

## Summary Report Printing

To print your Summary reports, you have 2 choices. You can either print all the Summary reports created for your campus or department, or you can print a single Summary report. To begin, go to Summary General Financial Report Wtr Submittal GNL.575 (Item 15 on the menu below.) Just type the number of that selection on your menu and press enter.

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9/29/02  FY 03  TYLER INDEPENDENT SCHOOL DISTRICT      18:30:26 YORKRAL
ACS                TISD MANAGER WORK AREA                Ref: ACS.002 .01

MENU SECFIN: GENERAL CAMPUS/DEPARTMENT FINANCE MENU

1. Account Balance & Transaction Detail Lookup . XGNL.601L
2. General Ledger Campus Reports . . . . . XGNL.691
3. Purchase Request Entry . . . . . XPUR.410R
4. Purchase Order Lookup (PREQ's) . . . . . XPUR.450L
5. Purchase Order Detail Listing . . . . . XPUR.521
6. Maintain Vendor Records . . . . . XPUR.301L
7. New Vendor Request Entry . . . . . XPUR.381
8. Direct Pay Request Entry . . . . . XACP.402
9. Budget Transfer Request Entry . . . . . XGNL.491
10. Posted Invoice Lookup and P/O Index . . . . . ACP.460
11. Receiving Input . . . . . XREC.401
12. Outstanding PO Enumbrance Listing*Not-Blanket ACC.542
13. Print Campus Activity Funds . . . . . ACC.544
14. Print Over Budget Accounts . . . . . ACC.543
15. Summary General Financial Report Wtr Submittal GNL.575      More...

Option or Menu Item
  
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On the next screen, you will either type your campus or department number on the first line to print all your Summary reports, or you will type the name of the particular report you want to print on the second line. (If you are responsible for more than one department, you will need to submit a report request for each department organization number.) You can put your cursor on either line and press F4 to see an index of all reports. Tab to "Position to" and type your campus or organization number to see a list of the reports from which to choose. If you index, you can move your cursor beside the group or the report you want to print and press enter to select it.

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9/29/02  FY 03  TYLER INDEPENDENT SCHOOL DISTRICT      18:34:28 YORKRAL
FMS                Summary General Financial Report Wtr Submittal  Ref: GNL.575P.01

Group: _____
or
Report Identifier: _____

Report Month:          SEPTEMBER

F3=Exit  F4=Index  F5=Reset  F12=Cancel          Cancel? N
  
```

For Report Month, leave the current month name to get an up-to-date summary of all transactions at this point in time. If you want to look at the transaction summary at a prior month end, type that previous month name.

On the next screen, choose the output device you want. You can either print to a printer or you can type "NOPRINT" if you simply want to look at the report on screen.

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9/29/02  FY 03  TYLER INDEPENDENT SCHOOL DISTRICT      18:41:30  YORKRA1
ACS              Submittal Prompt                      Ref: ACS.JSET.02

Job:   GNL.575   Summry General Financial Report Wtr Submittal

                Is ready to run IN BATCH MODE
                Please fill in the requested data (if any)
                Or cancel if you do not wish to run this now

JOBQ  :          1          JOBQ      Library
          1 - Normal      QNORMALF   ACS400
          2 - High Priority QHIGH      ACS400
          3 - Night       QNIGHT      ACS400
JOBQ Priority:  5  (1 high - 9 low) (maximum = 3 )
Output Queue:  ACTP05V   in Library QUSRSYS

                                          Cancel? N

```

In this example, a printer is chosen. If NOPRINT had been typed in the Output Queue, here's how to look at your report on screen. After you press enter to process the report, wait a few minutes. Then type "Reports" on the command line.

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9/29/02  FY 03  TYLER INDEPENDENT SCHOOL DISTRICT      18:45:25  YORKRA1
ACS              TISD MANAGER WORK AREA                Ref: ACS.002 .01

MENU SECFIN: GENERAL CAMPUS/DEPARTMENT FINANCE MENU

1. Account Balance & Transaction Detail Lookup . XGNL.601L
2. General Ledger Campus Reports . . . . . XGNL.691
3. Purchase Request Entry . . . . . XPUR.410R
4. Purchase Order Lookup (PREQ's) . . . . . XPUR.450L
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6. Maintain Vendor Records . . . . . XPUR.301L
7. New Vendor Request Entry . . . . . XPUR.381
8. Direct Pay Request Entry . . . . . XACP.402
9. Budget Transfer Request Entry . . . . . XGNL.491
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15. Summry General Financial Report Wtr Submittal GNL.575      More...

Option or Menu Item  REPORTS

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This will bring up a list of reports you have processed. Choose the one you just processed by typing "5" on the line beside this report to display the report.

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Work with All Spooled Files

Type options, press Enter.
 1=Send  2=Change  3=Hold  4=Delete  5=Display  6=Release  7=Messages
 8=Attributes  9=Work with printing status

Opt  File      User      Device or  User Data  Sts  Total  Cur  Copy
     OGNL511   YORKR    NOPRINT   GNL511    RDY   2      Page  1
     OGNL501   YORKR    NOPRINT   GNL501    RDY  1307   1
 5   OGNL570   YORKR    NOPRINT   GNL570P   RDY   1      1

Parameters for options 1, 2, 3 or command
====>
F3=Exit  F10=View 4  F11=View 2  F12=Cancel  F22=Printers  F24=More keys
Bottom

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After you press enter, the report will appear on your screen. You can page up or down, or type B or T on the Control line to go immediately to the bottom or top of the report.

If you use NOPRINT, you need to routinely go and delete the reports in the NOPRINT queue. Type Reports on the command line. Once you have your list of reports, put a 4 beside the reports you want to delete. Press Enter once, then again to confirm your selection.