

Lawson Report – Frontline Data

Lawson/ General/Accountability Reports/
Teacher Activity Detail – Frontline Data

Pasadena ISD

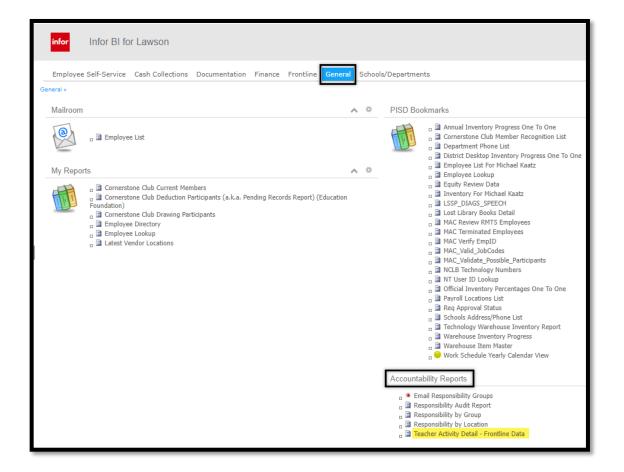
REVISED DATE: 05/23/2023

SUBJECT: Teacher Activity Detail Report

Report can be run by anyone with access to the Lawson dashboard.

Report can be found in:

Lawson/General/Accountability Reports/ Teacher Activity Detail - Frontline Data





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Report is designed for 461 funds. Pop Up: Enter prompt values

- Enter **Fund (461)**
- Enter Organization (usually your campus number)
- Local Code can be entered by either
 - o Entering the 6 digits, alphanumeric local code or,
 - o Entering ALL to bring up all of the Activity Accounts
- Choose a **Fiscal Year**: Use the drop down to select the fiscal year
- Click OK



The report is not live data and has a few hours delay. There is a disclaimer on the report that states this, so balances may not include recently processed transactions



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Extracting the report to PDF



icon at the top of the toolbar

• Pop Up: Export

• Use the drop down to select, PDF

Page Range: Choose All Pages or Select Pages

Click Export

The report will download in PDF

