



# ***MOTT COMMUNITY COLLEGE***

## ***JOB AID***



# Create a New GL Account Number GLAA

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GLAA-GL Account Authorization

Account Number: ##-#####-#####

Major Account	Components	Component Name	Component Description
1: [grid icon]	[grid icon]	Fund	
2: #####	[grid icon]	Cost.Center	
3: #####	[grid icon]	Activity	
	[grid icon]		
	[grid icon]		

GL Account Tag [hatched] [grid icon]

Rebate Tax Code [hatched]

Net Asset Class Code [hatched]

5. → Activate/Inactivate [input]

Comments [1] [hatched] [grid icon]

Authorize

Ledger	Status
1 [input]	[input]
2 [input]	[input]
3 [input]	[input]
4 [input]	[input]

Controller Major Account Components Value 1/3

Required Field

**All Fields Marked in Red MUST be filled in.**

Field Not Used

**Procedure Information:**

Title: GL Account Authorization  
Mnemonic: GLAA  
File Name: JA\_GLAA\_.ppt  
Application: APPS-CF-GLAA  
Primary Dept: Finance/Accounting  
Effective Date: September 12, 2006  
Revision Date: September 18, 2006 Rev # 2

**Purpose:**

Use the GL Account Authorization (GLAA) screen to create a general ledger account number.

**Summary Steps**

1. Login to **Datatel**. Click **APP**, then Click **CF**. Type "**GLAA**", click **GO**.
2. **Fund Account** - Enter two digit Fund Number.  
If new fund number, Enter "**A**" for new component. Click **OK**. Enter description. Click **Save**. Click **Update**.
3. **Cost Center Account** - Enter five digit Cost Center Number.  
If New Cost Center Number, enter "**A**" for new component. Click **OK**. Enter Description. Click **Save**. Click **Update**.
4. **Activity Account** - Enter five digit Activity Number.  
If New Activity Number, enter "**A**" for new component. Click **OK**. Enter Description. Click **Save**. Click **Update**.
5. **Activate/Inactivate** – Type "**A**" for active
6. **Ledger** – Type current year for ledger .
7. **Status** – Type "**O**" for Open.
8. Save your work.

**Using the Guide**

1. Actions are **Bold**.
2. Data to enter is ***"Italic"***.
  - Notes are bulleted.
    - Field Codes
3. Field Names are underlined.
4. Click means use the mouse.
5. Enter means use the keyboard.
6. Press means use the keyboard.

**Task Bar**

Quick Access [Dropdown] [Go] [Save] [Cancel] [Save All] [Cancel] [Delete Record] [Menu Tree] [Field Help]

Enter Mnemonic or Select from Dropdown    Execute Button    Save    Cancel    Save All    Cancel    Delete Record    Menu Tree    Field Help

[Save] Save [Exit] Exit

First Record    Previous Record    Next Record    Last Record



Course Levels [1] 100 Beginning L [Dropdown]

**DROP DOWN LIST** – Click **Icon**, Click **item** on the list.

- 100 Beginning Level
- 200 Advanced Level
- CE Continuing Ed
- DEV Developmental



Course Levels [1] 100 Beginning L [Dropdown]

**SCROLL** – Indicates more than one selection is allowed. Click **Arrows** to scroll up or down. This example shows #1 is level 100.



**CALENDAR** – Click **Icon**. Click **Arrows** to scroll to month and year. Click **Date**. Or type the date **MMDDYY-072106**.



**CALCULATOR** – Click **Icon**. Click or press calculator **keys**. Click **Enter**. Or just type number into field.



Status  
A Active [Dropdown] [Details Icon]

**DETAILS** – Click **Icon** to open a new window to display or record more details for the field. When done, click **Save**.

**Original Function Keys**

Shift >	Process Help	Function Help	Window Insert	Window Page Jump	Window Back	Field Back	Element Back	Cancel	Exit	Refresh	Clear EOL	Screen Back
	Field Help	Detail	Window Jump	Field Jump	Window FWD	Field FWD	Element FWD	Direct Access	Finish	Update	Screen Jump	Screen FWD
	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12

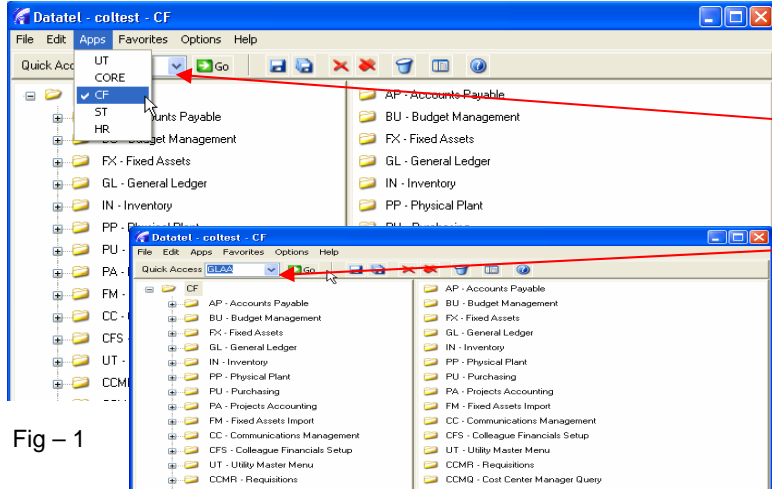
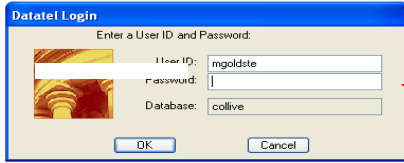


Fig - 1

**Step 1: Login to Datatel** (Fig. - 1)

1. **Double Click** on the **Datatel Icon**.
2. Enter your **“User ID”** and **“Password”**
  - Database should be [collive]
3. Click **OK**.
4. At the Datatel Menu Bar, Click on **Apps**
5. Click **CF**
6. In the Quick Access area, enter **“GLAA”**
7. Click **Go**

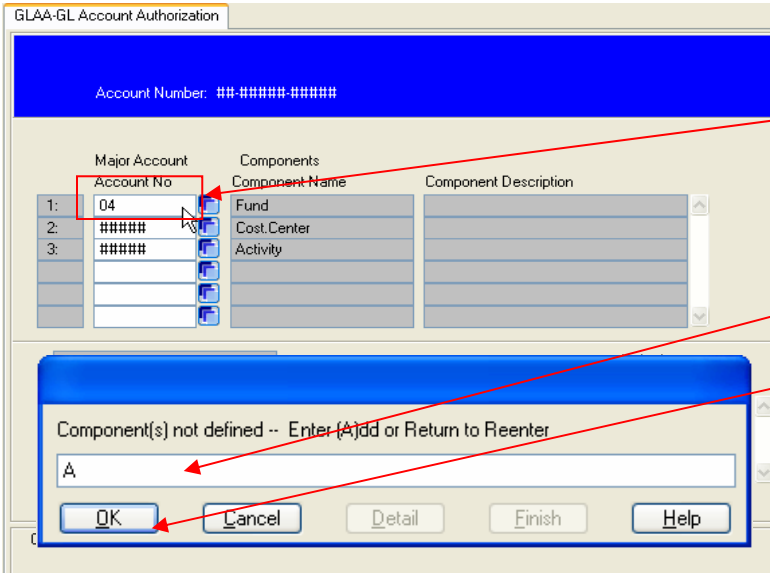


Fig - 2

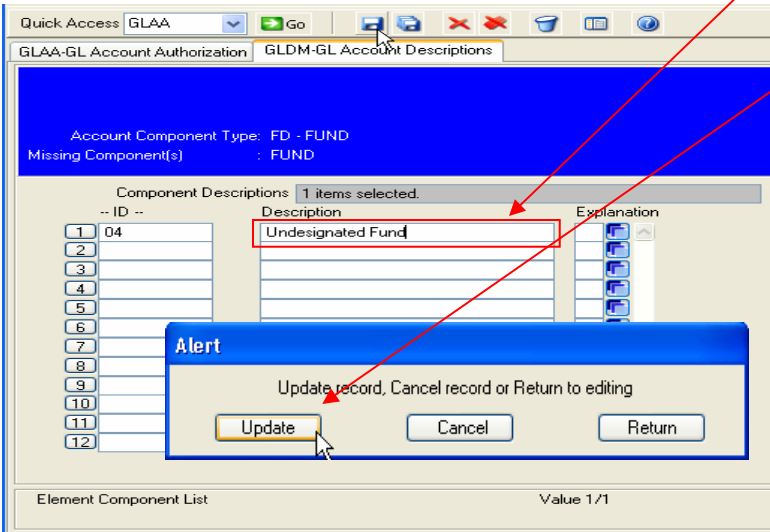



Fig - 3

## Step 2: Enter a Fund Number (Fig. - 2)

1. Enter a two digit number into Field #1.
  - If you use a pre-existing number, you will not get prompted. Go to Step 3.
2. Enter "A" to add a new component.
3. Click **OK**.
4. Enter the Description of new fund component. (Fig. - 3)
5. Click **Save**. 
6. Click **Update**.

## Job Aid: Create a New GL Account Number - GLAA

GLAA-GL Account Authorization

Account Number: 04#####

Major Account Account No	Components Component Name	Component Description
1: 04	Fund	Undesignated Fund
2: 04000	Cost Center	
3: #####	Activity	

Component(s) not defined -- Enter (A)dd or Return to Reenter

A

OK Cancel Detail Finish Help

Fig - 4

### Step 3: Enter a Cost Center Number (Fig. - 4)

1. Enter a five digit number into Field #2.
  - If you use a pre-existing number, you will not get prompted. Go to Step 4.
2. Enter "A" to add a new component.
3. Click **OK**.
4. Enter the Description of new cost center component. (Fig. - 5)
5. Click **Save**.
6. Click **Update**.

Quick Access: GLAA Go

GLAA-GL Account Authorization GLDM-GL Account Descriptions

Account Component Type: UN - COST\_CENTER  
Missing Component(s): COST\_CENTER.GRP\_COST\_CENTER

Component Descriptions | 2 items selected

-- ID --	Description	Explanation
1 0400	IS Security	
2 04000	IS Security Systems	
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

Alert

Update record, Cancel record or Return to editing

Update Cancel Return

Fig - 5

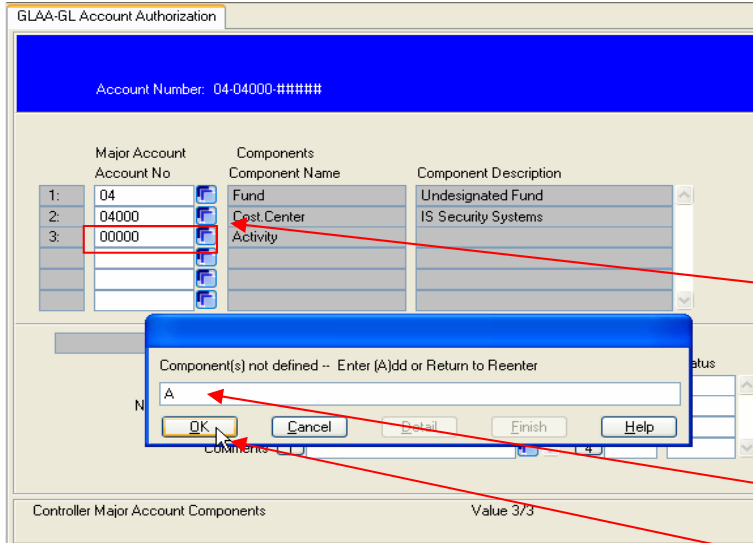


Fig – 6

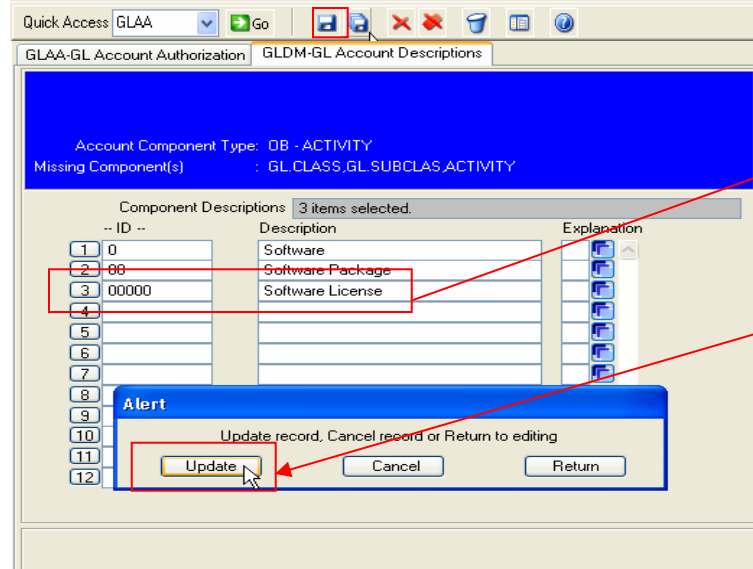


Fig – 7

## Step 4: Enter an Activity Number (Fig. – 6)

1. Enter a five digit number into Field #3.
  - If you use a pre-existing number, you will not get prompted. Go to Step 5.
2. Enter “A” to add a new component.
3. Click **OK**.
4. Enter the Description for Activity component. (Fig. – 7)
5. Click **Save**.
6. Click **Update**.

# Job Aid: Create a New GL Account Number - GLAA

GLAA-GL Account Authorization

Account Number: 04-04000-00000

Major Account Account No	Components Component Name	Component Description
1: 04	Fund	Undesignated Fund
2: 04000	Cost.Center	IS Security Systems
3: 00000	Activity	Software License

Alert: Record not found - Reenter or Add

Buttons: OK, Add

Controller Major Account Components Value 3/3

Fig - 8

## Step 4a: Add New Account Number (Fig. - 8)

1. Click **Add**.
  - This adds the Account number as new.

GLAA-GL Account Authorization

Account Number: 04-04000-00000

Major Account Account No	Components Component Name	Component Description
1: 04	Fund	Undesignated Fund
2: 04000	Cost.Center	IS Security Systems
3: 00000	Activity	Software License

New Account Number

GL Account Tag

Rebate Tax Code

Net Asset Class Code

Activate/Inactivate: **Activate**

Comments: 1

Authorize Ledger Status

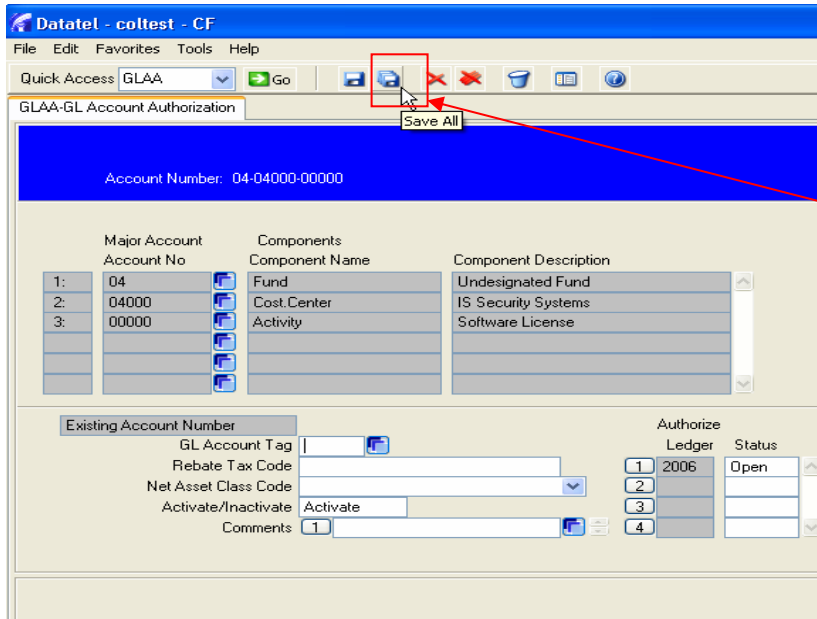
Ledger	Status
1 2006	Open
2	
3	
4	

New Record

Fig - 9

## Step 5: Activate New Account Number (Fig. - 9)

1. Enter **"A"** for Activate.
2. Enter year of Ledger.
  - Note: You may enter a past, present, or future year. Multiple years can be entered if necessary.
3. Enter **"O"** for Open Status.



## Step 6: Save Your Work (Fig. – 10)

1. Verify your entry
2. Correct as needed.
3. Click the **Save** button.

Fig – 10