

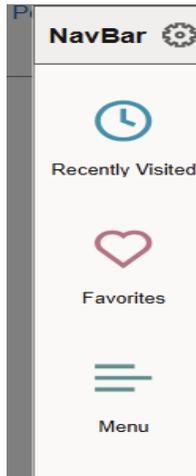


SAN DIEGO  
MESA COLLEGE

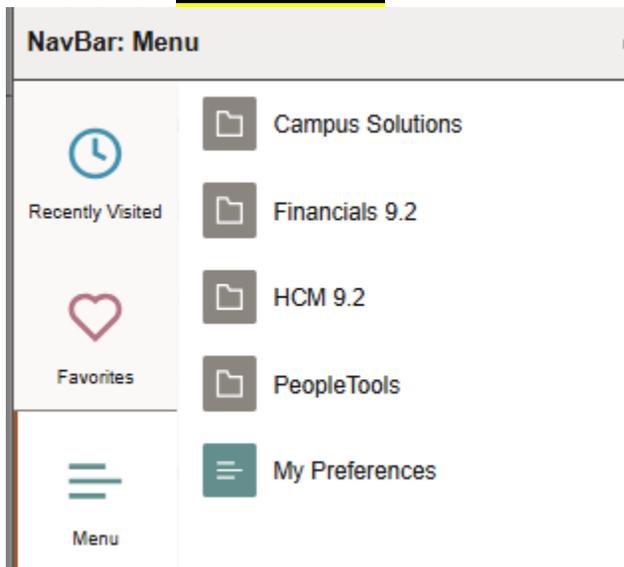
**Accessing  
SDCCD  
Custom Budget  
Financial Reports**

## Steps:

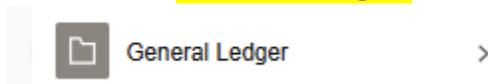
1. Go to the **Nav Bar** located top right corner of screen & click on **Menu**



2. Click on **Financials 9.2:**



3. Click on **General Ledger:**



4. Click on **General Reports:**



5. Click on **Custom Financial Reports:**



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

### Custom GL Reports

#### Find an Existing Value

[+ Add a New Value](#)

#### Search Criteria

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

Recent Searches

Search by: Run Control ID begins with

[Show more options](#)

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

[+ Add a New Value](#)

7. Next to **Run Control ID** input the name of your report and click **Add**

### Custom GL Reports

#### Add a New Value

[Find an Existing Value](#)

\*Run Control ID

You will then get to this page:

### SDCCD Financial Reports

#### SDCCD Financial Reports

Run Control ID budget2

Language English

[Report Manager](#) [Process Monitor](#)

#### Report Request Parameters

Find | View All First 1 of 1 Last

	Option	Single/From Value	To Value	
BU Option	All BUs			Request Number 1
Fund Option	All Funds			Status Active
Dept Option	All Depts			
Activity Option	All Acts			
Account Option	All Accts			
Oper Unit Option	All Oper			
Fiscal Year				
Report Scope	Summary			
File Option	Log Output			

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

**BU Option:** leave as All BUs to include all transactions from other District units

**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.

## SDCCD Financial Reports

### SDCCD Financial Reports

Run Control ID budget2

Language English

Report Manager Process Monitor

Run

You will get to this image. You want to make sure you check mark **Custom XMGT Report-2, Custom GLBR or Custom GLTB** Report and click **OK**.

### Process Scheduler Request

Help

User ID VENRIQUE

Run Control ID budget2

Server Name

Run Date 02/19/2026

Recurrence

Run Time 2:16:47PM

Reset to Current Date/Time

Time Zone

#### Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input 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

OK

Cancel



Each report provides various budget details which will assist in following all transactions throughout the fiscal year and help with year-end closing.

XMGT-2 Report- provides general summary of budget.

GLTB Report- provides all expenses paid.

GLBR Report- provides details of all transactions within budget, including pre-encumbrances and encumbrances.

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

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

[Report Manager](#) [Process Monitor](#)

You will then get to this page

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

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**View Process Requests**

User ID  Type  Last  1 Days

Server  Name  Instance  Range

Run Status  Distribution Status   Save On Refresh [Report Manager](#)

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	2360942		budget2	SQR Report	XRPTGLTB	VENRIQUE	02/19/2026 2:16:47PM PST	Success	Posted	<a href="#">Details</a>	<a href="#">Actions</a>
<input type="checkbox"/>	2360674		BP0000303257	Application Engine	FS_BP	VENRIQUE	02/19/2026 11:24:03AM PST	Success	Posted	<a href="#">Details</a>	<a href="#">Actions</a>
<input type="checkbox"/>	2360020		BP0000303170	Application Engine	FS_BP	VENRIQUE	02/18/2026 2:59:09PM PST	Success	Posted	<a href="#">Details</a>	<a href="#">Actions</a>

[Go back to Custom GL Reports](#)

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 and click on “View Log/Trace”

**Process Detail** × [Help](#)

**Process**

Instance	2357121	Type	SQR Report
Name	XRPTMGT2	Description	Custom XMGT Report -2
Run Status	Success	Distribution Status	Posted

**Run**

Run Control ID	GF
Location	Server
Server	PSUNX2
Recurrence	

**Update Process**

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Re-send Content
- Restart Request

**Date/Time**

Request Created On	02/12/2026 7:51:39AM PST
Run Anytime After	02/12/2026 7:51:34AM PST
Began Process At	02/12/2026 7:52:04AM PST
Ended Process At	02/12/2026 7:52:33AM PST

**Actions**

- [Parameters](#)
- [Message Log](#)
- [Batch Timings](#)
- [View Log/Trace](#)
- [Transfer](#)

And then you will click “PDF” under File List

**View Log/Trace** × [Help](#)

**Report**

Report ID	1887356	Process Instance	2357121	<a href="#">Message Log</a>
Name	XRPTMGT2	Process Type	SQR Report	
Run Status	Success			

Custom XMGT Report -2

**Distribution Details**

Distribution Node	PSUNX	Expiration Date	05/13/2026
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**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_XRPTMGT2_2357121.log</a>	1,724	02/12/2026 7:52:33.616296AM PST
<a href="#">xrptmgt2_2357121.PDF</a>	9,915	02/12/2026 7:52:33.616296AM PST
<a href="#">xrptmgt2_2357121.out</a>	416	02/12/2026 7:52:33.616296AM PST

**Distribute To**

Distribution ID	Type	Distribution ID

You will then be able to see the full report

You will click “View Log/Trace”

And then you will click “PDF” under File List

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)388-2771*