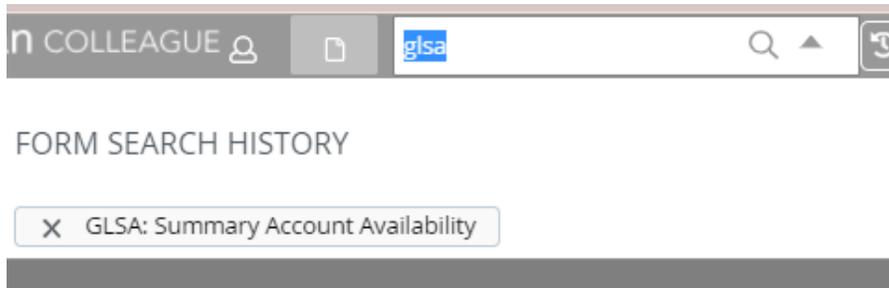


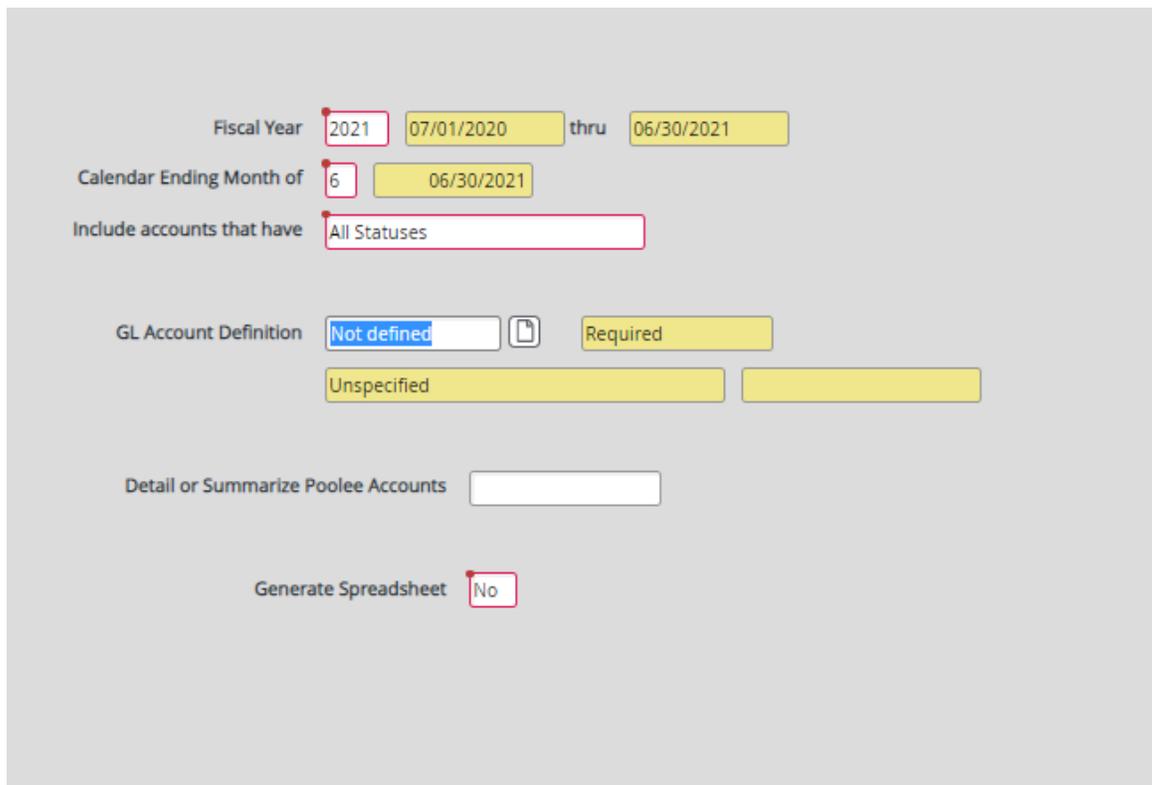
Pulling a GLSA Report

1. Use the mnemonic GLSA in Datatel.



The screenshot shows the top navigation bar of the Datatel system. On the left, there is a logo with the letter 'n' and the word 'COLLEAGUE' followed by a user icon. In the center, there is a search bar containing the text 'glsa'. To the right of the search bar are icons for search, a dropdown arrow, and a refresh button. Below the search bar, the text 'FORM SEARCH HISTORY' is displayed. Underneath, there is a search history entry: 'X GLSA: Summary Account Availability'.

2. Enter the Fiscal year you would like to pull the report for, Change the Calendar ending month to 6 to capture the entire year, and enter an "A" in the include accounts that have field...



The screenshot shows the configuration form for pulling a GLSA report. The form has several fields and buttons:

- Fiscal Year:** A dropdown menu showing '2021', with a date range '07/01/2020 thru 06/30/2021' displayed next to it.
- Calendar Ending Month of:** A dropdown menu showing '6', with a date '06/30/2021' displayed next to it.
- Include accounts that have:** A text input field containing 'All Statuses'.
- GL Account Definition:** A dropdown menu showing 'Not defined', with a 'Required' button and an 'Unspecified' button below it.
- Detail or Summarize Poolee Accounts:** An empty text input field.
- Generate Spreadsheet:** A dropdown menu showing 'No'.

3. Drill into the  by the GL account definition.

4. Drill into the  by select/list.

- Enter an I in the field that you would like to include In the example below, the report would include Subfund 11006 and Costcenter 6050.

Incl/Exc	Component Values	VP, Administrative Services
	ENTITY,FUND,SUBFUND	
1	I	2 1 11006 2 ... 3 ... 4 ...
	CABINET,DIVISION,COSTCENTER	
3	I	4 1 6050 2 ... 3 ... 4 ...
	PROGRAM	
5		6 1 ... 2 ... 3 ... 4 ...
	UNIT,ACTIVITY	
7		8 1 ... 2 ... 3 ... 4 ...
	CLASS,TYPE,CATEGORY,OBJECT	
9		10 1 ... 2 ... 3 ... 4 ...
	GLS.BUDGET.OFFICER	
11		12 1 ... 2 ... 3 ... 4 ...
	GLS.NET.ASSET.CLASS.CODE	
13		14 1 ... 2 ... 3 ... 4 ...
		1 1 ... 2 ... 3 ... 4 ...

- Enter "N" in the Prompt for addition selection criteria

Prompt for additional selection criteria? (Y,N)

- Enter Save



- Drill in to the  by Sort
- Delete the first line "GLS.Budget.Officer"
- Once deleted the first line should be "GLS.SUBFUND" tab over to the Break column and enter "Y"
- To Sort by class click into the second line "GLS.COSTCENTER" and enter "..." then press enter.

12. This will prompt a search

SEARCH RESULTS FOR :
 DICTIONARY



 DICT GLS.2021




#	Element Name	Type	Loc	Format	Conversion	Single/Multi	Association
1	GLS.ACTIVITY	I				S	
2	GLS.BUDGET.OFFICER	I				S	
3	GLS.CABINET	I				S	
4	GLS.CATEGORY	I				S	
5	GLS.CLASS	I				S	
6	GLS.COSTCENTER	I				S	
7	GLS.DIVISION	I				S	
8	GLS.ENTITY	I				S	
9	GLS.FUND	I				S	
10	GLS.NET.ASSET.CLASS.CODE	I		10L		S	
11	GLS.OBJECT	I				S	
12	GLS.PROGRAM	I				S	
13	GLS.SUBFUND	I				S	
14	GLS.TYPE	I				S	
15	GLS.UNIT	I				S	

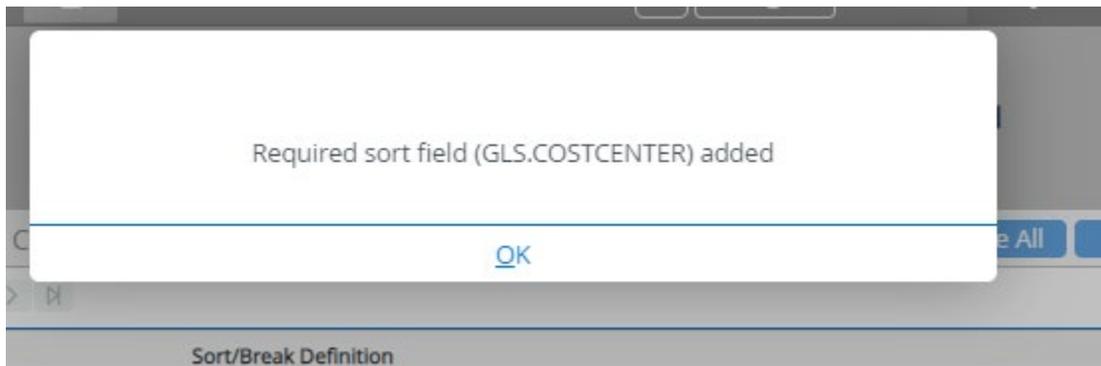
0 Selected
 Select All

13. Double click on 5- GLS.CLASS.

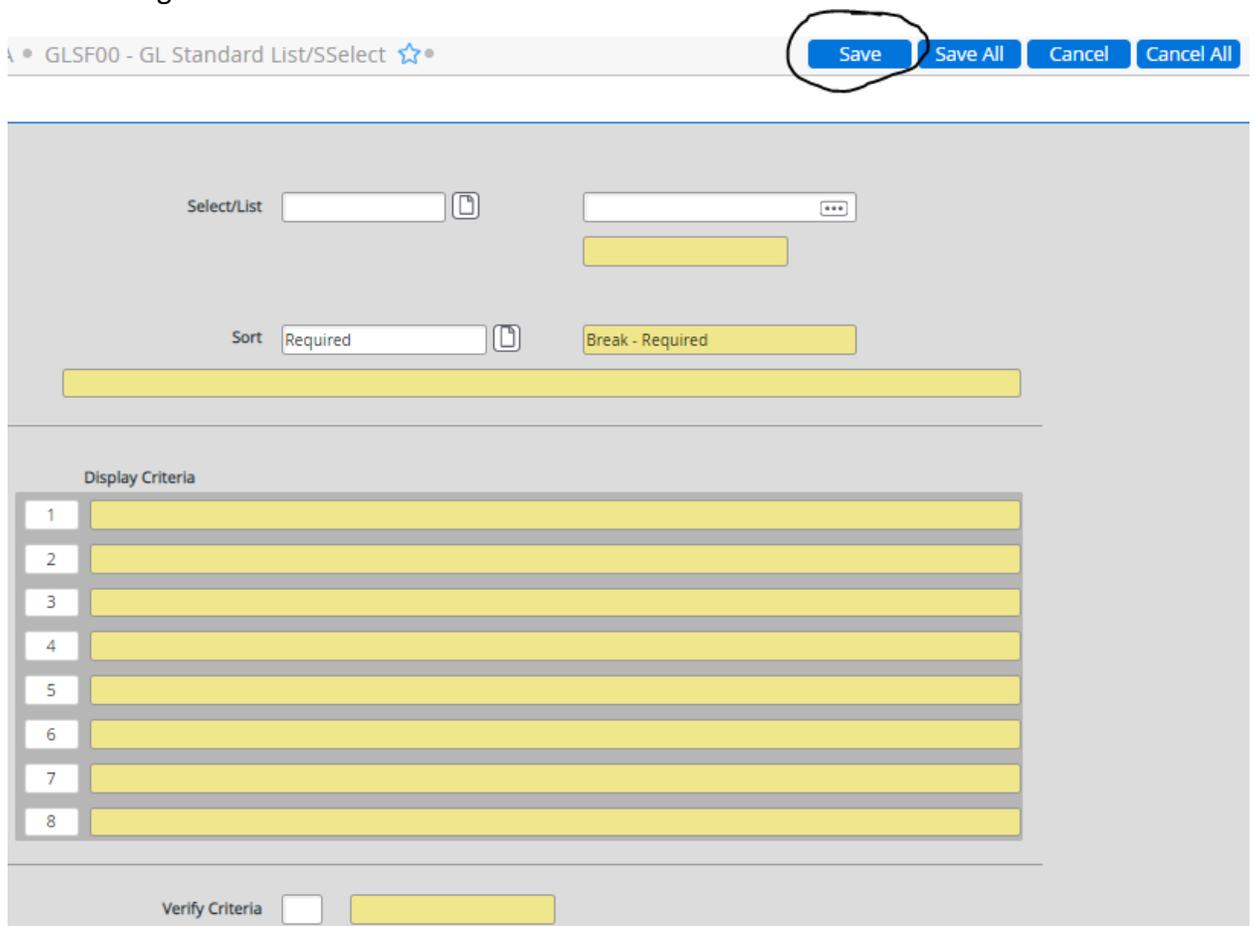
14. Tab over to the break column and enter "Y"

Criteria			
	Field Name	Sequence	Break
1	GLS.SUBFUND	BY	Yes
2	GLS.CLASS	BY	Yes
3	GLS.PROGRAM	BY	
4	GLS.ACTIVITY	BY	
5	GLS.OBJECT	BY	
6	<input type="text" value="..."/>		
7	<input type="text" value="..."/>		
8	<input type="text" value="..."/>		
9	<input type="text" value="..."/>		
10	<input type="text" value="..."/>		

15. Click save, you will get the message below and click OK



16. Click Save again



17. If you would like to export the report as into excel you would enter “y” in the generate spreadsheet field.

The screenshot shows a report generation interface with the following fields and values:

- Fiscal Year: 2021 (highlighted in red), 07/01/2020 (highlighted in yellow), thru 06/30/2021 (highlighted in yellow)
- Calendar Ending Month of: 6 (highlighted in red), 06/30/2021 (highlighted in yellow)
- Include accounts that have: All Statuses (highlighted in red)
- GL Account Definition: Defined (highlighted in red), Required (highlighted in yellow), Unspecified (highlighted in yellow)
- Detail or Summarize Poolee Accounts: Summary (highlighted in red)
- Generate Spreadsheet: Yes (highlighted in red)

18. Click Save

19. Enter “H” in the Output Device field.

20. Click Save again.

21. Download the report if you chose to export into excel or export the report for PDF format.