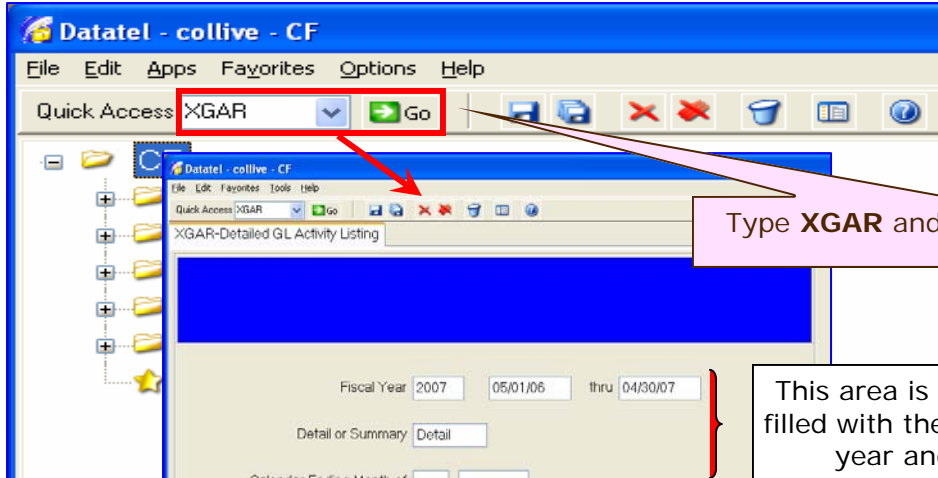


XGAR REPORT

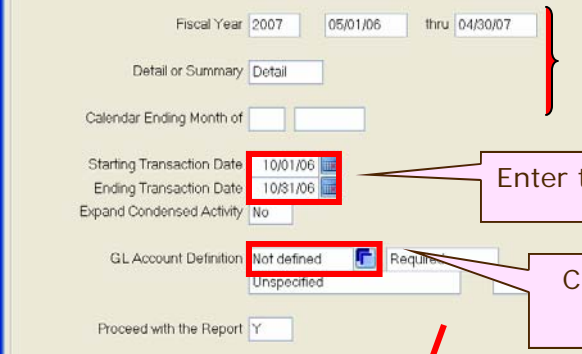
[Detailed Activity Report]



To Be Used For Detailed Activity Report: Page 1



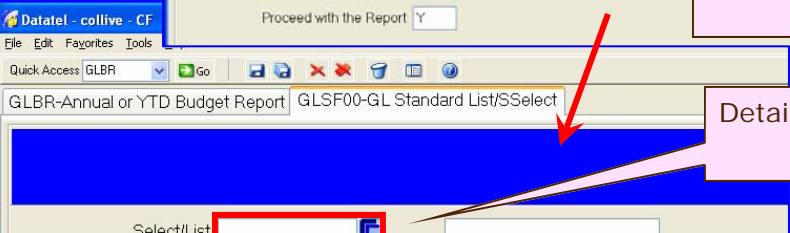
Type **XGAR** and click **GO** or **ENTER**. 1



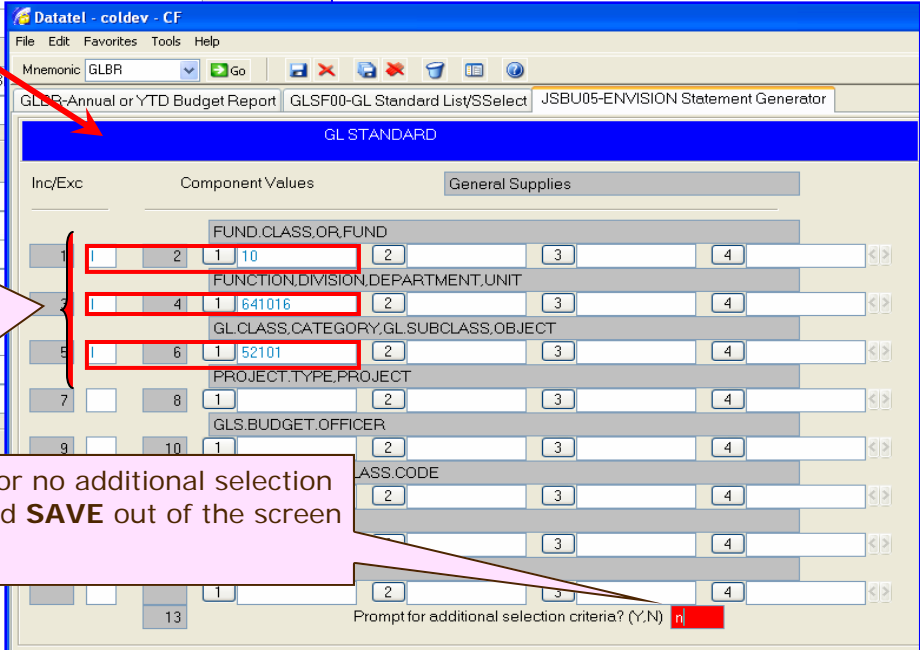
This area is automatically filled with the current fiscal year and month.

Enter the Start and End dates for the report. 2

Click the **DETAIL** button to get the Select/List screen. 3



Detail to enter GL account selection criteria 4



Enter **I** to Include and the Fund number e.g. 10,11,12...
Enter **I** to Include and the Unit number e.g. 641016
Enter **I** to Include and the Object number e.g. 52101 5

Enter **N** for no additional selection criteria and **SAVE** out of the screen 6

Need Help? Please contact Cathy Prather (202) 274-4062 cprather@wcl.american.edu

XGAR REPORT

[Detailed Activity Report]



Detailed Activity Reporting Continued: Page 2

Datatel - coldev - CF
Mnemonic: GLBR
GLBR-Annual or YTD Budget Report | GLSF00-GL Standard List/SSelect

Select/List: Select

Sort: Required

Display Criteria:

- 1 WITH FUND = "10"
- 2 AND WITH UNIT = "641016"
- 3 AND WITH OBJECT = "52101"
- 4
- 5
- 6
- 7
- 8

Verify Criteria:

You need to enter a **Y** to verify the format is correct and **SAVE** out of the screen. **7**

Datatel - collive - CF
Quick Access: XGAR
XGAR-Detailed GL Activity Listing

Fiscal Year: 2007 | 05/01/06 thru 04/30/07

Detail or Summary: Detail

Calendar Ending Month of: [] []

Starting Transaction Date: 10/01/06

Ending Transaction Date: 10/31/06

Expand Condensed Activity: No

Account Definition: Not defined | Required

Unspecified: [] []

Proceed with the Report:

You need to enter a **Y** to proceed with the report and **SAVE** out of the screen. **8**

Datatel - CF -
Mnemonic: XGAR
XGAR-Detailed GL Activity Listing

Peripheral: SETPTR.XGAR.5141 | Description: Detailed GL Activity Listing

Process: XGAR | Description: Detailed GL Activity Listing

Output Device:

Printer: []

Form Name: []

Benner: []

Copies: 1

Defer Time: []

Other Options:

- 1 NOEJECT
- 2 NHEAD
- 3

Page Width: 132

Page Length: 43

Top Margin: 0

Bottom Margin: 0

You use **H** to HOLD the report and show it on the screen or **P** to PRINT in which case you need to enter the Printer name in the next field and **SAVE** out of the screen. **9**

Need Help? Please contact Cathy Prather
(202) 274-4062 cprather@wcl.american.edu

XGAR REPORT

[Detailed Activity Report]



Detailed Activity Reporting Continued: Page 3

Always **SAVE** out of the following Job Description screen.

12

Datatel - CF -
 File Edit Favorites Tools Help
 Mnemonic GLBR Go
 GLBR-Annual or YTD Budget Report

Job Description.:
 Job Statistics ID: GLBR_JPALUM_55357_13681

Execute in Background mode?

Background Execution Type

Schedule Process to Run Next on after
 Schedule Process to Run Every
 Schedule Process on Weekdays only
 Schedule Process to Start After
 Stop Automatically Scheduling Process on

Annual or YTD Budget Report

Started 15:35:23 Jun 15 2005
 Current 15:35:23

Total Elapsed 00:00:00
 Est. Completion 15:35:23 Jun 15 2005
 Ended 15:35:23 Jun 15 2005

Processed 1 of 1

Close automatically when complete

Overwriting existing saved list.
 1 key(s) saved to 1 record(s).
 1 records retrieved to list 0.
 Now BROWSE the HOLD FilesNow BROWSE the HOLD Files

Click FINISH to complete...

Finish

The report will run. Click the **FINISH** button to complete the report.

13

Here is the **GLBR** report. To **PRINT**, **IMPORT** or **NAVIGATE** through the report use the following buttons.

14

Report Browser

XGAR-A26.GL.ACTIVITY.REPORT

Page 1
 American University
 Detailed GL Activity Report as of 06-15-05
 Fiscal Year 2005 For Period 05/01/2004 to 04/30/2005

Tr Date...	OBJECT	Src	Ref No....	Debit.....	Credit.....	Description.....	GL Account Number.....
01/11/2005	52120	PJ	V0421016	257.18		City of Oneonta	10-641016-52120-00000
06/18/2004	52120	PJ	V0383954	400.00		Thomas E Shipley & A	10-641016-52120-00000
08/16/2004	52120	PJ	V0393292	3,545.59		City of Absecon	10-641016-52120-00000
08/16/2004	52120	PJ	V0393293	1,373.35		St Mary's County Tre	10-641016-52120-00000
09/08/2004	52120	PJ	V0397085	100.00		DC Treasurer	10-641016-52120-00000
10/01/2004	52120	EP	P0076870	294.77		School Tax Collector	10-641016-52120-00000
10/05/2004	52120	EP	P0076870		294.77	School Tax Collector	10-641016-52120-00000
10/05/2004	52120	PJ	V0403088	294.77		School Tax Collector	10-641016-52120-00000

	52120			6,265.66	294.77		
TOTAL				6,265.66	294.77		

8 records listed

Need Help? Please contact Cathy Prather
 (202) 274-4062 cprather@wcl.american.edu