

# DATATEL REPORTS (XSUM)

## Summary Account Availability (XSUM)

- Compares budget to actuals of all accounts with unit specified
- Summary Discretionary Budget (XDIS) – same report as XSUM but excludes salary/benefits.
- Summary Account Availability (GLSA) – similar to XSUM but allows for more advanced queries (ie. multiple units)
- Budget Status Report (GLBS) – similar to XSUM but allows for more advanced queries (ie. multiple units)

The screenshot shows the DATATEL Colleague web application interface. At the top, there is a navigation bar with a search box containing 'XSUM: Summary Account Availabi', a 'Search' button, and links for 'SEARCH RESULTS', 'NAVIGATION', 'FAVORITES', and 'Logout'. Below the navigation bar is the DATATEL Colleague logo. A window titled 'XSUM - Summary Account Availability' is open, displaying a form with the following fields:

- Fiscal Year: 2013
- Start Date: 12/04/01
- End Date: thru 13/03/31
- Calendar Ending Month of: 3
- Calendar Date: 13/03/31
- GL UNIT to Report on: 632000
- Required: [checkbox]
- Proceed with the Report: [checkbox]

# DATATEL REPORTS (XSUM)

Fiscal Year

Calendar Ending Month of   

GL UNIT to Report on

- 1) Check fiscal year
- 2) Enter Calendar Ending Month of
- 3) Click 'Save All'

Output Device  

Printer

Form Name

- 1) Click 'Save All'

Execute in Background mode?

Background Execution Type

- 1) Click 'Save All'

# DATATEL REPORTS (XSUM)

11/12/02 **1**

Acadia University  
 Account Availability Report Ending 1999/03/31 **2**  
 Options - Available/Met/Exceeded Budget

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Fiscal Year: 1999 **3**

BUDGET OFFICER: Mr. Hendricus Johannes Devries

GL Account	Allocated Budget	Actual	Encumbrances	%Committed	Available
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>		<b>8</b>
11-5-632000-53105 Administration : Business Office	20,053.00	60,493.10-	0.00	301.66-	80,546.10
11-5-632000-53115 Sec/Cler Full-Time : Business Off	108,510.00	194,296.24	0.00	179.06	85,786.24-
11-5-632000-53120 Sec/Cler Part-Time : Business Off	0.00	31,190.77	0.00	0.00	31,190.77-
11-5-632000-59100 EI & CPP : Business Office	79,759.00	28,086.38	0.00	35.21	51,672.62
11-5-632000-59200 Benefits : Business Office	0.00	30,965.77	0.00	0.00	30,965.77-
11-5-632000-61405 Admin Travel : Business Office	7,299.00	9,718.49	0.00	133.15	2,419.49-
11-5-632000-61406 Travel - Courses / Seminars : Bus	0.00	3,216.74	0.00	0.00	3,216.74-
11-5-632000-63201 Postage : Business Office	168.00	167.25	0.00	99.55	0.75
11-5-632000-63210 Software : Business Office	24,639.00-	334.84	0.00	1.35-	24,973.84-
11-5-632000-63225 Office Supplies : Business Office	46,629.00	21,275.14	0.00	45.63	25,353.86
11-5-632000-63230 Printing Services : Business Offi	441.00	246.75	0.00	55.95	194.25
11-5-632000-63235 Photocopier Supplies : Business O	0.00	574.50	0.00	0.00	574.50-
11-5-632000-63301 Fax : Business Office	1,640.00	3,494.12	0.00	213.06	1,854.12-
11-5-632000-63310 Telephone : Business Office	6,422.00	9,317.19	37.78	145.67	2,932.97-
11-5-632000-63401 Freight : Business Office	757.00	527.07	0.00	69.63	229.93
11-5-632000-63403 Meals & Entertainment : Business	1,852.00	1,912.82	0.00	103.28	60.82-
11-5-632000-63410 Discretionary : Business Office	0.00	45.10	0.00	0.00	45.10-
11-5-632000-63601 General : Business Office	0.00	6.13-	0.00	0.00	6.13
11-5-632000-63685 Training & Development : Business	69.00	108.00	0.00	156.52	39.00-
11-5-632000-66205 Equipment - General : Business Of	0.00	509.25	0.00	0.00	509.25-
11-5-632000-66210 Computer Equipment : Business Off	14,466.00	5,842.62	0.00	40.39	8,623.38
11-5-632000-67100 Repairs & Maintenance : Business	464.00	1,293.12	0.00	278.69	829.12-
11-5-632000-67200 Computer Maintenance : Business O	19,686.00	12,222.32	0.00	62.09	7,463.68
11-5-632000-76400 Other Professional Fees : Busines	1,725.00	511.09	0.00	29.63	1,213.91
11-5-632000-79400 General Membership Fees : Busines	732.00	724.15	0.00	98.93	7.85
11-5-632000-92100 Current Year Appropriations : Bus	0.00	15,841.00-	0.00	0.00	15,841.00
<b>Totals for UNIT: 632000 - Business Office</b>	<b>286,033.00</b>	<b>280,239.49</b>	<b>37.78</b>	<b>97.99</b>	<b>5,755.73</b>

1. Date report was run
2. Transactions from April 1 to this date are reflected in report
3. Fiscal year of report
4. G/L Account# and description
5. Budget
6. Actual expense/revenue (revenue shown as negative)
7. Indicates outstanding PO (purchase order)
8. Budget remaining, including encumbrances (negative is overspent)

