

Transaction Activity Report Printing

To print your Transaction Activity reports, go to Transaction Activity Report Writer Submittal GNL.565 (Item 16 on the menu below.) Just type the number of that selection on your menu and press enter.

```
9/30/02  FY 03  TYLER INDEPENDENT SCHOOL DISTRICT  14:40:24 YORKRAL
ACS          TISD MANAGER WORK AREA                Ref: ACS.002 .01

MENU SECFIN: GENERAL CAMPUS/DEPARTMENT FINANCE MENU

16. Transaction Activity Report Writer Submittal  GNL.565

89. Change Assignment
90. Signoff

Option or Menu Item

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```

On the next screen, you will type the name of the report you want to print. If you're not sure of the exact name of the report, you can select F4 to index on all reports. Tab to "Position To" and type your campus or department number. Then you can put your cursor next to the report you want to print and press Enter. Select the date range for your report. Type a Y on the line that says "Suppress printing of lines with all amounts zero?" unless you know there are some accounts with zero balances and you still want to see all the activity in them. Press enter after making these selections.

```
9/30/02  FY 03  TYLER INDEPENDENT SCHOOL DISTRICT  16:37:37 YORKRAL
FMS          Transaction Activity Report Writer Submittal  Ref: GNL.565P.01

Report Identifier:                110-FUND 211

Beginning date for report detail:  9/01/02

Ending date for report:           9/30/02

Suppress printing of lines with all
amounts zero? (Y/N):              Y

Print wide format? (Y/N):         N
                                  N = 132 characters
                                  Y = 167 characters

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

Index:
  1 = Valid Report Identifiers.

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

On the next screen, select your printer. Your default printer will automatically be selected.

```
9/30/02  FY 03 TYLER INDEPENDENT SCHOOL DISTRICT      16:44:47 YORKRA1
ACS          Submittal Prompt                          Ref: ACS.JSET.02

Job:   GNL.565   Transaction Activity Report Writer 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:  NOPRINT   in Library QUSRSYS

Number of copies:  1  (maximum allowed =  3 )

Form:           *STD

                                           Cancel? N
```

In this example, NOPRINT is chosen. If you selected a printer, the report will print on that printer. To look at a report sent to NOPRINT, wait a few minutes. Then type "Reports" on the command line.

```
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
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  REPORTS
```

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.

```
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
     OGNL511       YORKR        NOPRINT        GNL511         RDY       2          Page  Copy
     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
```

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.