



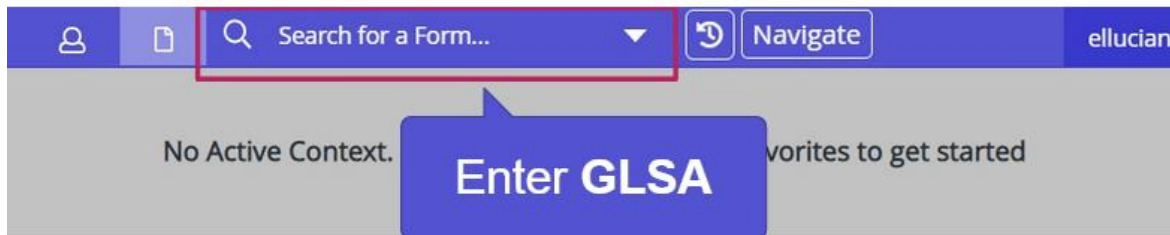
How to run a Summary Account Availability (GLSA)

GLSA is a report for budget line items that compares the allocated budget to the total of the actual expenses posted plus outstanding encumbrances. The intention of the report is not to provide a list of account lines that are available, but to provide those budget lines with activity for the period selected.

This report can sort and break (subtotal) by fund, TOPS code, program number, as well as other GL components and subcomponents. Keep in mind this report will not include Requisitions currently in queue.

In order to have a successful report, you will need to know a few things before we get started. Knowing what budget responsibility your area has, will be key. You can obtain the information you need from your Budget Worksheets or reference the [Chart of Accounts](#). You may also contact, Budget Analyst at 209-384-6267 or email liveth.barragan@mccd.edu to obtain the information. You will need the [Activity Code\(s\)](#)/ [TOP Code\(s\)](#), and/or [Program Codes](#).

1. Start by accessing **GLSA**. You can type “GLSA” directly into the empty field to open the form.



2. Report can be ran for different Fiscal Years, months within the fiscal year, and with specific account status.
 - a. Enter the year, i.e.: 2021-22 Enter “2022”, 2022-23 enter “2023”.
 - b. Calendar Ending Month of: You can always use month 6, this is the last month of the Fiscal Year and it will reflect all activity as of the date.

GLSA - Summary Account Availability ☆ Save Save All Cancel

Fiscal Year 07/01/2020 thru 06/30/2021

Calendar Ending Month of 09/30/2020

Include accounts that have

Enter Date

- c. In the “Include accounts that have” field, type in “A” to include all accounts, this is the most commonly used one. Other options are:
- “E” for budget lines that exceed budgets (Overspent),
 - “B” for budget lines with available funds only
 - “M” for budget lines that have met budget (usually for revenue accounts)

Fiscal Year 2021 07/01/2020 thru 06/30/2021

Calendar Ending Month of 1 01/31/2021

Include accounts that have

GL Account Definition Not defined Required

Enter Option

3. Next, we will use the “GL Account Definition” to define what accounts will appear on the report. Detail into the “GL Account Definition” field by clicking on the icon to the right side of the field.

Fiscal Year 2021 07/01/2020 thru 06/30/2021

Calendar Ending Month of 1

Include accounts that have All Status

GL Account Definition Not defined Required

Unspecified

Detail or Summarize Poolee Accounts

Click Icon

4. Next, detail into the Select/List field by clicking the icon to the right.

Select/List

Sort Required Break - Required

Display Criteria

Click Icon

In this step, you will need your budget data from your area of responsibility. This information is what you will be using to customize your report.

5. Next, you will enter an “i” [include] or “e” [exclude] next to the line you want to add/exclude the component and/or subcomponent value. In the next column, you will enter the GL budget code. You do not need to have a value in each row or column; you will only enter the information next to the field you want to identify the GL Codes of your responsibility. If you leave this screen blank, it will run the entire District’s Account Summary.
 - a. Enter “i” in Field 1 if you want to include a Fund value in Field 2 (see figure below)
 - b. Field 3 “i” Field 4 “Enter your Object Codes value”
 - c. Field 5 “i” Field 6 “Enter your Activity, TOPS Code, and/or Discipline value”
 - d. Field 7 “i” Field 8 “Enter you Program/Location value”

A screenshot of a form with a grid of fields. A blue callout bubble with the text "Enter I" points to field 1, which contains the letter "i". Other fields are numbered 2 through 6. Field 2 contains "1". Field 3 is empty. Field 4 contains "1". Field 5 is empty. Field 6 contains "1". The form has labels for "FUND.GROUP,FUND", "LOCATION", "FUNCTION,DIVISION", and "GL.CLASS,GL.SUB".


A screenshot of a form with a grid of fields. A blue callout bubble with the text "Enter Value" points to field 2, which contains "10". Other fields are numbered 1 through 6. Field 1 contains "i". Field 3 is empty. Field 4 contains "1". Field 5 is empty. Field 6 contains "1". The form has labels for "FUND.GROUP,FUND", "LOCATION", "FUNCTION,DIVISION,SUBDIVISION", and "GL.CLASS,GL.SUB".

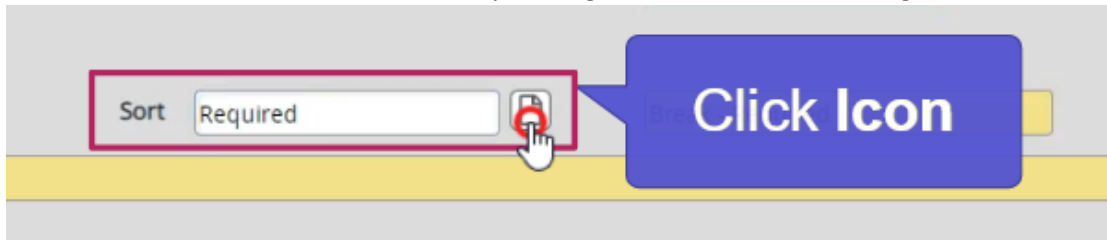
6. After identifying the budget codes you need on your report, scroll down to the bottom of the screen where it says, “Prompt for additional selection criteria? (Y/N)”, enter N for No.

A screenshot of a form with a grid of fields. A blue callout bubble with the text "Enter N" points to a field at the bottom of the screen. The field contains "N". The text "Prompt for additional selection criteria? (Y,N)" is visible above the field. Other fields are numbered 2 through 4.

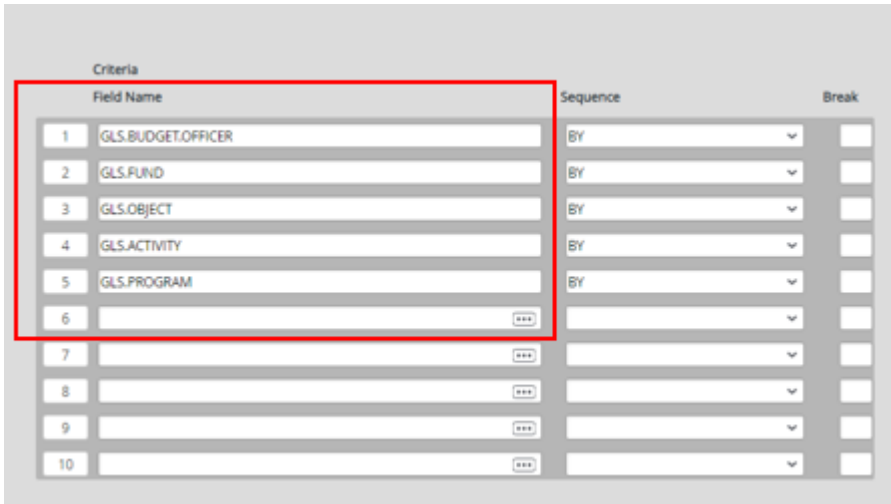
7. Then click Save on the top of the screen.

A screenshot of a form with a grid of fields. A blue callout bubble with the text "Click Save" points to a button labeled "Save". Other buttons labeled "Save All" and "Cancel" are visible. The text "AL FUND" is visible at the bottom of the screen.

8. Next, we define a Sort criteria. Detail into the field by clicking on the icon  to the right.

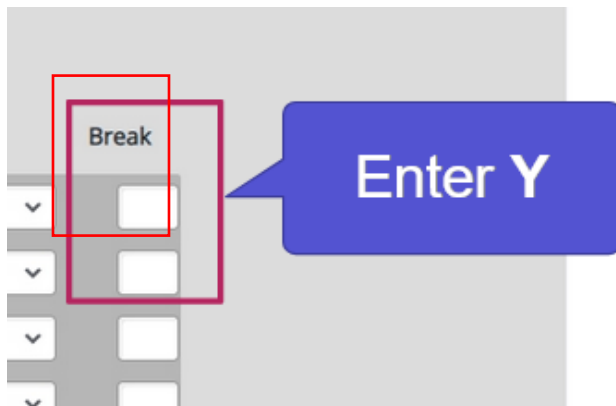


9. In the left-hand column, we can define the sort order. Now, in the far right column under break, we can define where the subtotals will be. If you are unsure on how you want to sort your data, think of the values you used in Step 5. If you identified your values by the Activity GL Code, you may want to add a Y under Break on the GLS.Activity row. If you identified your values by Program Code, you can add a Y to Break in the GLS.PROGRAM row.



Criteria	Field Name	Sequence	Break
1	GLS.BUDGET.OFFICER	BY	<input type="checkbox"/>
2	GLS.FUND	BY	<input type="checkbox"/>
3	GLS.OBJECT	BY	<input type="checkbox"/>
4	GLS.ACTIVITY	BY	<input type="checkbox"/>
5	GLS.PROGRAM	BY	<input type="checkbox"/>
6	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
7	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
8	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
9	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
10	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

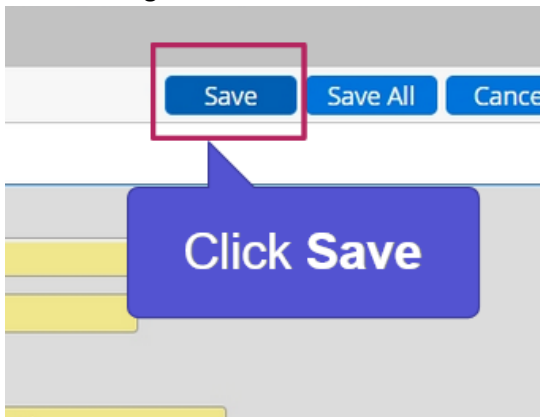
The Breaks are where your subtotals will be. You can have multiple breaks for additional subtotals.



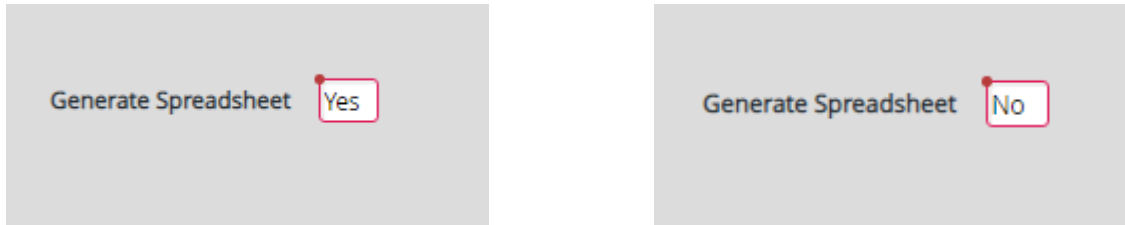
10. Click Save once done.



11. Click Save again.



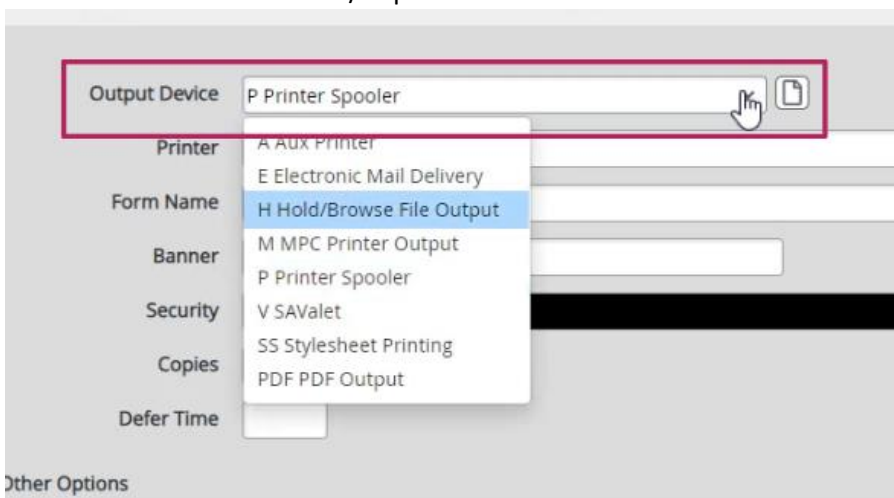
12. You will return to your first screen. Before we move on, you can chose to export this report into Excel. If you do, under Generate Spreadsheet add a Y for Yes. If you want to print or save the report, you can leave as N for No.



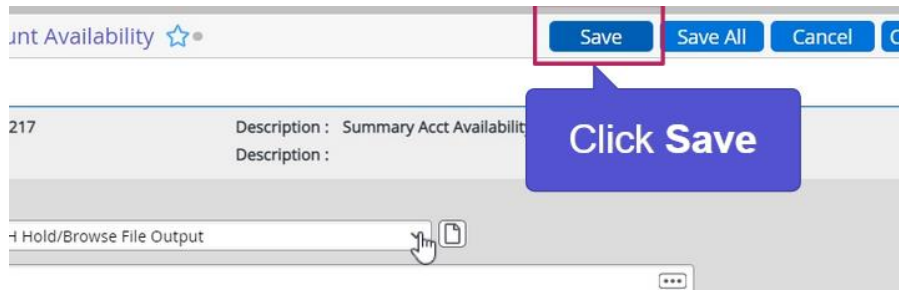
13. Now, click Save again.



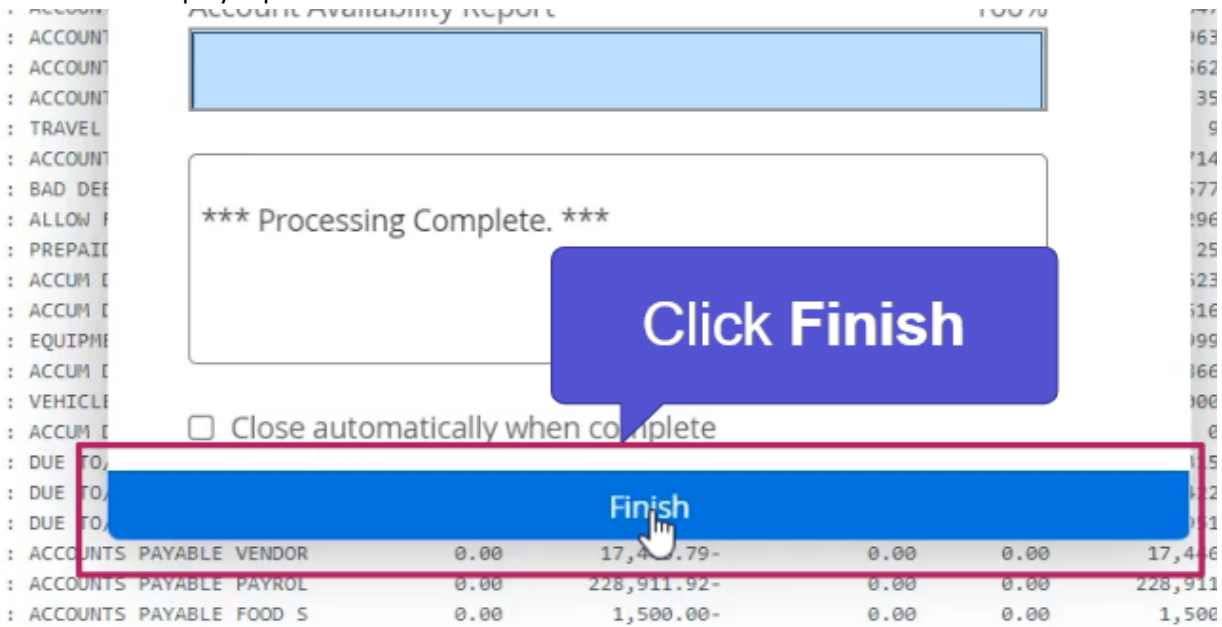
14. For the Output Device, click on the drop-down arrow and select H Hold/Browse to display on the screen which you can later save into a PDF and/or print.



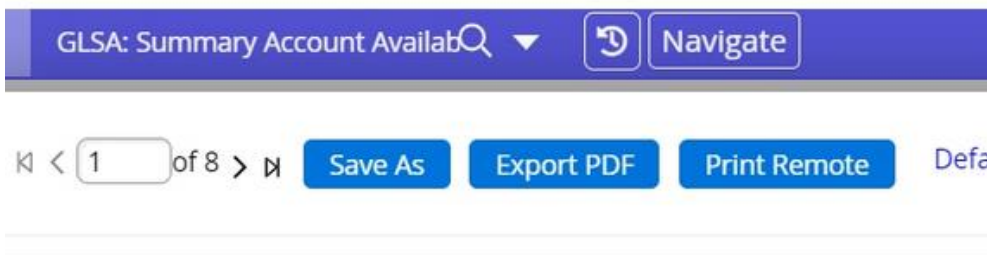
15. Then click Save.



16. After the report has completed processing, if the Close automatically when complete is not checked, you can click on Finish to display report.



17. The report should show each account number, the allocated budget, actuals, the encumbrances, and the budget available. The encumbrances do not include requisitions. You can Export to PDF here where you can save onto your computer files and you can Print Remote to a Colleague printer.



18. To exit from the report, click on the X in the upper-right hand corner.

