

Report ID: PAYROLL ACCTS

Report Title: EXCEL DOWNLOAD OF UNREST. PAYROLL ACCTS

Items to Print: A

A - Print account number only.

T - Print account title only.

B - Print both the account number and the title.

Report Sequence Logic:

Element Name (defines sequence)	New Page	Print Total	Offset From To		Select: From or Only, To	
1. <u>FUND</u>	<u>N</u>	<u>N</u>	<u>0</u>	<u>0</u>		
2. <u>PROJECT</u>	<u>N</u>	<u>N</u>	<u>0</u>	<u>0</u>	<u>00000</u>	
3. <u>PROGRAM/FUNCTION</u>	<u>N</u>	<u>N</u>	<u>0</u>	<u>0</u>		
4. <u>OBJECT</u>	<u>N</u>	<u>N</u>	<u>0</u>	<u>0</u>	<u>100</u>	<u>299</u>
5. <u>LOCATION</u>	<u>N</u>	<u>N</u>	<u>0</u>	<u>0</u>		
6. <u>COST CENTER</u>	<u>N</u>	<u>N</u>	<u>0</u>	<u>0</u>		
7. <u>SUBJECT</u>	<u>N</u>	<u>N</u>	<u>0</u>	<u>0</u>		
8. <u>EXPANSION</u>	<u>N</u>	<u>N</u>	<u>0</u>	<u>0</u>		
9. _____	<u>N</u>	<u>N</u>	<u>0</u>	<u>0</u>		
10. _____	<u>N</u>	<u>N</u>	<u>0</u>	<u>0</u>		

(*TYPE' for financial statement classification.)

Mode: **Lookup**

Cancel? N

Balances to Print:

Column	Heading	Sign	Cent	Item	FY
1.	<u>YEAR-TO-DATE</u>				
	<u>EXPENDITURES</u>	--	<u>Y</u>	<u>04</u>	<u> </u>
2.	<u>ENCUMBRANCES</u>				
	<u> </u>	--	<u>Y</u>	<u>12</u>	<u> </u>
3.	<u> </u>				
	<u>BUDGET</u>	--	<u>Y</u>	<u>09</u>	<u> </u>
4.	<u>AVAILABLE</u>				
	<u>BALANCE</u>	--	<u>Y</u>	<u>14</u>	<u> </u>
5.	<u> </u>				
	<u> </u>	--	<u>Y</u>	<u>00</u>	<u> </u>
6.	<u> </u>				
	<u> </u>	--	<u>Y</u>	<u>00</u>	<u> </u>
7.	<u> </u>				
	<u> </u>	--	<u>Y</u>	<u>00</u>	<u> </u>
8.	<u> </u>				
	<u> </u>	--	<u>Y</u>	<u>00</u>	<u> </u>

- Available Items
1. Beginning transaction balance.
 2. Current month transaction activity.
 3. Year-to-date transaction activity.
 4. Current transaction balance.
 5. Prior month transaction balance
 6. Beginning budget balance.
 7. Current month budget activity.
 8. Year-to-date budget activity.
 9. Current budget balance.
 10. Prior month budget balance.
 11. Current month encumbrance activity.
 12. Current encumbrance balance.
 13. Non-transacted budget balance avail
 14. Non-encumbered budget balance avail
 15. Cur trans balance as % of budget ba
 16. Cur month trans as % of budget bal.
 17. Committed balance as % of budget ba

Sign: R-Reverse D-Drop -Leave

Use HELP key to display items 18-45.

Mode: **Lookup**

Cancel? N

Paper Options: (Use 'X' to select only one)
X 8 1/2 by 11 inch
- 11 by 8 1/2 inch
- 14 by 11 inch

Compressed? (Y/N) Y

Copies: 1

Detail Option: 1
0 - Print all detail lines.
1 - Drop detail lines with all zero columns.
2 - Drop all detail lines.
(The lowest level total becomes the detail line)
3 - Print the closed detail ledger transactions. (Items 19-24 only)
4 - Drop detail and summary lines with all zero columns.

Group budget accounts with control accounts? (Y/N): Y

Mode: Lookup

Cancel? N