Florida Department of Financial Services
FLAIR Procedures Manual

Reporting
Chapter 900

Revised May 2015

Table of Contents

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 <u>except</u> **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 <u>except</u> **SCHEDULE/RUN IMMEDIATE REPORTS** and **SCHEDULE TONIGHT ONLY REPORTS**.
- Inquiry capability into either RP capability allows the operator to use any selection <u>except</u> 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)

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

FLAIR Report Scheduling Mini Menu

The following selections are available through the Report Scheduling Mini Menu:

Function	Description
SCHEDULE/RUN IMMEDIATE REPORTS	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**.
SCHEDULE RECURRING REPORTS	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.
SHEDULE TONIGHT ONLY REPORTS	When a report is needed one time only. To be produced during nightly processing of the current day.
INQUIRY/UPDATE REPORTS SCHEDULE	Inquire into and/or make changes to the agency's report schedule.
INQUIRY NUMBER OF BATCH TRANSACTIONS	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.
DAILY INPUT TOTALS	Produce an online inquiry of totals either by document number or transaction type.
RUN WAREHOUSE REPORTS	Selected when an agency wants reports that are created by the agency in Natural.
RDS FORM ID	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.
PRINTER DESTINATION	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.
RUN BATCH PROPERTY ERROR REPORT	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.
REPORT OF JT RECEIPTS	Produces a listing of journal transfers (JTs) that are being transferred to the operator's Department when the disbursing 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.

Function	Description
RUN BATCH TRANSACTIONS ERROR REPORT	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.
DAILY INPUT REPORT	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.
REPORT OF UPLOAD RECORDS	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.

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)

```
RPMU                    FLAIR REPORT SCHEDULING MINI MENU  07/03/2014  15:18:14

 X  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:

    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/Running Immediate Reports Screen.

Scheduling/Running Immediate Reports Screen

```
RO3X                                            07/03/2014 15:18:56
                    SCHEDULING / RUNNING IMMEDIATE REPORTS

        PROGRAM NAME................. _
        RDS FORM.....................
        ORGANIZATION SELECTION....... 85XXXXXXXXX
        PARAMETERS...................
        LOGON.......................
        PASSWORD....................

        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.


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

Scheduling/Running Immediate Reports Screen fields:

Field	Description	Required/Optional/Special Instructions
PROGRAM NAME	Computer Report Program	Required. Enter the name of the computer program that produces the report. Example: DENR01 for an Encumbrance Report. (18A/N)
RDS FORM	RDS Form Number	Optional. Enter the RDS from number, 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. **Note**: See RDS Administrator prior to sending form names to RDS. (4A/N)
ORGANIZATION SELECTION	Organizational Level Selection	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)
PARAMETER	Report Parameters	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)

Field	Description	Required/Optional/Special Instructions
LOGON	Agency Logon	Required. Agency's logon information under which the program is stored within the system. (8A/N)
PASSWORD	Agency Password	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)
DATA OPTIONS	Report Time Period	Required. Valid input: **X**. Indicates the time period to be covered in the report. • **PERIOD-TO-DATE** (any time period less than six weeks) • **PRIOR PERIOD** • **MONTH-TO-DATE** • **PRIOR MONTH** • **PRIOR YEAR** (1A)
AS-OF-DATE FOR REPORT HEADING	Report End Date	Required. If the selected data option is **PRIOR PERIOD, PRIOR MONTH**, or **PRIOR YEAR**. Input ending date for the report. (MMDDYYYY) (8N)
Printing Options		
COPIES	Number of Copies	Optional. If **RDS FORM** field used, only one copy is allowed. (2N)
FORM	RDS Form Number	Optional. Special RDS from number (see RDS Administrator). (4A/N)
SYSOUT	Print Class	Optional. (1A)
FCB	Forms Control Block	Optional. Instructions to the printer regarding form usage. (4A/N)
DEST	Printer Destination	Optional. FLAIR printer number if the **RDS FORM** field is not populated. (8A/N)
TEST RUN ONLY	Print Test Report	Optional. Used to send a test job to the printer per the user's request. Valid input: **Yes** - To print a test report **No** - No test report needed (3A)

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)

```
RPMU                    FLAIR REPORT SCHEDULING MINI MENU  07/03/2014   15:48:30

    SCHEDULE/RUN IMMEDIATE REPORTS    X   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:

    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 Recurring Reports Screen.

Scheduling Recurring Reports Screen

Scheduling Recurring Reports Screen fields:

Field	Description	Required/Optional/Special Instructions
PRIORITY 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**. **Note**: See your RDS Administrator prior to sending form names to the RDS. (4A/N)
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)

Field	Description	Required/Optional/Special Instructions
PARAMETER	Report Parameters	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)
LOGON	Agency Logon	Required. Agency's logon information under which the program is stored within the system. (8A/N)
DESCRIPTION	Report Description	Optional. (20A/N)
MICRO COPIES	Number of Disc Copies	Optional. Number of disc copies (**1**- **9**) requested if the report generated should be produced on a compact disc. (1N)
CYCLE	Report Cycle	Required. Valid input: **X**. Available cycles: • **DAILY** • **PERIODIC REPORTING** • **MONTHLY CLOSING** • **PRIOR PERIOD** • **PRIOR MONTH** • **PRIOR YEAR** (1A)
AS-OF-DATE FOR REPORT HEADING	Report End Date	Required. If the report cycle selected data option is **PRIOR MONTH** or **PRIOR YEAR**. Input ending date for the report. (MMDDYYYY) (8N)

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 <u>one time</u> 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)


```
RPMU                    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         DAILY INPUT TOTALS- TR:    DOC:

     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

Scheduling Tonight Only Reports Screen fields:

Field	Description	Required/Optional/Special Instructions
PRIORITY 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. The system defaults to **X**. (1A)
PROGRAM NAME	Report Program Name	Required. Name of 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**. **Note**: See your RDS Administrator prior to sending form names to the RDS. (4A/N)
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)

Field	Description	Required/Optional/Special Instructions
PARAMETER	Report Parameters	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)
LOGON	Agency Logon	Required. Agency's logon information under which the program is stored within the system. (8A/N)
DESCRIPTION	Report Description	Optional. (20A/N)
MICRO COPIES	Number of Disc Copies	Optional. Number of disc copies (**1**- **9**) requested if the report generated should be produced on a compact disc. (1N)
DATA OPTIONS	Report Time Period	Required. Valid input: **X**. Available options: • **DAILY** • **PRIOR PERIOD** • **PERIOD-TO-DATE** • **PRIOR MONTH** • **MONTH-TO-DATE** • **PRIOR YEAR** (1A)
AS-OF-DATE FOR REPORT HEADING	Report End Date	Required. If the selected data option is prior period, prior month, or prior year. Input ending date for the report. (MMDDYYYY) (8N)

3. Input data in the required and optional fields as needed.
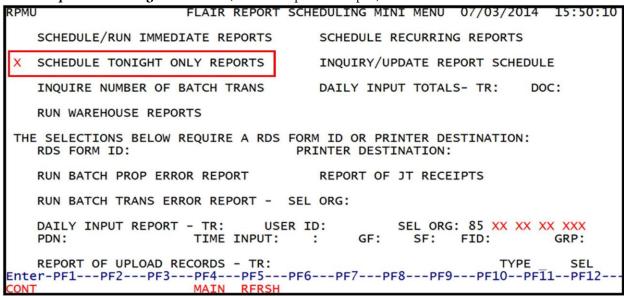4. Press **Enter**. FLAIR will schedule the report requested by the user.

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)

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

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)

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

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)

Report Schedule Multiple Inquiry Screen fields:

Column	Description	Required/Optional/Special Instructions
X	Selection	Optional. Valid input: **X.** To update or delete report. *See section 906.2 Report Schedule Update/Delete for update instructions.* (1A)
OLO	Operating Level Organization	Protected. Displays the agency identifier. (6N)
SELECT ORG	Organization Selection	Protected. User's security clearance. (11A)
PROGRAM NAME	FLAIR Report Program Name	Protected. Name of the computer program that produces the report. (18A/N)
RDS FORM	RDS Form	Protected. The RDS form number of the report. (4A/N)
CYCLE	Recurring Cycle	Protected. When the report is to be generated. The available cycles are: **1 - DAILY** **2 - PERIODIC REPORTING** **3 - MONTHLY CLOSING** (1A)
LOGON	User Library Logon	Protected. User's agency-designated logon. (8A/N)
CPY	Paper Copies	Protected. Number of copies requested. (1N)
MFC	Micro File Copy	Protected. Number of compact discs requested. (1N)
PC	Priority Code	Protected. Determines the order in which the reports will be run. If **blank**, report has the highest

Column	Description	Required/Optional/Special Instructions
		priority. **A** is the next highest priority and **Z** is the lowest. (1A)
DESCRIPTION	Report Description	Protected. Description of the report. (20A/N)

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)

```
R01X                                                   08/06/14  09:11:28
                 INQUIRY / UPDATE REPORT SCHEDULE


                        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




                                                         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 Report Schedule Multiple Inquiry Screen.

Report Schedule Multiple Inquiry Screen

```
              REPORT SCHEDULE MULTIPLE INQUIRY    07/11/2014     09:31:20

X    OLO      PROGRAM      RDS FORM      CYCLE  LOGON      COPY   PRIORITY
             MONTH        PARAMETER

     850000   DCFR03       LR03          1      N000STD    1      X
              06
     850000   DENR03       LR02          1      N000STD    1      X
              06
     850000   DENR03       LR02          1      N000STD    1      X
              06
     850000   DENR03       LR02          1      N000STD    1      X
              06




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.**

Report Schedule Multiple Inquiry Screen (with example data input)

```
                    REPORT SCHEDULE MULTIPLE INQUIRY     07/11/2014      09:31:20

X    OLO      PROGRAM      RDS FORM     CYCLE  LOGON     COPY  PRIORITY
              MONTH        PARAMETER

X    850000   DCFR03         LR03         1    N000STD    1       X
              06
     850000   DENR03         LR02         1    N000STD    1       X
_             06
     850000   DENR03         LR02         1    N000STD    1       X
              06
     850000   DENR03         LR02         1    N000STD    1       X
              06




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

4. Press **Enter**. FLAIR will display the requested report on the Update Recurring Reports Schedule Screen.

Update Recurring Reports Schedule Screen (with example data retrieved)

```
                                            07/11/2014  09:35:47
                    UPDATE RECURRING REPORTS SCHEDULE
DELETE
PRIORITY CODE: X

PROGRAM NAME: DCFR03

RDS FORM: LR03

PARAMETERS:

LOGON: N000STD

DESCRIPTION: DEPRECIATED SUMMARY

CYCLE:      DAILY          MONTHLY CLOSING
            WEEKLY    1    ( 1 = MON 2 = TUE  3 = WED 4 = THR 5 = FRI )
PAPER:      COPIES         01  FORM   LR03



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

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.

Report Schedule Multiple Inquiry Screen (with example data retrieved)

```
R01F                     REPORT SCHEDULE MULTIPLE INQUIRY     07/11/14  13:25:22

X SELECT ORG    PROGRAM  RDS FORM   CYC   LOGON     MFC  PC   DESCRIPTION

  85XXXXXXXXX DENR03      LR02      T    N000STD         X    ENCUMBRANCE REPORT

  _




                                                            TYPE    SEL


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.**

Report Schedule Multiple Inquiry Screen (with example data input)

```
R01F                     REPORT SCHEDULE MULTIPLE INQUIRY     07/11/14  13:25:22

X SELECT ORG    PROGRAM  RDS FORM   CYC   LOGON     MFC  PC   DESCRIPTION

X 85XXXXXXXXX DENR03      LR02      T    N000STD         X    ENCUMBRANCE REPORT

  _




                                                            TYPE    SEL


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

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)

```
R04U                                                07/11/2014  13:26:03
                      UPDATE TONIGHT ONLY REPORTS SCHEDULE

 DELETE

         PRIORITY CODE................ X
         PROGRAM NAME................. DENR03
         RDS FORM..................... LR02
         ORGANIZATION SELECTION....... 85XXXXXXXXX
         PARAMETERS...................
         LOGON........................ N000STD
         DESCRIPTION.................. ENCUMBRANCE REPORT
         MICRO COPIES.................

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

         ENTER PRIOR DATA 'AS OF DATE' FOR REPORT HEADING (MMDDYYYY):

                                                       TYPE     SEL


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

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)

```
R04U                                                07/11/2014  13:26:03
                      UPDATE TONIGHT ONLY REPORTS SCHEDULE

 DELETE D

         PRIORITY CODE................ X
         PROGRAM NAME................. DENR03
         RDS FORM..................... LR02
         ORGANIZATION SELECTION....... 85XXXXXXXXX
         PARAMETERS...................
         LOGON........................ N000STD
         DESCRIPTION.................. ENCUMBRANCE REPORT
         MICRO COPIES.................

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

         ENTER PRIOR DATA 'AS OF DATE' FOR REPORT HEADING (MMDDYYYY):

                                                       TYPE     SEL


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

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)

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)

Batch Transactions for Organization Screen fields:

Column	Description	Required/Optional/Special Instructions
BATCH	Batch Type	Protected. The transaction type of the batch input displays. (2N)
DATE	Date of Batch Input	Protected. Julian Calendar date of the batch input. User may obtain the Julian Calendar date by typing **LINE** on a blank screen and pressing **Enter**. Julian date for 07/10/2007 displays as 07/191. (5N)
COUNT	Number of Transactions	Protected. Number of individual transactions in each batch. (4N)
AMOUNT	Total Batch Input Amount	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)

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)


```
RPMU                      FLAIR REPORT SCHEDULING MINI MENU   07/11/2014  14:42:31

    SCHEDULE/RUN IMMEDIATE REPORTS        SCHEDULE RECURRING REPORTS

    SCHEDULE TONIGHT ONLY REPORTS         INQUIRY/UPDATE REPORT SCHEDULE

    INQUIRE NUMBER OF BATCH TRANS      X  DAILY INPUT TOTALS- TR: 51 DOC: _

    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
```

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)

Daily Input Totals Screen fields:

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

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.

FLAIR Report Scheduleing Mini Menu (with example data input)

```
RPMU                    FLAIR REPORT SCHEDULING MINI MENU  07/11/2014  14:57:52

    SCHEDULE/RUN IMMEDIATE REPORTS        SCHEDULE RECURRING REPORTS

    SCHEDULE TONIGHT ONLY REPORTS         INQUIRY/UPDATE REPORT SCHEDULE

    INQUIRE NUMBER OF BATCH TRANS      x  DAILY INPUT TOTALS- TR:       DOC: VA00001
  _ 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              MINI   MAIN   RFRSH
```

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)

```
RPDI                                         07/11/2014  15:01:15
                    DAILY INPUT TOTALS


TOTAL NUMBER OF RECORDS REQUESTED                   1

TOTAL AMOUNT OF RECORDS REQUESTED                   1.00








NEXT:  TR _      DOCUMENT NUMBER VA00001                TYPE     SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
                 MINI   MAIN   RFRSH
```

Daily Input Totals Screen fields:

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

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

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)

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)

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

Scheduling/Running Immediate Reports Screen

Scheduling/Running Immediate Reports Screen fields:

Field	Description	Required/Optional/Special Instructions
PROGRAM NAME	Report Program Name	Required. Name of the computer program that produces the report. (18A/N)
RDS FORM	RDS Form Number	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. **Note:** See your RDS Administrator prior to sending form names to RDS. (4A/N)
PARAMETERS	Report Parameters	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)
LOGON	Agency Logon	Required. Agency's logon information under which the program is stored within the system. (8A/N)
COPIES	Number of Print Copies	Required. If the **RDS FORM** field is used, only <u>one</u> copy is allowed. (2N)
FORM	RDS Form Number	Optional. See RDS Administrator. (4A/N)
SYSOUT	Print Class	Optional. (1A)
DEST (PRINTER DESTINATION)	FLAIR Printer Number	Optional. FLAIR printer number if **RDS FORM** field is blank. (8A/N)

3.   Input the data necessary to schedule a report.

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


```
                                              07/21/2014  11:06:56
                SCHEDULING / RUNNING IMMEDIATE REPORTS

     PROGRAM NAME: DENRO2
     RDS FORM: LR04
     PARAMETERS:
     LOGON: NOOSTD

     COPIES 1    FORM LR04   SYSOUT _   DEST FLAIRPRINTER

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




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

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)

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

Scheduling Recurring Reports Screen

Scheduling Recurring Reports Screen fields:

Field	Description	Required/Optional/Special Instructions
PRIORITY CODE	Report Priority	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)
PROGRAM NAME	Computer Report Program	Required. (18A/N)
RDS FORM	RDS Form Number	Optional. If the report is being sent to RDS. If this field is used, do not complete the **PRINTER DESTINATION** field. **Note:** See your RDS Administrator prior to sending form names to RDS. (4A/N)
LOGON	Agency Logon	Required. Agency's logon information under which the program is stored within the system. (8A/N)
PARAMETERS	Report Parameters	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)
DESCRIPTION	Report Description	Optional. (20A/N)
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)
COPIES	Number of Copies	Required. If the **RDS FORM** field was used, only one copy is allowed. Maximum number of four copies per report. (2N)
FORM	RDS Form Number	Optional. Special RDS from number (*see RDS Administrator*). (4A/N)

3. Input the necessary data to schedule a report.

Scheduling Recurring Reports Screen (with example data input)


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


   PRIORITY CODE: X
   PROGRAM NAME: DENRO2
   RDS FORM: LR04
   LOGON: NOOSDT
   PARAMETERS:
   DESCRIPTION: ENCUMBRANCE REPORT

   CYCLE:   DAILY    X    MONTHLY CLOSING    X
            WEEKLY   1 (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   01      FORM LR04




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

4. Press **Enter.** FLAIR will schedule the requested report.

Example Report: *Recurring Reports- Encumbrance Report Example*


```
DENRO3-13  AS OF 08/06/14                           85000000000                        DATE RUN 08/06/14
                                          OUTSTANDING ENCUMBRANCES BY NUMBER                        PAGE    1
                                                 August 6, 2014

85    DEPARTMENT OF THE TREASURY
8510  DIVISION OF ADMINISTRATION
10 1 000001 GENERAL REVENUE FUND
85100000 00 DIV. OF ADMIN. - FLAIR CLASS

ENC NO     VENDOR NO                      VENDOR NAME                 QTY        OCA    GRT    STATE PROGRAM
  LINE EO L3L5     O E DATE    AMT        CAT    CFI NCFI OBJ    DESC

E10
   0001 00 0202213 09/05/2007    37,500.00   010000       110000 SALARIES                         1112110000-000000

E19        F333333333999                 A & D OFFICE SUPPLY
   0001 00 0202213 09/29/2007     4,045.00   040000       380000 OFFICE SUPPLIES                   1112110000-000000

E20        F111111111999                 ACE OFFICE SUPPLY
   0001 00 0202213 09/03/2007        16.54   040000       380000 PADS                             1112110000-000000

E22        F222222222999                 USA TELEPHONE AND TELEGRAPH CO
   0001 00 0202213 09/29/2007        43.72   040000       221000 TELEPHONE                        1112110000-000000

E500       F555555555999                 FLORIDA POWER & LIGHT CO
   0001 00 0202213 09/30/2007    15,000.00   040000       271000 UTILITIES                        1112110000-000000
   0002 00 0101214 09/30/2007    15,000.00   040000       271000 UTILITIES                        1112110000-000000
                                 ------------------
   **** ENC TOTAL               30,000.00
                                 ------------------
 ****** FUND TOTAL             409,105.26
```

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)

```
                                                    07/21/2014  11:27:32
                    WAREHOUSE BATCH REPORT SCHEDULE MINI MENU


                       SCHEDULE/RUN IMMEDIATE REPORTS

                       SCHEDULE RECURRING REPORTS

                   X   INQUIRY/UPDATE  REPORT SCHEDULE






                                                    TYPE _   SEL

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT             MINI  MAIN  RFRSH
```
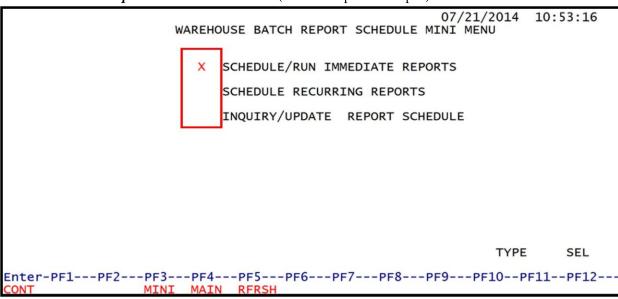
2. Press **Enter**. FLAIR will display the Inquiry/Update Report Schedule Screen.

Inquiry/Update Report Schedule Screen

```
                                                    07/21/2014  11:29:57
                    INQUIRY/UPDATE REPORT SCHEDULE


                    REPORTING CYCLE

                        DAILY

                        WEEKLY (PLEASE ENTER THE NUMBER 1,2,3,4 OR 5)
                                ( 1 = MON 2 = TUE 3 = WED 4 = THR 5 = FRI)

                        MONTHLY CLOSING

                        ALL RECORDS




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

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:

Field	Description	Required/Optional/Special Instructions
X	Selection	Optional. Valid input: **X**. To update or delete report. ***See section 906.2 Reports Schedule Update/Delete for update instructions.*** (1A)
OLO	Operating Level Organization	Retrieved. Agency identifier. (6N)
PROGRAM	FLAIR Report Program Name	Retrieved. Computer program that produces the report. (18A/N)
RDS FORM	RDS Form Number	Retrieved. RDS form number of the report being sent to the RDS. (4A/N)
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**.

Report Schedule Multiple Inquiry Screen (with example data input)

```
                    REPORT SCHEDULE MULTIPLE INQUIRY    07/11/2014      10:09:28

X    OLO       PROGRAM      RDS  FORM      CYCLE   LOGON     COPY   PRIORITY
               MONTH        PARAMETER

X    850000    DENRO3          LR02          D      N000STD    1       X
               06



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

7. Press **Enter**. FLAIR will display the Update Recurring Reports Schedule Screen.

Update Recurring Reports Schedule Screen (with example data retrieved)

```
                                              07/11/2014   10:10:47
                     UPDATE RECURRING REPORTS SCHEDULE
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)

```
                                                07/11/2014   10:10:47
                    UPDATE RECURRING REPORTS SCHEDULE
DELETE    D
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
```

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)


```
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

  X  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
```

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**********

```
PAGE     1                                                  07/14/2014  08:38:01

              PROPERTY MASTER UPDATE ERROR LISTING FOR 85*********

ITEM NO.   INVALID DATA          ERROR MESSAGE(S)
BH000001   10              0     529 - CURRENT USE FUND NOT CORRELATED TO AN OWNERSHIP FUND
00000000   00000000              528 - NO RECORD FOUND
           21              0     034 - INVALID GAAFR FUND TYPE
BH000003   9910000019823000000   034 - INVALID GAAFR FUND TYPE


        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 JTs*). 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

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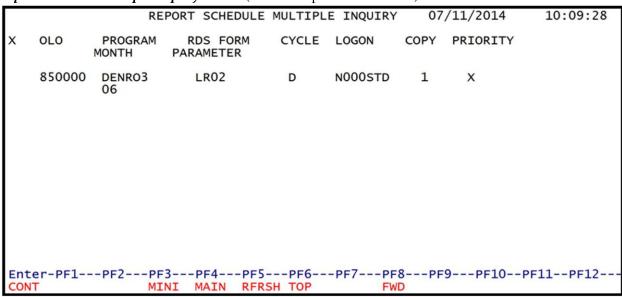
4. Press **Enter**. FLAIR will display the message, *"JT RECEIPTS REPORT HAS BEEN REQUESTED."* The report will be sent to either the RDS or a FLAIR printer depending on the data input.

Example Report: *Journal Transfers Received*

```
DJTR01-00  AS OF 07/14/2014           JOURNAL TRANSFERS RECEIVED              DATE RUN 07/14/2014
                                            850000                                   PAGE    1
                                     DEPARTMENT OF THE TREASURY

  BENEFITING ORG    BENEFITING EO    BENEFITING OBJ     DISBURSING ORG     INVOICE        AMOUNT
  --------------    --------------   --------------     --------------     ---------      --------------

85 10 01 01 211          01              1000          86 10 02 02 213       175              1200.00
                                                                                        --------------
BF-ORG TOTAL                                                                                  1200.00

85 10 02 00 000          CC              2000          86 20 04 00 000       965               750.00
                                                                                        --------------
BF-ORG TOTAL                                                                                   750.00

85 20 04 04 000          AA              4000          86 10 02 00 000       542               572.48
                                                                                        --------------
BF-ORG TOTAL                                                                                   572.48


TOTAL RECEIPTS                                                                               2,522.48
                                                                                        ==============
```

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 CATCH 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:                          PRINTER DESTINATION: LOCALPRI

    RUN BATCH PROP ERROR REPORT           REPORT OF JT RECEIPTS

 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*

```
DNPP24-19                              850000                          07/14/2014
                          TRANSACTION 30 BATCH INPUT ERROR REPORT       PAGE 1

      850000  DEPARTMENT OF TREASURY
      LINE 1 =  POSITION #   1 - 130
      LINE 2 =  POSITION # 131 - 255
      LINE 3 =  POSITION # 256 - 372
      LINE 4 =  POSITION # 273 - 455
 0   0   1   1   2   2   3   3   4   4   5   5   6   6   7   7   8   8   9   9   0   0   1   1   2   2   3

1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5....0....5....0....5....0....5....0.

121 -INVALID VENDOR ID     85000030223110000              00   120400000000000061204000200200000717      000000037500
002004CC06469        C111111111    000RNMBB       GRETZ, MYRA                    900058   0000000000   0000000000000000000
                                                                                          AMOUNT =          375.00

121 -INVALID VENDOR ID     85000030223110000              00   120400000000000061204000200200000717      000000037500
002004CC06469        C222222222    000RNMBB       KLEIN, IDA                     900061   0000000000   0000000000000000000
                                                                                          AMOUNT =          375.00

121 -INVALID VENDOR ID     85000030223110000              00   120400000000000061204000200200000717      000000057500
002004CC06469        C333333333    000RNML        MONEY, XAVIER                  900039   0000000000   0000000000000000000
                                                                                          AMOUNT =          575.00


                       VALID TRANSACTIONS    :    1059 AMOUNT :     1222985.74
                       REJECTED TRANSACTIONS :       3 AMOUNT :        1325.00
```

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

```
DNPP24-19                              850000                          07/14/2014
                          TRANSACTION 51 BATCH INPUT ERROR REPORT       PAGE 2

      850000  DEPARTMENT OF TREASURY
      LINE 1 =  POSITION #   1 - 130
      LINE 2 =  POSITION # 131 - 255
      LINE 3 =  POSITION # 256 - 372
      LINE 4 =  POSITION # 273 - 455
 0   0   1   1   2   2   3   3   4   4   5   5   6   6   7   7   8   8   9   9   0   0   1   1   2   2   3

1...5....0....5....0....5....0....5....0....5....0....5....0....5....0....5....0....5....0....5....0....5....0.
85000051100202213          092701     00000000056H        151010      E999999999
092101       RECONWITH, AMANDA      X        N       1148       0000                  AMOUNT       392.68

                       005 - EXPANSION OPTION RECORD IS NOT ON FILE
                       002 - CATEGORY IS REQUIRED
                       018 - GENERAL LEDGER CODE IS REQUIRED
                       084 - STATE PROGRAM IS REQUIRED


                       VALID TRANSACTIONS    :    1061 AMOUNT :     8232105.81
                       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 - Daily Input Report fields:

Field	Description	Required/Optional/Special Instructions
TR	Transaction Type	Optional. If **blank**, FLAIR will retrieve all available transactions in the Daily Input File. (2N)
USER ID	FLAIR User Identification Code	Optional. If **blank**, FLAIR will retrieve all transactions from all users within the OLO. (6N)
SEL ORG	Select Organization Code	Optional. If **blank**, FLAIR will retrieve all transactions within the user's OLO and/or a specific transaction type. (11N)
PDN	Primary Document Number	Optional. The user may specify retrieval of transactions assigned by voucher, document,

Field	Description	Required/Optional/Special Instructions
		or deposit number. If **blank**, FLAIR will retrieve all transactions for the user's OLO and/or a specific transaction type. (11A/N)
TIME INPUT	Time Input	Optional. The user may specify retrieval of transactions based on time of input. (HH:MM format) (4N)
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

```
DTRR01-01      AS OF 08/06/14                                                      DATE RUN 08/06/14
                                      DAILY INPUT BY TRANSACTION AND SITE              PAGE    8

OPERATING ORGANIZATION: 850000                     SITE 00

TR TRDT      L2L5      EO VER GL      CAT      CFI YR    AMOUNT      OBJECT PDN        INVOICE    VENDOR ID              ETME
VENDOR LONG NAME                       OCA    USID   PPI BPIN    GF SF FID      BE      IBI QTY        SDN          ODN
DESCRIPTION      SUB VENDOR NO    SWDN          FTI BI STPGM          GRT  GY CNTRT  CY BFORG        BFOPT BFOBJ  BFCAT BFYR
BFCFI CKNO    CKDT     GRP BAT AB FPI AI XFD SGL    XGL XOB PID EP OFS AU MBI  CNT  UNIT        TIME   SXGL  PROJECT ID      XCAT

51 07312014 130810000 00 01 71100 040000      00        44.69 139900              V000210    8510100012244100300000  145610
EXPENSES                              015424          10 2  021002 85100300 00        0.00
              00000000 U      9        0  00000  1602000000000000    00                85130810000 01  139900 040000 00
                                                         00              0000 00000000000 00000000

51 07312014 130700000 00 01 71100 040000      00        28.34 227000              554284611 F111111111999          142939
FEDEX                                 013620          10 2  021002 85100300 00        0.00
              00000000 J      9        0  00000  1602000000000000    00                00000000000      000000 000000
                                                         00              0000 00000000000 00000000

51 07312014 250508000 00 01 71100 040000      00       238.50 241010                 18718    F222222222999          142540
TALQUIN ELECTRIC COMPANY, INC.        013620          10 2  021002 85200500 00        0.00
              00000000 J      9        0  00000  1602000000000000    00                00000000000      000000 000000
                                                         00              0000 00000000000 00000000

51 07312014 250700000 00 01 71100 040000      00        65.00 261010              001896501 F333333333999          115555
RADISSON RIVERWALK HOTEL              012355          10 2  021002 85200500 00        0.00
TRAVEL IN       E111111111                        1602000000000000    00                85130810000 01  139900 040000 00
              00000000        9        0  00000          00              0000 00000000000 00000000

51 07312014 232120000 00 01 71100 040000      00        53.46 492010                 144107    8550256100145100100000  143145
STATE SALE                            013620          20 2  275001 85200300 00        0.00
              00000000 J      9        0  00000  1204000000000000    00                00000000000      010000 001903 00
                                                         00              0000 00000000000 00000000

51 07312014 116100000 00 01 71100 040000      00        28.10 380010              001928201 F555555555999          113040
APEX OFFICE PRODUCTS INC              012355          20 2  573004 85100100 00        0.00
OFFICE SUPPLIES                                   1601000000000000    00                00000000000      000000 000000
              00000000        9        0  00000          00              0000 00000000000 00000000

51 07312014 116100000 00 01 71100 040000      00     86654.00 516004              V000761    8520257300854100100000  080904
OCO                                   015424          20 2  573004 85100100 00        0.00
CORR CAT                                          1601000000000000    00                85116100000 00  516006 060000 00
                                                 0       00              0000 00000000000 00000000
```

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)

```
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

     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:
 X   REPORT OF UPLOAD RECORDS - TR: 51                         TYPE     SEL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONT                    MAIN   RFRSH
```
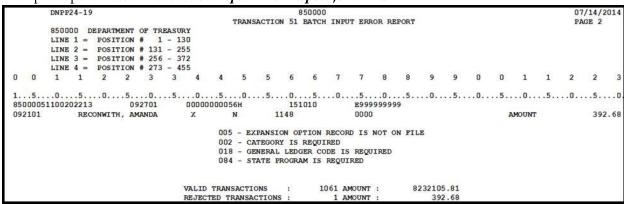
4. Press **Enter**. FLAIR will display records based on the transaction type input.

Example Report: *Listing Of Upload Input Records By Organization*

```
DBIR01-04 AS OF 07/11/2014                                                          DATE RUN 07/11/2014
                                     LISTING OF UPLOAD INPUT RECORDS BY ORGANIZATION    TIME RUN 14:02:14
                                                                                            PAGE 1

850000 DEPARTMENT OF TREASURY
85100000000 DIVISION OF ADMIN.

TR  GF  SF  FID      BE        IBI  OPT  VER  ABI  ALI  PGMSTD      PGMOPT  GL    CAT    TRDT      GTABI GTALI AMT           OBJ
PDN         VNO                     ORN            SDN             VON            XFD  XPGM SVNO              VIN    BFORG    BFOPT
BFOBJ
CKNO   CKDT      DESC              GRP  BAT  AI  OCA   ABO OFS XGL XOBJ BKI ODN       QTY          PID UNIT        TME
FPI SGL
SXGL BFCAT  NBI RAI GRANT GY CNTRT CY AU YR BFYR PPI BPIN      CGFTI CNT  RECDT      CFI BFCFI SWDN
PROJ        XCAT      CTALI PJALI CTABI PJABI

51                          12                                      082707              0000000006.00  264000
VC06579    E
                                             X                   N   004715    00000000000    00000000000 000000000

51                          12                                      082807              0000000084.00  151000
VC06579    E
                                             X                   N   004716    00000000000    00000000000 0000000000

51                          12                                      082807              0000000152.00  264000
VC06580    F
                                             X                   N   2266923   00000000000    00000000000 000000000


51  10 1  000001 85100000 00                               010000 082807              0000000032.00  221000
VC06581                                                                                       85200400000
018000
0023099 090400               N502       X                       0497853   00000000000    00000000000 000000000
    0400000               DMA01 00      00                       090500              W0000006765

51                          12                                      082907              0000009371.00  330000
VC06582    F
                                             X                   004719    00000000000    00000000000 0000000000

                 TOTAL OF TR 51       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 data bases 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.**

FLAIR Application Selection Screen

2. Press **Enter**. FLAIR will display the Natural Security Logon Procedure Screen.

Natural Security Logon Procedure Screen

Natural Security Logon Procedure Screen fields:

Field	Description	Required/Optional/Special Instructions
LIBRARY ID	Logon	Required. Only if data is contained in a library other than the one to which the user is currently logged on. (8A/N)
USER ID	User Identification Code	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

Field	Description	Required/Optional/Special Instructions
		450000 will have user ID D450XXXX with the Xs agency assigned. (≤8A/N)
PASSWORD	Password	Required. The first character must be a letter. (≤8A/N)
NEW PASSWORD	New Password/ Password Confirmation	Optional. (≤8A/N)

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*

```
DMAR01-11 AS OF 09/18/14                           85000000000                           DATE RUN 09/18/14
                                               TRIAL BALANCE BY FUND                          PAGE    1
85 DEPARTMENT OF THE TREASURY                    September 18, 2014
8510 DIVISION OF ADMINISTRATION
10 1 000001 GENERAL REVENUE FUND
85100000 00 DIV. OF ADMIN. - FLAIR CLASS

   GL          GL ACCOUNT NAME
     CAT   CF YR CAT DESCRIPTION                 MONTH-TO-DATE      QUARTER-TO-DATE        YEAR-TO-DATE

   13100       UNEXPENDED GENERAL REVENUE RELEASES
     010000       SALARIES AND BENEFITS                  0.00           17,500.00            70,000.00
     030000       OTHER PERSONAL SERVICES                0.00           17,500.00            70,000.00
     040000       EXPENSES                             556.04-          29,443.96           119,443.96
                               ** GL 13100 TOTAL       556.04-          64,433.96           259,443.96

   16200       DUE FROM STATE FUNDS, WITHIN DEPART.
     040000       EXPENSES                              27.00               27.00                27.00

   31100       ACCOUNTS PAYABLE
     040000       EXPENSES                               3.00-               3.00-                3.00-

   35100       DUE TO STATE FUNDS, WITHIN DIVISION
     040000       EXPENSES                             150.00-             150.00-              150.00-

   54600       COLLECTIONS, GENERAL REVENUE
     001800       REFUNDS                              403.00              403.00               403.00

   63100       RELEASED GENERAL REVENUE APPROPRIATIONS
     010000       SALARIES AND BENEFITS                  0.00           17,500.00-            70,000.00-
     030000       OTHER PERSONAL SERVICES                0.00           17,500.00-            70,000.00-
     040000       EXPENSES                               0.00           30,000.00-           120,000.00-
                               ** GL 63100 TOTAL         0.00           65,000.00-           260,000.00-

   71100       EXPENDITURES, CURRENT
     040000       EXPENSES                             276.04              276.04               276.04
 * CF 040000 C   EXPENSES                               10.00              214.81               214.81
                               ** GL 71100 TOTAL       286.84              490.85               490.85

   92200       APPROVED BUDGET, ALLOTTED
     010000       SALARIES AND BENEFITS              40,000.00           40,000.00            40,000.00
     040000       EXPENSES                          68,500.00           68,500.00            68,500.00
                               ** GL 92200 TOTAL    108,500.00          108,500.00           108,500.00

   93100       ALLOTEMNTS
     010000       SALARIES AND BENEFITS              40,000.00-          40,000.00-            40,000.00-
     040000       EXPENSES                          68,500.00-          68,500.00-            68,500.00-
                               ** GL 93100 TOTAL    108,500.00-         108,500.00-           108,500.00-***
                               *** FUND TOTAL            0.00               0.00                 0.00
```

Example Report: *DTHR02/Expenditure Detail By Vendor Within Division*

```
DTHR02-00 AS OF 09/18/14                              85000000000                                        DATE RUN 09/18/14
                                         EXPENDITURE DETAIL BY VENDOR WITHIN DIVISION                          PAGE    1
                                                   SEPTEMBER 18, 2014
85    DEPARTMENT OF THE TREASURY
8510  DIVISION OF ADMINISTRATION

VENDOR NAME                          VENDOR NO                  ADDRESS
TRDT        TR L3L5    GL    CAT   CF YR          AMOUNT  OBJ   PDN          STATE PROGRAM    INVOICE   FUND              FT
AI PROJECT ID  OCA    PID         QTY                SDN         ODN          DESCRIPTION     SUB VENDOR NO    GRANT GY CNTRT CY

KLEIN, IDA                           C111111111                 12 ANDERSON AVENUE           TILLMAN        FL 32780
08/11/2014 30 0202000 71100 040000   00          48.00- 279000 C107          1112110000                    1010000018510000000 0
                                                                             EXPENSE REFUND

****** VENDOR TOTAL                  -----------------------
                                                 48.00-
STATE BANK                           N666666666999              1111 FAMU WAY               TALLAHASSEE    FL 32301
08/12/2014 51 0202213 71100 040000   00          30.24  222000 V000005 0002 1112110000      494            2020100018510000000 0
                                                                             TELETYPE SERVICE

08/12/2014 51 0202213 71100 040000   00          32.40  380000 V000005 0003 1112110000      494            2020100018510000000 0
                                                                             ROLEDEX
                                                 -----------------------
****** VENDOR TOTAL                              62.64
A & B OFFICE MACHINES, INC.          F888888888999             485 BILTMORE WAY            CORAL GABLES   FL 22134
08/08/2014 70 0202213 71100 040000   00          16.54  380000 V000104 0003 1112110000      80             1010000018510000000 0
                                                     E20        0001         PADS
08/13/2014 30 0202213 71100 040000   00         355.00  279000 C104          1112110000                    1010000018510000000 0
           0002B                                     104                     EXPENSE REFUND
-----------------------
****** VENDOR TOTAL                             371.54
AVIS RENT-A-CAR SYSTEMS, INC         F222222222999             6305 E. HILLBOROUGH AVENUE    TAMPA          FL 33610
08/08/2014 70 0202213 71100 040000   00          50.00  261000 V000104 0002 1112110000      85             1010000018510000000 2
                                                     E13        0001         CAR RENTAL      E111111111                 246B
08/08/2014 51 0202213 71100 040000   00          47.50  261000 V000104 0001 1112110000      1099           1010000018510000000 2
                                                                             CAR RENTAL      E111111111                 246B
08/12/2014 70 0202213 71100 040000   00          43.75  262000 V000107 0001 1112110000      211            2020100018510000000 2
                                                     E32        0001         CAR RENTAL      E111111111                 135A
08/14/2014 51 0202213 71100 040000   00         212.20  261000 V000107 0003 1112110000      1099           2020100018510000000 2
                                                 -----------------------
****** VENDOR TOTAL                             353.45

****** DIVISION TOTAL                -----------------------
                                                739.63

****** DEPARTMENT TOTAL                         739.63
```