

## **REPORTS IN LAWSON AT-A-GLANCE**

### **GENERAL LEDGER DETAIL REPORT (ZG298) (individual accounts)**

#### **First Time Report**

1. Go to the ZG298 screen.
2. Give your report a Job Name (ZG298XX)
3. Give your report a Job Description (optional)
4. Enter Fund, Acct. Unit, Account (and Sub-Object, if applicable)
5. Enter Budget Year
6. Click "Add"; "Job Added" message should appear in the lower left corner.
7. Click "Submit Job"; next screen click "Submit"
8. Click "Print Mgr"
9. At the "Print Mgr" screen, click on your job. If it does not show up, click "Inquire" until it does
10. When the report shows up, click the printer icon to print a copy of the report

#### **After the first time:**

1. Go to the ZG298 screen
2. Type in the report name or click the down arrow and then click on the report name
3. Click "Inquire". This will bring up the report you looked at the last time you used this report function. (If you choose to look at the same account, click "Submit Job", then "Submit", then "Print Mgr" just as you did for the first report.)
4. If you choose to look at a different account, enter the Fund, Acct. Unit, Account (and Sub-Object, if applicable)
5. Click "Change", ("Job Changed" message should appear in the lower left corner) then "Submit Job"
6. Then click "Submit," and "Print Mgr"
7. At the "Print Mgr" screen, click on your job. If it does not show up, click "Inquire" until it does
8. When the report shows up, click the printer icon to print a copy of the report

### **GENERAL LEDGER SUMMARY REPORT (ZG299) (all accounts by responsibility)**

#### **First Time Report**

1. Go to the ZG299 screen
2. Give your report a Job Name (ZG299XX)
3. Give your report a Job Description (optional)
4. Enter "Responsibility" (your campus/department location number)
5. Enter "Budget Year"
6. Click "Add", "Job Added" message should appear in the lower left corner
7. Click "Submit Job", next screen click "Submit"
8. Click "Print Mgr"
9. At the "Print Mgr" screen, click on your job. If it does not show up, click "Inquire" until it does
10. When the report shows up, look under "View Options" and click "condensed 158". This will fit your report on the page.
11. Click the printer icon to print a copy of the report

#### **After the first time**

1. Go to the ZG299 screen
2. Type in the Job Name (ZG299XX)
3. Click "Inquire". You will see the parameters of the last job. Click "Submit Job" **OR**
4. If you choose to change the budget year, do so and click "Change". ("Job Changed" message should appear in the lower left corner) then "Submit Job"
5. Click "Submit" and "Print Mgr".
6. Click the job. If it does not show up, click "Inquire"
7. When the report shows up, you will have to click "condensed 158" again but it should automatically be in landscape view.
8. Click the printer icon to print a copy of the report

***You can put these reports in an Excel spreadsheet by clicking on "Create CSV File" at the top of the page.***