



Colleague: Budget Reports

Table of Contents

Colleague Budget Reports	1
Budget Status Report	1
Annual or Year-to-Date Budget Report.....	5
Budget to Actual Report.....	9
Summary Account Availability	13

Colleague Budget Reports

Depending on the information you need to view, there are multiple ways to run a budget report in Colleague.

Budget Status Report

1. Log in to Colleague: <http://colleague.prairiestate.edu>
2. In the Form Search field, enter **GLBS** and select the search icon.

3. Populate the following fields in the GLBS form:
 - a. **Fiscal Year:** Enter the year from which you want the budget report.

- b. **Detail or Summary:** Enter **D** for a detailed report or **S** for a summary report.

Note: A *detailed* report will give all line-by-line information and show all POs that are encumbering the funds from the account. A *summary* report will give only the bottom line amount showing in the account and what is encumbered. No company or invoice information will be given. POs not yet approved will not show in the report.

- c. **Calendar Ending Month of:** Enter the number of the month in which the report should end. For the whole fiscal year, enter **6**.

- d. **Starting Transaction Date:** The fields will automatically populate according to the criteria in the above fields.

4. Select the detail button next to **GL Account Definition** to open the **GLSF00** (GL Standard List/SSelect) form.

- a. Select the detail button next to **Select/List** field and the **JSBU05** (ENVISION Statement Generator) form opens. This is the form where you enter fund, department, object, and grant codes.

- b. Enter an **I** in the **Inc/Exc** field for the lines you wish to include.

- c. Populate the fields in each line with the numbers from your GL account. Leave out object and grant numbers if you want all departments that fall under your codes.

Note: Type ... in any field and select **Enter** on the keyboard to bring up a list of all possible codes available.

- d. Enter **N** in the **Prompt for additional selection criteria** field.

- e. Select **Save** to return to the **GLSF00** form.

Note: The Display Criteria fields on the GLSF00 form is now populated with the information from the JSBU05 form.

5. Select the detail button next to **Sort** to open the **CSPS** (Change Sort Specification) form.



- a. In the **Break** field, enter **Y** for the criteria for which you want the report to be separated.

Field Name	Sequence	Break
1 GLS.BUDGET.OFFICER	BY	<input type="checkbox"/>
2 GLS.FUND	BY	<input checked="" type="checkbox"/>
3 GLS.UNIT	BY	<input type="checkbox"/>

- b. Select **Save** to return to the **GLSF00** form.



6. On the **GLSF00** form, type **N** in the **Verify Criteria** field.



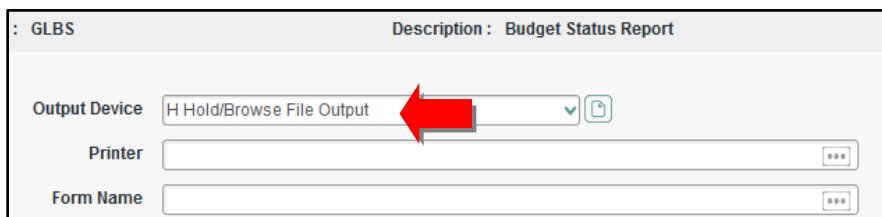
7. Select **Save** to return to the GLBS form.



8. Enter **Y** in the **Proceed with the Report** field.



9. Select **H (Hold/Browse File Output)** from the drop-down box next to **Output Device**.

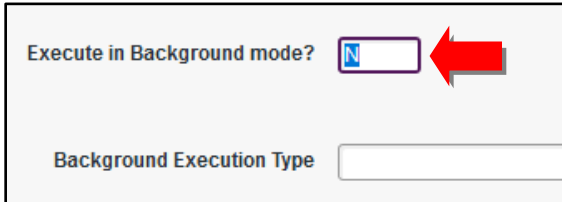



10. Select **Save**.



11. Choose whether or not to print the document in background mode (**Y** or **N**).

Note: If you choose to print in background mode, you will be able to work in other computer programs while the process is running.



Execute in Background mode? 

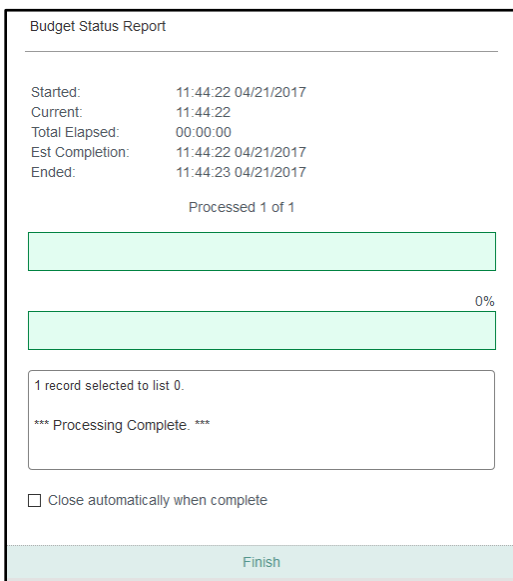
Background Execution Type

12. Select **Save**.



 Save Save All Cancel Cancel All

13. The process window will pop up to let you know when the records have been retrieved.



Budget Status Report

Started: 11:44:22 04/21/2017
 Current: 11:44:22
 Total Elapsed: 00:00:00
 Est Completion: 11:44:22 04/21/2017
 Ended: 11:44:23 04/21/2017

Processed 1 of 1

0%

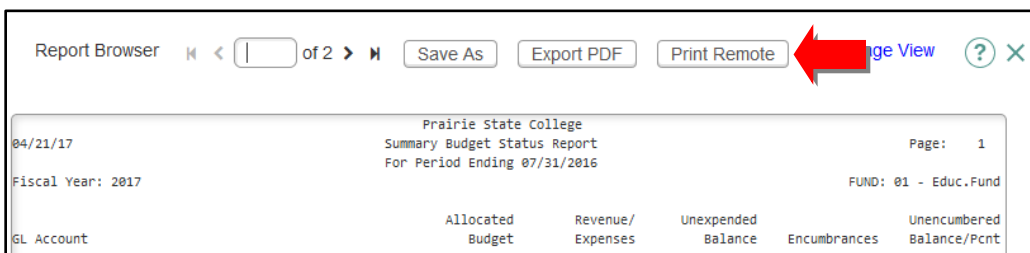
1 record selected to list 0.
 *** Processing Complete. ***




Close automatically when complete

Finish

14. Select **Finish**.

15. The **Report Browser** will then show the records that you have chosen to save or print. Select whether to save or print the file.



Report Browser  of 2  Save As Export PDF Print Remote  Page View ? X

04/21/17 Prairie State College Page: 1
 Summary Budget Status Report
 For Period Ending 07/31/2016 FUND: 01 - Educ.Fund

GL Account	Allocated Budget	Revenue/Expenses	Unexpended Balance	Encumbrances	Unencumbered Balance/Pct
------------	------------------	------------------	--------------------	--------------	--------------------------

Annual or Year-to-Date Budget Report

1. Log in to Colleague: <http://colleague.prairiestate.edu>
2. In the Form Search field, enter **GLBR** and select the search icon.

3. Populate the following fields in the GLBR form:
 - a. **Fiscal Year:** Enter the year from which you want the budget report.

- b. **Annual or YTD Budget:** Enter **A** for Annual or **Y** for YTD.

- c. **Calendar Ending Month of:** Enter the number of the month in which the report should end. For the whole fiscal year, enter **6**.

- d. **Include accounts that have:** Use this field to filter the results as follows:
 - **A:** View complete budget information for the specific GL accounts.
 - **B:** View budget availability for the specific GL accounts.
 - **E:** View departments that have exceeded their budgets.
 - **M:** View departments that have met their budgets.

4. Select the detail button next to **GL Account Definition** to open the **GLSF00** (GL Standard List/SSelect) form.

- a. Select the detail button next to **Select/List** field and the **JSBU05** (ENVISION Statement Generator) form opens. This is the form where you enter fund, department, object, and grant codes.

- b. Enter an **I** in the **Inc/Exc** field for the lines you wish to include.

A screenshot of a form with two sections: 'FUND' and 'FUNCTION, SUB-FUNCTION, UNIT'. The 'FUND' section has three lines. The first line has '1' in the 'Inc/Exc' field, which is highlighted with a red arrow. The 'FUNCTION, SUB-FUNCTION, UNIT' section has two lines. The first line has '1' in the 'Inc/Exc' field, which is also highlighted with a red arrow.

- c. Populate the fields in each line with the numbers from your GL account. Leave out object and grant numbers if you want all departments that fall under your codes.

A screenshot of the same form as above. The 'Inc/Exc' field of the first line now contains 'I'. Red arrows point to the 'Object' and 'Grant' fields of the first line, which are empty.

Note: Type ... in any field and select **Enter** on the keyboard to bring up a list of all possible codes available.

- d. Enter **N** in the **Prompt for additional selection criteria** field.

A screenshot of a 'Prompt for additional selection criteria?' field. The field contains 'N' and is highlighted with a red arrow.

- e. Select **Save** to return to the **GLSF00** form.

A screenshot of a button bar with four buttons: 'Save', 'Save All', 'Cancel', and 'Cancel All'. A red arrow points to the 'Save' button.

Note: The Display Criteria fields on the GLSF00 form is now populated with the information from the JSBU05 form.

5. Select the detail button next to **Sort** to open the **CSPS** (Change Sort Specification) form.

A screenshot of a 'Sort' field. The field contains 'Required' and has a detail button (a small icon) next to it, which is highlighted with a red arrow.

- a. In the **Break** field, enter **Y** for the criteria for which you want the report to be separated.

Field Name	Sequence	Break
1 GLS.BUDGET.OFFICER	BY	<input type="checkbox"/>
2 GLS.FUND	BY	<input checked="" type="checkbox"/> Yes
3 GLS.UNIT	BY	<input type="checkbox"/>

A screenshot of a table with three columns: 'Field Name', 'Sequence', and 'Break'. The table has three rows. The second row has 'GLS.FUND' in the 'Field Name' column, 'BY' in the 'Sequence' column, and 'Yes' in the 'Break' column. A red arrow points to the 'Break' field of the second row.

- b. Select **Save** to return to the **GLSF00** form.



6. On the **GLSF00** form, type **N** in the **Verify Criteria** field.

7. Select **Save** to return to the GLBR form.



8. Enter **D** for a detailed report or **S** for a summary report in the **Detail or Summarize Poolee Accounts** field.

Note: A *detailed* report will give all line-by-line information and show all POs that are encumbering the funds from the account. A *summary* report will give only the bottom line amount showing in the account and what is encumbered. No company or invoice information will be given.

9. Enter **Y** or **N** in the **Show Individual GL Accounts** field.

10. Enter **Y** in the **Proceed with the Report** field.

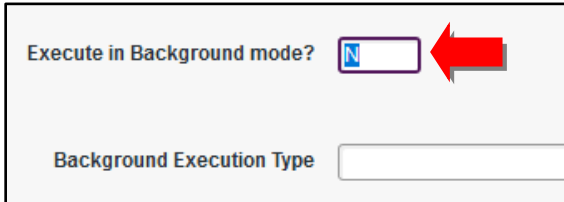
11. Select **H (Hold/Browse File Output)** from the drop-down box next to **Output Device**.

12. Select **Save**.



13. Choose whether or not to print the document in background mode (**Y** or **N**).

Note: If you choose to print in background mode, you will be able to work in other computer programs while the process is running.



Execute in Background mode? N

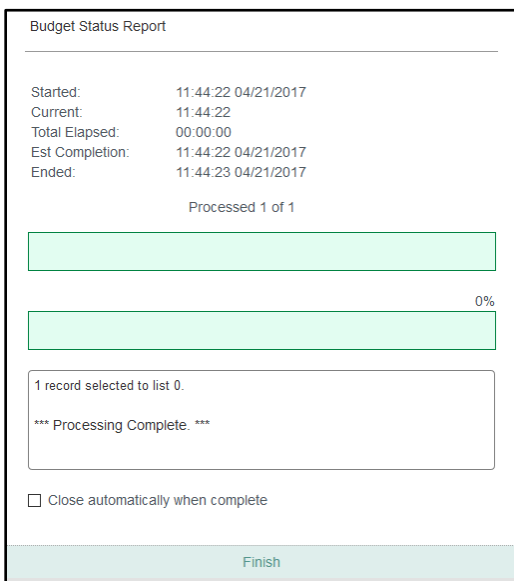
Background Execution Type

14. Select **Save**.



Save Save All Cancel Cancel All

15. The process window will pop up to let you know when the records have been retrieved.



Budget Status Report

Started: 11:44:22 04/21/2017
Current: 11:44:22
Total Elapsed: 00:00:00
Est Completion: 11:44:22 04/21/2017
Ended: 11:44:23 04/21/2017

Processed 1 of 1

0%

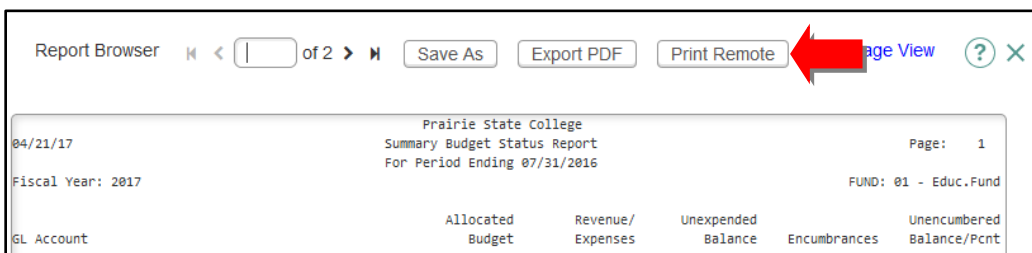
1 record selected to list 0.
*** Processing Complete. ***

Close automatically when complete

Finish

16. Select **Finish**.

17. The **Report Browser** will then show the records that you have chosen to save or print. Select whether to save or print the file.



Report Browser

Save As Export PDF Print Remote Page View

04/21/17 Fiscal Year: 2017

Prairie State College
Summary Budget Status Report
For Period Ending 07/31/2016

Page: 1
FUND: 01 - Educ.Fund

GL Account	Allocated Budget	Revenue/Expenses	Unexpended Balance	Encumbrances	Unencumbered Balance/Pct
------------	------------------	------------------	--------------------	--------------	--------------------------

Budget to Actual Report

1. Log in to Colleague: <http://colleague.prairiestate.edu>
2. In the Form Search field, enter **GLBA** and select the search icon.

3. Populate the following fields in the GLBA form:
 - a. **Fiscal Year:** Enter the year from which you want the budget report.

- b. **Calendar Ending Month of:** Enter the number of the month in which the report should end. For the whole fiscal year, enter **6**.

- c. **Include accounts that have:** Use this field to filter the results as follows:
 - **A:** View complete budget information for the specific GL accounts.
 - **B:** View budget availability for the specific GL accounts.
 - **E:** View departments that have exceeded their budgets.
 - **M:** View departments that have met their budgets.

4. Select the detail button next to **GL Account Definition** to open the **GLSF00** (GL Standard List/SSelect) form.

- a. Select the detail button next to **Select/List** field and the **JSBU05** (ENVISION Statement Generator) form opens. This is the form where you enter fund, department, object, and grant codes.

- b. Enter an **I** in the **Inc/Exc** field for the **Inc/Exc** you wish to include.

FUND		
1	01	2
FUNCTION, SUB-FUNCTION, UNIT		
1	951400	2
GL CLASS, CLASS TYPE, CLASS SUB		

- c. Populate the fields in each line with the numbers from your GL account. Leave out object and grant numbers if you want all departments that fall under your codes.

Note: Type ... in any field and select **Enter** on the keyboard to bring up a list of all possible codes available.

- d. Enter **N** in the **Prompt for additional selection criteria** field.

- e. Select **Save** to return to the **GLSF00** form.

Note: The Display Criteria fields on the GLSF00 form is now populated with the information from the JSBU05 form.

- 5. Select the detail button next to **Sort** to open the **CSPS** (Change Sort Specification) form.

- a. In the **Break** field, enter **Y** for the criteria for which you want the report to be separated.

Field Name	Sequence	Break
1 GLS.BUDGET.OFFICER	BY	<input type="checkbox"/>
2 GLS.FUND	BY	<input checked="" type="checkbox"/> Yes
3 GLS.UNIT	BY	<input type="checkbox"/>

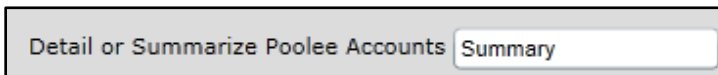
- b. Select **Save** to return to the **GLSF00** form.

- 6. On the **GLSF00** form, type **N** in the **Verify Criteria** field.

7. Select **Save** to return to the GLBA form.

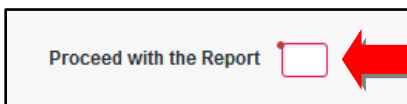


8. Enter **S** for a summary report in the **Detail or Summarize Poolee Accounts** field.

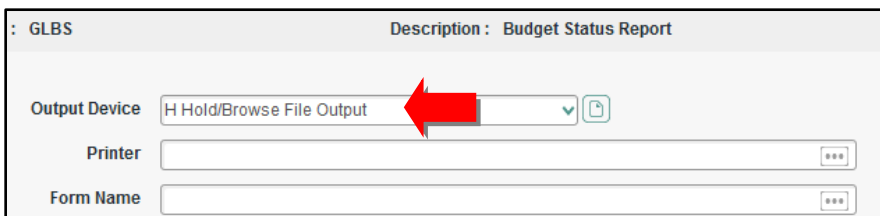


Note: A *summary* report will give only the bottom line amount showing in the account and what is encumbered. No company or invoice information will be given. A detailed report is not available for this report.

9. Enter **Y** in the **Proceed with the Report** field.



10. Select **H (Hold/Browse File Output)** from the drop-down box next to **Output Device**.

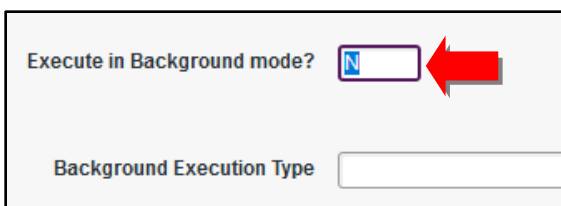


11. Select **Save**.



12. Choose whether or not to print the document in background mode (**Y** or **N**).

Note: If you choose to print in background mode, you will be able to work in other computer programs while the process is running.



13. Select **Save**.



14. The process window will pop up to let you know when the records have been retrieved.

Budget Status Report

Started: 11:44:22 04/21/2017
 Current: 11:44:22
 Total Elapsed: 00:00:00
 Est Completion: 11:44:22 04/21/2017
 Ended: 11:44:23 04/21/2017

Processed 1 of 1

0%

1 record selected to list 0.

*** Processing Complete. ***

Close automatically when complete

Finish

15. Select **Finish**.

16. The **Report Browser** will then show the records that you have chosen to save or print. Select whether to save or print the file.

Report Browser
 of 2 Save As Export PDF Print Remote Page View ? X

Prairie State College

04/21/17 Page: 1

Summary Budget Status Report

For Period Ending 07/31/2016

Fiscal Year: 2017 FUND: 01 - Educ.Fund

GL Account	Allocated Budget	Revenue/ Expenses	Unexpended Balance	Encumbrances	Unencumbered Balance/Pcnt
------------	---------------------	----------------------	-----------------------	--------------	------------------------------

Summary Account Availability

1. Log in to Colleague: <http://colleague.prairiestate.edu>
2. In the Form Search field, enter **GLSA** and select the search icon.

3. Populate the following fields in the GLSA form:
 - a. **Fiscal Year:** Enter the year from which you want the budget report.

- b. **Calendar Ending Month of:** Enter the number of the month in which the report should end. For the whole fiscal year, enter **6**.

- c. **Include accounts that have:** Use this field to filter the results as follows:
 - **A:** View complete budget information for the specific GL accounts.
 - **B:** View budget availability for the specific GL accounts.
 - **E:** View departments that have exceeded their budgets.
 - **M:** View departments that have met their budgets.

4. Select the detail button next to **GL Account Definition** to open the **GLSF00** (GL Standard List/SSelect) form.

- a. Select the detail button next to **Select/List** field and the **JSBU05** (ENVISION Statement Generator) form opens. This is the form where you enter fund, department, object, and grant codes.

- b. Enter an **I** in the **Inc/Exc** field for the **I** you wish to include.

- c. Populate the fields in each line with the numbers from your GL account. Leave out object and grant numbers if you want all departments that fall under your codes.

A screenshot of a form with several input fields. The top section is labeled 'FUND' and contains two rows of fields. The first row has fields with values '1', '1', '2', '1', '01', and '2'. A red arrow points to the '01' field. The second row is labeled 'FUNCTION, SUB-FUNCTION, UNIT' and contains fields with values '3', '1', '4', '1', '951400', and '2'. A red arrow points to the '951400' field.

Note: Type ... in any field and select **Enter** on the keyboard to bring up a list of all possible codes available.

- d. Enter **N** in the **Prompt for additional selection criteria** field.

A screenshot of a form showing a prompt: 'Prompt for additional selection criteria? (Y,N)'. The input field contains the letter 'N'. A red arrow points to the 'N'.

- e. Select **Save** to return to the **GLSF00** form.

A screenshot of a button bar containing four buttons: 'Save', 'Save All', 'Cancel', and 'Cancel All'. A red arrow points to the 'Save' button.

Note: The Display Criteria fields on the GLSF00 form is now populated with the information from the JSBU05 form.

- 5. Select the detail button next to **Sort** to open the **CSPS** (Change Sort Specification) form.

A screenshot of a form showing a 'Sort' field with the value 'Required'. To the right of the field is a small icon representing a detail button. A red arrow points to this icon.

- a. In the **Break** field, enter **Y** for the criteria for which you want the report to be separated.

Field Name	Sequence	Break
1 GLS.BUDGET.OFFICER	BY	<input type="checkbox"/>
2 GLS.FUND	BY	<input checked="" type="checkbox"/> Yes
3 GLS.UNIT	BY	<input type="checkbox"/>

- b. Select **Save** to return to the **GLSF00** form.

A screenshot of a button bar containing four buttons: 'Save', 'Save All', 'Cancel', and 'Cancel All'. A red arrow points to the 'Save' button.

6. On the **GLSF00** form, type **N** in the **Verify Criteria** field.



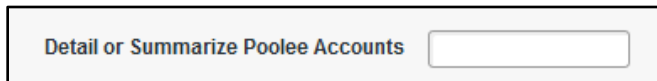
Verify Criteria

7. Select **Save** to return to the GLSA form.



Save Save All Cancel Cancel All

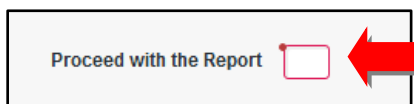
8. Enter **S** for a summary report in the **Detail or Summarize Poolee Accounts** field.



Detail or Summarize Poolee Accounts

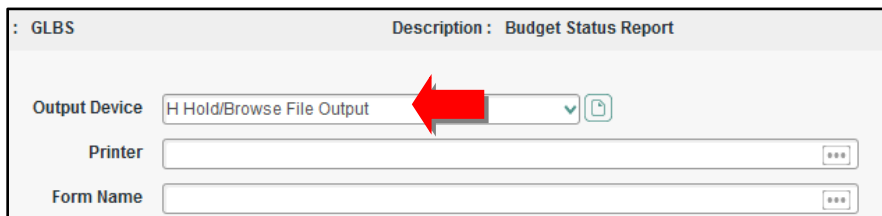
Note: A *summary* report will give only the bottom line amount showing in the account and what is encumbered. No company or invoice information will be given. A detailed report is not available for this report.

9. Enter **Y** in the **Proceed with the Report** field.



Proceed with the Report

10. Select **H (Hold/Browse File Output)** from the drop-down box next to **Output Device**.



: GLBS Description: Budget Status Report

Output Device

Printer

Form Name

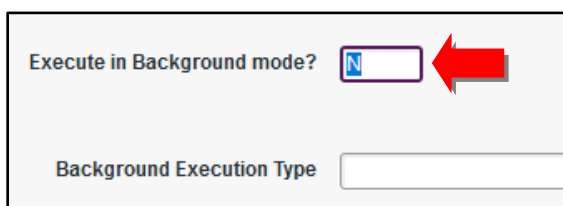
11. Select **Save**.



Save Save All Cancel Cancel All

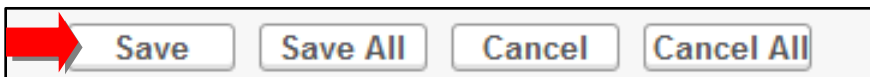
12. Choose whether or not to print the document in background mode (**Y** or **N**).

Note: If you choose to print in background mode, you will be able to work in other computer programs while the process is running.

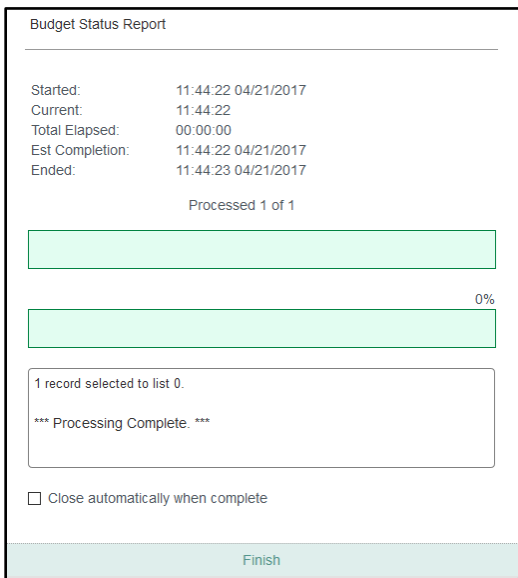


Execute in Background mode?

Background Execution Type

13. Select **Save**.

14. The process window will pop up to let you know when the records have been retrieved.

15. Select **Finish**.16. The **Report Browser** will then show the records that you have chosen to save or print. Select whether to save or print the file.