Table of Contents

Datatel Access

◈ **How do I get a new employee in my department access to Datatel?**
    The employee's supervisor must request an employee's access to Datatel by sending an email to the District Manager, Fiscal Services.

◈ **Is there a standard form that I fill out to obtain or change access to Datatel?**
    No. In order to obtain or change an employee's Datatel access who you supervise you must send an email to the Manager, Fiscal Services for review and approval.

◈ **How do I request access to an additional department for my current staff?**
    In order to add a department to an employee's Datatel access who you supervise you must send an email to the Manager, Fiscal Services for review and approval.

◈ **Can I get access for my staff to approve requisitions/purchase orders for my department?**
    No. Only managers are given access to approve requisitions and purchase orders.

◈ **How long does it typically take before access is granted once a request has been submitted?**
    The process can take up to one week to process.

◈ **Do I need to request access removal for employees that no longer work in my department?**
    Yes. Upon becoming aware of an employee in your department either transferring to another department/division or upon separation of employment from the District, it is imperative that the manager communicate the need to remove access for the employee.

Budget/General Ledger Numbers

◈ **What are budget/general ledger numbers used for?**
   Budget/general ledger numbers are used for coding expenses. This allows the campus and district to keep track of how money is spent.

◈ **Does it matter which budget/general ledger number I use on a purchase requisition or time card?**
   Yes! If you use the wrong budget number, the expenditure is coded incorrectly and the wrong budget will be charged.   Correcting errors is time consuming for the District Fiscal Services office. It is of extreme importance that you use the correct budget/general ledger number on all forms that require a budget number.

◈ **How do I get the right budget number for what I am trying to do?**
   Work with your division/department contact to obtain the correct budget/general ledger number.

◈ **What do the different parts of the budget number mean?**
   The Chart of Accounts (COA) is the "key" to Datatel Finance. It defines the accounting distribution used on all transactions processed in Datatel Finance module. It consists of five (5) elements that are defined as follows:

Fund	Project	Program/TOPS	Department	Object/Account
XX	XXXX	XXXXXX	XXXXX	XXXX

Elements of a ledger combination:

Fund	The funding source (fund, sub-fund, grant, project); hierarchical; *ie. Unrestricted General Fund*
Project	Identifies specific purpose; **e.g. BSI 10-Prog/Curr Planning&Dev**
Program/TOPS	TOPS/CSS/AS code; hierarchical structure detailed in the Budget and Accounting Manual (BAM)
Department	Who is responsible (wing, branch, department); hierarchical; *ie. Fiscal Services Office*
Object/Account	Type of expenditure (object code); hierarchical

Example: 11-0000-672000-54211-4610

Structure	Character Length	Elements	Description
Fund	2	11	Unrestricted General Fund
Project	4	0000	General Purpose
Program/TOPS	6	672000	State mandated code, e.g. 672000 is the code for Fiscal Services
Department	5	54211	Fiscal Services Office
Object/Account	4	4610	Non-Instructional Supplies

Ledger Combinations
When posting transactions you must use a combination of Fund, Project, Program/TOPS, Department and Object/Account codes. Transactions can only be posted by using valid ledger combinations. All ledger combinations must be approved and entered into Datatel prior to being used.

◈ **How do I get a ledger combination entered into Datatel?**
Complete an Account Request Form at:

http://rsccd.edu/Departments/Fiscal-Services/Pages/Fiscal-Services-Department-Forms.aspx

Have it signed by the pertinent administrator and send the hard copy or scan and email the signed form to the Manager, Fiscal Services at the District Fiscal Services office.

❖ **Can I just send an email to the Manager, Fiscal Services with the ledger combination to enter into Datatel?**

Yes, however the email must contain the information shown in the Account Request Form (e.g. account string, reason for request, etc.) and be copied to the administrator in charge of the area.

❖ **Are there any rules to follow regarding ledger combinations?**

Yes. While there are many different rules to follow in regards to these combinations, the most important relates to matching the Program/TOPS code with the proper Object/Account number. Specifically, any Program/TOPS code between 000000-599999 is instructional and must be matched with an instructional Object/Account number for salary and benefit accounts (those benefit accounts that end with a "1"). Any Program/TOPS code at 600000 or higher is non-instructional and must be matched with a non-instructional Object/Account number for salary and benefit accounts (those benefit accounts that end with a "5"). See below for a list of instructional salary and benefit accounts. See Appendix A – Academic Account Numbers by Object Code.

❖ **What do the different object codes mean?**

Following is a list of object codes and their descriptions.

DATATEL OBJECT	DESCRIPTION	INSTRUCTIONAL SALARY/BENEFITS
1110	Contract Instructors	Instructional
1112	Contract Extension-Instructors	Instructional
1116	Sub Instructors - Long Term	Instructional
1190	Sabbaticals - Instructional	Instructional
1210	Academic Management	
1220	Contract Librarians	
1222	Contract Extension - Librarians	
1226	Sub Librarians - Long Term	
1230	Contract Counselors	
1232	Contract Extension-Counselors	
1236	Sub Counselors - Long Term	
1240	Nursing Personnel	
1242	Contract Extension - Nursing	
1246	Sub Nurses - Long Term	
1250	Contract Coordinator	
1252	Contract Extension-Coordinator	
1256	Sub Coordinators - Long Term	

1260	Physicians/Psychiatrists/Psyc	
1262	Contract Ext-Physicians/Psyc	
1266	Sub Physicians/Psyc-Long Term	
1270	Child Development Teachers	
1280	Contract - Reassigned Time	
1282	Contract Ext - Reassigned Time	
1286	Sub Instr LT - Reassigned Time	
1290	Sabbaticals-Non-Instructional	
1310	Part-Time Instructors	Instructional
1311	Sub Instructors,Short Term	Instructional
1313	Beyond Contract-Instructors	Instructional
1314	Int/Sum-Beyond Contract	Instructional
1315	Int/Sum-Instructors,Part-Time	Instructional
1390	Instructional Banked LHE	Instructional
1410	Part-Time Academic Management	
1420	Part-Time Librarians	
1421	Sub Librarians,Short Term	
1423	Beyond Contract-Librarians	
1424	Int/Sum Beyond Contr-Librarian	
1425	Int/Sum-Librarians, Part-Time	
1430	Part-Time Counselors	
1431	Sub Counselors, Short Term	
1433	Beyond Contract - Counselors	
1434	Int/Sum Beyond Contr-Counselor	
1435	Int/Sum - Counselors,Part-Time	
1440	Part-Time Nursing	
1441	Sub Nurses, Short Term	
1443	Beyond Contract - Nursing	
1444	Int/Sum Beyond Contr-Nursing	
1445	Int/Sum-Nursing, Part-time	
1450	Part-Time Coordinators	
1451	Sub Coordinators, Short Term	
1453	Beyond Contract - Coordinators	
1454	Int/Sum Beyond Contr-Coordinators	
1455	Int/Sum - Coordinators, PT	
1460	Part-Time Physicians/Psych	
1461	Sub Physicians/Psych, ST	
1463	Beyond Contract-Physicians/Psych	
1464	Int/Sum Beyond Contr-Physicians/Psych	
1465	Int/Sum-Physicians/Psych, PT	
1470	Part-Time Child Dev Teachers	
1471	Sub Child Dev Teacher-Short Term	

1480	Part time Reassigned Time	
1481	Sub Instr-Reassigned Time,ST	
1483	Beyond Contr - Reassigned Time	
1484	Int/Sum Beynd Contr-Reassigned	
1485	Int/Sum-Reassigned Time, PT	
1490	Non-Instructional Banked LHE	
2110	Classified Management	
2120	Confidential Employees	
2130	Classified Employees	
2210	Inst Assistants - Full-Time	Instructional
2310	Classified Employees - Ongoing	
2320	Classified Employees - Hourly	
2330	Trustees Salaries	
2340	Student Assistants - Hourly	
2341	Student Assistants - Com Svc	
2350	Overtime - Classified Employees	
2410	Inst Assistant - Ongoing	Instructional
2420	Inst Assistant - Hourly	Instructional
2440	Instructional Associates	Instructional
2450	Overtime - Inst Classified	Instructional
3100	STRS	
3111	STRS - Instructional	Instructional
3115	STRS - Non-Instructional	
3200	PERS	
3211	PERS - Instructional	Instructional
3215	PERS - Non-Instructional	
3310	OASDHI	
3311	OASDHI - Instructional	Instructional
3315	OASDHI - Non-Instructional	
3320	Medicare	
3321	Medicare - Instructional	Instructional
3325	Medicare - Non-Instructional	
3330	PARS	
3331	PARS - Instructional	Instructional
3335	PARS - Non-Instructional	
3410	Health & Welfare	
3411	H & W - Instructional	Instructional
3415	H & W - Non-Instructional	
3420	Health & Welfare - Retirees	
3421	H & W - Retirees Instructional	Instructional
3425	H & W - Retirees Non-Instruct	
3430	Health & Welfare -Retiree Fund	

3431	H & W - Retiree Fund Inst	Instructional
3435	H & W - Retiree Fund Non-Inst	
3440	Health & Welfare - ARC	
3441	H & W - ARC Instructional	Instructional
3445	H & W - ARC Non-Instructional	
3500	SUI	
3511	SUI - Instructional	Instructional
3515	SUI - Non-Instructional	
3600	Workers' Compensation	
3611	WCI - Instructional	Instructional
3615	WCI - Non-Instructional	
3900	Other Benefits	
3911	Other Benefits - Instructional	Instructional
3915	Other Benefits - Non-Instruct	
4000	Foundation Budget Use Only	
4110	Purchases - Faculty Textbooks	
4111	Purchases - New Books	
4112	Purchases - Used Books	
4113	Purchases - Supplies	
4114	Purchases - Soft Goods	
4115	Purchases - Candy	
4116	Purchases - Taxable Cap & Gown	
4117	Purchases - Taxable	
4118	Purchases - Nontaxable	
4119	Purchases - Other	
4120	Discounts Earned	
4130	Freight Expense	
4140	Returns and Allowances	
4210	Books, Mags & Ref Mat, Non-Lib	
4310	Instructional Supplies	
4320	Instructional Software	
4510	Gasoline	
4520	Repair & Replacement Parts	
4610	Non-Instructional Supplies	
4620	Non-Instructional Software	
4710	Food and Food Service Supplies	
5100	Contracted Services	
5210	Conference Expenses	
5215	Online Training Courses	
5220	Mileage/Parking Expenses	
5230	District In-Service Activities	
5235	District Business/Sponsorships	

5240	Applicant Travel Reimbursement	
5300	Inst Dues & Memberships	
5410	All Risk/Athletic Insurance	
5420	Malpractice Insurance	
5430	Prop, Liab, Boiler & Machine	
5440	Property & Liability Self-Ins	
5450	Excess Workers' Comp Insurance	
5460	Self Insurance Claims	
5470	Workers Compensation Insurance	
5505	Communications Maintenance	
5510	Contracted Custodial Services	
5515	Electricity	
5520	Gas (Heat)	
5525	Hazardous Materials Removal	
5530	Landscaping	
5535	Laundry & Dry Cleaning Service	
5540	Mobile Phones	
5545	Other Housekeeping Services	
5550	Security Systems & Services	
5555	Telecommunication Circuits	
5560	Telephone & Pager Services	
5565	Trash Disposal	
5570	Water	
5605	Contracted Repair Services	
5610	Lease Agreement - Equipment	
5611	Lease Agreement - Facility	
5612	Lease Agreement - Other	
5620	Leasehold Improvements	
5630	Maint Contract - Office Equip	
5631	Maint Contract - Other Equip	
5632	Maint Contract-Data Processing	
5640	Maint/Oper Service Agreements	
5650	Rental - Facility (Short-term)	
5651	Rental - Other (Short-term)	
5652	Rental-Equipment (Short-term)	
5660	Software Support Service	
5665	Software Support Service-Fixed	
5700	Legal Expenses	
5705	Audit	
5710	Election	
5715	Public Agencies' Assess & Fees	
5800	Advertising	

5805	Awards & Incentives	
5809	Bad Debts Expense	
5810	Bank/Credit Card Use Fees	
5815	Class Schedules/Printing	
5820	Community/Public Relations	
5825	Copyrights/Royalties Expenses	
5830	Courier/Delivery Services	
5835	Depreciation Expense	
5839	Donated Capital Assets	
5840	Drinking Water Service	
5845	Excess/Copies Useage	
5850	Fingerprinting	
5855	Foundation Funded Programs	
5860	Gain (Loss) - Insurance Settle	
5865	Indirect Costs	
5870	Instructional Agreements	
5871	Instructional Agrmt - Equip	
5872	Instructional Agrmt - Facility	
5873	Instructional Agrmt - Salary	
5880	Internet Services	
5881	In-Kind Services	
5885	Investment & Interest Expense	
5890	Misc Fundraising Expense	
5895	Other Licenses & Fees	
5900	Other Operating Exp & Services	
5904	Other Participant Prog Svc/Exp	
5905	Other Participant Travel Exp	
5910	Overage/Shortage	
5915	Packaging/Mail Prep/Processing	
5920	Personnel Recruiting	
5925	Postage	
5930	Professional Expense/Allowance	
5935	Property Management Fees	
5940	Reproduction/Printing Expenses	
5945	Service Pins	
5950	Software License and Fees	
5955	TB/Hep Tests & Physicals Exp	
5960	Teleconference	
5965	Transportation - Athletics	
5966	Transportation - Student	
5970	Uninsured Losses/Loss Disposal	
5975	Administrative Costs - Perkins	

5976	Administrative Costs-Nursing L	
5977	Administrative Expense - Other	
5978	Collection Costs	
5979	Cost-P&I Canc-Child/Fam/Intrvn	
5980	Cost-P&I Canc-Math,Sci,ForLang	
5981	Cost-P&I Canc-T/M prior 7/1/72	
5982	Cost-P&I Canc-Teach after 7/72	
5983	Cost-P&I Canc-Death	
5984	Cost-P&I Assigned to USDE	
5985	Cost-P&I Canc-Bankrupt	
5986	Cost-P&I Canc-Disability	
5987	Cost-P&I Canc-Military	
5988	Cost-P&I Canc-Nurse MedTechSer	
5989	Cost-P&I - Uncollectible	
5990	Excess Federal Cash Repayment	
5991	Grant Overaward Write Offs	
5992	Legal & Litigation - Perkins	
5993	Other Costs/Losses-Grants/Loans	
5994	Overaward Assigned to DOE	
5995	Return of Title IV Funds	
5996	Salaries Clearing Account	
5998	Special Project Match Contrib	
5999	Special Project Holding Acct	
6110	Sites	
6111	Sites - Appraisals	
6112	Sites - Relocation	
6113	Sites - Escrow Fees	
6114	Sites - Legal Expenses	
6115	Sites - Contracted Services	
6116	Sites - Licenses, Fees & Taxes	
6118	Sites - Donated (GASB)	
6119	Sites (GASB)	
6120	Site Improvements	
6121	Site Improv - Legal Expenses	
6122	Site Improv - Contracted Svcs	
6123	Site Improv - Architect Fee	
6124	Site Improv - Blueprint/Reprod	
6125	Site Improv - Construction Mgmt	
6126	Site Improv - Construction Tests	
6127	Site Improv - Demolition Costs	
6128	Site Improv - DSA Fees	
6129	Site Improv - Engineering Costs	

6130	Site Improv - Equipment Lease	
6131	Site Improv - Equipment Rental	
6132	Site Improv - Facility Lease	
6133	Site Improv - Facility Rental	
6134	Site Improv - Labor Compliance	
6135	Site Improv - Licenses, Taxes	
6136	Site Improv - Modular, Lease Purchase	
6137	Site Improv - Relocation/Moving	
6200	Buildings	
6201	Buildings - Architects Fee	
6202	Buildings - Blueprint/Reprod	
6203	Buildings - Construction Mgmt	
6204	Buildings - Construction Tests	
6205	Buildings - Contracted Svcs	
6206	Buildings - Demolition Costs	
6207	Buildings - DSA Fees	
6208	Buildings - Engineering Costs	
6209	Buildings - Equipment Lease	
6210	Buildings - Equipment Rental	
6211	Buildings - Facility Lease	
6212	Buildings - Facility Rental	
6213	Buildings - Labor Compliance	
6214	Buildings - Legal Expenses	
6215	Buildings - Licenses, Fees&Taxes	
6216	Buildings - Modular, Lease Pur	
6217	Buildings - Relocation/Moving	
6218	Buildings - Construction Site Utilities	
6220	Building Improvements	
6221	Leasehold Improvements	
6229	Buildings (GASB)	
6310	Library Books	
6311	Library Books - Audio Visual	
6312	Library Books - Comp Software	
6313	Library Books - Library Systems	
6314	Library Books - Microforms	
6315	Library Books - Periodicals	
6316	Library Books - Reference Data	
6317	Library Books - Upgrade	
6410	Equipment - All Other > $1,000	
6411	Equipment - Federal Programs	
6412	Equipment - Modular Furniture	
6413	Equipment - Other Contract Svc	

6414	Equipment - Software > $1,000	
6415	Equipment - Technology >$1,000	
6416	Equipment - Vehicles	
6419	Equip/Software - >$200 <$1,000	
6420	Replacement Equipment	
6430	Lease-Purchase - All Other	
6431	Lease-Purchase - Fed Prog	
6432	Lease-Purchase - Mod Furniture	
6433	Lease-Purchase - Software	
6434	Lease-Purchase - Tech Equip	
6435	Lease-Purchase - Vehicles	
6499	Equipment (GASB)	
6997	Design Contingency	
6998	Construction Contingency	

❖ **What if my division/department does not have a budget/general ledger number? Can I use an existing, but wrong budget/general ledger number?**
    No. Have your division/department contact the District Fiscal Services office to request a new ledger combination by completing an Account Request Form. You will also need to transfer funds into this new account once it is set up. See "Budget Changes."

❖ **What if there is no money in the account with the correct budget/general ledger number? Can I use an incorrect budget/general ledger number to an account with money?**
    No. You will need to transfer funds into the correct budget number before any expenditure can be made. See "Budget Changes."

Quick Step
    ❖ Make sure budget/general ledger number being used on Requisitions and Status Change forms are correct
    ❖ If a new budget/general ledger number needs to be created, call the District Fiscal Services office. If the correct budget/general ledger number does not have sufficient funds to cover expenses, submit a budget change. See "Budget Changes."

RANCHO SANTIAGO
Community College District

Project Numbers

◈ **What are Project numbers used for?**
Project numbers are used to identify the specific purpose of a particular expenditure

◈ **How do I get a new Project number created?**
By submitting an Account Request form detailing the purpose of the new Project and the first digit of the new number to be created based on the hierarchy denoted below. An email to the Manager, Fiscal Services copying the Project supervisor including the details as noted in the Account Request form would also be sufficient. Account Request form is available at

http://rsccd.edu/Departments/Fiscal-Services/Pages/Fiscal-Services-Department-Forms.aspx

◈ **Are there any guidelines related to the Project number format and numbering?**
Yes. All Project numbers are four (4) numbers long and follow the hierarchy as follows depending on the type of expenditures occurring for the project:
- o 0XXX – General
- o 1XXX – Federal
- o 2XXX – State
- o 3XXX – Local
- o 6XXX – ASB/Bookstore
- o 7XXX – Diversified Trust
- o 8XXX – Diversified Agency
- o 9XXX – Foundation

◈ **Who needs to approve the creation of a new Project number?**
The Manager/Director overseeing the project must request that a new Project number be created.

◈ **How do I make a change to an existing Project number?**
To make a change to an existing project (e.g. change description), the Manager/Director overseeing the project must request the change by sending an email to the Manager, Fiscal Services with the details of the requested change similar to what is included in the Account Request form.

◈ **Can I simply have a Project number deleted if no longer necessary?**

No. Project numbers are only deleted if there has never been any activity (e.g. revenues or expenditures) since the Project was created. If any activity has occurred, then the Project number can only be inactivated.

◈ **What's the difference between inactivating and deleting a Project number?**
Inactivating is what is done to Project numbers that will no longer be used but that have any activity (e.g. revenues and/or expenditures) in them in the current year or in any prior year. Deleting is done when there has been <u>no</u> activity at any point in time.

Budget Changes

◈ **What are budget changes used for?**
   Budget changes are used to transfer budget between accounts.

◈ **Are there any restrictions on transferring funds?**
   Yes. Budget Changes must remain within the same fund. Listed are some of the restrictions.
   o   From categorical to non-categorical
   o   From general fund to another fund

◈ **How do I submit a budget change?**
   Budget Change forms are available at:

   http://rsccd.edu/Departments/Fiscal-Services/Pages/Fiscal-Services-Department-Forms.aspx

   This form needs to be completed online, printed out and signed by the supervisor of the department.

◈ **What parts of the form do I complete?**
   You will need to fill in the budget number of the credit (From) account and debit (To) account. You will also need to insert your name into the section marked "Contact Person:", the fiscal year, the administrator information, the date, the reason for change and the appropriate approval signatures.

◈ **Who gets this form once it is filled out and printed?**
   You will need to obtain the signature of your division/department supervisor and route through your normal approval channels as established at your respective site. Once all required approvals have been obtained, it is then forwarded to the District Fiscal Services office for processing.

Quick Step
   ◈ Go to http://rsccd.edu/Departments/Fiscal-Services/Pages/Fiscal-Services-Department-Forms.aspx
   ◈ Complete form online, print out
   ◈ Get supervisor's signature
   ◈ Submit to District Fiscal Services office

Transfer of Expenditures (TOE)

◈ **What is a TOE used for?**

TOEs are used to transfer expenses between accounts. They are generally used when an error has been made and something has been charged to a wrong budget/general ledger number. They are also used for chargeback purposes, i.e. copy, postage charge, etc.

◈ **How do I submit an expenditure transfer?**

TOE forms are available at:

http://rsccd.edu/Departments/Fiscal-Services/Pages/Fiscal-Services-Department-Forms.aspx

This form needs to be completed online, printed out and signed by the supervisor of the department.

◈ **What parts of the form do I complete?**

You will need to fill in the budget/general ledger number of the credit (From) account and debit (To) account. You will also need to insert your name into the section marked "Requested By:", the fiscal year, the "From" information, the date, the reason for transfer and the appropriate approval signatures.

◈ **Do I need to include the benefits accounts on the TOE when I am moving salary expenses?**

Yes, you will need to include all benefit accounts associated with the salary expenditures you are moving. The benefit accounts are now detailed out in the general ledger similarly to the salary accounts where it lists the employee ID number, truncated name and pay period thus allowing the end user to identify the benefits accounts related to the associated salary expenses.

◈ **Are there any supporting documents required?**

Yes. A report from Datatel's GLBS is required to be attached for all expenditure transfers showing where the expenditure was originally booked.

◈ **Who gets this form once it is filled out and printed?**

You will need to obtain the signature of your division/department supervisor and route through your normal approval channels as established at your respective

site. Once all required approvals have been obtained, it is then forwarded to the District Fiscal Services office for processing.

Quick Step
- ❖ Go to http://rsccd.edu/Departments/Fiscal-Services/Pages/Fiscal-Services-Department-Forms.aspx
- ❖ Complete Transfer of Expenditure form online, print out
- ❖ For payroll correction attach most current approved Status Change Form
- ❖ Get supervisor's signature
- ❖ Submit to District Fiscal Services Office

Encumbrance Adjustments/Removal

⬥ **What is an encumbrance and how are they created?**
An encumbrance is an obligation of available funds for a specific purpose. They are created by entering into an agreement with a vendor for services (e.g. by creating a purchase order, by hiring an employee, etc.).

⬥ **Why should I care if an encumbrance is incorrectly applied to an account under my purview?**
If an encumbrance is improperly applied to an account for which you are responsible, it could limit your ability to spend or transfer funds as it represents an obligation of funds for a specific purpose, thereby eliminating the availability of those funds for other purposes. So, it is imperative that supervisors monitor their budgets constantly to ensure the accuracy of their available funds throughout the fiscal year.

⬥ **How do I get a salary/benefit encumbrance adjusted or removed?**
In order to have a salary/benefit encumbrance adjusted or removed, the supervisor must send an email to Human Resources detailing the employee information with the most current approved Status Change form for processing.

⬥ **How do I get a non-salary/benefit encumbrance adjusted or removed?**
In order to have a non-salary/benefit encumbrance adjusted or removed, the supervisor must work with Purchasing to ensure that all items have been ordered and received and that no additional purchases will be made on the purchase order in question. Once Purchasing has closed out the purchase order (it will have a status of "Paid" or "Reconciled") send an email to the Manager, Fiscal Services detailing the account information and purchase order number for processing along with the confirmation from Purchasing that there will be no additional purchases made related to that purchase order.

Financial Inquires/Reports

◈ **How can I check to see if funds are available in an account?**
> You can get this and other general ledger information from Datatel and/or the Report Repository.

◈ **How can I learn how to perform these general ledger inquiries?**
> Contact the District Fiscal Services Office to schedule a training session.

◈ **What other types of inquiries are available through Datatel?**
> Accounts Payable inquiries and Purchasing inquiries are also available through Datatel.

◈ **What are the specific inquiries that can be made through Datatel related to the general ledger?**
> o   General Ledger
> - To check account balances – ACBL
> - To list G/L activity - LGLA
> - Summary account availability – GLSA
> - Budget status report – GLBS
> - Annual or YTD budget report - GLBR

◈ **I have been to the Datatel Financial training, but I have forgotten a step. Is there a resource with Datatel manuals?**
> Yes. They are periodically update and available for staff to print online on the internet at:
>
> http://rsccd.edu/Departments/Fiscal-Services/Pages/Fiscal-Services-Department-Forms.aspx

◈ **Where can I find reports to print for my college/department?**
> Standard reports can be run out of the Report Repository.

◈ **Where can I find the Report Repository?**
> The Report Repository can be found at the following link: http://colors-vm/colorsnetweb/.

◈ **How do I get access to the Report Repository?**
> The Report Repository can be accessed by any employee who has a Datatel login through the link above, and the login and password will be the same as the employee's Datatel login.

◈ **What are the specific financial reports that can be printed through Datatel?**
  - Budget Recapitulation – GL0010
  - Special Projects Summary – GL0050

◈ **Can I run reports from the Report Repository for any site or department?**
  No. You can only run reports for the departments to which you have access in Datatel.

◈ **After looking in the desk manuals I still have questions. Is there anyone I can contact?**
  If the training manuals do not answer your question satisfactorily, please contact the Accountant assigned to your project at the District Fiscal Services office, or the Manager, Fiscal Services if it is not related to a specific project.

Quick Step
◈ You can print a variety of financial reports through Datatel or the Report Repository
◈ Contact the District Fiscal Services Office to schedule training
◈ Refer to Financial Inquiries Desk Reference Guide

TRANSFERRING FUNDS TO DIFFERENT SITES

Example: For the same project (#2222), move funds from SAC (department 15305) to SCC (department 29320).

<div align="center" style="background-color:#8B3A3A;color:white">

YES

</div>

1ˢᵗ Budget Change to move funds out of SAC line-item and to reduce the SAC income account accordingly.

FROM (Credit) — Office Use

Fund XX	Project XXXX	TOPS XXXXXX	Department XXXXX	Object XXXX	Amount
12	2222	633000	15305	4610	350.00

TO (Debit) — Office Use

Fund XX	Project XXXX	TOPS XXXXXX	Department XXXXX	Object XXXX	Amount
12	2222	000000	10000	8891	350.00

FROM (Credit) — Office Use

Fund XX	Project XXXX	TOPS XXXXXX	Department XXXXX	Object XXXX	Amount
12	2222	000000	20000	8891	350.00

TO (Debit) — Office Use

Fund XX	Project XXXX	TOPS XXXXXX	Department XXXXX	Object XXXX	Amount
12	2222	634000	29320	4210	350.00

It is incorrect to put different sites on the same budget change, even if it is for the same project. A separate budget change form needs to be completed for each site. Also, income accounts need to be included on the budget change form, otherwise the budget will be imbalanced.

Example Budget Change #1

FROM (Credit) — Office Use

Fund XX	Project XXXX	TOPS XXXXXX	Department XXXXX	Object XXXX	Amount
12	2222	633000	15305	4610	350.00

TO (Debit) — Office Use

Fund XX	Project XXXX	TOPS XXXXXX	Department XXXXX	Object XXXX	Amount
12	2222	634000	29320	4210	350.00

Example Budget Change #2

FROM (Credit) — Office Use

Fund XX	Project XXXX	TOPS XXXXXX	Department XXXXX	Object XXXX	Amount
12	2222	633000	15305	4610	350.00
12	2222	000000	20000	8891	350.00

TO (Debit) — Office Use

Fund XX	Project XXXX	TOPS XXXXXX	Department XXXXX	Object XXXX	Amount
12	2222	000000	10000	8891	350.00
12	2222	634000	29320	4210	350.00

Both Budget Change #1 and #2 are incorrectly completed, because they both list different sites on the same budget change form. Separate budget change forms for each site need to be completed. Budget #1 is also incorrect because it does not include an income account. Income accounts need to be included if funds are being transferred to a different site or project, otherwise the budget will be imbalanced.

TRANSFERRING FUNDS BETWEEN PROJECTS [1]

The same principle and practice for moving funds between sites also governs moving funds between projects. Movement between project numbers is only allowed if the projects are all part of the same grant, which has been divided into separate project budgets to facilitate management (see footnote).

Example: Let's say that the project director realizes the only $10,000 of the $12,250 budgeted in supplies for the English Project is needed, and that the $1,500 budgeted in Conferences in the Art Project is not enough for three ceramics instructors to attend a national conference. The director decides to move $2,250 from the English Project to the Art Project (remember this is only possible because all of these funds are from one grant, though they are separated into different project budgets).

YES

BUDGET CHANGE #1: Take money out of English Project's supply account and reduce income account by the same amount.

FROM (Credit) — Office Use

Fund XX	Project XXXX	TOPS XXXXXX	Department XXXXX	Object XXXX	Amount
12	1010	150100	15620	4310	2,250.00

TO (Debit) — Office Use

Fund XX	Project XXXX	TOPS XXXXXX	Department XXXXX	Object XXXX	Amount
12	1010	000000	10000	8891	2,250.00

Debit an income account to reduce it. Credit an income account to increase it.

BUDGET CHANGE #2: Input funds into the Art Project's conference account, and increase income account by the same amount.

FROM (Credit) — Office Use

Fund XX	Project XXXX	TOPS XXXXXX	Department XXXXX	Object XXXX	Amount
12	1012	000000	10000	8891	2,250.00

TO (Debit) — Office Use

Fund XX	Project XXXX	TOPS XXXXXX	Department XXXXX	Object XXXX	Amount
12	1012	675000	15510	5210	2,250.00

NO

FROM (Credit) — Office Use

Fund XX	Project XXXX	TOPS XXXXXX	Department XXXXX	Object XXXX	Amount
12	1010	150100	15620	4310	2,250.00

TO (Debit) — Office Use

Fund XX	Project XXXX	TOPS XXXXXX	Department XXXXX	Object XXXX	Amount
12	1012	675000	15510	5210	2,250.00

This budget change is incorrect because it includes different project numbers on the same form, and it does not include income accounts. Income accounts need to be included when funds are being moved from one site to another, or from one project to another.

[1] In general, you can NEVER move funds between projects. The only time this is allowed is if one grant award is separated into separate budgets to facilitate project management. For example, VTEA is one grant that is divided into multiple budgets for various projects: e.g., Diesel, Manufacturing Technology, Digital Media, etc. Funds can be moved between these VTEA budgets, because they are all part of the same grant.
NOTE: A new grant award for a previous project is not the same grant: i.e., USDA PTSP I funds cannot be moved into the USDA PTSP II budget or vice versa, nor can GEAR UP III funds be moved into GEAR UP IV funds or vice versa.

	Regular	Beyond Contract/ Overtime	Contract Extension	Substitute Short-Term/ Hourly (Rev 04/09/14)	Substitute Long-Term	Intersession/Summer Beyond Contract (Excl. Contract Ext.)	Sabbatical	TOPS Group Codes (use specfic TOPS for various instructional and non-instructional disciplines)
INSTRUCTORS								
Full-Time	1110	1313	1112	1311	1116	1314	1190	Instructional <499900*
Part-Time	1310			1311		1315		Instructional <499900*
COUNSELORS								
Full-Time	1230	1433	1232	1431	1236	1434	1290	Counseling 631000-639000
Part-Time	1430			1431		1435		Student Services 642000-649001
LIBRARIANS								
Full-Time	1220	1423	1222	1421	1226	1424	1290	612000
Part-Time	1420			1421		1425		612000
COORDINATOR								
Full-Time	1250	1453	1252	1451	1256	1454	1290	Non-instructional - 601000 or higher
Part-Time	1450			1451		1455		Non-instructional - 601000 or higher
INSTRUCTIONAL ASSISTANTS/ASSOCIATES								
Full-Time	2210	2450						Instructional <499900*
Part-Time	2410	2450		2420/2440				Instructional <499900*
*Use TOPS code for program they are teaching								
OTHER NON-INSTRUCTIONAL/REASSIGNED TIME								
CURRICULUM DEVELOPMENT								
Full-Time	1280	1483	1282	1481	1286	1484		602000
Part-Time	1480			1481		1485		602000
DEPARTMENT CHAIR								
Full-Time	1280	1483	1282	1481		1484		601000
Part-Time	1480			1481		1485		601000
FARCCD/ACADEMIC SENATE								
Full-Time	1280	1483	1282	1481		1484		603000
Part-Time	1480			1481		1485		603000
ACCREDITATION								
Full-Time	1280	1483	1282	1481		1484		609000
Part-Time	1480			1481		1485		609000
FRESHMEN EXP/SOPHOMORE EXP/HONORS PROG/PROGRAM DEVELOPMENT/PROGRAM FACILITATION, ETC.								
Full-Time	1280	1483	1282	1481		1484		Non-instructional - 601000 or higher
Part-Time	1480			1481		1485		Non-instructional - 601000 or higher
CHILD DEVELOPMENT TEACHERS								
Full-Time	1270	1470		1471		1470		692000
Part-Time	1471			1471		1471		692000
DEANS/ASSOCIATE DEANS								
Full-Time	1210							Instructional 601000/Non-instructional >610000
Part-Time	1410							Instructional 601000/Non-instructional >610000
NURSING PERSONNEL								
Full-Time	1240	1443	1242	1441	1246	1444		644000
Part-Time	1440			1441		1445		644000
PHYSICIANS/PSYCHIATRISTS/PSYCHOLOGISTS								
Full-Time	1260	1463	1262	1461	1266	1464		644000, 696000
Part-Time	1460			1461		1465		644000, 696000

APPENDIX A   *Revised 4/9/2014*