

DATATEL REPORTS (LGLA)

Listing General Ledger Activity (LGLA)

- Lists activity on one or more GL account(s)
 - 1) Check Fiscal Year
 - 2) Enter starting and ending transaction date
 - 3) Enter A, B, or E
 - 4) Enter the full 14 digit account number. Multiple accounts can be entered
 - 5) Enter Y and proceed with report by clicking 'Save All'

The screenshot shows the DATATEL Colleague web application interface. At the top, there is a navigation bar with 'LGLA: List GL Activity', a search bar, and buttons for 'SEARCH RESULTS', 'NAVIGATION', 'FAVORITES', and 'Logout'. Below this is a browser window with the DATATEL Colleague logo and a 'No Active Context' message. The main application window has a menu bar with 'File', 'Options', and 'Help', and a toolbar with buttons for 'Auto-Close Context', 'Save', 'Save All', 'Cancel', and 'Cancel All'. The main content area is titled 'LGLA - List GL Activity' and contains the following fields:

- Fiscal Year: 2014
- Starting Transaction Date: 13/04/01
- Ending Transaction Date: 14/03/31
- (A)ctuals, (B)udgets or (E)ncumbrances: Actuals
- Include GL Accounts: A table with 6 rows, the first row containing '11-5-632000-63310'.
- Include Source Codes: A table with 6 rows, each containing a dropdown menu with options like 'AA - Actual Open Balance', 'CA - Capitalized Assets', 'CD - Cash Disbursements', 'CR - Cash Receipts', 'DA - Disposed Assets', and 'DN - Donation Receipts'.
- Proceed with the Report: Yes

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- 1) Enter 'H' to view the report or 'P' to print it
- 2) Click Save All

The screenshot shows a software window titled "LGLA - List GL Activity". The window has a menu bar with "File", "Options", and "Help". Below the menu bar are buttons for "Auto-Close Context", "Save", "Save All", "Cancel", and "Cancel All". The window content includes:

- Peripheral : SETPTR.WGERRITS.589
- Description : List GL Activity
- Process : LGLA
- Description :
- Output Device: H Hold/Browse File Output
- Printer: [Empty text box]
- Form Name: [Empty text box]
- Banner: [Empty text box]
- Security: PB Public
- Copies: 1
- Defer Time: [Empty text box]
- Other Options:
 - 1 NHEAD
 - 2 [Empty text box]
 - 3 [Empty text box]
- Page Width: 100
- Page Length: 60
- Top Margin: 3
- Bottom Margin: 3
- Max Pages per PDF: [Empty text box]

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- 1) Click Save All again to proceed to the report

The screenshot shows a software window titled "LGLA - List GL Activity". The window has a menu bar with "File", "Options", and "Help". Below the menu bar are several buttons: "Auto-Close Context" (with a dropdown arrow), "Save" (with a green checkmark), "Save All" (with a green checkmark), "Cancel" (with a red X), and "Cancel All" (with a red X). There are also window control buttons (minimize, maximize, close) and a help icon.

Below the menu bar, the window title is "LGLA - List GL Activity". The main content area has a light blue header with the following text:

Job Description : List GL Activity
Job Statistics ID : LGLA_WGERRITS_57850_16763

The main content area is light gray and contains the following configuration options:

Execute in Background mode?

Background Execution Type

Schedule Process to Run Next on  after

Schedule Process to Run Every/From

Schedule Process on Weekdays only

Schedule Process to Start After

Stop Automatically Scheduling Process on 

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13/11/25 **1**

Actual Activity Listing
For Period 13/04/01 thru 14/03/31 **4**

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2 11-5-632000-63310 Telephone : Business Office

7	8	9	3	5	6
Src	Ref.No	Description	Date	Debits	Credits
JE	TEL0413	Telephone Bill -apr	13/04/30	408.45	
JE	TEL0413	Telephone Bill -apr	13/04/30	38.79	
JE	TEL0513	Telephone Bill -MAY	13/06/01	407.39	
JE	TEL0513	Telephone Bill -MAY	13/06/01	37.09	
JE	CEL001	Mobility April Statement	13/06/28	9.27	
JE	CEL001	Mobility April Statement	13/06/28	93.14	
JE	CEL002	Mobility May Statement	13/06/29	9.40	
JE	CEL002	Mobility May Statement	13/06/29	82.76	
JE	CEL003	Mobility June Statement	13/06/30	9.68	
JE	CEL003	Mobility June Statement	13/06/30	85.44	
JE	TEL0613	Telephone Bill -JUN	13/06/30	407.02	
JE	TEL0613	Telephone Bill -JUN	13/06/30	39.21	
JE	CEL004	Mobility July Statement	13/07/18	9.44	
JE	CEL004	Mobility July Statement	13/07/18	112.00	
CR	C000000039	D. Spencer, Tel.Chrgs.1416	13/07/24	0.00	40.00
JE	TEL0713	Telephone Bill -Jul	13/08/01	381.55	
JE	TEL0713	Telephone Bill -Jul	13/08/01	38.66	
JE	CEL05	Mobility August Statement	13/08/23	7.75	
JE	CEL05	Mobility August Statement	13/08/23	115.03	
JE	CEL006	Mobility September Statement	13/09/04	7.88	
JE	CEL006	Mobility September Statement	13/09/04	81.25	
JE	TEL0813	Telephone Bill -Aug	13/09/27	387.34	
JE	TEL0813	Telephone Bill -Aug	13/09/27	37.06	
JE	TEL0913	Telephone Bill -SEPT	13/10/01	384.02	
JE	TEL0913	Telephone Bill -SEPT	13/10/01	39.07	
JE	CEL007	Mobility October Statement	13/10/31	6.36	
JE	CEL007	Mobility October Statement	13/10/31	102.11	
JE	TEL1013	Telephone Bill -oct	13/11/01	389.68	
JE	TEL1013	Telephone Bill -oct	13/11/01	43.36	
JE	CEL008	Mobility November Statement	13/11/20	9.11	
JE	CEL008	Mobility November Statement	13/11/20	213.92	
Period Totals ----->				10 3,993.23	40.00
Current Balance ----->				11 3,953.23	

1. Date report was run
2. GL account and description
3. Transaction date
4. Date range of report. Only transactions within the date range are shown.
5. Amount debited to account
6. Amount credited to account
7. Source code
8. Reference number
9. Transaction description
10. Total debited and credited for date range
11. Current balance of account

