

# General Ledger Training

CLOUD ELLUCIAN COLLEAGUE

UPDATED MARCH 2026

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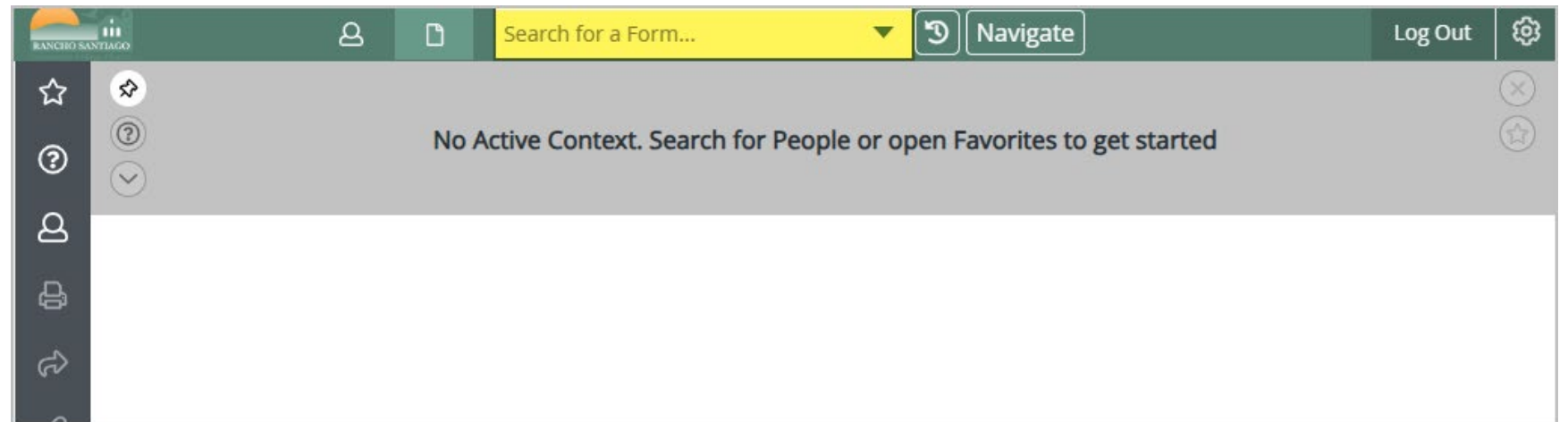
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# Accounting System: Ellucian Colleague

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- Enter/approve purchase requisition
- Check the available budget for an account
- Run budget to actual expenditure reports
- Functions are accessed by entering the acronym for the desired screen in the search box



# Common Colleague Acronyms

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- REQM – To enter a purchasing requisition
- APRN – To approve purchasing requisitions
- **ACBL** – To check budget/actual activity for a single account in the current fiscal year
- **AHST** – To check budget/actual activity for a single account in the current or a prior fiscal year
- **GLSA** – To run budget to actual reports
- PINQ – To lookup an existing purchase order (items accepted, PO balance remaining)
- VENI – To lookup existing requisitions, purchase orders, and payments for a specific vendor
- VOUI – To look up a voucher that has been paid. Example: V1232130

# Chart of Accounts

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The Chart of Accounts is an index of all the financial accounts in the District's general ledger. It is used to classify and segregate expenses and revenues into the appropriate categories for financial reporting.

Each GL account has 5 components (Fund, Project, TOP, Department, Object) for a total of 21 digits.

Fund	Project	TOP	Department	Object
XX	XXXX	XXXXXX	XXXXX	XXXX
2-digits	4-digits	6-digits	5-digits	4-digits

This is an example of a GL account:

**12-1532-684000-19725-5950**

# Chart of Accounts (cont.)

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## **FUND** (1<sup>st</sup> component)

- Identifies the major source and use of funds. Unrestricted funds are discretionary in nature. Restricted funds are for a specific purpose.
- Most commonly used funds
  - 11 – General Fund Unrestricted
  - 12 – General Fund Restricted
  - 13 – General Fund Unrestricted One-Time Funds

## **PROJECT** (2<sup>nd</sup> component)

- Identifies the specific purpose of the funds. Only used when we need to track specific funds, including the associated revenues and expenses, separately as is the case with grants, parking, health services.
- 1xxx – Federal Projects
- 2xxx – State Projects
- 3xxx – Local Projects and or District designations

# Chart of Accounts (cont.)

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## **TOP** (3<sup>rd</sup> component)

- Classification of expenditures by activity reflects the purpose of the expenditure.
- It shows the aspect of college-district operations benefited by the expenditure.
- TOP codes below 600000 are used for instructional expenditures.
- TOP codes 600000 or greater are used for non-instructional expenditures.

## **DEPARTMENT** (4<sup>th</sup> component)

- 1xxxx – SAC department
- 2xxxx – SCC department
- 5xxxx – District Office department

# Chart of Accounts (cont.)

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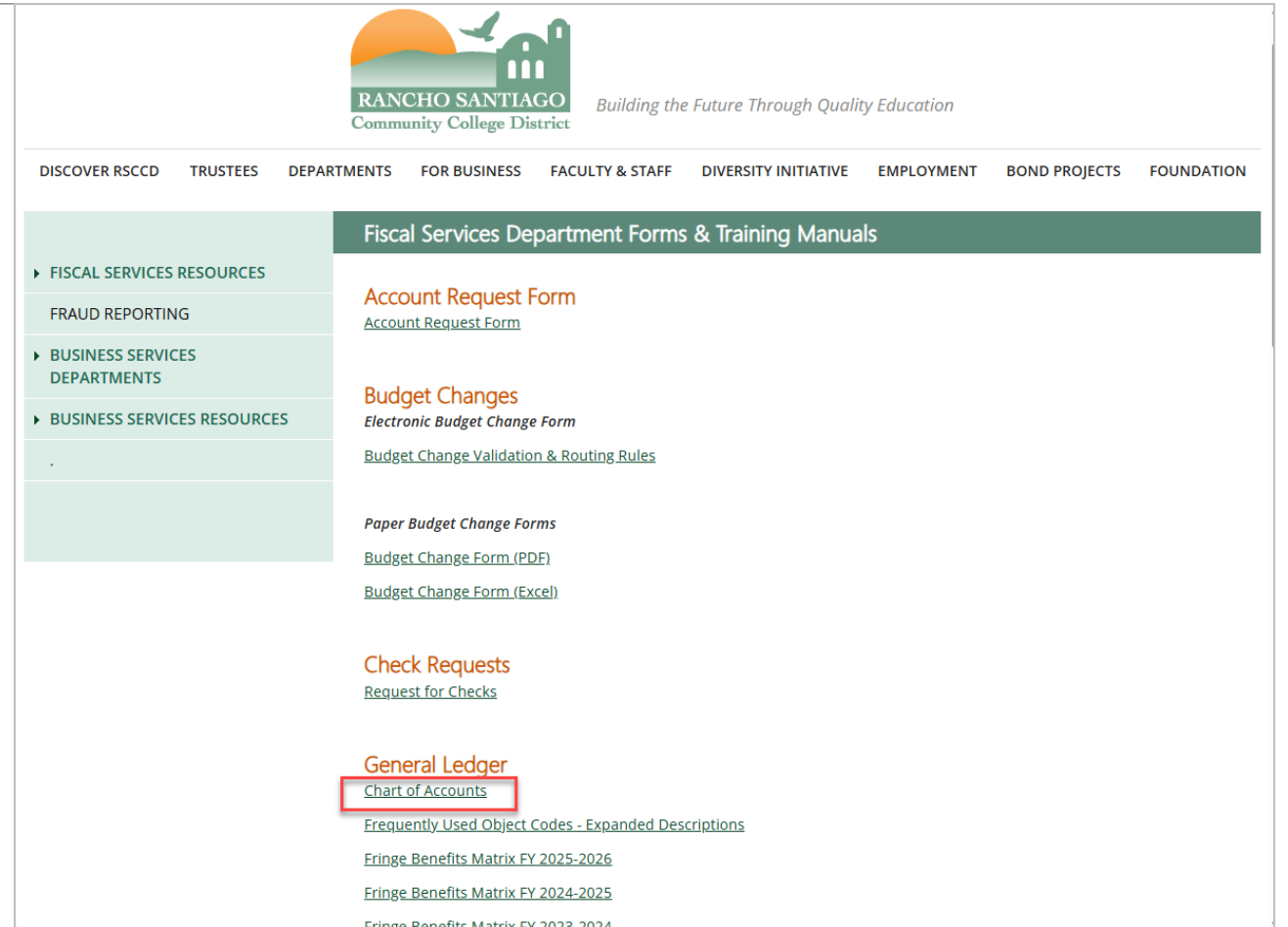
## **OBJECT** (5<sup>th</sup> component)

- Classification of expenditures by object reflects the type of expenditure. There are 7 major expenditure types (also called categories).
- 1xxx – Academic Salaries
- 2xxx – Classified Salaries and Other Nonacademic Salaries
- 3xxx – Employee Benefits
- 4xxx – Supplies & Materials
- 5xxx – Other Operating Expenses & Services
- 6xxx – Capital Outlay
- 7xxx – Other Outgo

# Chart of Accounts (cont.)

A current Chart of Accounts is posted online on the Fiscal Services webpage.

<https://www.rscdd.edu/Departments/Fiscal-Services/Pages/Fiscal-Services-Department-Forms.aspx>



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### Fiscal Services Department Forms & Training Manuals

- ▶ FISCAL SERVICES RESOURCES
  - FRAUD REPORTING
- ▶ BUSINESS SERVICES DEPARTMENTS
- ▶ BUSINESS SERVICES RESOURCES

- Account Request Form**  
[Account Request Form](#)
- Budget Changes**
  - [Electronic Budget Change Form](#)
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  - Paper Budget Change Forms**
    - [Budget Change Form \(PDF\)](#)
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- Check Requests**  
[Request for Checks](#)
- General Ledger**
  - Chart of Accounts**
  - [Frequently Used Object Codes - Expanded Descriptions](#)
  - [Fringe Benefits Matrix FY 2025-2026](#)
  - [Fringe Benefits Matrix FY 2024-2025](#)
  - [Fringe Benefits Matrix FY 2023-2024](#)

# GL Inquiry in Colleague: ACBL

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**TIP:** We highly recommend using ACBL to check for available budget before preparing a Budget Change or Purchase Requisition!



ACBL can help you:

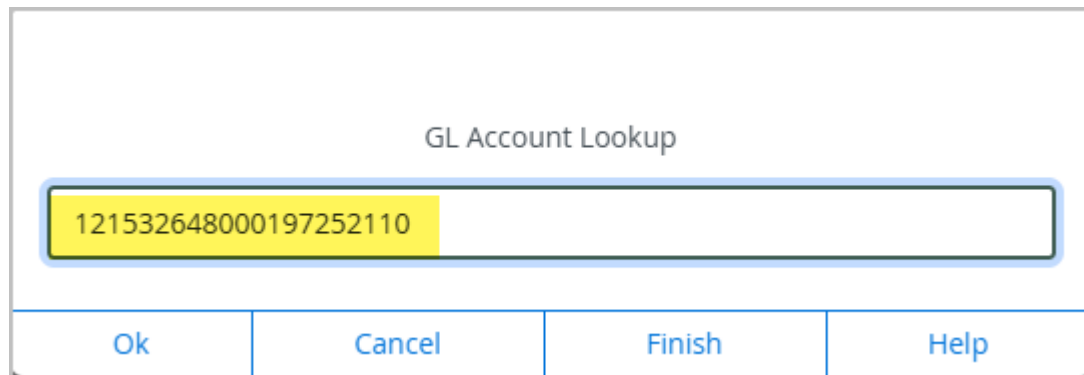
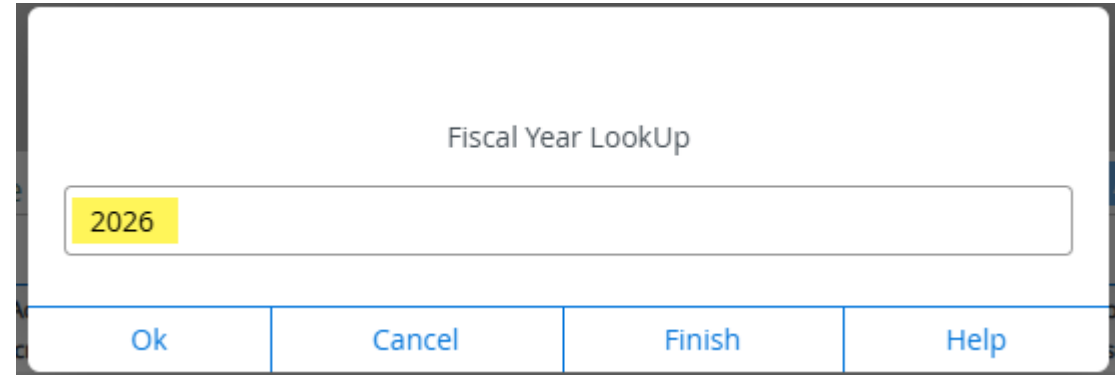
- Verify that an account exists and the status of the account (e.g. open or closed) in the current fiscal year.
- Lookup the budget and availability of funds for a single account in the current fiscal year.
- View budget changes that have posted to an account in the current fiscal year.
- View actual expenses (including TOEs) that have posted to an account in the current fiscal year.
- View approved PRs and POs that have encumbered funds in the account in the current fiscal year.

# How to run ACBL:

1. Enter ACBL in the Search Box.







2. Enter the GL account number (12-1532-648000-19725-2110) and click OK. Then enter the Fiscal Year and click OK.

A screenshot of a dialog box titled 'GL Account Lookup'. It features a text input field containing the account number '121532648000197252110'. Below the input field are four buttons: 'Ok', 'Cancel', 'Finish', and 'Help'.A screenshot of a dialog box titled 'Fiscal Year Lookup'. It features a text input field containing the year '2026'. Below the input field are four buttons: 'Ok', 'Cancel', 'Finish', and 'Help'.

**TIP:** You can enter the GL account number with or without dashes.

**TIP:** If you do not know all the segments of the GL account string, you can enter the segments you do know and use ellipsis for the segments you do not know. Do not use dashes. For example: "12...1532...2110..." Colleague will return one or more possible GL accounts for you to choose from.

# How to read ACBL:

GL Account : 12-1532-648000-19725-2110			
GL Account Description : Classified Management : Vetera			
Fiscal Year	2026	Open	
			Annual Amount
Allocated Budget		15,856.00	
Actuals		15,855.84	
Encumbrances		0.00	
Unencumbered Balance		0.16	
Requisitions		0.00	
Available Funds		0.16	

# How to read ACBL (cont.):

“**Available Funds**” indicates the amount of budget available to spend in the account. It is the allocated budget, less actual expenditures, less encumbrances, less requisitions.

“**Allocated Budget**” represents the budget for the account. It includes any budget changes that posted subsequent to the Adopted Budget.

“**Actuals**” represents actual expenditures that have posted to the account. This includes payroll costs or vendor payments depending on the account. It also includes any transfers of expenditure (TOEs) that have been posted.


“**Encumbrances**” represent a portion of the allocated budget that has been set aside for a particular expenditure(s). There are two types of encumbrances: payroll encumbrances and Purchase Order encumbrances.

“**Requisitions**” represents a portion of the allocated budget that has been set aside for a purchase requisition(s) which has not yet been turned into a Purchase Order.

**TIP:** You can click on the Document Icons  to drill into the detail.

# GL Reports in Colleague: GLSA

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-  GLSA can help you:
- Run a summary YTD budget to actuals report for your department or project in Colleague. This report gives you a summary by account. You can set report parameters so that your report includes multiple GL accounts, even multiple departments or projects.

GLSA reports are fiscal Year-To-Date and do not cross fiscal years.

# How to run a GLSA report:

Enter GLSA in the Search Box.



A horizontal search bar with a dark green background. On the left, there is a document icon. The search input field contains the text "GLSA" in blue. To the right of the input field is a magnifying glass icon and a downward-pointing triangle. Further right is a circular refresh icon, and to its right is a button labeled "Navigate".

# How to run a GLSA report (cont.):

Step 1 ->

Fiscal Year

2026

07/01/2025

thru

06/30/2026

Step 2 ->

Calendar Ending Month of

7

07/31/2025

Step 3 ->

Include accounts that have

Step 5 ->

GL Account Definition

Not defined



Required

Unspecified

Detail or Summarize Poolee Accounts

Step 4 ->

Generate Spreadsheet

No

# How to run a GLSA report (cont.):

**Step 1:** Enter the Fiscal Year. The default is the current fiscal year but you can select a prior fiscal year.

**Step 2:** GLSA reports are fiscal YTD. Enter the number of the ending month.

Number	Month	Reporting Period
7	JULY	07/01/2025 – 07/31/2025
8	AUGUST	07/01/2025 – 08/31/2025
9	SEPTEMBER	07/01/2025 – 09/30/2025
10	OCTOBER	07/01/2025 – 10/31/2025
11	NOVEMBER	07/01/2025 – 11/30/2025
12	DECEMBER	07/01/2025 – 12/31/2025
1	JANUARY	07/01/2025 – 01/31/2026
2	FEBRUARY	07/01/2025 – 02/29/2026
3	MARCH	07/01/2025 – 03/31/2026
4	APRIL	07/01/2025 – 04/30/2026
5	MAY	07/01/2025 – 05/31/2026
6	JUNE	07/01/2025 – 06/30/2026

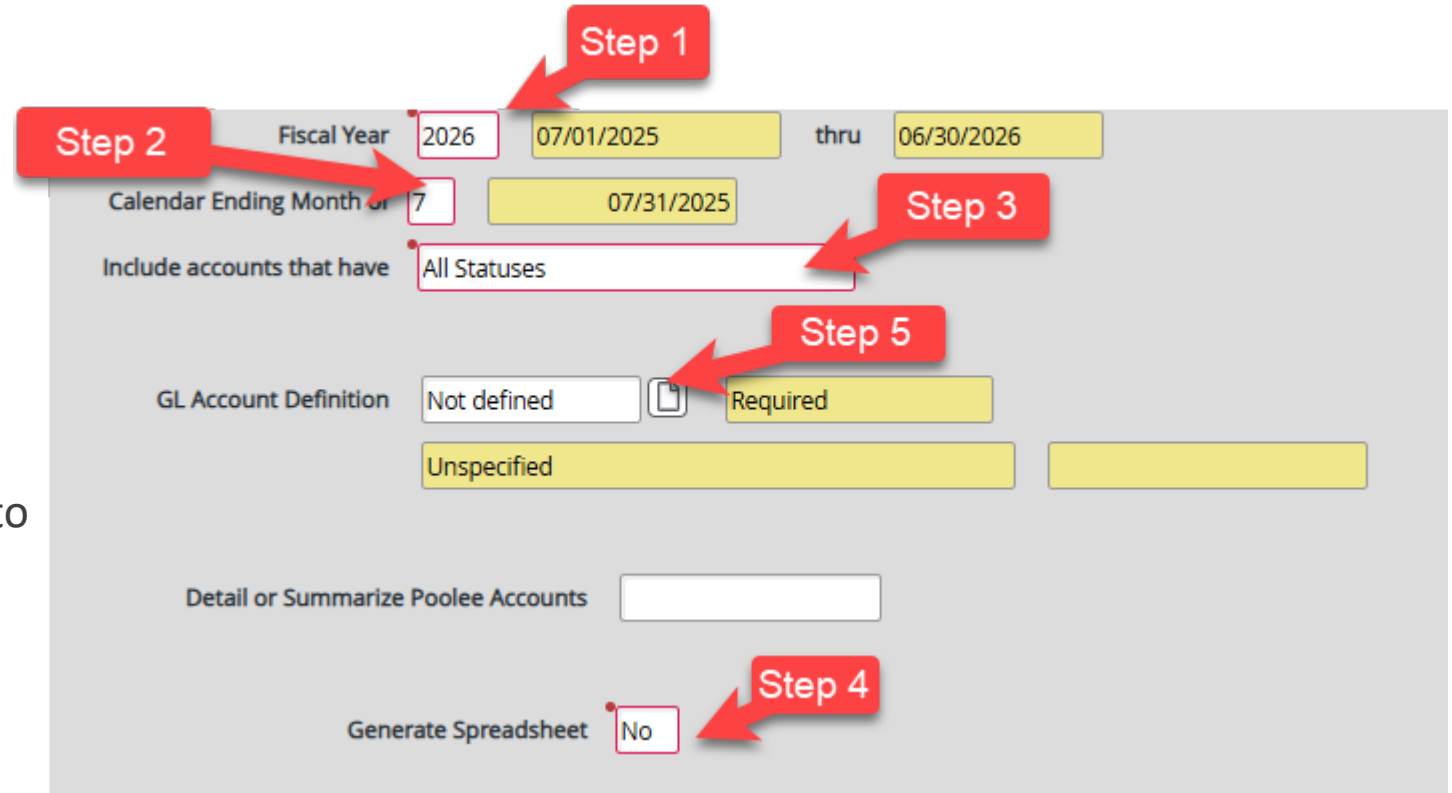
# How to run a GLSA report (cont.):

**Step 3:** Enter “A” for All Statuses.

**Step 4:** Enter “Y” if you want to generate spreadsheet. If not, you can leave “N” as default.

**Step 5:** Click on the Document Icon. 

This will open up another screen called GLSF00 “GL Standard List/Select” where you will need to enter the report parameters and sort specifications.



The screenshot shows a report configuration interface with the following fields and steps:



- Step 1:** Fiscal Year: 2026 (with date range 07/01/2025 thru 06/30/2026)
- Step 2:** Calendar Ending Month of: 7 (with date 07/31/2025)
- Step 3:** Include accounts that have: All Statuses
- Step 4:** Generate Spreadsheet: No
- Step 5:** GL Account Definition: Not defined (with a document icon and a Required field)


Other visible fields include: Unspecified, Detail or Summarize Poolee Accounts, and a yellow bar at the bottom.


# How to run a GLSA report (cont.):

Step 6a: Click on the “Select/List” Document Icon.

GLSA • GLSF00 - GL Standard List/SSelect ☆ • Save Save All Cancel

Select/List    

Sort  



# How to run a GLSA report (cont.):

nc/Exc      Component Values      Balance Sheet

FUNDTYPE,FUND

1  I      2 1 12      2 74      3      4

PROJECTTYPE,PROJECT

3  I      4 1 1532      2      3      4

TOPSGROUP,TOPS

5      6 1      2      3      4

LOCATION,DIVISION,SUBDIVISION,DEPARTMENT

7  I      8 1 1      2      3      4

MAJOROBJECT,GLCLASS,OBJECT

9  E      10 1 8      2 9      3      4

GLS.BUDGET.OFFICER

11      12 1      2      3      4

GLS.NET.ASSET.CLASS.CODE

13      14 1      2      3      4

15

Prompt for additional selection criteria? (Y,N)  No

**Step 6a:** For each report parameter, you will need to enter “I” for include or “E” for exclude. Then, enter the report parameter.

In this example, we’ve selected to include Funds 12 & 74, include Project 1532, include Department 1, and exclude all Objects that start with “8” or “9”.


**TIP:** You can enter specific object codes (e.g. 4610) or the first digit of the object series (e.g. 4) for all objects that start with “4”.



Under “Prompt for additional selection criteria?” enter “N” for No.


Click Save.

# How to run a GLSA report (cont.):


Step 6b: Click on the “Sort” Document Icon.

GLSA • GLSF00 - GL Standard List/SSelect  • Save Save All Cancel

Select/List    

Sort  

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



# How to run a GLSA report (cont.):

GLSA • GLSF00 • CSPS - Change Sort Specification ☆ • Save Save All Cancel Cancel All

1 of 1 Element Sort/Break Specification Value 4/7

Sort/Break Definition

Summary Account Availability

Criteria	Field Name	Sequence	Break
1	GLS.BUDGET.OFFICER	BY	<input type="checkbox"/>
2	GLS.FUND	BY	<input checked="" type="checkbox"/>
3	GLS.PROJECT	BY	<input checked="" type="checkbox"/>
4	GLS.MAJOROBJECT	BY	<input checked="" type="checkbox"/>
5	GLS.TOP5	BY	<input type="checkbox"/>
6	GLS.DEPARTMENT	BY	<input type="checkbox"/>
7	GLS.OBJECT	BY	<input type="checkbox"/>
8	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
9	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
10	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

**Step 6b:** Sort specifications auto-populate but you change the sort order and even delete sort elements.

Under Break, enter "Y" to set page breaks and subtotals.

Click Save.

**TIP:** In any of the Criteria fields, you can enter an ellipsis (...) to see selection options.

# How to run a GLSA report (cont.):

GLSA - Summary Account Availability ☆

Save Save All Cancel

Peripheral : SETPTR.GLSA.4428308  
Process : GLSA

Description : Summary Acct Availability (H)  
Description : Summary Account Availability

Output Device: H Hold/Browse File Output

Printer:

Form Name:

Banner:

Security: PB Public

Copies: 1

Defer Time:

Other Options

1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>

**Step 7:** Keep clicking save and update until you get to this screen. Under Output Device, select “H Hold/Browse File Output” then click save.

# How to run a GLSA report (cont.):

GLSA - Summary Account Availability ☆


Save Save All Cancel

Job Description :  
Job Statistics ID : GLSA\_EA73062\_76356\_18962

Execute in Background mode?

Background Execution Type


---

Schedule Process to Run Next on   after

Schedule Process to Run Every/From

Schedule Process on Weekdays only

Schedule Process to Start After

Stop Automatically Scheduling Process on  

**Step 8:** Keep clicking save and update until you get to this screen. Under Execute in Background mode, select “No” then click save.

# How to run a GLSA report (cont.):

GL Account	Allocated Budget	Actual	Encumbrances	%Committed	Available
Rancho Santiago Community College District Account Availability Report Ending 07/31/25 Options - Available/Met/Exceeded Budget					
03/23/26				Page: 1	
Fiscal Year: 2026		FUND: 12 - General Fund Restricted			
12-1532-493031-19525-1110 Contract Instructors : Lea	0.00	0.00	18,970.30	0.00	18,970.30-
12-1532-631000-19725-1430 Part-Time Counselors : Vete	0.00	0.00	0.00	0.00	0.00
12-1532-631000-19725-1435 Int/Sum - Counselors,Part-T	0.00	0.00	0.00	0.00	0.00
Totals for MAJOROBJECT: 1 - Academic Salaries	0.00	0.00	18,970.30	0.00	18,970.30-
12-1532-499900-19725-2410 Inst Assistant - Ongoing :	0.00	920.80	22,747.32	0.00	23,668.12-
12-1532-648000-19725-2110 Classified Management : Vet	14,456.00	9,162.80	86,682.52	663.01	81,389.32-
12-1532-648000-19725-2130 Classified Employees : Vete	0.00	0.00	0.00	0.00	0.00
12-1532-648000-19725-2310 Classified Employees - Ongo	0.00	2,685.29	0.00	0.00	2,685.29-
12-1532-648000-19725-2320 Classified Employees - Hour	9,644.00	748.50	0.00	7.76	8,895.50
Totals for MAJOROBJECT: 2 - Classified Salaries	24,100.00	13,517.39	109,429.84	510.15	98,847.23-
12-1532-493031-19525-3111 STRS - Instructional : Lear	0.00	0.00	0.00	0.00	0.00
12-1532-493031-19525-3321 Medicare - Instructional :	0.00	0.00	0.00	0.00	0.00
12-1532-493031-19525-3411 H & W - Instructional : Lea	0.00	0.00	0.00	0.00	0.00
12-1532-493031-19525-3511 SUI - Instructional : Learn	0.00	0.00	0.00	0.00	0.00
12-1532-493031-19525-3611 WCI - Instructional : Learn	0.00	0.00	0.00	0.00	0.00
12-1532-493031-19525-3911 Other Benefits - Instructio	0.00	0.00	0.00	0.00	0.00
12-1532-499900-19725-3211 PERS - Instructional : Vete	0.00	246.86	0.00	0.00	246.86-
12-1532-499900-19725-3311 OASDHI - Instructional : Ve	0.00	57.08	0.00	0.00	57.08-
12-1532-499900-19725-3321 Medicare - Instructional :	0.00	13.36	0.00	0.00	13.36-
12-1532-499900-19725-3331 PARS - Instructional : Vete	0.00	0.00	0.00	0.00	0.00
12-1532-499900-19725-3511 SUI - Instructional : Veter	0.00	0.46	0.00	0.00	0.46-
12-1532-499900-19725-3611 WCI - Instructional : Veter	0.00	16.12	0.00	0.00	16.12-
12-1532-631000-19725-3115 STRS - Non-Instructional :	0.00	0.00	0.00	0.00	0.00
12-1532-631000-19725-3325 Medicare - Non-Instructiona	0.00	0.00	0.00	0.00	0.00
12-1532-631000-19725-3515 SUI - Non-Instructional : V	0.00	0.00	0.00	0.00	0.00
12-1532-631000-19725-3615 WCI - Non-Instructional : V	0.00	0.00	0.00	0.00	0.00
12-1532-648000-19725-3215 PERS - Non-Instructional :	6,461.00	2,514.15	0.00	38.91	3,946.85
12-1532-648000-19725-3315 OASDHI - Non-Instructional	1,507.00	734.94	0.00	48.77	772.06
12-1532-648000-19725-3325 Medicare - Non-Instructiona	353.00	182.75	0.00	51.77	170.25
12-1532-648000-19725-3335 PARS - Non-Instructional :	0.00	9.73	0.00	0.00	9.73-
12-1532-648000-19725-3415 H & W - Non-Instructional :	2,509.00	1,232.21	0.00	49.11	1,276.79
12-1532-648000-19725-3515 SUI - Non-Instructional : V	12.00	6.30	0.00	52.50	5.70
12-1532-648000-19725-3615 WCI - Non-Instructional : V	425.00	222.29	0.00	52.30	202.71
12-1532-648000-19725-3915 Other Benefits - Non-Instru	211.00	105.41	1,265.04	649.50	1,159.45-
Totals for MAJOROBJECT: 3 - Employee Benefits	11,478.00	5,341.66	1,265.04	57.56	4,871.30
12-1532-648000-19725-4610 Non-Instructional Supplies	0.00	0.00	56.79	0.00	56.79-
Totals for MAJOROBJECT: 4 - Supplies & Materials	0.00	0.00	56.79	0.00	56.79-
12-1532-648000-19725-5940 Reproduction/Printing Expen	0.00	77.83	0.00	0.00	77.83-
12-1532-648000-19725-5950 Software License &Subscript	989.00	988.59	0.00	99.96	0.41
12-1532-679000-10000-5865 Indirect Costs : Santa Ana	2,925.00	0.00	0.00	0.00	2,925.00
Totals for MAJOROBJECT: 5 - Other Operating Exp &	3,914.00	1,066.42	0.00	27.25	2,847.58
12-1532-732000-19725-7610 Books Paid for Students : V	0.00	0.00	203.95	0.00	203.95-

Step 9: Click on "Export PDF".

Recommended formatting options: Courier Font, 8 Font Size.

Then, click on "Create PDF".

Then, click on "Download".

# Online Repository Reports

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GL reports on the Online Repository were designed in-house by our ITS Department and pull GL data from the Colleague accounting system.

Online Repository Reports are considered more user-friendly than running reports directly from Colleague.

To access the Online Repository:

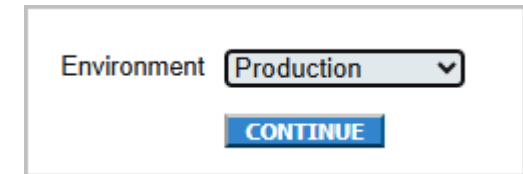
Go to [www.rscdd.edu](http://www.rscdd.edu) > Departments > Information Technology Services > Links > “Report Repository Login”.

OR click on the following link <https://reports.rscdd.org/colorsnetweb/>

**TIP:** You can add this link to your bookmarks so it's easily accessible.

**TIP:** When you login to the Online Repository make sure you are in the “**Production**” environment.

**TIP:** If you need access to a specific report and don't have access, please send a request for access to [helpdesk@rscdd.edu](mailto:helpdesk@rscdd.edu).



The image shows a screenshot of a web form. On the left, the word "Environment" is followed by a dropdown menu. The dropdown menu is open, showing "Production" as the selected option with a small downward arrow to its right. Below the dropdown menu is a blue rectangular button with the word "CONTINUE" in white capital letters.

# GL0210 Report

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- ★ GL0210 can help you:
  - Run a detailed report on all actual expense activity, all budget activity, or all encumbrance activity. You can set report parameters so that your report includes multiple GL accounts. You can also run the report for a specific date range (but the date range cannot cross fiscal years).

# How to run a GL0210 report:

1. Find “GL0210 GL Activity” and click on this report.



GL0210 GL Activity

Description: GL Activity

Selection Criteria: Transaction Date range, Source Code, GL parts

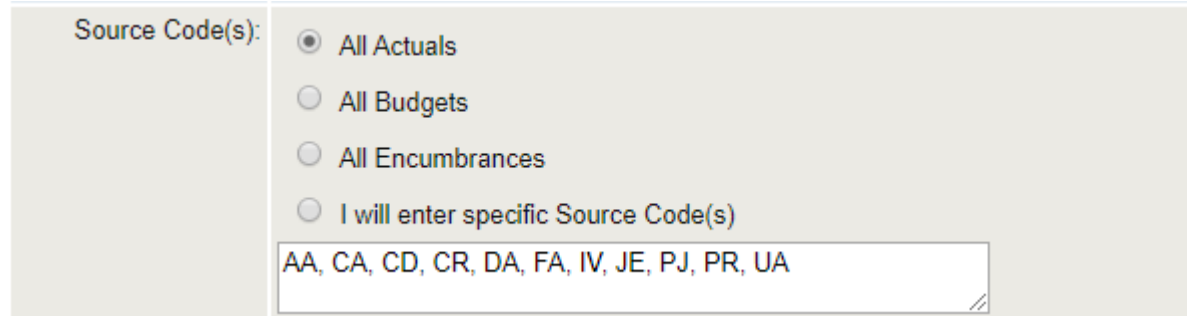
Options: Detail or Summary

2. Enter the date range to run the desired report. The date range cannot cross fiscal years.

GL0210- GL Activity		
From:	<input type="text" value="07/01/2025"/>	MM/DD/YYYY
To:	<input type="text" value="03/31/2026"/>	MM/DD/YYYY

# How to run a GL0210 report (cont.):

3. Select “All Actuals”, “All Budgets”, or “All Encumbrances” depending on the report you’d like to run. All Actuals is all actual expenses.



The screenshot shows a form titled "Source Code(s):" with four radio button options: "All Actuals" (selected), "All Budgets", "All Encumbrances", and "I will enter specific Source Code(s)". Below the radio buttons is a text input field containing the source codes "AA, CA, CD, CR, DA, FA, IV, JE, PJ, PR, UA".

You can also select “I will enter specific Source Code(s)” if you only want your report to include certain types of transactions.

# How to run a GL0210 report (cont.):

## *Source Codes & Descriptions*

Source Codes	Description	Applicable for Expenses:
AA	Opening Balance	No
CA	Capital Assets (Fund 51)	No
CD	Cash Disbursements	No
CR	Cash Receipts	Yes
DA	Capital Assets, Disposals (Fund 51)	No
FA	Financial Aid	Yes
IV	Invoices	Yes
JE	Journal Entries (TOEs)	Yes
PJ	Purchasing Journals (Vendor Payments)	Yes
PR	Payroll	Yes
UA	Capital Asset, Additions (Fund 51)	No
BU	Budget Adjustment	Yes
EP	Encumbrance	Yes

# How to run a GL0210 report (cont.):

Reference(s):	<input type="text"/>
Fund(s):	<input type="text"/> ?
Project(s):	<input type="text"/> ?
Tops (Activity):	<input type="text"/> ?
Department(s):	<input type="text"/> ?
Object(s):	<input type="text"/> ?
GL Posting Description(s):	<input type="text"/> <small>Can use Edit mode in this field</small>

**TIP:** If you want to run the payroll expense for a specific employee to prepare a transfer of expenditure (TOE), enter the employee ID in the “**GL Posting Description**”.

4. Enter the desired report parameters.

**TIP:** If you want to run a complete report for your entire Department, you can simply enter it in the “Department(s)” field. Leave all other fields blank.

**TIP:** If you’re looking for a specific transaction and know the reference number, enter it in the “Reference(s)” field. For example, V0712168 or CTPY2003B or CTPY2003BF or HWPY2003B.

**TIP:** In any of these fields, you can enter a range. For example, in the Object field entering “4000-5999” will only return expenses within this range.

**TIP:** In any of these fields, you can also use “X” as a special character. For example, in the Object field entering “1XXX” will only return expenses that have an object code beginning with a “1” (academic salaries).

# How to run a GL0210 report (cont.):

**1**

Sort 1:	Project	<input checked="" type="checkbox"/> Totals
Sort 2:	Object	<input checked="" type="checkbox"/> Totals
Sort 3:	Date	<input type="checkbox"/> Totals
Sort 4:	None	<input type="checkbox"/> Totals
<input type="checkbox"/> Show Totals Only		
Output Format:	Report	

5. Sort 1 through Sort 4 allows you to sort the report, and set subtotals as desired.

6. Select the Output Format for your report from the dropdown. You can select Report, PDF, Excel, or Word.

7. Click submit.

**2**

Sort 1:	Object	<input checked="" type="checkbox"/> Totals
Sort 2:	Date	<input type="checkbox"/> Totals
Sort 3:	None	<input type="checkbox"/> Totals
Sort 4:	None	<input type="checkbox"/> Totals
<input type="checkbox"/> Show Totals Only		
Output Format:	Report	

# How to read a GL0210 report:

Rancho Santiago Community College District

GL Activity  
07/01/2025 To 09/29/2025  
By Date, Reference

GL0210  
Page: 1

Source Code: PJ  
Reference: ALL  
Fund: 11

Tops: 673000  
Dept: ALL  
Object: 4610  
Project: ALL

<u>Date</u>	<u>Account</u>	<u>Src</u>	<u>Reference</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>	<u>Net</u>
07/29/25	11_0000_673000_53110_4610	PJ	V1232130	ODP Business Solutions, LLC	257.69	0.00	257.69
08/04/25	11_0000_673000_53110_4610	PJ	V1232267	ODP Business Solutions, LLC	100.11	0.00	100.11
08/05/25	11_0000_673000_53110_4610	PJ	V1232431	Amazon Capital Services Inc	17.46	0.00	17.46
08/21/25	11_0000_673000_53110_4610	PJ	V1234980	ODP Business Solutions, LLC	206.31	0.00	206.31
08/21/25	11_0000_673000_53110_4610	PJ	V1234981	ODP Business Solutions, LLC	60.73	0.00	60.73
08/21/25	11_0000_673000_53110_4610	PJ	V1234982	ODP Business Solutions, LLC	167.48	0.00	167.48

When running a report on All Actual Expenses, debits represent actual expenses that have posted to the account. Credits represent a reduction to expense; this could be due to a reversal or transfer of expense.

When running a report on All Budgets, debits represent budget allocated to the account. Credits represent a reduction to the budget; this could be due to a reversal or budget change.

# How to read a GL0210 All Actual report (cont.):

References	Description	Example
Vxxxxxxx	AP Voucher (Vendor Payment)	V0712168
CTPYxxxxx	Payroll Salaries and Wages	CTPY2503B 25 represents fiscal year 03 represents pay cycle A represents the Certificated payroll B represents the Classified payroll
CTPYxxxxxF	Payroll Fringe Benefits	CTPY2503BF 25 represents fiscal year 03 represents pay cycle A represents the Certificated payroll B represents the Classified payroll
HWPYxxxxx	Payroll Health & Welfare	HWPY2503B 25 represents fiscal year 03 represents pay cycle A represents the Certificated payroll B represents the Classified payroll
Jxxxxxx	Manual Journal Entries (TOEs)	J055394
GLJExxxxxx	Batch Journal Entries (TOEs)	GLJE001332
JExxxxxxxx	E-Journal Entries	JE00001382
TExxxxxxx	E-TOEs	TE00004177
GLCRxxxxxx	Cash Receipts Upload	GLCR260059



Questions?

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