Frequently Asked Questions (FAQs): An Online Guide for End-Users of Datatel's Colleague Financials

Last Revised: January 2006

Important Notes:

• **Purpose:** The purpose of this FAQ is to provide answers for the common questions staff members have when they are working in Datatel's Colleague Financials. This FAQ will be updated periodically when changes are made to the Datatel system or to accounting policies.

• **What is the Datatel Assistance Desk?** The Datatel Assistance Desk exists for staff members who have no other source for Datatel help and for those who have no idea who to call when they need help. Staff members may have certain individuals they go to when they need help with Datatel or an accounting question. The Datatel Assistance Desk is available for those staff members who do not have that type of support system or for those who need help beyond the support they receive from other staff. The Datatel Assistance Desk can help you if you are having problems while working with mnemonics, if you are having printing problems, etc.

• **Quotation Marks:** There are many instances throughout this FAQ where you, the end-user, are instructed what data should be entered at a particular LookUp prompt or told about some word/phrase that will appear on the computer screen. The data to be entered or the word/phrase appearing on the screen will be enclosed in quotes to set it apart from the other text. The **quote marks are not to be entered**, just the data between them, when you are entering mnemonics at prompts, etc. The only time the quote marks should be entered is when the end-user is specifically directed to enter the quote marks.

• **Listing of Important Staff Member Names and Duties:** A list of Important Staff Member Names and Duties (including Fund Heads and additional resource contacts) is contained in this FAQ for the end-user of Datatel's Colleague Financials. You can refer to this list while reading a Q & A if you are told to contact a specific area/resource person and you need to know a name and phone number/e-mail address for the contact. For example, you may ask yourself, I know I need to contact the Budget Office for this issue, but I don't know who I should call or ask for? You will find the appropriate staff member and his or her phone number/e-mail address in the Important Staff Member Names and Duties section of this FAQ. A list of staff member duties is included under each name (except in the case of the additional resource contacts) so end-users will have a good idea of who does what concerning the Datatel system.

Important Staff Member Names and Duties

(This section contains a list of staff member names, along with the duties they perform concerning the Datatel system and/or accounting issues. These individuals can be called or e-mailed regarding the issues listed under their names. Further down, you will find the Fund Heads and their duties. Finally, at the end of this section you will find a list of additional resource contacts. These individuals are staff members in different areas throughout the University who can help other staff members in their area with Datatel and accounting questions.)

Shirley Murphy, 8-7613, samurph@ilstu.edu, (Hovey 102)
• Coordinates Datatel Assistance Desk
• Can help with Maintenance, Inquiry screens or system queries
• Can help with Datatel printing problems
• Can give end-users access to transactions and accounts in the Datatel system
• Can clear a session when the end-user's "record is locked by user 0" after a session locks up on that end-user
• Can help with customized Datatel queries
• Can reset users' password

Administrative Computing:

Jon Becher , 8-5731, jtbeche@ilstu.edu
• Can complete the second part of the technical side of a security set-up
• Can fix technical printing problems and define print queues for the system

Kriss Davis, 8-2802, kpdavis@ilstu.edu
• Can clear a session when the end-user's "record is locked by user 0" after a PowerView session locks up on that end-user
• Can fix technical printing problems

Purchasing Department (8-7611):

Ernie Olson, 8-5245, ewolson@ilstu.edu **or**
Robyn Schuline, 8-5529 or rsschul@ilstu.edu

- Can help with requisition issues and two-party/consultant agreements

Mary Ellen Backlund, 8-5031, mebackl@ilstu.edu
• Can help with vendor assignment on purchase orders
• Can help with purchase order payment issues

Don Missel, 8-2991, dlmisse@ilstu.edu
• Can help with designated travel agency issues and OfficeMax Office Products vouchers

Budget Office (8-2143):

Barb Blake, 8-2143, bblake@ilstu.edu
• Can perform budget transfers (except for Bond Revenue and non-Lab School Grants/Restricted funds)
• Can perform budget transfers to an account outside the end-user's area (for General Revenue, Agency, and Service Department funds)
• Can access budget amounts
• Can help with overdrafts
• Can answer questions about hiring documents

Sandra Cavi, 8-2143, skcavi@ilstu.edu
• Can perform budget transfers (except for Bond Revenue and non-Lab School Grants/Restricted funds)
• Can perform budget transfers to an account outside the end-user's area (for General Revenue, Agency, and Service Department funds)
• Can access budget amounts
• Can help with overdrafts
• Can answer questions about hiring documents

Gary Wilson, 8-2143, gdwilso@ilstu.edu
• Can perform budget transfers (except for Bond Revenue and non-Lab School Grants/Restricted funds)
• Can perform budget transfers to an account outside the end-user's area (for General Revenue, Agency, and Service Department funds)
• Can access budget amounts
• Can help with overdrafts
• Can answer questions about hiring documents

Cashier's Office (8-3625):

Heidi Coan, 8-5750, hrcoan@ilstu.edu,
• Can help with deposits

Comptroller's Office (8-5671):

JoEllen Bahnsen, 8-5667, jbahnse@ilstu.edu, (Hovey 102)

- Can void vouchers that the end-user does not want to use or save. Please make your request by filling out a void voucher form. This form can be accessed at: http://www.comptroller.ilstu.edu/datatel/forms/. User departments can make an e-mail request to the above e-mail address.
- Can set a 9-digit unit number in the system
- Can perform account deletions
- Can do a total rework of a chart if a whole new area needs to be created
- Can answer questions concerning pooling for General Revenue funds

Don Cruise, 8-8753, dtcruis@ilstu.edu, (Hovey 102)

- Can help with Inquiry screens or system queries
- Can help with general Datatel printing issues
- Can help with specialized Datatel reports
- Can provide Datatel introductory training

Rhonda Jenkins, 8-3295, rkjenki@ilstu.edu, (Hovey 102)

- Can help with travel voucher issues (excluding airfare)

Jane Ward, 8-5751, vjward@ilstu.edu, (Hovey 102)

- Can help with vendor issues (building new vendors; changing addresses, etc.)

Fund Heads:

General Revenue (10100, 10400), Sandy Warlow, 8 2275 or skwarlo@ilstu.edu, or
JoEllen Bahnsen, 8-5667, jbahnse@ilstu.edu

- Can help with requests for a nine-digit unit number
- Can help with requests to devise a new General Ledger number
- Can help with requests to add an object code to a unit's chart of accounts
- Can answer questions concerning account deletions
- Can perform budget transfers
- Can be called when a customer has a deposit for a General Revenue fund
- Can answer questions concerning a lapse period payment date

• Can give permission for overrides
• Can perform voucher approvals
• Can do journal entries
• Can do a total rework of a chart if a whole new area needs to be created
• Can give permission to customers for deposits to General Ledger accounts with an object class starting with a 6, 7, or 8

Agency (107xx, 50701), Sandy Warlow, 8 2275 or skwarlo@ilstu.edu
• Can help with requests to devise a new General Ledger number
• Can help with requests to add an object code to a unit's chart of accounts
• Can answer questions concerning account deletions
• Can perform budget transfers
• Can answer questions concerning a lapse period payment date
• Can give permission for overrides
• Can perform voucher approvals
• Can do journal entries
• Can do a total rework of a chart if a whole new area needs to be created
• Can give permission to customers for deposits to General Ledger accounts with an object class starting with a 6, 7, or 8
• Can do online voucher training

Grants/Restricted (115xx, 116xx, 11701), Mary Kentzler, 8-3290, mekentz@ilstu.edu
• Can help with requests for a nine-digit unit number
• Can help with requests to devise a new General Ledger number
• Can help with requests to add an object code to a unit's chart of accounts
• Can answer questions concerning account deletions
• Can perform budget transfers (but not for the Lab Schools)
• Can perform budget transfers to an account outside of your area
• Can answer questions concerning a lapse period payment date
• Can give permission for overrides
• Can perform voucher approvals
• Can do journal entries
• Can do a total rework of a chart if a whole new area needs to be created
• Can give permission to customers for deposits to General Ledger accounts with an object class starting with a 6, 7, or 8

Service Departments (105xx), Doug Litwiller, 8-8493, djlitwi@ilstu.edu
• Can answer questions concerning account deletions
• Can answer questions concerning a lapse period payment date
• Can give permission for overrides

- Can perform voucher approvals
- Can do journal entries
- Can do a total rework of a chart if a whole new area needs to be created
- Can give permission to customers for deposits to General Ledger accounts with an object class starting with a 6, 7, or 8

Bond Revenue (106xx, 661xx, 662xx), Sandy Warlow, 8-2275, skwarlo@ilstu.edu
- Can help with requests for a nine-digit unit number
- Can help with requests to devise a new General Ledger number
- Can help with requests to add an object code to a unit's chart of accounts
- Can answer questions concerning account deletions
- Can perform budget transfers
- Can perform budget transfers to an account outside of your area
- Can answer questions concerning a lapse period payment date
- Can give permission for overrides
- Can perform voucher approvals
- Can do journal entries
- Can do a total rework of a chart if a whole new area needs to be created
- Can give permission to customers for deposits to General Ledger accounts with an object class starting with a 6, 7, or 8
- Can help with R&R and construction project requisitions
- Can help with R&R and construction project blanket purchase order payments

Datatel Assistance Desk, 8-2270

- Can help with any Datatel software or process-related problem, or can point you to the appropriate individual within the Comptroller's Department.

FAQs:

1. **How do I get security clearance for the access I need so I can get started in Datatel's Colleague Financials?**

To receive security clearance, you need to fill out an Account Creation form. This form can be obtained from the Datatel Assistance Desk (8-2270) or downloaded at: http://www.comptroller.ilstu.edu/datatel/training. This form outlines the various pieces of the system to which you may need access (transactions/accounts).

You and your Dean/Department Head or supervisor should assess these needs and then send the completed form to this address: Shirley Murphy, Hovey 102 (Campus Box 1200-Comptroller's Office).

a. How do I get a logon?

You must first fill out the Account Creation form discussed in question #1 to begin the procedure of account creation. A valid UserID is necessary to access the University's Financial Information System.

As soon as your account is created, you will be sent an e-mail message with the subject: Datatel Logon ID and Password Change. This e-mail message will include your new UserID (based on your ULID) and your temporary password.

You must initialize your account before you can use this new User ID. The details concerning this initialization process will be included within the e-mail message. You can also refer to Appendix-A of this FAQ to see the steps for this process, which requires you to change your password. You may want to work with your LAN Coordinator to make sure the steps for this initialization process are followed correctly.

Important Information: Do not give anyone else access to your User ID and password and always make sure you are entering your User ID and password in lowercase letters. If your User ID is not in the ID field, click on the ID field to make it active and then delete any other ID that is there and enter your own User ID. Policy guidelines for the University's secure computing environment can be found at: http://www.policy.ilstu.edu/fiscal/appropriate_use_policy.htm.

b. Who should I contact to get involved in Datatel training sessions?

After your Dean/Department Head or supervisor determines that you need to use the Datatel system, you must fill out an Account Creation form in order to receive security clearance and obtain your Datatel logon (see questions #1 and #1a). After receiving your Datatel logon, you should schedule your Datatel training sessions by e-mailing Shirley Murphy at samurph@ilstu.edu or Don Cruise at dtcruis@ilstu.edu. They can answer your questions about the training process and/or training schedules.

Training schedules will also be e-mailed to staff members with Datatel logons periodically. At your training session you will receive a Datatel Users' Manual. This manual gives you detailed instructions on how to use Datatel's Colleague Financials.

Departments/units or staff members should request the training sessions they want based on their needs and their advancing knowledge of the Datatel system. Occasionally, notices about training sessions will be e-mailed to all staff members with Datatel logons. A list of the types of training sessions available and the amount of time required for these sessions is given below:

- Comprehensive Training (two-hour training sessions for beginners)
- Budget Officer (fiscal agent) Training (a two-hour training session)
- Datatel reports (a two-hour training session focusing on reports)
- Query reports (a two-hour training session for internally developed query reports)
- Online Voucher and Requisition Training* (a two-hour training session)

*Online voucher and requisition training is performed on a one-on-one basis at the present time. Please e-mail Shirley Murphy (samurph@ilstu.edu) to register for these training sessions.

c. How do I get the Datatel software loaded on my workstation once I have been trained?

Contact your LAN Coordinator. LAN Coordinators were trained on the acquisition, installation, and configuration of the Datatel UI 1.5 GUI application on departmental workstations. The installation of the Datatel software requires that several security-related steps be completed, so your LAN Coordinator should be the one who actually performs the Datatel installation. The current install file and instructions are available at: http://www.comptroller.ilstu.edu/datatel/installation/.

2. What should I do if I forget my Datatel password?

If you forget your password, you must contact Shirley Murphy at 8-7613 or samurph@ilstu.edu. You will be assigned a temporary password and provided with instructions for establishing a unique password.

Before you can use Datatel again, you will need to perform the steps to initialize your new account (see question #1a). These steps require that you choose a permanent password. You can refer to Appendix-A of this FAQ to see the steps for this process. You may want to work with your LAN Coordinator to make sure the steps for this initialization process are followed correctly.

3. **What can I do if I can't connect to the Datatel accounting system?**

First, try to 'ping' coll.cmp.ilstu.edu. To do this, click on your Start Menu, select Programs, and then click on MS-DOS Prompt or Command Prompt. At the prompt type in: "ping (space) coll.cmp.ilstu.edu". If you get a message that states the host is "unreachable" or that you are "unable to establish a connection to coll.cmp.ilstu.edu," contact your LAN Coordinator. If you are connected to the system, you'll get a message that states something like "Reply from 10.1.1.142."

4. **Who should I call for Datatel help so I can determine what kind of problem I'm having?**

Various staff members around campus who are familiar with the Datatel system can help. You should contact the staff member in your department/unit/College who is recognized as the Datatel/accounting procedures resource person for your area. You can call the Datatel Assistance Desk (8-2270) if you need more answers, if you don't know whom to call, or if you want to obtain a phone number or e-mail address for the additional resource contact in your area. Also, a list of additional resource contacts is presented in the Important Staff Member Names and Duties section of this FAQ.

a. What do I need to do to access the online help system?

There are two basic ways to access the online help system in Datatel. These help options are also discussed in the Doing Datatel section of your Datatel Users' Manual.

• **Help on the Menu Bar:** You can get help on a process (e.g., LGLA) or on a field (e.g., Invoice Number) through the Menu Bar.

If you want to know how to list General Ledger activity within LGLA, for example, go to the main LGLA screen, click on Help on the Menu Bar, then click Process Help.

You can view Help information for specific fields by placing your cursor in the field, then clicking Help, then Field Help, then MORE for detailed information or ENOUGH if your questions have been answered.

• **? Icon on the Toolbar:** If you need help with a specific field within a process screen and you are currently in that screen, you can use the ? icon.

Simply click on the field in question and then click the ? icon on the Toolbar. This will bring back important information for that particular field.

When you are at a LookUp prompt, clicking on the ? icon will give you helpful information and directions for the LookUp process, also.

b. What should I do if a Datatel session locks up on me?

There are three scenarios that can happen in this circumstance.

When a session locks up on you, you should do what you normally do to get out of a "lock up" situation on your workstation (as suggested by your LAN Coordinator). This could include pressing Ctrl-Alt-Delete and clicking on End Task. This will close the selected program (i.e., Colleague). It is possible that you may have to shut down your computer manually and restart it again to get out of the program. Pressing Ctrl-Alt-Delete again will automatically reboot your computer and you will lose any unsaved information in all open programs.

Once the program is closed, open Datatel again. You should try to go back to the record you were working on. If you cannot find the record, then it is likely the record was cancelled automatically when the session locked up. You can begin entering the record again at this point.

If you find that the record and the information you entered before is still there, you should continue entering the data as you would normally from that point on.

If you find when you try to go back to the record that you cannot and you get a message that states: "record is locked by user 0," you must contact a staff who can "clear a session" for you: Shirley Murphy in the Comptroller's Office or Kriss Davis in Administrative Information Systems. Please refer to the list of staff members in the Important Staff Member Names and Duties section of this document for this information. Once the session is cleared, you can then begin entering the record again.

5. What is a General Ledger account number and how is it constructed?

In Datatel's Colleague Financials system, an account number consists of major components, which in turn may be divided into sub-pieces. Our major components for the University's chart of accounts are called:

Fund (source of account)
Function (purpose of account)
Unit (who the account belongs to)
Object (usually a category of revenue or expense)

Counting the underscores, an account number is 25 characters long, but don't panic! There are very easy ways to look up the account numbers for any given department when processing documents or doing reports. The major components and sub-pieces in our chart of accounts structure were designed with two main concepts in mind:

•to ease the preparation of various University financial statements

•to offer flexibility to the end-users so they can manage and report on the level of detail they desire

Consider the following example, which represents the account number that translates to: Current Unrestricted, Local Agency, Athletic Fee, Student Services, Intercollegiate Athletics, Auxiliary Services, Events, MBB Road Games, Expense, Travel, Team, Lodging. Yikes!

Complete account number = 10706_05_713627000_702601

(Datatel told us to think of each component as working the way a zip code works for the Postal Service -- the farther to the right you go, the more specific and meaningful the account number is.)

Fund is 5 digits	
First digit identifies a FUND.GROUP	1 = Current Funds
First two digits identify a FUND.SUB.GROUP	10 = Current Unrestricted
First three digits identify a FUND.SUB.TYPE	107 = Current Unrestricted, Local Agency
All five digits identify a FUND	10706 = Current Unrestricted, Local Agency, Athletic Fee

Function is 2 digits	
Both digits together identify a FUNCTION	05 = Student Services

Unit is 9 digits	
First three digits identify a DEPARTMENT	713 = Intercoll. Athletics
First four digits identify a SUB.DEPT	7136 = Intercoll. Athletics, Auxiliary Services
First five digits identify a SUB.DEPT.DIVISION	71362 = Intercoll. Athletics, Auxiliary Services, Events
First six digits identify a SUB.UNIT	713627 = Intercoll. Athletics, Auxiliary Services, Events, MBB Road Games
All nine digits together identify a UNIT	713627000 = (Same as previous example)

Object is 6 digits	
First digit identifies OBJECT.CLASS	7 = Expense
First three digits identify TYPE	702 = Expense, Travel
First four digits identify SUB.TYPE	7026 = Expense, Travel, Team
All six digits together identifies OBJECT	702601 = Expense, Travel, Team, Lodging

Complete account number = 10706_05_713627000_702601

List of Function Component Numbers and Descriptions
01 - Instruction
02 - Research
03 - Public Service
04 - Academic Support
05 - Student Services
06 - Institutional Support
07 - Operation and Maintenance
08 - Revenue Bond
09 - Staff Benefits
10 - Compensated Absences
11 - Student Aid
99 - No Function Assigned

List of Object Class Numbers (first digit of the Object code) and Descriptions
1 - Assets account
2 - Liabilities account
3 - Fund Balance account (the previous fiscal year's Cash carryover)
4 - Revenue account
5 - Revenue account
6 - Expense account
7 - Expense account
8 - Expense account
9 - Expense account

Please note that with this structure it is possible to run reports in a very general or a very detailed manner by specifying to the system, which sub-pieces (sub-components) to use when selecting the accounts to be included in the report. Questions about the account number structure can be directed to the Datatel Assistance Desk at 8-2270.

6. How can I request a new account and how are these created in Datatel?

If this is for a nine-digit unit number and for an Agency fund, you must fill out a Request for New Account form (see http://www.comptroller.ilstu.edu/datatel/forms/), sign it, and have it signed by your College Dean/Department Head. If you are working in an academic area, you should send the signed form to the Provost's Office. If you are working in a non-academic area, you should send the signed form to the Budget Office (Hovey 302). After formal approvals are received from these offices and the appropriate staff, the form is forwarded to the Comptroller's Office (Hovey 102) and a staff member sets the unit in the system.

If the request is for a nine-digit unit number, but you are working with one of the other funds (not Agency), you should e-mail the Fund Head with your request. You will be contacted when the process is completed, regardless of the fund. After a new account has been built, it is possible that not all staff in your area who previously had access to their Budget Officer's accounts will have access to the newly established account. If you or another staff member in your area experiences this access problem, please contact Shirley Murphy to update your security.

a. Who is authorized to establish the actual accounts?

The only individuals authorized to establish the actual accounts are the Fund Heads.

b. Who can help me devise a new General Ledger number?

E-mail the Fund Head and he/she can help you devise a new General Ledger number. You may also e-mail comptroller@ilstu.edu to reach all of the fund heads.

c. How will I know when the account is available to use for expenditures or deposits?

You will be sent an e-mail or contacted by phone when the account is available to use for expenditures or deposits.

d. How do I get a new object code added to our chart of accounts and when will it be available?

E-mail the Fund Head and tell him/her which object code you want added to your department's/unit's chart. You may also e-mail comptroller@ilstu.edu to reach all of the fund heads. The account will usually be available the next day. This allows time for including the account in the appropriate budget pool, if any.

e. How do I look up General Ledger accounts by Budget Officer (fiscal agent)?

In Inquiries screens (i.e., ACBL, ENCI, GLRQ, and other mnemonics), you can use the semi-colon option when you are prompted for the General Ledger number. Simply type in: **;gl.budget.officer "Budget Officer Number"**. The Budget Officer number must have quotes around it. If you do not know the appropriate Budget

Officer number, contact the Budget Office (8-2143) and a staff member there can obtain the number for you, or you may use the XQTP report: XQTP > XDBO.

7. Can I eliminate old accounts I know we will never need again?

You should contact the Fund Head to inquire about any account deletions. No account can be deleted if it has posted activity, but it can be “frozen” and inactivated.

8. How are funds budgeted for departments/units?

General Revenue

The University’s operating budget is made up of two separate budgets: an appropriated budget and a non-appropriated budget. The appropriated operating budget contains the allocation of funds appropriated by the State Legislature. This is the operating budget for the General Revenue fund (10100-Umbrella account, 10400-expenditures posted here). For General Revenue accounts, a budget is authorized by the Budget Office at the beginning of the fiscal year for each department/unit. Funds can be further budgeted by their function and specific line item categories, if appropriate. General Revenue funds can only be spent within the current fiscal year and are reviewed annually.

Agency Accounts

There are two separate processes used to budget agency accounts. Indirect Cost (10701), Athletics (10706), Student Programs (10704), Student Health Services (10705), and accounts that are carrying a negative fund balance are funded in the following manner:

Budgets are based on the amount of income the department/unit projects they will collect in the current fiscal year and the positive cash balance that is carried forward from the previous fiscal year. If at the end of the previous fiscal year, the account had a negative cash balance the amount of the negative must be subtracted from anticipated income for the current fiscal year. After consultation between the departmental budget officer and the Budget Office, budgets are determined and entered for the current fiscal year. During the fiscal year budgets can be increased or decreased to correlate with income collected. If more income is collected then first anticipated the budget can be increased which will also increase expenditure authority. If the reverse is true and less then anticipated income is collected the budget can be decreased which will decrease the expenditure authority. Departments and the Budget Office need to remain in close contact during the fiscal year to insure expenditures do not exceed revenue.

All Other Agency Accounts

All other agency accounts are budgeted and maintained with the recently developed automated process. The July 1st beginning budget is calculated by adding the June 30th cash balance (object 329999) to revenues received during the previous fiscal year (objects beginning with either 4 or 5), and subtracting actual expenditures for the previous fiscal year. Mandatory transfers (object 902000) must also be added or subtracted depending on whether the transfer was a debit or credit. The beginning budget is then determined by taking one-half of the sum of this calculation. At the end of the lapse period, August 31, this calculation is performed again and a reconciliation between what was originally budgeted on July 1 and the actual ending balance as of August 31 is performed and the budget adjusted accordingly.

The automated process also updates the budget (object 991000) and the associated revenue object (objects beginning with either 4 or 5) on a daily basis. As revenues are deposited the process makes the entry in the account, which keeps budget and revenue equal at all times.

Service Departments

Service Department (105xx) budgets are based on prior year activity in those accounts.

Grants/Restricted

The University's operating budget is made up of two separate budgets: an appropriated budget and a non-appropriated budget. One part of the non-appropriated budget is made up of funds from Grants/Restricted (115xx, 116xx, 11701) sources. The Grants/Restricted budgets are determined by grants awarded to the University. Grants typically establish specific time frames and specific line items where the dollars can be used.

Bond Revenue

One part of the University's non-appropriated operating budget is made up of funds from Bond Revenue (106xx) sources. Bond Revenue budgets are established by fee boards.

a. What is the pooled budgeting concept?

The University uses Datatel's pooled budgeting concept for two reasons:

- To be able to budget by State expense classifications for appropriated funds (General Revenue) and;

• To allow departments/units to budget at a summary level when budgeting by each revenue/expense account number is not beneficial.

It is important to understand that a budget pool is used to determine the amount of authorized funds availability. A budget pool is made up of several revenue or expense accounts (these are the Poolee account numbers), and these are ultimately connected to a single budget account number (this is the Umbrella account number).

For departments/units that budget by State of Illinois expense objects (i.e., contractual, commodities, etc.), the object number for the corresponding Umbrella account will start with two 9s followed by the State of Illinois code (i.e., contractual Umbrella accounts translate to object number 991200). The fund number will be 10100.

Therefore, the **Umbrella account** contains the budget figures and the **Poolee accounts** contain the actual Posted, Memo, and Encumbrance activity.

Posted refers to the actual revenue and expense transactions, or purchase order encumbrances, that have been fully processed (and are therefore available for Datatel reports). These transactions have been entered into or "posted" to the General Ledger. **Memo** refers to the current business day's transactions that have been entered into the system, but these transactions have yet to be fully processed. They are not available for reports and they have not been entered into or "posted" to the General Ledger. Finally, **Encumbrance** refers to purchase order encumbrances or requisition encumbrances. Purchase order encumbrances are commitments of funds for goods on order. These are reversed when goods are delivered and vouchers are created. Requisition encumbrances are never posted. They are reversed when a purchase order is created.

Important Information: Umbrella account numbers **should never** be used as General Ledger expense account numbers. When you use a budget pool, expenses must be charged to Poolee accounts. Therefore, Poolee accounts **should never** contain budget data.

b. How do I get funds into an account so I can spend them?

For General Revenue (non-personnel) and Bond Revenue funds, authorized staff can perform budget transfers using GLBE (General Ledger Budget Journal Entry).

- For General Revenue funds, transfers should only occur between Umbrella accounts (they begin with two 9s). Student Help budgets cannot be adjusted.

- With Bond Revenue funds, transfers should only occur between object codes.

For Agency funds, it is preferred that staff members contact the Budget Office (8-2143) so they can perform the budget transfer. Authorized staff can make Agency budget transfers without the Budget Office's assistance **if the staff member contacts the Agency Fund Head and notifies him or her of the transfer first**. The Fund Head must perform a "Cash" transfer to go along with the budget transfer. If you do this, and only if you do this, should you then follow these instructions when making an Agency budget transfer with GLBE.

- For Agency funds, budget transfers should only occur between the same Agency fund source (i.e., 10703 to 10703) and between the 991000 lines.

At the first prompt in GLBE, type in option "C" for a Contingency (temporary) transfer or option "A" for an Adjustment (permanent) transfer. See question #9 of this FAQ for more details on budget transferring.

For Grants/Restricted funds, the Fund Head should be e-mailed when you want to request a budget transfer, unless the transfer is for the Lab Schools. If it is for the Lab Schools, contact the Budget Office (8-2143). Grants/Restricted fund budget transfers are dependent on the Grant agreement and what it allows. For Service Department funds, please call the Budget Office to request a budget transfer.

If a total rework of a chart is needed to create a whole new area, you should contact the Fund Head.

9. How can I do budget transfers between General Ledger #s in Datatel?

If you are authorized by your supervisor, you can use GLBE (General Ledger Budget Journal Entry) to perform budget transfers between any object (i.e., commodities to contractual) from one of your General Revenue (non-personnel) or Bond Revenue accounts to another.

For General Revenue (non-personnel) and Bond Revenue funds, authorized staff can perform budget transfers using GLBE.

- For General Revenue funds, transfers should only occur between Umbrella accounts (they begin with two 9s).

- With Bond Revenue funds, transfers should only occur between object codes.

For Agency funds, it is preferred that staff members contact the Budget Office (8-2143) so they can perform the budget transfer. Authorized staff can make Agency budget transfers without the Budget Office's assistance **if the staff member contacts the Agency Fund Head and notifies him or her of the transfer first**. The Fund Head must perform a "Cash" transfer to go along with the budget transfer. If you do this, and only if you do this, should you then follow these instructions when making an Agency budget transfer with GLBE.

- For Agency funds, budget transfers should only occur between the same Agency fund source (i.e., 10703 to 10703) and between the 991000 lines.

All budget transfers should be completed between 8 a.m. and 4:30 p.m. each business day. Grants/Restricted and Service Department budgets cannot be adjusted by you. You should e-mail the Fund Head to see if Grants/Restricted budget transfers can be performed (or call the Budget Office if you work in the Lab Schools). Call the Budget Office (8-2143) to request budget transfers for Service Department funds. No one can do budget transfers between the main fund sources (i.e., General Revenue to Bond Revenue).

You must have security access for both the increase and decrease sides of a budget transfer. If you do not, you should contact the Budget Office. If you need to do a budget transfer to another unit in your College, your College Coordinator can perform this function. If you want to do a budget transfer to an account outside of your area and you are working with General Revenue, Agency or Service Department funds; you should contact the Budget Office. If you are working with Bond Revenue or Grants/Restricted funds, contact the Fund Head.

Budget adjustments will not appear on standard reports until the following business day, but Inquiry screens will reflect the net effect of the transfer as soon as the budget entry is saved.

Note: Be aware of the lapse time period, which occurs during the months of July and August every year. If, during these months, you want a budget transfer to occur during the previous fiscal year (PY), when you are actually entering the data in GLBE during the current fiscal year, then you must enter the date of “06/30/PY” for your budget transfer.

See the Mnemonics Training section of your Datatel Users’ Manual for more detailed information on GLBE instructions. Also, refer to the Appendix to your manual for GLBE instructions.

a. What is the difference between permanent and temporary transfers?

Permanent/Adjustment transfers (influence the beginning budget next year).
Temporary/Contingency transfers (influence only the current year budget).

Be sure which type of transfer you want to do before selecting the Budget Journal Type in the GLBE (General Ledger Budget Journal Entry) screen. To do a permanent transfer, type in option “A” (for Adjustment). To do a temporary transfer, type in option “C” (for Contingency). These options should be entered at the first prompt in the GLBE screen.

10. How do customers make deposits to the Cashier’s Office?

A customer must fill out a receipt form to make a deposit.

Only the following funds can receive deposits: 105xx, 106xx, 107xx, 50701 and any fund that begins with the number 11. Funds 10100, 10200, and 10400 **cannot** receive deposits. Deposits **should not** be made to General Ledger accounts with an object class starting with a 3 or 9. Deposits to General Ledger accounts with an object class starting with 6, 7, or 8 **should only occur** after the customer has contacted and received permission from the Fund Head. If the customer has a deposit for a General Revenue fund, he or she should contact the Fund Head and the Fund Head will tell the customer if it is appropriate to do this.

The system accepts a five-digit cash code (or the 22-digit account number), in addition to the dollar amounts, when a receipt is processed. All customers of the Cashier’s Office should have received a list of the cash codes assigned to their accounts. Cash codes are only used for frequent deposits (i.e., once a month or more). The advantage to the customer and cashier when processing receipts is that the five-digit cash code, in comparison to the 22-digit account number, is easier to remember and write on receipts.

Note: The Cashier’s Office will still process deposits to the 22-digit account number if the customer does not know the five-digit cash code or if a cash code has not been assigned to an account number. If a customer needs a five-digit cash code assigned to an account number, he or she should contact the Cashier’s Office (8-3625).

The customer must fill in the correct code numbers and dollar amounts on the receipt form. He or she must fill in the total deposit line if deposits are made to more than one account. If the five-digit cash code (or the 22-digit account number) is not written on the receipt form, the Cashier’s Office will work with the customer to get the correct information. If the Cashier’s Office cannot make contact with the customer within the same day, the entire deposit will be placed in the Cashier’s vault. They will keep it there until they can contact the customer and obtain the appropriate information.

Note: A 22-digit General Ledger account number is sometimes referred to as a 25-character GL number, but this is only accurate if you are also counting the underscores that separate the digits.

Refer to the Mnemonics Training section in your Datatel Users’ Manual to see an example of the receipt form and to learn more details about this process.

11. What are the current procedures for purchasing items using Datatel?

Departments/units/staff that have requested VOUM (Voucher Maintenance) and REQM (Requisition Maintenance) training are currently entering vouchers and requisitions online in Datatel's Colleague Financials. The rest of the University should submit invoice vouchers and requisitions in the usual fashion. Instructions on these procedures are listed at http://www.ilstu.edu/depts/Purchasing.

• Departments/units/staff who have been trained appropriately can use VOUM to enter new vouchers or to change an existing unfinished voucher. In VOUM, please use the current date if you are not processing a lapse period payment. If you are working with Bond Revenue or Service Department funds, use the delivery date or date of service. If you are processing a lapse period payment because you need to charge a voucher to the previous year's budget, contact the Fund Head for instructions and to find out what date to use. You must do a separate voucher for each fund you are paying from and for each vendor. For detailed information on the VOUM process, please refer to the instructions you were given when you received VOUM online training. You cannot get access to the VOUM screens until you have taken part in the VOUM online training.

Note: All vouchers must be electronically approved by one of the Comptroller's Office staff members before the vouchers can be marked as "Done."

• Departments/units/staff who have been trained appropriately can use REQM to submit requisitions. For detailed information on the REQM process, please refer to the instructions you were given when you received REQM online training. You cannot get access to the REQM screens until you have taken part in the REQM online training.

a. What is the average timeline for voucher/requisition online processes?

• **Vouchers:** For departments/units doing online vouchers and online approvals, a staff member typically completes VOUM (Voucher Maintenance), enters both the departmental Budget Officer's and the Fund Head's codes into the approval screen, and stamps the invoice with the self-inking stamp provided by the Comptroller's Office (Hovey 102). After the Budget Officer has approved the voucher, the invoice is forwarded to the Comptroller's Office, where it is reviewed for accuracy, approved and marked "Done" within one to two days. For departments/units doing online vouchers, but not online approvals, the Budget Officer may sign the invoice before sending it to the Comptroller's Office.

• **Requisitions:** For departments/units doing online requisitions and approvals, the Purchasing Office takes action on requisitions as soon as the Budget Officer or his/her designee has approved the requisition and marked it "Done." If a department/unit states on a requisition that attachments (quotes, specifications, etc.) are being faxed or delivered to Purchasing, action will occur when the attachments are received. For requisitions not requiring bids or concurrence, purchase orders are usually faxed to vendors within 24 hours from the time that the requisitions are approved and marked "Done."

b. How do I look up voucher numbers if vouchers are being entered centrally?

To look up voucher numbers for vouchers that have been entered centrally (in the Comptroller’s Office), it is best to limit your search to the current fiscal year, if desired. First, you should get into the VOUI (Voucher Inquiry) screen. If you want to find all vouchers charged to Biology (General Revenue) expenses for FY 2004, for example, you would enter the following multiple criteria semi-colon command at the Voucher LookUp prompt in VOUI: “;DA GT 06/30/03;GL 10400_…_412…” Use this example and apply it to your situation.

c. Why doesn’t the ;IV shortcut search work in VOUI for vouchers with multiple vendor invoice numbers?

The shortcut ;IV only finds the invoice number entered on the first VOUM (Voucher Maintenance) screen. To find vendor invoice numbers beyond the first one on the voucher, you should use the semi-colon command with the field name :VOU.INVOICE.NOS, followed by the invoice number in question. See your Datatel Users’ Manual for more detailed information on VOUI (Voucher Inquiry) instructions.

d. Why can’t I type more words into the UTED screens in VOUM and REQM?

The 25-character limit is being enforced in DETAILS fields in Release 17. When you are typing words into this screen, please limit your input to 25 characters per line.

e. How can I change vendor IDs or AP types in REQM/VOUM in Release 17?

When you change vendor IDs or AP types in REQM or VOUM, you must highlight the ID, then click on Edit from the Menu Bar, click on Field Delete, and finally reenter the new vendor ID.

f. How are travel vouchers being completed?

All departments/units must continue to prepare and process travel vouchers in the same way they have always performed this function in the past. The Comptroller’s Office enters the travel voucher data into the Datatel system in a summarized fashion.

g. What should I do if a vendor is not listed in the Datatel vendor database?

If you need to use a vendor who is not in the Datatel system, send a New Vendor/Address Form to Jane Ward by fax at 8-8245, or by campus mail at 1200 Comptroller's Business Office. Also include in your request to her the address, phone, and fax number of the vendor if you know that information. (If you have an invoice with that information on it, send a copy of it with the request form.) A W-9 form will be sent to the vendor and they will be entered into the database upon return of this form. Do not send vouchers to the Comptroller' Office (Hovey 102) until the vendor is in the Datatel system. In addition, please do not call the vendor and ask them for their Federal ID number. That information will be gathered from the W-9 form. Jane Ward will contact you (or the department) once she has received the W-9 form and the vendor is entered into the Datatel system. She will also tell you in this contact what the vendor ID number is for that particular vendor. You can obtain the New Vendor/Address Form by calling Jane Ward at 8-5751, by e-mailing her at vjward@ilstu.edu, or by going to: http://www.comptroller.ilstu.edu/datatel/forms/. If you know of a vendor address change that has not been entered into the vendor database, contact Jane Ward. The form can be used for this also.

12. Who should I contact if I get a message that "funds have been exceeded?"

If it is a General Revenue (non-personnel), Agency, or Bond Revenue fund, authorized staff members can do a budget transfer (using GLBE) to cover the overdraft. Please refer to question #9 of this document for instructions on doing budget transfers using GLBE (General Ledger Budget Journal Entry). Question #9 also explains the fund limitations for budget transfers.

See the Mnemonics Training section of your Datatel Users' Manual for more detailed information on GLBE instructions.

If you get this message when you are working with other funds, you should contact the Fund Head for instructions.

If you are working in VOUM (Voucher Maintenance) when you get this message, you must cancel the line item and save the rest of the voucher in a "Not Approved" status until a budget transfer can be completed. You can save or "hold" a voucher by entering some basic information: invoice number, invoice date, invoice amount, and a vendor. Remember to write down the voucher number so you can return to it later.

Another option concerns obtaining permission for an override from the Fund Head. You can exit at the third screen of VOUM and save the voucher with no line items built. Then you can complete the voucher later when, and if, you get permission and the Fund Head performs an override. If you receive permission for an override, you can send the appropriate paperwork to the Comptroller's Office (Hovey 102) and the Fund Head can then build the line items and override the insufficient funds warning. When you send the paperwork to the Comptroller's Office, attach a note to the vendor's invoice (or voucher print) explaining that you are requesting an override for this payment.

Important Information: The Comptroller's Office prefers that you **avoid canceling** from a voucher. If you decide not to use a voucher, the minimum requirements can be filled in (see "hold" above) and the voucher can be used for a different vendor and different amount at another time. This applies only to vouchers in which a vendor ID appears in the vendor ID field. For “miscellaneous vendors” (used ONLY for refunds or some non-employee reimbursements), a voucher cannot be saved without line items.

13. How can I periodically check on the status of our budgets and accounts?

• The best mnemonic to use to check on the status of budgets and accounts is GLSA (Budget Availability Report in Summary or Detail format). The GLSA report can be run through the query mnemonic. Simply enter “GLSA” after you click File-Run and then hit Enter or click OK to begin.

The GLSA report, in Summary format, is run by the Comptroller's Office monthly and sent to the Budget Officers. You can run GLSA on your own in Detail format to see all the Poolee accounts under an Umbrella. If you run the GLSA Summary report and then run the GLSA Detail report right after that, you can compare the grand totals of the Detail report to the Summary report to make sure they match. To learn more about GLSA, refer to question #14 of this FAQ and to your Datatel Users’ Manual.

Important Information: The Detail format of the GLSA report prints every account for the unit, even if there was no activity in the account, so this report can become very long.

• There are also queries that can be run to check on the status of your budgets and accounts for the various funds, including account balances, budget transfers, encumbrances (purchase orders and requisitions), and expenses. For example, there is a mnemonic labeled X651 and when you run this mnemonic you can generate a General Revenue report for fiscal year (FY) 2005. Another report is the FY 2006 Agency report (X652) and there are many other reports for each fund.

These reports are generated from specialized ad hoc queries that were constructed by University staff to satisfy data access needs that cannot be fulfilled by the current reports Datatel offers. These queries require fewer steps and can combine multiple selection criteria. Another advantage of these reports is that they contain the current business day’s figures, whereas reports like GLBS (Budget Status Report) usually only reflect the previous day’s business transactions.

Descriptions and instructions for the XQ (fiscal year–specific) queries can be obtained at http://www.comptroller.ilstu.edu/datatel/manuals/toc.stm under Datatel Users’ Manual, “Chapter 12: How to Run Customized Report Queries (X Queries)”.

• You can also use the mnemonic ACBL (Account Balance Lookup) to see the balance of an account for a fiscal year. ACBL shows you the budgeted amount in the account, not the Cash amount. See your Datatel Users’ Manual for more information on how to run ACBL Inquiries.

14. What reports are available from the system and how do I access them?

There are several different mnemonics that can be used to generate reports.

Note: Remember that GLSA, GLTB and GLBS reports only include transactions through the previous business day, unless postings have been updated by the Comptroller's Office.

• The GLSA (Budget Availability Report) report in Summary format is run monthly by the Comptroller's Office for distribution to the Budget Officers. It shows the detail of Umbrella accounts. GLSA gives you a year-to-date summary report that compares, for revenues and expense accounts, the budget to the total of actuals posted, plus outstanding purchase order encumbrances. This Summary report does not display requisition encumbrances.

You can run GLSA in Detail format to see all the Poolee accounts that are connected to a particular Umbrella account. GLSA, whether in Summary or Detail format, is a Budget Availability Report. Since the Available Balance displayed in GLSA is a comparison to a budget, any negative Available Balance means the budget has been exceeded.

Important Information: The Detail format of the GLSA report prints every account for the unit, even if there was no activity in the account, so this report can become very long.

See your Datatel Users' Manual for a detailed discussion of GLSA or the Appendix to your manual for short-cut instructions.

• The GLTB (General Ledger Trial Balance) report in Detail format can be run for all objects starting with 3, 4, 5, 6, 7, 8, and 9; for all your accounts with activity in them; and for a specific time period. You can see individual revenue and expense transactions through GLTB. GLTB lists your deposits and expenditures whether you are in Summary or Detail format.

GLTB in Summary format (using all objects starting with 3, 4, 5, 6, 7, 8, and 9) gives you the current year Available Cash balance of any account. It is not a Budget report. It is a Cash report based on accounts with activity in them. The GLTB Summary report shows the balances of any chosen account numbers, in comparison to the Detail report, which displays the individual transactions that make up the totals. Requisitions and purchase orders are not displayed on this report, but this is a good report to see every transaction that has been posted to your accounts (except for encumbrance transactions).

Important Information: If you include a large number of accounts, this report can become very long. You should limit your time period to a month or so when running GLTB in Detail mode.

See the Mnemonics Training section of your Datatel Users' Manual for a detailed discussion of GLTB or the Appendix to your manual for shortcut instructions. You may also contact the Datatel Assistance Desk for instructions or assistance.

• ENCI (General Ledger Encumbrance Inquiry) can be used to find all the outstanding purchase orders for a specific General Ledger account number.

See your Datatel Users' Manual for a detailed discussion of ENCI.

• LGLA (List General Ledger Activity) can be utilized to see the status of an individual account or group of accounts. It can access detailed figures concerning actuals, budgets, or encumbrances (purchase orders only).

See the Mnemonics Training section of your Datatel Users' Manual for a detailed discussion of LGLA.

• The query reports discussed in question #13 are also reports available to you.

• If you need to see budget transfers you have two options:

1. If you only have a few Umbrella accounts, you can use LGLA (see above) in the B mode to see budget items only.

2. If you have many Umbrella accounts, it is more effective to use GLBS (Budget Status Report) in Detail format. Specify the funds and units you want to list, then select all objects starting with the number 9. This displays a report of transactions for an account for any period of time in the fiscal year.

   See the Appendix to your Datatel Users' Manual for shortcut instructions on GLBS.

15. What is the process for requesting information or reports not available through centrally produced reports or those provided by the software itself?

You should contact Shirley Murphy at 8-7613 or samurph@ilstu.edu.

16. How do I print from Datatel?

There are many different ways to print from Datatel. The basics of these options will be outlined briefly below, but for more detailed instructions you should review the 4-page Financial Information System Printing document. This can be downloaded at http://www.comptroller.ilstu.edu/datatel/printing/. Also, see the Appendix to your Datatel Users' Manual for more information on printing from Datatel.

Use the Hold/Browse File for the first three Printing Options

It is recommended, when running a standard report like GLTB (General Ledger Trial Balance), that you first send the report to a Hold/Browse File before using the printing options listed below. The Hold/Browse File is selected in the Printing Parameters screen at the Peripheral Device field. If you do this, you will be able to see exactly what your report will look like before it is printed and you will be able to make sure data is being returned from the criteria you selected. When the report looks the way you want it to on the computer screen, you can then send it to the printer using the print local option. You can also use the file save option to save the report to a local file. You could then open and manipulate the report in another application.

Screen Snapshots

You can use a freeware screen capture utility we have available to create high quality screen snapshots/single-page reports. You do not have to use a Hold/Browse File for this option. Contact your LAN Coordinator to get approval to download this freeware application from http://www.comptroller.ilstu.edu/datatel/printing/. When working on PCs you can also produce screen prints by depressing the **ALT and Print Screen** keys at the same time to capture the active screen or you can just hit the Print Screen key to capture the entire desktop. You should then paste the contents into a blank Word document or WordPad.

17. How will I hear and learn about future enhancements and any other instructions regarding the Datatel system?

All staff with Datatel logons will receive e-mails and/or mailings discussing future Datatel enhancements and any other instructions concerning the system. You will be placed on a Datatel listserv when your logon is created. Please do not reply to the e-mails you receive from this listserv. If you need to discuss any of the instructions in these e-mails, refer to the directions given in the e-mail for further questions.

Important Information: Do not ignore your e-mail messages from the Datatel listserv because they often contain very important information concerning when the system may be going down, specific notifications, instructions regarding queries, mnemonics, etc.

Appendix-A:

Password Changes

You must complete the following initialization (password change) process to complete the creation of your new account and you must do this before you can use your new User ID and work within the Datatel system

When your Datatel account has been established, you will receive an e-mail from the Datatel Security Coordinator, Shirley Murphy. **You must change it and select a unique password BEFORE you begin using the Datatel system**. The temporary password that you will be given in the e-mail notification will not work in the UI 1.5 GUI application; it must be changed.

TO ESTABLISH A DATATEL PASSWORD: click on the Datatel icon on your desktop, or click **on Start > Programs > Datatel > Datate**l. At the Datatel Login prompt enter your User ID: (ljjone4); your temporary Password: (newpass), and select **collive** from the **Database:** dropdown box; then click on OK. You will see an Alert box telling you that **Your password needs changing**; click OK. Follow the instructions that appear on the grey screen:

You are required to change your password.

Please choose a new one.

User ID's New password: (your choice)

Enter the new password again: (your choice)

The grey screen should then disappear and the Datatel UI desktop will appear after a few seconds.

When Datatel is run for the first time in a new installation or by any user for the first time on any PC, the application defaults to "UT", which will be displayed on the left side of the title bar (upper left corner of screen) after Datatel - collive - . You must be in "CF" for the mnemonics to which you have access. Click on "Apps" on the Colleague menu bar (upper left corner) and select "CF" for access to Colleague Financials. You may need to click on this twice.

If you wish to change your Datatel password, instructions can be found on our web site under "Update to Datatel's Password Change Instructions": http://www.comptroller.ilstu.edu/datatel/.

If Datatel has been newly installed on your desktop: when UI 1.0 is run for the first time in a NEW installation, the application defaults to "UT", which will be displayed on the left side of the title bar (upper left corner of screen) after Datatel - collive - . You must be in "CF" for the mnemonics to which you have access. Click on "Apps" on the Colleague menu bar (upper left corner) and select "CF" for access to Colleague Financials. You may need to click on this twice. This is necessary only the first time after a new installation.

If you **forget your password**, you must contact Shirley Murphy at 8-7613 or samurph@ilstu.edu. You will be assigned a temporary password. Before you can use Datatel again, you will need to perform the steps to initialize your new account again (see the steps above). You must be in "CF" for the mnemonics to which you have access. You should see “Datatel – COLLIVE – CF” on the menu bar in the upper left corner of your screen. If you see “UT” click "Apps" on the Colleague menu bar (upper left corner) and select "CF" for access to Colleague Financials. You may need to click on this twice. If you have difficulty accessing various areas of Datatel’s Colleague Financials and you are sure you are in the “CF” application, please contact Shirley Murphy.