

**Budget Activity Report Writer (BDX110)**

Date Submitted: \_\_\_\_\_

Job Number: \_\_\_\_\_

Logon Id: \_\_\_\_\_

District Name: \_\_\_\_\_

From Date: \_\_\_\_\_

To Date: \_\_\_\_\_

Dates must be within the requested fiscal year

Report Title: \_\_\_\_\_

Select Accounts? **Y, N**

Budget value to show on report: **A, R, W**

Include Budget Transfers? **Y, N, U, A**

Include Budget Detail? **Y, N**

Include Budget Warnings ONLY? **Y, N**

Include Approved/Unapproved GL Transactions? **A, U, B**

Exclude Pre-encumbrances? **Y, N**

Print Action Description? **Y, N**

Detail Line Format: **1, 2, 3, 4, 5, 6**

Restricted: **R, U, C, S**

Restricted Field: \_\_\_\_

Sort Sequence: \_\_\_\_

Rollup Levels: \_\_\_\_

Page Break by: \_\_\_\_

Abbreviation: \_\_\_\_

Account Selection: \_\_\_\_\_  
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Account Range Selection:

Field: \_\_\_\_ Range from: \_\_\_\_\_ to: \_\_\_\_\_

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**Financial Activity Report Writer (FAR110)**

Date Submitted: \_\_\_\_\_

Job Number: \_\_\_\_\_ Logon Id: \_\_\_\_\_

District Name: \_\_\_\_\_

From Date: \_\_\_\_\_ To Date: \_\_\_\_\_ Dates must be within the requested fiscal year

Report Title: \_\_\_\_\_

Select Accounts? **Y, N**

Budget Type: **A, R, W**

Include Budget Transfers? **Y, N, U, A**

Include Approved/Unapproved GL Transactions? **A, U, B**

Exclude Pre-encumbrances? **Y, N**

Print Action Description? **Y, N**

Restricted: **R, U, C, S**

Restricted Field: \_\_\_\_

Sort Sequence: \_\_\_\_

Rollup Levels: \_\_\_\_

Page Break by: \_\_\_\_

Account Selection: \_\_\_\_\_  
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Account Range Selection:

Field: \_\_\_\_ Range from: \_\_\_\_\_ to: \_\_\_\_\_

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**General Ledger Report Writer (GLD110)**

Date Submitted: \_\_\_\_\_

Job Number: \_\_\_\_\_

Logon Id: \_\_\_\_\_

District Name: \_\_\_\_\_

From Date: \_\_\_\_\_

To Date: \_\_\_\_\_

Dates must be within the requested fiscal year

Report Title: \_\_\_\_\_

Select Accounts? **Y, N**

Include Approved/Unapproved GL Transactions? **A, U, B**

Summarize Revolving Cash Transactions? **Y, N**

Print Action Description? **Y, N**

GLD110 G/L: **Y, N**

GLD110 Format: **1, 2, 3, 4, 5**

GLD110 Sort: **1, 2**

GLD115 G/L Recap: **Y, N**

GLD120 Trial Balance: **Y, N**

Restricted: **R, U, C, S**

Restricted Field: \_\_\_\_

Sort Sequence: \_\_\_\_

Rollup Levels: \_\_\_\_

Page Break by: \_\_\_\_

Account Selection: \_\_\_\_\_  
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Account Range Selection:

Field: \_\_\_\_ Range from: \_\_\_\_\_ to: \_\_\_\_\_

Field: \_\_\_\_ Range from: \_\_\_\_\_ to: \_\_\_\_\_

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**Cash in County Treasury Report (GLD300)**

Date Submitted: \_\_\_\_\_

Job Number: \_\_\_\_\_

Logon Id: \_\_\_\_\_

District Name: \_\_\_\_\_

From Date: \_\_\_\_\_

To Date: \_\_\_\_\_

Dates must be within the requested fiscal year

Report Title: \_\_\_\_\_

Select Account Subset? **Y, N**

Include Approved/Unapproved GL Transactions? **A, U, B**

Collapse Reference Types: \_ \_ \_ \_ \_

Restricted: **R, U, C, S**

Restricted Field: \_ \_

Sort Sequence: \_ \_ \_ \_ \_

Rollup Levels: \_ \_ \_ \_ \_

Page Break by: \_ \_

Account Selection: \_\_\_\_\_  
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**Account Range Selection:**

Field: \_ Range from: \_\_\_\_\_ to: \_\_\_\_\_

Field: \_ Range from: \_\_\_\_\_ to: \_\_\_\_\_

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Field: \_ Range from: \_\_\_\_\_ to: \_\_\_\_\_

**Request Financial Statement (GLD400)**

Date Submitted: \_\_\_\_\_

Job Number: \_\_\_\_\_

Logon Id: \_\_\_\_\_

District Name: \_\_\_\_\_

From Date: \_\_\_\_\_

To Date: \_\_\_\_\_

Dates must be within the requested fiscal year

Report Title: \_\_\_\_\_

Select Account Subset? **Y, N**

Include Approved/Unapproved GL Transactions? **A, U, B**

Break by Resource? **Y, N**

Account Selection: \_\_\_\_\_  
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Account Range Selection:

Field: \_\_\_ Range from: \_\_\_\_\_ to: \_\_\_\_\_

Field: \_\_\_ Range from: \_\_\_\_\_ to: \_\_\_\_\_

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Field: \_\_\_ Range from: \_\_\_\_\_ to: \_\_\_\_\_

**Request Board Financial Summary (GLD500)**

Date Submitted: \_\_\_\_\_

Job Number: \_\_\_\_\_

Logon Id: \_\_\_\_\_

District Name: \_\_\_\_\_

From Date: \_\_\_\_\_

To Date: \_\_\_\_\_

Dates must be within the requested fiscal year

Report Title: \_\_\_\_\_

Select Account Subset? **Y, N**

Include Approved/Unapproved GL Transactions? **A, U, B**

Break by Resource? **Y, N**

Account Selection: \_\_\_\_\_  
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Account Range Selection:

Field: \_\_\_ Range from: \_\_\_\_\_ to: \_\_\_\_\_

Field: \_\_\_ Range from: \_\_\_\_\_ to: \_\_\_\_\_

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**Financial Summary Report Writer (FAR300)**

Date Submitted: \_\_\_\_\_

Job Number: \_\_\_\_\_

Logon Id: \_\_\_\_\_

District Name: \_\_\_\_\_

From Date: \_\_\_\_\_

To Date: \_\_\_\_\_

Dates must be within the requested fiscal year

Report Title: \_\_\_\_\_

Report Format: \_\_\_\_

Select Account Subset? **Y, N**

Budget Type: **A, R, W**

Include Budget Transfers? **Y, N, U, A**

Include Approved/Unapproved GL Transactions? **A, U, B**

Exclude Pre-encumbrances? **Y, N**

Restricted: **R, U, C, S**

Restricted Field: \_\_\_\_

Report Sort Levels:    \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_

Report Rollup Levels:  \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_

Income Sort Levels:    \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_

Income Rollup Levels:  \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_

Summarize Income OBJECT to \_\_\_ digits

Expense Sort Levels:    \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_

Expense Rollup Levels:  \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_

Summarize Expense OBJECT to \_\_\_ digits

Account Selection: \_\_\_\_\_  
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Account Range Selection:

Field: \_\_\_ Range from: \_\_\_\_\_ to: \_\_\_\_\_

Field: \_\_\_ Range from: \_\_\_\_\_ to: \_\_\_\_\_

Field: \_\_\_ Range from: \_\_\_\_\_ to: \_\_\_\_\_

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**Comparative Budget Report (BDR001)**

Date Submitted: \_\_\_\_\_

Job Number: \_\_\_\_\_ Logon Id: \_\_\_\_\_ District Name: \_\_\_\_\_

Report Title: \_\_\_\_\_

Select Account Subset? **Y, N**

GLDSYS Accounts? **O, C, B**

Sort Sequence: \_\_\_\_\_

Detail Line Format: **1, 2, 3, 4, 5, 6**

Abbreviation: \_\_\_\_\_

Summary Level: \_\_\_\_\_

Detail Sort Item: \_\_\_\_\_

Year to standardize account format on: \_\_\_\_\_

Suppress report lines with no values: **Y, N**

Show pennies on each amount on report: **Y, N**

Restricted/Unrestricted item/field: \_\_\_\_\_

# of blank lines between detail lines: \_\_\_\_\_

Number of lines per page: \_\_\_\_\_

Print in 80 column mode: **Y, N**

Collapse FY account detail to 1 line using: \_\_\_\_\_

Sort detail lines: **1, 2**

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	Col 1	Col 2	Col 3	Col 4	Col 5	Col 6	Col 7
Title1:	_____	_____	_____	_____	_____	_____	_____
Title2:	_____	_____	_____	_____	_____	_____	_____
Year:	_____	_____	_____	_____	_____	_____	_____
Source:	___ M: _____	___ M: _____	___ M: _____	___ M: _____	___ M: _____	___ M: _____	___ M: _____
Bud/Act:	_____	_____	_____	_____	_____	_____	_____
Detail:	_____	_____	_____	_____	_____	_____	_____
Zero Amt:	_____	_____	_____	_____	_____	_____	_____
Calc Col:	_____	_____	_____	_____	_____	_____	_____
Rest/UnR:	_____	_____	_____	_____	_____	_____	_____
Sup Col:	_____	_____	_____	_____	_____	_____	_____

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Account Selection: \_\_\_\_\_  
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Account Range Selection:

Field: _____ Range from: _____ to: _____	Field: _____ Range from: _____ to: _____
Field: _____ Range from: _____ to: _____	Field: _____ Range from: _____ to: _____
Field: _____ Range from: _____ to: _____	Field: _____ Range from: _____ to: _____
Field: _____ Range from: _____ to: _____	Field: _____ Range from: _____ to: _____
Field: _____ Range from: _____ to: _____	Field: _____ Range from: _____ to: _____
Field: _____ Range from: _____ to: _____	Field: _____ Range from: _____ to: _____

**Purchase Order Report Writer (POR110)**

Job Number: \_\_\_\_\_ Logon Id: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

District Name: \_\_\_\_\_

From Date: \_\_\_\_\_ To Date: \_\_\_\_\_ Dates must be within the requested fiscal year

Report Title: \_\_\_\_\_

Report Type: **1, 2, 3**

Primary Sort: **1, 2, 3**

Detail Order: **1, 2, 3, 4**

Select PO's from: \_\_\_\_\_ to \_\_\_\_\_

Select PO dates from: \_\_\_\_\_ to \_\_\_\_\_

Select Vendors from: \_\_\_\_\_ to \_\_\_\_\_

Category/Type Range

Category: from \_\_\_\_\_ to \_\_\_\_\_

Type: from \_\_\_\_\_ to \_\_\_\_\_

Specific Category/Type

Category: \_\_\_\_\_

Type: \_\_\_\_\_

Sort Sequence: \_\_\_\_\_

Account Selection: \_\_\_\_\_  
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Account Range Selection:

Field: \_\_\_ Range from: \_\_\_\_\_ to: \_\_\_\_\_

Field: \_\_\_ Range from: \_\_\_\_\_ to: \_\_\_\_\_

Field: \_\_\_ Range from: \_\_\_\_\_ to: \_\_\_\_\_

Field: \_\_\_ Range from: \_\_\_\_\_ to: \_\_\_\_\_

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**Pay History Report (PAY830)**

Date Submitted: \_\_\_\_\_

Job Number: \_\_\_\_\_ Logon Id: \_\_\_\_\_

District Name: \_\_\_\_\_

Report title: \_\_\_\_\_

Date Paid from: \_\_\_\_\_ to: \_\_\_\_\_ MMDDCCYY

**and/or**

Effective Yr: \_\_\_\_\_ Qtr: \_\_\_\_ **1, 2, 3, 4, 0**

Compute totals rule: **1, 2, 3**

Include terminated? **Y, N**

Select pay code: \_\_\_\_ \_

Select pay location: \_\_\_\_ \_

Select by last name range: \_\_\_\_\_ - \_\_\_\_\_

Record Type: **A, H, M or blank**

Cancelled Warr: **C, X, U or blank**

Summary Level: **D, S, T**

Each employee on a new page? **Y, N**

Pay-line detail: **D, S, B, N**

Position summary: **Y, N**

Deduction detail: **D, S, B, N**

Optional Select by Social Security Number

\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_    \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_    \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_    \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_    \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_    \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_    \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_    \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_    \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

**Budget Transfer Report (BTRQST)**

Date Submitted: \_\_\_\_\_

Job Number: \_\_\_\_\_ Logon Id: \_\_\_\_\_

District Name: \_\_\_\_\_

Report Title: \_\_\_\_\_

Date range: \_\_\_\_\_ - \_\_\_\_\_

Transfer# range: \_\_\_\_\_ - \_\_\_\_\_

Date entered range: \_\_\_\_\_ - \_\_\_\_\_

Sort by: **1, 2, 3**

Report Type: **1, 2, 3**

**Deposit Report (DCRQST)**

Date Submitted: \_\_\_\_\_

Job Number: \_\_\_\_\_ Logon Id: \_\_\_\_\_

District Name: \_\_\_\_\_

Report title: \_\_\_\_\_

Date range: \_\_\_\_\_ - \_\_\_\_\_

Reference# range: \_\_\_\_\_ - \_\_\_\_\_

Date entered range: \_\_\_\_\_ - \_\_\_\_\_

Report: **1, 2**

Report Type: **1, 2, 3**

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( DC0100 )

Sort by: **1, 2, 3**

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( DC0200 )

Sort by: **1, 2, 3**

Select: **1, 2**

**Journal Report (JERQST)**

Date Submitted: \_\_\_\_\_

Job Number: \_\_\_\_\_ Logon Id: \_\_\_\_\_

District Name: \_\_\_\_\_

Report title: \_\_\_\_\_

Date range: \_\_\_\_\_ - \_\_\_\_\_

Transfer# range: \_\_\_\_\_ - \_\_\_\_\_

Date entered range: \_\_\_\_\_ - \_\_\_\_\_

Sort by: **1, 2, 3**

Report on: **1, 2, 3, 4**

Report Type: **1, 2, 3**

**Cash Transfer Report (TFRQST)**

Date Submitted: \_\_\_\_\_

Job Number: \_\_\_\_\_ Logon Id: \_\_\_\_\_

District Name: \_\_\_\_\_

Report title: \_\_\_\_\_

Date range: \_\_\_\_\_ - \_\_\_\_\_

Transfer# range: \_\_\_\_\_ - \_\_\_\_\_

Date entered range: \_\_\_\_\_ - \_\_\_\_\_

Report Format: **1, 2, 3**

Sort by: **1, 2, 3**

Report Type: **1, 2, 3**

**Vendor History Report (VEHSUB)**

Date Submitted: \_\_\_\_\_

Job Number: \_\_\_\_\_ Logon Id: \_\_\_\_\_

District Name: \_\_\_\_\_

Report title: \_\_\_\_\_

Activity Dated: \_\_\_\_\_ through: \_\_\_\_\_

Include balance forward? **Y, N**

Extract by: **1, 2**

Include unpaid entries? **Y, N**

Primary sort: **1, 2, 3**

Order vendors by: **1, 2**

Totals only? **Y, N**

**Optional Selection Criteria**

Vendor #: \_\_\_\_\_ to \_\_\_\_\_

Vendor name: \_\_\_\_\_ to \_\_\_\_\_

Category: \_\_\_\_\_ to \_\_\_\_\_ (enter a range and/or specific category/type codes)

Type: \_\_\_\_\_ to \_\_\_\_\_

Category: \_\_\_\_\_

Type: \_\_\_\_\_

Select accounts?: **Y, N**

Account Selection: \_\_\_\_\_  
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**Account Range Selection:**

Field: \_\_\_ Range from: \_\_\_\_\_ to: \_\_\_\_\_

Field: \_\_\_ Range from: \_\_\_\_\_ to: \_\_\_\_\_

Field: \_\_\_ Range from: \_\_\_\_\_ to: \_\_\_\_\_

Field: \_\_\_ Range from: \_\_\_\_\_ to: \_\_\_\_\_

Field: \_\_\_ Range from: \_\_\_\_\_ to: \_\_\_\_\_

Field: \_\_\_ Range from: \_\_\_\_\_ to: \_\_\_\_\_

Field: \_\_\_ Range from: \_\_\_\_\_ to: \_\_\_\_\_

Field: \_\_\_ Range from: \_\_\_\_\_ to: \_\_\_\_\_

Field: \_\_\_ Range from: \_\_\_\_\_ to: \_\_\_\_\_

Field: \_\_\_ Range from: \_\_\_\_\_ to: \_\_\_\_\_

Field: \_\_\_ Range from: \_\_\_\_\_ to: \_\_\_\_\_

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