Colleague Learning Guide

Budget

CENTRAL
TEXAS
COLLEGE

Education for the Individual

Central Texas College

COLLEAGUE LEARNING GUIDE

BUDGET

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Process 1: Single Account Viewed on Screen

The following process will show all of the activity for a single location, cost center, and object code. It is viewed on the PC monitor. No paper report will be printed.

The viewer will notice when looking through the screens that data flows up from Requisitions, to Encumbrances and finally to Actuals. The viewer can monitor each account and the activity affecting it. They will be able to note when requisitions stall or POs are not paid and have the opportunity to address issues before problems arise.

Step 1

A. In the **CF** module, enter **ACBL** in the **Quick Access (Mnemonic)** box, and click on **Go** (see Figure 1).

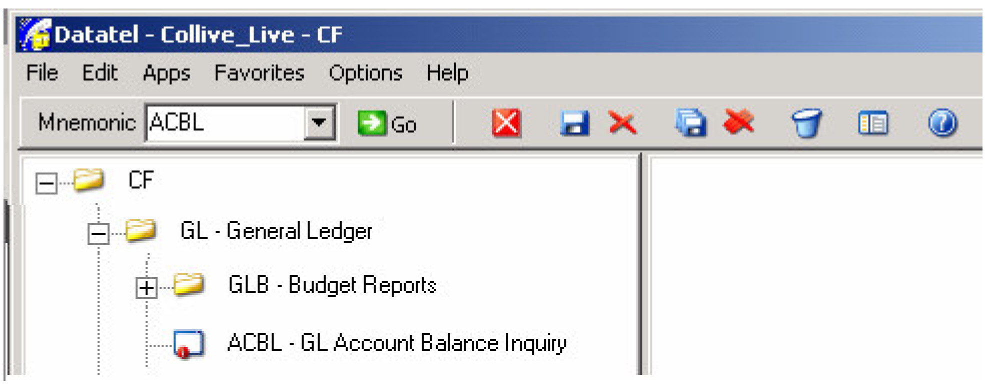

Figure 1

B. In the **GL Account Lookup** prompt, the account number can be entered three ways:

- ❖ Enter the **complete** account number without spaces or underscores and click on **OK**. Example: 101110250415654102 (see Figure 2).

Figure 2

- Enter the fund, location, cost center, and an ellipsis (…) separated by underscores. Example: 10_11102_504156… (see Figure 3) A resolution screen will open showing all of the object codes available for use within this department (see Figure 4). Click on the box to the left of the account/object code to be viewed. Click on **Save**, and when the **Alert** prompt appears, click on **Update**. The **Fiscal Year LookUp** prompt will appear.

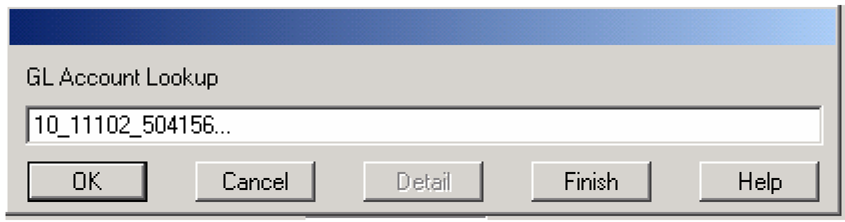

Figure 3

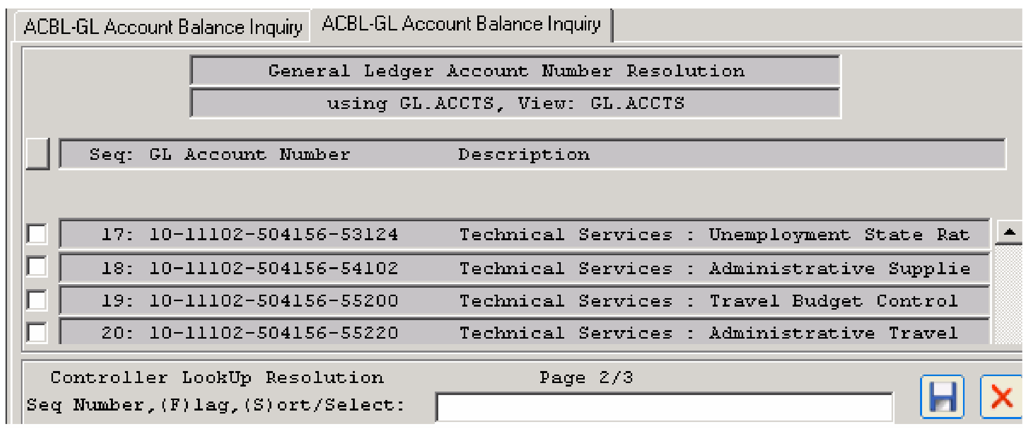

Figure 4

- Enter an ellipsis (…), location, cost center, and an ellipsis (…) separated by underscores. Example: …11102_504156… (see Figure 5). A resolution screen will open showing all of the object codes available for use within the department. Click the box to the left of the account/object code to be viewed. Click on **Save**, and when the **Alert** prompt appears, click on **Update**. The **Fiscal Year LookUp** prompt will appear.

Figure 5

C. In the **Fiscal Year LookUp** prompt, enter the fiscal year or click on **OK** to accept the default (see Figure 6). At the beginning of a new fiscal year, there will be two fiscal years open and information can be viewed in either one.

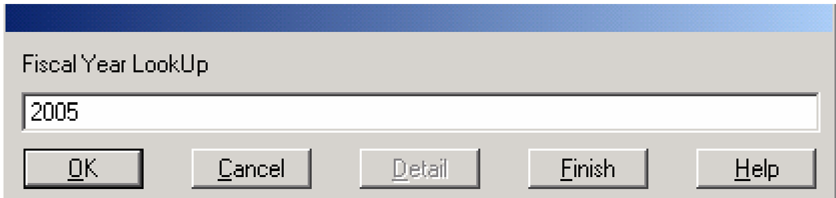

Figure 6

D. When the **ACBL-GL Account Balance Inquiry** screen appears, the account number selected will show in the blue header block (see Figure 7). The department and object code names are also shown. The fields are described below.

- **Fiscal Year –** The year of the budget being viewed.
- **Allocated Budget –** Current budgeted funds. This amount changes as budget transfers are processed.
- **Actuals –** Total expenses charged to this account.
- **Encumbrances –** Total of open Purchase orders (PO) and Blanket Purchase Orders (BPO).
- **Unencumbered Balance –** Funds available before pending requisitions.
- **Requisitions –** Requisitions pending approval.
- **Available Funds –** Funds available for future purchases.

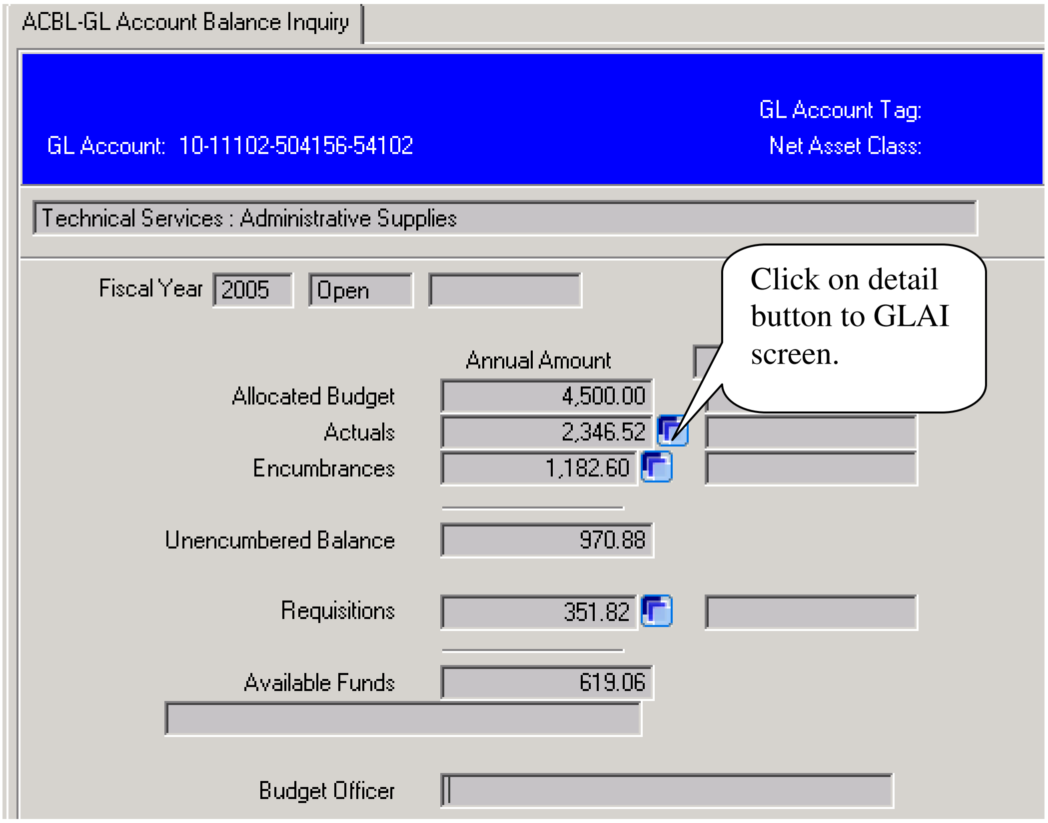

Figure 7

E. In the **Actuals** field, click on the detail button (see Figure 7) to see the **GLAI-GLA Transaction Inquiry** screen. This screen shows all posted activity—Vouchers (invoices) paid and inter-campus Journal entries (Printing, Copying, and Bookstore purchases).

F. The amount shown in **GLAI Actuals pending posting** (see Figure 8) will be an accumulation of invoices vouchered and paid on a given day, but not posted. This posting is usually done at the end of the business day.

G. To see detailed activity about a voucher (invoice) including purchase orders (PO), Blanket purchase orders (BPO) check numbers, individual items paid, etc., click on the detail button (see Figure 8). When finished viewing the information, click on **Save**, and when the **Alert** prompt appears, click on **Update**. The **ACBL** screen will appear.

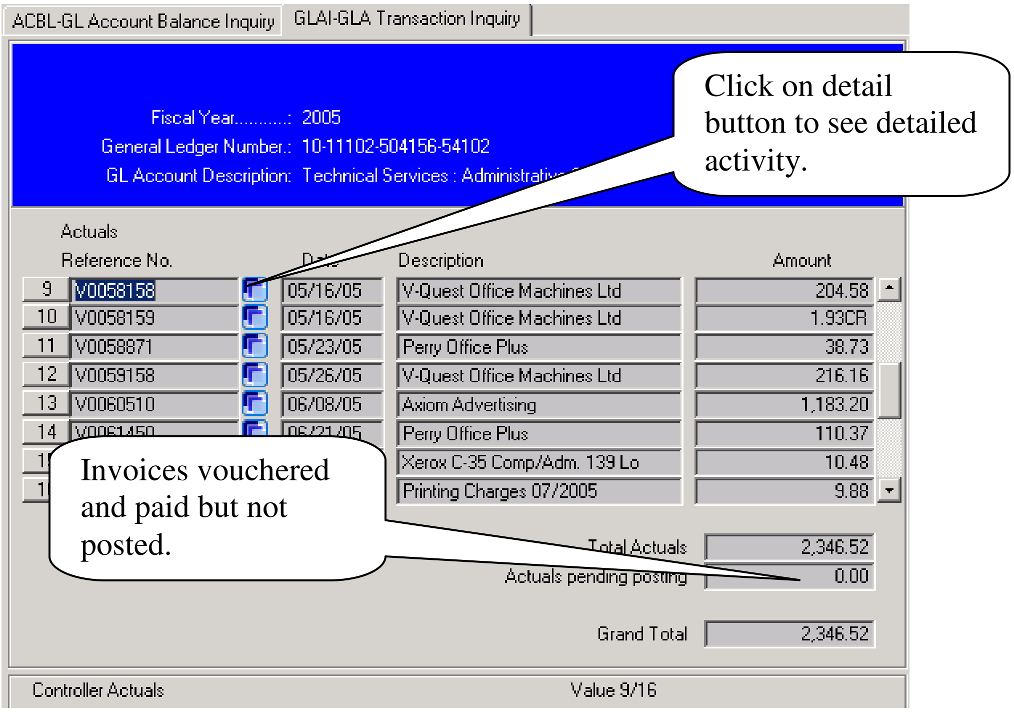

Figure 8

Step 2

A. On the **ACBL** screen (see Figure 7), click on the detail button in the **Encumbrances** field to view open purchase orders (PO) and blanket purchase orders (BPOs) in the **ENCI-GL Encumbrance Inquiry**. By detailing into the purchase order (PO), the status and any activity concerning this PO can be viewed. The different statuses of a PO are shown below:

- Outstanding – No item (s) accepted (received); the items within the PO can show a combination of statuses: outstanding, accepted, backordered, and paid.
- Accepted – All items received, some may be paid.
- Invoiced – All item(s) vouchered but a check has not been issued.
- Paid – All item(s) paid.
- Closed – Purchase order (PO) closed to release excess funds back into the GL.

The status on Blanket Purchase Orders will be either outstanding or closed.

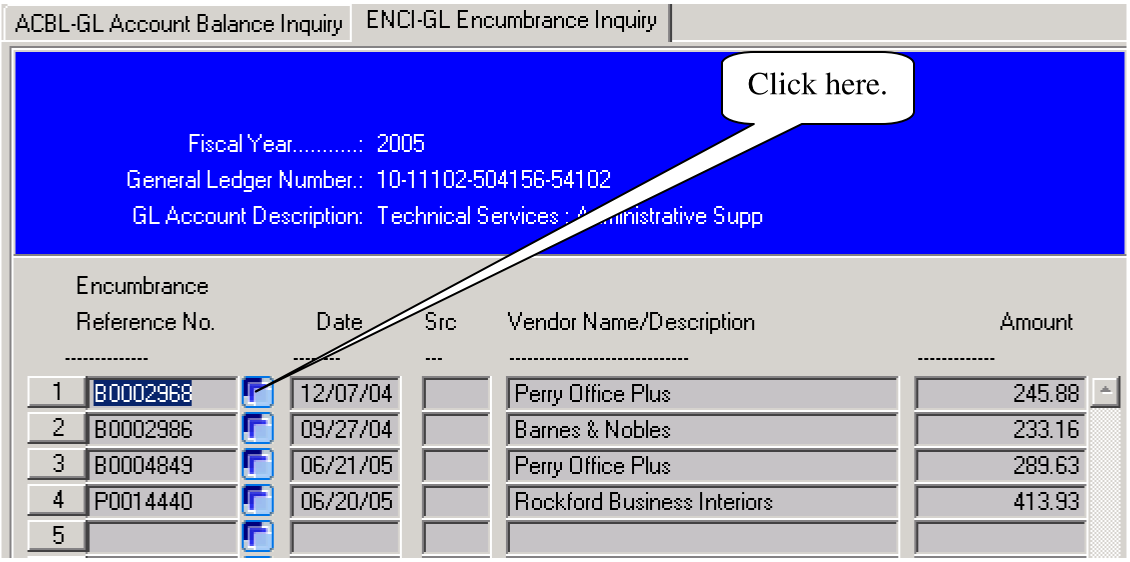

Figure 9

B. Once a purchase order has been vouchered (invoiced) the expense will move from the **ENCI-GL Encumbrance Inquiry** screen to the **Actuals pending posting** field in **GLAI-GLA Transaction Inquiry**. When the posting has been run for the day, a voucher number will appear in the Reference column and the amount will move from **Pending** to **Total Actuals.** Also, the **Encumbrance** total will decrease by the amount vouchered; possibly even to 0.00 which would mean that this account/object code has no outstanding purchase orders to be paid.

C. When viewing the Encumbrance screen, take note of any POs that have a vendor name starting with EOM. These items were encumbered in the prior fiscal year and were rolled into the current fiscal year. The department is responsible for determining if they should be left open for payment or if they should be closed. If they should be closed, an e-mail should be sent to Purchasing. Provide the PO numbers and the vendor names.

D. On the **ACBL** screen, click on the detail button in the **Requisition** field (see Figure 10) to view the status of requisitions. By detailing into the requisition, various data can be viewed including who last approved the requisition.

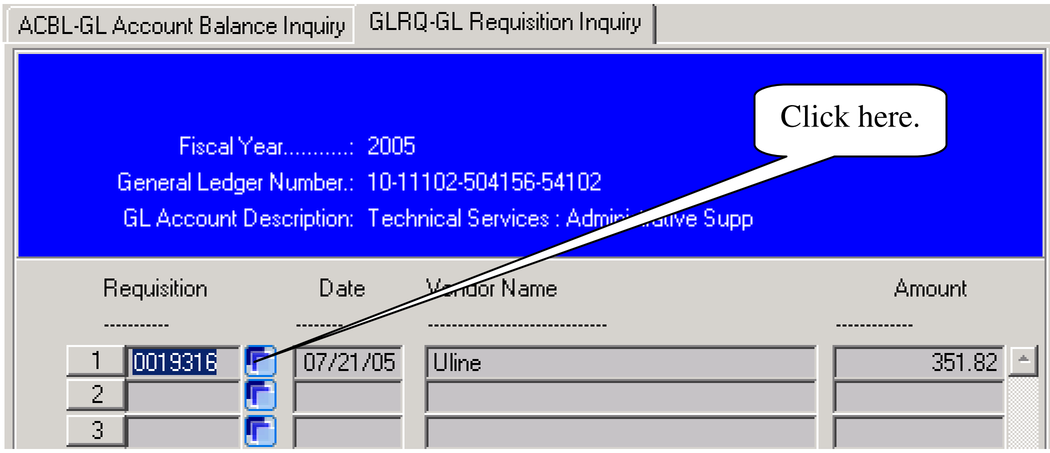

Figure 10

E. When finished viewing the information, click on **Save**, and when the **Alert** prompt appears, click on **Update**. At this point, another account number can be entered in the **GL Account Lookup** prompt. If no further information is to be provided, click on **Finish** to return to the User Interface Workspace Window (UI screen).

Process 2: GLSA—Summary Account Availability

The following instructions are used to view a current department budget as a report on the PC monitor. The report will show account numbers, the department and object code names, the allocated budget, total actual expenses, total encumbrances, percent of budget used and available funds. After viewing the report on the screen, the report can be printed, down loaded to MSWord or Excel, or canceled. The report selection can be made for one or more locations (area/site) or for one or more cost centers (departments).

In order to make a selection, here is an explanation of the new account number structure. The structure consists of four segments: fund, location, cost center, object code. To order a budget report, the location(s) and cost center(s) must be known. Below are examples of account numbers to help you identify the different segments of your own departmental account.

Fund	Location	Cost Center	Object Code	Account Description
10	**11102**	**107313**	**54101**	**Tx Campus-Computer Sci-Inst Supplies**
19	**11801**	**503125**	**54102**	**Systems-Accts Payable-Admin Supplies**
11	**12039**	**305186**	**54102**	**Europe-Campus Dean-Admin Supplies**
11	**12426**	**305189**	**54102**	**Navy Atl-Campus Dean-Admin Supplies**

Locate and write down the account number combination to be used in preparation for ordering the report.

Step 1

A. In the **CF** module, enter **GLSA** in the **Quick Access (Mnemonic)** box, and click on **Go** (see Figure 11).

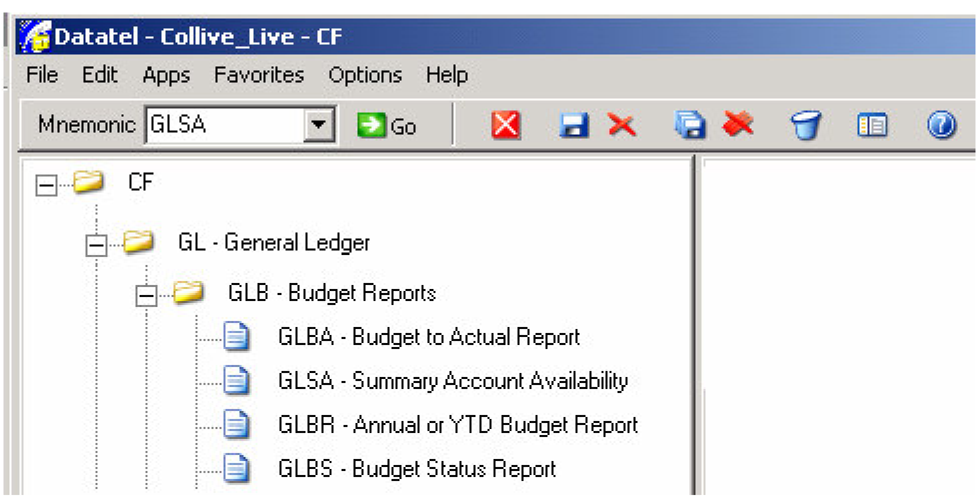

Figure 11

B. The screen will default to the current fiscal year and the beginning month of the fiscal year. If the first two lines are not changed, the report will reflect only September's expenses for the current fiscal year. Now, edit each field as described below to obtain the information needed.

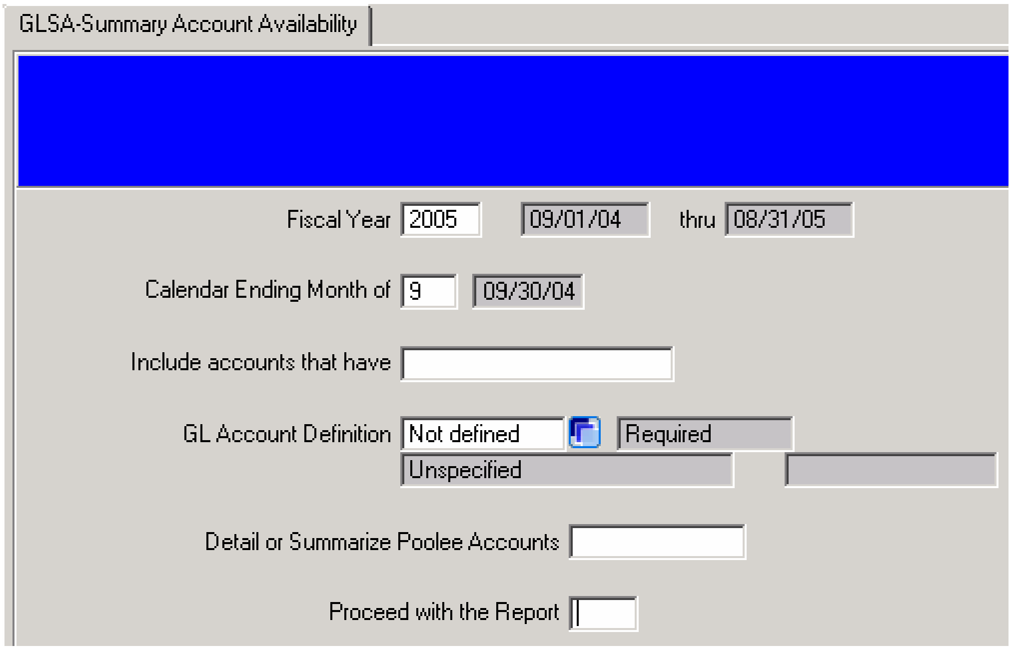

Figure 12

- ✓ **Fiscal Year** – A report can be ordered for any single fiscal year starting with FY04 (09/01/03-08/31/04). Enter the fiscal year for the information needed. Notice that the grayed out fields to the right will reflect the fiscal year dates. Press **Enter**.

- ✓ **Calendar Ending Month of** – Enter the last month for the range of information needed. To order a report based on the current year, type in the today's month. If information is needed for a previous fiscal year, type the number eight (8) for August which is the last month of CTC's fiscal year. Press **Enter**.

- ✓ **Include accounts that have** – There are four choices when looking up the budget's information. These instructions use **A = All status**. Press **Enter**.

  B = Budget Available
  M = Met the Budget
  E = Exceed the Budget
  A = All status

- ✓ **GL Account Definition – Not defined –**Clicking on the detail button will access the **GLSF00** screen. Go to step 2. After entering the account number selection and sort criteria, return to the **GLSA** screen to complete the process.

- ✓ **Detail or Summarize Poolee Accounts –** Either one of the two choices for selection can be used as it does not change the outcome of the report. These instructions use **S** = Summary.

  D = Detail
  S = Summary

- ✓ **Proceed with the Report –** Enter **Y** = Yes.

C. When you have finished viewing the information, click on **Save**, and when the **Alert** prompt appears, click on **Update**.

Step 2

A. Click on the detail button in the **GL Account Definition** field (see Figure 13). The **GLSF00 – GL Standard List/S Select** screen will appear.

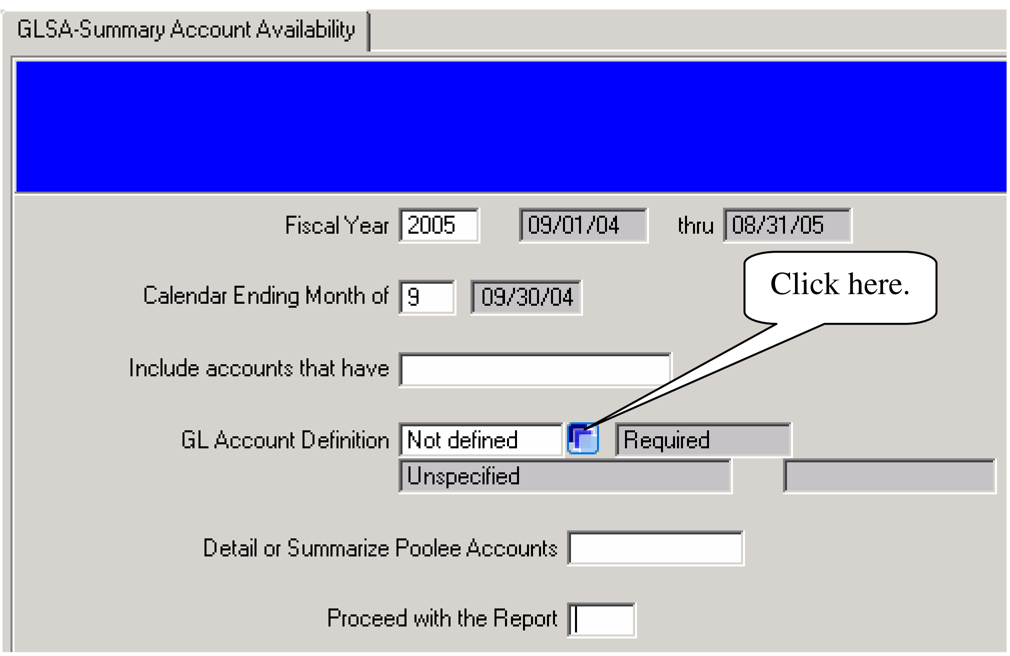

Figure 13

B. Click on the detail button in the **Select/List** field (see Figure 14). The next screen is the **JSBU05—ENVISION Statement Generator** screen where account numbers will be entered to make the report selections.

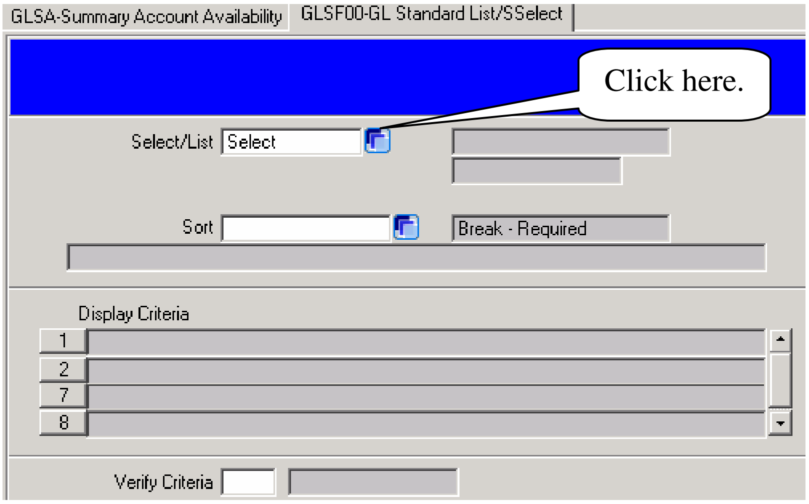

Figure 14

C. On the **JSBU05—ENVISION Statement Generator** screen (see Figure 15), enter the following information.

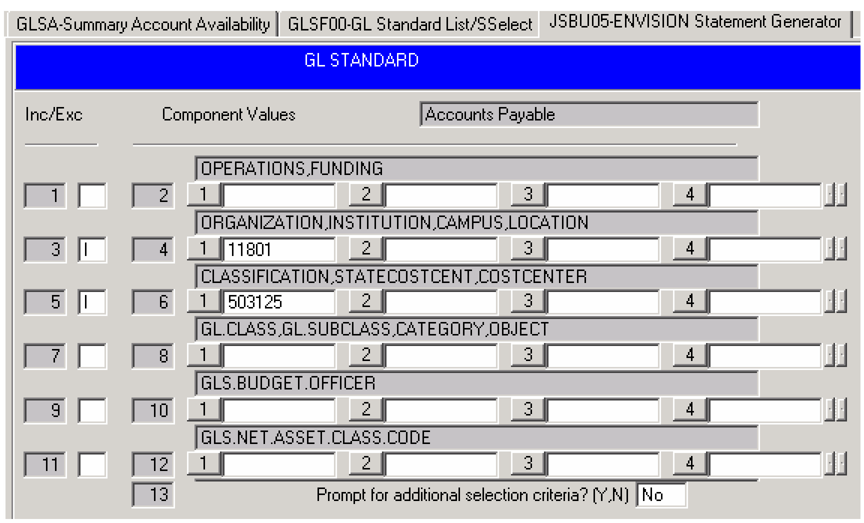

Figure 15

✓ 1. Enter an **I** (Include) in the field to right of the number 3. Press **Enter**.

✓ 2. The cursor has now moved to the right under **Organization, Institution, Campus, Location.** Enter in the department's five (5)-digit **location** number to the right of the number 1. Press **Enter**. To include multiple locations, continue across and enter additional locations. A Campus Dean ordering a report for an entire Location should skip to the **Prompt for**

additional selection criteria? (Y, N) field and enter an **N**, and then skip to D.

✓ 3. Enter an **I** (Include) in the field to right of the number 5. Press **Enter**.

✓ 4. The cursor has now moved to the right under **Classification, StateCostCent, CostCenter.** Enter in the department's six (6)-digit **Cost Center** number. Press **Enter**. If responsible for multiple departments, continue across and enter additional Cost Center numbers.

✓ 5. To see information for a specific object code, place your cursor in the white box to the right of number 7. Type an **I** (Include) in the field. Press **Enter**. For a full budget report skip numbers 5 and 6, and continue with number 7.

✓ 6. The cursor has now moved to the right under **GL.Class, GL.Subclass, Category, Object.** Enter the specific object code(s) to print on the report.

✓ 7. **Prompt for additional selection criteria? (Y,N)**—Type a **N**.

D. Click on **Save**, and when the **Alert** prompt appears, click on **Update**. The **GLSF00—GL Standard List/S Select** screen will appear (see Figure 16).

E. Notice that the **Display Criteria** area (see Figure 16) has now been populated with the location and cost center numbers previously included in the selection. If there is an error, now is the time to return to the Select/List screen and redo the selection.

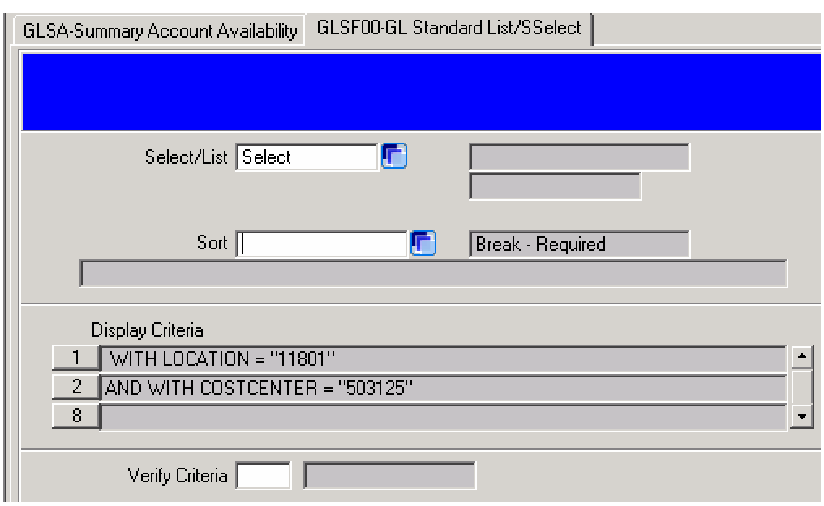

Figure 16

F. If the selection is correct, click on the drill down button in the **Sort** field.

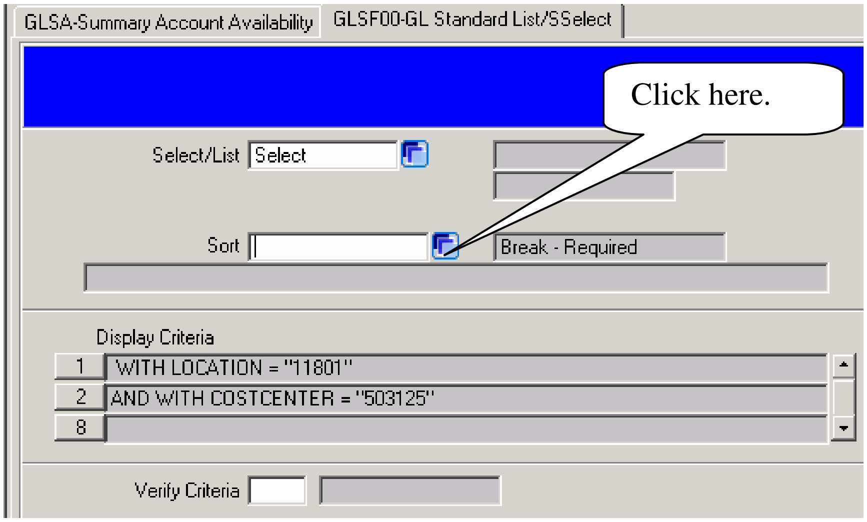

Figure 17

G. The information input on the **CSPS—Change Sort Specification** screen determines where the page breaks will be in the report. This is a **<u>required field</u>**, so a selection must be made (see Figure 18). Enter the following information based upon the following descriptions:

- ✓ If only one location and cost center were selected, enter a **Y** in the **Break** field to the right of the **Location Criteria Field Name**.
- ✓ If there were multiple cost centers selected and the requestor wants them all on the same page, enter a Y in the **Break** field to the right of the **Location Criteria Field Name**.
- ✓ If there were multiple cost centers selected and the requestor wants a page break between each cost center, enter a Y in the **Break** field to the right of the **Cost Center Criteria Field Name**.
- ✓ If multiple locations were selected and the requestor wants each location on a separate page, enter a Y in the **Break** field to the right of the **Location Criteria Field Name**.
- ✓ **<u>DO NOT</u>** put a page break for **Object**. The report will have only one line of data per page.

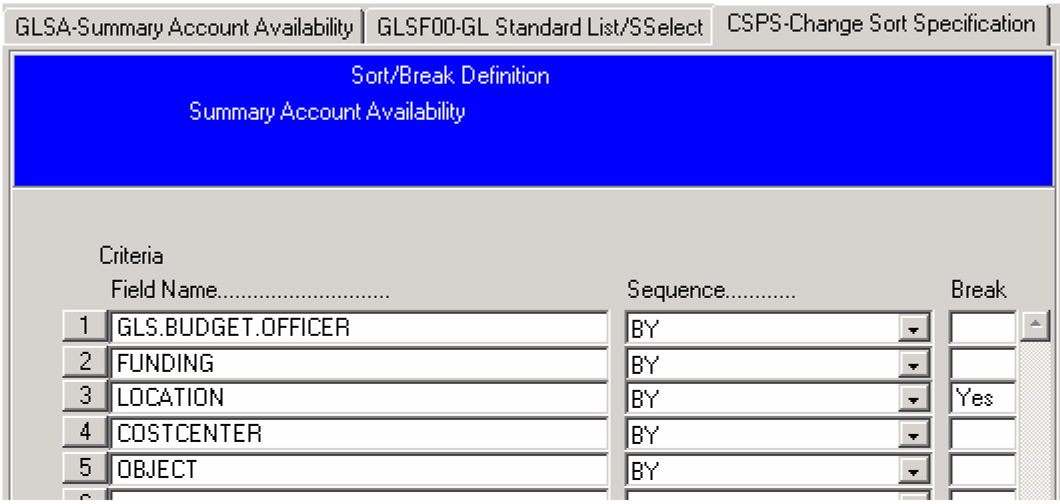

Figure 18

H. Click on **Save**, and when the **Alert** prompt appears, click on **Update**. The **GLSF00—GL Standard List/S Select** screen will appear.

I. Enter a **Y** in the **Verify Criteria** field (see Figure 19). Press **Enter**. See how the **Display Criteria** changes to show each full account number. Note that at the bottom of the screen the number of items selected is displayed. Use the scroll bar to the right of the account numbers to view all of the selections. Click on the **Return** button to continue working in the screen. If the account numbers shown are not what are required, it is still not too late to return to the Select/List screen and edit the selection. If the choices are correct, **Save** and **Update** back to the **GLSA** screen.

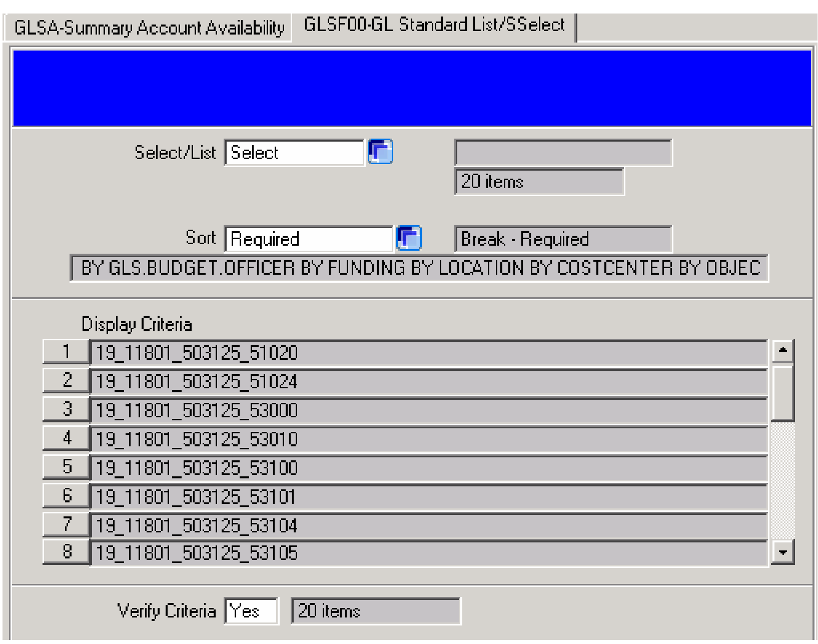

Figure 19

Step 3

A. On the **GLSA** screen, the **Detail or Summarize Poolee Accounts** field will have defaulted to **Summary** (see Figure 20). Press **Enter**.

B. Enter a **Y** in the **Proceed with the Report** field (see Figure 20).

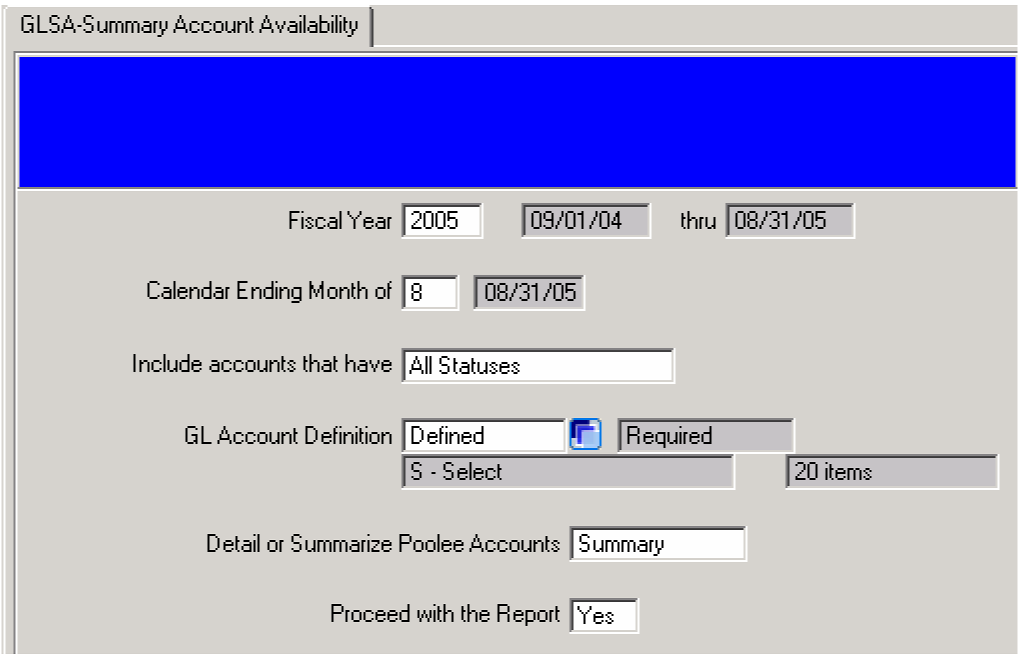

Figure 20

C. Click on **Save**, and when the **Alert** prompt appears, click on **Update**.

D. To process the **GLSA** report, and print to the terminal monitor, change the **P-Print Spooler** to **H-Hold/Browse File Output** in the **Output Device** field by clicking on the drop arrow button (see Figure 21).

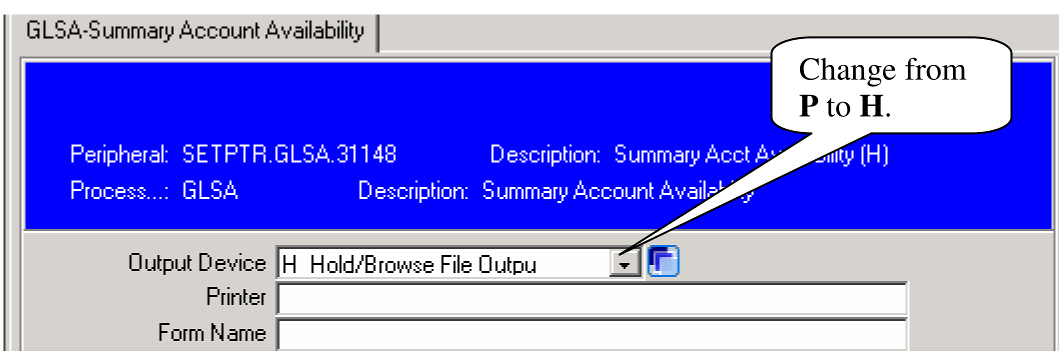

Figure 21

E. Click on **Save**, and when the **Alert** prompt appears, click on **Update**.

F. To execute the process, leave **N** in the **Execute in Background mode?** field (see Figure 22) and click on **Save**, and when the **Alert** prompt appears, click on **Update**. The system will begin to compile the information. After a few moments, the report appears on the screen.

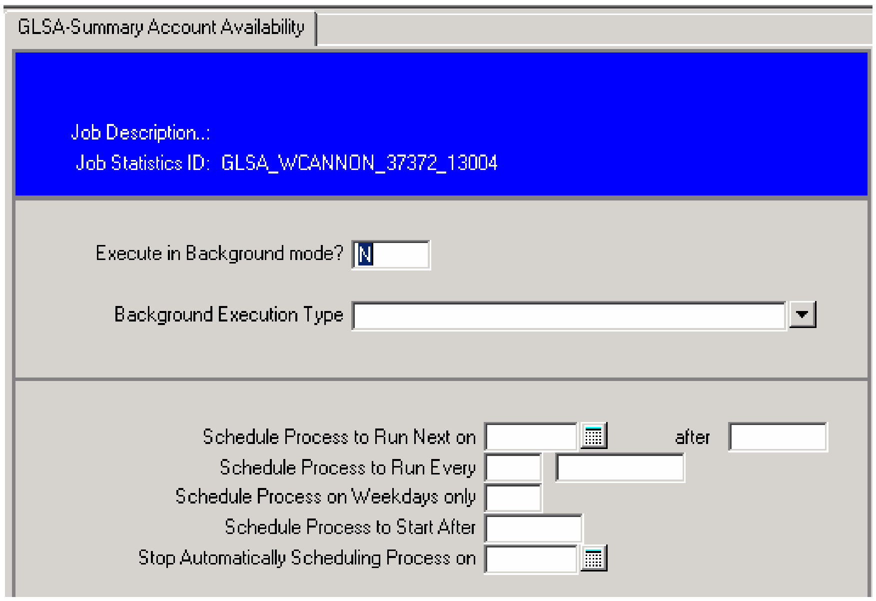

Figure 22

G. Use the arrows to move up and down the page or down to the end page and up to the beginning page. To close the report without printing, click on the Exit icon. To print the report, go to step H.

H. The report can be printed to the desk printer by clicking on the Printer icon. Note how many pages are in the report by looking at the box located between the up and down arrows. Before clicking **OK** on the **Printer Setup** make sure that the **Use Font** has a check mark for **Courier New, 8** and the **Orientation** is set to **Landscape**.

I. The report can also be downloaded into **MS Word** by clicking on the Folder icon which will bring up a **Save Report** screen.

The report that appeared on the screen while writing this manual was too long to place into this manual, so it was downloaded into MSWord and the data condensed to fit. When bringing the report into MSWord, change the File Page Setup to landscape; go to Edit, Select All, then change the Font to 8, Courier New. The report is now set up the same as the Colleague screen.

CENTRAL TEXAS COLLEGE DISTRICT
07/25/05 Account Availability Report Ending 08/31/2005 Page: 1
Options - Available/Met/Exceeded Budget
Fiscal Year: 2005 LOCATION: 11801 - Systems

GL Account	Allocated Budget	Actual	Encumber	%Committed	Available
19-11801-503125-54102 AcctsPay: Admin	5,500.00	3,545.43	649.24	76.27	1,305.33
19-11801-503125-55200 AcctsPay: Travel	0.00	0.00	0.00	0.00	0.00
19-11801-503125-55504 AcctsPay: Phone	700.00	675.23	0.00	96.46	24.77
19-11801-503125-55613 AcctsPay: Repair	450.00	450.00	0.00	100.00	0.00
19-11801-503125-55645 AcctsPay: Instit	19,195.00	12,620.10	0.00	65.75	6,574.90
Totals for LOCATION: 11801 - Systems	25,845.00	17,290.76	649.24	69.42	7,905.00

Compare one of the account numbers to active data in **ACBL – Gl Account Balance Inquiry**. Notice that some of the amounts will not be the same. To help interpret the differences, here are a couple of things to be aware of when reading the **GLSA** report.

GLSA Actual column – Vouchers and checks that have been processed on the day of the report will still be included in the **Encumbrance** column totals of this report.

GLSA Available column **–** Requisitions going through the approval process will be included in the **Available** column. This fact is important to remember when working on budget transfers as the amount seen on this report may not be what is actually available. It is best to check the figures against the "live data" in **ACBL.**