Doing GLBR on a Cost Center

Example: find the monthly expenditures and budget for a cost center. The codes for the Campus Police are 6771 and 6951.

Steps:
1. Sign on to Datatel. Use ‘GLBR’ for Quick Access.
2. GLBR initial screen
   a. Ensure that the Fiscal Year is correct. It is the last year of the Fiscal Year — ‘2013’ for 2012-13.
   b. Enter the ending month. Adjunct salaries are not entered in the prior month’s expenditures until the 10th of the following month.
   c. ‘a’ entered in ‘INCLUDE ACCOUNTS THAT HAVE’
   d. click on button for ‘GL Account
3. ‘GLSF00-GL Standard List/SSelect’ screen
   Click on button on the ‘Select/List’ box
4. ‘JSBU05-ENVISION Statement Generator’
   a. ‘i’ in box 1
   b. ‘i’ in box 3
   c. ‘i’ in box 5
   d. ‘i’ in box 9
   e. ‘10’ and ‘11’ for funds 10 and 11 in box 2,
   f. in box 4 for location
      i. ‘1’ for SJCC
      ii. ‘2’ for EVC
      iii. ‘9’ for DO
   g. in box 6 for cost center
      i. ‘6771’
      ii. ‘6951’
   h. in box 10
      i. ‘5’ for expenditures – probably only one needed
      ii. ‘4’ for revenues – done only for items that will have revenues
   i. ‘N’ for prompt for addition selection
   j. F9 key for update
5. click on ‘Update’ or hit enter
6. back on ‘GLSF00-GL Standard List/SSelect’ screen
   Click on button on the ‘Sort’ box
7. on the CSPS-Change Sort Specification screen
   click on button ‘1’ to select the GLS budget officer line
8. click on delete for deletion of the budget officer
9. click on delete to verify deletion of the budget officer
10. result of the delete
11. click on ‘2’ to select line 2
    click on ‘insert’ to insert an item
12. result of insert action
13. click on ‘2’
click on ‘insert’ to insert another item
14. put in ‘…’ – 3 dots and hit the enter key
15. on a second CSPS-Change Sort Specification screen
16. click on boxes 6 and 7 for location group and major object
   click on the ‘save’ button – looks as a disk icon in the lower right corner
17. back to the first CSPS screen
18. ‘y’ in boxes for the first three lines – fund, location, major object
   it will be sorted in this order
19. F9 key entered,
   will inform you that it will add the budget officer
   hit ‘enter’ key
20. click on update button for verification of update
21. back to GLSF00-GL Standard List/SSelect’ screen
22. ‘n’ in verify criteria
   F9 key entered
   click on ‘update’ button
23. back to GLBR initial screen
   ‘Yes’ retained in show individual GL Accounts
24. ‘Y’ in Proceed with the report
25. F9 key entered
   click on update button
26. F9 key entered
   click on update button
27. F9 key entered
   click on update button
28. screen showing progress of building report
29. output ready for printer
   click on the printer icon in upper left corner
30. choose LANDSCAPE for your printout
   click on ‘OK’
31. report printed