



# ***MOTT COMMUNITY COLLEGE***

## ***JOB AID***



# Single Account Maintenance

## GLMT

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3.

  
Required Field

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

  
Field Not Used

**Procedure Information:**

Title: Single Account Maintenance  
Mnemonic: GLMT  
File Name: JA\_GLMT\_Single Account Main.ppt  
Application: APPS-CF-GLMT  
Primary Dept: Finance/Accounting  
Effective Date: September 18, 2006  
Revision Date: September 18, 2006 Rev # 1

**Purpose:**

Use the Accounts Maintenance (GLMT) screen to activate or inactivate a single GL account number, to open or freeze a single GL account for a given fiscal year, change the budget officer for a single GL account, or to designate the yearend closing account (Fund Balance account).

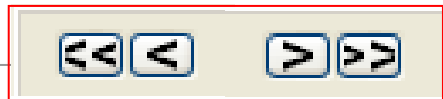
**Summary Steps**

1. Login to **Datatel**. Click **APP**, then Click **CF**. Type "**GLMT**", click **GO**.
2. Enter GL Account Number.  
"**## - ##### - #####**" ie. 04-04000-00000  
Click **OK**.
3. Enter **A**(ctive) or **I**(nactive). Click **Save**.
4. If an Alert pops up about Budget Officer, Click **OK**.
5. Click **Update**.

**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**



First Record Previous Record Next Record Last Record



Course Levels **1** 100 Beginning L

**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

**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

**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



**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 **GLMT**
7. Click **Go**

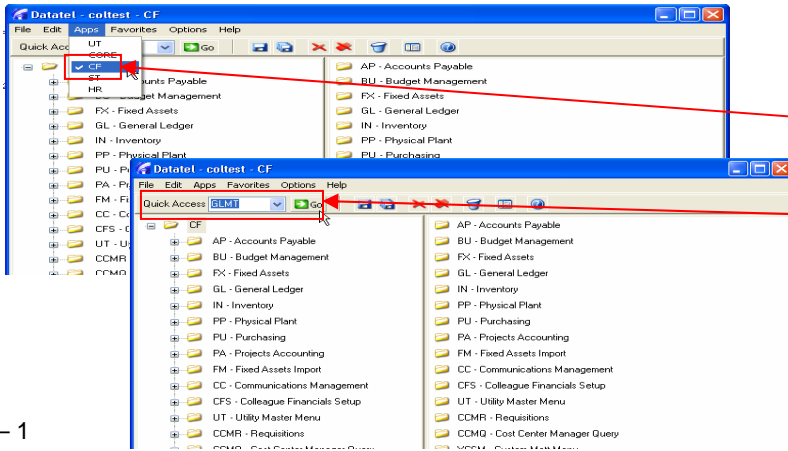
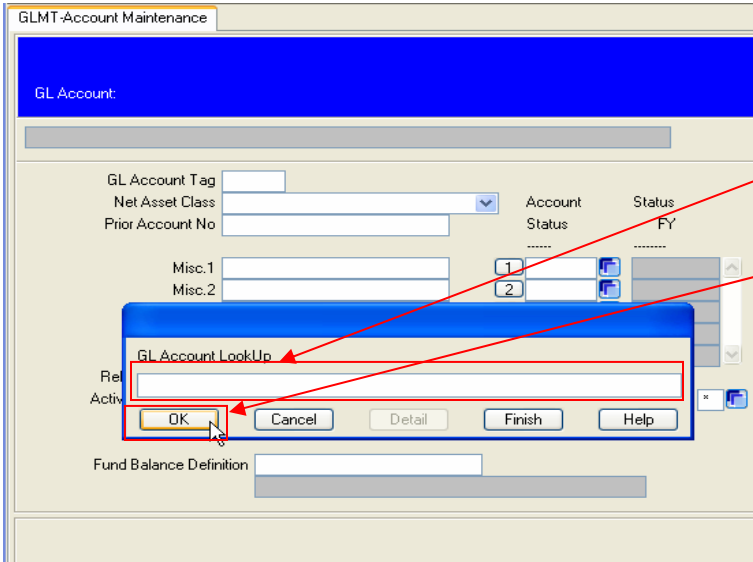


Fig – 1



## Step 2: GL Account Lookup (Fig. – 2)

1. In the GL Account Lookup popup window, enter GL Account number “##-#####-#####”, ie. “04-04000-00000”
2. Click **OK**.
3. If you do not know the GL Account Number, type 3 periods “...”.
  - The “...” lists all codes in a lookup.

## Step 2a: GL Account Lookup Window (Fig. – 3)

1. Look for the General Ledger Account Number in the list.
2. Click in the **Box** next to the ID
3. Click the **SAVE** button
  - Use the right scroll bar or sort features to help find desired codes.

Fig – 2

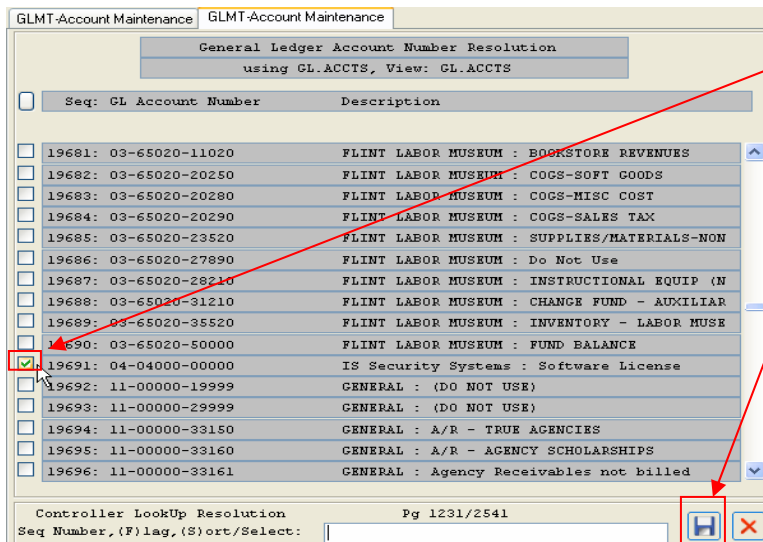


Fig – 3

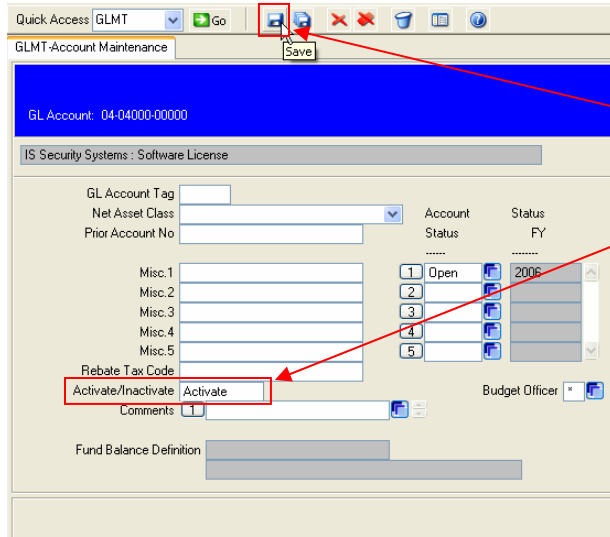


Fig – 4

### Step 3: Make GL Account Active/Inactive (Fig. – 4)

1. Enter either **A**(ctive) or **I**(nactive).
2. Click **Save**.

### Step 4: Update GL Account

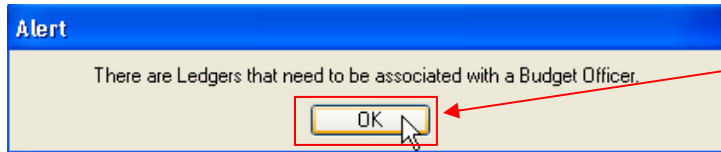


Fig – 5

1. If you receive a Alert popup for a Budget Officer, click **OK**. (Fig. – 5)
2. Click **Update**. This will update your record. (Fig. – 6)

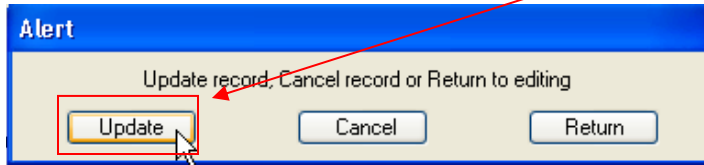


Fig – 6