Delta College Budget Status Report: Processing Overview

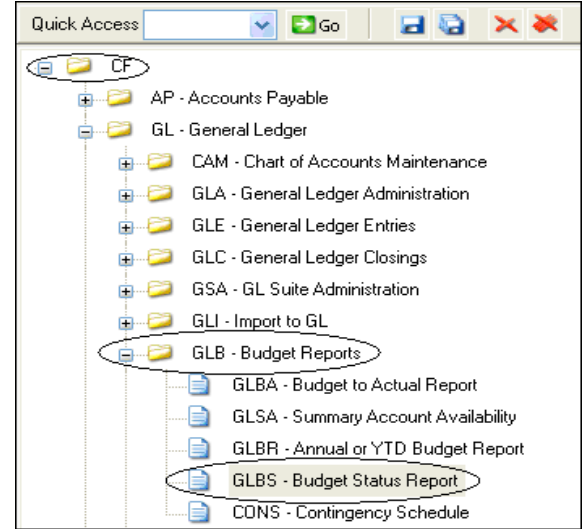## Access the Budget Status Report

Open the CF application by selecting **Apps** from the menu and then **CF** from the drop down menu.

Initiate the report by doing one of the following:

- Use the menu tree by clicking on the following
    - Select **GL – General Ledger**
    - Select **GLB – Budget Reports**
    - Double-click **GLBS – Budget Status Report**

    Or

- Enter **GLBS** in the Quick Access field

Set up the Budget Status Report parameters

To process a fiscal year:

- Verify the correct year. (It can be run for a previous year).
- Enter **D** or **S** in the "Detail or Summary" field.
    - The **Detail** report includes the date, source and reference number, description and dollar amount of each transaction posted to the accounts selected.
    - The **Summary** report includes account balances only. (The preferred summary report is available using the GLBA.
- Click the **GL Account Definition** button.

    Or

To process a date range:

- Verify the correct year. (It can be run for a previous year).
- Enter **D** for detail.
- Enter the desired **Starting and Ending Transaction Dates.** Type the dates or click the calendar icon to select from a calendar.
- Click the **GL Account Definition** button.

Click the **Select/List** button.

Select the accounts to be displayed on the report by following one of the several options listed below:

- **To process an entire Cost Center, including all object codes:**

    o Enter an **I** in the "Inc/Exc" column to indicate components to be included. (An **E** may be entered to exclude components).
    o Enter the **Fund**.
    o Enter the **Cost Center**.
    o Enter **N** at "Prompt for additional selection criteria?"
    o Click ⊟ **Save** icon.

- **To process a Cost Center, excluding certain classes of object codes:**

    This example excludes full-time salaries (obj. sub. class = 21), part-time and student wages (22) and fringe benefits (23) from a cost center report. This report will include all other object codes.

- **To process a Cost Center, including only a sub class of object codes:**

    This example includes only supplies & services (obj. sub. class = 24). This report will exclude all other object codes.

- **To process a Cost Center, including only a specific object code:**

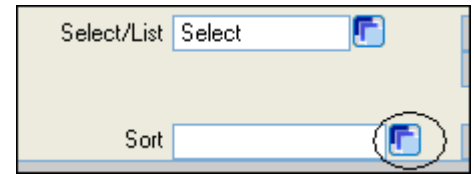   This example includes only printing/copy expenses (object = 2432). This report will exclude all other object codes.
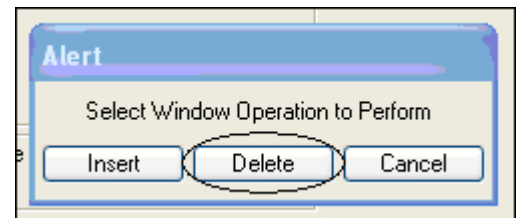
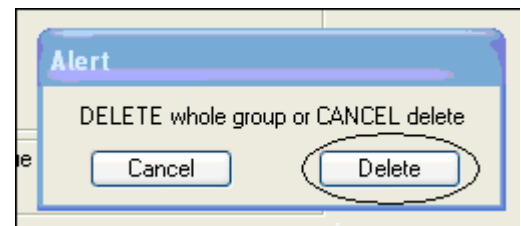Click on the **Sort** button.

Click the **1** proceeding "GLS.BUDGET.OFFICER".
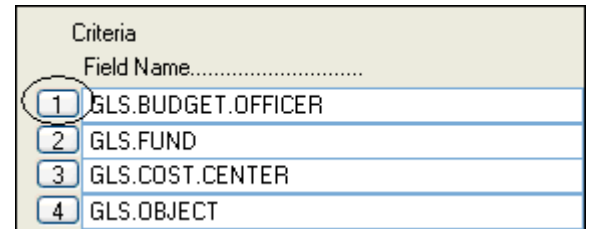
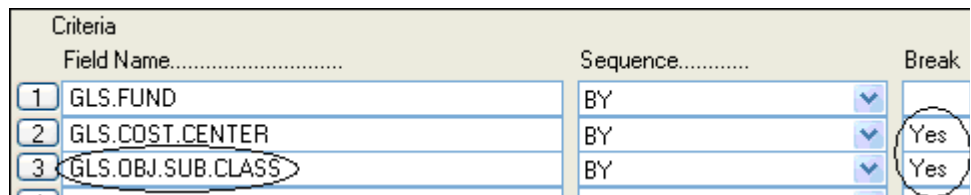Click **Delete** in the Alert Window to reconfigure the sort order.

Another Alert window will appear. Click **Delete**.
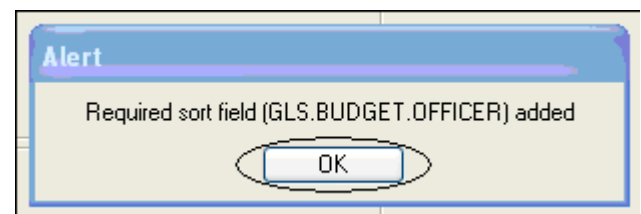
Complete the sort criteria

- On line 3 replace "GLS.OBJECT" with **GLS.OBJ.SUB.CLASS**.
- Enter **Y** in the Break Column next to "GLS.COST.CENTER" and next to "GLS.OBJ.SUB.CLASS".
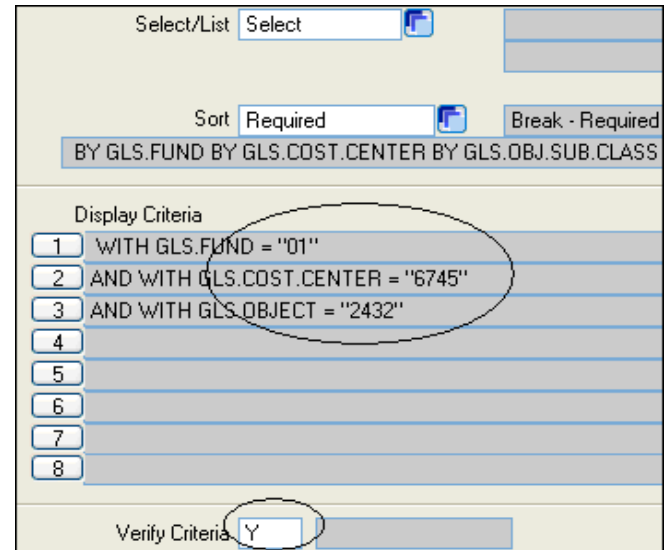
Click the **Save** icon.

Click **OK** on the Alert window.

Verify the report criteria information.
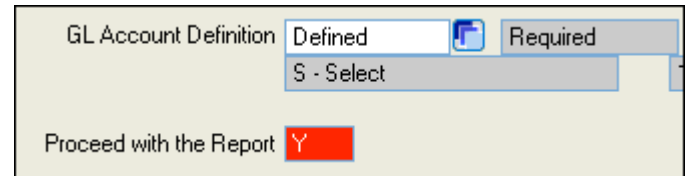
Enter **Y** next to "Verify Criteria".

Click the **Save** icon.

Enter **Y** next to "Proceed with the Report".

Click the **Save** icon.

Select the output device

You may view account activity on screen and no longer need to print paper reports to view detail transactions. Choose your method of output by doing one of the following:

- Enter **H** in the Output Device field to view the report on screen.

- Leave P in the Output Device field to print the report to paper. You will need to print in Landscape mode.

Click the **Save** icon.

The processing screen will appear followed by the report.

The **Report Browser** navigation box will open. Use the icons to move between the report page(s).

Click Exit browser when done.