

# Budget Inquiry – Site Access

Procedures for viewing your location  
budget.



Log in

User name:

Weingart\_Chedva

Password:

\*\*\*\*\*

Log in

Welcome

**Operating Hours:** 6:30am to 6:30pm Mon-Fri  
8:00am to 3:00pm Sat

Peoplesoft Support LACOE Help Desk (562) 922-6646

[Client Support](#)   [Workstation Setup](#)

PeopleSoft Bulletin Board

**February 21, 2014: PEOPLESOFT CLASSES**

The following PeopleSoft and LACOE Systems Overview training classes are available:

- 03/04/14 - LACOE Systems Overview, Tiffany Price
- 03/06/14 - Vendor Input & Maintenance, Carmen Dimayuga
- 03/12/14 - Accounts Payable 1, Carmen Dimayuga
- 03/18/14 - Purchasing, Ares Ayson
- 03/20/14 - General Ledger 1, Raul Regalado
- 03/26/14 - RAD, Jocee Panganiban

Bulletin No. 3638 (PeopleSoft) and its attachments are available. You may also go to [www.lacoe.edu](http://www.lacoe.edu) on the right side of the screen under the heading "LACOE Resources" and then use the "Search" for Bulletin.

**February 11, 2014: ALL DISTRICTS:**

The 2nd Quarter Interest Letter is now available online at LACOE's website:  
<http://www.lacoe.edu/BusinessTechnology/SchoolFinancialServices/PeopleSoft/Rev>

## LACOE Home Page

<https://quartz.lacoe.edu/Citrix/AccessPlatform/auth/login.aspx>

First – log into Citrix using the URL above



**Applications**

7:20 AM 10/2

 Clear Cache	 Peoplesoft Training	 PeopleSoft_ 763
 Printer Status	 Printpad	 PSConfig - PSConfig-763
 SACS Validation		

[Log Off](#)

Welcome WEINGART\_CHEVA

**Operating Hours:** 6:30am to 6:30pm Mon-Fri  
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**click  
here**

Log into PeopleSoft \_763

PeopleSoft Signon

**PEOPLE  
Soft**

PeopleTools 7.63.04  
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Enter Signon Information Below:

Connection Type: Application Server

Application Server Name: PSGFPRD

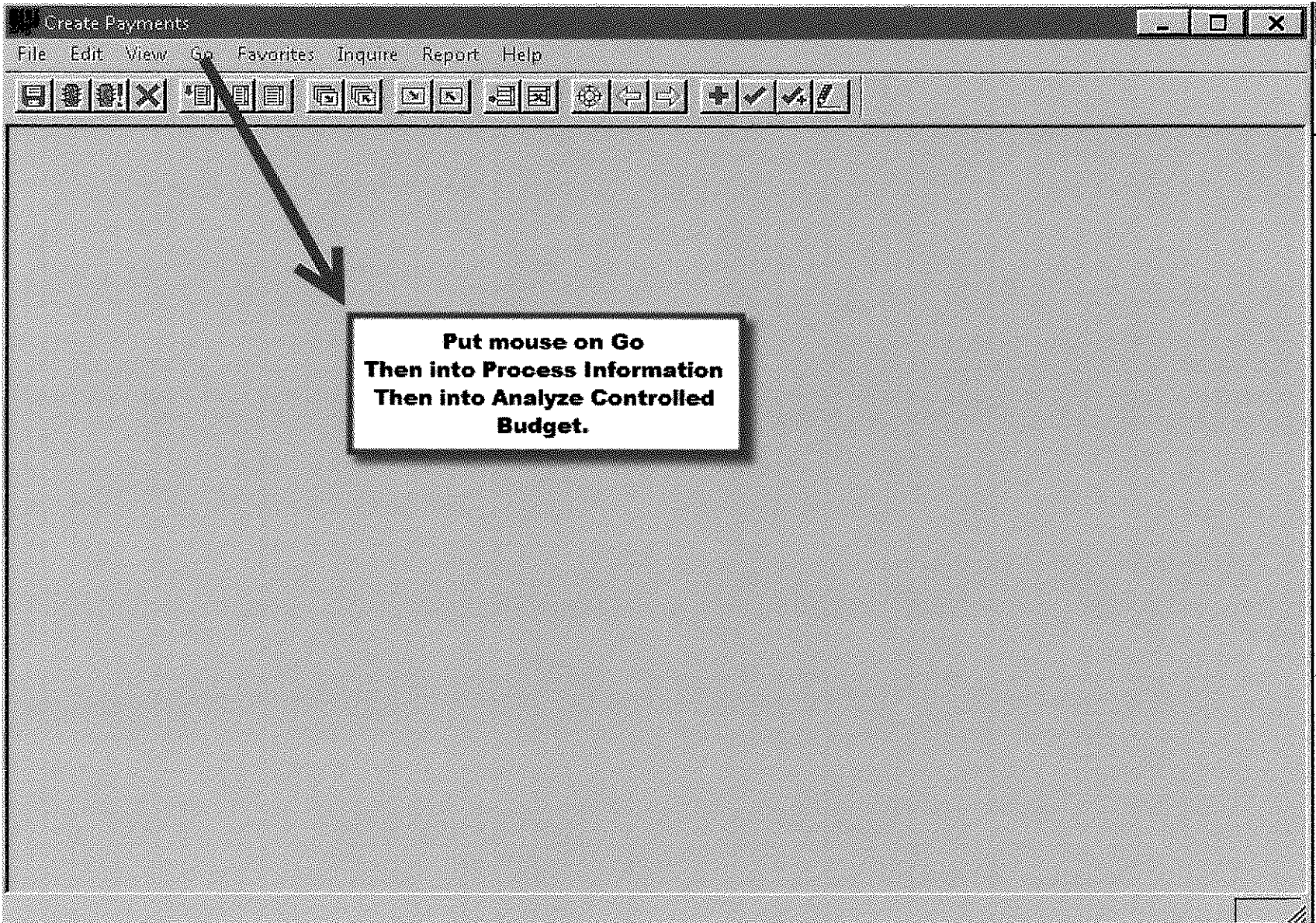
Operator ID: RI0030CW

Password: xxxxxxxx

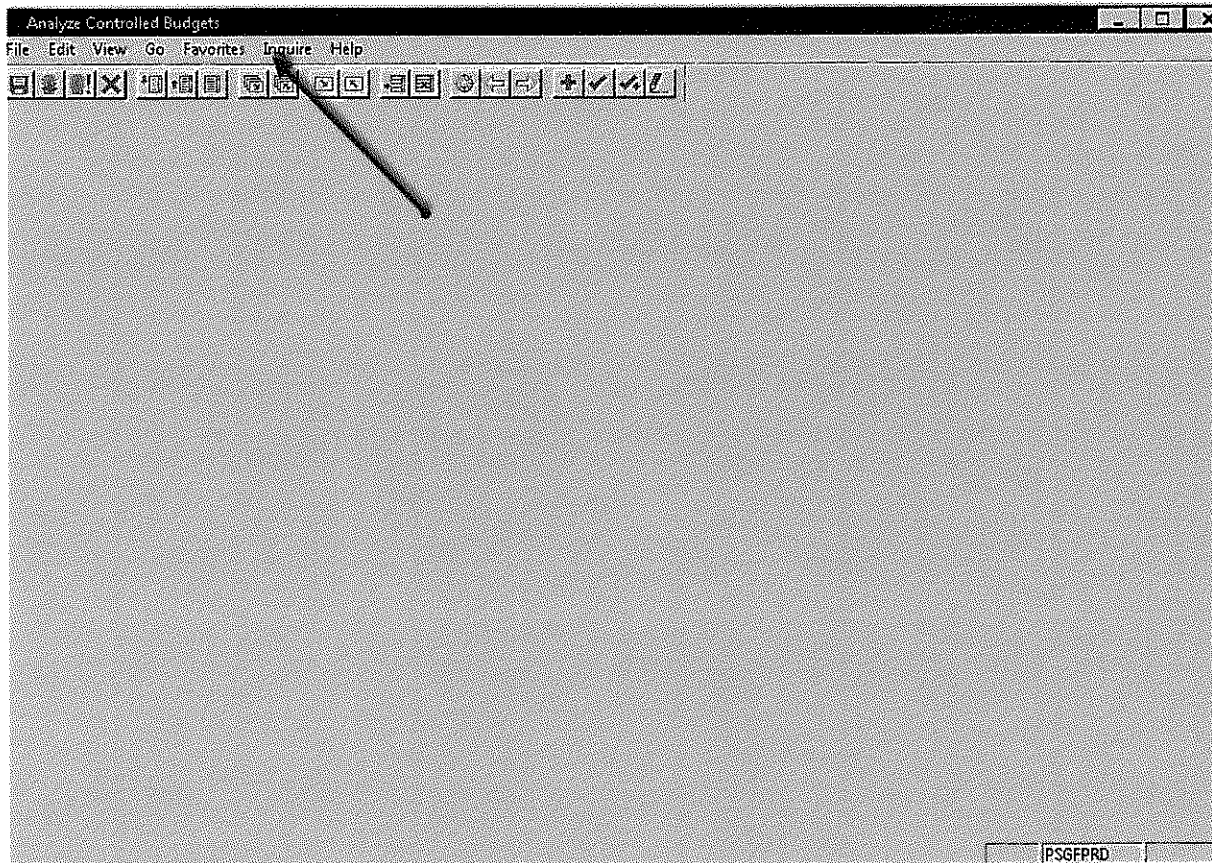
OK Set Password... Cancel

## Log In Screen

Type in your Operator ID and your password.



**Put mouse on Go  
Then into Process Information  
Then into Analyze Controlled  
Budget.**



## PeopleSoft – Analyze Controlled Budget

Under inquiry put curser on "Budget Inquiry – Site Access"



Analyze Controlled Budgets - Inquire - Budget Inquiry - Site Access

File Edit View Go Favorites Inquire Help

Budget Inquiry

### Site Budget Inquiry

Enter appropriate information

Business Unit:  Ledger:  Scenario: FINAL

Fund:  Res.PrjY:  Goal:  Funct:  Object:  Sch/Loc:  Budget PD:

Totals					
Current Budget:	Pre Encumbered:	Encumbered:	Expended:	Balance:	
15,500.00	0.00	2,366.28	11,268.33	1,865.39	

	Fund	Res.PrjY	Goal	Funct	Object	Sch/Loc	Bdgt Pd	Current Budget	Pre Encumbered	Encumbered	Expended	Balance
1	01.1	00000.0	00000	00023	4320	6430000	13-14	0.00	0.00	254.15	1,281.64	-1,635.79
2	01.1	00000.0	00000	00023	4320	6431000	13-14	0.00	0.00	125.25	125.25	-250.50
3	01.1	00000.0	00000	00023	4550	6430000	13-14	3,000.00	0.00	228.90	2,210.39	560.71
4	01.1	00000.0	00000	00023	4550	6431000	13-14	5,000.00	0.00	1,009.29	1,909.78	2,181.95
5	01.1	00000.0	00000	00023	4552	6430000	13-14	1,500.00	0.00	0.00	201.41	1,298.59
6	01.1	00000.0	00000	00023	4552	6431000	13-14	0.00	0.00	0.00	962.05	-962.05
7	01.1	00000.0	00000	00023	4556	6430000	13-14	0.00	0.00	172.75	0.00	-172.75
8	01.1	00000.0	00000	00023	4700	6430000	13-14	3,000.00	0.00	195.98	880.30	1,923.72
9	01.1	00000.0	00000	00023	4700	6431000	13-14	3,000.00	0.00	380.96	3,797.53	-1,178.49

PSGFPRD Lac Bud Inq Summary

## Budget Inquiry – Site Access Screen

Ledger should always be ORG.

Enter fund 01.0 or 01.1 or 33.0.

Res.PrjY: enter % or enter 00000.0

Goal enter % or enter 00000

Function is our location – enter your location number.

Object enter % to display all object codes in your location, or number, 4% showing all 4000.

Sch/Loc; is the program or tops code if you know it, otherwise enter %.

Budget Period – this year is 13-14.

Note a percent sign % in a field means a “wild card” - show all numbers/characters in that field.

Analyze Controlled Budgets - Inquire - Budget Inquiry - Site Access

File Edit View Go Favorites Inquire Help

Budget Inquiry

### Site Budget Inquiry

Business Unit:  Ledger:  Scenario: FINAL

Fund:  Res.Prij:  Goal:  Funct:  Object:  Sch/Loc:  Budget PD:

Totals		Current Budget:	Pre Encumbered:	Encumbered:	Expended:	Balance:
<b>Details</b>		15,500.00	0.00	2,366.28	11,268.33	1,865.39

	Fund	Res.Prij	Goal	Funct	Object	Sch/Loc	Bdgt Pd	Current Budget	Pre Encumbered	Encumbered	Expended	Balance
1	011	00000.0	00000	00023	4320	6430000	13-14	0.00	0.00	264.15	1,281.64	-1,017.49
2	011	00000.0	00000	00023	4320	6431000	13-14	0.00	0.00	125.25	125.25	-250.50
3	011	00000.0	00000	00023	4550	6430000	13-14	3,000.00	0.00	228.90	2,210.39	560.71
4	011	00000.0	00000	00023	4550	6431000	13-14	5,000.00	0.00	1,008.29	1,809.78	2,181.95
5	011	00000.0	00000	00023	4552	6430000	13-14	1,500.00	0.00	0.00	201.41	1,298.59
6	011	00000.0	00000	00023	4552	6431000	13-14	0.00	0.00	0.00	962.05	-962.05
7	011	00000.0	00000	00023	4555	6430000	13-14	0.00	0.00	172.75	0.00	-172.75
8	011	00000.0	00000	00023	4700	6430000	13-14	3,000.00	0.00	195.98	680.30	1,923.72
9	011	00000.0	00000	00023	4700	6431000	13-14	3,000.00	0.00	380.95	3,797.53	-1,178.49

PSGFPRD | Lac Bud Inq Summary

Press Get Budgets button. Then the screen shows all the details – example above.

Totals gives you summarizes all of the budget strings that were populated in the budget detail information part of the panel.

Current Budget – The total of the expenditure budget specified for all accounts displayed.

Pre- Encumbered – we don't use.



File Edit View Go Favorites Inquire Help

Budget Inquiry

## Site Budget Inquiry

Business Unit:  Ledger:  Scenario: FINAL

Fund:  Res.Pjff:  Goal:  Funct:  Object:  Sch/Loc:  Budget PD:

Totals

<b>Current Budget:</b>	<b>Pre Encumbered:</b>	<b>Encumbered:</b>	<b>Expended:</b>	<b>Balance:</b>
2,222,645.00	0.00	6,452.34	632,301.99	1,303,890.67

**Details** **Press button**

	Fund	Res.Pjff	Goal	Funct	Object	Sch/Loc	Bdgt Pd	Current Budget	Pre Encumbered	Encumbered	Expended	Balance
87	010	00000.0	00000	00002	4371	0501000	13-14	0.00	0.00	0.00	0.00	0.00
88	010	00000.0	00000	00002	4552	0501000	13-14	2,200.00	0.00	0.00	4,200.00	1,000.00
89	010	00000.0	00000	00002	4554	0501000	13-14	0.00	0.00	0.00	0.00	0.00
90	010	00000.0	00000	00002	4554	0501000	13-14	0.00	0.00	0.00	0.00	0.00
91	010	00000.0	00000	00002	4090	0501000	13-14	0.00	0.00	0.00	1,312.34	-1,312.34
92	010	00000.0	00000	00002	4700	0501000	13-14	0.00	0.00	0.00	204.00	-204.00
93	010	00000.0	00000	00002	5210	0501000	13-14	0.00	0.00	0.00	0.00	0.00
94	010	00000.0	00000	00002	5220	0501000	13-14	0.00	0.00	0.00	0.00	0.00
95	010	00000.0	00000	00002	5210	0501000	13-14	0.00	0.00	0.00	0.00	0.00
96	010	00000.0	00000	00002	5551	0501000	13-14	320.00	0.00	0.00	96.00	224.00

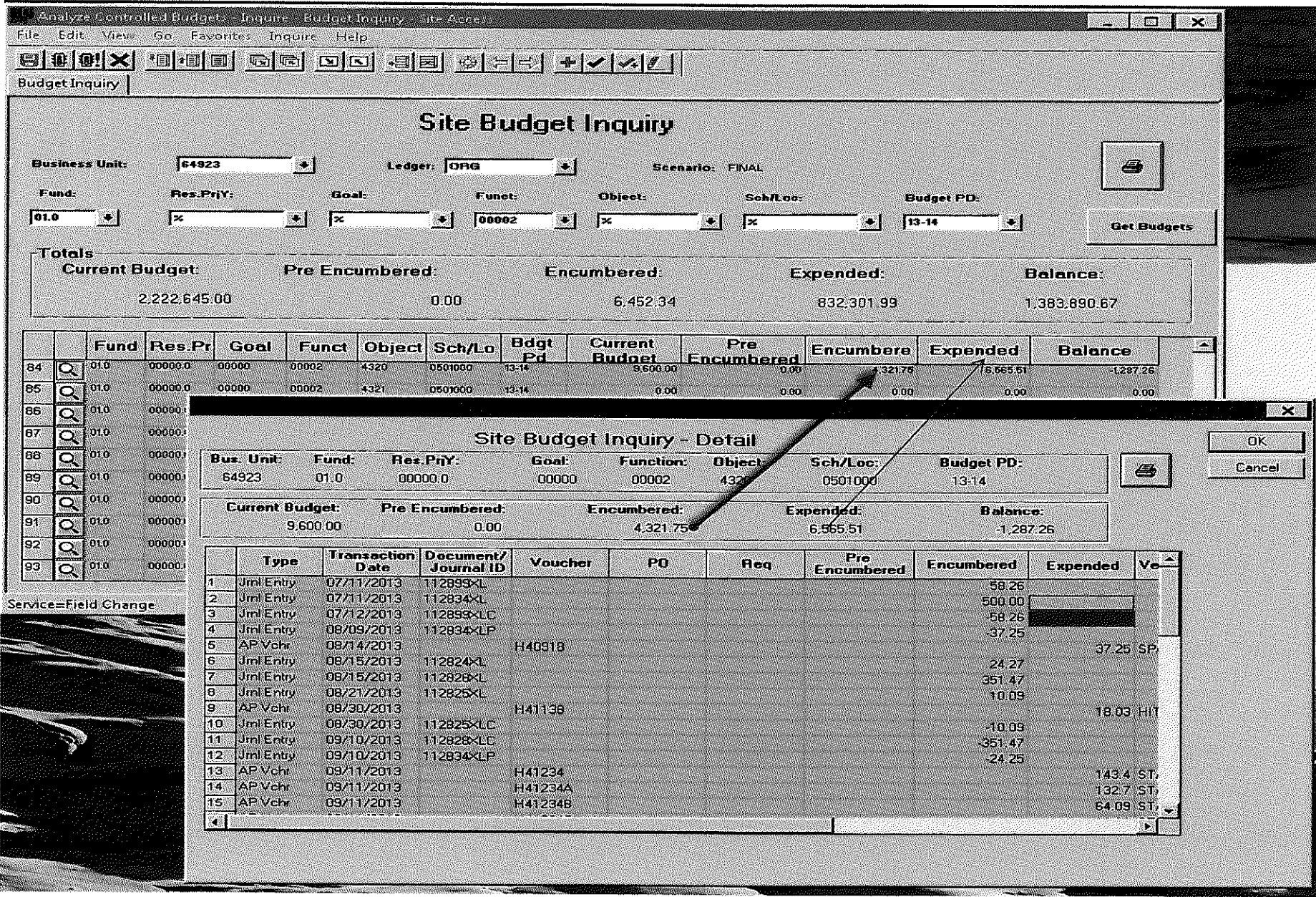
PSGFPRD Lac Bud I

Encumbered – Encumbrances are entered in PS after a signed requisition by cost center manager. They are relieved when expenditure is made.

Expended – Total Expenditures.

Balance – Remaining balance is the amount that is available for spending.

To get details on a line item press the detail button. You cannot get details on individual payrolls just a summary per schedule.



### Site Budget Inquiry

**Business Unit:** 64923    **Ledger:** ORG    **Scenario:** FINAL  
**Fund:** 01.0    **Res.PrjY:** %    **Goal:** %    **Funct:** 00002    **Object:** %    **Sch/Loc:** %    **Budget PD:** 13-14



Get Budgets

Totals					
Current Budget:	Pre Encumbered:	Encumbered:	Expended:	Balance:	
2,222,645.00	0.00	6,452.34	832,301.99	1,383,890.67	

	Fund	Res.Pr	Goal	Funct	Object	Sch/Lo	Bdgt Pd	Current Budget	Pre Encumbered	Encumbered	Expended	Balance
84	01.0	00000.0	00000	00002	4320	0501000	13-14	9,600.00	0.00	4,321.75	6,565.51	-1,287.26
85	01.0	00000.0	00000	00002	4321	0501000	13-14	0.00	0.00	0.00	0.00	0.00
86	01.0	00000.0										
87	01.0	00000.0										
88	01.0	00000.0										
89	01.0	00000.0										
90	01.0	00000.0										
91	01.0	00000.0						9,600.00	0.00	4,321.75	6,565.51	-1,287.26
92	01.0	00000.0										
93	01.0	00000.0										

### Site Budget Inquiry - Detail

**Bus. Unit:** 64923    **Fund:** 01.0    **Res.PrjY:** 00000.0    **Goal:** 00000    **Function:** 00002    **Object:** 4320    **Sch/Loc:** 0501000    **Budget PD:** 13-14

**Current Budget:** 9,600.00    **Pre Encumbered:** 0.00    **Encumbered:** 4,321.75    **Expended:** 6,565.51    **Balance:** -1,287.26

OK  
Cancel

	Type	Transaction Date	Document/Journal ID	Voucher	PO	Req	Pre Encumbered	Encumbered	Expended	Ve
1	Jrnl Entry	07/11/2013	112899XL					58.26		
2	Jrnl Entry	07/11/2013	112834XL					500.00		
3	Jrnl Entry	07/12/2013	112893XLC					58.26		
4	Jrnl Entry	08/09/2013	112834XLP					-37.25		
5	AP Vchr	08/14/2013		H40913					37.25	SP
6	Jrnl Entry	08/15/2013	112824XL					24.27		
7	Jrnl Entry	08/15/2013	112826XL					351.47		
8	Jrnl Entry	08/21/2013	112825XL					10.09		
9	AP Vchr	08/30/2013		H41136					18.03	HIT
10	Jrnl Entry	08/30/2013	112825XLC					-10.09		
11	Jrnl Entry	09/10/2013	112828XLC					-351.47		
12	Jrnl Entry	09/10/2013	112834XLP					-24.25		
13	AP Vchr	09/11/2013		H41234					143.4	ST
14	AP Vchr	09/11/2013		H41234A					132.7	ST
15	AP Vchr	09/11/2013		H41234B					64.09	ST

Service=Field Change

Analyze Controlled Budgets - Inquire - Budget Inquiry - Site Access


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Budget Inquiry

### Site Budget Inquiry

Business Unit:  Ledger:  Scenario: FINAL

Fund:  Res.PriY:  Goal:  Funct:  Object:  Sch/Loc:  Budget PD:



Totals					
Current Budget:	Pre Encumbered:	Encumbered:	Expended:	Balance:	
2,222,645.00	0.00	6,452.34	832,653.12	1,983,539.54	

	Fund	Res.Pri	Goal	Funct	Object	Sch/Loc	Bdgt Pd	Current Budget	Pre Encumbered	Encumbered	Expended
60	010	00000.0	00000	00002	3512	0501000	13-14	29.00	0.00	0.00	
61	010	00000.0	00000	00002	3512	6010000	13-14	0.00	0.00	0.00	
62	010	00000.0	00000	00002	3520	6010000	13-14	25.00	0.00	0.00	
63	010	00000.0	00000	00002	3531	1401000	13-14	0.00	0.00	0.00	
64	010	00000.0	00000	00002	3531	6010000	13-14	38.00	0.00	0.00	
65	010	00000.0	00000	00002	3611	0501000	13-14	30,833.00	0.00	0.00	6.78
66	010	00000.0	00000	00002	3611	0510200	13-14	0.00	0.00	0.00	6.00
67	010	00000.0	00000	00002	3611	0703000	13-14	0.00	0.00	0.00	4.27

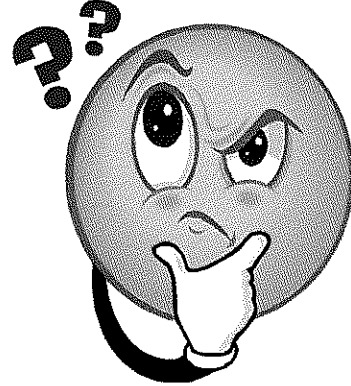
Hit the print button to get a hard copy .



Hit to print a hard copy

<b>Report Id:</b> LA GL057 C	RIO HONDO COMMUNITY COLLEGE	Page: 4
<b>Business Unit:</b> 64923	<b>Site Budget Inquiry - Summary</b>	Run Date: 3/14/2014
<b>Budget Period:</b> 13-14		Run Time: 03:31:43PM

<u>Fund</u>	<u>Resource</u>	<u>Goal</u>	<u>Function</u>	<u>Object</u>	<u>School/Loc</u>	<u>Current Budget</u>	<u>Pre Encumbered</u>	<u>Encumbered</u>	<u>Expended</u>	<u>Balance</u>
01.0	00000.0	00000	00002	4552	0501000	3,200.00			4,209.03	-1,009.03
01.0	00000.0	00000	00002	4554	0501000	0.00				
01.0	00000.0	00000	00002	4554	0901000	0.00				
01.0	00000.0	00000	00002	4590	0501000	0.00			1,312.91	-1,312.91
01.0	00000.0	00000	00002	4700	0501000	0.00			284.11	-284.11
01.0	00000.0	00000	00002	5210	0501000	0.00				
01.0	00000.0	00000	00002	5220	0501000	0.00				
01.0	00000.0	00000	00002	5310	0501000	0.00				
01.0	00000.0	00000	00002	5551	0501000	320.00			123.39	196.61
01.0	00000.0	00000	00002	5630	0501000	0.00				
01.0	00000.0	00000	00002	5640	0501000	3,200.00			357.73	2,842.27
01.0	00000.0	00000	00002	5890	0501000	0.00			608.34	-608.34
01.0	00000.0	00000	00002	5893	0501000	0.00		1,763.04	4,908.73	-6,671.77
01.0	00000.0	00000	00002	5897	0501000	0.00				
01.0	00000.0	00000	00002	6200	0501000	0.00				
01.0	00000.0	00000	00002	6410	0501000	0.00				
01.0	00000.0	00000	00002	6412	0501000	0.00		2,088.51		-2,088.51
01.0	00000.0	00000	00002	6415	0501000	0.00				
01.0	00000.0	00000	00002	6500	0501000	0.00				
<b>Totals:</b>						<b>2,222,645.00</b>	<b>0.00</b>	<b>8,724.00</b>	<b>958,670.40</b>	<b>1,255,250.60</b>



**Any Questions?**