



Purpose/Use:

The GLSA – Summary Account Availability report provides a summary view of General Ledger (GL) activity for a specified period, fund, or account range. It is commonly used to review budget health, prepare budget transfers, verify fund balance at the end of the fiscal year, and as a quick overall view.

This report shows:

- **Beginning balance.** What the account started with at the beginning of the fiscal year
- **Year-to-date Activity.** All posted transactions (revenue, expenses, transfers, etc.)
- **Encumbrances.** Any outstanding commitments (like BPOs) that haven't been closed out.
- **Current Balance.** The available balance after factoring in activity and encumbrances.
- **Budget vs. Actual.** Compares adopted budget, adjustments, and expenditures to date.

Process:

Step 1: Understand your GL Structure

Refer to the Business Office Training or [Chart of Accounts](#) for a more in-depth overview of GL structure. In general, you will need to know which section(s) of the GL you are looking for reportable data on.

SUBFUND	COST CENTER	PROGRAM	ACTIVITY	OBJECT
XXXXX	XXXX	XXX	XXXX	XXXXX

Step 2: Open GLSA – Summary Account Availability

Use the search function in Datatel and type in moniker "GLSA". Select GLSA: Summary Account Availability



Step 2: Enter Required Information

Enter information into the following fields:

A. Fiscal year

- Enter the ending year of the fiscal year you are looking for a report on.
Example: For FY 24/25, enter 2025.
Example: For FY28/29, enter 2028.

B. Calendar Ending Month of

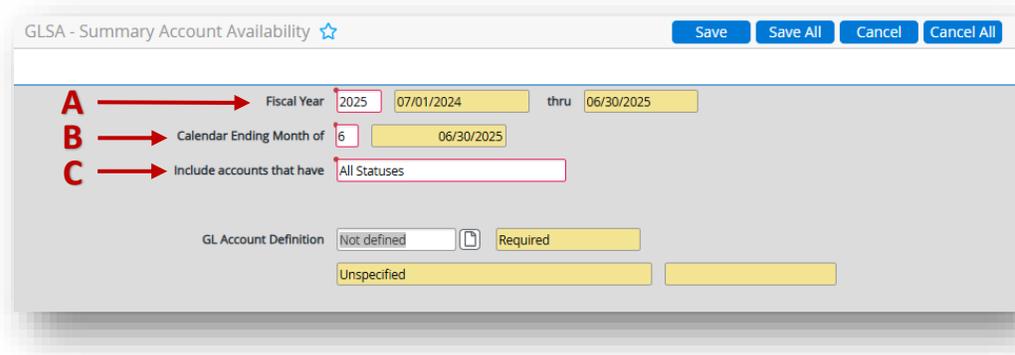
- Enter the month number representing the last month of the reporting period.
 - For full fiscal year, enter 6 (for June)
 - For mid-year or partial reports, enter the number of the month you want data through
Example: To see Q1 (July-September) data, enter 9 for September.

Example: To see all fiscal year data, enter 6 for June

C. Include accounts that have

This determines which budget statuses appear on the report. Typically, departments will use “A”.

- B = Budget Available
- M = Met the Budget
- E = Exceeded the Budget
- A = All Statuses (this is typically what you will use)



D. GL Account Definition

GL Account Definition is defined by clicking into the paper icon: . A new page will appear (GLSF00). You must enter the following:

1. Select/List

- a. Click into the paper icon  next to Select/List. The JSBU05 screen will open.
- b. In the far-left Include/Exclude column, you have the option to enter:
 - I = Include
 - E = Exclude
- c. In the corresponding row, enter the component value (e.g. subfund, cost center, program, activity, or object/class) that you are looking to include in your report or exclude.

Examples:

- To run report by subfund: enter “I” in subfund and type the 5-digit subfund number (first section of the GL line). (See example below using 11006)
- To limit report to one program: enter “I” in Program and enter the program number (see example below using 300)
- To include only revenues & expenditures (for a very simple & clean report): enter “I” in Class and type 4 for revenue into the first box and 5 for expenditures into the second box.



Additional Examples:

- To pull all programs beginning with the same letter or number: enter "1" in Program and type the first letter or number, followed by "...", press Enter, and select all (see following example)

SEARCH RESULTS FOR: SO.DESCS

#	Key	Description
1	A01	Special Athletic Fund
2	A02	Native Youth Summer Camps
3	A03	Women's Basketball
4	A04	Football Trust Fund
5	A05	Rotary Investment Athletic
6	A06	Men's Basketball
7	A07	Baseball
8	A08	Volleyball Trust
9	A09	Men's Wrestling
10	A10	Athletic Fund Raising
11	A11	Men's Soccer
12	A12	Softball Trust
13	A13	Cheerleading
14	A14	Cross Country Trust
15	A15	Athletic Training Room
16	A16	PE Snapple Machine
17	A17	Women's Soccer
18	A18	Women's Tennis
19	A19	Women's Wrestling
20	A20	Rodeo

Open 20 Selected Select All



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Please note: You will only have access the departments and programs that you have been assigned to based on role. Your list may look different than those provided as examples throughout this procedure.

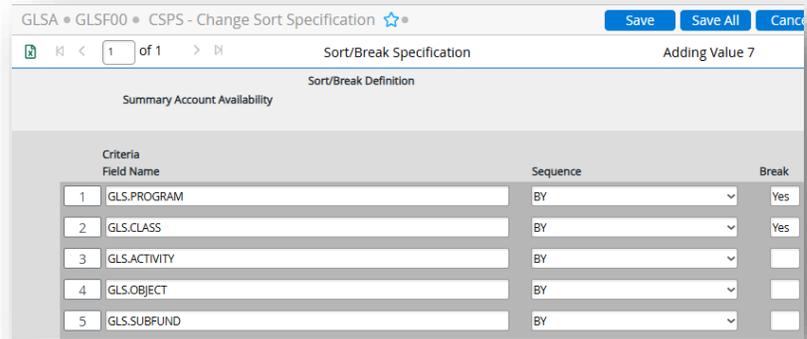
- d. Click into the red bordered box (Y/N) at the bottom of the page. You do not have to enter any information.
- e. Click Save to return to the previous page (GLSF00)

2. Sort:

- a. Click the paper icon  next to Sort.
 - The CSPS Screen will open.
- b. Delete row 1 (GLS.BUDGET.OFFICER)
 - Select Row 1 by clicking on “1” and press Delete.
- c. Sorting Adjustments:
 - The GLSA report will run based on the hierarchy of listed rows. Add or adjust sorting levels based on how you want data grouped. **A “Y” in the “break” box indicates that the report will break/separate and total by the criteria listed.** See below examples for further detail.
 - 1) Moving a row higher:
 - a. Copy the field/row name.
 - b. Delete the field/row name you just copied.
 - c. Paste over another row you won’t be filtering by that is higher in the hierarchy.
 - d. Enter Y in the break column.
 - 2) Adding a field/row that is not listed:
 - a. Click into the row you want to override.
 - b. Type “...” and press enter
 - c. Select the element name you are looking for (most commonly “GLS.CLASS”)
 - d. Press Open
 - e. Enter Y in the break column.

Examples:

- Multiple Programs:
Move program to the top of the hierarchy to have report split and total each program separately. To do so, follow seps in 2-C-1 above. Your sort screen should look something like this:



- **Break by Class** (Assets, Liabilities, Equity, Revenue, & Expenditures): Add a line for class under your primary sort selection by following steps in 2-C-2 above for a clearer grouping of revenues vs expenditures. This is highly recommended for an easy-to-read report. Screenshot above on page 4 shows what this will look like.

d. Click Save to return to the GLSF00 screen.

Step 3: Run Report

- Click Save (on the GLSF00 screen) to return to the primary GLSA screen.
- Detail or Summarize Poolee Accounts will automatically populate with Summary. Leave this default setting as-is.
- Under Generate Spreadsheet:
 - Yes – if you want the report exported to Excel
 - No – to quickly view in Datatel, or export to PDF.
- Click Save
- Output Device:
 - Ensure it's set to: H – Hold/Browse File Output
- Click Save to run the report.

How To Interpret Results:

The GLSA report displays budget activity for each account, including allocated budget, actual expenditures, encumbrances, and available budget (remaining).

The **Available Budget** reflects the remaining spending authority after accounting for expenses and commitments.

- If your Available balance on an expense account (5xxx object code) is negative, this indicates that there is not sufficient budget available to support current or planned expenditures.
- A negative available budget requires corrective action. Budget must be reallocated from another account line with sufficient available balance through a budget transfer (XGLB). The most common line to reallocate budget through is Cost Center Contingency (57990)



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Available Budget = Allocated Budget– Actuals– Encumbrances

01/13/26		Redwoods Community College District				Page: 2
Fiscal Year: 2026		Account Availability Report Ending 06/30/26				
		Options - Available/Met/Exceeded Budget				
		SUBFUND: 11006 - Discretionary Funds				
GL Account	Allocated Budget	Actual	Encumbrances	%Committed	Available	
11006-6051-000-0000-57990	Cost Center Contingency : G	0.00	0.00	0.00	0.00	0.00
11006-6051-000-6600-55320	Membership Fees : General	1,000.00	827.00	0.00	82.70	173.00
11006-6051-000-6720-52380	Salary, Short-term Staff :	23,554.00	4,016.25	0.00	17.05	19,537.75
11006-6051-000-6720-53200	PERS, All : General	4,500.00	1,353.67	0.00	30.08	3,146.33
11006-6051-000-6720-53300	OASDHI, All : General	2,066.00	307.24	0.00	14.87	1,758.76
11006-6051-000-6720-53500	SUI, All : General	38.00	6.03	0.00	15.87	31.97
11006-6051-000-6720-53600	Wk Comp, All : General	353.00	52.49	0.00	14.87	300.51
11006-6051-000-6720-54500	Office Supplies : General	4,000.00	2,800.42	1,093.27	97.34	106.31
11006-6051-000-6720-54910	Warehouse Supplies : Genera	600.00	467.56	0.00	77.93	132.44
11006-6051-000-6720-55180	Contract Services : General	13,000.00	915.25	12,084.75	100.00	0.00
11006-6051-000-6720-55212	Staff Development Expense :	3,800.00	1,813.69	0.00	47.73	1,986.31
11006-6051-000-6720-55285	Staff Travel : General	10,000.00	5,381.72	0.00	53.82	4,618.28
11006-6051-000-6720-55320	Membership Fees : General	1,600.00	858.85	430.00	80.55	311.15
11006-6051-000-6720-55820	Postage And Delivery : Gene	2,600.00	1,262.50	41.80	50.17	1,295.70
11006-6051-000-6720-55850	Advertising : General	3,500.00	1,167.32	832.68	57.14	1,500.00
11006-6051-000-6720-55883	Bad Debt Expense : General	150,000.00	2,149.28	0.00	1.43	147,850.72
11006-6051-000-6720-55884	Bank Card Expense : General	35,000.00	15,352.72	19,807.11	100.46	159.83-
11006-6051-000-6720-55889	Miscellaneous Expense : Gen	33,991.00	104.01	0.00	0.31	33,886.99
11006-6051-000-6720-55922	Interprogram Serv, Printing	3,500.00	714.70	0.00	20.42	2,785.30
11006-6051-000-6720-56480	New Furn/Equip >\$200 : Gen	5,000.00	2,474.92	0.00	49.50	2,525.08
11006-6051-000-7210-55889	Miscellaneous Expense : Gen	3,130.00	1,823.57	1,280.00	99.16	26.43
11006-6051-055-0000-57990	Cost Center Contingency : D	3,000.00	0.00	0.00	0.00	3,000.00
11006-6051-072-6770-55180	Contract Services : Klamath	274,250.00	0.00	174,000.00	63.45	100,250.00
11006-6051-072-7100-55660	Facilities Rental : Klamath	40,000.00	0.00	40,000.00	100.00	0.00
11006-6051-111-6720-56455	Technology Equip >\$1000 : T	27,607.00	0.00	0.00	0.00	27,607.00
11006-6051-215-6720-55890	Bank Charges : Interest Cha	50.00	30.47	0.00	60.94	19.53
11006-6051-255-6750-55320	Membership Fees : Title IX	5,500.00	5,500.00	0.00	100.00	0.00
11006-6051-300-5900-51900	Noninstructional Retirees :	0.00	30,000.00	0.00	0.00	30,000.00-
11006-6051-300-5900-53100	STRS, All : District Genera	0.00	5,730.00	0.00	0.00	5,730.00-
11006-6051-300-5900-53300	OASDHI, All : District Gene	0.00	435.00	0.00	0.00	435.00-
11006-6051-300-5900-53500	SUI, All : District General	0.00	45.00	0.00	0.00	45.00-
11006-6051-300-5900-53600	Wk Comp, All : District Gen	0.00	392.10	0.00	0.00	392.10-
11006-6051-300-5900-53710	Retirement Instructors & Ai	97,982.00	97,982.00	0.00	100.00	0.00
11006-6051-300-5900-53731	Retirement Academic Admin :	13,884.00	13,884.00	0.00	100.00	0.00
11006-6051-300-5900-55889	Miscellaneous Expense : Dis	7,322.00	7,322.00	0.00	100.00	0.00
11006-6051-300-6460-55180	Contract Services : Distric	9,800.00	3,028.60	5,971.40	91.84	800.00
11006-6051-300-6720-55641	Software Maintenance Contra	27,000.00	10,147.99	16,852.01	100.00	0.00
11006-6051-300-6720-55890	Bank Charges : District Gen	8,000.00	1,330.46	0.00	16.63	6,669.54
11006-6051-300-6740-53725	Retirement Other Nonacademi	34,568.00	34,568.00	0.00	100.00	0.00
11006-6051-300-6790-55736	License Fees : District Gen	2,710.00	2,645.12	0.00	97.61	64.88
11006-6051-I00-7100-55288	Special Project Travel : Bo	1,000.00	396.45	0.00	39.65	603.55
11006-6051-I00-7100-55701	Audit & Accounting Service	0.00	0.00	6,250.00	0.00	6,250.00-
Totals for CLASS: 5 - Expenditures		853,905.00	257,286.38	278,643.02	62.76	317,975.60
Totals for SUBFUND: 11006 - Discretionary Funds		853,905.00	257,286.38	278,643.02	62.76	317,975.60