

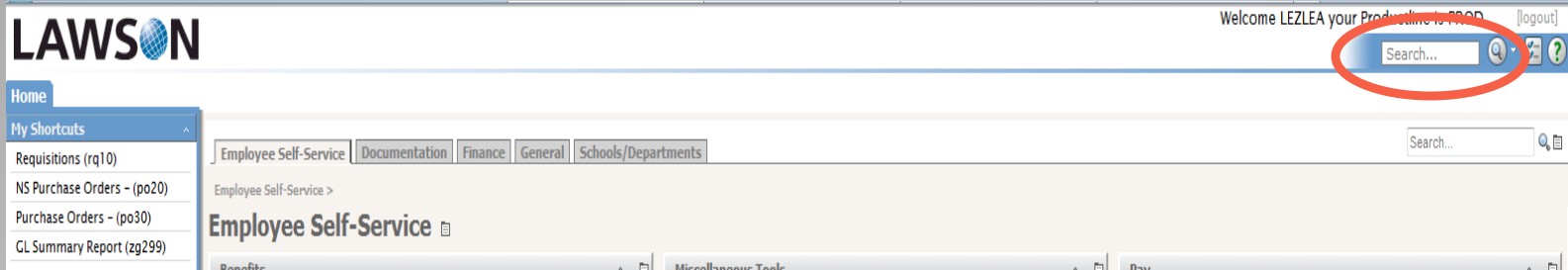
ZG298 – General Ledger Detail Report

Benefits of report:

- View detailed activity for a particular account code
- Use to balance your spreadsheet

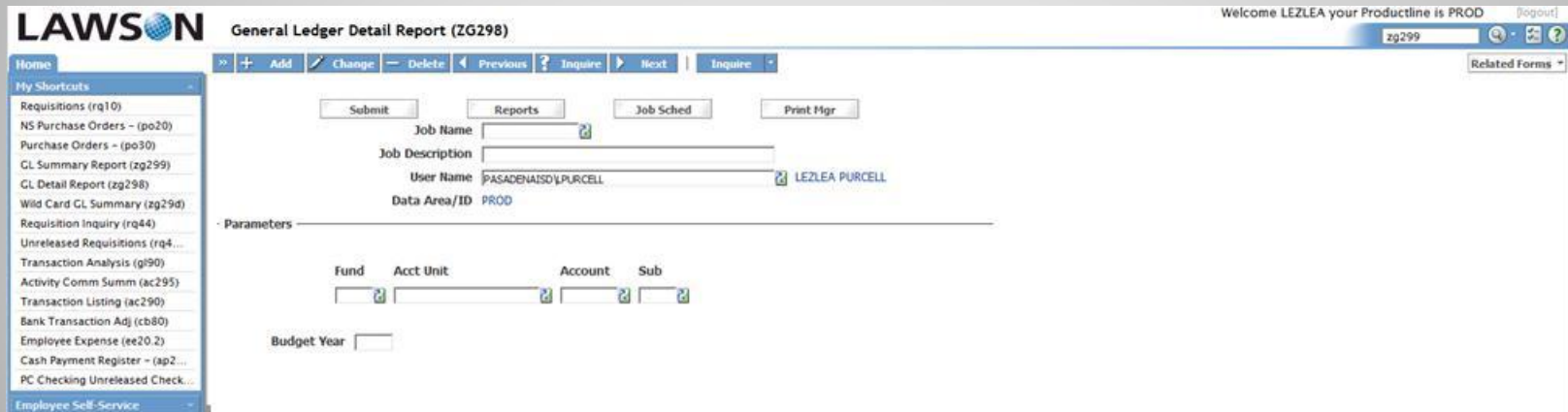
ZG298 – General Ledger Detail Report

In Lawson type ZG298 in the search field and hit enter.



The screenshot shows the Lawson user interface. At the top right, it says "Welcome LEZLEA your Productline is PROD" with a "[logout]" link. Below this is a search bar with the text "Search..." and a magnifying glass icon, which is circled in red. On the left side, there is a "Home" button and a "My Shortcuts" menu with items like "Requisitions (rq10)", "NS Purchase Orders - (po20)", "Purchase Orders - (po30)", and "GL Summary Report (zg299)". The main content area has a navigation bar with "Employee Self-Service", "Documentation", "Finance", "General", and "Schools/Departments". Below the navigation bar, it says "Employee Self-Service" and "Employee Self-Service >".

The ZG298 will appear.



The screenshot shows the Lawson user interface for the "General Ledger Detail Report (ZG298)". At the top right, it says "Welcome LEZLEA your Productline is PROD" with a "[logout]" link and the report number "zg299". Below this is a search bar with the text "Search..." and a magnifying glass icon. On the left side, there is a "Home" button and a "My Shortcuts" menu with items like "Requisitions (rq10)", "NS Purchase Orders - (po20)", "Purchase Orders - (po30)", "GL Summary Report (zg299)", "GL Detail Report (zg298)", "Wild Card GL Summary (zg29d)", "Requisition Inquiry (rq44)", "Unreleased Requisitions (rq4...)", "Transaction Analysis (qt90)", "Activity Comm Summ (ac295)", "Transaction Listing (ac290)", "Bank Transaction Adj (cb80)", "Employee Expense (ee20.2)", "Cash Payment Register - (ap2...)", and "PC Checking Unreleased Check...". The main content area has a navigation bar with "+ Add", "Change", "- Delete", "Previous", "Inquire", "Next", and "Inquire". Below the navigation bar, there are buttons for "Submit", "Reports", "Job Sched", and "Print Mgr". The form fields include "Job Name", "Job Description", "User Name" (PASADENA/ISD/LEZLEA PURCELL), "Data Area/ID" (PROD), "Fund", "Acct Unit", "Account", "Sub", and "Budget Year".

ZG298 – General Ledger Detail Report, cont'd

If this report **HAS NOT** been ran before:

- Enter Job Name
- Enter Job Description
- Enter Responsibility
- Enter Budget Year
- Click Add

If this report **HAS** been ran before, click Next.

- Change any parameters, if needed, and click Change.

WELCOME LEZLEA your Productline is PROD [logout]

zq299

Home + Add Change Delete Previous Inquire Next Inquire

My Shortcuts

- Requisitions (rq10)
- NS Purchase Orders - (po20)
- Purchase Orders - (po30)
- CL Summary Report (zg299)
- CL Detail Report (zg298)
- Wild Card CL Summary (zg29d)
- Requisition Inquiry (rq44)
- Unreleased Requisitions (rq4...
- Transaction Analysis (g190)
- Activity Comm Summ (ac295)
- Transaction Listing (ac290)
- Bank Transaction Adj (cb80)
- Employee Expense (ee20.2)
- Cash Payment Register - (AP2...
- PC Checking Unreleased Check...

Submit Reports Job Sched Print Mgr

Job Name ZG298

Job Description General Ledger Detail Report

User Name PASADENAISOVPURCELL LEZLEA PURCELL

Data Area/ID PROD

Parameters

Fund	Acct Unit	Account	Sub
199	11.013.011.013	6399	

Budget Year 2013

ZG298 – General Ledger Detail Report, cont'd

Click the Submit button to submit the job and a dialog box will come up.

Do not change any parameters and click Submit again.

Then click Print Mgr.

LAWSON Responsibility GL Summary Report (ZG299)

Home > >> + Add Change - Delete < Previous ? Inquire Next | Inquire

My Shortcuts

- Requisitions (rq10)
- NS Purchase Orders - (po20)
- Purchase Orders - (po30)
- GL Summary Report (zg299)
- GL Detail Report (zg298)
- Wild Card GL Summary (zg29d)
- Requisition Inquiry (rq44)
- Unreleased Requisitions (rq4...
- Transaction Analysis (gl90)
- Activity Comm Summ (ac295)
- Transaction Listing (ac290)
- Bank Transaction Adj (cb80)
- Employee Expense (ee20.2)
- Cash Payment Register - (ap2...
- PC Checking Unreleased Check

Submit Reports Job Sched Print Mgr

Job Name ZG299

Job Description GL Summary Report

User Name PASADENAISD\LPURCELL LEZLEA PURCELL

Data Area/ID PROD

Parameters

Responsibility 013

Budget Year 2013

Suppress GL

Submit Job -- Webpage Dialog

Job Name ZG299

User Name PASADENAISD\LPURCELL

Job Queue

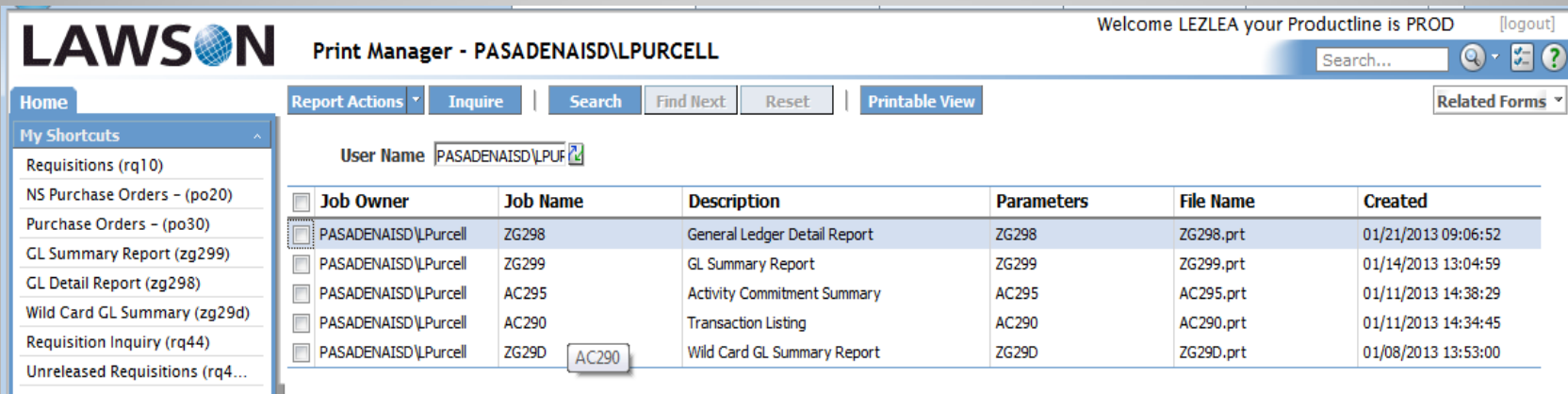
Start Date

Start Time (hhmm)

Submit Cancel

ZG298 – General Ledger Detail Report, cont'd

The job should appear at the top of the list. If it does not appear, click the Inquire button until it appears.



The screenshot shows the Lawson Print Manager interface. The top navigation bar includes the Lawson logo, the user name 'PASADENAISD\LPURCELL', and a search bar. Below the navigation bar, there are buttons for 'Report Actions', 'Inquire', 'Search', 'Find Next', 'Reset', and 'Printable View'. A table of reports is displayed with columns for Job Owner, Job Name, Description, Parameters, File Name, and Created. The first row, 'ZG298', is highlighted. A tooltip for 'AC290' is visible over the 'ZG29D' row.

Job Owner	Job Name	Description	Parameters	File Name	Created
PASADENAISD\LPurcell	ZG298	General Ledger Detail Report	ZG298	ZG298.prt	01/21/2013 09:06:52
PASADENAISD\LPurcell	ZG299	GL Summary Report	ZG299	ZG299.prt	01/14/2013 13:04:59
PASADENAISD\LPurcell	AC295	Activity Commitment Summary	AC295	AC295.prt	01/11/2013 14:38:29
PASADENAISD\LPurcell	AC290	Transaction Listing	AC290	AC290.prt	01/11/2013 14:34:45
PASADENAISD\LPurcell	ZG29D	Wild Card GL Summary Report	ZG29D	ZG29D.prt	01/08/2013 13:53:00

Double click on the report and the report will appear.

ZG298 – General Ledger Detail Report, cont'd

The first page is the cover sheet and the report starts on the second page.

All activity for the selected account code starting with the 1st period will appear. There may also be a Beginning Balance or Budget amount.

General Ledger Detail Report

ZG298 Date 01/21/13		PASADENA IND. SCHOOL DISTRICT				Page 1		
Time 09:06		General Ledger Detail Report						
		199 11.013.011.013		6399	0			
		General Supplies						
		Budget	Commitments	Encumbrances	Actuals	Balance		
		48,856.00	0.00	15,762.44	36,767.84	3,674.28-		
Period	Sy	Journal	Description	Budget	Commitments	Encumbrances	Actuals	Balance
1	2013	AP I	14	12904VESCO BUSINESS PRODU			258.09	258.09-
1	2013	AP I	14	12904VESCO BUSINESS PRODU			164.51	422.60-
1	2013	AP I	14	12904VESCO BUSINESS PRODU			119.58	542.18-
1	2013	AP I	24	30819MIGUEL HERRERA			22.53	564.71-
1	2013	AP I	27	28693ANA SEGULIN			11.46	576.17-
1	2013	AP I	57	12904VESCO BUSINESS PRODU			160.74	736.91-
1	2013	FB N	4	Opening Budget	65,121.00			64,384.09
1	2013	FB N	28	REVERSE 2013 BUDGET	5,000.00-			59,384.09
1	2013	IC I	1	25-190800			636.75	58,747.34
1	2013	IC I	1	25-199800			344.50	58,402.84
1	2013	IC I	1	25-201600			342.80	58,060.04
1	2013	IC I	1	25-203400			335.90	57,724.14
1	2013	IC I	1	25-205200			342.90	57,381.24
1	2013	IC I	1	25-207000			346.30	57,034.94
1	2013	IC I	1	25-208800			337.70	56,697.24
1	2013	IC I	8	25-198000			343.00	56,354.24
1	2013	IC I	18	25-190800			280.17	56,074.07
1	2013	PO		1836140000		.54		56,073.53
2	2013	AP I	3	10330FLINN SCIENTIFIC INC			65.84	56,007.69
2	2013	AP I	3	10330FLINN SCIENTIFIC INC			531.49	55,476.20
2	2013	AP I	17	28693ANA SEGULIN			51.63	55,424.57
2	2013	AP I	47	10239CERAMIC STORE INC			1,066.24	54,358.33