



Purpose/Use:

Use the GL Account Balance Inquiry (ACBL) form to review summary fund availability for a specific general ledger account. This form provides a high-level view of account balances and allows users to drill down into related forms to view detailed transaction activity that makes up the summary totals. ACBL is primarily used to review revenue and expense accounts and **is the only report that displays pending transactions, making it the most current and up-to-date view of account activity.**

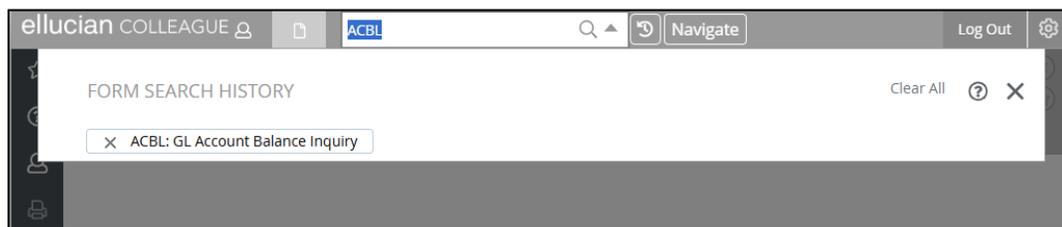
When accessing the ACBL form, Colleague prompts the user to enter the account number and fiscal year. Users may select any current or prior fiscal year. Once entered, ACBL displays summary financial information for the selected account.

- **Fiscal Year.** Indicates the fiscal year that you selected.
- **Allocated Budget.** Displays the allocated budget, which is equal to the original approved budget amount, plus or minus any adjustments
- **Actuals.** Displays the total of the actual amounts posted through the current period and future periods, and actuals pending posting.
- **Encumbrances.** Displays the total of outstanding encumbrances for the fiscal year. Detail to the GL Encumbrance Inquiry (ENCI) form for information about the individual transactions that make up this amount. On the ENCI form, you can view the previous year's encumbrance amount, which is not included in the amounts on the ACBL form. The amount on the ENCI form represents current outstanding encumbrances from previous open fiscal years.
- **Unencumbered Balance.** Displays the amount of the allocated budget that has not yet been formally committed.
- **Requisitions.** This field displays the amount for requested purchases that have not been turned into purchase orders.
- **Available Funds.** Displays the amount of funds still available to be spent if the above requisitions are accepted.

Process:

Step 1: Open the ACBL – GL Account Balance Inquiry

Use the Search function and type in moniker: ACBL. Select ACBL: GL Account Balance Inquiry



Step 2: Enter the GL Account Lookup Information

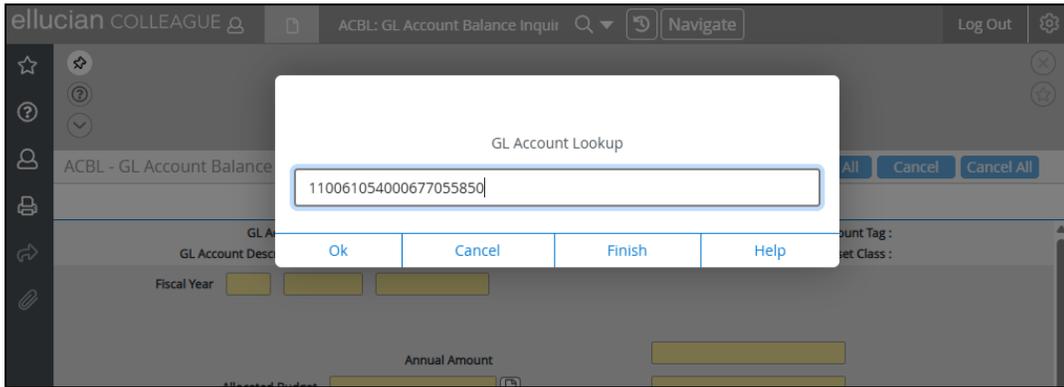
Type in full GL account number and click okay

Note: you can enter GL number with or without dashes



College of the Redwoods, Business Office

ACBL – GL Account Balance Inquiry Procedure



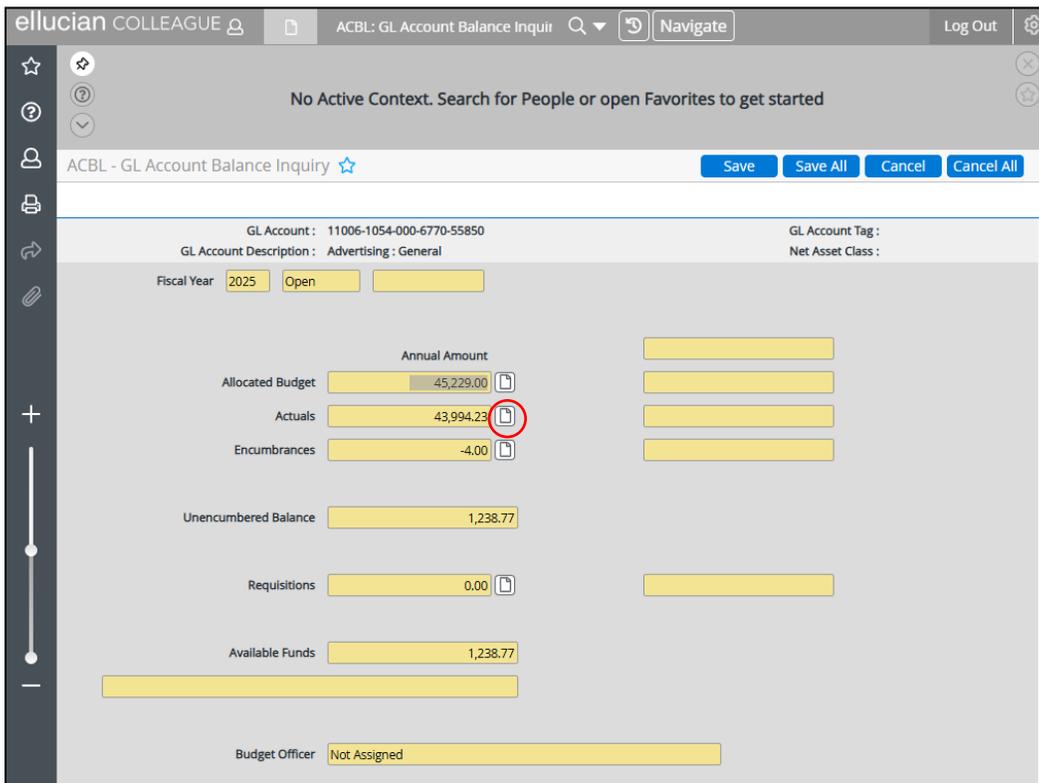
Step 3: Enter Fiscal Year

Enter the fiscal year that you are seeking information on

OPTIONAL:

Step 4: View GL Account Details

Click on the page icon next to Allocated Budget, Actuals, Encumbrances, or Requisitions to view account detail.





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ACBL – GL Account Balance Inquiry Procedure

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

ACBL • GLAI - GLA Transaction Inquiry Save Save All Cancel Cancel All

General Ledger Number : 11006-1054-000-6770-55850 Fiscal Year : 2025
GL Account Description : Advertising : General

Date Range Source Code

Reference No	Date	Description	Amount
1 V0513908	06/30/2025	Bicoastal Media, LLC	142.50
2 V0513920	06/30/2025	Raymond Hamill	150.00
3 V0514821	06/30/2025	Lost Coast Com / KHUM KSLG	216.00
4 V0514823	06/30/2025	Lost Coast Com / KHUM KSLG	216.00
5 V0513867	06/23/2025	US Bank Corp Paymt System	345.68
6 V0513222	05/31/2025	Bicoastal Media, LLC	142.50
7 V0513334	05/31/2025	Lost Coast Com / KHUM KSLG	132.00
8 V0513336	05/31/2025	Lost Coast Com / KHUM KSLG	132.00
9 V0512243	05/31/2025	Raymond Hamill	150.00
10 V0512495	05/27/2025	Mad River Union	448.00
11 V0512200	05/22/2025	US Bank Corp Paymt System	15.40
12 V0511167	05/09/2025	West Coast Paper Co	179.88

Sub-set total
Total Actuals 43,994.23
Actuals pending posting 0.00
Grand Total 43,994.23

Step 5: Return to Previous Screens

Press Cancel to return to previous screen/restart the process with a new GL