

SAN DIEGO CITY COLLEGE

Accessing

SDCCD

Custom Budget

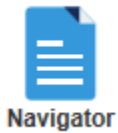
Financial Reports

Steps:

1. Go to the Navigation Bar:

NavBar: Navigator

2. Click on Navigator:



3. Click on Financials 9.2:

Financials 9.2



4. Click on General Ledger:

General Ledger



5. Click on General Reports:

General Reports



6. Click on Custom Financial Reports:

Custom Financial Reports

After clicking on Custom Financial Reports, you will get to this page:

Custom GL Reports

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

[Find an Existing Value](#) | [Add a New Value](#)

▼ **Search Criteria**

Search by: Run Control ID begins with

Case Sensitive

[Search](#) [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

7. Click on **Add a New Value**



[Add a New Value](#)

8. Next to **Run Control ID** enter “_reports” and click **ADD**

Run Control ID

9. After you click **ADD**, click “_Reports” under **Run Control ID**

Search Results

View All First  1 of 1  Last

Run Control ID	Language Code
_reports	Dutch

You will then get to this page:

SDCCD Financial Reports

SDCCD Financial Reports

Run Control ID Report Manager Process Monitor

Language

Report Request Parameters Find | View All First 1 of 1 Last

	Option	Single/From Value	To Value	
BU Option	<input type="text" value="Single BU"/>	<input type="text" value="CIT01"/>		Request Number <input type="text" value="1"/>
Fund Option	<input type="text" value="One Fund"/>	<input type="text"/>		Status <input type="text" value="Active"/>
Dept Option	<input type="text" value="One Dept"/>	<input type="text"/>		
Activity Option	<input type="text" value="One Act"/>	<input type="text"/>		
Account Option	<input type="text" value="Inc Range"/>	<input type="text"/>	<input type="text"/>	
Oper Unit Option	<input type="text" value="One Oper"/>	<input type="text"/>	<input type="text"/>	
Fiscal Year	<input type="text" value="2019"/>	<input type="text"/>	<input type="text"/>	
Report Scope	<input type="text" value="Detail"/>			
File Option	<input type="text" value="Log Output"/>			

Once you get to this page, you will enter the GL Budget Numbers String.

Fund Option: is the 4 digit numbers for the Grant or Fund Number

Dept Option: is the Department Number

Activity Option: is the Activity Number

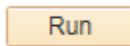
Account Option: is the Account Number

Oper Unit Option: should always remain blank

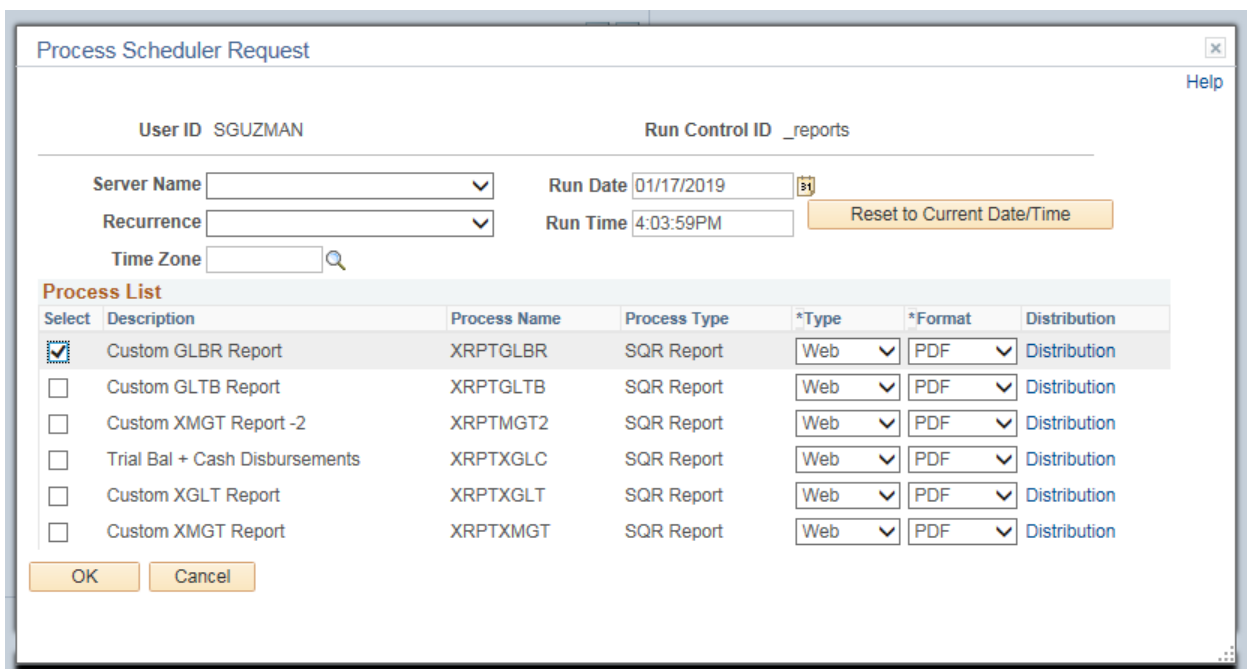
Fiscal Year: year of the budget report you are seeking (On the tabs next to the year you will enter the range of the months you would like to run the report for). *Example; July = 1, Aug = 2, Sept = 3, Oct = 4, Nov = 5, Dec = 6, Jan = 7, Feb = 8, March = 9, Apr = 10, May = 11, June = 12.*

Report Scope: You get to choose if you would like to see a *Detailed* or *Summary* of the Budget report.

After you enter the correct GL Budget String under the appropriate boxes, you will click on **RUN** to run the report.



You will get to this image. You want to make sure you check mark **Custom GLBR Report** and click **OK**



The image shows a "Process Scheduler Request" dialog box. At the top, it displays "User ID SGUZMAN" and "Run Control ID _reports". Below this, there are fields for "Server Name", "Run Date" (01/17/2019), "Recurrence", "Run Time" (4:03:59PM), and "Time Zone". A "Reset to Current Date/Time" button is located next to the Run Time field. The main section is a table titled "Process List" with columns: Select, Description, Process Name, Process Type, *Type, *Format, and Distribution. The first row, "Custom GLBR Report", has its "Select" checkbox checked. Other rows include "Custom GLTB Report", "Custom XMGT Report -2", "Trial Bal + Cash Disbursements", "Custom XGLT Report", and "Custom XMGT Report". At the bottom of the dialog are "OK" and "Cancel" buttons.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Custom GLBR Report	XRPTGLBR	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Custom GLTB Report	XRPTGLTB	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Custom XMGT Report -2	XRPTMGT2	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Trial Bal + Cash Disbursements	XRPTXGLC	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Custom XGLT Report	XRPTXGLT	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Custom XMGT Report	XRPTXMGT	SQR Report	Web	PDF	Distribution

After you clicked **OK**, you have now begun to run the report.

You then want to click on **Process Monitor**



You will then get to this page

Process List | Server List

View Process Request For

User ID: Type: Last Days
Server: Name: Instance From: Instance To:
Run Status: Distribution Status: Save On Refresh

Process List Personalize | Find | View All | First 1-2 of 2 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	802860		SQR Report	XRPTGLBR	SGUZMAN	01/17/2019 11:18:45AM PST	Success	Posted	Details
<input type="checkbox"/>	802857		SQR Report	XRPTGLBR	SGUZMAN	01/17/2019 11:15:11AM PST	Success	Posted	Details

[Go back to Custom GL Reports](#)

[Process List](#) | [Server List](#)

You will continue clicking **Refresh** until “Run Status” says; **Success** and “Distribution Status” says; **posted**.

You will then click on “**Details**”

You will then get to this page:

The screenshot shows a 'Process Detail' window with the following sections:

- Process:** Instance 802860, Name XRPTGLBR, Type SQR Report, Description Custom GLBR Report, Run Status Success, Distribution Status Posted.
- Run:** Run Control ID _reports, Location Server, Server PSUNX, Recurrence. **Update Process:** Hold Request, Queue Request, Cancel Request, Delete Request, Re-send Content, Restart Request.
- Date/Time:** Request Created On 01/17/2019 11:18:47AM PST, Run Anytime After 01/17/2019 11:18:45AM PST, Began Process At 01/17/2019 11:19:01AM PST, Ended Process At 01/17/2019 11:20:16AM PST.
- Actions:** Parameters, Transfer, Message Log, Batch Timings, View Log/Trace.

Buttons: OK, Cancel.

You will click **“View Log/Trace”**

And then you will click **“PDF”** under File List

File List		
Name	File Size (bytes)	Datetime Created
SQR_XRPTGLBR_802860.log	1,615	01/17/2019 11:20:16.876572AM PST
xrptglbr_802860.PDF	22,233	01/17/2019 11:20:16.876572AM PST
xrptglbr_802860.out	116,250	01/17/2019 11:20:16.876572AM PST

Distribute To	
Distribution ID Type	*Distribution ID
User	SGUZMAN

You will then be able to see the full report.

If you get a blank document when you click on PDF, you want to make sure you go back and check that you have inserted the correct GL Budget String in the tabs.

Detailed Reports:

- Provide you details of spending for all accounts such as payroll, benefits, travel, & equipment regarding the grant/fund.

Summary Reports:

- Provide you with an overall amount of spending for all accounts such as payroll, benefits, travel & equipment regarding the grant/fund.

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