

# CHAPTER 11

## HOW TO RUN STANDARD REPORTS

Reporting in Datatel UI 1.0 can be done using one of two basic processes:

- 1 - The **standard reports** that come with the software without modification, or
- 2 - The **customized queries** beginning with the **XQTP** process.

We will cover standard reports first using **LGLA** and **GLTB**, then cover the customized queries in Chapter 12.

**NOTE: vouchers, journal entries and payrolls imports are frequently being “backdated” to an earlier month in Datatel. In other words, it is necessary to re-run reports for a preceding month until all vouchers, journal entries and imports dated in that respective month have cleared. For example, a report of August’s activity run September 1<sup>st</sup> will show less data than a report run September 16<sup>th</sup> or later, due to backdating.**

## LGLA List GL Activity

**LGLA** is only useful for looking at detailed activity for just a few account numbers. If one wants to analyze most or all of one's accounts, **GLTB** or **XQTP** is much more efficient.

Also keep in mind that all reports, with an exception to be named later, can only include data through the previous work day. Current day activity will not show on the reports.

Use **LGLA** to view the status of an individual account or group of accounts and to obtain detailed data about Actuals, Budgets, or Encumbrances (Purchase Orders only). This process allows you to view or print a report on all expenses or revenue deposits or budget or encumbrance data, depending on the type of account selected. See the next page for a sample of the report.

The screenshot shows a web browser window titled "Datatel - collive - CF". The address bar contains "Mnemonic: LGLA" and a "Go" button. The page content is titled "LGLA-List GL Activity".

The form includes the following fields and controls:

- Fiscal Year: 2003, Start Date: 07/01/02, End Date: 06/30/03
- Starting Transaction Date: 07/01/02
- Ending Transaction Date: 06/30/03
- Report Type: (A)ctuals, (B)udgets or (E)ncumbrances: Actuals
- Include GL Accounts: A list with 6 rows. Row 1 contains "50701-99-301000405-240400".
- Include Source Codes: A list with 6 rows, currently empty.
- Proceed with the Report: A checkbox labeled "Y" which is checked.

# SAMPLE LGLA REPORT

09/27/02 Actual Activity Listing Page 1  
For Period 07/01/2002 thru 06/30/2003

50701-99-301000405-240400 Unclaimed Property

Src	Ref.No	Description	Date	Debits	Credits
CR	A000004484	Summary for session 459	08/14/02	0.00	21,012.24
JE	J034949	FY 01 write-off adjstat	08/15/02	92.36	
PJ	V0482647	Lindsay Meyer	08/20/02	51.99	
PJ	V0482648	Bo Tran	08/20/02	94.28	
PJ	V0482625	Illinois State Universi	08/20/02	33.77	
PJ	V0482628	John L. Wilson	08/20/02	152.76	
PJ	V0482630	Layne Moore	08/20/02	107.81	
PJ	V0482632	Nicole Eimer	08/20/02	153.87	
PJ	V0482633	Andrew Pfeifer	08/20/02	222.19	
PJ	V0482646	Teresa Barker	08/20/02	195.75	
PJ	V0482872	Andrew Powell	08/21/02	68.40	
PJ	V0482874	Scott Meece	08/21/02	55.38	
PJ	V0482813	Illinois State Universi	08/21/02	37.62	
PJ	V0484397	James Carpenter	08/22/02	175.76	
PJ	V0484402	Lisa Crosby	08/22/02	92.01	
PJ	V0484310	Julie Livingston	08/22/02	29.23	
PJ	V0484307	Stephanie Pollock	08/22/02	99.75	
PJ	V0484304	Ryan Hitch	08/22/02	919.13	
PJ	V0484247	Michael Patterson	08/22/02	27.42	

Note that expenses (vouchers or journal entries) show as debit or left-hand column entries, and revenues (deposits or journal entries) show as credit or right-hand column entries.

Vouchers have a reference number that starts with the letter “V” and have a source code of PJ (Purchase Journal); journal entries start with a “J” with a source code of JE (journal entry). Deposits to the Cashier’s Office start with the letter “A”, and have a source code of CR (Cash Receipts).

This report can be used to analyze budget transfers if Umbrella accounts are selected. Umbrella accounts have an Object piece that starts with 99, such as 991200 (Umbrella-Contractual).

# LGLA

## List GL Activity

### Listing of Source Codes

LGLA has a selection field called “Include Source Codes.” Every transaction in Colleague has a source code assigned to it that relates to the Colleague process or screen used to enter the transaction. The table below lists all possible source codes:

AA	Actual Open Balance
AB	Approved Budget
AE	Encumbrance Open Bal
BC	Contingent Budget
BU	Budget Adjustments
CA	Capitalized Assets
CD	Cash Disbursements
CR	Cash Receipts
DA	Disposed Assets
DP	Deposit Allocation
EN	Payroll Encumbrance
EP	PO Encumbrance
ER	Requisition Encumber
FA	Financial Aid Transmittal
FR	Benefactor Import
IC	Inventory Chargeback
IV	Invoices
JE	General Journal
PA	Payment Allocation
PC	Plant Chargeback
PI	Pooled Investment
PJ	Purchase Journal
PR	Payroll
UA	Depreciation
YE	Year-End Close Entry
QH	Overhead Cost

# LGLA

## List GL Activity

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

Fiscal Year: Defaults to “oldest” open fiscal year. Either hit <Enter> or type in the fiscal year you want and hit <Enter>.

Starting Transaction Date: Defaults to starting date of above fiscal year. Either hit <Enter> to accept the default date or type in a different starting date and hit <Enter>.

Ending Transaction Date: Defaults to ending date of above fiscal year. Either hit <Enter> to accept the default date or type in a different ending date and hit <Enter>.

(A)ctuals, (B)udgets, or (E)ncumbrances: Type “A”, “B”, or “E”, then hit <Enter>.

Actuals implies you are going to analyze an expense/revenue (poolee) account.

Budgets implies you are going to analyze an Umbrella account.

Encumbrances implies you are going to analyze an expense (poolee) account.

GL Account Lookup: Enter the GL account number you wish to see on the report, or do a partial number lookup (see **ACBL** instructions) and select from that list, then hit <Enter>. If the account you select has no activity for the given fiscal year, you are given a message that tells you that and you are given a chance to try again.

GL Account Lookup: Type in another account number if desired. If no other numbers are desired on report, then just hit <Enter>.

Include Source Codes: Hit <Enter> again to bypass this field (meaning all Source Codes are selected by default) or click on the line 1 “down arrow” box to see a scroll listing of the choices. A Source Code is a two-character code that describes the origin of a particular transaction, such as JE (journal entry) or PJ (purchase journal). Select any of the codes that you want the report to show.

Proceed with the Report?: Type “Y” for “Yes”, hit <Enter>, then click Update to proceed to the Output Device selection.

From here proceed with the instructions in Chapter 8 for viewing and printing the report.

# GLTB

## GENERAL LEDGER TRIAL BALANCE

Early in the fiscal year the **XQTP** customized reporting queries may not be ready for use, so it is necessary to know how to run **GLTB** to get all expense/revenue activity for one's accounts. This report does not show any budget or encumbrance data, only expense/revenue data.

Below are specific instructions for running a Detail **GLTB** (shows all vouchers/journal entries/daily deposit totals) in UI 1.0:

Type **GLTB** in the Mnemonic box, then either click Go or hit <Enter>.

Fiscal Year: Defaults to "oldest" open fiscal year. Either hit <Enter> or type in the fiscal year you want and hit <Enter>.

Detail or Summary Trial Balance: Type "D" for detail, hit <Enter>.

Detail TB Transactions Starting: Defaults to starting date of above fiscal year. Either hit <Enter> to accept the default date or type in a different starting date and hit <Enter>.

Thru: Defaults to ending date of above fiscal year. Either hit Enter to accept the default date or type in a different ending date and hit <Enter>.

Expand Condensed Activity: Hit <Enter> to bypass.

Monthly Summary Option: Type the letter "P" and hit <Enter>.

GL Account Definition: Click the Detail button.

Select/List: Click the Detail button.

Fund: Type "I" for include.

If you wish to see:

General Revenue accounts, type "101", hit <Enter>, then type "102", hit <Enter>, then type "104", then hit <Enter> twice to get to the Function component.

Agency accounts: Type "107", hit <Enter>, then type "507", then hit <Enter> twice.

Restricted accounts: Type "115", then hit <Enter> twice.

Service accounts: Type "105", then hit <Enter> twice.

Bond Revenue accounts: Type "106", then hit <Enter> twice.

Function: Hit <Enter> to bypass this criteria.

Unit: Type "I" for include. To see a listing of all units in your department, you may enter the first 3 digits of your unit followed by "...", (**for example, "120..."**) then hit <Enter> and select a unit number from the list. If you already know the unit number or piece of the unit number you wish to enter, just enter those digits without the "..." and hit <Enter>. Enter any other unit numbers desired, then hit <Enter> one extra time to get to the Object piece.

## GLTB – cont'd

**Object:** Type “E” for exclude; enter “1”, hit <Enter>, then enter “2” and hit <Enter>. This will give you fund balance (for non-GR accounts), revenue and expense detail for all Fund-Unit combinations you have selected.

**Prompt for additional selection criteria?:** Click in the Y/N box next to the additional criteria question at the bottom of the screen. Enter “N” and hit <Enter>, then click Update or hit <Enter>.

**Sort:** Click the Detail button next to Sort. Click on the little boxes at the right end of the Fund and Unit lines under the column headed “Break” and enter a “Y” in each one to indicated that you want to have subtotals by Unit and Fund. Click the Save and click Update or hit <Enter>. Click Save and Update again to get back to the first **GLTB** screen.

**Proceed with the Report:** Type “Y” and hit <Enter>, then click Update or hit <Enter>.

From this point on follow the instructions in Chapter 8 – Printing to run, view and print the report. The following is a sample **GLTB** for a General Revenue account.

03/07/03		I l l i n o i s S t a t e U n i v e r s i t y						Page: 1
Fiscal Year: 2003		General Ledger Detail Trial Balance						
		For Period 07/01/2002 thru 03/07/2003				FUND: 10400 - University Income Fund		
Date	Src	Ref.No	Description	Opening Balance	Debits	Credits	Closing Balance	
-----								
10400-06-120000000-660100		Consultants						
-----								
Jul 05	PJ	W0467328	University of Illinois		21,552.00			
Sep 25	PJ	W0496392	Urs Corporation		2,122.83			
Oct 14	PJ	W0501385	Urs Corporation		3,900.87			
Oct 30	PJ	W0505930	Urs Corporation		3,644.26			
Nov 19	PJ	W0510346	Allegiant Corporation		1,780.83			
Nov 19	PJ	W0510331	Urs Corporation		3,091.03			
Dec 16	PJ	W0516956	Urs Corporation		1,261.75			
Jan 09	PJ	W0525936	Lueders, Robertson & Konzen		180.00			
Jan 21	PJ	W0531564	Urs Corporation		679.80			
			Jan Totals		859.80	0.00		
			Totals for 10400-06-120000000-660100	0.00	38,213.37	0.00	38,213.37	
-----								
10400-06-120000000-665000		Contract Labor/Purchases						
-----								
Aug 06	PJ	W0473886	Laser Impact		88.00			
Aug 21	PJ	W0483004	Laser Impact		88.00			
Sep 04	PJ	W0489959	Laser Impact		183.00			
Sep 05	PJ	W0490591	Laser Impact		407.00			
Sep 11	PJ	W0491823	Laser Impact		68.00			
Sep 18	PJ	W0493953	Datatel Inc		100.00			
Sep 18	PJ	W0494290	Laser Impact		55.00			
Sep 18	PJ	W0493953	Datatel Inc			100.00		
Sep 23	PJ	W0495784	Laser Impact		88.00			
Oct 03	PJ	W0499052	Laser Impact		68.00			
Oct 09	PJ	W0500436	Laser Impact		68.00			
Oct 24	PJ	W0504743	Laser Impact		45.00			
Nov 08	PJ	W0508073	Laser Impact		133.00			