

CHAPTER 12

Query Instructions for Datatel UI 1.5

The queries are ad hoc reports that have been written at Illinois State University to satisfy various user data reporting needs that could not be satisfied by the standard reports provided within the Datatel Colleague Financials system.

The process used to execute the queries has changed very little with the transition to Datatel's User Interface (UI) 1.5. You can still preview reports prior to deciding whether or not to print them.

FY2005 Queries

Important Note: These same instructions apply to the FY1999, FY2000, FY2001, FY2002, FY2003, FY2004 & **FY2005** queries. The only thing that varies is the query label: XQ01 = FY99, XQ51 = FY00, X151 = FY01, X251 = FY02, X351 = FY03, X451 = FY04 and X551 = FY05.. Simply said, the "Q" has been replaced by a "2" for FY2002 reports and by a "3" for FY2003 reports, and so on. From this point forward, we will refer only to FY2005, but you may assume that the previous years' reports work in the same way.

Thus, you can use these instructions if you want an **FY2005** query report, just remember that when you see "X4" it can be replaced with a "Q", "1", "2" or "3" in the mnemonic, depending on the fiscal year you want. The **new X576, X577, X578 and X579 queries** for FY2005 have also been added to this document.

| | |
|--|--|
| X551 FY05 GR All Reports (excl personnel) | X565 FY05 Non-GR Budget Balances |
| X552 FY05 Agency All Reports | X566 FY05 Cash Balance Listing |
| X553 FY05 GR All Reports w/Multi Dept | X567 FY05 Non-GR Budget Tfr Listing |
| X554 FY05 GR College CAST (All) | X568 FY05 Non-GR PO Listing |
| X555 FY05 GR College A & S (All) | X569 FY05 Non-GR Req Listing |
| X556 FY05 GR College Business (All) | X570 FY05 Non-GR Expense Listing |
| X557 FY05GR College Education (All) | X571 FY05 Grant Full Report (5) |
| X558 FY05 GR College Fine Arts (All) | X572 FY05Non-GR Expense Multi-Dept |
| X559 FY05 GR Expense Listing | X573 FY05 GR Expense Multi-Dept by Unit |
| X560 FY05 GR Budget Tfr Listing | X574 FY05 Non-GR Expense by Object |
| X561 FY05 GR Budget Balances | X575 FY05 Grant-to-Date Budget Balance |
| X562 FY05 GR Purchase Order List | X576 FY05 Grant Expenses by Umbrella |
| X563 FY05 GR Requisition List | X577 FY05 Expense List for Object |
| X564 FY05 Receipt Listing | X578 FY05 Expenses for an Umbrella |
| | X579 FY05 Comparative YTD Rev/Exp |

Please note: GR denotes General Revenue (combined funds 10100, 10200 and 10400)

Location of ad hoc reports within UI 1.5

The queries can be accessed in several ways:

One method is type XQTP in the Mnemonic field on the Menu Bar, then click Go. When the Report Mnemonic dialog box appears, enter the XQ report name or enter X5...for FY05; X3... for FY03, etc., then select the desired query from the displayed list.

You may also use the Menu tree, selecting CF > XISU – ISU Defined Processes > XQTP; then enter X5... in the Report Mnemonic dialog box.

You may also click on File > Run , then type in XQTP when prompted for the mnemonic and hit <Enter>. Enter the four-digit X mnemonic when prompted and hit <Enter>.

Printing XQ Reports in UI 1.5

The following printing instructions apply to all of the Datalat X reports. After entering the appropriate criteria on the input screen you should send the report to the screen and view the output with the Report Browser.

Click on the Save icon; the following dialog box will appear. Click on Update to save the input data and proceed with the report.



- After saving the input data, the following screen will appear. Enter **H** in the Output Device field and save again. This will generate the report on your screen prior to deciding what to do with the output. It also prevents printing a report you did not desire.

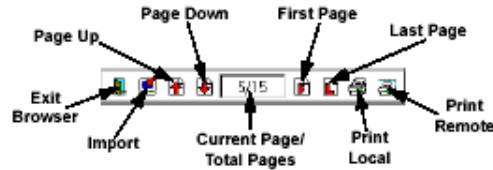
A screenshot of a software dialog box titled "XQTP-Screen Template". The dialog has a blue header bar with the text "Peripheral: SETPTR.SAMURPH.3110" and "Description: Query Template". Below the header, there are several input fields: "Process...: XQTP", "Description:", "Output Device" (with a dropdown menu showing "H Hold/Browse File Output"), "Printer", "Form Name", "Banner", "Copies" (with a numeric input field set to "1"), and "Defer Time". There is also an "Other Options" section at the bottom.







- Upon saving, a gray screen will appear while the report is processing, followed by the Report Browser; a sample page of the report follows. You may then decide what to do with the output.

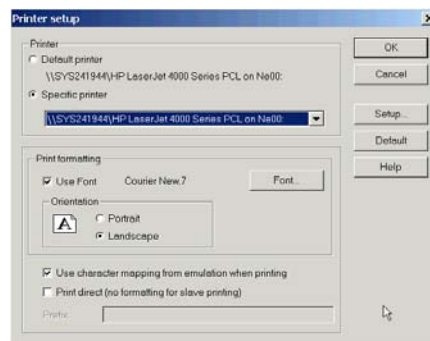
A screenshot of a "Report Browser" window. The window title is "Report Browser" and it has a standard toolbar. The main content area displays a financial report titled "FY2002 ACCOUNT BALANCE LISTING FOR Comptroller's Office - UNIT 120000000" with a timestamp of "14:52:19 02-02-02". The report is a table with columns for Budget Number, Budget Name, Current Budget, FY2002 Expenditures, FY2002 Req & PO's, and Current FY2002 Available. The data is as follows:

| BUDGET NUMBER..... | BUDGET NAME..... | CURRENT FY2002 BUDGET..... | FY2002 EXPENDITURES.. | FY2002 REQ & PO'S.. | CURRENT FY2002 AVAILABLE.. |
|---------------------------|----------------------|----------------------------------|--------------------------|------------------------|----------------------------------|
| 10100_06_120000000_991200 | UNB - Contractual | 190,220.00 | 152,905.03 | 9,828.63 | 16,586.34 |
| 10100_06_120000000_991290 | UNB - Travel | 15,692.00 | 2,220.81 | 0.00 | 12,252.19 |
| 10100_06_120000000_991300 | UNB - Commodities | 52,345.00 | 32,992.84 | 9,618.10 | 9,742.06 |
| 10100_06_120000000_991500 | UNB - Equipment | 38,416.00 | 2,446.06 | 0.00 | 35,969.94 |
| 10100_06_120000000_991700 | UNB - Telecom | 6,048.00 | 2,872.49 | 0.00 | 2,174.51 |
| 10100_06_120000000_991900 | UNB - Operation Auto | 1,650.00 | 0.00 | 0.00 | 1,650.00 |
| 10100_07_120000000_991200 | UNB - Contractual | 0.00 | 192.71 | 0.00 | 192.71- |
| | | 296,472.00 | 197,722.74 | 19,456.73 | 78,291.63 |
| TOTAL | | 296,472.00 | 197,722.74 | 19,456.73 | 78,291.63 |


- To expand a report, click on the “Maximize” button in the upper right corner of the Report Browser or use the vertical and horizontal scroll bars to view the full report.
- Use the Report Browser Toolbar buttons, shown below, to navigate through a report, print a report, or save a copy of a report.

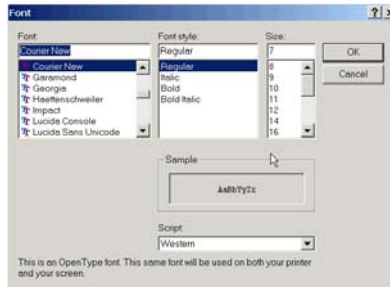


- Click the Exit Browser button  to close the Report Browser and return to the application workspace.
- Click the Import button  to save a copy of the report to your local hard drive. You are prompted to specify a name and path for the saved report. Saving a report's output to a local file allows you to then import that file into another application such as Microsoft Word or Excel. Once the data is imported into Word or Excel, you can further format the data, embed the report within a memo, create graphs, print, etc.
- Click the Page Up button  to move to the previous page of the report.
- Click the Page Down button  to move to the next page of the report.
- Click the First Page button or Last Page button  to jump to the first or last page of the report. You may also use your keyboard's Page Up and Page Down buttons.
- Click the Print Local button  to print the report to a local printer (i.e., a printer that is accessible from Windows). This option downloads the report to your PC and uses Windows to print the report. When you select Print Local, a Printer Setup dialog box is displayed.





Note: For best results with the Print Local option, you must choose an appropriate font size and page orientation. If the font is too large, the report may not page properly or may be truncated short of the right margin. By default the setting is Courier New 7, which allows all reports and documents to print without word-wrapping or page overflows. Font size 8 will also work with nearly all reports.

- Some reports can accommodate a larger font. If you wish to increase the font size for a particular report, click on the Font selection button  to display the Font Selection screen.
- Select the font, style, and size you want and click OK.



(Any changes that you make to the font selection will remain in effect only for the current session. In all cases, make sure that the Use character mapping check box is checked.)

- Click the Print Remote button  to print to an RPM printer. **We do not currently recommend using RPM** because the reports generally overflow the page and either word-wrap or truncate data. Most departments no longer support the RPM software.
- The Current Page/Total Pages box  shows the number of the currently displayed page and the total number of pages in the report.
- Setting Report Browser Preferences: you can resize the browser window to fit any selected report. If the entire report does not fit on the screen, use the vertical and horizontal scroll bars to view the other parts of it. To customize the font, background color, and text color of your browser, click the Options menu and choose Font or Change Colors.

Choosing the Print Local option sends the output of your report to a printer defined on your Windows desktop.

X451 FY2004 General Revenue Report (use X551 for FY2005)

This mnemonic will generate a series of reports for an account that begins with Fund numbers: 10100, 10200, 10300, or 10400. This series includes:

- Account Balance Listing (same as **X461** - excluding personnel) that includes requisitions and the effects of current day expenditure transactions (the standard GLSA report does not include requisitions and only reflects balances through the previous day).
- Opening budget for each budget category and all Budget Transfers to arrive at current budget balances (same as **X460**)
- Purchase Order Listing by budget category (commodities, contractual, etc.) (same as **X462**)
- Requisition Listing by budget category (commodities, contractual, etc.) (same as **X463**)
- Expense Listing by budget category (commodities, contractual, etc.) (same as **X459**). There is a date prompt for this section, so you can choose the period of time for which you want the expenses listed. For example, year-to-date, for a month, or for a specific period of time.

Instructions:

(You must hit <Enter> after typing in the information at the prompts/in the fields when working with XQs.)

- Enter **XQTP** then **X451**:

The screenshot shows a software interface titled "XQTP-Screen Template". At the top, there is a blue header bar with the labels "Mnemonic:" and "Description:". Below this, there is a section labeled "Argument and Values" containing five numbered input fields (1 through 5). A dialog box titled "Report Mnemonic" is overlaid on the interface, featuring a text input field containing "x451" and five buttons: "OK", "Cancel", "Detail", "Finish", and "Help". A mouse cursor is visible over the "Report Mnemonic" dialog box.

The following screen (without the data) will then appear:

XQTP-Screen Template

Mnemonic: X451 Description: FY04 GR All Reports

Argument and Values

| | | |
|---|--|-----------|
| 1 | ENTER 9 DIGIT UNIT FOR FY2004 ACCOUNT BALANCE LISTING | 120000000 |
| 2 | ENTER 9 DIGIT UNIT NUMBER FOR FY2004 BUDGET ENTRIES | 120000000 |
| 3 | ENTER AT LEAST FIRST THREE DIGITS OF UNIT FOLLOWED BY ... FOR FY2004 | 120... |
| 4 | ENTER AT LEAST FIRST THREE DIGITS OF UNIT FOLLOWED BY ... FOR FY2004 | 120... |
| 5 | ENTER AT LEAST 3 DIGITS OF UNIT FOLLOWED BY ... | 120..] |

Element Argument Value 5/7

- At the “ENTER 9 DIGIT UNIT FOR ACCOUNT BALANCE LISTING” prompt, enter the nine-digit Unit number for the report and depress <Enter>. This nine-digit number should be the Unit of the Umbrella account.
- At the “ENTER 9 DIGIT UNIT NUMBER FOR BUDGET ENTRIES” prompt, enter the same nine-digit Unit number for Budget Transfers and depress <Enter>.

For the Purchase Order, Requisition, and Expense Listings you will be asked to enter at least the first three digits of your Unit number followed by three periods (...) **if** fewer than nine digits are entered. By entering only the first three digits, data from all sub-units that begin with the same three digits will be included in the report.

- At the Purchase Order prompt, enter at least the first three digits of the Unit followed by “...”
- At the Requisition prompt, enter at least the first three digits of the Unit followed by “...”
- At the Expense Listing prompt, enter at least the first three digits of the Unit followed by “...”
- **Note:** Only the first five fields appear on the first page. Depress <Enter> to get to fields “6” and “7” to enter the desired report dates (shown on the next page).

- Enter the beginning date for the Expense Listing, such as 070103 for July 1, 2003
- Enter the ending date for the Expense Listing, such as 073103 for July 31, 2003.
- Click on the “Save” button.
- Select “H” for the Peripheral Device to print the reports to the screen. After selecting “H,” click the “Save” icon.
- The reports will appear one the Report Browser one report at a time; you must close each report before the subsequent reports can be viewed.
- Click on the “Maximize” button (middle button in the upper right hand corner) to see a full-screen report. You may then print the report using the Print Local instructions, save it as a file, etc.
- Close each report to move to the next report in the sequence.
- When you have viewed and closed the final report in the sequence, you will return to the workspace.

X452 FY2004 Agency Reports (use X552 for FY2005)

This mnemonic will generate a series of reports that includes:

- Account Balance Listing (same as **X465**) (budget-expenditures-requisitions/purchase orders = available budget)
- Calculation of the “Cash Balance.” (same as **X466**) Cash is different than Budget. Cash is the actual amount of money in the account. You must have Cash to cover the established budget (established **spending authority**).
- Budget Transfers (same as **X467**)
- Purchase Order Listing (same as **X468**)
- Requisition Listing (same as **X469**)
- Expenditures by object code (subscriptions, rentals, etc) (same as **X470**) with date prompt to select desired time period
- Receipt Listing by object code (fees, sales, etc.) (same as **X464**) with date prompt to select desired time period

Instructions:

- Enter **XQTP** then **X452**.
- At the “ENTER 5 DIGIT FUND NUMBER FOR ACCOUNT BALANCE LISTING” prompt, enter the five-digit Fund number (first five digits of account number) of the Umbrella account for which you are inquiring.
- At the “ENTER 9 DIGIT UNIT FOR ACCOUNT BALANCE LISTING” prompt, enter the nine-digit Umbrella Unit number.

- At the “ENTER 5 DIGIT FUND NUMBER FOR CASH BALANCE” prompt, enter the same five-digit Fund number that was entered at the Account Balance Listing prompt.
- At the “ENTER AT LEAST 3 DIGITS OF UNIT FOLLOWED BY ... FOR CASH BALANCE” prompt, enter three or more digits of Unit for which you are running the report. This should coincide with the Umbrella account. If you have more than one Umbrella account within your Unit number, then you must enter the number of digits needed to capture data for that Umbrella number. For example, assume 502 is the Unit number for the Agriculture department. Assuming the Farm's Umbrella Unit is 502200000, then 5022... should be entered to capture Farm related data.
- Enter the same Fund and Unit numbers for the remaining prompts.
- Enter the desired beginning and ending dates when prompted for expenses and receipts.
- Click on the “Save” button.
- Follow the standard printing procedures.

XQTP-Screen Template

Mnemonic: X452 Description: FY04 Agency All Reports

Argument and Values

| | | |
|---|--|---------|
| 1 | ENTER 5 DIGIT FUND NUMBER FOR FY2004 ACCOUNT BALANCE LISTING | 10703 |
| 2 | ENTER 9 DIGIT UNIT NUMBER FOR FY2004 ACCOUNT BALANCE LISTING | 5022... |
| 3 | ENTER 5 DIGIT FUND NUMBER FOR FY2004 CASH BALANCE | 10703 |
| 4 | ENTER AT LEAST 3 DIGITS OF UNIT FOLLOWED BY ... FOR FY2004 CASH BALA | 5022... |
| 5 | ENTER 5 DIGIT FUND NUMBER FOR FY2004 BUDGET ENTRIES | 10702 |

Element Argument Value 1/18

| Argument and Values | |
|---------------------|---|
| 6 | ENTER 9 DIGIT UNIT NUMBER FOR FY2004 BUDGET ENTRIES 502200000 |
| 7 | ENTER 5 DIGIT FUND FOR FY2004 PURCHASE ORDER LISTING 10702 |
| 8 | ENTER AT LEAST FIRST THREE DIGITS OF UNIT FOLLOWED BY ... FOR FY2004 5022... |
| 9 | ENTER 5 DIGIT FUND NUMBER FOR FY2004 REQUISITION LISTING 10702 |
| 10 | ENTER AT LEAST FIRST THREE DIGITS OF UNIT FOLLOWED BY ... FOR FY2004 5022... |
| Argument and Values | |
| 11 | ENTER 5 DIGIT FUND NUMBER FOR FY2004 EXPENSE LISTING 5022... |
| 12 | ENTER 3 OR MORE DIGITS OF UNIT FOLLOWED BY ... TO GET AN FY2004 EXPE 5022... |
| 13 | ENTER BEGINNING DATE FOR FY2004 EXPENSE LISTING 070103 |
| 14 | ENTER ENDING DATE FOR FY2004 EXPENSE LISTING 073103 |
| 15 | ENTER FIVE DIGIT FUND NUMBER 10702 |
| Argument and Values | |
| 16 | ENTER AT LEAST THREE DIGITS OF UNIT FOLLOWED BY ... FOR FY2004 RECEI 5022... |
| 17 | ENTER BEGINNING DATE 070103 |
| 18 | ENTER ENDING DATE 073103 |

**X453 FY2004 General Revenue with Multiple Department Prompt
(use X553 for FY2005)**

This mnemonic will generate a report for Fund numbers 10100, 10200, 10300, and 10400 for departments that have sub-units within their own Umbrella accounts. For example, department 490 has several Umbrella accounts. The report will include a (an):

- Account Balance Listing
- Opening budget and all Budget Transfers by Object to arrive at the current budget
- Purchase Order Listing by budget category (contractual, commodities, etc.)
- Requisition Listing by budget category (contractual, commodities, etc.)
- Expense Listing by budget category (contractual, commodities, etc.). There is a date select, which allows you to choose the desired beginning and ending dates of expenditures to be listed. For example, year-to-date, a specific month, or any other selected time period within the fiscal year.

XQTP-Screen Template

Mnemonic: X453 Description: FY04 All Reports W/Multi Dept

Argument and Values

| | | |
|---|--|---------------------------------|
| 1 | ENTER 9 DIGIT UNIT FOR FY2004 ACCOUNT BALANCE LISTING | 120000000 |
| 2 | ENTER 9 DIGIT UNIT NUMBER FOR FY2004 BUDGET ENTRIES | 120000000 |
| 3 | ENTER 9 DIGIT UNIT FOLLOWED BY ' AND A ' AFTER LAST UNIT FOR PO LIST | '120000000 120200000 120000100' |
| 4 | ENTER 9 DIGIT UNIT PUT A ' BEFORE FIRST UNIT AND A ' AFTER LAST UNIT | '120000000 120200000 120000100' |
| 5 | ENTER 9 DIGIT UNIT WITH A ' BEFORE THE FIRST AND A ' AFTER LAST UNIT | '120000000 120200000 120000100' |

Element Argument Value 5/7

Argument and Values

| | | |
|---|---|--------|
| 6 | ENTER BEGINNING DATE FOR FY2004 EXPENSE LISTING | 070103 |
| 7 | ENTER ENDING DATE FOR FY2004 EXPENSE LISTING | 073103 |

Instructions:

- Enter **XQTP** then **X453**.
- At the “ENTER 9 DIGIT UNIT FOR ACCOUNT BALANCE LISTING” prompt, enter the nine-digit Unit number for the report. This should be the Unit of the Umbrella account.
- At the “ENTER 9 DIGIT UNIT NUMBER FOR BUDGET ENTRIES” prompt, enter the same nine-digit Unit number for Budget Transfers as for the Account Balance Listing.
- This query is designed to permit you to enter more than one Unit number for the Purchase Order, Requisition, and Expense Listings. Note that the prompts for these listings state that you must

enter a ' before the first Unit number and a ' after the last Unit number entered. When you are finished entering the last Unit number, just depress the <Enter> key.

- You will be prompted to enter a beginning and ending date for the Expenditure Listing. This permits you to select the desired time period of the Expense Listing. The dates should be entered in the format mmddyy. For example, July 1, 2005 should be entered as 070105.
- Click on the “Save” button.
- Follow the standard printing procedures.

X454 FY2004 GR College CAST (All)
X455 FY2004 GR College A & S (All)
X456 FY2004 GR College Business (All)
X457 FY2004 GR College Education (All)
X458 FY2004 GR College Fine Arts (All)
(use X55X for FY2005)

Queries **X454** through **X458** were specially designed for each of the Colleges. This was necessary due to University Research Grants (URGs) being assigned numbers that begin with the College designation. Since the queries were specially written, minimal entry is needed. You only need to enter the desired beginning and ending dates in the mmddy format to obtain the Expenditure Listing.

Queries X459 through X463 are General Revenue (Funds 10100, 10200, 10300, and 10400) Operating Account reports. The data listed in these reports is exactly the same as the data listed in the **X451** report. These reports enable you to generate a single portion of the **X451** report, such as:

- **X459** Expense Listing
- **X460** Budget Transfers
- **X461** Budget Balances
- **X462** Purchase Order Listing
- **X463** Requisition Listing

X459 FY2004 General Revenue Expense Listing
(use X559 for FY2005)

XQTP-Screen Template

Mnemonic: X459 Description: FY04 GR Expense Listing

Argument and Values

1 ENTER AT LEAST 3 DIGITS OF UNIT FOLLOWED BY ...
120...

2 ENTER BEGINNING DATE FOR FY2004 EXPENSE LISTING
070103

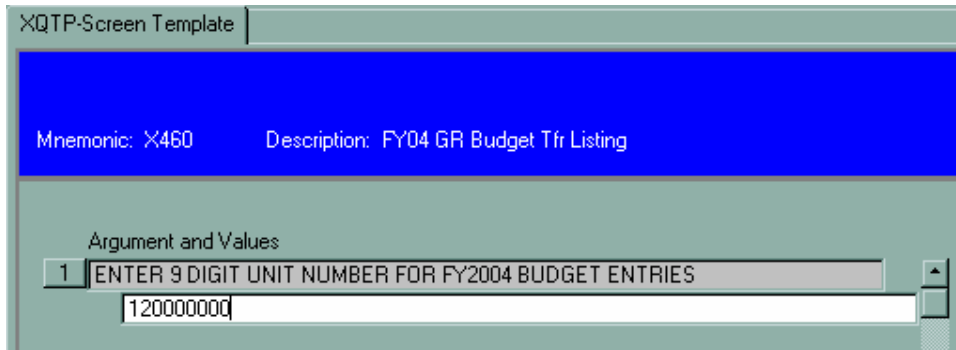
3 ENTER ENDING DATE FOR FY2004 EXPENSE LISTING
073103

Instructions:

- Enter **XQTP** then **X459**.
- Enter at least the first three digits of the Umbrella Unit number followed by “...” if fewer than nine digits are entered. By entering only the first three digits, data from all sub-units that begin with the same three digits will be included in the report.
- Enter beginning and ending dates for the Expense Listing in mmddy format. For example, July 1, 2003 should be entered as 070103.
- Click on the “Save” button.
- Follow the standard printing procedures.

**X460 FY2004 General Revenue Budget Transfer Listing
(use X560 for FY2005)**

This report will generate a list of Budget Transfers for an account that starts with 10100. The report begins with an opening budget for each budget category (contractual, commodities, etc.) and lists all subsequent transfers to arrive at the current budget balance.

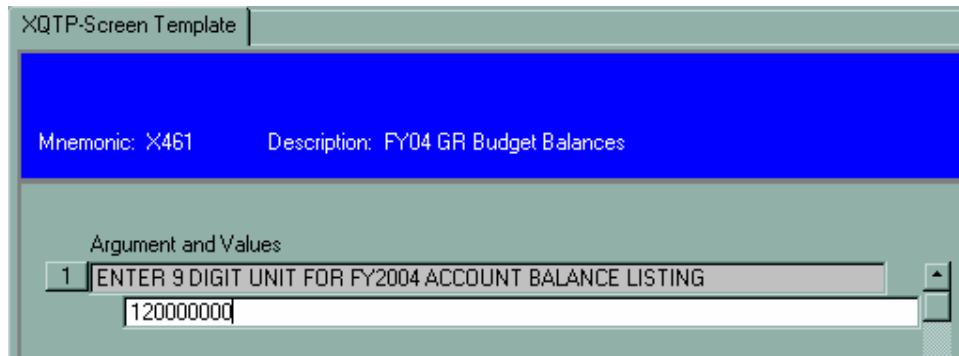


Instructions:

- Enter **XQTP** then **X460**.
- Enter the Umbrella Unit number.
- Click on the “Save” button.
- Follow the standard printing procedures.

X461 FY2004 General Revenue Budget Balance Listing (use X561 for FY2005)

This mnemonic will generate an Account Balance Listing report with the appearance of the standard GLSA report. The **X461** report includes requisitions and current day expenditure activity, whereas the GLSA report does not include requisitions or current day expenditures.



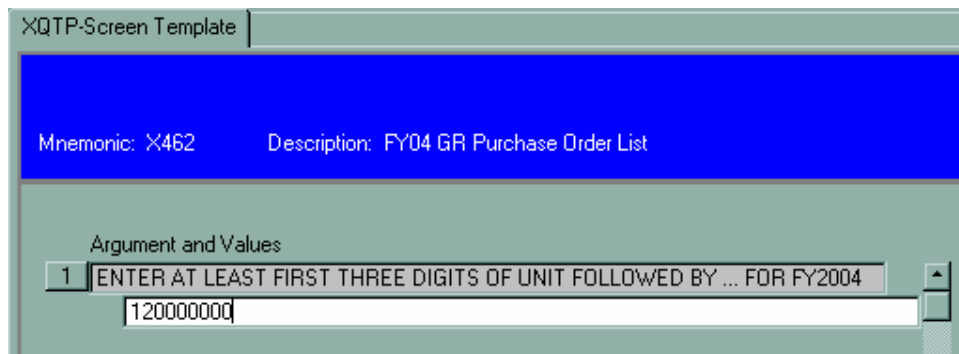
The screenshot shows a software interface titled "XQTP-Screen Template". It features a blue header bar with the text "Mnemonic: X461" and "Description: FY04 GR Budget Balances". Below this is a section labeled "Argument and Values" containing a list item "1" with the instruction "ENTER 9 DIGIT UNIT FOR FY2004 ACCOUNT BALANCE LISTING". A text input field below the instruction contains the value "120000000".

Instructions:

- Enter **XQTP** then **X461**.
- Enter the nine-digit Umbrella Unit number.
- Click on the "Save" button.
- Follow the standard printing procedures.

X462 FY2004 General Revenue Purchase Order Listing (use X562 for FY2005)

This mnemonic will generate a listing of outstanding Purchase Orders for an account. The listing includes Blanket Purchase Orders.



The screenshot shows a software interface titled "XQTP-Screen Template". It features a blue header bar with the text "Mnemonic: X462" and "Description: FY04 GR Purchase Order List". Below this is a section labeled "Argument and Values" containing a list item "1" with the instruction "ENTER AT LEAST FIRST THREE DIGITS OF UNIT FOLLOWED BY ... FOR FY2004". A text input field below the instruction contains the value "120000000".

Instructions:

- Enter **XQTP** then **X462**.
- Enter at least three digits of the Umbrella Unit number followed by "..." if fewer than nine digits are entered. By entering only the first three digits, data from all sub-units that begin with the same three digits will be included in the report.
- Click on the "Save" button.
- Follow the standard printing procedures.

X463 FY2004 General Revenue Requisition Listing (use X563 for FY2005)

This mnemonic will generate a listing of outstanding Requisitions for an account.

The screenshot shows a software interface titled "XQTP-Screen Template". It features a blue header bar with the text "Mnemonic: X463" and "Description: FY04 GR Requisition Listing". Below this is a section labeled "Argument and Values" containing a single input field with the prompt "1 ENTER AT LEAST FIRST THREE DIGITS OF UNIT FOLLOWED BY ... FOR FY2004" and the value "120..." entered.

Instructions:

- Enter **XQTP** then **X463**.
- Enter at least three digits of the Umbrella Unit number followed by “...” if fewer than nine digits are entered. By entering only the first three digits, data from all sub-units that begin with the same three digits will be included in the report.
- Click on the “Save” button.
- Follow the standard printing procedures.

X464 FY2004 Receipt Listing (use X551 for FY2005)

This report provides the same information as the receipt portion of **X452** Agency Accounts mnemonic. It provides an opportunity to generate only a Receipt Listing for an account.

The screenshot shows a software interface titled "XQTP-Screen Template". It features a blue header bar with the text "Mnemonic: X464" and "Description: FY04 Receipt Listing". Below this is a section labeled "Argument and Values" containing four input fields:

- 1 ENTER FIVE DIGIT FUND NUMBER: 10703
- 2 ENTER AT LEAST THREE DIGITS OF UNIT FOLLOWED BY ... FOR FY2004 RECEI: 5022...
- 3 ENTER BEGINNING DATE: 070103
- 4 ENTER ENDING DATE: 073103

Instructions:

- Enter **XQTP** then **X464**.
- Enter the five-digit Fund number of the account (the first five digits of the account number).
- At the Unit number prompt, enter three or more digits of Unit for which you wish to obtain the report. This should coincide with the Umbrella account. If you have more than one Umbrella account within your Unit number, then you must enter the number of digits needed to capture data for that Umbrella number. If fewer than nine digits of the Unit number are entered, you should enter three periods “...” after the number. For example, assume 502 is the Unit number for the Agriculture department. Also, assume the Farm's Umbrella Unit is 502200000. Then 5022... should be entered to capture Farm related receipts.
- Enter the desired beginning and ending dates of the report in the mmddyy format. For example, July 1, 2003 should be entered as 070103.
- Click on the “Save” button.
- Follow the standard printing procedures.

X465 – X470 (use X565 – X570 for FY2005)

These queries give the same data as the corresponding portion of the **X452** Agency Report query. You can run these mnemonics to get just the desired section of the Agency report from the following.

X465 FY2004 Non-GR Budget Balances

X466 FY2004 Cash Balance Listing, calculates the FY2004 Cash Balance in an account

X467 FY2004 Non-GR Budget Transfer Listing

X468 FY2004 Non-GR PO Listing (includes Blanket POs)

X469 FY2004 Non-GR Req Listings

X470 FY2004 Non-GR Expense Listing, with user specifying report dates

X471 FY2004 Grant/Contract Report (115xx)
(use X571 for FY2005)

This report will give you the following information for a grant or contract. These are accounts that begin with the Fund number 115xx.

- Grant-to-date account balances (budget – expenses -- requisitions/purchase orders = available budget)
- FY2004 Budget Transfers
- Outstanding Purchase Orders
- Outstanding Requisitions
- FY2004 Expenditures in budget Umbrella order (contractual, commodities, etc.). There is a date prompt that allows you to choose beginning and ending dates within the current fiscal year for which you wish to run the report.

Mnemonic: X471

Description: FY04 Grant Full Report (5)

Argument and Values

| | | |
|---|--|-----------|
| 1 | ENTER 5-DIGIT FUND NUMBER FOR FY2004 ACCOUNT BALANCE LISTING | 11570 |
| 2 | ENTER 9 DIGIT UNIT FOR FY2004 ACCOUNT BALANCE LISTING | 590009975 |
| 3 | ENTER 5 DIGIT FUND NUMBER FOR FY2004 BUDGET TRANSFERS | 11570 |
| 4 | ENTER 9 DIGIT UNIT NUMBER FOR FY2004 BUDGET TRANSFERS | 591009975 |
| 5 | ENTER 5 DIGIT FUND NUMBER FOR FY2004 PURCHASE ORDER LISTING | 11570 |

Argument and Values

| | | |
|----|--|-----------|
| 6 | ENTER AT LEAST FIRST THREE DIGITS OF UNIT FOLLOWED BY ... FOR FY2004 | 591009975 |
| 7 | ENTER 5 DIGIT FUND NUMBER FOR FY2004 REQUISITION LISTING | 11570 |
| 8 | ENTER AT LEAST FIRST THREE DIGITS OF UNIT FOLLOWED BY ... FOR FY2004 | 591009975 |
| 9 | ENTER 5 DIGIT FUND NUMBER FOR FY2004 EXPENSE LISTING | 11570 |
| 10 | ENTER 3 OR MORE DIGITS OF UNIT FOLLOWED BY ... TO GET AN FY2004 EXPE | 591009975 |

Argument and Values

| | | |
|----|---|--------|
| 11 | ENTER BEGINNING DATE FOR FY2004 EXPENSE LISTING | 070103 |
| 12 | ENTER ENDING DATE FOR FY2004 EXPENSE LISTING | 073103 |

Instructions:

- Enter **XQTP** then **X471**.
- Enter the five-digit Fund number (first five digits of the account number) of the grant.
- Enter the nine-digit Unit number of the grant.
- Follow the prompts to enter the five-digit Fund and nine-digit Unit for Budget Transfers, POs & Reqs.
- Enter the five-digit Fund and nine-digit Unit number for expenses. Enter the beginning date of the expense report in mmddyy format, such as 070103 for July 1, 2003. Enter the ending date of the report in mmddyy format.
- Click on the “Save” button.
- Follow the standard printing procedures.

**X472 FY2004 Multi-Department Expense Listing
(Use X572 for FY2005)**

This mnemonic is intended to be run for any account that does not begin with 10100, 10200, 10300, or 10400, but does have more than one Unit in a budget pool or more than one Unit number for a given Fund number. **The report will page break and give totals per nine-digit Unit.** The report is in Object (last six digits of the account number) order. For example, suppose a department had Units 120000000, 120100000, 120200000, and 120000100 for Fund 10529. You would enter 120... at the Unit prompt and the report would give you a separate report and totals per nine-digit Unit.

XQTP-Screen Template

Mnemonic: X472 Description: FY04 Non-GR Exp Multi-Dept

Argument and Values

1 ENTER 5 DIGIT FUND NUMBER FOR FY2004 EXPENSE LISTING
10529

2 ENTER 3 OR MORE DIGITS OF UNIT FOLLOWED BY ... TO GET AN FY2004 EXPE
120...

3 ENTER BEGINNING DATE FOR FY2004 EXPENSE LISTING
070103

4 ENTER ENDING DATE FOR FY2004 EXPENSE LISTING
073103

5

Instructions:

- Enter **XQTP** then **X472**.
- Enter the five-digit Fund number.
- Enter at least the first three digits of the Unit followed by “...” For example, 120... or 5022...
- Enter the beginning date of the report in mmddyy format. For example, 070103 for July 1, 2003.
- Enter the ending date of the report in mmddyy format.
- Click on the “Save” button.
- Follow the standard printing procedures.

X473 FY2004 Operating Account Multi-Department Expenses (Use X573 for FY2005)

This report is for Operating Account (Funds 10100, 10200, 10300, and 10400) departments that have more than one nine-digit Unit in their budget pool. For example, suppose a department has Units 120000000, 120100000, 120200000, and 120000100 in its budget pool. **This report will list expenditures for each nine-digit Unit** by budget category (contractual, commodities, etc.). In this example, the report would page break and total on the four different Unit numbers.

XQTP-Screen Template

Mnemonic: X473 Description: FY04 GR Expense Multi-Dept By

Argument and Values

1 ENTER AT LEAST 3 DIGITS OF UNIT FOLLOWED BY ...
120...

2 ENTER BEGINNING DATE FOR FY2004 EXPENSE LISTING
070103

3 ENTER ENDING DATE FOR FY2004 EXPENSE LISTING
073103

4

5

Instructions:

- Enter **XQTP** then **X473**.
- Enter at least the first three digits of the Unit followed by ... For example, 120...
- Enter the beginning date of the report in mmddyy format. For example, 070103 for July 1, 2003.
- Enter the ending date of the report in mmddyy format. For example, 073103 for July 31, 2003.
- Click on the "Save" button.
- Follow the standard printing procedures.

X474 FY2004 Non-GR Multiple Department Expense List
(This mnemonic can be used for all Funds *except* 10100, 10200, 10300, and 10400)
(Use X574 for FY2005)

The screenshot shows a software interface titled "XQTP-Screen Template". At the top, a blue bar contains the text "Mnemonic: X474" and "Description: FY04 Non-GR Exp by Object". Below this, the section "Argument and Values" contains five numbered input fields:

- 1. "ENTER 5 DIGIT FUND NUMBER FOR FY2004 EXPENSE LISTING" with the value "10703".
- 2. "ENTER 3 OR MORE DIGITS OF UNIT FOLLOWED BY ... TO GET AN FY2004 EXPE" with the value "5022...".
- 3. "ENTER BEGINNING DATE FOR FY2004 EXPENSE LISTING" with the value "070103".
- 4. "ENTER ENDING DATE FOR FY2004 EXPENSE LISTING" with the value "073103".
- 5. An empty input field.

This report gives the same data as **XQ72**, except **totals are given for each Object** (subscriptions, dues, catering, etc.).

Instructions:

- Enter **XQTP** then **X474**.
- Enter the five-digit Fund number.
- Enter at least the first three digits of the Unit followed by “...” For example, 120... or 5022...
- Enter the beginning date of the report in mmddyy format. For example, 070103 for July 1, 2003.
- Enter the ending date of the report in mmddyy format. For example, 063003 for June 30, 2003.
- Click on the “Save” button.
- Follow the standard printing procedures.

X475 Grant-to-Date Account Balance Listing (Use X575 for FY2005)

This report will give you grant-to-date balances for a grant or contract. Grants are funds that begin with 115xx. The budget, expenses, requisitions/PO's, and available balances are grant-to-date.

XQTP-Screen Template

Mnemonic: X475 Description: FY04 Grant-to-Date Budget Bal

Argument and Values

1 ENTER 5-DIGIT FUND
11570

2 ENTER 9-DIGIT UNIT
591009908

Instructions:

- Enter **XQTP** then **X475**.
- Enter the five-digit Fund number and the nine-digit Unit number.
- Click on the “Save” button.
- Follow the standard printing procedures.

X476 – Grant Expenditures by Umbrella (Use X576 for FY2005)

X476 will generate a list of grant expenditures by Umbrella (personnel, contractual, commodities, etc.). The expenditure listing can be generated only for the current fiscal year. Consequently, more than one report must be run for grants crossing fiscal years.

- Enter **XQTP** then **X476**.
- Complete the prompts.
- Note you can choose the beginning and ending dates for the listing within the fiscal year.
- Click on the save button after you enter data into the screen prompt. It is recommended that you print the report to the screen for viewing prior to sending the output to the printer.
- Click on the save button again and the report will generate.

A sample of the report follows:

Report Browser

FY2004 EXPENSE LISTING FOR Coalition for Systems Changed Technology - UNIT NUMBER 590009884
15:02:03 08-14-03

| VOUCHER OR JE DATE | VOUCHER OR JE NUMBER | VENDOR NAME | CHECK NUMBER | TRANSACTION AMOUNT | UMB | OBJECT DESCRIPTION |
|--------------------|----------------------|---------------------------|--------------|--------------------|------|-----------------------------|
| 07/15/03 | 072 | PAYROLL JE | | 273.00 | 1120 | Sal & Wages Civil Service |
| 07/31/03 | 074 | PAYROLL JE | | 4,250.00 | 1120 | Salaries - Faculty |
| 07/31/03 | 074 | PAYROLL JE | | 5,000.00 | 1120 | Salaries - Faculty |
| 07/31/03 | J051990 | move FY03 expenses | | 9,250.00 | 1120 | Salaries - Faculty |
| 07/31/03 | 074 | PAYROLL JE | | 24,012.00 | 1120 | Salaries Admin/Prof |
| 07/31/03 | J051990 | move FY03 expenses | | 14,750.00 | 1120 | Salaries Admin/Prof |
| 07/31/03 | 081 | PAYROLL JE | | 458.25 | 1120 | Sal & Wages Civil Service |
| | | | | ----- | | |
| | | | | 9,993.25 | | |
| 07/31/03 | J051985 | Monthly 074 SURS | | 3,344.68 | 1160 | SURS Retirement |
| 07/31/03 | J051990 | move FY03 expenses | | 2,485.63 | 1160 | SURS Retirement |
| | | | | ----- | | |
| | | | | 859.05 | | |
| 07/15/03 | J051955 | Hourly CS 072 FICA | | 20.89 | 1170 | Medicare |
| 07/31/03 | J051986 | Monthly 074 FICA | | 413.27 | 1170 | Medicare |
| 07/31/03 | J051990 | move FY03 expenses | | 299.36 | 1170 | Medicare |
| 07/31/03 | J052280 | Hourly CS 081 FICA | | 35.05 | 1170 | Medicare |
| | | | | ----- | | |
| | | | | 169.85 | | |
| 07/31/03 | J051987 | Monthly 074 Insurance | | 1,834.45 | 1180 | Insurance Group Health |
| 07/31/03 | J051990 | move FY03 expenses | | 1,453.43 | 1180 | Insurance Group Health |
| | | | | ----- | | |
| | | | | 381.02 | | |
| 07/25/03 | V0578577 | Julia A. Schlichting | 01*0489648 | 59.91 | 1200 | Postage - External Purchase |
| 07/28/03 | V0578817 | Kenneth R. Reed | 01*0490065 | 500.00 | 1200 | Consultants |
| 07/28/03 | V0578814 | Patti Bond | 01*0489871 | 300.00 | 1200 | Catering/Meals |
| 07/28/03 | V0578764 | Illinois State University | 01*0489981 | 657.50 | 1200 | Catering/Meals |
| 07/28/03 | V0578817 | Kenneth R. Reed | 01*0490065 | 217.58 | 1200 | Travel Non-Employee |
| 08/13/03 | V0581774 | Kenneth R. Reed | | 500.00 | 1200 | Consultants |
| 08/13/03 | V0581777 | Nick Osborne | | 500.00 | 1200 | Consultants |

X477 – Expenditures for an Object Code(s) (Use X577 for FY2005)

X477 can be used to generate an expenditure report for an Object code(s). This is useful if you desire a very limited expenditure report. For example, you can enter 691... and get an expenditure listing for internal service department charges.

- Enter XQTP then X477.
- Complete the prompts.
- Note you can choose the beginning and ending dates for the listing within the fiscal year.
- Click on the save button after you enter data into the screen prompt. It is recommended that you print the report to the screen for viewing prior to sending the output to the printer.
- Click on the save button again and the report will generate.

A sample of the report follows:

Report Browser

FY2004 OBJECT CODE CHARGES FOR: Comptroller's Office - UNIT NUMBER 120000000
15:05:23 08-14-03

| VOUCHER OR JE DATE | VOUCHER OR JE NUMBER | TRANSACTION DESCRIPTION | CHECK NUMBER | TRANSACTION AMOUNT | UMB | OBJECT BUDGET NUMBER | OBJECT DESCRIPTION |
|--------------------|----------------------|-------------------------|--------------|--------------------|------|----------------------|-----------------------------|
| 07/25/03 | J051922 | prnt job 0157 07.25.03 | | 24.00 | 1300 | 691910 | Univ Communication Printing |
| 07/25/03 | J051922 | prnt job 0213 07.25.03 | | 24.00 | 1300 | 691910 | Univ Communication Printing |
| | | | | ----- | | | |
| | | | | 48.00 | | | |
| | | | | ----- | | | |
| | | | | 48.00 | | | |
| | | | | ----- | | | |
| | | | | 48.00 | | | |
| | | | | ===== | | | |
| | | | | 48.00 | | | |
| TOTAL | | | | | | | |
| 2 records listed | | | | | | | |

X478 – Expenditures for an Umbrella (Use X578 for FY2005)

X478 will generate an expenditure listing for one Umbrella account, such as Contractual, Commodities, Equipment, etc. This will alleviate the necessity of generating an expenditure listing for all Umbrellas when data from only one Umbrella is desired.

- Enter **XQTP** then **X478**.
- Note you can choose the beginning and ending dates for the listing within the fiscal year.
- Click on the save button after you enter data into the screen prompt. It is recommended that you print the report to the screen for viewing prior to sending the output to the printer.
- Click on the save button again and the report will generate.

XQTP-Screen Template

Mnemonic: X478 Description: FY04 Expenses for an Umbrella

Argument and Values

1 ENTER 5 DIGIT FUND NUMBER FOR EXPENDITURES
10400

2 ENTER AT LEAST 3 DIGITS OF UNIT FOLLOWED BY ... FOR UMBRELLA EXPEND
120...

3 ENTER 4 DIGIT UMBRELLA CODE FOR UMBRELLA EXPENDITURES
1300

4 ENTER BEGINNING DATE
070103

5 ENTER ENDING DATE
081503

A sample report output follows:

Report Browser

FY2004 UMBRELLA EXPENDITURES FOR: Comptroller's Office - UNIT NUMBER 120000000
15:10:11 08-14-03

| VOUCHER OR JE | SYS | VOUCHER OR JE | TRANSACTION DESCRIPTION | CHECK NUMBER | TRANSACTION AMOUNT | UMB BUDGET NUMBER | OBJECT NUMBER | OBJECT DESCRIPTION |
|-------------------|----------|------------------|-------------------------------|-----------------|-----------------------|----------------------|------------------|---------------------------|
| 07/23/03 | 07/24/03 | V0578036 | Boise Cascade Office Products | 0489414 | 30.86 | 1300 | 742500 | Office Supplies - Prime V |
| 07/23/03 | 07/24/03 | V0578039 | Boise Cascade Office Products | | 5.10 | 1300 | 742500 | Office Supplies - Prime V |
| 07/23/03 | 07/24/03 | V0578036 | Boise Cascade Office Products | 0489414 | 30.86 | 1300 | 742500 | Office Supplies - Prime V |
| 07/23/03 | 07/24/03 | V0578036 | Boise Cascade Office Products | 0489414 | 35.96 | 1300 | 742500 | Office Supplies - Prime V |
| 07/23/03 | 07/24/03 | V0578039 | Boise Cascade Office Products | | 5.10 | 1300 | 742500 | Office Supplies - Prime V |
| 07/23/03 | 07/25/03 | V0578001 | Eagle Country Market #299 | 0489083 | 21.56 | 1300 | 770000 | Food/Drink |
| 07/25/03 | 07/28/03 | J051922 | prnt job 0157 07.25.03 | | 24.00 | 1300 | 691910 | Univ Communication Printi |
| 07/25/03 | 07/28/03 | J051922 | prnt job 0213 07.25.03 | | 24.00 | 1300 | 691910 | Univ Communication Printi |
| 07/30/03 | 07/31/03 | V0579225 | Eagle Country Market #299 | 0490143 | 58.48 | 1300 | 770000 | Food/Drink |
| 08/05/03 | 08/07/03 | V0579945 | Uniprint Inc | 0491080 | 199.98 | 1300 | 742000 | Office Supplies |
| 08/05/03 | 08/07/03 | V0579917 | Patricia J. Walsh | 0491094 | 5.65 | 1300 | 742000 | Office Supplies |
| 08/05/03 | 08/06/03 | V0579883 | Boise Cascade Office Products | 0490800 | 38.91 | 1300 | 742500 | Office Supplies - Prime V |
| 08/05/03 | 08/07/03 | V0579923 | Widmer Inc | 0491102 | 44.05 | 1300 | 801000 | Equip Ofc & Library <f100 |
| 08/06/03 | 08/07/03 | V0580501 | Boise Cascade Office Products | 0491189 | 34.21 | 1300 | 742500 | Office Supplies - Prime V |
| 08/06/03 | 08/07/03 | V0580508 | Boise Cascade Office Products | 0491189 | 28.21 | 1300 | 742500 | Office Supplies - Prime V |
| 08/08/03 | 08/12/03 | J052233 | prnt job 0350 08.08.03 | | 17.50 | 1300 | 691910 | Univ Communication Printi |
| 08/08/03 | 08/12/03 | J052233 | prnt job 40149 08.08.03 | | 5.25 | 1300 | 691910 | Univ Communication Printi |
| | | | | | ----- | | | |
| | | | | | 537.76 | | | |
| | | | | | ----- | | | |
| | | | | | 537.76 | | | |
| | | | | | ===== | | | |
| | | | | | 537.76 | | | |
| TOTAL | | | | | | | | |
| 17 records listed | | | | | | | | |

X479 – Comparative Revenue/Expenditures at End of a Given Month (Use X579 for FY2005)

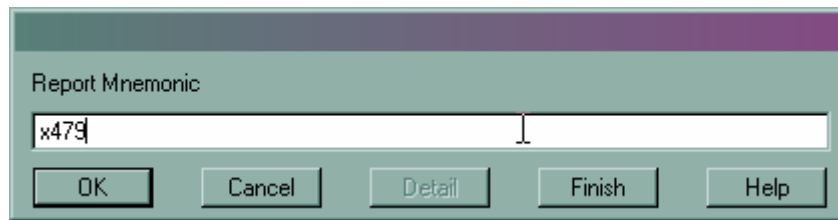
X479 will generate a fiscal year 2004 report of revenue (for those accounts having revenue) and expenditures showing the current year Budget, Current Month activity, and Year-to-Date (YTD) data for the current and three previous fiscal years. The user chooses the desired month of report. This comparative report shows the trend and/or timing of revenue and expenditures for an account. A total is given for revenue and for expenditures along with the net amount to indicate whether the account is or has operated at a profit or loss.

The following data will appear on the report:

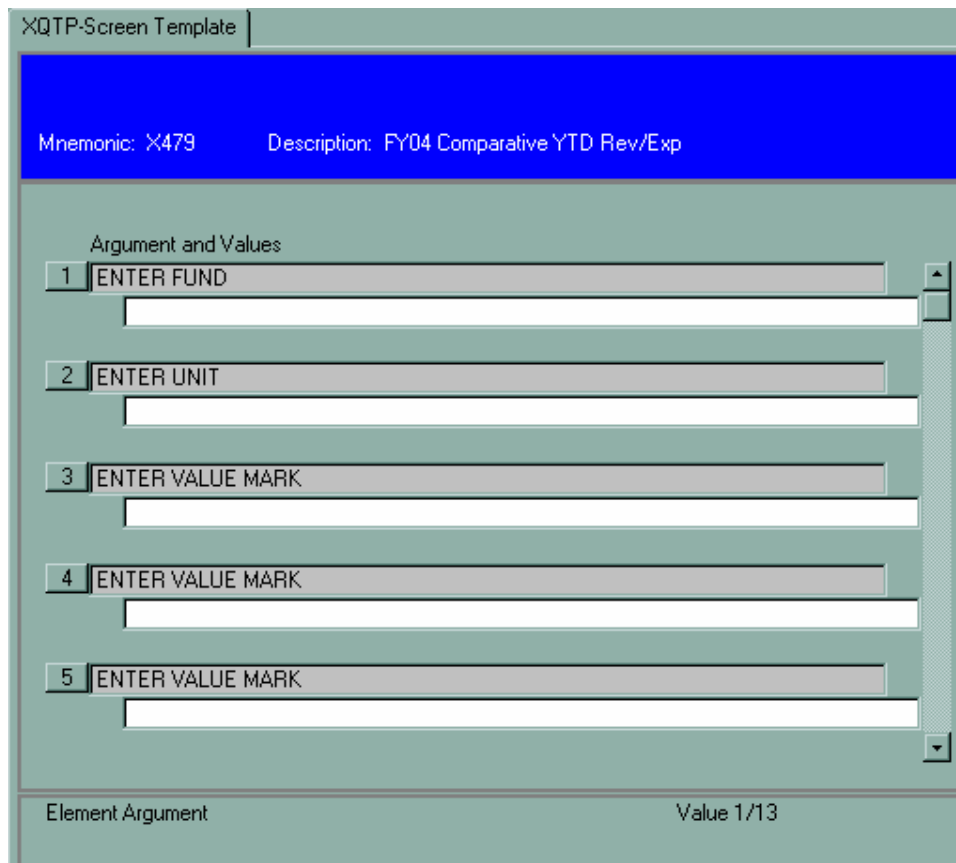
- User entered 'Month of Report'
- Unit name and number for which the report is generated
- Time and date the report is generated
- Object code and description
- Current year Budget
- Current month activity
- YTD data for current and three previous fiscal years as of the end of the selected month
- Total revenue, total expenditures, and net of revenue and expenditures

Instructions:

Enter XQTP and hit <Enter>. Type in X479 at the Report Mnemonic prompt and depress <Enter>. The following screen illustrates this:



After you depress <Enter> or click OK, the following prompt will appear:



Enter the desired data. The following example requests data for an Agency account.

The Fund is the 5-digit fund number.

The Unit is the 9-digit Unit number. For a multi-department report, just enter at least the first three digits of the Unit followed by three dots (•••). For example, entering 120••• will generate a report for all Units that begin with 120 and with the Fund(s) entered.

IMPORTANT!: The 'VALUE MARK' is the **FISCAL YEAR** month with July being 1, December being 6, and June being 12, etc. In this example, the number 6 will be entered for a December report. Enter the same VALUE MARK at all requested prompts.

The Date is completed by the user. Enter the 'as of' date and/or other text you want to appear in the heading of the report.

The following illustrates the completed screens.

XQTP-Screen Template

Mnemonic: X479 Description: FY04 Comparative YTD Rev/Exp

Argument and Values

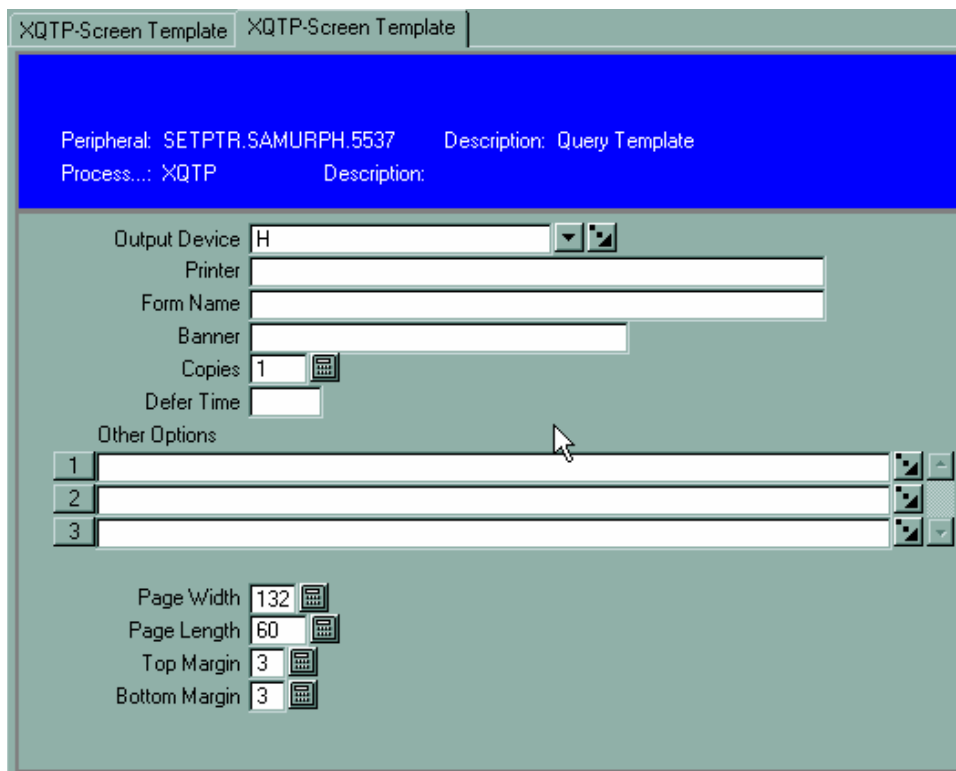
| | | |
|----|------------------|---------|
| 1 | ENTER FUND | 10703 |
| 2 | ENTER UNIT | 5022... |
| 3 | ENTER VALUE MARK | 1 |
| 4 | ENTER VALUE MARK | 1 |
| 5 | ENTER VALUE MARK | 1 |
| 6 | ENTER VALUE MARK | 1 |
| 7 | ENTER VALUE MARK | 1 |
| 8 | ENTER VALUE MARK | 1 |
| 9 | ENTER VALUE MARK | 1 |
| 10 | ENTER VALUE MARK | 1 |
| 11 | ENTER VALUE MARK | 1 |
| 12 | ENTER VALUE MARK | 1 |
| 13 | ENTER DATE | July |

Enter the same VALUE MARK in each requested prompt.

Click on the Save icon; the following dialog box will appear. Click on Update to save the input data and proceed with the report.



The following Output Device screen will appear. Enter H for Hold. This will generate the report to your screen for viewing prior to deciding what to do with the output.



Click the Save icon and the report will generate.

Following is a sample of the output.

COMPARATIVE REVENUE AND EXPENSES FOR MONTH ENDING July Farm-General - UNIT 502200000
15:24:21 08-14-03

Heading with unit, time & date

| OBJECT.. | OBJECT DESCRIPTION..... | FY2004 | FY2004 | FY2004 | FY2003 | FY2002 | FY2001 |
|----------------|---------------------------|-------------|--------------------|----------------------|----------------------|----------------------|----------------------|
| | | BUDGET..... | CURRENT MONTH..... | Y-T-D REV & EXP..... | Y-T-D REV & EXP..... | Y-T-D REV & EXP..... | Y-T-D REV & EXP..... |
| 565000 | Rentals | 2,000.00- | 50.00- | 50.00- | 0.00 | 850.00- | 700.00- |
| 595000 | Misc Revenue | 25,000.00- | 2,993.76- | 2,993.76- | 2,510.20- | 555.00- | 1,015.00- |
| 595100 | Investment Revenue | 1,500.00- | 73.76 | 73.76 | 107.75- | 509.53- | 1,094.16- |
| 595700 | Federal Work Study Offset | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 507000 | Sales Merchandise | 2,000.00- | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 595210 | Gain on FMV of Investment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Revenues | | 30,500.00- | 2,970.00- | 2,970.00- | 2,617.95- | 1,914.53- | 2,809.16- |
| | | 30,500.00- | 2,970.00- | 2,970.00- | 2,617.95- | 1,914.53- | 2,809.16- |
| 991000 | UMBRELLA BUDGET | 486,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 605000 | Salaries Admin/Prof | 0.00 | 0.00 | 0.00 | 450.00 | 441.25 | 0.00 |
| 615100 | Civil Service- Exempt | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 615300 | Civil Service - Overtime | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 615400 | Civil Service Extra Help | 0.00 | 0.00 | 0.00 | 402.00 | 1,675.00 | 742.50 |
| 625100 | Student Wages - Regular | 0.00 | 0.00 | 0.00 | 2,100.00 | 92.00 | 0.00 |
| 625200 | Student Wages - FWS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 641000 | Medicare | 0.00 | 0.00 | 0.00 | 255.40 | 0.00 | 0.00 |
| 660000 | Contract Labor | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 | 0.00 |
| 668300 | Data Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 668600 | Catering/Meals | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 669600 | Pest Control | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 669800 | Cleaning Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 670250 | Veterinarian Fees | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 691400 | Garage ISU | 0.00 | 0.00 | 0.00 | 0.00 | 267.00 | 0.00 |
| 691600 | Facilities Management ISU | 0.00 | 0.00 | 0.00 | 0.00 | 4.99 | 0.00 |
| 691700 | Postage ISU - General | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 691801 | Tele ISU TNSS Phone Charg | 0.00 | 0.00 | 0.00 | 6.20- | 0.00 | 0.00 |
| 691910 | Univ Communication Printi | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 692500 | Parking | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Budget

Current Month Activity

Current year and three previous fiscal year data as of the end of July which was the requested month.

There will also be a total for expenditures and a net of revenue and expenditures at the end of the report.

XD Query Instructions for Datatel R17 – UI 1.5

The XD queries are ad hoc reports that have been written at Illinois State University to supplement data reporting needs that could not be satisfied by the standard reports provided within the Datatel Colleague Financial system. The XD Queries differ from the XQ Queries in that they **may be department specific and/or pertain to non-financial data**, such as Fixed Assets (Equipment Inventories).

Location of ad hoc reports within UI 1.5

The queries can be accessed in several ways:

The first method is type XQTP in the Mnemonic field on the Menu Bar, then click Go. When the Report Mnemonic dialog box appears, enter the XD report name or enter XD... and select the desired query from the displayed list.

You may also use the Menu tree, selecting CF > XISU – ISU Defined Processes > XQTP; then enter XD... in the Report Mnemonic dialog box.

You may also click on File > Run , then type in XQTP when prompted for the mnemonic and hit <Enter>. Enter the four-digit XD mnemonic when prompted and hit <Enter>.

Financial Data Reports

- XD03 Unit Expenditures with Expanded Item Description**
- XD04 Unit Receipt Listing All Funds**
- XD05 Prior Date Expenditures – W/Payroll**
- XD06 Prior Date Expenditures – WO/Payroll**
- XD07 General Revenue GLSA Detail Listing**
- XD08 GLSA Detail Listing for Non-General Revenue Accounts**
- XD09 Expenditures by Voucher Number – Double Spaced**
- XD10 Detail of Cashier Deposits**
- XD32 Five-year Revenue/Expenditure Ledger History**
- XD33 Exp/Rev Data FY00-04 by Umbrella**

Inventory Listings

- XD20 Departmental Inventory Listing By Building/Room**
- XD21 Departmental Inventory Listing By Tag**
- XD22 Multiple Department Listing By Building/Room**
- XD23 Multiple Department Listing By Tag**
- XD24 Multiple Department Listing with Multiple Equipment Categories By Building/Room**
- XD25 Multiple Unit Listing with Multiple Equipment Categories By Tag**

XD03 – Unit Expenditures with Expanded Item Description

XD03 will generate an expenditure report with an expanded item description. You will enter three or more digits of the nine-digit unit and a report matching that portion of the account will be generated, regardless of the source of funds. For example, entering “120...” will generate an expenditure report for any unit that begins with “120.” Entering “5022...” will generate a report for all unit’s that begin with “5022.” Entering “502200001” would generate a report for just that one unit.

The following data will appear on the report:

- Heading with unit name and number along with the time and date the report was generated
- Date of transaction
- Voucher or Journal Entry number
- Payee
- Expanded Item Description
- Check number
- Transaction amount
- Appropriation code (1200 for contractual, 1300 for commodities, etc.)
- Fund number
- Object code
- Partial object code description

Instructions:

(You must hit <Enter> after typing in the information at the prompts/in the fields when working with XDs.)

- Enter **XQTP** and hit <Enter>. Type **XD03** at the Report Mnemonic prompt and hit <Enter>. The following screen illustrates this:



- After you depress <Enter> or click OK, the following screen prompt will appear:

- Enter the desired data. The following example desires data for FY2003 for a unit like 120000000 and with a beginning date of July 1, 2002 and an ending date of July 25, 2002.

Click on the Save icon; the following dialog box will appear. Click on Update to save the input data and proceed with the report.

- After saving the input data, the following screen will appear. Enter **H** in the Output Device field and save again. This will generate the report on your screen prior to deciding what to do with the output. It also prevents printing a report you did not desire.

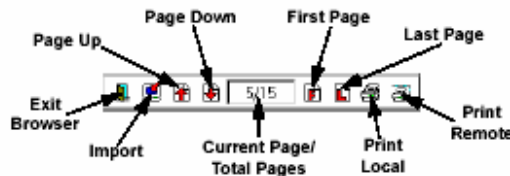
- Upon saving, a gray screen will appear while the report is processing, followed by the Report Browser; a sample page of the report follows. You may then decide what to do with the output.






Report Browser


EXPENSE LISTING BY UNIT BY OBJECT FOR Comptroller's Office - UNIT 120000000
08:40:31 07-30-02

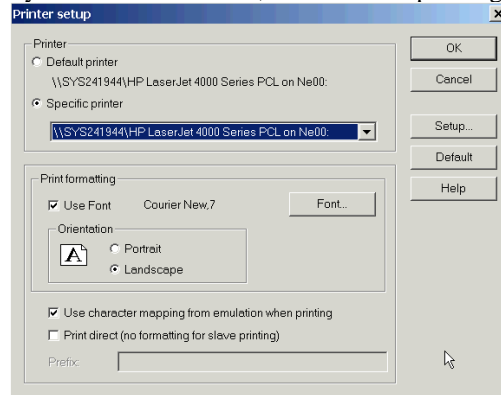
| DATE..... | VOUCHER. | DESCRIPTION..... | ITEM DESCRIPTION..... | CHECK # | AMOUNT..... | MISC2 | FUND. | OBJECT. |
|-----------|----------|------------------------|--------------------------|---------|-------------|-------|-------|---------|
| 07/15/02 | 078 | PAYROLL JE | | | 6,496.50 | 1120 | 10529 | 615000 |
| | | | | | ----- | | | |
| | | | | | 6,496.50 | | | |
| 07/15/02 | 078 | PAYROLL JE | | | 40,595.00 | 1120 | 10100 | 615100 |
| 07/15/02 | 078 | PAYROLL JE | | | 2,529.00 | 1120 | 10600 | 615100 |
| 07/15/02 | 078 | PAYROLL JE | | | 16,252.50 | 1120 | 10600 | 615100 |
| 07/15/02 | 078 | PAYROLL JE | | | 1,889.50 | 1120 | 10600 | 615100 |
| 07/15/02 | 078 | PAYROLL JE | | | 9,121.50 | 1120 | 10600 | 615100 |
| 07/15/02 | 078 | PAYROLL JE | | | 2,406.00 | 1120 | 10600 | 615100 |
| 07/15/02 | 078 | PAYROLL JE | | | 2,208.50 | 1120 | 10600 | 615100 |
| | | | | | ----- | | | |
| | | | | | 75,002.00 | | | |
| 07/15/02 | 078 | PAYROLL JE | | | 4,241.50 | 1120 | 10600 | 615200 |
| | | | | | ----- | | | |
| | | | | | 4,241.50 | | | |
| 07/07/02 | 077 | PAYROLL JE | | | 1,080.73 | 1120 | 10100 | 625000 |
| 07/07/02 | 077 | PAYROLL JE | | | 1,005.03 | 1120 | 10529 | 625000 |
| | | | | | ----- | | | |
| | | | | | 2,085.76 | | | |
| 07/07/02 | 077 | PAYROLL JE | | | 145.00 | 1120 | 10600 | 625100 |
| | | | | | ----- | | | |
| | | | | | 145.00 | | | |
| | | | | | ----- | | | |
| | | | | | 87,970.76 | | | |
| 07/05/02 | VO467328 | University of Illinois | CPO Support contribution | 0395547 | 21,552.00 | 1200 | 10400 | 660100 |

- To expand a report, click on the “Maximize” button in the upper right corner of the Report Browser or use the vertical and horizontal scroll bars to view the full report.
- Use the Report Browser Toolbar buttons, shown below, to navigate through a report, print a report, or save a copy of a report.




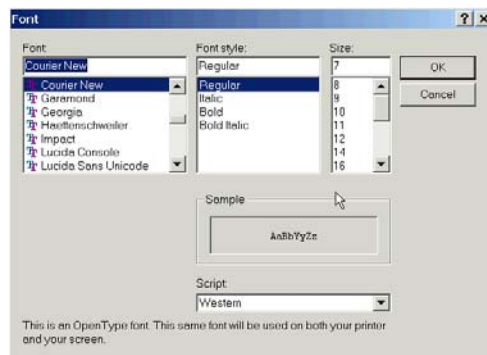
- Click the Exit Browser button  to close the Report Browser and return to the application workspace.
- Click the Import button  to save a copy of the report to your local hard drive. You are prompted to specify a name and path for the saved report. Saving a report's output to a local file allows you to then import that file into another application such as Microsoft Word or Excel. Once the data is imported into Word or Excel, you can further format the data, embed the report within a memo, create graphs, print, etc.
- Click the Page Up button  to move to the previous page of the report.
- Click the Page Down button  to move to the next page of the report.
- Click the First Page button or Last Page button  to jump to the first or last page of the report. You may also use your keyboard's Page Up and Page Down buttons.

- Click the Print Local button  to print the report to a local printer (i.e., a printer that is accessible from Windows). This option downloads the report to your PC and uses Windows to print the report. When you select Print Local, a Printer Setup dialog box is displayed.




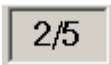
Note: For best results with the Print Local option, you must choose an appropriate font size and page orientation. If the font is too large, the report may not page properly or may be truncated short of the right margin. By default the setting is Courier New 7, which allows all reports and documents to print without word-wrapping or page overflows.

- Some reports can accommodate a larger font. If you wish to increase the font size for a particular report, click on the Font selection button  to display the Font Selection screen.
- Select the font, style, and size you want and click OK.



Any changes that you make to the font selection will remain in effect for future sessions. In all cases, make sure that the Use character mapping check box is checked.

- Click the Print Remote button  to print to an RPM printer. **We do not currently recommend using RPM** because the reports generally overflow the page and either word-wrap or truncate data.

- The Current Page/Total Pages box  shows the number of the currently displayed page and the total number of pages in the report.

- Setting Report Browser Preferences: you can resize the browser window to fit any selected report. If the entire report does not fit on the screen, use the vertical and horizontal scroll bars to view the other parts of it. To customize the font, background color, and text color of your browser, click the Options menu and choose Font or Change Colors.

XD04 – Receipt Listing for a Unit

XD04 will generate a Receipt report for a given unit or a portion of a unit. You will enter three or more digits of the nine-digit unit and a report matching that portion of the account will be generated, regardless of the source of funds. For example, entering “120...” will generate a receipt report for any unit that begins with “120.” Entering “5022...” will generate a report for all unit’s that begin with “5022.” Entering “502200001” would generate a report for just that one unit.

The following data will appear on the report:

- Heading with the unit name and number along with the time and date the report was generated
- Transaction date
- Cashier batch number
- Source code CR for Cash Receipt and JE for Journal Entry
- Receipt description
- Transaction amount
- Object code
- Object code description
- Unit number

Instructions:

See instructions for XD03 (pages 3-5). Sample XD04 report follows:

RECEIPT LISTING FOR: FUND 10703- Sales & Serv Ed Activities UNIT 502200001- Dairy
08:23:28 07-31-02

| RECEIPT DATE | CASHIER BATCH NUMBER | SRC | RECEIPT DESCRIPTION | RECEIPT AMOUNT | OBJECT | OBJECT DESCRIPTION | UNIT |
|------------------|----------------------|-----|--------------------------|----------------|--------|--------------------|--------|
| 05/07/02 | A000004207 | CR | Summary for session 4314 | 3,209.47- | 507000 | Sales Merchandise | 502200 |
| 05/20/02 | A000004249 | CR | Summary for session 4357 | 3,973.32- | 507000 | Sales Merchandise | 502200 |
| 06/12/02 | A000004311 | CR | Summary for session 4420 | 12,457.28- | 507000 | Sales Merchandise | 502200 |
| 06/24/02 | A000004339 | CR | Summary for session 4447 | 4,335.60- | 507000 | Sales Merchandise | 502200 |
| | | | | ----- | | | |
| | | | | 23,975.67- | | | |
| | | | | ----- | | | |
| | | | | 23,975.67- | | | |
| | | | | ----- | | | |
| TOTAL | | | | 23,975.67- | | | |
| 4 records listed | | | | | | | |

XD05 Prior Date Expenditure Listing for a Unit(s)

Many times a voucher is entered at the end of the month, but not approved until the following month. Additionally, vouchers are sometimes backdated to reflect the date a transaction actually happened. Reports run the last day of the month will not reflect unapproved vouchers, but the voucher date determines the month where it will appear in a report once the voucher is approved. For example, a voucher is entered into the system on March 31, but is not approved until April 3. This voucher will not appear on a report generated on March 31. It also would not appear on a report run just for the month of April since the voucher was dated March 31. The voucher would appear on a March report if the March report is generated **after** the April 3 approved date.

XD05 will show you expenditures with a system date greater than the date you enter, but with a transaction date less than the system date. In the example above, you would run the report in April and the report would show you transactions dated prior to April.

Hint: This report may also be useful during the July and August lapse period since all vouchers going against prior year budgets are required to be dated on or before June 30. This report would isolate transactions taking place during the lapse period.

The screenshot shows a software interface titled "XQTP-Screen Template" with a blue header bar. The header contains "Mnemonic: XD05" and "Description: Prior Date Exp - W/Payroll". Below the header is a section titled "Argument and Values" containing five numbered input fields:

- 1 ENTER 4-DIGIT FISCAL YEAR: 2002
- 2 ENTER 5 DIGIT FUND NUMBER FOR EXPENSE LISTING: 10400
- 3 ENTER 3 OR MORE DIGITS OF UNIT FOLLOWED BY ... TO GET AN EXPENSE LIS: 120...
- 4 LIST TRANSACTIONS WITH TRANSACTION DATE LESS THAN: 063002
- 5 LIST TRANSACTIONS WITH SYSTEM DATE GREATER THAN OR EQUAL TO: 063002

Two callout boxes are present:

- A box pointing to field 4: "This transaction date determines the period transaction that appears on a normal report."
- A box pointing to field 5: "System date is the computer date. In this example, transactions entered in July, but are dated prior to July"

Argument and Values

6 ENTER MONTH THAT REPORT IS PRIOR TO

JULY

This is the date that will appear in the heading of the report.

The transaction date is the date of the voucher.

The system date is the actual date entered into the system. Entered in July, dated June.

Report Browser

1/2

EXPENSES POSTED DATED PRIOR TO 'JULY' Comptroller's Office - UNIT NUMBER 120000000
13:14:03 07-31-02

| TR DATE... | SYS DATE. | REF #..... | PAYEE..... | CHECK #... | AMOUNT..... | OBJECT.. | OBJECT..... |
|------------|-----------|------------|-------------------------------|------------|-------------|----------|--------------------------|
| 06/25/02 | 07/18/02 | V0464795 | Bank One, NA | 0397084 | 50.00 | 660100 | Consultants |
| | | | | | ----- | ***** | |
| | | | | | 50.00 | 660100 | |
| 06/28/02 | 07/08/02 | V0467336 | Laser Impact | 0395444 | 68.00 | 665000 | Contract Purchases - Oth |
| | | | | | ----- | ***** | |
| | | | | | 68.00 | 665000 | |
| 06/25/02 | 07/29/02 | V0471973 | Communications Revolving Fund | 0398426 | 43.90 | 691809 | Tele ISU Page Rentals |
| | | | | | ----- | ***** | |
| | | | | | 43.90 | 691809 | |
| 05/21/02 | 07/11/02 | V0467306 | Communications Revolving Fund | 0395788 | 9.05 | 691810 | Tele ISU Mobile Phone Ch |
| 06/10/02 | 07/26/02 | V0471823 | Communications Revolving Fund | 0398423 | 9.05 | 691810 | Tele ISU Mobile Phone Ch |
| | | | | | ----- | ***** | |
| | | | | | 18.10 | 691810 | |
| 06/22/02 | 07/15/02 | J034213 | #42783prnt job 6/22/02 | | 9.95 | 691910 | Univ Communication Print |
| 06/22/02 | 07/15/02 | J034213 | #3554 prnt job 6/22/02 | | 434.40 | 691910 | Univ Communication Print |
| 06/24/02 | 07/24/02 | J034452 | #3562 prnt job 6/24/02 | | 66.05 | 691910 | Univ Communication Print |
| 06/26/02 | 07/30/02 | J034567 | #3607 prnt job 6/26/02 | | 1,451.95 | 691910 | Univ Communication Print |

XD06 Prior Date Expenditure (without Payroll) Listing for a Unit(s)

To run this report, see instructions for XD05. XD06 excludes Payroll expenditures. In most cases XD05 and XD06 will yield the same results as Payroll is generally posted prior to the end of the month.

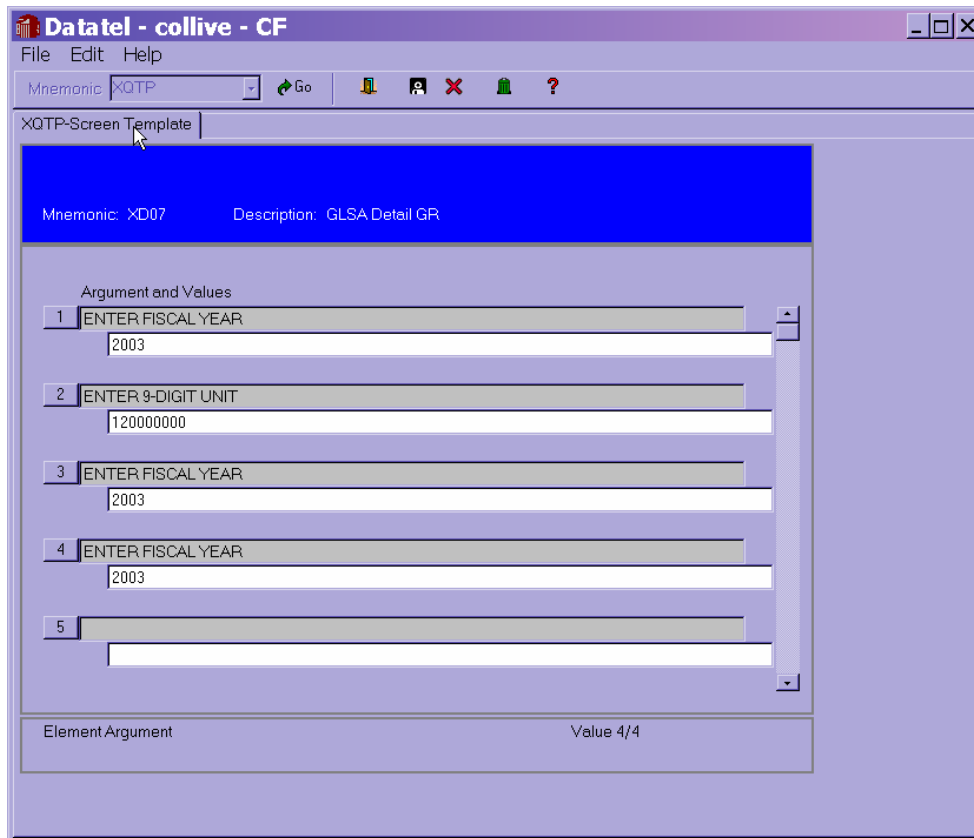
XD07 – General Revenue GLSA Detail Listing

XD07 will generate a **list of expenditure ledgers for an account by Umbrella**. Only accounts that have a balance will be printed. The report will also detail the **Budget** and **Available Balance** for each Umbrella.

XD07 can be used for any fiscal year. You will be prompted to enter the fiscal year for which you want the report. **Note:** The fiscal year will have to be entered three times. **The same fiscal year must be entered in all three places.**

Instructions:

XD07 must be accessed through the XQTP mnemonic just as the other Xxxx queries. After you enter XD07, the input prompt screen will appear. Complete the four input prompts. Note the fiscal year must be entered three times and the year must be the same in all three places.



The screenshot shows a window titled "Datatel - collive - CF" with a menu bar (File, Edit, Help) and a toolbar. The main area is titled "XQTP-Screen Template" and contains the following information:

- Mnemonic: XD07
- Description: GLSA Detail GR
- Argument and Values section with five prompts:
 - 1 ENTER FISCAL YEAR: 2003
 - 2 ENTER 9-DIGIT UNIT: 120000000
 - 3 ENTER FISCAL YEAR: 2003
 - 4 ENTER FISCAL YEAR: 2003
 - 5 (empty)
- Element Argument: Value 4/4

Click on the save button after you enter data into the screen prompt. It is recommended that you print the report to the screen for viewing prior to sending the output to the printer.

Following is a sample of the report output (XD07):

| ACCOUNT..... | OBJECT DESCRIPTION..... | UMB CODE | CURRENT BUDGET..... | TOTAL EXPENSES | PURCHASE ORDERS..... | AVAIL BAL EXC REQ..... |
|--|--------------------------------|----------|---------------------|----------------|----------------------|------------------------|
| LEDGER TOTALS BY UMBRELLA FOR UN.DEPT.DESC - MAJOR UNIT 120 14:51:33 07-31-02 | | | | | | |
| 10100_06_120000000_991120 | UMB - Personal Services | 1120 | 0.00 | 0.00 | 0.00 | 113,114.44 |
| 10100_06_120000000_605000 | Salaries Admin/Prof | 1120 | 0.00 | 9,085.00 | 0.00 | 0.00 |
| 10100_06_120000000_615100 | Civil Service- Exempt | 1120 | 0.00 | 79,564.00 | 0.00 | 0.00 |
| 10100_06_120000000_615200 | CS Non-Exempt | 1120 | 0.00 | 21,886.47 | 0.00 | 0.00 |
| 10100_06_120000000_615300 | Civil Service - Overtime | 1120 | 0.00 | 314.96 | 0.00 | 0.00 |
| 10100_06_120000000_615400 | Civil Service Extra Help | 1120 | 0.00 | 298.48 | 0.00 | 0.00 |
| 10100_06_120000000_625000 | Student Wages | 1120 | 0.00 | 1,965.53 | 0.00 | 0.00 |
| | | | 0.00 | 113,114.44 | 0.00 | 113,114.44 |
| 10100_06_120000000_991200 | UMB - Contractual | 1200 | 180,330.00 | 0.00 | 0.00 | 36,309.04 |
| 10400_06_120000000_660100 | Consultants | 1200 | 0.00 | 21,552.00 | 22,000.00 | 0.00 |
| 10400_06_120000000_669504 | Maint Agree Machinery/Mech | 1200 | 0.00 | 61.46 | 0.00 | 0.00 |
| 10400_06_120000000_722000 | Memberships/Dues | 1200 | 0.00 | 30.00 | 0.00 | 0.00 |
| 10400_06_120000000_727000 | Subscriptions | 1200 | 0.00 | 175.00 | 0.00 | 0.00 |
| 10400_06_120000000_808000 | Software | 1200 | 0.00 | 100,202.50 | 0.00 | 0.00 |
| | | | 180,330.00 | 122,020.96 | 22,000.00 | 36,309.04 |
| 10100_06_120000000_991290 | UMB - Travel | 1290 | 15,683.00 | 0.00 | 0.00 | 15,683.00 |
| | | | 15,683.00 | 0.00 | 0.00 | 15,683.00 |
| 10100_06_120000000_991300 | UMB - Commodities | 1300 | 53,345.00 | 0.00 | 0.00 | 45,688.08 |
| 10400_06_120000000_742500 | Office Supplies - Prime Vendor | 1300 | 0.00 | 126.67 | 0.00 | 0.00 |
| 10400_06_120000000_755002 | Printed Material Office Sup | 1300 | 0.00 | 0.00 | 7,530.25 | 0.00 |

XD08 – GLSA Detail Listing for Non-General Revenue Accounts

XD08 will generate a list of expenditure ledgers for an account by Umbrella. Since most non-General Revenue accounts only have one Umbrella, most of the reports will be listed by Object code (the last six digits of the account number).

XD08 can be run for any fiscal year. You will be prompted to enter the fiscal year for which you want the report. **Note:** The fiscal year will have to be entered three times. **The same fiscal year must be entered in all three places.**

Instructions:

XD08 must be accessed through the XQTP mnemonic just as are all the other Xxxx queries. After entering XD08, the prompt screen will appear. Complete the five input prompts.

XQTP-Screen Template

Mnemonic: XD08 Description: GLSA Detail Non-GR

Argument and Values

| | | |
|---|---------------------------|-----------|
| 1 | ENTER FISCAL YEAR | 2003 |
| 2 | ENTER 5-DIGIT FUND NUMBER | 10702 |
| 3 | ENTER 9-DIGIT UNIT | 861000228 |
| 4 | ENTER FISCAL YEAR | 2003 |
| 5 | ENTER FISCAL YEAR | 2003 |

Element Argument Value 5/5

Click on the save button after you enter data into the screen prompt. It is recommended that you print the report to the screen for viewing prior to sending the output to the printer.

Following is a sample of the report output (XD08):

Report Browser

1/1

LEDGER TOTALS BY UMBRELLA FOR UN.DEPT.DESC - MAJOR UNIT 861
15:07:42 08-05-02

| ACCOUNT..... | OBJECT DESCRIPTION..... | UMB CODE | CURRENT BUDGET..... | TOTAL EXPENSES | PURCHASE ORDERS..... | AVAIL BAL EXC REQS..... |
|---------------------------|--------------------------------|----------|---------------------|----------------|----------------------|-------------------------|
| 10702_03_861000228_991000 | UMBRELLA BUDGET | 9999 | 122,422.43 | 0.00 | 0.00 | 81,853.70 |
| 10702_03_861000228_601100 | Faculty - Tenured | 1120 | 0.00 | 15,534.00 | 0.00 | 0.00 |
| 10702_03_861000228_605000 | Salaries Admin/Prof | 1120 | 0.00 | 12,884.00 | 0.00 | 0.00 |
| 10702_03_861000228_615200 | CS Non-Exempt | 1120 | 0.00 | 894.30 | 0.00 | 0.00 |
| 10702_03_861000228_615300 | Civil Service - Overtime | 1120 | 0.00 | 199.14 | 0.00 | 0.00 |
| 10702_03_861000228_615400 | Civil Service Extra Help | 1120 | 0.00 | 397.50 | 0.00 | 0.00 |
| 10702_03_861000228_625100 | Student Wages - Regular | 1120 | 0.00 | 343.00 | 0.00 | 0.00 |
| 10702_03_861000228_670201 | Honorariums/Lecturers | 1200 | 0.00 | 4,000.00 | 0.00 | 0.00 |
| 10702_03_861000228_691910 | Univ Communication Printing | 1300 | 0.00 | 138.55 | 0.00 | 0.00 |
| 10702_03_861000228_709000 | Rentals | 1200 | 0.00 | 4,432.51 | 0.00 | 0.00 |
| 10702_03_861000228_739300 | Bank Card Charges | 1200 | 0.00 | 156.34 | 0.00 | 0.00 |
| 10702_03_861000228_742500 | Office Supplies - Prime Vendor | 1300 | 0.00 | 229.44 | 0.00 | 0.00 |
| 10702_03_861000228_770000 | Food/Drink | 1300 | 0.00 | 134.95 | 0.00 | 0.00 |
| 10702_03_861000228_875000 | Refunds | 9930 | 0.00 | 1,225.00 | 0.00 | 0.00 |
| | | | 122,422.43 | 40,568.73 | 0.00 | 81,853.70 |
| 10702_11_861000228_994400 | UMB - Awards & Grants | 4400 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | 122,422.43 | 40,568.73 | 0.00 | 81,853.70 |
| TOTAL | | | 122,422.43 | 40,568.73 | 0.00 | 81,853.70 |

15 records listed

XD09 -- Expenditures By Voucher Number – Double Spaced

XD09 will generate an expenditure report in voucher number order. The report is also double-spaced to enhance readability. You will be prompted to enter the five-digit FUND number and at least three digits of the UNIT number (the unit you wish to generate the report for).

The following data will appear on the report:

- Heading with UNIT name and number, time and date of report generation
- Date of transaction
- Computer System Date (the date the voucher was actually entered into Datatel)
- Voucher or Journal Entry number
- Payee
- Check number
- Transaction amount
- Object code
- Partial object code description

Instructions:

(You must hit <Enter> after typing in the information at the prompts/in the fields when working with XDs.)

- Enter XQTP, then XD09 at the Report Mnemonic prompt.
- After you depress <Enter>, the following will appear:

Datatel - collive - CF

File Edit Help

Mnemonic: XQTP

XQTP-Screen Template

Mnemonic: XD09 Description: Exp By Voucher No Dbl Spaced

Argument and Values

| | | |
|---|---|---------|
| 1 | ENTER FISCAL YEAR | 2002 |
| 2 | ENTER 5 DIGIT FUND NUMBER FOR EXPENSE LISTING | 10702 |
| 3 | ENTER 3 OR MORE DIGITS OF UNIT FOLLOWED BY ... TO GET AN EXPENSE LI | 5705... |
| 4 | ENTER BEGINNING DATE FOR EXPENSE LISTING | 110101 |
| 5 | ENTER ENDING DATE FOR EXPENSE LISTING | 113001 |

Element Argument Value 5/5

Enter at least three digits of UNIT followed by three dots if fewer than nine digits are entered.

- Enter the desired data. The above example generates an expenditure report for FY2002 for FUND 10702 and any UNIT that begins with 5705 for the period beginning November 1, 2001 and ending November 30, 2001.
- After saving the input data, follow Print Local instructions (pages 3-5) to view report with the Report Browser.
- Upon saving, the report will generate. A sample page of the report follows. You will then decide what to do with the output.

The system date is the calendar date entered into the system. If it is blank, then it is the same as the voucher/JE date.

Report Browser

EXPENSE LISTING FOR Shakespeare - UNIT NUMBER 570500408
17:01:34 07-31-02

| VOUCHER OR JRNL DATE..... | SYSTEM DATE..... | VOUCHER JOURNAL NUMBER..... | PAYEE VENDOR NAME..... | CHECK #... | TRANSACTION AMOUNT.. | OBJECT.. | OBJECT DESCRIPTION..... |
|---------------------------|------------------|-----------------------------|---------------------------|------------|----------------------|----------|-------------------------|
| 11/25/01 | 12/03/01 | 125 | PAYROLL JE | | 50.00 | 625100 | Student Wages - Regular |
| 11/12/01 | | J026863 | MC/Visa fees - Oct | | 5.00 | 739300 | Bank Card Charges |
| 11/01/01 | 11/02/01 | V0392810 | Bloomington City of | 0333121 | 181.25 | 703500 | Utilities - Water |
| 11/06/01 | 11/13/01 | V0394506 | Illinois Power Co | 0334803 | 25.00 | 703400 | Utilities - Electricity |
| 11/14/01 | 11/15/01 | V0395850 | Audition Studio | 0335358 | 240.00 | 709300 | Rental Real Property |
| 11/19/01 | | V0397273 | Illinois State University | 0336330 | 21.71 | 691800 | Telecommunications ISU |
| 11/19/01 | | V0397276 | Illinois State University | 0336331 | 36.08 | 691800 | Telecommunications ISU |
| 11/21/01 | | V0398015 | Calvin MacLean | 0336839 | 208.50 | 701000 | Travel |
| 11/20/01 | 12/03/01 | V0399171 | Royal Publishing Inc | 0339059 | 395.00 | 668100 | Advertising |
| 11/13/01 | 12/03/01 | V0399289 | Holt Supply Company | 0338937 | 26.67 | 754000 | Supplies - Other |
| 11/30/01 | 12/05/01 | V0400432 | Seven Seas Travel Inc | 0339387 | 175.50 | 701000 | Travel |
| 11/30/01 | 12/05/01 | V0400504 | Nancy J. Eller | 0339501 | 31.94 | 701000 | Travel |
| 11/05/01 | 12/18/01 | V0401326 | Bank One, NA | 0342431 | 12.53 | 668600 | Catering/Meals |

XD10 – Detail of Cashier Deposits

XD10 generates a report that details deposits at the Cashier's Office. You will be prompted to enter the five-digit FUND number and at least three digits of the UNIT number (the unit you wish to generate the report for).

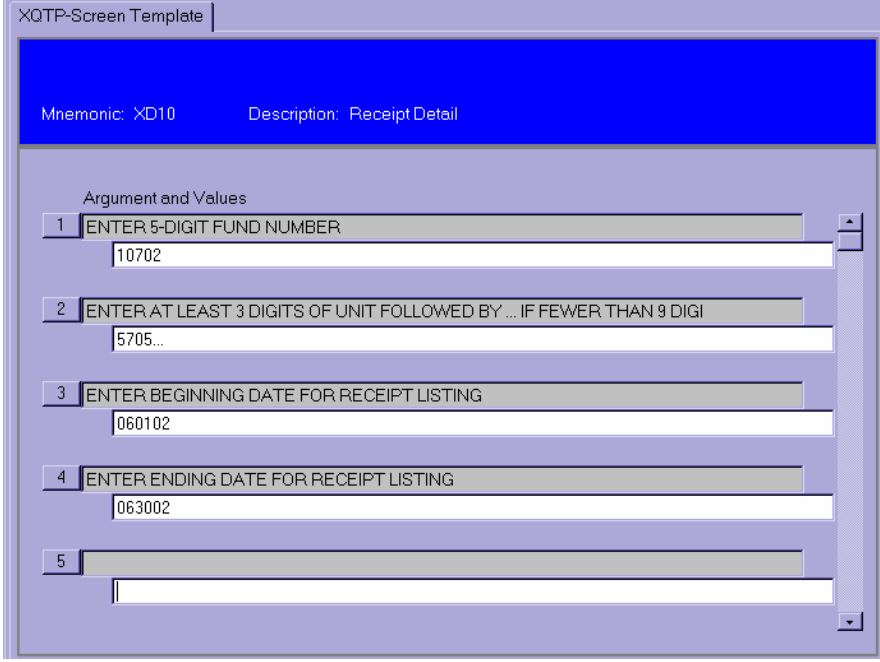
The following data will appear on the report:

- Heading with UNIT number along with the time and date of report generation
- Receipt date
- Cashier Batch Number - A00000xxxx
- Separates the deposit into Cash and Non-cash (checks, etc.)
- Receipt number
- Non-AR code
- Non-AR code description

Instructions:

(You must hit <Enter> after typing in the information at the prompts/in the fields when working with XDs.)

- Enter **XQTP** then **XD10** in the Report Mnemonic dialog box.
- Enter the desired data. The above example generates a detail deposit report for FUND 10702 and any UNIT that begins with 5705 for the period beginning November 1, 2001 and ending November 30, 2001.
- After saving the input data, the following screen will appear. Enter 'H' and save again. This will generate the report to your screen first and prevents printing a report you did not desire.



Argument and Values

| | | |
|---|--|---------|
| 1 | ENTER 5-DIGIT FUND NUMBER | 10702 |
| 2 | ENTER AT LEAST 3 DIGITS OF UNIT FOLLOWED BY ... IF FEWER THAN 9 DIGI | 5705... |
| 3 | ENTER BEGINNING DATE FOR RECEIPT LISTING | 060102 |
| 4 | ENTER ENDING DATE FOR RECEIPT LISTING | 063002 |
| 5 | | |

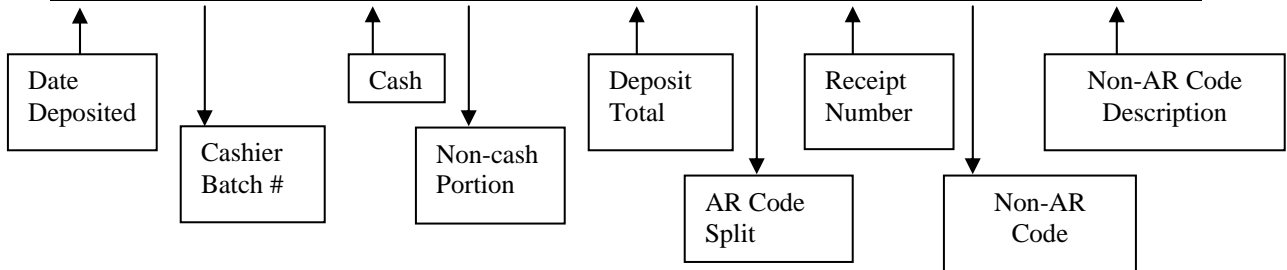
Enter at least three digits of UNIT followed by three dots if fewer than nine digits are entered.

- Upon saving, the report will generate. A sample page of the report follows. You will then decide what to do with the output.

Report Browser 1/3

| | | | | | | | |
|----------|------------|--------|-----------|-----------|-----------------|-----------|--|
| | | 0.00 | 3,256.00 | 3,256.00 | 3,256.00 | | |
| 06/07/02 | A000004298 | 0.00 | 1,527.00 | 1,527.00 | 1,527.00 | 000376582 | 57007 The-Shkspr-Evnt Tix- |
| | | 0.00 | 1,527.00 | 1,527.00 | 1,527.00 | | |
| 06/10/02 | A000004304 | 0.00 | 1,514.00 | 1,514.00 | 1,394.00 | 000376877 | 57027 Shakespeare Festival 57022 The-Shkspr-Misc Sour |
| | | | | | 120.00 | | |
| | | 0.00 | 1,514.00 | 1,514.00 | 1,514.00 | | |
| 06/10/02 | A000004305 | 0.00 | 3,031.00 | 3,031.00 | 3,031.00 | 000376933 | 57007 The-Shkspr-Evnt Tix- |
| | | 0.00 | 3,031.00 | 3,031.00 | 3,031.00 | | |
| 06/12/02 | A000004309 | 0.00 | 5,578.00 | 5,578.00 | 5,578.00 | 000377268 | 57007 The-Shkspr-Evnt Tix- |
| | | 0.00 | 5,578.00 | 5,578.00 | 5,578.00 | | |
| 06/12/02 | A000004311 | 0.00 | 15,191.73 | 15,191.73 | 14,189.26 | 000377293 | 57027 Shakespeare Festival 57022 The-Shkspr-Misc Sour 57022 The-Shkspr-Misc Sour |
| | | | | | 965.00 37.47 | | |
| | | 0.00 | 15,191.73 | 15,191.73 | 15,191.73 | | |
| 06/13/02 | A000004315 | 0.00 | 2,740.00 | 2,740.00 | 2,740.00 | 000377440 | 57007 The-Shkspr-Evnt Tix- |
| | | 0.00 | 2,740.00 | 2,740.00 | 2,740.00 | | |
| 06/14/02 | A000004317 | 395.00 | 2,047.00 | 2,442.00 | 605.00 | 000377661 | 57022 The-Shkspr-Misc Sour 57027 Shakespeare Festival |
| | | | | | 1,837.00 | | |
| 06/14/02 | A000004317 | 0.00 | 2,346.00 | 2,346.00 | 2,346.00 | 000377711 | 57007 The-Shkspr-Evnt Tix- |

PAGE 1



XD32 – Five Year Revenue/Expense Ledger History

XD32 will generate a listing containing a five-year history of revenues (for those accounts having revenue) and expenditures by ledger. This may be beneficial for looking at trends. The user will enter the heading to appear on the report and has the option to double space the report.

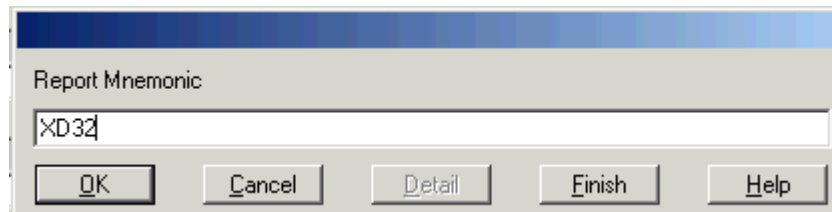
The following data will appear on the report:

- The person generating the report will enter the heading that will appear on the report. The time and date of the report will automatically appear.
- The 25-digit account number along with the object code (last six digits of the account number) description will appear for each five-year revenue or expense.
- A sub-total for revenues and for expenses is given along with the total net revenue minus expense.

Instructions:

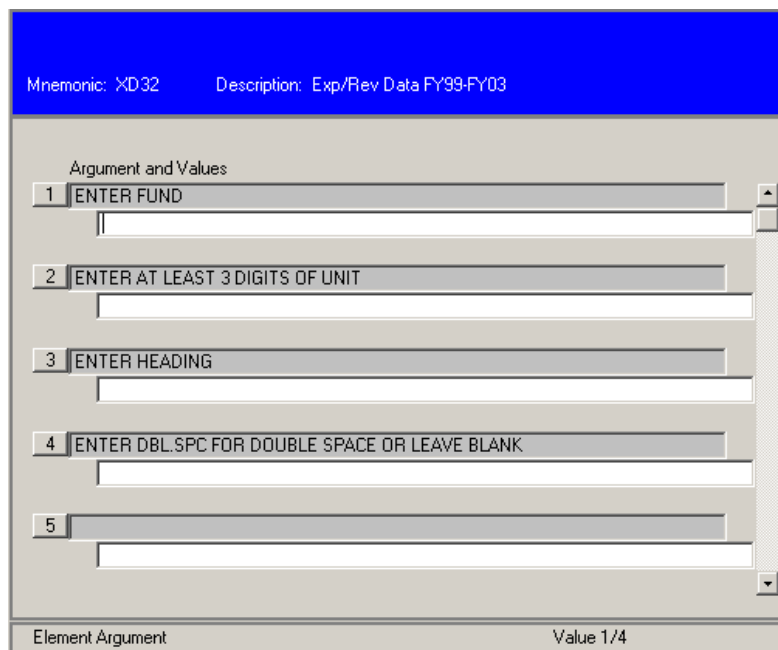
(You must hit <Enter> after typing in the information at the prompts/in the fields when working with the XD's)

- Enter XQTP and hit <Enter>. Type XD32 at the Report Mnemonic prompt and hit <Enter>. The following screen illustrates this:



A dialog box titled "Report Mnemonic" with a text input field containing "XD32". Below the input field are five buttons: "OK", "Cancel", "Detail", "Finish", and "Help".

After you depress <Enter> or click OK, the following screen prompt will appear:



A main screen with a blue header bar. The header bar contains "Mnemonic: XD32" and "Description: Exp/Rev Data FY99-FY03". Below the header is a section titled "Argument and Values" containing five numbered input fields:

- 1 ENTER FUND
- 2 ENTER AT LEAST 3 DIGITS OF UNIT
- 3 ENTER HEADING
- 4 ENTER DBL.SPC FOR DOUBLE SPACE OR LEAVE BLANK
- 5

At the bottom of the screen, there is a footer with "Element Argument" on the left and "Value 1/4" on the right.

- Enter the desired data. The following example requests a report for the General Revenue unit beginning with 120.

IMPORTANT!: For a General Revenue fund, you must enter three fund numbers separated by two single quote marks. This is necessary because your general revenue budget may be comprised of all three funding sources.

120... has been entered in the second line. If fewer than nine digits is entered in this field, the number must be followed by three periods indicating the selection should include all accounts for the fund that begin with 120 in this example.

The user should insert the title of the report on the third line. This can be anything the user desires. In this example, the heading will be '5-year Expenditure History for Unit 120'

The user can determine if the report should appear single or double-spaced. Enter DBL.SPC for a double-spaced report or leave this line blank for a single-spaced report.

Click on the Save icon; the following dialog box will appear. Click on Update to save the input data and proceed with the report.

- After saving the input data, the following screen will appear. Enter **H** in the Output Device field and save again. This will generate the report on your screen prior to deciding what to do with the output. It also prevents printing a report you did not desire.

- Upon saving, a gray screen will appear while the report is processing, followed by the Report Browser; a sample page of the report follows. You may then decide what to do with the output.

5-year Expenditure History for Unit 120
09:48:03 02-20-03

| LEDGER NUMBER..... | OBJECT DESCRIPTION..... | FY2003 Y-T-D..... | FY2002.... | FY2001.... | FY2000.... | FY1999..... |
|---------------------------|---------------------------|----------------------|------------|------------|------------|-------------|
| 10400_06_120000000_605000 | Salaries Admin/Prof | 98,450.04 | 109,020.00 | 102,912.00 | 97,908.00 | 111,438.00 |
| 10100_06_120000000_615100 | Civil Service- Exempt | 600,716.00 | 899,430.55 | 835,801.30 | 792,275.89 | 793,090.11 |
| 10100_06_120000000_615200 | CS Non-Exempt | 302,502.07 | 367,530.79 | 375,416.64 | 343,158.76 | 372,525.90 |
| 10100_06_120000000_615300 | Civil Service - Overtime | 8,565.87 | 14,996.82 | 15,372.07 | 17,116.99 | 36,228.30 |
| 10100_06_120000000_615400 | Civil Service Extra Help | 2,952.77 | 15,481.08 | 16,499.07 | 13,470.63 | 9,703.05 |
| 10100_06_120000000_625000 | Student Wages | 21,994.55 | 30,348.55 | 20,951.50 | 14,065.62 | 21,674.89 |
| 10400_06_120000000_660100 | Consultants | 38,213.37 | 129,962.50 | 45,951.00 | 9,615.00 | 4,500.00 |
| 10400_06_120000000_661100 | Emplymt Agency Temp Srv | 0.00 | 2,766.94 | 6,392.65 | 29,469.05 | 20,998.92 |
| 10400_06_120100000_665000 | Contract Labor/Purchases | 1,903.45 | 878.00 | 1,486.00 | 3,335.40 | 2,698.00 |
| 10400_06_120000000_668100 | Advertising | 164.00 | 0.00 | 0.00 | 590.40 | 148.00 |
| 10400_06_120000000_668101 | Advertising - Employment | 0.00 | 0.00 | 569.13 | 1,241.53 | 1,552.29 |
| 10400_06_120000000_668300 | Data Services | 0.00 | 0.00 | 0.00 | 380.55 | 0.00 |
| 10400_06_120000000_668700 | Legal Fees & Services | 0.00 | 0.00 | 0.00 | 840.00 | 0.00 |
| 10400_06_120000000_668800 | Auditing & Mgmt Services | 0.00 | 0.00 | 0.00 | 45,956.00 | 0.00 |
| 10400_06_120100000_669502 | Maint Agree Equip Office | 369.82 | 1,011.84 | 990.72 | 6,263.41 | 332.77 |
| 10400_06_120100000_669504 | Maint Agree Machinery/Mec | 1,116.14 | 0.00 | 4,228.80 | 0.00 | 2,692.08 |

XD20 – XD25 Inventory Queries

The XD20 – XD25 inventory queries are accessed in the same manner as the other XD and XQ queries. You first enter mnemonic **XQTP** and then enter the **XDxx** mnemonic. As with other Datatel reports, you may view the report on the screen, print it locally, print it remotely (only with the RPM software), or save it to a file. See instructions at the beginning of the XD documentation for more details.

XD20 – Departmental Inventory Listing by Building/Room

XD20 will generate an inventory listing for a department by Building and Room. Data appearing on the report includes:

- Heading with report date and department name
- Building number
- Room number
- Tag number
- Item description
- Manufacturer
- Model number
- Serial number
- Purchase order number
- Purchase date
- Purchase amount

XQTP-Screen Template

Mnemonic: XD20 Description: FA Dept-Bldg

Argument and Values

1 ENTER 5-DIGIT DEPT NUMBER FOR INVENTORY LISTING
02301

2

3

4

5

Note: This is the inventory department number, not your Datatel Unit number.

The following is a sample report:

Report Browser

3/15

REPORT DATE 14:33:23 08-01-02

ILLINOIS STATE UNIVERSITY
PROPERTY CONTROL

ITEMS FOR: 02301 - Comptroller

Bldg

Rm.

| BLDG #.. | BLD ROOM.. | TAG..... | DESCRIPTION..... | MFR | MODEL #... | SERIAL NUMBER..... | PO #.... | PURCHASE DATE..... | PUR AMO |
|----------|------------|----------|------------------------------|------------|------------|--------------------|----------|--------------------|---------|
| 019 | HOV 0102E | 243666 | Desk, Single Pedestal W/Retu | lexington | | | | 06/07/2000 | 1, |
| 019 | HOV 0105 | 230235 | SCANNER SCANJET 5P HP | | C5110A | MX78M11TJR | | 01/05/1998 | |
| 019 | HOV 0105 | 233898 | Computer | DELL | P400 | G072D | P0090694 | 09/03/1998 | 2, |
| 019 | HOV 0105 | 233901 | Monitor 17" | DELL | D1226H | 59119-J16CD-88 | P0090694 | 09/03/1998 | |
| 019 | HOV 0105 | 238977 | Monitor | dell | M990 | 2221D&3R7859 | P0093527 | 06/30/1999 | |
| 019 | HOV 0105 | 244101 | Chair Aeron 2-STAGE | Herman Mil | AERON | 124688 01 | | 10/31/2000 | |
| 019 | HOV 0105 | 249297 | Monitor, 17" | DELL | P991 | MX-094WRF-47741-15 | P0014260 | 07/01/2001 | |

XD21 Departmental Inventory Listing by Tag Number

XD21 generates an inventory listing for a department by Tag Number. Note the department number is the Inventory Control Department Number, not the Datatel Unit number. On this report, the Tag Number is in the first column and Building in the second column (the Building is in the first column in XD20).

Diagram illustrating the column headers for the inventory listing:

- Tag Number
- Building number and Name

Report Browser window showing the following data:

REPORT DATE 15:36:10 08-01-02

ILLINOIS STATE UNIVERSITY
PROPERTY CONTROL

ITEMS FOR: 02301 - Comptroller

| TAG..... | BLDG #.. | BLD ROOM.. | DESCRIPTION..... | MFR | MODEL #... | SERIAL NUMBER..... | PO #..... | PURCHASE DATE..... | PUR AMO |
|----------|----------|------------|------------------------------|-----|------------|--------------------|-----------|--------------------|---------|
| 075741 | 037 | SAB 0103 | STATION CASHIER SHAW-WALKER | | | | | 06/01/1968 | |
| 131815 | 037 | SAB 0103 | TYPEWRITER IBM SEL II SN 131 | | | 1316015 | | 06/01/1974 | |
| 140855 | 037 | SAB 0105 | TYPEWRITER IBM SEL. II SN 26 | | | 26-4474614 | | 10/01/1977 | |
| 143346 | 019 | HOV 0101 | TYPEWRITER IBM SEL II SN 610 | | | 6107201 | | 12/01/1978 | |
| 146055 | 019 | HOV 0101B | TYPEWRITER IBM CORR SEL SN 6 | | | 6423726 | | 11/01/1979 | |
| 152514 | 019 | HOV 0102 | TYPEWRITER IBM C/SIII SN4468 | | | 4468166 | | 05/01/1982 | |
| 162543 | 019 | HOV 0102 | REFRIGERATOR 14 CU FT WARDS | | | 34263073 | | 10/18/1985 | |
| 163725 | 037 | SAB 0106A | DESK 36X72" W/RH RETURN WOOD | | | | | 02/11/1986 | |

XD22 – Multiple Department Inventory Listing by Building/Room

This report is similar to XD20 except you may enter multiple department numbers for an inventory listing by Building/Room. This may be useful for units that have more than one funding source, for example, General Revenue, Agency, and Bond Revenue. When entering the Property Control Department number, leave a space between the department numbers. See following example:

The screenshot shows the XQTP-Screen Template for Mnemonic: XD21 and Description: FA Dept-Tag. The 'Argument and Values' section contains four rows of input fields. The first row is labeled '1' and contains the text 'ENTER 5-DIGIT DEPT NUMBER FOR INVENTORY LISTING' and the value '02301 42901'. Annotations with arrows point to the input fields: 'First department number' points to '02301', 'space' points to the space between '02301' and '42901', and 'Second department number' points to '42901'. Rows 2, 3, and 4 are empty input fields.

Note: You may enter more than two department numbers.

See sample output for XD20. The report format will appear the same.

XD23 – Multiple Department Inventory Listing by Tag Number

The input data will be the same as shown for XD22 above. The output format will be the same as the output shown for XD21. The only difference is there are multiple departments on this report.

XD24 – Multiple Department Inventory Listing by Building for an Equipment Category

XD24 will generate a report for one or more departments for one or more equipment categories by Building/Room. Sample equipment categories are: computers, monitors, printers, vehicles, etc. You may enter any combination of one or more department numbers and one or more equipment categories. You **must** enter at least one department number and one equipment category.

Enter one or more department numbers. Leave a space between numbers.

1 ENTER 5-DIGIT DEPT NUMBER FOR INVENTORY LISTING
02301 42901 02501

2 ENTER ASSET CATEGORY
0710 0760 0750

3

4

5

Element Argument Value 2/2

Enter one or more equipment categories. Leave a space between category numbers.

The report format is the same as for XD20 and XD22. The only difference is the report will contain data only for the department(s) and category(ies) entered.

XD25 – Multiple Department Inventory Listing by Tag Number for One or More Equipment Categories

XD25 is similar to XD24 except the output will be in Tag Number order rather than by Building/Room. The input screen will be the same as illustrated for XD24 above. **Note:** You must enter at least one department number and one equipment category. The report format is the same as for XD21 and XD23. The only difference is the report will contain data only for the department(s) and category(ies) entered.

To determine the BUILDING numbers, go into ASST, enter the TAG number of an existing asset. The Building Number and Name will be shown in the **Building** field.

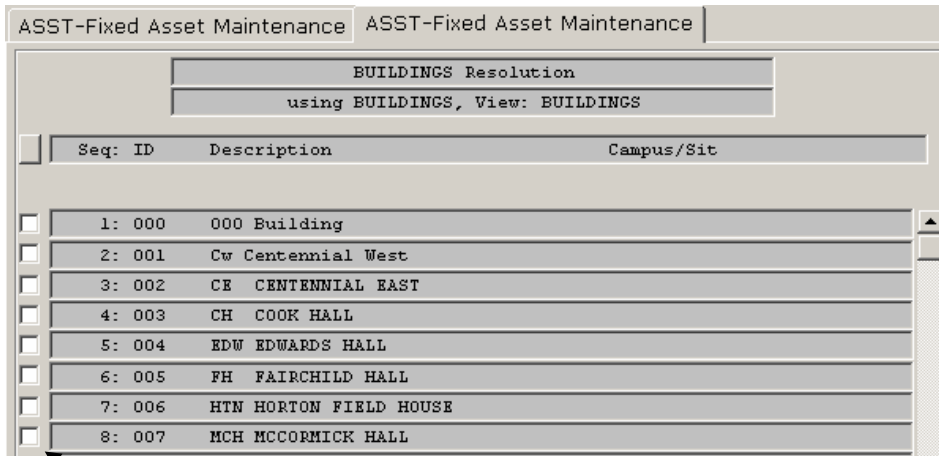
Building number/name

| | | | |
|----------------|--------------------------------|-----------------|--------------------------|
| Capitalize | Capitalized | Asset Acct | 67054-99-00000000-162000 |
| Asset Type | 15EAF Computers & Associated E | | |
| Asset Category | 0710 Computers | | |
| Description | Computer, Refurbished | | |
| Building | 561 Cr 220 N. Main Rec Outdoor | | |
| Sector | [Dropdown] | | |
| Room | 0121 Office | | |
| Location | [Empty] | | |
| Department | 64201 Campus Recreation - Agen | Project ID | 1 |
| Manufacturer | DELL | Vendor | 0006685 |
| Model | DHP | Voucher | V0440419 |
| Serial Number | 1GN3611 | P.O. No | [Empty] |
| Steward | [Empty] | Asset Bldg | [Empty] |
| Acquis Method | PL Purchased - Local | Ser/Warranty ID | [Empty] |
| Lease ID | [Empty] | Acquis Info | 02/22/2002 |
| Restrictions | [Empty] | Other Info | 03/06/02 |
| Insurance ID | [Empty] | Disposal Info | [Empty] |

Enter ellipsis (...) to display list of Building names and numbers

| | | | |
|----------------|--------------------------------|------------|-------------------|
| Capitalize | Capitalized | Asset Acct | 67054-99-00000000 |
| Asset Type | 15EAF Computers & Associated E | | |
| Asset Category | 0710 Computers | | |
| Description | Computer, Refurbished | | |
| Building | ... | | |
| Sector | [Dropdown] | | |
| Room | 0121 Office | | |
| Location | [Empty] | | |

To see additional Building numbers, type an ellipsis (...) in the Building field, and a list of all Building numbers will appear:



The screenshot shows a window titled "ASST-Fixed Asset Maintenance" with a sub-header "BUILDINGS Resolution using BUILDINGS, View: BUILDINGS". Below this is a table with columns for "Seq: ID", "Description", and "Campus/Sit". The table lists eight buildings, each with a checkbox to its left. An arrow points to the checkbox for the first row, "1: 000 000 Building".

| Seq: ID | Description | Campus/Sit |
|---------------------------------|------------------------|------------|
| <input type="checkbox"/> 1: 000 | 000 Building | |
| <input type="checkbox"/> 2: 001 | Cw Centennial West | |
| <input type="checkbox"/> 3: 002 | CE CENTENNIAL EAST | |
| <input type="checkbox"/> 4: 003 | CH COOK HALL | |
| <input type="checkbox"/> 5: 004 | EDW EDWARDS HALL | |
| <input type="checkbox"/> 6: 005 | FH FAIRCHILD HALL | |
| <input type="checkbox"/> 7: 006 | HTN HORTON FIELD HOUSE | |
| <input type="checkbox"/> 8: 007 | MCH MCCORMICK HALL | |

To change a Building number, select the Building by clicking in the box to the left of the desired Building number and name.

XD33 – Four Year Revenue/Expense History by Umbrella

XD33 will generate a listing containing a four-year history of revenues (for those accounts having revenue) and expenditures by Umbrella (contractual, commodities, etc.). This may be beneficial for looking at trends. The user will enter the heading to appear on the report and has the option to double space the report.

The following data will appear on the report:

- The person generating the report will enter the heading that will appear on the report. The time and date of the report will automatically appear.
- The 25-digit account number along with the object code (last six digits of the account number) description will appear for each five-year revenue or expense.
- A sub-total for revenues and for each umbrella is given along with the total net revenue minus expense.

Instructions:

(You must hit <Enter> after typing in the information at the prompts/in the fields when working with the XD's)

- Enter XQTP and hit <Enter>. Type XD33 at the Report Mnemonic prompt and hit <Enter>. The following screen illustrates this:



The image shows a dialog box titled "Report Mnemonic". It has a text input field containing "XD33". Below the text field are five buttons: "OK", "Cancel", "Detail", "Finish", and "Help". The dialog box has a blue header bar and a grey border.

After you depress <Enter> or click OK, the following screen prompt will appear:

| Mnemonic: XD32 Description: Exp/Rev Data FY99-FY03 | |
|---|---|
| Argument and Values | |
| 1 | ENTER FUND |
| 2 | ENTER AT LEAST 3 DIGITS OF UNIT |
| 3 | ENTER HEADING |
| 4 | ENTER DBL.SPC FOR DOUBLE SPACE OR LEAVE BLANK |
| 5 | |
| Element Argument | Value 1/4 |

- Enter the desired data. The following example requests a report for the General Revenue unit beginning with 120.

IMPORTANT!: For a General Revenue fund, you must enter three fund numbers separated by **two single quote marks**. This is necessary because your general revenue budget may be comprised of all three funding sources.

120... has been entered in the second line. If fewer than nine digits is entered in this field, the number must be followed by three periods indicating the selection should include all accounts for the fund that begin with 120 in this example.

The user should insert the title of the report on the third line. This can be anything the user desires. In this example, the heading will be 'Sample 4-year Expense History by Umbrella for Unit 120'

The user can determine if the report should appear single or double-spaced. Enter DBL.SPC for a double-spaced report or leave this line blank for a single-spaced report.

Mnemonic: XD33 Description: Exp/Rev Data FY00-03 by Umb

Argument and Values

1 ENTER FUND
10100*10200*10400

2 ENTER AT LEAST 3 DIGITS OF UNIT
120...

3 ENTER HEADING
Sample 4-Year Expense History by Umbrella for Unit 120

4 ENTER DBL.SPC FOR DOUBLE SPACE OR LEAVE BLANK
DBL.SPC

Click on the Save icon; the following dialog box will appear. Click on Update to save the input data and proceed with the report.

Alex

Update record, Cancel record or Return to editing

Update Cancel Return

- After saving the input data, the following screen will appear. Enter **H** in the Output Device field and save again. This will generate the report on your screen prior to deciding what to do with the output. It also prevents printing a report you did not desire.

XQTP-Screen Template XQTP-Screen Template

Peripheral: SETPTR.LWTDEPK.3470 Description: Query Template

Access...: XQTP Description:

Output Device: **H**

Printer

Form Name

Banner

Copies: 1

Defer Time

- Upon saving, a gray screen will appear while the report is processing, followed by the Report Browser; a sample page of the report follows. You may then decide what to do with the output.

The heading you enter

Sample 4-Year Expense History by Umbrella for Unit 120
13:59:21 03-25-03

| LEDGER NUMBER..... | OBJECT DESCRIPTION..... | FY2003 Y-T-D..... | FY2002..... | FY2001..... | FY2000..... |
|---------------------------|---------------------------|----------------------|-------------------|-------------------|-------------------|
| 10400_06_120100000_709310 | Rental Mtg Rooms/Displays | 4,330.00 | 4,455.00 | 4,330.00 | 194.00 |
| 10400_06_120100000_722000 | Memberships/Dues | 1,234.00 | 100.00 | 29.14 | 4,780.80 |
| 10400_06_120200000_727000 | Subscriptions | 175.00 | 1,433.00 | 660.00 | 3,189.59 |
| 10400_06_120000000_729010 | Registration - Reimb Empl | 0.00 | 0.00 | 0.00 | 595.00 |
| 10400_06_120200000_729020 | Registration Paid to Vend | 610.00 | 1,997.00 | 5,473.00 | 18,174.50 |
| 10400_06_120000000_737000 | Taxes & Licenses | 73.00 | 0.00 | 328,421.37 | 0.00 |
| 10400_06_120000100_737245 | Software License Fee | 0.00 | 0.00 | 68,037.50 | 0.00 |
| 10400_06_120200000_808000 | Software | 104,304.35 | 122,832.50 | 16,670.00 | 114,567.00 |
| Contractual totals | | 156,533.32 | 269,196.26 | 488,362.65 | 257,219.72 |
| 10400_06_120000000_701010 | Travel In-State Employee | 969.36 | 216.00 | 2,798.00 | 16.00 |
| 10400_06_120200000_701020 | Travel Out-of-State Empl | 3,170.24 | 507.22 | 6,372.97 | 4,466.73 |
| 10400_06_120000000_701030 | Travel In-State Vendor | 0.00 | 0.00 | 23.00 | 116.38 |
| 10400_06_120200000_701040 | Travel Out-of-State Vendo | 243.00 | 2,052.25 | 2,446.89 | 3,934.72 |
| Travel totals | | 4,382.60 | 2,775.47 | 11,640.86 | 8,533.83 |
| 10400_06_120000000_691103 | STSS - Commodity Charges | 0.00 | 0.00 | 0.00 | 175.00 |
| 10400_06_120100000_691910 | Univ Communication Printi | 15,812.97 | 35,762.43 | 36,209.33 | 36,483.30 |