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   X Cancel   XX Cancel All   −   +

GLTB – GL Trial Balance

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

Detail or Summary Trial Balance

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

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

100%

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

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 [   ]

Monthly Summary Option Detail with NO prior monthly summaries.

> Click on drill down button, or select F2 on keyboard

> Type "N" to run report with no monthly summaries

GL Account Definition Not defined 🔍   Required

Unspecified

Generate Spreadsheet No

2

🔍 100% ▼

Click on Drill Down, or select F2 on keyboard

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

Comptroller

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

FUNCTION

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

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

GLA.NET.ASSET.CLASS.CODE

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

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 Select 🔍

Sort Required 🔍   Break - Required

Display Criteria

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

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

Verify Criteria

🔒 ⓘ

🔍 100% ▾

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   **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   4

1	GLA.FUND	BY ▾	
2	GLA.FUNCTION	BY ▾	
3	GLA.UNIT	BY ▾	Yes
4	GLA.OBJECT	BY ▾	
5		▾	
6		▾	
7		▾	
8		▾	
9		▾	
10		▾	

Element Sort/Break Specification   Value 3/4

100%

Select "Save", or F9 on your keyboard

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

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

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.

...tail 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

🔍 100% ▼

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   **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

> Select "Save", or F9 on your keyboard

Other Options

1 NFMT

2

3

Page Width 132

Page Length 66

Top Margin 0

Bottom Margin 0

Max Pages per PDF

9

🔍 100% ▾

Windows Internet Explorer

What do you want to do with
GLTB-DETAIL-17563894.csv?

From: datatel.illinoisstate.edu

→ **Open**
The file won't be saved automatically.

→ **Save**

→ **Save as**

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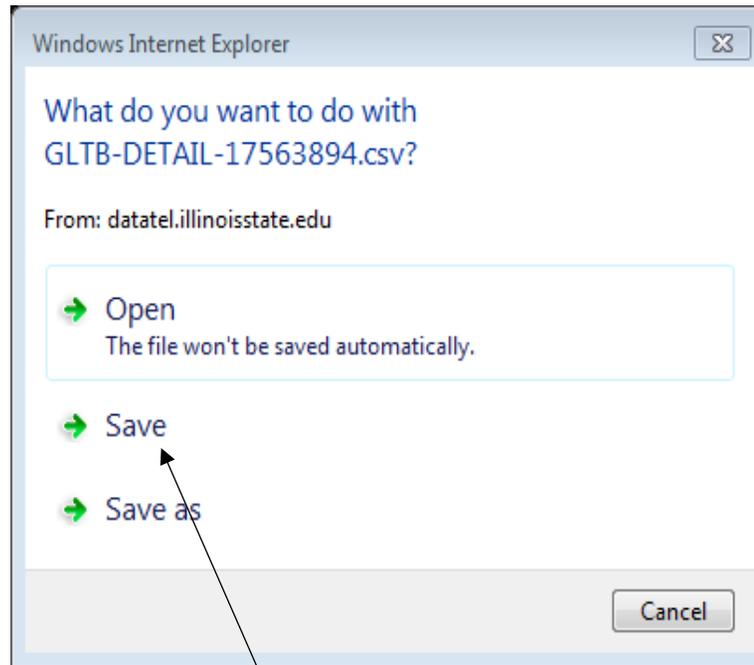
If you chose "Y" for an Excel report, this screem will appear. Choose "Save" and save the file to a location on your computer.

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

Chinski, Steven

	A	B	C	D	E	F	G	H	I
1	GL Account	GL Description	Date	Source	Reference Number	Description	Opening Balance	YTD Debits	YTD Credits
2	10400-06-120000000-615100	UNIT: 120000000 - Comptroller's Office	15-Jul	PR	'20150701'	PR20150701 Exempt		85396	
3	10400-06-120000000-615100	UNIT: 120000000 - Comptroller's Office	31-Jul	PR	'20150702'	PR20150702 Exempt		85396	
4	10400-06-120000000-615100	UNIT: 120000000 - Comptroller's Office	15-Aug	PR				95649.62	
5	10400-06-120000000-615100	UNIT: 120000000 - Comptroller's Office	31-Aug	PR				83301	
6	10400-06-120000000-615100	UNIT: 120000000 - Comptroller's Office	15-Sep	PR				83301	
7	10400-06-120000000-615100	UNIT: 120000000 - Comptroller's Office	30-Sep	PR				83301	
8	10400-06-120000000-615100	UNIT: 120000000 - Comptroller's Office	15-Oct	PR				83301	
9	10400-06-120000000-615100	UNIT: 120000000 - Comptroller's Office	31-Oct	PR				83301	
10	10400-06-120000000-615100	UNIT: 120000000 - Comptroller's Office	15-Nov	PR				83301	
11	10400-06-120000000-615100	UNIT: 120000000 - Comptroller's Office	30-Nov	PR				83301	
12	10400-06-120000000-615100	UNIT: 120000000 - Comptroller's Office	15-Dec	PR	'20151201'	PR20151201 Exempt		83301	
13	10400-06-120000000-615200	CS Non-Exempt : Comptroller's Office	15-Jul	PR	'20150702'	PR20150702 Hourly		24574.13	
14	10400-06-120000000-615200	CS Non-Exempt : Comptroller's Office	31-Jul	PR	'20150801'	PR20150801 Hourly		26896.14	
15	10400-06-120000000-615200	CS Non-Exempt : Comptroller's Office	15-Aug	PR	'20150802'	PR20150802 Hourly		22872.21	
16	10400-06-120000000-615200	CS Non-Exempt : Comptroller's Office	31-Aug	PR	'20150901'	PR20150901 Hourly		25569.8	
17	10400-06-120000000-615200	CS Non-Exempt : Comptroller's Office	15-Sep	PR	'20150902'	PR20150902 Hourly		24102.09	
18	10400-06-120000000-615200	CS Non-Exempt : Comptroller's Office	30-Sep	PR	'20151001'	PR20151001 Hourly		24047.83	
19	10400-06-120000000-615200	CS Non-Exempt : Comptroller's Office	15-Oct	PR	'20151002'	PR20151002 Hourly		24326.78	
20	10400-06-120000000-615200	CS Non-Exempt : Comptroller's Office	31-Oct	PR	'20151101'	PR20151101 Hourly		23903.25	
21	10400-06-120000000-615200	CS Non-Exempt : Comptroller's Office	15-Nov	PR	'20151102'	PR20151102 Hourly		21553.15	
22	10400-06-120000000-615200	CS Non-Exempt : Comptroller's Office	30-Nov	PR	'20151201'	PR20151201 Hourly		23466.47	
23	10400-06-120000000-615400	Civil Service Extra Help : Comptroller's Office	15-Aug	PR	'20150802'	PR20150802 Hourly		1299.5	
24	10400-06-120000000-615400	Civil Service Extra Help : Comptroller's Office	31-Aug	PR	'20150901'	PR20150901 Hourly		1663.99	
25	10400-06-120000000-615400	Civil Service Extra Help : Comptroller's Office	15-Sep	PR	'20150902'	PR20150902 Hourly		1563.62	
26	10400-06-120000000-615400	Civil Service Extra Help : Comptroller's Office	30-Sep	PR	'20151001'	PR20151001 Hourly		1457.97	
27	10400-06-120000000-625000	Student Wages : Comptroller's Office	15-Jul	PR	'20150702'	PR20150702 Hourly		2543.47	
28	10400-06-120000000-625000	Student Wages : Comptroller's Office	31-Jul	PR	'20150801'	PR20150801 Hourly		4424.55	
29	10400-06-120000000-625000	Student Wages : Comptroller's Office	15-Aug	PR	'20150802'	PR20150802 Hourly		2500.35	
30	10400-06-120000000-625000	Student Wages : Comptroller's Office	31-Aug	PR	'20150901'	PR20150901 Hourly		2289	
31	10400-06-120000000-625000	Student Wages : Comptroller's Office	15-Sep	PR	'20150902'	PR20150902 Hourly		2133.38	
32	10400-06-120000000-625000	Student Wages : Comptroller's Office	30-Sep	PR	'20151001'	PR20151001 Hourly		2639.04	
33	10400-06-120000000-625000	Student Wages : Comptroller's Office	15-Oct	PR	'20151002'	PR20151002 Hourly		3101.15	
34	10400-06-120000000-625000	Student Wages : Comptroller's Office	31-Oct	PR	'20151101'	PR20151101 Hourly		3109.2	
35	10400-06-120000000-625000	Student Wages : Comptroller's Office	15-Nov	PR	'20151102'	PR20151102 Hourly		2951.67	
36	10400-06-120000000-625000	Student Wages : Comptroller's Office	30-Nov	PR	'20151201'	PR20151201 Hourly		2189.44	
37	10400-06-120000000-691803	Tele ISU Tolls & Travel Card : Comptroller's Office	31-Jul	JE	'J203559'	AT & T Toll Charges		3.12	
38	10400-06-120000000-691803	Tele ISU Tolls & Travel Card : Comptroller's Office	31-Aug	JE	'J203560'	AT & T Toll Charges		3.12	
39	10400-06-120000000-691803	Tele ISU Tolls & Travel Card : Comptroller's Office	30-Sep	JE	'J203561'	AT & T Toll Charges		13.28	
40	10400-06-120000000-691803	Tele ISU Tolls & Travel Card : Comptroller's Office	31-Oct	JE	'J203562'	AT & T Toll Charges		2.08	
41	10400-06-120000000-691810	Tele ISU Mobile Phone Charges : Comptroller's Office	31-Jul	JE	'J201874'	MC/Visa/Disco fees - Jun Cellu		19.99	
42	10400-06-120000000-691810	Tele ISU Mobile Phone Charges : Comptroller's Office	31-Aug	JE	'J202077'	MC/Visa/Disco fees - Jul Cellu		19.99	
43	10400-06-120000000-691810	Tele ISU Mobile Phone Charges : Comptroller's Office	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

To print, select "Export PDF"

Double check that your font size in 8, and paper orientation in landscape.

```
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

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

11.00 x 8.50 in