

GLTB Instructions

UI 4.4 - Illinois State University Datatel - [spchins / production] - Windows Internet Explorer

GLTB: GL Trial Balance Search SEARCH RESULTS NAVIGATION FAVORITES Logout

ILLINOIS STATE UNIVERSITY
Illinois' first public university

No Active Context

File Options Help Save Save All Cancel Cancel All

GLTB - GL Trial Balance

Fiscal Year 2016 07/01/15 thru 06/30/16

Detail or Summary Trial Balance

Summary TB through Month Ending

Year-to-Date or Monthly Totals

Detail TB Transactions Starting thru

Expand Condensed Activity

Monthly Summary Option

GL Account Definition Not defined Required Unspecified

Generate Spreadsheet No

Usually defaults to current fiscal year; you can select any FY, as far back as 1999

1 100%

GLTB Instructions

The screenshot shows the 'GLTB - GL Trial Balance' web application interface. At the top, the browser title is 'UI 4.4 - Illinois State University Datatel - [spchins / production] - Windows Internet Explorer'. The application header includes the Illinois State University logo and the text 'ILLINOIS STATE UNIVERSITY Illinois' first public university'. Below the header is a search bar and navigation tabs for 'SEARCH RESULTS', 'NAVIGATION', and 'FAVORITES'. A 'Logout' button is in the top right corner. The main content area contains several input fields and buttons for configuring the trial balance report. The 'Fiscal Year' is set to '2016', with start and end dates of '07/01/15' and '06/30/16'. The 'Detail or Summary Trial Balance' is set to 'Detail'. The 'Summary TB through Month Ending' field is empty. The 'Year-to-Date or Monthly Totals' field is empty. The 'Detail TB Transactions Starting' and 'thru' dates are '07/01/15' and '06/30/16'. The 'Expand Condensed Activity' checkbox is unchecked. The 'Monthly Summary Option' is set to 'Detail with NO prior monthly summaries.'. The 'GL Account Definition' is set to 'Not defined', with a 'Required' button next to it. The 'Generate Spreadsheet' checkbox is unchecked. Several callout boxes provide instructions: 'Type "D" to run in detail' points to the 'Detail' dropdown; 'Choose date range, or let default' points to the date range fields; 'Click on drill down button, or select F2 on keyboard' points to the drill down icon next to the 'GL Account Definition' field; and 'Type "N" to run report with no monthly summaries' points to the 'Monthly Summary Option' dropdown. The bottom of the page shows a page number '2' and a zoom level of '100%'.

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ILLINOIS STATE UNIVERSITY
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No Active Context

File Options Help Keep Condensed Open Save Save All Cancel Cancel All

GLTB - GL Trial Balance

Fiscal Year 2016 07/01/15 thru 06/30/16

Detail or Summary Trial Balance Detail Type "D" to run in detail

Summary TB through Month Ending

Year-to-Date or Monthly Totals

Choose date range, or let default

Detail TB Transactions Starting 07/01/15 thru 06/30/16

Expand Condensed Activity

Click on drill down button, or select F2 on keyboard

Monthly Summary Option Detail with NO prior monthly summaries. Type "N" to run report with no monthly summaries

GL Account Definition Not defined Required

Unspecified

Generate Spreadsheet No

2 100%

GLTB Instructions

UI 4.4 - Illinois State University Datatel - [spchins / production] - Windows Internet Explorer

GLTB: GL Trial Balance Search SEARCH RESULTS NAVIGATION FAVORITES Logout

ILLINOIS STATE UNIVERSITY
Illinois' first public university

No Active Context

File Options Help Keep Context Open Save Save All Cancel Cancel All

GLTB - GL Trial Balance GLSF00 - GL Standard List/SSelect

Select/List [input] [Drill Down icon]

Sort Required [input] Break - Req [input]

Click on Drill Down, or select F2 on keyboard

Display Criteria

1	[input]
2	[input]
3	[input]
4	[input]
5	[input]
6	[input]
7	[input]
8	[input]

Verify Criteria [input]

100%

GLTB Instructions

The screenshot shows the 'ENVISION Statement Generator' web application. The interface includes a header with the Illinois State University logo and navigation tabs for 'GLTB - GL Trial Balance', 'GLSF00 - GL Standard List/SSelect', and 'JSBU05 - ENVISION Statement Generator'. Below the header is a menu bar with 'File', 'Options', and 'Help'. The main area contains a form with 11 numbered rows, each with an 'Inc/Exc' checkbox and a 'Com' dropdown menu. The 'Com' dropdown is currently set to 'Comptroller'. Each row has four input fields numbered 1 through 4. Row 5 has '1' in the first field and '120' in the second. Row 6 has '120' in the first field. Row 11 has a 'No' button next to the prompt 'Prompt for additional selection criteria? (Y,N)'. Several callout boxes provide instructions: 'Type letter "I" (for include) in the box to the right of box 5' points to the 'Inc/Exc' checkbox of row 5; 'Additional Unit Numbers can be typed here' points to the input fields of row 6; 'Type Unit number here. It can be a general (1st 3 digits of the unit number) or specific (all 9 digits of the unit number).' points to the first input field of row 6; and 'Type "N" for additional criteria' points to the 'No' button.

UI 4.4 - Illinois State University Datatel - [spchins / production] - Windows Internet Explorer

GLTB: GL Trial Balance Search SEARCH RESULTS NAVIGATION FAVORITES Logout

ILLINOIS STATE UNIVERSITY
Illinois' first public university

No Active Context

File Options Help Keep Context Open Save Save All Cancel Cancel All

GLTB - GL Trial Balance GLSF00 - GL Standard List/SSelect JSBU05 - ENVISION Statement Generator

Inc/Exc Com Comptroller

FD.GROUP,FD.SUBGROUP,FD.TYPE,FUND

1 2 1 2 3 4

FUNCTION

3 4 1 2 3 4

UN.DEPT,UN.SUBDEPT,UN.SUBDP.DIV,UN.SUBUNIT,UNIT

5 6 1 120 2 3 4

OB.CLASS,OB.TYPE,OB.SUBTYPE,OBJECT

7 8 1 2 3 4

GLA.NET.ASSET.CLASS.CODE

9 10 1 2 3 4

Type letter "I" (for include) in the box to the right of box 5

Additional Unit Numbers can be typed here

Type Unit number here. It can be a general (1st 3 digits of the unit number) or specific (all 9 digits of the unit number).

Type "N" for additional criteria

Prompt for additional selection criteria? (Y,N) No

4 100%

GLTB Instructions

UI 4.4 - Illinois State University Datatel - [spchins / production] - Windows Internet Explorer

GLTB: GL Trial Balance Search SEARCH RESULTS NAVIGATION FAVORITES Logout

ILLINOIS STATE UNIVERSITY
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No Active Context

File Options Help Keep Context Open Save Save All Cancel Cancel All

GLTB - GL Trial Balance GLSF00 - GL Standard List/SSelect

Select/List Select

Sort Required Break - Required

Display Criteria

1	WITH GLA.UN.DEPT = "120"
2	
3	
4	
5	
6	
7	
8	

Verify Criteria

Click on Drill Down button, or select F2 on your keyboard to pick how to sort your report

5 100%

GLTB Instructions

UI 4.4 - Illinois State University Datatel - [spchins / production] - Windows Internet Explorer

GLTB: GL Trial Balance Search SEARCH RESULTS NAVIGATION FAVORITES Logout

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No Active Context

File Options Help Keep Context Open Save Save All Cancel Cancel All

GLTB - GL Trial Balance GLSF00 - GL Standard List/SSelect CSPS - Change Sort Specification

Sort/Break Definition

General Ledger Detail Trial Balance

Under "GLA.UNIT", type "Y" in the box to the far right

Criteria	Field Name	Sequence	Break
1	GLA.FUND	BY	<input type="checkbox"/>
2	GLA.FUNCTION	BY	<input type="checkbox"/>
3	GLA.UNIT	BY	<input checked="" type="checkbox"/>
4	GLA.OBJECT	BY	<input type="checkbox"/>
5			<input type="checkbox"/>
6			<input type="checkbox"/>
7			<input type="checkbox"/>
8			<input type="checkbox"/>
9			<input type="checkbox"/>
10			<input type="checkbox"/>

Element Sort/Break Specification Value 3/4

6 100%

GLTB Instructions

The screenshot shows a web browser window titled "UI 4.4 - Illinois State University Datatel - [spchins / production] - Windows Internet Explorer". The address bar shows "GLTB: GL Trial Balance". The page header includes the Illinois State University logo and the text "ILLINOIS STATE UNIVERSITY Illinois' first public university". Below the header is a navigation bar with "SEARCH RESULTS", "NAVIGATION", and "FAVORITES" tabs. A "Logout" button is visible in the top right corner. The main content area is titled "GLTB - GL Trial Balance" and "GLSF00 - GL Standard List/SSelect". It features several input fields: "Select/List" with a dropdown menu set to "Select", "Sort" with a dropdown menu set to "Required", and "Break - Required". Below these is a yellow bar with the text "BY GLA.FUND BY GLA.FUNCTION BY GLA.UNIT BY GLA.OBJECT". A "Display Criteria" section contains a table with 8 rows. The first row contains the text "WITH GLA.UN.DEPT = '120'". A callout box with a red border points to the "Save" button in the top navigation bar, containing the text "Select 'Save', or F9 on your keyboard". At the bottom of the page, there is a "Verify Criteria" section with a checkbox and an input field. The page number "7" is displayed at the bottom center, and the zoom level "100%" is shown at the bottom right.

GLTB Instructions

UI 4.4 - Illinois State University Datatel - [spchins / production] - Windows Internet Explorer

GLTB: GL Trial Balance

SEARCH RESULTS NAVIGATION FAVORITES Logout

ILLINOIS STATE UNIVERSITY
Illinois' first public university

No Active Context

File Options Help Keep Context Open Save Save All Cancel Cancel All

GLTB - GL Trial Balance

Fiscal Year 2016 07/01/15 thru 06/30/16

Detail or Summary Trial Balance Detail

Summary TB through Month Ending

Year-to-Date or Monthly Totals

Detail TB Transactions Starting 07/01/15 thru 06/30/16

Expand Condensed Activity

Monthly Summary Option Detail with NO prior monthly summaries.

GL Account Definition Defined Required

S - Select

Generate Spreadsheet Yes

The GLTB will run to screen, and a paper report can be printed. Additionally, the GLTB can be imported as an Excel file. Choose "Y" for that option.

8 100%

GLTB Instructions

UI 4.4 - Illinois State University Datatel - [spchins / production] - Windows Internet Explorer

GLTB: GL Trial Balance Search SEARCH RESULTS NAVIGATION FAVORITES Logout

ILLINOIS STATE UNIVERSITY
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No Active Context

File Options Help Keep Context Open Save Save All Cancel Cancel All

GLTB - GL Trial Balance GLTB - GL Trial Balance

Peripheral : SETPTR.SPCHINS.4902 Description : Detail Aged Trial Balance (@)

Process : GLTB Description :

Output Device h

Printer

Form Name

Banner

Security

Copies 1

Defer Time

Other Options

1 NFMT

2

3

Page Width 132

Page Length 66

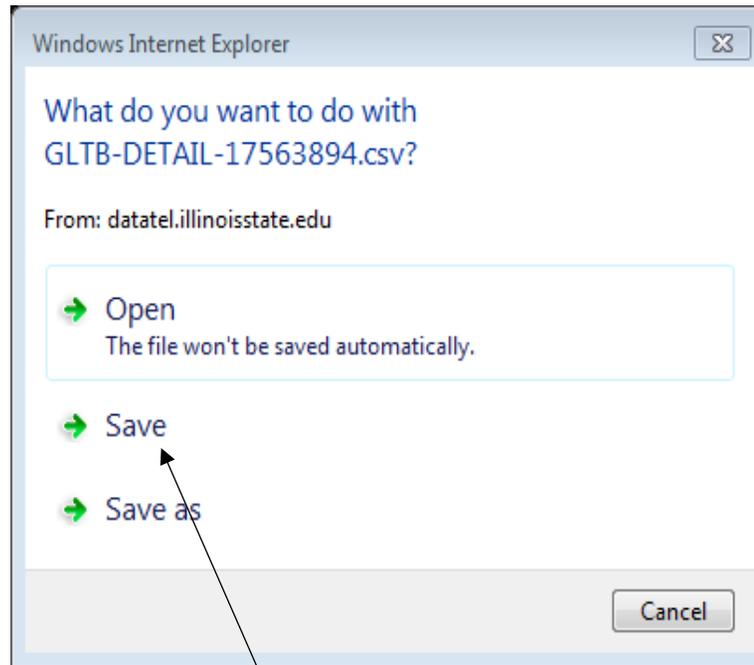
Top Margin 0

Bottom Margin 0

Max Pages per PDF

Select "Save", or F9 on your keyboard

9 100%



If you chose "Y" for an Excel report, this screen will appear. Choose "Save" and save the file to a location on your computer.

GLTB Instructions

GLTB-DETAIL-17563894 [Read-Only] - Excel

Chinski, Steven

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

GL Account

A	B	C	D	E	F	G	H	I	J	K	L
GL Account	GL Description	Date	Source	Reference Number	Description	Opening Balance	YTD Debits	YTD Credits			
1	10400-06-120000000-615100	15-Jul	PR	'20150701'	PR20150701 Exempt		85396				
2	10400-06-120000000-615100	31-Jul	PR	'20150702'	PR20150702 Exempt		85396				
3	10400-06-120000000-615100	15-Aug	PR				95649.62				
4	10400-06-120000000-615100	31-Aug	PR				83301				
5	10400-06-120000000-615100	15-Sep	PR				83301				
6	10400-06-120000000-615100	30-Sep	PR				83301				
7	10400-06-120000000-615100	15-Oct	PR				83301				
8	10400-06-120000000-615100	31-Oct	PR				83301				
9	10400-06-120000000-615100	15-Nov	PR				83301				
10	10400-06-120000000-615100	30-Nov	PR				83301				
11	10400-06-120000000-615100	15-Dec	PR				83301				
12	10400-06-120000000-615200	15-Jul	PR	'20150702'	PR20150702 Hourly		24574.13				
13	10400-06-120000000-615200	31-Jul	PR	'20150801'	PR20150801 Hourly		26896.14				
14	10400-06-120000000-615200	15-Aug	PR	'20150802'	PR20150802 Hourly		22872.21				
15	10400-06-120000000-615200	31-Aug	PR	'20150901'	PR20150901 Hourly		25569.8				
16	10400-06-120000000-615200	15-Sep	PR	'20150902'	PR20150902 Hourly		24102.09				
17	10400-06-120000000-615200	30-Sep	PR	'20151001'	PR20151001 Hourly		24047.83				
18	10400-06-120000000-615200	15-Oct	PR	'20151002'	PR20151002 Hourly		24326.78				
19	10400-06-120000000-615200	31-Oct	PR	'20151101'	PR20151101 Hourly		23903.25				
20	10400-06-120000000-615200	15-Nov	PR	'20151102'	PR20151102 Hourly		21553.15				
21	10400-06-120000000-615200	30-Nov	PR	'20151201'	PR20151201 Hourly		23466.47				
22	10400-06-120000000-615400	15-Aug	PR	'20150802'	PR20150802 Hourly		1299.5				
23	10400-06-120000000-615400	31-Aug	PR	'20150901'	PR20150901 Hourly		1663.99				
24	10400-06-120000000-615400	15-Sep	PR	'20150902'	PR20150902 Hourly		1563.62				
25	10400-06-120000000-615400	30-Sep	PR	'20151001'	PR20151001 Hourly		1457.97				
26	10400-06-120000000-625000	15-Jul	PR	'20150702'	PR20150702 Hourly		2543.47				
27	10400-06-120000000-625000	31-Jul	PR	'20150801'	PR20150801 Hourly		4424.55				
28	10400-06-120000000-625000	15-Aug	PR	'20150802'	PR20150802 Hourly		2500.35				
29	10400-06-120000000-625000	31-Aug	PR	'20150901'	PR20150901 Hourly		2289				
30	10400-06-120000000-625000	15-Sep	PR	'20150902'	PR20150902 Hourly		2133.38				
31	10400-06-120000000-625000	30-Sep	PR	'20151001'	PR20151001 Hourly		2639.04				
32	10400-06-120000000-625000	15-Oct	PR	'20151002'	PR20151002 Hourly		3101.15				
33	10400-06-120000000-625000	31-Oct	PR	'20151101'	PR20151101 Hourly		3109.2				
34	10400-06-120000000-625000	15-Nov	PR	'20151102'	PR20151102 Hourly		2951.67				
35	10400-06-120000000-625000	30-Nov	PR	'20151201'	PR20151201 Hourly		2189.44				
36	10400-06-120000000-691803	31-Jul	JE	'J203559'	AT & T Toll Charges		3.12				
37	10400-06-120000000-691803	31-Aug	JE	'J203560'	AT & T Toll Charges		3.12				
38	10400-06-120000000-691803	30-Sep	JE	'J203561'	AT & T Toll Charges		13.28				
39	10400-06-120000000-691803	31-Oct	JE	'J203562'	AT & T Toll Charges		2.08				
40	10400-06-120000000-691810	31-Jul	JE	'J201874'	MC/Visa/Disco fees - Jun Cellu		19.99				
41	10400-06-120000000-691810	31-Aug	JE	'J202077'	MC/Visa/Disco fees - Jul Cellu		19.99				
42	10400-06-120000000-691810	30-Sep	JE	'J202110'	MC/Visa/Disco fees - Aug Cellu		19.99				

This is the Excel file of your GLTB. For additional steps in how this file can be a useful tool for looking up individual vendor activity, specific object numbers, filtering by dates, etc., please call Steve Chinski at 8-5733 for training.

GLTB-DETAIL-17563894

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GLTB Instructions

UI 4.4 - Illinois State University Datatel - [spchins / production] - Windows Internet Explorer

Report Browser

1 of 71 | Save As | Export PDF | Print Remote | Show Full Page View

12/16/15 Illinois State University Page: 1
 General Ledger Detail Trial Balance
 For Period 07/01/2015 thru 06/30/2016

Fiscal Year: 2016 UNIT: 120000000 - Comptroller's Office

Date	Src	Ref.No	Description	Opening Balance	Debits	Credits	Closing Balance
10400-06-120000000-615100 Civil Service- Exempt : Comptroller's Office							
Jul 15	PR	20150701	PR20150701 Exempt		85,396.00		
Jul 31	PR	20150702	PR20150702 Exempt		85,396.00		
Aug 15	PR	20150801	PR20150801 Exempt		95,649.62		
Aug 31	PR	20150802	PR20150802 Exempt		83,301.00		
Sep 15	PR	20150901	PR20150901 Exempt		83,301.00		
Sep 30	PR	20150902	PR20150902 Exempt		83,301.00		
Oct 15	PR	20151001	PR20151001 Exempt		83,301.00		
Oct 31	PR	20151002	PR20151002 Exempt		83,301.00		
Nov 15	PR	20151101	PR20151101 Exempt		83,301.00		
Nov 30	PR	20151102	PR20151102 Exempt		83,301.00		
Dec 15	PR	20151201	PR20151201 Exempt		83,301.00		
Dec Totals					83,301.00	0.00	
Totals for 10400-06-120000000-615100				0.00	932,849.62	0.00	932,849.62
10400-06-120000000-615200 CS Non-Exempt : Comptroller's Office							
Jul 15	PR	20150702	PR20150702 Hourly		24,574.13		
Jul 31	PR	20150801	PR20150801 Hourly		26,896.14		
Aug 15	PR	20150802	PR20150802 Hourly		22,872.21		
Aug 31	PR	20150901	PR20150901 Hourly		25,569.80		
Sep 15	PR	20150902	PR20150902 Hourly		24,102.09		
Sep 30	PR	20151001	PR20151001 Hourly		24,047.83		
Oct 15	PR	20151002	PR20151002 Hourly		24,326.78		
Oct 31	PR	20151101	PR20151101 Hourly		23,903.25		
Nov 15	PR	20151102	PR20151102 Hourly		21,553.15		
Nov 30	PR	20151201	PR20151201 Hourly		23,466.47		
Nov Totals					45,019.62	0.00	
Totals for 10400-06-120000000-615200				0.00	241,311.85	0.00	241,311.85
10400-06-120000000-615400 Civil Service Extra Help : Comptroller's Office							
Aug 15	PR	20150802	PR20150802 Hourly		1,299.50		
Aug 31	PR	20150901	PR20150901 Hourly		1,663.99		
Sep 15	PR	20150902	PR20150902 Hourly		1,563.62		
Sep 30	PR	20151001	PR20151001 Hourly		1,457.97		
Sep Totals					3,021.59	0.00	

To print, select "Export PDF"

GLTB Instructions

The screenshot shows a web browser window titled "Report Browser" displaying a financial report for Illinois State University. The report is for the fiscal year 2016, covering the period from 07/01/2015 to 06/30/2016. The report is titled "General Ledger Detail Trial Balance" and is for the unit "120000000 - Comptroller's Office".

The report table has the following columns: Date, Src, Ref.No, Description, Opening Balance, Debits, Credits, and Closing Balance. The data is organized into sections for different units and dates.

An "Export to PDF" dialog box is open, showing the following settings:

- Font: Courier
- Font Size: 8
- Orientation: Landscape
- Paper Size: Letter

A callout box with an orange border points to the "Font Size" and "Orientation" settings, containing the text: "Double check that your font size in 8, and paper orientation in landscape."

The report data includes the following sections:

- 10400-06-120000000-615100 Civil Service- Exempt : Comptroller's Office
- 10400-06-120000000-615200 CS No
- 10400-06-120000000-615400 Civil Service Extra Help : Comptroller's Office

The report shows various transactions with dates ranging from July 15 to November 30, 2015. The "Totals for 10400-06-120000000-615200" section shows a total of 241,311.85. The "Totals for 10400-06-120000000-615400" section shows a total of 3,021.59.

12/16/15 Illinois State University General Ledger Detail Trial Balance For Period 07/01/2015 thru 06/30/2016 Page: 1
 Fiscal Year: 2016 UNIT: 120000000 - Comptroller's Office

Date	Src	Ref.No	Description	Opening Balance	Debits	Credits	Closing Balance

10400-06-120000000-615100 Civil Service- Exempt : Comptroller's Office							

Jul 15	PR	20150701	PR20150701 Exempt		85,396.00		
Jul 31	PR	20150702	PR20150702 Exempt		85,396.00		
Aug 15	PR	20150801	PR20150801 Exempt		95,649.62		
Aug 31	PR	20150802	PR20150802 Exempt		83,301.00		
Sep 15	PR	20150901	PR20150901 Exempt		83,301.00		
Sep 30	PR	20150902	PR20150902 Exempt		83,301.00		
Oct 15	PR	20151001	PR20151001 Exempt		83,301.00		
Oct 31	PR	20151002	PR20151002 Exempt		83,301.00		
Nov 15	PR	20151101	PR20151101 Exempt		83,301.00		
Nov 30	PR	20151102	PR20151102 Exempt		83,301.00		
Dec 15	PR	20151201	PR20151201 Exempt		83,301.00		
			Dec Totals		83,301.00	0.00	
			Totals for 10400-06-120000000-615100	0.00	932,849.62	0.00	932,849.62

10400-06-120000000-615200 CS Non-Exempt : Comptroller's Office							

Jul 15	PR	20150702	PR20150702 Hourly		24,574.13		
Jul 31	PR	20150801	PR20150801 Hourly		26,896.14		
Aug 15	PR	20150802	PR20150802 Hourly		22,872.21		
Aug 31	PR	20150901	PR20150901 Hourly		25,569.80		
Sep 15	PR	20150902	PR20150902 Hourly		24,102.09		
Sep 30	PR	20151001	PR20151001 Hourly		24,047.83		
Oct 15	PR	20151002	PR20151002 Hourly		24,326.78		
Oct 31	PR	20151101	PR20151101 Hourly		23,903.25		
Nov 15	PR	20151102	PR20151102 Hourly		21,553.15		
Nov 30	PR	20151201	PR20151201 Hourly		23,466.47		
			Nov Totals		45,019.62	0.00	
			Totals for 10400-06-120000000-615200	0.00	241,311.85	0.00	241,311.85

10400-06-120000000-615400 Civil Service Extra Help : Comptroller's Office							

Aug 15	PR	20150802	PR20150802 Hourly		1,299.50		
Aug 31	PR	20150901	PR20150901 Hourly		1,663.99		
Sep 15	PR	20150902	PR20150902 Hourly		1,563.62		
Sep 30	PR	20151001	PR20151001 Hourly		1,457.97		
			Sep Totals		3,021.59	0.00	

Select this icon to print your GLTB.

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11.00 x 8.50 in