

**Niagara University**  
**General Ledger (Budget) User's Guide**  
**(using UI)**

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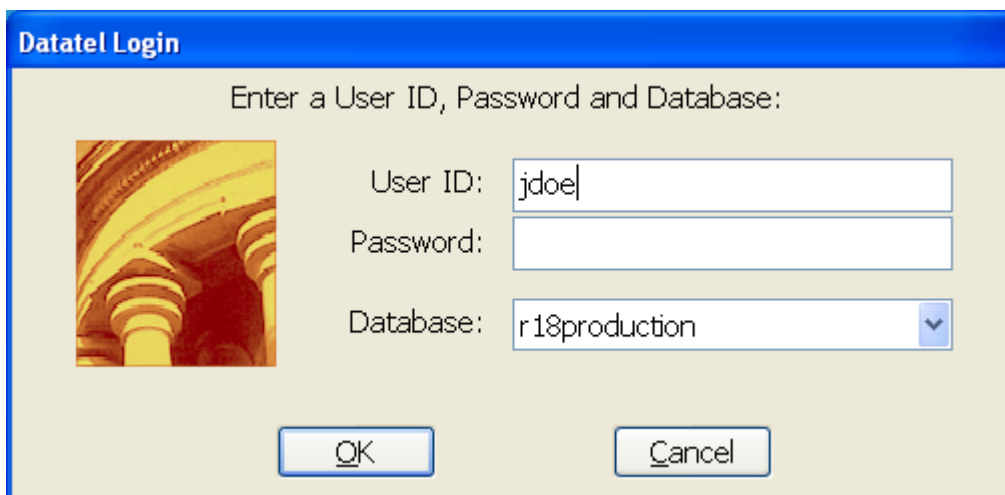
## General Ledger Introduction

The Niagara University Financial System has the capability to permit users at the departmental level to have access to on-line information. Inquiries will be restricted to those departments for which the user has budget responsibility.

If you ever have any questions about the procedures/process of your budgets please feel free to contact the Controller's Office.

## General Ledger Instructions

Open the Datatel Login screen and log into Colleague Database r18production.



Datatel Login

Enter a User ID, Password and Database:

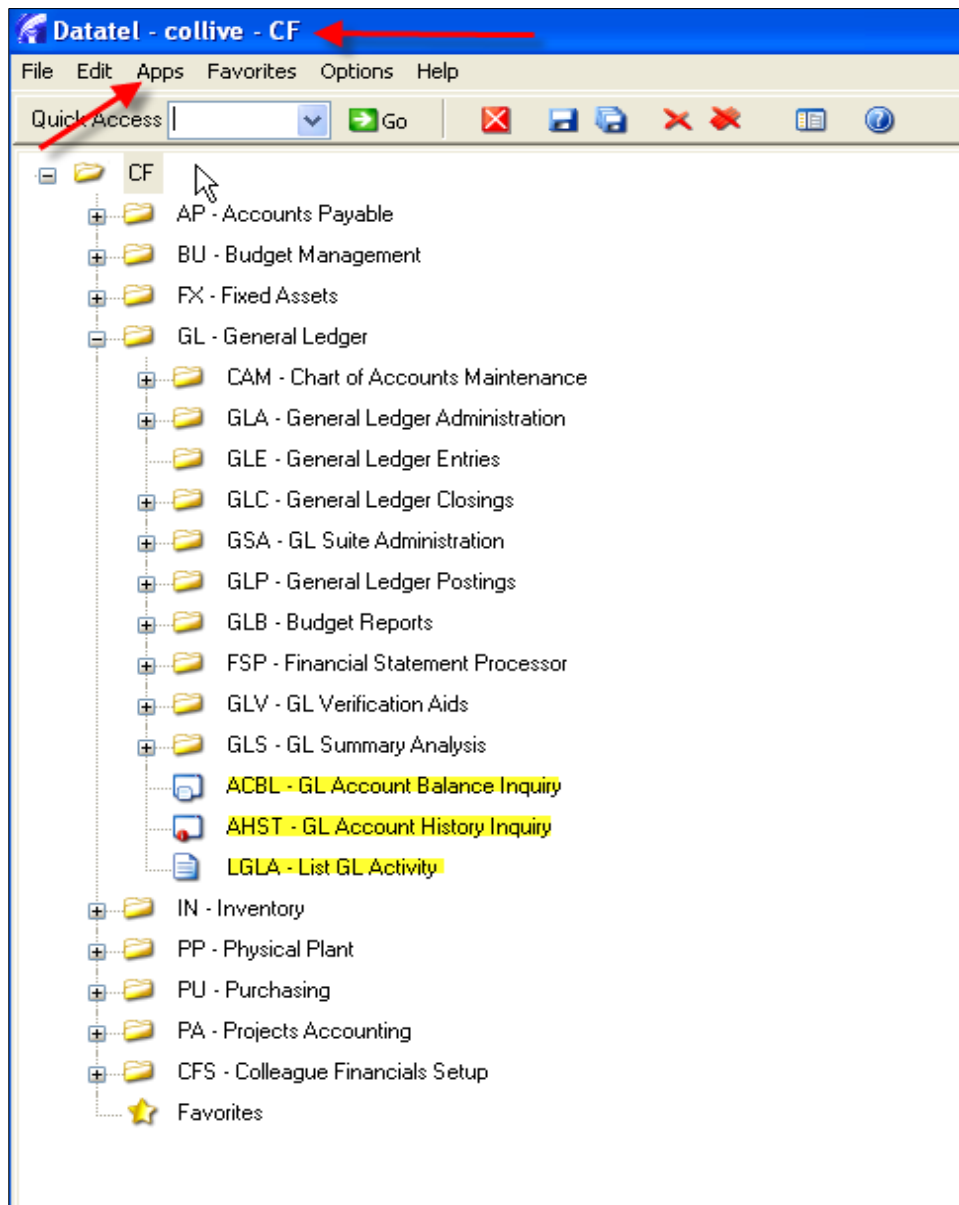
User ID: jdoe

Password:

Database: r18production

OK Cancel

When you get into Colleague, make sure that you are in the CF (Colleague Financials) application. Look at the top left corner of your screen. If it does not say CF, click on Apps, then choose CF.



Click on the + or double-click on the GL - General Ledger folder to open it.

The three main uses of the General Ledger for budgeting are:

1. ACBL = Account Balance Inquiry & Activity/Encumbrance Information
2. LGLA = List General Ledger Activity for Actuals, Budgets, & Encumbrances
3. AHST = Account History Inquiry for year to year comparison

### ACBL

The ACBL screen will give you a current account balance, list actual activity, and list encumbrance information.

Enter the 13-digit account number in the pop-up box. No dashes are required between the numbers. Click the OK button.

The next prompt will be Fiscal Year pop-up. For current fiscal year information, simply click the “OK” button. The system will default to the current fiscal year information.

When other fiscal year information is needed, enter the latter year of the fiscal year. This can only be utilized when we have two fiscal years open. This only occurs in the months of June – August or until we officially “close” our books per our auditors’ approval. Example: for fiscal year 2007 – 2008 you would type in 2008 and click the OK button.

ACBL-GL Account Balance Inquiry

GL Account: 12-1-██████-62000      GL Account Tag:  
 Net Asset Class:

Department : EXPENSE POOL

Fiscal Year 2007   Open   Umbrella

	Annual Amount	GL Number Portion
Allocated Budget	2,537.00	
Actuals	0.00	
Encumbrances	0.00	
Unencumbered Balance		
	2,537.00	
Requisitions		
	0.00	
Available Funds		
	2,537.00	
Umbrella 12-1-██████-62000		


Budget Officer Mr. John Doe


This information will automatically appear. It includes:

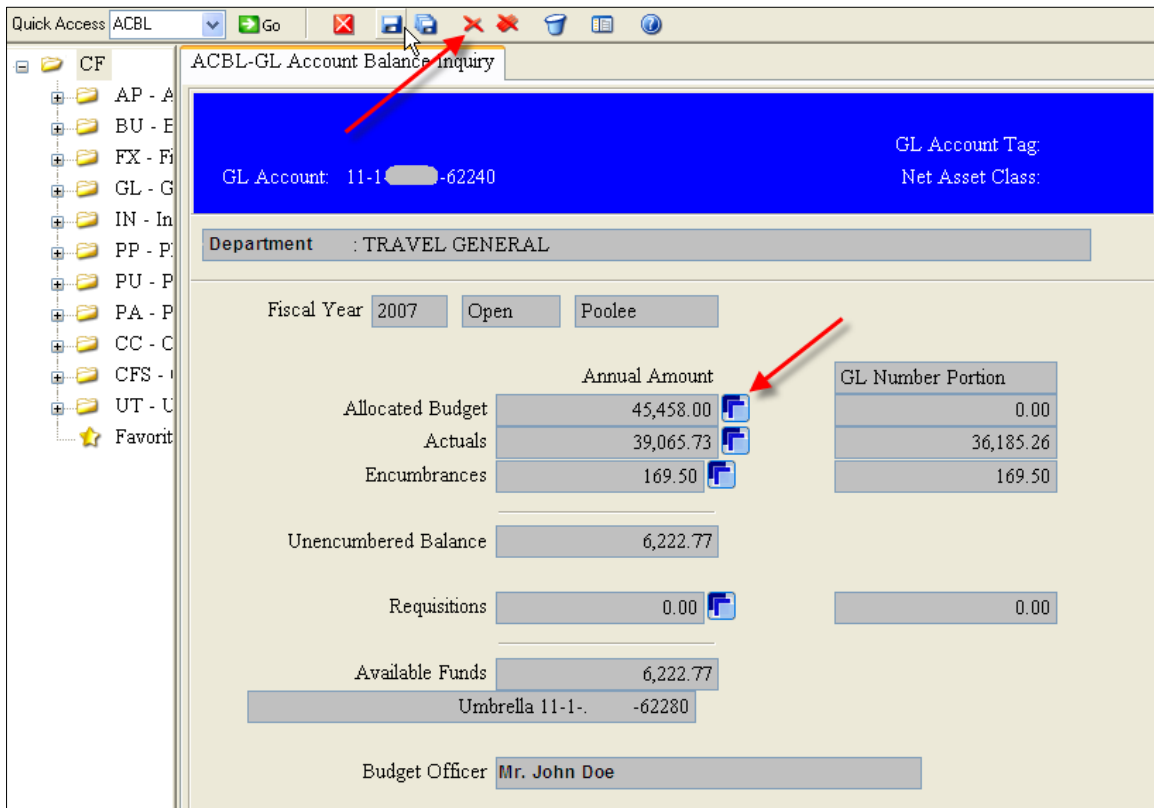
GL Account Number, Name of Account, Fiscal Year, Current Annual Budget, Actual Expenditures, Encumbrances, Available Budget, Umbrella Account Number (if the account is a part of a pooled account), Budget Officer (if the account is a pooled account this line will read “Not Assigned”)


This example is an “**Umbrella**” or “**POOL**” account. You’ll notice that the information appearing under the “GL Number Portion” is budget information only. **Umbrella** or **POOL** accounts **only** hold budget. **NO** expenses can be charged to this type of an account therefore 0.00 appears under the Actuals and Encumbrance account.

From this screen you can access detail regarding original budget and budget revisions. These lines are marked with a detail button. To access the information click on the detail button with your mouse, or press the F2 (detail) key while on the line.

When finished viewing your information, click on the Cancel icon  on your toolbar. A prompt will appear asking if you would like to cancel the record, or return to editing; click the Cancel button.

You can choose to cancel viewing the record by clicking on the Cancel  icon, then click the Cancel button.




To look at another account, click the Cancel icon  and enter the account information. Click the “OK” button, then enter the fiscal year.

This example is a “**POOLEE**” account. You’ll notice that the information appearing under the “GL Number Portion” contains **NO** budget. **POOLEE** accounts draw funding from the budget set up on the Pool (or Umbrella) account. Expense and Encumbrance amounts for this specific account appear here.

From this screen you can access detail regarding actual expenses and encumbrances. These lines are marked with a detail button. To access the information click on the detail button with your mouse, or press the F2 (detail) key while on the line.

When finished viewing your information, click on the Cancel icon on your toolbar. A prompt will appear asking if you would like to cancel the record, or return to editing; click the Cancel button.

You can choose to cancel viewing the record by clicking on the Cancel  icon, then click the Cancel button.

Fiscal Year.....: 2007  
 General Ledger Number.: -62240  
 GL Account Description: TRAVEL GENERAL

Date Range:                      Source Code:                      ↓

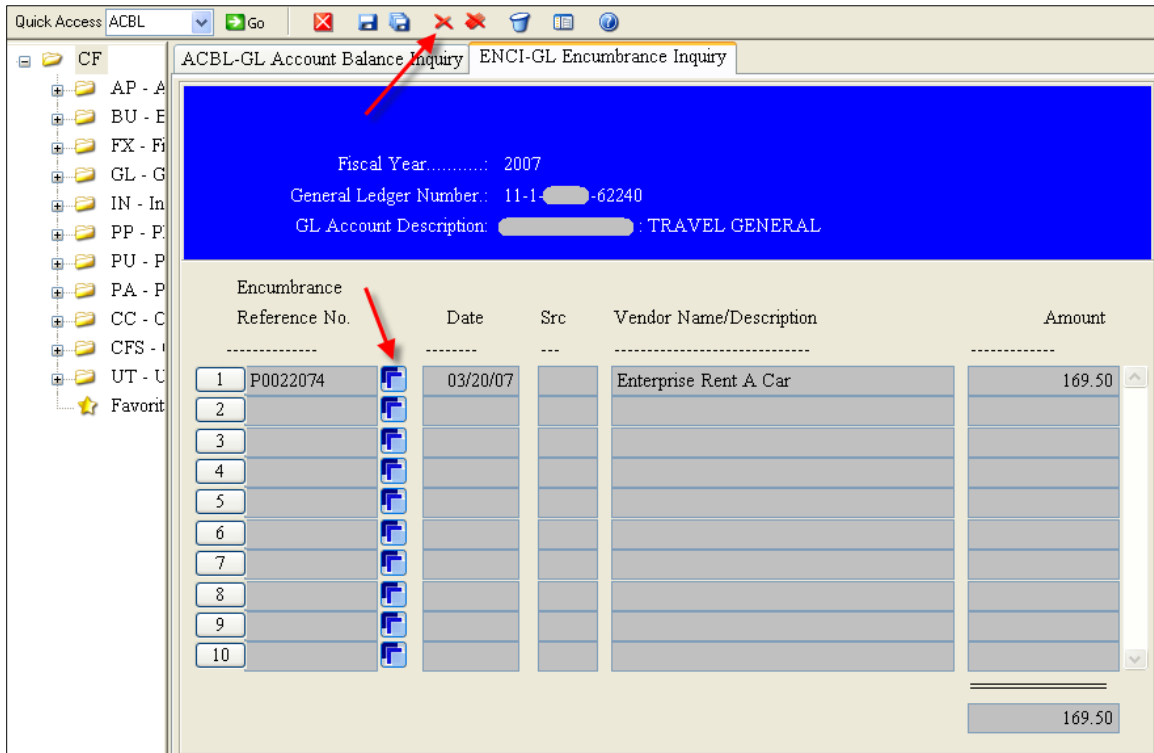
Actuals

Reference No.	Date	Description	Amount
1 V0192401	04/23/07	EZ Pass	440.00
2 V0192402	04/23/07	Mr. John Doe	900.00
3 V0192095	04/18/07	Mr. John Doe	900.00
4 V0192096	04/18/07	Mr. John Doe	600.00
5 J035943	04/18/07	American Express	288.10
6 V0191985	04/17/07	Cash Bursar	670.00
7 V0191448	04/03/07	Cash Bursar	827.09
8 V0191410	04/02/07	Mr. John Doe	750.00
9 V0191128	03/28/07	EZ Pass	60.00
Sub-set total			
Total Actuals			35,285.26
Actuals pending posting			900.00
Grand Total			36,185.26

If you click on the detail button on the Actuals line, this is an example of the detail that will appear. You can continue to access further information regarding your expenses wherever you see a detail button next to a transaction.


To return back to the previous screens click on the Cancel button on your toolbar. A prompt will appear asking if you would like to cancel the record, or return to editing. Click the Cancel button.

You can choose to cancel viewing the record by clicking on the Cancel  icon, then click the Cancel button.



If you click on the detail window on the Encumbrance line, this is an example of the detail that will appear. You can continue to access further information regarding your expenses wherever you see a detail window next to a transaction.

To return back to the previous screens click on the Cancel button on your toolbar. A prompt will appear asking if you would like to cancel the record, or return to editing. Click the Cancel button.

You can choose to cancel viewing the record by clicking on the Cancel  icon, then click the Cancel button.

ACBL-GL Account Balance Inquiry

GL Account: 11-1- -62410

GL Account Tag:  
Net Asset Class:

Department : EQUIP FURN/FIXTURES NONCAP

Fiscal Year 2007 Open

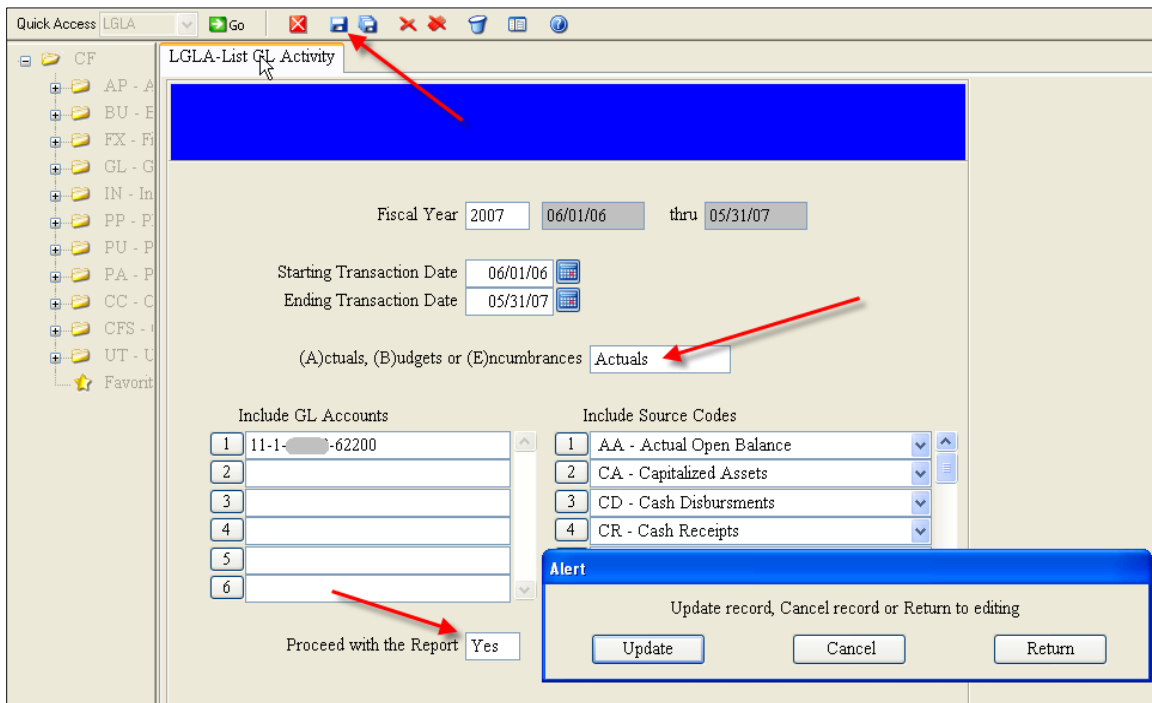
	Annual Amount	
Allocated Budget	717.00	
Actuals	406.09	
Encumbrances	0.00	
<hr/>		
Unencumbered Balance	310.91	
<hr/>		
Requisitions	0.00	
<hr/>		
Available Funds	310.91	

Budget Officer Mr. John Doe

This is an example of an account that is NOT included in a POOL These accounts have their own budget and all expenses and encumbrances are charged to the same account number.

All Actuals and Encumbrance detail can be accessed the same way as the previous screen examples using the detail window

Exiting the screens is also done the same as the previous screen examples.



## LGLA

This report will give you a listing of actual activity, budget activity, or encumbrance activity.


The current fiscal year will automatically appear. If you need a different fiscal year you would enter it.

You have the capability to tailor the date scope of your inquiry. I strongly recommend leaving these dates as they appear to include the entire fiscal year.

You can select to view (A)ctual, (B)udget, or (E)ncumbrance information. Simply type in the first letter of your selection choice. This activity gives the same information you can obtain through the ACBL command.

Enter the 13-digit account number(s). No dashes are required between the numbers.

Leaving the Source Codes line blank will encompass all types of transaction sources for the account(s) you are inquiring about.

Be sure to enter something in the Proceed with Report prompt. Enter Y (yes) to proceed or an N (no) to cancel the report. Press the “Enter” key. You will notice that all available source codes automatically appear. Click the Save icon , and click the Update button when prompted.

LGLA-List GL Activity

Peripheral: SETPTR.LGLA.21494      Description: List GL Activity (H)  
 Process...: LGLA      Description: GL Activity Inquiry

Output Device: H Hold/Browse File Outpu [v] [Save]

Printer: [ ]

Form Name: [ ]

Banner: [ ]

Copies: 1 [Save]

Defer Time: [ ]

Other Options

1 NHEAD [Save] [v]

2 [ ] [Save] [v]

3 [ ] [Save] [v]

Page Width: 80 [Save]

Page Length: 60 [Save]

Top Margin: 3 [Save]

Bottom Margin: 3 [Save]

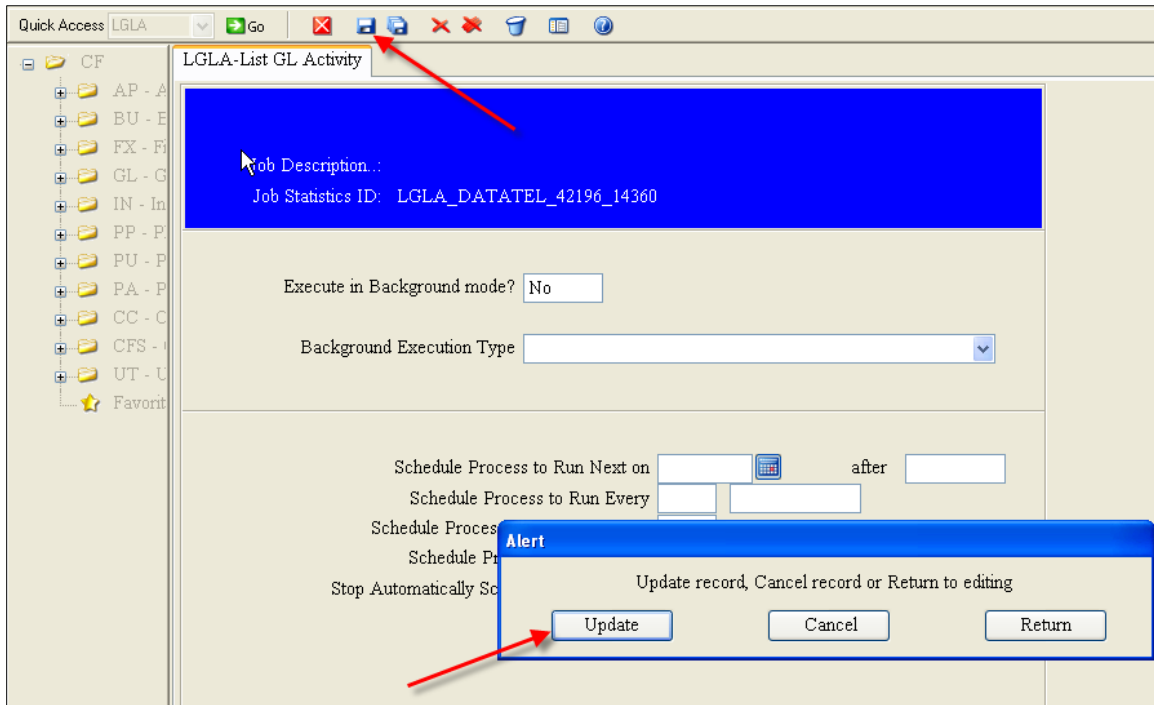
**Alert**

Update record, Cancel record or Return to editing

[Update]      [Cancel]      [Return]

To continue with this report you must enter an “H” over the “P”. The “H” will hold the information to your screen for viewing. Select “H” from the drop-down list.

When finished click the Save icon [Save] and click the “Update” button to continue.



At this screen simply click on the Save icon  and click the Update button to continue.

Click the Finish button on the next dialog box that appears.





04/25/07 Budget Activity Listing Page 1  
For Period 06/01/2006 thru 05/31/2007

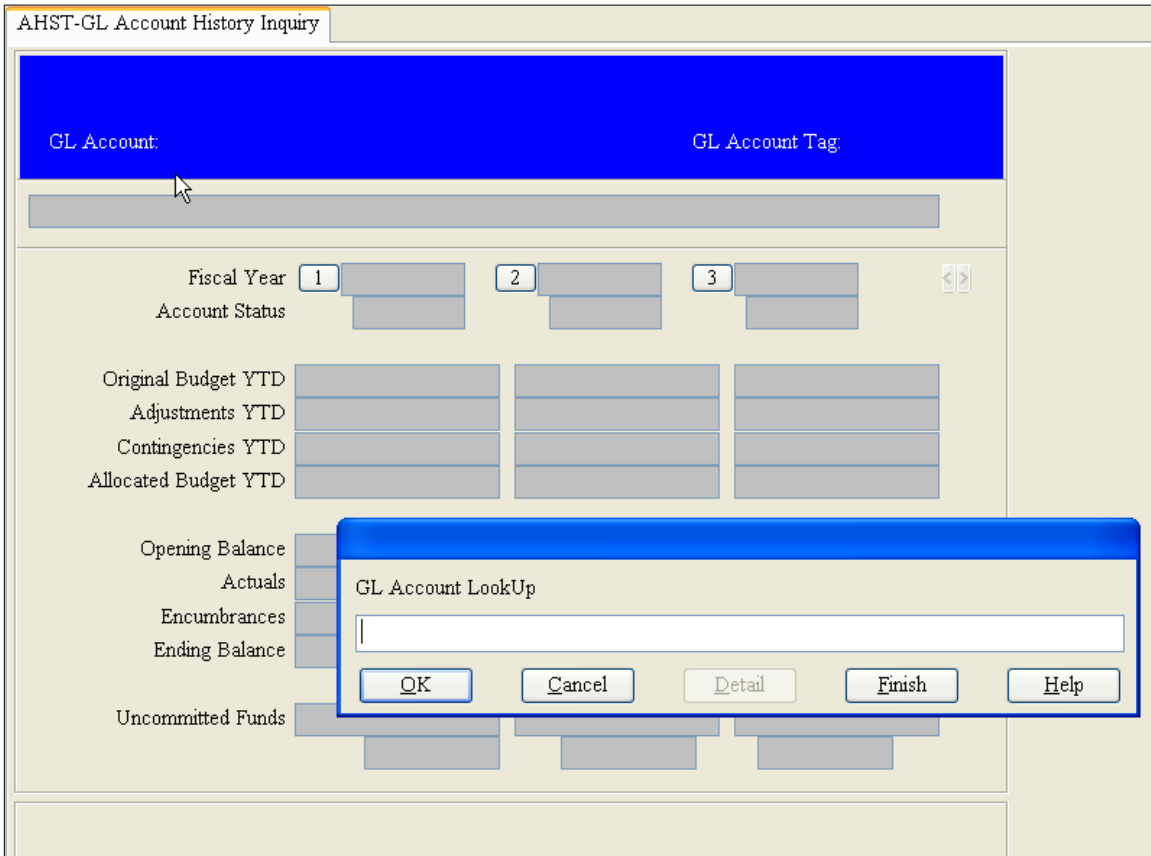
11-1-62200 : TRAVEL POOL

Src Ref.No	Description	Date	Debits	Credits
AB B010555	EUD07 Original Budget	06/01/06	2,617.00	
	Opening Balance	----->	2,617.00	
BU B010998	FUND CONFERENCE	12/14/06	2,200.00	
BU B011024	REVERSE #B10998	01/10/07		2,200.00
BU B011163	COVER CONFERENC	03/27/07	2,230.00	
BU B011173	COVER CONFERENC	03/28/07	860.00	
	Period Totals	----->	5,290.00	2,200.00
	Current Balance	----->	5,707.00	

The information you requested will appear in the Report Browser per account number. This is an example of **(B)**udget information. The AB line lists the original budget including and +/- **permanent** budget revisions that have been processed. The BU line lists any +/- **temporary** budget revisions that have been processed. The current balance of the budget appears. This is **NOT** the current **available** budget.

You can use the scroll bars to further review your report or you may choose the following:

- The arrow  to view other pages of your report;
- folder  to save the report to your PC;
- printer  to send the report to a network or local printer;
- exit  to conclude viewing the report and return back to the Colleague menu tree.



**AHST**

This command will give you a listing of budget and expense history within an account for the current fiscal year and for the prior years available to the account. This is a great tool for prior year comparison.

At the GL Account Lookup prompt enter the 13 digit account number. No dashes are required in between the numbers. Click the OK button.

AHST-GL Account History Inquiry

GL Account: 11-1-62200      GL Account Tag

Department : TRAVEL POOL

Fiscal Year 1 2008    2 2007    3 2006    <>

Account Status    Open    Open    Closed

Original Budget YTD		2,617.00	2,541.00
Adjustments YTD		3,090.00	5,000.00
Contingencies YTD		0.00	0.00
Allocated Budget YTD		5,707.00	7,541.00
Opening Balance			
Actuals		0.00	0.00
Encumbrances		0.00	0.00
Ending Balance		0.00	0.00
Uncommitted Funds		5,707.00	7,541.00
	Estimated		

This is an example of an “**Umbrella**” or “**POOL**” account.

You will notice only budgetary information appears. **Umbrella** or **POOL** accounts only hold budget funding and are never charged for any actual expenses.

History information is available on all general ledger accounts for as many years as the account has been opened on the Colleague system. To see more than the three years that appears on the screen click use the arrow <> keys.

To return back to the previous screens click on the Cancel button on your toolbar. A prompt will appear asking if you would like to cancel the record, or return to editing. Click the Cancel button.

You can choose to cancel viewing the record by clicking on the Cancel  icon, then click the Cancel button.

AHST-GL Account History Inquiry

GL Account: 11-1-62240 GL Account Tag:

Department : TRAVEL GENERAL

Fiscal Year 1 2008 2 2007 3 2006 <>

Account Status Open Open Closed

Original Budget YTD			
Adjustments YTD		0.00	0.00
Contingencies YTD		0.00	0.00
Allocated Budget YTD		0.00	0.00
Opening Balance			
Actuals		35,285.26	35,973.39
Encumbrances		169.50	0.00
Ending Balance		35,454.76	35,973.39
Uncommitted Funds		35,454.76-	35,973.39-
	Estimated		

Controller GL Account History Value 1/14

This is an example of a **“POOLEE”** account.

You will notice that there is NOT any budget information. These accounts are funded from the budget appearing on the attached POOL account. Only actual expenses and encumbrance information will appear on these types of accounts

AHST-GL Account History Inquiry

GL Account: 11-1-62410 GL Account Tag:

Department : EQUIP FURN/FIXTURES NONCAP

Fiscal Year 1 2008 2 2007 3 2006

Account Status Open Open Closed

Original Budget YTD		717.00	696.00
Adjustments YTD		0.00	0.00
Contingencies YTD		0.00	0.00
Allocated Budget YTD		717.00	696.00
Opening Balance			
Actuals		406.09	676.61
Encumbrances		0.00	0.00
Ending Balance		406.09	676.61
Uncommitted Funds		310.91	19.39
	Estimated		

Controller GL Account History Value 1/14

This is an example of a regular account.

It does **not** belong to any POOL and is not a POOLEE account. It maintains its own budget. Actual expenses and encumbrances are charged to the same account number as the budget. You will notice on this example that there is budget, actual, and encumbrance information under the same account number.