

# Budget Info, Exceptions, & Reports

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This Job Aid covers the process of reviewing Budget Information, Exceptions and Reports in the upgraded ONEPeralta system.

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# 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)

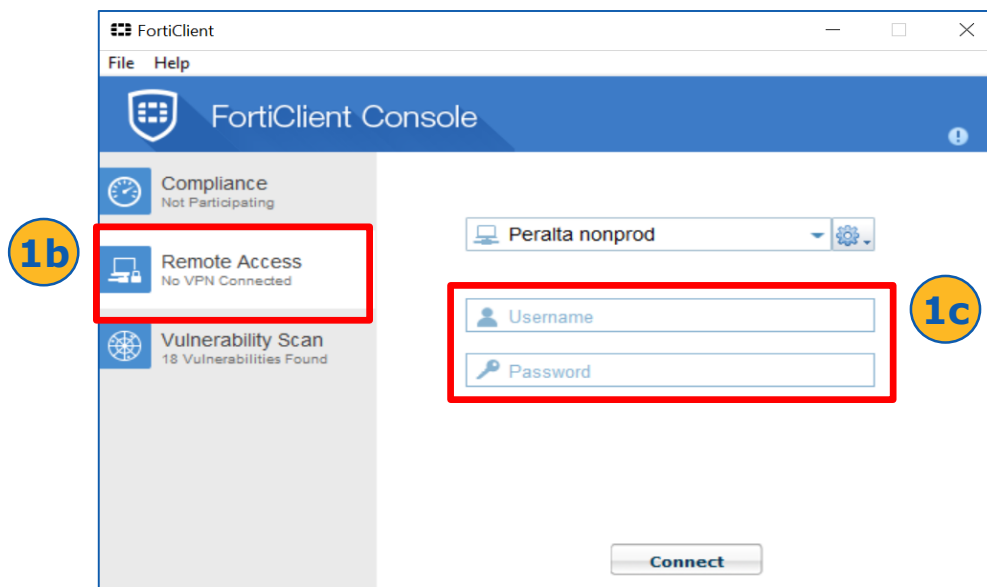
## Turn on VPN

### 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**



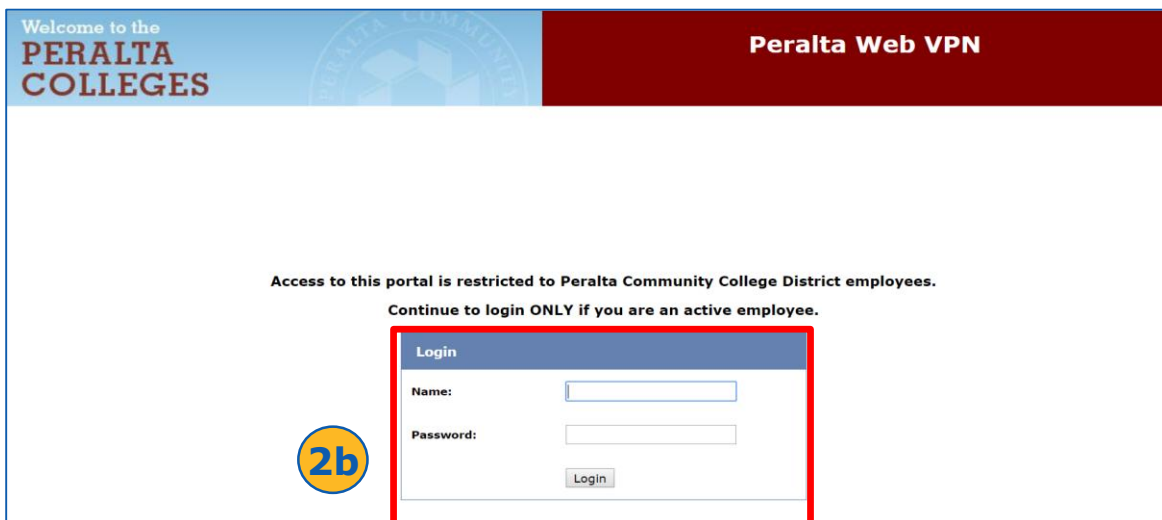
# Log on to ONEPeralta (cont'd)

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:

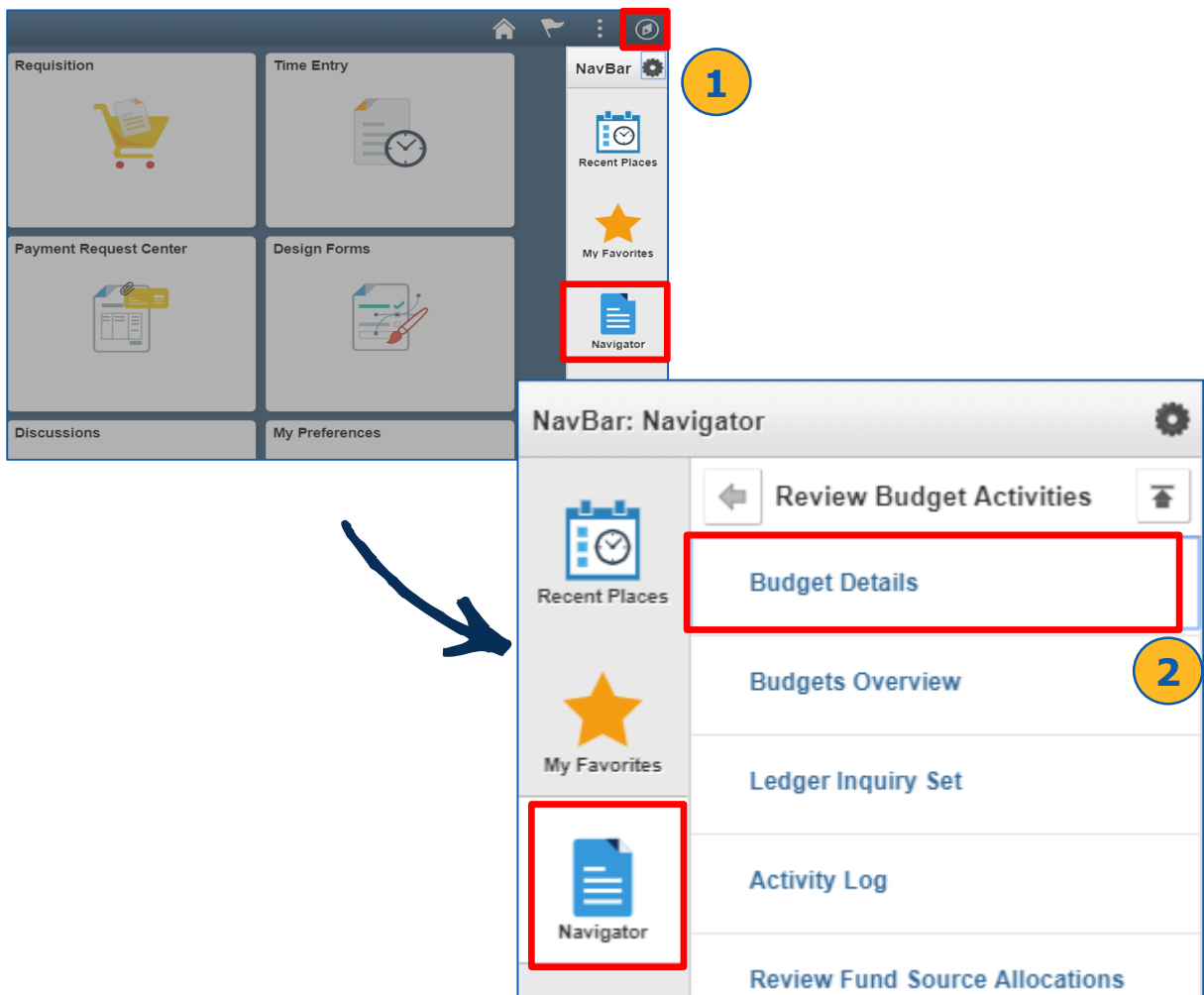
Login

# Budget Info, Exceptions, & Reports

## Review Budget Details

In the upgraded ONEPeralta system, use the following steps to review the Budget Details.

1. Click > **NavBar** icon > **Navigator**
2. Click > **Commitment Control** > **Review Budget Activities** > **Budget Details**



# Budget Info, Exceptions, & Reports

## Review Budget Details

3. Enter > **Business Unit** > **Ledger Group**
4. Click > **Search**

### Budget Details


Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria** 3

Business Unit = ▼ PCCD1

Ledger Group = ▼

Search Clear [Basic Search](#)  [Save Search Criteria](#)

4

# Budget Info, Exceptions, & Reports

## Review Budget Details

5. Enter ChartFields:
  - a) **Location**
  - b) **Fund**
  - c) **Cost Center**
  - d) **Object Code**
  - e) **Program**
  - f) **Activity Suffix**
  - g) **Project**
  - h) **Accounting Line**
  - i) **Budget Period**
6. Click > **Search**
7. Click > **View Details** hyperlink from search results

**Budget Detail Overview**

Budget Inquiry Criteria

Select Budget Detail

Business Unit	Ledger Group	Location	Fund Code	Cost Center	Object Code	Program Code	Activity Suffix	Project	Accounting Line	Budget Period
PCCD1	APPROP	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>


**Budget Details**

16306-16320 of 21313 | View 100

Business Unit	Ledger Group	Location	Fund Code	Cost Center	Object Code	Program Code	Activity Suffix	Project	Accounting Line	Budget Period	View Details	
16306	PCCD1	APPROP	5	11	554	4303	1	050600	2045	00	2018	<a href="#">View Details</a>
16307	PCCD1	APPROP	6	01	601	4303	1	660100	0000	00	2018	<a href="#">View Details</a>


# Budget Info, Exceptions, & Reports

## Review Budget Details









8. Click > **Drill to Ledger icon** () to view Ledger details
9. View > Ledger information on **Ledger** page

**Commitment Control Budget Details**

Business Unit	Ledger Group	Location	Fund	Cost Ctr	Object Code	Program	Activity Suffix	Project	Accounting Line	Budget Period
PCCD1	APPROP	5	11	554	4303	1	050600	2045	00	2018

[Display Chart](#) 
[Previous](#)
[Next](#)
[Return to Inquiry Criteria](#)

**Ledger Amounts**

Budget:	0.00	USD		
Expense:	0.00	USD		
Encumbrance:	0.00	USD		
Pre-Encumbrance:	0.00	USD		

Associate Revenue: 0.00 USD  
**Available Budget**  
 Without Tolerance: 0.00 USD Percent (0%) [Forecasts](#)  
 With Tolerance: 0.00 USD Percent (0%)

**Budget Exceptions**

Exception Errors: 0    Exception Warnings: 0    Budget Exceptions

[Return to Search](#)    [Notify](#)



**Ledger**

Business Unit: PCCD1    Ledger: APP\_BUD

**Budget Details**

   1-2 of 2

	Location	Fund	Cost Ctr	Object Code	Program	Activity Suffix	Project	Accounting Line	Budget Period
	5	11	554	4303	1	050600	2045	00	2018
	5	11	554	4303	1	050600	2045	00	2018



# Budget Info, Exceptions, & Reports

## Review Budget Details

10. Click > **Drill Down icon** (🔍)
11. Click > **Amounts** tab
12. Click > **Show all Columns icon** (||)
13. Click > **Show Journal Detail** icon
14. Click > **OK**

Business Unit PCCD1 Ledger APP\_BUD

Budget Details

Budget Chartfields	Fund	Cost Ctr	Object Code	Program	Activity Suffix	Project	Accounting Line	Budget Period
	11	554	4303	1	050600	2045	00	2018
5	11	554	4303	1	050600	2045	00	2018

OK

Business Unit PCCD1 Ledger APP\_BUD

Budget Details

Budget Period	Foreign Amount	Foreign Currency	Monetary Amount	Currency	Line Descr	Entry Type	Date Posted
2018	-517.00	USD	-517.00	USD	Subs Periodicals - Other	Transfer Adjustment	02/07/2018
2018	517.00	USD	517.00	USD	Subs Periodicals - Other	Original	08/14/2017

OK

Business Unit PCCD1 Ledger APP\_BUD

Budget Details

Show Journal Detail	Journal ID	Date	Status	Year	Period	Line #	Location	Fund	Cost Ctr	Object Code	Program	Activity Suffix	Project	Accounting Line
	0000004267	02/07/2018	Posted	2018	8	1	5	11	554	4303	1	050600	2045	00
	1805112045	07/01/2017	Posted	2018	1	6	5	11	554	4303	1	050600	2045	00

OK

# Budget Info, Exceptions, & Reports

## Review Budget Details

15. Click > **Drill to Activity Log icon** (🔍)

16. Click > **OK**

**Commitment Control Budget Details**

Business Unit	Ledger Group	Location	Fund	Cost Ctr	Object Code	Program	Activity Suffix	Project	Accounting Line	Budget Period
PCCD1	APPROP	5	11	554	4303	1	050600	2045	00	2018

Previous
Next
Return to Inquiry Criteria

**Ledger Amounts**

Budget:	0.00	USD	📈	🔍
Expense:	0.00	USD	📈	🔍
Encumbrance:	0.00	USD	📈	🔍
Pre-Encumbrance:	0.00	USD	📈	🔍

Associate Revenue 0.00 USD

**Available Budget**  
 Without Tolerance 0.00 USD
Percent
(0%)
Forecasts

**Budget Exceptions**

**Activity Log**

Ledger: APP\_BUD

Tran Line	Document Label	Document ID	Ref Bdg?	Location	Fund	Cost Ctr	Object Code	Program	Activity Suffix	Project	Accounting Line	Budget Period
299	Journal ID:	1802SAL	N	2	11	243	1101	1	493030	1060	00	2018
300	Journal ID:	1802SAL	N	2	11	243	1101	1	493030	1060	00	2018
		1802SAL	N	2	11	243	1101	1	493030	1060	00	2018

# Budget Info, Exceptions, & Reports

## Review Budget Details

17. Click > **Attributes** hyperlink
18. Click > **OK**
19. Click > **Display Chart** button

Budget Detail Attributes
X

**Control Budget Attributes**

Commitment Control Option    Control

Tolerance Percent            0.00000000

Budget Status                Open

OK
18

**Commitment Control Budget Details**

Business Unit	Ledger Group	Location	Fund	Cost Ctr	Object Code	Program	Activity Suffix	Project	Accounting Line	Budget Period
PCCD1	APPROP	5	11	554	4303	1	050600	2045	00	201

[Previous](#)    [Next](#)    [Return to Inquiry Criteria](#)

19
Display Chart

**Ledger Amounts**

Budget:	0.00 USD	✔	-		100
Expense:	0.00 USD	✔	-		
Encumbrance:	0.00 USD	✔	-		
Pre-Encumbrance:	0.00 USD	✔	-		

Attributes
17

**Chart**

Activity as a Percentage of (Budget + Associated Revenue)

Budget + Revenue	Activity	Available Balance
------------------	----------	-------------------

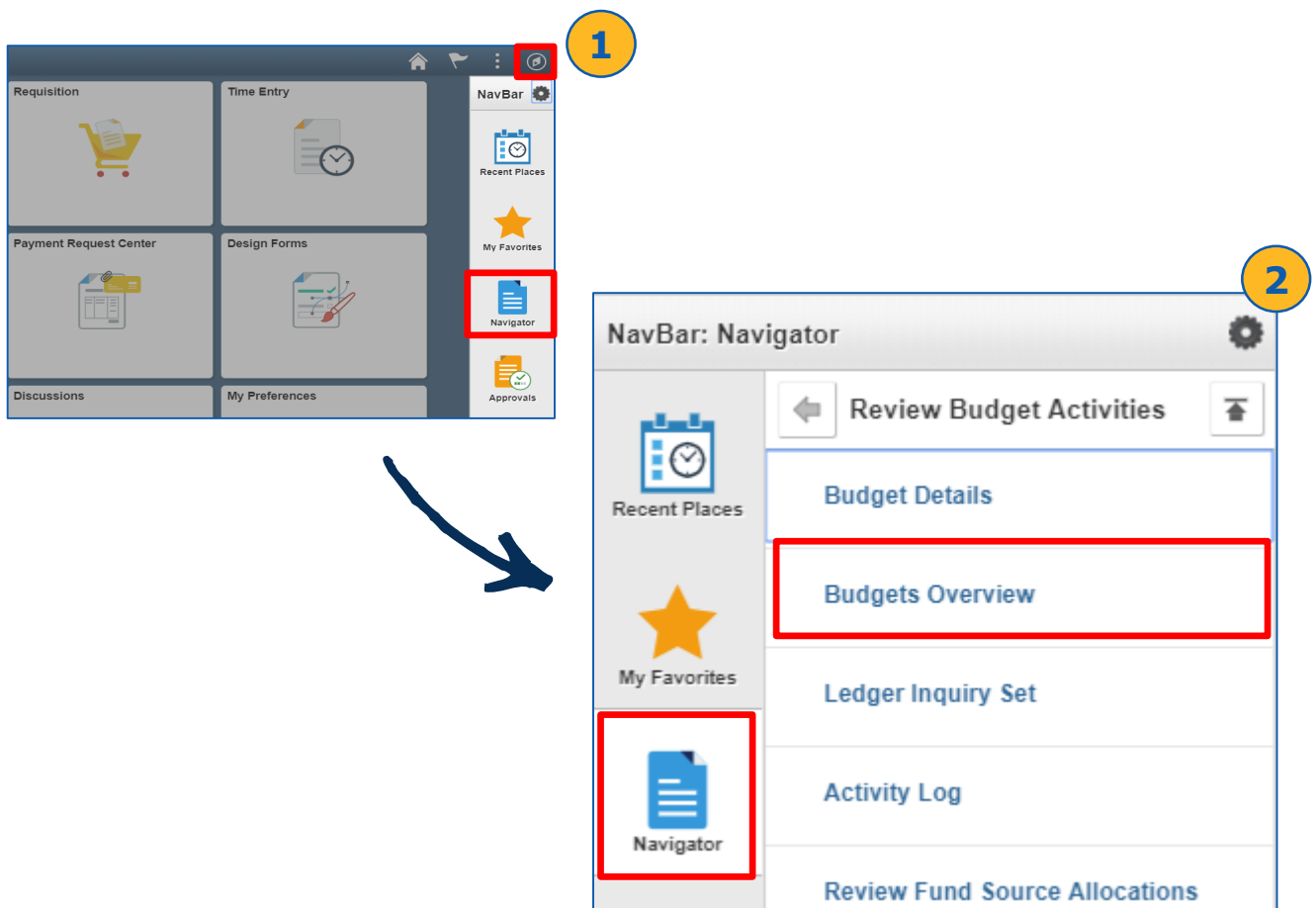
Return to Search
Notify

# Budget Info, Exceptions, & Reports

## Review Budget Overview

In the upgraded ONEPeralta system, use the following steps to review the Budget Overview.

1. Click > **NavBar** icon > **Navigator**
2. Click > **Commitment Control** > **Review Budget Activities** > **Budget Overview**

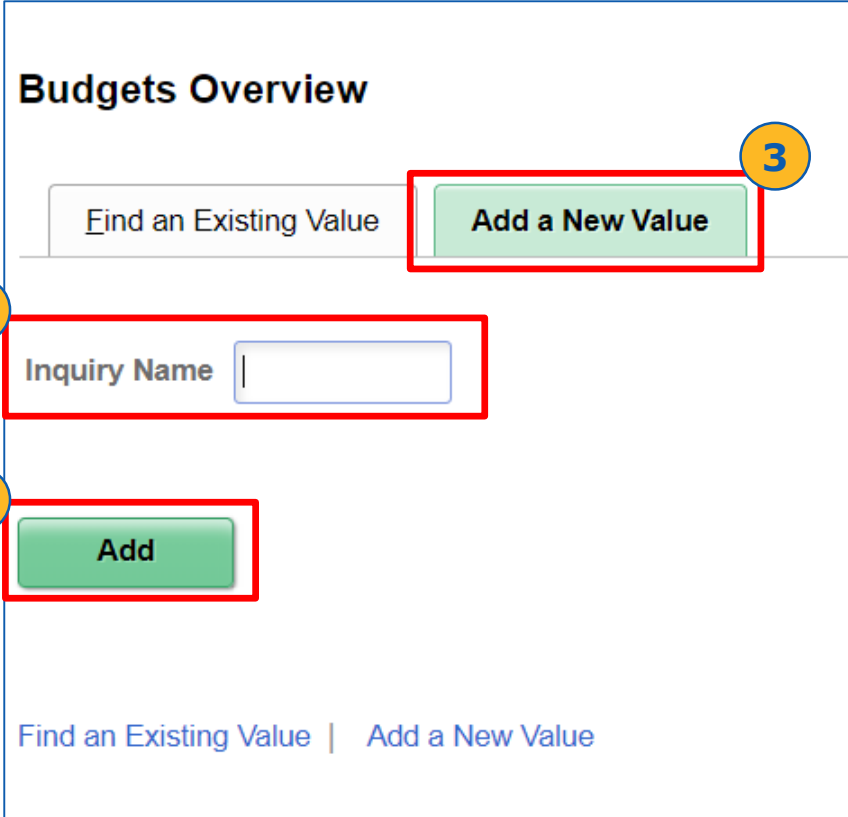


The image shows a two-step process for navigating to the Budget Overview in the ONEPeralta system. Step 1 shows the main dashboard with the NavBar icon highlighted in a red box and a yellow circle with the number 1. Step 2 shows the NavBar: Navigator screen with the Navigator icon highlighted in a red box and a yellow circle with the number 2. A blue arrow points from the Navigator icon in the dashboard to the Navigator icon in the NavBar: Navigator screen. The NavBar: Navigator screen shows the Review Budget Activities menu with the Budgets Overview option highlighted in a red box.

# Budget Info, Exceptions, & Reports

## Review Budget Overview

3. Click > **Add a New Value**
4. Enter > **Inquiry Name**
5. Click > **Add**



**Budgets Overview**

Find an Existing Value **Add a New Value** 3

**Inquiry Name**  4

**Add** 5

Find an Existing Value | Add a New Value

# Budget Info, Exceptions, & Reports

## Review Budget Overview

6. Enter > Required Fields:
  - a) **Description**
  - b) **Business Unit**
  - c) **Ledger Group**
7. Enter > Optional Fields:
  - a) **Location**
  - b) **Fund**
  - c) **Cost Center**
  - d) **Object Code**
  - e) **Program**
  - f) **Activity Suffix**
  - g) **Project**
  - h) **Accounting Line**

**Budget Inquiry Criteria**  
**Budget Overview**

Inquiry: BUD\_OVER      Description:

Amount Criteria:         Ledger/Activity Log Integrity      Act Log Internal Integrity

Budget Type: \*Business Unit:       Ledger Group/Set:       Ledger Group:

View Stat Code Budgets       Display Chart      Appropriation Ledger Group

Time Span: \*Type of Calendar:

Budget Criteria:       1-1 of 1      View All

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	APPROP	AN	<input type="text" value="2018"/>	<input type="text" value="2018"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**ChartField Criteria**

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Object Code	<input style="width: 50px;" type="text" value="%"/>	<input style="width: 50px;" type="text" value="%"/>	<input type="button" value="i"/>	<input style="width: 50px;" type="text" value=""/>	<input type="button" value="Update/Add"/>
Cost Ctr	<input style="width: 50px;" type="text" value="%"/>	<input style="width: 50px;" type="text" value="%"/>	<input type="button" value="i"/>	<input style="width: 50px;" type="text" value=""/>	<input type="button" value="Update/Add"/>
Fund	<input style="width: 50px;" type="text" value="%"/>	<input style="width: 50px;" type="text" value="%"/>	<input type="button" value="i"/>	<input style="width: 50px;" type="text" value=""/>	<input type="button" value="Update/Add"/>
Program	<input style="width: 50px;" type="text" value="%"/>	<input style="width: 50px;" type="text" value="%"/>	<input type="button" value="i"/>	<input style="width: 50px;" type="text" value=""/>	<input type="button" value="Update/Add"/>
Location	<input style="width: 50px;" type="text" value="%"/>	<input style="width: 50px;" type="text" value="%"/>	<input type="button" value="i"/>	<input style="width: 50px;" type="text" value=""/>	<input type="button" value="Update/Add"/>
Acot Line	<input style="width: 50px;" type="text" value="%"/>	<input style="width: 50px;" type="text" value="%"/>	<input type="button" value="i"/>	<input style="width: 50px;" type="text" value=""/>	<input type="button" value="Update/Add"/>
Activity Suffix	<input style="width: 50px;" type="text" value="%"/>	<input style="width: 50px;" type="text" value="%"/>	<input type="button" value="i"/>	<input style="width: 50px;" type="text" value=""/>	<input type="button" value="Update/Add"/>
Project	<input style="width: 50px;" type="text" value="%"/>	<input style="width: 50px;" type="text" value="%"/>	<input type="button" value="i"/>	<input style="width: 50px;" type="text" value=""/>	<input type="button" value="Update/Add"/>

Status

<input checked="" type="checkbox"/>	Open
<input checked="" type="checkbox"/>	Closed
<input checked="" type="checkbox"/>	Hold

# Budget Info, Exceptions, & Reports

## Review Budget Overview

8. Click > **Save**
9. Click > **Search**

**Budget Inquiry Criteria**  
**Budget Overview**

Inquiry **BUD\_OVER** Description

Ledger/Activity Log Integrity
Act Log Internal Integrity

**Budget Type**

\*Business Unit  Ledger Group/Set  Ledger Group

View Stat Code Budgets  
 Display Chart

Appropriation Ledger Group

**Time Span**

\*Type of Calendar

**Budget Criteria**

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	APPROP	AN	<input type="text" value="2018"/>	<input type="text" value="2018"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**ChartField Criteria**

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Object Code	<input type="text" value="%"/>	<input type="text" value="%"/>	<a href="#">i</a>	<input type="text"/>	<a href="#">Update/Add</a>
Cost Ctr	<input type="text" value="%"/>	<input type="text" value="%"/>	<a href="#">i</a>	<input type="text"/>	<a href="#">Update/Add</a>
Fund	<input type="text" value="%"/>	<input type="text" value="%"/>	<a href="#">i</a>	<input type="text"/>	<a href="#">Update/Add</a>
Program	<input type="text" value="%"/>	<input type="text" value="%"/>	<a href="#">i</a>	<input type="text"/>	<a href="#">Update/Add</a>
Location	<input type="text" value="%"/>	<input type="text" value="%"/>	<a href="#">i</a>	<input type="text"/>	<a href="#">Update/Add</a>
Acct Line	<input type="text" value="%"/>	<input type="text" value="%"/>	<a href="#">i</a>	<input type="text"/>	<a href="#">Update/Add</a>
Activity Suffix	<input type="text" value="%"/>	<input type="text" value="%"/>	<a href="#">i</a>	<input type="text"/>	<a href="#">Update/Add</a>
Project	<input type="text" value="%"/>	<input type="text" value="%"/>	<a href="#">i</a>	<input type="text"/>	<a href="#">Update/Add</a>

**Budget Status**

<input checked="" type="checkbox"/>	Open
<input checked="" type="checkbox"/>	Closed
<input checked="" type="checkbox"/>	Hold

# Budget Info, Exceptions, & Reports

## Review Budget Overview

10. Click > **Budget Details icon** (📄)

Inquiry Results

Business Unit: PCCD1  
 Ledger Group: APPROP  
 Type of Calendar: Detail Budget Period  
 Amounts in Base Currency: USD  
 Revenue Associated:

[Return to Criteria](#) Max Rows:  [Display Options](#)

**Ledger Totals (100 Rows)**

Budget	18,377,848.88	Net Transfers	-168,257.20
Expense	9,578,101.90		
Encumbrance	0.00		
Pre-Encumbrance	0.00		
Budget Balance	8,799,746.98		
Associate Revenue	0.00		
Available Budget	8,799,746.98		

**Budget Overview Results**

🔍 1-100 of 100 | View All

	Ledger Group	Location	ChartField1 Description	Fund	Fund Code Description	Cost Ctr	Department Description	Object Code	Account Description	Program	Prog Des
1	APPROP	2	College of Alameda	11	General Restricted Fund	243	Student Services - EOPS	1101	Instructor	1	▲



# Budget Info, Exceptions, & Reports

## Review Budget Overview

11. Click > **Drill to Ledger** to view Ledger details
12. Click > **Drill to Activity Log** to view Activity Log

**Ledger**

Business Unit PCCD1 Ledger APP\_BUD

**Budget Details**

Search: [ ] 1-1 of 1

Budget Chartfields | Amounts | Filter

Location	Fund	Cost Ctr	Object Code	Program	Activity Suffix	Project	Accounting Line	Budget Period
2	11	243	1101	1	93030	1060	00	2018

OK

**Budget Details**

Display Chart

**Ledger Amounts**

Budget:	186,528.00	USD		
Expense:	107,978.22	USD		
Encumbrance:	0.00	USD		
Pre-Encumbrance:	0.00	USD		

Associate Revenue: 0.00 USD

**Available Budget**

Without Tolerance	78,549.78	USD	Percent (42.11%)	Forecasts
With Tolerance	78,549.78	USD	Percent (42.11%)	

**Budget Exceptions**

Exception Errors	0	Exception Warnings	0
------------------	---	--------------------	---

OK

**Activity Log**

Ledger APP\_BUD

**Activity Log**

Search: [ ] 1-3 of 3 | View All

Tran Line	Document Label	Document ID	Ref Bdgt?	Location	Fund	Cost Ctr	Object Code	Program	Activity Suffix	Project	Accounting Line	Budget Period	Y
299	Journal ID:	1802SAL	N	2	11	243	1101	1	493030	1060	00	2018	
300	Journal ID:	1802SAL	N	2	11	243	1101	1	493030	1060	00	2018	
301	Journal ID:	1802SAL	N	2	11	243	1101	1	493030	1060	00	2018	

OK

# Budget Info, Exceptions, & Reports

## Review Budget Overview

13. Click > **Display Chart**

14. Click > **OK** to return to **Inquiry Results** page

**Budget Details**

**Display Chart** 13

Ledger Amounts

Budget:	186,528.00	USD	<span style="color: green;">◆</span>	<span style="color: orange;">⚠</span>
Expense:	107,978.22	USD	<span style="color: green;">◆</span>	<span style="color: orange;">⚠</span>
Encumbrance:	0.00	USD	<span style="color: green;">◆</span>	<span style="color: orange;">⚠</span>
Pre-Encumbrance:	0.00	USD	<span style="color: green;">◆</span>	<span style="color: orange;">⚠</span>

Associate Revenue: 0.00 USD

**Available Budget**

Without Tolerance	78,549.78	USD	Percent	(42.11%)	Forecasts
With Tolerance	78,549.78	USD	Percent	(42.11%)	

**Budget Exceptions**

Exception Errors: 0      Exception Warnings: 0

**OK**



**Budget Details**

**Hide Chart**

Ledger Amounts

Budget:	186,528.00	USD	<span style="color: green;">◆</span>	<span style="color: orange;">⚠</span>
Expense:	107,978.22	USD	<span style="color: green;">◆</span>	<span style="color: orange;">⚠</span>
Encumbrance:	0.00	USD	<span style="color: green;">◆</span>	<span style="color: orange;">⚠</span>
Pre-Encumbrance:	0.00	USD	<span style="color: green;">◆</span>	<span style="color: orange;">⚠</span>

Associate Revenue: 0.00 USD

**Available Budget**

Without Tolerance	78,549.78	USD	Percent	(42.11%)	Forecasts
With Tolerance	78,549.78	USD	Percent	(42.11%)	

**Budget Exceptions**

Exception Errors: 0      Exception Warnings: 0

**Chart**

Activity as a Percentage of (Budget + Associated Revenue)

Category	Percentage
Budget + Revenue	100%
Activity	60%
Available Balance	42.11%

**OK**

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# Budget Info, Exceptions, & Reports

## Review Budget Overview

15. Click > to view **Budget Transaction Types**

16. Click > **Return**

Inquiry Results

Business Unit: PCCD1  
 Ledger Group: APPROP  
 Type of Calendar: Detail Budget Period  
 Amounts in Base Currency: USD  
 Revenue Associated:

[Return to Criteria](#) Max Rows:  [Display Options](#)

**Ledger Totals (100 Rows)**

Budget	18,377,848.88	Net Transfers	-168,257.20
Expense	9,578,101.90		
Encumbrance	0.00		
Pre-Encumbrance	0.00		
Budget Balance	8,799,746.98		
Associate Revenue	0.00		
Available Budget	8,799,746.98		

**Budget Overview Results**

1-100 of 100 | View All

	15	Ledger Group	Location	ChartField1 Description	Fund	Fund Code Description	Cost Ctr	Department Description	Object Code	Account Description	Program	Prog Des
1		APPROP	2	College of Alameda	11	General Restricted Fund	243	Student Services - EOPS	1101	Instructor	1	C

**Budget Transaction Types**

Ledger Group	Location	Fund Code	Cost Center	Object Code	Program Code	Activity Suffix	Project	Accounting Line	Budget Period
APPROP	2	11	243	1101	1	493030	1060	00	2018

Budget Transaction Type	Budget Amount	Base Currency
Original	186,528.00	USD
Adjustment	0.00	USD
Transfer Adjustment	0.00	USD
Transfer Original	0.00	USD
Closing	0.00	USD
Roll Forward	0.00	USD
<b>Total Budgeted Amount</b>	<b>186,528.00</b>	<b>USD</b>

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# Budget Info, Exceptions, & Reports

## Review Budget Overview

17. Click > **Return to Criteria** hyperlink

**Inquiry Results**

Business Unit: PCCD1  
 Ledger Group: APPROP  
 Type of Calendar: Detail Budget Period  
 Amounts in Base Currency: USD  
 Revenue Associated:

**17**

[Return to Criteria](#) Max Rows:  Display Options

**Ledger Totals (100 Rows)**

Budget	18,377,848.88	Net Transfers	-168,257.20
Expense	9,578,101.90		
Encumbrance	0.00		
Pre-Encumbrance	0.00		
Budget Balance	8,799,746.98		
Associate Revenue	0.00		
Available Budget	8,799,746.98		

**Budget Overview Results**

1-100 of 100 | View All

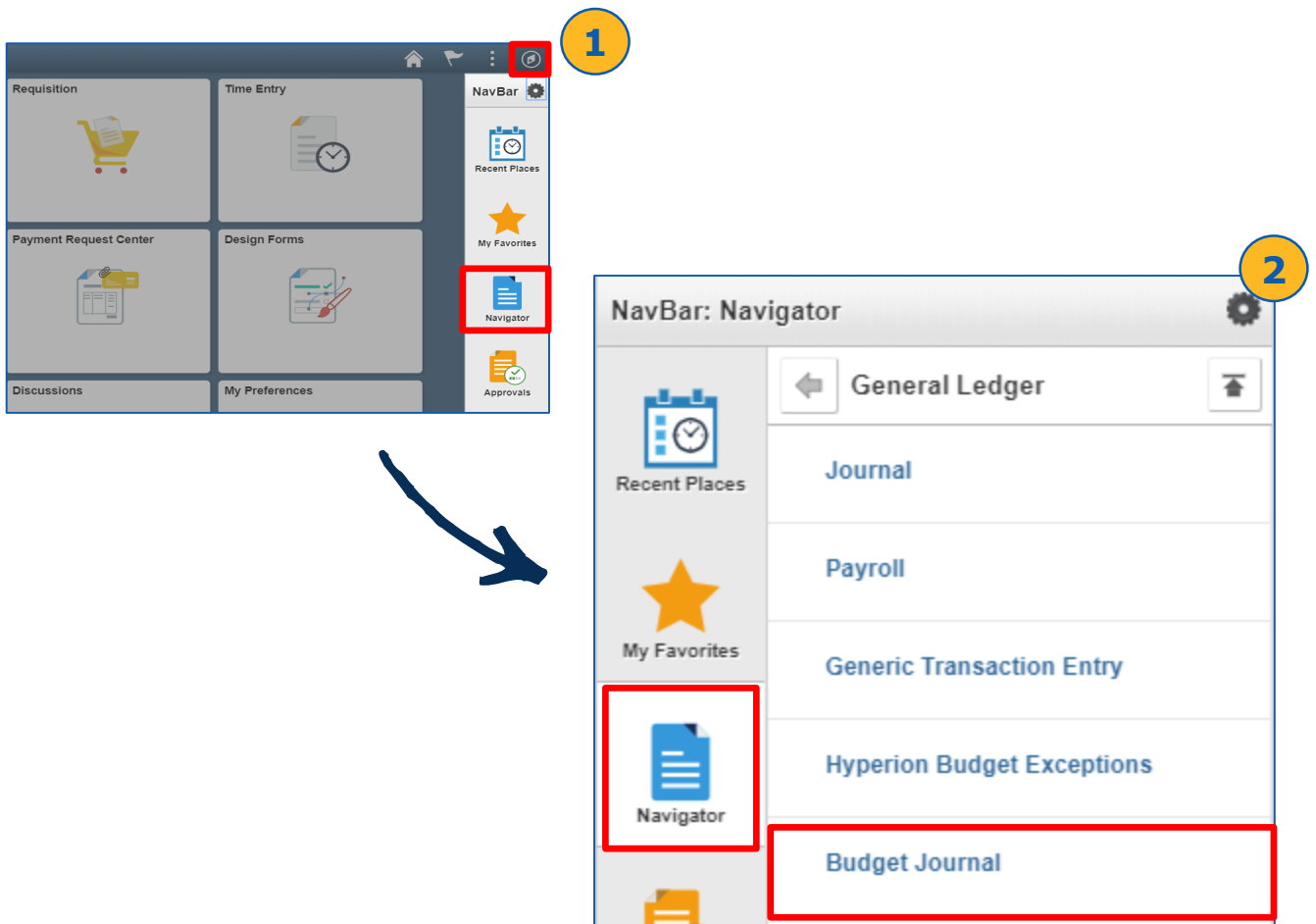
			Ledger Group	Location	ChartField1 Description	Fund	Fund Code Description	Cost Ctr	Department Description	Object Code	Account Description	Program	Prog Des
1			APPROP	2	College of Alameda	11	General Restricted Fund	243	Student Services - EOPS	1101	Instructor	1	G

# Budget Info, Exceptions, & Reports

## Review Budget Check Exceptions

In the upgraded ONEPeralta system, use the following steps to review Budget Check Exceptions.

1. Click > **NavBar** icon > **Navigator**
2. Click > **Commitment Control** > **Review Budget Check Exceptions** > **General** > **Budget Journal**



The image shows two screenshots of the ONEPeralta system interface. The first screenshot, labeled with a yellow circle containing the number '1', shows the main dashboard with a 'NavBar' icon in the top right corner highlighted by a red box. The second screenshot, labeled with a yellow circle containing the number '2', shows the 'NavBar: Navigator' menu. The 'Navigator' option in the left sidebar is highlighted by a red box, and the 'Budget Journal' option in the main menu is also highlighted by a red box. A blue arrow points from the 'Navigator' icon in the first screenshot to the 'Navigator' option in the second screenshot.

# Budget Info, Exceptions, & Reports

## Review Budget Check Exceptions

3. Enter > **Required Fields:**
  - a) **Commitment Control Tran Date**
  - b) **Business Unit**
  - c) **Journal Date**
  - d) **Process Status**
4. Enter > **Optional Fields:**
  - a) **Commitment Control Tran ID**
  - b) **Journal ID**
  - c) **Process Instance**
5. Click > **Search**
6. Select > **Journal ID** hyperlink

**Budget Journal**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
3
4

**▼ Search Criteria**

Commitment Control Tran ID begins with

Commitment Control Tran Date =

Business Unit = PCCD1

Journal ID begins with

Journal Date =

Process Instance =

Process Status = ▼

Search
Clear
Basic Search
 Save Search Criteria

5

Search Results

[View All](#) 201-283 of 283

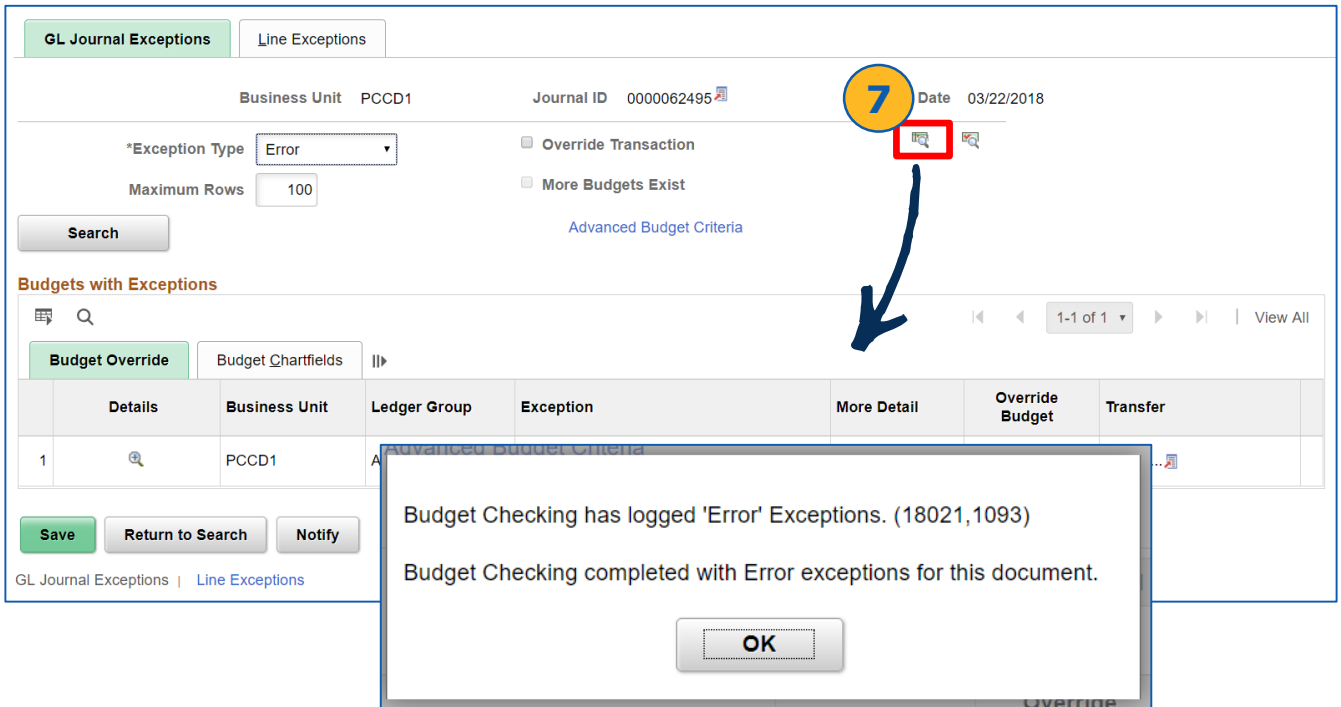
Commitment Control Tran ID	Commitment Control Tran Date	Business Unit	Journal ID	Journal Date	UnPost Sequence	Process Instance	Process Status
0000546669	03/16/2018	PCCD1	0000065040	03/15/2018	0	1573334	Error
0000547877	03/26/2018	PCCD1	0000065238	03/26/2018	0	1583343	Error
0000547878	03/26/2018	PCCD1	0000063115	12/04/2017	0	1583347	Error
0000547880	03/26/2018	PCCD1	0000063248	12/08/2017	0	1583355	Error

6

# Budget Info, Exceptions, & Reports

## Review Budget Check Exceptions

7. Click > **Budget Check icon** (  )



The screenshot shows the 'GL Journal Exceptions' interface. At the top, there are tabs for 'GL Journal Exceptions' and 'Line Exceptions'. Below the tabs, the 'Business Unit' is set to 'PCCD1' and the 'Journal ID' is '000062495'. The 'Date' is '03/22/2018'. The '\*Exception Type' is set to 'Error' and 'Maximum Rows' is '100'. There are checkboxes for 'Override Transaction' and 'More Budgets Exist'. A 'Search' button is present. Below this is a section titled 'Budgets with Exceptions' with a search icon and a 'View All' link. A table with columns 'Details', 'Business Unit', 'Ledger Group', 'Exception', 'More Detail', 'Override Budget', and 'Transfer' is shown. A modal dialog box is open in the foreground, displaying the message: 'Budget Checking has logged 'Error' Exceptions. (18021,1093) Budget Checking completed with Error exceptions for this document.' with an 'OK' button.

# Budget Info, Exceptions, & Reports

## Review Budget Check Exceptions

8. Click > **Budget Override** to review the Exception

The screenshot shows the 'GL Journal Exceptions' interface. At the top, there are tabs for 'GL Journal Exceptions' and 'Line Exceptions'. Below the tabs, there are fields for 'Business Unit' (PCCD1), 'Journal ID' (0000062495), and 'Journal Date' (03/22/2018). There is also a dropdown for '\*Exception Type' set to 'Error' and a 'Maximum Rows' field set to '100'. A 'Search' button is visible. Below this, there is a section titled 'Budgets with Exceptions' which contains a table. The table has a header row with columns: 'Details', 'Business Unit', 'Ledger Group', 'Exception', 'More Detail', 'Override Budget', and 'Transfer'. The first row of data shows '1' in the 'Details' column, 'PCCD1' in 'Business Unit', 'APPROP' in 'Ledger Group', and 'Error' in 'Exception'. A red box highlights the 'Budget Override' link in the 'Details' column, and a yellow circle with the number '8' is placed over it. Another yellow circle with the number '8' is placed over the 'Error' text in the 'Exception' column. At the bottom of the interface, there are 'Save', 'Return to Search', and 'Notify' buttons.

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	PCCD1	APPROP	Error	More Detail	<input type="checkbox"/>	Go To ...



# Budget Info, Exceptions, & Reports

## Review Budget Check Exceptions

- 9. Click > **Go To icon** (📄)
- 10. Click > **Go to Budget Exceptions**


Business Unit PCCD1      Journal ID 0000062495      Journal Date 03/22/2018

\*Exception Type        Override Transaction       More Budgets Exist

Maximum Rows       [Advanced Budget Criteria](#)

**Budgets with Exceptions**

1-1 of 1 | View All

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	PCCD1	APPROP	Error	More Detail	<input type="checkbox"/>	Go To  <b>9</b>

GL Journal Exceptions | [Line Exceptions](#)

Please select one of the following links:

[Go to Budget Exceptions](#) **10**

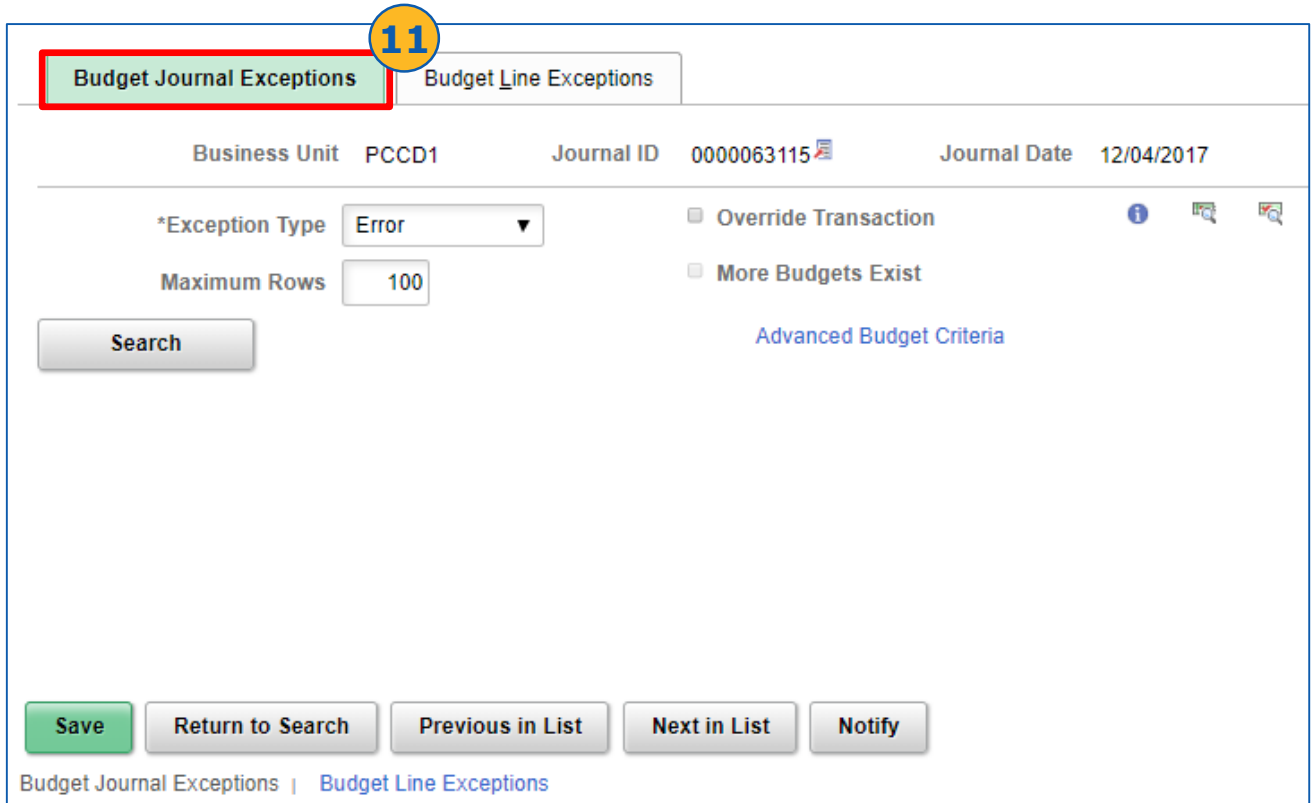
[Go to Budget Inquiry](#)



# Budget Info, Exceptions, & Reports

## Review Budget Check Exceptions

11. Click > **Budget Journal Exceptions** to review error



**Budget Journal Exceptions** | Budget Line Exceptions

Business Unit PCCD1    Journal ID 0000063115    Journal Date 12/04/2017

\*Exception Type **Error**     Override Transaction    ⓘ    📄    📄

Maximum Rows      More Budgets Exist

   [Advanced Budget Criteria](#)

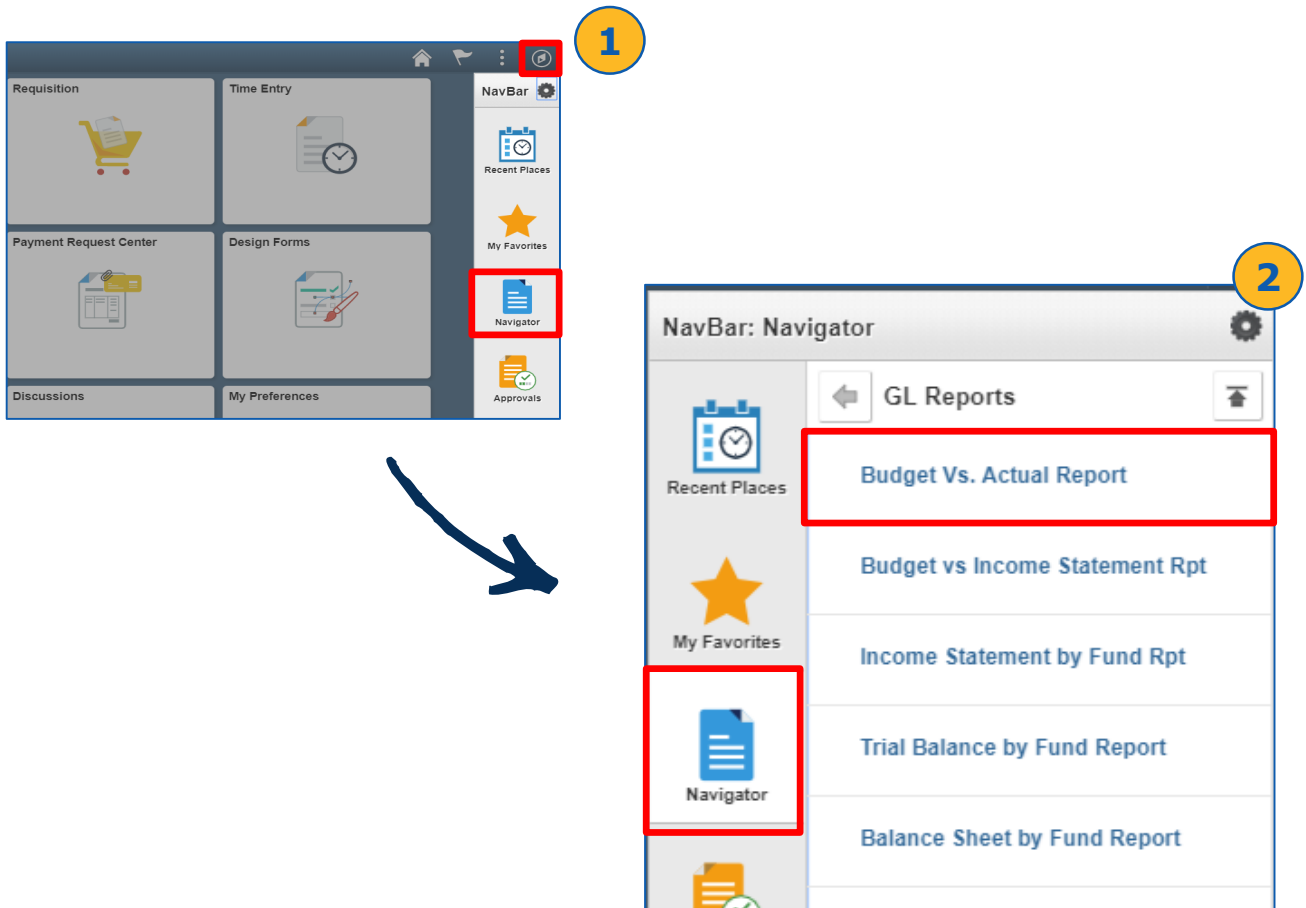
[Budget Journal Exceptions](#) | [Budget Line Exceptions](#)

# Budget Info, Exceptions, & Reports

## Budget Vs. Actual Report

In the upgraded ONEPeralta system, use the following steps to run the Budget Vs. Actual Report. This is a custom report.

1. Click > **NavBar** icon > **Navigator**
2. Click > **PCCD Custom Pages** > **PCC Reports**> **GL Reports** > **Budget Vs. Actual Report**

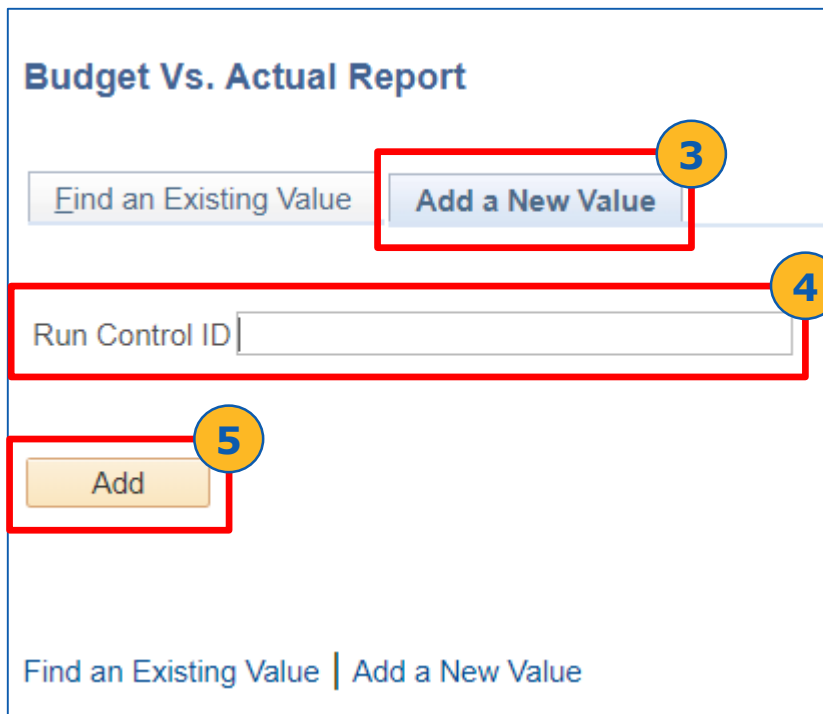


The image shows two screenshots of the ONEPeralta system interface. The first screenshot, labeled with a yellow circle containing the number '1', shows the main dashboard with a 'NavBar' icon in the top right corner highlighted by a red box. The second screenshot, labeled with a yellow circle containing the number '2', shows the 'NavBar: Navigator' menu. The 'Navigator' icon in the left sidebar is highlighted by a red box, and the 'GL Reports' menu is open, with the 'Budget Vs. Actual Report' option highlighted by a red box. A blue arrow points from the 'Navigator' icon in the first screenshot to the 'Navigator' icon in the second screenshot.

# Budget Info, Exceptions, & Reports

## Budget Vs. Actual Report

3. Click > **Add a New Value**
4. Click > **Run Control ID**
5. Click > **Add**



The screenshot shows the 'Budget Vs. Actual Report' interface. It features a header with the title 'Budget Vs. Actual Report'. Below the header, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' button is highlighted with a red box and a yellow circle containing the number 3. Below these buttons is a text input field labeled 'Run Control ID', which is also highlighted with a red box and a yellow circle containing the number 4. Below the input field is an 'Add' button, highlighted with a red box and a yellow circle containing the number 5. At the bottom of the interface, there is a navigation bar with the text 'Find an Existing Value | Add a New Value'.

# Budget Info, Exceptions, & Reports

## Budget Vs. Actual Report

6. Enter > **Required Fields:**
  - a) **Business Unit**
  - b) **Ledger Group**
  - c) **Fiscal Year**
  - d) **From and To Accounting Period**
7. Enter > **Optional Fields:**
  - a) **Location**
  - b) **From and To Fund Code**
  - c) **From and To Cost Center**
  - d) **From and To Object Code**
  - e) **From and To Program Code**
  - f) **From and To Activity Suffix**
  - g) **From and To Project ID**
  - h) **From and To Accounting Line**
8. Click > **Save**

Budget vs. Actual Report

Run Control ID:  Report Manager   Process Monitor  

**Run Control Parameters**

*Business Unit: <input type="text" value="PCCD1"/>	
*Ledger Group: <input type="text" value="APPROP"/>	
Location: <input type="text"/>	
From Fund Code: <input type="text"/>	To Fund Code: <input type="text"/>
From Cost Center: <input type="text"/>	To Cost Center: <input type="text"/>
From Object Code: <input type="text"/>	To Object Code: <input type="text"/>
From Program Code: <input type="text"/>	To Program Code: <input type="text"/>
From Activity Suffix: <input type="text"/>	To Activity Suffix: <input type="text"/>
From Project ID: <input type="text"/>	To Project ID: <input type="text"/>
From Accounting Line: <input type="text"/>	To Accounting Line: <input type="text"/>
*Fiscal Year: <input type="text"/>	
*From Accounting Period: <input type="text"/>	*To Accounting Period: <input type="text"/>

8

6

7

# Budget Info, Exceptions, & Reports

## Budget Vs. Actual Report

9. Click > **Run**
10. Select > **Budget Vs. Actual Report**
11. Click > **OK**

**Budget vs. Actual Report**

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

---

**Run Control Parameters**

\*Business Unit: PCCD1

\*Ledger Group: APPROP

Location:

From Fund Code:       To Fund Code:

From Cost Center:       To Cost Center:

From Process Scheduler Request

From User ID FUNC\_2      Run Control ID BUD

From Server Name       Run Date 04/26/2018

From Recurrence       Run Time 1:57:00PM     

From Time Zone

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Budget Vs. Actual Report	PCC_BDACT_AE	Application Engine	Web	TXT	Distribution

From        11

# Budget Info, Exceptions, & Reports

## Budget Vs. Actual Report

12. Click > **Process Monitor**

13. Review > **Run Status** is **Success** and **Distribution Status** is **Posted**

Budget vs. Actual Report

Run Control ID BUD

Report Manager **Process Monitor** 12 Run



**Process List** | Server List

View Process Request For

User ID  Type  Last  1 Days  Refresh

Server  Name  Instance From  Instance To

Run Status  Distribution Status   Save On Refresh

**Process List**

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1588488		Application Engine	PCC_BDACT_AE	FUNC_2	04/26/2018 1:57:00PM PDT	Queued	N/A	<a href="#">Details</a>
<input type="checkbox"/>	1588417		Application Engine	PO_AUTO_SRC	FUNC_2	04/26/2018 12:36:13PM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1588347		Application Engine	GL_YC	FUNC_2	04/26/2018 9:51:20AM PDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1588335		Application Engine	GL_REC�N	FUNC_2	04/25/2018 9:46:31PM PDT	Success	Posted	<a href="#">Details</a>

1-4 of 4 13 View All

# Budget Info, Exceptions, & Reports

## Budget Vs. Actual Report

14. Click > **Report Manager**
15. Click > **Administration** tab
16. Click > **Budget Vs. Actual Report** link to view & download the report

Budget vs. Actual Report

Run Control ID BUD

**Report Manager** Process Monitor Run

List Explorer **Administration** Archives

View Reports For

User ID FUNC\_2 Type Last 1 Days Refresh

Status Folder Instance to

Report List

Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1237414	1588491	Comm. Cntrl. Budget Processor	04/26/2018 1:59:08PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	1237412	1588488	PCC_BDACT - Budget_Vs_Actual_Report.xlsx	04/26/2018 1:58:26PM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	1237411	1588488	Budget Vs. Actual Report	04/26/2018 1:57:33PM	Text Files (*.txt)	Posted	Details

PCC - Peralta Community College District  
Budget Vs. Actual Report  
Budget Period 07/01/2017 to 07/31/2017

Report ID: PCC\_BDACT  
Run Date: 4/29/18  
Run Time: 2:55:14

Ledger	Location	Fund Code	Cost Center	Object Code	Program	Activity	Project ID	Amount Line	Actual Budget	Adjustment	Total Adjusted	The District	Events	Open DT	B. Actuals	Open DT	C. Actuals	B. Actuals	
10	APRACF	1	00	110	2040	0	07000	0000	00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00
11	APRACF	1	00	110	2050	1	02010	0000	00	-015,940.00	00.00	-015,940.00	00.00	00.00	00.00	00.00	015,940.00	00.00	015,940.00
12	APRACF	1	00	110	2050	1	06010	0000	00	-011,040.00	00.00	-011,040.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00
13	APRACF	1	00	110	2040	1	06010	0000	00	00.00	025,000.00	025,000.00	00.00	00.00	00.00	00.00	00.00	025,000.00	025,000.00
14	APRACF	1	00	110	2100	1	06010	0000	00	020,200.00	00.00	020,200.00	00.00	00.00	00.00	00.00	00.00	020,200.00	020,200.00
15	APRACF	1	00	110	1000	1	01010	0000	00	-010,010.00	00.00	-010,010.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00
16	APRACF	1	00	110	1010	1	04010	0000	00	-075,240.00	00.00	-075,240.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00
17	APRACF	1	00	110	1010	1	06010	0000	00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00
18	APRACF	1	00	110	1020	1	01010	0000	00	-011,010.00	00.00	-011,010.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00
19	APRACF	1	00	110	1020	1	06010	0000	00	-011,010.00	00.00	-011,010.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00
20	APRACF	1	00	110	1000	1	01010	0000	00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00
21	APRACF	1	00	110	1010	1	06010	0000	00	-011,740.00	00.00	-011,740.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00
22	APRACF	1	00	110	1010	1	02010	0000	00	01,970.00	00.00	01,970.00	00.00	00.00	00.00	00.00	00.00	01,970.00	01,970.00
23	APRACF	1	00	110	1000	1	01010	0000	00	01,740.00	00.00	01,740.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00
24	APRACF	1	00	110	1000	1	02010	0000	00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00
25	APRACF	1	00	110	1010	1	06010	0000	00	-04,670.00	00.00	-04,670.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00
26	APRACF	1	00	110	1010	1	01010	0000	00	015,420.00	00.00	015,420.00	00.00	00.00	00.00	00.00	00.00	015,420.00	015,420.00
27	APRACF	1	00	110	1010	1	06010	0000	00	-04,480.00	00.00	-04,480.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00
28	APRACF	1	00	110	1010	1	01010	0000	00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00
29	APRACF	1	00	110	1010	1	06010	0000	00	-04,030.00	00.00	-04,030.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00
30	APRACF	1	00	110	1010	1	02010	0000	00	0470.00	00.00	0470.00	00.00	00.00	00.00	00.00	00.00	0470.00	0470.00
31	APRACF	1	00	110	1010	1	06010	0000	00	01,940.00	00.00	01,940.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00
32	APRACF	1	00	110	1010	1	01010	0000	00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00

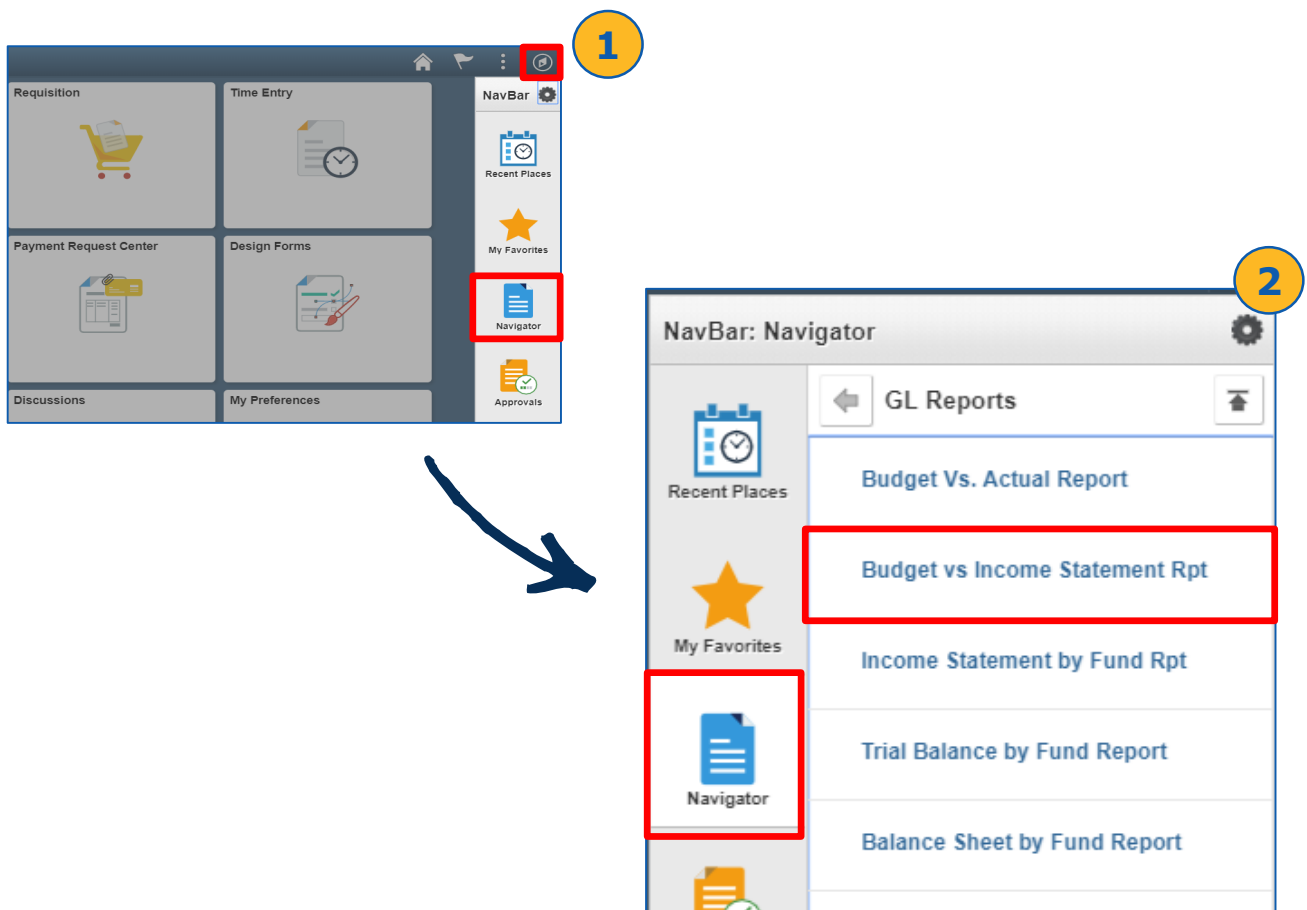


# Budget Info, Exceptions, & Reports

## Budget Vs. Income Statement Report

In the upgraded ONEPeralta system, use the following steps to run the Budget Vs. Income Statement Report. This is a custom report.

1. Click > **NavBar** icon > **Navigator**
2. Click > **PCCD Custom Pages** > **PCC Reports**> **GL Reports** > **Budget Vs. Income Statement Report**

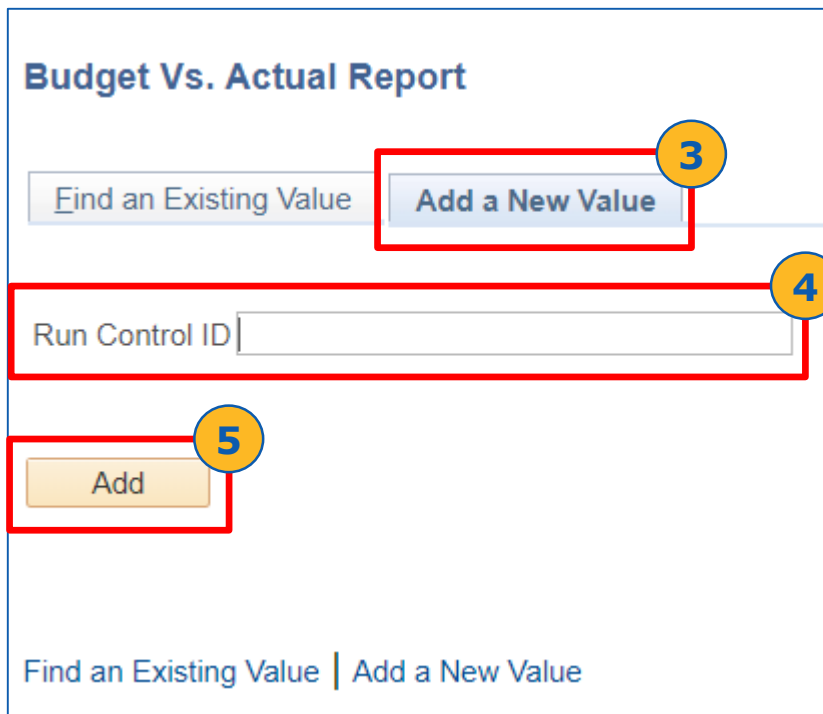


The image shows two screenshots of the ONEPeralta system interface. The first screenshot, labeled with a yellow circle containing the number '1', shows the main dashboard with a sidebar on the right. The 'NavBar' icon in the top right corner of the sidebar is highlighted with a red box. The second screenshot, labeled with a yellow circle containing the number '2', shows the 'NavBar: Navigator' menu. The 'Navigator' icon in the left sidebar is highlighted with a red box, and the 'Budget vs Income Statement Rpt' option in the main menu is also highlighted with a red box. A blue arrow points from the 'Navigator' icon in the first screenshot to the 'Navigator' icon in the second screenshot.

# Budget Info, Exceptions, & Reports

## Budget Vs. Income Statement Report

3. Click > **Add a New Value**
4. Click > **Run Control ID**
5. Click > **Add**



**Budget Vs. Actual Report**

Find an Existing Value | **Add a New Value** 3

Run Control ID |  4

**Add** 5

Find an Existing Value | Add a New Value

# Budget Info, Exceptions, & Reports

## Budget Vs. Income Statement Report

6. Enter > **Run Control Parameters:**
  - a) **Business Unit**
  - b) **Fund Code Selection**
  - c) **Tree Name**
  - d) **Tree Node**
  - e) **Fund Values From and To**
  - f) **From and To Location ID**
  - g) **Fiscal Year**
  - h) **From Period** and **To Period**
7. Click > **Save**

Budget Vs. Income Statement Report

Run Control ID BUD Report Manager Process Monitor

**Run Control Parameters** 6

*Business Unit	<input type="text" value="PCCD1"/> <input type="button" value="Search"/>	*Tree Node	<input type="text"/>
*Fund Code Selection	<input type="text" value="By Tree Name/Tree Node"/>	*Tree Name	<input type="text"/>
*From Location	<input type="text"/> <input type="button" value="Search"/>	*To Location	<input type="text"/> <input type="button" value="Search"/>
*Fiscal Year	<input type="text"/>	*From Period	<input type="text"/>
*To Period	<input type="text"/>		

7



# Budget Info, Exceptions, & Reports

## Budget Vs. Income Statement Report

11. Click > **Process Monitor**

12. Review > **Run Status** is **Success** and **Distribution Status** is **Posted**

Budget Vs. Income Statement Report

Run Control ID BUD Report Manager Process Monitor 11 Run

**Process List** | Server List

View Process Request For

User ID  Type  Last  1 Days  Refresh

Server  Name  Instance From  Instance To

Run Status  Distribution Status   Save On Refresh

**Process List**

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1588488		Application Engine	PCC_BDACT_AE	FUNC_2	04/26/2018 1:57:00PM PDT	Queued	N/A	<a href="#">Details</a>
<input type="checkbox"/>	1588417		Application Engine	PO_AUTO_SRC	FUNC_2	04/26/2018 12:36:13PM PDT	Success	Posted	<a href="#">Details</a>

# Budget Info, Exceptions, & Reports

## Budget Vs. Income Statement Report

13. Click > **Report Manager**
14. Click > **Administration** tab
15. Click > **Budget Vs. Income Statement Report** link to view & download the report

Budget Vs. Income Statement Report

Run Control ID BUD

**Report Manager** Process Monitor Run

List Explorer **Administration** Archives

View Reports For

User ID FUNC\_2 Type Last 1 Days Refresh

Status Folder Instance to

Report List

Select	Report ID	Prccs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1237414	1588491	Comm. Cntrl. Budget Processor	04/26/2018 5:59:08PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	1237412	1588488	PCC_BDACT - Budget_Vs_Actual_Report.xlsx	04/26/2018 1:58:26PM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	1237411	1588488	Budget Vs. Actual Report	04/26/2018 1:57:33PM	Text Files (*.txt)	Posted	Details

