

REPORT LIST

JOB NUMBER	JOB NAME	JOBR	REQS	MRPT	FRPT	SCHD	System generated
AR09-01	A/R system Edit Fringe Benefits Report						X
AR09-02	A/R system Remittance Advice For Month						X
AR09-04	Employee Amounts Receivable						X
AR10	Accounts Receivable issued for fiscal year						X
AR12	Accounts Receivable Ageing Report						X
AR19-01	A/R Invoices Accrued sort by invoice						X
AR19-02	A/R Accrual sort by account						X
AR20	A/R Payments Deposited						X
AR58	A/R Debtor Book	X					X
AR59	Debtors flagged for deletion						X
AR91	A/R Log File						X
B01X	Account code book	X					
B16	Dictionary File Listing	X					
B62-01	Calendar Year End 1099 tax report						X
B62-02	Calendar Year End Supplemental W-2's report						X
ED10-01	Profession Educations Step and range detail report	X					
ED10-02	Profession Educations Step and range summary report	X					
F03	Current Fiscal PERS Reduction						X
F05	Batch Transaction Daily Error List						X
F07	Batch Transaction Daily Edit List						X
F12	General Ledger	X					
F17	SACS download (does not produce a report)		X				
F21-01	A/P Payment totals by batch						X
F21-02	Report of Payments not issued						X
F23	A/P Warrant Register		X				X

REPORT LIST

JOB NUMBER	JOB NAME	JOBR	REQS	MRPT	FRPT	SCHD	System generated
F26	Vendor Warrant Reconciliation For Calendar and Fiscal Year						X
F40	Outstanding Purchase Order Report						X
F41	Receipt Report						X
F43	Journal Entry Register For Fiscal Year						X
F44	Vendor List						X
F45	New vendor labels for the month						X
F46	Vendor Address & Enc/Exp Report	X					X
F60	Sales Use Tax Distribution By Account						X
F64	Sales/Use Tax By Vendor						X
F79	Annual report of payments made to vendors						X
F80	Vendor File Duplicate Name/Address	X					
FB10's	Budget file reports				X		
FB11's	Transaction detail reports				X		
FB69-01	Budget Development Report - Line Item Objects 4000-8999 Accounts rolled over					X	
FB69-02	Budget Development Report - Line Item Objects 4000-8999 Accounts NOT rolled over					X	
FB72	Budget development reports				X		
FB74	Budget/actuals history reports				X		
FB76	Budget development reports				X		
FB77	Budget Accounts Not Rolled For Fiscal Year					X	
FB82	Budget development reports				X		
FB84	Budget Line Item Detail Report by authorization number					X	
FB86	Budget development reports				X		
OP00	Purchase Orders			X			X
OP18	Expeditor Letters			X			X
OP51	Purchase Order Log File						X

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OP53	Purchase Order Log File (Selected)						X
PA02	Attendance Benefit Days Report		X				
PA03	Employee attendance status Letter		X				
PA10	Employee Vac/Sick/PN/Comp only report		X				
PC11	Position Control - available FTE's		X				
PC12	Position Control Monthly report		X				
PC13	Position Control Report by Site/Goal		X				
PL02	Salary Projection Report		X				
PL05	Budget and line item report for personnel expense accounts + includes FTE's				X	X	
PL06-01	Encumbrance Edit Exceptions		X				X
PL06-02	Encumbrance Register		X				X
PL07-02	Personnel File Audit Register						X
PL09-01	Edit Fringe Benefits						X
PL09-02	Remittance Advice For Month Ending						X
PL09-03	Distribution of H & W / Other Fringe Benefits						X
PL09-04	Employee Amounts Receivable						X
PL10	Employment Verification Listing		X				
PL11	Personnel Edit Listing		X				
PL12	Employment History		X				
PL14-01	Personnel vs. Payroll Match - Monthly Exception Listing						X
PL15	Promotion List						X
PL23	PERSONNEL STATUS LETTER		X				
PL25	PERSONNEL CONTRACT DOWNLOAD/REPORT		X				
PL27	STIPEND EFFECTIVE DATE		X				
PL28	STIPEND REPORT		X				

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PL30	WORK FORCE COMPOSITION						
PL31	CLASSIFIED EVALUATION/PROMOTION		X				
PL33 - 01	SENIORITY HOURS BY UNION/EMPLOYEE;CONTRACT STOP DATE		X				
PL33 - 02	SENIORITY HOURS BY JOB TITLE		X				
PL33 - 03	SENIORITY HOURS BY UNION; JOB TITLE & CLASS HOURS		X				
PL34	ATTENDANCE HISTORY FOR FISCAL YEAR		X				X
PL40	CREDENTIAL/ASSIGNMENT MATCH EXCEPTIONS		X				
PL41	CREDENTIAL EXPIRATION DATES REPORT		X				
PL42	CERTIFICATE VERIFICATION DATA		X				
PL43	SALARY UNITS/PROFESSIONAL GROWTH REPORT	X					
PL44	CREDENTIAL/ASSIGNMENT MATCHING FILE REPORT		X				
PL45	COURSE FILE REPORT		X				
PL46	INSTRUCTOR ASSIGNMENT REPORT		X				
PL47-01	CREDENTIAL CODES FILE LISTING		X				
PL48	CREDENTIAL LISTING REPORT		X				
PL51	CHANGES MADE TO PERSONNEL FILE - DAILY						X
PL53	CHANGES MADE TO PERSONNEL FILE - ON REQUEST						X
PL54	PERSONNEL STATUS UPDATE NOTICE						X
PL61 A	EMPLOYEE MASTER LISTING	X					
PL61 B	EMPLOYEE HOME ADDRESS LABELS	X					
PL61 C	EMPLOYEE SITE LABELS	X					
PL62 A	SENIORITY LIST IN SENIORITY DATE ORDER	X					
PL62 B	SENIORITY LIST BY NAME	X					
PL62 C	SENIORITY LIST BY JOB CLASSIFICATION	X					
PL63 A	STAFF PROFILE BY LOCATION & JOB CLASSIFICATION	X					

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PL63 B	STAFF PROFILE BY JOB CLASSIFICATION	X					
PL63 C	STAFF PROFILE BY LOCATION	X					
PL64	DELINQUENT FINGER PRINT AND PHYSICAL EXAM REPORT	X					
PL66A	PERSONNEL DIRECTORY - 8 1/2 X 11 WHITE PAPER	X					
PL66B	PERSONNEL DIRECTORY - BLUE BAR PAPER	X					
PL67	TENURE/PROBATION REPORT	X					
PL69	STAFF MATRIX BY AGE	X					
PL70	NEXT TB EXAMINATION DUE	X					
PR11	Month to date payroll expenses			X			
PY01	SALARY MATRIX	X					
PY05	PRE NOTE AUDIT AND EDIT LIST						X
PY08-01	ACCUMULATED CLASSIFIED HOURS EXCEPTION REPORT						X
PY12-01	PAYROLL REGISTER						X
PY12-02	PAYROLL EXCEPTION LISTING						X
PY16	PERS/STRS Salary Basis/Pension coding conflicts						X
PY17-01	STATE TEACHERS RETIREMENT SYSTEM		X				
PY17-02	STATE TEACHERS RETIREMENT SYSTEM (STRS)		X				
PY18	PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS)		X				
PY19-01	STATE TEACHERS RETIREMENT SYSTEM		X				
PY19-02	PUBLIC EMPLOYEES RETIREMENT SYSTEM		X				
PY20-00	TRUST FUND ERRORS						X
PY20-01	PAYROLL DISTRIBUTION BY RESOURCE						X
PY22-01	DEDUCTION REGISTER						X
PY22-02	REMIITTANCE ADVICE						X
PY23-01	EMPLOYEE CROSS REFERENCE IN NAME SEQUENCE						X

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PY23-02	EMPLOYEE CROSS REFERENCE IN SSN SEQUENCE						X
PY26	EMPLOYMENT AND PAYROLL REPORT FOR US DEPARTMENT OF LABOR						X
PY28	PAYROLL/RETIREMENT EXCEPTION LISTING						X
PY29-01	QUARTERLY SDI REPORTS						X
PY29-02	QUARTERLY PIT/SUI REPORTS						X
PY29-03	QUARTERLY TAX REPORT						X
PY41-02	CANCELLED CHECK REGISTER - COE/DPS USE ONLY						X
PY41-03	PAYROLL CANCELLED CHECKS REGISTER						X
PY41-04	PAYROLL HANDWRITTEN CHECKS REGISTER						X
PY41-05	PAYROLL ADJUSTMENTS REGISTER						X
PY41-06	PAYROLL EMERGENCY CHECKS REGISTER						X
PY45-01	EDIT REPORT OF INCOMPLETE SUMMER FUND DATA		X				X
PY45-02	SUMMER FUND EMPLOYEES AND ERRORS IF ANY		X				X
PY60-01	PAYROLL / PERSONNEL FRINGE BENEFIT AUDIT - DETAIL						X
PY60-02	PAYROLL / PERSONNEL FRINGE BENEFIT AUDIT - SUMMARY						X
PY86-01	S.T.R.S MR87 NAME / STATUS CHANGE NOTIFICATION EDIT						X
PY87-01	S.T.R.S MR87 NAME / STATUS CHANGE NOTIFICATION - SSA SEQ.						X
PY87-02	S.T.R.S MR87 NAME / STATUS CHANGE NOTIFICATION - NAME SEQ.						X
PY91	DAILY CHANGES MADE TO PAYROLL FILE						X
WI01	DAILY STORES ISSUES & UPDATE						X
WI02	WEEKLY STOCK STATUS & BACKORDER REPORT	X					X
WI03	WAREHOUSE CATALOG HISTORY	X					X
WI04	WAREHOUSE CATALOG FOR GENERAL SUPPLIES	X					X
WI05	WAREHOUSE USAGE REPORT	X					X
WI12	WAREHOUSE - OUTSTANDING BACK-ORDERS	X					X

Report Cycle Definitions

PURPOSE: These cycle codes are used in the FRPT and RINV transactions.

<u>CYCLE</u>	<u>DESCRIPTION</u>
ME	Reports run the last working day of the month, before month-end cycle close-out program
1 thru 31	Reports run on the DAY every MONTH (do not use for regular month-end reports)
MO, TU, WE, TH,FR	Reports run on that DAY every WEEK
FT	Reports run every FRIDAY and TUESDAY
DA	Reports run DAILY
CY	Reports run at the end of the CALENDAR YEAR
FY	Reports run at the end of the FISCAL YEAR (June)
QT	Reports run last working day of the QUARTER
SM	Reports run at the end of DECEMBER and JUNE
MM	Reports run MID-MONTH and MONTH-END
YR	Reports run at FISCAL YEAR-END (hard copy only)
TN	TEN ISSUES, Aug-June, third Friday of the month
BI	TWO ISSUES, Aug-Jan, third Friday of the month
QM	Reports run MONTHLY - FB11 ONLY Detail report in non-quarter months, fiscal-to-date detail in quarter months
?F	Fiscal year end hard copy and CD. (?= district letter precedes "F") Moraga must use AF for their Annual CD.

"On Request" reports should NOT have a cycle. When requesting a report, simply fill in the RUN DATE field with the date the report should run.