

Process Name	Description	Report-ID (XXX = Business Unit)	File Format	Retention Days
AMS4002X	AM0402 - AGENCY INVENTORY REPORT	AMXXX0402	PDF	30
AMS4004X	AM0404 - TRANSACTION PROCESSED	AMXXX0404	PDF	30
AMS4006X	AM0406 - RECONCILIATION DETAIL REPORT	AMXXX0406	PDF	30
AMS4007X	AM0407 - RECONCILIATION SUMMARY REPORT	AMXXX0407	PDF	30
AMS4009X	AM0409 - GENERAL LEDGER INVENTORY REPORT	AMXXX0409	PDF	30
AMS4010X	AM4010 - GENERAL LEDGER INVENTORY REPORT ALT	AMXXX4010	PDF	30
AMS5006X	AM0506 - G/L JOURNAL DATE RECON DETAIL	AMXXX0506	PDF	30
AMS5007X	AM0507 - G/L JOURNAL DATE RECON SUMMARY	AMXXX0507	PDF	30
AMS5008X	AM0508 - G/L JOURNAL DATE RECON DETAIL ALT	AMXXX0508	PDF	30
AMS6001X	AM0601 - DEPRECIATION REPORT	AMXXX0601	PDF	30
APS2020XA	AP022A - EFT REMITTANCE REPORT	APXXX022A	PDF	30
APS2020XB	AP022B - EFT PAYMENT COPY REPORT	APXXX022B	PDF	30
APS4001X	AP0401 - BUDGET EXCEPTIONS REPORT	APXXX0401	PDF	30
APS4002X	AP0402 - ACCOUNTS PAYABLE DAILY INPUT REPORT	APXXX0402	PDF	30
APS4003X	AP0403 - OUTSTANDING PAYABLES BY VENDOR REPORT	APXXX0403	PDF	30
APS4004X	AP0404 - PAYABLE DUE PROOF REPORT	APXXX0404	PDF	30
APS4008X	AP0408 - PAYMENT ACTIVITY REPORT	APXXX0408	PDF	30
APS4009X	AP0409 - OUTSTANDING PAYABLES BY CLASS REPORT	APXXX0409	PDF	30
APS4010X	AP0410 - POSTED VOUCHER LISTING	APXXX0410	PDF	30
APS4012X	AP0412 - 1099 SUMMARY REPORT	APXXX0412	PDF	30

APS4013X	AP0413 - 1099 DETAIL REPORT	APXXX0413	PDF	30
APS4014X	AP0414 - OPEN PURCHASE ORDER BALANCES REPORT	APXXX0414	PDF	30
APS4017X	AP0417 - PAYMENT INVENTORY LIST REPORT	APXXX0417	PDF	30
APS4018X	AP0418 - OUTSTANDING PAYABLES BY FUNDING SOURCE	APXXX0418	PDF	30
APS4019X	AP0419 - TRAVEL EXPENSE REPORT	APXXX0419	PDF	30
APS4020X	AP0420 - PER DIEM AND EXPENSE REPORT	APXXX0420	PDF	30
APS4021X	AP0421 - CASH DISBURSEMENT BY FUNDING	APXXX0421	PDF	30
APS4022XA	AP042A - PROMPT PAY SAMPLING REPORT BY VENDOR NAME	APXXX042A	PDF	30
APS4022XB	AP042B - PROMPT PAY SAMPLING REPORT BY REFERENCE NUMBER	APXXX042B	PDF	30
APS4022XC	AP042C - PROMPT PAY SAMPLING REPORT BY VOUCHER ID	APXXX042C	PDF	30
APS4022XD	AP042D - PROMPT PAY SAMPLING REPORT - SUPPLIMENT UNSORTED	APXXX042D	PDF	30
APS4022XE	AP042E - PAYMENT HISTORY REPORT BY VENDOR NAME	APXXX042E	PDF	30
APS4022XF	AP042F - PAYMENT HISTORY REPORT BY VENDOR ID	APXXX042F	PDF	30
APS4023X	AP0423 - MONTHLY CASH DISBURSEMENT BY FUNDING	APXXX0423	PDF	30
APS4024X	AP0424 - PAYMENT HISTORY BY VENDOR REPORT	APXXX0424	PDF	30
APS4025X	AP0425 - RECYCLE ERRORS REPORT	APXXX0425	PDF	30
APS4028X	AP0428 - VEHICLE ACCOUNT REPORT	APXXX0428	PDF	30
APS4035X	AP0435 - CASH MANAGEMENT BY FUNDING SOURCE	APXXX0435	PDF	30
APS4035X5	AP04355 - CASH MANAGEMENT BY FUNDING SOURCE	APXXX04355	PDF	30
APS4036X	AP0436 - CASH DISBURSEMENT BY FUNDING SOURCE DETAIL REPORT	APXXX0436	TXT	30
APS8050X	AP0850 - OFFLINE VOUCHER INTERFACE	APXXX0850	PDF	30
APS8053X	AP0853 - OFFLINE VOUCHER INTERFACE	APXXX0853	PDF	30
APS8054X	AP0854 - OFFLINE PO VOUCHER INTERFACE	APXXX0854	PDF	30

APS8055X	AP0855 - OFFLINE TRAVEL VOUCHER INTERFACE	APXXX0855	PDF	30
APS8090X	AP0890 - FRINGES DEDUCTIONS GARNISHMENTS VOUCHER	APXXX0890	PDF	30
APS8100X	AP0800 - GRANTS PAYMENTS ADVICE	APXXX0800	PDF	30
ARS3003X	AR0303 - AGING DETAIL BY BUSINESS UNIT	ARXXX0303	PDF	35
ARS4001X	AR0401 - AR CUSTOMER STATEMENT	ARXXX0401	PDF	30
ARS4003X	AR0403 - OUTSTANDING AR SUMMARY BY B/U	ARXXX0403	PDF	30
ARS4004X	AR0404 - A/R ACCOUNT ENTRY INFORMATION REPORT	ARXXX0404	PDF	30
ARS4005X	AR0405 - AR BUDGET EXCEPTIONS	ARXXX0405	PDF	30
ARS4006X	AR0406 - AR DISTRIBUTION CODES REPORT	ARXXX0406	PDF	30
ARS4007XD	AR0407 - CASH RECEIPTS JOURNAL DAILY	ARXXX0407	PDF	30
ARS4007XM	AR0408 - CASH RECEIPTS JOURNAL MONTHLY	ARXXX0408	PDF	30
ARS4010X	AR0410 - OUTSTANDING AR ACTIVITY BY B/U	ARXXX0410	PDF	30
ARS4016X	AR0416 - DEPOSIT TRANSACTION UPDATES	ARXXX0416	PDF	30
ARS4031X	AR0431 - AR CUST STMNT: ALL ITEMS 2/> 30 DAYS	ARXXX0431	PDF	30
ARS4040X	AR0440 - AR Dist Update on Pending Item	ARXXX0440	PDF	30
ARS8530X	AR0830 - INTERFACE-LOAD OFFLINE RECEIVABLES	ARXXX0830	PDF	30
ARS8550X	AR0850 - AR DIRECT JOURNAL INTERFACE	ARXXX0850	PDF	30
ARS8551X	AR0851 - AR DIRECT JOURNAL PAY_MISC_DST	ARXXX0851	PDF	30
ARS8552X	AR0852 - Direct Journal Reversal	ARXXX0852	PDF	30
ARS8560X	AR0860 - AR DISTRIBUTION CODE INTERFACE	ARXXX0860	PDF	30
ARS8561X	AR0861 - AR DISTRIBUTION CODE FY COPY	ARXXX0861	PDF	30

BDS4010X	BD0410 - REVEST TO PROGRAM LEDGER REPORT	BDXXX0410	PDF	30
FSS4002X	FS0402 - SAO/FIN PROCESS SCHEDULER JOB STATS	FSXXX0402	PDF	30
FSS8001X	FS0801 - FSCM ACCOUNT LOCKOUT	FSXXX0801	PDF	30
GLS4004X	GL0404 - ONLINE GENERAL LEDGER JOURNAL RPT	GLXXX0404	PDF	30
GLS4005X	GL0405 - JV ERROR REPORT	GLXXX0405	PDF	30
GLS4006XA	GL045C - KK BUDGET COMPARISON REPORT	GLXXX045C	PDF	30
GLS4006XB	GL045D - BUDGET COMPARISON	GLXXX045D	PDF	30
GLS4007X	GL0407 - FISCAL YEAR TRANSACTION COUNTS	GLXXX0407	PDF	30
GLS4008X	GL0408 - KK BUDGET COMPARISON SUMMARY	GLXXX0408	PDF	30
GLS4009X	GL0410 - PROJECT/ORG SUMMARY REPORT	GLXXX0410	PDF	30
GLS4010XA	GL049A - TOTAL OBLIG BY PROJ - ALL DETAIL	GLXXX049A	PDF	30
GLS4010XB	GL049B - TOTAL OBLIG BY PROJ - 1ST LEV	GLXXX049B	PDF	30
GLS4010XC	GL049C - TOTAL OBLIG BY PROJ - 2ND LEV	GLXXX049C	PDF	30
GLS4010XD	GL049D - TOTAL OBLIG BY PROJ - 3RD LEV	GLXXX049D	PDF	30
GLS4011X	GL0411 - FUND SOURCE MANAGEMENT-CASH EXPENSE	GLXXX0411	PDF	30
GLS4012X	GL0412 - FUND SOURCE MANAGEMENT-TOTAL OBLIGATION	GLXXX0412	PDF	30
GLS4015X	GL0415 - TRANSACTIONS POSTED TO BUDGET	GLXXX0415	PDF	30
GLS4015XA	GL0AAA - TRANSACTIONS POSTED TO BUDGET	GLXXX0AAA	PDF	30
GLS4015XB	GL0AAB - AP - TRANSACTIONS POSTED TO BUDGET	GLXXX0AAB	PDF	30
GLS4015XC	GL0AAC - AR - TRANSACTIONS POSTED TO BUDGET	GLXXX0AAC	PDF	30
GLS4015XD	GL0AAD - PO - TRANSACTIONS POSTED TO BUDGET	GLXXX0AAD	PDF	30
GLS4015XE	GL0AAE - REQ - TRANSACTIONS POSTED TO BUDGET	GLXXX0AAE	PDF	30

GLS4015XF	GL0AAF - GL - TRANSACTIONS POSTED TO BUDGET	GLXXX0AAF	PDF	30
GLS4016X	GL0416 - EXPENSES REJECTED IN BUDGET	GLXXX0416	PDF	30
GLS4023X	GL0423 - NODE TREE LOADER	GLXXX0423	PDF	30
GLS4024X	GL0424 - OFFLINE POST/UNPOST JOURNAL REPORT	GLXXX0424	PDF	30
GLS4025X	GL0425 - OFFLINE JOURNAL EDIT ERRORS	GLXXX0425	PDF	30
GLS4031X	GL0431 - ANNUAL OPERATING BUDGET REPORT	GLXXX0431	PDF	30
GLS4032XA	GL0432A - AOB SCHEDULE OF FEDERAL FUNDS	GLXXX0432A	PDF	30
GLS4032XB	GL0432B - AOB SCHEDULE OF OTHER FUNDS	GLXXX0432B	PDF	30
GLS4033XA	GL0433A - AOB FUNCTIONAL REPORT	GLXXX0433A	PDF	30
GLS4033XB	GL0433B - AOB SUB FUNCTIONAL REPORT	GLXXX0433B	PDF	30
GLS4042XA	GL044M - TRIAL BALANCE REPORT	GLXXX044M	PDF	30
GLS4042XB	GL044N - TRIAL BALANCE - BY FUND SOURCE	GLXXX044N	PDF	30
GLS4042XC	GL044P - TRIAL BALANCE - BY FUND DETAIL	GLXXX044P	PDF	30
GLS4042XD	GL044R - TRIAL BALANCE - BY FUND/FUND SOURCE	GLXXX044R	PDF	30
GLS4042XE	GL044M - TRIAL BALANCE REPORT (415 ONLY)	GLXXX044M	PDF	30
GLS4042XF	GL044N - TRIAL BALANCE - BY FUND SOURCE (415 ONLY)	GLXXX044N	PDF	30
GLS4042XG	GL044P - TRIAL BALANCE - BY FUND DETAIL (415 ONLY)	GLXXX044P	PDF	30
GLS4042XH	GL044R - TRIAL BALANCE - BY FUND/FUND SOURCE (415)	GLXXX044R	PDF	30
GLS4050XA	GL04EA - BALANCE SHEET BY BUSINESS UNIT	GLXXX04EA	PDF	30
GLS4050XB	GL04EB - BALANCE SHEET BY FUND SOURCE DETAIL	GLXXX04EB	PDF	30
GLS4050XC	GL04EC - BALANCE SHEET BY FUND SOURCE SUMMARY	GLXXX04EC	PDF	30
GLS4050XD	GL04ED - BALANCE SHEET BY FUND DETAIL	GLXXX04ED	PDF	30

GLS4050XE	GL04EE - BALANCE SHEET BY FUND SUMMARY	GLXXX04EE	PDF	30
GLS4050XF	GL04EF - BALANCE SHEET BY FUND DETAIL / FUND SOURCE	GLXXX04EF	PDF	30
GLS4050XG	GL04EG - BALANCE SHEET BY FUND SUMMARY / FUND SOURCE	GLXXX04EG	PDF	30
GLS4052XA	GL052A - ACCOUNT ANALYSIS BY BUSINESS UNIT REPORT	GLXXX052A	PDF	30
GLS4052XB	GL052B - ACCOUNT ANALYSIS BY FUND DETAIL REPORT	GLXXX052B	PDF	30
GLS4052XC	GL052C - ACCOUNT ANALYSIS BY FUND DETAIL/FUNDING SOURCE	GLXXX052C	PDF	30
GLS4052XD	GL052D - ACCOUNT ANALYSIS BY FUNDING SOURCE	GLXXX052D	PDF	30
GLS4062X	GL04F0 - JOURNALS MARKED TO POST	GLXXX04F0	PDF	30
GLS4070XA	GL04GA - G/L COMBINED DETAIL REPORT BY VOUCHER/PO	GLXXX04GA	PDF	30
GLS4070XB	GL04GB - G/L COMBINED DETAIL REPORT BY ACCT, VEND/CUST ID	GLXXX04GB	PDF	30
GLS4070XC	GL04GC - G/L COMBINED DETAIL REPORT BY CHECK NUMBER	GLXXX04GC	PDF	30
GLS4070XD	GL04GD - G/L COMBINED DETAIL REPORT BY ACCOUNT/VOUCHER/PO/CHARTFIELD	GLXXX04GD	PDF	30
GLS4070XE	GL04GE - G/L COMBINED DETAIL REPORT BY VENDOR/CUSTOMER NAME	GLXXX04GE	PDF	30
GLS4070XF	GL04GF - G/L COMBINED DETAIL REPORT BY CLASS, ACCOUNT, AND VENDOR/CUSTOMER	GLXXX04GF	PDF	30
GLS4070XG	GL04GG - G/L COMBINED DETAIL OUTPUT (EXCEL) REPORT FILE	GLXXX04GG	TXT	30
GLS4071X	GL0471 - PO SUMMARY ENCUMBRANCE REPORT	GLXXX0471	TXT	30
GLS4092X	GL0492 - GL COMBINED DETAIL EXTRACT TBL	GLXXX0492	PDF	30
GLS8010X	GL0810 - MOVE CLOSED PERIOD JOURNALS REPORT	GLXXX0810	PDF	30
GLS8050X	GL0850 - G/L LABOR CLEARING REPORT	GLXXX0850	PDF	30
GLS8500X	GL0800 - GL CHARTFIELD INACTIVE REPORT	GLXXX0800	PDF	30
GLS9001X	GL0901 - GL OFFLINE INTERFACE	GLXXX0901	PDF	30
GLS9002X	GL0902 - GL OFFLINE TRAVEL INTERFACE	GLXXX0902	PDF	30
GLS9003X	GL0903 - SAO Chartfield2 - Upload to PS/GL Report	GLXXX0903	PDF	30

GLS9050X	GL095A - ME GA14 - PERIOD FUND SOURCE ALLOCATION	GLXXX095A	PDF	30
GLS9060X	GL096A - ME GA12 - ACITVITY POSITIONS AND COST	GLXXX096A	PDF	30
GLS9070X	GL097A - ME GA11 - SUMMARY STATUS OF OBLIGATIONAL AUTHORITY	GLXXX097A	PDF	30
GLS9080X	GL098A - REGULAR MONTHLY STATUS OF OBLIGATIONAL AUTHORITY	GLXXX098A	PDF	30
GLS9090X	GL099A - REGULAR MONTHLY STATUS OF OBLIGATIONAL AUTHORITY	GLXXX099A	PDF	30
GLS9100X	GL090A - ME GA12A-QTR ACITVITY POSITIONS AND COST	GLXXX090A	PDF	30
GLS9110X	GL110 - Federal Grant Report	GLXXX110	PDF	30
GLSPOSTX	BD0404 - POSTX	BDXXX0404	PDF	30
LDS1001X	LD0004 - LABOR DISTRIBUTION CHANGES	LDXXX0004	PDF	30
LDS7003X	LD0003 - LABOR DISTRIBUTION SUMMARY	LDXXX0003	PDF	30
LDS7012XA	LD021O - LABOR EXPENSE DETAIL BY DEPARTMENT	LDXXX021O	PDF	30
LDS7012XB	LD022O - LABOR EXPENSE DETAIL BY DEPARTMENT (M)	LDXXX022O	PDF	30
LDS7012XC	LD023O - LABOR EXPENSE DETAIL BY DEPARTMENT (Q)	LDXXX023O	PDF	30
LDS7012XD	LD024O - LABOR EXPENSE DETAIL BY DEPARTMENT (F)	LDXXX024O	PDF	30
LDS7013XA	LD021P - LABOR EXPENSE DETAIL BY PROJECT	LDXXX021P	PDF	30
LDS7013XB	LD022P - LABOR EXPENSE DETAIL BY PROJECT (M)	LDXXX022P	PDF	30
LDS7013XC	LD023P - LABOR EXPENSE DETAIL BY PROJECT (Q)	LDXXX023P	PDF	30
LDS7013XD	LD024P - LABOR EXPENSE DETAIL BY PROJECT (F)	LDXXX024P	PDF	30
LDS7014XA	LD021F - LABOR EXPENSE DETAIL BY FUND SOURCE	LDXXX021F	PDF	30
LDS7014XB	LD022F - LABOR EXPENSE DETAIL BY FUND SOURCE (M)	LDXXX022F	PDF	30
LDS7014XC	LD023F - LABOR EXPENSE DETAIL BY FUND SOURCE (Q)	LDXXX023F	PDF	30
LDS7014XD	LD024F - LABOR EXPENSE DETAIL BY FUND SOURCE (F)	LDXXX024F	PDF	30
LDS7015X	LD021O - LABOR EXPENSE DETAIL BY DEPARTMENT	LDXXX021O	PDF	30

LDS8001X	LD0002 - LABOR DISTRIBUTION MESSAGES	LDXXX0002	PDF	30
LDS8002X	LD0001 - LABOR DISTRIBUTION CONTROL TOTALS	LDXXX0001	PDF	30
LDS8005X	LD0006 - CHECKS WITHOUT EARNINGS	LDXXX0006	PDF	30
LDS8010X	LD0005 - CHARTFIELD VALIDATION	LDXXX0005	PDF	30
LDS9110X	LD0910 - T&L SALARIED EMPLOYEE REDISTRIBUTION	LDXXX0910	PDF	30
LDS9120X	LD0920 - T&L SALARIED EMPLOYEE REDIST. (DOL)	LDXXX0920	PDF	30
LDS9130X	LD0930 - T&L HCM PAYROLL CONVERSION TO FSCM LD	LDXXX0930	PDF	30
PCS0003X	PC0003 - GL TO PC INTERFACE ERRORS	PCXXX0003	PDF	30
PCS4001X	PC0401 - ACCRUED LEAVE SUMMARY	PCXXX0401	PDF	30
PCS4002X	PC0402 - LAB COSTS SUMMARY	PCXXX0402	PDF	30
PCS4003X	PC0403 - LIST OF PROJECT BALANCES	PCXXX0403	PDF	30
PCS4004X	PC0404 - PROJECT BALANCES	PCXXX0404	PDF	30
PCS4005X	PC0405 - PROJECT SUMMARY BY FUND SOURCE	PCXXX0405	PDF	30
PCS4006X	PC0406 - FEDERAL BILLING DETAIL BY BILL PERIOD & FED APPROPRIATION	PCXXX0406	PDF	30
PCS4007X	PC0407 - FEDERAL UNBILLED COST BY FEDERAL CODE	PCXXX0407	PDF	30
PCS4008X	PC0408 - PROJECT ACTIVITY BY DISCTRICT	PCXXX0408	PDF	30
PCS4009X	PC0409 - PROJECT ACTIVITY BY RESP UNIT	PCXXX0409	PDF	30
PCS4010X	PC0410 - PROJECT BALANCES BY SUB ACCOUNT	PCXXX0410	PDF	30
PCS4011X	PC0411 - ANNUAL APPROPRIATIONS SUMMARY	PCXXX0411	PDF	30
PCS4012X	PC0412 - QUARTERLY APPROPRIATIONS SUMMARY	PCXXX0412	PDF	30
PCS4013X	PC0413 - ANNUAL APPROPRIATIONS DETAIL	PCXXX0413	PDF	30
PCS4014X	PC0414 - QUARTERLY APPROPRIATIONS DETAIL	PCXXX0414	PDF	30
PCS4018X	PC0418 - PROJECT COSTING REPORT BY SUB DISTRICT	PCXXX0418	PDF	30

PCS4019X	PC0419 - PROJECT COSTING REPORT BY SUB RESPONSE	PCXXX0419	PDF	30
PCS4020X	PC0420 - PROJECT BALANCES BY PROGRAM CODE	PCXXX0420	PDF	30
PCS4025X	PC0425 - YEAR-END ADJUSTING ENTRIES REPORT	PCXXX0425	PDF	30
PCS8010X	PC0810 - LAB COST FOR DOT ONLY	PCXXX0810	PDF	30
POS4023X	PO0423 - COMMODITIES BY VENDOR	POXXX0423	PDF	30
STS0006X	ST0006 - SALARY TRAVEL REPORT FOR FY	STXXX0006	PDF	30
STS0008X	ST0008 - APPROVAL CRITERIA REPORT FOR FY	STXXX0008	PDF	30