne jbrown@peralta.edu 510-464-3228

Send to Supplier Show at Receipt
 Show at Voucher Approval Justification



9.2 Changes/Implementations

Human Capital Management

- Daily Health Screening
- Time & Entry Submission (formerly LARS)
- eFORMS (formerly ePAFS)

Finance Management

- Supplier Contracts (formerly ICCs)
- Expense Module (formerly Travel Part 1 & Part 2)
- Asset Management (asset tag)

Training Session Q&As: <https://www.peralta.edu/it/peoplesoft-upgrade>
Canvas Training: <https://peralta.instructure.com/courses/56014>



Human Capital Management

Budget Code

Location – Fund – CostCenter – ObjectCode – Program – ActivitySuffix – Project – LineNumber

5	11	551	1456	1	696200	2054	00
---	----	-----	------	---	--------	------	----

5 11 551 – 1456 1 696200 – 2054 00

GL Combo Code

Location Fund CostCenter – ObjectCode Program ActivitySuffix – Project LineNumber

GL Combo Code is usually used in HCM and primarily for payroll expense purposes

Training Session Q&As: <https://www.peralta.edu/it/peoplesoft-upgrade>

Canvas Training: <https://peralta.instructure.com/courses/56014>



Human Capital Management



eFORM Combo Codes – If the combo code is not available in the search, please contact Business Office

Cancel

Lookup

Search for: Combo Identifier

▼ Search Criteria Show Operators

ChartField Prompt Record (begins with)

GL Combination Code (begins with)

Search Clear

▼ Search Results

No Rows Found

My Forms

Instructions

*Description

Approval Status

Employee Details

Employee ID

Save

Training Session Q&As: <https://www.peralta.edu/it/peoplesoft-upgrade>
Canvas Training: <https://peralta.instructure.com/courses/56014>



Contacts



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Kevin Q. Tran, Principal Financial Analyst

Email: kqtran@peralta.edu
Telephone: (510) 464-3309

Pak Ho, Staff Services Specialist/Fiscal

Email: pho@peralta.edu
Telephone: (510) 464-3378
Campus Supplier Contracts Support, Campus Expense
Module Support, Budget Support all Funds

Diana Davaasuren, Staff Services Specialist/Fiscal

Email: ddavaasuren@peralta.edu
Telephone: (510) 464-3239
HCM Campus Support, Budget Support
all Funds, General BO support

Janice Browne, Staff Assistant

Email: LBusinessOffice@peralta.edu
Telephone: (510) 464-3228
General BO Support & Classified Timesheets



Resources



Business Office General Website

https://laney.edu/business_office/business-office/

Business Office Forms

https://laney.edu/business_office/business-office-forms/

Business Office Presentations and Trainings

https://laney.edu/business_office/business-office-budget-training/

College Operating Procedures

https://laney.edu/business_office/adminsop/

PCCD ICC Guidelines Website

<https://web.peralta.edu/business/independant-contractor-guidelines/>

PCCD Payroll

<https://web.peralta.edu/payroll/>

Training Session Q&As

<https://www.peralta.edu/it/peoplesoft-upgrade>

Canvas Training

<https://peralta.instructure.com/courses/56014>