

Rhode Island School of Design

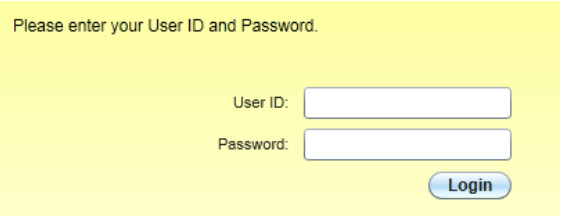
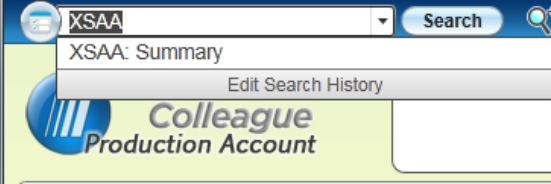
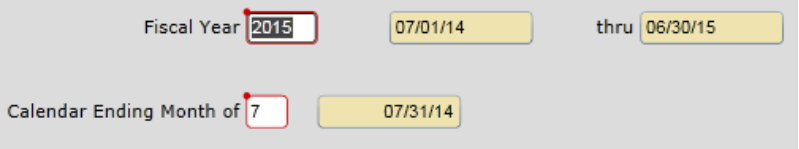

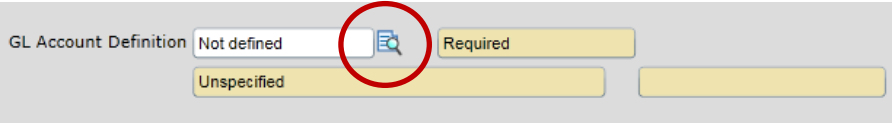


Standard Operating Procedure

Datatel/Colleague

XSAA: Summary Report

Updated 10/2014

<p>1. Access Datatel/Colleague website</p>	<p style="text-align: center;">https://datatelui.risd.edu/</p>
<p>2. Type User ID 3. Type Password 4. Click Login</p>	
<p>5. Select upper left dialogue box 6. Type XSAA 7. Click Search button</p>	
<p>8. Enter date parameters in boxes outlined in red</p> <p><i>Notes:</i></p> <ul style="list-style-type: none"> • System defaults to current fiscal year AFTER Finance has closed prior fiscal year; If prior year still open, enter current fiscal year • System defaults to most recent not closed calendar end month; ANY month can be entered 	
<p>9. Enter “A” for Include accounts that have parameter</p> <p><i>Note:</i></p> <ul style="list-style-type: none"> • A = ALL 	
<p>10. Click on search icon (magnifying glass) to right of GL Account Definition parameter</p>	

11. Click on search icon (magnifying glass) to right of Select/List



12. Enter GL account string by component
13. Type “N” for no in Prompt for additional selection criteria? component

Note:

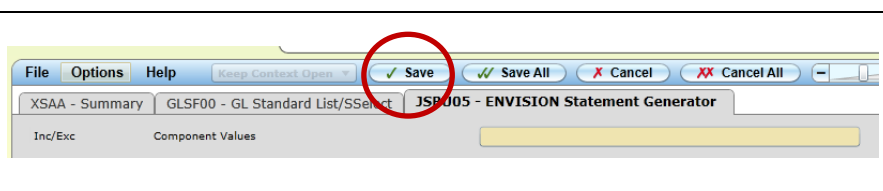
- *Include/Exclude—use “I” to include or “E” to exclude specific GL components*

Helpful Hint:

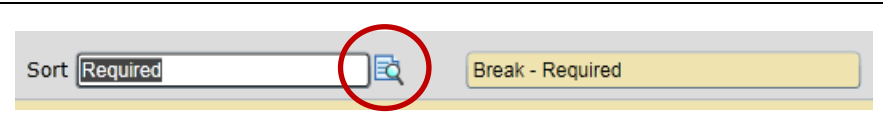
- *Multiple funds, programs, departments, object codes or activity codes can be entered. But, it helps to keep it simple.*
- *To run the report for a department, only enter the department number in the Area.Department Line*



14. Click **Save** at the top of the screen



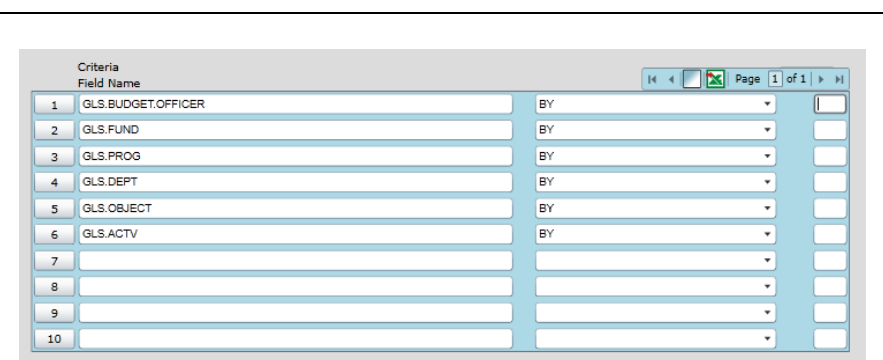
15. Click on search icon (magnifying glass) to right of Sort

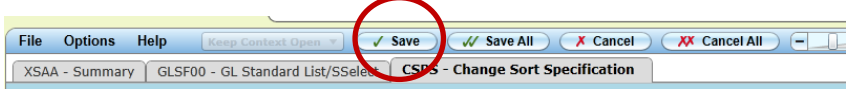
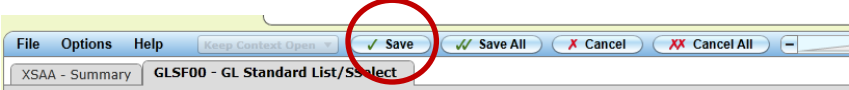
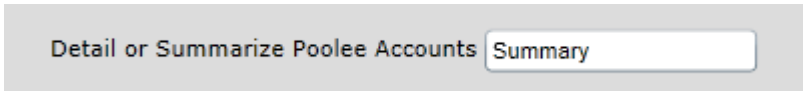
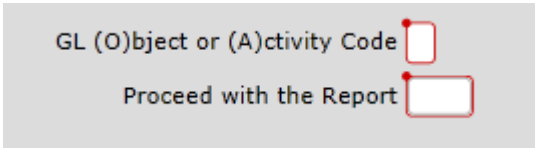
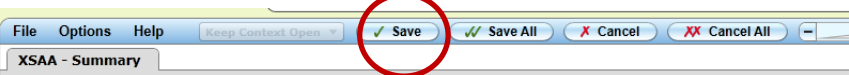
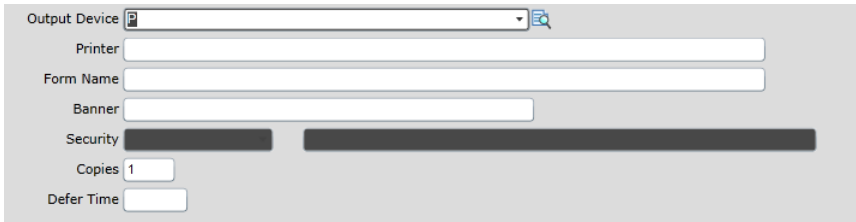
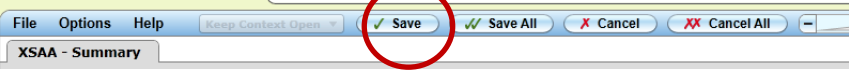



16. Enter “Y” for yes in right column of the line you wish the report to break

Note:

- *Generally, sorting on GLS.DEPT create the best report for viewing and printing*



<p>17. Click Save at the top of the screen</p>	
<p>18. Click Save at the top of the screen again</p>	
<p>19. Leave Detail or Summarize Poolee Accounts parameter with "Summary" default</p>	
<p>20. Enter "O" to summarize report by object code or "A" to summarize report by activity code</p> <p>21. Enter "Y" for yes in Proceed with the Report Parameter</p>	
<p>22. Click Save at the top of the screen</p>	
<p>23. Enter "H" for hold in Output Device parameter</p>	
<p>24. Click Save at the top of the screen</p>	
<p>25. Click Finish</p>	

26. Click left and right arrows to browse through report on screen

OR

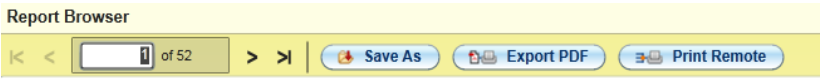
27. Click **Save As** to save report as a text file and import into Excel

OR

28. Click **Export PDF** to save report as a PDF and to print

Notes:

- *Remote print does not offer any additional print options; Use Export to PDF to print*
- *For best results, change font size to 9 and orientation to landscape*



29. Click "X" to exit screen

30. Click **Logout** button to exit Datatel/Colleague

