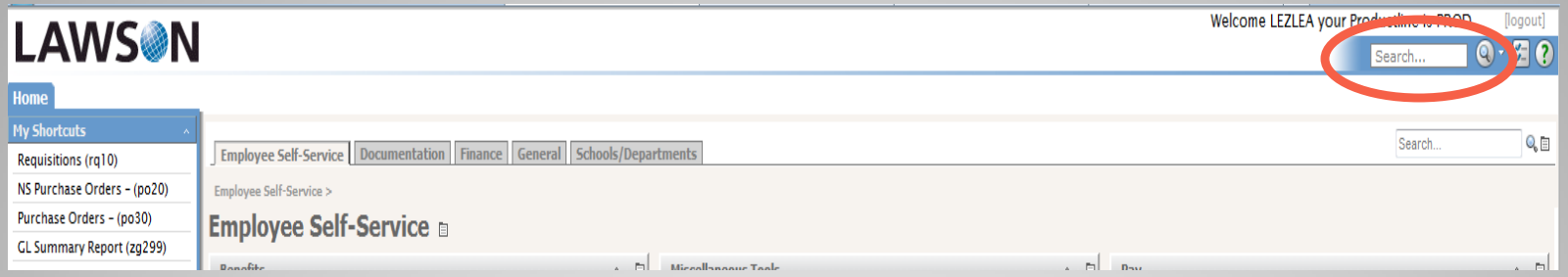
ZG299 – Responsibility GL Summary Report

Benefits of report:

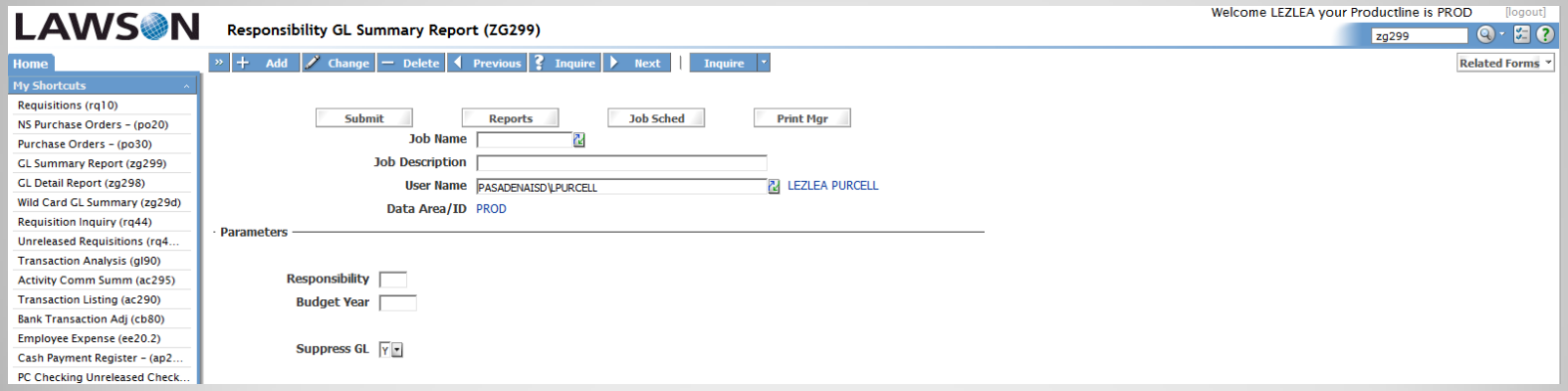
- View summary level information of all accounts.

ZG299 – Responsibility GL Summary Report

In Lawson type ZG299 in the search field and hit enter.



ZG299 screen will appear.



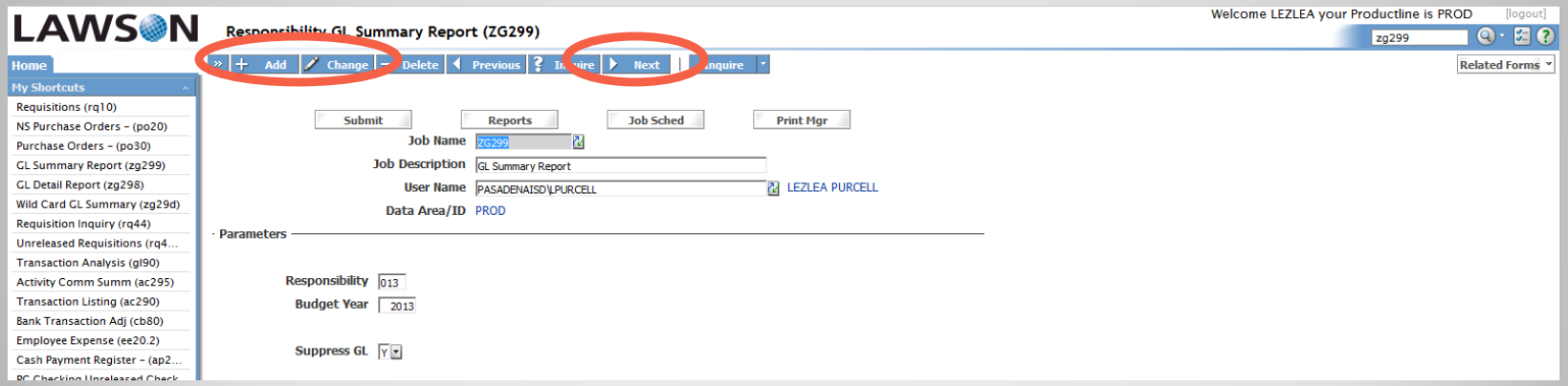
ZG299 – Responsibility GL Summary Report, cont'd

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.

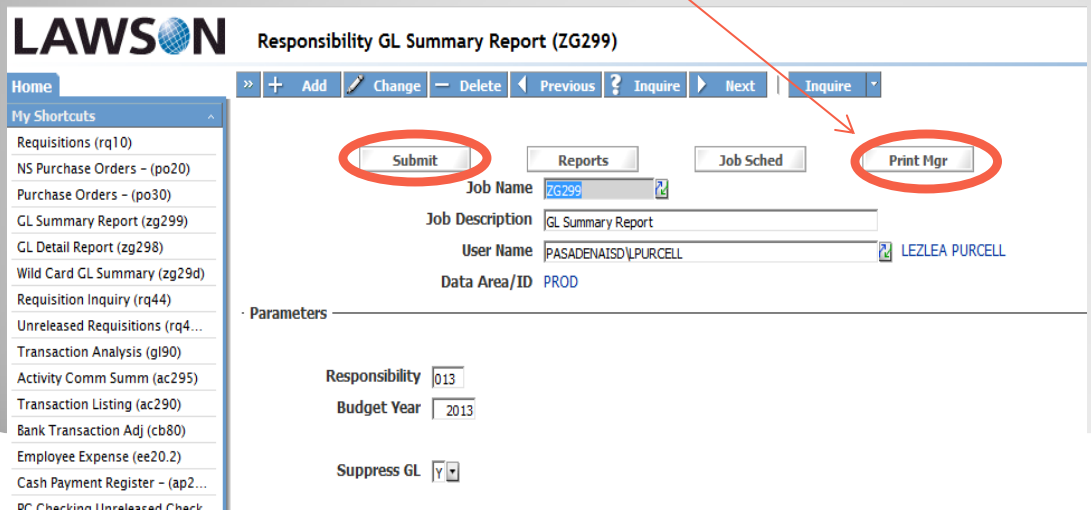


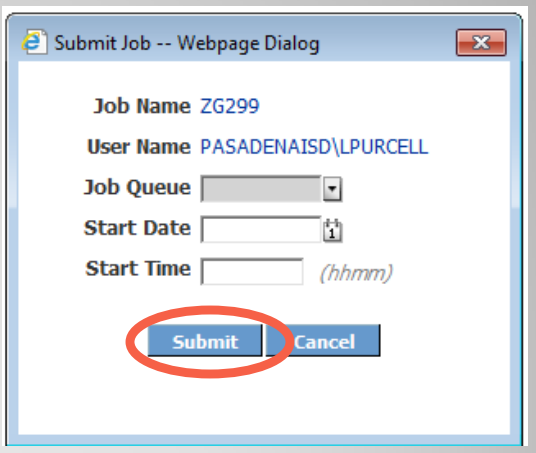
ZG299 – Responsibility GL Summary Report, cont'd

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

Do not change any parameters and click Submit again.

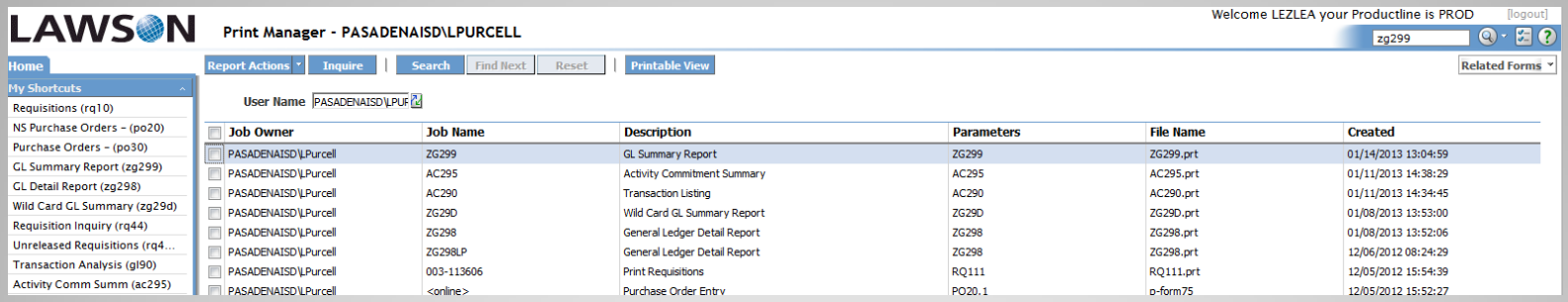
Then click Print Mgr.





ZG299 – Responsibility GL Summary 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.



Double click on the report and the report will appear.

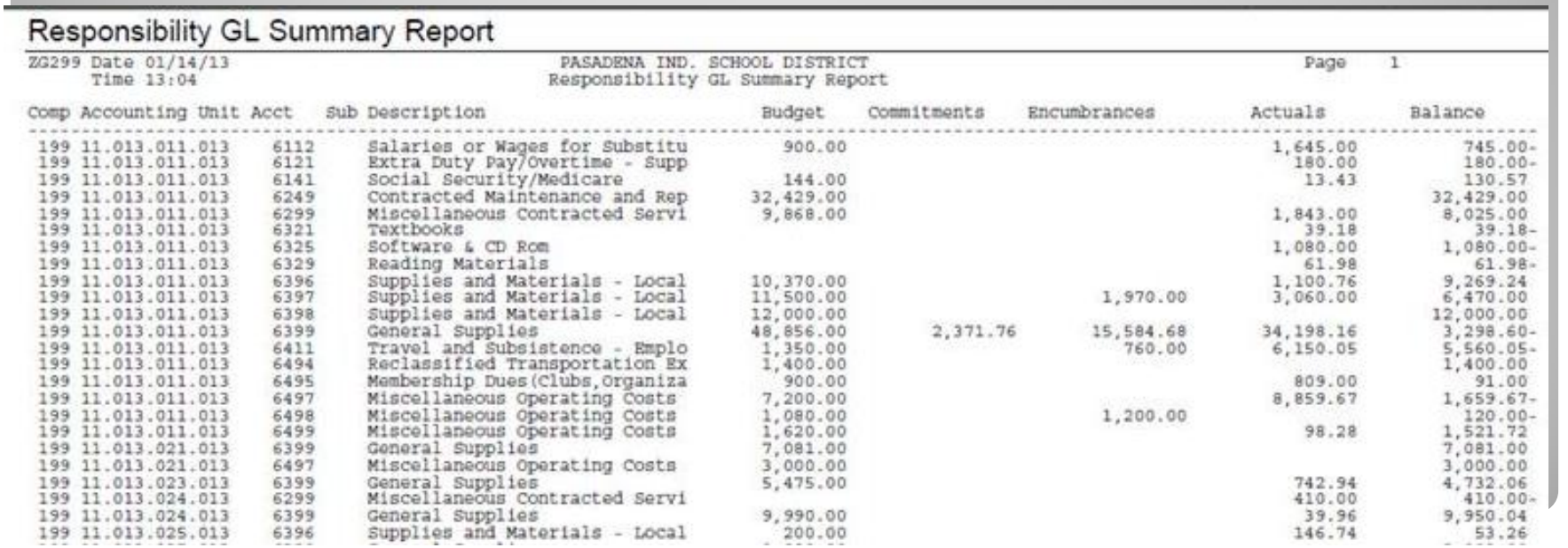
Summary reports are wider than most reports and require the size to be adjusted.

Close or minimize the report and click 'View Options' and "PDF – Condensed 158."

ZG299 – Responsibility GL Summary Report, cont'd

The first page is the cover sheet and the report starts on the second page. It is sorted by account code within each fund (199, 461, 865).

The report shows the account code, description, budget, all activity, and the account code balance.



Responsibility GL Summary Report

ZG299 Date 01/14/13 PASADENA IND. SCHOOL DISTRICT Page 1
Time 13:04 Responsibility GL Summary Report

Comp	Accounting Unit	Acct	Sub	Description	Budget	Commitments	Encumbrances	Actuals	Balance
199	11.013.011.013	6112		Salaries or Wages for Substitu	900.00			1,645.00	745.00-
199	11.013.011.013	6121		Extra Duty Pay/Overtime - Supp				180.00	180.00-
199	11.013.011.013	6141		Social Security/Medicare	144.00			13.43	130.57
199	11.013.011.013	6249		Contracted Maintenance and Rep	32,429.00				32,429.00
199	11.013.011.013	6299		Miscellaneous Contracted Servi	9,868.00			1,843.00	8,025.00
199	11.013.011.013	6321		Textbooks				39.18	39.18-
199	11.013.011.013	6325		Software & CD Rom				1,080.00	1,080.00-
199	11.013.011.013	6329		Reading Materials				61.98	61.98-
199	11.013.011.013	6396		Supplies and Materials - Local	10,370.00			1,100.76	9,269.24
199	11.013.011.013	6397		Supplies and Materials - Local	11,500.00		1,970.00	3,060.00	6,470.00
199	11.013.011.013	6398		Supplies and Materials - Local	12,000.00				12,000.00
199	11.013.011.013	6399		General Supplies	48,856.00	2,371.76	15,584.68	34,198.16	3,298.60-
199	11.013.011.013	6411		Travel and Subsistence - Emplo	1,350.00		760.00	6,150.05	5,560.05-
199	11.013.011.013	6494		Reclassified Transportation Ex	1,400.00				1,400.00
199	11.013.011.013	6495		Membership Dues(Clubs,Organiza	900.00			809.00	91.00
199	11.013.011.013	6497		Miscellaneous Operating Costs	7,200.00			8,859.67	1,659.67-
199	11.013.011.013	6498		Miscellaneous Operating Costs	1,080.00		1,200.00		120.00-
199	11.013.011.013	6499		Miscellaneous Operating Costs	1,620.00			98.28	1,521.72
199	11.013.021.013	6399		General Supplies	7,081.00				7,081.00
199	11.013.021.013	6497		Miscellaneous Operating Costs	3,000.00				3,000.00
199	11.013.023.013	6399		General Supplies	5,475.00			742.94	4,732.06
199	11.013.024.013	6299		Miscellaneous Contracted Servi				410.00	410.00-
199	11.013.024.013	6399		General Supplies	9,990.00			39.96	9,950.04
199	11.013.025.013	6396		Supplies and Materials - Local	200.00			146.74	53.26