Florida Department of Financial Services
FLAIR Procedures Manual

Reporting
Chapter 900

Revised May 2015
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</tbody>
</table>
900 FLAIR Reporting

901 Introduction

The Report Scheduling Mini Menu is used to establish and maintain an agency’s recurring report schedule as well as to initiate the production of immediate reports. The Access Control Security File allows for two separate Report Request capabilities:

- RP Immediate Reports
- Recurring Reports

The two separate capabilities as defined by Access Control are for security purposes, however, there is only one FLAIR Report Scheduling Mini Menu (see section 902 FLAIR Reports Scheduling Mini Menu). If the user requires access to all RP selections, update capability can be given for both RP capabilities.

The following are the Access Control capabilities and limitations associated with the two RP capabilities:

- In order to use SCHEDULE/RUN IMMEDIATE REPORTS and/or SCHEDULE TONIGHT ONLY REPORTS the user must have update capability for RP Immediate Reports. This capability also allows the operator to use any selection except SCHEDULE RECURRING REPORTS.
- In order to use SCHEDULE RECURRING REPORTS the user must have update capability for RP Recurring Reports. This also allows the operator to use any selection except SCHEDULE/RUN IMMEDIATE REPORTS and SCHEDULE TONIGHT ONLY REPORTS.
- Inquiry capability into either RP capability allows the operator to use any selection except those involving scheduling reports SCHEDULE/RUN IMMEDIATE REPORTS, SCHEDULE RECURRING REPORTS, and SCHEDULE TONIGHT ONLY REPORTS.

The user must access the Report Scheduling Mini Menu to facilitate the production of immediate, daily, periodic, or monthly reports. An agency’s quarterly reports are scheduled by FLAIR personnel and may be inquired upon only. Report schedules made by an agency may be inquired upon or updated through the RP function as needed.

The RP function is also used to send reports to the Report Distribution System (RDS). Reports may be viewed online in the RDS. The RDS allows users a more timely access to reports, and greater flexibility in report requests.
902 Reports Scheduling Mini Menu

The user can access both the Immediate and Recurring Reports functions via the RP function type in FLAIR. Although both use the same the function type, the user must have update (U) security access in both functions to run or schedule reports.

To access the Reports Scheduling Mini Menu from the Main Accounting Menu:

1. In TYPE field, input RP.

**FLAIR Main Accounting Menu** (with example data input)

![FLAIR Main Accounting Menu](image)

2. Press **Enter**. FLAIR will display the Reports Scheduling Mini Menu.

**FLAIR Report Scheduling Mini Menu**

![FLAIR Report Scheduling Mini Menu](image)
The following selections are available through the Report Scheduling Mini Menu:

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCHEDULE/RUN IMMEDIATE REPORTS</td>
<td>When a report is to be produced immediately upon request rather than during the nightly update process. This selection should be accessed only on terminals designated for immediate report processing if the report is to be printed at the user’s remote printer. Once scheduling input is complete, the report requested will run automatically after the user presses Enter.</td>
</tr>
<tr>
<td>SCHEDULE RECURRING REPORTS</td>
<td>When a report is needed on a daily, periodic, or monthly basis. Reports scheduled are produced automatically as requested by input in the CYCLE field.</td>
</tr>
<tr>
<td>SCHEDULE TONIGHT ONLY REPORTS</td>
<td>When a report is needed one time only. To be produced during nightly processing of the current day.</td>
</tr>
<tr>
<td>INQUIRY/UPDATE REPORTS SCHEDULE</td>
<td>Inquire into and/or make changes to the agency’s report schedule.</td>
</tr>
<tr>
<td>INQUIRY NUMBER OF BATCH TRANSACTIONS</td>
<td>Retrieves the number of transactions accepted by the system for update of an agency’s records. Information based upon acceptance of batch transactions, submitted by an agency, which are edited to assure that transactions comply with system transaction edits.</td>
</tr>
<tr>
<td>DAILY INPUT TOTALS</td>
<td>Produce an online inquiry of totals either by document number or transaction type.</td>
</tr>
<tr>
<td>RUN WAREHOUSE REPORTS</td>
<td>Selected when an agency wants reports that are created by the agency in Natural.</td>
</tr>
<tr>
<td>RDS FORM ID</td>
<td>Enter the form ID if the report is being sent to the RDS. This four character alphanumeric field is not required when scheduling immediate reports. If this field is used, do not complete the PRINTER DESTINATION field. The system will not accept both.</td>
</tr>
<tr>
<td>PRINTER DESTINATION</td>
<td>Completed to route the report to the desired local FLAIR printer. If this field is used, do not complete the RDS FORM ID field. The system will not accept both.</td>
</tr>
<tr>
<td>RUN BATCH PROPERTY ERROR REPORT</td>
<td>Provides a listing of errors from the Mass Transfer Property request. This report prints at the operator’s remote printer when requested from a terminal designated for report processing.</td>
</tr>
<tr>
<td>REPORT OF JT RECEIPTS</td>
<td>Produces a listing of journal transfers (JTs) that are being transferred to the operator’s Department when the disbursement Department inputs benefitting organization, expansion option, and object codes on its transactions as the vendor information. After nightly processing, this report prints at the operator’s remote printer when requested from a terminal designated for report processing.</td>
</tr>
<tr>
<td>Function</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>RUN BATCH TRANSACTIONS ERROR REPORT</td>
<td>Produces a listing of all batch transactions detected as failing system transaction edits. This report prints at the user’s remote printer when requested from a terminal designated for report processing.</td>
</tr>
<tr>
<td>DAILY INPUT REPORT</td>
<td>Provides a listing of transactions entered into the system on the current day. Requests can be made by transaction type and/or user identifier, organization code, GAAFR fund, state fund, fund identifier, and grouping character. This report prints at the user’s remote printer when requested from a terminal designated for report processing.</td>
</tr>
<tr>
<td>REPORT OF UPLOAD RECORDS</td>
<td>Provides a listing of transactions uploaded onto the system from a personal computer file. Requests can be made by transaction type. This report prints at the user’s remote printer when requested from a terminal designated for report processing.</td>
</tr>
</tbody>
</table>
903 Schedule/Run Immediate Reports

The **SCHEDULE/RUN IMMEDIATE REPORTS** function is used to schedule reports needed upon immediate request using the agency’s standard report program name and the RDS Form ID, if input *(see your agency’s RDS administrator for available reports)*. The user must have update security access to the Immediate Reports function in FLAIR. There are several data options available to the user and multiple copies of the report can to be sent to a local FLAIR printer.

To schedule and run an immediate report from the FLAIR Report Scheduling Mini Menu:

1. In the SEL field on the line with **SCHEDULE/RUN IMMEDIATE REPORTS**, input X.

   **FLAIR Report Scheduling Mini Menu Screen** (with example data input)

   ![FLAIR Report Scheduling Mini Menu Screen]


2. Press **Enter**. FLAIR will display the Scheduling/Running Immediate Reports Screen.
### Scheduling/Running Immediate Reports Screen

**SCHEDULING / RUNNING IMMEDIATE REPORTS**

- **PROGRAM NAME**: Computer Report Program
- **RDS FORM**: RDS Form Number
- **ORGANIZATION SELECTION**: Organizational Level Selection
- **PARAMETER**: Report Parameters

**Data Options:**

- Period-to-Date
- Month-to-Date
- Prior Period
- Prior Month
- Prior Year

**Enter Prior Data 'As of Date' for Report Heading (MMDDYYYY):**

- **Copies**: Form
- **SysOut A FCB Dest Test Run Only**: No

- **Depress Enter to Run Immediate Report.**

### Scheduling/Running Immediate Reports Screen fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Required/Optional/Special Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROGRAM NAME</td>
<td>Computer Report Program</td>
<td>Required. Enter the name of the computer program that produces the report. Example: DENR01 for an Encumbrance Report. (18A/N)</td>
</tr>
<tr>
<td>RDS FORM</td>
<td>RDS Form Number</td>
<td>Optional. Enter the RDS from number, if the report is being sent to the RDS. If this field is used, do not complete the <strong>PRINTER DESTINATION</strong> field and FLAIR edits will not accept both. <strong>Note</strong>: See RDS Administrator prior to sending form names to RDS. (4A/N)</td>
</tr>
<tr>
<td>ORGANIZATION SELECTION</td>
<td>Organizational Level Selection</td>
<td>Required. The user’s security clearance displays and the user may enter any organization level within their security clearance. The organization code entered determines what records will be included on the report. <strong>Example</strong>: If the user selects of <strong>85XXXXXXX</strong> will include all records for Department 85. (11A/N)</td>
</tr>
<tr>
<td>PARAMETER</td>
<td>Report Parameters</td>
<td>Optional. Set parameters unique to the report (i.e., if a daily report is to be produced for a date other than the previous day, input the appropriate date in this field). (24A/N)</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
<td>Required/Optional/Special Instructions</td>
</tr>
<tr>
<td>----------------------------</td>
<td>----------------</td>
<td>--------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>LOGON</td>
<td>Agency Logon</td>
<td>Required. Agency’s logon information under which the program is stored within the system. (8A/N)</td>
</tr>
<tr>
<td>PASSWORD</td>
<td>Agency Password</td>
<td>Required. Password assigned to agency for accessing the appropriate files. The password entered must be a valid password or the report will not be produced. (8A/N)</td>
</tr>
<tr>
<td>DATA OPTIONS</td>
<td>Report Time Period</td>
<td>Required. Valid input: X. Indicates the time period to be covered in the report.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• <strong>PERIOD-TO-DATE</strong> (any time period less than six weeks)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• <strong>PRIOR PERIOD</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• <strong>MONTH-TO-DATE</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• <strong>PRIOR MONTH</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• <strong>PRIOR YEAR</strong> (1A)</td>
</tr>
<tr>
<td>AS-OF-DATE FOR REPORT HEADING</td>
<td>Report End Date</td>
<td>Required. If the selected data option is <strong>PRIOR PERIOD</strong>, <strong>PRIOR MONTH</strong>, or <strong>PRIOR YEAR</strong>. Input ending date for the report. (MMDDYYYY) (8N)</td>
</tr>
</tbody>
</table>

**Printing Options**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Required/Optional/Special Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>COPIES</td>
<td>Number of Copies</td>
<td>Optional. If <strong>RDS FORM</strong> field used, only one copy is allowed. (2N)</td>
</tr>
<tr>
<td>FORM</td>
<td>RDS Form Number</td>
<td>Optional. Special RDS from number (see RDS Administrator). (4A/N)</td>
</tr>
<tr>
<td>SYSOUT</td>
<td>Print Class</td>
<td>Optional. (1A)</td>
</tr>
<tr>
<td>FCB</td>
<td>Forms Control Block</td>
<td>Optional. Instructions to the printer regarding form usage. (4A/N)</td>
</tr>
<tr>
<td>DEST</td>
<td>Printer Destination</td>
<td>Optional. FLAIR printer number if the <strong>RDS FORM</strong> field is not populated. (8A/N)</td>
</tr>
<tr>
<td>TEST RUN ONLY</td>
<td>Print Test Report</td>
<td>Optional. Used to send a test job to the printer per the user’s request. Valid input: <strong>Yes</strong> - To print a test report <strong>No</strong> - No test report needed (3A)</td>
</tr>
</tbody>
</table>

3. Input data in the required and optional fields as needed.
4. Press **Enter**. FLAIR will run the scheduled report. If no report is run, the user must check the terminal connection to the printer and printer status and/or seek assistance from agency staff **prior** to contacting the DFS Helpdesk.
904 Schedule Recurring Reports

The **SCHEDULE RECURRING REPORTS** option is used to schedule reports that are to be produced during nightly processing on a recurring basis per the cycle selected by the user. Reports are to be produced using the agency’s standard report program name and RDS Form ID, if input (see your agency’s **RDS Administrator for available reports**). The user must have update security access to the Immediate Reports function in FLAIR. The report will be sent to a local FLAIR printer.

To schedule and run a recurring report from the FLAIR Report Scheduling Mini Menu:

1. In the **SEL** field on the line with **SCHEDULE RECURRING REPORTS**, input **X**.

**FLAIR Report Scheduling Mini Menu** (with example data input)

2. Press **Enter**. FLAIR will display the Scheduling Recurring Reports Screen.
Scheduling Recurring Reports Screen

Field | Description | Required/Optional/Special Instructions
---|---|---
**PRIO**RITY CODE | Report Priority Code | Optional. Leave the field blank (highest priority) or input an alpha character (A is the next highest priority and Z is the lowest). This determines the order in which the reports run. System defaults to X. (1A)

**PROGRAM NAME** | Report Program Name | Required. Name of the computer program that produces the report. Example: DENR01 for an encumbrance report. (18A/N)

**RDS FORM** | RDS Form Number | Optional. RDS form number, if the report is being sent to RDS.

If input, the **PRINTER DESTINATION** field must be **blank**.

**ORGANIZATION SELECTION** | Security Clearance Level | Required. The user’s security clearance displays and the user may enter any organization level within their security clearance. The organization code entered determines what records will be included on the report.

**Example:** If the user selects of **85XXXXXXXXX** will include all records for Department 85. (11A/N)
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Required/Optional/Special Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>PARAMETER</td>
<td>Report Parameters</td>
<td>Optional. Set parameters unique to the report (i.e., if a daily report is to be produced for a date other than the previous day, input the appropriate date in this field). (24A/N)</td>
</tr>
<tr>
<td>LOGON</td>
<td>Agency Logon</td>
<td>Required. Agency’s logon information under which the program is stored within the system. (8A/N)</td>
</tr>
<tr>
<td>DESCRIPTION</td>
<td>Report Description</td>
<td>Optional. (20A/N)</td>
</tr>
<tr>
<td>MICRO COPIES</td>
<td>Number of Disc Copies</td>
<td>Optional. Number of disc copies (1-9) requested if the report generated should be produced on a compact disc. (1N)</td>
</tr>
<tr>
<td>CYCLE</td>
<td>Report Cycle</td>
<td>Required. Valid input: X. Available cycles:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- DAILY</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- PERIODIC REPORTING</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- MONTHLY CLOSING</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- PRIOR PERIOD</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- PRIOR MONTH</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- PRIOR YEAR (1A)</td>
</tr>
<tr>
<td>AS-OF-DATE FOR REPORT HEADING</td>
<td>Report End Date</td>
<td>Required. If the report cycle selected data option is PRIOR MONTH or PRIOR YEAR Input ending date for the report. (MMDDYYYY) (8N)</td>
</tr>
</tbody>
</table>

3. Input data in the required and optional fields as needed.
4. Press **Enter**. FLAIR will schedule the requested report.
905 Schedule Tonight Only Reports

The **SCHEDULE TONIGHT ONLY REPORTS** option is for scheduling reports to be produced **one time** after nightly processing on the same day of the request. Reports are to be produced using the agency's standard report program name and RDS Form ID, if input (**see your agency's RDS administrator for available reports**). The user must have update security access to the Immediate Reports function in FLAIR. The report will be sent to a local FLAIR printer.

To schedule a Tonight Only Report, from the FLAIR Report Scheduling Mini Menu:

1. In the **SEL** field on the line with **SCHEDULE TONIGHT ONLY REPORTS**, input **X**.

**FLAIR Report Scheduling Mini Menu** (with example data input)

```
RMFU FLAIR REPORT SCHEDULING MINI MENU 07/03/2014 15:50:10

SCHEDULE/RUN IMMEDIATE REPORTS     SCHEDULE RECURRING REPORTS
X SCHEDULE TONIGHT ONLY REPORTS      INQUIRY/UPDATE REPORT SCHEDULE

INQUIRE NUMBER OF BATCH TRANS

RUN WAREHOUSE REPORTS

THE SELECTIONS BELOW REQUIRE A RDS FORM ID OR PRINTER DESTINATION:
RDS FORM ID:
PRINTER DESTINATION:

RUN BATCH PROP ERROR REPORT
REPORT OF JT RECEIPTS

RUN BATCH TRANS ERROR REPORT - SEL ORG:

DAILY INPUT REPORT - TR: USER ID: SEL ORG: 85 XX XX XX XXX
PDN: TIME INPUT: GF: SF: FID: GRP:

REPORT OF UPLOAD RECORDS - TR: TYPE _ SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT MAIN RFRSH
```

2. Press **Enter**. FLAIR will display the Scheduling Tonight Only Reports Screen.
### Scheduling Tonight Only Reports Screen

**PRIORITY CODE**................. **X**
**PROGRAM NAME**................
**RDS FORM**......................
**ORGANIZATION SELECTION**...... **85XXXXXXXXX**
**PARAMETERS**...................
**LOGON**.........................
**DESCRIPTION**..................
**MICRO COPIES**..................

**DATA OPTIONS:**  DAILY  PERIOD-TO-DATE  MONTH-TO-DATE
                    PRIOR PERIOD  PRIOR MONTH  PRIOR YEAR

**ENTER PRIOR DATA ‘AS OF DATE’ FOR REPORT HEADING (MMDDYYYY):**

<table>
<thead>
<tr>
<th>TYPE</th>
<th>SEL</th>
</tr>
</thead>
</table>

Enter: PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT   MINI   MAIN   RFRSH   CAN

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### Scheduling Tonight Only Reports Screen fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Required/Optional/Special Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRIORITY CODE</td>
<td>Report Priority Code</td>
<td>Optional. Leave the field <strong>blank</strong> (highest priority) or input an alpha character (<strong>A</strong> is the next highest priority and <strong>Z</strong> is the lowest). This determines the order in which the reports run. The system defaults to <strong>X</strong>. (1A)</td>
</tr>
<tr>
<td>PROGRAM NAME</td>
<td>Report Program Name</td>
<td>Required. Name of computer program that produces the report. Example: DENV01 for an encumbrance report. (18A/N)</td>
</tr>
<tr>
<td>RDS FORM</td>
<td>RDS Form Number</td>
<td>Optional. RDS form number, if the report is being sent to RDS. If input, the <strong>PRINTER DESTINATION</strong> field must be <strong>blank</strong>. <strong>Note:</strong> See your RDS Administrator prior to sending form names to the RDS. (4A/N)</td>
</tr>
<tr>
<td>ORGANIZATION SELECTION</td>
<td>Security Clearance Level</td>
<td>Required. The user’s security clearance displays and the user may enter any organization level within their security clearance. The organization code entered determines what records will be included on the report. <strong>Example:</strong> If the user selects of <strong>85XXXXXXXXX</strong> will include all records for Department 85. (11A/N)</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Required/Optional/Special Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>PARAMETER</td>
<td>Report Parameters</td>
<td>Optional. Set parameters unique to the report (i.e., if a daily report is to be produced for a date other than the previous day, input the appropriate date in this field). (24A/N)</td>
</tr>
<tr>
<td>LOGON</td>
<td>Agency Logon</td>
<td>Required. Agency’s logon information under which the program is stored within the system. (8A/N)</td>
</tr>
<tr>
<td>DESCRIPTION</td>
<td>Report Description</td>
<td>Optional. (20A/N)</td>
</tr>
<tr>
<td>MICRO COPIES</td>
<td>Number of Disc Copies</td>
<td>Optional. Number of disc copies (1-9) requested if the report generated should be produced on a compact disc. (1N)</td>
</tr>
<tr>
<td>DATA OPTIONS</td>
<td>Report Time Period</td>
<td>Required. Valid input: X. Available options:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• DAILY</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• PRIOR PERIOD</td>
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<tr>
<td></td>
<td></td>
<td>• PERIOD-TO-DATE</td>
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<tr>
<td></td>
<td></td>
<td>• PRIOR MONTH</td>
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<tr>
<td></td>
<td></td>
<td>• MONTH-TO-DATE</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• PRIOR YEAR (1A)</td>
</tr>
<tr>
<td>AS-OF-DATE FOR REPORT HEADING</td>
<td>Report End Date</td>
<td>Required. If the selected data option is prior period, prior month, or prior year. Input ending date for the report. (MMDDYYYY) (8N)</td>
</tr>
</tbody>
</table>

3. Input data in the required and optional fields as needed.
4. Press **Enter**. FLAIR will schedule the report requested by the user.
906 Inquire/Update Report Schedule

The **INQUIRY/UPDATE REPORT SCHEDULE** option is used to inquire and/or to update the report schedule. The user must have update security access to the Immediate and Recurring Reports functions in FLAIR. Report schedules are established using the following methods:

- Schedule/Run Immediate Reports
- Schedule Recurring Reports
- Run Warehouse Reports

### 906.1 Report Schedule Inquiry

Users with inquiry and/or update security access for the Recurring Reports function can view reports scheduled on a recurring basis. These scheduled reports are available for viewing until the agency’s RDS Administrator or designee removes them from the recurring reports schedule.

To inquire on scheduled reports from the FLAIR Reports Scheduling Mini Menu:

1. In the **SEL** field on the line with **INQUIRY/UPDATE REPORT SCHEDULE**, input X.

**FLAIR Report Scheduling Mini Menu** (with example data input)

```
<table>
<thead>
<tr>
<th>SCHEDULE/RUN IMMEDIATE REPORTS</th>
<th>SCHEDULE RECURRING REPORTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCHEDULE TONIGHT ONLY REPORTS</td>
<td></td>
</tr>
<tr>
<td>INQUIRE NUMBER OF BATCH TRANS</td>
<td>DAILY INPUT TOTALS- TR: DOC:</td>
</tr>
<tr>
<td>RUN WAREHOUSE REPORTS</td>
<td></td>
</tr>
</tbody>
</table>

THE SELECTIONS BELOW REQUIRE A RDS FORM ID OR PRINTER DESTINATION:
RDS FORM ID:  PRINTER DESTINATION:

RUN BATCH PROP ERROR REPORT     REPORT OF JT RECEIPTS

RUN BATCH TRANS ERROR REPORT - SEL ORG:

DAILY INPUT REPORT - TR: USER ID: SEL ORG: 85 XX XX XX XXX
PDN: TIME INPUT: : GF: SF: FID: GRP:

REPORT OF UPLOAD RECORDS - TR: TYPE SEL
```

2. Press **Enter**. FLAIR will display the Inquiry/Update Report Schedule Screen.
3. To the left of the appropriate reporting cycle schedule, input X. See section s 904 Schedule Recurring Reports and 905 Schedule Tonight Only Reports. Available options (user required to select one):
   - T - TONIGHT ONLY
   - D - DAILY
   - P - PERIODIC REPORTING
   - M - MONTHLY CLOSING
   - Q - QUARTERLY
   - ALL RECORDS (will display all reports scheduled by the user’s agency)
4. Press **Enter**. FLAIR will display the Report Schedule Multiple Inquiry Screen with up to 18 report schedules.

**Report Schedule Multiple Inquiry Screen** (with example data retrieved)

<table>
<thead>
<tr>
<th>X</th>
<th>OLO</th>
<th>PROGRAM MONTH</th>
<th>RDS FORM PARAMETER</th>
<th>CYCLE</th>
<th>LOGON</th>
<th>COPY</th>
<th>PRIORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>850000</td>
<td>DCFR03</td>
<td>06</td>
<td>LR03</td>
<td>1</td>
<td>N000STD</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td>850000</td>
<td>DENR03</td>
<td>06</td>
<td>LR02</td>
<td>1</td>
<td>N000STD</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td>850000</td>
<td>DENR03</td>
<td>06</td>
<td>LR02</td>
<td>1</td>
<td>N000STD</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td>850000</td>
<td>DENR03</td>
<td>06</td>
<td>LR02</td>
<td>1</td>
<td>N000STD</td>
<td>1</td>
<td>X</td>
</tr>
</tbody>
</table>

**Enter**-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT MINI MAIN RFRSH TOP FWD

Report Schedule Multiple Inquiry Screen fields:

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
<th>Required/Optional/Special Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Selection</td>
<td>Optional. Valid input X. To update or delete report. See section 906.2 Report Schedule Update/Delete for update instructions. (1A)</td>
</tr>
<tr>
<td>OLO</td>
<td>Operating Level Organization</td>
<td>Protected. Displays the agency identifier. (6N)</td>
</tr>
<tr>
<td>SELECT ORG</td>
<td>Organization Selection</td>
<td>Protected. User’s security clearance. (11A)</td>
</tr>
<tr>
<td>PROGRAM NAME</td>
<td>FLAIR Report Program Name</td>
<td>Protected. Name of the computer program that produces the report. (18A/N)</td>
</tr>
<tr>
<td>RDS FORM</td>
<td>RDS Form</td>
<td>Protected. The RDS form number of the report. (4A/N)</td>
</tr>
<tr>
<td>CYCLE</td>
<td>Recurring Cycle</td>
<td>Protected. When the report is to be generated. The available cycles are: 1 - DAILY 2 - PERIODIC REPORTING 3 - MONTHLY CLOSING (1A)</td>
</tr>
<tr>
<td>LOGON</td>
<td>User Library Logon</td>
<td>Protected. User’s agency-designated logon. (8A/N)</td>
</tr>
<tr>
<td>CPY</td>
<td>Paper Copies</td>
<td>Protected. Number of copies requested. (1N)</td>
</tr>
<tr>
<td>MFC</td>
<td>Micro File Copy</td>
<td>Protected. Number of compact discs requested. (1N)</td>
</tr>
<tr>
<td>PC</td>
<td>Priority Code</td>
<td>Protected. Determines the order in which the reports will be run. If <strong>blank</strong>, report has the highest</td>
</tr>
</tbody>
</table>
5. Press Enter or F8 to page through the report schedule. When there are no further records, FLAIR will display the message, “END OF DATA.”

### 906.2 Report Schedule Update/Delete

Users with update security access for the Recurring Reports function can view and update or delete reports scheduled on a recurring basis. These reports are available for viewing until the agency’s RDS Administrator or designee removes them from the recurring reports schedule.

To update or delete recurring reports, from the Inquiry/Update Report Schedule Screen:

1. In the selection field next to the appropriate reporting cycle, input X.

#### Inquiry/Update Report Schedule Screen

2. Press Enter. FLAIR will display the requested Report Schedule Multiple Inquiry Screen.
906.2.1 Update/Delete All Records Reporting Cycle

To update or delete recurring reports from the Report Schedule Multiple Inquiry Screen:

1. In the selection field next to **ALL RECORDS** reporting cycle, input X.

**Inquiry/Update Report Schedule Screen** (with example data input)

```
08/06/14 09:11:28

REPORTING CYCLE
T -- TONIGHT ONLY
D -- DAILY
P -- PERIODIC REPORTING
M -- MONTHLY CLOSING
Q -- QUARTERLY
R -- RECURRING PRIOR PERIOD, MONTH OR YEAR
X -- ALL RECORDS

Enter-PF1--PF2--PF3--PF4--PF5--PF6--PF7--PF8--PF9--PF10--PF11--PF12--
CONT MINI MAIN RFRSH
```

2. Press Enter. FLAIR will display the Report Schedule Multiple Inquiry Screen.

**Report Schedule Multiple Inquiry Screen**

```
07/11/2014 09:31:20

REPORT SCHEDULE MULTIPLE INQUIRY
X OLO PROGRAM MONTH RDS FORM PARAMETER CYCLE LOGON COPY PRIORITY
850000 DCFR03 06 LR03 1 N000STD 1 X
850000 DENR03 06 LR02 1 N000STD 1 X
850000 DENR03 06 LR02 1 N000STD 1 X
850000 DENR03 06 LR02 1 N000STD 1 X
```

Enter-PF1--PF2--PF3--PF4--PF5--PF6--PF7--PF8--PF9--PF10--PF11--PF12--
CONT MINI MAIN RFRSH TOP FWD

3. In the selection field next to the report to be updated or deleted, input X.
4. Press Enter. FLAIR will display the requested report on the Update Recurring Reports Schedule Screen.

5. a. To delete the report from the report process, input D in the DELETE field; OR
   b. Update the necessary data by typing over the existing data with exception of the PROGRAM NAME field (see section 904 Schedule Recurring Reports for field descriptions).
Update Recurring Reports Schedule Screen (with example data input)

6. Press Enter. FLAIR will return the user to the Report Schedule Multiple Inquiry Screen and display any remaining scheduled reports or the message, “END OF DATA.”

906.2.2 Update/Delete Tonight Only Reporting Cycle

To update recurring reports from the Report Schedule Multiple Inquiry screen:

1. In the selection field next to TONIGHT ONLY reporting cycle, input X.

Inquiry/Update Report Schedule (with example data input)

2. Press Enter. FLAIR will display the Report Schedule Multiple Inquiry Screen.
3. In the selection field next to the report to be updated or deleted, input X.

4. Press Enter. FLAIR will display the Update Tonight Only Reports Schedule Screen with the selected record.
Update Tonight Only Reports Schedule Screen (with example data retrieved)

5.  
   a. To delete the report from the report process, input D in the DELETE field; OR
   b. Update the necessary data by typing over the existing data with exception of the PROGRAM NAME field (see section 905 Schedule Tonight Only Reports for field descriptions).

Update Tonight Only Reports Schedule (with example data input)

6. Press Enter. FLAIR will return the user to the Report Schedule Multiple Inquiry Screen and display any remaining scheduled reports or the message, “END OF DATA.”
907 Inquire Number of Batch Transactions

The **INQUIRE NUMBER OF BATCH TRANS** option is used to inquire into number of batch transactions accepted by FLAIR for update of an agency’s records. The user must have inquiry or update security access to the Immediate and Recurring Reports functions in FLAIR.

To update recurring reports from the FLAIR Report Scheduling Mini Menu:

1. In the selection field next to the **INQUIRE NUMBER OF BATCH TRANS** option, input X.

```
FLAIR Report Scheduling Mini Menu (with example data input)
```

![Image of FLAIR Report Scheduling Mini Menu]

2. Press Enter. FLAIR will display the Batch Transactions for Organization Screen with summary information about batch transactions accepted into FLAIR.

```
Batch Transactions For Organization (with example data for OLO 850000 retrieved)
```

![Image of Batch Transactions For Organization Screen]
Batch Transactions for Organization Screen fields:

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
<th>Required/Optional/Special Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>BATCH</td>
<td>Batch Type</td>
<td>Protected. The transaction type of the batch input displays. (2N)</td>
</tr>
<tr>
<td>DATE</td>
<td>Date of Batch Input</td>
<td>Protected. Julian Calendar date of the batch input. User may obtain the Julian Calendar date by typing <strong>LINE</strong> on a blank screen and pressing <strong>Enter</strong>. Julian date for 07/10/2007 displays as 07/191. (5N)</td>
</tr>
<tr>
<td>COUNT</td>
<td>Number of Transactions</td>
<td>Protected. Number of individual transactions in each batch. (4N)</td>
</tr>
<tr>
<td>AMOUNT</td>
<td>Total Batch Input Amount</td>
<td>Protected. Displays the total amount of the batch input for the transaction type that was accepted by FLAIR for the day referenced. The system retains two days data per transaction type and purges the oldest record on file before adding a new record within that transaction type. (10.2N)</td>
</tr>
</tbody>
</table>
908 Daily Input Totals

The **DAILY INPUT TOTALS** option is used to inquire into number transactions and totals on the agency’s Daily Input File. The user must have inquiry or update security access to Immediate and Recurring Reports functions in FLAIR. The user has two options:

- Daily Input Totals by Transaction Type
- Daily Input Totals by Agency Document Number

### 908.1 Daily Input Totals by Transaction Type

This option allows the user to view the number of transactions and the total amount for a specific FLAIR transaction type in the agency’s Daily Input File.

To inquire on daily input totals for transaction types from the FLAIR Report Scheduling Mini Menu:

1. In the selection field next to the **DAILY INPUT TOTALS** option, input X.
2. In the **TR** (Transaction Type) field, input the transaction type to inquire on.

**FLAIR Report Scheduling Mini Menu** (with example data input)

![FLAIR Report Scheduling Mini Menu]

3. Press **Enter**. FLAIR will display the Daily Input Totals Screen with totals for the requested transaction that were input on the current business day.
Daily Input Totals (with example data retrieved)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Required/Optional/Special Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL NUMBER OF RECORDS REQUESTED</td>
<td>Total Number of Records Requested</td>
<td>Protected. Total number of transactions input for the specified transaction type. (3N)</td>
</tr>
<tr>
<td>TOTAL NUMBER OF RECORDS REQUESTED</td>
<td>Total Number of Records Requested</td>
<td>Protected. Total amount of the transaction type input. (10.2N)</td>
</tr>
</tbody>
</table>

908.2 Daily Input Totals by Document Type

The **DAILY INPUT TOTALS by DOCUMENT TYPE** option allows the user to view the number of transactions and the total amount of the transactions input on the current business day using a specific agency document number (or voucher number).

To inquire on daily input totals for agency documents, from the FLAIR Report Scheduling Mini Menu:

1. In the selection field next to the **DAILY INPUT TOTALS** option, input X.
2. In the **DOC** (Document Number) field, input the document number to inquire on.
3. Press **Enter**. FLAIR will display the Daily Input Totals Screen with summary information about the transactions input in FLAIR during the current business day that were assigned to a specific agency document number.

**Daily Input Totals** (with example data retrieved)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Required/Optional/Special Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL NUMBER OF RECORDS REQUESTED</strong></td>
<td>Total Number of Records Requested</td>
<td>Protected. Total number of transactions input for the specified transaction type. (3N)</td>
</tr>
<tr>
<td><strong>TOTAL NUMBER OF RECORDS REQUESTED</strong></td>
<td>Total Number of Records Requested</td>
<td>Protected. Total amount of the transaction type input. (10.2N)</td>
</tr>
</tbody>
</table>
909 Running Information Warehouse Reports

The **RUN WAREHOUSE REPORTS** option is used to schedule or produce immediate Departmental FLAIR standard reports that are not produced in the Information Warehouse. All reports are created by the agency in Natural and are stored in the agency’s library. To run warehouse reports, the user must have update security access for the Immediate and Recurring Reports functions.

To access the **RUN WAREHOUSE REPORTS** option, from the FLAIR Report Scheduling Mini Menu:

1. In the selection field next to the **RUN WAREHOUSE REPORTS** option, input **X**.

**FLAIR Report Scheduling Mini Menu** (with example data input)

2. Press **Enter**. FLAIR will display the Warehouse Batch Report Schedule Mini Menu.
Warehouse Batch Report Schedule Mini Menu

WAREHOUSE BATCH REPORT SCHEDULE MINI MENU

SCHEDULE/RUN IMMEDIATE REPORTS
SCHEDULE RECURRING REPORTS
INQUIRY/UPDATE REPORT SCHEDULE

TYPE SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT MINI MAIN RFRSH

To schedule or modify scheduled reports:

3. In the selection field next to the appropriate option, input X.

Warehouse Batch Report Schedule Mini Menu (with example data input)

WAREHOUSE BATCH REPORT SCHEDULE MINI MENU

X SCHEDULE/RUN IMMEDIATE REPORTS
SCHEDULE RECURRING REPORTS
INQUIRY/UPDATE REPORT SCHEDULE

TYPE SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT MINI MAIN RFRSH

4. Press Enter. FLAIR will display the requested page.
909.1 Schedule/Run Immediate Warehouse Reports

The **SCHEDULE/RUN IMMEDIATE REPORTS** option allows users to produce warehouse reports immediately upon request rather than waiting for nightly processing. To schedule or run immediate warehouse reports, the user must have update security access for the Immediate Reports function.

To schedule or run immediate Information Warehouse reports from the Warehouse Batch Report Mini Menu:

1. In the selection field next to the **SCHEDULE/RUN IMMEDIATE REPORTS** option, input **X**.

**Warehouse Batch Report Schedule Mini Menu** (with example data input)

```
WAREHOUSE BATCH REPORT SCHEDULE MINI MENU

X SCHEDULE/RUN IMMEDIATE REPORTS

- SCHEDULE RECURRING REPORTS

INQUIRY/UPDATE REPORT SCHEDULE

07/21/2014 10:53:16

TYPE SEL
Enter-PF1-PF2-PF3-PF4-PF5-PF6-PF7-PF8-PF9-PF10-PF11-PF12-
CONT MINI MAIN RFRSH
```

2. Press **Enter**. FLAIR will display the Scheduling/Running Immediate Reports Screen.

**Scheduling/Running Immediate Reports Screen**

```
SCHEDULING / RUNNING IMMEDIATE REPORTS

PROGRAM NAME:
RDS FORM:
PARAMETERS:
LOGON:

COPIES FORM SYSOUT DEST

DEPRESS ENTER TO RUN IMMEDIATE REPORT. TO VIEW IMMEDIATE REPORT
USE 'SYSD' FUNCTION.

07/21/2014 10:53:16

Enter-PF1-PF2-PF3-PF4-PF5-PF6-PF7-PF8-PF9-PF10-PF11-PF12-
CONT MINI MAIN RFRSH CAN
```
Scheduling/Running Immediate Reports Screen fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Required/Optional/Special Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROGRAM NAME</td>
<td>Report Program Name</td>
<td>Required. Name of the computer program that produces the report. (18A/N)</td>
</tr>
<tr>
<td>RDS FORM</td>
<td>RDS Form Number</td>
<td>Optional. If the report is being sent to the RDS. If this field is used, do not complete the PRINTER DESTINATION field and FLAIR edits will not accept both. <strong>Note:</strong> See your RDS Administrator prior to sending form names to RDS. (4A/N)</td>
</tr>
<tr>
<td>PARAMETERS</td>
<td>Report Parameters</td>
<td>Optional. Used to set any parameters unique to the particular program (i.e., if a daily report is to be produced for a date other than the previous day enter the date desired in this field). (24A/N)</td>
</tr>
<tr>
<td>LOGON</td>
<td>Agency Logon</td>
<td>Required. Agency’s logon information under which the program is stored within the system. (8A/N)</td>
</tr>
<tr>
<td>COPIES</td>
<td>Number of Print Copies</td>
<td>Required. If the RDS FORM field is used, only one copy is allowed. (2N)</td>
</tr>
<tr>
<td>FORM</td>
<td>RDS Form Number</td>
<td>Optional. See RDS Administrator. (4A/N)</td>
</tr>
<tr>
<td>SYSOUT</td>
<td>Print Class</td>
<td>Optional. (1A)</td>
</tr>
<tr>
<td>DEST (PRINTER DESTINATION)</td>
<td>FLAIR Printer Number</td>
<td>Optional. FLAIR printer number if RDS FORM field is blank. (8A/N)</td>
</tr>
</tbody>
</table>

3. Input the data necessary to schedule a report.

**Scheduling/Running Immediate Reports Screen** (with example data input)

![Scheduling/Running Immediate Reports Screen](image)

4. Press Enter. FLAIR will run the requested report and display the message, “**DAILY TRANSACTION REPORT HAS BEEN REQUESTED.**”
909.2 Information Warehouse Schedule Recurring Reports

The **SCHEDULE RECURRING REPORTS** option allows users to schedule reports to be produced automatically on a recurring cycle. The user must have update security access for the Immediate and Recurring Reports functions.

To schedule recurring Information Warehouse reports from the Warehouse Batch Report Mini Menu:

1. In the selection field next to the **SCHEDULE RECURRING REPORTS** option, input X.

**Warehouse Batch Report Schedule Mini Menu** (with example data input)

```
07/21/2014  11:15:59
WAREHOUSE BATCH REPORT SCHEDULE MINI MENU

SCHEDULE/RUN IMMEDIATE REPORTS
X  SCHEDULE RECURRING REPORTS

INQUIRY/UPDATE  REPORT SCHEDULE

TYPE   SEL
Enter---PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT   MINI    MAIN   REFRESH
```

2. Press **Enter**. FLAIR will display the Scheduling Recurring Reports Screen.

**Scheduling Recurring Reports Screen**

```
08/06/2014  13:14:07
SCHEDULING RECURRING REPORTS

PRIORITY CODE:
PROGRAM NAME:
RDS FORM:
LOGON:
PARAMETERS:
DESCRIPTION:

CYCLE:  DAILY                          MONTHLY CLOSING
        WEEKLY                          (PLEASE ENTER THE NUMBER 1 OR 2 OR 3 OR 4 OR 5)
                                        ( 1 = MON 2 = TUE 3 = WED 4 = THR 5 = FRI)
PAPER:  COPIES                        FORM

Enter---PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT   MINI    MAIN   REFRESH   CAN
```
### Scheduling Recurring Reports Screen fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Required/Optional/Special Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRIORITY CODE</td>
<td>Report Priority</td>
<td>Optional. This determines the order in which the reports will be run. Leave the field <strong>blank</strong> (highest priority) or input an alpha character - A is the next highest priority - Z is the lowest. Default to X. (1A)</td>
</tr>
<tr>
<td>PROGRAM NAME</td>
<td>Computer Report Program</td>
<td>Required. (18A/N)</td>
</tr>
<tr>
<td>RDS FORM</td>
<td>RDS Form Number</td>
<td>Optional. If the report is being sent to RDS. If this field is used, do not complete the PRINTER DESTINATION field. <strong>Note:</strong> See your RDS Administrator prior to sending form names to RDS. (4A/N)</td>
</tr>
<tr>
<td>LOGON</td>
<td>Agency Logon</td>
<td>Required. Agency’s logon information under which the program is stored within the system. (8A/N)</td>
</tr>
<tr>
<td>PARAMETERS</td>
<td>Report Parameters</td>
<td>Optional. Used to set any parameters unique to the particular program (i.e., if a daily report is to be produced for a date other than the previous day enter the date desired in this field). (24A/N)</td>
</tr>
<tr>
<td>DESCRIPTION</td>
<td>Report Description</td>
<td>Optional. (20A/N)</td>
</tr>
<tr>
<td>CYCLE</td>
<td>Report Cycle</td>
<td>Required. When the report is to be generated. Valid input:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- <strong>DAILY</strong> (input X)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- <strong>MONTHLY CLOSING</strong> (input X)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- <strong>WEEKLY</strong> (input 1 - 5) (1A/N)</td>
</tr>
<tr>
<td>COPIES</td>
<td>Number of Copies</td>
<td>Required. If the RDS FORM field was used, only one copy is allowed. Maximum number of four copies per report. (2N)</td>
</tr>
<tr>
<td>FORM</td>
<td>RDS Form Number</td>
<td>Optional. Special RDS form number (<strong>see RDS Administrator</strong>). (4A/N)</td>
</tr>
</tbody>
</table>

3. Input the necessary data to schedule a report.
4. Press Enter. FLAIR will schedule the requested report.

Example Report: *Recurring Reports- Encumbrance Report Example*
909.3 Information Warehouse Inquire/Update Report Schedule

The **INQUIRY/UPDATE REPORT SCHEDULE** option allows the user both inquiry and update access to the report schedule. The user must have update security access for the Immediate and Recurring Reports functions.

To access the **INQUIRY/UPDATE REPORT SCHEDULE** option from the Warehouse Batch Report Mini Menu:
1. In the selection field next to the **INQUIRY/UPDATE REPORT SCHEDULE** option, input X.

**Warehouse Batch Report Schedule Mini Menu** (with example data input)

![Image of Warehouse Batch Report Schedule Mini Menu]

2. Press **Enter**. FLAIR will display the Inquiry/Update Report Schedule Screen.

**Inquiry/Update Report Schedule Screen**

![Image of Inquiry/Update Report Schedule Screen]
3. In the selection field next to the report schedule to be inquired upon or modified, input X.
   Schedule options:
   - DAILY
   - WEEKLY (input 1, 2, 3, 4, or 5)
   - MONTHLY CLOSING
   - ALL RECORDS

**Inquiry/Update Report Schedule Screen** (with example data input)

4. Press Enter. FLAIR will display up to 18 fields on the Report Schedule Multiple Inquiry Screen.

**Report Schedule Multiple Inquiry Screen** (with example data retrieved)
Report Schedule Multiple Inquiry Screen fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Required/Optional/Special Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Selection</td>
<td>Optional. Valid input: X. To update or delete report. See section 906.2 Reports Schedule Update/Delete for update instructions. (1A)</td>
</tr>
<tr>
<td>OLO</td>
<td>Operating Level Organization</td>
<td>Retrieved. Agency identifier. (6N)</td>
</tr>
<tr>
<td>PROGRAM</td>
<td>FLAIR Report Program Name</td>
<td>Retrieved. Computer program that produces the report. (18A/N)</td>
</tr>
<tr>
<td>RDS FORM</td>
<td>RDS Form Number</td>
<td>Retrieved. RDS form number of the report being sent to the RDS. (4A/N)</td>
</tr>
</tbody>
</table>
| CYCLE  | Report Cycle                     | Required. When the report is to be generated. Valid input:  
• DAILY (input X)  
• MONTHLY CLOSING (input X)  
• WEEKLY (input 1 - 5) (1A/N) |
| LOGON  | Agency Logon                     | Retrieved. (8A/N)                     |
| COPY   | Paper Copies                     | Retrieved. Number of copies requested. (1N) |
| PC     | Priority Code                    | Optional. This determines the order in which the reports will be run. Leave the field blank (highest priority) or input an alpha character - A is the next highest priority - Z is the lowest. Default to X. (1A) |
| MONTH  | Report Month                     | Retrieved. Monthly closing date. (2N) |
| DESCRIPTION | Report Description  | Retrieved. (20A/N) |

5. Press Enter or F8 to page through the report schedule.

To make changes to a scheduled report:
6. In the X (selection) field next to the report to be updated, input X.
7. Press Enter. FLAIR will display the Update Recurring Reports Schedule Screen.

**Update Recurring Reports Schedule Screen** (with example data retrieved)

DELETE
PRIORITY CODE: X
PROGRAM NAME: DENRO3
RDS FORM: LR02
PARAMETERS:
LOGON: N000STD
DESCRIPTION: ENCUMBRANCE REPORTS

CYCLE: DAILY X MONTHLY CLOSING
       WEEKLY ( 1 = MON 2 = TUE 3 = WED 4 = THR 5 = FRI )
PAPER: COPIES 01 FORM

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
MINI MAIN RFRSH CAN

8. a. In the DELTE field, input D to delete the report from the report schedule; OR
   b. Update the necessary data by typing over the existing data with the exception of the
      PROGRAM NAME field.
**Update Recurring Reports Schedule Screen** (with example data retrieved)

![Image of the screen](image)

9. Press **Enter**. FLAIR will return the user to the Report Schedule Multiple Inquiry Screen and display additional scheduled reports or, if there are no additional reports, the message, “**END OF DATA.**”
910 Batch Property Error Reports

The **RUN BATCH PROP ERROR REPORT** option automatically displays errors from the Mass Property Transfers request. *(For additional information concerning the Mass Property Transfers request, refer to Chapter 500, Asset Management.)* The request for processing of this report must be made from a terminal designated for voucher printing and reporting. After the request is input, the user can send the request to the local FLAIR printer or to the RDS (see agency RDS Administrator for instructions).

To Run Batch Property Error Reports from the FLAIR Report Scheduling Mini Menu:

1. In the selection field next to the **RUN BATCH PROP ERROR REPORT** option, input **X**.
2. In the **RDS FORM ID** field, input an RDS form ID to send the report to RDS, **OR**
3. In the **PRINTER DESTINATION** field, input a local FLAIR printer ID

**FLAIR Report Scheduling Mini Menu** (with example data input)

![FLAIR Report Scheduling Mini Menu](image)

4. Press **Enter**. FLAIR will display the message, “**BATCH PROPERTY ERROR REPORT HAS BEEN REQUESTED.**” The report will be sent to either the RDS or a FLAIR printer depending on the data input. The following is a Batch Property Error Report example.
Example Report: **Batch Property Master Update Error Listing For OLO 85**********

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>INVALID DATA</th>
<th>ERROR MESSAGE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BH000001</td>
<td>10</td>
<td>0 529 - CURRENT USE FUND NOT CORRELATED TO AN OWNERSHIP FUND</td>
</tr>
<tr>
<td></td>
<td>00000000</td>
<td>0 528 - NO RECORD FOUND</td>
</tr>
<tr>
<td></td>
<td>21</td>
<td>0 034 - INVALID GAAFR FUND TYPE</td>
</tr>
<tr>
<td>BH000003</td>
<td>9910000019823000000</td>
<td>0 034 - INVALID GAAFR FUND TYPE</td>
</tr>
</tbody>
</table>

4 RECORDS READ FROM TAPE (INCLUDING HEADER RECORD)
3 RECORDS IN ERROR (EXCLUDING HEADER RECORD)
0 RECORDS THAT PASSED EDITS
0 DPRF01 RECORDS UPDATED
0 DPRF02 RECORDS STORED
911 Report of Journal Transfer Receipts

The REPORT OF JT RECEIPTS option is used to automatically identify any journal transfer (JT) receipts being transferred to the requesting agency after nightly processing (see Chapter 600 Revenue for detailed information concerning JTIs). The request for this report must be made from a terminal designated for voucher printing and reporting. The request can be sent to the RDS or a local FLAIR printer.

To run a report of JT receipts from the FLAIR Report Scheduling Mini Menu:
1. In the selection field next to the REPORT OF JT RECEIPTS option, input X.
2. In the RDS FORM ID field, input an RDS form ID to send the report to RDS, OR
3. In the PRINTER DESTINATION field, input a local FLAIR printer ID

**FLAIR Report Scheduling Mini Menu** (with example data input)

```
RPMU FLAIR REPORT SCHEDULING MINI MENU 07/14/2014 08:37:49
SCHEDULE/RUN IMMEDIATE REPORTS SCHEDULE RECURRING REPORTS
SCHEDULE TONIGHT ONLY REPORTS INQUIRY/UPDATE REPORT SCHEDULE
INQUIRE NUMBER OF BATCH TRANS DAILY INPUT TOTALS- TR: DOC:
RUN WAREHOUSE REPORTS

THE SELECTIONS BELOW REQUIRE A RDS FORM ID OR PRINTER DESTINATION:
RDS FORM ID:
PRINTER DESTINATION: LOCALPRI

REPORT OF JT RECEIPTS

Run Batch Prop Error Report
Run Batch Trans Error Report - SEL ORG:
DAILY INPUT REPORT - TR: USER ID: SEL ORG: 85 XX XX XX XXX
PDN: TIME INPUT: GF: SF: FID: GRP:

REPORT OF UPLOAD RECORDS - TR: TYPE SEL
CONT MAIN RERSH
```

4. Press Enter. FLAIR will display the message, "JT RECEIPTS REPORT HAS BEEN REQUESTED." The report will be sent to either the RDS or a FLAIR printer depending on the data input.

Example Report: Journal Transfers Received

```
JOURNAL TRANSFERS RECEIVED
850008
DEPARTMENT OF THE TREASURY

BENEFITING ORG BENEFITING OBJ BENEFITING OBJ DISBURSING ORG INVOICE AMOUNT
65 10 01 01 211 01 1000 86 10 02 02 213 175 1200.00
RF-ORG TOTAL 1200.00
85 10 02 00 000 CC 2000 86 20 04 00 000 965 750.00
RF-ORG TOTAL 750.00
85 20 04 04 000 AA 4000 86 10 02 00 000 542 572.40
RF-ORG TOTAL 572.40

TOTAL RECEIPTS 2,522.40
```
912 Running Batch Transactions Error Reports

The **RUN BATCH TRANS ERROR REPORT** option automatically identifies batch transactions that do not pass all transaction edits during nightly update processing. The request for this report must be made from a terminal designated for voucher printing and reporting. The user can send the request to the local FLAIR printer or to RDS (see agency **RDS Administrator for instructions**).

**Note:** Authorization for agency submission of batch transactions must be obtained from DFS Helpdesk prior to any batch transaction processing.

To Run Batch Transaction Reports from the FLAIR Report Scheduling Mini Menu:

1. In the selection field next to the **RUN BATCH TRANS ERROR REPORT** option, input X.
2. In the **RDS FORM ID** field, input an RDS form ID to send the report to RDS, OR
3. In the **PRINTER DESTINATION** field, input a local FLAIR printer ID
4. In the **SEL ORG** fields, input the organization code (L1-L5) if applicable.

**FLAIR Report Scheduling Mini Menu** (with example data input)

```
RPMU FLAIR REPORT SCHEDULING MINI MENU  07/14/2014  09:57:13
SCHEDULE/RUN IMMEDIATE REPORTS  SCHEDULE RECURRING REPORTS
SCHEDULE TONIGHT ONLY REPORTS  INQUIRY/UPDATE REPORT SCHEDULE
INQUIRE NUMBER OF BATCH TRANS  DAILY INPUT TOTALS - TR:  DOC:
RUN WAREHOUSE REPORTS
THE SELECTIONS BELOW REQUIRE A RDS FORM ID OR PRINTER DESTINATION:
RDS FORM ID:
RUN BATCH PROP ERROR REPORT
X RUN BATCH TRANS ERROR REPORT - SEL ORG: 85 10 01 01 211
- DAILY INPUT REPORT - TR:  USER ID:  SEL ORG: 85 XX XX XX XXX
- PDN:  TIME INPUT:  :  GF:  SF:  FID:  GRP:
REPORT OF UPLOAD RECORDS - TR:  TYPE SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT MAIN RFRSH
```

5. Press **Enter**. FLAIR will display the message, **“BATCH TRANSACTION ERROR REPORT HAS BEEN REQUESTED.”** The report will be sent to either the RDS or a FLAIR printer depending on the data input.
### Example Report: Batch Transaction Input Error Report for a TR30

<table>
<thead>
<tr>
<th>Vendor ID</th>
<th>Vendor Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>85000000001</td>
<td>GRETT, MYRA</td>
<td>375.00</td>
</tr>
<tr>
<td>85000000002</td>
<td>KLEIN, IDA</td>
<td>375.00</td>
</tr>
<tr>
<td>85000000003</td>
<td>MONEY, XAVIER</td>
<td>575.00</td>
</tr>
</tbody>
</table>

Valid Transactions: 1059, Amount: 1224698.74
Rejected Transactions: 3, Amount: 1350.00

### Example Report: Batch Transaction Input Error Report for a TR51

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>092101</td>
<td>RECON W TH, AMANDA</td>
<td>392.68</td>
</tr>
</tbody>
</table>

005 - Expansion Option Record is Not on File
002 - Category is Required
010 - General Ledger Code is Required
094 - State Program is Required

Valid Transactions: 1061, Amount: 82332105.61
Rejected Transactions: 1, Amount: 392.68
913 Daily Input Reports

The **Daily Input Report** option generates reports of all transactions entered into FLAIR (or the agency’s Daily Input File) on the current business day. These reports contain all data fields associated with each FLAIR transaction. All transactions appearing on the Daily Input Report will be processed during nightly processing. The request for processing the Daily Input Report must be made from a terminal/computer designated for voucher printing and reporting.

To run a Daily Input Report from the FLAIR Report Scheduling Mini Menu:
1. In the selection field next to the **Daily Input Report** option, input X.
2. In the **Printer Destination** field, input a local FLAIR printer ID.
3. In the **Daily Input Report** section of the Mini Menu, input data in any of the optional fields as needed (*see the following table for specific information on each field*).

**FLAIR Report Scheduling Mini Menu** (with example data input)

![FLAIR Report Scheduling Mini Menu]

**FLAIR Report Scheduling Mini Menu - Daily Input Report fields:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Required/Optional/Special Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>TR</td>
<td>Transaction Type</td>
<td>Optional. If <strong>blank</strong>, FLAIR will retrieve all available transactions in the Daily Input File. (2N)</td>
</tr>
<tr>
<td>USER ID</td>
<td>FLAIR User Identification Code</td>
<td>Optional. If <strong>blank</strong>, FLAIR will retrieve all transactions from all users within the OLO. (6N)</td>
</tr>
<tr>
<td>SEL ORG</td>
<td>Select Organization Code</td>
<td>Optional. If <strong>blank</strong>, FLAIR will retrieve all transactions within the user’s OLO and/or a specific transaction type. (11N)</td>
</tr>
<tr>
<td>PDN</td>
<td>Primary Document Number</td>
<td>Optional. The user may specify retrieval of transactions assigned by voucher, document,</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
<td>Required/Optional/Special Instructions</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>or deposit number. If <strong>blank</strong>, FLAIR will retrieve all transactions for the user’s OLO and/or a specific transaction type. (11A/N)</td>
</tr>
<tr>
<td><strong>TIME INPUT</strong></td>
<td>Time Input</td>
<td>Optional. The user may specify retrieval of transactions based on time of input. (HH:MM format) (4N)</td>
</tr>
</tbody>
</table>
| **GF SF FID** | Fund Code      | Optional. The user may specify retrieval of transactions based on:  
- **GF** - GAAFR Fund (2N)  
- **SF** - State Fund (1N)  
- **FID** - Fund Identifier (6N)  
If **blank**, FLAIR retrieves all transactions for all funds for the user’s OLO and/or a specific transaction type. |
| **GRP**   | Grouping Character | Optional. The user may specify retrieval of disbursement transactions based on grouping characters. (1A/N) |

4. Press **Enter**. FLAIR will generate a report based on the data input (**see the following example**).

*Daily Input Report Example*
914 Report of Upload Records

The **REPORT OF UPLOAD RECORDS** option automatically generates reports identifying all transactions that have been input from a PC file to FLAIR during the current business day. These reports contain all data fields associated with each FLAIR transaction. The request for processing of this report must be made from a terminal/computer and routed to a FLAIR printer designated for voucher printing and reporting. All transactions on this report will be processed during the agency’s Departmental FLAIR nightly processing.

To run a Daily Input Report from the FLAIR Report Scheduling Mini Menu:

1. In the selection field next to the **REPORT OF UPLOAD RECORDS** option, input X.
2. In the **PRINTER DESTINATION** field, input a local FLAIR printer ID
3. In the **TR** field, input transaction type to be reported on.

**FLAIR Report Scheduling Mini Menu** (with example data input)
4. Press Enter. FLAIR will display records based on the transaction type input.
Example Report: Listing Of Upload Input Records By Organization

```
820000 DEPARTMENT OF TREASURY
8510000000 DIVISION OF ADMIN.

<table>
<thead>
<tr>
<th>TR</th>
<th>GP</th>
<th>SF</th>
<th>PID</th>
<th>DE</th>
<th>IEI</th>
<th>OPT</th>
<th>VER</th>
<th>ABI</th>
<th>ALI</th>
<th>POMSTD</th>
<th>POPOPT</th>
<th>GL</th>
<th>CAT</th>
<th>TST</th>
<th>GTAB</th>
<th>CPALI</th>
<th>JMT</th>
<th>OBJ</th>
</tr>
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<tbody>
<tr>
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<td></td>
</tr>
</tbody>
</table>

TOTAL OF TR 81 5
```
915 DACN/HACN Reports

At any given time, agency management needs access to current information. FLAIR provides agencies with the capability of retrieving their accounting data online and creating unique reports. Each agency determines its specific report requirements. With the assistance of the FLAIR Help Desk, an agency may use reports that have already been created or create new reports by writing Natural programs.

In FLAIR, agencies have access to two separate databases. The Production Databases (DACA or HACA) are the operational databases used to input accounting data. The Informational Databases (DACN or HACN) are the reporting databases used to retrieve accounting data for report purposes. Most agencies access the DACA and DACN databases to record their agency’s transactions or to retrieve reports. Agencies and governmental entities are set up on the database appropriate for their needs.

The Production Database Files are updated by online input and are current for that specific point in time. However, the Production Database may not be accessed for reporting purposes. The Informational Database files are updated during nightly processing and are current as of the previous day.

To access the Warehouse Informational Database from a blank FLAIR screen:

1. In the top left corner, input DACN or HACN, as appropriate.

**FLAIR Screen** (with example data input)

```
DACN
```

OR

To access the Warehouse Informational Database from the FLAIR Application Selection Screen:

1. On command line, input 2.
2. Press Enter. FLAIR will display the Natural Security Logon Procedure Screen.

**Natural Security Logon Procedure Screen**

Enter your Natural Security Logon Credentials below. Natural Security Passwords are Case Sensitive, must be 8 characters and must contain at least ONE UPPER CASE character, one lower case character and one number. For password reset please call the Help Desk 850-413-3190

Library ID: __________ User ID: DISCL01
Password: __________ New Password: __________

**Natural Security Logon Procedure Screen fields:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Required/Optional/Special Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIBRARY ID</td>
<td>Logon</td>
<td>Required. Only if data is contained in a library other than the one to which the user is currently logged on. (8A/N)</td>
</tr>
<tr>
<td>USER ID</td>
<td>User Identification Code</td>
<td>Required. The first four characters are the first letter of the user’s database plus the first three digits of the Operating Level Organization (OLO). For example, OLO</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
<td>Required/Optional/Special Instructions</td>
</tr>
<tr>
<td>---------------</td>
<td>------------------------------------</td>
<td>-----------------------------------------</td>
</tr>
<tr>
<td>PASSWORD</td>
<td>Password</td>
<td>Required. The first character must be a letter. (≤8A/N)</td>
</tr>
<tr>
<td>NEW PASSWORD</td>
<td>New Password/Password Confirmation</td>
<td>Optional. (≤8A/N)</td>
</tr>
</tbody>
</table>

Upon initial sign-on, the password will be identical to the user ID. Users must change the initial password the first time they sign on to the system. **Note:** If the user forgets the current password, the agency’s Security Coordinator must submit a written request to the Natural Security Custodian who will then reset the password back to the user ID.

To change the password:

1. In the **NEW PASSWORD** field, input the new password.
2. Press **Enter** and FLAIR will ask the user to confirm new password input.
3. Re-input the new password as confirmation.
4. Press **Enter**. FLAIR will display the Natural Reporting (FOCUS) Screen.
5. In **NEXT** field at the top left corner of the screen, input **HELP** or "?".
6. Press **Enter**. FLAIR will retrieve the Natural Help Function Menu. This menu allows access to information to assist in the use of Natural programming **OR**
7. The user can run or test a report program on-line by entering a valid password following the Logon Name.

The following is a list of authorized files:

- Accounts Payable File
- Accounts Receivable File
- Cash Receipts File
- Encumbrance File
- Expansion Option File
- Expansion Set File
- Master File
- Revolving Fund File
- Transaction History File
- Client Vendor File
- Employee Vendor File
- Contract and Grant Master
- Contract and Grant Info
- Property Master File
- Property History File
- Property Pending File

A hardcopy, paper printout of a report may be obtained in one of two ways. The operator may run the program online and print one page at a time using the print key, or the report may be scheduled to run on the Production Database (DACA, or HACA) through the Report Request (RP) function.

The following reports are examples of two reports an agency may receive. Each of these reports can be programmed using a different sort and/or listing different fields. For example, the Trial Balance by Fund Report can be programmed with or without the division sort and can list any of the fields of the Master File.
Example Report: **DMAR01/Trial Balance by Fund Report**

<table>
<thead>
<tr>
<th>GL</th>
<th>GL ACCOUNT NAME</th>
<th>MONTH-TO-DATE</th>
<th>QUARTER-TO-DATE</th>
<th>YEAR-TO-DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>13100</td>
<td>UNEXPENDED GENERAL REVENUE RELEASES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01000</td>
<td>SALARIES AND BENEFITS</td>
<td>0.00</td>
<td>17,500.00</td>
<td>70,000.00</td>
</tr>
<tr>
<td>03000</td>
<td>OTHER PERSONAL SERVICES</td>
<td>0.00</td>
<td>17,500.00</td>
<td>70,000.00</td>
</tr>
<tr>
<td>04000</td>
<td>EXPENSES</td>
<td>556.04-</td>
<td>29,441.96</td>
<td>119,443.96</td>
</tr>
<tr>
<td></td>
<td><strong>GL 13100 TOTAL</strong></td>
<td>556.04-</td>
<td>29,441.96</td>
<td>119,443.96</td>
</tr>
<tr>
<td>16200</td>
<td>DUE FROM STATE FUNDS, WITHIN DEPART.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04000</td>
<td>EXPENSES</td>
<td>27.00</td>
<td>27.00</td>
<td>27.00</td>
</tr>
<tr>
<td>31100</td>
<td>ACCOUNTS PAYABLE</td>
<td>3.00-</td>
<td>3.00-</td>
<td>3.00-</td>
</tr>
<tr>
<td>35100</td>
<td>DUE TO STATE FUNDS, WITHIN DIVISION</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04000</td>
<td>EXPENSES</td>
<td>150.00-</td>
<td>150.00-</td>
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### Example Report: DTHR02/Expenditure Detail By Vendor Within Division

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<th>VENDOR NAME</th>
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<th>STATE PROGRAM</th>
<th>INVOICE</th>
<th>FUND</th>
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<tr>
<td>FLEIS, IDA</td>
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<td>TILLMAN  FL 32780</td>
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<td>TALLAHASSEE FL 32301</td>
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<td>AVIS RENT-A-CAR SYSTEMS, INC</td>
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| VENDOR TOTAL | 48.93 |
| VENDOR TOTAL | 62.64 |
| VENDOR TOTAL | 371.54 |
| VENDOR TOTAL | 353.45 |
| VENDOR TOTAL | 739.43 |

| DEPARTMENT TOTAL | 739.43 |