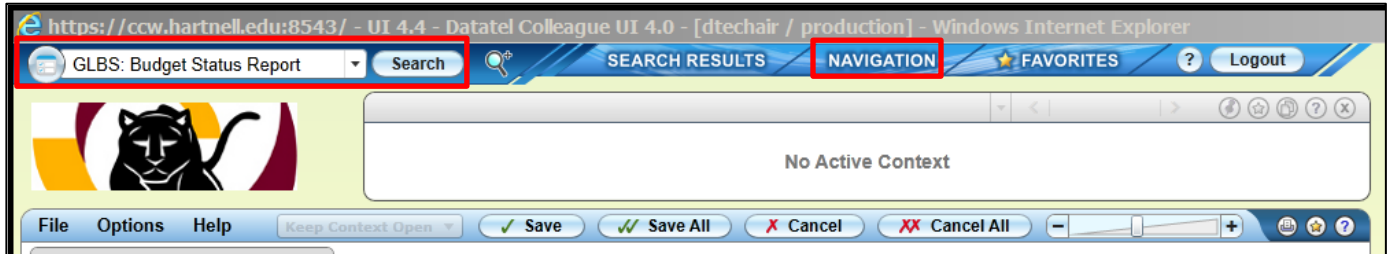# COLLEAGUE: RUNNING A GLBS (DETAIL BUDGET STATUS) REPORT
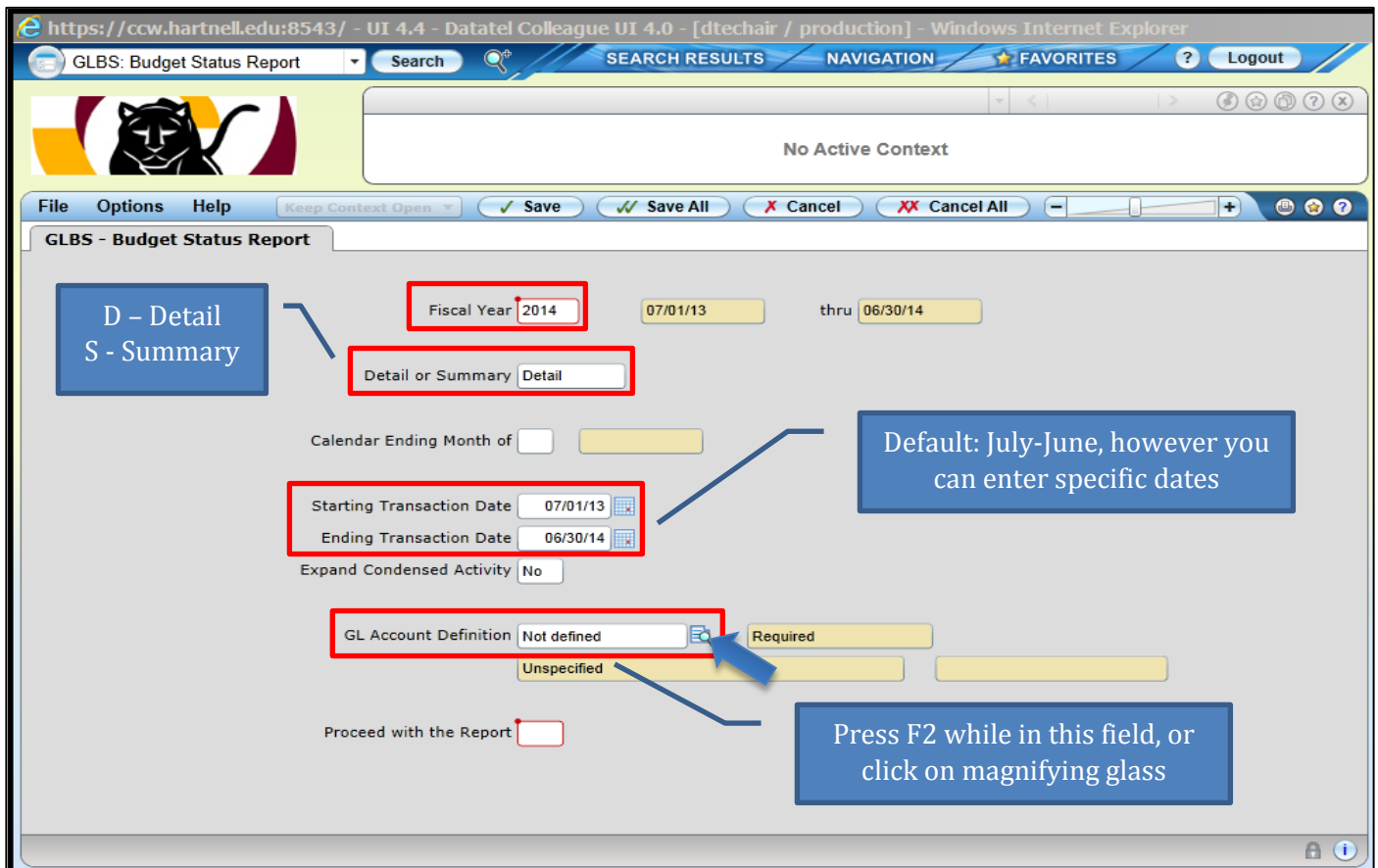
STEP 1: OPEN THE GLBS SCREEN

Log-in to Colleague and type in the neumonic "GLBS" in the form search box, then press Enter. You can also select this report via the "Navigation" tab at the top of the screen.


STEP 2: ENTER THE APPROPRIATE FIELD INFORMATION

Mandatory fields are highlighted in red.

D – Detail
S - Summary

Default: July-June, however you can enter specific dates

Press F2 while in this field, or click on magnifying glass

DETERMINING THE GL ACCOUNT DEFINITION

After pressing F2 or clicking the magnifying glass, you see the following screen. This screen is used to (first) select the data the report will contain (Select/List) and (second) how the report with be displayed (Sort).
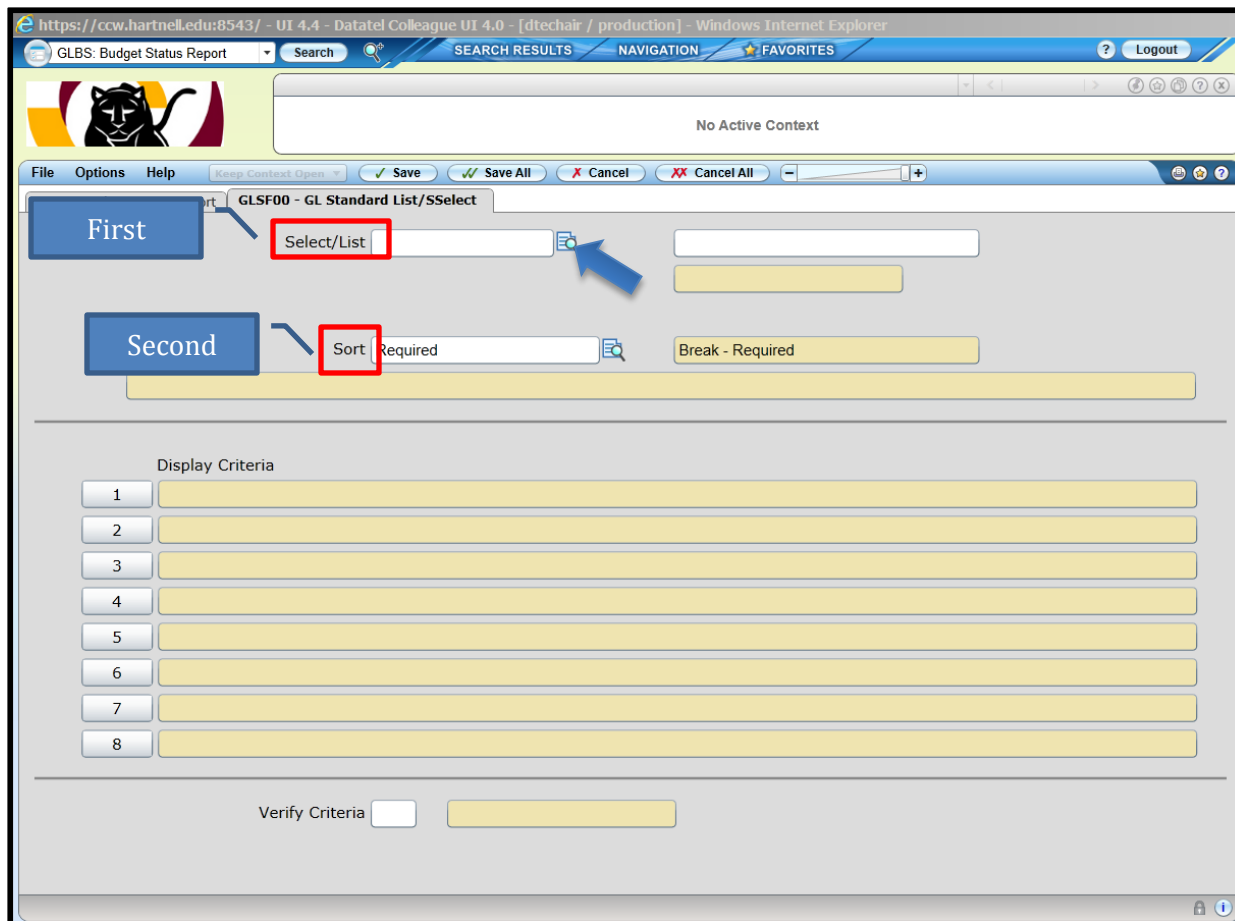
SELECT/LIST: PICK THE DATA YOUR REPORT WILL CONTAIN

In the "Select/List" field, click the icon with the magnifying glass, or press the F2 key. The following screen will open (see next page). On this screen you will determine what data your report will contain. Input the fund, area, location, TOP, or Object of the budget account you want in your report.

EXAMPLE

I want to run a GLBS report using the following information:

- Fund 12 (Restricted funds/Grants)
- TOP 695000 (Parking Services)
- Object Code 5 (Expenses)

Please note: you can input any portion of the budget account number, but keep in mind that Colleague will capture only the accounts that include the codes you've input above (In this example, only accounts that have the Fund = 12, TOP code = 695000, and Object Codes = 5xxxx - Expenses).

Once you press F9, or enter, you will return to the previous screen with your choices filled in the "Display Criteria", as seen below.
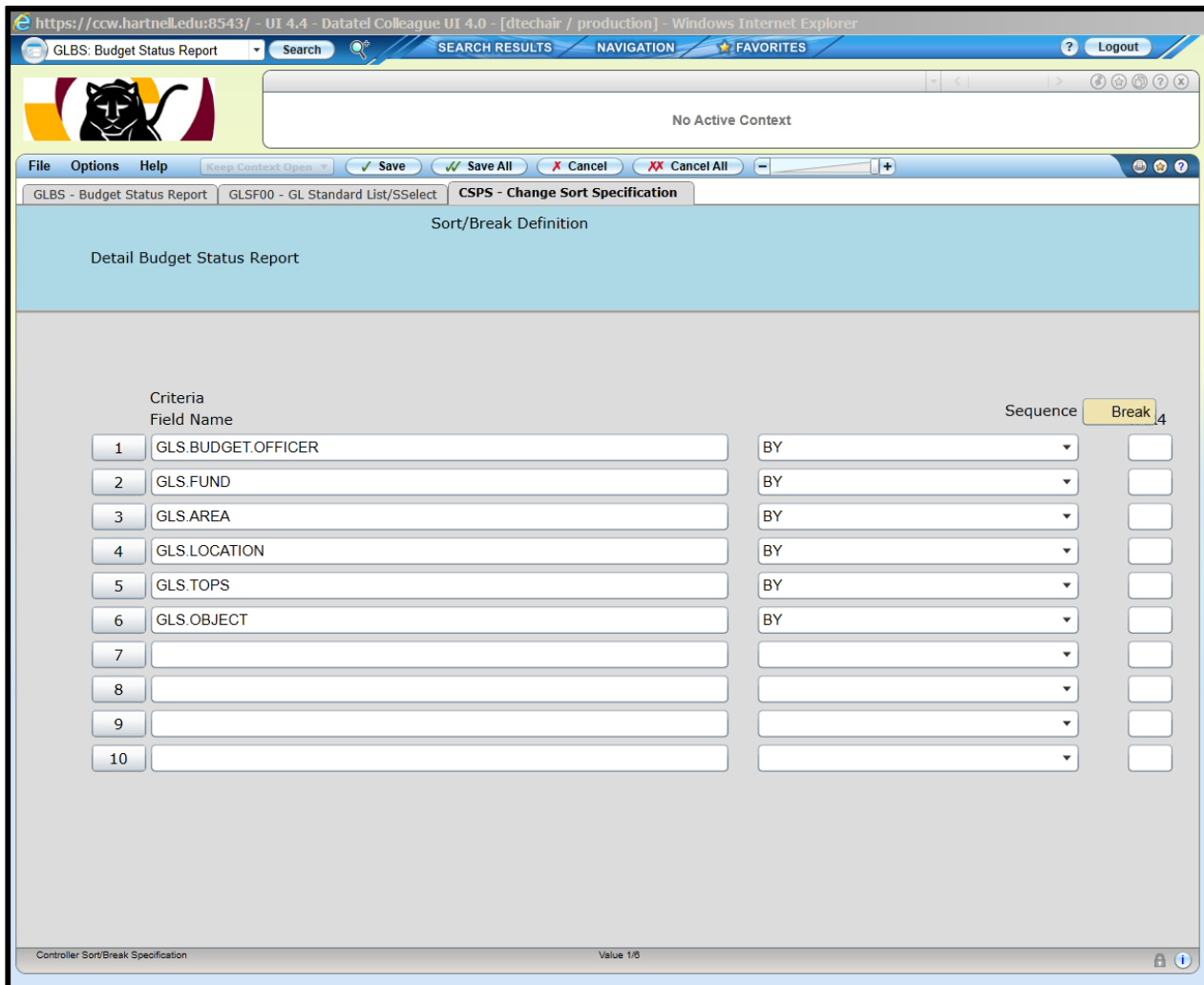
SORT: PICK HOW YOUR DATA WILL DISPLAY

In the "Sort" field, click the icon with the magnifying glass, or press the F2 key. The following screen will open. On this screen you can adjust (or sort) how the report is displayed.
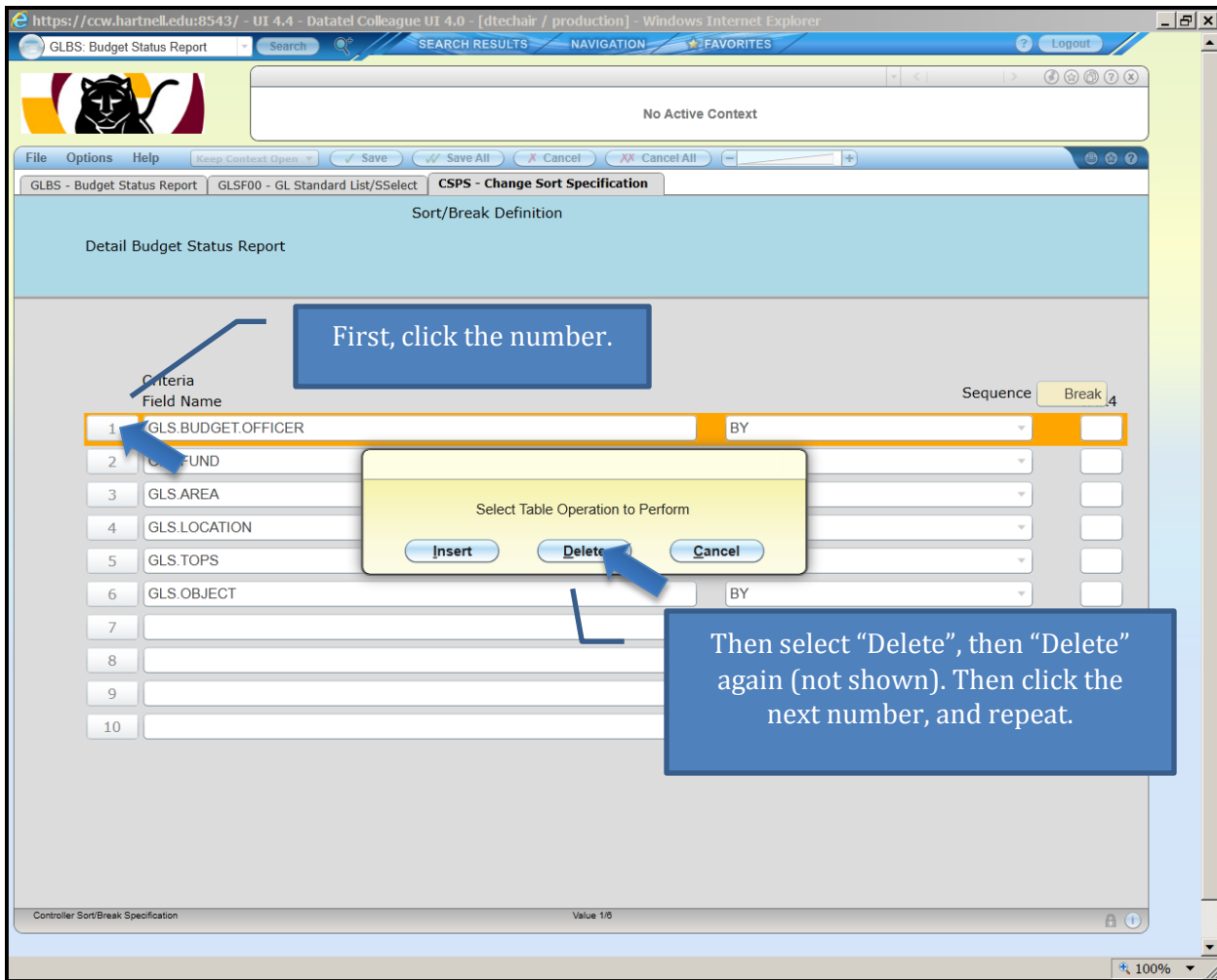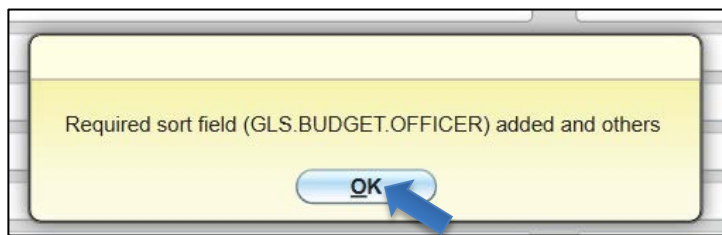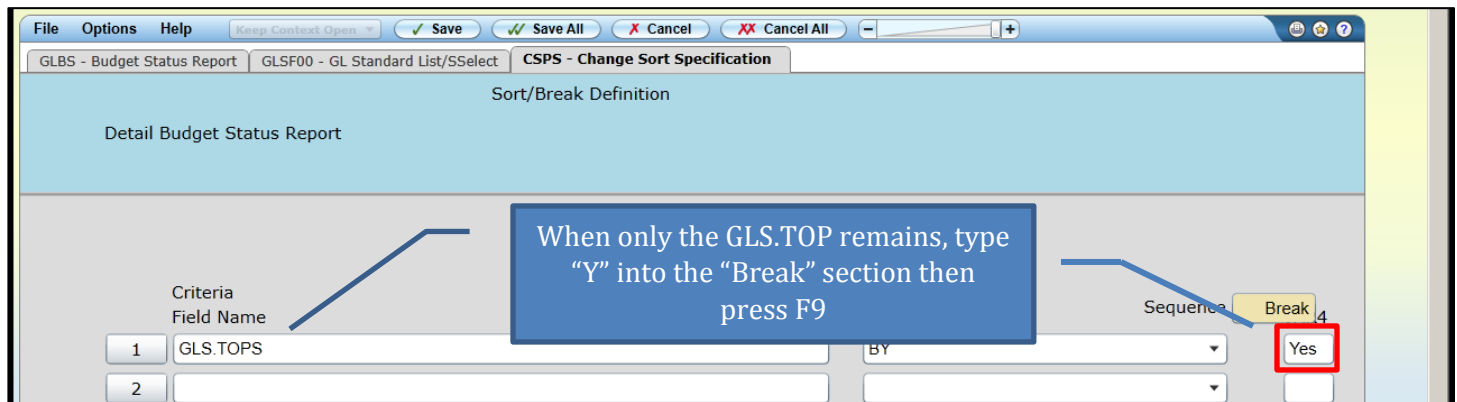

EXAMPLE

I would like to sort my data based on the TOP code. To do so, I need to delete:

- (1) GLS. Budget Officer
- (2) GLS.FUND
- (3) GLS.AREA
- (4) GLS.LOCATION
- (6) GLS.OBJECT

To delete these fields from the screen, I click the number, and then select "Delete", and then "Delete" again. (see next page). Repeat until deleted 1, 2, 3, 4, and 6. In this example, we sort by the TOP code (695000). This means the report will be sorted/displayed by all accounts with 695000 first. This is best when you are running *more than one* TOP code. **Please note**: you can also sort by GLS.FUND if you run only *one* TOP code.
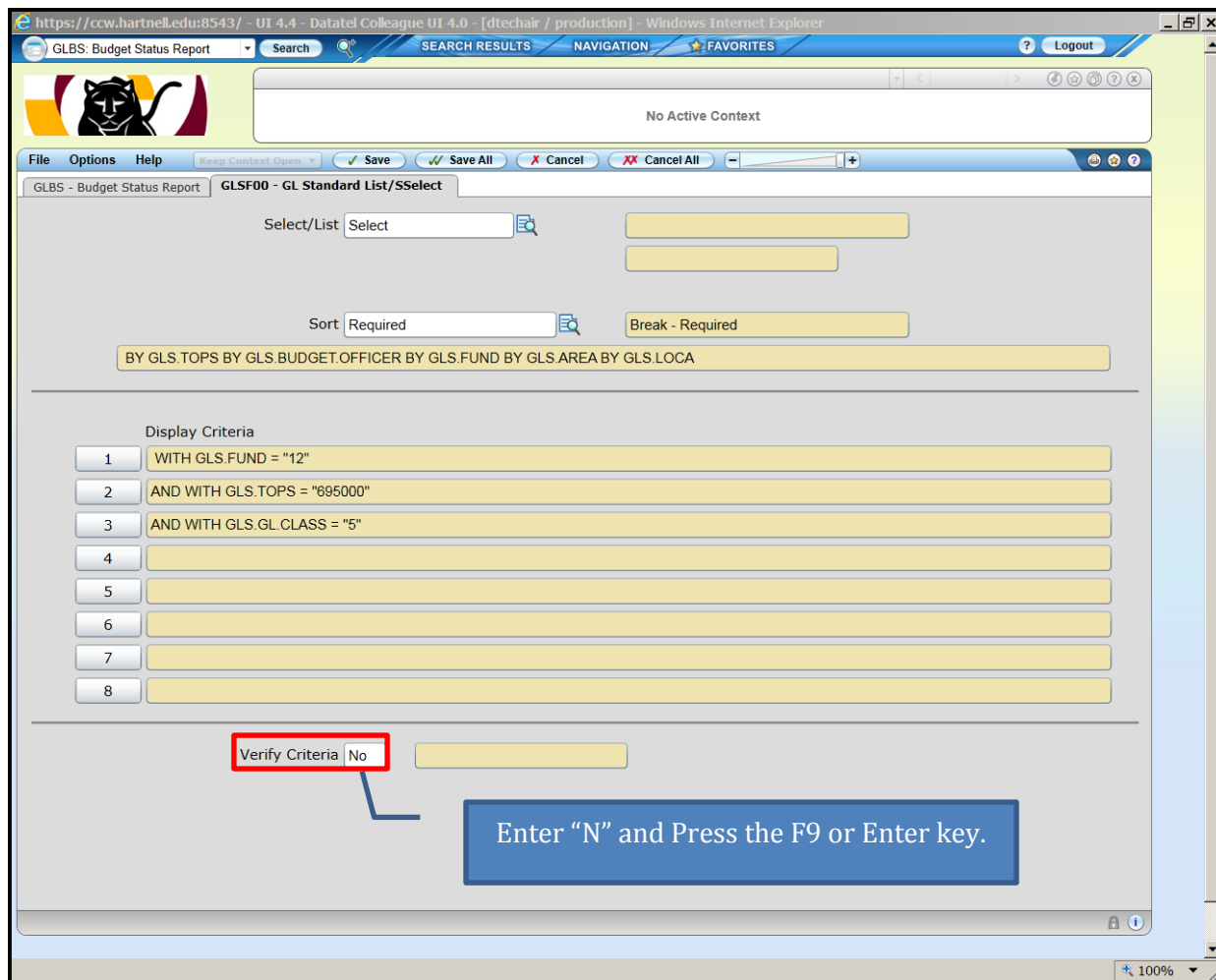
First, click the number.

Criteria
Field Name

Sequence | Break

1	GLS.BUDGET.OFFICER	BY	
2	GLS.FUND		
3	GLS.AREA		
4	GLS.LOCATION		
5	GLS.TOPS		
6	GLS.OBJECT	BY	
7			
8			
9			
10			

Select Table Operation to Perform

Insert   Delete   Cancel

Then select "Delete", then "Delete" again (not shown). Then click the next number, and repeat.

After I have deleted 1, 2, 3, 4, and 6 – I will see the following screen:

Detail Budget Status Report

When only the GLS.TOP remains, type "Y" into the "Break" section then press F9

Criteria
Field Name

Sequence | Break

1	GLS.TOPS	BY	Yes
2			

Required sort field (GLS.BUDGET.OFFICER) added and others

OK

Then, click "OK"

You will return to the previous screen with both the Select/List and Sort information populated.

You will be returned to the initial screen when you entered the neomonic "GLBS."
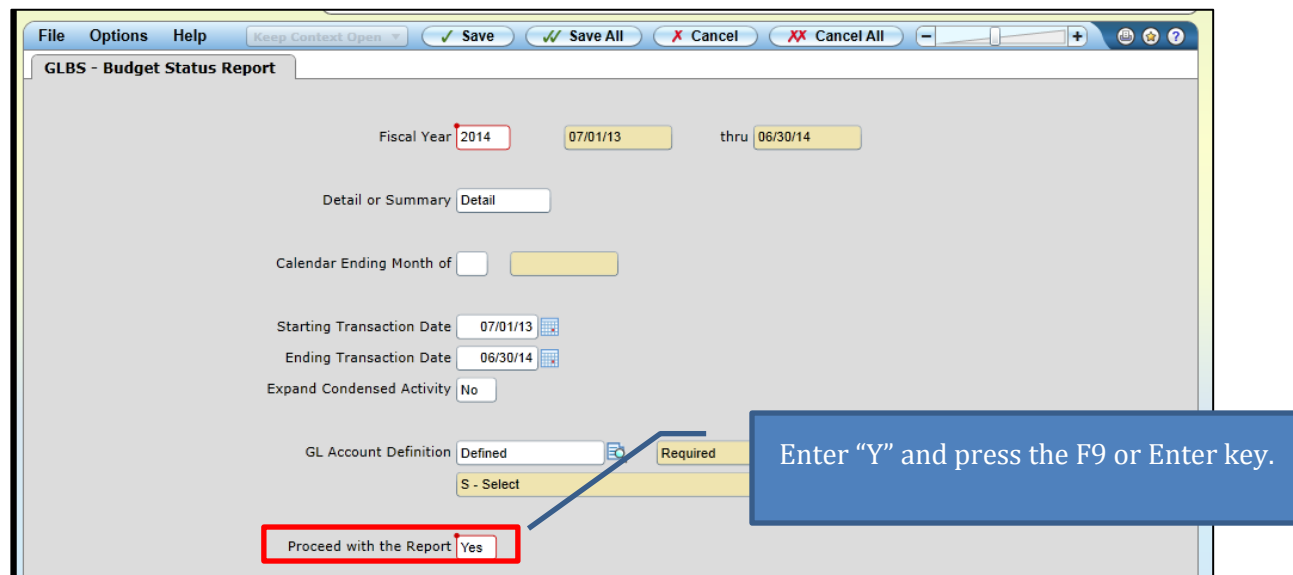
STEP 4: RUN REPORT

The following screen appears to show you the progress of your report.

STEP 5: VIEW REPORT

Your report will look similar to the one below. From this report, you will be able to see:

- General Ledger (GL) Budget Account Number
- Description of Expenses
- Allocated Budget
- Actual Expenditures
- Unexpended Balance (prior to encumbrances)
- Encumbrances (Purchase Orders)
- Available Balance (including encumbrances)

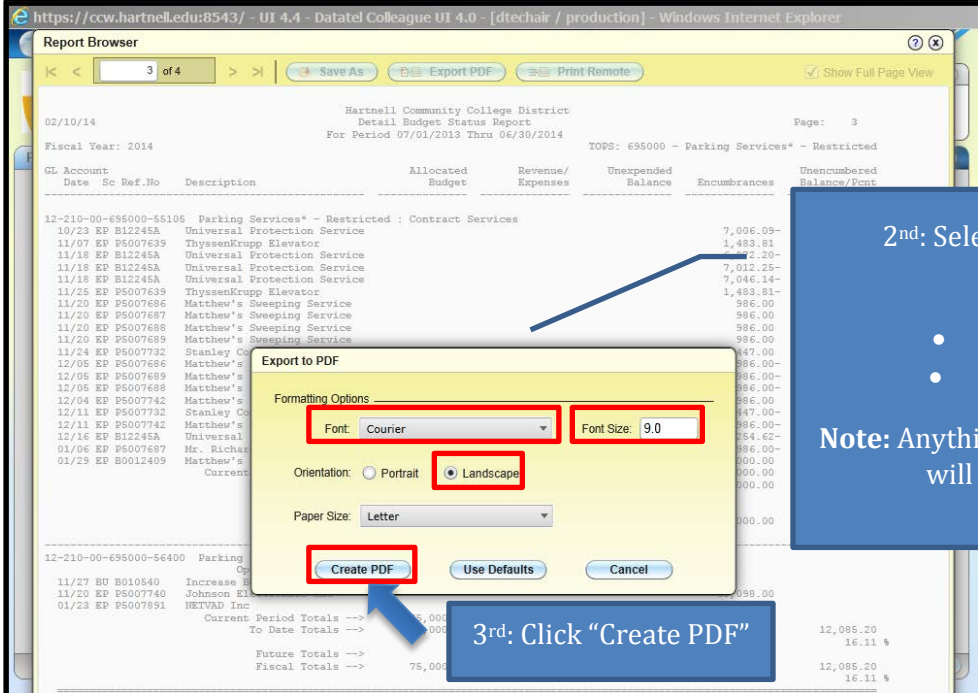**Note:** See the next page for saving and printing instructions.

STEP 6: PRINT OR SAVE REPORT

To print the report, you will need to first create and open the PDF version, and then print it.

CREATE PDF

Report Browser

|< < [3] of 4 > >| 🖪 Save As 🖫 Export PDF 🖶 Print Remote
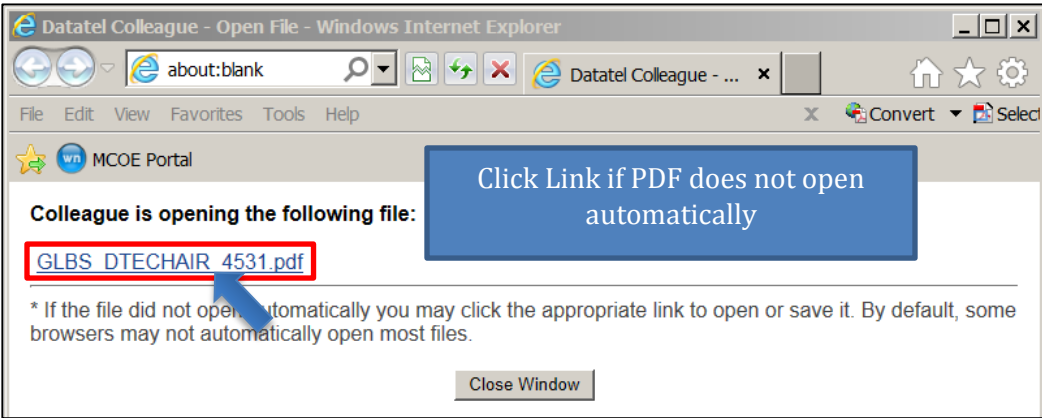
1st: Click "Export PDF"

2nd: Select Formatting Options

- Select Font
- Font Size (8 or 9 only)
- Landscape Orientation

Note: Anything larger than font size of 9 will not print correctly.

Export to PDF

Formatting Options

Font: Courier   Font Size: 9.0

Orientation: ○ Portrait ● Landscape

Paper Size: Letter

Create PDF   Use Defaults   Cancel

3rd: Click "Create PDF"

OPEN PDF

Colleague is opening the following file:

GLBS_DTECHAIR_4531.pdf

Click Link if PDF does not open automatically

* If the file did not open automatically you may click the appropriate link to open or save it. By default, some browsers may not automatically open most files.

Close Window

SAVE OR PRINT PDF

You can also access the Save and Print commands through the File menu

To Save: Click the Disk

To Print: Click the Printer

Choose "Secure Print BW" for printer, then click "OK"

Questions? Just ask!

Email: training@hartnell.edu