

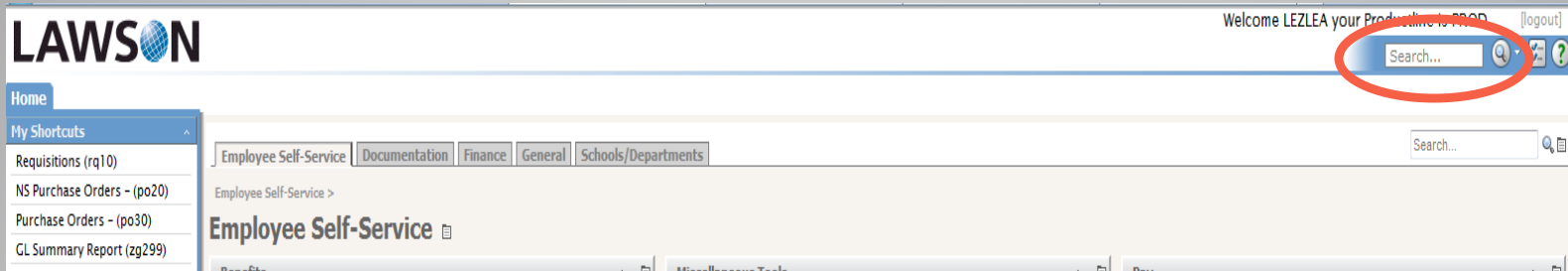
ZG299 – Responsibility GL Summary Report

Benefits of report:

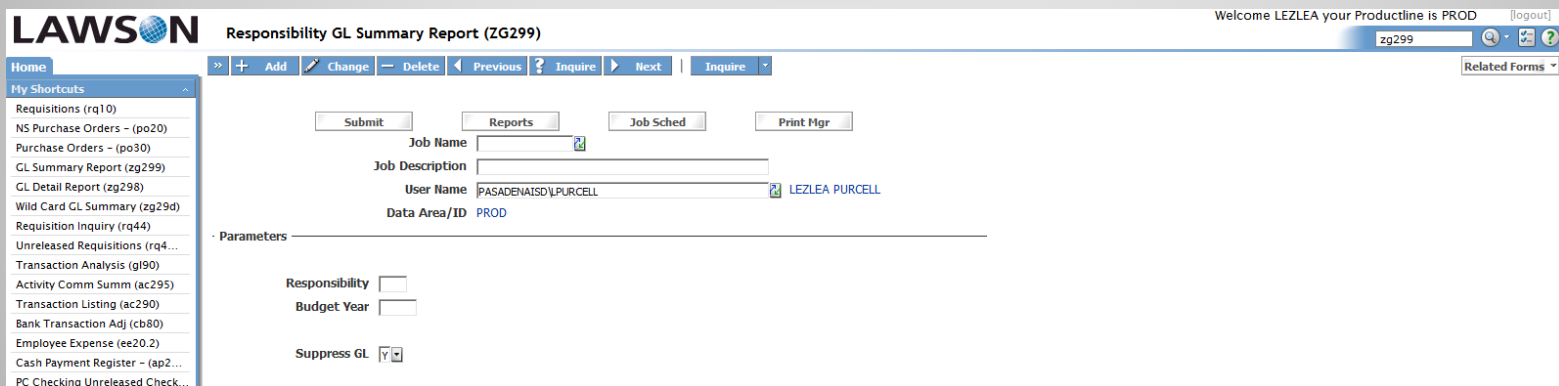
- View summary level information of all accounts.

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.

WELCOME LEZLEA your Productline is PROD [logout]

zg299

Home > > > + Add > Change > Delete > Previous ? Inquire > Next > Inquire >

My Shortcuts

- Requisitions (rq10)
- NS Purchase Orders - (po20)
- Purchase Orders - (po30)
- GL Summary Report (zg299)
- CL 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...)
- BC 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

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.

LAWSON Responsibility GL Summary Report (ZG299)

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

My Shortcuts

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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

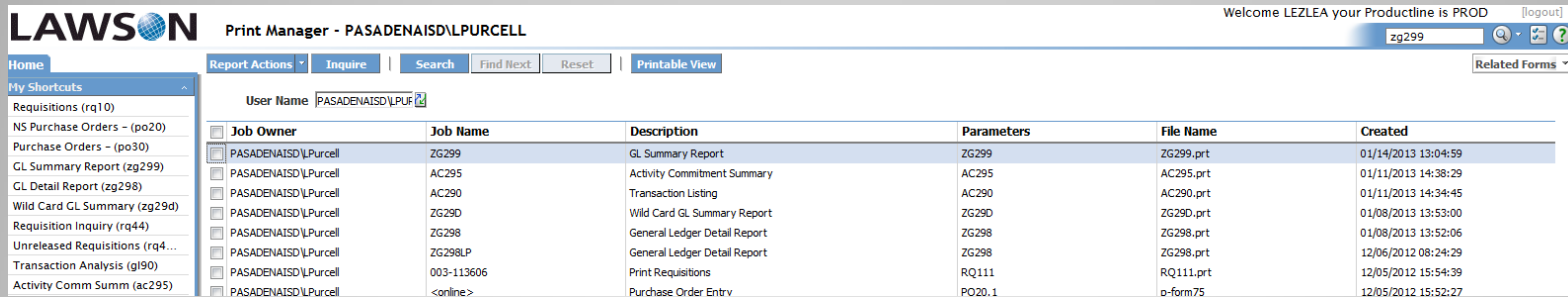
Start Date

Start Time (hhmm)

Submit Cancel

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.



The screenshot shows the Lawson Print Manager interface for user PASADENAISD\LPUF. The 'User Name' field is set to PASADENAISD\LPUF. The 'Report Actions' menu is open, showing 'Inquire', 'Search', 'Find Next', 'Reset', and 'Printable View'. The 'Related Forms' dropdown is also visible. The main table displays a list of reports with columns for Job Owner, Job Name, Description, Parameters, File Name, and Created. The 'ZG299' report is highlighted at the top of the list.

Job Owner	Job Name	Description	Parameters	File Name	Created
PASADENAISD\LPUF	ZG299	GL Summary Report	ZG299	ZG299.prt	01/14/2013 13:04:59
PASADENAISD\LPUF	AC295	Activity Commitment Summary	AC295	AC295.prt	01/11/2013 14:38:29
PASADENAISD\LPUF	AC290	Transaction Listing	AC290	AC290.prt	01/11/2013 14:34:45
PASADENAISD\LPUF	ZG290	Wild Card GL Summary Report	ZG290	ZG290.prt	01/08/2013 13:53:00
PASADENAISD\LPUF	ZG298	General Ledger Detail Report	ZG298	ZG298.prt	01/08/2013 13:52:06
PASADENAISD\LPUF	ZG298LP	General Ledger Detail Report	ZG298	ZG298.prt	12/06/2012 08:24:29
PASADENAISD\LPUF	003-113606	Print Requisitions	RQ111	RQ111.prt	12/05/2012 15:54:39
PASADENAISD\LPUF	<online>	Purchase Order Entry	PO20.1	p-form75	12/05/2012 15:52:27

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
Time 13:04

PASADENA IND. SCHOOL DISTRICT
Responsibility GL Summary Report

Page 1

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 - Empl	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