

REPORTING TOOLS

Steps to Locate:

1. Log in to PAWS
2. Select "Financial Services"
3. Select "Reporting Tools"

Tips/Other Information:

- Access to reports is granted based on General Ledger/Mainframe authorization.
 - Request for access can be found on the Financial Systems Services webpage under Useful Links, Security Access Form.
 - <http://www.fas.lsu.edu/fss/forms/SAF.pdf>
- Logging in to PAWS is required before requesting reports.
 - Authorization is verified through this log in process.
 - Will not be able to "Bookmark" or add the Reporting Tools link to favorites.
- Information is as current as the previous night's General Ledger update.
- The monthly cutoff is completed on the 1st working day of the following month, thus departments can view a complete monthly ledger on the 2nd working day of the following month.
- All cells marked with * must be populated to retrieve reports.
- Be aware of parameter formatting. (ex. date YYYYMMDD)
- All reports can be downloaded as an HTML or Excel file.
 - Excel downloads do not include subtotals or totals but can be manipulated to meet needs.
- Print area must be adjusted through print preview tool bar functions. Margins can also be adjusted through page setup.
- Account Status columns with OD mean the account is in overdraft status (budget is less than actual). P/OD means a projected or potential overdraft may occur if encumbrances and/or tentative transactions are included.

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Reports Available:

- **University Subsidiary Summary Ledger (Budget/Revenues/Expenditures) –**
Summary subsidiary account ledgers for LSU paid campuses.
- **University Subsidiary Detail Ledger (Budget/Revenues/Expenditures) –**
Detail subsidiary account ledgers, transactions are listed by account and object for LSU paid campuses.
- **University Deferred Revenue/Prepaid Expenses –**
Detail of deferred revenue and prepaid expenses.
- **Project Summary Ledgers –**
Summary ledgers by project number.
- **Project Detail Ledgers –**
Detail ledgers by project number.
- **General Ledger Summary (Assets/Liabilities/Fund Balance) –**
Summary ledgers for general ledger (balance sheet) accounts.
- **General Ledger Detail (Assets/Liabilities/Fund Balance) –**
Detail ledgers for general ledger (balance sheet) accounts.
- **Outstanding Order Summary –**
Displays outstanding encumbrances by account and order number.
- **Outstanding Order Summary for Selected Order –**
Displays outstanding encumbrances by specific encumbrance type and number.
- **Grant/Contract Account Information –**
Grant/Contract chart of account information.
- **LSU Foundation Summary Ledgers –**
Summary ledgers by account for LSU Foundation.
- **LSU Foundation Cumulative Subsidiary Detail –**
Detail ledger transactions by account and object for LSU Foundation.
- **Payroll Distributions by Account –**
Payroll expenditures by account and object.
- **Payroll Distribution by LSUID –**
Payroll expenditures by LSUID.