

**Rancho Santiago
Community College District**

**General Ledger Training
for End Users**

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Chapter 1 – General Ledger Chart of Accounts

1.1. Chart of Accounts and Components philosophy and usage:

The Chart of Accounts (hereafter “Chart”) is how the District classifies and segregates expenses and revenues into the appropriate categories for federal, state and local reporting. The Chart structure has dramatically changed from the current IFAS structure.

We now have a 25 digit Colleague/Datatel GL Account number {hereafter” (GL.ACCT”).The GL.ACCT consists of each one of the components.

FF-PPPP-TTTTTT-DDDDD-OOOO

Note the hyphen separator is for display purposes only and does not need to be used when entering a GL.ACCT.

Example: The President’s office at Santa Ana College needs to purchase supplies, the Datatel String for this purchase would be: 11-0000-660000-11100-4610

Each component has its own meaning and function as follows:

Fund – identifies the major source and use of the funds. We have several different funds, such as: General Fund (both Unrestricted and Restricted), Bond Fund, Capital Outlay Fund, Child Development Fund, Self-Insurance Funds, Student Financial Aid Fund, Bookstore Fund, etc. Primarily most users will only be utilizing either the General Fund Unrestricted (Fund # 11) or the General Fund Restricted (Fund #12). The difference between the Unrestricted and Restricted designation is whether the allocations are discretionary in nature, thus unrestricted, or for a specific purpose, grant, project, etc., thus restricted.

Project – identifies the specific purpose of the funds. The Project will only be used when it has been determined that we need to track a specific item separately, as the case with grants, special projects, health services and parking. The Project numbers have been created so that the first digit of the number has the following meaning:

District Funds only:

- 1** - Federal programs
- 2** - State programs
- 3** - Local and/or District designations

Auxiliary Funds only:

- 6 - ASB or Bookstore activities
- 7 - Diversified Trust programs
- 8 - Diversified Agency programs

Foundation Funds only:

- 9 - Foundation activities

TOPS (Taxonomy of Programs) – identifies the function/activity of the particular expenditure. The TOPS code will only be used in conjunction with expenditure object codes. These numbers are developed and updated by the State System Office and should be used consistently with the TOPS code assigned to classes for program purposes. The designations are either for instructional purposes or administrative and support purposes.

Department – identifies the specific department or division responsible for the expenditure. These closely follow our organization charts; although they are not meant to be an organization chart. The Department numbers have been created so that the first digit of the number has the following meaning:

- 1 – Santa Ana College
- 2 – Santiago Canyon College
- 5 – District Operations

Object – classifies the expenditure, revenue, asset, liability or fund balance into smaller pieces that identifies the type of expenditure, the source of the revenue or the designation of the asset, liability and fund balance. Objects are grouped within the following GL Classes where the first two digits have the following meaning:

Expenditures:

- 11 – Academic Instructional Salaries, Regular Pay
- 12 – Academic Non-Instructional Salaries, Regular Pay
- 13 – Academic Instructional Salaries, Non-Regular Pay
- 14 – Academic Non-Instructional Salaries, Non-Regular Pay
- 21 – Classified Non-Instructional Salaries, Regular Pay
- 22 – Classified Instructional Aides Salaries, Regular Pay
- 23 – Classified Non- Instructional Salaries, Non-Regular Pay
- 24 – Classified Instructional Aides Salaries, Non-Regular Pay
- 31 – STRS
- 32 – PERS
- 33 – OASDHI, Medicare and PARS
- 34 – Health and Welfare Benefits
- 35 – State Unemployment Insurance (SUI)
- 36 – Workers' Compensation
- 39 – Other Employee Benefits
- 41 – Textbooks
- 42 – Other Books

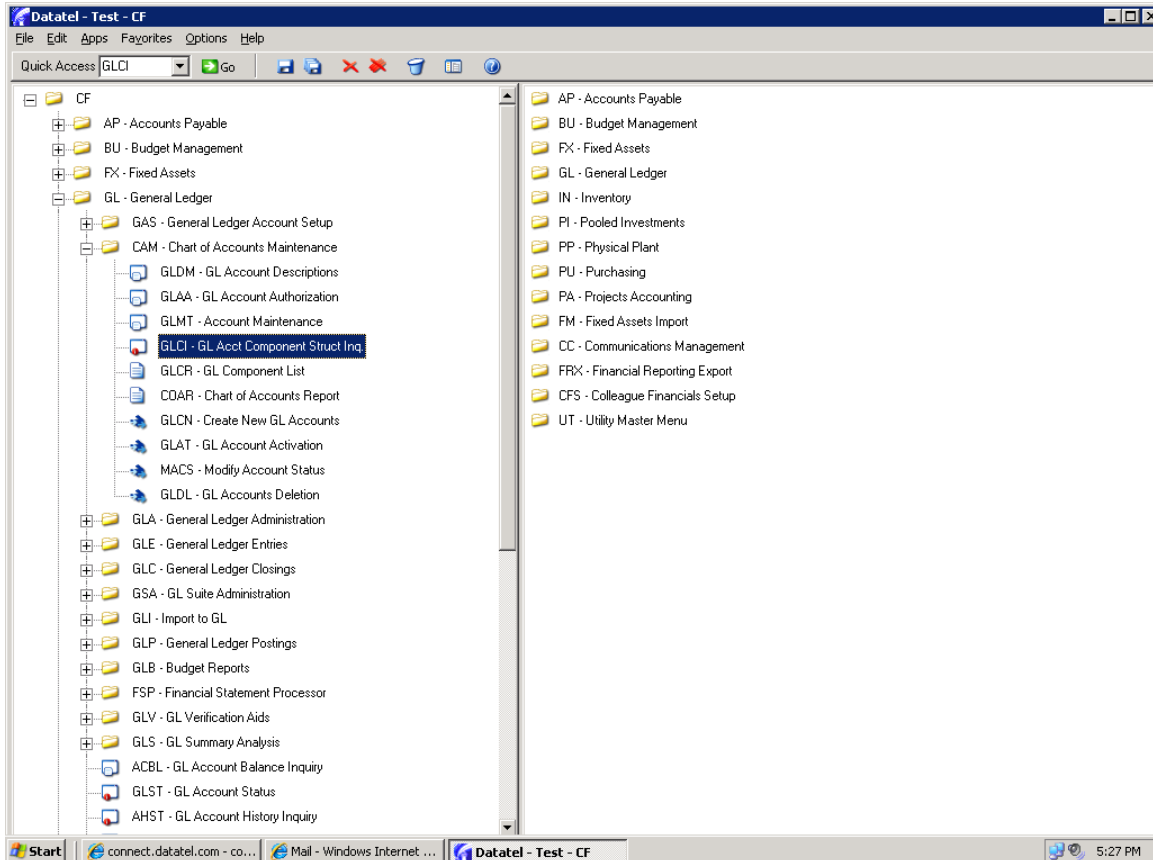
- 43** – Instructional Supplies
- 45** – Maintenance Supplies
- 46** – Non-Instructional Supplies
- 47** – Food Supplies
- 51** – Personal and Consulting Services
- 52** – Travel and Conference Expenses
- 53** – Dues and Memberships
- 54** – Insurance
- 55** – Utilities and Housekeeping Services
- 56** – Rents, Leases and Repairs
- 57** – Legal, Election and Audit Expenses
- 58** – Other Operating Expenses and Services
- 59** – Other
- 61** – Sites and Site Improvements
- 62** – Buildings
- 63** – Library Books
- 64** – Equipment
- 71** – Debt Retirement (Long-Term Debt)
- 72** – Intrafund Transfers Out
- 73** – Interfund Transfers Out
- 74** – Other Transfers
- 75** – Student Financial Aid
- 76** – Other Student Aid
- 79** – Reserve for Contingencies

Revenues:

- 81** – Federal Revenues
- 86** – State Revenues
- 88** – Local Revenues
- 89** – Other Financing Sources

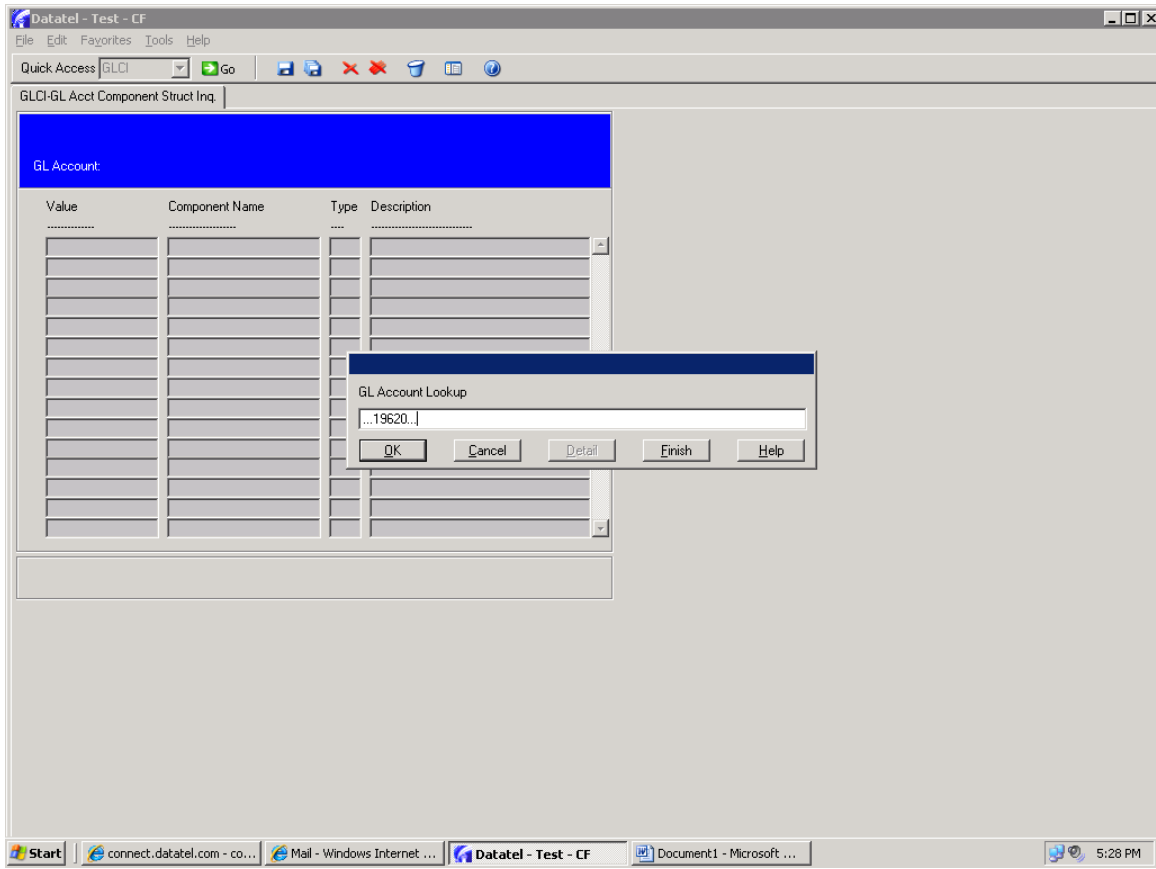
1.2 Chart of Accounts Inquiry

The General Ledger Account Inquiry (GLCI) inquiry form is useful to view a complete GL Account number with each of the component descriptions displayed. GLCI form is accessed by entering GLCI in the Quick Access box or by double-clicking on the GLCI icon under the CAM – (Chart of Accounts Maintenance) folder in the General Ledger.



A GL Account Lookup dialog box will appear. Enter the complete GL Account number, or do partial lookup. In the following screen example a partial lookup example is as follows: ...19620...

NOTE: If you enter a complete GL Account number, the hyphen delimiters do NOT need to be entered.



After you input, click OK to proceed. The following example shows the results of this lookup. This is known as the General Ledger Resolution screen. To select a GL Account, click the button to the left of the desired GL account and then click on Save (this is the diskette icon).

The display on GLCI is as follows:

GL Account: 11-1506-649000-19620-3915

Value	Component Name	Type	Description
11	Fund	FD	General Fund Unrestricted
1	Fundtype	FD	General Fund
1506	Project	SD	Gear Up III - Year 2
1	Projecttype	SD	Federal
649000	Tops	FC	Miscellaneous Student Services
19620	Department	UN	School & Community Partnership
1	Location	UN	Santa Ana College
19	Division	UN	Student Services
196	Subdivision	UN	Student Affairs
3915	Object	OB	Other Benefits - Non-Instruct
39	Giclass	OB	Other Benefits

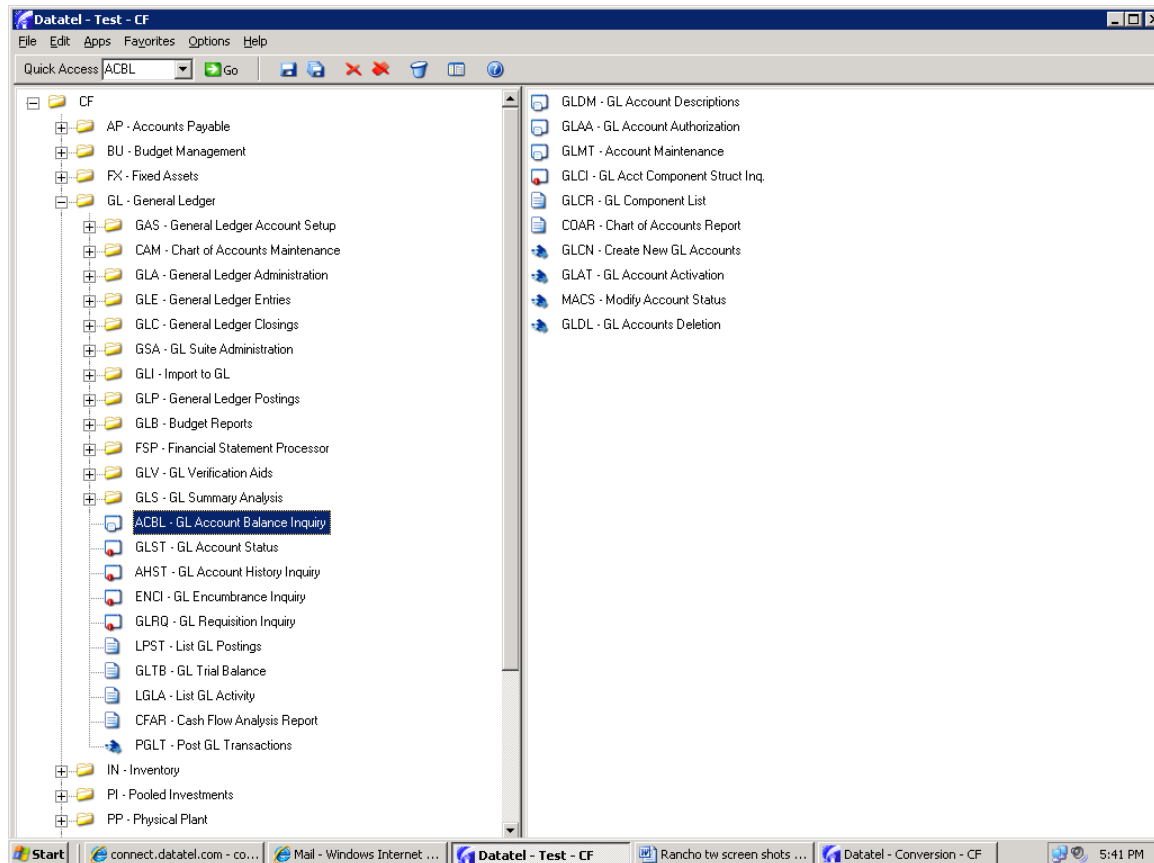
Controller GL Account Structure Value 1/11

Exit GLCI by clicking on the Red X at the top of the form.

Chapter 2 – Datatel Inquiry Forms

2.1 GL Account Balance Inquiry (ACBL)

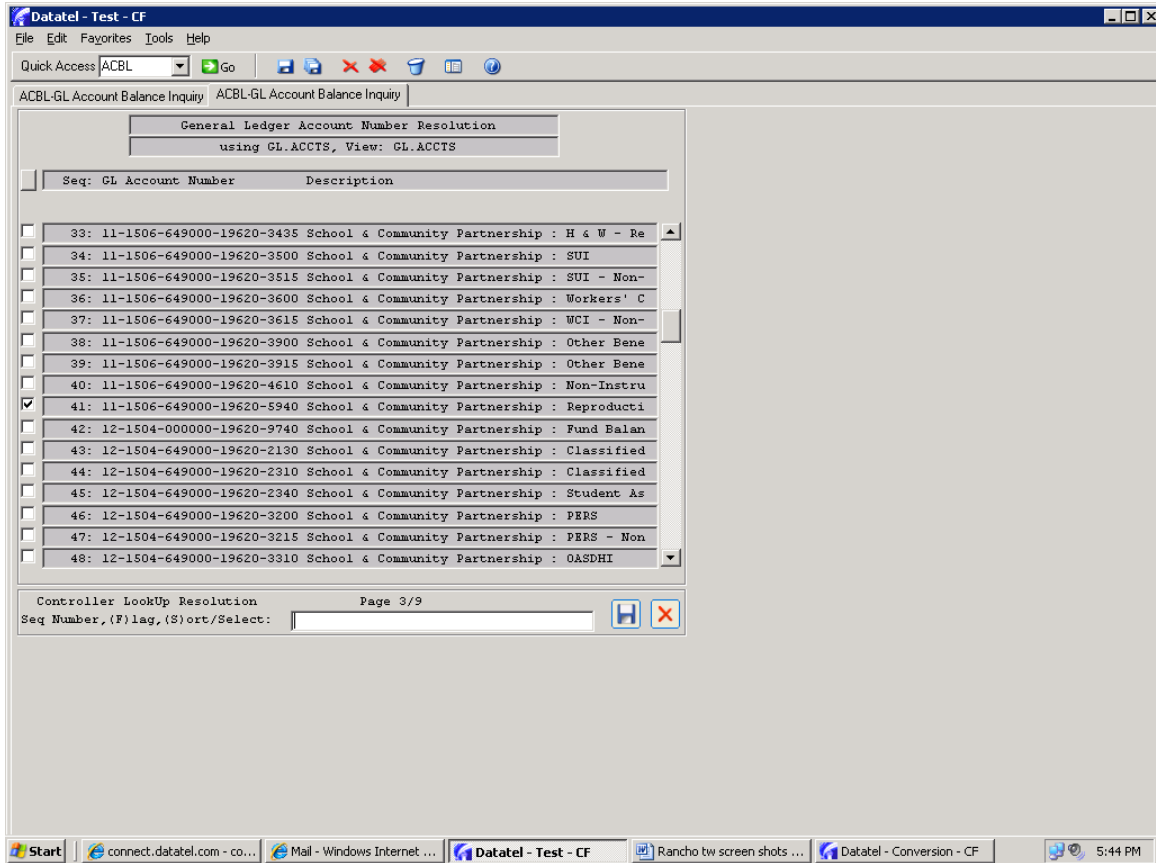
Use ACBL to determine the amount of funds available for a specific account, as well as to inquire into activity of the account. ACBL displays information in summary format. ACBL can be accessed either by entering the letters ACBL in the Quick Access box and clicking on Go, or by double clicking on the ACBL icon on the GL menu



A GL Account Lookup dialog box will appear. Enter the complete GL Account number, or do partial lookup. In the following screen example a partial lookup example is as follows: ...19620...

NOTE: If you enter a complete GL Account number, the hyphen delimiters do NOT need to be entered.

After your input, click OK. The following example shows the results of this lookup. This is known as the General Ledger Resolution screen. To select a GL Account click the button to the left of the desired GL account and then click on Save (the diskette icon).



The ACBL form appears with the cursor in the GL Account Lookup dialog box. Enter the GL account number or do a partial lookup and click OK.

The screenshot displays the 'Datatel - Test - CF' application window. The main form is titled 'ACBL-G/L Account Balance Inquiry'. It features a blue header bar with 'GL Account:' and 'GL Account Tag: Net Asset Class:'. Below this is a text input field. The form includes several sections: 'Fiscal Year' with two input fields, 'Annual Amount' with a table of input fields, 'Allocated Budget', 'Actuals', 'Encumbrances', 'Unencumbered Balance', 'Requisitions', 'Available Funds', and 'Budget Officer'. A 'GL Account Lookup' dialog box is open in the foreground, showing a text input field with the value '...19620...' and buttons for 'OK', 'Cancel', 'Detail', 'Finish', and 'Help'. The taskbar at the bottom shows the Start button and several open applications: 'connect.datatel.com - co...', 'Mail - Windows Internet ...', 'Datatel - Test - CF', 'Rancho tw screen shots ...', and 'Datatel - Conversion - CF'. The system clock indicates 5:42 PM.

You will then be prompted to enter the Fiscal Year. In Colleague, the fiscal year is defined as the year in which the last day of the college's fiscal year occurs. Thus, with a June 30, 2007 year-end date, the fiscal year is 2007.

Datatel - Test - CF

File Edit Favorites Tools Help

Quick Access ACBL Go

ACBL-GL Account Balance Inquiry

GL Account: 11-1506-649000-19620-5940 GL Account Tag: Net Asset Class:

Reproduction/Printing Expenses : School & Community Partnership

Fiscal Year Annual Amount

Allocated Budget

Actuals

Encumbrances

Unencumbered Balance

Requisitions

Available Funds

Budget Officer

Fiscal Year LookUp

2007

OK Cancel Detail Finish Help

Start connect.datatel.com - co... Mail - Windows Internet ... Datatel - Test - CF Rancho tw screen shots ... Datatel - Conversion - CF 5:44 PM

The following fields display information on the form:

The screenshot shows a web browser window titled "Datatel - Test - CF". The address bar shows "Quick Access | ACBL" and a "Go" button. The main content area is titled "ACBL-GL Account Balance Inquiry". It features a blue header bar with "GL Account: 11-1506-649000-19620-5940" and "GL Account Tag: Net Asset Class:". Below this is a text field containing "Reproduction/Printing Expenses : School & Community Partnership". The form includes several input fields and buttons:

- Fiscal Year: 2007, with an "Open" button and a dropdown arrow.
- Annual Amount: A table with three rows: "Allocated Budget" (0.00), "Actuals" (0.00), and "Encumbrances" (0.00). Each row has a button to its right.
- Unencumbered Balance: 0.00
- Requisitions: 0.00, with a button to its right.
- Available Funds: 0.00
- Budget Officer: Not Assigned

The Windows taskbar at the bottom shows the Start button and several open applications: "connect.datatel.com - co...", "Mail - Windows Internet ...", "Datatel - Test - CF", "Rancho tw screen shots ...", and "R30 New manual GL Trail...". The system clock shows "12:43 PM".

Fiscal year and Account Status – Fiscal Year is the year specified and Account Status will display *Open*, *Authorized* or *Frozen*.

Allocated Budget – Displays the amount of budget for the account. This amount may represent the Approved Budget plus or minus revisions. Detailing on the button to the right will display the budget transactions posted to the account.

Actuals – Displays actual amounts from transactions charged to the account. Detailing on the button to the right will cause a display of the transactions that have been charged to this account, on the GLAI (GLA Transaction Inquiry) form. Note that on this form you can filter your search to a time range or General Ledger source code if desired. The following is an example of this. Note that in this example there are two journal entries posted. In the case of journal entries, you can further detail to the GLJI (General Ledger Journal Entry Inquiry) form for more details. You can also detail on vouchers charged from Accounts Payable processing to the VOUI (Voucher Inquiry) form. From this form there are also hooks to any related Purchase Orders or Requisitions.

Datatel - Test - CF

File Edit Favorites Tools Help

Quick Access ACBL Go

ACBL-GL Account Balance Inquiry GLAI-GLA Transaction Inquiry

Fiscal Year: 2007
 General Ledger Number: 11-1506-649000-19620-5940
 GL Account Description: Reproduction/Printing Expenses : School

Date Range: Source Code:

Reference No.	Date	Description	Amount
1 J000014	11/15/06	Testing	900.00
2 J000011	11/15/06	Testing	1,275.00CR
3			
4			
5			
6			
7			
8			
9			
Sub-set total			
Total Actuals			375.00CR
Actuals pending posting			
Grand Total			375.00CR

Start connect.datatel.com - co... Mail - Windows Internet ... Datatel - Test - CF Rancho tw screen shots ... Datatel - Conversion - CF 5:49 PM

Here's the GLJI – General Ledger Journal Inquiry form for one of these items.

Datatel - Test - CF

File Edit Favorites Tools Help

Quick Access ACBL Go

ACBL-GL Account Balance Inquiry GLAI-GLA Transaction Inquiry **GLJI-General Journal Inquiry**

Journal Number: J000011 Journal Type: General Journal
 Journal Date: 11/15/2006 Status: Complete
 Entered: 11/15/06 By: AGABEL

Author: AGABEL Rec. Journal No:
 Comments: 1 Date Created:

Item	GL Acct/Project ID/Description	Debit Amount	Credit Amount
1	12-1506-499900-19620-4310 Instructional Supplies : School & Commun Testing	1,275.00	
2	11-1506-649000-19620-5940 Reproduction/Printing Expenses : School Testing		1,275.00
3			
Total		1,275.00	1,275.00

Approvals: 1

Controller Comments: No Values

Start connect.datatel.com - co... Mail - Windows Internet ... Datatel - Test - CF Rancho tw screen shots ... Datatel - Conversion - CF 5:50 PM

Encumbrances – Displays amounts committed via Purchase Orders. Detailing on the button to the right will take you to the ENCI (Encumbrance Inquiry) form that will display all of the encumbrances (typically Purchase Orders) that make up the total. You may detail on any of the encumbrance lines which will take you to the PINQ (Purchase Order Inquiry) form, and then also the PIIN (Purchase Order Item Inquiry) form for more details.

Unencumbered Balance – Displays the amount of budget that has not been spent or formally committed.

Requisitions – Displays requests to use funds that have not yet been approved or turned into formal Purchase Orders. Once a requisition is converted to a Purchase Order the amount will be removed from the Requisitions line and will be part of the Encumbrances line until payment is made. Detailing on the button to the right will take you to the GLRQ form to see what Requisitions make up the total. You can detail further on an individual Requisition to the form RIIN (Requisition Item Inquiry).

Available Funds – Displays the amount of available funds considering Requisitions.

Budget Officer – Displays the name of the primary Budget Officer if assigned.

Exit the ACBL form by clicking on the RED X icon.

2.2 GL Account History Inquiry(AHST)

Use AHST to view summary account history for multiple fiscal years.

Access AHST by entering in the Quick Access box and clicking on Go or by double-clicking on the AHST icon on the menu.

Enter the GL Account number, or perform a partial GL Account lookup in the dialog box and click OK to proceed.

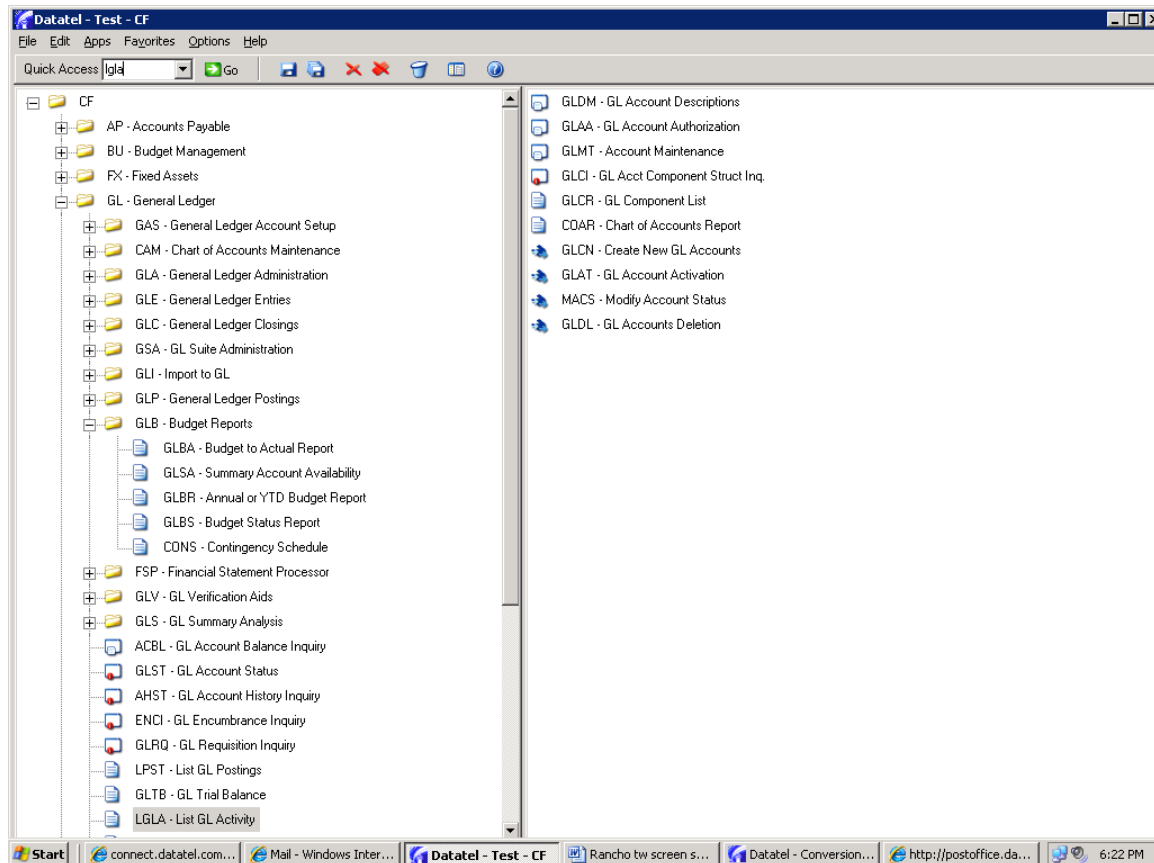
The form will display with summary information for Budgets, Opening Balances (for Balance Sheet accounts only), Actuals, Encumbrances, Ending Balances and Uncommitted Funds. There is no detailing into detail screens from this form.

To exit click on the RED X icon.

Chapter 3 – Datatel General Ledger Reports

3.1 List GL Activity (LGLA)

Use LGLA to view and print activity for a GL account or group of accounts. LGLA can only report on Budgets, Actuals or Encumbrances separately. Access LGLA by entering LGLA in the Quick Access box and clicking on Go, or by double clicking on the LGLA menu item.



When bringing up the LGLA form the cursor will be in the Fiscal Year box. If the current fiscal year is appropriate, press Enter, or change to a different Fiscal Year if desired. The starting and ending dates for the fiscal year will be populated automatically. You can modify the dates to narrow the report if desired.

Enter the selection of (A)ctuals, (B)udgets or (E)ncumbrances and press ENTER.

Include GL Accounts – Enter the GL Account Number or numbers. When this entry is complete, tab to the next field.

Include Source Codes. – No entry is needed, unless you wish to further narrow your inquiry/report. Clicking on the dropdown arrow will display the Source Codes for each of the three types of transactions.

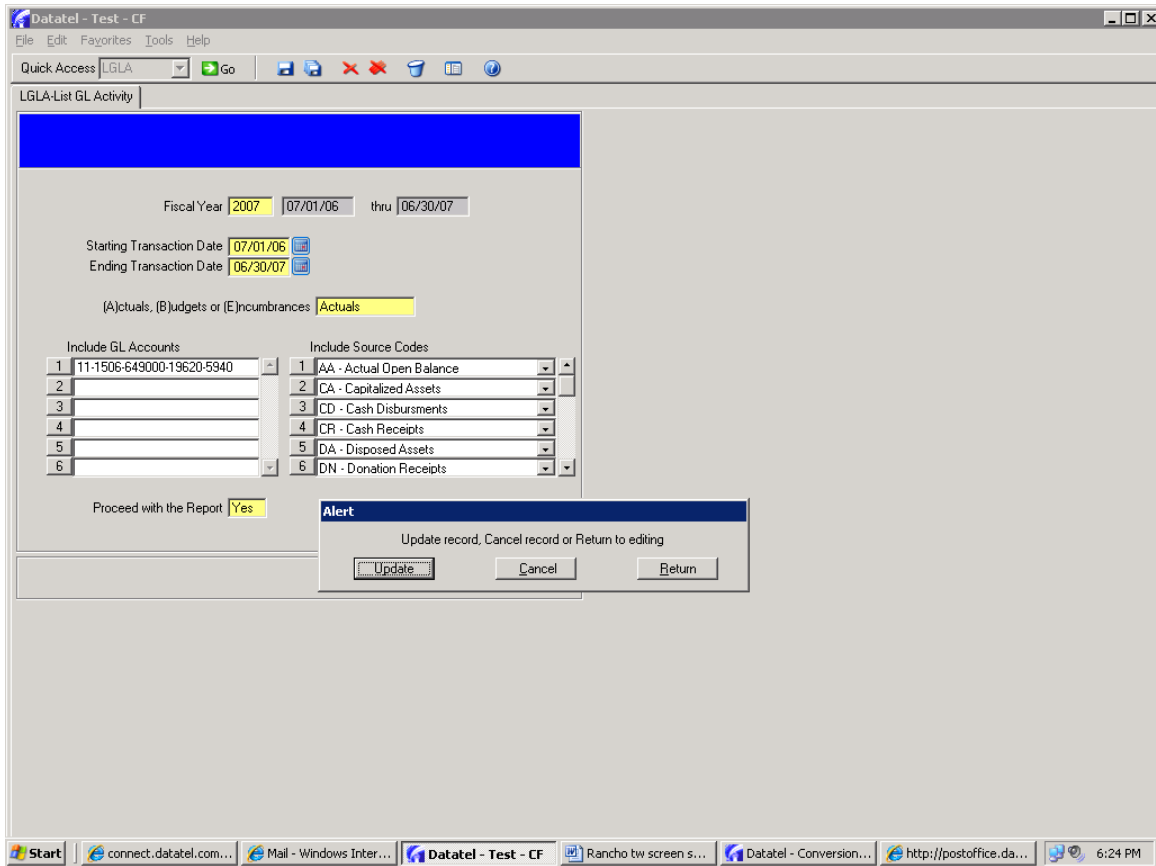
Proceed with the Report by entering Y in this box, the SAVE and UPDATE.

The screenshot shows a web browser window titled "Datatel - Test - CF". The main content area is titled "LGLA-List GL Activity". It contains a form with the following fields and options:

- Fiscal Year: 2007 (dropdown), 07/01/06 (calendar icon), thru 06/30/07 (calendar icon)
- Starting Transaction Date: 07/01/06 (calendar icon)
- Ending Transaction Date: 06/30/07 (calendar icon)
- (A)ctuals; (B)udgets or (E)ncumbrances: Actuals (dropdown)
- Include GL Accounts: A table with 6 rows. Row 1 contains "11-1506-649000-19620-5940". Rows 2-6 are empty.
- Include Source Codes: A table with 6 rows, all empty.
- Proceed with the Report: A text box containing "Y".

The Windows taskbar at the bottom shows the Start button and several open applications: connect.datatel.com..., Mail - Windows Inter..., Datatel - Test - CF, Rancho tw screen s..., Datatel - Conversion..., http://postoffice.da..., and a clock showing 6:23 PM.

Proceed with the Report by entering Y in this box, the SAVE and UPDATE.



The LGLA Output Device form appears.

Output Device – Enter H (HOLD/BROWSE) to direct output to your screen.
Alternately accept the default code of P (Printer) if that is your choice.

Here's the output directed to the screen.

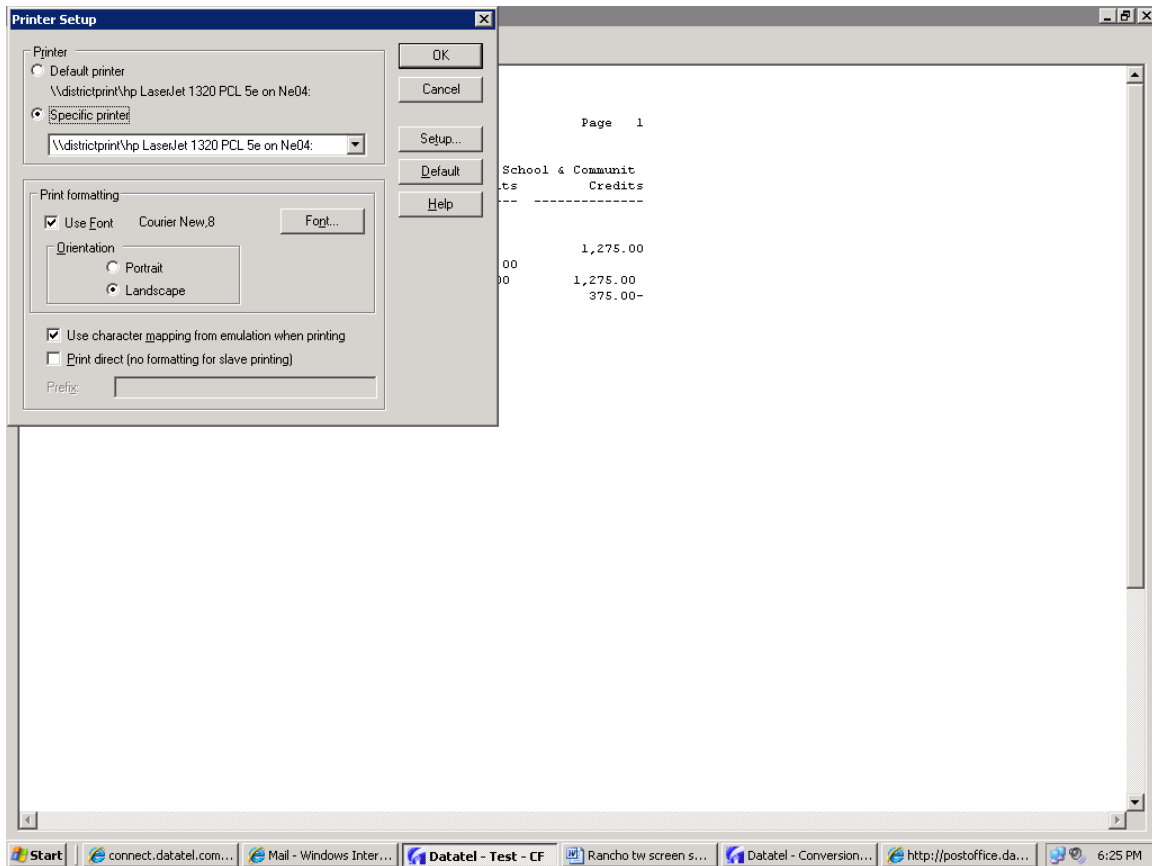
05/09/07 Actual Activity Listing Page 1
For Period 07/01/2006 thru 06/30/2007

11-1506-649000-19620-5940 Reproduction/Printing Expenses : School & Communit

Src Ref.No	Description	Date	Debits	Credits
JE 000011	Testing	11/15/06		1,275.00
JE 000014	Testing	11/15/06	900.00	
	Period Totals	----->	900.00	1,275.00
	Current Balance	----->		375.00-

The data displayed includes the GL Source Code, Reference Number, Description, Transaction Date, Debit or Credit Amount and Totals for both the period requested as well as a cumulative total for the Fiscal Year.

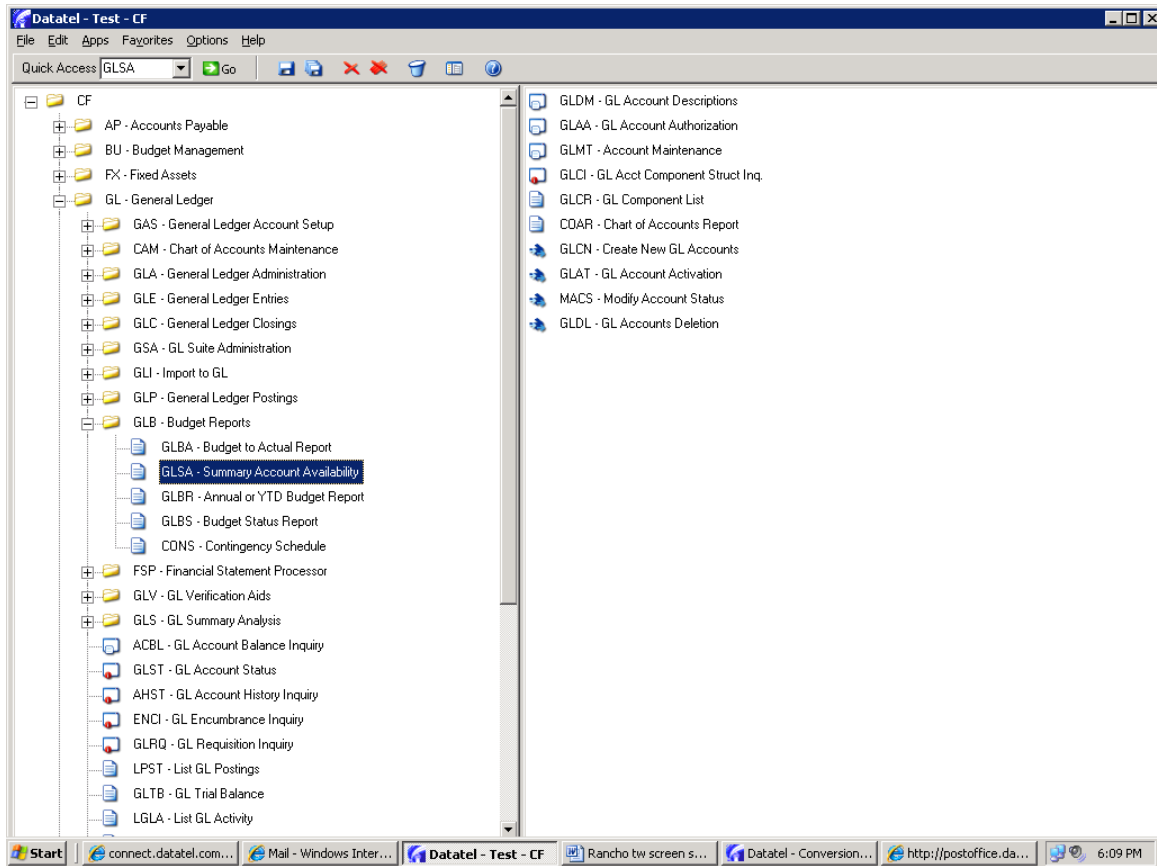
Click on the Local Printer Icon (second from the right) to direct the screen output to your local printer.



3.2 Summary Account Availability (GLSA)

The GLSA report is a summary Budget/Variance report that compares Actuals and Encumbrances to Budget and displays the amounts of each along with any available or overspent budgets. The report has options to list all accounts, accounts with budget availability, or only overspent budgets. The report can be sorted and sub-totaled by any structural component of the GL account number, as well as other attribute fields associated to the account.

GLSA is accessed by entering it into the Quick Access box and clicking on Go, or by double-clicking on it's icon under the GLB folder in the General Ledger.



The GLSA form appears with the Fiscal Year and Calendar Ending month populating from the oldest open fiscal period.

The screenshot shows a web browser window titled "Datatel - Test - CF". The address bar shows "Quick Access GLSA" and a "Go" button. The main content area is titled "GLSA-Summary Account Availability" and contains the following form fields:

- Fiscal Year:** A dropdown menu showing "2007", with date pickers for "07/01/06" and "thru 06/30/07".
- Calendar Ending Month of:** A dropdown menu showing "10", with a date picker for "10/31/06".
- Include accounts that have:** A text input field.
- GL Account Definition:** A dropdown menu showing "Not defined", with a "Required" button and an "Unspecified" button.
- Detail or Summarize Poolee Accounts:** A text input field.
- Proceed with the Report:** A yellow button.

The Windows taskbar at the bottom shows the Start button and several open applications: "connect.datatel.com...", "Mail - Windows Inter...", "Datatel - Test - CF", "Rancho tw screen s...", "Datatel - Conversion...", "http://postoffice.da...", and a clock showing "6:14 PM".

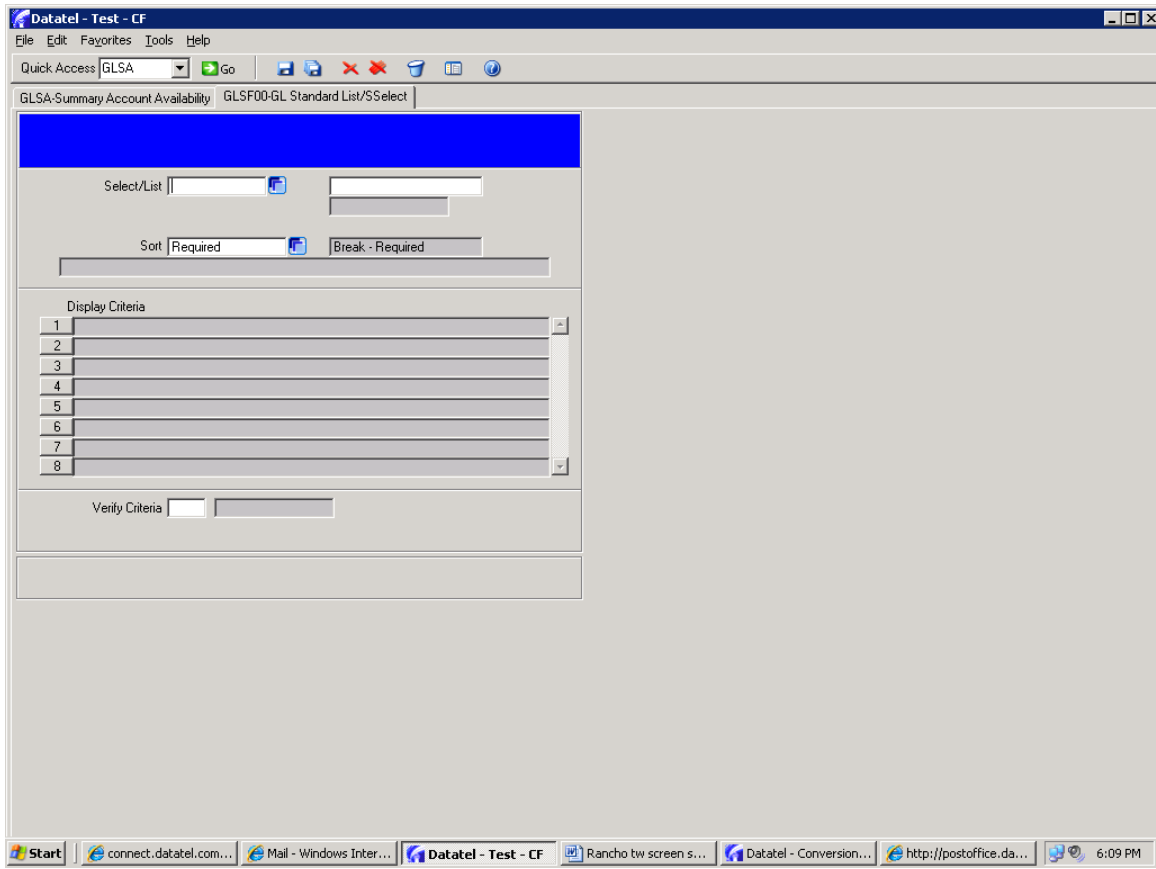
Fiscal Year – Press Enter to accept the year or enter a new value. This report can access any fiscal year's data, provided it is on the system.

Calendar Ending Month of – Press Enter to accept the month or enter a new value.

Include accounts that have – Select one of the following options:

- B for Accounts that have budget available
- M for Accounts that have precisely met the budget
- E for Accounts that have exceeded the budget
- A for Accounts with any of these statuses

GL Account Definition – Click on the detail button to the right. The GL Standard List/SSelect form appears.



Click the Detail Button to the right of the Select/List field. The Envision Statement Generator form appears.

The CSPS – Change Sort Specification form appears.

Sort/Break Definition
Summary Account Availability

Criteria	Field Name.....	Sequence.....	Break
1	GLS.BUDGET.OFFICER	BY	
2	GLS.FUND	BY	Yes
3	GLS.PROJECT	BY	
4	GLS.TOPS	BY	
5	GLS.DEPARTMENT	BY	Yes
6	GLS.OBJECT	BY	
7			
8			
9			
10			

Controller Sort/Break Specification Adding Value 8
Sort Field Name LookUp

Note the default order of the major GL Account components are listed in the Field Name column.

Sequence – Accept the default of BY

Break – Enter a Y in at least one of fields. The first Y (from the top down) indicates where a Page Break and Grand Total will appear. Every subsequent Y will result in a sub-total on the report. This page may be modified in order to run Ad Hoc reports where different components may have higher significance for the purposes of that running of the report. The default order will stay the same for subsequent report requests.

Click SAVE.

The Update/Cancel/Return dialog box appears. Click Update.

The GL Standard List/SSelect screen re-appears with the cursor in the Verify Criteria field.

Datatel - Test - CF

File Edit Favorites Tools Help

Quick Access GLSA Go

GLSA-Summary Account Availability GLSF00-GL Standard List/SSelect

Select/List Select

Sort Required Break - Required

BY GLS.BUDGET.OFFICER BY GLS.FUND BY GLS.PROJECT BY GLS.TOP5 BY GLS.D

Display Criteria

1	WITH GLS.FUND = "11"
2	AND WITH GLS.LOCATION = "0"
3	
4	
5	
6	
7	
8	

Verify Criteria n

Start connect.datatel.com... Mail - Windows Inter... Datatel - Test - CF Rancho tw screen s... Datatel - Conversion... http://postoffice.da... 6:12 PM

Verify Criteria – Typically enter N. An entry of Y will only display the accounts that have met your selection definition.

Press Enter or click Save.

The Update/Cancel/Return dialog box appears. Click Update.

The GLSA form appears with the cursor in the Detail or Summarize Poolee Accounts field.

The screenshot shows a web browser window titled "Datatel - Test - CF". The address bar shows "Quick Access GLSA" and a "Go" button. The main content area is titled "GLSA-Summary Account Availability" and contains a form with the following fields:

- Fiscal Year: 2007 (dropdown), 07/01/06 (date), thru 06/30/07 (date)
- Calendar Ending Month of: 6 (dropdown), 06/30/07 (date)
- Include accounts that have: All Statuses (dropdown)
- GL Account Definition: Defined (radio button), Required (radio button), S - Select (text input)
- Detail or Summarize Poolee Accounts: Summary (dropdown)
- Proceed with the Report: Y (text input)

The Windows taskbar at the bottom shows the Start button and several open applications: connect.datatel.com..., Mail - Windows Inter..., Datatel - Test - CF, Rancho tw screen s..., Datatel - Conversion..., http://postoffice.da..., and a clock showing 6:12 PM.

Detail or Summary Poolee Accounts – Typically accept the Default value of S (Summary). This field only applies to when the concept of Pooled Budgeting is used. Enter D in order to view the details of an account that is part of a budget pool, or S to view the summary version.

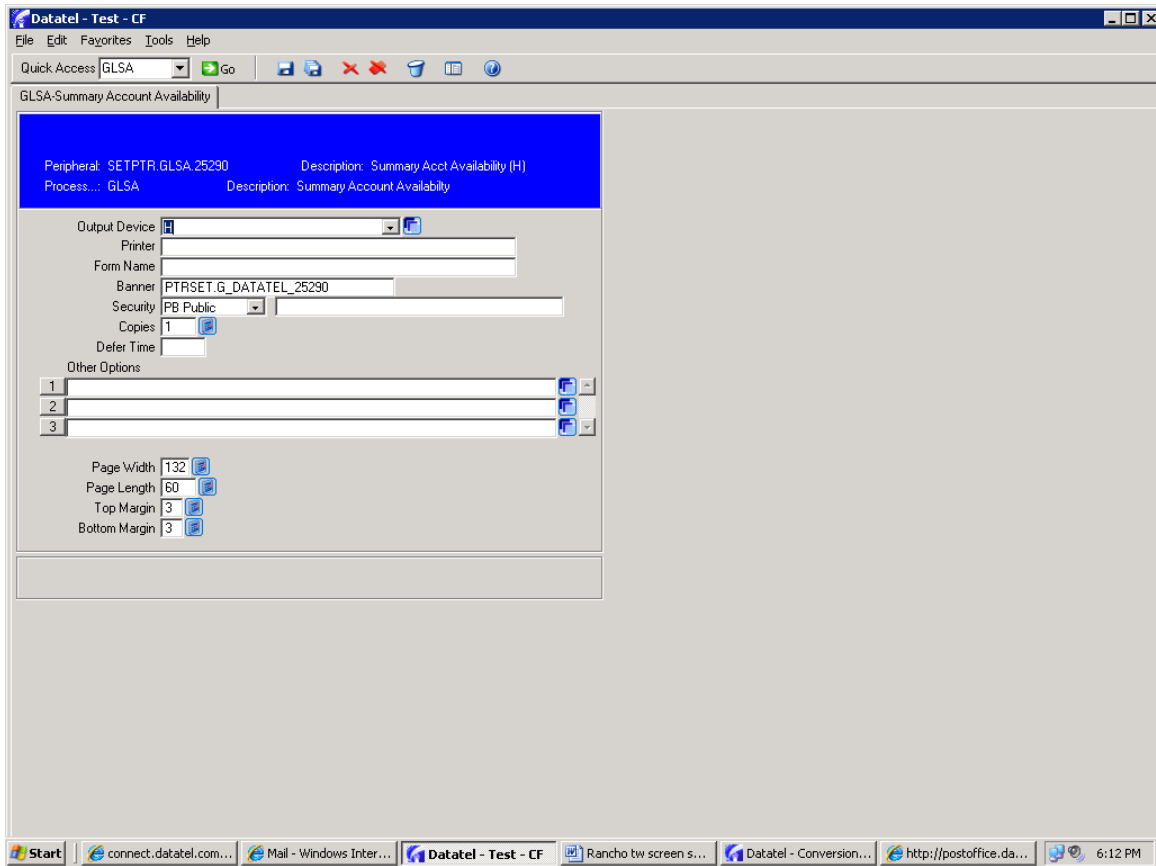
Proceed with the Report – Enter Y

Press Enter or click Save.

The Update/Cancel/Return dialog box appears.

Click Update.

The Output Device form will appear. Change the Output Device to H in order to view on the screen or accept P to Print.



Click Save.

The Update/Cancel/Return dialog box appears.

Click Update.

The Execute in Background mode form appears. Accept the Default of (N).

The Update/Cancel/Return dialog box appears.

Click Update.

The report generator screen will appear. You may need to click on FINISH to go to the report.

If you directed the Output to the Screen you will see the Report Browser.

Report Browser

05/10/07 Rancho Santiago Community College District Account Availability Report Ending 06/30/2007 Options - Available/Met/Exceeded Budget Page: 1

Fiscal Year: 2007 FUND: 11 - General Fund Unrestricted

GL Account	Allocated Budget	Actual	Encumbrances	%Committed	Available
11-0000-000000-00000-3100 STRS : Districtwide	0.00	20,005,000.00	11,981.30	0.00	20,016,981.30-
11-0000-000000-00000-3200 PERS : Districtwide	0.00	19,989,530.46-	20,336.73	0.00	19,969,193.73
11-0000-000000-00000-3310 OASDHI : Districtwide	0.00	3,056.00-	200.00	0.00	2,856.00
11-0000-000000-00000-3320 Medicare : Districtwide	0.00	73,829.34	0.00	0.00	73,829.34-
11-0000-000000-00000-3330 PARS : Districtwide	0.00	250.00-	0.00	0.00	250.00
11-0000-000000-00000-3410 Health & Welfare : District	0.00	100.00	0.00	0.00	100.00-
11-0000-000000-00000-3420 Health & Welfare - Retirees	0.00	100.00-	0.00	0.00	100.00
11-0000-000000-00000-3430 Health & Welfare -Retiree F	0.00	4,328.17	0.00	0.00	4,328.17-
11-0000-000000-00000-3440 Health & Welfare - ARC : Di	0.00	600.00	0.00	0.00	600.00-
11-0000-000000-00000-3500 SUI : Districtwide	0.00	100.00	0.00	0.00	100.00-
11-0000-000000-00000-3600 Workers' Compensation : Dis	0.00	0.00	11,200.00	0.00	11,200.00-
11-0000-000000-00000-3900 Other Benefits : Districtwi	0.00	400.00-	0.00	0.00	400.00
11-0000-000000-00000-8611 Apprenticeship Allowance :	0.00	25,310.00-	0.00	0.00	25,310.00
11-0000-000000-00000-8612 State General Apportionment	5,293,304.00-	1,000,000.00-	0.00	18.89	4,293,304.00-
11-0000-000000-00000-8681 State Lottery Proceeds : Di	1,000,000.00-	500,575.00-	0.00	50.06	499,425.00-
11-0000-000000-00000-8811 Tax Allocation,Secured Roll	11,000,000.00-	2,999,950.00-	0.00	27.27	8,000,050.00-
11-0000-000000-00000-8812 Tax Allocation,Supplement R	0.00	1,500,000.00-	0.00	0.00	1,500,000.00
11-0000-000000-00000-8860 Interest & Investment Incom	0.00	750,000.00-	0.00	0.00	750,000.00
11-0000-000000-00000-8894 Discounts Taken : Districtw	0.00	1,000,007.10-	0.00	0.00	1,000,007.10
11-0000-000000-00000-9012 Claim on Cash-Restricted GF	0.00	1,542.99	300.00	0.00	1,842.99-
11-0000-000000-00000-9033 Claim on Cash-Child Develop	0.00	12,000.00	0.00	0.00	12,000.00-
11-0000-000000-00000-9041 Claim on Cash-Capital Outla	0.00	15.00	0.00	0.00	15.00-
11-0000-000000-00000-9074 Claim on Cash-Financial Aid	0.00	400.00-	0.00	0.00	400.00
11-0000-000000-00000-9110 Cash in County Treasury : D	0.00	7,577,639.29	0.00	0.00	7,577,639.29-
11-0000-000000-00000-9160 Accounts Receivable : Distr	0.00	7,755.98	0.00	0.00	7,755.98-
11-0000-000000-00000-9510 Accounts Payable-A/P Module	0.00	2,098,682.41-	0.00	0.00	2,098,682.41
11-0000-000000-00000-9514 Accrued Payroll : Districtw	0.00	7,844.81	0.00	0.00	7,844.81-
11-0000-000000-00000-9551 Sales & Use Taxes Payable :	0.00	63.79-	0.00	0.00	63.79
11-0000-790000-00000-7910 Unrestricted Contingency :	16,000,000.00	0.00	0.00	0.00	16,000,000.00
Totals for DEPARTMENT: 00000 - Districtwide	1,293,304.00-	2,177,569.18-	43,918.03	164.98	840,347.15
Totals for FUND: 11 - General Fund Unrestricted	1,293,304.00-	2,177,569.18-	43,918.03	164.98	840,347.15

Start connect.datatel.com - co... Datatel - Test - CF Rancho tw screen shots ... 2:00 PM

To print locally click the Local Printer icon (second from the right).

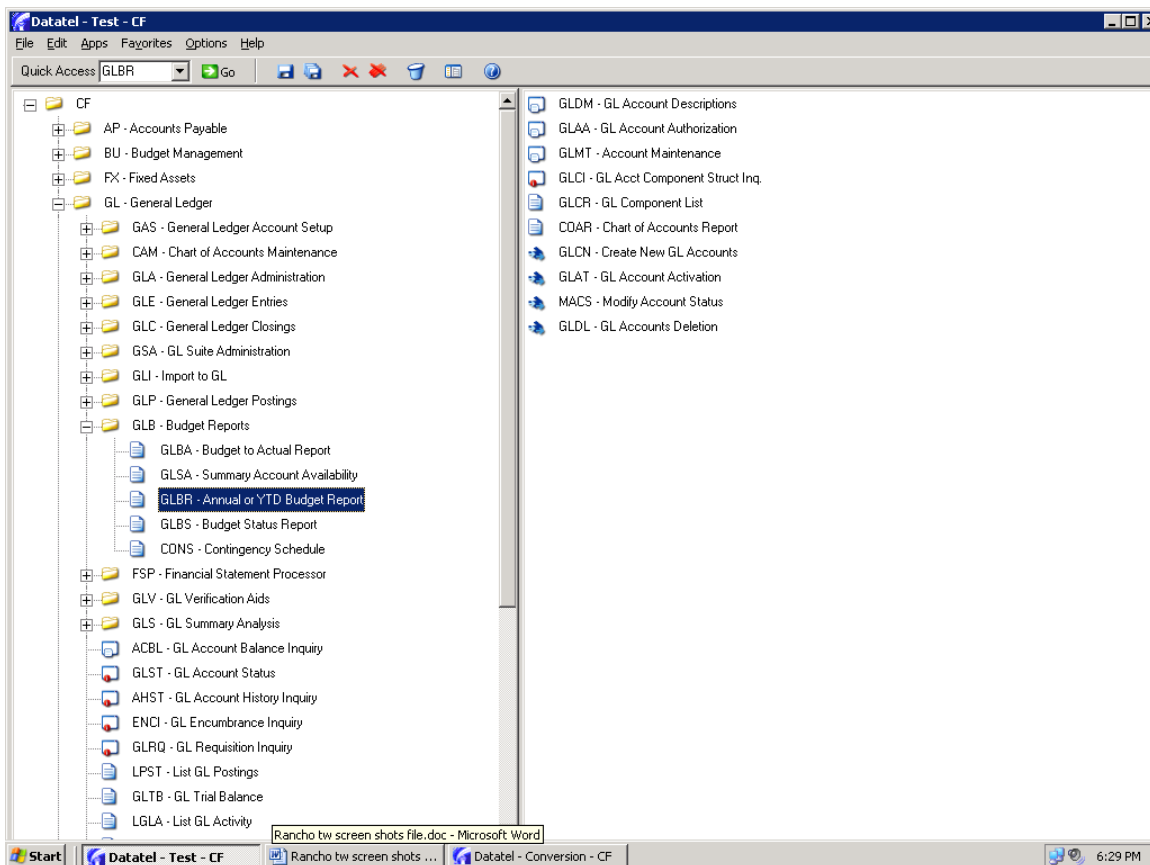
To Save as a Text file, or to another media click on the Folder Icon.

To Exit the Report Browser, click on the RED X in the upper left hand corner.

3.3 GLBR – Annual or YTD Budget Report (GLBR)

Use GLBR – Annual or YTD Budget Report form to run a report for budget line items (typically GL Classes of revenues or expenses) that compares the Annual or YTD Allocated Budget to year to date actual and encumbrances. This report also displays a column of the current month's activity. The difference between the Annual or YTD Budget is the budgeting methodology used. Rancho Santiago Community College District uses Annual budgeting.

GLBR is accessed by entering it into the Quick Access box and clicking on Go, or by double-clicking on it's icon under the GLB folder in the General Ledger.



The GLBR – Annual or YTD Budget Report form appears with the cursor in the Fiscal Year field. This defaults from the oldest open fiscal period on the system, however it can be changed

The screenshot shows a web browser window titled "Datatel - Test - CF". The address bar shows "Quick Access GLBR" and a "Go" button. The main content area displays the "GLBR-Annual or YTD Budget Report" form. The form includes the following fields and options:

- Fiscal Year: 2007 (with date range 07/01/06 thru 06/30/07)
- Annual or YTD Budget: Annual
- Calendar Ending Month of: 6 (with date 06/30/07)
- Include accounts that have: A
- GL Account Definition: Not defined (with a blue icon) | Required
- Unspecified
- Detail or Summarize Poolee Accounts: Summary
- Show Individual GL Accounts: Yes
- Proceed With the Report: [Yellow button]

The Windows taskbar at the bottom shows the Start button and several open applications: "Datatel - Test - CF", "Rancho tw screen shots ...", and "Datatel - Conversion - CF". The system clock shows 6:29 PM.

The required fields on this form are:

Include accounts that have...

GL Account Definition...

Proceed with the Report.

Press enter to move from field to field.

Fiscal Year – Press enter to accept the default date, or enter a new value. This new value may be a prior fiscal year.

Annual or YTD Budget – Enter A for the Annual report, or Y for YTD.

Calendar Ending Month of – Press Enter to accept the current month or new a new value.

Include accounts that have – enter one of the following values:

- B for accounts that have budget available
- M for accounts that have met the budget precisely
- E for accounts that have exceeded the budget
- A for accounts with all statuses

GL Account Definition – Click on the detail button to the right. The Standard List/SSelect form will appear.

The screenshot shows the 'Datatel - Test - CF' application window. The main menu bar includes 'File', 'Edit', 'Favorites', 'Tools', and 'Help'. Below the menu bar is a 'Quick Access' bar with a dropdown menu set to 'GLBR' and a 'Go' button. The main window area displays the 'GLSF00-GL Standard List/SSelect' form. The form has a title bar 'GLBR-Annual or YTD Budget Report | GLSF00-GL Standard List/SSelect | JSBU05-ENVISION Statement Generator'. The form contains a table with the following columns: 'Inc/Exc', 'Component Values', and 'Districtwide'. The table has 15 rows, each with a component name and four input fields. The first row is for 'FUNDTYPE,FUND', and the last row is for 'GLS.NET.ASSET.CLASS.CODE'. The 'Districtwide' field is set to 'Districtwide'. The prompt for additional selection criteria is set to 'N'.

Use this form to define the selection criteria for GL Account numbers to include in the report.

Inc/Exc – Include /Exclude boxes to the left of each of the rows.

- Enter an I to include a GL Component or sub-component
- Enter an E to exclude a GL Component or sub-component

Then enter the GL Component values you wish to include on the appropriate line.

Prompt for additional selection criteria? Enter N.

Press Enter or click on Save.

Click on Update when the Update/Cancel return dialog box appears in order to proceed.

You will be returned to the GL Standard/SSelect form. Click on the detail button to the right of SORT in order to define the sort and break criteria for the report. This is a required field.

The CSPS – Change Sort Specification form will appear.

Criteria	Field Name.....	Sequence.....	Break
1	GLS.BUDGET.OFFICER	BY	
2	GLS.FUND	BY	Yes
3	GLS.PROJECT	BY	Yes
4	GLS.TOPS	BY	Yes
5	GLS.DEPARTMENT	BY	Yes
6	GLS.GLCLASS	BY	Yes
7	GLS.OBJECT	BY	Yes
8			
9			
10			

Controller Sort/Break Specification Adding Value 9
Sort Field Name LookUp

Note the default order of the major GL Account components are listed in the Field Name column.

Sequence – Accept the default of BY

Break – Enter a Y in at least one of fields. The first Y (from the top down) indicates where a Page Break and Grand Total will appear. Every subsequent Y will result in a sub-total on the report. This page may be modified in order to run Ad Hoc reports where different components may have higher significance for the purposes of that running of the report. The default order will stay the same for subsequent report requests.

Click SAVE.

The Update/Cancel/Return dialog box appears. Click Update.

The GL Standard List/SSelect screen re-appears with the cursor in the Verify Criteria field

Datatel - Test - CF

File Edit Favorites Tools Help

Quick Access GLBR Go

GLBR-Annual or YTD Budget Report GLSF00-GL Standard List/SSelect

Select/List ||

Sort Required Break - Required

Display Criteria

1	
2	
3	
4	
5	
6	
7	
8	

Verify Criteria

Verify Criteria – Enter a Y to see a list of the GL Accounts that the selection criteria yields, then Save and Update

or

Enter N to just proceed with verification, then Save and Update.

The GLBR – Annual or YTD Budget Report reappears with the cursor in the Detail or Summarize Poolee Accounts field.

The screenshot shows a web browser window titled "Datatel - Test - CF". The address bar shows "Quick Access GLBR" and a "Go" button. The main content area is titled "GLBR-Annual or YTD Budget Report". The form contains the following fields and values:

- Fiscal Year: 2007 (with date range 07/01/06 thru 06/30/07)
- Annual or YTD Budget: Annual
- Calendar Ending Month of: 6 (with date 06/30/07)
- Include accounts that have: All Statuses
- GL Account Definition: Defined (with a button "S - Select") and Required
- Detail or Summarize Poolee Accounts: Summary
- Show Individual GL Accounts: Yes
- Proceed With the Report: Y

The Windows taskbar at the bottom shows the Start button and several open applications: "Datatel - Test - CF", "Rancho tw screen shots ...", and "Datatel - Conversion - CF". The system clock shows 6:31 PM.

Detail or Summarize Poolee Accounts – Enter either of the following two values:

- S – Summarization of any Pooled budgets and associated accounts
- D – Report will include details of any Pooled Budget accounts and the associated accounts

Currently RSCCD is not utilizing Pooled Budgeting. Therefore enter S.

Show Individual GL Accounts – Default is Yes.

Accepting Yes will show all of the GL Account numbers as selected.

Entering No will suppress the GL Account numbers and only show totals as defined on the SORT screen of GLBR.

Proceed with the Report. Enter or Accept Yes, Save and Update to run the report.

The Output Device form will appear. Change the Output Device to H in order to view on the screen or accept P to Print

The screenshot shows a web browser window titled "Datatel - Test - CF". The address bar shows "Quick Access GLBR" and a "Go" button. The main content area displays a form titled "GLBR-Annual or YTD Budget Report". The form has a blue header with the following information:

- Peripheral: SETPTR, GLBR, 25290
- Description: Annual or YTD Budget Report
- Process...: GLBR
- Description: Annual or YTD Budget Report

The form contains the following fields and options:

- Output Device: A dropdown menu with "H" selected.
- Printer: A text input field.
- Form Name: A text input field.
- Banner: A text input field containing "PTRSET.G_DATATEL_25290".
- Security: A dropdown menu with "PB Public" selected.
- Copies: A text input field containing "1".
- Defer Time: A text input field.
- Other Options: A section with three numbered rows (1, 2, 3) each containing a text input field and a small icon.
- Page Width: A text input field containing "132".
- Page Length: A text input field containing "66".
- Top Margin: A text input field containing "0".
- Bottom Margin: A text input field containing "0".

The Windows taskbar at the bottom shows the Start button, several open applications including "Datatel - Test - CF", "Rancho tw screen shots ...", and "Datatel - Conversion - CF", and a system clock showing "6:32 PM".

Click Save.

The Update/Cancel/Return dialog will appear.

Click Update.

The Print Mode screen will appear.

Click Save.

The Update/Cancel/Return dialog will appear.

Click Update

The GLBR – Annual or YTD Budget Report appears

Report Browser

1/1

Rancho Santiago Community College District
Annual Budget Report Ending 06/30/2007
Options - All Statutes

Page: 1

Fiscal Year: 2007

FUND: 11 - General Fund Unrestricted

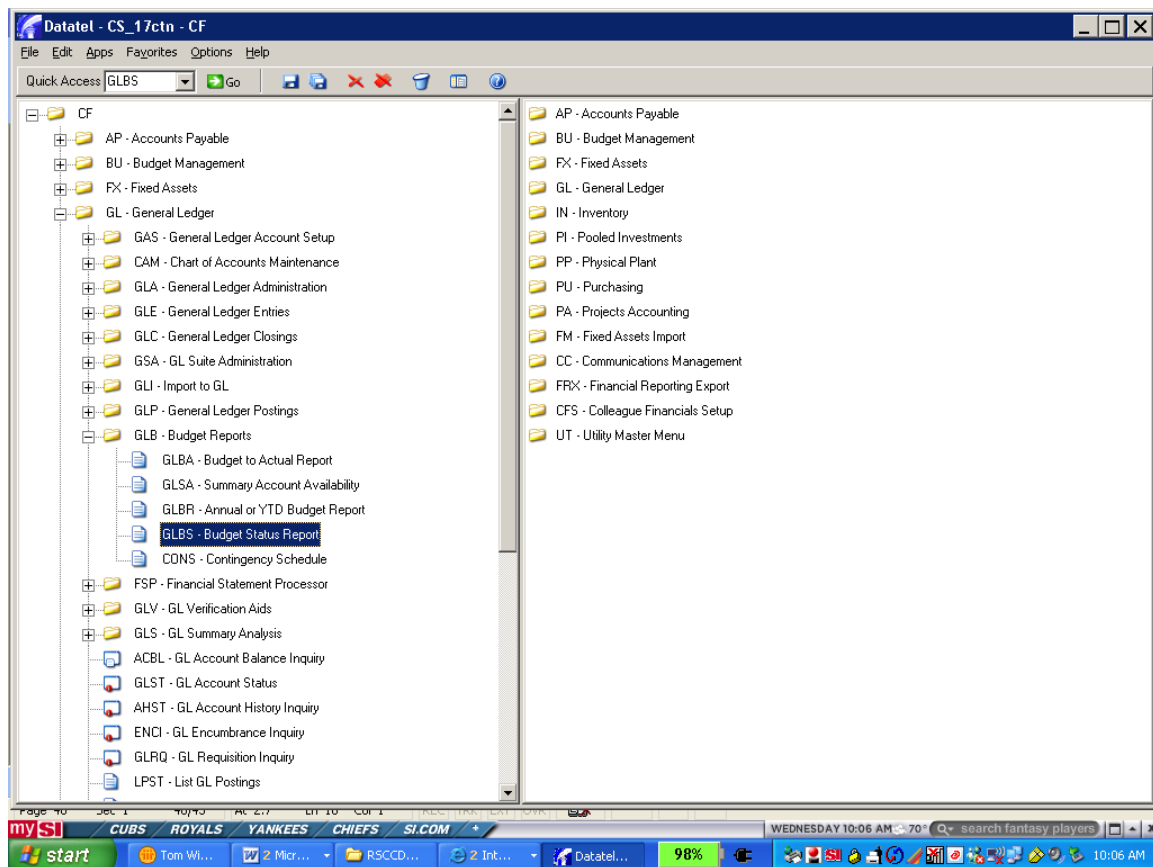
GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
11-0000-000000-00000-3100 STPS : Distric	11,881.30	0.00	20,005,000.00	0.00	20,016,881.30-	0.00
11-0000-000000-00000-3200 PERS : Distric	20,336.73	0.00	19,989,530.46-	0.00	19,969,193.73	0.00
11-0000-000000-00000-3310 GASDHI : Distr	200.00	0.00	3,056.00-	0.00	2,856.00	0.00
11-0000-000000-00000-3320 Medicare : Dis	0.00	0.00	73,829.34	0.00	73,829.34-	0.00
11-0000-000000-00000-3330 PAPS : Distric	0.00	0.00	250.00-	0.00	250.00	0.00
11-0000-000000-00000-3410 Health & Welfa	0.00	0.00	100.00	0.00	100.00-	0.00
11-0000-000000-00000-3420 Health & Welfa	0.00	0.00	100.00-	0.00	100.00	0.00
11-0000-000000-00000-3430 Health & Welfa	0.00	0.00	4,328.17	0.00	4,328.17-	0.00
11-0000-000000-00000-3440 Health & Welfa	0.00	0.00	600.00	0.00	600.00-	0.00
11-0000-000000-00000-3500 SUI : District	0.00	0.00	100.00	0.00	100.00-	0.00
11-0000-000000-00000-3600 Workers' Compe	11,200.00	0.00	0.00	0.00	11,200.00-	0.00
11-0000-000000-00000-3900 Other Benefits	0.00	0.00	400.00-	0.00	400.00	0.00
11-0000-000000-00000-8611 Apprenticeship	0.00	0.00	25,310.00-	0.00	25,310.00	0.00
11-0000-000000-00000-8612 State General	0.00	0.00	1,000,000.00-	5,293,304.00-	4,293,304.00-	81.11
11-0000-000000-00000-8681 State Lottery	0.00	0.00	500,575.00-	1,000,000.00-	499,425.00-	49.94
11-0000-000000-00000-8811 Tax Allocation	0.00	0.00	2,999,950.00-	11,000,000.00-	8,000,050.00-	72.73
11-0000-000000-00000-8812 Tax Allocation	0.00	0.00	1,500,000.00-	0.00	1,500,000.00	0.00
11-0000-000000-00000-8860 Interest & Inv	0.00	0.00	750,000.00-	0.00	750,000.00	0.00
11-0000-000000-00000-8894 Discounts Take	0.00	0.00	1,000,007.10-	0.00	1,000,007.10	0.00
11-0000-000000-00000-9012 Claim on Cash-	300.00	0.00	1,542.99	0.00	1,842.99-	0.00
11-0000-000000-00000-9033 Claim on Cash-	0.00	0.00	12,000.00	0.00	12,000.00-	0.00
11-0000-000000-00000-9041 Claim on Cash-	0.00	0.00	15.00	0.00	15.00-	0.00
11-0000-000000-00000-9074 Claim on Cash-	0.00	0.00	400.00-	0.00	400.00	0.00
11-0000-000000-00000-9110 Cash in County	0.00	0.00	7,577,639.29	0.00	7,577,639.29-	0.00
11-0000-000000-00000-9160 Accounts Recei	0.00	0.00	7,755.98	0.00	7,755.98-	0.00
11-0000-000000-00000-9510 Accounts Payab	0.00	0.00	2,098,682.41-	0.00	2,098,682.41	0.00
11-0000-000000-00000-9514 Accrued Payrol	0.00	0.00	7,844.81	0.00	7,844.81-	0.00
11-0000-000000-00000-9551 Sales & Use Ta	0.00	0.00	63.79-	0.00	63.79	0.00
11-0000-790000-00000-7910 Unrestricted C	0.00	0.00	0.00	16,000,000.00	16,000,000.00	100.00
Totals for DEPARTMENT: 00000 - Distric	43,918.03	0.00	2,177,569.18-	1,293,304.00-	840,347.15	64.97-
Totals for FUND: 11 - General Fund Unre	43,918.03	0.00	2,177,569.18-	1,293,304.00-	840,347.15	64.97-

Start | Datatel - Test - CF | Rancho tw screen shots ... | Datatel - Conversion - CF | 6:32 PM

3.4 Budget Status Report (GLBS)

Use the GLBS – Budget Status Report form to generate a report for all detailed transactions for selected GL Accounts for a specific period of time. This report is best executed in Detail Mode, but may be run in Summary mode.

GLBS is accessed by entering it into the Quick Access box and clicking on Go, or by double-clicking on it's icon under the GLB folder in the General Ledger.



The GLBS – Budget Status Report form appears with the cursor in the Fiscal Year field. This defaults from the oldest open fiscal period on the system, however it can be changed.

The screenshot shows a web browser window titled "Datatel - Test - CF". The address bar shows "Quick Access GLBS" and a "Go" button. The main content area is titled "GLBS-Budget Status Report". The form contains the following fields and options:

- Fiscal Year: 2007 (with date range 07/01/06 thru 06/30/07)
- Detail or Summary: Detail (selected)
- Calendar Ending Month of: (grayed out)
- Starting Transaction Date: 07/01/06
- Ending Transaction Date: 06/30/07
- Expand Condensed Activity: No
- GL Account Definition: Not defined (selected), Required, Unspecified
- Proceed with the Report: (yellow button)

The Windows taskbar at the bottom shows the Start button and several open applications: "Datatel - Test - CF", "Rancho tw screen shots ...", and "Datatel - Conversion - CF". The system clock shows 6:36 PM.

The required fields on this form are:

Detail or Summary

If Detail, then Starting Transaction Date and
Ending Transaction Date

If Summary, then Calendar Ending Month of
GL Account Definition...

Proceed with the Report.

Press enter to move from field to field.

Fiscal Year – Press enter to accept the default date, or enter a new value. This new value may be a prior fiscal year.

Detail or Summary – In most case, this report is most useful when run in Detail mode. Enter D.

The field Calendar Ending Month of – will be grayed out.

Starting Transaction Date – Default will be to July 1 for the fiscal year selected previously. This can be overwritten in order to produce a detailed report for a selected smaller time period during the fiscal year.

Ending Transaction Date – Press Enter to accept the current month or new a new value.

GL Account Definition – Click on the detail button to the right. The Standard List/SSelect form will appear.

Inc/Exc	Component Values
	FUNDTYPE.FUND
1 I	1 11 2 3 4
	PROJECTTYPE.PROJECT
3 I	1 1506 2 3 4
	TOPS
5 I	1 649000 2 3 4
	LOCATION.DIVISION.SUBDIVISION.DEPARTMENT
7 I	1 19620 2 3 4
	GLCLASS.OBJECT
9	1 2 3 4
	GLS.BUDGET.OFFICER
11	1 2 3 4
	GLS.NET.ASSET.CLASS.CODE
13	1 2 3 4
	1 2 3 4
	1 2 3 4
	Prompt for additional selection criteria? (Y,N)

Use this form to define the selection criteria for GL Account numbers to include in the report.

Inc/Exc – Include /Exclude boxes to the left of each of the rows.

- Enter an I to include a GL Component or sub-component
- Enter an E to exclude a GL Component or sub-component

Then enter the GL Component values you wish to include on the appropriate line.

Prompt for additional selection criteria? Enter N.

Press Enter or click on Save.

Click on Update when the Update/Cancel return dialog box appears in order to proceed.

You will be returned to the GL Standard/SSelect form. Click on the detail button to the right of SORT in order to define the sort and break criteria for the report. This is a required field.

The CSPS – Change Sort Specification form will appear.

Criteria	Field Name	Sequence	Break
1	GLS.BUDGET.OFFICER	BY	
2	GLS.FUND	BY	Yes
3	GLS.PROJECT	BY	Yes
4	GLS.TOP5	BY	
5	GLS.DEPARTMENT	BY	Yes
6	GLS.OBJECT	BY	
7			
8			
9			
10			

Note the default order of the major GL Account components are listed in the Field Name column.

Sequence – Accept the default of BY

Break – Enter a Y in at least one of fields. The first Y (from the top down) indicates where a Page Break and Grand Total will appear. Every subsequent Y will result in a sub-total on the report. This page may be modified in order to run Ad Hoc reports where different components may have higher significance for the purposes of that running of the report. The default order will stay the same for subsequent report requests.

Click SAVE.

The Update/Cancel/Return dialog box appears. Click Update.

The GL Standard List/SSelect screen re-appears with the cursor in the Verify Criteria field

Verify Criteria – Enter a Y to see a list of the GL Accounts that the selection criteria yields, then Save and Update

or

Enter N to just proceed with verification, then Save and Update.

The GLBS – Budget Status Report form reappears with the cursor Proceed with Report field.

The screenshot shows a web browser window titled "Datatel - Test - CF". The address bar shows "Quick Access GLBS" and a "Go" button. The page title is "GLBS-Budget Status Report". The form contains the following fields:

- Fiscal Year: 2007 (highlighted in yellow), 07/01/06, thru 06/30/07
- Detail or Summary: Detail
- Calendar Ending Month of: [empty]
- Starting Transaction Date: 07/01/06
- Ending Transaction Date: 06/30/07
- Expand Condensed Activity: No
- GL Account Definition: Defined (selected), Required, S - Select
- Proceed with the Report: Y (highlighted in yellow)

The Windows taskbar at the bottom shows the Start button and several open applications: "Datatel - Test - CF", "Rancho tw screen shots ...", and "Datatel - Conversion - CF". The system clock shows 6:39 PM.

Proceed with the Report. Enter or Accept Yes, Save and Update to run the report.

The Output Device form will appear. Change the Output Device to H in order to view on the screen or accept P to Print

Click Save.

The Update/Cancel/Return dialog will appear.

Click Update.

The Print Mode screen will appear.

Click Save.

The Update/Cancel/Return dialog will appear.

Click Update

The GLBS – Budget Status Report appears.

Report Browser

05/09/07 Rancho Santiago Community College District Page: 3
 Detail Budget Status Report
 For Period 07/01/2006 Thru 06/30/2007
 Fiscal Year: 2007 FUND: 11 - General Fund Unrestricted

GL Account	Date	Sc	Ref.No	Description	Allocated Budget	Revenue/ Expenses	Unexpended Balance	Encumbrances	Unencumbered Balance/Pcnt
11-1506-649000-19620-5940 Reproduction/Printing Expenses : School & Community Partnership									
Opening Balances -->									
11/15 JE	J000011			Testing		1,275.00-			
11/15 JE	J000014			Testing		900.00			
Current Period Totals -->						375.00-			
To Date Totals -->					0.00	375.00-	375.00	0.00	375.00
Future Totals -->									
Fiscal Totals -->					0.00	375.00-	375.00	0.00	375.00
=====									
Totals for DEPARTMENT: 19620 - School & Community Partnership									
To Date Totals -->					0.00	2,275.00-	2,275.00	0.00	2,275.00
Future Totals -->					0.00	0.00		0.00	
Fiscal Totals -->					0.00	2,275.00-	2,275.00	0.00	2,275.00
=====									
Totals for PROJECT: 1506 - Gear Up III - Year 2									
To Date Totals -->					0.00	2,275.00-	2,275.00	0.00	2,275.00
Future Totals -->					0.00	0.00		0.00	
Fiscal Totals -->					0.00	2,275.00-	2,275.00	0.00	2,275.00
=====									
Totals for FUND: 11 - General Fund Unrestricted									
To Date Totals -->					0.00	2,275.00-	2,275.00	0.00	2,275.00
Future Totals -->					0.00	0.00		0.00	
Fiscal Totals -->					0.00	2,275.00-	2,275.00	0.00	2,275.00

Start | Datatel - Test - CF | Rancho tw screen shots ... | Datatel - Conversion - CF | 6:40 PM