

# Frequently Asked Questions (FAQs): An Online Guide for End-Users of Datatel's Colleague Financials

Last Revised: September 2018

## Important Notes:

- **Purpose:** The purpose of this FAQ is to provide answers for the common questions staff members have when they are working in Datatel's Colleague Financials. This FAQ will be updated periodically when changes are made to the Datatel system or to accounting policies.
- **What is the Datatel Assistance Desk?** The Datatel Assistance Desk exists for staff members who have no other source for Datatel help and for those who have no idea who to call when they need help. Staff members may have certain individuals they go to when they need help with Datatel or an accounting question. The Datatel Assistance Desk is available for those staff members who do not have that type of support system or for those who need help beyond the support they receive from other staff. The Datatel Assistance Desk can help you if you are having problems while working with mnemonics, if you are having printing problems, etc.
- **Quotation Marks:** There are many instances throughout this FAQ where you, the end-user, are instructed what data should be entered at a particular LookUp prompt or told about some word/phrase that will appear on the computer screen. The data to be entered or the word/phrase appearing on the screen will be enclosed in quotes to set it apart from the other text. The **quote marks are not to be entered**, just the data between them, when you are entering mnemonics at prompts, etc. The only time the quote marks should be entered is when the end-user is specifically directed to enter the quote marks.
- **Listing of Important Staff Member Names and Duties:** A list of Important Staff Member Names and Duties (including Fund Heads and additional resource contacts) is contained in this FAQ for the end-user of Datatel's Colleague Financials. You can refer to this list while reading a Q & A if you are told to contact a specific area/resource person and you need to know a name and phone number/e-mail address for the contact. For example, you may ask yourself, I know I need to contact the Budget Office for this issue, but I don't know who I should call or ask for? You will find the appropriate staff member and his or her phone number/e-mail address in the Important Staff Member Names and Duties section of this FAQ. A list of staff member duties is included under each name (except in the case of the additional resource contacts) so end-users will have a good idea of who does what concerning the Datatel system.

## **Important Staff Member Names and Duties**

(This section contains a list of staff member names, along with the duties they perform concerning the Datatel system and/or accounting issues. These individuals can be called or e-mailed regarding the issues listed under their names. Further down, you will find the Fund Heads and their duties. Finally, at the end of this section you will find a list of additional resource contacts. These individuals are staff members in different areas throughout the University who can help other staff members in their area with Datatel and accounting questions.)

**Shirley Murphy**, 8-7613, [samurph@ilstu.edu](mailto:samurph@ilstu.edu), (Uptown Crossing 232)

- Coordinates Datatel Assistance Desk
- Can help with Maintenance, Inquiry screens or system queries
- Can help with Datatel printing problems
- Can give end-users access to transactions and accounts in the Datatel system
- Can clear a session when the end-user's records are locked
- Can help with customized Datatel queries

### **Administrative Technologies/ Endpoint Support Staff:**

[AT Endpoint Support](#), 8-1818

- Can respond to questions regarding technical printing problems
- Can respond to questions regarding Datatel performance

### **Purchasing Department (8-1946):**

[ISUPurchasing@ilstu.edu](mailto:ISUPurchasing@ilstu.edu)

- Can help with POs, requisitions and two-party agreements
- Can help with vendor assignments and payment issues on Purchase Orders
- Can help with OfficeDepot Supply contract questions
- Can help with JPMorgan Chase departmental credit card questions.

## **Budget Office (8-2143):**

**Amanda Hendrix**, 8-1190, [amhendr@ilstu.edu](mailto:amhendr@ilstu.edu)

- Can answer questions regarding the Budget Wizard system
- Can answer questions regarding budget transfers
- Can access budget amounts
- Can help with rolling General Revenue funds to next fiscal year if procurement issues arise

**Janis Langdon**, 8-2373, [jlangd@ilstu.edu](mailto:jlangd@ilstu.edu)

- Can assist with budget transfers (General Revenue, Agency, and Service Department)
- Can answer questions regarding budget transfers
- Can access budget amounts
- Can help with rolling General Revenue funds to next fiscal year if procurement issues arise

**Vicki Cooley**, 8-2146, [vlcool@ilstu.edu](mailto:vlcool@ilstu.edu)

- Can grant access to and provide training for the Budget Wizard system
- Can answer questions regarding budgets
- Can assist with budget transfers (General Revenue, Agency, and Service Department)
- Can access budget amounts

**Yvette Huddleston**, 8-2767, [hshuddl@ilstu.edu](mailto:hshuddl@ilstu.edu)

- Can answer questions regarding budgets
- Can assist with General Revenue budget transfers
- Can access budget amounts

## **Cashier's Office (8-3625):**

**Tim Wickenhauser**, 8-5750, [trwicke@ilstu.edu](mailto:trwicke@ilstu.edu)

- Can help with deposits

## **Comptroller's Office (8-5672):**

**Carla Dietsch**, 8-5696, [cjdiets@ilstu.edu](mailto:cjdiets@ilstu.edu), (UPC Ste F)

- Can void vouchers that the end-user does not want to use or save. Please make your request by filling out a void voucher form. This form can be accessed at: <http://www.comptroller.ilstu.edu/datatel/forms/>. User departments can make an e-mail request to the above e-mail address.

- Can set a 9-digit unit number in the system
- Can perform account deletions
- Can do a total rework of a chart if a whole new area needs to be created
- Can answer questions concerning pooling for General Revenue funds

**Carla Dietsch**, 8-5696, [cjdiets@ilstu.edu](mailto:cjdiets@ilstu.edu) (UPC Suite F)

- Can help with travel voucher or travel-related issues

**Lauri Joynt**, 8-5751, [ljoynt@ilstu.edu](mailto:ljoynt@ilstu.edu), (UPC Suite F)

- Can help with vendor issues (building new vendors; changing addresses, etc.)

## **Fund Heads:**

**General Revenue** (10100, 10400), Sandy Warlow, 8 2275 or [skwarlo@ilstu.edu](mailto:skwarlo@ilstu.edu)

- Can help with requests for a nine-digit unit number
- Can help with requests to devise a new General Ledger number
- Can help with requests to add an object code to a unit's chart of accounts
- Can answer questions concerning account deletions
- Can perform budget transfers
- Can be called when a customer has a deposit for a General Revenue fund
- Can answer questions concerning a lapse period payment date
- Can give permission for overrides
- Can perform voucher approvals
- Can do journal entries
- Can do a total rework of a chart if a whole new area needs to be created
- Can give permission to customers for deposits to General Ledger accounts with an object class starting with a 6, 7, or 8

**Agency** (107xx, 50701), Sandy Warlow, 8 2275 or [skwarlo@ilstu.edu](mailto:skwarlo@ilstu.edu)

- Can help with requests to devise a new General Ledger number
- Can help with requests to add an object code to a unit's chart of accounts
- Can answer questions concerning account deletions
- Can perform budget transfers
- Can answer questions concerning a lapse period payment date
- Can give permission for overrides
- Can perform voucher approvals
- Can do journal entries
- Can do a total rework of a chart if a whole new area needs to be created
- Can give permission to customers for deposits to General Ledger accounts with an object class starting with a 6, 7, or 8
- Can do online voucher training

**Grants/Restricted** (115xx, 116xx, 11701), Lisa Haas, 8-2267, [lahaas2@ilstu.edu](mailto:lahaas2@ilstu.edu)

- Can help with requests for a nine-digit unit number
- Can help with requests to devise a new General Ledger number
- Can help with requests to add an object code to a unit's chart of accounts
- Can answer questions concerning account deletions
- Can perform budget transfers (but not for the Lab Schools)
- Can perform budget transfers to an account outside of your area
- Can answer questions concerning a lapse period payment date
- Can give permission for overrides
- Can perform voucher approvals
- Can do journal entries
- Can do a total rework of a chart if a whole new area needs to be created
- Can give permission to customers for deposits to General Ledger accounts with an object class starting with a 6, 7, or 8

**Service Departments** (105xx), Erika Jones, 8-4540, [eljones@ilstu.edu](mailto:eljones@ilstu.edu)

- Can answer questions concerning account deletions
- Can answer questions concerning a lapse period payment date
- Can give permission for overrides
- Can perform voucher approvals
- Can do journal entries
- Can do a total rework of a chart if a whole new area needs to be created
- Can give permission to customers for deposits to General Ledger accounts with an object class starting with a 6, 7, or 8

**Bond Revenue** (106xx, 661xx, 662xx), Sandy Warlow, 8-2275, [skwarlo@ilstu.edu](mailto:skwarlo@ilstu.edu)

- Can help with requests for a nine-digit unit number
- Can help with requests to devise a new General Ledger number
- Can help with requests to add an object code to a unit's chart of accounts
- Can answer questions concerning account deletions
- Can perform budget transfers
- Can perform budget transfers to an account outside of your area
- Can answer questions concerning a lapse period payment date
- Can give permission for overrides
- Can perform voucher approvals
- Can do journal entries
- Can do a total rework of a chart if a whole new area needs to be created
- Can give permission to customers for deposits to General Ledger accounts with an object class starting with a 6, 7, or 8
- Can help with R&R and construction project requisitions and blanket PO payments

**Datatel Assistance Desk**, 8-2270

- Can help with any Datatel software or process-related problem, or can point you to the appropriate individual within the Comptroller's Department.

## FAQs:

### **1. How do I get security clearance for the access I need so I can get started in Datatel's Colleague Financials?**

To receive security clearance, you need to fill out an Account Creation form. This form can be obtained from the Datatel Assistance Desk (8-2270) or downloaded at: <http://comptroller.illinoisstate.edu/faculty/datatel/forms.shtml>. This form outlines the various pieces of the system to which you may need access (transactions/accounts).

You and your Dean/Department Head or supervisor should assess these needs and then send the completed form to this address: Shirley Murphy, UPC 232 (Campus Box 1200-Comptroller's Office).

#### **a. How do I get a logon?**

You must first fill out the Account Creation form discussed in question #1 to begin the procedure of account creation. A valid User ID is necessary to access the University's Financial Information System.

As soon as your account is created, you will be sent an e-mail message with the subject: Datatel Account Activation.

#### **b. Who should I contact to schedule a Datatel training session?**

After your Dean/Department Head or supervisor determines that you need to use the Datatel system, you must fill out an Account Creation form in order to receive security clearance. After receiving your Datatel Account Activation notification, you should schedule your Datatel training sessions by e-mailing Rhonda Jenkins at [rkjenki@ilstu.edu](mailto:rkjenki@ilstu.edu).

#### **c. How do I get the Datatel software loaded on my workstation once I have been trained?**

It is not necessary to install Datatel on your workstation. The Datatel UI 4.X client can be accessed from any internet browser on campus at <https://datatel.illinoisstate.edu/>.

## **2. What should I do if I can't connect to the Datatel accounting system?**

If you are able to connect to other web sites using the internet browser that you use to access Datatel, then this is probably a Datatel issue. Contact the Datatel Assistance Desk at 8-2270 to determine the cause.

## **3. Who should I call for Datatel help so I can determine what kind of problem I'm having?**

You can call the Datatel Assistance Desk (8-2270). Also, a list of additional resource contacts is presented in the Important Staff Member Names and Duties section of this FAQ.

## **4. What is a General Ledger account number and how is it constructed?**

In Datatel's Colleague Financials system, an account number consists of major components, which in turn may be divided into sub-pieces. Our major components for the University's chart of accounts are called:

**Fund** (source of account)

**Function** (purpose of account)

**Unit** (who the account belongs to)

**Object** (usually a category of revenue or expense)

Counting the underscores, an account number is 25 characters long, but don't panic! There are very easy ways to look up the account numbers for any given department when processing documents or doing reports. The major components and sub-pieces in our chart of accounts structure were designed with two main concepts in mind:

- to ease the preparation of various University financial statements
- to offer flexibility to the end-users so they can manage and report on the level of detail they desire

Consider the following example, which represents the account number that translates to: Current Unrestricted, Local Agency, Athletic Fee, Student Services, Intercollegiate Athletics, Auxiliary Services, Events, MBB Road Games, Expense, Travel, Team, Lodging. Yikes!

**Complete account number = 10706\_05\_713627000\_702601**

(Think of each component as working the way a zip code works for the Postal Service -- the farther to the right you go, the more specific and meaningful the account number is.)

<b>Fund</b> is 5 digits	
First digit identifies a FUND.GROUP	1 = Current Funds
First two digits identify a FUND.SUB.GROUP	10 = Current Unrestricted
First three digits identify a FUND.SUB.TYPE	107 = Current Unrestricted, Local Agency
All five digits identify a FUND	10706 = Current Unrestricted, Local Agency, Athletic Fee

<b>Function</b> is 2 digits	
Both digits together identify a FUNCTION	05 = Student Services

<b>Unit</b> is 9 digits	
First three digits identify a DEPARTMENT	713 = Intercoll. Athletics
First four digits identify a SUB.DEPT	7136 = Intercoll. Athletics, Auxiliary Services
First five digits identify a SUB.DEPT.DIVISION	71362 = Intercoll. Athletics, Auxiliary Services, Events
First six digits identify a SUB.UNIT	713627 = Intercoll. Athletics, Auxiliary Services, Events, MBB Road Games
All nine digits together identify a UNIT	713627000 = (Same as previous example)

<b>Object</b> is 6 digits	
First digit identifies OBJECT.CLASS	7 = Expense
First three digits identify TYPE	702 = Expense, Travel
First four digits identify SUB.TYPE	7026 = Expense, Travel, Team
All six digits together identifies OBJECT	702601 = Expense, Travel, Team, Lodging

Complete account number = 10706\_05\_713627000\_702601

**List of Function Component Numbers and Descriptions**

- 1 - Instruction
- 2 - Research

- 3 - Public Service
- 4 - Academic Support
- 05 - Student Services
- 6 - Institutional Support
- 7 - Operation and Maintenance
- 08 - Revenue Bond
- 9 - Staff Benefits
- 10 - Compensated Absences
- 11 - Student Aid
- 99 - No Function Assigned

**List of Object Class Numbers (first digit of the Object code) and Descriptions**

- 1 - Assets account
- 2 - Liabilities account
- 3 - Fund Balance account (the previous fiscal year's Cash carryover)
- 4 - Revenue account
- 5 - Revenue account
- 6 - Expense account
- 7 - Expense account
- 8 - Expense account
- 9 - Expense account

Please note that with this structure it is possible to run reports in a very general or a very detailed manner by specifying to the system, which sub-pieces (sub-components) to use when selecting the accounts to be included in the report. Questions about the account number structure can be directed to the Datatel Assistance Desk at 8-2270.

**5. How can I request a new account and how are these created in Datatel?**

If this is for a nine-digit unit number and for an Agency fund, you must fill out a Request for New Account form (see <http://www.comptroller.ilstu.edu/datatel/forms/>), sign it, and have it signed by your College Dean/Department Head. If you are working in an academic area, you should send the signed form to the Provost's Office. If you are working in a non-academic area, you should send the signed form to the Budget Office (Hovey 302). After formal approvals are received from these offices and the appropriate staff, the form is forwarded to the Comptroller's Office (UPC Suite F) and a staff member sets the unit in the system.

If the request is for a nine-digit unit number, but you are working with one of the other funds (not Agency), you should e-mail the Fund Head with your request. You will be contacted when the process is completed, regardless of the fund. After a new account has been built, it is possible that not all staff in your area who previously had access to their Budget Officer's accounts will have access to the newly established account. If you or another staff member in your area experiences this access problem, please contact Shirley Murphy at [samurph@ilstu.edu](mailto:samurph@ilstu.edu) to update your security.

**a. Who is authorized to establish the actual accounts?**

The only individuals authorized to establish the actual accounts are the Fund Heads.

**b. Who can help me devise a new General Ledger number?**

E-mail the Fund Head and he/she can help you devise a new General Ledger number. You may also e-mail [comptroller@ilstu.edu](mailto:comptroller@ilstu.edu) to reach all of the fund heads.

**c. How will I know when the account is available to use for expenditures or deposits?**

You will be sent an e-mail or contacted by phone when the account is available to use for expenditures or deposits.

**d. How do I get a new object code added to our chart of accounts and when will it be available?**

E-mail [comptroller@ilstu.edu](mailto:comptroller@ilstu.edu) to reach all of the fund heads. The account will usually be available the next day. This allows time for including the account in the appropriate budget pool, if any.

**e. How do I look up General Ledger accounts by Budget Officer (fiscal agent)?**

In Inquiries screens (i.e., ACBL, ENCI, GLRQ, and other mnemonics), you can use the semi-colon option when you are prompted for the General Ledger number. Simply type in: ;gl.budget.officer **"Budget Officer Number"**. The Budget Officer number must have quotes around it. If you do not know the appropriate Budget Officer number, contact the Budget Office (8-2143) and a staff member there can obtain the number for you, or you may use the XQTP report: XQTP > XDBO.

**6. Can I eliminate old accounts I know we will never need again?**

You should contact the Fund Head to inquire about any account deletions. No account can be deleted if it has posted activity, but it can be "frozen" and inactivated.

**7. How are funds budgeted for departments/units?**

**General Revenue**

The University's operating budget is made up of two separate budgets: an appropriated budget and a non-appropriated budget. The appropriated operating budget contains the allocation of funds appropriated by the State Legislature. This is the operating budget for the General Revenue fund (10100-Umbrella account, 10400-expenditures posted here).

For General Revenue accounts, a budget is authorized by the Budget Office at the beginning of the fiscal year for each department/unit. Funds can be further budgeted by their function and specific line item categories, if appropriate. General Revenue funds can only be spent within the current fiscal year and are reviewed annually.

### **Agency Accounts**

There are two separate processes used to budget agency accounts. Indirect Cost (10701), Athletics (10706), Student Programs (10704), Student Health Services (10705), and accounts that are carrying a negative fund balance are funded in the following manner:

Budgets are based on the amount of income the department/unit projects they will collect in the current fiscal year and the positive cash balance that is carried forward from the previous fiscal year. After consultation between the departmental budget officer and the Budget Office, budgets are determined and entered for the current fiscal year. During the fiscal year budgets can be increased or decreased to correlate with income collected. If more income is collected than first anticipated the budget can be increased which will also increase expenditure authority. If the reverse is true and less than anticipated income is collected, the budget can be decreased which will decrease the expenditure authority. Departments and the Budget Office need to remain in close contact during the fiscal year to insure expenditures do not exceed revenue.

### **Service Departments**

Service Department (105xx) budgets are based on prior year activity in those accounts.

### **Grants/Restricted**

The University's operating budget is made up of two separate budgets: an appropriated budget and a non-appropriated budget. One part of the non-appropriated budget is made up of funds from Grants/Restricted (115xx, 116xx, 11701) sources. The Grants/Restricted budgets are determined by grants awarded to the University. Grants typically establish specific time frames and specific line items where the dollars can be used.

### **Bond Revenue**

One part of the University's non-appropriated operating budget is made up of funds from Bond Revenue (106xx) sources. Bond Revenue budgets are established by fee boards.

#### **a. What is the pooled budgeting concept?**

The University uses Datatel's pooled budgeting concept for two reasons:

- To be able to budget by State expense classifications for appropriated funds (General Revenue) and;

- To allow departments/units to budget at a summary level when budgeting by each revenue/expense account number is not beneficial.

It is important to understand that a budget pool is used to determine the amount of authorized funds availability. A budget pool is made up of several revenue or expense accounts (these are the Poolee account numbers), and these are ultimately connected to a single budget account number (this is the Umbrella account number).

For departments/units that budget by State of Illinois expense objects (i.e., contractual, commodities, etc.), the object number for the corresponding Umbrella account will start with two 9s followed by the State of Illinois code (i.e., contractual Umbrella accounts translate to object number 991200). The fund number will be 10100.

Therefore, the **Umbrella account** contains the budget figures and the **Poolee accounts** contain the actual Posted, Memo, and Encumbrance activity.

**Posted** refers to the actual revenue and expense transactions, or purchase order encumbrances, that have been fully processed (and are therefore available for Datatel reports). These transactions have been entered into or “posted” to the General Ledger. **Memo** refers to the current business day’s transactions that have been entered into the system, but these transactions have yet to be fully processed. They are not available for reports and they have not been entered into or “posted” to the General Ledger. Finally, **Encumbrance** refers to purchase order encumbrances or requisition encumbrances. Purchase order encumbrances are commitments of funds for goods on order. These are reversed when goods are delivered and vouchers are created. Requisition encumbrances are never posted. They are reversed when a purchase order is created.

**Important Information:** Umbrella account numbers **should never** be used as General Ledger expense account numbers. When you use a budget pool, expenses must be charged to Poolee accounts. Therefore, Poolee accounts **should never** contain budget data.

#### **b. How do I get funds into an account so I can spend them?**

For General Revenue (non-personnel) and Bond Revenue funds, authorized staff can perform budget transfers using the Budget Wizard. Contact the Budget Office for access and instructions.

- For General Revenue funds, transfers should only occur between Umbrella accounts (they begin with two 9s).
- With Bond Revenue funds, transfers should only occur between object codes.

For Agency funds, it is preferred that staff members contact the Budget Office (8-2143) so they can perform the budget transfer. Authorized staff can make Agency budget transfers without the Budget Office's assistance **if the staff member contacts the Agency Fund Head and notifies him or her of the transfer first**. The Fund Head must perform a "Cash" transfer to go along with the budget transfer.

For Agency funds, budget transfers should only occur between the same Agency fund source (i.e., 10703 to 10703) and between the 991000 lines.

For Grants/Restricted funds, the Fund Head should be e-mailed when you want to request a budget transfer, unless the transfer is for the Lab Schools. If it is for the Lab Schools, contact the Budget Office (8-2143). Grants/Restricted fund budget transfers are dependent on the Grant agreement and what it allows. For Service Department funds, please call the Budget Office to request a budget transfer.

If a total rework of a chart is needed to create a whole new area, you should contact the Fund Head.

## **8. Can I do budget transfers between General Ledger Accounts in Datatel?**

All Budget Transfers must now be done in the Budget Wizard system. Contact the Budget Office for access and instructions.

## **9. How do customers make deposits to the Cashier's Office?**

A customer must fill out a receipt form to make a deposit.

Only the following funds can receive deposits: 105xx, 106xx, 107xx, 50701 and any fund that begins with the number 11. Funds 10100, 10200, and 10400 **cannot** receive deposits. Deposits **should not** be made to General Ledger accounts with an object class starting with a 3 or 9. Deposits to General Ledger accounts with an object class starting with 6, 7, or 8 **should only occur** after the customer has contacted and received permission from the Fund Head. If the customer has a deposit for a General Revenue fund, he or she should contact the Fund Head and the Fund Head will tell the customer if it is appropriate to do this.

The system accepts a five-digit cash code (or the 22-digit account number), in addition to the dollar amounts, when a receipt is processed. All customers of the Cashier's Office should have received a list of the cash codes assigned to their accounts. Cash codes are only used for frequent deposits (i.e., once a month or more). The advantage to the customer and cashier when processing receipts is that the five-digit cash code, in comparison to the 22-digit account number, is easier to remember and write on receipts.

**Note:** The Cashier's Office will still process deposits to the 22-digit account number if the customer does not know the five-digit cash code or if a cash code has not been assigned to an account number. If a customer needs a five-digit cash code assigned to an account number, he or she should contact the Cashier's Office (8-3625).

The customer must fill in the correct code numbers and dollar amounts on the receipt form. He or she must fill in the total deposit line if deposits are made to more than one account. If the five-digit cash code (or the 22-digit account number) is not written on the receipt form, the Cashier's Office will work with the customer to get the correct information. If the Cashier's Office cannot make contact with the customer within the same day, the entire deposit will be placed in the Cashier's vault. They will keep it there until they can contact the customer and obtain the appropriate information.

**Note:** A 22-digit General Ledger account number is sometimes referred to as a 25-character GL number, but this is only accurate if you are also counting the underscores that separate the digits.

## **10. What are the current procedures for purchasing items using Datatel?**

Departments/units/staff that have requested VOUM (Voucher Maintenance) and REQM (Requisition Maintenance) training may enter vouchers and requisitions online in Datatel's Colleague Financials.

- Departments/units/staff who have been trained appropriately can use VOUM to enter new vouchers or to change an existing unfinished voucher. In VOUM, please use the delivery date or date of service. If you are processing a lapse period payment because you need to charge a voucher to the previous year's budget, contact the Fund Head for instructions and to find out what date to use. You must do a separate voucher for each fund you are paying from and for each vendor. For detailed information on the VOUM process, please refer to the instructions you were given when you received VOUM online training.
- Departments/units/staff who have been trained appropriately can use REQM to submit requisitions. For detailed information on the REQM process, please refer to the instructions you were given when you received REQM online training.

### **a. What is the average timeline for voucher/requisition online processes?**

- **Vouchers:** A departmental staff member typically completes VOUM (Voucher Maintenance), enters both the departmental Budget Officer's and the Fund Head's codes into the approval screen, and stamps the invoice with the self-inking stamp provided by the Comptroller's Office (UPC 232). After the Budget Officer has approved the voucher, the invoice is forwarded to the Comptroller's Office, where it is reviewed for accuracy, approved and marked "Done" within one to two days. For

departments/units doing online vouchers, but not online approvals, the Budget Officer may sign the invoice before sending it to the Comptroller's Office.

- **Requisitions:** For departments/units doing online requisitions and approvals, the Purchasing Office takes action on requisitions as soon as the Budget Officer or his/her designee notifies Purchasing that a requisitions is done. If a department/unit states on a requisition that attachments (quotes, specifications, etc.) are being faxed or delivered to Purchasing, action will occur when the attachments are received.

**b. How do I look up voucher numbers if vouchers are being entered centrally?**

To look up voucher numbers for vouchers that have been entered centrally (in the Comptroller's Office), it is best to limit your search to the current fiscal year, if desired. First, you should get into the VOUI (Voucher Inquiry) screen. If you want to find all vouchers charged to Biology (General Revenue) expenses for FY 2004, for example, you would enter the following multiple criteria semi-colon command at the Voucher LookUp prompt in VOUI: “;DA GT 06/30/12;GL 10400\_...\_412...” Use this example and apply it to your situation.

**c. Why doesn't the ;IV shortcut search work in VOUI for vouchers with multiple vendor invoice numbers?**

The shortcut ;IV only finds the invoice number entered on the first VOUM (Voucher Maintenance) screen. To find vendor invoice numbers beyond the first one on the voucher, you should use the semi-colon command with the field name ;VOU.INVOICE.NOS, followed by the invoice number in question. See your Datatel Users' Manual for more detailed information on VOUI (Voucher Inquiry) instructions.

**d. Why can't I type more words into the UTED screens in VOUM and REQM?**

The 25-character limit is being enforced in DETAILS fields in the current release. When you are typing words into this screen, please limit your input to 25 characters per line.

**e. How can I change vendor IDs or AP types in REQM/VOUM?**

When you change vendor IDs or AP types in REQM or VOUM, you must highlight the ID, then click on ctrl+alt+d, and finally reenter the new vendor ID.

**f. How are travel vouchers being completed?**

All departments/units must continue to prepare and process travel vouchers in the same way they have always performed this function in the past. The Comptroller's Office enters the travel voucher data into the Datatel system in a summarized fashion.

**g. What should I do if a vendor is not listed in the Datatel vendor database?**

If you need to use a vendor who is not in the Datatel system, send a New Vendor/Address Form to Lauri Joynt by fax at 8-8245, or by campus mail at 1200 Comptroller's Business Office. Also include in your request to her the address, phone, and fax number of the vendor if you know that information. (If you have an invoice with that information on it, send a copy of it with the request form.) A W-9 form will be sent to the vendor and they will be entered into the database upon return of this form. Do not send vouchers to the Comptroller' Office (UPC Suite F) until the vendor is in the Datatel system. In addition, please do not call the vendor and ask them for their Federal ID number. That information will be gathered from the W-9 form. Lauri Joynt will contact you (or the department) once she has received the W-9 form and the vendor is entered into the Datatel system. She will also tell you in this contact what the vendor ID number is for that particular vendor. You can obtain the New Vendor/Address Form by calling Lauri at 8-5751, by e-mailing her at [ljoynt@ilstu.edu](mailto:ljoynt@ilstu.edu), or by going to: <http://accountingoffice.illinoisstate.edu/forms/Departmental-Vendor-Form022415.pdf>. If you know of a vendor address change that has not been entered into the vendor database, contact Lauri. The form can be used for this also.

**2. Who should I contact if I get a message that “funds have been exceeded?”**

If it is a General Revenue (non-personnel), Agency, or Bond Revenue fund, authorized staff members can do a budget transfer in Budget Wizard to cover the overdraft.

If you get this message when you are working with other funds, you should contact the Fund Head for instructions.

If you are working in VOUM (Voucher Maintenance) when you get this message, you can cancel the line item and save the rest of the voucher in a “Not Approved” status until a budget transfer can be completed. You may also leave the voucher open, make the transfer, then return to the voucher to complete the transaction. You can save or “hold” a voucher by entering some basic information: invoice number, invoice date, invoice amount, and a vendor. Remember to write down the voucher number so you can return to it later.

Another option concerns obtaining permission for an override from the Fund Head. You can exit at the third screen of VOUM and save the voucher with no line items built. Then you can complete the voucher later when, and if, you get permission and the Fund Head performs an override. If you receive permission for an override, you can send the appropriate paperwork to the Comptroller’s Office (UPC Suite F) and the Fund Head can then build the line items and override the insufficient funds warning. When you send the paperwork to the Comptroller’s Office, attach a note to the vendor’s invoice explaining that you are requesting an override for this payment.

### 3. How can I periodically check on the status of our budgets and accounts?

- The best mnemonic to use to check on the status of budgets and accounts is GLSA (Budget Availability Report in Summary or Detail format). The GLSA report can be run through the query mnemonic.

You can run GLSA in Detail format to see all the Poolee accounts under an Umbrella. If you run the GLSA Summary report and then run the GLSA Detail report right after that, you can compare the grand totals of the Detail report to the Summary report to make sure they match.

**Important Information:** The Detail format of the GLSA report prints every account for the unit, even if there was no activity in the account, so this report can become very long.

- There are also queries that can be run to check on the status of your budgets and accounts for the various funds, including account balances, budget transfers, encumbrances (purchase orders and requisitions), and expenses. For example, there is a mnemonic labeled X15... when you run this mnemonic you can generate a General Revenue report for fiscal year (FY) 2015. Another report is the FY 2015 Agency report (X1552) and there are many other reports for each fund.

These reports are generated from specialized ad hoc queries that were constructed by University staff to satisfy data access needs that cannot be fulfilled by the delivered Datatel reports. These queries require fewer steps and can combine multiple selection criteria. Another advantage of these reports is that they contain the current business day's figures, whereas reports like GLBS (Budget Status Report) usually only reflect the previous day's business transactions.

Descriptions and instructions for the XQ (fiscal year-specific) queries can be obtained at <http://accountingoffice.illinoisstate.edu/datatel/manual/> under Datatel Users' Manual, "Chapter 12: How to Run Customized Report Queries (X Queries)".

- You can also use the mnemonic ACBL (Account Balance Lookup) to see the balance of an account for a fiscal year. ACBL shows you the budgeted amount in the account, not the Cash amount.

### 13. What reports are available from the system and how do I access them?

There are several different mnemonics that can be used to generate reports.

**Note:** Remember that GLSA, GLTB and GLBS reports only include transactions through the previous business day, unless postings have been updated by the Comptroller's Office.

- The GLSA (Budget Availability Report) report in Summary format is run monthly by the Comptroller's Office for distribution to the Budget Officers. It shows the detail of Umbrella accounts. GLSA gives you a year-to-date summary report that compares, for revenues and expense accounts, the budget to the total of actuals posted, plus outstanding purchase order encumbrances. This Summary report does not display requisition encumbrances.

You can run GLSA in Detail format to see all the Poolee accounts that are connected to a particular Umbrella account. GLSA, whether in Summary or Detail format, is a Budget Availability Report. Since the Available Balance displayed in GLSA is a comparison to a budget, any negative Available Balance means the budget has been exceeded.

**Important Information:** The Detail format of the GLSA report prints every account for the unit, even if there was no activity in the account, so this report can become very long.

- The GLTB (General Ledger Trial Balance) report in Detail format can be run for all objects starting with 3, 4, 5, 6, 7, 8, and 9; for all your accounts with activity in them; and for a specific time period. You can see individual revenue and expense transactions through GLTB. GLTB lists your deposits and expenditures whether you are in Summary or Detail format.

GLTB in Summary format (using all objects starting with 3, 4, 5, 6, 7, 8, and 9) gives you the current year Available Cash balance of any account. It is not a Budget report. It is a Cash report based on accounts with activity in them. The GLTB Summary report shows the balances of any chosen account numbers, in comparison to the Detail report, which displays the individual transactions that make up the totals. Requisitions and purchase orders are not displayed on this report, but this is a good report to see every transaction that has been posted to your accounts (except for encumbrance transactions).

**Important Information:** If you include a large number of accounts, this report can become very long. You should limit your account numbers or time period when running GLTB in Detail mode.

- ENCI (General Ledger Encumbrance Inquiry) can be used to find all the outstanding purchase orders for a specific General Ledger account number.

- LGLA (List General Ledger Activity) can be utilized to see the status of an individual account or group of accounts. It can access detailed figures concerning actuals, budgets, or encumbrances (purchase orders only).

- If you need to see budget transfers you have two options:

1. If you only have a few Umbrella accounts, you can use LGLA (see above) in the B mode to see budget items only.

2. If you have many Umbrella accounts, it is more effective to use GLBS (Budget Status Report) in Detail format. Specify the funds and units you want to list, then select all objects starting with the number 9. This displays a report of transactions for an account for any period of time in the fiscal year.

**14. What is the process for requesting information or reports not available through centrally produced reports or those provided by the software itself?**

You should contact Shirley Murphy at 8-7613 or [samurph@ilstu.edu](mailto:samurph@ilstu.edu).

**15. How will I hear and learn about future enhancements and any other instructions regarding the Datatel Financial system?**

All staff with Datatel logons will receive e-mails and/or mailings discussing future Datatel enhancements and any other instructions concerning the system. You will be placed on a Datatel listserv when your logon is created. Please do not reply to the e-mails you receive from this listserv. If you need to discuss any of the instructions in these e-mails, refer to the directions given in the e-mail for further questions.

**Important Information:** Do not ignore your e-mail messages from the Datatel listserv because they often contain very important information concerning when the system may be going down for maintenance, specific notifications, instructions regarding queries, mnemonics, etc.