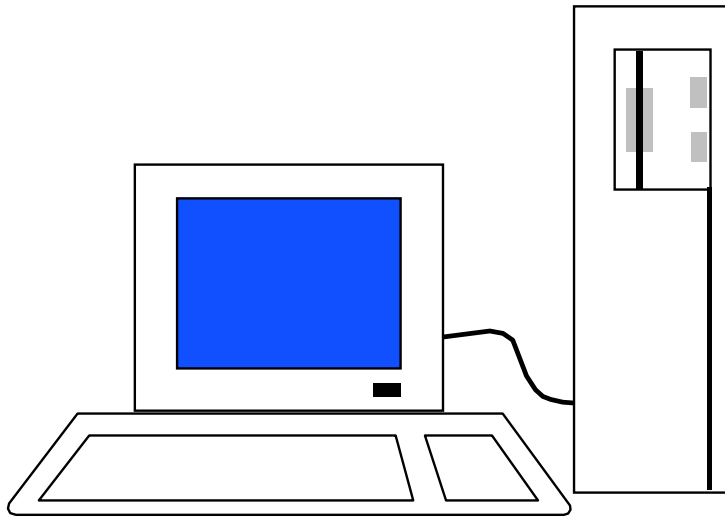


The State of Florida
Department of Financial Services

RDS

The Report Distribution System



End-User's Guide

Last updated: July 2007

Table of Contents

INTRODUCTION	4
I. TO ACCESS RDS	5
RACF USER ID's	5
SIGNING-ON (ACCESSING RDS).....	5
PASSWORDS	6
II. THE REPORT DIRECTORY	7
Report Directory Fields	8
TO EXIT RDS	8
Report Directory Column Headings	9
ARCHIVING - Storing Reports for Later Use	10
RESTORING ARCHIVED REPORTS	10
III. PRIMARY OPTION MENU	11
Primary Option Menu Fields	11
IV. VIEWING REPORTS.....	16
Displayed Report Fields.....	17
THE FIND COMMAND	18
Wild Cards.....	20
THE SEARCH COMMAND	21
THE RULER COMMAND	23
THE HORIZONTAL HOLD COMMAND.....	25
THE VERTICAL HOLD COMMAND	28
V. VIRTUAL KEYS	32
CREATING VIRTUAL KEYS.....	32
MODIFYING VIRTUAL KEYS	34
DELETING VIRTUAL KEYS	35
VI. BOOLEAN LOGIC	36
BOOLEAN LOGIC CHART	38
VII. NOTEPADS.....	39
CREATING NOTEPADS	39
Attaching a notepad to a report from the report directory	40
Creating a notepad that is not attached to a report	41
VIEWING NOTEPADS	42
MODIFYING NOTEPADS	42
DELETING NOTEPADS.....	42
VIII. PRINTING	43
PRINTING THE ENTIRE REPORT	43

PARTIAL PRINTS.....	46
APPENDIX - COMMANDS.....	52
In the Action Field.....	52
From the Command Line – To Position the Directory	52
From the Command Line – To Position the Directory	53
From the Command Line – Functions.....	54

INTRODUCTION

The Report Distribution System (RDS) allows FLAIR (SAMAS) users to view reports on-line. FLAIR reports may be requested through the RP Function (RP) and sent to users on-line (either immediately or on a recurring basis). RDS users may also receive certain Central Accounting reports, Payroll reports, Information Warehouse reports, and other reports on-line. RDS reports remain accessible to the user for up to three years.

The RDS user has the capability to:

1. View reports on-line
2. Perform finds or searches within a report
3. Customize the view of a report
4. Attach on-line notes to a report
5. Use Boolean logic in finds and searches
6. Print a report
7. Print portions of reports

On-line reports and the capability to do partial prints have made it possible for agencies to cut back greatly on the number of printed reports required.

I. TO ACCESS RDS

RACF USER ID's

Agencies use RACF User ID's to access Report Distribution or RDS through NASSAM (Netview Access Services). RACF (Resource Access Control Facility) is system software which secures all files, applications, etc. in the Chief Financial Officer's Data Center.

Each user is assigned a RACF ID by the RDS Administrator within his or her agency. The first three digits are a three character prefix assigned to each agency. (See Appendix A.)

SIGNING-ON (ACCESSING RDS)

On a blank VTAM (FLAIR log on) screen type NASSAM and depress Enter or access the Department of Financial Services Network from your agency's data center menu.

This screen gives security clearance to the Department of Financial Services Network. (SCREEN A) On this screen the user types his RACF ID (in the User field) and password. After typing User and Password, Enter is depressed.

```
EMSP00                                HELP DESK: 413-3190 S/C: 293-3190 Terminal:
                                         Date . . : 01/24/07 Time . . :

                                State of Florida, Department of Financial Services

Formerly Department of Banking and Finance
New Name - Same Services !

                                Enter Logon Information:
                                User . . . . . (User ID/LOGOFF)
                                Password . . . . . New Password . .
                                Application . .
                                Group . . . . .
                                Location . . . . .

PF 1=Help 2=Language
```

PASSWORDS

Notes on Passwords:

Passwords are assigned by the user when first signing on to the Department of Financial Services Screen. (Passwords must be made up of at least four and not more than eight alphanumeric characters.)

To assign a password, the user will type his/her RACF ID and the default password on the screen and depress the enter key. The default password is DXXX (XXX represents the three character prefix assigned to the agency). See Appendix A for a listing of these prefixes.

The system will bring back the following message, "**The password has expired; enter a new password.**" Enter a new password in the New Password field and depress Enter.

The message, "**Reenter the new password for verification**" will appear at the bottom of the screen. Type the new password again in the New Password field and depress Enter to log completely onto the network.

This procedure is only necessary the first time a user signs onto the network or if the user's password has expired or been revoked.

Passwords will expire every **30 days** and cannot be re-used for 15 cycles. If passwords expire or are revoked, contact the agency RDS administrator. The Application Selection Menu will appear. (SCREEN B) To access RDS, type **5** or **RDS** on the command line at the bottom of the screen and depress Enter.

SCREEN B

```
EMSP01                Appl icati on Selecti on    Hel p: 413-3190 Term:    SAMI 2210
                               S/C: 293-3190 Time:    12: 35: 01
                               Date: 01/24/07 Group:   NA
                               Broadcast:    User: VWN      Printer:
Select applicati on or enter command. LOGOFF command terminates all sessions.
Escape key ATTN  Command key ENTR and Prefix ¢      Print key PA2

ID  Name                Jump Key  Applicati on Descripti on
 1  PROD                 PA1      FLAIR Production System (DACA)
 2  NAT                 PA1      FLAIR Natural Reporting (DACN)
 3  IW                  PA1      FLAIR Information Warehouse
 4  NATTEST            PA1      FLAIR Natural Warehouse (NT)
 5  RDS                 PA1      FLAIR Report Distribution
 6  DSS                 PA1      RESERVED (use IW instead)
 7  SPURS              PA1      State Purchasing System(SPURS)
 8  PYRL               PA1      State Payroll System (PYRL)
 9  HOT                PA1      Get Lean Hotline System
10  SECURI TY         PA1      SECURI TY ADMI NI STRATI ON
```

```
COMMAND ==> _____
PF 1=Hel p  2=Language  3=Di sc  4=Keys  7=Backw  8=Forward
```

II. THE REPORT DIRECTORY

Depending on how a user was “set up” by the agency RDS Administrator, the report directory will usually be the first RDS screen displayed. The report directory lists all the reports that are available to the user and information about each report. (SCREEN C)

SCREEN C

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSDEOS.RINDX.UD001
-REPORT DIRECTORY-   USER-> DISCL01  TR-> 12      TP-> 4973      TL-> 195684
A-C-A-REPORT NAME-----TR-FORM-C.DATE---TIME--V/E.DATE---PAGES----LINES-NE-ND--
                ***** TOP OF DIRECTORY *****
A DTHR04          LR03 03/03/02 14.00 04/01/02      555      24955 0 4
A DMAR01          LR02 03/05/02 15.40 04/03/02         6        194 0 5
A DTHR04          LR03 04/03/02 15.44 05/01/02     1110     49973 0 0
A DMAR01          LR02 04/05/02 15.24 05/03/02         6        194 0 11
A DTHR04          LR03 05/03/02 15.28 06/01/02     1208     54474 0 1
A DMAR01          LR02 05/05/02 14.15 06/03/02         6        194 0 6
A DTHR04          LR03 06/03/02 08.19 07/02/02      126      5488 1 12
A DMAR054         LR01 06/10/02 08.20 07/05/02      101      3038 0 23
A DMAR01          LR02 06/05/02 14.45 07/03/02      128      5539 0 4
  DTHR04          LR03 07/03/02 08.46 08/02/02       21       799 0 1
  DMAR01          LR02 07/05/02 08.46 08/03/02       43      1247 0 1
  DMAR054         LR01 07/10/02 08.48 08/05/02     1663     49589 0 4
                ***** END OF DIRECTORY *****
```

If the Report Directory screen is too wide to view in its entirety, use the **PF11** key to move the report to the **right**. (SCREEN D)
To move the screen back to the **left**, use the **PF10** key.

SCREEN D

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSDEOS.RINDX.UD001
-REPORT DIRECTORY-   USER-> DISCL01  TR-> 12      TP-> 4973      TL-> 195684
A-C-REPORT NAME-----FORM-REPORT DESCRIPTION-----NOTEPAD HEADER-----
                ***** TOP OF DIRECTORY *****
DTHR04           LR03 MERGERD DETAIL
DMAR01           LR02 TRIAL BALANCE BY FUND
DTHR04           LR03 MERGERD DETAIL
DMAR01           LR02 TRIAL BALANCE BY FUND
DTHR04           LR03 MERGERD DETAIL
DMAR01           LR02 TRIAL BALANCE BY FUND
DTHR04           LR03 MERGERD DETAIL
DMAR054          LR01 SCHED/ALLOT/BAL-LEVEL 4
DMAR01           LR02 TRIAL BALANCE BY FUND
DTHR04           LR03 MERGERD DETAIL
DMAR01           LR02 TRIAL BALANCE BY FUND
DMAR054          LR01 SCHED/ALLOT/BAL-LEVEL 4
                ***** END OF DIRECTORY *****
```

Report Directory Fields

PF 1/13 HELP - Press the PF1 or PF13 key for the **Help Screen**.

COMMAND - The command line can be used to access other functions of RDS, create note pads, and move to the top and bottom of the directory.

To move to the **Bottom** of the directory type **BOT** on the command line and depress Enter.

To move to the **Top** of the directory type **TOP** on the command line and depress Enter.

REPORT INDEX - Report index; system generated;

USER - The RACF ID of the user whose directory is being displayed.

TR - Total number of reports in the directory.

TP - Total pages of the reports in the directory.

TL - Total lines of all reports in the directory.

TO Exit RDS

To Exit the Report Directory - Place the cursor at the command line and depress the **PF3** key.

To Exit RDS completely - Depress the **PF3 key twice**, or type LOGOFF on the **COMMAND** line and depress enter.

Report Directory Column Headings

A - Action code - the action code column allows the user to process the following commands:

S = Select the report for viewing;
R = Restore an archived report;
E = Extract all or portion of a report for printing;
N = Create or modify a notepad;
P = Execute a print to a local VPS printer;
I = Display additional report information;

C - Table of Contents is not in use at the present time

A - Archived Status - The status column indicates the viewing availability of the reports.

Blank = the report is **available for viewing**
A = the report has been **Archived**. An archived report must be restored before it is available for viewing.
R = an archived report has been **Restored** and is now available for viewing.

Report Name - The name of the report.

TR - This function is not currently being used in RDS.

Form - The four alphanumeric character code assigned by the RDS manager to reference a report.

C.Date - Creation date; the date the report was sent to RDS.

Time - The time the report was sent to RDS (using a 24 hour clock).

V/E. Date - Expiration date; the date a report will go into archived status. If an **A** appears in the status column, this date represents the date the report was archived.

Pages - The number of pages in the report.

Lines - The number of lines in the report.

NE - Number of Extractions; the number of times the report was printed by the user.

ND - Number of Displays; The number of times the report was displayed by the user.

Report Description - A brief description of the report.

Notepad Header - Indicates if a notepad is attached to a report. The user will see the first twenty characters of the notepad attached to the report in this header field.

Archiving - Storing Reports for Later Use

In RDS, agencies have on-line access to some reports immediately, but others must be restored from archived status in order to be accessed.

Reports may remain on-line for immediate access for up to 30 days before being archived by the system. (This depends upon how your RDS Administrator has your agency set up.)

Reports may be archived for up to three years, again depending upon how your agency is set up.

Archived reports can be restored by the user as long as they appear in the user's directory.

After 460 days an archived report will fall from the user's directory. To view a report at this point, the user must make a request through the FLAIR Help Desk (410-9340 or Suncom 210-9340) to have the archived report restored. When making the request to restore, the Form and Creation date must be known.

Restoring Archived Reports

A user will restore a report still listed in his/her directory by:

1. Typing an R in the Action Column on the report directory, to the left of the report that is to be restored and depressing Enter.
2. A confirmation screen will display, type Y or Yes on the Command line and depress Enter.

Once the report has been restored, an R will appear in the Status column on the report directory indicating that the report has been restored and is now available for viewing.

The report will be available for 7 days before reverting back to archive status.

III. PRIMARY OPTION MENU

To access the Primary Option Menu from the Report Directory, depress the PF3 key. (SCREEN E)

SCREEN E

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSDEOS.RINDX.UD001
-PRIMARY MENU-          USER-> DISCL11  TR-> 13      TP-> 2361    TL-> 87339

      SELECT OPTION ==>

                1 - LATEST REPORT DIRECTORY
                2 - OLDEST REPORT DIRECTORY
                3 - DIRECTORY SELECTION

                5 - SPOOL MANAGEMENT

                7 - REPORT INDEX MANAGEMENT
```

Primary Option Menu Fields

PF1/13 HELP - Press PF1 or PF13 for the Help Screen.

Command - used to access other RDS functions

Report Index - Report index; system generated;

USER - RACF ID of the user.

TR - Total number of Reports in the directory.

TP - Total number of Pages in the directory.

TL - Total number of Lines in the directory.

Selection Option - Used to choose the desired directory. Type **1, 2, 3, or 7** in the selection option field and depress Enter.

Available Options are:

- 1. Latest Report Directory** - positions the cursor at the bottom of the list of reports available for viewing.
- 2. Oldest Report Directory** - positions the cursor at the top of the list of reports available for viewing.
- 3. Directory Selection** - allows the user to limit the reports displayed in the directory. One or more of the criteria to restrict displayed reports may be chosen, as long as they do not conflict (SCREEN F). Type in the selection criteria and depress Enter, SCREEN G will display.

SCREEN F

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      SAM121 D.SYP.RSDEOS.RINDX.UD001
-DIRECTORY SELECTION- USER-> DISCL01  TR-> 12  TP-> 4973  TL-> 195684

FORM NAME           ==>                APPL. (JOBNAME)  ==>
REPORT NAME         ==>                DEFERRED ONLY   ==>  <- ENTER Y
REPORT ROOTNAME     ==>
NOTEPAD HEADER      ==>

PRINTED REPORTS    ==>  <- ENTER Y/N
REPORT VERSION      ==>                DISPLAYED REPORTS ==>  <- ENTER Y/N
REPORT STATUS       ==>

FROM DATE AND TIME ==>                /                EXPIRATION DATE  ==>
TO DATE AND TIME   ==>                /                ARCHIVAL DATE    ==>

DESTINATION         ==>                ROOM NUMBER      ==>
OUTPUT FORM         ==>                CLASS ==>         LOCAL PRIORITY    ==>

TOP SEARCH          ==>  <- ENTER Y

WITH TOC ONLY       ==>  <- ENTER Y    SELECTION ON TOC ==>  <- ENTER Y
```

The following screen displays the selected reports available to the user.

SCREEN G

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSDEOS.RINDX.UD001
-REPORT DIRECTORY-  USER-> DISCL01  TR-> 12  TP-> 4973  TL-> 195684
A-C-A-REPORT NAME-----TR-FORM-C.DATE---TIME--V/E.DATE---PAGES-----LINES-NE-ND--
***** TOP OF DIRECTORY *****
  A DMAR01          LR02 03/25/02 15.40 04/24/02      6      194 0 5
  A DMAR01          LR02 04/29/02 15.24 05/28/02      6      194 0 11
  A DMAR01          LR02 05/02/02 14.15 06/01/02      6      194 0 6
  R DMAR01          LR02 06/15/02 14.45 07/14/02     128    5539 0 5
  DMAR01           LR02 07/21/02 08.46 08/20/02      43     1247 0 4
***** END OF DIRECTORY *****
```

To return to the Primary Option menu depress the PF3 key.

5. **Spool Management** - this option is not currently available in RDS.

7. **Report Index Management** - provides a list of global users, a list of global users by report name, and information concerning reports.

By typing 1 in the SELECT FUNCTION field on SCREEN H and depressing Enter the global user directory is displayed (see SCREEN I) providing a list of global users. .

SCREEN H

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSDEOS.RINDX.UD001
-REPORT INDEX MANAGEMENT-

      SELECT FUNCTION ==>

                1 - GLOBAL USER DIRECTORY

                3 - GLOBAL SELECTION

                5 - REPORT INDEX INFORMATION
```

The global list of users is displayed alphabetically.

SCREEN I

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSDEOS.RINDX.UD001
-GLOBAL USER DIRECTORY-    USERS-> 5076
A-USER NAME---REPORTS-----PAGES-----LINES-----F.REPORT DATE--L.REPORT DATE--
      ***** TOP OF DIRECTORY *****
DISCL01      12      4973      195684      09/10/99      07/21/02
DISCL02      12      4973      195684      09/10/99      07/21/02
DISCL03      12      4973      195684      09/10/99      07/21/02
DISCL04      12      4973      195684      09/10/99      07/21/02
DISCL05      12      4973      195684      09/10/99      07/21/02
DISCL06      12      4973      195684      09/10/99      07/21/02
DISCL07      12      4973      195684      09/10/99      07/21/02
DISCL08      12      4973      195684      09/10/99      07/21/02
DISCL09      12      4973      195684      09/10/99      07/21/02
DISCL10      12      4973      195684      09/10/99      07/21/02
DISCL11      12      4973      195684      09/10/99      07/21/02
DISCL12      12      4973      195684      09/10/99      07/21/02
DISCL13      12      4973      195684      09/10/99      07/21/02
DISCL14      12      4973      195684      09/10/99      07/21/02
DISCL15      12      4973      195684      09/10/99      07/21/02
      ***** END OF DIRECTORY *****
```

To return to the report index management screen depress the PF3 key.
 By typing 3 in the SELECT FUNCTION field on SCREEN H and depressing
 Enter the global selection screen is displayed (SCREEN J).
 The user can type in the form name of report name and a list of users that
 may access the report is displayed (see SCREEN K).

SCREEN J

```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSDEOS.RINDX.UD001
-GLOBAL SELECTION-          USERS-> 5076

FORM NAME          ==> LR01          APPL. (JOBNAME)  ==>
REPORT NAME        ==>              DEFERRED ONLY    ==> <- ENTER Y
REPORT ROOTNAME    ==>              ALL REPORTS      ==> <- ENTER Y
NOTEPAD HEADER     ==>

USER/GROUP         ==>              PRINTED REPORTS ==> <- ENTER Y/N
REPORT VERSION     ==>              DISPLAYED REPORTS ==> <- ENTER Y/N

REPORT STATUS      ==>

FROM DATE AND TIME ==> /           EXPIRATION DATE  ==>
TO DATE AND TIME   ==> /           ARCHIVAL DATE    ==>

DESTINATION        ==>              ROOM NUMBER      ==>
OUTPUT FORM        ==> CLASS ==>   LOCAL PRIORITY   ==>

WITH TOC ONLY     ==> <- ENTER Y   SELECTION ON TOC ==> <- ENTER Y
  
```

The global report directory displays the users in alphabetical order that may access the report.

SCREEN K

```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSDEOS.RINDX.UD001
-GLOBAL REPORT DIRECTORY-  USERS -> 5076
A-USERNAME-C-A-REPORT NAME-----T-FORM-C.DATE---TIME-V/E.DATE---PAGES-----LINES
          ***** TOP OF DIRECTORY *****
DISCL01  R  DMAR054          LR01 02/02/02 0820 03/03/02    101    3038
DISCL01  DMAR054          LR01 07/21/02 0848 08/20/02   1663   49589
DISCL02  R  DMAR054          LR01 02/02/02 0820 03/03/02    101    3038
DISCL02  DMAR054          LR01 07/21/02 0848 08/20/02   1663   49589
DISCL03  R  DMAR054          LR01 02/02/02 0820 03/03/02    101    3038
DISCL03  DMAR054          LR01 07/21/02 0848 08/20/02   1663   49589
DISCL04  R  DMAR054          LR01 02/02/02 0820 03/03/02    101    3038
DISCL04  DMAR054          LR01 07/21/02 0848 08/20/02   1663   49589
DISCL05  R  DMAR054          LR01 02/02/02 0820 03/03/02    101    3038
DISCL05  DMAR054          LR01 07/21/02 0848 08/20/02   1663   49589
DISCL06  R  DMAR054          LR01 02/02/02 0820 03/03/02    101    3038
DISCL06  DMAR054          LR01 07/21/02 0848 08/20/02   1663   49589
DISCL07  R  DMAR054          LR01 02/02/02 0820 03/03/02    101    3038
DISCL07  DMAR054          LR01 07/21/02 0848 08/20/02   1663   49589
  
```

By typing 5 in the SELECT FUNCTION field on SCREEN H and depressing Enter the report index information screen is displayed (SCREEN L). The information displayed is system related information, and the user may only view the information. By depressing the **PF8** key, the second screen is available for viewing by the user. (SCREEN M).

SCREEN L

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSDEOS.RINDX.UD001
-REPORT INDEX INFORMATION (1/2)-

DSN PREFIX --> D.SYP.RSDEOS.RINDX

UD FILE :          CURRENT CI SIZE --> 10240 USER ENTRIES      --> 5076
                  SPACE ALLOCATED --> 50 REC                  OCC --> 84%

VM FILE :          CURRENT CI SIZE --> 10240 FORMS BY VERSION  --> 0
                  SPACE ALLOCATED --> 10 REC                  OCC --> 40%

DD FILE(S)-> 1    DEFINED CI SIZE --> 10240 SPACE TO ALLOCATE --> 5000 REC
                  SPACE ALLOCATED --> 5025 REC                OCC --> 71%

RD FILE(S)-> 1    DEFINED CI SIZE --> 10240 SPACE TO ALLOCATE --> 55000 REC
                  SPACE ALLOCATED --> 55050 REC                OCC --> 84%

SN FILE(S)-> 1    DEFINED CI SIZE --> 4096  SPACE TO ALLOCATE --> 30000 REC
                  SPACE ALLOCATED --> 30060 REC                OCC --> 80%

TC FILE(S)-> 1    DEFINED CI SIZE --> 10240 SPACE TO ALLOCATE --> 1 CYL
                  SPACE ALLOCATED --> 75 REC                  OCC --> 2%
```

SCREEN M

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSDEOS.RINDX.UD001
-REPORT INDEX INFORMATION (2/2)-

LAST INIT/RELOAD DATE  ----- 08/31/2003 (03243) 15.36.16

TOTAL NUMBER OF REPORTS ----- 4638827
TOTAL NUMBER OF LINES   ----- 35659489K
TOTAL NUMBER OF PAGES  ----- 948031K

HIGHEST NUMBER OF REPORTS --> 67915                OWNED BY ---> PYRL
HIGHEST NUMBER OF LINES   --> 605970K              OWNED BY ---> GFCZZZ
HIGHEST NUMBER OF PAGES   --> 18980588             OWNED BY ---> GFCZZZ
```

IV. VIEWING REPORTS

To select a report for online viewing, depress the tab key to move the cursor to the left of to the desired report on the report directory. (This is the A or Action column). In the action column, type **S**, for select and depress Enter.

SCREEN N

```

PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSDEOS.RINDX.UD001
-REPORT DIRECTORY-  USER-> DISCL01  TR-> 12      TP-> 4973      TL-> 195684
A-C-A-REPORT NAME-----TR-FORM-C.DATE---TIME--V/E.DATE---PAGES-----LINES-NE-ND--
          ***** TOP OF DIRECTORY *****
A  DTHR04          LR03 09/10/01 14.00 10/10/01      555      24955 0 4
A  DMAR01          LR02 10/25/01 15.40 11/24/01         6        194 0 5
A  DTHR04          LR03 10/25/01 15.44 11/24/01     1110     49973 0 0
A  DMAR01          LR02 11/29/01 15.24 12/28/01         6        194 0 11
A  DTHR04          LR03 11/29/01 15.28 12/28/01     1208     54474 0 1
A  DMAR01          LR02 02/01/02 14.15 03/02/02         6        194 0 6
A  DTHR04          LR03 02/02/02 08.19 03/03/02      126     5488 1 12
A  DMAR054         LR01 02/02/02 08.20 03/03/02      101     3038 0 23
A  DMAR01          LR02 05/15/02 14.45 06/14/02      128     5539 0 4
   DTHR04          LR03 07/21/02 08.46 08/20/02       21       799 0 1
   DMAR01          LR02 07/21/02 08.46 08/20/02       43     1247 0 1
s  DMAR054         LR01 07/21/02 08.48 08/20/02     1663     49589 0 4
          ***** END OF DIRECTORY *****

```

Screen O is an example of a displayed report.

SCREEN O

```

PF 1/13 HELP-COMMAND ==>
REPORT NAME-> DMAR063          FORM-> S101          LINES-> 1278          PAGES-> 33
S.F.      20      S.P.      01      S -> 001  E -> 079  L 0000000105  P 000000004
-----
DMAR063-11  AS OF 07/21/02          44000000000
          SCHEDULE OF ALLOTMENT BALANCES BY ORG
          LEVEL 3 SUMMARY
          JULY 21, 2002

44 DEPARTMENT OF FINANCIAL SERVICES
4450 52 INF SYS BUREAU OF ACCOUNTING SYSTEMS DESIGN
OBJECT DESCRIPTION          ALLOTMENTS          EXPENDITURES-MTD          EXPENDITURES-Y
110000 SALARIES              0.00              636.62              189,466.
151000 SOC SECUR              0.00              48.67              14,019.
152000 STATE RET              0.00              112.41              33,459.
157000 PTB ASSESS            0.00              0.00              476.
161000 SH-EPR CNT            0.00              0.00              13,811.
162000 L EMP CONT            0.00              0.00              457.
163000 D EMP CONT            0.00              0.00              53.
-----
** APPRO 010000 TOTAL          0.00              797.70              251,744.

```

If the Report is too wide to view in its entirety, use the PF11 key to display the right side of the screen. (SCREEN P)

SCREEN P

PF 1/13 HELP-COMMAND ==>				
REPORT NAME-> DMAR063		FORM-> S101	LINES-> 1278	PAGES-> 33
S.F.	20	S.P.	01	S -> 080 E -> 158 L 0000000105 P 000000004

			DATE RUN	07/21/02
ANIZATION			PAGE	6
TD	ENCUMBRANCES	ALLOTMENT	BALANCES	RATE
26	0.00	189,466.26-	0.00	
70	0.00	14,019.70-	0.00	
70	0.00	33,459.70-	0.00	
29	0.00	476.29-	0.00	
08	0.00	13,811.08-	0.00	
46	0.00	457.46-	0.00	
52	0.00	53.52-	0.00	

01	0.00	251,744.01-	0.00	

Displayed Report Fields

The top three lines displayed on the screen are status lines that will always remain frozen on the report viewing screen. The remaining lines (below the dotted line) are reserved for the body of the report. The bottom line displays error and processing symbols.

PF 1/13 HELP - Press the PF1 or PF13 key for a help screen.

Command - The command line used to perform various functions while viewing the report.

Report Name - The name of the report being displayed.

Form - The four alphanumeric character code assigned by the RDS administrator to reference a report.

Lines - The number of lines in the report.

Pages - The number of pages in the report.

S.F. - The number of lines the system will scroll forward when the PF8 key is depressed or number of lines the system will scroll backwards when the PF7 key is depressed.

Displayed Report Fields (cont'd)

S.P. - The number of pages the system will scroll forward when PF12 is pressed or the number of pages the system will scroll backwards when PF6 is depressed.

S - The starting character's position on the screen being displayed.

E - The ending character's position on the screen being displayed.

L - Report line number; When scrolling with the function keys, the last line from the previous screen will appear at the top of the new display. The current line indicated at the top of the screen refers to the second row below the dashes.

P - Report page number

See the Appendix for a listing of commands which may be used to position a displayed report.

TO EXIT the displayed report and return to the report directory, place the cursor at command line and depress **PF3**.

The Find Command

The find command locates and highlights lines that contain a character string specified by the user. A character string consists of any combination of letters, numbers, or symbols. The string does not have to be a complete word or phrase.

To use the Find command, type **F XXXX** at the command line. The **F** represents find and **XXXX** represent the desired string. (SCREEN Q)

If the string includes spaces, it must be enclosed in single or double quotations.

To restrict finds to specific columns, type the column numbers behind the string. Example: F total 14 18.

To determine column numbers use the **Ruler Command**.

SCREEN Q

```

PF 1/13 HELP-COMMAND ==> F TOTAL
REPORT NAME-> DMAR063          FORM-> S101      LINES-> 1278      PAGES-> 33
S.F.      20      S.P.      01      S -> 001  E -> 079  L 0000000105  P 000000004
-----
DMAR063-11 AS OF 07/21/02                                44000000000
                                SCHEDULE OF ALLOTMENT BALANCES BY ORG
                                LEVEL 3 SUMMARY
                                JULY 21, 2002

44 DEPARTMENT OF FINANCIAL SERVICES
4450 52 INF SYS BUREAU OF ACCOUNTING SYSTEMS DESIGN
OBJECT DESCRIPTION          ALLOTMENTS      EXPENDITURES-MTD      EXPENDITURES-Y
110000 SALARIES              0.00             636.62                189,466.
151000 SOC SECUR             0.00             48.67                 14,019.
152000 STATE RET             0.00            112.41                33,459.
157000 PTB ASSESS           0.00              0.00                  476.
161000 SH-EPR CNT           0.00              0.00                13,811.
162000 L EMP CONT           0.00              0.00                  457.
163000 D EMP CONT           0.00              0.00                   53.
-----
** APPRO 010000 TOTAL        0.00             797.70                251,744.
-----
132800 GEN FEES              3,000.00         0.00                   0.
133200 EMPLOYMENT            0.00              0.00                   36.

```

Once the find command is typed, depress **Enter**. The system will find the first occurrence of the string.

The system will highlight the entire line in which the character string is contained. (SCREEN R)

Once the first occurrence is located, to continue the find from that point in the report forward (for the same character string) depress the PF5 key.

Depressing The PF5 key means “repeat command” and PF5 may be depressed as many times as is necessary.

To EXIT the Find mode, type RESET on the command line and depress Enter.

SCREEN R

```
PF 1/13 HELP-COMMAND ==>
REPORT NAME-> DMAR063          FORM-> S101          LINES-> 1278          PAGES-> 33
S.F.      20          S.P.      01          S -> 001  E -> 079  L 0000000120  P 000000004
-----
```

** APPRO	010000 TOTAL	0.00	797.70	251,744.

132800	GEN FEES	3,000.00	0.00	0.
133200	EMPLOYMENT	0.00	0.00	36.
158000	ST PERS AS	3,000.00	0.00	590.
221000	TELEPHONE	3,000.00	0.00	0.
221020	TELE-CENTX	0.00	188.11	282.
221030	TELE-SUNCM	0.00	1.10	6.
* OBJ	2210XX TOTAL	3,000.00	189.21	289.
227000	FREIGHT	0.00	0.00	32.
230000	PRT&REPROD	0.00	0.00	429.
240010	MAINT-CNTS	10,000.00	0.00	0.
261000	IN-ST TRAV	12,000.00	0.00	0.
261800	IN ST TRAV	25,000.00	0.00	0.
261810	TRVL-IN-TR	0.00	0.00	452.
261830	TRVL-IN-TR	0.00	0.00	183.
261850	TRVL-IN-TR	0.00	0.00	195.
* OBJ	2618XX TOTAL	25,000.00	0.00	830.
262000	OT-ST TRAV	8,000.00	0.00	0.

To narrow the scope when using the Find Command, use quotation marks and a space in front of the string that is input. (Example: F "261000")

This will prevent the system from finding the string when it appears within other codes.

Wild Cards

When using the Find or the Search Commands, the period (.) may be used as a "wild card". For example, to find all object codes beginning with 26, type F 26 . on the command line.

Again, it might be wise to use quotation marks and a space before the string. (Example: F "261 . . .")

The Search Command

Unlike the Find Command, the Search Command locates and displays only the lines that contain the character string specified by the user as indexed search results.

Above each occurrence, it also displays the report page and the line number where the string is located.

The search mode is special because report lines are taken out of context to be displayed alone.

As with the find, the character string consists of any combination of letters, numbers, or symbols. The string does not have to be a complete word or phrase.

To use the search command, type S XXXX at the command line. The S represents SEARCH and XXXX represent the desired string. (SCREEN S) If the string includes spaces, it must be enclosed in single or double quotations.

To restrict searches to specific columns, type the column numbers behind the string.

Example: S total 14 18. To get column numbers use the ruler command.

SCREEN S

```
PF 1/13 HELP-COMMAND ==> S TOTAL
REPORT NAME-> DMAR063          FORM-> S101      LINES-> 1278    PAGES-> 33
S.F.      20      S.P.      01      S -> 001  E -> 079  L 0000000105  P 000000004
-----
DMAR063-11 AS OF 07/21/02                      44000000000
SCHEDULE OF ALLOTMENT BALANCES BY ORG
LEVEL 3 SUMMARY
JULY 21, 2002
44 DEPARTMENT OF FINANCIAL SERVICES
4450 52 INF SYS BUREAU OF ACCOUNTING SYSTEMS DESIGN
OBJECT DESCRIPTION          ALLOTMENTS      EXPENDITURES-MTD  EXPENDITURES-Y
110000 SALARIES              0.00             636.62            189,466.
151000 SOC SECUR             0.00              48.67             14,019.
152000 STATE RET             0.00             112.41            33,459.
157000 PTB ASSESS           0.00              0.00              476.
161000 SH-EPR CNT           0.00              0.00             13,811.
162000 L EMP CONT            0.00              0.00              457.
163000 D EMP CONT            0.00              0.00              53.
-----
** APPRO 010000 TOTAL        0.00             797.70            251,744.
-----
132800 GEN FEES              3,000.00         0.00              0.
```

Once the search command is typed, depress **Enter**. The system will display an index with only the lines that contain the specified string. The page and line # where the string is located in the report are also displayed. (SCREEN T).

The **PF8** and **PF7** keys may be used to scroll forward and backward in the search index.

The **PF5** key is used to repeat the command from that point in the report forward. The user may repeat the command from the search index or from the displayed report.

To go to a specific line in the report from the index, place the cursor on line desired and depress **Enter**.

To return to the displayed report from the report index, depress **PF3**.

To **EXIT** the search mode, type **RESET** on the command line and depress Enter.

SCREEN T

```

PF 1/13 HELP-COMMAND ==>
REPORT NAME-> DMAR063          FORM-> S101      LINES-> 1278      PAGES-> 33
S.F.      20      S.P.      01      S -> 001  E -> 079  L 0000000121  P 0000000004
-----
.....PAGE 0000004 LINE 000000121 .
** APPRO 010000 TOTAL                0.00          797.70          251,744.
.....PAGE 0000004 LINE 000000129 .
* OBJ 2210XX TOTAL                   3,000.00        189.21           289.
.....PAGE 0000004 LINE 000000138 .
* OBJ 2618XX TOTAL                   25,000.00         0.00            830.
.....PAGE 0000005 LINE 000000152 .
* OBJ 2628XX TOTAL                   20,000.00         0.00           1,730.
.....PAGE 0000005 LINE 000000157 .
* OBJ 3800XX TOTAL                    3,000.00         61.60            179.
.....PAGE 0000005 LINE 000000160 .
* OBJ 3910XX TOTAL                    3,000.00         49.00            109.
.....PAGE 0000005 LINE 000000165 .
* OBJ 5160XX TOTAL                   17,000.00        651.96            869.
.....PAGE 0000005 LINE 000000167 .
** APPRO 040000 TOTAL                 108,000.00       951.77            5,299.
.....PAGE 0000005 LINE 000000172 .
** APPRO 060000 TOTAL                  13,000.00         0.00              0.
.....PAGE 0000006 LINE 000000187 .
** CF CAT 010000 TOTAL                 0.00              0.00              0.

```

The Ruler Command

The Ruler Command can be used to narrow the scope of searches and finds by helping determine specific columns to use in limiting requests. It may also be used to reformat the order in which columns are displayed on the screen.

To activate the ruler display, type an **R** on the command line of a displayed report and move the cursor to the line under which the ruler is to be displayed. Depress enter. (Screen U and V)

SCREEN U

```
PF 1/13 HELP-COMMAND ==> R
REPORT NAME-> DMAR063          FORM-> S101      LINES-> 1079    PAGES-> 34
S.F.      20      S.P.      01      S -> 001  E -> 079  L 0000000209  P 000000010
-----
```

DMAR063-11 AS OF 07/21/02 44000000000

SCHEDULE OF ALLOTMENT BALANCES BY ORG
LEVEL 3 SUMMARY
JULY 21, 2002

44 DEPARTMENT OF FINANCIAL SERVICES
4450 51 INFORMATION SYSTEMS-DIRECTOR OFFICE

OBJECT DESCRIPTION	ALLOTMENTS	EXPENDITURES-MTD	EXPENDITURES-Y
000000	299,338.00	0.00	0.
110000 SALARIES	0.00	0.00	71,551.
* OBJ 1100XX TOTAL _(CURSOR)	0.00	31.39	71,583.
151000 SOC SECUR	0.00	0.00	5,352.
151010 SS-O'TIME	0.00	2.41	2.
* OBJ 1510XX TOTAL	0.00	2.41	5,355.

SCREEN V

```
PF 1/13 HELP-COMMAND ==>
REPORT NAME-> DMAR063          FORM-> S101      LINES-> 1079    PAGES-> 34
S.F.      20      S.P.      01      S -> 001  E -> 079  L 0000000209  P 000000010
-----
```

DMAR063-11 AS OF 07/21/02 44000000000

SCHEDULE OF ALLOTMENT BALANCES BY ORG
LEVEL 3 SUMMARY
JULY 21, 2002

44 DEPARTMENT OF FINANCIAL SERVICES
4450 51 INFORMATION SYSTEMS-DIRECTOR OFFICE

OBJECT DESCRIPTION	ALLOTMENTS	EXPENDITURES-MTD	EXPENDITURES-Y
000000	299,338.00	0.00	0.
110000 SALARIES	0.00	0.00	71,551.
* OBJ 1100XX TOTAL	0.00	31.39	71,583.
--+-10--+-20--+-30--+-40--+-50--+-60--+-70--+-			
151000 SOC SECUR	0.00	0.00	5,352.
151010 SS-O'TIME	0.00	2.41	2.
* OBJ 1510XX TOTAL	0.00	2.41	5,355.

The ruler may be moved up and down in the displayed report.

To move the displayed ruler, type R +/- NN on the command line and depress the Enter. NN represents the number of lines to move the ruler.

Use the + symbol to move the ruler downward and the - symbol to move the ruler upward.

To move the ruler down five lines, the command is R +5. (SCREEN W)

SCREEN W

```
PF 1/13 HELP-COMMAND ==> R+5

REPORT NAME-> DMAR063          FORM-> S101      LINES-> 1079      PAGES-> 34
S.F.      20      S.P.      01      S -> 001  E -> 079  L 0000000209  P 000000010
-----
```

DMAR063-11 AS OF 07/21/02 44000000000

SCHEDULE OF ALLOTMENT BALANCES BY ORG
LEVEL 3 SUMMARY
JULY 21, 2002

44 DEPARTMENT OF FINANCIAL SERVICES
4450 51 INFORMATION SYSTEMS-DIRECTOR OFFICE

OBJECT DESCRIPTION	ALLOTMENTS	EXPENDITURES-MTD	EXPENDITURES-Y
000000	299,338.00	0.00	0.
110000 SALARIES	0.00	0.00	71,551.
* OBJ 1100XX TOTAL	0.00	31.39	71,583.
---10---20---30---40---50---60---70---			
151000 SOC SECUR	0.00	0.00	5,352.
151010 SS-O'TIME	0.00	2.41	2.
* OBJ 1510XX TOTAL	0.00	2.41	5,355.
152000 STATE RET	0.00	0.00	13,391.

The user may now determine in which columns a particular code or character string is displayed.

The (+) plus indicates counts of 5 places. Once determining the column(s) in which the characters are displayed those column beginning and ending points may be used to limit finds, searches, and boolean logic arguments to specific columns when using those commands.

To remove the ruler from the displayed report, type **RESET** on the command line and depress Enter.

The Horizontal Hold Command

The horizontal hold command freezes **lines** at the **top** of the screen. It may be used to hold heading lines in place while scrolling through a report.

A maximum of nine lines may be held by the horizontal hold command. The held lines may also be reordered.

The lines remain frozen until the command is reset or the displayed report is exited.

Horizontal Hold command formatting will not display in printed reports.

To hold only one line with the horizontal hold command, type an H on the command line of a displayed report.

Next, move the cursor down to the desired line within the report to be held and depress Enter. (SCREEN X)

SCREEN X

```
PF 1/13 HELP-COMMAND ==> H
REPORT NAME-> DMAR063          FORM-> S101      LINES-> 1278      PAGES-> 33
S.F.      20      S.P.      01      S -> 001  E -> 079  L 0000000105  P 000000004
-----
```

DMAR063-11 AS OF 07/21/02 44000000000

SCHEDULE OF ALLOTMENT BALANCES BY ORG
LEVEL 3 SUMMARY
JULY 21, 2002

44 DEPARTMENT OF FINANCIAL SERVICES
4450 52 INF SYS BUREAU OF ACCOUNTING SYSTEMS DESIGN

OBJECT DESCRIPTION	_(CURSOR)	ALLOTMENTS	EXPENDITURES-MTD	EXPENDITURES-Y
110000	SALARIES	0.00	636.62	189,466.
151000	SOC SECUR	0.00	48.67	14,019.
152000	STATE RET	0.00	112.41	33,459.
157000	PTB ASSESS	0.00	0.00	476.
161000	SH-EPR CNT	0.00	0.00	13,811.
162000	L EMP CONT	0.00	0.00	457.
163000	D EMP CONT	0.00	0.00	53.
** APPRO 010000 TOTAL		0.00	797.70	251,744.
132800	GEN FEES	3,000.00	0.00	0.
133200	EMPLOYMENT	0.00	0.00	36.

The line held will be displayed at the top of the report followed by a double line. (SCREEN Y)

SCREEN Y

```
PF 1/13 HELP-COMMAND ==>
REPORT NAME-> DMAR063          FORM-> S101      LINES-> 1278    PAGES-> 33
S.F.      18      S.P.      01      S -> 001 E -> 079  L 0000000105 P 000000004
-----
OBJECT DESCRIPTION          ALLOTMENTS      EXPENDITURES-MTD  EXPENDITURES-Y
=====
DMAR063-11 AS OF 07/21/02                                44000000000
                                     SCHEDULE OF ALLOTMENT BALANCES BY ORG
                                     LEVEL 3 SUMMARY
                                     JULY 21, 2002

44 DEPARTMENT OF FINANCIAL SERVICES
4450 52 INF SYS BUREAU OF ACCOUNTING SYSTEMS DESIGN
OBJECT DESCRIPTION          ALLOTMENTS      EXPENDITURES-MTD  EXPENDITURES-Y
110000 SALARIES              0.00            636.62            189,466.
151000 SOC SECUR             0.00             48.67             14,019.
152000 STATE RET             0.00            112.41            33,459.
161000 SH-EPR CNT           0.00              0.00             13,811.
-----
** APPRO 010000 TOTAL      0.00            797.70            251,744.
```

To hold more than one line, type an H at the command line on a displayed report and depress Enter.

An action column labeled A will appear on the left-hand side of the displayed report. (SCREEN Z)

SCREEN Z

```
PF 1/13 HELP-COMMAND ==>
REPORT NAME-> DMAR063          FORM-> S101      LINES-> 1278    PAGES-> 33
S.F.      20      S.P.      01                                L 0000000105 P 000000004
A  -----
                                     LINE HOLDING MENU
-----

DMAR063-11 AS OF 07/21/02                                44000000000
                                     SCHEDULE OF ALLOTMENT BALANCES BY O
                                     LEVEL 3 SUMMARY
                                     JULY 21, 2002

44 DEPARTMENT OF FINANCIAL SERVICES
4450 52 INF SYS BUREAU OF ACCOUNTING SYSTEMS DESIGN
OBJECT DESCRIPTION          ALLOTMENTS      EXPENDITURES-MTD  EXPENDITURES
110000 SALARIES              0.00            636.62            189,46
151000 SOC SECUR             0.00             48.67             14,01
152000 STATE RET             0.00            112.41            33,45
157000 PTB ASSESS           0.00              0.00              47
161000 SH-EPR CNT           0.00              0.00             13,81
```

Number the lines to be held, in the order desired and depress Enter.
(SCREEN 1)

SCREEN 1

```
PF 1/13 HELP-COMMAND ==>
REPORT NAME-> DMAR063          FORM-> S101      LINES-> 1278    PAGES-> 33
S.F.      20      S.P.      01          L 0000000105  P 000000004
A  ----- LINE HOLDING MENU -----
```

1 DMAR063-11 AS OF 07/21/02 44000000000

SCHEDULE OF ALLOTMENT BALANCES BY O
LEVEL 3 SUMMARY
JULY 21, 2002

44 DEPARTMENT OF BANKING AND FINANCE

2 4450 52 INF SYS BUREAU OF ACCOUNTING SYSTEMS DESIGN

3 OBJECT DESCRIPTION	ALLOTMENTS	EXPENDITURES-MTD	EXPENDITURES
110000 SALARIES	0.00	636.62	189,46
151000 SOC SECUR	0.00	48.67	14,01
152000 STATE RET	0.00	112.41	33,45
157000 PTB ASSESS	0.00	0.00	47
161000 SH-EPR CNT	0.00	0.00	13,81
162000 L EMP CONT	0.00	0.00	45
163000 D EMP CONT	0.00	0.00	5

** APPRO 010000 TOTAL	0.00	797.70	251,74

The held lines will be displayed at the top of the report followed by a double line. (SCREEN 2)

SCREEN 2

```
PF 1/13 HELP-COMMAND ==>
REPORT NAME-> DMAR063          FORM-> S101      LINES-> 1278    PAGES-> 33
S.F.      16      S.P.      01      S -> 001  E -> 079  L 0000000105  P 000000004
-----
```

DMAR063-11 AS OF 07/21/02 44000000000

4450 52 INF SYS BUREAU OF ACCOUNTING SYSTEMS DESIGN

OBJECT DESCRIPTION	ALLOTMENTS	EXPENDITURES-MTD	EXPENDITURES-Y
110000 SALARIES	0.00	636.62	189,466.
151000 SOC SECUR	0.00	48.67	14,019.
152000 STATE RET	0.00	112.41	33,459.
157000 PTB ASSESS	0.00	0.00	476.
161000 SH-EPR CNT	0.00	0.00	13,811.
162000 L EMP CONT	0.00	0.00	457.

DMAR063-11 AS OF 07/21/02 44000000000

SCHEDULE OF ALLOTMENT BALANCES BY ORG
LEVEL 3 SUMMARY
JULY 21, 2002

44 DEPARTMENT OF BANKING AND FINANCE

4450 52 INF SYS BUREAU OF ACCOUNTING SYSTEMS DESIGN

OBJECT DESCRIPTION	ALLOTMENTS	EXPENDITURES-MTD	EXPENDITURES-Y
110000 SALARIES	0.00	636.62	189,466.
151000 SOC SECUR	0.00	48.67	14,019.
152000 STATE RET	0.00	112.41	33,459.
157000 PTB ASSESS	0.00	0.00	476.
161000 SH-EPR CNT	0.00	0.00	13,811.
162000 L EMP CONT	0.00	0.00	457.

The user may page forward, backward, to the left or to the right in the report and the horizontal hold will remain.

The held lines will not print out, they may only be seen on a screen display.

NOTE: Held lines should not contain data, as the data will not change when scrolling through the report.

To EXIT the horizontal hold command type **RESET** at the command line and depress Enter.

The Vertical Hold Command

The vertical hold command freezes **columns** at the **left** side of the screen. It may be used to hold the first few columns in place when scrolling left in a wide report.

A maximum of eight columns may be held. Held columns may also be reordered.

The columns remain frozen on the screen until the command is reset or the displayed report is exited.

Vertical Hold command formatting **will not display in printed reports.**

To access the vertical hold menu, type **VH** on the command line, move the cursor to the line to be held, and depress Enter. (SCREEN 3)

SCREEN 3

```
PF 1/13 HELP-COMMAND ==> VH
REPORT NAME-> DMAR054      FORM-> LR01      LINES-> 628      PAGES-> 18
S.F.      20      S.P.      01      S -> 001      E -> 080      L 0000000105 P 000000004
-----
```

DMAR054-18 AS OF 02/28/03 44000000000

SCHEDULE OF ALLOTMENT BALANCES BY
LEVEL 4 SUMMARY
FEBRUARY 28, 2003

44 DEPARTMENT OF FINANCIAL SERVICES
4411 RECOVERY AND RETURN OF UNCLAIMED PROPERTY
71 2 007001 UNCLAIM PROPERTY
44100100 00 RECOV/RETRN UNCLAIMED PROP
4411 61 00 COLLECT UNCLAIMED PROPERTY

OBJECT DESCRIPTION	ALLOTMENTS	EXPENDITURES-MTD	EXPENDITURES-YT
810045 TRSF UP	0.00	350,000.00	2,630,000.0
810046 TRSF DOE	0.00	0.00	5,121,205.6
810047 TRSF ATF	0.00	283,350.00	1,117,528.0
* OBJ 8100XX TOTAL	0.00	633,350.00	8,868,733.6

** APPRO 181045 TOTAL	0.00	633,350.00	8,868,733.6

860030 REFUNDS	0.00	4,416,977.02	52,579,078.8

Screen 4 is an example of a vertical hold menu. On this menu, number the columns to be held. To mark the sequence of columns to be held, place a **1** at the beginning of the first column to be held and a **E** at the end of the column.

If a second column is to be held, place a **2** at the beginning of the column and an **E** at the end of the second column to be held. Remember up to eight columns may be held. (SCREEN 5)

SCREEN 4

```

PF 1/13 HELP-COMMAND ==>
REPORT NAME-> DMAR054      FORM-> LR01      LINES-> 628      PAGES-> 18
S.F.      00      S.P.      01                      L 0000000105 P 000000004
-----
                                VERTICAL HOLDING MENU                                -----
-ORIGIN LINE-      OBJECT DESCRIPTION      ALLOTMENTS      EXPENDITURES-MTD
                   . . . . .
                   EXPENDITURES-YTD      ENCUMBRANCES      ALLOTMENT BALANCES
                   . . . . .
                   RATE
                   . . . . .
    
```

SCREEN 5

```

PF 1/13 HELP-COMMAND ==>
REPORT NAME-> DMAR054      FORM-> LR01      LINES-> 628      PAGES-> 18
S.F.      00      S.P.      01                      L 0000000105 P 000000004
-----
                                VERTICAL HOLDING MENU                                -----
-ORIGIN LINE-      OBJECT DESCRIPTION      ALLOTMENTS      EXPENDITURES-MTD
                   . . . . .1. . . . .E. . . . .
                   EXPENDITURES-YTD      ENCUMBRANCES      ALLOTMENT BALANCES
                   . . . . .2. . . . .E 3. . . . .E
                   RATE
                   . . . . .
    
```

Once the desired columns are marked, depress Enter.

A sample of the new layout appears on the bottom half of the screen. The sample of the new layout is called the displayed line. (SCREEN 6)

SCREEN 6

```

PF 1/13 HELP-COMMAND ==>
REPORT NAME-> DMAR054          FORM-> LR01      LINES-> 628      PAGES-> 18
S.F.    00      S.P.    01                      L 0000000105  P 000000004
-----
                                VERTICAL HOLDING MENU                                -----
-ORIGIN LINE-   OBJECT DESCRIPTION           ALLOTMENTS      EXPENDITURES-MTD
                . . . . .1 . . . . .E . . . . .
                EXPENDITURES-YTD           ENCUMBRANCES    ALLOTMENT BALANCES
                . . . . .2 . . . . .E 3 . . . . .E
                RATE
                . . . . .

KEYS Y=VH=(S31,E43,S89,E101,S104,E121)
-DISPLAYED LINE-  ALLOTMENTS  ENCUMBRANCESALLOTMENT BALANCES:
                  ( . . . . . ) ( . . . . . ) ( . . . . . ) :

```

To return to the displayed report, depress the PF3 key. The user will see columns that were marked frozen on the left side of the displayed report. (SCREEN 7)

The frozen columns are separated from the report by a dashed vertical line. The PF10 and PF11 keys may be used to scroll left and right respectively.

SCREEN 7

```

PF 1/13 HELP-COMMAND ==>
REPORT NAME-> DMAR054          FORM-> LR01      LINES-> 628      PAGES-> 18
S.F.    20      S.P.    01      S -> 001    E -> 038    L 0000000105  P 000000004
(-----)(-----)(-----):-----
                                DATE RUN :DMAR054-18  AS OF 02/28/03
                                PA:
                                :
                                :
VICES                          :44 DEPARTMENT OF FINANCIAL SERVICES
CLAIMED PROPE                   :4411 RECOVERY AND RETURN OF UNCLAIM
                                :71 2 007001 UNCLAIM PROPERTY
MED PROP                        :44100100 00 RECOV/RETRN UNCLAIMED P
ROPERTY                         :4411 61 00 COLLECT UNCLAIMED PROPER
ALLOTMENTS  ENCUMBRANCESALLOTMENT BALANCES: OBJECT DESCRIPTION      ALLO
    0.00      0.00      2,630,000.00: 810045 TRSF UP
    0.00      0.00      5,121,205.63: 810046 TRSF DOE
    0.00      0.00      1,117,528.00: 810047 TRSF ATF
    0.00      0.00      8,868,733.63:* OBJ 8100XX TOTAL
-----
    0.00      0.00      8,868,733.63:** APPRO 181045 TOTAL
-----
    0.00      0.00      52,579,078.83: 860030 REFUNDS

```

If the user only wants to see the frozen column on the report, depress the PF11 key and scroll the report to the right until only the frozen columns are displayed. (SCREEN 8)

SCREEN 8

```
PF 1/13 HELP-COMMAND ==>
REPORT NAME-> DMAR054          FORM-> LR01          LINES-> 628          PAGES-> 18
S.F.      20          S.P.      01          S -> 176          E -> 210          L 0000000105 P 000000004
(-----)(-----)(-----):-----
```

			DATE RUN :
			PA:
			:
			:
VICES			:
CLAIMED PROPE			:
			:
MED PROP			:
ROPERTY			:
ALLOTMENTS	ENCUMBRANCES	ALLOTMENT	BALANCES:
0.00	0.00		2,630,000.00:
0.00	0.00		5,121,205.63:
0.00	0.00		1,117,528.00:
0.00	0.00		8,868,733.63:
-----	-----		:
0.00	0.00		8,868,733.63:
-----	-----		:
0.00	0.00		52,579,078.83:
-----	-----		:

To remove the vertical hold command, type RESET at the command line and depress Enter.

V. VIRTUAL KEYS

Virtual keys are stored instruction for the selection, sequencing, and spacing of columns in a report.

When setting up virtual keys, one alphanumeric character (A-Z, excluding y, or 0-9) is assigned to each set of instructions.

Virtual definitions are attached to the user ID and not to any specific report.

The Find, Search and Vertical Hold Commands are instructions which may be stored as virtual keys. For example, a user may set up a Find Command for a specific fund in a recurring report. Each time the user displays the recurring report, the user will type in a slash (/) and the virtual key at the command line (as opposed to typing in the entire find command) and the command will initiate.

If a recurring report changes in the quantity or position of its columns, the virtual key referencing may need to be redefined.

The virtual key setting may be modified or deleted at any time.

Creating Virtual Keys

To access the virtual key screen, type **KEYS** on any command line and depress the enter key. (SCREEN 9)

SCREEN 9

```
PF 1/13 HELP-COMMAND ==> KEYS
REPORT NAME-> DMAR063      FORM-> S101      LINES-> 1278      PAGES-> 33
S.F.      20      S.P.      01      S -> 001 E -> 079 L 0000000105 P 000000004
-----
```

DMAR063-11 AS OF 07/21/02 44000000000

SCHEDULE OF ALLOTMENT BALANCES BY ORG
LEVEL 3 SUMMARY
JULY 21, 2002

44 DEPARTMENT OF FINANCIAL SERVICES
4450 52 INF SYS BUREAU OF ACCOUNTING SYSTEMS DESIGN

OBJECT DESCRIPTION	ALLOTMENTS	EXPENDITURES-MTD	EXPENDITURES-Y
110000 SALARIES	0.00	636.62	189,466.
151000 SOC SECUR	0.00	48.67	14,019.
152000 STATE RET	0.00	112.41	33,459.
157000 PTB ASSESS	0.00	0.00	476.
161000 SH-EPR CNT	0.00	0.00	13,811.
	-----	-----	-----
** APPRO 010000 TOTAL	0.00	797.70	251,744.
	-----	-----	-----
132800 GEN FEES	3,000.00	0.00	0.
133200 EMPLOYMENT	0.00	0.00	36.

To set up a virtual key, tab down to a blank line.

To the left of the arrow, type in the alphanumeric character that is to be assigned to the virtual key. Alphabets A-Z (excluding y) and numbers 0-9 are available for use.

Next, tab to the space to the right of the arrow and type in the desired command. On the COM, comment line, type in a comment.

The use of the comment line is optional but recommended. One recommendation is to **include the report name on the comment line.** (SCREEN 10)

Once the required information is complete, depress Enter to save the information. The same screen will appear with **all capital letters.**

Depress the PF3 key to leave the virtual key screen.

SCREEN 10

```
PF 1/13 HELP-COMMAND ==>
-VIRTUAL KEYS -
KEY - CHARACTER STRING -
A ==> VH=(S35,E45,S16,E30)
      COM REFORMAT WARRANT REG.
B ==> VH=(S31,E43,S89,E101,S104,E121)
      COM vertical hold for sched. of allot.
C ==> PROF;.3.1
      COM TO RETRIEVE PROFILE USER DIRECTORY
I ==> F 020001 14 19
      COM TRIAL BALANCE

J ==> VH=(S21,E44,S2,E18)
      COM TRIAL BALANCE
K ==> S ETON
      COM VENDOR DETAIL

L ==> S STAINES
      COM VENDOR DETAIL

P ==> VH=(S90,E102,S1,E8,S32,E42)
      COM SAB L3
      ==>
      COM
      ==>
      COM
      ==>
```

To activate a virtual key, type (/) forward slash and the key on the command line. (SCREEN 11)

SCREEN 11

```
PF 1/13 HELP-COMMAND ==> /B
REPORT NAME-> DMAR063          FORM-> S101      LINES-> 1278    PAGES-> 33
S.F.      20      S.P.      01      S -> 001  E -> 079  L 0000000105  P 000000004
-----
```

DMAR063-11 AS OF 07/21/02 44000000000

SCHEDULE OF ALLOTMENT BALANCES BY ORG
LEVEL 3 SUMMARY
JULY 21, 2002

44 DEPARTMENT OF BANKING AND FINANCE
4450 52 INF SYS BUREAU OF ACCOUNTING SYSTEMS DESIGN

OBJECT DESCRIPTION	ALLOTMENTS	EXPENDITURES-MTD	EXPENDITURES-Y
110000 SALARIES	0.00	636.62	189,466.
151000 SOC SECUR	0.00	48.67	14,019.
152000 STATE RET	0.00	112.41	33,459.
157000 PTB ASSESS	0.00	0.00	476.

Modifying Virtual Keys

To modify a virtual key **temporarily**, the user will go into conversation mode to adjust the command. The modified command will remain until the command is reset.

To access conversation mode, type a backslash(\) and the virtual key on the command line of a displayed report and depress Enter. (SCREEN 12)

SCREEN 12

```
PF 1/13 HELP-COMMAND ==> \B
REPORT NAME-> DMAR063          FORM-> S101      LINES-> 1278    PAGES-> 33
S.F.      20      S.P.      01      S -> 001  E -> 079  L 0000000105  P 000000004
-----
```

DMAR063-11 AS OF 07/21/02 44000000000

SCHEDULE OF ALLOTMENT BALANCES BY ORG
LEVEL 3 SUMMARY
JULY 21, 2002

44 DEPARTMENT OF FINANCIAL SERVICES
4450 52 INF SYS BUREAU OF ACCOUNTING SYSTEMS DESIGN

OBJECT DESCRIPTION	ALLOTMENTS	EXPENDITURES-MTD	EXPENDITURES-Y
110000 SALARIES	0.00	636.62	189,466.
151000 SOC SECUR	0.00	48.67	14,019.
152000 STATE RET	0.00	112.41	33,459.
157000 PTB ASSESS	0.00	0.00	476.
161000 SH-EPR CNT	0.00	0.00	13,811.

** APPRO 010000 TOTAL	0.00	797.70	251,744.

132800 GEN FEES	3,000.00	0.00	0.
133200 EMPLOYMENT	0.00	0.00	36.

Once the enter key has been depressed the virtual key command will appear on the command line. (SCREEN 13)

The user can type over this information to modify the command. Then depress Enter to initiate the new command.

SCREEN 13

```
PF 1/13 HELP-COMMAND ==> VH=(S31,E43,S89,E101,S104,E121)
REPORT NAME-> DMAR063          FORM-> S101          LINES-> 1278          PAGES-> 33
S.F.      20      S.P.      01      S -> 001  E -> 079  L 0000000105  P 000000004
-----
```

DMAR063-11 AS OF 07/21/02 44000000000

SCHEDULE OF ALLOTMENT BALANCES BY ORG
LEVEL 3 SUMMARY
JULY 21, 2002

44 DEPARTMENT OF FINANCIAL SERVICES
4450 52 INF SYS BUREAU OF ACCOUNTING SYSTEMS DESIGN

OBJECT DESCRIPTION	ALLOTMENTS	EXPENDITURES-MTD	EXPENDITURES-Y
110000 SALARIES	0.00	636.62	189,466.
151000 SOC SECUR	0.00	48.67	14,019.
152000 STATE RET	0.00	112.41	33,459.
157000 PTB ASSESS	0.00	0.00	476.
161000 SH-EPR CNT	0.00	0.00	13,811.

** APPRO 010000 TOTAL	0.00	797.70	251,744.

132800 GEN FEES	3,000.00	0.00	0.
133200 EMPLOYMENT	0.00	0.00	36.

To modify a virtual key **permanently**, type **KEYS** on any command line to access the virtual keys screen and depress the enter key. (SCREEN 9) Tab to any field that is to be modified and type in the new information. Depress the enter key and the key will be permanently modified.

To EXIT the virtual key screen, depress the PF3 key.

Deleting Virtual Keys

To delete a virtual key, type **KEYS** on any command line to access the virtual keys screen and depress the enter key. (SCREEN 9) Tab to the virtual key and use the space bar or delete key to remove the information and depress Enter.

VI. BOOLEAN LOGIC

In addition to performing simple finds and searches, the RDS user now has the option of utilizing Boolean Logic. Boolean Logic involves comparisons between numbers.

The following comparisons are available for Searches and Finds:

1. Equal to
2. Not equal to
3. Greater than
4. Greater than or equal to
5. Less than
6. Less than or equal to.

To perform a Search or Find using Boolean Logic, type S on the command line and depress enter, Screen 14 will display.

SCREEN 14

```
PF 1/13 HELP-COMMAND ==>
REPORT NAME-> DMAR054          FORM-> LR01      LINES-> 628      PAGES-> 18
-SEARCH/FIND MENU-

SEARCH OR FIND      ==> S <- S/F      START AT           ==> 170
DIRECTION           ==> F <- F/B      OPERATION RANGE    ==> 5000
SAVE AS VIRTUAL KEY ==> <- Y/N      UNDER CHARACTER    ==>

      ARGUMENT 1      ==> 230000_____
      COMPARISON     ==> EQ      NUMERIC/MATCH CASE ==> N <- N/M
      FROM/TO COLUMN ==> 2 / 7

AND/OR ==> OR      ARGUMENT 2      ==> 442000_____
      COMPARISON     ==> EQ      NUMERIC/MATCH CASE ==> N <- N/M
      FROM/TO COLUMN ==> 2 / 7

AND/OR ==>        ARGUMENT 3      ==> _____
      COMPARISON     ==>          NUMERIC/MATCH CASE ==> <- N/M
      FROM/TO COLUMN ==>          /

AND/OR ==>        ARGUMENT 4      ==> _____
      COMPARISON     ==>          NUMERIC/MATCH CASE ==> <- N/M
      FROM/TO COLUMN ==>          /

                                PF 8/20 - TO PROCESS SEARCH/FIND
```

Fields on the search/find screen (screen 14):

Search or Find - Select an S for a search or an F for a find.

Start At - Enter T to start the search at the **Top**.

Enter B to start the search at the **Bottom**.

Enter **xxxx** to start the search from **Line xxxx***.

Enter **Pxxx** to start the search from **Page xxx***.

(*Note: x= 0-9)

Direction - Select **F** to search **down** from the starting position
Select **B** to search **up** from the starting position.

Operation Range - Enter **Lnnnnn** or **Pnnnnn** where nnnnn represents the maximum number of lines or pages of the search/find operation. The default is from user profile (usually 5000).

Example: **P25** means range of **25 pages**.
L25 or 25 means range of **25 lines**.

Save As Virtual Key - Enter a **Y** to **Save** this search/find as a virtual key.

Under Character - Enter the character that this virtual key is to be saved under.

Argument X - The character **string** that is **to be searched for** may be up to 32 characters in length.
If numeric, leading zeroes should be used to fill the field.

****Note – The . (period) is used as a "generic character" or wild card. ANY character will be accepted at that position.**

Comparison - Enter **EQ** for **equal to**.
Enter **NE** for **not equal to**.
Enter **GT** for **greater than**.
Enter **GE** for **greater than or equal to**.
Enter **LT** for **less than**
Enter **LE** for **less than or equal to**.

Numeric/Match Case - Enter an **N** if this is a **numerical match**.
Enter an **M** if there must be an **alphabetical case match**.
Leave **blank** if **neither** of the above pertains.

From/To Column - Enter the starting and ending column numbers for the respective argument.

And / Or - Enter **And** or **Or** (whichever applies) to add additional criteria.

VII. NOTEPADS

The notepad command allows users to attach comments to a specific report or to create a note in the report directory itself. Notepads are useful for documenting notes, questions or errors in a report. Notepad information will be archived with the report and restored from archive when the attached report is restored.

Creating Notepads

A notepad can be attached to a report in two different ways; from the displayed report or from the report directory.

To attach a notepad to a report, from a displayed report:

While the report is displayed on the screen, type **N** on the command line and depress Enter. (SCREEN 15)

SCREEN 15

```
PF 1/13 HELP-COMMAND ==> N
REPORT NAME-> DMAR063          FORM-> S101      LINES-> 1278    PAGES-> 33
S.F.      20      S.P.      01      S -> 001  E -> 079  L 0000000105  P 000000004
-----
```

DMAR063-11	AS OF 07/21/02		44000000000
			SCHEDULE OF ALLOTMENT BALANCES BY ORG
			LEVEL 3 SUMMARY
			JULY 21, 2002
44	DEPARTMENT OF FINANCIAL SERVICES		
4450 52	INF SYS BUREAU OF ACCOUNTING SYSTEMS DESIGN		
OBJECT DESCRIPTION	ALLOTMENTS	EXPENDITURES-MTD	EXPENDITURES-Y
110000 SALARIES	0.00	636.62	189,466.
151000 SOC SECUR	0.00	48.67	14,019.
152000 STATE RET	0.00	112.41	33,459.
157000 PTB ASSESS	0.00	0.00	476.
161000 SH-EPR CNT	0.00	0.00	13,811.
162000 L EMP CONT	0.00	0.00	457.
163000 D EMP CONT	0.00	0.00	53.
	-----	-----	-----
** APPRO 010000 TOTAL	0.00	797.70	251,744.
	-----	-----	-----
132800 GEN FEES	3,000.00	0.00	0.
133200 EMPLOYMENT	0.00	0.00	36.

Attaching a notepad to a report from the report directory

Move the cursor down to the desired report, type an **N** in the Action column, and depress Enter. (SCREEN 16)

SCREEN 16

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RIDEVL   SYS104 D.SYP.RSD.DEVL.ERD.RINDX
-REPORT DIRECTORY-  USER-> DISCL01  TR-> 11    TP-> 329    TL-> 11820
A-REPORT NAME--  FORM-REPORT DESCRIPTION-----NOTEPAD HEADER---
                ***** TOP OF DIRECTORY *****
DMAR063          S101 SAB L3                                TEST
DMAR063          S101 SAB L3                                IMPORTANT
DMAR063          S101 SAB L3
DMAR063          S101 SAB L3
DMAR063          S101 SAB L3
DMAR063          S101 SAB L3
DMAR063          S101 SAB L3
DMAR063          S101 SAB L3
DMAR063          S101 SAB L3
DMAR063          S101 SAB L3
DMAR063          S101 SAB L3
N  DMAR063          S101 SAB L3
                ***** END OF DIRECTORY *****
```

Once the notepad command has been typed and the enter key has been depressed, the notepad screen will appear. (SCREEN 17)

Tab down to the notepad header field and enter a header. Twenty spaces are available for the header. The header will appear in the notepad header column on the report directory.

To continue, tab down to the next line and type in the remainder of the comment that is to be attached to the report.

Once the comment is complete, depress Enter to save the notepad.

To return to the displayed report or the report directory depress the PF3 key.

SCREEN 17

```
PF 1/13 HELP-COMMAND ==>
REPORT NAME-> DMAR063          FORM-> S101    LINES-> 1278    PAGES-> 33
NOTEPAD HEADER -> REMINDER    -----
START AT PAGE 10.....
.....
```

Notepads are not required to be attached to reports.

Creating a notepad that is not attached to a report

Type an **N** on the command line of the **report directory** and depress Enter. (SCREEN 18)

SCREEN 18

```
PF 1/13 HELP-COMMAND ==> N
-REPORT INDEX --> RIDEVL   SYS104 D.SYP.RSD.DEVL.ERD.RINDX
-REPORT DIRECTORY-   USER-> DISCL01   TR-> 11   TP-> 329   TL-> 11820
A-REPORT NAME---FORM-REPORT DESCRIPTION-----NOTEPAD HEADER--
                ***** TOP OF DIRECTORY *****
DMAR063          S101 SAB L3                      TEST
DMAR063          S101 SAB L3                      IMPORTANT
DMAR063          S101 SAB L3
DMAR063          S101 SAB L3
DMAR063          S101 SAB L3
DMAR063          S101 SAB L3
DMAR063          S101 SAB L3
DMAR063          S101 SAB L3
DMAR063          S101 SAB L3
DMAR063          S101 SAB L3
DMAR063          S101 SAB L3
                ***** END OF DIRECTORY *****
```

Type in the desired comment on the notepad screen and depress Enter. (SCREEN 19)

SCREEN 19

```
PF 1/13 HELP-COMMAND ==>
NAME -> NOTEPAD          RET. PERIOD -> 7   DAY(S)          EXPDT. -> 09/11/00
NOTEPAD HEADER -> REMINDER PRINT JOB  -----
PLEASE DO NOT FORGET TO DO A LOCAL PRINT ON EXPENSE REPORT.
```

Depress the PF3 key to return to the report directory.

The notepad will appear in the report directory under the report name Notepad. (SCREEN 20)

SCREEN 20

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RIDEVL   SYS104 D.SYP.RSD.DEVL.ERD.RINDX
-REPORT DIRECTORY-   USER-> DISCL01   TR-> 12   TP-> 329   TL-> 11820
A-REPORT NAME---FORM-REPORT DESCRIPTION-----NOTEPAD HEADER---
          ***** TOP OF DIRECTORY *****
DMAR063      S101 SAB L3                      TEST
DMAR063      S101 SAB L3                      IMPORTANT
DMAR063      S101 SAB L3
DMAR063      S101 SAB L3
DMAR063      S101 SAB L3
DMAR063      S101 SAB L3
DMAR063      S101 SAB L3
DMAR063      S101 SAB L3
NOTEPAD      **** NOTEPAD                      REMINDER PRINT JOB
          ***** END OF DIRECTORY *****
```

Viewing Notepads

To view a notepad, type an **N** on the command line of the displayed report or in the action column of the report directory, next to the desired report, and depress Enter.

To exit the notepad once viewing is complete, depress the PF3 key.

Modifying Notepads

To modify a notepad, type an **N** on the command line of the displayed report or in the action column of the report directory, next to the desired report, and depress Enter. Make the desired adjustments and depress Enter to save the changes.

To exit the notepad once adjustments have been saved, depress the PF3 key.

Deleting Notepads

To delete a notepad, type an **N** on the command line of the displayed report or in the action column of the report directory, next to the desired report and depress Enter.

On the **COMMAND** line within the notepad enter a **D** and depress enter.

At the confirmation screen enter a **Y** or yes on the COMMAND line and depress enter to confirm deletion of the notepad.

Depress PF3 to return to the report display.

VIII. PRINTING

Once a report is in RDS, the user may print a paper copy of the report at a local printer. The request may be for a partial print, where just a portion of the report is printed, or the user may print the entire report. Printing capabilities are available as long as the report is available for viewing in the report directory.

Printing the Entire Report

Method 1: To print the entire report, type a **P** in the action column of the report directory, next to the desired report, or type a **P** on the command line of a displayed report and depress Enter. (SCREEN 21 AND 22) **Note:** *This method is used when the user does not need to indicate which printer his/her report will be sent. The user knows the printer destination was preset by the RDS Administrator and does not need to change the printer destination.*

SCREEN 21

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSDEOS.RINDX.UD001
-REPORT DIRECTORY-   USER-> DISCL11  TR-> 13      TP-> 2361    TL-> 87339
A-C-A-REPORT NAME-----TR-FORM-C.DATE-----TIME--V/E.DATE---PAGES----LINES-NE-ND
  A DMAR054          LR01 12/31/2002 14.48 01/30/03    154    8792 0 5
  A DTHR04          LR03 01/21/2003 13.09 02/20/03     38    1605 0 5
  A DMAR054          LR01 01/21/2003 13.10 02/20/03     17     612 0 16
P  R DMAR01          LR02 01/21/2003 13.11 02/20/03    170    5465 0 18
  R DMAR054          LR01 03/19/2003 13.46 04/18/03     18     628 1 6
  R DMAR01          LR02 03/19/2003 13.47 04/18/03    174    5734 0 3
  R DTHR04          LR03 03/19/2003 13.48 04/18/03     99    4234 0 1
***** END OF DIRECTORY *****
```

SCREEN 22

```
PF 1/13 HELP-COMMAND ==> p
REPORT NAME-> DMAR01          FORM-> LR02          LINES-> 5465          PAGES-> 170
S.F.      20          S.P.      01          S -> 001          E -> 080          L 0000000170 P 000000005
-----
DMAR01-11 AS OF 01/17/03          44000000000
                                TRIAL BALANCE BY FUND
                                JANUARY 17, 2003

44 DEPARTMENT OF FINANCIAL SERVICES
4400 DEPARTMENT OF BANKING AND FINANCE
80 9 000001 GENERAL FIXED ASSET ACCOUNT GROUP
GL          GL ACCOUNT NAME
CAT  CF YR CAT DESCRIPTION          MONTH-T
27600      FURNITURE AND EQUIPMENT
000000      CATEGORY NOT ON TITLE FILE
```

On the confirmation screen, type a Y on the command line and depress Enter. (SCREEN 23)

SCREEN 23

```
PF 1/13 HELP-COMMAND ==> Y
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSDEOS.RINDX.UD001
-REPORT EXTRACT CONFIRMATION-  USER-> DISCL11
      TO BE EXTRACTED :  LINES-> 5465          PAGES-> 170

***** ENTER Y/YES TO CONFIRM REPORT SYSTEM PRINT *****

REPORT OWNER-> DISCL11

REPORT NAME --> DMAR01          EXTD-> NO    FORM NAME      ---> LR02
DESCRIPTION --> TRIAL BALANCE BY FUND      EXPIRATION DATE --> 02/20/2003
NOTEPAD HDR -->                NPAD-> NO    TABLE OF CONTENTS-> NONE
TYPE/STATUS --> RESTORED

LINES / PAGES --> 5465        / 170
CREATION DATE --> 01/21/2003 (03021) 13.11.52  JOBNAME/ID --> RSDEVT2 / STC02486
ARCHIVAL DATE --> 01/21/2003 (03021)          ARCHIVE EXP-> 04/20/2006 AG-> 1
RESTORE DATE --> 09/05/2003 (03248)          RESTORE EXP-> 09/12/2003
LAST DISPLAY --> 09/08/2003 (03251) 08.29.55  DISP NUMBER-> 20
LAST EXTRACT --> NONE                EXTR NUMBER-> 0
RECORDED ON --> D.SYP.RSDEOS.SPOOL3
```

Once the enter key has been depressed, a screen with the message, “**EXTRACTION REQUEST VIA BATCH JOB,**” will appear, indicating the report was sent to the printer for printing. (SCREEN 24)

SCREEN 24

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSDEOS.RINDX.UD001
-PRINT/EXTRACT RESULT-  USER-> DISCL11

      **** EXTRACTION REQUEST (VIA BATCH JOB) ****

      JOB NAME      ---> DCLASRM    JOBID      ---> JOB01847

      SUBMITTED AT : 08.36.24 09/08/03 (03251)    TO SERVICE EXTRACT REQUEST.
```

Method 2: A user may print an entire report and tell the system which printer the report should be sent by extracting the report. To extract an entire report, type **E** in the action column on the report directory to the left of the desired report or from a displayed report, type **E** on the Command line and depress Enter. *Note: this method should be used if the RDS user needs to indicate a particular printer where the report will be sent. Using the extract print method is the only method which allows the user to indicate a particular printer destination.*

After typing **E** and depressing Enter the screen below will display. This is the first of two screens to complete the extract. (SCREEN 25)

SCREEN 25

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSDEOS.RINDX.UD001
-SINGLE EXTRACT MENU (1)  USER-> DISCL01
REPORT NAME -> DMAR054      TOTAL PAGES-> 101      TOTAL LINES-> 3038

TECHNIQUE          ==> P <----- P(SYSTEM)/T(TRANSFER)

                                PAGE FORMAT ==>
                                OUTPUT LIMIT ==>
- FOR SYSTEM PRINT ONLY-
JCL MODEL USED    ==> WERDJC00 DATA SET OUTPUT    ==> N <- Y/N/F

- FOR PARTIAL EXTRACT REQUEST ONLY-
FROM/TO LINE(S)  ==>
FROM/TO LINE(S)  ==>
```

To get to the 2nd screen where the printer destination is entered, depress the PF8 key and the screen below will display. (SCREEN 26)

SCREEN 26

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSDEOS.RINDX.UD001
-SINGLE EXTRACT MENU (2)  USER-> DISCL01
REPORT NAME -> DMAR054      TOTAL PAGES-> 101      TOTAL LINES-> 3038
----- EXTRACTION REQUESTED FOR SYSTEM PRINTER (VIA BATCH JOB) -----
Y/YES ON THE COMMAND LINE TO CONFIRM END OF INPUT, C/CAN/CANCEL TO ABORT.
JOBNAME          ==> DCLASRM   CLASS ==> Q      MSGCLASS ==> D
NOTIFY           ==>          ROOM ==>
ACCOUNTING       ==> (B0100,134)
PGMR NAME        ==> 'CLSRM'   CLASS FOR LOG ==> *
DEST             ==> T4416     FORM ==> STD   OUTPUT CLASS ==> A FCB ==>
WRITER NAME      ==>          COPIES ==>          UCS ==>
OUTPUT REFERENCES ==>          /          /          /
PRINT FORMAT (REP/SEP) ==>          /
HEADER LINES
1 ==> *** CLASS *****          SEPARATOR NUMBER
2 ==> CLASSROOM                  USER (TOP/BOT) ==> 1 / 0
3 ==>                            REPORT (TOP/BOT) ==> 0 / 0
4 ==>                            WITH PACKET INDEX ==> Y
5 ==>                            DELETE AFTER EXTRACT ==> N
5 ==> *****
LASER PRINTER    -----> NONE
```

On screen 26, to the right of "DEST" will be either a printer ID or the word "LOCAL". The user may change the printer ID or type over the word LOCAL to indicate which printer the report will be sent. If the word LOCAL is not changed to a valid printer ID, the report will not print. The printer ID indicated in the DEST field must be a printer that is set up to print RDS reports. Contact the agency RDS administrator to determine valid printer ID's.

After indicating the appropriate printer, the user must also type a Y on the command line to confirm the print request and depress Enter.

A screen appears informing the user the print request was requested. (SCREEN 24.)

Printing Part of a Report – Partial Printing

The report must be displayed to execute a partial print.

Once a report is displayed, the user will use the **From** and **To** commands to select the lines of the report to be printed.

On the command line of a displayed report type **F** and move the cursor to the line in the report where the printing is to begin, and depress the Enter key. (SCREEN 27)

SCREEN 27

```

PF 1/13 HELP-COMMAND ==> F
REPORT NAME-> DMAR063      FORM-> S101      LINES-> 1278      PAGES-> 33
S.F.      20      S.P.      01      S -> 001  E -> 079  L 0000000106  P 0000000004
-----
DMAR063-11  AS OF 07/21/02                                440000000000
                                SCHEDULE OF ALLOTMENT BALANCES BY ORG
                                LEVEL 3 SUMMARY
                                JULY 21, 2002

44 DEPARTMENT OF FINANCIAL SERVICES
4450 52 INF SYS BUREAU OF ACCOUNTING SYSTEMS DESIGN
OBJECT DESCRIPTION _(CURSOR)      ALLOTMENTS      EXPENDITURES-MTD      EXPENDITURES-Y
110000 SALARIES                    0.00            636.62                189,466.
151000 SOC SECUR                    0.00             48.67                 14,019.
152000 STATE RET                    0.00            112.41                33,459.
157000 PTB ASSESS                   0.00              0.00                  476.
161000 SH-EPR CNT                   0.00              0.00                 13,811.
162000 L EMP CONT                   0.00              0.00                  457.
163000 D EMP CONT                   0.00              0.00                   53.
-----
** APPRO 010000 TOTAL              0.00            797.70                251,744.

```

The command **FNNNN/** will display beneath the dotted line.
 The **F** represents From and the **NNNN** represents the line number of the report. (SCREEN 28)

SCREEN 28

```
PF 1/13 HELP-COMMAND ==>
REPORT NAME-> DMAR063          FORM-> S101      LINES-> 1278      PAGES-> 33
S.F.      19      S.P.      01      S -> 001  E -> 079  L 0000000106  P 000000004
-----
```

F0000111/
 DMAR063-11 AS OF 07/21/02 44000000000

SCHEDULE OF ALLOTMENT BALANCES BY ORG
 LEVEL 3 SUMMARY
 JULY 21, 2002

44 DEPARTMENT OF FINANCIAL SERVICES
 4450 52 INF SYS BUREAU OF ACCOUNTING SYSTEMS DESIGN

OBJECT DESCRIPTION	ALLOTMENTS	EXPENDITURES-MTD	EXPENDITURES-Y
110000 SALARIES	0.00	636.62	189,466.
151000 SOC SECUR	0.00	48.67	14,019.
152000 STATE RET	0.00	112.41	33,459.
157000 PTB ASSESS	0.00	0.00	476.
163000 D EMP CONT	0.00	0.00	53.

** APPRO 010000 TOTAL	0.00	797.70	251,744.

Next, move to the page containing the last line of text that will be included in the partial print. This is done by depressing the PF8 key until the last line of the partial print is displayed. Then, type a **T** on the command line, and move the cursor to the body of the report under last line, depress Enter. (SCREEN 29)

SCREEN 29

```
PF 1/13 HELP-COMMAND ==> T
REPORT NAME-> DMAR063          FORM-> S101      LINES-> 1278      PAGES-> 33
S.F.      19      S.P.      01      S -> 001  E -> 079  L 0000000106  P 000000004
-----
```

F0000112/
 DMAR063-11 AS OF 07/21/02 44000000000

SCHEDULE OF ALLOTMENT BALANCES BY ORG
 LEVEL 3 SUMMARY
 JULY 21, 2002

44 DEPARTMENT OF BANKING AND FINANCE
 4450 52 INF SYS BUREAU OF ACCOUNTING SYSTEMS DESIGN

OBJECT DESCRIPTION	ALLOTMENTS	EXPENDITURES-MTD	EXPENDITURES-Y
110000 SALARIES	0.00	636.62	189,466.
151000 SOC SECUR	0.00	48.67	14,019.
152000 STATE RET	0.00	112.41	33,459.
157000 PTB ASSESS	0.00	0.00	476.
161000 SH-EPR CNT	0.00	0.00	13,811.

** APPRO 010000 TOTAL	0.00	797.70	251,744.
_(CURSOR)	-----	-----	-----

The other half of the command, **TNNNN** will appear below the dotted line.
 The **T** represents To and the **NNNN** represents the line number of the report. (SCREEN 30)

SCREEN 30

```
PF 1/13 HELP-COMMAND ==>
REPORT NAME-> DMAR063          FORM-> S101      LINES-> 1278      PAGES-> 33
S.F.      19      S.P.      01      S -> 001  E -> 079  L 0000000106  P 0000000004
-----
F0000111/T0000121;
DMAR063-11 AS OF 07/21/02                                440000000000
                                                    SCHEDULE OF ALLOTMENT BALANCES BY ORG
                                                    LEVEL 3 SUMMARY
                                                    JULY 21, 2002

44 DEPARTMENT OF FINANCIAL SERVICES
4450 52 INF SYS BUREAU OF ACCOUNTING SYSTEMS DESIGN
OBJECT DESCRIPTION          ALLOTMENTS      EXPENDITURES-MTD      EXPENDITURES-Y
110000 SALARIES              0.00             636.62                 189,466.
151000 SOC SECUR             0.00             48.67                  14,019.
152000 STATE RET             0.00            112.41                 33,459.
157000 PTB ASSESS           0.00              0.00                   476.
163000 D EMP CONT           0.00              0.00                    53.
-----
** APPRO 010000 TOTAL          0.00             797.70                 251,744.
```

Up to four partial print commands can be requested at one time.
 Once the partial print command is complete, type an **E** on the command line and depress Enter. (SCREEN 31)

SCREEN 31

```
PF 1/13 HELP-COMMAND ==> E
REPORT NAME-> DMAR063          FORM-> S101      LINES-> 1278      PAGES-> 33
S.F.      19      S.P.      01      S -> 001  E -> 079  L 0000000106  P 0000000004
-----
F0000111/T0000121;
DMAR063-11 AS OF 07/21/02                                440000000000
                                                    SCHEDULE OF ALLOTMENT BALANCES BY ORG
                                                    LEVEL 3 SUMMARY
                                                    JULY 21, 2002

44 DEPARTMENT OF FINANCIAL SERVICES
4450 52 INF SYS BUREAU OF ACCOUNTING SYSTEMS DESIGN
OBJECT DESCRIPTION          ALLOTMENTS      EXPENDITURES-MTD      EXPENDITURES-Y
110000 SALARIES              0.00             636.62                 189,466.
151000 SOC SECUR             0.00             48.67                  14,019.
152000 STATE RET             0.00            112.41                 33,459.
157000 PTB ASSESS           0.00              0.00                   476.
163000 D EMP CONT           0.00              0.00                    53.
-----
** APPRO 010000 TOTAL          0.00             797.70                 251,744.
-----
132800 GEN FEES              3,000.00         0.00                   0.
```

A print screen will appear next. On this screen, the user will see information relating to the print request. (SCREEN 32)

Screen 32

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSDEOS.RINDX.UD001
-SINGLE EXTRACT MENU (1)  USER-> DISCL01
REPORT NAME -> DMAR063      TOTAL PAGES->          TOTAL LINES-> 50

TECHNIQUE          ==> P <----- P(SYSTEM)/T(TRANSFER)

                                PAGE FORMAT ==>
                                OUTPUT LIMIT ==>
- FOR SYSTEM PRINT ONLY-
JCL MODEL USED     ==> WERDJC00 DATA SET OUTPUT   ==> N <- Y/N/F

- FOR PARTIAL EXTRACT REQUEST ONLY-
FROM/TO LINE(S)   ==> 111,121
FROM/TO LINE(S)   ==>
```

The extract type (TECHNIQUE) should be **P** for system print. If it is not, type **P**.

Also, displayed at the bottom are the FROM/TO lines to be printed on the partial print. If needed, the user may modify the print lines on this screen.

To continue with the print request, depress the PF8 key and the confirmation screen will appear. (SCREEN 33).

SCREEN 33

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSDEOS.RINDX.UD001
-SINGLE EXTRACT MENU (2)  USER-> DISCL01
REPORT NAME -> DMAR063      TOTAL PAGES->          TOTAL LINES-> 50
----- EXTRACTION REQUESTED FOR SYSTEM PRINTER (VIA BATCH JOB) -----
Y/YES ON THE COMMAND LINE TO CONFIRM END OF INPUT, C/CAN/CANCEL TO ABORT.
JOBNAME          ==> DCLASRM   CLASS ==> Q      MSGCLASS ==> D
NOTIFY           ==>          ROOM ==>
ACCOUNTING       ==> (B0100,134)
PGMR NAME        ==> 'CLSRM'   CLASS FOR LOG ==> *
DEST             ==> T4416     FORM ==> STD   OUTPUT CLASS ==> A FCB ==>
WRITER NAME      ==>          COPIES ==>          UCS ==>
OUTPUT REFERENCES ==>          /           /           /
PRINT FORMAT (REP/SEP) ==>          /
HEADER LINES
1 ==> *** CLASS *****          SEPARATOR NUMBER
                                USER (TOP/BOT) ==> 1 / 0
2 ==> CLASSROOM                  REPORT (TOP/BOT) ==> 0 / 0
3 ==>                             WITH PACKET INDEX ==> Y
4 ==>                             DELETE AFTER EXTRACT ==> N
5 ==> *****
LASER PRINTER    -----> NONE
```

The user verifies the printer ID in the DEST field is the printer wanted. If not, the user may type over the printer ID to route the print request to another printer for this print only.

Type a **Y** to confirm and depress Enter.

A confirmation of a print extraction request screen should appear. (See Screen 24).

To return to the report directory, depress the PF3 key.

Canceling a Print Request

If the user is on a confirmation screen (where the message is given to type Y or N) and wishes to cancel the print request., if an **N** is typed on the command line and Enter is depressed, the print request will be cancelled. (SCREEN 34)

Once the enter key is depressed, a screen with the message, "**EXTRACT CANCELLED**," will appear, indicating the report request was canceled. (SCREEN 35)

To return to the report directory screen, depress the PF3 key.

SCREEN 34

```
PF 1/13 HELP-COMMAND ==> N
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSDEOS.RINDX.UD001
-REPORT EXTRACT CONFIRMATION-  USER-> DISCL11
      TO BE EXTRACTED :  LINES-> 628          PAGES-> 18

*****  ENTER Y/YES TO CONFIRM REPORT SYSTEM PRINT  *****

REPORT OWNER-> DISCL11

REPORT NAME  -> DMAR054          EXTD-> NO   FORM NAME      ---> LR01
DESCRIPTION  -> SCHED/ALLOT/BAL-LEVEL 4      EXPIRATION DATE --> 04/18/2003
NOTEPAD HDR  ->                  NPAD-> YES   TABLE OF CONTENTS-> NONE
TYPE/STATUS  -> RESTORED

LINES / PAGES --> 628          / 18
CREATION DATE --> 03/19/2003 (03078) 13.46.36  JOBNAME/ID -> RSDEVT2 / STC01376
ARCHIVAL DATE --> 03/19/2003 (03078)          ARCHIVE EXP-> 06/16/2006 AG-> 1
RESTORE DATE  --> 09/05/2003 (03248)          RESTORE EXP-> 09/12/2003
LAST DISPLAY  --> 09/08/2003 (03251) 09.24.10  DISP NUMBER-> 11
LAST EXTRACT  --> 09/08/2003 (03251) 08.03.49  EXTR NUMBER-> 1
RECORDED ON   --> D.SYP.RSDEOS.SPOOL3
```

SCREEN 35

```
PF 1/13 HELP-COMMAND ==>
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSDEOS.RINDX.UD001
-PRINT/EXTRACT RESULT-   USER-> DISCL11

***** EXTRACT CANCELLED *****
```

A print request may be cancelled by typing C, Can, or Cancel on the command line of the single extract menu screen (SCREEN 36) or by depressing the PF3 key. A cancellation screen will appear. (SCREEN 35)

SCREEN 36

```
PF 1/13 HELP-COMMAND ==> CANCEL
-REPORT INDEX --> RINDX      RDSP61 D.SYP.RSDEOS.RINDX.UD001
-SINGLE EXTRACT MENU (2)  USER-> DISCL11
  REPORT NAME --> DMAR054      TOTAL PAGES-> 18      TOTAL LINES-> 628
----- EXTRACTION REQUESTED FOR SYSTEM PRINTER (VIA BATCH JOB) -----
  Y/YES ON THE COMMAND LINE TO CONFIRM END OF INPUT, C/CAN/CANCEL TO ABORT.
JOBNAME      ==> DCLASRM      CLASS ==> Q      MSGCLASS ==> D
NOTIFY       ==>              ROOM ==>
ACCOUNTING   ==> (B0100,134)
PGMR NAME    ==> 'CLSRM'      CLASS FOR LOG ==> *
DEST         ==> T4416      FORM ==> STD      OUTPUT CLASS ==> A FCB ==>
WRITER NAME  ==>              COPIES ==>              UCS ==>
OUTPUT REFERENCES ==>          /          /          /
PRINT FORMAT (REP/SEP) ==>    /
HEADER LINES
  1 ==> *** CLASS *****      SEPARATOR NUMBER
  2 ==> CLASSROOM              USER (TOP/BOT) ==> 1 / 0
  3 ==>                        REPORT (TOP/BOT) ==> 0 / 0
  4 ==>                        WITH PACKET INDEX ==> Y
  5 ==> *****              DELETE AFTER EXTRACT ==> N
LASER PRINTER -----> NONE
```

APPENDIX --COMMANDS

COMMANDS / From the DIRECTORY

In the Action Field

Command	Action
S	Select the report for viewing
R	Restore an Archived Report
N	Create or Modify a Notepad
P	Execute a Print to a Local VPS Printer
I	Display Additional Report Information

From the Command Line – To Position the Directory

Command	Action
TOP	Top of Directory
BOT	Bottom of Directory
M & PF 7	Top of Directory
M & PF 8	Bottom of Directory
PF 7	Scroll Backward One Screen
PF 8	Scroll Forward One Screen
PF 10	Scroll Directory to the Left
PF 11	Scroll Directory to the Right
PF 1	Help Screen

APPENDIX B – COMMANDS (cont'd)

COMMANDS / Within the REPORT

From the Command Line – To Position the Directory

Command	Action
TOP	Top of Report
BOT	Bottom of Report
M & PF 7	Top of Report
M & PF 8	Bottom of Report
PF 7	Scroll Backward One Screen
PF 8	Scroll Forward One Screen
PF 10	Scroll Report to the Left
PF 11	Scroll Report to the Right
PF 6	Scroll Report Backward One Page
PF 12	Scroll Report Forward One Page
NNNN	Move to Report Line NNNN
BNNN	Scroll Backward NNN Lines
FNNN	Scroll Forward NNN Lines
NN & PF 7	Scroll Backward NN Lines
NN & PF 8	Scroll Forward NN Lines
PNNN	Move to Page NNN
PF8 & CURSOR	Scroll Forward to Selected Line

PF10 & CURSOR	Scroll Left to Selected Column
PF 11 & CURSOR	Scroll Right to Selected Column
PF 1	Help Screen

More COMMANDS / Within the REPORT

From the Command Line – Functions

Command	Action
N	Create / Edit Notepad
P	Execute a Print to a Local Printer
R	Insert Ruler
Reset	Remove Active Command
F ??NN	Find: ?? = STRING and NN = Starting and Ending Columns
S ??NN	Search: ?? = STRING and NN = Starting and Ending Columns
F & T	From and To Command for Partial Prints
H	Horizontal Hold
VH	Vertical Hold
PF1	Help Screen