

Activity Summary by Responsibility

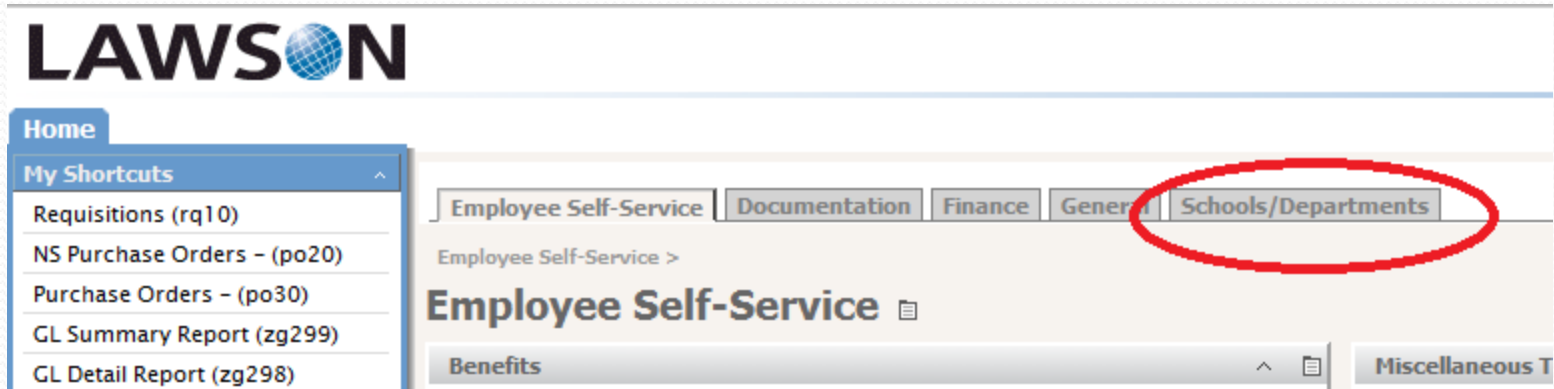
Benefits of report:

- Checking activity of grants in the General Ledger
- Balancing spreadsheet (if applicable)
- Tracking account balances
- Easier navigation than the AC290 & AC295

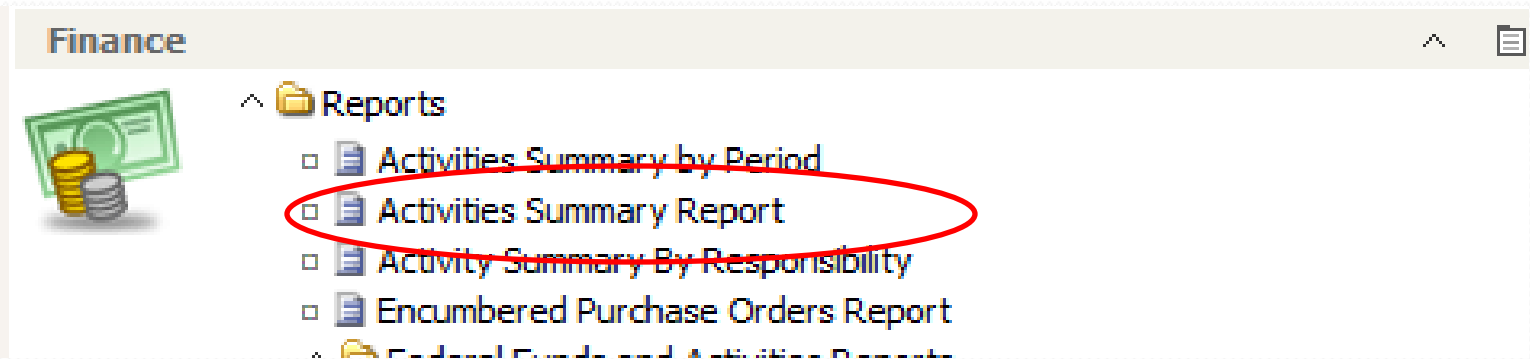
Activity Summary by Responsibility

Login in to Lawson and go to Dashboard.

Click the Schools/Departments tab.

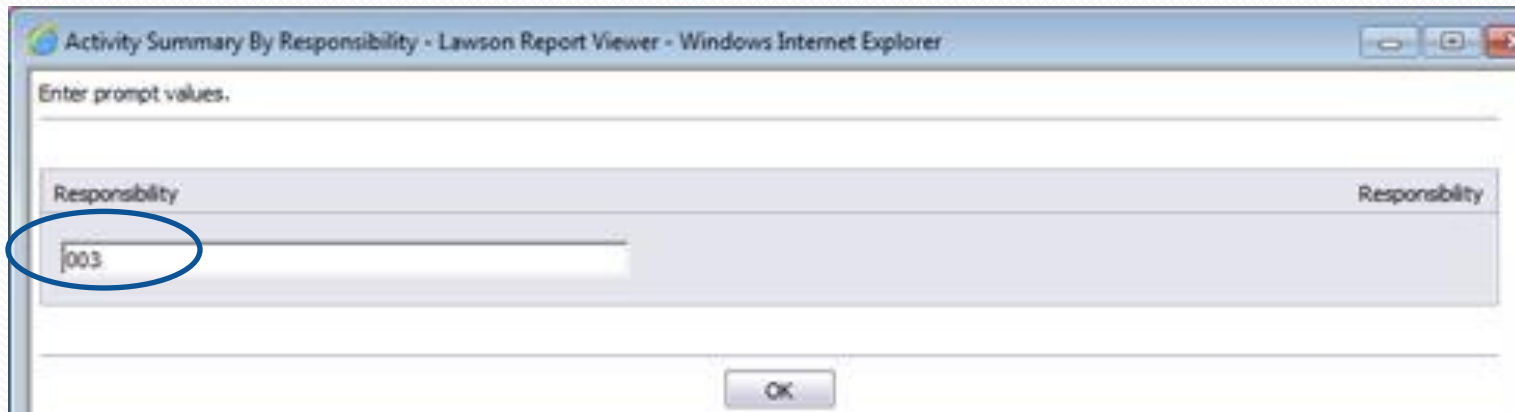


In the box labeled Finance, click Activity Summary by Responsibility.



Activity Summary by Responsibility, cont'd

A dialog box will appear, type in the location code and click OK.



Activity Summary By Responsibility - Lawson Report Viewer - Windows Internet Explorer

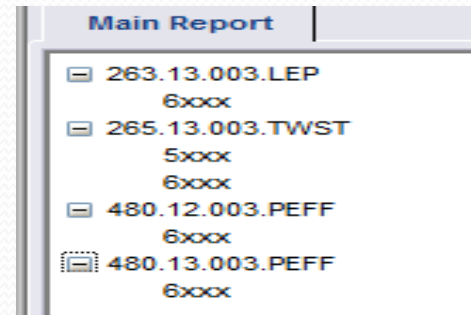
Enter prompt values.

Responsibility	Responsibility
003	

OK

Activity Summary by Responsibility, cont'd

Click on the + sign beside one of your activity codes to expand and view the associated account codes. Clicking on any of these will take you to that page in the report.



Click on any number in blue to see the detail.

Main Report

Activity Summary By Responsibility
003 South Houston High School
2/1/2013

Activity	Acct Group	Acct	Description	Budget	Commitments	Encumbrances	Actuals	Balance
263.13.003.LEP	6xxx	6121	Overtime/Extra Duty	1,365.00				1,365.00
		6141	Medicare Costs	21.00				21.00
		6146	Teacher Retirement/TRS Care	93.00				93.00
		6396	Office Max Supplies	813.00			989.02	-176.02
		6399	General & Other Supplies	829.00			31.02	797.98
		6494	Bus Transportation	399.00				399.00
		6497	Fees and Dues	107.00				107.00
Totals for 263.13.003.LEP (6xxx)				3,627.00			1,020.04	2,606.96

Activity Summary by Responsibility, cont'd

The detail report shows line item detail similar to what you would see on the AC290.

Activity Actuals for											2/1/2013	
GRANT JJ 263.13.003.LEP 6396												
Fiscal Year	Prd	Co	Acct Unit	Acct	Sub Acct	Amount	Posting Date	System	Expense Desc	Reference	Code	Description
2013	5	263	11.003.025.003	6396	0	493.33	11/28/2012	AP	12904VESCO BUSINESS PRODUC		12904	VESCO BUSINESS PRODUCTS
2013	6	263	11.003.025.003	6396	0	495.69	12/17/2012	AP	12904VESCO BUSINESS PRODUC		12904	VESCO BUSINESS PRODUCTS