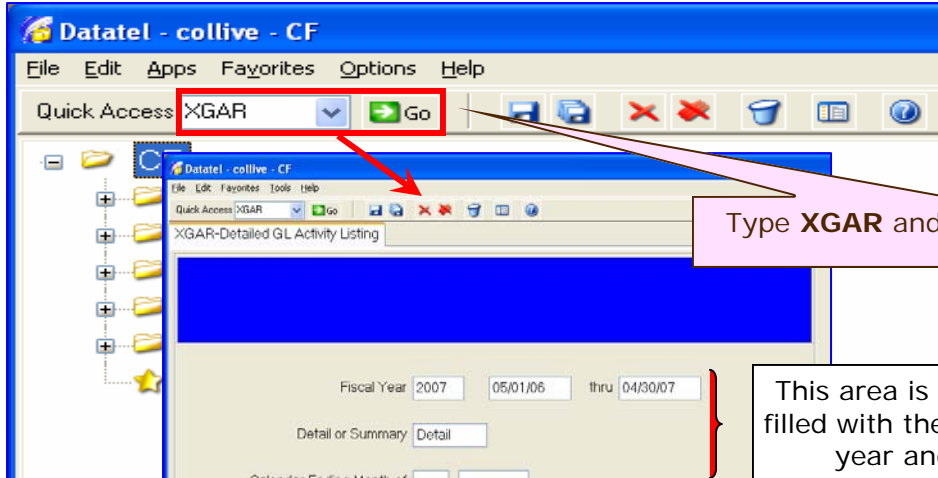


XGAR REPORT

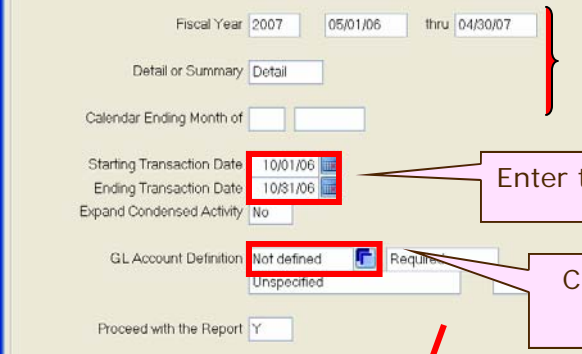
[Detailed Activity Report]



To Be Used For Detailed Activity Report: Page 1



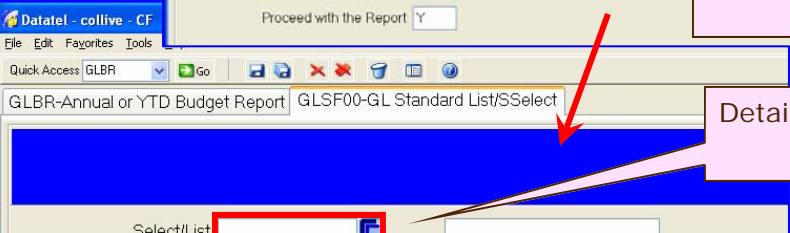
Type **XGAR** and click **GO** or **ENTER**. 1



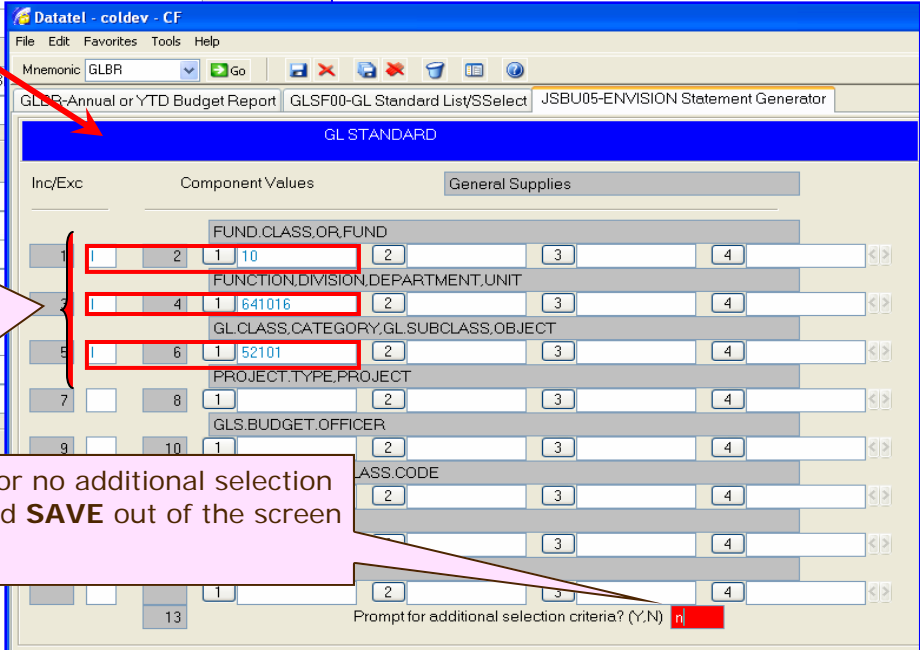
This area is automatically filled with the current fiscal year and month.

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

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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**

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XGAR REPORT

[Detailed Activity Report]



Detailed Activity Reporting Continued: Page 3

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

12

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

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						

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