

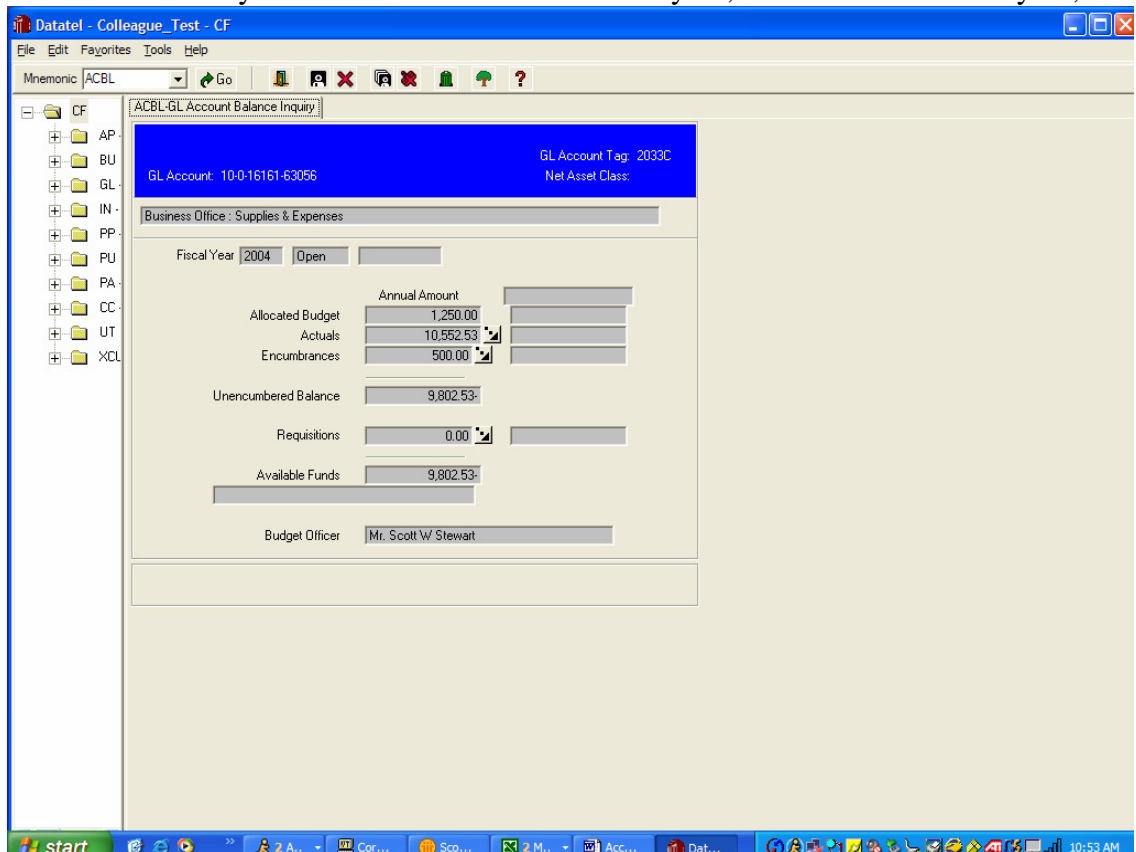
## Account Query Instructions Datatel Colleague

### I. Policy

- a. Only authorized employees are allowed to query accounts that are specifically applicable to the department that the employee works in.
- b. Permissions to view certain accounts are set up by the Controller through record level security (RSGL).

### II. Process

- a. In Datatel, application CF, go to **ACBL**.
- b. Enter the full GL account number that you want to query.
  - i. The full account will have 13 digits (xx-x-xxxxx-xxxxx).
  - ii. See “Looking Up Account Numbers” instructions for more information.
- c. Enter the fiscal year.
  - i. The fiscal year will be “2008” for the 07/08 year; “2009” for the 08/09 year; etc.

d. 

	Annual Amount	
Allocated Budget	1,250.00	
Actuals	10,552.53	
Encumbrances	500.00	
Unencumbered Balance	9,802.53	
Requisitions	0.00	
Available Funds	9,802.53	

Budget Officer: Mr. Scott W Stewart

- e. Click on the drill down button next to the category (i.e. Budget, Actuals, Encumbrances, etc.) if you would like to see a list of the transactions.

The screenshot shows the 'Datatel - Colleague\_Test - CF' application window. The main area displays the 'ACBL-GL Account Balance Inquiry' screen. A blue header box contains the following information:

- Fiscal Year.....: 2004
- General Ledger Number: 10-0-16161-63056
- GL Account Description: Business Office : Supplies\_Expenses

Below the header is a table titled 'Actuals' with the following columns: Reference No., Date, Description, and Amount. The table contains 8 rows of data:

Reference No.	Date	Description	Amount
1 BEGBAL	01/26/04	Import Opening Balance for	203.63
2 J000010	12/31/03	Dec 03 paper	22.00
3 J000018	01/02/04	Dec 03 paper	22.00CR
4 V0000014	02/26/04	AT&T	1,499.90
5 V0000022	02/26/04	Dell Marketing Llp	200.00
6 V0000023	02/26/04	Commercial Printing Company	29.40
7 V0000048	02/27/04	Commercial Printing Company	1,526.80
8 J000028	03/19/04	test interfund entry	100.00

Below the table, there are summary fields:

- Total Actuals: 10,552.53
- Actuals pending posting: 0.00
- Grand Total: 10,552.53

At the bottom of the screen, it says 'Controller Actuals Value 1/48'.

- f. Click on the drill down button at the line for which you would like to see the actual transaction details.
- g. To get out of each screen, click on the single red X (to cancel) until you get back to where it asks you for a new GL account number.
- h. To get out of ACBL completely, click on the double red XX.