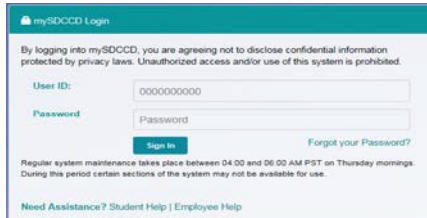


SAN DIEGO CITY COLLEGE

**ACCESSING  
BUDGET DETAILS  
ON  
PEOPLE SOFT**

## Steps:

### 1. Log in to People Soft



mySDCCD Login

By logging into mySDCCD, you are agreeing not to disclose confidential information protected by privacy laws. Unauthorized access and/or use of this system is prohibited.

User ID:

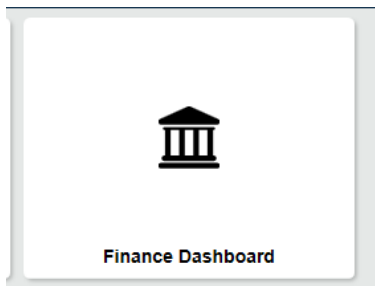
Password:

[Sign In](#) [Forgot your Password?](#)

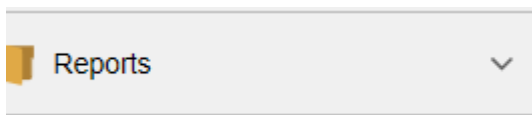
Regular system maintenance takes place between 04:00 and 06:00 AM PST on Thursday mornings. During this period certain sections of the system may not be available for use.

[Need Assistance?](#) [Student Help](#) | [Employee Help](#)

### 2. Click on **Finance Dashboard**



### 3. Click on **Reports**



### 4. Click on **Budget Details**

Budget Details

5. On the Budget Details page, please enter the following:

**Business Unit = CIT01**

**Ledger Group = CC\_EXP**

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

▼ **Search Criteria**

Business Unit =

Ledger Group =

[Basic Search](#)

Once entered, hit **‘Search’**.

6. Once you enter **‘Budget Detail Overview’** you will need to put down the GL Budget String number in the required tabs.

### Budget Detail Overview

Budget Inquiry Criteria

Select Budget Detail							
Business Unit	Ledger Group	Fund Code	Department	Product	Account	Operating Unit	Budget Period
CIT01	CC_EXP	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>

7. If the correct GL String was entered, you will then be able to see the following image:

### Budget Detail Overview

Budget Inquiry Criteria

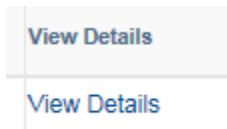
Select Budget Detail							
Business Unit	Ledger Group	Fund Code	Department	Product	Account	Operating Unit	Budget Period
CIT01	CC_EXP	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2019

[Search](#)

Budget Details								Personalize   Find   View All
Business Unit	Ledger Group	Fund Code	Department	Product	Account	Operating Unit	Budget Period	View Details
1 CIT01	CC_EXP	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<a href="#">View Details</a>

[Return to Search](#) [Notify](#)

8. You will then click on **“View Details”**.



At this point you will be able to see Budge Details for the GL String that was entered. You will be able to see if the balance is positive or negative.

**“Without Tolerance”** will indicate the remaining budget for the GL String that was entered.

*If you have any questions, please contact the Business Services at (619)388-3428.*