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Report ID/Name	Data Selection/ Processing Options	Expected Outcome	Navigation	Cover Sheet (Y/N)	Comments
R5509465 Cash Status Report	Utilize one or more of the following Data Selection options to narrow report: 1. Fund	Review Cash Open Balance, Posted Open AP, Open Payroll, Unposted AP, Open PO Receipts, Open JE, Total Cash Required, and Total Cash available.	General Accounting - Agencies > Inquiries & Reports > Accounting Reports	N	
R5509465A Cash Status Report with AR	Utilize one or more of the following Data Selection options to narrow report: 1. Fund	Review cash balance, posted open AP, open Payroll, unposted AP, open PO receipts, open JE, total cash required, posted open AR, unposted AR, total incoming cash, and total cash available.	General Accounting - Agencies > Inquiries and Reports > Accounting Reports > Cash Status Report with AR	N	
R09321 Transaction Journal	Utilize one or more of the following Data Selection options to narrow report: 1. Batch Number 2. Batch Type	View Transactions over a period of time by batch type and document number. Shows debits and credits.	General Accounting - Agencies > Inquiries & Reports > Accounting Reports	N	This report is similar to the General Journal Batch report that can be run by specific document type.

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R5509699 Received Not Vouchered Report	Utilize one or more of the following Data Selection options to narrow report: 1. Enter your 3-digit agency number. Enter a Fund number. Leave all other data selection as is. 2. Purchase Order = enter a specific PO number, if desired. A date range will be entered in Processing Options.	View Purchase Orders that have been received, but not yet vouchered.	General Accounting - Agencies > Inquiries & Reports > Accounting Reports	N	
R5743960A Received/Vouchered Status Report	Utilize one or more of the following Data Selection options to narrow report: 1. Enter 3-digit agency number. Leave all other data selection as is. 2. Business unit = enter the business unit 3. Fund = enter a specific fund	Provides detailed information about purchase orders	General Accounting - Agencies > Inquiries & Reports > Accounting Reports	N	Presented at the 8/24/06 BUG Meeting. Presented again at the 10/31/06 SPUG and 11/29/06 BUG meetings with corrections.

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R5509730 Allotment Status Encumbrance Detail Report	Utilize one or more of the following Data Selection options to narrow report: 1. Data Selection: Run for Ledger Type PA (remove PB from Ledger types) enter Agency #, program #, and fund type 2. Leave PA and PB both in Ledger Type 3. Can delete program # and fund type rows if not needed	1. Run this report to see the detail for for the encumbrance amount on the Allotment Status Report by business unit.object.subsidiary To see PO Encumbrances only 2. To see all manual and PO encumbrances	General Accounting - Agencies > Inquiries & Reports > Accounting Reports	N	
R5509700 Personal Service Limitation	Utilize one or more of the following Data Selection options to narrow report: 1. Agency 2. Program	This report is the same report that runs with MREPORT everyday. This report can be run by agency and/or program number from the menu.	General Accounting - Agencies > Inquiries & Reports > Accounting Reports > Financial Reports > Personal Service Limitation >	N	This is the same report that runs with MREPORT everyday. This can be run by agency and/or program from the menu if desired. Report provides page break by Division.
R5509301 Budget Status Summary	Utilize one or more of the following Data Selection options to narrow report: 1. Agency 2. Division 3. Fund Type 4. Add row to run by Fund	View to manage spending budgeted dollars; includes totals and subtotals by account. Report output does not include agency or what report was run for.	General Accounting - Agencies > Inquiries & Reports > Accounting Reports > Financial Reports > Budget Status Reports	N	Do not run with null in right operand, you will not get any results.

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R5509303 Budget Status by Agency	Utilize one or more of the following Data Selection options to narrow report: 1. Agency 2. Division 3. Add row to run by Fund 4. Add row to run by Fund Type 5. Add row to run by BU (F0006)	View to manage spending budgeted dollars; includes totals and subtotals by account type and fund type. Sequenced by Agency.	General Accounting - Agencies > Inquiries & Reports > Accounting Reports > Financial Reports > Budget Status Reports	Y	Report does not break down by data selection options - breaks down by Agency only.
R5509271 Budget Status by Ag/Prog/Subpg	Utilize one or more of the following Data Selection options to narrow report: 1. Agency 2. Add row for Fund 3. Add row for Fund Type 4. Add row for Business Unit	View this report to manage spending budgeted dollars. Report includes a summary of federal cash and general funds by Division.	General Accounting - Agencies > Inquiries & Reports > Accounting Reports > Financial Reports > Budget Status Reports	N	

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R5509294A Budget Status by Ag/Prog	Utilize one or more of the following Data Selection options to narrow report: 1. Agency 2. Program 3. Add row for Fund 4. Add row for Fund Type 5. Add row for Business Unit	View this report to manage spending budgeted dollars. Report includes a summary of federal cash and general funds by Division.	General Accounting - Agencies > Inquiries & Reports > Accounting Reports > Financial Reports > Budget Status Reports	N	
R5509295 Budget Status by Ag/Div/Prog/Sub pg	Utilize one or more of the following Data Selection options to narrow report: 1. Agency 2. Add row for Fund 3. Add row for Fund Type 4. Add row for Business Unit	View this report to manage spending budgeted dollars. Report includes a summary of federal cash and general funds by Division.	General Accounting - Agencies > Inquiries & Reports > Accounting Reports > Financial Reports > Budget Status Reports	N	

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R5509299 Budget Status by Ag/Div	Utilize one or more of the following Data Selection options to narrow report: 1. Agency 2. Agency Division 3. Add row for Fund 4. Add row for Fund Type 5. Add row for Business Unit *If run by other data selection, report may not be accurate.	Summary of Federal cash and general funds by Division. Could use to view funding mix? View this report to manage spending budgeted dollars. Report includes a summary of federal cash and general funds by Division.	General Accounting - Agencies > Inquiries & Reports > Accounting Reports > Financial Reports > Budget Status Reports	N	
R5509297 Budget Status by Ag/Div/Prog	Utilize one or more of the following Data Selection options to narrow report: 1. Agency 2. Agency Division 3. Add row for Fund 4. Add row for Fund Type 5. Add row for Business Unit	View this report to manage spending budgeted dollars. Report includes a summary of federal cash and general funds by Division.	General Accounting - Agencies > Inquiries & Reports > Accounting Reports > Financial Reports > Budget Status Reports	N	

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R5509639 Budget Status by Ag/Div/Prog/Subsd	Utilize one or more of the following Data Selection options to narrow report: 1. Agency 2. Program 3. Subsidiary 4. Object Account 5. Add row for Fund 6. Add row for Fund Type 7. Add row for Business Unit	View this report to manage spending budgeted dollars. Report includes a summary of federal cash and general funds by Division.	General Accounting - Agencies > Inquiries & Reports > Accounting Reports > Financial Reports > Budget Status Reports	N	
R5509892 Monthly Budget Spreadsheet	Utilize one or more of the following Data Selection options to narrow report: 1. Agency Number 2. Agency Division 3. Program Number 4. Agency Subprogram	Provides detailed information about expenditure spending by object code for each month.	General Accounting - Agencies > Inquiries & Reports > Accounting Reports > Financial Reports > Budget Status Reports	N	

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R5509973 Monthly Budget Spreadsheet with Percents	Utilize one or more of the following Data Selection options to narrow report: 1. Agency Number 2. Agency Division 3. Program Number 4. Agency Subprogram	Provides detailed information about expenditure spending by object code for each month.	General Accounting - Agencies > Inquiries & Reports > Accounting Reports > Financial Reports > Budget Status Reports	N	
R5509148 Fund Summary by Fund Type	Utilize one or more of the following Data Selection options to narrow report: 1. Fund Type 2. Fund	See receivable or payable balances, expenditures, and revenues in a particular fund type (cash, federal cash, or revolving funds)	General Accounting - Agencies > Inquiries & Reports > Accounting Reports > Financial Reports > Fund Summary Reports	N	This report provides summary information only. Same information can be found using Trial Balance by Fund Inquiry (receivable and payable) and Job Status Inquiry (revenues and expenditures)
R5509632 Fund Summary by Fund	Utilize one or more of the following Data Selection options to narrow report: 1. Fund	View summary of activity for specific fund or range of funds. Assets, liabilities, revenues, and expenditures with totals for each fund.	General Accounting - Agencies > Inquiries & Reports > Accounting Reports > Financial Reports > Fund Summary Reports	N	This report is available on the State Accounting website for all agencies.
R5509168 General Ledger Detail	Utilize one or more of the following Data Selection options to narrow report: 1. Object Account 2. Business Unit Fiscal Year and Period Number are entered in Processing Options	This report shows the activity (all documents) for selected object account(s), fund(s), program(s), division(s), business unit(s) and/or agency for a given time period.	General Accounting - Agencies > Inquiries & Reports > Accounting Reports > Financial Reports > General Ledger Reports	N	

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R55168 General Ledger Detail by Agency	Utilize one or more of the following Data Selection options to narrow report: 1. Object Account 2. Business Unit Fiscal Year, Period Number, and Agency are entered in Processing Options	This report shows the activity (all documents) for selected object account(s), fund(s), program(s), division(s), business unit(s) and/or agency for a given time period.	General Accounting - Agencies > Inquiries & Reports > Accounting Reports > Financial Reports > General Ledger Reports	N	
R55BALANCE Revenue/Expenses balance by Fund	Utilize one or more of the following Data Selection options to narrow report: 1. Fund Enter Period Number and Fiscal Year in Processing Options	This report reflects total revenue and expenditure balances for a period and for the fiscal year through the period.	General Accounting - Agencies > Inquiries & Reports > Accounting Reports > Financial Reports >	N	
R09420 G/L by Business Unit	Utilize one or more of the following Data Selection options to narrow report: 1. Business Unit	Subtotals by Business Unit	General Accounting - Agencies > Inquiries & Reports > Accounting Reports > G/L Reports	N	
R09421 G/L by Object Account	Add row to run by Fund	View everything that comes in and out of accounts. Expenditures, warrants, EFT, deposits, see Journal Entries that touch accounts, etc	General Accounting - Agencies > Inquiries & Reports > Accounting Reports > G/L Reports	N	

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R590902AG Account Balance by Agency	Utilize one or more of the following Data Selection options to narrow report: 1. Agency 2. Fund	Run this report to view a summary of revenues and expenditures for a specified Agency and Fund.	General Accounting - Agencies > Inquiries & Reports > Accounting Reports > Account Balance Reports	N	
R590902AG Account Balance by Program	Utilize one or more of the following Data Selection options to narrow report: 1. Agency 2. Fund 3. Program	Run this report to view a summary of revenues and expenditures for a specified Agency, Fund, and program. This is a good tool if your program crosses funds or you have funds with multiple programs. Good starting point for analyzing your funds.	General Accounting - Agencies > Inquiries & Reports > Accounting Reports > Account Balance Reports	N	

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R094121 Trial Balance by Object	Utilize one or more of the following Data Selection options to narrow report: 1. Enter a single or range of Object Accounts. 2. Add row for Fund. 2. Add row for Ledger. (Run on BF Leger to see what budget amounts were entered). (Do not enter an object range on the summarize tab so you can see BU.object codes) (Run on any Ledger)	Provides summary totals by object account for a specific fund.	General Accounting - Agencies > Inquiries & Reports > Accounting Reports > Trial Balance Reports	Y	Runs NICELY in CSV. If running for fund 10000 or 40000, add business unit, or range of BUs, to see information for your agency only (and to avoid excess processing time). On Subledger tab of processing options, there must be an asterisk (*) in the Subledger field to see correct balances. To see what has been spent on an object for an entire fund, enter an object range on the Summarize tab in processing options. If a range is not entered, you will see balances by BU.object codes. Every tab in Processing Options needs to be reviewed each time report is run. Enter FY end period, Ledger type should always be AA, subledger should always have an *.

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R09410 Trial Balance by Fund	Utilize one or more of the following Data Selection options to narrow report: 1. Enter fund number	Provides summary totals by account number for a specific fund or range of funds. If running for fund 10000 or 40000, add business unit, or range of BUs, to see information for your agency only (and to avoid excess processing time). On Subledger tab of processing options, there must be an asterisk (*) in the Subledger field to see correct balances.	General Accounting - Agencies > Inquiries & Reports > Accounting Reports > Trial Balance Reports	N	
R09410 Trial Balance by Business Unit	Utilize one or more of the following Data Selection options to narrow report: 1. Enter BU number.	Provides summary totals by account number for a business unit or range of business units. On Subledger tab of processing options, there must be an asterisk (*) in the Subledger field to see correct balances.	General Accounting - Agencies > Inquiries & Reports > Accounting Reports > Trial Balance Reports	N	
R5509763B PY Variance Report	Utilize one or more of the following Data Selection options to narrow report: 1. Agency 2. Object Account	Run report to view change in expenditures or revenues for a fund from last Fiscal Year to current Fiscal Year	General Accounting - Agencies > Inquiries & Reports > Accounting Reports > Simple Financial Reports	N	

PO in the Right Operand stands for Processing Options. This screen appears after the data selection screen. Please do not enter your info for this on data selection but rather in processing options.

R09 = Canned JDE Report

