

GLAA

Creating a new code in Datatel

1. Open Datatel and type Acronym GLAA
2. Enter each part of the new GL code (Subfund, Cost Center, Program, Activity, Object)

The screenshot shows the 'GLAA - GL Account Authorization' window. At the top, there is a menu bar with 'File', 'Options', and 'Help'. Below the menu bar are buttons for 'Keep Context Open', 'Save', 'Save All', 'Cancel', and 'Cancel All'. The main area contains a table titled 'Major Account Components' with the following data:

Component	Component Name	Component Description
15902	Subfund	Community Education
4300	Costcenter	Comm & Econ Development
088	Program	Fire Training - Community Ed
6820	Activity	Community Services Classes
54500	Object	Office Supplies

3. After typing the object code, hit enter and a new box will open. You must hit "Add" or it will not take you to the next step in creating the code.

The screenshot shows the 'GLAA - GL Account Authorization' window with a dialog box overlaid. The dialog box contains the text 'Record not found -- Reenter or Add' and two buttons: 'OK' and 'Add'. The 'Add' button is highlighted in yellow. Below the dialog box, the 'Account Number' field contains the value '15902-4300-088-6820-54500'.

- Verify the FY you are creating the code in. It will automatically populate the current fiscal year that is open in datatel. For this example, the prior fiscal year is not closed in Datatel, so it automatically populated 2017/Open. You will need to manually enter 2018/Open and then hit Save.

Component	Component Name	Component Description
15902	Subfund	Community Education
4300	Costcenter	Comm & Econ Development
088	Program	Fire Training - Community Ed
6820	Activity	Community Services Classes
54500	Object	Office Supplies

Account Number: 15902-4300-088-6820-54500 New Account Number:

GL Account Tag: Rebate Tax Code: Net Asset Class Code: Activate/Inactivate: Activate

Line	Fiscal Year	Status
1	2017	Open
2	2018	Open
3		
4		
5		

- Datatel automatically updates the system after you hit save and you are done.

- See **“Special Notes”** for creating a new salary code in GLAA.

Special Notes

The above instructions are for creating a basic GL code, however, there are additional steps when creating a salary GL code. After you have created a salary code, you must also create the benefit codes.

Additionally, you must add the new salary GL code in the FUND Acronym in Datatel (instructions are separate from GLAA). The FUND specifies the department and the funding source type.

There are two steps to creating the benefit codes.

Step 1: Throughout the year the payroll office posts all benefits to a “generic” benefit object code. You must create each one separately just as you created the initial salary code in the GLAA instructions above.

Example

If 15902-4300-088-6820-52120 is the salary code created then 15902-4300-088-6820-53200 is the “generic” PERS benefit code to be created.

Below are the “generic” benefit object codes that would need to be created for all salary codes.

STRS	53100
PERS	53200
FICA/MEDI	53300
H & W	53400
SUI	53500
W/C	53600

Step 2: Each salary object code type has a “specific” benefit object type. At year-end, all postings to the “generic” benefit object codes are transferred to the correct “specific” benefit object codes through the 5-Way Benefit Process. A list of all “specific” benefit object codes are attached to these instructions.

Example

If 15902-4300-088-6820-52120 is the salary code created then 15902-4300-088-6820-53225 is the “specific” PERS benefit code to be created.

Below are the “specific” benefit object codes that would need to be created for salary object 52120.

STRS	53125
PERS	53225
FIC/MEDI	53325
H & W	53425
SUI	53525
W/C	53625

