

Create Budget Journals & Transfers

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

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Log on to ONEPeralta

Sign in

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, and a yellow circle with the number "4" is positioned to the right of the User ID field. Below the input fields is a "Select a Language" dropdown menu with "English" selected. A "Sign In" button is highlighted with a red box, and a yellow circle with the number "5" is positioned to its right. At the bottom, there are two options: "Enable Screen Reader Mode" (with an unchecked checkbox) and "Set Trace Flags".

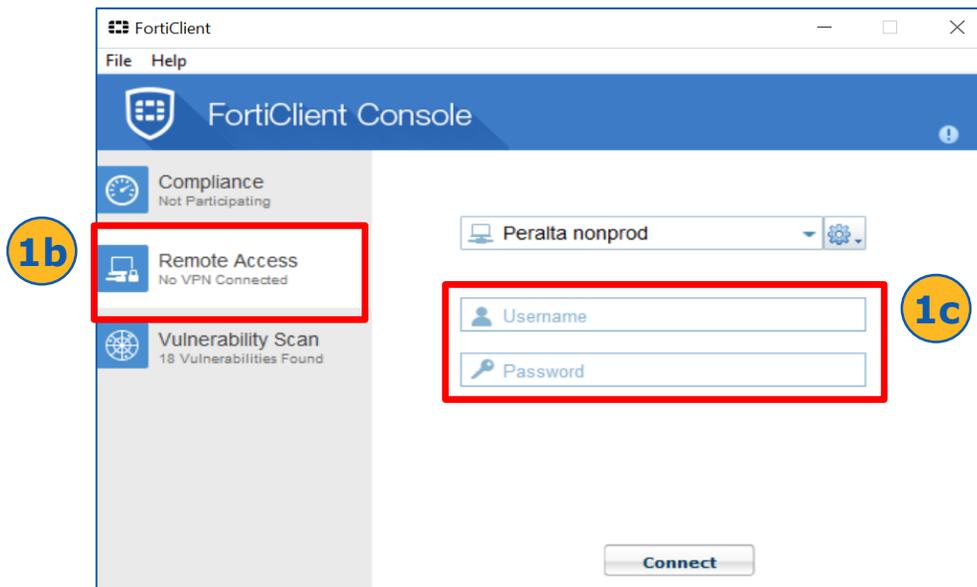
Log on to ONEPeralta (cont'd)

Turn on VPN

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**

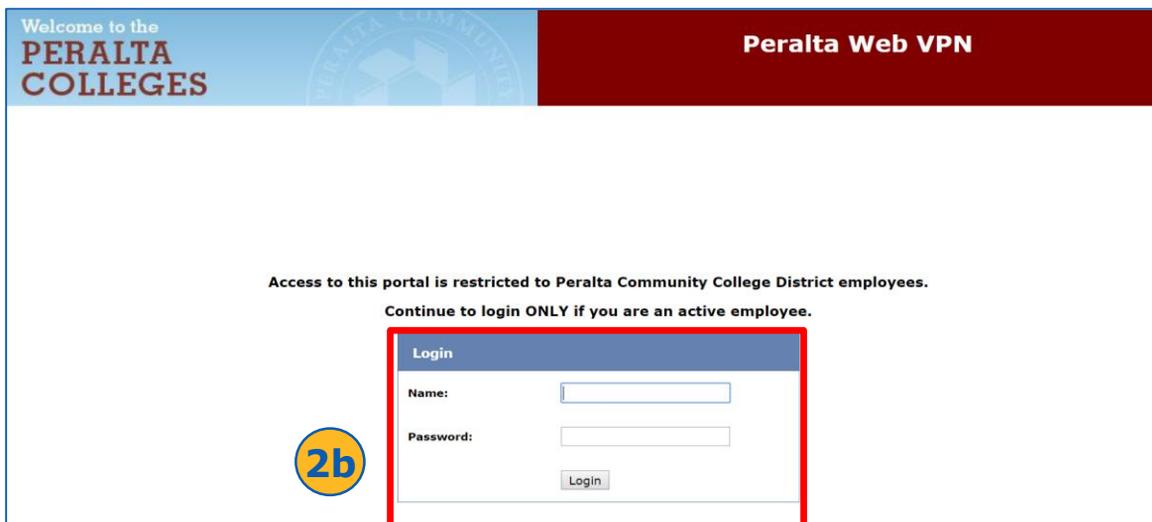


Log on to ONEPeralta (cont'd)

Turn on VPN

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

Create Budget Journals & Transfers

Initial Budget Upload (start of year only)

In the upgraded ONEPeralta system, at the start of the Fiscal year users will upload the approved budget for the year.

1. Click > **NavBar** icon > **Navigator**
2. Click > **Journals** > **Journal Entry** > **Create/Update Journal Entries**

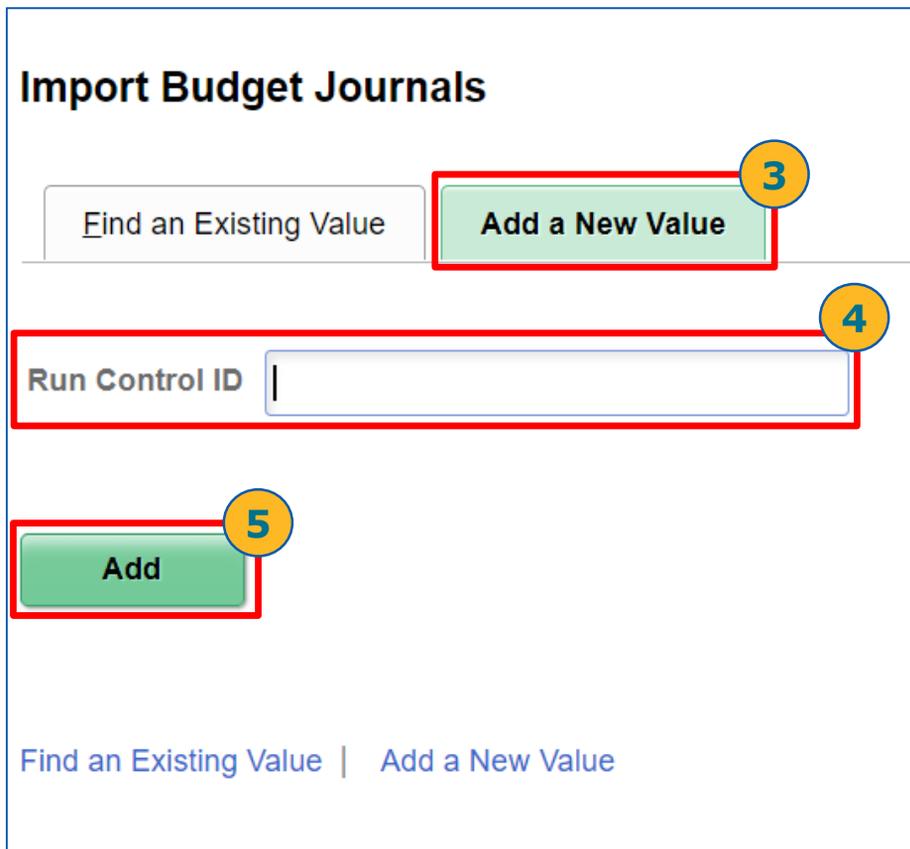
The screenshots illustrate the navigation steps:

- Step 1:** The main dashboard is shown. The 'NavBar' icon in the top right corner is highlighted with a red box and a yellow circle containing the number '1'.
- Step 2:** The 'NavBar: Navigator' menu is displayed. The 'Commitment Control' option is highlighted with a red box and a yellow circle containing the number '2'. An arrow points from this step to the next.
- Step 3:** The 'Budget Journals' sub-menu is shown. The 'Import Budget Journals' option at the bottom is highlighted with a red box. An arrow points from the previous step to this one.

Create Budget Journals & Transfers

Initial Budget Upload (start of year only)

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



Import Budget Journals

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

Run Control ID | 4

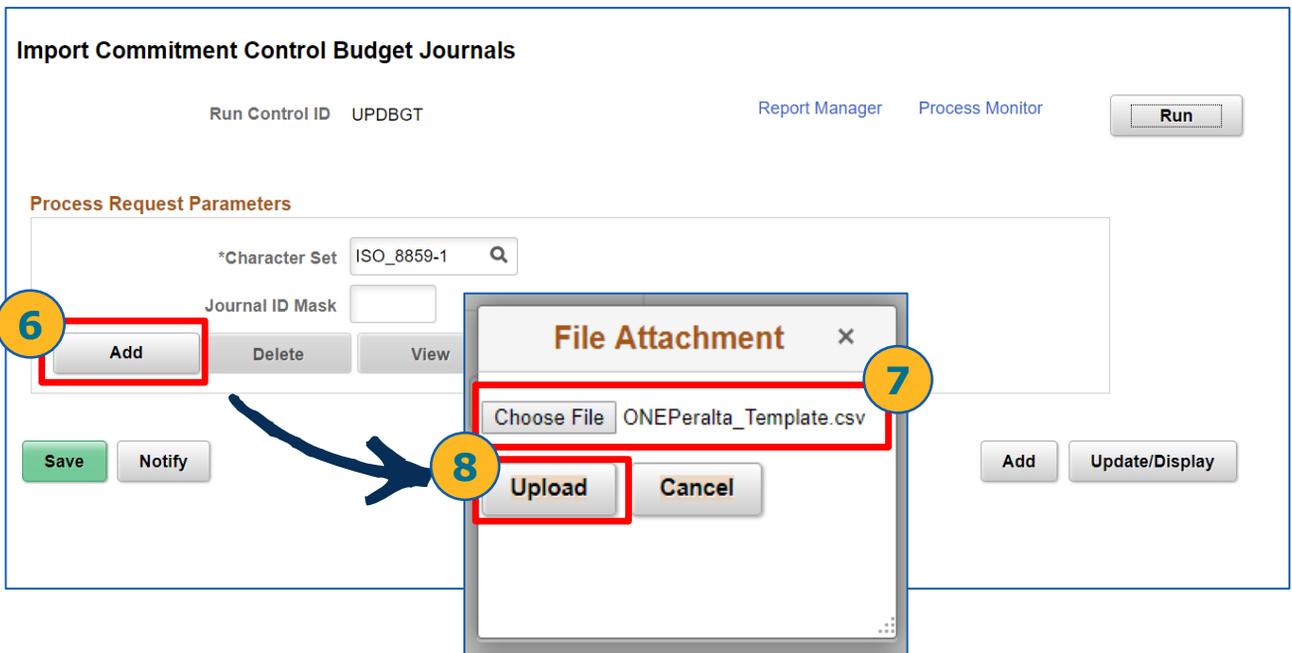
Add 5

Find an Existing Value | Add a New Value

Create Budget Journals & Transfers

Initial Budget Upload (start of year only)

6. Click > **Add**
7. Click > **Choose File**
8. Click > **Upload**

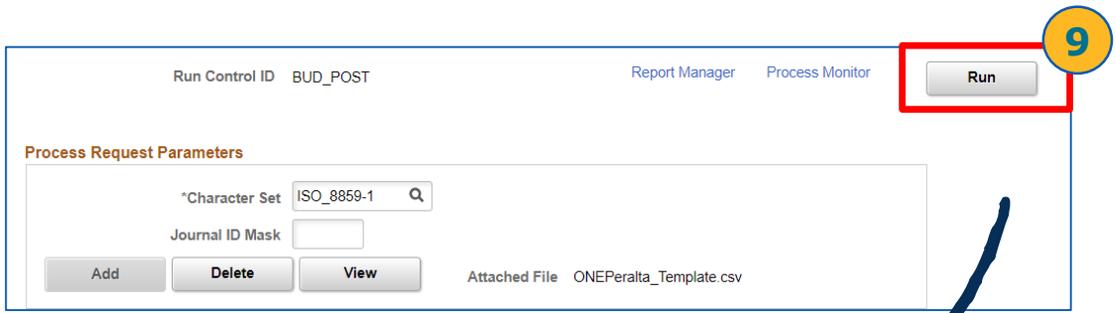


The screenshot shows the 'Import Commitment Control Budget Journals' interface. At the top, it displays 'Run Control ID UPDBGT' and navigation links for 'Report Manager' and 'Process Monitor', along with a 'Run' button. Below this is the 'Process Request Parameters' section, which includes a '*Character Set' dropdown set to 'ISO_8859-1' and a 'Journal ID Mask' field. A red box labeled '6' highlights the 'Add' button. A 'File Attachment' dialog box is open, showing a 'Choose File' button and the filename 'ONEPeralta_Template.csv'. A red box labeled '7' highlights the 'Choose File' button. A red box labeled '8' highlights the 'Upload' button in the dialog. A blue arrow points from the 'Add' button to the 'Upload' button.

Create Budget Journals & Transfers

Initial Budget Upload (start of year only)

9. Click > **Run**
10. Select > **File Budget Jrnl Import Box**
11. Select > **Type: Web > Format: TXT**
12. Select > **OK**



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

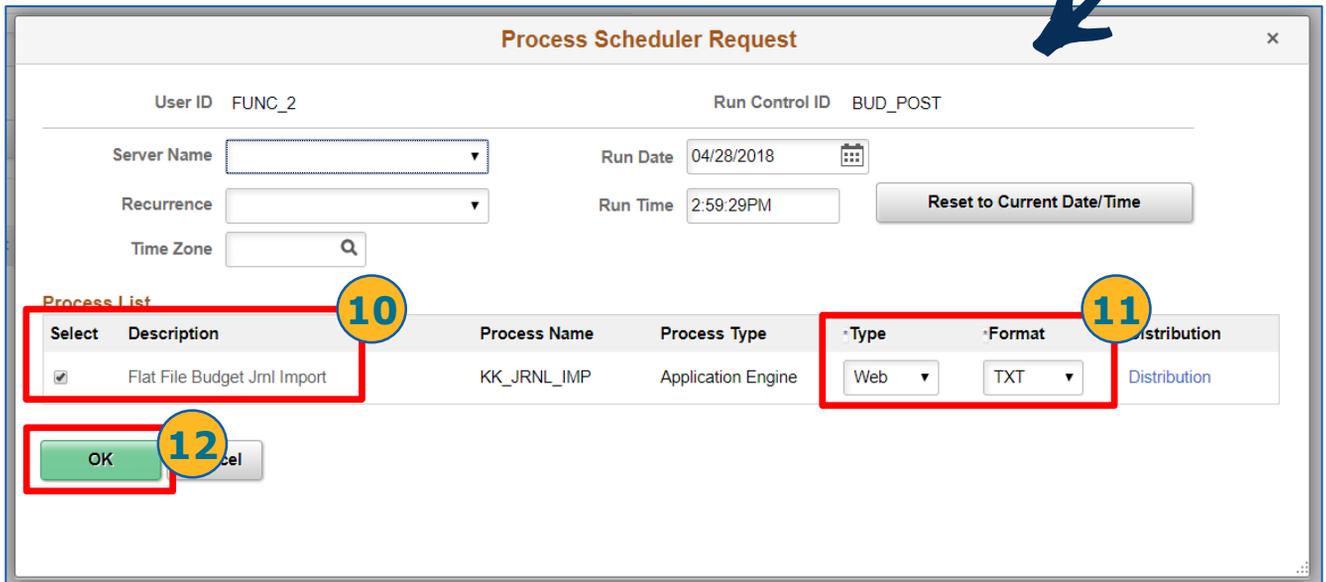
Process Request Parameters

*Character Set ISO_8859-1

Journal ID Mask

Add Delete View Attached File ONEPeralta_Template.csv

9



Process Scheduler Request

User ID FUNC_2 Run Control ID BUD_POST

Server Name Run Date 04/28/2018

Recurrence Run Time 2:59:29PM Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Flat File Budget Jrnl Import	KK_JRNL_IMP	Application Engine	Web	TXT	Distribution

OK Cancel

10 **11** **12**

Create Budget Journals & Transfers

Initial Budget Upload (start of year only)

13. Click > **Process Monitor**
14. Click > **Refresh** until Run Status shows Success or No Success
15. Click > **Details** hyperlink

The screenshot shows the 'Process Monitor' interface. At the top, there is a navigation bar with 'Run Control ID BUD_POST', 'Report Manager', 'Process Monitor' (highlighted with a red box and circled '13'), and a 'Run' button. Below this is a form area with 'Process List' and 'Server List' tabs. The 'View Process Request For' section contains various filters: User ID (FUNC_2), Type, Last (25 Days), Server, Name, Instance From, Instance To, Run Status, and Distribution Status. A 'Refresh' button is highlighted with a red box and circled '14'. Below the form is a 'Process List' table with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains three rows. The third row (Instance 1588568) is highlighted in yellow, and its 'Details' link is highlighted with a red box and circled '15'. A blue arrow points from the 'Process Monitor' button to the 'Refresh' button.

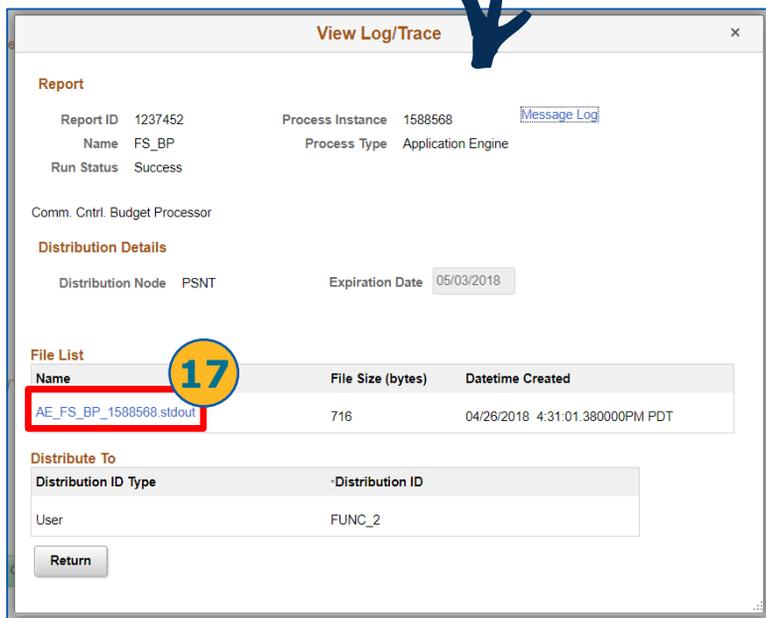
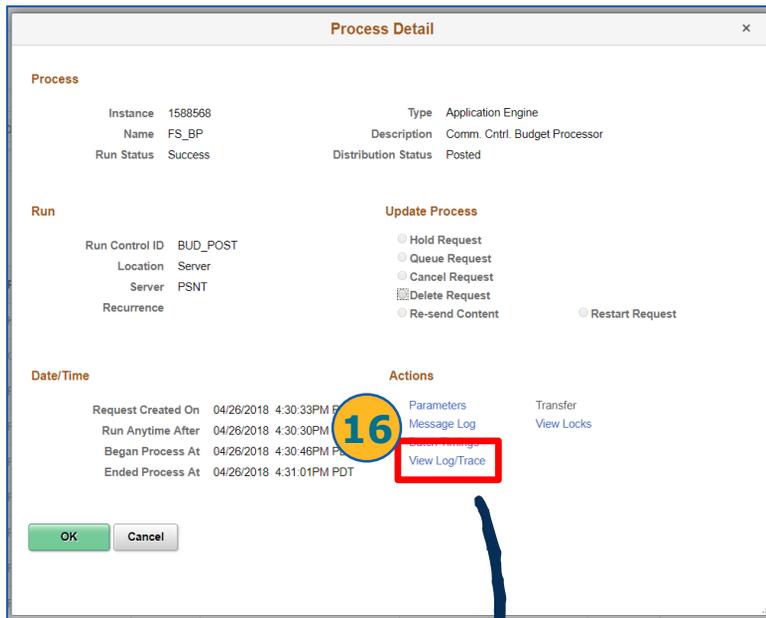
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1588662		Application Engine	KK_JRNL_IMP	FUNC_2	04/28/2018 2:43:50PM PDT	No Success	Posted	Details
<input type="checkbox"/>	1588579		Application Engine	GL_YC	FUNC_2	04/26/2018 9:26:06PM PDT	Warning	Posted	Details
<input type="checkbox"/>	1588568		Application Engine	FS_BP	FUNC_2	04/26/2018 4:30:30PM PDT	Success	Posted	Details

Create Budget Journals & Transfers

Initial Budget Upload (start of year only)

16. Click > **View Log/Trace**

17. Click > **Hyperlink** until to confirm the file uploaded successfully

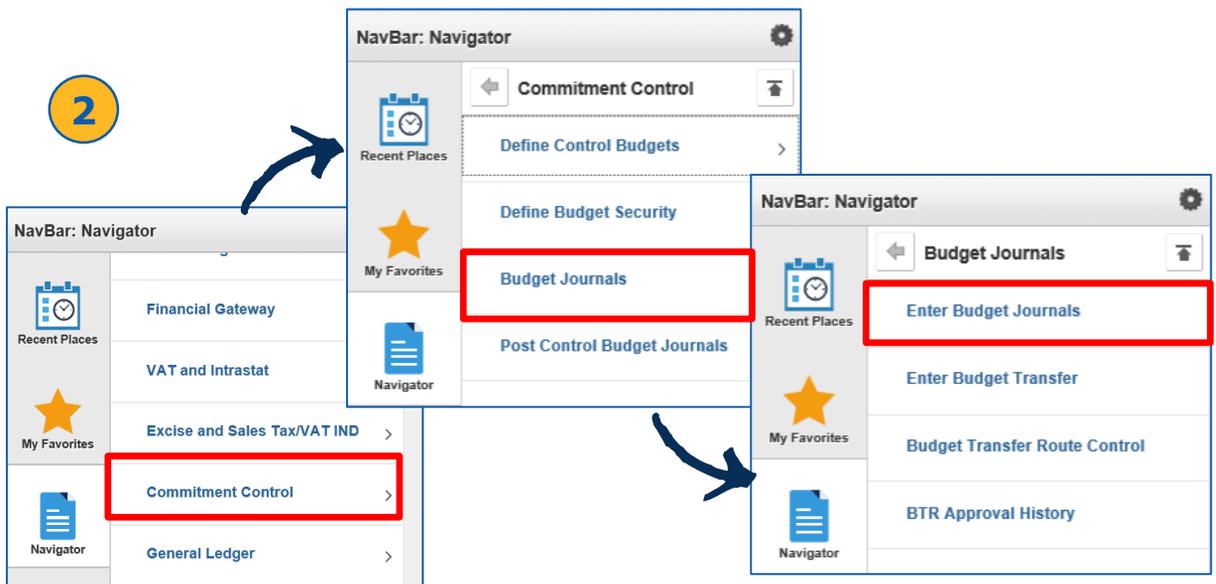
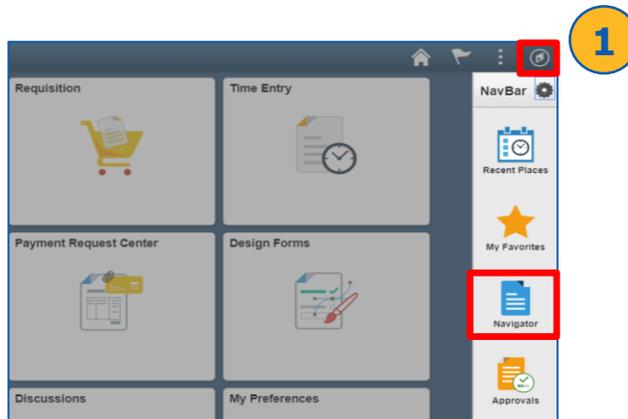


Create Budget Journals & Transfers

Create Budget Journals and Submit for Approval

In the upgraded ONEPeralta system, use Budget Journals to increase or decrease the budget

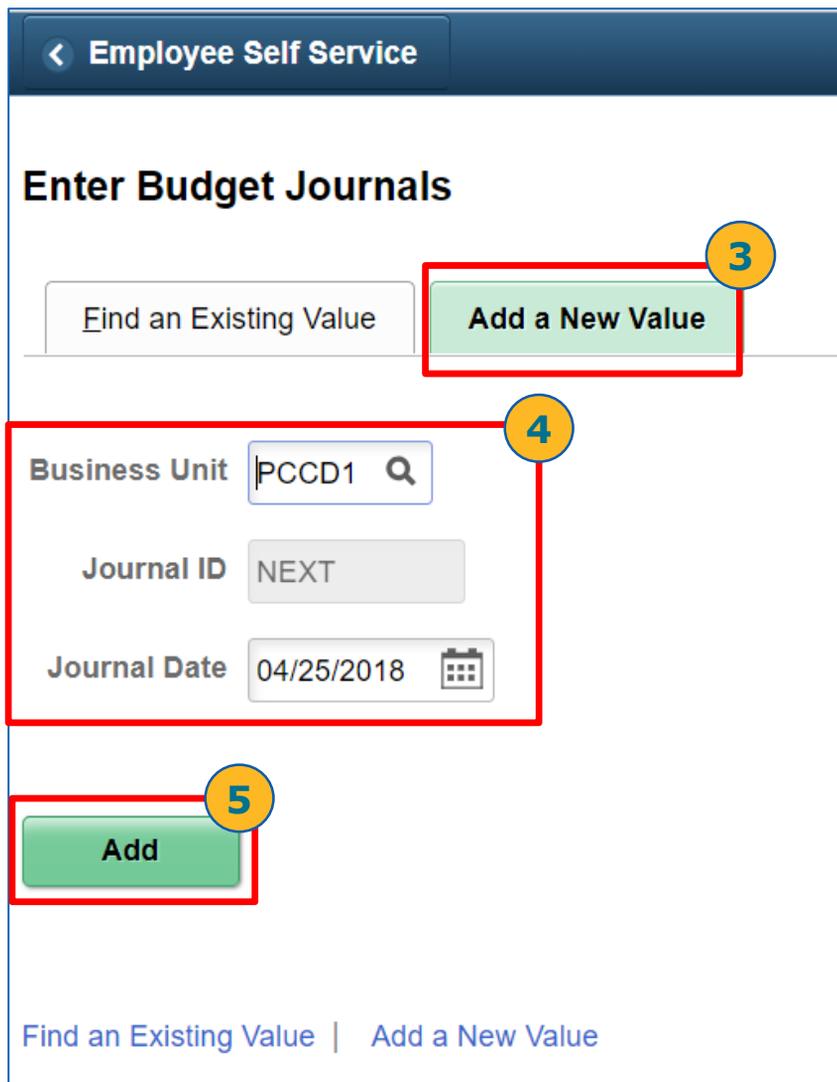
1. Click > **NavBar** icon > **Navigator**
2. Click > **Commitment Control** > **Budget Journals** > **Enter Budget Journals**



Create Budget Journals & Transfers

Create Budget Journals and Submit for Approval

3. Click > **Add a New Value**
4. Enter > **Business Unit** > **Journal ID*** > **Journal Date**
5. Click > **Add**



< Employee Self Service

Enter Budget Journals

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

Business Unit PCCD1 🔍

Journal ID NEXT

Journal Date 04/25/2018 📅

Add

Find an Existing Value | Add a New Value



Note

*The system pre-populates the field for **Journal ID**. "NEXT" will create the next sequential Journal ID

Create Budget Journals & Transfers

Create Budget Journals and Submit for Approval

6. Click > **Budget Header**
7. Enter > **Ledger Group**
8. Enter > **Budget Entry Type: Adjustment**
9. Enter > **Long Description > Alternate Description**

The screenshot shows the 'Budget Header' form with the following fields and callouts:

- 6:** 'Budget Header' tab selected.
- 7:** '*Ledger Group' dropdown menu with 'Train' selected.
- 8:** '*Budget Entry Type' dropdown menu with 'Adjustment' selected.
- 9:** 'Long Description' and 'Alternate Description' text areas, with 'Training' entered in the Long Description field.

Other visible fields include: Unit (PCCD1), Journal ID (NEXT), Date (04/25/2018), Fiscal Year, Period, *Currency (USD), Rate Type, Exchange Rate (1.00000000), Cur Effdt (04/25/2018), Budget Type, and Parent Budget Options (Generate Parent Budget(s), Use Default Entry Event, Parent Budget Entry Type).

Buttons at the bottom: Save, Notify, Refresh, Add, Update/Display.



The system populates fields for **Fiscal Year, Period, Control ChartField, Rate Type, and Budget Type** automatically

Create Budget Journals & Transfers

Create Budget Journals and Submit for Approval

10. Click > **Attachments**
11. Click > **Add Attachment**
12. Click > **Choose File > Upload**
13. Enter > **Description**
14. Select > **OK**

Budget Header

Unit: PCCD1 Journal ID: NEXT Date: 04/25/2018

*Ledger Group: Train Fiscal Year: Period: *Currency: USD

Control ChartField: Rate Type: Exchange Rate: 1.00000000

Budget Header Status: None Cur Effdt: 04/25/2018

*Budget Entry Type: Original Budget Type:

Parent Budget Options:

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

Attachments (0) 10

Budget Journal Attachments

Unit: PCCD1 Journal ID: NEXT Date: 04/25/2018

Details

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
View	<input type="checkbox"/>				

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment 11

OK Cancel Refresh

File Attachment

Choose File No file chosen

Upload Cancel

Budget Journal Attachments

Unit: PCCD1 Journal ID: NEXT Date: 04/25/2018

Details

File Name	Show to Approver?	Description	Name
ONEPeralta_Attachment.pdf	<input checked="" type="checkbox"/>	<input style="border: 1px solid black; width: 100%;" type="text"/>	

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

OK 14 Cancel Refresh

Create Budget Journals & Transfers

Create Budget Journals and Submit for Approval

15. Click > **Budget Lines**

16. Enter

- o) Location
- p) Fund
- q) Cost Center
- r) Object Code
- s) Program
- t) Activity Suffix
- u) Project
- v) Account Line
- w) Amount

17. Select > + to add more budget lines as needed

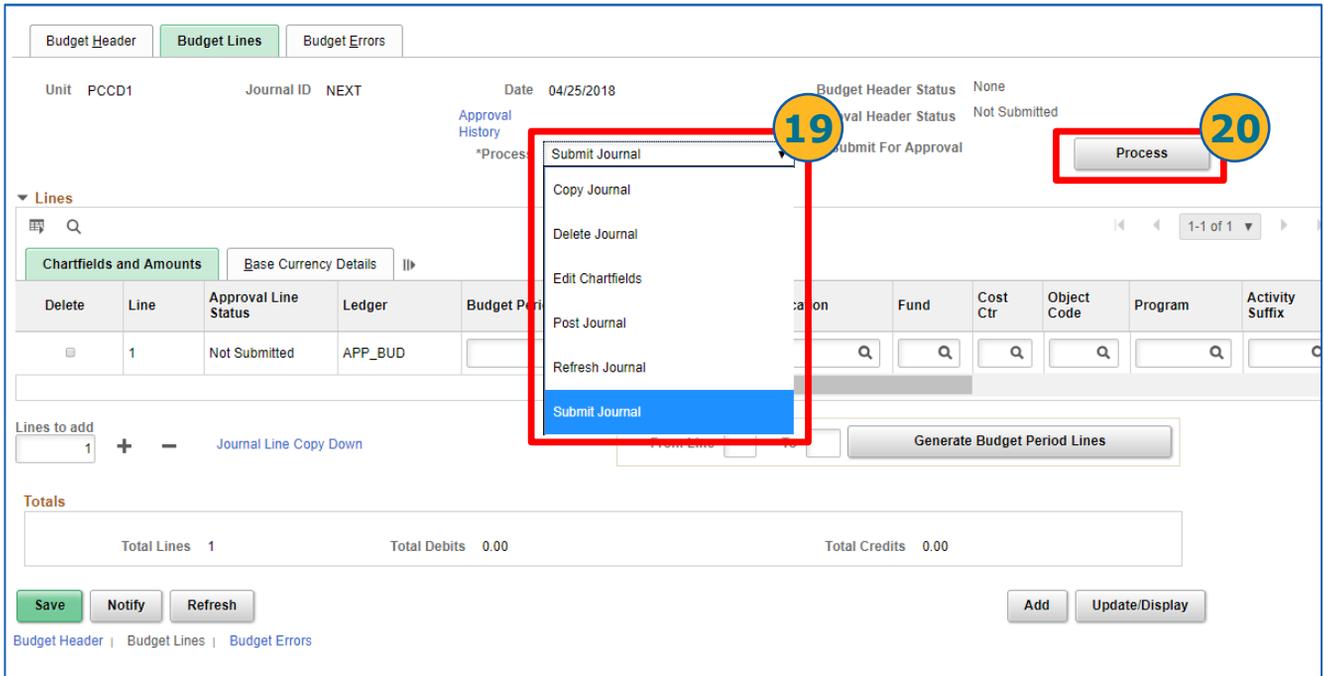
18. Select > **Save**

The screenshot shows the 'Budget Lines' tab in a software application. The interface includes a header section with fields for Unit (PCCD1), Journal ID (NEXT), Date (04/25/2018), and Budget Header Status (None). Below this is a table of budget lines. A red box highlights the 'Budget Lines' tab (15) and a specific row in the table (16). The table row contains: Line 1, Approval Line Status Not Submitted, Ledger APP_BUD, Budget Period, SpeedType, Object Code 0000, Fund 00, Cost Ctr 231, Program 0, Project 0000, Location 2, and Amount 00. Below the table is a 'Lines to add' section with a red box around the '1' and '+' buttons (17). At the bottom, a 'Save' button is highlighted with a red box (18). The 'Totals' section shows 1 Total Lines, 0.00 Total Debits, and 0.00 Total Credits.

Create Budget Journals & Transfers

Create Budget Journals and Submit for Approval

- 19. Click > **Process** dropdown > **Submit Journal**
- 20. Click > **Process** to submit Budget Journal for approval



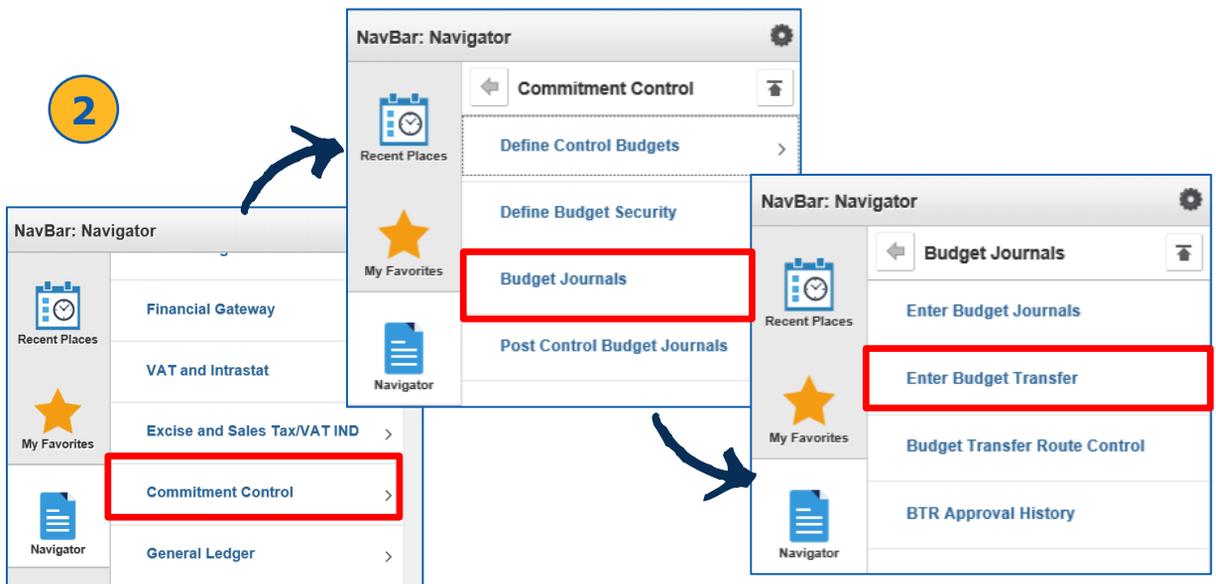
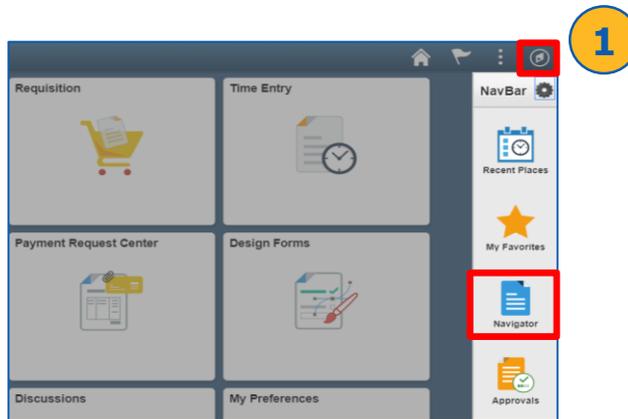
The screenshot displays the 'Budget Lines' tab in a web application. At the top, there are tabs for 'Budget Header', 'Budget Lines', and 'Budget Errors'. The 'Budget Lines' tab is active. Below the tabs, there is a header section with fields for 'Unit' (PCCD1), 'Journal ID' (NEXT), 'Date' (04/25/2018), 'Budget Header Status' (None), and 'Approval Header Status' (Not Submitted). A 'Process' button is highlighted with a red box and a yellow circle labeled '20'. A dropdown menu is open, showing options: 'Submit Journal', 'Copy Journal', 'Delete Journal', 'Edit Chartfields', 'Post Journal', 'Refresh Journal', and 'Submit Journal'. The 'Submit Journal' option is highlighted with a blue background and a yellow circle labeled '19'. Below the dropdown, there is a table with columns: 'Delete', 'Line', 'Approval Line Status', 'Ledger', 'Budget Period', 'Location', 'Fund', 'Cost Ctr', 'Object Code', 'Program', and 'Activity Suffix'. The table has one row with 'Line' 1, 'Approval Line Status' 'Not Submitted', and 'Ledger' 'APP_BUD'. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. A 'Totals' section shows 'Total Lines' 1, 'Total Debits' 0.00, and 'Total Credits' 0.00.

Create Budget Journals & Transfers

Create Budget Transfers and Submit for Approval

In the upgraded ONEPeralta system, use Budget Transfers to move part of the budget from one place to another (i.e. cost center or object code)

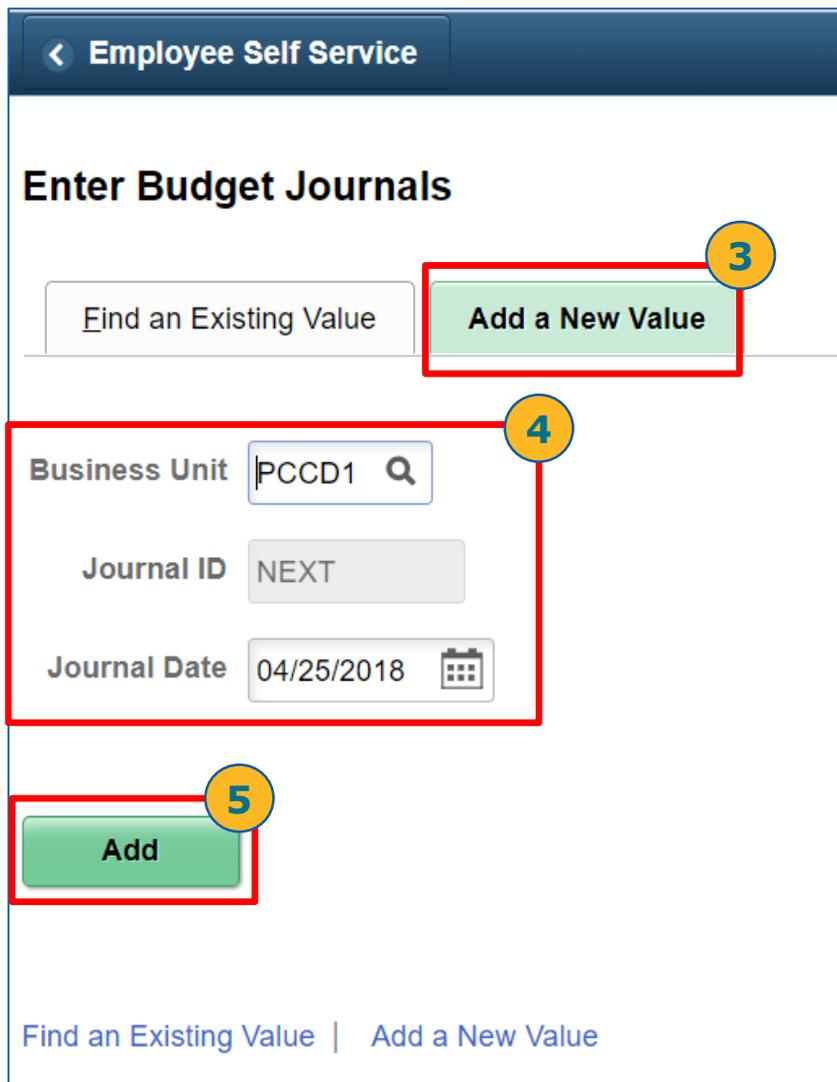
1. Click > **NavBar** icon > **Navigator**
2. Click > **Commitment Control** > **Budget Journals** > **Enter Budget Transfers**



Create Budget Journals & Transfers

Create Budget Transfers and Submit for Approval

3. Click > **Add a New Value**
4. Enter > **Business Unit** > **Journal ID*** > **Journal Date**
5. Click > **Add**



< Employee Self Service

Enter Budget Journals

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

Business Unit PCCD1

Journal ID NEXT

Journal Date 04/25/2018

Add

Find an Existing Value | Add a New Value



*The system pre-populates the field for **Journal ID**. "NEXT" will create the next sequential Journal ID

Create Budget Journals & Transfers

Create Budget Transfers and Submit for Approval

6. Click > **Budget Header**
7. Enter > **Ledger Group**
8. Enter > **Budget Entry Type:** *Transfer Adjustment*
9. Enter > **Long Description** > **Alternate Description**
10. Add **Attachments** using process described previously

The screenshot shows the 'Budget Header' form with the following fields and callouts:

- 6:** 'Budget Header' tab selected.
- 7:** '*Ledger Group' dropdown menu with 'Train' selected.
- 8:** '*Budget Entry Type' dropdown menu with 'Transfer Adjustment' selected.
- 9:** 'Long Description' and 'Alternate Description' text areas, both containing text.
- 10:** 'Attachments (0)' link.

Other visible fields include: Unit (PCCD1), Journal ID (NEXT), Date (04/25/2018), Fiscal Year, Period, *Currency (USD), Rate Type, Exchange Rate (1.00000000), Cur Effdt (04/25/2018), Budget Type, Parent Budget Options (Generate Parent Budget(s), Use Default Entry Event, Parent Budget Entry Type dropdown), and buttons for Save, Notify, Refresh, Add, and Update/Display.



The system populates fields for **Fiscal Year**, **Period**, **Control ChartField**, **Rate Type**, and **Budget Type** automatically

Create Budget Journals & Transfers

Create Budget Transfers and Submit for Approval

15. Click > **Budget Lines**

16. Enter

- o) Location
- p) Fund
- q) Cost Center
- r) Object Code
- s) Program
- t) Activity Suffix
- u) Project
- v) Account Line
- w) Amount

17. Select > **+** to add more budget lines as needed

18. Select > **Save**

The screenshot shows the 'Budget Lines' tab in a software application. Callout 15 points to the 'Budget Lines' tab. Callout 16 points to a table of budget lines with columns: Delete, Line, Approval Line Status, Ledger, Budget Period, SpeedType, Object Code, Fund, Cost Ctr, Program, Project, Location, and Amount. Callout 17 points to the '+' button in the 'Lines to add' section. Callout 18 points to the 'Save' button at the bottom left.

Delete	Line	Approval Line Status	Ledger	Budget Period	SpeedType	Object Code	Fund	Cost Ctr	Program	Project	Location	Amount
<input type="checkbox"/>	1	Not Submitted	APP_BUD			0000	00	231	0	0000	2	00

Lines to add: 1 Journal Line Copy Down

Totals: Total Lines 1, Total Debits 0.00, Total Credits 0.00

Buttons: Save, Add, Update/Display

Create Budget Journals & Transfers

Create Budget Transfers and Submit for Approval

15. Click > **Budget Lines**
16. Select > **+** to add more budget lines. Line 1 includes the information of where the budget is being transferred from. Line 2 includes the information of where the budget is transferring to.
17. For each Budget Line Enter
 - o) **Location**
 - p) **Fund**
 - q) **Cost Center**
 - r) **Object Code**
 - s) **Program**
 - t) **Activity Suffix**
 - u) **Project**
 - v) **Account Line**
 - w) **Amount**

The screenshot shows the 'Budget Lines' tab in a web application. At the top, there are tabs for 'Budget Header', 'Budget Lines', and 'Budget Errors'. The 'Budget Lines' tab is selected and highlighted with a red box and the number 15. Below the tabs, there are fields for 'Unit' (PCCD1), 'Journal ID' (NEXT), and 'Date' (04/30/2018). There is also a 'Process' dropdown menu set to 'Post Journal' and a 'Submit For Approval' checkbox. A 'Process' button is visible on the right.

Below these fields is a section for 'Lines'. It includes a search bar and a 'View All' link. The main part of this section is a table with columns: 'Delete', 'Line', 'Approval Line Status', 'Ledger', 'Budget Period', 'Location', 'Fund', 'Cost Ctr', 'Object Code', 'Program', 'Activity Suffix', and 'Project'. The table contains two rows of data. The first row (Line 1) has 'Not Submitted' status, 'APP_BUD' ledger, and '000000' activity suffix. The second row (Line 2) has 'Not Submitted' status, 'APP_BUD' ledger, and '000000' activity suffix. A red box highlights the 'Location' and 'Fund' columns for both lines, with the number 17. Below the table is a 'Lines to add' section with a '+' button and a 'Generate Budget Period Lines' button. A red box highlights the '+' button with the number 16.

At the bottom of the screenshot, there is a 'Totals' section showing 'Total Lines: 2' and 'Total Debits: 0.00'. There are 'Save', 'Notify', and 'Refresh' buttons. A blue callout box with a white background and a blue border contains the text: 'At least one ChartField Values must be different between each line, as required for moving the budget from one Fund/Department/Account to any other Fund/Department/Account'.

Create Budget Journals & Transfers

Create Budget Transfers and Submit for Approval

18. Scroll to the right and Enter > **Amount**

19. Select > **Save**

The screenshot shows a web application interface for budget management. At the top, there are tabs for 'Budget Header', 'Budget Lines', and 'Budget Errors'. Below the tabs, there are fields for 'Unit' (PCCD1), 'Journal ID' (NEXT), and 'Date' (04/30/2018). There are also buttons for 'Process' and 'Submit For Approval'. A table with columns 'Delete', 'Line', 'Approval Line Status', 'Ledger', 'Budget Period', 'Set Options', 'Currency', 'Available Budget', 'Amt Not Posted', and 'Amount' is displayed. Two rows are visible, both with 'Amount' values of 100.00. A red box highlights the 'Amount' column for both rows, with a yellow circle containing the number '18' next to it. Below the table, there are 'Lines to add' and 'Totals' sections. The 'Save' button is highlighted with a red box and a yellow circle containing the number '19'.

Delete	Line	Approval Line Status	Ledger	Budget Period	Set Options	Currency	Available Budget	Amt Not Posted	Amount
<input type="checkbox"/>	1	Not Submitted	APP_BUD		Set Options	USD			100.00
<input type="checkbox"/>	2	Not Submitted	APP_BUD		Set Options	USD			100.00

Totals
Total Lines 2 Total Debits 0.00 Total Credits 0.00

Buttons: Save, Notify, Refresh, Add, Update/Display

Create Budget Journals & Transfers

Create Budget Transfers and Submit for Approval

20. Click > **Process** dropdown > **Submit Journal**

21. Click > **Process** to submit Budget Transfer for approval

The screenshot shows the 'Budget Lines' tab in a web application. At the top, there are tabs for 'Budget Header', 'Budget Lines', and 'Budget Errors'. Below this, there are fields for 'Unit' (PCCD1), 'Journal ID' (NEXT), and 'Date' (04/30/2018). On the right, there are status fields: 'Budget Header Status' (None), 'Approval Header Status' (Not Submitted), and a 'Submit For Approval' checkbox. A 'Process' button is highlighted with a red box and a yellow circle labeled '21'. A dropdown menu is open over the 'Process' button, with 'Submit Journal' selected and highlighted in blue. This dropdown menu is also highlighted with a red box and a yellow circle labeled '20'. Below the dropdown, there is a table with columns: Delete, Line, Approval Line Status, Ledger, Budget Period, Set, Cost Ctr, Object Code, Program, Activity Suffix, Project, and Acc Line. The table contains two rows of data. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. A 'Totals' section shows 'Total Lines: 2', 'Total Debits: 0.00', and 'Total Credits: 0.00'.