

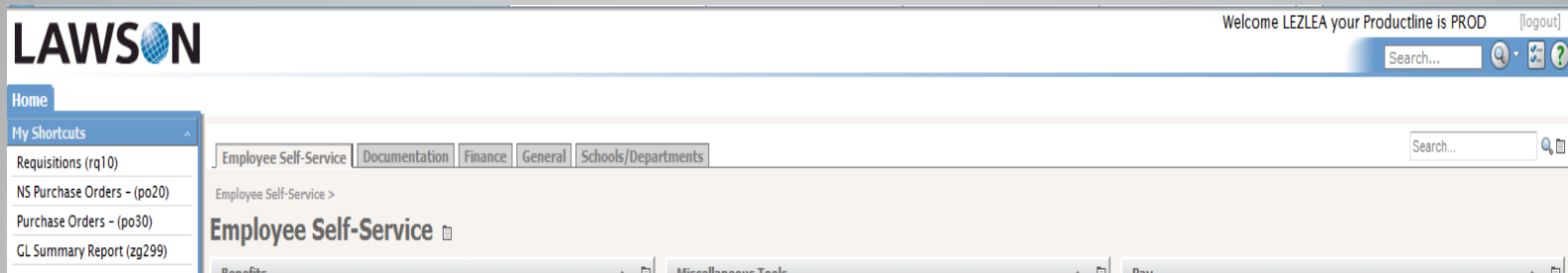
ZG29D – Wild Card GL Summary Report

Benefits of report:

- View summary information for accounts that are not included in campus responsibility. *Example: Gear-Up and Extended Day*
- Ability to replace unknown factors with a wild card selection “X”.

ZG29D – Wild Card GL Summary Report, cont'd

In Lawson type ZG29D in the search field and hit enter.



ZG29D screen will appear.

The screenshot shows the "Wild Card GL Summary Report (ZG29D)" screen. At the top, there are navigation buttons: ">> + Add", "Change", "Delete", "Previous", "Inquire", "Next", and "Inquire". Below these are four buttons: "Submit", "Reports", "Job Sched", and "Print Mgr". The form fields are as follows:

- Job Name:
- Job Description:
- User Name: PASADENAISD\JDYESS JESSICA DYESS
- Data Area/ID: PROD

Parameters section:

Parameter	Format Examples	Example Results
Company (4) <input type="text"/>	X199	Company 199
Acct Unit (14) <input type="text"/>	XX.001.XXX.XXX	Pasadena HS AUS
Account (6) <input type="text"/>	XX6XXX	6000-6999 Accounts
Sub Account (4) <input type="text"/>	X301	301 Sub-Account
Budget Year (4) <input type="text"/>	2007	2006-07 School Year

Suppress GL

ZG29D – Wild Card GL Summary Report, cont'd

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

- Enter Job Name
- Enter Job Description
- Enter Company, Account Unit, Account, Sub Account
- Enter Budget Year
- Click Add

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

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

Wild Card GL Summary Report (ZG29D)

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

Submit Reports Job Sched Print Mgr

Job Name ZG29D

Job Description ZG29D

User Name PASADENAISD\JDYESS JESSICA DYESS

Data Area/ID PROD

Parameters

	Format Examples	Example Results
Company (4) X199	X199	Company 199
Acct Unit (14) XX.013.XXX.698	XX.001.XXX.XXX	Pasadena HS AUs
Account (6) XX6XXX	XX6XXX	6000-6999 Accounts
Sub Account (4) XXXX	X301	301 Sub-Account
Budget Year (4) 2013	2007	2006-07 School Year

Suppress GL

ZG29D – Wild Card 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.

Wild Card GL Summary Report (ZG29D)

+ Add Change Delete Previous Inquire Next Inquire

Submit Reports Job Sched Print Mgr

Job Name ZG29D
Job Description ZG29D
User Name PASADENAISD\JDYESS JESSICA DYESS
Data Area/ID PROD

Parameters

	Format Examples	Example Results
Company (4) X199	X199	Company 199
Acct Unit (14) XX,013.XXX.698	XX.001.XXX.XXX	Pasadena HS AUs
Account (6) XX6XXX	XX6XXX	6000-6999 Accounts
Sub Account (4) XXXX	X301	301 Sub-Account
Budget Year (4) 2013	2007	2006-07 School Year

Suppress GL

Submit Job -- Webpage Dialog

Job Name ZG29D
User Name PASADENAISD\JDYESS
Job Queue
Start Date
Start Time (hhmm)

Submit Cancel

ZG29D – Wild Card 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.

Report Actions		Inquire	Search	Find Next	Reset	Printable View	Related For
User Name PASADENAISD\JDYE							
<input type="checkbox"/>	Job Owner	Job Name	Description	Parameters	File Name	Created	
<input type="checkbox"/>	PASADENAISD\JDyess	ZG29D	ZG29D	ZG29D	ZG29D.prt	01/28/2013 13:24:44	
<input type="checkbox"/>	PASADENAISD\JDyess	ZG299	ZG299	ZG299	ZG299.prt	01/24/2013 11:17:07	
<input type="checkbox"/>	PASADENAISD\JDyess	AP265	AP265	AP265	AP265.prt	01/17/2013 08:43:18	

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."

ZG29D – Wild Card GL Summary Report, cont'd

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

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

Wild Card GL Summary Report

ZG29D Date 01/28/13 Time 13:24		PASADENA IND. SCHOOL DISTRICT Wild Card GL Summary Report		Page 1			
Comp	Accounting Unit Acct	Sub Description	Budget	Commitments	Encumbrances	Actuals	Balance
199	11.013.024.698	6118	Salaries or Wages for Teachers	26,000.00		6,475.14	19,524.86
199	11.013.024.698	6121	Extra Duty Pay/Overtime - Supp			1,023.75	1,023.75-
199	11.013.024.698	6141	Social Security/Medicare			102.88	102.88-
199	11.013.024.698	6146	Teacher Retirement/TRS Care			161.40	161.40-
199	11.013.024.698	6499	Miscellaneous Operating Costs			415.66	415.66-
Totals for 199 Local Maintenance Fund			26,000.00			8,178.83	17,821.17
Totals for report			26,000.00			8,178.83	17,821.17