

## 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

1. Login to Datatel. Enter your username and password provided to you by ITSS. Then select OK to continue.



Datatel Login

Enter a User ID, Password and Environment:

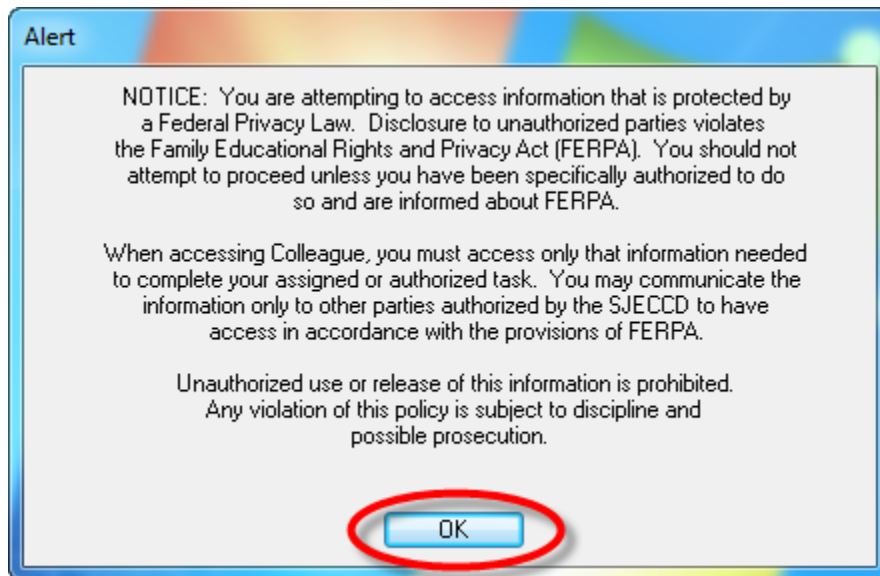
User ID: sawan

Password:

Environment: R18Prod

OK Cancel

2. A FERPA privacy notice will appear. Select OK to open Datatel.



Alert

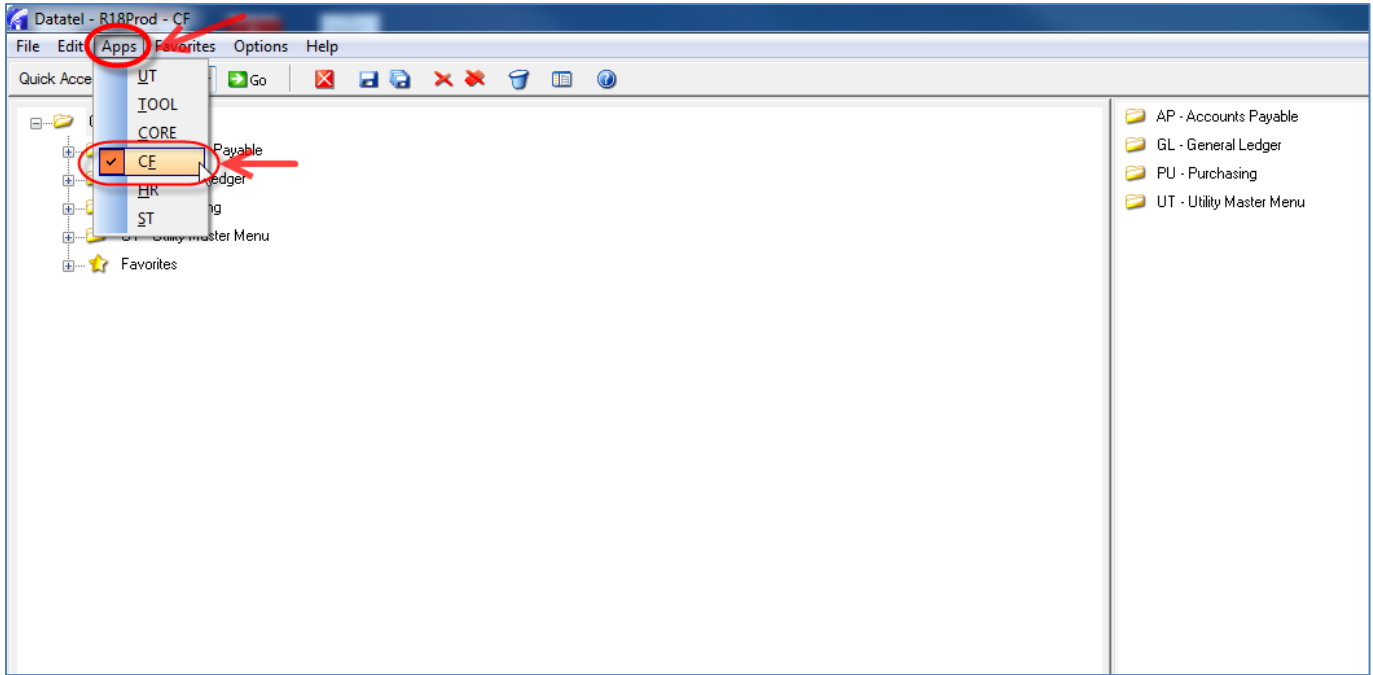
NOTICE: You are attempting to access information that is protected by a Federal Privacy Law. Disclosure to unauthorized parties violates the Family Educational Rights and Privacy Act (FERPA). You should not attempt to proceed unless you have been specifically authorized to do so and are informed about FERPA.

When accessing Colleague, you must access only that information needed to complete your assigned or authorized task. You may communicate the information only to other parties authorized by the SJECCD to have access in accordance with the provisions of FERPA.

Unauthorized use or release of this information is prohibited. Any violation of this policy is subject to discipline and possible prosecution.

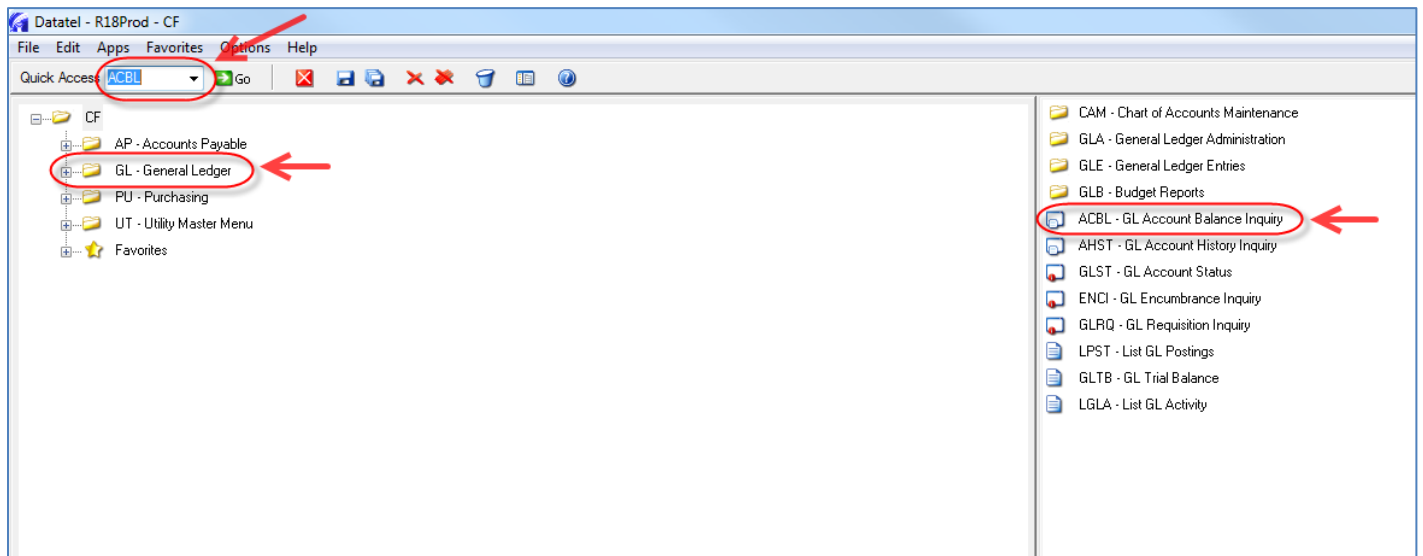
OK

3. Datatel will open to the homepage. To access the financial module, Select Apps On the Tool Bar and then select CF.

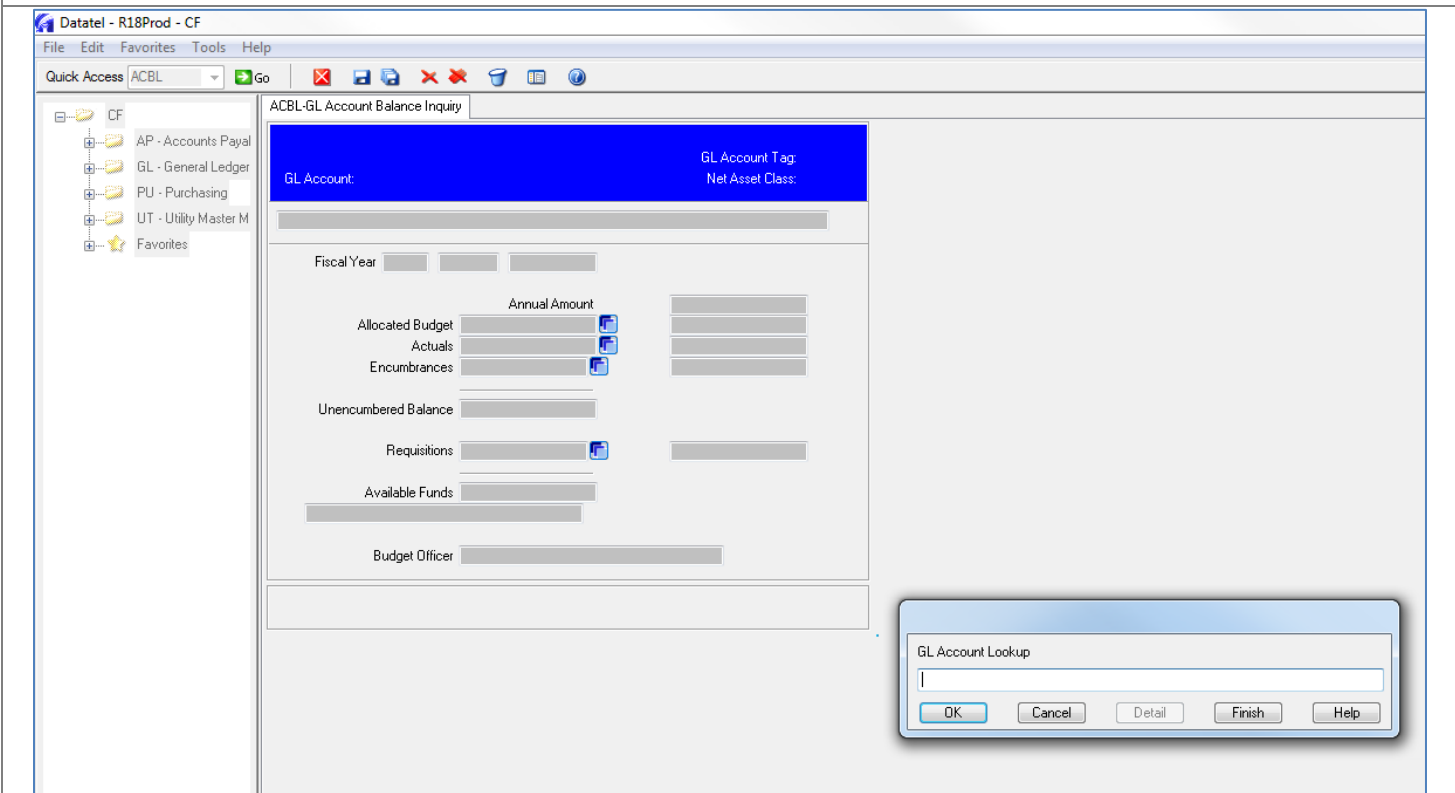


4. To access ACBL, either Type ACBL into the Quick Access Field, or Select General Ledger on the left hand side of the screen and then Select ACBL-GL Account Balance Inquiry on the right hand side of the screen.

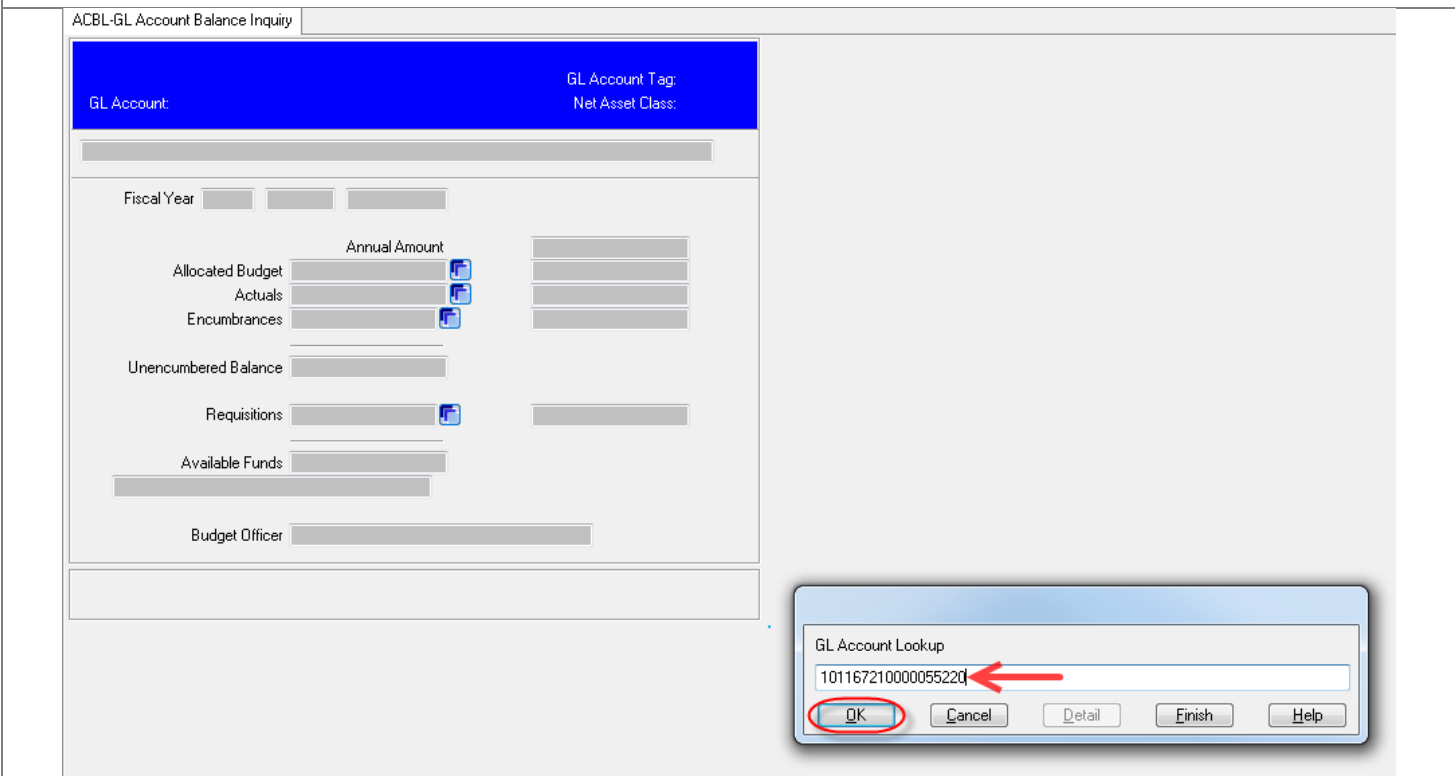
**NOTE:** If you select the drop down plus sign next to the General Ledger, a drop down list will appear with ACBL available as well.



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.

The screenshot shows the 'Datatel - R18Prod - CF' application window. The main window title is 'ACBL-G/L Account Balance Inquiry'. The 'GL Account' is '10-11-6721-00000-54300' and the 'GL Account Tag' is 'Net Asset Class:'. The 'SJCC Budget Operations' is 'Supplies Non-Instruction'. The 'Fiscal Year' field is empty. The 'Annual Amount' section includes 'Allocated Budget', 'Actuals', and 'Encumbrances'. The 'Unencumbered Balance' and 'Requisitions' fields are also present. The 'Available Funds' field is empty. The 'Budget Officer' field is empty. A 'Fiscal Year LookUp' dialog box is open on the right, with '2013' entered in the text field. The 'OK' button is highlighted with a red circle and arrow.

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

The screenshot shows the 'Datatel - R18Prod - CF' application window. The main window title is 'ACBL-G/L Account Balance Inquiry'. The 'GL Account' is '10-11-6721-00000-55200' and the 'GL Account Tag' is 'Net Asset Class:'. The 'SJCC Budget Operations' is 'Conference'. The 'Fiscal Year' is '2013' and 'Open'. The 'Annual Amount' section includes 'Allocated Budget' (2,175.00), 'Actuals' (2,005.11), and 'Encumbrances' (0.00). The 'Unencumbered Balance' is 169.89 and 'Requisitions' is 0.00. The 'Available Funds' is 169.89. The 'Budget Officer' is Gregory Wayne Nelson.

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

GL Account: 10-11-6721-00000-55200		GL Account Tag:
SJCC Budget Operations : Conference		Net Asset Class:
Fiscal Year	2013	Open
	Annual Amount	
Allocated Budget	2,175.00	
Actuals	2,005.11	
Encumbrances	0.00	
Unencumbered Balance	169.89	
Requisitions	0.00	
Available Funds	169.89	
Budget Officer: Gregory Wayne Nelson		

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.





GL Account: 10-11-6721-00000-55200		GL Account Tag:
SJCC Budget Operations : Conference		Net Asset Class:
Fiscal Year	2013	Open
	Annual Amount	
Allocated Budget	2,175.00	
Actuals	2,005.11	
Encumbrances	0.00	
Unencumbered Balance	169.89	
Requisitions	0.00	
Available Funds	169.89	
Budget Officer: Gregory Wayne Nelson		

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.

GL Account: 10-11-6721-00000-55200 GL Account Tag:  
Net Asset Class:

SJCC Budget Operations : Conference

Fiscal Year

	Annual Amount	
Allocated Budget	2,175.00	
Actuals	2,005.11	
Encumbrances	0.00	
Unencumbered Balance	169.89	
Requisitions	0.00	
Available Funds	169.89	

Budget Officer

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.

General Ledger Number: 10-11-6721-00000-55200 Fiscal Year 2013  
GL Account Description: SJCC Budget Operations : Conference

Date Range   Source Code





Reference No.	Date	Description	Amount
1 J025902	06/25/13	Greg Nelson Reimburse	128.88CR
2 V0422554	05/07/13	Us Bank Corporation Payment Ce	243.18
3 V0414437	02/21/13	Us Bank Corporation Payment Ce	75.00
4 V0412183	01/24/13	Us Bank Corporation Payment Ce	379.37
5 V0412180	01/24/13	Community College Facility Coa	125.00
6 V0408184	01/18/13	American Express	526.60
7 V0406977	12/11/12	League for Innovation Com Col	550.00
8 J025068	10/10/12	PIPS Felipa Miranda	1,688.25CR
9 J024916	09/25/12	Find Reimburse_Bridge Future 2	319.47CR
10 V0398092	09/11/12	Us Bank Corporation Payment Ce	2,242.56
11			
Sub-set total			
Total Actuals			2,005.11
Actuals pending posting			0.00
Grand Total			2,005.11

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.

GL Account: 10-11-6721-00000-54300 GL Account Tag:  
Net Asset Class:

SJCC Budget Operations : Supplies Non-Instruction














Fiscal Year

	Annual Amount	
Allocated Budget	0.00	
Actuals	0.00	
<b>Encumbrances</b>	<b>2,000.00</b>	
Unencumbered Balance	2,000.00-	
Requisitions	0.00	
Available Funds	2,000.00-	

Budget Officer

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.

General Ledger Number: 10-11-6721-00000-54300 Fiscal Year 2014  
GL Account Description: User Unspecified : Supplies Non-Instruct

Reference No	Date	Src	Vendor Name/Description	Amount
1 	B0010492	07/01/13	Office Depot, Inc.	1,000.00
2 	B0010529	07/01/13	Office Depot, Inc.	1,000.00
3 				
4 				
5 				
6 				
7 				
8 				
9 				
10 				
11 				
12 				
13 				
Total Encumbrances				2,000.00
Previous Years Encumbrances				0.92
Grand Total				2,000.92

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

GL Account: 10-11-6721-00000-55200		GL Account Tag:
		Net Asset Class:
SJCC Budget Operations : Conference		
Fiscal Year	2013	Open
	Annual Amount	
Allocated Budget	2,175.00	
Actuals	2,005.11	
Encumbrances	0.00	
<b>Unencumbered Balance</b>	<b>169.89</b>	
Requisitions	0.00	
Available Funds	169.89	
Budget Officer Gregory Wayne Nelson		

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.

GL Account: 10-11-6721-00000-55620		GL Account Tag:
		Net Asset Class:
SJCC Budget Operations : Repairs		
Fiscal Year	2014	Open
	Annual Amount	
Allocated Budget	0.00	
Actuals	0.00	
Encumbrances	0.00	
Unencumbered Balance	0.00	
<b>Requisitions</b>	<b>3,800.00</b>	
Available Funds	3,800.00	
Budget Officer Gregory Wayne Nelson		



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.

General Ledger Number: 10-11-6721-00000-55620		Fiscal Year: 2014	
GL Account Description: User Unspecified : Repairs			
Reference No	Date	Vendor Name	Amount
1 0028915	07/26/13	Priority 1 Public Safety Equip	3,800.00
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
Total Requisitions			3,800.00
Previous Years Requisitions			0.00
Grand Total			3,800.00

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.

GL Account: 10-11-6721-00000-55200		GL Account Tag: Net Asset Class:	
SJCC Budget Operations : Conference			
Fiscal Year	2013	Open	
Allocated Budget	2,175.00		
Actuals	2,005.11		
Encumbrances	0.00		
Unencumbered Balance	169.89		
Requisitions	0.00		
<b>Available Funds</b>	<b>169.89</b>		
Budget Officer	Gregory Wayne Nelson		

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

GL Account: 10-11-6721-00000-55200  
GL Account Tag:  
Net Asset Class:

SJCC Budget Operations : Conference

Fiscal Year 2013 Open

	Annual Amount	
Allocated Budget	2,175.00	
Actuals	2,005.11	
Encumbrances	0.00	
<hr/>		
Unencumbered Balance	169.89	
Requisitions	0.00	
Available Funds	169.89	

Budget Officer Gregory Wayne Nelson

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).

Datatel - R18Prod - CF

File Edit Favorites Tools Help

Quick Access ACBL Go

ACBL-GL Account Balance Inquiry

GL Account: 10-11-6721-00000-55200  
GL Account Tag:  
Net Asset Class:

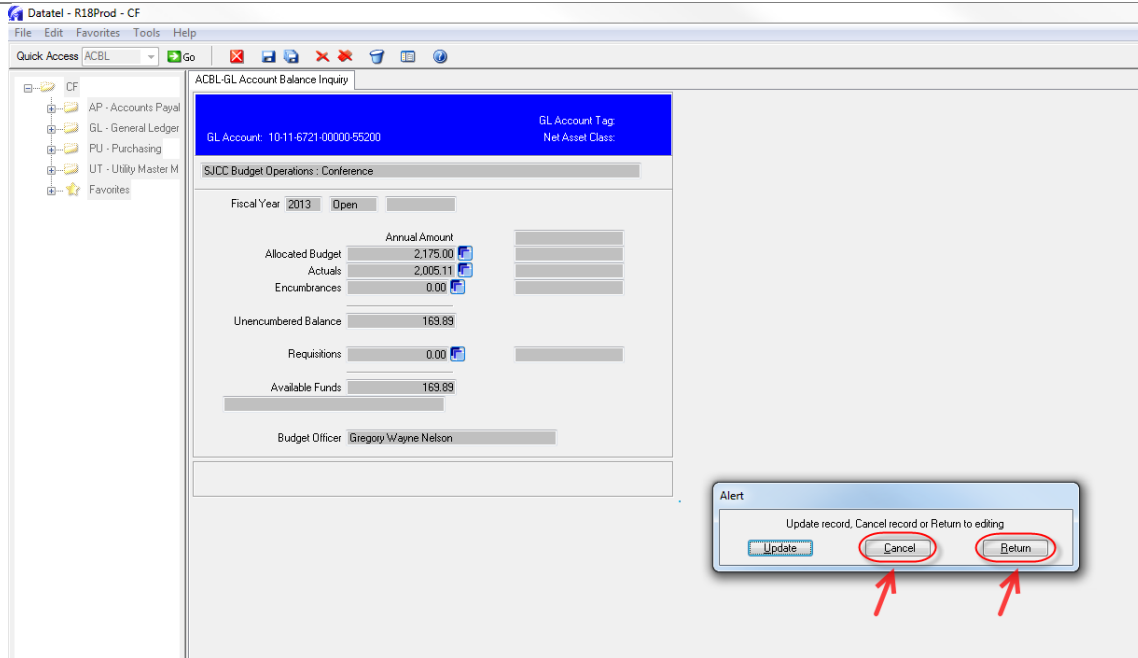
SJCC Budget Operations : Conference

Fiscal Year 2013 Open

	Annual Amount	
Allocated Budget	2,175.00	
Actuals	2,005.11	
Encumbrances	0.00	
<hr/>		
Unencumbered Balance	169.89	
Requisitions	0.00	
Available Funds	169.89	

Budget Officer Gregory Wayne Nelson

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.

