

CHAPTER 7

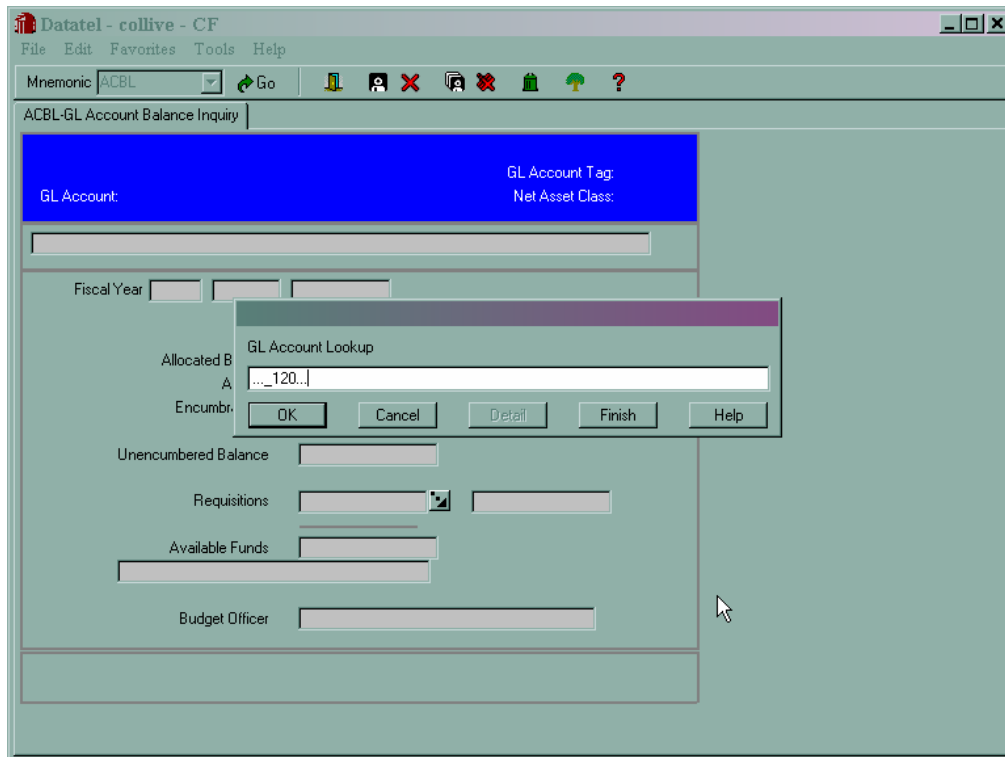
HOW TO FIND YOUR ACCOUNT NUMBERS, AND WHAT THE NUMBERS MEAN

Enter **ACBL** (GL Account Balance Inquiry) in the mnemonic box and click Go or hit <Enter>. **ACBL** is the screen you use to look up on-line real-time account balances. You may only look at one account number at a time, however.

At the GL Account Lookup prompt, enter the following **search string** to bring up a list of all existing account numbers for your unit (department):

..._<at least 3-digits of 9-digit Unit>...

In other words, if you were trying to look up all accounts for the Comptroller's Office, you would enter:
..._120...



The three dots used in the previous page's lookup example is called an **ellipsis**, and is used as a "wild card" selection criteria. In this case the ellipsis is used to represent all the missing numbers in the account number inquiry presented. In this example, the only part of the account number known is the first three digits of the account number component called the Unit piece. When the search is completed, the following GL Account Number Resolution screen appears:

ACBL-GL Account Balance Inquiry ACBL-GL Account Balance Inquiry

General Ledger Account Number Resolution
using GL.ACCTS, View: GL.ACCTS

Seq	GL Account Number	Description
1:	10100-06-120000000-605000	Comptroller's Office : Salaries Admin/Prof
2:	10100-06-120000000-615100	Comptroller's Office : Civil Service- Exemp
3:	10100-06-120000000-615200	Comptroller's Office : CS Non-Exempt
4:	10100-06-120000000-615300	Comptroller's Office : Civil Service - Over
5:	10100-06-120000000-615400	Comptroller's Office : Civil Service Extra
6:	10100-06-120000000-625000	Comptroller's Office : Student Wages
7:	10100-06-120000000-660100	Comptroller's Office : Consultants
8:	10100-06-120000000-661100	Comptroller's Office : Emplmt Agency Temp
9:	10100-06-120000000-665000	Comptroller's Office : Contract Labor/Purch
10:	10100-06-120000000-668100	Comptroller's Office : Advertising
11:	10100-06-120000000-668101	Comptroller's Office : Advertising - Employ
12:	10100-06-120000000-669504	Comptroller's Office : Maint Agree Machiner
13:	10100-06-120000000-673160	Comptroller's Office : Flower Arrangements
14:	10100-06-120000000-691400	Comptroller's Office : Garage ISU
15:	10100-06-120000000-691802	Comptroller's Office : Tele ISU TNSS MAC Ch
16:	10100-06-120000000-691803	Comptroller's Office : Tele ISU AT&T Tolls/

Controller LookUp Resolution Page 1/24
Seq Number, (F)lag, (S)ort/Select:

Enter sequence number here

Select one of your non-payroll accounts by selecting the sequence number to the left of the account number and hit <Enter>. Then type in the four-digit fiscal year at the Fiscal Year Lookup prompt and click OK or hit <Enter>.

At this point, it is necessary to explain what all the numbers in a given account number mean, along with the concept of budget pooling in Datatel. See the next page.

EXAMPLE OF ACBL WHEN LOOKING AT AN UMBRELLA ACCOUNT

The account number in this example is 10100-06-120000000-991200

Datatel - collive - CF

File Edit Favorites Tools Help

Mnemonic: ACBL Go

ACBL-G/L Account Balance Inquiry

GL Account: 10100-06-120000000-991200 GL Account Tag: 91300
Net Asset Class:

UMB - Contractual

Fiscal Year: 2003 Open Umbrella

	Annual Amount	GL Number Portion
Allocated Budget	140,492.00	
Actuals	139,391.98	
Encumbrances	1,000.00	
Unencumbered Balance	100.02	
Requisitions	0.00	
Available Funds	100.02	

Umbrella 10100-06-120000000-991200

Budget Officer: Gregory Allen Alt

The numbers in the Annual Amount (left) column represent totals for the Contractual umbrella budget pool for the given fiscal year. There are numerous expense accounts, called Poolee accounts, that are linked to the object code 991200 (UMB-Contractual). These linked Poolee accounts are added together to come up with the Annual Amount totals. See last slide on previous page.

The row headed “**Actuals**” means actual expenses (revenues if looking at an income account) for the given fiscal year.

The “**Available Funds**” total is what’s left to spend for the given fiscal year.

NOTE: The Detail buttons on this screen will not link to another screen for this particular object code. They will only work if one is looking at a poolee account that has a Purchase Order or Requisition encumbrance charged against it.

See the next page for an example of a poolee account with an encumbrance.

EXAMPLE OF ACBL WHEN LOOKING AT A POOLEE ACCOUNT

The account number in this example is 10400-06-120000000-660100.

Datatel - collive - CF
File Edit Favorites Tools Help

Mnemonic:

ACBL-G/L Account Balance Inquiry

GL Account: 10400-06-120000000-660100 GL Account Tag: 65000
Net Asset Class:

Fiscal Year:

	Annual Amount	GL Number Portion
Allocated Budget	140,492.00	0.00
Actuals	139,391.98	21,552.00
Encumbrances	1,000.00	0.00
Unencumbered Balance	100.02	
Requisitions	0.00	0.00
Available Funds	100.02	

Budget Officer:

Click on arrow for link to GLAI

Click on arrows for links to ENCI

The numbers in the GL Number Portion (right) column show the expenses and encumbrances for the account in question. The Annual Amount column shows the totals for the budget pool (Umbrella account) that this account number is linked to. In this example, it is linked to the Contractual Umbrella account, which is shown right below the Available Funds line.

Clicking on the Detail button next to the Actuals total will link to the **GLAI** (GLA Transaction Inquiry) screen. See following pages for discussion of **GLAI**.

Clicking on the Detail button next to the Encumbrances total will link to the **ENCI** (Encumbrance Inquiry) screen. See following pages for discussion of **ENCI**.

GLAI - GLA Transactions Inquiry Detailing on Actuals in ACBL

Click on the detail button on the **Actuals** field:

ACBL-GL Account Balance Inquiry

GL Account: 10400-06-120000000-742500 GL Account Tag: 70000
Net Asset Class:

Office Supplies - Prime Vendor

Fiscal Year: 2003 Open Poolee

	Annual Amount	GL Number Portion
Allocated Budget	53,095.00	0.00
Actuals	43,205.30	3,597.49
Encumbrances	2,082.00	0.00
Unencumbered Balance	7,807.70	
Requisitions	0.00	0.00
Available Funds	7,807.70	

Umbrella 10100-06-120000000-991300

Budget Officer: Gregory Allen Alt

GLAI – GLA Transaction Inquiry Screen

The GLA Transaction Inquiry (GLAI) screen lists all of the transactions that comprise the current, future, and memo actual activity posted to the current account in the selected fiscal year.

Colleague displays the reference number, date, description, and amount for each transaction. In addition to the total posted amount for all transactions, Colleague shows the Actuals amount that is “Pending Posting.”

You can access the GLAI screen only by detailing from the Actuals field on the GL Account Balance Inquiry (ACBL) screen.

You can view detailed information about the entries on GLAI by detailing to additional inquiry screens.

- For vouchers, Colleague opens the Voucher Inquiry (VOUI) screen.
- For checks, Colleague opens the Check Inquiry (CHKI) screen.
- For journal entries, Colleague opens the new General Journal Inquiry (GLJI) screen

ENCI – GL ENCUMBRANCE INQUIRY

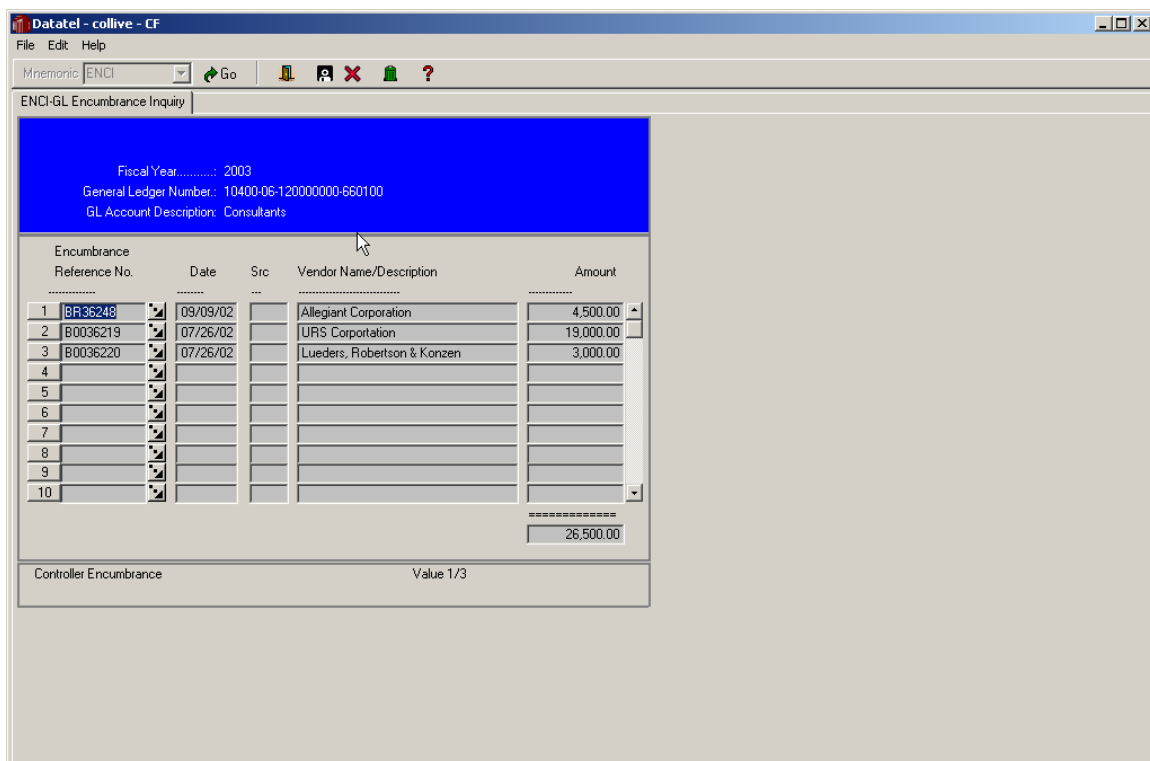
This screen shows all Purchase Order encumbrances for a given expense account. To see all account numbers within your Unit that have encumbrances, enter the following at the Encumbered GL Account Lookup prompt after answering the Fiscal Year prompt:

..._<at least 3-digits of 9-digit Unit number>...

For example, to see any encumbered account numbers for the Comptroller's Office, one would enter:

..._120...

After selecting an account number, the following screen will come up:



ENCIGL Encumbrance Inquiry

Fiscal Year:..... 2003
General Ledger Number: 10400-06-120000000-660100
GL Account Description: Consultants

Encumbrance Reference No.	Date	Src	Vendor Name/Description	Amount
1 BR36248	09/09/02		Allegiant Corporation	4,500.00
2 B0036219	07/26/02		URS Corporation	19,000.00
3 B0036220	07/26/02		Lueders, Robertson & Konzen	3,000.00
4				
5				
6				
7				
8				
9				
10				
				26,500.00

Controller Encumbrance Value 1/3

The Detail buttons to the right of the Encumbrance Reference No. column will link to either the **PINQ** (Purchase Order Inquiry) or **BINQ** (Blanket Purchase Order) screens.

HOW TO RUN A CHART OF ACCOUNTS USING GLSA (DETAIL MODE)

To run a report of all account numbers that are in existence for your Unit, you would use the reporting mnemonic called **GLSA** (General Ledger Summary Availability).

Here are the “click by click” instructions to do so.

Enter **GLSA** in the Mnemonic box and either click Go or hit <Enter>.

Fiscal Year - Enter the current fiscal year if it’s not already showing and hit <Enter>.

Calendar Ending Month of – Enter the number of the current month and hit <Enter>.
For example, enter 01 for January.

Include accounts that have – Enter the letter “A” and hit <Enter>.

GL Account Definition – Click the Detail button

Select/List - Click the Detail button or enter ‘S’ and then <Enter>.

If you wish to select a 5-digit Fund number, now enter the letter “I” and hit <Enter>, then put in as many fund numbers as you wish. If you wish to see all possible funds for your unit, then skip to the next step without entering anything in this Fund line.

Hit <Enter> until you get to the blank white box between the numbers 5 & 6, the line that the Unit selection is on. Enter the letter “I”, hit <Enter>, then enter your 3-digit unit number. If you’re limiting your selection to a specific Agency or Restricted (Grant) account, you would enter the entire 9-digit Unit number.

Now click on the box next to the words “Prompt for additional selection criteria?” and enter the letter “N” and hit <Enter>, then hit <Enter> again or click Update at the Update prompt.

Sort – Click the Detail button. Click on the empty box under the Break column on line 2 for Fund, enter a “Y”. Click on the empty box under the Break column on line 4 for Unit and enter a “Y” and hit <Enter>. Click the Save icon on the toolbar, then hit <Enter> or click Update.

Glance at the Display Criteria area of the screen to verify you’ve chosen the right selection criteria. If you haven’t selected the right Fund or Unit, you can once again click on the Select/List Detail button to correct your selections.

Click the Save icon on the toolbar and either hit <Enter> or click Update.

Detail or Summarize Poolee Accounts – Change the letter “S” to the letter “D” to signify you are running an entire chart of accounts, not just the Umbrella accounts and hit <Enter>.

Proceed with the Report – Enter the letter “Y” and hit <Enter>. Then hit <Enter> or click Update.

Output Device – Change the letter “P” to the letter “H” and hit <Enter>. Click Save and hit <Enter> or click Update.

Execute in Phantom Mode? – Accept the default answer of “N” by clicking Save and hitting <Enter> or clicking Update. The report will now run. **See the next chapter for how printing or viewing output is done in version UI 1.0.**

Your output will show each of your budget pools (Umbrella accounts) along with all the detailed expense accounts (poolee) accounts that are linked to the budget pools.

02/26/03 Fiscal Year: 2003 Illinois State University Account Availability Report Ending 03/31/2003 Options - Available/Met/Exceeded Budget Page: 1 FUND: 10100 - General Revenue					
GL Account	Allocated Budget	Actual	Encumbrances	%Committed	Available
10100-06-120000000-991200 UHS - Contractual	180,330.00	153,905.03	9,838.63	90.80	16,586.34
10100-06-120000000-991200 UHS - Contractual	*	0.00	0.00		
10100-06-120000000-660100 Consultants		0.00	0.00		
10100-06-120000000-661100 Emplmnt Agency Temp Srv		0.00	0.00		
10100-06-120000000-665000 Contract Labor/Purchases		0.00	0.00		
10100-06-120000000-668100 Advertising		0.00	0.00		
10100-06-120000000-668101 Advertising - Employment		0.00	0.00		
10100-06-120000000-669504 Maint Agree Machinery/Mec		0.00	0.00		
10100-06-120000000-673160 Flower Arrangements		0.00	0.00		
10100-06-120000000-691802 Tele ISU TNSS MAC Charges		0.00	0.00		
10100-06-120000000-691805 Tele ISU TNSS Data Port M		0.00	0.00		
10100-06-120000000-702010 Trvl Non-Empl Conf/Mtg/V		0.00	0.00		
10100-06-120000000-704300 Repair Mach & Mech Equip		0.00	0.00		
10100-06-120000000-704500 Repair - Data Proc Equip		0.00	0.00		
10100-06-120000000-704900 Repairs Not Else Classifi		0.00	0.00		
10100-06-120000000-722000 Memberships/Dues		0.00	0.00		
10100-06-120000000-727000 Subscriptions		0.00	0.00		
10100-06-120000000-729020 Registration Paid to Vend		0.00	0.00		
10100-06-120000000-808000 Software		0.00	0.00		
10100-06-120000100-702010 Trvl Non-Empl Conf/Mtg/V		0.00	0.00		
10100-06-120000100-737245 Software License Fee		0.00	0.00		
10100-06-120100000-665000 Contract Labor/Purchases		0.00	0.00		
10100-06-120100000-808000 Software		0.00	0.00		
10100-06-120200000-669502 Maint Agree Equip Office		0.00	0.00		
10100-06-120200000-691102 STSS - Software Charges		0.00	0.00		
10100-06-120200000-727000 Subscriptions		0.00	0.00		
10100-06-120200000-729020 Registration Paid to Vend		0.00	0.00		
10100-06-120200000-808000 Software		0.00	0.00		
10200-06-120000000-691700 Postage ISU - General		0.00	0.00		
10200-06-120100000-691700 Postage ISU - General		0.00	0.00		
10400-06-120000000-660100 Consultants		38,213.37	9,838.63		

Sample of a portion of a GLSA Detail report