

General Ledger Training

CLOUD ELLUCIAN COLLEAGUE

UPDATED NOVEMBER 2019



Table of Contents

Accounting System: Ellucian Colleague

Chart of Accounts

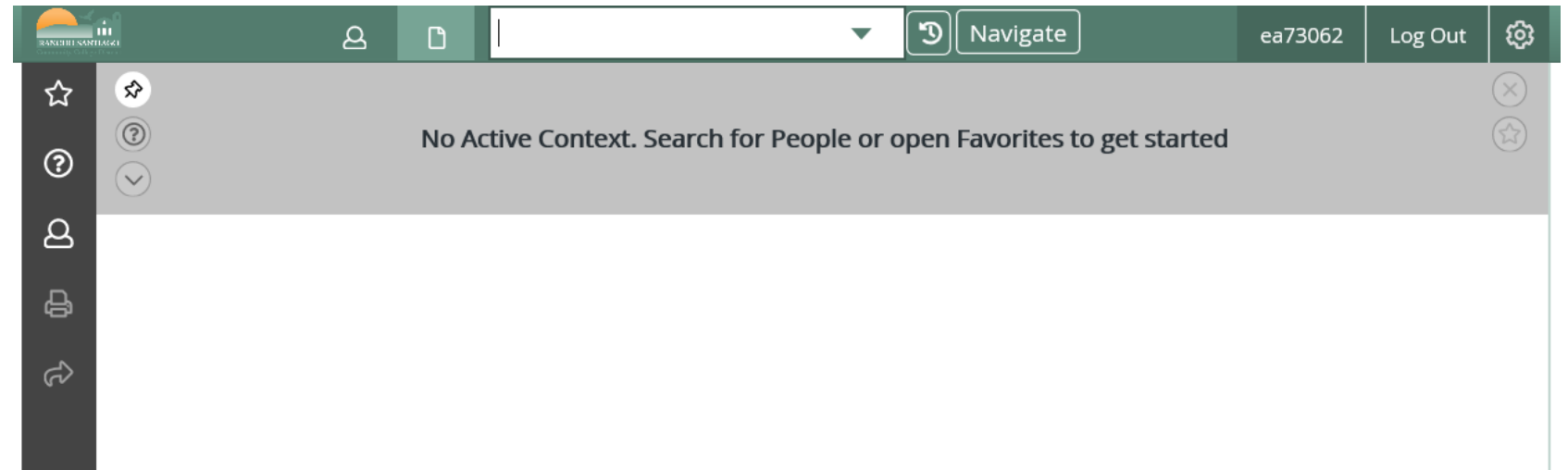
GL Inquiry in Colleague (ACBL, AHST)

Online Repository Reports (GL0010, GL0210)

GL Reports in Colleague (GLSA)

Accounting System: Ellucian Colleague

- 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

- 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

Chart of Accounts

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:

11-0000-672000-54212-4610

Chart of Accounts (cont.)

FUND

- 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

- 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.)

TOP

- 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

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

Chart of Accounts (cont.)

OBJECT

- 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://rsccd.edu/Departments/Fiscal-Services/Documents/Chart_of_Accounts.pdf

GL Inquiry in Colleague: ACBL

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



ACBL can help you:

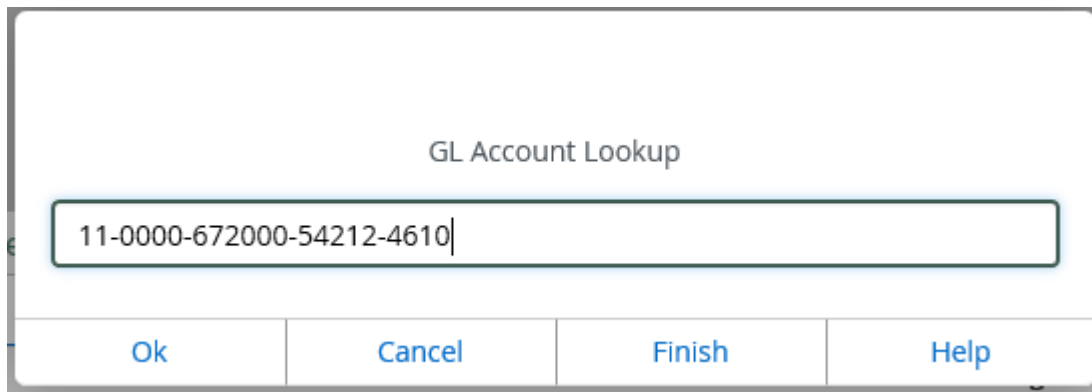
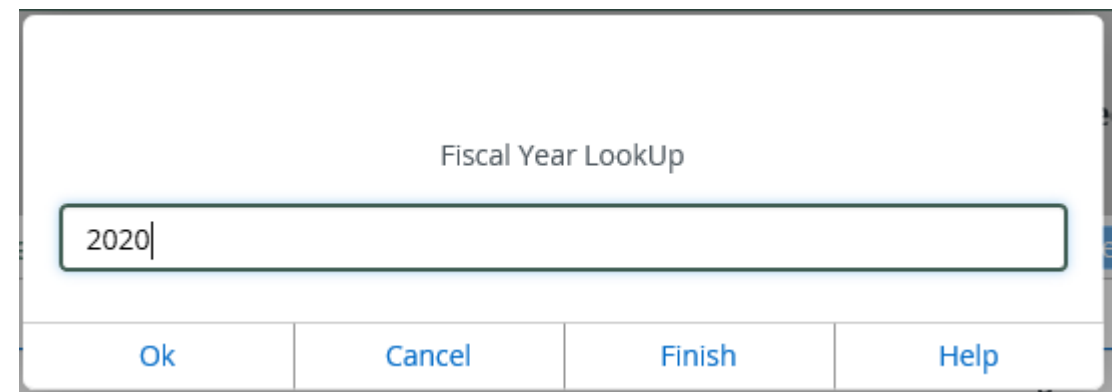
- Verify that an account exists and the status of the account (e.g. open or closed) in the current fiscal year.
- Lookup the budget and availability of funds for a single account in the current fiscal year.
- View budget changes that have posted to an account in the current fiscal year.
- View actual 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 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 '11-0000-672000-54212-4610'. 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 '2020'. 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: "11...54212...4610..." Colleague will return one or more possible GL accounts for you to choose from.


How to read ACBL:


ACBL - GL Account Balance Inquiry 


Non-Instructional Supplies : Accounting

Fiscal Year


Annual Amount

Allocated Budget 

Actuals 

Encumbrances 

Unencumbered Balance

Requisitions 

Available Funds

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 Inquiry in Colleague: AHST



AHST can help you:

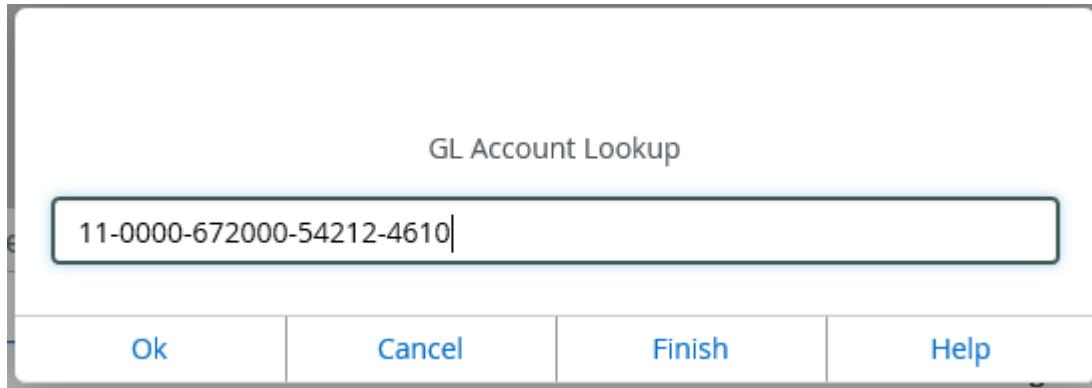
- Lookup the budget and budget changes for a single account in a prior year.
- View actual expenses (including TOEs) that posted to an account in a prior year.

How to run AHST:

1. Enter AHST in the Search Box.




2. Enter the GL account number and click OK.



























How to read AHST:

AHST - GL Account History Inquiry ☆ Save Save All Cancel Cancel All

1 of 5 > ✕  GL Account History Value 1/14

GL Account : 11-0000-672000-54212-4610 GL Account Tag : D
Non-Instructional Supplies : Accounting

Fiscal Year	2020	2019	2018
Account Status	Open	Closed	Closed
Original Budget	0.00 	0.00 	0.00 
Adjustments	3,500.00 	4,259.00 	3,700.00 
Contingencies	0.00 	0.00 	0.00 
Allocated Budget	3,500.00 	4,259.00 	3,700.00 
Opening Balance	0.00 	0.00 	0.00 
Actuals	2,717.63 	4,259.40 	3,471.50 
Encumbrances	620.95 	0.00 	0.00 
Requisitions	0.00 	0.00 	0.00 
Ending Balance	3,338.58	4,259.40	3,471.50

Online Repository Reports

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 Employee Intranet > Online Forms Reports and Requests > “Online Report Repository”.

OR click on the following link <https://reports.rsccd.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@rsccd.edu.

GL0010 Report



GL0010 can help you:

- Run a summary YTD budget to actuals report for your department or project. This report gives you a summary by account. Unlike ACBL and AHST, you can set report parameters so that your report includes multiple GL accounts, even multiple departments or projects.

GL0010 reports are fiscal Year-To-Date and do not cross fiscal years.

- If you run a GL0010 report as of November 2019, the report will capture budget to actuals from July 1, 2019 through November 30, 2019.
- If you run a GL0010 report as of June 2019, the report will capture budget to actuals from July 1, 2018 through June 30, 2019.

How to run a GL0010 report:

1. Find “GL0010 Budget Recapitulation” and click on this report.



GL0010 Budget Recapitulation

Description: Budget Recapitulation report. Shows two budget amounts, in column A and column B.

Balance = Budget B - Actuals - Encumbrances.

Selection Criteria: Fiscal Year, Month End, Location, Department, Budget A version, Budget B version.

Sort: By Department, Fund, Object.

2. Click “Change to Regular Mode”. Regular mode is the easiest way to run a complete GL report for your department. Edit Mode can be used to run the report with additional parameters.

3. You will need to select/enter the report parameters to run the desired report. “Fiscal Year” defaults to current fiscal year but you can select a prior fiscal year from the dropdown. “Month End” defaults to the current month but you can select a different month from the dropdown.

GL0010- Budget Recapitulation

[Change to Edit Mode](#)

Fiscal Year:	2019/2020 ▼
Month End:	December ▼

How to run a GL0010 report (cont.):

Report in Regular Mode

GL0010- Budget Recapitulation

[Change to Edit Mode](#)

Fiscal Year:	2019/2020
Month End:	December
Location:	5 District Operations
Department:	54171- Cashier's Office - SAC 54172- Cashier's Office - SCC 54211- Fiscal Services Office 54212- Accounting
<input checked="" type="checkbox"/>	Include Pre-Encumbrances (Purchase Requisitions)
Budget A Version:	AD Adopted Budget
Budget B Version:	Allocated Budget
Spreadsheet:	<input checked="" type="checkbox"/>
Report:	Report
<input type="checkbox"/>	Do not display all-zero entries
SUBMIT	

4. Select the Location from the dropdown. Select the Department(s) from the dropdown.

5. "Include Pre-Encumbrances (Purchase Requisitions)" is checked by default. We recommend leaving this checked so your report shows you an accurate picture of available funds.





6. Budget A Version and Budget B Version fields populate by default. The Adopted Budget is the budget that was Board approved in August/September. The Allocated Budget is the current budget including budget changes that have subsequently posted. We recommend using the default options so your report shows current budget information.

How to run a GL0010 report (cont.):

Report in Regular Mode

GL0010- Budget Recapitulation

[Change to Edit Mode](#)

Fiscal Year:	2019/2020
Month End:	December
Location:	5 District Operations
Department:	54171- Cashier's Office - SAC 54172- Cashier's Office - SCC 54211- Fiscal Services Office 54212- Accounting
<input checked="" type="checkbox"/>	Include Pre-Encumbrances (Purchase Requisitions)
Budget A Version:	AD Adopted Budget
Budget B Version:	Allocated Budget
 Spreadsheet:	<input checked="" type="checkbox"/>
 Report:	Report
 <input type="checkbox"/>	Do not display all-zero entries
	SUBMIT

7. “Do not display all-zero entries” is checked by default. Uncheck this box if you’d like your report to include accounts that have a zero balance.

8. Select the Output Format for your report from the dropdown. You can select Report, PDF, or Word. You can also check “Excel Export” if you’d like the report in Excel.

9. Click submit.

How to run a GL0010 report (cont.):

Report in Edit Mode

You can set additional report parameters by running the report in Edit Mode. Enter the Fund(s), Project(s), Top(s), Department(s), Object(s) you would like your report to include.

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).

Sort 1 through Sort 7 allows you to sort the report, and set subtotals and page breaks as desired.

Fund(s):	<input type="text"/>	<input type="checkbox"/>	Can use Edit mode in this field
Project(s):	<input type="text"/>	<input type="checkbox"/>	Can use Edit mode in this field
Tops (Activity):	<input type="text"/>	<input type="checkbox"/>	Can use Edit mode in this field
Department(s):	<input type="text"/>	<input type="checkbox"/>	Can use Edit mode in this field
Object(s):	<input type="text"/>	<input type="checkbox"/>	Can use Edit mode in this field
	<input checked="" type="checkbox"/>	Include Pre-Encumbrances (Purchase Requisitions)	
Budget A Version:	AD Adopted Budget		
Budget B Version:	Allocated Budget		
Sort 1:	Fund	<input checked="" type="checkbox"/>	Totals <input checked="" type="checkbox"/> Page Break
Sort 2:	Object Type (RV, XP)	<input checked="" type="checkbox"/>	Totals <input type="checkbox"/> Page Break
Sort 3:	Major Object	<input checked="" type="checkbox"/>	Totals <input type="checkbox"/> Page Break
Sort 4:	GL Class (SubObject)	<input checked="" type="checkbox"/>	Totals <input type="checkbox"/> Page Break
Sort 5:	Object	<input checked="" type="checkbox"/>	Totals <input type="checkbox"/> Page Break
Sort 6:	None	<input type="checkbox"/>	Totals <input type="checkbox"/> Page Break
Sort 7:	None	<input type="checkbox"/>	Totals <input type="checkbox"/> Page Break

How to read a GL0010 report:

Main Report

Rancho Santiago Community College District
Fiscal Year: 2020

Budget Recapitulation
Year To Date Ending 11/30/2019

GL0010

Fund: 11
Project: ALL
Tops: ALL
Location: ALL
Department: 54212 Accounting
Object: ALL

Include Pre-Encumbrances? Yes
Budget A: Adopted Budget
Budget B: Allocated Budget

Sort 1: By Fund (Totals)
Sort 2: By Object Type
Sort 3: By Major Object (Totals)
Sort 4: By GL Class
Sort 5: By Object
Sort 6: None
Sort 7: None

How to read a GL0010 report (cont.):

Rancho Santiago Community College District		Budget Recapitulation				GL0010	
Fiscal Year: 2020		Year To Date Ending 11/30/2019				Page: 2	
Dept: 54212 Accounting		Adopted Budget	Allocated Budget	YTD Actual	YTD Enc + PRs	YTD Balance	Pct Avail
Fund: 11	Proj: ALL						
Tops: ALL	Obj: ALL						
11 General Fund Unrestricted							
2 Classified Salaries			A	B	C	A - B - C	
11_0000_672000_54212_2130	Classified Employees : Accounting	536,048	536,048	173,117.70	271,231.16	91,699.14	17 %
Total Major Object 2 Classified Salaries		536,048	536,048	173,117.70	271,231.16	91,699.14	17 %
3 Employee Benefits							
11_0000_672000_54212_3215	PERS - Non-Instructional : Accounting	104,913	104,913	33,963.24	0.00	70,949.76	68 %
11_0000_672000_54212_3315	OASDHI - Non-Instructional : Accounting	33,982	33,982	10,971.20	0.00	23,010.80	68 %
11_0000_672000_54212_3325	Medicare - Non-Instructional : Accounting	7,952	7,952	2,565.79	0.00	5,386.21	68 %
11_0000_672000_54212_3415	H & W - Non-Instructional : Accounting	158,812	158,812	41,398.04	0.00	117,413.96	74 %
11_0000_672000_54212_3435	H & W - Retiree Fund Non-Inst : Accounting	14,206	14,206	4,867.43	0.00	9,338.57	66 %
11_0000_672000_54212_3515	SUI - Non-Instructional : Accounting	985	985	87.65	0.00	897.35	91 %
11_0000_672000_54212_3615	WCI - Non-Instructional : Accounting	8,909	8,909	2,655.09	0.00	6,253.91	70 %
11_0000_672000_54212_3915	Other Benefits - Non-Instruct : Accounting	12,000	12,000	3,875.00	7,250.00	875.00	7 %
Total Major Object 3 Employee Benefits		341,759	341,759	100,383.44	7,250.00	234,125.56	69 %
4 Supplies & Materials							
11_0000_672000_54212_4610	Non-Instructional Supplies : Accounting	3,500	3,500	2,717.63	620.95	161.42	5 %
Total Major Object 4 Supplies & Materials		3,500	3,500	2,717.63	620.95	161.42	5 %
5 Other Operating Exp & Services							
11_0000_675000_54212_5210	Conference Expenses : Accounting	1,000	1,000	85.00	0.00	915.00	92 %
11_0000_672000_54212_5220	Mileage/Parking Expenses : Accounting	350	326	0.00	0.00	326.00	100 %
11_0000_672000_54212_5605	Contracted Repair Services : Accounting	250	250	0.00	0.00	250.00	100 %
11_0000_672000_54212_5940	Reproduction/Printing Expenses : Accounting	0	24	23.25	0.00	0.75	3 %
Total Major Object 5 Other Operating Exp & Services		1,600	1,600	108.25	0.00	1,491.75	93 %
Total Fund 11 General Fund Unrestricted		882,907	882,907	276,327.02	279,102.11	327,477.87	37 %
TOTAL ALL REVENUES		0	0	0.00	0.00	0.00	
TOTAL ALL EXPENDITURES		882,907	882,907	276,327.02	279,102.11	327,477.87	
TOTAL NET		882,907	882,907	276,327.02	279,102.11	327,477.87	

How to read a **GL0010** report (cont.):

“Adopted Budget” is the budget that was Board approved in August/September.

“Allocated Budget” is the current budget including budget changes posted subsequent to the Adopted Budget.

“YTD Actuals” represents actual expenses. It includes any transfers of expenditure (TOEs) that have posted.

“YTD Enc + PRs” represents encumbrances and purchasing requisitions.

“YTD Balance” shows the amount of budget available to spend in the account. It is the allocated budget, less actual expenditures, less encumbrances and requisitions.

TIP: If a GL account has a negative “YTD Balance”, this indicates that the account is overspent. A budget change should be submitted to transfer budget to this account.

TIP: You can use **ACBL** to drill into account detail for a single account at a time. You can use a **GL0210** report to drill into account detail for multiple accounts at a time.

GL0210 Report

- ★ 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

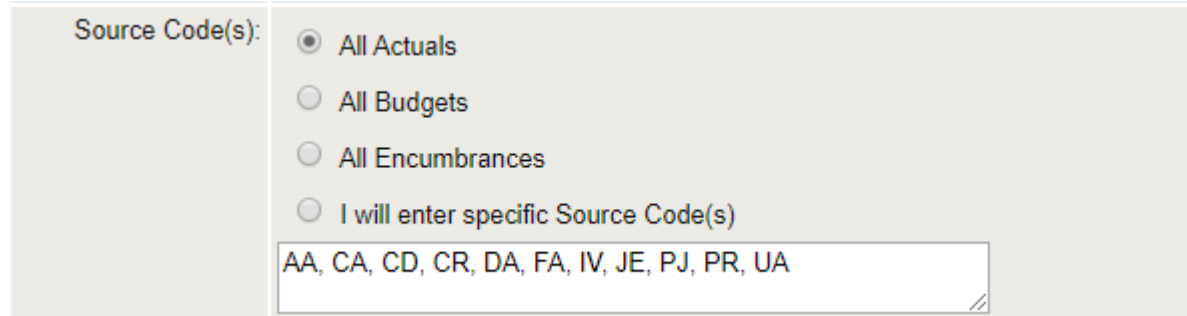
2. Enter the date range to run the desired report. The date range cannot cross fiscal years.

GL0210- GL Activity

From:	<input type="text" value="11/15/2019"/>	MM/DD/YYYY
To:	<input type="text" value="11/30/2019"/>	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.):

Sort 1:	<input type="text" value="Date"/>	<input type="checkbox"/> Totals
Sort 2:	<input type="text" value="Reference"/>	<input type="checkbox"/> Totals
Sort 3:	<input type="text" value="None"/>	<input type="checkbox"/> Totals
Sort 4:	<input type="text" value="None"/>	<input type="checkbox"/> Totals
<input type="checkbox"/> Show Totals Only		
Output Format:	<input type="text" value="Report"/>	
<input type="button" value="SUBMIT"/>		

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.

How to read a GL0210 report:

Rancho Santiago Community College District

GL Activity
11/15/2019 To 11/30/2019
By Date, Reference

GL0210
Page: 1

Source Code: AA, CA, CD, CR, DA, FA, IV, JE, PJ, PR, UA
Reference: ALL
Fund: 11

Tops: ALL
Dept: 54212
Object: 4000-5999
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>
11/19/19	11_0000_672000_54212_4610	PJ	V0740215	Office Depot Business Svcs	379.47	0.00	379.47
11/19/19	11_0000_672000_54212_4610	PJ	V0740219	Office Depot Business Svcs	248.22	0.00	248.22
				Grand Total	<u>\$627.69</u>	<u>\$0.00</u>	<u>\$627.69</u>

Total # of records: 2


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 report (cont.):

References	Description	Example
Vxxxxxxx	AP Voucher (Vendor Payment)	V0712168
CTPYxxxxx	Payroll Salaries and Wages	CTPY2003B 20 represents fiscal year 03 represents pay cycle A represents the Certificated payroll B represents the Classified payroll
CTPYxxxxxF	Payroll Fringe Benefits	CTPY2003BF 20 represents fiscal year 03 represents pay cycle A represents the Certificated payroll B represents the Classified payroll
HWPYxxxxx	Payroll Health & Welfare	HWPY2003B 20 represents fiscal year 03 represents pay cycle A represents the Certificated payroll B represents the Classified payroll
Jxxxxxxx	Journal Entries (TOEs)	J055394

GL Reports in Colleague: GLSA

-  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 screenshot of a search interface. On the left, there is a document icon. The search box contains the text "GLSA" in blue. To the right of the search box is a magnifying glass icon and a downward arrow. Further right is a circular refresh icon. To the far right is a button labeled "Navigate".

How to run a GLSA report (cont.):

Step 1 -> Fiscal Year thru

Step 2 -> Calendar Ending Month of

Step 3 -> Include accounts that have

Step 6 -> GL Account Definition

Step 4 -> Detail or Summarize Poolee Accounts

Step 5 -> Proceed with the Report

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	07/01/2019 – 07/31/2019
8	AUGUST	07/01/2019 – 08/31/2019
9	SEPTEMBER	07/01/2019 – 09/30/2019
10	OCTOBER	07/01/2019 – 10/31/2019
11	NOVEMBER	07/01/2019 – 11/30/2019
12	DECEMBER	07/01/2019 – 12/31/2019
1	JANUARY	07/01/2019 – 01/31/2020
2	FEBRUARY	07/01/2019 – 02/29/2020
3	MARCH	07/01/2019 – 03/31/2020
4	APRIL	07/01/2019 – 04/30/2020
5	MAY	07/01/2019 – 05/31/2020
6	JUNE	07/01/2019 – 06/30/2020

How to run a GLSA report (cont.):

Step 3: Enter “A” for All Statuses.

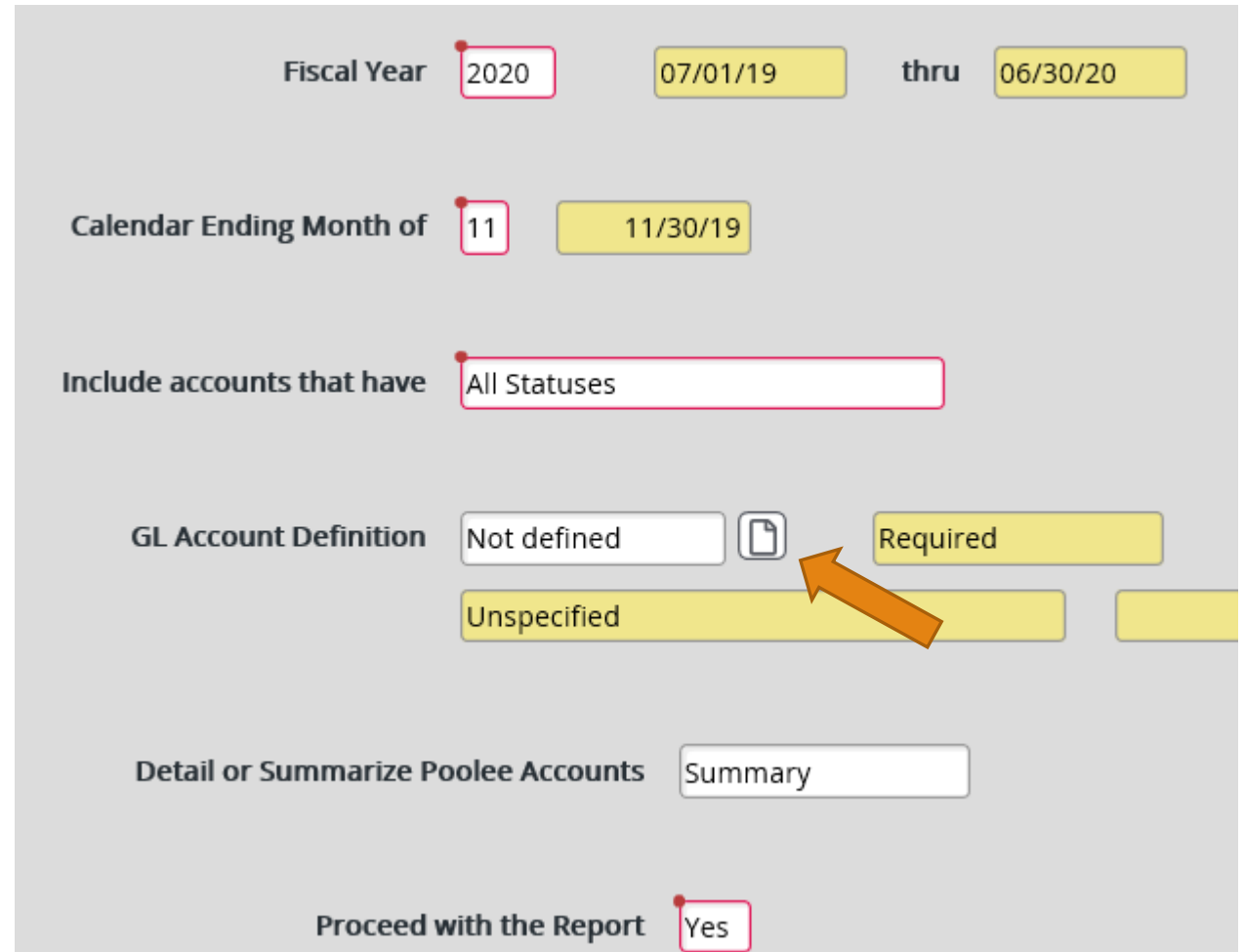
Step 4: Enter “S” for Summary.

Step 5: Enter “Y” for Yes.


Step 6: 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 the GLSF00 report parameter screen with the following fields and values:



- Fiscal Year:** 2020 (with a red error dot), 07/01/19 (yellow), thru 06/30/20 (yellow)
- Calendar Ending Month of:** 11 (with a red error dot), 11/30/19 (yellow)
- Include accounts that have:** All Statuses (text box)
- GL Account Definition:** Not defined (text box),  (document icon), Required (yellow), Unspecified (yellow)
- Detail or Summarize Poolee Accounts:** Summary (text box)
- Proceed with the Report:** Yes (with a red error dot)


An orange arrow points to the document icon in the GL Account Definition field.

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  Break - Required



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





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 



How to run a GLSA report (cont.):

GLSA • GLSF00 • CSPA - Change Sort Specification ☆

Save Save All Cancel

1 of 1 Element Sort/Break Specification Value 3/4

Criteria	Field Name	Sequence	Break
1	GLS.BUDGET.OFFICER	BY	Yes
2	GLS.FUND	BY	Yes
3	GLS.MAJOROBJECT	BY	Yes
4	GLS.OBJECT	BY	

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.):

Report Browser

1 of 1

Save As

Export PDF

Print Remote

Default Page View



Step 9: Click on “Export PDF”.

Recommended formatting options: Courier Font, 8 Font Size.

Then, click on “Create PDF”.

Then, click on “Download”.

GL Account	Allocated Budget	Actual	Encumbrances	%Committed	Available
Rancho Santiago Community College District Account Availability Report Ending 11/30/2019 Options - Available/Met/Exceeded Budget					
11/30/19					Page: 1
Fiscal Year: 2020				BUDGET.OFFICER: Unassigned	
11-0000-672000-54212-2130 Classified Employees : Acco	536,048.00	173,117.70	271,231.16	82.89	91,699.14
Totals for MAJOROBJECT: 2 - Classified Salaries	536,048.00	173,117.70	271,231.16	82.89	91,699.14
11-0000-672000-54212-3215 PERS - Non-Instructional :	104,913.00	33,963.24	0.00	32.37	70,949.76
11-0000-672000-54212-3315 OASDHI - Non-Instructional	33,982.00	10,971.20	0.00	32.29	23,010.80
11-0000-672000-54212-3325 Medicare - Non-Instructiona	7,952.00	2,565.79	0.00	32.27	5,386.21
11-0000-672000-54212-3415 H & W - Non-Instructional :	158,812.00	41,398.04	0.00	26.07	117,413.96
11-0000-672000-54212-3435 H & W - Retiree Fund Non-In	14,206.00	4,867.43	0.00	34.26	9,338.57
11-0000-672000-54212-3515 SUI - Non-Instructional : A	985.00	87.65	0.00	8.90	897.35
11-0000-672000-54212-3615 WCI - Non-Instructional : A	8,909.00	2,655.09	0.00	29.80	6,253.91
11-0000-672000-54212-3915 Other Benefits - Non-Instru	12,000.00	3,875.00	7,250.00	92.71	875.00
Totals for MAJOROBJECT: 3 - Employee Benefits	341,759.00	100,383.44	7,250.00	31.49	234,125.56
11-0000-672000-54212-4610 Non-Instructional Supplies	3,500.00	2,717.63	620.95	95.39	161.42
Totals for MAJOROBJECT: 4 - Supplies & Materials	3,500.00	2,717.63	620.95	95.39	161.42
11-0000-675000-54212-5210 Conference Expenses : Accou	1,000.00	85.00	0.00	8.50	915.00
11-0000-672000-54212-5220 Mileage/Parking Expenses :	326.00	0.00	0.00	0.00	326.00
11-0000-672000-54212-5605 Contracted Repair Services	250.00	0.00	0.00	0.00	250.00
11-0000-672000-54212-5940 Reproduction/Printing Expen	24.00	23.25	0.00	96.88	0.75
Totals for MAJOROBJECT: 5 - Other Operating Exp &	1,600.00	108.25	0.00	6.77	1,491.75
Totals for FUND: 11 - General Fund Unrestricted	882,907.00	276,327.02	279,102.11	62.91	327,477.87
Totals for BUDGET.OFFICER: Unassigned	882,907.00	276,327.02	279,102.11	62.91	327,477.87

Questions?
