

An abstract graphic on the left side of the slide, consisting of a network of thin, light-blue lines and small circles, resembling a circuit board or a stylized tree structure, set against a dark blue gradient background.

BUDGET MONITORING WORKSHOP

BY JASON HINKLE
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JON YOUNG

WORKSHOP GOALS

- Understanding GL Strings
- GL Account History Inquiry (AHST)
- Annual or YTD Budget Report (GLBR) ➡ Report
- Annual or YTD Budget Report (GLBR) ➡ Spreadsheet
- Budget Transfer Requests

UNDERSTANDING GL STRINGS

11 – 52320 – 00 – 672000 – 4000

<u>FUND</u>		<u>OBJECT</u>		<u>PROGRAM</u>		<u>ACTIVITY</u>		<u>LOCATION</u>
11	–	52320	–	00	–	672000	–	4000

EXAMPLES OF FUND CODES

11 - Unrestricted General Fund

12 - Restricted General Fund

21 - Bond Interest/Redemption Fund

32 - Cafeteria Fund

33 - Child Development Fund

41 - State Construction Fund

43 - Capital Projects Fund

44 - Scheduled Maintenance Fund

45 - Measure E Series 2019 Fund

49 – Field Turf Replacement Fund

57 - K-12 Arts Education Outreach Fund

58 - Performing Arts Center Fund

59 - Employee Training Institute Fund

68 - CalSTRS/CalPERS Liability Fund

69 - Internal Services-Retiree Benefits Fund

72 - Student Representation Fee Trust Fund

74 - Student Financial Aid Fund

75 – Scholarship and Loan Trust Fund

DESCRIPTION OF DISCRETIONARY OBJECT CODES

51390 - ADJ. SUPPLEM. SERVICE INSTRUCT
51394 - ADMIN - SUPPL. SERV. INSTRUCT
51395 - FT FACULTY SUPPL SERV, INSTRUC
51440 - ADJUNCT COUNSELORS
51445 - FT COUNSELOR EXTRA HOURS
51450 - ADJUNCT LIBRARIANS
51455 - FT LIBRARIAN EXTRA HOURS
51490 - ADJUNCT OTHER NON-INSTR.
51494 - AC ADMIN - MERIT/ADD'L RESP.
51495 - FT FACULTY SUPPL SERV, NON-INS
51496 - DEPARTMENT CHAIR STIPENDS
52190 - CLASSIFIED OVERTIME
52191 - PPT ADDITIONAL HOURS
52193 - CONFIDENTIAL OVERTIME
52194 - CLASS ADMIN MERIT/ADD'L RESP
52195 - CLASSIFIED SUPPLEMENTARY SVC
52300 - NONINSTRUCTIONAL SALARIES, NON
52310 - COLLEGE ASSIST., NON-INSTR.
52320 - SHORT TERM EMPLOYEES-NON INSTR
52321 - A/H - PAC PERFORMANCE CREW
52340 - FEDERAL WORKSTUDY HOURLY
52380 - BOARD OF TRUSTEES STIPEND
52390 - A/H OTHER NON-INSTRUCTIONAL
52398 - HOURLY CLASSIFIED ADMINISTRATO
52399 - CLASS SALARIES-CELL PHONE ALLO
52400 - INSTRUCTIONAL AIDES, NONREGULA

52410 - COLLEGE ASSISTANTS INSTRUCTION
52420 - SHORT TERM EMPLOYEES-INSTR
52421 - ADULT HOURLY INSTR TUTORS
52422 - A/H INSTR (SUMMER SPORTS PRGM)
52490 - OTHER INSTRUCTION NONREGULAR
64000 - SUPPLIES AND MATERIALS
64100 - TEXTBOOKS
64200 - OTHER BOOKS
64210 - BOOKS & OTH REFERENCE MATERIAL
64220 - LIBRARY BOOKS
64230 - REFERENCE BOOKS
64300 - INSTRUCTIONAL SUPPLIES
64310 - INSTRUCTIONAL SUPPLIES
64311 - INSTRUC SUPPLIES-MATERIALS FEE
64320 - DIRECT PURCHASE INSTRUCTIONAL
64330 - PERIODICALS AND MAGAZINES
64331 - ELECTRONIC RESOURCES
64360 - TESTS
64369 - SURVEYS/ASSESSMENT INSTRUMENTS
64370 - COMMENCEMENT SUPPLIES
64400 - INSTR MEDIA MATERIALS AND SUPP
64410 - INSTRUCTIONAL MEDIA MATERIALS
64500 - NONINSTRUCTIONAL SUPPLIES
64510 - SUPPLY INVENTORIES
64511 - UNIFORM PURCHASES
64550 - NON-INSTRUCTIONAL SUPPLIES

64551 - SCANTRONS
64552 - SUPPLIES-RETIREE PLAQUES
64553 - SUPPLIES-COMMITTEES
64555 - SUPPLIES-OTHER
64600 - TRANSPORTATION SUPPLIES
64610 - FUEL (GAS & DIESEL)
64620 - LUBRICATION (GREASE & OIL)
64630 - TIRES
64690 - OTHER TRANSPORTATION SUPPLIES
65000 - OTHER OPERATING EXPENSES & SER
65100 - CONTRACTS FOR PERSONAL SERVICE
65110 - CONSULTANTS
65120 - LECTURERS
65130 - CONTRACT SERVICES
65131 - CONTRACT SVCS-TEAM STIPENDS
65132 - STIPENDS-NSF PART. SUPPORT
65134 - TRAVEL-NSF PARTICIPANT SUPPORT
65135 - OTHER CONTRACT SERVICES
65136 - SUBSISTENCE-NSF PART. SUPPORT
65137 - OTHER-NSF PARTICIPANT SUPPORT
65138 - OTHER CONTRACT SERVICES #2
65139 - OTHER CONTRACT SERVICES #3
65140 - OTHER PERSONAL SERVICES
65150 - COMEXT CONTRACT SERVICES
65151 - COMEXT SUMMER ATHLETICS
65152 - COMEXT CANYON AQUATICS

DESCRIPTION OF DISCRETIONARY OBJECT CODES

65153 - COMEXT ONLINE PROGRAMS
65200 - TRAVEL/CONFERENCES/MILEAGE
65210 - MILEAGE
65220 - CONFERENCES
65221 - STATEWIDE COMMITTEES/MEETINGS
65222 - EVENT/MEETING ATTENDANCE
65223 - DISTRICT REPRESENTATION
65224 - ISP RECRUITMENT TRAVEL
65225 - ACADEMIC TEAM TRAVEL
65250 - FIELD TRIPS
65255 - ATHLETIC TEAM MEALS/LODGING
65300 - DUES & MEMBERSHIPS
65310 - MEMBERSHIPS
65320 - DUES
65321 - ATHLETIC TEAM DUES/FEES
65322 - ACADEMIC TEAM DUES/FEES
65331 - HRS PER WARRANT CHARGES
65340 - PERMITS LICENSES AND FEES
65400 - INSURANCES
65420 - LIABILITY INSURANCE
65430 - INSURANCE
65500 - UTILITIES AND HOUSEKEEPING SER
65510 - NATURAL GAS
65520 - LIGHT AND POWER
65530 - WATER
65540 - TELEPHONE

65550 - LAUNDRY & CLEANING
65560 - ENVIRONMENTAL SERVICES
65570 - WASTE DISPOSAL
65580 - CABLE/SATELLITE TELEVISION
65590 - OTHER UTILITIES
65600 - MAINTENANCE, REPAIRS & RENTAL
65610 - BUILDING RENT/LEASE
65620 - EQUIPMENT RENT/LEASE
65621 - OTHER RENT/LEASE
65622 - HRS WARRANT CHGS BEG 7/1/02
65623 - HRS ABV BASELINE CHGS 7/1/02..
65630 - THRU 6/30/02 OTHER RENT/LEASE
65631 - THRU 6/30/02 HRS WARRANT CHG
65632 - THRU 6/30/02 ABV BASELINE CHGS
65640 - BUILDING MAINTENANCE/REPAIRS
65650 - EQUIPMENT MAINTENANCE/REPAIRS
65660 - GROUNDS MAINTENANCE/REPAIRS
65670 - ASPHALT REPAIRS
65700 - PROFESSIONAL SERVICES
65710 - AUDITORS
65720 - PUBLIC ELECTION COSTS
65730 - LEGAL SERVICES BEG 7/1/02
65740 - THRU 6/30/02 LEGAL SERVICES
65750 - OFFICIATING SERVICES
65760 - RECRUITMENT SERVICES
65800 - OTHER ADMINISTRATIVE EXPENSES

65803 - STRS/PERS INTEREST & PENALTY
65810 - SOFTWARE LICENSING
65820 - INTEREST
65830 - ONLINE TRAINING
65840 - FINGERPRINTS
65841 - PHYSICALS
65842 - WORKER'S COMP FIRST AID
65843 - REFERENCE CHECKS
65850 - POSTAGE
65860 - ADVERTISING
65861 - ADVERTISING-SPECIAL PROJECTS
65870 - DAMAGES/CLAIMS/LOSSES
65871 - DAMAGES/CLAIMS/LOSSES EXPENSES
65872 - UNCOLLECTABLE PLEDGE EXPENSE
65873 - DEPRECIATION EXPENSE-COC FDTN
65880 - PRINTING
65881 - PRINTING CLASS SCHEDULES
65882 - PRINTING - SPECIAL PROJECTS
65888 - BOARD DESIGNATED GRANTS
65889 - NAME RECOGNITION EXPENSE
65890 - OTHER EXPENSES
65891 - OTHER EXPENSES, SPECIAL
65892 - ANTICIPATED PROFITS
65893 - RETURN TITLE IV FUNDS
65894 - OTHER EXP-SPECIAL PROJECTS
65895 - CREDITCARD FEES

DESCRIPTION OF DISCRETIONARY OBJECT CODES

65896 - OTHER EXP-UNCOLL STU FEES	66430 - SOFTWARE, INSTR. (GASB)	67503 - OSHER EXPENDABLE SCHOL TO STUD
65897 - HOTEL EXPENSE - PAC	66435 - NEW EQUIP. NON-INSTR (GASB)	67504 - EXTERNAL SCHOL TO STUDENT
65898 - TRANSPORTATION EXPENSE - PAC	66440 - SOFTWARE, NON-INSTR (GASB)	67505 - DO NOT USE
65899 - FOOD EXPENSE - PAC	66450 - NEW EQUIP. INSTR (NON-GASB)	67510 - PELL GRANT PAYMENTS TO STUDENT
65999 - OPERATING EXPENSE ERROR ACCOUN	66455 - SOFTWARE, INSTR (NON-GASB)	67520 - SEOG PAYMENTS TO STUDENTS
66000 - CAPITAL OUTLAY	66460 - THRU 6/30/02 NEW EQUIP, NI	67530 - CAL GRANT PAYMENTS TO STUDENTS
66100 - SITES & SITE IMPROVEMENTS	66461 - INVALID CODE - DO NOT USE	67540 - DISASTER REL EMERG STU FIN AID
66120 - SITE IMPROVEMENTS	66465 - THRU 6/30/02 SOFTWARE, NI	67541 - SCHOLARSHIP & LOAN TRUST FUND
66200 - BUILDINGS	66470 - THRU 6/30/02 REPL EQUIP, NI	67542 - EDUCATION ABROAD SCHOLARSHIPS
66201 - CONSTRUCTION/GENERAL CONDITION	66475 - NEW EQUIP N-I (NON GASB)	67550 - DIRECT LOAN PAYMENT - STUDENTS
66202 - BUILDINGS-GROUP TWO EQUIP	66480 - SOFTWARE, NON-INS (NON-GASB)	67560 - FT STUDENT SUCCESS GRANT
66210 - BUILDING IMPROVEMENTS & ADDITI	66485 - **INVALID CODE - DO NOT USE	67570 - CC COMPLETION GRANT
66220 - ARCHITECTS' FEE	66490 - **INVALID CODE - DO NOT USE	67571 - NONRESIDENT DREAMER GRANT
66230 - ENGINEERING	66510 - REPL EQUIP. INSTR (GASB)	67580 - STUDENT SUCC COMP GRT (SSCG)
66240 - INSPECTION FEE	66520 - REPL EQUIP. NON-INSTR (GASB)	67590 - CARES ACT EMERGENCY GRANT
66250 - BUILT IN FIXTURES	66550 - REPL EQUIP. INSTR (NON-GASB)	67600 - OTHER PAYMENTS TO/FOR STUDENTS
66290 - OTHER CONSTRUCTION	66560 - REPL EQUIP. NON-INS (NON-GASB)	67640 - STUDENT GRANTS (FEES)
66310 - INSTRUCTIONAL MEDIA MATERIALS	67000 - OTHER OUTGO	67641 - STUDENT BOOK SERVICE
66320 - LIBRARY BOOKS	67100 - DEBT RETIREMENT	67642 - STUDENT CHILD CARE SERVICES
66330 - PERIODICALS/MAGAZINES	67110 - DEBT REDUCTION	67643 - STUDENT SUPPLY SERVICE
66331 - ELECTRONIC RESOURCES	67120 - DEBT RETIREMNT,INT,OTHER COSTS	67644 - STUDENT MEMBERSHIPS
66400 - EQUIPMENT	67130 - DEBT ISSUANCES-OTHER USES	67645 - MEAL SUBSIDY SERVICES
66410 - THRU 6/30/02 NEW EQUIP,INSTR.	67310 - ***	67646 - TRANSPORTATION SUBSIDY SERVICE
66415 - THRU 6/30/02 SOFTWARE,INSTR.	67500 - STUDENT FINANCIAL AID	
66420 - THRU 6/30/02 REPL EQUIP,INSTR.	67501 - FND INTERNAL SCHOL TO STUDENT	
66425 - NEW EQUIP. INSTR. (GASB)	67502 - OSHER ENDOWED SCHOL TO STU	

EXAMPLES OF PROGRAM CODES

- 00 - Unassigned (used 99% of the time)
- 20 - One Time Instructional Block Grant (21-22)
- 24 - One Time Instructional Block Grant (22-23)

ACTIVITY CODES ARE YOUR DEPARTMENTS

Examples...

672000	Controller's Office
130631	Culinary Arts Meal Services
493210	CWEE
100800	Dance
645010	Dean - Student Services
496000	Distance Education
642000	DSP&S
220400	Economics

EXAMPLES OF LOCATION CODES

1000 – Chancellor’s Office/District Communications	9100 – CC Ed Center – President
2000 – Instructional Administration	9200 – CC Ed Center – Instruction
2300 – Lottery Funds	9300 – CC Ed Center – Student Services
3000 – Student Services Administration	9400 – CC Ed Center – Fiscal Services
4000 – Business Services	9500 – CC Ed Center – Facilities
5000 – Facilities Administration	9600 – CC Ed Center – Human Resources
6000 – Human Resources Administration	9700 – CC Ed Center – Administration Services
7000 – Administration Services	9800 – CC Ed Center – Institutional Development
8000 – Institutional Technology & Development	
9000 – CC (Canyon Country) Ed Center - General	

GL ACCOUNT HISTORY INQUIRY (AHST)

LIVE SQL AHST: GL Account History Inquiry young_j2 Log Out

GL Account LookUp

1165810006782018000

Ok Cancel Finish Help

GL Account Description :

Fiscal Year			
Account Status			
Original Budget			
Adjustments			
Contingencies			
Allocated Budget			
Opening Balance			
Actuals			
Encumbrances			
Requisitions			
Ending Balance			
Uncommitted Funds			
Message			

Enter the GL String you want to research

GL ACCOUNT HISTORY INQUIRY (AHST)

LIVE SQL AHST: GL Account History Inquiry Navigate young_j2 Log Out

No Active Context. Search for People or open Favorites to get started

AHST - GL Account History Inquiry Save Save All Cancel Cancel All

1 of 3 GL Account History Value 1/7

GL Account : 11-65810-00-678201-8000 GL Account Tag :
GL Account Description : SOFTWARE LICENSING

Fiscal Year	2021	2020	
Account Status	Open	Closed	
Original Budget	55,000.00	69,125.00	80,360.00
Adjustments	46,369.30	0.00	0.00
Contingencies	0.00	0.00	0.00
Allocated Budget	101,369.30	69,125.00	80,360.00
Ending Balance	0.00	0.00	0.00
Actuals	75,766.22	32,002.3	
Encumbrances	0.00	0.00	
Requisitions	0.00	0.00	
Ending Balance	75,766.22	32,002.3	
Uncommitted Funds	25,603.08	37,122.62	3,305.21
Message			

This is your
Adopted Budget

The total of any
changes to your
Adopted Budget are
shown here

This is your
current "Adjusted"
Budget

GL ACCOUNT HISTORY INQUIRY (AHST)

LIVE SQL

AHST: GL Account History Inquiry

Navigate

young_j2

Log Out

No Active Context. Search for People or open Favorites to get started

AHST - GL Account History Inquiry

Save

Save All

Cancel

Cancel All

1 of 3

GL Account History

Value 1/7

GL Account : 11-65810-00-678201-8000

GL Account Tag :

GL Account Description : SOFTWARE LICENSING

Fiscal Year	2021	2020	2019
Account Status	Open	Closed	Closed
Original Budget	55,000.00	69,125.00	80,360.00
Adjustments	46,369.30	0.00	0.00
Contingencies	0.00	0.00	0.00
Allocated Budget	101,369.30	69,125.00	80,360.00
Opening Balance	0.00		0.00
Actuals	75,766.22		77,054.79
Encumbrances	0.00		0.00
Requisitions	0.00		0.00
Ending Balance	75,766.22		77,054.79
Uncommitted Funds	25,603.08	37,122.62	3,305.21
Message			

Click here to see the details of adjustments

GL ACCOUNT HISTORY INQUIRY (AHST)

LIVE SQL AHST: GL Account History Inquiry young_j2 Log Out

No Active Context. Search for People or open Favorites to get started

AHST • GLBI - GLA Budget Trans Inquiry

Budget Adding Value 4

General Ledger Number : 11-65810-00-678201-8000 Fiscal Year : 2021
GL Account Description : SOFTWARE LICENSING Budget Adjustments

Reference No	Date	Description	Amount
1 B026094	01/21/21	TRF FROM 64550-100100-2000	1,133.30
2 B026019	11/18/20	TRF FROM 65130-678201	10,236.00
3 B026017	11/17/20	TRF FROM 66440-601000	35,000.00
4			
5			
6			
7			
12			
13			
14			

Total Budget 46,369.30
Budget pending posting
Grand Total 46,369.30

Here is a detailed list of various adjustments made

Here is the total amount of adjustments made

GL ACCOUNT HISTORY INQUIRY (AHST)

LIVE SQL AHST: GL Account History Inquiry Navigate young_j2 Log Out

No Active Context. Search for People or open Favorites to get started

AHST - GL Account History Inquiry Save Save All Cancel Cancel All

GL Account History Value 1/7

GL Account : 11-65810-00-678201-8000 GL Account Tag :

GL Account Description : SOFTWARE LICENSING

	2020	2019
Original Budget	55,000.00	69,000.00
Adjustments	46,369.30	
Contingencies	0.00	
Allocated Budget	101,369.30	69,000.00
Opening Balance	0.00	0.00
Actuals	75,766.22	32,000.00
Encumbrances	0.00	
Requisitions	0.00	
Ending Balance	75,766.22	32,000.00
Uncommitted Funds	25,603.08	37,100.00
Message		

These are expenses that have been processed

These are funds that are allocated to purchase orders

These are funds for new requests that have not yet been allocated to a purchase order

This is the total amount of funds that have been committed/are unavailable

GL ACCOUNT HISTORY INQUIRY (AHST)

LIVE SQL

AHST: GL Account History Inquiry

Navigate

young_j2

Log Out

No Active Context. Search for People or open Favorites to get started

AHST - GL Account History Inquiry

Save Save All Cancel Cancel All

1 of 3

GL Account History

Value 1/7

GL Account : 11-65810-00-678201-8000

GL Account Tag :

GL Account Description : SOFTWARE LICENSING

Fiscal Year	2021	2020	2019
Account Status	Open	Closed	Closed
Original Budget	55,000.00		360.00
Adjustments	46,369.30		0.00
Contingencies	0.00		0.00
Allocated Budget	101,369.30	69,125.00	80,360.00
Opening Balance	0.00	0.00	0.00
Actuals	75,766.22	32,002.38	77,054.79
Encumbrances	0.00	0.00	0.00
Requisitions	0.00	0.00	0.00
Ending Balance	75,766.22	32,002.38	77,054.79
Uncommitted Funds	25,603.08	37,122.62	3,305.21
Message			

Click here to see the details of the account's actuals

GL ACCOUNT HISTORY INQUIRY (AHST)

LIVE SQL AHST: GL Account History Inquiry young_j2 Log Out

No Active Context. Search for People or open Favorites to get started

AHST • GLAI - GLA Transaction Inquiry

General Ledger Number : 11-65810-00-678201-8000 Fiscal Year : 2021
GL Account Description : SOFTWARE LICENSING

Date Range Source Code

Reference No	Date	Description	Amount
1 V0669691	06/30/2021	US Bank	276.00
2 V0666208	06/24/2021	TeamViewer GmbH	468.00
3 V0661151	05/13/2021	Footage Firm, Inc.	58.16
4 V0646403	02/01/2021	Blackboard Inc	14,078.00
5 V0646350	01/29/2021	Watermark Insights, LLC	17,749.98
6 V0646208	01/25/2021	Palomar College - CCC Tech Con	1,133.30
7 J047316	12/18/2020	Repondus PO81145 V621121	2,545.00
8 V0644543	12/16/2020	PebblePad, LLC	10,235.75
9 V0642914	11/20/2020	Photoshelter, Inc	2,133.05
10 V0635250	10/21/2020	CCLC	9,000.00
11 V0632145	09/29/2020	ToughBistro USA, Inc.	4,389.16
12 J046912	09/15/2020	CCLC P81291 V624845	-42,407.46

Sub-set total
Total Actuals 76,568.38
Actuals pending posting
Grand Total 76,568.38

Here is a detailed list of the various purchases/journal entries

Here is the total amount of actuals

GL ACCOUNT HISTORY INQUIRY (AHST)

LIVE SQL AHST: GL Account History Inquiry young_j2 Log Out

No Active Context. Search for People or open Favorites to get started

AHST - GL Account History Inquiry Save Save All Cancel Cancel All

1 of 3 GL Account History Value 1/7

GL Account : 11-65810-00-678201-8000 GL Account Tag :
GL Account Description : SOFTWARE LICENSING

Fiscal Year	2021	2019
Account Status	Open	Closed
Original Budget	55,000.00	0,360.00
Adjustments	46,369.30	0.00
Contingencies	0.00	0.00
Allocated Budget	101,369.30	69,125.00
Opening Balance	0.00	0.00
Actuals	75,766.22	32,002.38
Encumbrances	0.00	0.00
Requisitions	0.00	0.00
Ending Balance	75,766.22	77,054.79
Uncommitted Funds	25,603.08	
Message		

Click these buttons to drill down on details for encumbrances and requisitions





This is the total amount of funds that are uncommitted / available



QUICK TIPS ON HOW TO MANAGE YOUR BUDGET


- The best way to keep track of your budget is the Annual or YTD Budget Report (GLBR) in Datatel
- Primary Fund 11 Discretionary Budget Object Codes:
 - ✓ Supplementary Services-
 - Adjunct - 51390 (Ins), 51490 (Non-Ins)
 - Academic Administrator - 51394 (Ins), 51494 (Non-Ins)
 - FT Faculty - 51395 (Ins), 51495 (Non-Ins)
 - ✓ Non-Instructional Hourly Employees – 523xx
 - ✓ Instructional Hourly Employees – 524xx
 - ✓ Classified/Confidential Employees Hourly Payments – 5219x
 - ✓ Operating Expenses (Non-Salary) – 6xxxx

ANNUAL OR YTD BUDGET REPORT (GLBR) - REPORT

Enter the number of the ending month you're running the report thru

LIVE SQL  GLBR: Annual or YTD Budget Rep   Navigate young_j2 Log Out 

No Active Context. Search for People or open Favorites to get started  


GLBR - Annual or YTD Budget Report  Save Save All Cancel Cancel All

Fiscal Year thru

Annual or YTD Budget

Calendar Ending Month

Include accounts that have

GL Account Definition  Required

Detail or Summarize Poolee Accounts





Show Individual GL Accounts

Generate Spreadsheet






Enter the Fiscal Year for the report you're running

Enter "A" for All Statuses

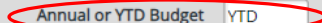
ANNUAL OR YTD BUDGET REPORT (GLBR) - REPORT

LIVE SQL  GLBR: Annual or YTD Budget Rep   Navigate young_j2 Log Out 

No Active Context. Search for People or open Favorites to get started


GLBR - Annual or YTD Budget Report   Save  Save All  Cancel  Cancel All

Fiscal Year thru

Annual or YTD Budget 

Calendar Ending Month

Include accounts that have

GL Account Definition 

Detail or Summarize Poolee Accounts

Show Individual GL Accounts

Generate Spreadsheet

Enter "Y" for
YTD Budget

Click here to
enter the
parameters of
the report

ANNUAL OR YTD BUDGET REPORT (GLBR) - REPORT

LIVE SQL GLBR: Annual or YTD Budget Rep Navigate young_j2 Log Out

No Active Context. Search for People or open Favorites to get started

GLBR • GLSF00 - GL Standard List/SSelect Save Save All Cancel Cancel All

Select/List

Sort

Display Criteria

1	
2	
3	
4	
5	
6	
7	
8	

Verify Criteria ☐

Click here to enter the parameters of the report

ANNUAL OR YTD BUDGET REPORT (GLBR) - REPORT

LIVE SQL GLBR: Annual or YTD Budget Rep young_j2 Log Out

No Active Context. Search for People or open Favorites to get started

GLBR • GLSF00 • JSBU05 - ENVISION Statement Generator

Save Save All Cancel Cancel All

Inc/Exc	Component Values
	FUND.GROUP,FUND
1	1 11 2 3 4
	GL.CLASS,MAJOR.OBJ,MINOR.OBJ,SUB.OBJECT,OBJECT
3	1 6 2 523 3 524 4 5219
	PROGRAM
6	1 2 3
	DISCIPLINE,SUB.DISCIPLINE,ACTIVITY
8	1 672000 2 3
	AREA,DIVISION,LOCATION
10	1 2300 2 3
	GLS.BUDGET.OFFICER
12	1 2 3 4
	GLS.NET.ASSET.CLASS.CODE
14	1 2 3 4
15	1 2 3 4

Prompt for additional selection criteria? (Y,N) No

Enter "I" for include, "E" for exclude; leave blank to leave the parameter open

You can enter parameters for the Fund, Object, Program, Activity, and Location

You can leave some queries partially open (e.g., a "6" will return all object codes that start with "6")

Enter "N" for no additional criteria

ANNUAL OR YTD BUDGET REPORT (GLBR) - REPORT

LIVE SQL GLBR: Annual or YTD Budget Rep Navigate young_j2 Log Out

No Active Context. Search for People or open Favorites to get started

GLBR • GLSF00 - GL Standard List/SSelect Save Save All Cancel Cancel All

Select/List 📄

Sort 📄

BY GLS.BUDGET.OFFICER BY GLS.FUND BY GLS.OBJECT BY GLS.PROGRAM BY GLS

Display Criteria

1	WITH GLS.FUND = "11"
2	AND WITH GLS.GL.CLASS = "6" OR GLS.MINOR.OBJ = "523""524" OR GLS.SUB
3	AND WITH GLS.ACTIVITY = "672000"
4	AND WITH GLS.LOCATION # "2300"
5	
6	
7	
8	

Verify Criteria ☐

Click here to enter how the report is sorted

ANNUAL OR YTD BUDGET REPORT (GLBR) - REPORT

LIVE SQL GLBR: Annual or YTD Budget Rep young_j2 Log Out

No Active Context. Search for People or open Favorites to get started

GLBR • GLSF00 • CSPA - Change Sort Specification Save Save All Cancel Cancel All

Value 1/7

Summary Account Availability

Criteria

	Field Name	Sequence	Break
1	GLS.BUDGET.OFFICER	BY	Yes
2	GLS.FUND	BY	Yes
3	GLS.OBJECT	BY	
4	GLS.PROGRAM	BY	
5	GLS.ACTIVITY	BY	
6	GLS.LOCATION	BY	
7		BY	
8			
9			
10			

ANNUAL OR YTD BUDGET REPORT (GLBR) - REPORT

LIVE SQL GLBR: Annual or YTD Budget Rep Navigate young_j2 Log Out

No Active Context. Search for People or open Favorites to get started

GLBR • GLSF00 - GL Standard List/SSelect Save Save All Cancel Cancel All

Select/List Select ...

Sort Required Break - Required

BY GLS.BUDGET.OFFICER BY GLS.FUND BY GLS.OBJECT BY GLS.PROGRAM BY GLS






Display Criteria

1	WITH GLS.FUND = "11"
2	AND WITH GLS.GL.CLASS = "6" OR GLS.MINOR.OBJ = "523""524" OR GLS.SUB
3	AND WITH GLS.ACTIVITY = "672000"
4	AND WITH GLS.LOCATION # "2300"
5	
6	
7	
8	






Verify Criteria ☐

Enter "Y" to verify the parameters selected

ANNUAL OR YTD BUDGET REPORT (GLBR) - REPORT

LIVE SQL  GLBR: Annual or YTD Budget Rep    young_j2 Log Out 

No Active Context. Search for People or open Favorites to get started


GLBR - Annual or YTD Budget Report     

Fiscal Year thru

Annual or YTD Budget

Calendar Ending Month

Include accounts that have

GL Account Definition 

Detail or Summarize Poolee Accounts

Show Individual GL Accounts

Generate Spreadsheet

Click "Save"

ANNUAL OR YTD BUDGET REPORT (GLBR) - REPORT

LIVE SQL GLBR: Annual or YTD Budget Rep Navigate young_j2 Log Out

No Active Context. Search for People or open Favorites to get started

GLBR • GLBR - Annual or YTD Budget Report Save Save All Cancel Cancel All

Peripheral : SETPTR.YOUNG_J2.599
Process : GLBR

Description : Annual or YTD Budget Report
Description :

Output Device: H Hold/Browse File Output

Printer

Form Name

Banner

Security PB Public

Copies 1

Defer Time

Other Options

1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>

Page Width 132

Page Length 55









Top Margin 0



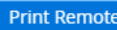



Bottom Margin 0

Max Pages per PDF

Enter "H" to hold the file output, then click "Save"

ANNUAL OR YTD BUDGET REPORT (GLBR) - REPORT

LIVE SQL  GLBR: Annual or YTD Budget Rep       young_j2 Log Out 






Report Browser K1 < 1 of 1 >      

02/16/21 College of the Canyons
YTD Budget Report Ending 03/31/21 Page: 1
Options - All Statuses
Fiscal Year: 2021 BUDGET.OFFICER: Unassigned






GL Account	YTD Encumbrances	MTD Actual	YTD Actual	YTD Budget	Available % Avail
11-64550-00-672000-4000 NON-INSTRUCTIONA	250.00	0.00	0.00	250.00	0.00 0.00
11-65220-00-672000-4000 CONFERENCES	0.00	0.00	225.00	200.00	25.00- 12.49-
Totals for FUND: 11 - UNRESTRICTED GEN	250.00	0.00	225.00	450.00	25.00- 5.55-
Totals for BUDGET.OFFICER: Unassigned	250.00	0.00	225.00	450.00	25.00- 5.55-

This is the output of your report. You can save the file as a text file, export a PDF file, or print the report

ANNUAL OR YTD BUDGET REPORT (GLBR) - SPREADSHEET

LIVE SQL  GLBR: Annual or YTD Budget Rep    young_j2 Log Out 

No Active Context. Search for People or open Favorites to get started


GLBR - Annual or YTD Budget Report   Save  Save All  Cancel  Cancel All

Fiscal Year thru

Annual or YTD Budget


Calendar Ending Month

Include accounts that have

GL Account Definition 

Detail or Summarize Poolee Accounts

Show Individual GL Accounts

Generate Spreadsheet 

To get your report in a spreadsheet format, enter "Y" after the steps in the preceding slides

ANNUAL OR YTD BUDGET REPORT (GLBR) - SPREADSHEET

LIVE SQL GLBR: Annual or YTD Budget Rep young_j2 Log Out

No Active Context. Search for People or open Favorites to get started

GLBR • GLBR - Annual or YTD Budget Report Save Save All Cancel Cancel All

Peripheral : SETPTR.YOUNG_J2.599
Process : GLBR

Description : Annual or YTD Budget Report
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Output Device H Hold/Browse File Output

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Form Name

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Security PB Public

Copies 1

Defer Time

Other Options

1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>

Page Width 132

Page Length 55

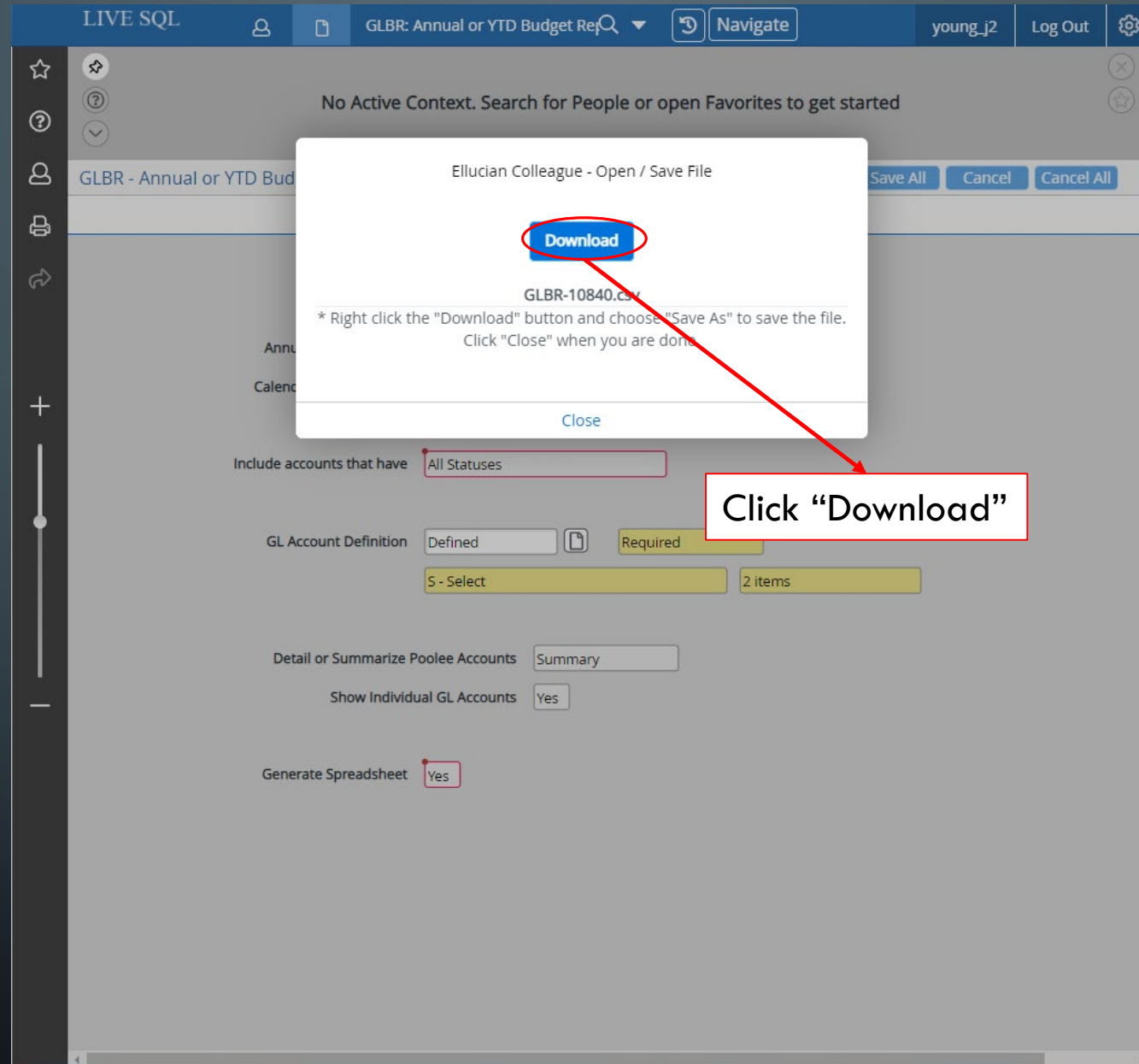
Top Margin 0

Bottom Margin 0

Max Pages per PDF

Enter "H" to hold the file output, then click "Save"

ANNUAL OR YTD BUDGET REPORT (GLBR) - SPREADSHEET



ANNUAL OR YTD BUDGET REPORT (GLBR) - SPREADSHEET

GLBR-10840 - Excel

	A	B	C	D	E	F	G	H	I
1	GL Account	Description	YTD Encumbrances	MTD Actual	YTD Actual	YTD Budget	Available	% Avail	Budget Officer
2	11-64550-00-672000-4000	NON-INSTRUCTIONAL SUPPLIES	250	0	0	250	0	0	Unassigned
3	11-65220-00-672000-4000	CONFERENCES	0	0	225	200	-25	-12.49	Unassigned
4									

This is an example of
a spreadsheet from
a GLBR report

BUDGET TRANSFER REQUESTS

When do I need a Budget Transfer?

- ✓ To clear a negative balance
- ✓ To cover an unexpected expense
- ✓ To move funds into the correct GL account

Things to consider before submitting a Budget Transfer Request:

- ✓ Did I adequately explain what the reason for the transfer is?
- ✓ Are there sufficient funds in the account I'm transferring from?
 - Including any outstanding Budget Transfer Requests, Encumbrances, Reclassifications, etc.
- ✓ Are the correct GL codes listed?
- ✓ Do the totals for the "From" and "To" accounts equal one another?
- ✓ Do I have the appropriate approvals/signatures needed?

[illegible]

REQUEST FOR BUDGET TRANSFER

Submit to:
Minghui Zhang
Budget Coordinator

Date of Request:

From:	Frank Shirley	*	Business Services	Ext. #:	3104
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Explanation/Reason for Budget Transfer (please be specific):

Transfer to cover new Short Term Employee, Clark Griswold

List each account only once. Total transferred "from" must equal total transferred "to"

[illegible]

Signature of Requestor

Signature of Division Dean or Supervisor

Signature of Department Chair or Budget Manager

Signature of Executive Cabinet (if required)

BUDGET TRANSFER REQUESTS

Please submit Budget Transfer Requests for all Funds to:

Minghui Zhang

Minghui.Zhang@canyons.edu

Business Services Dept.

UCEN 384A

QUESTIONS?

For Assistance Please Contact:

- ✓ Jon Young, Business Services Analyst –
Jon.Young@canyons.edu, Ext 3104
- ✓ Minghui Zhang, Budget Coordinator –
Minghui.Zhang@canyons.edu, Ext 3136
- ✓ Jason Hinkle, Associate Vice President, Business Services –
Jason.Hinkle@canyons.edu, Ext 3420
- ✓ Rosie Kochendorfer, Senior Accountant –
Rosie.Kochendorfer@canyons.edu, Ext 5656