

Post and Unpost Budgets

Table of Contents

This Job Aid covers the process of posting and unposting Budget Journals and Transfers in the upgraded ONEPeralta system.


Post and Unpost Budgets - Topic	Page
Log on to ONEPeralta	2
Post a Budget Journal or Transfer	5
Unpost a Budget Journal or Transfer	10
Error in Posting a Budget Journal or Transfer	14

Log on to ONEPeralta

Sign in

All ONEPeralta Users

1. Enter into your browser > one.peralta.edu
2. Enter > Peralta email **User ID** and **Password**
3. Click > **Sign In**



The screenshot shows the Oracle PeopleSoft login interface. At the top, the Oracle and PeopleSoft logos are displayed. Below the logos, there are two input fields: 'User ID' and 'Password'. A red box highlights these two fields, with a yellow circle containing the number '2' next to it. Below the input fields is a 'Select a Language' dropdown menu with 'English' selected. A red box highlights the 'Sign In' button, with a yellow circle containing the number '3' next to it. At the bottom, there is a checkbox for 'Enable Screen Reader Mode' and a link for 'Set Trace Flags'.



Note

Due to periodic system improvements and your evolving role within the system, the screenshots in this training may be different from what you will see when you log in to ONEPeralta.

Log on to ONEPeralta (cont'd)

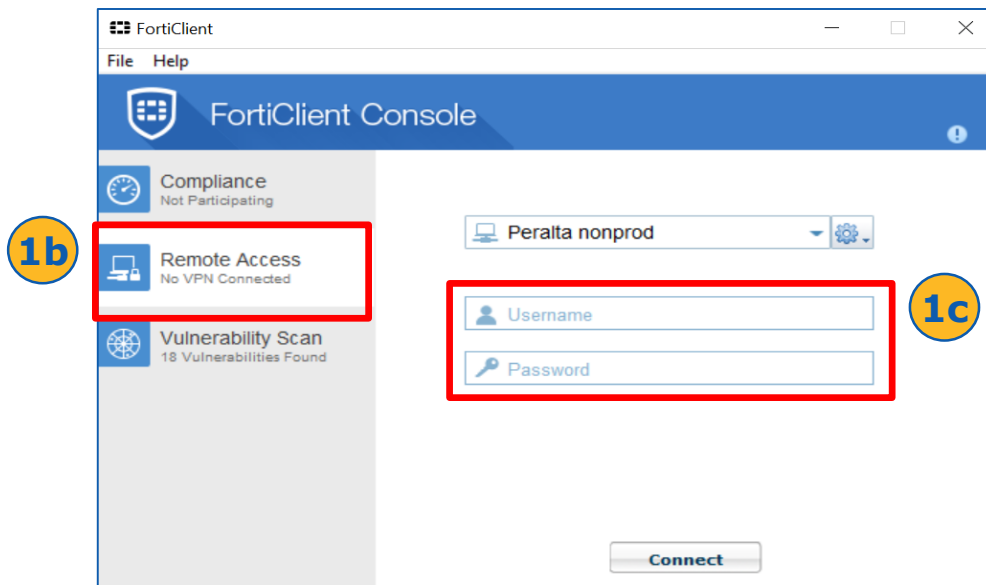
Turn on VPN

All ONEPeralta Users

If you are having trouble logging into ONEPeralta, you may need to connect to Peralta's **Virtual Private Network (VPN)** before you are able to log in to ONEPeralta. Follow the steps below to connect to VPN, then try logging in again.

Turn on VPN using **one of two methods**:

1. Desktop (recommended method)
 - a. Open > **FortiClient**
 - b. Select > **Remote Access**
 - c. Enter > Peralta email **Username** and **Password**



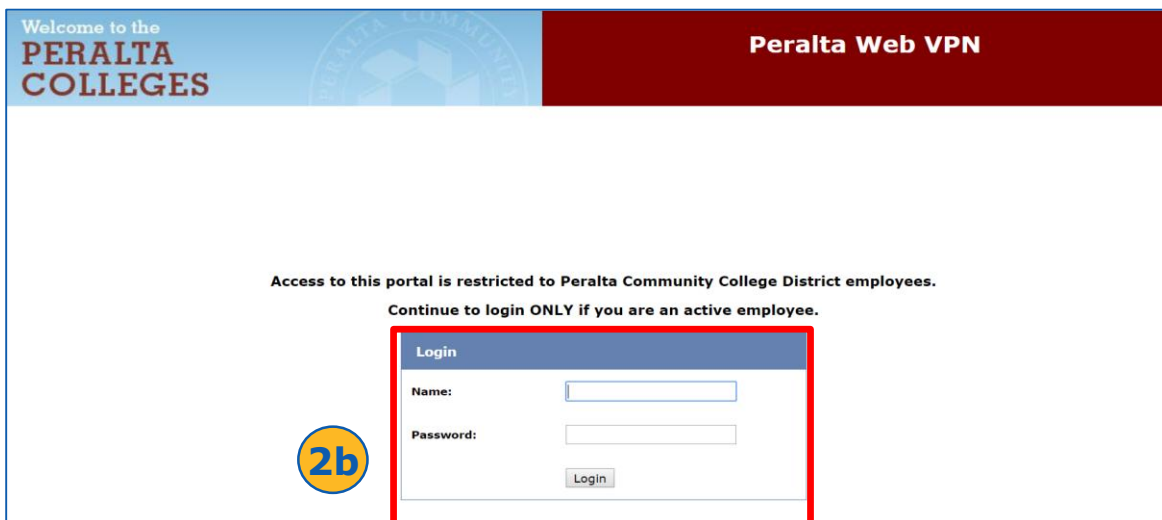
Log on to ONEPeralta (cont'd)

Turn on VPN

All ONEPeralta Users

2. Web / Browser

- a. Enter into your browser > <https://access.peralta.edu/>
- b. Enter > Peralta email **Username** and **Password**



Welcome to the
**PERALTA
COLLEGES**

Peralta Web VPN

Access to this portal is restricted to Peralta Community College District employees.
Continue to login **ONLY** if you are an active employee.

2b

Login

Name:

Password:

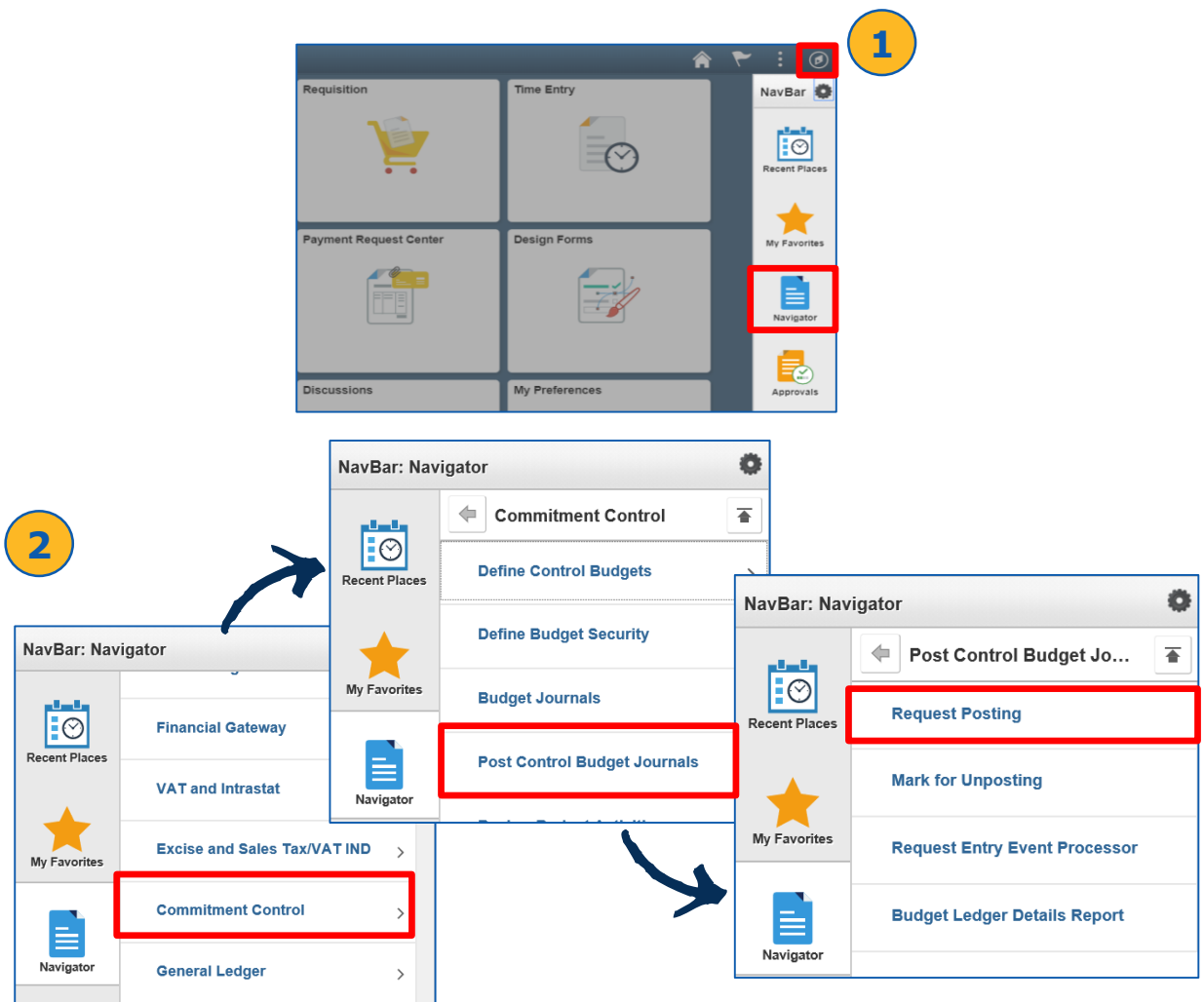
Login

Post and Unpost Budgets

Post a Budget Journal or Transfer

In the ONEPeralta system, the posting feature will apply the effect of the journal (adjustment) or transfer to the budget

1. Click > **NavBar** icon > **Navigator**
2. Click > **Commitment Control** > **Post Budget Control Journals** > **Request Posting**



Post and Unpost Budgets

Post a Budget Journal or Transfer

3. Select > **Process Frequency: Always**
4. Enter Required Fields:
 - a) **Description**
 - b) **Business Unit**
 - c) **Ledger Group**
 - d) **Business Unit**
5. Enter Optional Fields:
 - a) **Budget Entry Type**
 - b) **System Source**
 - c) **Journal ID From and To**
 - d) **Journal Date From and To**
6. Click > **Save**

Post Commitment Control Budget Journals Request

Run Control ID: `BUD_POST` Report Manager Process Monitor **Run**

Process Request Parameters 1 of 1 View All

3 **4**

Process Frequency: Once **Always** Don't Run Request Number: 1

*Description:

*Transaction Type: Business Unit:

Ledger Group:

5

Budget Entry Type:

System Source:

Journal ID From: Journal ID To:

Journal Date From: Journal Date To:

Skip Entry Event processing

Leave a field blank to select all its values.

6 **Save** Notify Add Update/Display

Post and Unpost Budgets

Post a Budget Journal or Transfer

7. Click > **Run**
8. Click > **OK**
9. Note > **Process Instance**
10. Click > **Process Monitor**

Post Commitment Control Budget Journals Request

Run Control ID BUD_POST Report Manager Process Monitor **Run** 7

Process Request Parameters

Process Frequency: Once, Always, Don't Run

Request Number: 1

*Description: _____

*Transaction Type: GL_BD_JRNL

Business Unit: _____

Ledger Group: _____

Budget Entry Type: _____

System Source: _____

Journal ID From: _____

Journal ID To: _____

Journal Date From: _____

Journal Date To: _____

Skip Entry Event processing

Leave a field blank to select all its values.

Save Notify Add Update/Display

Process Scheduler Request

User ID FUNC_2 Run Control ID BUD_POST

Server Name: _____ Run Date: 04/25/2018

Recurrence: _____ Run Time: 4:06:20PM Reset to Current Date/Time

Time Zone: _____

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Comm. Cntrl. Budget Processor	FS_BP	Application Engine	Web	TXT	Distribution

OK Cancel 8

Post Commitment Control Budget Journals Request

Run Control ID BUD_POST Report Manager **Process Monitor** **Run** 9

10 Process Instance:1571434

Post and Unpost Budgets

Post a Budget Journal or Transfer

11. Click > **Details**

Request Posting
Proce

View Process Request For

User ID: Type: Last: 10 Days Refresh

Server: Name: Instance From: Instance To:

Run Status: Distribution Status: Save On Refresh

Process List

1-15 of 15 | View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1571799		Application Engine	FS_BP	FUNC_2	04/27/2018 9:56:02PM PDT	Success	Posted	Details
<input type="checkbox"/>	1571798		Application Engine	AP_PSTVCHR	FUNC_2	04/27/2018 9:53:14PM PDT	Success	Posted	Details
<input type="checkbox"/>	1571797		BI Publisher	APX1090	FUNC_2	04/27/2018 8:52:35PM PDT	Success	Posted	Details
<input type="checkbox"/>	1571796		Application Engine	AP_MATCH	FUNC_2	04/27/2018 8:33:59PM PDT	Success	Posted	Details
<input type="checkbox"/>	1571782		Application Engine	PO_REQSORC	FUNC_2	04/28/2018 9:15:13AM PDT	Success	Posted	Details
<input type="checkbox"/>	1571770		Application Engine	PO_POCREATE	FUNC_2	04/24/2018 5:51:20PM PDT	Success	Posted	Details
<input type="checkbox"/>	1571769		Application Engine	PO_POCALC	FUNC_2	04/24/2018 5:21:19PM PDT	Success	Posted	Details
<input type="checkbox"/>	1571788		Application Engine	PO_AUTO_SRC	FUNC_2	04/24/2018 5:18:10PM PDT	Success	Posted	Details
<input type="checkbox"/>	1571787		Application Engine	PO_POCREATE	FUNC_2	04/24/2018 5:10:27PM PDT	Success	Posted	Details
<input type="checkbox"/>	1571786		Application Engine	PO_POCALC	FUNC_2	04/24/2018 5:08:49PM PDT	Success	Posted	Details
<input type="checkbox"/>	1571785		Application Engine	PO_POSTAGE	FUNC_2	04/24/2018 4:42:39PM PDT	Success	Posted	Details
<input type="checkbox"/>	1571784		Application Engine	PO_AUTO_SRC	FUNC_2	04/24/2018 4:35:45PM PDT	Success	Posted	Details
<input type="checkbox"/>	1571782		SQR Process	PORT001	FUNC_2	04/24/2018 10:29:18AM PDT	Error	Posted	Details
<input type="checkbox"/>	1571746		BI Publisher	PO_POROLLEXP	FUNC_2	04/23/2018 10:36:31AM PDT	Success	Posted	Details
<input type="checkbox"/>	1571744		Application Engine	PO_POROLLVW	FUNC_2	04/23/2018 10:26:20AM PDT	Success	Posted	Details

[Go back to Request Posting](#)

11



Run status will be "Success" for a successful posting. If the run status is "Error", there are errors in posting requiring correction. See Lesson 3 to learn more about Errors in Posting.

Post and Unpost Budgets

Post a Budget Journal or Transfer

12. Click > **Message Log**
13. Click > **Return**
14. Click > **OK**

Process Detail

Process

Instance	1571799	Type	Application Engine
Name	FS_BP	Description	Comm. Cntrl. Budget Processor
Run Status	Success	Distribution Status	Posted

Run

Run Control ID	Post_Voucher
Location	Server
Server	PSNT
Recurrence	

Update Process

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Re-send Content
- Restart Request

Date/Time

Request Created On	04/27/2018 9:56:02PM PDT
Run Anytime After	04/27/2018 9:56:02PM PDT
Began Process At	04/27/2018 9:56:12PM PDT
Ended Process At	04/27/2018 9:56:27PM PDT

Actions

- [Parameters](#)
- [Message Log](#)
- [Batch Timings](#)
- [View Log/Trace](#)
- [transfer](#)
- [View Locks](#)

Message Log

Process

Instance:	1571799	Type:	Application Engine
Name:	FS_BP	Description:	Comm. Cntrl. Budget Processor

1-11 of 11

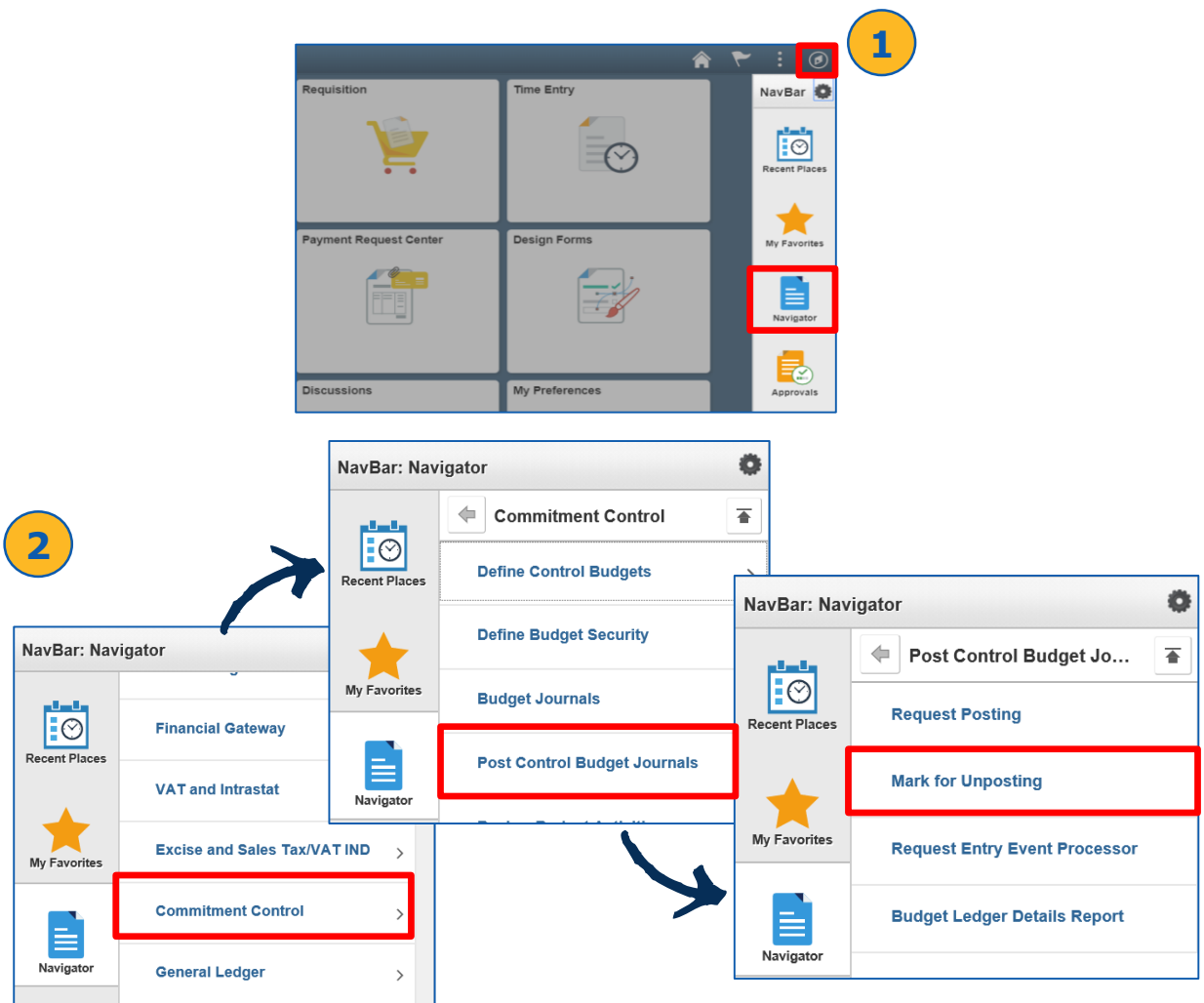
Severity	Log Time	Message Text	Explain
10	9:56:12PM	Commitment Control Budget Processing has begun.	<input type="button" value="Explain"/>
10	9:56:13PM	Begin request number 1 for User ID "FUNC_2" and Run Control ID "Post_Voucher".	<input type="button" value="Explain"/>
10	9:56:18PM	Request 1 for "FUNC_2" / "Post_Voucher" completed successfully.	<input type="button" value="Explain"/>
10	9:56:18PM	Request 1 Statistics. Documents Processed: 1, Errors: 0, Warnings: 0	<input type="button" value="Explain"/>
10	9:56:18PM	Commitment Control Budget Processing Complete.	<input type="button" value="Explain"/>
10	9:56:27PM	Report Repository URL is: http://ps921st.ad.peralta.edu:8100/SchedulerTransfer/FMTST1 (63,68)	<input type="button" value="Explain"/>
10	9:56:27PM	Transferred file: E:\psreports\FMTST120180427\1222445 VAE_FS_BP_1571799.stdout file size: 0KB (63,5 3)	<input type="button" value="Explain"/>
10	9:56:27PM	File transfer successful. Success (63,52)	<input type="button" value="Explain"/>
10	9:56:27PM	Successful Http Reply Code: 200 - OK (63,57)	<input type="button" value="Explain"/>
9	9:56:27PM	Published message with ID 82135c7b-4aa0-11e8-baab-e085b23a8213 to create entry in folder FINANCIAL.	<input type="button" value="Explain"/>
9		Successfully posted generated files to the report repository	<input type="button" value="Explain"/>

Post and Unpost Budgets

Unpost a Budget Journal or Transfer

In the ONEPeralta system, the unposting feature will reverse the impact of a budget journal or transfer that was posted to a ledger.

1. Click > **NavBar** icon > **Navigator**
2. Click > **Commitment Control** > **Post Budget Control Journals** > **Mark for Unposting**



Post and Unpost Budgets

Unpost a Budget Journal or Transfer

3. Enter Required Fields:
 - a) **Business Unit**
 - b) **Ledger Group**
4. Enter Optional Fields:
 - a) **Budget Entry Type**
 - b) **System Source**
 - c) **Journal ID**
 - d) **Journal Date From Journal Date To**
5. Click > **Search**

Mark Commitment Control Budget Journals For Unposting

Selection Criteria

*Unit *Ledger Grp Journal ID Journal Date From Journal Date To

3 **4**

5 Search Select All UnMark All [Unpost Selected Journals](#)

Journals

Process	Show Jrnl	Journal ID	Journal Date	Budget Entry Type	Lines
	Show Jrnl				

Save Notify



Based on the Parameters entered on this page, the system will either pick up a Budget Journal **and/or** Budget Transfer to unpost. The **process of unposting is the same** for Budget Journals and Transfers.

Post and Unpost Budgets

Unpost a Budget Journal or Transfer

6. Click > **Show Jrnl** hyperlink to review the Budget Journal or Transfer
7. Select > **Process** checkbox for each journal to unpost
8. Select > **Save**

Mark Commitment Control Budget Journals For Unposting

Selection Criteria

*Unit: PCCD1 *Ledger Grp: APPROP Journal ID: Journal Date From: Journal Date To:

Search Select All UnMark All [Unpost Selected Journals](#)

Journals

Process	Show Jrnl	Journal ID	Journal Date	Budget Entry Type	Lines
<input checked="" type="checkbox"/>	Show Jrnl	0000008314	07/01/2008	Transfer Adjustment	4
<input type="checkbox"/>	Show Jrnl	0000010472	07/01/2008	Transfer Adjustment	5

Save Notify

Post and Unpost Budgets

Unpost a Budget Journal or Transfer

9. Click > **Unpost Selected Journals**

10. Select > **OK**

Mark Commitment Control Budget Journals For Unposting

Selection Criteria

*Unit: PCCD1 *Ledger Grp: APPROP Journal ID: Journal Date From: Journal Date To:

Search Select All UnMark All **Unpost Selected Journals**

Journals

Process	Show Jnl	Journal ID	Journal Date	Budget Entry Type	Lines
<input checked="" type="checkbox"/>	Show Jnl	0000008314	07/01/2008	Transfer Adjustment	4
<input type="checkbox"/>	Show Jnl	0000010472	07/01/2008	Transfer Adjustment	5

Save Notify

Are you sure that you want to unpost this journal? (5010,44)

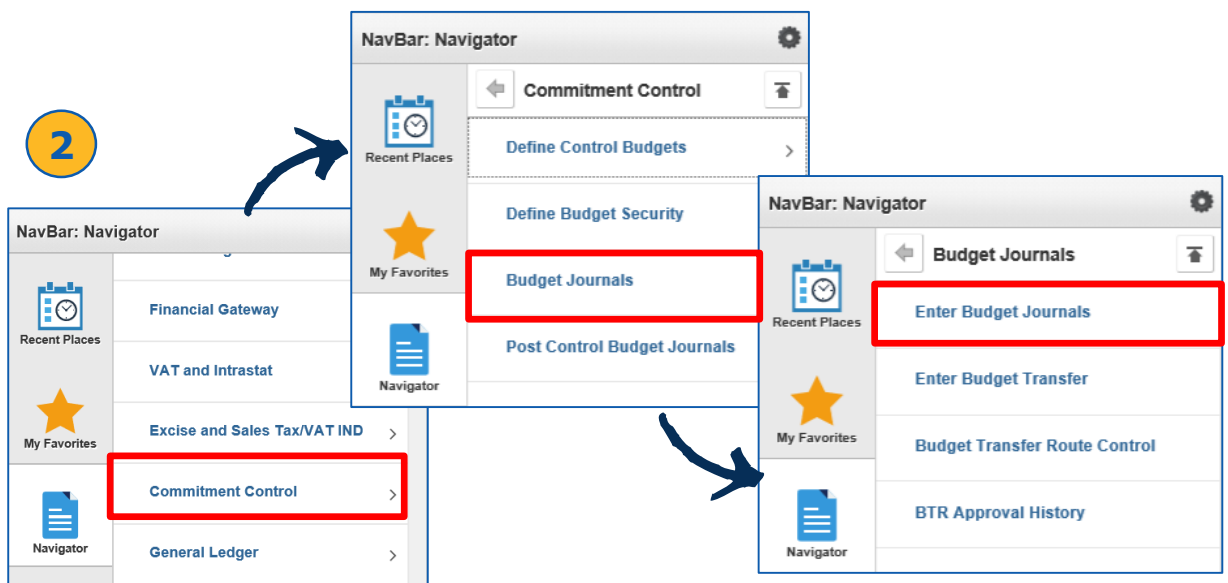
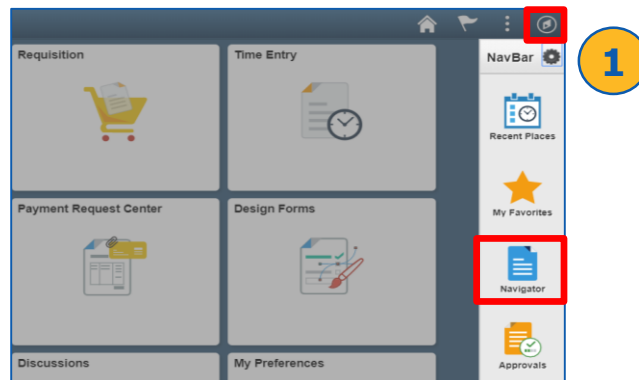
OK Cancel

Post and Unpost Budgets

Error in Posting a Budget Journal or Transfer

If there is an error in posting a budget transfer or journal, use the following steps to correct the error and re-submit for approval.

1. Click > **NavBar** icon > **Navigator**
2. Click > **Commitment Control** > **Budget Journals** > **Enter Budget Journals**



Post and Unpost Budgets

Error in Posting a Budget Journal or Transfer

3. Click > **Find an Existing Value**
4. Enter:
 - a) **Business Unit**
 - b) **Journal ID**
 - c) **Journal Date**
5. Click > **Search**
6. Click > **Journal** hyperlink

Enter Budget Journals
 Enter any information you have **3** Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

▼ Search Criteria

Business Unit = ▼ PCCD1 **4**

Journal ID begins with ▼

Journal Date = ▼

UnPost Sequence = ▼

Budget Header Status = ▼

Description begins with ▼

User ID begins with ▼

Case Sensitive

5 **Search** Clear Basic Search Save Search Criteria

PCCD1	0000063248	12/08/2017	APPROP	Edit Error	dwoodward 6-71-653 Project 663	DWOODWARD	6
PCCD1	0000064173	02/02/2018	APPROP	Edit Error	M.P./CC652/Fund 03-To align th	MARIAPEREZ	
PCCD1	0000065238	03/26/2018	APPROP	Edit Error	DCR - Fund 10 (formerly Fund 7	DDELROSARIO	

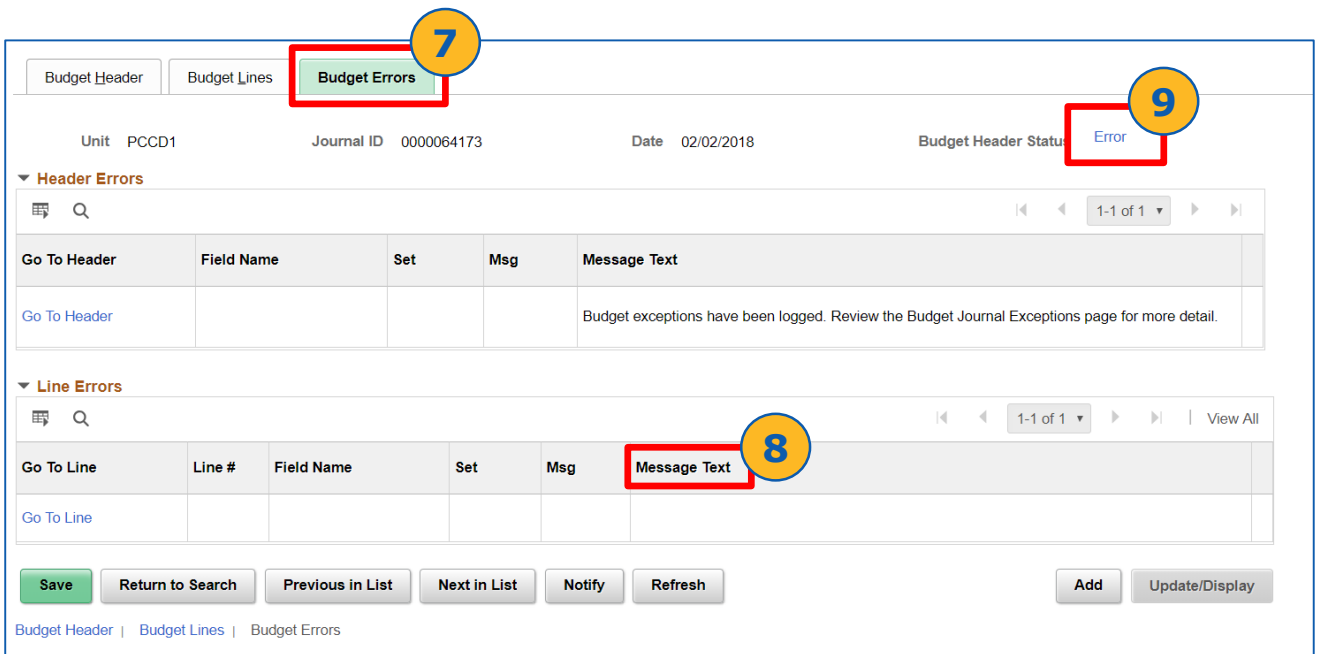


When posting, if Run Status is "Warning", there are errors in posting requiring correction

Post and Unpost Budgets

Error in Posting a Budget Journal or Transfer

7. Click > **Budget Errors**
8. Review > **Message Text** for errors
9. Click > **Error** hyperlink



The screenshot shows the 'Budget Errors' interface. At the top, there are three tabs: 'Budget Header', 'Budget Lines', and 'Budget Errors'. The 'Budget Errors' tab is selected and highlighted with a red box and a yellow circle containing the number 7. Below the tabs, the following information is displayed: Unit PCCD1, Journal ID 0000064173, Date 02/02/2018, and Budget Header Status Error. The 'Error' status is highlighted with a red box and a yellow circle containing the number 9. Under the 'Header Errors' section, there is a table with the following columns: Go To Header, Field Name, Set, Msg, and Message Text. The 'Message Text' column contains the text: 'Budget exceptions have been logged. Review the Budget Journal Exceptions page for more detail.' Below this, the 'Line Errors' section is visible, with a table that has columns: Go To Line, Line #, Field Name, Set, Msg, and Message Text. The 'Message Text' column in this table is highlighted with a red box and a yellow circle containing the number 8. At the bottom of the interface, there are several buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The breadcrumb trail at the bottom left reads: 'Budget Header | Budget Lines | Budget Errors'.

Post and Unpost Budgets

Correct Error in Posting and Re-Submit

1. Click > **Budget Lines**
2. Verify > **Approval Header Status** is **Cancelled**
3. Modify > **ChartFields** as needed
4. Click > **Save**

1 Budget Lines

Unit PCCD1 Journal ID 0000064173 Date 02/02/2018 Errors Only

Budget Header Status Error

2 Approval Header Status Canceled

*Process Post Journal

Process

Lines

1-2 of 2 View

Delete	Line	Error	Approval Line Status	Ledger	Budget Period	SpeedType	Location	Fund	Cost Ctr	Object Code	Program	Activity Suffix
<input type="checkbox"/>	1	X	Not Required	APP_BUD	2018		6	03	490	8872	1	672900
<input type="checkbox"/>	2		Not Required	APP_BUD	2018		6	03	652	1355	1	682200

Lines to add: 1 + - Journal Line Copy Down

From Line To Generate Budget Period Lines

Totals

Total Lines 2 Total Debits 429.00 Total Credits 429.00

4 Save

Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Post and Unpost Budgets

Correct Error in Posting and Re-Submit

5. Click > **Process** dropdown > **Submit Journal**
6. Click > **Process** to re-submit for approval
7. Note > **Approval Header Status** will change from Cancelled to **Pending**

The screenshot displays the 'Budget Lines' section of a budgeting system. At the top, the 'Budget Header Status' is 'Cancelled' and the 'Approval Header Status' is 'Pending'. A dropdown menu is open, showing options: 'Submit Journal', 'Copy Journal', 'Delete Journal', 'Edit Chartfields', 'Post Journal', 'Refresh Journal', and 'Submit Journal' (highlighted in blue). A 'Process' button is visible in the top right corner. The main table lists two budget lines with details such as Line, Error, Approval Line Status, Ledger, Budget Period, Fund, Cost Ctr, Object Code, Program, and Activity Suffix.

Delete	Line	Error	Approval Line Status	Ledger	Budget Period	Fund	Cost Ctr	Object Code	Program	Activity Suffix
<input type="checkbox"/>	1	X	Not Required	APP_BUD	2018	03	490	8872	1	672900
<input type="checkbox"/>	2		Not Required	APP_BUD	2018	03	652	1355	1	682200

Totals: Total Lines 2, Total Debits 429.00, Total Credits 429.00