San Jose/Evergreen Community College District
How to Use ACBL in Datatel

ACBL allows users to review the current status on accounts generally within a real time basis. The total budget for the specified account number is available. Current requisitions which have not been through the approval process are indicated as well as encumbrances, actual expenses, and funds available.

| ACBL – Account Balance Inquiry Form |
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| 1. Login to Datatel. Enter your username and password provided to you by ITSS. Then select OK to continue. |
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| 2. A FERPA privacy notice will appear. Select OK to open Datatel. |
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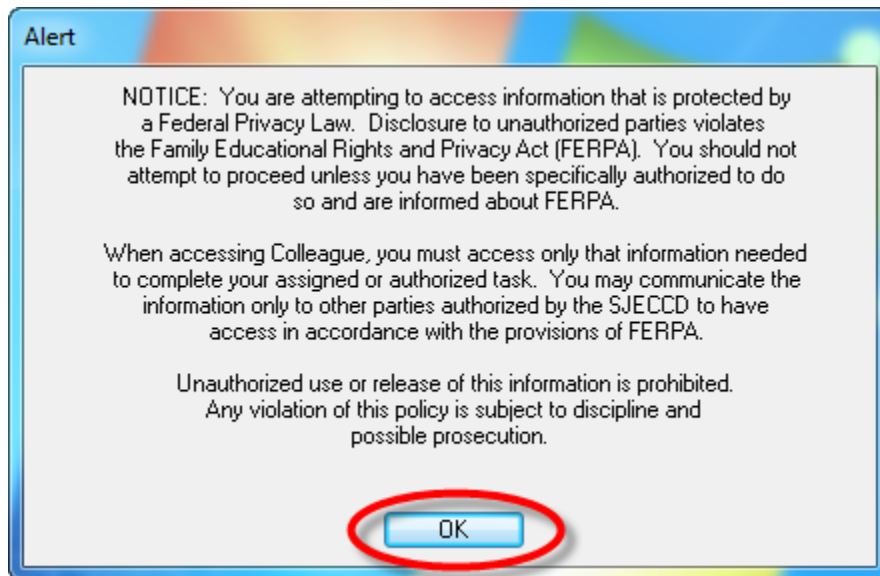
3. Datatel will open to the homepage. To access the financial module, Select Apps On the Tool Bar and then select CF.
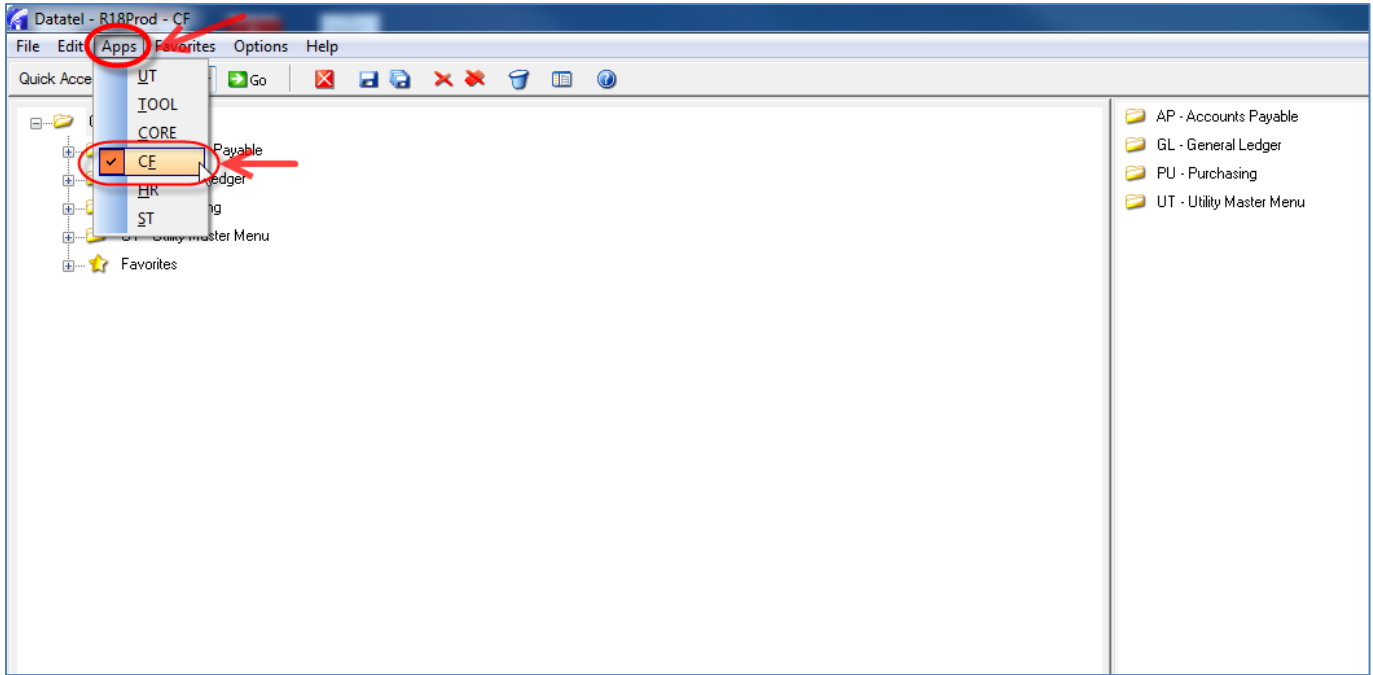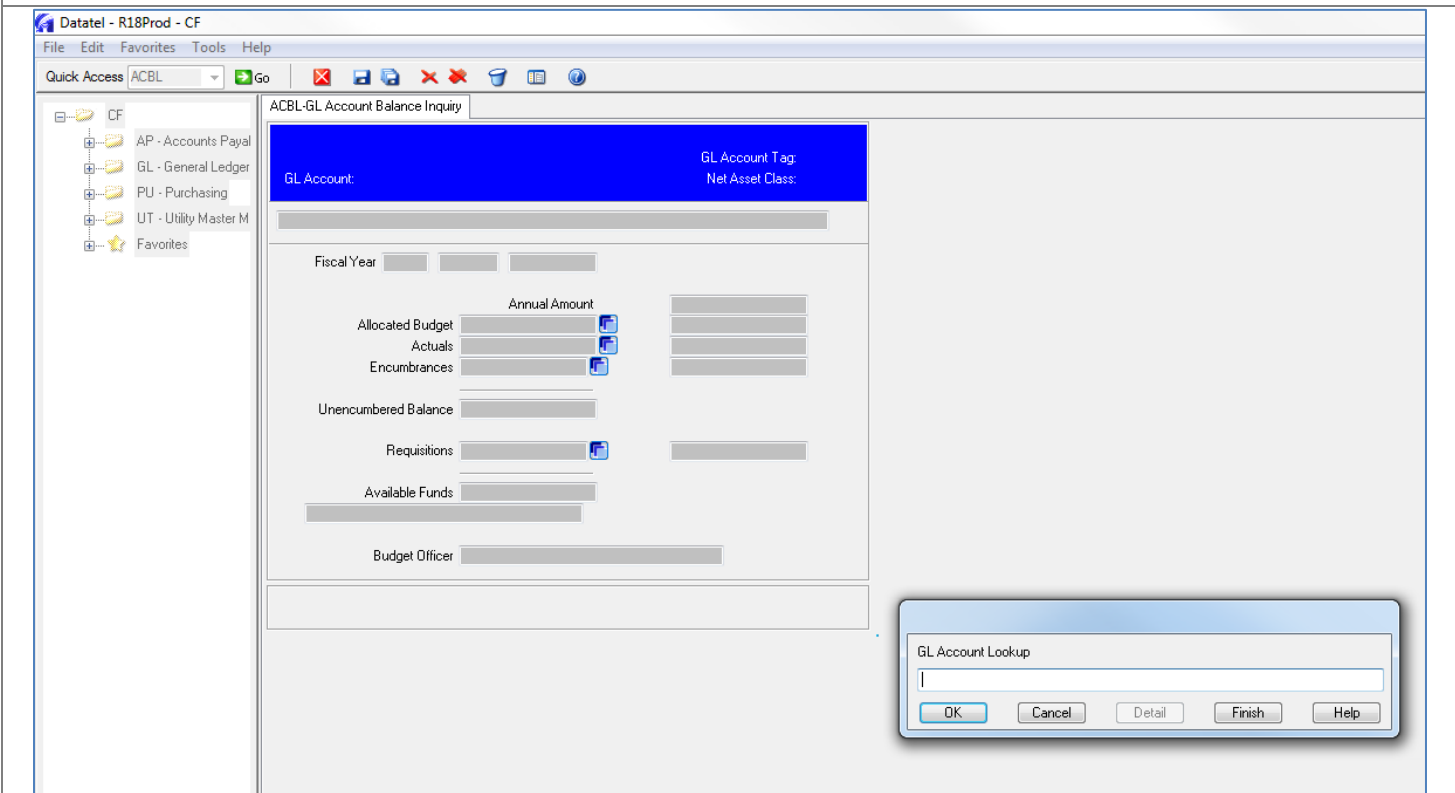

4. To access ACBL, either Type ACBL into the Quick Access Field, or Select General Ledger on the left hand side of the screen and then Select ACBL-GL Account Balance Inquiry on the right hand side of the screen.
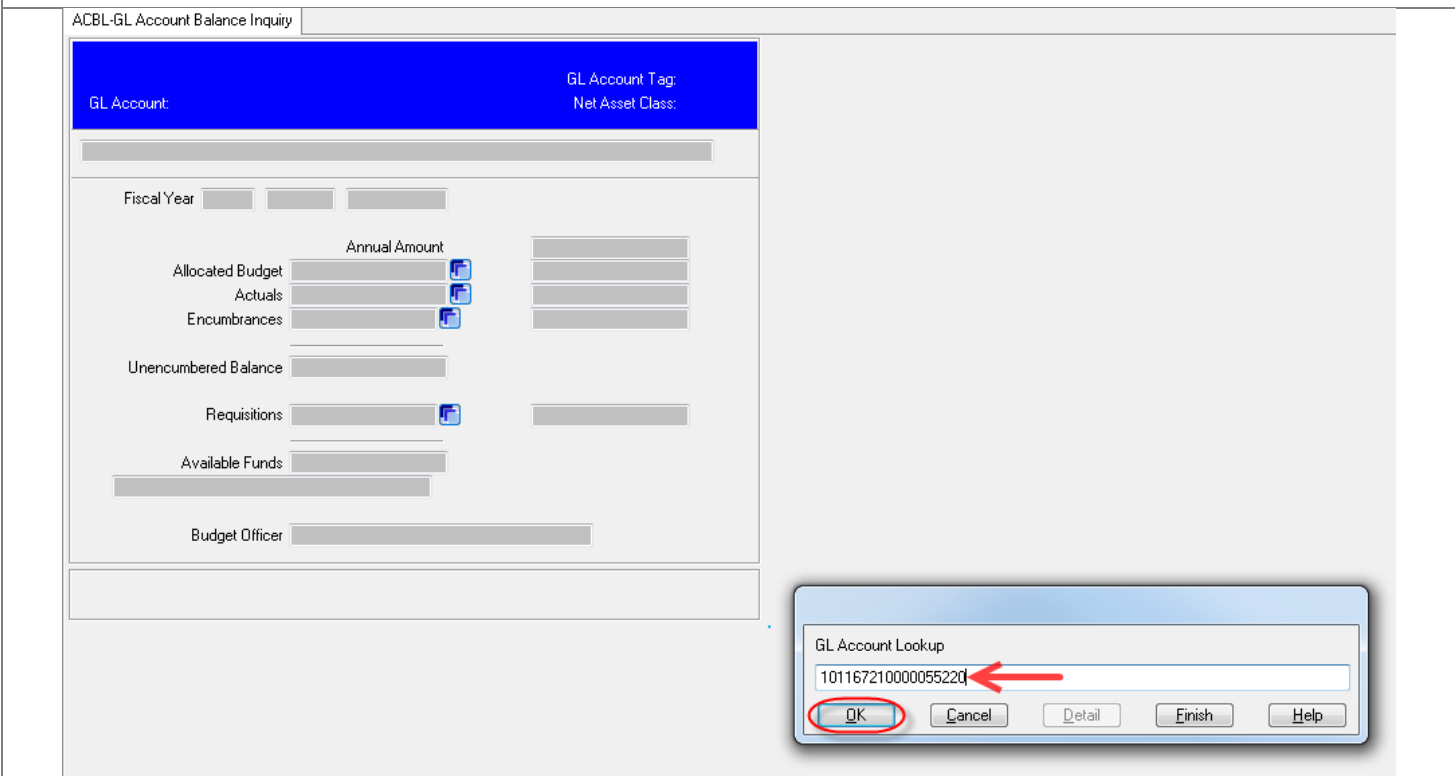**NOTE:** If you select the drop down plus sign next to the General Ledger, a drop down list will appear with ACBL available as well.
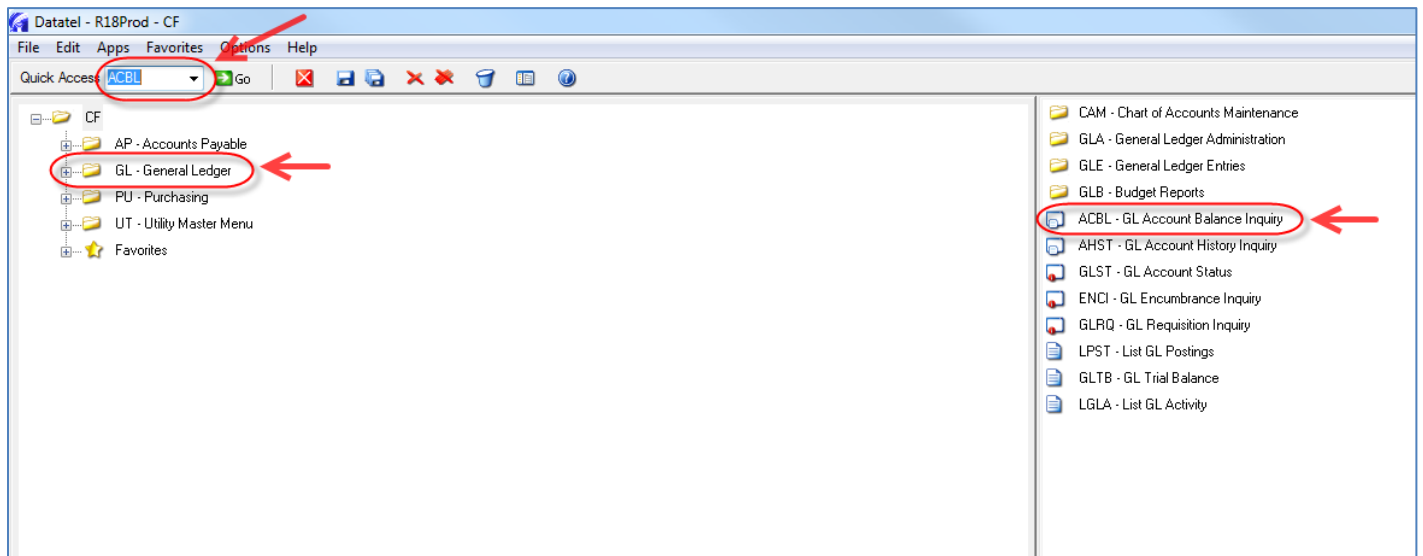
5. The ACBL Screen will open.

6. Enter the Full Account # and the Select OK or press Enter on your keyboard.

7. Enter the Fiscal Year (ex. 2013), and then Select OK or press Enter on your keyboard.
NOTE: The only time you will need to enter the fiscal year is when two fiscal years are open (example during end of year between May-July). All other times during the year, you can leave this field blank and just press Enter on your keyboard.

8. The ACBL information will appear for the account number specified.

9. This screen will indicate the cost center and the object code being viewed for the specified account number.

10. You will be able to view the allocated budget for this account number. This is the amount awarded for the year to this account number. If you drill down, you can view any budget transfers increasing or decreasing the allocated budget.

11. You can view the actual expenses deducted from the allocated budget. This will give you a summary amount of all the expenditures to date from this account number.

12. To review a more detailed account of all of the expenditures, select the blue drill down icon on the right hand side of the field. This will open a new screen with a detailed account summary of all the transactions/expenditures by date (newest to oldest). Any journal entries moving expenses will be visible here.

13. Encumbrances are all existing Purchase Orders reserving funds to pay for outstanding vendor invoices. The Encumbrances field will provide a summary of the amount reserved from the allocated budget to pay for invoices throughout the year. Both PO's (Purchase Orders) and BPO's (Blanket Purchase Orders) are included in this amount.

14. For more detail on the PO & BPO #'s as well as the vendors, select the blue drill down icon on the right hand side of the Encumbrances field. All of the PO/BPO's will appear as well as the vendor information and the amount available. The amounts will decrease as invoices are paid. These amounts will reappear as actual expenses in the Actuals Field.

15. The Unencumbered Balance Field shows all of the funds not encumbered by PO's/BPO's or unapproved requisitions.

16. The Requisitions Field indicates the funds being reserved through requisitions. These requisitions have not yet received approval and have not been created into PO's/BPO's. However, the funds have been reserved and deducted from the Allocated Budget.

17. To view more detail on the requisitions, vendors, and amount, select the blue drill down icon on the right hand side of the Requisitions field. A new screen will appear providing you with a breakdown of all the information by PO/BPO, vendor, and amount.

18. The Available Funds Field will provide you with the amount of funds available after all purchases, PO's/BPO's, and requisitions. In making budget decisions, you will want to reference this amount. Any new purchases, check requests, conference requests or unexpected expenses will come from this amount.

NOTE: If this is a positive #, then funds are available, if there is a small negative sign after the number, then funds are NOT available and a budget transfer must be done to bring the account into balance as expenses have exceeded the allocated budget.

19. You can also view the assigned Budget Manager at the bottom of the screen.

20. To exit any screen, there are a few options. You can press F10 on your keyboard to close the current screen you are viewing and return to the previous screen. This will redirect you either the previous screen you were viewing or the account number lookup field. You may also select the single red X on the tool bar, this will exit the current screen and you will be returned to the previous screen or account number lookup field (similar to F10).

21. When you press F10 or the single red X, you will be asked to update, cancel, or return. You can select Cancel to exit to the homepage or select Return to be returned to the information you were viewing.
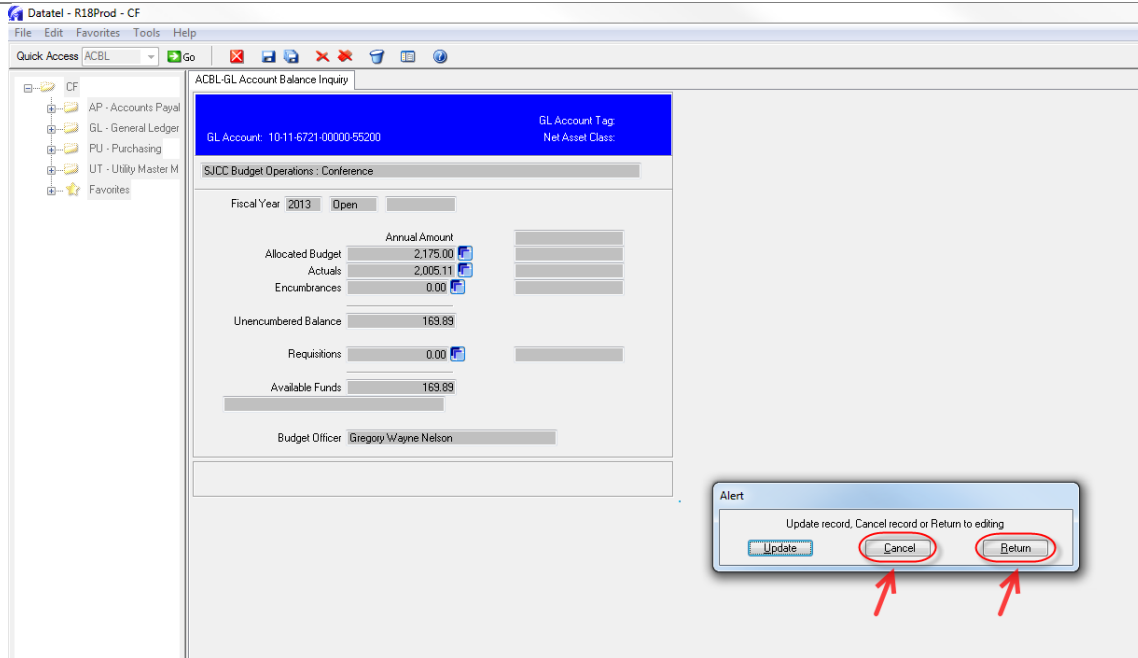
22. To exit all open screens and be returned to the Datatel home page, you can press F9 on your keyboard. You will be asked to update, cancel, or return. You can select Cancel to exit to the homepage or select Return to be returned to the information you were viewing. You may use the Datatel screen exit option by selecting the two red X's you will exit out of all the screens and return to the Datatel home page. Again, these options will also offer the Update, Cancel, or Return options.