

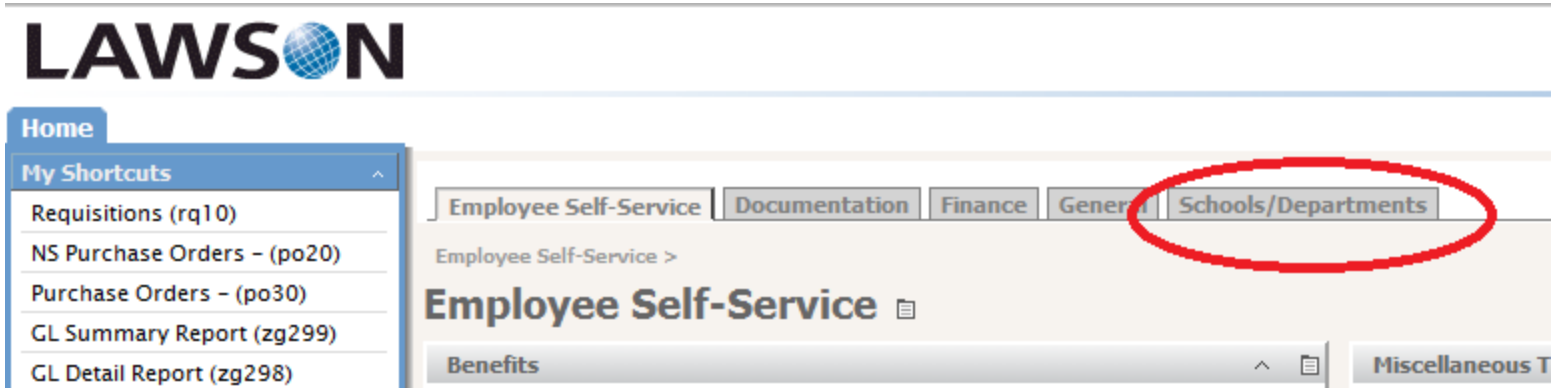
General Ledger Summary Report

Benefits of report:

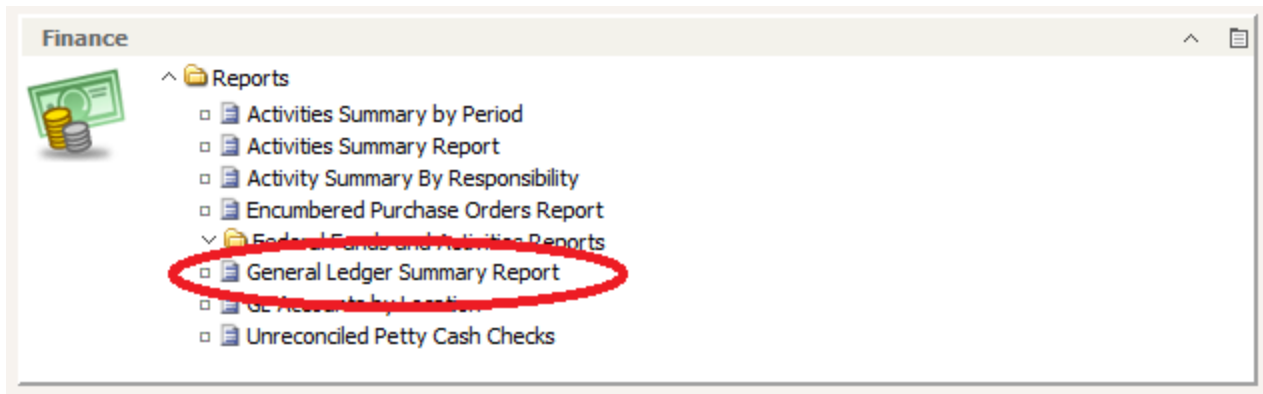
- Balancing spreadsheets back to the General Ledger
- Tracking costs and revenue activity
- Tracking account balances
- Prior year activity
- Easier navigation than the ZG298 & ZG299
- Balance by Period

General Ledger Summary Report

Login in to Lawson and go to Dashboard.
Click the Schools/Departments tab.



In the box labeled Finance, click General Ledger Summary Report.



General Ledger Summary Report, cont'd

A dialog box will appear, choose the fiscal year by clicking on the down arrow key, type in the location code and click OK.

General Ledger Summary Report - Lawson Report Viewer - Windows Internet Explorer

Enter prompt values.

Choose Fiscal Year Fiscal Year

2,011

Set to Null

Enter Responsibility or ALL Location

003

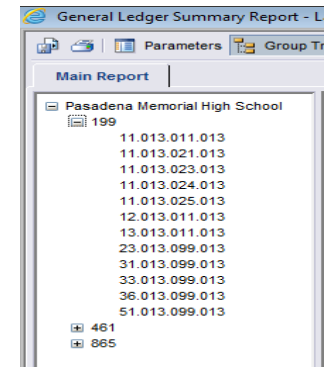
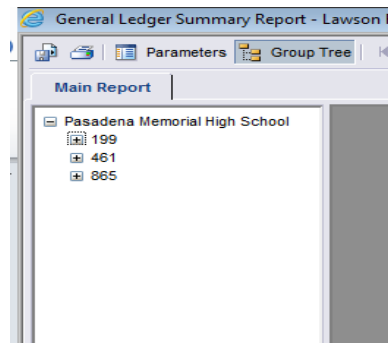
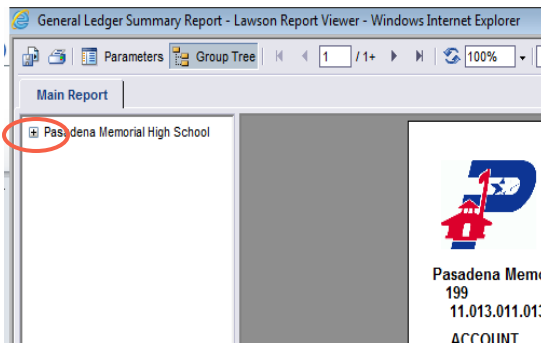
Set to Null

OK

General Ledger Summary Report, cont'd

Click on the + sign beside your school name and see what happens!

This action allows a specific account to be selected.



Click on any number in blue to see the detail.

vs Internet Explorer

100%

GL Summary Report
Pasadena Memorial High School
 For Fiscal Year 2013, Location 013, As Of 1/7/2013

Pasadena Memorial High School
 199

ACCOUNT		BUDGETED	COMMITTED	PO ENC	AP ENC	ACTUALS	BALANCE
11.013.023.013	Instruction - Services to Student w/Disabilities (Special Education)						
6399-0	General Supplies	5,475.00	0.00	0.00	0.00	742.94	4,732.06
		11.013.023.013	5,475.00	0.00	0.00	742.94	4,732.06
11.013.024.013	Instruction - Accelerated Education						
6399-0	General Supplies	9,990.00	0.00	0.00	0.00	39.96	9,950.04
		11.013.024.013	9,990.00	0.00	0.00	39.96	9,950.04
11.013.025.013	Instruction - Bilingual Education and Special Language Programs						
6396-0	Supplies and Materials - Locally Defined (Convert to Object)	200.00	0.00	0.00	0.00	146.74	53.26
6399-0	General Supplies	2,000.00	0.00	0.00	0.00	0.00	2,000.00
6497-0	Miscellaneous Operating Costs - Locally Defined (Convert to	31.00	0.00	0.00	0.00	0.00	31.00
6499-0	Miscellaneous Operating Costs	100.00	0.00	0.00	0.00	0.00	100.00
		11.013.025.013	2,331.00	0.00	0.00	146.74	2,184.26

General Ledger Summary Report, cont'd

The detail report is broken down and subtotaled by period.

GL TRANSACTIONS FOR 199-11.013.011.013-6397-000

Period	Description	System	Posting Date	Amount
2	11183GENERAL ELECTRIC CONS	AP	10/18/2012	-30.00
		AP	10/18/2012	30.00
		AP	10/16/2012	30.00
				<u>30.00</u>
5	10540PITNEY BOWES INC	AP	01/10/2013	3,030.00
				<u>3,030.00</u>
				<u><u>3,060.00</u></u>