

## 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.

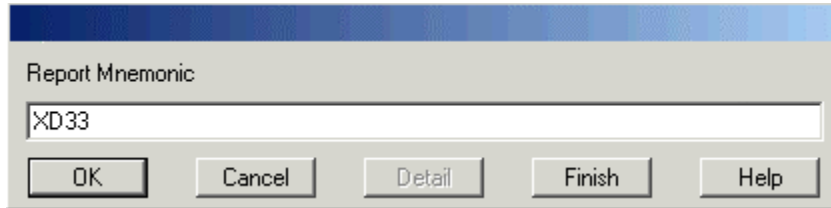
The following data will appear on the report:

- 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.

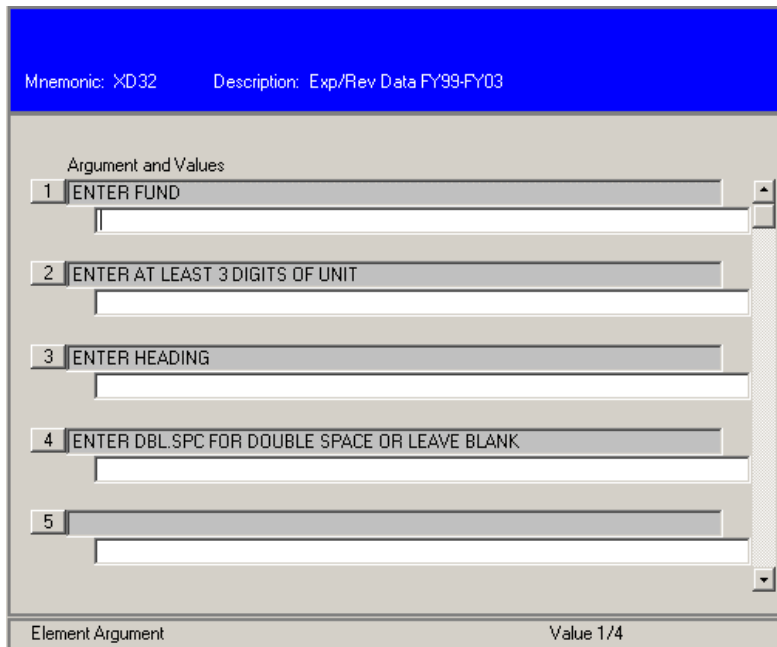
### Instructions:

(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:



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 '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.

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.

Peripheral: SETPTR.LWTQEPK.3470      Description: Query Template  
Access...: XQTP      Description:

Output Device:

Printer:

Form Name:

Banner:

Copies:

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
<b>Contractual totals</b>		<b>156,533.32</b>	<b>269,196.26</b>	<b>488,362.65</b>	<b>257,219.72</b>
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
<b>Travel totals</b>		<b>4,382.60</b>	<b>2,775.47</b>	<b>11,640.86</b>	<b>8,533.83</b>
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