Datatel, General Ledger

Year to Date Report

Apps:  CF
GL – General Ledger
GLB – Budget Reports

GLBR – Year-to-Date (YTD) Budget Report, including expenses and encumbrances. (Encumbrances are usually outstanding Purchase Orders.)
**Fiscal Year:** put in the year you want to look at, ie: 2006; for FY '05-'06.

**Calendar Ending Month of:** (usually '6', for June, the end of the fiscal year. This will include all expenses from July 2005 through June 2006).

**Include accounts that have:** 'A' (All Statuses; which includes budget, expenses & encumbrances.)

**GL Account Definition:** F2 key (or click on small box on right)
**Select/List**: F2 key (or click on small box on right)
Put in the print parameters, i.e.: What do you want to have printed?

**Inc/Exc**, I for Include, or E for Exclude, or leave blank for all Funds.

**Example:**

**Fund**, leave blank and this will include all Funds; or put in 10 or 17.

**Location, ‘2’,** will Include 2X, (EVC, 21, 23, 25, etc.); 1X is SJCC.

**Minor Cost Center,** put in the cost centers you want to look at; in this case it will only be 6722 & 2001.

**Major User,** leave blank and this will include all User Codes. Most User Codes are ‘00000’, except grants and special programs.

**Object, ‘5’** will Include only expenses (which start with the number 5).

**GLS Budget Officer,** leave blank.

**GLS Net Asset,** leave blank.

Prompt for additional selection criteria? (Y/N): N

F9, Update.
Sort: F2, (Datatel requires a sort).
**Break:** Y
Click on the first line and delete Budget Officer; then Sort by: FUND and Cost Center, in this case; or any other sort you wish.
This should print on one page, both cost centers and the total for that Fund.

F9, Update.
Verify Criteria: N

F9, Update.
Proceed With the Report: Y  (yes; or ‘N’ to abort report)

F9, Update.
**Output Device:** “P” for Printer,  
**Printer:** Define what printer to use, or put ‘...’ and select a printer.  
or  
**Output Device:** “H” to Hold and look at data on screen. You can then print to a local printer, if you choose to.

F9, Update.
“Enter key”, (F9), Update;
Report will print, or be displayed if you put in a Hold.

To print to your local printer, click on the print icon to the left (print in Landscape mode), or to the Datatel printer, use the print icon on the right.

Finished.