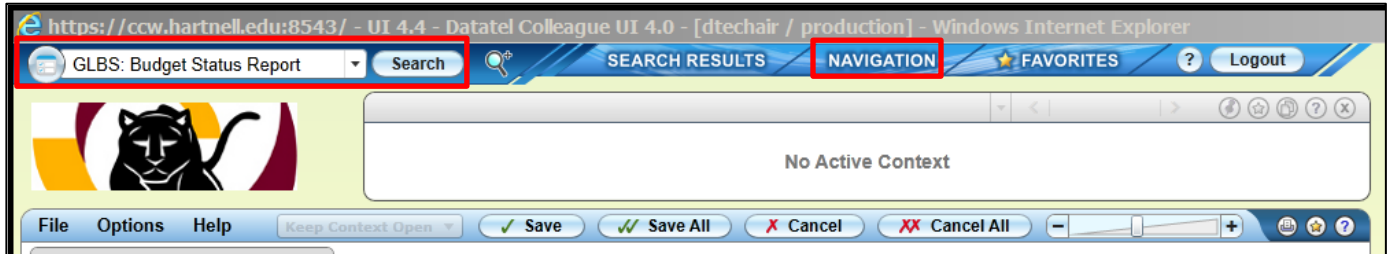


COLLEAGUE: RUNNING A GLBS (DETAIL BUDGET STATUS) REPORT

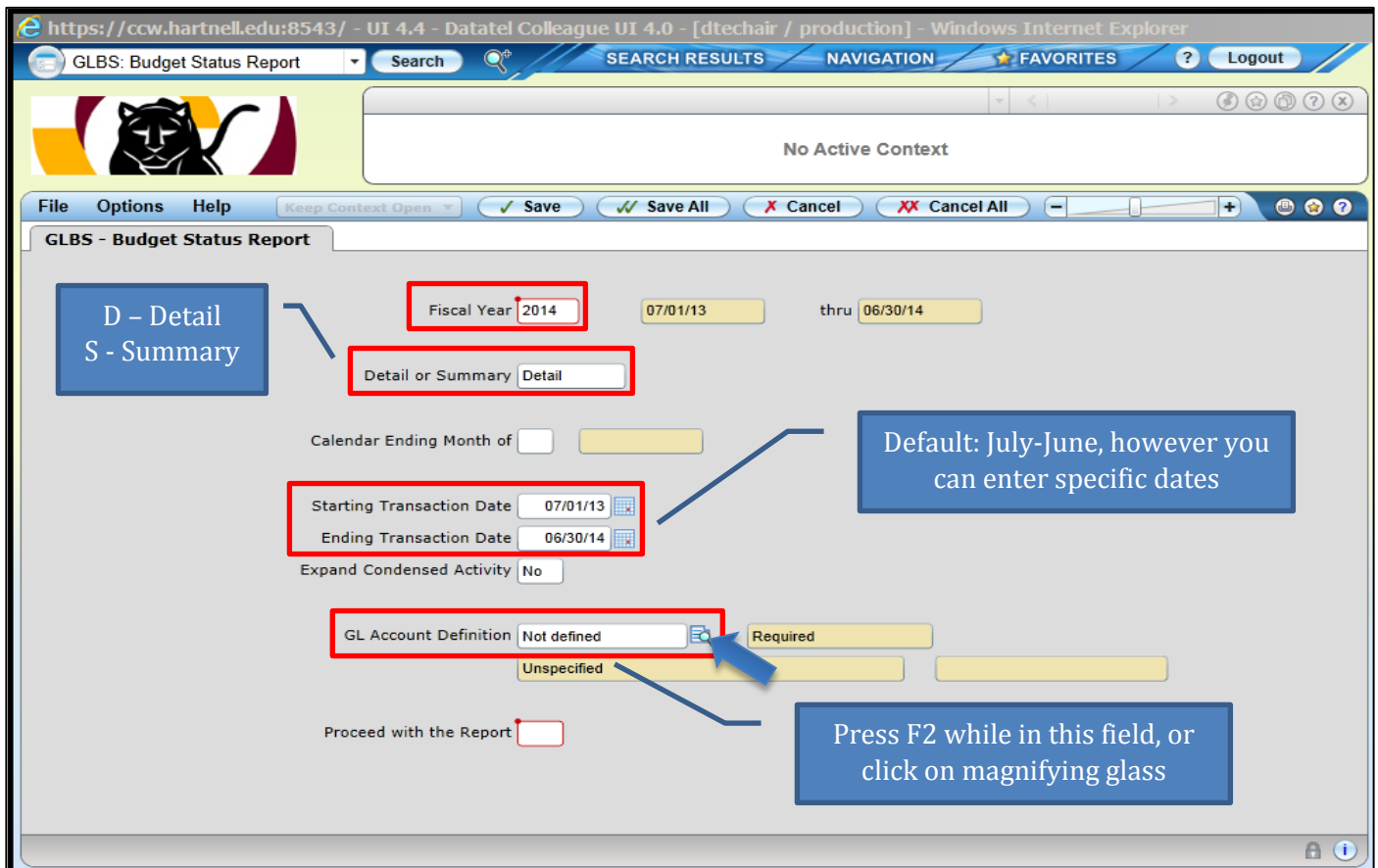
STEP 1: OPEN THE GLBS SCREEN

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.



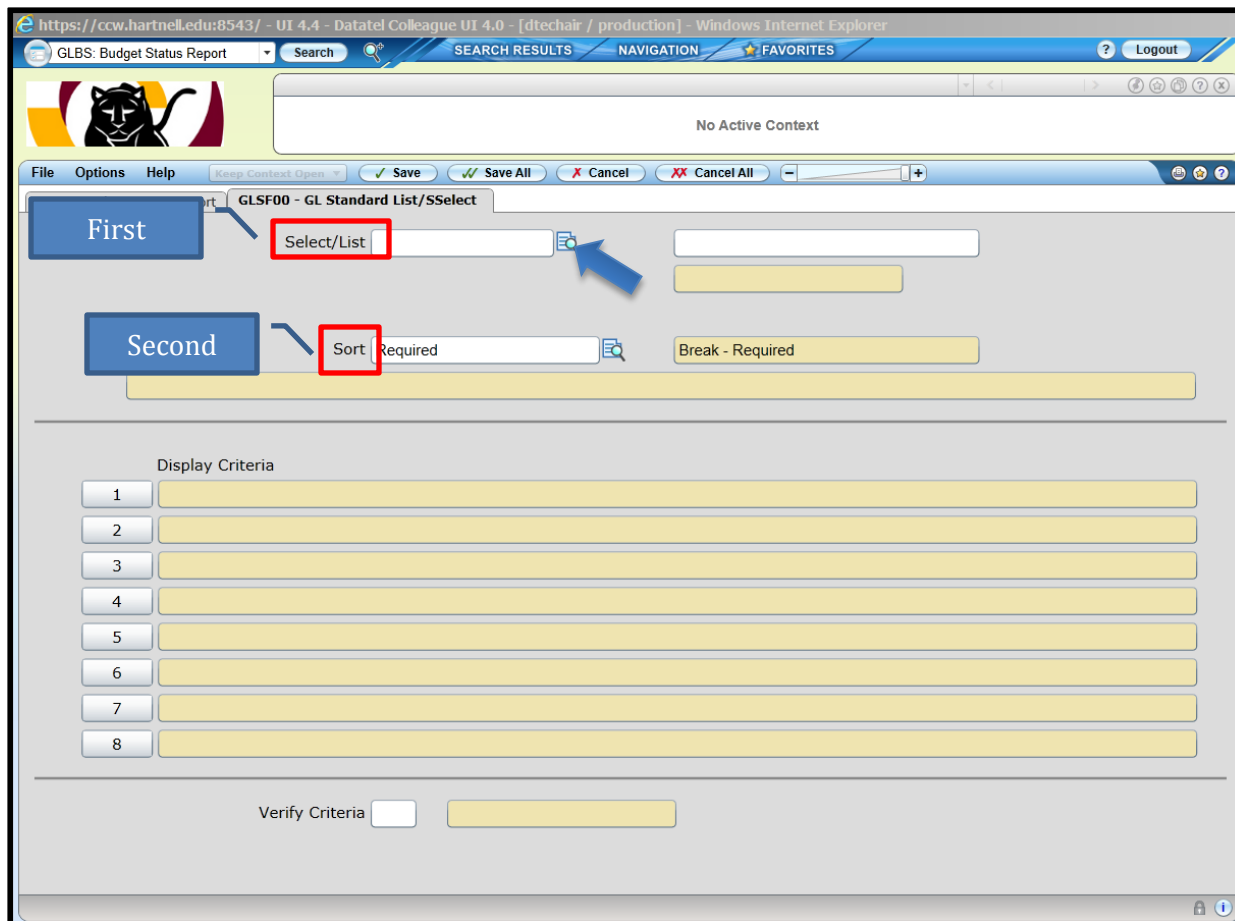
STEP 2: ENTER THE APPROPRIATE FIELD INFORMATION

Mandatory fields are highlighted in red.



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 will 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).

Inc/Exc Values Expenses

1 "I" for include

2 FUND.GROUP,FUND Fund: 12

3 MAJOR.AREA,REPORT.GROUP,AREA

4 1 2 3 4

5 LOCATION

6 1 2 TOP: 695000 4

7 DISCIPLINE,SUBDISCIPLINE,TOPS

8 1 695000 2

9 GL.CLASS,MAJOR.OBJECT,MINOR.OBJECT,DETAIL.OBJECT,OBJECT Object Code: 5

10 1 5 2 3 4

11 GLS.BUDGET.OFFICER

12 1 2 3 4

13 GLS.NET.ASSET.CLASS.CODE

14 1 2 3 4

15 1 2 3 4

Prompt for additional selection criteria? (Y,N) No

Enter "N", then press F9 or the Enter key to continue

Once you press F9, or enter, you will return to the previous screen with your choices filled in the "Display Criteria", as seen below.

Display Criteria

1 WITH GLS.FUND = "12"

2 AND WITH GLS.TOPS = "695000"

3 AND WITH GLS.GL.CLASS = "5"

4

5

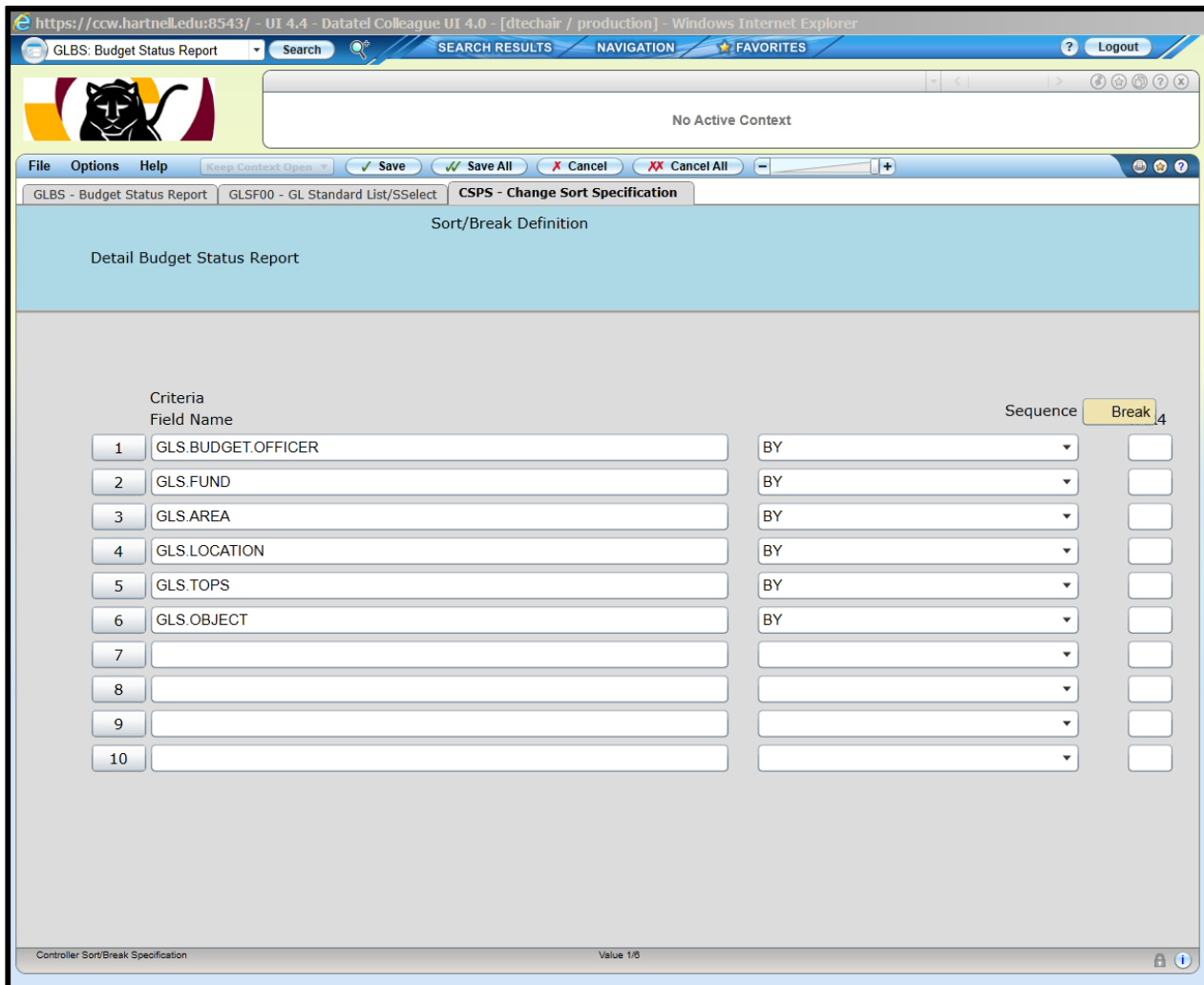
6

7

8

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.

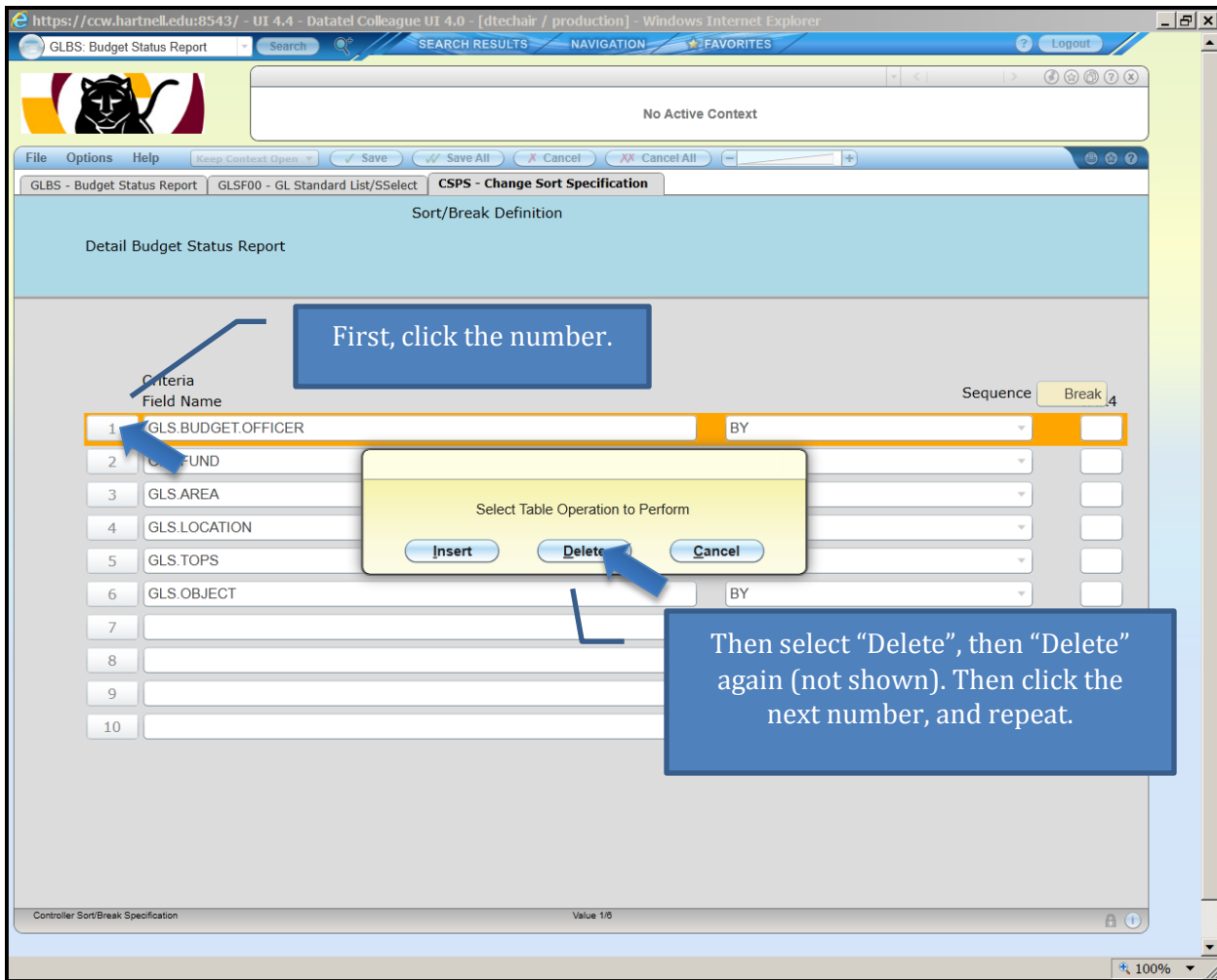


EXAMPLE

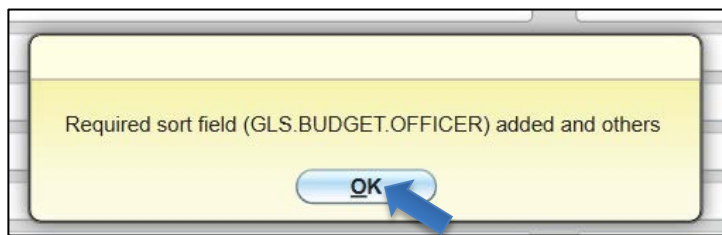
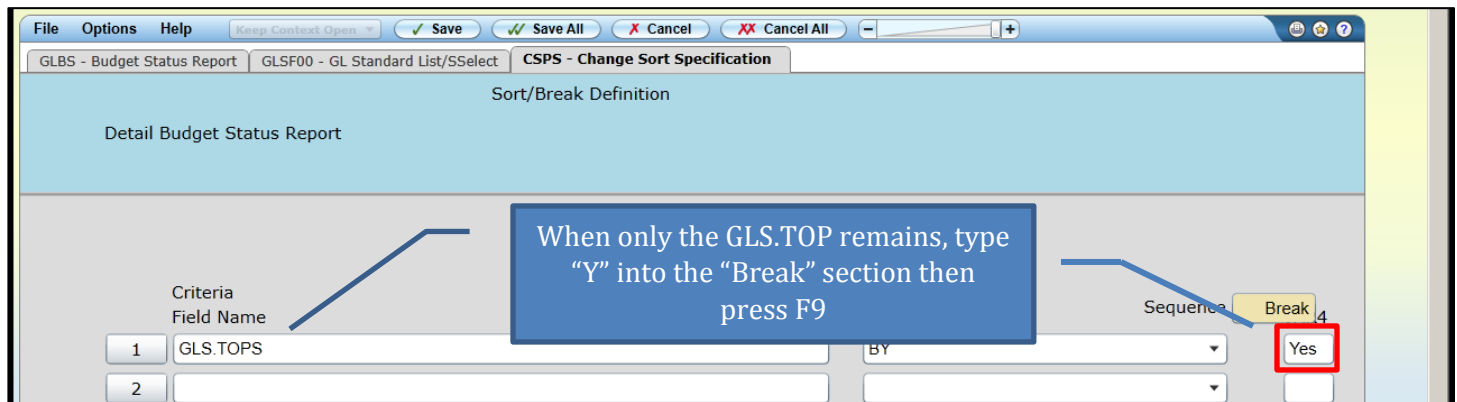
I would like to sort my data based on the TOP code. To do so, I need to delete:

- (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.



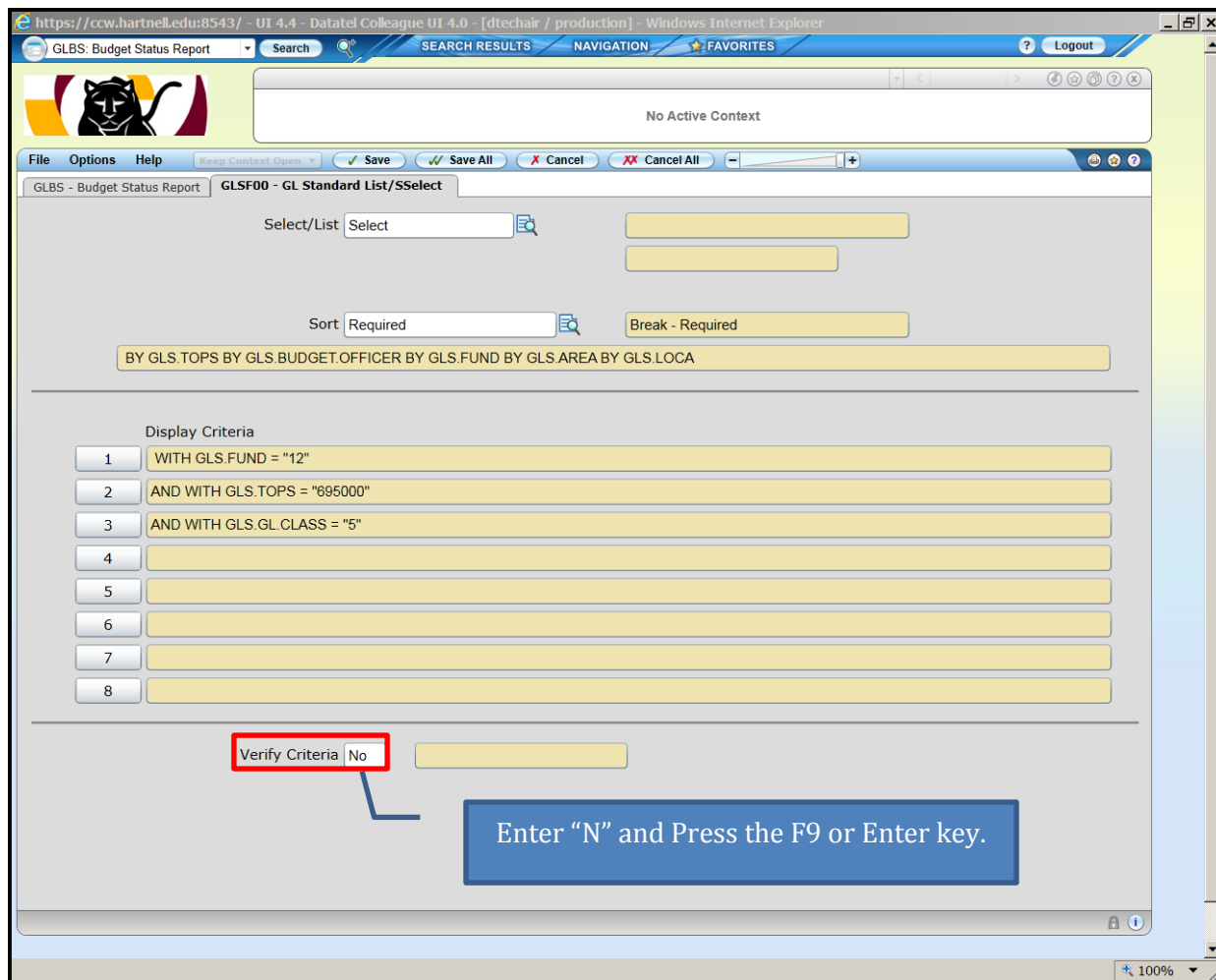
After I have deleted 1, 2, 3, 4, and 6 - I will see the following screen:



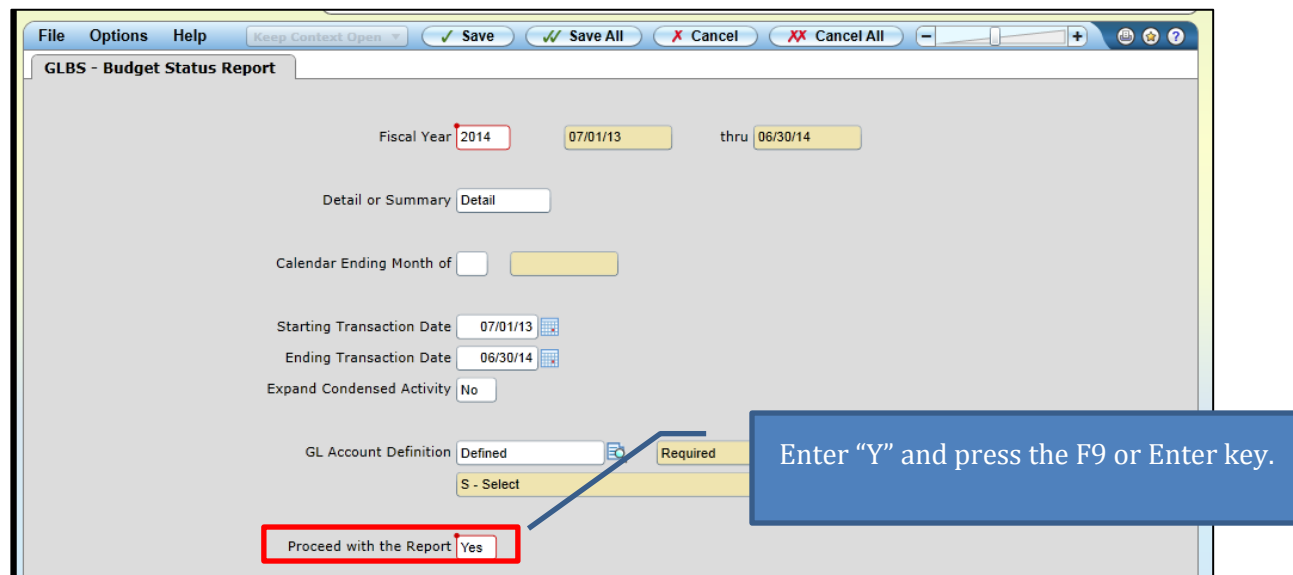
Then, click "OK"

STEP 3: RETURN TO INITIAL GLBS SCREEN

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

File Options Help Keep Context Open Save Save All Cancel Cancel All

GLBS - Budget Status Report

Peripheral : SETPTR.GLBS.4531 Description : Budget Status Report

Process : GLBS Description : Budget Status Report

Output Device: H Hold/Browse File Output

Printer

Form Name

Banner

Security: PB Public

Copies: 1

Defer Time

Other Options

1 NFMT

2 -o landscape -o fp12.5 -o lpi8.0

3 NHEAD

Page Width: 132

Page Length: 60

Top Margin: 0

Bottom Margin: 0

Max Pages per PDF

Enter "H" for hold. This will keep the report on your screen instead of printing it.
Then press F9 to continue

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

Budget Status Report

Started: 15:19:13 02/10/2014

Current: 15:19:13

Total Elapsed: 00:00:00

Est. Completion: 15:19:13 02/10/2014

Ended: 15:19:14 02/10/2014

Processed 3 of 3

0%

Close automatically when complete

Finish

*** Processing Complete. ***

You can choose to:

- open automatically"
- OR
- wait till process is complete, then click "Finish"

Both options will allow your report to open when it is finished processing.

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.

Report Browser


02/10/14 Hartnell Community College District Detail Budget Status Report Page: 3
 Fiscal Year: 2014 For Period 07/01/2013 Thru 06/30/2014 TOPS: 695000 - Parking Services* - Restricted

GL Account	Date	Sc Ref.No	Description	Allocated Budget	Revenue/Expenses	Unexpended Balance	Encumbrances	Unencumbered Balance/Pcnt
12-210-00-695000-55105			Parking Services* - Restricted : Contract Services					
10/23 EP B12245A			Universal Protection Service				7,006.09-	
11/07 EP P5007639			ThyssenKrupp Elevator				1,483.81	
11/18 EP B12245A			Universal Protection Service				6,972.20-	
11/18 EP B12245A			Universal Protection Service				7,012.25-	
11/18 EP B12245A			Universal Protection Service				7,046.14-	
11/25 EP P5007639			ThyssenKrupp Elevator				1,483.81-	
11/20 EP P5007686			Matthew's Sweeping Service				986.00	
11/20 EP P5007687			Matthew's Sweeping Service				986.00	
11/20 EP P5007688			Matthew's Sweeping Service				986.00	
11/20 EP P5007689			Matthew's Sweeping Service				986.00	
11/24 EP P5007732			Stanley Convergent Security				447.00	
12/05 EP P5007686			Matthew's Sweeping Service				986.00-	
12/05 EP P5007689			Matthew's Sweeping Service				986.00-	
12/05 EP P5007688			Matthew's Sweeping Service				986.00-	
			Stanley Convergent Security				447.00-	
			Matthew's Sweeping Service				986.00-	
			Universal Protection Service				254.62-	
			Mr. Richard Silva				986.00-	
			Matthew's Sweeping Service				6,000.00	
				000.00	190,298.99		6,000.00	
				000.00	190,298.99	29,701.01	6,000.00	23,701.01
			Future Totals -->					10.77 %
			Fiscal Totals -->	220,000.00	190,298.99	29,701.01	6,000.00	23,701.01
								10.77 %
12-210-00-695000-56400			Parking Services* - Restricted : Cap Equip - \$200					
			Opening Balances -->					
11/27 BU B010540			Increase Bgt for CCTV Equip	75,000.00				
11/20 EP P5007740			Johnson Electronics Inc					
01/23 EP P5007891			NETVAD Inc				2,816.80	
			Current Period Totals -->				62,914.80	
			To Date Totals -->				62,914.80	12,085.20
								16.11 %
			Future Totals -->					
			Fiscal Totals -->	75,000.00	0.00	75,000.00	62,914.80	12,085.20
								16.11 %
Totals for TOPS: 695000 - Parking Services* - Restricted								
			Totals -->	300,000.00	192,966.85	107,033.15	68,914.80	38,118.35
								12.71 %
				0.00	0.00		0.00	
			Total Totals -->	300,000.00	192,966.85	107,033.15	68,914.80	38,118.35
								12.71 %

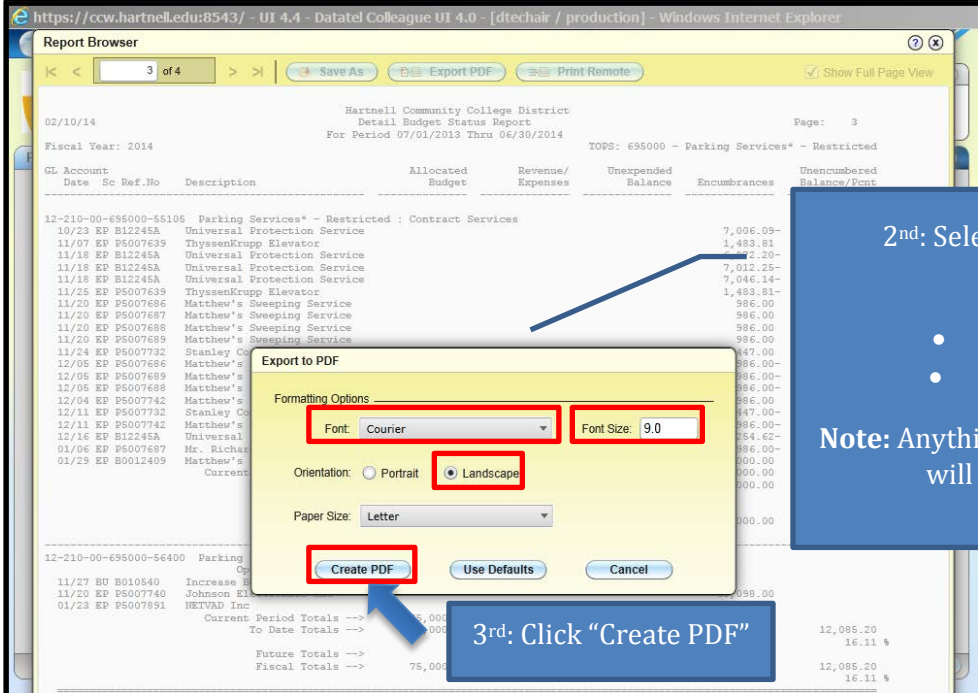
STEP 6: PRINT OR SAVE REPORT

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

CREATE PDF



1st: Click "Export PDF"



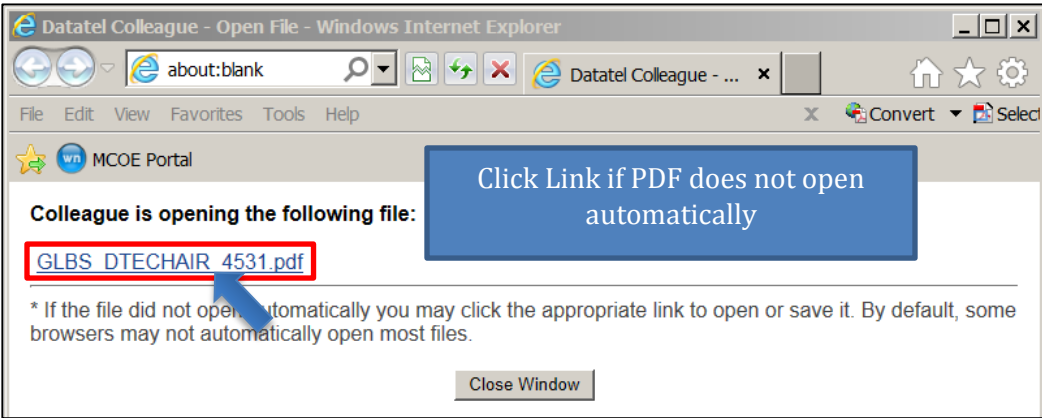
2nd: Select Formatting Options

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

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

3rd: Click "Create PDF"

OPEN PDF



Click Link if PDF does not open automatically

Colleague is opening the following file:

[GLBS_DTECHAIR_4531.pdf](#)

* 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

02/09/14
Fiscal Year: 2014
GL Account
Date Sc Ref.No
12-210-00-695000-54300
11/30 JE 018870
01/06 PJ V0309207

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

**To Save: Click the Disk
To Print: Click the Printer**

Current Period Totals -->		459.86			
To Date Totals -->	5,000.00	2,667.86	2,332.14	0.00	2,332.14
Future Totals -->					46.64 %
Fiscal Totals -->	5,000.00	2,667.86	2,332.14	0.00	2,332.14
					46.64 %

Print

Printer: **Name:** \\hcad-ps02\Secure-Print-BW

Status: Ready
Type: Kyocera TASKalfa 3501i KX

Print Range:
 All
 Current view
 Current page
 Pages: 1 - 4
 Subset: All pages in range

Page Handling:
 Copies: 1 Collate
 Page Scaling: Shrink to Printable Area
 Auto-Rotate and Center
 Choose paper source by PDF page size
 Use custom paper size when needed

Print to file
 Print color as black

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

OK Cancel

Questions? Just ask!
Email: training@hartnell.edu