

## Delta College Budget Status Report: Processing Overview

### Access the Budget Status Report

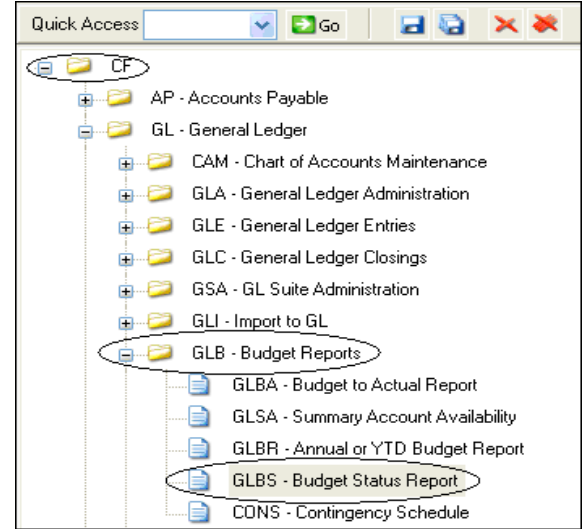
Open the CF application by selecting **Apps** from the menu and then **CF** from the drop down menu.

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.

The screenshot shows the parameter form for processing a fiscal year. The fields are:

- Fiscal Year: 2008
- 07/01/07 thru 06/30/08
- Detail or Summary: Summary
- Calendar Ending Month of: 6 06/30/08
- Starting Transaction Date: [empty]
- Ending Transaction Date: [empty]
- Expand Condensed Activity: No
- GL Account Definition: Not defined [button] Required [button]
- Unspecified [button]

The screenshot shows the parameter form for processing a date range. The fields are:


- Fiscal Year: 2008
- 07/01/07 thru 06/30/08
- Detail or Summary: Detail
- Calendar Ending Month of: [empty]
- Starting Transaction Date: 03/01/08 [calendar icon]
- Ending Transaction Date: 03/31/08 [calendar icon]
- Expand Condensed Activity: No
- GL Account Definition: Not defined [button] Required [button]
- Unspecified [button]
- Proceed with the Report: [red button]

## Define your accounts

Click the **Select/List** button.

The screenshot shows a software interface with a 'Select/List' button and a 'Sort Required' dropdown menu. A Save icon is circled in the 'Select/List' button area.

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

The screenshot shows a budget status report window. The table has columns for 'Inc/Exc', 'Component Values', and 'OFFICE INFO TECH'. The 'I' in the 'Inc/Exc' column and the 'N' in the 'Prompt for additional selection criteria?' field are circled.

Inc/Exc	Component Values	OFFICE INFO TECH
1	2	FUND
I	1 01	2
	3	
	4	OBJ.UNIT,DEPT.UNITS,COST.CENTER
3	1 6745	2
I		3
	4	OBJ.CLASS,OBJ.SUB.CLASS,OBJECT,OBJ.DESC
5	1	2
	3	
	4	GLS.BUDGET.OFFICER
7	1	2
	3	
	4	GLS.NET.ASSET.CLASS.CODE
9	1	2
	3	
	4	
	1	2
	3	
	4	
	1	2
	3	
	4	
	1	2
	3	
	4	
	11	Prompt for additional selection criteria? (Y,N) <b>N</b>

- 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.

The screenshot shows a budget status report window. The 'E' in the 'Inc/Exc' column and the object codes 21, 22, and 23 in the 'Component Values' column are circled.

Inc/Exc	Component Values	OFFICE INFO TECH
1	2	FUND
I	1 01	2
	3	
	4	OBJ.UNIT,DEPT.UNITS,COST.CENTER
3	1 6745	2
I		3
	4	OBJ.CLASS,OBJ.SUB.CLASS,OBJECT,OBJ.DESC
5	1 21	2
E	2 22	3
	3 23	

- 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.

The screenshot shows a budget status report window. The 'I' in the 'Inc/Exc' column and the object code 24 in the 'Component Values' column are circled.

Inc/Exc	Component Values	OFFICE INFO TECH
1	2	FUND
I	1 01	2
	3	
	4	OBJ.UNIT,DEPT.UNITS,COST.CE
3	1 6745	2
I		3
	4	OBJ.CLASS,OBJ.SUB.CLASS,OB
5	1 24	2

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

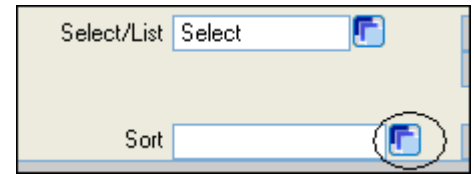
This example includes only printing/copy expenses (object = 2432). This report will exclude all other object codes.

The screenshot shows a budget status report window. The 'I' in the 'Inc/Exc' column and the object code 2432 in the 'Component Values' column are circled.

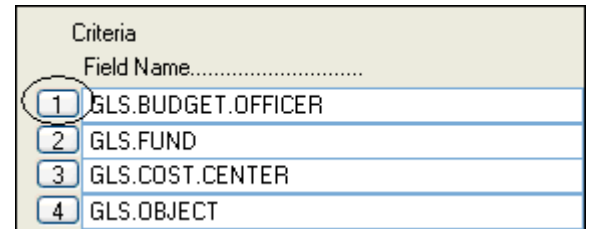
Inc/Exc	Component Values	OFFICE INFO TECH
1	2	FUND
I	1 01	2
	3	
	4	OBJ.UNIT,DEPT.UNITS,COST.C
3	1 6745	2
I		3
	4	OBJ.CLASS,OBJ.SUB.CLASS,OB
5	1 2432	2

## Configure Sort criteria

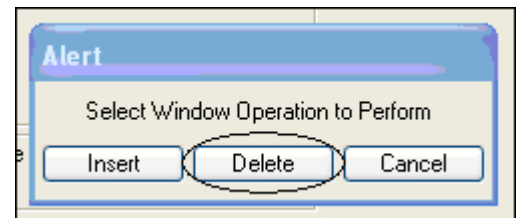
Click on the **Sort** button.



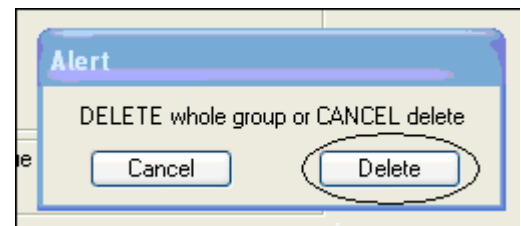
Click the **1** proceeding "GLS.BUDGET.OFFICER".



Click **Delete** in the Alert Window to reconfigure the sort order.

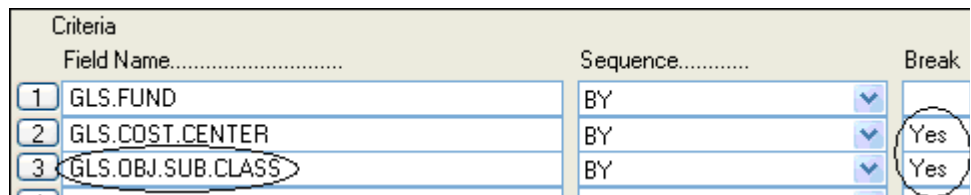


Another Alert window will appear. Click **Delete**.



Complete the sort criteria

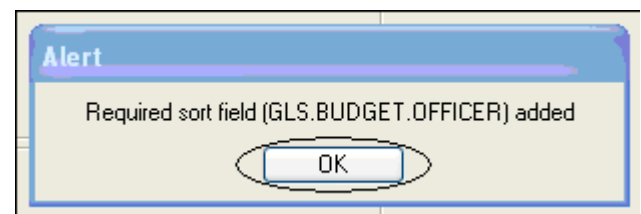
- On line 3 replace "GLS.OBJECT" with **GLS.OBJ.SUB.CLASS**.
- Enter **Y** in the Break Column next to "GLS.COST.CENTER" and next to "GLS.OBJ.SUB.CLASS".



Click the **Save** icon.



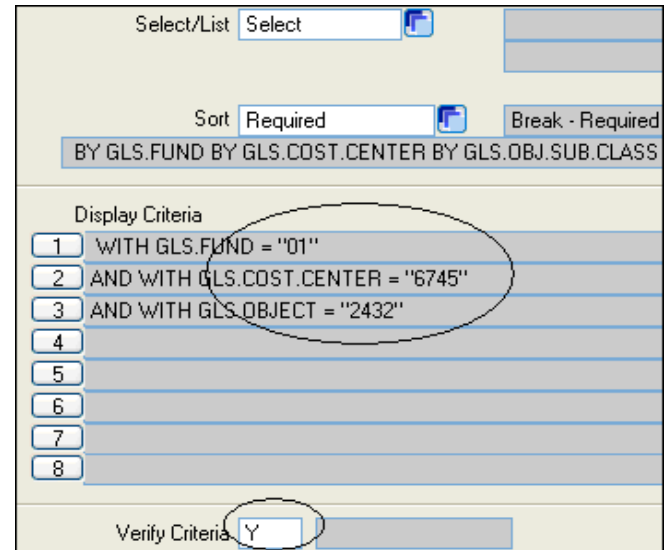
Click **OK** on the Alert window.



Verify the report criteria information.

Enter **Y** next to "Verify Criteria".

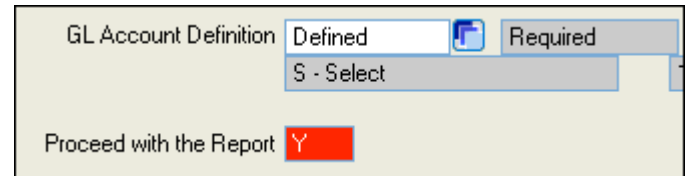
Click the **Save** icon.



The screenshot shows a report configuration window. At the top, there are fields for 'Select/List' (set to 'Select') and 'Sort' (set to 'Required'). Below these are sorting options: 'BY GLS.FUND BY GLS.COST.CENTER BY GLS.OBJ.SUB.CLASS'. A section titled 'Display Criteria' contains a list of criteria: 1. WITH GLS.FUND = "01", 2. AND WITH GLS.COST.CENTER = "6745", 3. AND WITH GLS.OBJECT = "2432", and rows 4 through 8 are empty. At the bottom, the 'Verify Criteria' field contains the letter 'Y'. Red circles highlight the 'Verify Criteria' field and the first three criteria rows.

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

Click the **Save** icon.



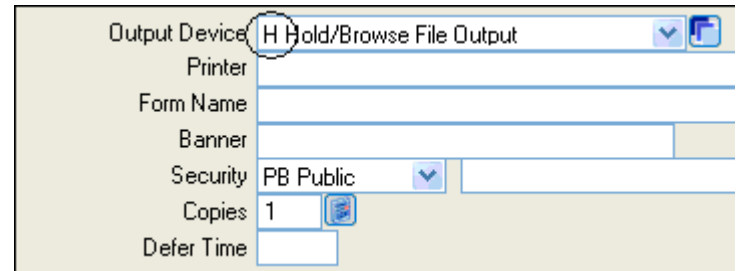
The screenshot shows a report processing window. It has a 'GL Account Definition' dropdown set to 'Defined' and a 'S - Select' dropdown. At the bottom, the 'Proceed with the Report' field contains a red box with the letter 'Y'.

### 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 screenshot shows an 'Output Device' selection screen. The 'Output Device' dropdown is set to 'H Hold/Browse File Output'. Other fields include 'Printer', 'Form Name', 'Banner', 'Security' (set to 'PB Public'), 'Copies' (set to '1'), and 'Defer Time'.

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.

