Report Distribution System (RDS) Find Command

The Report Distribution System (RDS) is a subsystem of the Florida Accounting and Information Resource (FLAIR) system where reports are stored and managed electronically. FLAIR reports may be requested through the Recurring Reports (RP) function in FLAIR, either immediately or on a recurring basis. Users may also request reports from Central Accounting, Payroll and Information Warehouse for up to three years.

Find Command

When you are using the onscreen viewer, the **FIND** command allows you to search for a specific character string in a report. A **Character string** is any combination of letters, numbers or symbols and the string does not have to be a complete word or phrase. If you use a Character String that includes spaces, the character string must be enclosed in single or double quotations (ie. "Division of Administration").

Using the FIND Command
1. On the **Command Line**, Input **F** and **space**
2. Type the **Character string** for your search
3. Press **ENTER**

Example: **F XXXXX** where **F**=COMMAND and **333333333999**=character string

The first occurrence of the string in the report will display at the top of the page.

You can press the **PF5** key to repeat the command through the report to find the same character string. This can continue until you reach the end of the report.

Search Command

The Search command is similar to the Find command, in that it locates a character string within a report. The difference between the Search and Find commands is that the Search command locates and displays only the lines that match the string. The Search Command is used when searching for multiple occurrences within a report.

Example: **S XXXXX** where **S**=COMMAND and **060000**=character string

```
PF 1/13 HELP-COMMAND ==> s 060000
REPORT NAME-> ENT-EDUCATION   FORM-> BWEE    LINES-> 124    PAGES-> 6
S.F.    22      S.P.    01    S -> 001   E -> 132   L 0000000001 P 000000001
-----------------------------------------------------------------------------------
                              ---- TOP  OF  REPORT ----

DENR03-13  AS OF 08/25/15                  85000000000                    DATE RUN  08/26/15
                              OUTSTANDING ENCUMBRANCES BY NUMBER                  PAGE    1
                                      AUGUST 25, 2015

85    FLAIR EDUCATION
8510  ORGANIZATION NOT ON TITLE FILE
10 1 000001  FUND NOT ON ACCO
85100000 00  OFFICE OF THE COMMISSIONER
```

Report lines matching the character string are taken out of context and displayed alone. A Page/Line reference where the line resides in the report will display.

```
PF 1/13 HELP-COMMAND ==>
REPORT NAME-> ENT-EDUCATION   FORM-> BWEE    LINES-> 124    PAGES-> 6
S.F.    23      S.P.    01    S -> 001   E -> 132   L 0000000018 P 000000001
-----------------------------------------------------------------------------------
..............................PAGE 0000001 LINE 000000018.........................
0001 02 0101211 09/30/2015      11,165.00  060000        139944 FLEET MAINT TRNG        1112110000-000000
..............................PAGE 0000005 LINE 000000091.........................
0001 DD 0300000 09/30/2015          37.00  060000        511000 OCO-BOOKS               1112110000-000000
..............................PAGE 0000005 LINE 000000093.........................
0001 DD 0300000 09/30/2015          22.50  060000        511000 OCO                     1112110000-000000
                              ----  BOTTOM  OF  REPORT ----
```

From the Search Index, the user can go directly to a specific line of the report by placing the cursor on the line desired and press **ENTER**. (Please see RED arrow above; search results displayed below.)

```
PF 1/13 HELP-COMMAND ==>
REPORT NAME-> ENT-EDUCATION   FORM-> BWEE    LINES-> 124    PAGES-> 6
S.F.    23      S.P.    01    S -> 001   E -> 132   L 0000000017 P 000000001
-----------------------------------------------------------------------------------
E4000     F333333333999                BILL BRANCH
  0001 02 0101211 09/30/2015     11,165.00  060000       139944 FLEET MAINT TRNG        1112110000-000000
E500
  0001 00 0202213 09/30/2015     15,000.00  040000       271000 UTILITIES               1112110000-000000
  0002 00 0101214 09/30/2015     15,000.00  040000       271000                         1112110000-000000
```

For Additional information regarding the FIND Command and the SEARCH Command, see
Sections 1006 and 1007 of the FLAIR Report Distribution System-End User Procedures Manual
http://www.myfloridacfo.com/Division/AA/Manuals/1000RDSEndUser.pdf