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:

After you depress <Enter> or click OK, the following screen prompt will appear:
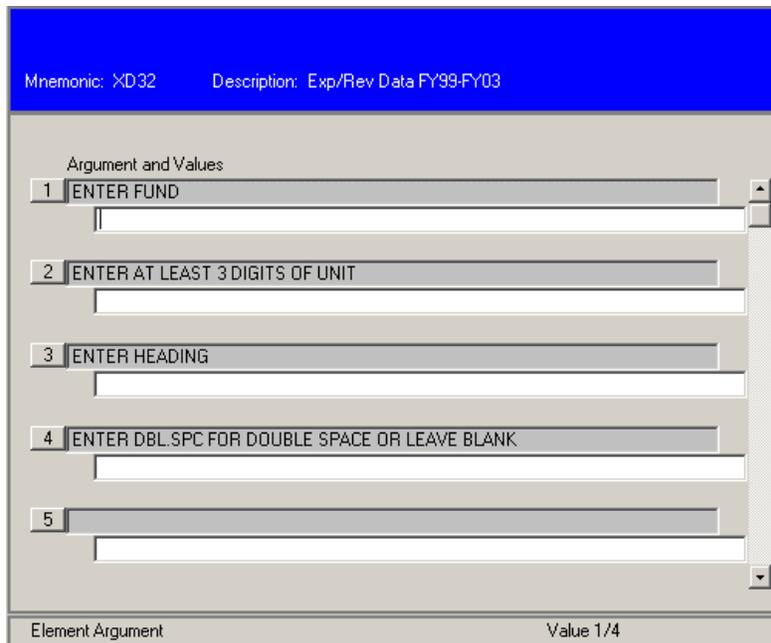
- Enter the desired data. The following example requests a report for the General Revenue unit beginning with 120.

  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.

XQTP-Screen Template XQTP-Screen Template

Peripheral: SETPTR.LWTOEPK.3470   Description: Query Template
Process...: 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.

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


                                   FY2003
LEDGER NUMBER.............  OBJECT DESCRIPTION.......   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
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