Datatel Budget Reports

February 2007
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Objectives

At the end of this training session you should be able to:

1. Start Datatel;
2. Produce a GLBR - Annual or YTD Budget Report;
3. Produce a GLBS - Budget Status Report;
4. Produce a GLSA - Summary Account Availability;
5. Produce a XSAA - Funds Available Screen.
Beginning steps for all Datatel use:

To open the Datatel program:

1. Click on the Datatel icon on the desktop.
2. Type in your User ID.
3. Type in your Password.
4. Click on OK.

To get into the Budget area of Datatel:

5. From the Menu Bar, click Apps>CF for College Financial.
6. Double click on **GL - General Ledger**.
7. Double click on **GLB - Budget Reports**.
8. Double click on **GLBR - Annual or YTD Budget Reports**. The GLBR report screen will now open.
9. Type in the Fiscal Year, i.e. **2007**. Click Enter.
10. Type **A** for Annual Budget or **Y** for Year to Date Budget, (Datatel automatically completes the “YTD”) i.e. **Y**. Click Enter.
11. Type the current month in Calendar Ending Month of, i.e. **1**.
12. Type **A** for All Statuses or **E** for Exceed Over Budget in Include accounts that have text box. Click Enter. Click Help for other options.
13. Click detail arrow beside GL Account Definition.
14. Click the **Detail** Button to the right of the Select/List box.
15. Type I, click Enter. Type the Fund #, i.e. 21, click Enter twice.

16. Type I, click Enter. Type the Department #, i.e. 58002437, click Enter twice.

17. Type I, click Enter. Type the GL Class #, Leave this blank if you want to include all subaccount types or type in the first number of the subaccount that you are wanting #, i.e. 5, click Enter twice.

18. Type I, click Enter. Type the Location #, i.e. 01, click Enter four times.

19. Type N in the Prompt for Additional Selection Criteria, click Enter and click Update.

20. Click the Detail button beside Sort.

21. Click on third blank box under Break, type Y to create page breaks for each department, click Enter. Click the F10 key and click Update.
22. Type Y in box beside Verify Criteria, click Enter and click Update.

23. Type S for Summary in the box beside Detail or Summarize Poolee Accounts, click Enter twice.

24. Type Y in the box beside Proceed With the Report, click Enter and click Update.
25. Click on box beside Printer, type “...” and click Enter.

26. Locate appropriate printer and type in corresponding number in box beside Seq Number, (F)lag:, i.e. 29. Click Enter.

27. Press F10 and click Update.

28. Press F10 again and click Update.

29. Click Enter to finish report.
GLBS - Budget Status Report

http://pds.hccfl.edu/pds
GLBS - Budget Status Report

1. Click on Apps on Menu bar and choose CF for College Financial.
2. Double click on GL - General Ledger.
3. Double click on GLB - Budget Reports.
4. Double click on GLBS - Budget Status Reports.
   The GLBS report screen will now open.
5. Type in the Fiscal Year, i.e. 2007. Click Enter.
6. Type D for Detail or S for Summary, i.e. D. Click Enter four times.
7. Click detail button beside GL Account Definition.
8. Click the Detail Button to the right of the Select/List box.
9. Type I, click Enter. Type the Fund #, i.e. 21, click Enter twice.

10. Type I, click Enter. Type the Department #, i.e. 58002437, click Enter twice.

11. Type I, click Enter. Type the GL Class #, Leave this blank if you want to include all subaccount types or type in the first number of the subaccount that you are wanting #, i.e. 5, click Enter twice.

12. Type I, click Enter. Type the Location #, i.e. 01, click Enter four times.

13. Type N in the Prompt for Additional Selection Criteria, Click Enter and click Update.

14. Click Detail button beside Sort.

15. Click on third blank box under Break, type Y to create page breaks for each department, Click Enter. Click the F10 key and click Update.
16. Type **Y** in box beside Verify Criteria, click **Enter** and click **Update**.

17. Type **Y** in the box beside Proceed With the Report, click **Enter** and click **Update**.
18. Click on box beside Printer, type “...” and click Enter.

19. Locate appropriate printer and type in corresponding number in box beside Seq Number, (F)lag:, i.e. 29. Click Enter.

20. Press F10 and click Update.

21. Press F10 again and click Update.

22. Click Enter to finish report.
GLSA - Summary Account Availability
1. Click on **Apps** on Menu bar and choose **CF** for College Financial.
2. Double click on **GL - General Ledger**.
3. Double click on **GLB-Budget Reports**.
4. Double click on **GLSA - Summary Account Availability**. The GLSA report screen will now open.
5. Type in the Fiscal Year, i.e. **2007**. Click **Enter**.
6. Type in the Calendar Ending Month of, i.e. **1**. Click **Enter**.
7. Type **A** for All Statuses in Include accounts that have text box. Click **Enter**.
8. Click detail arrow beside GL Account Definition.
9. Click the **Detail** Button to the right of the Select/List box.
10. Type I, Click Enter. Type the Fund #, i.e. 21, click Enter twice.

11. Type I, Click Enter. Type the Department #, i.e. 58002437, click Enter twice.

12. Type I, Click Enter. Type the GL Class #, Leave this blank if you want to include all subaccount types or type in the first number of the subaccount that you are wanting #, i.e. 5, click Enter twice.

13. Type I, click Enter. Type the Location #, i.e. 01, click Enter four times.

14. Type N in the Prompt for Additional Selection Criteria, click Enter and click Update.

15. Click Detail button beside Sort.

16. Click on third blank box under Break, type Y to create page breaks for each department, Click Enter. Click the F10 key and click Update.
17. Type Y in box beside Verify Criteria. Click Enter and click Update.

18. Type S for Summary in the box beside Detail or Summarize Poolee Accounts. Click Enter.

19. Type Y in the box beside Proceed With the Report. Click Enter and click Update.
20. Click on box beside Printer, type “...” and Click **Enter**.

21. Locate appropriate printer and type in corresponding number in box beside Seq Number, (F)lag:, i.e. **29**. Click **Enter**.

22. Press **F10** and click **Update**.

23. Press **F10** again and click **Update**.

24. Click **Enter** to finish report.
XSAA - Funds Available Screen

http://pds.hccfl.edu/pds
1. Click on **Apps** on Menu bar and choose **CF** for College Financial.
2. Type **XSAA** in the Mnemonic and click **GO**.
3. Type Fiscal year, i.e. **2007**. Click **Enter**.
4. Enter Fund #, i.e. **21**. Click **Enter**.
5. Enter Department #, i.e. **58002437**. Click **Enter**.
6. Enter Location #, i.e. **01**. Click **Enter**.
7. Click **Update**.
8. Click **Enter**.
9. Click on box beside Printer, type “...” and Click **Enter**.
10. Locate appropriate printer and type in corresponding number in box beside Seq Number, (F)lag:, i.e. **29**. Click **Enter**.
11. Press **F10** and click **Update**.
12. Press **F10** again and click **Update**.
13. Click **Enter** to finish report.