I.   Purpose

The purpose of this Appendix is to provide a summary of the most commonly used mnemonics for Inquiry, Budget Transfers, and Reporting. This Appendix also provides "shortcut" operating instructions for generating reports, as well as commonly used specialized search techniques. More detailed instructions for mnemonics are provided in the main body of the Datatel Users' Manual, which although still available, is currently "under construction" while it is being updated for User Interface 1.0.

II.   Most Commonly Used Mnemonics

Inquiry	Name	Purpose
ACBL	Account Balance LookUp	LookUp balance of an account for a fiscal year
AHST	Account History	Gives current listing & 2 year's history for an account
CHKI	Check Inquiry	LookUp info by check number – can go back to voucher
ENCI	Encumbrance Inquiry	View list of purchase orders for an account
GLBE	Budget Journal Entry	See budget transfers – both the increase & decrease side
ORGP	Organization Profile	View vendor names & addresses
PINQ	Purchase Order Inquiry	View purchase order
VEIN	Vendor Inquiry	Used to verify that a vendor is currently in our vendor file
VENI	Vendor Activity Inquiry	View requisitions/purchase orders/vouchers for vendor
VOUI	Voucher Inquiry	View voucher information

Budget Transfers

GLBE	Budget Journal Entry	Make budget transfers

Reporting

GLBS	Budget Status Report	Runs report of budget transfers
GLSA	Summary Account Availability	Budget Availability Report (Summary or Detail)
GLTB	General Ledger Trial Balance	Lists deposits and expenditures (Summary or Detail) Report also used to calculate "cash balance of account"

III.   Inquiry

ACBL
Account Balance LookUp

Please refer to the main portion of the Datatel Users' Manual for detailed instructions on using this mnemonic (beginning on page #4 of the Mnemonics Training section).

Reminders:

- You may do a search from a partial account number such as:

  …_120…_…   finds all accounts for department beginning with 120

  107…_120…_…   finds all Agency accounts for department 120

  …_120…_99…   finds only **Umbrella** accounts for department 120

- You may select accounts from a search by:

  - Clicking your mouse pointer on the box to the left of any one record to highlight it and then clicking the Save icon.
  - Entering the sequence number of the account in the "Seq Number, (F)lag, (S)ort/Select:" field, then clicking the Save icon.

- When prompted for the fiscal year, enter the four-digit fiscal year and hit <Enter> (or click OK), or simply depress the <Enter> key to select the current fiscal year.

AHST
Account History

This screen gives account information for the current year, plus two years of account history. Only one account may be viewed at a time, but search techniques can be used to select a list that may be paged through. If you view an **Umbrella** account, the original budget, permanent transfers, temporary transfers, and adjusted balance are shown.

Instructions:

1. Enter **AHST**
2. Enter the 22-digit account number (and hit <Enter> or OK) or use the search techniques described in **ACBL** or **VOUI** at the GL Account LookUp

```
AHST-GL Account History Inquiry

    GL Account:                                    GL Account Tag:


    Fiscal Year    1 [        ]    2 [        ]    3 [        ]         |·|·|
    Account Sta
                    GL Account LookUp
    Original Budget Y
    Adjustments Y       10400-06-120000000-742500
    Contingencies Y
    Allocated Budget Y    [ OK ]    [ Cancel ]    [ Detail ]    [ Finish ]    [ Help ]


    Opening Balance  [        ]    [        ]    [        ]
          Actuals    [        ]    [        ]    [        ]
     Encumbrances    [        ]    [        ]    [        ]
    Ending Balance   [        ]    [        ]    [        ]

  Uncommitted Funds  [        ]    [        ]    [        ]
                       [        ]    [        ]    [        ]
```

AHST-GL Account History Inquiry

GL Account: 10400-06-120000000-742500   GL Account Tag: 70000

Office Supplies - Prime Vendor

Fiscal Year	1	2003	2	2002	3	2001
Account Status		Open		Open		Closed

	Year 1 (2003)	Year 2 (2002)	Year 3 (2001)
Original Budget YTD			
Adjustments YTD	0.00	0.00	0.00
Contingencies YTD	0.00	0.00	0.00
Allocated Budget YTD	0.00	0.00	0.00
Opening Balance	0.00		
Actuals	248.59	5,137.32	5,683.52
Encumbrances	0.00	0.00	0.00
Ending Balance	248.59	5,137.32	5,683.52
Uncommitted Funds	248.59-	5,137.32-	5,683.52-
	Estimated		

Controller GL Account History   Value 1/5

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CHKI
Check Inquiry

CHKI permits you to look up voucher information such as descriptions, invoice numbers, account numbers, etc. by looking up a check number. This is useful when a vendor calls you and asks what the check is for.

Instructions:

1. Enter **CHKI**
2. Enter "01" at the Bank Codes LookUp prompt and depress <Enter> or click OK
3. Enter the check number at the next prompt and depress <Enter> or click OK

CHKI-Check Inquiry

Bank Code: 01 FOA ISU Cash Fe   GL Acct No...: 10800-99-000000000-101201
Check No :   0003907   Check Status   : Reconciled   Status Date: 09/19/98

Check Date   08/18/98   Manual Check   No
Amount 1,709.81   Recon Reg Date   11/30/98
Payee Pantagraph Evergreen Comm Inc   Vendor/Payee ID   0005581

Vouchers

	ID		Date	Invoice No	Paid Amount	AP Type
1	V0004568		08/17/98	048007	170.00	LOCA Local Agency Fund
2	V0004658		08/18/98	004354	1,539.81	LOCA Local Agency Fund
3						
4						
5						
6						
7						
8						
9						
10						

Net Total   1,709.81

Controller Vouchers   Value 1/2

Note: In this example, the $1,709.81 check total was comprised of two vouchers - V0004568 and V0004658. You can drill down to the voucher by clicking on the Detail button next to the voucher number.

ENCI
GL (General Ledger) Encumbrance Inquiry

The screen lists all outstanding purchase orders for an account and shows a cumulative total of encumbrances at the bottom of the screen. Data shown includes:

- Purchase Order Reference Number
- Vendor Name
- Encumbrance Date
- Dollar Amount of each Encumbrance

The purchase order may be accessed by clicking on the Detail button. This button is located next to the purchase order number. Refer to page #56 of the Datatel Users' Manual for more discussion on this topic.

AIII-4

GLBE
Budget Journal Entry

Note that this mnemonic is the same one used for **making budget transfers** and **viewing budget transfers** that were previously made. For a detailed discussion on this topic refer to page #34 of the Datatel Users' Manual.

Reminders:

- When **viewing previous budget transfers** always enter "C" at the initial GLBE prompt and hit <Enter> or click OK. Even though "C" is entered, opening balance and permanent adjustments are also available for inquiry.

- At the second GLBE prompt, either enter a specific budget entry number and then hit <Enter> or click OK (it is not necessary to enter the "B" or the leading zeroes); or you can perform a field search using the semicolon command (as illustrated below in Special Searches).

- Special searches

    By Author:
    ;be.author eq "xxxxxxxx xxxxxx"

    The x's represent the name in the Author field
    of the original budget transfer. The name must be
    spelled **exactly** the same for this to work. The
    search is also case sensitive. For example, "Leon Toepke."

    By Account Number:

    ;be.gl.no like 10100…_120… (for General Revenue only)

    or

    ;be.gl.no like …_120… (for all funds with department 120)

Once a list has been brought up by these searches, you can select the transaction you wish to view by clicking on the box to the left of the BUDGET.ENTRIES ID number or by entering the sequence number(s) in the "Seq Number, (F)lag, (S)ort/Select:" field, then clicking the Save icon.

ORGP
Organization Profile
(Vendor names and addresses)

This screen can be used to **find vendor names**, including alternate names, and **vendor addresses**.

Instructions:

1. Enter **ORGP**
2. Enter the name of the vendor at the first ORGP prompt and hit <Enter> or click OK. As few as five characters may be entered.
3. Once a list comes up, select the appropriate vendor.

ORGP-Organization Profiles		

Ace Glass Inc   ID: 0006570   Corporation
Philadelphia,   PA 19182-0023 SIC: Contact:

Source	1	C		EIN	21-0387640
Origin/Dt	W9 Substitu			Addnl Info	
Name	1	Ace Glass Inc			
Mail Label	1	Ace Glass Inc			
Other Name	1				
Sort Name	ACE GLASS				

Address	1	PO Box 820023
	2	
CSZ	Philadelphia	PA 19182-0023
Country		
County		
Address Type	1	CK Check Address
Home Office	No	

Change

Phone(s)	Ext	Type		Source	
1	800-223-4524		REMP	Date	
2	800-543-6752		REMFAX	By	DATA04

Controller Source   Value 1/1

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PINQ
Purchase Order Inquiry

This screen can be used to **view purchase orders** (POs) on the system. You can view all information on the purchase orders, including:

- PO Date
- Vendor
- Requisition Number
- Voucher Number (if one has been created)
- Amount
- Account Number(s)
- Current Status

Refer to page #27 of the Datatel Users' Manual for a more detailed discussion of PINQ.

VEIN
Vendor Inquiry

This screen is used to **verify** whether or not **a vendor** is currently in the vendor file. This function is critical for departments that enter their own requisitions and vouchers. Payees must be in the vendor file prior to making payment.

This screen may also be used to look up a vendor ID, which can be used in performing search techniques. See VOUI for an example. Information provided on this screen includes:

- Vendor Name
- Vendor ID (this is just a sequential number assigned by Datatel as vendors are added to the system)
- Vendor FEIN (Federal Employment Identification Number)
- Vendor Address

Vendor Inquiry Instructions:

1. Enter **VEIN**.
2. Enter all, or part, of the name of the vendor that you are searching for and hit <Enter> or click OK
3. If more than one vendor comes up on the list, click your mouse cursor on the correct vendor name and then hit <Enter> or click OK. In this example, Kmart has been entered as the desired vendor.

```
VEIN-Vendor Inquiry   VEIN-Vendor Inquiry

                        CORP Lookup Screen
                     using CORP, View: Vendors

    Seq: Name                      Address                    SIC Code
         ID, Status                                           Entry Date
         Source                                               Where Used
         FEIN


      1: Kmart Corp               1608 E Empire
         0008700                  Bloomington, IL 61701-3578  08/18/98
         C - Corporation                                      COR,VEN
         38-0729500




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

In this example there is only one vendor that met the search criterion: "Kmart." So there is only one vendor to choose from. Note that you can obtain the vendor ID (8700), vendor FEIN (38-0729500), and vendor address (1608 E. Empire, Bloomington, IL 61701-3578) from this screen.

<div align="center">

VENI
Vendor Activity Inquiry

</div>

This mnemonic displays all requisitions, purchase orders, vouchers, and checks that have been processed for a specific vendor. The items appear in reverse chronological order, with the most recent document at the top of each field. In addition, the year-to-date counts and dollar amounts are shown for each category.

Additional Comments:

- The Purchase Order window displays both regular purchase orders and blanket purchase orders.
- Recurring vouchers do not appear on this screen.

Refer to page #33 of the Datatel Users' Manual (Mnemonics Training section) for a more detailed discussion of this mnemonic.

<div align="center">

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</div>

<div align="center">

VOUI
Voucher Inquiry

</div>

The Voucher Inquiry screen is probably one of the most useful (and used) screens in the system. Some of the information found on this screen includes:

- Voucher Date
- Vendor Name and ID
- Purchase Order Number
- Total Amount
- Description
- Invoice Numbers
- Item Totals
- Current Status

Refer to page #30A of the Datatel Users' Manual (Mnemonics Training section) for detailed instructions on VOUI.

The following are searches which end-users have found to be beneficial:

● **To see vouchers charged to your Unit (dept.) number**:
 Using the Comptroller's Office as an example, enter:

<div align="center">

;GL.NO …_120…_…

</div>

● **To see only paid vouchers charged to your Unit (dept.) number**:
Using the Comptroller's Office as an example, enter:

<div align="center">

;S EQ "P""R";GL.NO …_120…_…

</div>

● **To lookup vouchers by vendor invoice number**:
To lookup vendor invoice number 6257, for example, enter:

;VOU.INVOICE.NOS 6257

● **To lookup vouchers that your Unit paid to a specific vendor**:
First type the vendor's name at the Vouchers LookUp to get the vendor ID number (using Ron Smith Printing for this example). Hit <Enter> or click OK after you type in the name. Write down the number from the list (ID # 6862, for this example), then click the Cancel button, click OK at the message prompt, and finally enter this at the Vouchers LookUp:

;V 6862;GL.NO …_120…_…

See the last two pages of the **"Using Standard LookUp" section** of your Datatel Users' Manual for other ways to search for vouchers that you may wish to use (Table A-9).

IV.   Budget Transfers
GLBE
Budget Journal Entry

GLBE is used for both the origination of budget transfers and the subsequent inquiry of them.

Points to Remember:

- When prompted for the type of budget entry use:

    O - Opening balance entries – To be used by the Budget Office only
    A – Permanent/Adjustment transfers (effects the beginning budget next
       year)
    C – Temporary/Contingency transfers (effects only the current year budget)

- You must have security access for both the increase and decrease sides of a budget transfer. If you do not, your Dean's office can make the transfer if they have security for increase and decrease entries. If they cannot do this, the Budget Office must make the transfer

- For General Revenue operating budgets (Fund 10100), you are now permitted to transfer between any object, such as equipment to commodities. Transfers should only occur between Umbrella accounts (they begin with two 9s). No transfers are to be made into Personnel Services (object 991120), as all personnel transfers need to be made on the ISI system.

- For Bond Revenue funds, authorized staff can perform budget transfers using GLBE. Transfers should only occur between object codes.

For **Agency funds**, it is preferred that staff members contact the Budget Office 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. If you do this, and only if you do this, should you then follow these instructions when making an Agency budget transfer.

- Budget transfers may be made between Agency accounts (those with the first five digits of the account beginning with 107xx or 50701), **as long as the increase and decrease accounts begin with the same five-digit Fund number.** For example:

        Permitted   **10701**-xx-xxxxxxxxx-xxxxxx to **10701**-xx-xxxxxxxxx-xxxxxx

        Not Permitted   **10701**-xx-xxxxxxxxx-xxxxxx to **10703**-xx-xxxxxxxxx-xxxxxx

    The Agency transfer **must only occur between the 991000 lines**, also.

- Budget adjustments will not appear on standard reports, such as GLBS, until the following business day. However, Inquiry screens, such as ACBL, will reflect the net effect of the transfer as soon as the Budget Entry is saved.

Refer to **page #34 of the Datatel Users' Manual** (Mnemonics Training section) for detailed instructions on how to make budget transfers.

V.   Reports

It is important to understand the **account structure** prior to running reports. This is essential, because you must indicate which of the four account components you want to appear on the report.

• The **account number** is divided into four components:

Fund	**Function**	**Unit**	**Object**
-Source-	-Purpose-	-Who-	-What-
(5 digits)	(2 digits)	(9 digits)	(6 digits)

• **Funds**

10100 General Revenue Operating
10200   "   "   " (Education Assistance Fund)
10400   "   "   " (Income Fund)
10300   Capital Development Board (CDB)
105XX Service Departments
106XX Bond Revenue
107XX Agency
50701   "
115XX Grants & Contracts

• **Functions**

01   Instruction
02   Research
03   Public Service
04   Academic Support
05   Student Services
06   Institutional Support
07   Operation & Maintenance
08   Auxiliary
09   Staff Benefits
10   Compensated Absences
11   Student Aid
99   No Function Assigned

• **Units** (The **first six digits indicate organizational/reporting structure** and
          the **last three digits indicate an activity within the Unit**.)

XXX   Major Unit/Department Number
XXXX   Sub-Dept.
XXXXX   Sub-Dept. Division
XXXXXX   Sub-Unit
XXXXXXXXX   Unit

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• Objects

X   Object Class (type of account)

                         1   Asset Account
                         2   Liability Account
                         3   Fund Balance (Carryover Cash from previous fiscal year)
                         4   Revenue (income or deposits)
                         5   "
                         6   Expense Account
                         7   "   "
                         8   "   "
                         9   "   "

XXX   Type (major category of object)
               (Example 701; 7 indicates an expense and 701 indicates a travel expense)

XXXX   Sub-Type (division of the major category)
               (Example 7012; indicates an instructional travel expense)

XXXXXX   Object (specific object)
               (Example 701210; indicates an in-State instructional travel expense reimbursed to the employee)

Cash vs. Budget

It is important to understand the difference between "Cash" and "Budget" when running reports. GLSA (Summary Account Availability) is a Budget report. **Budget reports do not show the amount of "Cash" in the account**. Budget reports start with the current budget and subtract requisitions, purchase orders, and expenditures to come up with an "Available Balance." Since the Available Balance is a comparison to the Budget, any negative Available Balance means the Budget has been exceeded. Again, Budget reports have nothing to do with Cash. It is possible to have a positive Available Balance, but have Cash in a deficit position.

GLTB (General Ledger Trial Balance) is a Cash report and **not** a Budget report. This report is used to calculate the amount of available Cash in an account. **Beware**: This report does **not** include requisitions or purchase orders, so the amount shown as "Available" must also be reduced by outstanding requisitions and purchase orders. Cash is calculated as:

Cash = Previous FY (fiscal year) Carryover + Deposits - Expenditures

The Carryover Balance is the Fund Balance (object 329999). Deposits are object classes that begin with 4 or 5. Expenditures are objects that begin with 6,7,8, & 9.

GLBS
Budget Status Report

GLBS creates a report of transactions for an account for any period of time in the fiscal year. The report may be run in Summary or Detail format. This report can become very voluminous since six totals are printed for each object class selected. The six totals also make this report look "busy." Consequently, it is recommended that this report be run only for Umbrella accounts to get a list of budget transfers.

Abbreviated GLBS Instructions (Use GLBS to see budget transfers)

- Enter **GLBS**
- Hit <Enter> if proper fiscal year appears in the field.
- Type "D" for Detail and hit <Enter>.
- Enter the beginning & ending dates desired and hit <Enter>. You may use ".", "/", or "-" between the numbers or type the entire date in mmddyy format (e.g., 080102).
- Click the GL Account Definition Detail button and then click the Select/List Detail button.
- Type "I" for include in box 2 for Fund and hit <Enter>.
At the LookUp, if you wish to see:
       General Revenue accounts, type "10100," <Enter>, and then <Enter> again to skip to next field.
       Agency accounts, type "107," <Enter>, then "507," <Enter>, and then <Enter> again.
       Restricted/Grants & Contract accounts, type "115," <Enter>, and then <Enter> again.
       Service accounts, type "105," <Enter>, and then <Enter> again.
       Bond Revenue accounts, type "106," <Enter>, and then <Enter> again.
- Hit <Enter> again to bypass Function.
- Type "I" for include in box 6 for the Unit and hit <Enter>.
- Type at least the first three numbers of your Unit number at the LookUp, hit <Enter>, and then hit <Enter> again to skip to the next field. You have the option of entering more than the first three numbers of your Unit number if you wish to narrow the scope of the report. You can also enter numerous Unit numbers one at a time at the LookUp, remembering to hit <Enter> each time.
- Type "I" for include in box 8 for the Object and hit <Enter>.

- For budget transfers, type "9" at the LookUp and hit <Enter> twice to skip to the next field; if Bond Revenue, you must enter "6," "7," "8" & "9" and hit <Enter> after each one.
- Click the Save icon, then click Update, and then click Save again (assuming you do not wish to use Additional Selection Criteria).
- Click the Detail button next to Sort.
- Type Y for Yes in the Break field for the fields on which you wish to sort (typically Fund and Unit).
- Click the Save icon, then Update.
- Do not enter Yes in the Verify Criteria box unless you wish to know how many records will be included in the report. Click the Save icon.
- Type Y for Yes in the Proceed with the Report field, then click the Save icon.
- On the Setprinter screen, change the P to H (Hold/Browse File Output), then click the Save icon, and Update. When the Execute in Phantom Mode? message appears, click the Save icon and Update.
- A gray status window will appear while the Budget Status Report is processing. When complete, you will be prompted to RETURN to continue; click <Enter> to proceed.
- Your report will appear in the Report Browser window and you can choose the Print Local option, save the report as a text file or e-mail the file. Follow UI printing instructions for your choice of output methods.
- Click the Close icon to clear the screen and return to the UI menu.

GLSA
Summary Account Availability Report

GLSA is a Budget Report. The report may be run in Summary or Detail format. It is recommended that it be run only in Summary format since the Detail format prints every account for the Unit, regardless of whether or not there was any activity; consequently, the report becomes very long.

See page #39 of the Datatel Users' Manual (Mnemonics Training section) for a detailed discussion of GLSA.

Abbreviated GLSA Instructions

- Enter **GLSA**.
- Hit <Enter> if proper fiscal year appears in the field.
- Enter the ending calendar month for which you want to run the report and hit <Enter>.
- Type "A" for All in the Include Accounts field and hit <Enter>.
- Click the GL Account Definition Detail button and then click the Select/List Detail button.
- Type "I" for include in box 2 for Fund and hit <Enter>.

At the LookUp, if you wish to see:

> General Revenue accounts, type "10100," <Enter>, and then <Enter> again to skip to next field.
> Agency accounts, type "107," <Enter>, then "507," <Enter>, and then <Enter> again.
> Restricted/Grant & Contract accounts, type "115," <Enter>, and then <Enter> again.
> Service accounts, type "105," <Enter>, and then <Enter> again.
> Bond Revenue accounts, type "106," <Enter>, and then <Enter> again.

- Hit <Enter> again to bypass Function.
- Type "I" for include in box 6 for the Unit and hit <Enter>.
- Type at least the first three numbers of your Unit number at the LookUp, hit <Enter>, and then hit <Enter> again to skip to the next field. You have the option of entering more than the first three numbers of your Unit number if you wish to narrow the scope of the report. You can also enter numerous Unit numbers one at a time at the LookUp, remembering to hit <Enter> each time.
- Type "I" for include in box 8 for the Object and hit <Enter>.

- Type "9" at the LookUp and hit <Enter> twice to skip to the next field; if Bond Revenue, you must enter "6," "7," "8" & "9" and hit <Enter> after each one.
- Click the Save icon and then Update; the "Prompt for additional selection criteria?" will default to No if you click the Save icon once again.
- Click the Detail button next to Sort.
- Type "Y" in the Break field to the right of the Fund and Unit lines to select the fields on which you wish to sort the data.
- Click the Save icon and Update.
- You do not need to verify criteria. Click the Save icon and Update again.
- When you return to the main GLSA screen, enter "S" for Summary in the Detail or Summarize Poolee Accounts field and hit <Enter>.
- Type "Y" for Yes in the Proceed with the Report box. Click the Save icon and Update
- On the Setprinter screen, change the P to H (Hold/Browse File Output), then click the Save icon, and Update. When the Execute in Phantom Mode? message appears, click the Save icon and Update.
- A gray status window will appear while the GL Account Availability report is processing. When complete, you will be prompted to RETURN to continue; click <Enter> to proceed.
- Your report will appear in the Report Browser window and you can choose the Print Local option, save the report as a text file or e-mail the file. Follow UI printing instructions for your choice of output methods.
- Click the Close icon to clear the screen and return to the UI menu.

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GLTB
General Ledger Trial Balance

GLTB creates a report in Summary or Detail format. The Summary report shows balances of the selected ledgers, while the Detail report shows the individual transactions that comprise the totals. GLTB may be used to calculate the amount of **Cash** in the account. **GLTB is not a Budget report**. This means you cannot determine the status of your Budget from this report. You must use GLSA to see Budget status. Additionally, requisitions and purchase orders do not appear on this report. You must take this into consideration when viewing the amount of "Available Cash."

See page #52 of the Datatel User's Manual (Mnemonics Training section) for a detailed discussion of GLTB.

Abbreviated GLTB Instructions

- Enter **GLTB**.
- Hit <Enter> if proper fiscal year appears in the field.
- Type "D" for Detail and hit <Enter>.
- Enter the beginning & ending dates desired and hit <Enter>.
- Click on the Monthly Summary Option, type "P" and hit <Enter>.
- Click the GL Account Definition Detail button and then click the Select/List Detail button.
- Type "I" for include in box 2 for Fund and hit <Enter>.

At the LookUp, if you wish to see:
> General Revenue accounts, type "10100," <Enter>, then "10200," <Enter>, then "10400," <Enter>, and then <Enter> again to skip to the next field.
> Agency accounts, type "107," <Enter>, then "507," <Enter>, and then <Enter> again.
> Restricted/Grants & Contracts accounts, type "115," <Enter>, and then <Enter> again.
> Service accounts, type "105," <Enter>, and then <Enter> again.
> Bond Revenue accounts, type "106," <Enter>, and then <Enter> again.

- Hit <Enter> again to bypass Function.
- Type "I" for include in box 6 for the Unit and hit <Enter>.

• Type at least the first three numbers of your Unit number at the LookUp, hit <Enter>, and then hit <Enter> again to skip to the next field. You have the option of entering more than the first three numbers of your Unit number if you wish to narrow the scope of the report. You can also enter numerous Unit numbers one at a time at the LookUp, remembering to hit <Enter> each time.

• Type "I" for include in box 8 for the Object and hit <Enter>.

At the LookUp, if you wish to see:

> Your Agency or Restricted/Grants & Contracts account Carryover Balance, type "3," and then hit <Enter>. Hit <Enter> again to move on to the next field.
>
> Revenues (Deposits), type "4," <Enter>, then "5," <Enter>, and finally hit <Enter> again.
>
> Expenses, type "6," <Enter>, then "7," <Enter>, then "8," <Enter>, then "9," <Enter>, and finally hit <Enter> again.

• Click the Save icon, then Update, then click Save again.

• Click the Detail button next to Sort.

• Type "Y" in the Break field to the right of the Fund and Unit lines to select the fields on which you wish to sort the data.

• Click the Save icon and Update.

• You do not need to verify criteria. Click the Save icon and Update again.

• When you return to the main GLTB screen, enter "Y for Yes in the Proceed with the Report box. Click the Save icon and Update

• On the Setprinter screen, change the P to H (Hold/Browse File Output), then click the Save icon, and Update. When the Execute in Phantom Mode? message appears, click the Save icon and Update.

• A gray status window will appear while the GL Trial Balance report is processing. When complete, you will be prompted to RETURN to continue; click <Enter> to proceed.

• Your report will appear in the Report Browser window and you can choose the Print Local option, save the report as a text file or e-mail the file. Follow UI printing instructions for your choice of output methods.

• Click the Close icon to clear the screen and return to the UI menu.

Using Additional Selection Criteria
to see Expenses by Budget Umbrella
Categories (contractual, commodities, etc.)

If end-users wish to reconcile their General Revenue or Restricted/Grant & Contracts accounts by a specific budget Umbrella category (contractual, commodities, etc.), they can do that in GLTB. In the GLTB Standard Selection screen, scroll to the bottom of the screen, click on the Prompt for Additional Selection Criteria box to put an "X" in it, and click on the Select tab at the bottom of the screen. Follow the abbreviated GLTB instructions up to this point, but leave the Object selection blank.

Select tab   Prompt for Additional Selection Criteria box

Additional Selection Criteria Screen

Go to the Additional Selection Criteria screen by typing "Y" for Yes in the "Prompt for additional selection criteria?" field.

To see just the detailed Commodities expenditures for the Comptroller's Office, for example, you would enter the following:

Connective	Field Name LookUp	Relation	Value/Parameter LookUp
AND	GL.BUDGET.LINKAGE	EQ	"10100_06_120000000_991300"

Click the Save icon. Then proceed as usual per the abbreviated GLTB instructions. (You must use underscores in the Value/Parameter field and you must put quote marks at the beginning and end of the Value selected. Note that the Function number for your department is probably different from the "06" used in the above example. If you select an incorrect Umbrella number, you will get a blank report.)

AV-18

How to Run a Report of Internal Service Department, Boise Cascade, and ITS (Instructional Technology Media Services) Charges

The Object portion of the GL (General Ledger) account number can be very useful in narrowing down the scope of a given Colleague report. On this page, we demonstrate how to use the Object component to narrow the scope of a GLTB Detail report to see only specific internal chargeback expenses.

Follow the abbreviated GLTB instructions (page #AV-16), but when you get to the Object LookUp, enter the following values, one at a time:

691   (All internal Service Dept. chargeback objects start with "691")

6927 (Instructional Technology chargeback objects start with "6927")

7425   (All Boise Cascade Office Products expense objects start with "7425")

Then proceed as usual and the final report will display only the above types of charges. This is much better than trying to find your department's chargeback expenses by looking at vouchers in VOUI (Voucher Inquiry). Questions about the charges should be directed to either the Service Department in question or to the Comptroller's Service Dept. Accounting Office (8-8076). For Boise Cascade Office Products billing questions, call the Purchasing Office (8-7611).

Printing

Please refer to the detailed printing instructions for User Interface 1.0 on the Datatel web site at:
http://www.comptroller.ilstu.edu/datatel/manuals/toc.stm.